

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Chief Executive	
Service Area	Head of Customer Services	
Title for Reserve	Telephony and Technology	
Reserve Amount Requested	£10,000	
Reason for Creation/Retention of Reserve		
This amount is required to assist with funding the purchase of a new telephony system in 2013/14. A capital budget has been allocated to this scheme, however, recent responses to tenders indicated prices in excess of the budget available. In order to maximise the CRM project some of this funding may also be required to provide enhancements to the basic CRM product.		
Corporate Priority		
To create a safe environment in which local people can reach their full potential and live longer, healthier lives. Address the causes of poor health in children and young people a) Improve the health and well being of older people by supporting them to live active, independent lives b) Reduce the harm and wider consequences of alcohol abuse on individuals, families and society c) Implement 'Total Place' solutions to tackling crime and ASB in designated localities d) Develop innovative early interventions to tackle youth crime and ASB; and e) Create an integrated approach to protecting those most vulnerable in our local area		
Reserve Funded From	Cost Centre Code	Value
Customer Services Line Rental/Switchboard	GH0207 33045	£10,000
Type of Reserve (Temporary / Retained)		
Temporary (will be used before 31/03/2014)		
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent		
31/03/2014		
Approval for release of reserve to be granted by		
Head of Customer Services		

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Chief Executive	
Service Area	Head of Customer Services	
Title for Reserve	Shopmobility Scheme	
Reserve Amount Requested	£5,000	
Reason for Creation/Retention of Reserve		
Approval was given by Cabinet 9-1-13 for the establishment of this reserve to contribute to the provision of grant funding for the Shopmobility service in 2014-15.		

Corporate Priority

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

To achieve this, we will:

- a) Create opportunities for business growth through developing and using skills and talent,
- b) Promote private sector growth and create quality employment locally,
- c) Brand and market "Tamworth" as a great place to "live life to the full",
- d) Create the physical and technological infrastructure necessary to support the achievement of this primary outcome.

Reserve Funded From	Cost Centre Code	Value
Shopmobility Scheme Reserve	PM1058	£5,000

Type of Reserve (Temporary / Retained) Temporary (will be used before 31/03/2014)

If Retained Fund - Maximum Level of Fund

Temporary Reserve - Date it will be Fully Spent 31/03/2014

Approval for release of reserve to be granted by Head of Customer Services

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14**003**

Directorate Chief Executive

Service Area Head of Customer Services

Title for Reserve Town Hall Improvements

Reserve Amount Requested £8,000

Reason for Creation/Retention of Reserve

This reserve was created at the end 2012-13 to fund cosmetic improvements at the Town Hall, to assist in its promotion as a venue for external groups/weddings, etc. Applications for external grant funding are in progress and this reserve is required to be retained to assist in match-funding.

Corporate Priority

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

To achieve this, we will:

- a) Create opportunities for business growth through developing and using skills and talent,
- b) Promote private sector growth and create quality employment locally,
- c) Brand and market "Tamworth" as a great place to "live life to the full",
- d) Create the physical and technological infrastructure necessary to support the achievement of this primary outcome.

Reserve Funded From	Cost Centre Code	Value
Town Hall Improvements Reserve	PM1653	£8,000

Type of Reserve (Temporary / Retained) Temporary (will be used before 31/03/2014)

If Retained Fund - Maximum Level of Fund	
Temporary Reserve - Date it will be Fully Spent	31/03/2014
Approval for release of reserve to be granted by	Director of Transformation & Corporate Performance

004

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Chief Executive	
Service Area	Corporate Communications & PR Manager	
Title for Reserve	TBC Website	
Reserve Amount Requested	£6,800	
Reason for Creation/Retention of Reserve		
This reserve was carried forward in 2012-13 to fund improvements to the website/internet. Tenders for the provision of a new software system are currently being evaluated. This reserve is required to be retained to fund developments/new software in 2013-14. By carrying this money over to support the project will allow us to carry out further developments.		
Corporate Priority		
Reserve Funded From	Cost Centre Code	Value
TBC Website/Internet Reserve	PM1625	£6,800
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2014)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2014	
Approval for release of reserve to be granted by	Director of Transformation & Corporate Performance	

005

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Chief Executive	
Service Area	Head Organisational Development	
Title for Reserve	TT 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 EDRM product is operational. This work will not be feasible within current staffing structure and was not scoped as part of the corporate project. Without it, HR transition to electronic records will be delayed by 7 years.		

Records will be delayed by 7 years.

Corporate Priority

Create the physical and technological infrastructure necessary to support the achievement of this primary outcome.

Reserve Funded From	Cost Centre Code	Value
Transforming Tamworth - EDRMS Reserve	PM1658	£10,000

Type of Reserve (Temporary / Retained) Temporary (will be used before 31/03/2014)

If Retained Fund - Maximum Level of Fund

Temporary Reserve - Date it will be Fully Spent to be confirmed by corporate change project implementation

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

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14

006

Directorate Executive Director Corporate Services

Service Area Director of Technology & Corporate Programmes

Title for Reserve Application Software

Reserve Amount Requested £20,000

Reason for Creation/Retention of Reserve

This reserve is requested to fund Infrastructure Support costs in 2013-14. Spend has largely been put on hold this year pending the outcomes of agile working and other corporate change programmes, however it is anticipated that investment will be required for the implementation of technology to support an agile workforce

Corporate Priority

Reserve Funded From	Cost Centre Code	Value
Application Software	GH0201 33140	£20,000

Type of Reserve (Temporary / Retained) Temporary (will be used before 31/03/2014)

If Retained Fund - Maximum Level of Fund

Temporary Reserve - Date it will be Fully Spent 31/03/2014

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

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14

007

Directorate	Executive Director Corporate Services	
Service Area	Director of Technology & Corporate Programmes	
Title for Reserve	Corporate Change External Support	
Reserve Amount Requested	£14,000 (or balance on GH0208 32050)	
Reason for Creation/Retention of Reserve		
Budget has been identified during 2012/13 to fund external support for the Corporate Change CRM project. As this work is continuing into 2013/14, this budget remaining is required to fund the associated consultant into the new financial year.		
Corporate Priority		
Reserve Funded From	Cost Centre Code	Value
Transforming Tamworth Consultants Fees	GH0208 32050	£14,000 (or balance remaining)
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2014)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2014	
Approval for release of reserve to be granted by	Director of Technology & Corporate Programmes	

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Executive Director Corporate Services	
Service Area	Director of Technology & Corporate Programmes	
Title for Reserve	Corporate Change Project Management	
Reserve Amount Requested	£35,700	
Reason for Creation/Retention of Reserve		
This reserve was established at the end 2012/13 for an original amount of £50k, being funding for a full-time Project Management resource for an initial period of 12 months (a further six months to be funded from efficiency savings identified) in support of the Corporate Change programme. A Project Manager was recruited at the end 2012. This reserve is required to fund the associated salaries cost during 2013-14, as per the original reserve request.		
Corporate Priority		
Reserve Funded From	Cost Centre Code	Value
Corporate Change Project Management	PM1665	£35,700

008

Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2014)
If Retained Fund - Maximum Level of Fund	
Temporary Reserve - Date it will be Fully Spent	31/03/2014
Approval for release of reserve to be granted by	Director of Technology & Corporate Programmes

009

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Executive Director Corporate Services	
Service Area	Director of Finance	
Title for Reserve	Healthy Tamworth	
Reserve Amount Requested	£15,000	
Reason for Creation/Retention of Reserve		
A one-off budget of £15k was established for 2012/13 only, in support of Healthy Living, and was earmarked for work around the obesity programme. Following approval by the Tamworth Strategic Partnership of the 'Healthy Tamworth' report in February, the £15k is proposed to be invested in the 'Healthy Cities' project, which will allow us to feed into other learning from around Europe and gain access to specialist knowledge to combat the many health issues and inequalities in Tamworth.		
Corporate Priority		
To be healthier and safer in Tamworth		
Reserve Funded From	Cost Centre Code	Value
Corporate Finance Healthy Living Programme	GC0501 30493	£15,000
Type of Reserve (Temporary / Retained)		
Temporary (will be used before 31/03/2014)		
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent		
31/03/2014		
Approval for release of reserve to be granted by		
Director of Housing & Health		

010

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14	
Directorate	Executive Director Corporate Services
Service Area	Head of Benefits
Title for Reserve	Welfare Reforms - DHP
Reserve Amount Requested	£8,410
Reason for Creation/Retention of Reserve	

This reserve relates to Government Grant income which was received to assist with the impact of welfare reforms and the benefit changes impacting with effect from April 2013. It is requested to be carried forward to provide additional funding in 2013/14 for discretionary housing payments (DHPs) for which demand is expected to increase substantially.

Corporate Priority

DHP grant of £111k for 13/14 must be used to help those who prove extreme hardship that they cannot afford to pay rent/extra rent because a spare bedroom deduction has been applied, sanctioning their HB entitlement. The £111k is expected to bolster the £500,000 overall reduction in HB that Tamworth residents will have p.a from April 2013. Any extra funding that can be added to the £111k DHP grant is vital.

Reserve Funded From	Cost Centre Code	Value
Benefits Welfare Benefits Campaign	GT0201 30431	£8,410

Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2014)
If Retained Fund - Maximum Level of Fund	
Temporary Reserve - Date it will be Fully Spent	31/03/2014
Approval for release of reserve to be granted by	Head of Benefits

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14

011

Directorate	Executive Director Corporate Services
Service Area	Head of Benefits
Title for Reserve	Local Council Tax Reduction Scheme
Reserve Amount Requested	£10,380

Reason for Creation/Retention of Reserve

New Burdens grant totalling £84k was received during 2012-13 to assist the Council in designing, consulting on and implementing our local council tax reduction scheme, to come into effect from 1st April 2013, in line with the Government's welfare reforms. The amount of £10,380 is remaining, however, this is required to be retained to fund ongoing review/potential redesign & further consultation on our scheme in 2014-15.

Corporate Priority

A review of the scheme for 2013/14 will be necessary during 2013/14. If the scheme is amended in any way, the public must be consulted on again - these monies will be required to fund that consultation.

Reserve Funded From	Cost Centre Code	Value
Corporate Finance Government Grant Income	GC0501 81030	£10,380

Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2014)
If Retained Fund - Maximum Level of Fund	

Temporary Reserve - Date it will be Fully Spent	31/03/2014
Approval for release of reserve to be granted by	Head of Benefits

012

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Executive Director Corporate Services	
Service Area	Solicitor & Monitoring Officer	
Title for Reserve	Individual Voter Registration	
Reserve Amount Requested	£29,400	
Reason for Creation/Retention of Reserve		
Additional one-off budgets were established in 2012-13 for computer equipment and software licences to meet the requirements of Individual Voter Registration. Implementation of this has been delayed pending the required legislation, however, this has now been passed and implementation is planned for financial year 2013-14. These budgets are required to be retained to meet the associated costs during 2013-14 as there is no other funding within base budget provision.		
Corporate Priority		
To aspire and prosper in Tamworth - to raise aspirations and involve the public in democracy.		
Reserve Funded From	Cost Centre Code	Value
Electoral Process Software Licences	GL0303 30153	£23,400
Electoral Process Computer Equipment	GL0303 33141	£6,000
Type of Reserve (Temporary / Retained)		
Temporary (will be used before 31/03/2014)		
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2014	
Approval for release of reserve to be granted by	Solicitor & Monitoring Officer	

013

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Executive Director Corporate Services	
Service Area	Solicitor & Monitoring Officer	
Title for Reserve	Electoral Process - Elections	
Reserve Amount Requested	£7,000	
Reason for Creation/Retention of Reserve		
This reserve was established at the end 2012-13 for an original amount of £27k, to fund costs of local elections in May 2012, whereby no Government or County contribution would be received. There is a local by election on 2nd May 2013 which needs to be funded therefore this remaining amount is		

local by-election on 2nd May 2013 which needs to be funded therefore this remaining amount is required to be retained to meet these costs in 2013-14.

Corporate Priority

To aspire and prosper in Tamworth - to raise aspiration and the democratic involvement of local people

Reserve Funded From	Cost Centre Code	Value
Electoral Process - Local Elections	PM1660	£7,000

Type of Reserve (Temporary / Retained) Temporary (will be used before 31/03/2014)

If Retained Fund - Maximum Level of Fund

Temporary Reserve - Date it will be Fully Spent 31/03/2014

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

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14

014

Directorate Executive Director Corporate Services

Service Area Head of Revenues

Title for Reserve Payment Cards

Reserve Amount Requested £16,000

Reason for Creation/Retention of Reserve

As a result of the introduction of localised Council Tax Benefit from 1st April 2013, there will be a significant increase in the number of council tax payers. This reserve is required to provide funding for the expected associated increase in requirement for payment cards, and the resultant charges for accepting payment via this method.

Corporate Priority

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. Create the physical and technological infrastructure necessary to support the achievement of this primary outcome.

Reserve Funded From	Cost Centre Code	Value
Council Tax Legal Fees	GG0301 32040	£10,000
Sundry Income various supplies & services	GG0303 3*	£6,000

Type of Reserve (Temporary / Retained) Temporary (will be used before 31/03/2014)

If Retained Fund - Maximum Level of Fund

Temporary Reserve - Date it will be Fully Spent 31/03/2014

Approval for release of reserve to be granted by Head of Revenues

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Executive Director Corporate Services	
Service Area	Head of Revenues	
Title for Reserve	Pay.Net Software	
Reserve Amount Requested	£7,000	
Reason for Creation/Retention of Reserve		
This reserve was created at the end of 2012-13 to fund the implementation of the upgrade from our current Moto payment taking system to Capita's latest version Pay.Net. Due to problems encountered whilst testing the software, implementation has been delayed, however, it is planned to go live during 2013-14, therefore this reserve is required to fund the cost of the upgrade at this time.		
Corporate Priority		
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. Create the physical and technological infrastructure necessary to support the achievement of this primary outcome.		
Reserve Funded From	Cost Centre Code	Value
Pay.Net Software Reserve	PM1634	£7,000
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2014)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2014	
Approval for release of reserve to be granted by	Head of Revenues	

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Community Services	
Service Area	Director of Assets & Environment	
Title for Reserve	Tamworth Air Quality Management	
Reserve Amount Requested	£10,000	
Reason for Creation/Retention of Reserve		
On 26 Sep 12, Cabinet agreed that money should be allocated for the investigation of potential exceedences of the Air Quality Guidelines. We reported this to DEFRA and gained co-operation from Local residents to carry out of the detailed sampling before proceeding to a more detailed assessment. 6mths were thought to be a reasonable amount hence the creation of the reserve.		

Corporate Priority		
Safer cleaner environment.		
Reserve Funded From	Cost Centre Code	Value
GW0504	32050	£10,000
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2014)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2014	
Approval for release of reserve to be granted by	Director of Assets & Environment	

017

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Community Services	
Service Area	Director of Assets & Environment	
Title for Reserve	Neighbourhood Services	
Reserve Amount Requested	£2,840	
Reason for Creation/Retention of Reserve		
Additional amount in reserve from 2011/12 PM 1673 not drawn down. To be retained to support new littering campaign in 2013		
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
Neighbourhood Services Temporary Reserve Fund	PM1673 X0151	£2,840
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2014)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2014	
Approval for release of reserve to be granted by	Director of Assets & Environment	

018

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Community Services	
Service Area	Director of Communities, Planning & Partnerships	

Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2014)
If Retained Fund - Maximum Level of Fund	
Temporary Reserve - Date it will be Fully Spent	31st March 2014
Approval for release of reserve to be granted by	Director of Communities, Planning & Partnerships

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Community Services	
Service Area	Director of Communities, Planning & Partnerships	
Title for Reserve	Conservation Services	
Reserve Amount Requested	£1,500	
Reason for Creation/Retention of Reserve		
<p>The conservation officer is currently on a career break. A saving has been achieved by employing a temporary planning officer and using Lichfield DC to provide consultation services. The provision of the services from Lichfield is paid for from the saving on the salary budget. However, the order straddles 2 financial years and so the balance remaining will need to be carried into next year. Currently estimated at £1500.</p>		
Corporate Priority		
1e		
Reserve Funded From	Cost Centre Code	Value
Consultants Fees	GS0401 32050	balance
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2014)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2014	
Approval for release of reserve to be granted by	Director of Communities, Planning & Partnerships	

020

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Community Services	
Service Area	Director of Communities, Planning & Partnerships	
Title for Reserve	Conservation Grant Committed	
Reserve Amount Requested	£8,470	
Reason for Creation/Retention of Reserve		

021

The £8,470 currently committed is required to be reserved to pay for schemes which will not be completed by 31/3/13. However, this amount is likely to change by 31/3/13 as schemes are completed and authorised for payment and other schemes are included under commitments.

Corporate Priority

Reserve Funded From	Cost Centre Code	Value
Conservation Grant	GS0401 - 30404	£8,470

Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2014)
If Retained Fund - Maximum Level of Fund	
Temporary Reserve - Date it will be Fully Spent	31/03/2014
Approval for release of reserve to be granted by	Director of Communities, Planning & Partnerships

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14

022

Directorate	Community Services
Service Area	Director of Communities, Planning & Partnerships
Title for Reserve	Conservation Grant Underspend (PM1688)
Reserve Amount Requested	£28,340

Reason for Creation/Retention of Reserve

At the time of writing (7/3/13), a total of £23,050 unallocated and potentially representing an underspend.
 The £23,050 currently unallocated is required to be reserved to pay for schemes which are currently being progressed but may not be committed and completed by 31/3/12, which totals in the region of £15,000. However, this amount is likely to change by 31/3/13 as schemes are included under commitments.

Corporate Priority

Reserve Funded From	Cost Centre Code	Value
Conservation Grant Underspend	PM1688	£5,290
Conservation Grant	GS0401 - 30404	£23,050

Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2014)
If Retained Fund - Maximum Level of Fund	
Temporary Reserve - Date it will be Fully Spent	31/03/2014
Approval for release of reserve to be granted by	Director of Communities, Planning & Partnerships

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Community Services	
Service Area	Director of Communities, Planning & Partnerships	
Title for Reserve	DCLG (Town Centre)	
Reserve Amount Requested	£5,000	
Reason for Creation/Retention of Reserve		
Monies specifically allocated for Town Centre from DCLG		
Corporate Priority		
Town Centre - Mary Portas		
Reserve Funded From	Cost Centre Code	Value
34536	GY0202	£2,500
81060	GY0202	£2,500
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2014)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2014	
Approval for release of reserve to be granted by	Director of Communities, Planning & Partnerships	

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Community Services	
Service Area	Director of Communities, Planning & Partnerships	
Title for Reserve	Grantfinder Licence	
Reserve Amount Requested	£3,170	
Reason for Creation/Retention of Reserve		
<p>Increase in cost of licence for Grantfinder which is a shared licence with Staffordshire County Council. Potential increase is from £3812 to £7821 as our contribution to the consortium.</p> <p>Awaiting their decision as to whether they are going to proceed with the licence. Licence renewal due April 2013</p> <p>Licence cost has increased significantly from the level when the licence was last renewed three years ago and therefore we need to carry this over to meet the cost in the next financial year</p>		
Corporate Priority		

Aspire and Prosper - To support the local businesses and the voluntary and community sector to access funding opportunities

Reserve Funded From	Cost Centre Code	Value
External Funding Opportunities	GS1005 30413	£3,170
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2014)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	01/07/2013	
Approval for release of reserve to be granted by	Director of Communities, Planning & Partnerships	

025

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14

Directorate	Community Services	
Service Area	Director of Communities, Planning & Partnerships	
Title for Reserve	P.C.T Project Funds	
Reserve Amount Requested	£5,500	
Reason for Creation/Retention of Reserve	External monies logged with Tamworth Borough Council to deliver physical activity (Gym Memberships, Walks & Cycling). This is not TBC Money	
Corporate Priority	Healthier Place To Live	
Reserve Funded From	Cost Centre Code	Value
Community Leisure	GY0801 82313	£5,500
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2014)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2014	
Approval for release of reserve to be granted by	Director of Communities, Planning & Partnerships	

026

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14

Directorate	Community Services	
Service Area	Director of Communities, Planning & Partnerships	

Title for Reserve	External Sportivate	
Reserve Amount Requested	£3,233 or balance as at 31/3/13	
Reason for Creation/Retention of Reserve	External funding monies to support ongoing sporting projects which are rolling over from financial year. This is not TBC monies we are holding monies for SASSOT and paying to deliverers	
Corporate Priority	Healthy Town Agenda	
Reserve Funded From	Cost Centre Code	Value
Sportivate	GY1709	£3,233
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2014)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	30/04/2013	
Approval for release of reserve to be granted by	Director of Communities, Planning & Partnerships	

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Community Services	
Service Area	Director of Communities, Planning & Partnerships	
Title for Reserve	PAS support	
Reserve Amount Requested	£17,600	
Reason for Creation/Retention of Reserve	<p>This is part of a grant from the Planning Advisory Service, part of the Local Government Group and funded through CLG, for undertaking improvement work to the planning service. The grant is alongside peer support from PAS and by giving us the grant allows us to determine which aspects of consultancy advice are required. Part of the grant has already been spent the remainder is likely to be spent in summer 2013 linked to the digitisation of planning records reserve.</p> <p>The remainder of the funds are another grant from PAS held on behalf of the Staffordshire CEX for support on the Staffordshire One Place work</p>	
Corporate Priority	1 c, e	
Reserve Funded From	Cost Centre Code	Value
External Support	GS0400 32054	£17,600
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2014)	

027

If Retained Fund - Maximum Level of Fund	17,600
Temporary Reserve - Date it will be Fully Spent	31/03/2014
Approval for release of reserve to be granted by	Director of Communities, Planning & Partnerships

028

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Community Services	
Service Area	Director of Communities, Planning & Partnerships	
Title for Reserve	Digitisation of Planning Records	
Reserve Amount Requested	£20,500	
Reason for Creation/Retention of Reserve	<p>A reserve was created for 12/13 to enable the digitisation of historic planning records which would assist both the planning and land charges functions. A tender exercise was undertaken but no suitable submissions were made within the budget and so the contract was not awarded.</p> <p>A revised brief has been drafted and is due to go for tender in early march but will not get awarded until April hence the need to retain and increase the reserve.</p>	
Corporate Priority	1e	
Reserve Funded From	Cost Centre Code	Value
Digitisation of Planning records	PM1674	£18,500
Microfilming	GS0203 30103	£2,000
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2014)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2014	
Approval for release of reserve to be granted by	Director of Communities, Planning & Partnerships	

029

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14	
Directorate	Community Services
Service Area	DD Communities, Planning & Partnerships
Title for Reserve	Economic Development Shared Service
Reserve Amount Requested	Full balance on cost centre GS0408 - £19.6K estimate

Reason for Creation/Retention of Reserve

As per last year's reserve spend plan, we planned to procure a Business Place Marketing Strategy during 2012-13. For a variety of reasons, the procurement process was delayed to the latter part of this financial year but is now nearing completion. The tender closed on Friday 1st March and we now have 2 proposals to consider. The tender panel is meeting on Monday 11th March and we are confident of being able to make a definite decision on appointing a suitable and capable contractor. The cost of the strategy is however expected to come out higher than anticipated at £25K. We therefore need to reserve the full balance on the cost centre to meet this cost, and will use the inward investment retained fund for the balance, as well as to part fund the recommendations of the Strategy.

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
Reserve 2011/12	PM1597	£16,060
Balance on	GS0408	Approx £3.55K

Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2014)
If Retained Fund - Maximum Level of Fund	
Temporary Reserve - Date it will be Fully Spent	30/09/2013
Approval for release of reserve to be granted by	Director of Communities, Planning & Partnerships

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14**030**

Directorate	Community Services
Service Area	Director of Communities, Planning & Partnerships
Title for Reserve	Development Control Temporary Staff Reserve
Reserve Amount Requested	£13,770

Reason for Creation/Retention of Reserve

When the business cases for VR were considered they were accepted on the basis that a proportion of the saving would be retained to enable a 'war chest' to be established over 2-3 years for buying in additional resource if required due to the increase in number of applications or significant large applications such as Anker Valley, or for the buying in of additional resource to assist with other aspects of the service. The VR backfill costs and reserves carried over from last year when coupled with payments for temporary staff and consultants fees represents an important fund for ensuring that professional advice is available to support the determination of planning applications. There is a high expectation that during 2013/14 that there will be a number of very contentious applications that will need to be determined. In the absence of an adopted Local Plan will place additional burdens on the Development Control team who are likely to have to deal with speculative proposals and appeals that may arise from therefrom.

Corporate Priority

To create and sustain a thriving local economy and make Tamworth a more aspirational and competitive place to do business.- b) Create opportunities for business growth through developing and using skills and talent c) Promote private sector growth and create quality employment locally d) Brand and market "Tamworth" as a great place to "live life to the full"

Reserve Funded From	Cost Centre Code	Value
VR Backfill costs and Payments for temporary staff	GS0203 00162/00170	£4,320
Salaries	GS0203 00101	£2,000
Consultants fees	GS0203 32050	£2,980
VR Saving - casual post	PM1677	£4,470

Type of Reserve (Temporary / Retained) Temporary (will be used before 31/03/2014)

If Retained Fund - Maximum Level of Fund

Temporary Reserve - Date it will be Fully Spent 31/03/2014

Approval for release of reserve to be granted by Director of Communities, Planning & Partnerships

031

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14	
Directorate	Community Services
Service Area	Director of Communities, Planning & Partnerships
Title for Reserve	HLF Temporary Reserve (PM1583)
Reserve Amount Requested	£3,200
Reason for Creation/Retention of Reserve	The HLF capital works completion have now been delayed by a minimum of 2 months and are still on going. This has had a knock on effect on the interpretation and now the official launch and marketing of the project. Consequently this may require the Development Officer to extend her work beyond the currently agreed finish date of the project. Any extension will be an extra cost incurred which can only be paid from existing resources. Therefore I request that we take steps to ensure that this project can be successfully completed and there be no reason to come back and ask for additional funds, as we already have it now if we carry this forward into the next financial year. The Development Officers role is to promote and market the project results and evaluate the project. Any extensions will be covered by this additional revenue.
Corporate Priority	Priority 1 - Aspire and Prosper: Brand and market Tamworth as a great place to live life to the full
Reserve Funded From	Cost Centre Code Value
Castle HLF	PM1583 £3,200
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2014)
If Retained Fund - Maximum Level of Fund	

Temporary Reserve - Date it will be Fully Spent	December 31st 2013
Approval for release of reserve to be granted by	Director of Communities, Planning & Partnerships

032

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Community Services	
Service Area	Director of Housing & Health	
Title for Reserve	Healthy Improvement	
Reserve Amount Requested	£9,130	
Reason for Creation/Retention of Reserve		
Funds are reserved to facilitate continuation of health improvement initiatives including Lets Work Together project. Funds have in part been made available by partners for this purpose and are therefore ring fenced.		
Corporate Priority		
2. To be healthier and safer in Tamworth		
Reserve Funded From	Cost Centre Code	Value
Lets Work Together	GY180200101	£5,300
Lets Work Together	GY180231510	1,580
Lets Work Together	GY180233150	£2,250
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2014)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2014	
Approval for release of reserve to be granted by	Director of Housing & Health	

033

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Community Services	
Service Area	Director of Housing & Health	
Title for Reserve	Warmer Homes Healthy People	
Reserve Amount Requested	£2,083	
Reason for Creation/Retention of Reserve		
Warmer Homes Healthier People is health service funding that was secured via an annual bidding process with the County Council, health colleagues, other Staffs LAs and other key partners. A total of £19,572 was secured for use in Tamworth on a number of agreed projects to be delivered by a range of agencies operating in Tamworth. This reserve is WHHP funding that was to be utilised by CCG colleagues to mail out letters to vulnerable residents whose health might be affected by cold,		

damp homes. This task was actioned as planned but was achieved at nil cost. Consequently, this saving will be utilised to complement existing funding to support the delivery of affordable warmth activity / tackling fuel poverty in the Borough as per its intended use.

Corporate Priority

2. To be healthier and safer in Tamworth

Reserve Funded From	Cost Centre Code	Value
Warmer Homes Healthier People Funding	GS0405 82313	£2,083

Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2014)
If Retained Fund - Maximum Level of Fund	
Temporary Reserve - Date it will be Fully Spent	31/03/2014
Approval for release of reserve to be granted by	Director of Housing & Health

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14

034

Directorate	Community Services
Service Area	Director of Housing & Health
Title for Reserve	Smoking Cessation
Reserve Amount Requested	£15,000

Reason for Creation/Retention of Reserve

This funding has been provided to the Council via the PCT to fund activities to reduce tobacco harm and is ring fenced for this purpose. Future use of these funds will be reviewed with the newly formed public health team and Tamworth Health and Wellbeing Group.

Corporate Priority

2. To be healthier and safer in Tamworth

Reserve Funded From	Cost Centre Code	Value
Smoking cessation (C/fwd existing reserve)	PM1638 X0151	£15,000

Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2014)
If Retained Fund - Maximum Level of Fund	
Temporary Reserve - Date it will be Fully Spent	31/03/2014
Approval for release of reserve to be granted by	Director of Housing & Health

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14**035**

Directorate	Community Services	
Service Area	Director of Housing & Health	
Title for Reserve	Lifecheck	
Reserve Amount Requested	£9,700	
Reason for Creation/Retention of Reserve		
Lifecheck funding was provided to the Council for the purpose of implementation of the life check initiative as part of Spearhead funding provided by the PCT. These funds remain ring fenced. Discussions will be ongoing with the newly formed county public health team to review future use of these funds.		
Corporate Priority		
2. To be healthier and safer in Tamworth		
Reserve Funded From	Cost Centre Code	Value
Lifecheck (C/Fwd existing reserve)	PM1671 X0151	£9,700
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2014)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2014	
Approval for release of reserve to be granted by	Director of Housing & Health	

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14**036**

Directorate	Community Services	
Service Area	Director of Housing & Health	
Title for Reserve	Asset Management Strategy	
Reserve Amount Requested	£40,000	
Reason for Creation/Retention of Reserve		
The Asset Management Strategy has been procured and Rands selected. However given the stock condition survey is currently being updated, it is prudent to update the AMS when this investment data is available. Therefore the work around the HRA AMS won't be completed until the October 2013.		
Corporate Priority		
Making best use of financial and physical resources directly supports the Aspire & prosper corporate priorities.		

Reserve Funded From	Cost Centre Code	Value
Housing Revenue Account	HR5001 02111	£40,000
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2014)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	End of October 2013	
Approval for release of reserve to be granted by	Director of Housing & Health	

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Community Services	
Service Area	Director of Housing & Health	
Title for Reserve	Housing Regeneration	
Reserve Amount Requested	£68,500	
Reason for Creation/Retention of Reserve	Funding required for successful delivery of high profile and fundamental regeneration of Tinkers Green Area and Kerria Centre.	
Corporate Priority	2. To be healthier and safer in Tamworth	
Reserve Funded From	Cost Centre Code	Value
Housing Regeneration	HR210532050	£68,500
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2014)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2014	
Approval for release of reserve to be granted by	Director of Housing & Health	

037

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Community Services	
Service Area	Director of Housing & Health	
Title for Reserve	Morrison Pension	
Reserve Amount Requested	£51,000	

038

Reason for Creation/Retention of Reserve		
Morrison pension contribution to SCC and waiting for confirmation MFS have made payment. If non-payment by MFS SCC would seek to recover contribution from TBC		
Corporate Priority		
Aspire and Prosper		
Reserve Funded From	Cost Centre Code	Value
Carry forward of existing reserve	HM0865 X0151	£51,000
Type of Reserve (Temporary / Retained)		
Temporary (will be used before 31/03/2014)		
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent		
31/3/014		
Approval for release of reserve to be granted by		
Director of Housing & Health		

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Community Services	
Service Area	Director of Housing & Health	
Title for Reserve	Morrison 2009/10	
Reserve Amount Requested	£51,000	
Reason for Creation/Retention of Reserve		
Tammonstd calculation issue not agreed by Morrison despite independent report by Value Works finding in TBC favour. Morrison have been purchased by Mears and will require disclosure of background information to Mears once issue of Client/Contractor confidentiality has been agreed with appropriate legal teams. Once background information has been disclosed Mears have indicated they will resolve this outstanding issue promptly		
Corporate Priority		
Reserve Funded From	Cost Centre Code	Value
Carry forward of existing reserve	HM0853 X0151	£51,000
Type of Reserve (Temporary / Retained)		
Temporary (will be used before 31/03/2014)		
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent		
31/03/2014		
Approval for release of reserve to be granted by		
Director of Housing & Health		

039

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Community Services	
Service Area	Director of Housing & Health	
Title for Reserve	Morrison 2010/11	
Reserve Amount Requested	£15,000	
Reason for Creation/Retention of Reserve		
Part Tamnonstd calculation and BCIS calculation issue not agreed by Morrison despite independent report by Value Works finding in TBC favour. Morrison have been purchased by Mears and will require disclosure of background information to Mears once issue of Client/Contractor confidentiality has been agreed with appropriate legal teams. Once background information has been disclosed Mears have indicated they will resolve this outstanding issue promptly.		
Corporate Priority		
Aspire and Prosper		
Reserve Funded From	Cost Centre Code	Value
Carry forward of existing reserve	HM0852 X0151	£15,000
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2014)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2014	
Approval for release of reserve to be granted by	Director of Housing & Health	

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Community Services	
Service Area	Director of Housing & Health	
Title for Reserve	Community Events	
Reserve Amount Requested	£4,600	
Reason for Creation/Retention of Reserve		
Money gifted from Morrison for the 'Wish Upon a Star' initiative aimed at encouraging and promoting local community activity for tenants of Tamworth Borough. This money will be used for community events across Tamworth Borough 2013/2014 to coincide with the environmental works and wider consultation and involvement initiatives		
Corporate Priority		

Reserve Funded From	Cost Centre Code	Value
Carry forward of existing reserve	HM0862 X0151	£4,600
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2014)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	End of October 2013	
Approval for release of reserve to be granted by	Director of Housing & Health	

042

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Executive Director Corporate Services	
Service Area	Director of Finance	
Title for Reserve	Assets of Community Value	
Reserve Amount Requested	£4,873	
Reason for Creation/Retention of Reserve	New Burdens Grant of £4,873 has been received in support of the Localism Act - Assets of Community Value. This is required to be retained to meet any additional costs of implementing the legislation.	
Corporate Priority	To aspire & prosper in Tamworth - to create the physical and technological infrastructure necessary to support the achievement of this primary outcome. To be approachable, accountable, and visible.	
Reserve Funded From	Cost Centre Code	Value
Corporate Finance Government Grant	GC0501 81060	£4,873
Type of Reserve (Temporary / Retained)	Retained Fund	
If Retained Fund - Maximum Level of Fund	4,873	
Temporary Reserve - Date it will be Fully Spent		
Approval for release of reserve to be granted by	Director of Finance	

043

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Executive Director Corporate Services	
Service Area	Head of Benefits	

Title for Reserve	DWP Recession Busting Grant	
Reserve Amount Requested	£62,592	
Reason for Creation/Retention of Reserve	<p>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 overtime payments to enable the service to cope with the increased number of claims and the impact of the staff redundancies which have taken place. The predicted underspend of £26k on the Benefits Staff Overtime budget is requested to be added to this retained fund at year end, to bolster this fund, as administration grant allocated by the DWP continues to be reduced, although workload is expected to increase as the impact of the Government's welfare reforms begins to be felt. A further amount of £7,942, being DWP grant to assist with additional staffing impact in respect of welfare reforms, is also requested to be added to this fund.</p>	
Corporate Priority	Promoting social inclusion, tenancy sustainment. The timely payment of Housing Benefit and Council Tax Reduction is significant to peoples' health and wellbeing.	
Reserve Funded From	Cost Centre Code	Value
DWP Recession Busting Reserve	PM1633 X0156	£28,650
Benefits Salaries Overtime	GT0201 00110	£26,000
Benefits Government Grants	GT0201 81030	£7,942
Type of Reserve (Temporary / Retained)	Retained Fund	
If Retained Fund - Maximum Level of Fund	62,592	
Temporary Reserve - Date it will be Fully Spent		
Approval for release of reserve to be granted by	Executive Director Corporate Services	

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14	
Directorate	Executive Director Corporate Services
Service Area	Solicitor & Monitoring Officer
Title for Reserve	Land Charges Contingent Liability
Reserve Amount Requested	£100,000 c/f on PM1696 plus balance of income above budget on GR0702 83285 (approx £8k expected)
Reason for Creation/Retention of Reserve	<p>This reserve was established at the end 2012/13 as a result of ongoing legal action by a number of search companies challenging the fees charged for 'environmental information.' Pending revised guidance from the Government, and awaiting the outcome of ongoing court proceedings, in line with many other Councils we are continuing to charge for certain information. Latest indications are that, based on claims made, our liability, should the courts find in the search companies' favour, would be £108k (plus interest). This reserve is therefore required to be retained pending the outcome of legal action and it is also requested that income received above budget this financial year be added to the</p>

044

ation, and it is also requested that income received above budget this financial year be added to the reserve.

Corporate Priority

Aspire & prosper in Tamworth - promote private sector growth.

Reserve Funded From	Cost Centre Code	Value
Land Charges Contingent Liability	PM1696	£100,000
Land Charges Income	GR0702 83285	£8000 (approx)

Type of Reserve (Temporary / Retained) Retained Fund

If Retained Fund - Maximum Level of Fund 108,000

Temporary Reserve - Date it will be Fully Spent

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

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14

045

Directorate Community Services

Service Area Director of Assets & Environment

Title for Reserve Maintenance of A5 Balancing Ponds & Watercourses

Reserve Amount Requested £60,000

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 surplus revenue from the Highway Maintenance budget be retained to assist in the delivery of this cleansing and maintenance programme.

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
GW3001	All account codes	£60,000

Type of Reserve (Temporary / Retained) Retained Fund

If Retained Fund - Maximum Level of Fund 500,000

Temporary Reserve - Date it will be Fully Spent

Approval for release of reserve to be granted by	Director of Assets & Environment
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046

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Community Services	
Service Area	Director of Assets & Environment	
Title for Reserve	Cemeteries	
Reserve Amount Requested	£30,000	
Reason for Creation/Retention of Reserve		
All surpluses retained for future use for the memorial testing programme and for the extension to Wigginton Road cemetery.		
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
GW1601	All account codes	£30,000
Type of Reserve (Temporary / Retained)	Retained Fund	
If Retained Fund - Maximum Level of Fund	275,000	
Temporary Reserve - Date it will be Fully Spent		
Approval for release of reserve to be granted by	Director of Assets & Environment	

047

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Community Services	
Service Area	Director of Assets & Environment	
Title for Reserve	Town Centre Markets	
Reserve Amount Requested	£19,000	
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 and Cultural Quarter		

Corporate Priority		
To create a safe environment in which local people can reach their full potential and live longer, healthier lives.		
Reserve Funded From	Cost Centre Code	Value
Town Centre market retained fund	PM1691 X0156	£9,000
Markets Revenue account	GP0701	£10,000
Type of Reserve (Temporary / Retained)	Retained Fund	
If Retained Fund - Maximum Level of Fund	40,000	
Temporary Reserve - Date it will be Fully Spent		
Approval for release of reserve to be granted by	Director of Assets & Environment	

048

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Community Services	
Service Area	Director of Assets & Environment	
Title for Reserve	Public Car Park Maintenance	
Reserve Amount Requested	£15,466	
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		
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
Public Car Park maintenance Retained	PM1287 X0156	£15,466
Type of Reserve (Temporary / Retained)	Retained Fund	
If Retained Fund - Maximum Level of Fund	25,000	
Temporary Reserve - Date it will be Fully Spent		
Approval for release of reserve to be granted by	Director of Assets & Environment	

049

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Community Services	

Service Area	Director of Assets & Environment	
Title for Reserve	Civil Parking Enforcement	
Reserve Amount Requested	£50,000	
Reason for Creation/Retention of Reserve	Following report to Council and under the principles of Civil Parking Enforcement the funding must remain outside of the general fund of Tamworth Borough Council. The underspend or surplus at the end of each year must be retained on an ongoing annual basis. Future surpluses will be shared in accordance with the model for CPE agreed by Cabinet. Current retained funding is to be reduced from current level of £80,000 to £50,000	
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
Civil Parking Enforcement	PM1622	£50,000
Type of Reserve (Temporary / Retained)	Retained Fund	
If Retained Fund - Maximum Level of Fund	100,000	
Temporary Reserve - Date it will be Fully Spent		
Approval for release of reserve to be granted by	Director of Assets & Environment	

050

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Community Services	
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	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
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	
Approval for release of reserve to be granted by	Director of Assets & Environment

051

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Community Services	
Service Area	Director of Communities, Planning & Partnerships	
Title for Reserve	CIL	
Reserve Amount Requested	£34,250	
Reason for Creation/Retention of Reserve		
Budget was created for the development of the Community infrastructure Levy. Whilst some work has taken place progress has not been as quick as hoped for due to delays to the Local Plan process. Further evidence base collection and then the cost of a public examination will need to be paid for over the next 18 months. Hence the creation of a retained fund.		
Corporate Priority		
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Reserve Funded From	Cost Centre Code	Value
Other expenses	GS0400 30340	£34,250
Type of Reserve (Temporary / Retained)	Retained Fund	
If Retained Fund - Maximum Level of Fund	40,000	
Temporary Reserve - Date it will be Fully Spent		
Approval for release of reserve to be granted by	Director of Communities, Planning & Partnerships	

052

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Community Services	
Service Area	Director of Communities, Planning & Partnerships	
Title for Reserve	Community Cohesion	
Reserve Amount Requested	£28,800	
Reason for Creation/Retention of Reserve		
This budget is made up of external DCLG funding to support development of community cohesion. It		

is therefore proposed that this funding be reserved and utilised in future years to support ongoing activity to continue to address issues raised within locality working.

Corporate Priority

Reserve Funded From	Cost Centre Code	Value
Consultants Fees	GS1004 32050	£8,097 or Balance
Education/campaign/initiatives	GS1004 35058	£20,700 or Balance

Type of Reserve (Temporary / Retained)	Retained Fund
If Retained Fund - Maximum Level of Fund	28,800
Temporary Reserve - Date it will be Fully Spent	
Approval for release of reserve to be granted by	Director of Communities, Planning & Partnerships

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14

053

Directorate	Community Services
Service Area	Director of Communities, Planning & Partnerships
Title for Reserve	Public Participation
Reserve Amount Requested	£5,400

Reason for Creation/Retention of Reserve

This cost centre is made up funding provided by Staffs Police and LPSA to support Participatory Budgeting projects across locality areas. There is one project in place Stonydelph at present that will not be completed by year end. In order to ensure that funds are used effectively a reserve is seen as the most appropriate option to ensure that maximum benefit is obtained from increasing public participation within these communities.

Corporate Priority

Reserve Funded From	Cost Centre Code	Value
Public Participation	GS1004 30424	£5,400 or Balance

Type of Reserve (Temporary / Retained)	Retained Fund
If Retained Fund - Maximum Level of Fund	£5,400 or balance
Temporary Reserve - Date it will be Fully Spent	
Approval for release of reserve to be granted by	Director of Communities, Planning & Partnerships

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Community Services	
Service Area	Director of Communities, Planning & Partnerships	
Title for Reserve	Anti Social Behaviour Support Fund (PM1621)	
Reserve Amount Requested	£790	
Reason for Creation/Retention of Reserve		
Funds have been allocated to the Community Safety Partnership from the CLG via Staffordshire		
Corporate Priority		
2. To be healthier & safer in Tamworth		
Reserve Funded From	Cost Centre Code	Value
Community Safety	GY1603 30306	£790
Type of Reserve (Temporary / Retained)		
Retained Fund		
If Retained Fund - Maximum Level of Fund	10,000	
Temporary Reserve - Date it will be Fully Spent		
Approval for release of reserve to be granted by	Director of Communities, Planning & Partnerships	

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Community Services	
Service Area	Director of Communities, Planning & Partnerships	
Title for Reserve	Locality Working	
Reserve Amount Requested	£49,973	
Reason for Creation/Retention of Reserve		
<p>To support the Locality Working initiative, LPSA Reward funds have been attracted for a limited time to support activity across four neighbourhoods of Tamworth. Through prudent use of this budget it has been possible to maintain 4 community hubs and further develop partnership activity over the last 12 months. LPSA grant is no longer provided and therefore the budget reserve will be utilised in the coming year to continue delivery of this key area of work for TBC and our partners. This reserve will be used to contribute to overhead costs associated with outreach hubs and to project activity that will further enhance multi-agency working within disadvantaged neighbourhoods. The figure is felt to be an accurate approximation of the balance of this cost centre to be reserved. Funds detailed in this business case should be returned to existing Retained Fund PM1587</p>		
Corporate Priority		

Reserve Funded From	Cost Centre Code	Value
Locality Working Glascote	GS1006 all	£21,275 or balance
Locality Working Stonydelph	GS1007 all	£21,250 or balance
Locality Working Belgrave	GS1008 all	£6,473 or balance
Locality Working Amington	GS1009 all	£975 or balance
Type of Reserve (Temporary / Retained)	Retained Fund	
If Retained Fund - Maximum Level of Fund	195,812	
Temporary Reserve - Date it will be Fully Spent	31/03/2014	
Approval for release of reserve to be granted by	Director of Communities, Planning & Partnerships	

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14	
Directorate	Community Services
Service Area	Director of Communities, Planning & Partnerships
Title for Reserve	Local Development Framework
Reserve Amount Requested	£15,687
Reason for Creation/Retention of Reserve	<p>The LDF budget was established to finance the production of the Local Plan and subsequent LDF Documents. The software support licence budget was originally established to finance the Limehouse consultation software which assisted with engaging the community in the production of LDF documents. It was agreed to cease with Limehouse and use the budget to support consultation techniques when delivering stakeholder and community consultation on the Local Plan. Given that the Local Plan will require a further round of consultation before it is re-submitted for examination, a budget will be required to support this consultation.</p> <p>The timetable for the Local Plan has slipped in 2012/13 due to the recommendation from the Planning Inspectorate to withdraw the Local Plan. The entire budget is required to support the Local Plan; particularly the examination process which is likely to commence early 2014. In addition to the actual costs of the examination process, the budget will be required for the existing evidence base to be refreshed in parts.</p> <p>Habitats</p> <p>This is a Government Grant which has been awarded to all English local authorities to support The reserve is also required to contribute (£5000) towards Staffordshire Wildlife Trust's proposal for Broad Meadow to be designated as a SANG. This is identified, in the emerging Local Plan, as representing a critical biodiversity opportunity for the borough. In addition, and aligned to this work is the need to allocate £595 to annually update Staffordshire County Council held Ecological Records for the borough. It is intended that any remaining monies from the grant be utilised to support the production of a Green and Blue Infrastructure Strategy for Tamworth, which will identify a strategy for delivering borough wide green and blue infrastructure such as SANGs and therefore assist in supporting Habitat Regulation Assessments.</p> <p>Climate Change</p>

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These are funds from a Government grant to support planning for climate change. Part of the grant was used to produce the climate change strategy. The remainder was earmarked for developing a green and blue infrastructure strategy which represents a key piece of evidence which will support the delivery of the Local Plan and will be required to prove its soundness at examination which has now slipped to 2014 due to the recommendation from the Planning Inspectorate to withdraw the Local Plan. Due to this slippage the production of the Green and Blue infrastructure strategy has also slipped into next financial year.

Corporate Priority

Strategic Priority 1 b, c,

Reserve Funded From	Cost Centre Code	Value
Planning For Climate Change	PM1559	£24,513
Habitat Assessment	PM1598	£20,254
Software Support Licences	GS0403 - 30153	Balance est £2,700
Local Development Framework	GS0403 -82310	£2,987
LDF	GS0403 - 30403	£10,000
all the above should be added to the existing Retained Fund	PM1650X0156	£101,350

Type of Reserve (Temporary / Retained)	Retained Fund
If Retained Fund - Maximum Level of Fund	£180,000
Temporary Reserve - Date it will be Fully Spent	
Approval for release of reserve to be granted by	

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14

057

Directorate	Community Services
Service Area	Director of Communities, Planning & Partnerships
Title for Reserve	Contingency for Career Break
Reserve Amount Requested	£12120 (PM1693)

Reason for Creation/Retention of Reserve

Jane Parry was allowed to take a career break in October 2010 for 24months. On her return Jane could decide to make up her superannuation that she has missed in the period which would need to be matched by TBC. This reserve is therefore a contingency for that event occurring. Jane was replaced in January 2012 by a temporary post on a lower grade. The lower grade and the break in cover have contributed to a saving on salaries for the year and on car allowances.

Corporate Priority

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Reserve Funded From	Cost Centre Code	Value
Car allowances	GS0401 25010	£180
Existing retained fund	PM1693x0156	£7,000

Salaries	GS0404 00101	£3,000
Car allowances	GS0404 25010	£1,000
Salaries	GS0401 00101	£940

Type of Reserve (Temporary / Retained)	Retained Fund
If Retained Fund - Maximum Level of Fund	12,120
Temporary Reserve - Date it will be Fully Spent	
Approval for release of reserve to be granted by	Director of Communities, Planning & Partnerships

058

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14

Directorate	Community Services
Service Area	Director of Communities, Planning & Partnerships
Title for Reserve	Legal fees
Reserve Amount Requested	£4,600

Reason for Creation/Retention of Reserve

Legal fees for ASB prosecutions can cost from £1000 to £8000+ per case. This retained fund will increase the amount available for 2013/2014 to £7,600 (inc rev budget for 2013/2014) which will enable the ASB team greater flexibility and capacity when determining how an ASB perpetrator should be dealt with.

Corporate Priority

2. To be healthier & safer in Tamworth

Reserve Funded From	Cost Centre Code	Value
Community Safety	GY1601 32040	£3,000
	PM1695X0156	£1,600

Type of Reserve (Temporary / Retained)	Retained Fund
If Retained Fund - Maximum Level of Fund	4,600
Temporary Reserve - Date it will be Fully Spent	
Approval for release of reserve to be granted by	Director of Communities, Planning & Partnerships

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RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14

Directorate	Community Services
Service Area	Director of Communities, Planning & Partnerships

Title for Reserve	ASB Residents (PM1651)	
Reserve Amount Requested	£7,040	
Reason for Creation/Retention of Reserve	External grant funding through the CLG was received in 2010 to empower residents to decide how the funding should be spent to tackle anti social behaviour. An action has been agreed by residents where the project will be delivered in subsequent years. CLG funding is not time limited.	
Corporate Priority	2. To be healthier & safer in Tamworth	
Reserve Funded From	Cost Centre Code	Value
Community Safety	GY160330323	£7,040
Type of Reserve (Temporary / Retained)	Retained Fund	
If Retained Fund - Maximum Level of Fund	10,000	
Temporary Reserve - Date it will be Fully Spent		
Approval for release of reserve to be granted by	Director of Communities, Planning & Partnerships	

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Community Services	
Service Area	Director of Communities, Planning & Partnerships	
Title for Reserve	Community Safety Projects	
Reserve Amount Requested	£22,302	
Reason for Creation/Retention of Reserve	External grant funding through the Safer & Stronger Communities fund to deliver community safety which previously had been pass ported to the community safety partnership is now going directly to the Policing and Crime Commissioner. There is also a ongoing corporate commitment of £2.5K for a contribution to the County Council for Domestic Homicide Reviews which was paid by community safety this year and will no doubt be in future years. It is proposed that this reserve will enable community safety projects to continue to be delivered. Other partners in the Community Safety Partnership will be approached to make a contribution.	
Corporate Priority	2. To be healthier & safer in Tamworth	
Reserve Funded From	Cost Centre Code	Value
Community Safety	PM1642X0156	£22,302
Type of Reserve (Temporary / Retained)	Retained Fund	

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If Retained Fund - Maximum Level of Fund	30,000
Temporary Reserve - Date it will be Fully Spent	
Approval for release of reserve to be granted by	Director of Communities, Planning & Partnerships

061

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14		
Directorate	Community Services	
Service Area	Director of Housing & Health	
Title for Reserve	Homelessness Prevention	
Reserve Amount Requested	£297,812	
Reason for Creation/Retention of Reserve		
<p>DCLG Homelessness Grant is made available to the Council to support Homelessness Prevention activity in the Borough. The DCLG Homelessness Grant is not ring fenced but has been specifically allocated for the purposes of preventing homelessness. It is anticipated that this funding will support the delivery of the refreshed Homelessness Strategy and further develop the approach to homelessness which is based on prevention that will enable the Council to achieve significant financial savings. Plans to allocate these retained funds to specific projects and initiatives will be formulated and finalised within the forthcoming financial year.</p>		
Corporate Priority		
2. To be healthier & safer in Tamworth		
Reserve Funded From	Cost Centre Code	Value
Bond Scheme	GR060135170	£9,039
Spend To Save	GR060135212	£5,373
Sanctuary Scheme	GR060136107	£17,550
Homelessness Prevention	GS040635167	£265,850
Type of Reserve (Temporary / Retained)		
Retained Fund		
If Retained Fund - Maximum Level of Fund	300,000	
Temporary Reserve - Date it will be Fully Spent		
Approval for release of reserve to be granted by	Director of Housing & Health	

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RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14	
Directorate	Community Services
Service Area	Director of Housing & Health
Title for Reserve	Homelessness Repossession Prevention

Reserve Amount Requested	£87,120	
Reason for Creation/Retention of Reserve	<p>DCLG Homelessness Grant is made available to the Council to support homelessness prevention activity in the Borough. The DCGL Grant is not ring fenced but has been specifically allocated to the Council for the purposes of preventing homelessness. It is anticipated this retained funding will support the delivery and of the refreshed Homelessness Strategy and further develop the approach to homelessness which is based in prevention that will enable the Council to achieve significant financial savings. Plans to allocate these retained funds to specific projects and initiatives will be put in place over the coming financial year.</p>	
Corporate Priority	2. To be healthier and safer in Tamworth	
Reserve Funded From	Cost Centre Code	Value
Repossession Prevention Fund	GS0406 35240	£35,720
Repossession Prevention Fund	GR0601 35240	£51,400
Type of Reserve (Temporary / Retained)	Retained Fund	
If Retained Fund - Maximum Level of Fund	87,120	
Temporary Reserve - Date it will be Fully Spent		
Approval for release of reserve to be granted by	Director of Housing & Health	

<u>RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14</u>		
Directorate	Community Services	
Service Area	Director of Housing & Health	
Title for Reserve	Home Loss & Disturbance Payments	
Reserve Amount Requested	£70,000	
Reason for Creation/Retention of Reserve	<p>Cabinet approved the redesignation of 39 two bed room flats to one bedroom in November 2012 that included to cease reletting these properties to families. Of the 39 flats 16 are occupied by families which require rehousing and statutory entitlement to £4,700.00 home loss payment together with £1,200.00 disturbance payment. It was acknowledged it will take approximately 18 months to rehouse all of these families. To date one family has been rehoused. Cabinet approved to use £30,000.00 from the contingency budget to part meet the Council's commitment of compensation for the remaining families affected. This reserve is required to ensure the Council can meet its statutory obligations when these families come to move.</p>	
Corporate Priority	<p>Healthier & Safer HRA Business Plan - ensure all homes meet the Decent Home Standard</p>	
Reserve Funded From	Cost Centre Code	Value
Allocations	HR210230199	£5,000

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Allocations	HR310257080	£15,000
Tenant Participation	HR310235027	£20,000
HRA Contingency	HR500135006	£30,000

Type of Reserve (Temporary / Retained)	Retained Fund
If Retained Fund - Maximum Level of Fund	70,000
Temporary Reserve - Date it will be Fully Spent	
Approval for release of reserve to be granted by	Director of Housing & Health

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RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14

Directorate	Community Services
Service Area	Director of Housing & Health
Title for Reserve	Housing Condition Survey
Reserve Amount Requested	£20,500

Reason for Creation/Retention of Reserve

The annual budget allocation is insufficient to complete a condition survey of the housing stock in a single financial year. The reserve is required to allow sufficient funding to be accrued over a number of financial years until such time that the total budget is sufficient to carry out the condition survey required. Condition surveys are required to provide information that will be used to forecast future housing investment needs.

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
Housing Condition Survey	HM0860 X0151	£20,500

Type of Reserve (Temporary / Retained)	Retained Fund
If Retained Fund - Maximum Level of Fund	61,500
Temporary Reserve - Date it will be Fully Spent	
Approval for release of reserve to be granted by	Director of Housing & Health

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RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2013/14

Directorate	Community Services
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Service Area	Director of Housing & Health	
Title for Reserve	Implementation of Orchard Housing, Tenants Portal, EDRMS and new Processes	
Reserve Amount Requested	£81,540	
Reason for Creation/Retention of Reserve	<p>Request for retention funding for the following projects over the next two years, 1. Continue the funding to support the upgrade of the existing Housing Management IT Orchard, to the new updated version of Orchard housing. This was not completed in 2012 due to other projects took priority, (Gas and Repairs contracts, CAS and new processes for Arrears and Voids and Allocations. 2. Enhancements to Finding a Home web site after Choice Base Lettings impact assessment and government reforms to the Housing Allocations policies. This was partly completed, 3 Corporate Projects Electronic Document Management System (EDRM). Housing are still waiting for this project to be signed off corporately by members 4 CRM and agile/home working. Housing need to completed item 3 and waiting on ICT for the new Technology format before Housing start this project. 5. Development of Orchard tenant protal. This is to support Housing and Health in the developing a 30 year HRA business plan. Required use of the budget will be for, Consultancy Support, Training, Application Software.</p>	
Corporate Priority		
Reserve Funded From	Cost Centre Code	Value
Existing reserve - Imps Orchard-Funding Home & TT	HM0863 X0151	£81,540
Type of Reserve (Temporary / Retained)	Retained Fund	
If Retained Fund - Maximum Level of Fund	81,540	
Temporary Reserve - Date it will be Fully Spent		
Approval for release of reserve to be granted by	Director of Housing & Health	

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