Report to Cabinet Item

11 September 2013

Report of Chief finance officer

**Subject** Capital programme monitoring 2013-14 – Q1

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### **Purpose**

To report the current financial position and seek approval for capital budget adjustments.

#### Recommendations

To:

- (1) note the current and forecast financial position on the housing and non-housing capital programmes and the risk management arrangements;
- (2) approve the proposed approvals brought forward from 2012/13;
- (3) approve the proposed capital virements; and,
- (4) delegate to the Deputy Chief Executive (Operations) approval of budget adjustments, within the policy & budget framework, for capital fees.

#### Corporate and service priorities

The report helps to meet the corporate priorities "Value for money services" and "Decent housing for all".

#### **Financial implications**

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

Ward/s: All wards

**Cabinet member:** Councillor Waters – Deputy leader and resources

#### **Contact officers**

Caroline Ryba, Chief Finance Officer 01223 699292

Mark Smith, Finance Control Manager 01603 212561

## **Background documents**

Working papers held by LGSS and NPS Norwich Ltd.

### Report

1. Council approved the housing and non-housing capital programmes for 2013/14 on 19 February 2013.

## Non-housing capital programme

2. 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.

## **Brought forward requests from 2012-13**

3. The following table shows underspends from the 2012-13 non-housing capital programme and the budget amounts requested to be brought forward into 2013-14 to supplement the approvals given on 19 February.

Programme group	Budget 2012/13 £000s	Actual 2012/13 £000s	Variance 2012/13 £000s	Carry Forward Request £000s
Asset investment	0	0	0	0
Asset improvement	2,269	2,013	(256)	256
Asset maintenance	902	450	(452)	75
Regeneration	0	0	0	0
Initiative funds	1,000	0	(1,000)	975
Section 106	1,284	118	(1,166)	1,067
Total non-housing	5,455	2,581	(2,874)	2,373

## Virement requests

4. The following table shows virement (budget transfer) requests which are submitted to secure approval for proposed changes in the uses of resources, subsequent to the approvals given on 19 February.

Programme group	Approved Budget £000s	Brought Forward £000s	Virement Requests £000s	Current Budget £000s
Asset investment	1,034	0	75	1,109
Asset improvement	1,360	256	0	1,616
Asset maintenance	1,300	75	(75)	1,300
Regeneration	2,747	0	(57)	2,690
Initiative funds	425	975	0	1,400
Section 106 schemes	301	1,067	0	1,368
Total non-housing	7,167	2,373	(57)	9,483

- 5. The £75k transfer from asset maintenance to asset investment represents the application of underspend brought forward from 2012-13 to fully finance the reversion of a building lease to the council's ownership
- The £57k reduction in regeneration represents the lower level of Norwich and homes & communities strategic partnership balances available subsequent to 2012-13 activity.

#### Forecast outturn

7. The following table shows expenditure to date and the forecast outturn for expenditure against the approved capital budgets including brought forward requests and virements set out above.

Programme group	Approved Budget £000s	Current Budget £000s	Actual to Date £000s	Forecast Outturn £000s	Forecast Variance £000s
Asset investment	1,034	1,109	0	975	(134)
Asset improvement	1,360	1,616	191	449	(1,167)
Asset maintenance	1,300	1,300	5	586	(750)
Regeneration	2,747	2,690	6	216	(2,474)
Initiative funds	425	1,400	0	1,400	0
Section 106 schemes	301	1,368	30	1,350	(18)
Total non-housing	7,167	9,483	231	4,975	(4,508)

- 8. The asset investment forecast underspend recognises that subject to the finalisation of a long-term contract, the council will not need to invest directly in the Riverside Leisure Centre.
- 9. The asset improvement forecast underspend reflects largely that proposals for investment in assets other than Mile Cross depot for income generation are not yet at a stage where expenditure can be predicted.
- 10. The asset maintenance forecast underspend reflects the contingent nature of the resources earmarked for St Andrews car park, and proposals for investment in property liabilities are not yet at a stage where expenditure can be predicted.
- 11. The regeneration forecast underspend reflects the uncertainties over the timing of delivery on the strategic priority schemes (Threescore and South City Centre).

#### Capital resources

12. The following table shows the approved sources and application of non-housing capital resources, and receipts and other movements for the year to date

Non-housing capital resources	Approved £000s	Brought Forward £000s	Year to date £000s	Balance to date £000s	Forecast £000s
S106 Balances b/f	(498)	(1,697)	0	(1,697)	(1,697)
S106 resources arising	(160)	0	0	0	(160)
S106 resources utilised	301	0	30	30	1,350
Subtotal S106 resources	(357)	(1,697)	30	(1,667)	(507)
Other non-housing balances b/f	(6,459)	(6,907)	0	(6,907)	(6,907)
Other non-housing resources arising	(1,725)	0	(435)	(435)	(1,725)
Other non-housing resources utilised	6,866	0	201	201	3,626
Subtotal other non-housing resources	(1,318)	(6,907)	(234)	(7,140)	(5,006)
Total non-housing capital resources	(1,675)	(8,603)	(204)	(8,807)	(5,513)

13. The excess of balances brought forward reflect resources for the carry-forward approvals requested.

#### Housing capital programme

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

## **Brought forward requests from 2012-13**

15. The following table shows underspends from the 2012-13 housing capital programme and the budget amounts requested to be brought forward into 2013/14 to supplement the approvals given on 19 February.

Programme Group	Budget 2012/13 £000s	Actual 2012/13 £000s	Variance 2012/13 £000s	Carry Forward Request £000s
Neighbourhood housing	32,158	26,492	(5,666)	4,206
Strategic housing	3,399	673	(2,726)	139
Housing investment	0	0	0	0
Total housing	35,557	27,165	(8,396)	4,345

## Virement requests

16. The following table shows virement (budget transfer) requests which are submitted to secure approval for proposed changes in the uses of resources, subsequent to the approvals given on 19 February.

Programme group	Approved Budget £000s	Brought Forward £000s	Virement Requests £000s	Current Budget £000s
Neighbourhood housing	29,231	4,206	131	33,569
Strategic housing	1,504	139	0	1,643
Housing investment	4,131	0	(131)	4,000
Total housing	34,866	4,345	0	39,211

17. The £131k movement from housing investment to neighbourhood housing reflects reductions (inclusive of brought-forward amounts) in door access controls/CCTV (£210k), solar thermal and PV (£386k), and boundary walls and access gates (£497k) offset by increases in re-roofing (£404k), whole house improvements (£386k) thermal comfort external wall insulation (£255k) and bin stores (£48k). The movement from solar thermal and PV, due to suitable opportunities to apply currently available solar thermal and PV technology having not yet been identified, results in the move between the neighbourhood and investment classification.

#### Forecast outturn

18. The following table shows expenditure to date and the forecast outturn for expenditure against the approved capital budgets including brought forward requests and virements set out above.

Programme group	Approved Budget £000s	Current Budget £000s	Actual to Date £000s	Forecast Outturn £000s	Forecast Variance £000s
Neighbourhood housing	29,231	33,569	2,472	33,419	(150)
Strategic housing	1,504	1,504	141	1,643	0
Housing investment	4,131	4,000	21	3,161	(839)
Total housing	34,866	39,211	2,634	38,223	(989)

- 19. Expenditure to date is at a low level owing to the effects of provisions for sums outstanding from last year, delays in receipt and allocation of invoices, and the phased start of capital schemes.
- 20. Housing investment is at present forecast to underspend significantly due to suitable opportunities to apply currently available solar thermal and PV technology having not yet been identified. Work continues to identify opportunities for energy efficiency works to make use of these resources.

### **Capital resources**

21. The following table shows the approved sources and application of housing capital resources, and receipts and other movements for the year to date

Housing capital resources	Approved £000s	Brought Forward £000s	Year to date £000s	Balance to date £000s	Forecast £000s
Housing resources brought forward	(8,275)	(11,565)	0	(11,565)	(11,565)
Housing capital grants	(394)	0	(399)	(399)	(399)
HRA major repairs reserve	(17,574)	0	0	0	(17,574)
HRA revenue contribution to capital	(15,019)	0	0	0	(15,019)
Leaseholders contributions to major works	(250)	0	0	0	(250)
Capital receipts arising from RTB sales	(806)	0	(1,525)	(1,525)	(2,480)
Capital receipts arising from non-RTB sales	(822)	0	(79)	(79)	(822)
Gross housing resources	(43,140)	(11,565)	(2,002)	(13,567)	(48,109)
Forecast resources utilised	34,866	Ó	2,634	2,634	38,223
Total housing capital resources	(8,274)	(11,565)	632	(10,933)	(9,886)

22. The excess of balances brought forward reflect resources for the carry-forward approvals requested.

#### Capital fees

- 23. In previous financial years, costs of in-house professional fees have not been charged to capital (in the main) since auditors regard internal costs as revenue, and accurate data was not therefore kept for this purpose.
- 24. Since the move of property services staff to NPS Norwich Ltd., these costs are now incurred externally to the council and can therefore be charged against the relevant capital schemes. NPS Norwich Ltd's "Timemaster" system is currently being configured to capture sufficient data to support capital charges.

- 25. The outcome of this change will be that capital costs will increase, and the burden on the general fund and housing revenue account will lessen. The impact will be ascertained once the "Timemaster" system is configured and operational.
- 26. As well as providing a more accurate reflection of the cost of capital works, this change will increase transparency and evidence of value for money, since fee budgets can be set and costs monitored against them. These budget adjustments will, in the current financial year, have a neutral impact on the general fund and housing revenue account totals since they will be offset by adjustments to the HRA revenue contribution to capital and the general fund capitalised works budgets.
- 27. It is recommended that cabinet delegate to the deputy chief executive (operations) approval of these budget adjustments.

#### **Capital programme risk management**

28. The following table sets out a risk assessment of factors affecting the planned delivery of the 2013/14 capital programmes.

Risk	Likelihood	Impact	Rating	Mitigation
General fund capital receipts not received or delayed	Possible (3)	Major (5)	(15)	Expenditure incurred only as receipts secured
NAHCASP strategic priority schemes delayed or frustrated	Possible (3)	Major (5)	(15)	Oversight by NAHCASP Strategic Board
Housing capital receipts not received from RTB sales	Unlikely (2)	Major (5)	(10)	Relatively low levels of RTB receipts have been forecast; in-year monitoring
Detailed schemes not brought forward to utilise agreed capital funding	Possible (3)	Moderate (3)	(9)	Active pursuit of investment opportunities; budget provisions unspent could be carried forward if necessary
Cost overruns	Possible (3)	Moderate (3)	(9)	Robust contract management and constraints
Business case for asset improvement programme not sustainable	Unlikely (2)	Moderate (3)	(6)	Advice taken from expert property specialists
Contractor failure or capacity shortfall(s) prevents/delays capital works being carried out	Unlikely (2)	Moderate (3)	(6)	Robust financial checks during procurement process and awareness of early signs of financial difficulties

Risk	Likelihood	Impact	Rating	Mitigation
Housing capital receipts not received from sale of houses beyond economic repair	Possible (3)	Minor (1)	(3)	No plans to use funding until it has been received
Level of housing contributions from leaseholders does not match forecast	Unlikely (2)	Minor (1)	(2)	Robust charging procedures within contract to ensure amounts due are recovered

# **Integrated impact assessment**



The IIA should assess the impact of the recommendation being made by the report

Detailed guidance to help with completing the assessment can be found here. Delete this row after completion

Report author to complete	
Committee:	Cabinet
Committee date:	11 September 2013
Head of service:	Caroline Ryba, Chief Finance Officer
Report subject:	Capital Programme Monitoring 2013/14
Date assessed:	07 August 2013
Description:	Integrated impact assessment for capital programme monitoring report

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

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

		Impact	
Risk management			Report demonstrates awareness of risks to delivery of planned capital works and mitigating actions
Recommendations from impact ass	essment		
Positive			
None			
Negative			
None			
Neutral			
None			
Issues			
None			

# APPENDIX 1

## Non-Housing Capital Programme

Line No.	Programme	Proj	Scheme	Brought Forward Budget	Approved Budget	Capital Virements	Current Budget	Actual to Date	Forecast Outturn	Forecast Variance
1	Asset Investment	5307	Car Park Handheld Units		75,000		75,000	0	75,000	0
2	Asset Investment	5311	Townsend House		575,000	75,000	650,000	0	650,000	0
3	Asset Investment	5313	Riverside Leisure Centre Equipment		284,000		284,000	0	0	(284,000)
4	Asset Investment	5316	Bacon House Lease Surrender		100,000		100,000	0	100,000	0
5	Initiative Funds	5317	IT Investment Fund	800,000	400,000		1,200,000	0	1,200,000	0
6	Asset Maintenance	5006	Major Improvements	111,000	500,000	(75,000)	536,000	0	536,000	0
	Asset Improvement	5279	St Annes Wharf Bridge		0		0	113	113	113
	Asset Improvement	5294	Eaton Park Tennis Development	59,000	0		59,000	(550)	0	(59,000)
7	Asset Improvement	5299	City Hall Refurbishment - Design	197,000	250,000		447,000	189,600	447,000	0
	Regeneration	5300	Norwich Connect 2		0		0	5,505	5,505	5,505
	Asset Improvement	5301	Welcome to Norwich signs		0		0	1,880	1,880	1,880
	Section 106 Schemes	5302	Riverside/King St Signs		0		0	5,511	5,511	5,511
	Initiative Funds	5305	Eco-Investment Fund	150,000	0		150,000	0	150,000	0
8	Asset Maintenance	5308	St Andrew's MSCP Contingency		550,000		550,000	4,588	50,000	(500,000)
9	Asset Maintenance	5309	Property Liabilities and Investment		250,000		250,000	0	0	(250,000)
10	Asset Investment	5310	22 Hurricane Way - Asbestos		50,000		50,000	0	50,000	0
11	Asset Investment	5312	Yacht Station Improvements		60,000		60,000	0	0	(60,000)
12	Asset Investment	5314	Asset Investment for Income (Mile Cross Bus Ctr)		100,000		100,000	0	100,000	0
			Asset Investment for Income (Excl Mile Cross Bus							
13	Asset Investment	5315	Ctr)		900,000		900,000	0	0	(900,000)
14	Regeneration	5318	Vacant Sites Regeneration		190,000		190,000	0	0	(190,000)
	Regeneration	5319	Riverside Path Work		0		0	189	189	189
15	Regeneration	5504	NaHCaSP Strategic Projects		2,557,000	(57,000)	2,500,000	101	210,000	(2,290,000)
16	Initiative Funds	5306	Community Capital Fund	25,000	25,000		50,000	0	50,000	0

Line No.	Programme	Proj	Scheme	Brought Forward Budget	Approved Budget	Capital Virements	Current Budget	Actual to Date	Forecast Outturn	Forecast Variance
	Section 106 Schemes	5701	Chapelfield Gardens Play	14,000	0		14,000	532	14,000	0
17	Section 106 Schemes	5703	Jenny Lind / Eagle Walk	88,000	17,000		105,000	12,721	105,000	0
18	Section 106 Schemes	5705	The Runnel Play Provision	30,000	59,000		89,000	0	89,000	0
	Section 106 Schemes	5715	Marion Road Play	•	0		0	(1,580)	(1,580)	(1,580)
	Section 106 Schemes	5717	Wensum Comm Centre Play	22,000	0			0	0	0
	Section 106 Schemes	5722	Fiddlewood Play Project	17,000	0		17,000	0	17,000	0
	Section 106 Schemes	5725	Pilling Park Improvements	103,000	0		103,000	2,306	103,000	0
	Section 106 Schemes	5728	Mile Cross Gardens Play	28,000	0		28,000	0	28,000	0
	Section 106 Schemes	5729	Eagle Baths Play Project				0	(507)	(507)	(507)
	Section 106 Schemes	5730	Midland Street Open Space	7,000	0		7,000	0	7,000	0
	Section 106 Schemes	5731	Wooded Ridge project	29,000	0		29,000	0	29,000	0
19	Section 106 Schemes	5732	Wensum View Play Project		13,000		13,000	0	13,000	0
20	Section 106 Schemes	5733	Sarah Williman Close Play Project		43,000		43,000	0	43,000	0
21	Section 106 Schemes	5734	CSF Kerrison Road Play Project		8,000		8,000	0	8,000	0
22	Section 106 Schemes	5735	Castle Green Play Project		81,000		81,000	0	81,000	0
23	Section 106 Schemes	5736	Castle Gardens Play Project		9,000		9,000	0	9,000	0
	Section 106 Schemes	5801	Hurricane Way Bus Link	50,000	0		50,000	0	50,000	0
	Section 106 Schemes	5806	Threescore, Bowthorpe -	22,000	0		22,000	0	22,000	0
	Section 106 Schemes	5811	Heartsease Cycle Links	16,000	0		16,000	0	16,000	0
	Section 106 Schemes	5812	Flood Allieviation project	11,000	0		11,000	9,328	11,000	0
			S106 Green Infrastructure Improvements North							
24	Section 106 Schemes	5813	City	122,000	19,000		141,000	0	141,000	0
25	Section 106 Schemes	5818	S106 Chapelfield / Westlegate North Project	289,000	29,000		318,000	0	318,000	0
	Section 106 Schemes	5819	Edward St Bus Interchange	14,000	0		14,000	0	14,000	0
	Section 106 Schemes	5821	Livestock Mkt Cycle/Walkway	119,000	0		119,000	0	119,000	0
26	Section 106 Schemes	5823	BRT & Cycle Route Measures Thorpe Road	80,000	7,000		87,000	0	87,000	0
	Section 106 Schemes	5824	Tombland & Palce St Cycle Route	6,000	0		6,000	0	6,000	0
	Section 106 Schemes	5825	Sustainable Transport Car Club		0		0	104	104	104
27	Section 106 Schemes	5826	Goals Soccer Centre Pedestrian Refuse Project		16,000		16,000	1,366	16,000	0

## APPENDIX 2

Programme	Approved Budget	Brought Forward Requests	Virement Requests	Current Budget	Profiled Budget to Date	Actual to Date	Forecast Outturn	Forecast Variance
Housing Capital Expenditure								
Home Upgrades	10,665	154	386	11,205	2,670	1,378	11,205	0
Heating Upgrades	3,968	658	0	4,626	886	508	4,626	0
Window & Door Upgrades	3,458	814	0	4,272	57	359	4,272	0
Community Safety	250	210	(210)	250	63	0	100	(150)
Regeneration & Renewal	500	0	0	500	0	0	500	0
Preventative Maintenance	8,500	1,933	(93)	10,340	1,876	(58)	10,340	(0)
Supported Independent Living	1,340	0	Ò	1,340	300	39	1,340	Ô
Other	550	437	48	1,035	183	85	1,035	(0)
Neighbourhood Housing Total	29,231	4,206	131	33,569	6,035	2,311	33,419	(150)
New Build Social Housing	1,190	0	0	1,190	298	21	1,190	0
Bringing Empty Homes Back Into Use	100	69	0	169	25	0	169	0
Mortgage Rescue	250	0	0	250	63	0	250	0
Additional Home Improvement Works	246	0	0	246	62	0	246	0
Renewable Energy Programme	1,325	0	(386)	939	0	0	100	(839)
Estate Improvement Programme	200	0	0	200	50	0	200	0
External Wall Insulation	820	0	255	1,075	0	160	1,075	0
Housing Investment Total	4,131	69	(131)	4,068	497	181	3,230	(839)
Capital Grants to Housing Associations	360	0	0	360	90	0	360	0
Site Formation Budget	250	0	0	250	63	23	250	0
Property Disposal/Site Redevelopment	0	0	0	0	0	0	0	0
Home Improvement Agency Works	894	70	0	964	224	118	964	0
Strategic Housing Total	1,504	70	0	1,574	376	141	1,574	0
Total Housing Capital Programme	34,866	4,345	(0)	39,211	6,907	2,634	38,223	(989)