

Annexe 1

GENERAL FUND - 2012-13 Major Variations to Budget April to December 2012

| | July | August | September | October | November | December | Reason (changes up, ▼ down, — no change) |
|-------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | £ | £ | £ | £ | £ | £ | |
| Additional Expenditure | | | | | | | |
| Museum of Farnham | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | — Service Level agreement, start up costs and building maintenance (£35k staff savings in salaries monitoring) |
| Office Expenses | 12,000 | 12,000 | 12,000 | 12,000 | 12,000 | 12,000 | — Postages - £10k increase in mail costs, £2k increased rent replacement franking machine |
| Refuse Collection | 67,000 | 67,000 | 67,000 | 67,000 | 67,000 | 67,000 | — Collection of food waste weekly - half with refuse |
| Waste Recycling | 117,000 | 117,000 | 117,000 | 117,000 | 117,000 | 117,000 | — Mobilisation (start-up) costs |
| Waste Recycling | 28,000 | 28,000 | 28,000 | 28,000 | 28,000 | 28,000 | — Additional contract costs |
| Community Development | | | 10,000 | 10,000 | 10,000 | 10,000 | — £10k contribution paid to Godalming Town Council (GTC) for Town Centre manager |
| Community Development | | | 5,000 | 5,000 | 5,000 | 5,000 | — M3 LEP |
| Development Control | | | 20,000 | 20,000 | 20,000 | 20,000 | — Undershaw Hotel claimants costs (Supplementary estimate approved) |
| Development Control | | | 10,000 | 10,000 | 10,000 | 10,000 | — Legal fees from Undershaw Hotel Hindhead Judicial Review (Supplementary estimate approved) |
| Development Control | | | 15,000 | 15,000 | 15,000 | 15,000 | — Projected overspend on specialist consultants to advise on technical aspects of planning applications - virement requested from overall underspend. |
| Waverley Training Services | | | 80,000 | 80,000 | 80,000 | 80,000 | — Additional Staffing to achieve additional income |
| Loss in Income | | | | | | | |
| Animal Control | | | 15,000 | 15,000 | 15,000 | 15,000 | — Net forecast under achievement of income due to wet summer |
| Car Parks | 20,000 | 15,000 | 15,000 | 35,000 | 45,000 | 50,000 | ▲ Shortfall of income |
| Development Control | 0 | 15,000 | 15,000 | 40,000 | 30,000 | 30,000 | — Declining trend offset by fee increase from 22.11.12 |
| Supporting People | | | 50,000 | 50,000 | 50,000 | 50,000 | — Grant reduction - confirmed - partly offset by sheltered housing staff reductions - included in staff budget monitoring |
| Building Control | 20,000 | 50,000 | 26,000 | 26,000 | 26,000 | 20,000 | ▼ Shortfall in income and the budgeted secondment to Mole Valley BC did not go ahead as planned. Some income has been achieved from Decent Homes work for HRA. However, significant savings have been made in the staffing budget, which will be reflected in reduced recharges to Building Control at year end. These savings are initially accounted for as part of the staff savings figures for the year. |
| Sub-Total | 274,000 | 314,000 | 495,000 | 540,000 | 540,000 | 539,000 | |

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GENERAL FUND - 2012-13 Major Variations to Budget April to December 2012

| | July | August | September | October | November | December | Reason (changes up, ▼ down, — no change) |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|----------------------------------------------------------------------------------------------------------------|
| Additional Income | | | | | | | |
| Interest | (140,000) | (140,000) | (140,000) | (140,000) | (140,000) | (140,000) | — Additional interest generated on internal £5m GF loan to HRA to reduce external borrowing for self-financing |
| Car Parks | (18,000) | (18,000) | (18,000) | (18,000) | (18,000) | (18,000) | — Payment received for High Street, Haslemere agreement |
| Land Charges | (80,000) | (180,000) | (180,000) | (180,000) | (180,000) | (180,000) | — Net anticipated additional income |
| Waste Recycling | (67,000) | (67,000) | (67,000) | (67,000) | (67,000) | (67,000) | — Collection of food waste weekly - half with Refuse |
| Waste Recycling | (120,000) | (120,000) | (85,000) | (85,000) | (85,000) | (65,000) | ▼ Additional Recycling Credit from improved volumes |
| Waste Recycling | | | (5,000) | (5,000) | (5,000) | (5,000) | — Fees and Charges - Green Waste |
| Waverley Training Services | | | (80,000) | (80,000) | (80,000) | (130,000) | ▲ Additional income - £80k used to meet additional staffing |
| Legal Fees | | | | | (10,000) | (10,000) | — Additional anticipated Income |
| Savings | | | | | | | |
| Inflation Provision | | | (77,000) | (77,000) | (77,000) | (77,000) | — Unallocated balance - all major inflation items identified |
| Street Cleaning | | | (60,000) | (60,000) | (60,000) | (60,000) | — Agreed enhancement to contract will not commence until January |
| Godalming Leisure Centre | (48,000) | (48,000) | (61,500) | (61,500) | (61,500) | (61,500) | — Arising from early opening |
| Leisure Centres | | | | | (27,150) | (27,150) | — Savings on excess energy provision 2011/12 |
| Audit | | | | | (30,000) | (30,000) | — Grant Thornton estimated saving for external audit fees |
| Other Planning Services | | | | | (15,000) | (15,000) | — Local Development Framework underspend |
| Recreational Open Space | | | | | | (13,000) | Contract savings to be used to pay for contract compliance officer post |
| Sub-Total | (473,000) | (573,000) | (773,500) | (773,500) | (855,650) | (898,650) | |
| Net Major Variations | (199,000) | (259,000) | (278,500) | (233,500) | (315,650) | (359,650) | |
| Net Other Variations | (280) | (280) | 7,240 | 7,240 | 1,650 | 1,650 | |
| Overspend / (Underspend) | (£199,280) | (£259,280) | (£271,260) | (£226,260) | (£314,000) | (£358,000) | |
| Approvals: | | | | | | | |
| Air Quality Posts | | £10,000 | £10,000 | £10,000 | £10,000 | £10,000 | — Executive 2/10/12 - virement to cover additional staffing |
| Weyhill Car Park | | £21,500 | £21,500 | £21,500 | £21,500 | £21,500 | — Executive 2/10/12 - £1,500 approved, £20k earmarked |
| Planning Fee Income | | £30,000 | £30,000 | £30,000 | £30,000 | £30,000 | — Executive 2/10/12 - earmarked as provision against future loss |
| Local Land Charge IT system | | | | | | £30,250 | Executive 8 January 2013 |
| Contract Compliance Post | | | | | | £13,000 | Executive 8 January 2013 |
| Balance of Underspend | | (£197,780) | (£209,760) | (£164,760) | (£252,500) | (£253,250) | |

Annexe 2

| PROJECT TITLE | 1 WBC FUNDING 2012/13 | 2 EXTERNAL FUNDING 2012/13 | 3 Approved Changes | Funding Source of Approved Changes | 4 TOTAL PROGRAMME | 5 PAYMENTS to end of December 2012 | Committed | 6 Payments & Committed to date | 6 FINANCIAL REMARKS | 7 Projected 2012/13 Savings | 8 Slippage into 2013/14 |
|-------------------------------------------------------|--------------------------------|-------------------------------------|--------------------------|---------------------------------------------|-------------------------|---------------------------------------------|-----------|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------------------------------|
| PLANNING SERVICES | | | | | | | | | | | |
| K1457 The Castle Steps (S106) | | 12,500 | | | 12,500 | 0 | | 0 | £12,500 funding from PIC monies approved, Farnham castle leading project. Works to start in Spring and complete Summer 2013. | | |
| K1457 Bench at Cranleigh (S106) | | 580 | | | 580 | 580 | 0 | 580 | Complete. | | |
| COMMUNITY SERVICES | | | | | | | | | | | |
| K1110 Central Communications - Careline | 30,000 | | | | 30,000 | 26,028 | 2,561 | 28,589 | Project on programme. | | |
| K1111 Day Centres | 10,000 | | | | 10,000 | 8,570 | 1,430 | 10,000 | Complete, waiting for invoices. | | |
| Leisure Strategy | | | | | | | | | | | |
| K1310 Farnham Sports Centre | | | 6,500 | * | 6,500 | 0 | | 0 | £6,500 held back until small defect items are dealt with. Will be spent this financial year. | | |
| K1311 & 8 Godalming Leisure Centre | 1,850,000 | 63,904 | 1,047,594 | * | 2,961,498 | 2,106,554 | 11,083 | 2,117,636 | Opened 30th July 2012. Savings including contingency should exceed £400,000 but some invoices still to pay. | 400,000 | |
| K1320 The Herons Leisure Centre | 700,000 | | 20,000 | ~ | 720,000 | 2,555 | 60,000 | 62,555 | Budget for surveys and initial consultation. £20,000 supplementary estimate approved by the Executive 6/11/12. | | 660,000 |
| Sports Centres | | | | | | | | | | | |
| K1301 Client Rolling Programme | 56,000 | | | | 56,000 | 16,471 | 10,646 | 27,117 | Project on programme, plans to spend full budget. | | |
| K1319 Client Rolling Programme -Contingency | 25,000 | | 15,610 | * | 40,610 | 189 | 0 | 189 | No further demands on budget at the moment. | 40,420 | |
| K1302 Client Rolling Programme -The Herons | | 80,000 | 60,000 | * | 140,000 | 0 | 0 | 0 | Will be spent on necessary health & safety works, rest to be allocated to refurbishment. | | 140,000 |
| K1458 Spinning Bikes (S106) | | 1,500 | | | 1,500 | 1,500 | 0 | 1,500 | Complete. | | |
| Countryside | | | | | | | | | | | |
| K1373 Lammass Land Fencing | 3,000 | 927 | | | 3,927 | 1,352 | | 1,352 | £927 grant to be received. Works completed, waiting for invoice. | | |
| K1377 Wood Fuel Boiler | 12,000 | | | | 12,000 | 4,096 | 4,263 | 8,359 | Wood burner installed, waiting for invoices. | | |
| K1378 Reline Frensham Dam Stew Pond Culvert | 20,000 | | | | 20,000 | 0 | 750 | 750 | Seeking technical guidance for best solution, project likely to slip into 2013/14. | | 19,250 |
| Arts | | | | | | | | | | | |
| K1390 Farnham Maltings Brick Restoration | 35,000 | | | | 35,000 | 18,498 | 16,502 | 35,000 | Works complete. Waiting for final grant claim. | | |
| K1330 Memorial Hall high level heater modifications | | | 4,600 | # | 4,600 | 4,556 | 0 | 4,556 | Complete. | | |
| Recreation | | | | | | | | | | | |
| K1343 Pavilions-Capital Works | 30,000 | | | | 30,000 | 38,135 | 2,924 | 41,059 | Complete. Waiting for invoices | | |
| K1344 Recreational Facilities for Young People | 50,000 | 60,000 | | | 110,000 | 2,403 | | 2,403 | Budget for Farnham skate park - at consultation stage, unlikely to spend full budget in year. Decision on funding from SITA due in March. | | 107,500 |
| K1345 Playground Replacement | 194,000 | 64,884 | | | 258,884 | 7,503 | | 7,503 | Extra £34k S106 funding approved. Have placed orders, plan to start in March 2013. | | 100,000 |
| K1354 Philips Memorial Garden Improvement Programme | 14,670 | 29,430 | 99,100 | * | 143,200 | 35,061 | 6,033 | 41,094 | £62.7k to be spent this year, rest to slip. Cloister works complete, waiting for invoice. Works to be carried out over winter. | | 50,000 |
| K1355 Parks Infrastructure works and DDA improvements | 60,000 | | | | 60,000 | 50,920 | 6,220 | 57,140 | Waiting for invoices. | | |
| K1349 Parks Signage | 10,000 | | | | 10,000 | 5,823 | 1,800 | 7,623 | Broadwater park to look for Green flag accreditation which may require new signage. | | |
| K1340 Recreation Ground Improvements | 35,000 | | | | 35,000 | 27,332 | | 27,332 | Looking at bin designs, full budget will be spent. | | |
| K1458 Bruce Mackenzie Memorial Field (S106) | | 4,448 | | | 4,448 | 4,448 | 0 | 4,448 | Complete. | | |
| K1459 Playing Pitch Strategy (S106) | | 9,923 | | | 9,923 | 10,623 | | 10,623 | Complete. Looking to fund overspend from S106. | | |
| ENVIRONMENTAL SERVICES | | | | | | | | | | | |
| Public Conveniences | | | | | | | | | | | |
| K1220 Rolling Programme | 10,000 | (6,000) | | | 4,000 | 2,078 | | 2,078 | Cranleigh PC has transferred. Rest of budget held for works relating to possible Tilford PC transfer to Tilford Institute. | | |

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|-----------------------------------------------------------|--------------------------------|-------------------------------------|--------------------------|---------------------------------------------|-------------------------|---------------------------------------------|-----------|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------------------------------|
| Environmental Health | | | | | | | | | | | |
| K1205 Tackling Fuel Poverty in Waverley | 20,000 | | | | 20,000 | 10,177 | 5,660 | 15,837 | Reactive programme. Waiting for quote for a park home, will spend rest of budget. | | |
| K1206 Air Quality Monitoring | | 14,000 | | | 14,000 | 0 | 14,000 | 14,000 | Funded from DEFRA grant received in 2011/12 and held in working balance. | | |
| K1201 Contaminated Land | 20,000 | | | | 20,000 | 3,521 | 15,900 | 19,421 | Indicative programme as dependant on Weydon lane results. New contaminated land strategy approved and studies are underway. | | |
| Refuse Collection | | | | | | | | | | | |
| K1231 Upgrade Recycling Bring-Sites | 6,000 | | | | 6,000 | 5,212 | 139 | 5,351 | Works complete. Currently occupying car parking spaces so moves may use last of budget. | | |
| K1235 Street Litter Bins | 12,540 | | | | 12,540 | 10,260 | 263 | 10,523 | Most installed, will spend full budget. | | |
| K1234 Contract Mobilisation | | 7,616 | 110,000 | ~ | 117,616 | 122,240 | | 122,240 | Received rebate from sale of recycling bins. Rest of project funded from revenue budget. | | |
| Car Parks | | | | | | | | | | | |
| K1240 Rolling Programme | 35,000 | | (2,000) | ~ | 33,000 | 17,931 | 1,185 | 19,116 | Works at Wagon Yard & Weydown Road car parks. £7k to be spent on works at Central car park. Budget will be spent in full. £2000 to be spent on lighting efficiency improvements | | |
| K1241 Parking Equipment Replacement | 24,000 | | | | 24,000 | 4,494 | 2,488 | 6,982 | Parts for machines. Will need to replace pedestals. | | |
| K1243 Tanners Lane | 30,000 | | | | 30,000 | 6,062 | 0 | 6,062 | Complete. | 23,930 | |
| K1244 Weydown Road - CCTV | 20,000 | | | | 20,000 | 0 | 0 | 0 | Will not spend whole budget, currently negotiating with the Police. | 8,000 | |
| K1245 North Street, Famcombe | 20,000 | | | | 20,000 | 17,962 | 581 | 18,543 | Works complete, small retention. | | |
| K1246 Village Way Extension | 77,000 | | | | 77,000 | 0 | 0 | 0 | Project not going ahead. | 77,000 | |
| K1247 Meadow - Resurfacing | 30,000 | | | | 30,000 | 21,603 | | 21,603 | Works complete, small retention. | 7,000 | |
| K1242 Weyhill car park - refurbishment | 342,000 | | 1,500 | ~ | 343,500 | 852 | 1,500 | 2,352 | Project on hold, £1,500 from revenue underspends approved by the Executive 2/10/12 for consultation. | | 342,000 |
| K1248 Lighting Efficiency - Village Way & Chestnut Avenue | | | 17,000 | ~ | 17,000 | | | 0 | Approved by the Executive 9/11/13. Order has been placed. | (15,000) | |
| HOUSING | | | | | | | | | | | |
| House Renovation Grants | | | | | | | | | | | |
| K1101 Disabled Facilities | 248,000 | 317,000 | | | 565,000 | 365,191 | 56,091 | 421,282 | | 80,000 | |
| K1101 Private Sector Renewals | | 12,777 | | | 12,777 | | 0 | 0 | Grant repayments received. | | |
| SPECIAL PROJECTS | | | | | | | | | | | |
| K1511 Riverside | 234,000 | | 198,000 | ~ | 432,000 | 7,000 | 1,000 | 8,000 | Works dependant on CPO. £198,000 2013/14 funding brought forward for preconstruction works. Have secured LEF funding. | | |
| CUSTOMER, IT AND OFFICE SERVICES | | | | | | | | | | | |
| Miscellaneous Properties | | | | | | | | | | | |
| K1512 Development Consultancy - Brightwells | 132,000 | | | | 132,000 | 53,712 | 68,474 | 122,187 | Maintenance of Redgrave Theatre, legal fees and project officer. | | |
| K1518 CPO - provision for Public Enquiry Costs | 100,000 | | | | 100,000 | 3,000 | 243 | 3,243 | Latest estimate of costs is £150,000 | (50,000) | |
| K1356 Depot access improvements | | | 20,000 | # | | 2,623 | 7,800 | 10,423 | Approved by the Executive 2/10/12. Full budget will be spent. | | |
| Central Offices | | | | | | | | | | | |
| K1001 Improved Working Environment | 100,000 | 10,350 | | | 110,350 | 26,775 | 14,112 | 40,887 | Invoices to come in. | | |
| Disability Discrimination Act Compliance | | | | | | | | | | | |
| K1006 DDA Compliance Works Provision | 10,000 | | | | 10,000 | 0 | 0 | 0 | Out to tender for works at Woolmer hill and Broadwater park. Planned to be carries out in March. | | |
| ICT infrastructure Rolling Programme | | | | | | | | | | | |
| K0001 Forward Programme/Legislative Changes | 10,000 | 2,007 | | | 12,007 | 3,407 | | 3,407 | Works carried out on ATLAS, expected £8k to be spent on pension changes. | | |
| K0003 Desktop/Server Upgrades | 25,000 | | | | 25,000 | 26,678 | 510 | 27,188 | Currently rolling out iGels. Works being carried out on server environment. | | |
| K0233 Microsoft Office Enterprise Agreement | 25,000 | | | | 25,000 | 38,171 | | 38,171 | Overspend to be met from telephony budget as agreement includes Microsoft Lync. | (13,171) | |

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|-----------------------------------------------------|--------------------------------|-------------------------------------|--------------------------|---------------------------------------------|-------------------------|---------------------------------------------|-----------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------------------------------|
| System Migration Upgrade | | | | | | | | | | | |
| K0266 Lotus Upgrade | 20,000 | | | | 20,000 | 20,163 | | 20,163 | Invoices coming in. £20k spend likely. | | |
| K0273 Legal case management & time recording system | | | 15,520 | # | 15,520 | 9,816 | 1,652 | 11,468 | Project approved by the Executive 4/9/12. System live, training to be given. | | |
| K0274 Wi-Fi for The Burys | | | 15,800 | ~ | 15,800 | 0 | 7,805 | 7,805 | Project approved by the Executive 4/12/12. Works complete. | (15,800) | |
| Information Management | | | | | | | | | | | |
| K0254 Network Upgrade & Flexible Working | 10,000 | | | | 10,000 | 2,589 | 985 | 3,574 | Installing new switches, to be implemented alongside new telephone system. | | |
| K0244 Records Scanning | 20,000 | | | | 20,000 | 1,750 | | 1,750 | To focus on building control and street naming & numbering. Waiting for invoices. | | |
| K0240 SAN replacement | 50,000 | | | | 50,000 | 0 | 0 | 0 | Will slip into 2013/14, project dependant on success of Surrey Data | | 50,000 |
| K0241 Shared Services & Hosting | 10,000 | | | | 10,000 | 984 | 0 | 984 | Project not going ahead. | 9,010 | |
| K0242 Civica Document Management | 20,000 | | | | 20,000 | 10,625 | 1,180 | 11,805 | Works underway, focusing on environment and housing departments. | | |
| K0243 Civica Access for Planning Documents | | 6,500 | | | 6,500 | 3,500 | 3,000 | 6,500 | Works complete, waiting for invoices. | | |
| K0238 Replacement Telephone system | 250,000 | | | | 250,000 | 74,528 | 5,000 | 79,528 | 200 phones rolled out, to complete roll out in February 2013. | 120,000 | |
| K0249 Scanning & Workflow - Environmental Health | | | 35,240 | * | 35,240 | 15,277 | 3,135 | 18,412 | Works almost complete, invoices due. | | |
| K0264 HR/Payroll system | | | 2,500 | ~ | 2,500 | 735 | | 735 | Consultancy costs for mileage and expenses module implementation, CMT approved virement from vacancy factor 11th July 2012. | | |
| K0265 Environmental Services contact manager | | | | | 0 | 5,300 | | 5,300 | LLPG synchronisation work from 2010/11, no creditor. | (5,300) | |
| K0214 Enhancement of M3 Licensing system | | | 6,700 | # | 6,700 | 8,040 | | 8,040 | Project approved by the Executive 4/9/12. Complete. | (1,340) | |
| K0230 Consultation Portal Software | | 9,750 | | ~ | 9,750 | 9,750 | | 9,750 | Complete. | | |
| K0261 Website day checker | | | 1,700 | # | 1,700 | 0 | 1,700 | 1,700 | Project approved by the Executive 6/11/12. Complete. | | |
| K0102 Si Dem Software | | | 9,000 | ~ | 9,000 | | | 0 | Approved by the Executive 9/1/13. | (9,000) | |
| K0250 Local Land charges | | | 30,250 | ~ | 30,250 | | | 0 | Approved by the Executive 9/1/13. | | |
| ORGANISATIONAL DEVELOPMENT | | | | | | | | | | | |
| K0271 Backstage | 15,000 | | | | 15,000 | 0 | | 0 | To relaunch using SharePoint, work underway. | | |
| K0272 Jadu Mobile Web Platform | 5,000 | | | | 5,000 | 5,388 | | 5,388 | Complete. | (388) | |
| PARTNERSHIP FUNDING | | | 9,000 | * | 9,000 | 0 | 9,000 | 9,000 | Hambledon FC - Football Foundation grant application successful, planning to start works in February 2013. | | |
| PROVISION FOR EMERGENCY SCHEMES | 150,000 | | (48,520) | | 101,480 | 0 | | 0 | | | |
| Total Project Expenditure | £5,215,210 | £702,096 | £1,675,094 | | £7,572,400 | £3,290,590 | £347,615 | £3,638,205 | | £655,361 | £1,468,750 |
| Capital Project Programme | 4,682,210 | 586,207 | 1,491,484 | | 6,739,901 | 2,992,326 | 219,823 | 3,212,149 | | 664,941 | 1,328,750 |
| Revenue Project Programme | 533,000 | 115,889 | 183,610 | | 832,499 | 298,264 | 127,792 | 426,056 | | -9,580 | 140,000 |
| Total Project Programme | £5,215,210 | £702,096 | £1,675,094 | | £7,572,400 | £3,290,590 | £347,615 | £3,638,205 | | £655,361 | £1,468,750 |

| Key to Funding Source | |
|-----------------------|---------------------------------------------|
| * | Slippage from 2011/12 |
| # | Funded from Provision for Emergency Schemes |
| ~ | Funded from elsewhere |

Project Justification Form

Project: Careline and Telecare equipment – additional request - 2012-13

Service: Careline, Community Services

Officer Responsible for Project: Alayne Boyden

Identification of Need:

We have invested each year in a rolling programme to improve stocks of Careline equipment and to replace obsolete items.

Our standard equipment has generally had a normal working life of around 6 years and with a battery upgrade this life can be extended a year or so. However with new improved Community Alarm and Telecare technology being introduced all the time and with significant changes in telecommunications networks we are finding that our older stock is less and less fit for purpose and a battery upgrade is not sufficient.

This year, with our Capital allocation, we will have purchased approximately 260 new units, but by the end of the year we will still have around 900 older units in use that, as the new telephone networks are rolled out, will become incompatible and will need to be upgraded as quickly as possible. Around 260 of these are currently over 6 years old.

The suppliers we use are constantly upgrading equipment to suit changing needs and these 900 are now two generations older than the current model. Older equipment that is incompatible with a client's telephone system will not work consistently and may fail altogether when an emergency call is made.

The clients that have the service are amongst the most vulnerable in Waverley and they rely on the service in life and death circumstances. Should even one item of equipment not function due to its age or incompatibility, this could cost lives and the cost to Waverley's reputation would be enormous.

The units cost approx. £100 each, therefore:

900 = £90,000

260 = £26,000

Careline achieved an income in 2011/12 of around £435,000 from approximately 1900 clients. The service is run at no cost to the Council Tax payers and indeed brought Waverley a healthy surplus last year.

We are aiming to maintain or increase the rate of referral to the service in an increasingly competitive market. We are currently the provider of choice for Surrey CC, but in some areas of the country (eg Sussex) the County Councils have taken their referrals to other providers and the Boroughs have lost vast amounts of business. To remain the key local provider and to compete in the emerging Telecare market we need to maintain levels of up to date equipment.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

By providing community alarm equipment and Telecare we are helping older and disabled people to remain independently and safely in their own homes, fulfilling the Council's priority of improving the quality of life for all, particularly the more vulnerable within our society.

Investment in up to date equipment enables us to compete with other providers, attract more customers and earn more income, it means the equipment is more reliable and the service is better value for money as a result.

With the latest technology we are more able to develop the emerging Telecare service and continue to be the provider of choice for Surrey CC.

Cross Reference to Service Plan:

The Service Plan objective:

To continue to develop the Careline service, focussing on delivering value for money and continuous improvement for the benefit of our customers

Progress to date (including position regarding planning permission):

This is an ongoing project.

Will the Corporate Project Management Toolkit be used? No

If no, how will the project be managed?

The project will be managed and monitored within existing systems.

Key Project target dates and milestones:

The Careline equipment relies on telephone networks to communicate with the monitoring centre when activated. Telephone companies are moving toward next-generation networks (NGN) which involve key changes in telecommunications. The idea behind the NGN is that one network transports all information and services (voice, data, and all sorts of media such as video).

Units manufactured by the community alarm suppliers before 2010 do not operate consistently on these new networks as they communicate using out dated protocols. In order to guarantee that our equipment will work for people when they need it most in an emergency we need to upgrade our units as fast as possible to keep up with the roll out of the telephone network changes.

Target:

To ensure all units in use are no older than 6 years – 260 units to be replaced in 2012/13.

To ensure that the other 640 units that are incompatible with the new telephone networks are replaced with up to date units by 2015/16.

To continue to upgrade ageing equipment on a rolling annual basis (current budget £30,000 per annum)

Purchase new stock and Telecare equipment as required for new clients.

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|--------------|--------------|--------------|--------------|
| Land | | | | |
| Contract Costs | | | | |
| Fees | | | | |
| Vehicles, Plant and Equipment | 26000 | 30000 | 30000 | 86000 |
| Contingency | | | | |
| Other (specify) - | | | | |
| | | | | |
| | | | | |
| Total Capital Cost | 26000 | 30000 | 30000 | 86000 |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------|--------------|------------------------------------------|------------------------------------------|--------------|
| WBC Capital | 26000 | 30000 (already in capital plan) | 30000 (already in capital plan) | 86000 |
| S106 | | | | |
| External Funding (specify) - | | | | |
| | | | | |
| | | | | |
| Total Funding | 26000 | 30000 | 30000 | 86000 |

Ongoing Revenue Cost and/or savings (Invest to Save):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|----------------------------------------|-------------|-------------|-------------|------------|
| Staffing | | | | |
| Other costs (specify) - | | | | |
| | | | | |
| Total Revenue Costs | | | | |
| Less | | | | |
| Revenue income | | | | |
| | | | | |
| Estimated annual revenue effect | | | | |

Return on Capital and Payback (if appropriate):

| | | | |
|------------------|--------|-------------------|---------|
| | £ | | |
| Forecast Returns | | Return on Capital | - % |
| Capital Cost | 26,000 | | |
| Forecast Savings | | Payback | - Years |

Identify any efficiency gains resulting from the project:

By maintaining an up to date stock of equipment the need for un-planned response to faults is reduced.

Identify any risks which may effect the project:

Further unexpected advances in technology may mean the existing equipment in use needs to be upgraded sooner.

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Environmental Impact, including Carbon Implications: N/a | |
| Equality impact assessment carried out? N/A Part of main service EqIA | |
| How will the project be procured? Most equipment is purchased through a nationwide procurement agreement, through a SW Surrey network of Boroughs, with the Northern Housing Association, attracting lower prices for bulk purchase. Surrey County Council may assist in future with bulk purchasing of some items on behalf of the Boroughs and Districts. | |
| Is there scope for sharing/joint work? Yes We work closely with all other Borough Telecare services in Surrey and with Surrey CC. We have particular links with Guildford BC and Surrey Heath and continue to have discussions on closer joint working. Surrey County is implementing its Telecare Strategy which encourages close working and includes some sharing of resources. It is hoped that they will purchase most additional Telecare items in future. | |
| Completed by: Alayne Boyden | Date: Dec 12 |

5 YEAR PLAN ANTICIPATING ADDITIONAL BUDGET FOR THIS YEAR

| | Incompatible with new networks | | | Compatible | |
|------------------------------------------------|--------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | 2012/13 | 2013/14 | 2014/15 | 2015/16 | 2016/17 |
| Units in use over 6 years old - Upgrade needed | 260 units | 150 | 470 | 440 | 320 |
| BUDGET £30,000 | SPENT | BUYS: c. 260 units | BUYS: c. 260 units | BUYS: c. 260 units | BUYS: c. 260 units |
| Additional £26,000 | BUYS c. 260 units | | | | |

Project Justification Form

Project: Countryside Equipment

Service: Countryside

Officer Responsible for Project: Jane Bowden

Identification of Need:

We need to replace some worn out equipment required for rangers to carry out their essential site work & improve the working facilities for staff :-

Towed chipper £9,500

Chainsaw £550

Brush cutter £700

Waste Skip £1,000

Security Locks £800

Electricity supply & lighting to ranger compound £900

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

Managing countryside sites for safety, access & biodiversity

Cross Reference to Service Plan:

Progress to date (including position regarding planning permission):

N/A

**Will the Corporate Project Management Toolkit be used? No
If no, how will the project be managed?**

Simple purchase following quotes

Key Project target dates and milestones: N/A

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|---------------|-------------|-------------|------------|
| Land | | | | |
| Contract Costs | | | | |
| Fees | | | | |
| Vehicles, Plant and Equipment | 12,550 | | | |
| Contingency | | | | |
| Other – electrics & lighting | 900 | | | |
| | | | | |
| | | | | |
| Total Capital Cost | 13,450 | | | |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------|---------------|-------------|-------------|------------|
| WBC Capital S106 | 13,450 | | | |
| External Funding (specify) - | | | | |
| | | | | |
| | | | | |
| Total Funding | 13,450 | | | |

Ongoing Revenue Cost and/or savings (Invest to Save):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|----------------------------------------|-------------|-------------|-------------|------------|
| Staffing | | | | |
| Other costs (specify) - | | | | |
| | | | | |
| Total Revenue Costs | | | | |
| Less | | | | |
| Revenue income | | | | |
| | | | | |
| Estimated annual revenue effect | | | | |

Return on Capital and Payback (if appropriate):

| | | | |
|------------------|-------|-------------------|---------|
| | £ | | |
| Forecast Returns | | Return on Capital | - % |
| Capital Cost | 13450 | | |
| Forecast Savings | | Payback | - Years |

Identify any efficiency gains resulting from the project:

Rangers need to have the equipment to be able to carry reactive, one off jobs as they arise on their sites and work that is not part of the grounds maintenance contract.

Identify any risks which may effect the project:

None

Environmental Impact, including Carbon Implications:

N/A

Equality impact assessment carried out? N/A**How will the project be procured?**

Quotes

Is there scope for sharing/joint work? Yes / No

The machinery will be shared between the two ranger teams

Completed by: Jane Bowden

Date: 19/10/12

| HOUSING REVENUE ACCOUNT - 2012-13 Major Variations to Budget | | | | | | | Reason |
|--------------------------------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| April to December 2012 | | | | | | | |
| | July | August | September | October | November | December | |
| | £ | £ | £ | £ | £ | £ | |
| Additional Expenditure | | | | | | | |
| Council Tax on Empty Properties | 38,000 | 38,000 | 38,000 | 38,000 | 38,000 | 38,000 | — Charges for 2012-13 in excess of £50k budget. Some refunds will be due for properties disposed before end of year. |
| Property Insurance | | 5,700 | 5,700 | 5,700 | 5,700 | 5,700 | — Estimate based on previous actual |
| Maintenance Consultancy | | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | — Specialist advice taken re Gas Contract. Cover overspend from General Management consultancy |
| Sheltered Schemes | | | | | 20,000 | 20,000 | — Riverside replacement carpets see Oct Report |
| Loss in Income | | | | | | | |
| Dwelling rents and service charges | 80,000 | 90,000 | 90,000 | 90,000 | 90,000 | 110,000 | ▲ Potential shortfall based on 37 weeks debit. This reduction is partly due to the early completion of decommissioning Wey Court, and increased number of voids |
| Court Costs reimbursed | | | 26,000 | 26,000 | 26,000 | 26,000 | — Court costs are the last call on the repayments, at September £1,800. |
| Overspends | 118,000 | 135,200 | 161,200 | 161,200 | 181,200 | 201,200 | |
| Savings | | | | | | | |
| Capital Financing Costs | (1,942,000) | (1,942,000) | (1,942,000) | (1,942,000) | (1,942,000) | (1,942,000) | — Costs in approved budget were much higher than final approved business plan. Funds will be transferred to Affordable housing/stock improvement reserves. |
| Sewerage collection | | | (10,000) | (10,000) | (10,000) | (10,000) | — Spend to save investment which has resulted in fewer collections required. |
| Additional Income | | | | | | | |
| Interest receivable | (60,000) | (60,000) | (60,000) | (60,000) | (60,000) | (60,000) | — The HRA will have higher balances in the short/medium term that will generate more investment income |
| Water Rates Commission | | (7,000) | (7,000) | (7,000) | (7,000) | (7,000) | — Commission based on value of water rate debit |
| Underspends | (2,002,000) | (2,009,000) | (2,019,000) | (2,019,000) | (2,019,000) | (2,019,000) | |
| Net Major Variations | (1,884,000) | (1,873,800) | (1,857,800) | (1,857,800) | (1,837,800) | (1,817,800) | |
| Possible staff budget overspend | | 90,000 | 47,000 | 85,000 | 46,000 | 60,000 | ▲ see HRA paragraph 11 |
| Overspend/ (Underspend) | (£1,884,000) | (£1,783,800) | (£1,810,800) | (£1,772,800) | (£1,791,800) | (£1,757,800) | |

| PROJECT TITLE | 1 Backlog FUNDING 2012/13 | 2 DHS (arising) FUNDING 2012/13 | 3 Approved Changes | Reprogrammed to CMT | 4 TOTAL PROGRAMME | Anticipated Properties | Actual No Properties to date | Average Budgeted Cost | Estimated No of Monthly Properties | October | November | December | PAYMENTS to date | Commitment | Applications received not paid | Budget remaining |
|------------------------------------------------------|------------------------------------|------------------------------------------|--------------------------|------------------------|-------------------------|---------------------------|------------------------------------|-----------------------------|------------------------------------------|-----------------|-------------------|------------------|---------------------|-----------------|-----------------------------------|-------------------|
| Initials of responsible officer | £ | £ | £ | £ | £ | December | December | £ | £ | £ | £ | £ | £ | £ | £ | £ |
| DHS WORKS | net of overheads | net of overheads | | | | | | | | | | | | | | |
| Kitchens (Mears) | 1,003,040 | 185,680 | 200,000 | | 1,388,720 | 350 | 328 | 4,000 | 32 | 0 | 240,439 | 307,057 | 968,878 | 0 | 231,147 | 188,696 |
| Bathrooms (Mears) | 753,960 | 93,320 | 50,000 | (300,000) | 597,280 | 300 | 208 | 2,000 | 27 | 0 | 19,623 | 84,809 | 187,495 | | 132,880 | 276,905 |
| Heating (Mears & CHS) | 750,000 | 341,000 | | | 1,091,000 | 461 | 347 | 2,400 | 42 | 247,677 | 120,744 | 166,523 | 952,682 | | | 138,318 |
| Windows (Dorwin) | 268,215 | 172,500 | | | 440,715 | 200 | 150 | 2,200 | 12 | 0 | 270,170 | 0 | 270,170 | 0 | 0 | 170,545 |
| Doors (Dorwin) | 135,785 | 140,000 | | | 275,785 | 200 | 150 | 1,400 | 20 | 0 | 133,070 | 0 | 133,070 | | | 142,715 |
| Rewiring (T Brown) | 217,000 | 160,000 | | | 377,000 | 175 | 1 | 2,200 | 16 | 0 | 0 | 0 | 2,893 | 0 | 100,000 | 274,107 |
| Roofs (Mears) | 193,000 | 558,000 | | | 751,000 | 100 | 36 | 7,500 | 17 | 111,887 | 139,907 | 36,111 | 558,024 | 0 | 0 | 192,976 |
| Walls/Chimneys and Other (Mears) | 224,000 | 60,000 | | (125,000) | 159,000 | 40 | 0 | 4,000 | 7 | | 66,099 | 12,045 | 84,914 | 0 | 0 | 74,086 |
| Overhead and profit (Mears) | 328,000 | 52,000 | | | 380,000 | | | | | 52,186 | 2,894 | 27,586 | 191,024 | 20,409 | | 168,567 |
| Total BacklogDH funding | 3,873,000 | 1,762,500 | 250,000 | (425,000) | 5,460,500 | | | | | 411,751 | 990,052 | 606,544 | 3,349,150 | 20,409 | 464,027 | 1,626,914 |
| OTHER CAPITAL WORKS | | | | | | | | | | | | | | | | |
| Fire Safety Upgrades | 10,000 | | | | 10,000 | 20 | | 500 | | | | | 0 | | | 10,000 |
| Door Upgrades (Dorwin) | 242,120 | | 221,909 | | 464,029 | 298 | 229 | 1,557 | | 95,525 | 83,679 | (133,070) | 173,807 | 0 | | 290,221 |
| Window Upgrades (Dorwin) | 745,000 | | 438,337 | | 1,183,337 | 298 | 229 | 3,971 | | 133,291 | 43,363 | (270,170) | 226,950 | 0 | | 956,387 |
| Sheltered Main Entrance Door Renewal | 30,000 | | | | 30,000 | 2 | | 15,000 | | 6,506 | | | 6,506 | 0 | | 23,494 |
| Soffit / Facia and Gutter Replacement | 205,000 | | | (50,000) | 155,000 | survey | | | | 0 | | | 0 | | | 155,000 |
| Asbestos Removal (Aspect) | 250,000 | | | (150,000) | 100,000 | 260 | | 385 | | 0 | | | 11,934 | 0 | | 88,066 |
| Water Supply | 40,000 | | | | 40,000 | 40 | | 1,000 | | 4,385 | | | 4,385 | | | 35,615 |
| Aids and Adaptations | 465,000 | | 85,000 | | 550,000 | referral | 5 | | | 73,804 | (564) | 18,938 | 165,676 | 0 | | 384,324 |
| Warden Call System 1104K6100CS | 10,000 | | 150,000 | | 160,000 | survey | | | | 121,253 | 1,639 | 8,368 | 134,824 | | | 25,176 |
| Garage Works | 25,000 | | | | 25,000 | 15 | | 1,667 | | 377 | | | 11,291 | | | 13,709 |
| Sheltered Unit Heating and Hot Water | 50,000 | | | | 50,000 | 2 | | 25,000 | | 0 | | | 0 | | | 50,000 |
| Thermal Insulation Upgrades | 20,000 | | | (20,000) | 0 | survey | | | | 0 | | | 0 | | | 0 |
| Wash-hand basins | 50,000 | | | (50,000) | 0 | survey | | | | 0 | | | 0 | | | 0 |
| Kitchen/bathroom layout alterations | 500,000 | | | (500,000) | 0 | survey | | | | 0 | | | 0 | | | 0 |
| Structural Works/Major Void | 1,000,000 | | 20,000 | 84,290 | 1,104,290 | 105 | 12 | 9,524 | 8 | 87,439 | 83,618 | 77,288 | 419,183 | 0 | | 685,107 |
| Energy Efficiency Initiatives (air source heat pump) | 100,000 | | | (80,000) | 20,000 | 2 | | 10,000 | | | | | 0 | | | 20,000 |
| Dwelling enlargement (Walker) | 0 | | 180,000 | | 180,000 | 0 | 1 | | | 18,607 | | | 164,426 | retainer | | 15,574 |
| Community Rooms | 10,000 | | | | 10,000 | survey | | | | 0 | | | 0 | | | 10,000 |
| Sheltered Unit Lighting | 50,000 | | | | 50,000 | Survey | | | | | | | 0 | | | 50,000 |
| Unadopted Road and Paths and Culverts | 50,000 | | | (50,000) | 0 | survey | | | | 0 | | | 0 | | | 0 |
| Sound Insulation | 50,000 | | | | 50,000 | survey | | | | 4,247 | 3,386 | 2,420 | 16,986 | | | 33,014 |
| Lift Upgrading | 30,000 | | | | 30,000 | 2 | | 15,000 | | 0 | | 5,740 | 28,716 | | 0 | 1,284 |
| Professional Fees | 200,000 | | | | 200,000 | | | | | 7,182 | 20,333 | 10,702 | 82,762 | 200,000 | | (82,762) |
| Salary Allocations | 400,000 | | | | 400,000 | | | | | | | | 0 | 400,000 | | 0 |
| Total 'Other' Capital Spend | 4,532,120 | | 1,095,246 | (815,710) | 4,811,656 | | | | | 552,615 | 235,454 | (279,784) | 1,447,448 | 600,000 | | 2,764,208 |
| Total Project Expenditure | £8,405,120 | £1,762,500 | £1,345,246 | (£1,240,710) | £10,272,156 | | | | | £964,366 | £1,225,506 | £326,760 | £4,796,598 | £620,409 | | £4,391,122 |