

Public Document Pack

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A meeting of **Cabinet** will be held in Committee Room 2, East Pallant House on **Tuesday 10 April 2018 at 9.30 am**

MEMBERS: Mr A Dignum (Chairman), Mrs E Lintill (Vice-Chairman), Mr R Barrow, Mr J Connor, Mrs J Kilby, Mrs S Taylor and Mr P Wilding

AGENDA SUPPLEMENT – Agenda item 9

- 9 **Carry Forward Requests 2018** (Pages 1 - 4)
Report and appendix attached.

Chichester District Council

THE CABINET

10 APRIL 2018

Carry Forward Requests

1. Contacts

Report Author:

David Cooper, Group Accountant,
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Cabinet Member:

Peter Wilding – Cabinet Member for Corporate Services
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2. Recommendation

2.1 That the Cabinet approve the requests for budgets to be carried forward to 2018-19 totalling £90,000, as recommended by the Corporate Governance and Audit Committee, subject to any amendments agreed at their meeting on 29 March 2018.

3. Background

- 3.1 In accordance with Financial Regulations, at the end of each financial year the Committee may determine that unspent balances of a specific nature may be carried forward into the following financial year.
- 3.2 Unspent balances at the year-end normally revert to general balances and are taken into account when considering the budget strategy for future years. Exceptionally, however, the Committee may take the view that an underspend arises from circumstances outside the control of the budget manager and that it is in the Council's best interests to carry forward a budget.
- 3.3 The Council is required to issue its Statement of Accounts by 31 May, and approve and publish its audited accounts by 31 July. As a consequence of this earlier deadline the Accountancy Service implemented a number of initiatives to accelerate the closedown process. This included the bringing forward of approvals for carry forward requests.

4. Outcomes to be achieved

- 4.1 The approved carry forward of unspent 2017-18 budgets into the 2018-19 financial year.

5. Proposal

- 5.1 The Council's financial system provides budget managers with easy access to the financial data relating to their approved budgets. As a result, managers no longer need to rely on the Accountancy Service to provide them with up to date financial information as they are able to self-service the system for themselves. Therefore budget managers are now better placed to be able to forecast their year-end budgetary position earlier than before.
- 5.2 All carry forward requests agreed by this Committee, are agreed in principle, subject to the funds being available and unspent at the year end. It may be necessary to claw-back the approval if it is found that the budget requested to be carried forward has been spent or the income not received when the Council's outturn position is established.
- 5.3 The earlier approval of carry forward request benefits the Accountancy Service with the year-end closure process, and also budget managers as approved carry forwards will be available in their budgets from the start of the new financial year.
- 5.4 The carry forward requests in Appendix 1 have been received from budget managers. The Committee is asked to consider the reasons behind each carry forward requested to satisfy itself that the underspends have not arisen due to poor performance, and request the Cabinet to approve their carry forward into 2018-19.

6. Alternatives that have been considered

- 6.1 None

7. Resource and legal implications

- 7.1 None. If approved these sums will be transferred to an earmarked reserve and drawn upon in 2018-19.

8. Consultation

- 8.1 These requests are supported by the Chief Executive and the Head of Finance and Governance Services.

9. Community impact and corporate risks

- 9.1 None.

10. Other Implications

	Yes	No
Crime & Disorder:		✓
Climate Change:		✓
Human Rights and Equality Impact		✓
Safeguarding and Early Help:		✓

11. Appendices

11.1 Schedule of Carry Forwards Requests from 2017-18 to 2018-19.

12. Background Papers

12.1 None.

Carry Forward Requests from 2017-18 To 2018-19

Appendix 1

RESIDENTS' SERVICES

Chichester Contract Services

- 1) One-off funding of £50,000 was approved by Cabinet in April 2016 in order to support the delivery of the Council's Recycling Action Plan and meet 50% recycling rate by 2020. This funding has since been utilised to develop and implement an effective communications campaign and reduce recycling guidance. A proportion of the funding was also allocated specifically for the production of domestic waste and recycling bin stickers. The stickers were trialled in 2017 and reviewed by the Waste and Recycling Panel who agreed that the stickers should be rolled out further during 2018. The carry forward request is to fund the rollout of the sticker project and support the continuation of the existing communications campaign.
- 2) £20,000 was allocated to support a "binrastructure" review as part of the Litter Strategy Action Plan. Work has started on the review but expenditure will not take place in this financial year. The funds will be required to provide additional bins in 2018/19.

CORPORATE SERVICES

Financial Services

- 1) Underspend on approved staffing budget due to a staff vacancy and maternity leave during the year. Request to carry forward the underspend for the new Assistant Corporate Counter Fraud officer's role for a provision to fund temporary staff resources when necessary to meet the key targets and deadlines for the internal audit and corporate fraud service plan.

Democratic Services

- 1) As a result of a conveyancing post going into phased retirement there is an underspend on the legal team's salary budget. Part of this underspend has been used to fund a new junior conveyancing post in the current year. To assist with succession planning it is requested that the remaining saving of some £12,000 is carried forward in order to part fund the new post so that they may work alongside the existing conveyancing postholder until they retire during 2018-19.

Total Carry Forwards

Budget Manager	Amount
	£
Amie Huggett	24,700
Andy Howard	17,300
Helen Belenger	36,000
Nick Bennett	12,000
	90,000