

ANGUS COUNCIL

PERSONNEL & PROPERTY SERVICES COMMITTEE - 28 NOVEMBER 2000

2000/2004 FINANCIAL PLAN AND 2001/02 CAPITAL BUDGET

REPORT NO. 1215/00

REPORT BY THE DIRECTOR OF FINANCE

ABSTRACT

This report advises the Committee of the latest position with regard to the preparation of the 2000/2004 Financial Plan (incorporating the 2001/2002 capital budget) for the Property Services department. Appended to the report are the departmental Financial Plan submissions for 2000/2004 as returned to the Director of Finance and subsequently reviewed by the Technical Validation Group.

1. RECOMMENDATIONS

The Committee is asked only to note the contents of this report for its interest at this stage in the Financial Plan process. More detailed reports with specific recommendations will be brought forward later in the Financial Plan cycle.

2. BACKGROUND

The 2000/2004 Financial Plan preparation procedures were outlined in report 684/00 and approved by the Finance & Information Technology Committee of 13 June 2000. The 2000/2004 Financial Plan Guidance issued to Chief Officers required departmental submissions to be returned to the Director of Finance by 13 October 2000.

3. FINANCIAL PLAN REVIEW PROCESS

The review process for each departmental Financial Plan submission is separated into three distinct stages - a Technical Validation Group (TVG), the Capital Budget Sub Group (CBSG) and a Budget Review Group (BRG). This allows the technical and strategic issues arising during the budget process to be focused on independently in more suitable forums.

Technical Validation Group

The departmental Financial Plan submissions form the basis for preparing a set of summary budget papers, for review by the TVG - an officer group chaired by the Finance department's Head of Financial Services. TVG meetings are held in late October / early November to review the accuracy and adequacy of Financial Plan submissions in relation to the guidance issued by the Director of Finance.

Capital Budget Sub Group

The CBSG, an officer group chaired by the Chief Executive, concentrates on strategic issues relating to the Financial Plan process. Meeting on 1 December 2000, the CBSG will consider Financial Plan submissions, and the 2001/02 capital budget in particular, in light of estimated capital resources. The CBSG will subsequently put proposals to each department's Budget Review Group meeting regarding departmental programmes for 2001/02.

Budget Review Group

Departmental Financial Plan submissions and any proposals made by the CBSG will be considered at the respective BRG meeting - an officer group chaired by the Chief Executive. BRG meetings will take place on 6 and 7 December 2000.

4. DEPARTMENTAL FINANCIAL PLAN SUBMISSION

Departmental Financial Plan submissions (attached at Appendix A) have been submitted to the Director of Finance in response to target submission levels established by the CBSG. These target submission levels allow departments to concentrate on those projects which have a realistic prospect of being undertaken in the foreseeable future.

It should be noted that as the 2000/2004 Financial Plan is still subject to the budget review process, the expenditure detailed in the Appendix is very much provisional in nature and may be subject to alteration as the budget process progresses.

5. GOVERNMENT ANNOUNCEMENTS

The level of Section 94 Consent to be awarded to the Council for 2001/02 is not expected to be announced until early December, at the earliest. A report in respect of this will be submitted to Committee at the appropriate time detailing the impact on Angus Council and any action which may be necessary.

6. CONSULTATION

The Chief Executive, Director of Law and Administration and Director of Property Services have been consulted in the preparation of this report.

7. CONCLUSION

The 2000/2004 Financial Plan preparation process is now well underway and all Financial Plan submissions have been returned to the Director of Finance. The next key stage in the process will be the meeting of the Capital Budget Sub Group to review Financial Plan submissions in light of estimated capital resources and put proposals to the Budget Review Group regarding departmental programmes for 2001/02. Thereafter, the Budget Review Group meetings will consider the Financial Plan submissions and any proposals put forward by the CBSG and report back to the relevant service committees any adjustments deemed necessary.

DAVID S SAWERS
Director of Finance

NOTE: No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in preparing this report.

sjm/dc
Property - Initial FP Submissions Report
14 November 2000

PROGRAMME - PROPERTY SERVICES

LEGALLY COMMITTED CAPITAL EXPENDITURE

PROJECT/NATURE OF EXPENDITURE	Estimated Total Cost £'000	Phasing of Expenditure						Estimated Additional Full Year Revenue Cost Excluding Loan Charges £'000
		Actual to 31/3/00 £'000	Updated Estimate 2000/2001 £'000	Estimate 2001/2002 £'000	Estimate 2002/2003 £'000	Estimate 2003/2004 £'000	Later Years £'000	
Access Point / Housing Office, Carnoustie HRA Capital Funding	193 -90 (103)	176 -90 (86)	10 (10)	7 (7)			20	
Access Point / Housing Office, Kirriemuir HRA Capital Funding	50 -20 (30)	18 -4 (14)	32 -16 (16)					
Access Point / Housing Office, Montrose - New Toilet Facilities	140	135	5					
Alterations to Town House Montrose HRA Capital Funding	696 -236	53 -25	623 -211	20			17	
Common Good Funding R & R Funding	-70 -41 (349)	-70 -41 (301)		(20)				
Information Technology Store, Market Street, Forfar R & R Funding	154 -16 (138)	150 -16 (134)	4 (4)				15	
Energy Conservation Measures (Spend to Save) 1998/2001	185	120	65					
Facilities for the Disabled 2000/2001	75	12	60	3				
VDU Health & Safety Requirements	60	60						
Carried Forward	1,080	529	521	30	0	0	52	

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LEGALLY COMMITTED CAPITAL EXPENDITURE

FINANCIAL PLAN 2000/2004

PROGRAMME - PROPERTY SERVICES

PROJECT/NATURE OF EXPENDITURE	Estimated Total Cost £'000	Actual to 31/3/00 £'000	Updated Estimate 2000/2001 £'000	Phasing of Expenditure				Estimated Additional Full Year Revenue Cost Excluding Loan Charges £'000
				Estimate 2001/2002 £'000	Estimate 2002/2003 £'000	Estimate 2003/2004 £'000	Later Years £'000	
Brought Forward	1,080	529	521	30	0	0	0	52
St James House, Forfar - Extension , Phase 1 - Services and Lift Disaggregation Costs	78 18	41	37 18					
Alterations to 210 High Street, Montrose	10		10					
Alterations to Ravenswood, Forfar - Phase 2	39	37	2					
Temporary Offices at Ravenswood, Forfar	95	16	74	5				
Alterations to Form Registrars, Forfar	10		10					
Alterations to Fairlie House, Kirriemuir Contribution from Education and Social Work Revenue R & R Funding	211 -46 -25 (140)		201 -46 -25 (130)	10 (10)				
Balances on Completed Works	11	7	4					
Total Legally Committed Expenditure	1,481	630	806	45	0	0	0	52

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FINANCIAL PLAN 2000/2004

PROGRAMME - PROPERTY SERVICES NOT YET LEGALLY COMMITTED CAPITAL EXPENDITURE

PROJECT/NATURE OF EXPENDITURE	Priority Ranking	Estimated Total Cost £'000	Phasing of Expenditure						Estimated Additional Full Year Revenue Cost Excluding Loan Charges £'000
			Actual to 31/3/00 £'000	Updated Estimate 2000/2001 £'000	Estimate 2001/2002 £'000	Estimate 2002/2003 £'000	Estimate 2003/2004 £'000	Later Years £'000	
Access Point / Housing Office, Montrose - Alterations to 210 High Street, Montrose	1	115			108	7			
St James House, Forfar	2	2,352			261	1,356	660	75	144
- Extension, Phase 1		252			244	8			
- Services and Lift Disaggregation Costs		15					15	300	
- Office Alterations / Moves (General)		300						100	
- Development of Basement		100							
- Site Acquisition									
Property Maintenance Programme (Capitalised Repairs)	3	2,200			60	60		2,200	
Energy Conservation (Spend to Save) 2000/2004	4	24						24	
Facilities for the Disabled 2000/2004	5	480						300	
Bruce House, Arbroath - Phase 3	6	260						260	
Improvements to Car Park, County Buildings, Forfar	7	40						40	
Alterations to Registrars, John Street, Montrose	8	30						30	
Form Store, John Street, Montrose	9	20						20	
Carried Forward		6,188	0	0	673	1,431	735	3,349	144

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PROGRAMME - PROPERTY SERVICES

NOT YET LEGALLY COMMITTED CAPITAL EXPENDITURE

PROJECT/NATURE OF EXPENDITURE	Priority Ranking	Estimated Total Cost £'000	Phasing of Expenditure						Estimated Additional Full Year Revenue Cost Excluding Loan Charges £'000
			Actual to 31/3/00 £'000	Updated Estimate 2000/2001 £'000	Estimate 2001/2002 £'000	Estimate 2002/2003 £'000	Estimate 2003/2004 £'000	Later Years £'000	
Brought Forward		6,188	0	0	673	1,431	735	3,349	144
Access Point / Housing Office, Brechin HRA Capital Funding	10	100 -25 (75)						100 -25 (75)	
Access Point / Housing Office, Arbroath	11	100						100	
Alterations to Dewar House, Arbroath	12	400						400	
Replacement of Temporary Office Buildings	13	1,000						1,000	
Access Point / Alterations, Municipal Buildings, Forfar	14	450						450	
St James House, Forfar - Extension, Phase 2	15	4,000						4,000	
Total Not Yet Legally Committed Expenditure		12,213	0	0	673	1,431	735	9,374	144