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**REPORT TO THE MEETING OF THE EXECUTIVE 7 NOVEMBER 2012**

**PORTFOLIO: FINANCE AND RESOURCES**

**REPORT FROM HEAD OF FINANCE**

**SUBJECT: QUARTER 2 2012/13 FINANCIAL MANAGEMENT  
REPORT AND MID-YEAR TREASURY MANAGEMENT REVIEW**

**1 DECISION BEING RECOMMENDED**

- 1.1 To note the current year-end forecasts for the revenue budgets of the Council based on financial performance in period April - September of the financial year 2012/13, as shown in Appendix 1.
- 1.2 To note the current financial performance on key financial indicators, as shown in Appendix 2.
- 1.3 To note and agree the Quarter 2 Capital Monitoring Report in Appendix 3.
- 1.4 To note the list of contracts for tender during next quarter in Appendix 4.
- 1.5 To note the position on the Council's Treasury Management .

**2 REASONS FOR RECOMMENDATION**

- 2.1 The purpose of this report is to provide Members with the latest forecast for the General Fund revenue budgets for the end of the year compared to the original budgets agreed in January 2012. The General Fund is split into cost centres such as Financial Services and Environmental Health and the forecasts for each cost centre are detailed in Appendix 1. These forecasts for the end of year position are based on the information available as at the end of September 2012.
- 2.2 Within the cost centres, there are budget headings which are considered significant to the overall financial position of the authority. An example of this would be salaries, which account for £6.9m of total expenditure, or significant income streams such as planning fees or parking. These key financial indicators are summarised in Appendix 2.
- 2.3 The Council has strong budgetary control arrangements with the Finance team working with departmental officers to identify potential overspends or under recovery of income. Overspends are usually covered by virements from other budgets. The commentary in Appendix 1 does not attempt to cover all the budgetary changes as cost centres may have over 30 different budget lines, but it draws attention to the key factors affecting the net expenditure for that cost centre. If the variance is under £5,000, there is no commentary. Some of the forecast under spends are due to staff vacancies which have either been filled or are being held vacant pending budget

decisions. The Portfolio Holder for Finance and Resources receives quarterly reports on Staff Vacancies.

- 2.4 The Quarter 2 Capital Monitoring Report provides Members with an up to date position on how projects funded through the capital programme are progressing.
- 2.5 The Council has adopted the Code of Practice on Treasury Management. A requirement of this is to produce a mid year review looking at the Authority's performance in line with the strategy agreed by Council in January.

### **3 OVERALL FINANCIAL POSITION**

- 3.1 The results to the end of September 2012 indicate that for the General Fund, the year-end position is forecast to meet the original estimate of £10.2m.
- 3.2 All of our main income sources (appendix 2) will be regularly monitored as we progress through this year's revised budget process. This will ensure that budgets reflect as close a year end forecasted position as possible.
- 3.3 The main factors that are reducing the overall net expenditure are:-
- Planning fee income is forecast to be £14,000 above original budget. The main reason for this is a 15% increase in planning fees which is likely to take effect in January 2013. This is the first increase since 2008.
  - An unexpected receipt of £216,885 for avoided disposal costs in relation to 2011/12 has been received. The revised budget will be changed to reflect this.
  - Expenditure on housing people in bed and breakfast accommodation is forecast to be well under original budget by about £65,000. The average number of people in bed and breakfast accommodation for this period was 13, compared to 23 in the same period last year.
  - Further savings of £50,000 will be made on the IT contract; again these will be built into revised estimates.

The main factors that are increasing the overall net expenditure are:-

- Income from Local land Charges is forecast to be £19,000 below original budget.
- Income from car park season tickets is also expected to be below original budget by £80,000. This is mainly due to the Primary care Trust moving its offices outside of the District.
- Despite now charging for parking at the Freight House, income from pay and display machines is forecast to be £147,500 below original budget. To give Members some perspective on individual car parks performance

the following table compares income received in the District's two main car parks for the first 6 months 2012/13 compared to 2011/12. As you can see, income is up overall year on year at both Websters Way and Castle Road. However, income received in all our car parks is not expected to meet the £1,075,000 original budget.

Car Park	Financial Year	Income received in April	Income received in May	Income received in June	Income received in July	Income received in Aug	Income received in Sept	Total
Websters Way	2011/12	£26,705	£27,604	£35,660	£28,605	£30,716	£35,623	£184,913
	2012/13	£22,770	£46,085	£30,278	£34,712	£40,889	£31,514	£206,248
Castle Road	2011/12	£9,251	£9,628	£12,438	£10,371	£9,028	£11,452	£62,168
	2012/13	£7,140	£14,649	£9,949	£10,964	£11,706	£10,623	£65,031

### 3.4 Details of Amounts approved for Write Off

- 3.5 As part of this report Members are given information on the amount of outstanding money approved for write off during the reporting period. The Chief Finance Officer is authorised to write off amounts due or claimed by the Council up to £5,000 and, after consultation with the Leader of the Council, between £5,000 and £15,000. Amounts over £15,000 must be reported to the Executive.

	Council Tax	NNDR	Benefits	Parking	Housing	Total
2009/10	31,213	145,345	7,973	17,418	129	202,078
2010/11	54,891	127,593	19,589	7,665	3,123	212,861
2011/12	49,324	246,024	15,680	8,170	2,034	321,232
2012/13	20,227	121,595	13,901	9,134	-	164,857*

\*For the same period in 2011/12, the level of write offs was £161,253.

The Council collects over £48.1m in council tax and £14.82m in National Non domestic Rates (NNDR). Housing and Council Tax benefits payments total £20.9m per year. For council tax and NNDR, the majority of the write offs are in relation to bankruptcies and insolvencies or where the Council is unable to trace the debtor. The debts written off for benefits are primarily overpayments where the benefit claimant has been late in advising a change of circumstances. For all types of debts, they are only written off after recovery methods have been exhausted.

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**4 2012/13 QUARTER 2 CAPITAL MONITORING**

- 4.1 This provides an update on the financial progress in completing the Capital Programme for 2012/13, which is shown in the appendix 3 to this report. The current Capital Programme for 2012/13 was agreed by Council on 17 July 2012.
- 4.2 The majority of the capital provision in 2012/13 is for three projects - the residual and making good works on the heating and electrical upgrade of the Council's offices, Hall Road Cemetery Extension and Cherry Orchard Jubilee Country Park
- 4.3 The appendix shows that, in financial terms, 17% (29% in 2011/12) of the planned expenditure has been completed. However, the majority of projects are expected to be completed by the end of 2012/13. The exceptions to this are Hall Road Cemetery Extension and Cherry Orchard. Any changes to budget profiling are being reviewed as part of the 2013/14 budget process.
- 4.4 The Capital Programme is funded by grants, capital receipts from proceeds of a VAT Shelter arrangement and the sale of council housing under a sharing arrangement with Rochford Housing Association.

**5 CONTRACTS FOR TENDER**

- 5.1 At Council on 22 February 2011 it was agreed that Members be informed of all forthcoming competitively tendered contracts above £25,000. In addition to the Members' Bulletin, these are now included in this Quarterly Financial Management Report.
- 5.2 In addition a full list of our contracts is published on the Rochford District Council website in the "selling to guide".
- 5.3 A full list of contracts due to be competitively tendered in quarter 3 2012/13 can be found in Appendix 4.

**6 MID YEAR TREASURY MANAGEMENT REVIEW**

- 6.1 The Council employs treasury advisors, Sector Treasury services Ltd, to provide advice on its treasury management strategy and analysis of the economy and expectations for interest rates.

**Economic performance to date**

- 6.2 The Bank of England substantially lowered its expectations for the speed of recovery and rate of growth over the coming months and materially amended its forecasts for 2012 and 2013.
- 6.3 However, the uncertainty created by the continuing Eurozone debt crisis is having a major effect in undermining business and consumer confidence not only in Europe and the UK, but also in America and the Far East/China.

- 6.4 The UK's recovery from the initial 2008 recession has been the worst and slowest of any G7 country apart from Italy (G7 = US, Japan, Germany, France, Canada, Italy and UK). It is also the slowest recovery from a recession of any of the five UK recessions since 1930 and total GDP is still 4.5% below its peak in 2008.
- 6.5 Social security payments remain elevated and tax receipts depressed. The plan to eliminate the annual public sector borrowing deficit has been pushed back further into the future. The Monetary Policy Committee has kept Bank Rate at 0.5% throughout the period while quantitative easing was increased by £50bn to £375bn in July.
- 6.6 The UK's sovereign debt remains one of the first ports of call for surplus cash to be invested in.

### **Outlook for the next six months of 2012/13**

- 6.7 The risks in economic forecasts continue to remain the same as those included in the current Treasury Management Strategy.
- 6.8 Eurozone growth will remain weak as austerity programmes in various countries curtail economic recovery.
- 6.9 The Bank of England Quarterly Inflation Report in August pushed back the timing of the return to trend growth and also lowered its inflation expectations.
- 6.10 The overall balance of risks is, therefore, weighted to the downside:-
- Low growth in the UK is expected to continue, with Bank Rate unlikely to rise in the next 24 months, coupled with a possible further extension of quantitative easing. This will keep investment returns depressed.
  - The expected longer run trend for PWLB borrowing rates is for them to eventually rise, primarily due to the need for a high volume of gilt issuance in the UK and the high volume of debt issuance in other major western countries. However, the current safe haven status of the UK may continue for some time, tempering any increases in yield.
  - This interest rate forecast is based on an assumption that growth starts to recover in the next three years to a near trend rate (2.5%). However, if the Eurozone debt crisis worsens as a result of one or more countries having to leave the Euro, or low growth in the UK continues longer, then Bank Rate is likely to be depressed for even longer than in this forecast.

## 6.11 Sector's interest rate forecast

	17.9.12 actual	Dec-12	Mar-13	Jun-13	Sep-13	Dec-13	Mar-14	Jun-14
<b>BANK RATE</b>	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
<b>3m LIBID</b>	0.55	0.60	0.60	0.60	0.60	0.60	0.60	0.70
<b>6m LIBID</b>	0.85	0.85	0.85	0.85	0.85	0.85	1.00	1.10
<b>12m LIBID</b>	1.30	1.30	1.30	1.30	1.40	1.50	1.70	1.90
<b>5yr PWLB</b>	1.89	1.50	1.50	1.50	1.60	1.70	1.80	1.90
<b>10yr PWLB</b>	2.91	2.50	2.50	2.50	2.60	2.70	2.80	2.90
<b>25yr PWLB</b>	4.15	3.70	3.70	3.70	3.80	3.80	3.90	4.00
<b>50yr PWLB</b>	4.32	3.90	3.90	3.90	4.00	4.00	4.10	4.20

### **Treasury Management Strategy Statement and Annual Investment Strategy update**

- 6.12 The Treasury Management Strategy Statement (TMSS) for 2012/13 was approved by Council on 31 January 2012. All areas of the strategy including Prudential Indicators remain the same.

### **Investment Portfolio 2012/13**

- 6.13 In accordance with the Code, it is the Council's priority to ensure security of capital and liquidity, and to obtain an appropriate level of return which is consistent with the Council's risk appetite. Investment returns are likely to remain low due to the continuing economic problems.
- 6.14 The Council held £5.6m of investments as at 30 September 2012 (£3.3m at 31 March 2012) and the investment portfolio yield for the first six months of the year is 3% against a benchmark of 0.6%.
- 6.15 The Chief Financial Officer confirms that the approved limits within the Annual Investment Strategy were not breached during the first six months of 2012/13.
- 6.16 The Council's budgeted investment return for 2012/13 is £101,700, and performance for the year to date is £10,900 above budget.
- 6.17 The financial institutions that the Authority are investing with are monitored on a regular basis in line with the risk document issued by Sector, the treasury advisors.

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**7 RISK IMPLICATIONS**

- 7.1 Current general economic conditions still have the potential to adversely affect some of our major income streams, such as parking, Building Control and Development Management income. Further falls in activity may lead to further reductions in income. Benefits activity has increased which may increase expenditure on processing claims if turnaround times are to be maintained. Changes to benefits may increase the number of homeless.
- 7.2 Despite effective recovery action of arrears and continued promotion of direct debit, collection rates for council tax are down by 0.2% against target and 0.4% against target for Business rates. As austerity measures tighten and people's disposable income diminishes, collection rates will be monitored closely over the remainder of the year.
- 7.3 Changes to legislation, economic factors and external funding can put pressure on resources. Regular monitoring of those budgets with the higher risk considerations will assist in controlling resource risk.
- 7.4 Delays in completing the items on the Capital Programme could prevent the Council from achieving its strategic objectives and lead to adverse publicity.
- 7.5 Accuracy of forecasting revenue income streams could prevent the council from meeting its revised budget. Unknown events such as severe weather can impact income streams like car parking; such events are very hard to build into budget setting processes.

I confirm that the above recommendation does not depart from Council policy and that appropriate consideration has been given to any budgetary and legal implications.

SMT Lead Officer Signature: \_\_\_\_\_

**Head of Finance**

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**Background Papers:-**

None.

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If you would like this report in large print, Braille or another language please contact 01702 318111.

**FINANCIAL MANAGEMENT REPORT**  
**FORECAST YEAR-END POSITION FOR 2012/13 AS AT END OF SEPTEMBER 2012**

**SERVICE: CHIEF EXECUTIVE INCLUDING PEOPLE & POLICY UNIT**

<b>Service Area</b>	<b>2012/13 Original Budget £</b>	<b>End of Year Forecast £</b>	<b>Variance (Bracketed figures are favourable) £</b>	<b>Comment</b>
Chief Executive's Office	184,900	179,700	(5,200)	Savings due to staff vacancies.
Human Resources	205,600	233,200	27,600	Staff attendance rewards have been split out from main salaries and accounted for separately under Human Resources. Salary budgets have been reduced accordingly.
Corporate Management Account	157,700	102,300	(55,400)	Agreed audit fee reduction with external auditors as part of national changes made by the audit commission.
Emergency Planning & Health and Safety	71,400	68,400	(3,000)	
Corporate Policy & Partnership	109,100	75,800	(33,300)	Savings due to staff vacancies.
Communications	75,900	75,400	(500)	
			(69,800)	



**SERVICE: COMMUNITY SERVICES**

Service Area	2012/13 Original Budget £	End of Year Forecast £	Variance (Bracketed figures are favourable) £	Comment
Council Tax	238,900	219,700	(19,200)	Additional second homes discount funding received will be built into revised budget.
Housing Benefit Administration	51,500	52,500	1,000	
Community Services Client Account	129,100	126,900	(2,200)	
Business Rates	(56,700)	(52,900)	3,800	
Council Tax Benefits	(92,464)	(66,400)	26,064	Subsidy claims are based on grant claims submitted at key times in the year. Current claims are based upon the latest claim submitted. The variance is due to overpayments that have been recovered through the claw back of benefit, previously only shown at year end.
Housing Benefit Payments	(391,000)	(85,900)	305,100	
Revenues Investigation Section	102,200	102,300	100	
Culture & Heritage – Windmill	38,800	40,700	1,900	
Leisure Premises	1,532,600	1,548,200	15,600	Original budget included possible use of our Leisure Facilities for motor cycle training. This income will now not be received, as the cycle club went elsewhere. Discussions are taking place to try to encourage the club to reconsider using our Leisure Facilities from April 2013.

**SERVICE: COMMUNITY SERVICES**

<b>Service Area</b>	<b>2012/13 Original Budget £</b>	<b>End of Year Forecast £</b>	<b>Variance (Bracketed figures are favourable) £</b>	<b>Comment</b>
Sports Development & Promotion	5,400	1,100	(4,300)	
Leisure Client Account	119,800	104,700	(15,100)	Savings due to staff vacancies.
Housing Strategy	109,900	108,700	(1,200)	
Private Sector Housing Renewal	458,900	456,100	(2,800)	
Homelessness	486,700	421,900	(64,800)	Savings relate to reduced expenditure on housing residents in temporary accommodation.
Community Safety	84,800	89,300	4,500	
			262,764	

**SERVICE: ENVIRONMENTAL SERVICES**

Service Area	2012/13 Original Budget £	End of Year Forecast £	Variance (Bracketed figures are favourable) £	Comment
Woodlands	134,200	139,100	4,900	Additional resources were deployed on the GM contract
Maintenance of Grounds Holding Account	1,077,300	1,057,600	(19,700)	Due to the failure of our Grounds Maintenance contractor, savings are forecast to be achieved where some non essential works are not being carried out
Parks & Open Spaces	209,300	197,800	(11,500)	Responsive repairs and maintenance costs are forecast to not be as high as expected.
Environmental Health	477,500	433,400	(44,100)	Savings due to staff vacancies.
Licensing	(21,000)	(22,100)	(1,100)	Additional income
Public Health	17,000	16,400	(600)	Additional income
Public Conveniences	107,200	137,000	29,800	The cost of maintaining Public Conveniences is forecast to exceed original budget. It was originally thought that management of some conveniences could be done via partnership working with the Parishes, this did not materialise. Various options are being examined for consideration by the Executive.
Street Cleansing	700,400	671,000	(29,400)	Savings relate to contractor costs being below original budget, due to a lower inflation increase than originally expected. Other budgets under Street Cleansing will be used to pay for the shortfall on Public Conveniences.

**SERVICE: ENVIRONMENTAL SERVICES**

Service Area	2012/13 Original Budget £	End of Year Forecast £	Variance (Bracketed figures are favourable) £	Comment
Recycling Collection	2,488,600	2,468,700	(19,900)	Lower than expected inflation rises have meant that the overall contract price will come in lower than originally budgeted for. Original budget was based upon inflation being at 5.3%, actual inflation rate applied was 3.7%.
Recycling Disposal	(1,017,000)	(1,274,500)	(257,500)	We have been awarded an additional £216,855 by ECC for avoided disposal costs, this equates to an additional 11,372 tonnes of materials recycled in 11/12. Current recycling rates are forecast to achieve more income than additionally budgeted for this is due to an increase in the recycling credit per tonne of materials recycled.
Depot	314,800	296,600	(18,200)	Savings due to staff vacancies.
Highways/Roads Routine	(22,500)	(23,800)	(1,300)	
			(368,600)	

**SERVICE: FINANCE**

<b>Service Area</b>	<b>2012/13 Original Budget £</b>	<b>End of Year Forecast £</b>	<b>Variance (Bracketed figures are favourable) £</b>	<b>Comment</b>
Coast Protection	2,100	2,100	-	
Financial Services	486,600	476,500	(10,100)	Savings due to staff vacancies.
Audit & Performance Management	180,700	166,500	(14,200)	Savings due to staff vacancies.
			(24,300)	

**SERVICE: INFORMATION AND CUSTOMER SERVICES**

Service Area	2012/13 Original Budget £	End of Year Forecast £	Variance (Bracketed figures are favourable) £	Comment
Conducting Elections	115,700	110,950	(4,750)	
Registration of Electors	74,100	71,150	(2,950)	
Reception	152,500	136,200	(16,300)	Savings due to staff vacancies.
Information & Support Services	488,500	469,900	(18,600)	Savings are forecast on printing and stationery budgets.
Computer Services	1,352,300	1,236,600	(115,700)	Savings due to staff turnover and forecasted savings related to renewal of IT contract.
Customer Services	347,300	352,000	4,700	
			(153,600)	

**SERVICE: LEGAL, ESTATES AND MEMBER SERVICES**

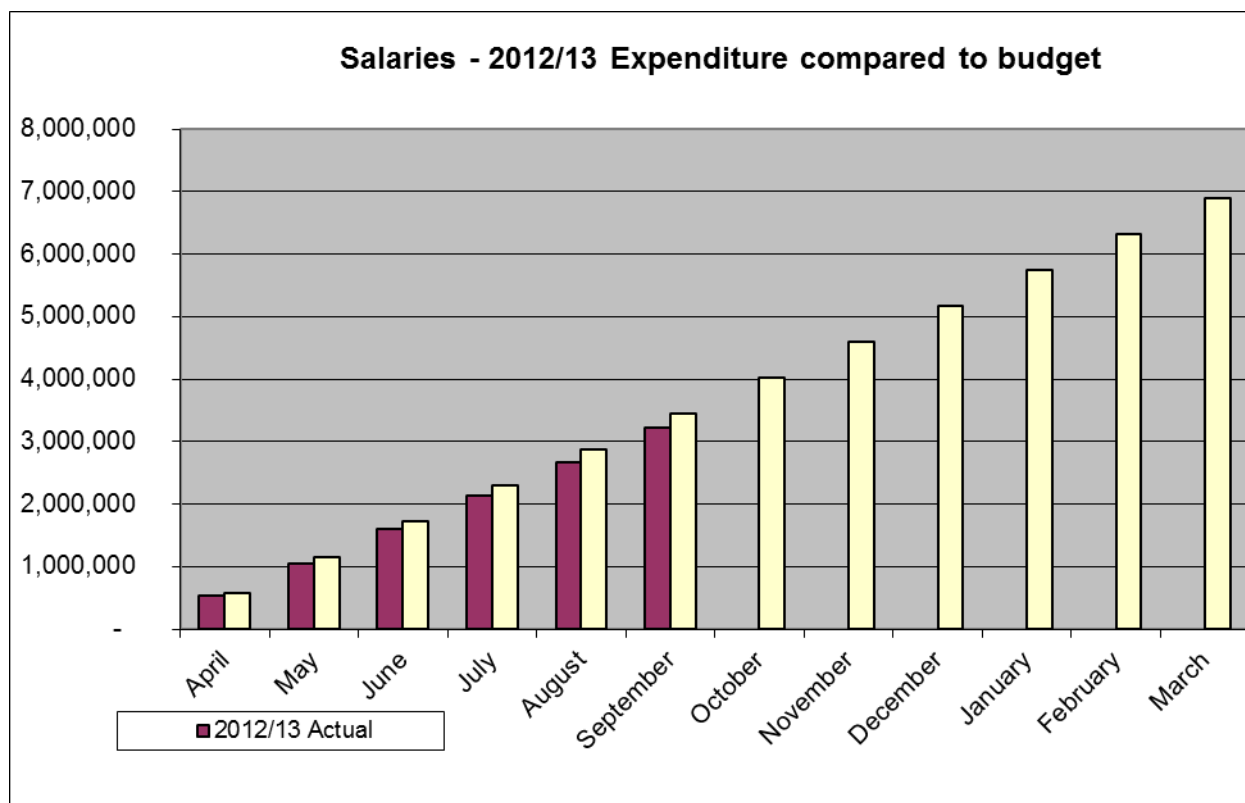
Service Area	2012/13 Original Budget £	End of Year Forecast £	Variance (Bracketed figures are favourable) £	Comment
Office Accommodation Rochford	316,200	300,100	(16,100)	Savings due to staff vacancies.
Office Accommodation Rayleigh	92,700	93,300	600	
Local Land Charges	(102,000)	(83,400)	18,600	Income generated from land searches is forecast to be below original budget.
Cemeteries & Churchyards – Open/Closed	(120,500)	(112,300)	8,200	Income from Internments and grave purchases is down against original budget.
Estate Management Services	132,300	131,000	(1,300)	
Legal Services	314,300	312,500	(1,800)	
Member & Committee Services	559,100	554,200	(4,900)	
			3,300	

**SERVICE: PLANNING AND TRANSPORTATION**

Service Area	2012/13 Original Budget £	End of Year Forecast £	Variance (Bracketed figures are favourable) £	Comment
Building Control Client Account	241,800	242,000	200	
Building Control Fee Account	(300,300)	(235,000)	65,300	Income from Building Control applications is down against original budget, primarily due to the continued economic uncertainty. Actual applications received for quarter 2 was 217 compared to 238 at the same time last year.
Planning Policy	285,500	280,900	(4,600)	
Development Management	120,300	70,600	(49,700)	Current indications are that income from Planning fees will be ahead of original budget. In addition income will be higher due to a nationally agreed increase in fees of 15%; this is expected to come into effect in January. Revised budgets will be increased to reflect additional income.
Planning & Building Control Administration	115,700	116,200	500	
Hackney Carriage	5,500	1,200	(4,300)	
Off St Parking	(936,600)	(763,300)	173,300	Income from pay and display machines is expected to be £147,500 below original budget.
Economic Development	250,900	233,100	(17,800)	Savings due to staff vacancies.
			162,900	

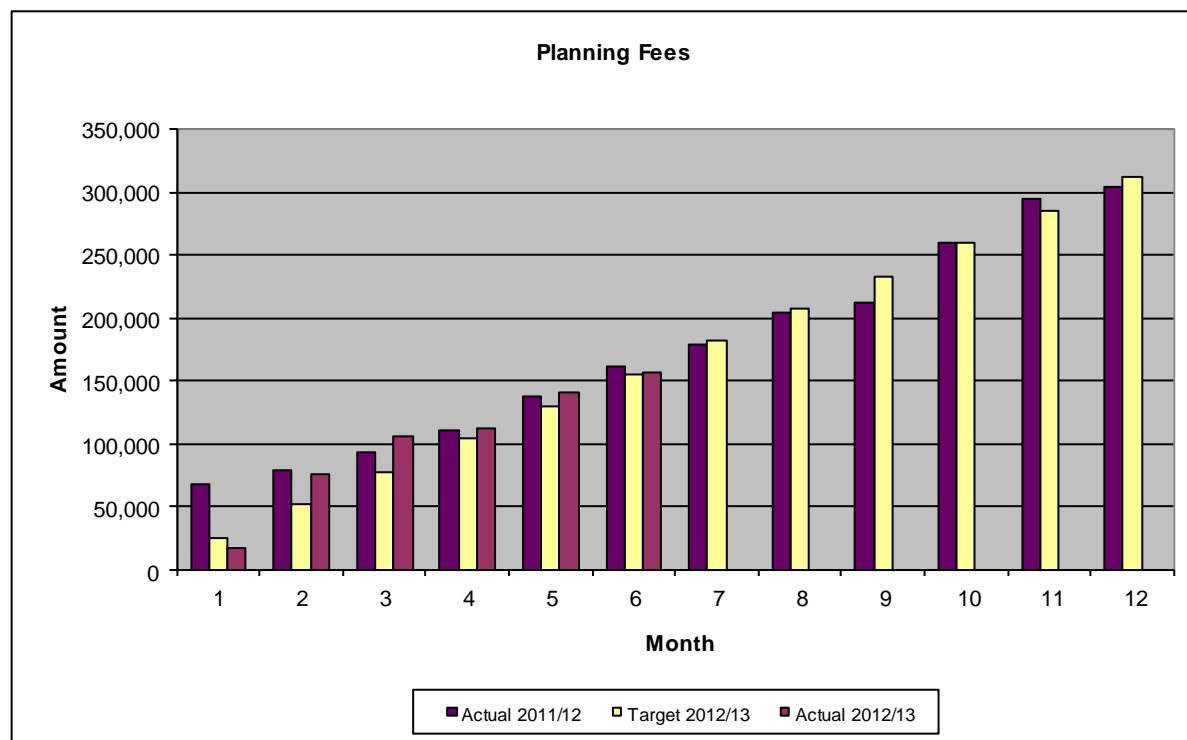


**FINANCIAL MANAGEMENT REPORT**  
**KEY FINANCIAL INDICATORS AS AT END OF QUARTER 2**

**Salaries****Commentary**

Total salaries are estimated at £6.637m which includes a salary strategy saving of £400,000 as detailed in the MTFS. There is no planned cost of living rise for the current year.

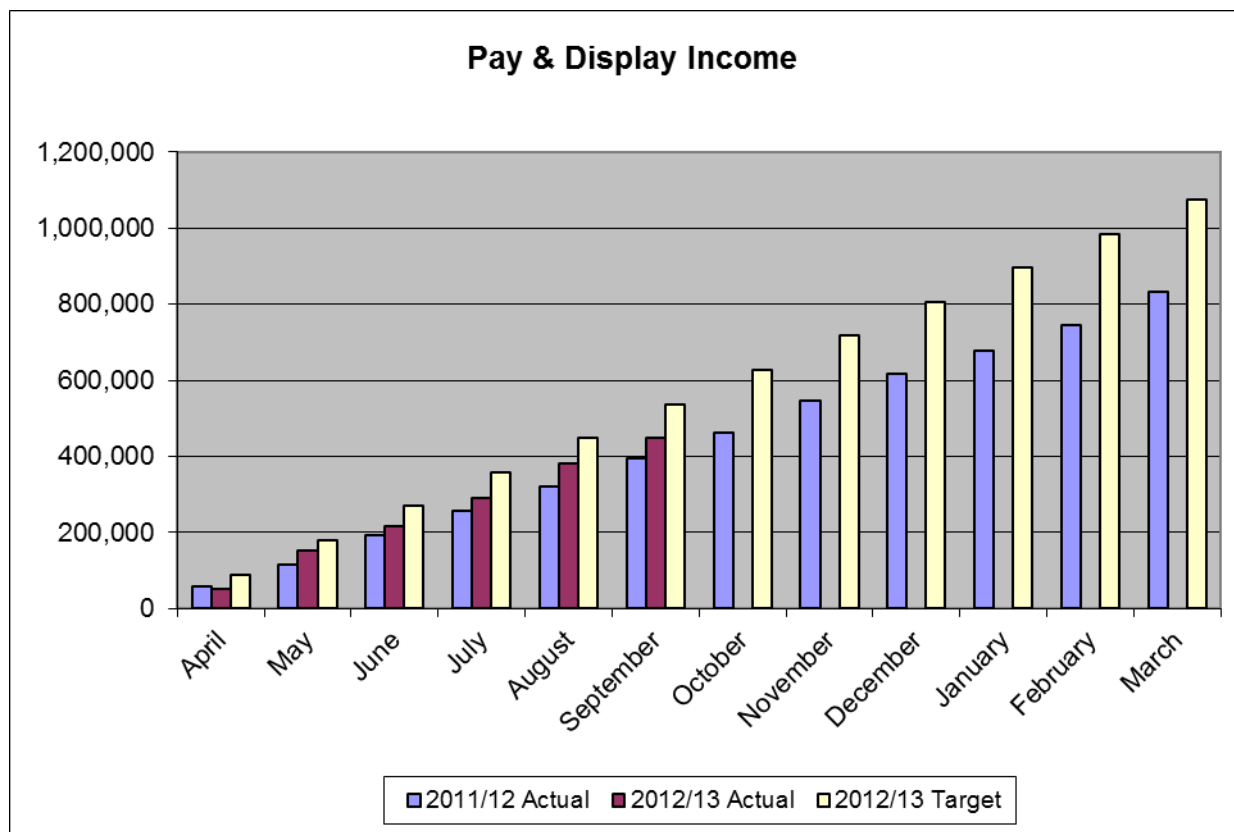
Expenditure on salaries is managed corporately and will be kept within the overall total. There is a possibility of further savings on salaries depending on staff turnover in the remainder of the year.

**Planning Fees****Commentary**

The original budget for planning fees income is £312,000.

At this stage, the year to date position is over budget by £1,000. It must be noted though that changes in legislation mean that Planning fees are due to increase by 15% in January 2013. With this in mind, year end forecasts predict total income to about £326,000

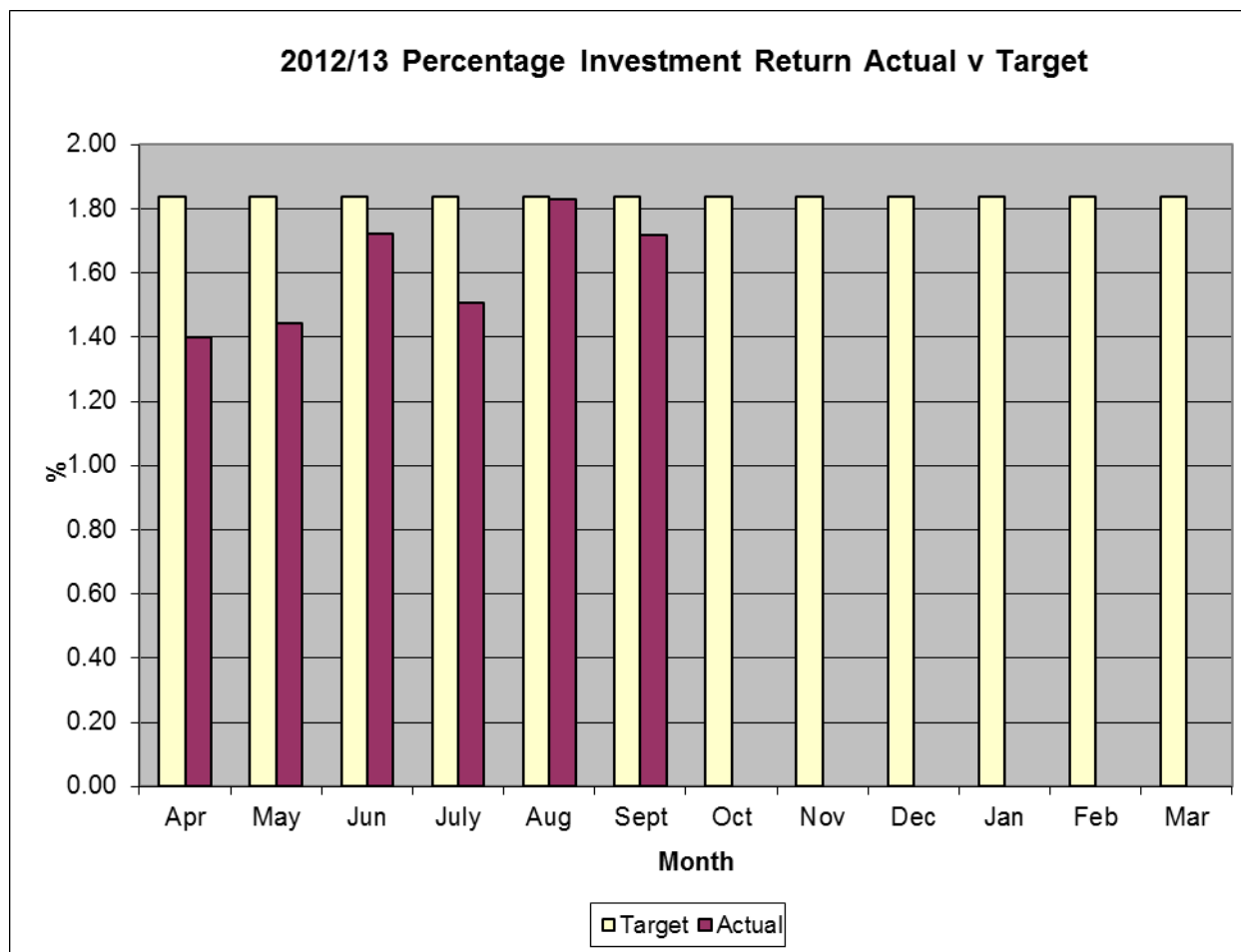
Compared to the same period in previous years, 2012/13 income at £157,144 is down by £5,417 against 2011/12 and down £12,756 against 2010/11.

Parking FeesCommentary

The original budget for 2012/13 is set at £1,075,000.

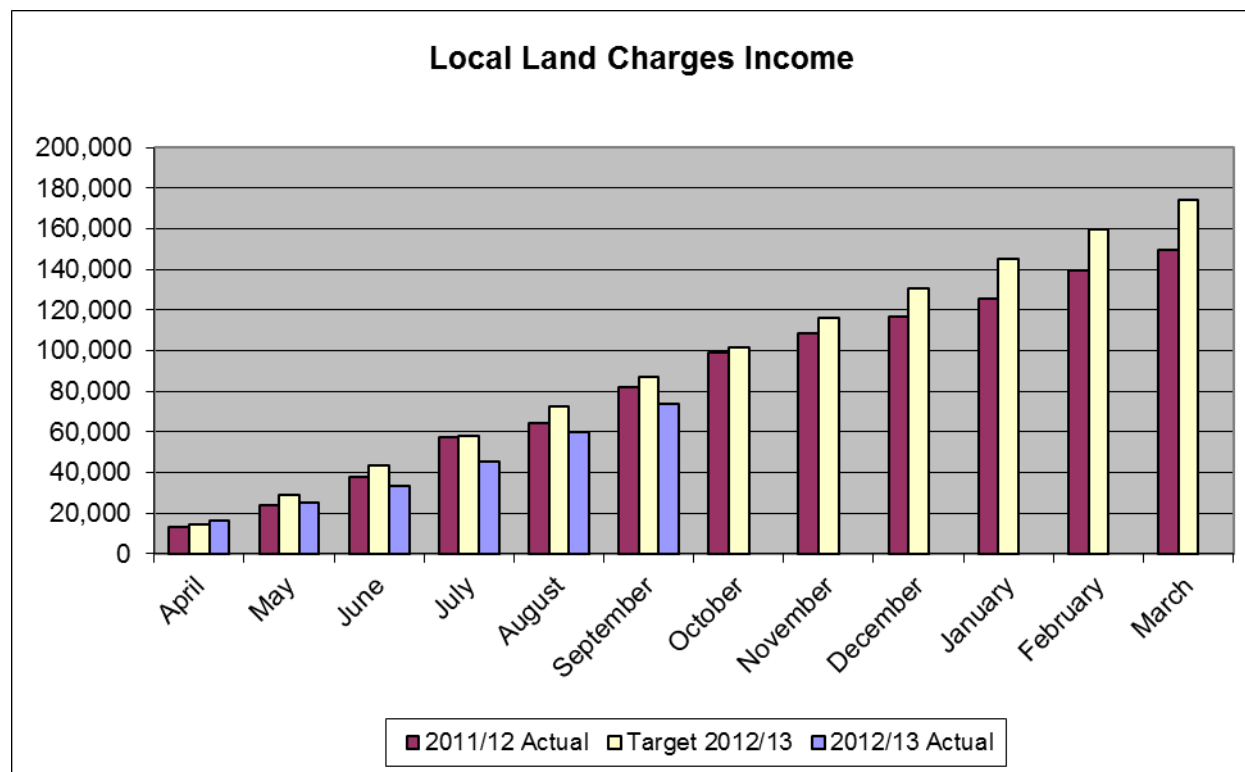
Income at £448,770 is down against the year to date target of £537,500. This compares to £396,005 for the same period, against a final figure for 2011/12 of £831,358 .

The current forecast for the end of year is £927,500, this will be monitored closely as the impact of charging at Hockley Woods and the Freight House becomes more apparent.

Investment IncomeCommentary

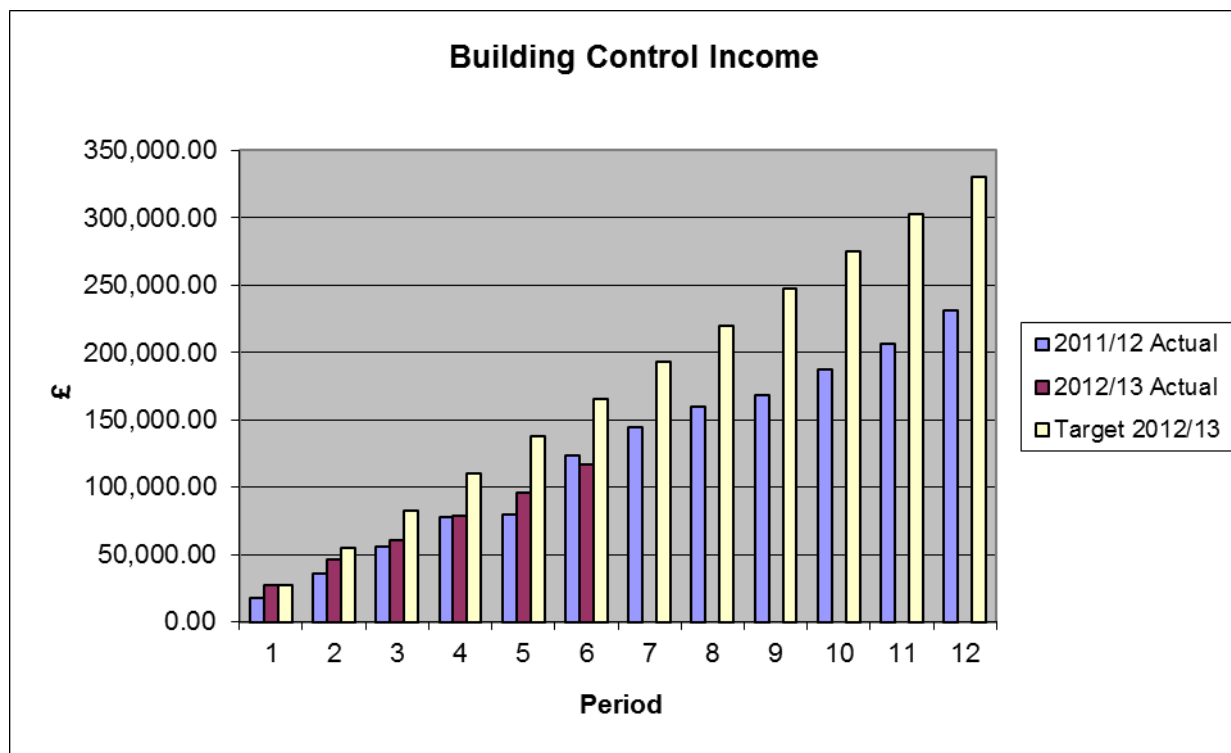
The original estimate for investment income for 2012/13 is £101,700. Current indications are that income from investments will be around £112,600 for 2012/13. Current interest rates are between 0.55% and 0.75% for short term deposits. For 12 months deposit we are currently able to get between 1.65% and 1.85%. Original budget was set assuming there will a base rate rise of 0.25% in Quarter 3 2012/13.

Rates were then expected to rise slowly over the remainder of the year. This is now unlikely with rates expected to remain at 0.50% for the duration of 2012/13.

Local Land ChargesCommentary

The original budget for 2012/13 is £174,000 and income to date is £73,889 against a year to date target of £87,000.

Income is now forecast to be around £20,000 less than original budget based on the income received to date, and will be revised accordingly during the estimate process.

**Building Control Income****Commentary**

The original estimate for 2012/13 is £300,300, income to date is £117,068 against a year to date target of £165,150. This compares to £123,514 for the same period last year.

Application rates have dropped from 238 in Quarter 2 2011/12 to 217 in quarter 2 2012/13. Given the continuing problems economically, levels are likely to remain low for the forecasted period. Income as at the end of 2012/13 is forecast to be around £65,000 below original budget.

**QUARTER 2 CAPITAL MONITORING REPORT 2012/13**

	<b>Client Officer</b>	<b>Original 2012/13</b>	<b>Actual 2012/13</b>	<b>Comments</b>
<b>Information &amp; Communications</b>				
ICT Strategy	Sarah Fowler	62,342	-	The 2012/13 budget is being used to carry on the CoCo assessment regime changes that started in 2011/12. The money is still required, and if not spent will be carried into 2013-14.
<b>Vehicles and Equipment</b>				
Wheelie Bins	Richard Evans	73,936	-	Expenditure on replacement wheelie bins is demand led. Officers are looking at alternative uses for this funding to support additional recycling and a report will be prepared for Members during quarter 3.
Vehicle Replacements	Yvonne Woodward	32,100	-	This programme has been frozen pending a review of vehicles. A budget has been retained for any urgent replacements.
Equipment Replacement Programme	Sarah Fowler	90,235	75,830	Most items should be complete by year end, however £12,000 for the replacement franking machine, may need to be rolled forward into 2013/14.
<b>Operational Assets</b>				
Hall Road Cemetery Extension	Albert Bugeja	200,101	-	Works originally budgeted for 2012-13 are not required at this time and so some of the budget will be reprofiled in to 2013/14.

	<b>Client Officer</b>	<b>Original 2012/13</b>	<b>Actual 2012/13</b>	<b>Comments</b>
Rochford Offices - Heating and Electrical Works	Albert Bugeja	125,759	53,981	Remaining budget is for making good and snagging which is well under way. The £25,000 for 2013-14 has been tendered and works will commence in Quarter 3.
Rochford Offices Window Enhancements	Albert Bugeja	35,000	297	Tenders have been sent out for these works. Executive have approved the work.
Rochford Offices – Upgrade of Loft insulation	Albert Bugeja	10,000	297	Tenders are currently being evaluated with clarification being sought from contractors.
Rayleigh Office Accommodation - Structural Repairs	Albert Bugeja	12,000	-	Contractors have started viewing the works required to enable quotes to be provided.
Pavilion Refurbishments	Richard Evans	60,000	-	Final plans for work on specified pavilions are currently being finalised ready for tender.
<b>Town &amp; Village improvements</b>			-	
Big society Funding	Paul Warren	41,500	9,619	Allocation based on bids which have been completed for 2012/13.
Hockley Car Park (Southend Road)	Shaun Scrutton	25,500	-	Out to tender Mid October. Expected to be completed this financial year.



	<b>Client Officer</b>	<b>Original 2012/13</b>	<b>Actual 2012/13</b>	<b>Comments</b>
Signage Enhancements	Richard Evans	5,000	960	Expenditure will be approved by Head of Service
Public Conveniences	Richard Evans	30,000	-	Works required will form part of a report to members in Quarter 3. To be agreed by Executive.
<b>Parks &amp; Play Facilities</b>				
Play Spaces	Richard Evans	50,000	-	The programme for 2012/13 was agreed by the Executive at June's meeting.
Cherry Orchard Jubilee Country Park	Richard Evans	327,800	-	The expenditure profile was reviewed following the meeting of Council on 17 July in order to ensure the best use of the monies to develop the park. Issues around land ownership for bridleways is still under discussion.
Hockley Woods	Richard Evans	105,000	22,469	Council approved additional funding from other areas at the meeting on 17 July, to enable a higher specification work to be done. The car park is open and the works are substantially complete.
Magnolia Public Open Space	Albert Bugeja	30,000	5,200	Subject to Executive decision.
Rayleigh Leisure Centre - ground re-inforcement to overflow car park	Jeremy Bourne	30,000	-	Due to be completed in Quarter 4.

	<b>Client Officer</b>	<b>Original 2012/13</b>	<b>Actual 2012/13</b>	<b>Comments</b>
Parks & Open Spaces Programme	Richard Evans	60,000	9,195	Programme was approved at June's Executive meeting. The initial grant bid for funding a skateboard park by Canewdon PC was not successful, but this will now be resubmitted by the Council. The other works are planned for later in the year.
<b><u>Externally Funded Projects</u></b>				
Thames Gateway Decent Homes	Jeremy Bourne	31,131	9,111	Remaining grant will be spent in 2012-13 based on demand.
Home maintenance and Adaptation Grants	Jeremy Bourne	104,049	10,595	Spend is demand led. 2 grants awarded so far this year.
Disabled Facilities Grants	Jeremy Bourne	256,000	101,624	Spend is demand led. 18 grants have been committed to so far this year.
<b><u>Total Capital Programme</u></b>		<b>1,797,454</b>	<b>299,178</b>	17% complete

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**CONTRACTS FOR TENDER DURING QUARTER 3**

The following contract is valued at £25,000 or more and is expected to be tendered in the third quarter of financial year 2012/13 (between October-December 2012):-

No.	Responsible Officer	Contract Title	Location	Proposed method of Procurement	Estimated Cost
2964	Information and Support Services Manager	Replacement Print room equipment	Print Room – Rochford offices	Competitive tender to at least 3 contractors who formally respond to expressions of interest advertisement.	£35,000.00