



To: Executive Councillor for Finance and Resources:
Councillor George Owers

Report by: Chief Executive, Director of Customer and Community
Services, Director of Business Transformation, Director of
Environment and Head of Finance

Relevant scrutiny
committee: Strategy and Resources
Scrutiny Committee 19 January 2015

Wards affected: All Wards

**Strategy and Resources – Finance and Resources Portfolio
Revenue and Capital Budget Proposals for 2014/15 to 2018/19**

Key Decision

1. Executive summary

Revenue and Capital Budgets

1.1 The following report details the budget proposals relating to this portfolio that are included in the Budget-Setting Report (BSR) 2015/16 which will be considered at the following meetings:

Date	Committee	Comments
19 January 2015	Strategy & Resources	Consider proposals / recommendations from all Scrutiny Committees in relation to their portfolios
22 January 2015	The Executive	Budget amendment may be presented
13 February 2015	Strategy & Resources	Consider any further amendments including opposition proposals
26 February 2015	Council	Approves General Fund Budget and sets Council Tax

1.2 The report also includes consideration of any recommendations concerning the review of charges and project appraisals for schemes in the capital 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.

Revenue:

- b) Consider the revenue budget proposals as shown in Appendix B.

Capital:

- c) Consider the capital budget proposals as shown in Appendix C.
- d) Delete some schemes from the Capital Plan as shown in Appendix C.
- e) Adjust capital funding for items 2 (c) to 2 (d) as appropriate.

3. Background

- 3.1 At its meeting on 6 November 2014, Council gave initial consideration to the budget prospects for the General Fund for 2015/16 and future years in the Mid-Year Financial Review (MFR) 2014.
- 3.2 The overall Budget-Setting Report (BSR) to Strategy & Resources Scrutiny Committee on 19 January 2015 will include a review of all the factors relating to the overall financial strategy that were included in the MFR.
- 3.3 The report to The Executive on 22 January 2015 may include details of the Government's Final Settlement for 2015/16. The announcement is likely to be made shortly after the conclusion of the consultation period, which ends in January 2015.
- 3.4 Further work may be required on detailed budgets so delegation to the Head of Finance 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).

Budget 2015/16 - Overall Revenue Budget Position

- 3.5 The budget proposals for this portfolio, as summarised in table 1, will be considered by the Executive at its meeting on 22 January 2015.

Table 1: Overall Revenue Proposals (see Appendix B)

Savings and Bids	2014/15 Budget £	2015/16 Budget £	2016/17 Forecast £
Savings:			
Increased Income	-	(406,090)	(686,000)
Programme Office	-	-	-
Savings	-	(115,000)	(115,000)
Total	-	(521,090)	(801,000)
Bids:			
Unavoidable Revenue Pressures	-	-	-
Reduced Income	-	37,000	169,000
Total	-	37,000	169,000
Net (savings)/bids	-	(484,090)	(632,000)

External Bids	-	54,000	14,000
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Priority Policy Fund (PPF) Bids	-	34,500	34,500
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Non-Cash Limit Items	-	6,500,000	1,000,000
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Capital

- 3.6 The 2014 Mid-Year Financial Review proposed a review of the capital plan to address its size and complexity. A number of concerns were identified, including:
- Capacity to deliver projects to time, cost and quality;
 - Dependency on revenue funding; and
 - Inclusion of items, such as unallocated funds, projects at an early stage of development, and items more properly treated as small enhancements or maintenance spend.
- 3.7 Phase 1 of the review examined the current plan in order to release internal funding (e.g. DRF, R&R, capital receipts, etc), by identifying projects that are not yet ready for delivery, are no longer required, or are not true capital projects. This will make the plan more deliverable.
- 3.8 The funding identified will be released into General Fund reserves where it will be available for use on current priorities.

- 3.9 The review has also piloted a method of prioritising capital spending. Table 2 summarises, and Appendix C sets out in detail, any schemes for this portfolio that are recommended for closure, deletion or require further development, and the funding released as a result.
- 3.10 The Council now maintains two lists of projects which may become capital proposals in due course. The hold list contains projects that have been approved in principle but are awaiting funding. A new list, the projects under development list, has been set up following Phase 1 of the capital plan review. It lists projects which are subject to feasibility studies and outline project planning, including timescales, milestones and indicative costings. When ready, these projects will be proposed for funding and approval in line with revised capital processes and procedures.

Table 2: Overall Capital Proposals (see Appendix C)

	2014/15 £	2015/16 £	2016/17 £	2017/18 £	2018/19 £
Capital Deletions	(153,000)	(661,000)	(254,000)	(194,000)	0
Capital Bids	0	8,515,000	0	0	0
Net Capital Bids	(153,000)	7,854,000	(254,000)	(194,000)	0

Public Consultation

- 3.11 The 2014 Budget Consultation was undertaken by MEL Research Ltd on behalf of Cambridge City Council in September 2014 and published in November 2014. The main method of collecting information was through an interactive online programme "YouChoose".
- 3.12 Details of the results of the survey will be published on the Council's website.

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 the Budget-Setting Report 2015/16.

(b) Staffing Implications

See text above.

(c) **Equality and Poverty Implications**

A consolidated Equality Impact Assessment for the Council's Budget Setting Report will be submitted to the Executive at its meeting on 22 January 2015. Individual Equality Impact Assessments have been conducted to support this, and will be available on the Council's website.

(d) **Procurement Implications**

Any procurement implications will be outlined in the Budget Setting Report 2015/16.

(e) **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.

(f) **Consultation and Communication Implications**

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 and can be seen at:

<https://www.cambridge.gov.uk/current-consultations>

(g) **Community Safety Implications**

Any Community Safety Implications will be outlined in the Budget Setting Report 2015/16.

5. Background papers

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

- Budget Setting Report 2015/16
- Mid-Year Financial Review (MFR) 2014
- Budget Papers 2015/16
- Individual Equality Impact Assessments

6. Appendices

The following items, where applicable, are included for discussion:

Appendix	Proposal Type	Included
A	Scale of Fees & Charges	✓
B	Revenue Budget Proposals for this portfolio	✓
C	Capital Budget Proposals for this portfolio	✓
D	Project Appraisal	X

7. Inspection of papers

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

Authors' Name: Linda Thompson, John Harvey
Authors' Phone Number: 01223 - 458144, 01223 - 458143
linda.thompson@cambridge.gov.uk
Authors' Email: john.harvey@cambridge.gov.uk

Review of Charges

Conference/exhibition letting charges for Guildhall

DAILY LETS:-	Charges 2014/15 *	Charges 2015/16 *	% Increase
COMMITTEE ROOMS 1 AND 2:			
Morning or Afternoon (per session)	£124.76	£127.88	2.50%
Evening/Weekends/Bank Holidays (per hour)	£124.76	£127.88	2.50%
COUNCIL CHAMBER:			
Morning or Afternoon (per session)	£249.51	£255.75	2.50%
Evening/Weekends/Bank Holidays (per hour)	£149.70	£153.44	2.50%
EXHIBITION AREA (Outside Council Chamber):			
Monday to Friday, 9am to 5pm (per day)	£124.76	£127.88	2.50%
Saturday/Sunday, 9am to 5pm (per hour) + day rate	£47.53	£48.72	2.50%
Evening, after 5pm (per hour) + day rate	£47.53	£48.72	2.50%

* All charges are subject to VAT.

Review of Charges
Standard letting charges for Guildhall

DAILY LETS:-	Charges 2014/15 *	Charges 2015/16 *	% Increase
COMMITTEE ROOMS 1 AND 2:			
Morning or Afternoon (per session)	£77.23	£79.16	2.50%
Evening/Weekends/Bank Holidays (per hour)	£77.23	£79.16	2.50%
COUNCIL CHAMBER:			
Morning or Afternoon (per session)	£124.76	£127.88	2.50%
Evening/Weekends/Bank Holidays (per hour)	£77.23	£79.16	2.50%
EXHIBITION AREA (Outside Council Chamber):			
Monday to Friday, 9am to 5pm (per day)	£124.76	£127.88	2.50%
Saturday/Sunday, 9am to 5pm (per hour) + day rate	£47.53	£48.72	2.50%
Evening, after 5pm (per hour) + day rate	£47.53	£48.72	2.50%

* All charges are subject to VAT.

2015/16 Budget - General Fund

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Reference	Item Description	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	2017/18 Budget £	2018/19 Budget £	Contact	Climate Effect Rating
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Increased Income

Finance & Resources

113527	Forecast additional net income reflecting expected rent reviews, lease renewals and lettings from existing portfolio	0	(30,000)	(30,000)	(30,000)	(30,000)	Dave Prinsep	Nil
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Net increase in income expected reflecting rent reviews, lease renewals and lettings likely in next financial year on the existing property portfolio. Increase reflects the additional income above the inflationary increase.

113548	Renewable Heat Incentive (RHI) Payments for the solar thermal system at Abbey Pools	0	(6,000)	(6,000)	(6,000)	(6,000)	David Kidston	Nil
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In 2013/14 two solar thermal units were installed at Abbey Pools to provide a sustainable source of energy to heat water at the pools. Under the Government's Renewable Heat Incentive (RHI), the Council receives an income for every kWh of heat generated by the two systems.

113663	One off increase in DWP Housing Benefits and DCLG Council Tax Support Administration Subsidy grants	0	(120,090)	0	0	0	Alison Cole	Nil
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The provisional DWP Housing Benefits and DCLG Council Tax Support Administration Subsidy Grants for financial year 2015/16 are £120,090 higher than forecast.

113665	Income from Commercial Property Acquisition Programme	0	0	(400,000)	(400,000)	(400,000)	Dave Prinsep	Nil
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This programme will allow the council to purchase additional commercial properties to bring in more income to support frontline services.

Anticipated additional income following the investment in property to refocus the Council's commercial property portfolio, funded from reserves. [Linked to proposals C3664, R13666 and NCL3691].

113673	Increase in investment Income	0	(250,000)	(250,000)	(250,000)	(250,000)	Stephen Bevis	Nil
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Increase in investment income anticipated from placing £10m in CCLA Property Fund. This is the projected impact on General Fund (the HRA also receiving a benefit) based on an expectation of approximately 4.5% return compared to current average returns around 0.65%.

Total Increased Income in Finance & Resources		0	(406,090)	(686,000)	(686,000)	(686,000)		
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2015/16 Budget - General Fund

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Increased Income

Total Increased Income		0	(406,090)	(686,000)	(686,000)	(686,000)		
Report Total		0	(406,090)	(686,000)	(686,000)	(686,000)		

2015/16 Budget - General Fund

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Reference	Item Description	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	2017/18 Budget £	2018/19 Budget £	Contact	Climate Effect Rating
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Savings

Finance & Resources

S3524	Legal Services. Saving on books and publications through joint purchasing arrangement	0	(5,000)	(5,000)	(5,000)	(5,000)	Simon Pugh	Nil
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Saving through consortium purchasing arrangements of legal reference sources set up by Public Law Partnership, of which the City Council's legal service is a member.

S3525	Legal Services: Deletion of unfilled post (0.4 fte)	0	(20,000)	(20,000)	(20,000)	(20,000)	Simon Pugh	Nil
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The post-holder left the Council in February 2014. We believe we can absorb the work within existing resources.

S3543	Revenues and Benefits supplies and services efficiency savings	0	(19,000)	(19,000)	(19,000)	(19,000)	Alison Cole	Nil
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Reduced supplies and services costs following efficiency review

S3549	Intranet Technical Support	0	(3,000)	(3,000)	(3,000)	(3,000)	James Nightingale	Nil
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The move to a content management system for Intranet has reduced the requirement for technical support from Northgate, allowing a small saving.

S3550	Reduce IT consultancy spend	0	(20,000)	(20,000)	(20,000)	(20,000)	James Nightingale	Nil
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ICT retains a small consultancy budget, which funds investigations into new ICT requirements and solutions, with the potential to unlock greater savings elsewhere in the Council. It has been difficult to manage sufficient projects to fully utilise this, and so it is proposed to release some as a saving.

S3553	Delete sustainable city projects budget	0	(4,080)	(4,080)	(4,080)	(4,080)	David Kidston	Nil
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This budget line was created to provide a projects budget for the sustainability officer to carry out promotional and other work. The sustainability officer post changed over time and the previous promotional work largely ceased. The post was deleted earlier this year, and there is therefore no continuing need for this projects budget.

S3627	Savings from reduced costs for Head of Internal Audit	0	(2,500)	(2,500)	(2,500)	(2,500)	Bridget Bishop	Nil
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Slight reduction in costs of Head of Internal Audit following South Cambs District Council joining shared arrangements in July 2013.

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Savings

S3645	Printing Budget Reduction	0	(30,000)	(30,000)	(30,000)	(30,000)	James Nightingale	+L
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Reduce the amount spent on printing, and colour printing in particular.

S3647	Legal Services: Additional saving on staff costs	0	(11,420)	(11,420)	(11,420)	(11,420)	Simon Pugh	Nil
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The salary budget makes allowance for incremental progression. As most Legal Services' employees have reached the top of their grade there is only a limited need to allow for this. The saving represents the surplus element.

Total Savings in Finance & Resources	0	(115,000)	(115,000)	(115,000)	(115,000)
Total Savings	0	(115,000)	(115,000)	(115,000)	(115,000)
Report Total	0	(115,000)	(115,000)	(115,000)	(115,000)

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Reference	Item Description	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	2017/18 Budget £	2018/19 Budget £	Contact	Climate Effect Rating
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Reduced Income

Finance & Resources

RI3526	Clay Farm Commercial Units	0	0	80,000	0	0	Dave Prinsep	Nil
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The current budget forecast includes income from the planned Clay Farm Commercial Units from 2016/17. The units will not be completed until 2017/18 at the earliest and so the previous planned income will not be receivable until the 2017/18 financial year.

RI3569	Unavoidable loss of rental income at Mill Road Depot	0	37,000	37,000	37,000	0	Althea Mejias	Nil
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Following an assessment by Property Services of the potential for commercial letting at Mill Road Depot, it is unlikely that the budget for 2015/16 will be achieved. Significant lettable areas require some upgrading before they can be occupied and there are only limited other opportunities to create additional external income pending the outcome of the accommodation review and future occupancy of the Mill Road site. In the interim it is proposed that projected rental incomes be reduced to more realistic and achievable levels for the next 3 years.

RI3666	Commercial property portfolio - loss of interest	0	0	52,000	52,000	52,000	Dave Prinsep	Nil
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The proposed investment in the Commercial Property Acquisition Programme will reduce the funds available for investment under our Treasury Management strategy resulting in a loss of interest on the amount invested. [Linked to proposals C3664, I13665 and NCL3691].

Total Reduced Income in Finance & Resources		0	37,000	169,000	89,000	52,000		
Total Reduced Income		0	37,000	169,000	89,000	52,000		
Report Total		0	37,000	169,000	89,000	52,000		

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External Bids

Finance & Resources

X3657	Citizen's Advice GP-based outreach pilot project	0	25,000	0	0	0	Andrew Limb	Nil
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The project involves the placement of a qualified advisor from Cambridge CAB in East Barnwell General Practice for three days per week to run an advice session for clients who have been referred by GPs based in the practice. The GPs will offer the advice as part of their consultations to people who present with issues that affect their well-being. This is a pilot project that, if successful, could be used to leverage funding in future from other public sector bodies such as the National Health Service NHS). [Fund from Sharing Prosperity Fund, SPF].

X3658	Digital skills in deprived areas	0	15,000	0	0	0	Andrew Limb	Nil
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Working with the County Council, helping people to get the online skills they need to support the anti-poverty strategy (i.e. general digital access, including to public services) but also to focus on job search and online applications. [Fund from Sharing Prosperity Fund, SPF].

X3683	Rental Support for Cambridge City Foodbank	0	14,000	14,000	0	0	Dave Prinsep	Nil
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Proposal to provide rental support of £14,000 p.a. to Cambridge City Foodbank to enable them to increase their management capability and expand their services locally from their Cambridge base. This is to be funded from the Sharing Prosperity Fund for 2015/16 and 2016/17 after which it will be reviewed. The Foodbank currently operates from Orwell House/Furlong as its base with 6 distribution centres, operating purely through voluntary staff and public/corporate donations. This funding will enable them to develop their services and relieve financial pressure due to uncertain and fluctuating funding sources. [Fund from Sharing Prosperity Fund, SPF]

Total External Bids in Finance & Resources		0	54,000	14,000	0	0		
Total External Bids		0	54,000	14,000	0	0		
Report Total		0	54,000	14,000	0	0		

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Reference	Item Description	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	2017/18 Budget £	2018/19 Budget £	Contact	Climate Effect Rating
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PPF Bids

Finance & Resources

PPF3706	Trade Union Facilities Agreement	0	34,500	34,500	34,500	34,500	Deborah Simpson	Nil
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Trade Union branch secretaries do not currently have the time to fully contribute to the multiple transformation processes that are ongoing. This proposal will enhance the trade union facilities agreement by allowing additional support to HR and the council as staff face uncertainty and challenges arising from the transformation programme, will ease the transition and allow full participation, thereby ensuring the morale is maintained and the process takes account of input from staff.

Total PPF Bids in Finance & Resources

0	34,500	34,500	34,500	34,500
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Total PPF Bids

0	34,500	34,500	34,500	34,500
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Report Total

0	34,500	34,500	34,500	34,500
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2015/16 Budget - General Fund

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Non-Cash Limit Items

Finance & Resources

NCL3696	Creation of an "Invest for Income" Fund	0	6,500,000	1,000,000	500,000	0	Caroline Ryba	Nil
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In order to maximise the return from our capital, it is proposed to place funding released by the reviews of earmarked reserves and the capital plan into an earmarked reserve to fund income-generating investments. A formal 'Invest for Income' process will be set up to develop proposals, with the assumption that investments opportunities will make commercial returns of at least 5%. They may include investment in general fund residential property, energy generation, and other opportunities.

Total Non-Cash Limit Items in Finance & Resources		0	6,500,000	1,000,000	500,000	0		
Total Non-Cash Limit Items		0	6,500,000	1,000,000	500,000	0		
Report Total		0	6,500,000	1,000,000	500,000	0		

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Capital Bids

Finance & Resources

C3664	Commercial Property Acquisition Programme	0	8,000,000	0	0	0	Dave Prinsep	Nil
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This programme will allow the council to purchase additional commercial properties to bring in more income to support frontline services.

Investment in property will refocus the Council's commercial property portfolio, funded from reserves. It is anticipated that the Council will gain not only a revenue yield of at least 5% per annum but also from capital value growth. [Linked to proposals I13665, R13666, NCL3691 and C3737].

C3726	Localisation of Council Tax - Implementation costs [Close in Plan]	(9,000)	0	0	0	0	Alison Cole	Nil
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Scheme completed so funding returned to reserves.

C3727	Corporate Document Management (DIP & EDRM) [Close in Plan]	(144,000)	0	0	0	0	James Nightingale	Nil
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Scheme completed so funding returned to reserves.

C3733	ICT Infrastructure Programme PR020 [Transfer uncommitted from Capital Plan to Projects Under Development (PUD)] [R and R]	0	(90,000)	(160,000)	(110,000)	0	James Nightingale	Nil
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In order for this programme to be reviewed before bringing forward any items for inclusion on the capital programme it is proposed to place the programme on the 'Projects under development (PUD) list'. When plans are progressed sufficiently, they will be put back onto the Capital Plan. [Transfer releases Repairs and Renewals Funding back into reserves].

C3734	Admin Buildings Asset Replacement Programme PR023 [Transfer uncommitted from Capital Plan to Projects Under Development (PUD)] [R and R]	0	(138,000)	(74,000)	(62,000)	0	Will Barfield	Nil
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In order for this programme to be reviewed before bringing forward any items for inclusion on the capital programme it is proposed to place the programme on the 'Projects under development (PUD) list'. When plans are progressed sufficiently, they will be put back onto the Capital Plan. [Transfer releases Repairs and Renewals Funding back into reserves].

2015/16 Budget - General Fund

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Reference	Item Description	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	2017/18 Budget £	2018/19 Budget £	Contact	Climate Effect Rating
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Capital Bids

C3735	Commercial Properties Asset Replacement Programme PR024 [Transfer uncommitted from Capital Plan to Projects Under Development (PUD)] [R and R]	0	(433,000)	(20,000)	(22,000)		0 Will Barfield	Nil
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In order for this programme to be reviewed before bringing forward any items for inclusion on the capital programme it is proposed to place the programme on the 'Projects under development (PUD) list'. When plans are progressed sufficiently, they will be put back onto the Capital Plan. [Transfer releases Repairs and Renewals Funding back into reserves].

C3737	Commercial Property Portfolio [Existing Capital Receipts]	0	515,000	0	0		0 Dave Prinsep	Nil
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Existing Capital receipts which were previously earmarked for property investment to be added to the amount provided for from reserves [Linked to proposal C3664].

Total Capital Bids in Finance & Resources	(153,000)	7,854,000	(254,000)	(194,000)	0
Total Capital Bids	(153,000)	7,854,000	(254,000)	(194,000)	0
Report Total	(153,000)	7,854,000	(254,000)	(194,000)	0