

**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 Annexes B to AC detail the schemes where release of funds is now requested. There are also schemes where subsidiary detailed approval is proposed or required.

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

SUMMARY		Net Revenue Impact £000						Net Capital £000					
		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	Car Parks – Environmental Improvements Phase 5	1	2	3	3	3	3	20	31				
C	AJC Small Scale Schemes – District Wide		2	5	5	5	5		103				
D	Local Transport Plan 2004/05		2	5	5	5	5		94				
E	Safe Cycle Routes – creation of new routes to schools		2	5	5	5	5		105				
F	St Neots Transport Strategy		2	4	4	4	4		72				
G	Huntingdon Transport Strategy		1	3	3	3	3		70				
H	Views Common – Cycle Route		2	3	3	3	3		50				
I	Huntingdon Town Centre Environmental Improvements Phase 2		1	2	2	2	2		30				
J	Oxmoor Environmental Schemes		2	5	5	5	5		100				
K	Huntingdon Town Centre Development		1	2	2	2	2		50				
L	Town Centre Developments		2	3	3	3	3		62				
M	Heart of Oxmoor		6	13	13	13	13		250				
N	Crime and Disorder - Lighting Improvements		1	1	1	1	1		21				
O	Safe Cycle Storage Racks		1	1	1	1	1		15				
P	Bus Shelters – extra provision		2	3	3	3	3		33				
Q	Rural Bus Stop Provision		1	6	6	6	6		25				
R	Railway Stations – Improvements – Partnership with Rail			1	1	1	1		15				
S	Accessibility Improvements / Signage		2	3	3	3	3		60				
T	Homelessness Officer		34	31	31	31	31						
U	Leisure Centres - Future Maintenance		20	40	40	40	40		803				
V	Sawtry LC - Extension to Facilities	2	11	29	12	4	4	46	444				
W	Ramsey LC - Impressions Expansion		2	-11	-11	-11	-11		100				
X	Ramsey LC - Creche/Storage/Office Extension		12	-3	-3	-3	-3		100				
Y	Council Tax Clerk – growth in number of houses		14										
Z	Discretionary repair grants		6	12	12	12	12		247				
AA	Disabled Facilities Grants		3	6	6	6	6		126				
AB	Fenstanton Car Park		2	3	3	3	3		22				
AC	Customer First	8	36	72	85	85	85		402				
Total amount for which release now requested		11	172	247	243	235	235	66	3,430				

014 Car Parks – Environmental Improvements Phase 5
Chris Allen – Project and Assets Manager

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	3	4	6	6	6	6	30	21	21			
Already Committed	2	2	3	3	3	3	2					
Amount for which release now requested	1	2	3	3	3	3	20	31				

Justification

Scheme is to improve the visual and safety aspect of car parks. The work includes paving, surfacing, signing, bins, notice boards and entrance improvements.

The scheme proposed for 2003/04 is Post Street Car Park in Godmanchester which urgently needs work to bring it up to a comparable standard.

The scheme proposed for 2004/05 is Mews Close, Ramsey. This site has not been improved for some time and work is required this year to raise its standard.

Early approval is required so that the Post Street work can be carried out now and so that design can be started and contracts sought in the new financial year for Mews Close.

231/386/431 AJC Small Scale Schemes – District Wide
Chris Allen

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	5	10	15	20	25	31	103	103	103	103	103	103
Already Committed	5	8	8	8	8	8	103	0	0	0	0	0
Amount for which release now requested		2	5	5	5	5		103				

Justification

This scheme is made up of several different projects throughout the district. These are partnership schemes with County, Town or Parish Councils. An joint assessment of schemes has been made by the County and District Members and Officers and a report is to be submitted to the next AJC meeting in February 2004 recommending schemes for completion in 2004 /05.

Early approval is sought as agreement for joint funding has been reached with the County, Town and Parish councils and these commitments need to be confirmed.

095/a and 389 Local Transport Plan 2004/05

Chris Allen / Stuart Bell

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	5	9	13	18	23	28	85	85	85	100	100	100
Already Committed	5	6	6	6	6	6	76	0	0	0	0	0
Amount for which release now requested		2	5	5	5	5		94				

Justification

This scheme is made up of several different projects throughout the district. These are partnership schemes with County, Town or Parish Councils. Applications have been received from town and parish councils for schemes for next financial year (2004/05) for these joint funded schemes and a decision needs to be made shortly as to whether these can be accepted.

Therefore, early approval is sought as agreement for joint funding needs to be reached with the town and parish councils and commitments will be made to local users.

152 / 390 / 474 Safe Cycle Routes – creation of new routes to schools

Chris Allen

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	13	19	24	29	35	100	105	105	105	110	110
Already Committed	8	11	11	11	11	11	100	0	0	0	0	0
Amount for which release now requested		2	5	5	5	5		105				

Justification

This scheme is a jointly funded scheme with the County Council and has been successful at producing safe cycle routes to schools. These have included Huntingdon to Hinchingsbrooke, Brampton to Hinchingsbrooke and Oxmoor to St Peters. In order that County can commit to this years programme, a decision is needed to spend this years money so that the design can be completed before the autumn. There is a priority list of schemes agreed with the County.

Early approval is sought as agreement for joint funding has been reached with the County Council and this commitment needs to be confirmed.

250/B St Neots Transport Strategy
Chris Allen / Stuart Bell

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	6	12	14	14	14	14	72	72				
Already Committed	6	10	10	10	10	10	72					
Amount for which release now requested		2	4	4	4	4		72				

Justification

This scheme is a jointly funded scheme with the County Council to enable the St Neots Transport Strategy schemes to be completed to the agreed programme. This programme has been widely publicised to the public and partners.

361 Huntingdon Transport Strategy

Chris Allen / Stuart Bell

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	2	5	9	12	14	14	70	70	70	70		
Already Committed	2	4	4	4	4	4	70					
Amount for which release now requested		1	3	3	3	3		70				

Justification

This scheme is a jointly funded scheme with the County Council to enable the Huntingdon Transport Strategy schemes to be completed to the agreed programme. This programme has been widely publicised to the public and partners.

366 Views Common – Cycle Route

Chris Allen / Stuart Bell

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	1	3	3	3	3	3	55					
Already Committed	0	0	0	0	0	0	5					
Amount for which release now requested		2	3	3	3	3		50				

Justification

This scheme is a jointly funded scheme with the County Council to provide a cycle link between Stukeley Meadows and Hinchbrooke. There has been a delay to the scheme due the problems with Great Crested Newts in the area. The problems should be resolved and release of monies is needed to continue the scheme.

49 Huntingdon Town Centre Environmental Improvements Phase 2

Chris Allen

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	1	9	34	55	55	55	30	189	841			
Already Committed	1	1	1	1	1	1	10					
Amount for which release now requested		1	2	2	2	2		30				

Justification

This environmental improvement scheme is planned to commence on site in January 2005. Initial discussions have been held through the Huntingdon Advisory Group on the scheme to date. In order to progress the scheme, design work and further consultation needs to be carried over the summer to meet the target date.

The monies requested are just for design work to be spent over the summer/autumn. The release of this design monies does not commit the Council to spend capital monies as a further request will be made to commence works on site.

104 Oxmoor Environmental Schemes

Chris Allen / Richard Probyn

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	5	9	12	13	13	13	87	63	63			
Already Committed	4	5	5	5	5	5	50					
Amount for which release now requested		2	5	5	5	5		100				

Justification

Oxmoor environmental schemes provides minor improvements throughout Oxmoor to footways, providing parking areas, open spaces, etc.. a planning application for further parking for the Buttsgrove way area has been submitted which is to be funded from this scheme.

Release of funding is requested to enable this work to continue and the car parking provided as the planning application.

77 & 401 Huntingdon Town Centre Development
Richard Probyn / Chris Allen

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	7	20	45	59	59	59	77	480	522			
Already Committed	7	8	8	8	8	8	77					
Amount for which release now requested		1	2	2	2	2		50				

Justification

Major developments are progressing in Huntingdon with the Princes Street area, Chequers Court, Guided Bus and the Market Town Strategy. This scheme provides money for design work and accommodation works related to these developments.

Release of funds is requested to enable design work and appraisals to be carried out in 2004

224 Town Centre Developments

Richard Probyn

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	1	2	6	11	13	13	31	31	103	103		
Already Committed	0	0	0	0	0	0						
Amount for which release now requested		2	3	3	3	3		62				

Justification

This scheme provides funding for the appraisal and monitoring of developments in the Market Towns and for the build of strategies for these towns. Monies are used to fund design work for these developments.

Because of the many changes that are happening in the Market Towns, funds need to be released for 2004 for this work to continue. Release of funding is required to enable this work to continue in 2004 as it is required.

241/B Heart of Oxmoor
Richard Probyn / Chris Allen

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	3	15	34	41	41	41	50	450	300			
Already Committed	0	0	0	0	0	0	5					
Amount for which release now requested		6	13	13	13	13		250				

Justification

There are multiple schemes happening on the Oxmoor, including Butts Grove Way housing, Sapley Square development, Acorn Centre, Coneygeare open space, etc..

This scheme provides the funding for the appraisal work for these schemes and the capital monies for others. The developments are progressing rapidly and release of funding is required to ensure that these continue to programme. There are many partners involved in the works who have committed monies and need their programmes met.

36, 387, 469 Crime and Disorder - Lighting Improvements
Sonia Hansen / Chris Allen

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	2	3	4	5	6	7	17	21	21	21	21	21
Already Committed	2	2	2	2	2	2	17					
Amount for which release now requested		1	1	1	1	1		21				

Justification

This provides for improved lighting in areas which have been identified as having a Crime and Disorder problem. Discussions have been already held with partners over these proposals and sites agreed.

Early release of funding is sought so that the lighting can be designed and ordered over the summer, and installed before next winter.

37 Safe Cycle Storage Racks

Sonia Hansen/ Chris Allen

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	1	2	2	3	3	3	9	15	15	15		
Already Committed	1	1	1	1	1	1	9					
Amount for which release now requested		1	1	1	1	1		15				

Justification

The scheme is to provide cycle racks in towns and villages to encourage the use of cycles, and a modal shift from motors, in line with green travel plans.

Discussions have been held with town Councils regarding the provision of these and a programme set out.

Release of funding is required to start this work over the summer to get the greatest benefit.

400 Bus Shelters – extra provision

Sonia Hansen/ Chris Allen

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	4	8	13	18	23	27	33	33	33	33	33	33
Already Committed	4	6	6	6	6	6	33					
Amount for which release now requested		2	3	3	3	3		33				

Justification

The scheme is to provide new bus shelters as part of the Prime Site advertising bus shelter contract. This money will erect shelters in locations that could not be funded from the advertising fund but are needed due to their use.

Discussions have already taken place with town and parish councils over possible locations.

Release of funding is required to start this work which our partners have been consulted on.

483 Rural Bus Stop Provision

Sonia Hansen/ Chris Allen

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	0	1	6	6	6	6	0	25				
Already Committed	0	0	0	0	0	0						
Amount for which release now requested		1	6	6	6	6		25				

Justification

The scheme is to provide better bus stops, signage, hard standing, and timetables in the rural locations on our bus routes. Since it is a priority to get as many people using public transport, early release of funding is required to start this work over this summer period.

132 Railway Stations – Improvements – Partnership with Rail

Sonia Hansen/ Chris Allen

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	0	0	1	2	2	2	0	15	15	15		
Already Committed	0	0	0	0	0	0						
Amount for which release now requested		0	1	1	1	1		15				

Justification

The scheme is to provide improvements at the railway stations to give a better connection between the different transport modes. This will include the floorscape, access, signing and information.

Significant progress has been made in discussions with the rail operators and it is felt that this must continue to get the best results.

Release of funding is required so that the other parties see our commitment to this scheme.

3/323/385/472 Accessibility Improvements / Signage

Chris Allen

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	4	6	8	9	10	12	60	30	30	30	30	30
Already Committed	2	3	3	3	3	3	30					
Amount for which release now requested		2	3	3	3	3		60				

Justification

The scheme is to carry out works on the highway and car parks to improve access to and from public transport areas to public places, especially for the disabled. This includes surfacing, signage, dropped crossings etc.

Release of funding is required to start this work over the summer to get the greatest benefit.

326 Homelessness Officer Jon Collen

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		34	31	31	31	31						
Already Committed												
Amount for which release now requested		34	31	31	31	31						

Justification

The Housing Needs & Resources team has 3 officers responsible for a housing advice and homelessness caseload. An MTP bid was made last year for an additional officer to be appointed from April 2004 due to the increasing level of homelessness casework. This was made on the basis that the number of homeless households applying to the Council for help with rehousing had significantly increased between 1999/2000 and 2001/02, from 202 applications to 304 (a 50% increase). The table overleaf shows the number of homelessness applications involved over a four-year period. The emphasis of the officers' work saw a shift from one of advice, preventative work and homelessness casework, to dealing predominately with homelessness crisis situations due to the increased number of applications. It was anticipated that the rate of homelessness within the District would continue to rise, and this has been the case with a further increase of 21% seen in 2002/03 over the previous year's figures (304 applications increasing to 367). Homelessness has increased at these rates due to the buoyancy of the private housing sector, with many households on lower incomes unable to resolve their own housing difficulties due to the cost of privately renting and home ownership.

An additional officer is requested for two reasons: firstly, to deal with the higher number of homelessness applications requiring investigation, and secondly, to shift the balance of the team's workload back to one where an increase of preventative work is possible. If successful, this in turn will have an impact on the incidents of actual homelessness and may result in a reduction in the number of actual applications.

Total Number of Households Applying/Accepted as Homeless:

	1999/2000	2000/01	2001/02	2002/03
Total Applied	202	241	304	367
Of which Accepted	85	149	192	251

Both the national and local trends show increases in the instances of homelessness. In 1999/2000 246,649 households claimed homelessness within England and Wales, with 101,510 of these being accepted under the terms of the legislation. In 2001/02 the number of applications increased to 263,636 households (a 7% increase) with 116,021 of these being accepted (a 14% increase).

Cambridgeshire as a whole has seen an increase over this same period. In 1999/2000 the Councils in Cambridgeshire accepted 682 households as homeless. This had increased to 857 households (an increase of 26%) in 2001/02. Huntingdonshire and South Cambridgeshire Districts showed the largest increases over this period.

The Audit Commission previously monitored councils' success at investigating and reaching a decision on homelessness through a performance indicator (PI), although this is no longer collected nationally. Our previous performance was in the lower half of all councils in terms how quickly we made decisions on applications. We now record this as a local PI and benchmark against a group of other Councils. Our performance remains in the lower half of this group and an additional officer would allow us to improve against this PI and aim for top quartile performance.

The main causes of homelessness within the District, which mirror regional and national trends, are households being evicted by family members or friends, and landlords in the private sector not renewing tenancies when they come to an end. There are a number of examples of good practice, as highlighted by Beacon councils that have started to demonstrate that certain initiatives may help in the prevention of homelessness and encourage households to consider other housing options. This includes closer working with households that may face eviction by family or friends, in order to negotiate a managed move rather than a homelessness crisis situation. A further example is the improved links that may be made with private sector landlords, to try to prevent evictions, for example if these are related to Housing Benefit issues, and to improve access to private tenancies for households that may have otherwise relied on the council for assistance with housing through its Housing Register.

134B Leisure Centres - Future Maintenance

Simon Bell

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		20	40	40	40	40		803				
Already Committed								0				
Amount for which release now requested		20	40	40	40	40		803				

Justification

The Leisure Centres Condition Survey commenced in June 2003 and is a 5-year programme of essential maintenance and upgrades to facilities all of which will benefit the public. Year 1 (03/04) addressed the most urgent items and Year 2 (04/05) builds upon this work to tackle the less immediate, but no less important, building and structural requirements. All Centres will be part of the programme. Notable works include roof work at 3 sites, lighting improvements, lift motor room replacement (SILC), alarm systems, creation of a lobby area for the Burgess Hall and Ramsey LC, and plant room repairs to Drama Studio (SILC). In all instances, where building work enables us to meet the requirements of the DDA (Disabled Discrimination Act) this will be included. The total budget for the work for 2004/05 is 803K. It is intended to let the work as 5 separate tenders, to go out in April, allowing programming of work which involves closure to take place at the least disruptive time of year. Consideration to requesting only partial release of the funding has been given. However, this would almost certainly require subsequent re-tendering and it is predicted that the most economical and cost-effective method of delivering the improvements will be to accumulate each Centres requirements into a single tender and, therefore, attract a greater number of interested bidders.

With recent building tenders for other work at the Centres attracting little in the way of response and, inevitably, tenders over budget it is proposed to include, within the Condition Survey tender for Ramsey LC, 2 other schemes (338 and 424). By doing this it is hoped that economies of scale can be accrued.

262 Sawtry Leisure Centre - Extension to Facilities

Simon Bell

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	5	17	35	18	10	10	150	444				
Already Committed	3	6	6	6	6	6	104					
Amount for which release now requested	2	11	29	12	4	4	46	444				

Justification

Tenders for the project will be returned in May 2004 at which point Sport England will decide upon our Lottery application success (grant application of 208K). If approved it is hoped to start work in the early Summer with a view to completion in February/March 2005. Failure to release the capital at this stage could jeopardise the Lottery bid and would mean the extension could not be completed until much later in 2005.

338 Ramsey LC - Impressions Expansion

Simon Bell

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		2	-11	-11	-11	-11		100				
Already Committed								0				
Amount for which release now requested		2	-11	-11	-11	-11		100				

Justification

Impressions at Ramsey LC has been extremely successful in its 5 years of operation and has contributed substantially to the Centres increase in revenue (target of 140K 2003/04) and decreased net expenditure. Undoubtedly, the performance of the Studio has exceeded all expectations (income in the first year of opening was budgeted as 50K) and the size of the Studio is no longer commensurate with the business generated. The scheme seeks to increase the area of the Studio from 100m² by 30-35 sq. m. and therefore the capacity by 6-8 additional pieces of equipment. As a rough guide we would expect the newly extended studio to generate approximately 30K per annum.

It is hoped that work can be completed as early as possible in the year (expectations at present would be late Summer). Separate budget for this project is 100K. From advance discussions with architects and design companies there would appear to be financial benefits in incorporating this work with the Ramsey LC Condition Survey to make a bigger project that would be of greater interest to would-be tenderers.

424 Ramsey LC - Creche/Storage/Office Extension

Simon Bell

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		12	-3	-3	-3	-3		100				
Already Committed								0				
Amount for which release now requested		12	-3	-3	-3	-3		100				

Justification

The success of the Centre has necessitated a growth in staff and existing office and storage provision is inadequate for the Centres needs. Furthermore, the growth of the Studio (past and future) has meant that creche provision is also insufficient, using as it does, a shared meeting room which is available only at selected times. The proposed new development will create a purpose built creche and supplement office accommodation and storage. Again by incorporating this project into an overall bid (incorporating Condition Survey and possibly the extension to the Fitness Studio) better value for the individual budget of 100K will be achieved. Once again, it is hoped the required work can be commenced at the earliest opportunity.

Council Tax Clerk – growth in number of houses

Julia Barber

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		14	14	14	14	14						
Already Committed												
Amount for which release now requested		14										

Justification

Members were asked to approve the release of funds to allow the continued employment of our temporary Council Tax clerk from 1.4.04. Members approved the MTP bid at the Council meeting in February 2003.

The basis of the bid was that another Council Tax clerk was required to deal with the administration of properties due to the continued growth in the number of houses in the district. As the staffing requirement in Council Tax may change due to Customer First, this release of funds is requested to fund the post initially for one year only as a temporary contract.

At the inception of Council Tax in 1993, staffing resources were geared so that there were around 3,600 properties per person. With the growth that has been experienced so far, each member of staff now handles around 4,100 properties. Another clerk would reduce the number of properties per person to 3,900 – still not as low as the original level, but we have made efficiency savings through improved ICT over time, and that is reflected in this request for only one additional member of staff.

The administration of Council Tax is quite involved and includes administration of the database for occupations, vacations, refunds, billing, reminders, summonses, court work and enforcement. The continued growth in the number of houses leads to continued pressure on staff to maintain records and collect the debt. The team currently collects around £60m per year in Council Tax that supports District, parish, County and Police expenditure. Although we collect 98.2% of the tax, this is not top quartile performance. Each 0.1% of additional collection amounts to increased revenue of £60,000. The approval of the additional member of staff will assist in improved collection.

381A Discretionary repair grants

Jo Barrett

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	34	48	62	76	90	227*	277	277	277	277	277
Already Committed	21	28	29	29	29	29	227	30**				
Amount for which release now requested		6	12	12	12	12	0	247				

Justification

House repair grants are discretionary but it the expectation of government that authorities will work to address private sector unfitness and disrepair. The recently published guidance from the ODPM states "The government would consider an authority to be failing in its duty as a housing enabler and in its responsibility to consider the condition of the local private sector stock if it did not make some provision for assistance".

Repair grants are made according to a tightly-defined criteria based on the seriousness and urgency of the repair and the ability of the owner to finance. All repair grants may therefore be assumed to be to finance work that would otherwise not have been carried out, and if not carried out would have led to a deterioration in the built environment and, in some cases, would have led to a decline in the health of the owner. The impact on MTO-04 may roughly be measured by the number of repair grants made. But the number of grants should not be seen as the only measure of performance as it is conceivable that fewer, larger value grants may be awarded as building costs rise and the application of repair grant policy focuses attention on the most serious of cases.

* Net of virement of £50k from discretionary grant budget to DFG budget previously approved in 2003/04.

** Previously approved by Cabinet on 29 January 2004.

39/B, 309 & 442 Disabled Facilities Grants

Jo Barrett

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	22	38	54	70	86	102	370*	320	320	320	320	320
Already Committed	22	32	35	35	35	35	370	95**				
Amount for which release now requested		3	6	6	6	6	0	126				

Justification

The Council must award a disabled facilities grant (DFG) for work to achieve one or more of a set of purposes defined by statute, provided that the Council is satisfied that the work is necessary and appropriate and that to carry it out is reasonable and practicable. This injunction applies up to the mandatory grant limit of £25,000 per case, but there is a general expectation that authorities will not prevent disabled people from achieving the fullest possible degree of independence by a too-rigid application of this limit. So some grants may exceed £25,000 if a good case is made.

The Council is, therefore, expected and required to set a budget that can cope with the likely level of demand placed upon it, and this level has been increasing steadily due to demographic factors and government and community expectations that disabled people should continue to live at home for as long as they want to.

In previous years, the Government has reimbursed 60% of the total expenditure on mandatory DFGs. In 2004/05 the Government have capped their 60% match funding to £332,000. The Cabinet are therefore requested to release £126,000 forming the Council's 40% contribution.

A full report will be brought to Cabinet in due course detailing the impact of the Government's decision to cap their DFG contribution to £332,000. This report will consider the financial and service based implications.

* Includes virement of £50k from discretionary grant budget to DFG budget previously approved in 2003/04.

** Previously approved by Cabinet on 29 January 2004.

014 Fenstanton Car Park
Chris Allen

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	2	3	3	3	3	3	22					
Already Committed												
Amount for which release now requested		2	3	3	3	3		22				

Justification

Scheme is to provide a car park at Church Lane Fenstanton and is part funded by a Section 106 contribution from the adjacent development. The car parking will be used for access to the school and the church. The scheme is about to receive planning permission and work can start soon after.

Early approval is therefore required so that the work can be carried out as soon as planning permission is received.

Customer First
David Oliver / Chris Hall

Financial Impact

	Net Revenue Impact						Net Capital					
	03/ 04	04/ 05	05/ 06	06/ 07	07/ 08	08/ 09	03/ 04	04/ 05	05/ 06	06/ 07	07/ 08	08/ 09
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Approved Budget	38	442	729	764	826	827	546	1,180	814	206	65	0
Less:												
Total committed expenditure	29	180	181	153	153	153	498	70	0	0	0	0
Funding not yet required	1	226	476	526	587	589	48	708	814	206	65	0
Funding release requested*	8	36	72	85	85	85	0	402	0	0	0	0

- the capital costs of £48k in 2003/4 for which approval is not yet required will be carried forward to 2004/5
- details of the breakdown of each of the above lines are shown later

Justification

Cabinet approved the Customer First Programme on 26th June 2003. There were 3 main drivers for it:

- Our customers have told us that they want better access to our services – longer hours, more locations and more joined-up provision
- Government has set local authorities a target of being able to deliver all suitable services electronically by 2005
- CPA / peer pressure – some other local authorities have demonstrably better levels of customer service than we do, and we are aiming to be amongst the best

We submitted our IEG¹ statement to the ODPM² in December, following approval by Council. The ODPM has rated it “satisfactory”, and we will be receiving a £200k capital grant later this year as a result. The ODPM’s analysis of the IEGs submitted by local authorities shows that:

¹ IEG – Implementing Electronic Government

² ODPM – Office of the Deputy Prime Minister

- Over 90% of authorities plan to have a contact centre by 2005 – 13% have one already, a further 59% are implementing one
- 90% of authorities plan to have at least one customer service centre / one-stop shop by 2005 – 20% have them already, a further 51% are implementing them
- 98% of authorities plan to have a transactional website by 2005 – 29% have one already, a further 66% are implementing one

Developments since June 2003

Since 26th June the Customer First programme has progressed significantly:

- We have identified those services whose transaction types are most suited to being delivered through a contact centre / customer service centre. Work is in hand to carry out the detailed transaction analysis needed to evaluate exactly what should transfer when, and the level of resource needed to manage it.
- A draft Staffing and Recruitment Strategy has been prepared. This includes draft organisation charts and job roles for contact centre and customer service centre staff. Work is in hand to identify those posts in the existing structure most likely to be affected by Customer First, so that discussions with those employees can begin. Negotiations are in hand with County over the lease of Speke House, St Ives, and with County and SX3 (their system supplier) over the terms of our sharing County's contact centre infrastructure.
- Some back office systems have been implemented and / or developed further, including the LLPG³, for which we won a national Exemplar Award, EDM⁴ (successfully piloted in Benefits), and GIS⁵. These are essential prerequisites to implementing an efficient, effective, integrated contact centre / customer service centres / transactional website.
- We are implementing a Content Management System for the website. This will ensure that information is clearly and easily accessible by our customers and will also enable us to ensure that it remains current and relevant. This is a precursor to our making the website transactional, probably by the end of the year.

However, the development of the Customer Service Centre in Huntingdon is on hold pending a decision on the future of Pathfinder House. We may well need to go live with this at around the same time as the contact centre, though, to avoid staff who currently deal with customers both face-to-face and over the phone becoming under-utilised when parts of their roles transfer to the contact centre. We will be looking at the options for this over the next month or two.

³ LLPG – Local Land and Property Gazetteer, containing records of every property in the District, each with a unique reference number to avoid duplication and enhance accuracy.

⁴ EDM – Electronic Document Management, whereby documents are scanned into a system, indexed and cross-referenced as appropriate. This avoids documents being lost and enables the work which flows from them, for example processing a benefit claim, to be tracked, ensuring they are dealt with in a timely manner.

⁵ GIS – Geographic Information System – this enables us to link data such as planning records, the location of abandoned cars, noise complaints, etc., to the LLPG, providing valuable cross-referenced information.

Funding request

This request is for the release of funding to allow the development of the **Contact Centre & Transactional website** to proceed for the next few months, and for the **GIS** and **LLPG** system implementations to be continued over the next year.

We envisage that there will be 5 more requests for funding over the next 6-9 months:

- Revenue funding for the lease of part of Speke House, St Ives, from County. We will not be incurring these costs until close to when the contact centre goes live (we are currently aiming for around Feb / March 2005), but the request will need to be made prior to our signing the lease, which is likely to be in the next 3 months.
- Capital funding for the hardware and software required for us to link to Cambridgeshire Direct's existing infrastructure. We are currently negotiating a Statement of Work with SX3, County's supplier, and, providing certain legal issues can be satisfactorily resolved, we anticipate making this request in about 3 months also.
- Appointment of the contact centre manager and, possibly, one or two key support staff. We will make this request in April or May when we present the Staffing and Recruitment Strategy to Cabinet. The People and Facilities Project Board is also considering whether we should give some training prior to the recruitment process to existing staff who show an interest in working in the contact centre. If the Board concludes that this is a good idea, we will probably ask for some release of funds for training at this point too.
- Appointment of the contact centre agents. If we are to go live early next year we will want to recruit people round about November this year to allow time for training. We will therefore probably be making this request in about August or September.
- Implementation of the Huntingdon Customer Service Centre. This will follow member decisions on the future of Pathfinder House.

Cost assumptions

Despite the complexities of the programme, we are confident that our cost estimates are reasonably robust. However, we have said all along that we have only incorporated relatively modest efficiency savings into the equation. We therefore consider the net budget, which Council approved last February as part of the MTP, to be on the prudent side.

The biggest element of the additional revenue cost is the net increase in staff numbers because of the introduction of the contact centre. This is because, while we can be fairly confident of the resource needed there to handle the expected number and nature of calls it will be dealing with, we are far less sure of the number of posts in the existing structure which will no longer be required once the contact centre is up and running. Anecdotally, some other councils have implemented a contact centre with no net increase in headcount. We do not believe that this can be done at the outset without compromising service quality, although it may be achievable over time.

Over the next few months the Customer First team will be assessing what efficiency savings can be made from implementing Customer First. When we make the bid for funding for the contact centre agents, this will include a detailed assessment of those savings.

COMMITTED	Net Revenue Impact						Net Capital					
	03/ 04	04/ 05	05/ 06	06/ 07	07/ 08	08/ 09	03/ 04	04/ 05	05/ 06	06/ 07	07/ 08	08/ 09
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
HELP	12	23	23				10	5				
St Ives Tourist Information Kiosk (STIK)		10	10	10	10	10	35	15				
GIS	50	50	50	50	50	50	80					
LLPG	30	30	30	30	30	30	28					
EDM							189					
Content Management System	-84						171					
Programme Support Activities	-5	26	26	21	21	21	55	50				
Recruitment and Training							5					
Project management and business analysis (HDC staff costs)							69					
Staff input from services							2					
Consultancy and change management (external costs)							46					
Telephony audit							8					
IEG grant							-200					
Revenue impact of capital expenditure	26	41	42	42	42	42						
Total	29	180	181	153	153	153	498	70	0	0	0	0

Additional staff numbers

2 2 2 2 2 2

NOT YET REQUIRED	Net Revenue Impact						Net Capital					
	03/ 04	04/ 05	05/ 06	06/ 07	07/ 08	08/ 09	03/ 04	04/ 05	05/ 06	06/ 07	07/ 08	08/ 09
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Contact Centre												
Management and Agents		127	282	282	282	282						
Accommodation		39	39	39	39	39						
Other Running Costs (Phones, Data Communications)		27	27	22	22	22						
IT Support		0	40	48	48	48						
Recruitment and Training		13	30	30	30	30		51	31			
Project management and business analysis (HDC staff costs)									89	19		
Staff input from services									21			
Consultancy and change management (external costs)									59	13		
GIS									151			
LLPG									30			
IT software and integration							31	538	200	25		
IT Hardware (servers, telephony)							17	73	125			
Fixtures & Fittings (workstations etc)								46	10	22		
	0	206	418	421	421	421	48	708	716	79	0	0
Customer service centre				21	76	76				82		
Content Management System											20	
Programme Support Activities									90	45	45	
Internal audit									8			
Revenue impact of capital expenditure	1	20	58	84	90	92						
Total	1	226	476	526	587	589	48	708	814	206	65	0

RELEASE REQUESTED	Net Revenue Impact						Net Capital					
	03/ 04 £000	04/ 05 £000	05/ 06 £000	06/ 07 £000	07/ 08 £000	08/ 09 £000	03/ 04 £000	04/ 05 £000	05/ 06 £000	06/ 07 £000	07/ 08 £000	08/ 09 £000
	Project management and business analysis (HDC staff costs)								89			
Staff input from services								221				
Consultancy and change management (external costs)								59				
	0	0	0	0	0	0	0	369	0	0	0	0
Online Payments	8	17	43	56	56	56						
Network connection		9	9	9	9	9						
GIS								170				
LLPG								30				
Programme Support Activities								25				
IEG grant								-200				
Internal audit								8				
Revenue impact of capital expenditure	0	10	20	20	20	20						
Total	8	36	72	85	85	85	0	402	0	0	0	0