



To: Executive Councillor for Customer Services and Resources: Councillor Julie Smith  
Report by: Chief Executive, Director of Customer & Community Services, Director of Environment and Director of Resources  
Relevant scrutiny committee: Strategy & Resources 21 Jan 2013  
Wards affected: All Wards

### Strategy and Resources - Customer Services & Resources Portfolio

- Revenue and Capital Budgets 2012/13 (Revised)
- 2013/14 (Budgets) and 2014/15 (Forecast)

### Key Decision

#### 1. Executive summary

##### Revenue and Capital Budgets

- 1.1 The following report sets out the overall base revenue and capital budget position for the Customer Services & Resources Portfolio. The report compares the proposed 2012/13 Revised Budget to the budget as at September 2012 and details the budget proposals for 2013/14 and 2014/15.

#### 2. Recommendations

The Executive Councillor is recommended to:

##### Review of Charges:

- a) Approve the proposed charges for this portfolio's services and facilities, as shown in Appendices B1 – B3 to this report.

##### Revenue Budgets:

- b) Approve, with any amendments, the current year funding requests and savings, (shown in Appendix A) and the resulting revised revenue budgets for 2012/13 (shown in Section 3, Table 1) for submission to the Executive.
- c) Agree proposals for revenue savings and unavoidable bids, as set out in Appendix C.

- d) Agree proposals for bids from external or existing funding, as set out in Appendix D.
- e) Agree proposals for Priority Policy Fund (PPF) bids, as set out in Appendix E.
- f) Approve the budget proposals for 2013/14 as shown in Section 3, Table 2, for submission to the Executive.

**Capital:**

- g) Seek approval from the Executive to carry forward resources from 2012/13, as detailed in Appendix G, to fund re-phased capital spending.
- h) Approve capital bids, as identified in Appendix H, for submission to the Executive for inclusion in the Capital & Revenue Projects Plan or addition to the Hold List, as indicated.
- i) Confirm that there are no items covered by this portfolio to add to the Council's Hold List, for submission to the Executive.
- j) Approve the current Capital & Revenue Projects Plan, as detailed in Appendix J, to be updated for any amendments detailed in (g), (h) and (i) above.

### **3. Background**

- 3.1 At its meeting on 25 October 2012, Council gave initial consideration to the budget prospects for the General Fund for 2013/14 and future years. Since the Medium Term Strategy (MTS) was agreed an error was discovered in the financial forecasts used to underpin the strategy and this resulted in future spending being understated by £2.3m.
- 3.2 The overall Budget Strategy Report (BSR) to Strategy & Resources Scrutiny Committee on 21 January 2013 will include a review of all the factors relating to the overall financial strategy that were included in the MTS including re-basing the budget to address this under-forecast of expenditure.
- 3.3 The MTS set an overall savings requirement for net expenditure of £569,700 for 2013/14 and this is the savings target that has been used as a starting point for the 2013/14 budget. The expectation was that service reviews would contribute to achievement of the council's savings targets and across the Council there has been a significant overachievement against this figure. The position against any service reviews within this portfolio is shown in paragraph 3.14.
- 3.4 For 2013/14 provision was made for a Priority Policy Fund (PPF) of £500,000 to provide funding for developments that demonstrate a significant contribution to the Council's Vision Statement, as set out in the Annual Statement. Where appropriate, PPF bids are listed in Appendix E.
- 3.5 The report to the Executive on 24 January 2013 may include details of the Government's Final Settlement for 2013/14. The announcement is likely to be made shortly after the conclusion of the consultation period, which ends on 15 January 2013.

- 3.6 The Executive at its meeting on 24 January 2013 will recommend capital bids for approval by Council. Items in the existing Capital & Revenue Projects Plan and Hold List will also be reviewed to identify any which are no longer required, or where the current indicated timing for spending is no longer accurate. The Capital & Revenue Projects Plan can then be revised to take account of any changes required.
- 3.7 Further work may be required on detailed budgets so delegation to the Director of Resources will be sought from Council for authority to finalise changes relating for example to the reallocation of departmental administration, support service and central costs, in accordance with the CIPFA Service Reporting Code of Practice for Local Authorities (SeRCOP).

### Revised Budget 2012/13

- 3.8 The following table sets out the proposed revised revenue budget for this portfolio in comparison with the September 2012 budget.

**Table 1: Revised Budget 2012/13**

<b>Total Net Budget</b>	<b>2012/13 Budget Sept 2012 £</b>	<b>2012/13 Revised Budget Jan 2013 £</b>	<b>Variation Increase/ (Decrease) £</b>
<b>Customer Services &amp; Resources Portfolio</b>	<b>(4,967,580)</b>	<b>(5,193,740)</b>	<b>(226,160)</b>
<b>Variation represented by:</b>			
<b>Technical Adjustments</b>			
- Virements			15,760
- Support Service/Rechargeable cost centres: recharge adjustments			157,400
- RB3221 Insurance Fund cash limit adjustment			(120,000)
- Other cash limit adjustments			25,560
<b>Total (Savings) / Bids (as per Appendix A)</b>			<b>(304,880)</b>
<b>Total Variance</b>			<b>(226,160)</b>

- 3.9 On 21 February 2013, Council will consider for approval the revised budget proposals for this portfolio (see Appendix A). The table above demonstrates, after budget transfers, a net reduction in the use of reserves of £304,880 compared to the position at September 2012.

- 3.10 Appendix F shows the resulting net revenue spending for 2012/13, including the Revised Budget items.

### **Review of Charges**

- 3.11 Proposals for the review of charges for this portfolio are presented at Appendix B. The effects of any proposed changes have been included in the base budget projections.

### **Budget 2013/14**

- 3.12 A summary of the proposed budget for 2013/14 for this portfolio is shown in Table 2. This includes the effects of the proposed savings and unavoidable bids together with the impact of the proposed new charges.
- 3.13 The proposed savings and unavoidable bids, identified during the budget process, are detailed in Appendix C.

### **Service Reviews**

- 3.14 The anticipated net savings resulting from service reviews are shown in Table 2 and detailed in Appendix C.

### **Overall Revenue Budget Position**

- 3.15 The approved budget proposals for this portfolio will be submitted to the meeting of Strategy & Resources Scrutiny Committee on 21 January 2013 and for consideration by the Executive at its meeting on 24 January 2013.
- 3.16 An overall summary of the budget proposals, as set out in this report, is shown below in Table 2.
- 3.17 Appendix F shows the resulting net revenue spending for 2013/14 and 2014/15, including the bids and savings (Appendix C) and Bids to Existing & External Revenue Funding (Appendix D) but excluding the Priority Policy Fund (PPF) bids (Appendix E), until these are approved.

**Table 2: Overall Budget Proposals**

<b>Savings and Bids</b>	<b>2013/14 Budget £</b>	<b>2014/15 Forecast £</b>
<b>Savings:</b>		
Service Reviews	(328,500)	(421,000)
Other	(157,830)	(97,830)
<b>Total</b>	<b>(486,330)</b>	<b>(518,830)</b>
<b>Bids:</b>		
Unavoidable	0	0
Other	0	0
<b>Total</b>	<b>0</b>	<b>0</b>
<b>Net savings/bids (see Appendix C)</b>	<b>(486,330)</b>	<b>(518,830)</b>

<b>Non Cash Limit Adjustments (see Appendix C (a))</b>	<b>(34,560)</b>	<b>0</b>
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<b>Bids to Existing &amp; External Revenue Funding (See Appendix D)</b>	<b>17,500</b>	<b>17,500</b>
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<b>Priority Policy Fund (PPF) Bids (See Appendix E)</b>	<b>48,200</b>	<b>48,200</b>
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### **Capital – 2012/13 Revised Budget, Capital Bids and 2013/14 Proposed Budget**

- 3.18 Appendix G shows the latest position against the 2012/13 Capital & Revenue Projects Plan at September 2012 for projects within this portfolio, with variances explained in detail in the accompanying notes. A variance of (£1,667,000) is anticipated of which (£1,661,000) is due to slippage. The remaining variance of (£6,000) relates to forecast net underspends on individual capital schemes and programmes.
- 3.19 Appendix H details the schemes, which have been identified as possible bids for the Capital & Revenue Projects Plan.
- 3.20 Appendix G (b) of the Medium Term Strategy, approved in October 2012, highlighted the need to review current Hold List items. There are currently no items on the Hold List for this portfolio.

3.21 Appendix J shows the Capital & Revenue Projects Plan for all the projects within this portfolio (including any approvals since the MTS was published in October 2012, but before any changes arising in paragraphs 3.18, 3.19 and 3.20 above).

## **Public Consultation**

3.22 In recent years, the Council's annual budget consultation has been conducted through quantitative surveys, such as the inclusion of relevant questions in the biennial Citizens Survey and a questionnaire in Cambridge Matters, the Council's residents' magazine. In these surveys, Cambridge residents had tended to identify the same services as priorities for Council expenditure.

3.23 This year the Council wanted to gain more in-depth understanding of the reasons residents regard certain services as a priority and view others as less important. The overall aim of the research was to gain a better understanding of the City Council services that local residents, businesses and voluntary groups regard as priority spending areas and those which are less important to them.

3.24 The 2012 Budget Consultation was undertaken by mruk research on behalf of Cambridge City Council in September 2012. It was conducted in the form of focus groups with residents – both face-to-face and online, and in depth interviews with businesses, voluntary and community groups. Questions covered the level of Council Tax, identification of those service areas that are most important and those that are less important, and those services that it was felt that the Council should not provide at all.

3.25 In broad terms, the results reflect previous surveys and participants regarded as essential the services covered by

- collecting rubbish and recycling,
- cleaning the streets and removing graffiti and,
- managing parks and public spaces
- environmental health services
- licensing – taxis, pubs and clubs
- planning for the future of the city

3.26 Important areas of service provision, as in previous years, included service areas such as:

- providing and promoting affordable housing
- the provision of housing advice and helping homeless people
- working with the police to tackle anti-social behaviour
- providing support and activities for older people, young people, disabled people and people from ethnic minorities

3.27 As previously, results showed that residents placed least importance on managing services such as:

- car parks
- the Corn Exchange
- tourist information centre and services for visitors
- running events such as Bonfire Night, the Big Weekend and the Folk Festival

3.28 Many residents felt that there were some services that could easily be provided by an alternative provider to the Council. However, many residents felt these services would be more of a priority if they benefit the Council, such as through revenue generation.

## **4. Implications**

All budget proposals have a number of implications. A decision not to approve a revenue bid will impact on managers' ability to deliver the service or scheme in question and could have staffing, equal opportunities, environmental and/or community safety implications. A decision not to approve a capital or external bid will impact on managers' ability to deliver the developments desired in the service areas.

### **(a) Financial Implications**

Financial implications of budget proposals are summarised in Table 2 above (see also Budget Setting Report 2013/14 – Council 21 February 2013).

### **(b) Staffing Implications**

See text above.

### **(c) Equal Opportunities Implications**

An Equality Impact Assessment has been undertaken in respect of budget proposals and a consolidated Assessment will be included in the Budget Setting Report which will be submitted to the Executive at its meeting on 24 January 2013.

### **(d) Environmental Implications**

Where relevant, officers have considered the environmental impact of budget proposals which are annotated as follows:

- +H / +M / +L: to indicate that the proposal has a high, medium or low positive impact.
- Nil: to indicate that the proposal has no climate change impact.
- -H / -M / -L: to indicate that the proposal has a high, medium or low negative impact.

### **(e) Consultation**

As outlined in 3 above, budget proposals are based on the requirements of statutory and discretionary service provision. Public consultations are undertaken throughout the year, a full list can be seen at:

<http://www.cambridge.gov.uk/ccm/content/consultations/2012-consultations.en>

### **(f) Community Safety**

See text above.

## 5. Background papers

These background papers were used in the preparation of this report:

- Medium Term Strategy 2012
- Budget Papers 2013/14

## 6. Appendices

In this Report:

- Appendix A – Revised Budget Items (2012/13)
- Appendix B1 – Review of Charges (2013/14) – Executive Councillor
- Appendix B2 – Review of Charges (2013/14) – Executive Councillor
- Appendix B3 – Review of Charges (2013/14) – Executive Councillor
- Appendix C – Savings and Bids (2013/14 to 2016/17)
- Appendix C (a) – Non Cash Limit Adjustments (2013/14 to 2016/17)
- Appendix D – Bids to Existing or External Revenue Funding (2012/13 to 2016/17)
- Appendix E – Priority Policy Fund (PPF) Bids (2013/14 to 2016/17)
- Appendix F – Revenue Budget (2012/13 to 2014/15)
- Appendix G – Capital Budget (2012/13)
- Appendix H – Capital Bids (2013/14 to 2016/17)
- Appendix I \* – Hold List
- Appendix J – Capital & Revenue Projects Plan
- Appendix K \* – Project Appraisals
- Appendix L \* – Earmarked Reserves

\* = Not applicable for this Portfolio.

## 7. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

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## 2013/14 Budget - Revised Budget (2012/13)

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Reference	Item Description	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	Contact
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## Revised Budget

## Strategy &amp; Resources - Customer Services &amp; Resources

RB2996	<b>Revenue and Benefit Services -Overpayments: Increase in benefit overpayments recovered from claimants no longer claiming benefit</b>	(65,000)	0	0	0	0	Alison Cole
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Estimated increase in recovery of housing benefit overpayments from claimants that are no longer claiming benefit. (See also SR3001).

RB2997	<b>Housing Benefits - one-off employee cost savings</b>	(20,000)	0	0	0	0	Alison Cole
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Net one-off employee cost savings primarily resulting from secondment arrangements.

RB2998	<b>Revenue and Benefits Services - Revenue Overheads Savings</b>	(55,000)	0	0	0	0	Alison Cole
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Savings made as a result of timing issues relating to the recruitment of vacant posts and pay differences on appointment.

RB3011	<b>Commercial Properties - increased net rental income</b>	(50,000)	0	0	0	0	Philip Doggett
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Forecast additional net rental income, reflecting rent reviews, lettings and lease renewals. (See also S3012).

RB3024	<b>Internal Audit</b>	(44,900)	0	0	0	0	Bridget Bishop
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Following a review of Internal Audit's employee budgets, savings of £44,900 have been identified for 2012-13, including a one-off saving due to a post being vacant for the year and savings on other employee-related costs. (See also S3025).

RB3061	<b>Learning and Development - £3,000 savings from LD operational budgets.</b>	(3,000)	0	0	0	0	Deborah Simpson
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Learning and Development: £3000 savings from LD operational budgets. In addition working with other authorities to explore shared services. (See also SR3133).

## 2013/14 Budget - Revised Budget (2012/13)

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Reference	Item Description	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	Contact
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## Revised Budget

RB3062	<b>Staff savings from streamlined recruitment process.</b>	(7,000)	0	0	0	0	0 Deborah Simpson
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HR Recruitment: We have streamlined the approvals and recruitment process which will deliver process efficiencies. Change in staffing establishment, post recently filled on fewer hours, generating £7,000 saving. (See also SR3134).

RB3063	<b>Health and Safety: £3,000 saving is from operational budgets.</b>	(3,000)	0	0	0	0	0 Deborah Simpson
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Health and Safety: £3,000 saving is from operational budgets. Consultancy budget reduced in line with anticipated spending levels. (See also SR3135).

RB3084	<b>Reduction in the budget for external audit fees</b>	(17,000)	0	0	0	0	0 Julia Minns
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The Audit Commission audit practice will cease to operate with effect from October 2012. Contracts for the external audit of public sector bodies have been awarded to the private sector following a regionally based tendering exercise and the associated scale fees have been reduced by 40% from those which previously applied. The reduction in 2012/13 represents a part year effect only. (See also S3083).

RB3087	<b>Reduction in bank charges budgets</b>	(16,500)	0	0	0	0	0 Julia Minns
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Increasing usage by the Council and its customers of electronic payments methods, in particular direct debit and BACs, has resulted in a reduction in overall bank charges incurred by the Council which can be offered up as a saving. The proposed saving represents the General Fund share of an overall estimated saving of £16,500. (See also S3088).

RB3112	<b>Land Charges</b>	(16,500)	0	0	0	0	0 Paul Boucher
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Forecast over achievement of income due to above budgeted income in October and November. (See also S3111).

RB3114	<b>Emergency Planning: £7,000 Saving from operational budgets.</b>	(7,000)	0	0	0	0	0 Deborah Simpson
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HR Emergency Planning: £7,000 saving is from operational budgets. Consultancy budget reduced in line with anticipated spending levels. (See also SR3132).

RB3213	<b>Reduced Tourist Information Centre rental income</b>	26,000	0	0	0	0	0 Emma Thornton
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## 2013/14 Budget - Revised Budget (2012/13)

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Reference	Item Description	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	Contact
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## Revised Budget

A range of factors outside of the service's control have affected the level of rental income due. These include that the income projection in 2012/13 was based on double the amount of external seating and a full 8 months of trading (the seating was only established end July). It therefore missed out on 4 months of the spring/summer season. In addition, it was an exceptionally poor summer weather-wise and footfall through the Tourist Information Centre has been down by approx 25%. This is consistent with other tourism businesses this year and is felt to be attributable to a reduction in visitors due to the Olympics. The rental income will need to be reviewed again as part of the 2013/14 MTS process.

RB3221	<b>Contribution to Insurance Fund for MMI Clawback Provision</b>	120,000	0	0	0	0	0 Karl Tattam
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In 1992/93 the Council's then insurers, Municipal Mutual Insurance (MMI), ceased taking new business and have since been in the process of being wound up. City Council claims paid and outstanding under this arrangement total approximately £1m. On 13 November 2012 the MMI Board of Directors reached the conclusion that a solvent run-off could no longer be foreseen. Control of the Company has now passed to a scheme administrator who will undertake a financial review of the Company and consider the extent to which any levy is to be imposed upon scheme creditors. Based on the latest information available, the Council may be required to repay approximately 12% of its relevant claims sum and, in accordance with correct accounting practice, must now set aside a provision for this amount.

RB3237	<b>Accountancy &amp; Support Services</b>	(23,000)					Julia Minns
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Underspend in provision for temporary staff and additional hours worked during peak workload periods

RB3244	<b>Interest</b>	(46,980)					John Harvey
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One off additional interest receipt for 2012/13.

RB3246	<b>Central Post Scanning Team</b>	(10,000)					Chris Bolton
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One off salary saving due to delay in recruitment.

RB3248	<b>HR Business Support &amp; Operations</b>	(10,000)					Deborah Simpson
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IT Supplies and Services - Review of budgets in line with anticipated spend by end March

RB3249	<b>Employee Travel Plan</b>	(1,000)					Deborah Simpson
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Review of budgets in line with anticipated spend by end March.

## 2013/14 Budget - Revised Budget (2012/13)

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Reference	Item Description	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	Contact
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## Revised Budget

RB3250	<b>Organisational Development</b>	(12,000)					Deborah Simpson
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Review of budgets across a number of areas in line with anticipated spend by end March.

RB3251	<b>Operations</b>	(13,000)					Deborah Simpson
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Childcare - Review of budgets in line with anticipated spend by end March.

RB3269	<b>Increase in Local Taxation costs recovered</b>	(30,000)	0	0	0	0	Kevin Jay
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This saving relates to an increase in anticipated court costs collected based on prior year trends.

<b>Total Revised Budget in Strategy &amp; Resources - Customer Services &amp; Resources</b>	<b>(304,880)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Revised Budget</b>	<b>(304,880)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Report Total</b>	<b>(304,880)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Review of Charges

## Conference/exhibition letting charges for Guildhall

<b>DAILY LETS:-</b>	<b>Charges 2012/13 *</b>	<b>Charges 2013/14 *</b>	<b>% Increase</b>
<b>COMMITTEE ROOMS 1 AND 2:</b>			
Morning or Afternoon (per session)	£119.33	£121.72	2.00%
Evening/Weekends/Bank Holidays (per hour)	£119.33	£121.72	2.00%
<b>COUNCIL CHAMBER:</b>			
Morning or Afternoon (per session)	£238.65	£243.42	2.00%
Evening/Weekends/Bank Holidays (per hour)	£143.19	£146.05	2.00%
<b>EXHIBITION AREA (Outside Council Chamber):</b>			
Monday to Friday, 9am to 5pm (per day)	£119.33	£121.72	2.00%
Saturday/Sunday, 9am to 5pm (per hour) + day rate	£45.46	£46.37	2.00%
Evening, after 5pm (per hour) + day rate	£45.46	£46.37	2.00%

\* All charges are subject to VAT.

## Review of Charges

## Standard letting charges for Guildhall

DAILY LETS:-	Charges 2012/13 *	Charges 2013/14 *	% Increase
<b>COMMITTEE ROOMS 1 AND 2:</b>			
Morning or Afternoon (per session)	£73.87	£75.35	2.00%
Evening/Weekends/Bank Holidays (per hour)	£73.87	£75.35	2.00%
<b>COUNCIL CHAMBER:</b>			
Morning or Afternoon (per session)	£119.33	£121.72	2.00%
Evening/Weekends/Bank Holidays (per hour)	£73.87	£75.35	2.00%
<b>EXHIBITION AREA (Outside Council Chamber):</b>			
Monday to Friday, 9am to 5pm (per day)	£119.33	£121.72	2.00%
Saturday/Sunday, 9am to 5pm (per hour) + day rate	£45.46	£46.37	2.00%
Evening, after 5pm (per hour) + day rate	£45.46	£46.37	2.00%

\* All charges are subject to VAT.

## Appendix B3

### Review of Charges

#### Markets

	Charges 2012/13	Charges 2013/14	% Increase
<b>Cambridge Retail Market</b>			
Monday - Friday rents			
Category A	15.89	16.21	2.01%
Category B	14.25	14.54	2.04%
Category C	13.09	13.35	1.99%
Saturday rents			
Category A	31.84	32.48	2.01%
Category B	27.64	28.19	1.99%
Category C	26.32	26.85	2.01%
Rates	2.15	2.19	1.86%
Sunday rent	23.93	24.41	2.01%
Rates	2.15	2.19	1.86%
<b>All Saints Craft Fair</b>			
Monday - Friday rents	14.15	14.43	1.98%
Saturday rent	29.35	29.94	2.01%
<b>All Markets - Administration Fees*</b>			
New applications - payable on receipt of each application.	0.00	10.00	New
Processing charge on successful applications.	0.00	25.00	New
Variations Fee - applicable for any changes that result in the production of a new licence.	0.00	10.00	New

\* Prices shown exclusive of VAT

## 2013/14 Budget - Savings &amp; Bids

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Reference	Item Description	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	Contact
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## Savings

## Strategy &amp; Resources - Customer Services &amp; Resources

S3012	<b>Commercial Properties - increased net rental income</b>		0	(40,000)	(40,000)	(40,000)	(40,000)	Philip Doggett
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Forecast additional net rental income, reflecting rent reviews, lettings and lease renewals. (See also RB3011).

S3022	<b>One-off savings to the City Council's election budget arising from income received for running County Council Elections 2 May 2013</b>		0	(60,000)	0	0	0	Gary Cliff
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As the costs of running the County Council Elections held on 2 May 2013 will be met by the County Council, a one-off saving will be made from the City Council's base elections budget. (See also B3068)

S3025	<b>Internal Audit - Employee Cost Savings</b>		0	(5,000)	(5,000)	(5,000)	(5,000)	Bridget Bishop
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Following a review of Internal Audit's employee budgets, ongoing savings of £5,000 have been identified. (See also RB3024).

S3083	<b>Reduction in the budget for external audit fees</b>		0	(34,000)	(34,000)	(34,000)	(34,000)	Julia Minns
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The Audit Commission audit practice will cease to operate with effect from October 2012. Contracts for the external audit of public sector bodies have been awarded to the private sector following a regionally based tendering exercise and the associated scale fees have been reduced by 40% from those which previously applied. (See also RB3084).

S3111	<b>Land Charges - Removal of Temporary Staff requirement</b>		0	(1,550)	(1,550)	(1,550)	(1,550)	Paul Boucher
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The Land Charge function transferred into the Business & Information Service (Environment) from May 2012 and there is no longer the requirement to hold a temporary staff budget, as key person dependency has now been removed following restructuring. (See also RB3112)

S3228	<b>Love Cambridge core funding</b>		0	(17,280)	(17,280)	(17,280)	(17,280)	Emma Thornton
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## 2013/14 Budget - Savings &amp; Bids

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Reference	Item Description	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	Contact
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## Savings

Following the success of the CBBid project in November 2012, the activity delivered by Love Cambridge will be transferred to the new BID company. Therefore Love Cambridge will cease to exist as of 31 March 2013 and the Council's contribution for core funding is no longer required. The CBBid project supported by Love Cambridge, delivers a long term sustainable model for City Centre Partnership working in Cambridge city centre.

S3235	Income from new commercial properties at Clay Farm	0	0	0	0	(80,000)	Philip Doggett
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The Clay Farm development incorporates commercial buildings and it is anticipated that these properties will generate an income stream from 2016/17 onwards.

<b>Total Savings in Strategy &amp; Resources - Customer Services &amp; Resources</b>	<b>0</b>	<b>(157,830)</b>	<b>(97,830)</b>	<b>(97,830)</b>	<b>(177,830)</b>	
<b>Total Savings</b>	<b>0</b>	<b>(157,830)</b>	<b>(97,830)</b>	<b>(97,830)</b>	<b>(177,830)</b>	

## 2013/14 Budget - Savings &amp; Bids

Appendix Page 3 of 6

Reference	Item Description	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	Contact
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## Service Reviews

## Strategy &amp; Resources - Customer Services &amp; Resources

SR2999	<b>Revenue and Benefits - Introduction of Risk Based Verification Policy</b>		0	(35,000)	(35,000)	(35,000)	(35,000)	Alison Cole
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Reduction of administrative costs arising from the introduction of Risk Based Verification for assessment of benefits claims.

SR3000	<b>Revenue and Benefit Services - Policy and Training Officer</b>		0	(17,000)	0	0	0	Alison Cole
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This is a saving that is realised by only partly filling a vacancy as a result of secondment, at the end of which, the employee will return to their substantive post.

SR3001	<b>Revenue and Benefit Services - Overpayments: Increase in benefit overpayments recovered from claimants no longer claiming benefit</b>		0	(20,000)	(20,000)	(20,000)	(20,000)	Alison Cole
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Estimated increase in recovery of housing benefit overpayments from claimants that are no longer claiming benefit. (See also RB2996).

SR3002	<b>Reduction in volume of Post Office payment cards produced</b>		0	(5,000)	(5,000)	(5,000)	(5,000)	Alison Cole
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Reduction in volume of Post Office payment cards produced (Council Tax) in favour of promoting cheaper methods of payment.

SR3004	<b>Customer Services - Service Delivery Savings</b>		0	(12,000)	(50,000)	(50,000)	(50,000)	Jonathan James
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Customer services have identified a number of non front line savings across the service that will not impact on service delivery including reduction in technology, training and management budgets.

SR3060	<b>HR Business Management: Savings on operational budgets of £5,000.</b>		0	(5,000)	(5,000)	(5,000)	(5,000)	Deborah Simpson
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HR Business Management: Savings on operational budgets of £5,000.

## 2013/14 Budget - Savings &amp; Bids

Appendix Page 4 of 6

Reference	Item Description	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	Contact
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## Service Reviews

SR3064	<b>Health and Safety and Emergency Planning: Fixed term contract post (H&amp;S and EP) ends in April 2014.</b>	0	0	(33,000)	(33,000)	(33,000)	Deborah Simpson
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Health and Safety and Emergency Planning: Fixed term contract post (H&S and EP) ends in April 2014. Saving is cost of post.

SR3067	<b>Increased revenue from the Tourism Service</b>	0	(40,000)	(40,000)	(40,000)	(40,000)	Emma Thornton
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Development of a new strategy with the new Visit Cambridge website to maximise income generated through on line activity. Reviewing of price structure on guided tours ticket prices. Review of current commercial ticket sales agreements and development of new commercial opportunities through the service.

SR3085	<b>Reduction in Accountancy Section overall staffing budgets</b>	0	(15,000)	(15,000)	(15,000)	(15,000)	Julia Minns
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This proposal is to reduce the overall staffing budgets within the Resources Department Accountancy Section following a review of the services provided. Services and support will be re-focussed to activities considered to be of highest risk and to meet statutory requirements.

SR3086	<b>Reduction in Accountancy Technical &amp; Systems Team staffing by 0.5 FTE</b>	0	(8,000)	(10,300)	(10,300)	(10,300)	Julia Minns
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This proposal is to reduce by 0.5 FTE the staffing level within the Accountancy Technical & Systems Team. The affected post was filled on a 2 year fixed term contract wef 20/06/11 pending the outcome of the Departmental and Support Services Review and achievement of a reduction in the userbase of the Council's financial management system resulting from centralisation of system input.

SR3088	<b>Reduction in bank charges budgets</b>	0	(16,500)	(16,500)	(16,500)	(16,500)	Julia Minns
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Increasing usage by the Council and its customers of electronic payments methods, in particular direct debit and BACs, has resulted in a reduction in overall bank charges incurred by the Council which can be offered up as a saving. The proposed saving represents the General Fund share of an overall estimated saving of £16,500. (See also RB3087).

SR3118	<b>Introduction of Internal Audit automated software</b>	0	0	(12,500)	(12,500)	(12,500)	Steve Crabtree
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## 2013/14 Budget - Savings &amp; Bids

Appendix Page 5 of 6

Reference	Item Description	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	Contact
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## Service Reviews

Estimated savings of £12,500 (on employee costs) could be made by the introduction of an automated audit software package in conjunction with Peterborough City Council, which will speed up the audit process. Proposals are to implement the software during 2013 and embed it during 2013-14. Savings will not be deliverable until the system is fully embedded during 2014-15.

SR3132	<b>Emergency Planning: Saving from operational budgets.</b>	0	(7,000)	(7,000)	(7,000)	(7,000)	Deborah Simpson
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HR Emergency Planning: £7,000 saving is from operational budgets. Consultancy budget reduced in line with anticipated spending levels. (See also RB3114).

SR3133	<b>Learning and Development - £3,000 savings from LD operational budgets.</b>	0	(3,000)	(3,000)	(3,000)	(3,000)	Deborah Simpson
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Learning and Development: £3,000 savings from LD operational budgets. In addition working with other authorities to explore shared services. (See also RB3061).

SR3134	<b>Staff saving from streamlined recruitment process.</b>	0	(7,000)	(7,000)	(7,000)	(7,000)	Deborah Simpson
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HR Recruitment: We have streamlined the approvals and recruitment process which will deliver process efficiencies. Change in staffing establishment, post recently filled on fewer hours, generating £7,000 saving. (See also RB3062).

SR3135	<b>Health and Safety: £3,000 saving is from operational budgets.</b>	0	(3,000)	(3,000)	(3,000)	(3,000)	Deborah Simpson
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Health and Safety: £3,000 saving is from operational budgets. Consultancy budget reduced in line with anticipated spending levels. (See also RB3063).

SR3155	<b>Design, Engineering and Facilities Service. Non replacement of post on retirement.</b>			(23,700)	(35,500)	(35,500)	Jim Stocker
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Retirement of Design, Engineering and Facilities Manager. Member of staff has indicated that they will be taking deferred retirement. (See also SR3156).

SR3222	<b>Customer Service Centre - reduced Opening Hours</b>	0	(135,000)	(135,000)	(135,000)	(135,000)	Jonathan James
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**2013/14 Budget - Savings & Bids**

Appendix Page 6 of 6

Reference	Item Description	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	Contact
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**Service Reviews**

Savings will be delivered through reducing Customer Services' hours of opening. Call volumes and visitors at the beginning and end of the day are low. It is not envisaged that there will be an adverse impact on service delivery. (Revised opening hours: Monday - 8 am - 5.15 pm, Tuesday - 9 am - 5.15 pm, Wednesday - 9 am - 6 pm, Thursday and Friday - 9 am - 5.15 pm.)

**Total Service Reviews in Strategy & Resources - Customer Services & Resources**

0	(328,500)	(421,000)	(432,800)	(432,800)
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**Total Service Reviews**

0	(328,500)	(421,000)	(432,800)	(432,800)
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**Report Total**

0	(486,330)	(518,830)	(530,630)	(610,630)
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**2013/14 Budget - Non Cash Limit Adjustments**

Appendix Page 1 of 1

Reference	Item Description	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	Contact
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**Non-Cash Limit Items****Strategy & Resources - Customer Services & Resources**

NCL3169	One-off Increase in DWP Housing Benefits Admin Subsidy Grant	0	(34,560)	0	0	0	0 Alison Cole
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The DWP Housing Benefits Admin Subsidy Grant for financial year 2013/14 will be £34,560 higher than forecast for the Medium Term Strategy (Subsidy Circular S5/2012).

**Total Non-Cash Limit Items in Strategy & Resources - Customer Services & Resources**

0	(34,560)	0	0	0
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**Total Non-Cash Limit Items**

0	(34,560)	0	0	0
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**Report Total**

0	(34,560)	0	0	0
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## 2013/14 Budget - Bids to External or Existing Funds

Appendix Page 1 of 1

Reference	Item Description	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	Contact
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## External Bids

## Strategy &amp; Resources - Customer Services &amp; Resources

<b>X3211</b>	<b>Contribution towards CBbid running costs</b>	17,500					Kevin Jay
	Fixed contribution towards the CBbid levy collection and software support and maintenance costs. Costs to be met from external funding (CBbid organisation). (See also X3212.)						
<b>X3212</b>	<b>Contribution towards CBbid running costs</b>	0	17,500	17,500	17,500	17,500	Kevin Jay
	Fixed contribution towards the CBbid levy collection and software support and maintenance costs. Costs to be met from external funding (CBbid organisation). (See also X3211.)						
<b>X3268</b>	<b>Clay Farm collaboration agreement costs</b>	20,000					Alan Carter
	Initial funding of costs in relation to the Clay Farm collaboration agreement. Costs will be recovered from the future capital receipt.						

<b>Total External Bids in Strategy &amp; Resources - Customer Services &amp; Resources</b>	<b>37,500</b>	<b>17,500</b>	<b>17,500</b>	<b>17,500</b>	<b>17,500</b>	
<b>Total External Bids</b>	<b>37,500</b>	<b>17,500</b>	<b>17,500</b>	<b>17,500</b>	<b>17,500</b>	
<b>Report Total</b>	<b>37,500</b>	<b>17,500</b>	<b>17,500</b>	<b>17,500</b>	<b>17,500</b>	

**2013/14 Budget - Bids to Priority Policy Fund**

Appendix Page 1 of 1

Reference	Item Description	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	Contact
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**PPF Bids****Strategy & Resources - Customer Services & Resources**

PPF3069	Customer Service Centre - Additional 2 FTE Customer Service Advisors	0	48,200	48,200	48,200	48,200	Jonathan James
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Additional 2 FTE Customer Service Advisors due to increased demand in calls and face to face across the majority of service areas and the impact of welfare reform.

<b>Total PPF Bids in Strategy &amp; Resources - Customer Services &amp; Resources</b>	<b>0</b>	<b>48,200</b>	<b>48,200</b>	<b>48,200</b>	<b>48,200</b>
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<b>Total PPF Bids</b>	<b>0</b>	<b>48,200</b>	<b>48,200</b>	<b>48,200</b>	<b>48,200</b>
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<b>Report Total</b>	<b>0</b>	<b>48,200</b>	<b>48,200</b>	<b>48,200</b>	<b>48,200</b>
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## Customer Services &amp; Resources Portfolio / Strategy &amp; Resources Scrutiny Committee

## Revenue Budget - 2012/13 to 2014/15

Service Grouping	2012/13 Original Budget £	2012/13 Budget September 2012 £	2012/13 Revised Budget January 2013 £	Variation Increase / (Decrease) £	2013/14 Budget £	2014/15 Forecast £
<b>Resources</b>						
Finance - General	(536,530)	(705,580)	(727,000)	(21,420)	(691,770)	(844,770)
General Properties and Grand Arcade	(7,261,180)	(7,261,870)	(7,328,870)	(67,000)	(7,171,160)	(7,405,960)
Procurement	0	0	0	0	0	0
Finance - Indirect	0	0	0	0	0	0
Systems Support - Indirect	0	0	0	0	0	0
Mill Road Support Services	0	0	0	0	0	0
Repairs and Maintenance (General Fund)	0	267,690	267,690	0	273,040	273,040
	<b>(7,797,710)</b>	<b>(7,699,760)</b>	<b>(7,788,180)</b>	<b>(88,420)</b>	<b>(7,589,890)</b>	<b>(7,977,690)</b>
<b>Other IT Spend</b>						
Flexible Working / IT Corporate Strategy / Document Image Processing	222,980	222,980	222,980	0	226,750	226,750
	<b>222,980</b>	<b>222,980</b>	<b>222,980</b>	<b>0</b>	<b>226,750</b>	<b>226,750</b>
<b>Human Resources</b>						
Employee Travel Plan	0	0	0	0	0	0
Childcare Voucher Scheme	0	0	0	0	0	0
GMB	0	0	0	0	0	0
Unison	0	0	0	0	0	0
Emergency Planning	0	0	0	0	0	0
Quality/Health and Safety Management - Indirect	0	0	0	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Chief Executive's</b>						
Democratic Services	297,110	297,640	297,640	0	243,660	303,660
	<b>297,110</b>	<b>297,640</b>	<b>297,640</b>	<b>0</b>	<b>243,660</b>	<b>303,660</b>
<b>Customer and Community</b>						
Cashiers	0	0	0	0	0	0
Customer Access Strategy - Set Up / Implementation	0	112,990	112,990	0	0	0
Customer Service Centre	0	0	0	0	0	0
Central Post Scanning Facility	314,880	284,240	274,240	(10,000)	285,820	285,820
Revenue and Benefit Services	1,982,110	1,991,380	1,821,380	(170,000)	2,083,600	2,111,960
	<b>2,296,990</b>	<b>2,388,610</b>	<b>2,208,610</b>	<b>(180,000)</b>	<b>2,369,420</b>	<b>2,397,780</b>
<b>Environment</b>						
Land Charges and Searches	(63,770)	(89,200)	(73,060)	16,140	(56,200)	(56,200)
Tourism	106,790	106,530	133,390	26,860	67,080	67,080
City Centre Management	131,050	131,050	131,780	730	117,910	117,910
Markets	(332,920)	(327,510)	(326,900)	610	(337,630)	(345,130)
Control of Street Trading	2,660	2,080	0	(2,080)	0	0
	<b>(156,190)</b>	<b>(177,050)</b>	<b>(134,790)</b>	<b>42,260</b>	<b>(208,840)</b>	<b>(216,340)</b>
<b>Direct Services Total</b>	<b>(5,136,820)</b>	<b>(4,967,580)</b>	<b>(5,193,740)</b>	<b>(226,160)</b>	<b>(4,958,900)</b>	<b>(5,265,840)</b>
<b>Support Services (net costs recharged to Departments)</b>						
Accountancy and Support Services	1,360,470	1,593,760	1,570,280	(23,480)	1,553,360	1,551,060
Other Support Services	255,590	237,730	237,730	0	234,710	234,710
Internal Audit	371,790	369,710	324,810	(44,900)	372,770	360,270
Human Resources	955,690	1,001,430	956,430	(45,000)	847,070	847,070
IT	2,865,460	2,696,500	2,686,570	(9,930)	2,794,160	2,794,160
Legal Services	930,890	927,610	937,550	9,940	953,860	953,860
Property and Building Services (including Admin Buildings)	3,907,480	3,413,000	3,434,220	21,220	3,437,300	3,230,400
Architects	198,210	196,440	196,440	0	190,030	190,030
	<b>10,845,580</b>	<b>10,436,180</b>	<b>10,344,030</b>	<b>(92,150)</b>	<b>10,383,260</b>	<b>10,161,560</b>
Recharged to Departments	(10,845,580)	(10,436,180)	(10,344,030)	92,150	(10,383,260)	(10,161,560)
<b>Support Services (net)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Net Budget</b>	<b>(5,136,820)</b>	<b>(4,967,580)</b>	<b>(5,193,740)</b>	<b>(226,160)</b>	<b>(4,958,900)</b>	<b>(5,265,840)</b>

Changes between original and revised budgets may be made to reflect:

- portfolio and departmental restructuring
- approved budget carry forwards from the previous financial year

**Customer Services & Resources Portfolio / Strategy & Resources Scrutiny Committee**

**Revenue Budget - 2012/13 to 2014/15**

- 
- technical adjustments, including changes to capital accounting
  - virements approved under the Council's constitution
  - additional external revenue funding not originally budgeted for

and are detailed and approved:

- in the June/July committee cycle (outturn reporting and carry forward requests)
  - in September (as part of the Medium Term Strategy (MTS))
  - in the January committee cycle (as part of the budget setting report)
- and via technical adjustments/virements throughout the year

## Strategy &amp; Resources Scrutiny Committee / Customer Services &amp; Resources Portfolio

## 2012/13 Capital Budget Position

Capital Ref	Description	Lead Officer	Original Budget 2012/13	2012/13 Budget as at September 2012	2012/13 Spend to the end of September 2012	Anticipated Spend October 2012 to March 2013	Anticipated Variance	Re-phase Spend	Forecast Over / (Under) Spend	Comments
			£000	£000	£000	£000	£000	£000	£000	
SC335	Customer Access Strategy - IT Workstream	C Bolton	0	76	30	46	0	0	0	eRevenues project. Estimated installation date - January 2013.  Automatic Payment Machine project. Contract has been awarded. The implementation work will commence in January 2013. The project is due to be completed in February 2013.
SC537	Additional Desks and Interview Room in Customer Service Centre	C Bolton	25	25	0	25	0	0	0	Work now completed. Awaiting final invoices.
SC538	Information Kiosks to be Installed in Local Area	C Bolton	25	25	0	25	0	0	0	Only one response to initial request for quotes. Re-tender is due to be completed in January 2013.
SC508	E-Benefits	A Cole	0	5	0	5	0	0	0	Awaiting final SERCO charges.
SC552	Localisation of Council Tax - Implementation Costs	A Cole	0	84	0	84	0	0	0	Purchase order for software has been raised. The project is on schedule.
SC391	La Mimosa Punting Station	P Doggett	0	10	0	10	0	0	0	Investigating possible match funding by punt operators.
SC427	Oracle Financials Server	J Minns	0	6	0	0	(6)	0	(6)	This project has now been completed and the balance of budget provided for implementation support is no longer required.
SC329	Corporate Document Management (DIP & EDRM)	J Nightingale	350	435	13	60	(362)	362	0	Re-examining project after Phase 1 completion. The plan is to establish this as a development fund, to which departments bid for project work. Future spend is therefore dependent on bids received.
SC429	Telephony System Upgrade	J Nightingale	50	50	0	15	(35)	35	0	Some work is now planned for financial year 2013/14.
SC541	Corporate PC Replacement Programme	J Nightingale	350	350	0	350	0	0	0	Programme is on schedule.

## Strategy &amp; Resources Scrutiny Committee / Customer Services &amp; Resources Portfolio

## 2012/13 Capital Budget Position

Capital Ref	Description	Lead Officer	Original Budget 2012/13	2012/13 Budget as at September 2012	2012/13 Spend to the end of September 2012	Anticipated Spend October 2012 to March 2013	Anticipated Variance	Re-phase Spend	Forecast Over / (Under) Spend	Comments
			£000	£000	£000	£000	£000	£000	£000	
SC550	Cambridge Future City Feasibility Study	J Nightingale	0	50	0	50	0	0	0	Project is on schedule.
SC312	Automated Energy Monitoring System	J Stocker	0	23	0	23	0	0	0	Issues to be resolved regarding contractual obligations for data collection and monitoring.
SC362	Lighting and Power in Committee Rooms	J Stocker	15	15	0	15	0	0	0	Lighting design being prepared.
SC507	Visit Cambridge Website	E Thornton	0	10	8	2	0	0	0	Project almost complete.
SC539	Metered System for the Supply of Electricity on the Market	A White	50	50	0	0	(50)	50	0	This scheme has been delayed, partly due to the long term sickness of key staff in the Markets Team. Also, due to the complex nature of this project, the possibility of obtaining project management support outside of the department is being investigated. In view of this it is likely that this project will not be delivered within this financial year
SC540	Electronic Market Management Software	A White	22	22	0	22	0	0	0	This project is progressing well and the successful supplier was appointed in November 2012. The project is expected to be implemented by the end of this financial year.
<b>Total Projects</b>			<b>887</b>	<b>1,236</b>	<b>51</b>	<b>732</b>	<b>(453)</b>	<b>447</b>	<b>(6)</b>	
SC554	Development of Land at Clay Farm	A Carter	0	2,523	0	2,113	(410)	410	0	Estimated first infrastructure payments under the Collaboration Agreement.

## Strategy &amp; Resources Scrutiny Committee / Customer Services &amp; Resources Portfolio

## 2012/13 Capital Budget Position

Capital Ref	Description	Lead Officer	Original Budget 2012/13	2012/13 Budget as at September 2012	2012/13 Spend to the end of September 2012	Anticipated Spend October 2012 to March 2013	Anticipated Variance	Re-phase Spend	Forecast Over / (Under) Spend	Comments
			£000	£000	£000	£000	£000	£000	£000	
SC192	Development Land on the North Side of Kings Hedges Road	P Doggett	182	182	1	79	(102)	102	0	A contractor for the remaining Stage 2 infrastructure works has now been appointed. Following receipt of revised estimates from the managing agent, budget of £102k needs to be re-phased to future financial years (£20k to 2013/14 and £82k to 2014/15).
SC221b	Lion Yard - Contribution to Works - Phase 2	P Doggett	1,793	1,817	274	926	(617)	617	0	This is a scheme whereby we contribute 25% of the overall cost of the capital works at Lion Yard. The Phase 2 works have begun on site and we are expecting the bulk of our share of the costs to be invoiced this financial year. Our current estimates are that our share of the costs will be under our budget but the final costings for the overall scheme are still to be verified so it is too early to declare a saving.
<b>Total Provisions</b>			<b>1,975</b>	<b>4,522</b>	<b>275</b>	<b>3,118</b>	<b>(1,129)</b>	<b>1,129</b>	<b>0</b>	
PR020	ICT Infrastructure Programme	J Nightingale	525	1,029	201	828	0	0	0	Programme is on schedule.
PR023	Admin Buildings Asset Replacement Programme	W Barfield	98	121	43	78	0	0	0	Programme is on schedule.
PR024	Commercial Properties Asset Replacement Programme	W Barfield	77	129	34	10	(85)	85	0	Budget of £85k needs to be re-phased to the 2013/14 financial year to correspond with the current work programme.

## Strategy &amp; Resources Scrutiny Committee / Customer Services &amp; Resources Portfolio

## 2012/13 Capital Budget Position

Capital Ref	Description	Lead Officer	Original Budget 2012/13	2012/13 Budget as at September 2012	2012/13 Spend to the end of September 2012	Anticipated Spend October 2012 to March 2013	Anticipated Variance	Re-phase Spend	Forecast Over / (Under) Spend	Comments
			£000	£000	£000	£000	£000	£000	£000	
PR003	City Centre Management Programme	E Thornton	20	20	0	20	0	0	0	Applications for this fund traditionally come in during the 3rd and 4th quarters of the financial year. If all expected applications are supported, there will be no underspend at year end.
<b>Total Programmes</b>			<b>720</b>	<b>1,299</b>	<b>278</b>	<b>936</b>	<b>(85)</b>	<b>85</b>	<b>0</b>	
<b>Total for Customer Services &amp; Resources Portfolio</b>			<b>3,582</b>	<b>7,057</b>	<b>604</b>	<b>4,786</b>	<b>(1,667)</b>	<b>1,661</b>	<b>(6)</b>	

## 2013/14 Budget - Capital Bids &amp; Funding

Appendix: Page 1 of 1

Reference	Description / Justification	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	Contact	Cftee Priority (Bids)
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## Strategy & Resources - Customer Services & Resources

### Capital Bids

#### Bids requiring funding

C3065	Installation of air conditioning units within the Tourist Information Centre	0	25,000	0	0	0	Emma Thornton	
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#### Requirement for Capital Funding (included above)

0	25,000	0	0	0
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The Tourist Information Centre has experienced ongoing issues with high temperatures since the service relocated to the old courtroom in September 2009. This has created a particularly uncomfortable environment for both staff & visitors to the service. At times high temperatures have had a direct impact on dwell time of visitors to the TIC and in turn the level of associated income. Various solutions have been attempted to better control the temperature but unsuccessfully. This project proposes the installation of an air conditioning solution. The project is in the early stages of investigation and given the listed nature of the building the full costs are not yet fully known. An estimated figure at this stage is £25K.  
[Bid to Reserves]

<b>Total Bids requiring funding</b>	0	25,000	0	0	0
<b>Requirement for Funding : Bids requiring funding</b>	0	25,000	0	0	0
<b>Total Strategy &amp; Resources - Customer Services &amp; Resources</b>	0	25,000	0	0	0
<b>Requirement for Funding : Strategy &amp; Resources - Customer Services &amp; Resources</b>	0	25,000	0	0	0

Capital-GF Projects												
Capital Ref - Cost Centre	Description	Lead Officer	Capital Scheme Approval (£000's)	Spend in Prior Years (£000's)	Current Year Budget (£000's)	2013/14 (£000's)	2014/15 (£000's)	2015/16 (£000's)	2016/17 (£000's)	Spend This Year to Sep 2012 (£000's)	Comments	
SC312 - 42054	Automated Energy Monitoring System	J Stocker	35	12	23	0	0	0	0	0	Approved at Scrutiny 17.1.06 £35k funded from Reserves.	
SC329 - 39097	Corporate Document Management (DIP & EDM)	J Nightingale	978	542	435	0	0	0	0	13	Included in MTS July 2006. Funding from HRA £147k, Efficiency Fund £172k, E/R £300, UOR £288k, TIF £71.	
SC335 - 42062	Customer Access Strategy - IT Workstream	C Bolton	773	539	76	0	0	0	0	30	CAS approved MTS July 06. See SC328.	
SC362 - 42082	Lighting and Power in Committee Rooms	J Stocker	15	0	15	0	0	0	0	0	£15k approved at Council 14.2.07 funded from UOR.	
SC391 - 42089	La Mimosa Punting Station	P Doggett	10	0	10	0	0	0	0	0	Approved at Council 21/02/08. £10k funded from Use of Reserves. Project Appraisal to Strategy & Resources 21/01/08.	
SC427 - 37020	Oracle Financials Server	J Minns	67	44	6	0	0	0	0	0	Approved Council 26.2.09, £67k from R&R	
SC429 - 42097	Telephony System Upgrade	J Nightingale	70	23	50	0	0	0	0	0	Approved Council 26.2.09, £70k from R&R.	
SC507 - 39140	Visit Cambridge Website	E Thornton	30	20	10	0	0	0	0	8	Approved at Council 17.2.11 £30k funded from TIF	
SC508 - 37021	E-Benefits	A Cole	47	42	5	0	0	0	0	0	Approved by Council 17.2.11. £40k from DWP grant and £7k Reserves.	
SC537 - 42103	Additional Desks & Interview Room in Customer Service Centre	C Bolton	25	0	25	0	0	0	0	0	Approved at Council Feb-2012. Funded from use of Reserves.	
SC538 - 42104	Information Kiosks to be installed in local area	C Bolton	25	0	25	0	0	0	0	0	Approved at Council Feb-2012. Funded from use of Reserves.	



Strategy and Resources Scrutiny Committee - Customer Services and Resources Portfolio - Capital and Revenue Projects Plan

Appendix J

Capital Ref - Cost Centre	Description	Lead Officer	Capital Scheme Approval (£000's)	Spend in Prior Years (£000's)	Current Year Budget (£000's)	2013/14 (£000's)	2014/15 (£000's)	2015/16 (£000's)	2016/17 (£000's)	Spend This Year to Sep 2012 (£000's)	Comments
SC539 - 39151	Metered system for the supply of electricity on the Market	A White	50	0	50	0	0	0	0	0	Approved at Council Feb-2012. Funded from use of Reserves.
SC540 - 39152	Electronic Market Management Software	A White	22	0	22	0	0	0	0	0	Approved at Council Feb-2012. Funded from the Technology Investment Fund (TIF).
SC541 - 42105	Corporate PC Replacement Programme	J Nightingale	350	0	350	0	0	0	0	0	Approved at Council Feb-2012. Funded from R&R.
SC550 - 38181	Cambridge Future City Feasibility Study	J Nightingale	50	0	50	0	0	0	0	0	MTS Oct 12 £50k TIF
SC552 - 37022	Localisation of Council Tax - Implementation Costs	A Cole	84	0	84	0	0	0	0	0	S&R July 12 £84k Reserves
SC555 - 38185	Siemens Maintenance Contract	T. Allen	75	0	75	0	0	0	0	0	S&R 15.10.12 £75k R&R
SC558 - 38188	Boiler Replacement at Mill Rd Admin Block	J Stocker	30	0	30	0	0	0	0	0	Council Oct 12 - £30k R&R
SC559 - 37023	CBBid Software	K Jay	20	0	20	0	0	0	0	0	Approved S&R 3 October 2012, funded from CBBid organisation
<b>Capital-GF Projects</b>			<b>2,756</b>	<b>1,223</b>	<b>1,361</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>51</b>	

**Capital-GF Provisions**

Capital Ref - Cost Centre	Description	Lead Officer	Capital Scheme Approval (£000's)	Spend in Prior Years (£000's)	Current Year Budget (£000's)	2013/14 (£000's)	2014/15 (£000's)	2015/16 (£000's)	2016/17 (£000's)	Spend This Year to Sep 2012 (£000's)	Comments
SC192 - 42027	Development Land on the North Side of Kings Hedges Road	P Doggett	5,568	5,173	182	74	140	0	0	1	Appr Strategy Nov 03 £22k Property Strategy Fund. £64k PSF for Stamp duty appr Jan 04. Add £11k appr Jan 06. Cap rec £2155k to purch land. MTS July 06 appr £2738 from Cap Rec. £20k appr Jan 07. Add £20k app Jul 09 £538k appr MTS 09.
SC221b - 42095	Lion Yard - Contribution to Works Phase 2	P Doggett	1,583	76	1,817	0	0	0	0	274	Approved at Full Council 21/02/08 (See SC221a). Additional funding of £757k approved S&R 1/9/08. £484k transferred from SC221a MTS 10.

Capital Ref - Cost Centre	Description	Lead Officer	Capital Scheme Approval (£000's)	Spend in Prior Years (£000's)	Current Year Budget (£000's)	2013/14 (£000's)	2014/15 (£000's)	2015/16 (£000's)	2016/17 (£000's)	Spend This Year to Sep 2012 (£000's)	Comments
SC554 - 38184	Development of land at Clay Farm	A Carter	5,212	0	2,523	1,092	786	582	229	0	Council Oct 12 Funded from Temp. UOR
<b>Capital-GF Provisions</b>			<b>12,363</b>	<b>5,249</b>	<b>4,522</b>	<b>1,166</b>	<b>926</b>	<b>582</b>	<b>229</b>	<b>274</b>	

**Capital-Programmes**

Capital Ref - Cost Centre	Description	Lead Officer	Capital Scheme Approval (£000's)	Spend in Prior Years (£000's)	Current Year Budget (£000's)	2013/14 (£000's)	2014/15 (£000's)	2015/16 (£000's)	2016/17 (£000's)	Spend This Year to Sep 2012 (£000's)	Comments
PR003 - 35516	City Centre Management Programme	E Thornton	174	337	20	20	20	0	0	0	Since approved at Council 2008 - Funding for programme timescales revised to run through until 2010/11, resources for 2011/12 transferred to available funding as approved at Full Council 21/02/08.
PR020 - 42061	ICT Infrastructure Programme	J Nightingale	2,470	1,033	1,029	211	300	220	0	201	Programme of £960k over 5 years from 2006/07 funded from R&R approved MTS July 2006. £580 transferred to specific projects Nov 06. Programme extended to 2013/14 MTS 2009. Further £1810k R&R funding approved Feb 10.
PR023 - 42090	Admin Buildings Asset Replacement Programme	W Barfield	427	341	121	40	70	48	0	43	Approved at Council 21/02/08. Funded from R&R.
PR024 - 42091	Commercial Properties Asset Replacement Programme	W Barfield	581	96	129	347	20	230	0	34	Approved at Council 21/02/08. £421k funded from R&R. Further £80 approved MTS Sept 08 and £80k approved MTS Oct 09.
<b>Capital-Programmes</b>			<b>3,652</b>	<b>1,807</b>	<b>1,299</b>	<b>618</b>	<b>410</b>	<b>498</b>	<b>0</b>	<b>279</b>	

<b>TOTAL CAPITAL PLAN</b>			<b>18,771</b>	<b>8,279</b>	<b>7,182</b>	<b>1,784</b>	<b>1,336</b>	<b>1,080</b>	<b>229</b>	<b>604</b>	
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