

Public Document Pack



Committee: Budget Planning Committee
Date: Tuesday 30 August 2016
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

Councillor Nicholas Mawer (Chairman)
Councillor David Anderson
Councillor Hugo Brown
Councillor Carmen Griffiths
Councillor Barry Richards
Councillor Douglas Webb

Councillor Ken Atack
Councillor Ian Corkin
Councillor Alan MacKenzie-Wintle
Councillor Tom Wallis
Councillor Sean Woodcock

AGENDA

1. Apologies for Absence and Notification of Substitute Members

2. Declarations of Interest

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

3. Urgent Business

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

4. Minutes (Pages 1 - 4)

To confirm as a correct record the minutes of the meeting held on 26 July 2016.

5. **Chairman's Announcements**

To receive communications from the Chairman.

6. **Quarter 1 2016-17 - Revenue and Capital Budget Monitoring Report** (Pages 5 - 24)

Report of Chief Finance Officer

Purpose of report

This report summarises the Council's Revenue and Capital position as at the end of the first three months of the financial year 2016-17 and projections for the full year.

Recommendations

Budget Planning Committee is recommended:

- 1.1 To review the projected revenue and capital position at June 2016 and make any comments to Executive.
- 1.2 To review the current position on reserves at June 2016.
- 1.3 To endorse the updated Capital Outturn Position for 2015-16.

7. **Business Rates Monitoring 2016-2017** (Pages 25 - 30)

Report of Head of Strategic Planning and the Economy

Purpose of report

To provide members of Budget Planning Committee with an update on the business rates position as at the end of Quarter 1 of the 2016-2017 financial year.

Recommendations

The meeting is recommended:

- 1.1 To note the report.

8. **Review of Procurement Strategy Progress** (Pages 31 - 34)

Report of Chief Finance Officer

Purpose of report

This report summarises the Council's Procurement Strategy progress for Quarter 1 of the financial year 2016-17.

Recommendations

The meeting is recommended:

- 1.1 To note the progress made during Quarter 1 2016-17 in implementing the Council's Procurement Strategy.

9. Solihull Partnership

The Head of Regeneration and Housing will brief Members on the Solihull Partnership

10. Review of Committee Work Plan (Pages 35 - 36)

To review the Committee Work Plan.

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

Information about this Meeting

Apologies for Absence

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

Declarations of Interest

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

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

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

Evacuation Procedure

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

Access to Meetings

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

Mobile Phones

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

Queries Regarding this Agenda

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

Sue Smith
Chief Executive

Published on Friday 19 August 2016

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 26 July 2016 at 6.30 pm

Present: Councillor Nicholas Mawer (Chairman)
Councillor Nigel Randall (Vice-Chairman)

Councillor Ken Atack
Councillor Ian Corkin
Councillor Carmen Griffiths
Councillor Alan MacKenzie-Wintle
Councillor Barry Richards
Councillor Tom Wallis
Councillor Douglas Webb
Councillor Sean Woodcock

Substitute Members: Councillor Sean Gaul (In place of Councillor Hugo Brown)

Apologies for absence: Councillor David Anderson
Councillor Hugo Brown

Officers: Paul Sutton, Chief Finance Officer / Section 151 Officer
Belinda Green, Joint Revenues and Benefits Manager
Geni Hotchkiss, Business Support Unit Manager
Mandy Emery, Joint Benefits Team Leader
Vicki Taplin, Joint Revenues Team Leader
Lesley Farrell, Democratic and Elections Officer

12 **Declarations of Interest**

There were no declarations of interest.

13 **Urgent Business**

There were no items of urgent business.

14 **Minutes**

The minutes of the meeting of the Committee held on 24 May 2016 were agreed a correct record and signed by the Chairman.

15 **Chairman's Announcements**

There were no Chairman's announcements.

16 **2015-16 Revenue and Capital Outturn**

The Chief Finance Officer presented a report which summarised the Council's Revenue and Capital performance for the financial year 2015-2016.

In considering the report members commented on the large reduction in income for Castle Quay and requested that the Head of Strategic Planning and the Economy be invited to a future meeting of the committee to discuss the role of the Town Centre Co-ordinators.

The Committee raised concern about the slippage in projects designated to the Solihull Partnership and requested that the Head of Regeneration and Housing be invited to the meeting of 30 August 2016 to discuss this matter and that it be recommended to the Accounts Audit and Risk Committee to consider the non-delivery of the Solihull Partnership projects.

Resolved

- (1) That a recommendation be made to the Accounts Audit and Risk Committee to consider the non-delivery of Solihull Partnership projects
- (2) That the budget underspends be carried forward from 2015/16 to 2016/17
- (3) That the review of reserves be agreed
- (4) That the capital out-turn position for 2015-2016 be noted
- (5) That the balances on the capital schemes which slipped in 2015-16 be carried forward into the 2016-17 capital programme

17 **Business Rates Monitoring 2015-2016**

The Chief Finance Officer submitted a report which provided the Budget Planning Committee with details of the business rates income outturn position for the 2015-2016 financial year.

Resolved

- (1) That the report be noted.

18 **Council Tax Reduction Scheme 2017-2018**

The Chief Finance Officer submitted a report which provided members with an update on the implications of the current Council Tax Reduction Scheme and the changes to discounts, including the impact on collection rates and to

provide members with options to consider for a Council Tax Reduction Scheme for 2017/2018 so that consultation may be undertaken.

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

Resolved

- (1) That the report and financial implication for the Council be noted.
- (2) That Executive be recommended to agree Option 1 - No change to the current local Council Tax Reduction scheme, as the preferred Council Tax Reduction Scheme for 2017-18 in order for consultation to be undertaken.

19 **Review of Committee Work Plan**

The Committee reviewed its workplan 2016-2017.

Resolved

- (1) That the Head of Regeneration and Housing be invited to the meeting of 30 August 2016 to discuss the Solihull Partnership
- (2) That the Head of Strategic Planning and the Economy be invited to a future meeting to discuss the Business Support Unit.
- (3) That subject to resolutions (1) and (2) the contents of 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 Revenue Plan 2017-18 to 2021-22**

The Chief Finance Officer submitted an exempt report which provided members of the Budget Planning Committee with an update on the Council's Medium Term Revenue Plan for 2017/18 to 2021/22.

Resolved

- (1) That the report be noted

The meeting ended at 7.50 pm

Chairman:

Date:

Cherwell District Council

Budget Planning Committee

30 August 2016

<p>Quarter 1 2016-17 – Revenue and Capital Budget Monitoring Report</p>
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Report of Chief Finance Officer

This report is public

Purpose of report

This report summarises the Council's Revenue and Capital position as at the end of the first three months of the financial year 2016-17 and projections for the full year.

1.0 Recommendations

Budget Planning Committee is recommended:

- 1.1 To review the projected revenue and capital position at June 2016 and make any comments to Executive.
- 1.2 To review the current position on reserves at June 2016.
- 1.3 To endorse the updated Capital Outturn Position for 2015-16.

2.0 Introduction

- 2.1 In line with good practice budget monitoring is undertaken on a monthly basis within the Council. The revenue and capital position is formulated in conjunction with the joint management team and formally to the Budget Planning Committee on a quarterly basis. The report will go to the Executive on 5 September 2016.
- 2.2 The revenue and capital expenditure in quarter 1 has been subject to a detailed review by Officers.

3.0 Report Details

Projected Revenue Outturn 2016-17

- 3.1 At quarter one the Council is projecting an overspend of £803,000 at the year end. Analysis by directorate can be found in Appendix 1.

CHERWELL DISTRICT COUNCIL
MANAGEMENT ACCOUNTS AS AT JUNE 2016

SUMMARY BY SERVICE AREA								
	Actual v Profile				Projected v Budget			
	Budget YTD £000	Actual YTD £000	Variance (Under) / Over £000	Concern Key	Budget £000	Projected £000	Variance (Under) / Over £000	Concern Key
Chief Executive	44	54	10	R	173	207	34	R
CHIEF EXECUTIVE Total	44	54	10	R	173	207	34	R
Bicester Regeneration Projects	291	204	(87)	A	1,163	963	(200)	A
Regeneration and Housing	695	927	232	R	1,642	2,152	510	R
Human Resources	130	220	90	R	524	528	4	G
Information Services	510	517	7	G	1,444	1,472	28	A
Business Transformation	57	321	264	R	229	394	165	R
COMMERCIAL DEVELOPMENT Total	1,683	2,189	506	R	5,002	5,509	507	R
Corporate Finance	334	385	51	R	1,380	1,516	136	R
Revenues	(46)	(24)	22	R	(182)	(182)	0	G
Benefits	189	189	0	G	92	92	0	G
Procurement	26	30	4	R	104	116	12	R
CHIEF FINANCE OFFICER Total	503	580	77	R	1,394	1,542	148	R
Strategic Planning & the Economy	305	322	17	R	1,219	1,161	(58)	A
Development Management	74	51	(23)	A	296	296	0	G
Communications	74	83	9	R	295	295	0	G
Improvement	0	0	0	G	0	0	0	G
Business Support Unit	22	19	(3)	A	87	87	0	G
Performance	49	59	10	R	197	179	(18)	A
Law and Governance	251	272	21	R	1,005	1,005	0	G
STRATEGY AND COMMISSIONING Total	775	806	31	R	3,099	3,023	(76)	G
Community Services	1,265	1,290	25	A	5,060	5,131	71	G
Environmental Services	1,260	1,375	115	R	5,039	5,158	119	A
OPERATIONS AND DELIVERY Total	2,525	2,665	140	R	10,099	10,289	190	A
TOTAL DIRECTORATES	5,530	6,294	764	R	19,767	20,570	803	R

Concern Key

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

Projected Capital Outturn 2016-17

Directorate	APPROVED BUDGET £000	YTD BUDGET £000	ACTUAL £000	PROJECTION £000	SLIPPAGE £000	VARIANCE £000
Strategy & Commissioning	0	0	0	0	0	0
Chief Finance Officer	38	0	(169)	38	0	0
Commercial Development	65,111	8,700	3,922	63,270	2,500	659
Operations & Delivery	6,046	770	1,113	6,046	0	0
Total	71,195	9,470	4,865	69,354	2,500	659

3.2 The net Capital projection as at June 2016 is within budget tolerances (projected variance is less than 1% of the Approved Budget). The projected slippage relates to the North West Bicester Eco Business Centre, the profile of spend for this project will become clearer once the procurement exercise is completed in September. A detailed breakdown by capital scheme is presented at Appendix 2.

Reserves 2016-17

3.3 The Committee is asked to review the Council's reserves position as set out at Appendix 3.

Capital Outturn 2015-16

3.4 Details of the Council's updated Capital Outturn for 2015-16 are presented at Appendix 4, the only change since this position was presented to committee is an additional slippage into 2016-17 of £90k relating to Bicester Cattle Market.

4.0 Conclusion and Reasons for Recommendations

4.1 It is recommended that:

- the contents of this report at 3.1, 3.2 and 3.2 are reviewed.
- The Council's updated Capital Outturn position for 2015-16 is endorsed for approval by Accounts, Audit and Risk Committee on 17th September 2016.

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 2016-17 Financial Targets for Revenue and Capital and presents the 2015-16 Capital Outturn position for endorsement. 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: Denise Taylor, Group Accountant
01295 221982 denise.taylor@cherwellandsouthnorthants.gov.uk

Legal Implications

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

Comments checked by: Nigel Bell, Team Leader – Planning and Litigation
01295 221687 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. Any increase in risk will be escalated through the corporate risk register.

Comments checked by: Louise Tustian, Senior Performance and Improvement Officer 01295 221786 louise.tustian2@cherwellandsouthnorthants.gov.uk

Equality and Diversity

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

Comments checked by: Louise Tustian, Senior Performance and Improvement Officer 01295 221786 louise.tustian2@cherwellandsouthnorthants.gov.uk

8.0 Decision Information

Wards Affected

All

Links to Corporate Plan and Policy Framework

All

Lead Councillor

Document Information

Appendix No	Title
1	Directorate Analysis Revenue Expenditure 2016-17
2	Directorate Analysis Capital Expenditure 2016-17
3	Reserves 2016-17
4	Capital Outturn 2015-16
Background Papers	
None	
Report Author	Sanjay Sharma, Interim Group Accountant
Contact Information	01295 221564 sanjay.sharma@cherwellandsouthnorthants.gov.uk

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CHERWELL DISTRICT COUNCIL
MANAGEMENT ACCOUNTS AS AT JUNE 2016

CHIEF EXECUTIVE

	Actual v Profile				Projected v Budget			
	Budget YTD £000	Actual YTD £000	Variance (Under) / Over £000	Concern Key	Budget £000	Projected £000	Variance (Under) / Over £000	Concern Key
Chief Executive	44	54	10	R	173	207	34	R
CHIEF EXECUTIVE Total	44	54	10	R	173	207	34	R
<p>Reasons for major variance : Purchase Order commitments not in budget include contribution to OCC Devolution Project £25k, whereas actual costs include this contribution.</p>								

Concern Key (based on YTD budget)

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

CHERWELL DISTRICT COUNCIL
MANAGEMENT ACCOUNTS AS AT JUNE 2016

COMMERCIAL DEVELOPMENT SUMMARY

	Actual v Profile				Projected v Budget			
	Budget YTD £000	Actual YTD £000	Variance (Under) / Over £000	Concern Key	Budget £000	Projected £000	Variance (Under) / Over £000	Concern Key
Biscester Regeneration Projects	291	204	(87)	A	1,163	963	(200)	A
Regeneration & Housing	695	927	232	R	1,642	2,152	510	R
Human Resources	130	220	90	R	524	528	4	G
Information Services	510	517	7	G	1,444	1,472	28	A
Business Transformation	57	321	264	R	229	394	165	R
COMMERCIAL DEVELOPMENT Total	1,683	2,189	506	R	5,002	5,509	507	R

Reasons for major variance :

Biscester Regeneration Project: Relates to Graven Hill commitment fees; will be approx £200k by year end for 2016-17.

Non-Biscester Regeneration Project: The use of Agency staff in various teams, based on contracts upto October 2016 have resulted in a projected adverse budget variance of £361k. The remainder if the variance refers to Property Maintenance and Professional Fees.

It is not envisaged that these costs can be recovered within the existing budget for the year.

NOTE: Since the production of these figures a meeting has been held with the agents of Castle Quay and following the close of British Home Stores, the budgeted income for this cost centre will not be received. A detailed analysis of the potential loss of income is currently being carried out.

Business Transformation The forecasted variance of £165k relates to a) ICT support for the transition (£70k) and b) Institute of Directors re training (£95k).

Concern Key (based on YTD budget)

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

CHERWELL DISTRICT COUNCIL
MANAGEMENT ACCOUNTS AS AT JUNE 2016

CHIEF FINANCE OFFICER

	Actual v Profile				Projected v Budget			
	Budget YTD £000	Actual YTD £000	Variance (Under) / Over £000	Concern Key	Budget £000	Projected £000	Variance (Under) / Over £000	Concern Key
Corporate Finance	334	385	51	R	1,380	1,516	136	R
Revenues	(46)	(24)	22	R	(182)	(182)	0	G
Benefits	189	189	0	G	92	92	0	G
Procurement	26	30	4	R	104	116	12	R
CHIEF FINANCE OFFICER Total	503	580	77	R	1,394	1,542	148	R

Reasons for major variance :

The Procurement variance relates to agency costs forecasted to be greater than the budget. It is currently not envisaged that this will be covered by savings made elsewhere within the team.

The Corporate Finance forecasted variance primarily relates to additional agency costs £110k, Audit fees relating to quarter 4 of 2015-16 of £15k and £8k re Capita Treasury Solutions. It is not currently envisaged that this will be covered by savings made elsewhere within the team.

Concern Key (based on YTD budget)

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

CHERWELL DISTRICT COUNCIL
MANAGEMENT ACCOUNTS AS AT JUNE 2016

STRATEGY AND COMMISSIONING SUMMARY

	Actual v Profile				Projected v Budget			
	Budget YTD £000	Actual YTD £000	Variance (Under) / Over £000	Concern Key	Budget £000	Projected £000	Variance (Under) / Over £000	Concern Key
Strategic Planning and the Economy	327	341	14	R	1,306	1,248	(58)	A
Development Management	74	51	(23)	A	296	296	0	G
Communications	74	83	9	R	295	295	0	G
Performance	49	59	10	R	197	179	(18)	A
Law and Governance	251	272	21	R	1,005	1,005	0	G
STRATEGY AND COMMISSIONING Total	775	806	31	R	3,099	3,023	(76)	G

Reasons for major variance :

Actual

Strategic Planning and the Economy: Shared Services costs yet to go through, a salary analysis model is being developed to allow proper review of payroll data.
Management restructure has been halted pending Unitary investigations.
Overspends within Economic Development & Local Plan will be covered by reserves if overspent at year-end.

Development Management: Planning Income down by £152k.
Planning fees income received in advance not shown against current year, will be rectified in Q2.

Communications: Cross charging of shared services yet to take place across CDC/SNC.

Performance: Cross charging of shared services yet to take place across CDC/SNC.
Vacant post within Performance - shared post. Likely to be vacant for the remainder of the year.

Law & Governance Expenditure relating to the Elections, reimbursement due (£131k).
Cross charging of shared services yet to take place across CDC/SNC.
Some expenditure relating to full year gone though in commitments, budget profiling to be adjusted for Q2.

Projected

Strategic Planning and the Economy: Management restructure has been halted pending Unitary investigations. Business case for savings being developed.

Performance: Vacant post within Performance - shared post. Likely to be vacant for the remainder of the year.

Concern Key (based on YTD budget)

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

CHERWELL DISTRICT COUNCIL
MANAGEMENT ACCOUNTS AS AT JUNE 2016

OPERATIONS AND DELIVERY SUMMARY

	Actual v Profile				Projected v Budget			
	Budget YTD £000	Actual YTD £000	Variance (Under) / Over £000	Concern Key	Budget £000	Projected £000	Variance (Under) / Over £000	Concern Key
Community Services	1,265	1,290	25	A	5,060	5,131	71	G
Environmental Services	1,260	1,375	115	R	5,039	5,158	119	A
OPERATIONS AND DELIVERY Total	2,525	2,665	140	R	10,099	10,289	190	A

Reasons for major variance :

- Potential overspend in Customer Service Centre to be investigated in detailed Q2 salary monitoring.
- Bolton road car park now closed so no further income will be received until December 2016.
- Domestic Waste Collection costs anticipated to overspend due to overtime and additional agency staff required to cover for a combination of long term sickness and for a growth in the number of collection properties.

Concern Key (based on YTD budget)

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

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CHERWELL DISTRICT CAPITAL SPEND AND YEAR END PROJECTIONS

CODE	DESCRIPTION	APPROVED BUDGET £000	YTD BUDGET £000	ACTUAL £000	PROJECTION £000	SLIPPAGE £000	VARIANCE £000	COMMENTS
		0	0	0	0		0	
Strategy & Commissioning Total		0	0	0	0	0	0	
40096	Financial System Upgrade	0	0	(169)	0		0	Requires investigation into credit balance at Q1 relating to other projects.
	HR / Payroll System replacement	38	0	0	38		0	Negotiations with current supplier to continue provision until replacement system implemented.
Finance & Procurement Total		38	0	(169)	38	0	0	
Chief Finance Officer Total		38	0	(169)	38	0	0	
40093	Bicester Community Building	758	0	442	758		0	£250k fit out for the 2nd floor remains unspent but plans are being drawn up to spend this in 16/17.
40094	Graven Hill	44,428	5,279	0	44,428		0	We are waiting a revised cash flow forecast from the company.
40095	NW Bicester Eco Business Centre	4,000	0	1	1,500	2,500	0	Once the procurement exercise is complete in Sept the expected cash flow will become clearer. We should expect the majority of spend to be incurred in 2017/18
Bicester Regeneration Projects Total		49,186	5,279	443	46,686	2,500	0	
40062	East West Railways	580	73	0	580		0	Planned to spend in 2016/17 - 5yr capital contributions
40063	Build Programme	11,531	2,883	2,524	11,531		0	per CS anticipated will be spent in 2016/17 - Payment profile to be ascertained
40065	23&24 Thorpe Place Roof Lights	4	0	0	4		0	Retention money held since at least 2013/14
40066	Condition Survey Works	176	0	102	176		0	Expenditure on schemes involving the Solihull Partnership is under review and detailed forecasts will be provided for Q2.
40067	Bradley Arcade Roof Repairs	98	0	14	98		0	Expenditure on schemes involving the Solihull Partnership is under review and detailed forecasts will be provided for Q2.
40071	Upgrade Uninterrupted Pwr Supp Back up	337	0	0	337		0	Expenditure on schemes involving the Solihull Partnership is under review and detailed forecasts will be provided for Q2.
40072	Improvmts to Amenities Orchard Way	25	0	0	25		0	Expenditure on schemes involving the Solihull Partnership is under review and detailed forecasts will be provided for Q2.
40073	Woodgreen - Condition Survey Works	30	0	12	30		0	Planned to be spent in 2016/17 as part of the WGLC upgrade or to replace flat roof
40074	Banbury Museum Emergency Lighting Replac	0	0	71	71		71	Spend was in 15-16, this may be a duplicate requiring investigation in Q2.
40075	Orchard Way Shopg Arcade Front Serv	300	0	0	300		0	Expenditure on schemes involving the Solihull Partnership is under review and detailed forecasts will be provided for Q2.
40076	21 23 Thorpe Place Replace Roof Lights	0	0	45	45		45	Spend was in 15-16, this may be a duplicate requiring investigation in Q2.
40077	Bodicote House - Access Control System	27	0	43	43		16	Additional Contractor Costs
40080	Old Bodicote House	73	0	18	73		0	Query if complete as started in 2015/16
40081	Bicester Town Centre Redevelopment	99	0	5	99		0	
40082	Kidlington High Street Pedestrianisation	2	0	0	2		0	Scheme completed in 2015/16 - small additional costs incurred
40085	Thorpe Lane Depot - CCTV Replacement	40	0	0	40		0	Expenditure on schemes involving the Solihull Partnership is under review and detailed forecasts will be provided for Q2.
40086	Bodicote House - CCTV Upgrade	15	0	0	15		0	Expenditure on schemes involving the Solihull Partnership is under review and detailed forecasts will be provided for Q2.
40087	Banbury Bus Station - Refurbishment	90	23	0	90		0	Planned to be spent in Q3 and Q4 2016/17
40088	Banbury Museum - Refurbishment Programme	250	63	0	250		0	Further investigation on profile of spend being carried out in Q2.
40089	Community Buildings - Remedial Works	150	38	0	150		0	Further investigation on profile of spend being carried out in Q2.
40090	Car Parks Resurfacing	100	25	0	100		0	Further investigation on profile of spend being carried out in Q2.
40091	Ferriston Shop Parade Resurface Car park	40	10	0	40		0	Further investigation on profile of spend being carried out in Q2.
40092	Spiceball Riverbank Reinstatement	50	13	0	50		0	Further investigation on profile of spend being carried out in Q2.
40102	Cher Comm Led Prog Local Hsg Co	0	0	5	5		5	LHC Legal Fees
40104	Higham Way	0	0	14	14		14	PO Commitment for feasibility study
40107	Cher Com Led Prog The Hill Com Centre	0	0	7	7		7	Topo and asbestos survey costs
40113	St Johns House Banbury	0	0	9	9		9	Final Payment re work at St Johns House
40115	Juniper Court/Drapers	0	0	32	32		32	Application 14 from Contractor plus Security costs
40117	Town Centre House	0	0	25	25		25	Professional Fees plus PO commitments for Internal and External fittings
40120	Prototype Project	0	0	1	1		1	Consultancy Costs re project
40124	Spring Gardens	0	0	1	1		1	Bolton Road Car Park costs prior to Demolition
40125	Newton Close	0	0	422	422		422	Lincoln House Project brought forward from 2015/16, classified as inventory and likely to be funded through capital receipts.
	Bicester Cattle Market	90	0	0	90		0	Slipped from 2015-16.
Assets Facilities Management Total		14,107	3,125	3,350	14,756	0	649	
40083	Disabled Facilities Grants	831	188	70	831		0	Grants awarded as required. Anticipate all will be used in 2016/17
40084	Discretionary Grants Domestic Properties	504	69	42	504		0	Grants awarded as required. Anticipate all will be used in 2016/17

CODE	DESCRIPTION	APPROVED BUDGET £000	YTD BUDGET £000	ACTUAL £000	PROJECTION £000	SLIPPAGE £000	VARIANCE £000	COMMENTS
40069	Empty Homes Work-in-Default Recoverable	100	0	0	100		0	Grants awarded as required. Anticipate all will be used in 2016/17
Private Sector Housing Total		1,435	256	112	1,435	0	0	
40032	Microsoft Licensing Agreement	39	0	0	39		0	Funding will be required in 2017/18
40035	Corporate Bookings System	8	0	0	8		0	was forecasted to be complete in 2015/16. TS to investigate.
40036	Extended Contract for Website Hosting	36	0	0	36		0	was forecasted to be complete in 2015/16. TS to investigate.
40044	Lync 2013 prof fees, equip IT hardware	0	0	1	1		1	No Budget see 2015/16
40045	Desktop PC Replacement	0	0	1	1		1	No Budget see 2015/16 - removed from capital programme - BPC 9/09/15
40050	Hyper V Environment (IT hardware)	0	0	2	2		2	No Budget see 2015/16 - removed from capital programme - BPC 9/09/15
40052	VMware Virtual Centre Disaster Recy Mngr	35	0	0	35		0	Slippage to 2016/17 pending review of IT strategy, new strategy expected to be agreed in October 16
40054	Land & Property Harmonisation	0	0	6	6		6	No Budget see 2015/16
40056	5 Year Rolling HW / SW Replacement Prog	50	13	4	50		0	5 year rolling programme
40057	Business Systems Harmonisation Programme	40	10	3	40		0	Five year rolling programme - £40,000/year
40059	Website Redevelopment	66	17	0	66		0	Slippage to 2016/17 pending review of IT strategy, new strategy expected to be agreed in October 16
	Visualifies Upgrade	32	0	0	32		0	TS to investigate with Legal Team the latest position on this upgrade
	Planning and Building Control replacement of ICLIP	77	0	0	77		0	Slippage to 2016/17 pending review of IT strategy, new strategy expected to be agreed in October 16
Information Technology Total		383	39	17	393	0	10	
Commercial Development Total		65,111	8,700	3,922	63,270	2,500	659	
40001	Biomass Heating Bicester Leisure Centre	84	0	0	84		0	Addressing insurance requirement for additional works including an escape hatch and also have additional consultant fees to come in due to issue with Renewable Heating Initiative application.
40002	Cooper Sports Hall Roof	100	0	87	100		0	Project currently on hold whilst Joint User Agreement long term arrangements are finalised. Works will be required to align with agreement. Roof needs replacing urgently but Academy have no funds (53:47 split). Raised as H&S concern
40003	Customer Self-Service Portal CRM Solutn	80	0	0	80		0	
40004	The Hill Youth Community Centre	850	113	1	850		0	Target completion for Q4.
40005	Bicester Sports Village	835	11	0	835		0	Target completion for Q4.
40006	Community Centre Refurbishments	84	0	0	84		0	
40007	Solar Photovoltaics at Sports Centre	80	0	0	80		0	
40009	Football Development Plan in Banbury	20	0	0	20		0	
40010	North Oxfordshire Academy Astroturf	150	0	0	150		0	
40011	South West Bicester Sports Village	955	0	36	955		0	Target completion for Q4.
40013	Stratfield Brake Repair Works	22	0	0	22		0	
40015	Car Park Refurbishments	5	0	0	5		0	
40016	Implementing Vehicle Parks Proposals	17	0	0	17		0	
40017	Sports Centre Modernisation Programme	86	0	(0)	86		0	
40018	WGLC Dry Side Refurbishment	1,200	300	261	1,200		0	Further investigation required.
40019	Bicester Leisure Centre Extension	150	38	0	150		0	
40020	Spiceball Leis Centre Bridge Resurfacing	30	8	0	30		0	
Community Services Total		4,748	469	384	4,748	0	0	
40021	Energy Efficiency Projects	24	0	7	24		0	
40022	Glass Bank Recycling Scheme	8	0	4	8		0	
40023	Recycling Bank Scheme	5	0	5	5		0	
40025	Public Conveniences	25	0	0	25		0	
40026	Off Road Parking Facilities	18	0	0	18		0	
40028	Vehicle Replacement Programme	948	233	713	948		0	Five year rolling programme, expenditure depends on vehicle condition.
40029	Wheeled Bin Replacement Scheme	240	60	0	240		0	Programme expenditure depends on condition and demand based on new build.
40031	Urban Centre Electricity Installations	30	8	0	30		0	
Environmental Services Total		1,298	301	729	1,298	0	0	
Community & Environment Total		6,046	770	1,113	6,046	0	0	
Capital Total		71,195	9,470	4,865	69,354	2,500	659	

Cherwell District Council
Reserves 2016-16 Q1

Reserve	Owner	Service Owner	Statutory Accounts Balance 31-Mar-16	Transfer in	Transfer out	Balance 30-Jun-16	Comments
			£000	£000	£000	£000	
General Fund:							
Building Control	Kate Crussell	Andy Kidd	(100)			(100)	
Capacity Funding	Joanne Kaye	Karen Curtin	(88)		148	60	Agreed by Council Feb 16
Car Park Studies	Kelly Wheeler	Ian Davies	(185)			(185)	
Corporate IT	Brian Wallace	Belvinder Heran	(143)			(143)	
Corporate Transformation	Brian Wallace	Paul Sutton	(866)			(866)	
Country Park Reserve	Kelly Wheeler	Kevin Larnar	(100)			(100)	
Elections	Kate Crussell	James Doble	(109)			(109)	
Environmental Warranties	Ian Robinson		(1,000)			(1,000)	
General Fund Items	Brian Wallace	Paul Sutton	(245)			(245)	
Graven Hill Equalisation Reserve	Joanne Kaye	Karen Curtin	(3,396)			(3,396)	
Hanwell Fields Open Space	Kate Crussell	Andy Preston / Lewis Bankes-Hughes	(79)			(79)	
Housing Reserve	Brian Wallace	Marianne North	(220)			(220)	
Joint External Bid-writer	Joanne Kaye	Karen Curtin	(30)			(30)	
Licensing	Kelly Wheeler	Nicolas Sutcliffe	(146)			(146)	
Local Plan Charges	Kate Crussell	Adrian Colwell	(512)		370	(142)	Agreed by Council Feb 16
NHB - Affordable Housing	Brian Wallace	Chris Stratford	(415)			(415)	
NHB - Economic Development	Kate Crussell	Adrian Colwell	(1,428)	(2,030)		(3,458)	Agreed by Council Feb 16
NHB - Superfast Broadband	Kate Crussell	Adrian Colwell	(727)			(727)	
Planning Control	Kate Crussell	Andy Preston	(750)		129	(621)	Agreed by Council Feb 16
Corporate Projects	Brian Wallace	Paul Sutton	(674)			(674)	
Retained Business Rates	Brian Wallace	Mandy Anderson	(2,205)			(2,205)	
Sainsbury's Primary Authority	Kelly Wheeler	Jackie Fitzsimons	(55)			(55)	
Self Insurance	Brian Wallace	Stephen Welsted	(160)			(160)	
VAT Deminimus	Brian Wallace	Paul Sutton	(500)			(500)	
Welfare Reform	Brian Wallace	Ryszard Filipiak	(99)			(99)	
Wheeled Bin Replacements	Kelly Wheeler	Ed Potter	(111)			(111)	
			(14,343)	(2,030)	647	(15,726)	
Earmarked Reserves from Grants & Contributions							
Area Based Grant	Brian Wallace		(83)			(83)	
Bicester Fields Main Park	Kate Crussell	Andy Preston / Lewis Bankes-Hughes	(97)			(97)	
Brighter Futures - Skills Reward Grant	Kelly Wheeler	Ian Davies	(95)			(95)	
Bicester Garden Town	Joanne Kaye	Karen Curtin	(1,521)		638	(883)	Agreed by Council Feb 16
Bicester Youth Bus	Kelly Wheeler	Mike Grant	(65)			(65)	
Broadfield Road Yarnton Sports	Kate Crussell	Andy Preston / Lewis Bankes-Hughes	(4)			(4)	
Courtyard Youth Arts	Kelly Wheeler	Nicola Riley	(39)			(39)	
Dovecote Milcombe	Kate Crussell	Andy Preston / Lewis Bankes-Hughes	(56)			(56)	
Eco Town Revenue	Joanne Kaye	Karen Curtin	(592)		324	(268)	Agreed by Council Feb 16
Emergency Planning	Kelly Wheeler	Jackie Fitzsimons	(40)			(40)	
Green Deal Pioneer Places	Joanne Kaye	Karen Curtin	(69)			(69)	
Home Improvement Agency	Brian Wallace	Tim Mills	(234)			(234)	
Homelessness Prevention	Brian Wallace	Marianne North	(70)			(70)	
New Burdens Grant	Kelly Wheeler	Ian Davies	(248)			(248)	
Housing and Planning Initiatives	Brian Wallace/ Kate Crussell	Andy Preston / Adrian Colwell / Chris Stratford	(322)		13	(309)	Agreed by Council Feb 16
Total of smaller grants & contrib under £65k			(375)			(375)	
			(3,910)	0	975	(2,935)	
Total Earmarked Reserves			(18,253)	(2,030)	1,622	(18,661)	

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CHERWELL DISTRICT CAPITAL SPEND AND YEAR END PROJECTIONS
MANAGEMENT ACCOUNTS AS AT 2015-2016

Appendix 4

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CODE	DESCRIPTION	SERVICE OWNER	APPROVED BUDGET £000	YTD BUDGET £000	ACTUAL £000	PROJECTION £000	SLIPPAGE £000	VARIANCE £000	COMMENTS
CECS001	Biomass Heating for Bicester Leisure Centre	Sharon Bolton	86	86	2	2	84	0	Addressing insurance requirement for additional works including an escape hatch and also have additional consultant fees to come in due to issue with Renewable Heating Initiative application. Slip into 16/17
CECS002	Cooper Sports Hall Roof	Sharon Bolton	100	100	0	0	100	0	Project currently on hold whilst Joint User Agreement long term arrangements are finalised. Works will be required to align with agreement - expenditure will be slipped to 2016/17 - roof needs replacing urgently but Academy have no funds (53:47 split). Raised as H&S concern
CECS004	Customer Self-Service Portal and CRM Solution	Natasha Barnes	80	80	0	0	80	0	Slippage to cover Self Service portal etc.
CECS007	The Hill Youth & Community Centre	Chris Stratford	400	400	0	0	400	0	Work now out for tender.
CECS008	Bicester Sports Village	Phil Rolls	790	790	0	0	790	0	Work planned September to November 2015, contractor stage payments will be made - target completion in August 16 with retention.
EACC003	Community Centre Refurbishments	Phil Rolls	84	84	0	0	84	0	On hold in case it is needed for the Hill - Expenditure will be in 2016/17
EACC009	Solar Photovoltaics at Sports Centre	Sharon Bolton	80	80	0	0	80	0	No immediate plans for further spend but there is an ongoing need for inverter replacement to ensure optimum efficiency to maximise Feed In Tarrif payments.
EACH004	Village Hall, Recreation Play Grants	Phil Rolls	7	7	7	7	0	0	Grant fully paid
EACH006	Football Development Plan in Banbury	Phil Rolls	20	20	0	0	20	0	Work is programmed to take place in April 16.
EACH017	North Oxfordshire Academy Astroturf	Sharon Bolton	150	150	0	0	150	0	Anticipating remaining expenditure in 2016/17 due to slow negotiations with NOA (matter escalated to ID)
EACH021	South West Bicester Sports Village	Phil Rolls	1,271	1,271	316	316	955	0	Work planned September to November 2015, target completion in August 16 with retention.
EACH022	Athletics Track Refurbishment - North Oxfordshire	Sharon Bolton	7	7	6	6	0	(1)	Complete Retention paid
EACH023	Stratfield Brake Repair Works	Sharon Bolton	22	22	0	0	22	0	Management contract not agreed - condition works to be slipped into Q1 2016/17
EACH024	KGSC ATP Replacement	Sharon Bolton	20	20	0	0	0	(20)	£20k slippage from 14/15 to cover final costs no longer required.
EACU012	Car Park Refurbishments	Natasha Barnes	28	28	23	23	5	0	Retention payment in 2016/17
EACU013	Implementing Vehicle Parks Proposals	Natasha Barnes	17	17	0	0	17	0	Slippage to 2016/17 when Vehicle Parks proposals are agreed
SCMP001	Sports Centre Modernisation Programme	Sharon Bolton	118	118	32	32	86	0	Per SB some funds to also be used for condition survey works at WGLC. Final payments will be made in 2016/17
Community Services Total			3,280	3,280	386	386	2,873	(21)	
CEES001	Energy Efficiency Projects	Ed Potter	31	31	7	7	24	0	£23.3k to slip in to 2016/17
CEES002	Glass Bank Recycling Scheme	Ed Potter	24	24	16	16	8	0	£8k to slip in to 2016/17
CEES003	Recycling Bank Scheme	Ed Potter	21	21	16	16	5	0	£5k to slip in to 2016/17
CEES004	Workshop Brake Rollers	Ed Potter	32	32	36	36	0	4	Project overspent but saving to be made on EACE005 to compensate
CEES005	Public Conveniences	Ed Potter	25	25	0	0	25	0	Project delayed. £15 slippage required
EACU002	Off Road Parking Facilities	Ed Potter	18	18	0	0	18	0	Due to delays with EA and Country Park, slippage required into 2016/17.
EACU011	Urban Centres Improvements	Ed Potter	15	15	15	15	0	0	Fully committed
EACE005	Vehicle Replacement Programme	Ed Potter	575	575	555	555	15	(5)	£5k variance to cancel out CEES004 overspend and £15k to slip to 2016/17
EACE009	Fleet Management System	Ed Potter	1	1	0	0	0	(1)	Budget no longer required
EACE017	Thorpe Lane Depot Hard Standing	Ed Potter	0	0	0	0	0	0	Creditor Accrual brought forward from 2014/15 - no longer required
Environmental Services Total			742	742	645	645	95	(2)	
Community & Environment Total			4,022	4,022	1,031	1,031	2,968	(23)	
ICTN002	Standardisation	Jo Pitman	0	0	0	0	0	0	
ICTS016	Microsoft Licensing Agreement	Jo Pitman	110	110	71	71	39	0	Funding will be required in 2017/18
ICTS018	Thin Client Extension	Jo Pitman	0	0	0	0	0	0	Delete from capital programme - agreed at BPC on 9 September 2014
ICTS027	Core Business System Integration	Jo Pitman	0	0	0	0	0	0	Delete from capital programme - agreed at BPC on 9 September 2014
ICTS028	Corporate Bookings System	Jo Pitman	8	8	0	0	8	0	Will be fully spent in 2015/16
ICTS029	Extended Contract for Website Hosting	Jo Pitman	40	40	4	4	36	0	Will be fully spent in 2015/16
ICTS036	Visualifies Upgrade	Jo Pitman	32	32	0	0	32	0	Awaiting feedback from legal section - project may slip
ICTS037	Server Replacement 1314	Jo Pitman	0	0	0	0	0	0	Delete from capital programme - agreed at BPC on 9 September 2014
ICTS038	Financial System Upgrade	Jo Pitman	0	0	73	73	0	73	
ICTS039	CDC&SNC Cust Servs Desktop	Jo Pitman	0	0	3	3	0	3	Delete from capital programme - agreed at BPC on 9 September 2014
ICTS040	GCSX Secured Area - Wall Garden - PNC Compliance	Jo Pitman	0	0	0	0	0	0	Delete from capital programme - agreed at BPC on 9 September 2014

CODE	DESCRIPTION	SERVICE OWNER	APPROVED BUDGET £000	YTD BUDGET £000	ACTUAL £000	PROJECTION £000	SLIPPAGE £000	VARIANCE £000	COMMENTS
ICTS041	San Storage Renewal (IT hardware)	Jo Pitman	0	0	0	0	0	0	Delete from capital programme - agreed at BPC on 9 September 2014
ICTS042	Server Replacement Programme (IT hardware)	Jo Pitman	0	0	0	0	0	0	Will be fully spent in 2015/16
ICTS043	ESXI PROD 2 - capacity forward planning (IT hardware)	Jo Pitman	0	0	0	0	0	0	Delete from capital programme - agreed at BPC on 9 September 2014
ICTS044	Lync 2013 (professional fees, equipment, IT hardware)	Jo Pitman	0	0	10	10	0	10	Will be fully spent in 2015/16
ICTS045	Desktop PC Replacement	Jo Pitman	0	0	3	3	0	3	Delete from capital programme - agreed at BPC on 9 September 2014
ICTS046	Netback Up Upgrade	Jo Pitman	0	0	0	0	0	0	Will be fully spent in 2015/16
ICTS047	iSCSI Traffic Separation (IT hardware)	Jo Pitman	0	0	0	0	0	0	Delete from capital programme - agreed at BPC on 9 September 2014
ICTS048	Modular Development of CSM - Cherwell Helpdesk Software	Jo Pitman	0	0	0	0	0	0	Delete from capital programme - agreed at BPC on 9 September 2014
ICTS049	Security Logging Software	Jo Pitman	0	0	0	0	0	0	Delete from capital programme - agreed at BPC on 9 September 2014
ICTS050	Hyper V Environment (IT hardware)	Jo Pitman	0	0	0	0	0	0	Delete from capital programme - agreed at BPC on 9 September 2014
ICTS051	Aerial Imagery Update (professional fees)	Jo Pitman	0	0	0	0	0	0	
ICTS052	Citrix - Expansion to Support Agile Working	Jo Pitman	0	0	0	0	0	0	Will be fully spent in 2015/16
ICTS053	Disaster Recovery	Jo Pitman	35	35	0	0	35	0	see email from NT 18.03.16
ICTS054	Sharepoint - Joint Bid with SNC (split 50:50)	Jo Pitman	0	0	0	0	0	0	Part of L&P harmonisation - profiled 50/50 across 16/17 and 17/18
ICTS055	Planning and Building Control replacement of ICLIP	Jo Pitman	77	77	0	0	77	0	see email from NT 18.03.16
ICTS056	3 way BACS & Payment Systems	Jo Pitman	0	0	0	0	0	0	Project will be completed through the new finance system - delete balance
ICTS057	5 Year Rolling HW / SW Replacement Prog	Jo Pitman	50	50	62	62	0	12	see email from NT 18.03.16
ICTS058	Business Systems Harmonisation Programme	Jo Pitman	40	40	37	37	0	(3)	Five year rolling programme - £40,000/year
ICTS059	Audio Visual equipment replacement	Jo Pitman	125	125	125	125	0	0	Project complete - funded from reserves
Transformation Total			517	517	388	388	227	98	
RSFP001	HR / Payroll System replacement	Paul Sutton/Jo F	38	38	0	0	38	0	Negotiations underway with current supplier to continue provision until replacement system implemented.
Finance & Procurement Total			38	38	0	0	38	0	
LGEL001	Elections Polling Booths and Count Tables	James Doble	3	3	3	3	0	0	Completed
Law & Governance Total			3	3	3	3	0	0	
Resources Total			558	558	391	391	265	98	
	East West Railways		290	290	0	0	290	0	5 year capital contributions - will be spent in year
DVRH003	Build Programme	Chris Stratford	22,741	22,741	11,210	11,210	11,531	0	Programme on course - NOTE Higham, St Johns, Prototype & Offsite are not technically part of Build! and are not funded from £34m budget
DVCL031	Cherwell Commun Led Prog The Hill Community Centre	Chris Stratford	0	0	1	1	0	1	Not officially part of Build!
DVCL032	Cherwell Commun Led Prog The Local Housing Company	Chris Stratford	0	0	0	0	0	0	Will transfer to revenue
DVCL033	Cherwell Commun Led prog Offsite manufacturing project	Chris Stratford	0	0	9	9	0	9	Need details
DVCL034	St John's House, Banbury	Chris Stratford	0	0	49	49	0	49	Need details
DVCL035	Higham Way	Chris Stratford	0	0	12	12	0	12	Need details
DVCL036	Prototype Project	Chris Stratford	0	0	4	4	0	4	Need details
DVCL037	Cherwell Commun Led Prog Cream Pot Cr Cropredy	Chris Stratford	0	0	81	81	0	81	Need details
DVRH006	Disabled Access Audit	Linda Barlow	0	0	0	0	0	0	Completed
DVRH009	23&24 Thorpe Place Roof Lights	Linda Barlow	4	4	0	0	4	0	Completed - this is a retention sum to be spent this year
DVRH010	Condition Survey Works	Linda Barlow	316	316	140	140	176	0	Requirement for 16/17 £393K: £217K shortage
DVRH011	Replacement AC to Main Chamber Bodicote	Linda Barlow	0	0	0	0	0	0	Completed
DVRH012	Highfield Depot Redev of Office & Welfare Facilities	Ed Potter	0	0	0	0	0	0	
DVRH014	Replacement Air Con Banbury Museum	Nicola Riley	0	0	0	0	0	0	
DVRH015	Bradley Arcade Roof Repairs	Linda Barlow	123	123	25	25	98	0	Consultation stage - main works still to start
DVRH016	DPS Access Audit	Linda Barlow	0	0	0	0	0	0	£40k remedial work still required
DVRH017	Empty Homes and Work-in-default (recoverable) Enforce	Tim Mills	100	100	0	0	100	0	Expenditure on enforcement action - expenditure is recoverable
DVRH018	18 & 19 Thorpe Place - Replacement Roof Lights	Linda Barlow	0	0	0	0	0	0	Completed
DVRH019	Upgrade to Uninterrupted Power Supply & Back up System	Linda Barlow	338	338	1	1	337	0	Work procured through Solihull Partnership. Work is urgent, so there is a need to complete this year (15/16!). On plan for 16/17
DVRH020	Improvements to Amenities to Orchard Way Shops	John Slack	25	25	0	0	25	0	Work procured through Solihull Partnership. Likely to have a lengthy lead-in time so defer until Q.1 2016/17
DVRH021	Bolton Road Design Works		0	0	20	20		20	
DVRH022	Woodgreen - Condition Survey Works	Linda Barlow	30	30	0	0	30	0	Flooring work complete - awaiting a decision on whether to replace the flat roof (ONGOING)
DVRH023	Banbury Museum - Emergency Lighting Replacement	Linda Barlow	70	70	71	71	0	1	Completed

CODE	DESCRIPTION	SERVICE OWNER	APPROVED BUDGET £000	YTD BUDGET £000	ACTUAL £000	PROJECTION £000	SLIPPAGE £000	VARIANCE £000	COMMENTS
DVRH024	Orchard Way Shopping Arcade - front service area a	John Slack	300	300	0	0	300	0	Work procured through Solihull Partnership. Likely to have a lengthy lead-in time so defer until Q.1 2016/17
DVRH025	Units 21 & 23 Thorpe Place - Replacement of Roof L	Linda Barlow	30	30	30	30	0	0	Completed
DVRH026	Bodicote House - Access Control System	Linda Barlow	35	35	8	8	27	0	Completing 16/17
DVSP001	Environmental Improvements Grimsbury	Andy Preston	0	0	0	0	0	0	Project completed in 2013
PHEE003	Bicester Cattle Market Car Park Phase 2	John Slack	90	90	0	0	90	0	Pedestrianisation scheme slipped to 2016-17.
PHEE019	Old Bodicote House	Linda Barlow	124	124	51	51	73	0	Scheme has now started, to be completed 16/17
PHEE020	Bicester Town Centre Redevelopment	Tim Mills	176	176	77	77	99	0	Scheme has now started, to be completed 16/17
PHEE021	Highfield Depot Repairs	Linda Barlow	0	0	3	3	0	3	
PHEE023	Kidlington High Street Pedestrianisation		7	7	5	5	2	0	Complete
PHEH005	Disabled Facilities Grants	Tim Mills	832	832	751	751	81	0	The budget will either be spent or committed as a grant offer - committed grants that are not paid in the year are routinely slipped to the following year
PHEH015	Discretionary Grants for Domestic Properties - Es	Tim Mills	411	411	182	182	229	0	The budget will either be spent or committed as a grant offer - committed grants that are not paid in the year are routinely slipped to the following year
PHEH022	Banbury Foyer & Banbury Youth Hub		0	0	0	0	0	0	
PHEH029	Discretionary House Condition Grants	Tim Mills	0	0	19	19	0	19	
	Thorpe Lane Depot - CCTV Replacement	Linda Barlow	40	40	0	0	40	0	New project - defer to 2016/17
	Bodicote House - CCTV Upgrade	Linda Barlow	15	15	0	0	15	0	New project - defer to 2016/17
Regeneration & Housing Total			26,097	26,097	12,749	12,749	13,547	199	
Development Total			26,097	26,097	12,749	12,749	13,547	199	
DVRH013	Bicester Community Building	Karen Curtin	6,998	6,998	6,240	6,240	758	0	final valuation certificate outstanding - issued as at April 19th. £250k spend on 2nd floor outstanding - to be incurred in 16-17
PHEH006	Eco Town - Ecot Business Centre	Karen Curtin	0	0	5	5	0	5	funded from Eco Town Capital pot.
	Graven Hill	Karen Curtin	23,333	23,333	0	0	23,328	(5)	£12m drawdown for phase 1 MOD land delayed until May 2016
Bicester Regeneration Projects Total			30,331	30,331	6,245	6,245	24,086	0	
Capital Total			61,008	61,008	20,416	20,416	40,866	274	

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Cherwell District Council

Budget Planning Committee

30 August 2016

Business Rates Monitoring 2016-2017
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Report of the Head of Strategic Planning and the Economy

This report is public

Purpose of report

To provide members of Budget Planning Committee with an update on the business rates position as at the end of Quarter 1 of the 2016-2017 financial year.

1.0 Recommendations

The meeting is recommended:

- 1.1 To note this report.

2.0 Introduction

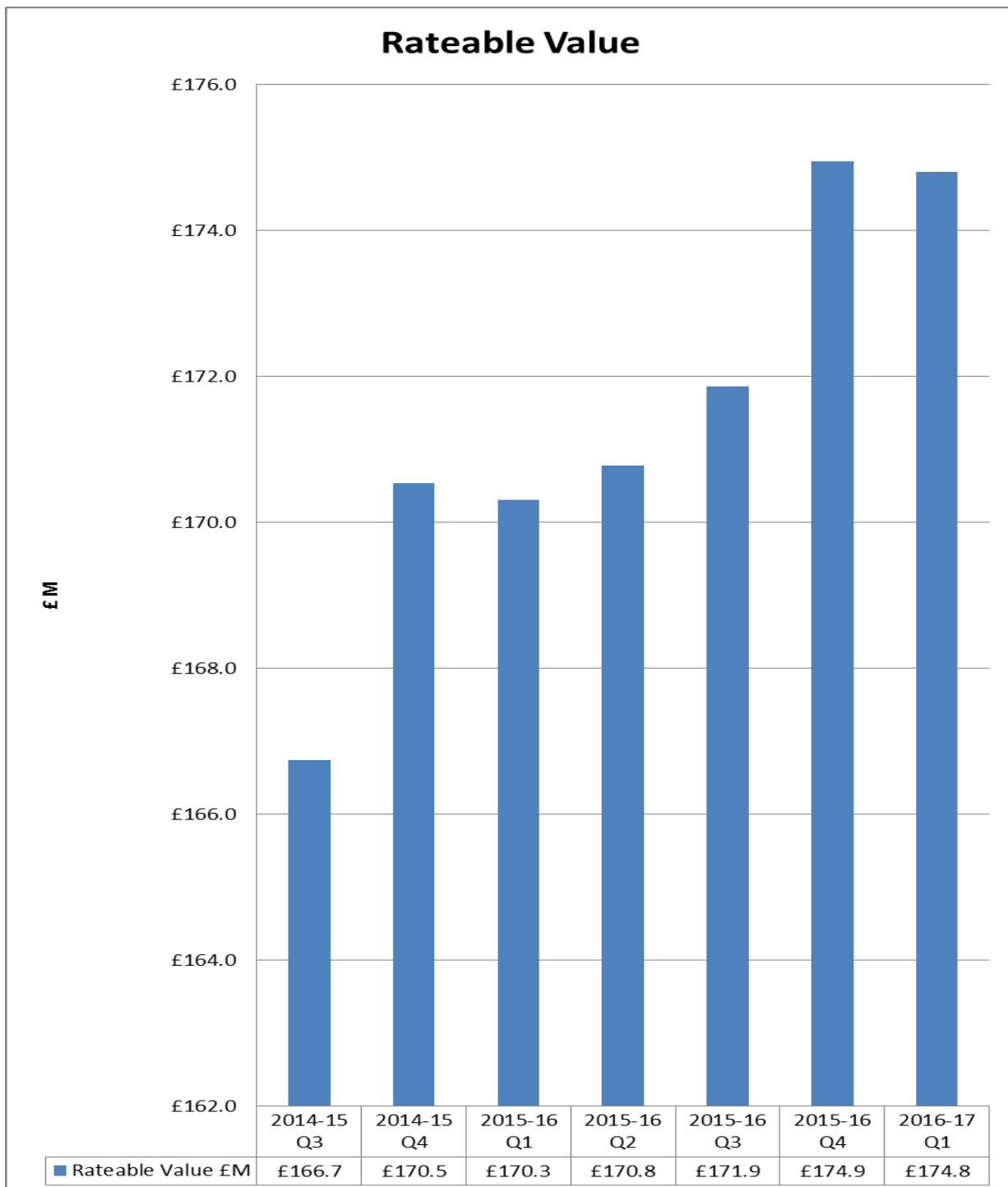
- 2.1 Members will be aware of the key changes affecting local government finance from 1st April 2013, including arrangements for the localisation of business rates, with local government being able to retain a proportion of business rates growth. Since the start of the current financial year there has been little movement in business rates growth in the district with the Rateable Value decreasing slightly from £174.9m in April 2016 to £174.8m in June 2016. The reasons for this are explained in paragraph 3.3.
- 2.2 In-year monitoring to the end of June 2016 shows the Non-Domestic Rating income, after allowing for accounting adjustments, to be slightly lower than the estimate provided in the NNDR1 return. This is a timing issue based on when properties are brought into the rating list and we would expect this position to improve during the year as more properties are brought into rating. Table 3 in paragraph 3.9 shows the budget monitoring position.

3.0 Report Details

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

and are mostly based on rental values. The rateable value for Cherwell District Council at the end of Quarter 1 of the 2016-2017 financial year was £174,801,279. The graph below shows the movement in rateable values since Quarter 3 2014-2015. As you will see there is considerable volatility which makes it difficult to make estimates of business rates income with any degree of certainty.

Table 1: Rateable Values from 2014-15 to 2016-17



- 3.2 The Rating List is updated every five years although the next revaluation, which was due to be effective from 1 April 2015, has been deferred by the Government until 2017.
- 3.3 The rateable value for the authority has decreased by £140,025 from April to June 2016. There are a number of increases and decreases making up this amount. The largest of these are outlined in the table below:

Table 2: Growth and Decline in the District for April to June 2016

Growth	Reason	Change in RV
St Georges House, Kidlington	New property	77,000
Major areas of Growth		77,000
Decline	Reason	Change in RV
Premier Inn, Bicester	The VOA have reduced the RV following an appeal	-42,500
Car Park at Bicester North	Now included in the Central List	-77,000
Unit 92 Pringle Drive, Bicester	Demolished - removed from Rating List	-25,750
New Look, Bridge St, Banbury	The VOA have reduced the RV following an appeal	-7,000
1 Castle Centre, Banbury	The VOA have reduced the RV following an appeal	-11,000
Cherwell Valley Services	The VOA have reduced the RV following an appeal	-10,000
Various	Miscellaneous small movements in growth and decline	-43,775
Major areas of Decline		-217,025
Movement in Rateable Value for Quarter 1		-140,025

- 3.5 Billing authorities are required to complete a return called the NNDR1 before the beginning of the financial year to forecast the amount of business rates that they will collect during the course of the year and from this will make a number of allowable deductions for a provision for appeals and losses in collection in order to arrive at a figure for its non-domestic rating income.
- 3.6 Once rateable value has been established a multiplier is applied to turn it into an amount to be charged to businesses. At the end of Quarter 1, the non-domestic rating income, after applying the multiplier to the rateable value detailed above, and after allowing for the accounting adjustments, is £77,790,647. The non-domestic

rating income collected is then split between Central Government (50%), Cherwell District Council (40%) and Oxfordshire County Council (10%). A tariff is deducted and paid to Central Government. The remaining amount is then compared to the baseline funding figure (for Cherwell this is £3,494,939 for 2016-2017) and a levy of 50% is payable on the excess (any growth) to Central Government. The remainder stays with the Council.

- 3.7 As Cherwell is in a pool, we retain more business rates as the levy rate is 0% instead of 50% outside of the pool. In 2016-17, the North Oxfordshire Business Rates Pool consists of Cherwell District Council, West Oxfordshire District Council and Oxfordshire County Council. This combination of authorities results in a levy of 0%. Should other authorities join the Pool then the levy would be more than 0% and Cherwell would have to pay the levy to Central Government.
- 3.8 For the financial year 2016-17 Cherwell entered into a distribution arrangement with all the other Oxfordshire authorities under which Oxford City Council and South Oxfordshire District Council agreed to be omitted from the Pool of authorities whose business rates base would be used to maximise the potential funds available for distribution. Under this arrangement (which is intended to be confirmed by formal agreement between the Oxfordshire authorities) the levy remains at 0%, but Oxford City Council and South Oxfordshire District Council share in the risks and rewards of being in the Pool. Our proportion of the pooling gain is therefore smaller than anticipated and has resulted in a small deficit forecast at the end of June 2016.
- 3.9 The retained business rates income budgeted for in 2016-17, including the baseline funding of £3,494,939, is £6,275,000. At the end of June 2016 the retained business rates income, after allowing for accounting adjustment for provisions, is estimated to be £6,181,104 which is £93,896 less than budgeted. This is detailed in the table 3 below:

Table 3: Budget monitoring 2016-17

	Budget	Provisional Outturn	Variance
Baseline funding	-3,494,939	-3,494,939	0
Retained Business Rates	-2,780,061	-2,686,165	93,896
2016-2017 impact on General Fund	-6,275,000	-6,181,104	93,896

4.0 Conclusions and Reasons for Recommendations

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

5.0 Consultation

None.

6.0 Alternative Options and Reasons for Rejection

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

Option 1: None: this report is provided for information.

7.0 Implications

Financial and Resource Implications

- 7.1 These are contained within the report.

Comments checked by:

Paul Sutton, Chief Finance Officer

paul.sutton@cherwellandsouthnorthants.gov.uk

Legal Implications

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

Comments checked by:

Richard Hawtin, Team Leader - Non-Contentious Business, Law and Governance,
01295 221695

richard.hawtin@cherwellandsouthnorthants.gov.uk

Risk Management

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

Comments checked by: Ed Bailey

Corporate Performance Manager, 01295 221605

edward.bailey@cherwellandsouthnorthants.gov.uk

8.0 Decision Information

Wards Affected

All

Links to Corporate Plan and Policy Framework

To prudently manage the Council's finances.

Lead Councillor

Councillor Ken Atack, Lead Member for Financial Management

Document Information

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

Cherwell District Council

Budget Planning Committee

30 August 2016

Review of Procurement Strategy Progress

Report of Chief Finance Officer

This report is public

Purpose of report

This report summarises the Council's Procurement Strategy progress for Quarter 1 of the financial year 2016-17.

1.0 Recommendations

The meeting is recommended:

- 1.1 To note the progress made during Quarter 1 2016-17 in implementing the Council's Procurement Strategy.

2.0 Introduction

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

3.0 Report Details

- 3.1 The shared Procurement Team continue to collaborate with the wider procurement community to secure best value for CDC and lower the cost of procurement exercises. Examples of this are:
 - Team is currently working with Oxford City & SNC to procure tyres for the Authorities' vehicles.
 - Team recently collaborated with Oxfordshire Fire & Rescue service, Oxford City Council, Oxfordshire County Council and West Oxfordshire District Council to purchase diesel. This collaboration resulted in a total diesel requirement in excess of 1.4 million litres a year.
- 3.2 The procurement team continue to sell procurement support to the Graven Hill Development Company, advising on procurement projects with a total spend of circa £40m.

- 3.3 The Procurement Team continue to deliver best value for the Council and aggressively seek to reduce the whole life cost of projects.
- 3.4 Examples of added value achieved by the shared Procurement Team for CDC Q1 16/17 are shown in the table below.
- 3.5 The budget for running the Procurement Team for Cherwell District Council is £104,000 per annum.

Project	Procurement added value
Cost savings	
Satisfaction survey	£21,000
Sub total	£21,000
Process saving	
Contract payment schedule correction	£1000
Sub total	£1,000
Under budget	
n/a	
Sub total	£0
Bid differential	
Bicester sports facilities review	£7,500
Bicester master plan consultancy	£10,000
Retender of Kingsmere sports pavilion works	£600,000
Total	£639,500

4.0 Conclusion and Reasons for Recommendations

- 4.1 The shared procurement service continues to provide a valuable service to both Councils by delivering value for money both in terms of cost savings, cost avoidance and back end savings. The service also strives to ensure compliance with Procurement regulations. The Budget Planning Committee is recommended to note the progress made in q1 2016/17.

5.0 Consultation

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

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

6.0 Alternative Options and Reasons for Rejection

6.1 No reasonable alternatives.

7.0 Implications

Financial and Resource Implications

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

Comments checked by:

Paul Sutton, Chief Finance Officer, 0300 0030106

paul.sutton@cherwellandsouthnorthants.gov.uk

Legal Implications

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

Comments checked by:

Kevin Lane, Head of Law and Governance, 0300 0030107,

kevin.lane@cherwellandsouthnorthants.gov.uk

8.0 Decision Information

Wards Affected

All

Links to Corporate Plan and Policy Framework

Sound budgets and customer focused council

Lead Councillor

Not applicable.

Document Information

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

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Date	Agenda Items
30 August	Q1 Budget Monitoring (including reserves) Q1 Procurement Monitoring Q1 Business Rates Monitoring Head of Regeneration and Housing - Solihull Partnership
27 September	Budget Guidelines 2017/18 Fees and Charges 2017/18 Medium Term Financial Strategy
1 November	Q2 Budget Monitoring Q2 Reserves Monitoring Q2 Procurement Monitoring Q2 Business Rates Monitoring Q2 Write Offs Medium Term Financial Strategy
29 November	Capital Bids 2017/18 Discounts and Exemptions Review CTRS 2017/18 Medium Term Financial Strategy
17 January	Revenue and Capital Budget 2017/18 (Incl. MTFS) LG Settlement 2017/18
28 February	Q3 Budget Monitoring Q3 reserves Monitoring Q3 Procurement Monitoring Q3 Business Rates Monitoring Q3 Write Offs

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