

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<br>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<br>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>                       |  |                           |
|  | Cost Centre Code                                 | Value                     |
| Community Leisure - Health Promotion             | GY0801 30456                                     | £4,900                    |
| Community Leisure Grant Contributions            | GY080182313                                      | £11,800                   |
| 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   |                           |

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>  |  |                          |
|   | Cost Centre Code                                 | Value                    |
| Local Strategic Partnership income  | GS0704   | £34,510                  |
| 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   | BEFORE 31/3/17                                   |                          |
| Approval for release of reserve to be granted by  | Director of Housing & Health                     |                          |
| Signed  | B Ginley   | Business Support Manager |
| Date  | 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. Underspend 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<br>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<br>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<br>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<br>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<br>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<br>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<br>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 |
|--------|----------|---------------------|

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                               |

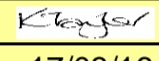
**Reason for Creation/Retention of Reserve**

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  |
| If Retained Fund - Maximum Level of Fund         | £76,610  |
| Temporary Reserve - Date it will be Fully Spent  | N/A  |
| Approval for release of reserve to be granted by | Executive Director Corporate Services  |
| 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                    |
| If Retained Fund - Maximum Level of Fund         | £35,000                          |
| 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 |                          |

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

Signed

Date

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

DAES-AR.04

Directorate

Service Area

Title for Reserve

Reserve Amount Requested

**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**

| 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)

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

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

DCPP-AR.01

Directorate

Service Area

Title for Reserve

Reserve Amount Requested

**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**

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

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 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**

DCPP-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**

DCPP-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 |
|--|---------------|

|  |        |
|--|--------|
| If Retained Fund - Maximum Level of Fund | £6,000 |
|--|--------|

|   |     |
|---|-----|
| 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 |                          |

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 |
|--|---------------|

|  |         |
|--|---------|
| If Retained Fund - Maximum Level of Fund | £67,000 |
|--|---------|

|   |  |
|---|--|
| Temporary Reserve - Date it will be Fully Spent |  |
|---|--|

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

|        |          |                          |
|--------|----------|--------------------------|
| 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 |
|--|---------------|

|  |         |
|--|---------|
| If Retained Fund - Maximum Level of Fund | £23,000 |
|--|---------|

|   |     |
|---|-----|
| 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 |                          |

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 |
|--|---------------|

|  |        |
|--|--------|
| If Retained Fund - Maximum Level of Fund | £5,000 |
|--|--------|

|   |     |
|---|-----|
| 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 |                          |

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  |

**Reason for Creation/Retention of Reserve**

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

**Corporate Priority**

Strategic Priority 2 - To be Healthier & Safer in Tamworth

| Reserve Funded From | Cost Centre Code | Value   |
|---------------------|------------------|---------|
| Community Cohesion  | PM1719X0156      | £18,800 |
|                     |                  |         |

|  |               |
|--|---------------|
| 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 | L Allwood | Tenant Regulatory & Involvement Manager |
| Date   | 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   |

**Reason for Creation/Retention of Reserve**

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

**Corporate Priority**

To 'Aspire and Prosper in Tamworth' - town centre regeneration

| Reserve Funded From    | Cost Centre Code | Value   |
|------------------------|------------------|---------|
| Existing Retained Fund | PM1603X0156      | £23,859 |
|                        |                  |         |

|  |               |
|--|---------------|
| Type of Reserve (Temporary / Retained) | Retained Fund |
|--|---------------|

|  |         |
|--|---------|
| If Retained Fund - Maximum Level of Fund | £23,859 |
|--|---------|

|   |     |
|---|-----|
| 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 |                                 |

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 enable 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                     |