

NON-CONFIDENTIAL



## **Borough of Tamworth**

19 February 2013

Dear Councillor

You are hereby summoned to attend a **meeting of the Council of this Borough** to be held on **TUESDAY, 26TH FEBRUARY, 2013** at 6.00 pm in the **COUNCIL CHAMBER - MARMION HOUSE**, for the transaction of the following business:-

### **AGENDA**

**NON CONFIDENTIAL**

**6 Corporate Vision, Priorities Plan, Budget & Medium Term Financial Strategy 2013/14 (Pages 1 - 84)**

(Report of the Leader of the Council and Cabinet)

Yours faithfully

A handwritten signature in black ink, appearing to be 'A. O. O. T.', enclosed in a circular scribble.

**CHIEF EXECUTIVE**

*People who have a disability and who would like to attend the meeting should contact Democratic Services on 01827 709264 or e-mail [committees@tamworth.gov.uk](mailto:committees@tamworth.gov.uk) preferably 24 hours prior to the meeting. We can then endeavour to ensure that any particular requirements you may have are catered for.*

Marmion House  
Lichfield Street  
Tamworth

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## COUNCIL

26<sup>th</sup> February 2013

### Report of the Leader of the Council and Cabinet

#### CORPORATE VISION, PRIORITIES PLAN, BUDGET & MEDIUM TERM FINANCIAL STRATEGY 2013/14

##### Purpose

- To approve the Single Corporate Vision & Strategic Priorities for 2013/14 (**attached at Appendix A**).
  
- To approve the recommended package of budget proposals (**attached at Appendix B**) to enable the Council to agree the:
  - General Fund Revenue Budget and Council Tax for 2013/14;
  - Housing Revenue Account (HRA) Budget for 2013/14;
  - Three Year General Fund Capital Programme (2013/15);
  - Five Year HRA Capital Programme (2013/18);
  - Three Year Medium Term Financial Strategy (MTFS) for the General Fund (GF) (2013/15); and
  - Five Year Medium Term Financial Strategy (MTFS) for the HRA (2013/18).
  
- To comply with the requirement of the Council's Treasury Management Policy in reporting to Council the proposed strategy for the forthcoming year and the Local Government Act 2003 with the reporting of the Prudential Indicators (**attached at Appendix N**).

This is a key decision as it affects two or more wards and involves expenditure over £50k.

## Recommendations

That Council approve:

1. the Single Corporate Vision & Strategic Priorities for 2013/14 (Appendix A);
2. the proposed revisions to Service Revenue Budgets (Appendix C);
3. the sum of £10,505 be applied from Collection Fund surpluses in reducing the Council Tax demand in 2013/14 (Appendix E);
4. it be noted that on 13<sup>th</sup> December 2012, the Council calculated the Council Tax Base 2013/14 for the whole Council area as 20,199 [Item T in the formula in Section 31B(3) of the Local Government Finance Act 1992, as amended (the "Act")];
5. calculate that the Council Tax requirement for the Council's own purposes for 2013/14 is £3,080,349 (Appendix E);
6. the following amounts as calculated for the year 2013/14 in accordance with Sections 31 to 36 of the Act:
  - a. £54,445,138 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act (Outgoings excluding internal GF Recharges);
  - b. £51,364,789 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act (Income excluding internal GF Recharges);
  - c. £3,080,349 being the amount by which the aggregate at 6(a) above exceeds the aggregate at 6(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year (Item R in the formula in Section 31A(4) of the Act);
  - d. £152.50 being the amount at 6(c) above (Item R), all divided by Item T (at 4 above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year;
7. the Council Tax level for Tamworth Borough Council for 2013/14 of £152.50 (an increase of £2.95 (1.97%) on the 2012/13 level) at Band D;
8. an aggregate Council Tax (comprising the respective demands of Tamworth Borough Council, Staffordshire County Council, Office of the Police and Crime Commissioner Staffordshire and Stoke-on-Trent and Staffordshire Fire and Rescue Authority) of £1,425.00 at Band D for 2013/14 be noted (Appendix H);
9. the Council Tax levels at each band for 2013/14 (Appendix H);
10. the sum of £756,300 be transferred from General Fund Revenue Balances in 2013/14 (Appendix E);
11. the Summary General Fund Revenue Budget for 2013/14 (Appendix E);

- 12. the Provisional Budgets for 2014/15 to 2015/16, summarised at Appendix G, as the basis for future planning;**
- 13. the minimum level for balances of £500k to be held for each of the General Fund, Housing Revenue Account, General Capital Fund & Housing Capital Fund;**
- 14. Cabinet be authorised to release funding from the General Contingency budget and that the release of funding for Specific Contingency items be delegated to the Corporate Management Team in consultation with the Leader of the Council;**
- 15. the proposed HRA Expenditure level of £13,993,100 for 2013/14 (Appendix D);**
- 16. rents for Council House Tenants in 2013/14 be increased by an average of £3.06 per week (3.8%) to £82.70, in line with the Government's Rent Restructuring rules;**
- 17. rents for Council House Tenants due for 53 weeks in 2013/14 be collected over 49 weeks;**
- 18. the HRA deficit of £598,620 be financed through a transfer from Housing Revenue Account Balances in 2013/14 (Appendix D);**
- 19. the proposed 3 year General Fund Capital Programme as detailed in Appendix I to the report;**
- 20. the proposed 5 year Housing Capital Programme as detailed in Appendix J to the report;**
- 21. to delegate authority to Cabinet to approve/add new capital schemes to the capital programme where grant funding is received or there is no net additional cost to the Council;**
- 22. the Treasury Management Strategy Statement, the Treasury Management Policy Statement, Minimum Revenue Provision Strategy and Annual Investment Statement 2013/14 (as detailed at Appendix N);**
- 23. the Prudential and Treasury Indicators and Limits for 2013/14 to 2015/16 contained within Appendix N;**
- 24. the adoption of the Treasury Management Practices contained within ANNEX 7; and**
- 25. the detailed criteria of the Investment Strategy 2013/14 contained in the Treasury Management Strategy within ANNEX 3.**

## Executive Summary

Long before the Comprehensive Spending Review and public sector spending cuts, Tamworth Borough Council has been proactive in the design and implementation of innovative and effective measures for driving efficiency.

Whether to implement change, react to funding reductions or simply to ensure compliance with reforms, the adoption of a “problem solving” approach to accommodating change has enabled the Council to maintain a full suite of high quality public services.

Clearly, this has not been achieved in isolation. The principle of “collaboration” runs through the core of all we do. Whether this be internal; across services, directorates or even in respect of member and officer relations, there is strong collaboration, Tamworth is known for its successes in ‘partnership’ working. These span a broad range that include a nationally recognised, co-located multi-agency Community Safety Hub; an award winning Waste Management & Recycling arrangement; an Education & Skills Board, a local Health & Well-being Board and over £500k worth of services commissioned from Third Sector partners.

However, working on the premise that “nothing ever stays the same”, the Executive Board, a non-decision making forum of Cabinet members and Chief Officers have formed a working group with the intention of developing a ‘high level’ plan designed to tackle the forecast deficit long before it becomes a reality.

This budget report incorporates the Single Corporate Vision & Strategic Priorities of the Authority which are reflected within the Budget 2013/14 & Medium Term Financial Strategies (both Revenue & Capital). The Single Corporate Vision & Corporate Priorities are clear and accessible by stating what we aim to achieve, how we will do it and the resources we will use to support these aims.

The Single Vision is focused on longer term, aspirational goals of the Council. The Strategic Priorities identify, in the short to medium term, the key areas for improvement which will change in future years as the Council aligns local aspirations, central government policy and its performance.

In essence, the Shared Strategic Vision and Priorities **To Aspire & Prosper and, To be Healthier & Safer** are predicated by the need for Tamworth Borough Council to be a viable and sustainable strategic entity; a priority in its own right. Therefore, the Executive Board will need to focus upon strategic decisions relating solely to high level financial issues as yet again, flexibility within budgets throughout the period of the MTFS will be extremely limited.

All that said, it is pleasing to note that the MTFS will be able to sustain the commitment made in 2011/2012 “**to protect front line services**”.

In order to sustain this commitment further and to ensure that those most vulnerable in our communities are supported and/or protected, further consideration and reviews of non-essential services will be necessary. This will form part of the Sustainability Strategy and Corporate Change Programme referred to elsewhere in this report.

The Corporate Change Programme will assist in identifying better and more efficient ways of providing services at potentially lower costs - from more efficient use of assets and resources through Agile Working - including Electronic Document & Records Management Systems (EDRMS), Website improvements & Customer Relationship Management (CRM) which should help to mitigate future reductions in estimated external Central funding (Revenue Support Grant & Business rate retention) and income reductions. This process is ongoing and is expected to deliver further efficiencies for future budget considerations.

This budget and associated forecast will ensure that appropriate resources are focussed on areas we have identified as priorities. This is an ongoing process and work is continuing to identify further areas where resources can be realigned to priority areas based on the views of local people.

Through Performance Management the Council will identify the key performance measures to ensure we deliver the improvements highlighted in our Strategic Priorities. These measures will be regularly monitored and published so that the Council can demonstrate progress and be held accountable for its performance.

The headline figures for 2013/14 are:

- A General Services net revenue budget requirement of £8,204,480 an increase of 0.9%;
- A transfer of £756,300 from General Fund (GF) balances;
- A transfer of £598,620 from Housing Revenue Account (HRA) balances;
- The Band D Council Tax would be set at £152.50, an increase of £2.95 (1.97%) on the level from 2012/13 of £149.55;
- An average rent of £82.70 which represents an increase of £3.06 (3.8% on the current average rent of £79.64) in line with the Government's Rent Restructuring rules (based on a 49 week rent year), equating to £76.46 on an annualised 52 week basis;
- A General Fund Capital Programme of £3.7m (for 3 years);
- A Housing Capital Programme of £55.2m (including c. £21m relating to the Regeneration Projects) for 5 years.

The budget incorporates the Council's commitment to minimising the effects of the economic downturn on key service provision. An important part of our budget process is identifying areas of our work where we can make savings by reviewing the way we deliver services to make them more efficient.

As raised at the Executive Management Team Away Day, there are a number of key challenges affecting the medium term financial planning process (as detailed within the report), which add a high level of uncertainty to budget projections.

The medium term financial planning process is being challenged by the economic downturn / recession & Government austerity measures. The accomplishment of a balanced 3 year Medium Term Financial Strategy for the General Fund is a major achievement as the Council, like others, has planned to deliver its budget process in light of unprecedented adverse economic conditions with a great deal of uncertainty over future investment & income levels such as car parking, land charges and corporate property rents. It is also facing increased financial demands from Central Government for service improvements in areas such as local democracy and transparency – as well as substantial reductions in Government grant support in the future.

There is also a high degree of uncertainty arising from the most significant changes in Local Government funding for a generation, planned with effect from 1<sup>st</sup> April 2013, arising from the Local Government Finance Bill - Business Rates Retention, changes in Support for Council Tax and technical reforms to Council Tax - as well as other changes arising from the Government's Welfare Reform agenda.

In order to assist in the estimate of the impact on the MTFS, a number of models have been assessed (using external advisors) to arrive at a prudent projection for future external funding levels.

Additional demands for services (i.e. benefits & housing) arising from these austere times have been included where possible but this is dependent on the length and depth of the downturn.

In light of these uncertainties and issues arising from the sensitivity analysis (attached at **Appendix L**), it is felt prudent to include within the budget a number of specific contingency budgets (aligned to the specific uncertainties, where appropriate) to ensure some stability in the financial planning process (as detailed at **Appendix M**).

The assumptions made in the production of the MTFS are based on the best information available at the time and are subject to change. These will be monitored and reviewed on an ongoing process.

The Treasury Management Strategy Statement & report attached at **Appendix N** outlines the Council's Prudential Indicators for 2013/14 to 2015/16 and sets out the expected Treasury operations for this period.

The main issues for Members to note are:

- That Members understand the implications on Treasury Operations when setting the budget and Medium Term Financial Strategy;
- Members should be provided with access to relevant training – Members are also personally responsible for ensuring they have the necessary skills and training.

The aim is for all Members to have ownership and understanding when making decisions on Treasury Management matters.

- With regard to Counterparty selection for investment, rather than adopt a Lowest Common Denominator (LCD) methodology, a broader Counterparty evaluation criteria is used as recommended by Sector (the Council's Treasury Management consultants).



## **Resource Implications**

A summary table of all the budget proposals is shown at the end of the report. The General Services Summary Revenue Budget for 2013/14, appears at **Appendix E**. A summary of the resulting budgets over the 3 year period appears at **Appendix G**. Closing balances over 3 years for the General Fund (GF) are estimated at £0.5m, the minimum approved level. The draft Budget and Medium Term Financial Strategy is based on a council tax increase of 1.97% for 2013/14 (the maximum permitted under the Government set limits to avoid a referendum is 2.0%) followed by increases at 2.5% p.a. thereafter & in line with statutory requirements.

The Summary HRA Revenue Budget for 2013/14 appears at **Appendix D** (including a summary of the resulting budgets over the 5 year period). Closing balances over 5 years for the HRA are estimated at the minimum approved level of £0.5m.

The 3-year General Fund Capital Programme has been formulated based on the predicted available resources. Assuming that the anticipated capital receipts will be received, this leaves a balance of £0.5m available (the minimum approved level).

The Council's uncommitted Housing Capital Resources will effectively be reduced to £0.5m (the approved minimum level) plus £1.5m remaining within the Regeneration Reserve (for future redevelopment schemes) assuming that the planned savings are realised to release the additional revenue contributions to capital spending.

Section 25 of the Local Government Act 2003 requires the Chief Finance Officer to report on the robustness of the estimates included in the budget and the adequacy of the reserves for which the budget provides. In the Executive Director – Corporate Services' view, the budget proposals enclosed within this report include estimates which take into account circumstances and events which are reasonably foreseeable at the time of preparing the budget. In his view, the level of reserves remains adequate for the Borough Council based on this budget and the circumstances in place at the time of preparing it.

## **Legal / Risk Implications**

The Council's constitution requires Cabinet publish initial proposals for the budget, having first canvassed the views of local stakeholders as appropriate - budget proposals were considered at the Joint Scrutiny Committee (Budget) meeting on 22<sup>nd</sup> January 2013. In line with the constitution a Joint Scrutiny Budget Workshop was held on 4<sup>th</sup> December 2012.

The budget has been set following extensive consultation with the people of Tamworth. This includes feedback from The State of Tamworth Debate, responses from the 'Tamworth Listens' budget consultation exercise & customer feedback.

Proposed amendments to the 2012/13 base budget, approved by Council on 28<sup>th</sup> February 2012, are detailed within the report.

Approval of Prudential Indicators and an Annual Investment Strategy is a legal requirement of the Local Government Act 2003. Members are required under the CIPFA Code of Practice to have ownership and understanding when making decisions on Treasury Management matters.

Key Risks to Revenue and Capital Forecasts:

Ref	Risk	Control Measure
1	Major variances to the level of grant / subsidy from the Government (including specific grants e.g. Benefits admin.); Confirmed for 2013/14 & provisionally received for 2014/15; <b>(High)</b>	Sensitivity modelling undertaken to assess the potential impact in the estimation of future grant levels; <b>(Medium / High)</b>
2	New Homes Bonus grant levels lower than estimated; <b>(High/Medium)</b>	Future levels included on a risk based approach in order to offset further grant reductions / uncertainty over additional property numbers; <b>(Medium)</b>
3	Potential 'capping' of council tax increases by the Government or local Council tax Veto / referendum; <b>(Medium)</b>	Council tax models for consideration are included within this report – current indications are that increases above 2% risk 'capping' (confirmed as 2% for 2012/13); <b>(Low)</b>
4	A 3 year GF MTFs has been prepared due to significant uncertainties in future years' forecasts. Future years' finances are expected to reduce under the Government's austerity agenda with uncertainty over future economic conditions which could put further pressures on resourcing spend; <b>(High)</b>	In order to ensure sufficient resources will be available to deliver the Council's objectives in the longer term an ongoing Corporate Change Programme is in place and ongoing. A robust & critical review of savings proposals will be required / undertaken before inclusion within the forecast; <b>(High/Medium)</b>
5	Pay awards greater than forecast; <b>(Medium)</b>	Forecast assumes a 1% increase for 2 years, in line with Government announcements, with 2% p.a. increases thereafter; <b>(Medium / Low)</b>
6	Pension costs higher than planned; <b>(Medium)</b>	Increases of 0.5% pa have been included with agreement made with Pension Fund following triennial review (due 2013 for 2014/15) for next 3 years; <b>(Medium)</b>
7	Assessment of business rates collection levels to inform the forecast / budget (NNDR1) and estimates of appeals, mandatory & discretionary reliefs, cost of collection, bad debts and collection levels; <b>(High)</b>	Robust estimates included to arrive at collection target as detailed in Cabinet report 30 <sup>th</sup> January 2013. Ongoing proactive monitoring will be in place during 2013/14; Potential mitigation regulations expected; <b>(High / Medium)</b>
8	Council tax support scheme implementation – potential yield changes and maintenance of collection levels; <b>(High)</b>	Robust estimates included. Ongoing proactive management & monitoring will be in place during 2013/14; <b>(High / Medium)</b>
9	Achievement of income streams in line with targets e.g. treasury, car parking, planning etc; <b>(High/Medium)</b>	Robust estimates using a zero based budgeting approach have been included; <b>(Medium)</b>
10	Delivery of capital programme dependent on funding through capital receipts and grants; <b>(High/Medium)</b>	Robust monitoring and evaluation – should funds not be available then schemes would not progress. <b>(Medium)</b>

Risk is inherent in Treasury Management and as such a risk based approach has been adopted throughout the report with regard to Treasury Management processes.

**Report Author:**

If Members would like further information or clarification prior to the meeting please contact Stefan Garner Ext. 242.

<b>Background Papers:-</b>	<b>Budget &amp; Medium Term Financial Strategy 2012/13 – 2015/16, Council 28<sup>th</sup> February 2012</b>
	<b>Budget and Medium Term Financial Planning Process, Cabinet 26<sup>th</sup> September 2012</b>
	<b>Budget Consultation Report, Cabinet 17<sup>th</sup> October 2012</b>
	<b>Draft Base Budget Forecasts 2013/14 to 2017/18, Cabinet 28<sup>th</sup> November 2012</b>
	<b>Treasury Management Strategy Statement &amp; Annual Investment Strategy Mid-year Review Report 2012/13, Council 13<sup>th</sup> December 2012</b>
	<b>Draft Budget and Medium Term Financial Strategy 2013/14 to 2017/18, Cabinet 9<sup>th</sup> January 2013</b>
	<b>Business Rates Income Forecast (NNDR1 return), Cabinet 30<sup>th</sup> January 2013</b>
	<b>Treasury Management Practices 2012/13 (Operational Detail)</b>

## Summary of Appendices

<b>Description</b>	<b>Appendix</b>
<b>Single 'Vision' for Tamworth</b>	<b>A</b>
<b>Detailed Considerations</b>	<b>B</b>
<b>Policy Changes</b>	<b>C</b>
<b>HRA Budget Summary 2012/13 – 2017/18</b>	<b>D</b>
<b>General Fund Summary Revenue Budget 2013/14</b>	<b>E</b>
<b>General Fund Technical Adjustments 2013/14 (before policy changes)</b>	<b>F1</b>
<b>HRA Technical Adjustments 2013/14 (before policy changes)</b>	<b>F2</b>
<b>General Fund 3 Year Revenue Budget Summary</b>	<b>G</b>
<b>Council Tax Levels at Each Band 2013/14</b>	<b>H</b>
<b>General Fund Capital Programme 2013/14 – 2015/16</b>	<b>I</b>
<b>Housing Capital Programme 2013/14 – 2017/18</b>	<b>J</b>
<b>Main Assumptions</b>	<b>K</b>
<b>Sensitivity Analysis</b>	<b>L</b>
<b>Contingencies</b>	<b>M</b>
<b>Treasury Management Strategy Statement, Treasury Management Policy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Statement 2013/14</b>	<b>N</b>

## A SINGLE 'VISION' FOR TAMWORTH

### **“One Tamworth, Perfectly Placed”** (the People) (the Place)

This single, shared “Vision” for Tamworth is endorsed by all key partners in the local Partnership arena and underpinned by high level, evidence based priorities that focus upon both Tamworth (the place) and the communities served by the partner organisations (the people).

#### **Strategic Priority 1**

##### **To Aspire and Prosper in Tamworth**

###### **Primary Outcome**

To create and sustain a thriving local economy and make Tamworth a more aspirational and competitive place to do business.

###### **To achieve this, we will:**

- Raise the aspiration and attainment levels of young people
- Create opportunities for business growth through developing and using skills and talent
- Promote private sector growth and create quality employment locally
- Brand and market “Tamworth” as a great place to “live life to the full”
- Create the physical and technological infrastructure necessary to support the achievement of this primary outcome.

#### **Strategic Priority 2**

##### **To be healthier and safer in Tamworth**

###### **Primary Outcome**

To create a safe environment in which local people can reach their full potential and live longer, healthier lives.

###### **To achieve this, we will:**

- Address the causes of poor health in children and young people;
- Improve the health and well being of older people by supporting them to live active, independent lives;
- Reduce the harm and wider consequences of alcohol abuse on individuals, families and society;
- Implement ‘Total Place’ solutions to tackling crime and ASB in designated localities;
- Develop innovative early interventions to tackle youth crime and ASB; and
- Create an integrated approach to protecting those most vulnerable in our local communities

## **Detailed Considerations**

### **Introduction**

The Council's approach to medium term planning aims to integrate the Council's service and financial planning processes. In accordance with that approach this report contains firm proposals for 2013/14 and provisional proposals for the following years.

It is intended that all aspects of the budget should be agreed by Members and so this report details each amendment which is proposed to the 2012/13 budget to arrive at the starting point for 2013/14. The report deals in turn with each of the key elements and towards the end of each section is a summary table. Each of these tables is brought together in the summary and conclusions section at the end of the report.

The Council's MTFS used as the basis for the 2013/14 budget, aimed both to deal with a challenging financial position and to find resources to address the Council's corporate priorities. The approved package was based upon:

- The need to compensate for reduced income levels arising from the unprecedented economic / world events which have led to the economic downturn / recession;
- Injecting additional resources into corporate priorities;
- Increasing income from council tax and fees and charges;
- Reducing existing services to make way for new ones;
- Making other savings and efficiencies.

### **Financial Background**

The medium term financial planning process is being challenged by the unprecedented economic / world events which have led to the economic downturn / recession.

There are a number of challenges affecting the Medium Term Financial Planning process for the period from 2013/14 which add a high level of uncertainty to budget projections.

As raised at the Executive Management Team Away Day, there are a number of key challenges affecting the medium term financial planning process, which add a high level of uncertainty to budget projections:

- a) Future Revenue Support Grant levels including the impact from the proposals to localise business rates and future support through New Homes Bonus grant;
- b) Proposed changes set out in the Welfare Reform Bill and the introduction of Universal Credit – impact on housing and council tax benefits (including support for council tax benefits) and associated income receipts of the council;
- c) The impact of any further uncertainty over future interest rate levels and their impact on investment income / treasury management;
- d) The severity of the recession and the impact it has had and still could have on the Council's income streams;

- e) While the Government announced a pay cap of 1% for 2013/14 & 2014/15, the impact of inflation on pay settlements and other contractual arrangements for future years is less certain;
- f) Finalisation of the expected outcomes and impact on the Council's financial position from the programme of short-term and long-term workstream reviews commissioned by Cabinet to identify measures to help the Council cope with grant & income reductions in the coming years;
- g) Review and finalisation of the revised budgets/policy changes and feedback from the Scrutiny process; and
- h) Potential implications of the planned Stock condition survey on future capital investment programme requirements.

### **Material Legislative Changes Impacting on the MTFs - Methodology**

There is also a high degree of uncertainty arising from the most significant changes in Local Government funding for a generation, planned with effect from 1<sup>st</sup> April 2013, arising from the Local Government Finance Bill - Business Rates Retention, changes in Support for Council Tax and technical reforms to Council Tax - as well as other changes arising from the Government's Welfare Reform agenda.

In order to assist in the estimate of the impact on the MTFs, a number of models have been assessed (using external advisors) to arrive at a prudent projection – as detailed within the report. Should, however, the actual figures be better than forecast, the Council's financial position will be improved.

Uncertainties include the assessment of the Non-domestic rate income & future New Homes Bonus levels and continued funding.

At the same time, with effect from 1 April 2013, Support for Council Tax (Council Tax Benefit) will be localised, together with a national reduction of 10% in Grant Funding. The impact of the localisation of the support for council tax benefit has been included within the MTFs with the required 10% saving delivered through changes in the benefits system (and mitigated by the fact that preceptors will pay their share). Government grants will be paid to billing and major Precepting Authorities. The scheme has reduced each authority's Council Tax Requirement. This will be subject to ongoing review. Any net shortfall will be met by the appropriate Authority with the Council's share met by the General Fund.

Additional demands for services (i.e. benefits & housing) arising from these austere times have been included where possible but this is dependent on the length and depth of the downturn.

In light of these uncertainties and issues arising from the sensitivity analysis (attached at **Appendix L**), it is felt prudent to include within the budget a number of specific contingency budgets (aligned to the specific uncertainties, where appropriate) to ensure some stability in the financial planning process (as detailed at **Appendix M**).

Following review of the sensitivity of the factors within the forecasts, pay award & inflation, interest rate movements, together with changes in Government Grant support, could all significantly affect the forecast as follows:

Effect of x% movement:	% + / -	Impact over 1 year +/- £'000	Impact over 3 years +/- £'000	Risk
Pay Award / National Insurance (GF)	0.5	43	261	M
Pension Costs	0.5	-	169	M
Council Tax	0.5	15	91	M
Inflation / CPI	0.5	39	237	M
Government Grant	0.5	28	146	H
Investment Interest	0.5	100	552	H/M
Key Income Streams	0.5	26	156	H/M
New Homes Bonus	10	37	243	H/M
<b>Total</b>		<b>288</b>	<b>1,855</b>	



## GENERAL FUND

The final Local government finance settlement figures for Tamworth for 2013/14 have recently been announced and there is little change from those provisionally released in December. They show that the Government start up funding assessment (Revenue Support Grant (RSG) plus the new business rates baseline retained income) totals £5.114m.

This is the first local government finance settlement under the new arrangements for business rates retention that will come into place on 1<sup>st</sup> April 2013. This means that business rates have now been split into a central and a local share; each being 50% of the Expected Business Rates Aggregate in 2013/14 (as predicted by the Office for Budget Responsibility); after deductions are made for expected appeals and reliefs.

The Council's actual reduction in combined Revenue Support Grant / assessed Business Rates baseline funding need is 4.8% for 2013/14 (which means that Government support will decrease by £0.25m over last year) with a further Reduction of 12.6% (£0.6m) in 2014/15 (after adjusting grant levels to include 'rolled in' grants i.e. local support for council tax, homelessness, council tax freeze).

The operation of the floor (which damps the results so that no Council loses significantly) means that the Council will be better off by £203k in 2013/14, when compared with the level which would be due if floors were not in force.

For future years, in light of indications of further grant reductions, it has been assumed that there will be a reduction in formula grant of 8.6% for 2015/16. It is expected that should grant levels deteriorate further than anticipated, this would be mitigated as new homes bonus funding has been included on a risk based approach.

Based on this and coupled with the anticipated growth in the Council's tax base, Government financial support will reduce over the period, as shown in the table below.

<b>External Finance</b>	<b>2013/14 £'000</b>	<b>2014/15 £'000</b>	<b>2015/16 £'000</b>
Business Rates Baseline	2,043	2,106	2,127
Revenue Support Grant	3,071	2,362	1,956
<b>Total Funding Assessment</b>	<b>5,114</b>	<b>4,468</b>	<b>4,083</b>
<b>% Change Increase/(Decrease)</b>	<b>(4.8)%</b>	<b>(12.6)%</b>	<b>(8.6)%</b>

## Technical Adjustments

Revisions have been made to the 2012/13 base budget in order to produce an adjusted base for 2013/14 and forecast base for 2014/15 onwards. These changes, known as technical adjustments have been calculated to take account of:

- virements approved since the base budget was set;
- the removal of non-recurring budgets from the base;
- the effect of inflation;
- changes in payroll costs and annual payroll increments;
- changes in expenditure and income following decisions made by the Council;
- other changes outside the control of the Council such as changes in insurance costs and reduction in grant income;
- The 'Zero base budgeting' review of income levels.

They are summarised in **Appendix F1** and the main assumptions made during this exercise are shown in **Appendix K**.

They have been separated from the policy changes, as they have already been approved or are largely beyond the control of the Council, and are summarised below:

<b>Technical Adjustments</b>	<b>2013/14 £'000</b>	<b>2014/15 £'000</b>	<b>2015/16 £'000</b>
Base Budget B/Fwd	8,898	8,957	8,917
Committee Decisions	(220)	(209)	30
Inflation	23	28	42
Other	182	43	(48)
Pay Adjustments (Including pay award / reduction of 5% for vacancy allowance)	145	98	230
Revised charges for non-general fund activities	(71)	-	-
<b>Total / Revised Base Budget</b>	<b>8,957</b>	<b>8,917</b>	<b>9,171</b>

\* ( ) denotes saving in base budget

## Policy Changes

The policy changes provisionally agreed by Council in February 2012 have been included within the technical adjustments. **A list of the revised policy changes is attached at Appendix C and summarised below:**

DIRECTORATE	Sheet No.	Budget Changes 13/14 £'000	Budget Changes 14/15 £'000	Budget Changes 15/16 £'000
Chief Executive	1	(20.0)	-	-
Executive Director Corporate Services		-	-	-
Director of Finance	2	(96.2)	101.9	(109.4)
Director of Technology & Corporate Programmes		-	-	-
Solicitor to the Council	3	(72.0)	-	-
Director of Transformation & Corporate Performance		-	-	-
Director of Communities, Planning & Partnerships	4	78.7	(33.3)	1.7
Director of Housing & Health	5	162.0	-	(162.0)
Director of Assets & Environment	6	(75.0)	-	-
<b>Total</b>		<b>(22.5)</b>	<b>68.6</b>	<b>(269.7)</b>
<b>Cumulative Cost / (Saving)</b>		<b>(22.5)</b>	<b>46.1</b>	<b>(223.6)</b>

## Capping / Local Referendum

In the past, the Government had the power under the Local Government Act 1999 to require councils to set a lower budget requirement if it considered the budget requirement and council tax had gone up by too much. The Localism Act 2011 abolished the capping regime but introduced new requirements on a Council to hold a local referendum if it increases its council tax by an amount exceeding principles determined by the Secretary of State and agreed by the House of Commons.

The proposed principles for 2013/14 are that authorities will be required to seek the approval of their local electorate in a referendum if, compared with 2012/13, they set council tax increases that exceed 2.0%.

For 2011/12 the Government indicated that it would offer grant support for the 4 year Comprehensive Spending Review (CSR) period should Council freeze Council Tax levels. A similar arrangement, with funding for one year only was made for 2012/13. For 2013/14 a further offer has been announced but with grant support limited to the equivalent of a 2% increase but paid over 2 years – equivalent to 1% per annum. Tamworth's Council tax is currently £149.55 which is £43 below the average of the Council Tax charges of similar councils (from the Cipfa nearest neighbour grouping).

Should Council Tax be frozen at the 2012/13 level for 2013/14 then this would reduce income by c.£60k p.a. – £180k over the 3 year period. This would be offset by grant income receivable over 2 years of c. £70k.

Consideration of the likely level of Council Tax increases over the 3 year period is needed to avoid the potential costs of holding a referendum and to ensure that balances are maintained at the minimum approved level of £500k. The indications are that a potential threshold will be 2.5% in future years - the impact of a 2.5% p.a. increase (with a 1.97% increase in 2013/14) is outlined below.

## Council Tax

Last year's medium term financial plan identified ongoing increases of 2.5% per annum from 2013/14.

For 2012/13 Tamworth's Band D Council Tax stands at £149.55. This is the second lowest of 16 similar Councils in the Cipfa 'nearest neighbour' family group and is approx. £43 below the group average.

The Council's provision for collection losses for 2013/14 has been approved at 2.1% (a reduction of 0.6% on the 1.5% for 2012/13). In order to meet the on-going expenditure requirements the Council will have to increase the underlying income base.

A 1% change in Band D Council Tax equates to approximately £30k per annum. Each £1 increase in the Band D Council Tax would raise approximately £20k per annum. ***A Council Tax increase in 2013/14 of £2.95 (1.97%) is proposed (with a minimum increase in line with inflation of 2.5% per annum thereafter).***

The Band D Council Tax would increase to £152.50 for 2013/14. Future levels of Council Tax and the projected impact on the General Fund revenue account forecast would be as follows:

<b>Year:</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>
<b>Forecast:</b>	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>
Net Expenditure	8,961	8,988	8,971
Surplus / (Deficit)	(757)	(1,347)	(1,618)
<b>Balances Remaining /Overdrawn ( - )</b>	<b>3,465</b>	<b>2,118</b>	<b>500</b>
£ Increase	2.95	3.85	3.95
% Increase	1.97%	2.5%	2.5%
Note: Resultant Band D Council Tax	152.50	156.35	160.30

which indicates potential balances of £0.5m (the minimum approved level) forecast as remaining over the 3 year period. As current capping guidance indicates a 'capping' threshold of 2.0%, this is considered a low risk option.

Also available to the Council to support expenditure otherwise funded from Council Tax are surpluses arising from the Council's share of surpluses within the Council Tax Collection Fund. It is proposed that all available surpluses be used, as shown in the table below (and that the relevant sums be made available to the other precepting authorities – the County Council, Fire & Rescue and Office of the Police and Crime Commissioner Staffordshire).

<b>Council Tax</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Council Tax Income	3,080	3,173	3,270
Collection Fund Surplus	10	-	-

The County Council, Police Authority and Fire & Rescue Authority are due to finalise their budgets for 2013/14 during February 2013.

The impact of the Borough Council tax proposals is shown for each Council Tax Band in **Appendix H**.

### **Balances**

At the Council meeting on 29<sup>th</sup> February 2000 Members approved a minimum working level of balances of £500k. At 31<sup>st</sup> March 2013 General Fund Revenue Balances are estimated to be £4.2m, compared with £3.4m anticipated a year ago.

The minimum level of balances for planning purposes will remain at £0.5m.

## Summary and Conclusions

These budget proposals reflect the need to compensate for reduced income levels arising from the economic downturn / recession and significant reductions in Government funding, a desire to continue to address the Council's priorities / issues identified by Members and at the same time to seek continuous improvement in service delivery.

In addition, there remains a degree of uncertainty in a number of areas including the impact of the changes to council tax support and other welfare reforms on council tax and rent income, future local authority pay settlements, the potential for interest rate changes, the future local government finance settlements and the level of future business rates income.

A summary of all the budget proposals is shown in the table below. The summary Revenue Budget for 2013/14, appears at **Appendix E**. A summary of the resulting budgets over the 3 year period appears at **Appendix G**.

<b>Financial Summary</b>	<b>2013/14 £'000</b>	<b>2014/15 £'000</b>	<b>2015/16 £'000</b>
Base Budget	8,957	8,917	9,171
Proposed Policy Changes	(23)	46	(224)
Final Recharge & Inflationary Adjustments (following Policy Changes inclusion)	27	25	24
<b>Net Expenditure</b>	<b>8,961</b>	<b>8,988</b>	<b>8,971</b>

### Financing:

Business Rates Baseline	2,043	2,106	2,127
Revenue Support Grant	3,071	2,362	1,956
Council Tax Income	3,080	3,173	3,270
Collection Fund Surplus	10	-	-
<b>Gross Financing</b>	<b>8,204</b>	<b>7,641</b>	<b>7,353</b>
<b>(Surplus) / Deficit</b>	<b>757</b>	<b>1,347</b>	<b>1,618</b>
Balances Remaining / (Overdrawn)	3,465	2,118	500

## HOUSING REVENUE ACCOUNT

### Technical Adjustments

The 2012/13 approved budget has been used as a base to which amendments have been made reflecting the impact of technical adjustments. The impact of the policy led changes, will be added to this figure to produce the HRA budget for 2013/14.

The following table illustrates the current position before the effect of policy led changes:

<b>Technical Adjustments</b>	<b>2013/14 £'000</b>	<b>2014/15 £'000</b>	<b>2015/16 £'000</b>	<b>2016/17 £'000</b>	<b>2017/18 £'000</b>
Base Budget B/Fwd	1,120	498	342	1,650	(521)
Committee Decisions	(833)	(355)	1,133	(2,312)	-
Inflation	115	133	155	159	163
Other	80	22	(45)	(80)	(706)
Pay Adjustments (Including pay award / reduction of 5% for vacancy allowance)	31	44	65	62	60
Revised charges for non-HRA activities	(15)	-	-	-	-
Virements	-	-	-	-	-
<b>Total / Revised Base Budget</b>	<b>498</b>	<b>342</b>	<b>1,650</b>	<b>(521)</b>	<b>(1,004)</b>

Revisions have been made to the 2012/13 base budget in order to produce an adjusted base for 2013/14 and forecast base for 2014/15 onwards. These changes, known as technical adjustments, are largely beyond the control of the Council and have been calculated to take account of:

- virements approved since the base budget was set;
- the removal of non-recurring budgets from the base;
- the effect of inflation;
- changes in payroll costs and annual payroll increments;
- changes in expenditure and income following decisions made by the Council;
- other changes outside the control of the Council such as changes in insurance costs, reduction in grant income and the impact of the HRA determinations which are set annually by Central Government; and
- The 'Zero base budgeting' review of income levels.

and are summarised in **Appendix F2**.

## Proposals

The proposed policy changes for inclusion in the base budget for the next 5 years are detailed at **Appendix C**.

The proposals will mean that balances will remain above the approved minimum level of £0.5m (as recommended) over the 5 year period.

<b>Financial Summary</b>	<b>2013/14 £'000</b>	<b>2014/15 £'000</b>	<b>2015/16 £'000</b>	<b>2016/17 £'000</b>	<b>2017/18 £'000</b>
<b>Net Surplus / (Deficit)</b>	<b>(498)</b>	<b>(342)</b>	<b>(1,650)</b>	<b>521</b>	<b>1,004</b>
Policy Changes	(77)	(422)	(822)	(922)	(1,022)
Final Recharge & Inflationary Adjustments (following Policy Changes inclusion)	(24)	(14)	(4)	6	17
Surplus / (Deficit)	(599)	(778)	(2,476)	(395)	(1)
<b>Balances Remaining / (Overdrawn)</b>	<b>4,175</b>	<b>3,397</b>	<b>921</b>	<b>526</b>	<b>525</b>

Indicating a Housing Revenue Account (HRA) surplus of £0.5m over the next 5 years. Minimum recommended balances are currently £0.5m.

There is also still a degree of uncertainty over the future financial position of the HRA arising from:

- the future capital investment needs of the housing stock;
- finalisation of the costs / income associated with the potential regeneration / redevelopment proposals.

## Rent Restructuring

The introduction of rent restructuring in April 2003 requires the Council to calculate rents in accordance with a formula on a property by property basis and account separately for rental payments and payments which are for services (for example grounds maintenance, upkeep of communal areas, caretaking) within the total amounts charged.

On 25<sup>th</sup> February 2003 the Council received a report detailing the implications of the rent restructure framework. This framework removes the flexibility to independently set rent levels from Social Landlords and replaces this with a fixed formula based on the value of the property and local incomes. It is the aim of the framework to ensure that by a pre-set date all social landlord rents have reached a 'target rent' for each property that will reflect the quality of accommodation and levels of local earnings. In achieving this target rent councils are annually set a "limit rent" which restricts the level of rent increase in any one year.



Housing rents have been increased in accordance with the Rent Restructuring Framework.

In addition it should be noted that 2013/14 will be a 53 week rent year (as 1<sup>st</sup> April 2013 is a Monday – when rents become due) – approval is sought to collect the rent due over 49 weeks rather than the standard 48 weeks.

## Balances

The forecast level of balances at 31<sup>st</sup> March 2013 is £4.77m. The impact on balances of the adjustments outlined in this report would be as follows:

<b>Summary</b>	<b>2013/14 £'000</b>	<b>2014/15 £'000</b>	<b>2015/16 £'000</b>	<b>2016/17 £'000</b>	<b>2017/18 £'000</b>
Proposed (Withdrawal from) / Addition to Balances	(599)	(778)	(2,476)	(395)	(1)
Balances Remaining / (Overdrawn)	4,175	3,397	921	526	525

This would mean that closing balances, over the 5 year period, would be over the approved minimum level of £0.5m.

The analysis at **Appendix D** details the overall Housing Revenue Account budget resulting from the recommendations contained within this report.

## **CAPITAL PROGRAMME**

Following a review of the four year Capital Programme approved by Council on 28<sup>th</sup> February 2012, a revised programme has been formulated including additional schemes which have been put forward for inclusion.

Each scheme has been assessed with regard to:

- the contribution its delivery makes towards the achievement of the Council's corporate priorities;
- the achievement of Government priorities and grant or other funding availability;
- the benefits in terms of the contribution to the Council's Corporate Objectives and compliance with the Corporate Capital Strategy requirements of:
  1. Invest to save
  2. Maintenance of services and assets
  3. Protection of income streams
  4. Avoidance of cost.

The current de-minimus for capital expenditure is £10k per capital scheme.

### **General Fund**

It is estimated that approximately £3.7m (excluding the £0.5m approved minimum balance) will be available during the period to 2015/16 for future capital spending (including the useable capital receipts generated from the sale of council housing).

The draft General Fund programme has been formulated based on the predicted available resources. Assuming that the anticipated capital receipts will be received, this leaves a balance of £0.5m (the minimum approved level).

The capital reserve / receipts value is deemed to include the value of any minor disposals up to a value of £100k per annum in line with the Acquisitions and Disposals Policy.

Details of the proposed capital programme are shown in **Appendix I**.

The proposed programme includes a contribution from sale of council house receipts of £0.5m over the 3 years.

### **Housing**

The proposed 5 year Housing Capital Programme is attached at **Appendix J**.

Revisions are included to reflect the approval of the Regeneration Projects (c.£21m) and the efficiencies arising from the new repairs and investment contract in 2013/14 only (prior to stock condition survey results to inform the 2014/15 programme review).

It is estimated that approximately £55.2m (excluding the £0.5m approved minimum balance) will be needed during the period to 2017/18 for future capital spending (including revenue contributions from the HRA of £19.7m & additional borrowing of £11.3m – the 'headroom' in line with the HRA Government debt cap).

## Policy Changes Summary

<b>DIRECTORATE</b>	<b>Sheet No.</b>	<b>Budget Changes 13/14 £'000</b>	<b>Budget Changes 14/15 £'000</b>	<b>Budget Changes 15/16 £'000</b>
Chief Executive	1	(20.0)	-	-
Executive Director Corporate Services		-	-	-
Director of Finance	2	(96.2)	101.9	(109.4)
Director of Technology & Corporate Programmes		-	-	-
Solicitor to the Council	3	(72.0)	-	-
Director of Transformation & Corporate Performance		-	-	-
Director of Communities, Planning & Partnerships	4	78.7	(33.3)	1.7
Director of Housing & Health	5	162.0	-	(162.0)
Director of Assets & Environment	6	(75.0)	-	-
<b>Total</b>		<b>(22.5)</b>	<b>68.6</b>	<b>(269.7)</b>
<b>Cumulative Cost / (Saving)</b>		<b>(22.5)</b>	<b>46.1</b>	<b>(223.6)</b>

	<b>Sheet No.</b>	<b>Budget Changes 13/14 £'000</b>	<b>Budget Changes 14/15 £'000</b>	<b>Budget Changes 15/16 £'000</b>	<b>Budget Changes 16/17 £'000</b>	<b>Budget Changes 17/18 £'000</b>
Housing Revenue Account	7	77.0	345.0	400.0	100.0	100.0
<b>Total</b>		<b>77.0</b>	<b>345.0</b>	<b>400.0</b>	<b>100.0</b>	<b>100.0</b>
<b>Cumulative Cost / (Saving)</b>		<b>77.0</b>	<b>422.0</b>	<b>822.0</b>	<b>922.0</b>	<b>1,022.0</b>

## Policy Changes Summary Staffing Implications

<b>DIRECTORATE</b>	<b>Sheet No.</b>	<b>Budget Changes 13/14 £'000</b>	<b>Budget Changes 14/15 £'000</b>	<b>Budget Changes 15/16 £'000</b>
Chief Executive	1	-	-	-
Executive Director Corporate Services		-	-	-
Director of Finance	2	-	-	-
Director of Technology & Corporate Programmes		-	-	-
Solicitor to the Council	3	-	-	-
Director of Transformation & Corporate Performance		-	-	-
Director of Communities, Planning & Partnerships	4	1.0	-	-
Director of Housing & Health	5	-	-	-
Director of Assets & Environment	6	-	-	-
<b>TOTAL</b>		<b>1.0</b>	<b>-</b>	<b>-</b>

	<b>Sheet No.</b>	<b>Budget Changes 13/14 £'000</b>	<b>Budget Changes 14/15 £'000</b>	<b>Budget Changes 15/16 £'000</b>	<b>Budget Changes 16/17 £'000</b>	<b>Budget Changes 17/18 £'000</b>
<b>Housing Revenue Account</b>	<b>7</b>	-	-	-	-	-
<b>TOTAL</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**CHIEF EXECUTIVE**

Item No		BC Ref	Proposal/(Existing Budget)	Implications	Budget Change	Budget Change	Budget Change
					13/14 £'000	14/15 £'000	15/16 £'000
CE1	CORP		Chief Executive - Resulting impact from review of recharges	Additional recharge to HRA from GF	(20.0)		
<b>Total New Items / Amendments</b>					<b>(20.0)</b>	<b>-</b>	<b>-</b>

**STAFFING IMPLICATIONS**

Item No		BC Ref	Proposal/(Existing Budget)	Implications	13/14 FTE	14/15 FTE	15/16 FTE
<b>TOTAL</b>					<b>-</b>	<b>-</b>	<b>-</b>

## DIRECTOR OF FINANCE

Item No		BC Ref	Proposal/(Existing Budget)	Implications	Budget Change	Budget Change	Budget Change
					13/14 £'000	14/15 £'000	15/16 £'000
DF 1	CORP		Additional New Homes Bonus	Additional income expected following confirmation of year 3 scheme funding	(22.24)	(57.14)	(29.35)
DF2	CORP		Corporate Finance - General Contingency	Increased contingency budget to allow for 'in year' decisions to be made by Cabinet & to provide for any potential further reductions in income as a result of the economic situation.	185.0	(100.0)	(80.0)
DF3	CORP		Revenue Contribution to Capital	Revenue support for the financing of the Capital Programme	50.0	(50.0)	
DF4	CORP		Contribution from Building Repairs Fund	Revenue support for the financing of the Capital Programme	(50.0)	50.0	
DF5	CORP		Contribution from Repairs & Renewals Fund	Use of Revenue Reserves	(259.0)	259.0	
<b>Total New Items / Amendments</b>					<b>(96.2)</b>	<b>101.9</b>	<b>(109.4)</b>

## STAFFING IMPLICATIONS

Item No		BC Ref	Proposal/(Existing Budget)	Implications	13/14 FTE	14/15 FTE	15/16 FTE
<b>TOTAL</b>					<b>-</b>	<b>-</b>	<b>-</b>

**SOLICITOR TO THE COUNCIL**

Item No		BC Ref	Proposal/(Existing Budget)	Implications	Budget Change	Budget Change	Budget Change
					13/14 £'000	14/15 £'000	15/16 £'000
SOL1	CORP		Democratic & Member Services - Resulting impact from review of recharges	Additional recharge to HRA from GF	(72.0)		
<b>Total New Items / Amendments</b>					<b>(72.0)</b>	<b>-</b>	<b>-</b>

**STAFFING IMPLICATIONS**

Item No		BC Ref	Proposal/(Existing Budget)	Implications	13/14 FTE	14/15 FTE	15/16 FTE
<b>TOTAL</b>					<b>-</b>	<b>-</b>	<b>-</b>

## DIRECTOR COMMUNITIES, PLANNING &amp; PARTNERSHIPS

Item No		BC Ref	Proposal/(Existing Budget)	Implications	Budget Change	Budget Change	Budget Change
					13/14 £'000	14/15 £'000	15/16 £'000
CPP1	SAV		To cease paying Tamworth's contribution to the County's Strategic Partnership Manager post	Council has contributed £5k to this post for several years. Other Districts also pay this contribution		(5.0)	
CPP2	CORP		It is proposed that a budget to procure specialist knowledge and skills (for example on feasibility work, legal) and a budget to fund a project officer (for 3 years) that would be dedicated to managing the projects for growth	To establish a key post to undertake day-to-day management of key projects for the Council and local economy. This will bring them to fruition quicker. Projects such as Gungate, Cultural Quarter, Anker Valley, Garage sites, Kerria and Tinkers Green, Amington Industrial Estate and the Rail improvements	37.0		
CPP3	OTHER		To increase budget allocation to small and arts grants over a 10 year period	It is estimated that the regeneration budget needed would be an initial £40k in 2013/2014 and then £10k p.a. The grants were discussed at Cabinet on the 14th March 2012, in response to discussions at the Scrutiny meeting on 8 February 2012 with the suggestion to explore the possibility of increasing the small grants by £1369 p.a. and the Arts grants by £1993p.a. over 10 years	40.0	(30.0)	
				Alternative option of increasing the small grants by £684.50 p.a. and the Arts grants by £996.50 p.a. over 20 years	1.7	1.7	1.7
<b>Total New Items / Amendments</b>					<b>78.7</b>	<b>(33.3)</b>	<b>1.7</b>

## STAFFING IMPLICATIONS

Item No		BC Ref	Proposal/(Existing Budget)	Implications	13/14 FTE	14/15 FTE	15/16 FTE
CPP2			Project officer (for 3 years) that would be dedicated to managing the projects for growth		1.0		
<b>TOTAL</b>					<b>1.0</b>	<b>-</b>	<b>-</b>



**DIRECTOR HOUSING & HEALTH**

Item No	BC Ref	Proposal/(Existing Budget)	Implications	Budget Change	Budget Change	Budget Change
				13/14 £'000	14/15 £'000	15/16 £'000
HH1	STAT	To ensure Preventing Homelessness Grant received from DCLG (£162K pa) is utilised effectively for its intended purpose	To ensure a robust spending plan (linked to emerging priorities identified at service level and via analysis of evidence collated for the review of the Homelessness Strategy) is developed that clearly identifies & sets out how resources will be utilised over the next 2 years	162.0		(162.0)
<b>Total New Items / Amendments</b>				<b>162.0</b>	<b>-</b>	<b>(162.0)</b>

**STAFFING IMPLICATIONS**

Item No	BC Ref	Proposal/(Existing Budget)	Implications	13/14	14/15	15/16
				FTE	FTE	FTE
<b>TOTAL</b>				<b>-</b>	<b>-</b>	<b>-</b>

**DIRECTOR ASSETS & ENVIRONMENTAL SERVICES**

Item No		BC Ref	Proposal/(Existing Budget)	Implications	Budget Change	Budget Change	Budget Change
					13/14 £'000	14/15 £'000	15/16 £'000
AE1	CORP		Street Wardens - Resulting impact from review of recharges	Additional recharge to HRA from GF	(75.0)		
<b>Total New Items / Amendments</b>					<b>(75.0)</b>	<b>-</b>	<b>-</b>

**STAFFING IMPLICATIONS**

Item No		BC Ref	Proposal/(Existing Budget)	Implications	13/14 FTE	14/15 FTE	15/16 FTE
<b>TOTAL</b>					<b>-</b>	<b>-</b>	<b>-</b>

## HOUSING REVENUE ACCOUNT

Item No	BC Ref	Proposal/(Existing Budget)	Implications	Budget Change	Budget Change	Budget Change
				13/14 £'000	14/15 £'000	15/16 £'000
HRA1	SAV	Potential savings from the responsive repairs contract arising from retendering & revised work practices	Budget saving	(500.0)		
	CORP	Revenue Contribution to Capital Spend	It is considered that this saving should be used in capital schemes to support regeneration of deprived areas and allow acquisition of land / property	500.0		
HRA2	CORP	To increase funding to a 3rd Sector organisation from £5k to £10k p.a.	To ensure access to legal borrowing, saving thereby assisting financial inclusion	5.0		
HRA3	CORP	Funding to deal with the impact of Welfare Benefit Reform (WBR) to maintain rent collection levels	To allow: a) Applications to be made online through internet access at hubs (£15k); b) Increased collection costs (£46k); c) Use of smart readers for tenant visits (£10k)	70.0		
HRA4	OTHER	To ensure that the Council is able to maintain the same level of service for sheltered housing tenants that are affected by the proposed cuts in supporting people funding as well as the community alarm service element, which is sub contracted to WELbeing	It was highlighted to Members in April 2012 that a 20% cut in Supporting people grant funding was to be imposed with effect from April 2012 which equated to a £42K reduction of income. In addition to this there are now planned changes to the administration of the contract so that the grant funding is effectively capped (based on the average utilisation of the amount of funding available) which exposes the council to the risk of a further £8k loss of funding (total circa of £50k)	50.0		
HRA5	CORP	The increase is to fund additional capacity to cover policy development and implementation	Estimated costs to be built into the budget setting process are to cover: a) Welfare reform and cost benefit analysis of outsourcing direct debits b) Legal support and work around service charges c) Implementation of flexible tenancies d) Costs associated with external peer assessment and review in the context of localism e) Continued work with consultants on sheltered housing facilitation and procurement	30.0		
HRA6	CORP	General Contingency	Ensure contingency available to meet unplanned issues & current challenges introducing additional uncertainty- eg impact of WBR	100.0		
HRA7	CORP	Resulting impact from review of recharges - Chief Executive / Street Wardens / Democratic Services	Additional recharge to HRA from GF	167.0		
HRA8	STAT	Rent Income	Inclusion of 53 week rent year income	(345.0)	345.0	
HRA9	CORP	Contribution to Reserve	To provide funds for future redevelopment schemes			400.0
<b>Total New Items / Amendments</b>				<b>77.0</b>	<b>345.0</b>	<b>400.0</b>

\*No staffing implications arising from these proposals are reported

## HOUSING REVENUE ACCOUNT BUDGET SUMMARY 2013/14

	Base Budget 12/13 £	Technical Adjustments £	Policy Changes £	Revised Budget 13/14 £	Revised Budget 14/15 £	Revised Budget 15/16 £	Revised Budget 16/17 £	Revised Budget 17/18 £
<b>Income</b>								
Dwelling Rents	(17,111,370)	(648,730)	(345,000)	(18,105,100)	(18,407,480)	(19,089,230)	(19,645,740)	(20,214,510)
Non-Dwelling Rents	(450,470)	115,730	-	(334,740)	(343,010)	(351,490)	(360,180)	(369,090)
Charges for Services & Facilities	(644,860)	92,710	49,520	(502,630)	(512,500)	(523,630)	(535,050)	(546,770)
Contributions Towards Expenditure	(747,290)	(94,130)	-	(841,420)	(841,640)	(841,900)	(842,160)	(842,430)
<b>Subtotal</b>	<b>(18,953,990)</b>	<b>(534,420)</b>	<b>(295,480)</b>	<b>(19,783,890)</b>	<b>(20,104,630)</b>	<b>(20,806,250)</b>	<b>(21,383,130)</b>	<b>(21,972,800)</b>
<b>Expenditure</b>								
Repairs & Maintenance	4,484,310	93,460	(500,000)	4,077,770	4,124,940	4,238,120	4,353,240	4,471,330
Supervision & Management	4,937,810	(98,720)	372,480	5,211,570	5,286,500	5,385,340	5,483,690	5,580,370
Rents, Rates, Taxes & Other Charges	37,700	(4,770)	-	32,930	33,360	33,870	34,380	34,900
Increase in Provision for Bad Debts	173,000	-	-	173,000	470,000	470,000	470,000	470,000
Housing Subsidy Payable	-	-	-	-	-	-	-	-
Depreciation	4,482,060	-	-	4,482,060	4,482,060	4,482,060	4,482,060	4,482,060
Debt Management Costs	15,650	120	-	15,770	16,230	17,690	17,820	17,230
<b>Subtotal</b>	<b>14,130,530</b>	<b>(9,910)</b>	<b>(127,520)</b>	<b>13,993,100</b>	<b>14,413,090</b>	<b>14,627,080</b>	<b>14,841,190</b>	<b>15,055,890</b>
<b>Net cost of HRA Services per Authority I&amp;E</b>	<b>(4,823,460)</b>	<b>(544,330)</b>	<b>(423,000)</b>	<b>(5,790,790)</b>	<b>(5,691,540)</b>	<b>(6,179,170)</b>	<b>(6,541,940)</b>	<b>(6,916,910)</b>
HRA share of Corporate & Democratic Core	3,740	(20)	-	3,720	3,810	3,910	4,010	4,110
HRA share of other amounts included in the whole authority Net Cost of Services but not allocated to specific services	5,630	(2,250)	-	3,380	3,380	3,380	3,380	3,380
<b>Net Cost of HRA Services</b>	<b>(4,814,090)</b>	<b>(546,600)</b>	<b>(423,000)</b>	<b>(5,783,690)</b>	<b>(5,684,350)</b>	<b>(6,171,880)</b>	<b>(6,534,550)</b>	<b>(6,909,420)</b>
Interest Payable & Similar Charges	3,032,350	(58,480)	-	2,973,870	2,973,870	2,924,700	2,874,960	2,755,120
Amortisation of Premiums	2,560	(2,560)	-	-	-	-	-	-
Interest & Investment Income	(58,080)	5,290	-	(52,790)	(51,700)	(50,640)	(49,610)	(48,610)
<b>Surplus/ Deficit for the year</b>	<b>(1,837,260)</b>	<b>(602,350)</b>	<b>(423,000)</b>	<b>(2,862,610)</b>	<b>(2,762,180)</b>	<b>(3,297,820)</b>	<b>(3,709,200)</b>	<b>(4,202,910)</b>

## Statement of Movement on the HRA Balance

<b>Surplus or Deficit for the year</b>	<b>(1,837,260)</b>	<b>(602,350)</b>	<b>(423,000)</b>	<b>(2,862,610)</b>	<b>(2,762,180)</b>	<b>(3,297,820)</b>	<b>(3,709,200)</b>	<b>(4,202,910)</b>
Additional Items required to be taken into account:								
Capital Expenditure funded by the HRA	2,956,970	4,260	500,000	3,461,230	3,540,390	2,828,240	2,879,330	2,879,330
Net transfer to/ (from) earmarked reserves	-	-	-	-	-	2,946,000	1,225,000	1,325,000
Transfer to/ (from) the Major Repairs Reserve	-	-	-	-	-	-	-	-
<b>(Increase)/ Decrease in HRA Balances</b>	<b>1,119,710</b>	<b>(598,090)</b>	<b>77,000</b>	<b>598,620</b>	<b>778,210</b>	<b>2,476,420</b>	<b>395,130</b>	<b>1,420</b>

## General Fund Summary Revenue Budget for 2013/14

<i>Figures exclude internal recharges which have no bottom line impact.</i>	<b>Base Budget 2012/13</b> £	<b>Technical Adjustments</b> £	<b>Policy Changes</b> £	<b>Budget 2013/14</b> £
Chief Executive	183,070	(3,460)	(20,000)	<b>159,610</b>
Executive Director Corporate Services	194,500	115,710	-	<b>310,210</b>
Director of Finance	(145,250)	(240,640)	(96,240)	<b>(482,130)</b>
Director of Technology & Corporate Programmes	848,400	12,400	-	<b>860,800</b>
Solicitor to the Council	699,950	(52,090)	(72,000)	<b>575,860</b>
Director of Transformation & Corporate Performance	934,410	66,910	-	<b>1,001,320</b>
Director of Communities, Planning & Partnerships	2,274,370	58,610	78,700	<b>2,411,680</b>
Director of Housing & Health	853,660	19,800	162,000	<b>1,035,460</b>
Director of Assets & Environment	3,054,710	108,260	(75,000)	<b>3,087,970</b>
<b>Total Cost of Services</b>	<b>8,897,820</b>	<b>85,500</b>	<b>(22,540)</b>	<b>8,960,780</b>
Transfer (to) / from Balances	<b>770,420</b>			<b>756,300</b>
Revenue Support Grant	-			<b>3,070,744</b>
Retained Business Rates	<b>4,604,958</b>			<b>12,199,200</b>
Less: Tariff payable	-			<b>(10,156,318)</b>
Collection Fund Surplus	<b>26,262</b>			<b>10,505</b>
<b>Council Tax Requirement</b>	<b>3,496,180</b>			<b>3,080,349</b>

## General Fund Technical Adjustments 2013/14

	Budget 2012/13 £	Technical Adjustments						Total Adjustments £	Total Adjusted Base 2013/14 £
		Virements £	Committee Decisions £	Inflation £	Other £	Pay Adjustments £	External Recharge Changes (non-GF Activities) £		
<i>Figures exclude internal recharges which have no bottom line impact.</i>									
Chief Executive	183,070	-	-	150	(90)	(3,520)	-	(3,460)	<b>179,610</b>
Executive Director Corporate Services	194,500	-	(2,000)	1,070	103,310	12,710	410	115,500	<b>310,000</b>
Director of Finance	(145,250)	(66,610)	(76,500)	1,840	(197,090)	18,990	(5,060)	(324,430)	<b>(469,680)</b>
Director of Technology & Corporate Programmes	848,400	(4,890)	(1,500)	8,170	125,310	17,400	(74,360)	70,130	<b>918,530</b>
Solicitor to the Council	699,950	-	(38,000)	2,990	(7,300)	(14,640)	4,790	(52,160)	<b>647,790</b>
Director of Transformation & Corporate Performance	934,410	-	31,300	110	6,380	22,750	4,300	64,840	<b>999,250</b>
Director of Communities, Planning & Partnerships	2,274,370	74,000	(133,000)	(3,500)	86,840	34,340	-	58,680	<b>2,333,050</b>
Director of Housing & Health	853,660	-	-	920	1,620	13,590	10,070	26,200	<b>879,860</b>
Director of Assets & Environment	3,054,710	(2,500)	-	10,880	63,390	43,290	(11,260)	103,800	<b>3,158,510</b>
<b>Grand Total</b>	<b>8,897,820</b>	<b>-</b>	<b>(219,700)</b>	<b>22,630</b>	<b>182,370</b>	<b>144,910</b>	<b>(71,110)</b>	<b>59,100</b>	<b>8,956,920</b>

## HRA Technical Adjustments 2013/14

	Budget 2012/13 £	Technical Adjustments						Total Adjusted Base 2013/14 £	
		Virements £	Committee Decisions £	Inflation £	Other £	Pay Adjustments £	External Recharge Changes (non-HRA Activities) £		Total Adjustments £
<i>Figures exclude internal recharges which have no bottom line impact.</i>									
Director of Housing & Health	3,897,520	19,620	10,540	24,500	(22,580)	32,520	3,740	68,340	<b>3,965,860</b>
Director of Assets & Environment	9,390	-	-	150	(90)	(1,350)	(19,050)	(20,340)	<b>(10,950)</b>
HRA Summary	(2,787,200)	(19,620)	(843,990)	91,310	103,180	-	-	(669,120)	<b>(3,456,320)</b>
<b>Grand Total</b>	<b>1,119,710</b>	<b>-</b>	<b>(833,450)</b>	<b>115,960</b>	<b>80,510</b>	<b>31,170</b>	<b>(15,310)</b>	<b>(621,120)</b>	<b>498,590</b>

## General Fund 3 Year Revenue Budget Summary

<i>Figures exclude internal recharges which have no bottom line impact.</i>	<b>Base Budget 2012/13</b> £	<b>Budget 2013/14</b> £	<b>Budget 2014/15</b> £	<b>Budget 2015/16</b> £
Chief Executive	183,070	159,610	163,390	169,030
Executive Director Corporate Services	194,500	310,210	317,840	331,940
Director of Finance	(145,250)	(482,130)	(602,170)	(681,330)
Director of Technology & Corporate Programmes	848,400	860,800	857,630	817,020
Solicitor to the Council	699,950	575,860	587,920	605,260
Director of Transformation & Corporate Performance	934,410	1,001,320	1,023,820	1,052,550
Director of Communities, Planning & Partnerships	2,274,370	2,411,680	2,464,190	2,513,610
Director of Housing & Health	853,660	1,035,460	1,040,740	886,460
Director of Assets & Environment	3,054,710	3,087,970	3,134,660	3,275,940
<b>Total Cost of Services</b>	<b>8,897,820</b>	<b>8,960,780</b>	<b>8,988,020</b>	<b>8,970,480</b>
Transfer (to) / from Balances	<b>770,420</b>	<b>756,301</b>	<b>1,346,903</b>	<b>1,617,672</b>
Revenue Support Grant	-	<b>3,070,744</b>	<b>2,361,832</b>	<b>1,956,187</b>
Retained Business Rates	<b>4,604,958</b>	<b>12,199,200</b>	<b>12,617,328</b>	<b>13,006,359</b>
Less: Tariff payable	-	<b>(10,156,318)</b>	<b>(10,511,789)</b>	<b>(10,879,702)</b>
Collection Fund Surplus	<b>26,262</b>	<b>10,505</b>	-	-
<b>Council Tax Requirement</b>	<b>3,496,180</b>	<b>3,080,349</b>	<b>3,173,746</b>	<b>3,269,964</b>



## Appendix H

### Council Tax levels at each band for 2013/14

Authority:	Tamworth Council Tax 2012/13 £	Tamworth Borough Council £	Staffordshire County Council £	Office of the Police & Crime Commissioner Staffordshire £	Stoke on Trent and Staffordshire Fire and Rescue Authority £	<b>Total 2013/14</b> £	Total Council Tax 2012/13 £
Demand/Precept on Collection Fund		3,080,349	20,749,467	3,587,544	1,366,260	<b>28,783,620</b>	
Council Tax Band							
A	99.70	101.67	684.83	118.41	45.09	<b>950.00</b>	949.07
B	116.32	118.61	798.97	138.14	52.61	<b>1,108.33</b>	1,107.26
C	132.93	135.56	913.11	157.88	60.12	<b>1,266.67</b>	1,265.43
<b>D</b>	<b>149.55</b>	<b>152.50</b>	<b>1,027.25</b>	<b>177.61</b>	<b>67.64</b>	<b>1,425.00</b>	<b>1,423.61</b>
E	182.78	186.39	1,255.53	217.08	82.67	<b>1,741.67</b>	1,739.96
F	216.02	220.28	1,483.81	256.55	97.70	<b>2,058.34</b>	2,056.33
G	249.25	254.17	1,712.08	296.02	112.73	<b>2,375.00</b>	2,372.68
H	299.10	305.00	2,054.50	355.22	135.28	<b>2,850.00</b>	2,847.22

## Proposed General Fund Capital Programme 2013/14 – 2015/16

	2013/14 £	2014/15 £	2015/16 £	Total £
<b><u>General Fund Capital Programme</u></b>				
Technology Replacement	70,000	70,000	70,000	210,000
Corporate Change Programme	30,000	10,000	-	40,000
<b>Subtotal</b>	<b>100,000</b>	<b>80,000</b>	<b>70,000</b>	<b>250,000</b>
Private Sector Grants - Disabled Facilities Grants	240,000	190,000	190,000	620,000
Improvements to Marmion House	17,400	-	-	17,400
CCTV Camera Renewals	15,000	15,000	15,000	45,000
Contingency	50,000	-	-	50,000
Assembly rooms development	-	2,388,500	100,000	2,488,500
Gateways	83,000	50,000	50,000	183,000
<b>Subtotal</b>	<b>405,400</b>	<b>2,643,500</b>	<b>355,000</b>	<b>3,403,900</b>
<b>Total General Fund Capital</b>	<b>505,400</b>	<b>2,723,500</b>	<b>425,000</b>	<b>3,653,900</b>
<b><u>Proposed Financing:</u></b>				
Grants - Disabled Facilities	169,000	169,000	169,000	507,000
Grants - Assembly Rooms	-	2,050,000	-	2,050,000
Grants - SCC (Assembly Rooms)	-	80,000	-	80,000
Public Contributions (Assembly Rooms)	-	8,500	-	8,500
Section 106 (Gateways)	83,000	-	-	83,000
General Fund Capital Receipts	-	235,000	100,000	335,000
Sale of Council House Receipts	203,400	166,000	156,000	525,400
General Fund Capital Reserve	-	15,000	-	15,000
Contribution from BRF	50,000	-	-	50,000
<b>Total</b>	<b>505,400</b>	<b>2,723,500</b>	<b>425,000</b>	<b>3,653,900</b>

## Proposed Housing Capital Programme 2013/14 – 2017/18

	2013/14 £	2014/15 £	2015/16 £	2016/17 £	2017/18 £	TOTAL £
<b><u>Housing Revenue Account</u></b>						
<b><u>Capital Programme</u></b>						
Bathroom Renewals	540,380	712,750	730,570	748,830	767,550	3,500,080
Disabled Facilities Adaptations	512,500	525,310	538,450	551,910	565,700	2,693,870
Electrical Upgrades	278,280	838,380	859,340	880,830	902,850	3,759,680
Gas Central Heating Upgrades and Renewals	1,233,530	1,264,370	1,295,980	1,328,380	1,361,590	6,483,850
Kitchen Renewals	583,520	1,072,020	1,098,820	1,126,290	1,154,450	5,035,100
Roofing - High Rise	41,000	42,030	-	-	-	83,030
High Rise Lift Renewal	307,500	315,190	323,070	331,140	-	1,276,900
Major Roofing Overhaul and Renewals	153,750	157,590	161,530	165,570	567,900	1,206,340
Fencing/Boundary Walls	15,380	15,760	16,150	16,560	16,970	80,820
Fire Upgrades to Flats	205,000	210,130	215,380	220,760	-	851,270
Enhancements to Flats	205,000	210,130	215,380	220,760	-	851,270
Sheltered Schemes	235,750	241,640	247,680	253,880	-	978,950
General Estate Works	768,750	787,970	807,670	827,860	848,560	4,040,810
Window and Door Renewals	1,187,740	1,218,260	-	-	-	2,406,000
Contingency	100,000	100,000	100,000	100,000	100,000	500,000
Capital Salaries	115,190	118,070	121,020	124,050	127,150	605,480
CDM Fees	9,280	9,510	8,140	8,340	7,730	43,000
Regeneration Schemes	500,000	4,961,700	10,461,300	3,204,700	1,673,300	20,801,000
<b>Total HRA Capital</b>	<b>6,992,550</b>	<b>12,800,810</b>	<b>17,200,480</b>	<b>10,109,860</b>	<b>8,093,750</b>	<b>55,197,450</b>
<b><u>Proposed Financing:</u></b>						
Capital Receipts from additional Council House Sales	-	125,000	250,000	125,000	-	500,000
Sale proceeds	-	-	1,298,000	-	-	1,298,000
Regeneration Revenue Reserves	500,000	500,000	3,046,000	1,223,700	1,223,300	6,493,000
Major Repairs Reserve	4,482,060	4,482,060	4,482,060	4,482,060	4,482,060	22,410,300
Revenue Contribution to Capital Outlay in Year	2,010,490	4,107,050	2,307,120	2,423,100	2,388,390	13,236,150
Unsupported Borrowing	-	3,586,700	5,817,300	1,856,000	-	11,260,000
<b>Total</b>	<b>6,992,550</b>	<b>12,800,810</b>	<b>17,200,480</b>	<b>10,109,860</b>	<b>8,093,750</b>	<b>55,197,450</b>

## Main Assumptions

Inflationary Factors	2013/14	2014/15	2015/16	2016/17	2017/18
Inflation Rate - Pay Awards	1.00%	1.00%	2.00%	2.00%	2.00%
National Insurance	7.20%	7.20%	7.20%	7.20%	7.20%
Superannuation	19.60%	20.10%	20.60%	21.10%	21.60%
Inflation Rate (Headline)	2.00%	2.30%	2.60%	2.60%	2.60%
Base Interest Rates	0.50%	0.50%	1.00%	2.00%	2.00%
Investment income rate	1.00%	1.75%	2.00%	2.75%	3.75%

1. Pay award – public sector pay will be capped for 2013/14 & 2014/15 and is estimated to mirror the Government's inflation target of 2% thereafter.
2. Overall Fees and Charges will rise generally by 2.5% annually except where a proposal has otherwise been made (car parking charges, corporate & industrial property rental income, statutory set planning fees, leisure fees);
3. No effect of any Prudential Borrowing has been included;
4. Revised estimates for rent allowance / rent rebate subsidy levels have been included;
5. Car Parking income has been reduced in line with current income levels for 2012/13, with charges increased in future in line with the previously approved charging strategy;
6. Changes to the level of recharges between funds has been included;
7. Within the Comprehensive Spending review released on the 20<sup>th</sup> October 2010, the Government proposed cuts in real terms to funding streams for each of the next four years – revised annual grant reductions have been included.
8. The Government has indicated its policy regarding council tax bills being frozen for the next year. It has indicated that a grant equivalent to a 2% increase in the basic 2012/13 Council Tax, will be available to authorities that agree to freeze or reduce Council Tax in 2013/14 – payable over 2 years;
9. The major changes to the previously approved policy changes are included within this forecast – Directors were issued with the provisional information in August to review, confirm & resubmit by the end of September;
10. Following the 4 year agreement, 0.5% annual year-on-year increases (as above) in pension costs following SCC triennial review negotiations.
11. Increases in rent levels are restricted by the rent restructuring guidelines & current indications that sales of council houses will be approximately 11 per annum.

**Sensitivity Analysis (3 years)**

Sensitivity / Risk Profile	Risk	Potential Budgetary Effect	2014/15 £'000	2015/16 £'000
		2013/14 £'000		
<b>Pay Award / National Insurance (GF)</b>				
Impact +/- 0.5% Variance £'000	L	43	87	131
Budget Impact over 1 year	L	43		
Budget Impact over 3 years	L/M	261		
<b>Pay Award / National Insurance (HRA)</b>				
Impact +/- 0.5% Variance £'000	L	12	24	36
Budget Impact over 1 years	L	12		
Budget Impact over 3 years	L	72		
Subject to negotiation for Local Government pay (including any protection for low paid employees)				
<b>Pension Costs</b>				
Impact +/- 0.5% Variance £'000	L	0	56	113
Budget Impact over 1 year	L	0		
Budget Impact over 3 years	L	169		
6 year agreement in place - subject to stock market changes & membership Mitigation - Public Sector pension review potential for reduced liability & increased employee contributions				
<b>Council Tax</b>				
Impact on Council Tax income £'000		15	30	46
Budget Impact over 1 year	L	15		
Budget Impact over 3 years	L	91		
<b>Inflation / CPI</b>				
Impact +/- 0.5% Variance £'000	L	39	79	119
Budget Impact over 1 year	L	39		
Budget Impact over 3 years	L/M	237		
<b>Government Grant</b>				
Impact +/- 0.5% Variance £'000	L	28	49	69
Budget Impact over 1 year	L	28		
Budget Impact over 3 years	L	146		
<b>Investment Interest</b>				
Impact +/- 0.5% Variance £'000	L	100	187	265
Budget Impact over 1 year	L	100		
Budget Impact over 3 years	M	552		
<b>Key Income Streams (GF)</b>				
Impact +/- 0.5% Variance £'000	L	26	52	78
Budget Impact over 1 year	L	26		
Budget Impact over 3 years	L/M	156		

Sensitivity / Risk Profile	Risk	Potential Budgetary Effect	2014/15 £'000	2015/16 £'000
		2013/14 £'000		
<b>Key Income Streams (HRA)</b>				
Impact +/- 0.5% Variance £'000	L	89	181	276
Budget Impact over 1 years	L	89		
Budget Impact over 3 years	H	546		
<b>New Homes Bonus</b>				
Impact +/- 10% Variance £'000	L	37	79	127
Budget Impact over 1 year	L	37		
Budget Impact over 3 years	L/M	243		

**Contingencies**

<b>Revenue</b>	2013/14	2014/15	2015/16
Specific Earmarked &	£'000	£'000	£'000
<b>General</b>			
<b>General Fund</b>			
<b><i>Specific Contingencies</i></b>			
Vacancy Allowance	50	50	50
Corporate Change Programme	50	50	50
<i>General Contingency</i>	266	116	36
<b>Total GF Revenue</b>	<b>366</b>	<b>216</b>	<b>136</b>
<b>Housing Revenue Account</b>			
<i>HRA - General Contingency</i>	100	100	100
<b>Total HRA Revenue</b>	<b>100</b>	<b>100</b>	<b>100</b>

<b>Capital</b>	2013/14	2014/15	2015/14
Specific Earmarked &	£'000	£'000	£'000
<b>General</b>			
<b>General Fund</b>			
<i>General Contingency</i>	50	-	-
<b>Total GF Capital</b>	<b>50</b>	<b>-</b>	<b>-</b>
<b>Housing Revenue Account</b>			
<i>General Contingency</i>	100	100	100
<b>Total HRA Capital</b>	<b>100</b>	<b>100</b>	<b>100</b>

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**TREASURY MANAGEMENT STRATEGY STATEMENT, TREASURY MANAGEMENT  
POLICY STATEMENT, MINIMUM REVENUE PROVISION POLICY STATEMENT AND  
ANNUAL INVESTMENT STATEMENT 2013/14**

**Purpose**

To comply with the requirement of the Council's Treasury Management Policy in reporting to Council the proposed strategy for the forthcoming year and the Local Government Act 2003 with the reporting of the Prudential Indicators.

**Executive Summary**

The Local Government Act 2003 (LGA 2003) requires the Council to produce prudential indicators in line with the Prudential Code.

This report outlines the Council's prudential indicators for 2013/14 – 2015/16 and sets out the expected Treasury operations for this period. This report and associated tables fulfil the statutory requirement of the LGA 2003 by:

- Reporting the prudential indicators as required by the Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code for Capital Finance in Local Authorities;
- Setting the Council's Minimum Revenue Provision (MRP) Policy, which defines how the Council will pay for capital assets through revenue contributions each year (as required by Regulation under the Local Government and Public Involvement in Health Act 2007);
- Setting the Treasury Management Strategy in accordance with the CIPFA Code of Practice on Treasury Management;
- Adopting the Council's Treasury Management Policy Statement as recommended within the CIPFA Code of Practice 2011;
- Setting the Investment Strategy (in accordance with the Department for Communities and Local Government (DCLG) investment guidance);
- Affirming the effective management and responsibility for the control of risk and clearly identify our appetite for risk. The Authority's risk appetite is low in order to give priority to **Security, Liquidity then Yield** (or return on investments).

The main issues for Members to note are:

1. The CIPFA Code of Practice and associated Guidance Notes adopted by the Council in December 2012 require that:
  - Credit ratings should only be used as a starting point when considering risk. Use should also be made of market data and information, the quality financial press, information on government support for banks and the credit ratings of that government support;
  - There needs to be, at a minimum, a mid year review of Treasury Management Strategy and Performance. The review is intended to highlight any areas of concern that have arisen since the original strategy was approved;
  - Each Council must delegate the role of scrutiny of Treasury Management Strategy and policies to a specific named body – the Audit and Governance Committee has been given this role;
  - Members should be provided with access to relevant training – Members are also personally responsible for ensuring they have the necessary skills and training.

The aim is for all Members to have ownership and understanding when making decisions on Treasury Management matters.

2. With regard to Counterparty selection for investment, rather than adopt a Lowest Common Denominator (LCD) methodology, a broader counterparty evaluation criteria is used by Sector (the Council's Treasury Management consultants). This methodology has been progressively enhanced over the last year and now uses a sophisticated modelling approach with credit ratings from all three rating agencies forming the core element – but in line with best practice/guidance also includes the following as overlays: -
  - credit watches and credit outlooks from credit rating agencies;
  - Credit Default Swap (CDS) spreads to give early warning of likely changes in credit ratings;
  - Sovereign ratings to select counterparties from only the most creditworthy countries.

The adoption of the above approach will help mitigate risks associated with the investment portfolio.

3. As agreed in past Treasury Management Strategies, it is proposed that the Council (following consultation with our advisors) will not use the approach suggested by CIPFA of using the lowest common denominator rating from all three rating agencies to determine creditworthy counterparties (as Moodys are currently very much more aggressive in giving low ratings than the other two agencies). The use of the Lowest Common Denominator rating would give the Authority a very restrictive/unworkable counterparty list which would result in a disproportional (high) level of investment in a few institutions which would as a consequence increase investment risk with the investments being held with a limited number of counterparties which would be counter-productive in not allowing the sharing / spreading of risk over a higher number of counterparties. This would therefore be unworkable and leave the Council with few banks on its approved lending list.

The Sector creditworthiness service does though, use ratings from all three agencies, but by using a scoring system, does not give undue importance to just one agency's ratings.

The approach taken in item 2 and 3 above allows officers charged with the Treasury responsibilities to have the most appropriate/market assessment to aid the investment decision making process and provides a broad methodology for identifying High Credit Quality counterparties.

### **Equalities Implications**

There are no equalities implications arising from the report.

### **Legal Implications**

Approval of Prudential Indicators and an Annual Investment Strategy is a legal requirement of the Local Government Act 2003. Members are required under the CIPFA Code of Practice to have ownership and understanding when making decisions on Treasury Management matters.

### **Resource and Value for Money Implications**

All financial resource implications are detailed in the body of this report which links to the Council's Medium Term Financial Strategy.

### **Risk Implications**

Risk is inherent in Treasury Management and as such a risk based approach has been adopted throughout the report with regard to Treasury Management processes.

A Glossary of terms utilised within the report can be found at **ANNEX 8**.

### **Report Author**

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<b>Background Papers:-</b>	<b><i>Local Government Act 2003</i></b>
	<b><i>CIPFA Code of Practice on Treasury Management in Public Services 2011</i></b>
	<b><i>DCLG Guidance on Local Government Investments March 2010</i></b>
	<b><i>Annual Treasury Report 2011/12 Council, 11/09/12</i></b>
	<b><i>Mid-year Treasury Report 2012/13 Council, 13/12/12</i></b>
	<b><i>Budget &amp; Medium Term Financial Strategy 2013/14</i></b>
	<b><i>Treasury Management Practices 2013/14 (Operational Detail)</i></b>

## **1. Introduction**

### **1.1 The Treasury Management Policy Statement**

This Council defines its Treasury Management activities as:

- The management of the Council's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.
- This organisation regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its Treasury Management activities will be measured. Accordingly, the analysis and reporting of Treasury Management activities will focus on their risk implications for the organisation, and any financial instruments entered into to manage these risks.
- This organisation acknowledges that effective Treasury Management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in Treasury Management, and to employing suitable comprehensive performance measurement techniques, within the context of effective risk management.
- The Council is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the Treasury Management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low risk counterparties or instruments commensurate with the Council's low risk appetite, providing adequate liquidity initially before considering investment return.
- The second main function of the Treasury Management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer term cash flow planning to ensure that the Council can meet its capital spending obligations. This management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses. On occasion any debt previously drawn may be restructured to meet Council risk or cost objectives.

### **1.2 Reporting Requirements**

The Council is required to receive and approve, as a minimum, three main reports each year, which incorporate a variety of policies, estimates and actuals. These reports are required to be adequately scrutinised by committee. This role is undertaken by the Audit and Governance Committee.

**Prudential and Treasury Indicators and Treasury Strategy** (This report) - The first, and most important report covers:

- the capital plans (including prudential indicators);
- a Minimum Revenue Provision Policy (how residual capital expenditure is charged to revenue over time);
- the Treasury Management Strategy (how the investments and borrowings are to be organised) including treasury indicators; and
- an investment strategy (the parameters on how investments are to be managed).

**A Mid Year Treasury Management Report** – This will update members with the progress of the capital position, amending prudential indicators as necessary, and report whether the treasury strategy is meeting the strategy or whether any policies require revision.

**An Annual Treasury Report** – This provides details of a selection of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.

### **1.3 Treasury Management Strategy for 2013/14**

The strategy for 2013/14 covers two main areas:

#### **a) Capital Issues**

- the capital plans and the prudential indicators (2.1, 2.2);
- the MRP strategy (2.3).

#### **b) Treasury Management Issues**

- the current treasury position (2.4);
- treasury indicators which will limit the treasury risk and activities of the Council (3);
- prospects for interest rates (3.3);
- the borrowing strategy (3.4);
- policy on borrowing in advance of need (3.5);
- debt rescheduling (3.6);
- the investment strategy (4.1);
- creditworthiness policy (4.2); and
- policy on use of external service providers (4.7).

These elements cover the requirements of the Local Government Act 2003, the CIPFA Prudential Code, the CLG MRP Guidance, the CIPFA Treasury Management Code and the CLG Investment Guidance.

### **1.4 Training**

The CIPFA Code requires the responsible officer to ensure that members with responsibility for treasury management receive adequate training in treasury management. This especially applies to members responsible for scrutiny. Training has been undertaken by Members in February and October 2010 and September 2011. Further training will be arranged as required.

The training needs of treasury management officers are periodically reviewed.

### **1.5 Treasury Management Consultants**

The Council uses Sector as its external treasury management advisors.

The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon our external service providers.

It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subjected to regular review.

## 2. The Capital Prudential Indicators 2013/14 – 2015/16

The Council's capital expenditure plans are the key driver of Treasury Management activity. The output of the capital expenditure plans are reflected in prudential indicators, which are designed to assist member's overview and confirm capital expenditure plans.

**2.1 Capital Expenditure.** This prudential Indicator is a summary of the Council's capital expenditure plans, both those agreed previously, and those forming part of this budget cycle:

Capital Expenditure	2011/12 Actual £m	2012/13 Probable Outturn* £m	2013/14 Estimate** £m	2014/15 Estimate £m	2015/16 Estimate £m
Non-HRA	0.627	2.366	0.505	2.723	0.425
HRA	49.205	5.890	6.993	12.801	17.200
<b>Total</b>	<b>49.832</b>	<b>8.256</b>	<b>7.498</b>	<b>15.524</b>	<b>17.625</b>

\* Projected at Period 9

\*\* excludes projected slippage from 2012/13

- Other long term liabilities. The above financing need, excludes other long term liabilities, such as PFI and leasing arrangements which already include borrowing instruments.

The table below summarises the above capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall of resources results in a funding need (borrowing).

Capital Expenditure	2011/12 Actual £m	2012/13 Probable Outturn £m	2013/14 Estimate £m	2014/15 Estimate £m	2015/16 Estimate £m
Non-HRA	0.627	2.366	0.505	2.723	0.425
HRA	49.205	5.890	6.993	12.801	17.200
<b>Total</b>	<b>49.832</b>	<b>8.256</b>	<b>7.498</b>	<b>15.524</b>	<b>17.625</b>
<b>Financed by:</b>					
Capital receipts	0.247	0.479	0.203	0.526	1.804
Capital grants	0.378	1.228	0.169	2.307	0.169
Capital reserves	0.119	2.010	0.083	0.015	-
Revenue	4.420	4.539	7.043	9.089	9.835
<b>Net financing need for the year</b>	<b>44.668</b>	<b>-</b>	<b>-</b>	<b>3.587</b>	<b>5.817</b>

## 2.2 The Council's Borrowing Need (the Capital Financing Requirement)

The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's underlying borrowing need. Any capital expenditure above, which has not immediately been paid for, will increase the CFR.

The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the borrowing need in line with each assets life.

The CFR includes any other long term liabilities (e.g. PFI schemes, finance leases). Whilst these increase the CFR, and therefore the Council's borrowing requirement, these types of scheme include a borrowing facility and so the Council is not required to separately borrow for these schemes. The Council currently has no such schemes within the CFR.

The Council is asked to approve the CFR projections below:

<b>CFR Projections</b>	<b>2011/12 Actual £m</b>	<b>2012/13 Estimate £m</b>	<b>2013/14 Estimate £m</b>	<b>2014/15 Estimate £m</b>	<b>2015/16 Estimate £m</b>
<b>Capital Financing Requirement</b>					
CFR – non housing	1.605	1.552	1.500	1.449	1.399
CFR - housing	68.063	68.063	68.063	71.650	77.467
<b>Total CFR</b>	<b>69.668</b>	<b>69.615</b>	<b>69.563</b>	<b>73.099</b>	<b>78.866</b>
<b>Movement in CFR</b>	<b>42.440</b>	<b>(0.053)</b>	<b>(0.052)</b>	<b>3.536</b>	<b>5.767</b>

<b>Movement in CFR represented by</b>					
Net financing need for the year (above)	44.668	-	-	3.587	5.817
Less MRP/VRP and other financing movements	(2.228)	(0.053)	(0.052)	(0.051)	(0.050)
<b>Movement in CFR</b>	<b>42.440</b>	<b>(0.053)</b>	<b>(0.052)</b>	<b>3.536</b>	<b>5.767</b>

### **2.3 Minimum Revenue Provision (MRP) Policy Statement**

The Council is required to pay off an element of the accumulated General Fund capital spend each year (the CFR) through a revenue charge, the Minimum Revenue Provision, although it is also allowed to undertake additional voluntary payments if required (voluntary revenue provision - VRP).

CLG Regulations have been issued which require the full Council to approve **an MRP Statement** in advance of each year. A variety of options are provided to councils, so long as there is a prudent provision. The Council is recommended to approve the following MRP Statement:

For capital expenditure incurred before 1 April 2008 or which in the future will be Supported Capital Expenditure, the MRP policy will be:

- **Existing practice** - MRP will follow the existing practice outlined in former CLG regulations (option 1);

These options provide for an approximate 4% reduction in the borrowing need (CFR) each year.

From 1 April 2008 for all unsupported borrowing (including PFI and finance leases) the MRP policy will be:

- **Asset Life Method** – MRP will be based on the estimated life of the assets, in accordance with the proposed regulations (this option must be applied for any expenditure capitalised under a Capitalisation Direction) (option 3);

These options provide for a reduction in the borrowing need over approximately the asset's life.

No revenue charge is currently required for the HRA. However under HRA reform the HRA is required to charge depreciation on its assets, which will have a revenue effect. In order to address any possible adverse impact, regulations allow the Major Repairs Allowance to be used as a proxy for depreciation for five years from 2012/13.

## 2.4 Core Funds and expected Investment Balances

The application of resources (capital receipts, reserves etc.) to either finance capital expenditure or other budget decisions to support the revenue budget will have an ongoing impact on investments unless resources are supplemented each year from new sources (asset sales etc.). Detailed below are estimates of the year end balances for each resource and anticipated day to day cash flow balances.

<b>Year End Resources</b>	<b>2011/12 Actual £m</b>	<b>2012/13 Estimate £m</b>	<b>2013/14 Estimate £m</b>	<b>2014/15 Estimate £m</b>	<b>2015/16 Estimate £m</b>
Fund Balances/Reserves	16.516	17.526	12.769	10.643	6.949
Capital Receipts	1.776	1.035	0.831	0.430	0.174
Provisions	0.577	0.050	-	-	-
Other	0.044	-	-	-	-
<b>Total core funds</b>	<b>18.913</b>	<b>18.610</b>	<b>13.600</b>	<b>11.073</b>	<b>7.123</b>
Working Capital*	1.981	5.395	6.558	6.492	6.442
(Under)/Over Borrowing	(4.608)	(4.555)	(4.503)	(4.452)	(4.402)
<b>Expected investments</b>	<b>16.286</b>	<b>19.450</b>	<b>15.655</b>	<b>13.113</b>	<b>9.163</b>

\*Working capital balances shown are estimated year end; these may be higher mid year.

## 2.5 Affordability Prudential Indicators

The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Council's overall finances. The Council is asked to approve the following indicators:

### 2.6 Ratio of financing costs to net revenue stream.

This indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream.

<b>Fund</b>	<b>2011/12 Actual %</b>	<b>2012/13 Revised Estimate %</b>	<b>2013/14 Estimate %</b>	<b>2014/15 Estimate %</b>	<b>2015/16 Estimate %</b>
Non-HRA	21.94*	(2.15)	(2.28)	(4.30)	(3.07)
HRA (inclusive of settlement)	(3.48)**	16.60	15.67	15.36	16.10

The estimates of financing costs include current commitments and the proposals in this budget report.

\* Included partial reversal of Icelandic capitalisation

\*\* Included HRA Self Financing



## 2.7 Incremental impact of capital investment decisions on Council Tax.

This indicator identifies the revenue costs associated with proposed changes to the three year capital programme recommended in this budget report compared to the Council's existing approved commitments and current plans. The assumptions are based on the budget, but will invariably include some estimates, such as the level of Government support, which is not published over a three year period.

### Incremental impact of capital investment decisions on the band D council tax

Incremental Impact on Council Tax	2011/12	2012/13	2013/14	2014/15	2015/16
	Actual £:p	Estimate £:p	Estimate £:p	Estimate £:p	Estimate £:p
Band D	1.04	0.28	(0.05)	(0.03)	0.13

## 2.8 Estimates of the incremental impact of capital investment decisions on housing rent levels.

Similar to the council tax calculation, this indicator identifies the trend in the cost of proposed changes in the housing capital programme recommended in this budget report compared to the Council's existing commitments and current plans, expressed as a discrete impact on weekly rent levels.

### Incremental impact of capital investment decisions on housing rent levels

Incremental Impact	2011/12	2012/13	2013/14	2014/15	2015/16
	Actual £:p	Estimate £:p	Estimate £:p	Estimate £:p	Estimate £:p
Weekly housing rent levels	0.07	0.08	(0.01)	0.16	0.68

This indicator shows the revenue impact on any newly proposed changes, although any discrete impact will be constrained by rent controls.

## 3. Borrowing

The capital expenditure plans set out in Section 2 provide details of the service activity of the Council. The Treasury Management function ensures that the Council's cash is organised in accordance with the the relevant professional codes, so that sufficient cash is available to meet this service activity. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities. The strategy covers the relevant treasury / prudential indicators, the current and projected debt positions and the annual investment strategy.

### 3.1 Current Portfolio Position

The Council's Treasury Portfolio position at 31<sup>st</sup> March 2012, with forward projections are summarised below. The table shows the actual external debt (the Treasury Management Operations), against the underlying capital borrowing need (the Capital Financing Requirement - CFR), highlighting any over or under borrowing.

Treasury Portfolio	2011/12	2012/13	2013/14	2014/15	2015/16
	Actual £m	Estimate £m	Estimate £m	Estimate £m	Estimate £m
<b>External Debt</b>					
Debt at 1st April	20.392	65.060	65.060	65.060	68.647
Expected change in Debt	44.668	-	-	3.587	5.817
<b>Actual gross debt at 31st March</b>	<b>65.060</b>	<b>65.060</b>	<b>65.060</b>	<b>68.647</b>	<b>74.464</b>
<b>The Capital Financing Requirement</b>	<b>69.668</b>	<b>69.615</b>	<b>69.563</b>	<b>73.099</b>	<b>78.866</b>
<b>Under / (over) borrowing</b>	<b>4.608</b>	<b>4.555</b>	<b>4.503</b>	<b>4.452</b>	<b>4.402</b>

*\*Excludes investments 'at risk' with Icelandic Banks*

Within the prudential indicators there are a number of key indicators to ensure that the Council operates its activities within well defined limits. A key indicator is that the Council needs to ensure that its total borrowing, net of any investments, does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2013/14 and the following two financial years. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue purposes.

The Executive Director Corporate Services reports that the Council complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in this budget report.

### 3.2. Treasury Indicators: Limits to Borrowing Activity

**The Operational Boundary** - This is the limit beyond which external borrowing is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual borrowing.

Operational Boundary	2012/13 Estimate £m	2013/14 Estimate £m	2014/15 Estimate £m	2015/16 Estimate £m
Borrowing	72.268	72.268	75.855	81.672
Other long term liabilities	-	-	-	-
<b>Total</b>	<b>72.268</b>	<b>72.268</b>	<b>75.855</b>	<b>81.672</b>

**The Authorised Limit for external borrowing** - A further key prudential indicator represents a control on the maximum level of borrowing. This represents a limit beyond which external borrowing is prohibited, and this limit needs to be set or revised by the full Council. It reflects the level of external borrowing which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

1. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although this power has not yet been exercised.

2. The Council is asked to approve the following Authorised Limit:

<b>Authorised limit</b>	<b>2012/13 Estimate £m</b>	<b>2013/14 Estimate £m</b>	<b>2014/15 Estimate £m</b>	<b>2015/16 Estimate £m</b>
Borrowing	89.112	89.112	89.112	89.112
Other long term liabilities	3.000	3.000	3.000	3.000
<b>Total</b>	<b>92.112</b>	<b>92.112</b>	<b>92.112</b>	<b>92.112</b>

\* Includes £79.407m HRA Self Financing Cap – Including Headroom of £11.344m.

Separately, the Council is also limited to a maximum HRA CFR through the HRA self-financing regime. This limit is currently:

<b>HRA Debt Limit</b>	<b>2012/13 Estimate £m</b>	<b>2013/14 Estimate £m</b>	<b>2014/15 Estimate £m</b>	<b>2015/16 Estimate £m</b>
Total	79.407	79.407	79.407	79.407

### 3.3. Prospects for Interest Rates

The Council has appointed Sector as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates. **ANNEX 1** draws together a number of current City forecasts for short term (Bank Rate) and longer fixed interest rates. The following table gives the Sector central view.

<b>Annual Average %</b>	<b>Bank Rate</b>	<b>PWLB Borrowing Rates (including certainty rate adjustment)</b>		
		<b>5 year</b>	<b>25 year</b>	<b>50 year</b>
Dec 2012	0.50	1.50	3.70	3.90
March 2013	0.50	1.50	3.80	4.00
June 2013	0.50	1.50	3.80	4.00
Sept 2013	0.50	1.60	3.80	4.00
Dec 2013	0.50	1.60	3.80	4.00
March 2014	0.50	1.70	3.90	4.10
June 2014	0.50	1.70	3.90	4.10
Sept 2014	0.50	1.80	4.00	4.20
Dec 2014	0.50	2.00	4.10	4.30
March 2015	0.75	2.20	4.30	4.50
June 2015	1.00	2.30	4.40	4.60
Sept 2015	1.25	2.50	4.60	4.80
Dec 2015	1.50	2.70	4.80	5.00
March 2016	1.75	2.90	5.00	5.20

The economic recovery in the UK since 2008 has been the worst and slowest recovery in recent history, although the economy returned to positive growth in the third quarter of 2012. Growth prospects are weak and consumer spending, the usual driving force of recovery, is likely to remain under pressure due to consumers focusing on repayment of personal debt, inflation eroding disposable income, general malaise about the economy and employment fears.

The primary drivers of the UK economy are likely to remain external. 40% of UK exports go to the Eurozone so the difficulties in this area are likely to continue to hinder UK growth. The US, the main world economy, faces similar debt problems to the UK, but urgently needs to resolve the fiscal cliff now that the the Presidential elections are out of the way. The resulting US fiscal tightening

and continuing Eurozone problems will depress UK growth and is likely to see the UK deficit reduction plans slip.

This challenging and uncertain economic outlook has several key treasury management implications:

- The Eurozone sovereign debt difficulties provide a clear indication of high counterparty risk. This continues to suggest the use of higher quality counterparties for shorter time periods;
- Investment returns are likely to remain relatively low during 2013/14 and beyond;
- Borrowing interest rates continue to be attractive and may remain relatively low for some time. The timing of any borrowing will need to be monitored carefully;
- There will remain a cost of carry – any borrowing undertaken that results in an increase in investments will incur a revenue loss between borrowing costs and investment returns.

### **3.4 Borrowing Strategy**

The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need (the Capital Financing Requirement), has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow has been used as a temporary measure. This strategy is prudent as investment returns are low and counterparty risk is relatively high.

Against this background and the risks within the economic forecast, caution will be adopted with the 2013/14 treasury operations. The Executive Director Corporate Services will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

- *if it was felt that there was a significant risk of a sharp FALL in long and short term rates, (e.g. due to a marked increase of risks around relapse into recession or of risks of deflation) then long term borrowings will be postponed, and potential rescheduling from fixed rate funding into short term borrowing will be considered.*
- *if it was felt that there was a significant risk of a much sharper RISE in long and short term rates than that currently forecast, perhaps arising from a greater than expected increase in world economic activity or a sudden increase in inflation risks, then the portfolio position will be re-appraised with the likely action that fixed rate funding will be drawn whilst interest rates were still relatively cheap.*

Any decisions will be reported to the appropriate decision making body at the next available opportunity.

### **Treasury Management Limits on Activity**

There are three debt related treasury activity limits. The purpose of these are to restrain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of any adverse movement in interest rates. However, if these are set to be too restrictive they will impair the opportunities to reduce costs / improve performance.

The indicators are:

- Upper limits on variable interest rate exposure. This identifies a maximum limit for variable interest rates based upon the debt position net of investments;
- Upper limits on fixed interest rate exposure. This is similar to the previous indicator and covers a maximum limit on fixed interest rates;

- Maturity structure of borrowing. These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing, and are required for upper and lower limits.

The Council is asked to approve the following treasury indicators and limits:

<b>Interest Rate Exposure</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>
<b>Limit:</b>	<b>Upper</b>	<b>Upper</b>	<b>Upper</b>
Limits on Fixed Interest Rates based on net debt	49.409	52.828	63.271
Limits on Variable Interest Rates based on net debt	6.506	6.685	7.156
Limits on Fixed Interest Rates:			
Debt only	65.060	66.849	71.555
Investments only	26.085	23.369	13.808
Limits on Variable Interest Rates:			
Debt only	6.506	6.685	7.156
Investments only	10.434	9.347	5.523

<b>Maturity structure of Fixed Interest Rate borrowing 2013/14</b>		
	<b>Lower</b>	<b>Upper</b>
Under 12 months	0%	20%
12 months to 2 years	0%	20%
2 years to 5 years	0%	25%
5 years to 10 years	0%	75%
10 years and above	0%	100%

<b>Maturity structure of Variable Interest Rate borrowing 2013/14</b>		
	<b>Lower</b>	<b>Upper</b>
Under 12 months	0%	20%
12 months to 2 years	0%	20%
2 years to 5 years	0%	25%
5 years to 10 years	0%	75%
10 years and above	0%	100%

### **3.5 Policy on Borrowing in Advance of Need**

The Council will not borrow more than or in advance of its needs, purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates, and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds.

Risks associated with any borrowing in advance activity will be subject to prior appraisal and subsequent reporting through the mid-year or annual reporting mechanism.

### **3.6 Debt Rescheduling**

As short term borrowing rates will be considerably cheaper than longer term fixed interest rates, there may be potential opportunities to generate savings by switching from long term debt to short term debt. However, these savings will need to be considered in the light of the current treasury position and the size of the cost of debt repayment (premiums incurred).

The reasons for any rescheduling to take place will include:

- the generation of cash savings and / or discounted cash flow savings;
- helping to fulfil the treasury strategy;
- to enhance the balance of the portfolio (amend the maturity profile and/or the balance of volatility).

Consideration will also be given to identifying if there is any residual potential for making savings by running down investment balances to repay debt prematurely as short term rates on investments are likely to be lower than rates paid on current debt.

All rescheduling will be reported to Council, at the earliest meeting following its action.

## **4. Annual Investment Strategy**

### **4.1 Investment Policy**

The Council's investment policy has regard to the CLG's Guidance on Local Government Investments ("the Guidance") and the 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). The Council's investment priorities will be security first, liquidity second, then return.

In accordance with guidance from the CLG and CIPFA, and in order to minimise the risk to investments, the Council has below clearly stipulated the minimum acceptable credit quality of counterparties for inclusion on the lending list. The creditworthiness methodology used to create the counterparty list fully accounts for the ratings, watches and outlooks published by all three ratings agencies with a full understanding of what these reflect in the eyes of each agency. Using the Sector ratings service, banks' ratings are monitored on a real time basis with knowledge of any changes notified electronically as the agencies notify modifications.

Further, the Council's officers recognise that ratings should not be the sole determinant of the quality of an institution and that it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To this end the Council will engage with its advisors to maintain a monitor on market pricing such as "Credit Default Swaps" and overlay that information on top of the credit ratings. This is fully integrated into the credit methodology provided by the advisors, Sector, in producing its colour codings which show the varying degrees of creditworthiness.

Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.

The aim of the strategy is to generate a list of highly creditworthy counterparties which will also enable diversification and thus avoidance of concentration risk.

The intention of the strategy is to provide security of investment and minimisation of risk.

Investment instruments identified for use in the financial year are listed in **ANNEX 3** under the 'Specified' and 'Non-Specified' Investments categories. Counterparty limits will be as set through the Council's Treasury Management Practices – Schedules.

Investment instruments identified for use in the financial year are listed in **ANNEX 3** under the 'Specified' and 'Non-Specified' Investments categories. Counterparty limits will be as set through the Council's Treasury Management Practices – Schedules.

## 4.2 Creditworthiness Policy

This Council applies the creditworthiness service provided by Sector. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moodys and Standard and Poors. The credit ratings of counterparties are supplemented with the following overlays:

- credit watches and credit outlooks from credit rating agencies;
- CDS spreads to give early warning of likely changes in credit ratings;
- sovereign ratings to select counterparties from only the most creditworthy countries.

This modelling approach combines credit ratings, credit watches and credit outlooks in a weighted scoring system which is then combined with an overlay of CDS spreads for which the end product is a series of colour coded bands which indicate the relative creditworthiness of counterparties.

These colour codes are used by the Council to determine the duration for investments. The Council will therefore use counterparties within the following durational bands:

- Yellow 5 years \*
- Purple 2 years
- Blue 1 year (only applies to nationalised or semi nationalised UK Banks)
- Orange 1 year
- Red 6 months
- Green 3 months
- No Colour not to be used

*\* this category is for AAA rated Government debt or its equivalent; please also see collateralised deposits added into ANNEX 3 as an investment instrument.*

The Sector creditworthiness service uses a wider array of information than just primary ratings and by using a risk weighted scoring system, does not give undue preponderance to just one agency's ratings.

Typically the minimum credit ratings criteria the Council use will be a short term rating (Fitch or equivalents) of Short Term rating F1, Long Term rating A-, Viability ratings of BB+, and a Support rating of 3. There may be occasions when the counterparty ratings from one rating agency are marginally lower than these ratings but may still be used. In these instances consideration will be given to the whole range of ratings available, or other topical market information, to support their use.

All credit ratings will be monitored on a daily basis/as and when notified. The Council is alerted to changes to ratings of all three agencies through its use of the Sector creditworthiness service:

- if a downgrade results in the counterparty / investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately;
- in addition to the use of credit ratings the Council will be advised of information in movements in Credit Default Swap against the iTraxx benchmark and other market data on a weekly basis. Extreme market movements may result in downgrade of an institution or removal from the Council's lending list.

Sole reliance will not be placed on the use of this external service. In addition this Council will also use market data and market information, information on government support for banks and the credit ratings of that government support.

### 4.3 Country Limits

The Council has determined that it will only use approved counterparties from countries with a minimum sovereign credit rating of AAA from Fitch (or equivalent). The list of countries that qualify using this credit criteria as at the date of this report are shown in **ANNEX 4**. This list will be added to, or deducted from, by officers should ratings change in accordance with this policy.

Sector also recommends that no more than 20% of the Council's investment portfolio should be placed with an individual counterparty, in order to spread risk. The approach at the Council is to set monetary limits of up to **£4m** with individual institutions, which equates approximately to Sector's recommendation (based on current average investment levels).

### 4.4 Investment Strategy

**In-house funds.** Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates (i.e. rates for investments up to 12 months).

**Investment returns expectations.** Bank Rate is forecast to remain unchanged at 0.5% before strating to rise from quarter 4 of 2014. Bank Rate forecasts for financial year ends (March) are:

- 2012/ 2013 0.50%
- 2013/ 2014 0.50%
- 2014/ 2015 0.75%
- 2015/ 2016 1.75%

There are downside risks to these forecasts (i.e. start of increases in Bank Rate is delayed even further) if economic growth remains weaker for longer than expected. However, should the pace of growth pick up more sharply than expected there could be upside risk, particularly if Bank of England inflation forecasts for two years ahead exceed the Banks own 2% target rate.

The budgeted investment earnings rates for returns on investments placed for periods up to one year during each financial year for the next five years are as follows:

- 2012/2013 1.50%
- 2013/2014 1.00%
- 2014/2015 1.75%
- 2015/2016 2.00%
- 2016/2017 2.75%

**Investment Treasury Indicator and Limit** - total principal funds invested for greater than 364 days. These limits are set with regard to the Council's liquidity requirements and to reduce the need for early sale of an investment, and are based on the availability of funds after each year-end.

The Council is asked to approve the treasury indicator and limit: -

<b>Maximum principal sums invested &gt; 364 days</b>			
<b>Treasury Indicator</b>	<b>2013/14 £m</b>	<b>2014/15 £m</b>	<b>2015/16 £m</b>
Principal sums invested > 364 days	2.5	2.0	2.0



For its cash flow generated balances, the Council will seek to utilise its business reserve accounts, Call accounts, 15, 30 and 95 day notice accounts, money market funds and short-dated deposits (overnight to three months) in order to benefit from the compounding of interest.

#### **4.5 Icelandic Bank Investments**

Glitnir - £2.55m partial repayment of our deposits was received on the 15th March 2012. The balance due to the Authority is currently being held in Icelandic Krone (ISK) but release of these funds is dependent on a change in Icelandic Law which currently does not allow the distribution of ISK outside the country. Interest will accrue on these funds until the date of final settlement. We are currently still receiving dividend distributions from the administrators of Heritable and Kaupthing Singer & Friedlander with anticipated total recoveries of around 85% for both banks.

#### **4.6 End of year investment report**

At the end of the financial year, the Council will report on its investment activity as part of its Annual Treasury Report.

#### **4.7 External Fund Managers**

The Council uses Sector as its external Treasury Management advisors.

The Council recognises that responsibility for Treasury Management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon our external service providers.

It also recognises that there is value in employing external providers of Treasury Management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subjected to regular review.

#### **4.8 Scheme of delegation**

Please see **ANNEX 5**.

#### **4.9 Role of the Section 151 Officer**

Please see **ANNEX 6**.

## 10. Annex

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1. Interest Rate Forecasts
2. Economic Background
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8. Treasury Management Glossary of Terms

## Interest Rate Forecasts 2013 – 2016

Sector's Interest Rate View														
	Now	Mar-13	Jun-13	Sep-13	Dec-13	Mar-14	Jun-14	Sep-14	Dec-14	Mar-15	Jun-15	Sep-15	Dec-15	Mar-16
<b>Sector's Bank Rate View</b>														
Sector's Bank Rate View	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.75%	1.00%	1.25%	1.50%	1.75%
3 Month LIBID	0.39%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.60%	0.60%	0.70%	0.80%	1.10%	1.40%	1.70%
6 Month LIBID	0.54%	0.70%	0.70%	0.70%	0.70%	0.70%	0.70%	0.80%	0.90%	1.00%	1.10%	1.30%	1.60%	1.90%
12 Month LIBID	0.88%	1.00%	1.00%	1.00%	1.00%	1.00%	1.10%	1.10%	1.20%	1.30%	1.30%	1.50%	1.80%	2.10%
5yrPW LB Rate	1.85%	1.50%	1.50%	1.60%	1.60%	1.70%	1.70%	1.80%	2.00%	2.20%	2.30%	2.50%	2.70%	2.90%
10yrPW LB Rate	2.87%	2.50%	2.50%	2.60%	2.60%	2.70%	2.70%	2.80%	3.00%	3.20%	3.30%	3.50%	3.70%	3.90%
25yrPW LB Rate	4.02%	3.80%	3.80%	3.80%	3.80%	3.90%	3.90%	4.00%	4.10%	4.30%	4.40%	4.60%	4.80%	5.00%
50yrPW LB Rate	4.15%	4.00%	4.00%	4.00%	4.00%	4.10%	4.10%	4.20%	4.30%	4.50%	4.60%	4.80%	5.00%	5.20%
<b>Bank Rate</b>														
<b>Sector's View</b>														
Sector's View	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.75%	1.00%	1.25%	1.50%	1.75%
UBS	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	-	-	-	-	-
Capital Economics	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	-	-	-	-	-
<b>5yrPW LB Rate</b>														
<b>Sector's View</b>														
Sector's View	1.85%	1.50%	1.50%	1.60%	1.60%	1.70%	1.70%	1.80%	2.00%	2.20%	2.30%	2.50%	2.70%	2.90%
UBS	1.85%	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Economics	1.85%	1.55%	1.30%	1.30%	1.30%	1.30%	1.30%	1.50%	1.60%	-	-	-	-	-
<b>10yrPW LB Rate</b>														
<b>Sector's View</b>														
Sector's View	2.87%	2.50%	2.50%	2.60%	2.60%	2.70%	2.70%	2.80%	3.00%	3.20%	3.30%	3.50%	3.70%	3.90%
UBS	2.87%	3.00%	3.10%	3.20%	3.40%	3.50%	3.60%	3.70%	3.80%	-	-	-	-	-
Capital Economics	2.87%	2.55%	2.30%	2.30%	2.30%	2.30%	2.30%	2.30%	2.30%	-	-	-	-	-
<b>25yrPW LB Rate</b>														
<b>Sector's View</b>														
Sector's View	4.02%	3.80%	3.80%	3.80%	3.80%	3.90%	3.90%	4.00%	4.10%	4.30%	4.40%	4.60%	4.80%	5.00%
UBS	4.02%	4.20%	4.30%	4.40%	4.50%	4.50%	4.50%	4.50%	4.50%	-	-	-	-	-
Capital Economics	4.02%	3.70%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	-	-	-	-	-
<b>50yrPW LB Rate</b>														
<b>Sector's View</b>														
Sector's View	4.15%	4.00%	4.00%	4.00%	4.00%	4.10%	4.10%	4.20%	4.30%	4.50%	4.60%	4.80%	5.00%	5.20%
UBS	4.15%	4.30%	4.40%	4.50%	4.60%	4.60%	4.60%	4.60%	4.60%	-	-	-	-	-
Capital Economics	4.15%	4.00%	3.80%	3.80%	3.80%	3.80%	3.80%	3.80%	3.80%	-	-	-	-	-

Sectors Interest Rate Forecast 14/01/2013

## Economic Background

### The Global economy

The Eurozone debt crisis has continued to cast a pall over the world economy and has depressed growth in most countries. This has impacted the UK economy which remained flat in 2012 and is creating a major headwind for recovery in 2013. Quarter 2 of 2012 was the third quarter of contraction in the economy; this recession is the worst and slowest recovery of any of the five recessions since 1930. A return to growth @ 0.9% in quarter 3 did little more than wash out the dip in the previous quarter before a return to negative growth in quarter 4 of – 0.3%; this leaves the overall growth in 2012 close to zero and could lead into negative growth in quarter 1 of 2013, which would then mean that the UK was in its first triple dip recession since records began in 1955.

The **Eurozone Sovereign Debt Crisis** abated following the ECB's commitment to a programme of Outright Monetary Transactions i.e. a pledge to buy unlimited amounts of bonds of countries which ask for a bailout. The immediate target for this statement was Spain which continues to prevaricate on making such a request, (for a national bailout), and so surrendering its national sovereignty to IMF supervision. However, the crisis in Greece has subsided, for the time being, as a result of the Eurozone agreement to provide a further €50bn financial support package in December. Many commentators, though, still view a Greek exit from the Euro as being likely in the longer term as successive rounds of austerity packages could make it more difficult to bring down the annual deficit and total debt as ratios of GDP due to the effect they have on shrinking the economy and reducing employment and tax revenues. However, another possible way out would be a major write down of total Greek debt; this has now been raised by the German Chancellor as a possible course of action, but not until 2014-15, and provided the Greek annual budget is in balance.

Sentiment in financial markets has improved considerably since this ECB action and additional financial support for Greece to ensure that the Eurozone remained intact during 2012. However, the foundations to this "solution" to the Eurozone debt crisis are still weak and do not address the huge obstacle of unemployment rates of over 25% in Greece and Spain. It is also possible that the situations in Portugal and Cyprus could deteriorate further in 2013 and, although they are minor economies, such developments could unnerve financial markets. There are also general elections coming up in Italy and Germany which could potentially produce some upsets on the political scene. It is, therefore, quite possible that sentiment in financial markets could turn during 2013 after the initial burst of optimism at the start of the year. While equity prices have enjoyed a strong start to 2013, the foundations for this stock market recovery are shallow given the economic fundamentals in western economies. In addition, QE has to come to an end at some point in time and there is a distinct increase in doubt in the central banks of the US and UK as to the effectiveness of any further QE in stimulating economic growth. An end to central purchases of bonds may lead to a fall in bond prices.

**The US economy** has only been able to manage weak growth in 2012 despite huge efforts by the Federal Reserve to stimulate the economy by liberal amounts of quantitative easing (QE) combined with a commitment to a continuation of ultra low interest rates into 2015. Unemployment levels have been slowly reducing but against a background of a fall in the numbers of those available for work. The fiscal cliff facing the President at the start of 2013 has been a major dampener discouraging business from spending on investment and increasing employment more significantly in case there is a sharp contraction in the economy in the pipeline. The fiscal cliff, and raising the total debt ceiling, still await final resolution by the end of February. The housing market, though, does look as if it has, at long last, reached the bottom and house prices are now on the up.

Hopes for a broad based recovery have, therefore, focused on the **emerging markets**. Recent news from China appears to indicate that the economy has returned to a healthier rate of growth. However, there are still concerns around the unbalanced nature of the economy which is heavily dependent on new investment expenditure. The potential for the bubble in the property sector to burst, as it did in Japan in the 1990s, could have a material impact on the economy as a whole.

### The UK economy

The Government's austerity measures, aimed at getting the public sector deficit into order, have now had to be extended, in the autumn statement, over a longer period than the original four years.

Achieving this new extended timeframe will still be dependent on the UK economy returning to a reasonable pace of growth towards the end of this period.

Currently, the UK is enjoying a major financial benefit from some of the lowest sovereign borrowing costs in the world as the UK is seen as a safe haven from Eurozone debt. However, the subsiding of market concerns over the Eurozone has unwound some of the attractiveness of gilts as a safe haven and led to a significant rise in gilt yields. There is little evidence that UK consumer confidence levels are recovering, nor that the manufacturing sector is picking up. The dominant services sector disappointed in December with the PMI survey indicating the first fall in activity in two years. On the positive side, banks have made huge progress since 2008 in shrinking their balance sheets to more manageable levels and also in reducing their dependency on wholesale funding. However, availability of credit remains tight in the economy and the Funding for Lending scheme, which started in August 2012, has not yet had time to make a significant impact in respect of materially increasing overall borrowing in the economy. Finally, the housing market remains tepid and the outlook is for house prices to be little changed for a prolonged period.

**Economic Growth.** Economic growth has basically flat lined since the election of 2010 and, worryingly, the economic forecasts for 2012 and beyond were revised substantially lower in the Bank of England Inflation quarterly report for August 2012 and were then further lowered in the November Report. Quantitative Easing (QE) increased by £50bn in July 2012 to a total of £375bn. Many forecasters are expecting the MPC to vote for a further round of QE in early 2013 to try to stimulate economic activity. The announcement in November 2012 that £35bn will be transferred from the Bank of England's Asset Purchase Facility to the Treasury (representing coupon payments to the Bank by the Treasury on gilts held by the Bank) was also effectively a further addition of QE.

**Unemployment.** The Government's austerity strategy has resulted in a substantial reduction in employment in the public sector. Despite this, total employment has increased to the highest level for four years as over one million jobs have been created in the private sector in the last two years.

**Inflation and Bank Rate.** Inflation has fallen sharply during 2012 from a peak of 5.2% in September 2011 to 2.2% in September 2012. However, inflation increased back to 2.7% by the end of the year, though it is expected to fall back to reach the 2% target level within the two year horizon.

**AAA rating.** The UK continues to enjoy an AAA sovereign rating. However, the three main credit rating agencies have stated that they will be reviewing this rating in early 2013; they will, thereafter, also be carefully monitoring the rate of growth in the economy as a disappointing performance in that area could lead to a major derailment of the plans to contain the growth in the total amount of Government debt over the next few years.

### **Sector's forward view**

Economic forecasting remains difficult with so many external influences weighing on the UK. There does, however, appear to be consensus among analysts that the economy remains relatively fragile and whilst there is still a broad range of views as to potential performance, expectations have all been downgraded during 2012. Key areas of uncertainty include:

- the potential for the Eurozone to withdraw support for Greece at some point if the Greek government was unable to eliminate the annual budget deficit and the costs of further support were to be viewed as being prohibitive, so causing a worsening of the Eurozone debt crisis and heightened risk of the breakdown of the bloc or even of the currency itself. The same considerations could also apply to Spain;
- inter government agreement on how to deal with the overall Eurozone debt crisis could fragment;
- the impact of the Eurozone crisis on financial markets and the banking sector;
- the impact of the Government's austerity plan on confidence and growth and the need to rebalance the economy from services to manufactured goods;

- the under-performance of the UK economy which could undermine the Government's policies that have been based upon levels of growth that are unlikely to be achieved;
- the risk of the UK's main trading partners, in particular the EU and US, falling into recession;
- stimulus packages failing to stimulate growth;
- elections due in Italy and Germany in 2013;
- potential for protectionism i.e. an escalation of the currency war / trade dispute between the US and China;
- the potential for action to curtail the Iranian nuclear programme;
- the situation in Syria deteriorating and impacting other countries in the Middle East.

The focus of so many consumers, corporates and banks on reducing their borrowings, rather than spending, will continue to act as a major headwind to a return to robust growth in western economies.

Given the weak outlook for economic growth, Sector sees the prospects for any changes in Bank Rate before 2015 as very limited. There is potential for the start of Bank Rate increases to be even further delayed if growth disappoints.

Sector believes that the longer run trend is for gilt yields and PWLB rates to rise due to the high volume of gilt issuance in the UK, and the high volume of debt issuance in other major western countries. The interest rate forecast in this report represents a balance of downside and upside risks. The downside risks have already been commented on. However, there are specific identifiable upside risks as follows to PWLB rates and gilt yields, and especially to longer term rates and yields: -

- UK inflation being significantly higher than in the wider EU and US causing an increase in the inflation premium in gilt yields;
- Reversal of QE; this could initially be allowing gilts held by the Bank to mature without reinvesting in new purchases, followed later by outright sale of gilts currently held;
- Reversal of Sterling's safe haven status on an improvement in financial stresses in the Eurozone;
- Investors reverse de-risking by moving money from government bonds into shares in anticipation of a return to worldwide economic growth;
- The possibility of a UK credit rating downgrade.

**Specified and Non-Specified Investments:****Specified Investments:**

These investments are **sterling** denominated investments of **not more than one-year maturity**, meeting the minimum 'high' quality criteria where applicable. They are of relatively high security, high liquidity and are low risk assets where the possibility of loss of principal or investment income is small, they could be for a longer period but where the Council has the right to be repaid within 12 months if it wishes. The investments could be managed In-House or by Fund Managers.

These would include investments with:

- The UK Government (such as the Debt Management Office, UK Treasury Bills or Gilts with less than one year to maturity). To facilitate use of such instruments a Custodian account was opened during 2012/13 with King & Shaxson Ltd (a primary participant authorised to bid at Treasury bill tenders on behalf of investors regulated by the Financial Services Authority (FSA) and subject to its rules and guidance in their activities);
- A Local Authority, Parish Council or Community Council;
- Pooled investment vehicles or Collective Investment Schemes structured as Open Ended Investment Companies (OEIC's) such as Money Market Funds (MMF's) Government Liquidity Funds, Enhanced Cash Funds, Bond Funds (but not Corporate Bonds) and Gilt Funds, that have a high credit quality and been awarded a high credit rating of AAA by Standard and Poor's, Moody's or Fitch rating agencies and a Low Long Term Volatility rating;
- A body that has a high credit quality and been awarded a high credit rating by a credit rating agency (such as a bank or building society) and complies with the Sector Credit Worthiness service;
- A body which has been provided with a government issued guarantee for wholesale deposits within specific timeframes and/or is part or wholly nationalised by that Government. Where these guarantees are in place and the government has an AAA sovereign long term rating these institutions will be included within the Council's criteria temporarily until such time as the ratings improve or the guarantees are withdrawn. Monies will only be deposited within the timeframe of the guarantee.

<b>SPECIFIED INVESTMENTS</b>	<b>Minimum 'High' Credit Criteria</b>	<b>Limits</b>
UK Government/ Debt Management Agency Deposit Facility	Defined by Regulation UK Treasury (AAA)	£4m
Term deposits – Local Authorities	Defined by Regulation (Sec 23 of the 2003 act)	£4m
Treasury Bills	Defined by Regulation UK Treasury (AAA)	£4m
Term deposits and Callable deposits – Banks and Building Societies	In accordance with Sector's Creditworthiness Service up to 'Orange' or 'Blue'	£4m individual institutions £6m Group limit
Pooled investment vehicles *(OEIC's, MMF's etc)	AAA (Moody's MR1, Fitch MMF and S&P M).	£4m
Banks and Building Societies – Forward deals up to 1 year from arrangement to maturity	In accordance with Sector's Creditworthiness Service up to 'Orange' or 'Blue'	£4m

\*For pooled investment vehicles or Collective Investment Schemes (such as MMF's) that have a high credit quality and have been rated AAA by Standard and Poor's, Moody's or Fitch rating agencies and have a Constant Net Asset Value (CNAV).

## Non-Specified Investments:

Non-specified investments are any other type of investment (i.e. not defined as Specified above) and could be managed In-House or by Fund Managers. The identification and rationale supporting the selection of these other investments and the maximum limits to be applied are set out below. Non specified investments would include any sterling investments with:

	<b>Non Specified Investment Categories</b>	<b>Credit Rating</b>	<b>Comment</b>
1	<p><b>Supranational Bonds greater than 1 year to maturity</b></p> <ul style="list-style-type: none"> <li>• <b>Multilateral development bank bonds</b> – These are bonds defined as an international financial institution having as one of its objects economic development, either generally or in any region of the world (e.g. European Investment Bank etc.).</li> <li>• <b>A financial institution that is guaranteed by the United Kingdom Government</b> (e.g. The Guaranteed Export Finance Company {GEFCO}) The security of interest and principal on maturity is on a par with the Government and so very secure, and these bonds usually provide returns above equivalent gilt edged securities. However the value of the bond may rise or fall before maturity and losses may accrue if the bond is sold before maturity.</li> </ul>	AAA	Would not use in-house due to size of investment portfolio limiting benefit to authority.
2	<p><b>UK Gilt edged securities</b> with a maturity of greater than one year. These are Government bonds and so provide the highest security of interest and the repayment of principal on maturity. Similar to category (1) above, the value of the bond may rise or fall before maturity and losses may accrue if the bond is sold before maturity.</p>	AAA Sovereign Rated	Custodian Account opened with King & Shaxson to trade on our behalf
3	<p><b>Certificates of Deposit</b> with credit rated deposit takers (Banks and Building Societies)</p>	Sector Minimum Credit Worthiness rating	Custodian Account opened with King & Shaxson to trade on our behalf
4	<p><b>Term deposit with a body which has been nationalised/part nationalised</b> by high credit rated (sovereign rating AAA) countries and provided with a <b>Government issued guarantee</b> for wholesale deposits within specific timeframes. Where these guarantees are in place and the government has an AAA sovereign long term rating these institutions will be included within the Council's criteria temporarily until such time as the ratings improve or the guarantees are withdrawn. Monies will only be deposited within the timeframe of the guarantee.</p>	AAA Sovereign Rated Sector Credit Worthiness rating 'Blue'	Under the current criteria this applies in the UK to Lloyds Banking Group plc and Royal Bank of Scotland Group institutions



	<b>Non Specified Investment Categories</b>	<b>Credit Rating</b>	<b>Comment</b>
5	A Term Deposit with a body which is an <b>Eligible Institution</b> for the HM Treasury Credit Guarantee Scheme initially announced on 13 <sup>th</sup> October 2008(1). The Credit Guarantee Scheme forms part of the Government's measures to ensure the stability of the financial system and protect ordinary savers, depositors, businesses and borrowers, by; a) providing sufficient liquidity in the short term, b) making available new capital to UK banks and Building Societies to strengthen their resources c) ensuring the banking system has the funds necessary to maintain lending in the medium term.	In accordance with Sector Credit Worthiness rating	Use restricted by Sector Credit Worthiness rating
6	Government guarantee on ALL deposits by high credit rated (AAA sovereign rating non UK) countries.	AAA Sovereign Rated	Not in Use, currently restricting investments to UK only
7	The <b>Council's Own Banker</b> if it fails to meet the basic credit criteria. In this instance balances will be minimised as far as possible.	Out of range	Currently fails to meet criteria, balances reviewed and minimised on daily basis
8	Any <b>Bank or Building society</b> that has at minimum a long term credit rating of A-, an Individual Rating of B/C and a Support rating of 3 or above, or equivalent, for deposits with a maturity of greater than one year (including forward deals in excess of one year from inception to repayment).	In accordance with Sector Credit Worthiness rating	Use restricted by Sector Credit Worthiness rating
9	<b>Callable Deposits</b> with a <b>Bank or Building society</b> that has at minimum a long term credit rating of A-, an Individual Rating of B/C and a Support rating of 3 or above, or equivalent.	In accordance with Sector Credit Worthiness rating	Use restricted by Sector Credit Worthiness rating
10	<b>Share capital or loan capital</b> in a body corporate – The use of these instruments will be deemed to be capital expenditure, and as such will be an application (spending) of capital resources. Revenue resources will not be invested in corporate bodies.	N/A	Unlikely to use due to size of portfolio and high risk associated. Also requires additional approval as deemed as capital expenditure.

Within categories 3, 4, 5 and 6, and in accordance with the Code, the Council has developed additional criteria to set the overall amount of monies which will be invested in these bodies. All investments will be made in sterling to eliminate exchange rate risk.

The criteria are detailed in the table below and will be used in conjunction with Sector's Creditworthiness service.

Counterparty Type (TBC's minimum credit ratings for approved lending list)	Minimum Credit Criteria	Limits*	
Bank or Building Society (a minimum Long Term Credit Rating of AAA, an Individual Rating of B/C and a Support rating of 3 (or equivalent))	Sector 'Yellow'	5 yrs	£4m
Bank or Building Society (a minimum Long Term Credit Rating of AA-, an Individual Rating of B/C and a Support rating of 3 (or equivalent))	Sector 'Yellow'	4 yrs	£4m
Bank (a minimum Long Term Credit Rating of A-, an Individual Rating of B/C and a Support rating of 3 (or equivalent))	Sector 'Yellow'	3 yrs	£4m
Banks Nationalised/Part nationalised by high credit rated (sovereign rating AAA) countries (a)	Sector 'Blue' (UK)	Specified in Guarantee	£4m
An Eligible Institution eligible under the HM Treasury Credit Guarantee Scheme (C)	Sector 'Blue'	Specified in Guarantee	£4m
Government guarantee on ALL deposits by high credit rated (AAA sovereign rating) countries (b).	Sector 'Blue'	Specified in Guarantee	£4m
The Council's own Banker - if it fails to meet basic criteria	n/a	Overnight	£2m
Building Society (a minimum Long Term Credit Rating of A- an Individual Rating of B/C and a Support rating of 3 (or equivalent /if applicable) AND assets > £4bn)	Sector 'Yellow'	3 yrs	£4m
Building Society (a Long Term Credit Rating of A- an Individual Rating of B/C and a Support rating of 3 (or equivalent/if applicable) AND assets < £4bn but > £1bn)	Sector 'Purple'	2 yrs	£4m
Group Limits - Maximum investments in Institutions within the same financial group	As above for individual investment	As above for individual investment	£6m
Territory Limits - Maximum investments in Institutions within the same Country (Approx 15% of investment programme) Non- UK	As above for individual investment	As above for individual investment	£2m
Territory Limits - Maximum investments in Institutions within the same Continent (Approx 30% of investment programme) Non UK	As above for individual investment	As above for individual investment	£4m

\* Under current Sector credit worthiness criteria, only institutions with a rating of 'Purple' or 'Yellow' are suggested as appropriate counterparties for investments over 1 year, with limit ranges of 2 years and 5 years respectively.

(a) **Nationalised/Part Nationalised Banks** in the UK have credit ratings which do not conform to the credit criteria usually used by local authorities to identify banks which are of high creditworthiness. In particular, as they no longer are separate institutions in their own right, it is impossible for Fitch to assign them an individual rating for their stand alone financial strength. Accordingly, Fitch has assigned an F rating which means that at a historical point of time, this bank failed and is now owned by the Government.

However, these institutions are now recipients of an F1+ short term rating as they effectively take on the creditworthiness of the Government itself i.e. deposits made with them are effectively being made to the Government. They also have a support rating of 1; in other words, on both counts, they have the highest ratings possible.

**(b) Blanket (explicit) guarantees on all deposits.** Some countries have supported their banking system by giving a blanket guarantee on ALL deposits e.g. Ireland and Singapore. Authorities may view that the sovereign rating of that country then takes precedence over the individual credit ratings for the banks covered by that guarantee.

**(c) UK banking system support package (implicit guarantee).** It should be noted that the UK Government did NOT give a blanket guarantee on all deposits but underlined its determination to ensure the security of the UK banking system by supporting eight named banks with a £500bn support package. The Council will need to decide if we wish to authorise lending to those named banks on the basis of that implicit guarantee on local authority deposits placed with these eight banks or to rely on the credit ratings of the individual banks.

The original list of banks covered when the support package was initially announced was: -

- . Abbey (now part of Santander)
- . Barclays
- . HBOS (now part of the Lloyds Group)
- . Lloyds TSB
- . HSBC
- . Nationwide Building Society
- . RBS
- . Standard Chartered

Banks eligible for support under the UK bail-out package and which have issued debt guaranteed by the Government are eligible for a continuing Government guarantee when debt issues originally issued and guaranteed by the Government mature and are refinanced. However, no other institutions can make use of this support as it closed to new issues and entrants on 28.2.10. The banks which have used this explicit guarantee are as follows: -

- . Bank of Scotland
- . Barclays
- . Clydesdale
- . Coventry Building Society
- . Investec bank
- . Nationwide Building Society
- . Rothschild Continuation Finance plc
- . Standard Life Bank
- . Tesco Personal Finance plc
- . Royal Bank of Scotland
- . West Bromwich Building Society
- . Yorkshire Building Society

**(d) Other countries.** The US, countries within the EU and Switzerland (and other countries) are currently providing major support packages to their banking systems.

## Approved Countries for investments

### AAA

- Australia
- Canada
- Denmark
- Finland
- Germany
- Luxembourg
- Netherlands
- Norway
- Singapore
- Sweden
- Switzerland
- U.K.\*

\* At its meeting of the 15<sup>th</sup> September 2009, full Council approved a recommendation that;

***‘authorises the use of institutions currently supported by the UK Government should its Sovereign rating be downgraded below the current requirement for a ‘AAA’ rating by all three rating agencies’***

this approval continues to form part of the strategy in 2013/14.

## **Treasury Management Scheme of Delegation**

### **(i) Full Council**

- receiving and reviewing reports on Treasury Management policies, practices and activities,
- approval of annual strategy.
- approval of/amendments to the organisation's adopted clauses, Treasury Management Policy statement and Treasury Management practices.
- budget consideration and approval.
- approval of the division of responsibilities.
- receiving and reviewing regular monitoring reports and acting on recommendations.

### **(ii) Cabinet**

- receiving and reviewing Treasury Management policy statement and Treasury Management practices and making recommendations to the full Council.
- receiving and reviewing regular monitoring reports and making recommendations to the full Council.
- approving the selection of external service providers and agreeing terms of appointment.

### **(iii) Audit and Governance Committee**

- reviewing the Treasury Management policy and procedures and making recommendations to the Cabinet.
- receiving and reviewing regular monitoring (quarterly/half yearly) and making recommendations to the Cabinet.

## **The Treasury Management Role of the Section 151 Officer**

### **The S151 (responsible) Officer**

- recommending clauses, Treasury Management policy/practices for approval, reviewing the same regularly, and monitoring compliance;
- submitting regular Treasury Management policy reports;
- submitting budgets and budget variations;
- receiving and reviewing management information reports;
- reviewing the performance of the Treasury Management function;
- ensuring the adequacy of Treasury Management resources and skills, and the effective division of responsibilities within the Treasury Management function;
- ensuring the adequacy of internal audit, and liaising with external audit;
- recommending the appointment of external service providers.

## **TREASURY MANAGEMENT PRACTICES**

The Treasury Management Practices document (TMP's) forms detailed operational procedures and processes for the Treasury Management function. This document can be found on the Council's Internet by following the following link;

[http://www.tamworth.gov.uk/council\\_and\\_democracy/council\\_budgets\\_and\\_spending/treasury\\_management.aspx](http://www.tamworth.gov.uk/council_and_democracy/council_budgets_and_spending/treasury_management.aspx)

and clicking on the TMP's folder.

The items below are summaries of the individual TMP's which the Council has to produce and adopt under the Treasury Code of Practice.

### **TMP1 : RISK MANAGEMENT**

#### **General Statement**

The Section 151 Officer will design, implement and monitor all arrangements for the identification, management and control of Treasury Management risk; will report at least annually on the adequacy / suitability of the arrangements and will report, as a matter of urgency, the circumstances of any actual or likely difficulty in achieving the Council's objectives. The reports will be in accordance with the procedures contained in TMP6.

#### **1.1 Credit and Counterparty Risk Management**

*Credit and counter-party risk is the risk of failure by a counterparty to meet its contractual obligations to the organisation under an investment, borrowing, capital project or partnership financing, particularly as a result of the counterparty's diminished creditworthiness, and the resulting detrimental effect on the organisation's capital or current (revenue) resources.*

This organisation regards a key objective of its Treasury Management activities to be the security of the principal sums it invests. Accordingly, it will ensure that its counterparty lists and limits reflect a prudent attitude towards organisations with which funds may be deposited, and will limit its investment activities to the instruments, methods and techniques referred to in TMP4 Approved Instruments Methods and Techniques and are detailed in the TMP Operational document.

It also recognises the need to have, and will therefore maintain, a formal counterparty policy in respect of those organisations from which it may borrow, or with whom it may enter into other financing arrangements.

#### **1.2 Liquidity Risk Management**

*This is the risk that cash will not be available when it is needed, that ineffective management of liquidity creates additional unbudgeted costs, and that the organisation's business/service objectives will be thereby compromised.*

This organisation will ensure it has adequate though not excessive cash resources, borrowing arrangements, overdraft or standby facilities to enable it at all times to have the level of funds available to it which are necessary for the achievement of its business/service objectives. This organisation will only borrow in advance of need where there is a clear business case for doing so and will only do so for the current capital programme or to finance future debt maturities.

### **1.3 Interest Rate Risk Management**

*The risk that fluctuations in the levels of interest rates create an unexpected or unbudgeted burden on the organisation's finances, against which the organisation has failed to protect itself adequately.*

This organisation will manage its exposure to fluctuations in interest rates with a view to containing its interest costs, or securing its interest revenues, in accordance with the amounts provided in its budgetary arrangements as amended in accordance with TMP6 Reporting requirements and management information arrangements.

It will achieve this by the prudent use of its approved financing and investment instruments, methods and techniques, primarily to create stability and certainty of costs and revenues, but at the same time retaining a sufficient degree of flexibility to take advantage of unexpected, potentially advantageous changes in the level or structure of interest rates. This should be the subject to the consideration and, if required, approval of any policy or budgetary implications.

### **1.4 Exchange Rate Risk Management**

*The risk that fluctuations in foreign exchange rates create an unexpected or unbudgeted burden on the organisation's finances, against which the organisation has failed to protect itself adequately.*

It will manage its exposure to fluctuations in exchange rates so as to minimise any detrimental impact on its budgeted income/expenditure levels.

### **1.5 Refinancing Risk Management**

*The risk that maturing borrowings, capital, project or partnership financings cannot be refinanced on terms that reflect the provisions made by the organisation for those refinancing, both capital and current (revenue), and/or that the terms are inconsistent with prevailing market conditions at the time.*

This organisation will ensure that its borrowing, private financing and partnership arrangements are negotiated, structured and documented, and the maturity profile of the monies so raised are managed, with a view to obtaining offer terms for renewal or refinancing, if required, which are competitive and as favourable to the organisation as can reasonably be achieved in the light of market conditions prevailing at the time.

It will actively manage its relationships with its counterparties in these transactions in such a manner as to secure this objective, and will avoid over reliance on any one source of funding if this might jeopardise achievement of the above.

### **1.6 Legal and Regulatory Risk Management**

*The risk that the organisation itself, or an organisation with which it is dealing in its Treasury Management activities, fails to act in accordance with its legal powers or regulatory requirements, and that the organisation suffers losses accordingly.*

This organisation will ensure that all of its Treasury Management activities comply with its statutory powers and regulatory requirements. It will demonstrate such compliance, if required to do so, to all parties with whom it deals in such activities. In framing its credit and counterparty policy under TMP1[1] credit and counterparty risk management, it will ensure that there is evidence of counterparties' powers, authority and compliance in respect of the transactions they may effect with the organisation, particularly with regard to duty of care and fees charged.



This organisation recognises that future legislative or regulatory changes may impact on its Treasury Management activities and, so far as it is reasonably able to do so, will seek to minimise the risk of these impacting adversely on the organisation.

## **1.7 Fraud, Error and Corruption, and Contingency Management**

*The risk that an organisation fails to identify the circumstances in which it may be exposed to the risk of loss through fraud, error, corruption or other eventualities in its Treasury Management dealings, and fails to employ suitable systems and procedures and maintain effective contingency management arrangements to these ends. It includes the area of risk commonly referred to as operational risk.*

This organisation will ensure that it has identified the circumstances which may expose it to the risk of loss through fraud, error, corruption or other eventualities in its Treasury Management dealings. Accordingly, it will employ suitable systems and procedures, and will maintain effective contingency management arrangements, to these ends.

The Council will therefore:-

- a) Seek to ensure an adequate division of responsibilities and maintenance at all times of an adequate level of internal check which minimises such risks.
- b) Fully document all its Treasury Management activities so that there can be no possible confusion as to what proper procedures are.
- c) Staff will not be allowed to take up Treasury Management activities until they have had proper training in procedures and are then subject to an adequate and appropriate level of supervision.

Records will be maintained of all Treasury Management transactions so that there is a full audit trail and evidence of the appropriate checks being carried out.

## **1.8 Market Risk Management**

*The risk that, through adverse market fluctuations in the value of the principal sums an organisation borrows and invests, its stated Treasury Management policies and objectives are compromised, against which effects it has failed to protect itself adequately.*

This organisation will seek to ensure that its stated Treasury Management policies and objectives will not be compromised by adverse market fluctuations in the value of the principal sums it invests, and will accordingly seek to protect its self from the effects of such fluctuations.

## **TMP2 : BEST VALUE AND PERFORMANCE MEASUREMENT**

The Borough Council is committed to the pursuit of best value in its Treasury Management activities, and to the use of performance methodology in support of that aim, within the framework set out in the Treasury Management Policy Statement.

The Treasury Management function will be the subject of ongoing analysis of the value it adds in support of the Council's stated service objectives. It will be the subject of regular examination of alternative methods of service delivery, of the availability of fiscal, grant or subsidy incentives, and the scope for other potential improvements. The performance of the Treasury Management function will be measured using the criteria set out in the detailed TMP Operational document.

### **TMP3 : DECISION-MAKING AND ANALYSIS**

The Council will maintain full records of its Treasury Management decisions, and of the processes and practices applied in reaching those decisions, both for the purposes of learning from the past, and for demonstrating that reasonable steps were taken to ensure that all issues relevant to those decisions were taken into account at the time. The issues to be addressed and processes and practices to be pursued in reaching decisions are set out in the detailed TMP Operational document.

### **TMP4 : APPROVED INSTRUMENTS, METHODS AND TECHNIQUES**

The Council will undertake its Treasury Management activities by employing only those instruments, methods and techniques are set out in the detailed TMP Operational document and within the limits and parameters defined in TMP1.

### **TMP5 : ORGANISATION, CLARITY AND SEGREGATION OF RESPONSIBILITIES, AND DEALING ARRANGEMENTS**

The Council considers it essential, for the purposes of the effective control and monitoring of its Treasury Management activities, for the reduction of risk of fraud or error, and for the pursuit of optimum performance, that these activities are structured and managed in a fully integrated manner, and that there is at all times clarity of Treasury Management responsibilities.

The principle, on which this will be based is the clear distinction between those charged with setting Treasury Management policies and those charged with implementing and controlling these policies, particularly with regard to the execution and transmission of funds, the recording and administering of Treasury Management decisions and the audit and review of the Treasury Management function.

If and when this organisation intends, as a result of lack of resources or other circumstances, to depart from these principals, the Section 151 Officer will ensure that the reasons are properly reported in accordance with TPM6 and the implications properly considered and evaluated.

The Section 151 Officer will ensure that there are clear written statements of the responsibilities for each post engaged in Treasury Management, and the arrangements for absence cover. He will also ensure that at all times those engaged in Treasury Management will follow the policies and procedures set out. The present arrangements are set out in the detailed TMP Operational document.

The Section 151 Officer will ensure that there is proper documentation for all deals and transactions, and that procedures exist for the effective transmission of funds. The present arrangements are set out in the detailed TMP Operational document.

The delegations to the Section 151 Officer in respect of Treasury Management are set out in the detailed TMP Operational document. He will fulfil all such responsibilities in accordance with the Council's policy statement and TMP's and, if a CIPFA member, the Standard of Professional Practice on Treasury Management.

## **TMP6 : REPORTING REQUIREMENTS AND MANAGEMENT INFORMATION ARRANGEMENTS**

The Council will ensure that regular reports are prepared and considered on the implementation of its Treasury Management policies; on the effects of decisions taken and transactions executed in pursuit of those policies; implications of changes, particularly budgetary, resulting from regulatory, economic, market or other factors affecting its Treasury Management activities; and on the performance of the Treasury Management function.

As a minimum Cabinet and Council will receive:

- An annual report on the planned strategy to be pursued in the coming year and the reporting of Prudential Indicators.
- A mid-year review
- An annual report on the performance of the Treasury Management function including the performance against the Prudential Indicators, the effects of the decisions taken and the transactions executed in the past year and on any circumstances of non-compliance with the Council's Treasury Management policy statement and TMP's.

Cabinet will receive regular monitoring reports on Treasury Management activities and risks.

The Audit and Governance Committee will have responsibility for the scrutiny of Treasury Management policies and practices.

The Treasury Management indicators will be considered together with the Treasury Management indicators in the Prudential Code as part of the budget approval process. The present arrangements and the form of these reports are set out in the detailed TMP Operational document.

## **TMP7 : BUDGETING, ACCOUNTING AND AUDIT ARRANGEMENTS**

The Section 151 Officer will prepare and Council will approve and, if necessary, from time to time will amend, an annual budget for Treasury Management, which will bring together all of the costs involved in running the Treasury Management function together with associated income. The matters to be included will at minimum be those required by statute or regulation, together, with such information as will demonstrate compliance with TMP1, TMP2 and TMP4.

The Section 151 Officer will exercise effective controls over this budget and report upon and recommend any changes required in accordance with TMP6.

The Council will account for its Treasury Management activities, for decisions made and transactions executed in accordance with appropriate accounting practices and standards, and with statutory and regulatory requirements in force for the time being.

## **TMP8 : CASH AND CASH FLOW MANAGEMENT**

Unless statutory or regulatory requirements demand otherwise, all monies in the hands of the Council will be under the control of the Section 151 Officer and will be aggregated for cash flow and investment management purposes. Cash flow projections will be prepared on a regular and timely basis and the Section 151 Officer will ensure that these are adequate for the purpose of monitoring compliance with TMP1. The present arrangements for preparing cash flow projections, and their form, are set out in the detailed TMP Operational document.

## **TMP9 : MONEY LAUNDERING**

The Council is alert to the possibility that it may become the subject of an attempt to involve it in a transaction involving the laundering of money. The Council will, therefore, maintain procedures for verifying and recording the identity of counterparties and reporting suspicions, and will ensure that all staff involved are properly trained. The present arrangements, including the name of the officer to whom reports should be made, are set out in the detailed TMP Operational document.

## **TMP10 : TRAINING AND QUALIFICATIONS**

The Council recognises the importance of ensuring that all staff involved in the Treasury Management function are fully equipped to undertake the duties and responsibilities allocated to them. It will seek to appoint individuals, who are both capable and experienced and will provide training for staff to enable them to acquire and maintain an appropriate level of expertise, knowledge and skills. The Section 151 Officer will recommend and implement the necessary arrangements.

The Section 151 Officer will ensure that Council members tasked with Treasury Management responsibilities, including those responsible for scrutiny, have access to training relevant to their needs and those responsibilities.

Those charged with governance recognise their individual responsibility to ensure that they have the necessary skills to complete their role effectively.

## **TMP11 : USE OF EXTERNAL SERVICE PROVIDERS**

The Council recognises that responsibility for the Treasury Management decisions remains with the Council at all times. It recognises that there may be potential value in employing external providers of Treasury Management services, in order to acquire access to specialist skills and resources. When it employs such service providers, it will ensure it does so for reasons, which will have been submitted to a full evaluation of the costs and benefits. Terms of appointment will be properly agreed, documented and subject to regular review. It will ensure, where feasible and necessary, that a spread of service providers is used, to avoid over reliance on one or a small number of companies. Where services are subject to formal tender or re-tender arrangements, legislative requirements will always be observed. The monitoring of such arrangements rests with the Section 151 Officer, and details of the current arrangements are set out in the detailed TMP Operational document.

## **TMP12 : CORPORATE GOVERNANCE**

The Council is committed to the pursuit of proper corporate governance throughout its services, and to establishing the principles and practices by which this can be achieved. Accordingly the Treasury Management function and its activities will be undertaken with openness, transparency, honesty, integrity and accountability.

The Council has adopted and implemented the key recommendations of the Code. This, together with the other arrangements are set out in the detailed TMP Operational document and are considered vital to the achievement of proper governance in Treasury Management, and the Section 151 Officer will monitor and, if and when necessary, report upon the effectiveness of these arrangements.

## Treasury Management Glossary of Terms

Bank Rate	The Official Bank rate paid on commercial bank reserves i.e. reserves placed by commercial banks with the Bank of England as part of the Bank's operations to reduce volatility in short term interest rates in the money markets.
Base Rate	Minimum lending rate of a bank or financial institution in the UK.
Capital Financing Requirement	The Council's underlying need for borrowing for a capital purpose.
Counterparty	The organisations responsible for repaying the Council's investment upon maturity and for making interest payments.
Credit Default Swap (CDS)	A specific kind of counterparty agreement which allows the transfer of third party credit risk from one party to the other. One party in the swap is a lender and faces credit risk from a third party, and the counterparty in the credit default swap agrees to insure this risk in exchange for regular periodic payments (essentially an insurance premium). If the third party defaults, the party providing insurance will have to purchase from the insured party the defaulted asset. In turn, the insurer pays the insured the remaining interest on the debt, as well as the principal.
Credit Rating	This is a scoring system that lenders issue organisations with, to determine how credit worthy they are.
Gilts	These are issued by the UK Government in order to finance public expenditure. Gilts are generally issued for a set period and pay a fixed rate of interest for the period.
iTraxx	This is an index published by Markit who are a leading company in CDS pricing and valuation. The index is based on an equal weighting of the CDS spread of 25 European financial companies. Clients can use the iTraxx to see where an institutions CDS spread is relative to that of the market and judge its creditworthiness in that manner, as well as looking at the credit ratings.
Liquidity	An asset is perfectly liquid if one can trade immediately, at a price not worse than the uninformed expected value, the quantity one desires.
Long term	A period of one year or more.
Maturity	The date when an investment is repaid or the period covered by a fixed term investment.

Minimum Revenue Provision	Capital expenditure is generally expenditure on assets which have a life expectancy of more than one year e.g. buildings, vehicles, machinery etc. It would be impractical to charge the entirety of such expenditure to revenue in the year in which it was incurred therefore such expenditure is spread over several years in order to try to match the years over which such assets benefit the local community through their useful life. The manner of spreading these costs is through an annual Minimum Revenue Provision
Monetary Policy Committee (MPC)	This is a body set up by the Government in 1997 to set the 'Repo' rate (commonly referred to as being base rate). Their primary target (as set by the Government) is to keep inflation at or around 2%.
Security	An investment instrument, issued by a corporation, government, or other organization which offers evidence of debt or equity.
Short Term	A period of 364 days or less
Treasury Management	The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.
Working Capital	Cash and other liquid assets needed to finance the everyday running of a business such as the payment of salaries and purchases.
Yield	The annual rate of return on an investment, expressed as a percentage.