Report to Cabinet Item

**Report of** Chief finance officer

**Subject** Revenue and capital budget monitoring 2017/18 – Period 8

8

#### **Purpose**

To update cabinet on the provisional financial position as at 30 November 2017, the forecast outturn for the year 2017/18, and the consequent forecast of the General Fund and Housing Revenue Account balances along with the position of the non-housing and housing capital programmes.

#### Recommendations

To:

- 1) note the financial position as at 30 November 2017 and the forecast outturn 2017/18;
- 2) note the HRA virement as detailed in paragraph 4; and
- 3) approve the addition of capital grant income to the non-housing capital programme as detailed in paragraph 10.

#### Corporate and service priorities

The report helps to meet the corporate priority value for money services and the service plan priority to provide accurate, relevant and timely financial information.

#### **Financial implications**

The General Fund revenue budget is forecast to underspend by £0.938m. The Housing Revenue Account budget is forecast to underspend by £1.710m. The Non-Housing Capital Programme is forecast to underspend by £10.543m. The Housing Capital Programme is forecast to underspend by £19.933m.

Ward/s: All wards

Cabinet member: Councillor Kendrick – resources

#### **Contact officers**

Karen Watling, chief finance officer 01603 212440 Adam Drane, finance business partner 01603 212567

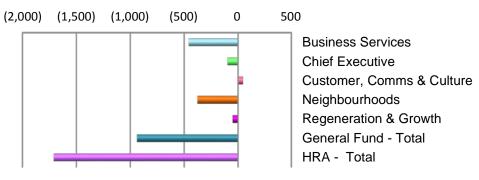
#### **Background documents**

None

# Financial Position – Period 8 2017/18 Figures in 000s

General Fund	Current budget	Forecast outturn	Forecast variance
Expenditure	157,127	156,647	(480)
Income	(53,720)	(53,307)	413
Grants and subsidies	(103,407)	(104,278)	(871)
Total	0	(938)	(938)

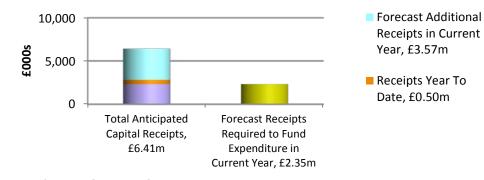
## Forecast variances by service area (under) and overspends



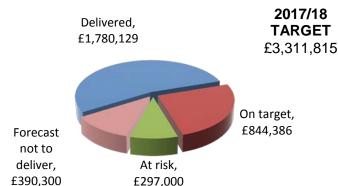
Housing Revenue Account	Current budget	Forecast outturn	Forecast variance
Expenditure	70,764	68,968	(1,795)
Income	(70,764)	(70,678)	85
Total	0	(1,710)	(1,710)

Capital programme	Current budget	Forecast outturn	Forecast variance
Non-Housing Capital	75,182	64,639	(10,543)
Housing Capital	59,246	39,313	(19,933)

#### **Non-Housing Capital Receipts**



# **Transformation savings**



- > The General Fund revenue budget is forecast to underspend by £0.9m, an increase in forecast underspend since last reported, arising from holding staff vacancies, achieving additional income, and reduced pension fund deficit payments.
- > The HRA is forecast to underspend by £1.7m largely due to savings in the HRA dwellings repair budget.
- ➤ The non-housing capital programme is forecast to underspend by £10.5m, due to some schemes slipping into the next financial year, the non-delivery as yet of the redevelopment of Norwich Airport Industrial Estate, and the holding back of some schemes until sufficient funding is raised from asset sales to cover the costs.
- > The housing capital programme is forecast to underspend by £19.9m mainly due to delays in new build projects, contract savings, and contractor delays within social housing upgrade programme.
- > Both the General Fund and HRA reserves are expected to exceed their respective prudent minimum balances.

# **General Fund Revenue Budget**

1. The forecast is for a £0.938m underspend at the year-end. This equates to 0.6% of the gross expenditure budget.

The key forecast budget variances (those with variances of +/- 100k) are set out below:

Table 1
Key General Fund revenue budget variances (NB: figures in brackets represent savings or increased income)

P6 Forecast Variance £000s	General Fund Service	P8 Forecast Variance £000s	Description and commentary
(282)	Human Resources	(352)	<ul> <li>£306k lower than budgeted pension liability costs for former employees. The payment value was amended following the triennial valuation of the pension scheme. There are also vacant posts within the service area following the recent restructure, some of which will be filled, and some held pending the outcome of the service reviews.</li> <li>£54k forecast underspend on learning and development due to there not being a full programme for the year due to organisational changes during 17-18.</li> </ul>
208	Finance	76	Change from P6 forecast largely due to reduction in anticipated interest payments on external loans, which are to be repaid in line with debt schedule.
(403)	Citywide Services	(380)	Lower than budgeted pension liability costs for former employees following triennial pension scheme valuation. In addition, there are vacant posts within the service area following the recent restructure, some of which will be filled, and some held pending the outcome of the service reviews.
(51)	Planning	(102)	Savings arising from changes to the planning establishment, other savings from vacant posts. However, some income from planning fees may be at risk of being delayed into 2018/19.

Further detail is set out in Appendix 1

## **Transformational Savings**

2. The 2017/18 net budget includes £3.312m of transformational savings. The current forecast indicates that £0.687m of these are at risk of not being delivered or will not be delivered. Currently unbudgeted savings, for example reduced pension fund deficit payments, additional income and salary underspends, are offsetting these, hence the overall position of a forecast underspend.

## **Housing Revenue Account**

3. Net expenditure on the HRA is forecast to be £1.710m underspent. The key forecast budget variances are set out below in Table 2.

Table 2
Key HRA revenue budget variances (NB: figures in brackets represent savings or increased income)

P6 Forecast Variance £000s	Housing Revenue Account	P8 Forecast Variance £000s	Description and commentary
(1,952)	Repairs & Maintenance	(2,040)	<ul> <li>The key variances are:</li> <li>£600k forecast underspend relating to major and minor repairs, as more works funded from the housing capital programme than originally anticipated.</li> <li>£320k forecast underspend relating to drainage repairs – less works required than originally anticipated.</li> <li>£100k lower than originally anticipated rechargeable repair write-offs.</li> <li>£711k variance relating to additional leasehold major works contributions offset by £711k variance against financing code.</li> </ul>
(359)	General Management	(508)	<ul> <li>£183k saving due to staffing vacancies to date - most vacancies will be recruited to during this financial year.</li> <li>£60k forecast underspend due to reduced requirement for grant expenditure as a result of delayed implementation of Universal Credit.</li> <li>£47k projected underspend on professional advice &amp; fees budgets due to the use of fewer external consultants and resources and more projects being carried out in-house.</li> <li>£34k projected underspend on compensation across the service due to the use of council owned property for emergency decants, rather than hotel accommodation.</li> </ul>

P6 Forecast Variance £000s	Housing Revenue Account	P8 Forecast Variance £000s	Description and commentary
15	Special Services	(117)	£147k forecast underspend on district heating gas due to mild weather, partially offset by reduced income against service charge budget
(12)	Service Charges	250	<ul> <li>£337k forecast lower income from district heating charges due to new lower charges being applied from October 1st, partially offset be reduced expenditure against special services</li> <li>£165k forecast higher income from water charges based on current charges</li> <li>£33k lower income from mobile caretakers service charge following new charges being applied in October</li> </ul>
711	Adjustments & Financing Items	711	Additional leasehold major works capital contribution offset by £711k variance against repairs & maintenance.

Further detail is set out in Appendix 1.

# **Housing Revenue Virement**

4. The following HRA budget virement was approved by CLT under delegated authority and processed in P8.

Leave it Tidy scheme is no longer in operation. The budget will be used to cover the additional costs of employing agency staff at the community alarm service in order to ensure continuity of service.

Table 3

Scheme	Current Budget	Virement	Revised Budget
Leave it tidy scheme	65,000	(60,000)	5,000
NCAS agency staff	0	60,000	60,000
Total	65,000	0	65,000

#### **Collection Fund**

#### **Council Tax**

**5.** The Collection Fund includes all income generated from council tax and business rates that is due in the year from council taxpayers and ratepayers.

The latest forecast shows a projected surplus of £531k, of which £77k is the Norwich share. Any surplus or deficit on council tax income will be distributed in 2018/19.

Table 4

	Budget £000s	Forecast £000s	(Surplus) / deficit £000s
Total Council Tax Collection Fund Income	(60,109)	(60,640)	(531)
Norwich City Council Share (14.53%)	(8,732)	(8,809)	(77)

#### **Business Rates**

**6.** The council's baseline for business rates income is £5,590k. When the budget was set £531k growth was included, of which £265k was the forecast contribution to the Norfolk Business Rates Pool and the other £265k being retained by Norwich City Council.

The latest forecast shows a projected deficit of £551k. This forecast takes into account any levy payment to the Norfolk Business Rates Pool and the impact of s31 grants for reliefs funded by Central Government. Any surplus or deficit on business rates income will be distributed in 2018/19.

Table 5

	Budget £000s	Forecast £000s	(Surplus) / deficit £000s	
Norwich City Council Retained Income Share	(5,856)	(5,305)		551

#### **Impact on Balances**

7. The prudent minimum level of General Fund reserves has been assessed as £4.161m. The budgeted and forecast outturn's impact on the 2016/17 balance brought forward is as follows:

Table 6

Item	£000s
Balance at 1 April 2017	(14,344)
Budgeted contribution from reserves 2017/18	688
Transfer to earmarked invest to save reserve	500
Forecast outturn 2017/18	(938)
= Forecast balance at 31 March 2018	(14,094)

The General Fund balance is therefore expected to continue to exceed the prudent minimum.

**8.** The prudent minimum level of HRA reserves has been assessed as £5.885m. The budgeted and forecast outturn's impact on the 2016/17 balance brought forward is as follows:

Table 7

Item	£000s
Balance at 1 April 2017	(30,383)
Budgeted contribution from reserves 2017/18	9,973
Forecast outturn 2017/18	(1,710)
= Forecast balance at 31 March 2018	(22,120)

The Housing Revenue Account balance is therefore expected to continue to exceed the prudent minimum.

## **Capital Programme**

**9.** The non-housing capital programme is forecast to underspend by £10.417m and the housing capital programme is forecast to underspend by £19.933m in this financial year.

# Key capital programme budget variances (NB: figures in brackets represent savings or increased income)

Ta	b	e	8
ıч	~	•	•

P6 Forecast Variance £000s	Capital Programme Group	P8 Forecast Variance £000s	Description and commentary
(4,885)	Non-Housing Regeneration	(5,426)	<ul> <li>£412k not to be spent this year as regeneration at Hurricane Way currently on hold.</li> <li>£4m NAIE regeneration project not currently taking place.</li> <li>£293k underspend in current financial year to result from delays to Riverside Walk project.</li> <li>£480k underspend in current financial year as a result of the Mountergate development being extended into next financial year.</li> <li>£254k expenditure delayed as Parks Depot demolition will not complete until next financial year.</li> </ul>
(575)	Non-housing Asset Upgrade	(629)	£276k underspend at Norman Centre as projects held pending availability of resources
(435)	Non-Housing Asset Improvement	(435)	<ul> <li>£355k underspend as Norwich parks tennis expansion not to be completed in this financial year.</li> <li>£80k underspend as Multi Use Games Areas work on hold pending availability of resources.</li> </ul>
(359)	Non-Housing Initiatives	(168)	£126k underspend as implementation of new HR & Finance system extended into next financial year.
0	Non-Housing Capital On-lending	(911)	£911k to be carried forward to next financial year to cover additional costs relating to Three Score development.
(92)	Non-Housing Community Infrastructure Levy	(220)	£105k underspend due to lower contributions towards CIL strategic pool than initially anticipated.
(653)	Non-Housing Greater Norwich Growth Board	(668)	Completion of GNGB schemes programmed into next financial year.

P6 Forecast Variance £000s	Capital Programme Group	P8 Forecast Variance £000s	Description and commentary
(477)	Non-Housing Cycle City Ambition Group 2	(1,832)	Completion of further CCAG schemes programmed into next financial year.
(181)	Non-Housing Section 106	(241)	Completion of further S106 schemes programmed into next financial year.
(4.057)		(4.004)	£500k underspend as no RTB buyback opportunities arisen in this financial year.
(1,857)	Housing Investment	(4,691)	£4m of expenditure on Goldsmith St development now programmed to take place in next financial year.
	Neighbourhood Housing	(13,971)	£3.2m underspend on home upgrades including kitchen and bathroom replacements and electrical upgrades due to contract savings.
			£2m of expenditure on Heating upgrades delayed into next financial year due to contract issues.
			£243k underspend due to reduced workflow on Windows programme.
(10,241)			£440k underspend due to no further work taking place on Sheltered Housing Regeneration this year.
			£7.3m of expenditure on preventative upgrade projects including structural and roofing works delayed into next financial year due to starting later than planned.
			£382k underspend as lower demand for Disabled Adaptations.
			£157k underspend as Sheltered Housing Alarm upgrade not taking place in this financial year.
(81)	Strategic Housing	(1,271)	£1.2m of grants to Registered Providers delayed into the next financial year.

# Addition to non-housing capital programme

**10.** Cabinet is asked to approve the addition of £98,912 grant income, in respect of disabled facilities grants (DFG), to the non-housing capital programme. As part of the autumn budget, extra funding was made available to local authorities to be utilised within 2017/18.

# **Integrated impact assessment**



Report author to complete					
Committee:	Cabinet				
Committee date:					
Head of service:	Chief Finance Officer				
Report subject:	Budget Monitoring 2017/18				
Date assessed:	20/12//2017				
Description:	This is the integrated impact assessment for the Budget Monitoring 2017/18 report to Cabinet				

		Impact		
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)				The report shows that the council monitors its budgets, considers risks to achieving its budget objectives, reviews its balances position, and is therefore able to maintain its financial standing
Other departments and services e.g. office facilities, customer contact	$\boxtimes$			
ICT services				
Economic development				
Financial inclusion				
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults				
S17 crime and disorder act 1998				
Human Rights Act 1998				
Health and well being				

Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)				
Eliminating discrimination & harassment				
Advancing equality of opportunity				
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation				
Natural and built environment				
Waste minimisation & resource use				
Pollution				
Sustainable procurement	$\boxtimes$			
Energy and climate change				
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management				The report demonstrates that the council is aware of and monitors risks to the achievement of its financial strategy.

Recommendations from impact assessment
Positive
None
Negative
None
Neutral
None
Issues
The council should continue to monitor its budget performance in the context of the financial risk environment within which it operates.

# Revenue Budget Monitoring Summary Year: 2017/18 Period: 8 (November)

# **General Fund Summary**

Approved	Current		Forecast	Forecast
budget	budget		outturn	variance
3,096,603	3,140,976	Business Services	3,101,075	(39,901)
291,867		Democratic Services	237,917	
(19,214,059)	(19,300,709)	Finance	(19,225,021)	75,688
0	0	Human Resources	(351,770)	(351,770)
0	0	Procurement & Service Improvement	(76,484)	(76,484)
(15,825,589)	(15,856,353)	Total Business Services	(16,314,283)	(457,930)
0	0	Chief Executive	(6,036)	(6,036)
201,843	201,843	Strategy & Programme Management	109,526	(92,317)
201,843	201,843	Total Chief Executive	103,489	(98,354)
2,143,249	2,191,819	Communications & Culture	2,174,943	(16,876)
(2,760)	(2,760)	Customer Contact	60,176	62,936
2,140,489	2,189,059	Total Customers, Comms & Cultur	2,235,120	46,061
10,229,891	10,234,927	Citywide Services	9,854,672	(380,255)
1,728,634	1,728,634	Neighbourhood Housing	1,801,377	72,743
807,037	881,238	Neighbourhood Services	811,751	(69,487)
12,765,562	12,844,799	Total Neighbourhoods	12,467,800	(376,999)
(1,994,594)	(1,823,316)	City Development	(1,847,063)	(23,747)
0	0	Environmental Strategy	28,404	28,404
0	0	Executive Head of Regeneration &	(10,284)	(10,284)
1,500,637	1,500,637	Planning	1,398,839	(101,798)
1,211,652	943,330	Property Services	1,000,347	57,017
717,695	620,651	Total Regeneration & Growth	570,243	(50,408)
0	(1)	Total General Fund	(937,631)	(937,630)

# **Housing Revenue Account Summary**

Approved budget	Current budget		Forecast outturn	Forecast variance
13,815,288	13,841,786	Repairs & Maintenance	11,801,544	(2,040,242)
5,789,133	5,789,133	Rents, Rates, & Other Property Costs	5,853,401	64,268
12,115,683	12,055,683	General Management	11,547,468	(508,215)
5,090,423	5,123,921	Special Services	5,007,040	(116,881)
21,992,115	21,992,115	Depreciation & Impairment	21,987,115	(5,000)
223,000	223,000	Provision for Bad Debts	223,000	0
(57,692,382)	(57,692,382)	Dwelling Rents	(57,686,409)	5,973
(2,169,466)	(2,169,466)	Garage & Other Property Rents	(2,225,337)	(55,871)
(8,373,746)	(8,373,746)	Service Charges - General	(8,123,809)	249,937
(85,000)	(85,000)	Miscellaneous Income	(100,300)	(15,300)
10,056,112	10,056,112	Adjustments & Financing Items	10,767,519	711,407
(586,160)	(586,160)	Amenities shared by whole community	(586,160)	0
(175,000)	(175,000)	Interest Received	(175,000)	0
0	(4)	Total Housing Revenue Account	(1,709,927)	(1,709,923)

# General Fund summary by type

Approved	Current		Forecast	Forecast
budget	budget		outturn	variance
20,188,816	20,185,443	Employees	19,080,097	(1,105,346)
9,800,145	9,926,329	Premises	9,944,350	18,021
278,046	278,046	Transport	256,727	(21,319)
16,401,424	16,440,264	Supplies & Services	16,412,487	(27,777)
4,060,353	4,060,353	Third Party Payments	3,881,331	(179,022)
85,507,495	85,507,495	Transfer Payments	86,049,717	542,222
1,114,624	1,114,624	Capital Financing	1,068,012	(46,612)
550,000	550,000	Rev Contribs to Capital	550,000	0
(26,598,010)	(26,759,660)	Receipts	(26,621,776)	137,884
(103,407,120)	(103,407,120)	Government Grants	(104,278,264)	(871,144)
1,153,076	1,153,074	Centrally Managed	1,183,692	30,618
17,911,324	17,911,324	Recharge Expenditure	18,220,828	309,504
(26,960,173)	(26,960,173)	Recharge Income	(26,684,830)	275,343
0	(1)	Total General Fund	(937,631)	(937,630)

# **Housing Revenue Account summary by type**

Approved	Current		Forecast	Forecast
budget	budget		outturn	variance
6,312,030	6,154,030	Employees	5,967,733	(186,297)
22,230,815	22,464,128	Premises	21,180,346	(1,283,782)
122,209	122,209	Transport	84,421	(37,788)
2,693,175	2,617,858	Supplies & Services	2,373,946	(243,912)
350,856	350,856	Third Party Payments	349,189	(1,667)
7,344,492	7,344,492	Recharge Expenditure	7,302,649	(41,843)
(1,892,479)	(1,892,479)	Capital Financing	(1,892,479)	0
(69,737,016)	(69,737,016)	Receipts	(69,667,893)	69,123
0	0	Government Grants	0	0
(1,026,499)	(1,026,499)	Recharge Income	(1,010,255)	16,244
19,676,614	19,676,614	Rev Contribs to Capital	19,676,614	0
13,925,803	13,925,803	Capital Financing	13,925,803	0
0	(4)	Total Housing Revenue Account	(1,709,927)	(1,709,923)

Capital Budget Monitoring Summary Year: 2017/18 Period: 8 (November)

Non-Housing Capital	Current	Forecast	Forecast
Programme	Budget	Outturn	Variance
CCTV replacement	265,750	265,750	0
Customer centre redesign	196,094	196,094	0
Norwich Parks tennis expansion	415,000	60,262	(354,738)
Car park payment machines upgrade	7,635	5,570	(2,065)
Replacement of multi-use games	80,000	0	(80,000)
Eaton Park Tennis Development	45,775	0	(45,775)
City Hall 2nd Floor	80,850	82,201	1,351
City Hall external lighting	37,330	37,330	0
Parking Management System	72,351	6,526	(65,825)
Energy saving lighting	10,000	0	(10,000)
Eaton Park access improvements	29,686	0	(29,686)
Asset investment for income (other	30,420,280	30,420,280	0
Traveller Site	26,000	26,000	0
The Gym - Kent	2,377,020	2,365,210	(11,810)
16 Gentleman's Walk	7,202,700	7,202,700	0
HR System	193,620	182,895	(10,725)
City Hall heating pumps replacement	28,000	28,200	200
City Hall roof membrane replacement	276,000	227,000	(49,000)
Hewett Yard major repairs	33,000	0	(33,000)
Pedestrian bridges / boardwalks	50,000	0	(50,000)
Norman centre corridor lighting	14,000	15,000	1,000
Norman Centre heating replacement	200,000	0	(200,000)
Norman Centre roof replacement	38,500	0	(38,500)
Riverbank stabilisation	75,000	0	(75,000)
St Andrews - fire system voice alarm	11,000	11,800	800
St Giles MSCP - replace central	1,500	231	(1,269)
Bowthorpe B1108 - Various Works	0	435	435
Memorial Gardens temporary works	0	828	828
St Andrews MSCP repair	0	1,238	1,238
Co-St Giles MSCP Refurb	568,578	568,578	0
The Halls refurbishment project	0	168	168
Major Repairs 2016-17 Community Centres	0	0	0
City Hall finials	214,070	216,860	2,790
On Fide Initials	217,070	٠١٥,٥٥٥	2,190

Non-Housing Capital	Current	Forecast	Forecast
Programme (cont)	Budget	Outturn	Variance
Major Repairs	41,000	41,000	0
Car Park - Westwick Street	0	0	0
St Andrews & Blackfriars Hall WC	0	27	27
Waterloo Park pavillion works	50,000	50,000	0
CC Norman Bowl Lighting	38,500	325	(38,175)
St Giles MSCP - Windows and doors	6,525	6,500	(25)
10-14 Ber Street	280,000	280,214	214
Hurricane Way 16 demolition	30,000	0	(30,000)
Hurricane Way 20 demolition	85,000	0	(85,000)
Hurricane way 25 demolition	57,000	0	(57,000)
Hurricane way 6-14 demolition	240,000	0	(240,000)
NAIE phase 1 regeneration	4,000,000	0	(4,000,000)
Ass Inv - Mile Cross Depot	0	3,581	3,581
Rose Lane MSCP Construction	0	9,125	9,125
Riverside Walk (adj NCFC)	305,189	12,000	(293,189)
Mountergate Phase 2	530,309	50,000	(480,309)
Park Depots demolition	288,475	34,787	(253,688)
Investment for regeneration	270,000	270,000	0
NaHCASP Threescore	0	358,012	358,012
New Build - Threescore 2	12,768,831	11,499,937	(1,268,894)
New Build - Airport	2,909,484	2,909,484	0
Threescore phase 3	482,782	482,890	108
Eco-Investment Fund	37,000	20,000	(17,000)
IT Investment Fund	390,000	347,000	(43,000)
Finance & HR System	416,380	300,918	(115,462)
Norwich Preservation Trust Loan	132,250	150,000	17,750
Community Infrastructure Levy	1,481,530	1,261,530	(220,000)
GNGP	837,407	169,633	(667,774)
Section 106	681,472	440,024	(241,448)
Cycle City Ambition Group 2	5,853,336	4,020,576	(1,832,760)
Cycle City Ambition	0	553	553
Total Non-Housing Capital Programme	75,182,209	64,639,272	(10,542,937)

Housing Capital	Current	Forecast	Forecast
Programme Group	Budget	Outturn	Variance
Community Safety & Environment	656,686	584,777	(71,909)
Heating Upgrades	5,325,393	3,276,083	(2,049,310)
Home Upgrades	9,979,783	6,771,099	(3,208,684)
Supported Independent Living	1,379,829	796,031	(583,798)
Preventative Maintenance	12,438,978	5,069,491	(7,369,487)
Sheltered Housing Regeneration	698,222	251,644	(446,578)
Insulation	874,904	876,421	1,517
Window & Door Upgrades	2,214,264	1,971,338	(242,926)
Site Formation	63,980	50,000	(13,980)
CCTV Replacement	144,250	144,250	0
New Build Social Housing	17,475,359	13,284,672	(4,190,687)
RTB Buyback Programme	500,000	0	(500,000)
Capital Grants to Housing Associations	6,226,019	5,030,552	(1,195,467)
Home Improvement Agency Works	1,268,606	1,206,658	(61,948)
Total Housing Capital Programme	59,246,273	39,313,016	(19,933,257)