

Cabinet



Forest Heath
District Council

Title of Report:	Budget and Council Tax Setting: 2015/2016 and Medium Term Financial Strategy	
Report No:	CAB/FH/15/006	
Report to and dates:	Cabinet	17 February 2015
	Council	27 February 2015
Portfolio holder:	Stephen Edwards Portfolio Holder for Resources, Governance and Performance Tel: 01638 660518 Email: Stephen.edwards@forest-heath.gov.uk	
Lead officer:	Rachael Mann Head of Resources and Performance Tel: 01638 719245 Email: rachael.mann@westsuffolk.gov.uk	
Purpose of report:	This report sets out details of the Council's proposed revenue and capital budget for 2015/16 for Cabinet's consideration and recommendation to Full Council.	
Recommendation:	It is <u>RECOMMENDED</u> that, subject to the approval of full Council,:- (1) the revenue and capital budget for 2015/16 attached at Attachment A and as detailed in Attachment D, Appendix 1-5 be approved; (2) having taken into account the conclusions of the Head of Resources and Performance's report on the adequacy of reserves and the robustness of budget estimates (Attachment C) and the Medium Term Financial Strategy (MTFS) (Attachment D), particularly the Scenario Planning and Sensitivity Analysis (Attachment D and Appendix 5) and all other information contained in this report, Cabinet establish the level of council tax for	

	<p>2015/16;</p> <p>(3) the Head of Resources and Performance, in consultation with the Portfolio Holder for Resources and Performance, be authorised to transfer any surplus from the 2014/2015 revenue budget to the Invest to Save Reserve as detailed in paragraph 1.8.5, and to vire funds between existing Earmarked Reserves (as set out at Attachment D, Appendix 3) as deemed appropriate throughout the year;</p> <p>(4) that the use of the Council’s discretionary power (S47 Local Government Finance Act) to provide the transitional relief be approved and delegated authority be given to the Head of Resources and Performance, in consultation with the Portfolio Holder for Resources and Performance, to determine the final guidelines for the operation of the transitional relief for 2015/16 and 2016/17 following the current scheme and guidance issued by Government, as set out in paragraphs 1.4.3 to 1.4.7 below.</p>
Key Decision:	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input checked="" type="checkbox"/></p> <p>No, it is not a Key Decision - <input type="checkbox"/></p>
Consultation:	<ul style="list-style-type: none"> As detailed in the body of this report
Alternative option(s):	<ul style="list-style-type: none"> The council is legally required to set a balanced budget.
Implications:	
<p><i>Are there any financial implications? If yes, please give details</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> As detailed in the body of this report
<p><i>Are there any staffing implications? If yes, please give details</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> Staffing implications are considered as part of any proposed structure changes.
<p><i>Are there any ICT implications? If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p><i>Are there any legal and/or policy implications? If yes, please give details</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>As detailed in the body of this report</p>
<p><i>Are there any equality implications? If yes, please give details</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> To be considered as part of implementation of service changes
Risk/opportunity assessment:	<p>A risk assessment is included at Attachment C as part of the report by the Head of Resources and Performance (Chief Finance Officer). The Head of Resources and</p>

	<p>Performance's conclusion is that overall the estimates are robust, taking into account known risks and mitigating strategies and the reserves are adequate for the 2015/16 budget plans. Cabinet and Council are advised to have regard to this report when making their decisions on the 2015/16 budget.</p>
<p>Ward(s) affected:</p>	<p>All Wards</p>
<p>Background papers: <i>(all background papers are to be published on the website and a link included)</i></p>	<p>REPORT NO CAB14/133 Budget and Council Tax Setting 2014-15 and MTFS 2014-16 (Cabinet – 18 February 2014) (https://democracy.westsuffolk.gov.uk/Data/Forest%20Heath%20Cabinet/20140218/Agenda/CAB%20FH%2014%2002%2018%20repcab14133%20-%20Budget%20and%20Council%20Tax%20Setting%202014-2015%20and%20MTFS%202014-2016.pdf)</p> <p>REPORT NO PAS/FH/14/008 Delivering a Sustainable Budget 2015-16 and Budget Consultation Results (Performance and Audit Scrutiny Committee - 26 November 2014) (https://democracy.westsuffolk.gov.uk/documents/s3514/Report%20-%2014.11.26%20-%20Delivering%20a%20Sustainable%20Budget%202015-16%20and%20Budget%20Consultation%20Results.pdf)</p> <p>REPORT NO PAS/FH/15/005 Budget Monitoring 1 April 2014 – 31 December 2014 (Performance and Audit Scrutiny Committee -29 January 2015) (https://democracy.westsuffolk.gov.uk/documents/s5637/PAS%20FH%2015%20005%20-%20Delivering%20a%20Sustainable%20Budget%202015-16%20Update.pdf)</p> <p>West Suffolk Medium Term Financial Strategy http://www.westsuffolk.gov.uk/Council/Finance_and_Statistics/upload/MediumTermFinancialStrategy2014-16.pdf</p>
<p>Documents attached:</p>	<p>Attachment A – Revenue Budget Summary Attachment B – Summary of major budget changes Attachment C – Adequacy of</p>

Reserves and robustness of budget estimates

Attachment D (not attached) – Medium Term Financial Strategy (MTFS)

http://www.westsuffolk.gov.uk/Council/Finance_and_Statistics/upload/MediumTermFinancialStrategy2014-16.pdf

Appendix 1 - 5 Year Revenue Budget

Appendix 2 – 5 Year Capital Budget

Appendix 3 – Earmarked Revenue Reserves

Appendix 4 – Prudential Code for Capital Finance

Appendix 5 – Scenario Planning and Sensitivity Analysis

Attachment E – Strategic Priorities and Medium Term Financial Strategy (MTFS)

Attachment F – Business Rates – Extension of Transitional Relief for Small and Medium Properties – Guidance

1. Key issues and reasons for recommendation(s)

1.1 Local government funding

1.1.1 The financial landscape for central government funding remains one of uncertainty. The December Autumn Statement outlined further reductions in the Local Government Department spending, with the medium term projections being subject to confirmation by any new administration from May 2015. Further and potentially steeper reductions appear highly likely.

1.2 Local Government Finance Settlement 2015/2016

1.2.1 The Local Government Finance Settlement was announced on 18 December 2014. This only covered 2015/2016, unlike the previous year which provided us with a two-year funding settlement. Pressure is mounting on any incoming government to commit to earlier settlement announcements and to multi-year settlements as local authorities are no longer in the realms of making annual savings, but rather implementing long term strategies to meet the financial future of continued austerity. To do this with little or no knowledge of the long term settlement is extremely difficult.

1.2.2 The Council's total formula grant for 2015/2016 (including Revenue Support Grant, Baseline Funding from retained business rates, Local Services Support Grant and Council Tax Freeze grant) is £3.223m. The Borough has seen a 49% cumulative cut in revenue support grant funding over the two years from 2013/2014 to 2015/2016.

1.3 The Government's Council Tax freeze and referendum requirements 2015/2016

1.3.1 The Government has once again offered to subsidise all councils which agree to freeze council tax levels by providing a grant equivalent to 1% council tax increase for one year only. The impact (financial contribution from central government) of accepting the council tax freeze grant is shown in Table 1 below.

Table 1: Impact of accepting council tax freeze grant

Council tax freeze grant	2011/ 2012 £000	2012/ 2013 £000	2013/ 2014 £000	2014/ 2015 £000	2015/ 2016 £000
Grant awarded in 2011/12*	61	61	61	61	61
Grant awarded in 2012/13*	n/a	63	0	0	0
Grant awarded in 2013/14*	n/a	n/a	25	25	25
Grant awarded in 2014/15*	n/a	n/a	n/a	23	23
Grant offered in 2015/16	n/a	n/a	n/a	n/a	25
Total grant received if we freeze council tax in 2015/2016	61	124	86	109	134

* Grant awarded in 2011/12, 2013/14 and 2014/15 now forms part of the

formula grant

- 1.3.2 It should be noted that accepting successive years' council tax freeze grants provides only a short term solution and has a cumulative detrimental impact on the Council's finances as year on year council tax levels fail to rise in line with inflation. This impact has already been factored into the Medium Term Financial Strategy (MTFS).
- 1.3.3 The Government has stated that any increase of 2% or more in council tax would trigger a local referendum, as was the case in 2014/15, giving the local electorate the opportunity to approve or veto the increase. For information - a 2% increase in an average Band D property for Forest Heath District Council would equate to income of approximately £46,000 for 2015/16.
- 1.3.4 Should Cabinet and Council decide to set a 0% increase on council tax, the Council will have frozen council tax for the last five years, as set out in Table 2.

Table 2: Forest Heath - Council Tax level since 2011/2012

	2011 /2012	2012 /2013	2013 /2014	2014 /2015	2015 /2016
Council tax increase	0%	0%	0%	0%	0% (proposed)

1.4 **Business rates**

Business rates retail relief 2015/2016

- 1.4.1 The Government has continued, as announced in the Autumn Statement 2014, to offer support for business rate bills in 2015/16 by offering small business rate relief for an extra year, a 2% cap on the inflation increase for the second consecutive year and increased temporary discounts for shops, pubs and restaurants (with rateable values below £50,000) from £1000 to £1500.
- 1.4.2 Business rates retail relief was introduced from April 2013 by the Council in line with Government's guidelines and expectations, as detailed in Cabinet Report repcab14133 'Budget and Council Tax Setting 2014-15 and MTFS 2014-16'. The Autumn Statement 2014 has proposed to increase the total relief from £1000 a year to £1500. The implementation of this change is covered under the existing delegations to the Head of Resources and Performance given by Council at the Budget Setting last year (Minute 922) and will be implemented in time for 2015/16 business rate bills using the revised figure. The changes are cost neutral as the Government will fully reimburse local authorities for the local share of the discretionary relief using a grant under section 31 of the Local Government Act 2003.

Business rates transitional relief 2015/2016 to 2016/2017

- 1.4.3 Until recently a Non-Domestic Valuation List was valid for 5 years after which time a re-valuation exercise was carried out to re-assess the Rateable Value

based on the rental value of the premises. The Government always ensure a zero impact of a re-valuation nationally by adjusting the rate in the pound, however locally there are always 'gainers' and 'losers'.

- 1.4.4 In order to restrict the impact of the re-valuation on business a Transitional Relief scheme was introduced by Central Government to last 5 years. The scheme was self-financing nationally and meant that a cap was placed on increases and decreases in bills above a certain percentage. This percentage increased year on year so that over time the full rates bill was being paid. The cost of this scheme was borne by the Government.

Current situation

- 1.4.5 The re-valuation that was due in April 2015 has been postponed until April 2017, however the transitional scheme, contained in statute, will end on 31/3/15 to coincide with the original re-valuation cycle. In order to continue to support businesses the Government has decided to extend transitional relief for properties under £50,000 RV; however they are going to achieve this through use of an authority's discretionary powers to grant a Local Discount under section 47 of the Local Government Finance Act rather than through Regulation.

- 1.4.6 The Scheme guidance has been issued by Department for Communities and Local Government (DCLG) setting out the eligibility criteria for relief, based on the existing scheme; however as this is a discretionary power, a local scheme should be adopted.

- 1.4.7 Any relief granted under these provisions will be fully funded by Central Government through a grant under Section 31 of the Local Government Finance Act 2003 so there is no financial impact on the Council. The number of properties which will fall under these provisions is likely to be minimal as in most cases transitional relief has already been phased out. State Aid rules will also apply.

1.5 **Setting the budget 2015/16**

- 1.5.1 The Council continues to face considerable financial challenges as a result of uncertainty in the wider economy and constraints on public sector spending. In this context, and like many other councils, difficult financial decisions have to be made. The Council has an excellent track record of achieving substantial year-on-year budget savings and generating new income.

- 1.5.2 The approach for delivering the 2015/16 budget has been that the Council's resources for 2015/16 should be allocated according to its strategic priorities. In practice, this meant prioritising the projects, actions and themes outlined in the West Suffolk Strategic Plan for 2014-16, as well as the essential work that the Council needs to do, including statutory functions.

- 1.5.3 The process of allocating resources according to priorities and essential services has helped to identify areas of the Council's work which could either be scaled back or where further opportunities for generating more income could be pursued. The process then focused on non-priority areas, and challenged whether the Council should continue with the activities at all, or in their current form, in order to ensure they provided value for money to council tax payers.

- 1.5.4 It should also be noted that savings achieved through sharing services with St Edmundsbury Borough Council have to date been predominately delivered through the joining up of services and staff structures. During September business partners and advisors from the Resources and Performance team held a number of budget challenge meetings with heads of service and portfolio holders. The focus of these meetings was to review all supplies, service and income budgets across West Suffolk. This review took into account previous spending patterns, but more importantly what the projected spending and income requirement under a shared service for 2015/16 would look like. The challenge meetings also provided the opportunity to consider potential contractual savings as a result of joining up contracts across West Suffolk.
- 1.5.5 A significant number of the proposals generated from the process outlined in paragraphs 1.5.3 and 1.5.4 above are relatively straightforward to implement with minimal impact on service delivery as these items fall mainly in the categories of contract, supplies and service efficiencies, further shared service savings and income generation opportunities from making better use of council assets.
- 1.5.6 However, other proposals require more detailed analysis in order to develop options and to provide clarity as to the potential savings/income. Indeed, some proposals required input from users and the public and were therefore explored as part of this year's budget consultation carried out over the summer of 2014.
- 1.5.7 The purpose of the budget consultation was to inform the budget setting process and help councillors to make decisions about the 2015/16 budget. It was also used to gauge public opinion on the main savings/income generating options and to test views on a range of issues relating to the council priorities and themes in the MTFs, such as channel shift, families and communities and our commercial approach.
- 1.5.8 The exercise included five public focus groups and four town and parish council focus groups. Focus groups are an opportunity to test public opinion and can be used to discuss both specific ideas and general concepts. During the focus groups opinions were sought on specific ideas which could generate budget savings.
- 1.5.9 The results of this budget consultation assisted members of the Performance and Audit Scrutiny Committee in November 2014 (Report No PAS/FH/14/008 'Delivering a Sustainable Budget 2015-16 and Budget Consultation Results') with their recommended saving proposals through to Cabinet and Full Council on 10 December 2014 (Report No COU/FH/14/004). These savings proposals are included within the proposed budget for 2015/16 as contained at Attachment A, and have been summarised in Attachment B for ease of reference.
- 1.5.10 The Performance and Audit Scrutiny Committee has a key role in the scrutiny of the budget process and proposals for achieving a balanced budget. At the January 2015 meeting the committee received report Delivering a Sustainable Budget (Report No PAS/FH/15/005) which detailed the remaining saving/income proposals required in order for a balanced budget to be achieved. The complete list presented to Performance and Audit in November and January has been summarised in Attachment B for ease of reference.
- 1.5.11 Attachment A is the revenue budget summary, which provides an overview of the

proposed net service expenditure for 2015/2016. The total proposed net revenue expenditure in 2015/2016 is £8.288m.

1.6 **Capital Programme**

1.6.1 The capital expenditure of the Council has an impact on the revenue budget and is part of the overall preparation of the revenue proposals for the coming year.

1.6.2 It is estimated that £11.694 million will be spent on capital programme schemes during 2015/2016 which are to be funded by a combination of grants and contributions (£7.810 million), earmarked revenue reserves (£0.690 million) and the useable capital receipts reserve (£3.194 million).

1.6.3 Looking ahead, the total value of the capital programme over the next four years is approximately £22.531 million. Attachment D, Appendix 2 shows the planned capital expenditure in the current year, 2015/2016 and future years, together with information on the funding of that expenditure (that is grants and contributions, use of earmarked revenue reserves and useable capital receipts reserve) and is summarised in Table 3 below.

1.6.4 **Table 3: Planned capital expenditure over four years to 2018/2019**

	2015/16 millions	2016/17 millions	2017/18 millions	2018/19 millions	Total millions
Gross capital expenditure	£11.694	£8.977	£1.225	£0.635	£22.531
Funded by:					
Grants and contributions	£7.810	£0.140	£0.140	£0.215	£8.305
Earmarked revenue reserves	£0.690	£0.780	£0.740	£0.200	£2.410
Capital receipts reserve	£3.194	£8.057	£0.345	£0.220	£11.816
Total	£11.694	£8.977	£1.225	£0.635	£21.531

1.7 **Disposal of assets**

1.7.1 Part of the funding arrangements for the capital programme is the disposal of surplus assets. The Council has an agreed programme of asset disposals, which has already been affected by the national economic situation. Table 4 is a summary estimate of the likely level of income from asset disposals over the period 2015/2016 to 2018/2019.

1.7.2 **Table 4: Estimated income from asset disposals 2015/2016 to 2018/2019**

	2015/16	2016/17	2017/18	2018/19
Estimated income from asset disposals – Council share of Right to Buy receipts	£142,000	£142,000	£142,000	£142,000

- 1.7.3 The above capital programme and asset disposals programme will, in the short to medium term, reduce the District Council's usable capital receipts reserves from £14.3 million to £3.1 million. However consideration of the affordability of any new major capital expenditure proposals, including options for funding, will need to be included in the options and investment appraisals for these projects.
- 1.7.4 The Council has a number of projects on the horizon that have the potential to require capital investment, such as the Mildenhall Hub project. Consideration of the affordability of these major capital expenditure proposals, including options for funding, will need to be included in the options and investment appraisals for these projects and will be subject to Full Council decisions.
- 1.7.5 The calculation of interest income used in the MTFS is based on the use of existing and anticipated capital expenditure and receipts. Changes in the level and timing of these cash flows have a direct impact on investment returns and revenue funding requirements. However, the Interest Equalisation Reserve does allow for some change in the budgeted levels of income from interest to be accommodated. The Prudential Code for Capital Finance and matters relating to the affordability of the Capital Programme are addressed in Attachment D, Appendix 4. The revenue cost of the capital programme is achievable without significant council tax rises provided the savings indicated in the MTFS and set out in Attachment D, Appendix 1 are implemented.
- 1.7.6 Members will be aware that while depreciation is charged to the net cost of services there is an adjustment to replace these costs with the Minimum Revenue Provision (MRP).
- 1.7.7 The MRP included in the revenue estimates is as follows:

1.7.8 **Table 4: Minimum Revenue Provision over four years to 2018/2019**

Minimum Revenue Provision (MRP)	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000
MRP	133	128	122	122

- 1.7.9 The Treasury Management and Annual Investment Strategy included elsewhere on this agenda (Report No CAB/FH/15/005) and the Prudential Indicators, provide a framework within which borrowing limits for the Council are established and will confirm our MRP policy for 2015/2016. The current position is that the level of capital reserves and the current borrowing are sufficient for the short term programme of expenditure

1.8 **Revenue reserves and balances**

1.8.1 **General Fund**

- 1.8.2 The revenue budget, Attachment A, based on current budget projections, shows a balanced budget position for 2015/2016. However, many of the assumptions supporting the budget projections for 2015/2016 (and future years) are subject to significant uncertainty. This includes assumptions regarding:

- (a) sustainability of income stream estimates (including industrial unit rental income and planning income);
 - (b) impact of Business Rates Retention scheme and Suffolk pooling arrangements;
 - (c) impact of the Local Council Tax Support Scheme; and
 - (d) pay inflation and employers' pension liabilities.
- 1.8.3 The District Council holds General Fund balances as a contingency to cover the cost of unexpected expenditure during the year. As part of 2014/2015 budget process and development of the MTFs, it was agreed to hold a General Fund balance at the level of £2 million, which is 24% of the 2015/2016 net expenditure. As in previous years, the Borough Council can use balances above this minimum to support revenue expenditure and to reduce the level of council tax.
- 1.8.4 The recommended level of general fund balance has been established by taking into account the following:
- (a) allowance for a working balance to cushion the impact of any unexpected events or emergencies;
 - (b) the new risks placed at a local level under the new business rates retention scheme, such as appeals;
 - (c) the addition of greater income targets linked to being 'more commercial' and the selling of councils' services; and
 - (d) other risks detailed in the Scenario Planning and Sensitivity Analysis provided at Attachment D, Appendix 5.
- 1.8.5 The budget monitoring report to the Performance and Audit Scrutiny Committee on 29 January 2015 (Report PAS/FH/15/ 005 refers) included an estimate of the year end budget underspend of £228,000. It is proposed to transfer the final year-end surplus in its entirety to the Councils Invest to Save reserve to support the Council share of the cost of change associated with the current leadership and service management restructure.
- 1.9 **Earmarked reserves**
- 1.9.1 At the end of the 2015/2016 financial year the Council will have an estimated £8.482 million in earmarked reserves. The current level of Earmarked reserves and contributions during 2015/2016 has been reviewed and where appropriate annual contributions have been adjusted. Attachment D, Appendix 3, provides details of the proposed contributions to, and projected expenditure from, Earmarked reserves during 2015/2016.
- 1.10 **Strategic priorities and MTFs Reserve**
- 1.10.1 This reserve will act as a one-off fund to provide the financial capacity, either through direct investment (revenue and/or capital) or through servicing external borrowing, for the West Suffolk authorities to drive forward the delivery of a sustainable Medium Term Financial Strategy (MTFS) and the West Suffolk Strategic Plan's priorities.
- 1.10.2 The Council received a total New Homes Bonus (NHB) grant of £0.562 million in 2011/2012, £1.436 million in 2012/13, £1.679 million in 2013/2014, £2.155

million in 2014/15 and expects to receive £2.437 million in 2015/2016. These NHB allocations have all been put into this Strategic Priorities and MTFS reserve.

- 1.10.3 No assumptions have been made with regard to NHB allocations beyond 2015/2016 as there is a likelihood that future payments of the NHB will be funded at a national level by cutting our funding elsewhere, such as top slicing revenue support grant or by retaining a proportion of business rate monies that otherwise would be retained locally.
- 1.10.4 The 2015/16 budget and MTFS includes a number of proposed draws on this reserve, some of which are still to be quantified and will require a further report to Full Council. Attachment E summarises the proposed draws on this reserve as part of the 2015/16 budget.

1.11 **Adequacy of reserves**

1.11.1 Section 25 of the Local Government Act 2003 requires the Section 151 Officer (Head of Resources and Performance) to report to Council, as part of the tax setting report, her view of the robustness of estimates and the adequacy of reserves. The Council is required to take these views into account when setting the council tax at its meeting on 27 February 2015. The full statement is attached in Attachment C.

1.11.2 In summary, the Section 151 Officer's overall assessment, is that the estimates are robust (taking into account known risks and mitigating strategies) and reserves are adequate for the 2015/2016 budget plans.

1.12 **Medium Term Financial Strategy (MTFS)**

1.12.1 It should be noted that by 2018/2019 the projected budget gap amounts to £1.3 million for Forest Heath (that is, £0.6 million 2016/2017, £0.4 million 2017/2018, and £0.3 million 2018/2019). Should any of the assumptions within the MTFS change significantly, the gap would also change.

1.12.2 The six themes within our agreed MTFS (link below) relate to areas of the West Suffolk councils' business which will support sustainability in a more financially constrained environment.

[http://www.westsuffolk.gov.uk/Council/Finance and Statistics/upload/MediumTermFinancialStrategy2014-16.pdf](http://www.westsuffolk.gov.uk/Council/Finance_and_Statistics/upload/MediumTermFinancialStrategy2014-16.pdf)

1.12.3 The themes are:

- aligning resources to the councils' strategic plan and essential services;
- continuation of the shared services agenda and transformation of service delivery;
- behaving more commercially;
- encouraging more use of digital forms of customer access;
- taking advantage of new forms of local government finance (for example, business rate retention); and
- considering new funding models (for example, becoming as an investing authority).

1.12.4 Some of the budget consultation areas (discussed as part of the Performance and Audit Scrutiny Report PAS/FH/14/008), such as the Mildenhall bus station

building and investing in housing, still require further work and are likely to be the subject of individual business cases over the coming months. These areas are likely to inform the Council's 2016/17 budget.

1.13 **Legal implications**

- 1.13.1 The Local Government Act 2003 imposed duties on local authorities in relation to financial management which covers the following areas:
- (a) A power for the Secretary of State to determine a minimum reserve level for local authorities by regulations. The Government has indicated that their preference is to keep this power in reserve.
 - (b) Section 25 of the Act places a requirement on the S151 Officer to report on the adequacy of reserves and robustness of budget estimates as part of the authority's annual budget setting process. The Council is required to take these views into account when setting the Council Tax at its meeting on 25 February 2014. This is included as Attachment C of the report.
 - (c) Sections 28 and 29 of the Act place a statutory duty on local authorities to monitor their budgets and take such action as considered necessary in the case of overspends and shortfalls of income.
 - (d) Section 30 of the Act relates to the provisions preventing local authorities entering into agreements following a Section 114 Report which a S151 Officer must produce when it appears that expenditure of the authority in a financial year is likely to exceed the resources available to meet the expenditure. No such report has been produced for Forest Heath this year.