

PROTOCOLS FOR EARMARKED RESERVES

RESERVE	REVENUE PRESSURES/INCOME LOSS RESERVE	VIPER RESERVE
REASON/PURPOSE	To carry forward underspends on devolved budgets for use in the following financial year, in accordance with Financial Regulations and to enable use of underspend against future revenue pressures.	To retain the operating surplus on VIPER resulting from increased efficiencies and reduction in replacement costs (net of cost savings passed on to users).
HOW AND WHEN USED	<p>Amounts underspent are transferred into the reserve at the year-end up to the value of 1% of Net Revenue Budget.</p> <p>Expenditure in future years is supported by a contribution from the reserve.</p>	<p>To support future replacement of equipment and research and development costs for existing or new proposed products or services.</p> <p>To meet any trading deficit should one arise.</p>
MANAGEMENT AND CONTROL	Budget holders must submit a proposal to Chief Officer Team to justify the amount carried forward and spending plans for the following year. Agreed as part of the spending pressures process.	The Assistant Chief Officer WYP has management control of the reserve but must provide an annual report of reserves usage to the Mayor.
PROCESS AND TIMESCALE FOR REVIEW	The principle of carry forward is reviewed as part of the regular update of Financial Regulations	The adequacy of the reserve is considered as part of the budget and closedown process.

RESERVE	PRIVATE FINANCE INITIATIVE RESERVE	ENERGY RESERVE
REASON/PURPOSE	To support the delivery of the PFI scheme for police operational and training accommodation. To smooth the impact of PFI costs on the revenue budget.	Funding has been set aside in 2020/21 to support the additional costs expected as a result of the sharp inflationary increase in energy costs
HOW AND WHEN USED	To smooth the impact of the PFI schemes on the revenue budget over the lifetime of the schemes.	The reserve will be used over the life of the MTFF to smooth the impact of energy cost pressures
MANAGEMENT AND CONTROL	Utilisation of the reserve is controlled by the ACO Business Operations.	The COT will retain management control of the reserve.
PROCESS AND TIMESCALE FOR REVIEW	The reserve is reviewed during budget preparation and as part of the annual closure of accounts to assess its adequacy and utilisation.	The reserve is reviewed during budget preparation and as part of the annual closure of accounts to assess its adequacy and utilisation

RESERVE	DILAPIDATIONS RESERVE	CAPITAL FINANCING RESERVE
REASON/PURPOSE	To fund the repair, redecoration and return of lease properties to their original condition.	To provide additional flexibility in the financing of the capital programme, i.e. to meet the costs of any new borrowing taken in year, pending the recurring impact being built into the base budget.
HOW AND WHEN USED	To meet the costs of repair, decoration and alteration of lease properties at the end of the lease agreement.	Funds may be drawn down when a decision is made to take new long term borrowing
MANAGEMENT AND CONTROL	The ACO Business Operations retains management control of the reserve.	The Mayor's Chief Finance Officer has delegated responsibility for treasury management decisions including utilisation of the reserve.
PROCESS AND TIMESCALE FOR REVIEW	The reserve is reviewed during budget preparation and as part of the annual closure of accounts to assess its adequacy and utilisation.	The reserve is reviewed during budget preparation and as part of the annual closure of accounts to assess its adequacy and utilisation.

RESERVE	LOCAL COUNCIL TAX SUPPORT GRANT RESERVE	ORGANISATIONAL CHANGE RESERVE
REASON/PURPOSE	Funding has been provided to PCCs to mitigate the impact on the Council Tax base during 2020/21 as a consequence of COVID19	To meet the costs associated with organisational transformation, include ICT transformation costs and the costs of change
HOW AND WHEN USED	The reserve will be used to smooth the impact of funding the deficit charge over the subsequent three years	To fund the costs of necessary organisational restructure through Programme of Change.
MANAGEMENT AND CONTROL	The Mayor will retain management control of the reserve.	Utilisation of the reserve is controlled by the ACO Business Operations.
PROCESS AND TIMESCALE FOR REVIEW	The reserve is reviewed during budget preparation and as part of the annual closure of accounts to assess its adequacy and utilisation.	The reserve is reviewed during budget preparation and as part of the annual closure of accounts to assess its adequacy and utilisation.

RESERVE	COVID19 RESERVE	CAPITAL RESERVES (Receipts and specific projects)
REASON/PURPOSE	Funding has been provided to forces to cover costs associated with COVID19 by the Home Office in late 2020/21 and can be spent over a number of years	To provide funding for the approved capital programme Monies will be held from Capital Receipts or transferred from the accumulation of the Capital Financing Reserve set aside to aid funding of the Capital Programme at a time when grant funding is so low..
HOW AND WHEN USED	The fund will initially be managed by the Covid Gold group and will then revert to COT decision linked to reducing the impact of COVID19 cost pressures	At the year end when decisions are taken regarding funding of the capital programme
MANAGEMENT AND CONTROL	The COT will retain management control of the reserve.	The Mayor's Chief Finance Officer retains management control of the reserves.
PROCESS AND TIMESCALE FOR REVIEW	The reserve is reviewed during budget preparation and as part of the annual closure of accounts to assess its adequacy and utilisation.	The reserve is reviewed during budget preparation and as part of the annual closure of accounts to assess its adequacy and utilisation.

RESERVE	COMMUNITY SAFETY FUND RESERVE	PARTNERSHIP EXECUTIVE GROUP RESERVE
REASON/PURPOSE	To provide time limited additional resources to the Mayor's Community Safety Funding to partners, through either grants or commissioning, in support of the outcomes in the Police and Crime Plan.	To encourage innovation in partnership delivery in support of the outcomes in the Police and Crime Plan.
HOW AND WHEN USED	To be incorporated into the grant/commissioning round for the Mayor's Community Safety Fund and utilised according to the process and principles established for that.	Bids against the reserve will be reviewed by WYCA officers prior to presentation to the Partnership Executive Group for approval.
MANAGEMENT AND CONTROL	The WYCA officers will retain management control of the reserve.	The WYCA officers will retain management control of the reserve.
PROCESS AND TIMESCALE FOR REVIEW	The reserve is reviewed during budget preparation and as part of the annual closure of accounts to assess its adequacy and utilisation.	The reserve is reviewed during budget preparation and as part of the annual closure of accounts to assess its adequacy and utilisation.

RESERVE	WELLBEING RESERVE	SAFEGUARDING RESERVE
REASON/PURPOSE	To provide additional funding over multiple years to recognise the additional pressures faced across the service	Funding was set aside during the 2020/21 close down in order to pump prime safeguarding initiatives over the MTFF period.
HOW AND WHEN USED	The reserve will be used on specific initiative identified by the Health and Wellbeing team	The reserve will be used on specific initiatives that impact on safeguarding
MANAGEMENT AND CONTROL	The COT will retain management control of the reserve.	The COT will retain management control of the reserve.
PROCESS AND TIMESCALE FOR REVIEW	The reserve is reviewed during budget preparation and as part of the annual closure of accounts to assess its adequacy and utilisation.	The reserve is reviewed during budget preparation and as part of the annual closure of accounts to assess its adequacy and utilisation.
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RESERVE	CULTURAL AWARENESS	POLICE UPLIFT RESERVE
REASON/PURPOSE	To fund an identified organisational need over the life of the MTFF	Funding has been provided to support the uplift of police officers. This reserve will ensure that investment in non-pay cost pressures can be funded more closely aligned to when they arise
HOW AND WHEN USED	The reserve will be used to fund specific programmes over the next three years.	The reserve will be used over the life of the MTFF to smooth the impact of non-pay uplift cost pressures
MANAGEMENT AND CONTROL	The COT will retain management control of the reserve.	The COT will retain management control of the reserve.
PROCESS AND TIMESCALE FOR REVIEW	The reserve is reviewed during budget preparation and as part of the annual closure of accounts to assess its adequacy and utilisation.	The reserve is reviewed during budget preparation and as part of the annual closure of accounts to assess its adequacy and utilisation.

RESERVE	EMERGENCY SERVICES NETWORK (ESN)	
REASON/PURPOSE	The national programme has had a number of changes to the anticipated timeframe. It is anticipated that there will be a significant cost for the devices that will connect to the ESN and therefore a reserve is required to smooth the impact of this on the revenue budget when it occurs	
HOW AND WHEN USED	The reserve will be used in line with the timeframes for West Yorkshire Police migrating to the ESN. The timeframe is determined by the national programme	
MANAGEMENT AND CONTROL	The COT will retain management control of the reserve.	
PROCESS AND TIMESCALE FOR REVIEW	The reserve is reviewed during budget preparation and as part of the annual closure of accounts to assess its adequacy and utilisation.	