

**MEDIUM TERM PLAN  
REQUESTS FOR RELEASE OF FUNDS**

**(Report by the Head of Financial Services)**

**1 PURPOSE**

- 1.1 The purpose of this report is to allow Cabinet to decide whether to release funds for the MTP schemes detailed in the attached annexes.

**2 BACKGROUND**

- 2.1 The Council considered the draft budget and MTP report at its December meeting and agreed *that, having regard to the implications for future spending and Council Tax levels, Directors review with appropriate Executive Councillors the need for schemes/projects included in the MTP but not yet started and that specific prior approval be sought and obtained from the Cabinet before such schemes/projects are implemented.*

- 2.2 Officers have considered which schemes have wholly or partly started with reference to the following definitions:

**STARTED**

- The staff have been appointed and/or a legally binding contract is in place for all aspects.
- Some of the staff have been appointed or a legally binding contract is in place for **part** of the scheme **and there is no sensible option to avoid or defer those elements that are not yet legally committed.**
- The scheme is based on a partnership and **all** constituent projects have been agreed with those partners and they have reserved funding for them in the current year.

**PARTIAL START**

- Some of the staff have been appointed or a legally binding contract is in place for part of the expenditure and there is a practical cost-effective option to not carry out the full scheme at this time.
- The scheme is based on a partnership and **some** individual projects have been agreed with those partners and they have reserved funding for them in the current year.

- 2.3 Officers have subsequently identified which schemes that they wish Cabinet to consider releasing further funding for and have discussed them with the relevant Executive Councillor.

- 2.4 Annex A summarises and the following Annexes detail the schemes where release of funds is now requested.

### **3. RECOMMENDATION**

3.1 The Cabinet is recommended to release the funds shown in Annex A.

#### **ACCESS TO INFORMATION ACT 1985**

None

**Contact Officer:**

**Steve Couper**

Head of Financial Services  **01480 388103**

## ANNEX A

<b>SUMMARY</b>		<b>Net Revenue Impact £000</b>						<b>Net Capital £000</b>					
		2003/ 2004	2004/ 2005	2005/ 2006	2006/ 2007	2007/ 2008	2008/ 2009	2003/ 2004	2004/ 2005	2005/ 2006	2006/ 2007	2007/ 2008	2008/ 2009
Annex													
B	Food Sampling		4	5	5	5	5						
C	Information/Records Manager		21	36	36	36	36						
	<b>Total amount for which release now requested</b>		<b>25</b>	<b>41</b>	<b>41</b>	<b>41</b>	<b>41</b>						

**308 Food Sampling**  
**Chris Lloyd**

**Financial Impact**

	Net Revenue Impact						Net Capital					
	2003/ 2004	2004/ 2005	2005/ 2006	2006/ 2007	2007/ 2008	2008/ 2009	2003/ 2004	2004/ 2005	2005/ 2006	2006/ 2007	2007/ 2008	2008/ 2009
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Approved Budget		8	8	8	8	8						
Already Committed		0	0	0	0	0						
<b>Amount for which release now requested</b>		<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>						

**Justification**

In order to meet the requirements of the Food Standards Agency, Health Protection agency and EU food-sampling programme the Council's food safety service takes around 150 routine microbiological samples of food, drinking water and environmental swabs each year. In June 2004 it was announced by the Health Protection Agency that for this and future financial years there will be a significant reduction in funding provided for routine food and water sampling to this Authority. This reduction in funding was anticipated and therefore an MTP bid was submitted and approved in 2003/o4 for £8,000. In order to meet the requirements of our food safety service plan and maintain our current level of food and water sampling a release of £4,000 is now requested.

**452 Information/Records Manager  
Roy Reeves**

**Financial Impact**

	Net Revenue Impact						Net Capital					
	2003/ 2004	2004/ 2005	2005/ 2006	2006/ 2007	2007/ 2008	2008/ 2009	2003/ 2004	2004/ 2005	2005/ 2006	2006/ 2007	2007/ 2008	2008/ 2009
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Approved Budget		21	36	36	36	36						
Already Committed		0	0	0	0	0						
<b>Amount for which release now requested</b>		<b>21</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>36</b>						

**Justification**

Implementation of Freedom of Information Act in January 2005 is now imminent. The bid reflects the perceived requirement for an additional staffing resource to enable the Council to discharge its statutory responsibilities in relation to the general public right of access to information and, if approved, will also offer the opportunity to improve efficiency and avoid duplication in the establishment and maintenance of the Council's information and records systems. Some of the primary duties involved are:-

1. Co-ordinate current disparate approach to FOI, Data Protection Act and Environmental Information Regulations
2. Introduce corporate records management policy
3. Implement information retention and disposal guidelines
4. Prepare and implement procedure for handling requests from the public for release or withholding of information
5. Implementation of complaints procedure and responding to complaints by public to Information Commissioner
6. Consultation with third parties and contractors and application of appropriate contractual arrangements
7. Training of staff
8. Implementation of appropriate software system for corporate information retention
9. Alignment of existing software systems to corporate retrieval system
10. Continuous review and updating of FOI Publication Scheme.