



NOTICE OF MEETING

CABINET MEMBER FOR RESOURCES

THURSDAY, 16 MARCH 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.

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

(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

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 **Declarations of Members' Interests**
- 3 **Council Chamber Report (Pages 3 - 14)**

The purpose of the report is

- (1) To seek approval to commence a project of improvements to the Council Chamber.
- (2) To seek approval for the release of funds to meet the cost of said

improvements.

RECOMMENDED

- (1) That approval is given to the improvements as outlined within this report expected to be completed by October 2017.**
- (2) That approval is given to fund the project as detailed in the Director of Finance's comments**

4 Local Welfare Assistance Provision 2017/18 (Information Only) (Pages 15 - 16)

(Information only)

The purpose of the report is

- (1) To provide information regarding the use of Local Welfare funds during 2016/17.
- (2) To outline the use of funds allocated for Local Welfare during 2017/18.

5 Monitoring of the Third Quarter 2016/17 Revenue Cash Limits and Capital Programme (Information Only) (Pages 17 - 26)

(Information only)

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

- (1) The forecast revenue expenditure for the year compared with the cash limited budget.
- (2) 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 Portfolio
Date of meeting: 16th March 2017
Subject: Council Chamber
Report by: Director of Community and Communications
Wards affected: All
Key decision: No
Full Council decision: No

1. Purpose of report

- 1.1. To seek approval to commence a project of improvements to the Council Chamber.
- 1.2. To seek approval for the release of funds to meet the cost of said improvements.

2. Recommendations

RECOMMENDED

- 2.1. **That approval is given to the improvements as outlined within this report expected to be completed by October 2017.**
- 2.2. **That approval is given to fund the project as detailed in the Director of Finance's comments**

3. Background

- 3.1 The Council Chamber is currently used for all Full Council Meetings, for major schemes and/or planning meetings, for Council staff/public consultations, for any meetings likely to attract many members of the public, by Portsmouth Pensioners' Association and by the Coroner as the Court for major inquests.
- 3.2 There have been no major improvements to the Chamber for over 40 years.
- 3.3 Following issues with the current AV sound and recording system, professional advice was sought and it was agreed that the current wireless system needed to be replaced with a hard-wired system. This in turn will provide the opportunity to deliver other recommended improvements as outlined in this report.

4. Reasons for recommendations

Overall, the recommended improvements to the Council Chamber will make meetings more accessible, will prepare the Chamber for future opportunities and deliver efficiencies and income.

4.1 AV System

The Council has experienced issues with the current wireless microphone system which is now obsolete and approaching end of life. The issues include poor quality and interrupted sound and recording and as this impacts on accessibility needs to be resolved.

Any replacement system will need to be flexible for the changing needs of open democracy and will need to be robust and cost-effective.

Having undertaken soft market testing it has been agreed that the replacement microphone system needs to be hard-wired.

4.2 Power supply

The Chamber currently has limited power points and none available for elected member or officer use at the benches. The power supply and wiring of the Chamber has not been changed in decades.

With the increased use of technology and the move towards paperless meetings as part of our savings initiatives it is recommended that all benches are provided with sufficient power sockets and that this work is undertaken at the same time as hard wiring the AV system.

4.3 Webcasting

From July 2015, the current Administration have piloted the webcasting of Full Council meetings as part of their commitment to openness and transparency. At present this is managed via a fixed camera that is set up at the start of each meeting and is manually over-ridden as appropriate at adjournments and for exempt items. This is not an efficient use of officer time.

The current system is unable to manage the flow of the meeting in terms of tracking the agenda and presenting related items to the audience, including amendments. Nor can it track the speaker or inform the audience of whom the speaker is.

In order to make the meetings more transparent and easier to engage with, the installation of new fixed and automatic cameras linked to the recording system and eventually our Mod-Gov (document) system is recommended.

4.4 Presentations

For Planning meetings, consultations and the Coroner the need to have good presentation tools readily available is already important and in our drive towards greater efficiencies and less paper this will become increasingly important across all meetings. The need for greater involvement via remote participation, the use of SKYPE, video conferencing etc all add to this.

In addition in order to maximise income opportunities for the Chamber, presentation facilities will need to be available. It is therefore recommended that as part of the improvement works to the Chamber, the discrete installation of retractable screens and fixed projector(s) is included.

4.5 Ventilation

The Chamber has no mechanical ventilation and many of the windows are in need of repair as they are either painted shut or cannot shut due to lack of general maintenance. Associated with this, is the fact that some of the curtain rails are broken and as such have resulted in un-necessary wear and tear to the curtains.

It is therefore recommended that the window frames and curtain tracks are repaired.

4.6 Lighting

The general lighting of the Chamber is poor with several light bulbs no longer working and in need of replacement. As this core lighting is in the ceiling and requires the use of a scaffold platform to replace or fix the problems, it is recommended that we take the opportunity to replace the lighting with the more efficient and longer-lasting LED lighting, which should save costs both in terms of energy and replacement in the longer-term

4.7 Income Opportunities

If the recommendations are approved, once the works are completed the Council Chamber will be able to accommodate board meetings as well as conference facilities for up to 100 people, thus offering a rare and marketable facility in Portsmouth.

4.8 Other

It is recommended that whilst scaffolding is in place to replace the lighting that the opportunity to refresh the paintwork on the ceiling of the Chamber is taken.

5. Equality impact assessment

5.1 A preliminary Equalities Impact Assessment has been carried out and is attached as appendix 1. From this it has been determined that a Full EIA is not required as the recommendations do not have a negative impact on any of the protected characteristics as described in the Equality Act 2010. The main points that were highlighted from the preliminary EIA were:

- Reasonable adjustments have been made in regard to people with mobility issues or wheelchair users in that they can attend the meetings in a more accessible way by sitting in the actual council chamber.
- The changes to the sound equipment will improve the experience for people with a hearing or visual impairment
- There will be no changes to the induction loop so this will not impact on people who wear hearing aids
- The improved webcasting will help people who lip read as the cameras will be able to zoom into whoever is speaking

- The improvements to the lighting will aid people with a visual impairment but not necessarily blind people.

6. Legal implications

6.1 The City Solicitor is satisfied there are no legal implications arising from the report.

7. Director of Finance's comments

7.1 The capital cost of the proposed scheme is estimated at £235,000 as follows:

<u>Capital Cost</u>	£
Building & Electrical works	127,000
AV equipment - Projector and sound system	85,000
Professional Fees	19,000
Statutory Charges	4,000
TOTAL	<u><u>235,000</u></u>

This will be financed as follows:

Approved capital programme - Resources portfolio	£
- Guildhall works	50,000
- Modernisation of Council Chamber (RCCO*)	150,000
RCCO	35,000
	<u><u>235,000</u></u>

The cost of the AV equipment and electrical works included in the scheme will be funded by an RCCO from Information Services and the remainder of the works will be met from the existing capital provision for Guildhall works and from the Resources portfolio reserve.

It is anticipated that there will be some ongoing revenue saving arising from the switch to LED lighting in the Chamber.

*Revenue Contribution to Capital Outlay

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Signed by:

Appendix 1 - Preliminary Equalities Impact Assessment

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

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Signed by:

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Equality Impact Assessment

Preliminary assessment form v5 / 2013

www.portsmouth.gov.uk

The preliminary impact assessment is a quick and easy screening process. It should:

- identify those policies, projects, services, functions or strategies which require a full EIA by looking at:
 - negative, positive or no impact on any of the equality groups
 - opportunity to promote equality for the equality groups
 - data / feedback
- prioritise if and when a full EIA should be completed
- justify reasons for why a full EIA is not going to be completed

Directorate:

Director of Community & communications

**Function e.g. HR,
IS, carers:**

Resources portfolio

Title of policy, service, function, project or strategy (new or old) :

Improvements to the council chamber

Type of policy, service, function, project or strategy:

- Existing
- New / proposed
- Changed

Q1 - What is the aim of your policy, service, function, project or strategy?

The Council chamber has not had any improvements since 2010 so we are looking to make enhancements to the chamber to ensure all who wish to do so will be able to watch the council meetings online or in the chamber itself.

Overall, the recommended improvements to the Council Chamber will make meetings more accessible, will prepare the Chamber for future opportunities and deliver efficiencies and income.

Q2 - Who is this policy, service, function, project or strategy going to benefit or have a detrimental effect on and how?

The people who will benefit from the improvements will be anyone who wishes to watch the meetings online or within the chamber.

With these improvements it should also make the experience better for people with disabilities especially those with a hearing impairment or with people with a mobility issue including wheelchair users.

The council chamber resides in the Portsmouth Guildhall which is an old building which presents challenges in making it accessible for all including disabled people who may be wheelchair users or people with a hearing impairment for example.

The public gallery in the council chamber is not very accessible for wheelchair users although they can access the public gallery, it is only really big enough for a manual wheelchair which restricts the access for people with electric wheelchairs. In the gallery there are no specific spaces for wheelchair users to sit so they are normally situated by the door which in itself is difficult to open as its a double door and there is not enough space for someone in a wheelchair to use only one leaf of the door to pass through that Part M of the Building Regulations recommends.

Because of this we have made the provision that people with mobility difficulties or wheelchair users are now permitted to actually sit in the council chamber so they won't need to experience the issues with accessing the public gallery.

At present the council have been webcasting the council meetings to allow people to watch the meetings as part of the councils commitment to transparency. Currently this is managed via a fixed camera that is set up at the start of each meeting and is manually over-ridden as appropriate at adjournments and for exempt items.

The current system is unable to manage the flow of the meeting in terms of tracking the agenda and presenting related items to the audience, including amendments. Nor can it track the speaker or inform the audience of whom the speaker is.

In order to make the meetings more transparent and easier to engage with, the installation of new cameras linked to the recording system and eventually our Mod-Gov (document) system is recommended. This improvement actually means is the camera's will be zoomed on the person speaking at that time this could help people who lip read because at the present time it is difficult to see who or what is being spoken because of the one static camera.

The sound at the moment is poor quality and interrupted sound and recording and this impacts on accessibility. With the enhanced AV system the sound will be much clearer so will enable people to hear better especially those who may be older or have a slight hearing impairment but also make it clearer for blind people to listen to the meetings.

There is already an induction loop installed in the chamber so there will be no change to this facility that is helpful to people that wear hearing aids.

In the Council chamber there are no real presentation tools available for when people make presentations, it is recommended that a retractable screen is installed. This will make it easier for people to see in the chamber as well as people in the public gallery.

The general lighting of the Chamber is poor so the environment is not helpful for people with a vision impairment. As this core lighting is in the ceiling and requires the use of a scaffold platform to replace or fix the problems, it is recommended that we take the opportunity to replace the lighting with the more efficient and longer-lasting LED lighting as well as improving the lighting for people with a vision impairment not necessarily blind people.

Q3 - Thinking about each group below, does, or could the policy, service, function, project or strategy have a negative impact on members of the equality groups below?

Group	Negative	Positive / no impact	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the answer is "negative" or "unclear" consider doing a full EIA

Q4 - Does, or could the policy, service, function, project or strategy help to promote equality for members of the equality groups?

Group	Yes	No	Unclear
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Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy or maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the answer is "no" or "unclear" consider doing a full EIA

Q5 - Do you have any feedback data from the equality groups that influences, affects or shapes this policy, service, function, project or strategy?

Group	Yes	No	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the answer is "no" or "unclear" consider doing a full EIA

Q6 - Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, service, function or strategy?

yes No

Q7 - How have you come to this decision?

The Guildhall remains the property of Portsmouth City Council but is run by the Portsmouth Cultural Trust, over the years there have been many improvements to the rest of the building including induction loops, a raised area in the main auditorium but not the council chamber so this is a real opportunity to make this area more accessible for all and where possible we have had to make reasonable adjustments due to being a listed building, we are limited to changes we can make especially structural changes. This is the reason why for allowing wheelchair users and people with a mobility issue to sit in the chamber itself.

Making these improvements will not have a detrimental impact on any of the protected characteristics as described under the Equality Act 2010, these changes will only improve the experience for people who wish to listen and watch the council meetings and will definitely improve the accessibility for disabled and older people.

A lot of the recommendations regarding the electrical equipment have been suggested by professional companies as they are the experts in their field so they understand the challenges we have to ensure all people including disabled people can access these meeting through which communication channel they choose whether its attending the meeting or watching it online.

A consultation has not been undertaken due to the nature of the improvements, they are mainly sound and webcasting equipment that is being proposed so there were not any options we could suggest in a consultation for people to opt for as its more about the equipment rather than a change to a service, function etc. but obviously over the coming months once installed feedback will be taken on board and reviewed where appropriately.

If you have to complete a full EIA please contact the Equalities and diversity team if you require help
Tel: 023 9283 4789 or email:equalities@portsmouthcc.gov.uk

Q8 - Who was involved in the EIA?

Gina Perryman

This EIA has been approved by: Louise Wilders

Contact number: 023 9268 8545

Date:

06/03/17

Please email a copy of your completed EIA to the Equality and diversity team. We will contact you with any comments or queries about your preliminary EIA.

Telephone: 023 9283 4789

Email: equalities@portsmouthcc.gov.uk

Agenda Item 4

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:	Local Welfare Assistance Provision 2017/18
Date of meeting:	16 March 2017
Report by:	Director of Community and Communication Acting Tackling Poverty Coordinator
Wards affected:	All

1. Requested by

- 1.1 Resources Portfolio Holder

2. Purpose

- 2.1 To provide information regarding the use of Local Welfare funds during 2016/17.
- 2.2 To outline the use of funds allocated for Local Welfare during 2017/18.

3. Information Requested

- 3.1 On 10 March 2016, Resources Portfolio allocated funds from reserves to provide local welfare assistance, in the amount of £30,000 for 2016/17 and £30,000 for 2017/18.
- 3.2 The 2016/17 budget provided £15,000 funding for Keep Warm, Keep Well (KWKW) small grants for people in fuel poverty, administered on Portsmouth City Council's behalf by Hampshire and Isle of Wight Community Foundation (HIWCF), and £15,000 for the provision of essential furniture and white goods for vulnerable households who are re-settling, administered by Housing Options.
- 3.3 The KWKW fund received additional monies from (1) under-spend in the budget provided for 2015/16 by Public Health Portsmouth, and (2) the Civic Fund and Montague Neville Fund, providing a total budget for 2016/17 of £25,862.
- 3.4 After administration costs, this provided a grant fund of £23,722.
- 3.5 These funds have been used by three services within PCC, and seven voluntary and community sector (VCS) partner organisations, to provide small grants to people in fuel poverty, meeting one or more vulnerability criteria.
- 3.6 Grants are used to pay for energy costs, warm clothing or bedding, or cover other living costs associated with cold weather.
- 3.7 Between 1 November 2016 and 3 February 2017, PCC services awarded 200 grants, totalling £12,615.

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require Equality Impact Assessments, Legal or
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- 3.8 Between 1 November 2016 and 24 January 2017, VCS partner organisations awarded grants totalling £3,672.
- 3.9 Partner agencies can continue to make KWKW grants until 31 March 2017 if funds remain available, but it is estimated that the grant fund will be exhausted by 15 March 2017.
- 3.10 HIWCF will collate information on grants awarded across all partner agencies and provide this to PCC by 30 April 2017.
- 3.11 As of 31 December 2016, £10,165 had been used to provide essential furniture and white goods for 61 families in need who were resettling:

3.11.1	Quarter 1	£3,830	22 families
3.11.2	Quarter 2	£2,055	14 families
3.11.3	Quarter 3	£4,280	25 families
3.11.4	Year to date	£10,165	61 families
- 3.12 The items most commonly needed by families that are provided with this funding are beds and refrigerators.
- 3.13 The Acting Tackling Poverty Coordinator continues to maintain and publish on PCC's website a directory of help for people in financial hardship, which can be accessed at: <https://www.portsmouth.gov.uk/ext/documents-external/cou-financial-hardship-directory.pdf>
- 3.14 This was updated in April 2016 and will be updated again in April 2017
- 3.15 Learning Links have opened their 'Furnish' furniture store in Kingston Road, providing affordable secondhand furniture, along with volunteering and training opportunities across a range of skills.
- 3.16 The Acting Tackling Poverty Coordinator will continue to work with Learning Links to maximise the potential for Furnish to meet the need for essential household items among vulnerable residents.

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 Signed by (Director)

Appendices:Nil

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

Agenda Item 5

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Portsmouth
CITY COUNCIL

Title of meeting: Resources Portfolio

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

Date of meeting: 16th March 2017

Report by: Director of Finance and Information Services

Wards affected: ALL

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	22,440
Less;	
Capital Charges	2,786
Net Insurance Costs	118
FRS17	859
Employee Benefit Accruals	468
Controllable Cash Limit 2016/17	<u>18,209</u>

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3.2 Forecast Outturn 2016/17

	£000's	% of Budget
Controllable Cash Limit 2016/17	18,209	
Total Forecast Controllable Expenditure 2016/17	18,135	99.59%
Variance - (Under)/Overspend	(74)	0.41%

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 £74,200.

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 £56,300 i.e. 0.31%.

4.4 Item 2 HR and Legal - underspend £69,000

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 £69,100

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.

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Finance Comments as no decision is being taken)



4.6 Item 10 Landlords Repairs & Maintenance - overspend £178,600

During the period the Council has settled a number of outstanding accounts with a contractor that relate to the current and previous two financial years creating an overspend.

5. Summary

5.2 The overall forecast outturn position on the portfolio is a net underspend of £74,200 representing 0.41% 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

	£
Partnership Information Governance Officer (1year)	50,000
Flagship- digital publication pilot scheme	15,000
Commercial activity capacity HRLP	63,000

5.5 To date the uncommitted balance on the reserve is £171,500. 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 2016/17 to 2021/22 was approved at full council meeting on Tuesday 14th February 2017. It has been updated to reflect the new schemes, approved amendments, re-phasing of expenditure and the removal of completed schemes.

6.3	<u>Forecast Outturn 2016/17</u>	£000's	£000's
	Total Revised Budget 2016/17		10,192
	Actual Net Expenditure 1 Apr 2016 to 31 Dec 2016	3,300	

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Forecast Net Expenditure 1 Jan 2016 to 31 Mar 2017 6,892

Total Forecast Expenditure 2016/17 10,192

Forecast Variance - (Under) / Overspend (0)

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

	£000's
Carnegie Library refurbishment within Landlords Maintenance (item 2)	113
Additional funding for Channel Shift (item 30) (RCCO)	62
Additional funding for the Letting of Brunel Wing (RCCO) (item 14)	40
Additional funding for Landlord's maintenance (item 2)	516
Additional funding for IS Road Map (item 11) (RCCO)	105
Additional funding for Working Anywhere (item 17)	9
Additional funding for EBS Hardware Configuration (item 29)	50

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

6.6 The following schemes have been added as part of the 2017/18 budget approved by Full Council on the 14th February 2017.

6.7 Item 5 - Port Leased Plant and Equipment - MMD Crane, approved £3,675,000

6.8 Item 34 - Council Chamber Modernisation - approved £150,000

6.9 Item 35 - Utilities and Energy Management approved £1,031,100

The scheme identifies engineering works which will enable Property and Housing Services to improve utility/energy management and reduce energy use by c£145,000 per annum. It is also estimated that the City Council's carbon footprint will reduce and lead to savings of £1,500 per annum from the Carbon Reduction Commitment.

7.0 Item 36 - Investment in Solar PV Cells - approved £4,300,000

Installation of solar technology at various PCC owned properties to generate a sustainable income for the Council over the next 20 years from the Feed in Tariff subsidy, sale of power and savings on buildings' power consumption.

7.1 Item 37 - Isambard Brunel Car Park Lift Refurbishment - approved £240,000

Refurbishment of 2 lifts within Isambard Brunel Car Park.

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Signed 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

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FINANCIAL AND SERVICE PERFORMANCE QUARTER ENDING DECEMBER 2016

MONTHLY BUDGET MONITORING STATEMENT - CASH LIMIT 2016/17	
PORTFOLIO	Resources
BUDGET	18,208,900
TOTAL CASH LIMIT	18,208,900

CHIEF OFFICER	Various	Risk indicator
		Low L
		Medium M
QUARTER ENDED	December 2016	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	Welfare Burials
26	Cemetries
27	Coroners

BUDGET PROFILE 2016/17				RISK INDICATOR
Total Budget	Forecast Year End Outturn	Variance vs. Total Budget		
£	£	£	%	
418,000	402,000	(16,000)	(3.8%)	L
2,041,400	1,972,400	(69,000)	(3.4%)	M
0		0	-	M
1,420,100	1,419,900	(200)	(0.0%)	L
564,000	566,400	2,400	0.4%	L
4,540,800	4,471,700	(69,100)	(1.5%)	M
3,888,900	3,883,900	(5,000)	(0.1%)	M
1,079,500	1,051,400	(28,100)	(2.6%)	M
439,900	434,700	(5,200)	(1.2%)	M
858,900	1,037,500	178,600	20.8%	H
(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
(21,300)	(125,100)	(103,800)	(487.3%)	H
1,289,900	1,289,900	0	0.0%	L
30,000	29,100	(900)	(3.0%)	L
1,479,300	1,449,300	(30,000)	(2.0%)	H
(84,200)	(69,300)	14,900	17.7%	M
990,000	990,300	300	0.0%	L
653,600	639,800	(13,800)	(2.1%)	L
1,000	400	(600)	(60.0%)	L
110,600	109,000	(1,600)	(1.4%)	L
5,800	6,400	600	10.3%	L
18,100	20,900	2,800	15.5%	L
(2,100)	(2,100)	0	0.0%	L
823,600	811,400	(12,200)	(1.5%)	L

TOTAL	18,208,900	18,134,700	(74,200)	(0.4%)
Total Value of Remedial Action (from Analysis Below)	0	0		
Forecast Outturn After Remedial Action	18,208,900	18,134,700	(74,200)	(0.4%)
Variances Arising From Windfall Items	(17,900)			
Forecast Transfers To Portfolio Specific Reserves	(56,300)			
Forecast Outturn After Transfers (From)/To Portfolio Specific Reserves	18,152,600	18,134,700	(17,900)	(0.1%)

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 2016/17

Item No.	Reason for Variation	Variance £	Remedial Action	Value of Remedial Action
2	The underspend in HR, Legal and Audit is due to additional Income being generated and vacant posts not being filled in preparation of savings requirements in future years. This is partially offset with an under-recovery in the Internal Agency.	(69,000)		
6	The underspend in Financial Services is due to vacancies being held in order to prepare for future savings and additional income being generated from Public health, Housing Revenue Account and Academy Conversion work being undertaken.	(69,100)		
8	Underspend due to a number of vacant posts within the PFI team waiting to be recruited.	(28,100)		
10	The main reason for this overspend is that the Council has settled a number of outstanding accounts with a contractor that relate to the current and previous two financial years.	178,600		
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 £110m and minor fluctuations in the factors affecting Housing Benefit can result in material variances.	(22,100)		
18	Underspend due to vacant posts not being filled in order to prepare for saving requirements in future years.	(30,000)		
19	The overspend in Land charges relates to lower than anticipated income. This is due to a lower demand for searches which is related to the Housing Market.	14,900		
21	The underspend relates to lower external audit fees this year being negotiated.	(13,800)		
27	Income has been received from Hampshire County Council relating to a charge for administering the service for 2015/16 and 2016/17. This has been used to partially fund the cost of a new IT system, installed at the Coroners Office.	(12,200)		
	Variance less than £5,000	(23,400)		
	TOTAL PROJECTED VARIANCE	(74,200)	TOTAL VALUE OF REMEDIAL ACTION	0

Note Remedial Action resulting in savings is shown in brackets

Item No.	Scheme	Source of Finance	Total Expenditure to 31-Mar-16 £	Revised Budget 2016/17 £	2016/17 Expenditure to 31-Dec 16 £	Forecast Expenditure 2016/17 £	In Year Variance Overspending / (Savings) £	Approved Estimate 2017/18 £	Total Approved Budget £	Final Cost £	Total Scheme Variance Overspending / (Savings) £	Progress to Date/ Comments
1	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.
2	Landlords Maintenance	CorpRsv/OG(DCL)	4,700,343	1,500,001	518,886	1,500,001	-	492,000	7,666,527	7,666,527	-	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.
3	Landlords Maintenance Capital Contingency	CorpRsv / CRGG	-	-	-	-	-	411,000	411,000	411,000	-	Funding allocated for essential works critical to maintaining operational buildings.
4	MMD - Capital Loans	UB / OG (DCLG)C	5,804,000	160,000	-	160,000	-	30,000	5,994,000	5,994,000	-	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. Budget reduced by £950k, this is reflected in the 17/18 forecast.
5	Port Leased Plant and Equipment - MMD - Crane	UB	-	2,175,000	-	2,175,000	-	1,500,000	3,675,000	3,675,000	-	New Crane for the Port, the first installment for this was made in February 2017
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/OG(DCL)	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 OG(DCLG)CD	828,746 39,453	37,101 -	- -	37,101 -	- -	- -	865,847 39,453	865,847 39,453	- -	The scheme is complete and the IS data centre is operational. Remaining budget is available to cover retention and finishing works.
9	IS Data Centre Chillers	CMR	134,400	-	-	-	-	-	134,400	134,400	-	
Sub Total :			1,002,599	37,101	-	37,101	-	-	1,039,700	1,039,700	-	
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(DCL)	766,885	274,485	11,817	274,485	-	500,000	1,541,370	1,541,370	-	Rolling programme of IT infrastructure renewal. Major schemes include replacement storage area network, software upgrades and improved back up systems. As approved by council on 14th February there is an additional £105k allocated to this scheme funded in part by RCCO and by reductions in other projects
14	Guildhall Capital Works	CorpRsv/OG(DCL)	1,388,976	313,264	1,590	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. £202k transferred to support works to Cumberland House museum
15	Revenue and Benefits EDMS replacement	CorpRsv/OG(DCL)	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.
16	Call Recording System	CorpRsv/OG(DCL)	29,766	-	-	-	-	-	29,766	29,766	-	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. The budget for this scheme has been reduced from £53,226 to £29,766.
17	Working Anywhere	CorpRsv/CP(DCL)	874,613	103,387	38,730	103,387	-	-	978,000	978,000	-	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 2016/17. 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. There is also a budget increase of £9k approved by council on 14th February 2017.
Sub Total :			874,613	103,387	38,730	103,387	-	-	978,000	978,000	-	
18	Commercial Letting of Brunel Wing	CorpRsv RCCO OG(DCLG)CD	310,440 - 326,286	57,728 40,000 -	215,984 - -	57,728 40,000 -	- - -	- - -	368,168 40,000 326,286	526,424 - 326,286	158,256 (40,000) -	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. This project is currently overspent, this is currently being reviewed and remedial action identified
Sub Total :			636,726	97,728	215,984	97,728	-	-	734,454	852,710	118,256	
19	World War 2 Memorial Guildhall Square	CorpRsv	31,664	(4,664)	15,212	(4,664)	-	-	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.

Item No.	Scheme	Source of Finance	Total Expenditure to 31-Mar-16 £	Revised Budget 2016/17 £	2016/17 Expenditure to 31-Dec 16 £	Forecast Expenditure 2016/17 £	In Year Variance Overspending / (Savings) £	Approved Estimate 2017/18 £	Total Approved Budget £	Final Cost £	Total Scheme Variance Overspending / (Savings) £	Progress to Date/ Comments
	Sub Total :	OC	31,664	70,000	15,212	70,000	-	-	70,000	70,000	-	
20	PSN CoCo Compliance	CorpRsv/OG(DCL)	129,847	22,600	6,055	22,600	-	92,553	245,000	245,000	-	Scheme to comply with the Public Sector Network (PSN) authority requirements for authorities that connect to secure government systems.
21	Replacement Emergency Generator Civic Offices	OG(DCLG)CD/Cor	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.
23	Refurbishment of Data Centre Accommodation	CorpRsv / OG(DCL)	164,990	545,010	413,381	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.
24	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. Scheme now complete
25	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.
27	Server and Database Upgrades	CorpRsv	94,572	50,000	25,715	50,000	-	150,000	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.
28	Requirements Specs for BI & EDMS	CorpRsv	245	440,400	540,586	440,400	-	269,800	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.
29	EBS Hardware Configuration	OR	-	230,800	-	230,800	-	50,000	280,800	280,800	-	Configuration of hardware and associated software to allow for essential upgrades to the EBS system. The budget of this scheme has increased by £50k as per approval by council on 14th February 2017.
30	Web Phase 2 / Chanel Shift	CorpRsv / RCCO	229,203	423,697	231,181	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.
31	Utilities Management 2015/16	UB / CMR	467,541	638,459	540,555	638,459	-	-	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.
32	Utilities Management 2016/17	UBS	-	250,000	33,622	250,000	-	-	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.
	Sub Total :	CROC	-	633,000	-	633,000	-	350,000	983,000	983,000	-	
33	Photovoltaic Cell Investment Fund	UB	-	1,950,000	691,773	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.
34	Council Chamber Modernisation	RCCO	-	-	-	-	-	150,000	1,031,100	1,031,100	-	The bid identifies engineering works which will enable Property and Housing Services to improve utility/energy management and reduce energy use by c£145,000 per annum. It is also estimated that the City Council's carbon footprint will reduce and lead to savings of £1,500 per annum from the Carbon Reduction Commitment.
35	Utilities and Energy Management	UB	-	-	-	-	-	515,550	4,300,000	4,300,000	-	Installation of solar technology at various PCC owned properties to generate a sustainable income for the Council over the next 20 years from the Feed in Tariff subsidy, sale of power and savings on buildings' power consumption.
36	Investment in Solar PV Cells	UB	-	-	-	-	-	1,433,333			-	
37	Landlord's Maintenance - Isambard Brunel Car Park L PARK		-	-	-	-	-	240,000	240,000	240,000	-	Refurbishment of 2 lifts within Isambard Brunel Car Park.
On-going Schemes Total			20,995,419	10,172,896	3,300,486	10,172,896	-	6,376,758	41,946,456	42,064,712	118,256	
Completed Schemes Total			3,285,082	19,152	-	19,152	-	19,766	3,324,000	3,324,000	-	
GRAND TOTAL			24,280,501	10,192,048	3,300,486	10,192,048	-	6,396,524	45,270,456	45,388,712	118,256	