

## 2007/08 REQUESTS FOR CARRY FORWARD

<b>SERVICE</b>	City Council (Direct) Services
<b>BUDGET HEADING</b>	Environmental Enforcement / Prizes
<b>AMOUNT</b>	£4,700

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<b>What is the request to be spent on?</b>
<p>Improving the cleanliness of the District is a Council objective. Encouraging our young people to take responsibility for their environment is key to ensuring that the Council's approach is sustainable. A competition for schools was launched last year with the incentive of a cash prize for schools who put in place initiatives that would improve the cleanliness of the District.</p>
<b>Why the spend didn't/couldn't occur last year.</b>
<p>In order to fit in with the schools' academic year and the commitments therein the competition was launched but has yet to be completed. Response to the competition was poor but one excellent entry was received and officers are now working with the school so that their ideas can be implemented. Prize money will not be paid until the initiative has been in place for a period of several months - although the school has asked if they can receive some prize money upfront to cover some of the expenses they will incur - printing litter posters etc.</p> <p>It is hoped that by publicising this entry we would then be able to hold another competition later on in this financial year - using the remainder of the money carried forward.</p>
<b>The reasons why we are committed to still doing this work.</b>
<p>See above.</p>
<b>Why we can't use this year's budget allocation.</b>
<p>There is no budget allocation this year.</p>
<b>What the implications for service delivery will be if the carry forward is not approved.</b>
<p>It will not be possible to take forward this initiative.</p>
<b>When the spend needs to be incurred.</b>
<p>2008/9</p>
<b>Financial Services Comments</b>
<p>The underspend on the Prizes budget within Environmental Enforcement in 2007/08 is £4,700 and was identified as a potential area for carry forward within the PRT process. This request is to carry forward the full value of that underspend.</p>

## 2007/08 REQUESTS FOR CARRY FORWARD

<b>SERVICE</b>	City Council ( Direct) Services
<b>BUDGET HEADING</b>	Three Stream Waste
<b>AMOUNT</b>	£18,100

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<b>What is the request to be spent on?</b>
Recycling Centres for Communal accommodation across the district where the standard recycling system (2 bins and 3 boxes) is not appropriate. It accords with the Councils Priority to make our District a cleaner and healthier place by reducing waste in the District by recycling and reuse
<b>Why the spend didn't/couldn't occur last year.</b>
The order was placed before the year end and delivery was guaranteed by the supplier to be before the 31 <sup>st</sup> March 2008. The supplier failed to deliver by the agreed date.
<b>The reasons why we are committed to still doing this work.</b>
The order has been placed and the equipment is an important component in delivering recycling facilities to as many residents as possible.
<b>Why we can't use this year's budget allocation.</b>
This years budget is committed to the delivery of Phase VI of the recycling strategy and the maintenance of the Phases already implemented.
<b>What the implications for service delivery will be if the carry forward is not approved.</b>
Recycling in the district will not be maximised.
<b>When the spend needs to be incurred.</b>
The recycling centres have been delivered.
<b>Financial Services Comments</b>
Underspends totalling £33K on the purchase of refuse sacks and printing & stationery budgets were identified as sources of funding before placing the order. It became apparent that the supplier could not deliver by the agreed date and subsequently the virement request was withdrawn. This was identified as part of the PRT process.

## 2007/08 REQUESTS FOR CARRY FORWARD

<b>SERVICE</b>	<b>City Council ( Direct) Services</b>
<b>BUDGET HEADING</b>	<b>Vehicle Maintenance</b>
<b>AMOUNT</b>	<b>£7,200</b>

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<b>What is the request to be spent on?</b>
Repairs to the roof of the Vehicle Maintenance Workshop. The roof was in a poor state of repair with water pouring in every time it rained resulting in a Health & Safety Hazard. Water was poring onto electric installations below. The spend as already been incurred.
<b>Why the spend didn't/couldn't occur last year.</b>
The order was placed late in the year and adverse weather conditions resulted in the work not being completed before the year end.
<b>The reasons why we are committed to still doing this work.</b>
The work is now complete.
<b>Why we can't use this year's budget allocation.</b>
The Vehicle Maintenance Depot is in a poor state of repair. The building is leased and the City Council is responsible for the maintenance of the building.
<b>What the implications for service delivery will be if the carry forward is not approved.</b>
The budget for the full year is £10,300. If this request is not granted the budget remaining for the rest of the year would be £3,000. An inadequate sum considering the state of the building. VMU maintains the Vehicle Fleet of the Council. It is essential if the fleet is to be kept running that the building is adequately maintained.
<b>When the spend needs to be incurred.</b>
The work is completed.
<b>Financial Services Comments</b>
The underspend on this budget heading within 2007/08 is £11,400 and as stated above the works have already taken place. By not approving the carry forward request would result in limited funding for the remainder of the financial year.

## 2007/08 REQUESTS FOR CARRY FORWARD

<b>SERVICE</b>	City Council ( Direct) Services
<b>BUDGET HEADING</b>	White Lund Depot
<b>AMOUNT</b>	£4,500

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### What is the request to be spent on?

A fuel tank for the storage of red diesel. Following a fire risk assessment in Jan 2007 it was identified that the existing tank did not comply with current regulations.

### Why the spend didn't/couldn't occur last year.

The order was placed before the year end and delivery was guaranteed by the supplier to be before the 31<sup>st</sup> March 2008. The supplier failed to deliver by the agreed date.

### The reasons why we are committed to still doing this work.

The order has been placed and as stated previously the current tank does not comply with current regulations.

### Why we can't use this year's budget allocation.

This years revenue budget is needed to maintain and improve the facilities of the depot. This includes replacement of a length of the perimeter fence, refurbishing the gatehouse and replacement of the vehicle washing facilities.

### What the implications for service delivery will be if the carry forward is not approved.

The current tank does not comply with current regulations. A inspection by the Fire Authorities could result in a order being issued stopping the use of the tank.

### When the spend needs to be incurred.

The order is currently on hold. If this request is approved the spend will be immediate.

### Financial Services Comments

The underspend on this budget heading within 2007/08 is £4,600 and as stated the order for the tank has already been placed. By not approving the carry forward request would result in limited funding for the remainder of the financial year.

## 2007/08 REQUESTS FOR CARRY FORWARD

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<b>SERVICE</b>	Cultural
<b>BUDGET HEADING</b>	Happy Mount Park
<b>AMOUNT</b>	£1,000

<b>What is the request to be spent on?</b>
Towards far moor changing room refurbishment and Happy Mount Park Toilet floodlight replacement.
<b>Why the spend didn't/couldn't occur last year.</b>
Toilet block currently under refurbishment.
<b>The reasons why we are committed to still doing this work.</b>
Health and Safety issues to paths not being lit as the old lighting has been removed.
<b>Why we can't use this year's budget allocation.</b>
This would mean that works planned for this year such as replacement of electric supply to former gardeners building could not take place.
<b>What the implications for service delivery will be if the carry forward is not approved.</b>
n/a
<b>When the spend needs to be incurred.</b>
During the current financial year.
<b>Financial Services Comments</b>
The cost centre in total has an overspend of £300. This is attributable to an increase in water charges. The R&M budget of £1,000 was unspent in 2007/08 and this is the element they are requesting to carry forward.

## 2007/08 REQUESTS FOR CARRY FORWARD

<b>SERVICE</b>	Cultural
<b>BUDGET HEADING</b>	Management & Admin : Training
<b>AMOUNT</b>	£500

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### What is the request to be spent on?

First Aid and Self defence training for staff at the Dome.

### Why the spend didn't/couldn't occur last year.

The training was deferred at the last minute as the trainer went off sick.

### The reasons why we are committed to still doing this work.

A commitment by Council to Health & Safety of staff / customers.

### Why we can't use this year's budget allocation.

After completion of staff EDPA's this years training budget has been fully allocated.

### What the implications for service delivery will be if the carry forward is not approved.

This years training budget will be overspent

### When the spend needs to be incurred.

The training has since been completed.

### Financial Services Comments

The training has been already been completed and charged against the 2008/09 allocation of £13,500. It is unclear whether other training could be deferred to absorb this cost. The underspend of on training in 2007/08 was £700.

## 2007/08 REQUESTS FOR CARRY FORWARD

<b>SERVICE</b>	Cultural
<b>BUDGET HEADING</b>	Groundwork Trust : Grant
<b>AMOUNT</b>	£4,400

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<b>What is the request to be spent on?</b>
Payment to Groundwork North West for the delivery of play/public realm improvements/youth provision.
<b>Why the spend didn't/couldn't occur last year.</b>
This was due to an issue with their Service Level Agreement and a change to the way in which we will be working with them. This resulted in some planned work to be suspended.
<b>The reasons why we are committed to still doing this work.</b>
A commitment from the Council to continue to support Groundwork North West.
<b>Why we can't use this year's budget allocation.</b>
This will be on top of this year's allocation and will be used for additional projects linked back to discussions towards the end of 2007/08.
<b>What the implications for service delivery will be if the carry forward is not approved.</b>
Reduction in service and loss of potential match funding and a number of local community groups/organisations not supported.
<b>When the spend needs to be incurred.</b>
During 2008/09.
<b>Financial Services Comments</b>
There is a possibility that there will be an additional invoice due for work carried out relating to Qtr4 2007/08. Due to a change in the way this grant is treated (from SLA to invoicing for Core Costs on a quarterly basis) Groundwork Trust will not at this moment confirm whether or not they will be charging for this element of work.
The treatment of this has been misinterpreted by the Service as this should have been charged into 2007/08 as a creditor. Should this not be carried forward other areas of work planned for 2008/09 will have to be cancelled.

## 2007/08 REQUESTS FOR CARRY FORWARD

<b>SERVICE</b>	Cultural
<b>BUDGET HEADING</b>	Heysham Mossgate
<b>AMOUNT</b>	£10,000

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<b>What is the request to be spent on?</b>
Heysham Mossgate Development – professional fees (architect, Quantity surveyor, etc)
<b>Why the spend didn't/couldn't occur last year.</b>
Project carrying over into 2008/2009
<b>The reasons why we are committed to still doing this work.</b>
Cabinet approval to provide “officer support” to the project.
<b>Why we can't use this year's budget allocation.</b>
100% External funding, via a Grant from Lancashire County Development Ltd (LCDL)
<b>What the implications for service delivery will be if the carry forward is not approved.</b>
Loss of Grant.
<b>When the spend needs to be incurred.</b>
During the current financial year.
<b>Financial Services Comments</b>
The budget of £10,000 was unspent in 2007/08, and will need to be carried forward in order to avoid the loss of grant funding from Lancashire County Developer Ltd.



## 2007/08 REQUESTS FOR CARRY FORWARD

<b>SERVICE</b>	Cultural
<b>BUDGET HEADING</b>	Recreation Grounds
<b>AMOUNT</b>	£1,100

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<b>What is the request to be spent on?</b>
Refurbishment of porta cabin changing facilities.
<b>Why the spend didn't/couldn't occur last year.</b>
Decisions to re-open the grass pitches for 2008/09 season could only be made at the end of the 2007/08 football season.
<b>The reasons why we are committed to still doing this work.</b>
Shortage of football pitches in the area.
<b>Why we can't use this year's budget allocation.</b>
This money is required for other facilities.
<b>What the implications for service delivery will be if the carry forward is not approved.</b>
Changing facilities will become in a poor state of repair.
<b>When the spend needs to be incurred.</b>
During the current financial year.
<b>Financial Services Comments</b>
The cost centre has a total underspend of £5,000 and can accommodate this request from within the R&M underspend as requested.

## 2007/08 REQUESTS FOR CARRY FORWARD

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<b>SERVICE</b>	<b>Economic Development &amp; Tourism</b>
<b>BUDGET HEADING</b>	<b>Marketing &amp; Promotion : Miscellaneous Advertising</b>
<b>AMOUNT</b>	<b>£5,300</b>

<p><b>What is the request to be spent on?</b></p> <p>The carry forward request relates to an underspend on the Miscellaneous Advertising budget in 2007/08 and is to be spent on:</p> <p>i) Distribution costs (£2,000) for a new edition of the Lancaster District Business Directory which needs to be distributed to all businesses within the District which have an entry in the Directory</p> <p>(ii) The balance (£3,347) as a contribution to the cost of an ICT server for Storey Creative Industries Centre (estimated cost approx £4,800, balance to come from a separate carry forward request under a Property Services code)</p>
<p><b>Why the spend didn't/couldn't occur last year.</b></p> <p>The underspend occurred as a result of two factors:</p> <p>i) Staffing changes led to the Business Development Team not having access to Marketing Officer time in the final quarter of the year. As a consequence, the Service's Marketing Plan for 2007/08 could not be fully implemented - the Spring edition of Business News and proposed press advertising for the Business Development Scheme and property register budgeted in total at £3,700 were both shelved.</p> <p>ii) The spend on Business Directory distribution had been budgeted in the Service's Marketing Plan for 2007/08 based on the initial projected publication date indicated by the Directory's publishers of January 2008. In spite of the Service meeting its commitments relating to the Directory broadly on time, the timescale for production has slipped into 2008/09.</p>
<p><b>The reasons why we are committed to still doing this work.</b></p> <p>Business Directory - We are contractually obliged to work with the publishers in producing the Directory and have previously indicated to businesses submitting information for inclusion in the Directory that they will receive a free copy upon publication, as is normal practice.</p> <p>Storey CIC ICT Server – this is an essential requirement for Storey CIC to offer a full ICT service for tenants of the building, but cannot be funded from the main capital project.</p>
<p><b>Why we can't use this year's budget allocation.</b></p> <p>The funds available for economic development marketing in 2008/09 are significantly lower than previous years following the end of the EDZ Marketing programme and ERDF funding. This year's budget allocation will only allow for a more restricted range of marketing activity which would become even more constrained if the Directory distribution costs need to be met from it.</p>
<p><b>What the implications for service delivery will be if the carry forward is not approved.</b></p> <p>Business directory distribution - As a significant proportion of the budget is already committed to Storey marketing, the impact would fall most heavily on local marketing of business support services at a time when we are launching a new business grant scheme. This could affect both take-up of the new scheme and achievement of enquiry target performance indicators.</p> <p>Storey CIC ICT Server – The cost will have to be borne by Storey CIC as an additional, unbudgeted item in their year 1 business plan and this will have an adverse effect on the centre's initial viability.</p>
<p><b>When the spend needs to be incurred.</b></p> <p>It is anticipated that the business directory distribution spend will need to be incurred in Quarter 2 2008/09. The server would be purchased December 2008.</p>
<p><b>Financial Services Comments</b></p> <p>The advertising budget was underspent by £5,300 in 2007/08, and can therefore accommodate this carry forward request.</p>

## 2007/08 REQUESTS FOR CARRY FORWARD

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<b>SERVICE</b>	Finance
<b>BUDGET HEADING</b>	Services – Agency Staffing / Consultancy
<b>AMOUNT</b>	£13,600

<b>What is the request to be spent on?</b>
Specific consultancy advice on the Council's tax arrangements, and funding for a review of the internal recharging mechanism for the 2009/10 budget process.
<b>Why the spend didn't/couldn't occur last year.</b>
Other work priorities, such as the implementation of Authority Financials and Job Evaluation, have meant that this work has been delayed.
<b>The reasons why we are committed to still doing this work.</b>
A comprehensive review of the Council's tax arrangements has not been undertaken for over 10 years, and a recent audit of this area only provided "limited" assurance. In addition, the Council's internal recharging mechanism has also not been reviewed for over 5 years.
<b>Why we can't use this year's budget allocation.</b>
The budget in the current year is already allocated to pay for temporary staffing within exchequer and to provide cover for staff currently seconded to other projects such as Job Evaluation and Authority Financials.
<b>What the implications for service delivery will be if the carry forward is not approved.</b>
The work in relation to the tax arrangements would be limited and therefore the level of assurance is unlikely to improve. Improvements would not be made to the internal recharging mechanism which are intended to make it more transparent, meaningful and accurate.
<b>When the spend needs to be incurred.</b>
From September 2008 onwards.
<b>Financial Services Comments</b>
The underspend of this budget was £13,600 in 2007/08.

## 2007/08 REQUESTS FOR CARRY FORWARD

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<b>SERVICE</b>	<b>Information &amp; Customer Services</b>
<b>BUDGET HEADING</b>	<b>Electronic Document Management Workflow</b>
<b>AMOUNT</b>	<b>£9,400</b>

### **What is the request to be spent on?**

Implementing the new corporate EDMS system. The system has so far been implemented in Revenues, Council Housing, Planning and part of Finance (creditors). The further roll out of the project is currently being defined under LAMP principles.

### **Why the spend didn't/couldn't occur last year.**

The system went live last year in certain services such as Revenues and Council Housing but the implementation was somewhat later than scheduled therefore some savings were accrued.

### **The reasons why we are committed to still doing this work.**

The implementation of the electronic document management of records corporately introduces numerous efficiencies and will facilitate corporate priorities such as the accommodation changes moving staff into the two town halls and enabling disposal of Euston Rd, Palatine Hall etc.

### **Why we can't use this year's budget allocation.**

This year's budget allocation will be fully assigned to maintaining the new corporate EDMS system Anite@work

### **What the implications for service delivery will be if the carry forward is not approved.**

Further delays may occur in the full corporate implementation of EDMS.

### **When the spend needs to be incurred.**

December 2008

### **Financial Services Comments**

There was an underspend in 2007/08 of £9,446 against the budget allocation of £18,400.

## 2007/08 REQUESTS FOR CARRY FORWARD

<b>SERVICE</b>	<b>Information &amp; Customer Services</b>
<b>BUDGET HEADING</b>	<b>Equipment Maintenance - Updates</b>
<b>AMOUNT</b>	<b>£10,100</b>

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<b>What is the request to be spent on?</b>
Equipment to control and report on access to the internet via the corporate network – there have been difficulties in the past couple of years due to volumes of internet traffic, both personal and business which are using the same ‘pipe’. The Council has lacked the appropriate tools to control, limit and report on personal usage – all sites are accessible to all individuals or none. This product enables specific individuals to access certain sites -e.g. staff who need to review musician’s sites for Cultural Services could be given access but most staff would not be able to access these sites. Reporting on an individual’s access is also possible.
<b>Why the spend didn’t/couldn’t occur last year.</b>
It has taken some time to identify and fully evaluate the most appropriate product.
<b>The reasons why we are committed to still doing this work.</b>
There are an increasing number of business uses for the internet e.g. Escendancy, the Committee Admin system, ESD Toolkit, etc. To enable business users to be able to work efficiency personal traffic needs to be managed.  There is also an increasing number of requests from service heads for detailed information about sites being accessed by their staff.
<b>Why we can’t use this year’s budget allocation.</b>
There is no equivalent funding in this year’s budget allocation as it is committed to server and router replacements. The opportunity arises because I&CS were able to recharge a proportion of 2007/2008 server spent to a nationally funded project.
<b>What the implications for service delivery will be if the carry forward is not approved.</b>
There will be no information or control over internet usage and growth will continue causing difficulties for business users of the internet. To increase the size of the existing pipe would cost approx £6k per annum and could not be justified given that I&CS believe a large proportion of the traffic to be personal.
<b>When the spend needs to be incurred.</b>
June 2008 so that benefits can be gained immediately
<b>Financial Services Comments</b>
There is an underspend in 2007/08 of £12,217 against a budget allocation of £25,100.

## 2007/08 REQUESTS FOR CARRY FORWARD

<b>SERVICE</b>	Information & Customer Services
<b>BUDGET HEADING</b>	Services – Mystery Shopping
<b>AMOUNT</b>	£3,500

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<b>What is the request to be spent on?</b>
<p>The Society of IT Managers ( Socitm ) provides a national benchmarking service which enables Councils across the country to compare themselves on a level playing field in a number of value for money and quality indicators such as costs of procuring and supporting desktop devices, telephony costs, customer satisfaction etc. Under our performance management framework each service needs to be demonstrating how well it compares with equivalent services and the quarter 2 PRT meeting authorised this expenditure.</p>
<b>Why the spend didn't/couldn't occur last year.</b>
<p>Between the decision being taken at the PRT meeting and the end of March Socitm did not have a national survey scheduled.</p>
<b>The reasons why we are committed to still doing this work.</b>
<p>Under our performance management framework each service needs to be demonstrating how well it compares with equivalent services and the quarter 2 PRT meeting authorised this expenditure.</p>
<b>Why we can't use this year's budget allocation.</b>
<p>There is no equivalent funding available in this year's budget allocation as it is committed to progressing the consultation work and customer surveys for Customer Services</p>
<b>What the implications for service delivery will be if the carry forward is not approved.</b>
<p>Consultation work planning within customer services will have to be curtailed adversely affecting the Access to Services project and the implementation of the national Customer Services standards developed by the Contact council as part of the national Service Transformation agenda</p>
<b>When the spend needs to be incurred.</b>
<p>June 2008</p>
<b>Financial Services Comments</b>
<p>There is an underspend in 2007/08 of £8,000 against a budget allocation of £18,000.</p>

## 2007/08 REQUESTS FOR CARRY FORWARD

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<b>SERVICE</b>	Information & Customer Services
<b>BUDGET HEADING</b>	Software – Anite Task
<b>AMOUNT</b>	£13,000

<b>What is the request to be spent on?</b>
This spend relates to a possible liability for maintenance of the old Orchard software for extending the use of the Housing system.
<b>Why the spend didn't/couldn't occur last year.</b>
We have not been able to agree a final figure with the software house as to the amount of monies to be paid to them to There is a request outstanding with the software house.
<b>The reasons why we are committed to still doing this work.</b>
The software house are entitled to claim some maintenance for maintaining the system in 2007/2008.
<b>Why we can't use this year's budget allocation.</b>
There is no budget allocation for this work in 2008/2009 as only the new Anite system is budgeted for.
<b>What the implications for service delivery will be if the carry forward is not approved.</b>
There are no direct service delivery implications but the Council may be liable to pay for the support received in 2007/2008.
<b>When the spend needs to be incurred.</b>
September 2008.
<b>Financial Services Comments</b>
There is an underspend of £22,609 in 2007/08 against a budget allocation of £51,400. The £13,000 is currently an estimate as the actual figure has not yet been agreed – any change to this figure would be reported as part of the 2008/09 PRT process and updated accordingly.

## 2007/08 REQUESTS FOR CARRY FORWARD

<b>SERVICE</b>	Information & Customer Services
<b>BUDGET HEADING</b>	Software – CRM system
<b>AMOUNT</b>	£2,700

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<b>What is the request to be spent on?</b>
Additional work needed to upgrade the Customer Relationship Management system to support Knowledge Management.
<b>Why the spend didn't/couldn't occur last year.</b>
Delays have been caused by software difficulties at the supplier end resulting in the software being too unstable to be installed in our live environment.
<b>The reasons why we are committed to still doing this work.</b>
The work forms part of the 50 Forward or Linkage project which we are delivering with our partners Age Concern, 50 Forward and Lancaster District Older Peoples' Partnership
<b>Why we can't use this year's budget allocation.</b>
There is no equivalent funding in this year's budget allocation as it is a one off exercise.
<b>What the implications for service delivery will be if the carry forward is not approved.</b>
The 50 Forward project to which we are committed with Age Concern and other partners cannot be completed. The main funding was provided by the Department of Work and Pensions.
<b>When the spend needs to be incurred.</b>
June 2008.
<b>Financial Services Comments</b>
There is an underspend of £2,700 in 2007/08 against the budget allocation of £40,800.



## 2007/08 REQUESTS FOR CARRY FORWARD

<b>SERVICE</b>	<b>Information &amp; Customer Services</b>
<b>BUDGET HEADING</b>	<b>Software - BACS</b>
<b>AMOUNT</b>	<b>£34,100</b>

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<b>What is the request to be spent on?</b>
<p>BACS files for both payments (e.g. Creditors ) and collections (e.g. Council Tax, NDR) are sent via software which resides on a stand alone PC situated in Financial Services. The carry forward request relates to a more corporate approach to BACS processing allowing a networked version of the software, accessible by services generating BACS files. This will improve file security and the dependencies services have on staff within Financial Services for the transmission and retrieval of information.</p>
<b>Why the spend didn't/couldn't occur last year.</b>
<p>Staff shortages in both Finance and ICS delayed this project.</p>
<b>The reasons why we are committed to still doing this work.</b>
<p>This will increase financial security ( moving the work to the more secure network ) and decrease other service's reliance upon Financial Services to process their payments for them thus introducing business efficiencies.</p>
<b>Why we can't use this year's budget allocation.</b>
<p>There is no specific budget allocation for this work in 2008/2009. The 2008/09 budget allocation of £27,300 is committed for the on-going maintenance and transaction based costs.</p>
<b>What the implications for service delivery will be if the carry forward is not approved.</b>
<p>Staff in Financial Services will need to continue processing all BACS files</p>
<b>When the spend needs to be incurred.</b>
<p>December 2008</p>
<b>Financial Services Comments</b>
<p>There is an underspend in 2007/08 of £34,104 against an allocated budget of £43,000.</p>

## 2007/08 REQUESTS FOR CARRY FORWARD

<b>SERVICE</b>	<b>Information &amp; Customer Services</b>
<b>BUDGET HEADING</b>	<b>Software - Puma</b>
<b>AMOUNT</b>	<b>£9,000</b>

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<b>What is the request to be spent on?</b>
<p>The upgrade to the PUMA (mileage payments system) is a two stage process. The first stage was completed prior to the 31<sup>st</sup> March which included the ability to file year end returns with the Inland Revenue electronically. The second stage which has still to be implemented is to allow users to submit claim forms electronically via their own PCs rather than the existing paper returns. It will also allow the payment timescale to be shortened by one month.</p>
<b>Why the spend didn't/couldn't occur last year.</b>
<p>Staff shortages in both Finance and I&amp;CS have delayed this project.</p>
<b>The reasons why we are committed to still doing this work.</b>
<p>The work will introduce further efficiencies in processing mileage payments and shorten timescales thus reducing Finance time spent dealing with queries for claims which are being processed</p>
<b>Why we can't use this year's budget allocation.</b>
<p>There is no budget allocation for this work in 2008/09. The £6,800 budget allocation in 2008/09 is for the on-going maintenance/annual rental charge.</p>
<b>What the implications for service delivery will be if the carry forward is not approved.</b>
<p>Mileage payments will be processed on paper which is slower, more inefficient use of Finance time and more error prone.</p>
<b>When the spend needs to be incurred.</b>
<p>December 2008</p>
<b>Financial Services Comments</b>
<p>There is an underspend in 2008/09 of £9,060 against a budget allocation of £18,600.</p>

## 2007/08 REQUESTS FOR CARRY FORWARD

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<b>SERVICE</b>	Health and Strategic Housing
<b>BUDGET HEADING</b>	Homeless Priority Need Order
<b>AMOUNT</b>	£8,000

<b>What is the request to be spent on?</b>
£8,000 on the establishment of a Sanctuary Scheme for the victims of domestic violence.
<b>Why the spend didn't/couldn't occur last year.</b>
The full implementation of the Sanctuary scheme was delayed due to staffing shortages and time constraints.
<b>The reasons why we are committed to still doing this work.</b>
The Sanctuary scheme was recommended by the homeless task group and is an agreed service business plan priority and is an action in the domestic violence strategy.
<b>Why we can't use this year's budget allocation.</b>
The ODPM Grant allocation for 08/09 is already allocated to other priority areas of work within the agreed service business plan.
<b>What the implications for service delivery will be if the carry forward is not approved.</b>
<p>The commitment made by the service to establish a sanctuary scheme, as fully endorsed by the homeless task group, will not come to fruition.</p> <p>Furthermore, a considerable amount of preparatory work has already been undertaken in conjunction with partner agencies. There is, therefore, a clear expectation that the scheme will be implemented in 2008/09 and the Council will attract a good deal of criticism if the scheme fails at this stage. Finally, the scheme is of priority status within the service business plan and it is essential that the funding be carried forward.</p>
<b>When the spend needs to be incurred.</b>
The spend needs to be incurred prior to the end of the 08/09 financial year.
<b>Financial Services Comments</b>
There is an underspend against the Priority Needs Order budget in 2007/08 of £8,226.57 against a budget of £40,500.

## 2007/08 REQUESTS FOR CARRY FORWARD

<b>SERVICE</b>	Legal and HR
<b>BUDGET HEADING</b>	Equality and Diversity
<b>AMOUNT</b>	£4,200

20

<b>What is the request to be spent on?</b>
Training to support the achievement of Level 2 of the Equality Standard for Local Government.
<b>Why the spend didn't/couldn't occur last year.</b>
The Chief Executive, in consultation with elected members, decided to defer the work on achieving Level 2 from 2007/08 because of the need to prioritise the Fair Pay work within H.R.
<b>The reasons why we are committed to still doing this work.</b>
Achievement of Level 2 by March 2009 is a KPI in the Corporate Plan.
<b>Why we can't use this year's budget allocation.</b>
There is no budget allocation under this heading for 2008/09.
<b>What the implications for service delivery will be if the carry forward is not approved.</b>
It may not be possible to achieve Level 2.
<b>When the spend needs to be incurred.</b>
During 2008/09.
<b>Financial Services Comments</b>
There was an underspend of £4,216 in 2007/08 against a budget allocation of £5,000.

## 2007/08 REQUESTS FOR CARRY FORWARD

21

<b>SERVICE</b>	Planning Services
<b>BUDGET HEADING</b>	Luneside East – Cost of holding asset
<b>AMOUNT</b>	£67,700

<b>What is the request to be spent on?</b>
Development facilitation for the Luneside East Regeneration in Lancaster.
<b>Why the spend didn't/couldn't occur last year.</b>
Profiling issue – not all the budget has been required in 2007/08 due to the fact that some of the costs have been claimed from external funders to release their funding but the overall budget for the project is still require and so is the original LCC contribution.
<b>The reasons why we are committed to still doing this work.</b>
The costs of the project are still applicable but have not yet been incurred therefore the budget is now required in 2008/09.
<b>Why we can't use this year's budget allocation.</b>
A delay to the project has meant that the costs will not be incurred until 2008/09.
<b>What the implications for service delivery will be if the carry forward is not approved.</b>
A short fall in budget will occur.
<b>When the spend needs to be incurred.</b>
Throughout the 2008/09 financial year.
<b>Financial Services Comments</b>
It would seem prudent to carry any in year savings forward. As the costs saved in 2007/08 by LCC of £67,700 will still be incurred to support the projects original costs but at a later date than expected.

## 2007/08 REQUESTS FOR CARRY FORWARD

22

<b>SERVICE</b>	Planning Services
<b>BUDGET HEADING</b>	Middleton Wood-Shell ICI Site
<b>AMOUNT</b>	£5,000

<b>What is the request to be spent on?</b>
To allow minimum level of maintenance. To develop a long term plan for the site with the benefit of EA survey work.
<b>Why the spend didn't/couldn't occur last year.</b>
Great Crested Newts restricting works. Awaiting survey work from Environment Agency to inform plan for future of site.
<b>The reasons why we are committed to still doing this work.</b>
Contract with consultant and sub-contractor for aftercare/maintenance due to complete March 2009.
<b>Why we can't use this year's budget allocation.</b>
Due to the inability to carry out works until the issue of Great Crested Newts is resolved.
<b>What the implications for service delivery will be if the carry forward is not approved.</b>
Essential maintenance/works must be carried out.
<b>When the spend needs to be incurred.</b>
During 2008/09.
<b>Financial Services Comments</b>
In 2007/08 there is an underspend of £5,984.95 on this budget, therefore the carry forward request can be accommodate. Not approving the carry forward request would result in limited funding being available for the required maintenance work at Middleton Wood in 2008/09.

## 2007/08 REQUESTS FOR CARRY FORWARD

23

<b>SERVICE</b>	<b>Property Services/ Economic Development &amp; Tourism</b>
<b>BUDGET HEADING</b>	<b>Storey Institute</b>
<b>AMOUNT</b>	<b>£7,000</b>

### What is the request to be spent on?

The carry forward relates to income received from rental of space in Storey Institute to a former tenant (Oxford Archaeology) who remained in occupation for longer than anticipated prior to closure of the building, due to a delayed start in construction work. It is proposed that it is carried forward to 2008/09 to fund two items:

- 1) To offset a projected £4,000 reduction in rental income which was expected to be received in 2008/09 from the letting of the "Old Folly" premises to Luneside Studios. Cabinet had agreed (June 2007) that this income should be ring-fenced available to support Storey CIC's pre-opening revenue costs. However, subsequent negotiations with Luneside Studios led to their rental being reduced to allow for unanticipated fitting-out costs, including the installation of new heating system.
- 2) To meet the cost of a telephony switchboard (estimated cost £1,500) and contribute the balance (£1,500) towards purchase of an ICT server. These are essential items for management of the building which are not funded from within the main capital project.

### Why the spend didn't/couldn't occur last year.

Not applicable – this is additional income that occurred last year and is now required to meet costs arising in the new financial year.

### The reasons why we are committed to still doing this work.

With regard to item (1), the Council is committed to supporting the pre-opening costs for Storey CIC at a specified level through a signed Service Level Agreement.

With regard to item (2), this is an essential requirement for Storey CIC to offer a full telephony/IT service for tenants of the building. *(Note: it is proposed that the balance of cost for the server will come from a separate carry forward request from the economic development service budget)*

### Why we can't use this year's budget allocation.

The shortfall for item (1) arises because of the reduction in rental income from Luneside Studios. No budget has been allocated for item (2) and this cost arises in 2008/09.

### What the implications for service delivery will be if the carry forward is not approved.

If the carry forward is not approved it will leave a £4,000 deficit in the Economic Development Service budget which will have to be met from reductions in expenditure across a number of budget headings. The cost of the switchboard and ICT server will have to be borne by Storey CIC and this will have an adverse impact on their year 1 business plan, which is already very challenging. It will therefore increase the risk that the project runs into financial difficulty in its first year.

### When the spend needs to be incurred.

December 2008

### Financial Services Comments

The actual cost centre had a deficit of £200 at the end of the year due to increased employee costs and energy & water costs, which were absorbed by this windfall income.

## 2007/08 REQUESTS FOR CARRY FORWARD

<b>SERVICE</b>	Property Services
<b>BUDGET HEADING</b>	Energy conservation
<b>AMOUNT</b>	£9,300

24

<b>What is the request to be spent on?</b>
Energy Saving innovation projects, i.e. powerfactor voltage reducer.
<b>Why the spend didn't/couldn't occur last year.</b>
A detailed analysis of the system was required to assess its suitability, cost effectiveness, pay back time and reductions in carbon emissions. The analysis examines how the system would affect the Combined Heat and Power system at Salt Ayre Sports Centre and electrical power supply at Lancaster Town Hall. Information initially provided was proved to be incorrect and a further review was required which prevented the works taking place within the financial year.
<b>The reasons why we are committed to still doing this work.</b>
Energy savings within operational buildings to reduce Carbon Footprint. One key performance indicator is for LCC to reduce CO2 emissions.
<b>Why we can't use this year's budget allocation.</b>
LCC are committed to reducing its carbon footprint. New innovations are being examined by the Climate Change Working Group and Carbon Trust. The Carbon Trust is due to complete an energy survey with operational buildings. Resources are required to finance energy projects identified.
<b>What the implications for service delivery will be if the carry forward is not approved.</b>
Key performance indicators will not be met, carbon reductions and energy savings will not be made.
<b>When the spend needs to be incurred.</b>
During the current financial year.
<b>Financial Services Comments</b>
The £9,300 requested is the balance unspent on the energy conservation budget; this includes £6,100 previously carried forward from 2006/07.



## 2007/08 REQUESTS FOR CARRY FORWARD

25

<b>SERVICE</b>	Property Services
<b>BUDGET HEADING</b>	Charter Market – Market Tolls
<b>AMOUNT</b>	£9,300

### What is the request to be spent on?

The Charter Market is becoming far more popular with traders and customers alike. Footfall in Lancaster city centre is increasing on market days in particular to the benefit of the whole centre. However, complaints are being received from other businesses and the Chamber of Trade that the format of the Market is very untidy and should be improved.

To improve the Market, consideration needs to be given to improving/providing stalls so that a more aesthetic appearance can be achieved, thereby making the market even more popular with the potential for further income. It is suggested that the additional income is available in an account for the future development of the market in a similar manner as an “invest to save” situation.

### Why the spend didn't/couldn't occur last year.

The spend resulted from increased trader attendance during the year and the success of the market has in itself resulted in the complaints now being received. It had been anticipated that the markets Committee would discuss proposals within the last financial year but the meeting was eventually postponed.

### The reasons why we are committed to still doing this work.

The market will continue to develop throughout the coming year but the lack of funds could lead to further complaints and therefore the current success could be reversed.

### Why we can't use this year's budget allocation.

There is no current budget allocated for this proposal.

### What the implications for service delivery will be if the carry forward is not approved.

The lack of funds could lead to further complaints and therefore the current success could be reversed.

### When the spend needs to be incurred.

Throughout the financial year.

### Financial Services Comments

The £9,300 requested is the full amount of additional income received. This would normally come under the 50% windfall carry forward rule, however it is requested that this be waved to allow the full carry forward.

## 2007/08 REQUESTS FOR CARRY FORWARD

26

<b>SERVICE</b>	<b>Property Services</b>
<b>BUDGET HEADING</b>	<b>Property Services Management and Admin.</b>
<b>AMOUNT</b>	<b>£16,900</b>

### **What is the request to be spent on?**

The carry forward relates mainly to salary savings from the Principal Valuer's Post (reduced from full-time to 4 days a week) and Valuer's Post (reduced from full-time to 9 days out of 10).

The workload of the Service has increased considerably with several major schemes affecting property that are ongoing e.g. Lancaster Canal Corridor, Morecambe Promenade Development, Storey Institute, Luneside East, Morecambe Football club etc. In addition the Council's Corporate Priorities require the sale of property to produce capital receipts.

To enable the workload to be met, it is likely that it will need a mix of specialist consultant advice on items such as the Canal Corridor scheme, and additional "hands on" estate surveyor work to undertake the general income producing work of the service. It is proposed that this carry forward amount could be utilised with other incoming fees in future years to allow either the appointment of staff for a fixed term or the outsourcing of work as required on individual cases.

The monies will continue to be spent on services which will be bought in to cover the work that the Service undertakes.

### **Why the spend didn't/couldn't occur last year.**

The fees and general income do depend on the activity of the Service at any one time. Income is receivable on various transactions e.g. sales, lease renewals etc, whilst fee income is also available from the developers to cover costs on work done towards schemes such as the Canal Corridor scheme. The timing and amounts of income are not always capable of planning, and can often be a "windfall".

In addition it was foreseen that there was a need for additional resources during current and future years, and the ability of carrying forward funds was identified as a way of funding such resources.

### **The reasons why we are committed to still doing this work.**

The workload of the Service will continue for as long as the council owns property and utilises that property to produce both revenue and capital income to assist in its overall functions. At present the resources available do not match the workload identified.

### **Why we can't use this year's budget allocation.**

To achieve the workload the current year's allocation for staff/consultant advice is insufficient.

### **What the implications for service delivery will be if the carry forward is not approved.**

If sufficient funding is unavailable, then the ability to undertake all identified work is at risk. This will result in, for example, insufficient capital receipts being obtained to undertake the approved capital programme.

### **When the spend needs to be incurred.**

The spend needs to be incurred throughout the financial year.

### **Financial Services Comments**

The amount requested of £16,900 is the balance of the underspend on the salaries budget. The amount attributable to the valuers change in hours amounts to £11,100 (inclusive of on-costs).

## 2007/08 REQUESTS FOR CARRY FORWARD

27

<b>SERVICE</b>	<b>COUNCIL HOUSING</b>
<b>BUDGET HEADING</b>	<b>GROUNDS MAINTENANCE (OTHER)</b>
<b>AMOUNT</b>	<b>£9,800</b>

<b>What is the request to be spent on?</b>
Assisted garden maintenance scheme
<b>Why the spend didn't/couldn't occur last year.</b>
Charged incorrectly to general repairs and maintenance
<b>The reasons why we are committed to still doing this work.</b>
Approved scheme
<b>Why we can't use this year's budget allocation.</b>
Budget will be used but insufficient funds to meet demand
<b>What the implications for service delivery will be if the carry forward is not approved.</b>
Scheme may have to scaled down. Environmental impact on estates
<b>When the spend needs to be incurred.</b>
Throughout 2008/9
<b>Financial Services Comments</b>
The carry forward can be funded from the under spend on this budget in 2007/08 of £9,896.48.

## 2007/08 REQUESTS FOR CARRY FORWARD

28

<b>SERVICE</b>	<b>COUNCIL HOUSING</b>
<b>BUDGET HEADING</b>	<b>MARKETING</b>
<b>AMOUNT</b>	<b>£3,200</b>

### **What is the request to be spent on?**

Marketing of allocations scheme.

### **Why the spend didn't/couldn't occur last year.**

Still awaiting confirmation from Government Office that there is no requirement to introduce choice based lettings. Unable to proceed with revising allocations scheme until decision is made.

### **The reasons why we are committed to still doing this work.**

Revising allocations scheme is a high priority within the 2008/09 service business plan. Any new scheme will require the production of new publicity material and information booklet.

### **Why we can't use this year's budget allocation.**

Allocated for other priorities.

### **What the implications for service delivery will be if the carry forward is not approved.**

Will be unable to progress business plan priority task and will have to retain existing allocations scheme which is no longer fit for purpose.

### **When the spend needs to be incurred.**

Final quarter 2008/09.

### **Financial Services Comments**

The underspend in 2007/08 was £3,291.02. The carry forward request can be accommodated within this.

## 2007/08 REQUESTS FOR CARRY FORWARD

29

<b>SERVICE</b>	<b>COUNCIL HOUSING</b>
<b>BUDGET HEADING</b>	<b>PRINTING &amp; STATIONERY</b>
<b>AMOUNT</b>	<b>£2,500</b>

### **What is the request to be spent on?**

TSA accreditation (if approved please re designate carry forward as TSA Accreditation, not Printing & Stationery).

### **Why the spend didn't/couldn't occur last year.**

Revised due date following delayed preparation.

### **The reasons why we are committed to still doing this work.**

Contractual liability with Lancashire County Council for the provision of Telecare services.

### **Why we can't use this year's budget allocation.**

No budget provision.

### **What the implications for service delivery will be if the carry forward is not approved.**

Telecare contract is null and void and there is a risk of losing support grant funding.

### **When the spend needs to be incurred.**

3<sup>rd</sup> quarter 2008/09.

### **Financial Services Comments**

The carry forward can be funded from the under spend on this budget in 2007/08 of £4,000.00.

## 2007/08 REQUESTS FOR CARRY FORWARD

30

<b>SERVICE</b>	<b>COUNCIL HOUSING</b>
<b>BUDGET HEADING</b>	<b>Council Housing M&amp;A: Computer Equipment</b>
<b>AMOUNT</b>	<b>£1,300</b>

<b>What is the request to be spent on?</b>
<ul style="list-style-type: none"> <li>1 Upgrade of workstations to dual screen operation</li> <li>2 Upgrade of Eureka / Quantum software</li> <li>3 IT project work by appointed contractor</li> </ul>
<b>Why the spend didn't/couldn't occur last year.</b>
<ul style="list-style-type: none"> <li>1 Delayed implementation of EDMS / IHMS and assessment of implications</li> <li>2 Upgrade software not released</li> <li>3 Works identified post 1.4.08</li> </ul>
<b>The reasons why we are committed to still doing this work.</b>
<ul style="list-style-type: none"> <li>1 The use of multiple systems is more efficiently operated by using a dual screen approach</li> <li>2 Improved efficiency of administration, operation and reporting</li> <li>3 Outstanding audit report requirements. Outstanding errors on interface to ledger. Outstanding implementation issues on EDMS / IHMS</li> </ul>
<b>Why we can't use this year's budget allocation.</b>
Budget already identified for other purposes therefore there is insufficient provision to meet all demands
<b>What the implications for service delivery will be if the carry forward is not approved.</b>
<ul style="list-style-type: none"> <li>1 Current use of single screens is very inefficient</li> <li>2 Inefficient use of resources</li> <li>3 Resource not available in IS. Audit recommendations will not be completed. Errors on rents interface will continue. Implementation issues will not be resolved</li> </ul>
<b>When the spend needs to be incurred.</b>
1 Asap, 2 July 2008, 3 Immediately
<b>Financial Services Comments</b>
This request can be accommodated from within the 2007/08 underspend of £14,377.62 and was identified as a potential area for carry forward within the PRT process.

## 2007/08 REQUESTS FOR CARRY FORWARD

31

<b>SERVICE</b>	<b>COUNCIL HOUSING</b>
<b>BUDGET HEADING</b>	<b>Repairs M&amp;A : Computer Equipment</b>
<b>AMOUNT</b>	<b>£46,500</b>

<b>What is the request to be spent on?</b>
<ul style="list-style-type: none"> <li>1 Upgrade of TASK repairs to TASK Total Repairs</li> <li>2 Mobile working technology (management system)</li> </ul>
<b>Why the spend didn't/couldn't occur last year.</b>
<ul style="list-style-type: none"> <li>1 Delay in implementation following contractual discussions. Now planned July 2008</li> <li>2 Transfer of responsibility from IS to CHS. Systems administrator prioritised to other work</li> </ul>
<b>The reasons why we are committed to still doing this work.</b>
<ul style="list-style-type: none"> <li>1 Consilium (TASK provider) will withdraw support to existing TASK software</li> <li>2 Continuance of approved project to improve efficiency of the repair and maintenance function</li> </ul>
<b>Why we can't use this year's budget allocation.</b>
No provision in the 2008/9 budget
<b>What the implications for service delivery will be if the carry forward is not approved.</b>
<ul style="list-style-type: none"> <li>1 Failure to implement will result in current TASK software not being supported by the software company. Any failure in software will have a serious effect on business performance</li> <li>2 Reduced efficiency of the repairs and maintenance service. Unable to deliver approved Service Business Plan priority</li> </ul>
<b>When the spend needs to be incurred.</b>
<ul style="list-style-type: none"> <li>1 July 2008</li> <li>2 By 31.3.09</li> </ul>
<b>Financial Services Comments</b>
<p>The Computer Equipment Running Budget was under spent by £46,733.50 in 2007/08; therefore the amount requested for carry forward can be accommodated. This was identified as a potential area for carry forward within the PRT process</p>

## 2007/08 REQUESTS FOR CARRY FORWARD

32

<b>SERVICE</b>	<b>COUNCIL HOUSING</b>
<b>BUDGET HEADING</b>	<b>SERVICE TRAINING BUDGET</b>
<b>AMOUNT</b>	<b>£2,500</b>

<b>What is the request to be spent on?</b>
Crystal report writer training
<b>Why the spend didn't/couldn't occur last year.</b>
Transfer of responsibility from IS. Other priorities taking precedence eg EDMS
<b>The reasons why we are committed to still doing this work.</b>
Agreed with IS as part of systems administration
<b>Why we can't use this year's budget allocation.</b>
Allocated to other priorities
<b>What the implications for service delivery will be if the carry forward is not approved.</b>
Staff not trained to produce management information to meet the requirements of the service
<b>When the spend needs to be incurred.</b>
By 31.12.08
<b>Financial Services Comments</b>
The carry forward can be funded from the under spend on this budget in 2007/08 of £3,471.71.



## 2007/08 REQUESTS FOR CARRY FORWARD

33

<b>SERVICE</b>	<b>COUNCIL HOUSING</b>
<b>BUDGET HEADING</b>	<b>ELECTRONIC DOC MGT WORKFLOW</b>
<b>AMOUNT</b>	<b>£15,500</b>

### What is the request to be spent on?

Completion of back scanning remaining paper filing systems

### Why the spend didn't/couldn't occur last year.

Delayed implementation. House files complete, miscellaneous files still to do. 60% budget spent 2007/8

### The reasons why we are committed to still doing this work.

Completion of EDMS project

### Why we can't use this year's budget allocation.

No budget provision

### What the implications for service delivery will be if the carry forward is not approved.

EDMS project cannot be completed and staff will continue to use paper filing systems

### When the spend needs to be incurred.

By 31.12.08

### Financial Services Comments

This request can be accommodated from within the 2007/08 underspend of £15,564.50 and was identified as a potential area for carry forward within the PRT process

## 2007/08 REQUESTS FOR CARRY FORWARD

34

<b>SERVICE</b>	<b>COUNCIL HOUSING</b>
<b>BUDGET HEADING</b>	<b>CABLE STREET : ELECTRICITY</b>
<b>AMOUNT</b>	<b>£9,900</b>

<b>What is the request to be spent on?</b>
Cable Street electricity costs.
<b>Why the spend didn't/couldn't occur last year.</b>
Invoices not received from landlord (under investigation by Property Services).
<b>The reasons why we are committed to still doing this work.</b>
Contractually liable.
<b>Why we can't use this year's budget allocation.</b>
Insufficient funds.
<b>What the implications for service delivery will be if the carry forward is not approved.</b>
Terms of lease will be broken resulting potential action against the Council.
<b>When the spend needs to be incurred.</b>
When invoiced.
<b>Financial Services Comments</b>
The carry forward can be funded from the under spend on this budget in 2007/08 of £9,906.24. This was identified as a potential area for carry forward within the PRT process.

## 2007/08 REQUESTS FOR CARRY FORWARD

35

<b>SERVICE</b>	<b>COUNCIL HOUSING</b>
<b>BUDGET HEADING</b>	<b>ESTATES : ELECTRICITY</b>
<b>AMOUNT</b>	<b>£24,700</b>

### **What is the request to be spent on?**

- 1 Change over from time clocks to photo electric cells in order to reduce energy costs
- 2 Electricity consumption charges in flats communal areas

### **Why the spend didn't/couldn't occur last year.**

- 1 Not included in improvement programme
- 2 Over estimate of outstanding creditors and overstated budget

### **The reasons why we are committed to still doing this work.**

- 1 Efficiency works that will reduce energy consumption for the lighting of communal areas
- 2 To reflect the projected increase in fuel charges. Obligated to provide lighting to communal areas

### **Why we can't use this year's budget allocation.**

- 1 Improvement works funding allocated to other projects
- 2 Insufficient funds should fuel prices continue to rise

### **What the implications for service delivery will be if the carry forward is not approved.**

- 1 Inefficient use of fuel reflected in tenant service charges
- 2 Budget will overspend and require additional funding

### **When the spend needs to be incurred.**

- 1 By 31.3.09
- 2 Throughout 2008/9

### **Financial Services Comments**

This request can be accommodated from within the 2007/08 underspend of £28726.29 and was identified as a potential area for carry forward within the PRT process.

## 2007/08 REQUESTS FOR CARRY FORWARD

36

<b>SERVICE</b>	<b>COUNCIL HOUSING</b>
<b>BUDGET HEADING</b>	<b>CENTRAL CONTROL : MARKETING</b>
<b>AMOUNT</b>	<b>£1,500</b>

### **What is the request to be spent on?**

Marketing emergency call centre services.

### **Why the spend didn't/couldn't occur last year.**

Held over pending the production of marketing strategy which is a 2008/09 priority task within the service business plan.

### **The reasons why we are committed to still doing this work.**

We need to maximise income by attracting new customers and developing new markets.

### **Why we can't use this year's budget allocation.**

Carry forward to be used to bolster existing budget.

### **What the implications for service delivery will be if the carry forward is not approved.**

Reduced income from customers will increase the deficit to central control which is jointly funded by General Fund.

### **When the spend needs to be incurred.**

Variable through 2008/09.

### **Financial Services Comments**

The carry forward can be funded from the under spend on this budget in 2007/08 of £1.635.00.

## 2007/08 REQUESTS FOR CARRY FORWARD

37

<b>SERVICE</b>	<b>COUNCIL HOUSING</b>
<b>BUDGET HEADING</b>	<b>R&amp;M SECTION : SOFTWARE</b>
<b>AMOUNT</b>	<b>£13,000</b>

<b>What is the request to be spent on?</b>
Mobile working technology (operational).
<b>Why the spend didn't/couldn't occur last year.</b>
Transfer of responsibility from IS to CHS. Systems Administrator prioritised to other work.
<b>The reasons why we are committed to still doing this work.</b>
Continuance of approved project to improve efficiency of the repair and maintenance function.
<b>Why we can't use this year's budget allocation.</b>
No provision exists in the 2008/09 budget. Other priorities would be affected.
<b>What the implications for service delivery will be if the carry forward is not approved.</b>
Reduced efficiency of the repairs and maintenance service. Unable to deliver approved Service Business Plan priority.
<b>When the spend needs to be incurred.</b>
By March 2009.
<b>Financial Services Comments</b>
This request can be accommodated from within the 2007/08 underspend of £13,635.00 and was identified as a potential area for carry forward within the PRT process

## 2007/08 REQUESTS FOR CARRY FORWARD

38

<b>SERVICE</b>	<b>COUNCIL HOUSING</b>
<b>BUDGET HEADING</b>	<b>STOCK CONDITION/HSG NEEDS SURVEY</b>
<b>AMOUNT</b>	<b>£10,000</b>

<b>What is the request to be spent on?</b>
MVM stock condition housing system change of contract to Northgate
<b>Why the spend didn't/couldn't occur last year.</b>
Change to the contract not notified
<b>The reasons why we are committed to still doing this work.</b>
MVM is an important tool to efficient delivery of maintenance programmes and to accurately predict long term expenditure requirements to meet the decent homes programme
<b>Why we can't use this year's budget allocation.</b>
No budget provision
<b>What the implications for service delivery will be if the carry forward is not approved.</b>
Software system may be unsupported and failures may result in inaccurate maintenance programmes being delivered and a failure to accurately predict spending requirements within the 30 year HRA business plan
<b>When the spend needs to be incurred.</b>
By 31.3.08
<b>Financial Services Comments</b>
This request can be accommodated from within the 2007/08 underspend of £16293.75 and was identified as a potential area for carry forward within the PRT process.

## 2007/08 REQUESTS FOR CARRY FORWARD

39

<b>SERVICE</b>	<b>COUNCIL HOUSING SERVICES</b>
<b>BUDGET HEADING</b>	<b>PLANNED MAINTENANCE</b>
<b>AMOUNT</b>	<b>£55,000</b>

### **What is the request to be spent on?**

- 1 Harcourt Road boundary wall treatment
- 2 Prospect Grove conversion of dwelling to office / guest room
- 3 Marshaw Road anti vandalism works

### **Why the spend didn't/couldn't occur last year.**

- 1 Delay in getting works out to contract due to other pressures on other schemes
- 2 Proposals have been subject to lengthy tenant consultation. Report is being considered by Cabinet 29.7.08
- 3 Delay in getting works out to contract due to other pressures on other schemes

### **The reasons why we are committed to still doing this work.**

- 1 Part of the DWTF agreed environmental improvements programme
- 2 We need to move away from residential sheltered scheme managers in order to be able to provide a more flexible and responsive service
- 3 Part of the DWTF agreed environmental improvements programme

### **Why we can't use this year's budget allocation.**

Budget fully allocated to other schemes

### **What the implications for service delivery will be if the carry forward is not approved.**

- 1 Disruption on allocations of 2008/9 programme
- 2 The service will be unable to fund the proposals contained within the 29.7.08 cabinet report and the former scheme manager's house will remain vacant Disruption on allocations of 2008/9 programme
- 3 Disruption on allocations of 2008/9 programme

### **When the spend needs to be incurred.**

Asap

### **Financial Services Comments**

This request can be accommodated from within the 2007/08 underspend of £60675.29 and was identified as a potential area for carry forward within the PRT process.

## 2007/08 REQUESTS FOR CARRY FORWARD

40

<b>SERVICE</b>	<b>COUNCIL HOUSING</b>
<b>BUDGET HEADING</b>	<b>CI Hsg M&amp;A : PRINTING AND STATIONERY</b>
<b>AMOUNT</b>	<b>£6,500</b>

<b>What is the request to be spent on?</b>
Renewing stationery to accommodate PO Box4 address for corporate EDMS scanning procedure
<b>Why the spend didn't/couldn't occur last year.</b>
Service not in a position to redirect mail for accurate scanning
<b>The reasons why we are committed to still doing this work.</b>
To complete the EDMS project that requires all mail to be sent to PO Box 4 for central scanning. It is not possible to redirect mail as Cable Street is a multi occupied building
<b>Why we can't use this year's budget allocation.</b>
Address will be changed as stationery requires replenishment. Budget only accommodates normal replenishment. Additional budget will enable stock stationery to be replaced before due in order to meet deadlines.
<b>What the implications for service delivery will be if the carry forward is not approved.</b>
Resources will remain stretched as the service will continue to open and sort mail and transport to the Town Hall for scanning. The EDMS project target will not be met
<b>When the spend needs to be incurred.</b>
Asap
<b>Financial Services Comments</b>
The carry forward can be funded from the under spend on this budget in 2007/08 of £6,501.33.



## 2007/08 REQUESTS FOR CARRY FORWARD

41

<b>SERVICE</b>	<b>COUNCIL HOUSING</b>
<b>BUDGET HEADING</b>	<b>R&amp;M SECTION : OFFICE EQUIPMENT</b>
<b>AMOUNT</b>	<b>£1,300</b>

### **What is the request to be spent on?**

3 replacement printers,

### **Why the spend didn't/couldn't occur last year.**

Priority given to implementation of EDMS.

### **The reasons why we are committed to still doing this work.**

The printers are past replacement cycle and are breaking down, incurring repair costs outweighing replacement costs.

### **Why we can't use this year's budget allocation.**

Will affect ability to purchase other necessities.

### **What the implications for service delivery will be if the carry forward is not approved.**

Reduced efficiency. Staff unable to print reports, letters etc in a timely manner.

### **When the spend needs to be incurred.**

Asap

### **Financial Services Comments**

The carry forward can be funded from the under spend on this budget in 2007/08 of £1,826.46.

## 2007/08 REQUESTS FOR CARRY FORWARD

42

<b>SERVICE</b>	<b>COUNCIL HOUSING</b>
<b>BUDGET HEADING</b>	<b>CI Hsg M&amp;A : OFFICE EQUIPMENT</b>
<b>AMOUNT</b>	<b>£1,300</b>

### **What is the request to be spent on?**

3 replacement printers.

### **Why the spend didn't/couldn't occur last year.**

Priority given to implementation of EDMS and IHMS.

### **The reasons why we are committed to still doing this work.**

The printers are past replacement cycle and are breaking down, incurring repair costs outweighing replacement costs.

### **Why we can't use this year's budget allocation.**

Will affect ability to purchase other necessities.

### **What the implications for service delivery will be if the carry forward is not approved.**

Reduced efficiency. Staff unable to print reports, letters etc in a timely manner.

### **When the spend needs to be incurred.**

Asap

### **Financial Services Comments**

The carry forward can be funded from the under spend on this budget in 2007/08 of £2,739.75.