Report to	Cabinet	ltem
Report of	Chief finance officer (Section 151 Officer)	11
Subject	Revenue and capital budget monitoring 2018/19 – Period 3	11

#### Purpose

To update cabinet on the provisional financial position of the council as at 30 June 2018.

#### Recommendations

To:

- 1) note the forecast outturn for the 2018/19 General Fund, HRA and capital programme;
- 2) note the consequential forecast of the General Fund and Housing Revenue Account balances;
- 3) note the award of additional general fund grants as detailed in paragraph 2;
- 4) approve the general fund virement as detailed in paragraph 3;
- 5) approve the virements of budgets within the capital grants to housing associations budgets as detailed in paragraph 14; and
- 6) note the capital carry forwards approved under delegated authority as detailed in paragraph 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 revenue budget is forecast to underspend by £0.911m. The Housing Revenue Account budget is forecast to underspend by £0.612m. The General Fund Capital Programme is forecast to underspend by £1.012m. The Housing Revenue Account Capital Programme is forecast to underspend by £1.591m.

Ward/s: All Wards

Cabinet member: Councillor Kendrick - Resources

#### **Contact officers**

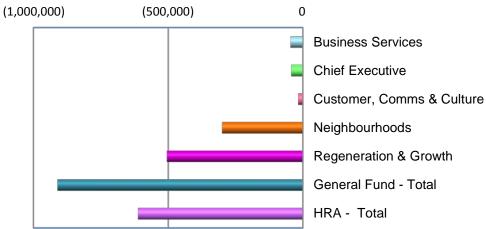
Karen Watling, chief finance officer	01603 212440
Adam Drane, finance business partner	01603 212567

# Background documents None

# Financial Position – Period 3 2018/19 Figures in 000s

General Fund	Current budget	Forecast outturn	Forecast variance
Expenditure	153,311	152,770	(541)
Income	(54,176)	(53,896)	280
Grants and subsidies	(99,135)	(99,785)	(650)
Total	0	(911)	(911)

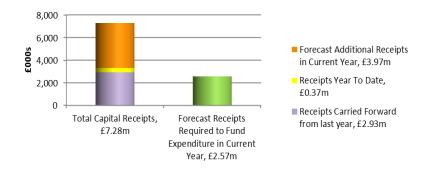
# Forecast variances by service area (under) and overspends



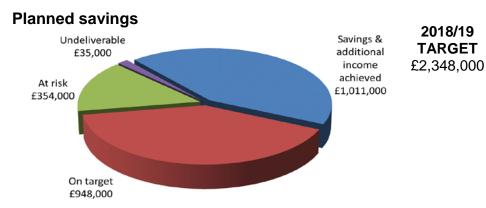
Housing Revenue Account	Current budget	Forecast outturn	Forecast variance
Expenditure	69,039	68,159	(880)
Income	(69,039)	(68,771)	268
Total	0	(612)	(612)

Capital programme	Current budget	Forecast outturn	Forecast variance
General Fund	77,516	76,504	(1,012)
Housing Revenue Account	45,557	43,967	(1,591)

## **Non-Housing Capital**



#### Receipts



- > The General Fund revenue budget is forecast to underspend by £0.911m, mainly arising from higher than budgeted income from new property acquisitions and staff vacancies
- > The HRA is forecast to underspend by £0.612m largely due to savings in the HRA dwellings repair budget and staff vacancies.
- The General Fund capital programme is forecast to underspend by £1.012m, due City Cycle Ambition grant not being fully utilised this financial year and specific costs associated with Three Score development unlikely to arise in 2018/19.
- The housing revenue account capital programme is forecast to underspend by £1.591m mainly due to elements of the tower block regeneration project likely to be undertaken in the next financial year
- > Both the General Fund and HRA reserves are expected to exceed their respective prudent minimum balances.

#### General Fund Revenue Budget

**1.** The forecast is a £0.911m underspend at the year-end. This equates to 0.59% of the gross expenditure budget.

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

Table 1: Key C	General Fund	revenue budget va	ariances (NB: figi	ures in brackets i	represent savings o	or increased income)

General Fund Service	P3 Forecast Variance £000s	Description and commentary
Finance	(121)	<ul> <li>The key variances are:</li> <li>£262k forecast underspend due to revised compensation methodology in relation to small rates business relief resulting in higher than budgeted S31 grant.</li> <li>£158k overspend forecast due to lower than budgeted identification of housing benefit overpayments</li> </ul>
Citywide Services	(147)	Variance is largely due to posts which have been vacant in 2018/19. Some of these vacant posts are now filled, and the remainder will be on hold until Fit for the Future restructuring takes place.
City Development	(517)	The 18/19 budget included an additional £400k of net rental income from new commercial property acquisitions, after budgeting for borrowing costs. Based on the purchases to date this target has been exceeded with additional net rental income now due to the Council (£137k). The underspend is made higher as no external borrowing has yet been taken resulting in lower than budgeted interest costs in the short term (£252k) and due to the timing of the purchase the minimum revenue provision expense will not be due until 2019/20 (£101k). It is planned that income above the budget is transferred into the Commercial Property earmarked reserve. The reserve was been established to reduce the risks associated with holding commercial property by setting aside funding for any future void and rent free periods as well as repairs and upgrades to the investment property portfolio.

Further detail is set out in **Appendix 1**.

2. Since setting the 2018/19 budgets additional amounts of grant income have been confirmed as set out in **Table 2**. The income will be applied in line with the terms of the grants.

Table 2:	Additional	Grant Income
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Income	Purpose	Value £000s
Rough Sleeper Initiative	For co-ordination and provision of services aimed at assisting rough sleepers	(261)
DWP Verify Earnings	Used to maintain and/or increase resources to combat income related fraud and error notified via the Verify Earnings and Pensions (VEP) Alerts service and the Real Time Information referrals	(44)
Home Adaptations	To be utilised by the Home Improvement Team on targeted small works to prevent accidents in households with children aged 4 and under.	(25)
New Burdens – Real Time Information	To meet New Burdens incurred by local authorities as a result of the on-going implementation of the Real Time Information Bulk Data Matching Initiative.	(6)

- 3. The Council has received £146k in 18/19 through the Flexible Homelessness Support Grant. The grant replaced the Temporary Accommodation Management Fee which was previously reclaimable through housing benefit subsidy, and as a result the grant was originally budgeted for within Business Services. Cabinet are asked to approve a virement to move the grant budget into the Neighbourhoods service area to align the grant with its associated spend on homelessness prevention and temporary accommodation.
- 4. A virement was approved by the Corporate Leadership team in June to transfer £91k of expenditure from the Homelessness cost centre to Housing Strategy and Development to form Norwich City Council's contribution to the Rough Sleepers Initiative.

#### **Planned Savings**

5. The 2018/19 net budget includes £2.348m planned savings. The current forecast indicates that £0.354m (15%) of these are at risk of not being delivered or will not be delivered, however this is partially offset by £0.137m where the savings have exceeded the target.

#### Housing Revenue Account

6. Net expenditure on the HRA is forecast to be £0.612m 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)*

Housing Revenue Account	`````````````````````````````	Description and commentary
Repairs & Maintenance	(246)	<ul> <li>The key variances are</li> <li>£115k additional income due to increase in amount of rechargeable repairs invoiced</li> <li>£73k unbudgeted income from joint venture profit share</li> <li>£56k forecast underspend on repairs bad debt allowance based on current arrears figures</li> </ul>
Rents, Rates, & Other Property Costs	(277)	<ul> <li>The key variances are:</li> <li>£213k underspend due to Anglian Water monthly actual less that originally budgeted; partially offset by lower income against service charge budgets</li> <li>£25k forecast underspend on empty property charges based on current rate</li> </ul>
General Management	(133)	<ul> <li>The key variances are:</li> <li>£35k forecast underspend due to vacant posts not filled in first part of the year</li> <li>£30k forecast underspend on training budget, as a result of intended training no longer going ahead</li> <li>£15k forecast underspend on parking permits due to reduced requirement</li> </ul>
Special Services	(532)	<ul> <li>The key variances are:</li> <li>£378k forecast underspend on district heating &amp; sheltered housing gas costs; currently based on recent trends</li> <li>£145k unbudgeted income from the sale of the Community Alarm Service</li> </ul>
Service Charges General	597	<ul> <li>The key variances are:</li> <li>£251k lower than budgeted district heating income due to reduced gas use; partially offset by underspend against special services</li> <li>£119k lower than budgeted Anglian Water service charge income due to reduced costs; offset by underspend against rents, rates, &amp; other property costs</li> </ul>

Further detail is set out in **Appendix 1**.

#### **Collection Fund**

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

#### **Council Tax**

8. Council tax collection is on target at the end of Quarter 1. Any surplus or deficit on council tax income will be distributed in subsequent years.

#### Table 5

	Budget £000s	Forecast £000s	(Surplus) / deficit £000s
Total Council Tax Collection Fund Income	(64,169)	(64,169)	0
Norwich City Council Share (14.18%)	(9,100)	(9,100)	0

#### **Business Rates**

9. The latest forecast shows a projected surplus of £267k on the general fund. This is due to additional unbudgeted Section 31 grant being received in 2018-19 in relation to a central government change in the compensation methodology for the small business rate relief. The forecast takes into account the higher forecast levy payment to the Norfolk Business Rates Pool.

#### Table 6

	Budget £000s	Forecast £000s	(Surplus) / deficit £000s
Norwich City Council Retained Income Share	(5,298)	(5,565)	(267)

#### **Impact on Balances**

10. The prudent minimum level of General Fund reserves has been assessed as £4.232m. The budgeted and forecast outturn's impact on the 2017/18 balance brought forward is as follows:

#### Table 7

Item	£000s
Balance at 1 April 2018	(13,156)
Budgeted contribution from reserves 2018/19	1,504
Forecast outturn 2018/19	(911)
= Forecast balance at 31 March 2019	(12,563)

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

11. The prudent minimum level of HRA reserves has been assessed as £5.844m. The budgeted and forecast outturn's impact on the 2017/18 balance brought forward is as follows:

#### Table 8

Item	£000s
Balance at 1 April 2018	(30,489)
Budgeted contribution from reserves 2018/19	2,550
Forecast outturn 2018/19	(612)
= Forecast balance at 31 March 2019	(28,551)

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

12. An Invest to Save earmarked fund was created to allow the Council to support the delivery of savings and efficiencies, through the Fit for the Future Transformation Programme. The fund was created from revenue budget underspends in 2016-17 and 2017-18. The balance on the fund at 1 April 2018 was £2.6m. The Fit for the Future transformation timeline is nearing completion and future Cabinet reports will show intended spending plans.

#### **Capital Programme**

13. The general fund capital programme is forecast to underspend by £1.012m and the HRA capital programme is forecast to underspend by £1.591m in this financial year.

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

Capital Programme Group	P03 Forecast Variance £000s	Description and commentary				
GF Three Score development	(943)	<ul> <li>Specific costs associated with Three Score development unlikely to arise in 2018/19</li> </ul>				
GF Cycle City Ambition Group 2	(134)	• £134K DfT City Cycle Ambition Grant (CCAG) unlikely to be spent in 2018/19.				
HRA Neighbourhood Housing (1,596) study is currently be next financial year • £200K Boiler Repla forecast saving • £155K underspend programme of work		<ul> <li>study is currently being undertaken, with some works likely to be started during the next financial year</li> <li>£200K Boiler Replacement (Domestic) - lower unit costs this year has resulted in a</li> </ul>				

Table 9

14. Grants of Right to Buy one for one replacement receipts are awarded by cabinet against individual bids by registered providers, often at a relatively early stage in the development process.

On 3 February 2016 cabinet approved the award of £2.7m of RTB receipts to build out a programme of sites by one registered provider. This was awarded at a very early stage and some of the sites have fallen away and others have been more expensive. We now have full costs known on all of the sites apart from one which has been delayed, but there is an anticipated underspend of approximately £150k against the awarded amount.

At the same meeting Cabinet approved a separate grant for a site delivering nine social rented dwellings of £278,653 but costs have been higher on this site and the actual grant required based on 30% of the total cost is £317,193.58 an increase of £38,541.

Further, on 13 July 2016 Cabinet approved a grant of  $\pounds$ 600,000 for a site delivering 20 affordable dwellings and now this has been completed the total costs have increased. We have received a request for an additional  $\pounds$ 44,503 based on 30% of actual costs.

Cabinet are asked to approve the virement of £83,044 from the original award for the programme of sites to the additional costs of the 2 smaller sites, this is within the overall approved budget for capital grants to registered providers so does not require additional budget approval from full council.

#### **Capital carry forwards**

- 15. On 11 June 2018 Cabinet agreed a delegation to the director of regeneration and development, director of neighbourhoods and chief finance officer, in consultation with the portfolio holder for resources, for the approval of carry-forwards of unspent 2017/18 capital budgets still required, to the 2018/19 capital programme.
- 16. The Corporate Quality Assurance Group, headed by the Chief Finance Officer and Head of Transformation, reviewed all capital carry forward requests to ensure the capital plans were both robust and deliverable.
- 17. In line with the Cabinet delegation, £49.45m of unspent 2017/18 capital budgets were subsequently approved to be carried forward into 2018/19. These amounts have been included in the Period 3 capital budgets shown in **Appendix 2**.

# Integrated impact assessment



Report author to comple	ete
Committee:	Cabinet
Committee date:	12 September 2018
Head of service:	Chief Finance Officer
Report subject:	Budget Monitoring 2018/19
Date assessed:	17/08/18
Description:	This is the integrated impact assessment for the Budget Monitoring 2018/19 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	$\square$			
ICT services	$\square$			
Economic development				
Financial inclusion				
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	$\square$			
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)	$\square$			
Eliminating discrimination & harassment	$\square$			
Advancing equality of opportunity	$\square$			
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	$\square$			
Natural and built environment	$\square$			
Waste minimisation & resource use				
Pollution				
Sustainable procurement	$\square$			
Energy and climate change	$\square$			
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management		$\square$		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.

## **General Fund Summary**

Approved	Current		Forecast	Forecast
budget	budget		outturn	variance
5,491,851	5,491,851	Business Services	5,519,727	27,876
462,163	462,163	Democratic Services	454,529	(7,634)
(20,851,765)	(20,851,765)	Finance	(20,972,916)	(121,151)
0	0	Human Resources	30,035	30,035
0	0	Procurement & Service Improvement	25,052	25,052
(14,897,751)	(14,897,751)	Total Business Services	(14,943,573)	(45,822)
0	0	Chief Executive	(5,793)	(5,793)
204,413	204,413	Strategy & Programme Management	167,131	(37,282)
204,413	204,413	Total Chief Executive	161,337	(43,076)
2,071,779	2,080,195	Communications & Culture	2,065,228	(14,967)
(9,537)	(28,698)	Customer Contact	(31,209)	(2,511)
2,062,242	2,051,497	Total Customers, Comms & Cultur	2,034,018	(17,479)
10,150,063	10,170,926	Citywide Services	10,023,867	(147,059)
1,629,978	1,538,978	Neighbourhood Housing	1,463,864	(75,114)
800,281	814,105	Neighbourhood Services	736,147	(77,958)
12,580,322	12,524,009	Total Neighbourhoods	12,223,879	(300,130)
(2,471,702)	(2,329,565)	City Development	(2,846,923)	(517,358)
0	0	Environmental Strategy	(21,281)	(21,281)
0	0	Executive Head of Regeneration &	(11,988)	(11,988)
1,441,678	1,441,678	Planning	1,475,354	33,676
1,080,798	1,005,717	Property Services	1,017,794	12,077
50,774	117,830	Total Regeneration & Growth	(387,045)	(504,875)
0	(2)	Total General Fund	(911,384)	(911,382)

#### Housing Revenue Account Summary

Approved	Current		Forecast	Forecast
budget	budget		outturn	variance
13,487,435	13,487,435	Repairs & Maintenance	13,241,750	(245,685)
6,339,289	6,339,289	Rents, Rates, & Other Property Costs	6,061,927	(277,362)
11,965,228	11,965,228	General Management	11,832,601	(132,627)
4,818,963	4,818,963	Special Services	4,286,759	(532,204)
21,805,082	21,805,082	Depreciation & Impairment	21,805,082	0
190,000	190,000	Provision for Bad Debts	150,000	(40,000)
(56,968,090)	(56,968,090)	Dwelling Rents	(56,972,412)	(4,322)
(2,227,988)	(2,227,988)	Garage & Other Property Rents	(2,301,967)	(73,979)
(8,414,324)	(8,414,324)	Service Charges - General	(7,817,551)	596,773
(115,000)	(115,000)	Miscellaneous Income	(29,097)	85,903
9,646,135	9,646,135	Adjustments & Financing Items	9,657,335	11,200
(426,730)	(426,730)	Amenities shared by whole community	(426,730)	0
(100,000)	(100,000)	Interest Received	(100,000)	0
0	0	Total Housing Revenue Account	(612,302)	(612,302)

# General Fund summary by type

## Housing Revenue Account summary by type

Approved	Current		Forecast	Forecast
budget	budget		outturn	variance
20,556,794	20,559,794	Employees	20,524,233	(35,561)
9,385,168	9,402,168	Premises	9,388,318	(13,850)
282,856	282,856	Transport	238,654	(44,202)
16,090,722	16,070,722	Supplies & Services	16,279,037	208,315
4,007,623	4,007,623	Third Party Payments	4,005,043	(2,580)
83,126,130	83,126,130	Housing Benefits & Business Rates Tariff	86,687,827	3,561,697
(63,298)	(63,298)	Capital Financing	(387,854)	(324,556)
800,000	800,000	Rev Contribs to Capital	800,000	0
(27,246,405)	(27,246,405)	Fees, charges and rental income	(27,467,641)	(221,236)
(99,134,946)	(99,134,946)	Government Grants	(103,346,685)	(4,211,739)
1,013,331	1,013,329	Centrally Managed	1,018,583	5,254
18,111,803	18,111,803	Recharge Expenditure	17,777,827	(333,976)
(26,929,778)	(26,929,778)	Recharge Income	(26,428,725)	501,053
0	(2)	Total General Fund	(911,384)	(911,382)

Approved	Current		Forecast	Forecast
budget	budget		outturn	variance
5,679,599	5,679,599	Employees	5,606,734	(72,865)
22,950,924	22,950,924	Premises	22,335,006	(615,918)
112,285	112,285	Transport	93,804	(18,481)
2,777,110	2,777,110	Supplies & Services	2,605,041	(172,069)
3,410	3,410	Third Party Payments	3,410	0
7,112,273	7,112,273	Recharge Expenditure	7,111,381	(892)
5,131,340	5,131,340	Capital Financing	5,131,340	0
(68,530,117)	(68,530,117)	Receipts	(68,262,194)	267,923
0	0	Government Grants	0	0
(509,224)	(509,224)	Recharge Income	(509,224)	0
11,144,366	11,144,366	Rev Contribs to Capital	11,144,366	0
14,128,034	14,128,034	Capital Financing	14,128,034	0
0	0	Total Housing Revenue Account	(612,302)	(612,302)

# Capital Budget Monitoring Summary Year: 2018/19 Period: 3 (June)

GF Capital Expenditure Programme	Current Budget	Forecast Outturn	Forecast Variance
Grounds Maintenance Equipment	559,580	559,580	0
Norwich Parks tennis expansion	0	11,225	11,225
Riverbank stabilisation	82,500	82,500	0
St Giles MSCP - replace central	15,750	15,750	0
Hewett Yard Refurbishment	46,600	46,600	0
Royal Oak Court - Demolition	38,500	38,500	0
City Hall - Fire system	62,000	62,000	0
Community Centre fire detection	21,000	21,000	0
Riverside Leisure Centre - Plant	12,000	12,000	0
Earlham Park toilet replacement	86,750	86,750	0
Eaton Park path replacement	45,000	45,000	0
HR System	63,273	63,273	0
Acquisition of income generating assets	56,368,455	56,368,455	0
Asset Acquisition 1	40,033	40,033	0
Asset Acquisition 2	184,581	184,581	0
Asset Acquisition 3	23,774	23,774	0
Asset Acquisition 4	9,954,193	9,954,193	0
Parking machines card upgrade	32,822	32,822	0
Non trafficked pedestrian bridges	55,000	55,000	0
Strangers Hall stores roof	27,500	27,500	0
Riverside Footpath District Lighting	21,000	21,000	0
City Hall heating system	17,250	17,250	0
Castle Museum windows	33,000	33,000	0
Pulls Ferry quay heading	16,500	16,500	0
St Giles MSCP Lift Controller	35,500	35,500	0
CCTV replacement	250,935	250,935	0
City Hall 2nd Floor	0	1,220	1,220
City Hall external lighting	5,556	5,556	0
Parking Management System	65,825	65,825	0
Traveller Site	26,000	26,000	0
Customer centre redesign	440,363	440,363	0
St Giles MSCP - Windows and doors	20,000	20,000	0
NaHCASP Threescore	0	42,943	42,943
New Build - Three Score Phase 2	942,877	0	(942,877)
IT Investment Fund	309,439	309,439	0

GF Capital Expenditure Programme	Current Budget	Forecast Outturn	Forecast Variance
Finance & HR System	241,869	241,869	0
Park Depots demolition	282,319	282,319	0
Investment for regeneration	130,000	130,000	0
Community Infrastructure Levy	253,412	253,632	220
GNGP	0	0	0
Section 106	388,462	392,953	4,491
Cycle City Ambition Group 2	3,386,254	3,252,081	(134,173)
Home Improvement Agency Works	0	0	0
Capital contingency	64,500	64,500	0
Total GF Capital Expenditure Programme	75,634,447	74,622,386	(1,012,061)

GF Capital Loans Programme	Current Budget	Forecast Outturn	Forecast Variance
10-14 Ber Street	280,000	280,000	0
New Build - Three Score Phase 2	1,119,546	1,119,546	0
New Build - Three Score Phase 3	481,615	481,615	0
Total GF Capital Loans Programme	1,881,161	1,881,161	0

# Appendix 2

HRA Capital Programme Group	Current Budget	Forecast Outturn	Forecast Variance
Community Upgrades	956,558	956,550	(8)
Heating Upgrades	4,917,192	4,716,479	(200,713)
Home Upgrades	6,144,853	6,144,900	47
Independent Living Upgrades	1,074,089	1,074,100	11
Preventative Upgrades	8,445,033	7,204,411	(1,240,622)
Sheltered Housing Regeneration	258,030	103,200	(154,830)
Thermal Upgrades	1,713,316	1,713,300	(16)
Window & Door Upgrades	1,958,156	1,958,100	(56)
Site Development	100,000	100,000	0
New Build Social Housing	16,930,877	16,936,511	5,634
RTB Buyback Programme	250,000	250,000	0
Grants to Registered Housing Providers	2,809,157	2,809,157	0
Total HRA Capital Programme	45,557,261	43,966,708	(1,590,553)