Report to Cabinet Item

Report of Chief finance officer

Subject Revenue budget monitoring 2016/17 – Period 7

6

Purpose

To update Cabinet on the provisional financial position as at 31 October 2016, the forecast outturn for the year 2016/17, and the consequent forecast of the General Fund and Housing Revenue Account balances.

Recommendations

To note the financial position as at 31October 2016 and the forecast outturn 2016/17.

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 budget is forecast to underspend by £0.579m. The Housing Revenue Account budget is forecast to underspend by £3.092m.

Ward/s: All wards

Cabinet member: Councillor Stonard – Resources and business liaison

Contact officers

Justine Hartley, Chief finance officer 01603 212440 Hannah Simpson, Group accountant 01603 212561

Background documents

None

Report

- 1. Council approved budgets for the 2016/17 financial year on 23 February 2016.
- 2. The attached appendices show the forecast outturn and year-to-date positions for the General Fund and the Housing Revenue Account:
 - Appendix 1 shows the General Fund by Corporate Leadership Team responsibilities, and by Subjective Group
 - Appendix 2 shows the Housing Revenue Account in (near) statutory format, and by Subjective Group
 - Appendix 3 shows budget and expenditure for the year to date in graphical format

General Fund

3. Budgets reported include the resources financing the Council's net budget requirement (which includes a contribution of £0.451m to reserve balances as allowed for in the Medium Term Financial Strategy) so that the net budget totals zero:

| Item | Approved Budget £000s |
|---------------------------|-----------------------|
| Net Budget Requirement | 16,120 |
| Non-Domestic Rates | (4,870) |
| Revenue Support Grant | (2,756) |
| Council Tax precept | (8,494) |
| Total General Fund budget | 0 |

4. The General Fund has been forecast to underspend by £0.579m at year end compared to a forecast underspend last month of £0.593m. Key forecast variances from budget are set out below:

| Forecast Outturn P6 £000s | General Fund Service | Forecast Outturn P7 £000s | Commentary |
|---------------------------------|-------------------------|---------------------------------|---|
| (281) | Business Services | (288) | Additional grant income not yet allocated related expenditure (£177k) and movement in bad debt provision (£81k). |
| 319 | Finance | 370 | Variance mainly due to: reduction of £88k in forecast interest income from Housing Company as planned loan not yet made £178k reduction in expected interest income from investments £44k higher MRP charges than budgeted additional debit card charges of £60k. |
| (151) | Human Resources | (146) | Vacant posts and current training spend less than budgeted. |

| Forecast Outturn P6 £000s | General Fund Service | Forecast Outturn P7 £000s | Commentary |
|---------------------------------|---------------------------------------|---------------------------------|---|
| (95) | Strategy & Programme Management | (113) | Vacant posts and higher than budgeted second homes income. |
| (207) | City Development | (207) | Variance mainly due to: rent reviews taking place on asset properties, increasing the forecast income bus shelter income higher than budgeted Supporting People grant from County more than anticipated. |

5. The General Fund shows an underspend against budget to date of £3.742m. This underspend to date is made up of multiple debit and credit figures where various income and expenditure lines are ahead of or behind budget profile. Significant overspends and underspends to date are:

| General Fund Service | Variance To Date P7 £000s | Commentary |
|--|---------------------------------|---|
| Business Services | (1,248) | (£807k) relating to additional government grants received and other grants received ahead of profile or related expenditure. (£342k) behind profile on contingency budget to date. Remainder due to timing differences on income and expenditure against the budget profile. |
| Finance | (306) | Variance between profiled and actual receipts of council tax precept and non-domestic rates. |
| Procurement and Service Improvement | 147 | In-years savings yet to be adjusted in contract invoices. |
| Customer Contact | (278) | Timing mismatch between Transformation Challenge grant funding received and related expenditure being incurred. |
| City Development | (1,389) | Current underspend mainly due to: income from bus lane enforcement and on-street yet to be paid over to County; Highways grant income received but not yet spent or returned (section 38); bus shelter income received higher than budgeted for general works on properties yet to be invoiced; NPS invoices yet to received; car park Income above profiled budgets; additional rental income above budget due to rent reviews; additional grants and income from County not budgeted for. |

| General Fund Service | Variance To Date P7 £000s | Commentary |
|-------------------------|---------------------------------|---|
| Property Services | (280) | In-year variance mainly due to: repairs and maintenance costs running behind profile on City Hall (£113k) and public lighting maintenance (£44k) underspends on gas, electric and trade waste costs on City Hall (£56k) |

6. Since setting the 2016/17 budget additional amounts of grant income have been confirmed during the course of the year. In Period 7 an additional £8k of grant has been confirmed relating to the Transparency Code New Burdens Determination. This grant is not ring-fenced and so has been coded to our corporate grants code without specific spend attached to it.

Housing Revenue Account

7. The budgets reported include a £16.3m use of HRA balances, so that the net budget totals zero:

| Item | Approved Budget £000s |
|-------------------------------|--------------------------|
| Gross HRA Expenditure | 60,372 |
| Gross HRA Income | (44,091) |
| Contribution from HRA Balance | (16,281) |
| Total net HRA budget | 0 |

8. The Housing Revenue Account has been forecast to underspend by £3.092m at year end compared to a forecast underspend last month of £2.705m. Key forecast variances from budget are set out below:

| Forecast Outturn | HRA Division of | Forecast Outturn | Commentary | |
|---------------------|--|---------------------|--|--|
| (3,046) | Repairs & maintenance | (2,824) | Overall variance reflects a reduction in forecast responsive repairs works (in line with recent years' outturns) and savings from renegotiated contracts. Key individual variances include: • major/minor repairs forecast based on current activity levels (£920k); • stair lift repairs forecast reflects reduced number of repairs (£80k); • underspends on water testing (£24k) and lift & fire alarm maintenance (£41k) and water mains renewal (£50k); • central heating servicing based on activity to date (£238k); • asbestos removal estimate based on current activity (£150k); • asphalt balconies major work covered under capital projects therefore less revenue expenditure required (£100k); • reduction in planned cavity wall insulation (£100k); • fire prevention work carried out when identified rather than planned (£100k); • no internal wall insulation planned for 2016 (£180k); • estate repairs forecast based on reduced number of repairs (£115k) and reduced garage repairs (£75k) • lower current spend on void properties (£200k) due to increase in number of properties eligible for capital whole house upgrades and higher than budgeted tenant contributions (£143k). The movement from P6 is mainly due to the exterior painting budget now expected to be fully utilised (previously forecast to underspend by £178k). | |
| 134 | Rents, rates & other property costs | 124 | Anglian Water forecast expenditure based on latest supplier schedule, this will be offset by increased income under 'service charges - general'. | |
| (75) | General management | (212) | Key variances include: vacant posts (£128k); lower repairs & rates on area offices (£50k) due to changes in accommodation use; reduced leave it tidy & decoration allowances (£38k); forecast underspends on legal and banking costs (£35k). | |

| Forecast Outturn P6 £000s | HRA Division of Service | Forecast Outturn P7 £000s | Commentary |
|---------------------------------|---------------------------------|---------------------------------|--|
| 0 | Provision for bad debts | (222) | Forecast reflects Q2 bad debt provision calculation on outstanding rent arrears. |
| 276 | Dwelling Rents | 288 | Rental income forecast to be lower than budget due to delays on new-build projects. |
| (128) | Service charges - general | (154) | Forecast updated to reflect new service charges which came into effect October 2016. |

9. The Housing Revenue Account shows an underspend against budget to date of £6.168m. This underspend to date is made up of many debit and credit figures where various income and expenditure lines are ahead of or behind budget profile. Significant overspends and underspends to date are:

| HRA Division of Service | Variance To Date P7 £000s | Commentary |
|------------------------------|---------------------------------|---|
| Repairs & maintenance | (3,102) | These variances have arisen due to invoice delays which is usual for work of this nature. Also reflects overall reduced year-end forecast (see detail in previous table). |
| General Management | (376) | Reduced rates on area offices (£30k), government grant received ahead of profile (£38k) and staff vacancies. Remainder due to smaller profiling differences split over a number of cost centres. |
| Special Services | (489) | District heating gas and fuel oil costs less than profile (£200k). Sheltered housing gas and electricity costs also less than profile (£50k). Reduced sheltered alarm contract costs (£88k). Remainder due to small timing differences between actuals and profile. |
| Dwelling Rents | (1,960) | Difference due to the weekly rental income running ahead of profile. |
| Service charges - General | (541) | Annual leasehold service charges applied in October, but leasehold contribution to capital not processed until year end. |

Risks

10. A risk-based review based on the size and volatility of budgets has identified key budgets where inadequacy of monitoring and control systems could pose a significant threat to the council's overall financial position. These are shown in the following table.

| | Budget | Current | Current | Current | Forecast | Forecast | Forecast |
|--|---------|----------|---------|---------|----------|----------|----------|
| Key Risk Budgets | £000s | Variance | Var % | RAG | Variance | Var % | RAG |
| Housing Benefit Payments & Subsidy | -30 | -266 | 873% | RED | 20 | -66% | GREEN |
| HRA Repairs - Tenanted Properties | 11,848 | -2,580 | -22% | RED | -2,294 | -19% | RED |
| HRA Repairs - Void Properties | 2,639 | -333 | -13% | RED | -250 | -9% | RED |
| Multi-Storey Car Parks | -1,442 | 135 | -9% | RED | 113 | -8% | RED |
| City Hall | 1,067 | -105 | -10% | RED | -57 | -5% | GREEN |
| HRA Rents - Estate Properties | -59,223 | -2,014 | 3% | AMBER | 254 | 0% | GREEN |
| Corporate Management including Contingency | -2,804 | -1,005 | 36% | RED | -240 | 9% | RED |
| Private Sector Leasing Costs | -286 | 33 | -12% | GREEN | 23 | -8% | GREEN |

 The red/amber status of items in the "Forecast RAG" column is explained below.

| Key Risk Budgets | Commentary |
|---|---|
| Housing Benefit Payments & Subsidy | Variance to date due to timing differences between expenditure and subsidy receipts. |
| HRA Repairs - Tenanted Properties and Void Properties | In-year variance mainly due to lower than budgeted responsive repair demand to date and invoicing delays. |
| | Year-end variance reflects a reduction in forecast responsive repairs works (in line with recent years' outturns) and savings from renegotiated contracts. Further detail provided in HRA variance table (point 8). |
| Multi-storey car parks | Reduced forecast income from new Rose Lane car park. |
| City Hall | In-year variance mainly due to repairs and maintenance costs running behind profile (£113k). |
| HRA Rents – Estate Properties | Variance to date due to the weekly rental income running ahead of profile. Year-end forecast variance is £254k and green rated. |
| Corporate Management including contingency | Due to higher grant income receipts than budgeted (£177k). Year to date variance also due to only £13k contingency spend up to period 7. |

- 12. The 2016/17 budgets approved by Council were drawn up in the expectation of reduced resources as announced by the previous government. There are risks to the current and medium term financial position from:
 - Further reductions in government grant the localisation of Business Rates and of Council Tax reductions has increased the risks to the council's financial position arising from economic conditions and policy decisions. In addition, recent Government announcements indicate that further reductions in Government funding are likely.
 - Changes in policy if further "empowerment" of local authorities is not matched by devolved resources
 - Delivery of savings the budget incorporates both savings measures already in place, and those planned for implementation during the year. If these savings are not achievable in full, overspends will result. With

- appropriate approvals these may be mitigated through provision made in the corporate contingency, up to the level of that contingency
- Identification of further savings work is continuing on developing proposals for additional savings to bridge the medium-term budget gap. If these proposals fall short, or are not implemented fully and in a timely manner, further budget shortfalls will result.
- 13. Forecast outturns are estimates based on management assessments, formulae, and extrapolation. They may not adequately take account of variables such as:
 - Bad Debts budget reports show gross debt, i.e. invoices raised. While allowance has been made in the budget for non-collections, the current economic climate may have an adverse influence on our ability to collect money owed.
 - Seasonal Factors if adverse weather conditions or a worsening economic climate depress levels of trade and leisure activities in the city, there may be a negative impact on parking and other income.
 - Housing Repairs & Improvements the rate of spend on void properties, though closely managed, is heavily influenced by void turnaround, since transfers can create a chain of voids involving significant repair costs.

Financial Planning

- 14. Overall levels of overspend and underspend will have an ongoing impact on the budget for following years and the size and urgency of savings requirements.
- 15. Net overspends and underspends will be consolidated into the General Fund and Housing Revenue Account balances carried forward to 2017/18. These are reflected in periodic updates to the Medium Term Financial Strategy and Housing Revenue Account Business Plan.

Impact on Balances

16. The prudent minimum level of General Fund reserves has been assessed as £4.273m. The budgeted and forecast outturn's impact on the 2015/16 balance brought forward, is as follows:

| Item | £000s |
|---|----------|
| Balance at 1 April 2016 (provisional) | (12,147) |
| Budgeted contribution to balances 2016/17 | (451) |
| Forecast outturn 2016/17 | (579) |
| = Forecast balance at 31 March 2017 | (13,177) |

- 17. The General Fund balance is therefore expected to continue to exceed the prudent minimum.
- 18. The Medium Term Financial Strategy assumes that the reserves are further built up in 2016/17 ahead of drawing them down in future years to offset known and anticipated grant reductions and ensure a balanced budget.

19. The prudent minimum level of HRA reserves has been assessed as £5.968m. The budgeted and forecast outturn's impact on the 2016/17 balance brought forward, is as follows:

| Item | £000s |
|---------------------------------------|----------|
| Balance at 1 April 2016 (provisional) | (26,190) |
| Budgeted use of balances 2016/17 | 16,281 |
| Forecast outturn 2016/17 | (3,092) |
| = Forecast balance at 31 March 2017 | (13,001) |

- 20. The Housing Revenue Account balance is therefore expected to continue to exceed the prudent minimum.
- 21. The HRA reserve balance will continue to be used to fund capital expenditure in 2016-17 and 2017-18. This will bring resources down closer to the recommended minimum balance and is reducing the requirement to borrow, which incurs greater costs.

Collection Fund

- The Collection Fund is made up of three accounts Council Tax, the Business Improvement District (BID) account, and National Non-Domestic Rates (NNDR).
 - Council Tax is shared between the city, the county, and the police and crime commissioner based on an estimated tax base and the council tax rates agreed by each of the preceptors. Any surplus or deficit is shared in the following financial year.
 - The BID account is operated on behalf of the BID company, to collect their income from the BID levy. Any surplus or deficit is passed on to the BID company.
 - NNDR income is shared between the city, the county, and central government. Since "localisation", any surplus or deficit is also shared, rather than as formerly being borne wholly by the government.
- 23. There are particular risks attached to NNDR, which are:
 - O Appeals the impact of any appeals will fall on the Collection Fund, and therefore in part on the city. The Valuation Office has cleared a large number of appeals which has adversely affected the council's business rates income levels. However, a backlog of appeals remains and the value of the appeals is not known, nor the likelihood of success, nor the timing of the appeal being determined.
 - NNDR billable changes in the NNDR billable, e.g. demolition or construction of new billable premises, will impact on the amount billable. Assumptions of growth may also be affected by changes in the larger economic environment.
 - NNDR collectable arrears and write-offs (e.g. where a business goes into administration) will also impact on the Collection Fund.
- 24. These risks are monitored and mitigated through normal Revenues operations.

25. A summary of the Collection Fund is provided below:

| Approved | Current | Collection Fund Summary | Actual To | Forecast | Forecast |
|----------|----------|-------------------------------|-----------|----------|----------|
| Budget | Budget | | Date | Outturn | Variance |
| £000s | £000s | | £000s | £000s | £000s |
| | | Council tax | | | |
| 59,380 | 59,380 | Expenditure | 36,082 | 59,380 | 0 |
| (59,380) | (59,380) | Income | 0 | (59,380) | 0 |
| | | Business Improvement District | | | |
| 656 | 656 | Expenditure | 569 | 656 | 0 |
| (656) | (656) | Income | 0 | (656) | 0 |
| | | National Non-Domestic Rate | | | |
| 79,138 | 79,138 | Expenditure | 45,155 | 79,138 | 0 |
| (79,138) | (79,138) | Income | 1,304 | (79,138) | 0 |
| | | | | | |

- 26. On Council Tax, actual income is not posted from the council tax system into the finance system until year-end. The actual year-end surplus or deficit will be taken into account in considering distribution of balances between the preceptors (city, county, and police).
- 27. The council operates the BID account on behalf of the BID company, so no surplus or deficit will fall on the council's accounts.
- 28. Any deficit reported on the NNDR account will roll forward and be distributed in the 2017/18 budget cycle.
- 29. Additional (section 31) grant is received in the General Fund to offset all or part of any shortfall in business rate income due to additional reliefs granted by government. All such grant monies received are transferred to an earmarked reserve and held to be offset against deficits in the years that they impact on the revenue accounts.

Integrated impact assessment



| Report author to complete | |
|---------------------------|--|
| Committee: | Cabinet |
| Committee date: | |
| Head of service: | Chief Finance Officer |
| Report subject: | Revenue Budget Monitoring 2016/17 |
| Date assessed: | 22/11/16 |
| Description: | This is the integrated impact assessment for the Revenue Budget Monitoring 2016/17 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 | | | | |
| 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 | \boxtimes | | | |

| Impact | | | | |
|---|---------|----------|----------|---|
| 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 | | | | |
| 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. |

Budget Monitoring Summary Year: 2016/17 Period: 7 (October)

GENERAL FUND SERVICE SUMMARY

| Approved Budget | Current Budget | | Budget To Date | Actual To Date | Variance To Date | Forecast Outturn | Forecast Variance |
|--------------------|-------------------|-----------------------------------|-------------------|----------------|---------------------|---------------------|----------------------|
| | | Business Services | | | | | |
| 1,800,982 | 1,345,989 | Business Relationship Management | 205,497 | (1,043,344) | (1,248,841) | 1,057,831 | (288, 158) |
| 375,183 | , - | Democratic Services | 628,836 | 573,280 | (55,556) | 382,096 | (4,624) |
| (18,720,042) (| (18,720,042) | Finance | (4,104,023) | (4,409,527) | (305,504) | (18,349,762) | 370,280 |
| 0 | 0 | Human Resources | 721,115 | 740,218 | 19,103 | (145,624) | (145,624) |
| 0 | 0 | Procurement & Service Improvement | 1,671,965 | 1,819,581 | 147,616 | (58,271) | (58,271) |
| (16,543,877) (| (16,987,333) | Total Business Services | (876,610) | (2,319,792) | (1,443,182) | (17,113,730) | (126,397) |
| | | Chief Executive | | | | | |
| 0 | 0 | Chief Executive | 151,918 | 123,890 | (28,028) | (51,312) | (51,312) |
| 0 | (18,963) | Strategy & Programme Management | 307,632 | 217,995 | (89,637) | (132,400) | (113,437) |
| 0 | (18,963) | Total Chief Executive | 459,550 | 341,885 | (117,665) | (183,712) | (164,749) |
| | | Communications & Culture | | | | | |
| 2,209,128 | 2,135,653 | Communications & Culture | 1,256,925 | 1,317,440 | 60,515 | 2,100,939 | (34,714) |
| (60,851) | (645) | Customer Contact | 1,309,240 | 1,031,691 | (277,549) | (19,081) | (18,436) |
| 2,148,277 | 2,135,008 | Total Communications & Culture | 2,566,165 | 2,349,131 | (217,034) | 2,081,858 | (53,150) |
| | | Regeneration & Growth | | | | | |
| (1,418,443) | , , | City Development | (2,202,632) | (3,591,601) | (1,388,969) | (1,042,724) | (207,282) |
| 0 | | Environmental Strategy | 82,008 | 91,369 | 9,361 | (31,169) | (31,169) |
| 0 | | Executive Head of Regeneration & | 82,609 | 77,087 | (5,522) | (8,415) | (8,415) |
| 1,326,678 | 1,372,404 | 3 | 444,933 | 399,191 | (45,742) | 1,362,166 | (10,238) |
| 258,661 | , | Property Services | 945,559 | 665,162 | (280,397) | 186,006 | (74,435) |
| 166,896 | 797,403 | Total Regeneration & Growth | (647,523) | (2,358,792) | (1,711,269) | 465,864 | (331,539) |
| | | Neighbourhoods | | | | | |
| 9,789,981 | | Citywide Services | 4,917,262 | 4,841,345 | (75,917) | 9,852,570 | 56,035 |
| 1,796,364 | | Neighbourhood Housing | 587,072 | 555,021 | (32,051) | 1,734,152 | 41,536 |
| 2,642,359 | | Neighbourhood Services | 1,473,341 | 1,328,013 | (145,328) | 2,583,905 | (827) |
| 14,228,703 | 14,073,883 | Total Neighbourhoods | 6,977,675 | 6,724,378 | (253,297) | 14,170,627 | 96,744 |
| 0 | (2) | Total General Fund | 8,479,257 | 4,736,811 | (3,742,446) | (579,094) | (579,092) |

Budget Monitoring Report Year: 2016/17 Period: 7 (October)

HOUSING REVENUE ACCOUNT STATUTORY SUMMARY

| Approved Budget | Current Budget | | Budget To Date | Actual To Date | Variance To Date | Forecast Outturn | Forecast Variance |
|---|--|-------------------------------|--|---|---|---|--|
| 15,499,378 5,936,838 11,392,777 5,068,935 22,139,594 334,000 (58,973,202) (2,223,564) (8,343,247) (75,000) 9,966,872 (548,381) | 15,499,378 5,936,838 11,370,353 5,091,359 22,139,594 334,000 (58,973,202) (2,223,564) (8,343,244) (75,000) 9,966,872 | Garage & Other Property Rents | 8,504,348 5,658,410 4,102,970 2,650,907 0 (34,401,038) (1,431,202) (5,320,006) (43,750) (146,900) | 5,401,991 5,845,914 3,726,744 2,161,947 32,695 0 (36,361,215) (1,387,883) (5,861,212) (54,336) (98,800) | (3,102,357) 187,504 (376,226) (488,960) 32,695 0 (1,960,177) 43,319 (541,206) (10,586) 48,100 | 12,675,272 6,060,345 11,158,505 5,076,023 22,139,594 111,603 (58,685,512) (2,213,572) (8,496,911) (92,719) 9,899,220 (548,381) | (2,824,106) 123,507 (211,848) (15,336) 0 (222,397) 287,690 9,992 (153,667) (17,719) (67,652) |
| (175,000) | , , | Interest Received | 0 | 0 | 0 | (175,000) | 0 |
| 0 | 3 | Total Housing Revenue Account | (20,426,261) | (26,594,155) | (6,167,894) | (3,091,532) | (3,091,535) |

The following graphs show the monthly budget profile and income/expenditure to date for each service (both General Fund and Housing Revenue Account) for the financial year.

The actual income/expenditure reported is influenced by accrual provisions brought forward from the previous financial year, and by any delays in invoicing and/or payment.

Budgets are profiled to show the expected pattern of income & expenditure, and will be refined and improved during the course of the financial year.











