

AGENDA



For a meeting of the
RESOURCES POLICY DEVELOPMENT GROUP
to be held on
THURSDAY, 17 JANUARY 2013
at
2.30 PM
in
WITHAM ROOM, COUNCIL OFFICES, ST. PETER'S HILL, GRANTHAM. NG31 6PZ
Beverly Agass, Chief Executive

Group Members:	Councillor Jean Bevan, Councillor Michael Cook, Councillor Nick Craft (Chairman), Councillor Phil Dilks, Councillor Bob Sandall, Councillor Trevor Scott (Vice-Chairman) and Councillor Jacky Smith
Portfolio Holders:	Councillor Teri Bryant (Portfolio: Good Housing) Councillor Mike Taylor (Portfolio: Strategic Resources – Well Run Council)
Support Officer:	Jo Toomey Tel: 01476 40 61 52 E-mail: j.toomey@southkesteven.gov.uk

Members of the Group are invited to attend the above meeting to consider the items of business listed below.

1. COMMENTS FROM MEMBERS OF THE PUBLIC

To receive comments or views from members of the public at the Group's discretion.

2. MEMBERSHIP

The Group to be notified of any substitute members.

3. APOLOGIES

4. DISCLOSURE OF INTERESTS

Members are asked to disclose any interests in matters for consideration at the meeting.

5. ACTION NOTES - 2 NOVEMBER 2012

(Enclosure)

6. UPDATES FROM PREVIOUS MEETING

- MOT arrangements for taxis (Waste and Recycling Service Manager - Pat Swinton)
- Development Management accredited agents scheme (Development Management Service Manager - Pat Reid)

7. FEEDBACK FROM THE EXECUTIVE

8. HOUSING REVENUE ACCOUNT BUSINESS MODEL

Presentation by Head of Community Assets.

9. FINANCIAL SETTLEMENT

Report number HOF221 by the Head of Finance.

(Enclosure)

10. BUDGET MONITORING REPORT

Report number HOF220 by the Head of Finance.

(Enclosure)

11. WORK PROGRAMME

(Enclosure)

12. ANY OTHER BUSINESS, WHICH THE CHAIRMAN, BY REASONS OF SPECIAL CIRCUMSTANCES, DECIDES IS URGENT.

MEETING OF THE RESOURCES POLICY DEVELOPMENT GROUP

FRIDAY, 2 NOVEMBER 2012 2.30 PM



GROUP MEMBERS PRESENT

Councillor Mark Ashberry
Councillor Jean Bevan
Councillor Michael Cook

Councillor Nick Craft (Chairman)
Councillor Bob Sandall
Councillor Trevor Scott (Vice-Chairman)

PORTFOLIO HOLDER

Portfolio Holder: Strategic Resources – Well Run Council (Councillor Mike Taylor)

OFFICERS

Strategic Director – Corporate Focus (Daren Turner)
Property Development Manager (Neil Cucksey)
Head of Community Assets (Paul Stokes)
Head of Environmental Services (Mark Taylor)
Waste and Recycling Service Manager (Pat Swinton)
Development Management Service Manager (Pat Reid)
Community Engagement and Policy Development Officer (Carol Drury)
Principal Democracy Officer (Jo Toomey)
Accountant (Gillian Goddard)

30. MEMBERSHIP

The PDG was notified that Councillor Ashberry was substituting for Councillor Dilks for this meeting only.

31. APOLOGIES

An apology for absence was received from Councillor Smith

32. DISCLOSURE OF INTERESTS

No interests were disclosed.

33. ACTION NOTES FROM 4 OCTOBER 2012

The action notes from the meeting held on 4 October 2012 were agreed as a correct record and noted.

34. UPDATES FROM PREVIOUS MEETING

Cycle Centre

At its meeting on 4 October 2012, the PDG recommended that the cycle centre should be subject to additional advertisement. The facility would be promoted in conjunction with the developing Health and Wellbeing Strategy. Further engagement with the wider community was also required.

Grounds maintenance issues

The grounds maintenance issues raised on 4 October 2012 in relation to overgrown planting and grass verges was referred to the Scrutiny Committee and would form part of its considerations on the grounds maintenance contract at its next meeting on 27 November 2012.

35. FEES AND CHARGES

The Strategic Director introduced report number HOF210 and explained that it provided a high level look at fees and charges. The PDG would continue the work it began on 4 October 2012 in respect of fees and charges and receive updates on proposed fees and charges for 2013/14.

Car parking

The Property Development Manager summarised the outcome of the Communities Policy Development Group's strategic car parking review. He summarised the scope of the review, the arrangements for the introduction and management of civil parking enforcement and possible new methods for payment (payment via mobile phone). He also explained that the PDG's work was informing a new car parking strategy, which would manage demand, support the vitality and vibrancy of local economies and seek to promote more sustainable transport choices.

One outcome of the Communities PDG's review was that they did not feel there was sufficient differential between all day parking in long-stay and short-stay car parks. It was suggested that the cost for parking all day in long-stay car parks should be reduced from £3.00 to £2.90 and the charge for parking all day in a short stay car park should be increased from £4.00 to £4.20 in an attempt to influence behaviour. Councillors discussed the proposal. Some members suggested that there should not be any increase in charges while others suggested that the price differential would need to be greater to influence parking behaviour. Instead councillors considered the introduction of a

maximum stay period of three hours for short-stay car parks.

Councillors also discussed car parking in Bourne. To manage the turnover of parking spaces it had been suggested that parking orders imposing a maximum stay of 30 to 60 minutes should be applied at the Bourne Corn Exchange. This would ensure facilities were available at the Corn Exchange when the Bourne Community Access Point was opened. Orders on other car parks could be for four or eight hours. This would be managed through the introduction ticketing machines against which no charge would be made.

Recommendation

That Parking Orders should be applied to Bourne car parks from April 2013 which would impose a maximum stay period.

PDG members briefly considered the potential impact of CPE. Trends in other areas following the introduction of CPE had shown increased occupancy of car parks as a consequence of on-street parking enforcement.

Recommendation

Car parking charges should remain static and be reviewed 6-months after the introduction of Civil Parking Enforcement.

Bus stations

The Property Development Manager proposed that there should be no change in fees and charges for bus stations. Prices had been increased in 2012/13; further increases could deter bus companies from picking up or dropping off at the bus station and potentially the cancellation of some services. PDG members also expressed concern that any increase in charges could lead to increases in fares for passengers. Councillors were keen that bus services should be affordable.

Recommendation

That there should be no increase in respect of fees and charges for bus stations within the district.

Cycle Centre

It was proposed that fees and charges for the cycle centre should not change and that there should be increased publicity about the facility's availability.

Recommendation

There should be no increase in respect of fees and charges for the cycle centre in Grantham together with running increased publicity about the

facility's availability.

Cemetery

The Property Development Manager circulated a document which details several proposed new charges in respect of Grantham cemetery. Following recent enquiries, it was proposed that the Council look at providing plots for mausoleums. It was also proposed that following numerous requests provision should be made for kerbed memorials for which a charge should be introduced. The proposed charges would be for the provision of a plot only, memorials would be commissioned by and the responsibility of the bereaved family. The calculation for proposed charges was based on the ratio between the sizes required for a mausoleum plot compared to a standard burial plot. The PDG was further advised of charges made by other Councils, which Members felt compared favourably.

Recommendation

- 1. That the Council should introduce an exclusive right of burial charge for construction of a single vault mausoleum on grave spaces outside of the designated area for lawn cemetery at a charge of £600 for 2013/14 with a £300 pre-purchase deposit***
- 2. That the Council should allow kerbed memorials in the lawn cemetery area with a charge of the standards grave space plus £125.***

Building Control

Extensive work had been done on a service review of the Council's Building Control team, together with benchmarking against other Lincolnshire and neighbouring authorities. Over the past 6 years there had been a decrease in monthly income of approximately £20,000; this level had stabilised. Councillors noted that the Building Control department worked in direct competition with the private sector. Officers recommended that there should be no change in the standard fees and charges for the service however it was proposed that the hourly rate should increase from £40 to £45. The hourly rate could be applied when major development fell outside of the scale of charges. Fees for building control used to be prescribed nationally but since 2010 local authorities could set their own fees but were required to breakeven.

Recommendation

- 1. That the standard fees and charges for Building Control should not change.***
- 2. That the hourly rate for Building Control services should increase from £40 an hour to £45 an hour.***

Markets

A fundamental review of the markets service was carried out in 2010 which involved members of the Communities and Resources PDGs. The charging structure for markets was borne of this review. The charging in Stamford reflected the desirability of the market for traders and occupancy levels. Officers proposed increasing the charges in line with the retail price index.

Councillors proposed no change to the cost of the markets. They compared the charges for South Kesteven's markets with markets in nearby local authorities and noted the loyalty of traders in Grantham who had turned up regularly during the improvement works in Westgate and the Market Place; consequently members felt it would be unfair to alter any other charges. Councillors noted the popularity of Stamford market and some members stated that they felt that charges would be consistent across all the towns. To optimise income from Stamford market Councillors asked whether there were opportunities to increase the footprint of the market and the consequently the number of available pitches. Officers stated this could be reviewed and a report presented back at a future meeting of the PDG.

Recommendation

- 1. That there should be no change in charges in respect of markets***
- 2. That a review of markets (looking to increase the number of available pitches without increasing cost) should be added to the PDG's work programme to begin in 2013.***

Arts centres

A review of fees and charges in respect of the arts centres was carried out in 2013. When comparing fees and charges to similar facilities available in the public and private sector, South Kesteven's were higher. It was proposed that there should be an inflationary increase in charges only. Members noted that footfall has increased at both venues and there were some very regular bookers. The box offices were also being used to sell tickets for events that were not being presented at the Arts Centres, for example Shakespeare at Toilethorpe and events at Belton House. Income was also raised through the Guildhall promoted shows; instead of paying a lump sum for productions, the fees structure was based on an 80:20 split.

Recommendation

That charges in respect of Grantham and Stamford Arts Centres should increase in line with the retail price index.

Bourne Corn Exchange

Significant development was planned for Bourne Corn Exchange in 2012/13

with the development of the Bourne Community Access Point. This would alter the hire offer. It was proposed that the existing fees and charges be increased in line with RPI. Five new considerations were also proposed: kitchen hire excluding the use of equipment, kitchen hire including full use of the equipment including crockery and cutlery, use of the bar for functions when the hirer is providing a bar for the sale of alcohol and peak time and off-peak charges for regular users.

Recommendation

That the Council should adopt the proposed fees and charges for Bourne Corn Exchange.

Green waste

It was proposed that the green waste charge should remain at £25.

Recommendation

That the charge for green waste collection should remain at £25.

Bulky waste

Officers proposed leaving the bulky waste collection as the service was achieving a small operational surplus. The service would consider looking at a pricing structure that incorporated allotted collection times for 2014/15.

Recommendation

That the charging structure for the collection of bulky waste should not change.

MOT testing

The charge for MOT testing was set at the maximum level allowed by the Vehicle and Operator Services Agency (VOSA). Discussion ensued on whether the district council could require the Council MOT all taxis licensed under its authority. Councillors suggested increased advertising at the depot. It was also suggested that if the Council did MOT taxis, they could be required to display a sticker stating that SKDC completed their MOT; Councillors felt that this could help increase trust and confidence in the standard of taxis operating in the district. If competition rules prevented mandating the servicing of taxis by the district council, members suggested offering a discount to taxi drivers as an incentive.

Recommendation

- 1. That the charge for MOT servicing should not change.***

- 2. That officers should investigate whether taxis can be required to come to the district council for servicing and whether discounts could be applied as an incentive.***

Development management – pre-application advice

At the meeting of the Resources PDG held on 4 October 2012 the Development Management Service Manager was tasked to model the amount that would have been made from charging for pre-application advice based on planning history and potential incentives to householders seeking pre-application advice. This information was presented in a paper which was circulated to members of the PDG. Following this modelling and benchmarking against other authorities, the Development Management Service Manager recommended an accredited agent scheme rather than rebates for householders who follow the advice they were given. This scheme had recently been launched by Cornwall Council.

Recommendation

- 1. That a charge should be introduced for pre-application advice based on a sliding scale dependent upon the size of the development (from £150 for a small scale development) and £50 for householders.***
- 2. That officers should review the accredited agent scheme run by Cornwall Council for consideration by the PDG at a future date.***

Helpline service

The Strategic Director, Corporate Focus advised members of the proposal to increase charges for the helpline service in line with inflation until the impact of changing the call centre could be identified.

Recommendation

That the charge for the helpline should increase in line with the retail price index.

36. CLOSE OF MEETING

The meeting was closed at 17:03.

REPORT TO RESOURCES PDG

REPORT OF: HEAD OF FINANCE

REPORT NO: HOF221

DATE: 17TH JANUARY 2013

TITLE:	PROVISIONAL GRANT SETTLEMENT 2013/14	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	N/A	
PORTFOLIO HOLDER: NAME AND DESIGNATION:	Cllr Mike Taylor Well Run Council Portfolio Holder	
CONTACT OFFICER:	Richard Wyles – Head of Finance Tel: 01476 406210 Email: r.wyles@southkesteven.gov.uk	
INITIAL IMPACT ANALYSIS: Equality and Diversity	Carried out and Referred to in paragraph (7) below N/A	Full impact assessment Required:
FREEDOM OF INFORMATION ACT:	This report is publicly available via the Your Council and Democracy link on the Council's website: www.southkesteven.gov.uk	
BACKGROUND PAPERS		

1. RECOMMENDATION

Members are asked to note the contents of this report and the provisional settlement for 2013/14.

2. PURPOSE OF THE REPORT

This report is intended to provide members with an update of the provisional financial settlement announcements for 2013/14.

3. DETAILS OF REPORT

3.1 Confirmation of the provisional settlement for 2013/14 was issued by DCLG on the 19th December 2012 and has been confirmed as £8.024m. In future DCLG will include previously separately awarded grants in the overall settlement figure without individually identifying them which will create difficulties in determining the individual allocations that have been awarded. Those specific grants detailed in the 2013/14 announcement that are applicable to the Council are; the Council Tax Freeze grant agreed in 2011/12 for 4 years (£157k), homelessness grant of £106k and Council Support grant of £757k (this being the District element of the Council Tax Support Scheme).

3.2 Resources PDG will be aware that 2013/14 is the first year of the significant shift in how local government is financed following the introduction of the business rate retention scheme. The new funding allocation is a split between locally raised business rates which are retained and revenue support grant.

3.3 Table 1 below details the new funding split and compares this to the amount the Council received in 2012/13.

Table 1.

	Formula Grant Funding 2011/12	Formula Grant Funding 2012/13	Provisional settlement for 2013/14	Proposed settlement 2014/15*
Revenue Support Grant	£1.972M	£143K	£4.206M	Not yet provided
Redistributed business rates	£6.378M	£7.226M	£2.798M	Not yet provided
Total Formula Grant	£8.350M	£7.369M	£7.004M	£6.992M
Specific grants: <ul style="list-style-type: none">• Council Tax• Homelessness• Council Tax	£157K £106K N/A	£316K (2yrs) £106K NA	£157K £106K £757K	Specific grants rolled into the

Support				above
Total (inc grants)	£8.401M	£7.791M	£8.024M	£6.992M
<u>For comparative purposes only</u>		(0)	(£757K)	N/A
Readjusted for council tax support scheme And one off council tax grant		(£157K)		
Re-stated grant	£8.410M	£7.634M	£7.267M	£6.992M
% Change		(9%)	(5%)	(4%)

*based on indicative information provided by the Council's financial advisors

3.4 In comparative terms the decrease between 2012/13 and 2013/14 is £367k or 5% and a similar sized reduction is anticipated for the following financial year. These reductions have already been modelled and budget reduction and efficiency measures have already been introduced in order to meet the grant reductions. This work has placed the Council in a position to protect front line services and continue it's investment in the delivery of its priorities.

3.5 Looking ahead it is anticipated that further year on year reductions will be introduced to the revenue support grant element of the allocation. This will put increasing pressure on the Council and as such the Council will refresh it's Medium Term Financial Strategy in the coming months in order that it can respond to the changing financial climate appropriately.

4. OTHER OPTIONS CONSIDERED

N/a

5. RESOURCE IMPLICATIONS

These are detailed in the report

6. RISK AND MITIGATION

Risk has been considered as part of this report and any specific high risks are included in the table below:

Category Risk	Action / Controls
Financial Risk	Update and implementation of medium term financial strategy

7. ISSUES ARISING FROM IMPACT ANALYSIS

N/a

8. CRIME AND DISORDER IMPLICATIONS

N/a

9. COMMENTS OF FINANCIAL SERVICES

Financial comments are included in the report.

10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES

As part of good governance it is important members are kept updated in respect of the financial position of the Council and specifically around the levels of grant funding from Government in light of the changes in their funding approach.

11. COMMENTS OF OTHER RELEVANT SERVICES

N/a

12. APPENDICES: None

REPORT TO RESOURCES PDG

REPORT OF: HEAD OF FINANCE

REPORT NO: HOF220

DATE: 17 JANUARY 2013

TITLE:	Financial report for 2012/13 – Monitoring Information	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	N/A	
PORTFOLIO HOLDER: NAME AND DESIGNATION:	Councillor Mike Taylor Well Run Council Portfolio Holder	
CONTACT OFFICER:	Richard Wyles – Head of Finance 01476 406210 Email: r.wyles@southkesteven.gov.uk	
INITIAL IMPACT ASSESSMENT:	Carried out and Referred to in paragraph (7) below: N/A	Full impact assessment Required:
Equality and Diversity		
FREEDOM OF INFORMATION ACT:	This report is publicly available via the Your Council and Democracy link on the Council’s website: www.southkesteven.gov.uk	
BACKGROUND PAPERS	HOF 200, HOF204, HOF208 The above reports can be located by putting their reference number in the search section of the committee website via the link below: http://moderngov.southkesteven.gov.uk/ieDocSearch.aspx?bcr=1	

1. RECOMMENDATION

Members are asked to note the comments and figures contained in this report.

2. PURPOSE OF THE REPORT

In order to ensure effective budget management it is important that the members are updated with budget monitoring information. This serves the purpose of ensuring members are kept informed of actual spend compared to budget and the forecast outturn position. The report provides a summary of the year to date (YTD) position against original budget and the forecast position of the outturn and covers the following areas:

- General Fund Revenue Budget
- Housing Revenue Account Revenue Budget
- Capital Programme
 - General Fund
 - HRA

Forecast outturn work is undertaken during the course of the year by the service areas in order to anticipate the outturn position. This process enables options to be considered in respect of the spending proposals for the remainder of the year or alternatively it is used to identify emerging financial issues that can be then investigated and mitigating actions put in place. This is the third report for the current financial year and includes activity for the financial year 1st April – 30th November 2012.

3. DETAILS OF REPORT

General Fund Revenue Budgets

The original net cost of service budget for 2012/13 was set at £16.108m. The financial position as at 30th November, shows a current forecast under spend of £330k which is summarised in the table below:

General Fund Revenue Summary

Corporate Area	Annual Budget £'000	YTD Budget £'000	Net Spend to Date £'000	YTD Variance £'000	Forecast Outturn £'000	Forecast Variance £'000
Community Assets	2,987	817	787	(30)	3,055	68
Corporate	793	998	901	(97)	654	(139)
Development & Growth	2,186	880	881	1	2,088	(98)
Environmental Services	5,645	2,482	2,250	(232)	5,450	(195)
Finance	1,788	3,410	3,373	(37)	1,713	(75)
Housing & Neighbourhoods	606	604	588	(16)	654	48
Legal & Democratic	1,090	633	610	(23)	1,121	31
People, Projects & Performance	296	787	781	(6)	294	(2)
Property Development	123	79	70	(9)	158	35
Special Expense Areas	594	231	231	0	591	(3)
Net Cost of Service	16,108	10,921	10,472	(449)	15,778	(330)

Key Forecast Variances by Corporate Area

Community Assets

- Expenditure relating to public events celebrating the Olympic torch relay in the District will be financed by year end set asides utilising the priority reserve and are not therefore included in the forecast outturn above. This is forecast to be in the region of £53k.
- A water filtration unit is required at Stamford Leisure Centre and is anticipated to cost £8k.
- Market Rights in respect of the Grantham Market has been re-negotiated for the next 3 years which is resulting in an annual saving of £5k.
- There is a forecast reduction on market toll income totalling £18k across both Grantham and Stamford Markets due to issues with lower than anticipated market traders operating and over supply of certain types of casuals.

Corporate

- Operational and Strategic Management cost centres are forecasting to achieve a salary saving due to the shared service arrangement in place with a neighbouring authority for senior posts.
- There is a forecast reduction on audit fees (£27k) following the abolition of the Audit Commission and the appointment of KMPG from the 1st November

Development & Growth

- Development Management and Land Charges budget headings are both experiencing a higher level of income for the first 8 months of the financial year than anticipated. This is forecast to continue for the remainder of the year resulting in additional forecast income of £87k.
- A salary related under spend is forecast due to various vacancies within the service area.

Environmental Services

- Charging for the green waste service has been particularly successful and consequently there is an additional forecast of income than budgeted for. Enhanced street cleansing has been undertaken due to success of the green waste project which is partly offsetting the additional income along with some other additional costs – the net effect is additional income of £174k.
- Improvement on recycling credit income has seen the forecast increase by £29k. Tonnages are now only 3.6% down YTD + 2.5% contamination rate impact therefore recycling gate fees forecast reduced accordingly by £13k.
- Income increased by £17k due to the extension of the Stamford Civics contract until the end of the financial year.
- Environmental Health - Private sector stock condition survey is not expected to be carried out during 2012/13 (£69k) and it has been agreed to earmark this as a year-end set a-side for 2013/14

Finance

- A salary related under spend is forecast due to various vacancies within the service area.

Housing & Neighbourhoods

- The duties of a vacancy of a Housing Options Project Officer is currently being shared staff in the service resulting in an efficiency saving.
- Salary related savings have been identified following the transfer of the call centre operation of the Helpline service.

Property Development

- Building Control income is down compared to budget for the first 8 months of the financial year. The forecast income reflects this downward trend, resulting in a forecast income reduction of £46k.
- An increase in electricity tariffs is resulting in a forecast of an additional £28k of expenditure.
- Car park income has improved across several car parks (£18k)
- Miscellaneous property costs forecast has reduced by £25k mainly due to a reduction in NDR costs for Bourne Core Area now the buildings have been demolished.

Housing Revenue Account Budgets

The financial position as at 30th November 2012, shows a forecast under spend of £140k which is summarised in the table below:

Corporate Area	Annual Budget £'000	YTD Budget £'000	Net Spend to Date £'000	YTD Variance £'000	Forecast Outturn £'000	Forecast Variance £'000
Income	(23,241)	(15,464)	(15,505)	(41)	(23,203)	(62)
Expenditure	10,875	6,097	6,094	(3)	10,689	(6)
Support Services	0	126	125	(1)	0	0
Other Expenditure	7,200	3,542	3,542	0	7,200	0
Interest	3,388	1,694	1,658	(36)	3,316	(72)
Deficit / Surplus	(1,678)	(4,005)	(4,086)	(81)	(1,818)	(140)

Key Forecast Variances

- The current void rate is 1.3% compared to a budget of 1.5%, therefore additional income of £62k is predicted on Dwelling Rents.
- Disabled adaptations forecast increase of £100k due to 4 major adaptations now being undertaken following referrals received from Occupational Therapists for properties requiring extensions. This will be off-set by underspends elsewhere within the Housing Revenue Account.

Capital Budgets

The capital programmes include a number of significant capital projects for 2012/13. The current financial position is outlined in the table below;

Programme	Annual Budget £'000	YTD Budget £'000	Total Spend to Date £'000	YTD Variance £'000	Forecast Outturn £'000	Forecast Variance £'000
General Fund	6,477	2,480	2,934	454	3,937	(2,540)
HRA	4,731	3,131	3,291	160	4,443	(288)

General Fund Key Variances

- Business Innovation Centre and Station Approach schemes – These schemes are now likely to occur in 2013/14 and the allocated sums will be transferred accordingly.
- Shop Front Scheme – Applications are being received and are being processed however there is a forecast underspend of £40k which are now expected to be completed in 2013/14.
- Serviced Land – Outturn has been forecast at £600k for this scheme in 2012/13 with the remaining £400k anticipated to be spent in 2013/14 for land purchase.
- Street Scene Vehicle Procurement – A replacement freighter has been ordered (£150k) due to a vehicle being damaged and written off during a serious accident in June 2012. A new vehicle will be purchased in year (£30k) to enhance the street cleansing service in the district. This will be financed by the additional green waste income received following the introduction of the new scheme.
- Bourne Community Access Point – This project is currently underway and is expected to be operational by March 2013.
- Broad Street Premises Alterations- There will be no scheme of works carried out during 2012/13 which will result in a £100k underspend. Slippage of £35k has been identified for heating works should the decision be made to hold the asset.

- Bourne Core Area – This project is also underway with the first phase of the development expected to be completed by January 2013 with 4 flats being finished within the mill.

HRA Key Variances

- Refurbishment Works (Rectory Close, Barrowby) – Initial tender prices are less than anticipated so forecast outturn has been reduced by £100k accordingly.
- Property Refurbishments – An additional £142k is forecast on this scheme due to the refurbishment of 2 large historic voids being refurbished in 2012/13. This will be funded from other capital schemes within the overall programme.
- Helpline software system upgrade – Following the transfer of the call centre operation to City of Lincoln Council, the budget is no longer required generating a saving of £82k.

The overall delivery of the HRA capital programme has improved since 2011/12 when there was a underspend of £2,046m (30%) compared to only £288K (6%) being forecast for 2012/13.

Headcount and Budgets

The position as at 30th November 2012 shows that against an original FTE budget of 626.1 the actual FTE (including agency and wages staff) is 595.1 which equates to a variance of (31.0) FTE.

4. OTHER OPTIONS CONSIDERED

None applicable

5. RESOURCE IMPLICATIONS

None applicable

6. RISK AND MITIGATION

None applicable

7. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT

None applicable

8. CRIME AND DISORDER IMPLICATIONS

None applicable

9. COMMENTS OF FINANCIAL SERVICES

Financial considerations are included in the report.

10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES

As part of good governance it is important members are kept updated in respect of the financial position of the Council expenditure during the course of the year.

11. COMMENTS OF OTHER RELEVANT SERVICES

None applicable

12. APPENDICES

None

RESOURCES PDG WORK PROGRAMME 2012/13

Date	Item	Action	Update	Action Notes to Officers	Response	Recommendation	Cabinet/Council Decision
31 May 2012	Void Properties	To provide an update to the PDG on void properties.	Update given by Head of Community Assets and Property & Facilities Manager	That Council explores using a single energy provider for utilities in council-owned properties and, if possible, all Council owned/leased buildings	4.10.12 Initial enquiries had been made. See Action Notes for full detail. Head of Community Assets to continue to investigate opportunities.		
18 June 2012	Fees and Charges Strategy	Develop and implement strategy. Incorporate framework into budget setting and medium term financial planning	Report HOF199 presented to PDG on draft Strategy			Given its poor use, the PDG recommends that Cabinet should explore cost recovery and potential alternative uses for the cycle centre in Grantham	
	Localisation of Council Tax Benefit	Develop local Scheme in response to the location by central government Working Group established to discuss model scenarios developed by Benefits Staff	Presentation by Benefits & Revenues Manager on requirement to adopt a local scheme				20.8.12 Cabinet approved the proposed criteria for the localisation of Council Tax Support for consultation purposes
2 Aug 2012	Fees and Charges Strategy	Develop and implement strategy. Incorporate framework into budget setting and medium term financial planning	Head of Finance summarised report number HOF203 reflecting the recommendations made by Resources PDG			That Cabinet adopt the draft Fees and Charges Strategy as appended to report HOF203	1.10.12 Cabinet approved the draft Fees and Charges Strategy. The use of the strategy is to be incorporated into the medium term financial planning of the Council
	Car Parking Strategy	Update the resources PDG on the work of the Communities PDG working group		Resources PDG asked for modelling of both one and two hours free parking in Grantham and Stamford and that the car parking review should consider the provision of car parking facilities suitable for motor homes	The PDG received a summary at its meeting of 2.11.12		21.5.12 Cabinet approved the draft SKDC Civil Enforcement Off Street Parking Places Order 2012 for consultation with Statutory Bodies and the public in accordance with Local Authority Traffic Orders (Procedure) (England and Wales) Regulation 1996
	Financial Settlement 13/14	Update to PDG	Update presentation by Strategic Director re retention of non-domestic rate receipts and potential implications on future grant funding	The Development Management Service Manager provides an update report for the possible charging for pre-application advice	The PDG received an update at its meeting of 2.11.12		
	Budget Monitoring	Report to PDG	Report HOF204. Financial report for 1 st quarter of 2012/13				

Date	Item	Action	Update	Action Points to Officers	Response	Recommendation	Cabinet/Council Decision
4 Oct 2012	Cycle Centre	Update on effectiveness of Grantham facility	PDG members requested information on the cycle centre in order to make recommendations about future use.	The Property Manager arrange for the marketing of the cycle centre in Grantham with immediate effect. That a full report be provided to the PDG on the use of the cycle centre	2.11.12 The facility would be promoted in conjunction with the developing Health and Wellbeing Strategy Report provided to the Chairman of the PDG prior to the meeting of 2.11.12		
	Fees and Charges Strategy	Determination of implementation by service area	Presentation by Head of Finance with input from Development Control, Environmental Health and Community Safety and Licensing Managers	All fees and charges work undertaken by service managers in respect of council services are to be presented to the PDG at its meeting on 2 November 2012	Report presented by Strategic Director – Corporate Focus with input from relevant service managers.	The Resources PDG recommends that the proposed fees and charges for Environmental Health Services and Community Safety and Licensing be approved.	
	Budget Monitoring	Report to PDG	Report No HOF208 was presented by the Head of Finance summarising actual spend against the budget and the forecast outturn position as at 31 August 2012	The Head of Finance to circulate an explanation for the variance in staffing levels for Community Safety and Licensing, which exceeded budgeted levels.			
					The issue of over-grown weeks in pavements and grounds maintenance issues relating to overgrown trees and grass verges be referred to the Scrutiny Committee	Agenda item for Scrutiny Committee 27.11.12	
2 Nov 2012	Fees and Charges	Report number HOF210 by Head of Finance – presented by the Strategic Director – Corporate Focus	Update re pre-application advice by Development Control Service Manager	That officers should review the accredited agent scheme run by Cornwall Council for consideration by the PDG at a future date.		That a charge should be introduced for pre-application advice based on a sliding scale dependent upon the size of the development (from £150 for a small scale development) and £50 for householders.	
			Update on Car Parking, Bus Stations, Cycle Centre, Cemetery and Building Control by Property Development Manager			1. That Parking Orders should be applied to Bourne car parks from April 2013 which would impose a maximum stay period. 2. Car parking charges should remain static and be reviewed 6 months after the introduction of CPE That there should be no increase in respect of fees and charges for bus stations within the district. There should be no increase in respect of fees and charges for the cycle centre in Grantham together with running increased publicity about the facility's availability	

						<p>1. That the Council should introduce an exclusive right of burial charge for construction of a single vault mausoleum on grave spaces outside of the designated area for lawn cemetery at a charge of £600 for 2013/14 with a £300 pre-purchase deposit.</p> <p>2. That the Council should allow kerbed memorials in the lawn cemetery area with a charge of the standard grave space plus £125</p>	
			<p>Reports on Green Waste, Bulky Waste and MOT Testing by Waste and Recycling Manager</p>	<p>That officers should investigate whether taxis can be required to come to the district council for servicing and whether discounts could be applied as an incentive</p>		<p>1. That the standard fees and charges for Building Control should not change.</p> <p>2. That the hourly rate for Building Control services should increase from £40 an hour to £45 an hour.</p>	
			<p>Update on Markets, Arts Centres and Bourne Corn Exchange by Community Assets Manager</p>	<p>That a review of markets (looking to increase the number of available pitches without increasing cost) should be added to the PDG's work programme to begin in 2013</p>		<p>That the charge for Green Waste collection should remain at £25</p> <p>That the charging structure for the collection of bulky waste should not change</p> <p>That the charge for MOT servicing should not change.</p> <p>That there should be no change in charges in respect of markets</p> <p>That charges in respect of Grantham and Stamford Arts Centres should increase in line with the retail price index</p> <p>That the Council should adopt the proposed fees and charges for Bourne Corn Exchange.</p>	
			<p>Update of Helpline service by Strategic Director Corporate Focus</p>			<p>That the charge for the helpline should increase in line with the retail price index</p>	

Date	Item	Action	Update	Action Points to Officers	Response	Recommendation	Cabinet/Council Decision
17 Jan 2013	Budget Monitoring	Report to PDG					
	HRA Business Model	Self Financing/RTB receipts – review and update of HRA business model and financial modelling					
		HRA Asset Strategy					
	Financial Settlement 13/14	Report to include: Localisation of Business Rates Analyse and develop local implications of local business rates with respect to the medium term financial plan					
28 Mar 2013	Markets	Review of provision in Stamford by PDG (requested at mtg 2.12.12)					
		Market Development Plan					