



Hinckley & Bosworth  
Borough Council

*A Borough to be proud of*

## FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

Finance and Performance Scrutiny	22 May 2017
Council	11 July 2017

WARDS AFFECTED: ALL WARDS

---

## FINANCIAL OUTTURN 2016/17

---

### Report of Section 151 Officer

#### 1. PURPOSE OF REPORT

1.1 To inform members of financial outturn for 2016/17.

#### 2. RECOMMENDATION

2.1 That Council Approve the Outturn for 2016/17 as outlined in section 3.2 of the report

2.2 That Council approve the transfers to earmarked reserves and balances as outlined in section 3.5.1 of the report and Appendix 3

2.3 That Council approved the revenue carry forwards of expenditure and income to 2017/18 as detailed in Appendices 2 and 4 and sections 3.4 to 3.5.

2.4 The Council approved the Housing Revenue and Housing Repairs Account Outturn for 2016/17 and transfers to and from balances as detailed in sections 3.6 to 3.12

2.5 The Council approve the draft Capital Programme outturn for the General Fund and Housing Revenue Account from 2016/17 as outline in section 3.13 to 3.16

2.6 The Council approved HRA carry forwards outlines in 3.8 and 3.10

2.7 That Council approve Capital carry forwards as detailed in Appendix 4 and sections 3.15 to 3.16

#### 3. BACKGROUND TO THE REPORT

3.1 A draft outturn was presented to Finance and Performance Committee (FAP) on the 22<sup>nd</sup> May. This draft below updates the position presented to member at FAP and also allows for statutory adjustments that are required in accordance with accounting practise, that have no overall impact to balances. Overall the general fund balance has increased favourable by £15,872 since the position reported to Council

If there are any material changes following the audit of the financial statements, to either the General Fund balance or the HRA balance, a report will be brought back to Council in September highlighting the reasons for the adjustment and the impact on balances.

Approval of the Final Statement of Accounts has moved from Council to the Audit Committee as part of the revisions to the Constitution approved by Council.

## General Fund

- 3.2 The original budget for 2016/17 and the revised budget for 2016/17 (based on October 2016 outturn), are set out below together with the draft outturn before any regulatory accounting adjustments which do not impact on balances. The overall position is that £229,371 will be contributed to General Fund balances compared to the February Budget position of £163,279. Additionally £16,923 will be contributed to Special Expenses Balances for its element of the underspend

	Original Estimate 2016/17	Revised Estimate 2016/17	Draft Outturn 2016/17
	£	£	£
<b>Support Services</b>	115,045	189,865	(188,263)
<b>Corporate Services</b>	2,135,936	2,486,473	841,232
<b>Community Services</b>	2,259,147	2,832,704	2,201,508
<b>Environment and Planning</b>	6,671,827	6,485,575	4,893,606
<b>Further Savings in Year</b>	0	(203,000)	
<b>Total service expenditure</b>	<b>11,181,955</b>	<b>11,791,617</b>	<b>7,748,083</b>
<b>Less:</b>			
<b>Special Expenses</b>	(629,907)	(629,907)	(596,029)
<b>Capital Accounting Adjustment</b>	(936,739)	(936,739)	(770,564)
<b>Revenue Conts to Capital</b>			150,000
<b>Net external interest (received)/paid</b>	335,380	335,380	843,281
<b>IAS19 Adjustment</b>	(396,620)	(396,620)	(150,767)
<b>Carry forwards from prior year</b>	0	(204,949)	(185,759)
<b>Pensions – In year costs</b>	0	0	84,000
<b>Carry forwards to next yr</b>	0	0	266,012
<b>Employee Benefit</b>			13,356
<b>Transfer to reserves</b>	1,202,534	2,228,290	2,718,175
<b>Transfer from reserves</b>	(393,440)	(1,441,023)	(782,214)
<b>Transfer rom unapplied grants</b>	(2,915)	(665,014) *	(298,834)
<b>Transfer to unapplied grant</b>	0	0	1,370,141
<b>Transfer to/(from) pensions reserves</b>	3,880	3,880	0
<b>Transfer to Collection Fund Adj Acc</b>	0	0	56,186
<b>Transfer to/(from) balances</b>	(115,934)	163,279	229,371
<b>HBBC Budget Requirement</b>	<b>10,248,194</b>	<b>10,248,194</b>	<b>10,694,438</b>

\* at the July 2016 Council meeting it was agreed that £662,099 of grant funding that has been allocated but not spent as at 31st March 2016 would be transferred to "unapplied grants and

contributions”, to be spend during 2016/17. These Funds have been released and hence expenditure in the revised budget is higher than the original budget.

3.3 After taking account of adjustments to the budget, (e.g. virements and supplementary budgets) year end adjustments and savings identified in year, the provisional 2016/17 shows £7,748,083 being spent on services with £1,935,961 being transferred to earmarked reserves and £229,371 being transferred to General Fund balances. Overall this means that an additional £66,092 will be put into General Fund balances compared against the position of £163,279 reported to Council in February 2017.

- Whilst total service expenditure on the face of the summary shows an underspend £4,043,354 compared with the revised budget and £3,433,872 against the original budget. The major variations for this are shown below in table 1:-

Table 1 Explanation	under (over) spends
	£000's
Salary underspends	145
Delay in DECC funded fuel poverty and green deal expenditure	324
Pensions accounting and collection fund adjustments *	303
“Section 31 grant” income, designed to reimburse for changes in Business Rates. This will be retained in the Business Rates Reserve as normal. The original budget anticipated this would be required during 2016/17 to cover the collection fund deficit of £546,000. However, business rate growth reported to the Finance and Performance Committee during 2016/17 of £0.93m has covered this loss.	620
Under recovery of rental income due to vacant units	(162)
Additional Garden Bin Income	261
Net additional car parking income	100
Prior yr. VAT Liability for Greenfields (funded from reserves)	112
Development & Building Control - reduction in income due to Economic downturn	(201)
Movement in capital expenditure charged to revenue under statue *	(415)
Finance Lease adjustment for Hinckley Hub and Vehicles *	1,004
In Year Contributions transferred to unapplied grants reserves *	1,089
In Capital Grants used to fund Capital Expenditure*	103
Prior year collection fund deficit allowed for within sources of finance. As noted above, the collection fund loss is now covered by business rate growth income.	546
Movement in the depreciation and valuation of fixed assets	124
planning policy , strategic growth and local planning	121
other variations	(37)
<b>Total Underspend on revised budget</b>	<b>4,037</b>
* required per the Code of Practice for preparing the Statement of Accounts and are shown within the cost of services. These are reversed out so there is no impact of usable balances or the council tax payer	

### Carry Forward budgets

- 3.4 In a number of cases budget managers have requested that the under spend in their budget(s) be carried forward to 2017/18 because of delays in committing expenditure. Requests totalling a net £325,432 have been received (to be funded as detailed below).

Source of Funding	Amount (£)
<b>General Fund carry forwards</b>	<b>266,012</b>
<b>General Fund carry forwards - Reserves</b>	<b>59,420</b>
<b>Total</b>	<b>325,432</b>

Details of the requests received and those recommended for approval are shown in **Appendix 1**.

- 3.5 Budget holders have identified £735,172 of funding that has been allocated but not spent as at 31<sup>st</sup> March 2017. This is either from funding received in 2016/17 or in prior years. In these cases the unspent income has been transferred to “unapplied grants and contributions” in accordance with accounting standards. Pending approval, budgets will be set up for these amounts in 2017/2018 and funding released accordingly from the Balance Sheet. Details of the requests received and those recommended for approval are shown in **Appendix 2**.

### Earmarked Reserves

- 3.5.1 The table below shows the expected transfers to and from reserves for the general fund revenue compared against the budgeted position. A detailed analysis of the draft reserves position is attached in Appendix 3

Reserve	To reserve	From reserves rev	Budget February 2017	Variance to/from reserve to Budget
	Amount (£)	Amount (£)	Amount (£)	Amount (£)
<b>Car Parking Income Reserve</b>		25,000	25,000	0
<b>Market Income Reserve</b>		15,000	15,000	0
<b>Commutation &amp; Feasibility Reserve</b>		26,774	26,774	0
<b>Hub Future Rental Management Reserve</b>	(100,000)		(100,000)	0
<b>Local Plan Procedure</b>	(180,000)	187,000	119,799	(112,799)
<b>Business Rates Equalisation Reserve</b>	(1,046,885)		(11,000)	(1,035,885)*
<b>Leisure</b>			0	0
<b>Year End Carry Forwards 2016/17</b>	(266,012)	185,759	204,959	(285,212)
<b>Maintenance Fund - Green Towers</b>	(10,000)		(10,000)	0
<b>ICT Reserve</b>	(50,000)		(50,000)	0
<b>Waste Management Reserve</b>		100,000	100,000	0
<b>Asset Management Reserve</b>			0	0

<b>Planning Delivery Grant Reserve</b>		10,940	10,940	0
<b>Workforce Strategy Reserve</b>		13,000	13,000	0
<b>Grounds Maintenance</b>	(25,000)		(25,000)	0
<b>Transformation</b>	(100,000)	100,000	0	0
<b>Appeals</b>		221,500	221,500	0
<b>Enforcement and Appeals</b>	(156,290)		(156,290)	0
<b>Planning Capacity</b>		83,000	83,000	0
<b>Earl Shilton Toilets</b>	(100,000)		(100,000)	0
<b>Developing Communities Fund</b>	(950,000)		(950,000)	0
<b>Total</b>	<b>(2,984,187)</b>	<b>967,973</b>	<b>(582,318)</b>	<b>(1,433,896)</b>

**\*Business Rates Equalisation Reserve variance £1,035,885.**

The largest change is the increase the Business Rates Equalisation Reserve of £1,035,885. The budget strategy for 2016/17 set in November 2015 had a nil growth forecast for business rates, with any potential growth being reported in year to the Finance and Performance Committee. This decision was due to the risk stemming from the potential loss of income due to volatility in factors associated with the collection of business rates. Up until February 2017, business rate appeals for the Council areas had been running at £8.5m, and then due to withdrawals and changes to the amount of the appeals, the value fell to £6.8m. This has led to a fall in the provision for appeals. Also new business moving to the area means that the growth can be realised in 2016/17.

This means that the final S31 grant funding of £620,000 will be retained in the Business Rates Equalisation Reserve, as has been the practice in prior years and the collection fund loss of £546,000 can be covered by collection fund growth. Hence, the reserve has not been used as forecast. The remaining £415,000 of business rates growth has been retained in the Business Rates Equalisation Reserve to meet future pressures. A collection fund deficit is expected for 2017/18 of £372,000. The provision for appeals is expected to increase significantly in 2017/18 which may impact on the level of growth income retained.

The final growth positions were £933,000 for the year compared to the original hoped for growth of £1,235,000 reported to the Finance and Performance Committee. The Renewable Energy Scheme, which allows the planning authority to retain 100% of the rates from renewable energy projects hosted in their area, has added a further £100,000 to this growth. The MTFS agreed in February 2017 has addressed this and now builds business rate growth into the forecasts; this should help reduce the risk of large fluctuations in the use of this reserve.

Growth is built into the budget for 2017/18 and variances will be reported in year going forwards. The level of reserves will be reviewed periodically and agreed as part of the MTFS.

## General Fund Balances

The table below summaries the transfers for the General fund and the Special Expenses Area.

	Transfer to/(from) Balances Original Budget	Transfer to/(from) Balances Latest Budget	Transfer to/(from) Balances Outturn
	£000	£000	£000
<b>General Fund Transfers</b>	-116	163	230
<b>Special Expenses Transfers</b>	0	0	16
<b>Total General Fund Transfers</b>	-116	163	246

Therefore the overall impact on balances is as follows:-

	Original Budget Feb 16	Latest Budget Feb 17	Outturn Mar 17
	£000	£000	£000
<b>General Fund Balance 31/3/17</b>	1,114	1,608	1,674
<b>SEA Balance 31/3/17</b>	70	70	87
<b>Total General Fund Balances</b>	1,184	1,678	1,761

This means the general fund balance will have of £1.674m compared to the £1.608m predicted in the MTFS in February 2017.

## Housing Revenue Account

- 3.6 At 31st March 2017 the HRA operating income will be £2,978,112 against the latest budget of £2,861,469 and this additional income will be allocated to the HRA regeneration reserve. The HRA is now in surplus due to improve rental and service charge income and savings related to premises costs all of which will help to maintain the minimum requirement on HRA balances.
- 3.7 As a result it is recommended that an additional £100,000 is set aside in the regeneration reserve.
- 3.8 Carry forwards relating to grants will be requested totalling a value of £6,344. These are detailed in Appendix 2. Additionally it is requested that £40,000 for restructure costs is carried forward to fund similar pressures in 2017/18.

### Housing Repairs Account

- 3.9 The Housing Repairs Account, is currently forecasting to be £236,638 in deficit, which compares to the latest budget for 2016/17 of a £315,412 deficit. This is based on £706,600 being put into HRA reserves.
- 3.10 Two carry forwards have been requested. £57,000 for asbestos survey works that have been profiled and £22,000 for external painting works committed from 2016/17 and have not been completed due to unavailability of agency staff in March 2017.

### HRA and Repairs Balances & Reserves

- 3.11 Based on the estimated outturn the overall balances and reserves are as follows. Members are reminded that the HRA Regeneration Reserve is primary used to fund capital financing cost for affordable housing and stock enhancements.

	Opening balance - 1st April 2016 £	Transfer to reserves 2016/2017 £	Capital spend 2016/2017* £	Forecast Balance 31st March 2017 £
<b>Piper Alarm Reserve</b>	<b>(151,939)</b>	<b>(10,400)</b>	<b>5,852</b>	<b>(156,487)</b>
<b>Communal Furniture Reserve</b>	<b>(4,913)</b>	<b>0</b>	<b>0</b>	<b>(4,913)</b>
<b>Regeneration Reserve</b>	<b>(10,075,730)</b>	<b>(2,967,506)</b>	<b>2,875,978</b>	<b>(10,167,258)</b>
<b>HRA carry fwds</b>	<b>(3,300)</b>	<b>(40,000)</b>	<b>0</b>	<b>(43,300)</b>
<b>Service Improvement Reserve</b>	<b>(50,000)</b>	<b>0</b>	<b>0</b>	<b>(50,000)</b>
<b>Pension Contribution Reserve</b>	<b>(28,820)</b>	<b>(3,520)</b>	<b>0</b>	<b>(32,340)</b>
<b>Major Repairs Reserve</b>	<b>(206,989)</b>	<b>(3,009,448)</b>	<b>2,807,500</b>	<b>(408,937)</b>
<b>Total</b>	<b>(10,521,691)</b>	<b>(6,030,874)</b>	<b>5,689,330</b>	<b>(10,863,235)</b>

\*There was no revenue spend funded from reserves during 2016/17

- 3.12 Based on the draft outturn the balances for the HRA and HRA repairs account are summarised below. Overall, the HRA balance will be £28,019 higher than the budget. The Repairs Account balance includes Repairs carry forward requests of £ 79,000 which will be used in 2017/18.

	<u>2016/17 Latest Estimate</u>	<u>2016/17 Outturn</u>
<b>HRA Balances</b>	£	£
<b>Opening Balance at 1st April</b>	(990,638)	(990,638)
<b>Closing Balance at 31st March</b>	(841,995)	(870,014)
<b>HRA Repairs Balance</b>	£	£
<b>Opening Balance at 1st April</b>	(676,000)	(676,000)
<b>Closing Balance at 31st March</b>	(357,668)	(441,981)

### Capital Programme

#### General fund

- 3.13 £4,424,127 has been spent on schemes against a budget of £6,545,645. This represents an underspend of £2,121,518. The major service variations in excess of £50,000 have be summarised as follows:

Scheme	£000's Under spend/ (Overspend)	Explanation
<b>Block C fit / Capital Incentives</b>	1,240	<b>Carry forward required to enable modifications to be made to attract new tenants for vacant units</b>
<b>Leisure Centre</b>	174	<b>Payments due on leisure centre for retention, footpath works</b>
<b>Major Works Grants</b>	68	<b>Expenditure committed and will run into 2017/18</b>
<b>Green Deal Capital Fund</b>	115	<b>On-going works to New Street Flats</b>
<b>Private Sector Housing</b>	79	<b>Works in default budget to be carried forward as a rolling programme</b>

- 3.14 In the majority of cases, under spends at the year-end are due to slippage and therefore will be spent in forthcoming years. If approved, the relevant financing for these schemes will be transferred to the 2017/18 Capital Programme. Carry forward requests totalling £1,968,719 have been received for these are contained within Appendix 4.

Additionally, additional external funding of £62,909 has been received for the Leisure Centre Development to pay for equipment and other improvements. This funding has



been added to the Leisure Centre project. Therefore an additional £62,909 will also be carried forward.

## HRA

- 3.15 The total Capital Programme for the HRA shows an overall underspend of £798,496. Primarily this is due to re-profiling of the affordable housing schemes at Martinshaw Lane and Ambion Court and Southfield road. The outturn also includes an adverse variance of £165,000 for high value voids. This is to cover the work needed to bring a property back into rental in the quickest possible time to ensure it generates income to the HRA. The reasons are being reviewed, but are due to a higher than expected activity in the last quarter of the year being processed within the 2016/17 financial year, which led to a backlog of work in progress within the Orchard System that was completed in March. The overall underspend will mean the Regeneration reserve balance at year-end will be higher by £798,496. HRA carry forwards are detailed below.

Scheme	£000's Under spend/ (Overspend)	Explanation
<b>Control Centre relocations</b>	36,148	<b>Carry forward of budget for control centre relocation and associated IT costs</b>
<b>Boiler Replacement</b>	12,887	<b>Carry forward of committed boiler replacement works</b>
<b>Affordable Housing projects</b>	<b>886,008</b>	

- 3.16 Additionally, Council will be asked to approve an additional budget resulting from commuted sums funding of £365,000, which will be used to fund the development at Martinshaw Lane.

## 4. EXEMPTIONS IN ACCORDANCE WITH THE ACCESS TO INFORMATION PROCEDURE RULES

- 4.1 This Report will be presented in open session.

## 5. FINANCIAL IMPLICATIONS [AW]

- 5.1 Contained in the body of the report

## 6. LEGAL IMPLICATIONS [AR]

- 6.1 This report is stated as being for information only

- 6.2 The Local Government Act 2003 places a duty on the S151 Officer to report to members on the budget setting process and comment on the adequacy of the reserves allowed for.

## 7. CORPORATE PLAN IMPLICATIONS

- 7.1 The Outturn assesses the performance against the budget, which ensures that resources have been effectively allocated in order to ensure delivery of all of the aims, outcomes and targets included in the Council's Corporate Plan.

## 8. CONSULTATION

- 8.1 All members of the Strategic Leadership Team have been consulted in preparing this Strategy.

## 9. RISK IMPLICATIONS

- 9.1 It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.
- 9.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.
- 9.3 The following significant risks associated with this report / decisions were identified

<b>Management of significant (Net Red) Risks</b>		
<b>Risk Description</b>	<b>Mitigating actions</b>	<b>Owner</b>
<b>S.11 - Failure to successfully deliver the Medium Term Financial Strategy</b>	Adequate resource allocation, Partnership working Budget Planning Workshops for Capital and Revenue financial planning. Consultation on Corporate Priorities through Citizens Panel Education/training for Members, Adequate consultation Knowledge transfer, contingency plan, engage partners, robust project management Raise awareness of late implications of c/tax setting and capping/Benchmark with best practice Consultation with cross-party members results from budget planning workshops.	<b>A Wilson</b>
<b>S.20 - Non-compliance with Financial Regulations</b>	Budget monitoring Forward Forecasting (spend to date against year end est.) Financial Training Provision (Two voluntary attendance sessions presently) Financial Training provided for Middle Managers Publication of Financial Regulations Quarterly Performance Monitoring Subscription to financial advisory network -(provision of external training)	<b>A Wilson</b>

## 10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

- 10.1 The budget process will impact on all areas of the Borough and all groups within the population.

## 11. CORPORATE IMPLICATIONS

11.1 By submitting this report, the report author has taken the following into account:

- Community Safety implications
  - Environmental implications
  - ICT implications
  - Asset Management implications
  - Procurement implications
  - Human Resources implications
  - Planning implications
  - Data Protection implications
  - Voluntary Sector
- 

Background papers: Civica reports

Contact Officer: Ilyas Bham, Accountancy Manager.

Executive Member: Cllr M Hall

## Carry Forward Requests 2016-17 to 2017-18

### Appendix 1

Cost Centre Name	Detailed code name	Reserves	General Fund	Detail
		£	£	
Wykin Community House -Partnership	Various		8,218	Funding required to support capacity building initiative which is a core strand of our prevention work. The work was intended to be launched in 2016/17 but this did not happen due to capacity issues. In the interim the work has been commissioned via a Service Level Agreement (SLA) with Community Action (CAHB) but the key development worker delivering the service has left.
Legal Department	Legal Fees		20,214	Legal costs related to an on-going prosecution and further costs set to be substantial. The allocation of this sum was to cover the full costs of the prosecution which has now gone into the next financial year.
Communications & Promotion	Printing & Stationery		2,000	In March 2017 a supplementary was approved with regard to the printing and installation of key messages arising from the new corporate plan. As this process has only just commenced it is largely uncompleted by the end of the financial year. A carry forward is therefore required to enable this process to be completed.
Communications & Promotion	Other - Miscellaneous		1,342	At its meeting on 26/5/16 (copy minutes attached) SLB agreed to approve a supplementary budget to set up a 'Brand Hinckley' marketing campaign in conjunction with Hinckley Bid and the Hinckley Times. The campaign runs until September 2017 and the request is to carry forward the unused element of the agreed monies to complete the campaign.
Children's & Young Peoples Services	Safeguarding Children		8,500	At its meeting on 2/2/16 joint board agreed, following an audit of our safeguarding arrangements, to invest in an IT solution to manage referrals. One of the components of the solution was to back scan historic referrals which has yet to be implemented. The request is to carry forward the agreed amount to enable this work to be completed.

## Carry Forward Requests 2016-17 to 2017-18

### Appendix 1 (continued)

Cost Centre Name	Detailed code name	Reserves	General Fund	Detail
		£	£	
Children's & Young Peoples Services	Safeguarding Children		8,500	At its meeting on 2/2/16 joint board agreed, following an audit of our safeguarding arrangements, to invest in an IT solution to manage referrals. One of the components of the solution was to back scan historic referrals which has yet to be implemented. The request is to carry forward the agreed amount to enable this work to be completed.
Syrian Refugee	Other - Miscellaneous		80,000	Families have not been accommodated this financial year meaning these costs/families will roll over into 2017-18
Syrian Refugee	Contributions from Outside Bodies		(80,000)	Families have not been accommodated this financial year meaning these costs/families will roll over into 2017-18
Cashiers Dept.	Computer Software Maintenance & Upgrade		7,780	Upgrade of cash receipting for reporting and debtors reporting
Homelessness	Prevention		52,071.00	Homelessness prevention to be used to avoid further expenditure in the future. With implementation of Universal credit the homelessness team are looking to assist with rent in advance payments and has been forecasted to cost £40K
Homelessness	Bed and breakfast fund		11,518.00	There is an increase in the length of time people are staying temporary accommodation due to reluctance of housing associations to house families who have been served notices.
Civic Expenses	Civic Hospitality		2,020.00	Request to carry forward the balance outstanding on the mayors budget due to the mayoral year being different from the financial year
Mayors Allowances	Mayors Allowance - (Tickets)		230.00	Request to carry forward the balance outstanding on the mayors budget due to the mayoral year being different from the financial year

## Carry Forward Requests 2016-17 to 2017-18

### Appendix 1 (continued)

Cost Centre Name	Detailed code name	Reserves	General Fund	Detail
		£	£	
Mayors Allowances	Mayor Allowance		1,160.00	Request to carry forward the balance outstanding on the mayors budget due to the mayoral year being different from the financial year
Mayors Allowances	Travel Arrangements		1,900.00	Request to carry forward the balance outstanding on the mayors budget due to the mayoral year being different from the financial year
Town Twinning Expenses	Town Twinning Expenses		1,660.00	Request to carry forward the balance outstanding on the mayors budget due to the mayoral year being different from the financial year
Corp Mangt	Corp Mangt		118,000	Greenfields VAT Liability
Planning Policy	Local Plan 2026 Plus	38,420		Cary forward required to fulfil existing contracts between the Council and consultants preparing evidence in support of the new local plan. The council has engaged consultants LUC to undertake a landscape character assessment and also Litchfield (formerly NLP) to prepare an employment sites and premises study. They were originally intended to be concluded during 2016-17 but staffing capacity issues mean they are now due to complete in May/June 2017.
Planning Policy	Strategic Growth	21,000		Carry forward required to enable the council to fulfil a commitment to make a contribution to the preparation of a Leicester and Leicestershire Strategic Growth Plan. A report to Council on 12th July 2016 sought approval for the costs associated with the plan, with North West Leicestershire DC acting as the hosting authority, which were £505,000 between 2016-18 with the council's contribution being between £43,228 to £63,125 split between £44,000 in 2016-17 and £21,000 in 2017-18. The timetable to undertake some of the work was delayed principally due to the work associated with the production of the Housing Economic Development Needs Assessment (HEDNA).

**Unapplied Grants Carry Forward Requests 2016-17 to 2017-18**  
**Appendix 2**

<b>Cost Centre Name</b>	<b>Detailed code name</b>	<b>Unapplied Grants (General Fund)</b>	<b>Unapplied Grants (HRA)</b>	<b>Detail</b>
		<b>£</b>	<b>£</b>	
Sportivate	Various	2,893		Externally grant funded project for which not all of the projects will be completed by the end of the financial year. The agreed projects to be delivered are covered by a service level agreement with the funding body. If not spent on the projects covered by the service level agreement the monies would be returnable to the funding body
Play Programme	Various	47		Externally grant funded project for which not all of the projects will be completed by the end of the financial year. The agreed projects to be delivered are covered by a service level agreement with the funding body. If not spent on the projects covered by the service level agreement the monies would be returnable to the funding body
515 Fund	Various	2220		Externally grant funded project for which not all of the projects will be completed by the end of the financial year. The agreed projects to be delivered are covered by a service level agreement with the funding body. If not spent on the projects covered by the service level agreement the monies would be returnable to the funding body
GP Exercise Referral Scheme	Various	5,077		Externally grant funded project for which not all of the projects will be completed by the end of the financial year. The agreed projects to be delivered are covered by a service level agreement with the funding body. If not spent on the projects covered by the service level agreement the monies would be returnable to the funding body
Sports Development	Various	8,430		Externally grant funded project for which not all of the projects will be completed by the end of the financial year. The agreed projects to be delivered are covered by a service level agreement with the funding body. If not spent on the projects covered by the service level agreement the monies would be returnable to the funding body

**Unapplied Grants Carry Forward Requests 2016-17 to 2017-18**  
**Appendix 2 (Continued)**

<b>Cost Centre Name</b>	<b>Detailed code name</b>	<b>Unapplied Grants (General Fund)</b>	<b>Unapplied Grants (HRA)</b>	<b>Detail</b>
		£	£	
Physical Activity	Various	32,294		Externally grant funded project for which not all of the projects will be completed by the end of the financial year. The agreed projects to be delivered are covered by a service level agreement with the funding body. If not spent on the projects covered by the service level agreement the monies would be returnable to the funding body
Children's & Young Peoples Services	Minor Projects	500		The council received an external grant contribution for a project which has been planned but not delivered in 2016-17. A Carry forward is required to enable the project to be delivered
Active Involvement	Various	1,434		The council received an external grant contribution from Next Generation towards the funding of projects associated with young volunteers. The council has identified a specific voice project which was not completed in 2016-17 and for which a carry forward is required.
Register Of Electors	Equipment Purchase	14,446		The council received monies in 2016-17 from the Government as part of on-going support in respect of the implementation and costs associated with Individual Electoral Registration (IER). The only stipulation of the government support is that the monies are used for IER purposes and a need was identified to invest in the use of tablets and related software by canvassers with the intention of making the canvass process more efficient and directly support the IER process. The work required to explore this proposed investment was not carried out in 2016-17 due to the additional burden placed on the Electoral Services section arising out of the EU Referendum. As such there was insufficient time between the end of the work on the referendum and the beginning of the annual canvass to do the required research to make an informed choice.
CSP Funding - Seasonal Campaigns	Minor Projects	4,000		External ring fenced grant to be used to deliver specific projects i.e. seasonal campaigns.



**Unapplied Grants Carry Forward Requests 2016-17 to 2017-18**  
**Appendix 2 (Continued)**

<b>Cost Centre Name</b>	<b>Detailed code name</b>	<b>Unapplied Grants (General Fund)</b>	<b>Unapplied Grants (HRA)</b>	<b>Detail</b>
		<b>£</b>	<b>£</b>	
Endeavour Tactical	Minor Projects	1,191		External ring fenced funding from Area Based Grants Funds
Comm Safety Partnership Delivery Grp	Minor Projects	3,600		External ring fenced grant from Basic Command Unit (BCU) funds to deliver community safety activities
Comm Safety Partnership Delivery Grp	Minor Projects	3,535		External ring fenced grant from Basic Command Unit (BCU) funds to deliver community safety activities
Planning Policy	Various	15,000		Carry forward required to address capacity issues within Planning Policy which have arisen due to additional burdens placed on the team in relation to the Self Build and Custom housebuilding Act 2015 and as amended by the Housing and Planning Act 2016. The council will receive new burdens funding between 2016-17 and 2019/20 to deal with the additional burden but this is based on a Full Time Equivalent (FTE) planning officer for 3 years but the carry forward seeks to provide 4 years of funding to adequately address the additional burden created.
Planning Policy	Various	14,645		Carry forward required to address capacity issues within Planning Policy which have arisen due to additional burdens placed on the team in relation to the Brownfield Land Register Regulations 2017 and the Town and Country Planning (Permission in principle) order 2017. The council will receive new burdens funding between 2016-17 and 2019/20 to deal with the additional burden but this is based on a Full Time Equivalent (FTE) planning officer for 3 years but the carry forward seeks to provide 4 years of funding to adequately address the additional burden created.
Supervision & Management General	Contributions to Other Bodies		3300	External funding for identifying fraud in council tenancies

**Unapplied Grants Carry Forward Requests 2016-17 to 2017-18**  
**Appendix 2 (Continued)**

<b>Cost Centre Name</b>	<b>Detailed code name</b>	<b>Unapplied Grants (General Fund)</b>	<b>Unapplied Grants (HRA)</b>	<b>Detail</b>
		£	£	
Supervision & Management General	Right to Move		3044	External funding for right to move
Wykin Community House -Partnership	Minor Projects	4,954		Funding required to support important community initiative which has proved very successful. There is no dedicated LAC contribution for 2017-18 and without carry forward no funds would be available to support this initiative which has proved valuable in building community resilience and protecting vulnerable people
MIRA Enterprise Zone	Consultancy Fees	12,000		MDA payment for the RGF project
Homelessness	Other Bodies	18,572		Ring fenced grant to assist homeowners in mortgage difficulties
Homelessness	Universal Credit Preparation	7,521		External ring fenced funding assisting with the transformation to universal credit
Rent Allowances	Various	8,043		New burdens funding (ring fenced) is paid to LA's to finance those additional costs associated with changes to legislation. This can include training costs and where required the employment of additional resources to deal with any increase in workloads
Council Tax Benefit	Various	15,814		New burdens funding (ring fenced) is paid to LA's to finance those additional costs associated with changes to legislation. This can include training costs and where required the employment of additional resources to deal with any increase in workloads
Council Tax Benefit	Council Tax Admin Costs	6,600		The (ring fenced) funding has been provided by the major precepting authorities to support the employment of resources to deal with the additional costs associated with the billing and collection of Council Tax

**Unapplied Grants Carry Forward Requests 2016-17 to 2017-18**  
**Appendix 2 (Continued)**

<b>Cost Centre Name</b>	<b>Detailed code name</b>	<b>Unapplied Grants (General Fund)</b>	<b>Unapplied Grants (HRA)</b>	<b>Detail</b>
		<b>£</b>	<b>£</b>	
Council Tax Benefit	Various	9,978		The ring fenced funding has been provided to support the data sharing initiatives which are being taken forward by the DWP which includes the RTI initiatives
Positive Activities for Young People	Various	9,886		The Council received an external grant allocation from Leicestershire County Council specifically aimed at supporting projects for young people. The council has identified two specific projects, a mental health reminiscence music project for young people and those suffering from dementia, and a locality wide mapping tool working with other key partners, for which the grant monies may be used. These projects were not completed in 2016-17 and therefore a carry forward is required to enable them to be completed. There is an agreement with Leicestershire County Council to enable this funding to be carried forward. If not carried forward to use on these Projects the monies would be returnable to LCC.
515 Fund	Various	23,922		Externally grant funded project for which not all of the projects will be completed by the end of the financial year. The agreed projects to be delivered are covered by a service level agreement with the funding body. If not spent on the projects covered by the service level agreement the monies would be returnable to the funding body
Fuel Poverty Programme HBBC	Energy Conservation Promotions	62,642		Partnership boiler project carried forward
Green Deal Programme HBBC	Energy Conservation Promotions	260,538		Partnership projects (show homes)

## Unapplied Grants Carry Forward Requests 2016-17 to 2017-18

### Appendix 2 (Continued)

Cost Centre Name	Detailed code name	Unapplied Grants (General Fund)	Unapplied Grants (HRA)	Detail
		£	£	
Planning Policy	Salaries - Full Time	29,062		Carry forward requested to contribute towards fulfilling a commitment to fund two temporary seconded posts, one within the major projects team and the other within Planning Policy. The posts were identified as required during a department restructure and review of staff resources. The funds from these posts were originally vired from existing Neighbourhood Development grant funding.
CSP Funding - Managing Mental Health	Minor Projects	682		External ring fenced grant to be used to deliver specific projects i.e. mental health
Planning Policy	NDP - West Clarendon	8,593		Carry forward required to enable the council to fulfil a commitment to fund the Rural Community Council (RCC) to provide a dedicated support service to qualifying groups who wish to or are in the process of bringing forward neighbourhood development plans (NDP). The amount would be pooled with other NDP grant funding to fund the first 12 months of an initial 3 year contract with the RCC which will be managed via a Service Level Agreement (SLA).
Planning Policy	NDP- Burbage	2,968		Carry forward required to enable the council to fulfil a commitment to fund the Rural Community Council (RCC) to provide a dedicated support service to qualifying groups who wish to or are in the process of bringing forward neighbourhood development plans (NDP). The amount would be pooled with other NDP grant funding to fund the first 12 months of an initial 3 year contract with the RCC which will be managed via a Service Level Agreement (SLA).

**Unapplied Grants Carry Forward Requests 2016-17 to 2017-18**  
**Appendix 2 (Continued)**

<b>Cost Centre Name</b>	<b>Detailed code name</b>	<b>Unapplied Grants (General Fund)</b>	<b>Unapplied Grants (HRA)</b>	<b>Detail</b>
		<b>£</b>	<b>£</b>	
Planning Policy	NDP - West Clarendon	6,344		Carry forward required to enable the council to fulfil a commitment to fund the Rural Community Council (RCC) to provide a dedicated support service to qualifying groups who wish to or are in the process of bringing forward neighbourhood development plans (NDP). The amount would be pooled with other NDP grant funding to fund the first 12 months of an initial 3 year contract with the RCC which will be managed via a Service Level Agreement (SLA).
Planning Policy	Minor Projects	12,689		Carry forward required to enable the council to fulfil a commitment to fund the Rural Community Council (RCC) to provide a dedicated support service to qualifying groups who wish to or are in the process of bringing forward neighbourhood development plans (NDP). The amount would be pooled with other NDP grant funding to fund the first 12 months of an initial 3 year contract with the RCC which will be managed via a Service Level Agreement (SLA).
Planning Aid - Neighbourhood Planning	Planning Aid - Neighbouring Planning	859		Carry forward required to enable the council to fulfil a commitment to fund the Rural Community Council (RCC) to provide a dedicated support service to qualifying groups who wish to or are in the process of bringing forward neighbourhood development plans (NDP). The amount would be pooled with other NDP grant funding to fund the first 12 months of an initial 3 year contract with the RCC which will be managed via a Service Level Agreement (SLA).
Beacon funding	Minor projects	1,006		External ring fenced funding from IDeA
CSP Funding - Seasonal Campaigns	Minor Projects	1,128		External ring fenced grant to be used to deliver specific projects i.e. seasonal campaigns.

**Unapplied Grants Carry Forward Requests 2016-17 to 2017-18**  
**Appendix 2 (Continued)**

<b>Cost Centre Name</b>	<b>Detailed code name</b>	<b>Unapplied Grants (General Fund)</b>	<b>Unapplied Grants (HRA)</b>	<b>Detail</b>
		<b>£</b>	<b>£</b>	
Homelessness	Prevention	5,835.69		Homelessness prevention to be used to avoid further expenditure in the future
Council Tax - Cost of Collection	Computer Software Maintenance and Upgrade	64,840.00		Ring fenced funding provided to support the implementation of LCTS. Risk and Verification Portal (improves benefit processing time by fast tracking low risk claims) - £20,500 for the partnership Yr1 and £14000 for years 2 & 3 (joint Board 14/4/16). Proposal to amend the LCTS scheme for 2018-19. Quotes have been received from Policy in Practise to perform the required analysis of our database at a cost of £8450 per La. Currently there is no budget for this and whilst the 2017-18 scheme was unchanged it is very likely that changes will be required for 2018-19 and beyond.
Rent Allowances	Various	11,384.00		The funding is intended to meet increased costs arising out of welfare reform. In 2015-16 additional funding for DHP spend (on council tenants) was provided through the HRA. To remove this pressure in 2016-17 approval was sought to carry forward the amount unspent. It is notoriously difficult to predict DHP spend and because of the uncertainty around the numbers of claimants on UC making a claim for DHP the £11384 will provide a cushion for 2017-18
Economic Development and promotion	Consultancy Fees	40,000.00		To provide the professional planning support and dedicated urban design support for

## General Fund Earmarked Reserves

### Appendix 3

	Closing Balance 31st March 2016	to reserve	from reserves rev	from reserves cap	Balance
	£	£	£	£	£
Car Parking Income Reserve	(25,000)		25,000		0
Market Income Reserve	(15,000)		15,000		0
Commutation & Feasibility Reserve	(26,774)		26,774		0
Benefits Reserve	(58,549)		0	0	(58,549)
Hub Future Rental Management Reserve	0	(100,000)			(100,000)
Special Expenses Reserve	(146,514)			4,710	(141,804)
Local Plan Procedure	(675,952)	(180,000)	187,000		(668,952)
Business Rates Equalisation Reserve	(671,460)	(1,046,885)			(1,718,345)
Relocation Reserve	(101,132)				(101,132)
Leisure	(250,000)			250,000	0
Year End Carry Forwards 2016/17	(204,959)	(266,012)	185,759	19,200	(266,012)
Year End Carry Forwards 2015/16	0				0
Maint Fund - Green Towers	(10,000)	(10,000)			(20,000)
Pensions Contribution	(161,411)				(161,411)
ICT Reserve	(180,534)	(50,000)		24,123	(206,411)
Waste Management Reserve	(273,725)		100,000	100,000	(73,725)
Asset Management Reserve	(1,261,552)			149,960	(1,111,592)
Planning Delivery Grant Reserve	(39,663)		10,940		(28,723)
Workforce Strategy Reserve	(13,000)		13,000		0
Election Reserve	(122,005)				(122,005)
Grounds Maintenance	(108,295)	(25,000)			(133,295)
Transformation	(164,620)	(100,000)	100,000	17,499	(147,121)
Appeals	(221,500)		221,500		0
Enforcement and Appeals	(113,710)	(156,290)			(270,000)
Planning Capacity	(83,000)		83,000		0
Earl Shilton Toilets	0	(100,000)			(100,000)
Developing Communities Fund	0	(950,000)			(950,000)
<b>Total</b>	<b>(4,928,354)</b>	<b>(2,984,187)</b>	<b>967,973</b>	<b>565,492</b>	<b>(6,379,076)</b>

## Carry Forward Requests 2016-17 to 2017-18

### Appendix 4

Cost Centre Name	Detailed code name	Reserves	General Fund	Detail
		£	£	
Leisure Centre	Construction		274,000	Payments due on leisure centre for retention, new footpath works and adjustment to budget required in respect of additional works covered by external funding received
New Squash Facility	Construction		18,000	Retention element due. Retention was due to be released in September 2017 but on-going construction disputes have delayed this process.
Disabled Facilities Grant	Grants		27,000	Works committed in 2016-17 to be completed in 2017-18
Fuel Poverty Capital Fund	Miscellaneous		46,310	Boiler project to be completed in 2017-18
Major Works Grants	Grants		68,000	Works committed in 2016-17 to be completed in 2017-18
Green Deal Capital Fund	Miscellaneous		115,100	On-going works to New St Flats
Private Sector Housing Enforcement	Construction		78,860	Works in default budget to be carried forward as a rolling programme
Richmond Park Phase 2	Construction		16,085	Works delayed due to finalising details for new entrance archways and fencing. Designs will be agreed during the summer and will be funded from Section 106 monies
Queens Park	Construction		10,900	New roundabout purchased last financial year but not yet delivered. Works in 2017-18 will consist of the installation of the equipment plus the installation of safety surfacing. It is expected the works will be completed in May 2017
Preston Road	Construction		2,754	New section 106 monies plus indexation to be used for further improvements to the park in 2017-18



## Carry Forward Requests 2016-17 to 2017-18

### Appendix 4 (Continued)

Cost Centre Name	Detailed code name	Reserves	General Fund	Detail
		£	£	
Parish & Community Initiatives	Grants		1,743	Funding for scheme at All Saints Church, Nailstone has been delayed due to issues in gaining consent from the diocese. Project expected to be completed in May 2017.
Parks : Major Works	Construction		2,146	Works ordered in March 2017 for safety surfacing works at Burbage Common. It is expected works will be completed in April 2017 following completion of associated ground works.
Langdale Park	Construction		4,684	Section 106 monies being used to create a community garden area within the park expected to be completed as part of the 2017-18 Green Spaces Delivery Plan
Argents Mead Phase 1 Upgrade	Miscellaneous		1,664	Section 106 monies requested to be carried forward to pay for improvements to equipped play area for toddlers.
Argents Mead Phase 2	Construction		21,000	Works to install a new fountain at Argents Mead to be funded from Section 106 monies. The order has been placed for the fountain but consent awaited from Historic England before this can take place. This consent is expected to be received in April 2017 with works likely to commence in May 2017.
Asset Management Enhancement Works	Construction		21,789	Resources to complete planned improvements were not available due to additional priority projects being introduced part way through the financial year. The priority works undertaken in 2016-17 were budgeted for as part of the asset management enhancement programme for 2017-18
Crescent Capital Incentive	Contribution		192,424	Carry forward required to enable modifications to be made to attract new tenants to Block C.
Crescent Development	Construction		440,000	Carry forward required to enable modifications to be made to attract new tenants to Block C.
Block C Fit Out	Construction		607,741	Carry forward required to enable modifications to be made to attract new tenants to Block C.

**Carry Forward Requests 2016-17 to 2017-18**

**Appendix 4 (Continued)**

<b>Cost Centre Name</b>	<b>Detailed code name</b>	<b>Reserves</b>	<b>General Fund</b>	<b>Detail</b>
		<b>£</b>	<b>£</b>	
Argents Mead - Enhanced lighting scheme	Furniture Equipment & Plant		9,164	Works on this project are due to be completed in May 2017.
Garden Waste DD Scheme	Construction		5,630	Carry forward required for completion of DD scheme
E Budgeting	Construction		3,725	Carry fwd. for completion of financial systems upgrade