

Annexe 1

GENERAL FUND - 2013/2014 Major Variations to Budget									
Service	May	June	July	Aug	Sept	Oct	Nov	Dec	Reason
	£	£	£	£	£	£	£		
Investment Interest	50,000	50,000	50,000	30,000	30,000	10,000	0	0	— Shortfall from budget reflecting current rates less severe than anticipated.
Discretionary Rate Relief							(134,700)	(134,700)	— Change in accounting requirements, introduced following Business Rates Retention Scheme.
Rent Allowances and Rebates						(100,000)	(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)	(240,000)	— Anticipated additional income based on income for April to December.
Other Planning Services	(4,000)	(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)	(8,000)	— Savings on excess energy provision
Waverley Training Services	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(116,000)	▲ Increased surplus based on revised figures for the full academic year.
Museum of Farnham SLA		6,670	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	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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		£	£	£	£	£	£	£		
Development Control	Planning Fees	(10,000)	(10,000)	(60,000)	(60,000)	(60,000)	(30,000)	(50,000)	(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)	(10,000)	— Over achievement of S106 PIC monies monitoring fee contribution to costs
Building Control	Income shortfall							16,000	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)	(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)	(10,000)	— Additional rent income indentified to date.
	Fees and Charges		25,000	10,000	10,000	5,000	(5,000)	(20,000)	(20,000)	— Projections reflect recent improvement in Pay and Display Income.
	Free Christmas Parking						15,000	15,000	15,000	— Free parking on 7th December 2013.
	Rent expenditure Consultancy advice							(12,500) (10,000)	(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	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)	(20,000)	— Full savings now being achieved from new contractual arrangements.

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Special Refuse	5,000	5,000	5,000	5,000	7,000	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	60,000	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							(23,000)	(23,000)	— Net Income improvement
Gate fees	(18,000)	(18,000)	(18,000)	(18,000)	(18,000)	(18,000)	(18,000)	(18,000)	— Possible saving in place of payment of recycling credits on leafing.
Office Accommodation		15,000	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)	(21,020)	— Rent of Wharf Car Park to contractor
Homelessness/B&B						(15,000)	(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	21,370	— Changes to plan including Private Water Supplies, Pollution Prevention & Control, training and achievement of savings
Inflation Provision	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(40,000)	(50,000)	(70,000)	▲ 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)	(743,820)	—

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Service	May	June	July	Aug	Sept	Oct	Nov	Dec	Reason
	£	£	£	£	£	£	£		
Net Other Variations	0	3,800	3,800	3,800	(490)	(490)	25,360	22,460	—
Staff Savings	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	0	(100,000)	(80,000)	▼ The staff savings target will be over achieved by a significant amount. However, the projected savings have declined due to recent extensions to some agency contracts combined with no further vacancies arising during December.
Overspend/(Underspend)	(£117,000)	(£205,170)	(£270,170)	(£290,170)	(£304,460)	(£404,460)	(£742,460)	(£801,360)	—
Approvals for additional spending:									—
Freedom Parade	10,000	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	29,000	— Inspector for Brightwells CPO Public Enquiry
Business Rates Provision							100,000	100,000	— Creation of provision in response to Autumn Statement.
Planning Staffing Provision			30,000	30,000	22,000	0	0	0	— provision for higher staffing costs now allowed within staff savings figure.
Emergency Tree Works						15,000	15,000	15,000	— extra cost of works required following storm of 30 October.
Adverse Weather Costs							25,000	25,000	— extra costs following adverse weather at Christmas/New Year.
Gostrey Day Centre Fees						30,000	30,000	30,000	— Fees for feasibility study as proposed Executive 3.12.13.
Civil Emergency Scheme								2,900	▼ reinstatement from February 2014.
Countryside						0	25,000	25,000	— Contingency for property issue
Balance of Underspend	(£78,000)	(£166,170)	(£201,170)	(£221,170)	(£243,460)	(£320,460)	(£508,460)	(£564,460)	

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	£	£	£	£	£	£	£		
Supplementary Estimate:									
Planning Enforcement		£70,000	£70,000	£70,000	£70,000	£70,000	£110,000	£110,000	Direct Action as detailed on separate report to Council 16/7/13 (unlikely to be required in full) 2nd case approved in December.
									Figures subject to consideration by Executive Briefing.

Key	▲ Improved figures
	▼ Decline
	— No change

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 December 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	400	0	400	S106 funded project.		
-		K1458 Tank Trap Signage (S106)		200			200	200	0	200	S106 funded project.		
		ELECTORAL SERVICES											
-		K1550 Rowledge Electoral Review	10,000	0	0		10,000	1,294	2,000	3,294	Special meeting was held Thursday 12th December.	6,000	
		COMMUNITY SERVICES											
✓		K1110 Central Communications - Careline	30,000	0	0		30,000	24,750	0	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.	2,000	
		K1458 40 degreez		3,000	0		3,000	3,000	0	3,000	S106 funded project. Complete.		
		K1458 Wrecclesham 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	6,500	6,500	2012/13 project. Money slipped for snagging works, will be completed this year.		
-		K1311 Godalming Leisure Centre		0	50,000	*	50,000	(105,644)	119,048	13,404	2012/13 project. £50k slipped for Cricket Club payment, dependant on lease. Retention to be paid before year end.		50,000
✓		K1320 The Herons Leisure Centre	1,100,000	600,000	650,920	*	2,350,920	62,409	103,216	165,625	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	40,822	14,155	54,977	On programme. Several projects were carried out over the quiet Christmas period.		
* ✓		K1319 Client Rolling Programme -Contingency	25,000	0	0		25,000	0	23,000	23,000	Some emergency works necessary.		
* ✓		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.		159,500
		K1458 Godalming Lawn Tennis Club		50,000			50,000	0	0	0	S106 funded project. Club need to secure all funding before payment can be made.		50,000
		K1460 Spin Bikes for Cranleigh LC		8,400			8,400	0	8,450	8,450	S106 funded project. Bikes ordered.		
		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	5,416	7,074	2012/13 project. CCTV survey complete, works due to start in December.		
		K1450 Farnham Park SPA		630			630	630	0	630	S106 funds.		
		Hindhead SPA		900			900	900	0	900	S106 funds.		
		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	7,126	4,000	11,126	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	21,037	1,083	22,120	On programme. Hale Pavilion grant paid.	
✓	K1344	Recreational Facilities for Young People		39,000	75,600	*	114,600	101,379	13,082	114,461	2012/13 project. To be spent on Farnham Skate park. Works nearing completion.	
	K1359	Hérons Skatepark		41,705	29,300		71,005	0	36,400	36,400	S106 funded. Additional budget from underspend.	
✓	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. Reviewing designs for Phillips memorial playground.	88,400
✓	K1354	Philips Memorial Garden Improvement Programme	27,700	475	82,830	*	111,005	46,034	6,361	52,395	Currently using volunteers to carry out work and reroofing the stable building.	50,000
✓	K1355	Parks Infrastructure works and DDA improvements	80,000	0	0		80,000	55,772	1,034	56,806	Planning permission required for Weybourne car park site, consultation reports done. Tender being prepared. May slip into 2014/15.	
*	✓	K1349 Parks Signage	7,500	0	0		7,500	486	1,986	2,472	Finalising signage requirements for Haslemere War Memorial recreation ground. Orders to be placed.	
*	✓	K1340 Recreation Ground Improvements	35,000	0	0		35,000	26,804	3,208	30,012	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		780	0		780	780	0	780	Replacement. Fund from S106 monies.	
-	K1234	Green Waste Subscription Service - Redesign			151,000	~	151,000	0	123,227	123,227	Project plan in place, service to go live April 2014. Additional budget of £26k from underspend. Order for bins has been placed. Rest of budget for communications and roll out.	
Car Parks												
*	✓	K1240 Rolling Programme	65,000	4,300	0		69,300	24,049	19,014	43,063	Reactive project. Savings to cover overspend on specific projects.	15,095
	K1241	Parking Equipment Replacement	33,000	0	16,400		49,400	6,023	2,022	8,045	Creditor. To be spent on new pedestals. Considering cashless payment options. Additional budget of £16,400 from underspend.	
-	K1248	Car Park Lighting		0	1,150	*	1,150	(389)	0	(389)	Complete.	1,540
-	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	24,793	0	24,793	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	2,674	24,918	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	154,771	209,554	364,325	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	14,573	19,412	New policy has been approved, project now underway and promotion has begun.	
SPECIAL PROJECTS												
✓	K1511	Riverside		1,382,000	200,300	*	1,582,300	467,845	549,121	1,016,966	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 £80k to dispose of contamination.	500,000
-	K1518	Public Enquiry costs - planning inspectorate		0	29,000	~	29,000	29,410	0	29,410	Costs of planning inspectorate. Complete.	(410)
*	K1512	Development Consultancy - Brightwells	132,000	0	0		132,000	36,141	80,000	116,141	To be spent on site remediation work and negotiation fees.	
		Gostreys Day Centre		0	30,000	~	30,000	0	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	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	38,939	545	39,484	Works underway.	
	✓	K1014	Office Maximisation	54,000	32,000	0	86,000	64,285	0	64,285	£32k approved funding from HRA.	
	✓	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	28,374	0	28,374	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	27,220	0	27,220	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 Burys		0	0	0	744	800	1,544	2012/13 project, creditor. Complete.	(1,540)
	✓	K0275	SharePoint	30,000	0	0	30,000	13,734	0	13,734	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	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	0	36,115	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.	(1,500)
	✓	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	9,000	9,000	2012/13 project, in testing phase.	
	✓	K0250	Local Land Charges		0	30,250	*	30,250	0	0	2012/13 project.	30,250
		K0247	Paper Free Planning		10,200	0	10,200	7,650	0	7,650	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	0	15,000	2012/13 project. Complete.	
-	PROVISION FOR URGENT SCHEMES		150,000	0	(24,500)	125,500	0	0	0	£7,500 transferred to New Ashgate Gallery project, £17,000 transferred to Contaminated land for works at Broadwater park.		
	Use of General Fund capital underspend										(71,700)	
Total Project Expenditure			£2,927,833	£2,571,389	£1,886,925		£7,386,147	£1,777,485	£1,442,409	£3,219,894	£32,730	£3,308,150
Capital Project Programme			2,435,333	2,487,089	1,722,945		6,645,367	1,584,982	1,250,526	2,835,508	15,635	3,148,650
Revenue Project Programme			492,500	84,300	163,980		740,780	192,504	191,883	384,387	17,095	159,500
Total Project Programme			£2,927,833	£2,571,389	£1,886,925		£7,386,147	£1,777,485	£1,442,409	£3,219,894	£32,730	£3,308,150

Key to Funding Source

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

Project Justification Form

Project: iTrent – Pension Update system amendments

Service: Finance

Officer Responsible for Project: Karen Booker

Identification of Need:

Consultancy in relation to system modifications for pension changes coming into effect on 1st April 2014.

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

System modifications are required to ensure Waverley complies with new LGPS pension requirements

Cross Reference to Service Plan:

n/a

Progress to date (including position regarding planning permission):

n/a

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

If no, how will the project be managed?

No, this is ad hoc consultancy to amend the pension calculation to ensure pension band percentage is determined on 'actual' pensionable pay, as opposed to 'FTE' pensionable pay and also to accommodate new features of the pension scheme such as 50/50, assumed pensionable pay and full employer contributions being payable during periods of reduced pay.

Key Project target dates and milestones:

System modifications must be tested and in place by April 2014 payroll.

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees	3000			
Vehicles, Plant and Equipment				
Contingency	1000			
Other (specify) -				
Total Capital Cost	4000			

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	4000			
S106				
External Funding (specify) -				
Total Funding	4000			

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			
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:

The new pension changes are administratively onerous; the required consultancy will ensure the minimum of additional effort being required by Employee Services.

Identify any risks which may effect the project:

If Midland HR are unable to find a workable solution for each of the identified changes to pension scheme, the new rules will need to be administered manually by Employee Services.

Environmental Impact, including Carbon Implications:

n/a

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

Midland HR consultancy

Is there scope for sharing/joint work? No

Completed by: Karen Booker

Date: 16/12/13

Project Justification Form

Project: Light fittings replacements in car parks to achieve efficiency savings.

Service: Sustainability and Parking Services

Officer Responsible for Project: Fotini Kallipoliti

Identification of Need:

Following the three car park lighting projects that were successfully completed last year, we are now seeing an immediate energy saving of approximately £1700 a year. The maintenance savings are over a longer term and cannot be proven yet. However the 10 year warranty on the fittings will ensure that no maintenance will be required for at least that period of time.

This proposed project is to replace the existing lighting at:

- Upper Hart, Farnham
- Crown Court, Godalming
- Stockland Square, Cranleigh
- St James, Farnham
- Waggon yard, Farnham
- Weydown Road, Haslemere
- Beacon Hill, Haslemere

With new energy efficient LED luminaires that will save money in running and maintenance costs. The sites were selected based on their energy consumption.

This project also aims to improve lighting levels, enhance safety and the appearance of the light fittings within some of the car parks given their current poor state of repair.

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

'Value for Money' priority, as it will save money through reduced energy bills and less frequent maintenance. It will also reduce Carbon emission under the Carbon Management Plan CMP, therefore contributing towards the achievement of the Council's 'Environment' priority.

Cross Reference to Service Plan:

Reducing carbon emissions under the Carbon Management Plan target in the Sustainability Service plan.

Environmental Services Service Plan 2011/12- ES 5- Maximise the effectiveness of the Council's Car Park portfolio, ensuring all sites are fit for purpose.

Progress to date (including position regarding planning permission):

Quotes have been acquired.

There are no planning permission issues however planning will be aware of the projects for information and will be consulted on the new Waggon yard light fittings as it is within the conservation area.

Will the Corporate Project Management Toolkit be used? Yes

If no, how will the project be managed?

Key Project target dates and milestones:

Projects to be delivered by March 2014

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Replacement of lighting luminaires including installation (Costs based on previous installation project)	33700			
Contingency (10%)	3300			
Other (specify) -				
	37000k			

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital-under spent from already approved budget	33000			
S106	4000			
Current budgets -				
Total Funding	37000			

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

	Year 1 £	Year 2 £	Year 3 £	Year 12 £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Maintenance contract	0	0	0	0
Less				
Maintenance and replacement savings	£3245	£3245	£3245	£38940
Total savings in electricity costs	£3300	£3300	£3300	£39600
Estimated annual revenue effect	£6552	£6552	£6552	£78540

Return on Capital and Payback (if appropriate):

	£		%
Forecast Returns		Return on Capital	
WBC Capital Cost	£33000		
Forecast Savings	£6552	Payback	5 Years

Identify any efficiency gains resulting from the project:

LED luminaires have a life expectancy of 50,000hours (12 years) against 15,000hours (3.5 years) that current light fittings have. This will make savings over the life of the luminaires. The current luminaires would need to have parts replaced approximately three times during that same period of time potentially costing Waverley 39k on maintenance over 12 years.

LED's come with a warranty of 5 years. This means there will be no maintenance

costs for those sites during that time. Current conventional fittings would have one year warrantee.

The maintenance costs savings indicated do not take into account the “call out” costs for replacing individual fittings on an ad hoc basis.

The electricity cost savings do not take into consideration energy price increases over the 12 year period.

Identify any risks which may effect the project:

There is a risk that the existing lighting levels may not comply with current standards and more luminaires may need to be installed. This will increase the capital cost and reduce the payback.

Environmental Impact, including Carbon Implications:

This project will achieve an energy and carbon reduction of approximately 58%

Equality impact assessment carried out? N/A

How will the project be procured?

Three quotes will be sought for each project.

Is there scope for sharing/joint work? No

Completed by: Fotini Kallipoliti

Date: 10 Dec 2013

Annexe 3

HOUSING REVENUE ACCOUNT - 2013/2014 Major Variations to Budget										
Service	May	June	July	August	Sept	Oct	Nov	Dec		Reason
	£	£	£	£	£	£	£	£		
Dwelling rents and service charges	100,000	100,000	100,000	100,000	120,000	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	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)	(12,000)	—	Partly due to increased RTB sales
Council tax			113,700	113,700	113,700	96,400	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)	(50,000)	—	Rent Rebate limitation initial calculation less than budget.
Staff Costs				119,323	120,000	120,000	120,000	120,000	—	projected net additional staff cost as reported
Adverse Weather costs							50,000	50,000		
Interest								(10,000)	▲	Additional investment interest
Net Major Variations	120,000	108,000	221,700	291,023	311,700	294,400	344,400	334,400		
Minor Variations							(3,000)	(5,150)		
Overspend/(Underspend)	£120,000	£108,000	£221,700	£291,023	£311,700	£294,400	£341,400	£329,250		
Supplementary Estimate to cover staff costs					(120,000)	(120,000)	(120,000)	(120,000)		as agreed by Executive 1.10.2013
Supplementary Estimate to cover adverse weather							(50,000)	(50,000)		as agreed by Executive 7.1.2014
Balance of Overspend	£120,000	£108,000	£221,700	£291,023	£191,700	£174,400	£171,400	£159,250		

HRA CAPITAL MONITORING 2013-14

38 weeks

Costc (T)	Opening Budget	December virements	December Savings	December Slippage	December Budget	Total expenditure	38 weeks			Target Completions		
							Pro rata'd Budget	Budget remaining	Budget remaining after committed	(Decent Homes)	Actual completions	Not Achievables
KITCHEN	2,963,000	750,000	0	0	3,895,208	1,301,869	2,846,498	2,593,339	1,903,527	717	208	85
BATHROOM	1,806,000	200,000	0	0	2,006,000	552,111	1,465,923	1,453,889	876,192	704	296	69
REWIRING	387,000	-300,000	0	0	87,000	45,778	63,577	41,222	41,222	88	45	28
HEATING	1,639,200	0	0	0	1,639,200	1,015,318	1,197,877	623,882	623,882	460	276	21
ROOFING	558,000	120,000	0	0	678,000	491,127	495,462	186,873	12,148	76	66	0
WALLS & CHIMNEYS	100,000	0	0	0	100,000	0	73,077	100,000	100,000	35	0	0
WINDOWS	100,000	0	0	0	865,031	307,547	632,138	557,484	557,484			
DOORS	40,000	0	0	0	251,045	142,196	183,456	108,849	108,849			
Total	7,593,200	770,000	0	0	9,521,484	3,855,945	6,958,008	5,665,539	4,223,305			
Fire Safety	100,000	0	0	0	50,000	2,380	36,538	47,620	47,620			
Sheltered Doors	30,000	0	0	0	30,000	12,472	21,923	17,528	17,528			
Guttering	200,000	-120,000	0	0	80,000	27,571	58,462	52,429	52,429			
Asbestos	150,000	-200,000	0	0	64,000	45,568	46,769	18,432	18,432			
Water Main	40,000	0	0	0	30,000	2,005	21,923	27,995	27,995			
MRA Prog Disabled Adaj	540,000	0	0	0	440,000	203,451	321,538	236,549	61,342		36	
Community Safety	20,000	0	0	-20,000	0	0	0	0	0			
Garage	25,000	0	0	0	25,000	19,733	18,269	5,267	5,267			
Communal Heating and	50,000	0	0	0	50,000	0	36,538	50,000	50,000			
Scooter	100,000	0	0	0	0	0	0	0	0			
Structural	800,000	220,000	0	0	1,161,771	575,486	848,987	586,285	213,337		44	
Air Source Heating	150,000	0	0	0	2,000	1,594	1,462	406	406			
Community Rooms	10,000	0	0	0	10,000	0	7,308	10,000	10,000			
Sheltered Lighting	0	0	0	0	50,000	0	36,538	50,000	50,000			
Sound Insulation	200,000	0	0	0	40,000	22,321	29,231	17,679	17,679			
Energy Efficiency	100,000	0	0	-100,000	0	2,944	0	-2,944	-2,944			
Sewerage	30,000	0	0	0	70,000	0	51,154	70,000	70,000			
Lift	50,000	0	-50,000	0	16,291	11,605	11,905	4,686	4,686		1	
Thermal Insulation	40,000	0	0	0	0	0	0	0	0			
Bathroom wash basins	50,000	0	0	0	50,000	58,597	36,538	-8,597	-8,597			
Alterations	720,000	-220,000	0	0	0	508	0	-508	-508			
Remodelling	350,000	-450,000	0	0	0	0	0	0	0			
Parking	30,000	0	0	0	30,000	16	21,923	29,984	29,984			
Roads	50,000	0	-100,000	0	0	580	0	-580	-580			
TOTAL	3,835,000	-770,000	-150,000	-120,000	2,199,062	986,830	1,607,007	1,212,232	664,076			