

Policy Committee – 13th December 2016



REVENUE BUDGET MONITORING REPORT - QUARTER 2 2016/17

Report of the Strategic Manager – Financial Services (s151 Officer)

Lead Member – Finance: Councillor Mulligan

Ward(s) affected: All

1. Purpose of Report

- 1.1 To advise members of the revenue budget position of the Council, based on the Quarter 2 review of income and expenditure to the end of September 2016.

2. Recommendations

- 2.1 Members note the revenue budget a monitoring position as at 30 September 2016.
- 2.2 Members note that £12.3k of the savings expected to be achieved this year are identified as green in Appendix B and that these savings will be carried forward for support to the 2017/18 budget and beyond.
- 2.3 That the Councils Long Term Financial Plan be amended to take account of the 'green' savings in 2017/18 and beyond where these are not currently allowed for in the budget.
- 2.4 Members note the impact of the Supplementary Estimate required to fund the additional Local Plan works in 2016/17.
- 2.5 Members approve the transfer of £212k of the forecasted budget surplus to earmarked reserves as detailed in paragraph 5.6 of the report.

3. Background Information

- 3.1 On 16th February 2016 the Council approved its Net Revenue Budget at £7,896 for 2016/17. This was subsequently increased by 2015/16 revenue budget slippage amounting to £195k and capital programme slippage and additions £319k. Giving a revised Net Revenue Budget at £8,410k for 2016/17.
- 3.2 The budget included:
- A contribution of £18k to Parishes to assist them with the impact of the localisation of council tax.
 - A contribution of £72k from previous years Council Tax Collection Fund surpluses.
 - A contribution of £364k to the Business Rates Collection Fund Deficits

- New Homes Bonus Grant of £1,086k
- Net Contributions to/from Earmarked Reserves of £1,451k
- A Corporate Contingency of £75k plus additional slippage of £25k.
- Member Grants for their Wards £15k plus additional slippage of £15k.

4. Quarter 2 Financial Performance – Revenue Budget

- 4.1 Based on the September budget monitoring exercise the Council's performance against budget is a projected underspend of £342k for the full financial year. This includes £12.3k from the Council's Income and Savings Plan shown at Appendix B.
- 4.2 The revised budget figure includes the requested £42k supplementary estimate need to fund the Local Plan works in 2016/17 as at quarter 2. Details of this are with the Craven Local Plan - Objectively Assessed Housing Need-SHMA Update 2016 report, also being presented at 13th December Policy.
- 4.3 Projected financial performance at the end of Q2 is summarised in Table 1 below and shown in detail at Appendix A.

Table 1: Summary Of Q2 Forecasted Outturn Position As At 30 September 2016

	Revised Budget £	Expected Outturn £	(Under) / Overspend £
<u>Services</u>			
Chief Executive / Director of Services	1,981,918	1,755,511	(226,407)
Resources Department	1,705,794	1,702,182	(3,612)
Community Department	2,581,903	2,470,186	(111,717)
Total Service Related Costs	6,269,615	5,927,879	(341,736)
<u>Corporate Costs</u>			
Investment Income	(59,880)	(59,880)	0
Interest Payable	255,710	255,710	0
MRP for Capital Financing	321,000	321,000	0
Revenue Funding For Capital Programme	986,778	986,778	0
Corporate Contingency	100,000	100,000	0
Support to Parishes	17,760	17,760	0
NHB Projects Approved to Commence	687,120	687,120	0
Revenue Budget	8,578,353	8,236,367	(341,736)
Contributions To / (From) Earmarked Reserves	(1,619,463)	(1,619,463)	0
Amount to be met from C.Tax, Rates & Grant	6,958,890	6,958,890	0
Forecast Net (Surplus) / Deficit **	0	0	(341,736)

** This will be available to be transferred to earmarked reserves to support the future years budgets.

4.4 Service Related Costs

Services are currently showing a projected favourable variance of £342k. Details of the variances are set out in Appendices A1 to A4. The variances are analysed below in the context of the Major Budgets Risk areas set out as part of the Budget Setting Process.

- 4.5 Salaries and Wages – Salaries and Wages form a major expenditure for the Council accounting 34% of revenue expenditure. Savings in salary costs so far this year total £368k across all services, however agency and contract staff have been used to fill some of the gaps and as such these costs are estimated at £300k. The use of Agency staff is not sustainable going forward and in the long term will end up costing the Council more than substantive members of staff. A further risk is that if the ‘vacant’ posts are not being filled either by permanent or temporary staff – is work not being done, is there a potentially statutory duties not being completed in a timely manner.

Due to late invoicing by the County Council for the Retired Officer Pension Costs for 2014/15 and the payment of the unaccrued 2015/16 costs there is a overspend of £19.5k within the Corporate Pension costs for the Council.

- 4.6 Car Park Pay & Display Income & Expenditure – At the end of Quarter 2 Car Parking income is £27k up on the same period in 2015/16. This equates to them being 3% up on the expected target for the year. Due to the current economic climate there may be some pressure in maintaining these levels of income in the future, unless the review of the 2017/18 charge is approved.

This achievement in the income is, unfortunately, being entirely offset by the increased expenditure levels within the Car Parks. Especially within the services provided by third parties such as Cash Collection and Ticket machine costs. The risk is if these costs continue and the income levels fall, it will reduce the Car Parks overall contribution.

- 4.7 Planning Application / Development Control Fees – Due to the positive effect of the housing market on the application fees there has been a very strong income stream over the last few years. In 2016/17 it is predicted that income will be around £410k, this is £20k above the original estimate. However as this this income is subject to volatility and is unpredictable whether this level of income is sustainable. This level of income has been used as the starting point for assessing income for the 2017/18 budget.

- 4.8 Building Control – Inline with the increase in planning application fees there has been an improvement in the Building Control fees received by the Council. The Fees and Charges income for 2016/17 were slightly down on forecast for Quarter 1 but have improved up to Quarter 2 albeit slowly. As there is competition from the private market caution must be exercised when predicting future income.

- 4.9 Garden Waste Subscription Service - The Garden Waste Subscription Service is performing well in 2016/17. The original target was £233k and it has achieved £238k, which equates to approximately 9,150 licences. This level of subscription has been used as basis for the calculation of the 2017/18 budget. The sensitivity of the number of customer subscriptions to any increase in charge will also be reviewed as part of the budget process.

- 4.10 Trade Waste Collection Income – Like any other commercial income stream, this is subject to competition from other providers. As such prices for collection must be set with this in mind, as a risk is business would be lost to the private sector collectors. The income for 2016/17 is forecasted to be in the region of £697k, £38k higher than the original estimate.
- 4.11 Maintenance Across the Council – On analysis of the expenditure across all of the Council Services for the Annual, Reactive and Planned maintenance it is forecasting that there will be sufficient budget provision. There are some areas which are overspending but this is being compensated by other areas underspending their allocation.
- 4.12 Craven Pool & Fitness Centre – The income generated by Pool & Fitness Centre is of a significant level. It is forecasted that it will achieve the income target set at as part of the 2016/17 budget setting process. Maintaining this level of income is key for the Pool to continue to be as cost neutral as it has been in recent years.
- 4.13 Skipton Town Hall – The Commercial Unit income for the Skipton Town Hall is falling well short of the expected amount at the start of the year. This has been due to unexpected delays in filling the units in 2016/17. It was originally set to achieve £49k but it is currently forecasting to achieve £17k. The risk is that further delays in occupation could reduce the expected income further still. The Concert Hall income is still forecasting as originally set.
- 4.14 Corporate costs not included Services:
At the end of the second quarter Corporate Costs are showing a projected Outturn as originally forecasted.
- 4.15 Other Issues:
- Skipton Triathlon – The running of this has been outsourced since its inception in 2006, but now the contract has come to an end. It has been proposed by Officers that the provision of the 2017 Triathlon will be managed in-house, on a trial basis. The event is scheduled for April 2017, and its costs and income will be subject to a successful growth bid as part of the Budget Setting process. There will be some income received and expenditure incurred ahead of the event and in 2016/17 – but this will be transferred into 2017/18 as part of the Annual Accounts process.
- The Local Plan – Due to the revised timescales for Craven's Local Plan there has been an increased cost incurred in 2016/17. In order to meet this there is a request for a supplementary estimate for £42k. It is proposed that this supplementary estimate be funded from in year savings. There has also been a growth bid requested as part of the 2017/18 budget setting process, which will fund all costs associated with taking the Plan through examination.
- 4.16 Savings and Income Plan
The Council's financial pressures for its budgets will continue. The current estimate from the 2016/17 Medium Term Financial Plan (MTFP) is that savings or additional income of £584k is required for 2017/18 and £812k for 2018/19. However there is a risk that this could increase. The Long Term Financial Strategy (LTFS) for 2017/18 and beyond reflects this and forecasts by 2020/21 savings of £1,191 will be required.

- 4.17 Work on identified projects is continuing in 2016/17 to ensure delivery of them. £12.3k has been delivered by Q2 and a further £21.4k is estimated to be achieved by the end of 2016/17. However, this is £266k short of the current target set for 2016/17 and this shortfall will need to be recovered in 2017/18. This information is summarised at Appendix B. Work has commenced on identifying a number of further projects to deliver the savings required, these will be added to the plan as they are confirmed as suitable, affordable and achievable.
- 4.18 As detailed in Appendix B currently £12.3k of savings had been achieved by the end of September. It is intended that these savings are transferred to reserves to support budget pressures in future years. Budgets were adjusted in Quarter 2 to reflect these savings.
- 4.19 Main Risk Areas
The 2016/17 Revenue Budget report highlighted the main risk areas to the Council as sustaining income levels in the current economic climate, and implementing the savings that have been built into the budget. These risks will continue in to 2017/18 and beyond.
- 4.20 The achievement of additional income streams and or efficiencies is critical to the council if it is to balance its budget from 2017/18 and beyond and is a major risk to the council as it sees its revenue support grant reduced from £1.183m in 2015/16 to nil by 2018/19.
- 4.21 Income Streams
All income streams are monitored on a monthly basis and at the end of quarter 2 overall were 4.48% ahead of target.
- 4.22 Budget monitoring clinics are held with budget holders on a quarterly basis.
- 4.23 Statistics showing performance against income and salary budgets are also presented to CLT on a monthly basis.
- 4.24 Additional information relating to Car Parking income is provided only as an appendix to this report. This is Appendix C.

5. Financial Position

- 5.1 The Council has a General Fund unallocated balance of £995k at 1 April 2016. It is expected that this balance will remain during 2015/16.
- 5.2 The Council's policy was to maintain the General Fund Balance at a prudent level. This is essential in order to mitigate against the risk of unplanned movements from budgeted net expenditure levels and to cover for day to day cash flow variances. Moreover, a robust level of reserves will help the Council mitigate against the risks of ongoing funding cuts. For 2016/17 this level was agreed as adequate. The current LTFS and MTFP has assumed balance will be maintained.
- 5.3 The 2016/17 revenue budget is not without pressures, and as a consequence the contingency was set at £75k. The Council had a surplus on its 2015/16 revenue budget and it was agreed to utilise £25k for 2016/17 contingency thereby increasing the budget to £100k.

- 5.4 The funding for the 2016/17 capital programme was agreed as part of the budget setting. Members agreed that £668k from earmarked reserves would be utilised to fund the capital programme. This has been included in the revenue budget. This has increased to £987k as a consequence of the slippage and its funding from the 2015/16 capital programme.
- 5.5 As part of the year end accounts processes members agreed to £170k of budget slippage from 2015/16 to 2016/17. This has been included within the revised budget.
- 5.6 The forecasted surplus at the end of Quarter 2 is £342k. It is proposed that contributions of £212k are made to the following reserves £12k be contributed to the Future Year Budgets Reserve as identified in paragraph 4.16 and in addition, Planning (£75k), Business Rates Contingency (£25k), Vehicles (£50k) and Buildings (£50k).

6. **Summary**

- 6.1 The impact of the economy on the Council's income streams and their volatility is a risk to the Council and will need to be managed closely going forward.
- 6.2 The Council had £5,786k in earmarked reserves at 1 April 2016 and estimates contributions of £1,340k will be made to them during the year. £3,751k will be either utilised in 2016/17 or has been committed for use. Table 2 shows the details.

Table 2 - Earmarked Reserves

<u>Description</u>	<u>Opening Balance</u> <u>1 April 2016</u>	<u>Contributions</u> <u>From</u>	<u>Contributions</u> <u>To</u>	<u>Commitments</u>	<u>Forecasted</u> <u>Available Balance</u> <u>31 March 2017</u>
	£'000	£'000	£'000	£'000	£'000
New Homes	1,258	(1018)	901	(153)	988
Planning	370	(119)	75	0	326
Enabling Efficiencies	418	(187)	20	(98)	153
Vehicles	580	(311)	80	(25)	324
ICT	731	(176)	30	(60)	525
Buildings	465	(235)	80	(63)	247
Insurance	50	0	10	0	60
Business Rates Contingency	1,250	(364)	132	(476)	542
Future Year Budget Support	364	(271)	12	0	105
Contingency & Slippage	195	0	0	(195)	0
Other	105	0	0	0	105
Total	5,786	(2,681)	1,340	(1,070)	3,375

6.3 The General Fund Revenue Balance currently stands at £995k. This will assist in mitigating against the risk of unplanned movements from budgeted net expenditure levels, as well as the impact of changes in local government funding.

7. **Implications**

7.1 **Financial and Value for Money Implications**

All financial implications are contained in the body of the report.

7.2 **Legal implications**

None as a direct result of this report. The Council set a balanced budget for 2015/16, and going forward it is a further requirement that the budget is balanced.

7.3 **Contribution to Council Priorities**

The delivery of a balanced and managed budget is critical to the well being of the Authority.

7.4 **Risk Management**

Failure to achieve a balanced budget in the financial year would have serious consequences for the Council.

The Council is required to set a balanced budget for its financial year. The loss of RSG and subsequent savings required present a risk to future year's budgets.

7.5 **Equality Impact Assessment**

The Council's Equality Impact Assessment Procedure **has been** followed. An Equality Impact Assessment **has not** been completed on the proposals as completion of **Stage 1- Initial Screening** of the Procedure identified that the proposed policy, strategy, procedure or function **does not have** the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation.

8. **Consultations with Others**

None

9. **Access to Information : Background Documents**

None

10. **Author of the Report**

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11. **Appendices**

Appendix A – Revenue Budget - analysis of projected outturn by Department / Cost Centre Group.

Appendix B – Income and savings plan.

Appendix C – Car Park Income Performance

Summary Report

Reference	Description	Original Budget 2016/17 £	Virements 2016/17 £	Slippage Requests from 15/16 £	Supplementary Estimates 2016/17 £	Virements & Supplementary Estimates 2016/17 £	Revised Budget 2016/17 £	Sept Projected Outturn 2016/17 £	(Under)/Overspend 2016/17 £	Comments
A2	Chief Executive/Director of Services	1,836,538	72,210	73,170	0	145,380	1,981,918	1,755,511	(226,407)	
A3	Resources Department	1,655,610	46,684	3,500	0	50,184	1,705,794	1,702,182	(3,612)	
A4	Community Department	2,303,392	135,622	92,889	50,000	278,511	2,581,903	2,470,186	(111,717)	
	Total Service Related Costs	5,795,540	254,516	169,559	50,000	474,075	6,269,615	5,927,879	(341,736)	
	<u>Corporate Costs</u>									
	Investment Income	(59,880)	0	0	0	0	(59,880)	(59,880)	0	
	Interest Payable	255,710	0	0	0	0	255,710	255,710	0	
	Minimum Revenue Provision	321,000	0	0	0	0	321,000	321,000	0	
	Revenue Funding of Capital Programme	667,550	0	319,228	0	319,228	986,778	986,778	0	
	Corporate Contingency	75,000	0	25,000	0	25,000	100,000	100,000	0	
	Support To Parishes	17,760	0	0	0	0	17,760	17,760	0	
	Revenue Bids	136,100	(136,100)	0	0	(136,100)	0	0	0	Vired to services
	NHB Projects Approved to Commence	687,120	0	0	0	0	687,120	687,120	0	
	Total Revenue Budget 2016/17	7,895,900	118,416	513,787	50,000	682,203	8,578,103	8,236,367	(341,736)	

	Original Budget 2016/17 £	Virements 2016/17 £	Slippage Requests from 15/16 £	Supplementary Estimates 2016/17 £	Virements & Supplementary Estimates 2016/17 £	Revised Budget 2016/17 £	Sept Projected Outturn 2016/17 £	(Under)/ Overspend 2016/17 £	Comments
CLT	416,321	0	0	0	0	416,321	396,198	(20,123)	(£6k) savings in salaries & related, (£21.3k) extra income from secondment to LEP. £9K Overpend in external services
Business Support	200,166	0	0	0	0	200,166	162,939	(37,227)	(£31k) salaries & related savings, (£5k) extra income from room rental (EC referendum)
Human Resources & Training	160,150	19,000	20,240	0	39,240	199,390	172,228	(27,162)	(£2.5k) savings in salaries & related, (£25.5k) savings in training, (£7k) savings in external services, £8k overspend in members & subscriptions
Communications & Partnerships	176,790	2,647	43,190	0	45,837	222,627	193,450	(29,177)	Community & Member grants unspent (£59k); vacant post (£27k)
Tour De Yorkshire	0	0	0	0	0	0	0	0	
Craven Crime Reduction + Safer Stronger Communities	0	15,000	9,740	0	24,740	24,740	6,601	(18,139)	(£30k) unbudgeted income .
Customer Services	309,360	0	0	0	0	309,360	279,539	(29,821)	(£30k) savings in salaries (CS Manager costs included in Agency in Revs & Bens).
Revenues & Benefits Services	113,880	13,000	0	0	13,000	126,880	56,631	(70,249)	(£40k) saving in employment costs (3 vacant posts of £126k offset by increased agency costs of £85k). (£27k) increase in grant funding received.
Information Services	464,870	22,563	0	0	22,563	487,433	496,925	9,492	Agency Staff overspend - although this has now ceased
Street Signs & GIS	(5,000)	0	0	0	0	(5,000)	(9,000)	(4,000)	Income above expected
Total Chief Executive/Director of Services	1,836,538	72,210	73,170	0	145,380	1,981,918	1,755,511	(226,407)	

	Original Budget 2016/17 £	Virements 2016/17 £	Slippage Requests from 15/16 £	Supplementary Estimates 2016/17 £	Virements & Supplementary Estimates 2016/17 £	Revised Budget 2016/17 £	Sept Projected Outturn 2016/17 £	(Under)/ Overspend 2016/17 £	Comments
Democratic Services	37,310	0	0	0	0	37,310	40,169	2,859	£2.7k overspend on overtime
Democratic Representation	249,601	0	0	0	0	249,601	245,951	(3,650)	(£3k) savings in royal mail recharges
Elections	85,670	0	0	0	0	85,670	86,986	1,316	
Electoral Registration	66,910	0	0	0	0	66,910	67,745	835	
Legal Services	163,290	0	0	0	0	163,290	157,129	(6,160)	Salary - Vacant Mod App post
Total Legal & Democratic Services	602,780	0	0	0	0	602,780	597,979	(4,801)	
Properties (incl. Build to rent)	310,590	0	0	0	0	310,590	368,084	57,494	£70k increase in agency costs re build to rent, (£15k) increase in misc property rentals offset by £5k increase in NNDR, (£5k) reduction in bus station maintenance costs.
Shared Ownership Scheme	0	0	0	0	0	0	8,000	8,000	No budget. Expenditure to date.
Car Parks	(1,130,660)	339	0	0	339	(1,130,321)	(1,133,629)	(3,308)	(£50k) increase in parking fees, £54k increase in external services costs ,(£4k) reduction in maintenance costs
Public Conveniences	67,520	0	0	0	0	67,520	67,522	2	
Amenity Areas/Aireville Park	104,720	0	0	0	0	104,720	104,720	0	
Asset & Commercial Service Unit & Estates	218,120	46,345	0	0	46,345	264,465	192,405	(72,060)	(£71k) savings in employee costs due to vacant posts, £6k increase in external services costs, (£12k) increase in misc fees income offset by £4k increase in NNDR costs.
Total Projects & Facilities	(429,710)	46,684	0	0	46,684	(383,026)	(392,898)	(9,872)	
Corporate Costs	974,260	24,500	0	0	24,500	998,760	1,017,952	19,192	(£2.8k), (£2.5k) savings to internal & external audit respectively. (£22k) savings to bad debts, £19.5k overspend in pension costs, £25.5k overspend in Vacancy provision
Community Services (Credit Unions)	10,000	0	0	0	0	10,000	10,000	0	Spend in December
Financial Services	498,280	(24,500)	3,500	0	(21,000)	477,280	469,149	(8,131)	(£20k) Savings in salaries & related
Total Resources Department	1,655,610	46,684	3,500	0	50,184	1,705,794	1,702,182	(3,612)	

	Original Budget 2016/17 £	Virements 2016/17 £	Slippage Requests from 15/16 £	Supplementary Estimates 2016/17 £	Virements & Supplementary Estimates 2016/17 £	Revised Budget 2016/17 £	Sept Projected Outturn 2016/17 £	(Under)/ Overspend 2016/17 £	Comments
Refuse Collection - Domestic	787,140	(13,980)	0	0	(13,980)	773,160	767,545	(5,615)	£40k up on income - due to Transfer Note Charge. £9k in salary overspend and £19k over on Traffic Mgt Provision Salary Overspend - but staff split with GWS - where there is an underspend £6k Gas charges (underaccrued 15/16 charges now paid) £4k Compressor purchase
Refuse Collection - Commercial	(146,980)	25,577	0	0	25,577	(121,404)	(199,493)	(78,089)	
Street Cleansing	293,190	(15,677)	0	0	(15,677)	277,513	303,633	26,120	
Recycling	124,250	100,294	0	0	100,294	224,544	264,140	39,596	
Mechanics Workshop	26,570	(9,740)	0	0	(9,740)	16,830	27,658	10,827	
Waste Management Service Unit	216,310	12,773	0	0	12,773	229,083	215,047	(14,036)	
Garden Waste Scheme	(64,060)	(71,889)	0	0	(71,889)	(135,949)	(163,012)	(27,063)	
Total Waste Management	1,236,420	27,358	0	0	27,358	1,263,778	1,215,518	(48,259)	Income £5k up on forecast. See R203 for Salary underspend.
Clean Neighbourhoods	0	0	0	0	0	0	0	0	
Environmental Health Services	387,342	14,743	0	0	14,743	402,085	369,760	(32,325)	
Emergency Planning	0	0	0	0	0	0	0	0	
Pest Control	0	0	0	0	0	0	0	0	
Culverts, Water Courses & Flood Pre	0	0	0	0	0	0	0	0	
Hackney Carriages	2,490	1,131	0	0	1,131	3,621	(4,270)	(7,890)	
Liquor Licencing	(27,370)	0	0	0	0	(27,370)	(25,771)	1,600	
Flooding	0	0	0	0	0	0	22,840	22,840	
Environmental Health Service Unit	11,780	266	0	0	266	12,046	10,350	(1,696)	
Total Environmental Health	374,241	16,140	0	0	16,140	390,381	372,909	(17,472)	

	Original Budget 2016/17 £	Virements 2016/17 £	Slippage Requests from 15/16 £	Supplementary Estimates 2016/17 £	Virements & Supplementary Estimates 2016/17 £	Revised Budget 2016/17 £	Sept Projected Outturn 2016/17 £	(Under)/ Overspend 2016/17 £	Comments	
Historic Buildings	3,000	0	0	0	0	3,000	3,000	0	£17k salary overspend. Income £25k still forecasted to be down on expected	
Building Control - Non Fee Earning	39,290	0	0	0	0	39,290	38,576	(714)		
Building Control - Fee Earning	(59,060)	1,720	0	0	1,720	(57,340)	(11,914)	45,426		
Local Plan	180,920	119,452	0	50,000	169,452	350,372	346,716	(3,656)		
Local Land Charges	(79,680)	536	0	0	536	(79,144)	(75,262)	3,882		
Development Control	88,680	(10,891)	0	0	(10,891)	77,789	54,754	(23,035)		
Planning (Service unit)	22,180	536	0	0	536	22,716	13,152	(9,564)		
Total Planning Services	195,330	111,353	0	50,000	161,353	356,683	369,021	12,338		Unbudgeted Income
Aireview House	26,979	0	0	0	0	26,979	26,620	(359)		Direct computer budget unlikely to be spent (£11k); underspend on staff budget (£7k); unexpected external funding (£4k); over-achieved BRIA recovered (£4k); reduced operational costs (£2k)
Homelessness	253,929	0	0	0	0	253,929	208,880	(45,049)		
Private Sector & Housing Enabling	36,710	0	0	0	0	36,710	36,710	0		
Housing Service Unit	48,980	(27,620)	0	0	(27,620)	21,360	18,860	(2,500)		
Total Housing Services	366,598	(27,620)	0	0	(27,620)	338,978	291,070	(47,908)		
Economic Development	271,909	12,900	61,543	0	74,443	346,352	352,283	5,931	£25k increase in employee costs. (£20k) reduction in maintenance costs, (£2k) saving on NNDR	
Craven Swimming Pool	(10,300)	0	0	0	0	(10,300)	(6,614)	3,686		
Museum incl. Skipton TH	162,211	(4,622)	3,000	0	(1,622)	160,589	136,160	(24,429)	Vacant post - to be filled in November	
Bereavement Services	(293,018)	113	28,346	0	28,459	(264,559)	(260,162)	4,397	(£10k) underspend on NNDR, (£18k) underspend on maintenance, £5k overspend on Memorial Safety re Closed Churchyard Kildwick	
Total Community Department	2,303,392	135,622	92,889	50,000	278,511	2,581,903	2,470,186	(111,717)		

Craven District Council Income & Savings Plan - Quarter 2

Income & Savings Action Plan 2016/17 - 2018/19 (v40) Forecast of Savings Update At September 2016

Reporting Spreadsheet

Key:

Green Income / Savings achieved - low risk

Amber Income / Savings in progress- further work required - medium risk

Red Income / Savings aspirational or not commenced - high risk (may require a change in council policy &/or member approval)

Ref No	Line No	Additional Income / Proposed Saving Service Area	Status	Target 2016/17 £	Update 2016/17 £	Target 2017/18 £	Target 2018/19 £	Target 2019/20 £	Target 2020/21 £	Progress / Comments	Lead Member	CLT Lead	Service Area Lead
E21	1	Revenues and Benefits Review	Red	20,000	0	0	0	0	0	Savings will not now be achieved as interest from a commercial partner has not come to fruition.	John Dawson	Samia Hussain	David Carre
E9	2	Housing / Env Health & Waste Management Review	Red	0	0	6,000	6,000	6,000	6,000	£20k expected saving 17/18 reduced to £6k. Env Health review in 2014/15 delivered all savings	Richard Foster	Paul Ellis	Wyn Ashton
I15	3	Marketing	Red	10,000	0	0	0	0	0	Post will be required to generate income to match salary. £10k additional income not achievable at this stage.	Richard Foster	Paul Shevlin	Sharon Hudson
I16	4	Engine Shed Lane	Red	0		10,000	10,000	10,000	10,000	Options Appraisal Scheduled for Policy Committee spring 2017.	Patrick Mulligan	Paul Ellis	Ian Halton
I17	5	ITC / Revenues & Benefits strategic Partnership	Red	10,000	0	0	0	0	0	Delete as no longer progressing. Replaced with Planning Software Project as this will realise annual savings of £14k from 17/18	John Dawson	Samia Hussain	Darren Maycock
E30	6	Aireview House	Red	0	0	10,000	10,000	10,000	10,000	Assessment of options for management of hostel undertaken - Included in Capital Programme 2016/17	Richard Foster	David Smurthwaite	Wyn Ashton
I18	7	Commercial Waste	Red	0	0	10,000	10,000	10,000	10,000	Report scheduled for Policy Committee December 2016, with new fees and charges effective 1 April 2017	Carl Lis	Paul Ellis	Wyn Ashton
8 TOTAL RED SAVINGS				40,000	0	36,000	36,000	36,000	36,000				
E2	9	Skipton Town Hall	Amber	38,330	1,940	60,410	76,660	76,660	76,660	Landlord works in progress, completion due in early February 2017	Simon Myers	Paul Ellis	Ian Halton
I9	10	Building Homes For Shared Ownership / To Rent	Amber	15,000	2,000	20,000	45,000	45,000	45,000	Lords Close, Giggleswick is completed, owners in occupation. Little Croft, Sutton, both on the market. Pilot scheme for S/O back out to Open Tender due to in excess of budget tenders received within the initial procurement. Two further Phase I sites awarded planning consent 24/10/16	Richard Foster	Paul Ellis	Ian Halton
I13	11	HGV Parking	Amber	2,000	1,000	2,000	2,000	2,000	2,000	Ready to be implemented apart from variation of Parking Order of which drafting and preparation of the associated documents almost complete. The draft will then go on deposit and be published in the local press.	Patrick Mulligan	Paul Ellis	Hazel Smith
I14	12	Craven Pool Parking	Amber	1,000	500	1,000	1,000	1,000	1,000	Ready to be implemented apart from variation of Parking Order of which drafting and preparation of the associated documents almost complete. The draft will then go on deposit and be published in the local press.	Patrick Mulligan	Paul Ellis	Hazel Smith
New List	13	Reduce Business Support Budget by £5k in 16/17 and 18/19	Amber	0	5,000	5,000	10,000	10,000	10,000	Salaries budget to be reduced by £10k over two years	John Dawson	Samia Hussain	Joanne Garnet
New List	14	Reduce Training budget (due to reductions in overall staffing)	Amber	0	5,000	5,000	5,000	5,000	5,000	£5k saving will be made from 2016/17 training budget.	John Dawson	Samia Hussain	Jacquie Hodgson

New List	15	2017 review CTR and local discount schemes	Amber	0	0	20,000	20,000	20,000	20,000	Proposals approved at policy and currently under consultation	John Dawson	Samia Hussain	David Carre
New List	16	Receiving full BID payment	Amber	0	5,000	5,000	5,000	5,000	5,000	Agreements in Place	John Dawson	Samia Hussain	David Carre
New List	17	Provision of HR services to other authorities and organisations	Amber	0	1,000	1,000	1,000	1,000	1,000	£700 achieved in 2016/17 following services delivered to Richmondshire DC	John Dawson	Samia Hussain	Jacquie Hodgson
New List	18	Improve café facilities to raise quality standards, improve how food is prepared and served, introduce new menu's	Amber	0	0	22,500	25,000	30,000	30,000	Project on track	Patrick Mulligan	Paul Ellis	Hazel Smith
New List	19	Replacement of Spinning Bikes	Amber	0	0	7,500	9,000	9,000	9,000	Project on track and due for completion December 2016.	Patrick Mulligan	Paul Ellis	Hazel Smith
New List	20	Triathlon Retender	Amber	0	0	5,000	5,000	5,000	5,000	Trial to manage in-house - Event opened for entries target is 850, had 115 after day 1.	Linda Brockbank	Paul Shevlin	Sharon Hudson
New List	21	Bring Site Review	Amber	0	2,250	9,000	9,000	9,000	9,000	Policy Committee approved the removal of all Bring sites Except for 6. The remaining bring sites will be removed in December 2016. Saving increased to £9k/annum rather than £5k/annum	Carl Lis	Paul Ellis	Wyn Ashton
New List	22	Mobile Homes Licensing, Hawkers Licences	Amber	0	0	3,000	3,000	3,000	3,000	Mobile Homes Licensing has been approved by Members. Now expected to generate £3k/annum rather than £500/annum as per previous prediction	John Dawson	Samia Hussain	Samia Hussain
New List	23	Replacement of Planning system	Amber	0	0	14,000	14,000	14,000	14,000	Project underway to replace existing planning software which will lead to reduced licencing costs. Estimated project completion mid-2017.	John Dawson	Paul Ellis	Darren Maycock
New List	24	Charge tourist attractions to display their materials	Amber	0	1,650	1,500	1,500	1,500	1,500	Four attractions/tourism operators have paid for dedicated space within Settle TIC, which for this financial year has generated £1,650	Simon Myers	David Smurthwaite	Sharon Sunter
New List	25	Upgrade music system with additional features for sales opportunities e.g. DVD's, web casting etc.	Amber	0	0	3,120	4,160	5,580	5,580	Project being delivered for launch in April 2017	Patrick Mulligan	Paul Ellis	Hazel Smith

TOTAL AMBER SAVINGS **56,330** **25,340** **185,030** **236,320** **242,740** **242,740**

P6	13	MFD Replacement	Green	8,586	8,586	8,586	8,586	8,586	8,586	Printer / photocopier replacement - new lease contract	John Dawson	Paul Ellis / Samia Hussain	Darren Maycock / Joanne Garnet
P7	14	Wide Format Printer Replacement	Green	1,000	1,000	1,000	1,000	1,000	1,000	New lease contract	John Dawson	Paul Ellis / Samia Hussain	Darren Maycock / Joanne Garnet
P8	15	Selling old MFD's/printer	Green	1,300	1,300	0	0	0	0	Old printer/copiers owned by CDC	John Dawson	Samia Hussain / Paul Ellis	Joanne Garnet / Darren Maycock
P9	16	Reviewing all external Revs & Bens contracts as they expire.	Green	1,500	1,500	1,500	1,500	1500	1500	NAFN & LOCTA membership not renewed.	John Dawson	Samia Hussain	David Carre

TOTAL GREEN SAVINGS **12,386** **12,386** **11,086** **11,086** **11,086** **11,086**

Income / Savings	108,716	37,726	232,116	283,406	289,826	289,826
Savings Inflation Adjustment	2,174	755	4,642	5,668	5,797	5,797
Total Income / Savings	110,890	38,481	236,758	289,074	295,623	295,623

Savings Required As per Feb 16 Budget & Sept 16 LTFS **273,000** **273,000** **626,000** **894,000** **1,017,000** **1,351,000**

MTFP savings required updated as part of the budget strategy, based on Feb 2016 Budget Report & Sept 2016 LTFS. But does not take into account loss of Land Charges Service

Target to Balance Following Year Budget Worst Case Scenario

626,000 626,000 894,000 1,017,000 1,351,000 1,378,000

Suggested Target

300,000 300,000 650,000 850,000 1,200,000 1,400,000

Suggested Target?

Headroom (+) / Deficit (-) To Savings Required as per MTFP

-162,110 -234,519 -389,242 -604,926 -721,377 -1,055,377

Headroom (+) / Deficit (-) To Target

-515,110 -587,519 -657,242 -727,926 -1,055,377 -1,082,377

Total Income / Savings Analysis

Green	12,386	12,386	11,086	11,086	11,086	11,086
Amber	56,330	25,340	185,030	236,320	242,740	242,740
Red - Identified Projects	40,000	0	36,000	36,000	36,000	36,000
Total	108,716	37,726	232,116	283,406	289,826	289,826

GAP BETWEEN TARGET AND SAVINGS IDENTIFIED

517,284 588,274 661,884 733,594 1,061,174 1,088,174

Income / Savings	109,830	0	213,160	228,160	228,160	228,160
Income / Savings	96,330	0	199,660	214,660	214,660	214,660
Income / Savings	108,716	17,826	160,496	201,746	201,746	201,746

Mar-16

Jun-16

Aug-16

Savings Required As per 2016/17 MTFP

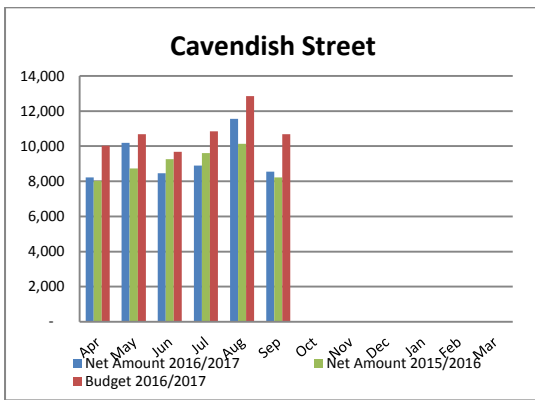
273,000 273,000 775,000 1,012,000 1,119,000 1,119,000

MTFP savings required updated as part of the budget strategy, based on Feb 2016 Budget Report. But does not take into account loss of Land Charges Service

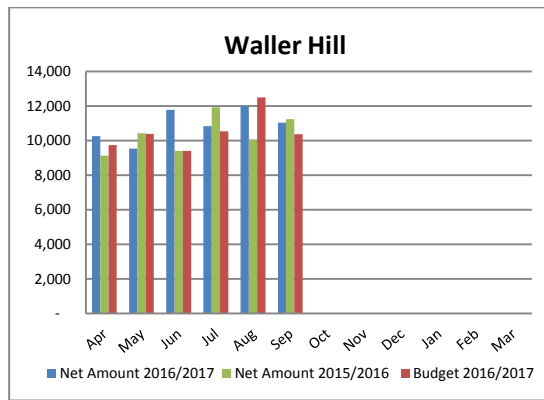
Parking Fees Apr – Sept 2016 (2016/2017 FYR)

2016/17	Cavendish Street			Waller Hill			Coach Street			High Street			Bunkers Hill		
	Amount 2015/2016	Amount 2016/2017	Budget 2016/2017	Amount 2015/2016	Amount 2016/2017	Budget 2016/2017	Amount 2015/2016	Amount 2016/2017	Budget 2016/2017	Amount 2015/2016	Amount 2016/2017	Budget 2016/2017	Amount 2015/2016	Amount 2016/2017	Budget 2016/2017
Month	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
April	£ 8,015	£8,219	£10,033	£ 9,241	£10,253	£9,747	£ 33,264	£33,492	£33,444	£ 47,794	£54,288	£47,778	£ 1,347	£1,652	£1,529
May	£ 8,736	£10,184	£10,687	£ 10,473	£9,545	£10,381	£ 33,415	£36,100	£35,622	£ 51,642	£55,287	£50,889	£ 1,549	£1,107	£1,628
June	£ 9,259	£8,461	£9,683	£ 9,895	£11,775	£9,407	£ 31,315	£34,071	£32,278	£ 49,690	£51,823	£46,111	£ 1,695	£1,429	£1,476
July	£ 9,603	£8,898	£10,838	£ 10,819	£10,841	£10,529	£ 37,334	£40,139	£36,128	£ 53,825	£59,400	£51,611	£ 1,525	£1,889	£1,652
August	£ 10,138	£11,563	£12,857	£ 11,505	£11,992	£12,489	£ 40,708	£45,587	£42,856	£ 59,688	£65,841	£61,222	£ 1,907	£1,664	£1,959
September	£ 8,222	£ 8,543	£10,675	£ 9,759	£11,036	£10,370	£ 34,235	£37,415	£35,583	£ 57,334	£53,215	£50,833	£ 1,548	£ 1,659	£1,627
October															
November															
December															
January															
February															
March															
	£53,973	£55,868	£64,773	£62,165	£65,442	62,922	£ 210,272	£226,794	£215,911	£ 313,055	£339,854	£308,444	£9,571	£9,400	£9,870
Variance		1,895	(£8,905)		3,227	2,520		16,522	10,883		26,799	31,410		(171)	(470)

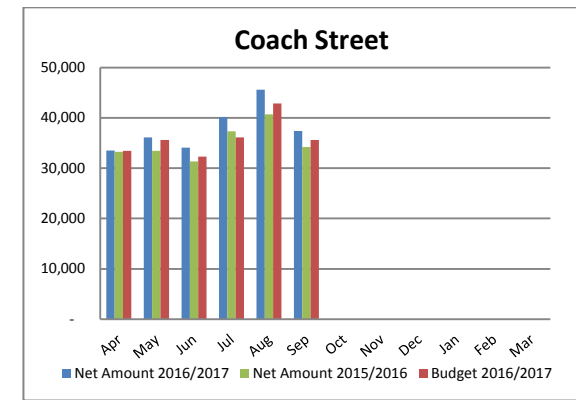
2016/17	Ashfield Road			Whitefriars			Greenfoot			Backgate & Community Centre		
	Amount 2015/2016	Amount 2016/2017	Budget 2016/2017	Amount 2015/2016	Amount 2016/2017	Budget 2016/2017	Amount 2015/2016	Amount 2016/2017	Budget 2016/2017	Amount 2015/2016	Amount 2016/2017	Budget 2016/2017
Month	£	£	£	£	£	£	£	£	£	£	£	£
April	£ 4,556	£4,976	£4,778	£ 5,492	£5,875	5,064	£ 2,276	£1,671	1,720	£ 1,855	£1,590	2,007
May	£ 4,528	£4,344	£5,089	£ 5,596	£5,275	5,394	£ 1,725	£1,818	1,832	£ 1,970	£1,432	2,137
June	£ 4,107	£5,488	£4,611	£ 5,327	£6,339	4,888	£ 1,713	£2,853	1,660	£ 1,361	£2,437	1,937
July	£ 5,127	£5,669	£5,161	£ 6,024	£6,135	£5,471	£ 2,132	£2,352	£1,858	£ 2,199	£2,637	£2,168
August	£ 5,985	£6,559	£6,122	£ 6,656	£8,150	£6,490	£ 3,013	£3,895	£2,204	£ 3,328	£2,818	£2,571
September	£ 4,854	£5,544	£5,083	£ 4,964	£5,683	£5,388	£ 2,824	£ 2,393	£1,830	£ 2,555	£ 3,126	£2,135
October												
November												
December												
January												
February												
March												
	£ 29,158	£32,579	£30,845	£ 34,059	£37,413	£32,695	£ 13,682	£14,981	£11,104	£ 13,268	£14,040	£12,954
Variance		3,421	1,734		3,354	4,718		1,299	3,877		772	1,086



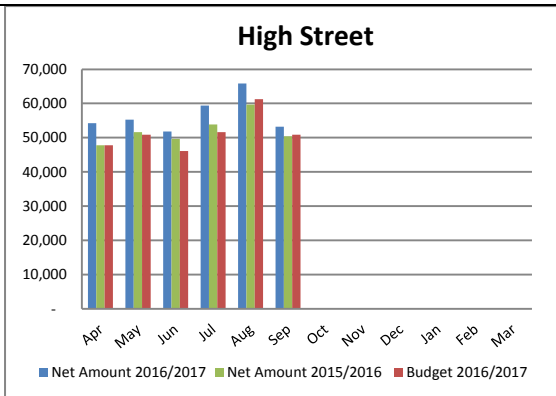
Comments: Income increased by 3.51% (£1,895) over same period last Year and down by 13.74% (£8,905) on budget



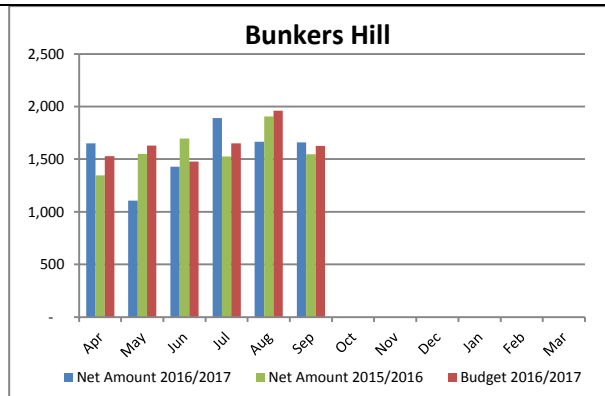
Comments: Income increased by 5.27% (£3,277) over same period last year and up by 4.0% (£2,520.) on budget



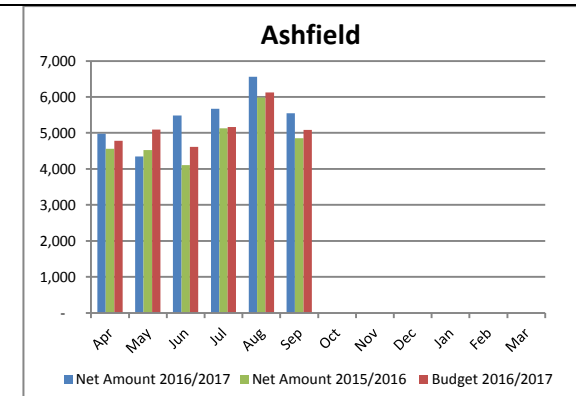
Comments: Income increased 7.86% (£16,522) over same period last year and up by 5.04% (£10883) on budget



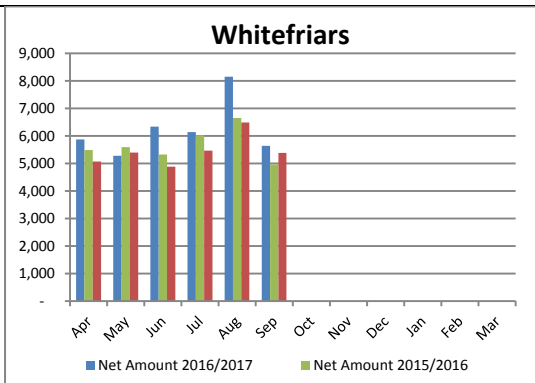
Comments: Income increased by 8.56% (£26,799) over same period last year and up by 10.18% (£31,410) on budget



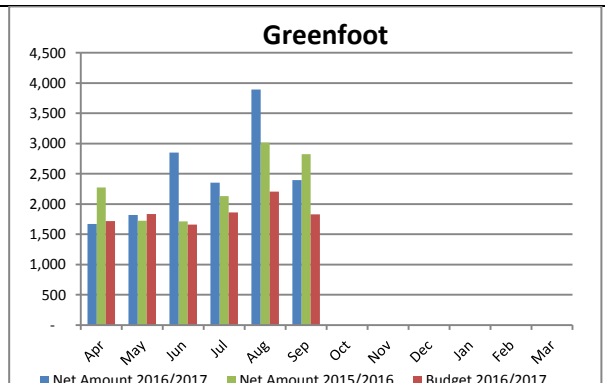
Comments: Income decreased by 1.79% (£171) over same period last year and down by 4.76% (£470) on budget



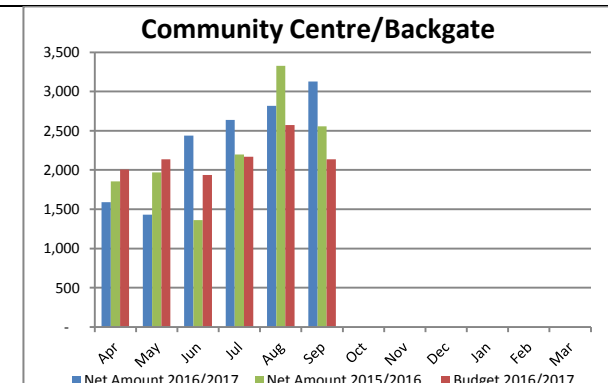
Comments: Income increased by 11.73% (£3,421) over same period last year and up by 5.62% (£1,734) on budget



Comments: Income increased by 9.85% (£3,354) over same period last year and up by 14.43% (£4,718) on budget



Comments: Income increased by 9.49% (£1,299) over same period last year and up by 34.92% (£3,877) on budget



Comments: Income increased by 5.82% (£772) over same period last year and up by 8.38% (£1,086) on budget