

**CARLISLE
CITY COUNCIL**



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REPORT TO EXECUTIVE

PORTFOLIO AREA: POLICY, PERFORMANCE MANAGEMENT, FINANCE AND RESOURCES

Date of Meeting: 04 August 2003

Public

Key Decision: Yes

Recorded in Forward Plan: Yes

Inside Policy Framework

**Title: GENERAL FUND PROVISIONAL OUTTURN 2002/03 –
CARRY-FORWARD AND BID REQUESTS**

Report of: The Head of Finance

Report reference: FS28/03

Summary:

This report summarises those 2002/03 carry-forward requests and additional bids as previously considered by the Executive on 07 July 2003 (FS17/03) which were not approved at that meeting. More detail is provided to support these requests in the reports from individual Heads of Service following this report.

Recommendations:

The Executive are requested to:

- (i) consider the detail of the carry-forward requests totalling £1,237,419 as detailed in the individual reports elsewhere on the agenda for recommendation to Council on 09 September;
- (ii) consider the bids for additional resources totalling £15,000 non-recurring and £242,300 recurring as detailed in the individual reports elsewhere on the agenda for recommendation to Council on 09 September;
- (iii) note that the report will be considered by Corporate Resources Overview and Scrutiny on 13 August.

Contact Officer: Angela Brown

Ext: 7280

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

CITY OF CARLISLE

To: The Executive
04 August 2003

FS28/03

GENERAL FUND PROVISIONAL OUTTURN 2002/03 CARRY-FORWARD AND BID REQUESTS

1. **BACKGROUND**

- 1.1 This report summarises those 2002/03 carry-forward requests and additional bids as previously considered by the Executive on 07 July 2003 (FS17/03) which were not approved at that meeting. More detail is provided to support these requests in the reports from individual Heads of Service following this report.

2. **CARRY-FORWARD REQUESTS – CATEGORY B AND C**

- 2.1 The reports from Heads of Service detail requests as follows:

Appendix A – Category B Requests	£1,010,629
Appendix B – Category C Requests	£ <u>226,790</u>
	<u>£1,237,419</u>

These are all non-recurring requests funded from budgets approved in 2002/03 and have no impact of an ongoing nature.

3. **BIDS FOR RE-DIRECTION OF RESOURCES (VIREMENT)**

- 3.1 The reports from Heads of Service detail requests as follows.

3.2 Non-Recurring Bids:

	<u>£</u>	<u>Report of:</u>
IT Business System (MS&ES)	15,000	MS&ES
Total Non-Recurring	<u>15,000</u>	

This could be financed subject to Executive and Council approval from the surplus generated in 2002/03 and has no implications of an ongoing nature.

3.3 Recurring Bids:

	<u>£</u>	<u>Report of:</u>
Admin for Executive Management	40,000	TC & CE
Housing/Homelessness	30,000	Env Protection
Admin Support to MS&ES	20,000	MS&ES
Admin Support to Strategy & Perf.	16,300	Strategy & Perf.
IT Trainer/Consultant	36,000	MS&ES
Recruitment & Retention Fund	50,000	MS&ES
HR Development	50,000	MS&ES
	<hr/> 242,300	

These items could be financed through a virement from additional recurring income to a maximum of £200,000 identified in 2003/04 achieved as a result of improved debt recovery procedures for Housing Benefit overpayments. However if all the above were approved this would leave a deficit of £42,300 which would require supplementary funding. Also, the Executive need to be aware that if the base budget requirement were allocated to the above priority listed above, it will not be available for other budget priorities or deficits identified during the budget process.

4. **RECOMMENDATIONS**

4.1 The Executive are requested to:

- (i) consider the detail of the carry-forward requests totalling £1,237,419 as detailed in the individual reports elsewhere on the agenda for recommendation to Council on 09 September;
- (ii) consider the bids for additional resources totalling £15,000 non-recurring and £242,300 recurring as detailed in the individual reports elsewhere on the agenda for recommendation to Council on 09 September;
- (iii) note that the report will be considered by Corporate Resources Overview and Scrutiny on 13 August.

5. **IMPLICATIONS**

- Staffing/Resources – As set out in detailed reports.
- Financial – Included.
- Legal – None.

- Corporate – The report has been considered corporately.
- Risk Management – As set out in detailed reports.
- Equality Issues – As set out in detailed reports.
- Environmental – As set out in detailed reports.
- Crime and Disorder – As set out in detailed reports.

ANGELA BROWN
Head of Finance

Contact Officer: Angela Brown

Ext: 7299

Financial Services
Carlisle City Council
25 July 2003
AB/CH/FS28-03 GFPO CF Req Exec 4.8

CARRY FORWARD REQUESTS CATEGORY (A): 2002/03: REVENUE

BUSINESS UNIT	DESCRIPTION	£
COMMERCIAL & TECHNICAL SERVICES		
	Profits earmarked from CTS/CHA transfer (buildings accom.)	70,000
E46 8450 3430	Development briefs - Viaduct Estate	3,370
		73,370
CULTURE LEISURE & SPORT SERVICES		
R64 6740 3001	Play area improvements. Scheme delayed due to re-prioritisation of play areas to be improved.	8,000
R64 6740 3008	Play area improvements. Scheme delayed due to re-prioritisation of play areas to be improved.	4,000
R64 6740 3055	Play area improvements. Scheme delayed due to re-prioritisation of play areas to be improved.	14,000
		26,000
CUSTOMER & INFORMATION SERVICES		
P41 8447 3430	To progress Office Systems and Development scheme in 2003/04	24,100
P50 5261 3001	To upgrade switch equipment	3,770
P50 5261 3505	To upgrade switch equipment	13,230
		41,100
ECONOMIC AND COMMUNITY DEVELOPMENT SERVICES		
R33 0001 3430	Botcherby Healthy Living Project	12,500
L61 8432 3430	Border Visions Fund - Awaiting Northumberland County Council to set up joint fund	4,500
L63 8470 3430	Border Visions Fund - Awaiting Northumberland County Council to set up joint fund	500
		17,500
EXECUTIVE MANAGEMENT		
PA3 5220 3431	Funding for Consultant Executive Director Apr to Jun	30,000
		30,000
ENVIRONMENTAL PROTECTION SERVICES		
F37 8462 3433	To develop service post LSVT	6,000
F37 8497 2502	Clinical Exercise Transport - Local Health Group project	1,090
F37 8497 3426	Instruction - Local Health Group project	3,000
F37 8467 1100	Local Health Group - Energy Efficiency	5,400
F37 8467 3431	Local Health Group - Voluntary Sector Initiative	700
F37 8467 3432	Local Health Group - Research Target Initiative	13,500
		29,690

BUSINESS UNIT	DESCRIPTION	£
LEGAL & DEMOCRATIC SERVICES		
P05 5274 3430	Town Twinning - three year rolling cycle & programme agreed by Executive in 2002.	22,000
		22,000
MEMBER SUPPORT & EMPLOYEE SERVICES		
PO4 8495 3430	NPI Corporate Training 2003/04	10,000
		10,000
PROPERTY SERVICES		
L63 8105 3430	Legal costs for Kingmoor Park Properties	9,540
		9,540
REVENUES & BENEFITS		
P40 0001 3431	Customer Contact Centre	20,025
		20,025
TOTAL OVERALL GENERAL FUND CARRY FORWARD REQUESTS - CATEGORY (A)		279,225

CARRY FORWARD REQUESTS CATEGORY (B): 2002/03: REVENUE

BUSINESS UNIT	DESCRIPTION	£
COMMERCIAL & TECHNICAL SERVICES		
E43 1571 1001	Bus shelters general repairs	27,679
E20 0001 1011	CCTV cameras at North end of Devonshire Walk car park	5,760
E20 0001 3001	Install perimeter fencing at Devonshire Walk/Cecil St. car parks	13,830
E43 15963010	Civic remove lights /ground floor	5,000
		52,269
CULTURE LEISURE & SPORT SERVICES		
R65 6740 1065	Fencing at Hassall Street Allotments - finance required to complete the scheme	3,000
R63 6732 1070	Artwork & sign for Hammonds Pond - work still being carried out	2,500
R42 6281 3430	Support for Lottery funding applications - Carlisle Rugby Union (subject to funding from Sport England)	1,000
R42 6281 3430	Support for Lottery funding applications - Warwick Wanderers (subject to funding from Football Foundation)	1,000
R42 6282 3430	Printing of Carlisle Physical Activity & Sport Strategy 2003-08 (delay in strategy going to Council)	2,600
R42 0001 3735	Allocated coach education - individuals have 12 months to complete course & claim grant.	1,440
R20 6092 3431	To offset part of budget saving requirement for 2003/04	22,470
R55 00011093	Municipal R & M contract - Pools felt roof	3,100
R60 00011094	Municipal R & M contract - Melbourne Park fencing improvements delayed start due to ground conditions	2,000
R64 67401094	Municipal R & M contract - Play Area at Bitts Park	1,500
R68 67801093	Municipal R & M contract - Bitts Park Depot	4,650
R68 67801094	Municipal R & M contract - Bitts Park Depot	980
		46,240
CUSTOMER INFORMATION SERVICES		
P41 0001 0101	To fund extended temporary contract	25,000
		25,000

BUSINESS UNIT	DESCRIPTION	£
ECONOMIC AND COMMUNITY DEVELOPMENT SERVICES		
R33 0001 3430	Belah Community facility improvements & office redevelopments	6,000
L40 8474 3430	Tourism Pump Priming Scheme - allocation not utilised due to external funding	6,500
L61 8486 3430	Finalisation of Longtown MTI action plan - match funding in Carlisle South (awaiting NWDA funds)	20,000
L63 0001 0101	Fund balance of rural Community Support Officer's post to make full time	11,450
		43,950
ENVIRONMENTAL PROTECTION SERVICES		
E33 0001 3909	Shared costs of Bus Station Conveniences for 2002/03, pending agreement with bus company	18,340
E31 1513 3312	Healthy Eating Curry chef & National Food Safety Week	3,009
E36 0001 1093	Willowholme glass	1,400
F32 4394 3431	Consultants work on homelessness	6,079
R66 6772 1094	Crematorium repairs	380
E33 0001 1093	Dalston Toilet refurbishment	14,000
		43,208
EXECUTIVE MANAGEMENT		
PA3 5220 0101	Office equipment & set up costs for Executive Directors & Admin.	15,000
PA3 5220 0101	Temporary Scale 4 for 12 months	19,240
PA3 5220 0101	Temporary Scale 1/2 for 12 months	15,460
		49,700
FINANCIAL SERVICES		
P42 5239 3433	To fund computer audit programme in 2003/04 - work committed from salary savings 2002/03	5,800
P42 5236* 0101	To fund additional temporary resources for ledger projects and grant monitoring	31,590
P69 0011 3430	To progress risk management schemes in 2003/04 re Risk Management Group	115,590
		152,980
LEGAL & DEMOCRATIC SERVICES		
P52 5280 8303	Land Charges - assistance for installation of new system	6,300
PA1 5223 0101	Admin. budget to be vired to provide cover for long term absence	3,000
PA1 5223 3330	Admin. furniture budget to be used on new IT - already ordered	13,000
PA1 5223 3430	Balance of above for carpets & new filing system/fittings required due to move.	2,000
PA4 5221 3401	Legal fees	10,100
PA4 5221 3401	New IT equipment for legal services already ordered.	4,000
		38,400

BUSINESS UNIT	DESCRIPTION	£
MEMBER SUPPORT & EMPLOYEE SERVICES		
P04 0001 0607	Provision of Member Development programme including induction for new members in 2003/04.	12,157
P09 0001 0605	Member Development programme: venues, training fees etc (programme behind schedule)	12,171
PA5 8446 0111	Job Evaluation Programme	55,840
PA5 0001 0101	To fund Personnel Assistant to 7/6	5,180
PA5 5234 4017	To fund Personnel Assistant to 7/6	1,440
PA5 5225 0101	To fund administrative support (temp)	14,400
		101,188
PLANNING SERVICES		
E51 0001 0111	Honorarium re planning applications at Greensyke	720
E40 1560 3712	Grants approved in 2002/03, work commenced but not completed	4,592
E54 8482 3430	Heritage Economic Regeneration Scheme (HERS) - grants still to be awarded	135,000
E54 8043 3430	Heritage Economic Regeneration Scheme (HERS) - grants still to be awarded	10,000
E54 1699 3443	Heritage Economic Regeneration Scheme (HERS) - grants awarded but not yet paid	22,860
E54 1699 3712	Heritage Economic Regeneration Scheme (HERS) - grants awarded but not yet paid	50,322
		223,494
PROPERTY SERVICES		
E49 1946 0101	Salary regradings & recruitment over seven year phase	70,000
		70,000
REVENUES & BENEFITS		
P31 5167 0201	Government ring fenced grant for penion credits and other benefits initiation	26,230
P31 0001 3000	Government ring fenced grant for penion credits and other benefits initiation	34,816
P31 0001 3701	Government ring fenced grant for penion credits and other benefits initiation	11,100
E41 0001 0111	Passes now issued every three years plus	4,394
P22 0001 0101	Requirement to upgrade VDU base units to operate updated windows operating system	5,000
P22 5160 0101	Requirement to upgrade VDU base units to operate updated windows operating system	15,000
		96,540
STRATEGIC & PERFORMANCE SERVICES		
PA3 5229 3473	Establish the corporate image library	2,000
PA3 5229 3476	Photography for corporate uses	2,500
PA3 5229 3475	Citizenship packs (as per corporate plan)	2,500
PA3 5229 3473	Design costs for voter campaign (April 2003)	1,000
PA3 5140 3430	Funding delayed Best Value reviews & Performance Management Software	59,660
		67,660
TOTAL OVERALL GENERAL FUND CARRY FORWARD REQUESTS - CATEGORY (B)		1,010,629

CARRY FORWARD REQUESTS CATEGORY (C): 2002/03: REVENUE

BUSINESS UNIT	DESCRIPTION	£
CULTURE LEISURE & SPORT SERVICES		
R62 6731 4029	Computer software for tree database re risk management to fulfil Health & Safety requirements	5,000
R42 8334 3430	Support for Lottery projects	3,500
R63 6732 1070	Extension to Aviary at Hammonds Pond	1,500
		10,000
CUSTOMER INFORMATION SERVICES		
P41 0001 3011	UPS enhancement	9,000
		9,000
ECONOMIC AND COMMUNITY DEVELOPMENT SERVICES		
L63 4976 8129	West Coast Rail 250 Campaign (on-going)	8,150
		8,150
ENVIRONMENTAL PROTECTION SERVICES		
E31 1508 3323	Neighbourhood Dog Watch schemes & promotions	11,304
E31 1508 3430	Neighbourhood Dog Watch schemes & promotions	9,701
E58 0001 0101	Preparation for transfer of Liquor Licensing	6,692
E58 0001 3401	Preparation for transfer of Liquor Licensing	3,724
E58 0001 8305	Support for housing function	15,187
F32 4394 0111	Hostel Review & Supporting People contracts following LSVT	6,410
F32 4394 0423	Hostel Review & Supporting People contracts following LSVT	3,510
F32 4394 0101	Hostel Review & Supporting People contracts following LSVT	11,200
F32 4394 0103	Hostel Review & Supporting People contracts following LSVT	570
F11 0001 3710	Grant funding redirected towards Youth Homelessness project	21,400
F32 4395 1102	Develop hostel service per review & supporting people	1,102
F32 4394 3330	Replacement of furniture	1,000
		91,800

APPENDIX B

BUSINESS UNIT	DESCRIPTION	£
LEGAL & DEMOCRATIC SERVICES		
PA4 5221 0101	Provide staffing resources to support committee services during implementation of Committee MIS	16,770
PA1 5222 0101	Provide staffing resources to support committee services during implementation of Committee MIS	4,260
PA2 5231 0101	Provide staffing resources to support committee services during implementation of Committee MIS	3,860
		24,890
MEMBER SUPPORT & EMPLOYEE SERVICES		
PA5 5232 0101	To support Corporate Health & Safety policy	4,130
		4,130
PLANNING SERVICES		
E52 8493 3430	Morton Planning Enquiry (lack of Environmental Statements caused delay) - enquiry to take place 2003/04	25,000
E54 0001 0890	Balance of DEFRA money c/f from last year to be used for furniture when new accommodation available	12,800
		37,800
REVENUES & BENEFITS		
P31 5166 8150	H & S issue: Improving airflow in Benefits office	17,500
		17,500
STRATEGIC & PERFORMANCE SERVICES		
PA3 5229 3475	Branding manual (necessary to fulfil aim for corporate identity)	3,500
PA3 5226 0101	Maternity cover and Peer Challenge	20,020
		23,520
TOTAL OVERALL GENERAL FUND CARRY FORWARD REQUESTS - CATEGORY (C)		226,790