



## REPORT TO EXECUTIVE

## PORTFOLIO AREA: FINANCE AND RESOURCES

Date of Meeting: 20 JUNE 2005

Public

Key Decision: Yes

Recorded in Forward Plan: Yes

Inside Policy Framework

**Title:** PROVISIONAL GENERAL FUND REVENUE OUTTURN 2004/05  
**Report of:** HEAD OF FINANCE  
**Report reference:** FS7/05

**Summary:**

The attached report summarises the 2004/05 provisional out-turn for the General Fund Revenue Services. The out-turn shows that the net underspend for 2004/05, once committed expenditure totalling £1,404,473 is taken into account, is £513,581. In addition there are requests to carry forward £211,770 in respect of new items of expenditure, which if approved, would result in a final underspend to the Council in 2004/05 of £301,811.

**Recommendations:**

The Executive is asked:

- i to note the net underspend for 2004/05 of £513,581 which includes committed expenditure to be met in 2005/06 totalling £1,404,473;
- ii to determine which of the new items of expenditure totalling £211,770 be supported, and make recommendations thereon to Council;
- iii to note that the information contained in this report is provisional and subject to the formal audit process;

**Contact Officer:** Alison Taylor**Ext:** 888040

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: None

To: The Executive  
20 June 2005

FS7/05

PROVISIONAL GENERAL FUND REVENUE OUTTURN 2004/05

**1. BACKGROUND INFORMATION AND OPTIONS**

1.1 This report sets out the summarised provisional out-turn for the General Fund Revenue Services as follows:

- (i) A summarised position for General Fund Revenue Services is set out in Appendix 1
- (ii) The out-turn position for individual Business Units is detailed in Appendices 2 to 14
- (iii) An analysis of the requests for new expenditure totalling £211,770 detailed in Appendix 15.

1.2 Members should note that the information contained in this report is provisional and subject to the formal audit process.

1.3 Please note that throughout this report

- (i) the use of a bracket represents a favourable position i.e. either an underspend or additional income received
- (ii) the term 'underspend' is taken to include both reduced expenditure and/or increased income
- (iii) the term 'overspend' includes both spending above budget and/or reduced income levels

**2. SUMMARY REVENUE OUTTURN 2004/05**

2.1 **Appendix 1** summarises the 2004/05 provisional out-turn for the General Fund Revenue Services. The out-turn shows that the position, as at 31 March 2005, shows an underspend of £1,918,054 compared to the 2004/05 revised budget. However, when committed expenditure totalling £1,404,473 is taken into account, the net underspend is £513,581. In addition there are requests to carry forward £211,770 in respect of new items of expenditure, which if approved would result in a final underspend to the Council of £301,811 in 2004/05.



- 2.2 Detailed variances for each Business Unit are set out in **Appendices 2 to 14** together with explanations of major variances.
- 2.3 The totals provided in Appendix 1 are summarised in the following table, together with the outturn for 2003/04 for comparative purposes:

	<u>2004/05</u> <u>Revised</u> <u>Budget</u> £	<u>2004/05</u> <u>Actual</u> £	<u>2004/05</u> <u>Variance</u> <u>At 31/03/05</u> £	<u>2003/04</u> <u>Variance</u> <u>At 31/3/04</u> £
Total as at 31/03/05	16,865,840	14,947,786	(1,918,054)	(1,414,267)
Committed Expenditure c/fwd			1,404,473	1,414,200
(Underspend) after committed expenditure			(513,581)	(67)
Requests for new items of expenditure			211,770	128,730
Final Variance			(301,811)	128,663

- 2.4 The final underspend for 2004/05 after committed expenditure has been taken into account is £513,581 which represents 3% of the net budget. (This compares to 0% for 2003/04). The requests to carry forward committed expenditure has increased only marginally over 2003/04 which, given the disruption to Council work caused by the severe flooding in January, is a satisfactory position.

### 3. CARRY FORWARD REQUESTS

- 3.1 In accordance with the Council's Constitution, as approved by Council on 3 November 2003, any net underspending/savings on service estimates under the control of the Head of Service may be carried forward. This is to facilitate the achievement of three year budgeting which requires greater flexibility of budgets between years as set out in the Medium Term Financial Plan. The carry forwards are subject to:
- the authorisation of the Head of Finance where the request relates to a specific committed item of expenditure where, due to external or other factors, the Head of Service has been unable to spend the approved budget by 31 March. The use of the resource will be restricted to the purpose for which the estimate was originally

intended. The term 'committed' has been taken to include commitments to complete approved planned work and not just financially committed at 31 March 2005. The delegated power has also been taken to apply only in so far as the carry forwards do not take the Council into an overspend position,

- reporting to the Executive, Corporate Resources Overview and Scrutiny Committee and Council the request for carry forward where the proposal is to vire the budget carried forward to be used for purposes other than that originally intended (as detailed in **Appendix 15**).
  - In accordance with the Council's Corporate Charging Policy, and as an incentive to Managers, any additional income over and above the budget target agreed by the Head of Finance will be shared on a request for carry forward by the Head of Service. This is on the basis of 75% returning to the Council's corporate reserves and 25% being retained for use in the service area, but with a limit of £10,000 being retained by the service to avoid distortion of the Council's overall spending priorities. Any amounts required over £10,000 will be subject to a report to the Executive, Corporate Resources Overview and Scrutiny Committee, and Council.
  - All internal business unit surpluses and any undistributed profits shall be earmarked within the Council's reserves and retained for the benefit of the Council. Their application shall require the approval of the Executive up to £10,000 and the Council over £10,000.
  - Any overspending on service estimates in total on budgets under the control of the Head of Service must be carried forward to the following year, and will constitute the first call on service estimates in the following year, unless the Council determines otherwise by way of a supplementary estimate. The Head of Finance will report the extent of overspending carried forward to the Executive, Corporate Resources Overview and Scrutiny Committee and to the Council.
- 3.2 The Head of Finance is satisfied that budgets of £1,404,473 should be carried forward to 2005/06. Some Business Units have marginally overspent, as detailed in Appendix 2 to 14, if the committed expenditure is taken into account. However these amounts are minimal and can be accommodated in the overall bottom line for the Council as a whole. The relevant Business Unit Head will be able to give further details of carry forward requests if required at the meeting.



#### **4. EXPLANATION OF MAJOR VARIANCES**

- 4.1 The details of the major variances analysed between business units, prior to carry forward requests, are provided in **Appendices 2 to 14**. Items to which Members attention are drawn, in that they may have an impact on future years budgets, are:
- i Land Charges Income and Development Control income - these budgets will be reviewed as part of the budget process to establish whether a permanent reduction in income levels is likely. However at this point in time it is thought more likely that the reduction relates to the flood recovery work and further analysis is required.
  - ii CTS budget – further analysis of any potential shortfall in base budget funding is required (i.e. difference between core expenditure and core income generated). Currently there is a gap and CTS are therefore required to charge fees on some elements of work to meet that gap. In 2004/05 £44,000 has been charged to the Capital programme and this is the extent to which CTS are not base budgeted.
- 4.2 The out-turn position for 2004/05 identified in this report will inform the performance review of individual services which will see improved efficiency and scope for redirection of resources to priority areas.

#### **5. FLOOD RECOVERY**

- 5.1 Any reduction in income or costs associated with the flood have been analysed and coded to the flood recovery budget. It has proved difficult in certain instances, particularly for income, to identify income reduction and to what extent this was due to the flood and estimates have been made.
- 5.2 It is anticipated that that the total cost of the flood recovery work for the Council will be in the region of £8m with the majority of the expenditure being reimbursed from the Council's Insurance policy. At this point in time, because the Insurance and Bellwin claims are on-going, it has not been possible to allocate the expenditure to 31 March accurately over the three sources of funding i.e. Bellwin, Insurance and the City Council's own resources. The balance of £86,976 has therefore been carried forward to 2005/06 to be matched accurately during 2005/06.

5.3 As at 31 March 2005, the budgeted position on flood recovery work was as follows:

Budget £	Description
1,000,000	Council Flood recovery fund
50,000	Cumbria Foundation Grant
20,000	Open for Business
500,000	First interim Insurance payment
<u>18,350</u>	Vehicle settlements
1,588,350	Total Budget
<u>1,675,326</u>	Actual Expenditure
86,976	Variance carried forward to 2005/06

It is not expected at this stage that the £1m of the Council's own resources will be exceeded. The main estimated expenditure against the £1m is as follows:

Description	Estimated Amount £000
Bellwin threshold	110
GONW bid – Renaissance of Carlisle	150
<u>Insurance:</u>	
Insurance premium increase	110
Claims consultancy	25
Insurance Excess	36
Items not covered (mainly trees/fencing/parks etc)	400
Potential Risk Management issues	55
<b>TOTAL</b>	<b>886</b>

The Government has recently announced details of the Bellwin Scheme and an extension has been given for 9 months work.



## **6. CONSULTATION**

### **6.1 Consultation to Date.**

The Strategic Financial Planning Group have considered the issues and individual Business Unit Heads have been involved in the close down process and their comments have been incorporated into the report.

### **6.2 Consultation proposed.**

Corporate Resources Overview & Scrutiny Committee will consider the report on 23 June 2005.

## **7. RECOMMENDATIONS**

The Executive is asked:

- i to note the net underspend for 2004/05 of £513,581 which includes committed expenditure to be met in 2005/06 totalling £1,404,473;
- ii to determine which of the new items of expenditure totalling £211,770 be supported, and make recommendations thereon to Council;
- iii to note that the information contained in this report is provisional and subject to the formal audit process;

## **8. REASONS FOR RECOMMENDATIONS**

As stated above

## **9. IMPLICATIONS**

- Staffing/Resources – There are implications in the committed expenditure requests and requests for bids
- Financial – Included in the main body of the report
- Legal – Not applicable
- Corporate – Business Unit Heads and the Strategic Financial Planning Group have considered the issues and their comments have been incorporated into the report.
- Risk Management – Not applicable
- Equality Issues – Not applicable
- Environmental – Not applicable
- Crime and Disorder – Not applicable

**ANGELA BROWN**

Head of Finance

**Contact Officer:** Alison Taylor

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**2004/05 REVENUE OUTTURN**

	<b>Total</b>
Revised Budget	16,865,840
Actual	<u>14,947,786</u>
<b>Variance as at 31st March 2005</b>	<b>(1,918,054)</b>
 <b><u>Analysis of Main Variances</u></b>	
Executive Management	(60,753)
Strategic & Performance	(126,999)
Financial Services	(13,524)
Legal & Democratic Services	(37,476)
Member Support & Employee Services	(55,118)
Customer & Information Services	(15,684)
Revenues & Benefits	(353,122)
Property Services	(182,926)
Commercial & Technical Services	(256,815)
Planning Services	11,192
Economic & Community Development	(215,809)
Culture Leisure & Sport	(438,670)
Environmental Protection	(172,350)
	<u><b>(1,918,054)</b></u>
 <b><u>Committed Expenditure carried forward to 2005/06</u></b>	
Executive Management	18,500
Strategic & Performance	80,145
Financial Services	(39,476)
Legal & Democratic Services	35,880
Member Support & Employee Services	29,550
Customer & Information Services	15,660
Revenues & Benefits	130,950
Property Services	122,840
Commercial & Technical Services	261,240
Planning Services	56,000
Economic & Community Development	216,350
Culture Leisure & Sport	400,744
Environmental Protection	76,090
<b>Total Committed Expenditure carried forward to 2005/06</b>	<u><b>1,404,473</b></u>
 <b>(Underspend)/Overspend after Committed Expenditure</b>	 <u><b>(513,581)</b></u>
 <b><u>Requests for New Items of Expenditure</u></b>	
Executive Management	40,400
Strategic & Performance	10,700
Legal & Democratic Services	6,500
Member Support & Employee Services	5,900
Revenues & Benefits	60,130
Economic & Community Development	5,000
Culture Leisure & Sport	38,000
Environmental Protection	45,140
<b>Total Requests for New Items of Expenditure</b>	<u><b>211,770</b></u>
 <b>Final Variance assuming all Carry Forward Requests approved</b>	 <u><u><b>(301,811)</b></u></u>



**2004/05 REVENUE OUTTURN****EXECUTIVE MANAGEMENT**

	Total	Notes
Revised Budget	(2,230)	1
Actual	<u>(62,983)</u>	
Variance as at 31/3/05	<u>(60,753)</u>	

**Analysis of Main Variances**

Temporary Executive Director	(45,475)
Grant to Carlisle United	(7,197)
Miscellaneous	<u>(8,081)</u>
	<u>(60,753)</u>

**Committed Expenditure carried forward to 2005/06**

Temporary Projects Manager	11,300
Grant to Carlisle United	<u>7,200</u>
Total Committed Expenditure carried forward to 2005/06	<u>18,500</u>

Variance after Committed Expenditure	<u>(42,253)</u>
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**Requests for New Items of Expenditure**

TCCE vacancy to fund organisational review	32,400
Support for one year pilot of Joint Neighbourhood Forum	<u>8,000</u>
Total Requests for New Items of Expenditure	<u>40,400</u>

Variance after Carry Forward Requests	<u>(1,853)</u>
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**Notes**

1. This is a support service and the cost of the section will be fully recharged over other units prior to the production of the annual Statement of Accounts.

**2004/05 REVENUE OUTTURN****STRATEGIC & PERFORMANCE SERVICES**

	Total	Notes
Revised Budget	39,850	1
Actual	(87,149)	
<b>Variance as at 31/3/05</b>	<b>(126,999)</b>	

**Analysis of Main Variances**

Policy and performance	(13,866)
LSP/Regional Development bid	(12,608)
Communications strategy	(30,337)
ACE	(43,478)
Best Value	(19,065)
Miscellaneous	(7,645)
	<b>(126,999)</b>

**Committed Expenditure carried forward to 2005/06**

Prince 2 Training	2,175
LSP Development - Equality & Diversity	12,000
Marketing Officer - remainder of fixed term contract	10,880
ACE salary	43,490
Best value/supporting people (Partnership policy/Housing Strat)	8,600
Best Value: Planning Review	3,000
<b>Total Committed Expenditure carried forward to 2005/06</b>	<b>80,145</b>

<b>Variance after Committed Expenditure</b>	<b>(46,854)</b>
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**Requests for New Items of Expenditure**

Extend temporary marketing officer post (fixed term ends Sep)	2,200
Increased photography costs	2,000
Income for corporate lecturn	500
Carlisle Focus production & distribution costs	6,000
<b>Total Requests for New Items of Expenditure</b>	<b>10,700</b>

<b>Variance after Carry Forward Requests</b>	<b>(36,154)</b>
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**Notes**

1. Some of the costs relate to a support service and will be fully recharged over other units prior to the production of the annual Statement of Accounts.



**2004/05 REVENUE OUTTURN****FINANCIAL SERVICES**

	Total	Notes
Revised Budget	(432,680)	1
Actual	(533,180)	
<b>Variance as at 31/3/05</b>	<b>(100,500)</b>	
Flood Recovery - Budget	1,070,000	
Flood Recovery - Actual	1,156,976	2
Flood Recovery - Variance	86,976	
Adjusted Budget	637,320	
Adjusted Actual	623,796	
<b>Adjusted Variance as at 31/3/05</b>	<b>(13,524)</b>	
<b><u>Analysis of Main Variances</u></b>		
Flood Recovery	86,976	
Finance Team	(8,618)	
Insurance holding account	(69,302)	3
Audit services	(11,897)	
Car lease holding account	(16,030)	
Miscellaneous	5,347	
	<b>(13,524)</b>	
<b><u>Committed Expenditure carried forward to 2005/06</u></b>		
Software licences - new ledger system	9,800	
Audit - DA Ethical Hacking exercise	5,800	
Risk Management Schemes - rolling budget	31,900	
Flood recovery work - balance carried forward	(86,976)	
<b>Total Committed Expenditure carried forward to 2005/06</b>	<b>(39,476)</b>	
<b>Variance after Committed Expenditure</b>	<b>(53,000)</b>	
<b><u>Requests for New Items of Expenditure</u></b>		
<b>Total Requests for New Items of Expenditure</b>	<b>0</b>	
<b>Variance after Carry Forward Requests</b>	<b>(53,000)</b>	

**Notes**

1. Some of the costs relate to a support service and will be fully recharged over other units prior to the production of the annual Statement of Accounts.
2. See paragraph 4.4 in the body of the report.
3. This includes a reduction in insurance provision of £32,500 due to a reduced number of public liability claims outstanding as at 31st March 2005.

**2004/05 REVENUE OUTTURN****LEGAL & DEMOCRATIC SERVICES**

	Total	Notes
Revised Budget	176,820	1
Actual	139,344	
Variance as at 31/3/05	<u>(37,476)</u>	

**Analysis of Main Variances**

Legal fees	(2,941)	
Secretarial salaries	(13,201)	
Administration salaries	(11,836)	
Electoral Registration	(12,202)	
Municipal Elections	(17,656)	
Land charges	30,713	2
Mayor's Charity Accounts	0	
Miscellaneous	<u>(10,353)</u>	
	<u>(37,476)</u>	

**Committed Expenditure carried forward to 2005/06**

Legal fees	15,000
Secretarial salaries	7,000
Administration salaries	6,000
Electoral Registration postage	7,880
Total Committed Expenditure carried forward to 2005/06	<u>35,880</u>

Variance after Committed Expenditure	<u>(1,596)</u>
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**Requests for New Items of Expenditure**

Civic Admin - catering provisions (Chief Executive's robes)	2,500
Municipal Elections	4,000
Total Requests for New Items of Expenditure	<u>6,500</u>

Variance after Carry Forward Requests	<u><u>4,904</u></u>
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**Notes**

1. Some of the costs relate to a support service and will be fully recharged over other units prior to the production of the annual Statement of Accounts.

2. Income from Land Charges is showing a deficit against budget of £63,152. The revised budget for 2004/05 was based on the 2003/04 budget plus 3.5% (in accordance with the Corporate Charging Policy). Final figures for 2004/05 show that the number of searches carried out by the City Council was 20% down on 2003/04, with a 27% fall in the last quarter of the year; this may be as a result of the flood.



**2004/05 REVENUE OUTTURN****MEMBER SUPPORT & EMPLOYEE SERVICES**

	Total	Notes
Revised Budget	1,925,730	1
Actual	<u>1,870,612</u>	
<b>Variance as at 31/3/05</b>	<b>(55,118)</b>	
 <b><u>Analysis of Main Variances</u></b>		
Occupational Health	(13,328)	
Personnel Officer fixed term contract	(11,830)	
Member Support Officer - fixed term contract	(3,571)	
Overview & Scrutiny Officer reduced hours	(5,907)	
Miscellaneous	<u>(20,482)</u>	
	<b>(55,118)</b>	
 <b><u>Committed Expenditure carried forward to 2005/06</u></b>		
Top up for Occupational Health pilot scheme	13,000	
Principal Personnel Officer - contract split over financial year	11,830	
Top up for temporary admin assistant	<u>4,720</u>	
<b>Total Committed Expenditure carried forward to 2005/06</b>	<b>29,550</b>	
 <b>Variance after Committed Expenditure</b>	<b>(25,568)</b>	
 <b><u>Requests for New Items of Expenditure</u></b>		
Extend temporary contract of Admin Assistant during 2005/06	<u>5,900</u>	
<b>Total Requests for New Items of Expenditure</b>	<b>5,900</b>	
 <b>Variance after Carry Forward Requests</b>	<b>(19,668)</b>	

**Notes**

1. Some of the costs relate to a support service and will be fully recharged over other units prior to the production of the annual Statement of Accounts.

## 2004/05 REVENUE OUTTURN

### CUSTOMER & INFORMATION SERVICES

	Total	Notes
Revised Budget	(3,190)	1
Actual	<u>(18,874)</u>	
Variance as at 31/3/05	<u>(15,684)</u>	
 <u>Analysis of Main Variances</u>		
Customer Contact Centre - internal training budget	(19,565)	
Customer Contact Centre - supplies & services	22,457	2
IT services software	(14,836)	
Print Room (closed since flood)	6,143	
Miscellaneous	<u>(9,883)</u>	
	<u>(15,684)</u>	
 <u>Committed Expenditure carried forward to 2005/06</u>		
Customer Contact Centre internal training	15,660	
Total Committed Expenditure carried forward to 2005/06	<u>15,660</u>	
Variance after Committed Expenditure	<u>(24)</u>	
 <u>Requests for New Items of Expenditure</u>		
Total Requests for New Items of Expenditure	<u>0</u>	
Variance after Carry Forward Requests	<u><u>(24)</u></u>	

### Notes

1. Some of the costs relate to a support service and will be fully recharged over other units prior to the production of the annual Statement of Accounts.
2. Further analysis is required but it is considered that future virements from existing base budgets may be necessary.



**2004/05 REVENUE OUTTURN****REVENUES & BENEFITS SERVICES**

	Total	Notes
Revised Budget	2,231,890	
Actual	1,878,768	
<b>Variance as at 31/3/05</b>	<b>(353,122)</b>	

**Analysis of Main Variances**

Council Tax	(20,926)	2
Recovery income	(28,139)	
NNDR - Discretionary rate relief	(19,479)	
Performance Standards Fund (ringfenced grant)	(11,400)	
Verification Framework - non staff (ringfenced grant)	(76,230)	
Benefits Training contingency	(43,320)	
Benefits Training premises	(17,251)	
Benefits supplies & services	(76,273)	
Concessionary fares	(23,135)	
Benefit payments & subsidy	0	1
Miscellaneous	(36,969)	
	<b>(353,122)</b>	

**Committed Expenditure carried forward to 2005/06**

DWP Performance Standard Fund grant	11,400
DWP Verification Framework income	76,230
DWP Benefits trainees grant	43,320
<b>Total Committed Expenditure carried forward to 2005/06</b>	<b>130,950</b>

<b>Variance after Committed Expenditure</b>	<b>(222,172)</b>
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**Requests for New Items of Expenditure**

Customer Contact Centre improvements	17,250
DWP grant to resite Benefits in Civic Centre	42,880
<b>Total Requests for New Items of Expenditure</b>	<b>60,130</b>

<b>Variance after Carry Forward Requests</b>	<b>(162,042)</b>
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**Notes**

1. A transfer of £104,620 has been made from the Housing Benefits Subsidy account to a Benefits reserve to cover any additional housing benefit costs that the City Council may need to fund following the new benefit system that came into operation on 1 April 2004. This is in addition to the £200,000 already set aside from the HRA balance.

2. A virement may be required to the Customer Contact Centre

**2004/05 REVENUE OUTTURN****PROPERTY SERVICES**

	Total	Notes
Revised Budget	(2,786,980)	
Actual	(2,969,906)	
<b>Variance as at 31/3/05</b>	<b>(182,926)</b>	
<b><u>Analysis of Main Variances</u></b>		
Employee savings (market factor supplements)	(63,342)	
Asset Review	(50,547)	
Property Management	16,881	
Industrial Estates income	(66,902)	1
Delay to start of A69 wall	(37,000)	
Miscellaneous	17,984	
	<b>(182,926)</b>	
<b><u>Committed Expenditure carried forward to 2005/06</u></b>		
Market factor supplement funding (over 7 years)	63,340	
Consultants Fees - Asset Review	22,500	
A69 wall	37,000	
<b>Total Committed Expenditure carried forward to 2005/06</b>	<b>122,840</b>	
<b>Variance after Committed Expenditure</b>	<b>(60,086)</b>	
<b><u>Requests for New Items of Expenditure</u></b>		
<b>Total Requests for New Items of Expenditure</b>	<b>0</b>	
<b>Variance after Carry Forward Requests</b>	<b>(60,086)</b>	

**Notes**

1. Income from Kingstown Industrial Estate has increased due to the new staff being recruited into Property Services being able to negotiate rental levels at a higher level more proactively than previously.



**2004/05 REVENUE OUTTURN****COMMERCIAL & TECHNICAL SERVICES**

	Total	Notes
Revised Budget	2,777,960	
Actual	2,521,145	
Variance as at 31/3/05	(256,815)	

**Analysis of Main Variances**

Management & Administration	(24,629)	1
Facilities Building Maintenance	155,716	2
Civic Centre accommodation	(18,021)	
Highways Claimed Rights contract	(100,401)	3
Highways	81,812	2
Miscellaneous Environmental Expenses	(51,921)	
Grounds Maintenance	12,254	4
Street Cleaning	(16,798)	5
Refuse Collection	(74,385)	6
Recycling & Green Waste Collection	(196,501)	7
Parking Management & CCTV	(11,048)	
Miscellaneous	(12,893)	
	(256,815)	

**Committed Expenditure carried forward to 2005/06**

Land Drainage & Riparian river watercourses	2,750
Pedestrianisation horticulture/roads & footpaths	10,190
Misc Env expenses	25,960
Purchases delayed due to flood for car parks	6,510
CCC - new ticket machines and ancillary eqpt	2,870
CCTV - digital scheme	66,970
Civic Centre - first floor	19,100
Fire alarm upgrade	32,660
Install new lighting on ground floor of Civic Centre	3,500
Replace detectors in rates hall	500
Recycling - refurbishment of skips/containers/bins	31,120
Recycling Civic Amenities - survey/exhibition trailer/directories	27,350
Abandoned Vehicles	22,060
Municipal Maintenance - Irishgate Lifts	1,500
Public conveniences	8,200
Total Committed Expenditure carried forward to 2005/06	261,240

Variance after Committed Expenditure	4,425
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Requests for New Items of Expenditure	0
Total Requests for New Items of Expenditure	0

Variance after Carry Forward Requests	4,425
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**Notes**

Whilst the overall financial situation for the Business Unit as a whole is satisfactory, there are some significant variations between different services. The variances are being investigated but principally relate to the impact of diversion of resources to flood recovery work, and the system of CTS internal recharges which is being reviewed during 2005/06.

Within the above figures, capital fees totalling £44,000 have been charged and this is the extent to which CTS have not been base budgeted during 2004/05. This will continue to be monitored during 2005/06.

1. Management position vacant due to long term absence
2. Capital work carried forward into 2005/06. Resources directed to flood recovery and no fees yet charged to insurers.
3. Insurance provision reduced by £50,000, due to level of claims.
4. External income reduced due to overall reduction in CHA contract.
5. Increased external income.
6. Increased external income and considerable increase in Council special collection scheme.
7. This includes a £90,000 duplicate budget provision which has been deleted for 2005/06 and also includes £32,000 grant from DEFRA

## 2004/05 REVENUE OUTTURN

### PLANNING SERVICES

	Total	Notes
Revised Budget	1,030,650	
Actual	<u>1,041,842</u>	
Variance as at 31/3/05	<u>11,192</u>	
 <u>Analysis of Main Variances</u>		
Development control income (budget revised)	58,632	1
Local Plans - salaries	(9,081)	
Local Plans - Morton Enquiry	(25,000)	
Local Plans - Stage 2	(9,476)	
Environmental Grants	(19,737)	
Disabled Access Grants	(3,900)	
Development control salaries	(10,089)	
Miscellaneous	29,843	2
	<u>11,192</u>	
 <u>Committed Expenditure carried forward to 2005/06</u>		
Local Plans - Morton Development Enquiry	25,000	
Local Plans Stage 2	9,400	
Local Plans - Environmental Grants paid out	19,700	
Disabled Access Grants	1,900	
Total Committed Expenditure carried forward to 2005/06	<u>56,000</u>	
Variance after Committed Expenditure	<u>67,192</u>	
 <u>Requests for New Items of Expenditure</u>		
Total Requests for New Items of Expenditure	<u>0</u>	
Variance after Carry Forward Requests	<u>67,192</u>	

### Notes

1. The first half of 2004/05 showed an upturn in activity in Development Control and income budgets were increased by £100,000. However, the second half of the year saw a sharp fall in applications submitted, particularly between January to March. It is difficult to estimate how much of this can be attributed to the flood, but there was a reduction of 27%. The total income achieved exceeded the original budget but fell short of the revised budget. It should be noted that the drop in applications may affect future awards of funding from Planning Delivery Grant, which is awarded on the basis of ability to meet targets and improve performance on the previous year. Any reduction in grant may be offset by higher fees, which have been increased by at least 20% for 2005/06.

2. A number of small overspends contribute to the miscellaneous overspend shown above. These are mainly due to increased costs associated with the increased number of applications received by the Business Unit in 2004/05. This is reflected in the additional income received against the **original** budget for the year.



**2004/05 REVENUE OUTTURN****ECONOMIC & COMMUNITY DEVELOPMENT SERVICES**

	Total	Notes
Revised Budget	3,091,880	
Actual	<u>2,876,071</u>	
Variance as at 31/3/05	(215,809)	

**Analysis of Main Variances**

Post 14 Higher Education	(52,155)
Enterprise Agency Grant	(20,380)
Community Regeneration Officer	(21,789)
Brampton Business Centre	(14,550)
Tourism (Christmas Lights)	(14,696)
Pirelli Rally	(13,500)
TIC	12,293
Equalities & Diversity Project	(10,000)
Community Support	(18,250)
Play & Young People	(5,014)
Community Centres	(14,849)
Advice & Advocacy Team	(23,576)
Town Twinning	(28,975)
Miscellaneous	9,632
	<u>(215,809)</u>

**Committed Expenditure carried forward to 2005/06**

Project Management fees & repairs - Longtown Dist Ent Trust	10,000
Post 14 Higher Education (period Aug 04 to Mar 06)	51,390
Rural Support Officer maternity cover	2,320
Update Industrial Estates Tenants' database	1,080
Brampton Business Centre - FE/HE initiative (Learning City)	1,230
Response & Recovery Programme	7,200
Regeneration Officer (3 yr contract: Sept to August each year)	14,970
Enterprise Agency Service Grant - redundancy support	20,380
Brampton Business Centre	7,470
Christmas Lights	16,500
Pirelli Rally (takes place in May 05)	13,500
Benefits Advice Centre -community support advice salaries	1,200
Bits Park depot	3,000
Community Development - multi cultural diversity project	6,250

Grants for Leisure	3,500
Community Support - transfer to Town Twinning	1,500
Equality & Diversity Project	10,000
Children & Young People arts project	6,550
Community Centres additional pay	1,700
Municipal Maintenance - Belah Community Centre	960
Benefits Advice Centre additional pay	2,000
Benefits Advice Centre recharge of pooled transport	1,000
Town Twinning	28,650
Enterprise Centre - maintenance & repairs	4,000
<b>Total Committed Expenditure carried forward to 2005/06</b>	<u><b>216,350</b></u>

<b>Variance after Committed Expenditure</b>	<u><b>541</b></u>
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**Requests for New Items of Expenditure**

Grants for leisure	2,000
Community Development - multi cultural diversity project	1,000
Children & Young People arts project	1,000
Benefits Advice Centre additional pay	1,000
<b>Total Requests for New Items of Expenditure</b>	<u><b>5,000</b></u>

<b>Variance after Carry Forward Requests</b>	<u><u><b>5,541</b></u></u>
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**2004/05 REVENUE OUTTURN****CULTURE, LEISURE & SPORT SERVICES**

	Total	Notes
Revised Budget	5,351,770	
Actual	4,913,100	
Variance as at 31/3/05	(438,670)	
<b><u>Analysis of Main Variances</u></b>		
2003/04 Spending bids	(230,895)	
Grounds/Landscape services	(2,525)	
Play Areas	(40,147)	
ECCP	0	
Horticultural maintenance	(12,263)	
Raffles Vision bid	(9,833)	
Maintenance - Amenity Areas	(3,432)	
Parks Development	(11,949)	
Parks & Open Spaces	(28,842)	
Repairs & Maintenance - Parks/Pools/Sands/Outdoor Rec	(45,682)	
Multi Sports area	(37,230)	
Football general expenses	(9,230)	
Sports development	(12,454)	
Tullie House	2,306	
Miscellaneous	3,506	
	(438,670)	
<b><u>Committed Expenditure carried forward to 2005/06</u></b>		
2003/04 & 2004/05 Bid - Talkin Tarn	102,975	
2003/04 Bid - Sheepmount Fire Hydrant	27,000	
2003/04 Bid - Theatre/Arts Centre Review	26,000	
2003/04 Bid - Tullie House Trust	27,760	
2003/04 Bid - Feasibility Study	46,460	
2003/04 Bid - Museum/Arts Development Plan	9,520	
Play area equipment/fencing/gates	52,789	
Raffles Vision	10,000	
Petteril Bank railing repairs/Parks tarmac work	17,750	
Replacement of play equipment	7,500	
Multi Sports Areas - on-going project	37,200	
Completion of footbridge deck - Caldew	2,200	
Tullie House/Millennium Gallery maintenance & repairs	5,240	
Museum - Grounds Cleaning/Security	5,490	
Fit for Life (salary/mileage) - on-going 3 year project	4,900	
Professional Update tuition	550	
Coach development grants	2,410	
Community Sport leaflets	5,000	
Municipal Maintenance - Pools roofing works	10,000	
<b>Total Committed Expenditure carried forward to 2005/06</b>	<b>400,744</b>	
<b>Variance after Committed Expenditure</b>	<b>(37,926)</b>	
<b><u>Requests for New Items of Expenditure</u></b>		
Parks & Countryside	29,000	
Football/Athletics development - conversion of office	9,000	
<b>Total Requests for New Items of Expenditure</b>	<b>38,000</b>	
<b>Variance after Carry Forward Requests</b>	<b>74</b>	



**2004/05 REVENUE OUTTURN****ENVIRONMENTAL PROTECTION SERVICES**

	<b>Total</b>	<b>Notes</b>
Revised Budget	2,394,370	
Actual	<u>2,222,020</u>	
Variance as at 31/3/05	<u>(172,350)</u>	
<b><u>Analysis of Main Variances</u></b>		
Training & recruitment	(15,291)	
Environmental Protection	(17,364)	
Dog Policy	(27,460)	
Food	(31,337)	
Hostels	21,251	
Supporting People	46,426	
Homelessness	(54,861)	
Housing & Health Strategy	(14,678)	
Strategic Housing	(26,207)	
Housing Regeneration	22,951	
Crematorium energy costs	(27,761)	
Cemeteries - horticultural maintenance	(19,337)	
Cemeteries - repairs & maintenance	(15,961)	
Cemetery/Crematorium income	12,759	
Miscellaneous	<u>(25,480)</u>	
	<u>(172,350)</u>	
<b><u>Committed Expenditure carried forward to 2005/06</u></b>		
Managers' acting up allowances (agreed by S Forum)	10,000	
Environmental Protection professional update fees	700	
Environmental Protection - Equipment & materials/Air Quality	2,310	
Water sample analysis	2,670	
Dog Policy specialist equipment/general expenses	23,000	
Food salaries - bursary/training for student placement	10,000	
Implementation of HACCP regulations	10,000	
Hostel salaries - London Rd & John St.	14,500	
Homelessness Special Needs Officer (18 month post)	12,200	
Strategy Officer salaries	10,800	
Health Action Zone (ongoing project)	4,400	
Strategic Health - Enabling Officer (appointed mid year)	11,900	
Strategic Health - gen exps (re appointment of Enabling Officer)	2,500	
Housing Regeneration Market Factor Supplement	10,000	
Crematorium - extend fire alarm & emergency lighting	6,000	
Pest Control equipment	870	
Agency fees from Renovation Grants (income budget)	<u>(55,760)</u>	
<b>Total Committed Expenditure carried forward to 2005/06</b>	<u>76,090</u>	
<b>Variance after Committed Expenditure</b>	<u>(96,260)</u>	
<b><u>Requests for New Items of Expenditure</u></b>		
Vacancy to fund air quality management consultants	13,240	
Food Safety IT database maintenance	1,900	
Housing Regeneration office accommodation	20,000	
Additional recruitment funding	10,000	
<b>Total Requests for New Items of Expenditure</b>	<u>45,140</u>	
<b>Variance after Carry Forward Requests</b>	<u>(51,120)</u>	

**2004/05 REVENUE OUTTURN****CARRY FORWARD REQUESTS 2004/05: NEW ITEMS OF EXPENDITURE**

	£
<b>CULTURE, LEISURE &amp; SPORT SERVICES</b>	
<u>Parks &amp; Countryside</u> Replacement of damaged trees and dangerous allotment fences due to storm damage. Fencing which has been damaged or is vandalised would previously have been replaced on an annual basis. Grounds staff were reassigned to flood clearance duties.	29,000
<u>Football/Athletics Development</u> As a result of the Sheepmount Development, a new member of staff has been recruited to the section. The carry forward is to fund new furniture and enable an open plan office to be created. Underspend on general expenses.	9,000
<b>ECONOMIC AND COMMUNITY DEVELOPMENT</b>	
<u>Grants for Leisure</u> Due to delay in the process due to the flood. Requested to cover back log of grants and to reinforce 2005/06 budget after re-distribution to Area Working	2,000
<u>Community Development - multi cultural diversity project</u> Plans for this project were abandoned due to the flood. Requested to refit exhibition trailer with audio visual material.	1,000
<u>Children &amp; Young People arts project</u> Project due to start in January but delayed because of flood (uncommitted element of budget).	1,000
<u>Benefits Advice Centre additional pay</u> Underspend on recharge of pooled transport. Requested to cover cost of temporary Advice worker post recruited to help deal with workload arising from floods.	1,000
<b>ENVIRONMENTAL PROTECTION SERVICES</b>	
<u>Environmental Protection</u> Requested to part fund the cost of Management Consultants to carry out Air Quality modelling work in relation to the council's Local Air Quality Management responsibilities. Underspend caused by vacancies pending new appointments.	13,240
<u>Environmental Protection/Food</u> Underspend due to vacant posts and the difficulty in recruiting suitably trained officers. Requested to fund a relocation package in excess of Member Support budget allocation.	10,000
<u>Food Safety</u> Requested to fund the on going upgrade and maintenance of the Food Premises database to provide accurate statistical information, both internally and to the Food Standards Agency.	1,900
<u>Housing Regeneration</u> Underspend from staff vacancies as a result of difficulty in recruiting a suitable qualified officer. Requested to provide office accommodation to deliver the Housing Strategy and work required by Building Control to meet Health & Safety standards.	20,000



<b>EXECUTIVE MANAGEMENT</b>	
There is a salary underspend as a result of the Town Clerk vacancy and this is requested to fund the organisational review.	32,400
<b>Joint Neighbourhood Forum</b>	
Support for one year pilot of Joint Neighbourhood Forum in 2005/06, to be part funded by a surplus on the Executive Director budget.	8,000
<b>LEGAL &amp; DEMOCRATIC SERVICES</b>	
<b>Civic Admin</b>	
An underspend on catering provisions as a result of fewer than anticipated civic events is requested to be carried forward to fund new civic robes for the Chief Executive.	2,500
<b>Municipal Elections</b>	
There is an underspend on this budget as a result of the contribution to costs by virtue of the joint election. The carry forward is requested to fund the purchase and maintenance of a scanner.	4,000
<b>MEMBER SUPPORT &amp; EMPLOYEE SERVICES</b>	
<b>Employee Savings</b>	
The saving is due to the Overview & Scrutiny Officer working reduced hours during 2004/05. The carry forward request is to extend the temporary contract of the MS&ES admin assistant to March 2006.	5,900
<b>REVENUES &amp; BENEFITS SERVICES</b>	
<b>Revenues Contingency</b>	
The DWP grant is for improving service efficiency. In this case, it is likely to be required to relocate Benefits in the Civic Centre. A full report will be presented to the Executive before the grant is spent.	42,880
<b>Customer Contact Centre improvements</b>	
The DWP grant is for improving service efficiency. In this case, it is likely to be required to relocate additional Benefits staff within the Customer Contact Centre. A full report will be presented to the Executive before the grant is spent.	17,250
<b>STRATEGIC &amp; PERFORMANCE SERVICES</b>	
<b>Marketing Officer</b>	
Funding is requested to extend the temporary marketing officer post (fixed term due to end September 2005).	2,200
<b>Photography Costs</b>	
The freelance photographer currently used by the City Council has recently renegotiated his contract and the fees have now doubled. An up to date collection of images is important to promote the Council's services.	2,000
<b>Income for Corporate lecturn</b>	500
<b>Carlisle Focus</b>	
The budget for 2004/05 is showing an underspend and the request is to cover increased production and distribution costs in 2005/06 (paper prices will increase at a higher rate than inflation).	6,000
<b>TOTAL GENERAL FUND CARRY FORWARD REQUESTS</b>	<b>211,770</b>

## Electoral Registration Scanner

The computer package used to compile and maintain the electoral register employs document image processing as an integral part of the system. All registration forms, whether received during the annual autumn canvass or throughout the year under the monthly 'rolling registration' procedure, are scanned into the system. The scanned images can then be viewed onscreen to provide for efficient updating and retrieval of data and fast response to enquiries. Other documents and application forms can also be scanned and linked to individual household or elector records.

During the canvass period, the scanning process records the receipt of forms through the use of barcodes and automatically updates unchanged households; reminders to non-responding households are also generated. Prior to publication of the revised register in December, all changes to elector data are checked using the scanned images. These images are archived and are available to view for as many years as required. This means that less storage space is needed because the original forms do not have to be retained.

The current computer system and scanner were acquired in 2001. While the scanner is still functional, it is no longer under a maintenance contract and has been superseded. Replacement is sought before the canvass in September/October 2005 to ensure continuity in the electoral registration service.

David Mitchell  
Electoral Services Officer  
June 2005