	REPORT TO	DATE OF MEETING	SOUTH
	GOVERNANCE COMMITTEE	22 September 2010	RIBBLE BOROUGH COUNCIL
Ì	SUBJECT		forward with South Ribble

SUBJECT	PORTFOLIO	AUTHOR	ITEM
Budget Monitoring Report - Quarter 1:	Finance &	Susan	8
April - June 2010/2011	Resources	Guinness	

SUMMARY AND LINK TO CORPORATE PRIORITIES

This report provides an update on the Council's overall financial position and financial strategy for the first quarter of the financial year 2010/11, as presented to the Scrutiny Committee on 10th August 2010.

RECOMMENDATIONS

That the Governance Committee note, review and comment on the contents and format of this report and appendices.

DETAILS AND REASONING

The Scrutiny Committee considered the Corporate Performance & Budget Monitoring Report for the first three months of the financial year at its meeting on 10th August 2010. The report set out performance against the Corporate Plan, Local Area Agreement and the Council's National Indicators for the period April – June 2010. It also included a budget monitoring and efficiency update based on a full year projected outturn for 2010/11, including analysis of any identified variances against the 2010/11 original budget. This financial section is appended to this report (Appendices 1-3) to allow the Committee to consider it in more detail.

WIDER IMPLICATIONS

In the preparation of this report, consideration has been given to the impact of its proposals in all the areas shown below. The table shows the implications in respect of each of these.

FINANCIAL	As set out in the appendices to this report.
LEGAL	None .
RISK	Risks are as identified within the report.

OTHER (see below)			
Asset Management	Corporate Plans and Policies	Efficiency Savings	Equality, Diversity and Community Cohesion
Freedom of Information/ Data Protection	Health and Safety	Human Rights Act 1998	Implementing Electronic Government
Respect Agenda	Staffing	Sustainability	Training and Development

BACKGROUND DOCUMENTS

• Cabinet 10 February 2010

• Financial Strategy, Budget and Council Tax 2010/11

APPENDICES

APPENDIX 1 - Scrutiny Committee 10 August 2010 - Performance & Budget Monitoring Report April – June 2010/11; Section 6: Finance

APPENDIX 2 - Breakdown of forecast savings 2010/11

APPENDIX 3 - Capital Expenditure Summary

Appendix 1 – Extract from Performance & Budget Monitoring Report : April – June 2010/11

1. <u>REVENUE PERFORMANCE AGAINST BUDGET</u>

The original budget for 2010/11 is \pounds 15.318m including a \pounds 0.399m transfer from general reserves. The actual position at the end of June is a net under spending of £163,000 against the profiled budget for the same period. The major variances are shown below:

Note Reference	Details	(Under)/ over spend £000's
2.1	Expenditure	
	Employee Costs saving	(246)
	Less: taken as efficiency savings (Appendix A)	246
	Severance / Redundancy Payments (one-off)	277
	Utility Costs	(19)
	Non-Domestic Rates	(42)
	Vehicle Hire Costs / Leasing	(32)
	Vehicle Fuel & Travel Costs	(11)
2.2	Income Building Control Income shortfall Investment Property Income Housing / Council Tax Benefit (net) Over- recovery	27 (12) (36)
3	Progress against Efficiency Targets to 30 June	(38)
	Net Overspending	114
2.1	Less: Additional funding from General Reserve	(277)
	Net underspending to 30 June 2010	(163)

2. Budget Variations

There are a number of factors that have impacted on the budget performance and resulted in the current forecast revenue budget variation position.

2.1 Expenditure

Employee Costs

There is currently a total net overspending in overall employee related costs to date of \pounds 31,000, being an underspend of \pounds 246,000 off set by one-off redundancy/severance costs amounting to \pounds 277,000:

This is made up of the following:

- An underspend of £246,000 which is mainly attributable to posts in the establishment which have remained vacant. This figure includes variations to budget for casual staff, overtime and agency staff being used as an interim measure to cover some of the vacancies. These vacancy savings have largely been achieved in areas where CSmart reviews are in progress, such as the Revenues, Benefits and Shared Services feasibility project with Chorley Council. These savings are shown in the table on Appendix 2 against the relevant service area. General turnover savings have been allocated against the £110,000 staff turnover provision.
- The senior management restructure has resulted in unbudgeted one-off redundancy / severance payments amounting to £277,000 which it has already been agreed will be funded from a transfer from general reserve with this being paid back through recurring savings in the current and future years.

Premises Related

The expenditure to date on Utility costs show an underspend of £19,000. The Non-Domestic rates budgets for the year include costs for investment properties (commercially rented) as a contingency for some empty properties within the year. At present the occupation rates are still pleasingly high and therefore the liability for non-domestic rates falls to the tenants. At present this saving based upon the full year's billing is £42,000 although this may change throughout the year dependant upon the level of empty properties.

Transport Related

Vehicle hire and lease costs combined are currently underspent by £32,000 largely due to the Waste Management budgets including a contingency for hiring costs in the event of a vehicles being off the road. Additional savings have been made through acquiring new vehicles on lease with more preferential rates than originally anticipated being achieved.

Underspends are also currently being reported on vehicle fuel and travel costs of £11,000. This is largely due to savings on fuel prices against budget and also the staffing vacancies are contributing to savings on travelling costs.

Concessionary Travel

This is a significant area of expenditure which will continue to be closely monitored. There are ongoing negotiations with one of the bus operators which continues to make forecasting problematic. It has been agreed that there would be a redistribution of special grant within Lancashire to compensate South Ribble and Pendle Councils who were due to lose grant in 2010/11. This will benefit the budget forecast for the year by £61,000.

A consultation paper on the proposed changes to the administrative and reimbursement arrangements of the scheme has recently been published by the Government. It is proposed that responsibility for the administration of the scheme will to move to upper- tier councils from April 2011 transferring the function from districts to counties in two tier areas and this will impact on the distribution of formula grant in future years.

2.2 Income

As reported previously, the current economic climate presents some "trading" challenges for our Building Control team. Building Control income to date is showing a shortfall of £27,000 and close monitoring will be undertaken to project any potential impact on this income stream for the remainder of the financial year.

The Housing / Council Tax Benefit position continues to experience a growth in caseload above those estimated and has resulted in both greater costs and subsidy income received. Higher recovery of overpayments compared to budget has contributed to a net surplus of income to expenditure of £36,000 to date. The 2010/11 budget will be revised to take account of this variation and will be updated to reflect the forecast position for the year.

Summary of Key Income generating Budgets

These income targets are affected by changes in the economic climate and any material variations against budget could significantly impact on our overall revenue budget position. These income budgets are being closely monitored and the table below details the variance position for the year to the end of June.

Income Budgets	Budget 2010/11	Budget to Date	Actual to Date	Variance to Date
Investment Property Income	931,300	232,900	244,400	11,500
Bulk Containers	351,000	87,300	87,300	0
Planning Fee Income	300,000	75,000	79,200	4,200
Building Control Income	288,500	72,100	44,800	(27,300)
Land Charges	110,000	27,500	26,400	(1,100)
Car Parking Income	100,400	25,100	23,300	(1,800)
Recycling income	195,000	48,700	48,000	(700)

2.3 Overall Commentary

Although the financial performance of the Council when compared to the profiled budget is currently showing an underspend it should be noted that there are a number of issues that mean that the above should be treated with some caution:-

- Although the efficiency targets listed in Appendix 2 are performing well in the first quarter, the projected actual full year savings are not sufficient to meet the full year target of £920k at this stage. Nevertheless, the remaining months provide an opportunity for this position to be improved.
- The full budgetary implications of the Coalition Government's emergency budget are still emerging and the results of the Comprehensive Spending Review, due to be published in October, will start to provide us with funding information that will enable us to update our medium term financial strategy.

3. Efficiency Savings/additional income against targets

The original Budget for 2010/11 included an efficiency target totalling £0.920m of which $\pm 0.760m$ is allocated to specific services, $\pm 0.050m$ relates to income from external partnerships and the remaining $\pm 0.110m$ is a general efficiency for staff turnover during the year. These targets and savings achieved in the first quarter are set out in Appendix 2. The full year forecasts are based on progress made to-date and in some areas reviews are in progress which will result in further savings being achieved. General turnover savings have been allocated against the $\pm 110,000$ staff turnover provision.

4. Implications of Coalition budget

The £6bn savings package announced in the Chancellor's Emergency Budget in May included £1.166bn total reductions in Local Government grants (revenue and capital). The potential financial implications of these grant reductions and other measures announced by the Government to-date are set out below. Further information is expected in the Comprehensive Spending Review (CSR) this October, however the position remains under constant review and Members will be kept updated of any budgetary consequences as part of the monthly budget monitoring process.

	Government Measure	Budget Implications	Impact/Risk
i.	Abolition of Comprehensive Area Assessments	Positive	Will generate budget saving c. £3,000 p.a. in relation to External Audit inspections.
ii.	Reduction of ring-fencing of central government grants	Positive	Allows greater flexibility in application of funding. Actual impact has yet to be identified.
iii.	Freezing Council Tax	Negative	Potential cumulative budget shortfall from 2011/12 (£186,000 in 2011/12). The Govt has indicated that it may provide compensatory funding to local authorities.
i.	Two year pay freeze from 2011/12 (£250 increase for those earning up to £21,000)	Positive	Potential budget saving. Budget forecasts include provision for 1% increase in 11/12 and 12/13.
ii.	2.5% increase to 20% standard VAT rate from 4 Jan 2011	Still to be assessed	Fees and charges (particularly VAT inclusive charges) will need to be reviewed to minimise any loss of revenue.
<i>iii.</i>	1% increase to 6% Insurance Premium Tax rate from 4 Jan 2011	Negative	Additional annual cost c£2,000.
	ant reductions:		
a.	Revenue Grant funding	Awaiting notification	Potential cumulative reduction of up to 25% to 2014/15. Uncertainty as to whether this will apply to just Revenue Support Grant (currently $\pounds 0.955m$), or will include redistributed NNDR ($\pounds 6.579m$) [i.e. RSG+NNDR = $\pounds 7.534m$].
b.	Free swimming grant (cut from July 2010)	Budget Neutral	Programme has been terminated by the Leisure Trust from July 2010. No budget implications provided that outstanding funding for first quarter is received.
С.	LAA Reward Grant (Performance Reward Grant) programme reduced.	Budget Neutral	2 nd tranche of funding for South Ribble Partnership (£478,000) withdrawn. Funding not budgeted but will impact on future Partnership projects.
d. abo	Housing and Planning Delivery Grant (HPDG) plished in 2010/11.	Budget Neutral	Spending plans based on funding received to 31 March 2010. No new grant funding assumed in budget forecasts.
e.	Area Based Grant (ABG) - general	Budget Neutral	No funding assumed in budget forecasts.
f.	Area Based Grant from Home Office re Community Safety Partnership	Awaiting notification	LCC have 9.5% savings target. No indication yet on how this will impact on South Ribble.
g.	Housing Capital (Regional Housing Pot and Disabled Facilities Grant)	Awaiting notification	Ring fencing removed. £1,045,000 received in total in 2010/11. Awaiting information in relation to future years' allocations.
h.	Local Authority Business Growth Incentives Scheme (LABGI)	Budget Neutral	No funding assumed in budget forecasts
i.	Concessionary Travel Grant	Awaiting notification	Responsibility for administration of scheme to move to upper- tier councils from April 2011. CLG currently consulting on proposals to change the grant distribution formula. Financial implications will be reported later in year.
<i>j</i> .	Other grant funding potentially at risk	Awaiting notification	Playbuilder (capital), Sports Development, Homelessness, Benefits & Business Rates admin.

5. Capital Programme

The original Capital Budget for 2010/11 is £5.757m which has been revised to £6.736m to incorporate the slippage of budgets from 2009/10. A list of the capital projects and commentary is set out in Appendix 3. Due to project preliminaries (planning; procurement etc), it is not uncommon at this stage of the year for actual capital expenditure to be low when compared with the full year budget. However, given the experience in previous years and a number of projects are scheduled, for practical and operational reasons, for the second half of the year expenditure against budget will need to be carefully tracked. The robustness of the project plans is also being challenged as this will elicit a more accurate profile of anticipated spending.

Portfolio	Budget (incl. slippage) 2010/11 £000	Actual to June 2010/11 £000	Variance 2010/11 £000
Corporate & Support Services	1,084	87	997
Finance & Resources	1,038	1	1,037
Regeneration and Planning	1,628	77	1,551
Neighbourhoods and Street Scene	2,986	186	2,800
GRAND TOTAL	6,736	351	6,385

CAPITAL PROGRAMME SUMMARY

Appendix 2

EFFICIENCY AND ADDITIONAL INCOME TARGETS – PROGRESS TO 30 JUNE 2010

	TARGET 2010/11	ACHIEVED TO JUNE PAY	ACHIEVED TO JUNE NON-PAY	FULL YR FORECAST	NOTES
	£'000	£'000	£'000	£'000	
C-SMART Reviews:	510				
Canine Welfare	30	4	0	30	Saving to-date due to reduced officer hours. Plans to increase income through issue of Fixed Penalty Notices from Sept. 2010.
Pest Control	23	0	0	0	Options being considered.
Housing	110	27	0	85	Vacancy savings in first quarter. Full year forecast based on proposed restructure.
Planning Customer Support	130	12	0	62	Technical support team restructured and 4 staff redeployed.
Commercial Services	100	2	0	8	Service review complete and consultation on proposals due to commence September.
Democratic Services	40	2	0	27	Service under review.
Revenues & Benefits	100	22	0	100	Shared Services feasibility project with Chorley Council commenced May 2010 and is due to be implemented Jan 2011. Savings to date from vacancies & reduced hours.
Procure to Pay	47	0	0	25	The project is in its early stages and the forecast presents a prudent out-turn position based on only part year savings being achieved in 2010/11.
Gateway	(70)	(3)	0	(10)	Increased cost to-date as a result of staff re-deployed from Customer Support.
Income from External Partnerships	50	0	45	45	Funding secured from South Ribble Partnership for Partnership manager post (3 year allocation)
Senior Management Costs/Collaborative working	250	32	0	190	Savings derived from the recent senior management restructuring
Staff Turnover - provision	110	148	0	148	General vacancy savings
Sub-total	920	246	45	710	
Other recurring savings identified					
IT Supplies & Services	0	0	14	57	Includes savings in network support costs and maintenance of servers following virtualization
Total	920	246	59	767	

Appendix 3 – Capital Summary

		Estimate (incl. slippage)	Expenditure To June	Variance	Notes
Portfolio	Description	2010/11 £	2010/11 £	2010/11 £	
Corporate & Support	Bank Wizard System	10,000	0	10,000	Saving in year .Upgrade complete and funded from revenue budget .
	Committee Management System	25,000	0	25,000	System replacement date reviewed and budget will now only be required in 2011/12
	Customer Contact Centre CRM	250,000	20,446	229,554	C-Smart Project. Original CRM contract expires March 2011. C-Smart project (E-Forms) under implementation. The efficiency saving was identified in the C-Smart IT Work Programme is expected to be delivered April 2011. Forecast savings circa £200,000
	PC Replacements	285,000	0	285,000	Identified as a C-Smart Project. Currently under feasibility review. The project is designed to upgrade PCs rather than replace. Again, it is anticipated that significant financial efficiencies will be achieved.
	Flexi System	20,000	0	20,000	Deferred pending completion of IT Work Programme included within the C-Smart agenda.
	Government Connect	17,577	0	17,577	Deferred pending completion of IT Work Programme included within the C-Smart agenda.
	HR System Replacement	30,000	0	30,000	Due to be completed by September 2010. Currently forecasting a saving £15,000
	Icon Replacement Programme	40,000	28,678	11,322	On Target. Project due to be completed September 2010.

		Estimate (incl. slippage)	Expenditure To June	Variance	Notes
Portfolio	Description	2010/11 £	2010/11 £	2010/11 £	
	Ivy Learning Package	10,000	0	10,000	
	Members Support	7,013	0	7,013	Laptop replacements
	Microsoft Licences	22,695	22,695	0	Complete
	New Financial Management Information System	300,000	0	300,000	Implementation due to commence later in year. £86k expenditure committed.
	Paybase	10,000	0	10,000	
	Telephony Service	17,000	0	17,000	Waiting for implementation of the E- Form project (April 2011) before enhancing the switchboard, due to interface requirements.
	Webstructure / Internet	40,000	15,142	24,858	C-Smart Project - Technical webstructure upgrade completed.
	Corporate & Support Total	1,084,285	86,961	997,324	
Finance & Resources	Asset Management Plan - Fees	77,150	0	77,150	
	Asbestos Removal Civic Centre	6,160	0	6,160	May slip into 2011/12 so that it can be aligned with the window replacement scheme
	Boxer Place New Roof Unit 17-18	49,950	0	49,950	Anticipated start of scheme 2 nd /3 rd Qtr
	Civic Centre - Heating Vent Replace	160,000	0	160,000	Procurement process has commenced with heating and ventilation works to commence in 4th qtr (after roofing works below)
	Civic Centre – Civic Suite Roof	225,000	0	225,000	Procurement process has commenced and roofing works to commence in 3 rd quarter
	Civic Centre – Photo Voltaic System/ Voltage Reduction System	20,000	0	20,000	Anticipated start 3 rd Qtr, linked with roof and heating works above

		Estimate (incl. slippage)	Expenditure To June	Variance	Notes
Portfolio	Description	2010/11 £	2010/11 £	2010/11 £	
Finance &		4.4.400		4.4.400	
Resources	Energy Improvement Programme	14,488	0	14,488	Anticipated start 4 th Qtr
	Heating Controls Civic Suite	10,000	0	10,000	Heating and ventilation works to commence in 4th quarter
	Heating Boilers Civic Centre	30,000	0	30,000	Heating and ventilation works to commence in 4th quarter
	Leyland Leisure Centre Squash Court Roof	18,000	0	18,000	Emergency repair work undertaken & funded from revenue budget. Awaiting assessment report to establish if further works are required.
	Moss Side Community Centre - Roof, Window & Security measures	22,800	0	22,800	Expenditure committed (slippage from 2009/10).
	Moss Side depot yard modifications	72,000	0	72,000	Requirements under review following the recent changes to Waste operation
	OAP Pavilion Worden Park	19,845	170	19,675	Anticipated start 2 nd /3 rd Qtr.
	Penwortham Leisure Centre Capital works	180,000	0	180,000	Start date dependent subject to agreement with the relevant parties.
	Public Convenience Refurbishment – Worden Playground	9,925	0	9,925	Anticipated start 2 nd Qtr. Work will be tendered with crossroads scheme.
	Public Convenience Refurbishment - Worden Crossroads	22,325	0	22,325	
	Removal Of Hot Water Storage Vessels	4,140	0	4,140	Anticipated start 4 th Qtr – linked with heating system
	Repairs To Parapet Wall ,Civic Centre	3,686	0	3,686	Anticipated start 3 rd Qtr- linked with roof scheme.
	Replace Cast Iron Rain Water Goods	6,596	0	6,596	Anticipated start 3 rd Qtr
	Worden Arts – Heating Renewal/Sustainable Measures	26,096	0	26,096	Awaiting return of feasibility study. Qtr 4 if any action is necessary
	Worden Park Energy Imp Programme	9,925	0	9,925	Anticipated start 4 th Qtr

		Estimate (incl. slippage)	Expenditure To June	Variance	Notes
Portfolio	Description	2010/11 £	2010/11 £	2010/11 £	
Finance & Resources	Worden Park Catering Pavilion Provision	50,000	900	49,100	£47.5k expenditure committed
	Finance & Resources Total	1,038,086	1,070	1,037,016	
Streetscene	Co-Mingled Waste Bins	790,890	0	790,890	On target - bins ordered and being delivered in phases.
	Diesel Tank Replacement, Moss Side Depot	20,000	0	20,000	Planned replacement September (Quotes being sought).
	3x Dennis Eagle Rear Steer Refuse Vehicles	410,000	142,242	267,758	On target - Vehicles have been delivered.
	Kubota Tractor	20,950	20,950	0	Complete.
	Ride on Mower	16,093	16,093	0	Complete.
					Budget to be reduced in next quarter to reflect contract hire of 4 refuse vehicles. Report due to committee in Dec re procurement of vehicles & plant
	Vehicle & Plant Replacement Programme	1,307,348	0	1,307,348	in final quarter.
	Birch Avenue Play Area	6,145	0	6,145	Retention payments
	Dob Lane Playing Field Phase 1	102,000	0	102,000	Approval to spend by Council 26/05/10. Anticipated start 3 rd Qtr.
	Farington Park Play Area	130,495	0	130,495	Phase 1 complete in April. Phase 2 delayed due to legal negotiations.
	Higher Walton Playing Fields	4,903	0	4,903	Retention payments
	Kingsfold Drive Penwortham Play Area	6,658	6,658	0	Scheme complete
	Footpath & Footbridge, Holme Rd Playfield	5,639	0	5,639	Scheme complete, no further costs

		Estimate (incl. slippage)	Expenditure To June	Variance	Notes
Portfolio	Description	2010/11 £	2010/11 £	2010/11 £	
	Worden Park Playground Refurbishment	112,500	0	112,500	Approval to spend by Council 26/05/10 plus scheme increased by £30k due to additional funding. Anticipated start 4 th Qtr.
	Tardy Gate Lighting Scheme	33,000	0	33,000	Anticipated start 3 rd Qtr.
	Withy Grove Park Phase 2	19,601	0	19,601	Retention payments
	Streetscene Total	2,986,222	185,943	2,800,279	
Regeneration & Planning	Disabled Facilities Grants	489,183	51,494	437,689	Council approved spending programme in May 2010. Additional £90k expenditure committed at 30.6.10.
	Housing Strategy	605,989	22,420	583,569	Council approved spending programme in May 2010 .Budget includes £180,000 funding not yet allocated Additional £15k expenditure committed at 30.6.10.
	Home Purchase Assistance	9,988	0	9,988	Slippage from 2009/10. Committed and will be spent in 2010/11.
	Cycle Routes	20,000	0	20,000	No progress – this area of work has been temporarily put on hold so that Churchill Way & Hough lane schemes can progress as a priority.
	Design & Development	20,000	991	19,009	This budget allows ideas to be investigated and progress from ideas to potential schemes. Little spend this year to date.
	Churchill Area Scheme	122,326	0	122,326	Scheme approved by Cabinet 14.7.10 with revised cost of £100k. Preparation has begun with £6.8k expenditure committed to-date.

		Estimate (incl. slippage)	Expenditure To June	Variance	Notes
Portfolio	Description	2010/11 £	2010/11 £	2010/11 £	
	Farington Lodges	24,392	0	24,392	Work has begun on this scheme with tree clearances and groundwork started. Main works should take place over the summer and autumn period.
	Giant Veggie Patch	5,356	0	5,356	Residual costs – this project is on target.
	Hope Terrace/Watkin Lane Improvements	25,000	0	25,000	No progress – this area of work has been temporarily put on hold so that Churchill Way & Hough lane schemes can progress as a priority.
	Hough Lane	203,041	0	203,041	Scheme approved by Cabinet 14.7.10 with revised cost of £205k. Target completion date April 2011.
	Leyland Town Centre	34,459	0	34,459	This budget is used to progress general projects in the town centre and to complement Hough lane works.
	Lostock Engine Sheds	23,580	917	22,663	Planning & consultation work completed. Contaminated land testing has been done and we are awaiting results. Funding is from LCC.
	Signage Strategy	44,391	853	43,538	No progress – this area of work has been temporarily put on hold so that Churchill Way & Hough lane schemes can progress as a priority.
	Regeneration & Planning Total	1,627,705	76,675	1,551,030	
	GRAND TOTAL	6,736,298	350,649	6,385,649	