



**TITLE: 3<sup>rd</sup> Capital, Revenue Budget and Performance Monitoring 2012/13**  
**REPORT BY: Sarah Gobey, Executive Head (Financial Services)**

## 1.0 SUMMARY

1.1 This report updates the Joint Strategic Committee with the latest expenditure and income projections for each Council in the current financial year 2012/13, compared to the Revenue Budget approved by both Councils on the 23<sup>rd</sup> February 2012 (Adur District Council) and 21<sup>st</sup> February 2012 (Worthing Borough Council).

1.2 Information is also provided in respect of earmarked reserves and capital expenditure for the 2 constituent authorities.

1.3 The Joint Strategic Committee (JSC) is asked to consider and recommend to Adur and Worthing Councils where appropriate:-

- the current projections of variations in the two Councils' General Fund Revenue Budgets and the anticipated position relating to the staff vacancy provision;
- the current projections of variations in the Adur Housing Revenue Account;
- the progress of the 2012/13 Capital Investment Programme for Adur and Worthing Councils;
- any amendments and virements to budgets for each Council;
- an updated corporate risk register; and
- the progress on some key local performance monitoring indicators.

## 2.0 BACKGROUND

2.1 In February 2012, the Councils agreed the 2012/13 Revenue Budgets as part of the overall council tax setting process for Adur District Council and Worthing Borough Council. Local authorities have a statutory duty under the Local Government Act 2003, to monitor their income and expenditure against their budget, and be ready to take action if overspends or shortfalls in income emerge. If monitoring establishes that the budgetary situation has deteriorated, authorities are required to take such action as they consider necessary. This might include, for instance, action to reduce spending in the rest of the year, or to increase income, or the authority might decide to take no action but to finance the shortfall from reserves.

## **2.0. BACKGROUND**

2.2 This report represents the 3<sup>rd</sup> Quarter of the monitoring cycle. The projected outturn is reported three times during each financial year. There will be a further analysis of the variances at the end of the year when the outturn figures are reported.

2.3 The Councils' Standing Orders and Financial Regulations place an obligation on Chief Officers to advise Members where revenue expenditure cannot be contained within the approved estimates. Where such overspendings amount to less than £10,000 and can be funded from savings elsewhere in the budget, approval for a virement can be given by Strategic Directors or Executive Heads. A Cabinet Member may vire up to £40,000 between any heads of income or expenditure within their approved budgets. Cabinet can vire between £40,000 and £100,000 providing there are earmarked reserves set aside or sufficient savings elsewhere within the revenue budgets. If the virement does not meet these criteria then full Council approval will be required. Any movements in approved budgets will be identified and any necessary approvals sought as part of the quarterly monitoring reports.

Budget Managers have delegated responsibility to monitor their services on an ongoing basis throughout the year.

2.4 The JSC budgets are held separately and operate as holding accounts. They represent pooled budgets of Adur and Worthing Councils. All expenditure and income in the JSC budgets are recharged back to the respective authorities. This means that the net expenditure is fully allocated out to the two councils and the overall projected outturn for the JSC at the year end will be zero. All JSC over or underspends detailed in this report will be incorporated into the individual councils accounts via the allocation process at the year end.

## **3.0 REVENUE 2012/13 FORECAST**

3.1 This year we are adopting a structured risk based approach to revenue budget monitoring.

The following services have been identified as high risk:-

- Building Control
- Crematorium
- Cemeteries & Churchyards
- Development Control
- Grounds maintenance
- Housing and Council Tax Benefits and overpayments
- Homelessness

### 3.0 REVENUE 2012/13 FORECAST

- Investment Properties
- Land charges
- Leisure Fit 4
- Parking Services
- Theatres
- Trade Refuse
- Treasury Management

3.2 Most of these services have been identified as high risk because they meet one or more of the following criteria:-

- Demand led
- Income based
- Specialist
- Significant changes to the service are being made in the near future.

3.3 At this point in time the overall estimated volatility associated to high risk services is Adur £209,000 overspent and Worthing (£220,000) underspent.

3.4 In summary the revenue outturns reported for Q3 are as follows:-

<b>Summary of 3rd Budget Monitoring Report</b>			
	<b>Joint</b>	<b>Adur</b>	<b>Worthing</b>
	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>
Current Budget 2012/13	20,315	9,889	14,005
Projected outturn	19,750	9,228	13,501
Projected Forecast over/ (underspend)	(565)	(661)	(504)
Estimated saving at Q3 to meet vacancy saving target in constituent Councils	427		
True underlying (underspend)/overspend which will benefit Councils	(138)		
Projected over/(underspend) percentage	-0.7%	-6.7%	-3.6%

\* As highlighted earlier in this report, the JSC underspend is transferred to Adur and Worthing Councils in line with their allocated share. The reported underspend in Adur and Worthing in the table above includes the total share transferred from the JSC.

### 3.0 REVENUE 2012/13 FORECAST

3.5 The headline budget variations across both the councils and joint shared services are:-

- Worthing Leisure Centre Fit4 additional income
- Building control income not achieved
- Worthing Development Control income shortfall
- Worthing Investment Properties income shortfall – this largely relates to industrial properties and other commercial sites. Tenancies are being negotiated or have been agreed, which will lessen the impact in 2013/14.
- Trade waste collection expenditure savings
- Worthing car parking budgeted net income not achieved
- Adur interest on investments higher and cost of borrowing lower than anticipated
- Adur housing benefit overpayments income not achieved

3.6 Each joint service is allocated out to the councils on an individual basis based on an appropriate allocation for that service but overall the allocation averages at a 60:40 split for Worthing and Adur respectively.

3.7 The variations greater than £10,000 for this second budget monitoring report are detailed below:

3.8 Joint variances over £10,000 have been allocated to the individual Council and marked with an asterisk\*.

Service Area	Joint £000s (under)/ over- spend	Adur £000s (under)/ over- spend	Worthing £000s (under)/ over- spend	Variations greater than £10,000 * Share of joint services allocated 40:60 to Councils
Allotments	-	(13)	-	<b>INCOME:</b> Full uptake of allotments anticipated - income as 2011-12
Building Control	-	70	70	Downturn in economic climate continues to have an impact.
Cemetary & Cremation	-	-	65	Income shortfall from Memorial garden continuing partly due to Cremator replacement works.
Cemeteries & Churchyards	-	16	-	Average number of burials and anticipated income less than expected
Community Parks & Open Spaces	-	-	50	Underachievement of Parks income due to the loss of Bowl Inn following fire & other rentals.

### 3.0 REVENUE 2012/13 FORECAST

Service Area	Joint £000s (under)/ over- spend		Adur £000s (under)/ over- spend	Worthing £000s (under)/ over- spend	Variations greater than £10,000 * Share of joint services allocated 40:60 to Councils
Development Control	-		-	200	Under achievement of income due to delays with land sale at West Durrington and economic climate.
Home Improvement Assistance	-		12	52	Fee income from Disabled Facilities Grant work not achievable as full team not in place until part way through the year.
Environ Health-Hsg Standards HMO's	-		-	(13)	Grant income has 5 year cycle
Various Licences	-		-	10	Trend in recent years for lower take-up of these licences
Hackney Carriage/Private Hire Licences	-		-	13	Overestimate of possible demand
Foreshore	-		-	(16)	Original rent budget understated
Reprographics	(50)	*	(20)	(30)	Printing income forecast based on current yr actuals
Corporate Information	(14)	*	(6)	(8)	New income stream from Street Naming & Numbering
Admin. Buildings Town Hall	20	*	8	12	£20k under-achievement of budget due to parking charges being deferred. Removed from budget in 2013/14
Pest Control	25	*	10	15	Reduced income due to a drop in certain pest species (e.g. wasps) in the summer, plus the income from charging regime less than anticipated
Legal Services	-		37	-	Overspend of outsourcing budget but will be offset by salary under spend in the joint service and possible settlement of litigation case.
Grounds Maintenance	-		22	-	Anticipated shortfall in surplus.
Grounds Maintenance	-		24	-	income less than anticipated due to reduced demand from Coast Protection
Homelessness	-		-	(21)	DCLG Grant - no spend to date as housing benefit changes have not yet impacted - will request c/f at y/ends

### 3.0 REVENUE 2012/13 FORECAST

Service Area	Joint £000s (under)/ over- spend		Adur £000s (under)/ over- spend	Worthing £000s (under)/ over- spend	Variations greater than £10,000 * Share of joint services allocated 40:60 to Councils
Homelessness	-		151	-	£39.6k Write off of statute barred debts that we are unable to recover plus £111k of rent & deposit write offs which have accumulated on the balance sheet but should have been charged to revenue in previous years.
Fit 4 Leisure Income	-		-	(199)	Net increased income. Some of this is probably due to Olympics and may not be repeatable in future years.
Investment Properties	-		-	145	Underachievement of income due to empty properties. See section 3.5
Land Charges	-		(30)	(85)	Increased volume of searches.
Parking Services	-		-	(18)	Increase in rental income mainly for telecommunications base.
Parking Services	-		-	121	Relates to budgeted share of turnover income that is not reaching the threshold and an ongoing contractual dispute.
Recycling	(30)	*	(12)	(18)	Increase in demand for Green garden bins
Household Bulky Waste	10	*	4	6	Despite increased efforts to increase demand, it is slightly lower than anticipated.
Rent Allowances	-		50	-	Income from Benefit overpayments not achieving budget. This is included as a growth item for 2013/14.
Southern Pavilion				62	Unlikely to achieve budget. Current lease expired 19 August 2012 and possession of premises returned to council. Initial marketing has commenced seeking expressions of interest on the basis of the current licensing restrictions. More extensive marketing may take place depending on the outcome of the ongoing review.
Theatres & Public Entertainments				30	Net overspend due to shortfall in income. There is a likelihood this could reverse if the last quarter's trading is good.
Trade Refuse Collection	-		(10)	(20)	Anticipating a slight increase in Trade income by the end of the year
<b>Total income</b>	<b>(39)</b>		<b>313</b>	<b>423</b>	

### 3.0 REVENUE 2012/13 FORECAST

Service Area	Joint £000s (under)/ over- spend		Adur £000s (under)/ over- spend	Worthing £000s (under)/ over- spend	Variations greater than £10,000 * Share of joint services allocated 40:60 to Councils
<b>Allotments</b>	-		29	-	<b>COSTS</b> Budgets for Grounds Maintenance recharge reinstated as removed in error last year.
<b>Cemetary &amp; Cremation</b>	-		-	(72)	Leasing budget - new cremators are now funded by capital programme. This under spend will part fund the cost of related borrowing.
<b>Community Buildings</b>	-		11	-	Ropetackle building maintenance
<b>Corporate Management</b>	-		(50)	(50)	Contingency not required for 2012-13
<b>Corporate Management</b>	(13)		(47)	(49)	Appointment of new external Auditors and new agreed Audit fee has resulted in savings for 2012-13
<b>Democratic Representation &amp; Management</b>	-		-	(10)	Overprovision for Furniture and Equipment.
<b>Development Control</b>	(30)		(12)	(38)	Various under spends - mainly unused new homes bonus funding and Scanning.
<b>Economic Development</b>	-		-	(42)	Ice Rink event not taking place and carry forward from last year not required.
<b>Elections</b>			(10)	35	Under provision of local elections budget in Worthing.
<b>Public Conveniences</b>				58	Over spend on water services and contract cleaning
<b>Environmental Health - Domestic</b>	-		(17)	-	Out of hours budget under spent.
<b>Financial Services Division</b>	(32)	*	(13)	(19)	Savings identified within ICT Census budgets
<b>Foreshore</b>	-		-	(16)	Contract cleaning budget not fully spent. No plans to spend remaining budget
<b>Civic Centre</b>	(25)	*	(10)	(15)	Under spend against budget now that rates have been paid
<b>Civic Centre</b>	(20)	*	(8)	(12)	Under spend on telephony

### 3.0 REVENUE 2012/13 FORECAST

Service Area	Joint £000s (under)/ over- spend		Adur £000s (under)/ over- spend	Worthing £000s (under)/ over- spend	Variations greater than £10,000 * Share of joint services allocated 40:60 to Councils
Portland House	(16)	*	(6)	(10)	Rates under spent against the budget. A refund of rates this year and next as the property is currently empty & being refurbished
Town Hall	(10)	*	(4)	(6)	Building Cleansing saving.
Legal Services	-		-	14	Outsourcing budget over spend offset by under spend on salaries.
Human Resources	15	*	6	9	Staff advertising overspend due to the vacancy control panel cessation.
Town Hall	30	*	12	18	Maintenance issues re Water Tank & Items being picked up by NWow
General Grants, Bequests & Donations	-		-	21	Increase in Discretionary Rates Relief mainly due to a new application from St Barnabas
Homelessness	-		-	(69)	Grant to fund employment of 2 new Housing & Solutions Officers appointed July 2012 (est. salary costs £40k) - c/f balance to be requested
Housing Advice	-		-	(17)	Savings c/f to fund CBL scheme harmonisation & amendments to meet Localism Act - delayed due to implementation of EDRMS & office moves - will request c/f to 2013/14
Investment Properties	-		-	(85)	Budget for contribution to Commerce way no longer required as this is now included in Joint Committee recharges.
Non Distributed Costs	-		(82)	-	Lower Pension costs estimates has resulted in a saving of £82k for 2012-13
Property Management	-		(13)	-	Grounds maintenance under spend because of Southwick Square car park resurfacing
Street Sweeping Cleansing -Adur	(65)	*	(26)	(39)	Lease vehicles replacements now funded from Capital
Tourism	-		-	(20)	Transitional year for restructure of marketing approach in line with Tourism Vision
Trade Refuse Collection	(20)		(72)	(138)	Reduction in costs due to Rabbit contract, reduction in tonnages and reduced vehicle repair costs



### 3.0 REVENUE 2012/13 FORECAST

Service Area	Joint £000s (under)/ over- spend		Adur £000s (under)/ over- spend	Worthing £000s (under)/ over- spend	Variations greater than £10,000 * Share of joint services allocated 40:60 to Councils
Treasury Management			-	43	Lower returns on investment due to low interest rates & consumption of cash arising from capital spending offset by lower than anticipated borrowing costs
Treasury Management			(404)		Improved investment income due to increased cash balances and lower than anticipated borrowings costs.
Reserves				(63)	Variation in above expenditure funded from reserves
Energy	(41)		(36)	(175)	Gas & Electricity across all services
Vacancies			(57)	53	See section 5.0
Cross Cutting	(220)		(88)	(132)	See section 4.0
<b>Total costs</b>	<b>(447)</b>		<b>(897)</b>	<b>(826)</b>	
<b>Other Variations Below £10K</b>	<b>(79)</b>		<b>(77)</b>	<b>(101)</b>	
<b>Total Variance</b>	<b>(565)</b>		<b>(661)</b>	<b>(504)</b>	

3.9 The Councils' individual Summary Projected Outturns are reported in Appendix 1a for Adur District Council and Appendix 2a for Worthing Borough Council.

3.10 There are some expenditure items that are not identified until the year end that will impact on the final outturn. These items can have a positive or negative impact on the final position.

They include:-

- Movement in the estimate for doubtful debts
- A review of any amounts needed to be set aside for liabilities that are likely to occur in the future
- Changes in allocations of staff time to outside the General Fund

### 4.0 CROSS CUTTING BUDGETS

4.1 Last year Joint Strategic Committee budgets in the categories of expenditure detailed below were underspent by £355,000.

- Equipment, furniture and material

#### 4.0 CROSS CUTTING BUDGETS

- Postage
- Printing stationery and office supplies
- Consultancy costs

An analysis of these cross cutting categories has been carried out, which indicates a projected underspend of £220,000.

- 4.2 A review of base budgets across services was undertaken last year and £170,000 of savings in cross cutting budgets were made for 2012/13 to meet the budget requirement.

#### 5.0 VACANCY SAVINGS

- 5.1 There is an allowance for staff vacancy savings in both authorities' budgets for 2012/13 (Adur £231,920 and Worthing £498,590). There is no savings target included in the JSC budget.
- 5.2 The projected estimate of salaries underspends in the JSC represents an expected contribution to Adur and Worthing's vacancy savings. At this stage the JSC is showing a projected outturn underspend of salaries of £427,000
- 5.3 At this stage in the budgetary cycle the projected outturn indicates that the vacancy savings may be met in Adur Council but may not be met in Worthing Council. The reduction of posts in the 2012/13 budgetary cycle totalled £518,000 and this will inevitably reduce the likelihood of the target being exceeded and an underspend being achieved.

#### 6.0 ADUR HOUSING REVENUE ACCOUNT (HRA)

- 6.1 Adur Homes is held within a ring fenced Housing Revenue Account. This will be the first year under the new self financing regime.

	<b>CURRENT ESTIMATE 2012/2013</b>	<b>PROJECTED OUTTURN 2012/2013</b>	<b>VARIANCE (UNDER)/ OVERSPEND 2012/2013</b>	<b>% (UNDER) OVERSPEND On gross expenditure</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	
Expenditure	12,526	12,218	(308)	
Income	(12,526)	(12,526)	0	
Net (Surplus)/ Deficit	0	(308)	(308)	2.46%

## 6.0 ADUR HOUSING REVENUE ACCOUNT (HRA)

6.2 Quarter 3 shows a saving for the HRA of £308,000 due to a projected reduction of interest payable on borrowing and a forecast underspend in Planned and Cyclical Maintenance. An additional cost of £30,000 for scanning archives (subject to approval) has also been included in Appendix 3.

6.3 As with the General Fund, there are some expenditure items that are not indentified until the year end that will impact on the final outturn. These items can have a positive or negative impact on the final position.

They include:-

- Movement in the estimate for doubtful debts
- A review of any amounts needed to be set aside for liabilities that are likely to occur in the future
- Changes in allocations of staff time from the General Fund

## 7.0 ADUR DISTRICT COUNCIL AND WORTHING BOROUGH COUNCIL CAPITAL INVESTMENT PROGRAMMES 2012/2013

### Background

7.1 In accordance with the Councils' Capital Strategy the Joint Capital Working Group oversees the implementation and progress of both Councils' Capital Investment Programmes.

7.2 The Joint Capital Working Group meets quarterly and monitors the programmes' progress and finance, seeking to address any problems at an early stage in order for schemes to be completed within budget and timescales. Where problems are highlighted the Group considers possible remedies including virements between schemes, reprofiling of budgets between years and the withdrawal of schemes from the programme when schemes are unable to proceed. This could be due to resourcing problems, time delays or other factors beyond the Councils' control.

7.3 Full summaries of the progress of all the schemes in the 2012/2013 Capital Investment Programmes are prepared each quarter highlighting:

Schemes not progressing satisfactorily	<b>Red</b>
Schemes where progress is being closely monitored	<b>Amber</b>
Schemes progressing well	<b>Green</b>
Schemes where progress is beyond officers' control	▣
Schemes where progress has improved	▲
Schemes where progress has deteriorated	▼

## **7.0 ADUR DISTRICT COUNCIL AND WORTHING BOROUGH COUNCIL CAPITAL INVESTMENT PROGRAMMES 2012/2013**

7.4 The Joint Capital Working Group also ensures that capital schemes are approved within financial regulations; a Summary of Project Initiation Document (P.I.D.) Approvals for 2012/2013 schemes and the P.I.D. documents (for schemes costing under £100,000k) are available from the Councils' Intranets.

7.5 Financial Regulations require officers to report each project on completion detailing the original estimate, tender estimate and the final outturn; a Summary of Capital Project Final Account Forms submitted together with the Forms are available from the relevant Council's Intranet.

7.6 Each year a small number of schemes are selected for a more detailed evaluation on completion and officers are asked to complete a Post Scheme Evaluation Form. These forms are also available from the relevant Council's Intranet with the Capital Project Final Account Forms above.

7.7 Learning points highlighted from 2011/2012 Post Scheme Evaluations and Capital Final Account Forms:

- (i) Lead in times for ordering specialist equipment always takes longer than anticipated.
- (ii) Installing new equipment works better when customers are not using the facilities.
- (iii) Consultation with users is important to identify actual needs and, if time is restricted, more signage and letter drops should be carried out particularly prior to finalising schemes.
- (iv) Contact other Authorities and users of equipment who are already using any proposed new equipment in order to pre-empt issues.
- (v) Schemes need to be approved as soon as the capital programme is agreed so that delays in procurement and supply are minimised.
- (vi) Need to ensure that consultants' time-frames are realistic and those deadlines are enforced. Need efficient invoicing processes between partner Authorities when recharging is required (Authorities outside of the Adur Worthing partnership). Need to ensure that responses to draft reports are collated and provided quickly and built in to the project programme.
- (vii) Time spent researching materials and equipment improves the project outcome.
- (viii) Good liaison between clients and project team can enhance the project outcomes.
- (ix) Option appraisals for large schemes need to be completed prior to submitting the capital bid in July.

**8.0 PROGRESS OF THE ADUR DISTRICT COUNCIL 2012/2013 CAPITAL INVESTMENT PROGRAMME – DECEMBER 2012**

- 8.1 There are 54 schemes in the 2012/2013 current capital investment programme of which 34 schemes are progressing satisfactorily or have completed. 1 scheme has been identified as not progressing satisfactorily and a summary of this scheme is attached as Appendix 4 to this report. A summary of the progress of all the schemes in the 2012/2013 Capital Investment Programme is available from the Council's Intranet. The current 2012/2013 budget of £4,527,020 is forecast to underspend by £190,970, resulting in an estimated outturn of £4,336,050, mainly due to non take up of Disabled Facilities Grants and discretionary Home Repair Grants.
- 8.2 The following schemes totalling £3,959,450 have been reprofiled to 2013/2014, where the original project plan has changed and the schemes are unable to complete in 2012/2013:

Scheme	Reprofiled Budget	Reason
<b>Adur Homes – Acquisition of properties</b>	£ 137,350	The Council is progressing the purchase of 5 properties in 2012/2013, two of which have completed and 3 others are expected to complete before 31 <sup>st</sup> March 2013.
<b>Adur Homes – Capital Investment Programme</b>	1,665,000	£500,000 has been reprofiled to 2013/2014 from the Fishersgate Communal Areas 2012/2013 Budget due to anticipated protracted leaseholder consultation. In addition £1,165,000 has been reprofiled to 2013/2014 from the kitchen and bathroom improvements programme which has been delayed by initial tendering difficulties. The slippage for both schemes is expected to be commissioned with a view to a commencement in the early months of 2013/2014.

**8.0 PROGRESS OF THE ADUR DISTRICT COUNCIL 2012/2013 CAPITAL INVESTMENT PROGRAMME – DECEMBER 2012**

Scheme	Reprofiled Budget	Reason
<p><b>Affordable Housing (LASHG) Programme 2012/2013 – Unallocated Budget</b></p>	<p>£ 810,000</p>	<p>In recent years the majority of affordable homes have been provided through Section 106 planning agreements with developers or through funding from the Homes and Communities Agency (HCA). The Council would still expect a significant number of homes to be provided through S106 agreements particularly on the larger strategic sites although funding from the HCA has significantly reduced. The Council continues to work closely with our Registered Provider (RP) partners to find and part fund sites where there is a compelling case. We are hopeful that a number of sites will come forward over the upcoming 12 months, which may require some financial input from the Council, so it is important to sustain an on-going budget to enable the Council to input where appropriate when a site does come forward. Negotiations are continuing on a large number of sites which might require funding.</p>
<p><b>Allotments – Provision of a new site at Halewick Lane, North Sompting</b></p>	<p>15,800</p>	<p>Due to changes in the Parks Section and the very wet weather the soil improvements and the community shed has had to be deferred until the Spring.</p>
<p><b>Asbestos Management – Removal from Council Buildings</b></p>	<p>19,870</p>	<p>No asbestos has been identified in Council properties in 2012/2013. However, it is important that the Council retains a budget so that asbestos can be removed as it is found.</p>
<p><b>Beach Huts – Construction of new beach huts to either sell or rent out</b></p>	<p>20,000</p>	<p>Sites have been identified and Planning Permission to be sought. However, as the scheme is subject to Planning Approval and timescales are uncertain, the budget has been reprofiled.</p>

**8.0 PROGRESS OF THE ADUR DISTRICT COUNCIL 2012/2013 CAPITAL INVESTMENT PROGRAMME – DECEMBER 2012**

<b>Scheme</b>	<b>Reprofiled Budget</b>	<b>Reason</b>
<b>Buckingham Park – Reconstruction of paved areas adjacent to the café</b>	£ 22,000	Scheme on hold awaiting further information and developments on the Park's pavilion.
<b>Car Park Improvements – South Street Lancing Car Park resurfacing of hard surfaces</b>	22,000	Scheme is on hold due to the planning application on adjacent land which includes works to the car park entrance as part of the planning application.
<b>Commerce Way – New drainage system (Part funded by Worthing Borough Council)</b>	56,950	Scheme has been delayed by staff being diverted to work on flooding issues in the Lancing area.
<b>CenSus ICT Schemes and Electronic Documents and Records Management</b>	35,000	The EDRMs project will be on-going into 2013/2014 and the Council is awaiting the 2013/2014 CenSus EDRMS programme.
<b>Disability Discrimination Act - Programme of Improvements 2012/2013</b>	27,000	Programme of works being compiled for 2012/2013. Remainder of budget reprofiled to 2013/2014 for DDA works which may be requested in 2013/2014.
<b>Disabled Facilities Grants</b>	90,000	These grants are mandatory and the Council has to approve all eligible grants. All approvals are for 12 months and works can be undertaken at any time in this period. Budget of £90,000 has been reprofiled for the estimated outstanding commitment at 31 <sup>st</sup> March 2013.
<b>Empty Properties Grant Award from the Homes and Communities Agency</b>	10,000	The Councils are now investment partners with the Homes and Communities Agency. However, the contract is still not signed and agreed due to changes in the contract made by the HCA. Meeting held with HCA in January 2013.
<b>Energy Efficiency Projects</b>	22,000	Commerce Way lighting upgrades and an energy management system have been delayed by staffing resources being required for the NWOW project.

**8.0 PROGRESS OF THE ADUR DISTRICT COUNCIL 2012/2013 CAPITAL INVESTMENT PROGRAMME – DECEMBER 2012**

Scheme	Reprofiled Budget	Reason
<b>Ferry Road Environmental Improvements</b>	£ 132,500	The start of the scheme has been delayed by WSCC works to the River Adur Footbridge. A meeting has been arranged with WSCC to consider timescales with their scheme. This project is not likely to start until August 2013 as there are land ownership issues to be resolved and the scheme is to be linked to the Riverside car park scheme. However, consultations on proposals have been well received by freeholders, shopkeepers and WSCC.
<b>Fishersgate Community Building – Demolition of the dome, renovation of the two remaining wings, construction of a link building, drainage works and resurfacing of the roller rink.</b>	140,000	The scheme has been delayed by the Community Centre Manager needing to relocate prior to works starting. The scheme is now due to start on site in April 2013 and complete in July 2013.
<b>Kingston Beach Area Improvements</b>	20,000	Discussions with Cabinet Members on-going to be followed by consultation on improvements, which will not complete in time for the works to be undertaken in 2012/2013.
<b>ICT CenSus Disaster Recovery (Partnership Scheme with Worthing Borough Council)</b>	20,000	Pressure on resources has not allowed progression of this project this financial year. However, the incident at Worthing in November 2012 has refocused the need to prioritise this project for delivery of a strategy by August 2013.
<b>Lancing Leisure Centre – Health and safety improvements to car park lighting</b>	34,800	Scheme deferred pending consideration of the provision of an artificial pitch at Lancing Manor, which will affect the parking arrangements at the Leisure Centre.



**8.0 PROGRESS OF THE ADUR DISTRICT COUNCIL 2012/2013 CAPITAL INVESTMENT PROGRAMME – DECEMBER 2012**

Scheme	Reprofiled Budget	Reason
<b>New Ways of Working ICT Requirements (Partnership scheme with Worthing Borough Council)</b>	£ 50,000	The New Ways of Working Project will be on-going into the new financial year and it is estimated that £50,000 of ICT equipment will not be procured until 2013/2014.
<b>Parks – Purchase of vehicles for the new joint service</b>	17,000	Due to delivery lead in times 3 vehicles will be delivered in 2013/2014.
<b>Play Area Improvements 2012/2013</b>	31,190	2012/2013 site improvements agreed with the Cabinet Member. Other play areas have been assessed and work will begin on programming the priorities raised. Remaining budget to be added to 2013/2014 provision.
<b>Pot of Gold Schemes – Shoreham Academy Student Council outdoor gym equipment and Friends of Shoreham Fort improvements</b>	30,000	The provision of outdoor gym equipment for the Shoreham Academy has been delayed by weather conditions affecting the rebuild of the Academy. The improvements to Shoreham Fort have also been delayed by the weather affecting demolition and building works.
<b>Public Conveniences Improvements</b>	40,000	Scheme delayed by discussions regarding site to the improved.
<b>Shoreham Harbour Project</b>	333,490	£75,000 has been approved by the Shoreham Harbour Project Board for improvements to the A259 but this scheme is unlikely to progress until 2013/2014. This budget and the remainder of the 2012/2013 budget have been reprofiled to 2013/2014 for future scheme approvals.
<b>Shoreham Community Centre – Renewal of roof covering</b>	71,500	The budget has been reprofiled pending the outcome of decisions on the buildings required for an Adur Council presence in the District; major alterations might be required which include the roof.

**8.0 PROGRESS OF THE ADUR DISTRICT COUNCIL 2012/2013 CAPITAL INVESTMENT PROGRAMME – DECEMBER 2012**

<b>Scheme</b>	<b>Reprofiled Budget</b>	<b>Reason</b>
<b>Southwick Beach Promenade resurfacing Phase 2</b>	£ 22,000	Phase 2 works reprofiled to 2013/2014 to be undertaken with Phase 3 works.
<b>Southwick Leisure Centre – Refurbishment of the eastern set of 3 tennis courts</b>	22,000	Scheme on hold; Impulse Leisure are considering developing the courts for alternative uses.
<b>Storage Area Network ICT</b>	12,000	The resolution of the final fixes has been delayed by the Business Continuity incident at Worthing throughout December 2012.
<b>Street Scene</b>	30,000	£30,000 has been reprofiled for the Lancing street furniture project. This scheme is to be linked and progressed with the Queensway, Lancing Regeneration Scheme, which has been programmed in the 2013/2014 Capital Investment Programme.
<b>TOTAL:</b>	<b>3,959,450</b>	

8.3 The following amendments to the 3 Year Capital Investment Programme are recommended:

8.4 The Department of Health has announced an additional £40m grant funding for disabled facilities to support local authorities and Adur District Council has been awarded £62,952. The 2012/2013 Capital Investment Programme needs to be amended to include this additional grant funding.

8.5 The Adur District Council and Worthing Borough Council 2012/2013 Capital Investment Programmes include a joint provision for the delivery of CenSus ICT schemes. The schemes to be delivered in 2012/2013 have been reassessed following changes to the Virtual Desktop Infrastructure Project and the revised schemes recommended for approval are listed below:

**8.0 PROGRESS OF THE ADUR DISTRICT COUNCIL 2012/2013 CAPITAL INVESTMENT PROGRAMME – DECEMBER 2012**

<b>Scheme</b>	<b>Adur District Council Share (47%)</b>	<b>Worthing Borough Council Share (53%)</b>	<b>Estimated Total Costs (100%)</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Switch Replacement	9,400	10,600	20,000
Virtual Desktop Infrastructure Design (CenSus)	23,500	26,500	50,000
Citrix Licences	11,280	12,720	24,000
VM Servers	15,040	16,960	32,000
Wide Area Network (Capita)	26,240	29,590	55,830
Project Management	9,400	10,600	20,000
<b>Totals</b>	<b>94,860</b>	<b>106,970</b>	<b>201,830</b>

8.6 WSCC has successfully applied for grant funding from the Department of Energy and Climate Change (DECC) for energy efficient projects in the County. Adur District Council is able to apply for funding from this grant provided expenditure is completed by 31<sup>st</sup> March 2013. The following schemes meet the criteria for grant funding and timescales are being scrutinised to ensure they can be completed prior to the deadline. No project will be commenced unless officers are certain it will be completed prior to 31<sup>st</sup> March 2013. Approval is requested to amend the Energy Efficiency Projects in the 2012/2013 Capital Investment Programme to include the following energy efficiency schemes which will be 100% funded from the DECC Grant.

<b>Scheme</b>	<b>Cost</b>
	<b>£</b>
<b>Air Source Heat Pumps</b>	35,600
<b>Ventilation Systems with Heat Recovery</b>	11,800
<b>Insulation (Wall and/or Loft)</b>	6,350
<b>Glazing Improvements</b>	6,500
<b>TOTALS:</b>	<b>60,250</b>

**9.0 PROGRESS OF THE WORTHING BOROUGH COUNCIL 2012/2013 CAPITAL INVESTMENT PROGRAMME – DECEMBER 2012**

- 9.1 There are 76 schemes in the 2012/2013 current capital investment programme of which 54 schemes are progressing satisfactorily or have completed. Only 4 schemes have been identified as not progressing satisfactorily and a summary of these schemes is attached as Appendix 5 to this report. A summary of the progress of all the schemes in the 2012/2013 Capital Investment Programme is available from the Council's Intranet. The current 2012/2013 budget of £20,263,950 is forecast to underspend by £339,070, resulting in an estimated outturn of £19,924,880, mainly due to an anticipated underspend on Disabled Facilities Grants.
- 9.2 The following budgets totalling £2,873,480 have been reprofiled to 2013/2014 and future years where the original project plan has changed and the schemes are unable to complete in 2012/2013.

Scheme	Reprofiled Budget	Reason
<p><b>Affordable Housing</b> Unallocated Budget</p> <p>Worthing Homes Northbrook College Site</p>	<p>£</p> <p>302,000</p> <p>65,000</p>	<p>In recent years the majority of affordable homes have been provided through Section 106 planning agreements with developers or through funding from the Homes and Communities Agency (HCA). The Council would still expect a significant number of homes to be provided through S106 agreements particularly on the larger strategic sites although funding from the HCA has significantly reduced. The Council continues to work closely with our Registered Provider (RP) partners to find and part fund sites where there is a compelling case. Funding of £65,000 has been allocated to enable a specially adapted disabled unit on phase 1 of the Northbrook College site. Grant funding for this scheme is anticipated Summer 2014. It is hoped that further sites will come forward over the upcoming 12 months, which may require some financial input from the Council, so it is important to sustain an on-going budget to enable the Council to input where appropriate when a site does come forward.</p>

**9.0 PROGRESS OF THE WORTHING BOROUGH COUNCIL 2012/2013 CAPITAL INVESTMENT PROGRAMME – DECEMBER 2012**

Scheme	Reprofiled Budget	Reason
<b>2 The Waterfront Improvement Works</b>	£ 43,640	Options for the property are still being considered which could result in the Council incurring costs to bring the property up to the decent homes standard. The estimated cost of the repairs is £52,000. However, issues are unlikely to be resolved this financial year and the budget has been reprofiled to 2013/2014.
<b>Beach House Park Tennis Courts – Resurfacing of surfaces</b>	60,000	Scheme originally delayed by the decision as to whether the Council retained the Bowls Championship as this affected the extent of the works required. As it has now been confirmed that the Council will not be hosting the tournament, decisions need to be taken about the future of the facility which will affect the tennis courts.
<b>Beach Huts – purchase and install new beach huts</b>	143,000	Sites identified and Planning Permission to be sought. Works anticipated between April and June 2013.
<b>Commerce Way – New drainage system (Contribution to Adur District Council scheme)</b>	36,410	Scheme has been delayed by staff being diverted to flooding issues in Lancing.
<b>Crematorium ICT Network Replacement</b>	30,000	A scheme for other crematorium driveway related works is to be undertaken in future years which would allow a new network link to be put in place at the same time.
<b>Crematorium – Replacement and resiting of the car park attendant’s kiosk</b>	19,800	Works to be undertaken during a quieter operational time – May 2013.

**9.0 PROGRESS OF THE WORTHING BOROUGH COUNCIL 2012/2013 CAPITAL INVESTMENT PROGRAMME – DECEMBER 2012**

<b>Scheme</b>	<b>Reprofiled Budget</b>	<b>Reason</b>
<b>Disability Discrimination Act Improvements Programme 2012/2013</b>	£ 34,690	Budget planned to be used for DDA requirements at the Crematorium during a quieter service operational time in 2013/2014.
<b>Electronic Document Records and Management System</b>	39,470	All services must link into the CenSus EDRMs programme to dispense with paper files. Provision for further work carried forward to 2013/2014.
<b>Empty Properties Grant Award from the Homes and Communities Agency</b>	10,000	The Councils are now investment partners with the Homes and Communities Agency. However, the contract is still not signed and agreed due to changes in the contract made by the HCA. Meeting held with HCA in January 2013.
<b>Empty Property Grants to bring empty properties back into use</b>	20,000	Timescales for enforcement action are uncertain and it is estimated that £20,000 will be required in 2013/14 to complete works commenced in 2012/2013.
<b>Energy Efficiency Projects funded from Salix interest free loan</b>	74,850	Some of the energy management schemes have been delayed by staffing resources being required for the NWOW project.
<b>Field Place – Installation of new gas mains to serve the Barn and Pavilion, including replacement heating and kitchen equipment to improve the catering provision</b>	106,000	The kitchen equipment and kitchen enabling works are scheduled for February/ March 2013. However, the new gas main and heating has been deferred to October 2013 to avoid Weddings and other summer events/ occasions at Field Place.

**9.0 PROGRESS OF THE WORTHING BOROUGH COUNCIL 2012/2013 CAPITAL INVESTMENT PROGRAMME – DECEMBER 2012**

<b>Scheme</b>	<b>Reprofiled Budget</b>	<b>Reason</b>
<b>Homefield Park – Reconstruction and refurbishment of hard surfaces</b>	£ 14,520	Scheme on hold due to land ownership issues regarding the vehicular access from Newlands Road into Homefield Park, and will also be considered as part of the Homefield Park Project.
<b>Housing Renewal Grants – Discretionary Home Repair Grants</b>	60,000	The grant scheme is now set up, but there is an inevitable lead in time for any new scheme introduced. Estimated outturn for commitments and further applications in 2012/2013 is £30,000. Remainder of budget reprofiled to 2013/2014 to cover lead in times for new grants.
<b>ICT CenSus Disaster Recovery (Partnership Scheme with Adur District Council)</b>	20,000	Pressure on resources has not allowed progression of this project this financial year. However, the incident at Worthing in November 2012 has refocused the need to prioritise this project for the delivery of a strategy by August 2013.
<b>Invest to Save Budget – General Provision</b>	74,500	Provision for small invest to save schemes to be released on a business case basis in consultation with the Cabinet Member for Resources. No schemes identified for funding in 2012/2013. Budget reprofiled.
<b>Museum and Art Gallery – Conversion of ground floor area vacated by the Tourist Information Centre into useable accommodation/exhibition space</b>	27,500	Scheme delayed whilst old TIC area is used as a Corporate hot desking area during Portland House refurbishment works.

**9.0 PROGRESS OF THE WORTHING BOROUGH COUNCIL 2012/2013 CAPITAL INVESTMENT PROGRAMME – DECEMBER 2012**

<b>Scheme</b>	<b>Reprofiled Budget</b>	<b>Reason</b>
<b>New Ways of Working ICT Requirements (Partnership scheme with Adur District Council)</b>	£ 50,000	The New Ways of Working Project will be on-going into the new financial year and it is estimated that £50,000 of ICT equipment will not be procured until 2013/2014.
<b>New Ways of Working – Portland House refurbishment</b>	50,000	Works in progress but are now scheduled to complete April 2013.
<b>New Ways of Working – Town Hall refurbishment</b>	1,329,800	Works now scheduled to start 18 <sup>th</sup> March 2013 and complete September 2013.
<b>Parks – Purchase of vehicles for the new joint service</b>	68,000	Due to delivery lead in times 3 vehicles will be delivered in 2013/2014.
<b>Pond Lane Recreation Ground – Reconstruction of footpath and vehicle access</b>	24,300	Discussions with Parks and WSCC regarding scheme details required before works can commence which will not enable works to complete in 2012/2013.
<b>Seaeconomics Seafront Regeneration</b>	40,000	The seafront play area has completed. Refurbishment of the seafront kiosk and other seafront improvements are expected to be undertaken in 2013/2014.
<b>Storage Area Network ICT</b>	18,000	The resolution of the final fixes has been delayed by the Business Continuity incident at Worthing throughout December 2012.
<b>Theatres – Purchase of new box office system</b>	20,000	Purchase orders placed for scheme to be implemented between March and April 2013 as it was agreed that a go-live date of January 2013 would be too difficult to achieve.



**9.0 PROGRESS OF THE WORTHING BOROUGH COUNCIL 2012/2013 CAPITAL INVESTMENT PROGRAMME – DECEMBER 2012**

<b>Scheme</b>	<b>Reprofiled Budget</b>	<b>Reason</b>
<b>Worthing Leisure Centre – Replacement of service pipe work</b>	<b>£ 92,000</b>	Works programmed for April/May 2013 when heating is not required for the building.
<b>TOTAL:</b>	<b>£2,873,480</b>	

- 9.3 An overspend has been reported on the Disabled Facilities Grant for the last 3 years and the demand for these grants is still high. However, grant expenditure in 2013/2014 is still anticipated to be lower than in previous years resulting in a forecast underspend of £175,000.
- 9.4 The renewal of the roof covering of the Pavilion Theatre has now completed. As previously reported the contractor’s claim for loss of earnings arising from work stoppages during the scheme is higher than estimated. Discussions are still ongoing between the consultant and the contractor regarding the final account which will confirm the extent of any further overspend still to be funded.
- 9.5 The following amendments to the 3 Year Capital Investment Programme are recommended:
- 9.6 The Department of Health has announced an additional £40m grant funding for disabled facilities to support local authorities and Worthing Borough Council has been awarded £112,763. The 2012/2013 Capital Investment Programme needs to be amended to include this additional grant funding.
- 9.7 The Council has received confirmation of a grant of £30,000 from WSCC Short Break Services for Disabled Children towards the provision of facilities for the severely disabled at the new Splash Point Leisure Centre. This grant needs to be added to the 2012/2013 budget for the new swimming pool to offset the additional cost of providing these amenities.
- 9.8 The Adur District Council and Worthing Borough Council 2012/2013 Capital Investment Programmes include a joint provision for the delivery of CenSus ICT schemes. The schemes to be delivered in 2012/2013 have been reassessed following changes to the Virtual Desktop Infrastructure Project and the revised schemes recommended for approval are listed below:

**9.0 PROGRESS OF THE WORTHING BOROUGH COUNCIL 2012/2013 CAPITAL INVESTMENT PROGRAMME – DECEMBER 2012**

<b>Scheme</b>	<b>Adur District Council Share (47%)</b>	<b>Worthing Borough Council Share (53%)</b>	<b>Estimated Total Costs (100%)</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Switch Replacement	9,400	10,600	20,000
Virtual Desktop Infrastructure Design (CenSus)	23,500	26,500	50,000
Citrix Licences	11,280	12,720	24,000
VM Servers	15,040	16,960	32,000
Wide Area Network (Capita)	26,240	29,590	55,830
Project Management	9,400	10,600	20,000
<b>Totals</b>	<b>94,860</b>	<b>106,970</b>	<b>201,830</b>

9.9 Tenders have been submitted for Field Place Barn and Pavilion to install new gas mains, replacement heating and a new commercial kitchen. The budget provision of £161,000 includes £35,000 for new kitchen equipment which is required to provide catering for all the events being held at Field Place. However, an additional £30,000 is required for building enabling works including mechanical and electrical services, and the provision of a wash up room facility with partitioning, which is necessary but additional to the original proposed capital bid. A virement of £30,000 is requested to fund this enabling and additional work from an underspend on the Denton Lounge heating scheme which is now to be funded from revenue.

**10.0 PERFORMANCE MONITORING –**

**Key Performance Indicators**

**1. % of household waste sent for reuse, recycling and composting**

<b>2011/12</b>		<b>2012/13 Q3 (2011/12 Comparison)</b>		
Adur	36.0%	Adur	34.7%	(35.09%)
Worthing	35.3%	Worthing	35.58%	(34.17%)
<b>Targets</b>	<b>40.0%</b>	<b>Targets</b>	<b>38.5%</b>	<b>(40.0%)</b>

The target for 2012/13 has been reduced from 40% to 38.5% because in the current climate 40% is not a realistic target and would not be achieved.

With respect to the waste figures, the steady downward trend of recycling collected appears to be continuing with respect to dry recycling. There is a general trend across the county & UK for the reduction in recycling. There is no one reason for this, but a number of contributing factors such as the downturn in the economy which means that people are reducing their spend on luxury items such as wine, newspapers and magazines. The packaging industry continues to 'lightweight' materials and items such as free newspapers, junk mail and telephone directories have all been scaled back.

## 10.0 PERFORMANCE MONITORING –

### Key Performance Indicators

#### 1. % of household waste sent for reuse, recycling and composting

Green waste has been very healthy this financial year, probably as a result of increasing numbers of bins issued and the wet growing season we had.

#### 2. Kilograms of residual household waste per household (Less is best)

2011/12		2012/13 (2011/12 Figures)				
			Adur		Worthing	
Adur	470	Oct	477	(466)	484	(480)
Worthing	483	Nov	477	(467)	488	(481)
<b>Target</b>	<b>500</b>	Dec	484	(481)	484	(452)
		<b>Targets</b>	<b>500</b>	<b>(500)</b>	<b>500</b>	<b>(500)</b>

#### 3. Council Tax Collection (Quarter 3)

2011/12		2012/13 Quarter 3 (2011/12 Figures)		
Adur	97.70%	Adur	86.15%	(85.78%)
Worthing	97.99%	Worthing	90.90%	(89.72%)
<b>Targets</b>	<b>97.50%(A) 98.00%(W)</b>	<b>Yearly Targets</b>	<b>97.50%(A) 98.00%(W)</b>	

The continuing economic climate has resulted in ongoing challenges in relation to the collection of Council Tax but efforts are being maintained to ensure that income to the Councils is maximised. The Councils are currently looking at payment patterns to see if we can increase collection amongst specific sectors and hopefully this will mean the collection rates will increase through the year.

#### 4. Business Rates (Quarter 3)

2011/12		2012/13 Quarter 3(2011/12 Figures)		
Adur	97.25%	Adur	86.02%	(85.25%)
Worthing	98.21%	Worthing	89.43%	(92.39%)
<b>Target</b>	<b>(A)97.00% (W) 95.00%</b>	<b>Yearly Targets</b>	<b>(A) 97.00% (W) 98.00%</b>	

Business rate collections for Worthing are down compared with the same period the previous year. There is no clear explanation for this, however, some payments were delayed due to the ICT failures during November/December and also there is now a deferral payment scheme in place for Business Rates payments where businesses can opt to make payments later. There is also the possibility that the current economic climate is affecting collection rates but the situation is being closely monitored and the latest information for early 2013 suggests that collection rates are picking up.

## 10.0 PERFORMANCE MONITORING –

### 5. Sickness Rates

The joint sickness absence figures for Adur and Worthing:-

#### 2012/13

**Quarter 1** = 1.68 days

This is based on a total number of days for 760.38 FTE

**Quarter 2** = 1.58 days

This is based on a total number of 1213.5 days for 768.59 FTE

**Quarter 3** = 1.92 days

This is based on a total number of 1434.5 days for 747.43 FTE

The Committee should note that there has been a slight rise in Quarter 3 sickness rates. To put this rise in context in Quarter 3 2011/12 1620 days were lost due to sickness using an FTE of 727.05 which was an average of 2.23 days. Quarter 3 2012/13 is, therefore, a reduction (albeit based on a higher FTE). This increase in Quarter 3 2012/13 was due to it being the autumn/winter months and more staff were absent for colds, coughs etc.

### 6. Other issues – New indicators

Indicators relating to households in temporary accommodation and supply of affordable housing are no longer being reported because the information does not give an accurate reflection of the issues.

Officers are, however, developing indicators relating to New Homes Bonus and Business Rates collection which better reflect the emerging new priorities and these will be reported in the next report to the Committee in July 2013.

## 11.0 CONCLUSIONS

- 11.1 At Quarter 3 of the revenue budgetary cycle a healthy underspend is anticipated for both authorities. Overall income streams have been volatile and are underachieving (offset by Treasury Management in Adur). Expenditure is being controlled to counter this upward pressure.

## 12.0 RECOMMENDATIONS

### 12.1 The Joint Strategic Committee is asked:

- (a) To note the report and projected outturn position for the Joint, Adur and Worthing revenue Budgets and proposed use of reserves (Appendix 1b and 2b);

## 12.0 RECOMMENDATIONS

### 12.1 The Joint Strategic Committee is asked:

- (b) With respect to the Capital Investment Programme for Adur District Council
- To note the reprofiling of the Adur District Council capital schemes listed in paragraph 8.2.
  - To approve the amendment to the 2013/2013 Capital Investment Programme to include the additional Disabled Facilities Grant as advised in paragraph 8.4.
  - To approve the revisions to the 2012/2013 expenditure on the Joint CenSus ICT schemes as detailed in paragraph 8.5.
  - To approve the additional energy efficiency schemes as detailed in paragraph 8.6 funded from grant from the Department of Energy and Climate Change.
- (c) With respect to the Capital Investment Programme for Worthing Borough Council
- To note the reprofiling of the Worthing Borough Council capital schemes listed in paragraph 9.2.
  - To note the forecast underspend in the Disabled Facilities Grant Budget as detailed in paragraph 9.3.
  - To note the ongoing discussions regarding the Pavilion Theatre renewal of roof covering final account and the need to fund the additional costs as advised in paragraph 9.4.
  - To approve the amendment to the 2012/2013 Capital Investment Programme to include the additional Disabled Facilities Grant as advised in paragraph 9.6.
  - To approve the amendment to the 2012/2013 Capital Investment Programme to include the grant from WSCC Short Breaks Services for Disabled Children to provide facilities for the severely disabled at the new Splash Point Leisure Centre as advised in paragraph 9.7.
  - To approve the revisions to the 2012/2013 expenditure on the Joint CenSus ICT schemes as detailed in paragraph 9.8.
  - To approve the virement of £30,000 for the Field Place heating scheme from the Denton Lounge heating scheme as detailed in paragraph 9.9.
- (d) note the updated risk register included in Appendix 6 and the performance monitoring items included in section 10.

**SARAH GOBEY**

**Executive Head Financial Services  
And Section 151 Officer**

**Local Government Act 1972**

**Background Papers:**

2012/13 Budget Monitoring Reports to the Joint Strategic Committee  
2012/13 1<sup>st</sup> Capital, Revenue Budget and Performance Monitoring  
<http://www.adur-worthing.gov.uk/media/media,104211,en.pdf>

Revenue Budget 2012/13 Joint, Adur and Worthing  
Revenue Estimate 2012/13 - <http://www.adur-worthing.gov.uk/media/media,90319,en.pdf> –  
Capital Investment Programme 2012/13 – 2014/15 -  
<http://www.adur-worthing.gov.uk/media/media,90306,en.pdf>

Outturn Revenue and Capital Reports 2012/13 Joint Strategic Committee, Adur District  
Council and Worthing Borough Council  
*Final Revenue and Capital Outturn for Joint, Adur and Worthing 2011/12 - <http://www.adur-worthing.gov.uk/media/media,104238,en.pdf>*

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## **SCHEDULE OF OTHER MATTERS**

### **1.0 COUNCIL PRIORITY**

- 1.1 The monitoring of the budget and performance underpins the achievement of both Councils' priorities.

### **2.0 SPECIFIC ACTION PLANS**

- 2.1 The Medium Term Financial Plan

### **3.0 SUSTAINABILITY ISSUES**

- 3.1 Matter considered and no issues identified

### **4.0 EQUALITY ISSUES**

- 4.1 Matter considered and no issues identified

### **5.0 COMMUNITY SAFETY ISSUES (SECTION 17)**

- 5.1 Matter considered and no issues identified

### **6.0 HUMAN RIGHTS ISSUES**

- 6.1 Matter considered and no issues identified

### **7.0 REPUTATION**

- 7.1 Matter considered and no issues identified

### **8.0 CONSULTATIONS**

- 8.1 Matter considered and no issues identified

### **9.0 RISK ASSESSMENT**

- 9.1 Matter considered and no issues identified

### **10.0 HEALTH and SAFETY ISSUES**

- 10.1 Matter considered and no issues identified

### **11.0 PROCUREMENT STRATEGY**

- 11.1 Matter considered and no issues identified

### **12.0 PARTNERSHIP WORKING**

- 12.1 This report contains details of the outturn for the Adur and Worthing Partnership.


- 12.2 Contained within accounts of both Councils is the relevant share of the Adur and Worthing Partnership arrangements.

## SUMMARY - THIRD QUARTER PROJECTED OUTTURN 2012/13

Actual Previous year 2011/12	ADUR CABINET MEMBER PORTFOLIOS	Original Estimate 2012/13	Current Estimate 2012/13	Projected Outturn to 31st March 2013	Forecast Over/(Under)
3,574,740	CM for Environment	3,442,320	3,331,080	3,230,080	(101,000)
763,018	CM for Health & Wellbeing	884,700	1,146,992	1,146,992	0
1,632,305	CM for Customer Services	1,146,560	1,146,520	1,347,520	201,000
478,323	CM for Leader	519,270	517,750	507,750	(10,000)
1,189,917	CM for Regeneration	1,713,570	1,753,340	1,823,340	70,000
2,093,033	CM for Resources	2,044,110	2,109,520	1,651,520	(458,000)
0	Support services	216,760	203,928	132,928	(71,000)
	Cross Cutting Variances			(36,000)	(36,000)
0	Estimated Joint Service Efficiencies/Vacancies	0	0	(145,000)	(145,000)
9,731,336	<b>Total Cabinet Member</b>	9,967,290	10,209,130	9,659,130	(550,000)
(1,309,007)	Capital Charges	(1,220,690)	(1,220,690)	(1,220,690)	0
710,578	Minimum Revenue Provision	847,280	847,280	736,280	(111,000)
(68,402)	Non ringfenced grants	0	0	0	0
1,701	Financial Instruments Adjustment Account				0
9,066,206		9,593,880	9,835,720	9,174,720	(661,000)
	<b>transfer to/from reserves</b>				
0	Contribution to/(from reserves)	88,340	(153,500)	(153,500)	0
	Budgeted contribution to Reserves	206,700	206,700	206,700	0
	Inter Company (Joint) virements	0	0	0	0
15,760	Revenue Contributions to Capital Expenditure	0	0	0	0
198,876	Transfer from reserves to fund specific expenditure (carry forwards)	0	0	0	0
437,958	Net Underspend/(Overspend) Recommended For Transfer To/(From) Reserves	0	0	661,000	661,000
9,718,800	<b>Total Budget requirement before External Support from Government</b>	9,888,920	9,888,920	9,888,920	0



## Appendix 1b


 <b>Earmarked Revenue Reserve Accounts</b>	Opening Balance 12/13	Estimated Decrease in 2012/13	Estimated Increase 2012/13	Projected Closing Balance 2012/13
Capacity Issues Fund (formerly discount fund) <ul style="list-style-type: none"> <li>- Carry forward from 2010/11 Dial-a-Ride Grant (subject to conditions) JSC 21/06/2012</li> <li>- Big Society initiatives (JSC 29th September 2011)</li> <li>- Office Accommodation NoW specialists (JSC February 2012)</li> <li>- Funding for Olympic and Jubilee events etc</li> <li>- New Ways of Working Project (28/02/12)</li> <li>- Contribution to external organisation to run Adur Festival (26/07/12 JSC/026/12-13) agreed for 3 years</li> <li>- CAPITA Single Person Discount review (26/07/12 JSC/028/12-13)</li> <li>- Pot of Gold Small Pot and Super Small Pot (26/07/12 JSC/038/12-13)</li> <li>- Redundancy costs re Grounds Maint restructure (27/09/12 JSC/049)</li> <li>- Grant to Ropetackle Trust re appointment of professional manager (21 Dec 2012: LDR/013/12-13) agreed for 2 years</li> <li>- Budgeted contribution</li> </ul>	1,315,221	(6,000) (5,000) (42,640) (5,500) (296,890) (4,400) (20,000) (22,000) (100,000) (20,000)	206,700	999,491
Insurance Fund	190,331			190,331
New Technology Fund	37,300			37,300
Local Plan (Adur)	186,290	(149,000)		37,290
Partnership Development Fund <ul style="list-style-type: none"> <li>- Procurement Practitioner (Adur share of £35k 60/40)</li> <li>- Salary funding</li> </ul>	121,474	(14,000) (39,140)		68,334
Community Alarm	8,020			8,020
Health & Safety	32,545			32,545
Investment Property Maintenance Fund <ul style="list-style-type: none"> <li>- Revenue maintenance programme</li> </ul>	68,387	(68,387)		-
Building Maintenance Fund <ul style="list-style-type: none"> <li>- Revenue maintenance programme</li> </ul>	150,810			150,810
Performance Reward Grant Fund	26,398			26,398
Election Reserve	10,380			10,380
Vehicle Repair and Renewal Reserve	29,200			29,200
General Fund - Carry Forward Reserve <ul style="list-style-type: none"> <li>- Invest to save Empty Properties</li> </ul> <b>Expenditure funded from approved carry forwards from 2011/12</b>	278,657	(14,000) (163,840)	14,000	114,817
Others (all under £10,000)	18,726			18,726
<b>Projected Underspend/ (Overspend) (Reserve to be identified at outturn).</b>			661,000	661,000
General Fund Reserve	858,770			858,770
<b>TOTALS</b>	<b>3,332,509</b>	<b>(970,797)</b>	<b>881,700</b>	<b>3,243,412</b>

SUMMARY - THIRD QUARTER PROJECTED OUTTURN 2012/13



Actual Previous year 2011/12	WORTHING CABINET MEMBER PORTFOLIOS	Original Estimate 2012/13	Current Estimate 2012/13	Projected Outturn to 31st March 2013	Forecast Over/(Under)
2,990,535	CM for Environment	3,404,290	4,978,840	4,774,840	(204,000)
1,640,190	CM for Health & Wellbeing	1,449,450	1,344,460	1,367,460	23,000
5,075,630	CM for Customer Services	4,845,940	3,509,060	3,523,060	14,000
766,553	Leader	837,460	840,450	865,450	25,000
2,662,612	CM for Regeneration	2,547,980	2,534,450	2,703,450	169,000
2,911,120	CM for Resources	2,718,080	2,585,790	2,592,790	7,000
0	Holding Accounts	551,650	817,840	684,840	(133,000)
	Cross Cutting Variances			(175,000)	(175,000)
	Estimated Joint Service				
0	(Efficiencies)/Vacancy Shortfall	0		(79,000)	(79,000)
<b>16,046,640</b>	<b>Total Cabinet Member</b>	<b>16,354,850</b>	<b>16,610,890</b>	<b>16,257,890</b>	<b>(353,000)</b>
(2,690,279)	Capital Charges	(2,532,210)	(2,532,210)	(2,532,210)	0
369,032	Minimum Revenue Provision	505,690	505,690	417,690	(88,000)
(270,988)	Non ring fenced grants	(445,400)	(445,400)	(445,400)	0
<b>13,454,405</b>		<b>13,882,930</b>	<b>14,138,970</b>	<b>13,697,970</b>	<b>(441,000)</b>
	<b>transfer to/from reserves</b>				
956,099	Contribution to/(from reserves)	(2,300)	(2,300)	(65,300)	(63,000)
	Budgeted contribution to/(from) Reserves	114,140	(141,900)	(141,900)	0
0	Collection fund	10,070	10,070	10,070	0
(1,033,764)	Transfer from reserves to fund specific expenditure (carry forwards)	0	0	0	0
(123,040)	Net Underspend/(Overspend) Recommended For Transfer To/(From) Reserves	0	0	504,000	504,000
<b>13,253,700</b>	<b>Total Budget requirement before External Support from Government</b>	<b>14,004,840</b>	<b>14,004,840</b>	<b>14,004,840</b>	<b>0</b>

Appendix 2b

 Earmarked Revenue Reserve Accounts	Opening Balance 2012/13	Estimated Decrease 2012/13	Estimated Increase 2012/13	Projected Closing Balance 2012/13
	£	£	£	£
<b>Capacity Issue Reserve</b>	2,932,289			
Invest to save Empty Properties		(40,000)	40,000	
Procurement practitioner to backfill work of Business Services Manager total £35k split 60/40		(21,000)		
BID Levy - year 1		(7,000)		
Reg Annual Events 2010/11 - 2012/13		(15,000)		
Participatory Budgeting Project (21 June 2012 JSC/14/11-12)		(25,000)		
Invest to save schemes (Theatres) (26/07/12 JSC/035/12-13) *C		(244,950)		
Business Transformation (JSC 2/12/2010)		(55,000)		
Big Society Initiatives		(5,000)		
New Ways of Working Project (28/02/12) *C		(523,010)		
Swimming Pool *C		(105,000)		
Marketing/legal costs re disposal of High St & Civic Centre car park sites (28/02/12 JSC/094/11-12) up to £50k each		(100,000)		
- CAPITA Single Person Discount review (26/07/12 JSC/028/12-13)		(20,000)		
Investment at Commerce Way and Worthing car parks (27/09/12 JSC/049/12-13)		(30,000)		
<b>Expenditure funded from approved carry forwards from 2011/12</b>		(179,590)		
- Budgeted contribution			114,140	
				1,715,879
<b>Crematoria Abatement</b> *C	301,998	(301,998)		0
<b>Crematorium Improvement</b> *C	0	(51,450)	51,450	0
<b>Insurance Reserve</b>				
Net use of insurance reserve	499,257	(58,170)	30,000	471,087
<b>Joint Health Promotion Reserve</b>	44,247			44,247
<b>Leisure Lottery &amp; Other Partnerships</b>				
*C	77,767			77,767
<b>Leisure Options</b> *C	292,154	(292,154)		0
<b>Museum reserve</b>	110,308			110,308
<b>Planning Delivery Grant</b>	155,362			
Homefield report (JSC034/12-13)		(11,000)		
Use of planning delivery grant		(10,000)		134,362
<b>Special &amp; Other Emergency Reserve</b>	536,362			
Redundancy Costs		(35,000)		
Redundancy Costs (27/09/12 JSC/049/12-13)		(150,000)		
Members' Allowances (17/07/12 Council C/018/12-13)		(20,000)		
				331,362
<b>VAT exemption liability - Palatine Pavilion</b>	211,860			211,860
<b>Vehicle Repairs &amp; Renewal</b>	97,000			97,000
<b>Capital Expenditure Reserve</b> *C	73,158			73,158
<b>Projected Underspend/ (Overspend) (Reserve to</b>			504,000	504,000
<b>General Fund Working Balance</b>	1,142,885			1,142,885
	6,474,647	(2,300,322)	739,590	4,913,915

\* Capital

Appendix 3

HOUSING REVENUE ACCOUNT QUARTER 3 BUDGET MONITORING

Housing Revenue Account		Quarter 3	
	ESTIMATE 2012/13	Current Estimate 2012/13	PROJECTED OVER/ (UNDERSPEND) 2012/13
	£	£	£
<b>EXPENDITURE</b>			
General Management	2,200,750	2,200,750	-
Special Services	1,016,400	1,046,400	30,000
Rent, Rates, Taxes & Other Charges	20,290	20,290	-
Contribution to Repairs Account	2,305,000	2,175,000	(130,000)
Revenue Contribution to Capital	1,877,330	1,877,330	-
Provision for refurbishment & New Build	40,140	40,140	-
Charges for Capital	2,941,200	2,733,370	(207,830)
HRA Subsidy Payable	-	-	-
Depreciation transfer to MRR Inc Non Op Assets	2,124,670	2,124,670	-
Bad/Doubtful Debt	-	-	-
Vacancy savings HRA	-	-	-
<b>TOTAL EXPENDITURE</b>	<b>12,525,780</b>	<b>12,217,950</b>	<b>(307,830)</b>
<b>INCOME</b>			
Dwelling Rents	(11,212,980)	(11,212,980)	-
Non-Dwelling Rents	(474,570)	(474,570)	-
Heating Charges	(93,350)	(93,350)	-
Leaseholder's Service Charges	(109,190)	(109,190)	-
Other Service Charges	(589,370)	(589,370)	-
Contributions towards Expenditure	(18,320)	(18,320)	-
Interest Received	(28,000)	(28,000)	-
HRA Subsidy Receivable	-	-	-
Major Repairs Allowance	-	-	-
Transfer re: Shared Amenities	-	-	-
<b>TOTAL INCOME</b>	<b>(12,525,780)</b>	<b>(12,525,780)</b>	<b>-</b>
<b>NET (SURPLUS)/DEFICIENCY</b>	<b>-</b>	<b>(307,830)</b>	<b>(307,830)</b>
<b>BALANCES</b>			
1st April	(1,761,489)	(1,761,489)	
31st March	(1,761,489)	(2,069,319)	

CAPITAL MONITORING SUMMARY 2012/2013							DECEMBER 2012		
Cabinet Portfolios	(1) Total ADC Scheme Budgets £	(2) Previous Years' Spend £	(3) 2012/13 Original Budget £	(4) Slippage b/f from 2011/12 £	(5) Approved Changes to Original Budget £	(6) 2012/13 Budget Reprofiled to 2013/14 and Future Years £	(7) 2012/13 Current Budget £	(8) 2012/13 Spend to Date £	(9) Spend % of Current Budget
Customer Services	4,552,560	15,390	4,320,770	54,480	170,000	(1,914,150)	2,631,100	938,417	35.67%
Environment	932,010	157,669	628,810	11,260	143,250	(177,990)	605,330	388,222	64.13%
Health and Wellbeing	502,250	17,420	379,790	(1,050)	12,500	(320,370)	70,870	59,959	84.60%
Regeneration	1,887,360	1,860	1,766,780	108,720	10,000	(1,375,990)	509,510	170,566	33.48%
Resources	908,720	94,890	363,820	57,550	459,790	(170,950)	710,210	191,004	26.89%
<b>TOTALS</b>	<b>8,782,900</b>	<b>287,229</b>	<b>7,459,970</b>	<b>230,960</b>	<b>795,540</b>	<b>(3,959,450)</b>	<b>4,527,020</b>	<b>1,748,168</b>	<b>38.62%</b>

**Financing of 2012/13 Capital Programme:**

<b>Adur Homes Capital Programme:</b>	<b>£'000</b>
Revenue Contributions:	1,910
Borrowing	-
Major Repairs Reserve	297
Capital Receipts:	100
	<u><b>2,307</b></u>

<b>General Capital Programme:</b>	<b>£'000</b>
Prudential Borrowing:	1,323
Capital Receipts:	302
Government Grants:	326
Revenue Reserves and Contributions	118
Other Contributions:	151
	<u><b>2,220</b></u>

**Capital Monitoring - Summary of Progress:**

Schemes not progressing satisfactorily or where there are financial issues:	1
Schemes where progress is being closely monitored:	19
Schemes progressing well:	22
Schemes completed:	12
<b>Total Schemes:</b>	<u><b>54</b></u>
Current Budget:	4,527
Estimated 2012/2013 Underspends:	(191)
<b>Forecast 2012/2013 Outturn:</b>	<u><b>4,336</b></u>



(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
SCHEME (Responsible Officer)	Total ADC Scheme Budget  £	Previous Years' Spend  £	2012/13 Original Budget  £	Budget Reprofiled to 2013/14 and Future Years  £	2012/13 Current Budget  £	2012/13 Spend to Date  £	Anticipated Completion Date (C) / Approval Report(D)/ P.I.D(P)	2012/13 Anticipated (Underspend) /Overspend (Council Resources)  £	COMMENTS AND PROGRESS	Status
									<input checked="" type="checkbox"/> Progress Beyond Council's Control <input type="checkbox"/> Scheme Progress Improved <input type="checkbox"/> Scheme Progress Deteriorated	
Schemes not progressing satisfactorily or where there are financial issues	810,000	-	810,000	810,000	-	-		-	Scheme Details Below	RED
Schemes where progress is being closely monitored	5,586,130	21,470	5,019,080	2,866,460	2,698,200	961,857		20,980	Scheme Details on Intranet	AMBER
Schemes progressing well	1,805,660	160,030	1,269,340	282,990	1,353,440	360,189		(164,350)	Scheme Details on Intranet	GREEN
Schemes completed	581,110	105,729	361,550	-	475,380	426,122		(47,603)	Scheme Details on Intranet	GREEN
<b>TOTAL: C.I.P. 2012/13</b>	<b>8,782,900</b>	<b>287,229</b>	<b>7,459,970</b>	<b>3,959,450</b>	<b>4,527,020</b>	<b>1,748,168</b>		<b>(190,970)</b>		
<b>Partnership Schemes with Registered Social Landlords. (£477k Funded by S106)</b>	810,000	-	810,000	810,000	-	-	T.B.C. (C) T.B.C. (D)	-	In recent years the majority of affordable homes have been provided through Section 106 planning agreements with developers or through funding from the Homes and Communities Agency (HCA). The Council would still expect a significant number of homes to be provided through S106 agreements particularly on the larger strategic sites although funding from the HCA has significantly reduced. Cont./...	<input checked="" type="checkbox"/>



(1) SCHEME (Responsible Officer)	(2) Total ADC Scheme Budget  £	(3) Previous Years' Spend  £	(4) 2012/13 Original Budget  £	(5) Budget Reprofiled to 2013/14 and Future Years  £	(6) 2012/13 Current Budget  £	(7) 2012/13 Spend to Date  £	(8) Anticipated Completion Date (C) / Approval Report(D)/ P.I.D(P)	(9) 2012/13 Anticipated (Underspend) /Overspend (Council Resources)  £	(10) COMMENTS AND PROGRESS	(11) Status
Partnership Schemes with Registered Social Landlords. (Cont.)									<p> <input checked="" type="checkbox"/> Progress Beyond Council's Control  <input type="checkbox"/> Scheme Progress Improved  <input type="checkbox"/> Scheme Progress Deteriorated                 </p> <p>The Council continues to work closely with out Registered Provider (RP) partners to find and part fund sites where there is a compelling case. We are hopeful that a number of sites will come forward over the upcoming 12 months, which may require some financial input from the Council, so it is important to sustain an ongoing budget to enable the Council to input where appropriate when a site does come forward. Negotiations are continuing on a large number of sites which might require funding.</p>	
<b>TOTAL:</b>	<b>810,000</b>	<b>-</b>	<b>810,000</b>	<b>810,000</b>	<b>-</b>	<b>-</b>		<b>-</b>		

RESPONSIBLE OFFICERS:

PS Paul Spedding

Executive Head of Housing, Health and Community Safety

**CAPITAL MONITORING SUMMARY 2012/2013**

**DECEMBER 2012**

Cabinet Portfolios	(1) Total WBC Scheme Budgets £	(2) Previous Years' Spend £	(3) 2012/13 Original Budget £	(4) Net Slippage b/f 2011/12 £	(5) Approved Changes to Original Budget £	(6) 2012/13 Budget Reprofiled to 2013/14 and Future Years £	(7) 2012/13 Current Budget £	(8) 2012/13 Spend to Date £	(9) Spend % of Current Budget
Customer Services	3,272,800	1,076,050	2,063,600	8,850	125,200	504,500	1,693,150	669,697	39.55%
Environment	26,058,350	8,442,350	15,146,940	1,128,150	549,700	414,620	16,410,170	11,437,631	69.70%
Health and Wellbeing	34,690	-	35,280	-	-	34,690	590	-	0.00%
Regeneration	423,950	27,120	310,100	25,910	37,000	183,000	190,010	112,651	59.29%
Resources	3,833,120	244,680	878,570	76,350	2,751,780	1,736,670	1,970,030	379,051	19.24%
<b>TOTALS</b>	<b>33,622,910</b>	<b>9,790,200</b>	<b>18,434,490</b>	<b>1,239,260</b>	<b>3,463,680</b>	<b>2,873,480</b>	<b>20,263,950</b>	<b>12,599,029</b>	<b>62.17%</b>

**Financing of 2012/13 Capital Programme:**

	<b>£'000</b>
Borrowing:	14,159
Capital Receipts:	4,361
Revenue Contributions and Reserves:	783
Government Grants:	567
Other Contributions:	394
	<u><u>20,264</u></u>

**Capital Monitoring - Summary of Progress:**

Schemes not progressing satisfactorily or where there are : financial issues:	4
Schemes where progress is being closely monitored:	13
Schemes progressing well:	39
Schemes not proceeding:	5
Schemes completed:	15
<b>Total Schemes:</b>	<u><u>76</u></u>

	<b>£'000</b>
Current Budget:	20,264
Estimated 2012/2013 Underspends:	(339)
<b>Forecast 2012/2013 Outturn:</b>	<u><u>19,925</u></u>



(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
<b>SCHEME (Responsible Officer)</b>	<b>Total WBC Scheme Budget</b>	<b>Previous Years' Spend</b>	<b>2012/13 Original Budget</b>	<b>Budget Reprofiled to 2013/14 and Future Years</b>	<b>2012/13 Current Budget</b>	<b>2012/13 Spend to Date</b>	<b>Anticipated Completion Date (C) / Approval Report(D)/ P.I.D (P)</b>	<b>2012/13 Anticipated (Underspend) /Overspend (Capital Resources)</b>	<b>COMMENTS AND PROGRESS</b>	<b>Status</b>
	£	£	£	£	£	£		£	<input checked="" type="checkbox"/> <b>Progress Beyond Council's Control</b> £ <b>Schemes With Financial Issues</b> ▲ <b>Scheme Progress Improved</b> ▼ <b>Scheme Progress Deteriorated</b>	
Schemes not progressing satisfactorily or where there financial issues	1,222,000	682,910	552,140	451,640	87,450	85,413		91,213	Scheme Details Below	RED
Schemes where progress is being closely monitored	876,740	5,550	557,840	509,690	482,080	99,460		(102,560)	Scheme Details on Intranet	AMBER
Schemes progressing well	29,107,930	7,180,820	16,067,640	1,912,150	18,160,040	11,916,110		(183,740)	Scheme Details on Intranet	GREEN
Completed Schemes	2,416,240	1,903,580	769,330	-	1,534,380	498,046		(47,581)	Scheme Details on Intranet	GREEN
Non Proceeding Schemes	-	17,340	487,540	-	-	-		(96,400)	Scheme Details on Intranet	N/A
<b>TOTAL: C.I.P. 2012/13</b>	<b>33,622,910</b>	<b>9,790,200</b>	<b>18,434,490</b>	<b>2,873,480</b>	<b>20,263,950</b>	<b>12,599,029</b>		<b>(339,070)</b>		
<b>Affordable Housing Programme</b> Partnership Schemes with Registered Social Landlords. (Unallocated Budget) (PS)	302,000	-	367,000	302,000	-	-	T.B.A. (C) T.B.A. (D)		In recent years the majority of affordable homes have been provided through S106 planning agreements with developers or through funding from the Homes and Communities Agency (HCA). The Council would still expect a significant number of homes to be provided through S106 agreements particularly on the larger strategic sites although funding from the HCA has Cont./...	<input checked="" type="checkbox"/>

(1) SCHEME (Responsible Officer)	(2) Total WBC Scheme Budget  £	(3) Previous Years' Spend  £	(4) 2012/13 Original Budget  £	(5) Budget Reprofiled to 2013/14 and Future Years  £	(6) 2012/13 Current Budget  £	(7) 2012/13 Spend to Date  £	(8) Anticipated Completion Date (C) / Approval Report(D)/ P.I.D (P)	(9) 2012/13 Anticipated (Underspend) /Overspend (Capital Resources)  £	(10) COMMENTS AND PROGRESS  <input checked="" type="checkbox"/> Progress Beyond Council's Control £ Schemes With Financial Issues ▲ Scheme Progress Improved ▼ Scheme Progress Deteriorated	(11) Status
Partnership Schemes with Registered Social Landlords. (Unallocated Budget) (Cont.)									significantly reduced. The Council continues to work closely with our Registered Provider (RP) partners to find and part fund sites where there is a compelling case. Approval has recently been agreed to provide £65k funding to enable a specially adapted disabled unit on phase 1 of the Northbrook College site. Grant funding anticipated Summer 2014. We are hopeful that further sites will come forward over the upcoming 12 months which may require some financial input from the Council, so it is important to sustain an on-going budget to enable the Council to input where appropriate when a site does come forward.	
<b>Environment Schemes</b> <b>Field Place</b> Installation of new gas mains to serve the Barn and Pavilion, including replacement heating and Kitchen equipment to improve the catering provision (HB)	161,000	-	111,500	106,000	55,000	150	Dec 13 (C) 27.3.12 (D)	30,000	Tendering in progress and the kitchen works have been programmed during a quiet operational time in Feb/Mar 13. The heating works have been deferred to Oct 13 to avoid the weddings and occasions season. However, an additional £30k has been requested for building enabling works including mechanical and Cont./.....	£ ▼

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
SCHEME (Responsible Officer)	Total WBC Scheme Budget £	Previous Years' Spend £	2012/13 Original Budget £	Budget Reprofiled to 2013/14 and Future Years £	2012/13 Current Budget £	2012/13 Spend to Date £	Anticipated Completion Date (C) / Approval Report(D)/ P.I.D (P)	2012/13 Anticipated (Underspend) /Overspend (Capital Resources) £	COMMENTS AND PROGRESS	Status
<b>Field Place</b> Heating and Kitchen Equipment (Cont.)									electrical services and the provision of a wash up room facility with partitioning, which is necessary but additional to the original capital bid.	
<b>Customer Services Pavilion</b> Renewal of Roof Covering (HB)	715,000	682,550	30,000	-	32,450	85,263	Sept 12 (C) 5.3.09 (D)	52,813	Works complete. Discussions ongoing between consultant and contractor regarding the final account and the loss of earnings claim which is higher than anticipated.	£
<b>Properties</b> 2 The Waterfront (23 Eirene Road) Improvement Works (BCC)	44,000	360	43,640	43,640	-	-	T.B.A. (C) T.B.A.(D)	8,400	Options for the property are still being considered which could result in the Council incurring costs to bring the property up to the decent homes standard. The estimated cost of the repairs is £52,000. However, Issues are unlikely to be resolved this financial year and the budget has been reprofiled to 2013/14.	
<b>TOTAL: C.I.P. 2012/13</b>	<b>1,222,000</b>	<b>682,910</b>	<b>552,140</b>	<b>451,640</b>	<b>87,450</b>	<b>85,413</b>		<b>91,210</b>		

**RESPONSIBLE OFFICERS:**

BCC Bob Cliff  
 HB Helen Buck  
 PS Paul Spedding

Estates Officer  
 Survey and Design Services Manager  
 Executive Head of Housing, Health and Community Safety

**SIGNIFICANT CORPORATE RISKS MONITORED AND REVIEWED BY  
MANAGEMENT TEAM ON A MONTHLY BASIS**

1. Declining partner resources and partners as a matter of course expecting us to contribute to their schemes (e.g. Environment Agency) impacts on the ability of the Councils to achieve their joint objectives with partners.
2. **Housing:**
  - a) Not being able to deliver the right type of housing
  - b) Insufficient affordable housing developed to meet needs and targets.
3. Failure to implement New ways of Working to expectations.
4. Failure to sell Civic Centre within the right timescales and sufficient price.
5. Delivery and implementation of localising support for Council Tax
6. **Localism** - failure to collect enough business rates leading to an adverse impact on Council tax and a significant budgetary impact on the Council
7. Unable to raise sufficient capital by ensuring the timely sale of sites to allow projects to go forward, such as Worthing's new swimming pool, without a major drain on the revenue budget.
8. Failure to actively manage less predictable income streams.
9. Failure to support and influence training, educational and skills provision locally to ensure appropriate skills and competencies to compete in the local employment market.
10. Failure to support businesses in creating jobs and regenerating neighbourhoods.
11. Regeneration of Teville Gate not achieved.
12. Lack of capacity of senior management/change managers to effectively lead the change programme (ability to lead key projects and do the day job).
13. Risk that changes to the benefits system e.g. housing benefit reforms, introduction of universal credit, changes to Council Tax lead to increased homelessness.

**SIGNIFICANT CORPORATE RISKS MONITORED AND REVIEWED BY  
MANAGEMENT TEAM ON A MONTHLY BASIS**

14. Job evaluation not being completed to time impacting on staff morale.
15. Reduction by a net of £500,000 of the Worthing grounds maintenance budget will entail substantial service reduction and may prove unacceptable to the public and politically.
16. Business Impact Analysis not being completed by Managers for each of their sections.
17. Freedom of information and Data Protection Act request handling is not working as effectively as it could.
18. Reconciliation of key financial systems not being completed in a timely manner. (Priority 1 Audit recommendation)
19. Purchase Orders not being generated on the Total system when every order is raised. (Priority 1 Audit recommendation)
20. Documented procedures are not generated and kept up to date for all processes. (Priority 1 Audit recommendation)
21. A Contracts Register does not exist so the councils are unaware of the full extent of their contractual arrangements. (Priority 1 Audit recommendation)
22. Contracts not signed and sealed. (Priority 1 Audit recommendation)
23. Formal approved contracts do not always exist where spend in excess of Standing Order requirements occurs. (Priority 1 Audit recommendation)
24. Contracts not let in line with council and/or legislative requirements. Poor contract management. (Priority 1 Audit recommendation)
25. Lack of IT Disaster Recovery Plan and no alternative data centre. (Priority 1 Audit recommendation)