

Cabinet

28th April 2016

Report of the Portfolio Holder for Operations and Assets

TEMPORARY RESERVES, RETAINED FUNDS and PROVISIONS

Purpose

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

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

Executive Summary

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

Policy, Capital & Revenue Budget – Background

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

Implications of the Report

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

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

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

* Excludes Provisions held for Bad Debts

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

Recommendations

That Cabinet is asked to approve:

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

Equalities implications

There are no equalities implications arising from the report.

Legal implications

None

Resource and Value for Money implications

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

Risk implications

None arising directly from this report

Report Author:

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

| | |
|-------------------|--|
| Background papers | ◆ Revenue Reserves Policy Statement (Policy & Resources, February 23 rd 1999) |
| | ◆ Revenue Reserves Policy Statement (Cabinet 1 st December 2010) |

Background

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

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

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

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

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

This report seeks approval for the:

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

Consideration

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

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

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

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

Revenue Implications

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

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

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

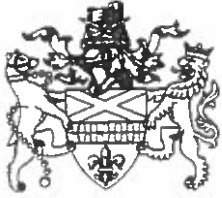
The reserves included within this report have been prepared / proposed by Managers on basis that:

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

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

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

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



**MINUTES OF A MEETING OF THE
CABINET
HELD ON 28th APRIL 2016**

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

The following officers were present: John Wheatley (Executive Director Corporate Services) and Stefan Garner (Director of Finance)

125 APOLOGIES FOR ABSENCE

None

126 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 17 March 2016 were approved and signed as a correct record.

(Moved by Councillor R Pritchard and seconded by Councillor S Claymore)

127 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

128 QUESTION TIME:

None

129 MATTERS REFERRED TO THE CABINET IN ACCORDANCE WITH THE OVERVIEW AND SCRUTINY PROCEDURE RULES

None

130 TEMPORARY RESERVES, RETAINED FUNDS AND PROVISIONS

The Portfolio Holder for Operations and Assets requesting Members approval for the establishment or retention of Temporary Reserves, Retained Funds and Provisions, to write back to balances those reserves that have been identified as no longer being required.

RESOLVED: That Cabinet approved

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

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

Leader