



To Executive Councillor for Planning, Policy & Transport; Councillor Kevin Blencowe

Report by Director of Environment and Head of Finance

Relevant Scrutiny Environment 28 June 2016

Committee

2015/16 Revenue and Capital Outturn, Carry Forwards and Significant Variances – Planning Policy & Transport Portfolio

Key Decision

1. Executive summary

1.1 This report presents, for the Planning, Policy & Transport Portfolio :

- a) A summary of actual income and expenditure compared to the final budget for 2015/16 (outturn position)
- b) Revenue and capital budget variances with explanations
- c) Specific requests to carry forward funding available from budget underspends into 2016/17.

2. Recommendations

The Executive Councillor is recommended to request that the Executive Councillor for Finance and Resources, at the Strategy and Resources Scrutiny Committee on 4 July 2016, approves the following:

- a) Carry forward requests totalling £44.55k revenue funding from 2015/16 to 2016/17, as detailed in **Appendix C**
- b) Carry forward requests of £5,377k capital resources from 2015/16 to 2016/17 to fund rephased net capital spending, as detailed in **Appendix D**.

3. Background

Revenue Outturn

- 3.1 The overall revenue budget outturn position for the Planning Policy & Transport Portfolio is given in the table below. Detail, by service grouping, is presented in **Appendix A**.

2014/15 £'000	Planning Policy & Transport Portfolio Revenue Summary	2015/16 £'000	% Final Budget *
860	Original Budget	(118)	-
-	Adjustment – Prior Year Carry Forwards	82	-
-	Adjustment – Service Restructure Costs	(7)	-
-	Adjustment – Earmarked Reserves	0	-
-	Adjustment – Capital Charges	0	-
-	Adjustment – Central & Support reallocations	14	-
9	Other Adjustments	0	-
869	Final Budget	(29)	-
(267)	Outturn	(974)	-
(1,136)	(Under) / Overspend for the year	(945)	-
82	Carry Forward Requests	45	-
(1,054)	Resulting Variance	(900)	-

*As the net budget is small due to spend and income budgets being netted off, percentages are not a useful indicator.

- 3.2 **Appendix A** shows original and final budgets for the year (with the movements summarised in the above table) and compares the final budget with the outturn position for this Portfolio for 2015/16. The original revenue budget for 2015/16 was approved by the Executive Councillor for Planning Policy & Transport on 12 January 2015.
- 3.3 **Appendix B** provides explanations of the main variances.
- 3.4 **Appendix C** lists revenue carry forward requests.

Capital Outturn

- 3.5 The overall capital budget outturn position for the Planning Policy & Transport Portfolio is given in the table below. **Appendix D** shows the outturn position by scheme and programme with explanations of variances.

2014/15 £'000	Planning Policy & Transport Portfolio Capital Summary	2015/16 £'000	% Final Budget
7,393	Final Budget	8,831	100.0
979	Outturn	3,449	39.1
(6,414)	Variation - (Under)/Overspend for the year	(5,382)	(60.9)
6,305	Rephasing Requests	5,377	60.8
(109)	Variance	(5)	(0.1)

4. Implications

- 4.1 The net variance from the final budget (see above), would result in a decreased use of General Fund reserves of £900k.
- 4.2 A decision not to approve a carry forward request may impact on officers' ability to deliver the service or scheme in question and this could have staffing, equality and poverty, environmental, procurement, consultation and communication and/or community safety implications.

5. Background papers

- Closedown Working Files 2015/16
- Directors' Variance Explanations – March 2016
- Capital Monitoring Reports – March 2016
- Budgetary Control Reports to 31 March 2016

6. Inspection of papers

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

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Revenue Budget 2015/16 - Outturn

Service Grouping	Original Budget £	Final Budget £	Outturn	Variation Increase / (Decrease) £	Carry Forward Requests - see Appendix C £	Net Variance £
Environment - Parking Services						
Car Parks	(2,860,940)	(2,855,570)	(3,717,428)	(861,858)	0	(861,858)
Shopmobility	114,530	109,530	98,814	(10,716)	0	(10,716)
	(2,746,410)	(2,746,040)	(3,618,614)	(872,574)	0	(872,574)
Environment - Planning						
Concessionary Fares	0	0	808	808	0	808
Building Control Fee Earning	(7,320)	0	0	0	0	0
Building Control Other	223,300	225,380	235,248	9,868	0	9,868
City Development	639,930	649,930	768,100	118,170	0	118,170
Considerate Contractors Scheme	4,170	2,090	(82)	(2,172)	0	(2,172)
Cambridge University Contract		0	(36,942)	(36,942)	0	(36,942)
New Neighbourhoods	0	0	(782)	(782)	0	(782)
Planning Policy	545,830	545,830	548,629	2,799	2,800	5,599
Urban Design & Conservation	510,380	531,380	497,935	(33,445)	20,000	(13,445)
Public Transport Subsidy	134,410	134,410	129,439	(4,971)	0	(4,971)
Taxicard Service	118,070	118,070	84,806	(33,264)	0	(33,264)
Transport Initiatives for the Disabled	42,980	42,980	39,850	(3,130)	0	(3,130)
	2,211,750	2,250,070	2,267,009	16,939	22,800	39,739
Environment - Streets and Open Spaces						
Bus Shelters	13,560	13,560	6,527	(7,033)	0	(7,033)
Street Name Plates	21,770	21,770	13,170	(8,600)	0	(8,600)
Highways Schemes General	92,030	92,030	89,190	(2,840)	0	(2,840)
Walking & Cycling Strategy	13,680	14,180	12,329	(1,851)	1,850	(1)
Flood Risk Management	138,520	188,520	168,606	(19,914)	19,900	(14)
	279,560	330,060	289,822	(40,238)	21,750	(18,488)
Environment - Director & Business & Information Service (BIS)						
Urban Growth Project Management	137,220	137,220	87,785	(49,435)	0	(49,435)
	137,220	137,220	87,785	(49,435)	0	(49,435)
Total Net Budget	(117,880)	(28,690)	(973,998)	(945,308)	44,550	(900,758)

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

- portfolio and departmental restructuring
- approved budget carry forwards from the previous financial year
- technical adjustments, including changes to the capital account
- virements approved under the Council's constitution
- additional external revenue funding not originally budgeted
- 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

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Revenue Budget 2015/16 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
	Environment - Parking Services		
Car Parks	Income exceeded budget expectations due to buoyant local economic conditions. There was also an underspend on maintenance and one off staffing costs resulting in expenditure savings	(861,858)	Sean Cleary
	Environment - Planning		
City Development	Overall, there has been a significant saving on salaries because of the number of vacancies within the planning service over the past 12 months, in both City Development and New Neighbourhoods Team but this has been off-set by equivalent expenditure on temporary agency staff to cover vacancies, given the high volumes of workloads within the teams. Most of the expenditure on temporary staff can be clawed back through planning performance agreement payments which are phased throughout and across financial years and are therefore ongoing. There has been an over-achievement on major applications planning fee income within the City Development Team and an over-achievement generally on other types of planning fee income such as pre-application fees and discharges of conditions, reflecting the high levels of growth activities generally. However, there has been a significant shortfall in planning fee income associated with large-scale strategic major applications within the New Neighbourhoods Team which has created the overall variance. This is a result of some large-scale applications that were due to be submitted before the end of the financial year being delayed. One example of this is the West Cambridge outline application where submission is delayed until the end of May/early June -the planning application fee for this is £86,462. There are also a number of other projects that have been delayed on Darwin Green 1 site where development has not yet commenced. Planning application fee income is volatile and the outturn forecast is difficult to predict accurately because of this. Officers are reliant on developer programme information, which is subject to constant change at short notice, to project this.	118,170	Sarah Dyer
Cambridge University Contract	This is University contract funding for officer resources to progress and provide inputs to University projects The University confirmed that recruitment could not start until the contract had been signed in February 2016 and this first contract payment has only recently been received. Recruitment is therefore ongoing in some cases so this needs to be carried forward into the next financial year.	(36,942)	Sharon Brown
Urban Design & Conservation	The underspend relates principally to funding within on going program of proactive conservation work (updating conservation area appraisals and historic signage/advertising programme) which should be spent in 2016/17. Exec Cllr has approved year on year carry over in order to complete program.	(33,445)	Glen Richardson
Taxicard Service	The variance is due to fluctuations in passenger usage.	(33,264)	Sara Saunders
	Environment - Director & Business & Information Service (BIS)		
Urban Growth Project Management	The underspend relates to the vacancy of the Corporate Growth Programme Manager which was partly offset by part time administrative support.	(49,435)	Simon Payne
Other		(48,534)	-
Total		(945,308)	

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Revenue Budget 2015/16 - Carry Forward Requests

Request to Carry Forward Budgets from 2015/16 into 2016/17

Item	Reason for Carry Forward Request	Amount £	Contact
	Director of Environment		
1	Walking & Cycling Strategy - Allocation of funding delayed due to prioritising limited staff time to supporting City Deal project work.	1,850	Alistair Wilson
2	Flood Risk Management - Carry forward request due to delays in starting major drainage projects.	19,900	Simon Bunn
3	Planning Policy - MLEI grant funding received and earmarked for training which will be undertaken in 2016 - 2017.	2,800	Sara Saunders
4	Urban Design & Conservation - Ongoing program of pro-active conservation work which should be spent in 2016/17.	20,000	Glen Richardson
	Total Carry Forward Requests for Planning Policy & Transport Portfolio / Environment Scrutiny Committee	44,550	

Planning Policy & Transport Portfolio / Environment Scrutiny Committee

Capital Budget 2015/16 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2015/16 £000	Final Budget 2015/16 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Rephase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
SC416	UNiform e-consultee Access Module	Paul Boucher	0	7	5	(2)	0	(2)	Project Complete
SC570	Essential Structural/Holding Repairs - Park Street Multi-Storey car park	Sean Cleary	41	45	28	(17)	17	0	3 Year repair project with majority of 3rd year works completed. Final retention invoices are not due until summer 2016. Capital account will need to be rephrased to carry the remaining £17,000 forward into 2016/17 for this.
SC571	Procurement of IT System to Manage Community Infrastructure Levy	Sara Saunders	0	20	0	(20)	20	0	Implementation of CIL dependant on timing of Local Plan Examination.
SC589	Grand Arcade Car Park Stairwell Refurbishment	Sean Cleary	0	7	4	(3)	0	(3)	Final invoice now received and paid. Project complete and capital account can be closed
SC590	Structural Holding Repairs & Lift Refurbishment - Queen Anne Terrace Car Park	Sean Cleary	360	499	215	(284)	284	0	5 year holding repair project with majority of second year works complete. Some of year 2 works have needed to be rescheduled into year 3 resulting in the need for the remainder of year 2 budget to be rephased and added to preplanned year 3 budget. Will liaise with service accountant for roll over of funds into 16/17
Total Projects			401	578	252	(326)	321	(5)	
PV007	Cycleways	Alistair Wilson	240	275	21	(254)	254	0	Rolling programme delayed due to prioritising limited staff time towards City Deal projects. Spend on Green Dragon Bridge likely to be less than anticipated, with forward priorities under review.
PV018	Bus Shelters	Alistair Wilson	0	127	17	(110)	110	0	Rolling programme delayed due to staffing changes and technical difficulties. Solutions largely identified and in process of being implemented, with further phase to follow later in 2016.
PV033B	Street Lighting	Alistair Wilson	42	82	1	(81)	81	0	City Centre Historic Core upgrades in progress with three Kite area streets works anticipated Spring 2016. Opportunity to undertake additional works under review.
PV532	Cambridge City 20mph Zones Project	Alistair Wilson	140	316	75	(241)	241	0	Phase 2 (East) area works now completed with final phase (South and West Central) designed and being procured for implementation Summer 2016. Monitoring work to continue thereafter.

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Capital Budget 2015/16 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2015/16 £000	Final Budget 2015/16 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Rephase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
PV549	City Centre Cycle Parking	Alistair Wilson	190	190	8	(182)	182	0	On-street element of works completed with additional sites included as committed in Portfolio and Operational plans. Scoping work on further opportunities (incl Grand Arcade Cycle Park) continuing.
PV594	Green Deal	Jo Dicks	1,126	5,404	2,894	(2,510)	2,510	0	Good Progress continues to be made on installations and sales of solid wall insulation to private households. Currently Just under 900 (project target of 1000) customers have signed up and paid a deposit. Close to 700 solid wall properties have completed installation. Underspend is very unlikely on this fund as demand remains high.
PV595	Green Deal - Private Rental Sector	Jo Dicks	357	1,829	174	(1,655)	1,655	0	Sales to PRS properties have remained disappointing . However, new sales activity and greater flexibility from DECC as to how this element of the fund can be spent is helping uptake of the funding. Underspent funds return to DECC under the terms of our MoU. DECC are aware of progress through fortnightly updates.
Total Provisions			2,095	8,223	3,190	(5,033)	5,033	0	
PR039	Minor Highway Improvement Programme	Alistair Wilson	30	30	7	(23)	23	0	Contribution to Local Highways Improvement programme delivered by County Council. Year spend to be finalised with transfer of funds accordingly.
Total Programmes			30	30	7	(23)	23	0	
Total for Planning Policy & Transport Portfolio			2,526	8,831	3,449	(5,382)	5,377	(5)	

Changes between original and final budgets may be made 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)