

Crawley Borough Council

Report to Overview and Scrutiny Commission

25 November 2024

Report to Cabinet

27 November 2024

2024-2025 Budget Monitoring - Quarter 2

Report of the Head of Corporate Finance FIN/672

1. Purpose

- 1.1 The report sets out a summary of the Council's projected outturn revenue expenditure and projected capital spending for the financial year to the 31 March 2025. It identifies the main variations from the approved spending levels and any potential impact on future budgets. The report also gives an update on useable reserves.

2. Recommendations

- 2.1 To the Overview and Scrutiny Commission:

That the Commission consider the report and decide what comments, if any, it wishes to submit to the Cabinet.

- 2.2 To the Cabinet:

That the Cabinet is recommended to:

- a) **Note the projected outturn for the financial year 2024/2025 as summarised in report FIN/672.**
- b) **Approve the capital virement of £204k from the ICT Replacement Reserve to the People Systems Programme (PSP) project.**
- c) **Approve the capital virement of £550k from the Green Tech Business Grants project to the Innovation Centre Project within the Towns Fund programme.**
- d) **Approve the delegation to the Head of Corporate Finance, in consultation with the Leader to approve a capital virement from the property reserve to cover the costs of fit out and related work at Ashdown House, up to the limit of £1.3m (as detailed in paragraph 8.8 of report FIN/672).**

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 regular 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 monthly 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 Overview and Scrutiny Commission has the opportunity to scrutinise income and expenditure.

5. Budget Monitoring Variations

5.1 General Fund

The table below summarises the projected variances grouped in portfolios for the financial year ending 31 March 2025 compared to approved budget:

	Variance Projected at Q1	Variance Projected at Q2	Change
	£'000		
Cabinet	354	336	(18)
Community Engagement & Culture	(46)	(41)	5
Environment, Sustainability & Climate Change	(12)	105	117
Housing	(4)	326	330
Leisure & Wellbeing	(55)	153	208
Planning & Economic Development	94	221	127
Public Protection	(127)	16	143
Resources	727	641	(86)
TOTAL (SURPLUS)/DEFICIT	931	1,757	826
Investment Interest	(816)	(2,167)	(1,351)
ADJUSTED (SURPLUS)/DEFICIT	115	(410)	(525)

Significant Quarter 2 variances +/- £100k

5.2 The projected net outturn variation for service expenditure at Q2 2024/25 is a surplus of £410k which is a favourable turnaround from Q1. This is mainly due to increased interest on investments. It should be noted that there are significant fluctuations within service areas. The reasons for major variations in excess of +/- £100k are detailed from paragraph 5.3 below, with a more detailed summary in appendix 1. Favourable variations are shown as negative figures in brackets.

5.3 **Cabinet**

5.3.1 The Council budgeted for a pay award for staff on NJC scales of 3.5%. The offer made to unions of £1,290 for scales 2-43 and 2.5% for higher grades was subject to strike ballots but was agreed in October 2024. This has resulted in an increase in budget of £145k due to a proportionately higher percentage increase for lower grades (median point 17 at 4.48%). The Q1 projection was based on a 5% uplift in line with other recent public sector pay awards resulting in an improved forecast.

5.3.2 The forecast overspend on operational properties has increased by £128k to £216k. This is partly due to vacant properties £120k and some rent reviews and lease renewals being lower than budgeted £96k.

5.3.3 Smaller variations are reported in appendix 1.

5.4 **Community Engagement and Culture**

5.4.1 No major variations to report. Details of smaller variations are contained in appendix 1.

5.5 **Environment, Sustainability and Climate Change**

5.5.1 No major variations to report. Details of smaller variations are contained in appendix 1.

5.6 **Housing**

5.6.1 The mid-year forecast for housing benefit subsidy indicates an increase in Housing Benefit (HB) overpayments for Rent Rebates (HRA Tenants). These overpayments occur for several reasons (increased income/capital or change in households). These overpayments attract subsidy at a reduced rate of 40%. Whilst the full debt remains recoverable there is a significant timing lag due to HB benefit rules on slow recovery from ongoing benefit. In addition, the move to Universal Credit has resulted in recovery for those cases to be passed to the Department for Works and Pensions (DWP) which is resulting in further delay. It is currently estimated that net recovery will be down by (£210k). Housing Benefit can fluctuate significantly during the year as a demand led service. The situation will continue to be monitored closely.

Homelessness

5.6.2 Homelessness continues to be a significant pressure on the Council's budget. The cost of temporary accommodation is forecast to exceed budget by £1m this year, however this is expected to be offset by an increase in the FHS grant funding received and the increased Housing Benefit Subsidy recovery rate.

5.6.3 Discussions continue with the government regarding New Burdens Funding to reimburse the full costs incurred of arrivals from the Chagos Islands. Full re-imburement is still considered likely, however, the Council has yet to receive any payment of the 2023/24 claim. The total claim outstanding for 2023/24 and Q2 2024/25 is £1.23m.

5.6.4 The Council has and continues to take a proactive approach to homelessness including acquisitions (subject to satisfactory business case). Work remains ongoing to maximise income and reduce cost where it is possible.

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25 Budget	2024/25 Q2 Projection
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
TA Spend	456	333	1,295	2,208	4,656	7,389	7,000	8,000
TA Recovery ¹	-194	-139	-511	-773	-1,344	-1,939	-1,750	-2,500
Net cost of TA	262	194	784	1,435	3,312	5,450	5,250	5,500 ²
TA recovery rate	43%	42%	39%	35%	29%	26%	25%	31%

¹ TA Recovery reflects the value of housing benefit subsidy received

² The difference between budgeted and projected net cost of TA (£250k) is expected to offset with additional grant income

5.7 Leisure and Wellbeing

5.7.1 No major variations to report. Details of smaller variations are contained in appendix 1.

5.8 Planning and Economic Development

5.8.1 The significant reduction in planning fee income is due to the lack of major planning applications coming into the authority in the year to date. By the end of October the income received was £105k against the annual budget of £512k. Major applications, which yield the significant fees, have not materialised for two primary reasons:

- Water neutrality – all new development must be able to demonstrate that it will not lead to a net increase in overall water demand within the Sussex North water supply zone. Many major application sites are unable to demonstrate they can deliver water neutrality. This has led to a dramatic reduction in major applications and therefore planning fees.
- Economic uncertainty – developers / applicants are holding off on bringing forward new planning applications due to the ongoing economic uncertainty, particularly ahead of the budget by national government.

The income forecast has therefore been reduced to £300k. It is possible the number of major applications will start to go up again post budget. There are some new residential schemes in the pipeline, including the new Telford Place planning application.

5.8.2 Details of smaller variations are contained in appendix 1.

5.9 Public Protection

5.9.1 No major variations to report. Details of smaller variations are contained in appendix 1.

5.10 Resources

5.10.1 The rateable values used to calculate business rates for the empty floors of the Create Building have come in substantially higher than the Council was expecting (compared to the lower floors of the Town Hall). There was also an additional half floor which had been anticipated would be let out in 2024/25. These factors have resulted in a projected overspend of £575k at Q1. The estimate for Q2 has been reduced to £384k to take account of beneficial occupancy business rate mitigations. The Council has also engaged professional rating agents to challenge/appeal the valuation with the Valuation Office (VO).

5.10.2 When the 2024/25 budget was set it was not anticipated that the Council would incur business rates for the old town hall building in 2024/25. The appeal to have the building taken out of rating was unsuccessful and the Council remains responsible for the business rates at a cost of £137k pa. Business rates mitigation will also be sought to try and reduce this cost. The application to the Brownfield Land Release Fund Grant scheme has been successful in obtaining funding for the demolition scheme.

5.10.3 Smaller variations are reported in appendix 1.

5.11 Investment Interest

5.11.1 The Council is forecasting to receive £2,167k of additional investment interest due to higher balances than forecast due to slippage in the capital programme and a number of longer term-deals with higher interest rates as a result of more proactive treasury management.

6. Virements

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

7. Housing Revenue Account (HRA) (Crawley Homes) – Revenue

7.1 The HRA is a ring-fenced account that records expenditure and income on the Council's own housing stock and closely related services or facilities, which are provided primarily for the benefit of the Council's own tenants.

7.2 The forecast overspend for the HRA at Q2 is £976k compared to £151k at Q1. Further details of the variances are provided in Appendix 1(iii & iv). The format of the HRA table in appendix iii has been refined since Q1 to better reflect accounting best practice and to give more clarity in the forecast position to the end of the financial year.

7.3 Repairs are forecast to be £800k higher than budget, this is despite the Council increasing the repairs budget for 2024-25 by £2m. The reason for the further increase is the forecast volume of repairs being over 1,000 more in 2024-25 than 2023-24. In addition, price per repair has increased slightly compared to last year but the major driver is the volume.

7.4 The HRA is forecasting an underspend on gas servicing repairs of £108k. This is largely due to the number of repairs in the first five months of the year being slightly lower than expected. This will continue to be monitored throughout the year.

7.5 The Council budgeted for a pay award for staff on NJC scales of 3.5%. The offer made to unions of £1,290 for scales 2-43 and 2.5% for higher grades was subject to strike ballots but was agreed in October 2024. This has resulted in an increase in budget of £40k due to a proportionately higher percentage increase for lower grades (median point 17 at 4.48%). The Q1 projection was based on a 5% uplift in line with other recent public sector pay awards resulting in an improved forecast.

8. Capital

8.1 The table below shows the 2024/25 projected capital outturn and proposed carry forward into future years. Further details on the Capital Programme are provided in Appendix 2.

	Latest Budget 2024/25	Spend to Q2 2024/25	Estimated Outturn 2024/25	(Under)/over Spend	Re-profiled to/(from) future years
	£000	£000	£000	£000	£000
Joint Responsibility	1,707	469	1,058	0	649
Cabinet	454	70	454	0	0
Environmental Services, Sustainability & Climate Change	549	139	416	0	133
Housing Services	7,000	380	4,325	0	2,675
Planning & Economic Development	13,254	6,193	11,222	0	2,032
Resources	1,962	11	1,909	0	52
Leisure and Wellbeing	1,203	413	951	(9)	261
Total General Fund	26,130	7,674	20,336	(9)	5,802
Council Housing	34,327	7,072	33,255	0	1,072
Total Capital	60,457	14,747	53,591	(9)	6,874

Capital – General Fund

People Systems Programme (PSP)

8.2 PSP is a project to replace the current payroll systems. Payroll administration is a critical organisational function. It is currently undertaken on the CHRIS21 system supplied by Frontier. The current version of the system is multiple versions out of date and will reach end of life within the next 18 months and become unsupported by Frontier. Therefore, the Council needs to address this by identifying a suitable replacement system to support this critical function before it becomes unsupported.

8.3 The need to replace the payroll system offers an opportunity to gain cost and time efficiencies through implementing other interdependent Human Resources (HR) functions as part of the same project. Therefore, it is proposed to widen the project to

included connected and related systems around the central employee record to include time/sickness/leave management, recruitment and retention processes and health & safety administration. Necessary upgrades and improvements around the payroll system and HR functions will bring positive benefits to all employees, managers and leaders across the Council. The move to increased automation and self-service will provide modern performance management tools and reduce manual administration.

- 8.4 The scope of the PSP project forms a significant part of Transformation Plan v.3 (Our People) through technology improvements and efficiencies gained. It will also help address the identified corporate strategic risk of the challenges around recruitment and retention as well as the agreed internal audit action relating to establishing a robust health & safety system.
- 8.5 A budget for the project of £204k is requested and it is proposed to meet this by virement from the ICT Replacement Reserve.

Recommendation b: Approve the virement of £204k from the ICT Replacement Reserve to the PSP project.

Crawley Innovation Centre

- 8.6 The Crawley Innovation Centre project requires additional capital monies as a result of:
- i) **Unforeseen Electricity Infrastructure and Mechanical, Electrical, Heating, Plumbing - Works costs** – the building conversion works being undertaken by Morgan Sindall have given rise to a total of £369k of unforeseen additional costs. Of this £330k relates to costs required by UK Power Networks to install new electricity cable infrastructure on the site to upgrade the power supply to the Centre.
 - ii) A further £181k of capital project monies is sought for the following expenditure items: Furniture Costs £98k; Electricity costs during Morgan Sindall's possession of the building: £56k; Costs of signage installation: £20k; Planning application fee: £2k; Land registry and legal fees: £5k. This also then preserves the Towns Fund revenue budget to maximise the total amount of Towns Fund revenue monies available for the operational phase of the Innovation Centre which includes delivering substantial business tenant occupancy in the Centre.
- 8.7 Approval is sought to meet this additional spend of £550k by means of a virement of £550k from within the Crawley Towns Fund programme coming from the Green-Tech Business Grants project. There is sufficient scope within the Green-Tech Business Grants project and this will help ensure the Crawley Towns Fund programme is maximized by March 2026.

Recommendation c: Approve the virement of £550k from the Green Tech Business Grants project to the Innovation Centre Project within the Towns Fund programme.

Ashdown House

- 8.8 The vacant Ashdown House has interest from a potential tenant. In order to secure this tenancy the Council will have to remedy an element of RAAC within the building and contribute to the fit-out costs. It is proposed to fund both these elements from the property reserve which has a balance of £1.3m built up of dilapidations receipts following changes in tenancies. The cost of remedying the RAAC and the exact contribution towards fit out is unknown at the date of this report. Therefore, a delegation is requested as below.

Recommendation d: Delegate to the Head of Corporate Finance, in consultation with the Leader to approve a capital virement from the property reserve to cover the costs of fit out and related work at Ashdown House, up to the limit of £1.3m (as detailed in paragraph 8.8). Should this limit be exceeded another report will follow.

Temporary Accommodation Acquisitions

- 8.9 ZedPods at Deerswood has now received Brownfield Demolition grant funding. The project is for affordable housing and works are progressing, however, building and development costs of £2.6m have been slipped to 2025/26.
- 8.10 Additional budget of £10.6m has been added to 2025/26 programme as per report SHAPS/090. This is funded from £3.8m external funding and £6.8m borrowing.

Crawley Growth Programme (CGP)

- 8.11 The CGP Board have removed the Manor Royal Cycle Improvements from the wider CPG. This will be reflected as unallocated budget for CGP until a decision is made on where the funding will be reallocated to in the wider CGP programme.

Towns fund

- 8.12 Manor Royal Gigabit has slipped £1.1m to 2025/26. This is as a result of the competitive dialogue procurement process which encompasses various stages of selection and negotiation. The award of contract to deliver Gigabit fibre in the ground, and later commercialise it, is expected in the early part of 2025.
- 8.13 Invest in Skills for CBC has slipped £0.7m to 2025/26 due to the provision for education and training on actual construction sites is now proposed to be included within the Crawley College site providing a longer-lasting training provision and better use of the Towns Fund.

Overspends

- 8.14 The following minor overspends are reported for noting.
- l) K2 Crawley Replacement Chiller of £2,870 due to increased goods costs to original proposal.

- II) Hawth Main Lights of £5,752 due to increased goods costs to original proposal.

Both items will be funded from the K2 Crawley/Hawth Replacement Reserve.

Housing Revenue Account (HRA) (Crawley Homes) – Capital

- 8.15 There are two changes to note in the HRA Improvement budget:
- I) Electrical Test and Inspection - £1m has been brought forward into 2024/25 to complete works identified during inspections in year.
 - II) SHDF CBC Match funding has slipped £1.02m to 2025/26 due to delays in the design and construction project.
- 8.16 Acquisition of Land or Dwellings budget has been increased by £3.3m in 2025/26 as per report CH/210. This is funded by £0.23m from the Major Repairs Reserve, £1.65m external funding and £1.42m S106.
- 8.17 The Shackleton Road development has been added to the capital programme with a budget of £1.722m in 2025/26 as per report CH/209, this is funded by 1-4-1 receipts.
- 8.18 Right to Buy (RTB) 1-4-1 receipts for year:

	Number of RTB sales in 2024/25	Number of RTB sales in 2023/24
Q1	3	3
Q2	8	1
Q3		2
Q4		8

- 8.19 The number of RTB sales in 2024/25 is showing signs of improvement, therefore, the amount of capital receipts received in 2024/25 should be higher than 2023/24. The impact for the Council will be more funding available for the capital programme in future years for both the HRA and the General Fund (as a proportion of the RTB capital receipts are available to be used to fund GF projects).
- 8.20 These receipts need to be used within five years of receipt and from the 30 July 2024 the Council can use 100% of the retained 1-4-1 receipts to fund new affordable homes including shared ownerships dwellings. The 1-4-1 receipts can also be used with S106 contributions and the restriction on the cap on the percentage of replacements delivered as acquisitions each year has been lifted. (Previously 40% was allowed to be used for funding schemes and raised to 50% as of 1 April 2024).

9. Reserves

- 9.1 Total useable reserves are shown in detail in Appendix 3.
- 9.2 The opening balance for the General Fund Reserve was £3.810m on 1 April 2024. The General Fund movement is summarised in the table below:

	£'000
General Fund Balance 01/04/2024	(3,810)
Budgeted transfer from reserves	1,065
Forecast variation against budget 2024/25 Q2	(410)
Transfer to General Fund Balance from earmarked reserves	(195)
Closing Balance	(3,350)

- 9.3 The budget for 2024/25 ([FIN/642](#)) has a draw-down from the General Fund Reserve of £1.065m. The favourable Q2 position and transfers from other earmarked reserves for earmarked reserves that are no longer required and will therefore be returned to the GF will likely mean the Council can stay above the recommended minimum balance of £3m for 2024/25. However, budget pressures continue, and it is likely the Council will drop below this minimum in 2025/26.

HRA Reserves

- 9.4 The HRA working balance contains the balance of income and expenditure as defined by the Housing Act 1989 Act that is available to fund future expenditure in connection with the council's landlord function.
- 9.5 The Major Repairs Reserve controls an element of the capital resources limited to being used on capital expenditure on HRA assets or the financing of historical capital expenditure by the HRA. The balance shows the capital resources that have yet to be applied at the year-end.

The HRA reserves are forecast to be:

	HRA Working Balance	Major Repairs Reserves	Total HRA Reserves
	£'000	£'000	£'000
Opening Balance	(3,237)	(23,538)	(26,775)
Transfer to reserve		(18,516)	(18,516)
Forecast use 2024/25 Q2	976	21,433	22,409
Loan repayment		13,000	13,000
Total Adjusted Use of Reserve 2024/25	(4,585)		(4,585)
Closing Balance	(6,846)	(7,621)	(14,467)

10. Treasury Management

- 10.1 The significant increase in investment income is due to a combination of higher than anticipated interest rates, a more aggressive Investment Strategy and higher cash balances due to a combination of significant additional grant funding and slippage in the capital programme.

- 10.2 The Head of Corporate Finance reports that all treasury management activities undertaken during the quarter complied fully with the principles in the Treasury Management Code and the Council's approved Treasury Management Strategy. This is detailed in the report to Cabinet Treasury Management Mid-Year Review 2024/2025 FIN/674. Full Council in October 2024 approved increased limits for the authorised limit and operational boundary as reported in the Financial Outturn 2023-2024: Budget Monitoring - Quarter 4 FIN/658.

11. Background Papers

[2024-2025 Budget Monitoring Quarter 1 FIN/665](#)

[Budget Strategy 2024/25 – 2026/27 FIN/636](#)

[2024-2025 Budget and Council Tax.pdf](#)

[Amendment to Budget Report 2024-25 FIN650 amendment to recommendation 1.pdf](#)

[Treasury Management Strategy 2024/2025 FIN644](#)

[Financial Outturn 2023-2024: Budget Monitoring - Quarter 4 FIN/658](#)

Contact Officer: - Vicki Basley, Chief Accountant.

Appendix 1 (i)

REVENUE MONITORING SUMMARY 2024/25

GENERAL FUND					
	Original Estimate £000's	Budget Changes £000's	Latest Estimate £000's	Outturn £000's	Variance £000's
Cabinet	(3,594)	264	(3,330)	(2,994)	336
Community Engagement & Culture	2,045	37	2,082	2,041	(41)
Environment, Sustainability & Climate Change	4,947	0	4,947	5,052	105
Housing	8,479	158	8,637	8,963	326
Leisure & Wellbeing	9,786	(264)	9,522	9,675	153
Planning & Economic Development	2,326	0	2,326	2,547	221
Public Protection	969	0	969	985	16
Resources	(860)	(15)	(875)	(234)	641
	24,098	180	24,278	26,035	1,757
Depreciation	(3,937)	0	(3,937)	(3,937)	0
Renewals Fund	350	50	400	400	0
NET COST OF SERVICES	20,511	230	20,741	22,498	1,757
Investment Interest	(1,516)	0	(1,516)	(4,350)	(2,834)
MRP	65	0	65	65	0
Interest Paid	0	0	0	667	667
Council Tax	(8,603)	0	(8,603)	(8,603)	0
RSG	(238)	0	(238)	(238)	0
NNDR	(7,987)	0	(7,987)	(7,987)	0
New Homes Bonus	(35)	0	(35)	(35)	0
Service Grant	(25)	0	(25)	(25)	0
5% Funding Guarantee	(1,107)	0	(1,107)	(1,107)	0
		0			
Net contribution from / (-to) Reserves	1,065	230*	1,295	885	(410)

*The total £230k budget changes are made up of reserve movements. These have been reflected along with any additional forecast reserves movements in the reserves table shown in Appendix 3.

Main Variations identified for Q2 2024/25 - General Fund Appendix 1 (ii)

	Q1 Variation £000's	Q2 Variation £000's	Further Description
Cabinet			
Pay award	314	145	Pay award has been agreed at £1,290 per NJC scale and 2.5% for any other pay scales. This is closer to 3.5% than the Q1 forecast of 5% but still a total overspend of £145k
Operational properties	88	216	Vacant Properties £120k. Rent reviews and lease renewals less favourable than expected.
Investment properties	(108)	(138)	It is now being forecast that the new tenant for Ashdown House will move in earlier than previously expected.
Motor insurance	55	55	The Council had not been billed by its insurer for excesses on motor related claims going back to 2020. This has resulted in a one-off invoice which cannot be charged to services.
Finance vacancy provision	0	28	
Minor variations	5	30	
	354	336	
Community Engagement & Culture			
Community development	(62)	(60)	Vacancies in the Community Development and a saving of 22.2 hours of a vacant post, this had been previously agreed but not in time for 2024/25 budget process. This will be built into future budgets.
Minor variations	16	19	
	(46)	(41)	
Environment, Sustainability & Climate Change			
Parking machine software	0	70	Licence fees for parking machines are expected to be £70k. These were not provided for in the budgeted.
Environmental Health (EH) contractors	0	55	The EH team have had to make use of two contractors. One is covering a vacancy in the team dealing with statutory nuisance cases. The other has been assisting with a backlog of cases and will not be required after 1 November 2024.

Kingsgate income	0	(33)	Additional income of £33k is forecast from Kingsgate car park. Prices are being reviewed with a view to them being changed later in the year.
Minor variations	(12)	13	
	(12)	105	
Housing			
Housing Benefit / Rent rebates	0	210	The forecast has been adjusted in line with mid-year interim Housing Benefit Subsidy claim (see paragraph 5.6.1 for detail).
Housing team vacancy provision	0	32	
Benefit admin team vacancy provision	0	27	
Housing team recruitment and training costs	0	20	Recruitment fees to fill a vacancy and additional training for the team. This training enables members of the team to ensure that best practice and statutory compliance is maintained, when dealing with highly complex cases.
Minor variations	(4)	37	See Section 5.6.
	(4)	326	
Leisure & Wellbeing			
Neighbourhood services vacancy provision	0	87	
Grass maintenance contract	(46)	(46)	WSCC have increased their contribution to the Council for the grass cutting contract. Future increases have also been agreed and these we will built into future budgets.
Tree maintenance	0	42	Due to the breakdown of the Council's tree maintenance contract additional contractors have been required to deal with the backlog of works needed.
Playground maintenance	0	27	Additional playground maintenance has been required as a result of vandalism.
Minor variations	(9)	43	
	(55)	153	
Planning & Economic Development			
Planning	98	206	Under recovery of income due to water neutrality, the budget had already been reduced for 2024-25 and will likely need to be reduced further for 2025-26.
Built environment	0	(26)	Additional staff recharge to capital projects.
Building control	25	25	Under recovery of income due to water neutrality and current economic climate.
Minor variations	(29)	16	
	94	221	

Public Protection			
Broadfield car park repairs	0	25	Spend required to repair potholes and the surface of the car park. Broadfield Car Park is a non-charging car park.
Community wardens	(30)	(19)	Vacancies in Q1 while the team recruited to its new structure.
Car parking	(71)	0	The vacancies in Civil Enforcement Team reported in Q1 will need to be passed to WSCC.
Minor variations	(26)	10	
	(127)	16	
Resources			
New Town Hall	575	384	The rateable values for the New Town Hall and The Create Building are higher than previously anticipated. Part of this is due to higher floors generating higher income and therefore having higher rateable values. The Council is looking into possible mitigations.
Old Town Hall	137	137	The council had not budgeted for still being responsible for business rates for the old town hall building for 2024/25.
IT vacancy provision	0	69	
Contact centre	0	20	The council has had to introduce additional security measures in the form of a security guard in the contact centre.
Minor Variations	15	31	
	727	641	
Sub Total	931	1,757	
Investment interest	(816)	(2,167)	Additional investment interest due to higher balances than forecast as a result of slippage in the capital program and some longer term-deals with higher interest rates.
Total Overspend	115	(410)	

Housing Revenue Account Monitoring Q2 2024/25

Housing Revenue Account			
	Latest Estimate	Projected Outturn	Variation
Expenditure Description	£'000	£'000	£'000
Income			
Dwelling Rents	(56,041)	(56,040)	1
Interest	(1,171)	(1,101)	70
Leasehold Service Charges	(1,450)	(1,453)	(3)
Other Income	(712)	(712)	0
Service Charges	(250)	(251)	(1)
Income Total	(59,624)	(59,557)	67
Expenditure			
Management	5,328	5,368	40
Repairs & Maintenance	16,967	17,686	719
Other Running Costs	2,966	3,116	150
Recharges	3,404	3,404	0
Bad Debt	160	160	0
Depreciation	8,415	8,415	0
Interest Paid	7,698	7,698	0
MRR Contribution	10,101	10,101	0
Expenditure Total	55,039	55,948	909
(Surplus)/Deficit	(4,585)	(3,609)	976
Major Repairs Reserve (MRR)			
Financing of Capital Spend	23,712	21,433	(2,278)
Loan Repayment	13,000	13,000	0
Total Expenditure	36,712	34,433	(2,278)
Depreciation for Year (Credit)	(8,415)	(8,415)	0
Revenue Contribution	(10,101)	(10,101)	0
Total Income	(18,516)	(18,516)	0
(Surplus)/Deficit	18,196	15,917	(2,278)
Balance B/Fwd	(23,538)	(23,538)	0
MRR Balance C/Fwd	(5,342)	(7,621)	(2,278)
HRA Revenue			
Revenue Balance B/Fwd	(3,237)	(3,237)	0
(Surplus)/Deficit	(4,585)	(3,609)	976
Balance C/Fwd	(7,822)	(6,846)	976

Appendix 1 (iv)

Main Variations Identified - Housing Revenue Account Monitoring Q2 2024/25

	Q1 Variation £'000	Q2 Variation £'000	Further Description
Income			
Interest Income	78	70	Lower than expected balance when the budget was set due to increased use of the Major Repairs Reserve to fund the capital programme. Slippage in the Capital Programme has improved the Q2 forecast.
Minor Variations	0	(3)	
	78	67	
Employees			
Pay Award	66	40	£1,290 confirmed pay award. Resulting in a reduced overspend when compared to Q1.
Minor Variations	(42)	0	
	24	40	
Repairs & Maintenance			
Responsive Repairs	0	800	Repairs are forecast to be £800k higher than budget, despite the Council increasing its repairs budget for 2024-25 by £2m. The reason for the further increase is the Council is forecasting over 1,000 more repairs in 2024-25 than 2023-24.
Gas & Boiler Servicing	0	(108)	Number of repairs has been lower than expected.
Minor Variations	10	27	
	10	719	
Other Running Costs			
Disrepair Claims	0	100	The Council is reflecting the nationwide trend of an increased number of disrepair claims. Whilst most claims are unsuccessful, some are, and this is forecast to lead to an overspend. The budget for future years will be reviewed.
Decant Costs	30	30	The number of decants continue to remain high. This will be an ongoing expense so will be added to the budget for 2025/26.
Minor Variations	9	20	
	39	150	
Total Variances	151	976	

2024/25 Qtr.2 Capital

Scheme Description	Budget 2024/25	Spend to Date	Projected Outturn	Under / (Over Spend)	Slippage
	£	£	£	£	£
New Town Hall Complex	1,222,337	230,519	622,337		600,000
Old Town Hall Site Redevelopment	160,644	46,923	111,924		48,720
New Town Hall Redevelopment - Joint responsibility	1,382,981	277,443	734,261	0	648,720
Project Jupiter	243,877	191,538	243,877		
ASK Renovations	80,000		80,000		
Joint responsibility	1,706,858	468,980	1,058,138	0	648,720

Budget 2025/26	Budget 2026/27	Budget 2027/28	Future Years
£	£	£	£
600,000			
206,590	430,630		
806,590	430,630	0	0
80,000			
1,191,590	430,630	0	0

Garages	454,255	69,933	454,255		
Cabinet	454,255	69,933	454,255	0	0

300,000	184,642		
300,000	184,642	0	0

Environmental Services and Sustainability					
Little Trees	152,240	973	41,888		110,352
District Heat Network Phase 2	121,256	71,396	121,256		
Flooding Emergency Works	87,215	4,230	87,215		
Tilgate Lake Bank Erosion	25,219		25,219		
Water Course Work	115,000	37,150	115,000		
Climate Change Initiative	48,443	25,691	25,691		22,752
TOTAL ENVIRONMENTAL SERVICES & SUSTAINABILITY PORTFOLIO	549,373	139,440	416,269	0	133,104

100,000	135,352		
85,000	85,000		
22,752			
207,752	220,352	0	0

Housing Enabling (General Fund)					
Temp Accommodation Acquisitions	5,674,783	29,735	3,000,000		2,674,783
Disabled Facilities Grants	1,299,507	350,269	1,299,507		
Improvement/Repair Loans	25,572		25,572		
TOTAL HOUSING (GENERAL FUND) PORTFOLIO	6,999,862	380,004	4,325,079	0	2,674,783

13,239,783			
1,099,778			
15,000	15,000	15,000	
14,354,561	15,000	15,000	0

Scheme Description	Budget 2024/25	Spend to Date	Projected Outturn	Under / (Over Spend)	Slippage
	£	£	£	£	£
Planning and Economic Development					
Crawley Fusion Innovation Centre	4,928,142	4,806,838	4,928,142		
<u>Crawley Growth Programme</u>					
Queensway	102,217		102,217		
Town Centre General					
Unallocated Budget for Crawley Growth Programme					
Town Centre Western Boulevard (cycle improvements)	1,327,463	348,609	1,327,463		
Manor Royal Super Hub	190,000		190,000		
Station Gateway	356,580	135,647	356,580		
Town Centre Super Hub					
Town Centre Commercial Space Development					
Three Bridges Station	363,468	39,834	363,468		
Total Crawley Growth Programme	2,339,728	524,091	2,339,728	0	0
Towns Fund					
Manor Royal Business Environment Improvement Programme	664,940	18,859	464,940		200,000
Green Business Infrastructure Grants Pillar 1	555,000	91,232	555,000		
Green Business Infrastructure Grants Pillar 2					
Manor Royal Gigabit	1,268,080	29,660	194,660		1,073,420
Crawley Homes Green Retrofitting	1,698,956	703,967	1,698,956		
Invest in skills for Crawley Borough Council	1,687,586	18,303	970,985		716,601
Crawley Town Centre Culture Quarter	112,000		70,000		42,000
TOTAL PLANNING & ECONOMIC DEVELOPMENT PORTFOLIO	13,254,432	6,192,950	11,222,411	0	2,032,021
Resources					

Budget 2025/26	Budget 2026/27	Budget 2027/28	Future Years
£	£	£	£
71,100			
1,775,935			
1,343,000			
73,028			
2,266,127	2,766,000	1,378,470	
74,231			
			5,920,347
832,871	195,994		
6,436,292	2,961,994	1,378,470	5,920,347
725,000			
387,375			
987,689			
1,703,420			
700,872			
2,415,000			
180,000			
13,535,648	2,961,994	1,378,470	5,920,347

Scheme Description	Budget 2024/25	Spend to Date	Projected Outturn	Under / (Over Spend)	Slippage
	£	£	£	£	£
Gigabit	1,350,000		1,350,000		
ICT Capital - Future Projects	88,400		88,400		
New Website And Intranet	52,406				52,406
ICT Transformation Future	25,000		25,000		
ICT Cloud	215,433		215,433		
Sharepoint	27,472		27,472		
Agile Working	87,901	7,623	87,901		
Channel Shift	50,000		50,000		
Benefits Online and Document Management System	13,589		13,589		
Spaces Booking System	5,550	3,025	5,550		
Hardware Renewals	45,910		45,910		
TOTAL RESOURCES PORTFOLIO	1,961,661	10,648	1,909,255	0	52,406

Budget 2025/26	Budget 2026/27	Budget 2027/28	Future Years
£	£	£	£
52,406			
52,406	0	0	0

Wellbeing					
Vehicle Replacement Programme	281,966	209,098	281,966		
HVO Fuel	32,000				32,000
Refurb Playgrounds Future Schemes	239,360		10,000		229,360
Skate Park Equipment					46,000
Memorial Gardens Improvements					33,400
Tilgate Park					4,769
Nature & Wildlife Centre					10,565
Goffs Park	67,095		67,095		
CCTV CCTV Upgrade	71,396		71,396		
Adventure Playgrounds	105,300	25,693	105,300		
Memorial Gardens Play Improvements					16,933
Meadowlands	69,277	63,805	69,277		
Southgate Playing Fields	1,117	1,117	1,117		
Perkstead Court Play Area Bewbush	18,750	16,154	18,750		

32,000			
229,360			
46,000			
33,400			
4,769			
10,565			
16,933			

Scheme Description	Budget 2024/25	Spend to Date	Projected Outturn	Under / (Over Spend)	Slippage
	£	£	£	£	£
Hostels	136,550	81,674	136,550		
TOTAL HRA IMPROVEMENTS	25,058,210	5,734,901	25,038,210	0	20,000

Budget 2025/26	Budget 2026/27	Budget 2027/28	Future Years
£	£	£	£
100,000	100,000		
13,339,244	8,684,238	0	0

Other HRA (Crawley Homes)					
HRA Database	145,981		145,981		
Acquisition Of Land Or Dwellings	4,000,000	134,641	4,000,000		
Forge Wood	2,825,303	839,231	2,247,585		577,718
Telford Place Development	625,000	525	35,525		589,475
Forge Wood Phase 2	7,829	18,969	7,829		
Forge Wood Phase 4					
5 Perryfields	23,006		23,006		
Fairlawn House	204,107		204,107		
Breezehurst Phase 2	536,277	249,569	651,467		(115,190)
Orchards Hostel					
Water Neutrality	794,863	21,720	794,863		
Shackleton Road					
Contingencies					
Prelims	50,203	48,903	50,203		
Lifeline Digital Switchover	56,648	23,970	56,648		
TOTAL OTHER HRA	9,269,217	1,337,528	8,217,214	0	1,052,003

10,250,412			
824,564	40,000		
4,561,000	12,062,000	3,883,218	
594,236	4,304,895	7,534,187	
306,000	215,250	36,392	
5,000,000	6,962,970	1,171,001	908,888
338,485			
1,722,000			
1,359,502			
104,853			
25,061,052	23,585,115	12,624,798	908,888

TOTAL HRA	34,327,427	7,072,429	33,255,424	0	1,072,003
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38,400,296	32,269,353	12,624,798	908,888
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TOTAL CAPITAL PROGRAMME	60,457,237	14,746,884	53,591,462	(8,622)	6,874,397
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68,415,280	36,081,971	14,018,268	6,829,235
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FUNDED BY

Capital Receipts	(7,144,085)	(3,798,828)	(5,809,820)		(1,334,265)
Capital Reserve	(352,983)	(212,934)	(300,577)		(52,406)

(3,449,680)	(565,005)		(3,259,000)
(52,406)			

Scheme Description	Budget 2024/25	Spend to Date	Projected Outturn	Under / (Over Spend)	Slippage
	£	£	£	£	£
Better Care Fund (formally DFGs)	(1,299,507)	(350,269)	(1,299,507)		
External Funding	(15,351,611)	(4,798,629)	(13,610,670)		(1,740,941)
HRA Revenue Contribution	(23,711,565)	(3,960,920)	(21,433,449)		(2,278,115)
Replacement Fund/Revenue Financing	(1,009,897)	(337,652)	(1,018,519)	8,622	
Section 106	(422,653)	(119,089)	(422,653)		
1-4-1	(3,296,414)	(1,138,829)	(4,502,527)		1,206,113
Borrowing	(7,868,522)	(29,735)	(5,193,739)		(2,674,783)
TOTAL FUNDING	(60,457,237)	(14,746,884)	(53,591,462)	8,622	(6,874,397)

Budget 2025/26	Budget 2026/27	Budget 2027/28	Future Years
£	£	£	£
(1,099,778)			
(16,884,791)	(2,938,658)	(1,378,470)	(2,661,347)
(21,769,856)	(22,921,408)	(6,682,525)	(545,333)
(353,334)	(199,642)	(15,000)	
(1,756,582)	(109,312)		
(9,388,823)	(9,347,946)	(5,942,273)	(363,555)
(13,660,030)			
(68,415,280)	(36,081,971)	(14,018,268)	(6,829,235)

2024/25 Forecast usable reserves

Appendix 3

Reserve	Balance at 31 March 2024	Forecast Movement in Year		Forecast Balance 31 March 2025
		Received	Used	
	£'000	£'000	£'000	£'000
Capital Receipts Unapplied	(3,638)	(2,172)	5,810	0
1 for 1 receipts reserve	(13,538)	(1,400)	4,503	(10,435)
Affordable Housing Receipts Reserve	(565)	0	0	(565)
Total Capital Receipts	(17,741)	(3,572)	10,313	(11,000)
General Fund Reserves				
General Fund Balance	(3,810)	(195)	655	(3,350)
MMI Clawback	(112)			(112)
Risk Management	(299)		31	(268)
Restructuring Impact Reserve	(400)			(400)
Capital Programme Reserve	(2,348)		1,000	(1,348)
ICT Replacement	(306)	(50)	204	(152)
Specialist Equip K2 Crawley & Hawth	(204)	(100)	91	(213)
Vehicles Plant & Equipment	(130)	(200)	282	(48)
Commercial Property Renewals	(250)			(250)
Prevent Operational	(24)		24	(0)
Homelessness Grant	(141)		141	(0)
LDF Carry Forward	(463)		224	(239)
Heritage Strategy	(16)		11	(5)
Health & Wellbeing Grant - Bd	(181)		20	(161)
Community Development Projects	(45)		45	(0)
Town Centre & Regeneration Res	(253)			(253)
Welfare Reform	(203)		132	(71)
Waste Collection	(227)		185	(42)
Worth Park HLF Grant	(18)			(18)
Transparency	(18)			(18)
Shore Gap Fund-NSNO	(6)		6	(0)
Tilgate Pk Investment Reserve	(295)	(14)	40	(269)
Bus Rates Equalisation Reserve	(3,171)			(3,171)
New Museum	(74)			(74)
Tree Maintenance	(217)	(50)	35	(232)
Business Rates Pool Cycling	(41)		41	(0)
Queens Square	(271)			(271)
Towns Funds - Revenue	(4)		4	0
Vol Sector Transition Funding	(37)		37	0
Covid Grants Reserve (Hardship)	(202)			(202)
HMO Licenses	(46)		12	(34)
Council Tax Income Guarantee	(41)			(41)
Transformation & Proj Del Res	(199)			(199)
Woodland Trust Forestry Work	(41)		4	(37)

Climate Emergency	(22)			(22)
Defra Env Health	(5)		5	0
Garage Maintenance	(58)			(58)
Licensing New Burdens	(18)		18	0
Elections New Burdens	(24)		24	(0)
Towns Fund - Innovation Centre	(135)			(135)
Towns Fund - Cultural Quarter	(46)			(46)
Towns Fund Com Eastern Gateway	(36)			(36)
Asylum Dispersal Grant	(254)		254	0
NHS HR Post	(10)		10	0
Homes for Ukraine Support Grant	(270)		270	(0)
Tennis Court Maintenance	(6)			(6)
Total General Fund Reserves	(14,979)	(609)	3,805	(11,783)
Housing Revenue Account Reserves				
HRA Major Repairs Reserve	(23,538)	(18,516)	34,433	(7,621)
Housing Revenue Account Bal	(3,237)	(4,585)	976	(6,846)
Total HRA Reserves	(26,775)	(23,101)	35,409	(14,467)