



# CABINET

20 April 2016

A meeting of the CABINET will be held on Thursday, 28th April, 2016, 6.00 pm in Committee Room 1 Marmion House, Lichfield Street, Tamworth

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## A G E N D A

### NON CONFIDENTIAL

**1 Apologies for Absence**

**2 Minutes of the Previous Meeting** (Pages 1 - 4)

**3 Declarations of Interest**

*To receive any declarations of Members' interests (pecuniary and non-pecuniary) in any matters which are to be considered at this meeting.*

*When Members are declaring a pecuniary or non-pecuniary interest in respect of which they have dispensation, they should specify the nature of such interest. Members should leave the room if they have a pecuniary or non-pecuniary interest in respect of which they do not have a dispensation.*

**4 Question Time:**

To answer questions from members of the public pursuant to Executive Procedure Rule No. 13

**5 Matters Referred to the Cabinet in Accordance with the Overview and Scrutiny Procedure Rules**

None

**6 Temporary Reserves, Retained Funds and Provisions** (Pages 5 - 64)  
(The Report of the Portfolio Holder for Operations and Assets)

Yours faithfully

A handwritten signature in black ink, appearing to be 'A. G. S.', written over a circular stamp or seal.

## **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.*

To Councillors: D Cook, R Pritchard, S Claymore, S Doyle and M Thurgood.



## **MINUTES OF A MEETING OF THE CABINET HELD ON 17th MARCH 2016**

**PRESENT:** Councillors D Cook (Chair), R Pritchard (Vice-Chair), S Claymore, S Doyle and M Thurgood

**VISITORS:** Councillors A James and S Goodall

The following officers were present: Anthony E Goodwin (Chief Executive), John Wheatley (Executive Director Corporate Services), Michael Buckland (Head of Revenues), Joanne Sands (Neighbourhood Services Manager), John Day (Corporate Performance Officer) and Janice Clift (Democratic and Elections Officer)

### **117 APOLOGIES FOR ABSENCE**

None

### **118 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 18 February 2016 were approved and signed as a correct record.

*(Moved by Councillor R Pritchard and seconded by Councillor M Thurgood)*

### **119 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

### **120 QUESTION TIME:**

None

### **121 MATTERS REFERRED TO THE CABINET IN ACCORDANCE WITH THE OVERVIEW AND SCRUTINY PROCEDURE RULES**

Councillor A James the Chair of Healthier and Safer Scrutiny Committee requested the Members to consider the following:

- The Healthier and Safer Committee propose that the Cabinet authorises that Tamworth Borough Council pursue dementia friendly status as part of a roadmap towards achieving dementia friendly community accreditation.
- The Healthier and Safer Scrutiny Committee propose that the Cabinet supports Tamworth Borough Council joining the local Dementia Action Alliance.
- The Healthier and Safer Scrutiny Committee propose that Tamworth Borough Council's Senior Management team, Customer Service team and elected members undertake dementia friendly training.

**RESOLVED:** That Cabinet accepted all recommendations in principle and that the Chief Executive is charged with pulling together an Action Plan to achieve Dementia Friendly status and who within the organisation needs training.

*(Moved by Councillor D Cook and seconded by Councillor R Pritchard)*

## **122 ANNUAL REVIEW & CORPORATE PLAN**

The Leader of the Council informed Cabinet of the contents of the Annual Review and Corporate Plan.

**RESOLVED:** That Cabinet approved the Annual Review and Corporate Plan.

*(Moved by Councillor D Cook and seconded by Councillor R Pritchard)*

## **123 WRITE OFFS 01/04/15 - 31/12/15**

The Portfolio Holder for Operations and Assets provided Members with details of write offs from 1st April 2015 to 31st December 2015.

**RESOLVED:** That Members endorsed the amount of debt written off for the period of 1<sup>st</sup> April 2015 to 31<sup>st</sup> December 2015

*(Moved by Councillor R Pritchard and seconded by Councillor D Cook)*

## **124 ASB, CRIME AND POLICING ACT 2014 - PUBLIC SPACE PROTECTION ORDER CONSIDERATION 2**

The Portfolio Holder for Communities and Public Health requested members to consider the proposals for Public Space Protection Orders (PSPO) in relation to car cruising/boy racers and vehicle related nuisance

**RESOLVED:** That Cabinet approved the progression to public consultation and submission to the Healthier and Safer Scrutiny Committee on 21<sup>st</sup> April 2016 for a PSPO covering the whole of the Borough of Tamworth on land which the public have vehicular access (as per the PSPO process agreed by Cabinet in June 2015)

*(Moved by Councillor S Doyle and seconded by Councillor R Pritchard)*

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Leader

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## Cabinet

28<sup>th</sup> April 2016

### Report of the Portfolio Holder for Operations and Assets

#### TEMPORARY RESERVES, RETAINED FUNDS and PROVISIONS

##### Purpose

To seek Member approval for the establishment or retention of Temporary Reserves, Retained Funds and Provisions, to write back to balances those reserves that have been identified as no longer being required.

This is a key decision, as it would result in expenditure in excess of £100k.

##### Executive Summary

In line with the approved policy, this report seeks approval for both the establishment of new reserves and retained funds and the retention of existing reserves/retained funds and provisions, to enable funds to be carried forward at the end of the current financial year. Due to the current economic and financial position, temporary reserves requests have only been considered for approval in exceptional circumstances. In all instances, the relevant manager has requested such approval and this report summarises those received.

##### Policy, Capital & Revenue Budget – Background

An updated Revenue Reserves Policy Statement governing the way in which reserves are created, maintained and utilised, was adopted by Cabinet on 1<sup>st</sup> December 2010.

##### Implications of the Report

A summary of the requests is provided in **Appendix A**.

The proposals in this report will result in the estimated establishment of:

Category	Qty	Projected Balance on Existing Reserves at 31 <sup>st</sup> March 2016 £	Transfer From Temporary To Retained £	Proposed Transfer for Year £	Proposals for Write-back £	Balance Carried Forward into 2016/17 £
Temporary Reserves	29	92,633	(47,557)	204,626	(18,000)	231,702
Retained Funds	57	2,410,585	47,557	478,425	(15,000)	2,921,567
Provisions*	2	58,841	-	-	-	58,841
<b>Totals</b>	<b>88</b>	<b>2,562,059</b>	<b>-</b>	<b>683,051</b>	<b>(33,000)</b>	<b>3,212,110</b>

\* Excludes Provisions held for Bad Debts

A review of existing reserves in February 2016 has identified that £33k is available for write back to Balances (shown at **APPENDIX D**). Cabinet are requested to approve the write-back of the sum of £33k to General Fund Balances to support the Medium Term Financial Strategy approved by Council on the 23<sup>rd</sup> February 2016 and to approve that this sum is not available for additional revenue spending.

**Recommendations**

**That Cabinet is asked to approve:**

- 1. in principal the creation/retention of Temporary Reserves, Retained Funds and Provisions as detailed in this report and consider whether a spending plan against each of the individual reserves will be required;**
- 2. that should the actual outturn level adversely vary from the predicted outturn, adjustments will be made and Members may be asked to review the creation of these reserves;**
- 3. the write-back of reserves identified at APPENDIX D as no longer being required in the sum of £33k to Balances as detailed above, to support the Medium-Term Financial strategy.**

**Equalities implications**

There are no equalities implications arising from the report.

**Legal implications**

None

**Resource and Value for Money implications**

All financial resource implications are detailed in the body of this report.

**Risk implications**

None arising directly from this report

**Report Author:**

**Please contact Stefan Garner, Director of Finance, extension 242 or Phil Thomas, Financial Accountant Extension 239.**

Background papers	◆ Revenue Reserves Policy Statement (Policy & Resources, February 23 <sup>rd</sup> 1999)
	◆ Revenue Reserves Policy Statement (Cabinet 1 <sup>st</sup> December 2010)



## Background

A Revenue Reserves Policy Statement governing the way in which reserves are created, maintained and utilised, was adopted by Policy and Resources Committee on 23rd February 1999 and updated by Cabinet on the 1<sup>st</sup> December 2010.

**Temporary reserves** may be established to carry forward funding for a specific project from one year to the next (on one occasion only).

Specific Cabinet approval is required for creation of a Temporary reserve and any balances remaining at the end of the subsequent year will be returned to general balances and the reserve deleted unless specific approval has been sought to retain the reserve for a further year.

**Retained Funds** may be established to carry forward funding for a specific project, which has recurring but irregular expenditure patterns, where the annual budget is likely to be insufficient. These also require Cabinet approval from specified budgets.

**Provisions** may be established in accordance with CIPFA Code of Practice, Council policy and approval of the Executive Director Corporate Services, to set aside funds where expenditure/liability is unavoidable or virtually unavoidable but has not been formally committed.

This report seeks approval for the:

1. Establishment of temporary reserves to enable funds to be carried forward at the end of the current financial year.
2. Additional transfer of sums into Retained Funds, where appropriate.
3. Creation of Provisions.

## Consideration

As part of the final account process, the Council's managers were requested to submit details of any funds that they would require to be carried forward into 2016/17 as Temporary Reserves, Retained Funds and Provisions, though temporary reserves requests have only been considered for approval in exceptional circumstances.

This report details the responses received and summarises the financial implications.

A summary of reserve requests, to be established or retained, is shown at **Appendix A**. Individual request forms (detailing the reason, amount and anticipated completion date for each fund) are shown at **Appendix B**.

A summary of all reserves estimated to be held by the Authority at the 31<sup>st</sup> March 2016 before consideration of this report is shown at **Appendix C** for Members' information.

## Revenue Implications

- A large proportion of the Temporary Reserves approved as at 31<sup>st</sup> March 2015 (by Cabinet on the 2<sup>nd</sup> April 2015) have been transferred to the appropriate revenue accounts for monitoring purposes during the year and have therefore been reported within the quarterly Health Check reports. Others that were not called upon have been reviewed and have been

either identified for retention for another year or are redundant and can therefore be returned to balances.

- All amounts requested in this report to be carried forward as reserves, retained funds or provisions, will be included as committed expenditure in the latest provisional year end outturn forecast as at the end of March which will be available shortly.

The reserves included within this report have been prepared / proposed by Managers on basis that:

- 1) Budgetary provision exists to cover the creation of the reserve;
- 2) The reserve is to meet the cost of an **unavoidable** commitment in 2016/17 (thereby restricting the transfer of potential savings to unjustifiably inflate budgets / spend in future years);
- 3) The creation of a reserve will not increase any projected overspend for individual Directorates;

and thereby allowing the creation of these reserves without adversely affecting the overall predicted outturn position of the Council.

This is to ensure that contingency reserves and balances remain at or above the levels contained within the budget, approved by Council on 23<sup>rd</sup> February 2016.

Should the actual outturn adversely vary from the predicted outturn, then appropriate adjustments will be made and Members may be asked to review the creation of these reserves.

**APPENDIX A**

***Establishment and Retention of Temporary Reserves, Retained Funds and Provisions***

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Service/Description	Original use by Date	Balance @ 1st April 2015 £	Projected Balance on Existing Reserve @ 31st March 2016 £	Proposed Transfers to/(from) Reserve @ 31st March 2016 £	Proposals for Return to Balances 31st March 2016	Projected Balance @ 31st March 2016 £	Proposed Use by Date	Maximum Fund Level (Retained Funds) £
<b><u>Temporary Reserves</u></b>								
<b><u>New</u></b>								
<b><u>Corporate Services</u></b>								
1 CS-NT.01 HR Consultants Fees	na	na	na	2,000	na	2,000	42,824	na
2 CS-NT.02 HR External Support	na	na	na	7,000	na	7,000	42,795	na
3 CS-NT.03 Server Migration External Support	na	na	na	9,710	na	9,710	42,795	na
4 CS-NT.04 DEFRA Inspire Regs Compliance	na	na	na	5,930	na	5,930	42,795	na
5 CS-NT.05 FERIS Maintenance Fund	na	na	na	12,736	na	12,736	42,795	na
6 CS-NT.06 Revenues e-Forms	na	na	na	20,000	na	20,000	42,795	na
<b><u>Director of Assets &amp; Environment</u></b>								
7 DAES-NT.01 Street Lighting	na	na	na	18,430	na	18,430	42,795	na
<b><u>Director Communities Planning &amp; Partnerships</u></b>								
8 DCPP-NT.01 IEWM Locality Commissioning	na	na	na	890	na	890	42,795	na
9 DCPP-NT.02 Consultant Fees - CIL/Local plan	na	na	na	14,000	na	14,000	42,735	na
10 DCPP-NT.03 Visitors Guide 2015/16 Production Cost	na	na	na	3,000	na	3,000	42,795	na
11 DCPP-NT.04 Belgrave Wellbeing Tender	na	na	na	5,000	na	5,000	42,825	na
12 DCPP-NT.05 Community Projects	na	na	na	6,240	na	6,240	42,825	na
13 DCPP-NT.06 Gym Project Community Safety	na	na	na	4,980	na	4,980	42,795	na
14 DCPP-NT.07 Gym Tender	na	na	na	20,000	na	20,000	42,795	na
15 DCPP-NT.08 Well Being Project	na	na	na	16,700	na	16,700	42,795	na
16 DCPP-NT.09 Building Resilient Families & Communities	na	na	na	34,510	na	34,510	42,795	na
<b><u>Director of Housing &amp; Health</u></b>								
17 DHH-NT.01 Funding for Single, Non-Priority Homeless	na	na	na	6,410	na	6,410	42,795	na
18 DHH-NT.02 Homes for Homeless	na	na	na	10,000	na	10,000	42,795	na
<b>Sub Total</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>197,536</b>	<b>-</b>	<b>197,536</b>	<b>-</b>	<b>-</b>
<b><u>Temporary Reserves</u></b>								
<b><u>Additions</u></b>								
<b><u>Corporate Services</u></b>								

19	CS-AT.01	Equality & Diversity Refresher Training	Mar-16	10,000	2,000	7,000	-	9,000	42,795	na	
	<b><u>Director Communities Planning &amp; Partnerships</u></b>										
20	DCPP-AT.01	Conservation Grants	Mar-16	9,290	5,363	90	-	5,453	42,795	na	
			<b>Sub Total</b>	-	<b>19,290</b>	<b>7,363</b>	<b>7,090</b>	-	<b>14,453</b>	-	-
	<b><u>Temporary Reserves</u></b>										
	<b><u>Re-Justification/Write Back of Existing Reserves</u></b>										
	<b><u>Corporate Services</u></b>										
21	CS-ET.01	EDRMS - HR Backscanning	Mar-15	10,000	10,000	-	-	10,000	42,795	na	
22	CS-ET.02	Corporate Change Project Management	Mar-13	24,060	22,190	-	-	22,190	42,795	na	
23	CS-ET.03	Data Integration Tool	Mar-16	15,000	15,000	-	-	15,000	42,795	na	
24	CS-ET.04	Welfare Benefits and Fairer Charging - <i>Write Back To Balances</i>	Mar-16	10,000	10,000	-	(10,000)	-	na	na	
	<b><u>Director of Assets &amp; Environment</u></b>										
25	DAES-ET.01	Tamworth Air Quality Management	Mar-14	7,490	6,150	-	-	6,150	42,825	na	
26	DAES-ET.02	Legal Costs - Appeal Licensing Act 2003 - <i>Write Back to Balances</i>	Mar-15	8,000	8,000	-	(8,000)	-	na	na	
	<b><u>Director Communities Planning &amp; Partnerships</u></b>										
27	DCPP-ET.01	Staffordshire Hoard	Mar-15	7,200	3,200	-	-	3,200	42,795	na	
28	DCPP-ET.02	Planning Advisory Service	Mar-15	4,510	4,510	-	-	4,510	mat17	na	
29	DCPP-ET.03	Regeneration Budget	Mar-15	21,730	6,220	-	-	6,220			
			<b>Sub Total</b>	-	<b>107,990</b>	<b>85,270</b>	-	<b>(18,000)</b>	<b>67,270</b>	-	-
			<b>Total Temporary Reserves</b>	-	<b>127,280</b>	<b>92,633</b>	<b>204,626</b>	<b>(18,000)</b>	<b>279,259</b>	-	-
	<b><u>Retained Funds</u></b>										
	<b><u>New Fund Requests</u></b>										
	<b><u>Corporate Services</u></b>										
1	CS-NR.01	External Support (Internal Audit)	na	na	na	12,865	na	12,865	na	12,865	
	<b><u>Director Communities Planning &amp; Partnerships</u></b>										
3	DCPP-NR.01	Conservation Grants	na	na	na	12,957	na	12,957	na	13,000	
4	DCPP-NR.02	Public Participation	na	na	na	9,470	na	9,470	na	10,000	
5	DCPP-NR.03	Local Plan	na	na	na	1,630	na	1,630	na	1,630	
			<b>Sub Total</b>	-	-	-	<b>36,922</b>	-	<b>36,922</b>	-	<b>37,495</b>
	<b><u>Retained Funds</u></b>										
	<b><u>Additions</u></b>										
	<b><u>Corporate Services</u></b>										
6	CS-AR.01	Insurance - Third Party Excess	na	326,406	286,560	20,000	-	306,560	na	400,000	

7	CS-AR.02	Insurance - GF Property Insurance Excess	na	3,788	3,790	10,000	-	13,790	na	50,000
8	CS-AR.03	Insurance - GF Motor Insurance Excess	na	11,721	11,720	5,000	-	16,720	na	17,000
9	CS-AR.04	Benefits Welfare Reforms	na	22,975	52,985	23,625	-	76,610	na	76,610
<b><u>Director of Assets &amp; Environment</u></b>										
10	DAES-AR.01	Car Parks Maintenance	na	28,917	16,417	12,500	-	28,917	na	35,000
11	DAES-AR.02	Cemeteries	na	149,964	149,964	60,000	-	209,964	na	300,000
12	DAES-AR.03	Maint A5 Balancing Ponds & Watercourses	na	184,568	133,768	70,000	-	203,768	na	500,000
13	DAES-AR.04	Town Centre Markets	na	33,258	33,258	8,000	-	41,258	na	45,000
<b><u>Director Communities Planning &amp; Partnerships</u></b>										
14	DCPP-AR.01	Community Safety Legal Fees	na	10,000	10,000	2,400	-	12,400	na	12,400
15	DCPP-AR.02	Police & Crime Commissioners Grant	na	9,196	2,379	14,265	-	16,644	na	17,000
16	DCPP-AR.03	Arts Grants	na	2,054	2,054	2,480	-	4,534	na	10,000
17	DCPP-AR.04	Grants to Voluntary Organisations	na	5,981	1,911	2,192	-	4,103	na	10,000
18	DCPP-AR.05	Locality Working	na	138,080	108,080	6,420	-	114,500	na	115,000
19	DCPP-AR.06	Castle Accessions Fund	na	18,349	19,162	48	-	19,210	na	20,000
20	DCPP-AR.07	Castle Structural Repairs	na	34,111	34,111	2,650	-	36,761	na	40,000
21	DCPP-AR.08	VR Savings - Temp Staff	na	47,293	39,630	21,000	-	60,630	na	100,000
22	DCPP-AR.09	Inward Investment	na	17,740	17,740	20,650	-	38,390	na	40,000
23	DCPP-AR.10	Economic Development Shared Service	na	10,518	10,518	20,000	-	30,518	na	50,000
24	DCPP-AR.11	Temp Staffing Contract	na	14,500	14,500	7,800	-	22,300	na	40,000
<b><u>Director of Housing &amp; Health</u></b>										
25	DHH-AR.01	Homelessness Prevention Grant Funding	na	404,069	299,069	15,120	-	314,189	na	320,000
26	DHH-AR.02	Homelessness Repossession Prevention Grant	na	78,620	57,575	20,425	-	78,000	na	78,000
27	DHH-AR.03	Housing Strategy Statement	na	14,000	14,000	17,000	-	31,000	na	31,000
28	DHH-AR.04 (HRA)	Housing Condition Survey	na	61,500	61,500	4,600	-	66,100	na	82,000
29	DHH-AR.05 (HRA)	Maintenance & Security Update for Sheltered Housing	na	51,600	51,600	18,000	-	69,600	na	80,000
<b>Sub Total</b>				<b>1,679,208</b>	<b>1,432,291</b>	<b>384,175</b>	<b>-</b>	<b>1,816,466</b>		<b>2,469,010</b>
<b><u>Retained Funds</u></b>										
<b><u>Re-Justification of Existing Funds</u></b>										
<b><u>Corporate Services</u></b>										
30	CS-ER.01	Corporate Finance Support	na	15,000	15,000	-	-	15,000	na	15,000
31	CS-ER.02	DWP Recession Busting Grant	na	24,834	9,302	-	-	9,302	na	9,302
32	CS-ER.03	Town Hall Improvements	na	8,000	-	2,709	-	2,709	na	3,500
33	CS-ER.04	Local Council Tax Reduction Scheme	na	9,630	8,385	-	-	8,385	na	8,385
34	CS-ER.05	Individual Voter Registration	na	84,001	63,201	49,109	-	112,310	na	112,310
35	CS-ER.06	Assets of Community Value	na	20,583	20,583	-	-	20,583	na	21,000
36	CS-ER.07	Business Rates Collection	na	260,380	260,380	-	-	260,380	na	260,380
37	CS-ER.08	Freedom of the Borough	na	2,000	1,411	-	-	1,411	na	1,500
38	CS-ER.09	NNDR Refunds	na	40,000	40,000	-	-	40,000	na	40,000
39	CS-ER.10 (HRA)	Housing Property Insurance Excess	na	215,145	214,145	-	-	214,145	na	215,150
<b><u>Director of Assets &amp; Environment</u></b>										
40	DAES-ER.01	BMX Grant	na	3,500	3,500	-	-	3,500	na	3,500

41	DAES-ER.02	Service Review Salary Protection (Street Wardens/CCTV)	na	24,520	13,100	-	-	13,100	na	24,520
42	DAES-ER.03	Civil Parking Enforcement - <i>Part Write Back To Balances</i>	na	30,000	30,000	-	(15,000)	15,000	na	15,000
43	DAES-ER.04	Turnburry Trees	na	18,222	18,222	-	-	18,222	na	18,222
2	DAES-ER.05	Service Review - Salary Protection (Public Conveniences)	na	1,600	1,600	-	na	1,600	na	3,100
<b><i>Director Communities Planning &amp; Partnerships</i></b>										
44	DCPP-ER.01	ASB Residents Champion	na	5,805	-	5,510	-	5,510	na	6,000
45	DCPP-ER.02	Local Public Service Agreements ASB	na	85,664	66,764	-	-	66,764	na	67,000
46	DCPP-ER.03	Community Safety Projects	na	22,302	22,302	-	-	22,302	na	23,000
47	DCPP-ER.04	PCC/ASB Underspends	na	4,768	4,768	-	-	4,768	na	5,000
48	DCPP-ER.05	Community Cohesion/Locality Commissioning	na	28,800	18,800	-	-	18,800	na	20,000
49	DCPP-ER.06	Business Improvement District (Town Centre)	na	23,859	23,859	-	-	23,859	na	23,859
50	DCPP-ER.07	CIL	na	24,128	24,128	-	-	24,128	na	25,000
51	DCPP-ER.08	Sports Grant	na	2,800	2,400	-	-	2,400	na	2,400
52	DCPP-ER.09	LPSA Reward	na	9,140	9,140	-	-	9,140	na	10,000
<b><i>Director of Housing &amp; Health</i></b>										
53	DHH-ER.01	Health Tamworth	na	34,384	19,384	-	-	19,384	na	20,000
54	DHH-ER.02	Lifecheck PCT Funding	na	20,000	10,000	-	-	10,000	na	10,000
55	DHH-ER.03	Tamworth Homelessness Education Programme	na	9,000	9,000	-	-	9,000	na	9,000
56	DHH-ER.04 (HRA)	Imps Orchard, Tenants Portal, EDRMS and new Processes	na	81,540	59,040	-	-	59,040	na	60,000
57	DHH-ER.05 (HRA)	Housing Regeneration	na	15,680	9,880	-	-	9,880	na	20,000
<b>sub-total</b>				<b>1,125,285</b>	<b>978,294</b>	<b>57,328</b>	<b>(15,000)</b>	<b>1,020,622</b>		<b>1,052,128</b>
<b>Total Retained Funds</b>				<b>2,804,493</b>	<b>2,410,585</b>	<b>478,425</b>	<b>(15,000)</b>	<b>2,874,010</b>		<b>3,558,633</b>
<b><i>Provisions</i></b>										
<b><i>Re-Justification of Existing Provisions</i></b>										
	EP001	Insurance Provision	na	32,749	7,557	-	-	7,557	na	na
	EP002	Land Charges - Legal Action	na	121,000	51,284	-	-	51,284	na	na
<b>Total Provisions</b>				<b>153,749</b>	<b>58,841</b>	<b>-</b>	<b>-</b>	<b>58,841</b>		<b>-</b>
<b>TOTAL ALL RESERVES</b>				<b>3,085,522</b>	<b>2,562,059</b>	<b>683,051</b>	<b>(33,000)</b>	<b>3,212,110</b>		<b>3,558,633</b>

1 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

CS-NT.01

Directorate	Director of Transformation & Corporate Performance
Service Area	Head Organisational Development
Title for Reserve	HR Consultants Fees
Reserve Amount Requested	£2,000

**Reason for Creation/Retention of Reserve**

Budget was established from release of the i-Trent reserve during 2015/16 to fund Midland HR consultancy days to upgrade to version 10.19 which was due to be released by the supplier at the end of February. Two days originally booked for 14th and 15th March have had to be re-scheduled to the new financial year due to the postponement of software release dates until later in March 2016, therefore the budget associated is required to be carried forward to 2016/17 as no other revenue budgetary provision exists.

**Corporate Priority**

Delivering Quality Services - Demonstrating Value for Money

Reserve Funded From	Cost Centre Code	Value
Training & Development	GL0202	£2,000

Type of Reserve (Temporary / Retained) Temporary (will be used before 31/03/2017)

If Retained Fund - Maximum Level of Fund N/A

Temporary Reserve - Date it will be Fully Spent 31/03/2017

Approval for release of reserve to be granted by Head Organisational Development

Signed C Tims Head of Organisational Development  
Date 09/03/16

2 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

CS-NT.02

Directorate	Director of Transformation & Corporate Performance
Service Area	Head Organisational Development
Title for Reserve	HR External Support
Reserve Amount Requested	£7,000

**Reason for Creation/Retention of Reserve**

To create a temporary reserve to provide external support to the HR team during the Delivering Quality Services Project. This funding will provide additional capacity to the team to fund any external work or backfill (of admin support) for off-shoot projects, such as further review of the pay model as a result of National Living Wage, development of competency profiles for services or the development of the performance management framework and associated systems.

**Corporate Priority**

Delivering Quality Services - Demonstrating Value for Money

Reserve Funded From	Cost Centre Code	Value
Human Resources Supplies and Services	GL0201	£5,000
Human Resources Staff Health Insurance	GL0201	£2,000

Type of Reserve (Temporary / Retained) Temporary (will be used before 31/03/2017)

If Retained Fund - Maximum Level of Fund N/A

Temporary Reserve - Date it will be Fully Spent 31/03/2017

Approval for release of reserve to be granted by Head Organisational Development

Signed C Tims Head of Organisational Development  
Date 09/03/16

3 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

CS-NT.03

Directorate	Director of Technology & Corporate Programmes
Service Area	Director of Technology & Corporate Programmes
Title for Reserve	Server Migration External Support
Reserve Amount Requested	£9,710

**Reason for Creation/Retention of Reserve**

Cabinet approved the release of £35k from specific contingency during 2015/16 to fund consultancy costs associated with migrating various software systems to new servers as part of an upgrade project. This work will not be completed in full until 2016/17, and so the remaining funds unspent at 31st March are required to be carried forward into 2016/17.

**Corporate Priority**

The Corporate Improvement Programme, incorporating Delivering Quality Services in Tamworth will support all corporate priorities by enabling the continued development of CRM, making data accessible electronically and will ensure a sound and robust technical and data infrastructure.

Reserve Funded From	Cost Centre Code	Value
ICT External Support	GH0201	£9,710

Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2017)
If Retained Fund - Maximum Level of Fund	N/A
Temporary Reserve - Date it will be Fully Spent	31/03/2017
Approval for release of reserve to be granted by	Director of Technology & Corporate Programmes
Signed	Nicki Burton Director of Technology & Corporate Programmes
Date	11/03/16

4 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

CS-NT.04

Directorate	Director of Technology & Corporate Programmes
Service Area	Director of Technology & Corporate Programmes
Title for Reserve	DEFRA Inspire Regs Compliance
Reserve Amount Requested	£5,930

**Reason for Creation/Retention of Reserve**

DEFRA awarded a grant of £7,130 to IT at the end of 2013/14, under their New Burdens Funding arrangements, for the purposes of meeting the costs associated with compliance with new INSPIRE regulations. It was anticipated that the remaining funds would be spent during 2015/16 as new software has been purchased, however, contracts have only recently been awarded, and this budget, being one-off funding, is required to be carried forward into the new financial year to meet expenditure.

**Corporate Priority**

The Corporate Improvement Programme, incorporating Delivering Quality Services in Tamworth will support all corporate priorities by enabling the continued development of CRM, making data accessible electronically and will ensure a sound and robust technical and data infrastructure.

Reserve Funded From	Cost Centre Code	Value
ICT Software Purchases	GH0201	£5,930

Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2017)
If Retained Fund - Maximum Level of Fund	N/A
Temporary Reserve - Date it will be Fully Spent	31/03/2017
Approval for release of reserve to be granted by	Director of Technology & Corporate Programmes
Signed	Nicki Burton Director of Technology & Corporate Programmes
Date	11/03/16



5 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

CS-NT.05

Directorate	Executive Director Corporate Services
Service Area	Head of Benefits
Title for Reserve	FERIS Maintenance Fund
Reserve Amount Requested	£12,736

**Reason for Creation/Retention of Reserve**

We were notified in early March that our application to the DWP's Fraud and Error Reduction Incentive Scheme (FERIS) 2016/17 Maintenance Fund has been successful - funding to be received mid March of £12,736. This is a ring-fenced grant which must be spent in accordance with our application. As our anticipated costs will be incurred during 2016/17, this grant is required to be carried forward so that it may be spent in accordance with DWP requirements. New and ongoing initiatives are:

- Targeted reassessment of NMW rise ctt/partner/non deps (approx. 650 cases)
- Where capital > £14k
- No change to occupational pension or earnings for 13 months
- Dependents aged 16-18 – Child Benefit may have ended
- Those paid primary benefits (JSA IB etc), as may have ended and no notification received from claimant or DWP, even when CIS interest is set – this will also be done for non dependants
- Increased targeted in year checks

Also, continuation of the following FERIS activities

- Full use of RTI and analysis of earnings
- Checks on those attracting Severe Disability Premium where Att All/DLA Care/PIP Enhanced paid – as many received by ATLAS and are automated, and someone could be getting Carers Allowance for them
- Checking claims where JSA Contribution based is paid as ATLAS notifications not received where JSA C ends
- Continued use of Capita FERIS Manager to target any other interventions, e.g those in receipt of SSP/SMP
- Implementation of IEG4 e-cics module

**Corporate Priority**

Delivering Quality Services - demonstrating value for money

Reserve Funded From	Cost Centre Code	Value
Benefits Government Grant Income	GT0201	£12,736

Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2017)	
If Retained Fund - Maximum Level of Fund	N/A	
Temporary Reserve - Date it will be Fully Spent	31/03/2017	
Approval for release of reserve to be granted by	Executive Director Corporate Services	
Signed	K Taylor	Head of Benefits
Date	17/03/16	

6 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

CS-NT.06

Directorate	Director of Finance
Service Area	Head of Revenues
Title for Reserve	Revenues e-Forms
Reserve Amount Requested	£20,000

**Reason for Creation/Retention of Reserve**

There is a clear need as part of the delivering quality services project, and in line with the customer access strategy, for e-enabled forms to be available on the Council's website. Additional income has been identified from Council Tax court costs and contributions re council tax billing, to assist with funding the software and implementation associated with a suite of forms for Revenues which would enhance website functionality and enable self-service.

**Corporate Priority**

Delivering Quality Services - demonstrating value for money

Reserve Funded From	Cost Centre Code	Value
Council Tax Court Costs Income	GG0301 82570	£10,000
Council Tax Contribution from Staffs CC	GG0301 82310	£10,000

Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2017)	
If Retained Fund - Maximum Level of Fund	N/A	
Temporary Reserve - Date it will be Fully Spent	31/03/2017	
Approval for release of reserve to be granted by	Head of Revenues	
Signed	S Garner	Director of Finance
Date	10/03/16	

7 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DAES-NT.01

Directorate	Director of Assets & Environment
Service Area	Director of Assets & Environment
Title for Reserve	Street Lighting
Reserve Amount Requested	£18,430

**Reason for Creation/Retention of Reserve**

A recent review of Tamworth Borough Council street lighting within its car parks has highlighted that three car parks lighting is inefficient and needs replacing prior to the planned replacement programme in 10 years. Orders have been placed but the waiting time for the equipment is 12 weeks. Order number EM03479 to Eon.

**Corporate Priority**

Work with communities to improve safe, clean and green environments.

Reserve Funded From	Cost Centre Code	Value
GW3002	all codes	£18,430

Type of Reserve (Temporary / Retained) Temporary (will be used before 31/03/2017)

If Retained Fund - Maximum Level of Fund N/A

Temporary Reserve - Date it will be Fully Spent 31/03/2017

Approval for release of reserve to be granted by Director of Assets & Environment

Signed S McGrandle Head of Environmental Maintenance  
Date 08/03/16

8 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DCPP-NT.01

Directorate	Director of Communities, Planning & Partnerships
Service Area	Community Services
Title for Reserve	IEWM Locality Commissioning - External Funds
Reserve Amount Requested	£890

**Reason for Creation/Retention of Reserve**

The money was a grant from IEWM to support Tamworth's Locality Commissioning activity. The original grant was for £10k and there is now an outstanding balance. As this is external money given for specific commissioning work I request this is carried over into 2016/17 financial year into PM1727X0151.

**Corporate Priority**

Living A Quality Life In Tamworth

Reserve Funded From	Cost Centre Code	Value
IEWM Commissioning	GS1010	£890

Type of Reserve (Temporary / Retained) Temporary (will be used before 31/03/2017)

If Retained Fund - Maximum Level of Fund N/A

Temporary Reserve - Date it will be Fully Spent 01/03/2017

Approval for release of reserve to be granted by Director of Housing & Health

Signed K Adderley Head of Partnerships & Commissioning  
Date 04/03/16

9 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DCPP-NT.02

Directorate	Director of Communities, Planning & Partnerships
Service Area	Director of Communities, Planning & Partnerships
Title for Reserve	Consultant fees -CIL/Local Plan
Reserve Amount Requested	balance c £14,000

**Reason for Creation/Retention of Reserve**

An order has been raised for consultancy support to get the local plan adopted and CIL submitted. Part of the order has been fulfilled. This reserve will cover the cost of the remaining amount on the committed order that will be delivered next financial year

**Corporate Priority**

To Aspire and Prosper in Tamworth - the implementation of the local plan

Reserve Funded From	Cost Centre Code	Value
GS0404	32050	balance c £14,000

Type of Reserve (Temporary / Retained) Temporary (will be used before 31/03/2017)

If Retained Fund - Maximum Level of Fund £20,000

Temporary Reserve - Date it will be Fully Spent 31/12/2017

Approval for release of reserve to be granted by Director of Assets & Environment

Signed	M Bowers	Head of Planning & Regeneration
Date	14/03/16	

10 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DCPP-NT.03

Directorate	Director of Communities, Planning & Partnerships
Service Area	Director of Communities, Planning & Partnerships
Title for Reserve	Visitor Guide Production Costs
Reserve Amount Requested	£3,000

**Reason for Creation/Retention of Reserve**

Work on the production of the Visitor Guide was late starting this year due to a number of important and competing work priorities that had to be dealt with in the town centre and tourism function of the ED Team at the time when the work usually starts. In particular, this included the Great British High Street Competition and the development of the BID Shadow Board. Work is now underway and should be completed early in 2016/17, with the work to produce the 2017/18 Guide scheduled to start on time this coming year.

**Corporate Priority**

Strategic Priority 1: To Aspire and Prosper in Tamworth  
To create and sustain a thriving local economy and make Tamworth a more aspirational and competitive place to do business.

Reserve Funded From	Cost Centre Code	Value
Tourism - Product Development	GY0202 3	£3,000

Type of Reserve (Temporary / Retained) Temporary (will be used before 31/03/2017)

If Retained Fund - Maximum Level of Fund N/A

Temporary Reserve - Date it will be Fully Spent 31/03/2017

Approval for release of reserve to be granted by Director of Assets & Environment

Signed	M Bowers	Head of Planning & Regeneration
Date	14/03/16	

11 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DCPP-NT.04

Directorate Director of Communities, Planning & Partnerships

Service Area Director of Communities, Planning & Partnerships

Title for Reserve Belgrave wellbeing tender

Reserve Amount Requested £5,000 or balance at 31/3/16

**Reason for Creation/Retention of Reserve**  
These funds will need to be allocated towards the Belgrave gym tendered project as costs are higher than the 20K already reserved. This money is to be spent in the Belgrave area on activity therefore is suitable to support the gym project.

**Corporate Priority**  
Living a quality life

Reserve Funded From	Cost Centre Code	Value
Sports Development - Contract Payments	GY1708 46010	£5,000 or balance

Type of Reserve (Temporary / Retained) Temporary (will be used before 31/03/2017)

If Retained Fund - Maximum Level of Fund N/A

Temporary Reserve - Date it will be Fully Spent 31/03/2017

Approval for release of reserve to be granted by Director of Assets & Environment

Signed N Mason Head of Community Leisure

Date 14/03/16

12 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DCPP-NT.05

Directorate Director of Communities, Planning & Partnerships

Service Area Director of Communities, Planning & Partnerships

Title for Reserve Community projects

Reserve Amount Requested £6,240 or balance as 31/3/16

**Reason for Creation/Retention of Reserve**  
This is external grant funded money to deliver Hoop /football/dance projects

**Corporate Priority**  
Living a quality life

Reserve Funded From	Cost Centre Code	Value
Sports Development - Consultants Fees	GY1708 32050	£6,240 or balance

Type of Reserve (Temporary / Retained) Temporary (will be used before 31/03/2017)

If Retained Fund - Maximum Level of Fund N/A

Temporary Reserve - Date it will be Fully Spent 31/03/2017

Approval for release of reserve to be granted by Director of Assets & Environment

Signed N Mason Head of Community Leisure

Date 14/03/16

13 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DCPP-NT.06

Directorate	Director of Communities, Planning & Partnerships	
Service Area	Director of Communities, Planning & Partnerships	
Title for Reserve	Gym project community safety	
Reserve Amount Requested	£4,980	
<b>Reason for Creation/Retention of Reserve</b>		
This is external grant funded money. This is community safety external funds to deliver a community safety anti ASB gym project		
<b>Corporate Priority</b>		
Living a quality safe life		
<b>Reserve Funded From</b>	<b>Cost Centre Code</b>	<b>Value</b>
Community Leisure - Project Funding	GY0801 30351	£4,980
<b>Type of Reserve (Temporary / Retained)</b>		
Temporary (will be used before 31/03/2017)		
<b>If Retained Fund - Maximum Level of Fund</b>	N/A	
<b>Temporary Reserve - Date it will be Fully Spent</b>	31/03/2017	
<b>Approval for release of reserve to be granted by</b>	Director of Assets & Environment	
<b>Signed</b>	N Mason	Head of Community Leisure
<b>Date</b>	14/03/16	

14 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DCPP-NT.07

Directorate	Director of Communities, Planning & Partnerships	
Service Area	Director of Communities, Planning & Partnerships	
Title for Reserve	Gym Tender	
Reserve Amount Requested	£20,000	
<b>Reason for Creation/Retention of Reserve</b>		
Funds that are allocated to a TBC tender for supply a gym at belgrave		
<b>Corporate Priority</b>		
Living a quality life		
<b>Reserve Funded From</b>	<b>Cost Centre Code</b>	<b>Value</b>
Community Leisure Grant Contributions	GY0801 82313	£20,000
<b>Type of Reserve (Temporary / Retained)</b>		
Temporary (will be used before 31/03/2017)		
<b>If Retained Fund - Maximum Level of Fund</b>	N/A	
<b>Temporary Reserve - Date it will be Fully Spent</b>	31/03/2017	
<b>Approval for release of reserve to be granted by</b>	Director of Assets & Environment	
<b>Signed</b>	N Mason	Head of Community Leisure
<b>Date</b>	14/03/16	

15 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DCPP-NT.08

Directorate	Director of Communities, Planning & Partnerships	
Service Area	Director of Communities, Planning & Partnerships	
Title for Reserve	Well being project	
Reserve Amount Requested	£16700 or balance at 31/3/16	
<b>Reason for Creation/Retention of Reserve</b>		
External funds to deliver wellbeing project		
<b>Corporate Priority</b>		
Living a quality life		
<b>Reserve Funded From</b>	<b>Cost Centre Code</b>	<b>Value</b>
Community Leisure - Health Promotion	GY0801 30456	£4,900
Community Leisure Grant Contributions	GY080182313	£11,800
<b>Type of Reserve (Temporary / Retained)</b>	Temporary (will be used before 31/03/2017)	
<b>If Retained Fund - Maximum Level of Fund</b>	N/A	
<b>Temporary Reserve - Date it will be Fully Spent</b>	31/03/2017	
<b>Approval for release of reserve to be granted by</b>	Director of Assets & Environment	
<b>Signed</b>	N Mason	Head of Community Leisure
<b>Date</b>	14/03/16	

16 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DCPP-NT.09

Directorate	Director of Communities, Planning & Partnerships	
Service Area	Director of Communities, Planning & Partnerships	
Title for Reserve	Building Resilient Families & Communities	
Reserve Amount Requested	£34,510	
<b>Reason for Creation/Retention of Reserve</b>		
External grant funding (payment by results monies) received as a result of achieving targets in the Building Resilient Families & Communities (BRFC) programme for Tamworth. Consultation is ongoing with partner agencies to identify spend in relation to achieving further positive results in turn achieving further PBR funding.		
<b>Corporate Priority</b>		
Living a Quality Life In Tamworth		
<b>Reserve Funded From</b>	<b>Cost Centre Code</b>	<b>Value</b>
Local Strategic Partnership income	GS0704	£34,510
<b>Type of Reserve (Temporary / Retained)</b>	Temporary (will be used before 31/03/2017)	
<b>If Retained Fund - Maximum Level of Fund</b>	N/A	
<b>Temporary Reserve - Date it will be Fully Spent</b>	BEFORE 31/3/17	
<b>Approval for release of reserve to be granted by</b>	Director of Housing & Health	
<b>Signed</b>	B Ginley	Business Support Manager
<b>Date</b>	09/03/16	

17 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DHH-NT.01

Directorate	Director of Housing & Health
Service Area	Director of Housing & Health
Title for Reserve	Funding for Single, Non-Priority Homeless
Reserve Amount Requested	£6,410

**Reason for Creation/Retention of Reserve**

Regional funding (via DCLG allocation to the Staffordshire / Shropshire Homelessness Partnership) made available to assist, single, non-priority, rough sleepers. Funding to be potentially incorporated (subject to appropriate governance and agreement of arrangements with Brighter futures) into existing projects delivered by Brighter Futures over the next 12 months (given both the ending of the regional rough sleeper outreach service and Brighter Futures role in the delivery of that service).

**Corporate Priority**

Living a Quality Life in Tamworth - 1. Support and protect those who are or may become vulnerable; 2. Work with partners and communities to tackle the causes of inequality; 4. Work with partners and communities to help improve health and wellbeing.

Reserve Funded From	Cost Centre Code	Value
Single, Non-Priority Homeless Fund	GS0406 82312	£6,410

Type of Reserve (Temporary / Retained) Temporary (will be used before 31/03/2017)

If Retained Fund - Maximum Level of Fund N/A

Temporary Reserve - Date it will be Fully Spent 31/03/2017

Approval for release of reserve to be granted by Director of Housing & Health

Signed R Barnes Director of Housing & Health  
Date 11/03/16

18 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DHH-NT.02

Directorate	Director of Housing & Health
Service Area	Director of Housing & Health
Title for Reserve	Homes For Homeless
Reserve Amount Requested	£10,000

**Reason for Creation/Retention of Reserve**

Funds to be utilised (in conjunction with other identified Homelessness budget and subject to appropriate governance) to support Tamworth Cornerstone Housing Association to further develop a business model that will enable them to continue to operate in the town following the withdrawal of Supporting People funding.

**Corporate Priority**

Living a Quality Life in Tamworth - 1. Support and protect those who are or may become vulnerable; 2. Work with partners and communities to tackle the causes of inequality; 4. Work with partners and communities to help improve health and wellbeing.

Reserve Funded From	Cost Centre Code	Value
Homes For Homeless	GR0501 35080	£10,000

Type of Reserve (Temporary / Retained) Temporary (will be used before 31/03/2017)

If Retained Fund - Maximum Level of Fund N/A

Temporary Reserve - Date it will be Fully Spent 31/03/2017

Approval for release of reserve to be granted by Director of Housing & Health

Signed R Barnes Director of Housing & Health  
Date 11/03/16

19 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

CS-AT.01

Directorate	Director of Transformation & Corporate Performance
Service Area	Head Organisational Development
Title for Reserve	Equality & Diversity Refresher Training
Reserve Amount Requested	£9,000

**Reason for Creation/Retention of Reserve**

In December 2015 Council approved the Diversity and Equality scheme and associated action plan. Part of the action plan is for the provision of Refresher Training for all staff. Underspends in the current year budget, plus an amount remaining in the Mandatory Training reserve established last year, have been identified to fund this.

**Corporate Priority**

Delivering Quality Services - Demonstrating Value for Money

Reserve Funded From	Cost Centre Code	Value
Training & Development Supplies & Services	GL0202	£6,000
HR DBS Checks	GL0201	£700
Health & Safety First Aid	GL0203	£300
Mandatory Training Reserve	PM1746	£2,000

Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2017)
If Retained Fund - Maximum Level of Fund	N/A
Temporary Reserve - Date it will be Fully Spent	31/03/2017
Approval for release of reserve to be granted by	Head Organisational Development
Signed	C Tims Head of Organisational Development
Date	09/03/16

20 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DCPP-AT.01

Directorate	Director of Communities, Planning & Partnerships
Service Area	Community Services
Title for Reserve	Conservation Grants
Reserve Amount Requested	£5,453

**Reason for Creation/Retention of Reserve**

Committed conservation grants 2014/5

**Corporate Priority**

Growing Strong in Tamworth

Reserve Funded From	Cost Centre Code	Value
Conservation Grants	GS0401	£90
Conservation Grants Temp. Reserve	PM1708X0151	£5,363

Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2017)
If Retained Fund - Maximum Level of Fund	N/A
Temporary Reserve - Date it will be Fully Spent	31/03/2017
Approval for release of reserve to be granted by	Director of Assets & Environment
Signed	J Gunn Development Manager
Date	11/03/16



21 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

CS-ET.01

Directorate	Director of Transformation & Corporate Performance
Service Area	Head Organisational Development
Title for Reserve	EDRMS - HR Backscanning
Reserve Amount Requested	£10,000

**Reason for Creation/Retention of Reserve**

This reserve was created to allow a pool of funding for HR documentation to be backscanned once the Corporate EDRMS product was operational. Additional funding was required as this could not be resourced within the current staffing structure and had not been originally scoped as part of the corporate project. However, implementation of corporate EDRMS has been delayed due to corporate security and set-up issues which must be addressed before any confidential HR information or documents can be loaded to the system. Therefore this reserve is required to be retained to fund this element of the project once the issues are resolved.

**Corporate Priority**

This is linked to Corporate change projects to support the Sustainability Strategy. E-enabling HR files will reduce the need for paper storage on site and enable further developments for mobile working and efficiency. Without these funds capacity is not available to carry out this work within the current HR structure.

Reserve Funded From	Cost Centre Code	Value
EDRMS HR Backscanning reserve	PM1658	£10,000

Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2017)
If Retained Fund - Maximum Level of Fund	N/A
Temporary Reserve - Date it will be Fully Spent	31/03/2017
Approval for release of reserve to be granted by	Head Organisational Development
Signed	C Tims Head of Organisational Development
Date	09/03/16

22 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

CS-ET.02

Directorate	Director of Technology & Corporate Programmes
Service Area	Director of Technology & Corporate Programmes
Title for Reserve	Corporate Change Project Management
Reserve Amount Requested	£22,190

**Reason for Creation/Retention of Reserve**

£22,190 is remaining in the Corporate Change Project Management reserve, and is requested to be retained to fund future project management requirements. As part of the ICT restructure, 2 P/T posts were created for data and project support officers. Following limited success in recruitment, the post was merged into 1 F/T role, losing capacity of 7.24 hours. There is a risk that, as more projects are run, additional capacity may need to be sourced and this will offer us more flexibility to bring in quality support.

**Corporate Priority**

The Corporate Improvement Programme, incorporating Delivering Quality Services in Tamworth will support all corporate priorities by enabling the continued development of CRM, making data accessible electronically and will ensure a sound and robust technical and data infrastructure.

Reserve Funded From	Cost Centre Code	Value
Corporate Change Project Mgt Reserve	PM1665	£22,190

Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2017)
If Retained Fund - Maximum Level of Fund	N/A
Temporary Reserve - Date it will be Fully Spent	31/03/2017
Approval for release of reserve to be granted by	Director of Technology & Corporate Programmes
Signed	Nicki Burton Director of Technology & Corporate Programmes
Date	11/03/16

23 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

CS-ET.03

Directorate	Director of Technology & Corporate Programmes
Service Area	Director of Technology & Corporate Programmes
Title for Reserve	Data Integration Tool
Reserve Amount Requested	£15,000

**Reason for Creation/Retention of Reserve**

This reserve was established to meet the additional costs associated with the implementation, roll-out and training of a data integration tool planned to be implemented in 2015/16. However, the procurement process has only recently been completed and the contract awarded, therefore it is requested that this reserve be carried forward to meet these costs in 2016/17.

**Corporate Priority**

The Corporate Improvement Programme, incorporating Delivering Quality Services in Tamworth will support all corporate priorities by enabling the continued development of CRM, making data accessible electronically and will ensure a sound and robust technical and data infrastructure.

Reserve Funded From	Cost Centre Code	Value
Data Integration Tool reserve	PM1745	£15,000

Type of Reserve (Temporary / Retained) Temporary (will be used before 31/03/2017)

If Retained Fund - Maximum Level of Fund N/A

Temporary Reserve - Date it will be Fully Spent 31/03/2017

Approval for release of reserve to be granted by Director of Technology & Corporate Programmes

Signed	Nicki Burton	Director of Technology & Corporate Programmes
Date	11/03/16	

24 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

CS-ET.04

Directorate	Executive Director Corporate Services
Service Area	Head of Benefits
Title for Reserve	Welfare Benefits & Fairer Charging
Reserve Amount Requested	£10,000

**Reason for Creation/Retention of Reserve**

At the beginning of December Tamworth took on two staff from Staffs CC as part of an agreement to deliver Welfare Benefits and Fairer Charging to Tamworth residents on behalf of the County. Budgets were established to recover costs from County for delivering the service as per the contract, including provision for one-off additional costs. It is considered that this reserve is no longer required and can be returned to balances.

**Corporate Priority**

To be healthier and safer in Tamworth; protecting those most vulnerable.

Reserve Funded From	Cost Centre Code	Value
Welfare Benefits & Fairer Charging supplies and services	PM1743	£10,000

Type of Reserve (Temporary / Retained) Temporary (will be used before 31/03/2016)

If Retained Fund - Maximum Level of Fund N/A

Temporary Reserve - Date it will be Fully Spent Return to Balances

Approval for release of reserve to be granted by Executive Director Corporate Services

Signed	J Wheatley	Executive Director Corporate Services
Date	15/03/16	

25 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DAES-ET.01

Directorate	Director of Assets & Environment
Service Area	Director of Assets & Environment
Title for Reserve	Tamworth Air Quality Management
Reserve Amount Requested	£6,150

**Reason for Creation/Retention of Reserve**

Cabinet approved funding for the monitoring of air quality in Two Gates following exceedances of air quality standards. It is vital that the data as at end March 2016 is included, hence the request. Any decision to recommend the withdrawal of the Air Quality Management Area at Two Gates, Dosthill may mean that once the remaining fee of £1340 has been paid, and pending outcomes, any balance left of the reserve in the region of £4810 may not be needed.

**Corporate Priority**

SP1 -Living a quality life in Tamworth, SP2- Growing strong in Tamworth.

Reserve Funded From	Cost Centre Code	Value
Existing Reserve	PM1705X0151	£6,150

Type of Reserve (Temporary / Retained) Temporary (will be used before 31/03/2017)

If Retained Fund - Maximum Level of Fund N/A

Temporary Reserve - Date it will be Fully Spent 31/03/2017

Approval for release of reserve to be granted by Director of Assets & Environment

Signed	Steve Lewis	Head of Environmental Health
Date	08/03/16	

26 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2015/16**

DAES-ET.02

Directorate	Director of Assets & Environment
Service Area	Director of Assets & Environment
Title for Reserve	Legal Fees - Appeal under Licensing Act 2003
Reserve Amount Requested	£8,000

**Reason for Creation/Retention of Reserve**

Transfer of Ephesus premises license, appealed to Magistrates court, concurrent with Licensing Committee decision to place restrictions/sanctions on business. It is considered that this reserve is no longer required and can be returned to balances.

**Corporate Priority**

To be healthier and safer in Tamworth.

Reserve Funded From	Cost Centre Code	Value
Licensing Act 2003	GW020532040	£8,000

Type of Reserve (Temporary / Retained) Temporary (will be used before 31/03/2015)

If Retained Fund - Maximum Level of Fund N/A

Temporary Reserve - Date it will be Fully Spent Return to Balances

Approval for release of reserve to be granted by Director of Assets & Environment

Signed	Steve Lewis	Head of Environmental Health
Date	08/03/16	

27 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DCPP-ET.01

Directorate	Director of Communities, Planning & Partnerships	
Service Area	Community Services	
Title for Reserve	Staffordshire Hoard	
Reserve Amount Requested	£3,200.00 or balance	
<b>Reason for Creation/Retention of Reserve</b>		
To support the ongoing development of the Staffordshire Hoard gallery within Tamworth Castle, including the HLF bid which will be delivered during 2016-2017		
<b>Corporate Priority</b>		
Priority 1 Aspire and Prosper - market Tamworth as a great place to live life to the full.		
<b>Reserve Funded From</b>	<b>Cost Centre Code</b>	<b>Value</b>
Existing temporary reserve	PM1589X0151	£3,200
<b>Type of Reserve (Temporary / Retained)</b>		
Temporary (will be used before 31/03/2017)		
<b>If Retained Fund - Maximum Level of Fund</b>		
N/A		
<b>Temporary Reserve - Date it will be Fully Spent</b>		
31/03/2017		
<b>Approval for release of reserve to be granted by</b>		
Director of Assets & Environment		
<b>Signed</b>	L Troman	Heritage and Visitor Services Manager
<b>Date</b>	11/03/16	

28 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DCPP-ET.02

Directorate	Director of Communities, Planning & Partnerships	
Service Area	Director of Communities, Planning & Partnerships	
Title for Reserve	Planning Advisory Service	
Reserve Amount Requested	£4,510	
<b>Reason for Creation/Retention of Reserve</b>		
Existing reserve PM1728 X0151 established to hold grant given from planning advisory service on staffs one place work. Legal work currently being undertaken but invoice not expected until next financial year so this is to roll over into next financial year		
<b>Corporate Priority</b>		
To Aspire and Prosper in Tamworth' - to enable better methods of delivery		
<b>Reserve Funded From</b>	<b>Cost Centre Code</b>	<b>Value</b>
PM1728	X0151	£4,510
<b>Type of Reserve (Temporary / Retained)</b>		
Temporary (will be used before 31/03/2017)		
<b>If Retained Fund - Maximum Level of Fund</b>		
N/A		
<b>Temporary Reserve - Date it will be Fully Spent</b>		
31/03/2017		
<b>Approval for release of reserve to be granted by</b>		
Director of Assets & Environment		
<b>Signed</b>	M Bowers	Head of Planning & Regeneration
<b>Date</b>	11/03/16	

29 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DCPP-ET.03

Directorate	Director of Communities, Planning & Partnerships
Service Area	Director of Communities, Planning & Partnerships
Title for Reserve	Regeneration budget
Reserve Amount Requested	£6,220

**Reason for Creation/Retention of Reserve**

A fund was established for 13/14 of £40k then an additional £10k per annum in 14/15 and 15/16. This fund has been used to finance feasibility studies, economic impact appraisal and related work to support bids for funding and bringing forward development sites. There are committed funds for a 2 year consultant post in addition to grant income expected before year end.

**Corporate Priority**

To Aspire and Prosper in Tamworth - the delivery of projects to regenerate the town

Reserve Funded From	Cost Centre Code	Value
GS0400	32050	£2,980
GS0400	81060	£3,240

Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2017)
If Retained Fund - Maximum Level of Fund	N/A
Temporary Reserve - Date it will be Fully Spent	31/03/2017
Approval for release of reserve to be granted by	Director of Assets & Environment
Signed	M Bowers Head of Planning & Regeneration
Date	11/03/16

30 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

CS-NR.01

Directorate	Executive Director Corporate Services
Service Area	Head of Internal Audit
Title for Reserve	External Support
Reserve Amount Requested	£12,865

**Reason for Creation/Retention of Reserve**

The Internal Audit External Support budget is projected to underspend by the above amount this year, and an ongoing saving has been applied in the 2016-17 budgetary process. However, in order to ensure that funds are available to cover staff sickness, or in the event of additional support for a special investigation, or other additional requirements, particularly during shared service arrangements with Lichfield, a retained fund is required.

**Corporate Priority**

Delivering Quality Services in Tamworth - Demonstrating Value for Money

Reserve Funded From	Cost Centre Code	Value
Internal Audit External Support	GN0201 32054	£12,865

Type of Reserve (Temporary / Retained)	Retained Fund
If Retained Fund - Maximum Level of Fund	£12,865
Temporary Reserve - Date it will be Fully Spent	N/A
Approval for release of reserve to be granted by	Head of Internal Audit
Signed	A Struthers Head of Internal Audit
Date	01/03/16

31 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DCPP-NR.01

Directorate	Director of Communities, Planning & Partnerships
Service Area	Community Services
Title for Reserve	Conservation Grants
Reserve Amount Requested	£12,957

**Reason for Creation/Retention of Reserve**

To further assist in the improvement of the historic environment of the town centre, thereby making it an attractive place to live and visit, by making a financial contribution via Conservation Grants to the upkeep of listed buildings and buildings in Conservation areas. It requested that the unspent budget be retained to meet demand for applications in years when revenue budget is likely to be insufficient.

**Corporate Priority**

Growing Strong in Tamworth

Reserve Funded From	Cost Centre Code	Value
Conservation grants	GS0401	£12,957

Type of Reserve (Temporary / Retained)	Retained Fund
If Retained Fund - Maximum Level of Fund	£13,000
Temporary Reserve - Date it will be Fully Spent	N/A
Approval for release of reserve to be granted by	Director of Assets & Environment
Signed	J Gunn Development Manager
Date	11/03/16

32 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DCPP-NR.02

Directorate	Director of Communities, Planning & Partnerships
Service Area	Director of Communities, Planning & Partnerships
Title for Reserve	Public Participation
Reserve Amount Requested	£9,470

**Reason for Creation/Retention of Reserve**

This temporary reserve was set up from funding provided by Staffs Police and LPSA to support Participatory Budgeting projects across the locality areas. In order to ensure that funds are used effectively it is requested that the funds be transferred into a **retained fund**.

**Corporate Priority**

Strategic Priority 2 - To be Healthier &amp; Safer in Tamworth

Reserve Funded From	Cost Centre Code	Value
Public Participation Temp. Reserve	PM1720X0151	£9,470

Type of Reserve (Temporary / Retained)	Retained Fund
If Retained Fund - Maximum Level of Fund	£10,000
Temporary Reserve - Date it will be Fully Spent	N/A
Approval for release of reserve to be granted by	Director of Housing & Health

Signed	L Allwood	Tenant Regulatory & Involvement Manager
Date	11/03/16	

33 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** DCPP-NR.03

Directorate	Director of Communities, Planning & Partnerships
Service Area	Director of Communities, Planning & Partnerships
Title for Reserve	Local Plan
Reserve Amount Requested	£1,630

**Reason for Creation/Retention of Reserve**

Significant costs were incurred this financial year to get the local plan adopted. The budget for next year is only £10k. It is requested that the predicted underspend of £1630 be utilised in order to ensure that funds are available to allow production of further documents, expert advice, survey work etc to implement the plan

**Corporate Priority**

To Aspire and Prosper in Tamworth' - the implementation of the local plan

Reserve Funded From	Cost Centre Code	Value
Local Development Framework	GS0403	£1,630

Type of Reserve (Temporary / Retained)	Retained Fund
If Retained Fund - Maximum Level of Fund	£1,630
Temporary Reserve - Date it will be Fully Spent	N/A
Approval for release of reserve to be granted by	Director of Assets & Environment

Signed	M Bowers	Head of Planning & Regeneration
Date	11/03/16	

34 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** CS-AR.01

Directorate	Director of Finance
Service Area	Director of Finance
Title for Reserve	Insurance-Third Party Excess
Reserve Amount Requested	£306,560

**Reason for Creation/Retention of Reserve**

To cover the ongoing commitment to settle the excess level of 3rd party insurance claims. The amount to transfer will depend on claims experience at the year end and any adjustment in the premium charged.

**Corporate Priority**

Delivering Quality Services in Tamworth - Demonstrate Value for Money

Reserve Funded From	Cost Centre Code	Value
Movement in Insurance budgets	various	£20,000
Insurance Third Party Excess Retained Fund	PM1015	£286,560

Type of Reserve (Temporary / Retained)	Retained Fund
If Retained Fund - Maximum Level of Fund	£400,000
Temporary Reserve - Date it will be Fully Spent	N/A
Approval for release of reserve to be granted by	Director of Finance

Signed	S Garner	Director of Finance
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Date 11/03/16

35 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** CS-AR.02

Directorate Director of Finance  
Service Area Director of Finance  
Title for Reserve GF Property Insurance Excess  
Reserve Amount Requested £13,790

Reason for Creation/Retention of Reserve  
To cover the ongoing commitment to settle the excess level of General fund property insurance claims. The amount to transfer will depend on claims experience at the year end and any adjustment in the premium charged.

Corporate Priority  
Deliver Quality Services in Tamworth - Demonstrate Value for Money

Reserve Funded From	Cost Centre Code	Value
Movement in Insurance budgets	various	£10,000
GF Property Insurance Retained Fund	PM1645	£3,790

Type of Reserve (Temporary / Retained) Retained Fund

If Retained Fund - Maximum Level of Fund £50,000

Temporary Reserve - Date it will be Fully Spent N/A

Approval for release of reserve to be granted by Director of Finance

Signed S Garner Director of Finance  
Date 11/03/16

36 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** CS-AR.03

Directorate Director of Finance  
Service Area Director of Finance  
Title for Reserve GF Motor Insurance Excess  
Reserve Amount Requested £16,720

Reason for Creation/Retention of Reserve  
To cover the ongoing commitment to settle the excess level of General fund Motor insurance claims. The amount to transfer will depend on claims experience at the year end and any adjustment in the premium charged.

Corporate Priority  
Delivering Quality Services in Tamworth - Demonstrate Value for Money

Reserve Funded From	Cost Centre Code	Value
Movement in Insurance budgets	various	£5,000
GF Motor Insurance Excess Retained Fund	PM1646	£11,720

Type of Reserve (Temporary / Retained) Retained Fund

If Retained Fund - Maximum Level of Fund £17,000

Temporary Reserve - Date it will be Fully Spent N/A

Approval for release of reserve to be granted by Director of Finance



Signed	S Garner	Director of Finance
Date	11/03/16	

37 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** CS-AR.04

Directorate	Executive Director Corporate Services
Service Area	Head of Benefits
Title for Reserve	Benefits Welfare Reforms
Reserve Amount Requested	£76,610

**Reason for Creation/Retention of Reserve**

This relates to Government Grant income received to assist with the impact of welfare reforms and benefit changes, including administration and staffing impacts, and fees and charges income received from the DWP in respect of the roll-out of Universal Credit. It is requested that these amounts are retained, as the impacts of significant welfare reform and consequently the funding required for them, are expected to continue and increase into the foreseeable future, in particular Universal Credit, where the roll-out is subject to phased implementation over the next few years. For example, from April 2016 there will be a new requirement to means test all new pension caseload claimants, which will require additional staff resources. Currently 62% of the pensioner caseload is not means tested.

**Corporate Priority**

To be healthier and safer in Tamworth; protecting those most vulnerable.

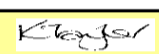
Reserve Funded From	Cost Centre Code	Value
Welfare Reforms Retained Fund	PM1701	£52,985
Benefits Administration Fees & Charges	GT0201	£23,625

Type of Reserve (Temporary / Retained)	Retained Fund
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If Retained Fund - Maximum Level of Fund	£76,610
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Temporary Reserve - Date it will be Fully Spent	N/A
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Approval for release of reserve to be granted by	Executive Director Corporate Services
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Signed		Head of Benefits
Date	17/03/16	

38 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** DAES-AR.01

Directorate	Director of Assets & Environment
Service Area	Community Services
Title for Reserve	Car Parks Maintenance
Reserve Amount Requested	£28,917

**Reason for Creation/Retention of Reserve**

Retained fund allocated for emergency repair work or upgrade to public car parks in Tamworth. Allocation of money for car park upgrades as necessary for the Gateway project and town centre

**Corporate Priority**

Corporate Priority 1 - Living a Quality Life in Tamworth

Reserve Funded From	Cost Centre Code	Value
Car Parks	GP0601	£12,500
Retained fund	PM1287X0156	£16,417

Type of Reserve (Temporary / Retained)	Retained Fund
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If Retained Fund - Maximum Level of Fund	£35,000
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Temporary Reserve - Date it will be Fully Spent	N/A
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Approval for release of reserve to be granted by	Director of Assets & Environment
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Signed	J Sands	Head of Community Safety
Date	16/03/16	

39 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** DAES-AR.02

Directorate	Director of Assets & Environment	
Service Area	Director of Assets & Environment	
Title for Reserve	Cemeteries	
Reserve Amount Requested	£209,964	
Reason for Creation/Retention of Reserve	All surpluses retained for future use for the memorial testing programme and for the provision of future maintenance	
Corporate Priority	Work with partners and communities to help improve their health and wellbeing	
Reserve Funded From	Cost Centre Code	Value
GW1601	all account codes	£60,000
Cemeteries Retained Fund	PM1254	£149,964
Type of Reserve (Temporary / Retained)	Retained Fund	
If Retained Fund - Maximum Level of Fund	£300,000	
Temporary Reserve - Date it will be Fully Spent	N/A	
Approval for release of reserve to be granted by	Director of Assets & Environment	
Signed	S McGrandle	Head of Environmental Maintenance
Date	08/03/16	

40 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** DAES-AR.03

Directorate	Director of Assets & Environment	
Service Area	Director of Assets & Environment	
Title for Reserve	Maintenance of A5 Balancing Ponds & Watercourses	
Reserve Amount Requested	£203,768	
Reason for Creation/Retention of Reserve	When the A5 bypass was constructed, a network of 8 balancing ponds and reedbeds were also constructed alongside it to take excess water from the surface of the road and prevent this water being discharged as either groundwater or surface water, and also to reduce the effects of certain pollutants from the carriageway. Over time these balancing ponds which flow from Kettlebrook through to Tamworth centre become 'silted' up and have to be cleansed. A recent survey of the ponds has highlighted the fact that the original commuted sum set aside to maintain these ponds is insufficient and further funding is required in order to support the proposed 10 year maintenance plan. Therefore it is proposed that the	
Corporate Priority	Work with communities to improve safe, clean and green environments.	
Reserve Funded From	Cost Centre Code	Value
GW3001	all account codes	£70,000
Maint. of A5 Balancing Ponds Retained Fund	PM1717	£133,768
Type of Reserve (Temporary / Retained)	Retained Fund	
If Retained Fund - Maximum Level of Fund	£500,000	
Temporary Reserve - Date it will be Fully Spent	N/A	

Approval for release of reserve to be granted by Director of Assets & Environment

Signed S McGrandle Head of Environmental Maintenance

Date 08/03/16

41 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** DAES-AR.04

Directorate Director of Assets & Environment

Service Area Director of Assets & Environment

Title for Reserve Town Centre Markets

Reserve Amount Requested £41,258

**Reason for Creation/Retention of Reserve**

Cabinet agreed in 2011 to retain the contribution made to the Council by LSD Promotions Ltd each year for the rights to operated the town centre market for use for initiatives to support and enhance the town centre. This fund is to be retained to support on going initiatives and events such as Love Your Local Market. It will be retained also to be used for initiatives arising from the Gateways Project, town centre and Cultural Quarter

**Corporate Priority**

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

Reserve Funded From	Cost Centre Code	Value
Town Centre market retained fund	PM1691 X0156	£33,258
Markets Revenue account	GP0701	£8,000

Type of Reserve (Temporary / Retained) Retained Fund

If Retained Fund - Maximum Level of Fund £45,000

Temporary Reserve - Date it will be Fully Spent N/A

Approval for release of reserve to be granted by Director of Assets & Environment

Signed J Sands Head of Community Safety

Date 16/03/16

42 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** DCPP-AR.01

Directorate Director of Communities, Planning & Partnerships

Service Area Community Services

Title for Reserve Community Safety Legal Fees

Reserve Amount Requested £12,400

**Reason for Creation/Retention of Reserve**

Retention of the fund will allow for a central partnership budget for the prosecution of existing and emerging prosecutions and/or legal actions under the ASB, Crime and Policing Act 2014. This will allow greater flexibility and capacity when determining how and ASB perpetrator should be dealt with. Due to the review of the TCSP, it is requested that the £2400 underspend in 2015/16 be added to the existing retained fund

**Corporate Priority**

Corporate Priority 1 - Living a Quality Life in Tamworth

Reserve Funded From	Cost Centre Code	Value
Community Safety	GY160132040	£2,400
Community Safety	PM1695X0156	£10,000

Type of Reserve (Temporary / Retained) Retained Fund

If Retained Fund - Maximum Level of Fund £12,400

Temporary Reserve - Date it will be Fully Spent N/A

Approval for release of reserve to be granted by	Director of Assets & Environment	
Signed	J Sands	Head of Community Safety
Date	14/03/16	

43 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DCPP-AR.02

Directorate	Director of Communities, Planning & Partnerships
Service Area	Community Services
Title for Reserve	Police and Crime Commissioners Grant
Reserve Amount Requested	£16,644 or balance

**Reason for Creation/Retention of Reserve**

This reserve is an underspend from the PCC grant 2014/15 total amount £85K and any underspend at year end 2015/16. Due to the grant funding commissioning process whereby some applications did not meet the threshold there is a small underspend. The PCC can have the underspend returned or can allow retention and use in 2016/17.

**Corporate Priority**

Corporate Priority 1 - Living a Quality Life in Tamworth

Reserve Funded From	Cost Centre Code	Value
Community Safety	PM1757X0156	£2,379
Community Safety	GY160382315	£3,200
Community Safety	GY160330413	£10,400
Community Safety	GY160330347	£665

Type of Reserve (Temporary / Retained)	Retained Fund	
If Retained Fund - Maximum Level of Fund	£17,000	
Temporary Reserve - Date it will be Fully Spent	N/A	
Approval for release of reserve to be granted by	Director of Assets & Environment	
Signed	J Sands	Head of Community Safety
Date	14/03/16	

44 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DCPP-AR.03

Directorate	Director of Communities, Planning & Partnerships
Service Area	Community Services
Title for Reserve	Arts Grants
Reserve Amount Requested	£4,534 or balance

**Reason for Creation/Retention of Reserve**

To carry the balance of £2,054 on the temporary reserve PM0805X0151 into 2016/17 and change it to a RETAINED FUND and to add to it any remaining balance of the revenue budget, currently standing at £2480.

**Corporate Priority**

Living A Quality Life In Tamworth

Reserve Funded From	Cost Centre Code	Value
Arts Grant	GX0610 34537	£2,480
Temporary Reserve (To be changed to Retained Fund)	PM0805X0151	£2,054

Type of Reserve (Temporary / Retained)	Retained Fund
If Retained Fund - Maximum Level of Fund	10,000
Temporary Reserve - Date it will be Fully Spent	N/A
Approval for release of reserve to be granted by	Director of Assets & Environment

Signed	N Mason	Head of Community Leisure
Date	14/03/16	

45 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** DCPP-AR.04

Directorate	Director of Communities, Planning & Partnerships
Service Area	Community Services
Title for Reserve	Grants to Voluntary Organisations
Reserve Amount Requested	£4,103 or balance

**Reason for Creation/Retention of Reserve**  
 To retain the existing retained fund of £1911 on PM1070X0156 and add to it any commitments or underspends against the 2015/16 revenue budget which to date amounts to £2192

**Corporate Priority**  
 Living A Quality Life In Tamworth

Reserve Funded From	Cost Centre Code	Value
Voluntary Sector	GS1002 31551	£2,192 or balance
Grants to Voluntary Organisations	PM1070X0156	£1,911

Type of Reserve (Temporary / Retained) Retained Fund

If Retained Fund - Maximum Level of Fund £10,000

Temporary Reserve - Date it will be Fully Spent N/A

Approval for release of reserve to be granted by Director of Housing & Health

Signed	N Mason	Head of Community Leisure
Date	14/03/16	

46 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** DCPP-AR.05

Directorate	Director of Communities, Planning & Partnerships
Service Area	Director of Communities, Planning & Partnerships
Title for Reserve	Locality Working
Reserve Amount Requested	£114,500 or balance

**Reason for Creation/Retention of Reserve**  
 To support the Locality Working initiative, LPSA Reward funds have been attracted for a limited time to support activity across 4 neighbourhoods of Tamworth. Through prudent use of this budget it has been possible to continue to work at the community hubs engaging in partnership activity over the last 12 months. LPSA grant is no longer provided and therefore the budget will be utilised in the coming year to continue and further develop this key area of work for TBC and our partners. This fund will be used to utilise all overhead costs associated with the outreach hubs and the project activity that will take place to further enhance the multi-agency working within disadvantaged neighbourhoods.

**Corporate Priority**  
 Strategic Priority 2 - To be Healthier & Safer in Tamworth

Reserve Funded From	Cost Centre Code	Value
Locality working Stonydelph	GS1007	£2,500
Locality working Belgrave	GS1008	-£400
Locality working Amington	GS1009	£4,320
LSPA Locality Working Reserve	PM1587X0156	£108,080

Type of Reserve (Temporary / Retained) Retained Fund

If Retained Fund - Maximum Level of Fund £115,000

Temporary Reserve - Date it will be Fully Spent

Approval for release of reserve to be granted by

Signed

Date

47 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DCPP-AR.06

Directorate

Service Area

Title for Reserve

Reserve Amount Requested

Reason for Creation/Retention of Reserve

Corporate Priority

Reserve Funded From	Cost Centre Code	Value
Castle Accessions Fund PM0905	PM0905X0156	£19,162
GX1501	36010	£48

Type of Reserve (Temporary / Retained)

If Retained Fund - Maximum Level of Fund

Temporary Reserve - Date it will be Fully Spent

Approval for release of reserve to be granted by

Signed

Date

48 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DCPP-AR.07

Directorate

Service Area

Title for Reserve

Reserve Amount Requested

Reason for Creation/Retention of Reserve

Corporate Priority

Reserve Funded From	Cost Centre Code	Value
Castle Structural Repairs PM1283X0156	PM1283	£34,111
Structural repairs	GX150110001	£2,650

Type of Reserve (Temporary / Retained)

If Retained Fund - Maximum Level of Fund

Temporary Reserve - Date it will be Fully Spent

Approval for release of reserve to be granted by

Signed	L Troman	Heritage and Visitor Services Manager
Date	11/03/16	

49 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** DCP-AR.08

Directorate	Director of Communities, Planning & Partnerships
Service Area	Director of Communities, Planning & Partnerships
Title for Reserve	VR Savings - Temp Staff
Reserve Amount Requested	£60,630

**Reason for Creation/Retention of Reserve**

This is an existing retained fund PM1740 X0156. When the business cases for VR were considered they were accepted on the basis that a proportion of the saving would be retained by the service to enable a 'war chest' to be established over a rolling period for buying in additional resource if required due to increases in numbers of applications or significant large applications such as Anker Valley, or for buying in additional resource to assist with other aspects of the service. This has been used to employ casual staff, specialists and temporary staff. Temporary agency staff are more costly than directly employed and the need for temporary agency staff will continue into the next year.

**Corporate Priority**

To 'Aspire and Prosper in Tamworth' - the successful adoption of a local plan will guide investment. An

Reserve Funded From	Cost Centre Code	Value
PM1740	X0156	£39,630
GS0404	101	£12,000
GS0404	170	£3,000
GS0203	162	£6,000 estd

Type of Reserve (Temporary / Retained)	Retained Fund	
If Retained Fund - Maximum Level of Fund	£100,000	
Temporary Reserve - Date it will be Fully Spent	N/A	
Approval for release of reserve to be granted by	Director of Assets & Environment	
Signed	M Bowers	Head of Planning & Regeneration
Date	14/03/16	

50 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** DCP-AR.09

Directorate	Director of Communities, Planning & Partnerships
Service Area	Director of Communities, Planning & Partnerships
Title for Reserve	Inward Investment
Reserve Amount Requested	£38,390

**Reason for Creation/Retention of Reserve**

As part of the Greater Birmingham and Solihull LEP, Tamworth Borough Council has been working with Marketing Birmingham in the 'Investing in the City Region' ERDF project, providing match funding to allow the project scope to expand to cover the districts of Southern Staffordshire. It was envisaged that a greater level of funding would have been committed however, there is now a new ESIF programme currently in development which will provide opportunities for the council to once again work in partnership with other Marketing Birmingham and LEP partners to promote inward investment, which will require further match funding.

**Corporate Priority**

Strategic Priority 1: To 'Aspire and Prosper in Tamworth'

Reserve Funded From	Cost Centre Code	Value
GS0402	36083	£20,650
PM1640	X0156	£17,740

Type of Reserve (Temporary / Retained)	Retained Fund
If Retained Fund - Maximum Level of Fund	£40,000
Temporary Reserve - Date it will be Fully Spent	N/A

Approval for release of reserve to be granted by

Signed    
Date

51 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DCPP-AR.10

Directorate   
Service Area   
Title for Reserve   
Reserve Amount Requested

**Reason for Creation/Retention of Reserve**

These funds are the operational budgets of the Shared Service, which have been 50% contributed to by Lichfield District Council, so the funds do not entirely belong to Tamworth Borough Council. In addition, these funds have been earmarked to spend early in 2016/17 on further communications support for the service (ca. £20K) and a £20K contribution to a new ERDF (ESIF) Enterprise programme. Further spend plans are also in development to provide marketing collateral for local business place promotion across the 2 districts.

**Corporate Priority**

Reserve Funded From	Cost Centre Code	Value
Balance on GS0408		c £20,000 or balance
PM1749	X0151	£10,518

Type of Reserve (Temporary / Retained)

If Retained Fund - Maximum Level of Fund

Temporary Reserve - Date it will be Fully Spent

Approval for release of reserve to be granted by

Signed    
Date

52 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DCPP-AR.11

Directorate   
Service Area   
Title for Reserve   
Reserve Amount Requested

**Reason for Creation/Retention of Reserve**

D Hunter has reduced his hours but extended his contract which whilst having no additional cost to the Council does extend the profile of spend. Therefore the residual needs to be carried over to financial year 2016/17. There is already a retained fund PM1738X0156 from last financial year to cover this.

**Corporate Priority**

Reserve Funded From	Cost Centre Code	Value
PM1738	X0156	£14,500
GS0400	101	£7,800

Type of Reserve (Temporary / Retained)

If Retained Fund - Maximum Level of Fund

Temporary Reserve - Date it will be Fully Spent

Approval for release of reserve to be granted by



Signed M Bowers Head of Planning & Regeneration  
 Date 11/03/16

53 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** DHH-AR.01

Directorate Director of Housing & Health  
 Service Area Director of Housing & Health  
 Title for Reserve Homelessness Prevention Grant Funding (PM1606)  
 Reserve Amount Requested £314,189

**Reason for Creation/Retention of Reserve**  
 DCLG Homelessness Prevention funding is made available to the Council to support homelessness prevention activity in the Borough. The DCLG Grant is not ringfenced but has been specifically allocated for the purposes of preventing homelessness. This retained funding will support the delivery of the Council's Homelessness Prevention Strategy and actions incorporated into the accompanying Delivery Plan (agreed at Cabinet November 2015). It is also proposed that the unspent funds released in the current financial year (£15,120 which was originally allocated from Homelessness Prevention Grant) are returned to the existing Homelessness Prevention retained fund PM1606 X0156.

**Corporate Priority**  
 Living a Quality Life in Tamworth - 1. Support and protect those who are or may become vulnerable;

Reserve Funded From	Cost Centre Code	Value
Homelessness Prevention (existing retained)	PM1606 X0156	£299,069
Homelessness Prevention	GS0406 35167	£4,250
Homelessness Prevention (salaries)	GS0406 00101	£6,000
Sanctuary Scheme	GS0406 36107	£4,870

Type of Reserve (Temporary / Retained) Retained Fund  
 If Retained Fund - Maximum Level of Fund £320,000  
 Temporary Reserve - Date it will be Fully Spent N/A  
 Approval for release of reserve to be granted by Director of Housing & Health  
 Signed R Barnes Director of Housing & Health  
 Date 11/03/16

54 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** DHH-AR.02

Directorate Director of Housing & Health  
 Service Area Director of Housing & Health  
 Title for Reserve Homelessness Repossession Prevention Grant  
 Reserve Amount Requested £78,000

**Reason for Creation/Retention of Reserve**  
 Funding not utilised to support residents facing repossession / potential homelessness due to either alternative assistance being applied or residents not meeting the scheme criteria. Funds to be reserved as ongoing demand for assistance from residents. Funds will support the delivery of the Council's Homelessness Prevention Strategy and associated Delivery Plan. It is also proposed that the unspent funds released in the current financial year (£20,425 which was originally allocated from Homelessness Repossession Prevention Grant) are returned to the existing Homelessness Repossession Prevention Grant retained fund PM1623

**Corporate Priority**  
 Living a Quality Life in Tamworth - 1. Support and protect those who are or may become vulnerable;

Reserve Funded From	Cost Centre Code	Value
HRPG	PM01623 X0156	£57,575
Repossession Prevention	GS0406 35240	£20,425

Type of Reserve (Temporary / Retained) Retained Fund  
 If Retained Fund - Maximum Level of Fund £78,000  
 Temporary Reserve - Date it will be Fully Spent N/A

Approval for release of reserve to be granted by

Signed

Date

55 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** DHH-AR.03

Directorate

Service Area

Title for Reserve

Reserve Amount Requested

**Reason for Creation/Retention of Reserve**

Funds to be added to existing retained fund PM1755 (£14,000) to enable the delivery of a new Private sector Stock Condition Survey in line with legislative powers and relevant government guidance.

**Corporate Priority**

Living a Quality Life in Tamworth - 1. Support and protect those who are or may become vulnerable;

Reserve Funded From	Cost Centre Code	Value
Housing Strategy Statement (existing retained)	PM1755 X0156	£14,000
Housing Strategy Statement	GS0405 31511	£17,000

Type of Reserve (Temporary / Retained)

If Retained Fund - Maximum Level of Fund

Temporary Reserve - Date it will be Fully Spent

Approval for release of reserve to be granted by

Signed

Date

56 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** DHH-AR.04

Directorate

Service Area

Title for Reserve

Reserve Amount Requested

**Reason for Creation/Retention of Reserve**

The annual budget for house condition survey work is insufficient to commission a valid survey and as such there needs to be a reserve built to a level that will make a new and full survey worthwhile. The house condition survey is used to update stock condition data which in turns drives the future investment programme.

**Corporate Priority**

Delivering Well in Tamworth - the House Condition Survey drives the future housing capital programme

Reserve Funded From	Cost Centre Code	Value
Retained fund	HM0860X0156	£61,500
HRA Budget identified for Housing Survey	HR210130128	£4,600

Type of Reserve (Temporary / Retained)

If Retained Fund - Maximum Level of Fund

Temporary Reserve - Date it will be Fully Spent

Approval for release of reserve to be granted by

Signed R Barnes Director of Housing & Health  
 Date 14/03/16

27 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** DHH-AR.05

Directorate Director of Housing & Health

Service Area Director of Housing & Health

Title for Reserve Maintenance and Security update for sheltered housing

Reserve Amount Requested £69,600

Reason for Creation/Retention of Reserve  
 Existing retained fund identified to enable upgrade to community alarm service. A planned programme is in place for replacements over the next 10 years.

Corporate Priority  
 Living a Quality Life in Tamworth - 1. Support and protect those who are or may become vulnerable;

Reserve Funded From	Cost Centre Code	Value
Existing retained fund	HM0864X0156	£51,600
Sheltered Housing General	HR271010025	£14,000
Sheltered Housing General	HR271046010	£4,000

Type of Reserve (Temporary / Retained) Retained Fund

If Retained Fund - Maximum Level of Fund £80,000

Temporary Reserve - Date it will be Fully Spent N/A

Approval for release of reserve to be granted by Director of Housing & Health

Signed R Barnes Director of Housing & Health  
 Date 14/03/16

58 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** CS-ER.01

Directorate Director of Finance

Service Area Director of Finance

Title for Reserve Corporate Finance Support

Reserve Amount Requested £15,000

Reason for Creation/Retention of Reserve  
 This retained fund is required to meet potential costs of staff overtime/external support associated with year end closedown/final accounts and producing Statement of Accounts to increasing levels of complexity, and within shorter timescales. The Government proposes to bring forward the existing dates of 30 June and 30 September to 31 May and 31 July as from the accounts for 2017-18 for accounts being signed and certified by the Responsible Financial Officer and then approved and published. For 2015/16 the Council plan to bring forward the completion date for the Statutory Accounts – with a target completion of 31st May in line with the new regulations.

Corporate Priority  
 Delivering Quality Services in Tamworth - Demonstrate Value for Money

Reserve Funded From	Cost Centre Code	Value
Corporate Finance Support Retained Fund	PM1580	£15,000

Type of Reserve (Temporary / Retained) Retained Fund

If Retained Fund - Maximum Level of Fund £15,000

Temporary Reserve - Date it will be Fully Spent N/A

Approval for release of reserve to be granted by

Signed

Date

59 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** CS-ER.02

Directorate

Service Area

Title for Reserve

Reserve Amount Requested

**Reason for Creation/Retention of Reserve**

This retained fund was established following the receipt of DWP grant funding awarded to local authorities to increase and sustain resources to enable the timely processing of HB/CTB claims, vastly inflated because of the recession that started in 2008. This fund pays for casual staff cover and additional hours/overtime payments, and its retention is vital to ensure the continuing performance of the team, particularly in the light of further savings made from staffing in the 2016/17 MTFS, and in light of continuing reductions in administration grant allocated by the DWP and DCLG.

**Corporate Priority**

Promoting social inclusion, tenancy sustainment. The timely payment of Housing Benefit and Council

Reserve Funded From	Cost Centre Code	Value
DWP Recession Busting Retained Fund	PM1633	£9,302

Type of Reserve (Temporary / Retained)

If Retained Fund - Maximum Level of Fund

Temporary Reserve - Date it will be Fully Spent

Approval for release of reserve to be granted by

Signed

Date

60 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** CS-ER.03

Directorate

Service Area

Title for Reserve

Reserve Amount Requested

**Reason for Creation/Retention of Reserve**

Members had previously requested that any surplus income generated from letting out the Town Hall be retained and ploughed back into funding redecoration, new furniture, etc, to promote it as a venue for weddings and other potential commercial usage. A reserve (PM1653) was previously established and the funds spent this year on redecoration, new tables, etc, and it is proposed to set up a retained fund for future years.

**Corporate Priority**

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

Reserve Funded From	Cost Centre Code	Value
Town Hall Rents Income	GT0504	£2,709

Type of Reserve (Temporary / Retained)

If Retained Fund - Maximum Level of Fund

Temporary Reserve - Date it will be Fully Spent

Approval for release of reserve to be granted by

Signed

Date

61 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** CS-ER.04

Directorate

Service Area

Title for Reserve

Reserve Amount Requested

**Reason for Creation/Retention of Reserve**

This retained fund was established from New Burdens grant received to assist the Council in designing, consulting on and implementing our Local Council Tax Reduction scheme, which came into effect 1st April 2013. The remaining amount of £8,385 is required to be retained to fund annual review/potential redesign & further consultation on our scheme in future years.

**Corporate Priority**

Delivering Quality Services. To be healthier and safer in Tamworth; protecting those most vulnerable.

Reserve Funded From	Cost Centre Code	Value
Local Council Tax Reduction Scheme	PM1702	£8,385

Type of Reserve (Temporary / Retained)

If Retained Fund - Maximum Level of Fund

Temporary Reserve - Date it will be Fully Spent

Approval for release of reserve to be granted by

Signed

Date

62 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** CS-ER.05

Directorate

Service Area

Title for Reserve

Reserve Amount Requested

**Reason for Creation/Retention of Reserve**

This retained fund was established from one-off budgets set aside to meet the requirements of the Individual Voter Registration legislation, and Government grants received to assist with meeting the associated additional implementation costs. The impact of Individual Voter Registration has resulted in significant additional staffing resources, and increased printing and postage costs. This retained fund is necessary to meet these additional costs forecast to continue into 2016/17 and beyond. A submission has been made to the Cabinet Office as part of its 'Justification Led Bid' process for further funds to offset costs incurred in 2015/16 in the region of £49k max - if this submission is successful any grant income received before 31st March will need to be added to this retained fund.

**Corporate Priority**

Delivering Quality Services - Demonstrating Value for Money

Reserve Funded From	Cost Centre Code	Value
Individual Voter Registration	PM1703	£63,201
Individual Voter Registration Grant	GL0303	£49,109

Type of Reserve (Temporary / Retained)

If Retained Fund - Maximum Level of Fund

Temporary Reserve - Date it will be Fully Spent	N/A	
Approval for release of reserve to be granted by	Solicitor & Monitoring Officer	
Signed	J Hackett	Solicitor & Monitoring Officer
Date	03/03/16	

63 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** CS-ER.06

Directorate	Executive Director Corporate Services
Service Area	Director of Finance
Title for Reserve	Assets of Community Value
Reserve Amount Requested	£20,583

**Reason for Creation/Retention of Reserve**  
 This retained fund was established following receipt of New Burdens Grant in support of the Localism Act - Assets of Community Value, to meet any additional costs associated with implementing this legislation.

**Corporate Priority**  
 Delivering Quality Services in Tamworth - Demonstrate Value for Money

Reserve Funded From	Cost Centre Code	Value
Assets of Community Value Retained Fund	PM1716	£20,583

Type of Reserve (Temporary / Retained) Retained Fund

If Retained Fund - Maximum Level of Fund £21,000

Temporary Reserve - Date it will be Fully Spent N/A

Approval for release of reserve to be granted by Director of Finance

Signed	S Garner	Director of Finance
Date	10/03/16	

64 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** CS-ER.07

Directorate	Executive Director Corporate Services
Service Area	Director of Finance
Title for Reserve	Business Rates Collection
Reserve Amount Requested	£260,380

**Reason for Creation/Retention of Reserve**  
 This retained fund was established from Small Business Rate Relief grant received by the Council under the new Business Rates funding regime. It is required to mitigate the impact on the budget from fluctuations in business rates receivable (due to the increased risk / reliance on business rates received and the direct impact on the Council's budgets).

**Corporate Priority**  
 Delivering Quality Services in Tamworth - Demonstrate Value for Money

Reserve Funded From	Cost Centre Code	Value
Business Rates Collection Retained Fund	PM1735	£260,380

Type of Reserve (Temporary / Retained) Retained Fund

If Retained Fund - Maximum Level of Fund £260,380 (subject to finalisation as part of FAWPs)

Temporary Reserve - Date it will be Fully Spent N/A

Approval for release of reserve to be granted by Director of Finance

Signed	S Garner	Director of Finance
Date	10/03/16	

65 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** CS-ER.08

Directorate	Solicitor & Monitoring Officer
Service Area	Solicitor & Monitoring Officer
Title for Reserve	Freedom of the Borough
Reserve Amount Requested	£1,411

**Reason for Creation/Retention of Reserve**

This reserve was established at the request of the Portfolio Holder for Corporate Services & Assets to fund costs associated with ceremonies, certificates and scrolls for freeman/alderman. The remaining balance is required to be retained, as there is no specific budgetary provision for these costs. There is potential for more awards to be made in the next municipal year the cost of which will require to be met from the retained fund.

**Corporate Priority**

Delivering Quality Services in Tamworth - Demonstrate Value for Money

Reserve Funded From	Cost Centre Code	Value
Freedom of the Borough	PM1742	£1,411

Type of Reserve (Temporary / Retained)	Retained Fund
If Retained Fund - Maximum Level of Fund	£1,500
Temporary Reserve - Date it will be Fully Spent	N/A
Approval for release of reserve to be granted by	Solicitor & Monitoring Officer

Signed	J Hackett	Solicitor & Monitoring Officer
Date	03/03/16	

66 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** CS-ER.09

Directorate	Director of Finance
Service Area	Director of Finance
Title for Reserve	NNDR Refunds
Reserve Amount Requested	£40,000

**Reason for Creation/Retention of Reserve**

This retained fund was established a number of years ago following the identification of a number of NNDR prepayments/credits on which no call had been made. It is considered prudent to retain a proportion as a resource when/if a creditor was identified or made a claim for repayment. In recent years small amounts have been refunded.

**Corporate Priority**

Delivering Quality Services in Tamworth - Demonstrate Value for Money

Reserve Funded From	Cost Centre Code	Value
Rate Refunds Retained Fund	PM4103	£40,000

Type of Reserve (Temporary / Retained)	Retained Fund
If Retained Fund - Maximum Level of Fund	£40,000
Temporary Reserve - Date it will be Fully Spent	N/A
Approval for release of reserve to be granted by	Director of Finance

Signed S Garner Director of Finance  
 Date 10/03/16

67 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** CS-ER.10

Directorate Director of Finance  
 Service Area Director of Finance  
 Title for Reserve Hsg Property Insurance Excess  
 Reserve Amount Requested £215,145  
 Reason for Creation/Retention of Reserve  
 To cover the ongoing commitment to settle the excess level of Housing insurance claims.  
 Corporate Priority  
 Delivering Quality Services in Tamworth - Demonstrate Value for Money  
 Reserve Funded From

	Cost Centre Code	Value
Movement in Insurance budgets	HM0859	£215,145

Type of Reserve (Temporary / Retained) Retained Fund  
 If Retained Fund - Maximum Level of Fund £215,150  
 Temporary Reserve - Date it will be Fully Spent N/A  
 Approval for release of reserve to be granted by Director of Finance  
 Signed S Garner Director of Finance  
 Date 11/03/16

68 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** DAES-ER.01

Directorate Director of Assets & Environment  
 Service Area Director of Assets & Environment  
 Title for Reserve BMX Grant  
 Reserve Amount Requested £3,500  
 Reason for Creation/Retention of Reserve  
 Tamworth Borough Council received external funding to provide and maintain a BMX Track. This funding is the balance remaining and will be required to fund future maintenance work to the site.  
 Corporate Priority  
 To create a safe environment in which local people can reach their full potential and live longer, healthier  
 Reserve Funded From

	Cost Centre Code	Value
BMX Grant	PM1751 X0156	£3,500

Type of Reserve (Temporary / Retained) Retained Fund  
 If Retained Fund - Maximum Level of Fund 3,500  
 Temporary Reserve - Date it will be Fully Spent N/A  
 Approval for release of reserve to be granted by Director of Assets & Environment



Signed	A Barratt	Director of Assets & Environment
Date	14/03/16	

69 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** DAES-ER.02

Directorate	Director of Assets & Environment
Service Area	Director of Assets & Environment
Title for Reserve	Service Review Salary Protection
Reserve Amount Requested	£13,100

**Reason for Creation/Retention of Reserve**

Following the completion of the Street Warden and CCTV service reviews and due to staff re-deployment or re-designation, some of these staff are eligible for a protected salary payment for up to 3 years. This is in accordance with the Employment Stability Policy and includes on-costs.

**Corporate Priority**

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

Reserve Funded From	Cost Centre Code	Value
Service Review (CCTV/Wardens)	PM1754 X0156	£13,100

Type of Reserve (Temporary / Retained)	Retained Fund
If Retained Fund - Maximum Level of Fund	£24,520
Temporary Reserve - Date it will be Fully Spent	N/A
Approval for release of reserve to be granted by	Director of Assets & Environment

Signed	A Barratt	Director of Assets & Environment
Date	14/03/16	

70 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** DAES-ER.03

Directorate	Director of Assets & Environment
Service Area	Community Services
Title for Reserve	Civil Parking Enforcement
Reserve Amount Requested	£15,000

**Reason for Creation/Retention of Reserve**

Following report to Council an under the principles of Civil Parking Enforcement the funding must remain outside of the general fund of Tamworth Borough Council. The underspend or surplus at the end of 2013/14 has been retained on an ongoing annual basis. The operation on on-street enforcement returned to the County Council in 2015 and the residual costs have been determined. The retained fund will be is to be reduced in 2016/17 to cover any contingent liability for the operation of off-street enforcement moving forward

**Corporate Priority**

Corporate Priority 1 - Living a Quality Life in Tamworth

Reserve Funded From	Cost Centre Code	Value
CPE Retained Fund	PM1622X0156	£15,000

Type of Reserve (Temporary / Retained)	Retained Fund
If Retained Fund - Maximum Level of Fund	£15,000
Temporary Reserve - Date it will be Fully Spent	N/A

Approval for release of reserve to be granted by Director of Assets & Environment

Signed J Sands Head of Community Safety

Date 16/03/16

71 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** DAES-ER.04

Directorate Director of Assets & Environment

Service Area Director of Assets & Environment

Title for Reserve Turnberry Trees

Reserve Amount Requested £18,222

**Reason for Creation/Retention of Reserve**  
For future removal and replanting of trees in Turnbury, over the following years. As agreed by the original Cabinet report.

**Corporate Priority**  
Work with communities to improve safe, clean and green environments.

Reserve Funded From	Cost Centre Code	Value
PM1288	X0156	£18,222

Type of Reserve (Temporary / Retained) Retained Fund

If Retained Fund - Maximum Level of Fund £18,222

Temporary Reserve - Date it will be Fully Spent N/A

Approval for release of reserve to be granted by Director of Assets & Environment

Signed S McGrandle Head of Environmental Maintenance

Date 08/03/16

72 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17** DAES-ER.05

Directorate Director of Assets & Environment

Service Area Director of Assets & Environment

Title for Reserve Service Review Salary Protection

Reserve Amount Requested £1,600

**Reason for Creation/Retention of Reserve**  
Following the completion of the Public Conveniences service review a member of staff has been re-deployed and is eligible for a protected salary payment for up to 3 years. This is in accordance with the Employment Stability Policy and includes on-costs.

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

Reserve Funded From	Cost Centre Code	Value
Service Review (Public Conveniences)	PM1751 X0156	£1,600

Type of Reserve (Temporary / Retained) Retained Fund

If Retained Fund - Maximum Level of Fund £1,600

Temporary Reserve - Date it will be Fully Spent N/A

Approval for release of reserve to be granted by Director of Assets & Environment

Signed A Barratt Director of Assets & Environment

Date 11/03/16

73 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DCPP-ER.01

Directorate	Director of Communities, Planning & Partnerships
Service Area	Community Services
Title for Reserve	ASB Residents Champ
Reserve Amount Requested	£5,510 or balance

**Reason for Creation/Retention of Reserve**

External grant funding received from the DCLG in 2010 to empower residents to decide how the funding is to be spent to tackle ASB. CLG funding is not time limited. It is requested that these funds be returned to PM1651X0156

**Corporate Priority**

Corporate Priority 1 - Living a Quality Life in Tamworth

Reserve Funded From	Cost Centre Code	Value
Community Safety	GY160330323	£5,510

Type of Reserve (Temporary / Retained)	Retained Fund
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If Retained Fund - Maximum Level of Fund	£6,000
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Temporary Reserve - Date it will be Fully Spent	N/A
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Approval for release of reserve to be granted by	Director of Assets & Environment
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Signed	J Sands	Head of Community Safety
Date	16/03/16	

74 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DCPP-ER.02

Directorate	Director of Communities, Planning & Partnerships
Service Area	Community Services
Title for Reserve	Local Public Service Agreements (LPSA) ASB
Reserve Amount Requested	£66,764

**Reason for Creation/Retention of Reserve**

External grant funding received as a result of achieving targets required in an LPSA2 activities to reduce perceptions of ASB. Part of the fund has been used to commission the services of the victim and witness champion for ASB through Victim Support. Pending review of TCSP the retained fund will be used to support continuation of that funding until 31st March 2017

**Corporate Priority**

Corporate Priority 1 - Living a Quality Life in Tamworth

Reserve Funded From	Cost Centre Code	Value
Community Safety	PM1624X0156	£66,764

Type of Reserve (Temporary / Retained)	Retained Fund
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If Retained Fund - Maximum Level of Fund	£67,000
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Temporary Reserve - Date it will be Fully Spent	
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Approval for release of reserve to be granted by	Director of Assets & Environment
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Signed	J Sands	Head of Community Safety
Date	14/03/16	

75 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DCPP-ER.03

Directorate	Director of Communities, Planning & Partnerships
Service Area	Community Services
Title for Reserve	Community Safety Projects
Reserve Amount Requested	£22,302

**Reason for Creation/Retention of Reserve**

The fund will be utilised as a retained fund for community safety projects agreed by the Partnership to deliver outcomes in Strategic Priority 1 and the Community Safety delivery plan. Move from reserve to retained pending review of the Community Safety Partnership

**Corporate Priority**

Corporate Priority 1 - Living a Quality Life in Tamworth

Reserve Funded From	Cost Centre Code	Value
Community Safety	PM1642X0151	£22,302

Type of Reserve (Temporary / Retained)	Retained Fund
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If Retained Fund - Maximum Level of Fund	£23,000
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Temporary Reserve - Date it will be Fully Spent	N/A
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Approval for release of reserve to be granted by	Director of Assets & Environment
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Signed	J Sands	Head of Community Safety
Date	14/03/16	

76 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DCPP-ER.04

Directorate	Director of Communities, Planning & Partnerships
Service Area	Community Services
Title for Reserve	PCC/ASB Underspends
Reserve Amount Requested	£4,768

**Reason for Creation/Retention of Reserve**

External grant funding received from the police and crime commissioner where small under spends have accrued have been allowed to be retained as a reserve to be utilised as and when the need arises to tackle emerging community safety concerns. Included in this retained fund is an amount of external funding received via Staffordshire County Council to tackle anti social behaviour issues.

**Corporate Priority**

Corporate Priority 1 - Living a Quality Life in Tamworth

Reserve Funded From	Cost Centre Code	Value
Community Safety	PM1621X0156	£4,768

Type of Reserve (Temporary / Retained)	Retained Fund
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If Retained Fund - Maximum Level of Fund	£5,000
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Temporary Reserve - Date it will be Fully Spent	N/A
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Approval for release of reserve to be granted by	Director of Assets & Environment
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Signed	J Sands	Head of Community Safety
Date	14/03/16	

77 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DCPP-ER.05

Directorate	Director of Communities, Planning & Partnerships	
Service Area	Director of Communities, Planning & Partnerships	
Title for Reserve	Community Cohesion/Locality Commissioning	
Reserve Amount Requested	£18,800	
<b>Reason for Creation/Retention of Reserve</b>		
DCLG funds to support the development of community cohesion and address the issues raised within locality working. £10k of this has been committed to Locality Commissioning		
<b>Corporate Priority</b>		
Strategic Priority 2 - To be Healthier & Safer in Tamworth		
<b>Reserve Funded From</b>	<b>Cost Centre Code</b>	<b>Value</b>
Community Cohesion	PM1719X0156	£18,800
<b>Type of Reserve (Temporary / Retained)</b>		
Retained Fund		
<b>If Retained Fund - Maximum Level of Fund</b>	£20,000	
<b>Temporary Reserve - Date it will be Fully Spent</b>	N/A	
<b>Approval for release of reserve to be granted by</b>	Director of Housing & Health	
<b>Signed</b>	L Allwood	Tenant Regulatory & Involvement Manager
<b>Date</b>	11/03/16	

78 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DCPP-ER.06

Directorate	Director of Communities, Planning & Partnerships	
Service Area	Director of Communities, Planning & Partnerships	
Title for Reserve	Business Improvement District (Support for Town Centre)	
Reserve Amount Requested	£23,859	
<b>Reason for Creation/Retention of Reserve</b>		
A retained fund already exists PM1603 X0156 - this should be retained as Cabinet have committed the fund to the development of a Business Improvement District that will incur costs next financial year		
<b>Corporate Priority</b>		
To Aspire and Prosper in Tamworth' - town centre regeneration		
<b>Reserve Funded From</b>	<b>Cost Centre Code</b>	<b>Value</b>
Existing Retained Fund	PM1603X0156	£23,859
<b>Type of Reserve (Temporary / Retained)</b>		
Retained Fund		
<b>If Retained Fund - Maximum Level of Fund</b>	£23,859	
<b>Temporary Reserve - Date it will be Fully Spent</b>	N/A	
<b>Approval for release of reserve to be granted by</b>	Director of Assets & Environment	
<b>Signed</b>	M Bowers	Head of Planning & Regeneration
<b>Date</b>	11/03/16	

79 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DCPP-ER.07

Directorate	Director of Communities, Planning & Partnerships	
Service Area	Director of Communities, Planning & Partnerships	
Title for Reserve	CIL	
Reserve Amount Requested	£24,128	
<b>Reason for Creation/Retention of Reserve</b>		
Existing retained fund. CIL delayed due to delays in Local plan and staffing. Will be progressed 2016.		
<b>Corporate Priority</b>		
To Aspire and Prosper in Tamworth - delivery of key infrastructure		
<b>Reserve Funded From</b>	<b>Cost Centre Code</b>	<b>Value</b>
Existing Retained Fund	PM1718X0156	£24,128
<b>Type of Reserve (Temporary / Retained)</b>		
Retained Fund		
<b>If Retained Fund - Maximum Level of Fund</b>	£25,000	
<b>Temporary Reserve - Date it will be Fully Spent</b>	N/A	
<b>Approval for release of reserve to be granted by</b>	Director of Assets & Environment	
<b>Signed</b>	M Bowers	Head of Planning & Regeneration
<b>Date</b>	11/03/16	

80 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DCPP-ER.08

Directorate	Director of Communities, Planning & Partnerships	
Service Area	Director of Communities, Planning & Partnerships	
Title for Reserve	Sports grant	
Reserve Amount Requested	£2,400	
<b>Reason for Creation/Retention of Reserve</b>		
These are retained funds authorised by the sports committee to provide on going maintenance to the BMX club and track		
<b>Corporate Priority</b>		
Living a quality life		
<b>Reserve Funded From</b>	<b>Cost Centre Code</b>	<b>Value</b>
Existing Retained Fund	PM1741X0156	£2,400
<b>Type of Reserve (Temporary / Retained)</b>		
Retained Fund		
<b>If Retained Fund - Maximum Level of Fund</b>	£2,400	
<b>Temporary Reserve - Date it will be Fully Spent</b>	N/A	
<b>Approval for release of reserve to be granted by</b>	Director of Assets & Environment	
<b>Signed</b>	N Mason	Head of Community Leisure
<b>Date</b>	14/03/16	

81 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2015/16**

DCPP-ER.09

Directorate	Director of Communities, Planning & Partnerships	
Service Area	Director of Communities, Planning & Partnerships	
Title for Reserve	Lpsa Reward - PM1286X0156	
Reserve Amount Requested	£9,140	
<b>Reason for Creation/Retention of Reserve</b>		
It is requested that this retained fund is carried into 2016/2017 as it relates to external funding for the LSP		
<b>Corporate Priority</b>		
Living a Quality Life in Tamworth		
<b>Reserve Funded From</b>	<b>Cost Centre Code</b>	<b>Value</b>
Existing Retained Fund	PM1286X0156	£9,140
<b>Type of Reserve (Temporary / Retained)</b>		
Retained Fund		
<b>If Retained Fund - Maximum Level of Fund</b>	£10,000	
<b>Temporary Reserve - Date it will be Fully Spent</b>	N/A	
<b>Approval for release of reserve to be granted by</b>	Director of Housing & Health	
<b>Signed</b>	K Adderley	Head of Partnerships & Commissioning
<b>Date</b>	04/03/16	

82 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DHH-ER.01

Directorate	Director of Housing & Health	
Service Area	Director of Housing & Health	
Title for Reserve	Healthy Tamworth	
Reserve Amount Requested	£19,384	
<b>Reason for Creation/Retention of Reserve</b>		
Ring fenced partner contribution to specific strategic objective		
<b>Corporate Priority</b>		
Living a Quality Life		
<b>Reserve Funded From</b>	<b>Cost Centre Code</b>	<b>Value</b>
Existing Retained Fund	PM1756 X0156	£19,384
<b>Type of Reserve (Temporary / Retained)</b>		
Retained Fund		
<b>If Retained Fund - Maximum Level of Fund</b>	£20,000	
<b>Temporary Reserve - Date it will be Fully Spent</b>	N/A	
<b>Approval for release of reserve to be granted by</b>	Director of Housing & Health	
<b>Signed</b>	R Barnes	Director of Housing & Health
<b>Date</b>	11/03/16	

## 83 RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17

DHH-ER.02

Directorate	Director of Housing & Health	
Service Area	Director of Housing & Health	
Title for Reserve	Lifecheck PCT funding	
Reserve Amount Requested	£10,000	
<b>Reason for Creation/Retention of Reserve</b>		
Ring fenced partner contribution to specific strategic objective		
<b>Corporate Priority</b>		
Living a Quality Life		
<b>Reserve Funded From</b>	<b>Cost Centre Code</b>	<b>Value</b>
Existing Retained Fund	PM1285 X0156	£10,000
Type of Reserve (Temporary / Retained)		
Retained Fund		
If Retained Fund - Maximum Level of Fund		
£10,000		
Temporary Reserve - Date it will be Fully Spent		
N/A		
Approval for release of reserve to be granted by		
Director of Housing & Health		
Signed	R Barnes	Director of Housing & Health
Date	11/03/16	

## 84 RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17

DHH-ER.03

Directorate	Director of Housing & Health	
Service Area	Director of Housing & Health	
Title for Reserve	Tamworth Homelessness Education Programme	
Reserve Amount Requested	£9,000	
<b>Reason for Creation/Retention of Reserve</b>		
Income received from sub-regional homelessness funding following THEP being commissioned to deliver sessions in prisons on behalf of other Local Authorities. Retained funds to be utilised to support delivery of the Council's Homelessness Prevention Strategy and work to support the Council working towards the Government's Gold Standard Challenge.		
<b>Corporate Priority</b>		
Living a Quality Life in Tamworth - 1. Support and protect those who are or may become vulnerable; 2. Work with partners and communities to tackle the causes of inequality; 4. Work with partners and communities to help improve health and wellbeing. <b>Growing Stronger Together in Tamworth</b> - Work to strengthen relationships between schools / FE & HE, businesses and employers.		
<b>Reserve Funded From</b>	<b>Cost Centre Code</b>	<b>Value</b>
Existing retained fund/reserve	PM1733 X0156	£9,000
Type of Reserve (Temporary / Retained)		
Retained Fund		
If Retained Fund - Maximum Level of Fund		
£9,000		
Temporary Reserve - Date it will be Fully Spent		
N/A		
Approval for release of reserve to be granted by		
Director of Housing & Health		
Signed	R Barnes	Director of Housing & Health
Date	11/03/16	



85 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DHH-ER.04

Directorate	Director of Housing & Health
Service Area	Director of Housing & Health
Title for Reserve	Implementation of Orchard Housing, Tenants Portal, EDRMS and new Processes
Reserve Amount Requested	£59,040

**Reason for Creation/Retention of Reserve**

Request for a continuation of the existing retained fund in order to finance the following projects over the next three years. 1. Continue the upgrade of the existing Housing Management Orchard system to the new updated version of Orchard Housing to enable us to work smarter RTB, Dashboard, Balance Trending. This was originally expected to be completed in 2015 but has been delayed due to other projects taking priority.  
2. Orchard Self Service Portal for Tenants to be able them to manage some of their processes.  
3. Orchard report tool.  
These projects are to support Housing and Health in developing a 30 year HRA business plan. Required use of the budget will be for Orchard Software, Consultancy Support, Training and Hardware.

**Corporate Priority**

**Living a Quality Life in Tamworth** - 1. Support and protect those who are or may become vulnerable; 2. Work with partners and communities to tackle the causes of inequality; 3. Work with communities to improve safe, clean and green environments; 4. Work with partners and communities to help improve health and wellbeing.

Reserve Funded From	Cost Centre Code	Value
Existing Retained Fund - Imps Orchard-Finding Home & TT	HM0863 X0156	£59,040

Type of Reserve (Temporary / Retained)	Retained Fund
If Retained Fund - Maximum Level of Fund	£60,000
Temporary Reserve - Date it will be Fully Spent	N/A
Approval for release of reserve to be granted by	Director of Housing & Health
Signed	R Barnes
Date	11/03/16

86 **RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2016/17**

DHH-ER.05

Directorate	Director of Housing & Health
Service Area	Director of Housing & Health
Title for Reserve	Housing Regeneration
Reserve Amount Requested	£9,880

**Reason for Creation/Retention of Reserve**

Ongoing projects which are not complete

**Corporate Priority**

Living a Quality Life

Reserve Funded From	Cost Centre Code	Value
Existing Retained Fund	HM0867 X0156	£9,880

Type of Reserve (Temporary / Retained)	Retained Fund
If Retained Fund - Maximum Level of Fund	£20,000
Temporary Reserve - Date it will be Fully Spent	N/A
Approval for release of reserve to be granted by	Director of Housing & Health
Signed	R Barnes
Date	11/03/16

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**EXISTING CAPIAL FUNDS, RETAINED FUNDS, TEMPORARY RESERVES, PROVISIONS and other RESERVES FUNDS**

<b>TEMPORARY RESERVES, RETAINED FUNDS and PROVISIONS</b>				
<b>Reserve</b>	<b>Balance 01/04/2015</b>	<b>Released / Received to Date</b>	<b>Estimated Balance @ 31/03/2016</b>	<b>Reasons for Retention / Use</b>
	<b>£</b>	<b>£</b>	<b>£</b>	
<b>Future Capital Expenditure</b>				
HM0702 Major Repairs Reserve	(134,150)	134,150	-	The fund is statutorily ring fenced to finance capital works on council housing, the balance being included in future capital resource projections.
HM4653 Housing Capital Reserve	(7,654,935)	1,055,240	<b>(6,599,695)</b>	To finance capital works on council housing, the balance being included in future capital resource projections.
PM0600 Capital Fund	(832,202)	309,905	<b>(522,297)</b>	To finance general capital works, the balance being included in future capital resource projections.
	<b>(8,621,288)</b>	<b>1,499,295</b>	<b>(7,121,992)</b>	
<b>Retained Funds</b>				
HM0859 Hsg Property Insurance Excess	(215,145)	-	<b>(215,145)</b>	The level of excess held on the property policy has been increased to £10k this has provided significant savings in premium costs but the cover for future payments will need to be financed from internal funds. The savings achieved in the current year are to be transferred to a retained fund to cover potential costs. The Property policy carries a stop loss amount of £150k which represents our maximum exposure before external funds are available.
HM0860 Housing Condition Survey	(61,500)	-	<b>(61,500)</b>	In line with the Housing retention strategy this budget will best serve if it is added to future years budgets to allow a full stock condition survey to be completed.
HM0863 Imps Orchard-Funding Home & Tt	(81,540)	22,500	<b>(59,040)</b>	Request for retention funding for the following projects over the next two years, 1. Continue the funding to support the upgrade of the existing Housing Management IT Orchard, to the new updated version of Orchard housing. This was not completed in 2012 due to other projects took priority, (Gas and Repairs contracts, CAS and new processes for Arrears and Voids and Allocations. 2. Enhancements to Finding a Home web site after Choice Base Lettings impact assessment and government reforms to the Housing Allocations policies. This was partly completed, 3 Corporate Projects Electronic Document Management System (EDRM). Housing are still waiting for this project to be signed off corporately by members 4 CRM and agile/home working. Housing need to completed item 3 and waiting on ICT for the new Technology format before Housing start this project. 5. Development of Orchard tenant portal. This is to support Housing and Health in the developing a 30 year HRA business plan. Required use of the budget will be for, Consultancy Support, Training, Application Software Request to re-designate as Retained Fund
HM0864 Maintenance & Security Upgrade	(51,600)	-	<b>(51,600)</b>	The outsourcing of the call handing for the sheltered housing service results in income being able to be diverted from the grant funding to the maintenance and security upgrade programme. The council retain the obligation for upgrading the hard wired systems and this budget is required to continue with the planned programme to meet BT21 and SP requirements
HM0867 Housing Regeneration	(15,680)	5,800	<b>(9,880)</b>	Resources required to complete commissioned work vital to the delivery of regeneration aims.
PM0905 Castle Accession Fund	(18,349)	(813)	<b>(19,162)</b>	To enable acquisition of specimens for the museum. Maintained through the transfer of underspends at the year end from the revenue budget plus the reserve attracts interest annually. Member approval required.
PM1015 Insurance-Third Party Excess	(326,406)	39,886	<b>(286,520)</b>	Maintained through insurance budgets in order to finance claims below the excess level on current policies. Enquiries are currently underway into using this reserve to 'self fund' some insurance risks, which could result in savings on insurance premiums.
PM1070 Grants To Local Organisation	(5,981)	4,070	<b>(1,911)</b>	To provide financial support to local organisations/groups. Member approval required. Additional Information: Made in accordance with S137 LG Act 1972 - although requirement to hold fund is not statutory.
PM1254 4 Future Memorial Insp/Maint	(149,964)	-	<b>(149,964)</b>	Funding for ongoing inspection, testing & maintenance of memorials, to be made through the transfer of annual budget surpluses from burial fees and charges (as reported to Cabinet on 15th November 2005).
PM1283 5 Castle Structure Repairs	(34,111)	-	<b>(34,111)</b>	This budget is required for ongoing maintenance required at the Castle
PM1285 Lifecheck/Pct Fund	(20,000)	10,000	<b>(10,000)</b>	External funding provided by DOH for delivery of Sustainable Community Strategy & LAA. TBC is the accountable body on behalf of the LSP.
PM1286 Lpsa Reward	(9,140)	-	<b>(9,140)</b>	External funding provided as LPSA grant for delivery of Sustainable Community Strategy & LAA. TBC is the accountable body on behalf of the LSP
PM1287 Car Parks Maintenance	(28,917)	12,500	<b>(16,417)</b>	Funds retained to ensure ongoing maintenance programme for outside car parks can be funded appropriately year on year.

TEMPORARY RESERVES, RETAINED FUNDS and PROVISIONS					
	Reserve	Balance 01/04/2015	Released / Received to Date	Estimated Balance @ 31/03/2016	Reasons for Retention / Use
PM1288	Tree Maintenance Turnbury	(18,222)	-	<b>(18,222)</b>	To provide funding for further felling, removal and replanting of trees at the rear of properties in Turnbury as agreed by Cabinet in March 2007.
PM1580	Corporate Finance Support	(15,000)	-	<b>(15,000)</b>	A retained fund is required to meet potential costs of staff overtime/external support associated with year end closedown/final accounts and producing Statement of Accounts to increasing levels of complexity, plus possible additional costs associated with the implementation of IFRS. This will be funded from existing reserves.
PM1587	Lspa Locality Working Reserve	(138,080)	30,000	<b>(108,080)</b>	To support the Locality Working initiative, LPSA Reward funds have been attracted for a limited time to support activity across four neighbourhoods of Tamworth. Through prudent use of this budget it has been possible to establish 4 community hubs and commence partnership activity over the last 12 months. LPSA grant will no longer be provided after this year and therefore the budget reserve will be utilised in the coming year to continue and further develop this key area of work for TBC and our partners. This reserve will be used to cover all overhead costs associated with four outreach hubs and the project activity that will take place to further enhance multi-agency working within disadvantaged neighbourhoods.
PM1603	Support For Town Centres	(23,859)	-	<b>(23,859)</b>	The existing reserve of PM1603 should be held as a retained fund and the funds allocated for the visual identity £10k (GY0202 35023) should be added to it. This will enable the Council and the Place Steering Group to support the commitment made to GDA for the branding work and to allocate funds to the Place Plan as appropriate. There is no time limit to the funds which were part of an external grant for town centre improvements.
PM1606	Homelessness Prevention	(404,069)	105,000	<b>(299,069)</b>	DCLG Homelessness Grant is made available to the Council to support Homelessness Prevention activity in the Borough. The DCLG Homelessness Grant is not ring fenced but has been specifically allocated for the purposes of preventing homelessness. It is anticipated that this funding will support the delivery of the refreshed Homelessness Strategy and further develop the approach to homelessness which is based on prevention that will enable the Council to achieve significant financial savings. Plans to allocate these retained funds to specific projects and initiatives will be formulated and finalised within the forthcoming financial year.
PM1622	Civil Parking Enforcement	(30,000)	-	<b>(30,000)</b>	Following report to Council and under the principles of Civil Parking Enforcement the funding must remain outside of the General Fund of Tamworth Borough Council. Any underspend or surplus at the end of each year must be retained on an ongoing annual basis. Future surpluses will be shared in accordance with the model for CPE agreed by Cabinet . <b>PROPOSAL TO RETURN £15K TO BALANCES.</b>
PM1623	Homelessness Prev Grant Funding	(78,620)	21,045	<b>(57,575)</b>	DCLG Homelessness Grant is made available to the Council to support homelessness prevention activity in the Borough. The DCLG Grant is not ring fenced but has been specifically allocated to the Council for the purposes of preventing homelessness. It is anticipated this retained funding will support the delivery and of the refreshed Homelessness Strategy and further develop the approach to homelessness which is based in prevention that will enable the Council to achieve significant financial savings. Plans to allocate these retained funds to specific projects and initiatives will be put in place over the coming financial year.
PM1624	Lpsa2 Grant Asb	(85,664)	18,900	<b>(66,764)</b>	External grant funding of £159,088 was received in 2010 through the LPSA2 reward grant which is ring fenced for tackling anti social behaviour. Cabinet has previously approved that £119,088 be held as a retained and that £40K of this grant to be used fund an ASB Victim Champion for 2 years commencing April 2011. Approval is sought to add the balance of £40k to the retained fund. This fund is not time limited.
PM1633	Dwp Recession Busting Grant	(24,834)	15,532	<b>(9,302)</b>	This reserve was established last year following the receipt of DWP grant funding awarded to local authorities to increase and sustain resources to enable the timely processing of HB/CTB claims, vastly inflated because of the recession that started in 2008. These funds are required to be retained to pay for casual staff cover and overtime payments to enable the service to cope with the increased number of claims and the impact of the staff redundancies which have taken place. In addition to this, the predicted underspend of £18k on the Benefits Staff Overtime budget is also requested to be carried forward, as administration grant allocated by the DWP has been significantly reduced and no further additional grant will be awarded in future years. A retained fund is requested so that these funds identified are available for future years as required.
PM1640	Inward Investment	(17,740)	-	<b>(17,740)</b>	Last year, a temporary reserve of was created due to uncertainties around the partnership structures that might be set up through the new LEPs to deliver inward investment and general business place marketing activity. During the current financial year, there has been some discussion around the potential for closer working with Marketing Birmingham and other partners in the Greater Birmingham and Solihull LEP, although no firm proposals have yet been forthcoming. It is therefore proposed to retain the £9K unspent former InStaffs budget to build a 'war chest fund' to enable Tamworth Borough Council to fully shape and contribute to any joint initiatives on inward investment and place marketing for business that may emerge from further discussions within the Greater Birmingham and Solihull LEP, thereby securing maximum benefits to Tamworth.

TEMPORARY RESERVES, RETAINED FUNDS and PROVISIONS					
	Reserve	Balance 01/04/2015	Released / Received to Date	Estimated Balance @ 31/03/2016	Reasons for Retention / Use
PM1645	Gf Property Insurance Excess	(3,788)	(2)	<b>(3,790)</b>	The level of excess held on the property policy has been increased to £10k this has provided significant savings in premium costs but the cover for future payments will need to be financed from internal funds. The savings achieved in the current year are to be transferred to a retained fund to cover potential costs. The Property policy carries a stop loss amount of £150k which represents our maximum exposure before external funds are available.
PM1646	Gf Motor Insurance Excess	(11,721)	1	<b>(11,720)</b>	The level of excess held on the Motor policy has been increased to £500 this has helped to minimise the effect of a poor claims history on levels of the external premiums paid for motor cover. The cover for future payments within the increased excess will need to be financed from internal funds. Part of the General fund insurance savings achieved from the re-tender are to be transferred to a retained fund to cover the potential costs.
PM1691	Town Centre Markets	(33,258)	-	<b>(33,258)</b>	The decision to award the tender for the operation of the town centre market to LSD Promotions Ltd from 1 April 2011, was agreed by Cabinet on 12 January 2011. It was further agreed that the £10,000 income received from LSD, payable to the Council to operate under the Charter should be retained and used for future specific town centre improvement projects. In light of the Mary Portas review and other major strategic projects, expenditure of this money has not yet been identified.
PM1695	Legal Fees	(10,000)	-	<b>(10,000)</b>	Legal fees for ASB prosecutions can cost from £1k to £8k+ per case. This reserve will increase for the annual fund to £4,600 which will enable to ASB team greater flexibility and capacity when determining how an ASB perpetrator should be dealt with.
PM1701	Welfare Reforms - Dhp	(22,975)	(30,010)	<b>(52,985)</b>	This reserve relates to Government Grant income which was received to assist with the impact of welfare reforms and the benefit changes impacting with effect from April 2013. It is requested to be carried forward to provide additional funding in 2013/14 for discretionary housing payments (DHPs) for which demand is expected to increase substantially.
PM1703	Individual Voter Registration	(38,921)	(24,280)	<b>(63,201)</b>	Additional one-off budgets were established in 2012-13 for computer equipment and software licences to meet the requirements of Individual Voter Registration. These budgets are required to be retained to meet the associated costs as there is no other funding within base budget provision.
PM1716	Assets Of Community Value	(20,583)	-	<b>(20,583)</b>	New Burdens Grant of £4,873 has been received in support of the Localism Act - Assets of Community Value. This is required to be retained to meet any additional costs of implementing the legislation.
PM1717	Maint. Of A5 Balancing Ponds	(184,568)	50,800	<b>(133,768)</b>	When the A5 bypass was constructed, a network of 8 balancing ponds and reedbeds were also constructed alongside it to take excess water from the surface of the road and prevent this water being discharged as either groundwater or surface water, and also to reduce the effects of certain pollutants from the carriageway. Over time these balancing ponds which flow from Kettlebrook through to Tamworth centre become 'silted' up and have to be cleansed. A recent survey of the ponds has highlighted the fact that the original commuted sum set aside to maintain these ponds is insufficient and further funding is required in order to support the proposed 10 year maintenance plan. Therefore it is proposed that the surplus revenue from the Highway Maintenance budget be retained to assist in the delivery of this cleansing and maintenance programme.
PM1718	Cil	(24,128)	-	<b>(24,128)</b>	Budget was created for the development of the Community Infrastructure Levy. Whilst some work has taken place progress has not been as quick as hoped for due to delays to the Local Plan process. Further evidence base collection and then the cost of a public examination will need to be paid for over the next 18 months. Hence the creation of a retained fund.
PM1719	Community Cohesion	(28,800)	10,000	<b>(18,800)</b>	This budget is made up of external DCLG funding to support development of community cohesion. It is therefore proposed that this funding be reserved and utilised in future years to support ongoing activity to continue to address issues raised within locality working.
PM1733	Tamworth Homeless Education Programme	(9,000)	-	<b>(9,000)</b>	Income received from sub-regional homelessness funding. THEP commissioned to deliver sessions in prisons on behalf of other LAs.
PM1735	Business Rates Collection	(260,380)	-	<b>(260,380)</b>	New Burdens grant is due to the Council for 2013-14 in respect of Small Business Rate Relief - however, c. 50% of which will be payable to the Greater Birmingham & Solihull LEP as part of the levy calculation. The remaining 50% is required to be established in a retained fund to mitigate the impact on the budget from fluctuations in business rates receivable (due to the increased risk / reliance on business rates received and the direct impact on the Council's budgets).
PM1738	Temporary Staffing Contract	(14,500)	-	<b>(14,500)</b>	A temporary post was created and filled in summer 13/14 for a period of 3 years. The budget to fund this post runs from 13/14 to 15/16. the postholder contract will finish summer 16. therefore the 'underspend' from this year needs to be retained to cover the cost in 16/17.

TEMPORARY RESERVES, RETAINED FUNDS and PROVISIONS					
	Reserve	Balance 01/04/2015	Released / Received to Date	Estimated Balance @ 31/03/2016	Reasons for Retention / Use
PM1740	VR Savings - Temporary Staffing	(47,293)	7,663	(39,630)	When the business cases for VR were considered they were accepted on the basis that a proportion of the saving would be retained by the service to enable a 'war chest' to be established over 2-3 years for buying in additional resource if required due to increases in numbers of applications or significant large applications such as Anker valley, or for buying in additional resource to assist with other aspects of the service such as legal costs. Some has been used over the last 3 years on casual members of staff and now a temporary member of staff support the local plans team. The coming year is expected to be busy with large applications, the submission of the local plan and CIL and therefore additional staff may be required to support.
PM1741	Sports Grant	(2,800)	400	(2,400)	At the Cabinet Grants sub committee sports awards were given to clubs. The funding agreement reached by the Committee requires TBC to hold the funds and release when required. The decision to hold the funds is to protect TBC funds should these clubs not be in existence in future years, The funds therefore need to be reserved across financial years. One fund in particular will be over a four year period as the club has a five year development plan that is being supported
PM1751	Service Review Sal Protect Wc	(3,100)	3,100	-	Following the completion of the Public Conveniences service review a member of staff has been re-deployment and is eligible for a protected salary payment for up to 3 years. This is in accordance with the Employment Stability Policy and includes on-costs.
PM1753	Bmx Grant	(3,500)	-	(3,500)	Tamworth Borough Council received external funding to provide and maintain a BMX Track. This funding is the balance remaining and will be required to fund future maintenance work to the site.
PM1754	Service Review Sal Protectcctv	(24,520)	11,420	(13,100)	Following the completion of the Street Warden and CCTV service reviews and due to staff re-deployment or re-designation, some of these staff are eligible for a protected salary payment for up to 3 years. This is in accordance with the Employment Stability Policy and includes on-costs.
PM1755	Housing Strategy Statement	(14,000)	-	(14,000)	Funds to be utilised to support the delivery of a new Private Sector Stock Condition Survey in line with legislative powers and relevant government guidance.
PM1756	Healthy Tamworth-Exist Reserve	(34,384)	15,000	(19,384)	These are partnership Funds which it is not possible for the District Council to return to its own balances. To date business aims have been achieved without the need to use this funding but future projects are currently being explored. The alternative to creation of a new retained fund combining these existing reserves will be the return of these funds to partners
PM1757	Police&Crime Commissioners Grt	(9,196)	6,817	(2,379)	This reserve is an underspend from the PCC grant 2014/15 total amount £85K. Due to the grant funding commissioning process whereby some applications did not meet the threshold there is a small underspend. The PCC can have the underspend returned to him or he can allow us to retain and use in future.
PM4103	Rate Refunds	(40,000)	-	(40,000)	Established by Cabinet 4th April 2007 - retained for potential NNDR creditor refunds.
		(2,695,837)	335,329	(2,360,507)	
	<b>Temporary Reserves</b>				
PM0805	Arts Grants Reserve	(2,054)	-	(2,054)	Used to allocate grants to individuals/groups for specific projects. Maintained through the transfer of underspends at the year end from the revenue budget. Member approval required. Additional Information: Made in accordance with S137 LG Act 1972 - although requirement to hold fund is not statutory. <b>REQUEST TO TRANSFER TO RETAINED FUND</b>
PM1589	Staffordshire Hoard	(7,200)	4,000	(3,200)	To support the on-going development of the Staffordshire Hoard gallery within Tamworth Castle and the Mercian Trail Partnership development.
PM1642	Community Safety Budgets	(22,302)	-	(22,302)	External grant funding through the Safer & Stronger Communities fund to deliver community safety has been reduced from £46K in 2011/12 to £23K in 2012/13. The following year it is known that this funding will cease with the funding going to the new policing and crime commissioner. It is proposed to create a reserve to enable community safety projects to continue to be delivered. Other partners in the Community Safety Partnership will be approached to make a contribution.
PM1658	T&D - T'Tamworth/Edrms	(10,000)	-	(10,000)	This reserve was created to allow a pool of funding for HR documentation to be backscanned once the Corporate EDRM product is operational. This work will not be feasible within current staffing structure and was not scoped as part of the corporate project. Without it, HR transition to electronic records will be delayed by 7 years.
PM1665	Corporate Change Mgmt Project	(24,060)	1,870	(22,190)	This reserve was established at the end 2012/13 for an original amount of £50k, being funding for a full-time Project Management resource for an initial period of 12 months (a further six months to be funded from efficiency savings identified) in support of the Corporate Change programme. A Project Manager was recruited at the end 2012.
PM1702	Local Council Tax Reduction Sc	(9,630)	1,245	(8,385)	New Burdens grant totalling £84k was received during 2012-13 to assist the Council in designing, consulting on and implementing our local council tax reduction scheme, with effect from 1st April 2013, in line with the Government's welfare reforms. The amount remaining, however, this is required to be retained to fund ongoing review/potential redesign & further consultation on our scheme.

TEMPORARY RESERVES, RETAINED FUNDS and PROVISIONS					
Reserve	Balance 01/04/2015	Released / Received to Date	Estimated Balance @ 31/03/2016	Reasons for Retention / Use	
PM1705	Tamworth Air Quality Managemen	(7,490)	1,340	(6,150)	On 26 Sep 12, Cabinet agreed that money should be allocated for the investigation of potential exceedences of the Air Quality Guidelines. We reported this to DEFRA and gained co-operation from Local residents to carry out of the detailed sampling before proceeding to a more detailed assessment. 6mths were thought to be a reasonable amount hence the creation of the reserve.
PM1708	Conservation Grants Committed	(9,290)	3,927	(5,363)	Conservation Grants that have been awarded but not yet paid to the applicants
PM1722	Legal -Appeal Licensing Act 2003	(8,000)	-	(8,000)	Transfer of Ephesus premises license, appealed to Magistrates court, concurrent with Licensing Committee decision to place restrictions/sanctions on business. <b>TO BE RETURNED TO BALANCES</b>
PM1728	Planning Advisory Service Grant	(4,510)	-	(4,510)	This is a grant from the Planning Advisory Service, part of the Local Government Group and funded through CLG, for undertaking improvement work to the planning service. The majority of the grant has been spent on developing the Staffs One Place work and internal systems improvement. The remainder will be spent in the coming year on implementing the one place system and further process and systems improvements.
PM1739	Regeneration Budget	(21,730)	15,510	(6,220)	A fund was established for 13/14 of £40k then an additional £10k per annum in 14/15 and 15/16. This fund has been used to finance feasibility studies, economic impact appraisal and related work to support bids for funding and bringing forward development sites. There are committed funds for a 2 year consultant post in addition to unspent monies.
PM1742	Freedom of The Borough	(2,000)	589	(1,411)	To fund costs associated with certificates and scrolls for freeman/alderman/freedoms and ceremonies in connection therewith. A scroll and presentation box costs in the region of £700. This will be funded from the reserves planned for write back to balances - Electoral Process / Local Elections.
PM1743	Welfare Benefits & Fairer Chrg	(10,000)	-	(10,000)	At the beginning of December Tamworth took on two staff from Staffs CC as part of an agreement to deliver Welfare Benefits and Fairer Charging to Tamworth residents on behalf of the County. <b>TO BE RETURNED TO BALANCES</b>
PM1745	Data Integration Tool	(15,000)	-	(15,000)	A data integration tool is required in support of the CRM and GIS systems development and in line with Customer Services Access Strategy. Capital funding has been identified to fund the initial purchase cost of the software, however, additional costs are anticipated associated with the implementation, roll-out and training. An underspend from the vacant Corporate Consultation Officer post has been identified to meet these costs and is requested to be carried forward.
PM1746	Mandatory Training	(10,000)	8,000	(2,000)	It has been identified that there is a need to deliver mandatory training to staff in areas such as Safeguarding; Freedom of Information; Data Protection, etc, and funding over and above the annual budget available is required to deliver this in 2015/16. A number of underspends have been identified in 2014/15 Training & Development budgets which are requested to be carried forward in reserve to assist with funding this training in the new financial year.
PM1749	Economic Development Shared Se	(10,518)	-	(10,518)	These funds are the operational budgets of the Shared Service, which have been 50% contributed to by Lichfield District Council, so the funds do not entirely belong to Tamworth Borough Council. In addition, these funds have been earmarked to contribute towards the operation and commissioning of a comprehensive business survey over the 2 districts early in the financial year.
		<b>(173,784)</b>	<b>36,481</b>	<b>(137,303)</b>	
	<b>Commutated Sums Reserves</b>				
PM4718	Commutated Sum Open Space S.9c	(507,967)	10,231	(497,736)	
PM4719	Recreational Facilities	(12,860)	(47,215)	(60,075)	
PM4720	Sec 106 Agreement C.S. C'Par	(1,022)	1,022	-	Section 106 Agreement Sums held for future expenditure on appropriate development schemes
PM4723	Sec 106 Super'N Fee Highways	(424,594)	-	(424,594)	
PM4724	Sec 106 C.S.- Highways	(114,921)	(24,987)	(139,908)	
PM4726	Agreement Monitoring	(504)	(8,857)	(9,361)	

TEMPORARY RESERVES, RETAINED FUNDS and PROVISIONS				
Reserve	Balance 01/04/2015	Released / Received to Date	Estimated Balance @ 31/03/2016	Reasons for Retention / Use
	(1,061,868)	(69,806)	(1,131,674)	
<b>Provisions (excl'd Bad Debts)</b>				
PM4104 Insurance Provision (MMI Liability)	(32,749)	25,192	(7,557)	<i>This provision has been established as a result of the decision to trigger the 'Scheme of Arrangement' (SOA) with regard to Municipal Mutual Insurance (MMI), at a meeting of the Board of Directors on 13<sup>th</sup> November 2012. Under this SOA, the Council is liable to pay a levy up to the value of claims paid since 1993 (£252k – excluding the first £50k of claims paid). The scheme administrators estimate that a levy of 15% is payable as at 31<sup>st</sup> March 2013, and therefore an amount of £38k was accrued in 2012/13. The provision of £33k was to cover the potential additional levy of up to 28%.</i>
PM4119 Land Charges Legal Action	(121,000)	69,716	(51,284)	<i>This reserve was established at the end 2012/13 as a result of ongoing legal action by a number of search companies challenging the fees charged for 'environmental information.' Pending revised guidance from the Government, and awaiting the outcome of ongoing court proceedings, in line with many other Councils we are continuing to charge for certain information. Latest indications are that, based on claims made, our liability, should the courts find in the search companies' favour, would be £108k (plus interest) less £70k paid 2015/16. This reserve is therefore required to be retained pending the outcome of legal action.</i>
	(153,749)	94,908	(58,841)	
<b>Other Reserves</b>				
PM0599 Building Repairs Fund	(338,418)	28,190	(310,228)	<i>Balance remaining within Building Repairs fund</i>
	(338,418)	28,190	(310,228)	
<b>Totals</b>	<b>(13,044,944)</b>	<b>1,924,398</b>	<b>(11,120,546)</b>	
<b>NB</b> - Does not include value of reserves available at 1st April 2015 which have been fully released to revenue within the financial year				



**Proposals for Write-Back of Unspent/Redundant Funds to General Fund Balances**

	Responsibility	Purpose	Type of Reserve/Provision	Created	Original Reserve Value £	Current Reserve Value £	Proposed for Write-Back £
PM1743X0	Benefits Manager	Welfare Benefits and Fairer Charging	Temporary	2014/15	10,000	10,000	<b>10,000</b>
PM1622X0	Director of Assets and Environment	Civil Parking Enforcement	Retained	2009/10	120,000	30,000	<b>15,000</b>
PM1722X0	Director of Assets and Environment	Legal Costs - Appeal Licensing Act 2003	Temporary	2013/14	8,000	8,000	<b>8,000</b>
		<b>Grand Total</b>					<b>33,000</b>

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