

**URGENT BUSINESS AND SUPPLEMENTARY INFORMATION**

**Budget Planning Committee**

**31 October 2017**

Agenda Item Number	Page	Title	Officer Responsible	Reason Not Included with Original Agenda
7.	(Pages 1 - 12)	Quarter 2 2017-18 - Revenue and Capital Budget Monitoring Report	Chief Finance Officer / Section 151 Officer	Appendices being revised and finalised at the time of publication

*If you need any further information about the meeting please contact Lesley Farrell, Democratic and Elections lesley.farrell@cherwellandsouthnorthants.gov.uk, 01295 221591*

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**CHERWELL DISTRICT COUNCIL**  
**MANAGEMENT ACCOUNTS AS AT 30 SEPTEMBER 2017**

**SUMMARY BY SERVICE AREA**

	Actual v Profile							Projected v Budget					
	Budget YTD £000's	Use of Reseves 2017/18 £000's	Revised Budget £000's	Actual YTD £000's	Commitment £000's	Variance (Under) / Over £000's	Concern Key	Budget £000's	Use of Reseves 2017/18 £000's	Revised Budget £000's	Projected £000's	Variance (Under) / Over £000's	Concern Key
Chief Executive	92	33	125	91	43	9	G	187	34	221	235	14	G
<b>CHIEF EXECUTIVE TOTAL</b>	<b>92</b>	<b>33</b>	<b>125</b>	<b>91</b>	<b>43</b>	<b>9</b>	<b>G</b>	<b>187</b>	<b>34</b>	<b>221</b>	<b>235</b>	<b>14</b>	<b>G</b>
Finance	753	75	828	677	163	12	G	1,104	100	1,204	1,219	15	G
Revenues & Benefits	95	200	295	206	104	15	G	190	242	432	419	(13)	G
Procurement	52	0	52	49	6	3	G	104	0	104	108	4	G
Assets and facilities Management	(246)	149	(97)	(225)	146	18	G	165	225	390	393	3	G
Commercial Dev't and Innovation	1,235	107	1,342	845	475	(22)	G	2,231	105	2,336	2,290	(46)	G
Business Support Unit	72	0	72	72	0	0	G	84	0	84	83	(1)	G
Housing and Regeneration	41	0	41	41	0	0	G	85	0	85	85	0	G
<b>CHIEF FINANCE OFFICER TOTAL</b>	<b>2,002</b>	<b>531</b>	<b>2,533</b>	<b>1,665</b>	<b>894</b>	<b>26</b>	<b>G</b>	<b>3,963</b>	<b>672</b>	<b>4,635</b>	<b>4,597</b>	<b>(38)</b>	<b>G</b>
Strategic Planning Economy	581	141	722	785	(62)	1	G	1,161	266	1,427	1,427	0	G
Development Management	277	162	439	(362)	805	4	G	552	303	855	857	2	G
Communications and Corporate Publications	159	0	159	146	13	0	G	317	0	317	317	0	G
Strategic Intelligence & Insight	136	0	136	127	17	8	G	272	0	272	274	2	G
Strategy and Commissioning	55	0	55	59	0	4	G	109	0	109	119	10	G
Governance	445	0	445	425	20	0	G	890	0	890	890	0	G
Legal Services	120	0	120	115	11	6	G	240	0	240	240	0	G
Bicester Regeneration Projects	640	138	778	450	328	0	G	1,190	160	1,350	1,350	0	G
<b>STRATEGY AND COMMISSIONING TOTAL</b>	<b>2,413</b>	<b>441</b>	<b>2,854</b>	<b>1,745</b>	<b>1,132</b>	<b>23</b>	<b>G</b>	<b>4,731</b>	<b>729</b>	<b>5,460</b>	<b>5,474</b>	<b>14</b>	<b>G</b>
Community Services	2,507	301	2,808	2,573	209	(26)	G	7,236	249	7,485	7,353	(132)	G
Environmental Services	2,422	0	2,422	2,585	(269)	(106)	A	5,454	0	5,454	5,339	(115)	G
<b>OPERATIONS AND DELIVERY TOTAL</b>	<b>4,929</b>	<b>301</b>	<b>5,230</b>	<b>5,158</b>	<b>(60)</b>	<b>(132)</b>	<b>A</b>	<b>12,690</b>	<b>249</b>	<b>12,939</b>	<b>12,692</b>	<b>(247)</b>	<b>G</b>
<b>TOTAL DIRECTORATES</b>	<b>9,436</b>	<b>1,306</b>	<b>10,742</b>	<b>8,659</b>	<b>2,009</b>	<b>(74)</b>	<b>G</b>	<b>21,571</b>	<b>1,684</b>	<b>23,255</b>	<b>22,998</b>	<b>(257)</b>	<b>G</b>

**Concern Key**

Overspent more than £20k and 2.5% of budget	R
Underspent more than £20k and 2.5% of budget	A
Overspent by £20k and between 1.5% and 2.5% of budget	A
Anything else	G

**CHERWELL DISTRICT COUNCIL  
MANAGEMENT ACCOUNTS AS AT 30 SEPTEMBER 2017**

Chief Executive

	Actual v Profile							Projected v Budget					
	Budget YTD £000's	Use of Reserves 2017/18 £000's	Revised Budget £000's	Actual YTD £000's	Commitment £000's	Variance (Under) / Over £000's	Concern Key	Budget £000's	Use of Reserves 2017/18 £000's	Revised Budget £000's	Projected £000's	Variance (Under) / Over £000's	Concern Key
Chief Executive	92	33	125	91	43	9	G	187	34	221	235	14	G
<b>Chief Executive Total</b>	<b>92</b>	<b>33</b>	<b>125</b>	<b>91</b>	<b>43</b>	<b>9</b>	<b>G</b>	<b>187</b>	<b>34</b>	<b>221</b>	<b>235</b>	<b>14</b>	<b>G</b>
<b>Actual</b>  Chief Executive	Savings in employee costs have been offset by costs relating to consultancy re Senior Management Working. The Council's response to Oxfordshire Local Government Reorganisation proposals has been funded by reserves.												
<b>Projected</b>  Chief Executive	It is anticipated that the employee cost saving made to date will show an annual potential saving of at least £3k. However, the Consultancy costs in relation to Senior Staff Working will absorb this. The costs relating to the Oxfordshire Local Government Reorganisation proposals will need to be funded from Reserves as agreed by Executive. The salary budget requires reviewing now the new Chief Executive is in post.												

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Concern Key (based on YTD budget)

Overspent more than £20k and 2.5% of budget	R
Underspent more than £20k and 2.5% of budget	A
Overspent by £20k and between 1.5% and 2.5% of budget	A
Anything else	G

**CHERWELL DISTRICT COUNCIL  
MANAGEMENT ACCOUNTS AS AT 30 SEPTEMBER 2017**

**CHIEF FINANCE OFFICER**

	Actual v Profile							Projected v Budget					
	Budget YTD £000's	Use of Reserves 2017/18 £000's	Revised Budget £000's	Actual YTD £000's	Commitment £000's	Variance (Under) / Over £000's	Concern Key	Budget £000's	Use of Reserves 2017/18 £000's	Revised Budget £000's	Projected £000's	Variance (Under) / Over £000's	Concern Key
Finance	753	75	828	677	163	12	G	1,104	100	1,204	1,219	15	G
Revenues & Benefits	95	200	295	206	104	15	G	190	242	432	419	(13)	G
Procurement	52	0	52	49	6	3	G	104	0	104	108	4	G
Assets and facilities Management	(246)	149	(97)	(225)	146	18	G	165	225	390	393	3	G
Commercial Dev't and innovation	1,235	107	1,342	845	475	(22)	G	2,231	105	2,336	2,290	(46)	G
Business Support Unit	72	0	72	72	0	0	G	84	0	84	83	(1)	G
Housing and Regeneration	41	0	41	41	0	0	G	85	0	85	85	0	G
<b>Chief Finance Officer Total</b>	<b>2,002</b>	<b>531</b>	<b>2,533</b>	<b>1,665</b>	<b>894</b>	<b>26</b>	<b>G</b>	<b>3,963</b>	<b>672</b>	<b>4,635</b>	<b>4,597</b>	<b>(38)</b>	<b>G</b>

**Actual**

Finance	Costs of agency staff relating to changes in the team structure pending a wider organisational restructure have been charged to the Corporate Transformation Reserve.
Revenues & Benefits	The variance predominately relates to additional agency costs and additional staff costs over and above the amounts anticipated in the business case. A delay in the receipt of Rent Allowance Subsidy payments of £3m has been adjusted for in the figures above and should be resolved by the year end. There is a £200k adjustment relating to the capitalisation of IT Harmonisation costs included in the figures shown. CSN costs are not included here.
Procurement Assets & Facilities Management	A detailed investigation relating to commercial property income is being undertaken by the Property and Investment Team. Additional employee/agency costs as a result of the reorganisation are covered by a transfer from Reserves.
Commercial Devt & Innovation Business Support Unit Housing and Regeneration	Potential variances relating to premises related costs and agency staff costs which should be capitalised are being investigated.

**Projected**

Finance
Revenues & Benefits
Procurement Assets & Facilities Management Commercial Devt & Innovation Business Support Unit Housing and Regeneration

Concern Key (based on YTD budget)

Overspent more than £20k and 2.5% of budget	<b>R</b>
Underspent more than £20k and 2.5% of budget	<b>A</b>
Overspent by £20k and between 1.5% and 2.5% of budget	<b>A</b>
Anything else	<b>G</b>

**CHERWELL DISTRICT COUNCIL  
MANAGEMENT ACCOUNTS AS AT 30 SEPTEMBER 2017**

Strategy and Commissioning

	Actual v Profile							Projected v Budget					
	Budget YTD £000's	Use of Reserves 2017/18 £000's	Revised Budget £000's	Actual YTD £000's	Commitment £000's	Variance (Under) / Over £000's	Comments	Budget £000's	Use of Reserves 2017/18 £000's	Revised Budget £000's	Projected £000's	Variance (Under) / Over £000's	Comments
Strategic Planning Economy	581	141	722	785	(62)	1	G	1,161	266	1,427	1,427	0	G
Development Management	277	162	439	(362)	805	4	G	552	303	855	857	2	G
Communications and Corporate Publications	159	0	159	146	13	0	G	317	0	317	317	0	G
Strategic Intelligence & Insight	136	0	136	127	17	8	G	272	0	272	274	2	G
Strategy and Commissioning	55	0	55	59	0	4	G	109	0	109	119	10	G
Governance	445	0	445	425	20	0	G	890	0	890	890	0	G
Legal Services	120	0	120	115	11	6	G	240	0	240	240	0	G
Bicester Regeneration Projects	640	138	778	450	328	0	G	1,190	160	1,350	1,350	0	G
<b>Strategy and Commissioning Total</b>	<b>2,413</b>	<b>441</b>	<b>2,854</b>	<b>1,745</b>	<b>1,132</b>	<b>23</b>	<b>G</b>	<b>4,731</b>	<b>729</b>	<b>5,460</b>	<b>5,474</b>	<b>14</b>	<b>G</b>

**Actual**

Strategic Planning Economy  
 Development Management  
 Communications and Corporate Publications  
 Strategic Intelligence & Insight  
 Strategy and Commissioning  
 Governance  
 Legal Services  
 Bicester Regeneration Projects

**Projected**

Strategic Planning Economy  
 Development Management:  
 Communications  
 Strategic Intelligence & Insight  
 Strategy and Commissioning  
 Governance  
 Legal Services  
 Bicester Regeneration Projects

Concern Key (based on YTD budget)

Overspent more than £20k and 2.5% of budget	R
Underspent more than £20k and 2.5% of budget	A
Overspent by £20k and between 1.5% and 2.5% of budget	A
Anything else	G

**CHERWELL DISTRICT COUNCIL  
MANAGEMENT ACCOUNTS AS AT 30 SEPTEMBER 2017**

Operational Delivery - Community

	Actual v Profile							Projected v Budget					
	Budget YTD £000's	Use of Reserves 2017/18 £000's	Revised Budget £000's	Actual YTD £000's	Commitment £000's	Variance (Under) / Over £000's	Concern Key	Budget £000's	Use of Reserves 2017/18 £000's	Revised Budget £000's	Projected £000's	Variance (Under) / Over £000's	Concern Key
Countryside and Community	268	206	474	438	39	3	G	554	209	763	769	6	G
Arts Tourism and Health	314	95	409	341	72	4	G	910	95	1,005	1,016	11	G
Customer Services	538	0	538	729	(194)	(3)	G	1,109	0	1,109	1,103	(6)	G
Parking Services	(540)	0	(540)	(527)	(44)	(31)	A	(1,043)	15	(1,028)	(1,091)	(63)	A
Recreation and Sports	71	0	71	139	(48)	20	R	141	0	141	173	32	R
Leisure Facilities Management	438	0	438	413	17	(8)	G	2,607	0	2,607	2,592	(15)	G
Public Protection	429	0	429	344	90	5	G	903	10	913	919	6	G
Joint Housing Services	989	0	989	696	277	(16)	G	2,055	(80)	1,975	1,872	(103)	A
<b>Operational Delivery - Community Total</b>	<b>2,507</b>	<b>301</b>	<b>2,808</b>	<b>2,573</b>	<b>209</b>	<b>(26)</b>	<b>G</b>	<b>7,236</b>	<b>249</b>	<b>7,485</b>	<b>7,353</b>	<b>(132)</b>	<b>G</b>

**Actual**

Countryside and Community  
Arts Tourism and Health  
Customer Services  
Parking Services  
Recreation and Sports  
Leisure Facilities Management  
Public Protection  
Joint Housing Services

The new contract with APCOA to manage CDC's Car Parks is expected to give rise to savings from reduced costs compared to the management fee payable to APCOA. Increased fee income from the issue of more Excess Charge Notices due to wardens issuing more ECNs as a result of more efficient methods including better technology and the use of mopeds.  
Salary costs relating to Business Support Assistant.

**Projected**

Countryside and Community  
Arts Tourism and Health  
Customer Services  
Parking Services  
Recreation and Sports  
Leisure Facilities Management  
Public Protection  
Joint Housing Services

The new contract with APCOA to manage CDC's Car Parks is expected give rise to savings from reduced costs compared to the management fee payable to APCOA. Increased fee income from the issue of more Excess Charge Notices due to wardens issuing more ECNs as a result of more efficient methods including better technology and the use of mopeds.  
Projection of Business Support Assistant costs to the year end.  
The combined position for Housing is a forecast underspend. The main underspend is within Housing Needs where there is a saving against Supplies and Services in Housing Voluntary Sector Grant funding. This is because the payment of grants is a lot lower than anticipated. This is offset by an overspend within Private Sector Housing due to a new stock modelling survey taking place. There is a reserve in place to cover this cost but as Housing is forecasting an underspend it is not necessary to draw down on the HIA reserve.

Concern Key (based on YTD budget)

Overspent more than £20k and 2.5% of budget	R
Underspent more than £20k and 2.5% of budget	A
Overspent by £20k and between 1.5% and 2.5% of budget	A
Anything else	G

**CHERWELL DISTRICT COUNCIL  
MANAGEMENT ACCOUNTS AS AT 30 SEPTEMBER 2017**

Operations and Delivery - Environmental Services

	Actual v Profile							Projected v Budget					
	Budget YTD £000's	Use of Reserves 2017/18 £000's	Revised Budget £000's	Actual YTD £000's	Commitment £000's	Variance (Under) / Over £000's	Comments	Budget £000's	Use of Reserves 2017/18 £000's	Revised Budget £000's	Projected £000's	Variance (Under) / Over £000's	Comments
Environmental Services	25	0	25	50	(24)	1	G	50	0	50	54	4	G
Environmental Protection	129	0	129	137	(30)	(22)	A	257	0	257	212	(45)	A
Street Cleansing and Public Services	552	0	552	628	(104)	(28)	A	1,201	0	1,201	1,146	(55)	A
Vehicle Maintenance and MOTs	78	0	78	163	(70)	15	G	155	0	155	186	31	R
Waste and Recycling	1,135	0	1,135	1,281	(196)	(50)	A	2,702	0	2,702	2,626	(76)	A
Street Scene and Landscape Services	410	0	410	230	176	(4)	G	903	0	903	964	61	R
Service Development Environment	93	0	93	96	(21)	(18)	G	186	0	186	151	(35)	A
<b>Operations and Delivery - Environmental Services Total</b>	<b>2,422</b>	<b>0</b>	<b>2,422</b>	<b>2,585</b>	<b>(269)</b>	<b>(106)</b>	<b>A</b>	<b>5,454</b>	<b>0</b>	<b>5,454</b>	<b>5,339</b>	<b>(115)</b>	<b>G</b>

Actual	
Environmental Services	
Environmental Protection	Underspend mainly as a result of a long term vacancy within the team (£17k). The post is likely to be filled from January 2018. Reduced kennelling costs compared to budget due to a reduction in the number of stray dogs collected (£3k). A reduction in mileage and van usage has resulted in a saving of (£2k).
Street Cleansing and Public Services	The underspend within this area is mainly due to a reduction in overtime and a staff vacancy for part of the year (£10k). Reduced transport costs including Insurance contributes towards the underspend (£18k).
Vehicle Maintenance and MOTs	
Waste and Recycling	Should the current trend continue, there will be an underspend in Waste and recycling resulting from a reduction in employment costs of (£26k) insurance costs removed (£15k), a reduction in supplies, mainly bins of (£8k) and an increase in cost from OCC for disposal costs of £5k and an additional income of (£6k) due to increased recycling tonnages (credits and sale of materials) compared to budget.
Street Scene and Landscape Services	There is a potential overspend due to severe issues with the Grounds Maintenance Contract, engagement of alternative Grounds Maintenance Contractors has been required. This has given rise to a projected overspend in this area - the new contract does not come in to effect until September 2017. It is yet to be confirmed with Paul Almond how the additional costs will be distributed across the various services.
Service Development Environment	Lower than expected Staff costs as a result of a long term vacancy in the team (£13k). The post is likely to be filled from January 2018. Recharges to SNC and reduction in supplies increases the underspend by (£7k). Increase of mileage and vehicle maintenance costs of £2k.
Projected	
Environmental Services	
Environmental Protection	Underspend mainly as a result of a long term vacancy within the team (£34k). The post is likely to be filled from January 2018. Reduced kennelling costs compared to budget due to a reduction in the number of stray dogs collected (£7k). A reduction in mileage and van usage has resulted in a saving of (£4k).
Street Cleansing and Public Services	The underspend within this area is mainly due to a reduction in overtime and a staff vacancy for part of the year (£21k). Reduced transport costs including Insurance contributes towards the underspend (£37k). Monies received for use of public conveniences forecasting a reduction of £1k and external income for street cleansing reduced by £2k.
Vehicle Maintenance and MOTs	The main area of increased spend is within Supplies and additional transport costs purchases £24k. In addition to this, increased staffing levels and overtime costs contribute to the variance £4k, £3k additional repairs and services to vehicle workshop and MOT bay equipment.
Waste and Recycling	Should the current trend continue, there will be an underspend in Waste and recycling resulting from a reduction in employment costs of (£53k) insurance costs removed (£29k) fewer bin purchases (£16k) an increase in refuse disposal charges £11k and a reduction in income received as part of new recycling contract £11k for March 18. Tenders for the Dry Recycling Contract will be returned and an outcome known mid October 2017.
Street Scene and Landscape Services	There is a potential overspend due to severe issues with the Grounds Maintenance Contract, engagement of alternative Grounds Maintenance Contractors has been required. This has given rise to a projected overspend in this area £53k. It is yet to be confirmed with Paul Almond how the additional costs will be distributed across the various services. There is a (£3k) reduction in transport costs mainly mileage. Street Markets were insured in August 2017, a reduction in income received for Street Markets of £11k due to the delayed insuring.
Service Development Environment	Lower than expected Staff costs as a result of a long term vacancy in the team (£26k). The post is likely to be filled from January 2018. Recharges to SNC and reduction in supplies increases the underspend by (£13k). These are offset by an increase of mileage and vehicle maintenance costs of £4k.

Concern Key (based on YTD budget)

Overspent more than £20k and 2.5% of budget	R
Underspent more than £20k and 2.5% of budget	A
Overspent by £20k and between 1.5% and 2.5% of budget	A
Anything else	G



**CHERWELL DISTRICT COUNCIL  
CAPITAL MONITORING 2017/18**

DESCRIPTION	SERVICE OWNER	Project Approved	BUDGET £000	ACTUAL £000	COMMITMENT £000	PROJECTION £000	SLIPPAGE £000	VARIANCE £000	COMMENTS
HR / Payroll System replacement	Paul Sutton	2015/16	37	29	52	0	0	44	XCD costs re HR incurred in July 17 & PO now raised for Data Migration costs. 50% of the £52k Commitment to be recharged to SNC.
Castle Quay 2	Paul Sutton	2017/18	500	109	0	391	0	0	Initial fees incurred.
<b>Finance Total</b>			<b>537</b>	<b>138</b>	<b>52</b>	<b>391</b>	<b>0</b>	<b>44</b>	
Bicester Community Building	Scott Barnes	2011/12	239	(167)	25	354	0	(27)	Additional £1.2m approval for fit out costs now approved (will be reflected in these figures once programme agreed), project begins on site in Q4 and will extend into 2018/19. (Reversal of accrual pending receipt of invoice has resulted in negative actual expenditure).
Graven Hill	Scott Barnes	2014/15	13,148	0	0	13,148	0	0	Company drawdowns are on target.
NW Bicester Eco Business Centre	Scott Barnes	2016/17	4,301	279	3,680	342	0	0	
<b>Bicester Regeneration Projects Total</b>			<b>17,688</b>	<b>112</b>	<b>3,705</b>	<b>13,844</b>	<b>0</b>	<b>(27)</b>	
East West Railways		2015/16	870	0	0	870	0	0	There is a 5yr schedule of capital contributions to 2019/20.
Build Programme	Paul Sutton	2012/13	9,619	4,206	5,025	430	0	42	All schemes on target as monitored by Build Board.
Condition Survey Works	Chris Hipkiss	2013/14	101	(4)	0	105	0	0	Works to be outsourced to specialist consultants (not SMBC). Scope to be finalised, aim to completed by March 2018.
Bradley Arcade Roof Repairs	Chris Hipkiss	2014/15	88	(4)	9	83	0	0	Works planned and on schedule (Phase 1 completed and Phase 2 planned). Works complete by the end of the year, possibly under budget - Solihull Partnership.
Improvmts to Amenities Orchard Way	Chris Hipkiss	2011/12	22	0	0	22	0	0	Contractors on site. Budget will be spent in 2017/18 - Solihull Partnership.
Orchard Way Shopping Arcade Front Serv	Chris Hipkiss	2015/16	288	99	205	4	0	20	Work progressing via Solihull Partnership, due for completion by the year end. Current projections show that the budget will be overspent by circa £20k.
Bicester Cattle Market Car Park Phase 2	Chris Hipkiss	2011/12	90	0	0	90	0	0	Project to commence in Q3 2017/18.
Old Bodicote House	Chris Hipkiss	2011/12	0	(54)	38	16	0	0	Work Completed via Solihull Partnership.
Bicester Town Centre Redevelopment	Chris Hipkiss	2011/12	0	99	22	0	0	121	Pioneer Square costs regarding defect issues. Some costs will be recovered as part of the ongoing legal challenge but amount is unknown at present.
Thorpe Lane Depot - CCTV Replacement	Chris Hipkiss	2015/16	25	0	0	0	0	(25)	Works completed.
Bodicote House - CCTV Upgrade	Chris Hipkiss	2015/16	0	0	0	0	0	0	Works completed.
Banbury Bus Station - Refurbishment	Chris Hipkiss	2016/17	0	(103)	3	0	0	(100)	Work completed via Solihull Partnership.
Banbury Museum - Refurbishment Programme	Chris Hipkiss	2016/17	38	(40)	9	0	0	(69)	Work completed via Solihull Partnership.
Community Buildings - Remedial Works	Chris Hipkiss	2016/17	150	0	0	150	0	0	Planned work being prepared, scope to be finalised.
Car Parks Resurfacing	Chris Hipkiss	2016/17	0	(35)	32	3	0	0	Work completed via Solihull Partnership.
Ferriston Shop Parade Resurface Car park	Chris Hipkiss		0	0	0	0	0	0	Work Completed.
Spiceball Riverbank Reinstatement	Chris Hipkiss	2016/17	50	0	0	50	0	0	Planned work being prepared.
Bolton Road	Jane Norman	2016/17	74	0	89	0	0	15	Commitment relates to the Armac Group for Retention monies (CDC002158).
Banbury Health Centre - Refurbishment of Ventilation, Heating & Cooling Systems	Chris Hipkiss	2017/18	270	0	0	270	0	0	Project Plan being drawn up, possible start in Q4.
Thorpe Way Industrial estate - Roof & Roof Lights	Chris Hipkiss	2017/18	100	0	0	100	0	0	Phase 1 completed and Phase 2 will commence in November 2017.
<b>Assets Facilities Management Total</b>			<b>11,785</b>	<b>4,164</b>	<b>5,432</b>	<b>2,193</b>	<b>0</b>	<b>4</b>	
Land & Property Harmonisation	Tim Spiers	2014/15	83	0	0	83	0	0	
5 Year Rolling HW / SW Replacement Prog	Tim Spiers	Annual	0	0	0	0	0	0	
Business Systems Harmonisation Programme	Tim Spiers	Annual	29	0	0	29	0	0	
Website Redevelopment	Tim Spiers	2016/17	0	(52)	70	0	0	18	Actual relates to an accrual reversal for PO Commitment from previous year.
Upgrade Uninterrupted Pwr Supp Back up / Datacentre	Tim Spiers	2014/15	387	0	270	117	0	0	No longer required for this project. Potentially to be utilised as a part of a new Data Centre project.
Visualifies Replacement	Tim Spiers	2013/14	11	11	0	0	0	0	iKEN Data Migration, Installation and Consultancy.
IT Strategy Review		2017/18	139	0	0	139	0	0	For implementation in 2017/18 as per Project Plans.
<b>Information Technology Total</b>			<b>649</b>	<b>(41)</b>	<b>340</b>	<b>368</b>	<b>0</b>	<b>18</b>	
<b>Chief Finance Officer Total</b>			<b>30,659</b>	<b>4,373</b>	<b>9,529</b>	<b>16,796</b>	<b>0</b>	<b>39</b>	

DESCRIPTION	SERVICE OWNER	Project Approved	BUDGET £000	ACTUAL £000	COMMITMENT £000	PROJECTION £000	SLIPPAGE £000	VARIANCE £000	COMMENTS
Biomass Heating Bicester Leisure Centre	Sharon Bolton	2012/13	14	0	0	14		0	Spend required for changes to the Health & Safety of Biomass Heating system.
Customer Self-Service Portal CRM Solutn	Natasha Barnes	2014/15	80	0	0	80		0	Project delayed but likely to commence from October.
The Hill Youth Community Centre	Jane Norman	2015/16	1,049	0	0	1,049		0	The Hill project has been delayed and will not be complete until December 2017. Members can be reassured that the build is secure and that weekly site visits are being carried out. Timeline and progress for the development will depend on a slightly higher budget being approved by BPM / Exec in October, followed by a tendering process.
Corporate Booking System	Sharon Bolton / Natasha Barnes	2017/18	60	0	0	60		0	Project on track.
Whitelands Farm Sports ground	Sharon Bolton	2016/17	998	3,180	138	(2,320)		0	Projection is made up of the following: £892K - additional funds agreed by Exec in July, £349 forward funding of s106 for 3G pitches, £1049 to be funded by s106 (detail to be supplied by T Darlington)
Community Centre Refurbishments	Nicola Riley	2013/14	84	0	0	84		0	This budget is being held back for the Hill Youth Centre fit out
Solar Photovoltaics at Sports Centre	Sharon Bolton	2013/14	80	0	0	80		0	Required for replacement of the invertors - poss carry over some over. No planned spend but invertors might need replacing and would have no warning. Keep slipping over though as no sign of going yet. Discuss with Nadine/Denise - should this be sat in capital as it keeps slipping over?
Football Development Plan in Banbury	Sharon Bolton	2013/14	20	0	0	20		0	Project delayed as new master plan being developed. Spend expected to occur in Q4
North Oxfordshire Academy Astroturf	Sharon Bolton	2014/15	490	283	7	200		0	2 Projects represented here: 1) NOA 3G pitch and 2) NOA/ Cooper ATP replacement.
Stratfield Brake Repair Works	Sharon Bolton	2014/15	22	1	18	3		0	Expected to be spent by end of Q2. Scoping of works completed and currently appointing contractors.
Car Park Refurbishments	Natasha Barnes	2017/18	650	0	0	650		0	CDC car parks are now outsourced under a new management contract with APCOA. Executive agreed to fund the capital set up costs for the new equipment required in the car parks. It is expected that the budget will be fully utilised but any underspend will need to be slipped as contingency for replacement equipment in the future.
Sports Centre Modernisation Programme	Sharon Bolton	2007/08	86	(199)	1	284		0	Retainer due to be repaid. Accrual reversal from previous financial year to be reaccrued at year end if not matched off.
WGLC Dry Side Refurbishment	Sharon Bolton	2016/17	0	(52)	0	52		0	Reversal of accrual from previous year has resulted in the negative expenditure pending receipt of the expected invoice. Retention to be paid.
Bicester Leisure Centre Extension	Sharon Bolton	2016/17	149	25	11	113		0	Feasibility commenced Q1
Spiceball Leis Centre Bridge Resurfacing	Sharon Bolton	2016/17	30	0	0	30		0	Works to be determined post completion of formation of new bridge connection in 2018, as part of the CQ2 project. As a consequence, capital to slip into 2018/19.
Empty Homes Work-in-Default Recoverable	Ian Davies	2014/15	100	0	0	100		0	Contingency budget pot. This needs to remain at £100k per annum. Any unspent budget is to be slipped and topped up to £100k
Woodgreen - Condition Survey Works	Liam Didcock	2015/16	9	7	0	4		2	Ongoing project. Actuals to date in relation to rendering work at Woodgreen Leisure Centre
Disabled Facilities Grants	Ian Davies	Annual	1,798	306	0	994	498	0	Forecast to spend £1.3m in 2017-18. Tim Mills is in discussion with Ian Davies to review use of this budget. This may be implemented in Q4. Currently expecting to slip £498k to continue to implement proposal in 2018-19. To be reviewed at Q3.
Discretionary Grants Domestic Properties	Ian Davies	Annual	615	65	0	335		(215)	Forecast spend of £400k in 2017-18. Therefore balance of £215k can be offered up as a saving with members agreement. To be reviewed at Q3.
S106 Capital Costs- Various Schemes	Various	Various	0	29	233	(182)		80	Projection is the transfer from S106 holding account. This is a year end adjustment.
Bicester Leisure Centre - Access Road Improvements	Sharon Bolton	2017/18	33	0	0	23		(10)	Order not yet raised but cost of circa £23k. Works to be carried out in Q2.
Cooper School Performance Hall - Roof, Floor & Seating	Sharon Bolton	2017/18	136	98	0	38		0	Works to roof to commence, however, due to timescales and logistical issues, the flooring/seating works are to be scheduled later in the year or slipped to 2018.
North Oxfordshire Academy - Replacement Floodlights	Sharon Bolton	2017/18	95	0	89	6		0	Purchase order raised to Abacua Lighting. Works to be completed in Q2.

DESCRIPTION	SERVICE OWNER	Project Approved	BUDGET £000	ACTUAL £000	COMMITMENT £000	PROJECTION £000	SLIPPAGE £000	VARIANCE £000	COMMENTS
North Oxfordshire Academy - Sports Pavilion Improvement	Sharon Bolton	2017/18	20	0	19	1		0	Works to be completed late in Q2 or early in Q3
<b>Community Services Total</b>			<b>6,618</b>	<b>3,743</b>	<b>516</b>	<b>1,718</b>	<b>498</b>	<b>(143)</b>	
Energy Efficiency Projects	Ed Potter	2014/15	20	0	3	17	0	0	Best estimate. Anticipating purchase order for electric vehicle charging points by end of Q3.
Glass Bank Recycling Scheme	Ed Potter	2012/13	8	0	0	8	0	0	To be committed in Q3/4.
Recycling Bank Scheme	Ed Potter		0	0	0	0	0	0	Fully committed in 16/17
Public Conveniences	Ed Potter	2015/16	0	0	0	0	0	0	Fully committed in 2016/17.
Off Road Parking Facilities	Ed Potter	2015/16	18	0	0	0	18	0	Project has been delayed due to awaiting decisions on planning. Full £18k to be slipped in to 18/19
Vehicle Replacement Programme	Ed Potter	Annual	1,087	247	670	35	135	0	Slippage of £135k to be slipped to 18/19 to explore electric vehicle purchases further.
Wheeled Bin Replacement Scheme	Ed Potter	2016/17	170	0	0	70	100	(0)	Slippage will definitely be required as this is a rolling programme.
Urban Centre Electricity Installations	Ed Potter	2016/17	30	0	0	30	0	0	To be committed in Q3/4. Project delayed due to concentration of team on new grounds maintenance contract.
<b>Environmental Services Total</b>			<b>1,333</b>	<b>247</b>	<b>673</b>	<b>160</b>	<b>253</b>	<b>(0)</b>	
<b>Operations &amp; Delivery Total</b>			<b>7,951</b>	<b>3,990</b>	<b>1,189</b>	<b>1,878</b>	<b>751</b>	<b>(143)</b>	
<b>Capital Total</b>			<b>38,610</b>	<b>8,363</b>	<b>10,718</b>	<b>18,674</b>	<b>751</b>	<b>(104)</b>	

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Reserve	Created	Service Owner	Narrative	Estimated Balance 31-Mar-2017 Post Review	Transfer In	Transfer Out	Year End Review of Reserves	Estimated Balance 31-Mar-2018 Post Review
				£000	£000	£000	£000	£000
<b>General Fund:</b>								
Building Control	12/13 or older	Tony Brummell	For Building Control ONLY at both councils	(100)		76		(24)
Capacity Funding	14/15	Jenny Barker	Bicester Regeneration. £217k matched funding from general fund	(157)		157		0
Country Park Reserve	13/14	Kevin Larnar	Reserve set up over the last couple of years to fund any major improvement works at the Country Parks	(100)				(100)
Elections	12/13 or older	James Doble	This needs to be left until after the all out elections in May 2016, which will have significant cost , after which the reserve should be maintained at £50k mark to protect the council from stand alone district electiosn which will from 2016 become annual in all wards.	(109)				(109)
Environmental Warranties	12/13 or older	Paul Sutton	Potential asbestos claims in Sanctuary Homes	(1,000)				(1,000)
Hanwell Fields Open Space	13/14	Andy Preston / Lewis Bankes-Hughes	S106 monies - Maintenance Funds to be used on an ongoing basis	(79)				(79)
Home Improvement Agency		Tim Mills	HIA projects.	(234)	(34)			(268)
Housing Reserve	14/15	Marianne North	This sum was allocated to housing for homelessness prevention by the Leader of the Council at the end of the financial year 2014/15. It is to be used to support the development of a Single Person's Housing Strategy including the development and management of single person's housing units in Cherwell. The reserve was to mitigate against further cuts from Oxfordshire County Council to their Housing Related Support Budget recently announced. This reserve needs to be carried forward 2016/17 and 2017/18 to be used appropriately to develop Cherwell Housing Provision for single homeless	(91)	(23)	46	(31)	(99)
Work in Default reserve	16/17	Tim Mills	Split from Housing Reserve - combined in error - needed to cover emergency enforcement as required.	(100)				(100)
Joint External Bid-writer	14/15	Jenny Barker	The external bid writer should work closely with Katie and the BSU generally and should sit within the unit to cement that relationship and underline the purpose of the unit.	(19)		11		(8)
Licensing	12/13 or older	Nicolas Sutcliffe	Reserve to be used to balance licence fee income to ensure that we operate on a cost recovery basis .	(129)				(129)
Local Plan Charges	14/15	Adrian Colwell	Provision of the local plan	(75)	(463)	370	168	0
NHB - Affordable Housing	13/14	Joanne Barrett	Allocation of NHB To be used 16/17 and 17/18	(577)	(278)			(855)
NHB - Economic Development	13/14	Adrian Colwell	Allocation of NHB.	(2,665)	(2,095)	118		(4,642)
NHB - Superfast Broadband	14/15	Adrian Colwell	Allocation of NHB.	(727)				(727)
Planning Control	12/13 or older	Andy Preston	On an on-going basis;- an exact timescale cannot be given as some applications can take years to determine and deliver, with corresponding finance needed at the implementation stage for planning condition applications.	(350)	(92)	94	227	(121)
Corporate Projects	13/14	Paul Sutton	Strategic projects reserve.	(491)		200	225	(66)
Retained Business Rates	13/14	Mandy Anderson	The Reserve has been generated where the business rates income has exceeded the amount budgeted for in prior years and will now be used to fund the collection fund deficit which has started to come through the business rates system in 2015-16 and 2016-17	(2,205)		568		(1,637)
Sainsbury's Primary Authority	14/15	Jackie Fitzsimons	To fund commercial activities as per Public Protection business case. Expect to draw down £20k in 16/17 dependant on underspends. Need to carry forward balance in to 1718	(55)				(55)
Self Insurance	12/13 or older	Paul Sutton	This reserve holds self insurance for small items that are otherwise not insured.	(160)				(160)
Transformation and Commercial	12/13 or older	Paul Sutton	Coporate transformation reserve.	(313)			305	(8)
VAT Deminimus	15/16	Paul Sutton	VAT deminimus risk reserve.	(500)				(500)
Welfare Reform	12/13 or older	Belinda Green	This reserve holds self insurance for small items that are otherwise not insured.	(99)		42		(57)
Wheeled Bin Replacements	13/14	Ed Potter	Reserve to be used over the next few years to fund new wheeled refuse bins as new housing / commercial developments are built.	(37)				(37)
Contributions to Health Bus	16/17	Nicola Riley	Originally contributions from the PCT.	(40)				(40)
Performance Reward Grant ABG	16/17	Mike Grant	will not be drawn down in 16/17 will need to carry forward	(21)				(21)
Heat Network	13/14	Jenny Barker	Heat network projects.	(50)				(50)
Devolution Viability Work	16/17	James Doble	Oxfordshire reorganisation work.	(12)	(22)	34		0
Healthy New Towns	16/17	Ian Davies	£20 already agreed by members, plus unused grant balance will be trf to here from Revenue(upto £100k)	(20)		7		(13)
Horton General Towns	16/17	Ian Davies	Funding for Horton Hospital review.	(150)				(150)
Museum development	16/17	Ian Davies	Museum development funding.	(30)		15		(15)
Pensions Deficit	16/17	Paul Sutton	Building reserve for funding payment to LGSS after the next triannual review.	(3,396)		3,053		(343)
<b>NEW Strategic Intelligence studies (from General Fund)</b>	17/18	Scot Barnes	Funding for strategic intelligence studies.	0	(10)		10	0
<b>New Car Parks APCOA Consultants fees (from General Fund)</b>	17/18	Ian Davies	Reserve for consultants fees (if required)	0	(15)		15	0
<b>NEW Art Development (from General Fund)</b>	17/18	Ian Davies	Art development reserve.	0	(80)	80		0
<b>GF Earmarked Reserves</b>				<b>(14,091)</b>	<b>(3,112)</b>	<b>4,871</b>	<b>919</b>	<b>(11,413)</b>

Earmarked Reserves from Grants & Contributions							
Area Based Grant		Rakesh Kumar	Community funding received for Community Cohesion Grant, this supports the work of the community Consultation and Engagement Officer who relies on this to fulfil their objectives It is a one off fund which is of vital importance to this role and it is estimated that it will be spent at apx 15K year until depleted - will need to carry balance forward as per Ed Bailey 09.11.16	(83)			(83)
Bicester Fields Main Park		Andy Preston / Lewis Bankes-Hughes	S106 monies - Maintenance Funds to be used on an ongoing basis	(97)			(97)
Brighter Futures - Skills Reward Grant		Nicola Riley	Projects for early years, employment support and skills, family support & young people, financial inclusion & housing, health & well-being, safer & stronger communities. Trf from 50639 and 50649. will need to carry balance forward as per Ian Davies 03.11.16	(66)	44		(22)
Bicester Garden Town		Jenny Barker		(1,197)	629		(568)
Bicester Youth Bus		Mike Grant	Grants provided by the Police and Crime Commissioners to fund Community Safety Projects - will not be drawn down in 16-17	(65)			(65)
Broadfield Road Yarrton Sports				(4)			(4)
Courtyard Youth Arts		Nicola Riley	To fund projects at the Courtyard	(39)			(39)
Dovecote Milcombe		Andy Preston / Lewis Bankes-Hughes	S106 monies - Maintenance Funds to be used on an ongoing basis	(56)	35		(21)
Eco Town Revenue		Jenny Barker	To fund Eco Town project as monitored by Place Programme and Project Board	(472)	282	160	(30)
Emergency Planning		Jackie Fitzsimons	This reserve has existed since the 2007 floods and will be used as required if flooding occurs. This needs to be renamed as Emergency Planning contingency and carried forward indefinitely	(40)			(40)
Green Deal Pioneer Places		Jenny Barker		(67)			(67)
Homelessness Prevention		Joanne Barrett	All remaining grant is allocated to be spent in conjunction with Service Level Agreements with partnerships in conjunction with Cherwell's Homeless Action Plan for quarters 3 & 4. Any remaining grant should be carried forward to be allocated in 2016/17 (£20K estimated)	(70)			(70)
New Burdens Grant		Paul Sutton		(248)			(248)
Housing and Planning Initiatives		Andy Preston / Adrian Colwell / Chris Stratford	Still needed per Andy Preston email - detail to be provided	(322)			(322)
Police & Crime Commissioner - Community Safety Grant		Mike Grant	will not be drawn down in 16/17 will need to carry forward as per MG 02.11.16	(64)			(64)
Thames Vally Police		Mike Grant	will not be drawn down in 16/17 will need to carry forward as per MG 02.11.16	(86)			(86)
Sportivate Grant		Sharon Bolton	will need to carry forward	(33)			(33)
Active Women Grant		Sharon Bolton	will need to carry forward	(22)			(22)
Credit Union Development Officer		Belinda Green/Marianne North		(23)	23		0
Laburnham Cres Ambrosden		Andy Preston / Lewis Bankes-Hughes	S106 monies - Maintenance Funds to be used on an ongoing basis	(38)			(38)
<b>Reserves from Grants &amp; Contributions</b>				<b>(3,092)</b>	<b>23</b>	<b>990</b>	<b>160</b>
<b>Total Earmarked Reserves</b>				<b>(17,183)</b>	<b>(3,089)</b>	<b>5,861</b>	<b>1,079</b>
<b>General Fund</b>				<b>(2,993)</b>			<b>(2,993)</b>
<b>Total Reserves</b>				<b>(20,176)</b>	<b>(3,089)</b>	<b>5,861</b>	<b>1,079</b>