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**REPORT TO THE MEETING OF THE EXECUTIVE 6 NOVEMBER 2013****PORTFOLIO: FINANCE AND RESOURCES****REPORT FROM HEAD OF FINANCE****SUBJECT: QUARTER 2 2013/14 FINANCIAL MANAGEMENT REPORT****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 2013/14, 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.

**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 2013. 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 2013.
- 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 £7.0m 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.

### 3 OVERALL FINANCIAL POSITION

- 3.1 The results to the end of September 2013 indicate that for the General Fund, the year-end position is forecast to meet the original estimate of £9.97m.
- 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 In August 2013 the Finance Department and the Elections Team suffered from a severe system failure. Upon investigation, it was discovered that approximately 6 weeks worth of data had been corrupted on the server. A supplementary estimate of £50,000 was agreed by the Chief Executive and Leader in accordance with financial regulations. An agreed project plan was put in place to restore both systems to their pre existing state; this estimate will cover the cost of this exercise. The system has now been restored and final costs are being put together, these will be reported to the Executive in the Quarter 3 2013/14 Financial management Report. These costs will be recouped from Capita Information Systems, our service provider.
- 3.4 The main factors that are reducing the overall net expenditure are:-
- Following an external audit recommendation, the timing of recognition of Avoided Disposal Income of £192,885 has been amended, so that for this year only, we will be showing 2 receipts. The revised budget will be changed to reflect.
  - Changes in legislation have meant that additional income of £60,000 from Discretionary Housing payments has been received.
  - Income from Grave purchases is expected to yield an additional £16,000 in income.
  - Income from Local land Charges is forecast to be £5,000 above original budget.

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

- Income from penalty charge notices is expected to be below original budget by £40,000.
- Income from Planning Applications is not expected to meet original budget, forecasted income is expected to be under budget by around £101,000.

- Expenditure on housing homeless residents in temporary accommodation is expected to exceed original budget by £90,000. This is reflected in the numbers housed, rising from 34 in Quarter 2 2012/13 to 42 in Quarter 2 2013/14.

The following table compares income received in the District's car parks for 2013/14 against 2012/13. The trial in reduction in day charge for using The Approach car park in Rayleigh from £5 to £4 has been extended to March 2014.

<b>Car Park</b>	<b>Financial Year</b>	<b>Income received Q1£</b>	<b>Income Received Q2£</b>	<b>Income Received Q3£</b>	<b>Income Received Q4£</b>	<b>Total £</b>
<b>Webster's Way</b>	<b>2012/13</b>	99,133	107,114	94,704	102,828	<b>403,780</b>
	<b>2013/14</b>	100,416	105,089			<b>205,505</b>
<b>Castle Road</b>	<b>2012/13</b>	31,738	33,292	33,131	37,212	<b>135,373</b>
	<b>2013/14</b>	33,633	33,527			<b>67,160</b>
<b>Back Lane</b>	<b>2012/13</b>	25,536	27,097	27,788	29,014	<b>109,434</b>
	<b>2013/14</b>	26,774	26,989			<b>53,763</b>
<b>Market</b>	<b>2012/13</b>	14,001	14,412	14,432	15,642	<b>58,488</b>
	<b>2013/14</b>	14,355	14,958			<b>29,313</b>
<b>Bellingham Lane</b>	<b>2012/13</b>	31,228	32,339	29,840	34,144	<b>127,552</b>
	<b>2013/14</b>	32,198	34,685			<b>66,883</b>
<b>Southend Road</b>	<b>2012/13</b>	10,588	10,499	10,345	10,932	<b>42,392</b>
	<b>2013/14</b>	10,334	9,926			<b>20,260</b>
<b>The Approach</b>	<b>2012/13</b>	3,153	2,785	2,865	3,425	<b>12,228</b>
	<b>2013/14</b>	2,689	4,074			<b>6,763</b>
<b>Hockley Woods</b>	<b>2012/13</b>	-	-	264	1,503	<b>1,767</b>
	<b>2013/14</b>	1,918	3,076			<b>4,994</b>
<b>Freight House</b>	<b>2012/13</b>	-	2,840	3,803	3,491	<b>10,134</b>
	<b>2013/14</b>	3,331	2,431			<b>5,762</b>
<b>Old Ship Lane</b>	<b>2012/13</b>	1,541	1,472	1,417	1,610	<b>6,040</b>
	<b>2013/14</b>	1,591	1,522			<b>3,113</b>

**3.5 Details of Amounts approved for Write Off**

- 3.6 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
2011/12	<b>£29,056</b>	<b>£158,307</b>	<b>£10,090</b>	<b>£7,865</b>	<b>£10,198</b>	<b>£215,516</b>
2012/13	<b>£51,777</b>	<b>£456,924</b>	<b>£115,288</b>	<b>£11,717</b>	<b>£11,359</b>	<b>£647,065</b>
2013/14 (Q1 & Q2)	<b>£1,355</b>	<b>£3,337</b>	<b>£13,337</b>	<b>£3,071</b>	-	<b>£21,100</b>

The Council collects over £47.5m in council tax and £14.12m 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.

**4 2013/14 QUARTER 2 CAPITAL MONITORING**

- 4.1 This provides an update on the financial progress in completing the Capital Programme for 2013/14, which is shown in the appendix 3 to this report. The current Capital Programme for 2013/14 was agreed by Council on 30 July 2013.
- 4.2 The appendix shows that, in financial terms, 27.9% of the planned expenditure has been completed, however, the majority of projects are expected to be completed by the end of 2013/14. The exception to this is Cherry Orchard. There is currently a moratorium on expenditure for this project which is subject to member approval of a revised programme of expenditure.
- 4.3 With the exception of Cherry Orchard referred to above, and as well as the annual allocations for Disabled Facilities Grants and Private Sector Housing Grants, the main key projects within the programme for 2013/14 are for the replacement of various equipment; in particular the Council's telephony system. Any required changes to the profile of these projects will be made and reported to the January Council.

- 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

#### **PERFORMANCE OF LOCAL COUNCIL TAX SUPPORT SCHEME AND BUSINESS RATES RETENTION**

- 4.5 From 1 April 2013, Council Tax Benefits were replaced by a Local Council Tax Support Scheme administered by individual local authorities.
- 4.6 As part of the transfer to Local Authorities, a sum equal to 90% of previous Council Tax benefits has been passed to Local Authorities, and the new scheme has been designed to manage Council Tax Discounts within this limit.
- 4.7 This table shows the amount of grant funding available and the actual spend against this.

Budget £	Actual Spend £	Variance £ Over / (under)
4,442,088	4,362,068	(80,020)

- 4.8 When the estimated bills were run, actual spend was estimated £20,000 above the level of grant, therefore this result is very positive. This result indicates that the scheme was targeted at the correct level with expenditure retained within the grant.
- 4.9 This table shows the actual collection of Council Tax against the comparative period in 2012/13, and how collection rates are behaving.

Period	Prior Year collection Rate	Current Year collection Rate	Increase / (Decrease) in estimated income collection
Quarter 2	52.8%	52.6%	(0.20%)

- 4.10 For budget setting purposes, a decrease in collection rates of 0.5% was included, and therefore, although there is a decrease, this is an improvement on the Authority's financial assumptions.
- 4.11 As part of the scheme, a pot of money is available to assist those in hardship to pay their council tax bills; this is limited to 0.2% of the total Council Tax Expenditure. Although no expenditure currently, this is demand led, and due to the low threshold needs to be managed, therefore it is still anticipated it will be spent before year end.

Period	Threshold £	Number of Cases	Spend to Date £	Forecast of spend for year £	Variance £
Q2	9,899	1	206	9,899	0

- 4.12 As well as changes to Council Tax, there has also been changes to the treatment of National Non Domestic Rates (NNDR).
- 4.13 Previously, the Authority collected all NNDR and paid them over to central government. An element would then be redistributed as part of the annual Revenue Support Grant allocation.
- 4.14 Under the new Business Rates retention Scheme, 40% of the NNDR collected is allocated to the local authority, however this is then subject to a tariff to ensure the authority only receive the income required for the business need and also a levy on the amount over the baseline funding level, in order to counter disproportionate growth. The remainder of the Rates collected are paid to Central government, Essex County Council, and Essex Fire Authority.
- 4.15 The table below shows the level of rates collected and retained by Rochford, compared to that budget for.

Budget £	Actual retained £	Variance £
3,115,999	3,611,530	495,531

- 4.16 The variance relates to assumptions that are built into the original estimate including losses in collection, appeals and write offs. These losses may materialise later in the year.

## 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 The following contract is due to be competitively tendered in quarter 3 2013/14:

No	Responsible Officer	Contract Title	Location	Proposed method of procurement	Estimated Cost
2995	Principal Engineer, Estates	Safety Surface Tile Installation	Doggett's Play space, Rochford	Similar works recently tendered for in contract 2961. Contract will be awarded to same contractor.	£28,000

## 6 RISK IMPLICATIONS

- 6.1 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.
- 6.2 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.
- 6.3 Delays in completing the items on the Capital Programme could prevent the Council from achieving its strategic objectives and lead to adverse publicity.
- 6.4 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.

For further information please contact Matthew Petley (Senior Accountant) or Carrie Cox (Financial Services Manager) on:-

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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 2013/14 AS AT END OF SEPTEMBER 2013**

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

Service Area	2013/14 Original Budget £	End of Year Forecast £	Variance (Bracketed figures are favourable) £	Comment
Chief Executive's Office	184,400	188,400	4,000	
Human Resources	228,900	222,500	(6,400)	*See Note
Corporate Management Account	102,300	104,600	2,300	
Emergency Planning & Health and Safety	69,100	55,200	(13,900)	*See Note
Corporate Policy & Partnership	90,300	73,200	(17,100)	*See note
Communications	75,500	68,600	(6,900)	*See Note

**\*Note** As part of the budget setting process, a target for salary savings is set based on expected staff turnover. These forecast underspends show the achievement of the salary savings by individual cost centre.

**SERVICE: COMMUNITY SERVICES**

Service Area	2013/14 Original Budget £	End of Year Forecast £	Variance (Bracketed figures are favourable) £	Comment
Council Tax	211,900	212,000	100	
Housing Benefit Administration	95,100	14,300	(80,800)	A recent legislation change will mean an additional £60,000 in Discretionary Housing income for the authority.
Community Services Client Account	128,200	129,400	1,200	
Business Rates	(69,600)	(74,500)	(4,900)	
Council Tax Benefits	59,327	-	(59,237)	Government have confirmed that there will be no backdating of subsidy or repayment of overpaid subsidy, following the introduction of the Local Council Tax Support scheme which replaces national Council Tax Benefit.
Housing Benefit Payments	(85,900)	(218,000)	(132,100)	The amount of recovered Housing Benefit claimed in error is expected to be higher than originally anticipated.
Revenues Investigation Section	128,200	117,300	(10,900)	*See Note
Culture & Heritage – Windmill	38,300	38,300	-	
Leisure Premises	1,123,800	1,145,100	21,300	An error in invoicing during 2012/13 by Virgin meant that the contract budget was set incorrectly. This will be amended as part of revised budget process.
Sports Development & Promotion	3,600	3,700	100	

**SERVICE: COMMUNITY SERVICES**

Service Area	2013/14 Original Budget £	End of Year Forecast £	Variance (Bracketed figures are favourable) £	Comment
Leisure Client Account	123,700	75,900	(47,800)	Savings due to staff restructure, including allocation of resources to Community Safety.
Housing Strategy	109,500	110,400	900	
Private Sector Housing Renewal	460,300	423,700	(36,600)	*See Note
Homelessness	354,400	470,000	115,600	The number of residents in temporary accommodation higher than originally budgeted for; the revised budget will be adjusted accordingly.
Community Safety	81,900	95,000	13,100	Allocation of additional resources, funded from the savings under Leisure Client Account.

**\*Note** As part of the budget setting process, a target for salary savings is set based on expected staff turnover. These forecast underspends show the achievement of the salary savings by individual cost centre.

**SERVICE: ENVIRONMENTAL SERVICES**

Service Area	2013/14 Original Budget £	End of Year Forecast £	Variance (Bracketed figures are favourable) £	Comment
Parks & Open Spaces	945,800	930,500	(15,300)	Cost reductions due to grounds maintenance contract arrangements.
Environmental Health	453,000	484,700	31,700	Original budget based on shared management arrangements which have ended.
Licensing	(31,000)	(33,100)	(2,100)	
Public Health	26,800	26,800	-	
Public Conveniences	108,900	108,900	-	
Street Cleansing	687,300	692,200	4,900	
Recycling Collection	2,795,000	2,819,800	24,800	The amount of income from the Bulky Waste recycling scheme is expected to be £12,000 below original budget. Additional costs relate to a difference in contract price due to actual RPI being higher than that budgeted for.
Recycling Disposal	(1,241,600)	(1,430,500)	(188,900)	Increase in income relates to the timing of Additional Avoided Disposal credits being received which is an accounting adjustment. This will be factored into the revised budget
Depot	375,300	365,100	(10,200)	*See Note
Highways/Roads Routine	(24,600)	(22,800)	1,800	

**\*Note** As part of the budget setting process, a target for salary savings is set based on expected staff turnover. These forecast underspends show the achievement of the salary savings by individual cost centre.

**SERVICE: FINANCE**

Service Area	2013/14 Original Budget £	End of Year Forecast £	Variance (Bracketed figures are favourable) £	Comment
Coast Protection	2,100	2,100	-	
Financial Services	493,900	506,000	12,100	Reallocation of resources from Audit.
Audit & Performance Management	168,700	149,100	(19,600)	*See Note

**\*Note** As part of the budget setting process, a target for salary savings is set based on expected staff turnover. These forecast underspends show the achievement of the salary savings by individual cost centre.

**SERVICE: INFORMATION AND CUSTOMER SERVICES**

Service Area	2013/14 Original Budget £	End of Year Forecast £	Variance (Bracketed figures are favourable) £	Comment
Conducting Elections	51,250	53,500	2,250	
Registration of Electors	71,050	72,200	1,150	
Reception	148,200	120,400	(27,800)	*See Note
Information & Support Services	476,700	482,200	9,500	The additional costs are the result of the transfer of one administration post from Planning Administration into the corporate back office. A saving is shown under Planning Administration.
Computer Services	1,177,400	1,189,200	11,800	The additional costs here are a result of the transfer of one post out of Planning Administration into the IT Team. A saving is shown under Planning Administration.
Customer Services	352,400	412,500	60,100	Transfer of staff costs to more accurately reflect costs under this cost centre.

**\*Note** As part of the budget setting process, a target for salary savings is set based on expected staff turnover. These forecast underspends show the achievement of the salary savings by individual cost centre.

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

Service Area	2013/14 Original Budget £	End of Year Forecast £	Variance (Bracketed figures are favourable) £	Comment
Office Accommodation Rochford	283,500	269,800	(13,700)	Savings are expected on the budget set for gas consumption. Accurate meters are now in place which allows a more precise forecast to be made; revised budget will be amended accordingly.
Office Accommodation Rayleigh	68,500	69,600	1,100	
Local Land Charges	(78,100)	(137,400)	(59,300)	Transfer of staff costs to more accurately reflect costs under this cost centre.
Cemeteries & Churchyards – Open/Closed	(119,000)	(134,500)	(15,500)	Income from grave purchases is currently expected to be higher than originally budgeted for.
Estate Management Services	131,900	129,900	(2,000)	
Legal Services	318,500	320,300	1,800	
Member & Committee Services	546,000	550,500	4,500	

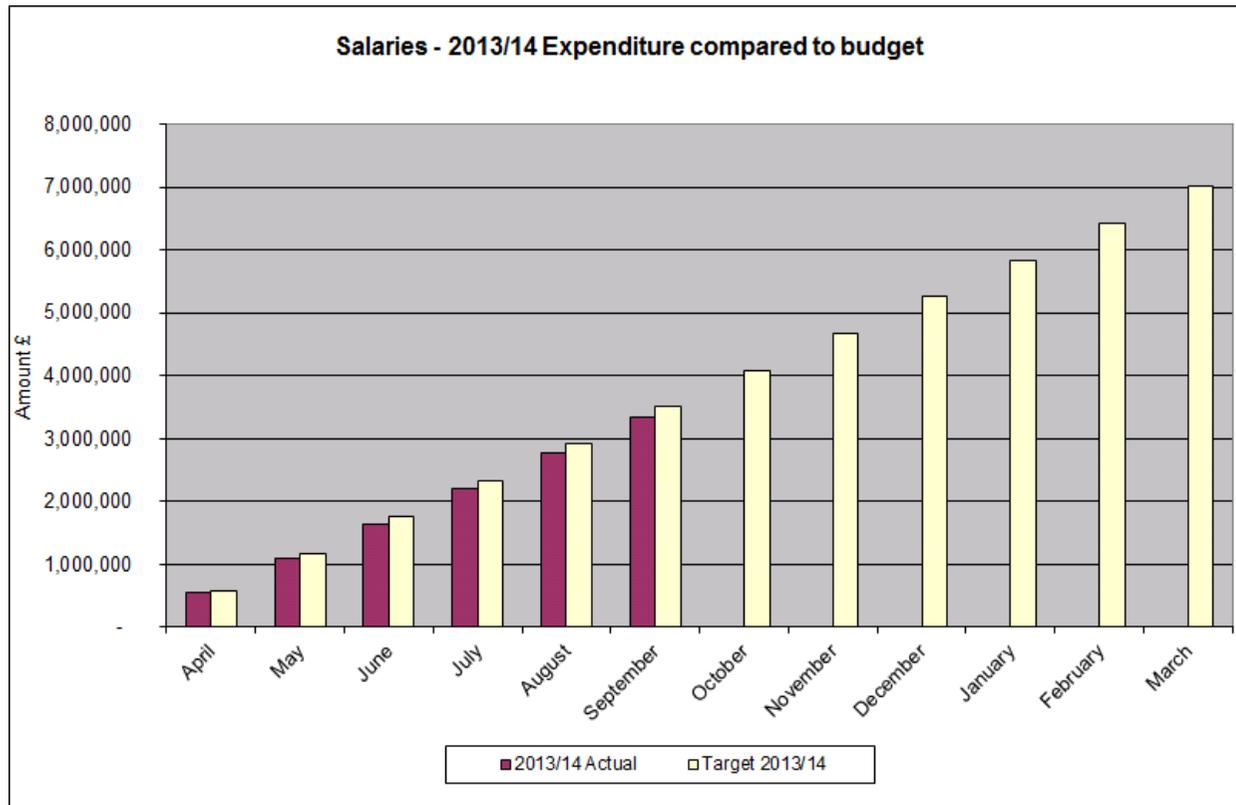
**SERVICE: PLANNING AND TRANSPORTATION**

Service Area	2013/14 Original Budget £	End of Year Forecast £	Variance (Bracketed figures are favourable) £	Comment
Building Control Client Account	264,600	240,400	(24,200)	*See Note
Building Control Fee Account	(252,000)	(230,000)	22,000	The number of applications for quarter 2 2013/14 was 369, compared to 454 for the same period in 2012/13, which has reduced forecast income.
Planning Policy	285,000	295,400	10,400	Staff have progressed up career matrix faster than forecast.
Development Management	70,300	173,900	103,600	Income from Planning Fees is not expected to reach original budget. Forecasted income is around £260,000, compared to an original budget of £361,400. This high-lights the continuing uncertainty in the current economic climate.
Planning & Building Control Administration	116,400	53,800	(62,600)	Staff have been transferred to Computer Services and Information & Support Services.
Hackney Carriage	1,000	2,700	1,700	
Off St Parking	(744,600)	(697,200)	47,400	Income from Penalty Charge Notices is forecast to be around £40,000 below original budget. The number of Penalty Charge Notices issued for the first 6 months of this year was 1,272 compared to 1,851 for the same period last year.
Economic Development	258,700	230,700	(28,000)	*See Note

**\*Note** As part of the budget setting process, a target for salary savings is set based on expected staff turnover. These forecast underspends show the achievement of the salary savings by individual cost centre.

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

**Salaries**

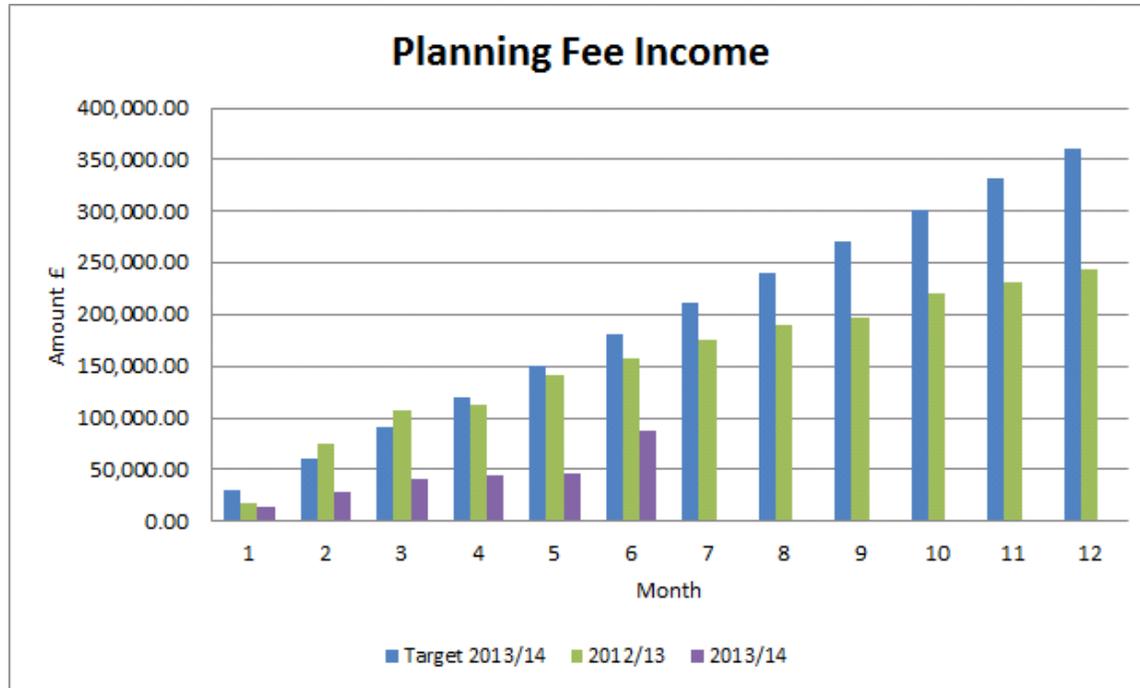


**Commentary**

Total salaries are estimated at £7.005m which includes a salary strategy saving of £415,000 as detailed in the MTFs.

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



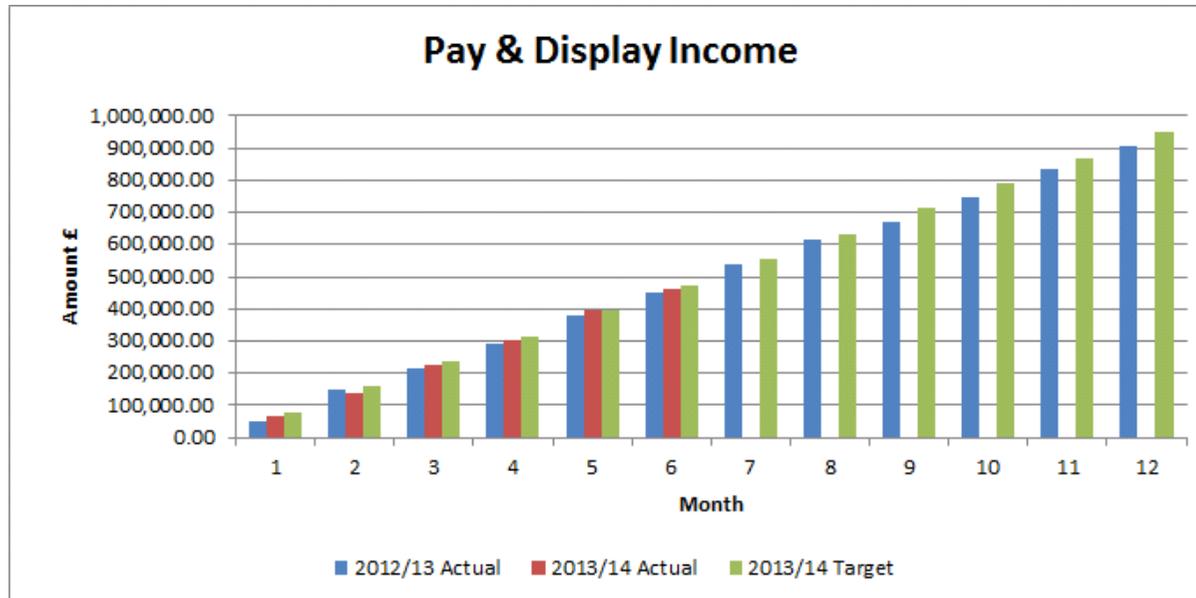
Commentary

The original budget for planning fees income is £361,400.

At this stage, the year to date position is under budget by £51,400. With this in mind, year end forecasts predict total income to be near £260,000, around £101,000 less than original budget.

Compared to the same period in previous years, 2013/14 income at £129,260 is down by £27,880 against 2012/13 and down £33,300 against 2011/12.

Parking Fees



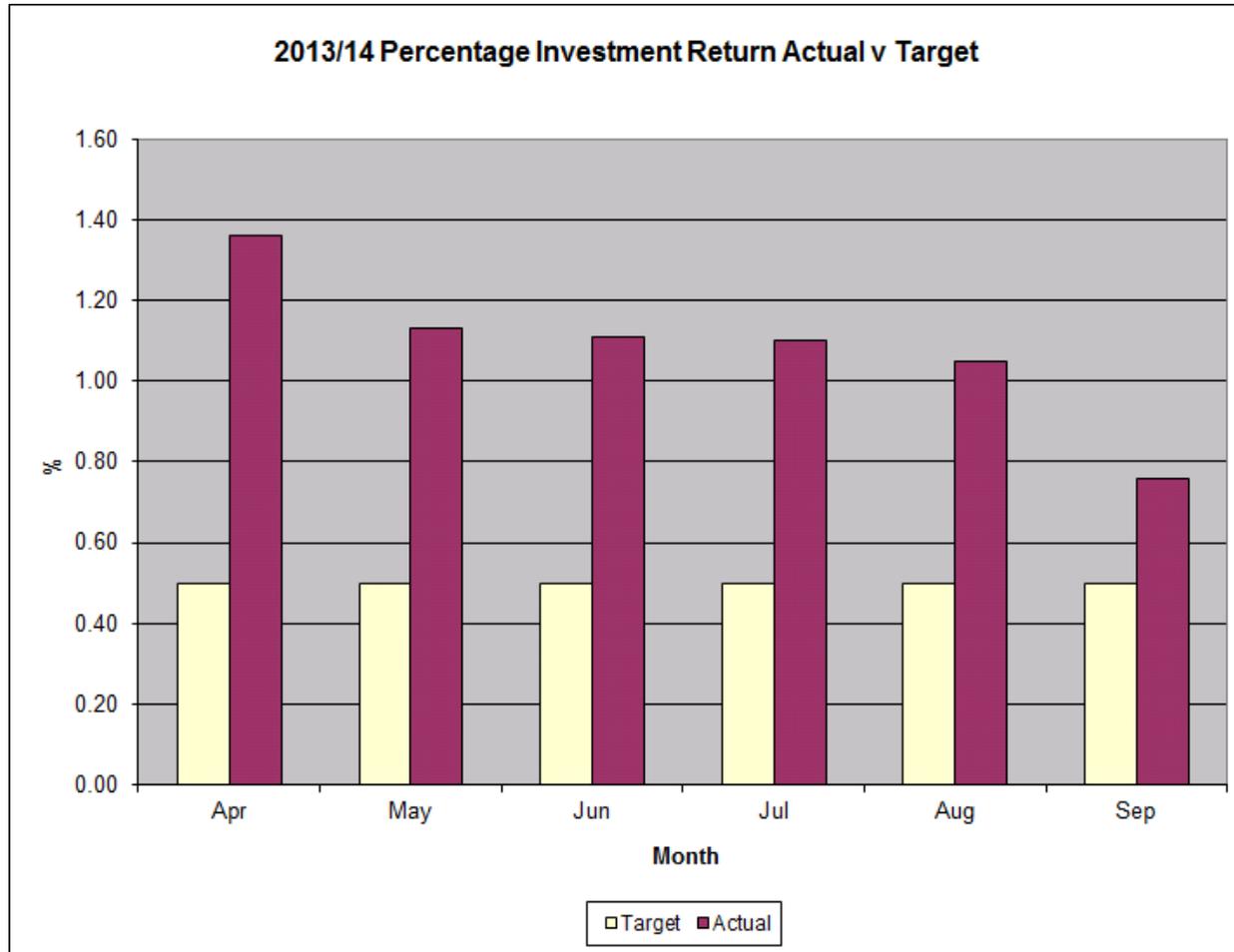
Commentary

The original budget for 2013/14 is set at £948,500.

Income at £463,515 is down marginally against the year to date target of £474,250. This compares to £448,770 for the same period, against a final figure for 2012/13 of £907,190 .

The current forecast for the end of year is for original budget of £948,500 to be met.

**Investment Income**



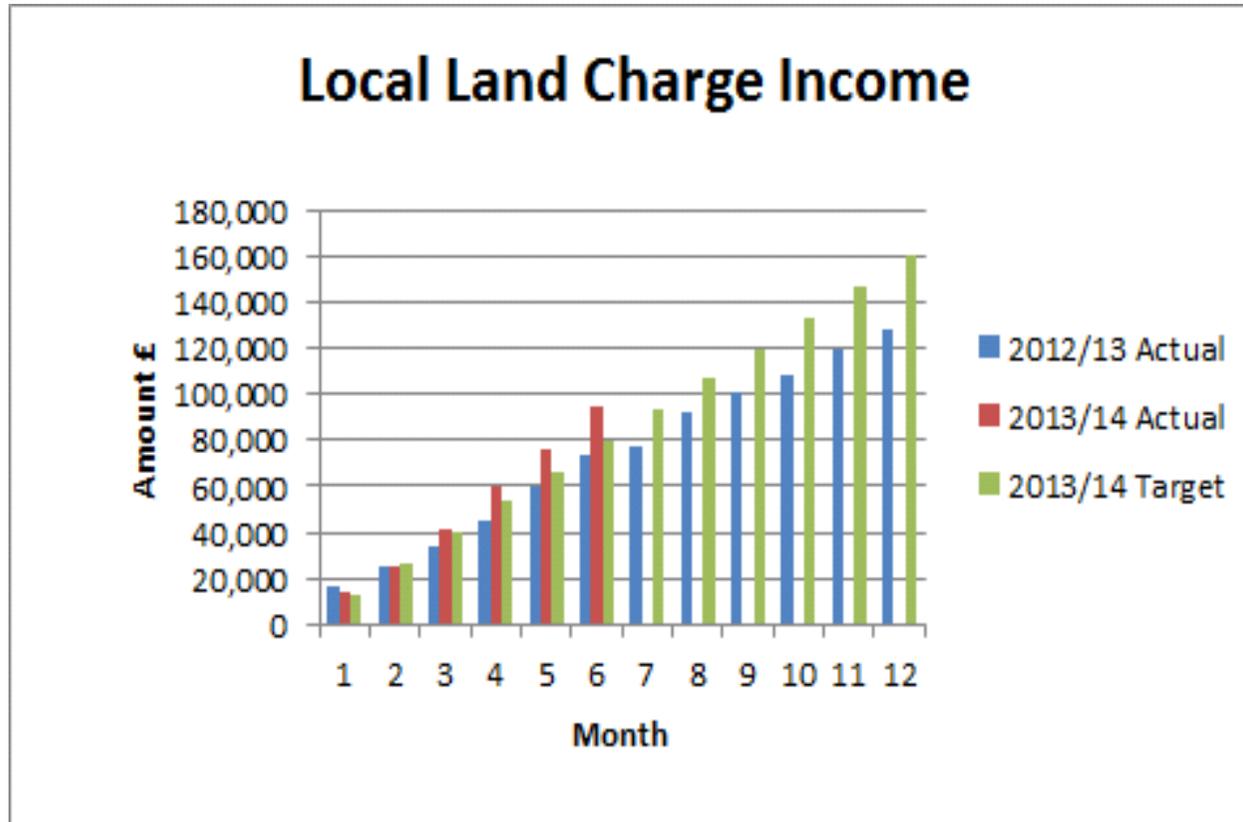
**Commentary**

The original estimate for investment income for 2013/14 is £110,000. Current indications are that income from investments will be around £75,000 for 2013/14.

Current interest rates are between 0.35% and 0.75% for short term deposits. For 12 months deposit we are currently able to get a maximum rate of 1.01%. Original budget was set assuming there will a base rate rise of 0.25% in Quarter 3 2013/14.

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 2013/14.

Local Land Charges

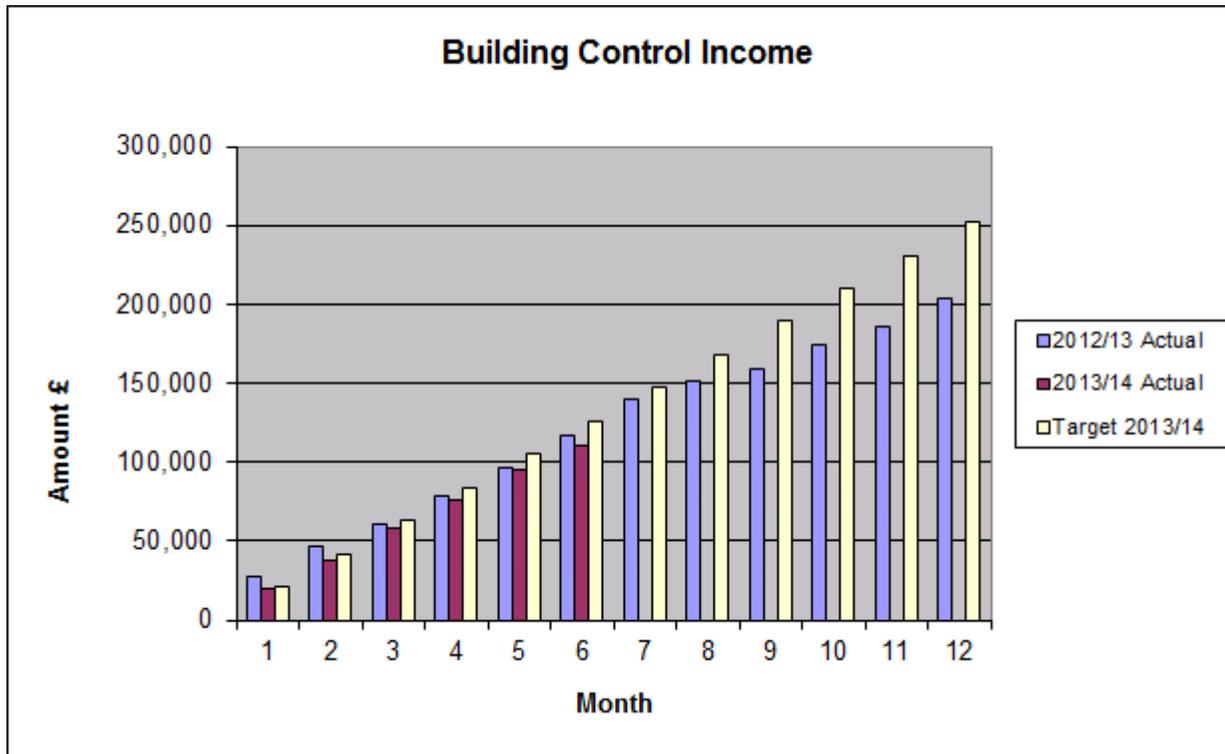


Commentary

The original budget for 2013/14 is £160,000 and income to date is £93,977 against a year to date target of £80,002.

Income is now forecast to be around £5,000 more than original budget based on the income received to date, and will be revised accordingly during the estimate process.

**Building Control Income**



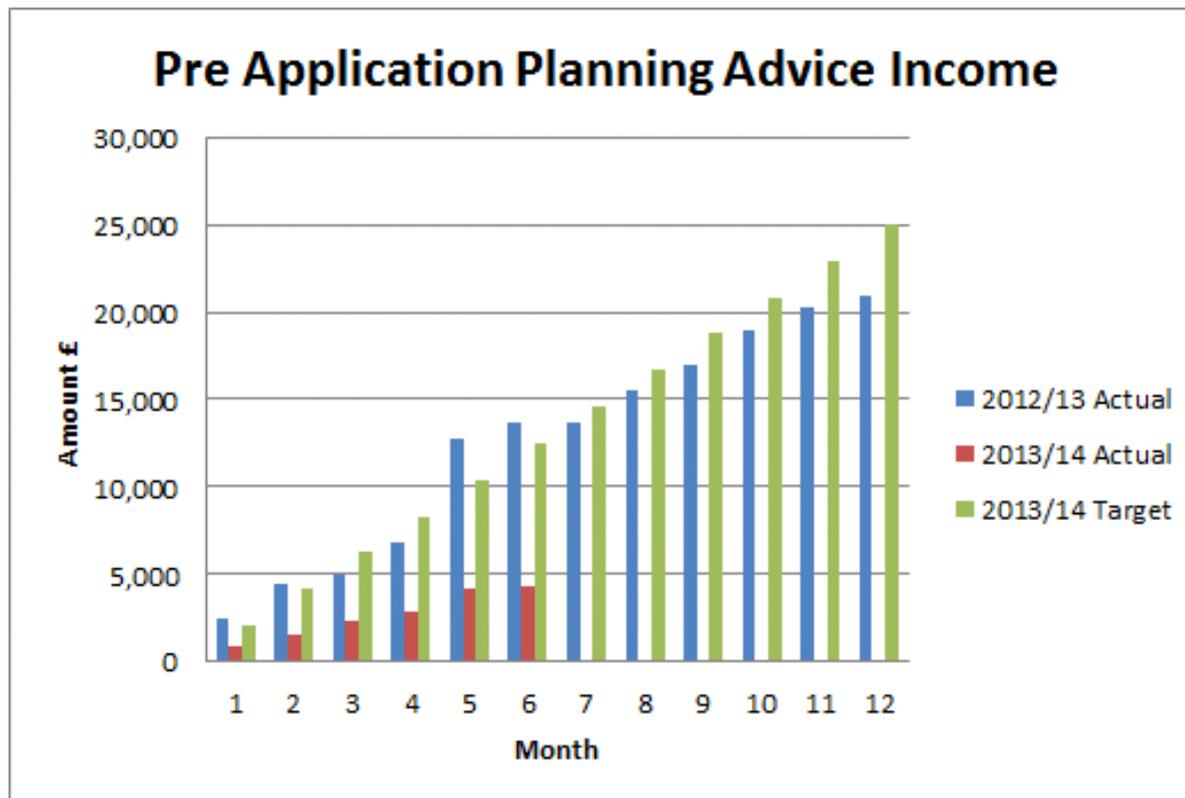
**Commentary**

The original estimate for 2013/14 is £252,000, income to date is £110,525 against a year to date target of £126,000. This compares to £117,069 for the same period last year.

Application rates have dropped from 214 in Quarter 2 2012/13 to 181 in quarter 2 2013/14. Given the continuing problems economically, levels are likely to remain low for the forecasted period.

Income as at the end of 2013/14 is forecast to be around £22,000 below original budget.

Pre Application Planning Advice



Commentary

From 2012/13 the authority started charging for pre application planning advice. In 2012/13 this generated £20,870 worth of income.

For 2013/14 an original budget was set at £25,000. Current indications are that income will be short of this at the end of the year by around £16,000.

Income to date is £4,314 compared to a year to date target of £12,500.

**QUARTER 2 CAPITAL MONITORING REPORT 2013/14**

	<b>Client Officer</b>	<b>Approved 2013/14</b>	<b>Actual 2013/14</b>	<b>Comments</b>
<b>Information &amp; Communications</b>				
ICT Strategy	Sarah Fowler	72,397	27,307	The majority of the 2013-14 budget is to ensure that systems meet the requirements of the stricter CoCo requirements. A project of £25,000 is likely to be delayed into 2014-15.
<b>Vehicles and Equipment</b>				
Wheelie Bins	Richard Evans	114,127	-	This budget is to enable changes this year to be made to bin storage that will ultimately generate revenue savings. There is also the annual replacement requirement for damage and new bins for future years.
Vehicle Replacements	Yvonne Woodward	73,000	30,525	This programme has been frozen pending a review of vehicles. A budget has been retained for any urgent replacements.
Cemetery Equipment	Richard Evans	65,000	32,022	Equipment is currently being purchased.
Telephony System	Sarah Fowler	100,000	77,000	Order has been raised.

	Client Officer	Approved 2013/14	Actual 2013/14	Comments
Equipment Replacement Programme	Sarah Fowler	53,500	31,608	Orders have been placed for most of the items of this budget.
<b>Operational Assets</b>				
Cemeteries	Albert Bugeja	30,000	17,745	Budget retained for potential works. Expenditure is for columbarium works.
Cemetery Staff Facilities	Albert Bugeja	12,000	-	Order is being raised in Quarter 3 and work due to start by end Oct.
Rochford Offices - Heating and Electrical Works	Albert Bugeja	21,842	-	Remaining budget is for making good and snagging which is well under way.
Rochford Offices Window Enhancements	Albert Bugeja	59,908	41,813	Expenditure has been approved by Executive. Most of the windows have now been done with the exception of the Old House for which a design is still being developed.
Depot	Richard Evans	31,000	-	Subject to report to Executive
Rochford Offices Print Room	Sarah Fowler	10,000	-	This requirement was reviewed under Health & Safety following purchase of new printers and is no longer required.

	<b>Client Officer</b>	<b>Approved 2013/14</b>	<b>Actual 2013/14</b>	<b>Comments</b>
Rochford Offices – Upgrade of Loft insulation	Albert Bugeja	25,147	3,525	Budget outstanding pending review of outstanding areas.
Rayleigh Office Accommodation - Structural Repairs	Albert Bugeja	12,000	-	Contractors have started viewing the works required to enable quotes to be provided.
Windmill	Jeremy Bourne	2,500	-	Currently out to quotation, it is anticipated that works will be completed by the end of December.
Acacia House	Albert Bugeja	21,200	17,945	The budget is to cover costs for the disposal.
Pavilion Refurbishments	Richard Evans	56,709	16,810	The heating changes to Ashingdon have now been tendered and the order placed. The alterations to Fairview are currently being quoted.
<b>Town &amp; Village improvements</b>				
Big society Funding	Paul Warren	48,472	41,731	Payment is made once invoices are received from those bodies to whom grants have been allocated.
Signage Enhancements	Richard Evans	5,000	1,000	Expenditure will be approved by Head of Service

	Client Officer	Approved 2013/14	Actual 2013/14	Comments
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	-	All orders placed and work will be completed by end Nov 13
Cherry Orchard Jubilee Country Park	Richard Evans	312,646	9,298	There is currently a moratorium on expenditure on all Cherry Orchard projects, other than the pet memorial park, and works to control the usage of the lake, until a revised programme of works is approved by Members.
Hockley Woods	Richard Evans	20,000	-	The order for this is being placed in quarter 3.
Land Purchase	Albert Bugeja	25,000	-	Subject to Executive decision.
Rayleigh Leisure Centre - ground re-inforcement to overflow car park	Jeremy Bourne	30,000	31,500	Order has been placed and works will be completed by 31 <sup>st</sup> Dec 13
Parks & Open Spaces Programme	Richard Evans	43,739	-	Report to Executive still outstanding.

	Client Officer	Approved 2013/14	Actual 2013/14	Comments
<b><u>Externally Funded Projects</u></b>				
Home maintenance and Adaptation Grants	Jeremy Bourne	142,126	19,503	Spend is demand led.
Disabled Facilities Grants	Jeremy Bourne	341,397	104,644	Spend is demand led.
<b><u>Total Capital Programme</u></b>		<b>1,808,710</b>	<b>503,976</b>	27.9% complete

**Items not in capital programme as funded by external grant**

	Client Officer	Budget	Actual 2013/14	Comments
Grove Road car park	Richard Evans	27,000	22,871	Funded by ECC grant received in 2011/12. This is now complete