

Carry Forward Requests Appendix

Budget Carry Forward Request 2015/16

Chief Officer : Richard Morris

Budget description : Planning - Development Management

Type of expenditure: Revenue

Cost Centre code : DVDEVCT

Budget unspent at 31/3/16: £ 82,000 (forecast underspend @ 30/3/16)

Amount requested for carry forward: **£ 36,250**

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2015/16 and timescales for expenditure in 2016/17 :

The monies relate to the procurement of a software system to administer both CIL and S106 monies (income and expenditure). The intention was to have the system installed thus incurring the expenditure in 2015/16.

Rules with regard to IT security (covering ISO 27001 certification) changed during 2015/16 and the supplier had to provide updated documentation to satisfy the Council's Information Assurance process. This took longer than anticipated and the software installation has not yet occurred. The Information Assurance process has now been completed and the installation is in-progress - it is anticipated that the install will be completed within the first month of the 2016/17 financial year.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

Funds have been allocated to accommodate the procurement of the software package from 2015/16. If the carry forward is not supported further pressures will be placed on the restricted 2016/17 budget as the procurement has already occurred.

Budget Carry Forward Request 2015/16

Chief Officer : Lesley Bowles

Budget description : Leisure Contract

Type of expenditure: Revenue

Cost Centre code : LSLSCONT

Budget unspent at 31/3/16: £20,706

Amount requested for carry forward: **£20,706**

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2015/16 and timescales for expenditure in 2016/17 :

This money is to enable this Council to commission a comprehensive Leisure, Open Space & Sports Strategy to map existing facilities and identify evidence based needs for future developments and improvements, as requested by Members. This work will also contribute to the new 20 year Local Plan to demonstrate the need for future leisure and open space facilities across the District.

This money has not yet been spent as the tender brief was issued in January 2016, tenders submitted were evaluated in March 2016 with interviews being held in April 2016. This work will commence with the appointed consultant company at the beginning of May 2016. As such this money is requested to be carried forward into 2016/17 to enable this work to be completed.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

If this money is not carried forward to complete this work, the 2016/17 budget would be overspent, alternatively the Strategy work could not be completed as we could be unable to commission this work.

Budget Carry Forward Request 2015/16

Chief Officer:	Richard Wilson
Budget description:	Licensing Partnership Hub Costs (IT Specific)
Type of expenditure:	Revenue
Cost Centre code:	XAXJHUB 56900 9999
Budget unspent at 31/3/16:	£12,735
Amount requested for carry forward:	£12,735

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2015/16 and timescales for expenditure in 2016/17:

Spend was expected in the financial year 2015/16 as follows:

‘Knowledge Test’ Project - £2,485

- The Licensing Partnership intended to modernise the method that Taxi drivers are assessed for local knowledge, this included the introduction of a mobile theory testing capability through the use of secure Tablet devices, cloud based customisable exam software and a wireless network hotspot. Unfortunately, the Licensing officer tasked with this project stepped down from their position at the end of 2015, the vacancy has now been filled with someone new in post from late March 2016. This person, together with another Partnership Licensing Officer will be tasked with implementing the new innovative service in 2016.

Partnership Oracle Database Environment Upgrade - £6,000

- The Partnerships Oracle environment was scheduled to be upgraded in late 2015 / early 2016. Unfortunately owing to workloads within the IT Team who were delivering the final components of the Building Control Partnership the upgrade to Oracle was not started. This work must still be completed and the finance allocated to the project should be carried forward into the new financial year, it is anticipated that this expenditure will be completed by September 2016.

Uniform Enterprise for Licensing - £4,250

- Following on from the successful implementation of the Uniform Enterprise software in both Development Control and Building Control the Licensing Partnership intended to implement the management reporting and performance management software within their module of the Uniform system. IT resource would have been required with the installation and configuration of the environment, the IT service would then work with the Licensing Officers

and the Partnership manager to identify tasks, reports and charts that would enable the service to better manage workloads, monitor performance and set targets.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

'Knowledge Test' Project

- The Licensing Partnership are renowned for implementing innovative processes and services, implementing this new method of ensuring that our Taxi trade are knowledgeable in the Highway Code, safety and the local area will continue to keep our citizens safe, continue to put us one step ahead of other Local Authorities and potentially encourage other Councils into this successful partnership.

Partnership Oracle Database Environment Upgrade

- To continue to remain on a support software platform we are required to update the software. Failure to do so will mean that we fall out of our support contract with our supplier, putting the Partnership at risk of experiencing non-fixable software faults and errors.

Uniform Enterprise for Licensing

- The Licensing Partnership have wished to harness the power of this software, something that is already successfully embedded into Development Control and Building Control. Both Development Control and Building Control have been able to develop their processes to work more efficiently, distribute workload and for managers more easily review officer performance.

Budget Carry Forward Request 2015/16

Chief Officer: Richard Wilson

Budget description: Asset Maintenance Direct Services

Type of expenditure: Revenue

Cost Centre code: YMBCS

Budget unspent at 31/3/16: £12,349

Amount requested for carry forward: £11,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2015/16 and timescales for expenditure in 2016/17 :

Two asset maintenance projects due to be funded within the 2015/16 financial year have not been undertaken due to circumstances outside of Council officers control.

The Portacabin used by parking enforcement and grounds maintenance employees at Hollybush requires replacement. A used cabin is available but due to delays in the power company disconnecting the power supply before transport to Hollybush it has not been possible to complete this work by year end. The cost of disconnection, transport, reconnection and disposal of the old cabin amounts to £6,000. It is planned to complete this work within two months subject to further delay in disconnection by the utility company.

One of the vehicle wash tanks at Dunbrik depot requires replacement due to corrosion. An order was raised in December for the contractor appointed to undertake replacement. The company was slow in scheduling the work, but eventually manufactured and delivered a replacement tank which its installers found to be the wrong dimensions. Despite substantial officer pressure to deliver the correct sized tank the installation has not been completed. The cost of the works is expected to be £5,000 and needs to be completed during April.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

If it is not possible to carry forward the majority of the unspent balance of the depot asset maintenance budget payment for these essential works will have to be met from the 2016/17 budget allocation. This will impact upon the 2016/17 programme for asset maintenance works at Dunbrik, Hollybush and Otford Road depots. Where there is no risk Health and safety planned works could be deferred. However planned or reactive works to eliminate hazards that pose health and safety risks to employees and visitors to the depots will have to be addressed and could result in an overspend of this budget line.

Budget Carry Forward Request 2015/16

Chief Officer : Adrian Rowbotham

Budget description : Revenues and Benefits

Type of expenditure: Revenue

Cost Centre code : FSLTHSB

Budget unspent at 31/3/16: £57,961

Amount requested for carry forward: £57,961 (up to)

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2015/16 and timescales for expenditure in 2016/17:

The following grants were received in 2015/16:

- DCLG Local Council Tax Support Admin Grant £18,950
- Implementing welfare reform changes £11,931
- New Burdens £3,139
- DWP Fraud & Error Reduction Incentive Scheme (FERIS) £23,941

With welfare reform changes continuing to occur following the Local Council Tax Support Scheme replacing Council Tax Benefit from 2013/14, several grants have been received.

A service review of Revenues and Benefits is currently taking place to see how improvements and efficiencies can be made. This may result in one off items of expenditure that will help to facilitate these changes and the grants received could be used to fund these items.

As mentioned during the year in the Budget Monitoring reports additional resources have been used in the year to help address the Benefits workload and be proactive in contacting Council Tax Support customers. The costs of both services are shared with Dartford BC. When the partnership accounts for the year are confirmed between the two partners, some of the grant funding listed above may be required to fund part of the additional expenditure.

It is requested that any remaining grant funding is carried forward to 2016/17.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

It will reduce the funding available to deliver the improvements and efficiencies recommended by the service review.

Budget Carry Forward Request 2015/16

Chief Officer : Richard Wilson

Budget description : Asset Maintenance - Leisure

Type of expenditure: Revenue

Cost Centre code : YMDZZD

Budget unspent at 31/3/16: £ TBC

Amount requested for carry forward: £ Any unspent balance

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2015/16 and timescales for expenditure in 2016/17 :

Please refer to separate report to Finance Advisory Committee 18th April, entitled Asset Maintenance, White Oak Leisure Centre, Swanley

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

To keep the centre in an operational safe condition until its future is determined and to support the 2016/17 approved asset maintenance budget as it is anticipated additional works will be required in 2016/17.

Budget Carry Forward Request 2015/16

Chief Officer: Richard Wilson

Budget description: Building works - Dunbrik Depot Vehicle Workshop

Type of expenditure: Capital

Cost Centre code: YLLQ

Budget unspent at 31/3/16: £117,000

Amount requested for carry forward: £117,000 or unspent balance of £234,000.

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2015/16 and timescales for expenditure in 2016/17:

Council agreed a capital budget sum of £234,000 to undertake building alterations and MOT test centre improvement works during 2015/16. The MOT improvements and required upgrade of the workshop electrical installation have been completed.

Unfortunately the tender opportunity to undertake roof height alterations and other minor building works, advertised at the end of 2015, did not attract any tender returns. Enquiries as to the reason for the limited interest at the time indicated that the tender release was too close to Christmas and many contractors had full order books taking them through to Spring 2016.

Although the opportunity has now been re-advertised, and has attracted sufficient interest to expect submission of competitive tenders, the tender evaluation and appointment of a contractor can't be achieved before early in the new financial year.

Approval is sought to carry forward the unspent capital into the 2016/17 financial year. Timescale for expenditure of the carried forward sum will be phased contract payments during the Summer with completion expected early Autumn 2016.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

These roof alteration works are essential to provide sufficient door opening height for all current refuse freighter designs and other similarly high sided vehicles to access the vehicle maintenance workshop. If the works are not undertaken the Council's vehicle procurement options will continue to be restricted to only one or two suppliers who can manufacture freighters to fit the current opening height. This limits competition resulting in higher vehicle purchase prices and denies the Council best value.

In addition it will increase annual expenditure as essential inspections, servicing and repairs to vehicles that cannot be purchased to meet the workshop height restriction, will have to be outsourced to the private sector in order to comply with the Council's vehicle operator roadworthiness obligations.