



**POLICY AND RESOURCES COMMITTEE - 18 APRIL 2013
REQUESTS FOR CARRY FORWARDS UNDER THE SCHEME OF END YEAR
FLEXIBILITY**

1 Recommendations

It is recommended that the Committee:

- 1.1 considers the attached requests to carry forward budgets under the scheme of end year flexibility.**

2 Discussion

- 2.1 The scheme of end year flexibility was approved by Policy & Resources Committee on 23 February 2012. The scheme improves the integration of service planning and multiple year budgeting, allowing Services the ability to retain some degree of their current budget to ensure continuity of service delivery.
- 2.2 The Revenue Budget Monitoring as at 31 January 2013 is forecasting that expenditure will be within budget by £5,099,000. The revenue budget monitoring report on today's agenda recommends that £2,198,000 be earmarked in reserves for specific purposes. Should this recommendation be approved, then £2,901,000 of the current revenue budget monitoring position remains unallocated.
- 2.3 Some of the reasons why expenditure is within budget are due to timing issues, e.g. where goods may have been ordered and have not arrived before 31 March. The scheme exists to deal with these situations, and Services can submit requests to carry forward budgets to allow commitments to be met without impacting on their 2013/14 budgets. Services have submitted 15 requests to carry forward budgets under this scheme totalling £1,748,000, and a summary of these requests is attached as an Appendix to this report.
- 2.4 The monitoring officer has been consulted and is in agreement with the report.

3 Equalities, Financial and Staffing Implications

- 3.1 An Equalities Impact Assessment is not required for this report as it deals only with the timing of expenditure. There are no direct staffing implications arising from this report.
- 3.2 The requests above can be accommodated within the £5,099,000 referred to in para. 2.2. Budgets will be increased in 2013/14 by an amount equivalent to the carry forwards that are approved. A further opportunity will be provided, as set out in the scheme, for any additional end year flexibility requests and these will be presented to Full Council on 27 June 2013 for approval.

Alan Wood
Head of Finance

Report prepared by Ross Brennan, Chief Accountant, 1 April 2013

**ABERDEENSHIRE COUNCIL
END YEAR FLEXIBILITY REQUESTS 2012/13**

	Total Requests £'000
Education, Learning & Leisure	1,030
Housing & Social Work	43
Infrastructure Services	635
Corporate Services	40
Total	<u>1,748</u>

ABERDEENSHIRE COUNCIL
END YEAR FLEXIBILITY REQUESTS 2012/13
EDUCATION, LEARNING & LEISURE

Budget Page	Budget Page Underspend £'000	Amount Requested £'000	Purpose of Request
Special Education	1,014	420	The carry forward is required to allow the final group of primary schools in the roll out of a new active literacy scheme to be provided with the necessary materials. Forty five schools have been part of the initial project and implementation will begin in August 2012. This is an integral part of the service's strategy to raise attainment in schools and to improve the quality of learning and teaching in language which is vital to the further successful implementation of Curriculum for Excellence. This project is one of the large scale pieces of authority work in primary schools which is being developed in conjunction with Psychological Services. It will be spent by June 2013.
Primary Education	1,013	60	Carry forward is required because £60,000 of dining tables have been ordered in the current financial year (£10,000 per area) but the invoicing by suppliers will be after the year end.
Nursery Education	540	300	This is required to install materials purchased by Landscape Services for outdoor play environments. Installation work has been delayed and will fall after the financial year end and be completed during May 2013.
Nursery Education	540	160	This is required to replace domestic dishwashers with commercial machines at our local authority nurseries. This is a Water services requirement. This has been delayed as agreement is required by Policy and Resources Committee to use the external framework agreement. Once agreement has been provided the order will be placed. The supplier has identified delivery will take 6 weeks from order being placed.
Arts Development	8 (over)	32	The request of £32,000 is for an Audience Development project (£15,000); for a project involving young people into training and work (£12,000); and the Puppetry Animation project as above (£5,000). The Audience Development project follows a review of the Audience Development Service and the young peoples project request is because a young persons internship for film office is being developed. Both of these were initial cultural commissions. The Puppetry Animation project has overrun and cannot be completed by 31 March, but will be completed by the end of the summer term.
Sports and Leisure Management	69	45	The carry forward is required to complete the Gladstone system (Cash receipting system) development. In particular it is to for software to support the I-pods required for the installation of specialised Learn to Swim software. £80,000 was allocated against this project , but only £35,000 can be spent by the 31 March 2013 because of ICT issues.

ABERDEENSHIRE COUNCIL
END YEAR FLEXIBILITY REQUESTS 2012/13
EDUCATION, LEARNING & LEISURE

Budget Page	Budget Page Underspend £'000	Amount Requested £'000	Purpose of Request
Visitor Attractions	7	13	The carry forward is required to complete £60,000 of project work at Macduff Aquarium. It is estimated that £47,000 of this work will be completed by 31 March 2013. However £13,000 of the work cannot be completed until shortly after the year end because the contractor cannot complete the work until then. It is recognised that the amount of the requested carry forward (£13,000) is greater than the underspend on the budget (£7,000). This arises because forecast costs have increased slightly from earlier monitoring, so that the budget could previously afford the £60,000 but cannot quite afford it now, although it can be funded through the service underspend as a whole.
		<u>1,030</u>	

ABERDEENSHIRE COUNCIL
END YEAR FLEXIBILITY REQUESTS 2012/13
HOUSING AND SOCIAL WORK

Budget Page	Budget Page Underspend £'000	Amount Requested £'000	Purpose of Request
Older People - Residential Care	1,793	43	To purchase a vehicle for the 60 clients of the newly opened Edenholme Care Home in Stonehaven. An order has been placed, but there is a 6 month lead in time between the order and the delivery due to the special adaptations that have to be made to it. Fleet Services (Internal Transport) have advised that their budgets are fully committed for the next 2 years. The minibus would be delivered by September 2013.
		<u>43</u>	

ABERDEENSHIRE COUNCIL
END YEAR FLEXIBILITY REQUESTS 2012/13
INFRASTRUCTURE SERVICES

Budget Page	Budget Page Underspend £'000	Amount Requested £'000	Purpose of Request
Transportation	15	40	At its meeting in November 2012, Infrastructure Services Committee approved the strategy to replace 20 Pay & Display Machines with new solar powered machines that would free up available power supplies that could be used to install Electric Vehicle (EV) Charging Points across the main settlements of Aberdeenshire. The budget has been spent on purchasing Pay & Display machines that will be installed early in 2013/14. The End Year Flexibility funding would be used to purchase and install the 9 EV charging points. The cost is estimated at £40k and would be spent by December 2013.
Roads Operations	301	45	Asset Management inventory collection is a crucial aspect in the development of the Roads Asset Management Plan (RAMP). The collection of drainage inventory information is the next step on this process, and the carry forward will be used to complete the physical data set and configure the CONFIRM database to process it. The initial pilot phase has been successfully completed and proved the concept, however this secondary phase was delayed due to slippage in the pilot work carried out in 2012/13. This second phase is essential in developing a comprehensive data set of our gully infrastructure. Spend will be achieved by September 2013.
Quarries	378	250	There have been delays in programmed replacement. The carry forward will be used to carry out planned repair and maintenance works to the quarry plant to ensure there is sufficient resilience to operate the quarries efficiently and effectively in the years ahead. Expenditure will be spent by December 2013.
Quarries	378	150	There have been delays in programmed hardstanding extensions. The carry forward will be used to carry out planned repair and maintenance works to the quarry plant to ensure there is sufficient resilience to operate the quarries efficiently and effectively in the years ahead. Expenditure will be Spent by September 2013.
Roads Operations	301	150	The under spend resulted from delays in programmed minor "running repairs" to operational depots. Work had been identified however resources were stretched in responding to emergency works in relation to the December storms and also a longer, harsher winter period through to mid March. The carry forward will be used to carry out planned repair and maintenance works to the operational depots to ensure that they are in a condition that allows the service to be delivered efficiently and effectively in the years ahead. Expenditure will be Spent by December 2013.
			<u>635</u>

ABERDEENSHIRE COUNCIL
END YEAR FLEXIBILITY REQUESTS 2012/13
CORPORATE SERVICES

Budget Page	Budget Page Underspend £'000	Amount Requested £'000	Purpose of Request
HR&OD	220	10	Funding of external consultancy to Management Team to work on the creation of a strategic direction statement and implementation plan. This was delayed due to other Management Team priorities leading to work falling inside the new financial year. The work to be completed by the end June 2013.
Revenues and Benefits	60	30	A purchase order was raised in September 2012 for an upgrade to the Civica Electronic Document Management and Workflow system. The purchase was for an Image Server 2, Document retention and disposal module and XML module for Atlas including ADDACS & ARRUDS. Total cost including first year on-going costs was £32,395 excl VAT. We have paid a deposit of £3,050. On-going costs will be £1,995 and this can be met within existing budgets.
		<u>40</u>	