

For publication

General Fund Budget Outturn Report 2019/20

Meeting: Council
Cabinet

Date: 15th July 2020
9th June 2020

Cabinet portfolio: Deputy Leader of the Council

Report by: Acting Chief Finance Officer

For publication

1.0 Purpose of report

- 1.1 To report on the General Fund Revenue and Capital Outturns for 2019/20, provide details of significant variations from the revised estimates and consider carry forward requests.

2.0 Recommendations

Cabinet:

- 2.1 That the General Fund Revenue and Capital Outturn reports for 2019/20 be noted.
- 2.2 That the General Fund carry forward requests be approved (para 4.6).

- 2.3 That the level of General Fund Reserves and Balances (Section 6 and Appendix C) be approved.
- 2.4 That the transfers between reserves identified in para 6.4 and 6.5 be approved.
- 2.5 That the General Fund surplus for the financial year 2019/20 be transferred to the budget risk reserve (para 6.6).
- 2.6 That the capital financing arrangements set out in Appendix D, be approved.

Full Council:

- 2.7 Notes the report.

3.0 Background

- 3.1 This report includes details of the General Fund revenue account and a summary of the General Fund Capital Programme. There will be a separate report presented for the Housing Revenue Account covering both the revenue and capital elements. The information in these reports will then be incorporated into the published Statement of Accounts 2019/20.
- 3.2 The external audit of the accounts is due to start in July. The formal published Statement of Accounts will be presented to the Standards and Audit Committee for approval in September on conclusion of the audit. Once approved, a copy of the Statement of Accounts will be placed on the Council's web-site.
- 3.3 The Council's Financial Strategy sets out the Council's policy on the levels and nature of reserves and balances. The Strategy also defines how under or overspends should normally be treated at the end of each financial year:

- ◆ Any under spend on the General Fund will be transferred to

the Budget Risk Reserve;

- ◆ Any over spend on the General Fund will be met from the Budget Risk Reserve or the General Working Balance;
- ◆ Any OSD/DSO surpluses arising in the year that are not required for operational purposes will be transferred to the General Fund.

4.0 General Fund Revenue

4.1 The Summary Revenue Account, comparing the outturn with both the original and revised estimates for the financial year, is shown at **Appendix A**. There was a net surplus of **£107k** in the year compared with:

a) The **original** February 2019 budget forecast - £202k deficit.

b) The **revised** February 2020 budget forecast - £148k surplus.

4.2 Details of the variances that contributed towards the overall £350k movement from the original surplus forecast to the revised forecast were included in the budget report to Cabinet on 25th February 2020.

4.3 The outturn surplus is **£41k** below the revised February 2020 budget forecast. A summary of the most significant variances is included in **Appendix B**.

4.4 Further work will be undertaken to establish which variances are likely to recur in future years. The results of this exercise will be included in the next budget monitoring report to Cabinet.

4.5 There are material variances in relation to asset charges included in the portfolio totals (e.g. Cabinet Member for Governance £1.8m relating to the Town Hall). Accounting regulations require the adjustments to be reflected in the appropriate services revenue account but they are then reversed out in the "Interest and Capital Charges" line (Appendix A) which shows increased income. There is,

therefore, no bottom-line impact from these accounting entries.

- 4.6 There are two **carry forward requests** to consider. Further details are provided at **Appendix E**. The table below provides a summary of these requests.

Table 1 - Carry Forward Requests			
Portfolio	Service	Description	Amount
Town Centre & Visitor Economy	Markets	Markets & Market Hall advertising	£4,200
Business Transformation	PPP Client	Arvato/Kier transition project	£15,870
Total	Carry forwards		£20,070

5.0 OSD/DSO's

- 5.1 A summary of the OSD/DSO surpluses/deficits and the proposed distribution is shown in the table below:

Table 2 - Surplus/(Deficits) Proposed Distributions				
	Surplus / (Deficit) £	Retained in the service £	To Gen Fund £	To Budget Risk Reserve £
Building Maintenance	742,482	165,000	577,482	-
Spirepride	777,106	-	777,106	-
Building Cleaning	45,789	-	-	45,789
Security Services	5,979	-	-	5,979
Total	1,571,356	165,000	1,354,588	51,768

- 5.2 An amount of £165k has been transferred to a future loss provision on building maintenance from the 2019/20 surplus to mitigate the impact of Covid19 on the 2020/21 trading position. It represents 50% of the budgeted figure for 2020/21 to reflect the difficulty that the service may find in generating a surplus in the first half of the year.

6.0 **General Fund Balances & Reserves**

- 6.1 The table below shows a summary of the General Fund Reserves and Provisions; more detail is provided in **Appendix C**. Please note that the summary of useable reserves in the table below excludes the **General Working Balance** of £1.5m.

Table 3 – General Fund Reserves & Provisions 2019/20			
Reserve	Opening Balance £'000	Revised Forecast £'000	Closing Balance £'000
Budget Risk Reserve	1,240	996	1,238
Service Improvement Reserve	315	299	300
Other Earmarked Reserves	8,135	7,651	8,379
Provisions	1,848	1,384	1,557
Total Reserves & Provisions	11,538	10,330	11,474

- 6.2 Overall the level of reserves and provisions are £1.1m above the revised budget forecast estimate. Further details are provided below.

6.3 **Budget Risk Reserve**

This reserve provides a supplement to the General Working Balance to cover any budget risks and to help finance any severance costs resulting from voluntary staffing reductions through implementing the ICT Improvement Programme.

This reserve is likely to be required to meet any budget deficit resulting from the impact of Covid19 on our financial position in 2020/21.

- 6.4 **Other Earmarked Reserves** - these reserves are held for specific purposes. The total balance on these reserves increased by £0.7m over the revised forecast for the financial year 2019/20. The most significant changes include:

- ◆ Vehicle & Plant - £229k above the revised forecast due to reduced expenditure.
- ◆ Property Repairs - £78k below the revised forecast due to higher levels of spend

- ◆ ICT - £403k below the revised forecast due to rephasing of spend into 2020/21.
- ◆ S106 Contributions – £291k additional contributions received in 2019/20.

Despite limiting spend to essential areas only, the balance on the property repairs fund continues to fall. It is suggested that this reserve is topped up by transferring £300k from the vehicle and plant reserve to ensure sufficient funds are available until the review of the 10-year property maintenance plan has been completed. An analysis of forecast spend from the vehicle and plant reserve over the next ten years supports the transfer of this amount.

6.5 Provisions

- a) Transport Company Pensions Provision – this provision has been established to cover the Council’s future liabilities for pension costs relating to employees of the former Transport Company. This provision is reviewed every three years and the latest review was undertaken in April 2020 by the County Council’s pension fund actuary who recommended increasing the provision by £75k to reach £1.2m by March 2023. The provision would require an increase of £25k per annum for the next 3 years to achieve this and can be met from the budget risk reserve.
- b) Insurance Provision – An independent review of the insurance provision and reserves was undertaken in January 2020 and the changes identified were implemented as part of the budget setting process in February 2020.

- 6.6 The General Fund surplus is normally transferred to the Budget Risk Reserve. For 2019/20 a surplus of £107k would be transferred to this reserve.
- 6.7 It is important for Members to appreciate that many of the reserves and provisions are earmarked for specific purposes. The Funds should not, therefore, be regarded as being available for general use. An additional consideration is the fact that the Council receives interest from the reserves and

provisions, which is used to support the Council's revenue budget.

7.0 Capital Expenditure & Financing

7.1 **Appendix D** provides details of the total General Fund Capital Programme expenditure and financing for the year.

7.2 Actual expenditure on schemes was £6.5m compared with the original budget for the year of £8.5m (as at Feb 2019) and £9.6m at the revised budget stage (February 2020). The main reasons for the variance from the revised budget (-£3.1m) include:

- Overspends on:
 - Waterside Basin Square Development (£57k) and HS2 Station Masterplan (£82k) – phasing of the budgets with more work up front than expected. Work on these schemes progressed more quickly than anticipated so spend was higher than the original budget for 2019/20. This position will be reversed in 2020/21 as the remaining spend in 2020/21 will be lower than originally forecast.
- Underspends on:
 - Northern Gateway Multi Storey Car Park (£817k) – with just the retention amounts due in 2020/21 this project has now completed under budget. As previously approved the underspend will be transferred to the Enterprise Centre element of the Northern Gateway project
 - Northern Gateway Enterprise Centre (£974k) – the scheme has been re-profiled into 2020/21 due to delays on the scheme arising from the archaeological findings
 - ICT Project (£230k) – phasing of the budget with more works due in 2020/21 than expected
 - Disabled Facilities Grants and Home Repairs Assistance Grants (£426k) – the underspends are committed and expected to be spent in 2020/21

- Barrow Hill Railway Bridge (£100k) – favourable structural report findings mean this scheme is now no longer required
- Revitalising the Heart of Chesterfield – phasing of the budget with more works due in 2020/21 than expected
- Queens Park 3G Pitches (£85k) – this scheme has now completed
- Car Parking Machines (£240k) – the machines were due to be delivered in March 2020 but due to the Covid-19 situation this will be delayed until 2020/21

7.3 On the financing side, the main variances were:

- Reduction in capital grants (£582k) to reflect the reduction in expenditure
- Reduction in the use of capital receipts to finance the capital programme (£1.1m) due to a reduced amount of receipts received in year
- Reduction in the amount of borrowing required (£1.5m) to reflect the reduction in expenditure

8.0 Capital Receipts

8.1 The movement on useable capital receipts in the year is summarised in the table below. £1.2m of General Fund useable receipts were used in the year.

Table 4 - Useable Capital Receipts			
	Gen Fund £'000	Housing £'000	Total £'000
Balance b/forward 1 st April	1,256	3,999	5,255
Add: Receipts in the year	429	3,815	4,244
Less: Housing receipts 'Pooled'	-	(925)	(925)
Less: Repayment of 1-4-1 receipts	-	(270)	(270)
Less: Applied to finance GF cap ex	(786)	-	(786)
Less: Applied to finance GF revenue (capital receipts flexibility)	(399)	-	(399)
Less: Applied to finance HRA cap ex	-	(3,026)	(3,026)
Balance c/forward 31st March	500	3,593*	4,093

* The Housing balance of £3,593k relates to the retained 'one-for-one' element of RTB receipts.

- 8.2 The table below summarises the movements over the financial year. The actual amount achieved was less than the revised budget:

Table 5 – General Fund Capital Receipts	
	Amount (£m)
Original Budget Forecast – start of year	4.1
Revised Budget Forecast – Feb 2020	1.5
Actual	0.4

- 8.3 The target receipts figure for 2020/21 includes slippage of capital receipts from the 2019/20 financial year and is significant at £3.4m. One month into 2020/21 capital receipts of £513k have been received. However, the target may still be challenging to achieve in year due to the timings of property and land sales that can be difficult to accurately predict. A revised forecast will be produced at the end of Quarter 1.

9.0 Conclusions and Implications for the Medium Term

- 9.1 The impact of Covid19 on the financial position for 2019/20 was minimal as the effects of the pandemic were only felt in the final two weeks of the year. A surplus of £107k was achieved which was £41k lower than forecast.
- 9.2 A small surplus of £16k was forecast for 2020/21 when budgets were approved in February 2020. The medium-term financial outlook was expected to become progressively more challenging from 2021/22 onwards as the cumulative effect of cuts in Government funding (Revenue Support Grant and New Homes Bonus) were realised. The Cabinet budget forecasts approved in February 2020 showed deficits of:
- £0.7m in 2021/22;
 - £0.8m in 2022/23;
 - £0.8m in 2023/24; &
 - £0.7m in 2024/25

An action plan identified a programme of initiatives to eliminate these forecast deficits over the life of the medium-term financial plan. These were to be developed during 2020/21 in order that savings were realised for the start of 2021/22.

- 9.2 However the impact of Covid19 has meant that in the first few months of this year, officer time has been focussed on maintaining council services and providing assistance to the wider community.
- 9.3 In addition, a number of key revenue streams have ceased as members of the public are unable to utilise our sports centres, venues and car parks.
- 9.4 This has inevitably had an adverse impact on our budget forecast for 2020/21 and a full assessment of the scale of the impact will be reported to Cabinet and Council shortly. It has also had an impact on our ability to progress the aforementioned action plan.
- 9.5 Once the scale of the impact on the financial position for 2020/21 is known, we will identify actions required to fund or reduce the in-year deficit. These may include the implementation of further service efficiency measures and/or the use of reserves to meet the shortfall.

10.0 Recommendations

Cabinet:

- 10.1 That the General Fund Revenue and Capital Outturn reports for 2019/20 be noted.
- 10.2 That the General Fund carry forward requests be approved (para 4.6).
- 10.3 That the level of General Fund Reserves and Balances (Section 6 and Appendix C) be approved.

- 10.4 That the transfers between reserves identified in para 6.4 and 6.5 be approved.
- 10.5 That the General Fund surplus for the financial year 2019/20 be transferred to the budget risk reserve (para 6.6).
- 10.6 That the capital financing arrangements set out in Appendix D, be approved.

Full Council:

- 10.7 Notes the report.

11.0 Reason for Recommendations

- 11.1 In the interest of sound financial management.

Decision information

Key decision number	952
Wards affected	All
Links to Council Plan priorities	To provide value for money services.

Document information

Report author	Contact number/email
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Background documents These are unpublished works which have been relied on to a material extent when the report was prepared.	
<i>This must be made available to the public for up to 4 years.</i>	
Appendices to the report	
Appendix A	General Fund Outturn 2019/20
Appendix B	2019/20 Variance Analysis
Appendix C	General Fund Reserves & Provisions
Appendix D	General Fund Capital Programme
Appendix E	Carry Forward requests

GENERAL FUND OUTTURN 2019/20

GENERAL FUND OUTTURN 2019/20

	Original	Revised	Outturn	Variance
	£	£	£	Rev'd- Out £
Leader	47,190	31,850	45,196	13,346
Deputy Leader	1,209,290	1,231,340	1,242,228	10,888
Economic Growth	(481,920)	(458,780)	(276,175)	182,605
Town Centre & Visitor Economy	60,600	396,670	812,329	415,659
Health & Wellbeing	7,535,980	7,444,400	7,577,444	133,044
Homes & Customers	1,168,170	844,010	187,329	(656,681)
Governance	2,894,860	2,639,710	4,437,288	1,797,578
Business Transformation	2,513,590	2,935,250	2,995,473	60,223
Other:				
Other Income	(56,270)	(56,646)	(56,646)	0
Electricity Inflation	50,000	0	0	0
ICT Savings	(227,000)	(19,517)	0	19,517
Staff vacancies allowance	(100,000)	(50,000)	0	50,000
Share of Internal Audit surplus	0	0	(7,491)	(7,491)
Share of Crematorium Surplus	(250,000)	(350,000)	(351,555)	(1,555)
Spirepride surplus	(581,670)	(675,630)	(777,106)	(101,476)
OSD Trading surplus	(255,240)	(492,785)	(577,482)	(84,697)
Commercial Income	0	(223,215)	(223,215)	(0)
Holiday Pay	25,000	0	0	0
Other incl bad debt provision	25,000	25,000	32,081	7,081
Total Service Expenditure	13,577,580	13,221,658	15,059,699	1,838,041
Interest & capital charges	(2,949,111)	(2,620,170)	(4,370,393)	(1,750,223)
Contributions from Digital Innovation Reserve	(444,317)	(400,000)	(400,000)	0
Contributions from Service Improvement Reserve	(33,530)	(49,500)	(70,050)	(20,550)
Contributions from Budget Risk Reserve	(35,620)	(144,620)	(115,504)	29,116
Contributions to Renewals Fund etc	106,000	106,000	106,000	0
To/from Reserves	(107,000)	(257,000)	(399,184)	(142,184)
New Burden Grants	0	(86,520)	(47,923)	38,597
Surplus/(Deficit) - to/(from) reserves	(202,325)	147,938	106,822	(41,116)
NET EXPENDITURE	9,911,677	9,917,786	9,869,467	

GENERAL FUND OUTTURN 2019/20

<u>Financed By:</u>			
RSG	434,451	434,451	434,451
Business Rates Baseline	3,319,436	3,319,436	3,319,436
Settlement Funding	3,753,887	3,753,887	3,753,887
Retained Business Rates Growth	1,217,159	1,172,268	1,146,949
Business rates pooling	300,000	328,000	328,000
Council tax support grants to parishes	(26,456)	(26,456)	(26,456)
Council Tax Fund Surplus/(Deficit)	(2,770)	(2,770)	(2,770)
Business Rates Fund Surplus/(Deficit)	(975,642)	(975,642)	(975,642)
Contribution (to)/ from Business Rate reserve	550,926	573,926	550,926
New Homes Bonus	312,659	312,659	312,659
Council Tax	4,781,914	4,781,914	4,781,914
TOTAL FINANCING	9,911,677	9,917,786	9,869,467

<u>BR Growth Retention:</u>			
Growth rate			
CBC 40% share of income	14,590,750	14,590,750	14,590,745
Less tariff	(11,281,885)	(11,281,885)	(11,281,885)
Add s31 grants	2,143,659	1,887,151	1,929,812
Gross income before levy	5,452,524	5,196,016	5,238,672
Less Baseline Funding	(3,319,436)	(3,319,436)	(3,319,436)
Growth	2,133,088	1,876,580	1,919,236
Levy	(1,066,544)	(936,527)	(1,002,397)
Adjs to Levy & Tariff	(344,660)	(367,638)	(367,638)
Retained BR re renewable energy	49,530	49,320	49,320
Grant re Multiplier Cap	445,746	550,533	548,428
BR Growth Retained above Baseline	1,217,159	1,172,268	1,146,949
Add Baseline Funding	3,319,436	3,319,436	3,319,436
Total BR Income Retained	4,536,595	4,491,704	4,466,385

2019/20 VARIANCE ANALYSIS – REVISED BUDGET TO OUTTURN		
Surplus Revised Budget		148
Surplus Outturn		107
Variance		(41)
<u>Outturn Savings:</u>		
OSD Surplus	85	
Spirepride Surplus	101	
Internal Audit Surplus	7	
Tapton House Repairs	30	223
<u>Outturn Savings - reduced expenditure:</u>		
Carry Forward Requests (4.6 & Appendix E)		20
<u>Outturn Reduced Income / Overspends:-</u>		
Sports Facilities	(79)	
Car Parking	(59)	
Recycling Contract Provisional Settlement	(122)	
Development Control	(24)	(284)
Movement in Surplus		(41)

APPENDIX C

GENERAL FUND RESERVES AND PROVISIONS 2019/20

9001 code	Purpose	Bal at start of year £'000	Revised Bud Est £'000	Bal at end of year £'000
3240	Vehicles and Plant	640	656	885
	Wheelie Bin Replacements	57	41	77
3241	Property Repairs	225	249	171
3395	DSO/DLO	565	498	538
3263	Museum Exhibits	25	25	25
3264	Planning LDF Review	187	87	157
3265	Flooding Restoration Fund	53	37	53
3378	MMI Clawback Reserve	366	336	153
3380	ICT	218	-	403
3390	Insurance - claims not yet reported	597	1,181	1,070
3418	Theatre Restoration	-	90	103
3372	Repaid Improvement Grants	184	147	167
3399	Retained Business Rates	2,148	1,597	1,597
3419	General Fund Deficit Reduction	107	0	0
3243	Northern Gateway	280	147	149
3353	Community Infrastructure Levy	769	1,319	1,258
3354	S106 Contributions	258	198	528
3429	ICT Digital Innovation	706	316	316
3430	Service Redesign	750	727	729
	Earmarked Reserves	8,135	7,651	8,379
3388	Budget Risk	1,240	996	1,238
3412	Service Improvement	315	299	300
	Reserves Total	9,690	8,946	9,917
3237/8	Insurance - reported claims	807	339	510
3247	MMI Claw-back	16	6	6
3239	Transport Co. Pensions	1,025	1,039	1,041
	Provisions Total	1,848	1,384	1,557
	Reserves & Provisions Total	11,538	10,330	11,474

GENERAL FUND CAPITAL PROGRAMME 2019/20

	Original £'000	Revised £'000	Actual £'000	Variance Rev to Act £'000
<u>CAPITAL EXPENDITURE:</u>				
Home Repairs Assistance	275	100	69	(31)
Disabled Facilities Grants	650	900	505	(395)
Town Hall Alterations (Phase 1)	0	85	84	(1)
Town Hall Alterations (Phase 2 Preliminary Works)	0	145	137	(8)
Grant to Chesterfield Waterside Ltd	0	82	82	0
Waterside Basin Square Development	0	0	57	57
Northern Gateway – Saltergate MSCP	1,200	2,676	1,859	(817)
Northern Gateway – Public Realm	860	161	23	(138)
Northern Gateway – Enterprise Centre	2,578	1,100	126	(974)
Beetwell Street Car Park	600	487	477	(10)
IT Transformation Project	1,671	1,729	1,499	(230)
Whitecotes Park Play Area	0	19	19	0
Holland Road Play Area	0	71	71	0
Spital Play Area	0	35	35	0
Chester Street Play Area	0	47	0	(47)
Stand Road Bowls Pavilion	0	70	0	(70)
Whitebank Close Relocation of Car Park	0	40	12	(28)
Barrow Hill Railway Bridge	0	100	0	(100)
Artificial Sports Pitches – Former QPSC Site	700	629	544	(85)
Winding Wheel Improvements Retention	0	16	15	(1)
Tapton Terrace Flood Resilience Work	0	51	16	(35)
Revitalising the Heart of Chesterfield	0	100	0	(100)
Purchase of Land – Spire Neighbourhood	0	223	223	0
Purchase of Land – Sheffield Road	0	521	521	0
Calow Lane Industrial Unit Feasibility Study	0	20	20	0
HS2 Station Masterplan	0	0	82	82
Car Parking Machines	0	240	0	(240)
IT Projects (from IT Reserve)	0	0	25	25
Grand Total	8,534	9,647	6,501	(3,146)

	Original £'000	Revised £'000	Actual £'000	Variance Rev to Act £'000
<u>CAPITAL FINANCING</u>				
Borrowing: Saltergate	0	3,000	3,000	0
Borrowing: General	755	2,259	783	1,476
Grants & Contributions - see below	952	2,454	1,872	(582)
Capital Receipts	4,127	1,492	429	1,063
ICT Reserve	0	0	25	25
Vehicle & Plant Reserve	0	47	0	(47)
Flood Reserve	0	16	0	(16)
S106 Contributions	0	35	35	0
Home Repairs Reserve (Repaid Improvement Grants)	75	0	0	0
Use of Capital Receipts to Fund Revenue (Capital Receipts Flexibility)	(412)	(412)	(399)	(13)
Total resources available in year	5,497	8,891	5,745	(3,146)
Less total expenditure in year	8,534	9,647	6,501	
Net in-year surplus / (deficit)	(3,037)	(756)	(756)	
Surplus / (deficit) b/f from prev yr	3,537	1,256	1,256	
Cum surplus / (deficit) c/f	500	500	500	

	Original £'000	Revised £'000	Actual £'000	Variance Rev to Act £'000
<u>CAPITAL GRANTS etc:</u>				
Flood Risk Management Grant - EA	0	36	15	(21)
Disabled Facilities Grants (CLG/PCT)	650	990	574	(416)
Home Repairs Assistance (FILT / SSE)	10	10	0	(10)
Business Rate Growth – Revitalising the Heart of Chesterfield	0	100	0	(100)
D2N2 – HS2 Station Masterplan	0	0	82	82
Viridor – Whitecotes Park Play Area	0	16	16	0
Friends of Whitecotes Park Play Area	0	3	3	0
Viridor – Chester Street Play Area	0	45	0	(45)
Friends of Chester Street Play Area	0	2	0	(2)
Derbyshire County Council – Stand Road Bowls Pavilion	0	30	0	(30)
Sport England – Stand Road Bowls Pavilion	0	40	0	(40)

SCRIF – Waterside	0	82	82	0
SCRIF – Northern Gateway	292	1,100	1,100	0
Grants Total	952	2,454	1,872	(582)

2019/20 BUDGET CARRY FORWARD REQUEST FORM

Description	Markets (0100) Advertising 4415 – £3,100 Market Hall (0102) Advertising 4415 – £1,100
Reported to Members	Cllr Kate Sarvent approved
Corporate, cross-cutting (community safety, equality, etc) and service priorities	Funding for promoting the recover/ relaunch of the markets, market hall, café, car boot and events as a result of the Coronavirus
Mandatory / discretionary	Discretionary
Revenue Implications One-off or on-going	One-off
Savings identified elsewhere	N/A
Partnership opportunities	None
Grants and joint financing opportunities	N/A
Charging policy	Existing markets charges apply
Consultation undertaken	N/A
Affect on other services	N/A
Implications if not approved	The Coronavirus has had a severe impact on many traders who have been unable to trade due to government restrictions. Approval of this carry forward will allow additional promotion to be done to support traders and assist in the recovery of income which was lost due to closures or reduced trader occupancy. Without the carryover of this money, additional promotion may not be able to do done and the 2021/21 advertising budgets will be underfunded.
Other Comments:	

2019/20 BUDGET CARRY FORWARD REQUEST FORM

Description	4453 0453 - £15,870 - due to delays commencing the transition project to bring the PPP contract back in-house a request is being made to carry forward any under spend on the PPP Client Manager misc budget for 2019/20 into 2020/21.
Reported to Members	
Corporate, cross-cutting (community safety, equality, etc) and service priorities	Corporate & service priority
Mandatory / discretionary	Discretionary
Revenue Implications One-off or on-going	One-off
Savings identified elsewhere	None at this stage
Partnership opportunities	N/A
Grants and joint financing opportunities	None
Charging policy	N/A
Consultation undertaken	
Affect on other services	Legal, Finance & potentially services operated by Arvato/Kier that are coming back in-house when the PPP Contract ends
Implications if not approved	When the transition programme gets into full swing the Project Team will need advice from a number of external sources. These are not fully known at this stage but will include external legal advice, TUPE advice, actuarial review of the pension scheme etc. It would therefore be prudent to ensure that there is sufficient budget to ensure that the potential one-off costs of these professional services can be met.
Suggested performance targets/indicators	That services operated by Arvato/Kier are brought back in-house with as little interruption to internal and external customers as possible and that contract KPI's are met throughout the transition period.
Other Comments:	