



NOTICE OF MEETING

CABINET MEMBER FOR COMMUNITIES AND CENTRAL SERVICES

WEDNESDAY, 21 SEPTEMBER 2022 AT 2.00 PM

COUNCIL CHAMBER - THE GUILDHALL, PORTSMOUTH

Telephone enquiries to James Harris - Senior Local Democracy Officer 02392 606065
Email:

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

Membership

Councillor Chris Attwell (Cabinet Member)

Opposition Spokespersons

Councillor George Madgwick

Councillor Lee Mason
Councillor Asghar Shah

Public health guidance for staff and the public due to Winter coughs, colds and viruses, including Covid-19

- Following the government announcement 'Living with Covid-19' made on 21 February and the end of universal free testing from 1st April, attendees are no longer required to undertake any asymptomatic/ lateral flow test within 48 hours of the meeting; however, we still encourage attendees to follow the public health precautions we have followed over the last two years to protect themselves and others including vaccination and taking a lateral flow test should they wish.
- We strongly recommend that attendees should be double vaccinated and have received any boosters they are eligible for.
- If unwell we encourage you not to attend the meeting but to stay at home. Updated government guidance from 1 April advises people with a respiratory infection, a high temperature and who feel unwell, to stay at home and avoid contact with other people, until they feel well enough to resume normal activities and they no longer have a high temperature. From 1 April, anyone with a positive Covid-19 test result is still being advised to

follow this guidance for five days, which is the period when you are most infectious.

- We encourage all attendees to wear a face covering while moving around crowded areas of the Guildhall.
- Although not a legal requirement, attendees are strongly encouraged to keep a social distance and take opportunities to prevent the spread of infection by following the 'hands, face, space' and 'catch it, kill it, bin it' advice that protects us from coughs, colds and winter viruses, including Covid-19.
- Hand sanitiser is provided at the entrance and throughout the Guildhall. All attendees are encouraged to make use of hand sanitiser on entry to the Guildhall.
- Those not participating in the meeting and wish to view proceedings are encouraged to do so remotely via the livestream link.

(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.

A G E N D A

1 Apologies for Absence

2 Declarations of Interest

3 Record of Previous Decision Meeting - 24 March 2022 (Pages 3 - 4)

A copy of the minutes of the previous meeting held on 24 March 2022 is attached.

4 Distribution of Equalities Funding

Purpose

Report on the proposed distribution of budgeted sum of £100,000 to fund Equalities initiatives in the city.

Report to follow under separate cover.

5 Monitoring of the First Quarter 2022/23 Revenue Cash Limits (Pages 5 - 10)

Purpose

The purpose of this report is to inform the Cabinet Member and Opposition Spokespersons of the forecast revenue expenditure for the year compared with the cash limited budget as at the end of the first quarter 2022/23.

Recommended that report be NOTED.

Members of the public are permitted to use both audio visual recording devices and social media during this meeting, on the understanding that it neither disrupts the meeting nor 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.

Whilst every effort will be made to webcast this meeting, should technical or other difficulties occur, the meeting will continue without being webcast via the Council's website.

This meeting is webcast (videoed), viewable via the Council's livestream account at <https://livestream.com/accounts/14063785>

12 September 2022

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Agenda Item 3

CABINET MEMBER FOR COMMUNITIES AND CENTRAL SERVICES

RECORD OF DECISIONS of the meeting of the Cabinet Member for Communities and Central Services held on Thursday, 24 March 2022 at 3.00 pm at the Guildhall, Portsmouth

Present

Councillor Chris Attwell (in the Chair)

Councillors Lee Mason

5. Apologies for Absence

Apologies were received from Cllr George Fielding, group spokesperson for the Labour group and Cllr Jeanette Smith, group spokesperson for the Progressive Portsmouth People group.

6. Declarations of Interest

There were no declarations of interest.

7. Portsmouth City Council Records Management Policy Review

The Records Manager introduced the report.

In response to a suggestion by a group spokesperson the Cabinet Member agreed to amend the recommendation so that the relevant Cabinet Member and opposition spokespersons be consulted on minor amendments to the policy prior to their agreement by the relevant Director.

It was therefore,

RESOLVED that the Cabinet Member for Communities and Central Services approved the revised Records Management Policy which formed Appendix 1 of the report, with the following amendment to Section 8 - Policy Review (*amendment in italics*):

'This policy will be reviewed in November 2023 and, thereafter, every three years. Authority to make minor amendments is delegated to the Director for Culture, Leisure and Regulatory Services, or the director responsible for the Modern Records Section after administrative reorganization *in consultation with the relevant Cabinet Member and opposition spokespersons.*'

8. Monitoring of the Third Quarter 2021/22 Revenue Cash Limits

The Finance Manager introduced the report.

In response to a question from an opposition spokesperson it was confirmed that the historic overspend of the IT budget was continuing to improve.

RESOLVED that the Cabinet Member NOTED the report.

The meeting concluded at 3.15 pm.

Councillor Chris Attwell
Chair

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:	Communities and Central Services Decision Meeting
Subject:	Monitoring of the First Quarter 2022/23 Revenue Cash Limits
Date of meeting:	Wednesday 21st September 2022
Report by:	Director of Finance and Resources
Wards affected:	ALL

1. Requested by

The Cabinet Member for the Communities and Central Services 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 as at the end of the first quarter 2022/23.

3. Information Requested

3.1 Forecast outturn 2022/23

	£000
Forecast Net Overspend (before transfers to/from Reserves)	1,680
Less:	
Covid-19 costs met from Contingency	(100)
Windfall and Exceptional & Significant Items	(1,202)
Net Portfolio (under)/overspend	378

Analysis of this portfolio's variations is attached at Appendix A.

4. Revenue Expenditure

- 4.1 The Revenue Budget Monitoring 2022/23 report to Cabinet on 27th September 2022 sets out the forecast revenue budget position of the whole Council as at the end of the first quarter 2022/23.

It is noted that the Budget approved by the City Council on 15th February 2022 included a provision within the Council's Corporate Contingency to meet estimated

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Covid-19 related costs and lost income. It is also noted that any variances within Portfolios that relate to windfall costs or windfall savings will be met / taken corporately and not generally considered as part of the overall budget performance of a Portfolio. "Windfall costs" are defined as those costs where the manager has little or no influence or control over such costs and where the size of those costs is high in relation to the overall budget controlled by that manager. "Windfall costs" therefore are ordinarily met corporately from the Council's central contingency. However, the portfolio holder and manager do have an obligation to minimise the impact of a 'windfall cost' from within their areas of responsibility in order to protect the overall financial position of the Council.

- 4.2 The overall net position for this portfolio (set out in para 3.1) is a net overspend of £377,900 after excluding windfall and exceptional & significant items (£1,201,700) and Covid-19 related expenditure (£100,000).

The windfall items within the portfolio include Rent Allowances, Rent Rebates, Land Charges and District Audit Fees.

Exceptional & significant items relate to higher utility costs across the portfolio, the majority relating to the Civic Offices.

Information on the main variances set out in paras 4.3 to 4.12 should be read in conjunction with Appendix A

- 4.3 Item 3 Human resources - overspend £69,900

Overspend relates to reduction in income from traded services and schools. Previous funding for wellness support has not continued into 2022/23. An application has been made for funding support for the wellness post and is awaiting decision. The Directorate is reviewing vacancies and opportunities for income and efficiencies in order to mitigate the overall forecast overspending position.

- 4.4 Item 8 Information Services - overspend £292,900

The Information Service overspend is a result of the delay in the implementation of Office365 with anticipated staff savings of £168,700 which had been factored into the budget but have yet to be fully realised. The service have also budgeted to make a vacancy saving in year of £133,000, which it aims to achieve by holding vacancies and reviewing arrangements for temporary staff but this has yet to be achieved.

The service is continuing to review current expenditure to mitigate the effects of this overspend.

- 4.5 Item 11 & 12 Housing Benefits - Rent Allowance & Rebates - overspend £100,000

Forecast overspending is primarily as a result of the introduction of Universal Credit for new clients from September 2018 which has resulted in a fall in the level of rent allowances and rent rebates upon which the Council receives subsidy. As a consequence, there is a reduction in the level of net subsidy received by the Council

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relating to Housing Benefit overpayments. This is a windfall cost and will be met from Corporate Contingency.

4.6 Item 13 Local Taxation - overspend £100,000

Following the pandemic there is a shortage of available court dates relating to the recovery action on overdue council Tax. This delay is forecast to result in a shortfall in court fee income. These costs will be met from Corporate Contingency.

4.7 Item 21 Municipal Elections - overspend £21,800

The cost of Municipal Elections changes year by year depending on the number of elections taking place on the same day and any contribution received, with any fluctuations being met from the portfolio reserve. In the current year the full cost of the Municipal Elections will fall to the City Council (no other contributions) and the additional cost will be met from the portfolio reserve.

4.8 Item 27 Facilities - overspend £1,094,500

This overspend relates to higher utility costs at the Civic Offices. This represents an exceptional and significant cost which will be met from the Council's Corporate Contingency.

5 Summary

5.1 The overall net forecast outturn position on the portfolio, after taking account of Covid-19 related costs, windfall and exceptional & significant items funded from Corporate Contingency, is a net overspend of £377,900.

5.2 Since 2013/14 portfolio underspends have been retained in a portfolio specific earmarked reserve. This reserve is to be used initially to cover future year end overspendings, budget pressures, and 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 and Cabinet.

5.6 After taking into account the forecast portfolio overspend, the uncommitted balance on the reserve is £125,300, some of which should be retained to guard against further financial risks that may arise during the year.

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Signed Director of Finance and Resources

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Appendices:

A Forecast Revenue Variance 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

COMMUNITIES AND CENTRAL SERVICES

Budget Heading	Total Portfolio Variance £	Covid-19 related Costs met from Contingency £	Windfall and Exceptional & Significant items £	Net Portfolio underspend £
1 Miscellaneous Expenses	0			0
2 Audit, Risk & Insurance	0			0
3 HR & In House Agency	69,900			69,900
4 Transformation Workstream Investment	0			0
5 Customer Services	(15,200)			(15,200)
6 Grants & Support to the Voluntary Sector	0			0
7 Financial Services	0			0
8 Information Services	292,900			292,900
9 Procurement	(9,800)			(9,800)
10 MMD Crane Rental	0			0
11 Housing Benefit - Rent Allowances	0			0
12 Housing Benefit - Rent Rebates	100,000		100,000	0
13 Local Taxation	100,000	100,000		0
14 Benefits Administration	0			0
15 Land Charges	0			0
16 Democratic Representation & Management	14,300			14,300
17 Corporate Management	7,000			7,000
18 Coroners	0			0
19 Modern Records Service	0			0
20 Legal Services	0			0
21 Municipal Elections	21,800			21,800
22 Cemeteries	4,200		4200	0
23 Community Funerals	0			0
24 Portchester Crematorium	0			0
25 Registrar of Births, Deaths & Marriages	0			0
26 Memorials	0		3,000	(3,000)
27 Facilities	1,094,500		1,094,500	0
28 Health & Safety	0			0
29 Registration Of Electors	0			0
	0			
Net Portfolio Variance	1,679,600	100,000	1,201,700	377,900

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