

## Eden District Council

## Resources Portfolio

22 February 2018

**Carry Forward of Revenue Budgets**

<b>Portfolio:</b>	Resources
<b>Report from:</b>	Assistant Director Legal Services
<b>Wards:</b>	All Wards
<b>OPEN PUBLIC ITEM</b>	

**1 Purpose**

- 1.1 To seek the Portfolio Holder's support for the carry forward of a limited number of individual 2017-2018 budgets into 2018-2019.

**2 Recommendation**

- 2.1 That the revenue budgets set out in Appendix 1 be rolled forward into 2018/19.

**3 Report Details**

- 3.1 Budgets are managed and monitored at regular intervals throughout the year to ensure spend is controlled. There are instances, for various reasons, where officers will need to make requests to the Portfolio Holders for approval for budgets to be carried forward to the next financial year.
- 3.2 The attached forms provide details of the budgets and reasons for which the carry forward requests are made.

**4 Policy Framework**

- 4.1 The Council has four corporate priorities which are:
- Decent Homes for All;
  - Strong Economy, Rich Environment;
  - Thriving Communities; and
  - Quality Council
- 4.2 This report meets the Quality Council corporate priority.
- 4.3 This report addresses the strategic action in the Council Plan to deliver accessible, effective and value for money services.

**5 Consultation**

- 5.1 Not applicable.

**6 Implications****6.1 Financial and Resources**

- 6.1.1 Any decision to reduce or increase resources or alternatively increase income must be made within the context of the Council's stated priorities, as set out in its Council Plan 2015-2019 as agreed at Council on 17 September 2015.

- 6.1.2 This report sets out a request for a carry forward of revenue budgets from 2017/18 into 2018/19. The increased budget in 2018-2019 will be funded from a corresponding underspend in 2017-2018. The recommended carry forwards agreed by Portfolio Holders will be included in a report to the Executive on 3 April 2018 when all carry forwards will be collated for consideration.

## **6.2 Legal**

- 6.2.1 There are no Legal implications arising from the report.

## **6.3 Human Resources**

- 6.3.1 There are no Human Resources implications arising from the report.

## **6.4 Statutory Considerations**

<b>Consideration:</b>	<b>Details of any implications and proposed measures to address:</b>
Equality and Diversity	There are no equality issues arising out of this report.
Health, Social Environmental and Economic Impact	There are no health, social, environmental or economic issues arising out of this report.
Crime and Disorder	There are no crime and disorder implications arising from this report.
Children and Safeguarding	There are no child protection implications arising from this report.

## **6.5 Risk Management**

<b>Risk</b>	<b>Consequence</b>	<b>Controls Required</b>
Carry forward of budget is not agreed.	Delivery of resources to the Legal department may be delayed.	Provision of suitable reasoning for rationale for carry forward of revenue budget.

## **7 Other Options Considered**

- 7.1 An alternative option would be to not carry forward some or all of the revenue budgets. This is not recommended as it may prevent or delay the procurement of an electronic case management system for Legal Services.

## **8 Reasons for the Decision/Recommendation**


- 8.1 To meet the plans and programmes in the Resources Portfolio Plan.

### **Tracking Information**

<b>Governance Check</b>	<b>Date Considered</b>
<b>Chief Finance Officer (or Deputy)</b>	13 February 2018
<b>Monitoring Officer (or Deputy)</b>	13 February 2018
<b>Assistant Director</b>	13 February 2018

**Background Papers:** None

**Appendices:** Appendix 1- Roll Forward Requests 2018/2019  
**Contact Officer:** Lisa Tremble, Assistant Director Legal Services  
01768 212249

					
<b>Revenue Budget Roll-Forward from 2017-2018 to 2018-2019</b>					
<b>Portfolio</b>	<b>Resources Portfolio</b>		<b>Executive Member</b>	<b>Cllr Breen</b>	
<b>Ledger code</b>	<b>00201</b>				
<b>Ledger Code Description</b>	<b>Software</b>				
<b>Service</b>	<b>Legal Services</b>				
<b>Current Budget</b>	<b>£9,630.00</b>		<b>Roll Forward Amount</b>	<b>£9,630.00</b>	
	<b>Has this been rolled forward previously?</b>		<b>No</b>		
	<b>If so, when?</b>				
<b>Description of Roll Forward</b>					
<p>This budget is used to provide for Legal Services. There has been an unprecedented underspend this financial year. This is the case with a number of the Committee and Member budgets too (as set out below).</p> <p>The money requested to be rolled forward is intended to be used to procure and implement an electronic case management system which is sought to streamline legal services' filing system and enable more efficient working. Legal Services has been seeking an electronic Case Management System for some time now. Some officers have used them previously and they are extremely effective at increasing efficiency and allowing the department to organise their work.</p> <p>The benefits of having a CMS include:</p> <ul style="list-style-type: none"> <li>- Increased efficiency</li> <li>- Better organisation of files</li> <li>- Ability to time record on matters</li> </ul>					

<ul style="list-style-type: none"> <li>- Ability to produce reports (on various matters including work capacity, productivity, costs, time etc)</li> <li>- Potential to go paperlite on file, which in turn reduces printing costs and storage area needed.</li> </ul> <p>By using this identified monies it negates the need to request the monies from capital.</p>					
<b>Prepared By</b>	<b>Lisa Tremble, Assistant Director Legal Services</b>				
<b>Portfolio Holder Signature</b>					
<b>Once signed this form should be emailed to Financial Services Section by 1st March 2018 on <a href="mailto:fin.man@eden.gov.uk">fin.man@eden.gov.uk</a></b>					

# Revenue Budget Roll-Forward from 2017-2018 to 2018-2019


<b>Portfolio</b>	<b>Resources Portfolio</b>		<b>Executive Member</b>	<b>Cllr Breen</b>
<b>Ledger code</b>	<b>01075</b>			
<b>Ledger Code Description</b>	<b>Scrutiny</b>			
<b>Service</b>	<b>Committee and Member</b>			
<b>Current Budget</b>	<b>£5,050.00</b>		<b>Roll Forward Amount</b>	<b>£4,900.00</b>
	<b>Has this been rolled forward previously?</b>		<b>No</b>	
	<b>If so, when?</b>			
<b>Description of Roll Forward</b>				
<p>This budget is used to provide for Member and Committee Services. There has been an unprecedented underspend this financial year. This is the case with a number of the Legal budgets too (as set out above).</p> <p>The money requested to be rolled forward is intended to be used to procure and implement an electronic case management system which is sought to streamline legal services' filing system and enable more efficient working.</p> <p>Legal Services has been seeking an electronic Case Management System for some time now. Some officers have used them previously and they are extremely effective at increasing efficiency and allowing the department to organise their work.</p> <p>The benefits of having a CMS include:</p> <ul style="list-style-type: none"> <li>- Increased efficiency</li> <li>- Better organisation of files</li> <li>- Ability to time record on matters</li> </ul>				

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<b>You only need to complete the cells that are coloured green</b>					

<b>Revenue Budget Roll-Forward from 2017-2018 to 2018-2019</b>				
<b>Portfolio</b>	<b>Resources Portfolio</b>		<b>Executive Member</b>	<b>Cllr Breenn</b>
<b>Ledger code</b>	<b>01078</b>			
<b>Ledger Code Description</b>	<b>Servicing Committees</b>			
<b>Service</b>	<b>Committee and Member</b>			
<b>Current Budget</b>	<b>£</b>		<b>Roll Forward Amount</b>	<b>£800</b>
	<b>Has this been rolled forward previously?</b>		<b>No</b>	
	<b>If so, when?</b>			
<b>Description of Roll Forward</b>				
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<b>Revenue Budget Roll-Forward from 2017-2018 to 2018-2019</b>				
<b>Portfolio</b>	<b>Resources Portfolio</b>		<b>Executive Member</b>	<b>Cllr Breen</b>
<b>Ledger code</b>	<b>00101</b>			
<b>Ledger Code Description</b>	<b>Misc Member Costs</b>			
<b>Service</b>	<b>Committee and Member</b>			
<b>Current Budget</b>	<b>£</b>		<b>Roll Forward Amount</b>	<b>£500</b>
	<b>Has this been rolled forward previously?</b>		<b>No</b>	
	<b>If so, when?</b>			
<b>Description of Roll Forward</b>				
<p>This budget is used to provide for Member and Committee Services. There has been an unprecedented underspend this financial year. This is the case with a number of the Legal budgets too (as set out above).</p> <p>The money requested to be rolled forward is intended to be used to procure and implement an electronic case management system which is sought to streamline legal services' filing system and enable more efficient working.</p> <p>Legal Services has been seeking an electronic Case Management System for some time now. Some officers have used them previously and they are extremely effective at increasing efficiency and allowing the department to organise their work.</p> <p>The benefits of having a CMS include:</p> <ul style="list-style-type: none"> <li>- Increased efficiency</li> <li>- Better organisation of files</li> <li>- Ability to time record on matters</li> <li>- Ability to produce reports (on various matters including work capacity, productivity, costs, time etc)</li> </ul>				

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Prepared  
By

**Lisa Tremble, Assistant Director Legal Services**

**Portfolio  
Holder  
Signature**

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<b>Portfolio</b>	<b>Resources Portfolio</b>		<b>Executive Member</b>	<b>Cllr Breen</b>
<b>Ledger code</b>	<b>01081</b>			
<b>Ledger Code Description</b>	<b>Member IT costs</b>			
<b>Service</b>	<b>Committee and Member</b>			
<b>Current Budget</b>	<b>£11,030.00</b>		<b>Roll Forward Amount</b>	<b>£4,000</b>
	<b>Has this been rolled forward previously?</b>		<b>No</b>	
	<b>If so, when?</b>			
<b>Description of Roll Forward</b>				
<p><b>This budget is used to provide for Member and Committee Services. There has been an unprecedented underspend this financial year. This is the case with a number of the Legal budgets too (as set out above).</b></p> <p><b>The money requested to be rolled forward is intended to be used to procure and implement an electronic case management system which is sought to streamline legal services' filing system and enable more efficient working. Legal Services has been seeking an electronic Case Management System for some time now. Some officers have used them previously and they are extremely effective at increasing efficiency and allowing the department to organise their work.</b></p> <p><b>The benefits of having a CMS include:</b></p> <ul style="list-style-type: none"> <li><b>- Increased efficiency</b></li> <li><b>- Better organisation of files</b></li> <li><b>- Ability to time record on matters</b></li> <li><b>- Ability to produce reports (on various matters including work capacity, productivity, costs, time etc)</b></li> <li><b>- Potential to go paperlite on file, which in turn reduces printing costs and</b></li> </ul>				

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