

							Director Narrative		
Cashlimit Number and Description	Current Budget £000	Actuals to date £000	Published Forecast £000	from previous period Variance Adverse / (Favourable)	2019/20 Outturn Variance Over / (Under) £000	Quarter Variance Narrative	Outturn Narrative	Outturn Recovery Plan	
Detailed Analysis of Budgets for the Leader									
1112	Housing Delivery Vehicle	(730)	(305)	(579)	(1)	151	No material movement from previous forecast	The Aequus Group returns forecast to the Council have been updated to reflect the timetable changes to the Transfer Agreement for pipeline sites from the Council; this alongside a revised sales timeline for the Riverside development has resulted in the timing of the dividend payment to the Council being amended for 2019/20.	Future years will be reviewed once the Transfer Agreement is in place and a revised Business Plan agreed with the Shareholder.
1126	Visit Bath	367	538	539	23	172	Increase due to consultant expenditure relating to Destination Management review.	This adverse variance is due to slippage in delivering the destination management savings target which should be on target for delivery from 2020/21.	The Visit Bath Board is part way through implementing a cost recovery plan that is reducing operating costs whilst maintaining sales income which will improve the company's financial performance.
Leader Total		(363)	234	(40)	22	323			
Detailed Analysis of Budgets for Resources and Deputy Leader									
1032	Information Technology	4,925	4,068	4,618	(69)	(307)	Forecast has reduced due to various underspends within salaries and contractual spend partially negated by budget virements due to Centralisation (Hybrid mail)	Underspend is due to various contract savings which have been achieved in year due to effective contract management	Additional resources will be recruited where possible to ensure BAU is maintained during tight timescales for Windows10 and Asset refresh which is putting the service under pressure
1037	Property Services	670	998	614	(37)	(56)	Further staffing underspends due to a delay in recruitment.	Underspend due to current staff vacancies. Plan was to fill posts in October but this has been delayed.	Not applicable
1038	Corporate Estate Including R&M	3,650	3,632	4,109	140	459	An increase in forecast costs for Facilities Management, the former BCA site £27k and Parkside £40k, have been realised. A more detailed forecast and an increase in team costs has increased the overspend by £110k primarily due to unachieved savings, agency (increased security costs) and sickness. Favourable movements from the operational Estate total £38k.	This cash limit includes a corporate office accommodation savings target of £300k originally set for Lewis House rental of floors. An increased floor plate will be offered to the Police but this will not meet this savings target. The holding costs £51k for the former BCA site and Parkside costs £40k are also unbudgeted. A more detailed forecast has led to an increase in overspend on staffing costs of £120k which is primarily due to unachieved savings, agency (increased security costs) and sickness. Favourable variances from the operational estate contribute to the overall financial position.	Progress plans to rationalise and improve corporate office accommodation as part of the Improving How We Work programme. Guildhall retained as a seat of governance for elected members and ceremonial functions, St Martins will be programmed for closure and we will maximise Keynsham Civic centre as the main business base for the council and a fully flexible working environment for all staff and Lewis House, Hollies for staff delivering a service in that area
1039	Traded Services	24	50	35	(2)	11	Forecasting for premises costs that we no longer use due to services ceasing.	Forecasting for premises costs that we no longer use due to services ceasing.	Property services are looking at disposing of the various assets. Will remain a small pressure in the next financial year.
1040	Finance	2,588	2,134	2,656	68	68	Movement from previous period is due to slippage on transactional savings targets	Overbudget position of £56k, this is attributable to pressures in financial services from slippage in achieving transactional savings	Not applicable
1041	Revenues & Benefits	948	1,054	842	0	(106)	No material movement from last forecast	Salary savings due to delay in recruitment in Revenues team	Not applicable
1042	Risk & Assurance Services	977	1,256	995	201	18	Movement from previous period is due to a income budget issue which has now been corrected.	Minor overspend from staffng and supplies and services budgets.	Not applicable

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1045	Strategy & Performance	1,582	1,822	2,575	425	992	Q3 forecast movement of £400k variance due to slippage in cross council procurement savings, delivery anticipated in early 2020/21	£750k Digital Programme savings will not be delivered this financial year as originally planned due to slow pace of engagement and delivery of core capabilities for the organisation.	We have reviewed progress on the plan at Corporate Management team and refocussed on delivering savings through the remainder of 2019/20 and into 20/21. This focus is on accommodation savings and further centralisation of activity and spend on core Corporate functions.
1047	Human Resources	1,206	1,138	1,434	53	228	£53k increase vs Q2 due to slippage on savings target £25k (Apprenticeship Levy). In addition, increased costs due to maternity cover and Corporate costs	The training element of this budget was centralised from services w/e 01/04/19 and is required to fund all training (including mandatory & essential statutory training) for 2,100 staff across the council. Based on April-December spend we are forecasting spend on training and development of £200k, which is a reduction in prior year expenditure. However it does not deliver the £350k of budgeted savings, causing an overspend. There is a further forecast overspend of £20k on OH and EAP.	The service is reviewing the required provision.
1053	Council Solicitor & Democratic Services	2,708	2,129	2,931	10	223	No material movement from previous forecast	The forecast reflects unachievement of historic savings and required adjustments relating to unrealistic historic external income targets (mainly s106 agreements). The continuing increase in childcare cases have required further temporary legal capacity in the Legal Childcare Team.	The service is reviewing the required provision.
1054	Hsg / Council Tax Benefits Subsidy	(195)	2,137	(195)	0	0	No movement from last forecast	Forecast on budget	Not applicable
1055	Capital Financing / Interest	6,718	5,954	4,323	(209)	(2,395)	Higher than budgeted cash balances have resulted in an £84k additional investment income forecast, along with a further underspend in borrowing costs.	An overall underspend of £2.395m is currently forecast, mainly related to the re-phasing of capital spend and the reduction in PWLB interest rates leading to lower than forecast borrowing costs and minimum revenue provision (MRP) requirement. This is partly offset by lower internal income related to service charges for funding debt costs in relation to the re-phased capital projects.	Not applicable
1056	Unfunded Pensions	1,598	1,038	1,588	0	(10)	No movement from previous forecast.	Small underspend forecast based on current spend to date.	Not applicable
1057	Corporate Budgets including Capital, Audit and Bank Charges	(8,309)	(6,636)	(8,914)	(40)	(605)	Additional underspends within audit fees and bank charges have been identified from lower charges in the previous quarter. Also Council Tax Discount for Foster & Care Leavers lower than budgeted.	There is a £400k one-off underspend forecast for borrowing costs relating to the Waste Services Re-Design Project, due to the phasing of the project spend. In addition, there is a £100k underspend forecast on Pension Deficit Contributions, mainly due to reduced Council liabilities following transfer of staff to Academy Schools. There are also some smaller over and underspends forecast in apprenticeship levy contributions, external audit fees and bank & credit card transaction costs.	Not applicable

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1058	Magistrates	12	8	12	0	0	No movement from previous forecast.	Forecast on budget	Not applicable
1059	Coroners	335	335	335	0	0	No movement from previous forecast.	Forecast on budget	Not applicable
1061	West of England Combined Authority Levy	4,104	4,104	4,104	0	0	The one-off underspend of £155k previously reported on the levy payment has now been vired to Concessionary Fares budget for 2019/20 only. This virement was approved by September Cabinet (ref LOG19#01).	Forecast on budget	Not applicable
1081	Commercial Estate	(16,224)	(13,597)	(15,648)	(440)	576	An unbudgeted continuation of a leasehold beyond its expected expiry date led to additional income of £206k. A legal decision provided the necessary evidence to realise an unbudgeted increase in rent on a outstanding review which has led to a one-off increase in income of £225k. Other minor temporary changes have increased our financial position to the level reported.	Portfolio variances are mainly attributable to a £0.5m shortfall on Commercial Estate income due to a corporate stretch target. The budget was predicated on buying new assets out of authority but there has been a change in policy which has led to reviewing our ability to acquire assets out of authority. This has been recognised as an ongoing risk and incorporated into the 2020/21 budget planning assumptions as an unavoidable pressure.	To off-set this, a re-balancing of the commercial estate is taking place into other sectors, capacity will be increased to more rapidly return voids to the market and the performance of commercial estate income will continue to be closely monitored. We are still seeking opportunities to purchase new assets within B&NES.
1118	Procurement & Commissioning	218	1,980	215	16	(3)	No material movement from previous forecast	Forecast to balance at year end.	Not applicable
1125	Improving The Way we work	(360)	83	0	260	360	We have reviewed progress on the plan at Corporate Management team and refocussed on delivering savings through the remainder of 2019/20 and into 20/21. This focus is on accommodation savings and further centralisation of activity and spend on core Corporate functions.	Programme not yet fully engaged with or mobilised so further resources will be required so position will change	We have reviewed progress on the plan at Corporate Management team and refocussed on delivering savings through the remainder of 2019/20 and into 20/21. This focus is on accommodation savings and further centralisation of activity and spend on core Corporate functions.
Resources and Deputy Leader Total		7,176	13,686	6,629	377	(547)			

Detailed Analysis of Budgets for Adult Care Health and Wellbeing

1027	CRC & Community Equipment contracts	0	0	0	0	0	Cash limit no longer in use, budget moved .	Not applicable	Not applicable
1036	Adults Substance Misuse (DAT)	514	421	514	0	0	No Movement from previous forecast	Forecast to break even	Not applicable
1073	Adults & Older People- Mental Health Commissioning	10,346	8,784	10,548	156	202	We are forecasting an adverse year end position as there is an increased and continuing pressure on the residential and nursing budgets.	Adverse variances are being seen in the commissioned purchasing budgets reflecting increased placement costs for this area. The resultant purchasing position is being offset by increased contribution income and underspends in service areas outside the purchasing budgets.	The forecast overspend will be mitigated by the planned use of underspend within BCF funded schemes.

							Director Narrative		
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1086	Adult Care Commissioning	1,788	1,904	1,644	(80)	(144)	Variances are being seen across the non purchasing budgets, in particular the staffing budgets reflecting vacancies that have taken longer to fill than expected.	Variances are being seen in the non purchasing budgets. These are being used to offset the overall purchasing position within ASC.	Not applicable
1088	Older People & Physically Disabled Purchasing	13,063	9,202	12,985	(131)	(78)	Overall favourable in month movement due to the reduction in nursing placements which have offset the £50k adverse in month increase in the potential bad debt. The bad debt is being reviewed with the income collection officer as to the likelihood of recovery in year.	Pressure is still being seen on residential care placements and this continues to be reviewed by commissioners. Positive variances are being seen on other areas of the purchasing budgets that offset this pressure. We are hopeful that the bad debt will reverse but the timing may see this happen in next years accounts.	The forecast underspend will be used to mitigate the overall position in ASC.
1091	Learning Disabilities Commissioning	17,374	11,202	17,808	(38)	434	There has been a favourable net movement in the quarter due to :- one high cost package ceasing to be funded by LD, an adverse impact of assessments being back dated to reflect lower contributions due from clients, and an overall weekly gross cost in supported living plus back dated payments of provider invoices outside of the panel process.	The forecast reflects changes to packages in the purchasing budgets which are across new clients, existing clients and transitional costs. These are being offset by increased contribution income and underspends in service areas outside the purchasing budgets and health funding from the BSW TCP to cover a complex placement. Additional movement in month due to payments of backdated supplier invoices outside of the panel process. Process now under review.	The forecast overspend will be mitigated by the planned use of underspend within BCF funded schemes.
1093	Physical Disability, Hearing & Vision	4,323	3,081	4,206	(84)	(117)	The impact of Clawbacks of Direct payment funds have resulted in a positive in month movement and the service continues to underspend across all types of packages.	A review of package payments and activity is showing a forecast a year end underspend. This will be used to offset the overall ASC purchasing position.	Not applicable
1094	Public Health	(175)	1,815	(175)	0	(0)	No Movement from previous forecast	Ring fenced funding, outturn will be within budget and is being managed accordingly.	Not applicable
1110	Better Care Fund	15,225	19,073	15,099	190	(126)	There has been a reduction in the release of the BCF underspend due to an improved position across Adult Social Care Purchasing Budgets.	Schemes will continue to be reviewed to establish funding requirements for the rest of the year.	All schemes are being reviewed by the Strategic business partner to establish future requirements for 2020/21.
1113	CCG B&NES CHC and FNC Payments	0	1,197	0	0	0	No movement from previous forecast	Forecast to balance at year end.	Not applicable
1114	Community Equipment	203	258	203	0	0	No movement from previous forecast	Forecast to balance at year end.	Not applicable
1123	Safeguarding Adults	1,521	906	1,440	(38)	(81)	Variances are being seen across the non purchasing budgets, in particular the staffing budgets reflecting vacancies that have taken longer to fill than expected.	Positive variances being seen from non-purchasing budgets will be used to offset the overall ASC purchasing budget position.	Not applicable
1124	Community Resource Centres & Extra Care Income	(1,733)	(1,176)	(1,823)	73	(90)	We are forecasting an underspend but the in month position has had an adverse movement reducing this forecast by £17k. This is due to the level of vacancies now being seen in the CRC's. Some vacant beds are to be used for additional BSW winter pressures and others are being used for respite stays which will help any further deterioration to the position.	The current budget was maintained at the same level as the previous year and despite a forecast to exceed, the current occupancy levels continue to be below expectations.	The forecast over achievement will be used to offset overspend in other areas of purchasing care within ASC.
Adult Services Total		62,449	56,667	62,449	48	(0)			

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Detailed Analysis of Budgets for Childrens Services									
1076	Children, Young People & Families	15,855	21,237	17,934	83	2,079	£255k increase in key placement budgets, main increases in JAP Pooled budget and Parent & Baby expenditure. Cost driver is increase in packages of support needed to match the complex needs of our children, and to keep them safe. These pressures have been partially mitigated as a result of continued scrutiny of costs resulting in a reduction in overspend from packages of support across Childrens Services. Reductions in overspend have been achieved from areas such as the Disabled Childrens Team (£80k reduction), Staying Put and the Family Intervention Team.	Spend in JAP pooled budget vs last year (LY) up by £1,075k. This includes increased costs due to the closure of St Christophers. Cost increases versus LY as due to 6 additional children, plus annualised costs of further 10 children whose packages started mid-way through 2018/19. These are our children with the highest need, who also require the most complex care packages of those that we support. Residential Placement spend up £308k vs LY due to increase in support packages needed to keep children safe. Pressures from the other key placement budget areas are £200k, which means an over budget position for Key placement budgets of £1,560k. Numbers coming into care are increasing, which is a regional and national trend. The cost of respite and care packages for disabled children equates to a forecast total pressure of £600k. Inter-agency adoption costs are a pressure of £190k. There is a partial mitigation from under spend versus budget for Children Leaving Care of (£230k), the spend is still in line with LY spend though.	Planned review of all JAP placements completed during December.
1077	Learning & Inclusion	5,930	1,462	2,918	(662)	(3,012)	Psychology costs have worsened by £70k, this is due to increased salary costs as a result of one off events. Youth Services have increased costs of £75k due to delayed implementation of planned savings proposals, these have now been implemented. These increases in cost have been mitigated by salary savings in the CHIF team and savings in expenditure across Childrens Centres. Overall this cash limit has a negative movement of £98k. A favourable movement of £761k in this cash limit reflects the transfer of the pressure on the DSG reserve needed based on the full pressure shown in cashlimit 1079 due SEND expenditure.	£2.35m under budget position offsets £2.35m of the £3.11m over budget position in the schools budget cash limit (1079). The 19/20 budget allowed for a contingency reserve that may be utilised to fund any overspends at year end once all other options including underspends within other DSG Blocks and the contribution from schools have been utilised. The Council can therefore plan over time to reduce the contribution from its General Fund. A further £761k under budget position offsets the remaining pressure on the schools budget cash limit, which is a pressure on the DSG grant. Psychology costs are over budget by circa £90k due to salary pressures as a result of one off events and Youth Prevention Services are over budget by £75k due to delayed implementation of planned savings proposals, that are now in place. These pressures are mitigated partially by the under budget position of Children Centres, leaving an over budget position for this cash limit excluding SEND of £99k.	Not applicable
1078	Health, Commissioning & Planning	6,241	4,306	6,034	(131)	(207)	£20k underbudget position from Home to School Transport, due to new contract negotiation and route scrutiny. Increased under budget positions across Business Support areas for Early Years and Schools.	School Improvement Advisory Services £50k under budget, due to reduced running costs versus budget, and additional income. Business Support teams for Early years and Schools under budget by £100k mainly due to salary savings. Further smaller under budget forecasts across the service.	Not applicable

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1079	Schools Budgets	(2,051)	(13,072)	1,060	737	3,111	Increase in expenditure for SEND, due to increased demand and lack of local provision, requiring independent specialist provision which is expensive.	SEND over budget position £4.35m, due to increased demand and lack of local provision, requiring independent specialist provision which is expensive. This is partially offset by £1.24m of one-off funding for 2019/20, leaving an pressure on the Dedicated Schools Grant (DSG) of £3.11m. A further £2.35m is held in council funds to potentially offset the SEND pressures. Should this mitigation be implemented there would remain a pressure on the DSG of approximately £761k. The transfer of the pressure shown here of £761k to the DSG from the Council is shown in Cashlimit 1077 Learning & Inclusion.	Planned local provision expansion through a capital strategy and lobbying of government for additional resources for schools and high needs
1116	Integrated Commissioning - CYP	2,305	2,013	2,295	0	(10)	No movement from previous forecast	£10k underspends, spread across the cash limit.	Not applicable
1117	Safeguarding - CYP	708	520	644	0	(65)	No movement from previous forecast	£65k underspends, spread across the cash limit.	Not applicable
Childrens Services Total		29	16	31		2			

Detailed Analysis of Budgets for Climate Emergency & Neighbourhood Services

1060	Environment Agency	236	234	236	0	0	No movement from previous forecast.	Forecast on budget	Not applicable
1101	Neighbourhoods & Environment - Waste & Fleet Services	15,207	9,949	15,223	16	16	No material variances showing at this stage of the year, but prices for recycled materials are dropping.	Overspends due to volatility of prices and tonnages, these are constantly monitored and kept to a minimum	Not applicable
1120	Sustainability	285	269	302	0	17	No movement from last forecast	Our Power, which held this concession contract, ceased trading in January 2019 . As a result no income has been possible from referral fees.	No mitigation possible against this particular income stream as analysis of the current energy market suggests no viable approach to reprocurring this and generating income in this way. The Corporate and Community Sustainability Team will therefore focus its work on the key local priorities for tackling the climate emergency, as set out in the report to October Council. This will mean working with the local community and partners including carbon reductions and, as appropriate, generating cashable savings.
1127	Air Pollution	195	138	165	(0)	(30)	No material change	Temporary salary savings & overachieved income	Not applicable
Climate Emergency & Neighbourhood Services Total		15,923	10,590	15,926	16	3			

Detailed Analysis of Budgets for Housing, Planning & Economic Development

1029	Housing	1,207	849	1,115	(76)	(92)	£35k Bad Debt Recovery & £13k Loan Recoveries, £7k additional income on B&B Accommodation recoveries and £19k underspend on Supported Living budget	£35k Bad Debt Recovery, £10k Overachieved capital income, £21k loan recoveries, £19k underspend on Supported Living Budget, plus staff savings and other compensating variances	Not applicable
1052	Regeneration	289	447	212	(39)	(77)	Salary saving plus overachieved income from Project recharges	Unspent residual Arts budget plus overachieved income from Project recharges	Not applicable

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1106	Development Management	1,295	396	1,253	(215)	(41)	£135k Improved Planning Income, a further £22k staff saving & £7k savings across Policy Team. £50k underspend on Planning Policy due to unanticipated delays.	Although Planning Income is underachieving by £111k, this is now largely offset by £90k Staff Savings plus various smaller savings totalling £7k across the Policy Team and £6k across Operations & Technical Support. £50k underspend on Planning Policy due to unanticipated delays.	There is very limited scope to plan for a recovery as income is reliant on the wider economy although there is always the possibility of large applications coming forward with associated fees.
1128	Business & Skills	442	449	440	(0)	(2)	No movement from previous forecast	Small Variance re Future Bright 1819 Q4 accrual - not material	Not applicable
Housing, Planning & Economic Development Total		3,232	2,141	3,020	(329)	(212)			

Detailed Analysis of Budgets for Community Services

1005	Building Control & Land Charges	825	453	869	40	45	£40k adverse movement since last reporting attributable to: Some compensating variances with main issues - £14.6k increase in Trading Standards Consultant Fees. A Reduction of £9.3k on the License Income forecast, £6k Underachieved Internal Building Control Fees & £11k increase in legal fees expenditure	Some compensating variances with bottom line adverse variance of £44k. Main contributors are £16k underachieved on Land Charge income, £16.5k overspend on Trading Standards Consultant plus £11k scientific services contract change of supplier	As far as is possible, these will be absorbed into the existing budgets of the service or offset with other portfolio underspend.
1018	Heritage	(8,782)	(9,359)	(9,665)	(264)	(882)	Excellent December visitor performance, particularly between Christmas and New Year contributed to a particularly strong income performance. Vacancies and staff opting out of the pension scheme mean underspend of a further £60k on staff costs.	New pricing strategy delivering additional revenue (+£800k, 5% on budget & +£2.3m, 15% on 2018). Provision for doubtful debt of £115k forecast in relation to Visit Bath. Vacancies and seasonal staff opting out of the pension scheme means an underspend of £180k, 3% on staff costs.	Implications for future year income potential being considered as part of the Business Plan, savings target increased to £900k for 20/21
1019	Public Protection & Health Improvement - Leisure	689	256	689	0	0	No movement from previous forecast	On budget	Not applicable
1089	Community Safety	41	21	42	0	2	No movement from last forecast	Small variance to budget	Not applicable
1102	Neighbourhoods & Environment - Parks & Bereavement Services	1,119	1,158	1,202	(25)	83	Slight improvement on cremation income	Cremation income not achieved	Working to absorb these within existing budgets where possible
1109	World Heritage	152	107	153	0	1	No movement from previous forecast	Small variance - not material	Not applicable
1115	Registrars Service	(85)	(134)	(128)	(42)	(43)	Positive movement from previous forecast	The increase is due to additional income from increased certificate fees (which are set by the government)	Not applicable
1121	Events & Active Lifestyles	135	9	170	11	35	Reduced Wedding Income	Events Income and Wedding Income targets not expected to be achieved	Working to absorb these within existing budgets where possible
1122	Customer Services (Including Libraries)	2,222	1,888	2,249	24	27	Cost pressures due to Utility increases, reduced fees	Changes in Libraries West charging for all authorities resulting in increased charges to BANES resulting in overspend	Continue to balance underspend and overspends in year to keep balanced budget
Community Services Total		(3,686)	(5,601)	(4,418)	(256)	(732)			

Detailed Analysis of Budgets for Transport Services

1006	Highways & Traffic Management	7,268	5,246	7,268	0	0	No movement from previous forecast	Forecast on budget. Ongoing review to deliver existing savings targets	Not applicable
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1103	Transport & Parking Services - Parking	(7,771)	(6,016)	(7,849)	(411)	(78)	Following a period of good weather during the Christmas markets we have seen increases in Pay and Display Income, along with additional one off income from debt recovery and increased filming in the city centre.	Income remains above 2018/19, but budget income target not achieved, parking income is seasonal and weather dependant. One off debt recovery and filming income is offsetting under recovery of parking income	Not applicable
1104	Transport & Parking Services - Public & Passenger Transport	55	199	(120)	(175)	(175)	One off underspends across Passenger transport	One off debt recovery and staffing vacancies	Not applicable
1119	Emergency Planning	293	331	422	(28)	129	Underspend due to staff vacancies	CCTV income target not achieved	Working to absorb these within existing budgets where possible
Transport Services Total		(155)	(239)	(278)	(614)	(124)			
	Financial Planning Reserve	0	0	(609)	791	(609)	Movement due to to favourable revenue forecast reducing the drawdown requirement from the financial planning reserve.	Use of reserve for phased implementation of savings.	For information, revenue budget will be adjusted for reserve drawdown at year end.
Council Total		113,564	93,943	113,564	82	0			