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Gary Ridley Acting Chief Executive

4th November 2008

Dear Councillor,

I hereby give you Notice that a Meeting of the **CENTRAL RESOURCES COMMITTEE** will be held in the **COUNCIL CHAMBER, CIVIC CENTRE, CROOK** on **WEDNESDAY 12th NOVEMBER 2008 at 6.00 P.M.**

AGENDA

Page No.

1. Apologies for absence.
2. To consider the Minutes of the last Meeting of the Committee held on 24th September 2008 as a true record.
3. Declarations Of Interest.

Copies
attached

Members are invited to declare any personal and/or prejudicial interests in matters appearing on the agenda and the nature of their interest.

Members should use either of the following declarations:

Personal Interest – to be used where a Member will be remaining and participating in the debate and any vote:

I have a personal interest in agenda item (...) regarding the report on (...) because I am (...)

Personal and Prejudicial Interest – to be used where a Member will be withdrawing from the room for that item:

I have a personal and prejudicial interest in agenda item (...) regarding the report on (...) because I am (...)

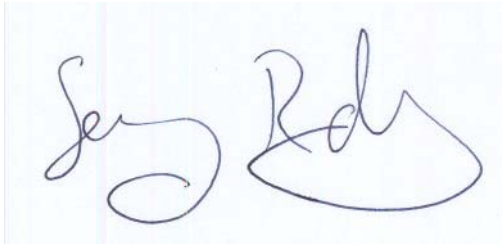
Officers are also invited to declare any interest in any matters appearing on the agenda.

NOTE: Members are requested to complete the enclosed declarations form and, after declaring interests verbally, to hand the form in to the Committee Administrator.

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|-----|---|---------|
| 4. | To receive an update on the 2008/09 Audit Inspection Plan from a representative of the Audit Commission. | |
| 5. | To consider the Report of the meeting of the Land Disposals Sub Committee held on 25 th September 2008. | 1 |
| 6. | To consider future plans for Stanley Welfare Ground. | 2 - 4 |
| 7. | To consider the performance of the Department in relation to it's 2008/09 Service Plan for the first six months of the financial year. | 5 - 15 |
| 8. | To consider the treasury management activity for the first six months of the year. | 16 – 22 |
| 9. | To consider a request from Wolsingham and Wear Valley Agricultural Society for a donation from the Community Fund. | 23 – 24 |
| 10. | To consider an update on managing the Council's Strategic Risks. | 25 – 27 |
| 11. | To consider a revenue budget monitoring report. | 28 – 34 |
| 12. | To consider the progress of the 2008/09 capital programme. | 35 – 41 |
| 13. | To consider a request for early retirement.* | 42 - 43 |
| 14. | To consider such other items of business which, by reason of special circumstances so specified, the Chairman of the meeting is of the opinion should be considered as a matter of urgency. | |

* It is likely that item 13 will be taken in the closed part of the meeting in accordance with paragraph 1 of Part I of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'S. R. Mairs', is displayed on a light blue background.

Acting Chief Executive

Members of this Committee: Councillors Mrs Burn, Ferguson*, Grogan, Harrison, Hayton, Kay, Kingston, Mairs, Mowbray, Perkins, Mrs Pinkney, J Shuttleworth, Stonehouse, Taylor, Mrs Todd* and Zair + 1 vacant Independent seat.

*Ex-officio, non-voting capacity

Please note that an Independent Member will be appointed to the vacant seat at the meeting.

Chair: Councillor Mairs

Deputy Chair: Councillor Taylor

TO: All other Members of the Council for information
Management Team

DECLARATIONS OF INTEREST FORM

NAME AND DATE OF COMMITTEE	AGENDA ITEM NUMBER	NATURE OF INTEREST AND REASONS	PRINT NAME	SIGNATURE

CENTRAL RESOURCES COMMITTEE

12 NOVEMBER 2008

Report the Land Disposal Sub Committee meeting held on 25th September 2008.

**MEMBERS OF THE
SUB-COMMITTEE**

Councillors Mairs, Pinkney and J Shuttleworth

ALSO PRESENT

Councillor E Murphy
A Coates, Legal Services Manager
S Elliot, Administration Officer

DECLARATIONS OF INTEREST

Councillor Murphy declared a personal and prejudicial interest in the item, as he is an advisor to Glenholme Boys Club.

GLENHOLME BOYS CLUB, CROOK

Members considered a request from Glenholme Boys Club, to gift the freehold of the land to the Club, if a recent application for funding is approved.

Councillor Murphy addressed the Committee where he commented on the work the club is doing in the area, and that the proposed plans will not only benefit the people of Crook, but will reach out to the Dales.

In response to Members questions, the Legal Services Manager stated that if the funding was approved, then the closure of the footpath would be a matter for the planning application. Costs for footpath closures under the planning legislation are recoverable from the applicant.

Councillor Mairs, seconded by Councillor Mrs Pinkney, moved the report.

RESOLVED that the Council in principal agree to the disposal of the land as detailed, in Annex A and B of the report, for the purposes of a funding application and if successful a further report be brought to Committee.

Officer responsible for the report
Stuart Reid
Acting Strategic Director Resource Management
Ext 227

Author of the report
Stuart Elliot
Administration Officer
Ext 341

CENRAL RESOURCES COMMITTEE

12 NOVEMBER 2008

Report of the Acting Strategic Director for Resource Management
STANLEY WELFARE GROUND

purpose of the report

1. To consider future plans for Stanley Welfare Ground.

background

2. Members approved on 14 February 2008 to grant a 100 year lease of the Stanley Welfare Ground shown hatched black on Annex A to the Stanley Village Hall Association (SVHA). The purpose behind the lease was to ensure that the land remained within the public domain as there had previously been a request to purchase the land from a local resident.
3. However, SVHA did not consider that they had the resources to manage the land themselves. Consequently, their intention was to sub let a portion of the land to the local resident for grazing purposes. In return for use of the field at no cost, the local resident was prepared to carry out the work to fence the perimeter of the field at his own expense in order to deter illegal use by motorised vehicles and manage the land on behalf of the SVHA. He was also prepared to carry out environmental improvements to enhance the area.

consultations

4. Subsequent to the committee decision, there was considerable resistance from a number of residents of the village to the proposed leasing arrangement and concern that it would not be retained as open space for the benefit of all. A rival community group (Welfare Steering Group) also expressed some interest in leasing the field but were not prepared to sublet it to any other individual or organisation.
5. Consequently, further consultation took place with a letter from the then Chief Executive to all local district council members to ascertain a preferred solution as there appeared to be no consensus amongst residents.
6. After consultation with all local ward members, it is proposed that the decision to lease the field to the SVHA be rescinded as it does not command the necessary support within the village. Membership of the SVHA has also altered since the original decision and they no longer wish to lease the land at this present moment. I understand that the Welfare Steering Group which wished to have the opportunity to lease the land has also folded.

options

7. The options available to the committee are:

Option 1 – Re-affirm the committee’s decision of the 14th February. However, the SVHA no longer wish to lease the land therefore would be difficult to enforce and do not have the resources to manage the land directly.

Option 2 - Rescind the committee’s decision and retain ownership of the land with the Council. The attractiveness of the site could be enhanced by engaging Groundwork who may be able to access external funding for such purposes. Subsequent proposals to change the nature and use of the land would require further consultation.

Option 3 – Rescind the committee’s decision and make the land available for sale. This appears to be contrary to the wishes of local residents. However, it would realise the Council a capital receipt.

8. If options 1 or 2 were approved, it is also proposed that a fence be erected around the perimeter of the field to limit unauthorised access. This would combat illegal use by motorbikes.

9. Option 2 would not prohibit any community group coming forward in the future seeking to lease the land subject to the proposal commanding general support within the community.

financial implications

10. The costs of the perimeter fence amount to £12,000. This can be funded from section 106 monies available within the ward.

- RECOMMENDED** that
- (i) The decision to lease Stanley Welfare field to Stanley Village Hall Association be rescinded.
 - (ii) Option 2 detailed in paragraph 7 be approved.

Officer responsible for the report
Stuart Reid
Acting Strategic Director for Resource
Management
Ext 258

Author of the report
Stuart Reid
Acting Strategic Director for Resource
Management
Ext 258



WEAR
VALLEY
DISTRICT COUNCIL

CENTRAL RESOURCES COMMITTEE

12 NOVEMBER 2008

Report of the Acting Strategic Director of Resource Management **RESOURCE MANAGEMENT SERVICE PLAN – 2008/09 PROGRESS UPDATE**

purpose of the report

1. To consider the performance of the Department in relation to its 2008/09 Service Plan for the first six months of the financial year.

background

2. Members will be aware that within the Constitution, the Central Resources Committee has the responsibility for monitoring the performance of the Department. Committee agreed the Departmental Service Plan at the beginning of 2008/09. This report sets out actual performance against intended performance for the period April - September.

structure of the report

3. The report is in 3 sections, viz:
 - National Indicators (NI's)/LPI's – this section shows our projected performance for the year compared to target and previous year's performance. Unfortunately, comparison with other authorities cannot be made as these national indicators only came into effect from 1st April 2008.
 - Departmental action plans – this shows progress against the agreed action plans.
 - Council plan - this shows progress against those items in the Council plan for which the Department was responsible

national / local performance indicators (NI's / LPI's)

4. Annex B shows all indicators which are the responsibility of the Department. It shows the projected 2008/09 performance compared to 2007/08.
5. The annex shows that: 5 out of 13 indicators are forecast to be on target with a further 3 only slightly below target. Areas of traditionally strong performance such as business rates collection have been hit hard by legislative change and the

downturn in the economy which are factors over which the Authority has limited control.

6. The benefit fraud service has also been badly affected by the absence of staff through turnover, adoption leave and sickness. This is being managed through Council procedures and the recruitment of agency staff which should generate improved performance in the latter half of the year. However, key front line services such as benefits processing continue to show very high satisfaction rates amongst its customers.

departmental action plans

7. The following paragraphs show progress on the Departmental Action Plans.

Accountancy Action Plan

No.	Objective	Action	Responsible Officer	Progress to Date
1	To maintain the Council's CPA score	To formulate and ensure implementation of an action plan for the Use of Resources assessment	Asst. Dir. – Finance and I.T.	Use of Resources self assessment submitted to Audit Commission. Results awaited.
2	Completion and reporting of Final Accounts by end of June 2008	Close down on high level estimates and carry out early reconciliation of data	Accountancy Manager	Draft accounts completed by deadline
3	To introduce best practice into sundry debt collection	To implement recommendations set out in Revenues best Value Review	Senior Accountancy Officer	All recommendations implemented where appropriate.
4	More efficient collection of rents	To introduce the use of AUDDIS and paperless direct debit	Accountancy Officer (DB)	Ongoing liaison with IBS help desk to resolve outstanding issues. standard
5	To deliver effective service to external customers	To respond flexibly to changing demands from Dale and Valley Homes regarding banking and accounting arrangements	Principal Accountant	Ongoing liaison with reps. from D&VH
6	Ensure accounting data is held on robust and secure systems	To support the migration of accountancy data to new computer servers	Principal Accountant	Data transferred successfully in August '08

Revenues and Benefits Action Plan

No.	Objective	Action	Responsible Officer	Progress to Date
1	To improve customer service to all benefit claimants	As per Benefits Business Plan.	Benefits Manager	91% of customers satisfied which is above target
2	To increase benefit take up	As per Benefits Business Plan	Benefits Manager	Additional benefit paid of £50,000 till end of September
3	To meet best practice in council tax and NNDR billing and collection	To implement recommendations set out in Revenues best Value Review	Revenues Manager / Recovery Manager	All recommendations implemented
4	To provide a more seamless service to customers	To improve inter-sectional communication and review working practices	Revenues Manager / Benefits Manager	Regular meetings now being held to improve joint processes e.g. matching bills and benefit notifications
5	To improve responsiveness to customer enquiries and management of information	To implement Dip and workflow technology	Revenues Manager / Recovery Manager	System went live in June 2008
6	To achieve local PI targets for benefit fraud activity	To manage and monitor team performance	Benefit Fraud Investigation Manager	Function affected by staff sickness and loss of permanent staff. Agency staff have been appointed.

Information Technology Action Plan

No.	Objective	Action	Responsible Officer	Progress to Date
1	To deliver effective service to external customers	To respond flexibly to changing demands from Dale and Valley Homes regarding implementation of new computer modules	I.T. Manager	Positive feedback received from customers
2	To support the	Ensure IT	I.T. Manager	Existing networks being

No.	Objective	Action	Responsible Officer	Progress to Date
	transfer of data to other computer systems as part of the preparation for LGR	representation on relevant workstreams		linked together. Data extracts from existing system and new interfaces being written to allow data to be transferred from new systems. Recent surveys results of customers shows improved service despite some re-allocation of resources to LGR tasks.

Internal Audit Action Plan

No.	Objective	Action	Responsible Officer	Progress to Date
1	To comply with CIPFA Code on Internal Audit	Ensure 90% of audit recommendations are implemented	All audit staff	Current performance is 81%. This is comparable to last year's performance.
2	To contribute towards improved assessment under CPA	To support improvement work relating to Use of Resources Assessment especially internal control	Internal Audit Manager	Use of Resources self assessment submitted to Audit Commission. Results awaited.
3	To support the Council's data quality arrangements in the transition to LGR	To support work on revisions to systems and data transfer	All audit staff	Maintaining data integrity through work carried out via the audit plan.

Assets and Facilities Management

No.	Objective	Action	Responsible Officer	Progress to Date
1	To update the Asset Management Plan and ensure all actions carried out	To secure joint ownership and responsibility through the Asset Management Group	Asset Management Group	Review of common rooms in progress
2	To increase staff capacity in asset management	To investigate joint working and/or external funding possibilities	Asset Management Group	Staff capacity not increased due to LGR

No.	Objective	Action	Responsible Officer	Progress to Date
3	To improve the condition of the public buildings portfolio	To project manage the asset management backlog capital budget	Asset Management Group	Major improvement work carried out at leisure centres
4	To minimise energy consumption within public buildings and promote green energy use	Continue implementation of energy action plan	Asset Management Group	Replacement of lights with energy efficient equivalents carried out within part of the Civic centre

Committee Services & Member Support

No.	Objective	Action	Responsible Officer	Progress to Date
1	To revise working practices to ensure that service is delivered in the most effective and efficient manner	To conduct a thorough review of operational practices & procedures	Committee Services Manager	Minor changes implemented, incorporated into constitution and training given to staff
2.	To ensure that all members are aware of their responsibilities and are confident in their role	Conduct member training for all members	AD – Admin. & Legal/ Committee Services Manager	Member training carried out e.g. on new standards procedure and code of conduct
3.	To promote the Members Charter	To draw up and implement an action plan to achieve the Members Charter in accordance with national accreditation scheme	AD – Admin. & Legal/ Committee Services Manager	Not progressed due to long term sickness absence

Election Services

No.	Objective	Action	Responsible Officer	Progress to Date
1	To revise working practices to ensure that service is delivered in the most effective and efficient manner	To conduct a thorough review of operational practices & procedures	Democratic Services Manager	Procedures reviewed and changes implemented incorporating internal audit recommendations
2	To increase return	To improve the	Democratic	Successful introduction

	rate of Electoral Canvass forms to 97%	training provided to canvassers	Services Manager	of telephone and internet registration. Further canvass to be carried out in February
3	To maximise return of Personal Identifier information in respect of Absent Voters, in order to reduce the incidences of fraud in this area	Issue reminders to postal/proxy voters to prompt return of information	Democratic Services Manager	Work completed
4	To encourage greater voter turn out at Local and Parish Elections	Increase use of media to promote the election	Democratic Services Manager	Articles placed within Wear Valley matters and press release issued.

Land Charges

No.	Objective	Action	Responsible Officer	Progress to Date
1	To revise working practices to ensure that service is delivered in the most effective and efficient manner	To conduct a thorough review of operational practices & procedures, including improved usage of SX3 and GIS systems	AD – Administration & Legal	Review has not occurred due to long term sickness absence.
2	To process local searches as quickly and efficiently as possible	To achieve BVPI of percentage searches conducted within 10 days of 99.4%	Land Charges Officer	No longer BVPI, although current performance is 100%
3	To adapt the service to respond to the statutory Home Information Packs scheme (in force 1 st June 2007)	To review the service and requirements of the HIP scheme and make any necessary adjustments to method of service delivery	AD – Administration & Legal/Land Charges Officer	Work completed
4	To adapt the service to respond to the likely changes to the national form Enquiries (Con 29)	To review the service and requirements of the revised Con 29 and make any necessary adjustments to method of service delivery	AD – Administration & Legal/Land Charges Officer	Work completed

Legal Services

No.	Objective	Action	Responsible Officer	Progress to Date
1	To revise working practices to ensure that service is delivered in the most effective and efficient manner	To conduct a thorough review of operational practices & procedures	AD – Administration & Legal	Review has not occurred due to long term sickness absence within the section.
2	To tailor service to meet customer needs	To conduct detailed customer survey and act upon results, including the introduction of service standards for routine work	AD – Administration & Legal	Survey not carried out due to long term sickness. However, ongoing liaison with internal customers to ensure needs are met.
3	To develop and implement a land disposal policy and procedure	Consider best practice advice and produce policy and procedure which reflects local circumstances	AD – Administration & Legal	Policy and procedures implemented.
4		Devise and implement a procedure to ensure that Home Information Packs are produced for sales of all miscellaneous dwellings	AD – Administration & Legal/ Legal Executive (AC)	Work completed
5	To process section 106 agreements as swiftly as possible to assist in achieving BVPI's in relation to planning applications	To develop and implement a procedure for processing section 106 agreements	AD – Administration & Legal/ Legal Executive (CG)	Policy and procedures implemented
7	To fulfil the Council's objectives in relation to car parking	To draft and implement a new Off Street Car Parking Order	Legal Executive (AC)	Order no longer required

1st Stop Shop

No.	Objective	Action	Responsible Officer	Progress to Date
1	To revise working practices to ensure that service is delivered in the most effective and efficient manner	To conduct a thorough review of operational practices & procedures	AD – Administration & Legal/ Corporate Customer Care Officer	All staff have access to CRM system therefore increasing generic working. Some processes streamlined e.g. bulky waste uplifts
2	To improve satisfaction with customer interactions	Extend the use of CRM to manage Customer Enquiries and Interactions	AD – Administration & Legal/ Corporate Customer Care Officer	CRM extended to environmental services e.g. trade waste permits and distribution of green waste bins, fly tipping requests to be introduced shortly
3	To monitor and improve service efficiency and effectiveness	Devise & implement appropriate performance indicators, performance monitoring and reporting procedures	AD – Administration & Legal/ Corporate Customer Care Officer	Telephone system now includes reporting of “missed” calls

council plan

8. The Department contribute towards a number of actions within the Council Plan as shown below:

Council Plan Ref.	Council Plan Outcome	Progress to Date
L3	More Council employees with accredited qualifications	Departments supports the attainment of formal qualifications for a number of employees such as IRRV Technician, CIPFA and NVQs in business administration
EN2	A Council that is a positive example on the issue of climate change and is recognised as being amongst the best in class	Energy Management Policy being implemented to reduce consumption across major buildings and facilities e.g. renewal of civic centre lights
H2	Improved well-being of citizens	Pro-active campaign of encouraging housing and council tax benefit take up continuing

OD2	An improving CPA score	Contributing to corporate working through Direction of Travel submission.
OD4	Improved Value for Money	Assisting in embedding value for money principles in corporate processes e.g. through the annual budget

conclusion

9. The Department is performing well given the pressures upon staff in supporting the preparation of the new unitary authority. Management and staff within the department remain committed to improving service delivery within the remaining life of the Council.

RECOMMENDED that Members note the report.

Officer responsible for the report	Author of the report
Stuart Reid	Stuart Reid
Acting Strategic Director for Resource Management	Acting Strategic Director for Resource Management
Ext 258	Ext 258

CENTRAL RESOURCES COMMITTEE

12 NOVEMBER 2008

Report of the Acting Strategic Director for Resource Management **TREASURY MANAGEMENT ACTIVITY APRIL – SEPT 08**

purpose of the report

1. To inform Members of the treasury management activity of the first 6 months of the year and propose changes to the current treasury management policy.

background

2. It is regarded as best practice to inform Members of the Council's treasury management activity on a 6 monthly basis. This report at Annex C sets out the treasury management activity for the period 1 April 2008 to 30 September 2008. It has been produced in line with the Authority's treasury management policy.

activity

3. The treasury management activity has been conducted as outlined in the Authority's treasury management strategy.
4. The Council's treasury management position remains stable in terms of:
 - (i) It's levels of external debt
 - (ii) It's maturity profile of it's debt
 - (iii) It's investment levels
 - (iv) The security of it's investment levels

treasury management policy

5. The Council's Treasury Policy Statement specifies that investments are only made with U.K. and Republic of Ireland Clearing Banks or their wholly owned subsidiaries, the Top 10 Building societies, and other Local Authorities. These banks and building societies must also be credit rated either F1 or P1 as per Fitch and Moody's ratings. The current policy allows investments to be made for a maximum of 2 years with any institution that meet these criteria. This policy prioritises the safety of the investment over return e.g. no deposits are placed with foreign institutions.
6. Our external advisers have provided a more sophisticated set of criteria that distinguishes between institutions where it is recommended that maximum length of investment be limited according to its current credit rating. The maximum investment periods fall into 3 categories:

- Up to 3 months
 - Up to 1 year
 - Beyond 1 year
7. Financial markets have experienced unprecedented volatility in recent months due to ongoing concerns over liquidity aka the credit crunch. This has caused a number of financial institutions to fail, most notably Lehman Brothers and 4 of the major banks in Iceland. **None** of the Council's current investments have been affected.
 8. In response to the current volatile market, it is proposed that the criteria set down by our external advisers are adopted. The Council will continue to require a minimum credit rating of F1 or P1 for an institution before the Council will deposit funds. However, adoption of the criteria recommended by our external advisers in addition to those that currently apply will further mitigate risk. The policy change will allow risk to be managed more effectively with investments closely tailored to the specific risk rating of each institution.
 9. In practice this will mean that investments will be placed with some institutions for a shorter period e.g. 3 months than previously. Whilst this may reduce the return from such investments, ensuring the security of such investments through being able to respond to changing levels of risk is of much greater importance.
 10. The policy would apply to any subsequent investments. However some existing investments will not comply due to changes in the credit ratings of institutions since the investments were placed. Members should be re-assured that there are no known significant risks to the security of any of the Council's current investments.

RECOMMENDED that

- i) Members note the treasury management activity for the period April 2008 – September 2008.
- ii) The Council's treasury management policy be amended such that investments are placed in accordance with existing criteria as well as adhering to the credit rating criteria and maximum investment periods established by our external advisers.

Officer responsible for the report

Stuart Reid
 Acting Strategic Director for
 Resource Management
 Ext 258

Author of the report

Stuart Reid
 Acting Strategic Director for Resource
 Management
 Ext 258



WEAR
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CENTRAL RESOURCES COMMITTEE

12 NOVEMBER 2008

Report of the Acting Strategic Director for Resource Management
**APPLICATION FOR A CONTRIBUTION FROM THE COMMUNITY FUND FROM
WOLSINGHAM AND WEAR VALLEY AGRICULTURAL SOCIETY**

purpose of the report

1. To allow Members to consider a request from Wolsingham and Wear Valley Agricultural Society for a donation from the Community Fund.

background

2. Wolsingham and Wear Valley Agricultural Society is England's oldest Agricultural Society and among many other events, are responsible for the organising and running of Wolsingham Show.
3. In the past the Society has offered the free use of fields for various community events including Great North Walk's and the Wear Valley Food Festival.
4. Over the years the Society has been successful, building up considerable reserves and in 2000 was able to purchase land to hold Wolsingham Show on a permanent site. Further land was purchased in 2005 to assist with car parking needs. This however had an impact on the reserves and the Society has been running on the borderline financially for the last two years.
5. The 2008 annual show held in September suffered atrocious weather conditions, the consequence of which was a very poor turn out. On a good weekend the gate receipts could be in excess of £40,000, however this year they totalled only £5,000. The Society has therefore fallen below their safe threshold to hold future shows and the expected loss is thought to be in the region of £25,000. The safe threshold which the Society likes to operate within is £30,000 however reserves are currently down to £23,000.

proposal

6. As England's Oldest Agricultural Society, they are keen to preserve that part of the area's heritage and are therefore seeking any financial assistance possible to help with the running of the show in future years.
7. Wolsingham and Wear Valley Agricultural Society have never requested a donation from the Community Fund before. The Society has also contacted Durham County Council and the North Pennines Area Partnership to seek financial assistance.

8. The Society plan to conduct professional investigative work into the drainage systems within the vicinity of the show fields and rectify any problems which may be unearthed.
9. In order to restore reserves to the preferred threshold and also accrue some surplus finances to assist with the planned works, the Society have requested a donation in the region of £10,000, however it is at Members discretion how much is donated from the Community Fund.

financial implications

10. There are sufficient monies within the Community Fund to meet this request from Wolsingham and Wear Valley Agricultural Society.

conclusion

11. Members instructions are requested.

Officer responsible for the report

Stuart Reid
Acting Strategic Director for Resource Management
Ext 258

Author of the report

Jocasta Lawton
Senior Committee Administrator
Ext 501



WEAR
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DISTRICT COUNCIL

CENTRAL RESOURCES COMMITTEE

12 NOVEMBER 2008

Report of the Acting Strategic Director for Resource Management **STRATEGIC RISK REGISTER UPDATE**

purpose of the report

1. To consider an update on managing the Council's Strategic Risks.

background

2. A revised strategic risk register was agreed at Central Resources Committee in January 2008. The Council's risk management strategy requires risks to be regularly reviewed to ensure that action is being taken to manage them. This report and Annex D shows the progress being made to address the key challenges facing the Council. Overall, progress is being made against the majority of risks identified. That said, on-going attention is needed in order to manage such risks and maintain a risk management culture within the Council. The Use of Resources Assessment expects a structured approach to risk management to be taken by the Council with regular update reports to Members.

hr implications

3. All of the key strategic risks facing the Authority require staff actions to manage them effectively. This is an on-going requirement now and will be into the future. At present staff resources are in place to manage our key risks. However, it is important that this is kept under review.

legal/financial/i.t. implications

4. There are no implications arising from this report directly. However, the management of the Council's strategic risks have such implications which are included in the necessary staffing and budget structures.

RECOMMENDED that Members note the report.

Officer responsible for the report

Stuart Reid
Acting Strategic Director for Resource
Management
Ext 258

Author of the report

Stuart Reid
Acting Strategic Director for
Resource Management
Ext 258

CENTRAL RESOURCES COMMITTEE

12 NOVEMBER 2008

Report of the Acting Strategic Director for Resource Management **REVENUE BUDGET MONITORING**

purpose of the report

1. To compare the revenue expenditure of the Authority for the period 1 April 2008 to 30 September 2008, against budget.

background

2. This report covers the revenue expenditure of the Authority financed by the General Fund and the Housing Revenue Account (HRA).
3. The summary revenue forecast for financial year 2008/09 as at the end of 30 September 2008 for the General Fund is shown in Annex E. A detailed breakdown of the major variances within each General Fund Service as summarised in Annex E, is shown in Annex F. The figures for the HRA are shown in Annex G. The annexes compare the approved budget as amended by authorised budget transfers for each service, against the expected out turn for 2008-09.

general fund

4. The forecasted outturn for the General Fund indicates an under spend of £437,000 for 2008/09 against budget at this stage. This represents an under-spend of 3% on the overall budget.
5. Due to wider factors, notably the current economic environment, the Council has suffered a downturn in a number of its income streams such as building control and land charges. It has also suffered from unanticipated calls on resources e.g. costs associated with planning appeals. However, investment returns from surplus cash balances have remained buoyant which has offset reduced income elsewhere. The forecasts for investment returns take account of the acceleration of the capital programme in the latter half of the financial year.
6. Local government reorganisation has resulted in increased staff turnover and recruitment difficulties. However, agency and temporary staff are being used to plug gaps so that ongoing service demands are met. Nevertheless, these conditions have contributed towards forecasted savings within the revenue budget.

7. Despite these underspends within the staffing budget, performance in key areas such as processing planning applications and claims for housing benefit are comparable to prior year performance. This is an effective demonstration of value for money.
8. Budget holders continue to manage income and expenditure budgets effectively. Accountability to members is enhanced through forums such as performance clinics where management of major budgets is reviewed.
9. The projected spend on the General Fund for the year will not impact upon the Council's policy of maintaining a minimum reserve balance of £850,000.

housing revenue account

10. The forecasted outturn for the HRA is £303,000 better than budget. This is largely due to increased rental income caused by a dramatic decline in Right to Buy sales. Whilst this reduces the capital resources available, it does not affect the overall affordability of the capital programme. The projected spend on the HRA for the year will not impact upon achieving a desired minimum balance of £1.25m.

conclusion

11. The six-monthly financial position indicates the Council is unlikely to exceed its overall budget for the General Fund and HRA in 2008/09 but will still maintain satisfactory service performance. Subject to delegated authority, modest budgets will be transferred by officers across services to target resources where most required to improve service delivery.

RECOMMENDED that Members note the report.

Officer responsible for the report

Stuart Reid
Acting Strategic Director for Resource Management
Ext 258

Author of the report

Alan Cooper
Accountancy Manager
Ext 361

CENTRAL RESOURCES COMMITTEE

12 NOVEMBER 2008

Report of the Acting Strategic Director for Resource Management
2008/09 CAPITAL PROGRAMME MONITORING

purpose of the report

1. To advise members on the progress of the 2008/09 capital programme.

background

2. The Council set its 2008/09 capital programme in February 2008. With the addition of decent homes funding and the slippage in schemes originally approved in October 2007 which will now be delivered in 2008/09, this year's capital programme is the largest ever undertaken by the Council.
3. The completion of many of these schemes is integral to ongoing service delivery but also to the creation of a legacy for the Wear Valley area prior to its demise on 31st March 2009. Consequently, it is critical to monitor progress in delivery of these schemes on a regular basis.

progress to date

4. The current and forecasted position of the capital programme is shown in Annex H. This is detailed scheme by scheme showing net expenditure, work carried out to 30th September and changes to the required budget for 2008/09.
5. In summary as at 30th September, the Council had spent £5.2m out of a total £17.4m budget representing approximately 30% of the total. A number of schemes deemed to be at high risk of non-delivery are shown in the table below with proposed actions to mitigate that risk:

Scheme	Mitigation of Risk
Elite Hall Improvement Programme	Lease with community group being compiled. DCC approached for approval under business as usual protocols.
Community Transport	Report being prepared for members to consider re-allocation of funding balance to other projects
Enhancement of Small Villages	Schemes at variety of stages of progress – e.g. specifications being compiled, tenders sought or work due to start shortly. Responsible officers for each scheme required to update progress monthly

Bracks Farm	Liaison continuing with site owners and prospective developers
South West Crook Industrial Extension	Liaison continuing with site owners and prospective developers
Coundon / Dene Valley Renewal	Funding awaited from English Partnerships

6. Corporate Management Team receives monthly reports on the progress of all capital schemes to assess the risk of non-delivery of the programme. This assists in the management of risk.
7. Budget holders have not at this present time highlighted any projected under-spends with one exception. Where projected under-spends are identified, a further report will be submitted to members. This will allow the option of re-allocating such surplus funds to either new capital schemes or adding to the budget of existing capital schemes subject to ensuring that delivery can take place before 31st March 2009. If funding is re-allocated above a specified limit, approval of DCC will be required in accordance with LGR protocols.

financial implications

8. Whilst only 30% of the budget has been spent to date, it is anticipated that the entire capital budget of £17.4m will either be spent or committed for future years. The honouring of such commitments into 2009/10 will be dependent upon progress up to 31st March in placing contracts and securing funding from partners.
9. Delays within the capital programme have benefited the revenue budget. Investment income has increased as a result of the availability of surplus funds.

it implications

10. Delivery of the PC replacement programme ensures that employees are using reliable and up to date technology to carry out their work and downtime is minimised.

equality and diversity implications

11. Delivery of schemes such as disabled adaptations to tenants' properties demonstrates the Authority's commitment to equality and diversity.

RECOMMENDED that the Capital Budget monitoring report for the period 1 April 2008-30 September 2008 as per Annex H be approved.

Officer responsible for the report

Stuart Reid
ASD – Resource Management
Ext 258

Authors of the report

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Land to the east of Wooley Terrace, Stanley, Crook

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SERVICE PERFORMANCE TARGETS

<u>NPI</u>	<u>Description</u>	<u>Link to Corporate objective</u>	<u>Responsible Officer</u>	<u>2007/08 Actual</u>	<u>2008/09 Target</u>	<u>2008/09 Projected</u>	<u>Comment</u>
179	Net Value of on-going cash releasing value for money gains	Value for Money	AD – Finance & I.T.	£413,000	£381,000	£481,000	All savings on target plus ongoing savings from previous years
180	Changes in HB/CTB entitlements within the year	Health & Well-Being	Revenues and Benefits Manager	N/A	8,000	7,552	Council has limited control over this figure
181	Time taken to process HB/CTB new claims	Health & Well-Being	Revenues and Benefits Manager	11 days	10 days	12 days	Service impacted by loss of staff due to LGR

Local Performance Indicators

<u>LPI</u>	<u>Description</u>	<u>Link to Corporate objective</u>	<u>Responsible Officer</u>	<u>Prior Year Performance</u>	<u>2008/09 Target</u>	<u>2008/09 Projected</u>	<u>Comment</u>
9	Council tax collection	Supports corporate value of being citizen focused	Revenues and Benefits Manager	99.2 (Q1)	99.3	99.3	Current performance remains excellent
10	NNDR Collection	Supports corporate value of being citizen focused	Revenues and Benefits Manager	99.1 (Q2)	99.2	98.3	Legislative change on empty properties has had negative impact
11	No. of fraud investigations/1,000	Crime and disorder	Revenues and Benefits Manager	80 (Q1)	80	60	Service affected by staff sickness and loss of staff
12	No. of prosecutions and sanctions/1,000	Crime and disorder	Revenues and Benefits Manager	8.5 (Q1)	8.5	5	Service affected by staff sickness and loss of staff
13	Housing benefit over payment recovered during the period as a percentage of the total amount of HB	Supports corporate value of being citizen focused	Revenues and Benefits Manager	45 (Q1)	50	45	Should retain high level of performance achieved in 2007/08 but fall short of target

<u>LPI</u>	<u>Description</u>	<u>Link to Corporate objective</u>	<u>Responsible Officer</u>	<u>Prior Year Performance</u>	<u>2008/09 Target</u>	<u>2008/09 Projected</u>	<u>Comment</u>
	overpayment debt outstanding at the start of the period, plus amount of HB overpayments identified during the period						
14	HB overpayments created as %age of gross benefits paid	Supports corporate value of being citizen focused	Revenues and Benefits Manager	1.3%	1%	1%	Performance on target. Increased publicity given to landlords to notify Council of changes
15	Benefits – Overall satisfaction (%)	Health and Well being	Revenues and Benefits Manager	86%	90%	91%	Performance excellent in this critical area
16	% of benefit customers seen within 15 minutes of arrival	Health and Well being	Benefits Manager	94%	98%	79%	Below target however customer satisfaction rating for visits to the office is 98%
17	% of council tax/ NNDR bills issued in 10 working days of change being notified	Citizen focused	Revenues Manager	91%	92%	88%	Slightly below target
18	% of council tax / NNDR refunds issued in 7 working days of change being notified	Citizen focused	Revenues Manager	99%	99%	99%	Strong performance in area of high importance to customers

TREASURY MANAGEMENT ACTIVITY

Borrowing - Activity 01.04.2008 – 30.09.2008

	<u>Balance as</u> <u>at 01.04.08</u>	<u>New</u> <u>Loans</u>	<u>Principal</u> <u>Repaid</u>	<u>Balance as</u> <u>at 30.09.08</u>
	£000	£000	£000	£000
Public Works Loans Board				
Fixed Rate Loans	33,491	2,000	550	34,941
Barclays				
Lender Option/Borrower Option	2,000	-	-	2,000
EuroHypo				
Lender Option/Borrower Option	3,500 3,000	-	-	3,500 3,000
Dexia Credit				
Lender Option/Borrower Option	3,000 -	- 2,000	- -	3,000 2,000
Temporary Loan				
Variable Rate Loan	<u>1</u>	<u>-</u>	<u>-</u>	<u>1</u>
	<u>44,992</u>	<u>4,000</u>	<u>550</u>	<u>48,442</u>

Total interest due to 30 September 2008 was £1.248m. This gives an average 'pool' rate of interest of 5.284%.

The split between fixed and variable rate interest is as follows:

	£m	%
Interest Due 2008/09 - Fixed Rate Loans	1.248	100
Interest Due 2008/09 - Variable Rate Loans	0	0

New loans were taken out as follows:

Lender	Value (£)	Maturity period	Interest Rate (%)	Break points
PWLB	2,000,000	3 years	4.02	N/A
Dexia Credit	2,000,000	70 years	4.08	5 yearly calls

The following tables show the PWLB Long Term Debt Outstanding analysed into maturity profiles, average interest rates, and lenders:

	<u>Av. %</u>	<u>Balance 30.09.2008</u> £000
Maturing within 1 year	10.27	550
1 - 2 years	10.14	869
2 - 3 years	10.00	2,715
3 - 4 years	9.83	522
4 - 5 years	9.68	445
5 - 6 years	9.5	212
6 - 10 years	9.5	415
10 - 15 years	9.5	375
15+ years	5.142	28,838
Total	5.807	34,941

During the year, any surplus funds were invested with the Banks/Building Societies as outlined in the Treasury Management Strategy. This activity is shown below:

2. **Lending - Activity 1st April 2008 – 30 September 2008**

	<u>Balance as</u> <u>at 01.04.08</u>	<u>New</u> <u>Investments</u>	<u>Principal</u> <u>Recalled</u>	<u>Balance as</u> <u>at 30.09.08</u>
	£000	£000	£000	£000
Co-operative Bank	2,465	22,090	22,905	1,650
Nationwide Building Society	2,000	-	2,000	-
Halifax	2,000	-	-	2,000
Barclays Bank	2,000	-	-	2,000
Alliance & Leicester	-	3,000	2,000	1,000
Britannia Building Society	-	2,500	1,500	1,000
Bradford & Bingley	3,000	-	-	3,000
Yorkshire Building Society	2,000	1,000	2,000	1,000
West Bromwich	3,000	-	-	3,000
Anglo Irish	2,500	-	-	2,500
Newcastle Building Society	1,000	2,000	-	3,000
Skipton	2,000	3,000	2,000	3,000
Bank of Scotland	-	5,000	4,500	500
Allied Irish	1,500	2,000	1,500	2,000
Yorkshire Bank	1,000	1,000	1,000	1,000
Bank of Ireland	<u>2,000</u>	<u>1,000</u>	<u>-</u>	<u>3,000</u>
	<u>26,465</u>	<u>42,590</u>	<u>39,405</u>	<u>29,650</u>

Any part of the investment with the Co-operative Bank and the Bank of Scotland can be recalled immediately.

The investments with the Building Societies are placed for periods between 1 month and 24 months, and on maturity are reinvested if this is considered appropriate.

The Council's Treasury Policy Statement specifies that investments are only made with U.K. and Republic of Ireland Clearing Banks or their wholly owned subsidiaries, the Top 10 Building societies, and other Local Authorities.

The Treasury Policy Statement also specifies a maximum of £3 million that can be invested with any one institution.

The average rate of interest received on these Approved Investments was approximately 5.90%.

The average rate of interest received by the Council appears reasonable, especially as brokers were not used to invest this money, and if the investment with the Co-operative Bank falls below £1,000,000, which it did on 2 occasions in the first 6 months of 2008/09, the interest rate is reduced by 2%. In addition, the security of the investment, rather than the interest rate offered is of prime importance.

3. **Current Treasury Position**

The Council's debt position at 30 September 2008 is as follows:

		£000
<u>Fixed Rate Funding</u>	PWLB	34,941
	LOBOS	<u>13,500</u>
	Total	<u>48,441</u>

Total temporary investments are £29.65m as at 30 September 2008.

4. **Profile of Debt Outstanding as at 30 September 2008**

<u>Source of Loan</u>	<u>Range of Interest Rates Payable as at 30.09.2007</u>	<u>Total Outstanding as at 30 September 2008</u>
	%	£000
LOBOS	3.70 - 4.75	13,500
Public Works Loan Board	4.125 - 10.75	<u>34,941</u>
Total		<u>48,441</u>

The amounts for repayment are reasonably spread in different years, so that if in one year interest rates were very high and loans had to be replaced, the amount falling due in any one year is reasonable in relation to total debt outstanding.

The above does not include a £1,000 temporary loan.

5. Bank Base Rates

Both PWLB lending rates and investment returns are linked to bank base rates.

Bank base rates fluctuated during 2008/09 as follows:

5.25%	01/04/08 – 10/04/08
5.00%	11/04/08 – 30/09/08

6. Prudential Indicators

The six monthly monitoring of the above is as follows:

(i) Estimated Capital Finance Costs as % of Net Revenue Stream

	EST.	FORECAST
	%	%
General Fund	7.7	7.0
Housing Revenue Account	18.0	17.3

(ii) Estimated Incremental Impact of Capital Investment

	EST.	FORECAST
	£	£
Rent	53.42	53.42
Council Tax	201.80	201.80

(iii) Estimated Capital Expenditure

	EST.	FORECAST
	£m	£m
General Fund	3.9	8.1
Housing Revenue Account	9.3	9.3

(iv) Estimated Capital Financing Requirement

	EST.	FORECAST
	£m	£m
General Fund	14.1	14.2
Housing Revenue Account	39.1	39.3

(v)	Authorised Limit	EST.	FORECAST
		£m	£m
	Overall	68	68
(v)	Operational Boundary	EST.	FORECAST
		£m	£m
		66	66

Corporate Strategic Risk Area	Type of risk	Mitigation/ Management of Risk	Lead Officer	Link to corporate objectives/CPA
1. Local Government Review	Corporate	<ul style="list-style-type: none"> Retention measures adopted Briefings to all staff by Chief Executive & LGR newsletters issued Participation in LGR workstreams by officers 	Chief Executive	All
2. Achievement of corporate goals	Corporate	<ul style="list-style-type: none"> Regular monitoring of Capital programme outputs Reporting of service plan and Council plan progress to members 	Chief Executive/ Directors	All/Direction of Travel
3. Equality and Diversity	Corporate	<ul style="list-style-type: none"> 3 years impact assessment timetable produced, included in departmental service plans Impact assessments carried out Staff survey carried out Training provided for all staff 	Equality and Diversity Officer	Organisational Capacity/ Direction of Travel
4. Partnerships	Corporate	<ul style="list-style-type: none"> Revised partnership database/protocol in place Risk assessments on most important partnerships carried out 	Policy and Performance Manager	All/Direction of Travel
5. Lack of outcome focussed targets/plans	Customer and Citizen	<ul style="list-style-type: none"> Transition plan agreed SMART actions included in transition plan Reporting of service plan progress to members 	Directors	All
6. Value for Money	Corporate	<ul style="list-style-type: none"> VFM key lines of enquiry completed and submitted as part of Use of Resources Assessment Performance Improvement Teams established and action plans being implemented VFM embedded within scrutiny process 	Value for Money Officer	All/Use of Resources
7. Performance Management	Management	<ul style="list-style-type: none"> Regular reports to members and senior officers on national indicator performance Revised framework produced 	Organisational Improvement Manager	Organisational Capacity/ Direction of Travel
8. Delivery of Human Resource Strategy	Management	<ul style="list-style-type: none"> Initial phase of job evaluation complete Pay model being developed All staff trained in use of Personal Review and Development Plans 	Human Resources Manager	Organisational Capacity/ Direction of Travel

Corporate Strategic Risk Area	Type of risk	Mitigation/ Management of Risk	Lead Officer	Link to corporate objectives/CPA
including Job Evaluation				
9. High staff Sickness/ Absence/Stress	Management	<ul style="list-style-type: none"> • Six monthly sickness figure is 3.8 days per employee, which is an improvement on 2007/08 • Training given to all managers 	Human Resources Manager/ Directors	Organisational Development
10. Complaints Procedures not effective/poor access to services	Customer and citizen	<ul style="list-style-type: none"> • Revised procedure in place • Monitoring information reported to members • Increased information captured through CRM system 	Director of Resource Management/ Customer Care Officer	All/Organisational Development
11. ALMO	Management	<ul style="list-style-type: none"> • Housing sub committee established to monitor performance • Decent Homes programme agreed • Chief Executive of ALMO invited to CMT • Support provided for procurement of windows and doors contract • Governance review being carried out 	Chief Executive	Economy/crime /environment

General Fund Budget Monitoring Statement for Period
April 2008 – September 2008

Service	Budget £000	Projected Outturn £000	Over/ (Under) spend £000	%age Over/ (Under) spend
Highways	837	752	(85)	(10)
Recreation and Tourism	3339	3,362	23	1
Environmental Health	628	597	(31)	(5)
Refuse Collection and Disposal	1,799	1,784	(15)	(1)
Housing Services (General Fund)	691	681	(10)	(1)
Corporate and Other Services	4,230	3,729	(501)	(12)
Planning and Economic Development	1,924	2,106	182	9
TOTAL	13,448	13,011	(437)	(3)

Funding:			
Government Grant	7,554	7,554	-
Council Tax	4,354	4,354	-
Earmarked Reserves	329	329	-
Reserves	1,211	774	(437)
TOTAL	13448	13,011	(437)

Total under spend

£437,000

ANNEX F

SERVICE	ORIGINAL BUDGET £000	FORECAST £000	VARIANCE £000	COMMENT
HIGHWAYS				
Concessionary Travel – Government Grant	0	(55)	(55)	Increase in Government Grant received compared to budget.
Car Parking - Charges	(330)	(360)	(30)	Postponement of North Bondgate development has increased income
RECREATION AND TOURISM				
Parks & Open Spaces (Grounds Maintenance Contract)	622	632	10	Additional works undertaken
Community Department – Payroll	5,087	5,015	(72)	Savings due to delays in filling posts in filling posts in Community Safety, Council Garage, Home Improvement Agency and Leisure Centres
Glenholme LC – Income	(258)	(233)	25	Income down due to pool closure and refurbishment works earlier in year
Woodhouse Close LC – Gas	79	94	15	Large increase in energy costs. Claim submitted for Climate Change Levy which may reduce overspend
Sports Action Zone – Sport England Grant	(122)	(77)	45	Sport England indicating that grant will be reduced due to income expenditure levels not matching original agreement
ENVIRONMENTAL HEALTH				
Recycling – Payroll	240	240	0	On target
Street Cleansing – Payroll	533	501	(32)	Vacant Neighbourhood Manager post.
Environmental Education Officer	35	0	(35)	Vacant post
Derv – Refuse Collection & Street Cleaning	171	197	26	Increased fuel costs
Public Conveniences – Water	5	15	10	Budget set too low
REFUSE COLLECTION AND DISPOSAL				
Refuse Collection	669	669	0	On target

SERVICE	ORIGINAL BUDGET £000	FORECAST £000	VARIANCE £000	COMMENT
Contract – Payroll				
Refuse Collection – Fees & Charges	(23)	(38)	(15)	The £5 charge for bulky waste collections now classified as non Vatable. £9,000 reclaimed from HMRC in back claim
HOUSING SERVICES (GENERAL FUND)				
Private Sector Housing – Income	(23)	(33)	(10)	Increase in grant admin charges due to increased Capital budget for Renovation Grants
CORPORATE AND OTHER SERVICES				
Investment Income	(1,220)	(1,670)	(450)	Increase due to delay in Capital Programme spending and higher than budgeted interest rates being obtained
External Interest (General Fund)	429	499	70	Increase due to additional borrowing
Housing Benefit – Rent Rebates (Nett)	(50)	(50)	0	On target
Housing Benefit – Rent Allowances (Nett)	(80)	(80)	0	On target
Council Tax Benefits (Nett)	(50)	(50)	0	On target
Land Charges	(190)	(90)	100	Fall in demand linked to decline in activity in the housing market.
Corporate Development – Payroll	533	413	(120)	Savings due to delays in filling posts and vacant posts within Policy Development, Best Value, Overview and Scrutiny, Chief Executive and Procurement functions.
Corporate Development – Consultancy/Professional/Contributions	162	96	(66)	Savings based upon historic annual under spends
Financial Services - Insurances	226	171	(55)	Savings due to shorter premium period because of LGR and the withdrawal of the contribution to Insurance Fund in 2008-09
Financial Services – Payroll Oncost Charges	0	(50)	(50)	Savings arising due to excess contributions in the

SERVICE	ORIGINAL BUDGET £000	FORECAST £000	VARIANCE £000	COMMENT
				year.
Legal Services – Professional Fees	0	30	30	Extra costs arising due to staff illness
Minor Capital Receipts	(50)	(20)	30	Fall in receipts due to decline in economic activity
Personnel – Redundancy Costs	0	10	10	Unbudgeted costs of redundancy
PLANNING AND ECONOMIC DEVELOPMENT				
Planning Fees	(430)	(370)	60	Fall in demand linked to downturn in the economy
Building Control Fees	(180)	(140)	40	Fall in demand linked to downturn in the economy
Environment And Regeneration Department – Payroll	676	623	(53)	Savings due to delays in filling posts in Building Control, Planning Applications, Development Plans and Administration cost centres
Planning Applications – Asda/Barratt Homes Appeal Costs	0	110	110	Costs of reimbursing Asda appeal costs not included in budget
Economic Development Fund	0	14	14	Unbudgeted contribution to County Durham Housing Partnership post
Economic Development – NNDR	0	11	11	Unbudgeted cost relating to vacant property in Newgate Street
TOTAL			(437)	

**Housing Revenue Account Budget Monitoring Statement for
Period April 2008 – September 2008**

	Budget 2008/09	Projected Outturn 2008/09	Overspend/ (Underspend)
	£000	£000	£000
Supervision & Management	3,466	3,458	(8)
Repairs & Maintenance	3,436	3,436	0
Debt Charges	2,155	2,155	0
Housing Subsidy	3,000	3,000	0
Total Expenditure	12,057	12,049	(8)
Rental Income	(11,350)	(11,645)	(295)
Other Income	(205)	(205)	0
Interest on Balances	(70)	(70)	0
Total Income	(11,625)	(11,920)	(295)
Deficit / (Surplus)	432	129	(303)

Capital Programme Monitoring Report Apr- Sept 2008

Annex H

Ref.	Description	Budget Holder	Approved Budget	Actual to 30th September 2008	Any Change to Budget	Activities to date
			£	£		
C118	Twin Bin Refuse and Recycling Service	Peter O'Neil	268,446	56,252	None anticipated at this stage	Agreement from Council to implement garden waste scheme and increase dry recycling including collection of plastics.
C152	Elite Hall Improvement Programme	Mark Farren	500,000	(33,135)	None to date; however, see 'activities to date'. Final decision to undertake work will need to be based on combination of work to identify additional funding, tender costs, and willingness of DCC to support project.	Architect has now provided plans and costs based on requirements identified by group. Initially these resulted in a total project cost of £830k; however, group has now reduced this to about £560k.
C196	Sports Facility / DDA Improvements	Dave Milburn	100,000	7,895	None anticipated at this stage	Works to tennis courts, bowling facilities and play equipment have been identified
C168	Community Transport	Stuart Reid	200,000	0	£100,000 remains to be committed	Coundon & Leeholme Community Partnership wish to acquire two vehicles at the total cost of £150k with £50k funded via DCC. Timescales uncertain.
C169	Enhancement of Small Villages	Stuart Reid	487,000	70,543	None anticipated at this stage	A variety of schemes approved and specifications drawn up. Responsibility for progressing these schemes has been allocated to individual officers. DDA work at Frosterley Town Hall complete. Works carried out at Stanhope and Escomb on fencing, footpaths etc.
C170	Community Capital Fund	Stuart Reid	412,000	159,107	None anticipated at this stage	Extension to Tow Law Pavilion almost complete. Progress on Escomb halted due to planning issues.
C066	Bracks Farm	Sue Dawson	145,000	0	None anticipated at this stage	Worked with developer to support the scheme, grant offer issued
C089	South West Crook Industrial Extension	Sue Dawson	225,000	(66,362)	None anticipated at this stage - although additional external funding resources are being sought	Worked with developer to support the proposed scheme; outline planning application approved.
C193	Coundon / Dene Valley Renewal	Bob Hope	230,000	0	None anticipated at this stage	English Partnership funding expected late Autumn. Council's input delayed until EP funding secured.
C003	Disabled Facility Grants	Richard Roddam	117,496	(159,778)	None anticipated at this stage	Work underway through HIA. HIA advised at present £262,218 work underway and £62,000 Active cases
C5*	Decent Homes Programme	Amanda Senior	8,960,000	3,193,395	None anticipated at this stage	Working on 2008/09 schemes

Capital Programme Monitoring Report Apr- Sept 2008

Annex H

Ref.	Description	Budget Holder	Approved Budget	Actual to 30th September 2008	Any Change to Budget	Activities to date
C128	BA Town Centre Renaissance	Alan Weston	689,885	183,694	Spend profile as per external funding bid. To be re-visited following feedback from funders	Development work on all phases; Fore Bondgate Phase commenced, completion early Oct. HLF bid submitted. PIP submitted to One NorthEast
C527	Disabled Facilities Grants - Public	Richard Roddam	448,800	149,569		Work Underway with Home Imp't Agency, considerable work programmed over coming months. HIA reported good demand for this type of work. However budget still vastly under spent. It is an increasing concern that this will not be fully spent.
C203	Environmental Improvements - St Johns Chapel	Bob Hope	40,000	0	None	DCC scheme now completed. Awaiting invoice for WVDC contribution.
C093	West Auckland Improvement Scheme	Sandra Robertson	39,082	0	None anticipated at this stage	Design work completed; implementation work commenced and on-going
C166	Retail Premises/Living Above Shops	Sandra Robertson	200,000	70,500	200,000 2007-2008 None anticipated at this stage	Majority of grant now offered. Sufficient additional schemes in development to ensure budget spend.
C179	Environmental Improvements - Aclet Gate, Woodhouse	Sandra Robertson	100,000	41,186	None	Project complete
C184	Improvements to Glenholme Leisure Complex	Colin Rooney	145,000	64,158	None anticipated at this stage	No major works under taken during September although Other works continue. Emergency lighting completed. Minor works ongoing. Reception area and office to be refurbished November / December. Electrical upgrade to multi function room still in debate, work expected to be completed November. Estimate completion time of all works March 2009
C041	Purchase of Refuse Vehicles	Dave Milburn	520,000	507,000	None anticipated at this stage	Report on procurement agreed by CMT and JIT
C055	Purchase of Grounds Maintenance Plant	Dave Milburn	120,000	112,692	None anticipated at this stage	Budget nearly fully spent. New machines ordered and, generally, already in operation.
C173	Extension & adaptations to 34 Gent Road	Dave Milburn	29,175	12,273	None anticipated at this stage	Report to Community Committee requesting carry forward of budget allocation. Works complete - invoice expected soon.
C183	Shared leisure facilities Bishop Auckland	Dave Milburn	49,903	89,214	None anticipated at this stage	Design works progressing and draft programme provided. Design works ongoing
C198	Planned Tree Management	Dave Milburn	50,000	40,503	None anticipated at this stage	Works on going
C523	Estate Demolitions	Dave Milburn	70,000	20,769	£30k to be re-allocated to support community capital schemes	Some minor demolition work carried out

Capital Programme Monitoring Report Apr- Sept 2008

Annex H

Ref.	Description	Budget Holder	Approved Budget	Actual to 30th September 2008	Any Change to Budget	Activities to date
C529	Asbestos Survey	Dave Milburn	30,000	(709)	As for demolitions above, but may be better to retain for continuation of surveys to public buildings.	Not started
C126	Positional Accuracy Tool	Dave Townsend	11,551	9,463	None	Work completed
C201	Willington CCTV	Elaine Baker	30,000	3,785	Committed expenditure of £29,665	CCTV chosen
C202	Wolsingham School Pool Equipment	Stuart Reid	19,000	19,000	None anticipated at this stage	Full payment made
C149	Alternative Energy Systems in Public Buildings	Sue Dawson	156,510	0	Proportion of budget to fund replacement of lights at Civic Centre	Assessments complete and activities agreed
C150	Renewable Energy at Innovation House	Sue Dawson	20,700	29,898	None anticipated at this stage - although additional external funding resources are being sought	Feasibility work completed and preferred "renewable" option established; planning application approved. Planned start date beginning of Nov with completion before Christmas.
C151	Alternative Energy Grants	Sue Dawson	70,776	124	None anticipated at this stage	On-going grant scheme
C171	Theatre Corner Improvements Bishop Auckland	Sue Dawson	34,951	32,359	None anticipated at this stage	Public realm implementation completed; statue installed. Project complete
C197	Building Investment Scheme	Sue Dawson	100,000	2,500	None anticipated at this stage. Sufficient grants approved & in pipeline to achieve budget spend	New scheme building upon the Living Over The Shops and Workspace Improvement Schemes operated previously.
C042	Civic Centre Alterations	Terry Carlton	106,000	107,243	£46,000 carry forward from previous year subject to member approval	Works to form new CRM room and relocate board room completed
C200	Royal Corner - Replacement Fire Alarm System	Terry Carlton	10,000	8,407	contract completed within budget	contract complete
C204	Periodic Electrical Inspections	Terry Carlton	40,000	0	None anticipated at this stage	tenders received for Civic Centre work to commence shortly. Out to tender for Glenholme and Woodhouse leisure centres
C206	Replacement Chairs - Members Lounge & Canteen	Terry Carlton	10,000	0	Contract placed on hold	placed on hold
C001	Renovation Grants	Richard Roddam	367,000	189,883	None anticipated at this stage	Budget fully committed, work underway for remaining budget to achieve full spend.
C130	PC Replacement Programme	Anita Maxwell	73,000	19,586	None anticipated at this stage	Schedule of PC and Server replacements drawn up. First batch of PC's installed and servers maintained or replaced in line with schedule.

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Annex H

Ref.	Description	Budget Holder	Approved Budget	Actual to 30th September 2008	Any Change to Budget	Activities to date
C077	Car Park Improvements Programme	Sandra Robertson	66,164	0	None anticipated at this stage	Design work completed; implementation work nearing completion.
C059	Contaminated Land	Sandra Robertson	193,542	12,243	None anticipated at this stage	Base lining of data / knowledge about sites; development of priorities (draft)
C122	Asset Management	Stuart Reid	130,000	10,986	None anticipated at this stage	Programme of works being compiled for public buildings. Common rooms review submitted to senior members and investment agreed to be targeted on specific facilities
C174	Improvements to Parks	Dave Milburn	50,000	9,167	None anticipated at this stage	Green Flag documentation being prepared and physical works progressing
C177	Woodhouse Close Estate Improvements	Dave Milburn	200,000	0	None anticipated at this stage	Hard landscaping works now complete and ready for inspection next week. Extent of further soft landscaping works will be determined next week to finalise scheme
C199	EGGP Upgrade	Dave Townsend	16,000	0	None anticipated at this stage	The LLPG Custodian/GIS Officer proposes to use the money to install an ESRI based mapping system.
C205	Submit a Plan	Dave Townsend	10,000	0	None anticipated at this stage	Quotation received and forwarded to Mike Nichols
C167	Youth Sport & Recreation Provision	Stuart Reid	28,000	19,000	None anticipated at this stage	Grant paid to Tow law FC
C189	Youth Provision (SLAM)	Stuart Reid	186,003	63,984	None anticipated at this stage	Discussions with SLAM co-coordinator and clarification on type of expenditure which the Council would support
C109	Eastgate - Stage 3	Sue Dawson	171,407	71,298	None anticipated at this stage - additional external funding resources may be required	Significant development work over 6 year period (including detailed feasibility and investigative work) Planning application for the scheme submitted
C194	Stanhope Regeneration	Sue Dawson	50,000	0	Application of funds for Stanhope Town Hall was unsuccessful, alternative resources now being sought	"Retail Distinctiveness" feasibility work completed to draft stage and detailed design to commence. PIP submitted to One NorthEast
C195	Employment Land and Premises	Sue Dawson	325,000	0	Non anticipated at this stage - although additional external funding resources are being sought	Various initial feasibility work building upon the recommendations of the Employment Land Review; preparation of action plan priorities. Feasibility contract let.
C048	Disabled Discrimination Act	Terry Carlton	50,000	18,141	None anticipated at this stage	work commenced
C014	Eldon Lane Renewal Area	Richard Roddam	200,000	6,840	None anticipated at this stage	Currently working on 08/09 Scheme

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Annex H

Ref.	Description	Budget Holder	Approved Budget	Actual to 30th September 2008	Any Change to Budget	Activities to date
C165	Hope Street Improvements	Alan Weston	493,117	0	None anticipated at this stage	Design work completed; implementation work nearing completion, remedials agreed.
C207	Digital Maps & Additional Server	Anita Maxwell	19,000	0	None anticipated at this stage	After discussion with management team agreed that this project would change. IDOX gazetteer and SIS to be installed. SIS software has been loaded.
	Total		17,414,508	5,152,673		