

Committee: Budget Planning Committee
Date: Tuesday 28 February 2017
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

Councillor Nicholas Mawer (Chairman)	Councillor Douglas Webb (Vice-Chairman)
Councillor David Anderson	Councillor Ken Atack
Councillor Hugo Brown	Councillor Ian Corkin
Councillor Carmen Griffiths	Councillor Alan MacKenzie-Wintle
Councillor Andrew McHugh	Councillor Barry Richards
Councillor Tom Wallis	Councillor Sean Woodcock

AGENDA

1. **Apologies for Absence and Notification of Substitute Members**

2. **Declarations of Interest**

Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

3. **Urgent Business**

The Chairman to advise whether they have agreed to any item of urgent business being admitted to the agenda.

4. **Minutes** (Pages 1 - 6)

To confirm as a correct record the minutes of the meeting held on 17 January 2017.

5. Chairman's Announcements

To receive communications from the Chairman.

6. Solihull Partnership Steering Group

To receive a verbal update from the Solihull Partnership Steering Group.

7. Review of Procurement Strategy Progress (Pages 7 - 12)

Report of Chief Finance Officer

Purpose of report

To summarise the Council's Procurement Strategy progress for Quarter 3 of the financial year 2016-17.

Recommendations

The meeting is recommended:

- 1.1 To note the progress made during Quarter 3, 2016-17 in implementing the Council's Procurement Strategy.

8. Business Rates Incentives Scheme (Pages 13 - 24)

Report of Head of Strategic Planning and the Economy.

Purpose of report

Members of Budget Planning Committee are requested to consider the proposed Business Rates Incentives Scheme which details proposals for awarding business rates incentives to bring back into use empty properties and sustain the vitality and diversity of Banbury and Bicester town centres.

Recommendations

The meeting is recommended:

- 1.1 To note the contents of the report.
- 1.2 To consider any amendments to the proposed draft Business Rates Incentives Scheme.
- 1.3 To recommend to Executive the adoption of the final Business Rates Incentives Scheme.

9. Quarter 3 2016-17 - Revenue and Capital Budget Monitoring Report (Pages 25 - 42)

Report of the Chief Finance Officer.

Purpose of report

To summarise the Council's Revenue, Capital and Reserves position for the first nine months of the financial year 2016-17 and projections for the full year.

Recommendations

The meeting is recommended:

- 1.1 To review the projected revenue and capital position at the end of December 2016 and make any comments to Executive.
- 1.2 To review the current position on reserves at the end of December 2016, and note the use of reserves.

10. Review of Committee Work Plan (Pages 43 - 44)

To review the Committee Work Plan.

Councillors are requested to collect any post from their pigeon hole in the Members Room at the end of the meeting.

Information about this Meeting

Apologies for Absence

Apologies for absence should be notified to democracy@cherwellandsouthnorthants.gov.uk or 01295 221591 prior to the start of the meeting.

Declarations of Interest

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

Evacuation Procedure

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the car park as directed by Democratic Services staff and await further instructions.

Access to Meetings

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

Mobile Phones

Please ensure that any device is switched to silent operation or switched off.

Queries Regarding this Agenda

Please contact Lesley Farrell / Joel Bliss, Democratic and Elections
lesley.farrell@cherwellandsouthnorthants.gov.uk, 01295 221591

Sue Smith
Chief Executive

Published on Monday 20 February 2017

Agenda Item 4

Cherwell District Council

Budget Planning Committee

Minutes of a meeting of the Budget Planning Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 17 January 2017 at 6.30 pm

- Present: Councillor Nicholas Mawer (Chairman)
Councillor Douglas Webb (Vice-Chairman)
- Councillor Ken Atack
Councillor Hugo Brown
Councillor Carmen Griffiths
Councillor Alan MacKenzie-Wintle
Councillor Andrew McHugh
Councillor Tom Wallis
Councillor Sean Woodcock
- Substitute Members: Councillor Mark Cherry (In place of Councillor Barry Richards)
Councillor G A Reynolds (In place of Councillor David Anderson)
Councillor Barry Wood (In place of Councillor Ian Corkin)
- Also Present:: Councillor Lynn Pratt, Lead Member for Estates and the Economy
- Apologies for absence: Councillor David Anderson
Councillor Ian Corkin
Councillor Barry Richards
- Officers: Karen Curtin, Commercial Director
Ian Davies, Director of Operational Delivery
Paul Sutton, Chief Finance Officer / Section 151 Officer
Chris Stratford, Head of Regeneration and Housing
George Hill, Corporate Finance Manager
Sanjay Sharma, Group Accountant
Geni Hotchkiss, Business Support Unit Manager
Lesley Farrell, Democratic and Elections Officer
Joel Bliss, Assistant Democratic and Elections Officer

61 **Declarations of Interest**

There were no declarations of interest.

62 **Urgent Business**

There was no urgent business.

63 **Minutes**

The minutes of the meeting of the Budget Planning Committee held on 29 November 2016 were agreed as a correct record and signed by the Chairman.

64 **Chairman's Announcements**

There were no Chairman's announcements.

65 **Discretionary Rate Relief Policy**

The Chief Finance Officer submitted a report on the Discretionary Rate Relief Policy which set out the proposals for awarding discretionary rate relief for 2017/2018 and beyond.

When presenting the report, the Business Support Unit Manager outlined new legislation being brought forward to give officers discretionary powers to provide rural businesses that fall within certain thresholds 100% business rate relief in order to support rural communities that would be otherwise diminished without the services that these businesses provide.

In considering the report, the committee were concerned that the policy could be misused. The Business Support Unit Manager assured the committee that the application of certain thresholds pertaining to the size, value and revenue of the businesses in question would prevent businesses from wrongly taking advantage of the scheme.

They were also assured that cases would be examined on their individual merits and that the cost implications would be considered as part of the decision making process.

Resolved

- (1) That the contents of the report be noted.
- (2) That the Executive be recommended to approve the discretionary Rate Relief Policy with no amendments.
- (3) That the Chief Finance Officer, in consultation with the Lead Member for Financial Management agree the final content of the policy guidelines.

66 **Solihull Partnership Steering Group**

The Head of Regeneration and Housing gave a verbal update on the Solihull Partnership and highlighted three areas of progress since the last meeting:

- Roles and responsibilities had been agreed and circulated to officers and the Solihull Partnership Steering Group.

- Legal documents had been received and a meeting set up between Solihull Metropolitan Borough Council (SMBC) and Cherwell District Council (CDC) Legal departments.
- The Commercial Director had arranged a meeting with SMBC to discuss the changes in the contract. SMBC would be looking to recover abortive costs and would be asked to submit full details. CDC would be looking at recovering costs for the consultant who had been employed. The outcome of this meeting will be reported back to the Committee.

The Commercial Director advised the Committee that the scope and nature of the project had changed through the Solihull Partnership's non-delivery and as a result, the budget and number of projects would be reduced.

In response to the verbal update, Members raised concerns about the increase in costs incurred because of the delays and stressed the importance that lessons should be learnt and mistakes not repeated.

The Lead Member for Estates and the Economy would provide an update from the Solihull Partnership Steering Group at the next meeting of the Committee.

Resolved

- (1) That the verbal update be noted.

67

Medium Term Revenue Plan and draft 2017/18 Revenue and Capital Budgets

The Chief Finance Officer submitted a report on the proposed Medium Term Revenue Plan (MTRP) including the Revenue and Capital budget proposals for the committee to consider for recommendation to Executive

In introducing the report, the Chief Finance Officer advised the Committee that the Efficiency Plan had been accepted and a Medium Term Settlement agreed which included a four year New Homes Bonus scheme

The Chief Finance Officer further advised that the Pension Fund Actuary had recently completed a review of the fund and proposed revised contributions for the Council over the next three years. As an alternative the Council could make a single up-front payment creating a 7% saving for the Council. The Committee was asked to consider the upfront payment and recommend to Executive.

Resolved

- (1) That the Medium Term Revenue Plan (MTRP) be recommended to Executive to recommend to Full Council for adoption.
- (2) That the 2017/18 draft revenue budget be recommended to Executive to recommend to Full Council for adoption.

- (3) That the 2017/18 capital programme be recommended to Executive to recommend to Full Council for adoption.
- (4) That the list of reserves be recommended to Executive to recommend to Full Council for adoption.
- (5) That Executive be recommended to recommend to Full Council that the level of the Council Tax increase for 2017/18 be 0%.
- (6) That Executive be recommended to agree that that a single up-front payment be made to the Pension Fund Actuary instead of spreading the payment over a 3 year period.

68 **Review of Committee Work Plan**

The Committee considered its work programme. The Solihull Partnership and Solihull Partnership Steering Group would remain on the Committee work plan until all issues had been resolved.

Resolved:

- (1) That the Committee Work Plan be noted.

69 **Exclusion of Press and Public**

Resolved

That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraph 3 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

70 **Exempt Appendices: Medium Term Revenue Plan and draft 2017/18 Revenue and Capital Budgets**

The Committee reviewed the exempt appendices.

Resolved

- (1) That the exempt appendices be noted.

71 **Car Parks**

The Director of Operational Delivery submitted an exempt report which sought consideration of a 2017/18 capital programme project associated with

investment in the council's car parks to deliver improved customer service and financial efficiencies.

Resolved

- (1) That Executive be recommended to include the Car Parks Improvement Project in the 2017/18 draft Capital Programme.

The meeting ended at 8.50 pm

Chairman:

Date:

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Cherwell District Council

Budget Planning Committee

28 February 2017

Review of Procurement Strategy Progress

Report of Chief Finance Officer

This report is public

Purpose of report

To summarise the Council's Procurement Strategy progress for Q3 of the financial year 2016-17.

1.0 Recommendations

The meeting is recommended:

- 1.1 To note the progress made during q3 2016-17 in implementing the Council's Procurement Strategy.

2.0 Introduction

- 2.1 The shared procurement team is used to ensure we drive down costs wherever we can, improve the procurement process so it is as streamlined as possible (these are known as process savings) and ensure the regulatory minefield of procurement legislation is adhered to in order to protect the interests of the Council.

3.0 Report Details

- 3.1 The procurement team continue to sell procurement support to the Graven Hill Development Company, advising on procurement projects with a total spend of circa £40m.
- 3.2 The Procurement Team continue to deliver best value for the Council and aggressively seek to reduce the whole life cost of projects.
- 3.3 Examples of added value achieved by the shared Procurement Team for CDC Q3 16/17 are shown in the table below.
- 3.4 The budget for running the Procurement Team for Cherwell District Council is £104,000 per annum.

Project	Procurement added value			Cumulative Total
	Q1	Q2	Q3	
Cost savings				
Satisfaction survey	£21,000			
Banking services (£18,000 over 4 years)		£1,125	£1,125	
Early payment discount for Diesel (£500 over 1 year)		£125	£125	
Woodgreen leisure centre management (£938,000 over 18 years)		£13,000	£13,000	
Legal support (£10,000 over two years)			£1,250	
On line legal database access (£9,000 over three years)			£750	
Sub total	£21,000	£14,250	£16,250	£51,500
Process saving				
Contract payment schedule correction	£1,000			
Internal audit contract extension		£6,000		
Choice based letting software leasing			£6,000	
ICT support			£3,000	
Staff benefit service			£3,000	
PAT testing			£3,000	
Sub total	£1,000	£6,000	£15,000	£22,000
Under budget				
Sub total		£0		
Bid differential				
Bicester sports facilities review	£7,500			
Bicester master plan consultancy	£10,000			
Retender of Kingsmere sports pavilion works	£600,000			
Commercial health check consultancy			£8,700	
Commercial training			£7,740	
Sub total	£617,500	£0	£16,440	£633,940
Total	£639,500	£20,250	£47,690	£707,440

3.5 The list below is a sample of current procurement activity:

Project	Comment
Car park management	Currently conducting a competitive dialogue process.
Distribution of Cherwell Link	Talking to DDC about possible collaboration with CDC & SNC prior to tender exercise.
Internal Audit services	In discussions with Kettering & Wellingborough about aggregating requirement and using an established framework.
Cash collection	Reviewing specification and possible contract extension or retender with collaboration with DDC.
Advertising services	Working with Communications team to agree a joint CDC/SNC specification prior to running a competitive process.
Debt and money advice	Selection finalised, contract sign imminent service due to go-live April.
Agency staff	Following authority to award being granted from Executive working to ensure successful launch and contract management is in place.
Bicester Sports Village and Stratfield Brake Sports Grounds management	Tendering requirement to manage both facilities.
Dry waste recycling	Early market engagement to shape project.

4.0 Conclusion and Reasons for Recommendations

4.1 The shared procurement service continues to provide a valuable service to both Councils by delivering value for money both in terms of cost savings, cost avoidance and back end savings. The service also strives to ensure compliance with Procurement regulations. The Budget Planning Committee is recommended to note the progress made in q3 2016/17.

5.0 Consultation

The work of the Procurement Team is scrutinised by the Procurement Steering Group that comprises:

- The Monitoring Officer
- The Section 151 Officer
- The Resources Portfolio Holder

6.0 Alternative Options and Reasons for Rejection

6.1 No reasonable alternatives.

7.0 Implications

Financial and Resource Implications

7.1 There are no adverse financial effects on the Council by implementing the procurement strategy. Cashable savings will assist in protecting Council services and managing funding reductions.

Comments checked by:

George Hill, Interim Corporate Finance Manager 01295 221731
george.hill@cherwellandsouthnorthants.gov.uk

Legal Implications

7.2 Legal work closely with procurement to ensure that our processes are compliant and not open to challenge. The monitoring officer also plays a key role as part of the Procurement Steering Group.

Comments checked by:

Kevin Lane, Head of Law and Governance, 0300 0030107,
kevin.lane@cherwellandsouthnorthants.gov.uk

8.0 Decision Information

Wards Affected

All

Links to Corporate Plan and Policy Framework

Sound budgets and customer focused council

Lead Councillor

Not applicable.

Document Information

Background Papers	
None	
Report Author	Richard Stirling
Contact Information	01327 322113 richard.stirling@cherwellandsouthnorthants.gov.uk

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Cherwell District Council

Budget Planning Committee

28 February 2017

Business Rates Incentives Scheme

Report of Head of Strategic Planning and the Economy

This report is public

Purpose of report

Members of Budget Planning Committee are requested to consider the proposed Business Rates Incentives Scheme which details proposals for awarding business rates incentives to bring back into use empty properties and sustain the vitality and diversity of Banbury and Bicester town centres.

1.0 Recommendations

The meeting is recommended:

- 1.1 To note the contents of the report.
- 1.2 To consider any amendments to the proposed draft Business Rates Incentives Scheme.
- 1.3 To recommend to Executive the adoption of the final Business Rates Incentives Scheme.

2.0 Introduction

- 2.1 Cherwell District Council is committed to ensuring the town centres for both Banbury and Bicester are supported to retain their economic vitality and diversity. Business rates incentives have a role to play as part of the measures taken by Cherwell District Council to support the economy of each town. Further, business rates incentives more generally can be used to promote economic growth by helping local companies to expand and securing high quality and high value jobs.
- 2.2 National Non-Domestic Rates (NNDR) or Business Rates are payable by owners and occupiers of commercial properties in accordance with the Local Government Finance Act 1988. Until April 2013, Business Rates were collected by the Council and passed to Central Government who redistributed them nationally.

- 2.3 With the localisation of Business Rates, the Localism Act 2011 also amended Section 47 of the Local Government Finance Act 1988 to allow billing authorities to reduce the business rates of any local ratepayer under a local discount or incentive scheme to complement the strategic priorities and key objectives of the Council.
- 2.4 It is recommended that a pilot scheme is introduced for Banbury and Bicester town centres which provides an incentive in the form of 50% Business Rates relief for up to two years to new, expanding or relocating businesses occupying vacant premises within designated areas (Appendix A and B). It is proposed that the schemes will come into effect from 1 April 2017 and end on 31 March 2019. The properties must have been vacant for a continuous period of at least 6 months to be eligible for the incentive.

3.0 Report Details

- 3.1 The aim of the scheme is to ensure that properties which are already vacant, or become so, are brought back into use as quickly as possible in order to reduce empty properties and to increase the vibrancy of the town centre offer for our key towns. The Council receives no income from business rates where properties are empty for up to three months. After three months ratepayers of non-industrial properties are not entitled to any empty business rates relief except where the property is a listed building. Empty listed buildings receive an indefinite exemption from business rates so there is no incentive from a business rates perspective for the liable party to bring them back into use.
- 3.2 This proposal is part of a package of complementary measures for Banbury and Bicester Town Centres designed to bolster growth and confidence and support existing businesses and is intended to run alongside the general discretionary power in respect of business rates incentives which is contained in the Discretionary Rate Relief Policy which was agreed by Executive on 6 February 2017 and is due to be adopted by Council on 20 February 2017.
- 3.3 At Budget 2016 the Government confirmed the doubling of Small Business Rate Relief (SBRR) from 50% to 100% will be made permanent from 1 April 2017. The £6,000 and £12,000 thresholds will increase to £12,000 and £15,000 respectively. Therefore hereditaments with rateable values of £12,000 or below that meet the eligibility criteria will receive 100% relief and those businesses with rateable values between £12,001 and £14,999 will receive tapered relief. This means that many more businesses will be entitled to small business rate relief from 1 April 2017.
- 3.4 It is proposed that scheme is open to all businesses with a rateable value of £15,000 to £50,000 (i.e. those who won't get either full or tapered Small Business Rate Relief) within the designated areas except those which are specifically excluded in the accompanying eligibility criteria.
- 3.5 European "State Aid" rules apply to any Business Rates relief granted and the Council will require a de minimis declaration to be completed by the business confirming the amounts of de minimis state aid the business has received and declaring the Business Rates Incentive offered will not exceed the de minimis threshold.

- 3.6 The Business Rates Incentives Schemes will be promoted by the Business Support Unit through the CDC website, social media channels and other forms of media. The Economic Growth Team will also promote the scheme through any other suitable means.

Financial summary and implications

- 3.7 Under the proposed scheme, the properties would receive a Business Rates Incentive of 50% of liability for 2017-2018 and 50% for 2018-2019. At the end of the two-year period (31 March 2019) the Business Rates Incentive will end.

Banbury Town Centre

- 3.8 At the time of writing there were 17 empty properties in the proposed designated area for the Banbury Town Centre Business Rates Incentives Scheme with a rateable value of between £15,000 and £50,000. Of these properties 9 are listed buildings.
- 3.9 In the event that all the properties became reoccupied and were entitled to a Business Rates Incentive in 2017-2018 the total cost of the incentive would be £123,172.

Bicester Town Centre

- 3.10 As at the time of writing there were 9 empty properties in the proposed designated area for the Bicester Town Centre Business Rates Incentives Scheme with a rateable value of £15,000 to £50,000. Of these properties 4 are listed buildings.
- 3.11 In the event that all the properties became reoccupied and were entitled to a Business Rates Incentive in 2017-2018 the total cost of the incentive would be £52,000.
- 3.12 The Business Rates Incentives Schemes could award incentives (discounts) thus reducing the level of income generated for the Council from Business Rates. We would, however, receive 50% business rates income in respect of empty listed buildings which have become reoccupied. The specific financial implications are detailed at paragraphs 3.10 and 3.12. It is recommended that the pilot scheme is capped at £100,000 per financial year.

Alternatives considered

- 3.13 In assessing the options, officers considered a scheme focussing on supporting the retail and hospitality sector targeted at properties which won't have an entitlement to Small Business Rate Relief from 1 April 2017. Due to the small number of properties affected, and the fact they could apply for other discretionary reliefs such as hardship relief, it was decided that we recommend focussing resources elsewhere.
- 3.14 It was considered that geographical targeting to restrict the pilot to a limited pre-determined clearly defined area would provide maximum impact on the specific area and support the objective of reducing vacancy rates and encouraging economic growth.

4.0 Conclusions and Reasons for Recommendations

- 4.1 Members are asked to note the contents of the report and consider any comments they may wish to make for the future consideration of Executive.

5.0 Consultation

None.

6.0 Alternative Options and Reasons for Rejection

- 6.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: Members could choose not to recommend the proposed scheme to Executive, but Business Rates Incentives have a role to play as part of the measures taken by Cherwell District Council to support the economy of each town.

7.0 Implications

Financial and Resource Implications

- 7.1 Financial and Resource implications are contained in the main body of the report. In the event of a Town Centre Business Rates Incentive being awarded the Council will meet 40% of the amount in accordance with the Business Rates Retention Scheme.

Comments checked by:

George Hill, Interim Corporate Finance Manager 01295 751731
george.hill@cherwellandsouthnorthants.gov.uk

Legal Implications

- 7.2 Section 47 of the Local Government Finance Act 1988 and subsequent amending legislation provides the criteria for awarding discretionary rate relief. Section 69 of the Localism Act 2011 amended Section 47 of the Local Government Finance Act 1988 to allow billing authorities to reduce the business rates of any ratepayer (not just those who can be currently granted discretionary relief) via a local discount scheme.

As indicated in paragraph 3.5 of the report any relief granted must be State Aid compliant. The de minimis threshold referred to is €200,000 from all sources to the recipient as a whole over a period of three years.

Comments checked by:

Kevin Lane, Head of Law and Governance, 0300 0030107
kevin.lane@cherwellandsouthnorthants.gov.uk

Risk Management

- 7.3 The report highlights the need to monitor business rates income against budget to understand the implications of any significant variances. Risk 'S02 – Financial Resilience' is monitored on a regular basis as part of the Council's Corporate Risk Register and will also be monitored through the operational risk register. Any increase in risk will be reviewed and acted upon.

Comments checked by:

Edward Bailey, Corporate Performance Manager 01295 221605
edward.bailey@cherwellandsouthnorthants.gov.uk

Equality and Diversity

- 7.4 There are no equality and diversity implications arising out of this report.

Comments checked by:

Edward Bailey, Corporate Performance Manager 01295 221605
edward.bailey@cherwellandsouthnorthants.gov.uk

8.0 Decision Information

Wards Affected

All

Links to Corporate Plan and Policy Framework

This links to the Council's priority of Sound Budgets and a Customer Focused Council.

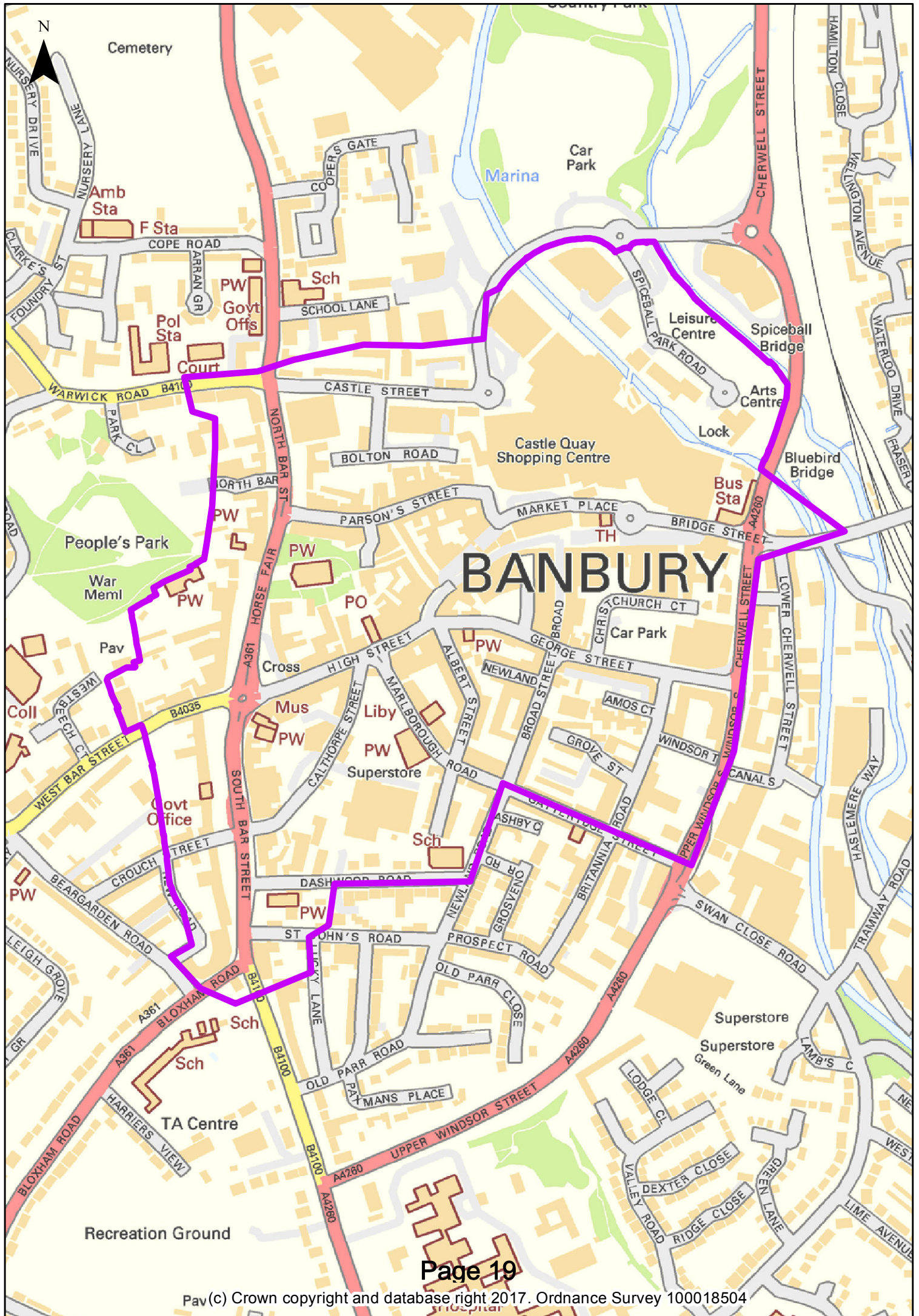
Lead Councillor

Councillor Ken Atack
Lead Member for Financial Management

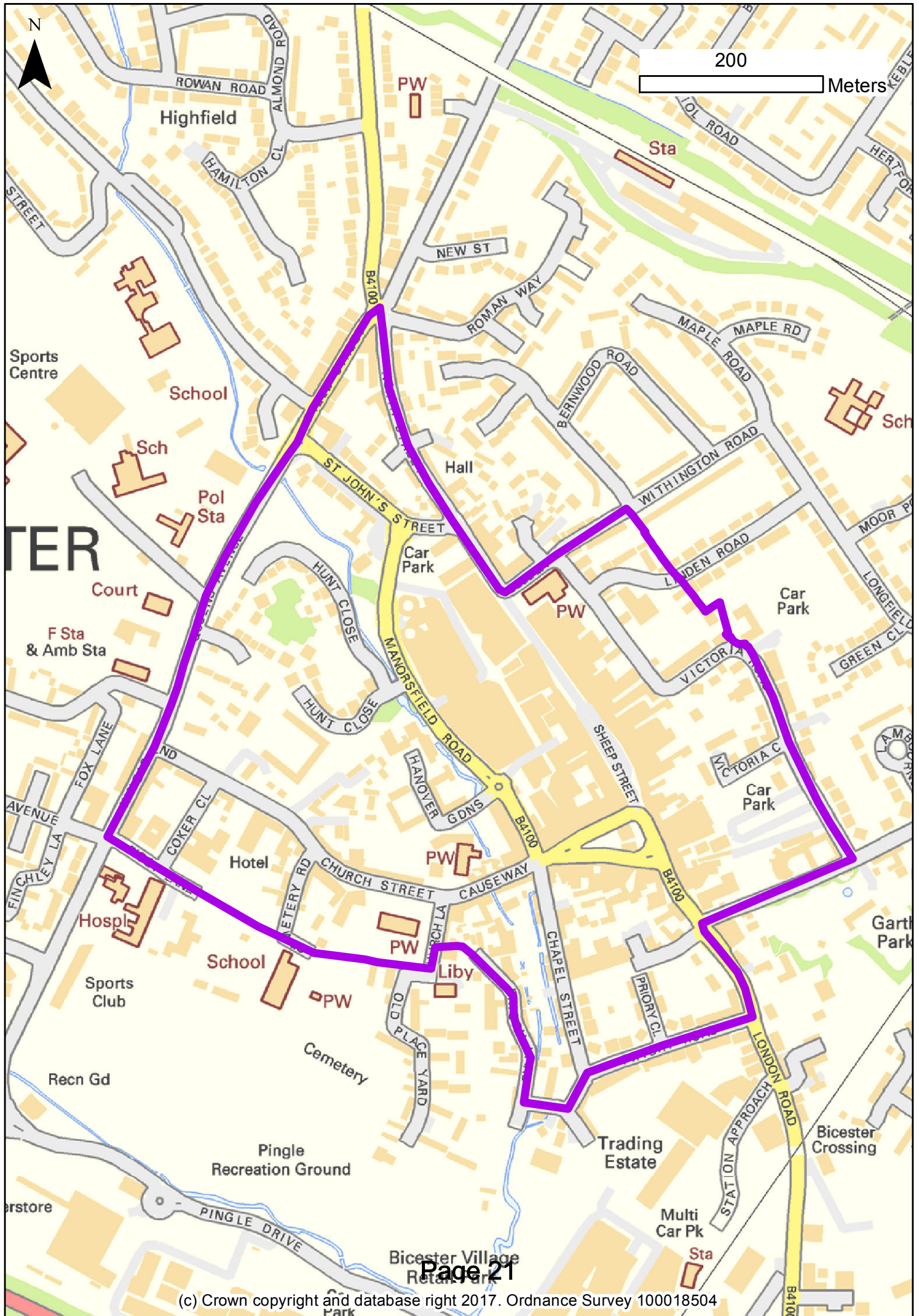
Document Information

Appendix No	Title
A	Banbury Town Centre Business Rates Incentives Scheme area
B	Bicester Town Centre Business Rates Incentives Scheme area
C	Recommended eligibility criteria
Background Papers	
None	
Report Author	Geni Hotchkiss, Business Support Unit Manager
Contact Information	01327 322170 geni.hotchkiss@cherwellandsouthnorthants.gov.uk

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Appendix C

Business Rates Incentives Scheme

Recommended Eligibility Criteria (to be finalised prior to the launch of the scheme)

1. Location and property

Banbury and Bicester Town Centre designated areas.

Properties which have been unoccupied for over 6 months.

Subject to:

Lease periods of over 36 months (or without a break clause of less than 36 months).

The property must have been unoccupied for at least 6 months before an application can be made.

2. Type of business

We are primarily seeking to encourage the retail sector subject to certain exclusions including, but not restricted to:

- Charity shops
- Pawnbrokers
- Pound shops
- Adult shops
- Betting shops
- Pay day loan shops

3. Size of business

The scheme is primarily focussed on supporting small and medium sized enterprises and independents.

4. Amount of support

We will award a Business Rates Incentive of 50% of the annual business rates liability after all other reliefs and exemptions for a period from 1 April 2017 to 31 March 2018 and 1 April 2018 to 31 March 2019.

5. Timescales

The period of incentive will be up to a maximum of the first two years liability for occupied Business Rates.

Support will begin from 1 April 2017 for new occupations providing the property has been continuously unoccupied for 6 months prior to this date.

6. Award of Business Rates Incentives

The incentive will be directly applied to reduce the Business Rates bill. Businesses will therefore pay 50% of their rates bill for up to 24 months. If the relevant period is less than 24 months the incentive will be pro-rated from the date of occupation.

7. Application process

The Revenues and Recovery Team will process applications with support from the Business Support Unit and Economic Growth Team where necessary.

As this is a discretionary scheme it is subject to available funds.

Cherwell District Council

Budget Planning Committee

28 February 2017

<p>Quarter 3 2016-17 – Revenue and Capital Budget Monitoring Report</p>
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Report of the Chief Finance Officer

This report is public

Purpose of report

To summarise the Council's Revenue, Capital and Reserves position for the first nine months of the financial year 2016-17 and projections for the full year.

1.0 Recommendations

The meeting is recommended:

- 1.1 To review the projected revenue and capital position at the end of December 2016 and make any comments to Executive.
- 1.2 To review the current position on reserves at the end of December 2016, and note the use of reserves.

2.0 Introduction

- 2.1 In line with good practice, budget monitoring is undertaken on a monthly basis within the Council. The revenue and capital position is formulated in conjunction with the joint management team and formally reported to the Budget Planning Committee on a quarterly basis. This report will go to the Executive on 6 March 2017.
- 2.2 The revenue and capital expenditure and reserves position up to the end of quarter three has been subject to a detailed review by officers.

3.0 Report Details

Projected Revenue Outturn 2016-17

- 3.1 At quarter three the Council is £0.873m above budget on services. Detailed analysis by directorate can be found in Appendix 1.

SUMMARY BY SERVICE AREA - Year to Date

	Actual v Profile						Concern Key
	Budget YTD £000's	Use of Reserves 2016/17 £000's	Revised Budget £000's	Actual YTD £000's	Commitment £000's	Variance (Under) / Over £000's	
Chief Executive	166	0	166	169	6	9	R
CHIEF EXECUTIVE TOTAL	166	0	166	169	6	9	R
Bicester Regeneration projects	925	0	925	529	384	(12)	G
Regeneration and Housing	1,209	65	1,274	1,553	555	834	R
Human Resources	379	70	449	392	56	(1)	G
Information Services	1,018	371	1,389	1,309	80	0	G
Business Transformation	208	100	308	275	33	0	G
COMMERCIAL DEVELOPMENT TOTAL	3,739	606	4,345	4,058	1,108	821	R
Corporate Finance	881	0	881	810	56	(15)	G
Revenues & Benefits	(171)	88	(83)	(36)	33	80	R
Procurement	78	0	78	80	10	12	R
CHIEF FINANCE OFFICER TOTAL	788	88	876	854	99	77	R
Strategic Planning Economy	837	234	1,071	999	216	144	R
Development Management	237	343	580	329	146	(105)	A
Communications and Corporate P	214	0	214	179	12	(23)	A
Business Support Unit	71	24	95	103	0	8	R
Performance	152	0	152	114	1	(37)	A
Law and Governance	788	0	788	963	23	198	R
STRATEGY AND COMMISSIONING TOTAL	2,299	601	2,900	2,687	398	185	R
Community Services	2,044	0	2,044	2,214	(350)	(180)	A
Environmental Services	3,183	0	3,183	3,288	207	312	R
OPERATIONS AND DELIVERY TOTAL	5,227	0	5,227	5,502	(143)	132	R
TOTAL DIRECTORATES	12,219	1,295	13,514	13,270	1,468	1,224	R
Use of Reserves	621	0	621	0	0	(621)	A
Interest on Investments	(113)	0	(113)	157	0	270	R
Pension Costs	1,385	0	1,385	1,385	0	0	G
Capital Charges	(3,002)	0	(3,002)	(3,002)	0	0	G
EXECUTIVE MATTERS TOTAL	(1,109)	0	(1,109)	(1,460)	0	(351)	A
TOTAL COST OF SERVICES	11,110	1,295	12,405	11,810	1,468	873	R

Concern Key

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

3.2 The projected position for the year end is £0.334m below budget for services.

SUMMARY BY SERVICE AREA - Projected

	Projected v Budget					Concern Key
	Budget £000's	Use of Reserves 2016/17 £000's	Revised Budget £000's	Projected £000's	Variance (Under) / Over £000's	
Chief Executive	175	50	225	248	23	R
CHIEF EXECUTIVE TOTAL	175	50	225	248	23	R
Bicester Regeneration projects	1,174	0	1,174	1,177	3	G
Regeneration and Housing	1,648	171	1,819	2,884	1,065	R
Human Resources	518	93	611	611	0	G
Information Services	1,497	311	1,808	1,794	(14)	G
Business Transformation	250	107	357	357	0	G
COMMERCIAL DEVELOPMENT TOTAL	5,087	682	5,769	6,823	1,054	R
Corporate Finance	1,069	0	1,069	1,057	(12)	G
Revenues & Benefits	(21)	140	119	198	79	R
Procurement	105	0	105	116	11	R
CHIEF FINANCE OFFICER TOTAL	1,153	140	1,293	1,371	78	R
Strategic Planning Economy	1,123	235	1,358	1,362	4	G
Development Management	318	552	870	885	15	R
Communications and Corporate P	295	0	295	273	(22)	A
Business Support Unit	63	0	63	63	0	G
Performance	204	0	204	147	(57)	A
Law and Governance	1,046	0	1,046	1,160	114	R
STRATEGY AND COMMISSIONING TOTAL	3,049	787	3,836	3,890	54	A
Community Services	5,163	0	5,163	4,898	(265)	A
Environmental Services	4,886	0	4,886	5,108	222	R
OPERATIONS AND DELIVERY TOTAL	10,049	0	10,049	10,006	(43)	G
TOTAL DIRECTORATES	19,513	1,659	21,172	22,338	1,166	R
Use of Reserves	819	(3,287)	(2,468)	(2,468)	0	G
Interest on Investments	(150)	0	(150)	(1,650)	(1,500)	A
Pension Costs	1,847	3,053	4,900	4,900	0	G
Capital Charges	(4,002)	0	(4,002)	(4,002)	0	G
EXECUTIVE MATTERS TOTAL	(1,486)	(234)	(1,720)	(3,220)	(1,500)	A
TOTAL COST OF SERVICES	18,027	1,425	19,452	19,118	(334)	G

Projected Capital Outturn 2016-17

Directorate	APPROVED BUDGET £000	ACTUAL £000	COMMITMENT £000	PROJECTION £000	SLIPPAGE £000	VARIANCE £000
Strategy & Commissioning	0	0	0	0	0	0
Chief Finance Officer	38	0	0	38	0	0
Commercial Development	66,571	5,817	8,228	49,462	3,074	9
Operations & Delivery	6,046	2,369	1,655	1,229	712	(81)
Total	72,655	8,186	9,883	50,729	3,786	(72)

3.2 The net Capital projection as at 31 December 2016 is within budget tolerances (projected variance is less than 0.1% of the Approved Budget). The projected slippage mainly relates to:

- £2.5m for the NW Bicester Eco Business Centre where a procurement exercise is underway and it is anticipated that the majority of spend will occur in 2017/18.
- £0.15m for the North Oxfordshire Academy Astro turf project which is delayed.
- £0.15m for the Bicester Leisure Centre Extension where feasibility studies have just commenced.
- £0.181m for Wheeled Bin Replacement where delivery has been delayed.

A detailed breakdown by capital scheme is presented at Appendix 2

Reserves 2016-17

3.3 The Committee is asked to review the Council's reserves position as set out at Appendix 3, and note the use of reserves as shown.

4.0 Conclusion and Reasons for Recommendations

4.1 It is recommended that:

- The contents of this report are reviewed.
- The use of reserves as shown in appendix 3 is reviewed.

5.0 Consultation

Cllr Ken Atack – Lead member for Financial Management

Cllr Atack is content with the report and supportive of the recommendations contained within it.

- 6.1 The following alternative options have been identified and rejected for the reasons as set out below.
- 6.2 Option 1: This report illustrates the Council's performance against the 2016-17 Financial Targets for Revenue, Capital and Reserves. As this is a monitoring report, no further options have been considered. However, members may wish to request that officers provide additional information.

7.0 Implications

Financial and Resource Implications

- 7.1 These are contained in the body of the report. There are no direct costs or other direct financial implications arising from this report.

Comments checked by:

Sanjay Sharma, Corporate Finance Manager

sanjay.sharma@cherwellandsouthnorthants.gov.uk

Legal Implications

- 7.2 There are no legal implications. Presentation of this report is in line with the CIPFA Code of Practice.

Comments checked by:

Kevin Lane, Head of Law and Governance

kevin.lane@cherwellandsouthnorthants.gov.uk

Risk management

- 7.3 The position to date highlights the relevance of maintaining a minimum level of reserves and budget contingency to absorb the financial impact of changes during the year. Any increase in risk will be escalated through the corporate risk register.

Comments checked by:

Ed Bailey, Corporate Performance Manager, 01295 221605

edward.bailey@cherwellandsouthnorthants.gov.uk

Equality and Diversity

- 7.4 Impact assessments were carried out in advance of setting the 2016-17 budget.

Comments checked by:

Caroline French, Corporate Policy Officer, 01295 221586

caroline.french@cherwellandsouthnorthants.gov.uk

8.0 Decision Information

Wards Affected

All

Links to Corporate Plan and Policy Framework

All

Lead Councillor

Councillor Ken Atack – Lead Member for Financial Management

Document Information

Appendix No	Title
Appendix 1	Directorate Analysis Revenue Expenditure 2016-17
Appendix 2	Capital Expenditure 2016-17
Appendix 3	Reserves 2016-17
Background Papers	
None	
Report Author	Paul Sutton, Chief Finance Officer
Contact Information	0300 003 0106 paul.sutton@cherwellandsouthnorthants.gov.uk

**CHERWELL DISTRICT COUNCIL
MANAGEMENT ACCOUNTS AS AT DECEMBER 2016**

SUMMARY BY SERVICE AREA - Projected

	Actual v Profile							Projected v Budget					
	Budget YTD £000's	Use of Reserves 2016/17 £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 2016/17 £000's	Revised Budget £000's	Projected £000's	Variance (Under) / Over £000's	Concern Key
Chief Executive	166	0	166	169	6	9	R	175	50	225	248	23	R
CHIEF EXECUTIVE TOTAL	166	0	166	169	6	9	R	175	50	225	248	23	R
Bicester Regeneration projects	925	0	925	529	384	(12)	G	1,174	0	1,174	1,177	3	G
Regeneration and Housing	1,209	65	1,274	1,553	555	834	R	1,648	171	1,819	2,884	1,065	R
Human Resources	379	70	449	392	56	(1)	G	518	93	611	611	0	G
Information Services	1,018	371	1,389	1,309	80	0	G	1,497	311	1,808	1,794	(14)	G
Business Transformation	208	100	308	275	33	0	G	250	107	357	357	0	G
COMMERCIAL DEVELOPMENT TOTAL	3,739	606	4,345	4,058	1,108	821	R	5,087	682	5,769	6,823	1,054	R
Corporate Finance	881	0	881	810	56	(15)	G	1,069	0	1,069	1,057	(12)	G
Revenues & Benefits	(171)	88	(83)	(36)	33	80	R	(21)	140	119	198	79	R
Procurement	78	0	78	80	10	12	R	105	0	105	116	11	R
CHIEF FINANCE OFFICER TOTAL	788	88	876	854	99	77	R	1,153	140	1,293	1,371	78	R
Strategic Planning Economy	837	234	1,071	999	216	144	R	1,123	235	1,358	1,362	4	G
Development Management	237	343	580	329	146	(105)	A	318	552	870	885	15	R
Communications and Corporate P	214	0	214	179	12	(23)	A	295	0	295	273	(22)	A
Business Support Unit	71	24	95	103	0	8	R	63	0	63	63	0	G
Performance	152	0	152	114	1	(37)	A	204	0	204	147	(57)	A
Law and Governance	788	0	788	963	23	198	R	1,046	0	1,046	1,160	114	R
STRATEGY AND COMMISSIONING TOTAL	2,299	601	2,900	2,687	398	185	R	3,049	787	3,836	3,890	54	A
Community Services	2,044	0	2,044	2,214	(350)	(180)	A	5,163	0	5,163	4,898	(265)	A
Environmental Services	3,183	0	3,183	3,288	207	312	R	4,886	0	4,886	5,108	222	R
OPERATIONS AND DELIVERY TOTAL	5,227	0	5,227	5,502	(143)	132	R	10,049	0	10,049	10,006	(43)	G
TOTAL DIRECTORATES	12,219	1,295	13,514	13,270	1,468	1,224	R	19,513	1,659	21,172	22,338	1,166	R
Use of Reserves	621	0	621	0	0	(621)	A	819	(3,287)	(2,468)	(2,468)	0	G
Interest on Investments	(113)	0	(113)	157	0	270	R	(150)	0	(150)	(1,650)	(1,500)	A
Pension Costs	1,385	0	1,385	1,385	0	0	G	1,847	3,053	4,900	4,900	0	G
Capital Charges	(3,002)	0	(3,002)	(3,002)	0	0	G	(4,002)	0	(4,002)	(4,002)	0	G
EXECUTIVE MATTERS TOTAL	(1,109)	0	(1,109)	(1,460)	0	(351)	A	(1,486)	(234)	(1,720)	(3,220)	(1,500)	A
TOTAL COST OF SERVICES	11,110	1,295	12,405	11,810	1,468	873	R	18,027	1,425	19,452	19,118	(334)	G

Concern Key

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

**CHERWELL DISTRICT COUNCIL
MANAGEMENT ACCOUNTS AS AT DECEMBER 2016**

CHIEF EXECUTIVE

	Actual v Profile							Projected v Budget					
	Budget YTD	Use of Reseves 2016/17	Revised Budget	Actual YTD	Commitment	Variance (Under) / Over	Concern Key	Budget	Use of Reseves 2016/17	Revised Budget	Projected	Variance (Under) / Over	Concern Key
Chief Executive	166,041	0	166,041	169,380	6,416	9,755	R	174,694	50,000	224,694	248,100	23,406	R
CHIEF EXECUTIVE TOTAL	166,041	0	166,041	169,380	6,416	9,755	R	174,694	50,000	224,694	248,100	23,406	R

Reasons for major variance :

Actual:

Chief Executive Minor overspend against budget on supplies and services within the Chief Executive office.

Projected:

Chief Executive Forecasted overspend relates to salaries and agency fees within the Chief Executive department. The budget and actual includes £50k re the devolution project. This quarter also include recruitment costs for a new Chief Executive

Concern Key (based on YTD budget)

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

**CHERWELL DISTRICT COUNCIL
MANAGEMENT ACCOUNTS AS AT DECEMBER 2016**

Commercial Development - Bicester Regeneration Projects													
	Actual v Profile							Projected v Budget					
	Budget YTD	Use of Reseves 2016/17	Revised Budget	Actual YTD	Commitment	Variance (Under) / Over	Concern Key	Budget	Use of Reseves 2016/17	Revised Budget	Projected	Variance (Under) / Over	Concern Key
Bicester Regeneration Project	924,866	0	0	528,843	383,675	(12,348)	G	1,174,000	0	0	1,176,500	2,500	G
Commercial Development - Bicester Regeneration Projects Total	924,866	0	0	528,843	383,675	(12,348)	G	1,174,000	0	0	1,176,500	2,500	G
Reasons for major variance :													
<u>Actual:</u>													
Bicester Regeneration Projects													
Funding has been granted by OCC for apprenticeship training, £5k of which has been passed on with the remainder to follow. Minor variance at year end.													
<u>Projected:</u>													
Bicester Regeneration Projects													
Minor variance at year end													

Concern Key (based on YTD budget)

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

**CHERWELL DISTRICT COUNCIL
MANAGEMENT ACCOUNTS AS AT DECEMBER 2016**

Commercial Development - excluding Bicester

	Actual v Profile							Projected v Budget					
	Budget YTD	Use of Reserves 2016/17	Revised Budget	Actual YTD	Commitment	Variance (Under) / Over	Concern Key	Budget	Use of Reserves 2016/17	Revised Budget	Projected	Variance (Under) / Over	Concern Key
Assets & Facilities Management	(180,922)	154,520	(26,402)	313,263	447,992	787,657	R	(162,000)	159,520	(2,480)	1,006,820	1,009,300	R
Strategic Housing	100,055	0	100,055	125,765	125	25,835	R	133,000	0	133,000	156,900	23,900	R
Housing Needs	972,775	(89,186)	883,589	804,840	97,600	18,851	A	1,266,598	39,000	1,305,598	1,343,000	37,402	R
Private Sector Housing	285,014	12,019	297,033	294,389	967	(1,676)	G	378,968	16,424	395,392	385,992	(9,400)	G
Housing Head of Service	30,755	0	30,755	33,696	0	2,941	R	41,000	0	41,000	45,000	4,000	R
Home Improvement Agency	1,224	(12,548)	(11,324)	(19,291)	7,967	0	G	(10,000)	(44,000)	(54,000)	(54,000)	0	G
Human Resources	378,767	70,112	448,879	392,412	56,466	(0)	G	517,870	93,200	611,070	611,070	0	G
Information Services	1,018,064	371,443	1,389,507	1,309,270	80,237	(0)	G	1,497,000	311,000	1,808,000	1,793,600	(14,400)	G
Transformation	207,716	100,015	307,731	275,085	32,646	0	G	250,000	107,400	357,400	357,400	0	G
Commercial Development - excluding Bicester Total	2,813,448	606,375	3,419,823	3,529,430	724,001	833,608	R	3,912,436	682,544	4,594,980	5,645,782	1,050,802	R

Reasons for major variance :

Actual:**Assets & Facilities Management**

The costs are greater than budget in all areas especially Employee Costs (Agency Staff) and Third Party payments. The income received is also slightly higher than budget despite a reduction in the income from the Castle Quay shopping centre as other income that was not budgeted.

Strategic Housing

The overspend shown relates to the appointment of an Interim Delivery Manager that was not budgeted for. This role ceased at the end of quarter 1.

Housing Needs

The negative variance relates to charges for temporary accommodation costs. This cost is partially covered by Housing Benefit which is only slightly ahead of budget.

Private Sector Housing

The adverse variance primarily relates to the buyout fee for a contract with Localpad, together with additional travel costs and land registry fees that may have been miscoded. This miscode is currently under investigation.

Housing Head of Service

The adverse variance relates to small differences on salary, transport and mobile telephone costs.

Home Improvement Agency

The variance to date reflects additional HIA income from Oxfordshire Council and employee savings re a vacant position offset by additional consultants fees

Human Resources

Variances to date primarily relates to employee costs (Agency Staff, Training, Medicals etc) that will be funded by reserves where appropriate

Information Services

Variances to date primarily relates to third party costs to cover for staff vacancies etc during transformation that will be funded by reserves where appropriate

Transformation

Variances to date primarily relates to costs incurred re transformation project work that will be funded by reserves where appropriate

Projected:**Assets & Facilities Management**

Based on the quarterly income received and the closing of the BHS store the income receivable at the Castle Quay shopping centre has been reduced when compared to budget. This shortfall has mainly been offset by other unbudgeted rental income. The additional costs incurred in Employee costs and Third party payments are forecasted to increase over the remaining months but at a slower rate.

Strategic Housing

The overspend shown relates to the appointment of an Interim Delivery Manager that was not budgeted for. This role ceased at the end of quarter 1.

Housing Needs

The negative variance relates to charges for temporary accommodation costs. This cost is partially covered by Housing Benefit but it has been assumed that the budgeted income will not change.

Private Sector Housing

The adverse variance primarily relates to the buyout fee for a contract with Localpad, together with additional travel costs and land registry fees that may have been miscoded.

Housing Head of Service

The adverse variance relates to small differences on salary, transport and mobile telephone costs.

Home Improvement Agency

The variance to date reflects additional HIA income from Oxfordshire Council (£50k) and employee savings re a vacant position offset by additional consultants fees.

Human Resources

Following a restructure any variances incurred will be funded from an appropriate reserve

Information Services

Following a restructure any variances incurred will be funded from an appropriate reserve

Transformation

Following a restructure any variances incurred will be funded from an appropriate reserve

**CHERWELL DISTRICT COUNCIL
MANAGEMENT ACCOUNTS AS AT DECEMBER 2016**

CHIEF FINANCE OFFICER

	Actual v Profile							Projected v Budget					
	Budget YTD	Use of Reserves 2016/17	Revised Budget	Actual YTD	Commitment	Variance (Under) / Over	Concern Key	Budget	Use of Reserves 2016/17	Revised Budget	Projected	Variance (Under) / Over	Concern Key
Finance	880,875	0	880,875	810,441	56,095	(14,339)	G	1,069,178	0	1,069,178	1,056,500	(12,678)	G
Revenues & Benefits	(170,991)	88,000	(82,991)	(35,907)	33,081	80,165	R	(21,000)	140,000	119,000	197,624	78,624	R
Procurement	78,448	0	78,448	80,115	10,008	11,676	R	104,581	0	104,581	116,000	11,419	R
CHIEF FINANCE OFFICER Total	788,332	88,000	876,332	854,649	99,184	77,501	R	1,152,759	140,000	1,292,759	1,370,124	77,365	R

Reasons for major variance :

Actual:

Finance	Minor variances
Revenues & Benefits	Two main areas of movement from budget: £35k variance due to Fees and charges income under budget. Additional Fraud staffing costs £32k
Procurement	Graven Hill recharge completed, Agency costs raised for year

Projected:

Finance	Minor variances
Revenues & Benefits	Two main areas of movement from budget: £35k variance due to Fees and charges income under budget. Additional Fraud staffing costs £32k
Procurement	Minor variances

Concern Key (based on YTD budget)

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

**CHERWELL DISTRICT COUNCIL
MANAGEMENT ACCOUNTS AS AT DECEMBER 2016**

Strategy and Commissioning

	Actual v Profile							Projected v Budget					
	Budget YTD	Use of Reserves 2016/17	Revised Budget	Actual YTD	Commitment	Variance (Under) / Over	Comments	Budget	Use of Reserves 2016/17	Revised Budget	Projected	Variance (Under) / Over	Comments
Strategic Planning Economy	811,130	233,897	1,045,027	980,325	215,823	151,121	R	1,088,356	234,893	1,323,249	1,327,365	4,116	G
Development Management	211,128	342,750	553,878	309,701	145,324	(98,852)	A	283,470	552,000	835,470	850,470	15,000	R
Communications and Corporate P	213,780	0	213,780	179,182	12,063	(22,535)	A	295,000	0	295,000	273,000	(22,000)	A
Business Support Unit	70,991	24,000	94,991	103,154	0	8,163	R	62,968	0	62,968	62,968	0	G
Performance	151,934	0	151,934	114,097	1,072	(36,765)	A	204,210	0	204,210	147,000	(57,210)	A
Law and Governance	762,121	0	762,121	943,563	22,887	204,329	R	1,011,025	0	1,011,025	1,125,307	114,282	R
Strategy and Commissioning	78,008	0	78,008	56,905	603	(20,501)	A	104,000	0	104,000	104,000	0	G
							G						G
Strategy and Commissioning Total	2,299,092	600,647	2,899,739	2,686,927	397,771	184,959	R	3,049,029	786,893	3,835,922	3,890,110	54,188	A

Reasons for major variance :

Actual:

Strategic Planning Economy:	Economic Growth spend of £277k net expenditure against budget of £159k due to expenditure on Better Broadband project to be met from reserves. £118k of income from Luton Borough Council also partly funding Better Broadband. £41k underspend on Economic Growth Strategy likely to reduce as expenditure currently coded to Economic growth is reviewed. Combined £200k overspend on planning policy/Local Development Framework to be met from reserves, some costs to be moved from Planning Policy to Local Development Framework.
Development Management:	£6k underspend on HoS due to Continuing Professional Development Budget just being loaded will be spent by year end. Building control costs for agency will be met from reserve £72k. Design Code expenditure of £65k which will be covered by reserves and also £50k expenditure to OCC for the SLA for the Transport Development Control priority work. Planning & Pre App salaries will be underspend by £100k with £35k being returned to reserves and £65k underspend, income is £480k down against profile and will be met from reserves at year end. £20k underspend in Conservation due to post which is funded from reserves, budget in, but the post remains vacant. If not used by year end will go back to reserves - team going through restructure look at taking this budget back to reserves now as shouldn't be needed.
Communications:	Favourable variance mainly coming from: £18k on supplies and services relating to new shared service structure in place, £3k underspend on employee costs due to vacant posts.
Business Support Unit:	£1k underspend due to vacant external bid writer which is funded from reserves - looking to recruit under Commercial Director, budget in, but the post remains vacant. This is the net total due to overspends relating to two members of staff where the budget hasn't been moved in from the service yet and also two new posts which is to be covered by reserves/general fund balances.
Performance:	Variances to date primarily relates to £22k underspend on Supplies and Services due to excessive budget on CDC together with Underspend on employee costs due to vacant post - seconded to the Business Transformation team (shared post), likely to vacant until March 17.
Law and Governance:	The variance to date relates to £34k underspend within Members Services due to savings mainly on supplies and services. £15k underspend within Democratic process due to saving on employee costs and supplies and services. £36k overspend within Legal department due to less income (Fees and charges) to date, also £10k overspend on employee costs. £38k overspend within Registration of Electors due to overspend on salaries and supplies and services (Mainly postage). Cost of conducting elections £140K reimbursement due in. Staffing budgets for Legal and Land Charges are incorrect - Legal budget is based on 3 way working & the shared service percentage for Land Charges has changed mid year.
Strategy and Commissioning:	£29k relates to the Director of Development post - post holder left in March 16 and the management restructure has been halted pending Unitary investigations. £5k overspend relating to HoSPE due to training expenses, cost centre to be moved into Sac01 service.

Projected:

- Strategic Planning Economy:** All predicted to be on budget/covered by reserves by year end
Development Management: £35k underspend predicted due to less spend on employee costs
Communications: £22k underspend predicted due to less spend on supplies and services
Business Support Unit: All predicted to be on budget/covered by reserves by year end
Performance: £57k Underspend predicted due to a, Vacant post within Performance - shared post. Likely to be vacant for the remainder of the year. B, Underspend on supplies and services.
Law and Governance: Overspend predicted due to increased costs on supplies and services
Strategy and Commissioning: Director of Development post - post holder left in March 16 and the management restructure has been halted pending Unitary investigations.

**CHERWELL DISTRICT COUNCIL
MANAGEMENT ACCOUNTS AS AT DECEMBER 2016**

Operations and Delivery - Community

	Actual v Profile							Projected v Budget					
	Budget YTD	Use of Reserves 2016/17	Revised Budget	Actual YTD	Commitment	Variance (Under) / Over	Comments	Budget	Use of Reserves 2016/17	Revised Budget	Projected	Variance (Under) / Over	Comments
Countryside and Community	383,724	0	383,724	354,213	(15,473)	(44,983)	A	529,560	0	529,560	477,696	(51,864)	A
Customer Services	825,864	0	825,864	825,035	16,901	16,073	A	1,135,000	0	1,135,000	1,155,882	20,882	A
Parking Services	(867,866)	0	(867,866)	(758,712)	(89,524)	19,629	A	(1,075,000)	0	(1,075,000)	(1,050,241)	24,759	A
Arts Tourism and Health	453,061	0	453,061	434,881	48,164	29,984	R	886,000	0	886,000	921,376	35,376	R
Recreation and Sports	73,255	0	73,255	247,278	(175,031)	(1,008)	G	179,940		179,940	177,090	(2,850)	G
Leisure Facilities Management	743,855	0	743,855	566,986	39,869	(137,000)	A	2,560,000	0	2,560,000	2,338,530	(221,470)	A
Head of Community Services	46,508	0	46,508	57,902	(14,354)	(2,959)	A	62,000	0	62,000	57,902	(4,098)	A
Public Protection	341,934	0	341,934	400,413	(118,754)	(60,275)	A	828,582	0	828,582	759,413	(69,169)	A
Community and Environment	43,507	0	43,507	86,453	(41,666)	1,280	R	58,000	0	58,000	60,330	2,330	R
Operations and Delivery - Community Total	2,043,842	0	2,043,842	2,214,450	(349,867)	(179,258)	A	5,164,082	0	5,164,082	4,897,979	(266,103)	A
Reasons for major variance :													
Actual:													
<i>Countryside and Community</i>	The underspend is a result of savings on Employee costs which have come about from the restructures that have taken place in Leisure facilities/Sports Development and Community Services, and thus should be considered jointly. In Leisure Facilities/Sports Development there are additional posts in the new structure whereas the deleted posts resulting from the restructures are all captured in Community Services.												
<i>Customer Services</i>	Slight o/s on salaries and overspend on mileage due to understated budget in 16-17												
<i>Parking Services</i>	Slightly down on car parking income and 13k over due to having to install new parking meter due to royal mint producing new £1 coin												
<i>Arts Tourism and Health</i>	O/S on staff but this needs to be looked at jointly with Countryside, Leisure and Sports												
<i>Recreation and Sports</i>	On target												
<i>Leisure Facilities Management</i>	Savings on budgeted utilities as new contractor has taken on liability at the beginning of the year. Plus in December the council received payment from Legacy Leisure as a result from benchmarking. This has been back dated to April 16 @ £12.8k per month approx.												
<i>Public Protection</i>	Underspend on Employee costs due to vacancies plus credit £60k accrual re Business case safer communities project. This is for x2 vacant community wardens - these posts will not be filled but the money is to be used for other posts within the new PP team (as per conversion with MG)												
Projected:													
<i>Countryside and Community</i>	The underspend is a result of savings on Employee costs which have come about from the restructures that have taken place in Leisure facilities/Sports Development and Community Services, and thus should be considered jointly. In Leisure Facilities/Sports Development there are additional posts in the new structure whereas the deleted posts resulting from the restructures are all captured in Community Services.												
<i>Customer Services</i>	On target												
<i>Parking Services</i>	On target												
<i>Arts Tourism and Health</i>	Musuem supplies and services 10K overspend												
<i>Recreation and Sports</i>	On target												
<i>Leisure Facilities Management</i>	Savings on budgeted utilities as new contractor has taken on liability at the beginning of the year. Plus in December the council received payment from Legacy Leisure as a result from benchmarking. This has been back dated to April 16 @ £12.8k per month approx.												
<i>Public Protection</i>	Underspend on Employee costs due to vacancies plus credit £60k accrual re Business case safer communities project. This is for x2 vacant community wardens - these posts will not be filled but the money is to be used for other posts within the new PP team (as per conversion with MG)												

Concern Key (based on YTD budget)

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

**CHERWELL DISTRICT COUNCIL
MANAGEMENT ACCOUNTS AS AT DECEMBER 2016**

Operations and Delivery - Environmental Services

	Actual v Profile							Projected v Budget					
	Budget YTD	Use of Reserves 2016/17	Revised Budget	Actual YTD	Commitment	Variance (Under) / Over	Comments	Budget	Use of Reserves 2016/17	Revised Budget	Projected	Variance (Under) / Over	Comments
Environmental Services	35,255	0	35,255	37,031	0	1,776	R	47,000	0	47,000	49,499	2,499	R
Environmental Protection	198,027	0	198,027	167,283	11,973	(18,771)	A	264,000	0	264,000	239,098	(24,902)	A
Street Cleansing and Public Services	777,103	0	777,103	698,617	41,566	(36,920)	A	1,135,000	0	1,135,000	1,082,120	(52,880)	A
Vehicle Maintenance and MOTs	98,264	0	98,264	122,928	130,266	154,930	R	131,000	0	131,000	167,289	36,289	R
Waste and Recycling	1,380,187	0	1,380,187	1,515,640	67,655	203,107	R	2,276,000	0	2,276,000	2,527,320	251,320	R
Street Scene and Landscape Services	579,839	0	579,839	659,829	(79,990)	(0)	G	881,000	0	881,000	881,000	0	G
Service Development Environment	114,014	0	114,014	86,980	35,849	8,815	R	152,000	0	152,000	161,202	9,202	R
Operations and Delivery - Environmental Services Total	3,182,689	0	3,182,689	3,288,308	207,318	312,937	R	4,886,000	0	4,886,000	5,107,528	221,528	R

Reasons for major variance :

Actual:

Waste and Recycling

Overspend on agency costs within Waste and Recycling due to growth in the number of properties, the pattern of bank holidays, long term sickness and disciplinary action. The overspend is partly offset by a reduction in salary costs currently due to vacancies. These vacancies also have resulted in additional general waste having to go to the WTS.

Projected:

Waste and Recycling

Overspend on agency costs within Waste and Recycling due to growth in the number of properties, the pattern of bank holidays, long term sickness and disciplinary action. The overspend is partly offset by a reduction in salary costs currently due to vacancies. These vacancies also have resulted in additional general waste having to go to the WTS.

Concern Key (based on YTD budget)

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

**CHERWELL DISTRICT COUNCIL CAPITAL SPEND AND YEAR END PROJECTIONS
MANAGEMENT ACCOUNTS AS AT DECEMBER 2016**

CODE	DESCRIPTION	SERVICE OWNER	APPROVED BUDGET £000	ACTUAL £000	COMMITMENT £000	PROJECTION £000	SLIPPAGE £000	VARIANCE £000	COMMENTS
40096	Financial System Upgrade	Paul Sutton	0	0	0	0		0	
	HR / Payroll System replacement	Paul Sutton	38	0	0	38		0	Current supplier has agreed to continue provision until replacement system implemented.
Finance & Procurement Total			38	0	0	38	0	0	
Chief Finance Officer Total			38	0	0	38	0	0	
40093	Bicester Community Building	Karen Curtin	758	452	15	291		(0)	£250k fit out for the 2nd floor remains unspent but plans are being drawn up to spend this in 16/17. The project as a whole is expected to be overspent by £80k due to construction delay.
40094	Graven Hill	Karen Curtin	44,428	0	0	44,428		0	The company are currently preparing a revised forecast of spending and cashflow.
40095	NW Bicester Eco Business Centre	Karen Curtin	4,000	60	119	1,322	2,500	1	Once the procurement exercise is complete in Sept the expected cash flow will become clearer. We should expect the majority of spend to be incurred in 2017/18
Bicester Regeneration Projects Total			49,186	511	134	46,041	2,500	0	
40062	East West Railways	Chris Stratford	580	0	0	580	0	0	Planned to spend in 2016/17 - there is a 5yr schedule of capital contributions to 2019/20
40063	Build Programme	Chris Stratford	12,291	4,008	7,795	481	0	(7)	Anticipated completion in 2016/17
40065	23&24 Thorpe Place Roof Lights	Linda Barlow	4	0	0	4		0	Retention money held since at least 2013/14 - release the remaining capital funds
40066	Condition Survey Works	Linda Barlow	176	102	26	48		(0)	Work planned for completion in 2016/17Planned to spend in 2016/17
40067	Bradley Arcade Roof Repairs	Linda Barlow	98	(1)	19	80		0	Order placed 11th May 16 for completion in 2016/17
40071	Upgrade Uninterrupted Pwr Supp Back up	Linda Barlow	337	0	8	329		(0)	Work procured through Solihull Partnership. Work is urgent, so there is a need to complete this year
40072	Improvmts to Amenities Orchard Way	John Slack	25	0	2	23		0	Work procured through Solihull Partnership. Likely to have a lengthy lead-in time so defer until Q.3 2016/17
40073	Woodgreen - Condition Survey Works	Linda Barlow	30	21	0	9		0	Work undertaken by Leisure Services, will be completed in 2016/17
40074	Banbury Museum Emergency Lighting Replacement	John Slack	0	(0)	0	0		(0)	transferred to code 40088
40075	Orchard Way Shopg Arcade Front Serv	John Slack	300	0	2	298		(1)	Work procured through Solihull Partnership. Likely to have a lengthy lead-in time so defer until Q3 2016/17
40076	21 23 Thorpe Place Replace Roof Lights	Linda Barlow	0	(0)	2	0		2	Completed
40077	Bodicote House - Access Control System	Linda Barlow	27	36	0	0		9	Additional contractor costs have been incurred on this project
40080	Old Bodicote House	Linda Barlow	73	1	18	54		(0)	Due for completion in 2016/17
40081	Bicester Town Centre Redevelopment	Tim Mills	99	47	18	34		0	Due for completion in 2016/17
40082	Kidlington High Street Pedestrianisation		2	3	0	0		1	Scheme completed in 2015/16 - small additional costs incurred
40085	Thorpe Lane Depot - CCTV Replacement	Linda Barlow	40	0	0	40		0	Due for completion in 2016/17
40086	Bodicote House - CCTV Upgrade	Linda Barlow	15	0	0	15		0	Due for completion in 2016/17
40087	Banbury Bus Station - Refurbishment	Linda Barlow	90	0	0	90		0	Planned to be spent in Q3 qnd Q4 2016/17
40088	Banbury Museum - Refurbishment Programme	Linda Barlow	250	0	41	209		(0)	Due for completion in 2016/17
40089	Community Buildings - Remedial Works	Linda Barlow	150	0	0	150		0	Due for completion in 2016/17
40090	Car Parks Resurfacing	Linda Barlow	100	0	54	46		0	Due for completion in 2016/17
40091	Ferriston Shop Parade Resurface Car park	Linda Barlow	40	0	0	40		0	Completed in April awaiting invoice from Solihull
40092	Spiceball Riverbank Reinstatement	Linda Barlow	50	0	0	50		0	Due for completion in 2016/17
40123	Bolton Road	Jane Norman	700	518	104	78		0	Demolition and construction of surface car park
	Bicester Cattle Market Car Park Phase 2		90	0	0	90		0	Due for completion in 2016/17
Assets Facilities Management Total			15,567	4,736	8,088	2,748	0	6	
40083	Disabled Facilities Grants	Chris Stratford	831	442	0	389		0	Grants awarded as required. Anticipate all will be used in 2016/17
40084	Discretionary Grants Domestic Properties	Chris Stratford	504	101	0	100	303	(0)	Grants awarded as required. Anticipate all will be used in 2016/17
40069	Empty Homes Work-in-Default Recoverable	Chris Stratford	100	0	0	100		0	Grants awarded as required. Anticipate all will be used in 2016/17
Private Sector Housing Total			1,435	543	0	589	303	(0)	

CODE	DESCRIPTION	SERVICE OWNER	APPROVED BUDGET £000	ACTUAL £000	COMMITMENT £000	PROJECTION £000	SLIPPAGE £000	VARIANCE £000	COMMENTS
40032	Microsoft Licensing Agreement	Tim Spiers	39	0	0	0	39	0	IT Strategy Review
40035	Corporate Bookings System	Tim Spiers	8	8	0	0		(0)	Completed
40036	Extended Contract for Website Hosting	Tim Spiers	36	0	0	36		0	Funding to be used for website redevelopment
40044	Lync 2013 prof fees, equip IT hardware	Tim Spiers	0	2	0	0		2	No Budget see 2015/16
40045	Desktop PC Replacement	Tim Spiers	0	0	0	0		0	
40050	Hyper V Environment (IT hardware)	Tim Spiers	0	2	0	0		2	No Budget see 2015/16 - removed from capital programme - BPC 9/09/15
40052	VMware Virtual Centre Disaster Recy Mngr	Tim Spiers	35	0	0	0	35	0	Slippage to 2017/18 pending review of IT strategy, new strategy expected to be agreed in October 16
40054	Land & Property Harmonisation	Tim Spiers	77	8	0	0	69	0	Due for completion in 2017/18
40056	5 Year Rolling HW / SW Replacement Programme	Tim Spiers	50	4	0	16	30	(0)	5 year rolling programme
40057	Business Systems Harmonisation Programme	Tim Spiers	40	3	0	0	37	0	Five year rolling programme - £40,000/year
40059	Website Redevelopment	Tim Spiers	66	0	5	0	61	(0)	Slippage to 2017/18 pending review of IT strategy, new strategy expected to be agreed in October 16
40126	Visualifies Upgrade	Tim Spiers	32	0	0	32	0	0	Due for completion in 2016/17
	Planning and Building Control replacement of ICLIP	Tim Spiers	0	0	0	0	0	0	Moved to Land and Property Harmonisation
Information Technology Total			383	27	5	84	271	4	
Commercial Development Total			66,571	5,817	8,228	49,462	3,074	9	
40001	Biomass Heating Bicester Leisure Centre	Sharon Bolton	84	1	0	13		(70)	Project works completed, however additional safety works to undertaken circa £14K. £70K not required.
40002	Cooper Sports Hall Roof	Sharon Bolton	100	87	0	0		(13)	Project works completed. £13K not required.
40003	Customer Self-Service Portal CRM Solutn	Natasha Barnes	80	0	0	80		0	Due for completion in 2016/17
40004	The Hill Youth Community Centre	Chris Stratford	850	1	0	849		(0)	The Hill won't be complete until December 2017 and The Hill's budget is being used predominantly to fit out the new facility
40005	Whitelands Farm Sports ground	Sharon Bolton	1,790	278	1,512		(0)	0	Commitment £3.5m J Tomlinson £1,804k accrued in 17/18. Funding: £1.5m S106, £892k additional funding agreed by members - approx £4m total budget. Balance will be slipped.
40006	Community Centre Refurbishments	Nicola Riley	84	0	0	84		0	see comment above for the Hill Youth Community centre
40007	Solar Photovoltaics at Sports Centre	Sharon Bolton	80	0	0	80		0	Needs to be slipped for inverter replacements in 2017/18
40009	Football Development Plan in Banbury	Sharon Bolton	20	0	0	10	10	0	Spend in 2016/17 on consultant remaining balance to be slipped in to 17-18 to complete development work
40010	North Oxfordshire Academy Astro turf	Sharon Bolton	150	0	0	0	150	0	Initial project discussions commenced with ULT but early indications potential works will not begin until 2017/18 - need to slip
40011	South West Bicester Sports Village	Sharon Bolton	0	(0)	0	0		(0)	merge budget with cc40005
40013	Stratfield Brake Repair Works	Sharon Bolton	22	0	0	22		0	Target completion for Q4.
40015	Car Park Refurbishments	Natasha Barnes	5	0	0	5		0	Due for completion in 2016/17
40016	Implementing Vehicle Parks Proposals	Natasha Barnes	17	0	0	17		0	Due for completion in 2016/17
40017	Sports Centre Modernisation Programme	Sharon Bolton	86	5	(0)		81	(0)	waiting to hear from SB if miscoded and needs to move to 40018
40018	WGLC Dry Side Refurbishment	Sharon Bolton	1,200	1,149	0	0	51	0	Slip into 2017/18
40019	Bicester Leisure Centre Extension	Sharon Bolton	150	0	0	0	150	0	Slip into 2017/18 as feasibility studies have just commenced
40020	Spiceball Leisure Centre Bridge Resurfacing	Sharon Bolton	30	0	0	12	18	0	Further work needed in 2017/18
Community Services Total			4,748	1,520	1,512	1,172	460	(84)	
40021	Energy Efficiency Projects	Ed Potter	24	4	3	0	17	(0)	Due to staff resources, remaining £17k to be slipped to 17/18 - RS 16/01/17
40022	Glass Bank Recycling Scheme	Ed Potter	8	11	0	0	0	3	Budget fully committed and goods received - RS 16/01/17
40023	Recycling Bank Scheme	Ed Potter	5	5	0	0	0	(0)	Budget fully committed and goods received - RS 16/01/17
40025	Public Conveniences	Ed Potter	25	0	25	0	0	0	Budget fully committed, completion of works expected by end of Feb 17 - RS 16/01/17
40026	Off Road Parking Facilities	Ed Potter	18	0	0	0	18	0	Awaiting confirmation of slippage from PA - RS 16/01/17
40028	Vehicle Replacement Programme	Ed Potter	948	826	115	0	6	(0)	Budget fully committed for 16/17, £163k of commitments relates to purchase of vehicle out of 17/18 programme and will be accrued to 17/18, £6k slippage required - RS 16/01/17
40029	Wheeled Bin Replacement Scheme	Ed Potter	240	2	0	57	181	0	Based on 1,120 Properties/MGB Bin Delivery Feb 17 - RS 16/01/17
40031	Urban Centre Electricity Installations	Ed Potter	30	0	0	0	30	0	Due to increased workload - £30k slippage required in to 17/18, anticipating tender out in qtr 1/2 17/18 - RS 16/01/17
Environmental Services Total			1,298	849	144	57	252	3	
Operations & Delivery			6,046	2,369	1,655	1,229	712	(81)	
Capital Total			72,655	8,186	9,883	50,729	3,786	(72)	

CDC Earmarked Reserves - December

Reserve	Service Owner	Statutory Accounts Balance 31-Mar-16	Transfer In	Transfer Out	Year End Review of Reserves	Estimated Balance 31-Mar-2017 Post Review	Draft Budget Use of Reserves 2017/18	Draft Budget Cont'ns to Reserves 2017/18	Estimated Balance 31-Mar-18
		£000	£000	£000	£000	£000	£000	£000	£000
General Fund:									
Building Control	Andy Kidd	(100)		72		(28)			(28)
Capacity Funding	Karen Curtin	(88)	(217)	148		(157)	157		0
Car Park Studies	Ian Davies	(185)		50	135	0			0
Corporate IT	Tim Spiers	(143)				(143)			(143)
Corporate Transformation	Paul Sutton	(866)		418		(448)			(448)
Country Park Reserve	Kevin Larner	(100)				(100)			(100)
Elections	James Doble	(109)				(109)			(109)
Environmental Warranties	Paul Sutton	(1,000)				(1,000)			(1,000)
General Fund Items	Paul Sutton	(270)		93		(177)			(177)
Graven Hill Equalisation Reserve	Paul Sutton	(3,396)			2,336	(1,060)			(1,060)
Hanwell Fields Open Space	Andy Preston / Lewis Bankes-Hughes	(79)				(79)			(79)
Housing Reserve	Marianne North	(220)	100	39		(81)	46		(35)
Work in Default reserve	Tim Mills		(100)			(100)			(100)
Joint External Bid-writer	Karen Curtin	(30)				(30)	11		(19)
Licensing	Nicolas Sutcliffe	(146)				(146)			(146)
Local Plan Charges	Adrian Colwell	(512)	(400)	370		(542)	370		(172)
NHB - Affordable Housing	Chris Stratford	(415)	(381)	16		(780)		(278)	(1,058)
NHB - Economic Development	Adrian Colwell	(1,428)	(1,650)	76		(3,002)		(2,095)	(5,097)
NHB - Superfast Broadband	Adrian Colwell	(727)		159		(568)			(568)
Planning Control	Andy Preston	(750)		480		(270)	94		(176)
Corporate Projects	Paul Sutton	(674)				(674)			(674)
Retained Business Rates	Mandy Anderson	(2,205)				(2,205)			(2,205)
Sainsbury's Primary Authority	Jackie Fitzsimons	(55)				(55)			(55)
Self Insurance	Paul Sutton	(160)				(160)			(160)
VAT Deminimus	Paul Sutton	(500)				(500)			(500)
Welfare Reform	Belinda Green	(99)				(99)			(99)
Wheeled Bin Replacements	Ed Potter	(111)				(111)			(111)
NEW Queens 90th Birthday Grants (From general Fund)	Kevin Larner	0	(40)			(40)			(40)
NEW Devolution Viability Work (From General Fund)	James Doble	0	(50)	50		0			0
NEW Joint Revenues & Benefits (From General Fund)	Belinda Green	0	(200)	140		(60)	60		0
NEW Healthy New Towns (From General Fund)	Ian Davies	0	(20)			(20)	7		(13)
NEW Horton General Towns (From General Fund)	Ian Davies	0	(50)			(50)			(50)
NEW Museum development (From General Fund)	Ian Davies	0	(30)			(30)			(30)
NEW Joint Regeneration & Housing Service (From General Fund)	Chris Stratford	0	(90)	68		(22)			(22)
Pension Contributions	Paul Sutton	0		3,053	(3,053)	0			0
General Fund Earmarked Reserves		(14,368)	(3,128)	5,232	(582)	(12,846)	745	(2,373)	(14,474)

Earmarked Reserves from Grants & Contributions									
Active Women Grant	Sharon Bolton	(22)				(22)			(22)
Area Based Grant	Ed Bailey (Performance)	(83)				(83)			(83)
Bicester Fields Main Park	Andy Preston / Lewis Bankes-Hughes	(97)				(97)			(97)
Brighter Futures - Skills Reward Grant	Nicola Riley	(95)				(95)			(95)
Bicester Garden Town	Karen Curtin	(1,521)		638		(883)	629		(254)
Bicester Youth Bus	Mike Grant	(65)				(65)			(65)
Broadfield Road Yarnton Sports	Andy Preston / Lewis Bankes-Hughes	(4)				(4)			(4)
Corporate Training	Paula Goodwin	(48)				(48)			(48)
Courtyard Youth Arts	Nicola Riley	(39)				(39)			(39)
Credit Union Development Officer	Belinda Green/Marianne North	(23)				(23)			(23)
Dovecote Milcombe	Andy Preston / Lewis Bankes-Hughes	(56)				(56)			(56)
Eco Town Revenue	Karen Curtin	(592)	(15)	324		(283)	283		0
Emergency Planning	Jackie Fitzsimons	(40)				(40)			(40)
Green Deal Pioneer Places	Karen Curtin	(69)				(69)			(69)
Home Improvement Agency	Tim Mills	(234)	(44)			(278)			(278)
Homelessness Prevention	Marianne North	(70)				(70)			(70)
Housing and Planning Initiatives	Andy Preston / Adrian Colwell / Chris Stratford	(322)				(322)			(322)
Laburnham Cres Ambrosden	Andy Preston / Lewis Bankes-Hughes	(38)				(38)			(38)
New Burdens Grant	Paul Sutton	(248)				(248)			(248)
PCT Contributions to Health Bus	Nicola Riley	(40)				(40)			(40)
Performance Reward Grant ABG	Mike Grant	(21)				(21)			(21)
Police & Crime Commissioner - Community Safety Grant	Mike Grant	(64)				(64)			(64)
Thames Vally Police	Mike Grant	(61)				(61)			(61)
Sportivate Grant	Sharon Bolton	(33)				(33)			(33)
Reserves from Grants & Contributions		(3,885)	(59)	962	0	(2,982)	912	0	(2,070)
Total Earmarked Reserves		(18,253)	(3,187)	6,194	(582)	(15,828)	1,657	(2,373)	(16,544)

General Fund		(3,517)		42	0	(3,475)	0	(492)	(3,967)
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Total Reserves		(21,770)	(3,187)	6,236	(582)	(19,303)	1,657	(2,865)	(20,511)
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Reserves Opening Balance	(21,770)
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Budget moved to reserve NHB	(2,031)
Budget created from reserve	1,480
General underspends trf to reserves	(268) (1,426)
Use of Reserves in year	4,712
Total Use of Reserves in Budget Monitoring	(819) 3286
Subtotal (Net use of Reserves)	2467
Draft Reserves Closing Balance	(19,303)

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Date	Agenda Items
23 May	Medium Term Financial Strategy Review of Reserves for 2016/17 Accounts
25 July	Medium Term Financial Strategy Final Outturn against Budget 2016/17 Reserves 2016/17 Business Rates Monitoring 2016/17 Procurement Monitoring 2016/17 CTRS report
30 August	Q1 Budget Monitoring: Revenue, Funding, Capital & Reserves Q1 Procurement Monitoring Q1 Business Rates Monitoring Q1 Write Offs Medium Term Financial Strategy
26 September	Budget Guidelines 2018/19 Medium Term Financial Strategy
31 October	Q2 Budget Monitoring: Revenue, Funding, Capital & Reserves Q2 Procurement Monitoring Q2 Business Rates Monitoring Q2 Write Offs Medium Term Financial Strategy CTRS report
28 November	Capital Bids 2018/19 Discounts and Exemptions Review Fees and Charges 2018/19 Medium Term Financial Strategy
30 January	Revenue and Capital Budget 2018/19 (Incl. MTFS) Provisional LG Settlement 2017/18 Discretionary Rate Relief Policy
27 February	Q3 Budget Monitoring: Revenue, Funding, Capital & Reserves Q3 Procurement Monitoring Q3 Business Rates Monitoring Q3 Write Offs

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