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# NOTICE OF MEETING

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## CABINET MEMBER FOR RESOURCES

THURSDAY, 21 JANUARY 2016 AT 12.00 PM

THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL

Telephone enquiries to Vicki Plytas 023 9283 4058

Email: [Vicki.plytas@portsmouthcc.gov.uk](mailto:Vicki.plytas@portsmouthcc.gov.uk)

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## CABINET MEMBER FOR RESOURCES

Councillor Lee Mason (Conservative)

### Group Spokespersons

Councillor Colin Galloway, UK Independence Party

Councillor Hugh Mason, Liberal Democrat

Councillor Aiden Gray, Labour

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(NB This Agenda should be retained for future reference with the minutes of this meeting.)

Please note that the agenda, minutes and non-exempt reports are available to view online on the Portsmouth City Council website: [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

**Deputations by members of the public may be made on any item where a decision is going to be taken. The request should be made in writing to the contact officer (above) by 12 noon of the working day before the meeting, and must include the purpose of the deputation (for example, for or against the recommendations). Email requests are accepted.**

## AGENDA

- 1 **Apologies for Absence**
- 2 **Declaration of Members' Interests**
- 3 **Revenue and Benefits Report (Pages 1 - 12)**

The purpose of the report is to seek approval to implement a policy of imposing fixed penalties on residents who fail to notify Portsmouth City Council within a prescribed timescale, of a relevant change in their circumstance which may result in an increase in their chargeable Council Tax

## **RECOMMENDED**

- (1) That it is agreed that the implementation of fixed penalties from 1<sup>st</sup> April 2016, as permitted under the provisions of the Local Government Finance Act 1992, whereby anyone who intentionally or knowingly fails to notify the Council of any change affecting Council Tax Liability or the Local Council Tax Support Scheme may be liable to a fixed penalty fine.**
- (2) That where an application is made to waive the penalty on the grounds of exceptional circumstances, the Local Taxation Manager or Director of Community and Communications be given delegated responsibility to use their discretion.**

### **4 Super connected cities - information report (Pages 13 - 18)**

The purpose of the report is to inform the Cabinet Member on the current status of High Speed Broadband and Public Access Wifi availability across the City and potential future direction.

### **5 Data Centre Accommodation Update - Information report (Pages 19 - 24)**

The purpose of the report is to inform the Cabinet Member on the current status of the accommodation project on the ground floor of the Civic Offices next to the Data Centre.

### **6 Portsmouth and South East Hampshire Coroners Update - Information report (Pages 25 - 30)**

The purpose of this report is to update the Cabinet Member for Resources:

- on the service improvements undertaken to address the recommendations agreed in the Cabinet report of 6 November 2014.
- on further developments planned for the coroners service enabled by the relocation to the civic offices

### **7 Monitoring of the Second Quarter 2015/16 Revenue Cash Limits and Capital Programmes - information only (Pages 31 - 42)**

The purpose of the report is to inform the Cabinet Member and Opposition Spokespersons of:

- The forecast revenue expenditure for the year compared with the cash limited budget.
- The forecast capital expenditure against the revised capital programme for the Resources portfolio.

**RECOMMENDED that the contents of the report be noted.**

Members of the public are now permitted to use both audio visual recording devices and social media during this meeting, on the understanding that it neither disrupts the meeting or records those stating explicitly that they do not wish to be recorded. Guidance on the use of devices at meetings open to the public is available on the Council's website and posters on the wall of the meeting's venue.

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**Title of meeting:** Resources Portfolio  
**Date of meeting:** 21<sup>st</sup> January 2016  
**Subject:** Council Tax Penalties  
**Report by:** Director of Community and Communications  
**Wards affected:** All  
**Key decision:** No  
**Full Council decision:** No

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## 1. Purpose of report

- 1.1. To seek approval to implement a policy of imposing fixed penalties on residents who fail to notify Portsmouth City Council within a prescribed timescale, of a relevant change in their circumstance which may result in an increase in their chargeable Council Tax.

## 2. Recommendations

### RECOMMENDED

- 2.1. **That it is agreed that the implementation of fixed penalties from 1<sup>st</sup> April 2016, as permitted under the provisions of the Local Government Finance Act 1992, whereby anyone who intentionally or knowingly fails to notify the Council of any change affecting Council Tax Liability or the Local Council Tax Support Scheme may be liable to a fixed penalty fine.**
- 2.2. **That where an application is made to waive the penalty on the grounds of exceptional circumstances, the Local Taxation Manager or Director of Community and Communications be given delegated responsibility to use their discretion.**

## 3. Background

- 3.1. The Council has powers under the Local Government Finance Act 1992 (Schedule 3) to impose civil penalties to those charge payers who wilfully neglect to inform the Council of changes which affect their Council Tax liability.
- 3.2. The Council has a responsibility to deliver value for money and a duty to protect taxpayers' money. Evidence from other Local Authorities who have introduced these schemes demonstrates that the introduction of a penalty scheme encourages customers to notify the Council of changes in a speedier manner thus saving money through the administration of overpayment recovery.

3.3. It is important to distinguish the difference between the appropriateness of imposing a fixed penalty versus those cases managed under the Detection of Fraud and Enforcement Regulations. Where it is clear that the behaviour of the charge payer warrants a criminal investigation that action will still take place.

3.4. As agreed at the Resources Portfolio meeting of 22<sup>nd</sup> October 2015, and in order to understand resident opinion on this matter, a consultation questionnaire was distributed and residents across the city invited to participate. The consultation opened on 16<sup>th</sup> November 2015 and closed on 30<sup>th</sup> December 2015 and was available online or in print on request.

3.5. Details of the consultation responses are attached in Appendix 1.

#### **4. Reasons for recommendations**

4.1 The introduction of a fixed penalty has been shown to encourage customers to notify the Council of changes in a more timely manner. This in itself saves the authority time and money.

4.2 Whilst the overall number of participants to the consultation was modest, of those who took time to complete the questionnaire 67% indicated that they would support a penalty system.

#### **5. Equality impact assessment**

5.1 A full impact assessment has been completed, the results from the consultation that went out to residents did not identify any adverse impacts on the protected characteristics as described by the Equality Act.

#### **6. Legal implications**

6.1 There are a range of penalties under the Local Government Finance Act 1992, and under the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013, payable in specified circumstances. These are prescribed, and capped to:

- (a) £70, failure to notify of change or provide information in specified circumstances;
- (b) £280, repeated failure to notify following a fine;
- (c) In the event of an over provision of discount, and as an alternative to prosecution the sum of a financial penalty is strictly regulated, and capped at 50% of the amount of the excess reduction (the sum which the charge payer has saved by not informing), rounded down to the nearest whole penny, and subject to:

- i. a minimum amount of £100; and
- ii. a maximum amount of £1000.

6.2 Accordingly, the proposal is lawful.

**7. Director of Finance's comments**

7.1 The value of new income arising from this proposal is difficult to quantify. However, the approved budget savings for 2016/17 include a provision for additional income of £100,000 as a consequence of the review of exemptions, discounts and late notifications

.....  
Signed by:

**Appendices:** Appendix 1 - Consultation Results

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by ..... on .....

.....  
Signed by:

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## Consultation Results - Council Tax Penalties

As Portsmouth City Council aims to deliver continuing value for money the introduction of a penalty scheme would encourage customers to inform the Council of changes as soon as possible thus reducing collection costs.

In order to understand resident opinion on this matter a consultation questionnaire was conducted and residents across the city invited to participate. The consultation opened on 16<sup>th</sup> November and closed on 30<sup>th</sup> December and was available online or in print on request.

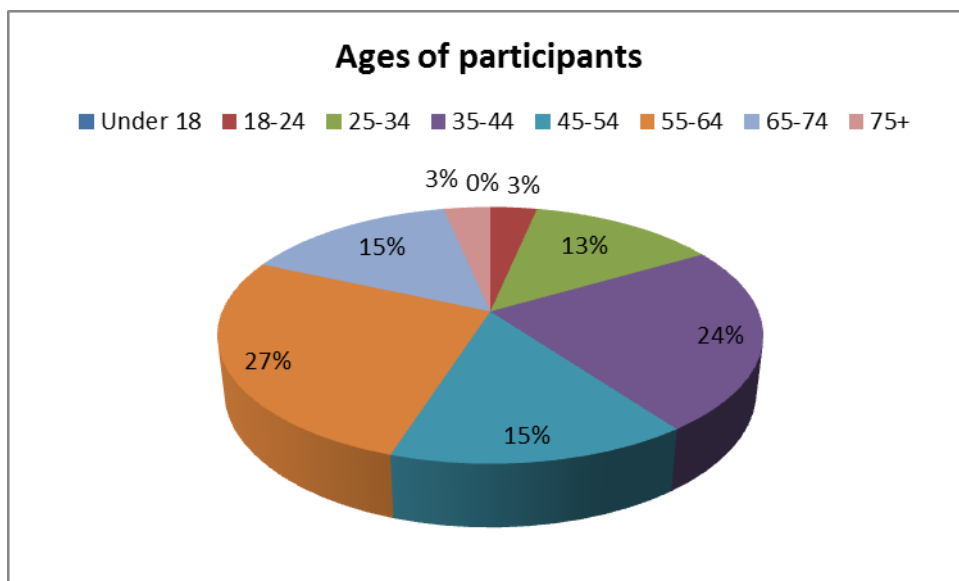
### Results

The consultation questionnaire was completed by 65 responders - 63 individual residents and 2 who completed on behalf of a business or organisation.

Of those who responded only 3 were not eligible to pay council tax.

More women (56%) than men (44%) completed the survey - this is usual as more women than men complete surveys and get involved in research generally.

A variety of ages responded. Although the 55-64 group is the largest, other age brackets are evenly represented and show a good spread. Thirty-three of those who responded would consider themselves to have a health problem.

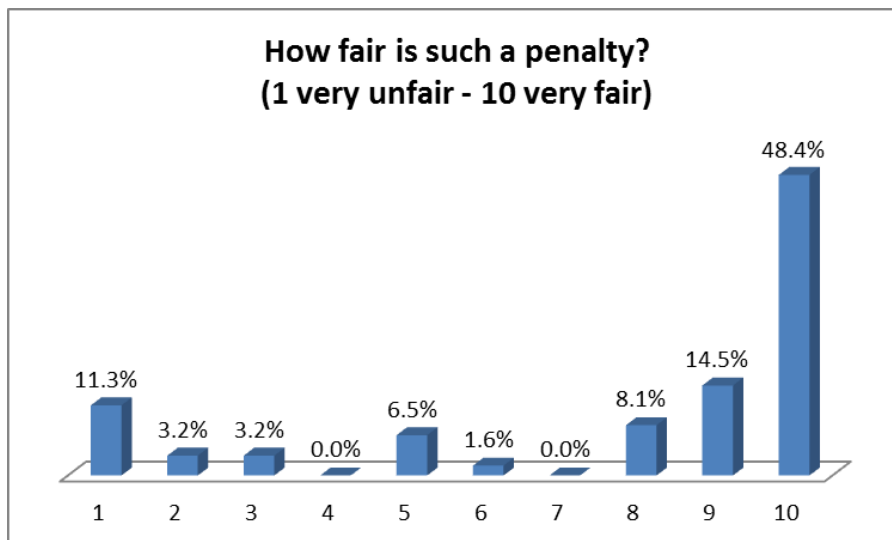
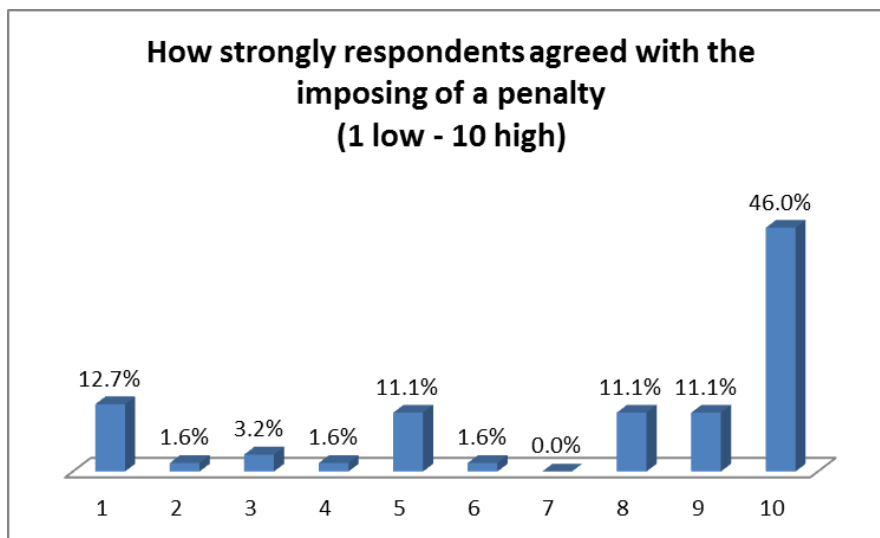


The majority of those who responded did not receive a discount - 79% (51) indicated that they did not receive a discount for their council tax.

When respondents were asked to indicate their level of agreement of the following statement:

***On a scale of 1 - 10 (with 1 strongly disagreeing and 10 strongly agreeing) please indicate how much you agree with the following statement?" The Council should impose a penalty of £70 where a person fails to notify the Council without reasonable excuse on any matter which affects entitlement to discount, exemption or Council Tax liability"***

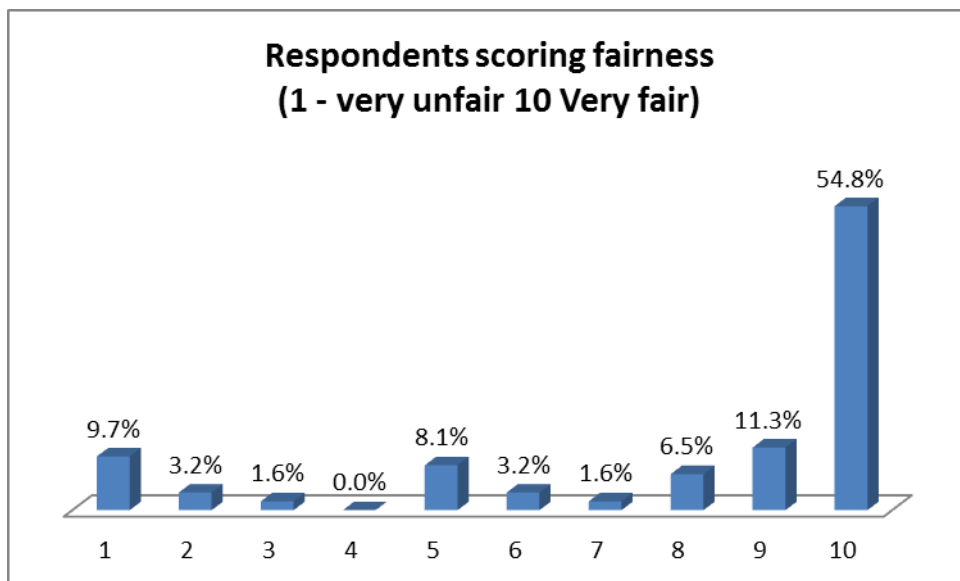
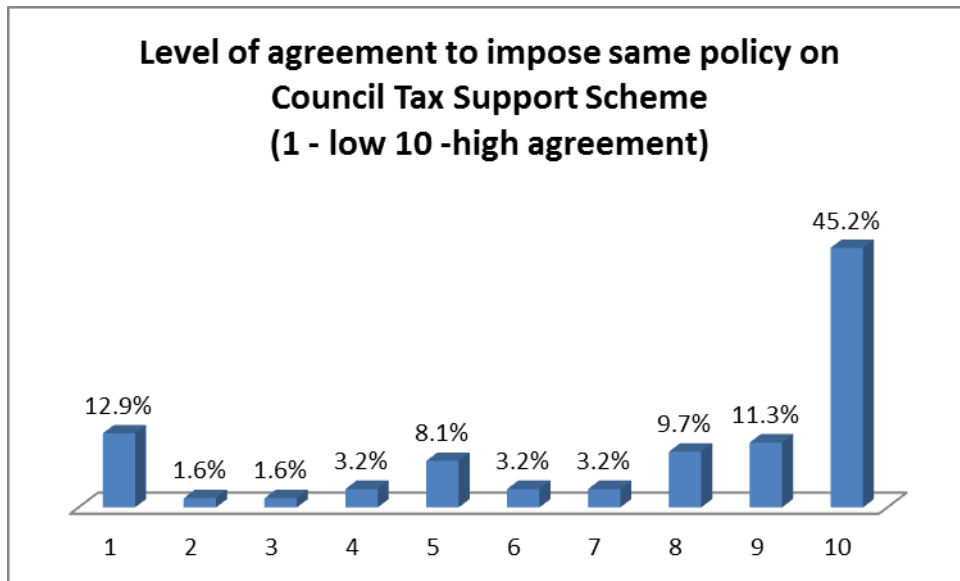
The majority strongly indicated agreement with the statement with 67% of respondents scoring an 8 or above.



\*3.2% indicated they did not know how fair such a penalty might be.

When asked to comment on the 'fairness' of imposing such a penalty - again the majority scored over 8 and demonstrated that they believed the penalty to be fair in these circumstances.

When asked to score whether they agreed with imposing the same policy on the Council Tax Support Scheme, again respondents scored in favour and also indicated through their scoring that they felt it a fair penalty to impose.



Respondents were asked if there were any exceptional circumstances where a penalty should be waived. Respondents responded as follows (raw uncensored data):

- no excuse!!!!!!! If they can claim all benetits they need to UNDERSTAND everything !!!!
- difficulties understanding English, a stay in hospital, family problems
- period of extended ill-health, continuously variable income for self-employed per month, unequable income, difficulties understanding English, a close family bereavement or health issues, verbally incorrect information provided by a member of council staff
- Ill Health, Bereavement
- a STAY IN HOSPITAL
- death, hospitalisation, language barrier
- "financial difficulties
- overwhelming financial issues
- letting a property through an agent and not being told it is empty
- Very elderly and infirm and a carer has moved in and failed to notify them immediately perhaps an age of over 80 plus? all the above but not understanding english
- ill health
- being away from country
- As above but not language barrier as plenty of language services available
- some people may genuinely not think about council tax straight away. I suppose if they pay you the overpayment as soon as aware then the penalty could be waived
- I would agree with these ones 'a period of extended ill-health, a stay in hospital, a close family bereavement' but I would expect the money they overclaimed to be clawed back still.
- Forgetfulness is reasonable..many people forget things I think you should have a warning system ie give people a warning then after that its straight to penalty.
- Reasons (not excuses). Unexpected ill health or hospital stay, major life changes e.g. bereavement, short term change (someone moves into a house claiming single reduction for a few weeks only), registered blind or similar where rely on others to action this type of thing on your behalf, something which appeared a short term change of less than 21 days but then becomes longer term.
- ill health
- Bereavement/Ill Health
- Difficulty understanding English
- Difficulty reading
- A family emergency - to be defined but some flexibility to allow for compassion in difficult cases.
- In hospital
- Language or reading problems Serious illness
- Being ill or being unable to communicate well due to communication difficulties (learning disabilities etc), should be taken into account as a reasonable excuse.
- Not being able to speak English very well is NOT an excuse.
- ill health, bereavements, hospital stay.

- Those mentioned in your paragraph above except for not understanding english
- Mental health issues and learning difficulties.
- To be considered when asked to meeting for not informing
- Lack of understanding, ie elderly or those with learning difficulties
- Ill health.
- Family Bereavement
- Hospital stay
- All above should be without question.
- Hospital stay, bereavement, time....give a month but back dated extra chargers
- Hospitalisation
- Ill health
- Continuous good cause such as medical reasons, family problems such as a bereavement and for vulnerable adults.
- All the above apart from difficulty understanding English.
- ill health of more than 10 days (with a doctor's note or prescription) hospital stay or forthcoming hospital stay (ie at around the same time), family bereavement, disability that involves learning or understanding problems, English as a second language when they have been resident for less than one year only,
- extended period of ill health, bereavement
- An extended stay in hospital, a permanent or long term ill-health problem, Elderly claimants that may need help.
- You were not sure about claiming
- I think it is difficult to quantify as there are so many possible variations according to specific circumstances
- Bereavement esp if person was at same address, ill health of Bill payer or other at same address, severe and enjuring mental health problem,
- 21 days is too short a notice. If people are busy working, helping relatives, etc. then at least 2 months notice would be sufficient. We all lead busy lives and who knows - the new move in person may not stay thus making more paperwork and cost to the council by way of time and letters sent.
- I don't see how you can pre-empt the reasons why people do not or unable to report changes. People will have their own reasons and it is not the job of the council to call their explanation into question.
- Hospital stay. Death of occupant. Death in the family. New claimants if they can prove that they were not told of the rules. If a claimant received the incorrect advice by a council member or staff. Extended Ill health. Terminal illness. Mental health issues are proven such as learning disabilities.
- Certainly an extended stay in hospital and the individual didn't have immediate family to help would be a reason. Equally someone with a medical problem such as early stage dementia or other mentally debilitating condition should be excused a fine
- All of the above would be reasonable excuses in my opinion, I would also opine that a person who has recently got back into work, may be struggling with increased personal administration requirements, finding childcare, managing bills etc. in this instance, I would suggest that as long as the overpayments are returned in a timely manner (not necessarily all at once), then this might be considered sufficient.

- I would also raise the issue of persons like myself who may work offshore or be on military duty outside of the UK, often with no means to contact the council for extended periods.
- Mental health conditions. Hospital stays.
- A change in other benefits, where the council is able to access the information.
- Ill health of self or close family member
- Hospital stay
- Bereavement

In summary, a variety of reasons appeared a number of times in the comments but ill health, hospitalisation and bereavement were the most frequently mentioned. Many were also at pains to state a lack of understanding of English should not be a case of avoiding the penalty if imposed.

### **Finally**

Although the overall number of participants was modest, those who took time to complete the questionnaire indicated that they would support a penalty system with certain waivers in place.

## APPENDIX

### Additional Comments

Participants were also invited for any general comments. These appear verbatim below:

1. REDACTED
2. no additional comments
3. Penalising someone, other than them having to pay back the overpayment, would only add to the hardship of someone who most likely has money problems
4. NOT speaking English, is no excuse. I bet you if money was concern (ie rebate etc), they would soon speak our countrys languish.
5. need to make sure these penalties should be collected
6. I find it astounding that you are trying to claim money for a property that no one is living in, therefore not using any service the council provides, and not only that, you now wish to penalise the owner for failing to jump through your hoops. In my circumstances I am trying to sell two flats that have nearly bankrupted me due to appalling tenants. Now the flats are on the market I am liable for 3 lots of council tax (my own home as well as these empty properties. You need to realise that keep pushing people who are having financial difficulties into further debt does not get you more money but could cost lives. People are on the edge financially now. Just stop being greedy.
7. As individuals we all have our unique and individual problems I believe that the fine system would cost more to administer than it gets in, people should not be able to get away with untruths and they should pay back money owed
8. Not understanding English is not an excuse
9. Charge interest on any underpayments instead
10. I do not agree about difficulties understanding English... people should learn the language or leave and there are also plenty of organisations who help these people, this is a poor excuse that further encourages individuals not to learn English or engage with the community
11. I dont think going straight to imposing fines is fair or justifiable I do think giving people a chance is fair.
12. 21 days is not long if you are facing major life changes or very unexpected changes. Possibly 4 weeks (28 days) would be more appropriate, charges would be back dated anyway.
13. If people aren't paying then they should be fined, why should others pay full amount to subsidise people who don't want to follow the rules.
14. I don't agree that a penalty should be introduced, but simply that the person should be charged any amount that they should have paid, during the period that they didn't notify the council, i.e. as per the examples in this survey. A small admin charge could be added to cover the cost of working out this figure, but 'small', not £70!
15. I think if a penalty is imposed then any arrears are paid in say 14 days then the penalty could be cancelled because at the end of the day this is about maximising revenue
16. I feel that NO penalty should to be given to anyone!!! Why are the Council trying to profit from a person's change in circumstance?? The person still makes up the short fall by paying more in the council tax either monthly or after the financial year. You are not a Private organisation so stop acting like one! You should not be profitering

from working people, low income, poverty line and vulnerable people. Total disgrace  
PCC

17. Hit the obvious fraudsters with the fine. But warn not those mentioned above
18. Unable to understand English is not an excuse
19. The local authority need to implement this
20. I think 21 days is too short a time period - when changing job etc it could be easy just to forget
21. Difficulties understanding English is not a reasonable excuse. It didn't stop a claim being made in the first instance.
22. I think 21 days may be too short. I think one month would be better.
23. Lack of ability to understand English is not a good reason as if paying already know the responsibility, if claiming benefit definitely know rules, and information is widely available in a variety of languages
24. Peoples circumstances change but they should be given time to notify. 21 days notice is just too short a period. In 21 days peoples circumstances could change back to stage 1.
25. Those on a low income are unable to pay fines - it is wrong for the council to consider such a proposal.
26. I don't believe that not understanding English is a reasonable excuse because to claim the benefit in the first place takes a certain level of understanding of English. If a translator is used to apply for the benefit, they should explain to the client then expect the client to say that they understand this rule by signing a form to that effect.



# Agenda Item 4



Portsmouth  
CITY COUNCIL

**THIS ITEM IS FOR INFORMATION ONLY**

**Title of meeting:** Resources Portfolio

**Subject:** Public Access Wifi and High Speed Broadband

**Date of meeting:** 21<sup>st</sup> January 2016

**Report by:** Director of Finance and Information Services

**Wards affected:** All

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**1 Requested by: Councillor Lee Mason**

**2 Purpose**

To inform the Cabinet Member on the current status of High Speed Broadband and Public Access Wifi availability across the City and potential future direction.

**3 Information Requested**

**3.1 Introduction**

The Government sponsored Super Connected Cities initiative launched in 2013 was a scheme with the aim to enable everyone across the UK access to high-speed broadband. Following a successful bid process in partnership with Portsmouth University, PCC was authorised to both offer vouchers to pay the installation cost for SMEs to take advantage of High Speed Broadband and also to undertake an extensive rollout of Public Access Wifi (MyCityWifi) across the City.

The justification behind the PCC bid was to:

- Support economic growth innovation and enterprise in Portsmouth
- Enhance the competitiveness of our city
- Aid digital inclusion.

**3.2 Background**

WiFi to public buildings

By 30<sup>th</sup> June 2015, the date the scheme completed, PCC had implemented an infrastructure to support Public Access Wifi in 79 sites across the City. Recent analysis shows that this is being extensively used across these sites supporting

## **THIS ITEM IS FOR INFORMATION ONLY**

those members of the public access to the internet via their Smartphones and Tablets, etc. allowing residents and visitors to Portsmouth to use My City WiFi.

### Vouchers

The second strand of the scheme was to encourage local small and medium sized business to apply for a broadband connection voucher to increase the superfast broadband coverage across the city. By the conclusion of the scheme in September 2015 a total of 297 vouchers had been issued enabling those businesses to grow and ultimately increase the economic growth of Portsmouth.

### Wireless Concession

A further strand was to investigate the opportunity to issue a concession to a mobile provider to complement the work on the wireless network and extend wifi coverage across the City however this scheme was withdrawn at the time due to lack of market maturity.

## **4 Current Status and Future Direction**

### **4.1 Public Access Wifi**

#### MyCityWifi

Worldwide although there are 10M commercial hotspots there are now 168M community hotspots with the emphasis of supporting social inclusion. The public expectation of the provision of public access wifi is increasing. Under the Super Connected Cities scheme PCC has provided access in public buildings but there are now opportunities to increase network coverage across the City.

Areas where this could be of benefit for example are:

- 1) Hotwalls Arches project – the project to transform the Hotwalls arches in Old Portsmouth will deliver basic accommodation infrastructure including broadband connectivity. We can utilise this connectivity to provide public access wifi. Not only will this support wifi for general day-to-day use by residents and visitors, it will also be available when the new large Aircraft Carriers are based in Portsmouth supporting those families that have come for the large send-off events across Old Portsmouth.
- 2) Extended coverage at the Continental Ferry Port - currently MyCityWifi is only available on the Ferry Port terminal but it could be extended to cover the Car Park for use of visitors when they are waiting to board the ferries, and to advertise the attractions of Portsmouth for new visitors arriving via the ferries.
- 3) The Director of Culture and City Development has asked for an investigation into extending wifi coverage across the Guildhall Square campus and along Southsea Seafront from Cumberland House to the D-Day Museum, again to enhance the experience of residents and visitors.

## **THIS ITEM IS FOR INFORMATION ONLY**

### Wireless Concession

Although this option was not pursued as part of the original Super Connected programme, the market has now moved on and it is now a suitable time to investigate this option again. As a consequence we are currently in the process of taking expert advice on both the commercial and technical challenges this presents. Mobile providers will see this as a potential opportunity to generate a revenue stream from advertising, so it is vitally important that the contract is set up such that emphasis is to benefit the City of Portsmouth.

It is noted that a number of other Cities have already pursued this option in a variety of different ways, some more successful than others. We will be contacting these Local Authorities to understand their experiences and any lessons learned.

### 4.2 The Internet of Things (IoT)

The current view is that the Internet of Things is a major area of growth and will have a transformative effect on society. A recent report by independent consultants estimates that the global value of the Internet of Things sector will exceed £255 billion a year by 2020.

It should be noted that the infrastructure to support public access wifi also provides the core infrastructure to support the growth of the Internet of Things. There is growing evidence of the usefulness of the 'Internet of Things' to improve services. Of note is that the City of Manchester has just been awarded a £10M government grant to demonstrate how IoT technologies will improve services in four key areas: healthcare; transport; energy / environment; and culture / community with the aim of demonstrating the concepts of a 'smart' city. The areas that Manchester is taking forward are listed in Appendix A.

In Portsmouth the University hosted a workshop in August 2015 bringing together various organisations and businesses (e.g. PCC, the LEP, local SMEs, etc.) that defined the issues facing the City and innovative ideas for addressing them.

## **5 High Speed Broadband**

PCC has recently taken up discussions with VirginMedia as a part of their 'Project Lightning' initiative, where they have proposed to extend their national fibre network to approximately four million additional premises over the next five years supported by a budget of approximately £3 billion.

Although Virgin Media was one of the first companies to offer broadband services it has less coverage than BT throughout the country, but is now considered the market leader in the areas it does cover.

The motivation for VirginMedia is to provide high speed broadband via fibre connectivity to those areas within the City where there is little or no provision currently. However the emphasis for PCC will be to ensure this is delivered in line with the economic development projects tied to the 'Shaping the future of

**THIS ITEM IS FOR INFORMATION ONLY**

Portsmouth' strategy and to review the lack of provision in our Housing stock and other PCC premises. This new fibre connectivity around the City will support our 'smart city' initiatives e.g. future transport initiatives, etc.

.....  
Signed by (Director)

**Appendices:** Appendix A - City of Manchester, CityVerve Project

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

## THIS ITEM IS FOR INFORMATION ONLY

### Appendix A

#### Manchester's CityVerve Project

The project is made up of a number of innovative elements, including:

- Management of chronic respiratory conditions - CityVerve will set up a 'biometric sensor network' which will help improve responses to patients' conditions and improve how local healthcare services work.
- Community wellness - a network of sensors positioned in parks, along commuter and school routes will track the progress of individuals and teams competing against each other for physical activity and fun. Examples include the "Great Space Race Challenge" for Manchester residents to walk to the moon.
- Talkative bus stops - CityVerve will convert 'flag and pole' bus stops into safe places with location-based services, sensors/beacons, mobile apps and intelligent digital signage. People will check-in to their bus stop and let bus operators know they are waiting for their service.
- Smart lighting - Manchester, like many cities, is seeing a growth of traffic and congestion. To reduce car use, alternative forms of transport need to be attractive and safe. Smart lighting, in addition to connected street lighting, will help address this.
- Bike sharing - The Manchester Corridor through-route will soon become bus and bike only. Bike sharing schemes can be expensive to install and maintain, and so an alternative is to use Internet of Things enabled bikes in a crowd-sourced and maintained, secure bike sharing service. It will also include 'e-cargo' bikes to make 'last-mile' deliveries on the Corridor.
- Smart air-quality monitoring - Street furniture and connectivity infrastructure such as lamp posts and street cabinets on the Manchester Corridor will be used to monitor air quality at different heights and locations. Information will be passed to those with health conditions and made generally available to support walking options and routes.

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## THIS ITEM IS FOR INFORMATION ONLY

**Title of meeting:** Resources Portfolio

**Subject:** Data Centre Accommodation

**Date of meeting:** 21<sup>st</sup> January 2016

**Report by:** Director of Finance and Information Services

**Wards affected:** All

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**1 Requested by: Councillor Lee Mason**

**2 Purpose**

To inform the Cabinet Member on the current status of the accommodation project on the ground floor of the Civic Offices next to the Data Centre.

**3 Information Requested**

**3.1 Introduction**

The principle adopted when the new Data Centre was built in 2013 was to locate it using the accommodation space next to the old data centre. This would enable the old data centre to be kept fully operational during the build followed by the migration of all the equipment to the new data centre once complete. This was considered to cause the least disruption to services and therefore deemed the least risk option. This meant that the majority of staff working in the accommodation side were moved to other locations across the Civic Offices leaving just the computer operators onsite to maintain the equipment. Thus the operators were 'shoehorned' into the room where the large corporate printers were installed.

The second phase was always planned to be the reverse, turning the old data centre into an accommodation area followed by the relocation of those original members of staff back onto the ground floor. Noting that siting the computer operators with the large printers was thought to be acceptable on a temporary basis as it was considered that this second phase would not be a lengthy exercise.

## **THIS ITEM IS FOR INFORMATION ONLY**

### **3.2 Background**

When it was realised that the accommodation build was more complex than originally thought it was imperative that the computer operators were moved to a more suitable location however this has resulted in them being relocated some distance from the equipment they maintain which has had an impact on service delivery as it causes unnecessary movement to and from the data centre.

The complexity with the build arose during the design process as the investigation into the basic infrastructure highlighted that the area was never designed to accommodate staff and therefore would need substantial investment on all the basic utilities.

The consequence was that once the new specification was completed additional funding had to be sought followed by a procurement exercise to identify the contractor. Some further delay has been caused as this exercise then conflicted with other priority accommodations projects (e.g. letting the Brunel Wing, Chaucer House, etc.) which has slowed progress however is now underway.

### **3.3 Current Status**

The plan of the layout (Appendix A) was agreed some months ago and formed the basis of the procurement exercise, the tender has been let with the build scheduled to start at the end of February / early March.

It will provide not only the working area for the computer operators and a separate area for the large corporate printers, but in addition a storage area for new equipment and maintenance stock, a workshop / build area for Technicians and an additional hot-desking area for Infrastructure Engineers to work in close proximity to the servers / switchgear etc.

It should be noted that this accommodation project is part of a larger accommodation programme. Once complete it will enable release of several areas around the Civic Offices and Chaucer House and thereby the consolidation of the Information Service and the Corporate Finance Team onto the 3<sup>rd</sup> Floor of the Civic Offices which will provide a preferential solution supporting the two services amalgamated under one Director.



**THIS ITEM IS FOR INFORMATION ONLY**

.....  
Signed by (Director)

**Appendices:** Appendix A - Plan of IS Accommodation Area (Ground Floor)

**Background list of documents: Section 100D of the Local Government Act 1972**

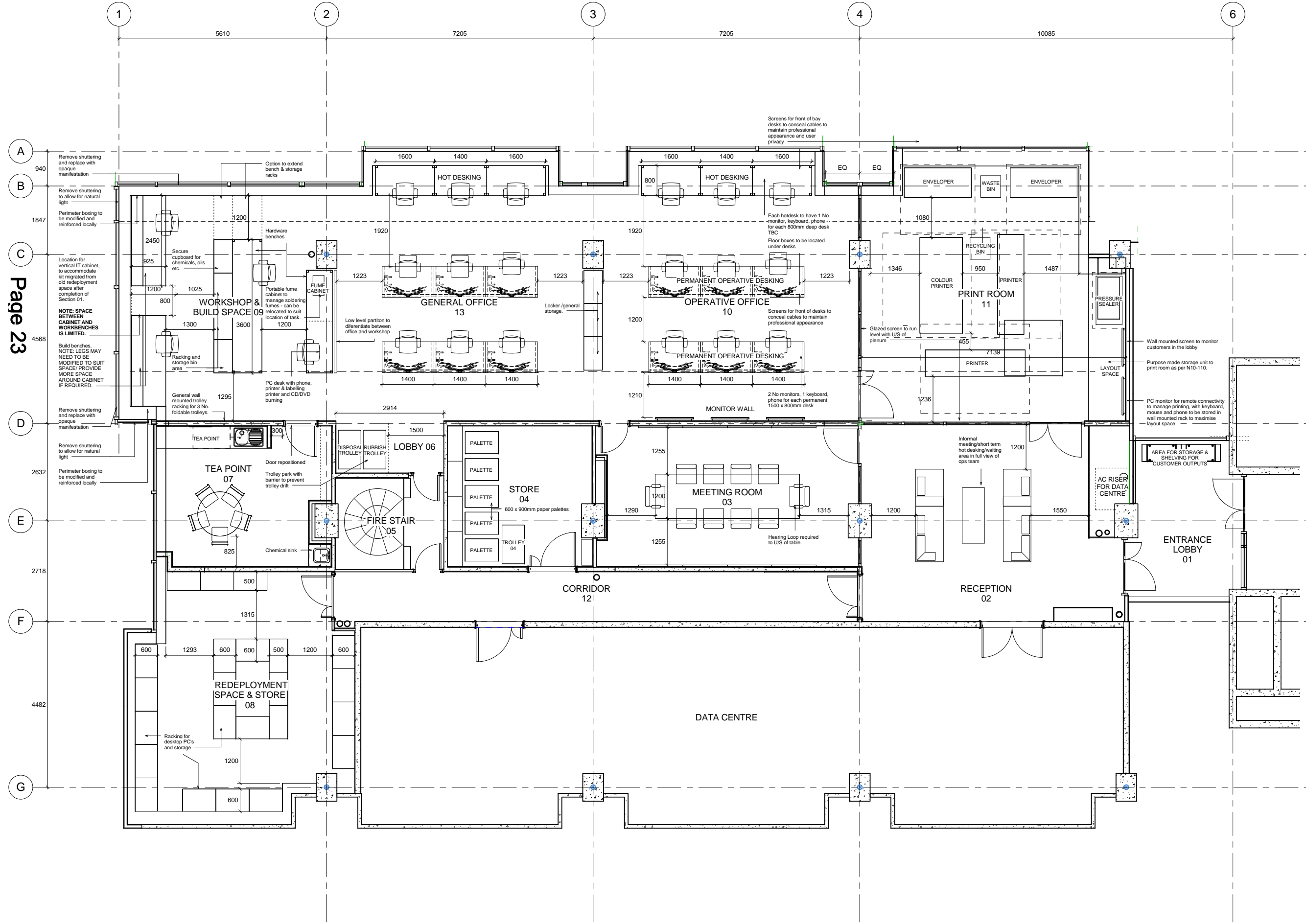
The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

<b>Title of document</b>	<b>Location</b>

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NOTE:  
All dimensions to be checked on site prior to commencement of any work  
\*\*\*DO NOT SCALE FROM THIS DRAWING\*\*\*  
Notify C.A of any discrepancies before ordering materials.

NOTE: All furniture and computer equipment is client supply.



Page 23

G	30.03.15	Minor changes to layout/notes following comment	MAS
F	24.03.15	Layout change to reflect Client Brief Change 03	MAS
E	05.03.15	For MM	MAS
D	12.01.15	Updated notes throughout and added dims.	MAS
C	17.12.14	Gen. update screens, doors, kitchen, furniture.	MAS
B	12.09.14	General update to layouts, grids and curtain wall	MAS
A	04.07.14	Draft for discussion with MB & NM	MS
Dr	26.06.14	Draft for discussion with DT & LR	
Rev	Date	Revision Details (Amended By)	Approved By

Project  
**IS Office Accommodation Refurb (Ground Floor)**

Drawing Title  
**GA Proposed Plan with Furniture**

Date: December 2014 | Scale: A1 | 1:50

HOUSING AND PROPERTY SERVICE

**Portsmouth City Council** | OWEN BUCKWELL  
Head of Service

DEPARTMENTAL SECTION: | Tel No: 023 92 841514  
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Drawing No:  
**618019 / 1205 / G**

SURVEY	DESIGN	★	WORKING DRAWING
FEASIBILITY	TENDER		AS BUILT
INFORMATION	CONTRACT		A.I.

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# Agenda Item 6

THIS ITEM IS FOR INFORMATION ONLY



Portsmouth  
CITY COUNCIL

<b>Title of meeting:</b>	Resources Portfolio Decision meeting
<b>Subject:</b>	Portsmouth and South East Hampshire Coroners Update
<b>Date of meeting:</b>	21 January 2016
<b>Report by:</b>	Superintendent Registrar
<b>Wards affected:</b>	N/A

---

## 1. Requested by:

1.1 Cabinet Member for Resources: Councillor Lee Mason

## 2. Purpose

2.1 The purpose of this report is to update the Cabinet Member for Resources:

- on the service improvements undertaken to address the recommendations agreed in the Cabinet report of 6 November 2014.
- on further developments planned for the coroners service enabled by the relocation to the civic offices .

## 3. Information Requested

An update on the recommendations listed in the November 2014 cabinet report is as follows:

### 3.1 Transfer of Coroners service to PCC

3.1.1 The service successfully transferred from a jointly managed service of Hampshire Constabulary and Hampshire County Council to PCC management on the 1 April 2015.

3.1.2 The Coroners staff were successfully TUPE'd from their respective organisations to PCC employment. The next stage will be to harmonise all staff under PCC terms and conditions and this will inform a future review of the service.

### 3.2 Relocation of the Coroners Service

3.2.1 The Coroners Service is to relocate from the Guildhall to a suite on the Brunel Wing Civic Offices on 1 February 2016. This relocation will provide a number of benefits for the public and improvement to service delivery such as:

- An improved environment for the bereaved attending inquests ( as the public currently wait in the public café area of the Guildhall which is not suitable for this purpose).
- In the current location there is concern regarding security of public access and also the storage of confidential material .These security issues will be addressed in the transfer of the service to the Civic Offices
- Currently there is limited space and amenities for the media whilst reporting on inquests and the new accommodation will provide improved facilities

3.2.2 Overall the new accommodation will provide a more welcoming and professional impression - a modern environment for a more responsive and user-friendly service to the public at a deeply traumatic and emotional time in their lives.

### **3.3 Introduction of New technology**

3.3.1 A further benefit of the relocation will be the introduction of new technology installed in the Coroners Court with the joint aim of improving the service and reducing costs.

3.3.2 The new technology provides a secure video link which will enable professional witnesses to give medical evidence via the link rather than attend the meeting. Witnesses often travel great distances with evidence that may take a matter of minutes to deliver. Hence it is anticipated there will be budgetary savings on transport and related costs of attendance.

3.3.3 Secondly, the link will allow members of the public who live long distances away and were previously excluded from attending court, to observe the Inquest procedure via the secure link and be involved in the process. The Coroner already has an Inquest booked for the new Court, a relative who lives in Australia, who will be involved via the secure link.

3.3.4 In addition to the secure video link, new recording equipment will be installed in the Coroners court in the coming months. This will reduce the time spent preparing transcripts of Inquest proceedings, providing a more efficient service and reducing the time spent on administration.

### **3.4 Benchmarking and standards**

3.4.1 The Portsmouth and South East Hampshire Coroner's area covers the areas of Portsmouth, Gosport, Fareham, Havant and East Hampshire Councils. The total population served exceeds 650,000.

3.4.2 The number of deaths reported to the Coroner is significant with over 3000 annually and despite the smallness of the area, its demographic makeup results in the Coroners workload exceeding many entire counties such as Berkshire or Worcestershire.

3.4.3 Under HCC service, resource issues were not always adequately addressed and it was a struggle to maintain levels of service whilst workload was increasing. The turnaround targets for Inquest cases improved in 2014 from its position in the bottom quartile, but it was in 2015 a significant improvement in overall timeliness was achieved.

The turnaround targets for non-Inquest cases are now exceeded virtually 100% of the time and the target for completion of Inquest cases within a year is being met 95% of the time. This has been achieved against a background of 3216 deaths being reported during 2015 - the highest total ever for the area.

3.4.4 An important factor in this significant improvement has been the positive impact on the Coroner's staff of support from PCC. Everyone is working together to improve the quality of customer service and the target is for Portsmouth and the South East to be in the top quartile of the national statistical league on a consistent basis.

3.4.5 Although this success is notable, there remain challenges for the future. The new requirement for the Coroner to hold an Inquest in every case where someone dies whilst subject to a Deprivation of Liberty Safeguarding Order (DOLS) has already significantly added to the workload .It is likely to do so even more in the future with the increasing use of DOLS Orders in nursing and care homes.

3.4.6 Work still needs to be done to tackle the 5% of Inquest cases where the timeliness target is not met. Whilst inevitably certain cases will always take a long time to conclude, delays caused by late submission of evidence by pathologists and others needs to be addressed. This problem is not unique to Portsmouth, it affects coroners everywhere. To try to address this, work has commenced on Service Level Agreements for professionals providing services to the Coroner.

### **3.5 Joint supervision**

3.5.1 It was noted in the previous Cabinet report that the relationship between the Registration service and the Coroners had been difficult in the past and there were a number of inter-dependencies between the services to be improved.

3.5.2 As the Coroner does not line manage staff, the Superintendent Registrar was introduced into the structure to support to the service and help them in their operational management. There have been a number of benefits from this additional support ranging from, improvements in communication between the services, standardising HR process, embedding corporate process and improving customer opening hours over holiday periods.

3.5.3 The development of the interdependency between the registrars service and the Coroners service will be further explored in the future re-organisation.

### **3.6 Ongoing Challenges for the service**

#### **Contract management**

3.6.1 As mentioned in the previous report the post mortem examinations service at the QA is a significant overhead in the coroner's budget. The service will be involved in a new contract management framework to develop robust and efficient governance and finance arrangements and provide value for money in this area of work.

3.6.1.1 Alternative options will also be explored for the future delivery of this element of the service to both improve the service to customers and to identify longer term savings.

#### **Further development and improvement in new technology**

3.6.2 The Coroners currently use IRIS as their IT interface which holds all coroners data. This is currently hosted by HCC and accessed remotely from the PCC network via Hantsnet Citrix.

3.6.2.1 HCC will continue to host the system in the short term but will be in a procurement exercise for a new cloud-based system, at which point they will need to extract the Portsmouth data. Therefore, PCC will need to make appropriate re-provision for the data to meet the business requirements and ensure a 100% accuracy of data transferred from HCC to PCC.

3.6.2.2 PCC are expected to provide a suitable system for the Coroner to utilise and options are currently being explored internally by the IS service.

### **3.7 Restructure of the Service**

3.7.1 The initial actions outlined in the Cabinet report of the of 6 November have been achieved and the service will continue to review service provision and service structure to better manage costs , improve service delivery and ensure that Portsmouth City Council and the public, are receiving the best value.

.....  
Signed by:

**Director of Culture & City Development**



**Appendices:       None**

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

<b>Title of document</b>	<b>Location</b>
Management and location of Coroners Service to within Portsmouth city council	PCC website : Cabinet report 6 <sup>th</sup> November 2014

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# Agenda Item 7



Portsmouth  
CITY COUNCIL

<b>Decision maker:</b>	Cabinet Member for Resources Portfolio
<b>Subject:</b>	Monitoring of the Second Quarter 2015/16 Revenue Cash Limits and Capital Programme
<b>Date of decision:</b>	21 <sup>st</sup> January 2016
<b>Report by:</b>	Director of Finance and Information Services
<b>Wards affected:</b>	ALL
<b>Key decision:</b>	No
<b>Budget &amp; policy framework decision:</b>	No

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## 1. Introduction

- 1.1 This report compares the forecast revenue outturn 2015/16 with the cash limited budget for that year and the forecast capital expenditure with the approved capital programme and provides information to enable an understanding of the reason for variances. It also lists the action to be taken to mitigate the effect of forecast overspends.

## 2. Purpose of report

- 2.1 To inform the Cabinet Member and Opposition Spokespersons of:
- The forecast revenue expenditure for the year compared with the cash limited budget.
  - The forecast capital expenditure against the revised capital programme for the Resources portfolio.

## 3. Recommendations

- 3.1 The content of this report be noted.

#### 4. Background

##### 4.1 Cash Limit 2015/16

	<b>£000's</b>
Net Requirement	24,457
Less;	
Capital Charges	(2,786)
Net Insurance Costs	(105)
FRS17	(860)
Employee Benefit Accruals	(468)
<b>Controllable Cash Limit 2015/16</b>	<u>20,238</u>

##### Forecast Outturn 2015/16

	<b>£000's</b>	<b>% of Budget</b>
Total Forecast Controllable Expenditure 2015/16	20,222	99.92%
Controllable Cash Limit	20,238	
<b>Forecast Variance - (Under)/Overspend</b>	<u>(16)</u>	0.08%

##### 4.2 Appendices

4.3 Analysis of this portfolio's variations from the revenue cash limit is attached at Appendix A.

4.4 Analysis of the portfolio's capital expenditure for 2015/16 is attached at Appendix B.

#### 5. Revenue Expenditure

(Please read in conjunction with the attached Appendix A)

5.1 The provisional forecast outturn for the portfolio compared to the cash limit indicates a net underspend of £16,500.

5.2 Within the portfolio there are services whose budgets are deemed 'windfall' budgets by the City Council. These services are, Rent Allowances, Rent Rebates, Discretionary Non-Domestic Rate relief, Land Charges and District Audit Fees (within Corporate Management). These 'windfall' budgets represent income and expenditure which is demand led and largely out of the control of budget managers. Consequently any under or overspending is absorbed corporately. Excluding 'windfall' variances gives a net overspend on the portfolio of £82,200 i.e. 0.41%.

5.3 Item 2 HR, Legal and Performance - forecast underspend £49,700

Vacant posts have been held, where operationally possible, in anticipation of future efficiency requirements. A lower level of external fee income within legal services has slightly reduced the effect of this action on the forecast year end position. A review of legal income has been carried out and will show as being mitigated in the next quarters report.

5.4 Item 4 Customer & Community Services - forecast underspend £105,700

Vacant posts have been held, where operationally possible, in anticipation of future efficiency requirements. Part of this underspending will be utilised to offset any ongoing overspend arising from an underachievement of income from the Lord Mayor's banqueting room budgeted within the Leader portfolio.

5.5 Item 6 Financial Service - forecast underspend £43,200

Vacant posts have been held, where operationally possible, in anticipation of future efficiency requirements.

5.6 Item 7 Information Services - forecast underspend £11,500

Vacant posts have been held, where operationally possible, in anticipation of future efficiency requirements.

5.7 Item 8 AMS Design & Maintenance - forecast overspend £234,600

Fee income during 2015/16 is forecast to be below target due to specification changes in a number of key projects which has delayed implementation. Non fee earning work is also taking a larger share of staffing resource than anticipated. This will be offset by the underspend within Landlords Maintenance (item 10).

5.8 Item 9 Property Services - forecast overspend £99,000

The overspend relates to an unachievable 2014/15 budget saving of £100,000.

This saving was approved on the assumption that by bringing together Property Business Partners located within other PCC Services into one Asset Management and Property Service, it would create efficiencies and result in a reduced level of staffing.

Following a Senior Management review, Members decided to split the Asset Management Service, so the saving was no longer achievable. An alternative saving proposal will need to be identified and remedial action implemented by the next quarter.

5.9 Item 10 Landlords Maintenance - forecast underspend £235,100

A recent assessment of maintenance needs for the remainder of 2015/16 suggest lower than anticipated works. Provided weather conditions remain within seasonal norms the underspend should be achievable without compromising maintenance requirements.

This underspend can be used to mitigate the overspend within Design & Maintenance (item 8).

5.10 Item 17 Local Welfare Assistance Scheme - forecast underspend £43,800

This scheme operated through a third party charitable organisation that supports local people in urgent need. Funding for 2015/16 was carried forward from the previous year to cover residual charitable payments and to support other initiatives aimed at vulnerable residents.

No further projects are funded from this source in 2015/16 resulting in residual budget within the current year.

5.11 Item 18 Benefits Administration - forecast underspend £20,000

Vacant posts have been held, where operationally possible, in anticipation of future efficiency requirements.

5.12 Item 22 Corporate Management - forecast overspend £280,000

Previously approved budget reductions relating to additional income from the Housing Revenue Account (HRA) had not been identified within the portfolio for the period covered by this report.

These un-realised savings are currently shown as an additional cost to the corporate management budget. Work to specify how this income can be realised has now been completed and the revised income charges to the HRA allocated across relevant services will be reflected in the next quarter's report.

## 6. **Summary**

6.1 The overall forecast outturn position on the portfolio is a net underspend of £16,500 representing 0.08% of the total cash limited budget. Within this net position there are various other less significant under and overspendings as shown in Appendix A.

6.2 Since 2013/14 portfolio underspends have been retained in a portfolio specific earmarked reserve. This reserve is to be used initially to cover future year end overspendings, budget pressures, contingent items and spend to save schemes. Once these instances have been satisfied, the reserve may be used for other developments or initiatives. The portfolio holder is responsible for approving any releases from the earmarked reserve in consultation with the Director of Finance and Information Services & S151 Officer.

6.3 Since the last meeting of this portfolio, the following applications have been approved from the portfolio reserve:

	£
Audit analytical software	8,500
Development of an Intend dashboard	6,500
IT module to enable self serve	16,800

6.4 To date there is an uncommitted balance on the reserve of £738,400. Any non-windfall underspend achieved by the portfolio at the end of the current year will be added to the reserve and conversely any overspend will need to be met from it.

**7. Capital Programme**

(Please read in conjunction with the attached Appendix B)

7.1 The capital programme has been updated to reflect the impact of new schemes, further approved amendments, re-phasing of expenditure and the removal of completed schemes.

<b><u>Forecast Outturn 2015/16</u></b>	<b>£000's</b>	<b>£000's</b>
Total Revised Budget 2015/16		6,234
Actual Net Expenditure 1 Apr 2014 to 30 Sep 2015	1,740	
Forecast Net Expenditure 1 Oct 2015 to 31 Mar 2016	<u>4,494</u>	
Total Forecast Expenditure 2015/16		6,234
<b>Forecast Variance - (Under) / Overspend</b>		<u>(0)</u>

7.3 Additions since the start of 2015/16 year:

<b>Scheme Name</b>	<b>£000's</b>
IS Road Map (item 11)	156
Super Connected Cities (item 21)	380
Guildhall Capital Works (item 13)	360
Working Anywhere (item 16)	50
Web Phase 2 / Channel Shift (item 25)	46
Utilities Management (item 26)	26

7.4 The provisional forecast outturn for the portfolio capital programme compared to the approved budget is a net breakeven position.

Schemes which have materially altered the capital programme are described in more detail below.

7.5 Items 1,3 and 7 Landlords Maintenance/Major repairs - re phase £918,300

Further to a review of ongoing commitments within the Asset Management and Property Services department a number of schemes contained within the Landlords maintenance and Major repairs remit have revised completion dates falling in 2016/17 as opposed to 2015/16.

Significant movements from 2015/16 to 2016/17 include;

Works to the Square Tower, Round Tower and Arches casements. This is to fit more accurately with the overall arches re development.

Electrical distribution improvements within the Civic Offices must be completed in line with the refurbishment of the Data Centre Accommodation (item 9) which will complete in 2016/17.

Less urgent repairs to the Omega centre and Southsea castle have been delayed to allow a focus on the fitting of photo voltaic panels include within Utilities Management (item 26) which must be completed before government subsidies for solar power are reduced.

7.6 Item 13 Guildhall Capital Works - additional approval £359,500

Additional funding through a revenue contribution from the Planning, Regeneration and Economic Development (PRED) Portfolio has been added to the existing Guildhall works budget.

The new funding will contribute specifically to auditorium air conditioning improvements and front portico repairs.

7.7 Item 16 Working Anywhere - additional approval £50,000

This scheme will equip the council with an Information and computer technology (ICT) infrastructure that fully supports the move of services to mobile and flexible working arrangements.

Costs associated with the relocation of the Coroners Service from the Guildhall and integrating it as a council administered function are being funded from within the revised capital programme to be approved by City Council on February 9<sup>th</sup>. The new facility in the Civic Offices will offer a better experience to distressed relatives attending the Coroner's service in the City. The cost of the Coroner's service is shared with HCC.



7.8 Item 25 Web Phase 2 / Channel Shift - additional funding £46,100

Funded from the Resources portfolio reserve this additional funding will enable enhancements within the Revenues and Benefits Service which should generate ongoing revenue savings.

The funding will be used to purchase software which can automate data collection and routine clerical checking process alongside improved accuracy and quality. This will assist the service in both saving money and in dealing with more complex benefit claimant cases.

7.9 Item 26 Utilities Management - re-phase £506,000 and additional funding £26,000

Recent changes in government policy will from January 2016 reduce the subsidy available on electricity generated from new photovoltaic (PV) panel installations.

The Utilities Management scheme is heavily weighted towards the installation of PV panels on council assets. Scheduled works have been brought forward to ensure all planned PV projects complete before the January 2016 deadline.

Residual funds held within the carbon management reserve have been allocated to this project to ensure the maximum number of PV panels can be fitted prior to the subsidy change.

**8. Equality impact assessment (EIA)**

8.1 An Equality Impact Assessment is not required as there are no proposed changes to services, policies, or procedures included in the recommendations.

**9. Legal implications**

9.1 The City Solicitor has formally considered this report for legal issues.

**Director of Finance's comments**

9.2 This report represents the forecast outturn position on the Resources portfolio's approved revenue and capital budgets as at the end of September 2015.

.....  
Signed by: Director of Finance and Information Services

**Appendices:**

**A Revenue Outturn Statement**

**B Capital Monitoring Statement**

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

<b>Title of document</b>	<b>Location</b>
Service Budget monitoring files	CRS Accountancy team

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by Cabinet Member for Resources on 21st January 2016

.....  
Signed by: Cabinet Member for Resources

# FINANCIAL AND SERVICE PERFORMANCE QUARTER ENDING SEPTEMBER 2015

PORTFOLIO		Resources
<b>BUDGET</b>		20,238,100
<b>TOTAL CASH LIMIT</b>		<b>20,238,100</b>

<b>CHIEF OFFICER</b>	Various	
<b>MONTH ENDED</b>	September-15	

Risk indicator	
Low	L
Medium	M
High	H

ITEM No.	BUDGET HEADING
1	Miscellaneous Expenses
2	HR, Legal and Performance
3	Transformation Workstream Investment
4	Customer & Community Services
5	Grants & Support to the Voluntary Sector
6	Financial Services
7	Information Services
8	AMS Design & Maintenance
9	Property Services
10	Landlords Repairs & Maintenance
11	Spinnaker Tower
12	MMD Crane Rental
13	Administration Expenses
14	Housing Benefit - Rent Allowances
15	Housing Benefit - Rent Rebates
16	Local Taxation
17	Local Welfare Assistance Scheme
18	Benefits Administration
19	Discretionary Non-Domestic Rate Relief
20	Land Charges
21	Democratic Representation & Management
22	Corporate Management

BUDGET PROFILE 2015/16				
Total Budget	Forecast Year End Outturn	Variance vs. Total Budget		RISK INDICATOR
		£	%	
£ 544,800	£ 535,400	(9,400)	(1.7%)	L
3,296,200	3,246,500	(49,700)	(1.5%)	H
70,000	70,000	0	0.0%	M
1,449,800	1,344,100	(105,700)	(7.3%)	H
612,800	612,800	0	0.0%	L
4,356,100	4,312,900	(43,200)	(1.0%)	M
4,317,700	4,306,200	(11,500)	(0.3%)	M
617,700	852,300	234,600	38.0%	H
297,600	396,600	99,000	33.3%	H
1,185,200	950,100	(235,100)	(19.8%)	H
(400,000)	(400,000)	0	0.0%	L
(385,400)	(385,400)	0	0.0%	M
5,000	5,000	0	0.0%	L
(580,800)	(795,300)	(214,500)	(36.9%)	H
(265,400)	(150,600)	114,800	43.3%	H
1,338,400	1,338,400	0	0.0%	L
100,000	56,200	(43,800)	(43.8%)	M
1,763,200	1,743,200	(20,000)	(1.1%)	M
0	0	0	-	L
(85,200)	(84,200)	1,000	1.2%	M
1,243,100	1,230,100	(13,000)	(1.0%)	L
757,300	1,037,300	280,000	37.0%	H

**TOTAL**

<b>20,238,100</b>	<b>20,221,600</b>	<b>(16,500)</b>	<b>(0.1%)</b>
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Total Value of Remedial Action (from Analysis Below)

0

Forecast Outturn After Remedial Action

<b>20,238,100</b>	<b>20,221,600</b>	<b>(16,500)</b>	<b>(0.1%)</b>
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Forecast Transfers To Portfolio Specific Reserves

(16,500)

Forecast Outturn After Transfers (From)/To Portfolio Specific Reserves

<b>20,221,600</b>	<b>20,221,600</b>	<b>0</b>	<b>0.0%</b>
-------------------	-------------------	----------	-------------

Note All figures included above exclude Capital Charges, Levies and Insurances  
Income/underspends is shown in brackets and expenditure/overspends without brackets

## REASONS FOR VARIATIONS AGAINST TOTAL BUDGET 2015/16

Item No.	Reason for Variation	Variance £	Remedial Action	Value of Remedial Action
2	The service underspend arises from posts being held vacant to prepare for savings requirements in future years and additional income achieved through the Internal Agency. This underspend is partly offset by an overspend in Legal Services due to income level not being achieved.	(49,700)		
4	Underspend across a number of Customer & Community Service areas due to the holding of vacancies in order to prepare for saving requirements in future years.	(105,700)		
6	The service is holding vacancies in order to prepare for saving requirements in future years.	(43,200)		
7	The service is projecting an underspend due to posts being held vacant in preparation for future years savings.	(11,500)		
8	The projected overspend is mainly due to income being below target. Projects have been delayed or altered due to changing client needs, and/or lack of funds to undertake the project; cancelled projects and non-fee earning work being undertaken, eg. preparation of capital projects for future years and advice.	234,600	Services continue to seek further fee earning work. In addition, delayed projects which move into future years will earn fees in those later years. This overspend will be met by the projected underspend within the Landlords Maintenance budget, Line 10 below.	
9	The budget assumed that a saving based on the AMS Property Service creating Business Partners with other PCC Services' Property Departments would be implemented during 2014/15. This saving cannot now be made as originally envisaged and an alternative saving proposal remains to be identified.	99,000		
10	Landlords Maintenance budgets are below budget and planned to be so at year end to offset the overspend within the other Design/Maintenance budgets (Line 8 above). However, this is dependent on the weather over the winter which can have a large impact on this budget.	(235,100)		
14 / 15	These variances represent the difference between housing benefit paid out to private and council house tenants and the government subsidy received for these purposes. The total value of benefits paid exceeds £100m and minor fluctuations in the factors affecting Housing Benefit can result in material variances.	(99,700)		
17	The remaining balance on the LWAS is not expected to be spent at this point in time.	(43,800)		
18	The service is projecting an underspend due to vacated posts being held in preparation for future years savings.	(20,000)		
21	Corporate Subscriptions have been negotiated at a lower price than budgeted which has created an underspend for the year. In addition to this, a review of the Members Support Service has created an underspend within the staffing budget.	(13,000)		
22	Approved budget reductions relating to additional income from HRA have yet to be identified. The Strategy unit is underspending due to vacant posts being held in preparation for future years savings.	280,000	Service continues to seek to identify opportunities to meet this saving requirement	
	Variance less than £5,000	(8,400)		
	<b>TOTAL PROJECTED VARIANCE</b>	<b>(16,500)</b>	<b>TOTAL VALUE OF REMEDIAL ACTION</b>	<b>0</b>

Note Remedial Action resulting in savings is shown in brackets

Item No.	Scheme	Source of Finance	Total Expenditure to 31-Mar-15 £	Revised Budget 2015/16 £	2015/16 Expenditure to 30-Sep-15 £	Forecast Expenditure 2015/16 £	In Year Variance Overspending / (Savings) £	Approved Estimate 2016/17 £	Total Approved Budget £	Final Cost £	Total Scheme Variance / (Savings) £	Progress to Date/ Comments
1	Landlord's Maintenance - capitalised repairs	CorpRsv / CD	1,347,076	26,177	1,950	26,177	-	75,290	1,448,543	1,448,543	-	The remaining 2015/16 budget allocation will be used to finish electrical distribution works and cover retention on the Civic Offices plant upgrade.
2	Project Management	CorpRsv	-	-	-	-	-	44,900	44,900	44,900	-	General Provision to address any project management shortfall in resources which would inhibit the delivery of major projects. Specific allocations are subject to approval through the Corporate Projects board.
3	Landlords Maintenance	CorpRsv/CP(DCSF)	3,060,985	406,309	205,652	406,309	-	819,690	4,286,984	4,286,984	-	Funding allocated for urgent repairs based on the priority of need. Major schemes within the 2015/16 programme includes improvements to the Civic Offices and works on the Round Tower.
4	Landlords Maitenance Capital Contingency	CorpRsv / CRGG	-	411,000	-	411,000	-	-	411,000	411,000	-	Funding allocated as part of the 2012/13 and 2013/14 Capital Programmes for essential works critical to maintaining operational buildings.
5	MMD - Capital Loans	UB / OG (DCLG)CD	5,204,000	645,000	-	645,000	-	1,095,000	6,944,000	6,944,000	-	Capital loans payable to MMD to finance capital expenditure requirements. Loans in 2015/16 will fund equipment purchases including a crane, container handler and photocopiers.
6	Asset Management System	B / OG (DCLG)CD	173,145	10,000	8,000	10,000	-	116,872	300,017	300,017	-	Development work to improve the new systems interface with financial reporting requirements is on-going. Estimated completion will be towards the end of 2016/17.
7	Major Repairs to Corporate Property Portfolio	CorpRsv/CRGG	1,154,591	36,476	6,569	59,779	23,303	23,303	1,214,370	1,214,370	-	Miscellaneous repair works to PCC properties. The remaining allocation for 2015/16 will be used to complete repairs within Southsea Castle and cover retention and finishing costs from schemes completed in 2014/15.
8	IS Data Centre	CorpRsv	828,746	37,101	-	37,101	-	-	865,847	865,847	-	The scheme is complete and the IS data centre is operational. Remaining budget is available to cover retention and finishing works.
		OG(DCLG)CD	39,453	-	-	-	-	-	39,453	39,453	-	
	IS Data Centre Chillers	CMR	134,400	-	-	-	-	-	134,400	134,400	-	
	<b>Sub Total :</b>		<b>1,002,599</b>	<b>37,101</b>	<b>-</b>	<b>37,101</b>	<b>-</b>	<b>-</b>	<b>1,039,700</b>	<b>1,039,700</b>	<b>-</b>	
9	Refurbishment of Data Centre Accommodation	CorpRsv / OG(DCLG)CD	88,644	226,396	21,002	226,396	-	394,960	710,000	710,000	-	Works to improve accommodation space for operatives of the new IS Data centre (item 8) and to create a usable space for staff as part of the on-going accommodation review.
10	Transformation Programme - Customer Management	UB/OG(DCLG)CD	153,399	31,601	-	31,601	-	-	185,000	185,000	-	Works have comprised both hardware and software elements. Completion has been delayed until late 2015/16 or early 2016/17 since the final development stage needs to be phased with on going web site development work.
11	IS Road Map	CorpRsv / OG(DCLG)CD / I	671,202	420,798	87,233	420,798	-	344,620	1,436,620	1,436,620	-	Rolling programme of IT infrastructure renewal. Major schemes include replacement storage area network, software upgrades and improved back up systems.
12	Review of Business Software (windows 7)	CorpRsv/OG(DCLG)CD	916,033	12,894	-	12,894	-	-	928,927	928,927	-	Upgrade all computers to Windows 7 and enhance network capability. £605,600 has been returned since the IS road map (item 11) now covers ongoing works.
		ITR	49,500	-	-	-	-	-	49,500	49,500	-	
	<b>Sub Total:</b>		<b>965,533</b>	<b>12,894</b>	<b>-</b>	<b>12,894</b>	<b>-</b>	<b>-</b>	<b>978,427</b>	<b>978,427</b>	<b>-</b>	
13	Guildhall Capital Works	CorpRsv/OG(DCLG)CD	1,217,552	200,000	36,110	200,000	-	486,688	1,904,240	1,904,240	-	Significant capital works to enhance the Guildhall funded via release of funds from contingency and revenue contributions from the Planning, Regeneration and Economic Development portfolio. Significant planned works include improvements to the auditorium and front portico repairs.
14	Revenue and Benefits EDMS replacement	CorpRsv/OG(DCLG)CD	74,108	20,892	888	20,892	-	-	95,000	95,000	-	Upgrade of equipment and software used to manage documents within the Revenue and Benefits service. Links with two other schemes within Social Care and Housing. Slippage into 2015/16 is partly due to elements relating to Social Care completing before Revenue and Benefit related items.
15	Call Recording System	CorpRsv/OG(DCLG)CD	37,500	15,766	7,734	15,766	-	-	53,266	53,266	-	Scheme to replace existing unsupported call recording technology with a replacement system that continues to comply with legislation concerning telephone payments. Scheme is scheduled to complete in 2015/16.
16	Working Anywhere	CorpRsv/OG(DCLG)CD	740,835	228,165	107,729	228,165	-	-	969,000	969,000	-	This scheme commenced in 2014/15 and will equip the council with a suitable ICT infrastructure that will facilitate flexible working. Project is forecast to complete in 2015/16. A further allocation from Corporate reserves of £50k has been made to facilitate integration of the Coroners Office into the Civic Offices and broader ICT infrastructure.
	<b>Sub Total :</b>		<b>740,835</b>	<b>228,165</b>	<b>107,729</b>	<b>228,165</b>	<b>-</b>	<b>-</b>	<b>969,000</b>	<b>969,000</b>	<b>-</b>	

Item No.	Scheme	Source of Finance	Total Expenditure to 31-Mar-15 £	Revised Budget 2015/16 £	2015/16 Expenditure to 30-Sep-15 £	Forecast Expenditure 2015/16 £	In Year Variance Overspending / (Savings) £	Approved Estimate 2016/17 £	Total Approved Budget £	Final Cost £	Total Scheme Variance Overspending / (Savings) £	Progress to Date/ Comments
17	Commercial Letting of Brunel Wing	CorpRsv	-	261,068	134,178	261,068	-	107,100	368,168	368,168	-	Creation of an autonomous Brunel wing suitable for commercial letting. The scheme includes core 5 lift upgrade, infrastructure, door access systems, furniture and the relocation of staff.
		OG(DCLG)CD	326,286	-	-	-	-	-	326,286	326,286	-	
	<b>Sub Total :</b>		<b>326,286</b>	<b>261,068</b>	<b>134,178</b>	<b>261,068</b>	<b>-</b>	<b>107,100</b>	<b>694,454</b>	<b>694,454</b>	<b>-</b>	
18	World War 2 Memorial Guildhall Square	CorpRsv	-	27,000	10,336	27,000	-	-	27,000	27,000	-	The Memorial is almost complete, remaining works include a wall extension and associated stone cladding. Portsmouth City Council has contributed £27,000 to the scheme with the remaining costs funded through on-going fundraising.
		OC	22,149	47,851	-	47,851	-	-	70,000	70,000	-	
	<b>Sub Total :</b>		<b>22,149</b>	<b>74,851</b>	<b>10,336</b>	<b>74,851</b>	<b>-</b>	<b>-</b>	<b>97,000</b>	<b>97,000</b>	<b>-</b>	
19	PSN CoCo Compliance	CorpRsv/OG(DCLG)CD/ISf	99,384	123,016	17,483	123,016	-	22,600	245,000	245,000	-	Scheme to comply with the Public Sector Network (PSN) authority requirements for authorities that connect to secure government systems.
20	Replacement Emergency Generator	CP(DCSF)CM	162,632	27,368	18,555	27,368	-	-	190,000	190,000	-	Installation of a new generator to ensure safe operation of key services based in the Civic Offices. £45,000 was transferred from Civic Ducting re MIS 31.10.2014. Remaining 2015/16 budget will cover retention and finishing costs.
21	Super Connected Cities	OC	1,687,521	1,187,924	1,138,893	1,187,924	-	-	2,875,445	2,875,445	-	Provision of a high speed broadband service to local businesses and enhancements to wifi networks within public buildings. Funded by central government grant from the Department for Culture Media and Sport. Further expenditure funded via central government grant of £555,400 is included in 2015/16.
22	Guildhall Capital works - Operational areas	CorpRsv	-	80,000	-	80,000	-	-	80,000	80,000	-	Improvements to internal operational areas utilised by Portsmouth City Council. Funded via a revenue contribution from the Planning Regeneration and Economic Development revenue budget.
23	Server and Database Upgrades	CorpRsv	-	200,000	-	200,000	-	0	200,000	200,000	-	Upgrade to server and database software to ensure ongoing support from suppliers. This is a requirement to maintain Public Service Network (PSN) security accreditation.
24	Requirements Specs for BI & EDMS	CorpRsv	245	49,755	-	49,755	-	800,000	850,000	850,000	-	The scheme comprises two elements; A review of existing information needs and the creation of a specification, followed by a development and implementation phase.
25	Web Phase 2 / Chanel Shift	CorpRsv	-	346,100	27,603	346,100	-	335,000	681,100	681,100	-	Scheme will significantly improve the Councils customer contact arrangement. Focusing on development of web presence to enable more online self-serve functionality to reduce demand for phone or face to face contact.
26	Utilities Management	UB / CMR	-	1,106,000	37,749	1,106,000	-	0	1,106,000	1,106,000	-	A range of energy efficiency schemes including fitting of photo voltaic panels to selected PCC assets, installation of building management systems and insulation of building roof voids. Due to reductions in feed in tariffs post January 2016 the PV part of the project has been brought forward to ensure panels are installed prior to the tariff change.
<b>On-going Schemes Total</b>			<b>18,189,386</b>	<b>6,184,657</b>	<b>1,740,658</b>	<b>6,207,960</b>	<b>23,303</b>	<b>4,666,023</b>	<b>29,040,066</b>	<b>29,040,066</b>	<b>-</b>	
<b>Completed Schemes Total</b>			<b>4,490,078</b>	<b>49,012</b>	<b>(754)</b>	<b>49,012</b>	<b>0</b>	<b>12,552</b>	<b>4,551,642</b>	<b>4,551,642</b>	<b>-</b>	
<b>GRAND TOTAL</b>			<b>22,679,464</b>	<b>6,233,669</b>	<b>1,739,904</b>	<b>6,256,972</b>	<b>23,303</b>	<b>4,678,575</b>	<b>33,591,708</b>	<b>33,591,708</b>	<b>-</b>	

**Key for Sources of Finance:**

CorpRsv	Capital Receipts	ITR	IT Capital Reserve
RCCO	Revenue Contribution to Capital Outlay	CROC	Pooled Other Contributions
RCCO(Prev)	Revenue Contribution to Capital Outlay (Previous Year)	CRGG	Government Grants Corporate Resource
UB	Unsupported Borrowing	PR	Parking Reserve
B	Supported Borrowing	OR	Other Reserves
OC	Other Contributions	CP(DCSF)/CM	External Grant - Capital Maintenance
OCRec(HRA)	Other Contributions (Housing)		