



Civic Centre, Riverside, Stafford
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Dear Members

Cabinet

A meeting of the Cabinet will be held in the **Craddock Room, Civic Centre, Riverside, Stafford on Thursday 2 August 2018 at 6.30pm** to deal with the business as set out on the agenda.

Please note that this meeting will be recorded

Members are reminded that contact officers are shown at the top of each report and members are welcome to raise questions etc in advance of the meeting with the appropriate officer.

A.R. Well

Head of Law and Administration

CABINET - 2 AUGUST 2018

Chairman Councillor P M M Farrington

A G E N D A

- 1 Minutes of 5 July 2018 as published in Digest No 244 on 6 July 2018
- 2 Apologies
- 3 Councillors' Question Time (if any)
- 4 Proposals of the Cabinet Members (as follows):-

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This Report is part confidential due to the inclusion of information relating to the financial or business affairs of any particular person (including the authority holding the information).

(b) **RESOURCES PORTFOLIO**

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This Report is part confidential due to the inclusion of information relating to an action taken or to be taken in connection with the prevention, investigation or prosecution of crime, along with information relating to individuals. No representations have been received in respect of this matter.

(c) **ENVIRONMENT AND HEALTH PORTFOLIO**

(i) Land at Parkside - **CONFIDENTIAL**

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This Report is part confidential due to the inclusion of information relating to the financial or business affairs of any particular person (including the authority holding the information). No representations have been received in respect of this matter.

Membership

Chairman Councillor P M M Farrington

P M M Farrington	-	Leader
R M Smith	-	Deputy Leader and Leisure Portfolio
J M Pert	-	Community Portfolio
F A Finlay	-	Environment and Health Portfolio
F Beatty	-	Economic Development and Planning Portfolio
K S Williamson	-	Resources Portfolio

ITEM NO 4(a)(i)

ITEM NO 4(a)(i)

Contact Officer:	Alex Yendole
Telephone No:	01785 619536
Ward Interest:	Nil
Report Track:	Cabinet 02/08/18 (Only)
Key Decision:	No

**SUBMISSION BY COUNCILLOR F BEATTY
ECONOMIC DEVELOPMENT AND PLANNING PORTFOLIO**

**CABINET
2 AUGUST 2018
Stone Article 4 Direction**

1 Purpose of Report

- 1.1 To approve a new Stone Article 4 Direction, following a public consultation exercise in order to reflect changes to the Stone Conservation Area boundary and a recent local survey of the area together with fee charging changes.

2 Proposal of Cabinet Member

- 2.1 That authority to make a new Stone Article 4 Direction, in accordance with the Town and Country Planning (General Permitted Development) (England) Order 2015, be delegated to the Head of Development including all steps necessary to bring the new Direction into effect from the making of the Direction, consideration of any representations received, confirmation of the Direction where appropriate, and cancellation of the previous Direction.

3 Key Issues and Reasons for Recommendation

- 3.1 On 3 April 1997 Stafford Borough Council made a Direction under Article 4(2) of the Town and Country Planning (General Permitted Development) Order 1995 to remove certain 'permitted development rights' from certain domestic properties within the Stone Conservation Area, which was originally designated in November 1969 and extended in 1996. The extension of Stone conservation area in 1996 was intended to draw attention to and protect the significance of the network of streets of 19th century housing in this part of the town: namely the smaller artisan cottages of Alma Street, Station Road and Tunley Street, and the slightly larger and more varied housing in Kings Avenue, The Avenue and Granville Terrace. As well as reflecting a stage in the historical development of the town each of these streets had a very

distinctive period architectural character, whether the relative uniformity of the terraces of smaller cottages or the slightly more individual detailing of the larger properties.

- 3.2 Following an appraisal in 2008 amendments were made to the Stone Conservation Area with the deletion of a number of properties on the south side of Station Road, two of these properties being subject to the Article 4 Direction. To date no review of the Stone Article 4 Direction has taken place to take account of this minor boundary change.
- 3.3 The Borough Council has become increasingly aware that alterations have been carried out to a number of properties in the Stone Conservation Area covered by the Article 4(2) Direction for which planning permission had not been sought. In addition a complaint was made by a local resident to the Local Government Ombudsman in 2017 saying that the Council has acted inconsistently and inadequately in pursuing enforcement action against neighbours. In terms of taking enforcement action against any breaches to the new Stone Article 4 Direction, this would be a matter to be considered by Planning Committee.
- 3.4 Since June 2017 the Stone Article 4 Direction area has been resurveyed to establish the extent of these unauthorised works, in order to inform a new Direction and make recommendations for any future action.

4 Relationship to Corporate Priorities

- 4.1 The Stone Article 4 area helps to deliver the Council's Corporate Business Plan 2018-2021 key objective "To improve the quality of life of local people by providing a safe, clean, attractive place to live and work and encouraging people to be engaged in developing strong communities that promote health and well-being."

5 Report Detail

- 5.1 National policy, through paragraph 200 of the National Planning Policy Framework, sets out that the purpose of designating Article 4 Direction areas is to remove national permitted development rights where this is necessary to protect local amenity or the wellbeing of the area. Further details are contained in the Planning Practice Guidance about the designation, implications for new development and appropriate use of Article 4 Direction areas (link attached).

<https://www.gov.uk/guidance/when-is-permission-required>

THE DIRECTION

- 5.2 On 3 April 1997 Stafford Borough Council made a Direction under Article 4(2) of the Town and Country Planning (General Permitted Development) Order 1995: to remove certain 'permitted development rights' from certain domestic properties within the Stone Conservation Area. The new Direction will take the same approach and cover the following:
- Any enlargement or alteration, including extensions and porches, and alterations to windows, doors, sills, lintels or external joinery.
 - Alterations to the roof, including the roof material and the insertion or removal of roof-lights or dormers.
 - Installation of satellite dishes.
 - The erection, alteration or removal of a chimneystack.
 - The erection, construction, alteration or removal of a gate, fence, wall or other means of enclosure (e.g. railings).
 - Painting the exterior of any part of a building, including walls, gates, fences or other means of enclosure
- 5.3 It applies to works to the house itself, outbuildings within the curtilage, and to any boundary wall, gates, railings or fences and applies only to elevations and structures that 'front a highway'. The new Direction will not include the back access roads between Northesk Street and Kings Avenue, Granville Terrace and The Avenue, and to the rear of Alma Street.

CURRENT POSITION

- 5.4 The Direction will include a number of streets of Victorian housing to the north of Stone town centre and will cover only that part of the Stone Conservation Area designation. These streets, predominantly of terraced workers' cottages to the south of the railway or slightly larger houses to the north, have a very distinctive character reflecting the growth of the town in the later 19th century. This character remains under threat from well-meaning but ill considered "home improvements" such as the replacement of historic timber windows with non-matching uPVC fenestration, the erection of satellite dishes on publicly facing elevations, rendering and painting of brickwork, or replacement of clay tiled roofs with concrete interlocking tiles. It is recognised that a number of inappropriate changes have already occurred to properties in the area but not on a sufficiently wide scale as to erode its special character. Bringing these works under planning control allows time for careful consideration of proposed alterations, to influence the works proposed and to encourage a more sympathetic approach to future changes.
- 5.5 A number of property owners have responded positively to the historic character of the area and, in several instances, replaced past works which were not in keeping with new appropriate historic materials and detailing. Regrettably other owners continued to implement unsuitable works without planning permission, despite letters being sent to all owners and occupiers in

2005 and 2009 reminding them of the original Direction and their responsibilities. By 2016, when it was again apparent that breaches of the Direction were continuing, it was decided to undertake a review assessing the extent of non-compliance, and the impact on the character and appearance of the Conservation Area.

- 5.6 The unauthorised alterations which have taken place since 1996 are mostly minor home improvements, in particular the fitting of uPVC windows and doors in place of the original 19th century wooden fittings (or, in some instances replacing older uPVC windows with new); installation of rooflights on rear roof pitches; and the affixing of satellite dishes on public facing elevations (either the highway or rear alleyways where covered by the Direction). In some cases alterations on rear elevations have taken place at properties where other more major works (e.g. extensions) have been carried out with planning permission suggesting a misunderstanding of the scope of the Direction. A few instances have occurred where boundary walls to the rear alleyways have been demolished to create off-street parking spaces although for the most part this type of work has been carried out with planning permission. In two cases clay plain tiled roofs have been replaced with unsuitable concrete interlocking tiles.
- 5.7 The rear alley ways to some of the streets were also part of the special character of the area but that contribution too was being eroded by incremental demolition of the brick boundary walls which lined them creating a very “gappy”, ragged appearance. The unauthorised works on Granville Terrace and The Avenue all relate to works on the rear elevations of the properties which are unauthorised because the rear passageway between the two streets is a highway.
- 5.8 Conservation areas are not museum pieces but dynamic living spaces where evolutionary change is to be supported, provided it respects the essential characteristics of the place. The changes which have occurred within the Article 4 Direction area reflect this dynamic reflecting the trends in late 20th and early 21st century lifestyles for property improvement and domestic comfort albeit that they have not been well informed by an understanding of what makes the area special. Notwithstanding that the majority of the residential building stock in the Article 4 Area have been subject to some degree of change both pre- and post- 1996 and has lost original detailing individually the changes are relatively modest (change of window or door in existing openings, installation of satellite dish) and for the most part spatially dispersed. Hence overall the area covered by the Direction still evinces the robust architectural aesthetic of terraced artisan dwellings or the more leafy terraces of larger residences such that the significance which led to it being included within the conservation area remains, diminished but intact.
- 5.9 A Conservation Area appraisal in 2008 resulted in an amendment to the Stone Conservation Area with the deletion of a number of properties on the south side of Station Road from the Conservation Area, although only two of these are subject to the Article 4 Direction.

CONCLUSIONS

- 5.10 It is therefore recommended that a new Article 4 (2) Direction is established within the Stone Conservation Area. As a significant number of the recent unauthorised works relate to the rear elevations of properties which are unauthorised because the rear passageway onto which they 'front' is a highway, it is possible that many residents are under the misapprehension that the Article 4 Direction does not apply. Whilst the rear passageways provide vehicular access to some garages, and there is nothing to stop pedestrians using the rear passageways as a thoroughfare, only a limited number of people will access the rear passageways and therefore the public view of the rear elevations will be significantly less than the principal front elevations of the properties. It is therefore appropriate to create a new Article 4 Direction which only applies to the front elevations of all properties within the designated area.
- 5.11 It is considered that the Conservation Area retains the significance identified in 1996 and a Conservation Area appraisal in 2008 resulted in the Council amending the Conservation Area boundary with only limited deletions. It is therefore considered that the Conservation Area remains appropriate and relevant and no further change to its boundary is recommended at this time.
- 5.12 Finally the current Article 4 Direction, which is supplementary planning guidance, is now out of date by virtue that it does not reflect the January 2018 changes to the fee regulations providing for an application fee to be payable where permitted development rights are removed. It is therefore recommended that a new Article 4 Direction is made. The owners and occupiers of all residential properties covered by the new Direction will be consulted and advised of its implications

6 Implications	
6.1 Financial	Work on the Stone Article 4 Direction will take place using internal resources. Therefore there will be no financial requirements on the overall Conservation budget in order to complete this work beyond staffing.
Legal	In making an Article 4 Direction, the Council must follow the procedures set out in the Town and Country Planning (General Permitted Development) (England) Order 2015.
Human Resources	Work on the Stone Article 4 Direction will be delivered by existing staff from within the Development Department. At this stage it is not anticipated that external support will be required to complete this work.

<p>Human Rights Act</p>	<p>Preparation of the Stone Article 4 Direction will need to meet the Human Rights Act 1998 as well as the Town and Country Planning (General Permitted Development) (England) Order 2015.</p>
<p>Data Protection</p>	<p>Representation received to the Stone Article 4 Direction will be subject to the General Data Protection Regulations requirements.</p>
<p>Risk Management</p>	<p>Failing to progress with a review of the Stone Article 4 Direction would mean that the Council is not meeting its legislative requirements under the Town and Country Planning (General Permitted Development) (England) Order 2015 and could be open to future action from the Local Government Ombudsman.</p>

<p>6.2 Community Impact Assessment Recommendations</p>	<p>The Stone Article 4 Direction has been prepared to provide the community of Stone with the opportunity to protect, conserve and enhance the local area. It seeks to ensure no groups and individuals, including hard to reach groups, are excluded.</p>
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Previous Consideration - Nil

Background Papers – File available in the Development Department
<https://www.staffordbc.gov.uk/sites/default/files/cme/DocMan1/Planning%20Policy/Conservation/Conservation%20Areas/Stone-Article-4.pdf>

ITEM NO 4(a)(ii)

ITEM NO 4(a)(ii)

Contact Officer:	Michelle Smith
Telephone No:	01785 619 335
Ward Interest:	Walton
Report Track:	Cabinet 02/08/18 (Only)
Key Decision:	Yes

**SUBMISSION BY COUNCILLOR F BEATTY
ECONOMIC DEVELOPMENT AND PLANNING PORTFOLIO**

<p>CABINET 2 AUGUST 2018 Land at Tilling Drive, Stone</p>
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1 Purpose of Report

- 1.1 To seek Cabinet approval to proceed with the sale of a part of the Council owned land at Tilling Drive, Stone.

2 Proposal of Cabinet Member

- 2.1 That Cabinet agree to the sale of a part of the Council owned land at Tilling Drive, Stone (as identified on the enclosed plan **APPENDIX 1**) based on the most appropriate bid made. The capital receipt should be ring-fenced to Phase 2 of the Stone Leisure Strategy which will deliver new and improved play and football facilities at Tilling Drive and Westbridge Park, Stone.

3 Key Issues and Reasons for Recommendation

- 3.1 Whilst the new leisure centre at Westbridge Park is fully funded by the approved Capital Programme for 2017-18 to 2020-21, the Council has aspirations to further improve the leisure offer in Stone. It is not normal practice for capital receipts to be ring-fenced to a specific project however the commitment to delivering Phase 2 of the Stone Leisure Strategy means that in practice this is what the capital receipt from selling a part of the land at Tilling Drive will fund.
- 3.2 A number of representations have been received which have been fully considered. In line with the clarifications offered in response there is no reason put forward to not proceed with the sale of a part of the land at Tilling Drive.

4 Relationship to Corporate Priorities

- 4.1 Corporate Business Objective 2: To improve the quality of life of local people by providing a safe, clean, attractive place to live and work and encouraging people to be engaged in developing strong communities and promote health and wellbeing.
- 4.2 Corporate Business Objective 3: To be a well-run, financially sustainable and ambitious organisation, responsive to the needs of our customers and communities and focussed on delivering our objectives.

5 Report Detail

- 5.1 On 1 March 2018 Cabinet approval was given to test the market for a potential sale of a portion of land at Tilling Drive, Stone as indicated on the enclosed map. Millar Sandy were subsequently instructed to market the site which amounts to approximately 0.55 hectares (1.35 acres) in the northern part of the site, with a frontage on to The Fillybrooks (A34). It does not include or encroach upon the footpath which runs between the open space and allotments, and provides a footpath link from Tilling Drive to the footbridge which crosses The Fillybrooks. Should a sale be agreed provision would be made for a footpath link from the Tannery Walk path to the edge of the retained open space.
- 5.2 The Millar Sandy sales particulars advertise the site as suitable for residential or retail development subject to planning consent however any appropriate use for the site would be considered. Following 11 weeks of marketing three written offers to purchase the land have been received as set out in the **CONFIDENTIAL APPENDIX 2**.
- 5.3 Whilst the site was advertised for sale a public notice was displayed in the Staffordshire Newsletter for two consecutive weeks to notify the intention to dispose of open space in accordance with Section 123(2A) of the Local Government Act 1972.
- 5.4 In response to the press advert and media coverage of the intended sale a number of representations have been received which are summarised as follows:

Type of Representation	Number Received
Petition	481 signatories
Standard letter submitted by individual residents	206 (Plus 6 illegible addresses)
Standard letter submitted by individual residents. Upon receipt of a response from the Chief Executive residents advised no knowledge of the originating letter	5
Individually drafted emails/letters	60
Individually drafted letters sent to Sir William Cash MP	6
Stone Town Council comments	

Summary of Objections

- Request that the offer for sale be withdrawn
- The actions of the Council are contrary to the Code of Governance
- There has been no consultation with residents of Stone, the land is already for sale with a buyer in mind yet the Council Constitution advocates a presumption in favour of openness
- Residents aren't being listened to
- Houses and bungalows will devalue in price
- The land is part of a protected recreation park and football pitch, is Green Infrastructure and forms part of Stone Neighbourhood Plan
- Another third of the land is for car parking
- The marked football pitch is not regularly used recently which is likely caused by the poor state of the changing facilities
- Development of the site would conflict with Sport England guidelines
- There is an urgent need to keep the whole field intact; legal action will follow; any subsequent planning application could be seen as predetermined
- It won't be long before the remainder of the land is sold; almost no green space left in Stone; the area will lose its identity
- The use of freely available land contributes to the health and wellbeing of residents, is a much valued community amenity with an abundance of wildlife which would be adversely affected
- Loss of the land would contribute to childhood obesity
- This is the last remaining open field between the Cherryfields Estates, Walton Estates and new developments on the former Bibby's site
- The gardens in the new housing developments are too small and without any dedicated park or play facilities
- The land is used by local groups for sport, recreation and dog walking throughout the week and the play area is used daily; demonstrably special to the local Walton community
- There is an increased pressure already on infrastructure and there are existing concerns about congestion, air quality and traffic accidents

- The M&S development was not wanted; there was a stipulation that Westbridge Park would see improvement as a result but this has not materialised
- Led to believe sale of Westbridge Park land was covering the cost of play facilities in Stone
- Concessions have already been made in respect of Westbridge Park
- Westbridge Park improvements consultation exercise did not mention sale of this land, residents should not be penalised for mishandling of the project
- The park in Tilling Drive is lacking and Westbridge Park needs improvement but that shouldn't be at the sacrifice of the land at Tilling Drive
- Westbridge Park play facilities have been neglected for years but this is not the answer
- No reason has given for the sale of land; there is no policy justifying the sale
- Selling the land creates a long term problem to cover a short term funding issue
- No additional money is needed
- Removal of one leisure facility to pay for another is unequal
- Older residents are being penalised to pay for facilities for children
- No more development is needed or wanted in Stone particularly another supermarket as rumoured; this encourages development creep and unnecessary impact on visual amenity
- Development should be focussed on town centre or the ring road
- An access to the site has not been identified
- Retail development would provide minimal jobs for local people
- Stone recreational facilities do not compare with Stafford and that should be addressed
- Those potentially deciding to sell the land were not voted for by the Stone electorate
- Funding should be found from other Section 106 agreements within the Borough or loans secured and paid back from future Section 106 payments
- Business Rates from Stone developments should be used to fund the Stone Leisure Strategy
- Concerns raised regarding the Council's decision making process
- When were housing or retail development agreed?

5.5 Of the representations listed above some clarification is offered as follows:

- Play area improvements at Westbridge Park and Tilling Drive were proposed as part of Phase 2 of the Stone Leisure Strategy following Phase 1 which covers the development of the new leisure centre
- The sale of land at Westbridge Park for the Marks and Spencer development was never intended to fund Phase 2 of the strategy
- The Stone Neighbourhood Plan is currently an emerging document and is currently out for consultation until 31 July 2018
- The Stone Leisure Strategy seeks to develop the leisure and recreation offer in Stone not diminish it

- The marketing of the site was publically advertised in a notice that was displayed in the Staffordshire Newsletter for two consecutive weeks. This notified the intention to dispose of open space in accordance with Section 123(2A) of the Local Government Act 1972
- The land was marketed with no buyer in mind
- A covenant affecting two thirds of the site restricts permanent development ensuring that playing pitch provision would be retained in this location
- Financial obligations that are paid to the Council in accordance with Section 106 agreements resulting from planning permissions must be spent in accordance with those agreements. Monies specified for an area in Stafford cannot be spent in any other area
- Monies from Section 106 obligations must be spent before a scheme is completed. For example, funds specifically to develop an area of open space cannot be used after the open space is developed. For this reason the Council cannot borrow in lieu of future, uncollected Section 106 obligations
- The site is within the Settlement Boundary of Stone in the adopted Plan for Stafford Borough, where residential or retail development can be acceptable
- Development of the site would be subject to planning permission
- The site can still accommodate all existing facilities on the remaining land
- The capital receipt will be used to enhance other facilities elsewhere in Stone

6	Implications
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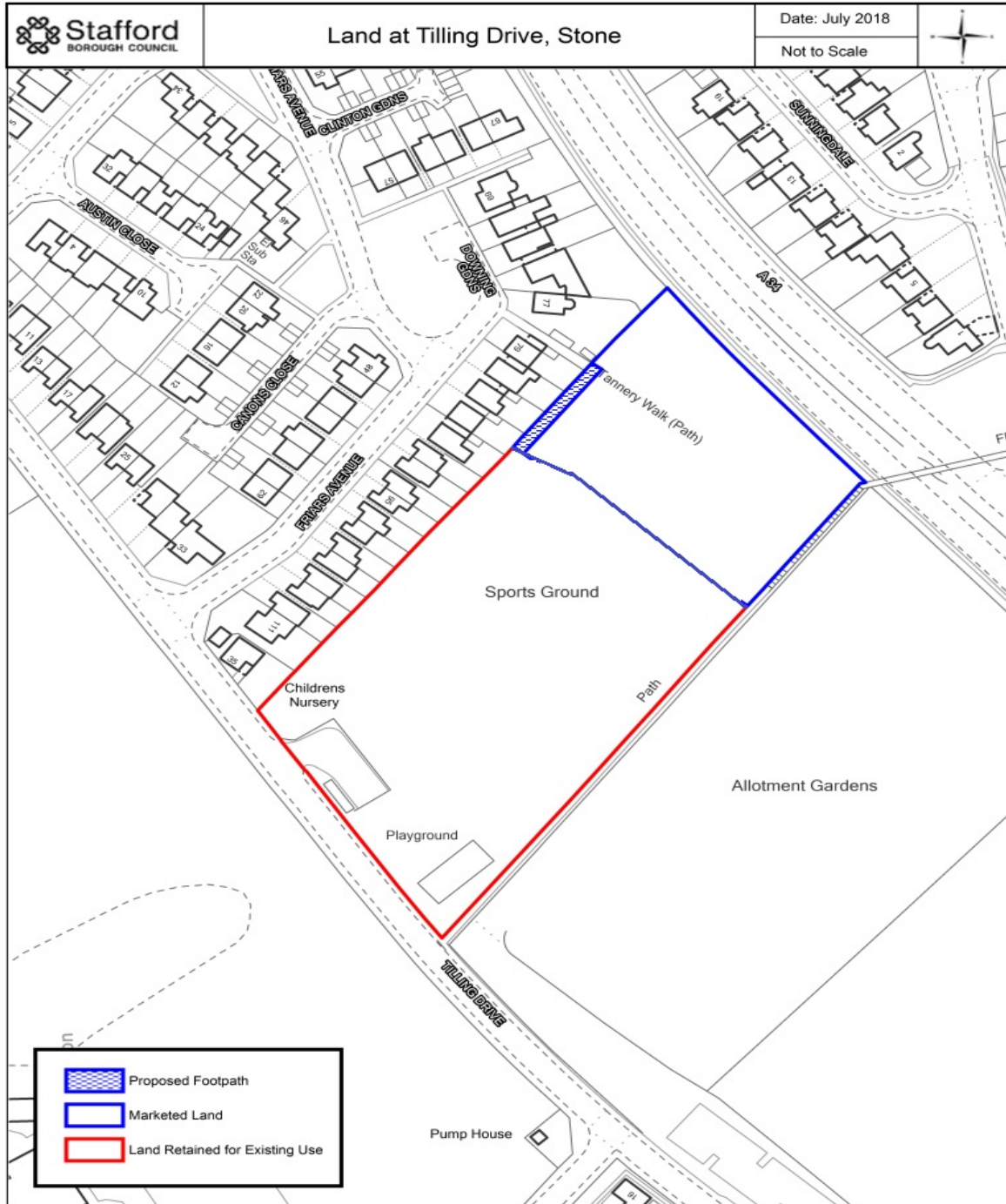
6.1 Financial	Whilst the new leisure centre at Westbridge Park is fully funded by the approved Capital Programme for 2017-18 to 2020-21, the Council has aspirations to further improve the leisure offer in Stone. It is not normal practice for capital receipts to be ring-fenced to a specific project however the commitment to delivering Phase 2 of the Stone Leisure Strategy means that in practice this is what the capital receipt from selling a part of the land at Tilling Drive will fund.
Legal	The portion of land proposed for sale is not subject to a restrictive covenant
Human Resources	N/A
Human Rights Act	N/A
Data Protection	Representations received have been processed in accordance with the General Data Protection Regulation.
Risk Management	N/A

6.2 Community Impact Assessment Recommendations	The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:- Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
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Previous Consideration - Cabinet - 1 March 2018 - Minute No CAB61/18

Background Papers - File with Michelle Smith, Development

CABINET
2 AUGUST 2018
Land at Tilling Drive, Stone



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ITEM NO 4(b)(i)

ITEM NO 4(b)(i)

Contact Officer:	Bob Kean
Telephone No:	01785 619241
Ward Interest:	Nil
Report Track:	Cabinet 02/08/18 Resources 20/09/18 Econ Dev and Planning 21/08/18 Community Wellbeing 04/09/18
Key Decision:	No

**SUBMISSION BY COUNCILLOR K S WILLIAMSON
RESOURCES PORTFOLIO**

<p>CABINET 2 AUGUST 2018 Final Accounts 2017-18</p>
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1 Purpose of Report

1.1 To present to the Cabinet the final accounts position for 2017/18

2 Proposal of Cabinet Member

2.1 To approve the final accounts position for the year ending 31 March 2018 and refer the figures on to the appropriate Scrutiny Committees for information.

2.2 To approve the financing of the capital programme as outlined in the report.

3 Key Issues and Reasons for Recommendation
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3.1 The overall revenue account outturn position shows net expenditure reducing by £6,000 when compared with the budget agreed by the Council.

3.2 The portfolio outturn for 2017/18 shows a favourable variance against the budget of £10,000. There is no overriding cause for the variance with positive variances arising from the administration of the Housing Benefit (Subsidy) Scheme and underspends arising from pre-empting the implementation of the Leisure Partnership. This net saving has been partly offset by additional service income falling slightly below expectations combined with additional

repairs and maintenance costs at Alleyne's. Technical items excluded from Portfolio totals show a variation against budget of £4,000 whereas income from the Use of Government Grants was £52,000 higher than expected, mainly reflecting increased new burdens funding including Business Rates Multiplier compensation.

- 3.3 Income from the Business Rates Retention scheme is £255,000 higher than anticipated. Income still remains buoyant however the additional income reflects a reduction in the amount of mandatory relief claimed in the year.
- 3.4 The final accounts therefore show an overall favourable variance of £313,000 with a transfer to Working Balances of £1,054,000 as compared with the expected contribution to balances of £741,000 that was anticipated when the budget was finalised.
- 3.5 The Medium Term Financial Plan is currently being refreshed to take into account the outturn for the first quarter of 2018/19 in conjunction with the 2017/18 draft outturn.

4 Relationship to Corporate Priorities

- 4.1 The final accounts for 2017/18 cover all of the Council's priorities.

5 Report Detail

Background

- 5.1 This report provides an analysis of the final accounts position for 2017/18. It covers the following accounts:-
 - Revenue account - known as the General Fund - which bears the net cost of providing day-to-day services;
 - Business Rates Retention;
 - Capital expenditure and how it is financed;
 - Collection Fund.
- 5.2 In accordance with the revised deadline for the approval of the accounts the Draft Accounts were published on the 31 May and presented for auditing to the Grant Thornton team. The audit has now been completed and the formal Statement of Accounts will be presented, without amendment, for approval and then publication to the Audit and Accounts Committee on 30 July 2018

Revenue Outturn

- 5.3 The table below summarises the outturn position of the General Fund Revenue Account for the year compared with the budget position.

General Fund Revenue Account Outturn Position

- 5.4 The Council's Net Expenditure (Portfolio Budgets) in relation to revenue budget for 2017/18 was set by the Council at a net expenditure of £14.741 million in February 2017. In determining the 2018/19 Budget in February 2018 Council approved the Forecast Outturn for 2017/18 of **£14.744 million**.

Stafford Preliminary Outturn 2017/2018				
		Revised Budget £'000	Actual £'000	Variance to Revised £'000
<u>Portfolios</u>				
1	Community	813	790	(23)
2	Environment	4,261	4,410	149
3	Leisure	2,599	2,718	119
4	Planning and Regen	(207)	(416)	(209)
5	Resources	6,091	6,045	(46)
6	Total Portfolios	13,557	13,547	(10)
7	Investment Income	(168)	(96)	72
8	Technical Items	1,355	1,287	(68)
9	Net Expenditure	14,744	14,738	(6)
10	Use of Government Grants	(2,873)	(2,925)	(52)
11	Net Revenue Budget	11,871	11,813	(58)
Financed by:				
12	Revenue Support Grant	(618)	(618)	0
	Business rates			0
13	Core Funding	(2,638)	(2,638)	0
14	Growth	(1,750)	(1,922)	(172)
15	Business Rates Pool	(705)	(788)	(83)
16	Collection Fund Surplus	(65)	(65)	0
17	Council Tax	(6,836)	(6,836)	0
18	Total financing	(12,612)	(12,867)	(255)
19	Trf to/ (from) working Balances	741	1,054	313
20	Net Revenue Budget	(11,871)	(11,813)	58

- 5.5 The table shows that actual Net Expenditure was **£14.738 million**; **£0.006 million** less than budgeted.

- 5.6 Net portfolio expenditure was £0.010 million lower than the budget with the principal cost variations on each portfolio are as follows ((+) is an unfavourable variance (-) is a favourable variance):

Community

- Private Sector Housing - general underspends £9,000 (-)
- CCTV - reduced maintenance costs and additional income £7,000 (-)
- Homelessness - additional housing benefit recovered £5,000 (-)

Environment

- Bereavement Services – additional income from fees and charges £32,000(+) and other income £11,000(+) less than expected as compared to forecast outturn; Staffing variations £15,000 (+) Supplies and Services including additional memorial repair costs £25,000 (+)
- Waste and Recycling - Recycling credits income reflecting tonnages £36,000 (+) and additional contracts costs and paper penalties £62,000 (+)
- Dog Warden - reduced collection and contract cost £27,000 (-)
- Regulatory - additional staff costs £14,000 (+) and reduced licensing income £18,000 (+)
- Street scene - net additional external fee income £33,000 (-)

Leisure

- Alleyne's - additional costs arising from temporary closure and boiler replacement £53,000(+), Staffing £13,000 (+) and Income shortfall £8,000(+)
- Events - net reduced income £11,000 (+)
- Stafford Leisure Centre - additional staff costs, including holiday pay and accrual of payments pre transfer £41,000 (+)
- Parks - reduced utilities costs £25,000 (-) and public buildings £20,000 (-)
- Staffing variations £25,000 (+)

Planning and Regeneration

- Development control - additional planning fee income £220,000 (-) offset by transfer to equalisation reserve
- Management - staffing variations £7,000 (-), general underspends £13,000 (-) and additional street naming income £11,000 (-)
- Parking - reduced enforcement costs £23,000 (-), lower operating costs waterfront car park £49,000 (-) partly offset by less income than forecast £62,000 (+)
- Land Charges Local Searches - additional search fee income £82,000 (-)
- Markets - running costs £35,000(-) and additional income £12,000 (-)
- General underspends £27,000 (-)

Resources

- Revenues and Benefits - net additional cost £23,000 (+)
- Staffing - Corporate Vacancies Provision £116,000 (+), partly offset by staffing variations £97,000 (-)
- Housing benefits payments - net additional income £62,000 (-)
- Corporate and Democratic Core - audit fee rebate £8,000 (-) and reduced bank charges £9,000 (-)

- 5.7 A summary of performance of the main streams of income against budget is set out in the following table:

Main Streams of Income					
	Original £'000	Forecast £'000	Actual £'000	Original Variance £'000	Outturn Variance £'000
Waste and Recycling	(1,673)	(1,651)	(1,615)	58	36
Bereavement Services	(1,730)	(1,894)	(1,862)	(132)	32
Borough Markets	(320)	(320)	(333)	(13)	(13)
Regulatory Services	(268)	(268)	(255)	13	1
Stafford Leisure Centre	(1,629)	(1,008)	(1,006)	623	2
Alleyes Sports Centre	(281)	(220)	(212)	69	8
Westbridge Park Fitness Centre	(321)	(187)	(184)	137	3
Stafford Gatehouse Theatre	(972)	(678)	(715)	256	(37)
Development Management Land Charges - Local Searches	(650)	(689)	(915)	(265)	(226)
Off Street Parking Services	(91)	(163)	(245)	(154)	(82)
Revenues and Benefits	(2,028)	(2,325)	(2,263)	(234)	62
Public Buildings	(1,038)	(1,146)	(1,246)	(207)	(99)
Parks and Open Spaces	(400)	(449)	(420)	(20)	29
TOTAL	(11,674)	(11,249)	(11,474)	200	(225)

- 5.8 The reduction in income between Original and Forecast Budget reflects the transfer of the management of Leisure and Cultural functions to Freedom Leisure in December 2017.

The partnership arrangement is based upon a net management fee with the income stated above solely relating to the pre contract period. Income from the Gatehouse reflects the programme of the Theatre and is higher than forecast but is partly offset by additional expenditure whereas income from Stafford Leisure Centre was lower than anticipated.

Expenditure variations for Leisure reflect the period prior to transfer and were reflected in the anticipated overall saving for Transfer as contained in the Financial Plan.

- 5.9 Income from planning related fees and charges continues to reflect the positive economic growth within the Borough. Land Charges income was £82,000 higher than anticipated and Development Management £226,000. The latter reflects the increase in Major Application Planning Fees and in accordance with current policy reflecting the exceptional/volatile nature of such income any income in excess of the forecast outturn assumption has been transferred to the Development Control Equalisation Reserve.

- 5.10 A full review of the major streams of income will be carried out as a matter of course this autumn during the detailed budget preparation process for 2019/20 onwards to ensure that income targets are as realistic as possible.
- 5.11 More detailed explanations for all expenditure and income variances greater than £10,000 and 10% are attached for each portfolio at **APPENDIX 1**.
- 5.12 The final accounts overall show a contribution to the General Fund balance of £1.054 million. The General Fund balance was £3,031 million at 1 April 2017 and after contributing the surplus of £1.054 million for 2017/18, the balance at 31 March 2018 increased to £4.085 million. In accordance with the approved budget a contribution of £2.773 million to earmarked reserves has been made to offset any borrowing requirement arising from the Capital Programme leaving a Working Balance of £1.312 million as at 31 March 2018.
- 5.13 The majority of variances identified in the final accounts for 2017/18 were identified early in the year and are therefore reflected in the current year's budget (2018/19). In addition further variations that have arisen during the year will be reflected, where appropriate, in the preparation of the financial plan 2019/20 – 2021/22 which will form the basis for the preparation of the detailed base budget for 2019/20 this autumn.
- 5.14 As the Council's current policy is to retain a minimum working balance of £1 million, £0.312 million will be available from general balances to support the Council's revenue budget and/ or Capital Programme going forward.

Business Rates Retention

- 5.15 The Business Rates Retention Scheme forms part of the current funding regime for Local Government and incentivises councils to promote economic growth in their area as they are entitled to retain a share of business rates growth.
- 5.16 The scheme came into operation in April 2013; therefore 2017/18 is the fifth year of operation. 2017/18 however saw new Valuations taking effect from the 1 April 2017 arising from the national 2017 revaluation. Appeals therefore reflect both the outstanding 2010 appeals and appeals against the new valuation.
- 5.17 The budget for 2017/18 included additional resources of £1.750 million estimated Business Rates Growth in the Borough. The Total Business Rates Rateable Value for the Borough is some £172,000 up on the Original Budget with mandatory relief claimed being lower than anticipated combined with an increase in government grant to compensate for changes to the Small Business Rate Relief scheme.
- 5.18 The distribution from the Stoke on Trent and Staffordshire Business Rates pool at outturn reflects the above changes and amounted to £788,000 compared with the budget of £705,000.

5.19 The provision for outstanding appeals stands at £6.619 million as at 31 March 2018 of which £2.648 million relates to Stafford Borough.

Capital outturn

5.20 The Council approves the Capital Programme for the financial year as part of the budget process and the amount that can be spent is limited by the amount of capital resources available to the Council. The 2017/18 capital programme was approved in February 2017.

5.21 Many of the schemes within the Capital Programme take some time to develop and implement so the detailed programme can experience many changes. Considerable variation will therefore arise over the 18 month period from the time the Capital Programme for the financial year is initially considered, right through to the end of March of the relevant year.

5.22 The Council spent £2.660 million on capital projects in 2017/18 which was £1.819 million less than the budget of £4.479 million. The main reason for the difference in 2017/18 is scheme slippage where the scheme will proceed later than planned and the expenditure will occur in a future year.

Capital Outturn Position

	Budget £'000	Actual £'000	Variance from Budget £'000
Community	1547	716	- 831
Environment	214	202	- 12
Leisure	2,238	1,377	- 861
Planning and Regeneration Resources	430	345	- 85
	50	20	- 30
Total	4,479	2,660	- 1,819

5.23 The major items of capital spend in the year were:

- **£1,229,850** on Stone Leisure Strategy;
- **£713,290** on the provision of grants for disabled adaptations in homes;
- **£211,470** on purchase of land at Fairway;
- **£128,900** on the purchase of replacement wheeled bins;
- **£115,000** on land at Doxey.

The detailed Capital Programme outturn for 2017/18 is attached at **APPENDIX 2** along with explanations for major variations.

5.24 The capital programme of £2.660 million was financed in the following way:

	£'000
Capital receipts	945
Capital grants and contributions	820
Direct revenue contributions	895
Total	2,660

5.25 After financing the capital programme for 2017/18, the Council has, excluding Section 106 monies, approximately £13.4 million of estimated capital resources to finance the approved capital programme up to 2020/21, to help deliver its priorities. Resources are however fully committed as part of the 2017-18 to 2020/21 Capital Programme although a ring-fenced balance of £0.646 million was carried forward for Disabled Facilities Grants.

Collection Fund

5.26 Stafford is the billing authority and as such has a statutory requirement to establish and maintain a separate fund covering the collection and distribution of amounts due in respect of council tax and national non-domestic rates (NNDR). Net Business Rates attributable to the Council are accounted for as part of the General Fund under the new Business Rates regime.

Council Tax

5.27 The net position on the Collection Fund for the year was a surplus of £0.444 million for Council Tax, which after taking account of previous years' surpluses, leaves a net surplus on the fund of £1.836 million at 31 March 2018 (of which £0.195 million relates to this Council).

National Non Domestic Rates

5.28 A surplus of £0.461 million exists in relation to Business Rates as at 31 March 2018. The Council's share of this is £0.184 million however it should be noted that the surplus is only notional. Business Rate collection fund accounts are based on figures estimated in January of each year prior to the start of the relevant financial year. The Comprehensive Income and Expenditure account reflects the actual position as at 31 March 2018 and an earmarked reserve has been created that offsets the surplus set out in the Collection Fund Income and Expenditure account.

6	Implications
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6.1	Financial	Included in the report
	Legal	Nil
	Human Resources	Nil
	Human Rights Act	Nil
	Data Protection	Nil
	Risk Management	The formal reporting of the Council's financial position is part of the overall control framework that is designed to minimise the financial risks facing the Council.

6.2	Community Impact Assessment Recommendations	Nil
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Previous Consideration - Nil

Background Papers - File available in Financial Services

RESOURCES PORTFOLIO

Final Accounts 2017-2018

	Original Budget	Annual Budget	Total Spend including Commitments	Variance from Annual Budget		Comments > £5,000 and 10%
	£	£	£	£	%	
Public Buildings						
Expenditure	1,386,180	1,444,180	1,413,374	(30,806)	(2.1%)	
Income	(479,900)	(553,990)	(524,579)	29,411	(5.3%)	
Net	906,280	890,190	888,796	(1,394)		
Executive Management						
Expenditure	205,390	205,890	203,634	(2,256)	(1.1%)	
Net	205,390	205,890	203,634	(2,256)		
Law and Administration						
Expenditure	1,272,970	1,199,120	1,166,022	(33,098)	(2.8%)	
Income	(362,170)	(362,320)	(380,730)	(18,410)	5.1%	
Net	910,800	836,800	785,292	(51,508)		
Finance						
Expenditure	613,920	625,110	651,496	26,386	4.2%	
Net	613,920	625,110	651,496	26,386		
Human Resources Services						
Expenditure	712,300	690,970	675,688	(15,282)	(2.2%)	
Income	(289,240)	(289,240)	(281,681)	7,559	(2.6%)	
Net	423,060	401,730	394,008	(7,722)		
Technology						
Expenditure	1,673,770	1,647,380	1,648,551	1,171	0.1%	
Income	(804,330)	(804,330)	(812,215)	(7,885)	1.0%	
Net	869,440	843,050	836,336	(6,714)		

RESOURCES PORTFOLIO

Final Accounts 2017-2018

	Original Budget	Annual Budget	Total Spend including Commitments	Variance from Annual Budget		Comments > £5,000 and 10%
	£	£	£	£	%	
Revenues & Benefits						
Expenditure	1,469,420	1,469,420	1,677,058	207,638	14.1%	Spend of additional grants for system changes £117k, Rateable valuer finders fee £44k and additional bad debts provision for court costs income £36k
Income	(1,038,190)	(1,092,190)	(1,276,489)	(184,299)	16.9%	Additional grant income (£117k) and court costs (£71k)
Net	431,230	377,230	400,569	23,339		
Housing Benefit Payments						
Expenditure	24,574,920	23,730,060	23,706,740	(23,320)	(0.1%)	
Income	(24,574,920)	(23,730,060)	(23,769,127)	(39,067)	0.2%	
Net	-	-	(62,387)	(62,387)		
Parish Councils						
Expenditure	51,000	51,000	51,129	129	0.3%	
Net	51,000	51,000	51,129	129		
Corporate and Democratic Core						
Expenditure	133,660	133,660	118,166	(15,494)	(11.6%)	Audit fee rebate (£8k) and reduced bank charges (£9k)
Net	133,660	133,660	118,166	(15,494)		
Non-Distributed Costs						
Expenditure	299,710	281,710	282,835	1,125	0.4%	
Net	299,710	281,710	282,835	1,125		
Asset Management/Energy Conservation						
Expenditure	32,560	32,560	27,335	(5,225)	(16.0%)	Reduced energy conservation spend
Net	32,560	32,560	27,335	(5,225)		

RESOURCES PORTFOLIO

Final Accounts 2017-2018

	Original Budget	Annual Budget	Total Spend including Commitments	Variance from Annual Budget		Comments > £5,000 and 10%
	£	£	£	£	%	
Electoral Registration						
Expenditure	43,190	83,190	69,879	(13,311)	(16.0%)	Lower postage costs
Income	-	(40,000)	(42,012)	(2,012)	5.0%	
Net	43,190	43,190	27,867	(15,324)		
Elections						
Expenditure	35,000	44,000	47,360	3,360	7.6%	
Income	-	-	(962)	(962)	n/a	
Net	35,000	44,000	46,398	2,398		
Members Services						
Expenditure	283,350	280,350	269,270	(11,080)	(4.0%)	
Net	283,350	280,350	269,270	(11,080)		
Out of Hours Service						
Expenditure	6,200	6,200	6,577	377	6.1%	
Net	6,200	6,200	6,577	377		
Facilities Management						
Expenditure	187,400	187,400	183,151	(4,249)	(2.3%)	
Net	187,400	187,400	183,151	(4,249)		
Corporate Business and Partnerships						
Expenditure	288,600	273,460	251,913	(21,547)	(7.9%)	
Income	-	(24,340)	(24,460)	(120)	0.5%	
Net	288,600	249,120	227,453	(21,667)		
Communications						
Expenditure	140,370	131,370	130,211	(1,159)	(0.9%)	
Net	140,370	131,370	130,211	(1,159)		

RESOURCES PORTFOLIO

Final Accounts 2017-2018

	Original Budget	Annual Budget	Total Spend including Commitments	Variance from Annual Budget		Comments > £5,000 and 10%
	£	£	£	£	%	
Customer Services						
Expenditure	288,640	262,640	234,629	(28,011)	(10.7%)	Staffing variations
Income	-	-	(405)	(405)	n/a	
Net	288,640	262,640	234,223	(28,417)		
Items to be Allocated						
Expenditure	(79,000)	8,000	124,530	116,530	1456.6%	Turnover provision
Income	-	(176,250)	(149,952)	26,298	(14.9%)	Lower use of reserves than anticipated
Net	(79,000)	(168,250)	(25,423)	142,827		
Audit, Risk, Resilience and Procurement						
Expenditure	257,350	226,670	214,062	(12,608)	(5.6%)	
Net	257,350	226,670	214,062	(12,608)		
Insurance Premiums						
Expenditure	239,230	149,230	154,158	4,928	3.3%	
Net	239,230	149,230	154,158	4,928		
Portfolio Total	6,567,380	6,090,850	6,045,155	(45,695)		

ENVIRONMENT PORTFOLIO

Final Accounts 2017-2018

	Original Budget	Annual Budget	Total Spend including Commitments	Variance from Annual Budget		Comments > £5,000 and 10%
	£	£	£	£	%	
Management & Support						
Expenditure	266,990	302,180	285,871	(16,309)	(5.4%)	Staffing variations
Income	(2,550)	(18,550)	(16,000)	2,550	(13.7%)	
Net	264,440	283,630	269,871	(13,759)		
Partnerships Environmental Management						
Expenditure	120,040	133,860	129,094	(4,766)	(3.6%)	
Income	(9,500)	(23,320)	(19,757)	3,563	(15.3%)	
Net	110,540	110,540	109,337	(1,203)		
Waste & Recycling						
Expenditure	4,344,840	4,486,150	4,548,615	62,465	1.4%	Paper penalties and contract costs
Income	(1,672,980)	(1,665,320)	(1,629,466)	35,854	(2.2%)	Lower tonnage and reduced recycling credits
Net	2,671,860	2,820,830	2,919,148	98,318		
Cleansing Services						
Expenditure	63,640	63,640	59,767	(3,873)	(6.1%)	
Income	(300)	(300)	(21)	279	(93.1%)	
Net	63,340	63,340	59,746	(3,594)		
Bereavement Services						
Expenditure	634,900	757,320	797,384	40,064	5.3%	
Income	(1,729,750)	(1,990,170)	(1,946,792)	43,378	(2.2%)	
Net	(1,094,850)	(1,232,850)	(1,149,408)	83,442		
Drainage Services						
Expenditure	106,120	101,710	101,896	186	0.2%	
Net	106,120	101,710	101,896	186		

ENVIRONMENT PORTFOLIO

Final Accounts 2017-2018

	Original Budget	Annual Budget	Total Spend including Commitments	Variance from Annual Budget		Comments > £5,000 and 10%
	£	£	£	£	%	
Misc Highways Functions (ex Planning)						
Expenditure	35,850	31,350	30,684	(666)	(2.1%)	
Income	(5,410)	(5,410)	(5,000)	410	(7.6%)	
Net	30,440	25,940	25,684	(256)		
Street Scene						
Expenditure	2,342,370	2,429,040	2,605,263	176,223	7.3%	
Income	(605,910)	(706,910)	(916,352)	(209,442)	29.6%	Additional external fee income (principally gritting income)
Net	1,736,460	1,722,130	1,688,911	(33,219)		
Regulatory Services						
Expenditure	600,060	552,030	574,817	22,787	4.1%	
Income	(291,250)	(273,220)	(255,104)	18,116	(6.6%)	
Net	308,810	278,810	319,713	40,903		
Strategic Health Delivery						
Expenditure	63,050	203,450	182,500	(20,950)	(10.3%)	Rephased spending plan
Income	(13,640)	(154,040)	(133,082)	20,959	(13.6%)	
Net	49,410	49,410	49,419	9		
Dog Warden Service						
Expenditure	31,430	42,230	14,747	(27,483)	(65.1%)	Reduced collection and contract cost
Income	(360)	(11,160)	(10,900)	260	(2.3%)	
Net	31,070	31,070	3,847	(27,223)		
Pest Control						
Expenditure	165,420	183,620	182,529	(1,091)	(0.6%)	
Income	(159,890)	(176,090)	(165,754)	10,336	(5.9%)	
Net	5,530	7,530	16,774	9,244		

ENVIRONMENT PORTFOLIO

Final Accounts 2017-2018

	Original Budget	Annual Budget	Total Spend including Commitments	Variance from Annual Budget		Comments > £5,000 and 10%
	£	£	£	£	%	
Floral Displays						
Expenditure	7,940	7,940	2,500	(5,440)	(68.5%)	Reflects activity
Income	(11,820)	(8,820)	(7,551)	1,269	(14.4%)	
Net	(3,880)	(880)	(5,051)	(4,171)		
Portfolio Total	4,279,290	4,261,210	4,409,890	148,680		

LEISURE AND CULTURE PORTFOLIO

Final Accounts 2017-2018

	Original Budget	Annual Budget	Total Spend including Commitments	Variance from Annual Budget		Comments > £5,000 and 10%
	£	£	£	£	%	
Leisure, Planning & Marketing						
Expenditure	224,970	78,930	90,458	11,528	14.6%	Staffing variations
Net	224,970	78,930	90,458	11,528		
Leisure Section						
Expenditure	149,640	122,750	107,982	(14,768)	(12.0%)	Lower staff costs (£9k) and minor variations
Income	(37,560)	(33,560)	-	33,560	(100.0%)	Planned use of reserve rephased
Net	112,080	89,190	107,982	18,792		
Sports, Health, Physical Development						
Expenditure	152,790	100,990	96,273	(4,717)	(4.7%)	
Income	(29,330)	(23,550)	(26,060)	(2,510)	10.7%	Additional income multisports
Net	123,460	77,440	70,213	(7,227)		
Alleynes Sports Centre						
Expenditure	416,690	335,240	412,668	77,428	23.1%	Additional costs arising from temporary closure and boiler replacement £53k, staffing variations £13k and minor variations
Income	(281,230)	(219,850)	(212,222)	7,628	(3.5%)	
Net	135,460	115,390	200,446	85,056		
Westbridge Park Fitness Centre						
Expenditure	315,010	225,030	220,344	(4,686)	(2.1%)	
Income	(321,140)	(186,530)	(184,244)	2,286	(1.2%)	
Net	(6,130)	38,500	36,099	(2,401)		
Parks & Open Spaces						
Expenditure	889,880	896,610	799,703	(96,907)	(10.8%)	Reduced operational costs Riverway 3G pitch (£43k), lower utilities costs (£25k) and public buildings (£26k)
Income	(272,550)	(309,220)	(258,171)	51,049	(16.5%)	Riverway 3G pitch income
Net	617,330	587,390	541,532	(45,858)		

LEISURE AND CULTURE PORTFOLIO

Final Accounts 2017-2018

	Original Budget	Annual Budget	Total Spend including Commitments	Variance from Annual Budget		Comments > £5,000 and 10%
	£	£	£	£	%	
Allotments						
Expenditure	15,870	15,870	31,900	16,030	101.0%	Additional contribution spent on allotments
Income	(1,120)	(1,120)	(17,446)	(16,326)	1457.7%	
Net	14,750	14,750	14,454	(296)		
Stafford Gatehouse Theatre						
Expenditure	1,583,480	1,128,360	1,153,365	25,005	2.2%	
Income	(971,520)	(677,690)	(715,346)	(37,656)	5.6%	
Net	611,960	450,670	438,019	(12,651)		
Shakespeare						
Expenditure	202,040	208,360	216,417	8,057	3.9%	
Income	(165,740)	(144,060)	(144,117)	(57)	0.0%	
Net	36,300	64,300	72,300	8,000		
Ancient High House						
Expenditure	203,670	216,400	193,841	(22,559)	(10.4%)	Staffing variations £14k, offset by rephased spend from reserves (£37k)
Income	(25,560)	(94,390)	(57,200)	37,190	(39.4%)	Rephased spend funded from reserves
Net	178,110	122,010	136,641	14,631		
Broadeye Windmill						
Expenditure	1,830	1,830	813	(1,017)	(55.5%)	
Income	-	-	(1)	(1)	n/a	
Net	1,830	1,830	812	(1,018)		
Izaak Walton Cottage						
Expenditure	14,960	9,970	10,691	721	7.2%	
Income	(2,840)	(1,890)	(2,006)	(116)	6.1%	
Net	12,120	8,080	8,685	605		

LEISURE AND CULTURE PORTFOLIO

Final Accounts 2017-2018

	Original Budget	Annual Budget	Total Spend including Commitments	Variance from Annual Budget		Comments > £5,000 and 10%
	£	£	£	£	%	
Stafford Castle						
Expenditure	92,130	64,430	66,026	1,596	2.5%	
Income	(28,340)	(24,900)	(31,723)	(6,823)	27.4%	Income from school groups (£7k)
Net	63,790	39,530	34,303	(5,227)		
Tourism						
Expenditure	74,160	50,670	49,227	(1,443)	(2.8%)	
Net	74,160	50,670	49,227	(1,443)		
Events						
Expenditure	158,650	169,810	147,771	(22,039)	(13.0%)	Reduced income and expenditure from events prior to transfer
Income	(88,130)	(106,750)	(73,277)	33,473	(31.4%)	
Net	70,520	63,060	74,494	11,434		
Stafford Leisure Centre						
Expenditure	1,946,220	1,362,600	1,403,704	41,104	3.0%	
Income	(1,629,090)	(1,007,870)	(1,006,278)	1,592	(0.2%)	
Net	317,130	354,730	397,426	42,696		
Leisure Management Contract						
Expenditure	-	646,850	647,312	462	0.1%	
Income	-	(281,520)	(281,520)	-	0.0%	
Net	-	365,330	365,792	462		
Leisure Strategy						
Expenditure	-	77,810	79,357	1,547	2.0%	
Net	-	77,810	79,357	1,547		
Portfolio Total	2,587,840	2,599,610	2,718,241	118,631		

PLANNING AND REGENERATION PORTFOLIO

Final Accounts 2017-2018

	Original Budget	Annual Budget	Total Spend including Commitments	Variance from Annual Budget		Comments > £5,000 and 10%
	£	£	£	£	%	
Management and Support						
Expenditure	457,690	463,080	442,798	(20,282)	(4.4%)	
Income	(24,140)	(33,140)	(44,228)	(11,088)	33.5%	Additional street naming income
Net	433,550	429,940	398,570	(31,370)		
Building Control						
Expenditure	124,260	124,260	122,325	(1,935)	(1.6%)	
Net	124,260	124,260	122,325	(1,935)		
Development Management						
Expenditure	716,400	716,400	929,125	212,725	29.7%	Contribution of additional planning fee income to equalisation reserve £220k
Income	(658,310)	(697,310)	(923,596)	(226,286)	32.5%	Additional planning fee income
Net	58,090	19,090	5,529	(13,561)		
Forward Planning						
Expenditure	551,890	400,400	394,516	(5,884)	(1.5%)	
Income	(265,060)	(139,560)	(139,829)	(269)	0.2%	
Net	286,830	260,840	254,687	(6,153)		
Land Charges - Local Searches						
Expenditure	77,500	106,500	103,511	(2,989)	(2.8%)	
Income	(91,320)	(192,320)	(274,723)	(82,403)	42.8%	Additional search fee income
Net	(13,820)	(85,820)	(171,212)	(85,392)		
Off Street Parking Services						
Expenditure	1,515,070	1,490,370	1,418,276	(72,094)	(4.8%)	
Income	(2,478,420)	(2,678,720)	(2,616,856)	61,864	(2.3%)	
Net	(963,350)	(1,188,350)	(1,198,580)	(10,230)		

PLANNING AND REGENERATION PORTFOLIO

Final Accounts 2017-2018

	Original Budget	Annual Budget	Total Spend including Commitments	Variance from Annual Budget		Comments > £5,000 and 10%
	£	£	£	£	%	
Land & Properties						
Expenditure	41,670	57,670	49,994	(7,676)	(13.3%)	General underspends
Income	(27,860)	(52,860)	(52,509)	351	(0.7%)	
Net	13,810	4,810	(2,516)	(7,326)		
Economic Development						
Expenditure	260,590	267,890	243,465	(24,425)	(9.1%)	Rephased project spend £17k
Income	(30,810)	(38,110)	(19,264)	18,846	(49.5%)	
Net	229,780	229,780	224,201	(5,579)		
Borough Markets						
Expenditure	327,510	331,010	295,847	(35,163)	(10.6%)	Reduced operational costs
Income	(320,000)	(332,500)	(345,243)	(12,743)	3.8%	
Net	7,510	(1,490)	(49,396)	(47,906)		
Portfolio Total	176,660	(206,940)	(416,391)	(209,451)		

COMMUNITY PORTFOLIO

Final Accounts 2017-2018

	Original Budget	Annual Budget	Total Spend including Commitments	Variance from Annual Budget		Comments > £5,000 and 10%
	£	£	£	£	%	
Private Sector Housing (Standards)						
Expenditure	161,530	105,420	99,470	(5,950)	(5.6%)	
Income	(2,290)	(2,290)	(4,949)	(2,659)	116.1%	
Net	159,240	103,130	94,522	(8,608)		
Housing Act Sewerage Works						
Expenditure	5,860	3,860	-	(3,860)	(100.0%)	
Net	5,860	3,860	-	(3,860)		
Private Sector Hsg (Loans & Mortgages)						
Expenditure	5,340	5,340	1,937	(3,403)	(63.7%)	
Income	(10,610)	(10,610)	(10,493)	117	(1.1%)	
Net	(5,270)	(5,270)	(8,557)	(3,287)		
Partnerships						
Expenditure	25,290	149,720	163,509	13,789	9.2%	
Income	-	(124,430)	(139,438)	(15,008)	12.1%	Additional grant income contributed to reserves
Net	25,290	25,290	24,071	(1,219)		
Homelessness & Housing Advice						
Expenditure	487,500	893,350	945,101	51,751	5.8%	
Income	(22,940)	(429,790)	(486,564)	(56,774)	13.2%	Additional grant income contributed to reserves
Net	464,560	463,560	458,537	(5,023)		
Glover Street						
Expenditure	13,290	16,290	19,147	2,857	17.5%	Rates for empty caravans partly offset by reduced utility costs
Income	(23,600)	(23,600)	(18,820)	4,780	(20.3%)	Reflects occupancy
Net	(10,310)	(7,310)	327	7,637		

COMMUNITY PORTFOLIO

Final Accounts 2017-2018

	Original Budget	Annual Budget	Total Spend including Commitments	Variance from Annual Budget		Comments > £5,000 and 10%
	£	£	£	£	%	
CCTV						
Expenditure	96,600	100,600	96,213	(4,387)	(4.4%)	Reduced maintenance costs than forecast
Income	-	-	(2,780)	(2,780)	n/a	
Net	96,600	100,600	93,433	(7,167)		
Grants & Contributions						
Expenditure	128,960	128,960	136,126	7,166	5.6%	
Income	-	-	(8,181)	(8,181)	n/a	
Net	128,960	128,960	127,946	(1,014)		
Portfolio Total	864,930	812,820	790,279	(22,541)		

RESOURCES CAPITAL PORTFOLIO

Final Accounts 2017-2018

	Budget	Total Spend	Variance from Budget	Comments
	£	£	£	
CORPORATE IT EQUIPMENT	50,000	20,237	-29,763	Expenditure totalling £27.6k reclassified as revenue spend
Portfolio Total	50,000	20,237	-29,763	

ENVIRONMENT CAPITAL PORTFOLIO

Final Accounts 2017-2018

	Budget	Total Spend	Variance from Budget	Comments
	£	£	£	
STREETSCENE EQUIPMENT	80,000	41,605	-38,395	Purchase of additional vehicle, balance to slip
REPLACEMENT WASTE BINS	100,000	128,898	28,898	Expenditure reflects customer demand
STREETSCENE FLEET PROCUREMENT	33,990	31,433	-2,557	
Portfolio Total	213,990	201,935	-12,055	

LEISURE CAPITAL PORTFOLIO

Final Accounts 2017-2018

	Budget	Total Spend	Variance from Budget	Comments
	£	£	£	
ROWLEY PARK SPORTS STADIUM	10,570	0	-10,570	Residual budget no longer required
STAFFORD CASTLE - PROTECTIVE	8,000	0	-8,000	Residual budget no longer required
CASTLE - H&S WORKS	4,760	0	-4,760	Budget to slip to 18-19 for residual costs
RIVERWAY SPORTS IMPROVEMENTS	0	5,477	5,477	Additional costs re ATP, now complete
CASTLE MOTTE	24,590	0	-24,590	Project delayed, to slip to 18-19
VICTORIA PARK REFURBISHMENT	250,000	46,290	-203,710	Initial phase of HLF project, balance to slip to 18-19
WILDWOOD PARK FACILITIES REFURBISHMENT	0	-20,992	-20,992	Contractor retention now released
CHARNLEY RD DESTINATION PARK	10,000	2,400	-7,600	Initial design costs 17-18, balance to slip to 18-19
STONE LEISURE STRATEGY	1,772,400	1,229,948	-542,452	Balance of budget to slip to 18-19
MET RIGGING	80,000	43,983	-36,017	Further work identified so balance to slip to 18-19
GNOSALL LEISURE FACILITIES	67,430	67,430	0	
HOLMCROFT LEISURE FACS	10,000	0	-10,000	Project rephased to 18-19
VICTORIA PARK PEDESTRIAN BRIDGE	0	2,456	2,456	Spend relates to initial costs for 18-19 scheme
Portfolio Total	2,237,750	1,376,993	-860,757	

PLANNING & REGENERATION CAPITAL PORTFOLIO

Final Accounts 2017-2018

	Budget	Total Spend	Variance from Budget	Comments
	£	£	£	
STAFFORD TOWN CENTRE ENHANCEMENTS	20,240	18,050	-2,190	
SOLAR PANEL FARM	4,750	0	-4,750	Residual budget retained for costs arising from redevelopment of site
CIL/LANDCHARGES SYSTEM	19,750	0	-19,750	Software installed but not fully implemented
DOXEY ROAD LAND	115,000	115,000	0	
LAND AT FAIRWAY	270,850	211,473	-59,377	Conversion works in progress, to be completed in 18-19
Portfolio Total	430,590	344,524	-86,066	

COMMUNITY CAPITAL PORTFOLIO

Final Accounts 2017-2018

	Budget	Total Spend	Variance from Budget	Comments
	£	£	£	
DISABLED FACILITIES GRANT (DFG)	1,358,860	713,289	-645,571	Full allocation of grant not received until November 17, balance to slip
CCTV UPGRADE	68,330	0	-68,330	Prior year commitment no longer required
EMPTY HOMES	82,530	2,038	-80,492	Compulsory Purchase delayed until 18-19
KINGSMEAD MARSH LNR	6,950	0	-6,950	Residual budget funded from s106 receipts
PRIVATE SECTOR HOUSING ASSISTANCE	30,010	983	-29,027	1 grant in 17-18, balance to slip to 18-19
Portfolio Total	1,546,680	716,310	-830,370	

COMMUNITY CAPITAL PORTFOLIO
Final Accounts 2017-2018

	Budget	Total Spend	Variance from Budget	Comments
	£	£	£	
Grand Total	4,479,010	2,659,999	-1,819,011	

ITEM NO 4(b)(ii)

ITEM NO 4(b)(ii)

Contact Officer:	Emma Fullagar
Telephone No:	01543 464720
Ward Interest:	Nil
Report Track:	Cabinet 02/08/18 (Only)
Key Decision:	No

**SUBMISSION BY COUNCILLOR K S WILLIAMSON
RESOURCES PORTFOLIO**

**CABINET
2 AUGUST 2018
Capital Programme**

1 Purpose of Report

- 1.1 To propose changes to the capital approval and monitoring process as recommended by the Resources Scrutiny Committee.

2 Proposal of Cabinet Member

- 2.1 That Cabinet agrees the proposed changes to the capital approval and monitoring process as contained in the body of the report.

3 Key Issues and Reasons for Recommendation

- 3.1 The Resources Scrutiny Committee established a Task and Finish Review Working Group in order to develop a Capital Programme Policy in order to support sustainable and effective medium term planning in the future.
- 3.2 The Resources Scrutiny Committee subsequently identified that a more detailed approval process and monitoring was required with an increase in project lead accountability, which is accordingly recommended to Cabinet for approval.

4 Relationship to Corporate Priorities

- 4.1 Capital expenditure relates to all of the Council's priorities.

5 Report Detail

Current Capital Approval and monitoring process

- 5.1 The current capital process is set out in **APPENDIX 1**. Subject to the Medium Term financial position of the Council and the Councils Budget Strategy, bids are invited from budget managers for new schemes which are reviewed at Leadership Team and then Cabinet against the Council's objectives. The proposed bids are then included within the draft Capital Programme being submitted to Cabinet and the relevant Scrutiny Committee for consideration between November and January of each year. The Programme will include capital expenditure arising from the Asset Management Plan, Invest to Save initiatives and new investment required to achieve the Council's objectives.
- 5.3 In February each year, the programme is then submitted to Council for approval as part of the budget setting process. In order to address problems with slippage of capital spend in 2016/17 year, a second stage had been added to the approval process whereby a "Permission to spend" report to Cabinet is required before the actual budget is granted. This was intended to provide more detail and finalise delivery timescales.
- 5.3 Additional schemes can be added to the programme throughout the financial year if Cabinet approval is sought. However this is in exceptional circumstances with the annual budget process ensuring that potential schemes are assessed against each other, their contribution to objectives and the forecast of resources available over the life of the medium term capital programme.
- 5.4 Financial information is reported on a quarterly basis to elected Members. Analysis of annual capital spend against budget is reported, identifying the profile spend throughout the year and any slippage of planned spend and any agreed re-profiling into future years. An example of the current quarterly monitoring report is attached at **APPENDIX 2**.

Timescale	Monitoring Process
Monthly	Monthly budget monitoring reports forwarded to Project Leads, Heads of Services and Cabinet
Quarterly	Budget monitoring reported on a quarterly basis to Scrutiny Committees
Annually	Outturn Report submitted to Scrutiny Committees.

Proposed Changes

- 5.5 Following their Task and Finish Review, the Resources Scrutiny Committee identified that changes should be made to the approval process and monitoring and controls should be increased to prevent/control slippage into future years.

- 5.6 When considering any changes the following key areas have been considered:-
- Project planning
 - Monitoring
 - Outcomes
 - Resources
- 5.7 It is proposed that the current bid form submitted by project leads is enhanced to a two stage process. The first stage is an outline business case. A proposed form is attached at **APPENDIX 3**. If the business case is approved it is to then go onto the next stage to include a detailed plan via a completed bid form. The revised bid form would require more detail of the capital project at source, detailing timescales, milestones and a Gantt chart which could be easily monitored throughout the project life. It is also important to identify key departments (other than the lead department) that are involved in delivering the scheme; for example Property Services. Where key departments are identified, the relevant department will also need to complete a section of the form, confirming they have the resources and are committed to meeting the proposed project. The redesigned form would also clearly identify any external dependencies the project has that could impact on the Council achieving its original project and timescales; for example the County Council. The proposed redesigned bid form is attached at **APPENDIX 4**.
- 5.8 It is proposed that all projects leads (excluding projects in the rolling programme and Disabled Faculties Grant (DFG)) are to provide a quarterly update, clarifying the project status and if the project is meeting timescales, milestones and targets set out in the original project bid. An example of the quarterly report based on the current performance update is attached **APPENDIX 5**.
- 5.9 It is proposed to implement a standard "Permission to Spend" report to ensure sufficient delivery detail, milestones and spend are identified. **APPENDIX 6** sets out a proposed template.
- 5.10 In respect of slippage identified as part of the quarterly monitoring it is proposed that the capital budget is updated to reflect the revised spending plan and will require a slippage approval form to be completed with revised timescales for delivery.
- 5.11 If slippage is requested to be carried forward to the following year, it is proposed that a "Slippage Approval form" is completed by project leads setting out a new plan and changes in timescales to the originally approved scheme. This form should provide an explanation of why the project did not meet original timescales set out in the original bid form. The final year end slippage figure is to then be approved by Leadership Team early in the next financial year. A proposed 'Slippage Approval form' is attached at **APPENDIX 7**.

5.12 To avoid resources being tied up in schemes which are not being delivered where a budget has been slipped twice between financial years, these schemes should be reviewed by Leadership Team and Cabinet to identify whether to withdraw approval or amend timescales for delivery.

5.13 In addition the capital outturn report should outline the main reasons for any slippage and the actions being taken going forward.

6	Implications
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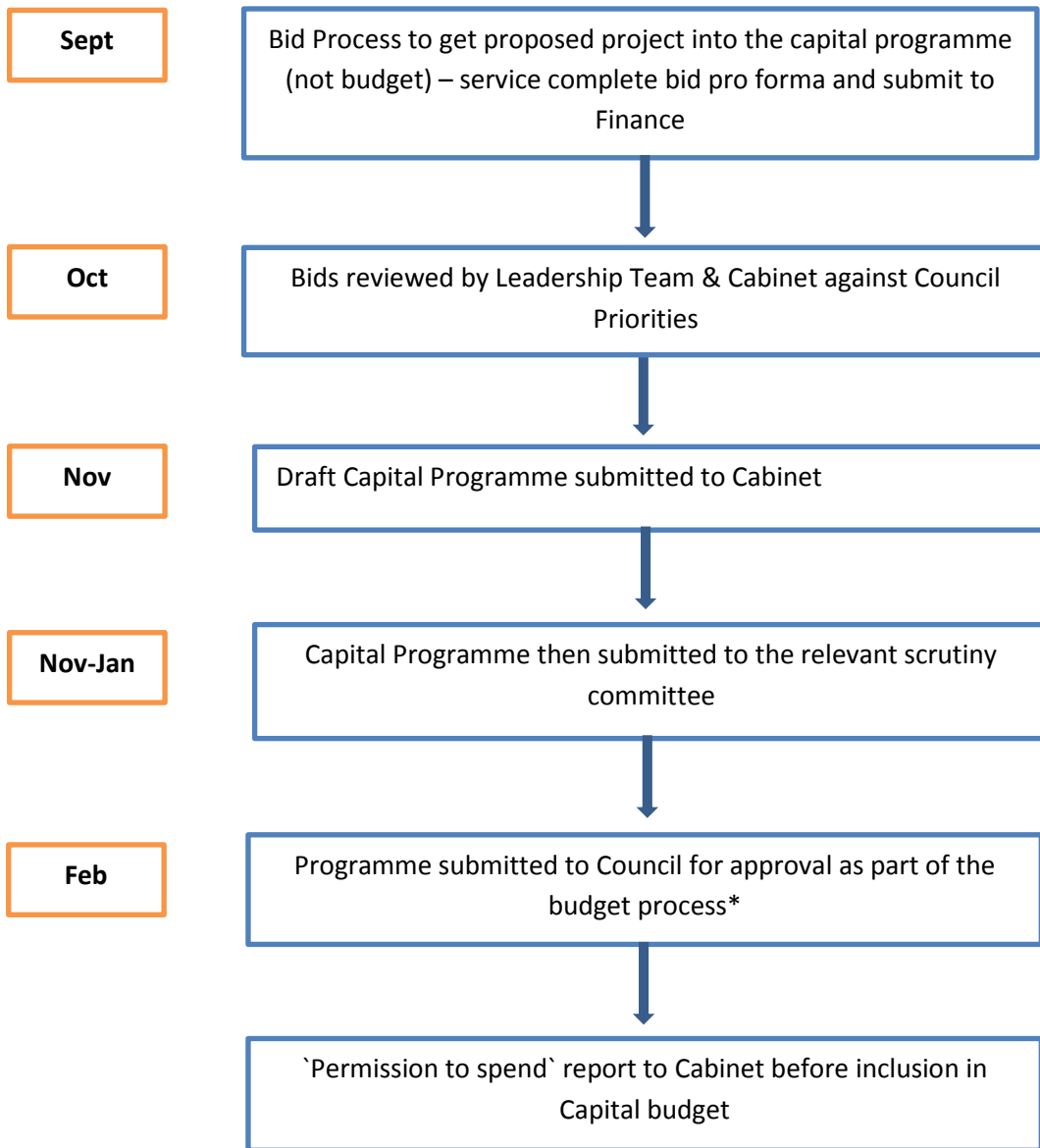
6.1	Financial	Discussed within the body of the report
	Legal	Nil
	Human Resources	Nil
	Human Rights Act	Nil
	Data Protection	Nil
	Risk Management	Nil

6.2	Community Impact Assessment Recommendations	<p>The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:-</p> <p>Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.</p>
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Previous Consideration - Special Resources Scrutiny Committee - 12 April 2018 - Minute No RSC43/18

Background Papers - File available in Financial Services

Current Capital Approval Process flow chart



***Exceptional Circumstances:** Additional schemes may be added to the programme throughout the year if Cabinet approval is sought.

IN PURSUIT OF SUCCESS - RESOURCES CAPITAL PORTFOLIO

Budget Monitoring 2017-2018 - Period 9 - December

	Latest Budget	Budget to Date	Total Spend to Date	Variance from Budget to Date		Forecast Outturn	Comments
	£	£	£	£	%	£	
CORPORATE IT EQUIPMENT	50,000	13,169	13,169	-	0.0%	50,000	
PROV'N TO COMMUTE CAR PARK SHARING	750,000	-	-	-	n/a	0	Project rephased to 2018-19
Portfolio Total	800,000	13,169	13,169	-		50,000	

Outline Capital Bid Proforma

Budget Bid Title:

Service Area:

Lead Officer:

Total Bid:

External Funding Contribution: YES / NO

Brief Project Description

Contribution to Corporate Objectives

Please outline how the proposal supports strategic priorities and describe how it contributes towards the themes of the Corporate Business Plan. Delete as appropriate the priorities that are addressed:-

Economic Development and Planning	YES / NO
Community Wellbeing	YES / NO
Financial Sustainability and Resilience	YES / NO

Lead Officer Comments

Financial Summary

	2018/19	2019/20	2020/21 onwards	Estimated Total Cost
Project costs (provide details of key areas of spend)	£	£	£	£
External Funding Sources: Grants & contributions				
Project costs (net of external funding)	£	£	£	£

Ongoing revenue costs (if applicable)

Other financial issues

For externally funded projects – please provide details of the funding sources and whether or not the funding is guaranteed.

For Capital Schemes – please provide details of ongoing revenue costs.

For invest to save schemes – details of the future revenue streams and the payback period

Head of Service Approval / Comments

Proposed updated BUDGET BIDS

Deadline for submission: - *****

Introduction

The Council continues to face a challenging financial situation over the next four years and resources will continue to be tight. However, the Cabinet has indicated that it will give careful consideration to budget bids, particularly “invest to save” projects where spending now can generate additional income in the future or can reduce future revenue costs.

Process

Budget bids for additional service initiatives/improvements that may be **revenue or capital** in nature must be set out in the attached business case pro-forma and returned electronically to Alison Kendall (alisonkendall@cannockchasedc.gov.uk) by no later than *********, if they are to be considered for inclusion in the 2018/19 Budget or the Capital Programme 2018/19 to 2020/21.

Bids will initially be categorised as “Essential”, “Highly Desirably” and “Desirable if resources allow”. Where bids can be justified on an “invest to save” basis, the higher its relative ranking is likely to be.

Bids will also of course be assessed to establish how well they contribute to the Council’s priorities.

Please be concise, but remember that it is important that the business case provides enough detail for the Cabinet to be able to assess the proposal’s impact on the community and the potential to pay for itself in financial terms.

The bids will require sign off by all departments prior to submission as detailed below.

Attachments – Checklist

Detailed Timetable / Milestones
Gantt Chart of projects in excess of xxxxx

Bid Cleared by

Department	Officer	Date
Finance	_____	_____
Human Resources	_____	_____
Legal	_____	_____
Property Services	_____	_____

Budget Bid Title:

Service Area:

Lead Officer:

Brief Project Description:

TOTAL BID:

CAPITAL

REVENUE

1. CONTRIBUTION TO THE COUNCIL'S PRIORITIES

Please outline how the proposal supports strategic priorities and describe how it contributes towards the themes of the Corporate Business Plan. Tick below the priorities that are addressed:-

<input type="checkbox"/>	Economic Development and Planning (1)	Lead Officer comments:
<input type="checkbox"/>	Community Wellbeing (2)	
<input type="checkbox"/>	Financial Sustainability and Resilience (3)	

Corporate Business Objectives

- 1 To deliver sustainable economic and housing growth to provide income and jobs
- 2 To improve the quality of life of local people by providing a safe, clean, attractive place to live and work and encouraging people to be engaged in developing strong communities that promote health and wellbeing.
- 3 To be a well-run, financially sustainable and ambitious organisation, responsive to the needs of our customers and communities and focused on delivering our objectives.

2. COMMUNITY BENEFIT

Will the proposal contribute towards community need which has been identified and evidenced?

Lead Officer Comments:

--

3. PERFORMANCE MANAGEMENT

(a) Please provide a timetable and project milestones, describing how the milestones will be monitored, managed and reported .

(b) highlight proposals for controlling the factors that could cause delay or cost overrun. (Overlap with section 6 dependencies section?)

(b) Provide details of how the impact of the project will be measured in terms of improved service delivery or use of assets.

Lead Officer Comments.

4. WORKING WITH OTHER KEY COUNCIL DEPARTMENTS

(a). please describe the extent to which key departments will be required to contribute to the project and meeting proposed timescales (for example property services)

Lead Officer comments

(4b). KEY DEPARTMENTS IDENTIFIED – if key departments are identified in section 4a above, the said department to please complete 4b clarifying if they have recourses to contribute to the project as proposed above and to meet timescales set out.

Key Department Lead Officer comments

5. WORKING WITH PARTNERS

Please describe the extent to which partners will be involved in the project and the percentage of the gross project cost that will be funded by partners. Please include details of exit strategy if applicable.

Lead Officer comments

6. DEPENDENCIES/ EXTERNALITIES

Please describe the extent to which the project is dependent on a partner or externality to meet the proposed scheme timescales. (For example the County Council or land being available?) What will be the impact if such dependencies are delayed?

Lead Officer comments

7. LEGAL ISSUES

Please identify the legal implications of taking and not taking the proposed course of action.

Lead Officer comments

8. FINANCIAL ISSUES

Please identify: -

- Project costs / savings (incl. cost of feasibility studies);
- any external financial contributions towards the project;
- the phasing of expenditure for capital projects;
- the total cost of project.

FINANCIAL SUMMARY

	2018/19	2019/20	2020/21 onwards	Estimated Total Cost
Project costs (provide details of key areas of spend)	£	£	£	£
External Funding Sources: Grants & contributions				
Project costs (net of external funding)	£	£	£	£

Ongoing revenue costs (if applicable)

Other financial issues

For externally funded projects – please provide details of the funding sources and whether or not the funding is guaranteed.

For Capital Schemes – please provide details of ongoing revenue costs.

For invest to save schemes – details of the future revenue streams and the payback period.

Lead Officer comments:

T

9. RISK ASSESSMENT

Please identify the key risks for the scheme.

Description of Risk

10. HEAD OF SERVICE ENDORSEMENT

Head of Service comments:





Please return to Alison Kendall alisonkendall@cannockchasedc.gov.uk by no later than
*****.


Quarterly Capital Project Monitoring Report

Project Name: **Project Lead Officer:**

Project Brief Description: **Responsible Officer:**

Approved Budget 2018/19 (£)	Profiled Budget to Qtr.(£)	Actual spend to Qtr. (£)	Variance from Profiled Budget (£)	Forecast Outturn (£)
£	£	£	£	£

Status	Milestone & Progress to date	Start Date	Due Date
			
			
			
			


Status	Progress for the quarter ending **/**/****
	(Detail project progress to date)

Tasks planned for the next quarter ending **/**/****

Date Raised	Risk Description	Risk Scores	Mitigation Action and Comments

Lessons Learnt

Anticipated completion date for project

Status	Financial update
	(Provide detail on financial position. Explaining budget forecast if a variance to original proposed project timescales, highlight if any slippage is forecasted)

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ITEM NO

ITEM NO

Report of:	
Contact Officer:	
Telephone No:	
Ward Interest:	
Report Track:	

Capital Permission to Spend Report Template
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1 Purpose of Report

- 1.1 To provide details of the proposed project.
- 1.2 Seek approval of funding .from the General Fund Capital Programme to undertake the project

2 Proposal of Cabinet Member

- 2.1 That Cabinet support the need of the project
- 2.2 Permission to spend £**** from the General Fund Capital Programme to enable the project to be delivered in **** financial year.

3 Key Issues and Reasons for Recommendation
--

- 3.1 Highlight key issues and reasons for the proposed project

4 Relationship to Corporate Priorities

- 4.1 Detail how the project is linked to Corporate Plan.

5 Report Detail

Background

5.1 Detail background of the project.

Scope of Project

5.2

Financial Implications

5.3 Detail estimated cost of project and cost per year if applicable

5.4 Detail of the procurement process already completed/ required.

5.5 Has a contingency budget been considered?

Timescales & Milestones

5.5 Provide detail of timetable and main milestones of the project, describing how milestones will be monitored, managed and reported.

5.6 Highlight proposals for controlling the factors that could cause delay or cost overrun

5.6 Provide details of how the impact of the project will be measured in terms of improved service delivery or use of assets.

Customer Relationship

5.6

6	Implications
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6.1	Financial	
	Legal	
	Human Resources	
	Human Rights Act	
	Data Protection	
	Risk Management	





6.2	Equality and Diversity	
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Previous Consideration

Background Papers

PLANNED CAPITAL SLIPPAGE 2017-18	
<u>BUDGET DETAILS</u>	
(The following details can be obtained from the latest Budget Monitoring statement)	
PORTFOLIO:	
PROJECT:	
PROJECT LEAD:	
COST CENTRE:	
DETAIL CODE:	
2017-18 ORIGINAL BUDGET:	£
2017-18 APPROVED BUDGET:	£
FORECAST OUTTURN (Actual Spend) @ 31st March 2018	£

PROGRESS TO DATE	
	(Detail project progress to date)

MILESTONES PROGRESS TO DATE	
	(Detail milestone and progress)
	(Detail milestone and progress)
	(Detail milestone and progress)
	(Detail milestone and progress)

SLIPPAGE DETAILS	
AMOUNT OF SLIPPAGE REQUESTED	£
DETAILS OF SLIPPAGE (Please state reason for budget to be slipped forward, providing reasons why the original timescales set out in the projects bid have not been met)	

NEW TIMESCALES

(Please provide details of new project timescales and required profile of slipped budget)

2017-18 Original Budget	2017-18 Approved Budget	Forecast Outturn (Actual Spend) @ 31st March 2018	Variance to Budget	Amount of Slippage Requested
£	£	£	£	£

ITEM NO 4(b)(iii)

ITEM NO 4(b)(iii)

Contact Officer:	Bob Kean
Telephone No:	01785 619241
Ward Interest:	Nil
Report Track:	Cabinet 02/08/18 (Only)
Key Decision:	No

**SUBMISSION BY COUNCILLOR K S WILLIAMSON
RESOURCES PORTFOLIO**

<p>CABINET 2 AUGUST 2018 Council Tax and Business Rates Arrears Submitted for Approval to Write Off</p>
--

1 Purpose of Report

1.1 To approve the write-off of arrears listed in the **CONFIDENTIAL APPENDIX**.

2 Proposal of Cabinet Member

2.1 That the arrears listed in the **CONFIDENTIAL APPENDIX** be written off.

3 Key Issues and Reasons for Recommendation

3.1 In accordance with the Scheme of Delegation, this report relates only to the writing off of debts in excess of £2,500 that cannot be legally recovered.

4 Relationship to Corporate Priorities

4.1 Not Applicable

5 Report Detail

5.1 The normal course of action has been pursued, namely, bills, reminders and final notices issued and, where appropriate, summonses issued, liability orders obtained and passed to Bailiffs for collection and trace. Trace procedures have been followed, which include checking with our internal Council systems, using the Locating Council Tax Absconders (LOCTA), a Local Authority data sharing system, to check for forwarding addresses at other Local Authorities, visits to the last known address by the Council's Property Inspector and use of external tracing agents. Despite these best efforts of Council Tax and Business Rates staff, and/or bailiffs, the debtors cannot be traced and no further action can be taken.

6 Implications	
6.1 Financial	<p>Under the Business Rates Retention Scheme, business rates write offs will no longer be offset against the National Non-Domestic Rating Pool. Write offs will now form part of the costs of collection of business rates. The Business Rates write offs in this report are 5 cases totalling £86,766.02. This represents 0.16% of the outstanding collectable debit as at 1 April 2018.</p> <p>Council Tax write offs are losses to the Collection Fund and, as such, form part of the cost of collection incurred by this Council. The Council Tax write-offs on this report are 12 case totalling £45,760.05. This represents 0.06% of the outstanding collectable debit as at the 1 April 2018.</p> <p>The cost of collecting the debts has been considered as part of the decision to put them forward for write off. If further information does come forward about the whereabouts of any of the individual debtors the Council will pursue recovery action.</p>
Legal	Cabinet are asked to write off the debts as they are considered to be irrecoverable for the reasons given in the appendices. The debts remain legally due to the Council and should the circumstances causing the write off in any particular case, subsequently change, recovery action may be recommended
Human Resources	There are no Human Resources implications relating to this report
Human Rights Act	There are no Human Rights implications relating to this report
Data Protection	The appendices to this report contain personal information and are therefore not published
Risk Management	The risk issues contained in this report are not strategic and therefore should not be included in the Strategic Risk Register.
6.2 Community Impact Assessment Recommendations	<p>The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:-</p> <p>Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.</p>

Previous Consideration - Nil

Background Papers - Nil