

Committee: Budget Planning Committee
Date: Tuesday 9 September 2014
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

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

AGENDA

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

2. **Declarations of Interest**

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

3. **Urgent Business**

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

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

To confirm as a correct record the minutes of the meeting held on 29 July 2014.

5. Chairman's Announcements

To receive communications from the Chairman.

6. Section 106 Obligations (Pages 5 - 16)

Report of Head of Development Management

Purpose of report

To advise Members on the workings of legal undertakings provided under Section 106 of the Town and Country Planning Acts 1990

Recommendations

The meeting is recommended:

- 1.1 To note this report.

7. Joint ICT Business Service - Progress with Capital Programmes and Summary of Future Bids (Pages 17 - 28)

Report of the Joint Head of ICT Business Services

Purpose of report

To summarise progress to date in respect of the approved capital programme 2014/15 and to outline the way forward for the Joint ICT Business Service.

Recommendations

The meeting is recommended:

- 1.1 To note and consider the contents of this report, and support the making of appropriate recommendations to Executive as part of the 2015/16 budget setting process.

8. Quarter 1 Financial Performance (Pages 29 - 42)

Report of Director of Resources

Purpose of report

This report summarises the Council's Revenue and Capital performance for the first three months of the financial year 2014-15 and projections for the full 2014-15 period.

Recommendations

The Committee is recommended:

- 1.1 To note the projected revenue and capital position at June 2014.

1.2 To note the contents and the progress against the Corporate Procurement Action Plan, detailed in Appendix 1.

9. Work Programme 2014-15 (Pages 43 - 44)

To review and note the Committee Work Programme

10. Exclusion of Press and Public

The following item 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.”

11. Medium Term Financial Strategy

Exempt Presentation of the Director of Resources

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@cherwell-dc.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 1 September 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 29 July 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
Councillor Barry Wood

Substitute Members: Councillor Andrew Beere (In place of Councillor Sean Woodcock)
Councillor Lawrie Stratford (In place of Councillor Douglas Webb)

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

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

13 **Declarations of Interest**

There were no declarations of interest.

14 **Urgent Business**

There were no items of urgent business.

15 **Minutes**

The Minutes of the meeting of the Committee held on 24 June 2014 were confirmed as a correct record and signed by the Chairman.

16 **Chairman's Announcements**

There were no Chairman's announcements.

17

Capital Programme 2014-15 - Progress on 2013-14 Slippage

The Committee considered a report of the Interim Head of Finance and Procurement which detailed progress on capital schemes which had slipped from the 2013-14 financial year.

In response to concerns raised by the Committee, it was agreed that the sequencing of financial update items to Budget Planning and Executive be looked at by officers to make sure they were considered in a logical order.

The Committee also requested that further information be included in future slippage reports, such as the date the slippage was first requested, in order for them to be able to monitor more accurately the length of time and reasoning for the slippage.

It was agreed that inviting relevant budget holders to future meetings to answer project specific questions would also be useful.

In response to a request from the Committee the Interim Head of Finance and Procurement agreed to draft an outline for a potential central contingency budget, to include how it may be administered, as there was concern that some of the slippage was in fact contingency.

Resolved

- (1) That the report be noted
- (2) That relevant budget holders be invited to future meetings of the Committee to address concerns when budgets are not being spent
- (3) That the Interim Head of Finance and Procurement be requested to draft an outline for a possible central contingency budget, including how any such system would be administered, for consideration at a future meeting

18

Proposed Refinements to the Capital Budget Process 2015-16

The Committee considered a report of the Interim Head of Finance and Procurement which detailed suggested refinements to the Capital budget process for 2015-16.

With regard to the proposed revisions to the Capital Project Appraisal Form, the Committee requested that the 'Highly Recommended' box in section 5 be renamed 'Essential', and that the 'other' box in section 15 be expanded to include reference to any conditions or restrictions attached to funding.

With regard to the revised Capital Scoring Matrix, the Committee requested that the 'Highly Recommended' column be renamed 'Essential', and the section of the matrix referring to 'Efficiency – net revenue implications' be expanded to include a reference to 'per first full year' or similar wording, to make it clear the level of savings and time frame they relate to.

Resolved

- (1) That, subject to the amendments requested by the Committee, the Capital Scoring Matrix for 2015-16 be approved
- (2) That, subject to the amendments requested by the Committee, the Capital Bid pro-forma for 2015-16 be approved
- (3) That the proposed budget timetable for 2015-16 be noted

19 **Work Programme 2014-15**

The Committee considered the draft Work Programme for 2014/15.

The Committee requested that relevant officers be invited to attend the September 2014 meeting of the Committee, to answer questions relating to the IT Strategy.

Resolved

- (1) That, subject to the inclusion of an IT strategy update by Officers at the September 2014 meeting and the addition of an informal meeting on 11 November 2014, the work programme be noted.

20 **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.

21 **Medium Term Financial Strategy**

The Interim Head of Finance and Procurement gave an exempt presentation detailing the latest position for the 2015-16 budget. The presentation utilised the 'alternative options' spread sheet which had been put together, which allowed Members to input various figures to measure the impact on the five year budget position.

Resolved

- (1) That the update be noted

The meeting ended at 8.15 pm

Chairman:

Date:

Cherwell District Council
Budget Planning Committee

9 September 2014

Section 106 obligations

Report of Head of Development Management

This report is public

Purpose of report

To advise Members on the workings of legal undertakings provided under Section 106 of the Town and Country Planning Acts 1990

1.0 Recommendations

The meeting is recommended:

- 1.1 To note this report.

2.0 Introduction

- 2.1 Section 106 of the Town and Country Act 1990 is a mechanism by which applicants for planning permission can enter into a legally binding agreement with a planning authority, or give a unilateral undertaking, to provide for the provision of both on-site and off-site infrastructure to overcome short-comings in existing infrastructure provision, and thereby allowing the Council to grant planning permission which would otherwise have to be refused. This provision is therefore the way in which so-called "planning gain" is secured.
- 2.2 In most cases a Section 106 obligation needs to be secured as part of the processing of a 'major' application, and therefore is reported to the Planning Committee as part of the report on the planning application. The Committee is normally provided with a summary of the heads of terms of the agreement, which in most cases has a monetary value associated with it. Sometimes the negotiations are less advanced and in those circumstances the Committee is asked to delegate responsibility to the HDM to satisfactorily conclude those negotiations. In a small number of cases legal obligations can be required in response to non-major applications; in those cases the scheme of delegation provides all necessary authority to the HDM. Most legal agreements are drafted in-house by our legal officers
- 2.3 This report seeks to explain, in broad terms the workings of this system

3.0 Report Details

3.1 As noted in the Introduction, Section 106 obligations arise from the need to ensure that the Council secures the necessary funding for on-site and off-site infrastructure which is required as a function of the development. (Section 106 obligations are commonly referred to as 'agreements' – but they can also be unilateral undertakings offered by the applicant (often in appeal circumstances)) They cannot be used to fund existing deficiencies in infrastructure – only for funding what is genuinely required because of the extra burden placed upon a community as a result of the new development, be that for example school or library funding, new road improvements, play and open space provision or affordable housing.

3.2 The negotiations that lead up to the successful completion of a legal agreement can be contentious and long-drawn-out. The Council's negotiating stand point is provided by the National Planning Policy Framework and Government Circular 05/05. Local planning authorities must take this guidance into account in their decisions on planning applications and must have good reasons for departing from it. It specifies that planning obligations are used for three purposes:

- **Prescribe** the nature of development (for example, requiring a given portion of housing is affordable),
- **Compensate** for loss or damage created by a development (for example, loss of open space), or
- **Mitigate** a development's impact (for example, through increased public transport provision). Planning obligations must be directly relevant to the proposed development.

This national policy is supplemented by the recently published Planning Practice Guidance (a copy of which I attach as appendix 1), and our own Cherwell Local Plan and the Council's draft supplementary planning guidance (SPD) on planning obligations. Obligations are also required to comply with the Community Infrastructure Regulations which seek to ensure that requests for contributions are properly justified.

3.3 The SPD provides a fair and equitable basis upon which to commence discussions and also provides detailed advice and supporting evidence to assist officers in their negotiations. It has to be accepted that not all sites have the same ability to provide the full quantity of funding required, depending upon individual site characteristics and therefore it is not possible to require identical provision in all cases. Each case has to some extent to be considered on its own merits.

3.4 To give an example of the matters included in agreements, the following paragraphs describe the contents of a recently completed agreement, related to the construction of 60 houses on land at Tadmarton Road, Bloxham. This was granted consent after an appeal against a refusal of planning permission. In this case it will be seen that Oxfordshire County Council were also enjoined in the agreement (as they often need to be). It will be seen that in this case the agreement provided for the following to the District Council

- Off-site sports contribution £43,351 –but reduced to £21,660 at appeal
- Refuse bins contribution £4,050
- Sports pitch contribution £59,713

- Thames Valley Police contribution £10,100
- Village Hall contribution £10,066
- The provision of various ponds and drainage facilities
- Sums for the maintenance of the above ponds
- Existing woodland, mature woodland, maintenance contributions
- The provision of new woodland, and public open space
- Sums for the maintenance of the above spaces
- The provision of a local area of play and its future maintenance
- Affordable housing – 35% with arrangements to determine tenure mix and allocations

And the following for the County Council

- Public transport contribution £2,000
- Public service contribution £51,724
- Transport infrastructure contribution – formula payment
- And an infrastructure payment linked to future house sizes (this is somewhat more unusual as most agreements set out precise sums for use to improve primary, secondary and higher education facilities, libraries and a range of other County infrastructure)
- The provision of a car park for the adjacent primary school

3.5 In this case the offered agreement was carefully considered at the public inquiry into the refusal of planning permission. The inspector appointed to determine the appeal assessed whether the requirements of the obligation complied with the tests for obligations set by Regulation 122 of the Community Infrastructure Regulations. The Inspector concluded that a part of the maintenance payments for the open space (a 10% management fee supplement), the refuse bin contribution and the Police contribution were not compliant with the CIL Regs.. This judgement has been reached in some other appeals, but Inspectors are not consistent in their application of the Regs and therefore in some cases we continue to seek some of these specific contributions. Also in this decision the Inspector concluded that all other contributions sought by both the District Council and CDC were compliant with the CIL regs.

3.6 It will be noted that the financial contributions are targeted towards specific projects. There is a need therefore to ensure that spending departments are aware of the timetable for the receipt of the money and its availability. The contributions are rarely required to be provided all at the beginning of the development but are instead the subject of separate trigger points, so that it can arrive effectively in instalments.

3.7 It will be obvious from the above list that some contributions are paid direct to the County Council where again there needs to be awareness of the timing of the contributions and their availability for use. Furthermore, some of the contributions we collect will end up being dispersed to others, such as a Parish Council, for example, to fund the on-going maintenance of open space areas, if the PC is taking responsibility for that role.

4.0 Conclusion and Reasons for Recommendations

- 4.1 The negotiation and drafting of obligations is a complex task undertaken by the Council's planning and legal officers which in the past has been conducted during the life of a planning application. Increasingly attempts are being made to front-load the application process by engaging in the early discussions on these matters with applicants at a pre-application stage, allowing a swifter processing of the planning application. Overall, this is a demanding role for officers, who remain focussed on achieving the best possible set of contributions etc. for the benefit of the Council and the community.

5.0 Consultation

No consultation has been undertaken in the preparation of this report

6.0 Alternative Options and Reasons for Rejection

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

Option 1: To note the report.

7.0 Implications

Financial and Resource Implications

7.1 Financial Effects

There are no financial implications arising directly from this report.

Comments checked by Nicola Jackson, Corporate Finance Manager, 01295 221731, Nicola.jackson@cherwellandsouthnorthants.gov.uk

Legal Implications

- 7.2 There are no legal implications directly arising from this report. Section 106 planning obligations can only be taken into account as material planning considerations where they comply with regulation 122 of the CIL Regulations i.e. where they are necessary to make the development acceptable in planning terms, directly related to the development and fairly and reasonable related in scale and kind to the development.

Comments checked by: Kevin Lane, Head of Law and Governance – 0300 0030107 kevin.lane@cherwellandsouthnorthants.gov.uk

- 7.3 There are no risk implications associated with the option of noting this report.

Comments checked by: Kevin Lane, Head of Law and Governance – 0300 0030107 kevin.lane@cherwellandsouthnorthants.gov.uk

8.0 Decision Information

Wards Affected

All

Links to Corporate Plan and Policy Framework

- The successful completion of satisfactory obligations has implications for the cleaner, greener and district of opportunity strategic priorities.

Lead Councillor

Councillor Michael Gibbard
Lead Member for Planning

Document Information

Appendix No	Title
1	Planning Practice Guidance on Planning Obligation
Background Papers	
None	
Report Author	Bob Duxbury
Contact Information	01295 221821

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Planning Practice Guidance

(<http://planningguidance.planningportal.gov.uk>)

Guidance


Planning obligations

Print 

Planning obligations

Paragraph: 001 Reference ID: 23b-001-20140306


When can planning obligations be sought by the local planning authority?

Planning obligations mitigate the impact of unacceptable development to make it acceptable in planning terms. Obligations should meet the tests that they are necessary to make the development acceptable in planning terms, directly related to the development, and fairly and reasonably related in scale and kind. These tests are set out as statutory tests in the Community Infrastructure Levy Regulations 2010  (<http://www.legislation.gov.uk/ukdsi/2010/9780111492390/part/11>) and as policy tests in the National Planning Policy Framework.

Revision date: 06 03 2014

Paragraph: 002 Reference ID: 23b-002-20140306

How do planning obligations relate to other contributions?

Developers may be asked to provide contributions for infrastructure in several ways. This may be by way of the Community Infrastructure Levy and planning obligations in the form of section 106 agreements and section 278 highway agreements  (<http://www.legislation.gov.uk/ukpga/1980/66/section/278>). Developers will also have to comply with any conditions (<http://planningguidance.planningportal.gov.uk/blog/guidance/use-of-planning-conditions/>) attached to their planning permission. Local authorities should ensure that the combined total impact of such requests does not threaten the viability of the sites and scale of development identified in the development plan.

Where the levy is in place for an area, charging authorities should work proactively with developers to ensure they are clear about the authorities' infrastructure needs and what developers will be expected to pay for through which route. There should be not actual or perceived 'double dipping' with developers paying twice for the same item of infrastructure.

Related policy

National Planning Policy Framework

- Paragraph 204 (http://planningguidance.planningportal.gov.uk/b-sustainable-development/decision-taking/#paragraph_204)

Related policy

National Planning Policy Framework

- Paragraph 173 (http://planningguidance.planningportal.gov.uk/b-sustainable-development/plan-making/#paragraph_173)

Revision date: 06 03 2014

Paragraph: 003 Reference ID: 23b-003-20140306

Should policy on seeking obligations be set out in the development plan?

Policies for seeking obligations should be set out in a development plan document to enable fair and open testing of the policy at examination. Supplementary planning documents should not be used to add unnecessarily to the financial burdens on development and should not be used to set rates or charges which have not been established through development plan policy.

Revision date: 06 03 2014

Paragraph: 004 Reference ID: 23b-004-20140306

Does the local planning authority have to justify its requirements for obligations?

In all cases, including where tariff style charges are sought, the local planning authority must ensure that the obligation meets the relevant tests for planning obligations in that they are necessary to make the development acceptable in planning terms, directly related to the development, and fairly and reasonably related in scale and kind.


Planning obligations should not be sought – on for instance, public art – which are clearly not necessary to make a development acceptable in planning terms

The Government is clear that obligations must be fully justified and evidenced. Where affordable housing contributions are being sought, obligations should not prevent development from going forward.

Revision date: 06 03 2014

Paragraph: 005 Reference ID: 23b-005-20140306

Can planning obligations be required for permitted development?

By its nature permitted development should already be generally acceptable in planning terms and therefore planning obligations would ordinarily not be necessary. Any planning obligations entered into should be limited only to matters requiring prior approval 

(<http://www.legislation.gov.uk/uksi/2013/1101/contents/made>) and should not, for instance, seek contributions for affordable housing.

Revision date: 06 03 2014

Paragraph: 006 Reference ID: 23b-006-20140306

Related policy

National Planning Policy Framework

- Paragraph 153 (http://planningguidance.planningportal.gov.uk/b-sustainable-development/plan-making/#paragraph_153)

Related policy

National Planning Policy Framework

- Paragraph 204 (http://planningguidance.planningportal.gov.uk/b-sustainable-development/decision-taking/#paragraph_204)

Are planning obligations negotiable?

Obligations should only be sought where they are necessary to make the development acceptable in planning terms. Where they provide essential site specific items to mitigate the impact of the development, such as a necessary road improvement, there may only be limited opportunity to negotiate. However, where local planning authorities are requiring affordable housing obligations or tariff style contributions to infrastructure, they should be flexible in their requirements. Their policy should be clear that such obligations will take into account specific site circumstances.

Revision date: 06 03 2014

Paragraph: 007 Reference ID: 23b-007-20140306

What evidence is required to support negotiations on obligations?

Policy for seeking obligations should be grounded in an understanding of development viability (<http://planningguidance.planningportal.gov.uk/blog/guidance/viability-guidance/>) through the plan making process.

On individual schemes, applicants should submit evidence on scheme viability (<http://planningguidance.planningportal.gov.uk/blog/guidance/viability-guidance/>) where obligations are under consideration. Wherever possible, this should be open book.

Revision date: 06 03 2014

Paragraph: 008 Reference ID: 23b-008-20140306

Do applicants have to agree to a planning obligation?

Applicants do not have to agree to a proposed planning obligation. However, this may lead to a refusal of planning permission or non-determination of the application. An appeal may be made against the non-determination or refusal of planning permission.

Revision date: 06 03 2014

Paragraph: 009 Reference ID: 23b-009-20140306

Can an agreed planning obligation be changed?

Planning obligations can be renegotiated at any point, where the local planning authority and developer wish to do so. Where there is no agreement to voluntarily renegotiate, and the planning obligation predates April 2010 or is over 5 years old, an application may be made to the local planning authority to change the obligation where it "no longer serves a useful purpose" or would continue to serve a useful

purpose in a modified way (see Section 106A of the Town and Country Planning Act 1990 [\[2\]](http://www.legislation.gov.uk/ukpga/1990/8/section/106A) (<http://www.legislation.gov.uk/ukpga/1990/8/section/106A>)).

In addition, Section 106BA of the 1990 Act [\[2\]](http://www.legislation.gov.uk/ukpga/1990/8/section/106B) (<http://www.legislation.gov.uk/ukpga/1990/8/section/106B>) (inserted by the Growth and Infrastructure Act 2013) allows applications to be made to modify the affordable housing requirements of any Section 106 agreement regardless of when it was signed. This review must be based on economic viability and cannot take into account other aspects of the planning consent. It addresses affordable housing requirements only. Further guidance can be found here [\[2\]](https://www.gov.uk/government/publications/section-106-affordable-housing-requirements-review-and-appeal) (<https://www.gov.uk/government/publications/section-106-affordable-housing-requirements-review-and-appeal>).

Revision date: 06 03 2014

Paragraph: 010 Reference ID: 23b-010-20140306

Do local planning authorities have to pay back unspent planning obligations?

Local planning authorities are expected to use all of the funding received by way of planning obligations, as set out in individual agreements, in order to make development acceptable in planning terms. Agreements should normally include clauses stating when and how the funds will be used by and allow for their return, after an agreed period of time, where they are not.

Revision date: 06 03 2014

Paragraph: 011 Reference ID: 23b-011-20140306

Can there be an appeal against a refusal to change a planning obligation (Section 106 agreement)?

Applications made to local planning authorities to modify a planning obligation, which pre dates April 2010 or is over 5 years old, may result in refusal or non-determination. If so, an appeal may be made. An appeal to the Planning Inspectorate under section 106B of the Town and Country Planning Act (1990) [\[2\]](http://www.legislation.gov.uk/ukpga/1990/8/section/106B)

(<http://www.legislation.gov.uk/ukpga/1990/8/section/106B>) must be made within 6 months of a decision by the local authority not to amend the obligation, or within 6 months starting at the 8 weeks from the date of request to amend if no decision is issued.

An appeal to the Planning Inspectorate on affordable housing viability under section 106BC of the 1990 Act [\[2\]](http://www.legislation.gov.uk/ukpga/1990/8/section/106B) (<http://www.legislation.gov.uk/ukpga/1990/8/section/106B>) must be made within 6 months of a decision by the local authority not to amend the obligation, or within 6 months commencing with the date which is 28 days (35 days if the Mayor of London is

involved) from date of request to amend if no decision is issued. Further guidance can be found on Gov.uk titled "Section 106 affordable housing requirements: review and appeal" (<https://www.gov.uk/government/publications/section-106-affordable-housing-requirements-review-and-appeal>).

Revision date: 06 03 2014

Give us your feedback

Your name


Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Your email address

Comment

URL

Finish Survey

 Department for Communities & Local Government
 (<https://www.gov.uk/government/organisations/department-for-communities-and-local-government>)

Project team shall be required to attend a public hearing. Public hearing notices shall be posted at least 15 days prior to the hearing. The project team shall be required to provide a copy of the project description to the public hearing attendees.

Project team shall attend.

Give us your feedback

Your name

Your email address

Your phone number

Comments

URL

Project description (optional)

Enter survey

For more information, please contact the Planning Department at (916) 438-2200. We are happy to help you with any questions you may have.

Cherwell District Council

Budget Planning Committee

9 September 2014

<p>Joint ICT Business Service – Progress with Capital Programmes and Summary of Future Bids</p>
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Report of Joint Head of ICT Business Services

This report is public

Purpose of report

To summarise progress to date in respect of the approved capital programme 2014/15 and to outline the way forward for the Joint ICT Business Service.

1.0 Recommendations

The meeting is recommended:

- 1.1 To note and consider the contents of this report, and support the making of appropriate recommendations to Executive as part of the 2015/16 budget setting process.

2.0 Report

- 2.1 The Joint ICT Business Service which has been in operation since April 2014 is broken down into the following professional groupings: -

- Desktop and front line support
- ICT operations
- Business application services
- Management and compliance
- Spatial and LLPG services

- 2.2 It was agreed a review to take place within 9 months at which time a permanent organisational structure underpinned by a single operating model. The proposed organisational structure, joint ICT Business Strategy and Harmonisation of Business Systems will be presented to the Transformation Joint Working Group in October 2014.

- 2.3 The ICT Business Case estimated the creation of a three way Shared ICT Business Service would, in addition to delivering increased resilience, capacity

and productivity, deliver estimated savings of between £250,000 and £390,000 across all three partners, on top of the savings target already in the Medium Term budgets for each Council.

- 2.4 Whilst the proposed staffing structure, along with joining up and reviewing contracts will deliver some savings there is a limit to what can be delivered through just collaborating on the ICT Business Service itself.
- 2.5 The greater savings will be achieved through the harmonisation of ICT business systems and developing common processes. The Councils would save on licensing, hardware and ICT officer time by streamlining, in many cases, three local service business applications down to one.

3 Progress with approved 2014/15 ICT Capital Projects

The total approved ICT capital programme for 2014/15 is £789,000. A review has been undertaken which identified savings will be delivered if the programmes are re-shaped and delivered through shared working which will provide improved buying power, deliver on the principle of install/build once and deploy many.

The following summarises progress to date on the approved programme for 2014/15. It is followed by a summary of savings (table 1) to the current programme and options how they could support future joint working:-

3.1 *Microsoft Licensing Agreement – approved budget - £50,000*

Budget covers the licensing costs for desktop Microsoft applications, procured under a nationally agreed contract for the public sector and expires in June 2015.

A review to identify the most appropriate procurement from 2015 onwards is being undertaken and the revised capital and revenue bid will be presented as part of the budget setting programme for 2015/16 to confirm the requirements after the current agreement expires in June 2015.

3.2 *Thin Client Extension - approved budget - £9,000* *Citrix - Expansion to Support Agile Working - approved budget - £20,000*

These two projects are both remote working solutions for users. Remote working is being reviewed to develop a single approach for all three councils and harmonise this critical area to provide increased capacity to support and develop the chosen approach. This will take into account the priority of enabling flexible working, which easily enables users to access their business systems remotely.

It is proposed the remaining budgets be transferred into the proposed 2015/16 5-year rolling hardware/software replacement capital programme.

3.3 Corporate Bookings System - approved budget - £19,000

This project seeks to further build on an application that was procured to provide a single system for bookings – leisure, MOT, room bookings, appointments, etc.

This is currently under review with a view to adopting a single approach across the 3 councils.

It is proposed the remaining budgets be transferred into the proposed 2015/16 5-year Business Systems Harmonisation Programme.

3.4 Core Business System Integration - approved budget - £24,000

This project forms part of the business systems harmonisation programme, which will harmonise and reduce the number of business applications used by the three councils and ensure that optimum use is made of the ones that are retained.

The full harmonisation programme and associated budget requirements are being presented to the Joint Transformation Working Group in October 2014.

It is proposed that the remaining budget be transferred into the proposed 2015/16 harmonisation of business systems capital programme.

3.5 Visualfiles Upgrade - approved budget - £16,000

Visualfiles is the Legal Case Management System used by CDC. The shared legal team will be operational from 1st October 2014 and the new joint team will use Visualfiles as their single case management system.

This upgrade has been deferred to 2015 to enable the shared working to be fully established and proposed the budget be transferred to 2015/16 capital programme and the appropriate amounts re-charged to SNC and SDC.

3.6 Financial Management System (FMS) - approved budget - £100,000

A joint procurement has been completed and Civica Financials awarded the contract for a single FMS serving all three councils underpinned by a set of common processes, single statement of accounts and common coding structure. The system is due to go live on 1st April 2014.

It is proposed that two other systems - Cash Management and BACs (electronic processing of financial transactions such as direct debits) are both harmonised alongside the implementation of the new FMS.

If this is not done three different sets of integrations will need to take place to enable these systems to automate and interface with the new FMS. Whilst implementing a single cash and BACs system will be additional work it is felt that the longer term benefits will be greater and the integration work will only need to be completed once.

Work has started to identify the budget and resource requirements (in year) to complete this additional harmonisation. Once implemented the on-going benefits will be reduced licence costs and increased resilience and capacity to support and develop these systems.

3.7 CDC Customer Services PC replacements - approved budget - £20,000

Desktop PC Replacement - approved budget - £59,000

Customer Services deliver services on behalf of the majority of council services and it is essential they have high specification PCs to deliver a excellent experience for the customer.

The corporate desktop PC replacement programme is to upgrade desktops across the council. The upgrade enables the Council to move to Windows 7 as well as providing services with more effective tools to conduct their business.

From 2015/16 it is proposed a rolling refresh programme be adopted so that desktops can be upgraded in smaller batches. Not only will this enable improved resource management in ICT but also provide services with a regular upgrade programme.

It is proposed the remaining budgets be transferred into the proposed 2015/16 5-year rolling hardware/software replacement capital programme.

3.8 PSN Compliance - approved budget - £20,000
Security Logging Software - approved budget - £25,000

The above 2 projects are under review as part of the joint working. A single approach is adopted across the three councils, which is centrally managed.

It is proposed the remaining budgets be transferred into the proposed 2015/16 5-year rolling hardware/software replacement capital programme where Government Connect (now known as PSN) will be funded from.

3.9 MS Lync 2013 - approved budget - £44,000

Microsoft Lync is a communications system providing solutions such as video conferencing, instant messaging and document sharing.

This project has been reviewed and report presented to the Management Team identifying a different approach that will not only improve videoconferencing and document sharing but also deliver a budget saving and enable three way working to operate more effectively and efficiently.

When fully deployed across the three councils there will be further savings in areas such as mileage and subsistence and reductions in non-productive time spent travelling to the three sites.

It is proposed the remaining budgets be transferred into the proposed 2015/16 5-year rolling hardware/software replacement capital programme.

3.10 *MS Sharepoint - approved budget - £35,000*

This Microsoft product enables collaboration, secure document sharing and management. Documents can be stored, downloaded and edited, then uploaded for continued sharing. It can also be used to build intranets to name but a few of its functions.

The approved budget for 2014/15 was to undertake a pilot using the latest version of the product to develop a proof of concept. A review is taking place involving all three councils to ensure the agreed approach delivers on the requirements of joint working. ICT officers are working to review the requirements shaped around the needs of the business and the associated return on investment.

If there is a business case, rather than undertake a pilot a full project plan will be developed to deploy this collaboration tool to support joint working.

Sharepoint is a key tool in harmonised working so it is recommended this budget be transferred to the harmonisation of business applications programme.

The following projects all deliver improvements to the Council's ICT infrastructure. A brief explanation of each is given below the title for ease of the reader.

3.11 *ISCSI Traffic Separation (IT hardware) - approved budget - £20,000*

This will improve the speed of the council's internal network especially in key functions such as overnight backups that are taken to ensure data loss is minimised. The work to complete this is underway and it is anticipated to come in under budget.

It is proposed the remaining budgets be transferred into the proposed 2015/16 5-year rolling hardware/software replacement capital programme.

3.12 *ESXI PROD 2 – approved budget - £15,000*

This delivers improved load balancing and resilience in respect of key application such as email. Benefits to users are increased speed and resilience; for example, if one area fails then users are automatically moved to another areas resulting in no downtime whilst the failed area is fixed.

The work to complete this is underway and it is anticipated to come in under budget.

It is proposed the remaining budgets be transferred into the proposed 2015/16 5-year rolling hardware/software replacement capital programme.

3.13 ***Hyper V Environment (IT hardware) – approved budget - £14,000***

This is Microsoft product, which allows better sharing of hardware resources and delivers cost savings in licensing.

The capital bid was to undertake a pilot programme where a number of servers were migrated to this environment to test performance. The product is well established and a review being undertaken to establish whether a pilot is actually required.

It is hoped to simply make the move to Hyper V and remove the Council's reliance on other expensive licensing models.

It is proposed the remaining budgets be transferred into the proposed 2015/16 5-year rolling hardware/software replacement capital programme.

Licence savings will be achieved from 2016 onwards.

3.14 ***San Storage Renewal (IT hardware) - approved budget - £81,000***
Server Replacement Programme (IT hardware) - approved budget - £33,000

The above two projects relate to upgrading/replacing central hardware that serves all users. The work to complete this is underway and it is anticipated to come in under budget.

It is proposed the remaining budgets be transferred into the proposed 2015/16 5-year rolling hardware/software replacement capital programme.

3.15 ***VMware Virtual Centre Site Recovery Manager - approved budget - £35,000***

This project provides a faster disaster recovery environment in the event the main systems at CDC failed.

This will be reviewed and implemented in line with the move to Microsoft Hyper-V detailed above.

It is proposed the remaining budgets be transferred into the proposed 2015/16 5-year rolling hardware/software replacement capital programme.

3.16 ***Netback Up Upgrade - approved budget - £75,000***

This relates to the council's corporate back up system. The corporate back up system takes a copy of all data held on council systems each night.

A review has identified that on-going savings could be made if a change to way backups are completed is made. This will deliver licensing savings and improve speed of corporate backups.

It is proposed the remaining budgets be transferred into the proposed 2015/16 5-year rolling hardware/software replacement capital programme.

3.17 *Aerial Imagery Update (professional fees) - approved budget - £10,000*

This project will provide up to date aerial imagery for the district which plays a key role in making informed decisions in respect of development planning, core strategy, ecology, heritage, grounds maintenance and enforcement to name but a few.

This project will be completed in 2014/15 and delivered on time and to budget.

3.18 *Upgrade of CDC Service Desk Application - approved budget - £25,000*

This is being reviewed and a single service desk system will be procured serving all partners.

It is proposed the remaining budgets be transferred into the proposed 2015/16 Harmonisation of Business Systems capital programme.

3.19 *Extended Contract for Website Hosting - approved budget - £40,000*

This will be reviewed as part of the harmonisation programme which aims to put in place a single website development team and single content management system serving all partners. The budget for 2014/15 is required whilst the approach for delivering websites and intranets across all three councils is undertaken.

Table 1

CDC 2014/15 Capital Programme						
Project Description	Existing Budget	Budget Action				Comment
		Retain	Delete	Transfer	Transfer to	
Microsoft Licensing Agreement	50,000	50,000		0		Under review
Thin Client and Citrix	29,000			29,000	5-year rolling hardware budget	Under review
Core Business Systems Integration	24,000			24,000	ICT Harmonisation budget	Under review
Corporate Room Bookings	19,000			19,000	ICT Harmonisation budget	Under review
Visual Files Upgrade	16,000			16,000	2015/16 budget	Deferred to enable 3 way working to bed in
FMS System Replacement	100,000	100,000		0		On track
CDC Customer Services Desktop PC Replacement	20,000	20,000		0		On track
Desktop PC Replacement	59,000	20,000		39,000	5-year rolling hardware budget	Under review
Pen Compliance	20,000			20,000	5-year rolling hardware budget	Under review
Security Logging Software	25,000			25,000	5-year rolling hardware budget	Under review
MS Lync	44,000	20,000		24,000	5-year rolling hardware budget	Under review
MS SharePoint pilot	35,000			35,000	ICT Harmonisation budget	Under review
ISCI traffic separation	20,000	20,000		0		On track
ESXI Prod 2	15,000	15,000		0		On track
Hyper V Environment	14,000			14,000	5-year rolling hardware budget	Under review
San Storage Renewal	81,000	20,000		60,000	5-year rolling hardware budget	Under review
Server Replacement Programme	33,000	10,000		23,000	5-year rolling hardware budget	Under review
VMware Client Centre Site Recovery	35,000			35,000	DR budget	Under review
Netback upgrade	75,000	10,000		65,000	5-year rolling hardware budget	Under review
Aerial Imagery	10,000	10,000		0		On track
CDC service desk upgrade	25,000			25,000	ICT Harmonisation budget	Under review
Website Hosting	40,000	40,000		0		On track
Total	789,000	335,000		453,000		

4 Revenue Budgets – savings to date

4.1 Savings are also being achieved within the ICT revenue budgets. Whilst the majority will be realised as business systems are harmonised, the following provides a summary of work to date :-.

- The new FMS system will deliver on-going savings of x from 2015 onwards.
- A review of mobile telephony is seeing the move from Blackberry to Windows 8 mobile. Savings will be delivered in monthly data bundles (x with Blackberry to x with Windows 8 mobile) plus the annual cost of the blackberry server currently x.
- Website hosting – the reviewed approach will deliver savings but at present these cannot be fully quantified.
- Revised staffing structure will be presented to the Joint Transformation Working Group in October and will deliver savings - TBC

4.2 Work has started to review all contracts and maintenance agreements and the findings of this will be available in mid-November.

5 2015/16 ICT Capital/Revenue Growth Bids

The following summarises the capital growth bids requested for 2015/16: -

5.1 ***Microsoft Licensing - Requested budget - £110,000 (capital) and on-going (revenue) - £10,000 per annum – per council from year 2 onwards***

The current agreement with Microsoft runs until June 2015. Work is underway to determine the most appropriate licensing arrangements going forward which reduce costs and ensure compliance with licensing regulations.

5.2 ***5-year rolling hardware upgrade programme – Requested budget - £250,000 (capital) and £13,000 per annum (revenue) for maintenance and support.***

Provides a 5-rolling programme to undertaken hardware upgrades across both sites, which gives ability to shape the work around other programmes and officer resources. It will also be more economical as joint contracts will be procured.

5.3 ***Email archiving - Requested budget - £35,000 (capital) with on-going revenue costs of £3,000 per annum from year 2.***

This will deliver improved email access and speed as well as ensuring the council's are compliant with legislation such as FOI, DPA.

5.4 **Disaster Recovery arrangements – £35,000 (capital) and on-going £5,000 (revenue)**

These arrangements are being reviewed in light of the new partnership with a single approach to be adopted to minimise the risks in the event that key ICT systems are unavailable.

5.5 **Increased Communications lines between SNC and SDC - Requested budget - £5,000 per annum (revenue) per council.**

It is planned to significantly increase the use of technologies such as video conferencing, remote working and electronic records and document management all of which require fast links between the shared sites.

6 Table 2 and 3 below summarise the proposed 2015/16 capital programme and the on-going revenue implications. Table 4 details the revenue growths for 2015/16. The majority of the projects will be delivered through joint working. It is proposed the savings from the 2014/15 programmes of £453,000 be transferred to support the 2015/16 capital programmes.

6.1 **Table 2
CDC - Proposed 2015/16 Capital Programme**

Project Description	Budget Required	NEW	Transferred from 2014-15 budget
Microsoft Licensing Agreement	110,000	110,000	0
5-year rolling hardware/software replacement	250,000	-49,000	299,000
Email Archiving	35,000	35,000	0
Business Systems Harmonisation Programme (ICT service elements only)	200,000	87,000	103,000
Visual files Upgrade	16,000	0	16,000
Disaster Recovery	35,000	0	35,000
Total	646,000	183,000	453,000

6.2 **Table 3
CDC – On-going revenue Implications of proposed 2015/16 Capital Programme**

Project Description	Budget Required	Comments
Microsoft Licensing Agreement	10,000	Year 2 onwards
5-year rolling hardware/software replacement	13,000	Maintenance and on-going support from year 2
Email Archiving	3,000	Maintenance and on-going support from year 2
Disaster Recovery	5,000	Maintenance and on-going support from year 2
Business Systems Harmonisation Programme (ICT service elements only)	0	ICT commitments to be confirmed as systems are harmonised
Visual files Upgrade	0	Budget already contained within legal service.
Total	£0	

6.3 Table 4 CDC – Revenue Growth Bids

Project Description	Budget Required	Comments
Increased Communications Links	5,000	
Total	£5,000	

7.0 Conclusion and Reasons for Recommendations

7.1 The committee is asked to consider this report and whether they wish to recommend the establishment of a capital contingency.

8.0 Consultation

Councillor Nicholas Turner

9.0 Alternative Options and Reasons for Rejection

9.1 Not to support the capital and revenue projects indicated, which, if not approved, will significantly impact on the Council's ability to work in partnership.

10.0 Implications

Financial and Resource Implications

There are no direct financial implications arising from this report.
Comments checked by:

Nicola Jackson, Corporate Finance Manager 01295 221731
nicola.jackson@cherwellandsouthnorthants.gov.uk

Legal Implications

There are no direct legal implications arising from this report. The final decision on the approval of what is proposed will rest with full Council on the recommendation of Executive when the 2015/16 capital and revenue budgets are set.

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

Lead Councillor

Councillor Nicholas Turner

Document Information

Appendix No	Title
n/a	None
Background Papers	
None	
Report Author	Balvinder Heran
Contact Information	balvinder.heran@cherwellandsouthnorthants.gov.uk

Cherwell District Council

Budget Planning Committee

9 September 2014

Quarter 1 Financial Performance
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Report of Director of Resources

This report is public

Purpose of report

This report summarises the Council's Revenue and Capital performance for the first three months of the financial year 2014-15 and projections for the full 2014-15 period.

1.0 Recommendations

The Committee is recommended:

- 1.1 To note the projected revenue and capital position at June 2014.
- 1.2 To note the contents and the progress against the Corporate Procurement Action Plan, detailed in Appendix 1.

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 reported monthly to the Joint Management Team and formally to the Budget Planning Committee on a quarterly basis. This report includes the position at Q1 which will be reported to Executive in October.
- 2.2 The revenue and capital expenditure in Q1 has been subject to a detailed review by Officers and reported monthly to management as part of the corporate dashboard.

3.0 Report Details

Projected Revenue Outturn

- 3.1 At quarter one the Council is projecting an overspend of £41,000 at the year end.

DIRECTORATE	TOTAL		
	ANNUAL BUDGET £000's	PROJECTED OUTTURN £000's	VARIANCE TO ANNUAL PROJECTION
Bicester Regeneration Projects	132	132	0
Community & Environment	9,352	9,307	(45)
Resources	2,847	2,758	(89)
Development	3,377	3,377	0
Chief Executive	185	185	0
Centrally controlled items	(1,502)	(1,327)	175
Net Revenue Projection 2014/15 @ June 2014	14,391	14,432	41

3.2 Community and Environment shows a projected underspend of (£45,000).

This primarily relates to Environmental Services where the Phase 2 shared service has resulted in (£92,000) savings for CDC. The percentage allocations of shared managers are currently estimates and are to be reviewed at Q2 to reflect the actual activity based on the first half of the year. In addition, fuel costs across the services are reduced by (£23,000) due to lower than budgeted cost per litre. The savings are then offset by a £42,000 overspend, predominantly as a result of the sickness and vacancies within Waste and Recycling which require backfilling with Agency Staff. Car parking income is forecasted to be £70,000 down but is currently being offset by other savings in the service.

3.3 Resources shows a projected underspend of (£89,000).

Savings of (£99,000) in Transformation, primarily relating to staff vacancies, and (£59,000) in Law and Governance from the over-recovery of legal fees and personal search fees are offset by an overspend of £69,000 in Finance & Procurement as a result of lower than expected subsidy levels in relation to rent allowances.

3.4 Development is projected to be on target.

At this stage it is too early to make any assumptions with regards to Castle Quay. This will be updated in the Q2 report. In addition we should shortly be receiving the audited actual 2013-14 Permitted Deductions reconciliation, for which an accrual of £70,000 was made which was based on estimated permitted deductions for the year.

3.5 Centrally controlled items shows a projected £175,000 overspend

Procurement savings of £75,000 have yet to be identified. Once these have been identified the budgets will be adjusted to reflect the savings in this area. £100,000 savings from shared working are expected to be realised in the services (e.g. Environmental Services, ICT and legal) and budget adjustments will be completed once these are confirmed. It is expected, therefore, that this will not be a pressure at year end.

The Council is anticipating significant additional income streams in relation to business rates and will report these at a future meeting.

Capital projection 2013-14

- 3.7 The estimated capital variance at year end is £1.5m of which £1.6m, predominantly from the South West Bicester Sports Village scheme, is being requested to be carried forward to 2015-16 after a thorough review of the capital profiling of projects for quarter 1. The variance after the re-profiling is £15,000 which is 0.1% of the total budget and within tolerances.

December 2013 PROJECTIONS	Full-Year Budget 2013/14 £000's	Projected Out-turn 2013/14 £000's	Projection Variance 2013/14 £000's
DIRECTORATES			
Community & Environment Resources	4,112	2,552	(1,560)
Development	839	851	12
	11,382	11,385	3
Capital Total	16,333	14,788	(1,545)
Identified slippage			1,560
Variance after slippage			(15)

- 3.8 The capital budget can be analysed as follows:

Capital Budget 2014/15	£000's
Approved Capital programme for 2014/15	3,397
Prior years approved schemes (primarily Cherwell Community Led Programme)	4,962
Slippage from 2013/14 Programme	7,974
	16,333

Procurement Action Plan and Record of Savings 2014-15

- 3.9 Progress against the Council's procurement action plan is detailed under Appendix 1.
- 3.10 The procurement team have not secured any cashable savings during Quarter 1 14-15 against an annual target of £75,000 but continue to seek cashable savings at every opportunity. The team has provided valuable input into numerous capital projects including Build!, Bicester Community Building, Financial Management System and South West Bicester Sports Village.

4.0 Conclusion and Reasons for Recommendations

- 4.1 It is recommended that:

- the contents of this report are noted

- the variance on capital projections are within the Council's stated tolerances of 5%.

5.0 Consultation

Cllr Ken Atack – Lead member
for Financial Management

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

6.0 Alternative Options and Reasons for Rejection

- 6.1 The following alternative options have been identified and rejected for the reasons as set out below.
- 6.2 Option 1: This report illustrates the Council's performance against the 2014-15 Financial Targets for Revenue, Capital and Procurement Monitoring. 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: Tim Madden, Interim Head of Finance
01295 221634 Tim.Madden@cherwellandsouthnorthants.gov.uk

Legal Implications

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

Comments checked by: Kevin Lane, Head of Law and Governance
0300 0030107 kevin.lane@cherwellsouthnorthants.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.

Comments checked by: Jo Pitman, Head of Transformation
01295 222342, jo.pitman@cherwellandsouthnorthants.gov.uk

Equality and Diversity

- 7.4 Impact assessments were carried out in advance of setting the 2014-15 budget.

Comments checked by: Jo Pitman, Head of Transformation
01295 222342, jo.pitman@cherwellandsouthnorthants.gov.uk

8.0 Decision Information

Key Decision

Wards Affected

All

Links to Corporate Plan and Policy Framework

All

Lead Councillor

Councillor Ken Atack – Lead Member for Financial Management

Document Information

Appendix No	Title
1	Corporate Procurement Action Plan 2014-15
2	Capital Programme 2014-15
Background Papers	
None	
Report Author	Martin Henry, Director of Resources Joanne Kaye, Interim Strategic Finance Accountant
Contact Information	0300 0030102 01295 221545

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8.1 Embedding Good Governance and Best Practice		
Action	Lead	Narrative
<p>Engagement with officers at Directorate Management Team, Service Management Team, operational team levels: Each directorate to have a senior member of the team assigned:</p> <ul style="list-style-type: none"> – Resources – Corporate Procurement Manager – Community and Environment – Senior Procurement Officer – Development – Senior Procurement Officer <p>Updates and reminders via: Intranet – ‘Did you know?’ sections, etc In Brief – need to know information Team briefings</p>	<p>Corporate Procurement Manager and Senior Procurement Officers</p> <p>Senior Procurement Officers</p>	<p>Slots booked as appropriate.</p> <p>Greater focus on Officers being included on key working groups such as Financial Management System Working Group, SNC Brackley Pool Project Board, SNC Organisational Change and Relocation Working Group, CDC Accommodation Board and SW Bicester Sports Village Board</p> <p>Intranet and In Brief being used for updates as appropriate.</p>

8.2 Value for Money and Transparency		
Action	Lead	Narrative
Deliver significant cost and efficiency savings; Cherwell District Council - £75,000 target and South Northamptonshire £50,000 target.	Corporate Procurement Manager	SNC - £0 CDC - £0 No cashable savings identified on projects delivered in q1.
Meet 50% of the departmental cost via delivery of capital projects and work for other public sector partners.	Corporate Procurement Manager	CDC & SNC – Substantial Procurement support provided to multiple capital projects. Seeking to recover funds.
Monitor off contract and expenditure approved without an order: Promoting benefits of correct purchasing sequence; Challenging habitual offenders by escalating within Finance.	Procurement Officers	SNC monitored via processing of POs – only 2% expenditure without POs & all off contract expenditure challenged at point of issue. CDC monitored via spend analysis and implementation of no PO no payment policy. Off contract spend below 5%
Ensure clear visibility and procedures for all procurement exercises with data published on corporate websites.	Team objective	Opportunities advertised via Source Northamptonshire, websites and South East Business Portal.

8.3 Local Business and SME Engagement		
Action	Lead	Narrative
Identify by category and type those areas where SME engagement is appropriate.	Corporate Procurement Manager	Ongoing review project by project.
Allocate on the forward plan which projects will involve a market engagement exercise with a focus on SMEs.	Corporate Procurement Manager	Considered on project by project basis.
Ensure corporate websites make it easier for local businesses to trade with us: Develop use of engagement forums for all relevant projects Seek and record feedback from local businesses	Procurement Officers	Updates made to 'Selling to the Council' pages with links to sourcing opportunities across the region – Source Northamptonshire and South East Business Portal. Participated in Oxford City led SME engagement event.
Provide links to both corporate websites on FSB, Chambers of Commerce and other local business link websites;	Senior Procurement Officers	To be actioned.
Attend appropriate breakfast and other meetings.	Corporate Procurement Manager and Senior	Looking at opportunities and reviewing social value principles.
Apply social value principles to evaluation criteria of suitable projects.		
Apply contract clauses to suitable contracts to ensure that Prime contractors pass on the Council's payment terms and that they are passed on throughout the supply chain.	Procurement Officers	Initial discussions with Adrian Colwell to be followed up with legal.
Participate in business engagement exercises undertaken by the Economic Development teams at both councils.	Team	Looking at opportunities.
Track expenditures with local businesses and SME's.	Procurement Officers	To be included in implementation of new Financial Management System.

8.4 Collaboration		
Action	Lead	Narrative
<p>Provide a clear forward plan for working between SNC and CDC</p> <p>Monitor outcomes – not just in terms of savings</p> <p>Undertake lessons learnt exercise for procurement and service areas after each project</p>	Corporate Procurement Manager	Lessons learnt exercises undertaken for each project and outcomes monitored.
<p>Provide a clear five-year work plan with Stratford</p> <p>Assign officers for each project in 2014/15</p> <p>Monitor outcomes – not just in terms of savings</p> <p>Undertake lessons learnt exercise for procurement and service areas after each project</p>	Corporate Procurement Manager & Senior Procurement Officers	Each project considered on a three way basis as default. See below.
<p>Review opportunities for collaborative working with newly formed Transformation Team.</p>	Corporate Procurement Manager & Senior Procurement Officers	Provision of Procurement service across all three councils currently subject of formal review by transformation team.
<p>Review opportunities and evidence follow up with:</p> <p>Strategic Procurement Partnership for Oxfordshire</p> <p>Northamptonshire Procurement Forum</p> <p>East Midlands Cities and Districts Procurement Forum (Northamptonshire, Nottinghamshire, Derbyshire, Lincolnshire, Cambridgeshire)</p> <p>Milton Keynes, Oxfordshire and Buckinghamshire Procurement Partnership</p>	Corporate Procurement Manager & Senior Procurement Officers	Actively engage with all groups listed and examples of recent outcomes include FOC construction procurement training, assistance with officer mileage analysis and legislative changes workshops.
<p>Review opportunities with Warwickshire and Buckinghamshire authorities</p>	Corporate Procurement Manager	Not progressed to date.

8.5 Selling Services		
Action	Lead	Narrative
Identify: Contracts to be sold Approaches to be sold Ideas to be sold Create action plan with clear objectives Monitor and feedback results in terms of: Income Savings Efficiencies	Corporate Procurement Manager Corporate Procurement Manager Corporate Procurement Manager	Discussions with Parish Councils ongoing and work progressing for Kidlington Parish Council re:management of Stratfield Brake leisure facility. Service being promoted to Oxfordshire Parish Councils and follow up discussions ongoing. Approach to be refined and followed in Northamptonshire and possibly Warwickshire. Will follow as projects delivered.

8.6 Transformation		
Action	Lead	Narrative
Assess level of procurement support required for the following programmes: Moat Lane Relocation Silverstone Brackley Swimming project Build! Programme (Affordable Housing across Cherwell) Bicester Civic Building Canalside and Spiceball Regeneration South West Bicester Sports Village Postal Services Review Agree payment methodology with service areas where appropriate Report back on outcomes and successes	Corporate Procurement Manager Head of Finance Corporate Procurement Manager	Substantial procurement support requirements currently being provided from the shared team minimising external spend. To be established.

8.7 Contract Management		
Action	Lead	Narrative
<p>Convene a contract management steering group</p> <p>Agree objectives along lines of:</p> <p>Clear contract management methodologies</p> <p>Examples of best practice</p> <p>Reference guide of 'do's' and 'don'ts'</p> <p>Review adoption of hosted corporate contract management system</p> <p>Report back on outcomes and successes</p>	<p>Senior Procurement Officers</p> <p>Senior Procurement Officers</p> <p>Senior Procurement Officers</p>	<p>To be progressed once major project load allows.</p>
8.8 Sustainability		
Action	Lead	Narrative
<p>Determine which projects for the year provide the best focus for sustainability considerations</p> <p>Evidence that each and every project has considered sustainability implications:</p> <p>Use of sustainability and CSR sections in pre-qualification elements and as part of the specification and evaluation criteria.</p> <p>Emphasize sustainability considerations at options appraisal stage with officers.</p> <p>Include sustainability considerations within tenders.</p>	<p>Corporate Procurement Manager</p> <p>Team</p> <p>Team</p> <p>Team</p>	<p>All projects consider sustainability.</p> <p>Actioned</p> <p>Actioned as appropriate</p> <p>Actioned</p>

CHERWELL DISTRICT SLIPPED CAPITAL SCHEMES AND YEAR END PROJECTIONS

MANAGEMENT ACCOUNTS AS AT JUNE 2014

DESCRIPTION	SLIPPAGE FROM 2008/09		SLIPPAGE FROM 2009/10		SLIPPAGE FROM 2010/11		SLIPPAGE FROM 2011/12		SLIPPAGE FROM 2012/13		SLIPPAGE FROM 2013/14	TOTAL ANNUAL BUDGET (includes Slippage)	ANNUAL PROJECTION	Slippage Required to 2015/16	COMMENTS	
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000		
Biomass Heating for Bicester Leisure Centre	0	0	0	0	0	0	385	307	307	307	307	307	307	0	Variation works are due to be completed by August with final invoice to follow.	
Cooper Sports Hall Roof	0	0	0	0	0	0	0	0	100	0	100	0	100	0	Project currently on hold whilst long term arrangements for Joint Use Agreement with Oxford County Council are agreed.	
Woodgreen Leisure Centre Bowls Hall Heater	0	0	0	0	0	0	0	0	65	65	65	65	0	0	Tender process currently underway, anticipating works will commence in September.	
Customer Self-Service Portal and CRM Solution	0	0	0	0	0	0	0	0	55	55	55	55	0	55	Project now on hold due to the possibilities around three-way working - for the time being no expenditure is likely, possible slippage into 15/16.	
Stratfield Brake Floodlights	0	0	0	0	0	0	0	0	20	20	20	20	0	0	On going condition survey works during 2014, works yet to be confirmed.	
Community Centre Refurbishments	28	28	0	0	0	0	0	0	84	84	84	84	0	84	These grants are awarded but are not drawn on until the works are complete. Delays can also result from delays in recipients securing match funding. Discussions are underway, predicted expenditure towards the end of 14/15.	
Solar Photovoltaics at Sports Centre	0	0	0	0	0	455	97	80	80	80	80	80	80	0	0	No immediate plans for spend but on going need for budget to ensure efficiency for inverter replacements.
Village Hall, Recreation Play Grants	59	104	37	37	37	37	37	7	7	7	7	7	7	0	0	Allocated to Wroxton who have yet to claim.
Football Development Plan in Banbury	0	0	20	20	20	20	20	20	20	20	20	20	20	0	0	Works are now scheduled to take place in the summer of 2014.
North Oxfordshire Academy Astroturf	0	0	0	0	0	0	0	0	150	150	150	150	150	0	0	Initial discussions are being held with Academy, project not yet confirmed.
South West Bicester Sports Village	0	170	349	1,366	1,187	1,458	1,458	1,458	300	1,158	1,158	300	1,158	0	0	Re-profiling needed. Spend likely to start at the end of 14/15.
Athletics Track Refurbishment - North Oxfordshire	0	0	30	0	0	165	165	165	165	165	165	165	165	0	0	Works to be completed August/September 2014.
Stratfield Brake Repair Works	0	0	0	0	0	22	22	22	22	22	22	22	22	0	0	Works now complete, awaiting final invoice.
KGSC ATP Replacement	0	0	0	0	0	77	77	77	77	77	77	77	77	0	0	Works now complete, awaiting final invoice.
Car Park Refurbishments	0	0	25	28	28	28	28	28	28	28	28	28	28	0	0	28 This is a contingency budget to cover unplanned capita 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	0	0	50	20	17	17	17	17	17	17	17	17	17	0	0	17 This scheme is for the renewal of car parking ticket machines.
Sports Centre Modernisation Programme	1891	350	249	249	249	118	118	118	0	118	118	0	118	0	118	Budget remains to fund latent defects following the completion of the project. None identified so far this year.
Community Services Total	1,978	652	760	2,175	2,020	2,383	2,773	1,213	1,560							
Energy Efficiency Projects	0	0	0	0	73	49	99	99	99	99	99	99	99	0	0	Anticipating budget fully committed by quarter 3
Glass Bank Recycling Scheme	0	0	0	0	0	0	25	25	25	25	25	25	25	0	0	Currently investigating second hand banks from other authorities, full spend may not be required. To confirm quarter 3
Recycling Bank Scheme	0	0	0	0	0	0	25	25	25	25	25	25	25	0	0	Currently investigating second hand banks from other authorities, full spend may not be required. Some budget to be allocated to Cleansing litter & recycling bins. To confirm quarter 3 & 4
Off Road Parking Facilities	84	88	23	18	18	18	18	18	18	18	18	18	18	0	0	This is to be used to create parking at the new country park.
Urban Centres Improvements	0	27	15	15	15	15	15	15	15	15	15	15	15	0	0	For the purchase of street furniture. Spend is as and when required - no call currently
Vehicle Replacement Programme	0	0	0	0	0	201	873	873	873	873	873	873	873	0	0	Expecting to be fully committed by end of quarter 3
Recycling Bins	0	20	0	0	0	96	216	216	216	216	216	216	216	0	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	0	0	28	28	16	4	4	4	4	4	4	4	4	0	0	Expecting to be fully committed by end of quarter 2
Mini MRF [Materials Recovery Facility]	0	0	0	29	29	29	29	29	29	29	29	29	29	0	0	Awaiting update from IU on project status
Thorpe Lane Depot Hard Standing	0	0	0	0	0	35	35	35	35	35	35	35	35	0	0	Expecting to be fully committed by end of quarter 2
Environmental Services Total	84	135	66	90	151	447	1,339	1,339	0							
Community & Environment Total	2,062	787	826	2,265	2,171	2,830	4,112	2,552	1,560							
Microsoft Licensing Agreement	0	0	0	0	0	0	50	50	50	50	50	50	50	0	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.
Thin Client Extension	0	0	91	37	37	9	9	9	9	9	9	9	9	0	0	as above
Core Business System Integration	0	0	0	48	48	24	24	24	24	24	24	24	24	0	0	as above
Corporate Bookings System	0	0	0	50	50	19	19	19	19	19	19	19	19	0	0	as above
Extended Contract for Website Hosting	0	0	0	0	0	20	40	40	40	40	40	40	40	0	0	as above
Visualifys Upgrade	0	0	0	0	0	16	16	16	16	16	16	16	16	0	0	as above
Server Replacement 1314	0	0	0	0	0	3	3	3	3	3	3	3	3	0	0	as above
Financial System Upgrade	0	0	0	0	0	100	100	100	100	100	100	100	100	0	0	as above
CDC&SNC Cust Servs Desktop	0	0	0	0	0	20	20	20	20	20	20	20	20	0	0	as above
GCSX Secured Area - Wall Garden - PNC Compliance	0	0	0	0	0	0	20	20	20	20	20	20	20	0	0	as above
San Storage Renewal (IT hardware)	0	0	0	0	0	0	81	81	81	81	81	81	81	0	0	as above
Server Replacement Programme (IT hardware)	0	0	0	0	0	0	30	30	30	30	30	30	30	0	0	as above
ESXI PROD 2 - capacity forward planning (hardware)	0	0	0	0	0	0	15	15	15	15	15	15	15	0	0	as above
Lync 2013 (professional fees, equipment, hardware)	0	0	0	0	0	0	44	44	44	44	44	44	44	0	0	as above
Desktop PC Replacement	0	0	0	0	0	0	59	59	59	59	59	59	59	0	0	as above
Netback Up Upgrade	0	0	0	0	0	0	75	75	75	75	75	75	75	0	0	as above
ISCSI Traffic Separation (IT hardware)	0	0	0	0	0	0	20	20	20	20	20	20	20	0	0	as above
Modular Development of CSM - Cherwell Helpdesk	0	0	0	0	0	0	25	25	25	25	25	25	25	0	0	as above
Security Logging Software	0	0	0	0	0	0	25	25	25	25	25	25	25	0	0	as above
Hyper V Environment (IT hardware)	0	0	0	0	0	0	14	14	14	14	14	14	14	0	0	as above
Aerial Imagery Update (professional fees)	0	0	0	0	0	0	10	10	10	10	10	10	10	0	0	as above
Citrix - Expansion to Support Agile Working	0	0	0	0	0	0	20	20	20	20	20	20	20	0	0	as above
VMware Virtual Centre Site Recovery Manager	0	0	0	0	0	0	35	35	35	35	35	35	35	0	0	as above
Sharepoint - Joint Bid with SNC (split 50:50)	0	0	0	0	0	0	35	35	35	35	35	35	35	0	0	as above
Transformation Total	0	0	91	135	135	211	789	789	0							
Resourcelink Implementation	0	0	0	0	0	0	0	0	3	3	3	3	3	0	0	Late invoices from Oct and Jan not accrued. Nothing further expected.
Finance & Procurement Total	0	0	0	0	0	0	0	0	3							
Elections - Cabinet Office IER Project	0	0	0	0	0	0	0	0	9	9	9	9	9	0	0	Purchase of scanner for Individual Electoral Registration - funded by IER Grant
Elections Polling Booths and Count Tables	0	0	0	0	0	0	0	50	50	50	50	50	50	0	0	Will be purchased well ahead of the elections in May
Law & Governance Total	0	0	0	0	0	0	0	50	59							
Resources Total	0	0	91	135	135	211	839	851	0							
Cherwell Community Led Programme	0	0	0	0	1,712	97	2,430	2,430	2,430	2,430	2,430	2,430	2,430	0	0	The Build!™ programme will include affordable rented homes, affordable home ownership (shared ownership and equity loans) and homes sold on the open market. The sites will be across Banbury, Bicester and in some rural areas. Refurbishment, Community Self Build, Individual Self Build & Self Finish. Delay in expenditure but now acquiring sites. £3.6m expected to be spent in 13/14. As sites are identified, budget will be transferred to individual site programme codes.
Disabled Access Audit	0	0	0	0	0	15	15	15	15	15	15	15	15	0	0	To undertake the alterations and improvements to various locations within the District as part of the on-going programme of improvements to facilitate access for disabled and physically impaired people as per recommendations made under Approved Document M of the Building Regulations. Projected to be on target
23&24 Thorpe Place Roof Lights	0	0	0	0	0	27	27	27	27	27	27	27	27	0	0	The works consists of the replacement of 4 no. barrel roof lights. Each roof light consists of 8 sections and has been raised on previous dilapidation surveys over the last 3 years. This is projected to be on target for completion in 14-15

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	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
Condition Survey Works	0	0	0	0	0	0	0	0	0	0	350	650	650	0	The works covers maintenance issues that are identified within the Condition Survey completed October 2013 and to provides information to enable us to identify and organise a planned programme of work to bring CDC's building portfolio to an acceptable standard over a 5 or 10 year period. The work covers all elements of the building, mechanical and electrical installations in order to bring them up to current standards. All budget is committed and is anticipated to be spent in 14/15.
Replacement AC to Main Chamber Bodicote	0	0	0	0	0	0	0	0	0	0	80	80	80	0	Part of the current system within this area has been decommissioned. The control system of this unit is unreliable and has to be manually reset and has made the operation of the system unreliable. It is anticipated that more budget will be needed than budgeted for in the scheme, will look to use some budget from the Condition Survey works scheme.
Highfield Depot Redev of Office & Welfare Facilities	0	0	0	0	0	0	0	0	0	0	156	156	156	0	The Depot has been the subject of relocation for a number of years and the current facility has had significant repairs.
Bicester Community Building	0	0	0	0	0	0	0	0	0	0	3,037	4,837	4,837	0	Development of the Franklins Yard Car park for a new civic building. Approved by Planning Committee in June. Construction will be over 53 weeks so will need rephasing into 14/15 and 15/16.
Replacement Air Con Banbury Museum	0	0	0	0	0	0	0	0	0	0	0	35	35	0	Projected to be on target
Bradley Arcade Roof Repairs	0	0	0	0	0	0	0	0	0	0	0	122	122	0	Projected to be on target
DPS Access Audit	0	0	0	0	0	0	0	0	0	0	0	20	20	0	Projected to be on target
Empty Homes and Work-in-default (recoverable)	0	0	0	0	0	0	0	0	0	0	0	100	100	0	Projected to be on target
18 & 19 Thorpe Place - Replacement Roof Lights	0	0	0	0	0	0	0	0	0	0	0	27	27	0	Projected to be on target
Upgrade to Uninterrupted Power Supply & Back up	0	0	0	0	0	0	0	0	0	0	0	325	325	0	Projected to be on target
Improvements to Amenities to Orchard Way Shops	0	0	0	0	0	0	0	0	0	0	0	28	28	0	Projected to be on target
Environmental Improvements Grimsbury	0	0	0	0	0	0	0	0	0	0	0	250	250	0	Projected to be on target
Access to Highfield Depot	22	22	22	22	22	22	22	22	22	22	22	22	22	0	Linked to other Highfield Depot scheme.
Bicester Cattle Market Car Park Phase 2	0	324	95	90	90	90	90	90	90	90	90	90	90	0	Commitment to OCC on Launton Road junction, this will be monitored by OCC and might be required if works are needed. Possible expenditure in 14-15.
Bicester Pedestrianisation	25	25	250	250	250	250	250	250	250	250	250	250	250	0	Market Square resurrection - to be revaluated by OCC once the town centre development has been completed.
Future Regeneration Schemes Preliminary Professional Fees	0	50	100	52	42	6	6	6	6	6	6	6	6	0	This is a rolling programme of work to bring forward future capital schemes. Funding for external consultants - investigation, design & planning. £28k spent with remainder anticipated in Q4.
Old Bodicote House	0	0	861	225	348	262	262	262	262	262	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	0	0	5000	4,980	2,750	250	250	250	250	250	250	250	250	0	Works complete. All will be spent in 14/15
Kidlington High Street Pedestrianisation	0	0	23	21	17	46	46	46	46	46	46	46	46	0	Awaiting S278 agreement from OCC before proceeding. Expenditure possible in 14-15.
Orchard Way Refurbishment	0	0	0	0	0	0	0	0	0	0	0	0	3	0	Purchase of bollards, will be moved to revenue
Disabled Facilities Grants	0	0	0	104	142	88	838	838	838	838	838	838	838	0	Disabled Facilities Grants are mandatory, means-tested grants prescribed and administered according to statute. DFG grants deliver aids and adaptations so that disabled people can access their homes and appropriate facilities and remain independent. All will be spent in 14/15
Discretionary Grants for Domestic Properties - Es	110	102	42	135	235	101	376	365	365	365	365	365	365	0	The Council provides a range of grants to improve the condition of unsatisfactory homes in the district. These grants are principally targeted at vulnerable households and at improving and securing access to privately rented accommodation. Anticipate full spend by the year end. All will be spent in 14/15
Land Claypits Lane Bicester	0	187	187	187	56	56	56	56	56	56	56	56	56	0	No longer required for this purpose, a new bid is being prepared for consideration in Sept.
Discretionary House Condition Grants	0	0	0	0	0	0	0	11	11	11	11	11	11	0	Miscoded, will be corrected for Q2
Regeneration & Housing Total	157	710	6,580	6,066	5,664	4,933	11,298	11,301	0	0	4,933	11,298	11,301	0	
Planning and Building Control replacement of ICLIP	0	0	0	0	0	0	84	84	84	84	84	84	84	0	Replacement software. Projected to be on target
Public Protection & Development Management Total	0	0	0	0	0	0	84	84	0	0	84	84	84	0	
Development Total	157	710	6,580	6,066	5,664	4,933	11,382	11,385	0	0	4,933	11,382	11,385	0	
Capital Total	2,219	1,497	7,497	8,466	7,970	7,974	16,333	14,788	1,560	1,560	7,974	16,333	14,788	1,560	

Agenda Item 9

Date	DRAFT - Budget Planning Committee - Agenda items
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
	Use of a Central Contingency
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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