



Finance Sub-Committee 22 October 2014

Budget Monitoring to August 2014/15

Purpose of report

To provide an update on the forecast Revenue and Capital positions against the approved budgets for the period ended 31 August 2014.

Attachment(s):

Appendix 1 – Service Expenditure Analysis and Capital Programme
Appendix 2 – Capital Expenditure Request Forms

1. Introduction

- 1.1. This report provides an overview of the Council's forecast revenue and capital position up to 31 August 2014 against the approved budget 2014/15. It highlights any significant under or overspending and identifies its impact on the year end position.
- 1.2. This report informs Members of high-level variations over £10k, which could potentially have a significant impact on the overall financial position of the Council. Detailed information on less significant variations can be obtained from the budget holders.

2. Overview

2.1. Revenue Overview

- 2.2. The Council approved a total council tax requirement of £12,755,004 for 2014/15 which included parish precepts and a number of technical accounting entries and adjustments. For monitoring purposes, the Finance Sub Committee is focussed on the collectable income and expenditure of this Council. The original revenue budget for the net cost of services, before such adjustments and items, was £9,644,877.
- 2.3. Since the budget setting in February 2014, the total budget has been revised to £9,714,788. The increase in budget relates to reporting changes and supplementary estimates totalling £69,911 approved during the year, as shown in **Table 1** below:

Table 1

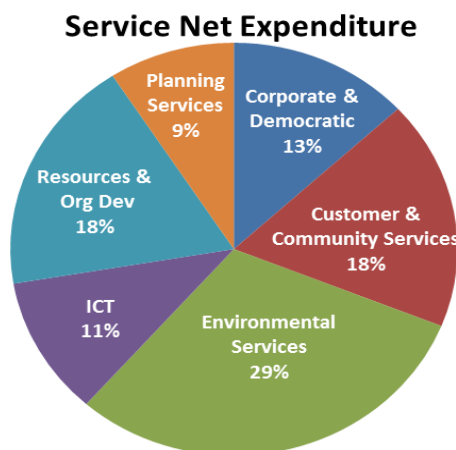
	£
Net cost of services	9,644,877
Net Interest Payable	(25,536)
Carry forwards from 2013/14 (FSC 25/6/14)	95,447
Revised budget as per Outturn report	9,714,788

2.4. Revenue Update

- 2.5. The estimated services outturn for the year is an under-spend of £808k, nearly half of which is attributable to planning fee income being significantly higher than budgeted. The forecast does not take into account the possible effect of further vacancies for the remainder of this financial year, this will be closely monitored and any updates reported to finance sub-committee.
- 2.6. **Table 2** below shows the actual expenditure to date against budget, and the estimated out-turn for year with the variance against budget.

	Budget 2014/15	Actual to date	Estimated Outturn	Variance Q2
Corporate & Democratic	£1,148,894	£193,161	£1,146,454	(£2,440)
Customer & Community Services	£1,865,474	£1,078,424	£1,603,787	(£261,687)
Environmental Services	£2,740,110	£779,950	£2,715,742	(£24,368)
ICT	£967,830	£611,605	£967,963	£133
Resources & Org Dev	£1,764,770	£567,065	£1,656,858	(£107,912)
Planning Services	£1,227,710	(£246,192)	£815,580	(£412,130)
Total	£9,714,788	£2,984,013	£8,906,384	(£808,404)

2.7. The chart below shows the net service expenditure as a percentage of the Total Estimated Outturn position for 2014/15.



2.8. **Table 3** below provides a summary of the main savings and pressures of over £10k. A detailed breakdown by Head of Service is shown at **Appendix 1**.

Service area	Saving £	Pressure £	Reason for variance
Customer & Comm Services	(10,007)		Transitional Vacancy Savings
Customer & Comm Services	(52,680)		Savings arising from Single Fraud Service Changes
Customer & Comm Services	(195,000)		Budget carry forward adjustment
Resources & Org Dev	(35,250)		NNDR savings following asset sale
Resources & Org Dev	(26,315)		Additional rental income
Environmental Services	(16,500)		Savings on Changes to Pest Control Service
Planning Services	(23,000)		Lyeden Inquiry Costs Re-imburement
Planning Services		13,000	Additional Legal Costs
Planning Services	(10,000)		Transitional Vacancy Savings
Planning Services	(360,000)		Additional Planning Fee Income
Planning Services	(34,400)		Additional Building Control Fee Income
Various	(58,252)		
Total	(821,404)	13,000	(808,404)

2.9. The forecast underspend in 2014/15 resulting in an additional contribution to reserves during the year is evidence that the UK and local economy are experiencing growth. The main reason for the variance is additional income arising from Planning Fees and Building Control, which accounts for around 48% of the total underspend.

2.10. The detailed breakdown at Appendix 1 sets out that around £390k of this underspend is ongoing and will be incorporated into the budget for 2015/16.

2.11. Vacancy Factor

2.12. In the past 3 years the Council has consistently underspent its salary budget. The Council has budgeted for a full establishment; however, an increased amount of staffing turnover has been experienced. Officers are currently developing a vacancy factor which could be incorporated into the 2015/16 Budget.

- 2.13. The Council has experienced an average staffing variance of 4.6% over the last 3 years. This has led to around £0.275m of salary saving being achieved each year.
- 2.14. For 2014/15 it is proposed that a pilot vacancy factor is put in place and monitored via Finance Sub-Committee and CMT, with a view to incorporating this into the 2015/16 budget, subject to performance during 2014/15.
- 2.15. Based on previous years and following a prudent approach, a level of 3.5% (£210k) is being used as a pilot.
- 2.16. Following the above approach, the vacancy factor monitoring is set out below:

Vacancy Factor	£k	£k
Services Underspend		(808)
Vacancy Factor (3.5%)	(210)	
Vacancy Savings to date <i>(incorporated into underspend above)</i>	60	(150)
Use of underspend <i>(Homelessness / Empty Homes)</i>		53
Possible Forecast Underspend		(905)

- 2.17. A report is being presented to Policy & Resources Committee in October which provides an update to Members on the Homelessness work and activity within East Northamptonshire. This report identifies some cost pressure and sets out ways to mitigate this; an option could be to utilise some of the underspend to reduce the pressure being faced over the medium term.
- 2.18. The major adverse risk associated with the vacancy factor is that staff turnover at the same levels as previous years may not be experienced and the amount of salary savings achieved is lower than expected. This will be closely monitored to ensure that the 2015/16 budget is set at a realistic level for staffing costs.

2.19. Use of Underspend

- 2.20. During 2014/15 the Council needs to determine how it wishes to use the underspend. It is important to ensure that any use of the underspend assists the Council in managing risk or provides investment into future service maintenance and enhancement. There are a number of options available, which will be considered during the current financial year; these are set out below:

Option	Description
Supporting Services	<ul style="list-style-type: none"> Additional support for Homelessness Support and advice (£40k) Continuation of Empty Homes Initiative (£13k)
Capital	The Council has funding available to support the capital programme in the short term. Consideration may be given to setting aside funding for the medium to long term.
Investment in Business Improvement and Transformation	The Council is currently undertaking service process reviews and service analysis to identify transformation Projects . These projects may require additional investment.
	To implement transformation it is necessary to get the right People with the right skills to enable change to take place and be embedded.
Community Projects	The Council has a successful Community Facilities Fund and community programme.

2.21. Local Government Pay Update

- 2.22. The Council has recently been made aware that negotiations are still on-going for Local Government Pay Awards. As soon as more information is available on this it will be communicated to Members.
- 2.23. A 1% pay award has been paid to Staff during 2014/15. This was agreed early in the financial year via Personnel Sub-Committee.
- 2.24. Based on the latest information there would be no financial implications for 2014/15. If there are any financial implications for future years these will be incorporated into the 2015/16 budget setting process.
- 2.25. There is a risk that the conclusion of the negotiations is different to the latest position. This could have financial implications for the current year and future years; the communications and impact will be closely monitored during 2014/15.

2.26. Business Rates Retention

- 2.27. The previous grant regime was replaced with a Business Rate Retention (BRR) Scheme in April 2013. The Council is continuing to work with other councils across Northamptonshire to pool arrangements across the county.
- 2.28. The Council learned a lot during 2013/14 about how business changes can affect the income due to the Council. During 2013/14 there was a lot of volatility surrounding changes to businesses circumstances. The biggest lesson learnt is that it's not just about growth when forecasting future business rates income. There are other changes which happen during the year including:
- Appeals
 - Demolitions
 - Changes in use
 - Business Rate Reliefs
- 2.29. These changes can be significant and are often difficult to predict. The Council is continuing to develop and build its knowledge and business intelligence around what the changes are and how it can best use the data available to forecast business rates income more accurately in future years. The progress made during 2013/14 is being continued into the current financial year.
- 2.30. The Council did not benefit from the BRR scheme during 2013/14 as much as had been anticipated. Due to the amount of uncertainty and volatility, an earmarked reserve was created to mitigate against the risk of significant changes and volatility in future years. This volatility could result in use of the earmarked reserves or utilisation of part of the underspend arising in the current financial year.
- 2.31. The Council is continuing to build relationships with the Valuation Office and with other councils across Northamptonshire to share best practice and knowledge to improve forecasting and understanding of the financial implications.
- 2.32. Further updates on business rates retention will be provided in future budget monitoring reports.

2.33. Revenue Reserves

2.34. When the Council set its budget in February 2014 it included a £60k contribution to reserves. The forecast position for the year as a result of the changes set out above is shown in the table below:

Reserves	Q1 £k
Budget contribution to reserves	60
Forecast underspend for the year	808
Revised contribution to reserves 2014/15	868

2.35. The impact of the latest outturn position on revenue reserves is set out in the table below:

Revenue Reserves	£k	£k
Revenue Reserves Q4 2013/14		
Grants Unapplied		266
General Reserves		2,000
Earmarked Reserves		5,561
Revenue Reserves as at 1 April 2014		7,827
Less:		
Community Projects	(487)	
Use of earmarked reserves	(659)	(1,146)
Revised Reserves		6,681
Add:		
Forecast Contribution to reserves 2014/15		808
Less: Possible use of underspend to supporting services (<i>Homeslessness / Empty Homes</i>)		(53)
Forecast revenue reserves (incl. earmarked at 31 March 2015)		7,436

3. Capital Overview

3.1. The Council's Capital Programme 2014/15 of £638k was approved by Council on 26 February 2014. A summary of the Capital Programme approved by Council is shown below:

Approved Capital Programme	2014/15 £
Disabled Facilities Grants	398,519
Housing Stock Survey (HI 4 EM)	39,020
Purchase of Wheeled Bins	200,000
Total	637,539

No further capital schemes were approved in February 2014 due to the amount of uncertainty surrounding funding available to finance the capital expenditure.

3.2. Capital Update 2014/15

3.3. During April 2014, Finance Sub-Committee undertook a review of the capital programme. The aim of the review was to understand fully what the Council must do in order to maintain service provision and business continuity, identify what expenditure is not essential and investigate possible 'Invest to Save' opportunities to ensure that the capital programme is affordable for 2014/15 and beyond.

3.4. Following this review an updated capital programme was approved by Council 28 July 2014.

3.5. The table below sets out the latest position on the medium term capital programme:

Table 1	2014/15 Budget	Re-profiled from 2013/14	Changes	Dev Pool Additions	Revised Position
Capital Programme					
Housing Projects	£398,519	£24,786	-	-	£423,305
Leisure Projects	-	£36,585	£403,095	-	£439,680
Environment Projects	£239,020	-	(£30,520)	-	£208,500
Corporate Systems	-	£73,457	£125,000	-	£198,457
Property Maintenance	-	£111,073	-	-	£111,073
Total Approved	£637,539	£245,901	£497,575	-	£1,381,015
Development Pool					
Leisure Projects	£403,095	-	(£403,095)	-	-
Environment Projects	-	-	£39,020	-	£39,020
Corporate Systems	£359,000	-	(£125,000)	-	£234,000
Property Maintenance	£305,000	-	-	-	£305,000
Total Development Pool	£1,067,095	-	(£489,075)	-	£578,020
Total Capital Programme	£1,704,634	£245,901	£8,500	-	£1,959,035

The £8.5k increase to the capital programme is additional revenue contribution for the Contractual Waste Capitalisation

3.6. Capital Expenditure 2014/15

3.7. The table shows that the budget for the Approved Capital Programme has increased from £0.6m to £1.4m as a result of changes within the capital programme, including re-profiling of expenditure from 2013/14 since the budget was set in February 2014 and movements from the Development Pool to the Approved Capital Programme. These movements have been approved during 2014/15.

3.8. The forecast outturn for 2014/15 is £8k below budget. Full details are shown in appendix 1.

4. Capital Funding 2014/15

4.1. The latest capital spending position assumes funding from the following sources in 2014/15:

	2014/15
Approved Capital Programme	£1,381,015
Total Expenditure	£1,381,015
Funded by:	
Capital Reserves	£1,381,015
Proceeds from Asset Sales	£0
Government Grant	£0
Total Funding	£1,381,015

4.2. Progress on the sale of surplus assets is included in a separate report on the agenda.

4.3. ***Scheme Progression from Development Pool to Approved Programme***

- 4.4. Five schemes within the development pool have been reviewed as ready to progress into the approved capital programme.
- 4.5. A summary of these schemes is set out in the table below. Additional information relating to these schemes can be found at Appendix 2.

Scheme Name	Amount (£)	Amount in Dev. Pool	Variance	Overview	
Server 2003 Replacement	10,000	10,000	0	Migration to be compliant with Window operating system (2008 or 2012).	
PCs, Laptops & monitors	33,335	30,000	3,335	It is proposed that a virement between schemes would take place.	Ensure equipment is reliable and robust to ensure maintenance of service provision.
Telephone System	11,665	15,000	(3,335)		Upgrade to ensure compliance with operating system and contract terms.
Replacement Printers, Scanners & Revs & Bens Update	25,000	25,000	0	The Revenues & benefits upgrade is no longer required. It is proposed to merge these 2 schemes to support the replacement printers and scanners.	Replace obsolete/end of life equipment to maintain service provision
Performance Management Solution	16,200	30,000	(13,800)	To continue to operate an effective performance management framework across the Council	
Total	96,200	110,000	(13,800)		

- 4.6. The schemes remaining within the development pool will be reviewed during the year as part of the capital governance process.

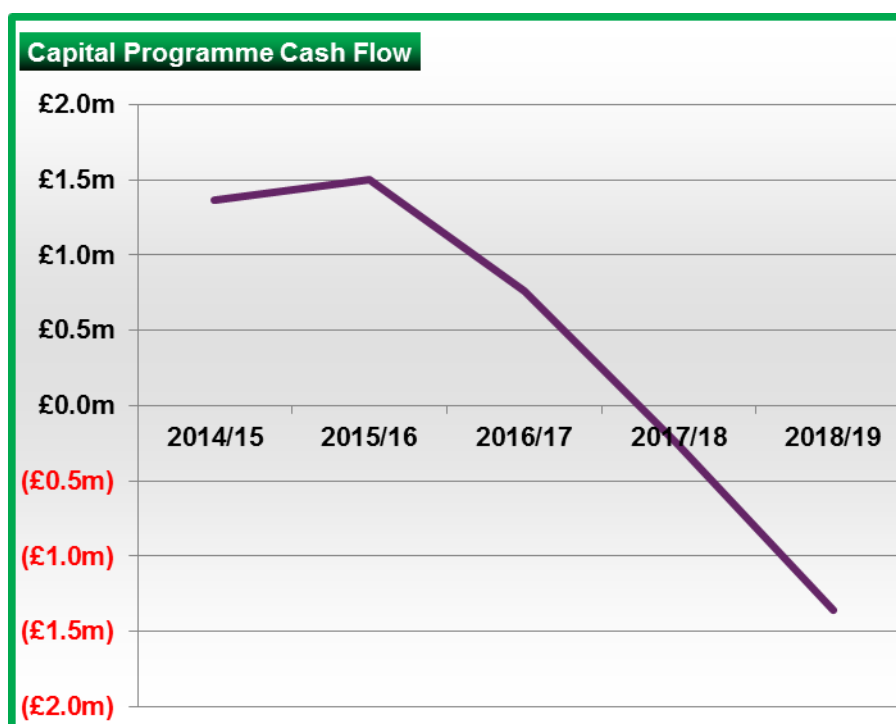
4.7. Capital Reserves

4.8. The impact on capital reserves is set out below:

Capital Reserves	£k
Capital reserves at 1 April 2014	2,975
Less:	
Approved Capital Programme Expenditure funded from reserves	(1,381)
Development Pool Progression Items	(96)
Forecast capital reserves at 31 March 2015	1,498

4.9. Following the approval of the Statement of Accounts prior to 30 September 2014, the Council has released the £2.4m negative capital financing requirement from unusable to usable reserves. This has provided a short term boost for the Capital Programme. This amount is included in the capital reserves balance as at 1 April 2014.

4.10. The graph below demonstrates the Council's latest position for the cash flow projection of the capital programme.



4.11. The graph shows the cash flow over the medium term based on the current capital programme and development pool. It is currently anticipated (based on **all** schemes being approved) that during 2017/18 the Council will run out of capital resources and be required to seek alternative options for financing capital expenditure. This position is being proactively mitigated through the MTFS.

5. Equality and Diversity Implications

5.1. There are no known equalities issues arising from this report.

6. Legal Implications

6.1. There are no known legal implications arising from this report.

7. Risk Management

7.1. This risks arising from this report are recorded in the Council's Risk Register. The risks are subject to regular review and update.

8. Financial Implications

8.1. This report is of a financial nature and the implications are set out within the report

9. Corporate Outcomes

9.1. This report links to the following Corporate Outcomes:

- Effective Management
Budget monitoring allows the Council to manage and review its financial performance contributing to the effective management of the Council
- Good Value for Money
This report demonstrates the cost of services provided which contributes to this corporate outcome

10. Recommendations

10.1. It is recommended that the current budget monitoring position be noted.

(Reason – this is an information / monitoring report – no decision required)

Legal	Power: Local Government Act 2003				
	Other considerations:				
Background Papers:					
Person Originating Report: Kelly Watson, Finance Manager kwatson@east-northamptonshire.gov.uk					
Date: 08/10/14					
CFO		MO		CX	

(Committee Report Normal Rev. 22)

Period: 4 Year: 2015	Budget A	Actual + Commitment B	Funds Left A - B	Projected spend/income D	Projected spend/ income less Budget D - A	Income	Saving		Pressure	To build into 15/16 budget
							Salary	Other		
Corporate & Democratic										
Finance Management	£346,780	£21,139	£325,641	£346,780	£0					
Management - CFO	£53,800	£0	£53,800	£53,800	£0					
Treasury Management	£28,000	£19,654	£8,346	£28,000	£0					
Insurance and Risk Management	£76,790	£0	£76,790	£76,790	£0					
Internal Audit	£51,500	£0	£51,500	£58,500	£7,000				£7,000	
Procurement	£27,000	£0	£27,000	£27,000	£0					
External Funding	£59,830	£22,115	£37,715	£58,390	(£1,440)		(£1,440)			
Non Distributed Costs	£74,380	(£24,333)	£98,713	£74,380	£0					
Corporate Management	£89,000	£17,153	£71,848	£81,000	(£8,000)			(£10,000)	£2,000	Y (£8,000)
Chief Executives	£189,580	£62,336	£127,244	£189,580	£0					
ED -Management & Administration	£145,770	£47,878	£97,892	£145,770	£0					
Economic Development Growth	£32,000	£30,750	£1,250	£32,000	£0					
Corporate & Democratic Total	£1,174,430	£197,417	£977,013	£1,171,990	(£2,440)	£0	(£1,440)	(£10,000)	£9,000	(£8,000)
Head of Customer & Community										
Customer Services	£454,770	£150,286	£304,484	£450,770	(£4,000)			(£4,000)		Y (£4,000)
Receipting	£44,000	£15,309	£28,691	£44,000	£0					
Revenues - Empty Properties	£10,700	£3,758	£6,942	£10,700	£0					
Corporate Post Room Administration	£22,700	£6,273	£16,427	£22,700	£0					
Customer & Communities Management	£87,050	£27,222	£59,828	£87,050	£0					
Media & Communications	£175,060	£37,824	£137,236	£175,060	£0					
Crime & Disorder	£36,132	£19,359	£16,773	£36,132	£0					
Community Safety Fund	£10,590	£10,590	£0	£10,590	£0					
The Pemberton Centre	£66,250	£65,007	£1,243	£66,250	£0					
Sports Development	£53,500	£0	£53,500	£53,500	£0					
Temporary Archaeological Store	£2,500	£2,807	(£307)	£2,500	£0					
Nene Centre	£100,350	£110,439	(£10,089)	£100,350	£0					
Splash Leisure Pool	£155,500	£474,528	(£319,028)	£155,500	£0					
Housing Benefits	(£348,680)	(£160,580)	(£188,100)	(£358,687)	(£10,007)	(£5,667)	(£4,340)			
Fraud	£181,370	£49,585	£131,785	£128,690	(£52,680)	(£10,500)	(£42,180)			Y (£42,180)
Council Tax Support Project	£0	(£66,567)	£66,567	£0	£0					
Council Tax Support Scheme	(£82,863)	(£85,163)	£2,300	(£82,863)	£0					
Community Planning	£102,990	£33,140	£69,850	£102,990	£0					
Youth	£23,440	£4,918	£18,522	£23,440	£0					
Environmental Improvements	£22,490	£9,032	£13,458	£22,490	£0					
Members Empowerment Fund	£89,635	£12,821	£76,814	£89,635	£0					
Land Charges	(£12,230)	(£22,000)	£9,770	(£12,230)	£0					
Support to Community & Voluntary Sector	£96,280	£92,018	£4,262	£96,280	£0					
Tourism Promotion	£50,690	£16,632	£34,058	£50,690	£0					
Council Tax	£432,810	£146,588	£286,222	£237,810	(£195,000)			(£195,000)		(£195,000)
N.N.D.R.	£90,440	(£116,465)	£206,905	£90,440	£0					
Head of Customer & Community Total	£1,865,474	£1,078,424	£787,050	£1,603,787	(£261,687)	(£16,167)	(£46,520)	(£199,000)	£0	(£241,180)

Period: 4 Year: 2015	Budget A	Actual + Commitment B	Funds Left A - B	Projected spend/income D	Projected spend/ income less Budget D - A	Income	Saving	Pressure	To build into 15/16 budget	
Head of Environmental Services										
Health & Safety - NNSRP	£24,360	£11,367	£12,993	£24,360	£0					
Environmental Health Administration	£72,040	£22,396	£49,644	£72,040	£0					
Env. Services Support to DC	£62,140	£20,735	£41,405	£62,140	£0					
Environmental Health Management	£114,330	£32,877	£81,453	£114,330	£0					
Refuse Collection	£728,460	£195,837	£532,623	£728,460	£0					
Household Bulky Waste	(£3,000)	(£13,495)	£10,495	(£3,000)	£0					
Waste Management Enforcement	£18,840	£5,869	£12,971	£18,840	£0					
Garden Waste	(£19,400)	(£107,212)	£87,812	(£19,000)	£400			£400		
Clinical Waste	£9,410	(£798)	£10,208	£9,410	£0					
Recycling	£366,160	£193,734	£172,426	£366,160	£0					
Trade Waste	£25,860	£6,507	£19,353	£25,860	£0					
Street Cleaning	£795,460	£256,964	£538,496	£795,460	£0					
Cleansing / Fly Tipping	£18,500	£5,654	£12,846	£18,500	£0					
CP - Food Safety	£105,110	£18,550	£86,560	£102,110	(£3,000)		(£3,000)			
CP - Health And Safety	£81,860	£25,192	£56,668	£77,360	(£4,500)		(£4,500)			
HP - Food Safety	£9,820	(£912)	£10,732	£9,820	£0					
Pest Control	£24,810	£5,652	£19,158	£13,310	(£11,500)		(£15,720)	(£5,780)	£10,000	Y (£11,500)
EHS - Animal Welfare	£33,190	£9,226	£23,964	£28,190	(£5,000)		(£5,000)			Y (£5,000)
Public Health	£160,860	£49,941	£110,919	£160,860	£0					
Noise Control	£37,140	£13,921	£23,219	£37,140	£0					
Air Quality	£13,600	£5,468	£8,132	£13,600	£0					
Authorised Processes	£2,900	(£5,155)	£8,055	£4,132	£1,232	£1,232				
Contaminated Land	£12,080	£3,898	£8,182	£12,080	£0					
Renovation Grants	£22,420	£10,350	£12,070	£22,420	£0					
Unfit Housing	£61,700	£21,065	£40,635	£61,700	£0					
Empty Property Initiative	£0	£2,700	(£2,700)	£0	£0					
Emergency Planning - NNSRP	£17,380	£7,533	£9,847	£17,380	£0					
Licences-Other	£3,090	£1,384	£1,706	£1,090	(£2,000)	(£2,000)				
Licences-Taxis	£3,560	(£427)	£3,987	£3,560	£0					
Licences-Liquor and Entertainment	(£15,860)	(£1,991)	(£13,869)	(£15,860)	£0					
Central Administration Unit	(£46,710)	£39,930	(£86,640)	(£46,710)	£0					
Head of Environmental Services Total	£2,740,110	£779,950	£1,960,160	£2,715,742	(£24,368)	(£768)	(£28,220)	(£5,780)	£10,400	(£16,500)
Head of ICT										
ICT Information Governance (ENC)	£41,540	£12,935	£28,605	£41,540	£0					
Corporate IT Systems (ENC Only)	£118,440	£179,647	(£61,207)	£118,693	£253	(£500)		£753	N	
IT Support (ENC Only)	£257,820	£182,305	£75,515	£265,355	£7,535			£7,535	Y	£2,650
IT Technical Services (ENC Only)	£53,510	£43,935	£9,575	£48,100	(£5,410)		(£5,410)		N	
ICT Management (SS)	(£381,500)	(£93,159)	(£288,341)	(£373,235)	£8,265			£8,265	N	
Corporate IT Systems (SS)	£248,760	£79,314	£169,446	£248,760	£0					
IT Support (SS)	£274,350	£79,286	£195,064	£274,760	£410			£410	Y	£410
IT Technical Services (SS)	£354,910	£127,342	£227,568	£343,990	(£10,920)		(£10,920)		Y	(£8,870)
Head of ICT Total	£967,830	£611,605	£356,225	£967,963	£133	(£500)	£0	(£16,330)	£16,963	(£5,810)

Period: 4 Year: 2015	Budget A	Actual + Commitment B	Funds Left A - B	Projected spend/income D	Projected spend/ income less Budget D - A	Income	Saving	Pressure	To build into 15/16 budget	
Head of Resources & Org Dev										
The Rushden Centre	£36,500	£9,269	£27,231	£10,185	(£26,315)	(£26,315)			Y (£26,315)	
Thrapston Offices	£317,670	£164,127	£153,543	£317,584	(£86)		(£86)		N	
Facilities Management	£145,440	£44,500	£100,940	£145,440	£0					
Corporate Costs	£62,600	£14,646	£47,954	£62,678	£78			£78		
Business Transformation	£45,320	£0	£45,320	£45,320	£0					
Democratic Services Management & Adminis	£168,540	£55,249	£113,291	£168,540	£0					
Printing	£82,110	£34,353	£47,757	£78,110	(£4,000)	(£4,000)			N	
Electoral Administration	£87,430	£28,880	£58,550	£87,990	£560			£560	N	
Legal Services	£58,100	£2,940	£55,160	£35,000	(£23,100)		(£23,100)		N	
Organisational Development Management	£119,730	£40,512	£79,218	£117,060	(£2,670)	(£2,670)			N	
Resources & OD Manage	£82,760	£27,537	£55,223	£82,760	£0					
Payroll	£23,650	£474	£23,176	£23,650	£0					
Postage	£77,200	£33,134	£44,066	£77,200	£0					
Performance Improvement	£121,440	£42,340	£79,100	£118,360	(£3,080)		(£3,080)		N	
Village Drains	£4,810	£700	£4,110	£4,810	£0					
Land Drainage	£3,000	£0	£3,000	£3,000	£0					
Depot & Recycling	£35,250	(£583)	£35,833	£0	(£35,250)	£250	(£35,500)		Y (£35,250)	
Units 6 Enterprise Road Raunds	£2,030	£1,919	£111	£2,030	£0					
Gazetteer & Street Name Plates	£9,710	£1,861	£7,849	£9,710	£0					
District Car Parks	£3,000	£1,129	£1,871	£3,000	£0					
Rushden Car Parks & Dev't	£45,280	£37,514	£7,766	£45,280	£0					
Thrapston Car Parks & Dev't	£710	£129	£581	£710	£0					
Irthlingb'H Car Parks & Dev't	£2,120	£1,806	£314	£2,120	£0					
Oundle Car Parks & Dev't	£8,060	(£253)	£8,313	£0	(£8,060)		(£8,060)		Y (£8,060)	
Amenity Land	£5,500	£546	£4,954	£5,500	£0					
Ditchford Leisure & Amenity	(£2,640)	£0	(£2,640)	(£2,640)	£0					
Twywell Hills and Dales	£11,000	£1,553	£9,447	£11,000	£0					
Elections	£18,600	£1,334	£17,266	£18,790	£190			£190	N	
European Election	£0	(£12,683)	£12,683	£0	£0					
Democratic Representation	£272,300	£96,447	£175,853	£266,051	(£6,249)	(£6,249)			N	
Chairman's Account	£11,270	£5,235	£6,035	£11,270	£0					
Electoral Registration	£24,580	(£24,490)	£49,070	£24,650	£70			£70	N	
Raunds Ind'l Development	(£25,920)	(£12,126)	(£13,794)	(£25,920)	£0					
Kingscliffe Ind'l Development	(£65,710)	(£27,885)	(£37,825)	(£65,710)	£0					
Consortium Overheads	(£26,670)	(£6,563)	(£20,107)	(£26,670)	£0					
Head of Resources & Org Dev Total	£1,764,770	£567,065	£1,197,705	£1,656,858	(£107,912)	(£30,065)	(£8,919)	(£69,826)	£898	(£69,625)

Period: 4 Year: 2015

	Budget A	Actual + Commitment B	Funds Left A - B	Projected spend/income D	Projected spend/ income less Budget D - A	Income	Saving	Pressure	To build into 15/16 budget	
Head of Planning Services										
Planning Management	£172,190	£21,192	£150,998	£161,760	(£10,430)	(£23,430)		£13,000	Y £13,000	
Planning Administration	£141,820	£48,335	£93,485	£138,820	(£3,000)		(£3,000)		N	
Homelessness Admin	£217,420	£7,932	£209,488	£218,120	£700			£700	Y £700	
Housing Advice	£17,120	£5,624	£11,496	£17,120	£0					
Homelessness Grants Programme	£40,500	(£95)	£40,595	£40,500	£0					
Service Strategy & Enabling Activities	£87,050	£28,342	£58,708	£87,050	£0					
Development Control Planning	£101,000	(£414,975)	£515,975	(£259,000)	(£360,000)	(£350,000)	(£14,000)	£4,000	Y (£50,000)	
Planning Policy	£163,030	£42,166	£120,864	£158,030	(£5,000)	(£5,000)			N	
Joint Planning Unit	£115,000	£25,280	£89,720	£115,000	£0					
Local Development Framework	£43,920	£18,248	£25,672	£43,920	£0					
Planning-Conservation/Amenit	£114,910	£36,194	£78,716	£114,910	£0					
Building Control	£9,290	(£12,782)	£22,072	(£25,110)	(£34,400)	(£34,400)			N	
Irthlingborough Master Plan	£3,420	£0	£3,420	£3,420	£0					
Raunds - Neighbourhood Plans	£0	(£17,612)	£17,612	£0	£0					
Oundle - Neighbourhood Plans	£0	(£13,000)	£13,000	£0	£0					
Thapston Master Plan	£1,040	£0	£1,040	£1,040	£0					
Neighbourhood Plans	£0	(£25,000)	£25,000	£0	£0					
Kings Cliffe Local Nature Reserve	0	£3,959	(£3,959)	0	£0					
Head of Planning Services Total	£1,227,710	(£246,192)	£1,473,902	£815,580	(£412,130)	(£412,830)	(£17,000)	£4,000	£13,700	(£49,300)
Interest on Balances										
Interest receivable	(£25,536)	(£4,256)	£13,864	(£25,536)	£0			£0		
Interest Receivable Total	(£25,536)	(£4,256)	£13,864	(£25,536)	£0	£0	£0	£0	£0	£0
TOTAL	£9,714,788	£2,984,014	£6,765,918	£8,906,384	(£808,404)	(£460,330)	(£102,099)	(£296,936)	£50,961	(£390,415)
						57%	13%	37%	(6%)	

Original Budget	£9,644,877
Treasury Management	(£25,536)
B/Fwd from 2013/14	£95,447
Current Budget	£9,714,788

East Northamptonshire Council Capital Programme as at 31 August 2014

Approved Capital Programme	2014/15									
	2014/15 Original Budget	Previous Years Re-profiled Expenditure	New	2014/15 Current Budget	Actual	Committed	Forecast Outturn	Variance Budget v Actual	Variance P4 v Actual	Request Carry Forward
	£	£	£	£	£	£	£	£	£	£
Housing Projects	398,519	24,786	-	423,305	81,632	-	423,305	-	-	-
Leisure and Tourism Projects	-	36,585	403,095	439,680	(48,960)	73,372	384,930	(54,750)	(54,750)	-
Environment Projects	239,020	-	(30,520)	208,500	124,694	16,833	201,604	(6,896)	(6,896)	-
Corporate Systems	-	73,457	125,000	198,457	60,044	61,615	220,895	22,438	22,438	-
Essential Property Maintenance	-	111,073	-	111,073	120,083	-	142,031	30,958	30,958	-
Total	637,539	245,901	497,575	1,381,015	337,494	151,820	1,372,765	(8,250)	(8,250)	-
Approved Capital Project	2014/15 Original Budget	Previous Years Re-profiled Expenditure	New	2014/15 Current Budget	Actual	Committed	Forecast Outturn 14/15	Variance Budget v Actual	Variance P4 v Actual	Request Carry Forward
	£	£	£	£	£	£	£	£	£	£
PC'S, Monitors & laptops (Accrual)	-	-	-	-	(1,047)	1,047	(1,047)	(1,047)	(1,047)	-
IER Hardware (Funded from IER Grant)	-	-	-	-	605	-	605	605	605	-
Greenway Phase 3 - Irthlingborough (Accrual)	-	-	-	-	(52,749)	52,749	(52,749)	(52,749)	(52,749)	-
Disabled Facilities Grants	398,519	24,786	-	423,305	81,632	-	423,305	-	-	-
Purchase of Wheeled Bins	200,000	-	8,500	208,500	124,694	16,833	201,604	(6,896)	(6,896)	-
Housing Stock Survey (HI 4 EM)	39,020	-	(39,020)	-	-	-	-	-	-	-
Leisure Equipment	-	32,425	-	32,425	(5,440)	9,203	30,425	(2,000)	(2,000)	-
Stanwick Lakes - Infrastructure	-	-	73,000	73,000	3,629	-	73,000	-	-	-
Nene Community Centre - Roof	-	33,190	-	33,190	64,148	-	64,148	30,958	30,958	-
Splash Pool - Emergency & Improvement Plan	-	4,160	330,095	334,255	5,600	11,420	334,254	(1)	(1)	-
Demolition of Recycling Centre and Depot Site Newton Road Rushden	-	77,883	-	77,883	55,935	-	77,883	-	-	-
Service Transformation Programme	-	5,900	-	5,900	-	-	5,900	-	-	-
Licences	-	-	100,000	100,000	45,342	-	100,000	(0)	(0)	-
Revenues and Benefits Upgrade	-	4,703	-	4,703	-	4,703	4,703	(1)	(1)	-
DR/Business Continuity	-	-	25,000	25,000	27,882	-	27,882	2,882	2,882	-
CAPS Solutions/ERMS	-	62,854	-	62,854	(12,738)	55,866	82,854	20,000	20,000	-
Total	637,539	245,901	497,575	1,381,015	337,494	151,820	1,372,765	(8,250)	(8,250)	-

Development Pool	Previous Years Re-profiled Expenditure	New	2014/15	Actual	Committed	Forecast Outturn	Variance Budget v Actual	Variance P4 v Actual	Request Carry Forward
	£	£	£	£	£	£	£	£	£
Environment Projects	-	-	39,020	-	-				
Central Services Projects	-	-	54,000	-	-				
Corporate Systems	-	-	180,000	-	-				
Essential Property Maintenance	-	-	305,000	-	-				
			-						
Total	-	-	578,020						
Development Pool									
Business Critical									
AMP - Pemberton Centre			155,000						
AMP - East Northamptonshire House			125,000						
AMP - Industrial Units			25,000						
Print Room Asset Management			24,000						
Replacement Hardware (PC'S, Monitors & Laptops)			30,000						
Data Infrastructure Equipment			10,000						
Security Systems/GovConnect			20,000						
Replacement Printers & Scanners			15,000						
Replacement Servers			10,000						
Upgrade Public Access and TLC systems (CAPS Solutions/ERMS)			10,000						
Telephone System			15,000						
Oracle Licensing & Physical servers			40,000						
Oracle Development			10,000						
Server 2003 replacement			10,000						
Revenues and Benefits Upgrade			10,000						
Service Enhancement									
Housing Stock Survey (HI 4 EM)			39,020						
Performance Management Solution			30,000						
Total	-	-	578,020	-	-	578,020			
Total Approved Programme and Development Pool	245,901		1,959,035	337,494	151,820	1,950,785			

EAST NORTHAMPTONSHIRE COUNCIL CAPITAL EXPENDITURE REQUEST FORM

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Project Information

Project Name:	PCs, Laptops and Monitors		
Head of Service:	Phil Grimley	CapEx Reference number:	
			(to be completed by Finance)
Contact/Officer leading project:	Alison Curtis	Statutory required Project:	No
			(Please select from drop down menu)
Estimated project cost (£):	£33,335	Invest to Save Project:	No
			(Please select from drop down menu)
Project Preferred Start Date:	01 November 2014	Project Preferred End Date:	31 March 2015
Submitted by:	Alison Curtis	Date submitted:	01 October 2014

Brief project description:

(NB: to start a new line within the box please press the Alt and enter buttons on your keyboard)

The council has a standard replacement schedule for its estate of PCs, to extract the maximum life from each computer while aiming to ensure that they are replaced before they become too expensive to maintain or their performance deteriorates too greatly.

This capital request forms the annual investment in new PC technology

Approximately half of the funds will be used to replace PCs as per the replacement schedule cycle. It also includes the replacement of a small number of desktop devices (thin clients) which are of a considerable age and must be replaced to ensure PSN (security) compliance.

The remaining budget is requested to enable the purchase of equipment for members. This equipment will have to be purchased this financial year to ensure it is ready for roll out following the May elections. The budget is based on providing equipment to 20 Councillors. As members have the option to either take an allowance or Council supplied equipment this can only be an estimation based on current allocation, and specific selection of technology will only take place once the new Members IT Working Group has formed

Business Continuity Risk:

Medium

 (Please select from drop down menu)

EAST NORTHAMPTONSHIRE COUNCIL CAPITAL EXPENDITURE REQUEST FORM

Financial Information

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	Total:
Capital Expenditure (£) :	£33,335										£33,335

Project Funding (£):

Grant:											£0
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S106:											£0
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Revenue Contribution:											£0
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Reserves:	£33,335										£33,335
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Borrowing:											£0
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Assets:

Asset Type:

IT - Hardware/Software

(Please select from drop down menu)

Life of Asset (Years):

3

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	Total:
Loss of interest (Reserves):	£333	£333	£333	£333	£333	£333	£333	£333	£333	£333	£3,334

Interest Charge (Borrowing):	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
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Minimum Reserve Provision (MRP):	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
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Total Impact on Revenue:	£333	£333	£333	£333	£333	£333	£333	£333	£333	£333	£3,334
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On-going Revenue costs:											£0
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On-going Revenue (savings):											£0
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Description of Revenue costs/(savings):

Revenue Cost Centre:

	/				/	
	/				/	
	/				/	

Total cost to Authority: £36,669

EAST NORTHAMPTONSHIRE COUNCIL CAPITAL EXPENDITURE REQUEST FORM

Sign off:

You will need to ensure that the project is signed off at each approval stage:

Sign-off:	Name:	Signature:	Date:
Head of Service:	P J Grimley	<i>P J Grimley</i>	01/10/2014
Chief Finance Officer:			
Finance Sub-Committee:			
Policy & Resource Committee:			

Entered on to Capital Programme:

Date:	
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EAST NORTHAMPTONSHIRE COUNCIL CAPITAL EXPENDITURE REQUEST FORM

Project Information

Project Name:	Replacement Printers and scanners	
Head of Service:	Phil Grimley	CapEx Reference number: <input type="text"/> (to be completed by Finance)
Contact/Officer leading project:	Alison Curtis	Statutory required Project: <input type="text" value="No"/> (Please select from drop down menu)
Estimated project cost (£):	£25,000	Invest to Save Project: <input type="text" value="No"/> (Please select from drop down menu)
Project Preferred Start Date:	01 November 2014	Project Preferred End Date: <input type="text" value="31 January 2015"/>
Submitted by:	Alison Curtis	Date submitted: <input type="text" value="01 October 2014"/>

Brief project description:

(NB: to start a new line within the box please press the Alt and enter buttons on your keyboard)

Funds are required to replace devices that have reached the end of their working life and are now causing significant disruption to work patterns and impacting the service provided to the Public. A print audit is currently underway to review print requirements and consider whether alternative options such as a smaller number of 'larger' printers (MFDs- multi function devices) would provide a more cost effective service in the future.

There are a considerable number of devices within the Council that are over 6 years old, some now over 10 years old, and many have reached the point where they can no longer be repaired. This project will only be replacing devices where it is absolutely necessary because the equipment is no longer fit for purpose and performance is affecting efficiency. This includes devices that were due to be replaced in 2013/14, had the funding for the replacement scheme been released. Replacement of the remaining devices will be considered and addressed when the print audit has been completed. In total, the state of the printers across the council is of great concern, and a considerably larger sum would be necessary to address the total requirement. However, this project will work within the budgetary constraints of the capital plan.

The devices required include a plotter, MFD and scanners for Planning Services, a printer for Revenues and Benefit Services and an MFD for Customer Contact Centre. The budget includes funds for the supply of printers to Councillors who have the option to take Council owned equipment. This is based on providing a basic printing device to 20 Councillors, as the current scheme. As members have the option to either take an allowance or Council supplied equipment this can only be an estimation based on current allocation. No equipment for members will be ordered until the Members IT working group has formed

Business Continuity Risk:

(Please select from drop down menu)

EAST NORTHAMPTONSHIRE COUNCIL CAPITAL EXPENDITURE REQUEST FORM

Financial Information

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	Total:
Capital Expenditure (£) :	£25,000										£25,000

Project Funding (£):

Grant:											£0
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S106:											£0
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Revenue Contribution:											£0
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Reserves:	£25,000										£25,000
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Borrowing:											£0
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Assets:

Asset Type:
(Please select from drop down menu)

Life of Asset (Years):

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	Total:
Loss of interest (Reserves):	£250	£250	£250	£250	£250	£250	£250	£250	£250	£250	£2,500

Interest Charge (Borrowing):	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
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Minimum Reserve Provision (MRP):	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
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Total Impact on Revenue:	£250	£250	£250	£250	£250	£250	£250	£250	£250	£250	£2,500
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On-going Revenue costs:											£0
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On-going Revenue (savings):											£0
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Description of Revenue costs/(savings):

Revenue Cost Centre:	<input style="width: 40px;" type="text"/>	/	<input style="width: 40px;" type="text"/>		<input style="width: 40px;" type="text"/>	/	<input style="width: 40px;" type="text"/>
	<input style="width: 40px;" type="text"/>	/	<input style="width: 40px;" type="text"/>		<input style="width: 40px;" type="text"/>	/	<input style="width: 40px;" type="text"/>
	<input style="width: 40px;" type="text"/>	/	<input style="width: 40px;" type="text"/>		<input style="width: 40px;" type="text"/>	/	<input style="width: 40px;" type="text"/>

Total cost to Authority: £27,500

EAST NORTHAMPTONSHIRE COUNCIL CAPITAL EXPENDITURE REQUEST FORM

Sign off:

You will need to ensure that the project is signed off at each approval stage:

Sign-off:	Name:	Signature:	Date:
Head of Service:	Phil Grimley	<i>Phil Grimley</i>	01/10/2014
Chief Finance Officer:			
Finance Sub-Committee:			
Policy & Resource Committee:			

Entered on to Capital Programme:

Date:	
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EAST NORTHAMPTONSHIRE COUNCIL CAPITAL EXPENDITURE REQUEST FORM

Project Information

Project Name:	Server 2003 replacement	
Head of Service:	Phil Grimley	CapEx Reference number: <input type="text"/> (to be completed by Finance)
Contact/Officer leading project:	Alison Curtis	Statutory required Project: <input type="text" value="No"/> (Please select from drop down menu)
Estimated project cost (£):	£10,000	Invest to Save Project: <input type="text" value="No"/> (Please select from drop down menu)
Project Preferred Start Date:	01 November 2014	Project Preferred End Date: <input type="text" value="31 March 2015"/>
Submitted by:	Alison Curtis	Date submitted: <input type="text" value="01 October 2014"/>
Brief project description:	<p>Support for the Windows 2003 operating system (for Computer Servers) from Microsoft ceases in July 2015 which means that no further patches or security updates will be available. By that point it is critical that all servers operating that software are upgraded or replaced to ensure the continuing security of the councils environment. There are a number of servers that will need to be upgraded /replaced and in some cases this will require assistance from third party suppliers to migrate and/or upgrade systems to ensure compatibility with the new operating system.</p> <p>This work is being started now due to the extended timescales involved in the upgrade process and to ensure that the council isn't exposed by last minute delays</p>	
Business Continuity Risk:	<input type="text" value="Medium"/> (Please select from drop down menu)	
Project Objective/Outcome:	<p>To migrate systems operating on Windows 2003 server operating systems to a compliant version (Windows 2008 or 2012)</p> <p>Continuing security of the council's computer systems from external threat</p>	

(NB: to start a new line within the box please press the Alt and enter buttons on your keyboard)

(NB: to start a new line within the box please press the Alt and enter buttons on your keyboard)

EAST NORTHAMPTONSHIRE COUNCIL CAPITAL EXPENDITURE REQUEST FORM

Financial Information

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	Total:
Capital Expenditure (£) :	£10,000										£10,000

Project Funding (£):

Grant:											£0
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S106:											£0
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Revenue Contribution:											£0
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Reserves:	£10,000										£10,000
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Borrowing:											£0
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Assets:

Asset Type: IT - Licences/Software
(Please select from drop down menu)

Life of Asset (Years):

1

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	Total:
Loss of interest (Reserves):	£100	£100	£100	£100	£100	£100	£100	£100	£100	£100	£1,000

Interest Charge (Borrowing):	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
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Minimum Reserve Provision (MRP):	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
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Total Impact on Revenue:	£100	£100	£100	£100	£100	£100	£100	£100	£100	£100	£1,000
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On-going Revenue costs:											£0
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On-going Revenue (savings):											£0
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Description of Revenue costs/(savings):

Revenue Cost Centre:		/				/	

Total cost to Authority: £11,000

EAST NORTHAMPTONSHIRE COUNCIL CAPITAL EXPENDITURE REQUEST FORM

Sign off:

You will need to ensure that the project is signed off at each approval stage:

Sign-off:	Name:	Signature:	Date:
Head of Service:	Phil Grimley	<i>Phil Grimley</i>	01/10/2014
Chief Finance Officer:			
Finance Sub-Committee:			
Policy & Resource Committee:			

Entered on to Capital Programme:

Date:	
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EAST NORTHAMPTONSHIRE COUNCIL CAPITAL EXPENDITURE REQUEST FORM

Project Information

Project Name:	Telephone System	
Head of Service:	Phil Grimley	CapEx Reference number: <input type="text"/> (to be completed by Finance)
Contact/Officer leading project:	Alison Curtis	Statutory required Project: <input type="text" value="No"/> (Please select from drop down menu)
Estimated project cost (£):	£11,665	Invest to Save Project: <input type="text" value="No"/> (Please select from drop down menu)
Project Preferred Start Date:	01 November 2014	Project Preferred End Date: <input type="text" value="31 December 2014"/>
Submitted by:	Alison Curtis	Date submitted: <input type="text" value="01 October 2014"/>

Brief project description:

(NB: to start a new line within the box please press the Alt and enter buttons on your keyboard)

The East Northants Telephone system has been in place since 2008.

An upgrade to the phone system is now required to ensure that the system remains current and supportable. In order to save cost previously, the Council has chosen not to implement previous updates to the phones, however we have now reached the point where the current system will no longer be maintained by the supplier.

This update will also address the specific issue of Microsoft withdrawing Windows Server 2003 support, and is therefore good value in addressing two issues with a single upgrade.

The upgrade work will be scheduled over the last quarter of 2014 to avoid any impact on the operational phone system, and Callers/ Staff will see no impact on their service

Business Continuity Risk:

(Please select from drop down menu)

Project Objective/Outcome:

(NB: to start a new line within the box please press the Alt and enter buttons on your keyboard)

Upgrade phone system to ensure server is on a supported operating system and we remain within the terms of our support contract.

EAST NORTHAMPTONSHIRE COUNCIL CAPITAL EXPENDITURE REQUEST FORM

Financial Information

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	Total:
Capital Expenditure (£) :	£11,665										£11,665

Project Funding (£):

Grant:											£0
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S106:											£0
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Revenue Contribution:											£0
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Reserves:	£11,665										£11,665
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Borrowing:											£0
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Assets:

Asset Type:

IT - Licences/Software

(Please select from drop down menu)

Life of Asset (Years):

1

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	Total:
Loss of interest (Reserves):	£117	£117	£117	£117	£117	£117	£117	£117	£117	£117	£1,167

Interest Charge (Borrowing):	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
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Minimum Reserve Provision (MRP):	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
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Total Impact on Revenue:	£117	£117	£117	£117	£117	£117	£117	£117	£117	£117	£1,167
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On-going Revenue costs:											£0
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On-going Revenue (savings):											£0
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Description of Revenue costs/(savings):

Revenue Cost Centre:

	/				/	
	/				/	
	/				/	

Total cost to Authority: £12,832

EAST NORTHAMPTONSHIRE COUNCIL CAPITAL EXPENDITURE REQUEST FORM

Sign off:

You will need to ensure that the project is signed off at each approval stage:

Sign-off:	Name:	Signature:	Date:
Head of Service:	Phil Grimley	<i>Phil Grimley</i>	01/10/2014
Chief Finance Officer:			
Finance Sub-Committee:			
Policy & Resource Committee:			

Entered on to Capital Programme:

Date:	
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EAST NORTHAMPTONSHIRE COUNCIL CAPITAL EXPENDITURE REQUEST FORM

Project Information

Project Name:	Performance Management Software		
Head of Service:	Katy Everitt	CapEx Reference number:	<input type="text"/> (to be completed by Finance)
Contact/Officer leading project:	Angela Hook	Statutory required Project:	<input type="text" value="No"/> (Please select from drop down menu)
Estimated project cost (£):	£16,400	Invest to Save Project:	<input type="text" value="No"/> (Please select from drop down menu)
Project Preferred Start Date:	01 March 2015	Project Preferred End Date:	<input type="text" value="31 March 2016"/>
Submitted by:	Katy Everitt	Date submitted:	<input type="text" value="01 October 2014"/>

Brief project description:

(NB: to start a new line within the box please press the Alt and enter buttons on your keyboard)

The Council currently uses a system called InPhase for collating and reporting on performance and risk data. In the past licences for InPhase have been purchased on annual basis and current licences are due to expire mid March 2015. A project was set up to look at what future options are available for recording and reporting on risk and performance data from mid March 2015. The project involved Head of Resources and Organisational Development, Finance Manager, ICT Support Manager and Performance Officer. A number of other providers of similar systems were reviewed and, in line with the Council's procurement rules, three quotes were obtained. InPhase perpetual licence provided the best value for money and means that in future there will only be annual revenue maintenance costs to cover. The Finance Manager ran a financial check of the InPhase and confirmed that there are no known risks associated with the future viability of the company.

Business Continuity Risk:

(Please select from drop down menu)

Project Objective/Outcome:

(NB: to start a new line within the box please press the Alt and enter buttons on your keyboard)

A system to record and report on risk and performance is in place for mid March 2015
The new system provides good value for money
The system is easy to use and understand

EAST NORTHAMPTONSHIRE COUNCIL CAPITAL EXPENDITURE REQUEST FORM

Financial Information

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	Total:
Capital Expenditure (£) :	£16,400										£16,400

Project Funding (£):

Grant:											£0
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S106:											£0
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Revenue Contribution:											£0
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Reserves:	£16,400										£16,400
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Borrowing:											£0
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Assets:

Asset Type:

IT - Licences/Software

(Please select from drop down menu)

Life of Asset (Years):

1

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	Total:
Loss of interest (Reserves):	£164	£164	£164	£164	£164	£164	£164	£164	£164	£164	£1,640

Interest Charge (Borrowing):	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
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Minimum Reserve Provision (MRP):	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
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Total Impact on Revenue:	£164	£164	£164	£164	£164	£164	£164	£164	£164	£164	£1,640
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On-going Revenue costs:											£0
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On-going Revenue (savings):											£0
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Description of Revenue costs/(savings):

Revenue Cost Centre:

	/				/	
	/				/	
	/				/	

Total cost to Authority: £18,040

EAST NORTHAMPTONSHIRE COUNCIL CAPITAL EXPENDITURE REQUEST FORM

Sign off:

You will need to ensure that the project is signed off at each approval stage:

Sign-off:	Name:	Signature:	Date:
Head of Service:	Katy Everitt	<i>Katy Everitt</i>	01/10/2014
Chief Finance Officer:			
Finance Sub-Committee:			
Policy & Resource Committee:			

Entered on to Capital Programme:

Date:	
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