

2011/12 REQUESTS FOR CARRY FORWARD

For consideration by Cabinet on 03 July 2012

General Fund

Number	Service	Budget	Carry Forward Request	
				£
Requests in line with original budget purpose				
1	Community Engagement	Arts Development : More Music in Morecambe	5,000	
2	Community Engagement	Williamson Park Café Repair & Maintenance	3,000	
3	Community Engagement	Marketing & Communication : Mobile Website	6,000	
4	Financial Services	HR/Payroll System Replacement	34,900	FC
5	Governance - HR	Corporate Training	6,000	
6	Health & Housing	Mortgage Repossession Prevention Grant	65,000	FC
7	Information Services	Anti-Virus Software	6,300	
8	Property Services	Car Park Repair & Maintenance	9,500	
9	Property Services	Off Street Car Parks - Amendment Order	4,500	
10	Regeneration & Planning	Local Development Framework - General Services	56,000	FC
11	Regeneration & Planning	Local Development Framework - Consultancy	20,900	FC
12	Regeneration & Planning	Morecambe Area Action Plan	39,700	FC
			Sub Total	256,800
Requests to change use of original budget underspend				
See No.1	Community Engagement	Arts Development : Museum Consultancy	9,900	
13	Community Engagement	Williamson Park - Improved Visitor Attractions	18,000	FC
14	Community Engagement	Neighbourhood Mgt - Unallocated Grant Income	25,200	FC
			Sub Total	53,100
			Total General Fund Carry Forward Requests	309,900

Housing Revenue Account

Requests in line with original budget purpose				
15	Health & Housing	Planned Maintenance	29,100	FC
			Total HRA Carry Forward Requests	29,100

"FC" denotes Full Council approval also required, if the requests are approved in full by Cabinet.

Further details relating to each request are attached.....

2011/12 REQUESTS FOR CARRY FORWARD

1

SERVICE	Community Engagement - Wellbeing
BUDGET HEADING	Arts Development
AMOUNT	£14,900

The reasons why the spend didn't occur during 2011/12 and why we still have a commitment for it in 2012/13.

Budget Commitment

An amount of £5,000 is required to go towards phase 2 of the More Music improvements at the Hot House. It was match funding towards a funding application submitted by More Music to the Arts Council and County Council towards the end of 2011/12.

This funding was approved in 2011/12 and some work commenced but the £5,000 City Council contribution (as approved by members) was not claimed by More Music but will be claimed in June 2012. This is for work which commenced in late 2011/12 and only recently completed.

If these requests are not approved then as it is already committed there will need to be a significant reduction in the provision of Arts Development during 2012/13.

Additional Request for Change of Use of Budget Underspend

Members were advised at Cabinet's meeting on 14th February, should specialist independent advice be required for the Museum Partnership then it could be met from unused budgets should the 2011/12 outturn allow, otherwise alternative sources would need to be found during 2012/13 as no specific budget is available. As a result the underspend on the Arts Development budget has been identified as a suitable source of funding. If approved for carry forward a change of use will also be required during 2012/13 to the Museums Partnership Consultancy budget heading.

The review of the Museums Partnership was approved by members and although negotiations with the consultants took place in the latter stages of 2011/12, they have only recently commenced their review with an expected completion date of 30 June 2012. The cost of this work is £9,900.

Without the consultants the review could not be undertaken with any level of expertise to ensure the Council would receive value for money in relation to a newly agreed partnership. Timescales for the review would also not be achieved. There are some complicated areas to consider e.g. conservation, acquisitions, document control, governance, finance, exhibitions and it is the consultants who will help inform officers of the best approach.

Financial Services Comments

The carry forward request can be met from the underspend in 2011/12 totalling £15,700 against the Arts Development budget, which is slightly more than the amount being requested.

It should be noted that expenditure for both the Museums Partnership and More Music has already been undertaken or committed to 'at risk' due to the timescales involved.

As the combined request is in excess of £10K Full Council approval will be required.

2011/12 REQUESTS FOR CARRY FORWARD

SERVICE	Community Engagement - Wellbeing
BUDGET HEADING	Williamson Park – Café R & M
AMOUNT	£3,000

2

The reasons why the spend didn't occur during 2011/12 and why we still have a commitment for it in 2012/13.

Work was undertaken in 2011/12 to replace window frames in the front of the Pavilion Café due to severe rotting. However it became apparent that the problem was worse than first anticipated and further remedial work is still required to ensure that all the work is completed to a satisfactory standard.

Although works commenced late 2011/12, there have also been problems with supply of required materials, hence delays in completion.

The underspend in 2011/12 was allocated to complete this essential work and if not approved will lead to other works on the Café in 2012/13 being delayed.

Financial Services Comments

The carry forward request can be met from the underspend in 2011/12 totalling £3,100 against this budget, which is slightly more than being requested.

It should be noted that commitment for this expenditure arose during 2011/12, however completion was delayed for reasons beyond the Council's control.

2011/12 REQUESTS FOR CARRY FORWARD

3

SERVICE	Community Engagement - Communications and Marketing
BUDGET HEADING	Marketing and Communication
AMOUNT	£6,000

The reasons why the spend didn't occur during 2011/12 and why we still have a commitment for it in 2012/13.

Mobile Website Project

The business case for a mobile-friendly website was established some 18 months ago. The project was scheduled for 2011/12, but due to changes in the management and administration of the communications service and budget in the middle of the year, with the various budgets and work streams transferring between two areas, the project was postponed as a precaution. Despite monitoring, by March of this year, the project did not appear viable based on the estimated level of underspend indicated across a wide range of projects. Only at the very end of the financial year did it become clear that the collective underspend across all the projects would have allowed the necessary budget to be available for the project. By this time it was too late to reschedule to meet the 2011/12 budget year end.

The business case for the mobile website is increasingly strong, as the proportion of our web visitors using mobile devices continues to grow.

The council website currently registers over 180,000 page hits each month, from 36,000 unique visitors. The proportion of visitors using smartphones and other mobile devices is rising exponentially, and currently stands at 17% (up from 6% last year and just 1.5% the year before that).

Table 1: Visits to www.lancaster.gov.uk

Monthly Period	Total web visitors	Mobile visitors	% using mobiles
March 2012	56,919	7,585	13.3%
March 2011	46,713	2,204	4.5%
March 2010	49,907	638	1.3%

This in turn reflects changes in mobile phone ownership and usage in the UK as a whole. According to market research carried out by Google in October/November 2011, 89% of people use an internet-enabled mobile phone compared to 75% of people who use a PC or laptop.

The same research found that UK smartphone ownership in the same period was 45%. Smartphones are essentially a mobile phone with the functionality and internet access capabilities of a standard PC, which allow people to access the web when and where they want.

If the current rate of growth of our mobile web visitors continues, 40% of visits to our website will be made on mobile devices by 2013.

However, for mobile users, the website is not fit for purpose and is therefore in need of reconfiguration. The cost of reconfiguration, using our established web suppliers, is £6,000.

2011/12 REQUESTS FOR CARRY FORWARD

This has been identified as a priority by the Online Service Delivery Group in reports to Management Team and the intention to submit as a carry forward was reported to Management Team in May.

The mobile website project directly supports the council's Community Leadership corporate priority, particularly in the areas of service improvement, increasing public engagement, efficiencies, and customer satisfaction with online service delivery.

Financial Services Comments

The request is for a carry forward of £6,000 against the Marketing and Tourism net budget saving of £14,300. There was no specific commitment for the website project in 2011/12 although it has been raised as a priority by the Online Service Delivery Team. It was only at the end of the year when the total underspend for the cost centre was apparent that it was identified that £6,000 of the total saving could be used for introducing the mobile website.

2011/12 REQUESTS FOR CARRY FORWARD

SERVICE	Financial Services
BUDGET HEADING	Software Payroll-Personnel
AMOUNT	£34,900

4

The reasons why the spend didn't occur during 2011/12 and why we still have a commitment for it in 2012/13.

This request relates to funding of the HR/Payroll system replacement.

It was anticipated that the tendering, acquisition and implementation of the new HR/Payroll system would have been completed during 2011/12. However due to the tendering process having to go through OJEC and contract negotiations taking longer than originally envisaged, implementation has only just commenced with anticipated completion before March 2013. As a result, the initial one off implementation costs will now be incurred in 2012/13 for which this carry forward request is required.

Financial Services Comments

The carry forward request is for the full underspend of £34,900 on this budget . As the request is in excess of £10K then Full Council approval will be required.

2011/12 REQUESTS FOR CARRY FORWARD

SERVICE	Governance - Human Resources
BUDGET HEADING	Corporate Training
AMOUNT	£6,000

5

The reasons why the spend didn't occur during 2011/12 and why we still have a commitment for it in 2012/13.

A set of development workshops have been developed to support the wider development of Management and Leadership capacity across the Council at all levels.

Towards the end of 2011 proposals for the reorganisation of the Management Team and a number of service units took shape, with the plans being formally introduced in 2012. During this period of transition it was considered wise to hold off running some of the events and to use the information gained during the reorganisation process to inform the elements of the programme yet to come.

The delay means that the budget that was allocated for Management Development in the budget year 2011/12 was unspent.

These delayed and revised events are now part of the 2012/13 Learning and Development Delivery Plan. Given the delay, the cost of the events, which will exceed £6,000 during 2012/13, will mean that a significant burden is placed on the current 2012/13 Corporate Learning and Development Budget without this additional resource if the additional cost of the events is to be drawn from the existing 2012/13 budget. Approval of the carry forward would greatly alleviate the pressure on this budget during 2012/13.

Financial Services Comments

The request is to carry forward £6,000 of the 2011/12 underspend against the budget code for Corporate Training to fund the costs of the delayed events. The carry forward can be met from the total underspend in 2011/12 of £12,500 against a budget allocation of £51,800. The Corporate Training budget allocation for 2012/13 is £33,900.

2011/12 REQUESTS FOR CARRY FORWARD

6

SERVICE	Health and Housing
BUDGET HEADING	Other Government Grants
AMOUNT	£65,000

The reasons why the spend didn't occur during 2011/12 and why we still have a commitment for it in 2012/13.

Housing Minister, Grant Shapps, announced on 9th February 2012 a new £19 million Preventing Repossessions Fund to enable local authorities to help homeowners at risk of repossession. The resultant funding of £65,136 (Mortgage Repossession Prevention Grant) was received from the Government at the end of March 2012. Clearly this did not give any opportunity for the funding to be spent during 2011/12.

It is intended that the council make "interest free" loans available in line with Government guidance, and that during 2012/13 an amount of £30,000 be used for this purpose. The loans will be given on the basis that lenders are prepared to compromise on the debt owed in return for the loan payment, which in turn, will result in the threat of repossession being removed.

It is further proposed that an amount of £35,136 is set aside in a "Homeless Reserve". This funding can then be used on a variety of homeless prevention initiatives enabling the Housing Options service to minimise the numbers of homeless presentations. It should be noted that this reserve would also provide a safety net if the 2013/14 Homeless Prevention allocation is cut. Any surplus from the funding set aside for use in 2012/13 could be diverted into the homeless reserve for use in future years.

The impact of not retaining the full award of Mortgage Repossession Prevention Grant for tackling Homelessness will be considerable. Through the council's 'invest to save' approach we have managed, through homeless prevention initiatives, to reduce homelessness considerably in this authority over the last 6 years.

The changes to benefits entitlements through the Welfare Reforms and the current social and economic challenges are all having a negative impact on vulnerable households, and as a consequence the demand on the Housing Options Team has increased. As a service we are striving to maintain and improve homeless prevention services. In order to maintain the current levels it is important, that in these challenging times, the funding is maintained for its intended purpose and that the service has as many "tools" and options as possible to assist with the prevention of homelessness

Preventing homelessness is a named action under the Health and Wellbeing Priority in the corporate plan 2012-2015, and the use of this funding will help considerably to support this.

Financial Services Comments

The grant was received at the end of 2011/12 amounting to £65,136 from DCLG. As stated within the grant guidance – *"the funding is not ring-fenced, it is a named grant. It is important local authorities ensure it is used to support the maximum number of households in need of financial assistance, enabling them to stay in their homes. Final decisions on efficient and equitable deployment of this additional funding rest with local authorities and should be based on individual local need"*.

As the carry forward request is greater than £10K full Council approval will be required.

2011/12 REQUESTS FOR CARRY FORWARD

SERVICE	Information Services
BUDGET HEADING	Software Anti-Virus
AMOUNT	£6,300

7

The reasons why the spend didn't occur during 2011/12 and why we still have a commitment for it in 2012/13.

Anti-virus protection is normally purchased on a 3 year contract to take advantage of discounts. Only a 1 year licence was purchased in 2011/12 owing to negotiations with County regarding shared ICT provision and therefore not wanting to enter into an extended contract. We will again initially only be looking at a single year purchase in 2012/13 because we are reviewing related licences this year and there may be an opportunity to include anti-virus protection in another contract. The carry forward is required to meet the cost of continuing the anti virus software licence in 2012/13.

Financial Services Comments

The carry forward can be met from the underspend in 2011/12 of £12,000 against this budget. The cost of a one year licence was £6,300 compared to a budget of £18,300 for the 3 year licence. Dependant upon the review of licences future year's budgets may need to be reviewed and it may be that the anti-virus budget is merged with other budgets.

2011/12 REQUESTS FOR CARRY FORWARD

SERVICE	Property Services
BUDGET HEADING	R & M Buildings
AMOUNT	£9,500

8

The reasons why the spend didn't occur during 2011/12 and why we still have a commitment for it in 2012/13.

The carry forward request is for the full underspend on the car park repair and maintenance budget. This is to go towards the cost of specialist asphalt works on an outdoor level of the Parksafe Car Park which the City Council is responsible for under the lease with the building's owners. The works will require external professional support in specifying the required solution, drawing up contract documents and supervising the required remedial works. The full cost is anticipated to be greater than this request with the balance having to be met from existing budgets in 2012/13, however these are not sufficient to meet the full cost of the repairs and other commitments at this car park and the multi-story at St Nicholas Arcade.

The works were temporarily deferred mainly due to the ongoing negotiations with Parksafe over a new partnership agreement for the operation of the car park from November 2012.

The impact of not undertaking these works is that water ingress is affecting the concrete slab deck and water is dripping through into a lower level of the car park affecting the availability of parking spaces and income at peak demand periods. If the carry forward is not approved this will also impact on other maintenance works at Parksafe and the other multi-story car park at St Nicholas Arcades.

Financial Services Comments

The carry forward is for the full underspend on this budget. If the carry forward is not approved, it is unlikely that other planned or reactive maintenance works could be carried out during 2012/13.

2011/12 REQUESTS FOR CARRY FORWARD

SERVICE	Property Services
BUDGET HEADING	Off Street Car Parks
AMOUNT	£4,500

9

The reasons why the spend didn't occur during 2011/12 and why we still have a commitment for it in 2012/13.

The Annual Review of Parking Fees and Charges 2012/13 approved by Cabinet in January 2012 approved "in principle" changes to some car parks where permits can be used but the introduction of these changes was deferred until such time as an Amendment Order to the Off Street Parking Places Order is required.

The introduction of a new car park in the West End of Morecambe will require an Amendment Order, at a cost of approximately £4.5K, and the intention was to include all the necessary changes in a single Amendment Order rather than having to budget for two Amendment Orders.

The carry forward request would provide sufficient funding for the Amendment Order whilst the existing Miscellaneous Advertising budget of £1,200 in the current financial year would finance any Notice of Variation notices that are required as part of the Annual Review of Parking Fees and Charges for 2013/14. These notices would need to appear in the local press in February or March 2013.

Financial Services Comments

The carry forward request is for the full underspend on this budget. The underspend has occurred due to delays in the introduction of a new car park in the West End of Morecambe, which is also subject to the 2011/12 Capital Programme Slippage being approved as part of the 2011/12 Outturn.

2011/12 REQUESTS FOR CARRY FORWARD

SERVICE	Regeneration & Planning
BUDGET HEADING	Local Development Framework – General Services
AMOUNT	£56,000

10

The reasons why the spend didn't occur during 2011/12 and why we still have a commitment for it in 2012/13.

The budget relates to work on monitoring and preparing the policies for the Districts Local Development Framework. The Council is currently preparing three Development Plan Documents (DPD), along with undertaking to monitor the various areas the Framework covers such as Housing Need and preparing and producing formal Proposal Maps. These three documents are:

- Land Allocations,
- Development Management Policies
- Morecambe Area Action Plan

Changes in national policy and the implication of the delays in the implementation of the CIL regulations have impacted on the timescales for the drafting of the documents. The Policy team are currently preparing the draft LA and DM policy documents and, subject to Cabinet, the draft documents should be consulted on this autumn.

The budget is required to fund necessary consultancy work to support the development of the document including on-going monitoring.

Financial Services Comments

The carry forward request can be met from the underspend in 2011/12 totalling £56,200 against budget code.

As the combined request is in excess of £10,000 Full Council approval will be required

2011/12 REQUESTS FOR CARRY FORWARD

11

SERVICE	Regeneration & Planning
BUDGET HEADING	Local Development Framework – consultancy
AMOUNT	£20,900

The reasons why the spend didn't occur during 2011/12 and why we still have a commitment for it in 2012/13.
--

Spending has been delayed due to progress on LDF being behind schedule. Whilst work has progressed as per the Local Development Scheme the current programme for Plan adoption of the Development Management and Land Allocation DPD means work will need to be carried out in 2012/13.

The main call on the money is for a formal sustainability appraisal and habitats regulations screening of LDF documents, which will take place in 2012/13. If the carry forward is not approved further delays will be incurred.

Financial Services Comments

The carry forward request is the balance of the 2011/12 underspend on this budget

As the request is in excess of £10K Full Council approval will be required

2011/12 REQUESTS FOR CARRY FORWARD

SERVICE	Regeneration & Planning
BUDGET HEADING	Morecambe Area Action Plan
AMOUNT	£39,700

12

The reasons why the spend didn't occur during 2011/12 and why we still have a commitment for it in 2012/13.

Much work to prepare the plan was undertaken in 2011/12. The public were consulted on the Outline Options for the Area Action Plan in autumn 2011 and since then the AAP team have been continuing to develop the plan and continue their engagement with stakeholders to help inform the plan. Other work pressures though have meant progress in 2011/12 was a little slower than anticipated and in particular the call on consultancy support less than anticipated. More of this is now required in 2012/13. A first draft plan will be reported to Cabinet and Council approval this summer for consultation this autumn.

The carry forward is required to appoint consultants to help ensure that the plan is sound and viable and to provide support as necessary for the council in taking the draft plan through the final examination process. The consultancy support required includes for work on Sustainability Appraisal and Habitat Regulations Assessment in line with regulations.

The budget also includes separately for any activity the Council as land owner might want to undertake to help advance any development opportunities arising from the plan including the undertaking of any competitions to procure future development partner(s).

Financial Services Comments

The amount requested is the full value of the underspends at 2011/12 outturn for Morecambe Area Action Plan budget..

As the request is in excess of £10K, Full Council approval will be required.

2011/12 REQUESTS FOR CARRY FORWARD

SERVICE	Community Engagement - Wellbeing
BUDGET HEADING	Williamson Park
AMOUNT	£18,000 (made up of items below)

13

The reasons why the spend didn't occur during 2011/12 and why we still have a commitment for it in 2012/13.

The request is for a combination of additional income and net underspends to be carried forward to be re-invested back into the park as detailed below:

£4,200 is additional income from the café in 2011/12.

£5,100 is additional income from Events overall in 2011/12.

£6,000 is a net underspend on Management & Admin overall in 2011/12.

£2,700 is a net underspend on the Shop overall in 2011/12.

All of the above come to a total of £18,000 and if approved the carry forward would be invested in 2012/13 to improve the zoo and mini beast area, in order to attract additional visitors and future income.

A full copy of the proposed project plans is available from Community Engagement.

Financial Services Comments

The S151 Officer comments that the condition of buildings within the park more generally is of a much higher priority than improvements to the zoo/mini beast area.

The carry forward request can be met from within the overall net underspend for Williamson Park in 2011/12. However, it should be noted that in accordance with the financial regulations only 50% of additional income can be retained by a service. Therefore Members need to satisfy themselves of the need to carry forward the full additional income.

It should be noted that although there was no specific commitment for this expenditure identified during 2011/12, Members resolved at Cabinet in January 2010 (minute no. 115 relates) 'That the City Council continues to review the operation and explore the potential of providing an improved visitor attraction/destination and seek to maximise this through external funding and partnership working...'

As the request is in excess of £10K Full Council approval will be required.

If the carry forward is refused then an alternative may be to review the proposal during the 2013/14 budget process instead.

2011/12 REQUESTS FOR CARRY FORWARD

14

SERVICE	Community Engagement (Partnerships)
BUDGET HEADING	Poulton Neighbourhood Management and Winning Back the West End
AMOUNT	PNM £7,700 WBTWE £17,500

The reasons why the spend didn't occur during 2011/12 and why we still have a commitment for it in 2012/13.
--

This request is to carry forward surplus external grant funding that has not paid to some projects due to their failure to provide sufficient evidence of spend and not meeting the requirements of audit reconciliations. The money related to Neighbourhood Management programmes in Poulton and the West End of Morecambe.

No proposals to spend these monies have been made whilst continued efforts have been on going with the original funders over the use of this money, namely Lancashire County Council for WBTWE and GONW for PNM (no longer in existence, work now responsibility of Department of Communities and Local Government).

The proposal is to use these funds for a purpose in line with the original objectives, and in the geographic areas the funding was earmarked to, namely feasibility work concerned with the Morecambe Area Action Plan (MAAP), particularly for a Visitor Centre and Performance Space (for which the hope is of European funding match).

The MAAP impacts on both the West End and Poulton neighbourhoods where community and stakeholder engagement identified significant issues relating to connectivity of the town and main visitor focus on the promenade. In particular, the proposal aims to bring initial resources to assist in the early delivery of strategic projects identified as economic priorities and 'step-change' initiatives which will impact on these areas.

Financial Services Comments

The carry forward request is for the full unallocated GONW and County grant income totalling £25,200.

Although there was no specific commitment against this unallocated income during 2011/12, this has arisen through a lack of response from original funders for its recycled use. Risk of clawback by funders is considered low as the grant was originally allocated several years ago and has never been reclaimed.

It should be noted that if the request is approved, then a re-designation of use will be required from Community Engagement – Partnerships (Accountable Body for grant) to Regeneration & Planning in 2012/13. If the request is not approved then it will remain in unallocated balances.

As the request is in excess of £10K Full Council approval will be required.

2011/12 REQUESTS FOR CARRY FORWARD

SERVICE	Repairs and Maintenance
BUDGET HEADING	HRA Planned Maintenance
AMOUNT	£29,100

15

The reasons why the spend didn't occur during 2011/12 and why we still have a commitment for it in 2012/13.

The Repairs & Maintenance Section operate a schedule of planned revenue works to the council's housing stock. The following works were planned to be completed prior to the end of the financial year but were unable to for the following reasons :-

Ventilating Services (£15,600) – gaining access to various properties proved difficult which resulted in various timing delays. The works can be complete in conjunction with the Re-roofing contract.

Electrical Inspections (£3,500) – delays by the contractor resulted in some works being completed in 2012/13. All works relating to 2011/12 have now been invoiced and paid for.

Fire Risk Assessments (£10,000) – staff shortages within the technical team has resulted in existing workloads being re-prioritised. This scheme has suffered as a consequence leading to specified properties not being assessed.

Financial Services Comments

The overall net underspend on Planned Maintenance in 2011/12 was £200,000. The carry forward request can be accommodated within this.

As the request is in excess of £10K then full Council approval will be required.