

Committee and date
Cabinet
9 April 2014

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REVENUE MONITORING REPORT - PERIOD 11 2013/14

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1. Summary

The report sets out the Revenue forecast for 2013/14 as at Period 11 and identifies management actions being undertaken to ensure a balanced budget at the end of this financial year.

The projected overspend at Period 11 has reduced since Period 10 as a result of a reduction in the revenue pressure projected within Environmental Maintenance, additional income identified within Commissioning and savings generated across the Council as a result of the spending freeze.

The key issues highlighted by this report are that:

- The projected outturn is an overspend of £0.588m.
- The projected General Fund Balance as at 31 March 2014 is £13.408m.

2. Recommendations

It is recommended that Members:

- A. Note that at the end of Period 11 (28 February 2014), the full year forecast is a potential overspend of £0.588m;
- B. Consider the impact of this on the Council's General Fund Balance.

REPORT

3. Risk Assessment and Opportunities Appraisal

3.1. Details of the potential risks affecting the balances and financial health of the Council are detailed within the report. Each projection is also RAG rated to confirm the level of risk to the Council's balances.

4. Financial Implications

4.1. This report considers the projected outturn position for the 2013/14 revenue budget and the implications on the level of general fund balances of any overspends or spending pressures.

5. Background

- 5.1. Revenue budget monitors are produced to report on the period from June (Period 3) to February (Period 11) of each financial year and show the anticipated year end projection.
- 5.2. The reports track progress against the agreed budget decisions, forecast any significant variances to the budget, and enable corrective action to be taken to ensure a balanced budget at year end.
- 5.3. Variances are reported on an exceptions basis depending on the total variance from budget, and the percentage change in projection in any one period.

Green Variance +/- 1% (or £0.05m if budget less than £5m)

Amber Overspend between 1%-2% (or £0.05m-£0.1m if budget less than £5m)

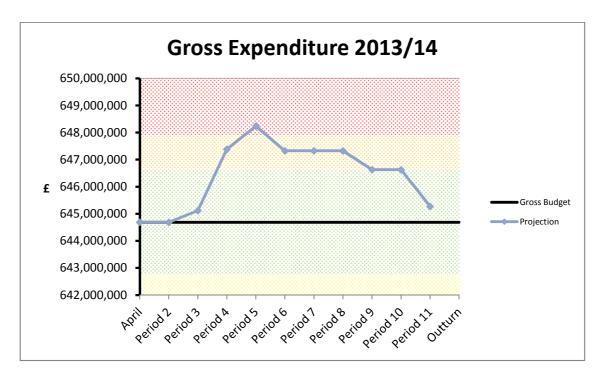
Red Variance over 2% (or £0.1m if budget less than £5m)

Yellow Underspend more than 1% (or £0.05m if budget less than £5m)

Variances categorised as red will be reported within every report whilst they remain in this category, to monitor management action taken to address the budgetary pressure. Pressures highlighted as amber or yellow will be reported when the variance first commences, and then will only be re-reported when the reported position changes by more than 1% (or £0.05m if budget less than £5m). Variances categorised as green will not be highlighted in the monitoring reports.

6. Monitoring 2013/14 Budget - Overall Position

- 6.1. The projected revenue forecast for the year, at Period 11, shows a potential overspend of £0.588m (0.09%) on a gross budget of £645m (net £232m) for the full year. The forecast year end position for the whole council will be revised each month and reported using the graph below. The area of the graph banded green shows the extent of variance from the budget that would be seen as reasonable given the size and complexity of the Council's budget. At Period 11 the projected year end overspend of £0.588m is falling within the green banding which has improved since Period 10. The net reduction of £1.354m consists of the following changes in projections:
 - reduction in cost pressures transferred from capital within Environmental Maintenance (-£0.488m),
 - increased income within Highways & Transport (-£0.150m)
 - increased income within Business Growth & Prosperity (-£0.312m),
 - delays in delivery of Public Health Projects (£0.180m)



6.2 The table below reflects the approved virements processed up to and including Period 11.

Table 1: 2013/14 Budget Amendments Analysed by Service Area

Service Area	Original	Net	Revised
001710071100	Budget	Virements	Budget
	£'000	£000	£000
Gross Expenditure	2 000	2000	2000
Commissioning	125,744	(2,298)	123,446
Adult Services	91,826	6,296	98,122
Children's Services	268,045	(5,477)	262,568
Public Health	9,760	1,636	11,396
Resources & Support	158,484	(9,328)	149,156
	653,859	(9,171)	644,688
Gross Income			
Commissioning	(28,119)	317	(27,802)
Adult Services	(28,548)	(90)	(28,638)
Children's Services	(206,111)	4,728	(201,383)
Public Health	(9,333)	(789)	(10,122)
Resources & Support	(150,216)	(5,005)	(145,211)
	(422,327)	9,171	(413,156)
Net Expenditure			
Commissioning	97,625	(1,981)	95,644
Adult Services	63,278	`6,206	69,484
Children's Services	61,934	(749)	61,185
Public Health	427	847	1,274
Resources & Support	8,268	(4,323)	3,945
TOTAL	231,532	0	231,532

6.3 The projected overspend of £0.588m for 2013/14 is presented below and analysed in more detail at Appendix 1.

Table 2: 2013/14 Projected Budget Variations Analysed by Service Area

Service Area	Revised Budget £'000	Forecast Outturn £'000	(Under) / Overspend £'000	RAGY Classification
Commissioning	95,644	94,711	(933)	Υ
Adult Services	69,484	73,647	4,163	R
Childrens Services	61,185	60,634	(551)	Υ
Public Health	1,274	955	(320)	Υ
Resources & Support	3,945	2,174	(1,771)	Y
TOTAL	231,532	232,120	588	G

- 6.4. The projected overspend at Period 11 has reduced by £1.354m since Period 10 as a result of a reduction in the revenue pressure projected within Environmental Maintenance, additional income identified within Commissioning and savings generated across the Council as a result of the spending freeze.
- 6.5 The review of the highways capital programme (as reported in the Period 10 Monitor) has now been completed and has resulted in a reduction in the potential cost pressure previously projected within the revenue account. Work has been carried out to drill down into the detail of how individual pieces of highways work have been recorded to establish the specific elements of each job, and to confirm whether the job is of a capital or revenue nature. In addition, discussions have been held with Highways Officers and Technicians to ensure that they are clear on the nature of any future jobs they commission so that they can be budgeted appropriately from both revenue and capital.
- 6.6 The result of this work is that £2.864m has been confirmed as revenue spend (reduced from the projected £3.024m in Period 10) and £0.429m, previously charged to revenue has been identified as capital spend, producing a net adjustment of £2.435m (£0.6m lower than previously projected). This revised figure has been partially funded from releasing a revenue contribution to capital of £0.900m (which helpfully directly reduces the impact of this issue on both the revenue and capital account). In addition, funding of £0.829m has been identified within the current year's winter maintenance budget. This would otherwise have resulted in an underspend which was projected to be added to the Severe Weather Reserve. This leaves the remaining pressure falling as an overspend of £0.706m within the Environmental Maintenance budget. By managing the budget in this way, we are able to demonstrate that expenditure has now been accounted for correctly before the year end, and in doing so deal with these 2013/14 issues with no overhang into 2014/15.
- 6.7 In order to mitigate the overspend falling on the Environmental Maintenance revenue budget, non-emergency works have been reprogrammed to April wherever possible, and therefore will fall into the next financial year. It must be stressed however that works to deal with the recent storms, flooding and potholes etc. are not affected by reprogramming and are still being prioritised as normal. Additionally, the existing Severe Weather Reserve is in place to help manage any unexpected spend before 31 March.

6.8 As explained above, in managing the budget in this way, we are able to ensure there is no overhang from the 2013/14 financial year into 2014/15. Work is currently taking place between Finance and Highways colleagues to understand the implications for the Environmental Maintenance revenue base budget in 2014/15 and future years to ensure that all future expenditure is correctly accounted for from the outset, and that sufficient funds are available to meet an agreed programme of works. It will also be necessary to identify the size, and consider the implications, of the 'lost' contribution to the Severe Weather Reserve.

7. Summary Financial Implications

7.1. The effect on the Council's Reserves of the forecast is detailed below. The Council's policy on balances is to have a general fund balance (excluding schools balances) of between 0.5% and 2% of the gross revenue budget. For 2013/14 the minimum balance required is £3.270m. The Financial Strategy, agreed by Council on 28 February 2013, anticipates a level of reserves by year end of £10.930m. The projected general fund balance as at 31 March 2014 is anticipated to exceed this by approximately £2.5m, as shown in Table 4 below:

Table 4: Projected General Fund Balance As At 31 March 2014

General Fund Balances as at 31 March 2013	(£'000) 6,820
Budgeted contribution to General Fund Balance Repayment of Overspend (County Training Yr3) Repayment of Redundancies provided for in 2012/13	5,909 417 268
Shortfall in budgetary savings Release of earmarked reserves	(282) 864
This report – projected outturn (overspend)	(588)
Projected Balance at 31 March 2014	13,408

7.2 The projected General Fund Balance at 31 March is above the level anticipated within the Financial Strategy. However the risk based target for 2013/14 has recently been recalculated to be £15.547m, and the current projected balance is below this figure. Any improvement in the year end outturn as a result of management actions such as the Spending Freeze can bring the General Fund Balance more in line with the risk based target.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)

Revenue & Capital Budget 2012/13

Financial Rules

Revenue Monitoring Report - Period 3 2013/14

Revenue Monitoring Report - Period 4 2013/14

Revenue Monitoring Report – Period 5 2013/14

Revenue Monitoring Report – Period 6 2013/14

Cabinet, 9 April 2014: REVENUE MONITORING REPORT - PERIOD 11 2013/14

Revenue Monitoring Report – Period 9 2013/14 Revenue Monitoring Report – Period 10 2013/14

Cabinet Member (Portfolio Holder)

Keith Barrow – Leader

Local Member

ΑII

Appendices

- 1 Service Area Pressures and Actions 2013/14
- 2 Amendments to Original Budget 2013/14

Appendix 1

Service Area Pressures and Actions 2013/14

Summary

	Full year			
	Budget	Forecast	Variance	
	£	£	£	
Commissioning	95,644,250	94,710,899	(933,351)	Υ
Adult Services	69,484,190	73,647,268	4,163,078	R
Children Services	61,184,870	60,633,837	(551,033)	Υ
Public Health	1,274,460	954,752	(319,708)	Υ
Resources & Support	3,994,410	2,173,676	(1,770,734)	Y
Total	231,532,180	230,943,930	588,250	G

<u>Detail</u>

COMMISSIONING			Full year		RAGY
		Budget	Forecast	Variance	
		£	£	£	
Total		95,644,250	94,710,899	(933,351)	G
Director of Commissioning	Portfolio Holder Leisure, Libraries & Culture	306,770	330,137	23,367	G
Includes £0.025m one-off grant p	payment not budgeted for within Cor	nmissioning.			
Director of Commissioner Tota	ıl .	306,770	330,137	23,367	G
Local Commissioning	Portfolio Holder Planning, Housing and Commissioning (Central)	440,470	443,641	3,171	G
Minor variation projected from bu	idget as at Month 11.				
Local Commissioning Total		440,470	443,641	3,171	G
Area Commissioner North – Positive Activities	Portfolio Holder Leisure, Libraries & Culture	1,266,820	1,281,754	14,934	G
n Activities for Young People thoughted for.	nere is a projected overspend on p	premises costs	and redundan	cy costs not	
Area Commissioner North – Community Action	Portfolio Holder Leisure, Libraries & Culture	1,646,970	1,599,989	(46,981)	Y
and services within Community V	ncurred in Community Working and Vorking and Working and within the administration		s, and savings	on supplies	
Area Commissioner North - Libraries	Portfolio Holder Leisure, Libraries & Culture	4,257,050	4,228,157	(28,893)	G
	and services and employee costs a eld IT and equipment budgets has r				
Area Commissioner North - Markets	Portfolio Holder Business Growth, ip&e and Commissioning (North)	124,230	154,355	30,125	G
Staff costs and various premises maintenance costs incurred this	related costs exceeding service but	dgets. Significa	ant one-off repa	airs and	

Full year		RAG
Forecast	Variance	
£	£	
26,569,277	(247,203)	Υ
d further this r	month, in line	
191,789	(421)	Υ
24 005 204	(070 400)	V
34,025,321	(278,439)	Y
07.004.700	1 004 440	
27,261,796	1,861,146	R
verspend positing the backlog of the	of payments. d in the main n charged to 00m and the	
5,405,376	(640,824)	Y
3,403,370	(040,024)	•
/ Transport) a	and additional	
701,770	0	G
301,410	(1,060)	Y
•		
377,238	(502)	Υ
4,434,815	(81,955)	Y
nance and f	furniture and	
217,178	(2,592)	Υ
38,699,583	1,134,213	R
1 710 002	(53 007)	Υ
	, ,	ı
	1,710,993 n increase in entation.	n increase in income from

COMMISSIONING			Full year		RAGY
		Budget	Forecast	Variance	
		£	£	£	
Public Protection &	Portfolio Holder Business	1,249,540	1,136,585	(112,955)	Υ
Enforcement – Healthier &	Growth, ip&e and				
Sustainable Environment	Commissioning (North)				
	e of service and VR savings. Ther		en an increase	in projected	
	us additional spending freeze imple				
Public Protection &	Portfolio Holder Business	1,206,390	1,129,216	(77,174)	Υ
Enforcement – Safer &	Growth, ip&e and				
Stronger Communities	Commissioning (North)				
spending freeze implementation.	re of service and VR savings. Incre	ase in taxi lice	nse income pl	lus additional	
Public Protection &	Portfolio Holder Business	921,030	1,078,064	157,034	R
Enforcement – Public	Growth, ip&e and				
Protection Management	Commissioning (North)				
Small managed overspend within order to realise savings for 2014/	n supplies and services and meetil 15.	ng redundancy	costs within t	he service in	
Public Protection – Housing Health	Portfolio Holder Planning, Housing and Commissioning (Central)	6,873,110	6,355,795	(517,315)	Y
Significant underspend generate services.	ed from staffing budgets due to v	acancies held	open within	a number of	
Public Protection & Enforceme	nt Total	12,014,150	11,410,652	(603,498)	Υ
Business Growth &	Portfolio Holder Business	1,060,120	903,115	(157,005)	Υ
Prosperity - Enterprise &	Growth, ip&e and			, , ,	
Business	Commissioning (North)				
	rvice and reduced expenditure on open on the control of the contro			er to mitigate	
Business Growth &	Portfolio Holder Business	2,547,760	2,535,512	(12,248)	Υ
Prosperity - Visitor Economy	Growth, ip&e and	2,017,700	2,000,012	(12,210)	•
respond thems. Locationly	Commissioning (North)				
A small net saving as the service	aims to negate reduced income and	d in-year savind	targets.		
Business Growth &	Portfolio Holder Leisure,	2,701,420	2,618,584	(82,836)	Υ
Prosperity - Outdoor	Libraries & Culture	2,701,420	2,010,304	(02,030)	•
Recreation	Libraries & Gallare				
	ct of the spending freeze implement	ation			
Business Growth &	Portfolio Holder Leisure,	680,230	678,118	(2,112)	Υ
Prosperity - Theatre Severn	Libraries & Culture	000,230	070,110	(2,112)	•
Minor variation projected from bu	dget as at Month 11				
Business Growth &	Portfolio Holder Business	58,410	175,367	116,957	R
Prosperity - Infrastructure &	Growth, ip&e and	00,110	,	110,001	• •
Growth	Commissioning (North)				
	penditure on Repair and Maintenand	e items and re	duced income	from	
	ned savings in Enterprise and Busi				
Business Growth &	Portfolio Holder Business	1,657,780	1,731,657	73,877	Α
Prosperity - Sustainability	Growth, ip&e and Commissioning (North)	1,001,100	1,1 2 1,2 2 1	,	
This includes abortive capital cos	sts of £0.089m partially offset by sta	If savings red	iced evnenditi	ire spending	
freeze implementation and increa		ııı savırıys, redi	roen exhemann	are, spending	
Business Growth &	Portfolio Holder Planning,	1,034,660	(105,250)	(1,139,910)	Υ
		1,004,000	(100,200)	(1,100,010)	
Prosperity - Development Management	Housing and Commissioning (Central)				
Prosperity - Development	(Central)				

COMMISSIONING		Full year		RAGY	
		Budget	Forecast	Variance	
		£	£	£	
Business Growth & Prosperity - Planning Policy	Portfolio Holder Planning, Housing and Commissioning (Central)	884,640	881,762	(2,878)	Y
Minor variation projected from bu	dget as at Month 11.				
Business Growth & Prosperity – Management	Portfolio Holder Planning, Housing and Commissioning (Central)	388,710	382,697	(6,013)	Υ
Minor variation projected from budget as at Month 11.					
Business Growth & Prosperity	Total	11,013,730	9,801,561	(1,212,169)	Υ

ADULT SERVICES		RAGY		
	Budget	Forecast	Variance	
	£	£	£	
Total	69,484,190	73,647,268	4,163,078	R

Social Care Operations	Portfolio Holder Adult Services and Commissioning (South)	54,069,750	57,886,920	3,817,170	R
	eriod has been offset by management at has subsequently reviewed and				
an overall reduction in the project		identined do e	arpias. Triis II	as resulted in	
Social Care Efficiency &	Portfolio Holder Adult	14,287,850	14,582,917	295,067	R
Approval	Services and Commissioning (South)				
	ons as year end approaches has by work, as detailed above, to identi			ithin provider	
Adult Services Management	Portfolio Holder Adult	1,126,590	1,177,431	50,841	Α
	Services and Commissioning (South)				
Overspend on staffing budgets.					

CHILDRENS SERVICES	Full year			RAGY
	Budget	Forecast	Variance	
	£	£	£	
Total	61,184,870	60,633,837	(551,033)	Υ

Learning & Skills	Deputy Leader of the Council; Portfolio Holder Children's Services Transformation and Safeguarding	34,125,050	33,271,901	(853,149)	Y
Transport projections have been updated to reflect anticipated savings of approximately £0.45m. Other savings have been realised due to the spending freeze, vacancy management and voluntary redundancy savings of £0.4m.					

CHILDRENS SERVICES			RAGY		
		Budget	Forecast	Variance	
		£	£	£	
Total		61,184,870	60,633,837	(551,033)	Υ
Children's Safeguarding	Deputy Leader of the Council; 27,059,820 27,361,936 Portfolio Holder Children's Services Transformation and Safeguarding				Α
Overspend of £2.6m mainly in relation to placement costs is being offset by the allocation of Early Intervention Grant carry forward of £1.5m, £0.215m Youth Offending Service reserve, £0.5m Adoption Reform Grant and spending freeze implementation savings.					

PUBLIC HEALTH	Full year			RAGY
	Budget	Forecast	Variance	
	£	£	£	
Total	1,274,460	954,752	(319,708)	Υ

Public Health Portfolio Holder Health		1,274,460	954,752	(319,708)	Υ
the ring-fenced grant funding inc	d within Public Health. Savings had uding; Emergency planning, with in ontributing to £0.042m underspending to a £0.052m underspend.	n year efficiend	cies of £0.044m	n; Registrars	

RESOURCES & SUPPORT	Full year			RAGY
	Budget	Forecast	Variance	
	£	£	£	
Total	3,944,410	2,173,676	(1,770,734)	Y

Commercial Services	Portfolio Holder Resources,	3,383,480	4,354,117	970,637	R	
	Finance, and Support					
Property Services have a £0.45m savings target which cannot be achieved. This has been partially offset by						
voluntary redundancy savings of	£0.289m in this service. Other pres	sures are beir	ng experienced	d on Shirehall		
_	ger being offset by staffing saving					
	ansferred to Customer Involvemen					
	odation rationalisation which cannot			•		
•	by £0.03m within Design and £0.1	5m on Survey	ors. Some add	ditional spend		
on building costs has been identif				T (====================================		
Customer Involvement	Portfolio Holder Resources,	1,677,360	894,276	(783,084)	Υ	
	Finance, and Support					
Overspend on Print Unit reducing	g due to service restructure, now for	recast to be £0	0.179m. Savin	gs on staffing		
	nfilled vacancies and VR), Busines					
	Web Team due to the VR program					
	and equipment. Housing Benefits					
lower threshold for overpayments and therefore the Benefits Subsidy is anticipated to be reduced. Plans are in						
place to monitor the situation until the year end position is finalised. There is an overspend within IT due to the						
agreement to provide funding for one year to offset the costs of the schools broadband service (£0.25m),						
additional spend on Microsoft licences (£0.189m) Citrix Renewal (£0.07m) and VMWare (£0.069m). These						
pressures have been partially offset by voluntary redundancy savings and vacancies not being filled across the						
service. Additional savings identified on postages costs (£0.03m), and other savings identified as part of the						

RESOURCES & SUPPORT			RAGY		
		Budget	Forecast	Variance	
	£	£	£		
spending freeze implementation additional £0.12m above the origi	. Non Domestic Rates costs have nal budgeted position.	e now been f	inalised and	have cost an	
Finance, Governance & Assurance	Portfolio Holder Resources, Finance, and Support	1,639,080	1,087,007	(552,073)	Y
Audit and the PA Team. Staff tranthis service and show an addition	cy savings of £0.433m have been nsferred from Customer Involvemer al spend of £0.1m in Finance, Government Postage costs within the Revenues	it had not prevernance and A	iously been pr ssurance and	ojected within an equivalent	
Human Resources & Development	Portfolio Holder Resources, Finance, and Support	(138,580)	(359,913)	(221,333)	Υ
restructure of HR services. Spend budgets. Schools income is less t	eved which includes those from the ding freeze implementation has deli han expected due to reduced buyba aining, postage costs, and additiona	vered additiona ack of services	al saving from , but this has t	across all the	
Legal, Democratic & Strategy	Portfolio Holder Resources, Finance, and Support	1,382,180	773,038	(609,142)	Y
Additional income (£0.049m) has been received within the services due to employee secondments. Further staffing savings including those from the voluntary redundancy programme, have delivered a further underspend against the budget. The spending freeze has delivered additional saving from across all the budgets. An overspend in Legal Services is projected due to legal disbursements of £0.127m offset by saving of £0.3m on elections, £0.066m staffing savings and £0.012m members printing. Additional small savings across teams include travel, print and equipment budgets, increased due to the spending freeze implementation. Additional saving due to reduction in subscription costs and some members allowances.					
Strategic Management Board	Portfolio Holder Resources, Finance, and Support	(186,970)	(277,320)	(90,350)	Y
Following reallocation of budgets and staffing, savings have been identified on salary costs.					
Corporate Budgets	Portfolio Holder Resources, Finance, and Support	(3,182,140)	(3,667,529)	(485,389)	Y
Savings relate to the corporate budgets set aside for transformation and increased savings from Treasury Management.					

Appendix 2

Amendments to Original Budget 2013/14

	Total £'000	Commiss ioning £'000	Adult Services £'000	Childrens Services £'000	Public Health £'000	Resources & Support £'000
Original Budget as agreed by Council Period 3	231,532	97,626	63,278	61,933	427	8,268
In Year Savings Period 4	0	(2,336)	5,777	(556)	(10)	(2,875)
Minor budget variations Period 5	0	2	0	(10)	0	8
Minor budget variations including structure changes Period 6	0	107	330	(302)	(11)	(123)
Structure Change Period 9	0	240	0	0	0	(240)
Structure Change Period 10	0	150	0	0	0	(150)
No changes Period 11	0	0	0	0	0	0
Structure Change	0	(145)	99	120	869	(943)
Revised Budget	231,532	95,644	69,484	61,185	1,275	3,945