

Apr - October 2018 Revenue Monitoring Portfolio by Cashlimit - Appendix 1

									Director Narrative			
Portfolio Number and Description		Cashlimit Number and Description		Current Budget £000	Forecast £000	Previous months Published Outturn £000	Change from previous months Variance £000	Outturn Variance Over / (Under) £000	Month Variance Narrative	Month Recovery Plan	Outturn Narrative	Outturn Recovery Plan
<b>Detailed Analysis of Budgets for the Leader</b>												
P04	Leader	1053	Council Solicitor & Democratic Services	2,283	2,483	130	70	200			The variance is related to the phased implementation of the savings from the sharing of Legal services, planned implementation 2019/20.	The service is taking a variety of steps to find further savings and anticipates that these will ensure the budget is balanced by year end.
P04	Leader Total			2,283	2,483	130	70	200				
<b>Detailed Analysis of Budgets for Finance and Efficiency</b>												
P10	Finance and Efficiency	1032	Information Technology	4,435	4,326	0	(109)	(109)	Forecast revised to reflect in year savings identified within Infrastructure and Commercial budgets. There will need to be a further review into whether these savings can be sustained into 2019-20. A further risk relates to income receivable from the Sirona contract (£45,000)		Forecast revised to reflect in year savings identified within Infrastructure and Commercial budgets. There will need to be a further review into whether these savings can be sustained into 2019-20. A further risk relates to income receivable from the Sirona contract (£45,000)	
P10	Finance and Efficiency	1037	Property Services	2,032	2,276	50	194	244	Forecast now includes robust forecast from income generating staff and delayed staffing savings		Additional security staff at the Guildhall. This is an insurance requirement. There is also a shortfall in recoveries from projects due to an inability to fill key staff vacancies and income generating staff being diverted to non recoverable activities.	Vacancy management within other areas and recruitment to key posts
P10	Finance and Efficiency	1038	Corporate Estate Including R&M	2,479	2,315	0	(164)	(164)	Income not previously forecast		Additional rental income	
P10	Finance and Efficiency	1039	Traded Services	216	409	58	136	193	Forecast updated in light of Catering closure		Shortfall in income within Print Services due to decreasing demand, but desire to keep team to manage democratic services print requirements for the elections in May 2019 (e.g. ballot papers). Under recovery of income in Catering prior to service closure in August 2018.	Review long term print requirements in light of the Digital Print/Post project
P10	Finance and Efficiency	1040	Finance	2,017	2,017	0	0	0			Service underspend and additional forecast income (£71,600) required to offset known delay in achievement management savings	
P10	Finance and Efficiency	1042	Risk & Assurance Services	1,024	1,019	(28)	23	(4)			One West forecast balanced to budget; service forecast underspend (£75,300) planned to be transferred to Audit Partnership Reserve. Procurement underspend (£4,500) resulted from minor salary saving. Forecast reflects applying Centralised Stationery saving to offset pressure in achieving Agency levy	
P10	Finance and Efficiency	1047	Human Resources	1,122	1,139	(69)	86	17			Favourable forecast due to some temporary staffing vacancies (about to be filled) and reduction in staffing contracted hours". HR and Finance are working together to rebase the budget to reflect recent HR restructure	
P10	Finance and Efficiency	1054	Hsg / Council Tax Benefits Subsidy	(195)	(195)						On budget	
P10	Finance and Efficiency	1055	Capital Financing / Interest	5,468	4,973		(495)	(495)			Forecast underspend mainly relates to the re-phasing of capital spend as reported in the 2017/18 outturn report, leading to lower than forecast borrowing cost and minimum revenue provision (MRP) requirement.	
P10	Finance and Efficiency	1056	Unfunded Pensions	1,679	1,589	(90)		(90)			Forecast underspend based on current cost profile	
P10	Finance and Efficiency	1057	Corporate Budgets including Capital, Audit and Bank Charges	(5,270)	(5,429)	(139)	(20)	(159)			Main variances relate to underspends on pension deficit contributions (£150k) reflecting transfer of academies and bank charges (£25k), partly offset by a pressure on E-transaction costs (£40k) due to increased volumes and removal of charges for payments by credit card following changes to legislation.	
P10	Finance and Efficiency	1058	Magistrates	17	11	(6)		(6)			Reduced contribution to historic Magistrates Court Costs debt charges	
P10	Finance and Efficiency	1059	Coroners	305	305						On budget	
P10	Finance and Efficiency	1060	Environment Agency	231	231						On budget	

P10	Finance and Efficiency	1061	West of England Combined Authority Levy	3,873	4,011	138		138		Increase in Levy charge to reflect actual 2017/18 outturn costs of concessionary fares	
P10	Finance and Efficiency	1074	Property Rechargeable Works		59		59	59	Accounting error not previously forecast	Accounting error at 2017-18 year end. Debtors schedule entered but no income due	
P10	Finance and Efficiency	1081	Commercial Estate	(16,388)	(15,145)	574	668	1,243	Timing of new acquisitions later than anticipated plus shortfall in current estate updated at Q2	Timing of new acquisitions. In addition, there is also a minor shortfall in existing commercial estate. Also increased costs associated with voids (holding costs and marketing fees).	Continue to identify secure long term, low risk investment opportunities.
P10	Finance and Efficiency	1095	Strategic Director - Resources	432	418		(14)	(14)			
P10	Finance and Efficiency	1096	Corporate Items	(309)	(309)					Process now in place for holding posts however we need to adapt a simple way of capturing the corresponding savings	
P10	Finance and Efficiency	1097	People Services	323	298	(17)	(8)	(25)		Current underspend due to managed salary saving	
P10	Finance and Efficiency	1112	Housing Delivery Vehicle	(450)	(198)	166	85	252		ADL transfers are behind projection, however Terrace Walk has now transferred to ADL and further transfers are being proactively progressed by the Council. ACL is also behind projection due to slippage on planning decision for Englishcombe Lane	2019/20 is expected to see a significant positive contribution as sales at Riverside View commence
P10 Finance and Efficiency Total				3,039	4,120	639	442	1,081			

#### Detailed Analysis of Budgets for Adult Care Health and Wellbeing

P11	Adult Care Health and Wellbeing	1027	CRC & Community Equipment contracts	6,557	6,628	71		71			Additional forecast payment re Extra Care contract
P11	Adult Care Health and Wellbeing	1036	Adults Substance Misuse (DAT)	535	535						On budget
P11	Adult Care Health and Wellbeing	1071	Management Information & Support System	45	41	(2)	(2)	(4)			Salary saving
P11	Adult Care Health and Wellbeing	1073	Adults & Older People-Mental Health Commissioning	9,907	10,036			129	129	Staff vacancies of £100k are mitigating the above budget spend across both adults of working age and older people mental health commissioning. The forecast assumes these staffing vacancies will be filled.	Continued cost monitoring and challenge of new and current packages. Use of Adult Support Social Care Grant to mitigate in year.
P11	Adult Care Health and Wellbeing	1083	Supporting People & Communities Commissioning	1,175	1,095	(29)	(51)	(80)	Changes in Community Meals provision		Salary savings and changes in Community Meal provision.
P11	Adult Care Health and Wellbeing	1086	Adult Care Commissioning	1,660	671	(988)		9	(989)		This is as a result of a favourable variance of £500k due to the improvement in the 2017/18 year end outturn from £3m to £2.5m over budget where £3m in growth was applied to rebase the Adult Social Care budgets for 2018/19. In addition the £456k Adult Social Care support grant is being utilised as a funding source for the growth in the 2018/19 Social Care Budgets resulting in a contingency budget being held to off-set any further in year pressures in purchased care.
P11	Adult Care Health and Wellbeing	1088	Older People & Physically Disabled Purchasing	13,244	12,900		(344)	(344)		The forecast underspend has arisen due to an agreed allocation of additional budget from the Better Care Fund relating to Protection of Social Care (£560k). This has been partially offset by an £100k increase since last forecast due to an overall rise in the number of packages.	The forecast underspend has arisen due to an agreed allocation of additional budget from the Better Care Fund relating to Protection of Social Care (£560k). This has been partially offset by an £100k increase since last forecast due to an overall rise in the number of packages.
P11	Adult Care Health and Wellbeing	1090	CRC's and Extra Care	(1,733)	(1,733)						On budget
P11	Adult Care Health and Wellbeing	1091	Learning Disabilities Commissioning	16,952	17,138			186	186	Total over budget position of the pool is £243k, of which the council's element is £186k. Identifying trend of increased costs of meeting the needs of people with Autism Spectrum Conditions, and considering implications for contributions from the CCG and Council. Costs affected by increase in sleep in costs related to payment of the national living wage.	Continued cost monitoring and challenge of new and current packages. Use of Adult Support Social Care Grant to mitigate in year.
P11	Adult Care Health and Wellbeing	1093	Physical Disability, Hearing & Vision	4,601	4,793			193	193	Above budget position due to two high cost packages for people with complex needs of £130k and £70k.	Continued cost monitoring and challenge of new and current packages. Use of Adult Support Social Care Grant to mitigate in year.
P11	Adult Care Health and Wellbeing	1094	Public Health	(118)	(118)						No variances identified; service fully identified and delivered all in year management savings. Balance within cashlimit (£24,600) transferred to earmarked Public Health Reserve
P11	Adult Care Health and Wellbeing	1110	Better Care Fund	8,565	8,565						On budget

P11	Adult Care Health and Wellbeing	1111	Safeguarding, MCA and DOLS support	1,236	1,202	(7)	(27)	(34)		Salary savings in excess of achieved management savings; LSAB balanced as delivered on multi agency basis	
P11	Adult Care Health and Wellbeing	1114	Community Equipment	203	211		8	8	Total over budget position of the pool £28k, of which the council's element is £8k. The above budget position is due to community equipment purchases and hand rails purchases.	Total over budget position of the pool £28k, of which the council's element is £8k. The above budget position is due to community equipment purchases and hand rails purchases.	Continued challenge of new equipment purchases, and ongoing review of required stock levels.
P11	Adult Care Health and Wellbeing Total			62,827	61,964	(965)	102	(863)			

**Detailed Analysis of Budgets for Children & Young People**

P12	Children & Young People	1076	Children, Young People & Families	14,276	16,032	679	1,078	1,757	<p>A re-base is needed for Direct Payments (payments following an assessment of the needs of a family with a disabled child) and Inter-agency fees (paid when we place children with adopters who have been assessed by other adoption agencies and received when other adoption agencies place children with adopters that we have assessed) as these budgets have not increased with demand. Client budgets are payments made to families for a wide range of reasons for example when a family member looks after a child in an emergency situation as an alternative to care. There has been an increase in the various assessed / identified needs.</p> <p>A staffing overspend has been declared due to meeting the additional costs of covering maternity leave in key roles because vulnerable children would not be visited and supported if they were left vacant. In this year we have struggled to fill vacant social worker roles due to a highly competitive market locally and nationally.</p>	<p>There is a need for a detailed analysis on Client budgets to identify whether all costs have been correctly attributed and to take steps to control the overspend. The Direct Payment and Inter-Agency budget needs to be rebased following an analysis of demand.</p>	<p>The overspend on our key budgets is largely due to an increase in spend on care placements. This relates to: the cost of parent and child placements ordered by the court; several new entrants to care as a result of children being at risk of harm; as well as a number of children having to move from foster care into more expensive residential care due to the complexity of their needs. There is budget pressure from the increased use of independent fostering placements where we have not had sufficient/appropriate in-house foster carers available. We are identifying an increasing number of vulnerable young people requiring accommodation and support to ensure their safety and wellbeing where they have been sexually and/or criminally exploited.</p>	<p>All requests for children to come into care are subject to service manager scrutiny. Placement with family is always considered before care placement. We regularly review whether any children in care can return home. The Placements, Contracts and Commissioning Team use a preferred provider framework and dynamic purchasing system to negotiate the best price. We are reviewing our recruitment strategy for in house foster carers to reduce the need to use more costly independent fostering agencies.</p>
P12	Children & Young People	1077	Learning & Inclusion	3,354	3,354					On budget		
P12	Children & Young People	1078	Health, Commissioning & Planning	8,124	8,474	220	130	350		The home to school travel budget is under pressure as it is having to meet increasing demand in relation to both SEND transport, and pupil numbers. Despite a rising child population and significant increase in children who have SEND, the school transport budget and changes in transport provision through channel shift has not been able to mitigate the increase in demand.	We are continuing to scrutinise the costs of Home To School Transport, to understand the apparent pressures in this area despite a number of positive initiatives developed under the Getting from A to B strategy.	
P12	Children & Young People	1079	Schools Budgets	(1,243)	(1,243)					On budget		
P12	Children & Young People	1116	Integrated Commissioning - CYP	2,279	2,351		72	72	There has been a significant increase in the number of children who require specialist equipment over the past 3-4 years: their presenting needs have also become more complex and the equipment required is specialist and expensive. There has been an increasing overspend on this budget for the past 3 years . We have reported a cost pressure on this budget for a number of years and we have been unable to re-base the budget in that period.	There has been a significant increase in the number of children who require specialist equipment over the past 3-4 years: their presenting needs have also become more complex and the equipment required is specialist and expensive. There has been an increasing overspend on this budget for the past 3 years . We have reported a cost pressure on this budget for a number of years and we have been unable to re-base the budget in that period.		
P12	Children & Young People	1117	Safeguarding - CYP	741	741		(0)	(0)		Cash limit overall balances as LSCB operates on a multi agency pooled basis; any surplus is retained within this arrangement		
P12	Children & Young People Total			27,531	29,710	900	1,279	2,179				

**Detailed Analysis of Budgets for Development & Neighbourhoods**

P15	Development & Neighbourhoods	1005	Building Control & Land Charges	50	131		81	81	Previously reporting to budget therefore movement as per Year to Date narrative for all areas	Unachievable savings target of £68k aligned with Water Monitoring, with £13k other minor variances to be managed in the ongoing budget process	
P15	Development & Neighbourhoods	1008	Place Overheads						No change	All budgets wired out, residual costs covered by reserves	

P15	Development & Neighbourhoods	1013	Public Protection & Health Improvement - Regulatory & Active Lifestyles	1,438	1,429		(10)	(10)	Previously on target therefore change in all areas as per Year to Date narrative		£10k fav through short term staffing vacancies following restructure	
P15	Development & Neighbourhoods	1019	Public Protection & Health Improvement - Leisure	660	660				No change		On budget	
P15	Development & Neighbourhoods	1089	Community Safety	41	43		2	2			On budget	
P15	Development & Neighbourhoods	1101	Neighbourhoods & Environment - Waste & Fleet Services	14,047	14,116	283	(214)	69	Tonnage variations reported to within +/- £250k tolerance. Accurate year end tonnage forecast not possible until February as monthly variations differ widely each year.	On budget within +/-£250k tolerance. All non essential spend on hold.	There are a range of expenditure pressures in the waste budgets (Recycling centre opening hours, depot rationalisation and increased fuel costs). Some of these are being off-set by higher than anticipated income from recycling and this accounts for the positive budget movement (when compared to the last monitoring period). Tonnage variations are monitored within a range of +/-£250k	Monitoring of over achievement of income targets across Neighbourhood services. All non-essential spend to be stopped. N.B. waste income streams fluctuate and are monitored within a tolerance of £250k.
P15	Development & Neighbourhoods	1102	Neighbourhoods & Environment - Parks & Bereavement Services	1,086	1,086	(1)	1		On budget		On budget	
P15	Development & Neighbourhoods	1106	Development Management	1,030	1,172	242	(100)	142	Income has slightly improved from previous forecast and short term staffing savings following restructure have offset the income deficit		Application fee income has not met the ambitiously high fee income target resulting in this shortfall. Discretionary & CIL admin income for the current year has continued to be strong but this has been offset by legal costs related to three judicial reviews which were lodged. Staffing is favourable in current year following restructure and holding of vacancies & not backfilling maternity, this isn't sustainable.	
P15	Development & Neighbourhoods Total			18,351	18,636	525	(240)	285				
<b>Detailed Analysis of Budgets for Economic &amp; Community Regeneration</b>												
P16	Economic & Community Regeneration	1018	Heritage	(7,782)	(7,958)	()	(176)	(176)	Strong performance over last quarter coupled with one-off backdated rent at 4 Circus is leading to forecast		Strong performance over last quarter coupled with one-off backdated rent at 4 Circus is leading to forecast overachievement.	
P16	Economic & Community Regeneration	1029	Housing	1,085	1,048	(20)	(16)	(37)	Improved variance as a result of improved B&B expenditure recovery rate & ongoing staff vacancies		Budget line underspends have positively offset overspends. In particular there have been notable underspends on B&B budget due to improved recovery rate, ongoing staff vacancies and the supported lodgings scheme.	
P16	Economic & Community Regeneration	1052	Regeneration	245	322	72	5	77	Small increases in various costs throughout the Regeneration department.		One-off in year borrowing costs following review of regeneration capital programme.	
P16	Economic & Community Regeneration	1108	Economy and Culture	1,117	1,188	81	(10)	71	Residual budgets for Arts Development have been identified as surplus to requirements so will not be used this financial year.		This relates to unachieved income targets from previous years from the Christmas market which has not been permitted to increase in length	The mitigation will be to explore further commercial opportunities for Visit Bath, which will generate income for them and enable the Council to further reduce the destination management commission contract sum.
P16	Economic & Community Regeneration	1109	World Heritage	153	153						On budget	
P16	Economic & Community Regeneration Total			(5,183)	(5,247)	133	(197)	(64)				
<b>Detailed Analysis of Budgets for Transformation &amp; Customer Services</b>												
P17	Transformation & Customer Services	1014	Customer Services	2,431	2,521	144	(54)	90			CCTV Income target not achieved, and slight underachievement of management savings	Opportunities to recover shortfall are being considered across the Directors wider portfolio
P17	Transformation & Customer Services	1015	Libraries & Information	1,461	1,469	(5)	13	8	Movement of £12K due to unforeseen pressures of £7k increase in electricity costs and Archive storage of £5K			
P17	Transformation & Customer Services	1045	Strategy & Performance	2,023	2,246	159	64	223			The service has inherited a series of savings targets where the plans, many of which required changes in practice to be made elsewhere in the organisation such as Corporate travel, communications and marketing and business intelligence. The targets were based on activity and spend in 2016/17 with some knowledge of changes in 2017/18.. As the savings have been made to deliver the 2018/19 budget across the Council have come through a number of these assumed savings have been taken in other services to meet their service targets and left a shortfall for P&CS.	A number of these are being picked up now in the work on Centralisation. The service is actively looking at alternatives savings and restricting spend but has limited scope to offset all this amount
P17	Transformation & Customer Services	1115	Registrars Service	(86)	(65)		21	21				
P17	Transformation & Customer Services Total			5,828	6,170	298	44	342				

Detailed Analysis of Budgets for Transport & Environment												
P18	Transport & Environment	1006	Highways & Traffic Management	6,920	7,328	505	(96)	408	Fav movement due largely due to short-term staffing vacancies		There are two unachieved savings targets £145k carried forward from 2017/18 and current year target of £125k. There are also budget pressures in this service area as a result of around service growth including increased energy costs, deferred restructuring and the need to use consultants in hard to recruit areas (transport planning).	Officers will work with the Cabinet Member for Transport and Environment to agree a package of mitigation measures to be delivered through the course of financial year based on a review of the current planned expenditure. The package is likely to include some vacancy management, cancellation of planned work, a reduction in service standards and operational changes to the way the service is delivered.
P18	Transport & Environment	1103	Transport & Parking Services - Parking	(7,549)	(7,652)	(71)	(32)	(102)	Improved bus lane income		Revised income targets are challenging and whether price increase yields target amount remains to be seen, at this stage levels are holding up and early indications are that budgets will be achieved.	Officers will monitor the actual income against the forecasted income targets since implementation of the new parking charges on the 13th August. Any areas income shortfalls will be highlighted for consideration for further investigation and analysis.
P18	Transport & Environment	1104	Transport & Parking Services - Public & Passenger Transport	(635)	10	531	115	645	Full A-B residual in-year target now shown as unachievable, further £14k of minor variances			The Getting from A to B Strategic review savings target was set as a stretch target over a 4 year period. Some savings have been offset against growth in Children's and SEND Services reducing overspends within these areas, some opportunities to make savings lost due to the formation of WECA removing budget responsibility and Political decisions to continue to support some subsidised bus routes rather than remove them. Further opportunity to recover savings against the target are challenging but Officers will continue to work with the Cabinet Members and Officers in relevant areas to redesign and reduce services and costs where appropriate.
P18	Transport & Environment Total			(1,265)	(313)	965	(13)	952				
<b>Council Total</b>				<b>113,411</b>	<b>117,523</b>	<b>2,625</b>	<b>1,487</b>	<b>4,112</b>				