

Annexe 1

GENERAL FUND - 2013/2014 Major Variations to Budget

Service	May	June	July	Aug	Sept	Oct	Nov		Reason
	£	£	£	£	£	£	£		
Investment Interest	50,000	50,000	50,000	30,000	30,000	10,000	0	▼	Shortfall from budget reflecting current rates less severe than anticipated.
Discretionary Rate Relief							(134,700)	▲	Change in accounting requirements.
Rent Allowances and Rebates						(100,000)	(100,000)	—	underspend arising from additional top-up grants and costs recovered during the year. (0.3% of subsidy)
Land Charges	(70,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(240,000)	▲	Anticipated additional income based on 12/13 outturn, 13/14 budget and income for April to November. Net of increased costs, which now seem unlikely in 2013/14.
Other Planning Services	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	—	Saving - Ordnance Survey Mapping Service is now free
Leisure Centres	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	—	Savings on excess energy provision
Waverley Training Services	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	—	Anticipated surplus - based on 12/13 outturn and 13/14 budget
Museum of Farnham SLA		6,670	6,670	6,670	6,670	6,670	6,670	—	Increased grant for SLA re operating costs of Museum of Farnham - offset by Salary savings
Day Centres	22,000	22,000	22,000	22,000	15,000	15,000	15,000	—	Anticipated additional expenditure on Building Maintenance, Electricity & Gas based on 12/13 outturn. This area is subject to close scrutiny. The improvement relates to Farncombe Day Centre where the new lease arrangements are working well.

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Service		May	June	July	Aug	Sept	Oct	Nov	Reason
		£	£	£	£	£	£	£	
Development Control	Planning Fees	(10,000)	(10,000)	(60,000)	(60,000)	(60,000)	(30,000)	(50,000)	▲ Projected additional income reduced in line with September and October figures.
	PIC S106		(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	— Over achievement of S106 PIC monies monitoring fee contribution to costs
Building Control	Income shortfall							16,000	▲ Potential deficit in year caused by shortfall in income being higher than savings achieved.
Property		(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	— Rental income from land acquisition at Brightwells Farnham.
Car Parking	Rent income	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(10,000)	▲ Additional rent income identified to date.
	Fees and Charges		25,000	10,000	10,000	5,000	(5,000)	(20,000)	▲ Projections reflect recent improvement in Pay and Display Income.
	Free Christmas Parking						15,000	15,000	— Free parking on 7th December 2013.
	Rent expenditure Consultancy advice							(12,500) (10,000)	▲ Lower rental costs than expected ▲ Budget not needed
Environmental Cleaning		21,000	22,360	22,360	22,360	22,360	22,360	22,360	— Savings on new Sandy Hill arrangements not achieved as budgeted. Delay in commencement of new arrangements with First Wessex Housing until July 2013.
Refuse Collection							(20,000)	(20,000)	— Full savings now being achieved from new contractual arrangements.

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Service	May	June	July	Aug	Sept	Oct	Nov		Reason
	£	£	£	£	£	£	£		
Special Refuse	5,000	5,000	5,000	5,000	7,000	7,000	7,000	—	Loss in income due to significantly reduced demand for service. As a result, this service is being reviewed early in 2013-14.
Waste Recycling									
Green waste	60,000	60,000	60,000	60,000	60,000	60,000	60,000	—	Budget set before change in Environment Agency position on recycling green waste from leafing. The shortfall could be alleviated by current proposals to improve the green waste collection service. Currently under review.
Green waste Gate fees	(18,000)	(18,000)	(18,000)	(18,000)	(18,000)	(18,000)	(18,000)	▲	Net Income improvement
								—	Possible saving in place of payment of recycling credits on leafing.
Office Accommodation									
Rent income		15,000	15,000	15,000	15,000	15,000	15,000	—	SCC Adult & Social Care unlikely to require office space until 01/01/2014 at the earliest.
Rent income							(21,020)	▲	Rent of Wharf Car Park to contractor
Homelessness/B&B						(15,000)	(15,000)	—	Net additional income of £30k offset by £5k spent on agency costs as detailed in the report.
Environmental Health							21,370	▲	Changes to plan including Private Water Supplies, Pollution Prevention & Control, training and achievement of savings

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Service	May	June	July	Aug	Sept	Oct	Nov	Reason
	£	£	£	£	£	£	£	
Inflation Provision	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(40,000)	(50,000)	▲ saving reflects 2.8% CPI on contracts against 3% budgeted and reduced calls on provision to date.
Net Major Variations	(67,000)	(158,970)	(223,970)	(243,970)	(253,970)	(403,970)	(667,820)	
Net Other Variations	0	3,800	3,800	3,800	(490)	(490)	25,360	
Staff Savings	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	0	(100,000)	▲ The figures take account of decisions on the Senior Management Restructure made by Council in December. As a result of this and the good progress made previously, the staff savings target will be over achieved by a significant amount.
Overspend/(Underspend)	(£117,000)	(£205,170)	(£270,170)	(£290,170)	(£304,460)	(£404,460)	(£742,460)	—
Approvals for additional spending:								
Freedom Parade	10,000	10,000	10,000	10,000	10,000	10,000	10,000	— Budget for Parade through Godalming.
Development Consultancy	29,000	29,000	29,000	29,000	29,000	29,000	29,000	— Inspector for Brightwells CPO Public Enquiry
Business Rates Provision							100,000	▲ Creation of provision in response to Autumn Statement.
Planning Staffing Provision			30,000	30,000	22,000	0	0	— provision for higher staffing costs now allowed within staff savings figure.
Emergency Tree Works						15,000	15,000	— extra cost of works required following storm of 30 October.
Gostrey Day Centre Fees						30,000	30,000	— Fees for feasibility study as proposed Executive 3.12.13
Countryside						0	25,000	▲ Contingency for property issue
Balance of Underspend	(£78,000)	(£166,170)	(£201,170)	(£221,170)	(£243,460)	(£320,460)	(£533,460)	

CAPITAL & REVENUE PROJECT MONITORING GROUP- GENERAL FUND

Reve Proj	Gantt Chart	PROJECT TITLE	1 WBC FUNDING 2013/14 £	2 EXTERNAL FUNDING 2013/14 £	3 Approved Changes £	Funding Source of Approved Changes	4 TOTAL PROGRAMME £	5 PAYMENTS to the end of November 2013 £	6 Committed	7 Payments & Committed to date	6 FINANCIAL REMARKS	8 2013/14 Under/(Over) spend £	9 Slippage into 2014/15 £
		PLANNING SERVICES											
-		K1457 The Castle Steps (S106)		4,500	12,500	*	17,000	4,750	0	4,750	Approved 2012/13. Works have started, to be completed over winter months.		
-		K1458 Noticeboard at Lion Green (S106)		400			400	0	400	400	S106 funded project.		
-		K1458 Tank Trap Signage (S106)		200			200	0	200	200	S106 funded project.		
		ELECTORAL SERVICES											
-		K1550 Rowledge Electoral Review	10,000	0	0		10,000	1,294	0	1,294	Special meeting to be held Thursday 12th December.		
		COMMUNITY SERVICES											
✓		K1110 Central Communications - Careline	30,000	0	0		30,000	14,850	9,900	24,750	Order placed, will spend whole budget.		
* ✓		K1111 Day Centres	10,000	0	0		10,000	945	0	945	Only essential works being carried out. Budget is expected to be spent.		
		K1458 40 degreez		3,000	0		3,000	3,000	0	3,000	S106 funded project. Complete.		
		K1458 Wreclesham Day Centre		10,000	0		10,000	10,000	0	10,000	S106 funded project. Complete.		
		Leisure Strategy											
-		K1310 Farnham Leisure Centre		0	6,500	*	6,500	0	0	0	2012/13 project. Money slipped for snagging works.		
-		K1311 Godalming Leisure Centre		0	50,000	*	50,000	(105,644)	110,523	4,879	2012/13 project. £50k slipped for Cricket Club payment, dependant on lease. Retention to be paid before year end.		
✓		K1320 The Herons Leisure Centre	1,100,000	600,000	650,920	*	2,350,920	20,916	104,216	125,131	Construction planned to start in March 2014. Contractor has been approved.		2,150,000
		Sports Centres											
* ✓		K1301 Client Rolling Programme	85,000	0	0		85,000	37,292	41,700	78,992	On programme. Several projects to be carried out over Christmas period.		
* ✓		K1319 Client Rolling Programme -Contingency	25,000	0	0		25,000	0	0	0	Not expecting spend.	25,000	
* ✓		K1302 Client Rolling Programme -The Herons		20,000	139,500	*	159,500	0	0	0	Partly funded by trust. Remaining budget to be rolled into refurbishment. Currently looking at design proposals, planned start in spring.		
		K1458 Godalming Lawn Tennis Club		50,000			50,000	0	0	0	S106 funded project. Grant confirmation letter drafted to be sent out this week.		
		K1460 Spin Bikes for Cranleigh LC		8,400			8,400	0	0	0	S106 funded project.		
		Countryside											
✓		K1373 Woodland Work	27,000	0	0		27,000	213	0	213	Works slightly delayed due to storm and resulting works.		
✓		K1378 Reline Frensham Dam Stew Pond Culvert		0	18,840	*	18,840	1,658	5,000	6,658	2012/13 project. CCTV survey complete, works due to start in December.		7,000
		Arts											
		K1390 Farnham Maltings	20,000	0	0		20,000	0	0	0	Project will slip, Farnham Maltings creating plan for works on Great hall.		20,000
✓		K1330 Memorial Hall	8,500	3,500	0		12,000	3,564	3,562	7,126	S106 funds. Floor works complete, rest of budget to be spent on emergency repairs on drainage and roof leak.		
✓		K1331 Borough Hall floor	3,500	3,000	0		6,500	4,311	0	4,311	S106 funds. Works completed.	1,200	
✓		K1332 Digital Cinema Package	20,000	8,000	0		28,000	29,445	0	29,445	Use of some S106 funds approved. Equipment installed, and cinema running.	(1,450)	
		Recreation											
✓		K1343 Pavilions-Capital Works	25,000	0	0		25,000	10,274	16,840	27,114	On programme. Hale Pavilion grant paid.	(4,400)	
✓		K1344 Recreational Facilities for Young People		39,000	75,600	*	114,600	40,574	69,442	110,016	2012/13 project. To be spent on Farnham Skate park. Works nearing completion.		
		K1359 Herons Skatepark		41,705	0		41,705	0	0	0	S106 funded.		
✓		K1345 Playground Replacement	57,633	3,163	208,340	*	269,136	161,036	17,423	178,459	S106 funds to be used. Completed Badshot Lea, Grayswood and Bourne playgrounds. Crownpits playground works underway. Consultation for Phillips memorial playground closed, currently seeking quotes.		88,400
✓		K1354 Philips Memorial Garden Improvement Programme	27,700	475	82,830	*	111,005	43,718	5,585	49,303	Currently using volunteers to carry out work and reroofing the stable building.		
✓		K1355 Parks Infrastructure works and DDA improvements	80,000	0	0		80,000	48,875	7,543	56,418	Planning permission required for Weybourne car park site, consultation reports required. Tender being prepared.		
* ✓		K1349 Parks Signage	7,500	0	0		7,500	486	1,185	1,671	More signage required in Broadwater Park and Haslemere War Memorial recreation ground. Orders to be placed.		
* ✓		K1340 Recreation Ground Improvements	35,000	0	0		35,000	26,804	3,916	30,720	On programme. Some football goals to be purchased and some drainage works.		
✓		K1416 Ockford Ridge MUGA	20,000	0	0		20,000	9,800	0	9,800	Works complete, saving.	10,200	
✓		K1459 Play Area Strategy		0	5,000	*	5,000	4,524	0	4,524	Complete.	470	
		K1459 Rowledge Cricket Club		9,000	0		9,000	9,000	0	9,000	S106 funded, grant towards drainage to reach 'gold' standard. Works complete.		
✓		K1412 Aarons Hill Skate park		0	7,500	*	7,500	6,727	0	6,727	2012/13 project. Works complete.	770	
-		K1357 Badshot Lea Football Club, Westfield Lane		0	50,000	*	50,000	0	0	0	2012/13 project. Football Club is submitting for planning permission, delay on submission of consultants reports. Likely to slip.		50,000
		K1459 Burford Lodge rec ground - goal posts		664			664	0	0	0	S106 funded.		

ENVIRONMENTAL SERVICES													
Environmental Health													
*	✓	K1206	Air Quality Monitoring	3,000	60,000	7,480	*	70,480	7,572	47,775	55,347	Grant from DEFRA, 3 projects to be carried out. Orders have been placed. Remainder to be spent on upgrading monitoring stations.	
*	✓	K1201	Contaminated Land	30,000	0	17,000	#	47,000	16,746	2,200	18,946	16 desk studies complete, investigations underway. Additional £17k budget from the provision for emergency schemes.	
Environment													
-		K1235	Street Recycling Bins		0	0		0	186	0	186	Complete.	(190)
		K1230	Waste Recycling Containers		0	0		0	780	0	780	Replacement.	(780)
-		K1234	Green Waste Subscription Service - Redesign			125,000	~	125,000	0	121,440	121,440	Project plan in place, service to go live April 2014. About to place order for bins. Additional budget of £26k from underspend.	(26,000)
Car Parks													
*	✓	K1240	Rolling Programme	65,000	0	0		65,000	16,931	21,663	38,595	Reactive project. Savings to cover overspend on specific projects.	15,095
		K1241	Parking Equipment Replacement	33,000	0	0		33,000	4,073	3,972	8,045	Creditor. To be spent on new pedestals. Considering cashless payment options.	
-		K1248	Car Park Lighting		0	1,150	*	1,150	(389)	0	(389)	Complete.	
-		K1244	Weydown Road Car Park - CCTV		0	0		0	187	0	187	2012/13 project. Complete.	(190)
✓		K1245	North Street Car Park Wall Repairs	3,000	0	0		3,000	(0)	3,000	3,000		
✓		K1250	Waggon Yard Patching	4,000	0	0		4,000	3,018	0	3,018	Most works carried out.	
✓		K1251	Crown Court Slab Repair	6,000	0	0		6,000	2,365	1,315	3,680	Orders placed.	
✓		K1252	Central Car Park Surface Treatment	15,000	0	0		15,000	175	25,250	25,425	Overspend to be covered by saving on rolling programme above.	(10,425)
✓		K1251	Crown Court Paving repairs	4,000	0	0		4,000	0	4,000	4,000	Orders placed.	
✓		K1249	Car Park Lining	20,000	0	0		20,000	4,063	0	4,063	Awaiting other projects to complete to finish works.	
✓		K1253	Croft Road Surface Repairs	21,000	0	0		21,000	22,244	3,239	25,483	Overspend to be covered by saving on rolling programme above.	(4,480)
✓		K1254	High Street Haslemere	90,000	0	0		90,000	0	0	0	Majority of project likely to slip as developers now off site, due to start investigatory works.	80,000
HOUSING													
House Renovation Grants													
✓		K1101	Disabled Facilities	198,000	256,717	0		454,717	138,993	211,169	350,162	Potential under spend depending on level of applications received.	90,000
-		K1101	Private Sector Renewals		4,500	0		4,500	0	0	0	Repayment of past grants	
✓		K1205	Warm Homes Project	30,000	0	0		30,000	4,839	10,000	14,839	New policy has been approved, project now underway and promotion has begun.	
SPECIAL PROJECTS													
✓		K1511	Riverside		1,382,000	200,300	*	1,582,300	297,379	548,350	845,729	LEP funding. £531,000 order placed for cabling works. LEP funding cannot be used for Car Park works. Has been some contamination issues which has led to 2 month delay, could cost an additional £100k to dispose of contamination.	
-		K1518	Public Enquiry costs		0	29,000	~	29,000	52,124	0	52,124	Costs of public inquiry. Complete.	
*		K1512	Development Consultancy - Brightwells	132,000	0	0		132,000	5,180	80,447	85,627	To be spent on site remediation work and negotiation fees.	
			Gostreys Day Centre		0	30,000	~	30,000	0		0	Approved by Executive Committee 3/12/13.	
CUSTOMER, IT AND OFFICE SERVICES													
Miscellaneous Properties													
-		K1356	Depot Access Improvements		0	0		0	1,208	0	1,208	Complete.	(1,210)
		K1358	New Ashgate Gallery			7,500	#	7,500	7,368	0	7,368	Budget transferred from provision for emergency schemes, emergency works carried out. Complete.	130
Central Offices													
*	✓	K1001	Improved Working Environment	100,000	0	0		100,000	35,204	2,170	37,374	Works underway.	
✓		K1014	Office Maximisation	54,000	0	0		54,000	48,999	6,249	55,248	Complete.	
✓		K1020	Two Committee rooms	35,000	0	0		35,000	29,325	0	29,325	Rooms now in use, invoices due. Full budget will be spent.	
✓		K1002	Annexe Building Re-roofing	30,000	0	0		30,000	23,238	0	23,238	Complete.	6,000
Disability Discrimination Act Compliance													
✓		K1006	DDA Compliance Works Provision	10,000	0	0		10,000	1,562	0	1,562	Final year of scheme. Works scheduled for early 2014.	
ICT infrastructure Rolling Programme													
✓		K0001	Forward Programme/Legislative Changes	10,000	14,354	0		24,354	25,090	0	25,090	Works on benefits system necessary. DWP grant received to fund works.	
✓		K0003	Desktop/Server Upgrades	25,000	0	0		25,000	21,515	0	21,515	New servers are installed.	
✓		K0233	Microsoft Office Enterprise Agreement	38,000	0	0		38,000	48,242	0	48,242	Order underway. Overspend to be met by telephone system.	(10,240)
✓		K0216	Mobile Working Solutions	30,000	0	0		30,000	23,606	1,879	25,485	Trialling products, implementing mobile phone app.	
System Migration Upgrade													
-		K0268	Lotus Notes Replacement		0	0		0	256	360	616	2012/13 project, creditor. Complete.	(620)
-		K0273	Legal case management & time recording system		0	0		0	3,147	0	3,147	Complete.	(3,150)
-		K0274	Wi-Fi for the Bursys		0	0		0	744	800	1,544	2012/13 project, creditor. Complete.	(1,540)
✓		K0275	SharePoint	30,000	0	0		30,000	9,000	0	9,000	Invoices due. Works delayed.	15,000
✓		K0276	Progress Database upgrade	5,000	0	0		5,000	7,000	0	7,000	Complete.	(2,000)
✓		K0206	Upgrade to Adelante	25,000	0	0		25,000	0	0	0	To be pushed back into 2014/15 to ensure confidence in system.	25,000
✓		K0277	AutoCAD upgrade	15,000	0	(15,000)		0	0	0	0	Project to be delayed so budget can be vired to more pressing project below.	
		K0270	Email archiving and encryption	0	0	15,000		15,000	28,350	0	28,350	Approved 2/7/13 Executive. Overspend to be funded by revenue savings.	

	Information Management											
✓	K0238 Replacement Telephone System		0	22,000	*	22,000	23,572	0	23,572	2012/13 project. Complete.	(1,570)	
✓	K0254 Network Upgrade & Flexible Working	15,000	0	0		15,000	4,240	2,542	6,782	Creditor. Equipment ordered, out of hours work required, works will be carried out December/January.		
✓	K0244 Records Scanning	60,000	0	0		60,000	14,773	0	14,773	Programme in place, to focus on housing & planning. Invoices due, back scanning underway.		
✓	K0240 Storage Area Network Replacement		0	38,515	*	38,515	1,050	34,065	35,115	Approved 3/9/13 Executive. In place, currently being commissioned.		
-	K0249 Scanning - EDRMS Environmental Health		0	0		0	(2,825)	4,325	1,500	2012/13 project, creditor.		
✓	K0265 Implement Contact Manager	40,000	0	0		40,000	0	0	0	To be implemented in housing. Project delayed.		40,000
✓	K0102 Si Dem Software		0	9,000	*	9,000	0	9,000	9,000	2012/13 project, in testing phase.		
✓	K0250 Local Land Charges		0	30,250	*	30,250	0	0	0	2012/13 project.		30,250
	K0247 Paper Free Planning		10,200	0		10,200	0	0	0	Approved 2/7/13 Executive. Use of PDG funds. Works underway.		
	ORGANISATIONAL DEVELOPMENT											
	K0251 'Find my nearest'	10,000	0	0		10,000	0	0	0	Solution in place, budget no longer needed.	10,000	
-	K0271 Backstage redevelopment		0	15,000	*	15,000	15,000	0	15,000	2012/13 project. Project underway.		
-	PROVISION FOR EMERGENCY SCHEMES	150,000	0	(24,500)		125,500	0	0	0	£7,500 transferred to New Ashgate Gallery project.		
	Total Project Expenditure	£2,927,833	£2,532,779	£1,815,225		£7,275,837	£1,334,543	£1,542,645	£2,877,189		£90,620	£2,505,650
	Capital Project Programme	2,435,333	2,452,779	1,651,245		6,539,357	1,187,383	1,341,589	2,528,972		50,525	2,505,650
	Revenue Project Programme	492,500	80,000	163,980		736,480	147,160	201,056	348,217		40,095	0
	Total Project Programme	£2,927,833	£2,532,779	£1,815,225		£7,275,837	£1,334,543	£1,542,645	£2,877,189		£90,620	£2,505,650

Key to Funding Source

* Slippage from 2012/13
Funded from Provision for Emergency Schemes
~ Funded from elsewhere

Project Justification Form

Project: Cale WebOffice/ Parking Machine Upgrades

Service: Environmental Services (Parking Services)

Officer Responsible for Project:

Margaret Jerome/ Rob Anderton

Identification of Need:

Machine Maintenance Agreement

The Council has 75 parking ticket machines across its 25 pay and display car parks, and these are currently supplied and maintained by Cale BriPark Ltd.

The maintenance agreement for these machines was first negotiated in April 1992, and has been subject to a 3% annual uplift since that time. With the annual payment to Cale BriPark currently standing at approximately £34,000 it was considered appropriate to 'test the market' to establish whether this agreement still offered the Council good value for money. This exercise entailed asking five suppliers (including the incumbent) to quote for the supply, installation and ongoing maintenance of machines across the borough- as well as for the supply and ongoing maintenance of a 'remote information system', as described below.

Remote Information System

Since 2010, Waverley has had access to car park transaction information, and this was heavily relied upon to undertake the 2011 review of the use of car parks and the resultant revision of the tariff structure. However, the current method of collecting this additional data is not efficient or reliable; an Officer must open each machine, remove a data storage card and transfer the data from the card to a laptop. The data is later transferred to Waverley's IT system where it can be interrogated. The challenges are:

- Data can be lost if a machine fails, or during the transfer process
- Due to resource constraints, collections can currently be three or more months apart- therefore data is not always available when needed- and issues and challenges are often not identified for some time after they first arise
- A machine will close down when the data card is full
- The amount of officer time currently spent on collecting and transferring the data is considerable- particularly at tariff-setting period and in the event of issues arising. When combined with the time spent on a weekly basis carrying out cash reconciliation it equates to between 10-15 hours per week.

Cale BriPark offer a bespoke "web based office application" (Cale WebOffice) designed for monitoring and programming Cale Pay and Display machines. Through communication with a server via GRRS it enables activity to be carried out remotely, and data to be viewed in almost real-time. Functions Include:

- A machine overview providing current status of machines and data for selected periods.
- Reports and statistics including transaction activity, machine faults, and cash content

- Calculates the difference between the amount recorded by the machine and the result after a manual count of coins and notes.
- Triggers an alarm if a machine is faulty, needs servicing or requires ticket refill
- The Cale model 104 can be modified to accept card or telephone payment.

A report advocating this project was considered at Executive Briefing in October 2012. This report indicated that efficiencies (primarily in terms of non-cashable Officer time) could be achieved by introducing the system, but wasn't, at the time, able to be explicit about how those efficiencies would be realised. As a consequence, officers were asked to work up a more robust business case before re-submitting a bid. As above, being conscious of the current offer on the table from Cale BriPark (which involved both an up-front capital cost and ongoing revenue costs in addition to the current machine maintenance agreement), it was felt appropriate to 'test the market' to establish whether there was a better, more cost-effective way of delivering these much needed service improvements- and to reassure ourselves that we were getting good value for money from Cale BriPark before entering into any further commercial arrangements with them.

Mini Tender Exercise

A 'mini tender' was carried out in November 2013, using the ESPO Framework Contract 509, in which five prospective machine suppliers were asked to provide prices for the supply, installation and ongoing maintenance of 75 pay and display machines, and the provision and ongoing maintenance of a remote information system.

This exercise resulted in the submission of some very keenly-priced bids (including a much improved offer from Cale BriPark).

The tender exercise revealed that the best-value approach for Waverley at this stage is to stay with Cale BriPark and carry out a machine upgrade programme rather than a wholesale replacement. As can be seen from the summary sheet at Annexe 1, with a relatively modest up-front capital investment, it is not only possible to introduce Cale WebOffice (with its attendant efficiency benefits), but also to reduce the cost of the on-going maintenance arrangements for the machines- meaning that the Council can by entering-into a five-year maintenance contract, benefit from a network of much-improved machines and a significantly improved remote information system for marginally less than is currently being paid for the annual maintenance agreement alone.

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

The proposals contained within this report relate to the Council's **Value for Money** priority, as the effective and efficient management of the council's car parks is vital to protecting the significant income they generate. The proposed project also links to the **Understanding Residents' Needs** priority, by providing a platform from which we can offer alternative, easier means of payment for parking for our residents.

Cross Reference to Service Plan:

This bid relates directly to the 2013/14 Service Plan Action ES 4.2- "Explore & develop business case for 'Cale Web Office'- an improved information system to connect pay & display machines to the back-office via a communications link, to enable remote checking of machine performance and transaction data, and remote programming".

Progress to date (including position regarding planning permission):

See 'Justification' section

Will the Corporate Project Management Toolkit be used? Yes / No

If no, how will the project be managed?

Yes

Key Project target dates and milestones:**Capital cost (across years):**

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs- Machine upgrades	36,400			
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
	36,400			

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital – already approved	20,000			
- Additional bid	16,400			
S106				
External Funding (specify) -				
Total Funding	36,400			

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

	Year 1 £	Year 2 £	Year 3 £	Total £
Other costs (specify) -				
Annual CWO licence fees	7,200	7,200	7,200	21,600
Annual machine maintenance	11,400	27,633	28,461	67,494
Total Revenue Costs	18,600	34,833	35,661	89,094
<u>Less</u>				
Revenue income (cost of current machine maintenance contract)	-34,489	-35,524	-36,590	-106,603
Estimated annual revenue effect	-15,889	-691	-929	-17,509

Return on Capital and Payback (if appropriate):

	£		%
Forecast Returns	-	Return on Capital	
Capital Cost	36,400	Payback	20 Years
Forecast Savings	18,200		(10 year life)

Identify any efficiency gains resulting from the project:

As well as the projected reduction in ongoing revenue maintenance costs, it is also anticipated, as detailed in the main body of this bid, that the introduction of Cale WebOffice will result in immediate and ongoing savings in officer time (of between 10-15 hours per week). Although this saving is not immediately or readily 'cashable' it is felt that it could certainly be better used progressing important projects rather than collecting, inputting and analysing data.

Identify any risks which may effect the project:

Environmental Impact, including Carbon Implications:

The introduction of Cale WebOffice would negate the need to manually collect and download the data from each of the 75 pay and display machines in the borough, thus reducing business mileage and CO2 emissions.

Equality impact assessment carried out? Yes / No / N/A

N/A

How will the project be procured?

The proposals contained within this bid were submitted as part of a 'mini tender' exercise which was carried out through the ESPO Framework Contract No. 509.

Is there scope for sharing/joint work? No

Completed by: Margaret Jerome/ Rob Anderton

Date:
13 December
2013

Annexe 1- Comparison of revenue costs of current/ new system

	Current Maintenance Contract	Tendered Maintenance cost (upgrade)- assuming CPI = 3%	CWO annual support	Total	Annual saving
2014/15	34,489.86	11,400.00	7,200	18,600.00	15,889.86
2015/16	35,524.56	27,633.00	7,200	34,833.00	691.56
2016/17	36,590.29	28,461.99	7,200	35,661.99	928.30
2017/18	37,688.00	29,315.85	7,200	36,515.85	1,172.15
2018/19	38,818.64	30,195.33	7,200	37,395.33	1,423.31
5-year impact	183,111.35	127,006.16	36,000	163,006.16	20,105.18

Annexe 3

HOUSING REVENUE ACCOUNT - 2013/2014 Major Variations to Budget

Service	May	June	July	August	Sept	Oct	Nov	Reason
	£	£	£	£	£	£	£	
Dwelling rents and service charges	100,000	100,000	100,000	100,000	120,000	120,000	120,000	— Weekly debit below budgeted figure due to voids and budget miscalculation, projected on 24 weeks debit.
Garage rents	20,000	20,000	20,000	20,000	20,000	20,000	20,000	— Weekly debit below budgeted figure, projected on 15 weeks debit.
Leasehold - service charges and reimbursements		(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	— Partly due to increased RTB sales
Council tax			113,700	113,700	113,700	96,400	96,400	— Above budget : -voids £54,700, Rolston £7,200, Wey Court £34,600 (£51,900 less credit once demolished of £17,300 (4 months)
Rent collection				(50,000)	(50,000)	(50,000)	(50,000)	— Rent Rebate limitation initial calculation less than budget.
Staff Costs				119,323	120,000	120,000	120,000	— projected net additional staff cost as reported
Office Maximisation							54,000	▲ Virement of funds from HRA operational budget (cyclical-asbestos) to General Fund Project Budget to cover the cost of new Housing furniture requirements.
Net Major Variations	120,000	108,000	221,700	291,023	311,700	294,400	348,400	
Minor Variations							(3,000)	
Overspend/(Underspend)	£120,000	£108,000	£221,700	£291,023	£311,700	£294,400	£345,400	
Supplementary Estimate to cover staff costs					(120,000)	(120,000)	(120,000)	as agreed by Executive 1.10.2013
Balance of Overspend	£120,000	£108,000	£221,700	£291,023	£191,700	£174,400	£225,400	

HRA CAPITAL MONITORING 2013-14

33 weeks

Costc (T)	Opening		Total expenditure	33 weeks		<i>Mears to be</i>		Budget remaining after committed
	Budget	Budget		Pro rata'd Budget	Budget remaining	<i>invoiced @</i> 14.11.13	<i>Mears active work @</i> 14.11.13	
KITCHEN	2,963,000 #	3,145,208	1,034,407	1,995,997	2,110,801	288,297	667,326	1,155,178
BATHROOM	1,806,000 #	1,806,000	433,250	1,146,115	1,372,750	205,480	431,539	735,731
REWIRING	387,000 #	387,000	32,893	245,596	354,107			354,107
HEATING	1,639,200 #	1,639,200	967,981	1,040,262	671,219			671,219
ROOFING	558,000 #	583,000	491,127	369,981	91,873	26,056	65,098	719
WALLS & CHIMNEYS	100,000 #	75,000	0	47,596	75,000			75,000
WINDOWS	100,000 #	865,031	286,041	548,962	578,990			578,990
DOORS	40,000 #	251,045	114,110	159,317	136,935			136,935
Total	7,593,200 #	8,751,484	3,359,809	5,553,826	5,391,675	519,833	1,163,963	3,707,880
Fire Safety	100,000 #	50,000	2,096	31,731	47,904			47,904
Sheltered Doors	30,000 #	30,000	12,472	19,038	17,528			17,528
Guttering	200,000 #	200,000	27,571	126,923	172,429			172,429
Asbestos	150,000 #	264,000	45,568	167,538	218,432			218,432
Water Main	40,000 #	30,000	2,005	19,038	27,995			27,995
MRA Prog Disabled Adap	540,000 #	640,000	165,118	406,154	474,882	37,484	168,367	269,031
Community Safety	20,000 #	20,000	0	12,692	20,000			20,000
Garage	25,000 #	25,000	19,008	15,865	5,992			5,992
Communal Heating and	50,000 #	50,000	0	31,731	50,000			50,000
Scooter	100,000 #	0	0	0	0			0
Structural	800,000 #	941,771	266,465	597,662	675,306	144,213	254,561	276,532
Air Source Heating	150,000 #	2,000	1,594	1,269	406			406
Community Rooms	10,000 #	10,000	0	6,346	10,000			10,000
Sheltered Lighting	0 #	0	0	0	0			0
Sound Insulation	200,000 #	40,000	22,321	25,385	17,679			17,679
Energy Efficiency	100,000 #	25,000	2,944	15,865	22,056			22,056
Sewerage	30,000 #	70,000	0	44,423	70,000			70,000
Lift	50,000 #	66,291	11,605	42,069	54,686			54,686
Thermal Insulation	40,000 #	0	0	0	0			0
Bathroom wash basins	50,000 #	75,000	58,597	47,596	16,403			16,403
Alterations	720,000 #	195,000	508	123,750	194,492			194,492
Remodelling	350,000 #	200,000	0	126,923	200,000			200,000
Parking	30,000 #	30,000	16	19,038	29,984			29,984
Roads	50,000 #	25,000	580	15,865	24,421			24,421
TOTAL	3,835,000 #	2,989,062	638,468	1,896,905	2,350,594	181,697	422,928	1,745,969

Budget Management Report – November 13 -Approval for Disabled Adaptation

Summary

Approval is sought for disabled adaptations costing approximately £15,000 to take place to a void property for a family whose existing council property is unsuitable for adapting.

Introduction

Mrs W currently lives with her husband and her two school age children at 8 Lion Mead (Mr W's teenage daughter has recently moved out to live elsewhere). Mrs W has restricted mobility and uses a wheelchair around the home, she has a provisional diagnosis of Muscular Distrophy.

Mrs W as a result of her illness also suffers from a light and noise sensitivity which is agravated by her current location.

Background

There are no suitable properties available that have been adapted. The 3 bedroom property in Lion Mead is also not suitable for the adaptations required. A 3 bedroom property has become void at 4 Queensmead that is suitable for adaption, especially as it already has a hardstanding and a dropped curb to the front of the property, and the location will help with the light and noise sensitivity. This is the first available property that has been considered suitable (properties viewed and rejected from May to August in Milford Rd, Marley Hanger, Sicklemere and West Hill Cottages).

The Occupational Therapist recommends that downstairs door access is improved, and stair lift and wetroom are installed.

Financial Implications

The estimated cost of this work is approximately £15,000. There is budget available for this work within the Landlord Services capital budget.

Recommendation

Approval for the work to be completed for approximately £15,000.

Background papers

Occupational Therapist report - 20th September 2013.

Budget Management Report – November 13 -Approval for Sound insulation

Summary

Approval is sought for works of approximately £15,000 to take place to a void property at Broomsquires, including £5,000 for sound insulation works.

Introduction

The impending void period of the property provides the Council with the opportunity to carry out sound insulation works without disruption and at minimal cost.

Background

The leaseholder occupying the ground floor flat (No 4) below the Council's tenant at flat No 6 has complained of excessive noise levels for a considerable period of time. A noise abatement order has been placed on the Council's tenant, prohibiting her from singing or playing her acoustic guitar within her flat.

This complaint has been dealt with by the Head of Service, but the complainant was not satisfied and has escalated the complaint, asking for a date when the Council will install sound insulation measures to the flooring above.

The Council's tenant is likely to be vacating the property early in the New Year and it is proposed that sound insulation measures are installed in conjunction with the void works.

Financial Implications

The estimated cost of all proposed void work is approximately £15,000, including £5,000 for the soundproofing.. There is budget available for this work within the Landlord Services capital budget.

Recommendation

Approval for the work to be completed for approximately £15,000.