

EXECUTIVE COMMITTEE

29th July 2014

CONSOLIDATED REVENUE & CAPITAL OUTTURN & FINANCIAL RESERVES STATEMENT 13/14

Relevant Portfolio Holder	Councillor John Fisher, Portfolio Holder for Corporate Management.
Portfolio Holder Consulted	
Relevant Head of Service	Jayne Pickering
Wards Affected	All Wards
Ward Councillor Consulted	N/A
Non Key Decision	

1. SUMMARY OF PROPOSALS

This report details the Council's financial position for the period April to March 2014 (Outturn – 2013/14).

2. RECOMMENDATIONS

The Executive Committee is asked to **RESOLVE** that

the current financial position on Revenue and Capital be noted, as detailed in the report;

The Executive Committee is asked to **RECOMMEND**

- 1) **the transfer of £165k into balances;**
- 2) **to carry forward £3.2m for Capital project schemes;**
- 3) **approval of the movement in reserves as detailed in Appendix 1; and**
- 4) **to increase the 2014/15 Capital Programme to include the following Section 106 funded project: £16,500 for Pitcheroak Golf Course for improvements to the greens and creation of a par 3 course to encourage juniors and beginners to play golf.**

3. KEY ISSUES

- 3.1 This report provides details of the financial information across the Council. The aim of the report is to ensure Officers and Members have a full picture of the year end financial position of the Council. This report includes additional information in relation to the final position for each department.

Financial Implications

- 3.2 The Council set a balanced budget in February 2013 for the financial year 2013/14. Within the budget were included savings of £550k which

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were not fully identified but required delivery during the financial year. These included savings relating to Shared Services, Transformation, and general vacancies with the Council. These savings were to be achieved during the financial year and officers were tasked to ensure that they were delivered with no impact on front line delivery of services. To further secure savings expenditure was incurred on essential service delivery only.

Revenue Budget summary Outturn (April – March) 2013/14 – Overall Council

- 3.3 The current financial position for services delivered within the Borough is detailed in the table below. The variance for the year (c) represents the difference for the financial year 2013/14 between the estimated budget and the actual expenditure for each department. If the variance is a (-) this shows an underspend to the original budget.
- 3.4 Internal recharges are whereby internal support services are charged to individual departments. However in the table before they have been shown as one line to allow a more transparent comparison for each service area.

Service Area	(a) Budget 2013/14 £000	(b) Actual Spend 2013/14 £000	(c) Variance 2013/14 £000
Service Specific Expenditure			
Environmental Services	1,575	1,531	-44
Community Services	1,144	1,108	-36
Regulatory Services	417	396	-21
Leisure & Cultural Services	2,030	2,007	-23
Planning & Regeneration	-52	-84	-32
Customer Access & Financial Support	-1,226	-1,253	-27
Finance & Resources	1,143	1,125	-17
Legal, Equalities & Democratic Services	156	126	-30
Business Transformation	116	71	-45
Head of Housing Services (GF)	78	57	-21
Corporate Services	93	90	-3
Support Services (IT, HR, Finance) – Recharged services	5,197	5,022	-175

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Net Directorate Expenditure	10,671	10,196	-475
<u>Non Service Expenditure</u>			
Superannuation	1,557	1,519	-38
Financing Costs	321	355	34
Capital charged to Revenue	0	58	58
Net Other Changes	-1,671	-1,464	207
Total General Fund Expenditure	10,878	10,664	-214
Income from Grants and Local Taxation	-10,794	-10,830	-36
Contribution To / From General Fund Balances	84	-166	-250

3.5 This shows a favourable underspend to budget of £250k. Therefore the unidentified savings of £550k have been delivered in full together with additional underspends during the year. The net position to return to balances is £166k.

3.6 Officers have been working through the financial year to ensure that savings are delivered with no impact on front line service delivery.

3.7 The main reasons for the variance to budget include:

- Environmental Services realised additional income from bereavement services and reduced supplies and service costs in a number of areas (£44k)
- Community services savings were mainly due to reduced spending on supplies and services and use of reserves (£36k)
- Regulatory Services utilised earmarked reserves to fund transitional costs (£21k)
- Leisure savings came redesign of systems as part of transformation, increased income in business development, and general savings across departments, however unforeseen utility costs, and unavoidable overtime in the sports centres reduced the overall savings (£23k)
- Planning & Regeneration have realised significant savings from salaries and in addition reserves have been utilised to minimise the impact on the general fund. (£32k)

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- Customer Access and Financial Support realised savings through reduced expenditure on repairs and maintenance, and higher than anticipated subsidy repayments from the DWP. (£27k)
 - Finance & Resources net underspend related to savings made on audit costs offset by the severance payments made during the management restructure.(£17k)
 - Legal services received additional income in the last quarter, predominately from Land charges and other savings were delivered through vacancy management (£30k)
 - Business transformation contributed savings from vacancies and the training budget was not spent due to ongoing work to develop a training matrix for all staff (£45k)
 - Housing made additional income from Dispersed Units and a number of costs were assessed as meeting the Essential Living Fund criteria and were appropriately charged to this fund. (£21k)
 - Corporate Services made savings through shared services together with general supply savings.(£3k)
 - Support Services represent a number of services including IT, Accountancy and Human Resources. Due to vacancy management and savings on contracts a significant underspend was seen in this area (£175k)
 - Non Service Specific Expenditure: this relates to expenditure outside of the general service control including capital financing costs, previous year adjustments and pension contributions. This area was overspent due to prior year payment on housing subsidy and shortfall on anticipated refunds from HMRC.
- 3.8 Savings delivered during 2013/14 will be released in 2014/15 to cover the unidentified savings which were included as part of the final budget.

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Capital Budget summary Outturn (April - March) 2013 /14 – Overall Council

Department	Revised Budget 2013 /14 £'000	Actual spend £'000	Variance £'000
Environmental Services	3,752	1,737	-2,015
Community Services	925	374	-551
Regulatory Services	121	7	-114
Leisure & Cultural Services	443	122	-321
Planning and Regeneration	55	11	-44
Financial Services	35	34	-1
Property Services	408	226	-182
Business Transformation	9	0	-9
TOTAL	5,748	2,511	-3,237

3.9 The main reasons for the variance to budget include:

- Re-scheduling of vehicle replacement programme, £918k to be moved to 2014/15.
- Community services have seen a reduction in new applications for Disabled Facilities Grants and Home Repairs Assistance; however the authority has approved grants to the value of £150k, and is committed to this expenditure.
- The final account for the Abbey Stadium but it will not be paid until the next financial year. Therefore, it is requested that the remaining budget is carried forward into 2014/15
- Public Buildings some expenditure was identified as Revenue thus reducing the Capital element, additional there is work in progress for £30k this budget is required in 14/15

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Environmental Services	Outturn (April - March) 2013 /14
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Revenue Budget summary

Service Head	Revised Budget 2013 /14 £'000	Actual Spend April - Sep £'000	Variance to date April - March £'000
Bereavement Services	-378	-436	-58
Cleansing	557	560	3
Climate Change	12	9	-3
Environmental services Management	677	681	3
Highways & Drainage (inc civil parking)	465	441	-24
Landscape & Grounds Maintenance	89	125	36
Manager supplies & Transport	0	0	0
Waste Management - Refuse & Recycling	1,033	976	-57
Waste Management Policy	6	-16	-22
Allocation of savings	-51	0	51
Service Expenditure	2,410	2,340	-71
Recharges internal	-836	-810	26
Allocation of unidentified savings	0	0	0
TOTAL	1,574	1,530	-45

Financial Commentary:

- Bereavement Services have achieved more income than budgeted due to increase in demand.

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- North Worcestershire Waste Management has reported a £20k saving on drainage works within the Land Drainage shared service.
- S106 funds expected to contribute towards the Landscape expenditure are outstanding, when received these will be used in future years.
- Waste Collection has seen a £20k saving from reduced supplies and transport recharges, £25k lower capital charges.

Capital Budget summary

Service	Revised Budget 2013 /14 £'000	Actual Spend April – Mar £'000	Variance to date April – Mar £'000
Crematorium Enhancement	1,058	920	-138
Crematorium Extension	35	24	-11
Crossgate Depot Imps 2010	30	10	-20
Solar Panels	35	31	-4
Estate Enhancements	234	6	-228
Footpath Improvements	20	18	-2
Foxlydiate Crescent Lighting	25	0	-25
Improved Parking Scheme	250	237	-13
Land Drainage schemes	222	108	-114
Landscape Improvement Programme	200	154	-46

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Recycling Project	67	25	-42
Town Centre Landscape Scheme	450	21	-429
Vehicle replacement programme	1,101	183	-918
Woodland Schemes	25	0	-25
TOTAL	3,752	1,737	-2,015

Financial Commentary:

- The majority of the work has taken place for the Crematorium Enhancement and extension. Officers request that any remaining budget be moved into 2014/15 to carry out further remedial works.
- Solar Panels – scheme is now complete with a saving of £4k
- Estate Enhancement work continues – any balance at year end is requested to be moved to 2014/15
- Land Drainage Schemes – Wyre Forest/NWWM at part of their service level agreement oversee the Land Drainage capital schemes. £90k flood alleviation work has been carried out during the year.
- Work began on Church Green bandstand in 2013/14 and further landscape works are progressing in 2014/15.
- Vehicle replacement programme - due to re-scheduling of vehicle procurement, £918k to be moved to 2014/15 as most of the expenditure will take place after April.
- Woodland Schemes – Officers have asked for the budget to be moved into 2014/15 to carry out works in Oakenshaw Woods

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Community Services	Outturn (April - March) 2013 /14
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Revenue Budget summary

Service Head	Revised Budget 2013 /14 £'000	Actual Spend April – Mar £'000	Variance to date April - Mar £'000
Community Services	1,311	1,224	-86
Control Centre Manager	344	329	-16
Care & Repair	50	44	-6
Service Expenditure	1,705	1,597	-108
Recharges internal	-519	-489	30
Allocation of unidentified savings	-42	0	42
TOTAL	1,144	1,108	-36

Financial Commentary:

- The spend on supplies and services is lower across all cost centres.
- Community Services Earmarked reserves were used to reduce the pressure on budgets in year.
- £17k reduced transport costs on Dial a Ride.

Capital Budget summary

Service	Revised Budget 2013/14 £'000	Actual Spend £'000	Variance £'000
Disabled Facilities Grant	575	332	-243
Energy & Efficiency Installs	94	0	-94
Hmo Grants	20	10	-10
Home Repairs Assistance	150	24	-126
Housing Needs Assessment	4	0	-4
Strat Hsg Research & Dev	10	0	-10
Warmer Worcs Insul Scheme	25	8	-17

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(£40k)			
Small Area Improvements	47	0	-47
TOTAL	925	374	-551

Financial Commentary:

- There has been a reduction in new applications for Disabled Facilities Grants, however the authority has approved grants to the value of £150k, work is in progress.

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Regulatory Services	Outturn (April - March) 2013 /14
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**Revenue Budget summary Quarter 3 (April – December) 2013 /14 –
Regulatory Client**

Service Head	Revised Budget 2013 /14 £'000	Actual Spend April - Mar £'000	Variance to date April - Mar £'000
Environmental Health	610	592	-18
Licensing	-177	-196	-19
Allocation of Savings	-16	0	16
TOTAL	417	396	-21

Financial Commentary:

- No significant variances

Capital Budget summary

Service	Revised Budget 2013 /14 £'000	Actual Spend £'000	Variance £'000
Worcestershire Enhanced Two Tier Programme (WETT)	121	7	-114
TOTAL	121	7	-114

Financial Commentary:

- The expenditure is jointly funded by all partners in accordance with the business case. The budget for 13/14 was £503k, RBC share at 11.31% £56k.

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Leisure and Cultural Services	Outturn (April - March) 2013 /14
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Revenue Budget summary

Service Head	Budget 2013/14 £'000	Actual Spend £'000	Variance £'000
Business Development	149	120	-29
Cultural Services	850	724	-126
Leisure & Cultural Manage.	149	142	-7
Parks & Open Spaces	876	820	-56
Sports Services	409	568	159
Allocation of savings	5	0	-5
Service Expenditure	2,438	2,374	-64
Recharges internal	-408	-367	41
TOTAL	2,030	2,007	-23

Financial Commentary:

- The underspend within Business Development is due to the following reasons:
 - Income from roundabouts sponsorship has exceeded the budget and an additional income target has been included within the 2014/15 budget.
 - The Christmas Lights have been procured at a lower price and installed by existing staff rather than contractors and a saving has been included within the 2014/15 budget.
 - There are vacancy savings which will be addressed as part of a service review in 2014/15.
- The underspend within Cultural Services is due to the following reasons:
 - The Palace Theatre has significantly exceeded its income target.
 - The Community Centres which remain within the management of Leisure Services have made savings due a successful trial of a transformation re-design.

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- The underspend within Leisure & Cultural Management is due to lower than anticipated expenditure by the Learning Online service.
- The underspend within Parks & Open Spaces is due to the following reasons:
 - An element of the Play Area maintenance budget was not required as existing Section 106 receipts have been utilised.
 - There has been a reduction in the landscape maintenance recharge from Environmental Services.
- Sports Services achieved budget position across all cost centres with the exception of the Abbey Stadium, Kingsley Sports Centre & Hewell Road. The overspend is due to:
 - Unforeseen utilities costs at the Abbey Stadium.
 - Overtime costs at the Abbey Stadium have increased due to long-term sickness in front-line posts which has to be covered.
 - Ongoing security costs at Hewell Road prior to its disposal.
 - Income generation was 1.5% lower than budgeted at the Abbey Stadium following changes in the local fitness market. Officers have reviewed the position and increased marketing accordingly, reviewed class and exercise programmes and are looking at ways to respond to customer feedback proactively to address this situation.

Capital Budget summary

Service	Revised Budget 2013 /14 £'000	Actual Spend April – Mar £'000	Variance to date April – Mar £'000
Abbey Stadium	350	35	-315
Hewell Rd Pool Works	0	0	0
Kingsley Sports Centre	37	37	0
Greenlands Pub Open Space	8	0	-8
South Street S106 Fund	48	50	2
TOTAL	443	122	-321

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Financial Commentary:

- Officers are waiting to settle the final account for the Abbey Stadium but it will not be paid until the next financial year. Therefore, it is requested that the remaining budget is carried forward into 2014/15.
- Works have not yet been completed at Greenlands playing field / changing rooms so it is requested that the budget is carried forward into 2014/15.

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Planning and Regeneration	Outturn (April - March) 2013 /14
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Revenue Budget summary

Service Head	Revised Budget 2013 /14 £'000	Actual Spend April – Dec £'000	Variance to date April - Dec £'000
Building Control	52	62	10
Development Management	165	174	9
Economic Development	120	156	36
Planning Policy	383	275	-108
Allocation of savings	-23	0	23
Service Expenditure	697	667	-30
Recharges internal	-749	-752	-3
TOTAL	-52	-85	-33

Financial Commentary:

- A building hiatus within the Redditch Borough has resulted in a reduction of Planning Applications and consequently Building Controls services affecting the income achievable.
- Salary savings of £25k and the use of earmarked reserves for town centre projects contributed to the savings made within Planning.

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Capital Budget summary

Service	Revised Budget 2013 /14 £'000	Actual Spend April – Dec £'000	Variance to date April – Dec £'000
Town Centre Development	55	11	-44
TOTAL	55	55	-44

Financial Commentary:

- Funding from Section 106 to finance Town Centre Development has not been fully committed during 2013/14

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Customer Access & Financial Support	Outturn (April - March) 2013 /14
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Revenue Budget summary

Service Head	Budget 2013/14 £'000	Actual Spend £'000	Variance £'000
Asset & Property Management	1,066	898	-168
Customer Services	467	490	23
Revenues & Benefits	284	125	-159
Allocation of savings	80	0	-80
Service Expenditure	1,898	1,513	-385
Recharges internal	-3,124	-2,766	357
TOTAL	-1,226	-1,253	-28

Financial Commentary

- The variance for Asset & Property Management is mainly attributable to increased income through effective use of office space. Also the Repairs & Maintenance expenditure on buildings within Property Services was lower than expected this year, and Investment Properties have achieved more income due to more Units being let in the last quarter of the year.
- The variance for Customer Services is attributable to the redundancies within the service and the extension on the Cash Receipting system.
- The variance for Revenues & Benefits is predominantly due to Benefit Awards and reduced internal recharges.

Capital Budget summary

Service	Revised Budget 2013 /14 £'000	Actual Spend April – Dec £'000	Variance to date April – Dec £'000
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General Fund Buildings - Asbestos	48	18	-30
Public Building	250	123	-127
YMCA Heating	85	85	0
Energy Management	25	0	-25
TOTAL	408	226	-182

Financial Commentary:

- General Fund buildings - Asbestos, this project has been unable to complete some of its works during the last quarter and therefore there will be a requirement for £14k as a carry forward for 14/15.
- Public Buildings have managed to resource some expenditure from Revenue budgets thus reducing the Capital element, and also were unable to complete some works during the last quarter therefore there is a commitment for £30k of the under spend required for 14/15
- Energy Management, this project is to be reviewed for 14/15.

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Financial Services	Outturn (April - March) 2013 /14
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Revenue Budget summary

Service Head	Revised Budget 2013 /14 £'000	Actual Spend April - Mar £'000	Variance to date April - Mar £'000
Financial Services and Procurement	726	837	111
Corporate Management and Audit	1,267	1,228	-39
Service Expenditure	1,993	2,065	73
Recharges internal	-830	-940	-110
Allocation of savings	-20	0	20
TOTAL	1,143	1,125	-17

Financial Commentary:

- Overspend on Financial Services are severance costs following the recent Head of Service Restructure.
- Underspend on Corporate Management and Audit is due to savings on audit fees, corporate subscriptions and an over recovery of insurance premiums to be placed in an earmarked reserve for future years.

Capital Budget summary

Service	Revised Budget 2013 /14 £'000	Actual Spend April - Mar £'000	Variance to date April - Mar £'000
Income Replacement System	35	34	-1
TOTAL	35	34	-1

Financial Commentary:

- No significant variance.

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Legal, Equalities and Democratic Services	Outturn (April - March) 2013 /14
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Revenue Budget summary

Service Head	Revised Budget 2013 /14 £'000	Actual Spend April - Mar £'000	Variance to date April - Mar £'000
Democratic Services & Member Support	315	278	-37
Elections & Electoral Services	98	95	-3
Legal Advice & Services	335	309	-26
Allocation of Savings	15	0	-15
Service Expenditure	763	682	-81
Recharges internal	-607	-556	51
TOTAL	156	126	-30

Financial Commentary:

- The variances within Legal, Equalities & Democratic Services are predominantly due to additional income being received within Land Charges in the final quarter, reduced expenditure within Members Services, vacant posts following the service review earlier in the year, and lower internal recharges.

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Business Transformation	Outturn (April - March) 2013 /14
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Revenue Budget summary

Service Head	Revised Budget 2013 /14 £'000	Actual Spend April - Mar £'000	Variance to date April - Mar £'000
Corporate Strategy	85	74	-11
Business Transformation	918	828	-90
Human Resources	491	419	-73
IT Services	148	166	17
Allocation of savings	88	0	-88
Service expenditure	1,731	1,487	-244
Internal Recharge	-1,615	-1,415	199
TOTAL	116	71	-45

Financial Commentary:

- In year savings were identified within IT services and Business Transformation due to vacancies in the departments.
- In Corporate strategy a small saving has been identified within the Equalities budget.
- A further saving has been identified in the Business Transformation budget for the cost of internet services
- The savings within Human Resources are due to vacancies and savings within the training budget.

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Capital Budget summary

Service Head	Revised Budget 2013 /14 £'000	Actual Spend April - Dec £'000	Variance to date April - Dec £'000
Members IT Facilities	9	0	-9
TOTAL	9	0	-9

Financial Commentary:

- Currently no expenditure to date on this project.

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Housing Services (General Fund)	Outturn (April - March) 2013 /14
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Revenue Budget summary

Service Head	Revised Budget 2013 /14 £'000	Actual Spend April - Mar £'000	Variance to date April - Dec £'000
Housing general fund	969	939	-30
Allocation of Savings	-20	0	20
Service Expenditure	949	939	-10
Recharges internal	-871	-882	-11
TOTAL	78	57	-21

Financial Commentary:

- £35k saving from additional income on Dispersed Units, and allocation of attributable costs to Essential Living Fund

Corporate Services	Outturn (April - March) 2013 /14
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Revenue Budget summary

Service Head	Revised Budget 2013 /14 £'000	Actual Spend April - Mar £'000	Variance to date April - Mar £'000
Corporate Admin / Central Post / Printing	870	825	-45

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Allocation of savings	41	0	-41
Service Expenditure	911	825	-86
Recharges internal	-818	-735	83
TOTAL	93	90	-3

Financial Commentary:

- Savings made from Shared Services and a vacant Directors post.
- Clinical care group expenditure was funded by earmarked reserves.

Treasury Management

3.10 The Council's Treasury Management Strategy has been developed in accordance with the Prudential Code for Capital Finance prudential indicators and is used to manage risks arising from financial instruments. Additionally treasury management practices are followed on a day to day basis.

Credit Risk

3.11 Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Council's customers. Credit risk is minimised by use of a specified list of investment counterparty criteria and by limiting the amount invested with each institution. The Council receives credit rating details from its Treasury Management Advisers on a daily basis and any counterparty falling below the criteria is removed from the list.

3.12 At 31 March 2014, there were no short-term investments

Income from investments

3.13 An investment income target of £25k has been set for 2013/14 using a projected rate of return of 0.75% - 1.50%. During the past financial year, bank base rates have remained at 0.50% and current indications are projecting minimal upward movement for the short-term.

3.14 In the 12 months to 31 March 2014 the Council earned income from investments of £15k. The Council has not achieved the budgeted income due to reductions in the rate now provided by the call account, however that the £10k shortfall has been negated by the fall in borrowing costs.

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General Fund Balances

3.15 The General Fund Balance as at the 31st March 2013 is £1m; a balanced budget was set in February 2013, should the unidentified savings not be achieved during the year or any unexpected expenditure occur this would be funded from Balances.

General Fund Balance		
	£'000	£'000
Balance as at 1 st April 2013	1,001	
Contribution to balances	165	
Estimated Balances 31 st March 2014		1,166

Housing Revenue Account

3.16 The 2013/14 financial position resulted in an under achievement by £45k against the approved budget of £260k (Surplus). The amount in HRA balances now stands at £1,031k.

3.17 The main variations are due to:-

- a) A reduction in the amount received in government subsidies.
- b) Cost savings were made delivering the service, which helped to reduce the effect of lost income.

Housing Revenue Account 2013/14

	Approved Budget 2013/14 £000	Actual 2013/14 £000	Variance £000
Income	25,224	25,093	131
Expenditure	24,965	24,879	(86)
Net Expenditure	(260)	(215)	45
<u>Housing Revenue Account Balance</u>			
Surplus as at 1 st April 2013	817	817	0
Surplus (Deficit) for year 2013/14	260	215	(45)
Surplus as at 31 st March 2014	1,076	1,031	(45)

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Legal Implications

3.18 No legal implications have been identified.

Service/Operational Implications

3.19 Sound performance management and data quality are keys to achieving improved scores in the use of resources judgement. This performance report supports that aim.

Customer / Equalities and Diversity Implications

3.20 Performance Improvement is a Council objective.

4. RISK MANAGEMENT

Risk considerations are covered within the report.

5. APPENDICES

Appendix 1 – Reserves Statement

6. BACKGROUND PAPERS

None.

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