

## Policy Committee – 4<sup>th</sup> March 2014

### REVENUE BUDGET MONITORING REPORT - QUARTER 3 2013/2014



Report of the Corporate Head of Financial Management

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 3 review of income and expenditure to the end of September 2013.

#### 2. Recommendations

- 2.1 Members note the revenue budget monitoring position as at 31 December 2013 of savings of £377k.
- 2.2 Members note the £144k 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 2014/15 budget and beyond.
- 2.3 That £10k of the savings achieved is transferred to the Insurance Reserve.
- 2.4 Members note the additional income the council forecasts it will receive under the Business Rate Retention and Small Business Rate Relief Schemes of £655k

#### 3. Background Information

- 3.1 On 25 February 2013 the Council approved its Revenue Budget at £6,369k for 2013/14.
- 3.2 The budget included:
- A compensatory grant of £34k, equivalent to an increase of 1%, which is payable for two years only.
  - Contributions to Earmarked Reserves are as follows:  
New Homes Bonus Reserve £553k  
Enabling Efficiencies £30k
  - Growth pressures of £228k were included in the 2013/14 budget, of which £100k are ongoing, i.e. will impact on the base budget in future years.

- A Corporate Contingency of £67k. This has been adjusted to £100k by utilising surpluses generated in 2012/13.

#### 4. **Quarter 3 Financial Performance – Revenue Budget**

- 4.1 Based on the December budget monitoring exercise the Council's performance against revenue budget is a projected underspend of £377k for the full financial year.
- 4.2 Projected financial performance at the end of Q3 is summarised in Table 1 below.

**Table 1: Summary Of Q2 Forecasted Outturn Position As At 31December 2013**

	Revised Budget 2013/14 £	Expected Outturn 2013/14 £	(Under) / Overspend 2013/14 £
<u>Services</u>			
Chief Executive / Director of Services	1,916,104	1,843,682	(72,422)
Resources Department	1,826,252	1,798,350	(27,902)
Community Department	2,129,942	1,839,540	(290,402)
<b>Total Service Related Costs</b>	<b>5,872,298</b>	<b>5,481,572</b>	<b>(390,726)</b>
<u>Corporate Costs</u>			
Investment Income	(54,000)	(45,527)	8,177
Interest Payable	284,000	274,535	(9,465)
MRP for Capital Financing	316,480	316,480	0
Recharges to capital excluded from Net costs of Services	(25,000)	0	25,000
Corporate Contingency	17,202	6,830	(10,372)
<b>Total Revenue Budget 2013/14</b>	<b>6,410,980</b>	<b>6,033,890</b>	<b>(377,390)</b>

#### Service Related Costs

- 4.3 Services are currently showing a projected favourable variance of £391k, this includes the £144k identified green on the income and savings plan. Details of the variances are set out in Appendices A2 to A4. The main factors giving rise to the variances are:

#### Chief Executive / Director of Services

- 4.4 ✓ Savings in employee costs of £66k across various services.

- ✓ Additional recovery of housing benefit overpayments £16k.
- X Additional IT charges £19k
- ✓ Savings in communications costs and additional income from sponsorship £9k

#### Resources

- 4.5
- ✓ Savings in employee costs of £6k across various services
  - ✓ Savings in 2013/14 NNDR charge of £27k High St and £10k Coach Street Car Parks
  - X Reduced car park income - excess charges and permits £21k
  - ✓ Additional rental income from properties/other £10k
  - X Additional premises running costs (cleaning, security, utilities) of £30k.

#### Community

- 4.6
- ✓ Waste Management Services are projecting an underspend of £46k. This includes net additional income of £91k from the introduction of the Garden Waste Subscription Scheme and commercial contracts £26k offset by a reduction in paper recycling income £23k and a forecast overspend on employee, vehicle maintenance and other running costs of £48k
  - ✓ Housing income and employees show a combined saving of £80k
  - ✓ Planning Income targets are forecast to be £82k above estimate including £85k planning fees and £10k Land Charges, offset by reduced building control £13k. Employee savings amount to £37k. Offset by increased LDF costs £10k.
  - ✓ Craven Pool & Fitness Centre is forecast to achieve a bottom line saving of £11k, a result of income growth in swimming and fitness, and employee savings.
  - ✓ Bereavement Services are projecting a net increase in income £19k through increase in cremations £25k offset by a reduction in income for burial fees of £6k.

#### Corporate

- 4.7
- At the end of the second quarter Corporate Costs are showing a projected adverse variance of £14k due to a reduction in investment income £8k offset by reduced borrowing costs £9k, a reduction in the charge to capital £25k and the transfer of insurance contract savings to contingency.
- 4.8
- The Council has currently utilised £93k of the contingency budget for unforeseen cost pressures which have included agency costs £13k, IT licences £38k, security £5k, land charges national litigation settlement £13k, waste management £7k and other service costs £17k.

#### Savings

- 4.9
- The Council is facing financial pressure for its budgets from 2014/15 onwards. To address this challenge an income and savings plan has been developed. This plan helped to enable the meeting of Policy committee on 11 February to recommend a balanced budget for 2014/15. The budget included £415k of savings achieved to date. In addition some of the work on the projects has commenced in 2013/14 and this is estimated to generate £149k. This information is shown at Appendix B.
- 4.10
- The Medium Term Financial Strategy has been refreshed and the forecasts

are that savings or additional income of £216k will be required for cash limited budgets in 2015/16. Based on the latest government announcements this increases by a further £174k in 2016/17 and £152k in 2017/18 to £542k.

- 4.11 To date projects totalling £365k in 2015/16 have been identified. Some of these projects will commence in 2014/15 and work is on-going to identify further projects.
- 4.12 As detailed in Appendix B currently £144k of savings had been achieved by the end of December. This includes £65k on green waste subscriptions. This is an increase of £15k on the original forecast as an increased number of households have requested the service. It is intended that these savings are carried forward to support budget pressures in future years.
- 4.13 The in-year savings include £10k within the insurance contract. As part of the renewal to reduce the premiums the Council agreed to carry some of the risk of successful claims and to set up an insurance reserve for this purpose. It is proposed that this saving is transferred to the insurance reserve.

#### Main Risk Areas

- 4.14 The 2013/14 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 2014/15 and beyond.

#### Income Streams

- 4.15 All income streams are monitored on a monthly basis. To mitigate the risk of under achievement of income cautious estimates were included within the 2013/14 budget. At the end of quarter 3 overall were 6.1% ahead of target an improvement over quarter 2.

#### Business Rates

- 4.16 The 1 April 2013 saw the introduction of a fundamental change in the Local Government Finance System with the introduction of the Business Rates Retention Scheme (BRRS).
- 4.17 The Council now retains a portion of the business rates collected based on an estimated collection level and pays the balance to the government in the form of a tariff. The tariff is fixed and any income above this level the Council is able to retain a portion of it. Conversely the Council must still pay this tariff even if rate income levels drop. The rewards and risks associated with business rates are now shared between the Council and the Government, previously all risk was carried by the Government.
- 4.18 As part of the settlement to 2013/14 the government gave a baseline figure which it estimated the Council would receive for its share of business rates of £1.298m. Due to the uncertainties surrounding the scheme the Council used this figure to set its budget.
- 4.19 The BRRS includes a safety net below which the government will guarantee income from the non domestic rates system. For 2013/14 this is £1.200m which is £98k below the baseline funding need of £1.298m. The current

estimate for the year is that the Councils share of rates income will be £1.589m an increase of £291k. This figure will only be confirmed as part of the closedown of the 2013/14 accounts.

- 4.20 As part of the 2013/14 BRRS the amount of relief given to small businesses was also increased. The Government subsequently announced that grant funding would be provided to help compensate authorities for the costs associated with this. The estimated amount of compensation £364k was finally announced on 30 January with a payment on account of £328k received on 31 January. Again this figure will only be confirmed as part of the year end processes.
- 4.21 Currently the Council is forecasting additional income £655k from the BRRS. It would be prudent for the Council to consider allocating some of this additional income to the Business Rates Contingency Reserve which has been set up as part of the 2014/15 revenue budget to mitigate against the funding gap that could arise if the council's income share from rates dropped to the safety net level. It is suggested that initially three times the gap between baseline and safety net is transferred, this would equate to approximately £300k.
- 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.

## **5. Financial Position**

- 5.1 The Council has a General Fund unallocated balance of £1,030k at 1 April 2013. It is expected that this balance will remain during 2013/14.
- 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 2013/14 this level was agreed as adequate.
- 5.3 The 2013/14 revenue budget is not without pressures, and as a consequence the contingency was set at £67k. The Council had a surplus on its 2012/13 revenue budget and it was agreed to utilise £33k for 2013/14 contingency thereby increasing the budget to £100k. To date committed drawdowns from contingency total 93k. In addition the Council has an allowance of £20k within its budget for general debtor (excluding housing benefits) bad debts. In 2012/13 this was exceeded by £9.8k. The value of bad debts for 2013/14 is being monitored closely (£6k at the end of December) and at present the allowance appears adequate.
- 5.4 The additional income generated from the Business Rates Retention Scheme estimated at £655k together with the forecasted savings of £377k will provide the Council with additional financial resources. When the actual value of

income and savings is confirmed as part of the closedown of the 2013/14 accounts then, after ensuring adequate provision in the Business Rates Contingency Reserve as mentioned in paragraph 4.21, the Council will be able to contribute to specific earmarked reserves for the funding of capital or revenue projects going forward. These reserves would include Buildings, IT, Vehicles and Enabling Efficiencies

## 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 General Fund Revenue Balance currently stands at £1,030k. 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.
- 6.3 In addition the Council has £1,726k in earmarked reserves of which £779k is currently planned to be utilised in 2013/14. The details are shown in Table 2. The table includes contributions for projects approved as part of the capital programme at the meeting of Policy Committee on 9<sup>th</sup> July 2013. One project to be funded from the IT reserve £10k will slip into 2014/15. The data in the table has been amended to reflect this.

**Table 2 - Earmarked Reserves**

<u>Description</u>	<u>Opening Balance</u> 1 April 2013	<u>Contribution</u>	<u>Utilisation</u>	<u>Forecasted Closing Balance</u>
	£'000	£'000	£'000	£'000
New Homes Bonus	620	588	471	737
Enabling Efficiencies	424	30	170	284
Planning	385	0	0	385
Vehicles	50	0	0	50
IT Replacement	83	0	65	18
Buildings	50	0	40	10
Contingency	33	0	33	0
Other	81	0	0	81
<b>Total</b>	<b>1,726</b>	<b>618</b>	<b>779</b>	<b>1,565</b>

## 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 2013/14, 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 had serious consequences for the Council.

### 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**

Nicola Chick – Interim Finance Manager & Deputy s151  
Telephone: 01756 706202  
E-mail: nchick@cravendc.gov.uk

## 12. **Appendices**

Appendix A – Revenue Budget - analysis of projected outturn by Department / Cost Centre Group.  
Appendix B – Income and savings plan.

Budget Monitoring Report 2013/14 at 31/12/2013 Quarter 3Summary Report

Reference	Description	Original Budget 2013/14 £	Virements 2013/14 £	Revised Budget 2013/14 £	Dec Projected Outturn 2013/14 £	(Under)/ Overspend 2013/14 £	Sept Projected Outturn 2013/14 £	
A2	Chief Executive/Director of Services	1,873,941	42,163	1,916,104	1,843,682	(72,422)	1,805,939	
A3	Resources Department	1,797,468	28,784	1,826,252	1,798,350	(27,902)	1,775,775	
A4	Community Department	2,109,441	20,501	2,129,942	1,839,540	(290,402)	1,896,527	
	<b>Total Service Related Costs</b>	<b>5,780,850</b>	<b>91,448</b>	<b>5,872,298</b>	<b>5,481,572</b>	<b>(390,726)</b>	<b>5,478,241</b>	
	<u>Corporate Costs</u>							
	Investment Income	(54,000)	0	(54,000)	(45,827)	8,173	(54,000)	Interest rates on investments remaining lower than budget
	Interest Payable	284,000	0	284,000	274,535	(9,465)	284,000	£1.25m loan at 6% replaced early November with new loan of £1m at 3.1%
	MRP for Capital Financing	316,480	0	316,480	316,480	0	316,480	
	Recharges to capital excl from Net costs of Services	(25,000)	0	(25,000)	0	25,000	0	Forecast not rechargeable as per 12/13 actual - dependent on capital programme schemes
	Corporate Contingency	66,850	(49,648)	17,202	6,830	(10,372)	100,000	Revised budget includes carry forward of £33k from 2012/13, Savings on insurance £10k less utilisation of contingency to offset cost pressures (£95k).
	<b>Total Revenue Budget 2013/14</b>	<b>6,369,180</b>	<b>41,800</b>	<b>6,410,980</b>	<b>6,033,590</b>	<b>(377,390)</b>	<b>6,124,721</b>	



Chief Executive/Director of Services

Description	Original Budget 2013/14 £	Virements 2013/14 £	Revised Budget 2013/14 £	Dec Projected Outturn 2013/14 £	(Under)/Overspend 2013/14 £	Sept Projected Outturn 2013/14 £	Variance Analysis (Under)/Overspend £
CLT	447,961	(101)	447,860	435,130	(12,730)	441,460	Net saving on staff costs in relation to Monitoring Officer services
Business Support	176,139	(3,659)	172,480	138,540	(33,940)	144,689	Savings in staff costs (£30.5k); savings in cost of services (£2k); income from BVS room hire & hospitality (£1.3k)
Human Resources & Training	161,444	0	161,444	149,010	(12,434)	149,740	Nett savings in employees £(12)k
Communications & Partnerships	218,523	(7,887)	210,636	200,970	(9,666)	199,286	Underspend on Communications (account 1760), and additional income from sponsorships & donations
Tour De France	0	15,660	15,660	15,580	(80)	0	Net spend now includes additional staff costs which will either be matched to additional funding or charged back to original services. Contrib from reserves not increased.
Customer Services	335,494	(22,993)	312,501	308,954	(3,547)	309,292	Nett savings in employees £(4)k
Revenues & Benefits Services	125,877	22,856	148,733	153,055	4,322	127,000	Additional HB Overpayment Income £(16)k, Savings in Employees £(21)k, Additional postage & Stationery costs £17k, additional computer charges £19k, additional external services £3k, additional bank charges £3k.
Information Services	408,503	38,287	446,790	442,443	(4,347)	434,472	Additional Telephone Costs - £3.k. Controlling of External Services Costs - £(6)k - Net movement in QTR (£5k)
<b>Total Chief Executive/Director of Services</b>	<b>1,873,941</b>	<b>42,163</b>	<b>1,916,104</b>	<b>1,843,682</b>	<b>(72,422)</b>	<b>1,805,939</b>	

Resources Department

Description	Original Budget 2013/14 £	Virements 2013/14 £	Revised Budget 2013/14 £	Dec Projected Outturn 2013/14 £	(Under)/Overspend 2013/14 £	Sept Projected Outturn 2013/14 £	Variance Analysis (Under)/Overspend
Democratic Services	52,782	0	52,782	134	(52,648)	134	Full year impact of vacancy not filled £(46)k , Operating budgets not required £(6)k
Democratic Representation	249,722	(353)	249,369	246,208	(3,161)	247,989	
Elections	25,759	(30)	25,729	35,092	9363	31,907	Staff reallocated £9k From Elect Registration -see below
Electoral Registration	68,678	41	68,719	61,161	(7,558)	59,533	See elections cost centre above £(9)k, Additional Expenditure on Local Data Match - to be funded from IER
Legal Services	133,278	37	133,315	134,322	1,007	131,427	
<b>Total Legal &amp; Democratic Services</b>	<b>530,219</b>	<b>(305)</b>	<b>529,914</b>	<b>476,917</b>	<b>(52,997)</b>	<b>470,990</b>	
Properties	375,581	20,427	396,008	413,141	17133	406,672	Additional Gas & NNDR costs Skipton TH £8k, Additional Security costs (break in) & reactive maintenance Skipton Depot £6k, Additional operating costs (various) BVS £17K. Increased private garage rent receivable £(5)k & reduced NNDR & electricity costs in Misc Property.
Car Parks	(971,673)	(1,907)	(973,580)	(1,015,608)	(42,028)	(1,026,071)	Nett saving in employee costs £(21)k, Saving of £38k in NNDR - High St-£(27)k , Coach St Refund £(10)k. Reduced income: £13k Excess charges , £8k permits.
Public Conveniences	76,790	6,500	83,290	88,770	5480	88,770	Additional Water & Sewerage costs Whitefriars PC £5k
Amenity Areas/Aireville Park	101,430	(5,760)	95,670	94,370	(1,300)	97,370	
Asset & Projects Service Unit/Estates	120,296	(10,032)	110,264	101,684	(8,580)	103,583	Additional rental income from properties £(5)k. Nett saving in employee costs £(3)k
<b>Total Projects &amp; Facilities</b>	<b>(297,576)</b>	<b>9,228</b>	<b>(288,348)</b>	<b>(317,643)</b>	<b>(29,295)</b>	<b>(329,676)</b>	
Corporate Costs	1,107,780	6,914	1,114,694	1,158,957	44,263	1,157,701	Full year vacancy provision released -£48k-see savings in employee costs other cost centres
Financial Services	457,045	12,947	469,992	480,119	10,127	476,760	Nett overspend £23k - Employee costs of £29k, External Services/consultants £(6)k
<b>Total Resources Department</b>	<b>1,797,468</b>	<b>28,784</b>	<b>1,826,252</b>	<b>1,798,350</b>	<b>(27,902)</b>	<b>1,775,775</b>	

Community Department

Description	Original Budget 2013/14 £	Virements 2013/14 £	Revised Budget 2013/14 £	Dec Projected Outturn 2013/14 £	(Under)/Overspend 2013/14 £	Sept Projected Outturn 2013/14 £	Variance Analysis (Under)/Overspend
Refuse Collection - Domestic	712,072	(17,835)	694,237	694,381	144	698,534	Net decrease in O/spend £(4)k - £7k no sale of vehicle, £(1)k in Employee/Agency Costs
Refuse Collection - Commercial	(131,138)	(234)	(131,372)	(166,494)	(35,122)	(162,147)	Additional Commercial Contracts obtained qtr 2&3 £(26)k, savings in Disposal costs based on Qtr 1 estimates
Street Cleansing	267,315	2,492	269,807	272,049	2,242	282,333	Additional overtime costs reduced to £5k in Qtr3 , reduction in expected Mechanics costs £(5)k
Recycling	(212,572)	20,596	(191,976)	(220,829)	(28,853)	(254,199)	Additional Income from Garden Waste Subscription Scheme £(91)k ,Additional costs on Bin Purchases & Commercial Recycling £12k, and Declined in Paper Tonnages £23k.
Mechanics Workshop	(9,729)	1,690	(8,039)	9,977	18,016	4,323	Additional Maintenance costs - Roller Doors £1.5k, Net reduction in income £4k
Waste Management Service Unit	163,196	(32)	163,164	160,431	(2,733)	158,466	Additional One -off workplace noise risk assessment 2013
<b>Total Waste Management</b>	<b>789,144</b>	<b>6,677</b>	<b>795,821</b>	<b>749,515</b>	<b>(46,306)</b>	<b>727,310</b>	
Environmental Health Services	379,102	4,045	383,147	381,860	(1,287)	388,471	Additional Income in Qtr 3 £(7)
Hackney Carriages	(18,551)	0	(18,551)	(20,343)	(1,792)	(21,219)	
Liquor Licencing	(32,656)	0	(32,656)	(37,113)	(4,457)	(31,289)	Income 11% ahead of full year target - £(7)k
Environmental Health Service Unit	56,090	(40)	56,050	58,896	2,846	58,796	
<b>Total Environmental Health</b>	<b>383,985</b>	<b>4,005</b>	<b>387,990</b>	<b>383,300</b>	<b>(4,690)</b>	<b>394,759</b>	
Street Signs & GIS	(300)	0	(300)	(9,000)	(8,700)	(7,000)	Additional nett income received from sale of St Signs £(7)k - new sites - reduced Exp on Sign Purchases
Historic Buildings	4,000	0	4,000	3,130	(870)	4,000	
Building Control - Non Fee Earning	40,706	0	40,706	40,684	(22)	40,466	
Building Control - Fee Earning	(32,556)	39	(32,517)	(15,951)	16,566	(24,480)	Reduced income expected for the year £8k as 10% down on target

Community Department

Description	Original Budget 2013/14 £	Virements 2013/14 £	Revised Budget 2013/14 £	Dec Projected Outturn 2013/14 £	(Under)/Overspend 2013/14 £	Sept Projected Outturn 2013/14 £	Variance Analysis (Under)/Overspend
Local Development Framework	179,842	46	179,888	178,553	(1,335)	164,481	Increased costs on LDF - Affordable Housing Assessment £10.4k
Local Land Charges	(58,599)	8,579	(50,020)	(56,399)	(6,379)	(70,185)	
Development Control	206,202	(24,506)	181,696	87,826	(93,870)	148,241	Additional income expected based on ytd performance £(70)k £(51)k Carleton Road Development,
Planning (Service unit)	61,395	28,366	89,761	76,330	(13,431)	75,634	
<b>Total Planning Services</b>	<b>400,690</b>	<b>12,524</b>	<b>413,214</b>	<b>305,173</b>	<b>(108,041)</b>	<b>331,157</b>	
Aireview House	17,192	(46)	17,146	2,410	(14,736)	16,492	Premises costs well below budget saving (£10.6k); external services costs up £1k; increase in forecast rents (£5k)
Homelessness	187,419	(414)	187,005	121,260	(65,745)	136,222	Unbudgeted partner contributions (YH) (£35.8k); unfilled staff vacancy saving (£27.6k); accom costs down (2.4k)
Private Sector & Housing Enabling	25,900	0	25,900	25,640	(260)	25,680	
Housing Service Unit	72,123	0	72,123	72,805	682	72,725	
<b>Total Housing Services</b>	<b>302,634</b>	<b>(460)</b>	<b>302,174</b>	<b>222,115</b>	<b>(80,059)</b>	<b>251,119</b>	
Economic Development	286,501	2,142	288,643	280,990	(7,653)	280,094	Underspend on Public Arts & Projects (£3k); Coacing & Sports Dev (£1.5k); increase in profits Settle TIC (£2.9k)
Craven Swimming Pool	2,456	(175)	2,281	(8,959)	(11,240)	(12,908)	Savings in employee Costs £(4.8)k. Additional Equipment & H&S Costs £8.9k.
Museum	163,657	(2,618)	161,039	147,775	(13,264)	155,785	Increase in profits Skipton TIC (£3.6k); savings in staff costs (£2.8k); reduced premises costs (£3k); increase in donations & commissions (£3.9k)
Bereavement Services	(219,626)	(1,594)	(221,220)	(240,369)	(19,149)	(230,789)	Reduction in forecasted Burial Income £6k, Additional Cremation/Mercury Abatement Fees Income £(27)k, additional employee costs £2k.
<b>Total Community Department</b>	<b>2,109,441</b>	<b>20,501</b>	<b>2,129,942</b>	<b>1,839,540</b>	<b>(290,402)</b>	<b>1,896,527</b>	

APPENDIX B

Key:

Green	Income / Savings achieved - low risk
Amber	Income / Savings in progress- further work required - medium risk
Red	Income / Savings aspirational / require a change in council policy & member approval / not commenced - high risk

Ref Line No	Additional Income / Proposed Saving Service Area	Status	Target	Actual	Target	Latest Projection	Target	Target	Progress / Comments	Lead Member
			2013/14	2013/14	2014/15	2014/15	2015/16	2016/17		
			£	£	£	£	£	£		
E1	1 Economic Development Review	Red	0	0	10,000	10,000	10,000	10,000	Review ongoing report due to CLT February 2014	Simon Myers
E11	2 Building Control Review	Red	0	0	37,000	37,000	37,000	37,000	Report due to CLT January 2014	Richard Foster
E12	3 Settle TIC Review	Red	0	0	26,000	2,000	26,000	26,000	Capital costs and funding to be confirmed.	Simon Myers
E14	4 Crematorium - Running Costs	Red	5,000	0	10,000	8,000	10,000	10,000	Savings on running costs - utilities / repairs	Alan Sutcliffe
E20	5 Customer Services Review	Red	0	0	10,000	10,000	10,000	10,000	Service review to commence May / June 2014 Part of E19	Linda Brockbank
E21	6 Revenues and Benefits Review	Red	0	0	5,000	5,000	10,000	10,000	Savings dependent upon Government legislation	Alan Sutcliffe
E25	7 Democratic Services - Member Allowances	Red	0	0	15,000	0	15,000	15,000	More detail required - requires RIP report Council	Chris Knowles-Fitton
E28	8 Technology for Members & CLT	Red	0	0	2,500	2,500	5,000	10,000	Paperless meetings through use of technology. Proof of Concept to be presented to Select Committee in Oct, final solution and business case to be developed with implementation March 2014. Confirmation of savings will form part of the business case development.	Carl Lis
E9	9 Housing Review	Red	0	0	0	0	0	36,000	Final element of saving to be delivered	Richard Foster
I3	10 Extension of Pay and Display	Red	0	0	20,000	0	40,000	40,000	Report to Policy Committee scheduled for February 2014. Will then require NYCC Area Committee Approval in March 2014. Reduced to £20k for 14/15 due to consultation timings.	Alan Sutcliffe
I8	11 Vending on Council Land	Red	0	0	10,000	10,000	10,000	10,000	Report to Policy February 2014	Alan Sutcliffe
I9	12 Building Homes to Rent	Red	0	0	0	0	0	100,000	Report to CLT November 2013. Income forecast of £20k now not achievable in 2014/15 or 15/16. Income from 16/17 increased to £100k	Richard Foster
<b>TOTAL RED SAVINGS</b>			<b>5,000</b>	<b>0</b>	<b>145,500</b>	<b>84,500</b>	<b>173,000</b>	<b>319,000</b>		
E18	13 Business Support service provision	Amber	0	0	4,500	4,500	9,500	13,500	Further savings from streamlining service provision	Linda Brockbank
E2	14 Skipton Town Hall	Amber	0	0	50,000	50,000	100,000	150,000	Report to Policy November 2013. Savings subject to capital approval, request for which contained within Policy Committee report	Alan Sutcliffe
E23	15 Democratic Services - service provision	Amber	0	0	3,000	3,000	6,000	9,000	Savings to be generated from across Democratic Service provision linked to E22	Chris Knowles-Fitton
I10	16 Car Park Charging for Blue Badge Holders	Amber	0	0	30,000	15,000	30,000	30,000	Report to Policy November 2013 approved. Part Year Effect reflected in 2014/15 projection. Further approval @ higher level required. Area Committee March.	Alan Sutcliffe
I5	17 Sports Development	Amber	0	0	5,000	5,000	5,000	5,000	Projects currently being worked on.	Simon Myers
I7	18 Legal Services	Amber	0	0	2,500	2,500	3,000	3,000	Income from agency work on behalf of other Councils. Awarded contract to carry out some legal work for YDNPA but no guarantee about volume. Conservative estimates added. (Impact on item P2)	Simon Myers

# APPENIX B

Lead Member

Progress / Comments

Additional Income / Proposed Saving

Ref Line No	Service Area	Status	Target 2013/14 £	Actual 2013/14 £	Target 2014/15 £	Latest Projection 2014/15 £	Target 2015/16 £	Target 2016/17 £		
P3	19 Procurement Savings to be identified	Amber	0	0	0	0	23,100	48,100		
<b>TOTAL AMBER SAVINGS</b>			<b>0</b>	<b>0</b>	<b>95,000</b>	<b>80,000</b>	<b>176,600</b>	<b>258,600</b>		
<b>NEW SAVINGS (ADDITIONAL TO 2013/14 PLAN)</b>										
P6	20 ICT Wide Area Network	Green	0	0	15,000	15,000	15,000	15,000	Completed	Alan Sutcliffe
<b>COMPLETED SAVINGS</b>										
E10	21 Development Control Review	Green	0	0	17,000	17,000	17,000	17,000	Completed	Richard Foster
E13	22 Pool Management Rationalisation	Green	10,000	10,000	20,000	20,000	20,000	20,000	Completed	Carl Lis
E15	23 HR Service Provision	Green	5,000	5,000	5,000	5,000	5,000	5,000	Completed	Linda Brockbank
E16	24 HR Service Provision	Green	0	0	5,000	5,000	10,000	15,000	Completed	Linda Brockbank
E17	25 Business Support service provision	Green	4,000	4,000	4,000	4,000	4,000	4,000	Completed	Linda Brockbank
E19	26 Customer Services Review	Green	5,000	5,000	0	5,000	5,000	5,000	Completed	Linda Brockbank
E22	27 Democratic Services - service provision	Green	2,500	2,500	5,500	5,500	8,500	11,500	Completed	Chris Knowles-Fitton
E24	28 Facilities Management Service Provision	Green	3,000	3,000	6,500	6,500	10,000	13,500	Completed	Alan Sutcliffe
E26	29 Finance Review	Green	0	0	4,000	4,000	9,700	9,700	Completed	Alan Sutcliffe
E27	30 CLT Review	Green	0	0	20,000	20,000	20,000	20,000	Completed	Chris Knowles-Fitton
E29	31 Pest Control	Green	0	0	5,000	5,000	5,000	5,000	Completed	Carl Lis
E3	32 Bus Station Toilets	Green	0	0	19,000	14,000	14,000	14,000	Completed	Alan Sutcliffe
E4	33 Environmental Health Review	Green	0	0	30,000	30,000	30,000	30,000	Completed	Carl Lis
E5	34 Planning Policy Review	Green	0	0	14,000	14,000	51,000	51,000	Completed	Richard Foster
E6	35 LLPG Review	Green	5,000	5,000	5,000	5,000	5,000	5,000	Completed	Richard Foster
E7	36 Housing Review	Green	7,000	7,000	7,000	7,000	7,000	7,000	Completed	Richard Foster
E8	37 Housing Review	Green	0	20,000	36,000	36,000	36,000	36,000	Completed	Richard Foster
I1	38 Garden Waste Contribution to Costs	Green	50,000	65,000	90,000	115,000	140,000	140,000	Completed	Carl Lis
I2	39 Crematorium - Income from Tenant	Green	2,000	2,000	4,500	4,500	4,500	4,500	Completed	Alan Sutcliffe
I4	40 Sports Development	Green	0	5,000	5,000	5,000	5,000	5,000	Completed	Simon Myers

As savings are identified they will be itemised for monitoring. £10k transferred to P4, £1.9k transferred to P5, £15k transferred to P6.

# APPENIX B

Lead Member

**Additional Income / Proposed Saving**

Ref Line No	Service Area	Status	Target 2013/14 £	Actual 2013/14 £	Target 2014/15 £	Latest Projection 2014/15 £	Target 2015/16 £	Target 2016/17 £	Progress / Comments
I6	41 Elections & Electoral Registration	Green	0	0	400	400	400	400	Completed
P1	42 Transfer Grants to Localism Reserve	Green	0	0	70,000	70,000	70,000	70,820	Completed
P2	43 Legal Services	Green	0	0	250	250	250	250	Completed
P4	44 Insurance Policy Savings	Green	0	10,000	10,000	10,000	10,000	10,000	Completed
P5	45 Telephone system	Green	0	0	1,900	1,900	1,900	1,900	Completed
<b>TOTAL GREEN SAVINGS</b>			<b>93,500</b>	<b>143,500</b>	<b>400,050</b>	<b>425,050</b>	<b>504,250</b>	<b>516,570</b>	

<b>Income / Savings</b>	<b>98,500</b>	<b>143,500</b>	<b>640,550</b>	<b>589,550</b>	<b>853,850</b>	<b>1,094,170</b>
Savings Inflation Adjustment	0	0	12,811	11,791	17,077	21,883
<b>Total Income / Savings</b>	<b>98,500</b>	<b>143,500</b>	<b>653,361</b>	<b>601,341</b>	<b>870,927</b>	<b>1,116,053</b>

MTFS savings required will be updated as part of the budget strategy, based on latest information.

<b>Savings Required As per 2013/14 MTFS</b>						
<b>Total Income / Savings Analysis</b>						
Green	143,500	400,050	425,050	504,250	516,570	
Amber	0	95,000	80,000	176,600	258,600	
Red	0	145,500	84,500	173,000	319,000	
<b>Total</b>	<b>98,500</b>	<b>143,500</b>	<b>640,550</b>	<b>589,550</b>	<b>853,850</b>	<b>1,094,170</b>