

Public Document Pack



Committee: Budget Planning Committee
Date: Wednesday 30 August 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 Hugo Brown
Councillor Ian Corkin	Councillor Carmen Griffiths
Councillor David Hughes	Councillor Alan MacKenzie-Wintle
Councillor Andrew McHugh	Councillor Barry Richards
Councillor Tom Wallis	Councillor Sean Woodcock
Councillor Maurice Billington	

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 25 July 2017.

5. Chairman's Announcements

To receive communications from the Chairman.

6. Quarter 1 2017-18 - Revenue and Capital Budget Monitoring Report (Pages 7 - 26)

Report of the Chief Finance Officer

Purpose of report

This report summarises the Council's Revenue, Capital and Reserves position as at the end of Quarter One of the financial year 2017-18 and projections for the full year.

Recommendations

Budget Planning Committee is recommended:

- 1.1 To review the projected revenue and capital position at June 2017 and make any comments to Executive.
- 1.2 To review the current position on reserves at June 2017.

7. Review of Procurement Strategy Progress (Pages 27 - 30)

Report of the Chief Finance Officer.

Purpose of report

To summarise the Council's Procurement Strategy progress for Q1 of the financial year 2017-18.

Recommendations

The meeting is recommended:

- 1.1 That the Committee note the progress made during Q1 2017-18 in implementing the Council's Procurement Strategy.

8. Business Rates Monitoring 2017-2018 (Pages 31 - 36)

Report of the Chief Finance Officer

Purpose of report

To provide members of Budget Planning Committee with an update on the business rates position as at the end of Quarter 1 of the 2017-2018 financial year.

Recommendation

The meeting is recommended:

1.1 To note the report.

9. Review of Committee Work Plan (Pages 37 - 38)

To review the Committee Work Plan.

10. Exclusion of Press and Public

The following items contain exempt information as defined in the following paragraphs of Part 1, Schedule 12A of Local Government Act 1972.

3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Members are reminded that whilst the following item has been marked as exempt, it is for the meeting to decide whether or not to consider it in private or in public. In making the decision, members should balance the interests of individuals or the Council itself in having access to the information. In considering their discretion members should also be mindful of the advice of Council Officers.

Should Members decide not to make a decision in public, they are recommended to pass the following recommendation:

“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.”

11. Medium Term Revenue Plan - 2017/18 to 2021/22 (Pages 39 - 44)

Exempt report of the Chief Finance Officer.

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

Yvonne Rees
Chief Executive

Published on Monday 21 August 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 25 July 2017 at 6.30 pm

- Present: Councillor Nicholas Mawer (Chairman)
Councillor Douglas Webb (Vice-Chairman)
- Councillor Ian Corkin
Councillor Carmen Griffiths
Councillor David Hughes
Councillor Andrew McHugh
Councillor Barry Richards
Councillor Tom Wallis
Councillor Sean Woodcock
- Substitute Members: Councillor Tony Ilott (In place of Councillor David Anderson)
Councillor Barry Wood (In place of Councillor Alan MacKenzie-Wintle)
Councillor Tim Hallchurch (In place of Councillor Hugo Brown)
- Apologies for absence: Councillor David Anderson
Councillor Hugo Brown
Councillor Alan MacKenzie-Wintle
- Officers: Paul Sutton, Chief Finance Officer / Section 151 Officer
Richard Stirling, Corporate Procurement Manager
Geni Hotchkiss, Business Support Unit Manager
Belinda Green, Revenues and Benefits Manager
Lesley Farrell, Democratic and Elections Officer
Joel Bliss, Assistant Democratic and Elections Officer

3 **Declarations of Interest**

There were no declarations of interest.

4 **Urgent Business**

There was no urgent business.

5 **Minutes**

The minutes of the meetings of the Budget Planning Committee held on 28 February, 6 April and 15 May 2017 were agreed as correct records and signed by the Chairman.

6 **Chairman's Announcements**

There were no Chairman's announcements.

7 **2016-17 Revenue and Capital Outturn Report**

The Chief Finance Officer submitted a report on the Revenue and Capital Outturn position at the end of the 2016-17 financial year. The Committee was advised that whilst there had been issues surrounding Regeneration and Housing, new management and processes were in place and the issues were being addressed and resolved.

In response to Members' comments regarding poor budgeting and the Solihull Partnership, the Chief Finance Officer explained that areas where problems had occurred had been reviewed. The majority of the Solihull Partnership work had now been completed and a more productive relationship was now in place.

Members raised concerns about the amount of slippage from 2016-17 and requested more information as to why these projects had slipped. The Committee also requested that greater context to the slippages be provided to ensure that the same projects had not slipped repeatedly.

Some members of the Committee raised concerns about the distribution of New Homes Bonuses. The Chief Finance Officer suggested that a review of the use of New Homes Bonus be brought to Committee in September.

Resolved

- (1) That it be recommended to the Account Audit and Risk Committee that the carry forward of the budget underspends from 2016-17 to 2017-18 be agreed.
- (2) That it be recommended to the Account Audit and Risk Committee that the capital out-turn position for 2016-17 be noted.
- (3) That it be recommended to the Account Audit and Risk Committee that the review of reserves be agreed.
- (4) That it be recommended to the Account Audit and Risk Committee that the balances on slipped capital schemes in 2016-17 be agreed and carried forward into the 2017-18 capital program.

8 **Business Rates Monitoring 2016-2017**

The Chief Finance Officer submitted a report which provided Members with the business rates position as at the end of 2016-2017 financial year.

The Business Support Manager explained that a number of large projects were outstanding with the Valuation Office Agency and once included would even out the decline in business rates.

In response to concerns raised by members over the increasing rates that many businesses faced; which could cause companies to reduce in size, leave the area or even close completely, the Business Support Manager explained that there would be business rate relief schemes in place to assist with the transitional period.

Resolved

- (1) That the report be noted

9 **Review of Procurement Strategy Progress**

The Chief Finance Officer submitted a report that summarised the Council's Procurement Strategy progress for Quarter 4 of the financial year 2016-2017. In response to Members' comments regarding the suitability of contractors, the Procurement Manager informed the Committee that when looking for contractors, a company's prior record would be taken into account and that regarding the success of a contract; contract management was a key element.

The Committee commented that the format of the report had improved and was much more informative than previous reports.

Resolved

- (1) That the progress made in implementing the Council's Procurement Strategy during Quarter 4 2016-17 be noted.

10 **Council Tax Reduction Scheme 2018-2019**

The Chief Finance Office submitted a report to provide members with an update on the implications of the current council Tax Reduction Scheme (CTRS) and the changes to discounts, including the impact on collection rates, and to provide members with options to consider for a Council Tax Reduction Scheme for 2018-2019.

The Committee were satisfied with the current scheme and agreed that Executive be recommended to agree there be no change to the scheme.

Resolved

- (1) That the financial implications of the report be noted.
- (2) That Executive be recommended to agree Option 1 - No change to the current local Council Tax Reduction scheme, as the preferred Council Tax Reduction Scheme for 2018-19 in order for consultation to be undertaken

11 **Spring Budget 2017 - Business Rates Relief Schemes**

The Chief Finance Officer submitted a report on the spring budget 2017 changes to Business Rates and provided members with details of the proposed local Discretionary Business Rate Relief Scheme and Pubs Relief Scheme.

In response to Members' questions, the Business Support Manager explained that one hundred and twenty seven businesses would be eligible to benefit from the proposed scheme. Support to local Business would be maximised as there would be a 100% refund from central government.

At the request of Members, the Chief Finance Officer agreed to circulate the list 127 businesses which would be eligible to benefit from the proposed schemes outside of the meeting.

Resolved

- (1) That the contents of the report be noted.
- (2) That no amendments be recommended to Executive to the proposed local Discretionary Business Rate Relief Scheme.
- (3) That Executive be recommended to adopt the final local Discretionary Relief Business Rate Relief Scheme and the Pubs Relief Scheme.
- (4) That Executive be recommended to consider a more robust connection with the business community.

12 **Review of Committee Work Plan**

The Committee considered its work programme. As discussed under agenda item 6, 2016-2017 Revenue and Capital Outturn Report, a review of the New Homes Bonus allocation was added to the Work Programme.

Resolved

- (1) That a review of New Homes Bonus allocation be added to 26 September 2017.
- (2) That subject to resolution (1), the work program be noted.

13 **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.”

14 **Medium Term Revenue Plan - 2017/18 to 2021/22**

The Chief Finance Officer submitted an Exempt report on the Medium Term Revenue Plan 2017-18 to 2021/22.

Resolved

- (1) That the exempt report be noted.

The meeting ended at 9.00 pm

Chairman:

Date:

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Cherwell District Council

Budget Planning Committee

30 August 2017

Quarter 1 2017-18 – Revenue and Capital Budget Monitoring Report

Report of Chief Finance Officer

This report is public

Purpose of report

This report summarises the Council's Revenue, Capital and Reserves position as at the end of Quarter One of the financial year 2017-18 and projections for the full year.

1.0 Recommendations

Budget Planning Committee is recommended:

- 1.1 To review the projected revenue and capital position at June 2017 and make any comments to Executive.
- 1.2 To review the current position on reserves at June 2017.

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 to the Budget Planning Committee on a quarterly basis. This report will go to the Executive on 4 September 2017.
- 2.2 Revenue and capital expenditure in quarter 1 and the position on reserves have been subject to a detailed review by Officers.

3.0 Report Details

Projected Revenue Outturn 2017-18

- 3.1 At quarter one the Council is projecting an underspend of £38k at the year end. Analysis by directorate can be found in Appendix 1.

CHERWELL DISTRICT COUNCIL
MANAGEMENT ACCOUNTS AS AT 30 JUNE 2017

SUMMARY BY SERVICE AREA

	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	47	0	47	42	6	1	G	187	0	187	195	8	G
CHIEF EXECUTIVE TOTAL	47	0	47	42	6	1	G	187	0	187	195	8	G
Finance	583	0	583	471	112	0	G	1,104	0	1,104	1,104	0	G
Revenues & Benefits	244	61	305	246	69	10	G	190	297	487	487	0	G
Procurement	30	0	30	8	22	0	G	104	0	104	104	0	G
Assets and facilities Management	(165)	88	(77)	(248)	185	14	G	165	247	412	428	16	G
Commercial Dev't and innovation	778	81	859	589	260	(10)	G	2,302	60	2,362	2,316	(46)	G
Business Support Unit	24	0	24	24	0	0	G	89	0	89	89	0	G
Housing and Regeneration	41	0	41	(3)	59	15	G	85	0	85	100	15	G
CHIEF FINANCE OFFICER TOTAL	1,535	230	1,765	1,087	707	29	A	4,039	604	4,643	4,628	(15)	G
Strategic Planning Economy	290	39	329	74	256	1	G	1,161	122	1,283	1,283	0	G
Development Management	138	0	138	46	86	(6)	G	552	0	552	493	(59)	A
Communications and Corporate P	79	0	79	74	16	11	G	317	0	317	317	0	G
Performance	73	20	93	64	21	(8)	G	333	20	353	353	0	G
Strategy and Commissioning	30	0	30	30	0	0	G	109	0	109	109	0	G
Governance	126	0	126	111	16	1	G	819	0	819	830	11	G
Law	65	0	65	56	7	(2)	G	240	0	240	240	0	G
Bicester Regeneration Projects	496	138	634	323	312	1	G	1,190	160	1,350	1,350	0	G
STRATEGY AND COMMISSIONING TOTAL	1,297	197	1,494	778	714	(2)	G	4,721	302	5,023	4,975	(48)	G
Community Services	1,809	0	1,809	733	1,074	(2)	G	7,226	19	7,245	7,252	7	G
Environmental Services	1,366	0	1,366	1,236	134	4	G	5,454	0	5,454	5,464	10	G
OPERATIONS AND DELIVERY TOTAL	3,175	0	3,175	1,969	1,208	2	G	12,680	19	12,699	12,716	17	G
TOTAL DIRECTORATES	6,054	427	6,481	3,876	2,635	30	G	21,627	925	22,552	22,514	(38)	G

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

- 3.2 The only significant variance for the year to date relates to Assets and Facilities Management costs where there are still downward pressures on income relating to commercial and investment property, these continue to be monitored closely.
- 3.3 The year end projection shows only one significant variance with the Development Management budget being underspent by £59k due to the expectation that planning income will be higher than budget based on performance to date.

Projected Capital Outturn 2017-18

Directorate	BUDGET £000	ACTUAL £000	COMMITMENT £000	PROJECTION £000	SLIPPAGE £000	VARIANCE £000
Chief Finance Officer	29,948	1,633	7,894	20,734	0	313
Operations & Delivery	7,742	1,185	2,111	3,769	520	(157)
Total	37,690	2,818	10,005	24,503	520	156

- 3.4 The net Capital projection as at June 2017 is within budget tolerances (projected variance is less than 1% of the Approved Budget). The projected slippage relates largely to spend on Disabled Facilities Grants where the allocation from Oxfordshire County Council has increased this year. It expected that the slipped funds will be utilised in future years where funding could be reduced. A detailed breakdown by capital scheme is presented at Appendix 2.

Reserves 2017-18

- 3.3 The Committee is asked to review the Council's draft reserves position for the 2016/17 year-end as set out at Appendix 3. (Figures shaded yellow are planned use of reserves, amber shading indicates additional in-year use of reserves, green shading indicates planned transfers into reserves and blue shading indicates additional in-year transfers to reserves).

4.0 Conclusion and Reasons for Recommendations

- 4.1 It is recommended that:

- the contents of this report are reviewed.

5.0 Consultation

Cllr Tony Ilott – Lead member
for Financial Management

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

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: This report illustrates the Council's performance against the 2017-18 Financial Targets for Revenue and Capital and sets out the Council's position on 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, Interim Head of Finance, 01295 221564

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:

Nigel Bell, Interim Legal Services Manager. 01295 221687

nigel.bell@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:

Louise Tustian, Team Leader – Strategic Intelligence and Insight, 01295 221

louise.tustian@cherwellandsouthnorthants.gov.uk

Equality and Diversity

- 7.4 Impact assessments were carried out in advance of setting the 2017-18 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 Tony Ilott – Lead Member for Financial Management

Document Information

Appendix No	Title
1	Directorate Analysis Revenue Expenditure 2017-18
2	Directorate Analysis Capital Expenditure 2017-18
3	Reserves 2017-18

Background Papers	
None	
Report Author	Paul Sutton, Chief Finance Officer
Contact Information	0300 003 0106 paul.sutton@cherwellandsouthnorthants.gov.uk

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Cherwell District Council

Budget Planning Committee

30 August 2017

Review of Procurement Strategy Progress

Report of Chief Finance Officer

This report is public

Purpose of report

This report summarises the Council's Procurement Strategy progress for Quarter 1 of the financial year 2017-18.

1.0 Recommendations

The meeting is recommended:

- 1.1 That the Committee note the progress made during Quarter 1 2017-18 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 whilst maintaining or improving quality.
- 3.3 Examples of added value achieved by the shared Procurement Team for CDC Quarter
- 3.4 4 16/17 are shown in the table below.
- 3.5 The budget for running the Procurement Team for Cherwell District Council is £104,000 per annum.

Project	
Cost savings	Q1
Banking services (£18,000 over 4 years-starting q2 16/17)	£1,125
Early payment discount for Diesel (£500 over 1 year starting q2 16/17)	£125
Woodgreen leisure centre management (£938,000 over 18 years starting q2 16/17)	£13,000
Legal support (£10,000 over two years starting q3 16/17)	£1,250
On line legal database access (£9,000 over three years starting q3 16/17)	£750
Waste Management software (£7,621 over 4 years starting q4 16/17)	£476
Agency Staff (£230,000 over 2 years starting q4 16/17)	£28,750
Internal Audit (£35,887 over 3 years starting q1 17/18)	£2,990
Distribution of Cherwell Link (£15,663 over 3 years starting q1 17/18)	£1,305
Car Park Management Services (£2,789,691 over 5 years starting q1 17/18)	£139,484
HR & Payroll software (£115,500 over 4 years starting q1 17/18)	£7,218
Sub total	£196,473
Process saving	
Sub total	£0
Under budget	
Sub total	£0
Bid differential	
Sub total	£0
Total	£196,473

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

Project	Comment
Advertising services	Finalising reports to recommend appointment of supplier to consult with officers responsible for drafting and placing advertising with view to reduce requirement and cost per cm.
External printing	Currently analysing requirement and evaluating options.
Insurance	Currently reviewing cover and excess details prior to competitive market engagement.
Wide Area Network design and provide	Currently evaluating returns from competitive process.
Dry waste recycling	Early market engagement to shape project.
Payment kiosk maintenance	Considering longer term opportunity with additional kiosk for SNC.

4.0 Conclusion and Reasons for Recommendations

4.1 The shared procurement service continues to provide a valuable service to both Councils by delivering added value whilst striving to improve quality and ensuring compliance with Procurement regulations. The Budget Planning Committee is recommended to note the progress made in Q1 2017/18.

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:

Paul Sutton, Chief Financial Officer 0300 003 0106
paul.sutton@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:

James Doble, Assistant Director – Transformational Governance, 01295 221587,
james.doble@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

Cherwell District Council

Budget Planning Committee

30 August 2017

Business Rates Monitoring 2017-2018

Report of the Chief Finance Officer

This report is public

Purpose of report

To provide members of Budget Planning Committee with an update on the business rates position as at the end of Quarter 1 of the 2017-2018 financial year.

1.0 Recommendations

The meeting is recommended:

- 1.1 To note the report.

2.0 Introduction

- 2.1 The Business Rates Retention Scheme has been in place since April 2013. Under the scheme, Cherwell retains a proportion of business rates growth. In April 2017 a new Rating List was adopted whereby all businesses in the United Kingdom were revalued. For Cherwell this meant that the rateable value increased by 21.5% compared to the national average of 11%. As the government tries to make the impact of a new Rating List fiscally neutral, although the rateable values are higher the non-domestic rating income remained fairly constant.
- 2.2 The monitoring at the end of June 2017 shows the Non-Domestic Rating income, after allowing for accounting adjustments, to be 3% higher than the estimate provided in the NNDR1 return. This is a timing issue based on when properties are brought into the Rating List and does not impact on the General Fund in 2017-18. The table in 3.2 shows the major areas of growth and decline in the quarter. Table 2 in paragraph 3.7 shows the budget monitoring position and the impact on the General Fund for 2017-18 financial year.

3.0 Report Details

- 3.1 Business rates are a property tax based on the rateable value of each non-domestic property. Rateable values are determined by the Valuation Office Agency (VOA) and are mostly based on rental values. The rateable value for Cherwell District

Council at the start of the year on 1 April 2017 was 208,681,878 and at the end of Quarter 1 the rateable value was £210,285,685.

- 3.2 The rateable value for the authority has increased by £1,603,780 from April to June 2017. There are a number of increases and decreases making up this amount. The largest of these are outlined in the table below:

Table 1: Growth and Decline in the District for April to June 2017

Growth	Reason	Change in RV
Tesco, Bicester	New properties	2,110,000
Station Fields Industrial Estate, Kidlington (unit 15 and 18)	New properties	158,500
Unit 15, Banbury Gateway Shopping Park	New properties	69,500
Unit 10-14, Apollo Office Park	New properties	73,500
Show Houses , Heyford Park	New properties	72,250
Various	Miscellaneous small movements in growth and decline	54,030
Major areas of Growth		2,537,780
Decline	Reason	Change in RV
68-69 Pingle Drive, Shops, demolished	Properties deleted from the rating list	-700,000
88-89 Pingle Drive, Shops, demolished	Properties deleted from the rating list	-234,000
Major areas of Decline		-934,000
Movement in Rateable Value for Quarter 1		1,603,780

Accounting for Business Rates

- 3.3 Billing authorities are required to complete a statutory return called the NNDR1 before the beginning of the financial year to forecast the amount of business rates income that they expect to charge businesses during the course of the year. From this, a number of allowable deductions will be made for a provision for appeals and losses in collection in order to arrive at a figure for its non-domestic rating income.
- 3.4 Once rateable value has been established by the VOA a multiplier is applied to turn it into an amount to be charged to businesses. At the end of Quarter 1, the non-domestic rating income, after applying the multiplier to the rateable value detailed in 3.1, and after allowing for the accounting adjustments, is £87,450,349. The non-domestic rating income collected is then apportioned between Central Government (50%), Cherwell District Council (40%) and Oxfordshire County Council (10%). A tariff is deducted and paid to Central Government. The remaining amount is then compared to the baseline funding figure (for Cherwell this is £3,566,292 for 2017-2018) and a levy of 50% is payable on the excess (any growth) to Central Government. The remainder stays with the Council.

- 3.5 As Cherwell is in a pool, we retain more business rates as the levy rate is 0.7% instead of 50% outside of the pool. In 2017-18, the North Oxfordshire Business Rates Pool consists of Cherwell District Council, West Oxfordshire District Council and Oxfordshire County Council. This combination of authorities results in a levy of 0.7%. Should other authorities join the Pool then the levy would be more than 0.7% and Cherwell would have to pay the levy to Central Government.
- 3.6 For the financial year 2017-18 Cherwell entered into a distribution agreement with the other Oxfordshire authorities under which Oxford City Council and South Oxfordshire District Council agreed to be omitted from the Pool of authorities whose business rates base would be used to maximise the potential funds available for distribution. Under this arrangement the levy remains at 0.7%, but Oxford City Council and South Oxfordshire District Council share in the risks and rewards of being in the Pool. .
- 3.7 The retained business rates income budgeted for in 2017-18, including the baseline funding of £3,566,292, is £6,922,000. At the end of June 2017 the retained business rates income, after allowing for accounting adjustment for provisions, is £6,354,378 which is £567,622 less than budgeted. This is detailed in the table 2 below:

Table 2: Budget monitoring 2017-18

	Budget	Forecast Outturn	Variance
	£'000	£'000	£'000
Baseline funding	-3,566	-3,566	0
Retained Business Rates	-3,356	-2,788	568
2017-2018 impact on General Fund	-6,922	-6,354	568

- 3.8 The main reason for the adverse variance against budget, which will impact on the General Fund in 2017-18, is due to the pooling allocation. The pooling gain is allocated based on each authority's growth above the baseline. As both Oxford City and South Oxfordshire are currently reporting more growth at the end of June than budgeted, Cherwell's proportion of the pooling gain is therefore smaller than anticipated and has resulted in a forecast adverse variance against budget at the end of 2017-18 financial year. This will be monitored and reported throughout the financial year.
- 3.9 An earmarked reserve for business rates volatility was set up for this purpose; the current balance is £2,205,000 and this reserve can be used to fund the adverse variance of £568,000 in 2017-18.

Collection Fund Surplus/Deficit

- 3.10 The accounting arrangements for business rates mean that we account in year for the estimates as per the NNDR1. The difference between the estimate (NNDR1) and the actual at the end of the year (NNDR3) is the Collection Fund surplus or deficit. There is a timing delay between when this occurs and when it actually appears in the accounts as a surplus or deficit for the General Fund.

The current Collection Fund deficit at the end of June 2017 is forecast at £557,000, and the CDC proportion of this is £223,000. This position changes each month as the Rating List is updated by the Valuation Office Agency. The Collection Fund surplus or deficit will not impact on the General fund until 2019-20.

4.0 Conclusions and Reasons for Recommendations

4.1 Members are asked to note the detail of this report.

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: None: this report is provided for information.

7.0 Implications

Financial and Resource Implications

7.1 These are contained within the report.

Comments checked by:

Sanjay Sharma, Interim Head of Finance, 01295 221564
sanjay.sharma@cherwellandsouthnorthants.gov.uk

Legal Implications

7.2 None directly arising as this is a report for information.

Comments checked by:

Nigel Bell, Interim Legal Services Manager, 01295 221687
nigel.bell@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 be monitored through the operational risk register. Any increase in risk is reviewed and acted on.

Comments checked by: Louise Tustian
Louise Tustian, Team Leader - Strategic Intelligence and Insight Team 01295 221786
louise.tustian@cherwellandsouthnorthants.gov.uk

Equality and Diversity

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

Comments checked by:
Caroline French, Business Transformation Project Officer 01295 221586
caroline.french@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 Tony Illot, Lead Member for Financial Management

Document Information

Appendix No	Title
None	
Report Author	Mandy Anderson, Financial Analyst
Contact Information	Mandy Anderson, Financial Analyst mandy.anderson@cherwellandsouthnorthants.gov.uk 01327 322233

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CHERWELL DISTRICT COUNCIL
MANAGEMENT ACCOUNTS AS AT 30 JUNE 2017

SUMMARY BY SERVICE AREA

	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	47	0	47	42	6	1	G	187	0	187	195	8	G
CHIEF EXECUTIVE TOTAL	47	0	47	42	6	1	G	187	0	187	195	8	G
Finance	583	0	583	471	112	0	G	1,104	0	1,104	1,104	0	G
Revenues & Benefits	244	61	305	246	69	10	G	190	297	487	487	0	G
Procurement	30	0	30	8	22	0	G	104	0	104	104	0	G
Assets and facilities Management	(165)	88	(77)	(248)	185	14	G	165	247	412	428	16	G
Commercial Dev't and innovation	778	81	859	589	260	(10)	G	2,302	60	2,362	2,316	(46)	G
Business Support Unit	24	0	24	24	0	0	G	89	0	89	89	0	G
Housing and Regeneration	41	0	41	(3)	59	15	G	85	0	85	100	15	G
CHIEF FINANCE OFFICER TOTAL	1,535	230	1,765	1,087	707	29	A	4,039	604	4,643	4,628	(15)	G
Strategic Planning Economy	290	39	329	74	256	1	G	1,161	122	1,283	1,283	0	G
Development Management	138	0	138	46	86	(6)	G	552	0	552	493	(59)	A
Communications and Corporate P	79	0	79	74	16	11	G	317	0	317	317	0	G
Performance	73	20	93	64	21	(8)	G	333	20	353	353	0	G
Strategy and Commissioning	30	0	30	30	0	0	G	109	0	109	109	0	G
Governance	126	0	126	111	16	1	G	819	0	819	830	11	G
Law	65	0	65	56	7	(2)	G	240	0	240	240	0	G
Bicester Regeneration Projects	496	138	634	323	312	1	G	1,190	160	1,350	1,350	0	G
STRATEGY AND COMMISSIONING TOTAL	1,297	197	1,494	778	714	(2)	G	4,721	302	5,023	4,975	(48)	G
Community Services	1,809	0	1,809	733	1,074	(2)	G	7,226	19	7,245	7,252	7	G
Environmental Services	1,366	0	1,366	1,236	134	4	G	5,454	0	5,454	5,464	10	G
OPERATIONS AND DELIVERY TOTAL	3,175	0	3,175	1,969	1,208	2	G	12,680	19	12,699	12,716	17	G
TOTAL DIRECTORATES	6,054	427	6,481	3,876	2,635	30	G	21,627	925	22,552	22,514	(38)	G

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 JUNE 2017**

CHIEF EXECUTIVE

	Actual v Profile							Projected v Budget					
	Budget YTD	Use of Reserves 2017/18	Revised Budget	Actual YTD £000's	Commitment	Variance (Under) / Over	Concern Key	Budget	Use of Reserves 2017/18	Revised Budget	Projected	Variance (Under) / Over	Concern Key
Chief Executive	46,854	0	46,854	41,646	6,379	1,170	G	187,000	0	187,000	195,000	8,000	G
CHIEF EXECUTIVE TOTAL	46,854	0	46,854	41,646	6,379	1,170	G	187,000	0	187,000	195,000	8,000	G

Reasons for major variance :

Actual:

Chief Executive

Savings in employee costs have been offset by costs relating to the Council's response to Oxfordshire Local Government Reorganisation proposals.

Projected:

Chief Executive

It is anticipated that the saving made to date will show an annual potential saving of at least £8k on employee costs. However Consultancy costs re Oxfordshire LGR will absorb this and will possibly need to be funded from Reserves. Salary budget needs to be reviewed now the new Chief Executive is in post.

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 JUNE 2017**

CHIEF FINANCE OFFICER

	Actual v Profile							Projected v Budget					
	Budget YTD	Use of Reserves 2017/18	Revised Budget	Actual YTD £000's	Commitment	Variance (Under) / Over	Concern Key	Budget	Use of Reserves 2017/18	Revised Budget	Projected	Variance (Under) / Over	Concern Key
Finance	582,878	0	582,878	470,639	112,239	(0)	G	1,104,000	0	1,104,000	1,104,000	0	G
Revenues & Benefits	243,803	61,275	305,078	245,671	68,680	9,274	G	190,000	297,000	487,000	487,000	0	G
Procurement	29,649	0	29,649	8,049	21,600	0	G	104,000	0	104,000	104,000	0	G
Assets and facilities Management	(165,197)	88,170	(77,027)	(248,407)	185,141	13,760	G	165,000	246,562	411,562	427,562	16,000	G
Commercial Dev't and innovation	778,378	81,000	859,378	588,719	259,972	(10,686)	G	2,302,000	60,000	2,362,000	2,316,434	(45,566)	G
Business Support Unit	23,683	0	23,683	23,683	0	(0)	G	89,000	0	89,000	89,000	0	G
Housing and Regeneration	40,957	0	40,957	(3,228)	59,382	15,198	G	85,000	0	85,000	100,000	15,000	G
CHIEF FINANCE OFFICER Total	1,534,151	230,445	1,764,596	1,085,126	707,015	27,545	A	4,039,000	603,562	4,642,562	4,627,996	(14,566)	G

Reasons for major variance :

Actual:

Finance

Revenues & Benefits

Procurement

Assets & Facilities Management There are still downward pressures on income related to commercial and investment properties, these continue to be monitored closely.

Commercial Devt & Innovation

Business Support Unit

Housing and Regeneration

Projected:

Finance

Revenues & Benefits

Procurement

Assets & Facilities Management Income relating to commercial and investment properties is expected to remain volatile and will be monitored closely.

Commercial Devt & Innovation

Business Support Unit

Housing and Regeneration

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 JUNE 2017**

Strategy and Commissioning

	Actual v Profile							Projected v Budget					
	Budget YTD	Use of Reseves 2017/18	Revised Budget	Actual YTD	Commitment	Variance (Under) / Over	Comments	Budget	Use of Reseves 2017/18	Revised Budget	Projected	Variance (Under) / Over	Comments
Strategic Planning Economy	290,494	39,111	329,605	73,710	255,895	0	G	1,161,000	122,424	1,283,424	1,283,424	(0)	G
Development Management	138,437	0	138,437	46,416	85,740	(6,281)	G	552,000	0	552,000	493,230	(58,770)	A
Communications and Corporate P	79,338	0	79,338	73,856	15,974	10,491	G	317,000	0	317,000	317,000	0	G
Performance (Strategic Intelligence & Insight)	72,878	20,000	92,878	63,720	20,784	(8,374)	G	333,000	20,000	353,000	353,000	0	G
Strategy and Commissioning	29,622	0	29,622	29,960	0	338	G	109,000	0	109,000	109,000	0	G
Governance	126,474	0	126,474	111,497	16,149	1,173	G	819,000	0	819,000	830,250	11,250	G
Legal	65,409	0	65,409	56,017	6,759	(2,633)	G	240,000	0	240,000	240,000	0	G
Bicester Regeneration Projects	496,259	138,296	634,555	322,648	311,907	(0)	G	1,190,000	160,000	1,350,000	1,350,000	0	G
Strategy and Commissioning Total	1,298,911	197,407	1,496,318	777,824	713,208	(5,286)	G	4,721,000	302,424	5,023,424	4,975,904	(47,520)	G

Reasons for major variance :

Actual:

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

Projected:

Strategic Planning Economy:
 Development Management: Expected that planning income will be higher than budget based on Q1 performance.
 Communications:
 Performance (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

Operational Delivery - Community

	Actual v Profile							Projected v Budget					
	Budget YTD	Use of Reserves 2017/18	Revised Budget	Actual YTD	Commitment	Variance (Under / Over)	Concern Key	Budget	Use of Reserves 2017/18	Revised Budget	Projected	Variance (Under / Over)	Concern Key
Countryside and Community	137,422	0	137,422	10,684	129,558	2,820	G	548,999	0	548,999	560,120	11,167	G
Arts Tourism and Health	227,685	0	227,685	(180,588)	410,023	1,750	G	910,000	0	910,000	912,702	2,702	G
Customer Services	277,601	0	277,601	267,573	15,261	5,232	G	1,109,000	0	1,109,000	1,129,783	20,783	A
Parking Services	(260,898)	0	(260,898)	(237,144)	(28,516)	(4,762)	G	(1,043,000)	9,000	(1,034,000)	(1,076,168)	(42,168)	A
Recreation and Sports	30,324	0	30,324	81,617	(45,198)	6,095	G	121,001		121,001	134,621	13,620	G
Leisure Facilities Management	652,357	0	652,357	238,378	415,614	1,635	G	2,607,000	0	2,607,000	2,622,411	15,411	G
Public Protection	231,190	0	231,190	182,420	46,312	(2,458)	G	923,000	10,452	933,452	923,156	(10,296)	G
Strategic Housing	81,575	0	81,575	79,898	(2,314)	(3,991)	G	326,000	0	326,000	351,453	25,453	R
Housing Needs	344,111	0	344,111	227,361	104,399	(12,350)	G	1,374,000	0	1,374,000	1,324,213	(49,787)	A
Private Sector Housing	97,886	0	97,886	109,448	(11,203)	359	G	391,000	0	391,000	392,430	1,430	G
Home Improvement Agency	(10,218)	0	(10,218)	(46,755)	40,351	3,815	G	(41,000)	0	(41,000)	(22,888)	18,112	G
Operational Delivery - Community Total	1,809,035	0	1,809,035	732,892	1,074,288	(1,855)	G	7,226,000	19,452	7,245,452	7,251,834	6,428	G

Reasons for major variance :

Actual:

Countryside and Community
 Arts Tourism and Health
 Customer Services Overspend is wholly related to the Staffing Vacancy Factor as there is a full compliment of staff
 Parking Services The new contract is in place as of 1 June 2017. Therefore salary savings are forecast alongside an increase in income through more Excess Charge notices being issued.
 Recreation and Sports
 Leisure Facilities Management
 Public Protection
 Strategic Housing/Housing Needs/Private Sector In terms of budget monitoring please consider Strategic Housing, Housing Needs, Private Sector Housing and HIA as a single department. This is so that the overall outturn position is reflected as per the business case of a 52:48 (CDC:SNC). The current forecast is a (£5k) underspend at CDC and (£4k) underspend at SNC (once inter council recharging has taken place)
 Housing/Home Improvement Agency

Projected:

Countryside and Community
 Arts Tourism and Health
 Customer Services If the full contingent of staff remain in post for the duration of the year then the overspend forecast at Q1 is likely to remain at year end
 Parking Services Due to the new contract with APCOA to manage CDC's car parks there is the expectation that a saving will be made in 2017-18 as a result of reduced costs compared to the mangement fee payable to APCOA as well as an increase in fee income from the issue of more ECN (Excess charge notice) due to more efficient methods. Due to better technology and the use of mopeds wardens are issuing more ECNs
 Recreation and Sports
 Leisure Facilities Management
 Public Protection
 Strategic Housing/Housing Needs/Private Sector
 Housing/Home Improvement Agency Housing have recently undergone a restructure and have become a joint service with SNC. The budgets have been set prior to the restructure and reflect the original structure. The business case has forecast savings as a result of becoming a joint service. This will need to be reviewed at quarter 2.

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 JUNE 2017**

Operations and Delivery - Environmental Services

	Actual v Profile							Projected v Budget					
	Budget YTD	Use of Reseves 2017/18	Revised Budget	Actual YTD	Commitment	Variance (Under) / Over	Comments	Budget	Use of Reseves 2017/18	Revised Budget	Projected	Variance (Under) / Over	Comments
Environmental Services	12,513	0	12,513	25,159	(13,146)	(500)	G	50,000	0	50,000	48,008	(1,992)	G
Environmental Protection	64,377	0	64,377	69,636	(6,428)	(1,169)	G	257,000	0	257,000	251,427	(5,573)	G
Street Cleansing and Public Services	300,702	0	300,702	303,297	(2,295)	300	G	1,201,000	0	1,201,000	1,201,300	300	G
Vehicle Maintenance and MOTs	38,907	0	38,907	179,158	(138,887)	1,364	G	155,000	0	155,000	156,864	1,864	G
Waste and Recycling	678,326	0	678,326	652,840	38,566	13,080	G	2,709,000	0	2,709,000	2,754,330	45,330	A
Street Scene and Landscape Services	226,126	0	226,126	(36,809)	261,172	(1,763)	G	903,000	0	903,000	898,132	(4,868)	G
Service Development Environment	44,805	0	44,805	42,395	(5,426)	(7,836)	G	179,000	0	179,000	154,414	(24,586)	A
Operations and Delivery - Environmental Services Total	1,365,756	0	1,365,756	1,235,675	133,556	3,475	G	5,454,000	0	5,454,000	5,464,475	10,475	G

Reasons for major variance :

Actual:

Environmental Services
 Environmental Protection
 Street Cleansing and Public Services
 Vehicle Maintenance and MOTs
 Waste and Recycling
 Street Scene and Landscape Services
 Service Development Environment

Projected:

Environmental Services
 Environmental Protection
 Street Cleansing and Public Services
 Vehicle Maintenance and MOTs
 Waste and Recycling
 Street Scene and Landscape Services
 Service Development Environment

If current trend continues then there will be an overspend in Waste and recycling relating to reduction in income through the sale of bins. This can be reviewed at quarter 2

If vacancies remain within the team without agency cover this area is projected to underspend at year end

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**

CODE	DESCRIPTION	SERVICE OWNER	BUDGET £000	ACTUAL £000	COMMITMENT £000	PROJECTION £000	SLIPPAGE £000	VARIANCE £000	COMMENTS
40096	Financial System Upgrade	Paul Sutton	0	0	6		0	6	
40060	HR / Payroll System replacement	Paul Sutton	37	0	0	37	0	0	XCD costs re HR incurred in July 17 & PO now raised for Data Migration costs.
	Castle Quay 2	Paul Sutton	500	69	0	431	0	0	Initial fees incurred.
	Finance Total		537	69	6	468	0	6	
40093	Bicester Community Building	Scott Barnes	94	(190)	10	354	0	80	Reversal of accrual pending receipt of invoice has resulted in negative actual expenditure. Budget not yet increased to reflect Executive decision re Travelodge.
40094	Graven Hill	Scott Barnes	13,148	0	0	13,148	0	0	
40095	NW Bicester Eco Business Centre	Scott Barnes	3,726	76	160	3,490	0	0	Does not yet reflect additional budget agreed by Executive.
	Bicester Regeneration Projects Total		16,968	(114)	170	16,992	0	80	
40062	East West Railways		870	0	0	870		0	There is a 5yr schedule of capital contributions to 2019/20.
	Build Programme	Paul Sutton	9,619	2,015	7,065	629	0	90	All schemes on target, as monitored by Build Board, with only minor variances.
40066	Condition Survey Works	Chris Hipkiss	101	(4)	0	105		0	Work planned in 2016/17 has been delayed to 2017/18 - Solihull Partnership - Actual re accrual reversal based on PO commitment as at 31/03/17
40067	Bradley Arcade Roof Repairs	Chris Hipkiss	88	(4)	9	84		1	Order placed 11th May 16 for completion in 2016/17 but work delayed till 2017/18 - Solihull Partnership - Actual re accrual reversal based on PO commitment as at 31/03/17
40071	Upgrade Uninterrupted Pwr Supp Back up	Chris Hipkiss	337	0	0	337		0	Work procured through Solihull Partnership. Work is urgent, so there is a need to complete this year
40072	Improvmts to Amenities Orchard Way	Chris Hipkiss	22	0	0	22		0	Work procured through Solihull Partnership but due to a lengthy lead-in time will be carried out in 2017/18 see 40075
40073	Woodgreen - Condition Survey Works	Chris Hipkiss	9	4	1	3		(1)	Ongoing project. Actuals to date are for Rendering work at WLC
40075	Orchard Way Shopg Arcade Front Serv	Chris Hipkiss	288	(7)	283	12		0	Work procured through Solihull Partnership. Orders placed 25/05/17 and is ongoing. Demolition of existing garages completed in July
40079	Bicester Cattle Market Car Park Phase 2	Chris Hipkiss	90	0	0	90		0	Project to commence in Q3 2017/18
40080	Old Bodicote House	Chris Hipkiss	0	(54)	65	0		11	Procured through Solihull Partnership, programme of planned works.
40081	Bicester Town Centre Redevelopment	Chris Hipkiss	0	22	2	79		103	Pioneer Sq costs re defect issues. Some costs will be recovered as part of a legal claim but amount is unknown at present
40085	Thorpe Lane Depot - CCTV Replacement	Chris Hipkiss	25	0	15	0		(10)	PO Commitment (CDC003691) to be cancelled as invoice was accrued in 2016/17 and processed in 2017/18 - see CDS invoice 10395 dated 14/03/17
40086	Bodicote House - CCTV Upgrade	Chris Hipkiss	0	0	18	0		18	PO Commitment (CDC003691) to be cancelled as invoice was accrued in 2016/17 and processed in 2017/18 - see CDS invoice 10395 dated 14/03/17
40087	Banbury Bus Station - Refurbishment	Chris Hipkiss	0	(103)	3	100		0	Work procured through Solihull Partnership. Actual related to accrual b/fwd from 2016/17 awaiting invoice from SP
40088	Banbury Museum - Refurbishment Programme	Chris Hipkiss	38	(40)	9	69		0	Work procured through Solihull Partnership. Actual related to accrual b/fwd from 2016/17 awaiting invoice from SP
40089	Community Buildings - Remedial Works	Chris Hipkiss	150	0	0	150		0	Project to commence in 2017/18 - date to be determined

CODE	DESCRIPTION	SERVICE OWNER	BUDGET £000	ACTUAL £000	COMMITMENT £000	PROJECTION £000	SLIPPAGE £000	VARIANCE £000	COMMENTS
40090	Car Parks Resurfacing	Chris Hipkiss	0	(49)	46	3		0	Work procured through Solihull Partnership. Actual related to accrual b/fwd from 2016/17 awaiting invoice from SP
40092	Spiceball Riverbank Reinstatement	Chris Hipkiss	50	0	0	50		0	Project delayed until 2017/18 - commencement to be determined
40123	Bolton Road	Jane Norman	74	0	88	0		14	PO Commitment (CDC002158 Balance) re Armac Grp re Retention
40139	Banbury Health Centre - Refurbishment of Ventilation, Heating & Cooling Systems	Chris Hipkiss	270	0	0	270		0	Project Plan being drawn up
40140	Thorpe Way Industrial estate - Roof & Roof Lights	Chris Hipkiss	100	0	0	100		0	Project Plan being drawn up
Assets Facilities Management Total			12,131	1,780	7,604	2,973	0	226	
40054	Land & Property Harmonisation	Tim Spiers	83	0	0	83		0	For implementation in 17/18 as per Project Plans
40056	5 Year Rolling HW / SW Replacement Prog	Tim Spiers	50	0	0	50		0	For implementation in 17/18 as per Project Plans
40057	Business Systems Harmonisation Programme	Tim Spiers	40	0	0	29		(11)	For implementation in 17/18 as per Project Plans
40059	Website Redevelopment	Tim Spiers	0	(114)	114	0		0	Actual re accrual reversal based on PO Commitment from previous year.
40126	Visualifies Replacement	Tim Spiers	0	11	0	0		11	IKEN Data Migration / Installation / Consultancy
	IT Strategy Review		139	1	0	139		1	For implementation in 17/18 as per Project Plans
Information Technology Total			312	(102)	114	301	0	1	
Chief Finance Officer Total			29,948	1,633	7,894	20,734	0	313	
40001	Biomass Heating Bicester Leisure Centre	Sharon Bolton	14	0	0	14		0	H and S changes required to delivery system
40002	Cooper Sports Hall Roof	Sharon Bolton	0	0	0	0		0	Works completed
40003	Customer Self-Service Portal CRM Solutn	Natasha Barnes	80	0	0	80		0	Project delayed
40004	The Hill Youth Community Centre	Jane Norman	909	0	0	909		0	The Hill project has been delayed and will not be complete until December 2017.
40005	Whitelands Farm Sports ground	Sharon Bolton	998	957	1,309	(1,268)		0	Budget needs to be reviewed.
40006	Community Centre Refurbishments	Nicola Riley	84	0	0	84		0	This budget is being held back for the Hill Youth Centre fit out
40007	Solar Photovoltaics at Sports Centre	Sharon Bolton	80	0	0	80		0	Required for replacement of the invertors
40009	Football Development Plan in Banbury	Sharon Bolton	20	0	0	20		0	Project delayed as new master plan being developed - spend in Q4
40010	North Oxfordshire Academy Astro turf	Sharon Bolton	490	0	0	490		0	Assume these are 2 projects: one for contribution to NOA 3G and one for NOA/ Cooper ATP replacement
40013	Stratfield Brake Repair Works	Sharon Bolton	22	0	0	22		0	All to be spent in Q2 - scoping of works completed - appointing contractors
40015	Car Park Refurbishments	Natasha Barnes	650	0	0	650		0	CDC car parks are now outsourced under a new management contract with APCOA. However 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.
40017	Sports Centre Modernisation Programme	Sharon Bolton	86	(199)	1	285		1	Reversal of accrual from previous year has resulted in the negative expenditure pending receipt of the expected invoice.
40018	WGLC Dry Side Refurbishment	Sharon Bolton	0	(52)	0	52		0	Reversal of accrual from previous year has resulted in the negative expenditure pending receipt of the expected invoice.
40019	Bicester Leisure Centre Extension	Sharon Bolton	149	5	30	114		0	Feasibility commenced Q1
40020	Spiceball Leis Centre Bridge Resurfacing	Sharon Bolton	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. Capital to slip as a consequence into 2018/19
40069	Empty Homes Work-in-Default Recoverable	Ian Davies	100	0	0	100		0	Contingency pot - this needs to remain at £100k per annum. Any unspent budget is to be slipped and topped up to £100k
40083	Disabled Facilities Grants	Ian Davies	1,798	157	0	1,231	410	0	£930k DFG grant from OCC. Expect to slip £410k

CODE	DESCRIPTION	SERVICE OWNER	BUDGET £000	ACTUAL £000	COMMITMENT £000	PROJECTION £000	SLIPPAGE £000	VARIANCE £000	COMMENTS
40084	Discretionary Grants Domestic Properties	Ian Davies	615	11	0	481		(123)	Could potentially offer up a saving at year end with members agreement
40131	S106 Capital Costs- Various Schemes		0	24	105	(129)		0	year end adjustment - projection is the transfer from S106 holding account
40135	Bicester Leisure Centre - Access Road Improvements	Sharon Bolton	33	0	0	33		0	Order not yet raised but cost of circa 23K - to be carried out in Q2 - planned 15/16 Aug
40136	Cooper School Performance Hall - Roof, Floor & Seat	Sharon Bolton	136	0	0	136		0	Works to roof to have commenced however due to timescales logistics the flooring/seating works are to be scheduled later in the year or slipped to 2018
40137	North Oxfordshire Academy - Replacement Floodlight	Sharon Bolton	95	0	0	95		0	Purchase order raised to Abacua Lighting - works to be completed
40138	North Oxfordshire Academy - Sports Pavilion Improve	Sharon Bolton	20	0	0	20		0	Works to be completed late in Q2 or early in Q3
	Community Services Total		6,409	903	1,445	3,529	410	(122)	
40021	Energy Efficiency Projects	Ed Potter	20	0	3	4	10	(3)	Best estimate - RS 24/07/17
40022	Glass Bank Recycling Scheme	Ed Potter	8	0	0	0	0	(8)	To be committed in quarter 2 - RS 24/07/17
40023	Recycling Bank Scheme	Ed Potter	0	0	0	0	0	0	Fully committed in 16/17 - RS 24/07/17
40025	Public Conveniences	Ed Potter	0	0	0	25	0	25	Fully committed in 16/17 - RS 24/07/17
40026	Off Road Parking Facilities	Ed Potter	18	0	0	0	0	(18)	To be committed in quarter 2/3 - RS 24/07/17
40028	Vehicle Replacement Programme	Ed Potter	1,087	282	663	142	0	0	on target - slippage possible when purchases are confirmed later in the year
40029	Wheeled Bin Replacement Scheme	Ed Potter	170	0	0	70	100	(0)	Slippage will definitely be required as this is a rolling programme
40031	Urban Centre Electricity Installations	Ed Potter	30	0	0	0	0	(30)	To be committed in quarter 2/3 - RS 24/07/17
	Environmental Services Total		1,333	282	666	240	110	(35)	
	Operations & Delivery Total		7,742	1,185	2,111	3,769	520	(157)	
	Capital Total		37,690	2,818	10,005	24,503	520	156	

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CDC Earmarked Reserves 2017-18 At 30 June 17

Reserve	Service Owner	Estimated Balance 31-Mar-2017 Post Review	Transfer In	Transfer Out	Year End Review of Reserves	Year End Review of Reserves	Estimated Balance 31-Mar-2018 Post Review
		£000	£000	£000	£000	£000	£000
General Fund:							
Building Control	Tony Brummell	(100)					(100)
Capacity Funding	Jenny Barker	(157)		157			0
Country Park Reserve	Kevin Larnar	(100)					(100)
Elections	James Doble	(109)					(109)
Environmental Warranties	Paul Sutton	(1,000)					(1,000)
Hanwell Fields Open Space	Andy Preston / Lewis Bankes-Hughes	(79)					(79)
Home Improvement Agency	Tim Mills	(234)					(234)
Housing Reserve	Marianne North	(91)		46	39		(6)
Work in Default reserve	Tim Mills	(100)					(100)
Joint External Bid-writer	Jenny Barker	(19)		11			(8)
Licensing	Nicolas Sutcliffe	(129)					(129)
Local Plan Charges	Adrian Colwell	(75)	(417)	370	122		0
NHB - Affordable Housing	Joanne Barrett	(577)	(278)				(855)
NHB - Economic Development	Adrian Colwell	(2,665)	(2,095)				(4,760)
NHB - Superfast Broadband	Adrian Colwell	(727)					(727)
Planning Control	Andy Preston	(350)		94			(256)
Corporate Projects	Paul Sutton	(491)		200	223		(68)
Retained Business Rates	Mandy Anderson	(2,205)			568		(1,637)
Sainsbury's Primary Authority	Jackie Fitzsimons	(55)					(55)
Self Insurance	Paul Sutton	(160)					(160)
Transformation and Commercial	Paul Sutton	(313)			210		(103)
VAT Deminimus	Paul Sutton	(500)					(500)
Welfare Reform	Belinda Green	(99)		97			(2)
Wheeled Bin Replacements	Ed Potter	(37)					(37)
PCT Contributions to Health Bus	Nicola Riley	(40)					(40)
Performance Reward Grant ABG	Mike Grant	(21)					(21)
Heat Network	Jenny Barker	(50)					(50)
Devolution Viability Work	James Doble	(12)					(12)
Healthy New Towns	Ian Davies	(20)		7			(13)
Horton General Towns	Ian Davies	(150)					(150)
Museum development	Ian Davies	(30)					(30)
Pensions Deficit	Paul Sutton	(3,396)		3,053			(343)
NEW Strategic Intelligence studies (from General Fund)	Scot Barnes	0	(30)		30		0
New Car Parks APCOA Consultants fees (from General Fund)	Ian Davies	0	(9)		9		0
							0
General Fund Earmarked Reserves		(14,091)	(2,829)	4,035	1,201	0	(11,684)

CDC Earmarked Reserves 2017-18 At 30 June 17

Earmarked Reserves from Grants & Contributions							
Area Based Grant	Rakesh Kumar	(83)					(83)
Bicester Fields Main Park	Andy Preston / Lewis Bankes-Hughes	(97)					(97)
Brighter Futures - Skills Reward Grant	Nicola Riley	(66)					(66)
Bicester Garden Town	Jenny Barker	(1,197)		629			(568)
Bicester Youth Bus	Mike Grant	(65)					(65)
Broadfield Road Yarnton Sports		(4)					(4)
Courtyard Youth Arts	Nicola Riley	(39)					(39)
Dovecote Milcombe	Andy Preston / Lewis Bankes-Hughes	(56)		35			(21)
Eco Town Revenue	Jenny Barker	(472)		282	160		(30)
Emergency Planning	Jackie Fitzsimons	(40)					(40)
Green Deal Pioneer Places	Jenny Barker	(67)					(67)
Homelessness Prevention	Joanne Barrett	(70)					(70)
New Burdens Grant	Paul Sutton	(248)					(248)
Housing and Planning Initiatives	Andy Preston / Adrian Colwell / Chris Stratford	(322)					(322)
Police & Crime Commissioner - Community Safety Grant	Mike Grant	(64)					(64)
Thames Vally Police	Mike Grant	(86)					(86)
Sportivate Grant	Sharon Bolton	(33)					(33)
Active Women Grant	Sharon Bolton	(22)					(22)
Credit Union Development Officer	Belinda Green/Marianne North	(23)					(23)
Laburnham Cres Ambrosden	Andy Preston / Lewis Bankes-Hughes	(38)					(38)
Reserves from Grants & Contributions		(3,092)	0	946	160	0	(1,986)
Total Earmarked Reserves		(17,183)	(2,829)	4,981	1,361	0	(13,670)
General Fund		(2,993)				0	(2,993)
Total Reserves		(20,176)	(2,829)	4,981	1,361	0	(16,663)

CDC Earmarked Reserves 2017-18 At 30 June 17

Reserves Opening Balance	(20,176)	
Budget moved to reserve NHB	(2,373)	
Budget created from reserve	4,849	
General reserves included in budget	(589)	589
General underspends trf to reserves		(456)
Capital Financing		
Use of Reserves in year		1,493
Total Use of Reserves in Budget Monitoring	1,887	1,626
Subtotal (Net use of Reserves)		3,513
Draft Reserves Closing Balance		(16,663)

	EMR	GF	Total
Opening	(17,183)	(2,993)	(20,176)
In year movements	3,513	0	3,513
	(13,670)	(2,993)	(16,663)
CIES Movement	0	(131)	(131)
Closing	(13,670)	(3,124)	(16,794)

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Date	Agenda Items
30 August	Q1 Budget Monitoring: Revenue, Funding, Capital & Reserves Q1 Procurement Monitoring Q1 Business Rates Monitoring Medium Term Revenue Plan
26 September	Budget Guidelines 2018/19 Medium Term Revenue Plan Review of New Homes Bonus Allocation
31 October	Q2 Budget Monitoring: Revenue, Funding, Capital & Reserves Q2 Procurement Monitoring Q2 Business Rates Monitoring Q2 Write Offs Medium Term Revenue Plan CTRS report
28 November	Capital Bids 2018/19 Discounts and Exemptions Review Fees and Charges 2018/19 Medium Term Revenue Plan
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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