



To: Executive Councillor for Customer Services and Resources: Councillor Julie Smith
Report by: Chief Executive, Director of Customer and Community Services, Director of Environment and Director of Resources
Relevant scrutiny committee: Strategy and Resources Scrutiny Committee 20 January 2014
Wards affected: All Wards

Strategy and Resources – Customer Services and Resources Portfolio Revenue and Capital Budget Proposals - 2013/14 to 2017/18

Key Decision

1. Executive summary

Revenue and Capital Budgets

- 1.1 The following report details the budget proposals which relate to this portfolio that are included in the Budget-Setting Report (BSR) 2014/15 to be considered at Strategy & Resources Scrutiny Committee on 20 January 2014.
- 1.2 This report also includes any recommendations concerning the review of charges, project appraisals and capital re-phasing for schemes in the Capital & Revenue Projects Plan for this portfolio.

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 Appendix A to this report.

Capital:

- b) Approve, where relevant, project appraisals (shown in Appendix D).

- c) Seek approval from the Executive to carry forward resources from 2013/14, as detailed in Appendix C, to fund re-phased capital spending.

3. Background

- 3.1 The overall BSR to Strategy & Resources Scrutiny Committee on 20 January 2014 will include a review of all the factors relating to the overall financial strategy that were included in the Mid-Year Financial Review (MFR) 2013, considered at Council on 24 October 2013.
- 3.2 Further work may be required on detailed budgets therefore delegation to the Section 151 Officer will be sought from Council for authority to finalise changes, for example those relating to technical adjustments to departmental administration, support service and central costs, in accordance with the CIPFA Service Reporting Code of Practice for Local Authorities (SeRCOP).

Budget Proposals

- 3.3 Council will consider budget proposals at its meeting on 27 February 2014. Detailed proposals are included in the appendices listed on the table below.

Appendix	Proposal Type	Included
A	Scale of Fees & Charges	✓
B	Budget Proposals	✓
C	Capital & Revenue Projects Plan re-phasing	✓
D	Project Appraisals	x

Capital

- 3.4 Appendix C shows the latest position against the 2013/14 Capital & Revenue Projects Plan at November 2013 for projects within this portfolio, with variances explained in detail in the accompanying notes.

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.

Implication		Comment
a	Financial	Financial implications of budget proposals are summarised in the Budget-Setting Report 2014/15.
b	Staffing	See text above.
c	Equal Opportunities	Equality Impact Assessments have been conducted on all budget proposals where there is a significant service change proposed and, where relevant, will be reported to each Scrutiny Committee. A consolidated Assessment for the Council's Budget Setting Report will be submitted to the Executive at its meeting on 23 January 2014.
d	Environmental	Where relevant, officers have considered the environmental impact of budget proposals which are annotated as follows: <ul style="list-style-type: none">• +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	Budget Consultation	Details of the results of the 2013 survey can be found on the internet at: http://alturl.com/h9jgw
f	Community Safety	See text above.

5. Background papers

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

- Mid-Year Financial Review (MFR) 2013
- Budget Papers 2014/15

7. Inspection of papers

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

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Review of Charges

Conference/exhibition letting charges for Guildhall

DAILY LETS:-	Charges 2013/14 *	Charges 2014/15 *	% Increase
COMMITTEE ROOMS 1 AND 2:			
Morning or Afternoon (per session)	£121.72	£124.76	2.50%
Evening/Weekends/Bank Holidays (per hour)	£121.72	£124.76	2.50%
COUNCIL CHAMBER:			
Morning or Afternoon (per session)	£243.42	£249.51	2.50%
Evening/Weekends/Bank Holidays (per hour)	£146.05	£149.70	2.50%
EXHIBITION AREA (Outside Council Chamber):			
Monday to Friday, 9am to 5pm (per day)	£121.72	£124.76	2.50%
Saturday/Sunday, 9am to 5pm (per hour) + day rate	£46.37	£47.53	2.50%
Evening, after 5pm (per hour) + day rate	£46.37	£47.53	2.50%

* All charges are subject to VAT.

Review of Charges
Standard letting charges for Guildhall

DAILY LETS:-	Charges 2013/14 *	Charges 2014/15 *	% Increase
COMMITTEE ROOMS 1 AND 2:			
Morning or Afternoon (per session)	£75.35	£77.23	2.50%
Evening/Weekends/Bank Holidays (per hour)	£75.35	£77.23	2.50%
COUNCIL CHAMBER:			
Morning or Afternoon (per session)	£121.72	£124.76	2.50%
Evening/Weekends/Bank Holidays (per hour)	£75.35	£77.23	2.50%
EXHIBITION AREA (Outside Council Chamber):			
Monday to Friday, 9am to 5pm (per day)	£121.72	£124.76	2.50%
Saturday/Sunday, 9am to 5pm (per hour) + day rate	£46.37	£47.53	2.50%
Evening, after 5pm (per hour) + day rate	£46.37	£47.53	2.50%

* All charges are subject to VAT.

2014/15 Budget - General Fund Proposals

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Reference	Item Description	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	2017/18 Budget £	Contact	Climate Effect Rating
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Capital Bids**Strategy & Resources - Customer Services & Resources**

C3310	Review of the Corporate Document Management System Project	0	(148,000)	0	0	0	James Nightingale	Nil
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A recent exercise has been carried out to review the remaining 2013/14 spend and to cost the projected 2014/15 work, allowing the remainder of the original capital budget to be released as savings. Of the £348,000 remaining for 2014/15 £148,000 is uncommitted and can be released as savings.

C3485	Additional investment in Commercial Property Portfolio	0	600,000	500,000	0	0	Dave Prinsep	Nil
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Additional investment in commercial property portfolio [funded from part of the Growth element of retained Business Rates]. [Linked to NCL3488, NCL3496, NCL3497].

Total Capital Bids in Strategy & Resources - Customer Services & Resources

0	452,000	500,000	0	0
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Total Capital Bids

0	452,000	500,000	0	0
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2014/15 Budget - General Fund Proposals

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Non-Cash Limit Items

Strategy & Resources - Customer Services & Resources

NCL3273	One-off Increase in DWP Housing Benefits Admin Subsidy Grant	0	(26,900)	0	0	0	Alison Cole	Nil
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The DWP Housing Benefits Admin Subsidy Grant for financial year 2014/15 will be £26,900 higher than forecast (Subsidy Circular HB S7/2013 refers).

NCL3275	Localised Council Tax Support Administration Subsidy Grant	0	(71,200)	0	0	0	Alison Cole	Nil
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Receipt of an additional Localised Council Tax Support Administration Subsidy Grant for 2014/15.

NCL3483	Increased investment income	0	(180,000)	(180,000)	(180,000)	(180,000)	Patrick Merritt	Nil
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Increased investment income from counterparty changes agreed in October 2013 report to Strategy & Resources Scrutiny Committee [Linked to RB3484]

NCL3488	Commercial Property Portfolio income from additional investments	0	(39,000)	(55,000)	(70,000)	(70,000)	Dave Prinsep	Nil
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The Council will invest £1.1m over two years to enhance its commercial property portfolio. It is anticipated that the first full year, from 2016/17 onwards, will generate net income of £70,000 per annum. [Linked to Capital Bid C3485 and NCL3496,NCL3497].

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

0	(317,100)	(235,000)	(250,000)	(250,000)
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Total Non-Cash Limit Items

0	(317,100)	(235,000)	(250,000)	(250,000)
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2014/15 Budget - General Fund Proposals

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Revised Budget

Strategy & Resources - Customer Services & Resources

RB3270	Commercial Property - increased net rental income	(60,000)	0	0	0	0	Dave Prinsep	Nil
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Forecast one-off over achievement of income primarily due to new lettings, recovery of costs and backdated rental income following completion of rent reviews.

RB3274	Increase in benefit overpayments recovered	(30,000)	0	0	0	0	Alison Cole	Nil
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Projected increase in recovery of housing benefit overpayments from claimants that are no longer claiming benefit.

RB3276	Increase in Local Taxation costs recovered	(80,000)	0	0	0	0	Alison Cole	Nil
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This saving relates to an increase in anticipated court costs collected based on prior year trends.

RB3286	HR Savings from Learning and Development operational budgets	(10,000)	0	0	0	0	Deborah Simpson	Nil
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On the basis of 2013-14 multi year budget, this can be reduced without detriment to delivery.

RB3288	One-off Saving against Projected Spending on Local Elections in May 2013	(25,000)	0	0	0	0	Gary Cliff	Nil
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We retained an element of our election budget to cover contingencies and received a higher contribution from Cambridgeshire County Council to run its elections.

RB3314	Unavoidable Loss of External Rental Income at Mill Road Depot	37,400	0	0	0	0	Jim Stocker	Nil
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Loss of income due to voids following LAPE and other commercial tenants vacating. (Linked to UR3316).

RB3315	Business Rates Saving - Hobson House/Mandela House	(21,900)	0	0	0	0	Jim Stocker	Nil
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One off business rates saving accruing from previous years following a rating review. Ongoing savings of approximately £6,000 p.a. are already accounted for in the base line budget.

RB3319	Land Charges	(72,680)	0	0	0	0	Paul Boucher	Nil
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2014/15 Budget - General Fund Proposals

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Revised Budget

Increased income due to buoyant market conditions.

RB3326	Internal Audit - One-off Employee Cost Savings	(18,000)	0	0	0	0	Steve Crabtree	Nil
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One-off employee cost savings due to delay in recruiting to vacant post. (Linked to RB3390 - HRA portion of savings).

RB3484	Increased investment income	(75,000)	0	0	0	0	Patrick Merritt	Nil
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Increased investment income from counterparty changes agreed in October 2013 report to Strategy & Resources Scrutiny Committee [Linked to NCL3483]

Total Revised Budget in Strategy & Resources - Customer Services & Resources

(355,180)	0	0	0	0
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Total Revised Budget

(355,180)	0	0	0	0
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2014/15 Budget - General Fund Proposals

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Savings

Strategy & Resources - Customer Services & Resources

S3287	HR Savings across a number of operational budgets	0	(20,000)	(20,000)	(20,000)	(20,000)	Deborah Simpson	Nil
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£1k from across a number of HR business support operational budgets, £3k from Health Safety & Emergency Planning consultancy budgets. £16k from learning and development training budgets. We are now running part of the safeguarding training programme in house and reductions based on assessed future needs for management development and health and safety.

S3289	Democratic Services Savings	0	(8,000)	(8,000)	(8,000)	(8,000)	Gary Cliff	Nil
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A management review of the Civic and Twinning function in 2013 highlighted some savings that could be made without impacting upon service delivery. In addition a salary saving in Committee Services is possible as a consequence of one recruitment to a lower salary than the previous post holder.

S3329	Saving on Books and Publications Budget through Collaborative Working	0	(5,000)	(5,000)	(5,000)	(5,000)	Simon Pugh	Nil
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We are entering into a shared service collaboration (Public Law Partnership) with other Councils in the East of England. This will give us access to collaborative purchasing arrangements for books and on-line subscriptions. There should be no implications for service delivery as we will be paying less for the same legal reference material. This amounts to a net saving of £5,000 (or c.15%) from a budget of £32,260 in the current year.

S3480	Proposed restructure in HR	0	0	(20,500)	(20,500)	(20,500)	Deborah Simpson	Nil
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Savings arising from proposed restructure within HR service.

Total Savings in Strategy & Resources - Customer Services & Resources

Total Savings

0	(33,000)	(53,500)	(53,500)	(53,500)
0	(33,000)	(53,500)	(53,500)	(53,500)

2014/15 Budget - General Fund Proposals

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Service Reviews

Strategy & Resources - Customer Services & Resources

SR3271	Increase in commercial property net rental income resulting from pro active asset management	(25,000)	(50,000)	(75,000)	(100,000)	(100,000)	Dave Prinsep	Nil
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Continuation of the ongoing assessment of the existing commercial property portfolio to identify under performing properties for investment and/or disposal and reinvestment opportunities to increase long term income.

SR3290	Scanning and Indexing: Commercial Partners / Shared Services	0	(30,000)	(30,000)	(30,000)	(30,000)	Jonathan James	+L
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Contracting out the scanning and indexing of documents.

SR3311	Further ICT Facilities Management Contract Cost Reductions	0	(30,800)	(30,800)	(30,800)	(30,800)	James Nightingale	Nil
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Further contract savings are deliverable arising from the reduced support effort in moving to a Windows environment. (Linked to SR3388 - HRA portion of savings).

SR3312	Proposed Restructure of ICT Client Services	0	(31,500)	(38,500)	(38,500)	(38,500)	James Nightingale	Nil
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Proposed Restructure of ICT Client Services, resulting in savings. (Linked to SR3389 - HRA portion of savings).

SR3317	Saving from a Shared Payroll Service with South Cambridgeshire District Council	0	(5,000)	(10,000)	(10,000)	(10,000)	Karl Tattam	Nil
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Setting up a shared service to improve resilience and reduce cost.

SR3327	Expansion of Internal Audit Shared Service	(2,400)	(4,700)	(4,700)	(4,700)	(4,700)	Steve Crabtree	Nil
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Expansion of Internal Audit shared service to include South Cambridgeshire District Council. (Linked to HRA portion of savings: RB3341 and SR3391).

SR3328	Reduction to the Size of the Internal Audit Team	0	(33,000)	(33,000)	(33,000)	(33,000)	Steve Crabtree	Nil
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A review has been undertaken to evaluate the level and nature of the audit function with a view to reducing the size of the team without materially affecting the level of audit assurance. (Linked to SR3325 - HRA portion of savings).

2014/15 Budget - General Fund Proposals

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Reference	Item Description	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	2017/18 Budget £	Contact	Climate Effect Rating
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Service Reviews

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

(27,400)	(185,000)	(222,000)	(247,000)	(247,000)
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Total Service Reviews

(27,400)	(185,000)	(222,000)	(247,000)	(247,000)
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2014/15 Budget - General Fund Proposals

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Reference	Item Description	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	2017/18 Budget £	Contact	Climate Effect Rating
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Unavoidable Revenue Bids

Strategy & Resources - Customer Services & Resources

UR3316	Unavoidable Loss of External Rental Income at Mill Road Depot	0	40,000	0	0	0	Jim Stocker	Nil
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Some ongoing loss of income following the departure of LAPE. More pro-active marketing of vacant units, colocation of new planned maintenance contractors and identification of new surplus space for commercial letting, should mitigate loss in income. (Linked to RB3314).

UR3318	Additional Contribution to the Insurance Fund	0	120,000	0	0	0	Karl Tattam	Nil
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Following a review of the liabilities against the Insurance Fund, the requirement for an additional contribution of £120,000 is required.

Total Unavoidable Revenue Bids in Strategy & Resources - Customer Services & Resources	0	160,000	0	0	0	0		
Total Unavoidable Revenue Bids	0	160,000	0	0	0	0		

Strategy & Resources Scrutiny Committee / Customer Services & Resources Portfolio

2013/14 Capital Budget Position

Capital Ref	Description	Lead Officer	Original Budget 2013/14		2013/14 Budget as at November 2013		2013/14 Spend to the end of November 2013		Anticipated Spend December 2013 to March 2014		Anticipated Variance		Re-phase Spend		Forecast Over / (Under) Spend		Comments
			£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000			
SC586	Wide Area Network Project	T Allen	0	36	0	36	0	0	36	0	0	0	0	0	0	0	Project is on schedule.
SC579	Office Accommodation Strategy	F Barratt	0	377	12	219	146	(146)	0	0	0	0	0	0	0	0	Budget of £146k needs to be re-phased to the 2014/15 financial year to reflect the more detailed project plan in which most of the anticipated construction costs will be incurred in the early stages of the 2014/15 financial year.
SC335	Customer Access Strategy - IT Workstream	C Bolton	0	20	1	9	(10)	0	0	0	0	0	0	0	0	0	Awaiting final IT/project management costs.
SC538	Information Kiosks to be Installed in Local Area	C Bolton	0	25	8	17	0	0	0	0	0	0	0	0	0	0	Project is on target for completion by the end of the financial year.
SC555	Siemens Maintenance Contract	C Bolton	0	67	11	56	0	0	0	0	0	0	0	0	0	0	Project is on target for completion by the end of the financial year.
SC587	Telephone Payments Upgrade & Online Payments Content Management System (CMS)	C Bolton	0	27	0	27	0	0	0	0	0	0	0	0	0	0	Orders for the goods and services have been raised. Project is on target for completion by the end of the financial year.
SC580	Electoral Services Software	G Clift	0	25	0	25	0	0	0	0	0	0	0	0	0	0	Tenders have been received and are currently being evaluated. The project is on target for completion by the end of February 2014.
SC508	E-Benefits	A Cole	0	5	1	4	0	0	0	0	0	0	0	0	0	0	The remaining budget of £5k is required for final project management/support costs.
SC552	Localisation of Council Tax - Implementation Costs	A Cole	0	11	1	10	0	0	0	0	0	0	0	0	0	0	The remaining budget of £10k is required for final project management/support costs.
SC391	La Mimosa Punting Station	P Doggett	0	10	8	2	0	0	0	0	0	0	0	0	0	0	Project is on target for completion by the end of the financial year.
SC559	CBBid Software	K Jay	0	3	0	0	(3)	0	0	0	0	0	0	0	0	0	There will be no further implementation expenditure. Capital scheme has been completed.

Strategy & Resources Scrutiny Committee / Customer Services & Resources Portfolio

2013/14 Capital Budget Position

Capital Ref	Description	Lead Officer	Original Budget 2013/14		2013/14 Budget as at November 2013		2013/14 Spend to the end of November 2013		Anticipated Spend December 2013 to March 2014		Anticipated Variance		Re-phase Spend		Forecast Over / (Under) Spend		Comments
			£000		£000		£000		£000		£000		£000		£000		
SC429	Telephony System Upgrade	J Nightingale	35	0	0	0	0	0	0	0	0	0	0	0	0	0	Budget of £35k has been re-phased to the 2014/15 financial year.
SC541	Corporate PC Replacement Programme	J Nightingale	0	116	115	1	0	0	0	0	0	0	0	0	0	0	Project is on target for completion by the end of January 2014.
SC362	Lighting and Power in Committee Rooms	J Stocker	0	14	0	14	0	0	0	0	0	0	0	0	0	0	Lighting design has been completed. Members' approval will need to be sought before completion of installation.
Total Projects			35	736	157	420	157	420	(159)	146	(13)						
PV554	Development of Land at Clay Farm	A Carter	1,502	783	(106)	623	(266)	0	(266)	0	(266)	0	(266)	0	(266)	0	The costs incurred are in respect of the Collaboration Agreement with Countryside Properties. Rate of invoices from Countryside Properties relate directly to rate of house-building which is variable and beyond our control. Target completion date is long stop date in draft Development Agreement and equates to four years from estimated planning approval. Underspend of £266k relates to Affordable Housing Providers' contributions received towards Collaboration Agreement costs.
PV192	Development Land on the North Side of Kings Hedges Road	P Doggett	176	124	95	29	95	29	0	0	0	0	0	0	0	0	Forecast expenditure is in line with the latest estimates received from the managing agent.
PV221b	Lion Yard - Contribution to Works - Phase 2	P Doggett	617	617	128	489	128	489	0	0	0	0	0	0	0	0	This is a scheme whereby we contribute 25% of the overall cost of the capital works at Lion Yard. The second payment in respect of the 2013/14 financial year is due to be paid in March 2014.

Strategy & Resources Scrutiny Committee / Customer Services & Resources Portfolio

2013/14 Capital Budget Position

Capital Ref	Description	Lead Officer	Original Budget 2013/14		2013/14 Budget as at November 2013		2013/14 Spend to the end of November 2013		Anticipated Spend December 2013 to March 2014		Anticipated Variance		Re-phase Spend		Forecast Over / (Under) Spend		Comments
			£000		£000		£000		£000		£000		£000		£000		
PV329	Corporate Document Management (DIP & EDRM)	J Nightingale	362		50		17		33		0		0		0		Programme is on schedule.
Total Provisions			2,657		1,574		134		1,174		(266)		0		(266)		
PR020	ICT Infrastructure Programme	J Nightingale	211		656		187		369		(100)		100		0		Following a review of the ICT Infrastructure programme, part of the Email, File Storage System and Server Upgrades project is now scheduled to take place in the 2014/15 financial year.
PR023	Admin Buildings Asset Replacement Programme	W Barfield	40		164		73		91		0		0		0		Programme is on schedule. Condition surveys are scheduled to be completed by the end of the financial year.
PR024	Commercial Properties Asset Replacement Programme	W Barfield	432		82		14		68		0		0		0		Programme is on schedule. Condition surveys are scheduled to be completed by the end of July 2014.
Total Programmes			683		902		274		528		(100)		100		0		
Total for Customer Services & Resources Portfolio			3,375		3,212		565		2,122		(525)		246		(279)		