

**DETAILS OF ROLLOVERS FROM 2007-08 TO 2008-09****GENERAL FUND REVENUE BUDGETS**

- 1. HR furniture - £1,180**  
A new desk and chair for a new member of staff was ordered in February 2008, but not received until the 2008-09 year.
- 2. HR consultancy - £3,830**  
The budget was already committed with Northgate Solutions to provide specialist advice on hierarchy and LPGS changes.
- 3. HR equal pay consultancy - £5,000**  
Initial consultancy for the equal pay project was provided for in 2007-08 and vired to the HR consultancy budget, but is now being carried out in 2008-09.
- 4. Corporate Project: Equal Pay - £20,000**  
This is the sum remaining from the £30,000 2007-08 central provision for the equal pay project. This project is scheduled to proceed as quickly as possible, so the full amount is required in 2008-09, in addition to the original £90,000 set aside in 2008-09.
- 5. Personal Development Training - £7,000**  
The purchase of an e-learning package for corporate induction was identified as part of the review of induction by the HR coordinator, but did not proceed due to staff sickness.
- 6. Legal furniture - £2,000**  
New desks/chairs for new members of staff were ordered in 2007-08, but not received until the 2008-09 year.
- 7. Cashiering consultancy - £4,000**  
This is consultancy required to ensure the Council meets the Payment Card Industry Data Security Standard for processing debit card payments. It was additional expenditure approved in late 2007-08 through the additional bids process. It was not possible to schedule work with the consultants prior to 31 March 2008. However, initial work valued at £2,000 was completed on 3 April 2008 and the rest of the work will still be required.
- 8. Council Tax and Non-Domestic Rates - £1,990**  
Additional expenditure of £3,000 was approved in 2007-08 to enhance the Council Tax and Non-Domestic Rates ICT application to incorporate a check digit into the account numbers. Due to supplier limitation, work was only partially completed by 31 March 2008 and is to be fully completed in 2008-09.
- 9. Policy and Performance consultation - £5,440**  
The original provision in the budget was for customer satisfaction/customer involvement projects. The under spending has occurred because the Service First group decided that it should first review the Council's consultation strategy (in progress). Additional provision has been made in the budget for 2008-09 for customer satisfaction surveys to replace the three yearly BV surveys and to carry out annual instead of three yearly surveys. Also, the government has now introduced the Place Survey which will probably first take place in the autumn of 2008. There is currently no financial provision for the Place Survey. It would have to be met from the new provision for customer satisfaction. Hence it is requested to roll forward sufficient provision to meet the cost of the Place Survey without using the provision approved by the Council for customer satisfaction.
- 10. Corporate Management consultants - £6,800**  
This is needed for ongoing commitments in 2008-09 on the Values project, which was previously included in the Inspire project.
- 11. Corporate Management Service First - £13,000**  
The vacancy of the Customer Services Project Officer post and the decision to reconsider the viability of the mystery shopping project have led to the request to roll forward funds to 2008-09.

**12. Democratic Representation computers for Members - £5,540**

A rollover is needed to enable a bulk order to be made in 2008-09 to replace ageing and obsolete equipment held by continuing Members and to equip newly- elected Members with laptops and other appropriate equipment.

**13. Cambourne Offices: temporary car park signage and lease - £2,970**

The revised estimates assumed commencement of the temporary car park arrangements from January 2008, but this did not come into effect until May.

**14. Environmental Protection: Monitoring of contaminated land - £20,000**

Preliminary enquiries indicated that £80,000 would be needed in 2007-08 to make a particular site safe and suitable for further use. However, further scrutiny of the site and the work involved indicated that this full sum would not be required; uncertainty still remains, but it is considered that £20,000 will be sufficient to complete the work.

**15. Miscellaneous Services: Health Promotion - £5,500**

Development of the Envirocrime website facility spans across both financial years; 50% was payable upon commencement of project and paid in 2007-08; the other 50% is payable on implementation in 2008-09.

**16. Waste Management consultants - £29,200**

The consultants will undertake a procurement options appraisal study. The aim of this will be to safeguard SCDC against known risks and external influences; in doing so ensuring they provide best value into the future in advance of the dry kerbside collection contract terminating in October 2010. Lack of staff resources and external partner influences have prevented this appraisal study being undertaken in 2007-08.

**17. Lettings Advisory Service: Choice Based Lettings - £7,000**

The under spend on the budget for 2007-08 was due to the sub-regional decision to delay implementation until February 2008. Part of the implementation costs includes the development of a homeless module; this work is ongoing with the IT providers, but will not be concluded until later in this financial year. There will be significant benefits in SCDC securing this module. It will provide a more efficient way of collating statistical information on homelessness, including that required by the government and the progression of a unified sub-regional approach to homelessness. As one of the authorities acknowledging an interest in the development of this module, the cost will be less than securing it at a later date. Sufficient budget provision was allowed for in 2007-08, but not 2008-09. This is a one off implementation cost; the exact amount will depend on the number of authorities initially procuring the module, but this is expected to be approximately £7,000.

**18. Conservation maintenance of buildings and grounds - £8,340**

In 2007, the redundant section of Willingham Churchyard was passed to South Cambridgeshire District Council, who is now responsible for the ongoing maintenance of this part of the churchyard. At the time of transfer to the council it was noted that significant works of repair are required to the churchyard walls. Funding was identified from under spend in the 2007-08 Conservation Budget to enable repairs to be undertaken on these walls. However, tenders for this work were not sought at that time for the following reasons:

- (a) The precise area of ownership that was passed to SCDC was unclear and a plan was requested from the Parish Council to confirm the area handed over. The Conservation Section has only recently received this.
- (b) The lack of a manager within the Conservation Team has led to a significant increase in workload on other members of the team, which meant that staff resources were not available in the section to pursue the matter. Separate funding has now been identified to enable consultants to be appointed to prepare the necessary schedule of works for the repairs, from which tenders can be invited.
- (c) The works could not be undertaken over the winter period (due to risk of frost).

Until tenders are received, the full cost of the works to these walls will not be clear, but it is expected to be at least £9,000. In the 2008-09 budget, there is only an allocation of

£5,500 for the maintenance of churchyards together with other buildings in the care of SCDC and this will be fully committed on grass cutting and other routine maintenance issues. Therefore, the full value of the 2007/08 under spend in the Conservation Maintenance Budget is requested to be transferred to the 2008-09 budget to enable these exceptional (and one-off) works to be undertaken.

**19. ICT equipment: Network Management - £15,000**

This purchase is needed to allow procurement of a suitable network management console/software application. Programme slippage occurred, due to supplier problems.

**20. ICT software: Website Development - £3,000**

This provides additional support for the Website Development Officer with the supplier TAGISH.

**21. ICT repairs and maintenance: Network Security - £15,000**

This enables procurement of suitable network security services. As with Network Management, programme slippage occurred, due to supplier problems.

**22. ICT repairs and maintenance: Transitional Service - £6,500**

This supports further development of the MAGIC service desk in line with the ICT Service Action Plan.

**23. ICT repairs and maintenance: GIS and Planning Systems - £8,300**

This will fund the continuing maintenance of the GIS systems development in support of the shared services agenda.

**24. Community Facilities Audit - £31,000**

This item was included in the central budget provision for corporate projects to be undertaken in 2007-08. It consists of the audit of existing community facilities and village halls to develop an SCDC Standard and Formula for developer contributions towards community facilities in villages facing growth. This work will be completed in 2008-09 and will form part of the SCDC Section 106 Strategy. It will bring in substantial funds to the district.

**25. Sustainability consultants – £5,500**

This is the allocation for green & sustainable economy research supporting the Northstowe S.106, to ensure that the opportunities for maximising Green business and entrepreneurship are captured in the S.106 document. Work was delayed initially by the late submission of the planning application, then further to coincide with the arrival of anticipated Economic Development Officer, who would be better able to lead on this area of work. Initial study is desktop research into the size and scale of potential demand, and the specific needs of this type of business.

**26. Growth Agenda Northstowe Development Trust Director – £25,000**

There was a delay in appointment of the post/consultant to undertake a business plan for the Trust, which was originally expected to commence in 2007-08. Funds from both years' allocations are now required in 2008-09 to pay for the 9 month consultancy, commencing June 2008.

**27. Growth Agenda Cambourne – totalling £54,500**

Cambourne Sports Consultant £14,500

Cambourne Noise Consultant £10,000

Cambourne Viability Assessment £30,000

We received an application for 950 additional houses at Cambourne (ref S/6438/070) on 30th August 2007. This application was expected many months earlier and resources had been planned accordingly. Unfortunately as a local planning authority we cannot control precisely when an applicant actually submits an application notwithstanding the extensive pre-application advice we offer and engage in. As a result of both the delayed timing of the submission and lack of information contained within the application, we are not yet in a position to determine this significant application.

Work is ongoing with the applicant, his consultant and stakeholders to consider both the proposals and planning obligations (S106 requirements). In due course (within this financial year) monies will be required to employ consultants to assess specialist matters such as viability, and noise to inform the recommendation to be made to Planning

Committee on the acceptability of the planning proposals. As such it is imperative that these monies are rolled forward to enable us to do this at the appropriate time. The monies assigned to sports consultants are required to check facilities are being built to appropriate standards. Again it is not always easy to predict quite when facilities will come on stream as trigger points to do so relate to house occupations, and the market has slowed down considerably. Nevertheless there are going to be facilities at both and Cambourne and Arbury which will need to be checked to meet specifications, a matter which is important to the emerging communities to ensure they have facilities which are fit for purpose. This is a 'live issue', which has been discussed by the Arbury Member Task and Finish Group. As such, it is imperative that these monies are rolled forward to enable us to do this at the appropriate time.

**28. Growth Agenda Sub-Regional Faith Study - £5,000**

The Sub Regional Faith Study is still to be completed and approved. We expect further payments will be required in 2008-09, including organising consultation workshops and eventually a launch of the Study during 2008-09. We therefore require this budget to be rolled forward.

**29. Local Development Framework – totalling £124,000**

(a) Site Specific Policies DPD examination - £84,000

The Site Specific Policies DPD examination did not end as planned in 2007-08. Having identified a housing shortfall, the examination will reopen in 2008-09. The Planning inspectorate will bill the Council at the close of the examination.

(b) Sustainability Appraisal of the Site Specific Policies DPD new site - £10,000

This is a new process requested by the Examination Inspectors to find extra sites for 2200 dwellings. This work is at the top of the planning agenda.

(c) North West Cambridge Area Action Plan Examination - £10,000

The North West Cambridge Area Action Plan, which will be examined later this year, will contribute to the 2200 extra dwellings that the Council must find.

(d) Planning Obligations SPD - £20,000

A Planning Obligations Supplementary Planning Document is urgently needed, as are a number of other Supplementary Planning Documents.

**GENERAL FUND CAPITAL PROGRAMME**

**30. Improvement Grants: Home Repairs Assistance - £24,500**

There is a waiting list for Home Repairs Assistance, comprised of 43 cases from 2007-08 and 6 cases to date from 2008-09. The maximum allowed per grant is £5,000 and the current budget is £100,000. An amount of £30,000 was requested, but this has been restricted to £24,500, which is total of the under spend in 2007-08.

**31. Environmental Protection: Emissions Inventory - £40,500**

Although procured, the project was unable to be delivered on time to meet the 31 March deadline stipulated as a requirement for inclusion within the 2007/08 accounts.

**32. ICT PC Refresh Programme - £15,000**

This is to enable the completion of the XP roll out, which is estimated to cost £15,000 above the original 2008-09 estimate of £40,000. Programme slippage occurred due to lack of SCDC resources.

**33. ICT Open Access and e-Billing: cash receipting system - £22,000**

This is to enable the completion of the income management programme. Programme slippage occurred due to both supplier problems and lack of SCDC resources.

**34. ICT Contact Centre CRM Integration - £159,000**

This is to enable the completion of the Northgate CRM/M3 integration programme. Programme slippage occurred due to supplier problems.

**35. ICT NLIS/Land Charges System - £50,000**

This is to enable the completion of the Northgate M3 Land Charges programme. Programme slippage occurred due to supplier problems.

## **HOUSING REVENUE ACCOUNT**

### **36. Tenant Participation: tenants handbook - £12,500**

This request was endorsed by the Portfolio Holder at a portfolio meeting on 28 April 2008. Owing to other calls on staff time, this project was not undertaken in 2007-08 and there is no budget provision in 2008-09. A draft of the handbook has already been sent to members of the Tenant Participation Group, who have until their July meeting to submit comments. Following further consultation, it is anticipated that the handbook will be ready for consideration by the Portfolio Holder at either his August or September meeting. The final version should, therefore, be available for distribution in the autumn.