

## **Cabinet**

**Date:** Wednesday, 10 June 2015

**Time:** 17:30

**Venue:** Mancroft room, City Hall, St Peters Street, Norwich, NR2 1NH

### **Committee members:**

#### **Councillors:**

Waters (chair)  
Harris (vice chair)  
Bremner  
Driver  
Kendrick  
Stonard  
Thomas (Va)

### **For further information please contact:**

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## **Information for members of the public**

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For information about attending or speaking at meetings, please contact the committee officer above or refer to the council's website



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## AGENDA

### 1     **Apologies**

To receive apologies for absence

### 2     **Public questions/petitions**

To receive questions / petitions from the public (notice to be given to committee officer in advance of the meeting in accordance with appendix 1 of the council's constitution)

### 3     **Declarations of interest**

(Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting)

### 4     **Minutes**

5 - 8

**Purpose** - To agree the accuracy of the minutes of the meeting held on 25 March 2015.

### 5     **Constitution review - The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015**

9 - 16

**Purpose** - To consider the requirements of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015.

### 6     **Quarter 4 2014 - 15 performance report**

17 - 30

**Purpose** - To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 4 of 2014 - 15.

### 7     **Adjustment to 2015-16 non-housing capital programme,**

31 - 38

**Purpose** - To seek approval for an adjustment to the non-housing capital programme 2015-16.

### 8     **Revenue budget monitoring 2014-15 – Period 11**

39 - 56

**Purpose** - To update cabinet on the financial position as at 28 February 2015, the forecast outturn for the year 2014-15, and the consequent forecast of the general fund and housing revenue account balances.

### 9     **Revenue budget monitoring 2014-15 – Provisional period 12**

57 - 76

**Purpose** - To update cabinet on the provisional financial position as at

31 March 2015, the forecast outturn for the year 2014-15, and the consequent forecast of the general fund and housing revenue account balances.

- 10 Capital budget monitoring 2014-15 – Provisional outturn** 77 - 92
- Purpose** - To update cabinet on the financial position of the capital programmes as at 31 March 2015, provisional capital outturns for the year 2014-15, and the estimated carry-forwards to 2015-16.
- 11 Contract award – Water hygiene testing & monitoring services to council properties - KEY DECISION** 93 - 100
- Purpose** - To advise cabinet of the procurement process for the provision of the water hygiene risk assessments, testing and monitoring service to council owned properties and seek approval to award a contract for 5 years.
- 12 Exclusion of the public**
- Purpose** - Consideration of exclusion of the public.

#### **EXEMPT ITEMS:**

(During consideration of these items the meeting is not likely to be open to the press and the public.)

To consider whether the press and public should be excluded from the meeting during consideration of an agenda item on the grounds that it involves the likely disclosure of exempt information as specified in Part 1 of Schedule 12 A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act.

In each case, members are asked to decide whether, in all circumstances, the public interest in maintaining the exemption (and discussing the matter in private) outweighs the public interest in disclosing the information.

**\*13 Managing Assets (housing) - KEY DECISION**

- This report is not for publication because it would disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) as in para 3 of Schedule 12A to the Local

Government Act 1972.

**\*14 Managing Assets**

- This report is not for publication because it would disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) as in para 3 of Schedule 12A to the Local Government Act 1972.

Date of publication: **Tuesday, 02 June 2015**

**CABINET****17:30 to 18:10****25 March 2015**

**Present:** Councillors Waters (vice chair in the chair), Bremner, Driver, Harris and Stonard.

**Also present:** Councillors Galvin and Wright

**1. APOLOGIES**

Apologies were received from Councillor Arthur.

**2. PUBLIC QUESTIONS / PETITIONS**

A public question was received from Robert Stone:

“My name is Robert Stone, I live and work on Elm Hill and have had the Bear Shop business for over 25 years. Elm Hill is quoted by Norwich City Council as the jewel in the crown, having more remaining Tudor buildings than anywhere else in England including London. It attracts many tourists from all over the world who marvel at its mixture of unique shops and architecture.

So why has nothing been done for many years to keep the fabric of the buildings in good repair resulting in businesses being sold at auction and the new owners either leaving the building in disrepair waiting for property prices to rise, or not opening their premises to the public? Norwich City Council have arranged for surveys to be conducted recently to ascertain the condition of the 25 properties owned by the council on Elm Hill. The tenants have not been informed of the result of these surveys. My concern is that - found to be wanting - these properties will also be sold at auction resulting in this beautiful street becoming a residential area for the well to do.

I am convinced that, should the businesses be lost, people would not visit Elm Hill and this would surely affect tourism in Norwich.

Therefore, what responsibility does the Council have to its long term businesses and residential tenants who would lose home and livelihoods if the properties were sold?”

The deputy leader and portfolio holder for resources responded as follows:

“The council owns several properties in Elm Hill and they form an important part of the council’s commercial portfolio. The council also recognises their importance in helping to ensure that the street thrives as a visitor and tourist destination. To support investment in such properties and to provide safeguards concerning their management the council has introduced a heritage investment strategy which - amongst other things - is intended to ensure that there is sufficient budget for the repairs and maintenance of the council’s very extensive portfolio of historic buildings.

The council has disposed of Elm Hill property in the past however it’s holding remains extensive. There are no plans to dispose of any further properties at present. Property decisions are made in light of a review of the building’s purpose, heritage status, condition, income levels and availability of budget. The yet to be completed survey work which you referred to is an important element of the review process, as in providing condition information it will help confirm repair needs and investment required. The outcomes of the individual surveys will be shared with tenants once complete.

Given this – and for the properties not in our ownership – it is important to ensure that protection of Elm Hill as a visitor and tourist destination is achieved by other means. The Landlord and Tenant Act provides one level of protection as it gives rights to tenants to renew their leases and there are only limited grounds for a landlord to refuse renewal. In addition the council has planning policies to prevent change of use to residential use. Indeed not only has the council refused planning permission for change of use, we have also been successful in defending this stance at appeal. I would like to reassure Mr Stone therefore that the council treats the protection of Elm Hill with the utmost seriousness.”

Mr Stone asked the supplementary question:

“Does this mean that Norwich City Council will pay for the repairs to Elm Hill?”

The deputy leader and portfolio holder for resources replied:

“Norwich City Council is in the process of undertaking surveys and is awaiting a full report which should be ready in the summer. Once we have the report, a judgement will be made on how to deal with any repairs arising from the surveys. Please be assured that we will maintain an investment in Elm Hill.”

### **3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **4. MINUTES**

**RESOLVED** to agree the accuracy of the minutes of the meeting held on 11 March 2015.

## **5. ADDITIONAL STAFF RESOURCES FOR TRANSPORT AND GREEN INFRASTRUCTURE PROJECTS**

The portfolio holder for environment, development and transport presented the report. He outlined an additional recommendation to ask Norwich City Council to recognise that the city council portfolio holder for transport is the agreed Department of transport cycling and walking champion for Cycle City Ambition Grant 2 and the Walk Norwich programme; and that the city council will find mechanisms for involving city councillors in the development and implementation of these schemes.

In response to a member's question, he said that some public views on the first phase of the Cycle City Ambition Grant were unexpected, therefore it had been agreed that community planning would be built into the second phase.

### **RESOLVED TO:**

- 1) Welcome the award of a further £8.4M cycle city ambition funding to be spent in 2015-16, 2016-17 and 2017-18;
- 2) Note the bid for funding to continue the Walk Norwich programme into a second phase and approve the addition to the capital and revenue budget for 2015-16 of the monies subject to confirmation of the funding from the Department for Transport;
- 3) Approve the mechanism outlined in this report to deliver CCAG2, Norwich Area Transport Strategy and any Walk Norwich programme; and,
- 4) Ask Norwich City Council to recognise that the city council portfolio holder for transport is the agreed Department for Transport cycling and walking champion for Cycle City Ambition Grant 2 and the Walk Norwich programme; and that the city council will find mechanisms for involving city councillors in the development and implementation of these schemes.

## **6. SCRUTINY REVIEW OF BUILDING SOCIAL INCLUSION AND CAPITAL IN NORWICH**

The portfolio holder for neighbourhoods and community safety presented the report. The chair of the task and finish group was present and detailed the process behind the piece of work and answered members questions.

**RESOLVED** to note the scrutiny recommendations and agree that they are:

- 1) Considered as part of the upcoming reviews outlined in the report; and
- 2) Built into a draft multi-year work programme, working collaboratively with the relevant stakeholders, taking into account available resourcing, and brought back to cabinet for consideration.

## **7. EXCLUSION OF THE PUBLIC**

**RESOLVED** to exclude the public from the meeting during the consideration of item \*8 (below) on the grounds contained in the relevant paragraphs of Schedule 12A of the Local Government Act 1972 (as amended).

## **\*8. REDUNDANCY COSTS**

The executive head of strategy, people and neighbourhoods presented the report.

**RESOLVED** to approve the payments relating to the redundancies identified within the report.

CHAIR

<b>Report to</b>	Cabinet 10 June 2015	<b>Item</b>
<b>Report of</b>	Executive head of business relationship management and democracy	<b>5</b>
<b>Subject</b>	Constitution review - The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015	

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### **Purpose**

To consider the requirements of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015.

### **Recommendation**

To recommend council to amend appendix 12 of the constitution to reflect the requirements of The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 as summarised in appendix A

### **Corporate and service priorities**

The report helps to meet the corporate priority value for money services.

### **Financial implications**

There are no direct financial implications arising from this report.

**Ward/s:** All

**Cabinet member:** Councillor Stonard, cabinet member for resources and income generation

### **Contact officers**

Andy Emms, democratic services manager

01603 212459

### **Background documents**

None

## Background

1. The Local Authorities (Standing Orders) (England) Regulations 2001 have recently been amended by The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 and council is required to make appropriate changes to its standing orders.
2. The change relates to the dismissal of certain chief officers (head of the authority's paid service, chief finance officer and monitoring officer).
3. In summary, the change is that instead of a 'designated independent person' to be engaged to provide an independent external view on any proposed dismissal, council must take into account the advice, views and recommendations of a panel composed of at least two of the independent persons appointed under the Localism Act 2011.
4. These posts were created in 2012 to deal with standards and ethics issues. As most authorities (including Norwich City Council) only appointed one independent person it will usually be the case that an independent person from another authority will need to be engaged to form the panel required by the new regulations.
5. The council's independent person is Mr. Alistair Roy. Expenses for this duty will be at the same rate as currently paid to the independent person for existing duties.

### **Change to constitution in relation to dismissal of certain chief officers**

1. A chief finance officer, head of the authority's paid service or monitoring officer (each defined as in regulation 2 of the Local Authorities (Standing Orders) (England) Regulations 2001) may not be dismissed by the authority unless the procedure set out in the following paragraphs is complied with.
2. The authority must invite relevant independent persons (meaning persons appointed under section 28(7) of the Localism Act 2011) to be considered for appointment to the panel, with a view to appointing at least two such persons to the panel.
3. The "relevant independent person" means any independent person who has been appointed by the authority or, where there are fewer than two such persons, such independent persons as have been appointed by another authority or authorities as the authority considers appropriate.
4. The authority must appoint to the panel at least two such relevant independent persons who have accepted an invitation issued in accordance with paragraph 3 in accordance with the following priority order -
  - (a) a relevant independent person who has been appointed by the authority and who is a local government elector;
  - (b) any other relevant independent person who has been appointed by the authority;
  - (c) a relevant independent person who has been appointed by another authority or authorities.
5. The authority must appoint any panel at least 20 working days before the relevant meeting.
6. Before the taking of a vote at the relevant meeting on whether or not to approve such a dismissal, the authority must take into account, in particular –
  - (a) any advice, views or recommendations of the panel;
  - (b) the conclusions of any investigation into the proposed dismissal; and
  - (c) any representations from the relevant officer.
7. Any remuneration, allowances or fees paid by the authority to an independent person appointed to the panel must not exceed the level of remuneration, allowances or fees payable to that independent person in respect of that person's role as independent person under the Localism Act 2011.

<b>Integrated impact assessment</b>		 <b>NORWICH</b> City Council
<b>Report author to complete</b>		
<b>Committee:</b>		Cabinet
<b>Committee date:</b>		10 June 2015
<b>Head of service:</b>		Executive head of business relationship management and democracy
<b>Report subject:</b>		The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015
<b>Date assessed:</b>		1 June 2015
<b>Description:</b>		Statutory requirement for councils to amend standing order at first council after annual council

	Impact			
	Neutral	Positive	Negative	Comments
<b>Economic</b> (please add an 'x' as appropriate)				
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Social</b> (please add an 'x' as appropriate)	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Equality and diversity</b> (please add an 'x' as appropriate)	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Environmental (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>(Please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment	
Positive	
Negative	
Neutral	
Neutral	
Issues	



<b>Report to</b>	Cabinet	<b>Item</b>
	10 June 2015	
<b>Report of</b>	Executive head of strategy, people and neighbourhoods	<b>6</b>
<b>Subject</b>	Quarter 4 2014 - 15 performance report	

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## **Purpose**

To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 4 of 2014 - 15.

## **Recommendations**

To:

- (1) consider progress against the corporate plan priorities; and,
- (2) suggest future actions and / or reports to address any areas of concern.

## **Corporate and service priorities**

The report helps to meet the corporate priority of achieving Value for money services.

## **Financial implications**

The direct financial consequences of this report are none.

**Ward/s** All wards

**Cabinet member** Councillor Waters - Leader

## **Contact officers**

Russell O'Keefe, Executive head of strategy, people and neighbourhoods	01603 212908
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Phil Shreeve, Policy and performance manager	01603 212356
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## **Background documents**

None

## **Report**

### **Introduction**

1. This report sets out progress against the key performance measures that are designed to track delivery of the corporate plan priorities. This is the last quarterly performance report for the third and final year (2014-15) of the corporate plan 2012-2015.
2. The corporate plan 2012-15 established five priorities. Progress with achieving these is tracked by thirty five key performance measures. It is these performance measures which form the basis of this report. Most of the performance measures are available quarterly while some are reported six monthly or annually to show general outcomes for residents.
3. Performance status for each of the performance measures is then combined for each priority to show at a glance high level performance. This should enable members to see where performance is improving or falling.
4. Performance is based around a traffic light concept where green is on target, red is at a point where intervention may be necessary and amber a point in between these two.
5. A copy of the full performance report can be found at appendix A.

### **Headlines**

6. Overall performance this quarter shows a mixed picture with four of the council's overall priorities showing as amber. There are some areas where the council is performing very highly and exceeding its targets. There are, however, a number of measures where performance has fallen below target and work continues to address these. For each of the performance measures where performance is below target, reasons for this are provided within the relevant section of the performance report at appendix A.
7. The following areas of performance are brought to your attention:
  - a) 375 new jobs were created/ supported by council activity, this was aided by Norwich's City Deal and was above our target of 300.
  - b) 391 private households were assisted with energy efficiency measures for their homes against the target of 150.
  - c) Over the year, 94% of clients assisted by Norwich City Council supported debt advice said that debt issues had become more manageable following that advice. Our target was 56%.
  - d) This quarter, the average number of days taken to re-let council homes was 16 days in line with the target of 16 days. For the year as a whole the average was 14 days. This compares very well with other organisations across the country and is in the top quarter of best performing social landlords.

- e) Resident satisfaction with the last service received from the council was above target at 95.4%. This compares with our target of 93% and continues a run of excellent results for this measure.
- f) The latest survey showed a marked improvement in Council housing tenant satisfaction with the overall service provided. 82% of tenants were either very or fairly satisfied with the service, and whilst this was still below our very challenging target of 85%, it had increased from 71% satisfaction rating in the last survey.
- g) Our work to prevent people becoming homeless has continued to produce excellent results. In the last year 596 individuals or families who have presented as homeless have been given advice that has resolved their situation. Our target was 300.
- h) Performance in relation to the time taken to give decisions for planning applications has remained on target this quarter with 83% of major applications and 93% of minor and other applications processed within set timescales.
- i) In our surveys of users at the Norman Centre, Riverside Swimming Centre and The Halls, 96% of respondents were satisfied with our leisure and cultural facilities.
- j) 98% of income owed to the Council has been collected this year compared with the target of 96%.
- k) Our average processing time for new housing benefit and council tax reduction scheme claims was 23.7 days in the year as a whole. This was outside of our target of 21 days, however, it was the best annual performance for a number of years. Work continues to try and improve this performance.
- l) The number of new homes built in Norwich in 2014/15 was 252. This remained well below the target of 521.
- m) The number of serious accident casualties on Norwich roads was 64 in the last year, higher than the anticipated level of 43. A range of work is underway with the County Council to try and address this.

## Integrated impact assessment



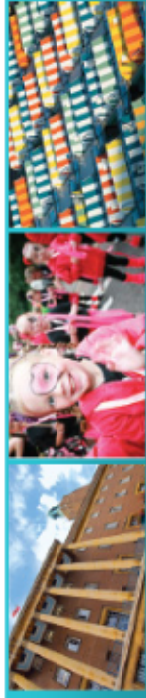
**NORWICH**  
City Council

Report author to complete	
Committee:	Cabinet
Committee date:	10 June 2015
Head of service:	Russell O'Keefe
Report subject:	Quarter 4 performance report 2014/15
Date assessed:	May 2015
Description:	This report sets out progress against the key performance measures that are designed to track delivery of the Corporate Plan priorities for quarter 4 of 2014/15.

	Impact			
	Neutral	Positive	Negative	Comments
<b>Economic</b> (please add an 'x' as appropriate)				
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Social</b> (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Equality and diversity</b> (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
	Neutral	Positive	Negative	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Environmental (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>(Please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment	
Positive	
Negative	
Neutral	
Issues	



CP1 - Safe and Clean City	CP2 - Prosperous City	CP3 - Decent Housing for all	CP4 - City of Character and Culture	CP5 - Value for Money Services
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## Comments

Overall performance for this final quarterly report for 2014-15 and for the Corporate Plan 2012-2015 shows a mixed picture with four of our priorities showing as Amber.

This is slightly disappointing given that last quarter all of our priorities were Green but this drop in overall outturn results from final performance for a small number of measures being below the previous quarter.

As ever, there are areas where the council is performing very highly and exceeding its targets. Amongst those in this category are our performance in relation to: number of new jobs created or supported by council activity, numbers of private households helped to improve the energy efficiency of their homes, clients satisfied that debt has become more manageable following advice, the number of days taken to re-let council homes, speed of processing of planning applications, overall customer satisfaction and satisfaction with the council's leisure and cultural facilities.

Some of our performance has fallen just a little below what can be very challenging targets. Examples of this are attendance at our free or low cost events and overall tenant satisfaction with the housing service. The latter had improved from 71% satisfied to 82% satisfied but was just below our 85% target.

However, there are a small number of measures where performance is further below target. These are not always things we can completely control e.g. number of new homes built in the City.

Our new Corporate Plan for 2015-2020 was approved by Council in February this year and sets out the priorities for the Council going forward and the performance measures we will use to track how successful we are being. We will continue to work towards achieving excellent performance across all our service areas and with our partners in order to achieve those priorities.


Green is on target, amber between target and cause for concern and red is cause for concern.

For more information please contact the Policy, Performance and Partnerships team on ext 2535 or email [performance@norwich.gov.uk](mailto:performance@norwich.gov.uk)

Key to tables (following pages) :

**RAG** - Red, Amber, Green; **DoT** - Direction of Travel: a green upward arrow signifies an improvement in performance compared with the previous reporting period, a red downward arrow shows a drop in performance and a blue horizontal arrow shows no change. **YTD** - data shown is for the (financial) year to date



 Safe and clean city	Prosperous city	Decent housing for all	City of character and culture	Value for money services		Corporate plan		
Key Action	Measure	Actual	Target	RAG Status	DoT	Actual YTD	Target YTD	RAG YTD
<b>To provide efficient and effective waste services and increase the amount of recycling</b> Comments: Recycling and composting rates reduced further below target in the three months to December 2014, despite the new recycling service changes on 1st October 2014. As a result of new advanced equipment being installed at the Materials Recycling Facility (MRF), the machinery is 'smarter' at picking out contamination, resulting in an increased contamination rate, which has affected the recycling rates. The residual waste tonnage has also fluctuated since October 2014. Early evidence suggests that collected recycling tonnages are now starting to increase which should help move towards the 40% target over the next 12 months.	SCC2 % waste recycled/composted	35 %	43 %	▲	▲	36 %	43 %	▲
<b>To maintain a safe highway network and reduce road casualties including seeking to achieve the introduction of 20mph zones across the city.</b> Comments: It is disappointing to see the number of killed and seriously injured on our city's road continue to increase. There are a number of work strands in place to try and reduce this number. These are focused on the two areas where there has been an increase in casualties; vulnerable road users (pedestrians and cyclist) and riders of powered two wheelers, particularly scooters. The road safety team at county hall are targeting training at for cyclists and motorcyclists, the casualty reduction team are identifying sites for local safety schemes to benefit pedestrians and cyclists in the urban area and the police have a focus on enforcement for both cycles and motorcycles. At the end of May the city council will be starting work on 2 junctions that have a particularly high rate of accidents for cyclists using funding from the city cycle ambition project. These are the junctions of The Avenues with Colman Road and George Borrow Road. The planned improvements should make both junctions safer for cyclists.	SCC6 Reducing the number of people killed or seriously injured on our roads (rolling year)	64	43	▲	▲	64	43	▲
<b>Key Action</b> <b>To maintain street and area cleanliness</b> Comments: The final tranche of 2014-15 of surveying of streets for levels of litter and detritus has been completed. However, the data inputting required to produce the results of these surveys is not yet complete. Data presented here is for the previous period.	▲ Measure SCC1 % streets found clean on inspection	93 %	94 %	●	▲	93 %	94 %	●
<b>Key Action</b> <b>To provide efficient and effective waste services and increase the amount of recycling</b> Comments: For the year to April 2014 to March 2015, 80% of respondents expressed satisfaction with waste and recycling services. In the last quarter (January - March) there was an insufficient number of responses to give reliable data for that quarter. Therefore, the result reported won't really reflect any change in satisfaction levels resulting from the new recycling service implemented at the beginning of October.	▲ Measure SCC3 % of people satisfied with waste collection services	80 %	75 %	★	▲	81 %	75 %	★
<b>To work effectively with the police to reduce antisocial behaviour, crime and the fear of crime</b> Comments: The outturn at Q4 was 76% against a target of 72% which is very positive for an urban area and exceeds a similar indicator in the 2009 place survey. Whilst it is difficult to evidence this performance, it does suggest that the work undertaken by the council, police and other agencies is making a positive difference to how safe communities feel. An end of year assessment will be undertaken against a similar indicator in the British Crime Survey (BCS) which indicates that people's perception of crime does not always align with actual levels of crime. On a national basis, overall falls in crime do not always result in a fall in people's perceptions of crime. The continuing reductions in public sector funding including reductions in PCSOs in the Norfolk constabulary, may impact on how safe people feel either through changes in patterns of crime and ASB or how this is perceived and this may impact on performance over the next 12 months.	SCC4 % of people feeling safe	76 %	72 %	★	▲	78 %	72 %	★
<b>To protect residents and visitors by maintaining the standards of food safety</b> Comments: The hygiene standards of Norwich food premises have improved over the year, the Food and safety team have continued to assist poorly performing premises becoming broadly compliant premises using both education and support and through enforcement action.	SCC5 % of compliant food premises	92 %	90 %	★	▲	92 %	90 %	★

Safe and clean city		Prosperous city		Decent housing for all		City of character and culture		Value for money services		Corporate plan	
Key Action	Measure	Actual	Target	RAG Status	DoT	Actual YTD	Target YTD	RAG YTD			
To support the development of the local economy and bring in inward investment through economic development and regeneration activities	PRC3 No. of new homes built	252	521	▲	🔴	252	521	▲			
		Comments: While housing completions in Norwich have risen slightly from 210 in 2013/14 to 252 in 2014/15, they remain well below the housing target of over 500 dwellings. With planning permissions having been granted for more than 4,000 new houses and flats, current projections for the next two years are more promising and it seems likely that we will be closer to achieving the target as the housing market picks up.									
To support people on low incomes through advocacy and financial inclusion activities	PRC6 Ave days for processing new HB and CTRS - Q	26.3	21.0	▲	🔴		23.7		21.0	🟡	
		Comments: The pressure remains on processing new claims and Q4 saw significant work to try to reduce older claims ahead of the start of the new year leading to an increase in the average number of days for Q4. The annual performance whilst outside of target is the best performance in recent years. Whilst not yet satisfactory there have been significant improvements.									
To encourage visitors and tourists to Norwich through effective promotion of the city	PRC4 number of people accessing info via TIC	62,105	67,000	🟡	🟢		313,270		363,000	▲	
		Comments: The annual total of 313,270 was down by 10.5% compared with the previous year. We are monitoring the trends as an increasing use of electronic forms of information is changing how and where we provide information and how people seek to access information.									
To support the development of the local economy and bring in inward investment through economic development and regeneration activities	PRC1 No. of new jobs created/ supported by council activity	375	300	★	🔴		375		300	★	
		Comments: 375 new jobs were created / supported by Council activity this was as a result of the increased resources put into business support via Norwich's City Deal.									
To support the development of the local economy and bring in inward investment through economic development and regeneration activities	PRC2 Amount of funding secured for regeneration activity (£ thousands)	£2,612	£250	★	🟡		£2,612		£250	★	
		Comments: £2.612m of regeneration funding was received in 2014/15. This was funding from the DfT for the Push the Pedalways project.									
To support people on low incomes through advocacy and financial inclusion activities	PRC5 % people saying that debt issues had become manageable following face to face advice	94 %	56 %	★	🔴		94 %		56 %	★	
		Comments: This result is from data collected by the Citizens' Advice Bureau (CAB) and the Money Advice and Budgeting Service (MABS). A variety of approaches have been adopted to assist clients with debt problems including debt write offs, bankruptcy or DRO's, as well as a more educative approach that involves working with clients over a period of time to improve their ability to manage their own finances. We continue to receive information back from the commissioned services about the types and nature of debt and money advice.									
To reduce fuel poverty through affordable-warmth activities	PRC7 No. of private households where council activity helped to improve energy efficiency YTD	391	150	★	🟢		391		150	★	
		Comments: In quarter 4, 186 private households were helped with energy efficiency measures for their homes. This constituted 35 completed boiler replacements or repairs, solid wall insulation, cavity wall insulation or loft insulation. Additionally, there were 20 small insulation measures, and 131 Green Deal and Energy Performance Certificate assessments were carried out through Cosy City and the green deal communities fund.									



 Safe and clean city	Prosperous city	Decent housing for all	City of character and culture	Value for money services			Corporate plan	
Key Action	▲ Measure	Actual	Target	RAG Status	DoT	Actual YTD	Target YTD	RAG YTD
<b>To provide a range of cultural and leisure opportunities and events for people</b> Comments: During 2014/15, attendances at our free or low-cost events were estimated to be 93,000, a little below our target of 100,000. There were better than expected attendances at our autumn events - Halloween, Big Boom fireworks and Christmas lights switch on - due to mild weather. However, attendances at the Lord Mayor's Celebrations were below expected levels due to wet weather.	CCC5 People attending free or low-cost events YTD	93,000	100,000			93,000	100,000	
<b>Key Action</b>	<b>▲ Measure</b>	<b>Actual</b>	<b>Target</b>	<b>RAG Status</b>	<b>DoT</b>	<b>Actual YTD</b>	<b>Target YTD</b>	<b>RAG YTD</b>
<b>To manage the development of the city through effective planning and conservation management</b> Comments: Planning performance this quarter, in terms of timeliness of processing applications, has been excellent. This is a result of both the close monitoring of internal processes to deal with all administrative stages promptly and a close working relationship with applicants to keep them informed and appraised of progress. The systems currently in place, with current resources and workload, should mean ongoing good performance.	CCC1 % of major planning apps completed within target - Q	83 %	80 %			93 %	80 %	
<b>To manage the development of the city through effective planning and conservation management</b> Comments: See comment above (for CCC1).	CCC2 % of minor & other planning apps completed within target	93 %	85 %			90 %	85 %	
<b>To provide well-maintained parks and open spaces</b> Comments: Over the winter months we have completed numerous refurbishment and maintenance projects, which should help maintain the level of satisfaction with our parks for the coming year.	CCC3 % satisfied with parks & open spaces	79 %	75 %			79 %	75 %	
<b>To provide a range of cultural and leisure opportunities and events for people</b> Comments: Data for this measure is collected via six monthly surveys. The overall result for 2014/15 shows very high satisfaction levels with 96% of respondents to our surveys at the Norman Centre, Riverside Leisure Centre and The Halls satisfied with the council's leisure and cultural facilities.	CCC4 % satisfied with council leisure and cultural facilities	96 %	75 %			96 %	75 %	
<b>To maximise the opportunities provided by the 2012 Olympics</b> Comments: Achieved.	CCC6 People engaged with Olympic torch relay activities	56,000	30,000			56,000	30,000	
<b>To become England's first UNESCO City of Literature</b> Comments: Norwich was the first English city to be a UNESCO City of Literature. Achieved in quarter 1, 2012-13.	CCC7 City becomes England's first UNESCO City of Literature	1	1			1	1	

	Safe and clean city	Prosperous city	Decent housing for all	City of character and culture	Value for money services		Corporate plan	
Key Action	- Measure	Actual	RAG Status	DoT	Actual YTD	Target YTD	RAG YTD	
To continue to reshape the way the council works to realise our savings targets, protecting and improving services wherever possible and working effectively with partners, through a transformation programme. Comments: This measure is an amalgamation of all the other performance measures in this report and shows the percentage of all those measures that are Green. Those performance measures that are areas of concern will be looked at by relevant Heads of Service with the aim of improving individual measures, giving better performance to our residents and contributing to a higher score on this combined measure.	VMS3 % of all council outcome performance measures on or above target	61 %	▲	🔴	61 %	90 %	▲	
To improve the efficiency of the council's customer engagement and access channels. Comments: Despite focused work continuing during this quarter on high levels of avoidable contact the dip in performance for this quarter and the year is due to the high volume of abandoned phone calls for the council tax and benefit services which are classified as "premature closure". The measure for the coming year has been changed in order to better reflect what is really avoidable contact measure, so premature closure will be excluded in future.	VMS5 Avoidable contact	32.9 %	▲	🔴	28.3 %	24.5 %	●	24.5 %
Key Action	- Measure	Actual	RAG Status	DoT	Actual YTD	Target YTD	RAG YTD	
To continue to reshape the way the council works to realise our savings targets, protecting and improving services wherever possible and working effectively with partners, through a transformation programme. Comments: This is an annual survey of key Council partners carried out in quarter 4 (January - March) each year. This showed a slight increase in the percentage of our key partners who were very satisfied or satisfied with opportunities to engage with the council compared with 78.2% satisfaction last year. However where areas for improvement have been raised they will be considered and where possible built into future engagement work at both service and council wide level.	VMS4 % of council partners satisfied with the opportunities to engage with the council	80.8	●	🔴	80.8	85.0	●	
To reach the achieving-level of the equalities framework. Comments: The council has self-assessed against the standard and we believe we meet it. However, we have not progressed the external assessment at this stage due to the overall cost involved and the recent departure of key staff who would need to organise the external work. We will review the potential for this again in the future.	VMS7 Reach "achieving" level of equalities framework	1	●	➡️	1	2	●	
Key Action	- Measure	Actual	RAG Status	DoT	Actual YTD	Target YTD	RAG YTD	
To continue to reshape the way the council works to realise our savings targets, protecting and improving services wherever possible and working effectively with partners, through a transformation programme. Comments: We successfully delivered a package of general fund savings of £3.2 million for 2014/15 against our target of £2.0 million.	VMS1 Council achieves savings target (£ thousands)	3,200	★	🟢	3,200	2,000	★	
To improve the efficiency of the council's customer engagement and access channels. Comments: At 95.4%, this performance measure remains above target (93%). Additionally, annual performance at 95.3% showed a small increase against last year's performance (94.1%).	VMS2 % residents satisfied with service from council	95.4 %	★	🟢	95.3 %	93.0 %	★	
To maximise council income through effective asset management, trading and collection activities. Comments: This is a combination of % council tax, NNDR, Housing Rent and Sundry Income collected. Overall collection for the year was 98.3% (£206.2m). This is made up of: Council Tax (£52.1m, 98.6% of "amount due"); NNDR (£77.7m, 100.4% of "amount due"); Housing Rent (£66.0m, 98.4% of the "amount due") and Sundry Income (£10.4m, 83.7% of the "amount due").	VMS6 % of income owed to the council collected	98 %	★	🟢	98 %	96 %	★	
To reduce the council's carbon emissions through a carbon management programme. Comments: The target for reduction in overall (i.e. all scopes) CO2 emissions has been re-set to 40%, from a 2006/07 baseline following the completion of the first phase of the council's carbon management plan. This target exceeds the national target of a 34% reduction in carbon emissions by 2020. On completion of this report 26.6% of the 40% target has been achieved so far. The council has recently produced the second phase of its Carbon Management Plan which details opportunities across our assets and services where we can further reduce energy consumption.	VMS8 % CO2 reduction from local authority operations	5.38	★	🟢	5.38	2.00	★	



**Report to** Cabinet  
10 June 2015  
**Report of** Chief finance officer  
**Subject** Adjustment to 2015-16 non-housing capital programme

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**Item**

**7**

## **Purpose**

To seek approval for an adjustment to the non-housing capital programme 2015-16.

## **Recommendation**

That cabinet recommends to council the addition to the 2015-16 non-housing capital programme of spend funded by capital contributions and external ring fenced monies as set out in this report.

## **Corporate and service priorities**

The report helps to meet the corporate priority value for money services and the service plan priority to provide accurate, relevant and timely financial information.

## **Financial implications**

The financial implications are set out in the body of the report.

**Ward/s:** All wards

**Cabinet member:** Councillor Stonard – resources and income generation

## **Contact officers**

Justine Hartley, chief finance officer 01603 212440

Shaun Flaxman, group accountant 01603 212805

## **Background documents**

None

## Report

### Background

1. On 25 June 2014, cabinet resolved to delegate to the executive head of business relationship management in consultation with the deputy leader and resources portfolio holder, authority to amend the agreement with LGSS to include the implementation of a new finance system.
2. On 17 February 2015, council approved the 2015-16 non-housing capital programme. At this time, a number of different options were available for the new finance system, therefore a specific provision was not included within the 2015-16 capital IT development budget.
3. On 17 February 2015, council approved the draft corporate plan 2015-20, which incorporates the delivery of the digital inclusion action plan as part of the fair city council priority. The Council applied for a Transformation Challenge Award grant to support this work which has now been confirmed.

### Proposed additions to the 2015-16 capital programme

4. Discussions with LGSS around the procurement of a new finance system are now reaching an advanced stage and it is anticipated that funding will be needed for the procurement of this system in 2015/16. The arrangements relating to the ending of the previous IT contract, made provision for receipt of a capital contribution of £400,000 towards the cost of strategic IT development. This is currently held as an unallocated capital reserve. Approval is sought to transfer this reserve balance to the 2015/16 capital programme and increase the approved expenditure on the IT development budget by this £400,000 to contribute to the implementation of a new finance system. The remaining costs of implementing the new system are anticipated to be covered by the IT development budgets already approved in the 5 year capital plan agreed at Council on 17 February 2015.
5. In April 2015, the council received confirmation that it would receive a Transformation Challenge Award grant of £445,575. This included a capital provision of £107,000 for website functionality development. Approval is sought to increase the capital programme by this funding to facilitate the automation of online forms and ensure the website is responsive to mobile devices, in line with the digital inclusion action plan.
6. The following table sets out the proposed adjustments to the 2015-16 non-housing capital programme.

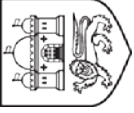
Scheme	Approved budget 2015/16 £000's	Additional budget 2015/16 £000's	Proposed budget 2015/16 £000's
Financial system replacement	0	400	400
Website functionality development	0	107	107
<b>Total</b>	<b>0</b>	<b>507</b>	<b>507</b>

## **References**

General fund revenue budget and non-housing capital programme 2015-16 report  
(Council 17 February 2015)

Replacement finance system report (Cabinet 25 June 2014)

Draft corporate plan 2015-20 report (Council 17 February 2015)

<b>Integrated impact assessment</b>		 <b>NORWICH</b> City Council
<p>The IIA should assess <b>the impact of the recommendation</b> being made by the report</p> <p>Detailed guidance to help with completing the assessment can be found <a href="#">here</a>. Delete this row after completion</p>		
<b>Report author to complete</b>		
<b>Committee:</b>		Cabinet
<b>Committee date:</b>		
<b>Head of service:</b>		Justine Hartley, Chief Finance Officer
<b>Report subject:</b>		Adjustment to 2015-16 non-housing capital programme
<b>Date assessed:</b>		
<b>Description:</b>		To seek approval for an adjustment to the non-housing capital programme 2015-16.

	Impact			
	Neutral	Positive	Negative	
<b>Economic</b> (please add an 'x' as appropriate)				<b>Comments</b>
Finance (value for money)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Efficient, effective, and economic delivery of capital programme, maximising use of grants and existing capital resources.
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Improved IT systems and website functionality
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Social</b> (please add an 'x' as appropriate)	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Equality and diversity</b> (please add an 'x' as appropriate)	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment			
Positive			
None			
Negative			
None			
Neutral			

None
Issues
None



**Report to** Cabinet  
10 June 2015  
**Report of** Chief finance officer  
**Subject** Revenue budget monitoring 2014-15 – Period 11

**Item**

**8**

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### **Purpose**

To update cabinet on the financial position as at 28 February 2015, the forecast outturn for the year 2014-15, and the consequent forecast of the general fund and housing revenue account balances.

### **Recommendation**

To note the financial position as at 28 February 2015 and the forecast outturn for 2014-15.

### **Corporate and service priorities**

The report helps to meet the corporate priority value for money services and the service plan priority to provide accurate, relevant and timely financial information.

### **Financial implications**

The general fund budget is forecast to achieve an underspend of £1.066m before the removal of s31 grant. The housing revenue account budget is forecast to achieve an underspend of £1.622m.

Monitoring of key budgets does not indicate any unusual cause for concern; however the position will need to be continually monitored in order to deliver to the forecast outturn

The collection fund is forecasting a deficit on business rates for 2014-15. The forecast impact in 2014-15 of deficits arising in 2013-14 is £152k. The forecast impact in 2015-16 of deficits arising in 2013-14 and 2014-15 is £1.249m. Following council approval on 17 February, all s31 business rates relief grant will be transferred to an earmarked reserve to be offset against deficits in the years that they impact on the revenue accounts. For 2014-15, a transfer of £978k will be required from the general fund revenue budget to the earmarked reserve largely offsetting the general fund underspend reported above.

**Ward/s:** All wards

**Cabinet member:** Councillor Stonard – Resources and income generation

### **Contact officers**

Justine Hartley, Chief finance officer  
Neil Wright, Service accountant

01603 212440  
01603 212498

### **Background documents**

None

## Report

1. Council approved budgets for the 2014-15 financial year on 18 February 2014.
2. The attached appendices show the forecast outturn and year-to-date positions for the general fund and the housing revenue account:
  - [Appendix 1](#) shows the general fund by corporate leadership team responsibilities, and by subjective group
  - [Appendix 2](#) shows the housing revenue account in (near) statutory format, and by subjective group
  - [Appendix 3](#) shows budget and expenditure for the year to date in graphical format

## General fund

3. Budgets reported include the resources financing the council's net budget requirement (which includes a contribution of £0.541m to balances as allowed for in the *Medium term financial strategy*) so that the net budget totals zero:

<i>Item</i>	<i>Approved budget £000s</i>
Net budget requirement	18,407
Non-domestic rates	(4,651)
Revenue support grant	(5,980)
Council tax precept	(7,776)
<b>Total general fund budget</b>	<b>0</b>

4. The general fund has been forecast to underspend by **£1.066m** at year end. This compares to a forecast underspend of **£0.788m** at the end of January. Significant forecast overspends and underspends are explained below:

<i>Previous forecast over/(under) spend £000s</i>	<i>General fund service</i>	<i>Current forecast over/(under) spend £000s</i>	<i>Commentary</i>
590	Finance	370	Following adjustments to payments made by the DWP, LA error, and following finalisation of the audit of the 2013-14 revenues amounts, the previously reported overspend on benefits subsidy will continue.
(313)	Procurement and service improvement	(318)	Predicted savings on IT development; and IT service costs.

<i>Previous forecast over/(under) spend £000s</i>	<i>General fund service</i>	<i>Current forecast over/(under) spend £000s</i>	<i>Commentary</i>
(239)	City development:	(296)	Forecast underspend due to higher than budgeted parking income, the sale of assets and higher than budgeted private section housing income.
(208)	Planning:	(185)	Forecast underspend due to staff savings, additional charges to capital and higher than budgeted income from planning charges.
(110)	Neighbourhood services:	(109)	The forecast underspend is the cumulative result of several low value underspends across neighbourhood services budgets.

5. For the year to date an underspend against budget of **£3.290m** is being reported. This underspend is made up of many debit and credit figures where various income and expenditure lines are ahead of or behind budget profile. Significant variances are explained below. These lines will be monitored closely as the year progresses to identify any potential impact on forecast outturn figures.

<i>General fund service</i>	<i>Variance to date P11</i>	<i>Commentary</i>
Business relationship management	1,550	This relates to timing differences in respect of invoices received and paid; year end insurance accounting adjustments to be made and year end journaling of legal costs received.
Finance	(2,149)	Profiling differences on housing benefit subsidy received and rents paid; and MRP lower than the budget which was for the previous year.
Procurement and service improvement	633	Development budget spend behind profile; and timing differences in respect of invoices received and paid.
City development:	(781)	The current variance against profile relates to parking recharges to be re distributed, which will take into account county income; works recharges to be distributed, such as pension recharges, the sale of three assets, section 38 income, which is County Hall income (highways) and higher than budgeted private section housing income.
Environmental strategy	(425)	This relates to funding received from DECC for the <i>Greener communities (Cosy City) project</i> .
Citywide services:	(442)	End of year invoices to arrive and recharges for highways. Integrated waste management contractual payments running behind schedule. Garden waste income is higher than profiled budget
Neighbourhood housing:	(641)	Largely due to delays in payment of homelessness invoices compared to budget.

## Housing revenue account

6. The budgets reported include a £7.7m use of HRA balances, so that the net budget totals zero:

<i>Item</i>	<i>Approved budget £000s</i>
Gross HRA expenditure	80,827
Gross HRA income	(73,120)
Contribution from HRA balance	(7,707)
<b>Total net HRA budget</b>	<b>0</b>

7. The housing revenue account has been forecast to underspend by **£1.622m**. This compares to a forecast underspend of **£1.384m** at the end of February. Significant forecast overspends and underspends are explained below:-

<i>Previous forecast over/(under) spend £000s</i>	<i>HRA division of service</i>	<i>Current forecast over/(under) spend £000s</i>	<i>Commentary</i>
365	Rents, rates and other property costs	365	Due to unbudgeted costs for NPS.
(507)	General management	(740)	The majority of the projected underspend is due to: contingency fund (£97k); audit fee not required as included in LGSS recharge (£105k); budget for software interface may no longer be required (£50k); lower NPS fees at this stage than budgeted for (£74k); and professional advice / fees budget not required (£190k).
(354)	Special services	(413)	Mainly due to projected underspend on district heating fuel and community alarm service.
(1,348)	Depreciation and impairment	(1,348)	£856k relating to profit / loss on sale of assets, offset by corresponding debit against 'adjustments and financing items'. £459k reduction in anticipated depreciation costs
(701)	Provision for bad debts	(701)	Provision increased in anticipation of the effects of full implementation of bedroom tax and universal credit. Delayed implementation of universal credit and better than anticipated rent collection performance have delivered a lesser call on this provision.

<i>Previous forecast over/(under) spend £000s</i>	<i>HRA division of service</i>	<i>Current forecast over/(under) spend £000s</i>	<i>Commentary</i>
177	Dwelling rents	244	Write-offs included within this figure, partially offsetting the underspend on the bad debt code.
(164)	Garage and other property rents	(191)	Lower than anticipated garage voids rate
634	Service charges - general	602	Lower income than budgeted for (tenants), partially offset by underspend in special services (district heating). Also lower leasehold income than budgeted for.
842	Adjustments and financing items	715	£856k relating to profit / loss on sale of assets, offset by corresponding credit against 'depreciation and impairment'

8. For the year to date an underspend of **£4.659m** is being reported. This underspend is made up of many debit and credit figures, where various income and expenditure lines are ahead of or behind budget profile. Significant underspends and overspends to date are explained below. These lines will be monitored closely as the year progresses to identify any potential impact on forecast outturn figures.

<i>HRA division of service</i>	<i>Variance to date P11</i>	<i>Commentary</i>
Repairs and maintenance	(2,957)	There are 2 main reasons for this variance: i) The valuation and invoice process creates an artificial delay between the work being completed on site and the final stage of the invoice amount being posted to the ledger; and ii) Due to the responsive nature of some budget lines within this group it is extremely difficult to accurately profile a years work in advance and some budget line spend is behind profile due to work not being required as predicted.
Rents, rates and other property costs	723	Water rates accounted for as one annual amount (although actually paid in 10 instalments) – budget profile assumes 10 instalments
General management	(1,497)	Overall underspend projected, as per comments on previous table. Also pension recharges are yet to be distributed across service areas
Special services	(1,082)	Mainly district heating spend not matching anticipated spending profile – profiles to be updated for period 12

<i>HRA division of service</i>	<i>Variance to date P11</i>	<i>Commentary</i>
Depreciation and impairment	(973)	No budget for profit / loss on sale of assets
Provision for bad debts	(527)	Overall spend to be lower than budget, so also high variance to date.
Service charges - general	700	Overall income to be lower than budget, so also high variance to date.
Adjustments and financing items	853	No budget for profit / loss on sale of assets

## Risks

9. A risk-based review based on the size and volatility of budgets has identified a 'Top 10' of key budgets where inadequacy of monitoring and control systems could pose a significant threat to the council's overall financial position. These are shown in the following table.

Key risk budgets	Budget £000s	Forecast variance	Forecast var %	Forecast RAG
Housing benefit payments - council tenants	36,254	-165	0%	GREEN
Housing benefit subsidy - council tenants	-35,514	1,156	-3%	AMBER
Housing benefit payments - other tenants	32,280	-2,119	-7%	RED
Housing benefit subsidy - other tenants	-32,923	2,004	-6%	RED
HRA repairs - tenanted properties	12,408	-124	-1%	GREEN
HRA repairs - void properties	2,630	0	0%	GREEN
Multi-storey car parks	1,797	-9	-1%	GREEN
HRA rents - estate properties	-58,916	178	0%	GREEN
Corporate management including contingency	1,109	-317	-29%	RED
Private sector leasing costs	2,570	-140	-5%	RED

10. The red/amber status of items in the forecast RAG column is explained below.

Key risk budgets	Comment
Housing benefit payments and subsidy - other tenants:	Reduced value of payments than planned for. This is partially offset by reduced subsidy to fund these payments but see also comments in the table at paragraph 4 about the reported overspend on benefits subsidy.
Corporate management including contingency	Contingency budget not anticipated to be needed in full. Remaining balance will be transferred to reserves at year end.
Private sector leasing costs:	PSL rental costs currently lower than anticipated

11. The 2014-15 budgets approved by council were drawn up in the expectation of reduced resources as announced by the coalition government. There are risks to the current and medium term financial position from:

- Reductions in government grant – the localisation of business rates and of council tax reductions has increased the risks to the council's financial position arising from economic conditions and policy decisions.
  - Changes in policy – if further 'empowerment' of local authorities is not matched by devolved resources
  - Delivery of savings – the budget incorporates both savings measures already in place, and those planned for implementation during the year. If these savings are not achievable in full, overspends will result. With appropriate approvals these may be mitigated through provision made in the corporate contingency, up to the level of that contingency
  - Identification of further savings – work is continuing on developing proposals for additional savings to bridge the medium-term budget gap. If these proposals fall short, or are not implemented fully and in a timely manner, further budget shortfalls will result.
12. Forecast outturns are estimates based on management assessments, formulae and extrapolation. They may not adequately take account of variables such as:
- Bad debts – budget reports show gross debt, i.e. invoices raised. While allowance has been made in the budget for non-collections, the current economic climate may have an adverse influence on our ability to collect money owed. This may be reflected in higher provisions for bad debt, as may the impact of welfare reforms such as the so-called 'bedroom tax'.
  - Seasonal factors – if adverse weather conditions or a worsening economic climate depress levels of trade and leisure activities in the city, there may be a negative impact on parking and other income.
  - Housing repairs and improvements – the rate of spend on void properties, though closely managed, is heavily influenced by void turnaround, since transfers can create a chain of voids involving significant repair costs.

## Financial planning

13. Overall levels of overspend and underspend will have an ongoing impact on the budget for following years and the size and urgency of savings requirements.
14. Net overspends and underspends will be consolidated into the general fund and housing revenue account balances carried forward to 2015-16. These are reflected in periodic updates to the *Medium term financial strategy* and *Housing revenue account business plan*.

## Impact on balances

15. The prudent minimum level of general fund reserves has been assessed as £4.496m. The budgeted and forecast outturn's impact on the 2013-14 balance brought forward, is as follows:

<i>Item</i>	<i>£000s</i>
Balance at 1 April 2014	(8,313)
Budgeted use of balances 2014-15	(541)
Forecast outturn 2014-15	(1,066)
Recommended transfer to earmarked reserve of unapplied section 31 business rates relief grant (grant received £1.694m less deficit affecting 2014-15 revenue £152k – see para 25)	1,542
= Forecast balance at 31 March 2015	(8,378)

16. The general fund balance is therefore expected to continue to exceed the prudent minimum.
17. The prudent minimum level of HRA reserves has been assessed as £3.067m. The budgeted and forecast outturn's impact on the 2013-14 balance brought forward, is as follows:

<i>Item</i>	<i>£000s</i>
Balance at 1 April 2014	(25,129)
Budgeted use of balances 2014-15	7,707
Forecast outturn 2014-15	(1,622)
= Forecast balance at 31 March 2015	(19,044)

18. The housing revenue account balance is therefore expected to continue to exceed the prudent minimum.

## Collection fund

19. The collection fund is made up of three accounts – council tax, the business improvement district (BID) account and national non-domestic rates (NNDR).
- Council tax is shared between the city, the county and the police and crime commissioner based on an estimated tax base and the council tax rates agreed by each of the preceptors. Any surplus or deficit is shared in the following financial year.
  - The BID account is operated on behalf of the BID company to collect their income from the BID levy. Any surplus or deficit is passed on the BID company.
  - NNDR income is shared between the city, the county and central government. Since 'localisation', any surplus or deficit is also shared, rather than as formerly being borne wholly by the government.
20. There are particular risks attached to NNDR, which are:
- Appeals – the impact of any appeals will fall on the collection fund, and therefore in part on the city. The valuation office has cleared a large number of appeals which has adversely affected the council's business rates income

levels. However, a backlog of appeals remains and the value of the appeals is not known, nor the likelihood of success, nor the timing of the appeal being determined.

- NNDR billable – changes in the NNDR billable, e.g. demolition or construction of new billable premises, will impact on the amount billable. Assumptions of growth may also be affected by changes in the larger economic environment.
- NNDR collectable – arrears and write-offs (e.g. where a business goes into administration) will also impact on the collection fund.

21. These risks are monitored and mitigated through normal revenues operations.

22. A summary of the collection fund is provided below:

<i>Budget £000s</i>	<i>Budget £000s</i>		<i>Actual to date £000s</i>	<i>Forecast outturn £000s</i>	<i>Forecast variance £000s</i>
		<b>Council tax</b>			
54,103	54,103	Expenditure	49,234	53,489	(614)
(53,797)	(53,797)	Income	0	(54,436)	(639)
(306)	(306)	Collection fund surplus / (deficit)	0	947	1,253
		<b>Business improvement district</b>			
656	656	Expenditure	502	664	8
(656)	(656)	Income	(416)	(656)	0
0	0	Collection fund surplus / (deficit)	(86)	(8)	(8)
		<b>National non-domestic rate</b>			
77,699	77,699	Expenditure	77,417	79,530	1,830
(77,697)	(77,698)	Income	(79,832)	(76,506)	459
(2)	(2)	Collection fund surplus / (deficit)	0	(2,291)	(2,289)
<b>0</b>	<b>0</b>	<b>Total collection fund</b>	<b>46,819</b>	<b>0</b>	<b>0</b>

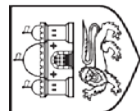
23. On council tax, actual income is not posted from the council tax system into the finance system until year-end. The actual year-end surplus or deficit will be taken into account in considering distribution of balances between the preceptors (city, county, and police).

24. The council operates the BID account on behalf of the BID company, so no surplus or deficit will fall on the council's accounts.

25. The deficit reported on the NNDR account will roll forward and be distributed in the 2015-16 budget cycle. The forecast impact on the council in 2014-15 of deficits arising in 2013-14 is £152k. The forecast impact in 2015-16 of deficits arising in 2013-14 and 2014-15 is £1.249m.

26. Additional (section 31) grant has been received in the general fund to offset all or part of any shortfall in business rate income due to additional reliefs granted by government. On 17 February, council approved the creation of an earmarked reserve for this section 31 business rate relief grant, and that all grant monies received since 2013-14 and going forwards be transferred to this earmarked reserve to be offset against deficits in the years that they impact on the revenue accounts. The associated transfer from general to the earmarked reserve for monies received, but not applied against deficits to date, is £1.542m and is assumed in the reserve forecasts set out at para 15 above.

## Integrated impact assessment



**NORWICH**  
City Council

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	
<b>Head of service:</b>	Chief finance officer
<b>Report subject:</b>	Revenue budget monitoring 2014-15
<b>Date assessed:</b>	20/03/15
<b>Description:</b>	This is the integrated impact assessment for the revenue budget monitoring 2014-15 report to cabinet

	Impact			Comments
	Neutral	Positive	Negative	
<b>Economic</b> (please add an 'x' as appropriate)				
Finance (value for money)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The report shows that the council monitors its budgets, considers risks to achieving its budget objectives, reviews its balances position, and is therefore able to maintain its financial standing
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Social</b> (please add an 'x' as appropriate)				
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			Comments
	Neutral	Positive	Negative	
<b>Equality and diversity</b> (please add an 'x' as appropriate)				
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Environmental</b> (please add an 'x' as appropriate)				
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>(Please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Risk management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The report demonstrates that the council is aware of and monitors risks to the achievement of its financial strategy.

Recommendations from impact assessment	
Positive	
None	
Negative	
None	
Neutral	
None	
Issues	
The council should continue to monitor its budget performance in the context of the financial risk environment within which it operates.	

## Budget Monitoring Summary

Year: 2014-15

Period: 11 (February)

## GENERAL FUND SERVICE SUMMARY

<i>Approved Budget</i>	<i>Current Budget</i>		<i>Budget To Date</i>	<i>Actual To Date</i>	<i>Variance To Date</i>	<i>Forecast Outturn</i>	<i>Forecast Variance</i>
<b>Business Relationship Mgt &amp; Democracy</b>							
1,648,349	1,793,700	Business Relationship Management	(2,041,005)	(490,562)	1,550,443	1,854,156	60,456
303,787	229,444	Democratic Services	900,051	946,489	46,438	145,460	(83,984)
(20,196,083)	(20,181,053)	Finance	(9,534,305)	(11,682,976)	(2,148,671)	(19,810,910)	370,143
33,733	(294,218)	Procurement & Service Improvement	1,735,651	2,368,536	632,885	(611,823)	(317,605)
<b>(18,210,214)</b>	<b>(18,452,127)</b>	<b>Total Business Relationship Management &amp; Democracy</b>	<b>(8,939,608)</b>	<b>(8,858,512)</b>	<b>81,096</b>	<b>(18,423,118)</b>	<b>29,009</b>
<b>Chief Executive</b>							
0	0	Chief Executive	221,346	131,114	(90,232)	(72,095)	(72,095)
<b>0</b>	<b>0</b>	<b>Total Chief Executive</b>	<b>221,346</b>	<b>131,114</b>	<b>(90,232)</b>	<b>(72,095)</b>	<b>(72,095)</b>
<b>Customers, Comms &amp; Culture</b>							
2,525,619	2,325,357	Communications & Culture	1,794,515	1,648,573	(145,942)	2,253,205	(72,152)
(116,196)	(168,617)	Customer Contact	2,159,849	2,126,663	(33,186)	(203,225)	(34,608)
<b>2,409,423</b>	<b>2,156,740</b>	<b>Total Customers, Comms &amp; Culture</b>	<b>3,954,364</b>	<b>3,775,237</b>	<b>(179,127)</b>	<b>2,049,980</b>	<b>(106,760)</b>
<b>Regeneration &amp; Growth</b>							
(965,936)	(954,804)	City Development	(4,500,985)	(5,281,778)	(780,793)	(1,250,439)	(295,635)
(3)	(1)	Environmental Strategy	116,604	(308,430)	(425,034)	(51)	(50)
0	0	Executive Head of Regeneration &	141,489	90,717	(50,772)	(46,760)	(46,760)
1,743,316	1,743,036	Planning	990,958	694,928	(296,030)	1,558,233	(184,803)
125,419	252,319	Property Services	1,443,489	1,124,297	(319,192)	214,267	(38,052)
<b>902,796</b>	<b>1,040,550</b>	<b>Total Regeneration &amp; Growth</b>	<b>(1,808,445)</b>	<b>(3,680,265)</b>	<b>(1,871,820)</b>	<b>475,251</b>	<b>(565,299)</b>
<b>Strategy, People &amp; Neighbourhoods</b>							
9,978,887	10,006,606	Citywide Services	7,002,024	6,559,748	(442,276)	9,940,608	(65,998)
(4)	(5,100)	Human Resources	1,097,239	961,896	(135,343)	(22,661)	(17,561)
2,654,201	2,661,895	Neighbourhood Housing	1,766,188	1,125,383	(640,805)	2,573,453	(88,442)
2,229,016	2,435,505	Neighbourhood Services	1,640,518	1,749,648	109,130	2,326,496	(109,009)
35,895	153,885	Strategy & Programme Management	451,396	330,454	(120,943)	84,163	(69,722)
<b>14,897,995</b>	<b>15,252,791</b>	<b>Total Strategy, People &amp; Neighbourhoods</b>	<b>11,957,365</b>	<b>10,727,128</b>	<b>(1,230,237)</b>	<b>14,902,059</b>	<b>(350,732)</b>
<b>0</b>	<b>(2,046)</b>	<b>Total General Fund</b>	<b>5,385,022</b>	<b>2,094,701</b>	<b>(3,290,321)</b>	<b>(1,067,922)</b>	<b>(1,065,876)</b>

## GENERAL FUND SUBJECTIVE SUMMARY

<i>Forecast</i>	<i>Approved Budget</i>		<i>Current Budget</i>	<i>Budget To Date</i>	<i>Actual To Date</i>	<i>Variance To Outturn</i>	<i>Forecast Variance</i>
17,366,808	17,532,262	Employees	15,976,695	15,543,158	(433,537)	17,016,161	(516,101)
8,577,187	8,522,187	Premises	7,837,695	7,753,728	(83,967)	8,507,068	(15,119)
314,000	313,998	Transport	245,267	176,878	(68,389)	260,536	(53,462)
15,884,736	15,832,884	Supplies & Services	13,643,879	12,403,632	(1,240,247)	15,793,411	(39,473)
7,784,578	7,497,232	Third Party Payments	3,783,014	5,533,177	1,750,163	7,396,121	(101,111)
94,462,444	94,462,444	Transfer Payments	88,751,341	85,302,234	(3,449,107)	91,980,747	(2,481,697)
3,685,062	3,685,062	Capital Financing	8,993,017	8,648,331	(344,686)	3,154,847	(530,215)
0	15,030	Rev Contribs to Capital	0	0	0	0	(15,030)
(55,000)	0	Savings Proposals	0	0	0	0	0
(23,185,762)	(22,831,002)	Receipts	(21,352,443)	(20,505,046)	847,397	(22,880,035)	(49,033)
(118,033,744)	(118,117,443)	Government Grants	(110,835,335)	(110,382,826)	452,509	(115,909,714)	2,207,729
1,304,093	1,304,093	Centrally Managed	1,195,494	578,539	(616,955)	1,416,335	112,242
17,496,584	17,552,192	Recharge Expenditure	2,906,967	1,897,023	(1,009,944)	17,478,177	(74,015)
(25,600,986)	(25,770,985)	Recharge Income	(5,760,569)	(4,854,127)	906,442	(25,281,577)	489,408
<b>0</b>	<b>(2,046)</b>	<b>Total General Fund</b>	<b>5,385,022</b>	<b>2,094,701</b>	<b>(3,290,321)</b>	<b>(1,067,922)</b>	<b>(1,065,876)</b>

## Budget Monitoring Report

Year: 2014-15

Period: 11 (February)

**HOUSING REVENUE ACCOUNT STATUTORY SUMMARY**

<i>Approved Budget</i>	<i>Current Budget</i>		<i>Budget To Date</i>	<i>Actual To Date</i>	<i>Variance To Date</i>	<i>Forecast Outturn</i>	<i>Forecast Variance</i>
15,923,170	15,923,170	Repairs & Maintenance	14,408,391	11,451,566	(2,956,825)	15,851,071	(72,099)
6,178,443	6,178,443	Rents, Rates, & Other Property Costs	5,558,993	6,281,962	722,969	6,543,394	364,951
11,382,720	11,372,054	General Management	6,848,411	5,351,293	(1,497,118)	10,631,766	(740,288)
5,628,948	5,718,660	Special Services	4,534,858	3,452,526	(1,082,332)	5,305,214	(413,446)
21,924,793	21,924,793	Depreciation & Impairment	93,962	(879,139)	(973,101)	20,576,967	(1,347,826)
941,000	941,000	Provision for Bad Debts	705,750	179,077	(526,673)	240,000	(701,000)
(58,915,983)	(58,915,983)	Dwelling Rents	(53,024,389)	(52,800,711)	223,678	(58,672,170)	243,813
(1,951,186)	(1,951,186)	Garage & Other Property Rents	(1,847,574)	(2,031,853)	(184,279)	(2,142,042)	(190,856)
(9,643,814)	(9,643,814)	Service Charges - General	(8,982,051)	(8,282,403)	699,648	(9,041,431)	602,383
0	0	Miscellaneous Income	0	(75,618)	(75,618)	(82,493)	(82,493)
9,382,073	9,305,073	Adjustments & Financing Items	(147,100)	705,684	852,784	10,019,733	714,660
(700,164)	(700,164)	Amenities shared by whole community	0	0	0	(700,164)	0
(150,000)	(150,000)	Interest Received	(137,500)	0	137,500	(150,000)	0
<b>0</b>	<b>2,046</b>	<b>Total Housing Revenue Account</b>	<b>(31,988,249)</b>	<b>(36,647,617)</b>	<b>(4,659,368)</b>	<b>(1,620,155)</b>	<b>(1,622,201)</b>

**HOUSING REVENUE ACCOUNT SUBJECTIVE SUMMARY**

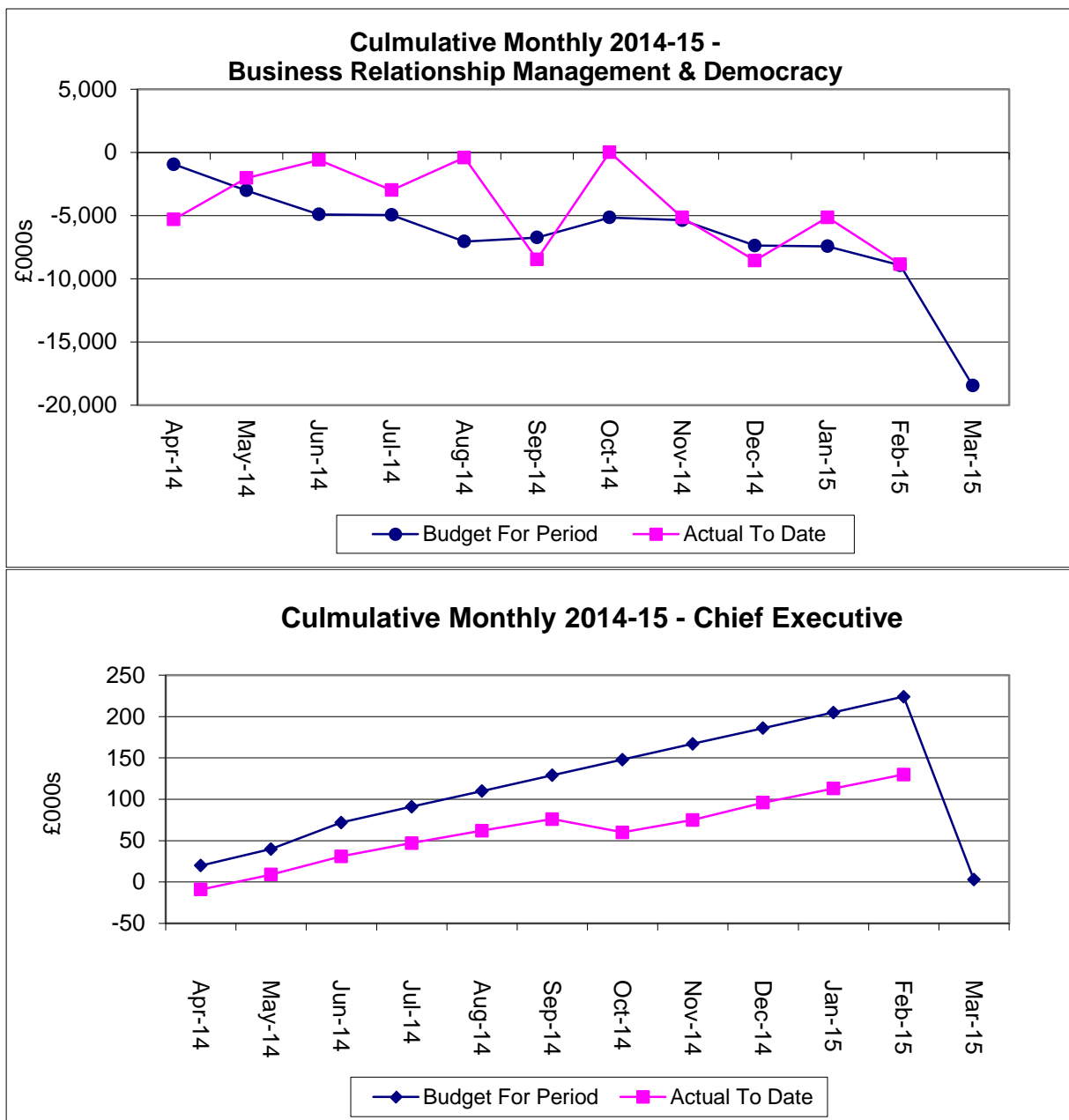
<i>Approved Budget</i>	<i>Current Budget</i>		<i>Budget To Date</i>	<i>Actual To Date</i>	<i>Variance To Date</i>	<i>Forecast Outturn</i>	<i>Forecast Variance</i>
6,467,099	6,472,099	Employees	5,891,358	5,614,641	(276,717)	6,094,256	(377,843)
25,086,833	25,163,833	Premises	22,421,731	18,995,732	(3,425,999)	24,558,988	(604,845)
122,263	122,263	Transport	112,090	114,796	2,706	132,214	9,951
3,997,007	3,925,114	Receipts	2,829,040	1,645,695	(1,183,345)	3,240,191	(684,923)
348,001	350,047	Third Party Payments	56,330	87,419	31,089	350,133	86
5,847,385	5,914,278	Recharge Expenditure	2,158,254	1,431,461	(726,793)	5,980,869	66,591
1,167,846	1,167,846	Capital Financing	93,962	0	(93,962)	1,135,346	(32,500)
(71,877,097)	(71,877,097)	Receipts	(65,073,240)	(64,363,578)	709,662	(71,516,079)	361,018
(221,256)	(221,256)	Government Grants	(431,981)	(150,500)	281,481	(150,500)	70,756
(1,021,221)	(1,021,221)	Recharge Income	(45,793)	0	45,793	(992,242)	28,979
17,035,000	16,958,000	Rev Contribs to Capital	0	0	0	16,958,000	0
13,048,140	13,048,140	Capital Financing	0	(23,283)	(23,283)	12,588,670	(459,470)
<b>0</b>	<b>2,046</b>	<b>Total Housing Revenue Account</b>	<b>(31,988,249)</b>	<b>(36,647,617)</b>	<b>(4,659,368)</b>	<b>(1,620,155)</b>	<b>(1,622,201)</b>

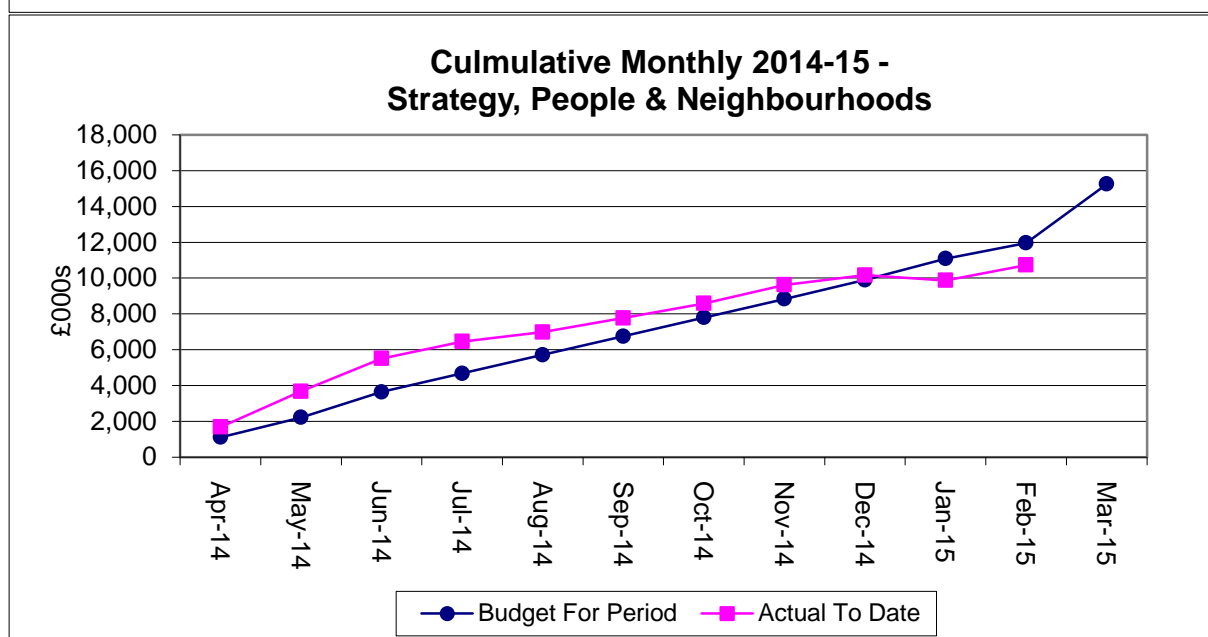
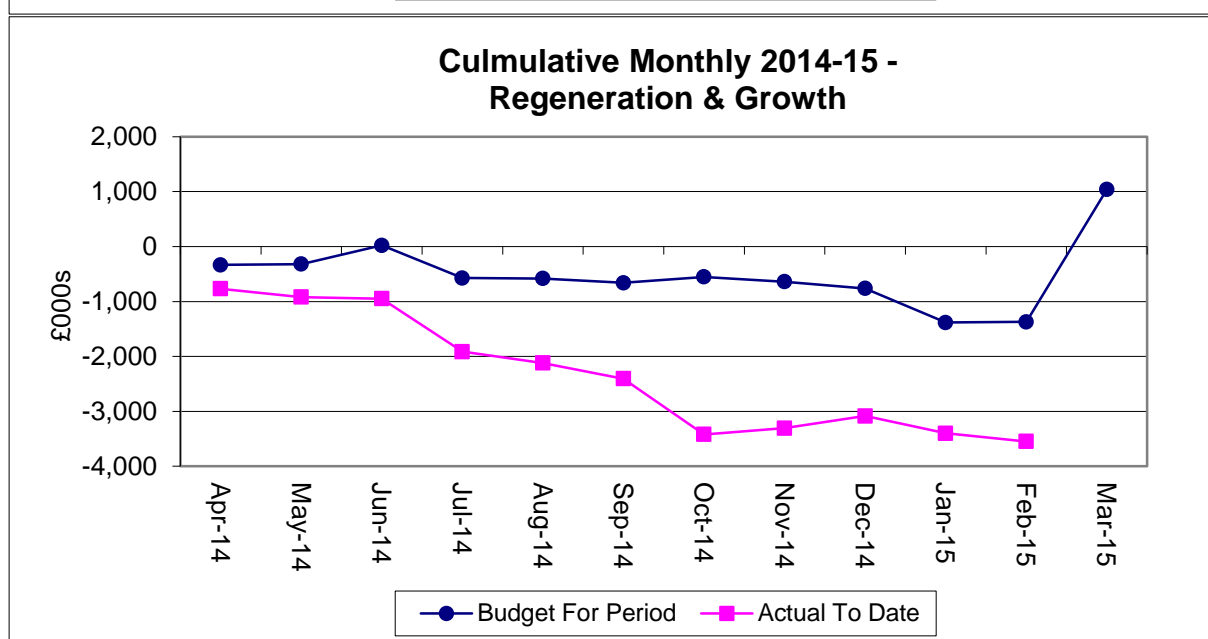
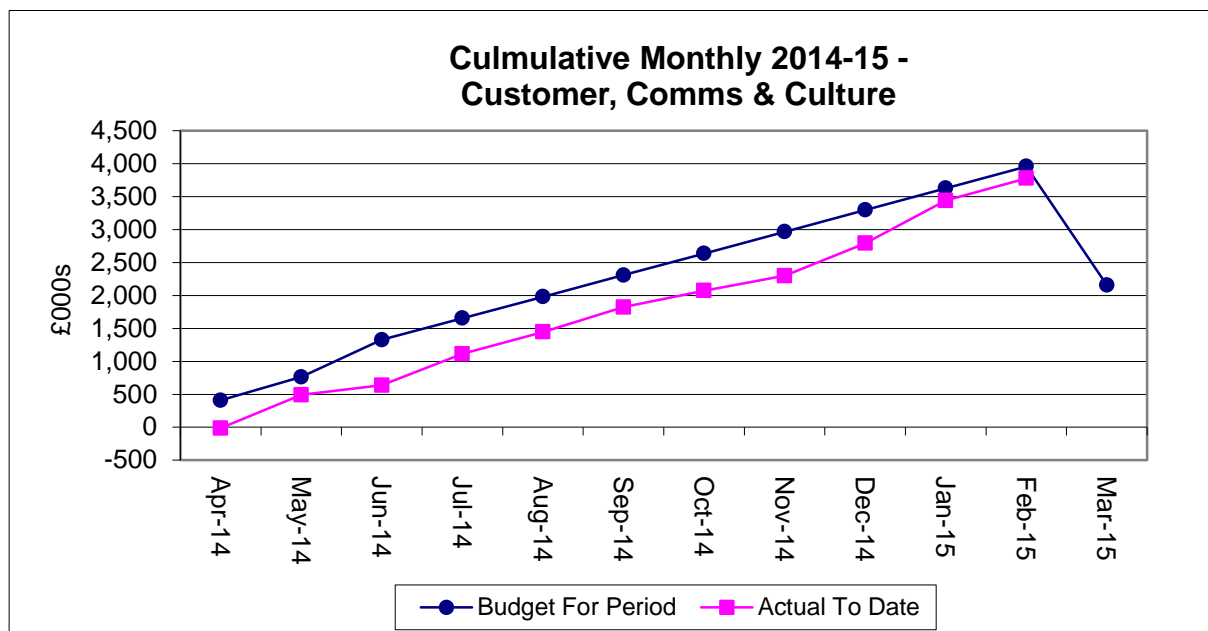
## Budget & Expenditure – Monthly by Service Graphs

The following graphs show the monthly budget profile and income/expenditure to date for each service (both General Fund and Housing Revenue Account) for the financial year.

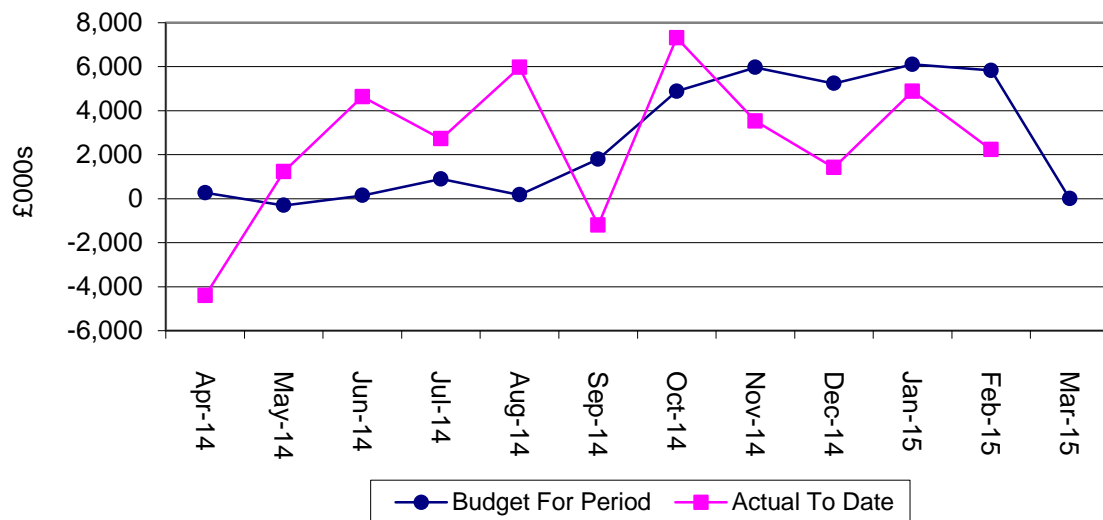
The actual income/expenditure reported is influenced by accrual provisions brought forward from the previous financial year, and by any delays in invoicing and/or payment.

Budgets are profiled to show the expected pattern of income & expenditure, and will be refined and improved during the course of the financial year.





### Culmulative Monthly 2014-15 Norwich City Council (Revenue)



<b>Report to</b>	Cabinet	<b>Item</b>
<b>Report of</b>	Chief finance officer	<b>9</b>
<b>Subject</b>	Revenue budget monitoring 2014-15 – Provisional period 12	

## **Purpose**

To update cabinet on the provisional financial position as at 31 March 2015, the forecast outturn for the year 2014-15, and the consequent forecast of the general fund and housing revenue account balances.

## **Recommendation**

To note the provisional financial position as at 31 March 2015.

## **Corporate and service priorities**

The report helps to meet the corporate priority of value for money services and the service plan priority to provide accurate, relevant and timely financial information.

## **Financial implications**

The general fund budget is forecast to achieve an underspend of £1.314m. The housing revenue account budget is forecast to achieve an underspend of £2.483m.

The collection fund is in deficit on business rates for 2014-15. The forecast impact in 2014-15 of deficits arising in 2013-14 is £152k. The forecast impact in 2015-16 of deficits arising in 2013-14 and 2014-15 is £1.249m. Following council approval on 17<sup>th</sup> Feb 2015, s31 business rates relief grant has been transferred to an earmarked reserve to be offset against deficits in the years that they impact on the revenue accounts. For 2014-15, a transfer of £1.06m has been made from the General Fund revenue budget to the earmarked reserve. The forecast underspend above takes account of this transfer.

**Ward/s:** All wards

**Cabinet member:** Councillor Stonard – Resources and income generation

## **Contact officers**

Justine Hartley - Chief finance officer	01603 212440
Neil Wright - Service accountant	01603 212498

## **Background documents**

None

## Report

1. Council approved budgets for the 2014-15 financial year on 18 February 2014.
2. The attached appendices show the forecast outturn and year-to-date positions for the general fund and the housing revenue account:
  - [Appendix 1](#) shows the general fund by corporate leadership team responsibilities, and by subjective group
  - [Appendix 2](#) shows the housing revenue account in (near) statutory format, and by subjective group
  - [Appendix 3](#) shows budget and expenditure for the year to date in graphical format

## General fund

3. Budgets reported include the resources financing the council's net budget requirement (which includes a contribution of £0.541m to balances as allowed for in the *Medium term financial strategy*) so that the net budget totals zero:

<i>Item</i>	<i>Approved budget £000s</i>
Net budget requirement	18,407
Non-domestic rates	(4,651)
Revenue support grant	(5,980)
Council tax precept	(7,776)
<b>Total general fund budget</b>	<b>0</b>

4. The general fund has been forecast to underspend by **£1.313m** at year end. This compares to a forecast underspend of **£1.066m** at the end of February but also now takes account of the transfer to the earmarked reserve of the s31 small business rates relief grant. Significant forecast overspends and underspends are explained below:

<i>Previous forecast over/(under) spend £000s</i>	<i>General fund service</i>	<i>Current forecast over/(under) spend £000s</i>	<i>Commentary</i>
60	Business relationship management	(752)	The underspend arises from: contingency not utilised of £356k, grant income higher than budgeted by £133k and corporate recharges being lower than budgeted.

<i>Previous forecast over/(under) spend £000s</i>	<i>General fund service</i>	<i>Current forecast over/(under) spend £000s</i>	<i>Commentary</i>
370	Finance	1,387	Overspend is as a result of: the unbudgeted transfer to the earmarked reserve of s31 grant for small business rates relief £1,064k; and an overspend on benefits subsidy due to adjustments to payments made by the DWP, LA error, and finalisation of the 13/14 audit.
(318)	Procurement and service improvement	294	Supplies and services spend lower than budgeted resulting in recharge income being lower than budgeted. Corporate and depreciation charges higher than budgeted on IT.
(72)	Communications and culture	(132)	Corporate recharges, gas and insurance for St Andrews less than budget; Riverside depreciation lower than budgeted and management income unbudgeted; Events spend less than budgeted.
(35)	Customer contact	137	Overspend on land charges due to refunds due and corporate recharges exceeding budget.
(296)	City development	(338)	Parking income higher than budgeted, capital recharges lower than budgeted.
(185)	Planning	(473)	Staff savings from extra recharges to capital ( <i>Push the pedalways</i> ), higher income than budgeted from planning applications £76k and lower corporate recharges than budgeted by £275k including pensions credit.
(66)	Citywide services	(531)	The variance is partly due to a Biffa rebate on cleansing contract, depreciation charges lower than expected for all but one of the codes and pensions credit unbudgeted for.
(88)	Neighbourhood housing	(574)	Homelessness underspend £156k, private sector leasing underspend £124k and depreciation on non HRA properties £205k lower than budgeted.
(109)	Neighbourhood services	(220)	Mainly due to lower than budgeted corporate recharges including pensions credit.
(70)	Strategy and programme management	(154)	Mainly due to additional grant funding.

## Housing revenue account

5. The budgets reported include a £7.7m use of HRA balances, so that the net budget totals zero:

<i>Item</i>	<i>Approved budget £000s</i>
Gross HRA expenditure	80,827
Gross HRA income	(73,120)
Contribution from HRA balance	(7,707)
<b>Total net HRA budget</b>	<b>0</b>

6. The housing revenue account has been forecast to underspend by **£2.483m**. This compares to a forecast underspend of **£1.622m** at the end of February. Significant forecast overspends and underspends are explained below:-

<i>Previous forecast over/(under) spend £000s</i>	<i>HRA division of service</i>	<i>Current forecast over/(under) spend £000s</i>	<i>Commentary</i>
(322)	Repairs and maintenance	(602)	The repairs budget of £15.9m is expected to underspend by £602k. The main areas of underspend against budgets are landlord lighting £140k, security improvements £145k, water mains renewal £142k and balcony repair £158k.
365	Rents, rates and other property costs	218	Due to unbudgeted insurance costs £213k, offset by insurance underspend against HRA general management
(740)	General management	(1,483)	Main reasons for this underspend are: 1) £587k NPS property management; unrequired recharge budgets due to staff no longer working for NCC (£289k), unrequired professional fees budget (£179k) and lower than budgeted customer contact recharge (£124k), 2) £320k unbudgeted pension credits offset on depreciation and impairment line 3) £209k underspend on RTB insurance, offset by £213k overspend against rents, rates and other property costs 4) £100k unspent grant.

<i>Previous forecast over/(under) spend £000s</i>	<i>HRA division of service</i>	<i>Current forecast over/(under) spend £000s</i>	<i>Commentary</i>
(413)	Special services	(759)	Underspend as a result of: 1) £272k district heating and sheltered housing fuel underspend 2) £114k unbudgeted pensions credits 3) £167k sheltered housing underspend - salaries, gritting, furniture etc. 4) £83k NCAS call maintenance / group alarms underspend.
(1,348)	Depreciation and impairment	270	Underspend on capital financing costs of £1,150k offset by £1,478k pension costs credited to other service lines.
(701)	Provision for bad debts	(823)	Provision increased in anticipation of the effects of full implementation of bedroom tax and universal credit. Delayed implementation of universal credit and better than anticipated rent collection performance have delivered a lesser call on this provision.
244	Dwelling rents	303	Write-offs included within this figure, partially offsetting the underspend on the bad debt code.
(191)	Garage and other property rents	(271)	Lower than anticipated garage voids rate
602	Service Charges - General	618	Lower income than budgeted for (tenants), partially offset by underspend in special services (district heating). Also lower leasehold income than budgeted for.
715	Adjustments and financing items	113	£856k relating to profit / loss on sale of assets, offset by corresponding credit against depreciation and impairment

## Risks

7. A risk-based review based on the size and volatility of budgets has identified a 'Top 10' of key budgets where inadequacy of monitoring and control systems could pose a significant threat to the council's overall financial position. These are shown in the following table.

8.

Key Risk Budgets	Budget £000s	Forecast Variance	Forecast Var %	Forecast RAG
Housing benefit payments - council tenants	36,254	-320	-1%	GREEN
Housing benefit subsidy - council tenants	-35,514	299	-1%	GREEN
Housing benefit payments - other tenants	32,280	-2,732	-8%	RED
Housing benefit subsidy - other tenants	-32,923	3,042	-9%	RED
HRA Repairs - tenanted properties	12,408	-565	-5%	AMBER
HRA Repairs - void properties	2,630	128	5%	AMBER
Multi-storey car parks	-3,015	-234	8%	RED
HRA rents - estate properties	-58,916	303	-1%	GREEN
Corporate management including contingency	-3,512	-143	4%	AMBER
Private sector leasing costs	2,570	-221	-9%	RED

9. The red/amber status of items in the forecast RAG column is explained below.

Key Risk Budgets	Comment
Housing benefit payments and subsidy - Other tenants:	Reduced value of payments than planned for. This is offset by reduced subsidy to fund these payments but see also comments in the table at paragraph 4 about the net overspend on benefits subsidy.
HRA repairs - Tenanted properties, multi-storey car parks, private sector leasing costs	Whilst red or amber in all cases these variances are underspends or higher levels of income than anticipated so do not pose a risk to delivery within budget.
Corporate management including contingency	Contingency budget not needed in full. Remaining balance will be transferred to reserves at year end. Budget has been reduced for 2015-16.
HRA Repairs - void properties	Costs higher than anticipated but more than offset by underspends on HRA repairs - tenanted properties .

10. The 2014-15 budgets approved by council were drawn up in the expectation of reduced resources as announced by the coalition government. There are risks to the current and medium term financial position from:

- Reductions in government grant – the localisation of business rates and of council tax reductions has increased the risks to the council's financial position arising from economic conditions and policy decisions.
- Changes in policy – if further 'empowerment' of local authorities is not matched by devolved resources
- Delivery of savings – the budget incorporates both savings measures already in place, and those planned for implementation during the year. If

these savings are not achievable in full, overspends will result. With appropriate approvals these may be mitigated through provision made in the corporate contingency, up to the level of that contingency

- Identification of further savings – work is continuing on developing proposals for additional savings to bridge the medium-term budget gap. If these proposals fall short, or are not implemented fully and in a timely manner, further budget shortfalls will result.

11. Forecast outturns are estimates based on management assessments, formulae and extrapolation. They may not adequately take account of variables such as:

- Bad debts – budget reports show gross debt, i.e. invoices raised. While allowance has been made in the budget for non-collections, the current economic climate may have an adverse influence on our ability to collect money owed. This may be reflected in higher provisions for bad debt, as may the impact of welfare reforms such as the so-called ‘Bedroom Tax’.
- Seasonal factors – if adverse weather conditions or a worsening economic climate depress levels of trade and leisure activities in the city, there may be a negative impact on parking and other income.
- Housing repairs and improvements – the rate of spend on void properties, though closely managed, is heavily influenced by void turnaround, since transfers can create a chain of voids involving significant repair costs.

## **Financial Planning**

12. Overall levels of overspend and underspend will have an ongoing impact on the budget for following years and the size and urgency of savings requirements.

13. Net overspends and underspends will be consolidated into the general fund and housing revenue account balances carried forward to 2015-16. These are reflected in periodic updates to the *Medium term financial strategy* and *Housing revenue account business plan*.

## Impact on balances

14. The prudent minimum level of general fund reserves has been assessed as £4.496m. The budgeted and forecast outturn's impact on the 2013-14 balance brought forward, is as follows:

<i>Item</i>	<i>£000s</i>
Balance at 1 April 2014	(8,313)
Budgeted contribution to balances 2014-15	(541)
Forecast outturn 2014-15 (after transfer of 2014-15 section 31 business rates relief grant to earmarked reserve)	(1,313)
Transfer of 2013-14 section 31 business rates relief grant to revenue for deficit arising in 2014-15 and balance to earmarked reserve.	600
= Forecast balance at 31 March 2015	(9,567)

15. The general fund balance is therefore expected to continue to exceed the prudent minimum.
16. The prudent minimum level of HRA reserves has been assessed as £3.067m. The budgeted and forecast outturn's impact on the 2013-14 balance brought forward, is as follows:

<i>Item</i>	<i>£000s</i>
Balance at 1 April 2014	(25,129)
Budgeted use of balances 2014-15	7,707
Forecast outturn 2014-15	(2,483)
= Forecast balance at 31 March 2015	(19,905)

17. The housing revenue account balance is therefore expected to continue to exceed the prudent minimum.

## Collection fund

18. The collection fund is made up of three accounts – council tax, the business improvement district (BID) account, and national non-domestic rates (NNDR).
- Council tax is shared between the city, the county, and the police and crime commissioner based on an estimated tax base and the council tax rates agreed by each of the preceptors. Any surplus or deficit is shared in the following financial year.
  - The BID account is operated on behalf of the BID company to collect their income from the BID levy. Any surplus or deficit is passed on to the BID company.
  - NNDR income is shared between the city, the county, and central government. Since 'localisation', any surplus or deficit is also shared, rather than as formerly being borne wholly by the government.

19. There are particular risks attached to NNDR, which are:

- Appeals – the impact of any appeals will fall on the collection fund, and therefore in part on the city. The valuation office has cleared a large number of appeals which has adversely affected the council's business rates income levels. However, a backlog of appeals remains and the value of the appeals is not known, nor the likelihood of success, nor the timing of the appeal being determined.
- NNDR billable – changes in the NNDR billable, e.g. demolition or construction of new billable premises, will impact on the amount billable. Assumptions of growth may also be affected by changes in the larger economic environment.
- NNDR collectable – arrears and write-offs (e.g. where a business goes into administration) will also impact on the collection fund.

20. These risks are monitored and mitigated through normal revenues operations.

21. A summary of the collection fund is provided below:

<i>Approved budget £000s</i>	<i>Current budget £000s</i>	<b>Collection fund summary</b>	<i>Actual to date £000s</i>	<i>Forecast outturn £000s</i>	<i>Forecast variance £000s</i>
		<b>Council tax</b>			
53,797	53,797	Expenditure	55,591	55,591	1,794
(53,797)	(53,797)	Income	(55,594)	(55,594)	(1,797)
		<b>Business improvement district</b>			
656	656	Expenditure	755	99	99
(656)	(656)	Income	(646)	10	10
		<b>National non-domestic rate</b>			
77,698	77,698	Expenditure	81,599	81,599	3,901
(77,698)	(77,698)	Income	(81,596)	(81,596)	(3,898)
<b>0</b>	<b>0</b>	<b>Total collection fund</b>	<b>109</b>	<b>109</b>	<b>109</b>

22. On council tax, actual income is not posted from the council tax system into the finance system until year-end. The actual year-end surplus or deficit will be taken into account in considering distribution of balances between the preceptors (city, county, and police).

23. The council operates the BID account on behalf of the BID company, so no surplus or deficit will fall on the council's accounts.

24. The deficit reported on the NNDR account will roll forward and be distributed in the 2015-16 budget cycle. The forecast impact on the council in 2014-15 of

deficits arising in 2013-14 is £152k. The forecast impact in 2015-16 of deficits arising in 2013-14 and 2014-15 is £1.249m.

25. Additional (section 31) grant has been received in the general fund to offset all or part of any shortfall in business rate income due to additional reliefs granted by government. On 17 February, council approved the creation of an earmarked reserve for this section 31 business rate relief grant, and that all grant monies received since 2013-14 and going forwards be transferred to this earmarked reserve to be offset against deficits in the years that they impact on the revenue accounts. The associated transfer from revenue to the earmarked reserve for monies received in 2014-15, and from general fund reserve to the earmarked reserve for monies received in 2013-14 but not applied against deficits to date, is included in the reserve forecasts set out at paragraph 15 above.

## Integrated impact assessment



**NORWICH**  
City Council

Report author to complete	
Committee:	Cabinet
Committee date:	
Head of service:	Chief Finance Officer
Report subject:	Revenue Budget Monitoring 2014-15
Date assessed:	22/05/15
Description:	This is the integrated impact assessment for the Revenue Budget Monitoring 2014-15 report to cabinet

	Impact			Comments
	Neutral	Positive	Negative	
<b>Economic</b> (please add an 'x' as appropriate)				
Finance (value for money)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The report shows that the council monitors its budgets, considers risks to achieving its budget objectives, reviews its balances position, and is therefore able to maintain its financial standing
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Social</b> (please add an 'x' as appropriate)				
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination and harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation and resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The report demonstrates that the council is aware of and monitors risks to the achievement of its financial strategy.

Recommendations from impact assessment	
Positive	
None	
Negative	
None	
Neutral	
None	
Issues	
The council should continue to monitor its budget performance in the context of the financial risk environment within which it operates.	

## Budget Monitoring Summary

Year: 2014-15

Period: 12 (March)

## GENERAL FUND SERVICE SUMMARY

<i>Approved Budget</i>	<i>Current Budget</i>		<i>Budget To Date</i>	<i>Actual To Date</i>	<i>Variance To Date</i>	<i>Provisional Outturn</i>	<i>Provisional Variance</i>
<b>Business Relationship Mgt and Democracy</b>							
1,648,349	1,793,700	Business Relationship Management	1,793,700	358,227	(1,435,473)	1,041,271	(752,429)
303,787	229,444	Democratic Services	229,444	269,109	39,665	269,109	39,665
(20,196,083)	(20,181,053)	Finance	(20,181,053)	(10,323,594)	9,857,459	(18,793,723)	1,387,330
33,733	(294,218)	Procurement and Service Improvement	(294,218)	0	294,218	0	294,218
<b>(18,210,214)</b>	<b>(18,452,127)</b>	<b>Total Business Relationship Management and Democracy</b>	<b>(18,452,127)</b>	<b>(9,696,258)</b>	<b>8,755,869</b>	<b>(17,483,343)</b>	<b>968,784</b>
<b>Chief Executive</b>							
0	0	Chief Executive	0	(12)	(12)	(12)	(12)
<b>0</b>	<b>0</b>	<b>Total Chief Executive</b>	<b>0</b>	<b>(12)</b>	<b>(12)</b>	<b>(12)</b>	<b>(12)</b>
<b>Customers, Comms and Culture</b>							
2,525,619	2,325,357	Communications and Culture	2,325,357	2,193,286	(132,071)	2,193,286	(132,071)
(116,196)	(168,617)	Customer Contact	(168,617)	(31,304)	137,313	(31,304)	137,313
<b>2,409,423</b>	<b>2,156,740</b>	<b>Total Customers, Comms and Culture</b>	<b>2,156,740</b>	<b>2,161,982</b>	<b>5,242</b>	<b>2,161,982</b>	<b>5,242</b>
<b>Regeneration and Growth</b>							
(965,936)	(954,804)	City Development	(954,804)	(1,778,845)	(824,041)	(1,293,144)	(338,340)
(3)	(1)	Environmental Strategy	(1)	0	1	0	1
0	0	Executive Head of Regeneration and	0	(12)	(12)	(12)	(12)
1,743,316	1,743,036	Planning	1,743,036	1,203,777	(539,259)	1,269,939	(473,097)
125,419	252,319	Property Services	252,319	249,627	(2,692)	249,627	(2,692)
<b>902,796</b>	<b>1,040,550</b>	<b>Total Regeneration and Growth</b>	<b>1,040,550</b>	<b>(325,453)</b>	<b>(1,366,003)</b>	<b>226,409</b>	<b>(814,141)</b>
<b>Strategy, People and Neighbourhoods</b>							
9,978,887	10,006,606	Citywide Services	10,006,606	9,475,898	(530,708)	9,475,898	(530,708)
(4)	(5,100)	Human Resources	(5,100)	0	5,100	0	5,100
2,654,201	2,661,895	Neighbourhood Housing	2,661,895	2,087,972	(573,923)	2,087,972	(573,923)
2,229,016	2,435,505	Neighbourhood Services	2,435,505	2,215,831	(219,674)	2,215,831	(219,674)
35,895	153,885	Strategy and Programme Management	153,885	196	(153,690)	196	(153,690)
<b>14,897,995</b>	<b>15,252,791</b>	<b>Total Strategy, People and Neighbourhoods</b>	<b>15,252,791</b>	<b>13,779,897</b>	<b>(1,472,894)</b>	<b>13,779,897</b>	<b>(1,472,894)</b>
<b>0</b>	<b>(2,046)</b>	<b>Total General Fund</b>	<b>(2,046)</b>	<b>5,920,156</b>	<b>5,922,202</b>	<b>(1,315,067)</b>	<b>(1,313,021)</b>

## GENERAL FUND SUBJECTIVE SUMMARY

<i>Forecast</i>	<i>Approved Budget</i>		<i>Current Budget</i>	<i>Budget To Date</i>	<i>Actual To Date Date</i>	<i>Provisional Outturn</i>	<i>Provisional Variance</i>
17,366,808	17,532,262	Employees	17,532,262	19,813,341	2,281,079	19,813,341	2,281,079
8,577,187	8,522,187	Premises	8,522,187	9,590,666	1,068,479	9,605,666	1,083,479
314,000	313,998	Transport	313,998	246,391	(67,607)	246,391	(67,607)
15,884,736	15,832,884	Supplies and Services	15,832,884	14,103,935	(1,728,949)	14,245,498	(1,587,386)
7,784,578	7,497,232	Third Party Payments	7,497,232	7,280,145	(217,087)	7,280,145	(217,087)
94,462,444	94,462,444	Transfer Payments	94,462,444	90,497,204	(3,965,240)	90,497,204	(3,965,240)
3,685,062	3,685,062	Capital Financing	3,685,062	7,283,218	3,598,156	(947,574)	(4,632,636)
0	15,030	Rev Contribs to Capital	15,030	0	(15,030)	0	(15,030)
(55,000)	0	Savings Proposals	0	0	0	0	0
(23,185,762)	(22,831,002)	Receipts	(22,831,002)	(23,406,034)	(575,032)	(23,037,728)	(206,726)
(118,033,744)	(118,117,443)	Government Grants	(118,117,443)	(113,742,921)	4,374,522	(113,272,220)	4,845,223
1,304,093	1,304,093	Centrally Managed	1,304,093	1,351,485	47,392	1,351,485	47,392
17,496,584	17,552,192	Recharge Expenditure	17,552,192	15,786,962	(1,765,230)	16,258,574	(1,293,618)
(25,600,986)	(25,770,985)	Recharge Income	(25,770,985)	(22,884,236)	2,886,749	(23,355,848)	2,415,137
<b>0</b>	<b>(2,046)</b>	<b>Total General Fund</b>	<b>(2,046)</b>	<b>5,920,156</b>	<b>5,922,202</b>	<b>(1,315,067)</b>	<b>(1,313,021)</b>

## Budget Monitoring Report

Year: 2014-15

Period: 12 (March)

**HOUSING REVENUE ACCOUNT STATUTORY SUMMARY**

<i>Approved Budget</i>	<i>Current Budget</i>		<i>Budget To Date</i>	<i>Actual To Date</i>	<i>Variance To Date</i>	<i>Provisional Outturn</i>	<i>Provisional Variance</i>
15,923,170	15,923,170	Repairs and Maintenance	15,923,170	15,320,903	(602,267)	15,320,903	(602,267)
6,178,443	6,178,443	Rents, Rates, and Other Property Costs	6,178,443	6,396,926	218,483	6,396,926	218,483
11,382,720	11,372,054	General Management	11,372,054	9,889,356	(1,482,698)	9,889,356	(1,482,698)
5,628,948	5,718,660	Special Services	5,718,660	4,959,614	(759,046)	4,959,614	(759,046)
21,924,793	21,924,793	Depreciation and Impairment	21,924,793	13,422,205	(8,502,588)	22,194,478	269,685
941,000	941,000	Provision for Bad Debts	941,000	118,197	(822,803)	118,197	(822,803)
(58,915,983)	(58,915,983)	Dwelling Rents	(58,915,983)	(58,613,469)	302,514	(58,613,469)	302,514
(1,951,186)	(1,951,186)	Garage and Other Property Rents	(1,951,186)	(2,222,400)	(271,214)	(2,222,400)	(271,214)
(9,643,814)	(9,643,814)	Service Charges - General	(9,643,814)	(9,025,552)	618,262	(9,025,552)	618,262
0	0	Miscellaneous Income	0	(80,738)	(80,738)	(80,738)	(80,738)
9,382,073	9,305,073	Adjustments and Financing Items	9,305,073	166,849	(9,138,224)	9,417,922	112,849
(700,164)	(700,164)	Amenities shared by whole community	(700,164)	(686,597)	13,567	(686,597)	13,567
(150,000)	(150,000)	Interest Received	(150,000)	0	150,000	(150,000)	0
<b>0</b>	<b>2,046</b>	<b>Total Housing Revenue Account</b>	<b>2,046</b>	<b>(20,354,708)</b>	<b>(20,356,754)</b>	<b>(2,481,362)</b>	<b>(2,483,408)</b>

**HOUSING REVENUE ACCOUNT SUBJECTIVE SUMMARY**

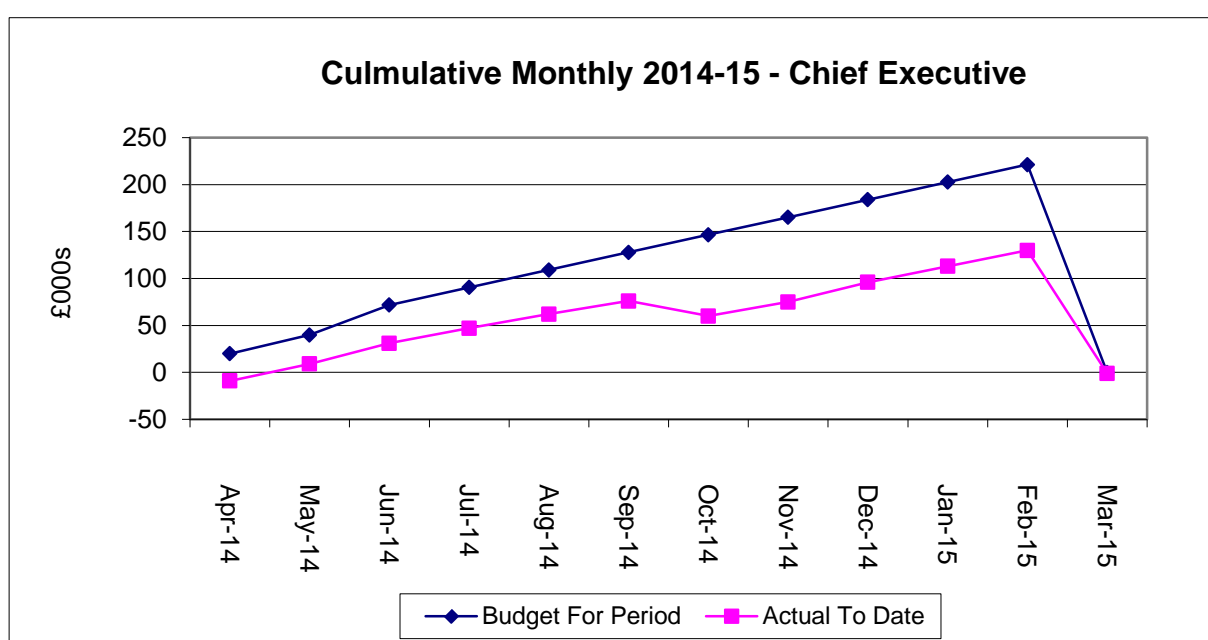
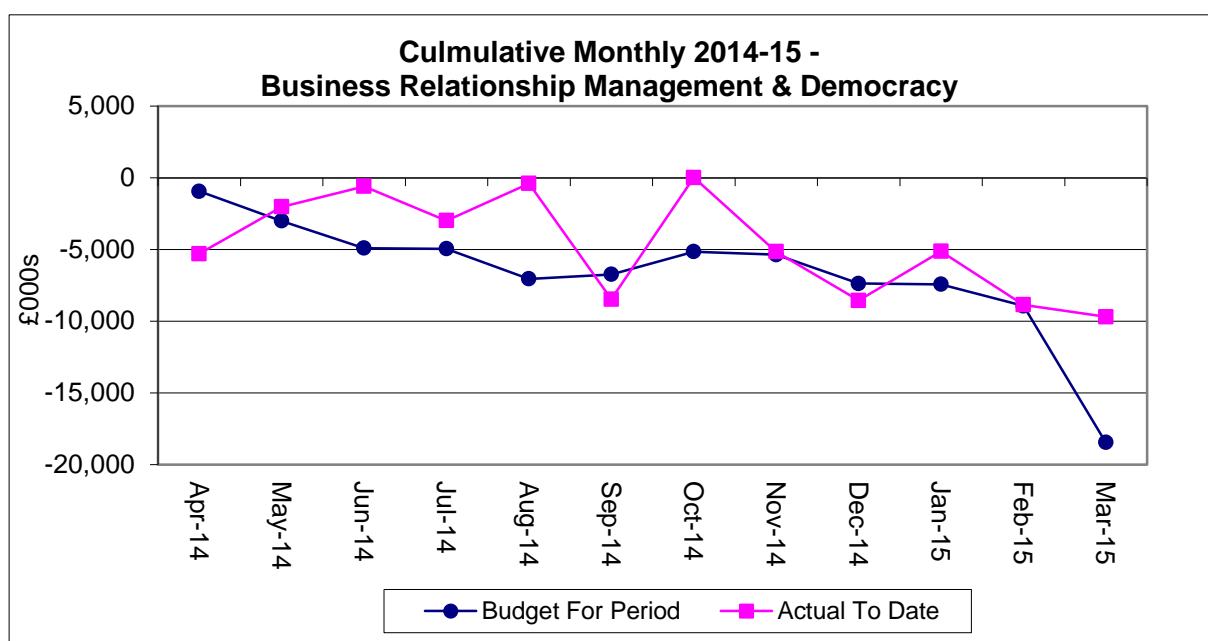
<i>Approved Budget</i>	<i>Current Budget</i>		<i>Budget To Date</i>	<i>Actual To Date</i>	<i>Variance To Date</i>	<i>Provisional Outturn</i>	<i>Provisional Variance</i>
6,467,099	6,472,099	Employees	6,472,099	7,182,287	710,188	7,182,287	710,188
25,086,833	25,163,833	Premises	25,163,833	23,974,700	(1,189,133)	23,974,700	(1,189,133)
122,263	122,263	Transport	122,263	129,261	6,998	129,261	6,998
3,997,007	3,925,114	Supplies and Services	3,925,114	2,454,788	(1,470,326)	2,454,788	(1,470,326)
348,001	350,047	Third Party Payments	350,047	318,881	(31,166)	318,881	(31,166)
5,847,385	5,914,278	Recharge Expenditure	5,914,278	5,701,019	(213,259)	5,701,019	(213,259)
1,167,846	1,167,846	Capital Financing	1,167,846	(971,519)	(2,139,365)	93,827	(1,074,019)
(71,877,097)	(71,877,097)	Receipts	(71,877,097)	(71,214,732)	662,365	(71,364,732)	512,365
(221,256)	(221,256)	Government Grants	(221,256)	(150,500)	70,756	(150,500)	70,756
(1,021,221)	(1,021,221)	Recharge Income	(1,021,221)	(1,001,553)	19,668	(1,001,553)	19,668
17,035,000	16,958,000	Rev Contribs to Capital	16,958,000	0	(16,958,000)	16,958,000	0
13,048,140	13,048,140	Capital Financing	13,048,140	13,222,660	174,520	13,222,660	174,520
<b>0</b>	<b>2,046</b>	<b>Total Housing Revenue Account</b>	<b>2,046</b>	<b>(20,354,708)</b>	<b>(20,356,754)</b>	<b>(2,481,362)</b>	<b>(2,483,408)</b>

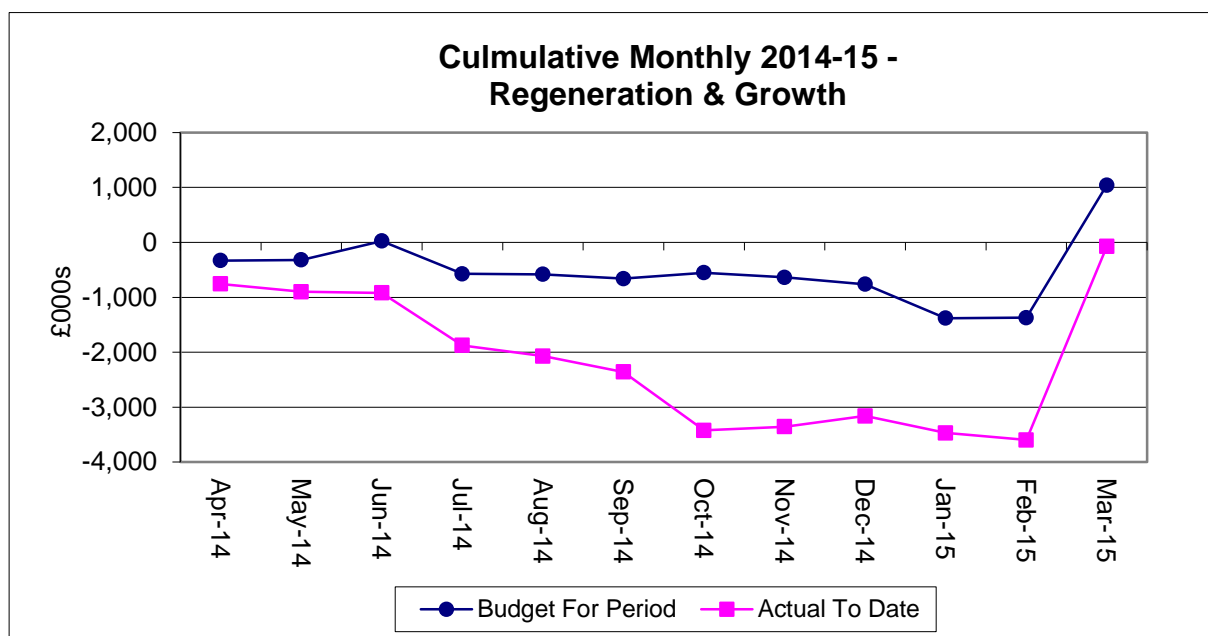
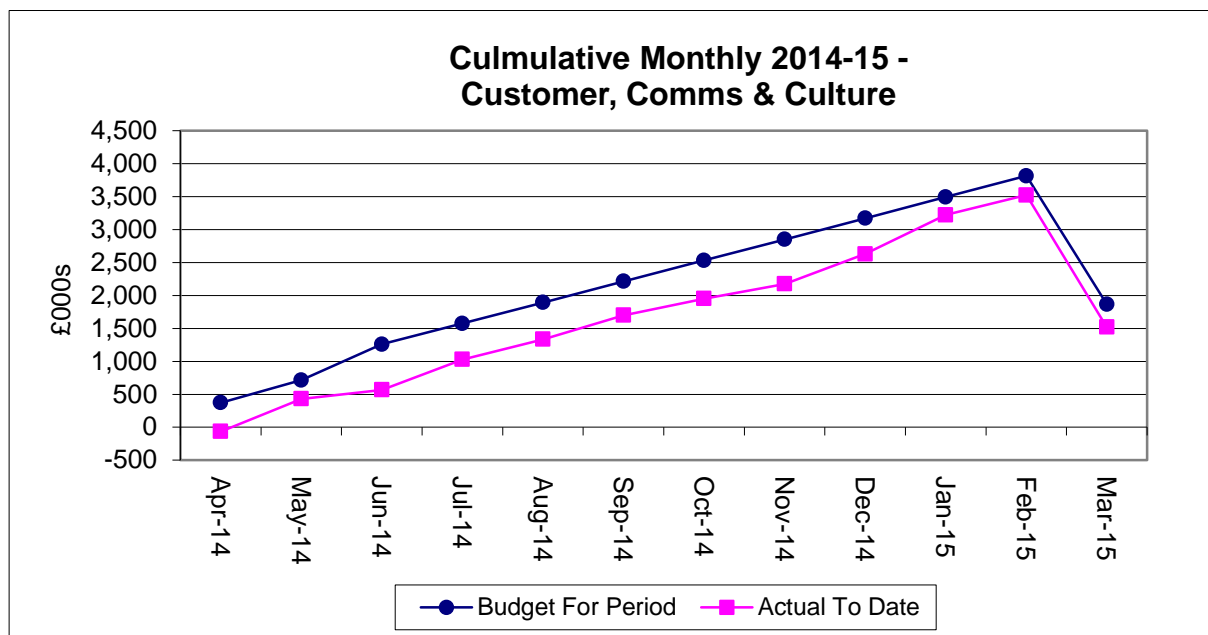
## Budget and Expenditure – Monthly by Service Graphs

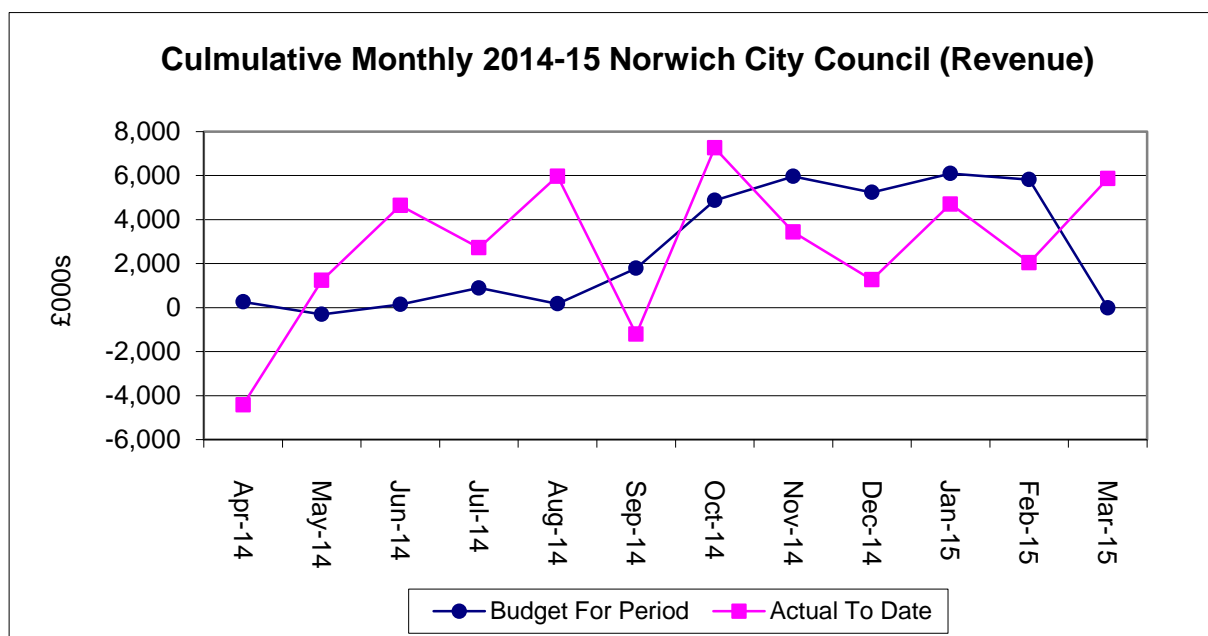
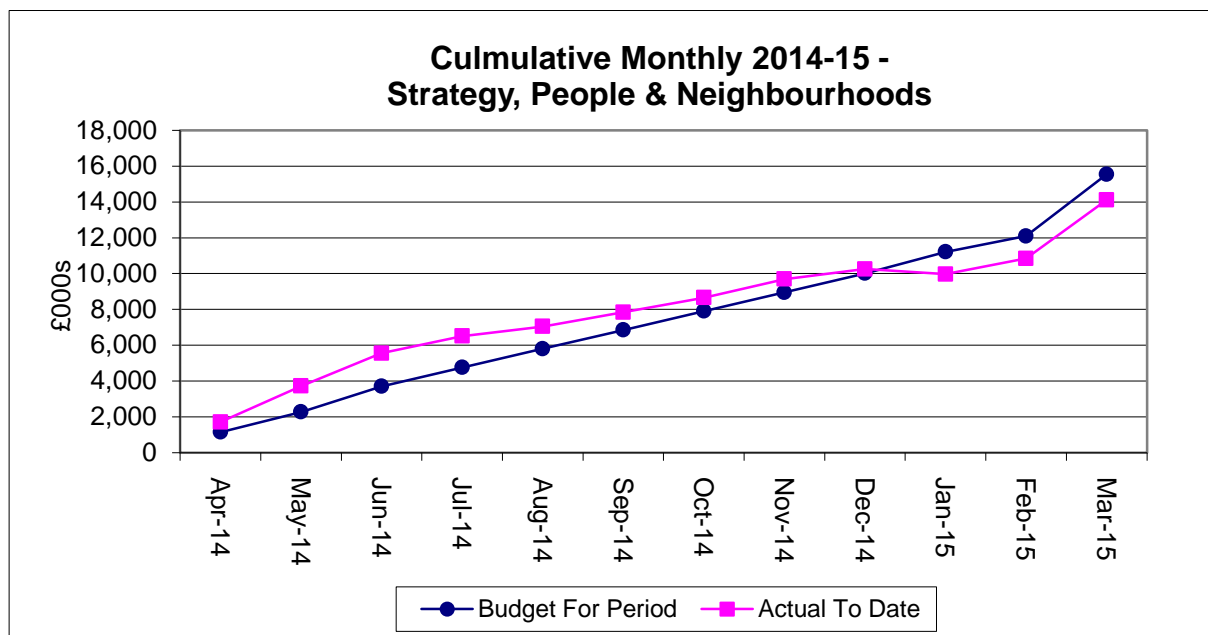
The following graphs show the monthly budget profile and income/expenditure to date for each service (both General Fund and Housing Revenue Account) for the financial year.

The actual income/expenditure reported is influenced by accrual provisions brought forward from the previous financial year, and by any delays in invoicing and/or payment.

Budgets are profiled to show the expected pattern of income and expenditure, and will be refined and improved during the course of the financial year.









**Report to** Cabinet  
10 June 2015  
**Report of** Chief finance officer  
**Subject** Capital budget monitoring 2014-15 – Provisional outturn

**Item**

10

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## **Purpose**

To update cabinet on the financial position of the capital programmes as at 31 March 2015, provisional capital outturns for the year 2014-15, and the estimated carry-forwards to 2015-16.

## **Recommendations**

To:

- (1) note the provisional outturns of the 2014-15 housing and non-housing capital programme budgets and estimated carry-forwards to 2015-16.
- (2) delegate to the executive head of regeneration and development, executive head of strategy, people and neighbourhoods and chief finance officer, in consultation with the portfolio holder for resources and income generation, approval of carry-forward of unspent 2014-15 capital budgets still required to the 2015-16 capital programme.

## **Corporate and service priorities**

The report helps to meet the corporate priorities to provide value for money services and to make Norwich a healthy city with good housing.

## **Financial implications**

The housing and non-housing capital programmes are being delivered within currently available resources, and forecast expenditure will remain within anticipated resources.

The detailed financial implications of this report are set out in the text.

**Ward/s:** All wards

**Cabinet member:** Councillor Stonard – resources and income generation

## **Contact officers**

Justine Hartley, chief finance officer 01603 212440

Shaun Flaxman, group accountant 01603 212805

## **Background documents**

None

## Report

1. The housing and non-housing capital programmes for 2014-15 were approved by cabinet and council on 5 and 18 February 2014 respectively.
2. The carry-forward of unspent 2013-14 capital budgets to the 2014-15 capital programme was approved following delegation to the deputy chief executive (operations) and chief finance officer, in consultation with the portfolio holder for resources, by cabinet on 25 June 2014.
3. This report reflects the position as at the end of March 2015. The report does not include the accounting adjustments necessary to reflect the financing of the housing and non-housing capital programmes, which will be incorporated into the capital outturn and financial statements.
4. The estimated carry-forwards within this report will, once confirmed, be additional to the approved 2015-16 programmes.

## Non-housing capital programme

5. The financial position of the non-housing capital programme is set out in detail in appendix 1 and summarised with commentary in the following paragraphs.

### Provisional outturn

The following table shows expenditure to date, the provisional outturn for expenditure and estimated carry forwards:

Programme Group	Original Budget £000's	Current Budget £000's	Provisional Outturn £000's	Forecast Variance £000's	Estimated Carry Forward £000's
Asset Improvement	360	716	263	(454)	144
Asset Investment	10,735	10,969	293	(10,676)	51
Asset Maintenance	1,290	2,054	405	(1,650)	1,356
Push the Pedalways (CCA)	3,726	4,802	1,836	(2,966)	2,545
Initiatives Funding	50	1,215	516	(698)	484
Regeneration	10,519	10,943	1,470	(9,473)	8,881
Section 106	157	840	115	(685)	706
Subtotal GNDP	0	180	132	(48)	48
CIL	0	0	141	141	0
<b>Total Non-Housing</b>	<b>26,837</b>	<b>31,720</b>	<b>5,171</b>	<b>(26,509)</b>	<b>14,215</b>

<b>Programme Group</b>	<b>Original Budget £000's</b>	<b>Current Budget £000's</b>	<b>Provisional Outturn £000's</b>	<b>Forecast Variance £000's</b>	<b>Estimated Carry Forward £000's</b>
Asset Improvement	360	716	263	(454)	144
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Subtotal GNDP	0	180	132	(48)	48
CIL	0	0	141	141	0
<b>Total Non-Housing</b>	<b>26,837</b>	<b>31,720</b>	<b>5,171</b>	<b>(26,509)</b>	<b>14,215</b>

6. The provisional out-turn as at 31 March 2015 is £5.17m, which results in an underspend of £26.51m. The significant variance is largely due to the re-profiling of planned expenditure against specific significant schemes: Rose Lane MSCP construction (£6.5m), St Andrews MSCP repairs (£1.1m), Cycle City Ambition (CCA) (£3m), Threescore (£1.7m) Section 106 schemes (£0.7m) and the deferment of the Strategic Asset Investment scheme (£10.7m).
7. Based on the provisional outturn of £5.17m, budget managers are expected to request a total of £14.2m in carry forwards.
8. Asset Improvement covers reconfiguration and major repairs to City Hall as part of the delivery of the office accommodation strategy and investment in existing assets.
9. Asset Investment covers the acquisition of new investment property as part of the delivery of the asset management plan. Opportunities are identified and assessed with the support of the council's advisers, NPS Norwich Ltd. The carry-forward shown will allow the continuation of this delivery in 2015-16.
10. Asset maintenance expenditure covers provision for major repairs and upgrades (including works to St Andrews car park) and investment to reduce asset liabilities.
11. Initiative funds cover the community capital fund and the eco-investment fund, as well as the IT investment fund.
12. Regeneration and growth covers the Norwich and Homes and Communities Agency Strategic Partnership (NaHCASP)-funded Bowthorpe/Threescore site development and enabling, together with a development fund for vacant buildings and sites. The balance of NaHCASP resources (including approval for additional borrowing by the council) will be carried forward for continued investment.
13. Further detail regarding non-housing capital expenditure is shown in appendix 1

## Non housing capital resources

14. The following table shows the approved sources and application of non-housing capital resources, and receipts.

	Original Approved £000s	Approved Brought Forward £000s	Approved Adjustments £000s	Total Approved Budget £000s	Provisional Outturn £000s
<b>Non-housing capital plan</b>					
CIL balances	0	(75)		(75)	(75)
CIL resources arising	0		0	0	(219)
<b>Subtotal CIL resources</b>	<b>0</b>	<b>(75)</b>	<b>0</b>	<b>(75)</b>	<b>(294)</b>
CIL resources utilised (Strategic Pool)	0	0	0	0	141
CIL resources redirected (Neighbourhood retention)	0	0	0	0	44
CIL resources redirected (Administration costs)	0	0	0	0	15
<b>Subtotal CIL balance</b>				<b>(75)</b>	<b>(94)</b>
CIL Neighbourhood balances	0	(11)		(11)	(11)
CIL Neighbourhood resources arising			(33)	(33)	(33)
<b>Subtotal CIL Neighbourhood resources</b>	<b>0</b>	<b>(11)</b>	<b>(33)</b>	<b>(44)</b>	<b>(44)</b>
CIL Neighbourhood resources utilised	0	0	0	0	0
<b>Subtotal CIL Neighbourhood balance</b>				<b>(44)</b>	<b>(44)</b>
GNGP Balances	0	0		0	0
GNGP resources arising			(161)	(161)	(161)
<b>Subtotal GNGP resources</b>	<b>0</b>	<b>0</b>	<b>(161)</b>	<b>(161)</b>	<b>(161)</b>
GNGP resources utilised	0	0	161	161	122
<b>Subtotal GNGP balance</b>				<b>0</b>	<b>(39)</b>
S106 Balances	(1,138)	(1,429)		(1,429)	(1,429)
S106 resources arising			0	(164)	(191)
<b>Subtotal S106 resources</b>	<b>(1,138)</b>	<b>(1,429)</b>	<b>0</b>	<b>(1,593)</b>	<b>(1,620)</b>
S106 resources utilised				859	237
<b>Subtotal S106 balance</b>				<b>(734)</b>	<b>(1,383)</b>
Other non-housing balances	(5,250)	(7,114)		(7,114)	(7,114)
Other non-housing resources arising			(746)	(23,716)	(5,207)
<b>Subtotal other non-housing resources</b>	<b>(5,250)</b>	<b>(7,114)</b>	<b>(746)</b>	<b>(30,830)</b>	<b>(12,321)</b>
Other non-housing resources utilised				30,700	4,671
<b>Subtotal other non-housing balance</b>				<b>(130)</b>	<b>(7,649)</b>
<b>Total non-housing capital resources</b>	<b>(6,388)</b>	<b>(8,629)</b>	<b>(940)</b>	<b>(32,703)</b>	<b>(14,439)</b>
<b>Total non-housing capital resources utilised</b>				<b>31,720</b>	<b>5,171</b>
<b>Total non-housing capital plan balance</b>				<b>(983)</b>	<b>(9,210)</b>

## Housing capital programme

15. The financial position of the housing capital programme is set out in detail in appendix 2 and summarised with commentary in the following paragraphs.

### Provisional outturn

16. The following table shows expenditure to date, the provisional outturn for expenditure and estimated carry forwards:

Programme Group	Original Budget £000's	Current Budget £000's	Provisional Outturn £000's	Forecast Variance £000's	Estimated Carry Forward £000's
Housing Investment	10,911	12,044	1,584	(10,460)	3,643
Neighbourhood Housing	30,070	36,215	30,076	(6,139)	2,625
Strategic Housing	1,570	1,964	1,081	(883)	69
<b>Total Housing</b>	<b>42,551</b>	<b>50,223</b>	<b>32,741</b>	<b>(17,482)</b>	<b>6,336</b>

17. The provisional out-turn as at 31 March 2015 is £32.74m which would result in an underspend of £17.48m. The variance is largely due to projected delays in the redevelopment of a sheltered housing scheme (£3.6m), completion of structural projects (£2.1m), boiler replacements (£1.5m), the re-profiling of planned expenditure on new build social housing (£6.4m), and lower than anticipated demand for private sector grants (£0.4m).

18. Based on the provisional outturn of £32.74m, budget managers are expected to request a total of £6.34m in carry forwards.

### Housing capital resources

19. The following table shows the approved sources and application of housing capital resources, and receipts.

Housing capital plan	Approved £000s	Brought Forward £000s	Approved Adjustments £000s	Total Approved Budget £000s	Provisional Outturn £000s
Housing resources brought forward	0	(17,845)		(17,845)	(17,845)
Housing capital grants	(408)			(408)	(495)
HRA Major Repairs Reserve	(16,611)			(16,611)	(12,653)
HRA Revenue Contribution to Capital	(19,885)			(19,885)	(16,958)
HRA Leaseholders contributions to major works	(250)			(250)	(110)
Capital receipts arising from RTB sales	(2,583)			(2,583)	(3,021)
Retained "one for one" RTB Receipts	(2,013)			(2,013)	(3,394)
Capital receipts arising from non-RTB sales	(802)			(802)	(1,326)
<b>Gross housing resources</b>	<b>(42,551)</b>	<b>(17,845)</b>	<b>0</b>	<b>(60,396)</b>	<b>(55,801)</b>
Provisional resources utilised	42,551	7,672		50,223	32,741
<b>Total housing capital plan</b>	<b>0</b>	<b>(10,173)</b>	<b>0</b>	<b>(10,173)</b>	<b>(23,059)</b>

20. The excess of balances brought forward, includes the approved carried forward budgets from 2013-14.

### Carry forwards

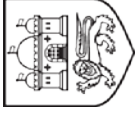
21. The carrying forward of capital budget approvals from one year to the next allows for the continuation of schemes across the year-end without the need to seek re-approval of capital budgets through the new year's capital programme. This facility caters for schemes starting later than planned, schemes where the expenditure

profile is different from that originally envisaged, and packaged schemes of small capital projects.

22. The tables above summarise, and the appendices detail, where carry-forwards have been requested by capital budget managers. Some of these requests may still be amended during the remaining process of closing the 2014-15 accounts.
23. To allow flexibility in dealing with any such amendments, and to provide continuity of budget approval, it is recommended that the approval of capital carry-forwards still required be delegated to the executive head of regeneration and development, executive head of strategy, people and neighbourhoods and chief finance officer, in consultation with the portfolio holder for resources and income generation. Carry forwards approved will be reported to cabinet in the first quarterly capital monitoring report of 2015-16.
24. Such approvals would be within the usual parameters of being limited to the amounts underspent on each budget in 2014-15, and being for the purpose(s) for which the existing approval was given.

## **References**

Budget Reports (Council 18 February 2014)

<b>Integrated impact assessment</b>		 <b>NORWICH</b> City Council
<p>The IIA should assess <b>the impact of the recommendation</b> being made by the report</p> <p>Detailed guidance to help with completing the assessment can be found <a href="#">here</a>. Delete this row after completion</p>		
<b>Report author to complete</b>		
<b>Committee:</b>	Cabinet	
<b>Committee date:</b>		
<b>Head of service:</b>	Justine Hartley, Chief Finance Officer	
<b>Report subject:</b>	Capital budget monitoring 2014-15 – Provisional outturn	
<b>Date assessed:</b>		
<b>Description:</b>	To update Cabinet on the financial position of the capital programmes as at 31 March 2015, provisional capital outturns for the year 2014-15, and the estimated carry-forwards to 2015-16.	

	Impact			Comments
	Neutral	Positive	Negative	
<b>Economic</b> (please add an 'x' as appropriate)				
Finance (value for money)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Report demonstrates efficient, effective, and economic delivery of capital works
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Social</b> (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination and harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation and resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments

	Impact			
Risk management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Report demonstrates awareness of risks to delivery of planned capital works and mitigating actions

Recommendations from impact assessment				
Positive				
None				
Negative				
None				
Neutral				
None				
Issues				
None				

## Non-Housing Capital Programme

Approved Budget	Current Budget		Provisional Outturn	Forecast Variance	Estimated Carry Forward
0	0	2987 UCR (Moueshold) Ring fence	18,001	18,001	0
0	10,000	5926 Eaton Park Changing Rooms	10,715	715	0
0	5,000	5927 Eaton Park Path	5,582	582	0
0	7,000	5928 Eaton Park Fish Pond	7,964	964	0
0	30,000	5929 Harford Park MUGA	28,648	(1,352)	1,352
0	45,000	5930 Lea Bridges MUGA	47,623	2,623	0
0	0	5279 St Annes Wharf Bridge	113	113	0
0	47,736	5294 Eaton Park Tennis Development	1,961	(45,775)	45,775
0	0	5334 Eaton Park Cricket Pitch	15,000	15,000	0
0	180,483	5299 City Hall Refurbishment Phase 1	2,475	(178,008)	0
250,000	250,000	5324 City Hall 2nd Floor	66,170	(183,830)	0
110,000	110,000	5326 Earlham Park access imps	12,711	(97,289)	97,289
0	31,180	5331 St Andrews Hall Lighting	45,605	14,425	0
<b>360,000</b>	<b>716,399</b>	<b>Subtotal Asset Improvement</b>	<b>262,568</b>	<b>(453,831)</b>	<b>144,416</b>
0	43,700	5310 22 Hurricane way - asbestos	45,564	1,864	0
0	0	5311 Townsend House	(17,205)	(17,205)	0
0	60,000	5312 Yacht Station Repairs	34,247	(25,753)	25,753
0	0	5530 IFRS Unapp Cap Grant: SSCF	51,804	51,804	0
0	70,000	5925 Replacement of PandD Payment	69,591	(409)	0
0	0	5957 Cemetery Management system	7,670	7,670	0
0	0	5958 Person to Person radio	11,968	11,968	0
900,000	960,000	5315 Asset investment for income (other	59,832	(900,168)	0
9,750,000	9,750,000	5330 Strategic Investment	19,000	(9,731,000)	0
30,000	30,000	8807 New Build - Airport	10,130	(19,870)	0
30,000	30,000	8808 New Build - Cambridge Street	0	(30,000)	0
25,100	25,100	8812 New Build - 10-14 Ber Street	0	(25,100)	25,100
<b>10,735,100</b>	<b>10,968,800</b>	<b>Subtotal Asset Investment</b>	<b>292,601</b>	<b>(10,676,199)</b>	<b>50,853</b>
0	132,390	5006 Major Repairs Programme	27,291	(105,099)	0
0	0	5245 Memorial Gardens temporary works	682	682	0
0	156,554	5293 Millar Hall - Norman Centre	164,506	7,952	0
550,000	1,095,413	5308 St Andrews MSCP repair	52,659	(1,042,755)	1,042,755
36,000	36,000	5900 Bedford St 19/21 fire alarm	26,778	(9,222)	0
25,000	25,000	5901 Castle Museum 12/12A roof	53,708	28,708	0
25,000	25,000	5902 Castle Museum 18A roof	0	(25,000)	0
30,000	30,000	5903 City Cemetery asphalt works	31,370	1,370	0
15,000	15,000	5904 Rosary Cemetery Chapel works	25,862	10,862	0
80,000	80,000	5905 Norman Centre gym refurbishment	10,613	(69,387)	0
75,000	75,000	5906 Hurricane Way 6-12 enabling works	1,510	(73,490)	73,490
60,000	60,000	5907 Meteor Close 21 void refurbishment	0	(60,000)	60,000
10,000	10,000	5908 Halls - fire alarm upgrade	0	(10,000)	0
15,000	15,000	5909 Halls - floor works	0	(15,000)	5,000
15,000	15,000	5910 Halls - WC works	0	(15,000)	15,000
5,000	5,000	5911 St Barts Church flint and brick works	5,397	397	0
4,000	4,000	5912 St Edmunds churchyard works	0	(4,000)	0
100,000	100,000	5913 Swanton Rd - Astra TC works	3,333	(96,667)	75,000
25,000	25,000	5914 Guildhall stone and flint works	0	(25,000)	25,000
50,000	50,000	5915 District Lighting upgrade	899	(49,101)	0
60,000	60,000	5916 Waterloo Pavilion prom roof	0	(60,000)	60,000
40,000	40,000	5917 Riverside Leisure Centre works	0	(40,000)	0
70,000	0	5918 St Andrews MSCP CCTV	0	0	0
<b>1,290,000</b>	<b>2,054,357</b>	<b>Subtotal Asset Maintenance</b>	<b>404,608</b>	<b>(1,649,750)</b>	<b>1,356,245</b>

Approved Budget	Current Budget		Provisional Outturn	Forecast Variance	Estimated Carry Forward
0	42,373	5101 Norfolk and Norwich Hospital hub	34,140	(8,233)	0
0	13,477	5102 North Park Avenue - UEA zebra	11,013	(2,464)	0
0	19,800	5103 UEA Hub	0	(19,800)	0
585,000	787,537	5104 The Avenues	113,261	(674,276)	674,276
423,000	0	5105 Earlham Road (Gypsy Lane -	(79)	(79)	0
0	12,608	5106 Adelaide Street health centre link	2,921	(9,687)	0
0	0	5107 Alexandra Road - Park Lane (via	1,037	1,037	0
90,000	148,963	5108 Park Lane - Vauxhall Street	34,243	(114,720)	114,720
739,899	888,917	5109 Vauxhall Street - Bethel Street	470,617	(418,300)	0
0	30,832	5110 Market hub	16,558	(14,274)	0
218,637	226,681	5111 Magdalen Street and Cowgate	225,946	(735)	0
0	9,160	5112 St Andrew's Plain hub	(2,339)	(11,499)	0
291,390	794,723	5113 Tombland & Palace Street	78,454	(716,269)	716,269
0	36,000	5114 Gilders Way - Cannell Green	16,420	(19,580)	0
459,000	546,751	5115 Heathgate - Valley Drive	237,847	(308,904)	308,904
0	109,244	5116 Laundry Lane - St Williams Way	9,847	(99,397)	99,397
0	76,302	5117 Munnings Road - Greenborough	128,224	51,922	0
165,000	162,915	5118 Salhouse Road (Hammond Way -	36,530	(126,385)	126,385
276,772	409,987	5119 20 mph areas	62,072	(347,915)	347,915
50,000	0	5120 Simplify cycling and loading in	2,962	2,962	0
59,928	209,165	5121 Directional signage and clutter	75,716	(133,449)	133,449
0	27,000	5122 Automatic cycle counters	3,509	(23,491)	23,491
367,000	249,860	5123 Cycle City Ambition Project	277,264	27,404	0
<b>3,725,626</b>	<b>4,802,295</b>	<b>Subtotal Cycle City Ambition</b>	<b>1,836,163</b>	<b>(2,966,132)</b>	<b>2,544,806</b>
0	31,000	5328 Citizen Gateway Permits	10,798	(20,203)	20,200
50,000	154,337	5305 Eco-Investment Fund	12,556	(141,781)	(141,781)
0	23,246	5306 Community Capital Fund	20,873	(2,373)	2,373
0	520,236	5317 IT Investment Fund	332,784	(187,452)	187,452
0	0	5587 GPF Airport Development	69,144	69,144	0
0	50,000	6049 Municipal Bonds Agency	50,000	0	0
0	436,017	0000 Green Deal	20,240	(415,777)	415,777
<b>50,000</b>	<b>1,214,836</b>	<b>Subtotal Initiatives Funding</b>	<b>516,395</b>	<b>(698,442)</b>	<b>484,021</b>
0	0	5300 Norwich Connect 2	(5,602)	(5,602)	0
0	181,700	5318 Vacant Sites Regeneration	0	(181,700)	0
158,500	136,294	5325 Mountergate Phase 2	0	(136,294)	136,294
265,000	168,000	5327 Park Depots demolition	1,413	(166,587)	166,587
2,385,165	2,322,855	5512 NaHCASP Threescore	652,449	(1,670,406)	1,670,406
300,000	370,206	8805 New Build - Threescore 2	303,667	(66,539)	0
260,000	520,000	5322 Riverside Walk	2,879	(517,121)	257,121
150,000	244,142	5314 Ass Inv - Mile Cross Depot	15,210	(228,932)	151,000
7,000,000	7,000,000	5320 Rose Lane MSCP Construction	500,186	(6,499,814)	6,499,814
<b>10,518,665</b>	<b>10,943,197</b>	<b>Subtotal Regeneration</b>	<b>1,470,202</b>	<b>(9,472,995)</b>	<b>8,881,222</b>
0	35,000	5919 Danby Wood GNDP	25,337	(9,663)	9,663
0	30,000	5920 Marston Marsh GNGP	23,805	(6,195)	6,195
0	15,000	5921 Earlham Millenium Green	3,160	(11,840)	11,840
0	40,000	5922 Riverside Walk GNDP	27,534	(12,466)	12,466
0	60,000	5923 Marriotts Way GNDP	52,432	(7,568)	7,568
<b>0</b>	<b>180,000</b>	<b>Subtotal GNGP</b>	<b>132,268</b>	<b>(47,732)</b>	<b>47,732</b>

Approved Budget	Current Budget		Provisional Outturn	Forecast Variance	Estimated Carry Forward
6,164	6,164	4176 S106 Fire Station Bethel St cycle	0	(6,164)	0
0	6,019	5701 s106 Chapelfield Gardens Play	0	(6,019)	6,019
0	0	5703 s106 Jenny Lind/Eagle Walk	14,478	14,478	0
0	89,000	5705 s106 The Runnel Play Provision	0	(89,000)	89,000
22,194	0	5708 s106 Waldergrave/Clover Hill Play	0	0	0
0	22,000	5717 s106 Wensum Comm Centre Play	1,477	(20,523)	3,511
0	0	5719 NCCAAP Play Projects	722	722	0
0	22,194	5723 Pointers Field Playbuilder Capital	3,709	(18,485)	18,485
3,753	16,668	5725 S106 Pilling Park Improvements	15,923	(745)	0
60,194	88,194	5728 S106 Mile Cross Gardens Play	0	(88,194)	88,194
0	7,000	5730 S106 Midland Street Open Space	0	(7,000)	7,000
0	13,260	5731 s106 Wooded Ridge project	3,407	(9,853)	9,853
0	13,000	5732 s106 Wensum View Play	84	(12,916)	12,916
0	42,838	5733 s106 Sarah Williman Close	118	(42,720)	42,720
0	81,000	5735 s106 Castle Green Play	0	(81,000)	81,000
0	9,000	5736 s106 Castle Gardens Play	0	(9,000)	0
40,367	40,367	5737 S106 Heartsease Play Area	929	(39,438)	39,438
24,775	24,775	5738 S106 Mousehold Heath environs	24,504	(271)	0
0	35,000	5739 Lakenham Rec Bowls Green Fencing	35,805	35,805	0
0	50,000	5801 s106 Hurricane Way Bus Link	0	(50,000)	50,000
0	22,000	5806 Threescore, Bowthorpe - sustainable	0	(22,000)	22,000
0	0	5812 S106 Flood Alleviation project	0	0	0
0	29,929	5813 S106 Green Infrastructure Imps	0	(29,929)	29,929
0	0	5815 S106 St James Churchyard	0	0	0
0	119,000	5821 S106 Livestock Mkt Cycle/Walkway	0	(119,000)	119,000
0	87,000	5823 BRT & Cycle Route Measures	0	(87,000)	87,000
0	0	5825 Sustainable Transport Car Club	756	756	0
0	10,807	5826 Goals Soccer Centre Ped Refuse	7,548	(3,259)	0
0	5,000	5828 s106 Plumstead Road	5,000	5,000	0
0	0	5711 S106 schemes	901	901	0
<b>157,447</b>	<b>840,215</b>	<b>Subtotal Section 106</b>	<b>115,361</b>	<b>(684,854)</b>	<b>706,065</b>
0	0	5580 CIL Contribution Strategic	140,782	140,782	0
<b>0</b>	<b>0</b>	<b>Subtotal CIL</b>	<b>140,782</b>	<b>140,782</b>	<b>0</b>
<b>26,836,838</b>	<b>31,720,099</b>	<b>Total Non-Housing Capital Programme</b>	<b>5,170,948</b>	<b>(26,509,153)</b>	<b>14,215,360</b>

## Housing Capital Programme

Approved Budget	Current Budget		Provisional Outturn	Forecast Variance	Estimated Carry Forward
3,750,000	3,815,898	7460 Sheltered Housing Redevelopment	173,271	(3,642,627)	3,642,627
500,000	568,400	7930 Capital Buybacks	122,850	(445,550)	0
0	390,000	8800 New Build - Riley Close	0	(390,000)	0
0	608,485	8801 New Build - Pointers Field	539,195	(69,290)	0
1,500,000	1,500,000	8802 New Build - Goldsmith Street	375,012	(1,124,988)	0
1,591,250	1,591,250	8803 New Build - Brazengate	190,213	(1,401,037)	0
765,000	765,000	8804 New Build - Hansard Close	27,370	(737,630)	0
200,000	211,103	8805 New Build - Threescore 2	150,976	(60,127)	0
78,000	66,897	8806 New Build - Mountergate	0	(66,897)	0
250,000	250,000	8807 New Build - Airport	4,990	(245,010)	0
110,000	110,000	8808 New Build - Cambridge Street	0	(110,000)	0
395,000	395,000	8809 New Build - Hassett Close	0	(395,000)	0
480,000	480,000	8810 New Build - Northfields	0	(480,000)	0
280,000	280,000	8811 New Build - Rye Avenue	0	(280,000)	0
116,600	116,600	8812 New Build - 10-14 Ber Street	0	(116,600)	0
50,000	50,000	8813 New Build - Earlham west	0	(50,000)	0
20,000	20,000	8814 New Build - Bowers Avenue	0	(20,000)	0
300,000	300,000	8815 New Build - Jewson Road	0	(300,000)	0
50,000	50,000	8816 New Build - Fourways	0	(50,000)	0
225,000	225,000	8817 New Build - Palmer Road	0	(225,000)	0
100,000	100,000	8818 New Build - Supple Close	0	(100,000)	0
150,000	150,000	8819 New Build - Wild Road	0	(150,000)	0
<b>10,910,850</b>	<b>12,043,633</b>	<b>Subtotal Housing Investment</b>	<b>1,583,877</b>	<b>(10,459,756)</b>	<b>3,642,627</b>
1,380,000	1,417,150	7010 Electrical - Internal	1,589,393	172,243	0
480,000	854,958	7040 Whole House Improvements	613,261	(241,697)	66,908
8,260,000	8,323,100	7070 Kitchen Upgrades	7,878,316	(444,784)	0
3,980,000	4,816,000	7080 Bathroom Upgrades	3,934,047	(881,953)	600,000
300,000	1,084,711	7100 Boilers - Communal	183,802	(900,909)	884,711
4,230,000	3,946,100	7110 Boilers - Domestic	3,387,533	(558,567)	80,000
950,000	976,100	7150 Insulation	904,243	(71,857)	71,857
200,000	200,000	7170 Solar Thermal & Photovoltaic	173,273	(26,727)	25,000
1,100,000	2,385,176	7200 Windows - Programme	2,055,924	(329,252)	99,710
1,610,000	1,846,334	7280 Composite Doors	2,274,909	428,575	0
180,000	80,000	7300 Comm Safe - DES	17,130	(62,870)	0
20,000	20,000	7470 Sheltered Housing Comm Facilities	0	(20,000)	0
250,000	250,000	7480 Sheltered Housing Redevelopment	369,861	119,861	0
880,000	1,624,880	7520 Planned Maint - Roofing	1,224,014	(400,866)	296,730
0	508,200	7530 Boundary Walls & Access Gates	377,583	(130,617)	0
4,500,000	5,514,244	7540 Planned Maint - Structural	3,371,002	(2,143,242)	500,000
0	11,550	7550 Vehicle Hardstanding	85,819	74,269	0
250,000	73,550	7580 Planned Maint - Lifts	30,968	(42,582)	0
200,000	453,750	7590 Concrete footpaths, rams, etc.	202,991	(250,759)	0
1,000,000	1,080,900	7600 Dis Ad - Misc	756,009	(324,891)	0
200,000	200,000	7630 Dis Ad - Stairlifts	135,627	(64,373)	0
0	4,450	7680 Dis Ad - Comms	0	(4,450)	0
100,000	544,099	7950 Other - Communal Bin Stores	510,435	(33,664)	0
<b>30,070,000</b>	<b>36,215,252</b>	<b>Subtotal Neighbourhood Housing</b>	<b>30,076,140</b>	<b>(6,139,112)</b>	<b>2,624,916</b>

Approved Budget	Current Budget		Provisional Outturn	Forecast Variance	Estimated Carry Forward
0	0	6003 Private Sector - General	0	0	0
1,140,000	440,000	6011 Minor Works Grant	2,718	(437,283)	0
0	168,606	6012 Empty Homes Grant	0	(168,606)	68,606
0	700,000	6018 Disabled Facilities Grant	816,190	116,190	0
180,000	180,000	6019 Capital Grants to Housing	198,668	18,668	0
0	0	6029 Small Adaptation Grants	17,963	17,963	0
0	0	6030 Home Improvement Loans	0	0	0
0	0	6031 Survey Costs	13,776	13,776	0
0	0	6044 Works in Default	24,899	24,899	0
0	0	6047 DFG Recovered from Residents	7,127	7,127	0
250,000	475,605	7960 Demolition & Site Maintenance	0	(475,605)	0
<b>1,570,000</b>	<b>1,964,211</b>	<b>Subtotal Strategic Housing</b>	<b>1,081,341</b>	<b>(882,871)</b>	<b>68,606</b>
<b>42,550,850</b>	<b>50,223,096</b>	<b>Total Housing Capital Programme</b>	<b>32,741,358</b>	<b>(17,481,739)</b>	<b>6,336,149</b>



<b>Report to</b>	Cabinet 10 June 2015	<b>Item</b>  <b>11</b>
<b>Report of</b>	Executive head of strategy, people and neighbourhoods	
<b>Subject</b>	Contract award – Water hygiene testing & monitoring services to council properties	

## **KEY DECISION**

### **Purpose**

To advise cabinet of the procurement process for the provision of the water hygiene risk assessments, testing and monitoring service to council owned properties and seek approval to award a contract for 5 years.

### **Recommendations**

To:

- (1) Award a contract to Integrated Water Services Ltd for the water hygiene risk assessments, testing and monitoring service for a four year period and;
- (2) To commit to spend up to £322,800 over the five year period through this contract from within existing housing revenue and general fund accounts.

### **Corporate and service priorities**

The report helps to meet the corporate priorities to make Norwich a healthy city with good housing and to provide value for money services and helps to deliver both the housing and non-housing asset management strategies.

### **Financial implications**

The financial consequences of this report are awarding a contract up to £322,800 over a five year period to be financed from existing budgets within the Housing Revenue and General Fund accounts. Spend in the current year (2015/16) is expected to be around £65,000 as year one includes higher than normal remedial works. Spend in future years will be covered within the Council's budget process and there is no contractual commitment in terms of volumes.

**Ward/s:** All wards

### **Cabinet member:**

Councillor Harris – Housing and wellbeing

Councillor Stonard – Resources and income generation

**Contact officers**

Russell O'Keefe, executive head of strategy, people and neighbourhoods	01603 212908
Andy Watt, head of city development services	01603 212691
Chris Rayner, NPS Norwich Ltd	01603 227902
Carol Marney, NPS Norwich Ltd	01603 227904

**Background documents**

None

# Report

## Background

1. The council has a legal duty to ensure the appropriate checks, tests, sampling and monitoring are in place to ensure there is no risk to residents and occupants of certain council owned buildings (such as sheltered schemes) from legionella.
2. A robust management process is in place to ensure the appropriate testing and monitoring takes place in accordance with the legal requirement.
3. The current contract for this service ended on 30 April 2015. NPS Norwich Ltd provided the specification for the future service and the council's procurement team developed the required tender documentation.

## Tender process


4. Due to the specialised nature of the work a mini competition was conducted amongst the four pre-qualified suppliers on ESPO framework 198 using the corporate e-tendering system. The opportunity was advertised on 27 January 2015 with a return date of 20 February 2015.
5. Three suppliers returned quotations before the deadline.

## Tender evaluation

6. There was a quality requirement for the project which was in the form of various questions and evaluating the services offered.
7. The evaluation criteria were stated in the tender documents as most economically advantageous tender based on a combination of price (40%) and quality (60%).
8. For quality a series of questions was used and supplier's answers were evaluated to award a score for quality.
9. For the price evaluation the lowest price was awarded full marks with other prices compared to that price and marks allocated based on the percentage difference from the lowest price. For example a price that was 25% more expensive was awarded 75% of the marks available.
10. In addition to the evaluated items, the contract will include repair items where they are found when testing takes place. A list of typical items was priced but they were not evaluated (in effect they will be a schedule of rates to be called off as and when required). Overall all three submissions were similar for these items. If any works are required either these rates are accepted or a request for an estimate will be made to ensure the work will be supplied with best value in mind.

## Evaluation results

11. The top scoring response from Integrated Water Services Ltd (our incumbent supplier) was excellent and contained clear explanation of how they would meet the requirements. In addition they would be including advancements on what is offered within our current contract.

<b>Integrated impact assessment</b>		 <b>NORWICH</b> City Council
The IIA should assess the impact of the recommendation being made by the report		
<b>Report author to complete</b>		
<b>Committee:</b>	Cabinet	
<b>Committee date:</b>	10 June 2015	
<b>Head of service:</b>	Andy Watt, head of city development services	
<b>Report subject:</b>	Award of contract for water hygiene testing and monitoring services	
<b>Date assessed:</b>	21 May 2015	
<b>Description:</b>	This report advises cabinet of the tender process for the water hygiene testing and monitoring services and seeks authority to award the contract.	

	Impact			
<b>Economic</b> (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Procurement process will ensure best value is obtained
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Social</b> (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Equality and diversity</b> (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Environmental</b> (please add an 'x' as appropriate)	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The award of this contract will ensure building are safe for residents to live and work in and free from the risk of legionella
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>(Please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Risk management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is a risk that the appointed supplier could fail during the duration of the contracts. This is low risk due to the fact that the Council is not investing in the supplier and so the risk is one of service continuity rather than financial, which is further mitigated by the fact the work is planned not responsive in nature.

	Impact	
<b>Recommendations from impact assessment</b>		
<b>Positive</b>		
<p>Finance (value for money) - Procurement process will ensure best value is obtained.</p> <p>Nature &amp; Built Environment - The award of this contract will ensure buildings are safe for residents to live and work in and free from the risk of legionella.</p> <p>Risk Management - There is a risk that the appointed supplier could fail during the duration of the contracts. This is low risk due to the fact that the Council is not investing in the supplier and so the risk is one of service continuity rather than financial, which is further mitigated by the fact the work is planned not responsive in nature.</p>		
<b>Negative</b>		
<b>Neutral</b>		
<b>Issues</b>		

