

APPENDIX 1

Earmarked Reserves - Unspent Budget
As at 31 December 2019

Ref	Department	Service	Description	Opening Balance £000	Budget Drawdown £000	Released back to General Fund £000	Remaining Balance £000	Still to be drawdown in 19/20 £000	Planned to spend in future years £000	Plans for Use	Amount Planned to be Spent in 2019/20 £000	Amount Planned to be Spent in 2020/21 £000	Amount Planned to be Spent from 2021/22 onwards £000
001	Chief Executive Unit	Head of Financial Services	CIPFA, equipment and the conversion of paper client records to the CIVICA Electronic Document Management System	47	4		43	23	20	CIPFA Training - To fund the professional training costs for staff undertaking the CIPFA professional accountancy qualification. Converting to Digital Records project - This project has been created to cover all the Income Maximisation finance files (Homecare/Adult care etc) to digital. This will be done by employing a temporary admin assistant. Once complete the efficiencies of information flow and access will generate savings within the finance team.	27	20	0
002	Chief Executive Unit	Head of Financial Services	Scottish Government Funding - Welfare Reform/Discretionary Housing Payments (agreed at Council February 2014)	19			19	19	0	The Council was allocated additional funding of £50k from the Scottish Government late in 2013-14 and this balance £18,595 was allocation to support the Community Learning and Development Team to provide courses to support Universal Credit claimants in 2018/2019. The funds were not utilised in 2018/2019 and the service has asked that they be carried forward to 2019/2020 to support the recruitment of casual tutors and the purchase and upgrade of laptops.	19	0	0
003	Executive Director (Douglas Hendry)	Head of Commercial Services	Car Parking at Kilmory including Equality Act 2010 Requirements	46			46	46	0	The parking capacity at Kilmory is proving to be insufficient, particularly taking account of the pending transfer of up to 40 NHS staff from Aros during 2018. The proposal is to increase car parking capacity making use of the area adjacent to the access road to the west of the Extension building. If approved, the project would also deliver safety enhancements and DDA compliance for users and pedestrians including upgraded lighting along the footpath.	46	0	0
004	Executive Director (Douglas Hendry)	Head of Commercial Services	Estates - NDR Revaluation Appeals	115	30		85	85	0	The Council agreed to make provision to meet the cost of appealing Non Domestic Rates (NDR) revaluations which will be imposed from 1st April 2017. It was agreed that £150,000 be earmarked from the favourable 2016-17 outturn position to fund these appeals. The balance of this earmarking for the sum of £115,000 is still required for 2019/20 as NDR valuation appeals have been lodged but have not been heard yet. We will not know the level of savings, and in turn the corresponding charge to us, until the appeals are concluded which should be later on this year.	115	0	0
005	Executive Director (Douglas Hendry)	Head of Commercial Services	Management of Asbestos	159	53		106	27	79	Providing asbestos management on an ongoing basis by employing 2.5 FTE to ensure compliance with all regulatory requirements.	80	79	0
006	Executive Director (Douglas Hendry)	Head of Legal and Regulatory Support	New Schools Project - Additional Monitoring	85			85	85	0	As a result of the Edinburgh Schools Inquiry, the Cole report has been issued addressing issues in relation to the monitoring of construction projects. Earmarking will provide resource to enable the Council to review monitoring arrangements across a number of projects to ensure compliance. New Schools Project Additional Monitoring, the original sum agreed was £250,000 and £80,000 was spent in 2017/18 and £85,000 in 2018/19 by way of CFCR as the actual spend takes place against the New Schools Capital Project. Similar will happen in 2019/20 with £85k programmed to be spent.	85	0	0
007	Executive Director (Douglas Hendry)	Head of Education	Youth Employment Opportunities Fund	23	23		0	0	0	Fund established in 2012/13 to be spent over more than one year. Monies will mainly be used for Modern Apprenticeship scheme.	23	0	0
008	Executive Director (Kirsty Flanagan)	Head of Customer Support Services	Business Development Training	58			58	58	0	This budget is funding ongoing leadership development, coaching, action learning sets and commissioned training including Priority Management.	58	0	0
009	Executive Director (Kirsty Flanagan)	Head of Customer Support Services	Digital Transformation	30	30		0	0	0	This funds the temporary post currently supporting Education Transformation	30	0	0

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010	Executive Director (Kirsty Flanagan)	Head of Customer Support Services	Growing our Own and Modern Apprentices	109			109	109	0	Funding earmarked to support trainee development and Modern Apprenticeship Opportunities based on priority workforce risk areas. Service workforce plans have now been completed and a risk matrix is being applied (Spet 2019). This will identify the priority areas of spend for trainees/apprentices and training.	109	0	0
011	Executive Director (Kirsty Flanagan)	Head of Customer Support Services	Learning and Development	44			44	44	0	In order to maximise the opportunities and efficiencies of digital learning, this funding is being used for a temporary Digital Learning Officer who will develop new digital materials and systems to optimise and improve digital learning	44	0	0
012	Executive Director (Kirsty Flanagan)	Head of Customer Support Services	Living Wage Consolidation Team	63	54		9	0	9	This proposal relates to the first of a two stage project to review and update the Council's Pay and Grading model to incorporate the Scottish Local Government Living Wage arrangements. The first stage will involve the establishment of a project team to carry out an options appraisal and present a preferred and costed option to Council to agree the implementation of Living Wage consolidation and the required changes to the Pay and Grading model. There are 2 employees in post (LGE11 and LGE9). Project progressing to plan. Profiled to complete the project in 2020/21	54	9	0
013	Executive Director (Kirsty Flanagan)	Head of Customer Support Services	Transformation and Budget Reconstruction	50			50	50	0	This proposal seeks earmarked funding for temporary additional staff to support the effective delivery of employee change processes (increased requirements for redundancy quotes, retirement quotes, job evaluation, redeployment etc) involved in the Council's current Transformation Programme. There are 2 LGE 6 employees in post and drawdown will be made in 19/20	50	0	0
014	Executive Director (Kirsty Flanagan)	Head of Development and Economic Growth	Inveraray Avenue Screen Inveraray Arches Re-tender	150	150		0	0	0	Full spend has been committed. Waiting for lime harling to cure before the lime painting is done in September.	150	0	0
015	Executive Director (Kirsty Flanagan)	Head of Development and Economic Growth	Oban Strategic Development Framework	75	62		13	13	0	The Destination and origin survey is underway for a contract price of £62.5k. Work will be complete by the end of the calendar year following analysis of results.	75	0	0
016	Executive Director (Kirsty Flanagan)	Head of Development and Economic Growth	Oban TIF (Tax Incremental Financing)	813	142		671	0	671	Currently we are reviewing this commitment. There is a need to deliver remaining Lorn Arc outcomes to secure £2.6m of potential income over the life of the TIF. Focus is currently on the development of the Oban Strategic Development Framework, the Half Way roundabout and Oban airport Business Park. A meeting is scheduled with the Scottish Futures Trust & the Scottish Government in the 1st quarter of 2020 to determine future direction.	142	671	0
017	Executive Director (Kirsty Flanagan)	Head of Commercial Services	Rothsay Pavilion Essential repairs	306			306	306	0	Essential repairs to deal with potential health and safety risks and to avoid further deterioration. Budget provision was approved by the Policy and Resources Committee on 21 August 2014.	306	0	0
018	Executive Director (Kirsty Flanagan)	Head of Development and Economic Growth	Royal National Mod	80			80	0	80	One off funding allocation for the Royal National Mod agreed as part of the budget setting process for 2019-20. Grant contract issued. Proposed payment of £20k per annum starting 2020/21 (2023/24 final payment of £20k)	0	20	60
019	Executive Director (Kirsty Flanagan)	Head of Development and Economic Growth	Scottish Submarine Museum	40	40		0	0	0	Commonwealth Submarine Pavilion; proposal to create a new Naval Submarine Museum in Helensburgh as a visitor attraction and celebrate the town's links with HM Faslane Naval Base. This was agreed as part of the 2014/15 Budget as a demand pressure by Council on 13 February 2014. The final grant payment has been made on this project.	40	0	0
020	Executive Director (Kirsty Flanagan)	Head of Roads and Infrastructure Services	3G pitches / Tarbert Sports Pitches	610			610	104	506	November 2018 Council agreed to a maintenance funding package to be progressed for a number of 3G pitches including Tarbert. This funding will provide an estimated 6.5 years' worth of ongoing maintenance and the available funding should be profiled over an initial 6.5 year period.	104	80	426
021	Executive Director (Kirsty Flanagan)	Head of Roads and Infrastructure Services	Amenity Services introduction of management information system	43	7		36	36	0	WDM project now progressing with new Team Leader in post. This earmarking will be utilised in year for development work within the WDM system and for tablets/devices for teams on the ground.	43	0	0

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022	Executive Director (Kirsty Flanagan)	Head of Roads and Infrastructure Services	Dalninlongart Forestry Plan	11			11	0	11	The service is working with officers in commercial services exploring using private companies to restock Dalninlongart as part of their carbon off-setting/ planning conditions for other works. This may come at a reduced cost to the council. The £11k to be retained to help facilitate these works.		11	0
023	Executive Director (Kirsty Flanagan)	Head of Development and Economic Growth	Development Policy	20			20	5	15	To be used in support of delivering the LDP in general: including developing IT and GIS capabilities required to support publishing the LDP.	5	15	0
024	Executive Director (Kirsty Flanagan)	Head of Roads and Infrastructure Services	Kintyre Recycling Limited (KRL)	23	23		0	0	0	One off funding allocation for Kintyre Recycling Limited agreed as part of the budget setting process for 2019-20	23	0	0
025	Executive Director (Kirsty Flanagan)	Head of Roads and Infrastructure Services	Street Lighting Survey	112	21		91	32	59	Previously funded the LMS WDM Post within the WDM team at Manse Brae. Due to the imminent set up of the HUB as well as personnel moves this post was required to be retained for 2018/2019 and part of 2019/2020. The rest of the earmarked reserves was partly utilised to fund the introduction of an apprentice electrician over a 4 year period and the rest will be utilised to fund training and support for the Apprentice Electrician as well as the Trainee Street Lighting Engineer.	53	59	0
026	Executive Director (Kirsty Flanagan)	Head of Roads and Infrastructure Services	Waste Management	194			194	0	194	Will be used towards long term waste management strategy/model, including but not limited to scoping work for the creating of a waste transfer station .	0	0	194
027	Social Work	Head of Adult Care	Autism Strategy	8	8		0	0	0	Carry forward on monies received late in 2012-13 to fund the development of an autism strategy for both adults and children. Report to Community Services Committee 8th May 2014 noting The Health and Social Care Strategic Partnership are leading work in Argyll and Bute to develop services for clients with an Autism Spectrum Disorder (ASD). Work is underway and remainder of funding will be utilised in 2019-20.	8	0	0
028	HQ Non Dept	n/a	Community Resilience Fund	76			76	0	76	Fund established in 2012/13 to be spent over more than one year. Fund reduced at the Council meeting on 11 February 2016		0	76
029	Other	Other	Underwriting development of Rothesay Pavilion	1,000			1,000	0	1,000	Funding to meet additional costs identified as necessary for the refurbishment of Rothesay Pavilion.		1,000	0
				4,409	647	0	3,762	1,042	2,720		1,689	1,964	756