



To Executive Councillor for Planning Policy & Transport  
Report by Chief Executive, Director of Environment, Director of Customer and  
Community Services and Director of Business Transformation  
Relevant Scrutiny Committee Environment 8 July 2014

## **2013/14 Revenue and Capital Outturn, Carry Forwards and Significant Variances – Planning & Climate Change Portfolio**

### **Key Decision**

#### **1. Executive summary**

- 1.1 This report presents a summary of the 2013/14 outturn position (actual income and expenditure) for services within the Planning & Climate Change portfolio, compared to the final budget for the year. The position for revenue and capital is reported and variances from budgets are highlighted, together with explanations. Requests to carry forward funding arising from certain budget underspends into 2014/15 and future years where relevant, are identified.
- 1.2 It should be noted that outturn reports being presented in this Committee cycle reflect the reporting structures in place prior to the recent changes in Executive portfolios. In light of those changes (together with the requirement to report outturn on the basis of portfolios in place during 2013/14) members of this committee are asked to consider the proposals to carry forward budgets and make their views known to The Executive Councillor for Finance and Resources, for consideration at Strategy & Resources Scrutiny Committee prior to his recommendations to Council.

#### **2. Recommendations**

Members of the Scrutiny Committee are asked to consider and make known their views on the following proposals:

- a) To agree the carry forward requests totalling £33,790 as detailed in Appendix C, to be recommended to Council for approval.
- b) To seek approval from Council to carry forward capital resources to fund rephased net capital spending of £484,000 from 2013/14 into 2014/15 and future years where relevant, as detailed in Appendix D.

### 3. Background

#### Revenue Outturn

- 3.1 The outturn position for the Planning & Climate Change portfolio, compared to final revenue budget, is presented in detail in Appendix A.
- 3.2 Appendix B to this report provides explanations of the main variances.
- 3.3 Appendix C sets out the final list of items, for this portfolio, for which approval is sought to carry forward unspent budget from 2013/14 to the next financial year, 2014/15.
- 3.4 The overall revenue budget outturn position for the Planning & Climate Change portfolio is set out in the table below:

<b>Planning &amp; Climate Change 2013/14 Revenue Summary</b>	<b>£</b>
Final Budget	1,721,280
Outturn	1,231,069
(Under)/Overspend for the year	(490,211)
Carry Forward Requests:	33,790
<b>Net Variance</b>	<b>(456,421)</b>

The net variance represents 26.5% of the overall portfolio budget for 2013/14 financial year.

#### Capital Outturn

- 3.5 Appendix D shows the outturn position for schemes and programmes within the Planning & Climate Change portfolio, with explanations of variances.
- 3.6 An overall underspend of £485,000 has arisen. £484,000 is due to slippage and rephasing of the capital programmes is required to transfer the budget into 2014/15. A further £1,000 is in respect of net project underspends.

## 4. Implications

- 4.1 The net variance from the final budget, after approvals to carry forward budget of £33,790 from 2013/14 to the next financial year, 2014/15, would result in a decreased use of General Fund reserves of £456,421.
- 4.2 In relation to anticipated requests to carry forward revenue budgets into 2014/15 the decisions made may have a number of implications. A decision not to approve a carry forward request will impact on officers' ability to deliver the service or scheme in question and this could have staffing, equal opportunities, environmental and/or community safety implications.

## 5. Background papers

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

- Closedown Working Files 2013/14
- Directors Variance Explanations - March 2014
- Capital Monitoring Reports - March 2014
- Budgetary Control Reports to 31 March 2014

## 6. Appendices

- Appendix A - Revenue Budget 2013/14 - Outturn
- Appendix B - Revenue Budget 2013/14 - Major Variances from Final Revenue Budgets
- Appendix C - Revenue Budget 2013/14 - Carry Forward Requests
- Appendix D - Capital Budget 2013/14 - Outturn

## 7. Inspection of papers

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

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## Planning &amp; Climate Change / Environment Scrutiny Committee

## Revenue Budget - 2013/14 Outturn

Service Grouping	Original Budget £	Final Budget £	Outturn	Variation - Final Budget & Outturn Increase / (Decrease) £	Carry Forward Requests - see Appendix C £	Net Variance £
<b>Chief Executives - Head of Corporate Strategy</b>						
Sustainable City	141,190	141,190	135,561	(5,629)	0	(5,629)
Sustainability Partnership Grants	10,090	10,090	9,500	(590)	0	(590)
	<b>151,280</b>	<b>151,280</b>	<b>145,061</b>	<b>(6,219)</b>	<b>0</b>	<b>(6,219)</b>
<b>Customer &amp; Community Services - Community Development</b>						
Sustainable City Grants	50,000	50,000	47,332	(2,668)	0	(2,668)
	<b>50,000</b>	<b>50,000</b>	<b>47,332</b>	<b>(2,668)</b>	<b>0</b>	<b>(2,668)</b>
<b>Environment - Environmental Services</b>						
Green Deal	20,000	20,000	14,824	(5,176)	5,180	4
	<b>20,000</b>	<b>20,000</b>	<b>14,824</b>	<b>(5,176)</b>	<b>5,180</b>	<b>4</b>
<b>Environment - Parking Services</b>						
Car Parks	(2,445,540)	(2,362,170)	(2,433,534)	(71,364)	0	(71,364)
Shopmobility	41,400	88,320	91,219	2,899	0	2,899
	<b>(2,404,140)</b>	<b>(2,273,850)</b>	<b>(2,342,316)</b>	<b>(68,466)</b>	<b>0</b>	<b>(68,466)</b>
<b>Environment - Planning</b>						
Recharges - Head of Planning	328,660	328,660	328,660	0	0	0
Concessionary Fares	0	0	103	103	0	103
Building Control Fee Earning	0	0	0	0	0	0
Building Control Other	331,900	321,390	296,496	(24,894)	0	(24,894)
City Development	1,044,580	1,313,010	1,269,596	(43,414)	0	(43,414)
Considerate Contractors Scheme	(3,110)	7,400	4,317	(3,083)	0	(3,083)
New Neighbourhoods	(155,530)	(45,530)	(245,193)	(199,663)	0	(199,663)
Right to Bid/Assets of Community Value	0	0	0	0	0	0
Planning Policy	761,980	761,980	713,280	(48,700)	0	(48,700)
Urban Design & Conservation	424,010	463,500	410,784	(52,716)	28,610	(24,106)
Public Transport Subsidy	121,320	121,320	120,750	(570)	0	(570)
Taxicard Service	106,570	106,570	80,701	(25,869)	0	(25,869)
Transport Initiatives for the Disabled	38,130	38,130	34,400	(3,730)	0	(3,730)
	<b>2,998,510</b>	<b>3,416,430</b>	<b>3,013,893</b>	<b>(402,537)</b>	<b>28,610</b>	<b>(373,927)</b>
<b>Environment - Streets and Open Spaces</b>						
Bus Shelters	40,810	37,530	37,530	0	0	0
Street Name Plates	38,900	35,620	34,720	(900)	0	(900)
Highways Schemes General	81,440	81,440	70,873	(10,567)	0	(10,567)
Walking & Cycling Strategy	11,830	18,190	18,155	(35)	0	(35)
Flood Risk Management	125,750	125,750	129,922	4,172	0	4,172
	<b>298,730</b>	<b>298,530</b>	<b>291,200</b>	<b>(7,330)</b>	<b>0</b>	<b>(7,330)</b>
<b>Environment - Director &amp; Business &amp; Information Service (BIS)</b>						
Urban Growth Project Management	58,890	58,890	61,075	2,185	0	2,185
	<b>58,890</b>	<b>58,890</b>	<b>61,075</b>	<b>2,185</b>	<b>0</b>	<b>2,185</b>
<b>Total Net Budget</b>	<b>1,173,270</b>	<b>1,721,280</b>	<b>1,231,069</b>	<b>(490,211)</b>	<b>33,790</b>	<b>(456,421)</b>

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

- portfolio and departmental restructuring
- approved budget carry forwards from the previous financial year
- technical adjustments, including changes to the capital accounting regime

- virements approved under the Council's constitution
- additional external revenue funding not originally budgeted

and are detailed and approved:

- in the January committee cycle (as part of the Budget Setting Report)
- in the June/July committee cycle (outturn reporting and carry forward requests)

- in September (as part of the Mid-Year Financial Review, MFR)
- via technical adjustments/virements throughout the year

## Planning & Climate Change / Environment Scrutiny Committee

### Revenue Budget 2013/14 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
Car Parks	<p><b>Environment - Parking Services</b></p> <p>The overall variance on the Parking Services budget results from a marginal improvement compared with forecast income (around 2%) and also from further savings of 1% of budgeted expenditure in the main car parks in the final quarter of the year.</p>	(71,364)	Paul Necus
Building Control Other	<p><b>Environment - Planning</b></p> <p>Minor underspends on salaries (due to vacant post), departmental support costs and supplies &amp; services.</p>	(24,894)	Patsy Dell
City Development	<p>The underspend is mainly due to a reduced recharge from the Business Support cost centre. The cost centre delivered an underspend which was returned to the users of the service and a high proportion was allocated to City Development (CD) as a primary user of that support service. The costs of Planning Online have also reduced and there is a potential saving of £7,500 next year. Reduced expenditure on staff recruitment costs resulted from a fairly stable year for the team in terms of recruitment. Application fee income is difficult to predict in CD, but was generally greater than expected. There was an under-achievement on the s106 monitoring budget, but fees have been adjusted to address this in 2014/15.</p>	(43,414)	Patsy Dell
New Neighbourhoods	<p>Over-achievement on major applications fee and pre-application income as a result of increased development activity, with a number of delayed strategic projects starting to move forward again, resulting in application fees being generated which had not been expected in this financial year. This has included NIAB1, following the signing of the S106 in December 2013 and Phase 2 Trumpington Meadows and the Pinks land on Cambridge East.</p>	(199,963)	Patsy Dell
Planning Policy	<p>Savings are already committed from this service area in 2015/16 when work on the local plan was anticipated to be reducing, taking the saving now will reduce the services ability to deliver on the local plan and on already committed savings. The underspend on salaries is due to posts being held vacant to achieve savings in 2015/16. The funding is still needed in 2014/15 to deliver on the local plan commitments, through use of temporary staff or consultants as needed. Maternity leave cover arrangements in 2013/14 were a two days per week SLA with Peterborough City Council rather than a full time appointment so delivered a salary saving for that year.</p>	(48,700)	Patsy Dell

## Planning & Climate Change / Environment Scrutiny Committee

### Revenue Budget 2013/14 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
Urban Design & Conservation	Underspend relates principally to pro-active conservation work for which the funding is either committed or represents project work requested by members and still to be completed. A request to carry forward funding (£28,610) for these projects is included in Appendix C. There is also a one-off underspend in salary due to one officer moving to part-time work and additional income from work undertaken as part of a Planning Performance Agreement.	(52,716)	Patsy Dell
Taxicard Service	Underspend due to possible reduction in usage.	(25,869)	Patsy Dell

## Planning & Climate Change / Environment Scrutiny Committee

### Revenue Budget 2013/14 - Carry Forward Requests

#### Request to Carry Forward Budgets from 2013/14 into 2014/15

Item		Final Request £	Contact
	<b>Director of Environment</b>		
1	Urban Design & Conservation - To complete the remaining priorities of the Pro-Active Conservation work programme.	15,990	Patsy Dell
2	Urban Design & Conservation - To complete the approved programme of works relating to the Historic Signage Project.	12,620	Patsy Dell
3	Green Deal - The start of the Home Energy Officer (Green Deal) fixed term post was delayed. The contract started in July 2013 not April 2013 as planned.	5,180	Jo Dicks
	<b>Total Carry Forward Requests for Planning &amp; Climate Change Portfolio / Environment Scrutiny Committee</b>	<b>33,790</b>	

## Planning and Climate Change Portfolio / Environment Scrutiny Committee

## 2013/14 Capital Budget Position

Capital Ref	Description	Lead Officer	Original Budget 2013/14 £000	Final Budget 2013/14 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
SC416	UNiform e-consultee Access Module	P Boucher	10	0	0	0	0	0	Scheme c/f to 2014/15 - as dependent upon IDOX DMS Upgrade to V4. See SC417.
SC417	Development of UNiform System	P Boucher	6	6	9	3	(3)	0	Project completed. Overspend of £3k relating to data conversion costs to be met from SC416 Uniform e-consultee project funding (as same funding).
SC505	Land Explorer Software/3D Modelling ESRI	G Richardson	10	0	3	3	(3)	0	Project complete. Balance of project funding in 2014/15.
SC506	Replacement Grand Arcade Car Park Pay on Foot Machines	S Cleary	383	347	264	(83)	83	0	Main installation was in Oct 2013. Contractual issues currently being resolved and anticipated completion date of full installation now June 2014.
SC516	Relocation Grand Arcade Car Park Control Room	S Cleary	0	1	0	(1)	0	(1)	Project complete.
SC535	Repairs to Grafton West Car Park	S Cleary	150	180	166	(14)	14	0	Refurbishment is complete. Decision ref CCTV integration to be confirmed alongside budget allocation.
SC557	Grand Arcade Annex Car Park - Drainage Gulleys	S Cleary	52	52	52	0	0	0	Project complete.
SC569	Topographical Survey of Multi-Storey Car Parks	P Necus	30	25	17	(8)	8	0	Final surveys received, reviewing with City Architect to check before approving payment of invoices
SC570	Essential Structural/Holding Repairs - Park Street Multi-Storey car park	S Cleary	100	139	131	(8)	8	0	Year 1 of 3 year project complete. Meeting planned with project manager & contractor to arrange year 2 schedule of works.
SC571	Procurement of IT System to Manage Community Infrastructure Levy	S Saunders	20	0	0	0	0	0	Budget rephased to 2014/15.



## Planning and Climate Change Portfolio / Environment Scrutiny Committee

## 2013/14 Capital Budget Position

Capital Ref	Description	Lead Officer	Original Budget 2013/14 £000	Final Budget 2013/14 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
SC577	Underground Investigations at Park St Multi Storey Car Park	P Necus	165	60	57	(3)	3	0	Works complete, however £2k retention payable in October 2014.
<b>Total Projects</b>			<b>926</b>	<b>810</b>	<b>699</b>	<b>(111)</b>	<b>110</b>	<b>(1)</b>	
PR014	Environmental Safety Fund	D Foley-Norman	16	0	0	0		0	Funding transferred to SC584 Parker's Piece Lighting Project (Public Places portfolio)
<b>Total Programmes</b>			<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
PV007	Cycleways	A Preston	350	186	103	(83)	83	0	Final costs for Downham's Lane were lower than expected, accounting for underspend of £23k. Delivery of the Jesus Green Footpath works delayed pending County Council completion of bridge maintenance works and will now progress once the adjacent drainage works have been completed. Legal advice being sought over optimum means of procuring works.

## Planning and Climate Change Portfolio / Environment Scrutiny Committee

## 2013/14 Capital Budget Position

Capital Ref	Description	Lead Officer	Original Budget 2013/14 £000	Final Budget 2013/14 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
PV018	Bus Shelters	A Preston	192	250	119	(131)	131	0	Contractor performance has delayed the delivery of this project. Issues with quality of installation and bench heights have taken time to deal with, but are being rectified at the Contractors cost and payment is being held back until it is resolved. Utilities locations have limited the number of new sites that are feasible, but consultation is underway for those that are, which is leading to objections from adjacent residents. Both of these issues were identified as key risks to the project.
PV033B	Street Lighting	A Preston	40	0	0	0	0	0	Budget rephased to 2014/15.
PV532	Cambridge City 20mph Zones Project	P Dell	350	153	109	(44)	44	0	Implementation of works in the first phase (North area) commenced in March 2014 and is nearing completion (at end April). The results of public consultation on including Victoria Road are to be considered imminently by North Area Committee. Public and stakeholder consultation results for phase two (East area) were considered by Area Committee on 10 April, where it was resolved to support the inclusion on Cherry Hinton Rd - but not Coldhams Lane.

## Planning and Climate Change Portfolio / Environment Scrutiny Committee

### 2013/14 Capital Budget Position

Capital Ref	Description	Lead Officer	Original Budget 2013/14 £000	Final Budget 2013/14 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
PV549	City Cycle Park	A Preston	485	167	51	(116)	116	0	Delays to the approval of four significant areas of proposed on-street cycle parking has pushed completion beyond March 2014. Construction work has commenced and is forecast to complete by end June 2014.
<b>Total Provisions</b>			<b>1,417</b>	<b>756</b>	<b>382</b>	<b>(374)</b>	<b>374</b>	<b>0</b>	
<b>Total for Planning and Climate Change</b>			<b>2,359</b>	<b>1,566</b>	<b>1,081</b>	<b>(485)</b>	<b>484</b>	<b>(1)</b>	

Changes between original and final budgets may be made in Appendix D to reflect:

- rephased capital spend from the previous financial year
- rephased capital spend into future financial periods
- approval of new capital programmes and projects

and are detailed and approved:

- in the June/July committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Mid-Year Financial Review, MFR)
- in the January committee cycle (as part of the Budget Setting Report, BSR)
- via technical adjustments/virements throughout the year