



NOTICE OF MEETING

CABINET MEMBER FOR RESOURCES

THURSDAY, 3 OCTOBER 2013 AT 9.00 AM

THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL

Telephone enquiries to Vicki Plytas 023 9283 4058

Email: vicki.plytas@portsmouthcc.gov.uk

CABINET MEMBER FOR RESOURCES

Councillor Hugh Mason (Liberal Democrat)

Group Spokespersons

Councillor David Horne, Labour

Councillor Simon Bosher, Conservative

(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 Declaration of Members' Interests**
- 3 Twinning Matters (Pages 1 - 10)**

To consider items from the Twinning Advisory Group

RECOMMENDED that the Cabinet Member for Resources decides matters before him from the Twinning Advisory Group.

4 Monitoring of the First Quarter 2013/14 Revenue Cash Limits and Capital Programme (Pages 11 - 24)

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 content of this report be noted.

5 Date of Next Meeting

The date of the next scheduled meeting is Thursday 5 December 2013.



Agenda item:

3

Title of meeting: Resources Portfolio

Subject: Twinning Matters

Date of meeting: Thursday 3 October 2013

Report by: Head of Customer, Community & Democratic Services

Wards affected: n/a

1. Purpose

To submit twinning related grant applications received and considered by the Twinning Advisory Group on 25 September 2013 for consideration and any other matters for decision by the portfolio holder.

2. Recommendations

It is recommended that;

- (1) the portfolio holder considers the grant applications received taking into account the views of the Twinning Advisory Group and;
- (2) approves the value of each grant application
 - i. to the Caen Committee for the Caen a l'International weekend provision of small gifts of £100.
 - ii. to the Caen Committee for the Great South Run 2013 hospitality of the Caen team of £115.
 - iii. to the Caen Committee for the reimbursement French fire service visit to Portsmouth hospitality costs of £300.
- (3) Notes any other matters brought forward from the Twinning Advisory Group

3. Background

In previous years annual grants were given to the active twinning committees to facilitate their twinning related activities. Partly due to pressure on Council budgets annual grants are no longer provided to twinning committees. Instead grant applications through the Twinning Advisory Group which are considered and their recommendations are brought before the portfolio holder for decision. The Twinning Advisory Group considers grant applications it receives, balancing the benefits and priorities for Portsmouth against other projects and the resources available.

.....
Signed by (Head of Service)

Appendices:

1. Grant application from the Caen Committee - Caen a l'International - gifts
2. Grant application from the Caen Committee - Great South Run 2013
3. Grant application from the Caen Committee - Caen Fire service visit

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:



APPLICATION FORM FOR GRANTS FOR TWINNING COMMITTEES

APPENDIX 1

Please return completed form to:

Peter Smith-Parkyn
Portsmouth City Council
Democratic Services
Civic Offices
Guildhall Square
Portsmouth
PO1 2AL

Or by email to peter.smith-parkyn@portsmouthcc.gov.uk

NB. A signed version should also be provided.

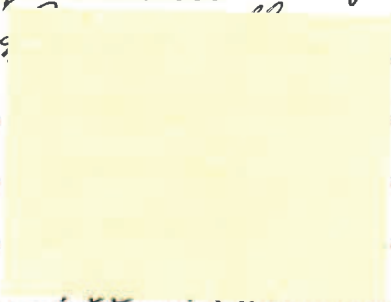
Name of Twinning Group

CAEN

Grant Applicant's name

HON. AND ROBIN SPARSHATT

Grant Applicant's Address



ROAD

Post Code

Project Title

CAEN a l'INTERNATIONAL

Outline of Project

to provide gifts etc for CAEN INTERNATIONAL
LONDON

Explain how this project will benefit people in Portsmouth

Proposed start date (if applicable)

Proposed end date (if applicable)

APPLICATION FORM FOR GRANTS FOR TWINNING COMMITTEES

Finance and Management

Please give a breakdown of the estimated costs for the project for which you are seeking funding

	A	B
Item or Activity (Please provide a breakdown of how the grant requested is expected to be used)	Amount Requested from PCC	Total Cost
To Provide Gifts for CAEN TWIN	£ 100 - 00	£
DRUGGARS	£	£
	£	£
	£	£
	£	£
Total Cost of Project	£ 100 - 00	£

If the total cost in column B is higher than the total cost in column A please state where the rest of the funding will come from.

Please give bank details (to which grant can paid if application is successful)

Name of Bank.....

Address.....

Sort Code..... Account Number

Names and positions of two signatories to the bank account

1.....

2.....

Signature

X

Date 25 SEPTEMBER 2013

For office

Date app

Grant approved Yes/No

Date.....



APPLICATION FORM FOR GRANTS FOR TWINNING COMMITTEES

APPENDIX 2.

Please return completed form to:

Peter Smith-Parkyn
Portsmouth City Council
Democratic Services
Civic Offices
Guildhall Square
Portsmouth
PO1 2AL

Or by email to peter.smith-parkyn@portsmouthcc.gov.uk

NB. A signed version should also be provided.

Name of Twinning Group

CAEN

Grant Applicant's name

Hon. Aid. Robin Sparshatt

Grant Applicant's Address

London

Post Code.....100 104.....

Project Title

Grant South Lond 26th/27th October

Outline of Project

ADDITIONAL FUNDING for FRENCH (CAEN) PARTICIPANTS
IN GRANT SOUTH LOND.

Explain how this project will benefit people in Portsmouth

Proposed start date (if applicable)

Proposed end date (if applicable)

APPLICATION FORM FOR GRANTS FOR TWINNING COMMITTEES

Finance and Management

Please give a breakdown of the estimated costs for the project for which you are seeking funding

	A	B
Item or Activity (Please provide a breakdown of how the grant requested is expected to be used)	Amount Requested from PCC	Total Cost
ADDITIONAL FUNDING FOR LORD MAYOR'S	£ 115-00	£
RECEPTION AND DINNER AT GUILDHALL	£	£
	£	£
	£	£
	£	£
Total Cost of Project	£ 115-00	£

If the total cost in column B is higher than the total cost in column A please state where the rest of the funding will come from.

Please give bank details (to which grant can paid if application is successful)

Name of Bank.....

Address.....

Sort Code..... Account Number

Names and positions of two signatories to the bank account

1.....

2.....

Sign

X

Date 24 SEPTEMBER 2014

For

Date

Grant approved Yes/No

Date.....



APPLICATION FORM FOR GRANTS FOR TWINNING COMMITTEES

APPENDIX 3.

Please return completed form to:

Peter Smith-Parkyn
Portsmouth City Council
Democratic Services
Civic Offices
Guildhall Square
Portsmouth
PO1 2AL

Or by email to peter.smith-parkyn@portsmouthcc.gov.uk

NB. A signed version should also be provided.

Name of Twinning Group

CAEN

Grant Applicant's name

HON. AED LOBIN SPARSHATT

Grant Applicant's Address

.....
.....
.....
.....

Post Code.....

Project Title

VISIT of CAEN FIRE DELEGATION TO PORTSMOUTH

Outline of Project

(SEE ATTACHED REPORT)

Explain how this project will benefit people in Portsmouth

Proposed start date (if applicable)

Proposed end date (if applicable)

APPLICATION FORM FOR GRANTS FOR TWINNING COMMITTEES

Finance and Management

Please give a breakdown of the estimated costs for the project for which you are seeking funding

	A	B
Item or Activity (Please provide a breakdown of how the grant requested is expected to be used)	Amount Requested from PCC	Total Cost
VISIT OF FRENCH FIRE DELEGATION (CAEN)	£ 300 - 00	£
TO PORTSMOUTH FIRE SERVICE.	£	£
21 st SEPTEMBER 2013	£	£
	£	£
	£	£
Total Cost of Project	£ 300 - 00	£

If the total cost in column B is higher than the total cost in column A please state where the rest of the funding will come from.

Please give bank details (to which grant can paid if application is successful)

Name of Bank.....

Address.....

Sort Code..... Account Number

Names and positions of two signatories to the bank account

1.....

2.....

Signature



Date 24 SEPTEMBER 2013

For or
Date

Grant approved Yes/No
Date.....

French (Caen) Fire-fighters Visit to Portsmouth - 21 September 2013

The visit was a great success and everyone went home happy and tired. The French, as I suspected, saw lots of equipment and techniques they do not have and there is talk of them coming back to visit the ambulance service to see how they can improve their frontline response techniques. While they do not have paramedics, they do have emergency nurses who have a higher level of medical training than current ambulance crews and there is talk of re-arranging human resources to get closer to our model within their existing structure, which seems feasible and would be a major step change for them.

On the fire side, they admired the ergonomics of the latest appliances and our 112/999 centralised system which allows other services apart from that requested to be mobilised as required which saves time and money. They were also impressed with the level of IT available on a modern fire truck. They are still operating on hard copies which can get lost or be out of date. Presentations were made about ship board fire fighting and visits were made to both HMS Victory and HMS Warrior to discuss techniques when dealing with wooden ships.

They were shown the video about the Shirley Tower fire which killed two fire-fighters and were deeply moved at the tragedy and impressed that the investigation had been compiled into a training video and circulated to anybody with an interest in fire safety, evacuation and fire management. They plan to have the video translated into French and to introduce it into their training regime.

They were also very impressed with the number of people who turned out to a station open day and could see the value in both reaching out to their community and using the opportunity for education and information. They were very impressed with the long running smoke alarm initiative. They preach the same gospel but are not out there proactively fitting alarms in the homes of the vulnerable. Smoke alarm penetration in France is nothing like here where it is pretty much universal.

They loved the full English breakfast served up at the station and were happy munching a burger at lunchtime while being lectured because the timetable was starting to slip and enjoyed the evening meal at the Jolly Sailor. The band fired up at around 21:00 which also went down well

All in all, the event exceeded my expectations and this is what twinning ought to be about as well as the other stuff that we do. I was sorry that the senior police man did not turn up as promised which was a bit embarrassing, but they took away so much I do not think that they really noticed. However, there is scope for twinning the French fire service and British police divers. I will look into this a bit further in due course. I very much hope that this sort of activity can be extended to our other twinned cities, or at least the ones we can reach relatively easily.

There was talk of a return visit to Caen and I suggested the International day as the appropriate time.

Report by K. Chippindall-Higgin

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Agenda Item 4



Portsmouth
CITY COUNCIL

Agenda item:

4

Decision maker: Cabinet Member for Resources Portfolio

Subject: Monitoring of the First Quarter 2013/14 Revenue Cash Limits and Capital Programme

Date of decision: 3rd October 2013

Report by: Head of Financial Services
(Written by Andrew Parry)

Wards affected: ALL

Key decision: No

Budget & policy framework decision: No

1. Summary

- 1.1 This report compares the forecast revenue outturn 2013/14 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 reasons 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 2013/14

	£'000s
Net Requirement	27,599
Less - Capital Charges	2,409
- Net Insurance Costs	(53)
- FRS17	860
- Employee Benefit Accruals	468
Controllable Cash Limit 2013/14	23,915

Forecast Outturn 2013/14

	£'000s	% of Budget
Actual Net Expenditure 1 Apr 2013 to 30 Jun 2013	6,424	26.86%
Forecast Net Expenditure 1 Jul 2013 to 31 Mar 2014	17,533	73.31%
Total Forecast Controllable Expenditure 2013/14	23,957	100.0%
Controllable Cash Limit	23,915	
Forecast Variance - (Under)/Overspend	42	0.18%

4.2 Appendices

4.3 An analysis of this Portfolio's variations from the revenue cash limit is attached at Appendix A.

4.4 An analysis of the Portfolio's capital expenditure for 2013/14 is attached at Appendix B.

5. Managers' Comments

(Please read in conjunction with the attached Appendix A)

Revenue Expenditure

The provisional forecast outturn for the Portfolio compared to the cash limit indicates a net overspend of £42,500.

5.1 Within the portfolio there are services whose budgets are deemed 'windfall' budgets by the City Council. These services are, Rent Allowances, Rent Rebates, Land Charges, Discretionary Non Domestic Rate relief and District Audit Fees. These 'windfall' budgets represent income and expenditure which is demand led and largely out of the control of budget managers. Consequently

any under or over spending is absorbed corporately. Excluding 'windfall' variances gives a net overspend on the Portfolio of £21,900, i.e. 0.18%.

	£
Total Variance (over spend)	42,500
<u>Less</u>	
Rent Allowances and Rent Rebates	0
Spinnaker Tower	0
Land Charges	21,100
Audit Fees	(500)
<u>Net 'controllable' (under spend)</u>	<u>21,900</u>

5.2 The main areas of variance are as follows:

Item 2 HR, Legal and Performance – forecast overspend £110,152

5.3 At this stage of the year, Legal Services income is currently forecast to be lower than anticipated due, in part, to a shift towards corporately based enabling initiatives as opposed to income generating work from outside of the general fund such as through the Housing Revenue Account. Although this suggests an overspend in the short term, as work is undertaken on the displaced projects forecast income levels should improve in the future.
The service has also required additional locum cover for vacancies, staff sickness and secondments.

A full service review to increase efficiency, generate savings and thereby reduce the budget shortfall is currently in progress. Within legal services this process is complete and appointments underway thereby removing the need for locum staff within the service.

Item 17 Local Taxation – forecast under spend £36,307

5.4 Due to ongoing saving requirements vacant posts will where operationally possible be held in anticipation of future efficiency requirements. This has resulted in a forecast under spend attributable to the staffing budget.

Item 19 Benefits Administration – forecast under spend £76,841

5.5 Due to ongoing saving requirements vacant posts will where operationally possible be held in anticipation of future efficiency requirements. This has resulted in a forecast under spend attributable to the staffing budget.

Item 21 Land Charges – forecast overspend £21,100

- 5.6 Local Authorities are no longer able to charge for personal searches through the Local Land Charges register. Prior to 2011/12 authorities received a specific grant to offset any loss of income as a result of this change. Since the withdrawal of funding the service has incurred an overspend, which has been considered an adverse windfall item within the Portfolio. This could be absorbed within the overall Portfolio should its financial position improve.

Item 22 Democratic Representation & Management - forecast overspend - £24,506

- 5.7 This budget heading comprises Twinning, Committee Meetings, Members Expenses, Members Support, Democratic Services, Monitoring Officer and Corporate Subscription Services.

An over spend of £16,300 is forecast against Members Expenses. Members qualify for only one responsibility payment even if multiple positions are held by an individual. During 2013/14 one additional regulatory chair and one additional opposition group spokesperson allowance has become payable since these posts are held by Members not already in receipt of allowance payments. In previous years variances in this area have been managed through under spends within other service areas. Work to identify similar action will be undertaken in 2013/14.

Currently legal costs associated with a village green application have been allocated to the Monitoring Officer function, resulting in a forecast overspend of £10,200. Approval is being sought to fund this cost by a release from contingency.

6. Summary

- 6.1 The overall forecast outturn position on the portfolio is a net overspending of £42,500 representing 0.18% of the total cash limited budget. Within this net position there are various other less significant under and overspendings as shown in Appendix A. Should the portfolio outturn remain overspent at the year end, the net overspending will be clawed back from the approved 2013/14 budget as outlined in the annual Budget report to the City Council on 12 February 2013 (Para 8.3)

7. Capital Programme

- 7.1 The revised capital programme has been updated to reflect the impact of new starts approved at the City Council budget meeting on 12th February 2013, slippage in scheme expenditure from 2012/13, further approved amendments,

re-phasing of expenditure into future years and the removal of completed schemes.

The updated monitoring statement is attached at Appendix B.

- 7.2 New schemes added/updated since approval of the programme on 12th February 2013 are as follows:

Scheme Name	£,000
Landlords Maintenance Capitalised repairs (item 2) (increase)	129
Guildhall Capital Works (item 7)	745
Major Repairs to Corporate Property Portfolio (item 10) (increase)	59
Merefield House Relocation & Civic Access Refurbishment (item 11) (increase)	16
Revenue and Benefits Software (item 21)	75

- 7.3 The new schemes and increases in schemes have been incorporated into the latest capital monitoring statement (Appendix B) and are set out in more detail below together with details of any material changes to existing schemes.

7.4 Item 2 Landlords Maintenance – Capitalised repairs

Currently all the 2013/14 budget is allocated to either the Civic Offices Plant upgrade or Electrical Distribution Board replacement.

As part of works to upgrade the Civic Offices plant, problems were identified with heat and air distribution through existing ductwork. A revenue contribution to capital from the Landlords Maintenance budget of £35,000 has been approved to redirect ductwork and replace sticking dampers. Resources have been further increased through a transfer of £44,000 from the carbon management reserve in respect of expenditure initially classified as revenue but now included within the capital scheme.

During the electricity shutdown in February 2013 associated with the IS data centre works it became apparent that existing electrical distribution boards required replacement. A revenue contribution to capital from the Landlords Maintenance budget of £50,000 has been approved to replace this potentially unsafe equipment.

7.5 Item 7 Guildhall Capital Works

During 2012/13 significant works were undertaken on the Guildhall. This included new water storage tanks, refurbished toilets, new theatre lighting, repairs to entrance steps, boiler replacement, increased security and window maintenance. These costs were included within the approved 2012/13 General Fund revenue budget. However since the nature of work both extends the life and enhances the use of the Guildhall the expenditure has been treated as capital funded via a revenue contribution to capital of £744,800.

7.6 Item 10 Major Repairs to Corporate Property Portfolio

Significant schemes include; Repairs to the Carnegie Library windows, roof and doors, replacement of the Portsmouth Craft and Manufacturing Centre roof, new Civic Offices heating coils, works to Victoria Pier, remedial works on the Square Tower parapets and waterproofing in the Yellow Kite cafe. All of the schemes within this programme are anticipated to be completed in the current year within budget.

A sum of £99,600 has been transferred from this budget to fund additional works to lifts in core 3 within the Landlords Maintenance Capital Contingency programme. This reduction has been achieved through the removal of contingency provision to cover any delays or problems within the overall works programme.

The Yellow Kite Cafe trades in part of Southsea Castle through a lease arrangement with the council. It is a condition of the lease that the council retains liability for the external structure. During winter months water has penetrated the walls and run over electrical fittings, creating both an operation and safety concern within the cafe. A revenue contribution to capital from the Landlords Maintenance budget of £45,000 has been approved for waterproofing works.

In September 2012 approval was given for repairs to Victoria Pier. During remedial works the level of corrosion was greater than initial survey work suggested. A revenue contribution to capital from the Landlords Maintenance budget of £14,000 has been approved to for replacement handrails, balustrades and lead paint removal.

7.7 Item 11 Merefield House Relocation and Civic Offices Customer Access Refurbishment.

An additional budget allocation of £16,400 has been included to cover the cost of an external electrical engineering design service. This has been funded through a revenue contribution to capital from the Landlords Maintenance revenue budget.

7.8 Item 21 Revenue and Benefits EDMS replacement / Comino upgrade.

Revenue and Benefits utilise an Electronic Documents Management System provided by Comino. It is a vital tool enabling the efficient tracking and recording of thousands of documents associated with benefits claims. Upgrade works are required in order to maintain software support arrangements and replace obsolete hardware. An approved revenue carry forward of £75,000 from the 2012/13 financial year has been utilised as a contribution to capital to fund this scheme.

7.9 The re-phasing of expenditure and the changes reported above have resulted in the original estimate for 2013/14 decreasing from £7,769,911 to £5,567,124.

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.

10. Head of Finance's comments

10.1 This report represents the forecast outturn position on the Resources portfolio's approved revenue and capital budgets as at the end of June 2013.

.....
Signed Head of Financial 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

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by Cabinet Member for Resources on 3rd October 2013

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Signed by: Cabinet Member for Resources

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FINANCIAL AND SERVICE PERFORMANCE MONTH ENDING JUNE 2013

MONTHLY BUDGET MONITORING STATEMENT - CASH LIMIT 2013/14

PORTFOLIO	Resources
BUDGET	23,915,023
TOTAL CASH LIMIT	23,915,023
CHIEF OFFICER	Various
MONTH ENDED	June 2013

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	IT Services Unit
8	AMS Design & Maintenance
9	Property Services
10	Landlords Repairs & Maintenance
11	Spinnaker Tower
12	MMD Crane Rental
13	Administration Expenses
14	Council Tax Benefits
15	Housing Benefit - Rent Allowances
16	Housing Benefit - Rent Rebates
17	Local Taxation
18	Local Welfare Assistance Scheme
19	Benefits Administration
20	Discretionary Non-Domestic Rate Relief
21	Land Charges
22	Democratic Representation & Management
23	Corporate Management
TOTAL	

BUDGET PROFILE 2013/14				
Budget Profile To End June 2013	Actual To End June 2013	Variance vs. Profile To June 2013		
£	£	£	%	
24,092	239,357	215,265	893.5%	
743,401	882,560	139,159	18.7%	
0	76,801	76,801	-	
911,264	502,014	(235,853)	(25.9%)	
517,425	512,966	(4,459)	(0.9%)	
1,192,476	1,403,645	211,169	17.7%	
1,158,122	1,269,250	111,128	9.6%	
232,638	232,297	(341)	(0.1%)	
78,881	50,135	(28,746)	(36.4%)	
337,125	(383,728)	(720,853)	(213.8%)	
(350,000)	194,969	544,969	155.7%	
(385,400)	(96,371)	289,029	75.0%	
5,000	0	(5,000)	(100.0%)	
0	0	0	-	
(168,132)	(217,099)	(48,967)	(29.1%)	
(28,405)	(47,682)	(19,277)	(67.9%)	
532,912	473,455	(59,457)	(11.2%)	
276,575	379,664	103,089	37.3%	
629,871	300,418	(329,453)	(52.3%)	
0	0	0	-	
3,965	(27,329)	(31,294)	(789.3%)	
394,902	357,594	(37,308)	(9.4%)	
446,147	321,177	(124,970)	(28.0%)	
6,552,859	6,424,092	(221,442)	(3.4%)	

Total Value of Remedial Action (from Analysis Below)

Total Net Forecast Outturn (after remedial action)

BUDGET PROFILE 2013/14				RISK INDICATOR
Total Budget	Forecast Year End Outturn	Variance vs. Total Budget		
£	£	£	%	
89,923	85,645	(4,278)	(4.8%)	M
3,151,000	3,261,152	110,152	3.5%	M
0		0	-	L
1,882,000	1,876,791	(5,209)	(0.3%)	L
719,200	719,200	0	0.0%	L
5,087,000	5,087,000	0	0.0%	M
4,865,700	4,865,700	0	0.0%	M
962,600	962,600	0	0.0%	M
323,500	323,500	0	0.0%	H
1,348,600	1,348,600	0	0.0%	H
(350,000)	(350,000)	0	0.0%	H
(385,400)	(385,400)	0	0.0%	L
5,000	5,000	0	0.0%	M
0	0	0	-	M
(679,200)	(679,200)	0	0.0%	H
(148,600)	(148,600)	0	0.0%	H
1,329,000	1,292,693	(36,307)	(2.7%)	L
726,200	726,200	0	0.0%	
2,443,600	2,366,759	(76,841)	(3.1%)	M
179,500	179,500	0	0.0%	L
(82,400)	(61,347)	21,053	25.5%	M
1,197,000	1,221,506	24,506	2.0%	M
1,250,800	1,260,170	9,370	0.7%	M
23,915,023	23,957,469	42,446	0.2%	

0

23,915,023 23,957,469 42,446 0.2%

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 2013/14

Item No.	Reason for Variation	Variance £
2	The HR, Legal and Performance Management budget is currently forecast to be overspent attributable to a shortfall in predicted income within Legal services. This has partly arisen because of a shift to corporately based enabling initiatives as opposed to work related to non General Fund activities.	110,152
17	Underspend due to holding of vacancies where possible in order to prepare for savings requirements in future years.	(36,307)
19	Underspend due to holding of vacancies where possible in order to prepare for savings requirements in future years.	(76,841)
	Other variations	45,442
	TOTAL PROJECTED VARIANCE	42,446

Note Remedial Action resulting in savings is shown in brackets

Remedial Action	Value of Remedial Action
The Head of Service is conducting a service review which will generate savings to mitigate the budget shortfall.	
TOTAL VALUE OF REMEDIAL ACTION	0

RESOURCES PORTFOLIO

Capital Monitoring Statement - 2013/14

Meeting Date : 3rd October 2013

APPENDIX B

Item No.	Scheme	Source of Finance	Expenditure to 31-Mar-13 £	Revised Budget 2013/14 £	Total Expenditure to 30th June 2013 £	Forecast Expenditure 2013/14 £	In Year Variance Overspending / (Savings) £	Approved Estimate 2014/15 £	Total Approved Budget £	Final Cost £	Total Scheme Variance Overspending / (Savings) £	Progress to Date/ Comments
1	Website Customer Relationship Management system	CorpRsv CorpRsv	18,607 11,080	24,413 0	0.00 0.00	24,413 0	0 0	0 0	43,020 11,080	43,020 11,080	0 0	The scheme has been in an extended planning and implementation phase during 2011/12 and 2012/13 to complement the overall Information Services web strategy. This phase of the scheme is complete.
Sub Total:			29,687	24,413	0.00	24,413	0	0	54,100	54,100	0	
2	Landlord's maintenance - capitalised repairs	CorpRsv / OR / RCCO	1,279,790	168,753	9,698	168,753	0	0	1,448,543	1,448,543	0	2013/14 budget allocation is being utilised to upgrade the Civic Offices Plant and Electrical Distribution system. Problems with heating and air distribution through ductwork has delayed completion of plant works and required further funding through a revenue contribution in the 2013/14 financial year. A requirement to replace electrical distribution boards was identified during an electricity shut down in Feb 2013 and funded through a revenue contribution in the 2013/14 financial year.
3	Project Management	CorpRsv	0	189,000	0.00	189,000	0	94,500	283,500	283,500	0	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 Strategic Directors Board.
4	ICT Security - Data Encryption	CorpRsv	301,734	41,231	(1,650)	41,231	0	0	342,965	342,965	0	Enhancements to the ICT Security framework. Scheme due to complete in 2013/14.
5	Landlords Maintenance Capital Contingency 2011/12	CorpRsv/CP(DCSF)	1,145,577	623,057	342,235	623,057	0	0	1,768,634	1,768,634	0	Funding allocated for urgent repairs based on the priority of need. Additional resources have been added from Landlords Maintenance Capitalised repairs and Major Repairs to Corporate property portfolio budgets.
	Landlords Maintenance Capital Contingency 2012/13	CorpRsv.	0	156,000	0	156,000	0	194,000	350,000	350,000	0	New funding approved as part of the 2012/13 revised Capital Programme for essential works critical to maintaining operational buildings.
Sub Total:			1,145,577	779,057	342,235.00	779,057	0	194,000	2,118,634	2,118,634	0	
6	Landlords Maintenance Capital Contingency 2013/14	CRGG.	0	0	0	0	0	196,000	196,000	196,000	0	Funding approved as part of the 2013/14 Capital Programme for essential works critical to maintaining operational buildings.
	Landlords Maintenance Capital Contingency 2013/14	CROC/CRGG/CP(DFT)IT	0	1,050,000	0	1,050,000	0	0	1,050,000	1,050,000	0	Funding approved as part of the 2013/14 Capital Programme for essential works critical to maintaining operational buildings.
Sub Total:			0	1,050,000	0	1,050,000	0	196,000	1,246,000	1,246,000	0	
7	Guildhall Capital Works	RCCO	687,065	57,675	19,484.00	57,675	0	0	744,740	744,740	0	This budget is funded through a revenue contribution from the Landlords Maintenance budget and release from the Guildhall Maintenance Reserve to enable back log repairs to the Guildhall.
8	MMD - Capital Loans	UB	3,194,000	250,000	0	250,000	0	3,500,000	6,944,000	6,944,000	0	Capital loans payable to MMD to finance capital expenditure requirements. Draw down of money for works on new sheds has been profiled to start no earlier than 2014/15.
9	Asset Management System	B	102,133	197,884	(14,499)	197,884	0	0	300,017	300,017	0	Further development work to enhance its interface with Financial Reporting requirements has delayed the completion date until late 2013/14.
10	Major Repairs to Corporate Property Portfolio	CorpRsc/CRGG	875,453	459,518	38,938	459,518	0	0	1,334,971	1,334,971	0	Miscellaneous repair works to PCC properties. £99,600 has been transferred to fund additional lift repairs within the Landlords Maintenance Capital Contingency budget. This saving was achieved through the removal of contingency to cover delays or difficulties in the overall programme. Further funding approvals of £45,000 for waterproofing the Yellow Kite Cafe and £14,000 towards repairs at Victoria Pier have been included.
11	Merefield House Relocation and Civic Offices Customer Access Refurbishment	CorpRsv RCCO	501,009 15,000	129,958 1,400	5,123 0	129,958 1,400	0 0	0 0	630,967 16,400	630,967 16,400	0 0	Relocation of staff , closure and sale of surplus asset. Staff transferred in April / May 2012. Remaining works to complete in 2013/14. A further budget allocation of £15,000 has been made from the Civic Administration Buildings revenue budget to cover additional Mechanical and Electrical works. RCCO approved as part of MIS 1st Feb 2012 from Landlords Maintenance Revenue budget to fund an external electrical engineer.
Sub Total :			516,009	131,358	5,123	131,358	0	0	647,367	647,367	0	

RESOURCES PORTFOLIO

Capital Monitoring Statement - 2013/14

Meeting Date : 3rd October 2013

APPENDIX B

Item No.	Scheme	Source of Finance	Expenditure to 31-Mar-13 £	Revised Budget 2013/14 £	Total Expenditure to 30th June 2013 £	Forecast Expenditure 2013/14 £	In Year Variance Overspending / (Savings) £	Approved Estimate 2014/15 £	Total Approved Budget £	Final Cost £	Total Scheme Variance Overspending / (Savings) £	Progress to Date/ Comments
12	Dame Judith Prof. Centre - Relocation of Services	CorpRsv CP(DCSF)/CM	56,600 41,076	0 69,324	0 0	0 69,324	0 0	0 0	56,600 110,400	56,600 110,400	0 0	Works associated with the closure and disposal of the centre. A delay in phase 2 of the ground works has resulted in an extended completion date of mid 2013/14.
Sub Total :			97,676	69,324	0	69,324	0	0	167,000	167,000	0	
13	Replacement of Cash Handling System	CorpRsv	37,088	163,912	19,451.00	163,912	0	0	201,000	201,000	0	Project in planning stages through 2011/12 and 2012/13. Final completion date will be dependant on the introduction schedule of Oracle Release 12 upgrade (item 16).
14	Civic Offices Catering - Coffee Shop	CorpRsv	61,293	7,960	0	7,960	0	0	69,252	69,252	0	The View Coffee Shop is open. Further work due in 2013/14 to create store room and improved seating area.
15	IS Data Centre	RCCO CorpRsv	98,418 721,712	35,170 0	(22,492) 0	35,170 0	0 0	0 0	133,588 721,712	133,588 721,712	0	The scheme is complete and the IS data centre is operational. Remaining budget is available to cover retention and snagging works.
	IS Data Centre Chillers	CMR	123,881	10,519	0	10,519	0	0	134,400	134,400	0	The scheme is complete and the IS data centre is operational. Remaining budget is available to cover retention and snagging works.
Sub Total :			944,011	45,689	(22,492)	45,689	0	0	989,700	989,700	0	
16	Update of Oracle E-Business Suite (EBS) to Release 12	ODR	355,543	106,241	152,831	106,241	0	0	461,784	461,784	0	Update of Oracle EBS to Release 12.1.3 which is the latest version of R12 available. Completion due in 2013/14.
17	Transformation Programme - Customer Management	UB	15,592	76,908	12,858	76,908	0	92,500	185,000	185,000	0	Tender stage has completed, works comprise hardware and software elements. Forecast to complete by early 2014/15.
18	IT Road Map	RCCO	0	220,000	0	220,000	0	615,000	835,000	835,000	0	Rolling programme of IT infrastructure renewal.
19	Review of Business Software (windows 7)	CorpRsv ITR	623,675 49,500	910,825 0	69,223 0	910,825 0	0 0	0 0	1,534,500 49,500	1,534,500 49,500	0	Upgrade all computers to windows 7 completion in 2013/14.
20	HR Self Serv & I expenses	OR RCCO MTRS	223,209 0 287,468	57,322 0 0	7,892 0 0	57,322 0 0	0 0 0	0 50,000 0	280,532 50,000 287,468	280,532 50,000 287,468	0	Completion due by early 2014/15.
			510,677	57,322	7,892	57,322	0	50,000	618,000	618,000	0	
21	Rev and Bens EDMS replacement / Comino upgrade	RCCO	0	75,000	0	75,000	0	0	75,000	75,000	0	Upgrade of equipment and software used to manage documents within the Revenue and Benefits service. Funding is via an approved revenue carry forward from 2012/13.
22	Dunsbury Hill Farm	CorpRsv OC	0 0	50,000 0	0 0	50,000 0	0 0	50,000 8,150,000	100,000 8,150,000	100,000 8,150,000	0	Approved as part of the Feb 2013 budget. Creation of access road from the A3 to enable the sites development into a high tech business park.
Sub Total :			0	50,000	0	50,000	0	8,200,000	8,250,000	8,250,000	0	
23	Legal Case Management Software	MTRS	0	96,000	72	96,000	0	0	96,000	96,000	0	Development of an online legal case management system. Funded via the MTRS reserve as a spend to save scheme.
24	Replace Oldest Quay Tugs (MMD)	CorpRsv MTRS	0 0	30,000 70,000	0 0	30,000 70,000	0 0	0 0	30,000 70,000	30,000 70,000	0	Approved as part of the Feb 2013 budget. Grant to MMD will be used to facilitate replacement of 5 out of 25 Tugs which are currently over 25 years old
Sub Total :			0	100,000	0	100,000	0	0	100,000	100,000	0	
25	Purchase of Haulage Trailers (MMD)	MTRS	0	63,000	0	63,000	0	0	63,000	63,000	0	Grant to MMD to facilitate purchase of haulage trailers.
26	Voltage Reduction & Power Cleaning (MMD)	MTRS	0	130,000	0	130,000	0	0	130,000	130,000	0	Grant to MMD to facilitate voltage reduction and cleaning upgrade.
On-going Schemes Total			10,826,503	5,521,069	639,164	5,521,071	0	12,942,000	29,289,572	29,289,572	0	
Completed Schemes												
Completed Schemes Total			3,758,720	46,054	(5,089)	0	(46,054)	0	3,799,830	3,758,720	(41,110)	

Item No.	Scheme	Source of Finance	Expenditure to	Revised Budget	Total Expenditure to 30th June	Forecast Expenditure	In Year Variance	Approved Estimate	Total Approved Budget	Total Scheme Variance	Final Cost	Progress to Date/ Comments
			31-Mar-13	2013/14	2013	2013/14	Overspending / (Savings)	2014/15		Overspending / (Savings)		
			£	£	£	£	£	£	£	£	£	
GRAND TOTAL			14,585,223	5,567,124	634,075	5,521,071	(46,053)	12,942,000	33,089,403	33,048,293	(41,110)	

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)			

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