

**Committee:** Budget Planning Committee  
**Date:** Tuesday 29 July 2014  
**Time:** 6.30 pm  
**Venue:** Bodicote House, Bodicote, Banbury, OX15 4AA

### **Membership**

<b>Councillor Nicholas Mawer (Chairman)</b>	<b>Councillor Douglas Webb (Vice-Chairman)</b>
<b>Councillor Ken Atack</b>	<b>Councillor Carmen Griffiths</b>
<b>Councillor Timothy Hallchurch MBE</b>	<b>Councillor Mike Kerford-Byrnes</b>
<b>Councillor Melanie Magee</b>	<b>Councillor Alastair Milne Home</b>
<b>Councillor Nigel Randall</b>	<b>Councillor Barry Richards</b>
<b>Councillor Barry Wood</b>	<b>Councillor Sean Woodcock</b>

## **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 - 4)**

To confirm as a correct record the minutes of the meeting held on 24 June 2014.

**5. Chairman's Announcements**

To receive communications from the Chairman.

**6. Capital Programme 2014-15 - Progress on 2013-14 Slippage (Pages 5 - 8)**

Report of the Interim Head of Finance and Procurement

**Purpose of report**

To provide members of the Budget Planning Committee with a summary update on the progress of capital schemes slipped from 2013-14.

**Recommendations**

The meeting is recommended to:

- 1.1 Consider the contents of this report.

**7. Proposed Refinements to the Capital Budget Process 2015-16 (Pages 9 - 24)**

Report of the Interim Head of Finance and Procurement

**Purpose of report**

To address areas for improvement raised following the capital budget process of 2014-15 ahead of the process for 2015-16.

**Recommendations**

The meeting is recommended to:

- 1.1 Approve the Capital Scoring Matrix for 2015-16
- 1.2 Approve the Capital Bid Pro-forma for 2015-16
- 1.3 Note the proposed budget timetable for 2015-16

**8. Work Programme 2014-15 (Pages 25 - 26)**

To review and note the Committee Work Programme

**9. Exclusion of Press and Public**

The following report contains 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.”

## 10. **Medium Term Financial Strategy**

Exempt presentation of the Interim Head of Finance and Procurement

**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](mailto:democracy@cherwellandsouthnorthants.gov.uk) or 01327 322043 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 Emma Faulkner, Democratic and Elections  
emma.faulkner@cherwellandsouthnorthants.gov.uk , 01327 322043

**Sue Smith**  
**Chief Executive**

Published on Monday 21 July 2014

# 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 24 June 2014 at 6.30 pm

Present: Councillor Nicholas Mawer (Chairman)

Councillor Ken Atack  
Councillor Timothy Hallchurch MBE  
Councillor Mike Kerford-Byrnes  
Councillor Melanie Magee  
Councillor Alastair Milne Home  
Councillor Nigel Randall  
Councillor Barry Richards

Apologies for absence: Councillor Douglas Webb  
Councillor Carmen Griffiths  
Councillor Barry Wood  
Councillor Sean Woodcock

Officers: Tim Madden, Interim Head of Finance and Procurement  
Nicola Jackson, Corporate Finance Manager  
Dave Parry, Democratic and Elections Officer

#### 3 **Declarations of Interest**

There were no declarations of interest.

#### 4 **Urgent Business**

The Chairman reported that he had agreed to accept one item of urgent business in respect of the Annual Report of the Committee, as a decision was required by the Committee before their next meeting on a matter that had arisen since publication of the agenda. The item would be taken after agenda item 8.

#### 5 **Minutes**

The Minutes of the meetings of the Committee held on 11 March and 16 June, 2014 were agreed as a correct record and signed by the Chairman.

#### 6 **Chairman's Announcements**

The Chairman had no announcements.

## 7 **Capital Programme Monitoring**

The Committee considered a report of Interim Head of Finance and Procurement providing additional information following the capital programme monitoring report considered by the Committee at its last meeting, and particular comments were raised as follows:

**Energy Efficiency Projects** – Noting the reference to the use of LED lighting, the Committee enquired whether Zeta Specialist Lighting Ltd., based in Bicester, had been contacted in this respect.

**Recycling Bins** – The Committee queried the age of the green bins stated in the report, and also requested further information on the reasoning for replacing the current 240 litre capacity bins with bins of only 180 litre capacity.

**Highfield Depot – Redevelop Office and Welfare Facilities** – Noting the information in the report, it was recalled that the original bid had been approved on the basis that some of the monies were to be used to ascertain whether a relocation was feasible. It was agreed that the appropriate Head of Service be asked to brief the Chairman of the Committee, who would then take a view on whether the matter should be given further consideration by the Committee.

**Land at Claypits Lane, Bicester** – The Committee expressed concern that the monies originally allocated to this scheme appeared to have been reallocated without the matter being reviewed. It was therefore agreed that the 2014/15 Revenue and Capital Budget Monitoring – Quarter 1 report to the July meeting of the Committee include a new capital bid in respect of the funding originally allocated to the site 'Land at Claypits Lane, Bicester'

### **Resolved**

- (1) That the 2014/15 Revenue and Capital Budget Monitoring – Quarter 1 report to the July meeting of the Budget Planning Committee include a new capital bid in respect of the funding originally allocated to the site 'Land at Claypits Lane, Bicester'.
- (2) That, subject to (1) above, the report be noted.

## 8 **Provisional 2013-14 Revenue and Capital Outturn Report**

The Committee considered a report of the Interim Head of Finance and Procurement summarising the Council's provisional Revenue and Capital performance for the financial year 2013-2014 and reporting on performance against the procurement action plan. The figures were still subject to further validation work to ensure compliance with statutory requirements and proper accounting practices.

The Committee noted that the report had been presented to Executive on the 23 June and its recommendations approved.

Noting that some of the directorate budget underspends came from salary savings resulting from vacant posts, the Committee queried whether mechanisms were in place to ensure residual staffing resources were not being over-stretched. In response, the Interim Head of Finance and Procurement advised that various measures were taken to ensure workloads were not excessive, and the Chairman observed that the situation was monitored by the Personnel Committee and the Council and Employee Joint Committee.

**Resolved**

- (1) That the report be noted.

9 **Work Programme 2014-15**

The Committee reviewed the Work Programme 2014/15. Following agreement that an update item be added regarding the introduction of a policy in respect of concessions, concern was expressed that additional meetings might be required in order to give capital bids proper consideration later in the year. It was suggested that a training event for Committee members would be useful, and support the bid consideration process. The Chairman undertook to discuss the matter with officers.

**Resolved**

- (1) That the work programme be noted.

10 **Urgent Business - Annual Report**

The Committee considered a report which presented the draft Annual Report for the Budget Planning Committee (annex to the minutes as set out in the Minute Book). It was agreed that members of the Committee be asked to submit any suggestions for amendments prior to the report being finalised for submission to Council in July.

**Resolved**

- (1) That, subject to the inclusion of any further comments from members of the Committee, the Director of Resources, in consultation with the Chairman of the Committee, be granted delegated authority to finalise the Annual Report of the Committee prior to submission to July Council.

11 **Exclusion of the 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.

12 **Medium Term Revenue Plan Update**

The Committee considered an exempt report of the Interim Head of Finance and Procurement detailing the latest position for the 2015-16 budget and beyond. It was noted that, for future meetings, a spread sheet would be available into which alternative options could be input to produce different outputs for consideration.

The Chairman suggested that, at a future meeting, the Committee could give detailed consideration to a specific service budget and, in this respect, he asked members to let him have their suggestions.

**Resolved**

- (1) That the report be noted.

The meeting ended at 8.00 pm

Chairman:

Date:



## Cherwell District Council

### Budget Planning Committee

29 July 2014

<p><b>Capital Programme 2014-15 – Progress on 2013-14 Slippage</b></p>
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### Report of Interim Head of Finance and Procurement

This report is public.

#### **Purpose of report**

To provide members of the Budget Planning Committee with a summary update on the progress of capital schemes slipped from 2013-14.

#### **1.0 Recommendations**

The meeting is recommended to:

- 1.1 Consider the contents of this report.

#### **2.0 Introduction**

- 2.1 The capital programme for 2014-15 includes £7.974m of slipped capital schemes from 2013-14. This report summarises progress on those schemes as at quarter 1.

#### **3.0 Report Details**

- 3.1 Appendix 1 contains a list of the individual capital schemes which had slippage approved by Executive in June 2014 and includes comments from budget holders summarising progress on those schemes (as at period 3 i.e. 30 June 2014).

#### **4.0 Conclusion and Reasons for Recommendations**

- 4.1 This report is for members' information.

#### **5.0 Consultation**

No consultation

## 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.

As this is a report for information and consideration no alternative options have been considered.

## 7.0 Implications

### Financial and Resource Implications

- 7.1 The financial implications are contained in this report.  
Comments checked by: Nicola Jackson, Corporate Finance Manager  
01295 221731 [nicola.jackson@cherwellandsouthnorthants.gov.uk](mailto:nicola.jackson@cherwellandsouthnorthants.gov.uk)

### Legal Implications

- 7.2 There are no direct legal implications arising out of this report.  
Comments checked by: Kevin Lane, Head of Law and Governance  
0300 0030107 [kevin.lane@cherwellandsouthnorthants.gov.uk](mailto:kevin.lane@cherwellandsouthnorthants.gov.uk)

### Risk Implications

- 7.1 There are no direct risk implications arising out of this report.  
Comments checked by: Nicola Jackson, Corporate Finance Manager  
01295 221731 [nicola.jackson@cherwellandsouthnorthants.gov.uk](mailto:nicola.jackson@cherwellandsouthnorthants.gov.uk)

## Document Information

Appendix No	Title
Appendix 1	Slipped Capital Schemes and Year End Projections
Background Papers	
None	
Report Author	Tim Madden, Interim Head of Finance & Procurement
Contact Information	01295 221634

**CHERWELL DISTRICT SLIPPED CAPITAL SCHEMES AND YEAR END PROJECTIONS  
MANAGEMENT ACCOUNTS AS AT JUNE 2014**

DESCRIPTION	SLIPPAGE FROM 2013/14 £000	TOTAL ANNUAL BUDGET (includes Slippage) £000	ANNUAL PROJECTION £000	Slippage Required to 2015/16 £000	COMMENTS
Biomass Heating for Bicester Leisure Centre	307	307	307	0	Variation works are due to be completed by August with final invoice to follow.
Community Centre Refurbishments	84	84	0	84	The grants are claimed as and when the schemes are complete so it is very difficult to forecast.
Solar Photovoltaics at Sports Centre	80	80	80	0	No immediate plans for spend but on going need for budget to ensure efficiency for inverter replacements.
Village Hall, Recreation Play Grants	7	7	7	0	Allocated to Wroxton
Football Development Plan in Banbury	20	20	20	0	Works are now scheduled to take place in the summer of 2014.
South West Bicester Sports Village	1,458	1,458	300	1,158	Re-profiling needed. Spend likely to start at the end of 14/15.
Athletics Track Refurbishment - North Oxfordshire	165	165	165	0	Works to be completed August/September 2014.
Stratfield Brake Repair Works	22	22	22	0	Works now complete, awaiting final invoice.
KGSC ATP Replacement	77	77	77	0	Works now complete, awaiting final invoice.
Car Park Refurbishments	28	28	0	28	This is a contingency budget to cover unplanned capital works at the car parks. At this point in time there are no plans to use these funds as many items can be covered by revenue.
Implementing Vehicle Parks Proposals	17	17	0	17	This scheme is for the renewal of car parking ticket machines. It is on hold pending Executive direction (slipped from 13/14).
Sports Centre Modernisation Programme	118	118	0	118	No immediate plans for spend but on going need for budget - latent defect funding.
	<b>2,383</b>	<b>2,383</b>	<b>978</b>	<b>1,405</b>	
Energy Efficiency Projects	49	99	99	0	Anticipating budget fully committed by quarter 3
Off Road Parking Facilities	18	18	18	0	Spend as and when required - no call currently
Urban Centres Improvements	15	15	15	0	Spend as and when required - no call currently
Vehicle Replacement Programme	201	873	873	0	Expecting to be fully committed by end of quarter 3
Recycling Bins	96	216	216	0	Scheme on hold pending further analysis. An amount may need to be handed back, outcome expected by end of quarter 2.
Fleet Management System	4	4	4	0	Expecting to be fully committed by end of quarter 2
Mini MRF [Materials Recovery Facility]	29	29	29	0	Awaiting update from IU on project status
Thorpe Lane Depot Hard Standing	35	35	35	0	Expecting to be fully committed by end of quarter 2
	<b>447</b>	<b>1,289</b>	<b>1,289</b>	<b>0</b>	
	<b>2,830</b>	<b>3,672</b>	<b>2,267</b>	<b>1,405</b>	
Thin Client Extension	9	9	9	0	All IT schemes are being reviewed in the context of 3-way working to maximise efficiencies by possible merging of schemes with the other parties.
Core Business System Integration	24	24	24	0	as above
Corporate Bookings System	19	19	19	0	as above
Extended Contract for Website Hosting	20	40	40	0	as above
Visualiflies Upgrade	16	16	16	0	as above
Server Replacement 1314	3	3	3	0	as above
Financial System Upgrade	100	100	100	0	as above
CDC&SNC Cust Servs Desktop	20	20	20	0	as above
	<b>211</b>	<b>231</b>	<b>231</b>	<b>0</b>	
	<b>211</b>	<b>231</b>	<b>231</b>	<b>0</b>	
Cherwell Community Led Programme	97	2,430	1,499	0	All will be spent in 14/15
Disabled Access Audit	15	15	15	0	No variances to be reported yet
23&24 Thorpe Place Roof Lights	27	27	27	0	No variances to be reported yet
Condition Survey Works	350	650	650	0	No variances to be reported yet
Replacement AC to Main Chamber Bodicote	80	80	80	0	No variances to be reported yet
Highfield Depot Redev of Office & Welfare Facilities	156	156	156	0	No variances to be reported yet
Bicester Community Building	3,037	4,837	4,837	0	Went to Planning Committee in June. Construction over 53 weeks so will need rephasing into 14/15 and 15/16.
Access to Highfield Depot	22	22	22	0	No variances to be reported yet
Bicester Cattle Market Car Park Phase 2	90	90	90	0	No variances to be reported yet
Bicester Pedestrianisation	250	250	250	0	No variances to be reported yet
Future Regeneration Schemes Preliminary Prof Fees	6	6	6	0	No variances to be reported yet
Old Bodicote House	262	262	262	0	Some of the slippage from 13/14 will be used to complete the Replacement AC to Main Chamber Bodicote scheme
Bicester Town Centre Redevelopment	250	250	250	0	All will be spent in 14/15
Kidlington High Street Pedestrianisation	46	46	46	0	No variances to be reported yet
Disabled Facilities Grants	88	838	838	0	Re-profiling needed - all will be spent in 14/15
Discretionary Grants for Domestic Properties - Es	101	376	365	0	Re-profiling needed - all will be spent in 14/15
Land Claypits Lane Bicester	56	56	56	0	No longer required for this purpose, a new bid is being prepared for consideration in Sept.
	<b>4,933</b>	<b>10,391</b>	<b>9,449</b>	<b>0</b>	
	<b>4,933</b>	<b>10,391</b>	<b>9,449</b>	<b>0</b>	
	<b>7,974</b>	<b>14,294</b>	<b>11,947</b>	<b>1,405</b>	

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## Cherwell District Council

### Budget Planning Committee

29 July 2014

<p><b>Proposed Refinements to the Capital Budget Process 2015-16</b></p>
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### Report of Interim Head of Finance and Procurement

This report is public.

#### Purpose of report

To address areas for improvement raised following the capital budget process of 2014-15 ahead of the process for 2015-16.

#### 1.0 Recommendations

The meeting is recommended to:

- 1.1 Approve the Capital Scoring Matrix for 2015-16
- 1.2 Approve the Capital Bid Proforma for 2015-16
- 1.3 Note the proposed budget timetable for 2015-16

#### 2.0 Introduction

- 2.1 The Interim Head of Finance presented a report to Budget Planning Committee in January 2014 which took on board Committee member feedback with regards to the capital budget process for 2014-15. The report highlighted areas for improvement which members added to.

#### 3.0 Report Details

- 3.1 The Capital Bid Proforma (Appendix 1) has been amended to capture more information of importance to members in evaluating and scoring bids. Enhancements include:

- s.5 : category added for schemes which address Health and Safety issues
- s.6 : a summary of the CDC contribution required in the context of other contributions/grant funding/borrowing to provide a total scheme cost

- s.13 : instructions have been made clearer, a table has been added for analysis of revenue costs (including from borrowing), savings, and income generation to arrive at the net revenue impact over years 0-2
- s.15 : provides analysis of other parties involved in the scheme, their contributions (financial or other) and clarifies whether the scheme is a Shared bid.

3.2 The Capital Scoring Matrix (Appendix 2) has been amended to standardise terminology. Enhancements include:

- New top section : summary information from Proformas, including the total scheme cost broken down by CDC contribution and contributions from other parties and whether the scheme is Shared
- Drivers: Health & Safety has been added to Legislation in the highest scoring category
- Strategic Objectives : scoring categories have been changed from 'Substantial' and 'Indirect' as the criteria for these were ambiguous
- Impact on Service Delivery : scoring categories have been changed from 'Substantial' and 'Indirect' as criteria for these were ambiguous
- Efficiency : This is now based on the net revenue impact, with a new category for less than £0 which denotes a net revenue cost

3.3 The Budget Timetable (Appendix 3) has been drafted for Executive approval in September. In addition to the scheduled Budget Committee meetings in November on the 4 and 18 an additional meeting is proposed on the 11 to evaluate IT capital bids exclusively.

## **4.0 Conclusion and Reasons for Recommendations**

4.1 Members are asked to consider the above proposed refinements to the budget process for 2015-16 and whether they wish to make any further suggestions.

## **5.0 Consultation**

No consultation

## **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.

As this is a report for information and consideration by the committee and therefore no alternative recommendations have been proposed.

## 7.0 Implications

### Financial and Resource Implications

- 7.1 There are no direct financial implications arising out of this report.  
Comments checked by: Nicola Jackson, Corporate Finance Manager  
01295 221731 [nicola.jackson@cherwellandsouthnorthants.gov.uk](mailto:nicola.jackson@cherwellandsouthnorthants.gov.uk)

### Legal Implications

- 7.2 There are no direct legal implications arising out of this report.  
Comments checked by: Kevin Lane, Head of Law and Governance  
0300 0030107 [kevin.lane@cherwellandsouthnorthants.gov.uk](mailto:kevin.lane@cherwellandsouthnorthants.gov.uk)

### Risk Implications

- 7.1 There are no direct risk implications arising out of this report.  
Comments checked by: Nicola Jackson, Corporate Finance Manager  
01295 221731 [nicola.jackson@cherwellandsouthnorthants.gov.uk](mailto:nicola.jackson@cherwellandsouthnorthants.gov.uk)

## Document Information

Appendix No	Title
1	Capital Bid Proforma
2	Capital Scoring Matrix
3	Draft Budget Timetable 2015-16
<b>Background Papers</b>	
Review of Capital Process	
<b>Report Author</b>	Joanne Kaye, Interim Strategic Finance Accountant
<b>Contact Information</b>	01295 221545

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**CHERWELL DISTRICT COUNCIL**  
**CAPITAL PROJECT APPRAISAL FORM**  
**NEW BIDS 2015/16**

1) Capital Scheme Name

2) Service Head

3) Service Manager

4) Portfolio Holder

5) Driver (select)

Desired

Statutory

Highly Recommended

Health &amp; Safety

6) Finances

<b>CDC funding required</b>	£
Partners/Match Funding	£
Grant Funding	£
Borrowing Required	£
<b>Total Scheme Cost</b>	<b>£</b>

7) Full-year net revenue impact (see section 13)

8) Detailed Outline / description of project

*A clear and concise outline of the proposed project and how it is intended to be procured and managed.*

9) Cherwell Corporate Priorities

*Outline which corporate priorities the proposal will address.*

10) Service Objectives (Please select one)

1: Cherwell: A District of Opportunity

2: Cherwell: Safe, Clean, Green

3: Cherwell: Thriving Communities

4: Cherwell: Sound Budgets and a Customer Focused Council

5: Other – consultation priority

**11) Consultation Priority Rank (Please select one)**

- 1: Refuse collection & recycling, housing (needs, strategic & private sector), anti-social behaviour
- 2: Economic development & regeneration
- 3: Sports facilities, local, community & leisure development, safer communities, health promotion
- 4: Cleansing, local transport & concessionary fares, environmental protection, conservation & urban centres, arts, rural areas, car parking, estates
- 5: Building control & engineering, public protection, enforcement
- 6: Planning control, diversity & equality
- 7: Landscape, Banbury Museum, tourism, licensing
- Corporate: Revenue & benefits, democratic services, chief executive office, member services, corporate charges, communications, treasury, improvement, community planning, elections, land charges

**12) Implications of not undertaking the Project**

*The implications to the Authority/Service of not undertaking the project e.g. failure to meet statutory responsibilities, reduction in service provision etc.*

**13) Efficiency Savings/Value for Money**

*Will the scheme contribute to the Council's requirement to demonstrate that we are improving value for money in the services provided? Please give details of possible revenue savings, income generation and/or associated costs (e.g. maintenance).*

	2015-16	2016-17	2017-18
Revenue cost of scheme			
Income generation opportunities			
Cost of borrowing			
Revenue savings			
<b>Net Revenue Impact of Scheme</b>			

**14) Identification and Assessment of Risk in undertaking the Project**

*What risks have been considered and how would they be mitigated?*

**15) Other Authorities, Departments, Partnerships or Bodies involved and funding available**

*Details of other bodies involved in the scheme and the form of their contribution e.g. financial (including grants), practical, advisory etc.*

Organisation	Funding Contribution £	Other (please describe)
1.		
2.		
3.		
4.		

Please select if this a Shared scheme with South Northants and/or Stratford

**16) Estimate of Asset Life**

**17) Category** (please tick as appropriate)

**Enhancement of Existing Asset**

**New Asset**

**18) Componentisation**

*Will the asset have 2 or more components which will have differing useful economic lives? If so, please provide details of components, values and lives.*

**19) ALL SCHEMES** – please complete the Profile of Capital Spend and Financing on the following page.

**20) ICT Projects** – please also complete ANNEX 1 & ANNEX 2.

## Profile of Capital Spend and Financing

Capital Expenditure Description of Cost	Account Code	2014/15				2015/16	2016/17	2017/18	Total
		Quarter 1	Quarter 2	Quarter 3	Quarter 4				
Contractors	73910								0
Professional Fees	74910								0
Construction Services (internal)	74930								0
Equipment	75920								0
Other Capital Costs	76910								0
Initial Purchase of Vehicle or Plant	76920								0
IT - Software	76930								0
IT - Hardware	76940								0
Grants	77940								0
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>External Financing</b>									
<b>Description :-</b>									
Capital grants and contributions (please specify)									0
Partnership Funding (please specify)									0
Other									0
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total CDC Funding</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

ANNEX 1 – IT CAPITAL

**Budget Planner**

Capital (One-off)

	Primary	DR	Description/Comments
Hardware	Server		
	Desktop/Client		
	SAN/Disk		
	Network Hardware		
	Network Circuit		
Software	MS/Operating System		
	Standard Package		
	Application		
Manpower	Project Delivery		
	Consultancy/Training		

"MS/Operating System" defines anything that will impact on the Microsoft Enterprise Agreement by either consuming existing licenses or requiring new products or licenses to be acquired which need to be added to the existing MSEA

"Standard Package" defines anything that is identified as a common industry package (middleware products, SSL licenses, etc.) These items are likely to already exist in CDC service catalogue and hence having co-terminus renewal dates might yield cost savings for CDC if renewing higher volumes at the same time. Please check with ICT to confirm if any items are Standard Packages

"Application" defines anything that is a unique application software package which probably occurs once in the CDC IS/IT landscape

Consider whether your project requires additional provisions to be made to provide Disaster Recovery capability in the event that the Primary solution is no longer available or cannot be accessed by Cherwell DC employees or agents. Please check with ICT for any extra requirements

ANNEX 2 – IT REVENUE

**Budget Planner**

Operational (Recurring)	Year 0	Year 1	Year 2	Year 3	Year 4	Renewal Date	Description/Comment
Hardware Maintenance							
Software/License Maintenance							
Software Product Support							
Additional Training							

Year 0 is the budget year in which the Capital Cost is incurred, so consider whether initial 1st year warranty provides suitable cover, or if it warranty should be negotiated out of the price so that it can be covered in Year 0 by adding or amending existing Maintenance and Support Contracts (if higher levels of replace/response are required).	Have 1st year Warranty and Support values been considered and negotiated in/out of the prices of the goods or services being requisitioned?	<b>Yes/No</b>
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Year 0 value should also be pro-rata to the end of the current financial year	Has Year 0 value been pro rata adjusted?	<b>Yes/No</b>
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If any item being procured is a pre-existing product or service, then renewal dates should be negotiated and synchronised so that they are all co-terminus to enable volume discounts to be negotiated at the co-terminus renewal date.	Has the Service catalogue been reviewed to see if there are existing Products or services with defined renewal dates?	<b>Yes/No</b>
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Unless explicitly stated in contracts, maintenance and support renewal dates should default to be 12 months from the initial procurement date of the goods or service. These should be added to the Calendar of the Core Software License Control Spreadsheet (and ITIL Change Management DB).

Regardless of the final treatment of line items as Capital or Revenue, the recurring operational items should be identified here to allow ICT to properly manage and plan for the eventual revenue impact of maintenance oand support of new proiducts and services.

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## CAPITAL SCORING MATRIX

Scheme Ref : 1		CDC Share		Match Funding	Grant Funding	Shared Scheme?		
Scheme Name : Example: Cooper sports hall roof		100,000	20,000	10,000	Yes			
Total Budget : 130,000								
Strategic Drivers								
Area	Description	Score					Total	
Drivers	What is the driver for the capital expenditure?	Legislation / Health & Safety	Highly Recommended	Desirable			20	
		20	14	7				
Strategic Objectives	In what way will the capital expenditure support the Strategic Objectives of the Council? (score in one box only)	Through a Front-line Service	Through a Support Service	Not applicable			5	
		5	2	0				
		1	A District of Opportunity					
		2	Safe, Clean and Green					
		3	Thriving Communities	X				
		4	Sound Budgets & Customer Focused					
5	Other - consultation priority							
Consultation Priority	Which of the Councils Consultation Priorities will the capital expenditure support? (score in one box only)	Score 5	Score 4	Score 3	Score 2	Score 1	2	
		1	Household waste collection, household recycling and food/garden waste collection					
		2	Local job creation, street cleansing & tackling environmental crime, provide affordable housing, dealing with anti-social behaviour/nuisance					
		3	Provision of housing support and advice, activities for young people, planning policy					
		4	Development control, town centre development					
		5	Recycling centres, trading standards & food hygiene monitoring, sports & leisure activities, parks & playgrounds					X
		6	Grants for voluntary & community groups, arts and cultural services					
Corporate	Revenue & benefits, democratic services, chief executive office, member services, corporate charges, communications, treasury, improvement, community planning, elections, land charges							
Impact on Performance or Service delivery	In what way will the capital expenditure impact on performance or service delivery?	High	Moderate	N/A			5	
		5	2	0				
Organisational Risk	What is the potential reputational / financial risk to the Council should the capital scheme <u>not</u> be implemented?	High	Moderate	Acceptable			5	
		5	2	0				
Efficiency	Net revenue implications	> £100k	£50k - £100k	£10k - £50k	< £10k	<0	5	
		10	7	5	2	0		
						Sub-Total	42	

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## Budget and Business Planning Timetable: 2015/16

Sept 14	<u>Executive/JMT</u> Away day
06/10/14	<u>Executive</u> Budget Strategy and Guidelines
07/10/14	Budget Planning Committee
Oct 14	Officer Budget Workshops
04/11/14	Budget Planning Committee - Capital
11/11/14	Budget Planning Committee (proposed Informal) – IT Capital
25/11/14	<u>Overview and Scrutiny</u> – Business Plan Priorities
18/11/14	Budget Planning Committee – Capital & Growth
01/12/14	<u>Executive</u> – Drafts of Budget and Business Plan
02/12/14	Budget Planning Committee – Draft 1 Revenue Budget
31/12/14	Template 1 Service Plan complete
02/12/14	Consultation begins
16/01/14	Consultation ends
05/01/15	<u>Executive</u> – Council Tax Base
12/01/15	<u>Overview and Scrutiny</u> Service Plan Scrutiny activity
31/01/15	Template 2 Service Plan Complete
20/01/15	Budget Planning Committee – Draft Budget & Review of Reserves
02/02/15	<u>Executive</u> – Final Budget Proposals, Council Tax, Business Plan and Pledges
23/02/15	<u>Council</u> – Final Budget, Business Plan and Council Tax
28/02/15	Council Tax Leaflet

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# Agenda Item 8

Date	DRAFT - Budget Planning Committee - Agenda items
29 July	2014/15 Capital Programme - progress on 2013/14 slippage 2015/16 Budget Process - capital scoring and draft timetable Medium Term Financial Strategy
9 Sept	2014/15 Revenue and Capital Budget Monitoring - Quarter 1 IT strategy Medium Term Financial Strategy Section 106 Income
7 Oct	Medium Term Financial Strategy 2015/16 Fees and Charges 2015/16 Capital Bids Business Support Unit Review of Procurement Strategy progress
4 Nov	2014/15 Revenue and Capital Budget Monitoring - Quarter 2 Medium Term Financial Strategy Review of Reserves Evaluation of revenue budget proposals Review of capital programme bids and scoring
18 Nov	Medium Term Financial Strategy Discounts and Exemptions Review 2015/16 Revenue and Capital Budget
20 Jan	Medium Term Financial Strategy 2014/15 Revenue and Capital Budget Monitoring - Quarter 3 LG Finance Settlement 2015/16 Revenue and Capital Budget
10 Mar	Medium Term Financial Strategy
	NEW KEY PROJECTS OR RECOMMENDATIONS FROM OTHER COMMITTEES ADDED AS AND WHEN

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