

Dear Councillor

CABINET - THURSDAY, 18 JULY 2013

I am now able to enclose for consideration at the above meeting the following reports that were unavailable when the agenda was printed.

**Agenda Item
No.**

**4. 2012/13 OUTTURN AND 2013/14 REVENUE BUDGET
MONITORING (Pages 1 - 8)**

To consider a report by the Assistant Director, Finance and Resources. (Annex A – to follow)

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ANNEX A

Head of Service Variations 2012/13		Original Budget	Outturn	Variation	Commentary on variations greater than £20,000
		£000	£000	£000	
Head of Customer Services					
Planning	Economic Development (NNDR Relief)	30	24	(6)	
Housing Benefits	Housing Benefit Administration	(436)	(679)	(243)	Change in basis of Bad Debt Provision and additional admin subsidy.
	Rent Allowances	(279)	(293)	(14)	
	Temp Accommodation Support	143	171	28	Change in basis for Bad Debt Provision
Other Housing Services	Choice Based Lettings	11	17	6	
	Waiting List	5	1	(4)	
	Homelessness	236	116	(120)	Change in Bad Debt Provision and Homelessness Prevention grant payments were lower than expected.
Corporate Services	Council Tax Benefits/Support	(386)	(464)	(78)	Council Tax Support set-up grant exceeded revenue set up costs.
	Nndr	(239)	(240)	(1)	
Internal Services	Council Tax	(322)	(331)	(9)	
	Call Centre	648	567	(81)	Savings on IT line rental and software costs due to replacement of CRM system and general staff savings.
Management Units	Customer Service Centres	503	465	(38)	Savings for staff and office rental.
	Revenues	204	173	(31)	Reduction in use of casual staff.
	Benefits	1,208	1,341	133	Benefit caseload required extra staff resources. Part Funded by extra admin subsidy and some brought forward budget from 2011/12.
	Local Taxation	686	708	22	Additional staffing
	Housing	737	638	(99)	Senior management saving and recovery of costs of seconded officer.
Head of Customer Services		2,749	2,214	(535)	
Head of Financial Services					
Highways & Transportation	Sapley East	0	1	1	
Corporate Management	External Audit	159	122	(37)	Saving on External audit costs.
	Treasury Management	52	61	9	
	Public Accountability	2	5	3	
Interest & Borrowing Costs	Interest Paid	384	399	15	
	Interest Received	(395)	(429)	(34)	Interest received exceeded target
Non Distributed Costs	Pensions Termination Benefits	1	19	18	
	Non Distribtd Redundancy Costs	0	42	42	Pension related redundancy costs.
Other Expenditure	MRP and Transfers to Reserves	1,832	3,065	1,233	Transfer to reserves
Management Units	Asst Dir Finance & Resources	120	145	25	Management restructure and redundancy provision.
	Internal Audit	267	203	(64)	Computer audit work and post transferred to accountancy
	Accountancy	684	711	27	Post transferred from Internal Audit.
Internal Services	Procurement	54	54	0	
	Insurance	0	10	10	
	Insurance Premium Holding	405	370	(35)	General premium savings
	Financial Serv Hold Accounts	65	49	(16)	
	Financial Services	22	14	(8)	
Head of Financial Services		0	4,841	1,189	

Head of Service Variations 2012/13		Original Budget	Outturn	Variation	Commentary on variations greater than £20,000
		£000	£000	£000	
Head of IMD					
Internal Services	Helpdesk	874	897	23	Funding brought forward from 2011/12 partly offset by savings in year.
	Web & Business Development	267	274	7	
	Corporate Systems	237	227	(10)	
	Business Analysis & Project Management	356	347	(9)	
Management Units	Head Of Imd	193	186	(7)	
Head of IMD		0	1,927	1,931	4
Head of Legal & Democratic Services					
Environmental Services	Licences	(281)	(296)	(15)	
	Burials Under Health Acts	0	0	0	
Corporate Services	Corporate Committees	48	39	(9)	
	Member Allowances & Support	425	398	(27)	Member expenses provision.
	Electoral Registration	90	85	(5)	
	Conducting Elections	70	11	(59)	Contribution to overheads from Police and Crime election.
	Land Charges	(157)	(130)	27	Reduction in volume of land charges fee income.
Internal Services	Document Centre	500	533	33	Work volumes exceeded Document Centre capacity; therefore work procured via framework agreement.
Management Units	Legal & Democratic Management	1,080	986	(94)	Savings from staff vacancies.
Head of Legal & Democratic Services		1,775	1,626	(149)	
General Manager One Leisure					
Leisure Centres	One Leisure Huntingdon	117	158	41	One Leisure Direct became operational, to be funded by savings from each centre's budget, partly offset by extra income.
	One Leisure Ramsey	179	179	0	
	One Leisure Sawtry	200	151	(49)	Savings on Employees, Premises and Supplies & Services costs.
	One Leisure St Ives	(158)	27	185	Delayed redevelopment leading to deferral net income.
	One Leisure St Neots	(86)	(87)	(1)	
	Leisure Centres General	38	33	(5)	
Management Units	Leisure Centre Mgt Budgets	208	220	12	
General Manager One Leisure		498	681	183	

Head of Service Variations 2012/13		Original Budget	Outturn	Variation	Commentary on variations greater than £20,000
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Head of Environmental & Community Services					
Planning - Community Development	Neighbourhood Plans	8	6	(2)	
Community Services	Arts Development	12	4	(8)	
	Leisure Development	190	209	19	"Pedals" Scheme re-phased to 2013/14
	Misc Leisure Facilities	17	47	30	Priority Centre agreement.
	Miscellaneous Grants	338	301	(37)	Budget carried forward to 2013/14 to cover set-up costs of replacement CAB service in St Neots.
Environmental Services	Community Initiatives	12	(9)	(21)	Localism set up grants received.
	Community Safety Funds	4	35	31	Temporary post created, offset by savings on community safety headings (*).
	Community Safety	29	5	(24)	(*)
	Animal Welfare	88	60	(28)	Savings from staff costs.
	Contaminated Land	18	27	9	
	Env Health General Renewals	(18)	(10)	8	
	Food Safety	10	(2)	(12)	
	Nuisances	8	3	(5)	
	Occupational Health & Safety	10	2	(8)	
	Pest Control	25	30	5	
	Air Quality & Pollution	(11)	(25)	(14)	
	Private Sector Housing	5	0	(5)	
	Health Promotion	21	0	(21)	(*)
	Flare - It Application	12	11	(1)	
Internal Services	Health & Safety Contract	33	23	(10)	
Management Units	Head Of Env & Comm Hlth	95	96	1	
	Neighbourhoods Mgt Budgets	472	450	(22)	Staff savings.
	Lifestyles Mgt Budgets	496	427	(69)	Staff savings.
	Comm Safety Mgt Budgets	226	196	(30)	Misc staff savings
	Environmental Health Admin	151	149	(2)	
Head of Environmental & Community Services		2,251	2,035	(216)	

Head of Service Variations 2012/13		Original Budget	Outturn	Variation	Commentary on variations greater than £20,000
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Head of Operations					
Environmental Services	Recycling	(33)	(129)	(96)	Various small variances including vehicle running costs and supplies.
	Domestic Refuse	2,088	2,237	149	Lower income from bulky waste collections, implementation costs for round rescheduling and additional vehicle maintenance (although some of the costs of the latter have been offset by savings elsewhere).
	Trade Waste	(30)	(45)	(15)	
	Nightsoil Collection	11	6	(5)	
	Street Cleaning	1,031	849	(182)	Reduced levels of agency staff and overtime, lower vehicle maintenance and insurance costs and increase in external income.
	Abandoned Vehicles	2	1	(1)	
Highways & Transportation	Car Park Management	(1,371)	(1,108)	263	Reduction in income due to the delay in price increases, reduction in the number of ECNs issued and general impacts of the economy and bad weather.
Planning - Economic Development	Markets	(167)	(109)	58	General reduction in income due to economy.
Community Safety	C C T V	219	233	14	
	Olympic Torch	0	11	11	
Community Services	Country Parks - Other	15	33	18	
	Countryside Management	70	61	(9)	
	Hinchingbrooke Country Park	149	189	40	"Across the board" reduction in expected customer volumes at HCP income generating facilities.
	Paxton Pits	77	68	(9)	
	Parks & Open Spaces	103	(3)	(106)	Reduction in utility costs at the Pavilions, capitalisation of asset enhancements and reduction in staff costs.
Corporate Services	Emergency Planning	32	9	(23)	Reduction in contribution to CCC.
Internal Services	Fleet Management	246	236	(10)	
	Grounds Maintenance	679	629	(50)	General reduction in costs; mainly due to lower subcontractor, disposal, materials and transport costs.
Management Units	Operations Mgt Budgets	1,048	938	(110)	Efficiency saving on various administrative and transport related budgets.
Head of Operations		4,169	4,106	(63)	
Managing Directors & Corporate Office					
Planning - Economic Development	Bid Collection Costs	0	(6)	(6)	
	Business & Enterprise Support	110	65	(45)	Portas grant received 12/13 but to be claimed by town centre partners in future years.
	Property Development And Mgt	(1,569)	(1,441)	128	Loss of rent on vacant properties and associated costs.
Community Initiatives	Policy Serv Community Projects	25	16	(9)	
	Equal Opportunities	12	4	(8)	
Corporate Management	Public Accountability-Perform	37	24	(13)	
	Public Accountability-Perform	23	8	(15)	
Democratic Services	Member Allow & Support Civic	31	37	6	
Non Distributed Costs	Pensions	223	197	(26)	Lower than estimated costs in respect of pension top-up.
Management Units	Managing Directors and Corporate Services	1,256	1,359	103	Costs associated with Corporate Management restructure and recruitment and restructuring costs within the property management service.
Internal Services	Payroll	551	608	57	Backfill of staff costs related to Staff Council duties and initial project costs for pay review and HR reorganisation.
Managing Directors & Corporate Office		699	871	172	

Head of Service Variations 2012/13		Original Budget	Outturn	Variation	Commentary on variations greater than £20,000	
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Head of Planning Services						
Highways & Transportation	Car Park Policy	57	2	(55)	Expenditure relating to this budget transferred now in Operations.	
	Public Transport	11	2	(9)		
	Transportation Strategy	0	3	3		
	Cycling	1	1	0		
	Cycle Shelters	4	1	(3)		
	Transportation Developments	7	2	(5)		
	Transportation Grants	86	88	2		
Economic Development	St Neots Town Cent Advice	25	21	(4)		
Planning Services	Development Management Applications	(1,129)	(940)	189		Planning application fees lower than originally planned.
	DM Advice	(7)	(48)	(41)		Started charging for pre application advice
	DM Enforcement	3	0	(3)		
	Alconbury Devt Proposal	141	(11)	(152)	Alconbury development expenditure delayed to 2013/14	
	Community Infrastructure Lew	0	(283)	(283)	CIL introduced in 2012/13, outturn reflects total receipts - transferred to Earmarked Reserve.	
	Conservation	67	61	(6)		
	Planning Policy	440	490	50	Local Plan work re-phased to 2013/14.	
Housing Services	Mobile Home Park	(28)	(34)	(6)		
	New Housing Initiatives	4	0	(4)		
	Contributions To H R A	0	(65)	(65)	Historic reserve transferred to General Fund Reserve.	
	Publicising Housing Services	7	0	(7)		
	Housing Advances	1	0	(1)		
Private Housing Support	Ex Council House Mortgages	(1)	0	1		
	Improvement Grants	11	8	(3)		
	Home Improvement Agency	10	15	5		
	Housing Support - Elderly	25	34	9		
	Housing Surveys	15	21	6		
Management Units	Planning Division Mgt Budgets	219	232	13		
	Dev Control Mgt Budgets	969	962	(7)		
	Plan Policy Mgt Budgets	833	774	(59)	Staff vacancies	
	Plan Printer	7	4	(3)		
	Housing Policy Mgt Budgets	268	257	(11)		
Head of Planning Services		2,046	1,597	(449)		

Head of Service Variations 2012/13		Original Budget	Outturn	Variation	Commentary on variations greater than £20,000
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Head of Environmental Management					
Planning - Building Control	Building Control Applications	(538)	(357)	181	Lower volume of applications, therefore loss income. Mainly transferred to Building Control Reserve.
	Building Control Enforcement	2	0	(2)	
	Building Control Other	(44)	(55)	(11)	
Environmental Services	Drainage & Sewers	66	64	(2)	
	Internal Drainage Boards	380	375	(5)	
	Public Conveniences	20	12	(8)	
	Energy & Water Efficiency	22	17	(5)	
	St Neots District Heating	0	0	0	
	Environmental Management	46	24	(22)	The Government's Green Deal scheme was postponed until 2013/14 delaying the need for promotion and advertising.
	Unallocated Land Survey	0	0	0	
	Closed Churchyards	5	5	0	
	Special Works For Town & P C	0	8	8	
Highways & Transportation	Bus Stations & Shelters	106	88	(18)	
	Street Naming	41	18	(23)	Less broken nameplates replaced.
	Car Park Assets	46	42	(4)	
	Environmental Improvements	43	40	(3)	
HDC Offices	Restaurant	39	42	3	
	St Ives Gatehouses/Octagon	4	1	(3)	
	Eastfield House	239	182	(57)	Savings on utility costs and equipment.
	Offices R&R	7	7	0	
	H D C Offices	686	602	(84)	Savings from staff vacancies, rates rebate and utility costs. Mainly transferred to Building Control Reserve.
Management Units	Environmental Mgt Mgt Budgets	92	86	(6)	
	Environment Policy Mgt Budgets	208	193	(15)	
	Building Control Mgt Budgets	527	462	(65)	Staff savings made as lower volume of building control applications.
	Environmental Mgt Admin Mu	87	82	(5)	
	Facilities Mu	145	145	0	
	Projects Mu	360	285	(75)	Range of savings, including staff related, transport, mobile phone savings and training.
Head of Environmental Management		2,589	2,368	(221)	
Unallocated Items					
Non-Allocated Items	Recharges to Non Revenue Services	(565)	(440)	125	Lower staff recharge to capital projects
	Other	(68)	0	68	
Non-Allocated Items		(633)	(440)	193	
COUNCIL TOTAL		21,722	21,830	108	

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