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# NOTICE OF MEETING

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## CABINET MEMBER FOR RESOURCES

THURSDAY, 19 JANUARY 2017 AT 10.00 AM

THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL

Telephone enquiries to Vicki Plytas 023 9283 4058

Email: Vicki.plytas@portsmouthcc.gov.uk

If any member of the public wishing to attend the meeting has access requirements, please notify the contact named above.

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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 Yahiya Chowdhury, 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 **Cemetery Fees - Fees and Charges for 2017-2018 (Pages 3 - 8)**

The purpose of the report is to seek Member approval to the proposed revision of Cemetery Fees for 2017/18 as permitted by Local Authority Cemeteries Order 1977.

**RECOMMENDED that charges for burials and associated services be**

increased as per Appendix 1.

**4 Records Management Policy (Pages 9 - 18)**

The purpose of the report is to present a Records Management Policy for approval and adoption by the Council.

**RECOMMENDED that the Cabinet Member for Resources agrees and adopts the draft Records Management Policy (attached as Appendix A)**

**5 Monitoring of the Second Quarter 2016/17 Revenue Cash Limits and Capital Programme (Pages 19 - 26)**

(Information report)

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.

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.

# Agenda Item 3



Portsmouth  
CITY COUNCIL

**Title of meeting:** Resources - Decision Meeting  
**Date of meeting:** 19 January 2017  
**Subject:** Cemetery Fees - Fees and Charges for 2017-2018  
**Report by:** Director of Culture and City Development  
**Wards affected:** All  
**Key decision:** No  
**Full Council decision:** No

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## 1. Purpose of report

1.1 To seek Member approval to the proposed revision of Cemetery Fees for 2017/18 as permitted by Local Authority Cemeteries Order 1977.

## 2. Recommendations

2.1 **That charges for burials and associated services be increased as per Appendix 1.**

## 3. Background

3.1 The City Council currently owns and operates three Cemeteries within the city of Portsmouth. These are Milton Cemetery, Kingston Cemetery and Highland Road Cemetery.

3.2 Charges are made to those who wish to use the services of these facilities. The service carries out approximately 450 burials per year.

3.3 At the Full Council meeting on 11<sup>th</sup> December 2012 it was decided that the budget for the Cemeteries Service was to become cost neutral over a two year **period which at that time had a net cost to the city council of approximately £85,000.** At the Environment and Community Safety Decision Meeting on 27<sup>th</sup> February 2013 it was subsequently agreed to increase fees and charges over the two year period and for 2014/15 to increase the period of Rights of Ownership on a newly purchased grave. The additional income generated enabled the department to work to a cost neutral budget.

3.4 There were no increases in the fees and charges for Cemeteries for the following two years 2015/16 and 2016/17. A saving of £32k from the Cemeteries budget was agreed at the Full Council meeting on 13<sup>th</sup> December 2016.

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

- 4.1 In line with Audit Commission recommendations charges have been compared to other Local Authorities and based on comparisons the proposed increase will remain competitive and in most cases is below the overall average. The current and proposed charges are identified in Appendix 1 and it is expected that this will generate an additional £22k income.
- 4.2 To ensure the identified savings target savings will be met the current budgetary allocation for grounds maintenance will be reduced. The reduction in this budget by £10k will be applied with the aim of not compromising the overall maintenance or infrastructure of the Cemeteries and will be monitored and implemented by prioritising works and deferring low level improvements if needs be.

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

- 5.1 An equality impact assessment is not required as the recommendation does not have a negative impact on any of the protected characteristics as described in the Equality Act 2010.

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

- 6.1 The Council as a Local Authority, by virtue of section 214 of the Local Government Act 1972 is a 'burial authority'. Further, the functions with respect to cremation were added to the functions of burial authorities under the Local Authorities Cemeteries Order 1977.
- 6.2 Paragraph 15 of the said Order provides the authorities with the power to charge such fees as they think are proper;- "(a) for or in connection with burials in a cemetery; (b) for any grant of a right to place and maintain a tombstone or other memorial in a cemetery ... (c) for any grant of a right to put an additional inscription on such tombstone or other memorials".
- 6.3 In addition, under section 11A a burial authority may charge such fees as they think proper for the making by them of searches, and the provision of certified copies of entries in the register of burials or the record of disinterment.
- 6.4 Under section 9 of the Cremation Act 1902, the Council as a burial authority may demand payment of charges and fees for cremating human remains in any crematorium provided by it.
- 6.5 The Local Authorities Cemeteries Order 1977 requires the Council to keep a table of fees available for inspection by the public at all reasonable times.

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

- 7.1 The schedule of current and proposed fees and charges is shown at Appendix 1.
- 7.2 All Cemetery services will be increased by 5%. This will generate additional income of £22,000 and will contribute to the Cemeteries 2017/18 savings target of £32,000.

.....  
Signed by:  
**Stephen Baily**  
**Director of Culture and City Development**

**Appendices:**

Appendix 1 - Current and proposed fees and charges.

**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:

**Councillor Lee Mason**

Cabinet Member for Resources

**EXISTING FEES 2016**

	<b>Grave for Two</b>	<b>Rights of Burial</b>	<b>(Total Cost)</b>	<b>Re-open/Grave for One</b>	<b>Burial of C.R.'s</b>
<b>Eastleigh</b>	£1,120.00	£765 = 30 yrs (£25.50 per year)	£1,885.00	£950.00	£295.00
<b>Southampton</b>	£785.00	£865 = 30 yrs (£28.84 per year)	£1,650.00	£620.00	£220.00
<b>Fareham</b>	£710.00	£540 = 30 yrs (£18.00 per year)	£1,250.00	£540.00	£170.00
<b>Gosport</b>	£493.00	£450 = 30 yrs (£15.00 per year)	£943.00	£493.00	£152.00
<b>East Hampshire</b>	£955.00	£1110 = 30 yrs (£37.00 per year)	£2,065.00	£955.00	£315.00
<b>Havant</b>	£785.00	£550 = 30 yrs (£18.33 per year)	£1,335.00	£585.00	£225.00
<b>Natural Burial Centre</b>	£2,526.00		£2,526.00	£560.00	N/A
<b>Portsmouth (Existing)</b>	£645.00	£690.00 (£13.80 per year)	£1,335.00	£546.00	£173.00
<b>Portsmouth + 5%</b>	£677.00	£725.00 (£14.08 per year)	£1,402.00	£573.00	£182.00
<b>Cremation at The Oaks - £949.00 (Including medical fees)</b>					
<b>Cremation at Portchester - £724.00 (Including medical fees)</b>					

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<b>Title of meeting:</b>	Resources Portfolio
<b>Date of meeting:</b>	19 January 2017
<b>Subject:</b>	Adoption of Records Management Policy
<b>Report by:</b>	Deputy Chief Executive, City Solicitor and Monitoring Officer
<b>Wards affected:</b>	N/A
<b>Key decision:</b>	No
<b>Full Council decision:</b>	No

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## 1. Purpose of report

The purpose of the report is to present a Records Management Policy for approval and adoption by the Council.

## 2. Recommendations

**RECOMMENDED that the Cabinet Member for Resources agrees and adopts the draft Records Management Policy (attached as Appendix A)**

## 3. Background

- 3.1 The ways PCC currently manages its records is not compliant with the law, inefficient, more expensive than necessary, and risks fines and damage to the Council's reputation. This Policy has been prepared as part of a strategy to address these issues. PCC has current policies relating to records management, but they deal with the topic only in passing, focusing on information governance or the records of individual activities. This policy is comprehensive and explicit; having it is a requirement of the Information Commissioner's Office.
- 3.2 The results of PCC's poor record-keeping practices are:
- Poor compliance with the Data Protection and Freedom of Information Acts across PCC risking fines and damage to the Council's reputation
  - Keeping too many records, both paper and electronic, beyond their legal retention period or business use, leading to unnecessary storage costs. The Modern Records Store is almost full of paper documents and records can be deposited there only when others have been disposed of; some 8,000 boxes of records are therefore stored away from the Civic Offices in a commercial storage facility and there are others in a number of council buildings elsewhere in the city. The council's principal server contains 8.67 terabytes of data - some 11,940,784 individual documents.
  - Great difficulty ensuring that all copies of records that have reached the end of their retention period are disposed of

- Unnecessary trouble finding the information needed, resulting in poorer decision making, wasting staff time and causing frustration.

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

- 4.1 The Council should adopt the draft Records Management Policy in order to comply with the specific requirement of The Lord Chancellor's 'Code of Practice on the management of records issued under section 46 of the Freedom of Information Act 2000' to have such a policy.
- 4.2 The policy will also give a mandate to proposed reforms of the Council's recordkeeping practices.
- 4.3 Better recordkeeping would have the following advantages:
- Sustained reputation as trustworthy and efficient
  - More efficient and better decision making and service delivery
  - A happier, less-frustrated workforce
  - Significant savings in staff time (records management consultants estimate that each worker spends 10-40% of their time looking for information - a mere 1% improvement in that time gives the Council the equivalent of one extra member of staff per thousand employed)
  - Cash saving of up to £5,000 pa for storage of records in all media. We are currently paying some £20,900 pa for external storage of paper documents.
- 4.4 Most of these benefits are not quantifiable, but there will be an ongoing saving in the cost of both storing digital records and paper records externally. The expected savings quoted above are both conservative.

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

- 5.1 An equality impact assessment is not required as the recommended new policy will not change what the Council does in respect of anyone with whom it has dealings, but will ensure that the Council's actions are properly recorded. It will not affect people differently because of their age, religion, political views, race, disability, gender or any of the protected characteristics as described in the Equality Act 2010.

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

- 6.1 There are no negative legal implications

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

- 7.1 There are no direct financial implications arising from adopting the Council's Records Management policy set out in this report. Compliance with the policy in meeting existing obligations under current legislation should be met from existing budget provision. Any additional costs arising from the implementation of the policy or associated new legislation will be reported back to members for consideration.

.....  
Signed by:  
Deputy Chief Executive, City Solicitor and Monitoring Officer

**Appendices:**  
Appendix A - Portsmouth City Council Records Management Policy

**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
Nil	

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

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

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**Summary:**

Records are an important asset of the council. It is the duty of *all* members of the council, *all* council staff *and* volunteers, *and* companies or persons providing services or undertaking contracts on behalf of Portsmouth City Council to create full, accurate and reliable records of their actions. They should manage those records to ensure they are kept safe and to meet the demands of the law and of regulatory bodies.

Managers are responsible for ensuring their section's records are properly managed.

<b>ID</b>	IS_RM_002
<b>Last Review Date</b>	April 2016
<b>Next Review Date</b>	November 2017
<b>Approval</b>	Deputy Chief Executive and City Solicitor
<b>Policy Owner</b>	Deputy Chief Executive and City Solicitor
<b>Policy Author</b>	Records Manager
<b>Advice &amp; Guidance</b>	Records Manager
<b>Location</b>	PolicyHub
<b>Related Documents</b>	PCC policies, legislation, regulations for particular areas of activity
<b>Applicability</b>	All councillors, council staff, volunteers and contractors in the course of council business

## Contents

1. Introduction
2. Purpose
3. Scope
4. Statement of Policy
5. Definitions
6. Monitoring Compliance
7. Procedures
8. Policy Review

## 1 Introduction

Portsmouth City Council, on behalf of the citizens it represents, holds a large amount of information. This information relates to individuals and places in the city as well as records of decisions made by the council, the reasons for these decisions and the actions it took. The council recognises that its records are an important public asset, vital to operating effectively, policy-making and defending citizens' rights.

In addition the council is bound to keep good records by legislation, statutory instruments and codes, such as the local government acts, Data Protection Act (1998), The Freedom of Information Act (2000), The Environmental Information Regulations (2004), The Local Government Transparency Code (2015) and by regulating bodies overseeing particular aspects of its activities, such as the Care Quality Commission. Modern technology has made far easier the creation of records, and copies of them, in an ever-greater range of media. At the same time technological change threatens to make records inaccessible as the formats in which they were created become out-of-date.

Like any asset, records require careful management and this policy sets out how the council intends to manage its records to meet these obligations and thereby preserve its corporate memory.

## 2 Purpose

This policy is to make clear Portsmouth City Council's commitment to create good records of its activities and to manage them effectively. These records will allow it to:

- Make better decisions
- Defend the rights of the city's inhabitants

- Be held accountable for the actions of council and staff
- Carry out council business more effectively and efficiently
- Meet legal and regulatory requirements

### 3 Scope

This policy covers all records in any format made by all councillors, council staff, volunteers and contractors in the course of council business as a record of that business.<sup>1</sup> It does not cover notes not required as a record, or published information; nevertheless some of such items may still be subject to the Data Protection Act and should be disposed of securely.

### 4 Statement of Policy

It is the responsibility of *all* members of the council, *all* council staff *and* volunteers, *and* companies or persons providing services or undertaking contracts on behalf of Portsmouth City Council, to, when undertaking council business:

- Keep full, accurate and reliable records appropriate for the actions being recorded, whatever the medium in which they are created. Where record content and format has been laid down in council procedures, these procedures should be followed
- Create new types of records and ICT systems only after consulting records management or information governance staff
- Ensure that the records are filed (physically or electronically) in the correct place with filenames, indexes or metadata created so that they can be retrieved when required
- Ensure that the records are stored secure from unauthorised access or alteration
- Store records in an environment which will prevent their physical deterioration<sup>2</sup>
- Ensure that the records will be maintained in a format allowing them to be read regardless of technological change
- Keep draft, duplicate and surrogate copies of records only as long as needed for immediate business purposes
- Ensure that the records are disposed of when no longer required for business purposes (with the guidance of the PCC Retention Schedule and records management staff) by destruction or transfer to the city archives as an historical record
- Destroy records, including drafts, surrogates and duplicates, only in accordance with the council's Disposal Procedures

Managers at all levels have particular responsibility to ensure their section's records are properly managed.

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<sup>1</sup> For a definition of a record see Definitions, below.

<sup>2</sup> For example, protect them from dirt, damp or mould.

The council will also ensure that vital records are protected to enable it to function and recover swiftly after a disaster. Business continuity plans and procedures will be in place to guide rapid recovery.

The council will require all staff to undertake periodic training with respect to record management along with accessing appropriate training with regard to Data Protection and Freedom of Information.

## 5 Definitions

- Destruction** Rendering records unreadable and removing them from council premises. If the data in the records includes information that is personal under the meaning of the Data Protection Act or commercially sensitive then physical destruction should be carried out according to the council's Disposal Procedures
- Disposal** The process of deciding and implementing the fate of records that are no longer required for normal business purposes. It may involve transfer to the Portsmouth History Centre to become part of the city's historical archive or destruction
- Records** Records are "information created, received, and maintained as evidence and information by an organization or person, in pursuance of legal obligations or in the transaction of business".<sup>3</sup> They may be in any format, including electronic or printed documents, audio or video recordings, photographs or handwritten notes of telephone conversations and messages.

## 6 Monitoring Compliance

Compliance will be monitored by the council's records manager.

## 7 Related Policies

- Adult Social Care policies
- Children's Services policies
- Communications and Operations Management Policy, 2015
- Data Protection Policy, 2015
- Email Policy, 2014
- Financial Rules Parts A-D; General, Planning, Management & Accounting, 2015
- Financial Rules Parts 5-7 (E-T) 2015
- ICT Access Policy, 2012
- ICT Hardware Policy, 2013
- Induction Policy, 2015
- Information Governance Policy, 2006

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<sup>3</sup> BS ISO 15489-1:2001 Information and documentation – Records management – Part 1: General.



Information Security Policy Overview, 2013  
Information Security Awareness, Guide to, 2012  
Information Security Incident Management policy, 2015  
Keep IT Secure and Legal, 2015  
Removable Media Policy, 2015  
Software Policy, 2012  
Wireless Networking Policy, 2014  
Working with computers and DSE policy, 2013

The Portsmouth City Council retention schedule can be found on the PCC intranet at: <https://www.portsmouth.gov.uk/intranet/is/infrastructure/information-security-and-handling-sensitive-data.aspx>

## **8 Policy Review**

This policy will be reviewed in November 2017 and, thereafter, every three years.

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# Agenda Item 5

## THIS ITEM IS FOR INFORMATION ONLY

(Please note that "Information Only" reports do not require Equality Impact Assessments, Legal or Finance Comments as no decision is being taken)



Portsmouth  
CITY COUNCIL

**Title of meeting:** Resources Portfolio

**Subject:** Monitoring of the Second Quarter 2016/17 Revenue Cash Limits and Capital Programme

**Date of meeting:** 19<sup>th</sup> January 2017

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

**Wards affected:** ALL

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### 1. Requested by

The Cabinet Member for Resources Portfolio.

### 2. Purpose

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. Information Requested

3.1 Cash Limit 2016/17

	£000's
Net Requirement	22,477
Less;	
Capital Charges	2,786
Net Insurance Costs	118
FRS17	859
Employee Benefit Accruals	468
<b>Controllable Cash Limit 2016/17</b>	<b><u>18,246</u></b>

**THIS ITEM IS FOR INFORMATION ONLY**  
**(Please note that "Information Only" reports do not**  
**require Equality Impact Assessments, Legal or**  
**Finance Comments as no decision is being taken)**

3.2 Forecast Outturn 2016/17

	£000's	% of Budget
Controllable Cash Limit 2016/17	18,246	
Total Forecast Controllable Expenditure 2016/17	17,983	99.56%
<b>Variance - (Under)/Overspend</b>	<b>(263)</b>	<b>1.44%</b>

3.3 Appendices

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

Analysis of the portfolio's capital expenditure for 2016/17 is attached at Appendix B.

**4. Revenue Expenditure**

(Please read in conjunction with the attached Appendix A)

4.2 The provisional forecast outturn for the portfolio compared to the cash limit indicates a net underspend of £262,800.

4.3 Within the portfolio there are services whose budgets are deemed 'windfall' budgets by the City Council. These services are Spinnaker Tower, Rent Allowances, Rent Rebates, 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. The overall net underspend excluding windfall items is £240,800 i.e. 1.32%.

4.4 Item 2 HR and Legal - underspend £85,000

Vacant posts have been held, where operationally possible, in anticipation of future efficiency requirements. This has been partially offset by a small under recovery in the internal agency income due to decreased demand for the service.

4.5 Item 6 Financial Services- underspend £113,500

Vacant posts have been held, where operationally possible, in anticipation of future efficiency requirements. A further contributing factor to the underspend has arisen from an increased demand from the Housing service for financial services and recovery of costs from Public Health, which are in turn funded via central government grant arrangements.

**THIS ITEM IS FOR INFORMATION ONLY**  
**(Please note that "Information Only" reports do not require Equality Impact Assessments, Legal or Finance Comments as no decision is being taken)**



4.6 Item 9 AMS Design & Maintenance - overspend £174,800

Fee income during 2016/17 is forecast to be below target as a result of capital schemes being delayed or altered due to changing client need. There has also been a focus on delivering non fee earning work which aims to generate significant ongoing savings across the Council as a whole.

4.7 Item 18 Benefits Administration - underspend £70,000

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

**5. Summary**

5.2 The overall forecast outturn position on the portfolio is a net underspend of £262,800 representing 1.44% of the total cash limited budget. Within this net position there are various other less significant under and overspendings as shown in Appendix A.

5.3 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.

5.4 The following applications have been approved from the portfolio reserve in the current year since the last report

	£
Marketing costs for launch of Portsmouth Lottery	4,600
Contribution towards Twinning /Events role	11,500

5.5 To date the uncommitted balance on the reserve is £375,500. This will increase at year end by underspends on the portfolio.

**6. Capital Programme**

(Please read in conjunction with the attached Appendix B)

6.2 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.

**THIS ITEM IS FOR INFORMATION ONLY**  
 (Please note that "Information Only" reports do not require Equality Impact Assessments, Legal or Finance Comments as no decision is being taken)

<b>6.3</b>	<b><u>Forecast Outturn 2016/17</u></b>	<b>£000's</b>	<b>£000's</b>
	Total Revised Budget 2016/17		9,752
	Actual Net Expenditure 1 Apr 2016 to 30 Sep 2016	2,226	
	Forecast Net Expenditure 1 Oct 2016 to 31 Mar 2017	<u>7,526</u>	
	Total Forecast Expenditure 2016/17		9,752
	<b>Forecast Variance - (Under) / Overspend</b>		<u><u>(0)</u></u>

6.4 The additions to the capital programme since the start of the financial year have been as follows;

	<b>£000's</b>
Carnegie Library refurbishment within Landlords Maintenance	113
Additional funding for Channel Shift (from reserves)	62
Additional funding for the Letting of Brunel Wing through RCCO	40

The work to refurbish Carnegie Library has been funded from the portfolio reserve.

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

.....  
 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:

Title of document	Location
Service Budget Monitoring files	CRS Accountancy team

# FINANCIAL AND SERVICE PERFORMANCE QUARTER ENDING SEPTEMBER 2016

<b>MONTHLY BUDGET MONITORING STATEMENT - CASH LIMIT 2016/17</b>			
<b>PORTFOLIO</b>	<b>Resources</b>		
<b>BUDGET</b>	18,246,300		
<b>TOTAL CASH LIMIT</b>	<b>18,246,300</b>		
<b>CHIEF OFFICER</b>	<b>Various</b>		
<b>QUARTER ENDED</b>	<b>September 2016</b>		

Risk indicator	
Low	L
Medium	M
High	H

ITEM No.	BUDGET HEADING
1	Miscellaneous Expenses
2	HR and Legal
3	Transformation Workstream Investment
4	Customer & Community Services
5	Grants & Support to the Voluntary Sector
6	Financial Services
7	Information Services
8	Procurement and PFI
9	AMS Design & Maintenance
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	Land Charges
20	Democratic Representation & Management
21	Corporate Management
22	Portsmouth Civic Award
23	Lord Mayor
24	Lord Mayor's Events
25	Coroners

BUDGET PROFILE 2016/17				
Total Budget	Forecast Year End Outturn	Variance vs. Total Budget		RISK INDICATOR
		£	%	
£	£	£		
664,300	627,300	(37,000)	(5.6%)	M
2,014,100	1,929,100	(85,000)	(4.2%)	H
0	0	0	-	M
1,345,900	1,325,800	(20,100)	(1.5%)	L
558,900	558,900	0	0.0%	L
4,539,200	4,405,700	(133,500)	(2.9%)	H
3,962,900	3,956,000	(6,900)	(0.2%)	M
1,110,500	1,070,500	(40,000)	(3.6%)	H
197,100	371,900	174,800	88.7%	H
997,600	997,600	0	0.0%	M
(1,100,000)	(1,100,000)	0	0.0%	L
(385,400)	(385,400)	0	0.0%	M
5,000	5,000	0	0.0%	L
(856,500)	(774,800)	81,700	9.5%	H
(14,200)	(117,900)	(103,700)	(730.3%)	H
1,234,600	1,234,600	0	0.0%	L
30,000	29,100	(900)	(3.0%)	L
1,507,300	1,437,300	(70,000)	(4.6%)	H
(84,200)	(84,200)	0	0.0%	M
1,083,000	1,084,500	1,500	0.1%	L
501,500	501,200	(300)	(0.1%)	L
1,000	1,000	0	0.0%	L
110,900	108,800	(2,100)	(1.9%)	L
5,800	6,600	800	13.8%	L
817,000	794,900	(22,100)	(2.7%)	L
<b>18,246,300</b>	<b>17,983,500</b>	<b>(262,800)</b>	<b>(1.4%)</b>	
	0			
<b>18,246,300</b>	<b>17,983,500</b>	<b>(262,800)</b>	<b>(1.4%)</b>	
(22,000)				
(240,800)				
<b>18,005,500</b>	<b>17,983,500</b>	<b>(22,000)</b>	<b>(0.1%)</b>	

<b>TOTAL</b>
<b>Total Value of Remedial Action (from Analysis Below)</b>
<b>Forecast Outturn After Remedial Action</b>
<b>Variations Arising From Windfall Items</b>
<b>Forecast Transfers To Portfolio Specific Reserves</b>
<b>Forecast Outturn After Transfers (From)/To Portfolio Specific Reserves</b>

<b>18,246,300</b>	<b>17,983,500</b>	<b>(262,800)</b>	<b>(1.4%)</b>
	0		
<b>18,246,300</b>	<b>17,983,500</b>	<b>(262,800)</b>	<b>(1.4%)</b>
(22,000)			
(240,800)			
<b>18,005,500</b>	<b>17,983,500</b>	<b>(22,000)</b>	<b>(0.1%)</b>

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

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RESOURCES PORTFOLIO

Capital Monitoring Statement - 2016/17 Quarter 2

APPENDIX B

APPENDIX B

Item No.	Scheme	Source of Finance	Total Expenditure to 31-Mar-16 £	Revised Budget 2016/17 £	2016/17 Expenditure to 30-Sep-16 £	Forecast Expenditure 2016/17 £	In Year Variance Overspending / (Savings) £	Estimate 2017/18 £	Total Approved Budget £	Final Cost £	Total Scheme Variance Overspending / (Savings) £	Progress to Date/ Comments
1	Landlord's Maintenance - capitalised repairs	CorpRsv / CD	1,356,826	91,717	-	91,717	-	-	1,448,543	1,448,543	-	The remaining budget will 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)	3,343,517	2,358,467	76,982	2,358,467	-	-	5,701,984	5,701,984	-	Funding allocated for urgent repairs based on the priority of need. Major schemes within the 2016/17 programme includes cooling tower replacement and emergency lighting upgrades.
4	Landlords Maintenance Capital Contingency	CorpRsv / CRGG	-	-	-	-	-	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	5,804,000	160,000	-	160,000	-	980,000	6,944,000	6,944,000	-	Capital loans payable to MMD to finance capital expenditure requirements. Loans in 2016/17 will contribute to the purchase of a crane and folk lift trucks.
6	Asset Management System	B / OG (DCLG)CD	185,395	57,000	-	57,000	-	57,622	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	CorpRsc/CRGG	1,161,160	53,210	994	53,210	-	-	1,214,370	1,214,370	-	Miscellaneous repair works to PCC properties. The remaining allocation for 2016/17 will be used to complete repairs within Southsea Castle and cover retention and finishing costs from schemes completed in 2015/16.
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.
	IS Data Centre Chillers	OG(DCLG)CD	39,453	-	-	-	-	-	39,453	39,453	-	
		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	164,990	545,010	379,564	545,010	-	-	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. The original project specification was revised resulting in slippage into 2016/17.
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 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	766,885	669,735	10,117	669,735	-	-	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	1,388,976	313,264	-	313,264	-	-	1,702,240	1,702,240	-	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. Condition Surveys being undertaken to re-evaluation priorities.
14	Revenue and Benefits EDMS replacement	CorpRsv/OG(DCLG)CD	73,220	21,780	-	21,780	-	-	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.
15	Call Recording System	CorpRsv/OG(DCLG)CD	29,766	23,500	-	23,500	-	-	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 2016/17.

Item No.	Scheme	Source of Finance	Total Expenditure to 31-Mar-16 £	Revised Budget 2016/17 £	2016/17 Expenditure to 30-Sep-16 £	Forecast Expenditure 2016/17 £	In Year Variance /(Savings) £	Estimate 2017/18 £	Total Approved Budget £	Final Cost £	Total Scheme Variance /(Savings) £	Progress to Date/ Comments
16	Working Anywhere	CorpRsv/OG(DCLG)CD	874,613	94,387	29,848	94,387	-	-	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>874,613</b>	<b>94,387</b>	<b>29,848</b>	<b>94,387</b>	<b>-</b>	<b>-</b>	<b>969,000</b>	<b>969,000</b>	<b>-</b>	
17	Commercial Letting of Brunel Wing	CorpRsv	310,440	97,728	196,848	97,728	-	-	408,168	408,168	-	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>636,726</b>	<b>97,728</b>	<b>196,848</b>	<b>97,728</b>	<b>-</b>	<b>-</b>	<b>734,454</b>	<b>734,454</b>	<b>-</b>	
18	World War 2 Memorial Guildhall Square	CorpRsv	9,515	17,485	15,212	17,485	-	-	27,000	27,000	-	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>31,664</b>	<b>65,336</b>	<b>15,212</b>	<b>65,336</b>	<b>-</b>	<b>-</b>	<b>97,000</b>	<b>97,000</b>	<b>-</b>	
19	PSN CoCo Compliance	CorpRsv/OG(DCLG)CD/ISF	129,847	115,153	6,055	115,153	-	-	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	185,368	4,632	-	4,632	-	-	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 2016/17 budget will cover retention and finishing costs.
21	Super Connected Cities	OC	2,914,907	14,405	14,405	14,405	-	-	2,929,312	2,929,312	-	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.
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. Detailed scheme objectives are partly dependant on the outcome of the 'renaissance' study currently being undertaken by the Guildhall Cultural Trust.
23	Server and Database Upgrades	CorpRsv	-	200,000	23,525	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	440,400	493,236	440,400	-	409,355	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	229,203	423,697	130,623	423,697	-	90,000	742,900	742,900	-	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 2015/16	UB / CMR	467,541	638,459	415,948	638,459	-	0	1,106,000	1,106,000	-	Fitting of photo voltaic panels and installation of LED lighting to selected PCC assets. Due to reductions in feed in tariffs post January 2016 the PV part of the project was brought forward to ensure panels are installed prior to the tariff change. The LED lighting element will complete in 2016/17.
27	Utilities Management 2016/17	UBS	-	250,000	23,674	250,000	-	0	250,000	250,000	-	Engineering works to improve utility / energy management, Includes combined heat and power, LED lighting, insulation and boiler replacements. The final programme of works will be agreed with the Cabinet Members for Resources and Children's Services.
		CROC	-	983,000	-	983,000	-	0	983,000	983,000	-	
<b>Sub Total :</b>			<b>-</b>	<b>1,233,000</b>	<b>23,674</b>	<b>1,233,000</b>	<b>-</b>	<b>-</b>	<b>1,233,000</b>	<b>1,233,000</b>	<b>-</b>	
28	Photovoltaic Cell Investment Fund	UB	-	1,950,000	408,706	1,950,000	-	-	1,950,000	1,950,000	-	Investment in photovoltaic cells across the Council's commercial property portfolio to increase income from 'feed in' and 'export' electricity tariffs.
<b>On-going Schemes Total</b>			<b>21,866,380</b>	<b>9,732,476</b>	<b>2,225,737</b>	<b>9,732,476</b>	<b>-</b>	<b>1,992,877</b>	<b>33,591,733</b>	<b>33,591,733</b>	<b>-</b>	
<b>Completed Schemes Total</b>			<b>4,276,450</b>	<b>19,152</b>	<b>-</b>	<b>19,152</b>	<b>-</b>	<b>19,766</b>	<b>4,315,368</b>	<b>4,315,368</b>	<b>-</b>	
<b>GRAND TOTAL</b>			<b>26,142,830</b>	<b>9,751,628</b>	<b>2,225,737</b>	<b>9,751,628</b>	<b>-</b>	<b>2,012,643</b>	<b>37,907,101</b>	<b>37,907,101</b>	<b>-</b>	