# **Crawley Borough Council**

# Report to Cabinet 10 September 2014



# 2014/15 Budget Monitoring - Quarter 1

### Report of the Deputy Head of Finance FIN/341

## 1. Purpose

1.1 The report sets out a summary of the Council's actual revenue and capital spending for the first Quarter to June 2014. It identifies the main variations from the approved spending levels and any potential impact on future budgets.

#### 2. Recommendations

- 2.1 The Cabinet is recommended to:
  - a) Note the projected outturn for the year 2014/2015 as summarised in this report.
  - b) Approve a supplementary capital estimate for £85,000 for provision of improved cycle and pedestrian access arrangements within the Tilgate Access Road scheme.

#### 3. Reasons for the Recommendations

3.1 To report to Members on the projected outturn for the year compared to the approved budget.

#### 4. Background

- 4.1 As part of the Budget Strategy, the Council has in place robust budget monitoring systems to ensure that unapproved overspends are avoided. The Council also manages and analyses underspending to identify potential savings that could help meet current and future years' priorities.
- 4.2 Budget monitoring is undertaken on a monthly basis with budget holders. There are quarterly budget monitoring reports to Cabinet with the Corporate Management Team receiving monthly update reports on key areas and any other areas of concern. The Performance Monitoring Scrutiny Panel and the Overview and Scrutiny Commission also have the opportunity to scrutinise expenditure.
- 4.3 This report outlines the projected outturn for 2014/2015 as at the end of June 2014.

## 5. Budget Monitoring Variations

#### 5.1 **General Fund**

The table below summarises the projected variances in the relevant Portfolio at Quarter 1.

	£000's	
Cabinet Community Engagement Customer and Corporate Services Environment Housing Services Leisure & Cultural Planning & Economic Development	-	F
Investment Interest	(80)	F
Total Projected Variances	(410)	F

[F indicates that the variation is favourable, U that it is unfavourable]

Further details of these projected variances are provided in Appendix 1(ii).

#### 5.2 **Significant variances**

Variations over £20,000.

#### 5.2.1 **Cabinet**

The Head of Finance Revenues and Benefits remains vacant following the retirement of the previous post holder. The position will be reviewed in the autumn.

#### 5.2.2 **Community Engagement**

There are no significant variations to report this quarter.

#### 5.2.3 Customer and Corporate Services

Vacancies in Legal & Democratic Services has meant that the staffing budget is currently £25,000 under spent this is partly due to a restructure of Legal Services which has been undertaken in order to achieve a phased target saving of £100,000 over 2014/15 and 2015/16.

#### 5.2.4 **Environment**

The staffing budgets within the Wardens/Civil Enforcement Officers Team is anticipated to be under spent by £25,000 as a result of holding posts vacant whilst a systems thinking review is undertaken. The Environmental Health Team also have one vacancy being held in advance of savings agreed for the next financial year.

Back in 2009/10 a Quick Wins budget was set aside funded from under spends elsewhere within the Authority to fund a programme of small improvements across the Town. These typically cost between £500 and £1,000 each and involved replacing or

removing unsightly items of street furniture such as signage, fences, benches, shrub beds together with other ideas put forward by Ward Members.

This was a very successful scheme and it is therefore proposed to reinstate it for this year. A sum of £50,000 will be set aside and as before funded from under spends elsewhere within the Authority. It is proposed that the programme of improvements will be approved by the Director of Community & Partnership Services in consultation with the Cabinet Member for Environment.

#### 5.2.5 Housing Services

Both the Benefits and Housing Options Teams are currently going through a systems thinking review and some front line staff have been seconded to undertake the reviews which has meant that these positions have required backfilling.

#### 5.2.6 Leisure & Cultural

Following the retirement of the Senior Parks Manager and Assistant Manager within Amenity Services Division together with other vacancies the staffing budget within the Community Services Directorate will be under spent by £120,000. There is an agreed target saving of £170,000 in 2015/16 already built into the budget projections and these posts will be considered as part of the restructure required to achieve the target savings.

Following last years systems thinking intervention of Facilities Management the service has been redesigned and the new team and operation is now in place. This has generated significant savings earlier than anticipated as originally the required savings were to be spread over 2 years 2014/15 & 2015/16.

#### 5.2.7 Planning & Economic Development

Two Forward Planning posts are currently vacant.

Commercial rental income is expected to exceed target by £100,000 which is primarily due to the rent obtained on the newly acquired Atlantic House property. Without this acquisition the target would not have not been reached as there are a number of vacant properties at present; however of the ten vacant properties seven are now under offer and are expected to be income producing by the end of December.

Planning Fee income continues to be buoyant as a result of the level of North East Sector and Manor Royal planning applications exceeding the budget by £174,000. This additional income is offset to a certain extent by the need to backfill posts (£109,000) as a result of the Development Control systems thinking intervention and the need to maintain a good level of service in the light of the additional planning applications.

#### 5.2.8 Investment Income

Investment income is anticipated to exceed target by £80,000 mainly as a result of higher balances due to increased Right to Buy sales and business rates income being higher than anticipated.

#### 6. Virements

Virements up to £50,000 can be approved by Heads of Service under delegated powers and reported to Cabinet for information.

6.1 The Head of Service for Crawley Homes has vired £50,000 from consultancy fees to various running costs expenditure heads including purchase of operational equipment and tenant support. This has been possible as a proportion of the consultancy costs can be charged direct to capital expenditure.

## 7. Council Housing Service – Revenue

7.1 The table below provides details of the 2014/2015 HRA budget and the variances.

Expenditure Description	Latest Estimate	Projected Outturn	Variance	
	£000's	£000's	£000's	
Employees	3,521	3,441	(80)	F
Repairs and premises costs	10,443	10,843	400	U
Other Expenses	5,729	5,729		
Total Expenditure	19,693	20,013	320	U
Rental Income	(44,754)	(44,554)	200	U
Other Income	(1,941)	(1,941)		
Interest on HRA Balances	(69)	(99)	(30)	F
Total Income	(46,764)	(46,594)	170	U
Net surplus ( ) / deficit	(27,071)	(26,581)	490	U
Use of Reserves				
Used to Finance HRA Capital Programme and future HRA Investment	18,762	18,272	(490)	U
Debt Interest Payments	8,309	8,309		
Total	27,071	26,581	(490)	U

(F = Favourable, U = Unfavourable)

- 7.2 Details of significant variances from the budget projections are shown in Appendix 1(iii)
- 7.3 The staffing related savings are mainly due to vacancies and associated employee costs.
- 7.4 The responsive repairs budget is currently £400,000 overspent at Quarter 1 due to the on going effects of the storm damage incurred last autumn and winter. Following negotiations with our contractors, it is anticipated that the programme of these repairs will continue up until September/October this year, so this overspend will increase next quarter.
- 7.5 More properties continue to be sold than budgeted under the Right to Buy scheme with twenty being sold in the first quarter compared to a budget of ten. As a result the rental income is projected to be lower than budgeted.

#### 8. Capital

8.1 The table below shows the 2014/15 projected capital outturn and proposed carry forward into 2015/16. Further details on the Capital Programme are provided in Appendix 2.

				Re-
	Revised	Estimated	Spend to	profiled
	Budget	Outturn	Qtr 1	to/(from)
	2014/15	2014/15		future
				years
	£000's	£000's	£000's	£000's
Cabinet	1,456	1,353	3	(103)
Customer & Corporate	844	844	6	
Services				
Environment	8,687	8,330	2,342	(357)
Planning & Economic	5,000	4,632	4,632	(368)
Development				
Housing Services	1,751	1,458	143	(293)
Leisure & Cultural	3,245	3,868	89	623
Total General Fund	20,983	20,485	7,215	(498)
				,
Council Housing	19,186	18,606	2,449	(800)
				,
Total Capital	40,169	39,091	9,664	(1,298)

- 8.2 Work is currently being carried out on the development of a new master plan for the development of town centre improvements; as a result £103,000 will be carried forward to 2015/16.
- 8.3 A more buoyant construction market along with the need for a reasonable contingency has increased the anticipated cost of Broadfield Barton by £68,000. In order to prevent any further delays to Broadfield Barton a decision was made under delegated powers to use £68,000 from Neighbourhood Centres 2015/16 budget to fund these additional costs at Broadfield Barton.
- 8.4 The Stafford Bridge flood alleviation work is being lead by the Environment Agency and is linked to the completion of the modelling work on the larger Rusper Road proposal and also detailing the design requirements of the local scheme, this work is taking longer than initially programmed therefore £50,000 has been slipped to the following year.
- 8.5 Negotiations with key partners for the K2 Heat & Power Network has overrun which has resulted in a change of approach to delivering the project amending the timescales for procurement from winter 2014/15 to spring 2015/16, as a result £300,000 will be carried forward to 2015/16.
- 8.6 The purchase of Atlantic House is now complete; the remaining budget of £368,000 will be carried forward to 2015/16 for future purchases of Investment Properties.
- 8.7 The RoSpa annual safety inspection has recommended that repairs be carried out urgently to the skate park timber ramps therefore the £9,000 2015/16 and £14,000 2016/17 Skate Park Replacement Equipment budgets have been brought forward to 2014/15.

- 8.8 Following discussion at the Overview and Scrutiny Commission on the 10<sup>th</sup> February 2014 on the New Tilgate Park Access, the Head of Property was requested to provide options for an improved and dedicated cycle/ pedestrian way from the Junction at K2 to the main car park at Tilgate. A proposal costing £85,000 was subsequently ratified by the Portfolio Holder for Leisure and Culture subject to the public consultation supporting the proposal. The results of the public consultation were supportive of the improved access arrangements and therefore a supplementary capital estimate in the sum of £85,000 is requested.
- 8.9 The design proposals for the Tilgate Access arrangements were approved by Cabinet in February 2014 with the programme of works scheduled to be completed by early summer 2015 therefore £600,000 budget provision has been brought forward to this financial year.
- 8.10 The projected outturn for the Home Insulation Grants & Improvement Repair Loans have been revised down due to lower than anticipated demand; this has resulted in £60,000 & £30,000 being carried forward to 2016/17. A review of these areas will be undertaken in the next quarter.
- 8.11 The Homes & Communities Agency has approved an additional grant of £220,000 as a contribution towards Brunel Place.
- 8.12 Withdrawal of the external wall insulation project grant funding is likely to cause delays to the HRA 2014/15 Major Insulation Energy Efficiency programme; as a result £800,000 will be carried forward to 2015/16.
- 8.13 The HRA Purchase of Properties 2014/15 budget has been increased to reflect a contribution of £456,000 from The Homes & Communities Agency.
- 8.14 In the first quarter of 2014/15 twenty Council Houses with a sale value of £1,831,220 were sold compared to fourteen in the first quarter last year. Of these receipts £247,280 was paid to the Government and £784,804 has been retained by the Council relating to 1-4-1 receipts. [The 1-4-1 arrangement is one where the Council retains a larger proportion of right to buy receipts than they otherwise would, in return for a commitment to spend the additional receipts on building or acquiring properties.]
- 8.15 The total cumulative 1-4-1 receipts retained is £ 8,363,194 which can be used to fund 30% of any expenditure on new affordable housing. It cannot be used on schemes supported by HCA Funding.
- 8.16 To date, £662,009 of 1-4-1 receipts has been used to partially fund the purchase of properties. Any unused 1-4-1 receipts that are unspent within 3 years are to be returned to the Government with interest.

## 9. Background Papers

Budget and Council Tax 2014/15 Cabinet 12 February 2014 fin/328

Contact Officer: - Brian Dodd, Financial Accounting Manager.

Direct Line: - 01293 438527

# Appendix 1 (i)

	Original	Latest	Projected	Variance
	Estimate	Estimate	Outturn	
	£000's	£000's	£000's	£000's
Cabinet	1,283	1,277	1,252	(25)
Community Engagement	1,484	1,478	1,478	0
Customer and Corporate Services	1,345	1,170	1,145	(25)
Environment	5,731	5,766	5,766	0
Housing Services	3,020	3,013	3,108	95
Leisure & Cultural	7,071	7,236	7,046	(190)
Planning & Economic Development	(1,885)	(1,881)	(2,066)	(185)
	18,050	18,060	17,730	(330)
Broken down by Directorate				
Community & Partnership Services	11,963	12,132	11,992	(140)
Housing & Transformation	(2,692)	(2,866)	(2,966)	(100)
Development and Resources	6,404	6,419	6,354	(65)
Chief Executive	2,375	2,374	2,349	(25)
	18,050	18,060	17,730	(330)
Depreciation	(3,095)	(3,095)	(3,095)	0
Renewals Fund	400	400	400	0
NET COST OF SERVICES	15,355	15,365	15,035	(330)
			·	
Interest of Balances	(899)	(899)	(979)	(80)
Grant Funding (PDG, LABGI, Area based		, ,	, ,	` '
grants)	0	(10)	(10)	0
Council Tax/RSG/NNDR/New Homes Bonus	(14,456)	(14,456)	(14,456)	0
	(15,355)	(15,365)	(15,445)	(80)
		T		
Net contribution from / (-to) Reserves	0	0	(410)	(410)

# Main Variations Identified for 2014/15 - General Fund

		0.4
		Q1
		Variation
		£000's
1	Cabinet	
•		(0.5.)
	Head of Finance savings	(25)
		(25 )
2	Community Engagement	
_	Onlinding Engagement	
	No Significant variations this quarter	-
3	Customer and Corporate Services	
	Legal & Democratic Services vacancy savings	(OF )
	Legal & Democratic Services vacancy savings	(25)
		(25)
4	Environment	
	Wardens/Civil Enforcement Officer vacancies held during Systems	
	Thinking	(25)
	<u> </u>	* *
	Environmental Health Team vacancy	(25)
	Quick Wins budget	50
		-
_	Herreign Complete	
5	<u>Housing Services</u>	
	Systems Thinking backfilling - Benefits	75
	Systems Thinking backfilling – Housing Options	20
	3 3	95
		90
6	Leisure & Cultural	
	Amenity Services restructure savings	(100)
	•	* * *
	Community general vacancies	(20)
	Community Facilities restructure staff savings	(70)
		(190)
		,
7		
7	Planning & Economic Development	
	Forward Planning vacancy savings (Local Plan)	(20)
	Asset Management - Commercial Rental Income mainly due to	
	Atlantic House lease	(100)
		, , , , ,
	Planning Fees increase in income	(174)
	Systems Thinking backfilling - Development Control	109
		(185)
8	Investment interest above hudget	(80)
0	Investment interest above budget	(60)
	TOTAL VARIANCES	(410)
		•

# Main Variations Identified for 2014/15 - Housing Revenue Account

	Q1 Variations £000's
Employees Vacancies - Currently two administrative posts, a gas Surveyor and a Housing Assistant post Courses & Seminars	(50) (30)
Repairs & Premises costs Ongoing effects of storm damage repairs	(80) 400
Income Reduced rental income due to property sales Investment interest above budget	200 (30) <b>170</b>
TOTAL VARIANCES	490

	Latest Budget 2014/15 £000's	Spend to Date £000's	Projected Outturn £000's	Additional Budget £000's	Slippage £000's	Latest Budget 2015/16 £000's	Future Years £000's
Cabinet	1,456	3	1,353		(103)	5,862	1,100
Customer & Corporate	844	6	844			400	
Environment	8,687	2,342	8,330		(357)	3,127	3,014
Planning & Economic Development	5,000	4,632	4,632		(368)	5,368	0
Housing Services	1,751	143	1,458		(293)	2,468	1,692
Leisure & Cultural	3,245	89	3,868		623	3,525	348
Total General Fund	20,983	7,216	20,485	0	(498)	20,750	6,154
Housing Revenue Account	19,186	2,449	18,606	220	(800)	11,257	9,968
Total Capital	40,169	9,664	39,091	220	(1,298)	32,007	16,122

Cabinet Portfolio - Scheme Description	Latest Budget 2014/15 £000's	Spend to Date £000's	Projected Outturn £000's	Additional Budget £000's	Slippage £000's	Latest Budget 2015/16 £000's	Future Years £000's
Town Centre Improvements	203		100		(103)	2,893	1,000
Neighbourhood & Town Centres						132	
Queens Square Env Improvements	200		200			2,700	100
Gales Drive Parade	73	1	73				
Ifield Parade Improvements	10		10				
Tilgate Parade Env Improvement	21		21				
Broadfield Barton	460		460				
Neighbourhood Centres - Enhanced Mtce	10		10				
Low & Zero Carbon Technologies	12		12				
Photovoltaic System -Council Buildings	124		124				
Replace Fire Doors - Town Hall	0		0				
Town Hall - Air Conditioning	120		120				
Town Hall - Maintenance	177	2	177			137	
Maidenbower Day Care & CC PV	47		47				
Total Cabinet Portfolio	1,456	3	1,353		(103)	5,862	1,100

Customer & Corporate Services Portfolio - Scheme Description	Latest Budget 2014/15 £000's	Spend to Date £000's	Projected Outturn £000's	Additional Budget £000's	Slippage £000's	Latest Budget 2015/16 £000's	Future Years £000's
ICT Capital - Future Projects	52		98			400	
Effective Information Mgmnt	21		0				
Tree Management Database	25		25				
Windows 7 Upgrade	337	1	337				
Generic Case Management	16		0				
On Line Self Service	200		200				
FMS Enhancements	18	2	18				
Public Services Network	16	3	7				
Self Pay Kiosk (ICT)	13		13				
ICT Replacements	146		146				
Total Customer & Corporate Services Portfolio	844	6	844		0	400	0

Environment Portfolio - Scheme Description	Latest Budget 2014/15 £000's	Spend to Date £000's	Projected Outturn £000's	Additional Budget £000's	Slippage £000's	Latest Budget 2015/16 £000's	Future Years £000's
New Cemetery	181	19	181			540	
Cycling Signage	19		12		(7)	7	
K2 Heat Network (Heat & Power)	300		0		(300)	650	
Refuse & Recycling Vehicles	1,763	1,681	1,763				
Refuse Bins 2014	1,009	284	1,009				
Muslim Burial Site Extension			0				
Cycle Paths	58		58				
Reinstate Neighbourhood Recycling	16	1	16				
Grass Verge Improvements	30	1	30				
Community Safety Initiatives	100	10	100			123	80
Environmental Imp Future Schemes	87	2	87			506	1,000
Hardman Close	6	1	6				
Cherry Lane	22		22				
Pearson Road	6	1	6				
Cobner Close	5	1	5				
Jackdaw Close	56	2	56				
Southgate Schemes	79	3	79				
Eden Road	71	2	71				
Scory Close	146	4	146				
Flooding Emergency Works	10		10				
Ifield Mill Pond Improvements	4,054	310	4,054			1,131	1,581
Tilgate (EA Flood Alleviation)	45		45				
Grattons Park	132	15	132				
Grattons Pond Flood Allev HLF	23		23				
Creaseys Drive (Flood Works)	243	6	243				
Flood Alleviation			0				353
Operation Watershed	46		46				
Cheals Broadfield Pond	30		30			120	
Titmus Lake	50		50				
Stafford Bridge H&S Improvements	100		50		(50)	50	
Total Environment Portfolio	8,687	2,342	8,330		(357)	3,127	3,014

Planning & Economic Development Portfolio - Scheme Description	Latest Budget 2014/15 £000's	Spend to Date £000's	Projected Outturn £000's	Additional Budget £000's	Slippage £000's	Latest Budget 2015/16 £000's	Future Years £000's
Investment Property Acquisition	5,000	4,632	4,632		(368)	5,368	
Total Planning & Economic Development Portfolio	5,000	4,632	4,632		(368)	5,368	0

Housing (General Fund) Portfolio - Scheme Description	Latest Budget 2014/15 £000's	Spend to Date £000's	Projected Outturn £000's	Additional Budget £000's	Slippage £000's	Latest Budget 2015/16 £000's	Future Years £000's
Housing Enabling	48		48				
Future Schemes	203		0		(203)	1,843	
Temporary Accommodation Acquisitions	774		774				
Lark Rise Phase 2	32		32				
North East Sector	93	4	93				
Affordable Housing Excluding Land	1,150	4	947	0	(203)	1,843	0
Disabled Facilities Grants	394	130	394			450	1,145
Home Insulation Grants	122	6	62		(60)	100	190
Improvement/Repair Loans	85	3	55		(30)	75	357
Total Housing (Genral Fund) Portfolio	1,751	143	1,458	0	(293)	2,468	1,692

Leisure Services Portfolio - Scheme Description	Latest Budget 2014/15 £000's	Spend to Date £000's	Projected Outturn £000's	Additional Budget £000's	Slippage £000's	Latest Budget 2015/16 £000's	Future Years £000's
Vehicle Replacement Programme	266		266				
Travellers Prevention Measures	15		15				
Maidenbower Phase 2	19		19				
New Museum Tree Refurbishment	188	8	188			1,701	0
Worth Park Milton Mount Gdns	1,486	48	1,486				
Ifield Community Facilities	250	8	250			472	
Tilgate Park Access Road	9	1	609		600	368	
WSCC Transit Site	93		93				
Parks & Open Space Spend To Save	37	20	37				
Parks Infrastructure Signage	30		30				
Tilgate Nature Centre & Park Infrastructure	52		52				
Tilgate Park - Out Door Gym	20		20				
Parks Car Parks Operational Imp	12		12			18	
Memorial Gardens Improvement	20		20			20	
Parks Infrastructure	50		50			50	
Refurb Playgrounds Future Schemes			0			260	235
Broadfield Barton -Play Refurb	65		65				
Knepp Close - Play Refurb	65		65				
Play Refurb 14-15 Creasys Drive	120		120				
Small Play Refurbishments 2014-15	40	1	40				
3G Pitch - Artificial Pitch			0			175	
Hawth Main Floor Replacement			0				
Hawth Main Sound System			0			115	
Hawth - Flying Equipment	37		37			39	41
Hawth - Flat Floor Replacement	70		70				
Hawth - Light & Dimmers Main			0			38	
Hawth - Maintenance	32		32			10	

Leisure Services Portfolio Continued - Scheme Description	Latest Budget 2014/15 £000's	Spend to Date £000's	Projected Outturn £000's	Additional Budget £000's	Slippage £000's	Latest Budget 2015/16 £000's	Future Years £000's
K2 Health & Fitness Replacement			0			225	
K2 Athletics Track Replacement	93	3	93				
K2 Gym Equipment Replacement	19		19			15	17
K2 - Maintenance	158		158			19	
Bewbush HLC - Gym Equipment			0				55
Skate Park Equipment			23		23	0	0
Total Leisure Services Portfolio	3,245	89	3,868		623	3,525	348
Total General Fund	20,983	7,216	20,485		(498)	20,750	6,154
Scheme Description	Latest Budget 2014/15 £000's	Spend to Date £000's	Projected Outturn £000's	Additional Budget £000's	Slippage £000's	Latest Budget 2015/16 £000's	Future Years £000's
Adaptations For The Disabled	300		300				
Total Programmed Repairs	7,191	1,112	7,191	0	0	6,018	6,018
Disabled Adaptations-Mjr Room	870	131	870			800	800
Energy Efficiency - Lighting	100	2	100				
Hard Landscape Improvements	100		100				
151 London Road (New Build)	239		239				
Major Insulation Energy Efficiency	1,800		1,000		(800)	2,300	1,500
Hostels	705	51	705			989	500
Total Improvements	11,305	1,296	10,505	0	(800)	10,107	8,818
Breezehurst Drive	2,457	571	2,457				
Brunel Place	3,080	130	3,300	220			
Acquisitions Buy Back Of Dwellings	288	0	288			150	150
Acquisitions Of Land	1,000	19	1,000			1,000	1,000
Purchase Of Properties	1,056	432	1,056				
Total Other HRA	7,881	1,152	8,101	220	0	1,150	1,150
Total HRA	19,186	2,449	18,606	220	(800)	11,257	9,968
Total Capital Programme	40,169	9,664	39,091	220	(1,298)	32,007	16,122
Funded By							
Capital Receipts	6,816	1,746	6,783		(33)	9,120	2,533
Capital Reserve	10,253	5,022	9,788		(465)	8,706	3,366
Disabled Facilities Grant	335	130	335			378	
Lottery & External Funding	3,937	318	4,157	220		2,281	50
MRR	18,230	2,449	17,430		(800)	11,257	9,968
Replacement Fund/Revenue Financing	498		498			225	113
Section 106	100		100			40	93
Total Funding	40,169	9,664	39,091	220	(1,298)	32,007	16,122