

Financial Performance Monitoring Suite June 2021 – Quarter 1

Executive summary

This report sets out the financial forecast for June, for revenue and capital. The headlines are:

Revenue - the forecast outturn is an estimated overspend of £0.227m when compared to the approved budget. The overspend is due to continued pressure from Covid restrictions which were not lifted as expected and then were delayed until 19th July.

Capital Programme – the forecast outturn is an estimated underspend of £17.077m.

Service Grouping Summary

This list only includes service groups with a variance exceeding +/- £10,000

Service Commentary

The following table provides the variances by service and where variances are greater than +/- £10,000 comments have been provided by the budget managers/Head of Service. Where there are adverse variances the budget managers have provided details of the actions they are undertaking to address the overspend.

Head of Service	Original Budget £'000s	Budget C/F From 2020/21 £'000s	In year changes £'000s	Revised Current Budget £'000s	Actuals to 30 June 2021 £'000s	Q1 Forecast £'000s	Funded from Reserves £'000s	Revised Q1 Forecast £'000s	Variance to Current Budget		Forecast Spend £'000s	Forecast Income £'000s
									£'000s	%		
AD Corporate Resources	6,896	57	66	7,019	(3,718)	6,896	(58)	6,838	(181)	-2.6	13,575	(6,679)
AD Transformation	383	48	0	430	159	462	(85)	377	(53)	-12.3	527	(65)
Chief Operating Officer	4,350	0	0	4,350	(1,266)	3,901	0	3,901	(449)	-10.3	35,959	(32,058)
Corporate Leadership	619	0	0	619	216	692	0	692	73	+11.8	692	0
Head of ICT	2,253	0	0	2,253	3,417	2,253	0	2,253	0	+0.0	7,131	(4,878)
Head of Leisure & Health	522	35	(427)	130	1,986	377	0	377	247	+190.0	5,614	(5,238)
Head of Operations	4,621	7	(168)	4,460	1,058	4,631	0	4,631	171	+3.8	9,614	(4,982)
Housing Manager	180	0	0	180	38	180	0	180	0	+0.0	180	0
Growth Manager	791	0	0	791	1,697	1,140	(367)	773	(18)	-2.3	1,682	(542)
Programme Delivery Manager	71	0	0	71	17	70	0	70	(1)	-1.4	70	0
Total	20,686	147	(529)	20,303	3,604	20,602	(510)	20,092	(211)	-1.0	75,044	(54,442)
Covid-19 Tranche 5	0	0	(758)	(758)	(467)	(458)	0	(458)	300	+39.6	300	(758)
Covid-19 Recovery Programme	0	0	0	0	10	138	0	138	138	+0.0	138	0
Total	20,686	147	(1,287)	19,545	3,148	20,282	(510)	19,772	227	+38.6	75,482	(55,200)

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								£	%			
AD Corporate Resources	Audit	139,621	139,621	15,903	130,804		130,804	(8,817)	-6.3			
AD Corporate Resources	Commercial Estates	(2,728,509)	(2,701,833)	(1,004,745)	(2,908,429)		(2,908,429)	(206,596)	-7.6	Employees - still retain CEM on interim basis - costs offset by management charge in CIS. CIS income £120k better than budget due to retaining tenants anticipated to fail. St Ives EX £16k better as demand for small units is stronger than expected, Industrials £27k below budget due to turnover of tenants, high interest but not converting easily to lettings. Buildings - £22k saving on business rates linked to income/occupation being maintained, £1k reduction in insurance costs Supplies and services - voluntary MRP already accounted for in overall budget - saving of £111k, Condition surveys bids approved but error in loading adds £30k back in.	Vire budget for voluntary MRP to Corporate Finance	
AD Corporate Resources	Corporate Finance	5,333,003	5,333,003	438,606	5,500,757		5,500,757	167,754	+3.1	Additional costs to MRP in realigning impact of commercial property investment with MRP policy	Vire budget for voluntary MRP from Commercial Estates	Review on going impact into the MTFS for future years of additional £40k
AD Corporate Resources	Democratic & Elections	865,987	865,987	112,407	857,032		857,032	(8,955)	-1.0			

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AD Corporate Resources	Environmental & Energy Management	(9,668)	56,332	6,821	52,740		52,740	(3,592)	-6.4	Salary for Energy & Sustainability Officer has been entered as a saving instead of expenditure	Request for budget to be amended to reflect correct salary budget.	
AD Corporate Resources	Facilities Management	861,772	892,422	442,251	828,974		828,974	(63,448)	-7.1	Employees - The Cleaner post has been removed from the establishment Income & Fees - Service charge error on forecast should have included an additional £28,200 of income Buildings - Cleaning services moved to Supplies & Services sercop and business rate cost lower than budgeted for Supplies & Services - Cleaning services moved from Buildings sercop	Employees - salary to be used for newly created Building Maintenance Officer role Income & Fees - Correction to be made ready for next budget pack submission Buildings - Cleaning budget to be moved Supplies & Services sercop, business rates reduction to be offered as saving	
AD Corporate Resources	Finance	751,311	751,311	255,277	813,189	(58,000)	755,189	3,878	+0.5			
AD Corporate Resources	AD Corporate Resources	108,203	108,203	(3,797,729)	101,190		101,190	(7,013)	-6.5			

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AD Corporate Resources	Human Resources	507,416	507,416	84,252	576,263		576,263	68,847	+13.6	The income Variance largely offsets the employee cost variance - and is Kickstart scheme. Where all employee costs are covered by the funding, except for the Kickstart placement officer, which is a cost to the council. This forecast is actual as at today, and we will do more modelling for next month, to build in forecast on placements, with each placement providing circa £750 - reducing the overspend and paying this salary. The additional overspend in HR team salaries, is due to 1) backfill of two maternity cover carrying into this financial year. 2) One of those backfills, pilot of more experienced resource, at higher salary. This is offset organisationally with the savings in recruitment and agency spend this post has generated.	more detailed forecast on Kickstart for next forecast pack, which realistically will deliver income to offset this cost.	Retain Recruitment BP at circa £37k per annum. She was brought in to backfill Recruitment Admin Maternity as pilot to see if an experienced hire would save money on agency hires and impact costs of recruitment. She has negotiated agency rates from circa 30% to 15% and found candidates through search methods, which traditionally would have involved agencies/expensive adverts. She negotiated rates for contingents. Overall saving to organisation recruitment spend.
AD Corporate Resources	Legal	223,940	223,940	693	224,512		224,512	572	+0.3			
AD Corporate Resources	Procurement	0	0	0	0		0	0	+0.0			
AD Corporate Resources	Public Conveniences	6,400	6,400	(6,700)	91		91	(6,309)	-98.6			

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AD Corporate Resources	Risk s & Control	836,122	836,122	180,730	718,548		718,548	(117,574)	-14.1	Reduction in insurance premium cost during the tender process, insurance cover has remained the same.		
Covid 19	Covid 19 Emergency Funding	0	(758,000)	(466,621)	(458,097)		(458,097)	299,903	+39.6	On going costs in relation to Covid 19 restrictions into Q1 of 21/22.	As the Covid 19 tranche 5 was budgeted for as part of our funding for 21/22, any costs shown against this will be reflected as a pressure. The grant received in 20/21 was not fully spend and has had a positive impact on our expected reserves position at the start of this financial year and this pressure could be mitigated from reserves.	
Covid 19 Recovery	Covid Recovery	0	0	10,191	138,044		138,044	138,044	+0.0	On going costs in relation to delivering Covid recovery projects		
Chief Operating Officer	Building Control	152,540	152,540	18,992	152,532		152,532	(8)	+0.0			
Chief Operating Officer	Business Team	273,829	273,829	38,871	212,278		212,278	(61,551)	-22.5	Employees - Operational Manager is vacant and 2 Environmental Health Officer posts are to be filled in September and October.		

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Chief Operating Officer	Chief Operating Officer	127,634	127,634	(3,552,793)	203,667		203,667	76,033	+59.6	Small overspend on staffing budget as investment made in skills to improve the Council's Website. Allocation of a licence fee for the Customer Portal software currently held in this budget, discussions ongoing to match to relevant budget heading. This will be adjusted for Q2.		
Chief Operating Officer	Closed Churchyards	(13,000)	(13,000)	0	2,000		2,000	15,000	+115.4	Previous savings proposal in budget without appropriate delivery plan. This proposed income cannot be achieved	Decision on retaining/removing this income item.	Decision to be made on whether we change this income budget as it is currently not achievable. Possible change to 22/23 Budget.
Chief Operating Officer	Community Team	581,128	581,128	509,302	615,203		615,203	34,075	+5.9	Cost centre variances due to additional short-term staff employed to deliver an externally funded project		
Chief Operating Officer	Council Tax Support	(116,000)	(116,000)	(349,183)	(317,391)		(317,391)	(201,391)	-173.6	Grant for £189k from CLG being held against this budget whilst a decision is made whether it should go to the collection fund or used to supplement Council Tax Support awards.		
Chief Operating Officer	Customer Services	899,912	899,912	198,848	896,262		896,262	(3,650)	-0.4			

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Chief Operating Officer	Development Management	(593,723)	(593,723)	(220,959)	(152,630)		(152,630)	441,093	+74.3	<p>Staff churn has been higher than normal, with short-term resources brought in to ensure service continuity. This is resulting, at present, in a projected overspend on staffing of c£280k – steps are in place to reduce this forecast expenditure with the recruitment of permanent staff.</p> <p>In addition we are investing in building capacity within the team to clear the backlog and improve customer service and reduce financial liabilities from Planning Guarantee and pre-application refunds, non-determination appeals and award of costs - and to deliver the service improvement agenda. An allowance (£50k) has been made for a Judicial Review, a rare event that is not covered by ongoing 'just in case' permanent budget. To focus on core business decision taken to temporarily suspend pre-application service, which reduces income by c£100k. This service will be reintroduced as soon as possible.</p>	<p>Full review of forecast income - this is heavily dependent on post-Covid response in the building sector, which is not easy to forecast</p> <p>Recruitment of permanent posts to decrease reliance on interims, however this is highly competitive market.</p> <p>These measures will be alongside a full service led recovery plan that involves resources from across the Council (HR, IT, Transformation and Finance)</p>	<p>Short term overspends to be covered through savings and work to be carried out within the next budget round to review and increase the range of services and the fees charged.</p>

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Chief Operating Officer	Document Centre	191,524	191,524	66,969	225,306		225,306	33,782	+17.6	Delays in the Hybrid Mail HDC/Cambridge City joint project has created a variance of £18K for an agency worker who is now forecast to remain in post until Dec 2021. These delays have also created a £30K variance in salaries, due to the incumbent post holder now required to remain in post until March 2022. No budget has been set for internal recharges, however recharges are being credited to this code for work still being undertaken by internal printing services currently - £20K		
Chief Operating Officer	Emergency Planning	11,575	11,575	16,739	15,295		15,295	3,720	+32.1			
Chief Operating Officer	Environmental Health Admin	131,850	131,850	26,484	118,553		118,553	(13,297)	-10.1	Employees - Part time vacant post - work currently being covered by licensing post until December.		
Chief Operating Officer	Environmental Protection Team	383,833	383,833	(19,920)	296,361		296,361	(87,472)	-22.8	Cost centre affected by Covid grant carried forward from 21-21 and the additional operational costs (overtime and mileage for direct staff plus additional temporary staff) associated with delivering Covid duties under the grant.		
Chief Operating Officer	Head of Community	0	0	0	0		0	0	+0.0			

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Chief Operating Officer	Housing Benefits	1,430,164	1,430,164	2,579,233	887,362		887,362	(542,802)	-38.0	Employees: 1 Grade C post was vacant from April to August due to issues in recruiting. 1 Grade F post is now vacant due to post holder retiring. Decision to be made on future of post. Income & Fees: £446k has been transferred from Housing Needs budget to offset loss in Housing Benefit subsidy payments Transport: Home visits for Benefits customers not being undertaken.		
Chief Operating Officer	Housing Miscellaneous	27,158	27,158	20,505	13,497		13,497	(13,661)	-50.3	Employees - Part time vacant grade C post. Income & Fees - Rent Income generated expected to be larger than budgeted		
Chief Operating Officer	Housing Needs	1,142,188	1,142,188	(570,467)	1,022,043		1,022,043	(120,145)	-10.5	The current under-spend is as a result of additional Homelessness Prevention Grant (HPG) income received from MHCLG. This will fund homelessness prevention activities during the year as we start to see more of the economic impacts of the pandemic as it affects homelessness.	It is forecast that demand on the Housing Needs Service will increase throughout 2021/22 as the full economic impact of the pandemic begins to be felt. The additional HPG income we have received will be used to fund initiatives that are most appropriate to tackle the arising causes of homelessness.	The additional HPG income is ring-fenced by Government for homelessness prevention activities and so where activities and any initiatives are likely to be carried over into 2022/23 any under-spend this year will be transferred to a reserve and carried forward to next financial year.

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Chief Operating Officer	Licencing	(52,516)	(52,516)	(29,423)	(63,704)		(63,704)	(11,188)	-21.3	Small overspend on staffing budget as investment made in skills to improve the Council's Website. Allocation of a licence fee for the Customer Portal software currently held in this budget, discussions ongoing to match to relevant budget heading. This will be adjusted for Q2.		
Chief Operating Officer	Local Tax Collection	(227,770)	(227,770)	529	(225,386)		(225,386)	2,384	+1.0			
Programme Delivery Manager	Programme Delivery	70,929	70,929	17,190	70,381		70,381	(548)	-0.8			
Growth Manager	Economic Development	183,537	183,537	1,555,877	596,054	(366,960)	229,094	45,557	+24.8	The Market Town cost centre shows an overspend of £366,960, this is to be funded from the Market Town Reserve, however other funding income is being reviewed to support costs that could mean some of these costs may not need to come out of the Market Town Reserve. £19,871 FHSF costs are included in the forecast but are being funded from Reserves. £25,000 spend forecasted for the Invest in Huntingdonshire website development and comms plans to be funded from Growth underspends.		

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Growth Manager	Planning Policy	583,868	583,868	141,322	520,171		520,171	(63,697)	-10.9	Underspend includes £52k for priority planning services that have not been budgeted for as agreed annually. £15k underspend includes amendments to CIL admin income and pre-app charging for A428 pre-application engagement. This off sets costs incurred elsewhere within the Council.		
Growth Manager	Public Transport	24,000	24,000	0	24,000		24,000	0	+0.0			
Growth Manager	Transportation Strategy	0	0	0	0		0	0	+0.0			
Housing Manager	Housing Strategy	179,664	179,664	37,555	179,977		179,977	313	+0.2			
Corporate Leadership	Directors	522,855	522,855	181,611	544,643		544,643	21,788	+4.2	Cost associated with OxCam Arc and disposal of misc plots of land not budgeted for.	Cost for disposal of land may be offset against the capital receipt when sales are completed.	
Corporate Leadership	Executive Support & Business Planning	96,525	96,525	34,051	147,013		147,013	50,488	+52.3	Budget for communications manager was to be funded from budget under Head of Leisure & Health for Marketing Manager	Budget within One Leisure for this role was taken as a savings as part of the One Leisure Restructure and therefore can not be transferred	Increase to the base budget going forward into the MTFS

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AD Transformation	Transformation	382,574	430,315	159,364	461,921	(85,000)	376,921	(53,394)	-12.4	£85k of costs will be funded from a reserve made up of grant funding carried forward from the previous year. This will see Transformation forecasting an underspend in this FY.	The team is supporting projects within the COO and providing resource to support backfill leadership positions within 3C ICT so the likely position of the budget will change as there is uncertainty around both these costs but we are currently looking to spend conservatively inline with overall budget pressures on the council. There is the potential for future grant funding to be won within the year but this has not been forecast as it remains very uncertain.	
Head of Operations	Car Park - On Street	(131,724)	(131,724)	(108,307)	10,606		10,606	142,330	+108.1	Sites are collected on behalf of CCC, income lower due to removal of chargeable bays in St Ives and St Neots. As income is paid back to CCC this not impact HDC base line.	reset income County Council budget expectation in line with depressed use for 2021/22	none
Head of Operations	Car Parks - Off Street	(546,599)	(714,599)	(81,350)	(816,916)		(816,916)	(102,317)	-14.3	Variance of income and fees relates to received income compensation. 21/22 I&F forecast is inline with budget of £1.89m Variance of employees is due to employees assigned to incorrect budget codes.	none income in line with 2021/22 budget	MTFS bid to be put forward to reprofile income recovery with 2021/22 performance.

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										Increased spend on business rates		
Head of Operations	CCTV	(91,393)	(91,393)	(4,087)	(65,094)		(65,094)	26,299	+28.8	Portfolio holder and Leader agreed to defer charges increase for CCTV monitoring in 21/22. This will be applied in full from 1st April 2022.	Town Councils will pay the correct charge from 22/23 onwards. New contracts charged at full recovery with charge for professional advice/configuration in-year	
Head of Operations	CCTV Shared Service	219,128	219,128	139,836	319,751		319,751	100,623	+45.9	2 new employees have been hired to cover long term sickness within the team. There is currently budget within the shared service for income relating to the commercialisation of the CCTV service. This is unlikely to occur in this FY.	One of long term staff cases resolved, other in progress. New work in year charged at full cost to all organisations including administration re-charge for system design/project management	A budget bid will be submitted to reset commercialisation income expectation based on market review and projected works being delivered through shared service as opposed to HDC ventures.
Head of Operations	Countryside	317,477	324,477	38,124	317,497		317,497	(6,980)	-2.2			
Head of Operations	Fleet Management	310,856	310,856	58,869	297,180		297,180	(13,676)	-4.4	Salary underspent due to vacancies, currently filled in part by a Government sponsored program for disadvantaged youth.		
Head of Operations	Green Spaces	479,318	479,318	199,415	487,349		487,349	8,031	+1.7			

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Head of Operations	Head of Operations	301,658	301,658	201,628	146,183		146,183	(155,475)	-51.5	The current head of operations is being seconded to another role and vacant posts within the Operation Business Support has led to a large underspend		
Head of Operations	Markets	(43,495)	(43,495)	36,157	41,884		41,884	85,379	+196.3	Market trader rents agreed suspension for Q1 and Q2 by portfolio holder and leader	Charges are re-instated 1st Sept 2021	
Head of Operations	Parks and Open Spaces	330,296	330,296	74,359	420,242		420,242	89,946	+27.2	Predicted overspend required due to reactive and required works to watercourses to protect property and residents following impacts of flooding Christmas 2020.	Working with a external company to map out. audit and schedule future works to better inform budget setting	Consider setting aside a reserve for emergency flood works repurpose earmarked reserves
Head of Operations	Street Cleansing	739,779	739,779	200,634	809,689		809,689	69,910	+9.5	The variance in salaries due to savings not achieved. Staff retained due to impact of COVID, litter volumes up 33% compared to pre-Covid levels. Project to remove some litter bins also suspended meaning savings not achievable in 2020/21.	Alternative proposals to achieve target being progressed in-year	Budget bid to reverse previous savings bid due to changed service workload arising from COVID demands

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Head of Operations	Waste Management	2,736,024	2,736,024	302,439	2,662,860		2,662,860	(73,164)	-2.7	<p>EMPLOYEES £27k is approx 1% of total salaries, forecast assumes the return of costs allocated as COVID, INCOME -£58k improved recycling credits, increased volumes due to Covid home deliveries, -£70k bulky collections increased volumes, £40k Bin delivery income, this is unclear how to predict as income not going to the correct place, assumed low to be on safe side.</p> <p>SUPPLIES -£118k reduced recycling collection costs due to increased plastics prices, £57k anticipated additional charge agreed with Amey as out of contract. £16k Increased trade waste disposal due to increased customer base.</p> <p>TRANSPORT £8k Trade waste vehicle costs not budgeted, remainder various repairs that are exceptional and above "normal"</p>		
Head of Leisure & Health	Head of Leisure & Health	86,775	86,775	20,915	85,990		85,990	(785)	-0.9			

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								£	%			
Head of Leisure & Health	One Leisure Active Lifestyles	186,531	221,531	3,250	228,277		228,277	6,746	+3.0	<ul style="list-style-type: none"> Playing Pitch Strategy/Built Facilities Strategies - £35k – not in budget but included in forecast - to be funded by reserves so will not be a cost bared by Active Lifestyles at year end. MTFS for Technology Improvements forecast to be fully spent however does rely on ability of One Leisure Facilities and Transformation to assist Income severely impacted by Covid restrictions during Quarter 1 – June showed signs of recovery and work will continue to maintain this Sports Development income forecast reduced leading to forecast overspend (partners not willing/able to return) Some receipt in advance from last year to mitigate some recovery if required as year progresses 	<ul style="list-style-type: none"> Income/Attendances will continue to increase at current rate to at least pre-Covid position – new activities being trialled as well as returning proven sustainable activities 	
Head of Leisure & Health	Huntingdon Leisure Centre	18,575	18,575	158,068	286,769		286,769	268,194	+1,44 3.8	<p>The overall budget for One Leisure facilities was a deficit of £249K The current forecast for One Leisure facilities is a deficit of £62K so an improvement of around £130K on budget</p> <p>Income</p> <ul style="list-style-type: none"> Income budget – which was set based on a recovery trajectory and based on the facilities and services being 100% open from April 1st was £4.9M Restrictions have meant that the service has been operating sub capacity since April 1st throughout Q1 with the plan to lift all capacity restrictions on 19th July. At this point income forecasts have still 		<p>s.151 Comments: Reclassification on Income Compensation Scheme funding included within the MTFS into the net cost of service for consistent comparisons. The underlying activity within One Leisure at this stage does</p>
Head of Leisure & Health	Leisure Centres Corporate	348,967	348,967	57,333	291,814		291,814	(57,153)	-16.4			
Head of Leisure & Health	One Leisure Management Team	(83,362)	(510,362)	1,180,607	(1,367,032)		(1,367,032)	(856,670)	-167.9			
Head of Leisure & Health	Ramsey Leisure Centre	91,809	91,809	66,204	202,541		202,541	110,732	+120. 6			

Service Grouping Summary

This list only includes service groups with a variance exceeding +/- £10,000

Head of Service	Service Grouping	Original Budget £	Current Budget £	Actuals to 30 June 2021 £	Q1 Forecast £	Funded from Reserves £	Revised Q1 Forecast £'000s	Variance to Current Budget		Comment on Variance to Budget	Action Required	MTFS Impact
								£	%			
Head of Leisure & Health	Sawtry Leisure Centre	0	0	0	0		0	0	+0.0	been projected by using a recovery trajectory over the remainder of this financial year.		not raise any cause for concern, even though this reclassification now shows on the summary as an over pressure, does not change the underlying impact of the delay in the restrictions and the income compensation scheme, whilst significant, only covers 75p for every £1 loss of income. The indications of recovery remain optimistic but cautious and activity in footfall will not be seen until we come out of the school holidays to see if the expected level of footfall returns to pre-pandemic levels.
Head of Leisure & Health	St Ives Leisure Centre	(196,654)	(196,654)	193,659	231,826		231,826	428,480	+217.9	<ul style="list-style-type: none"> Actual income levels are forecasted as being £900K down on budget – however an income compensation scheme grant of circa £1M has offset that loss and also shows that the budget calculations are in keeping with the calculations used in the income support scheme. 		
Head of Leisure & Health	St Ives Outdoor Centre	91,815	91,815	107,184	197,980		197,980	106,165	+115.6	<ul style="list-style-type: none"> Income forecast is currently £5.1M showing an improvement of just over £100K on budget. This has to be heavily caveated that the forecast does not take into account any further disruptions to the service by future COVID restrictions or negative customer behaviours. 		
Head of Leisure & Health	St Neots Leisure Centre	(22,333)	(22,333)	198,990	218,469		218,469	240,802	+1,078.2	<ul style="list-style-type: none"> Swimming is performing ahead of the planned recovery, particularly in general swimming sessions. Lessons are still heavily compromised by capacity restrictions until the 19th July. Memberships are behind the recovery budget trajectory, but this was based on full capacity and opening from the 1st April. Memberships are increasing slightly ahead of the industry expectations with the current restrictions in place. Plans for campaigns and promotions are being finalised to deliver after restrictions are lifted. Burgess Hall is predicting a surplus of £65K against a budget of £79K which again takes into account very limited opening until the 19th July. If the income support grant were apportioned to the specific service areas the Burgess Hall would be exceeding budget. <p>Expenditure</p> <ul style="list-style-type: none"> Employee expenditure has a full year budget of £3.7M. Current forecast has a prediction of £3.1M (saving of £600K) with the savings being attributed to areas that have not been fully open – especially swimming lessons and hospitality. Buildings shows a saving of around £30K but has been impacted by maintenance work that was held over from 2020-21 which couldn't physically be completed due to COVID and availability of 		

Service Grouping Summary

This list only includes service groups with a variance exceeding +/- £10,000

Head of Service	Service Grouping	Original Budget £	Current Budget £	Actuals to 30 June 2021 £	Q1 Forecast £	Funded from Reserves £	Revised Q1 Forecast £'000s	Variance to Current Budget		Comment on Variance to Budget	Action Required	MTFS Impact
								£	%			
										contractors. Other operating costs are in line with budget expectations.		
Head of 3C ICT	ICT Shared Service	2,252,595	2,252,595	3,416,612	2,252,596		2,252,596	1	+0.0			
HDC Total		20,685,919	19,545,986	3,602,763	20,281,487	(509,960)	19,771,527	225,541	+1.5			

CAPITAL PROGRAMME

The approved gross Capital Programme 2021/22 is £18.169m. Schemes totalling £14.558m from 2020/21 have been carried forward into 2021/22, additional in year budget of £12,367m due to additional external funding, to give the total gross capital programme for 2021/22 of £45.093m.

The Capital Programme is forecast to have an underspend of £17.077m, this includes underspends, overspends and growth.

The table below shows the capital programme by scheme with proposed rephasing, expenditure to date and forecast outturn.

Due to the Covid 19 pandemic, this has continued to affect delivery of some projects in terms of capacity of internal resources and the uncertainty within economical landscape for investments into property.

Capital Project Expenditure Summary

CAPITAL PROGRAMME SUMMARY

Project Name	Project Manager	Original Budget 2021/22 £	Budget B/F from 2020/21 £	Externally Funded Schemes £	In year virement £	Current Budget 2021/22 £	YTD Actual 2021/22 £	Q1 Forecast 2021/22 £	Forecast Variance 2021/22 £	Comment on Variances over £10,000
Bridge Place Car Park Const Bldg Efficiency - Salix Funding	Claire Edwards Mark Houston	0 0	345,592 0	0 0	0 0	345,592 0	400 3,448	345,592 38,893	0 38,893	Pay back of Salix funding project - need to vire budget to cover costs
Retro-Fit Buildings	Mark Houston	0	227,501	0	0	227,501	0	227,501	0	
Oak Tree Remedial Work	Jackie Golby	0	1,787,248	0	0	1,787,248	79,016	875,000	(912,248)	Richard Herrmann Associates have been replaced, the project scope has been reduced with expected savings.
Alms Close	Jackie Golby	0	0	0	0	0	1,885	1,885	1,885	
Health and Safety Works on Commercial Properties	Jackie Golby	35,000	15,499	0	0	50,499	0	50,499	0	
Energy Efficiency Works at Commercial Properties	Jackie Golby	10,000	66,051	0	0	76,051	0	70,000	(6,051)	
VAT Exempt Capital	Claire Edwards	24,000	0	0	0	24,000	0	18,000	(6,000)	
Company Share Investment	Claire Edwards	0	100,000	0	0	100,000	0	0	(100,000)	
Huntingdon Redevelopment	Claire Edwards	0	8,500,000	0	0	8,500,000	0	0	(8,500,000)	Will not happen until feasibility study is completed
Lighting - Loves Farm Footpath	Mark Houston	0	16,000	0	0	16,000	8,120	8,237	(7,763)	
Capita & Payment Portal Upgrade	Claire Edwards	15,000	0	0	0	15,000	0	11,250	(3,750)	
Estates Roof Replacement	Jackie Golby	130,000	0	0	0	130,000	0	130,000	0	
Re-Letting Enhancement Works	Jackie Golby	250,000	0	0	0	250,000	0	250,000	0	
Re-Letting Incentives	Jackie Golby	150,000	0	0	0	150,000	0	150,000	0	
PFH - BMS	Mark Houston	115,000	0	0	0	115,000	0	0	(115,000)	No longer required due to Salix s31 funding
Skills Fund	Mark Houston	0	0	20,984	0	20,984	0	20,984	0	Fully grant funded scheme
Pathfinder House Decarbonisation Scheme	Mark Houston	0	0	1,574,194	0	1,574,194	0	1,574,194	0	Salix s31 grant funding
OL Ramsey Decarbonisation Scheme	Mark Houston	0	0	2,350,869	0	2,350,869	0	2,350,869	0	Salix s31 grant funding
Upgrade/Replacement of Public Toilets	Mark Houston	0	0	260,000	0	260,000	0	260,000	0	CPCA Accelerated funding
Sites for SMEs	Jackie Golby	0	0	37,300	0	37,300	0	37,300	0	CPCA Accelerated funding

Capital Project Expenditure Summary

Project Name	Project Manager	Original Budget 2021/22 £	Budget B/F from 2020/21 £	Externally Funded Schemes £	In year virement £	Current Budget 2021/22 £	YTD Actual 2021/22 £	Q1 Forecast 2021/22 £	Forecast Variance 2021/22 £	Comment on Variances over £10,000
		729,000	11,057,891	4,243,347	0	16,030,238	92,868	6,420,204	(9,610,034)	
Robotics	Tony Evans	0	50,000	0	0	50,000	0	0	(50,000)	Project has been stopped due to lacking a business case to proceed, the organisation is not in a position to currently generate a return on investment in robotics. The provision of SaaS robotics tools within the Office 365 solution changes the likely nature of this project.
Audio Visual Equipment	Tony Evans	15,000	30,000	0	0	45,000	0	0	(45,000)	COVID related funding has been used to deliver some changes to AV equipment. Further spending is on hold until a complete understanding of the future operating model and ways of working of the council is understood to ensure the most appropriate spend of capital.
Voice Bots	Tony Evans	0	34,000	0	0	34,000	0	34,000	0	
Data Warehouse & GIS	Tony Evans	16,000	0	0	0	16,000	0	16,000	0	
		31,000	114,000	0	0	145,000	0	50,000	(95,000)	
Printing Equipment	Andy Lusha	0	16,000	0	0	16,000	0	16,000	0	
Environmental Health Software	Finlay Flett	0	0	0	0	0	18,145	18,145	18,145	Programme Manager invoice from Dec 20 received late, Licence for Civica APP for 2021/22 to ensure manual migration of data can take place, and additional data migration costs from March 2021. All approved by Project Sponsor.
Replacement Corporate Scanners	Andy Lusha	25,000	0	0	0	25,000	0	25,000	0	
Conservation Area Appraisals	Jacob Jaarsma	47,000	0	0	0	47,000	0	35,249	(11,751)	
		72,000	16,000	0	0	88,000	18,145	94,394	6,394	
Community Infrastructure	Claire Burton	0	0	5,560,798	0	5,560,798	0	5,560,798	0	Forecast shows all of the expected 21/22 payments to external organisations from the CIL pot

Capital Project Expenditure Summary

Project Name	Project Manager	Original Budget 2021/22 £	Budget B/F from 2020/21 £	Externally Funded Schemes £	In year virement £	Current Budget 2021/22 £	YTD Actual 2021/22 £	Q1 Forecast 2021/22 £	Forecast Variance 2021/22 £	Comment on Variances over £10,000
A14 Upgrade	Clara Kerr	200,000	400,000	0	0	600,000	0	400,000	(200,000)	Confirmation received saying we owe 2 years' worth of contributions, budget was set for 3 years to be paid in 21/22.
Housing Company	Clara Kerr	0	206,000	0	0	206,000	0	206,000	0	
Market Towns Programme	Clara Kerr	350,000	0	0	0	350,000	0	300,000	(50,000)	£300k from CPCA will be received to cover this cost
Future High Streets	Clara Kerr	12,300,000	0	458,748	0	12,758,748	0	5,947,492	(6,811,256)	Budget was included for the full cost of the project which will be delivered over the next 3 years to be completed by March 2024. Therefore, the underspend will be automatically carried forward into future years.
Bicycle Kitchen	Claire Burton	0	0	15,000	0	15,000	0	15,000	0	CPCA Accelerated funding
Wayfinding & Info - Digital Screens	Clara Kerr	0	0	200,000	0	200,000	0	200,000	0	CPCA Accelerated funding
		12,850,000	606,000	6,234,546	0	19,690,546	0	12,629,290	(7,061,256)	
Wi-Fi Access Points	Sagar Roy	0	12,000	0	0	12,000	0	12,000	0	
Mobile Phones Replacement	Sagar Roy	65,000	0	0	0	65,000	0	65,000	0	
Telephony Replacement	Sagar Roy	200,000	0	0	0	200,000	0	200,000	0	
Shared Data Centre Capacity	Sagar Roy	39,000	0	0	0	39,000	0	39,000	0	
Information@Work Consolidation	Sagar Roy	20,000	0	0	0	20,000	0	20,000	0	
GIS Test Environment	Sagar Roy	16,000	0	0	0	16,000	0	16,000	0	
		340,000	12,000	0	0	352,000	0	352,000	0	
OL St Neots Synthetic Pitch	Jonathon Clarke	0	0	14,558	0	14,558	14,558	14,558	0	£14,559 is due from Sports England as a final grant payment. Process underway to claim back.
Leisure Cents - Future Improve	Paul France	296,000	190,000	0	(50,000)	436,000	22,162	434,540	(1,460)	
Sn Leis C - Gen Improve (Cs)	Paul France	0	0	0		0	(625)	0	0	
St Ivo - General Improve (Cs)	Paul France	0	0	0		0	(4,006)	1,460	1,460	
One Leisure Ramsey 3G	Martin Grey	0	262,130	575,295		837,425	136,859	819,583	(17,842)	£120,000 to be funded from the CIL pot, S106 and £220,820 football foundation money to come in, 5% FF to be kept back. Already received £240,475 from Football Foundation

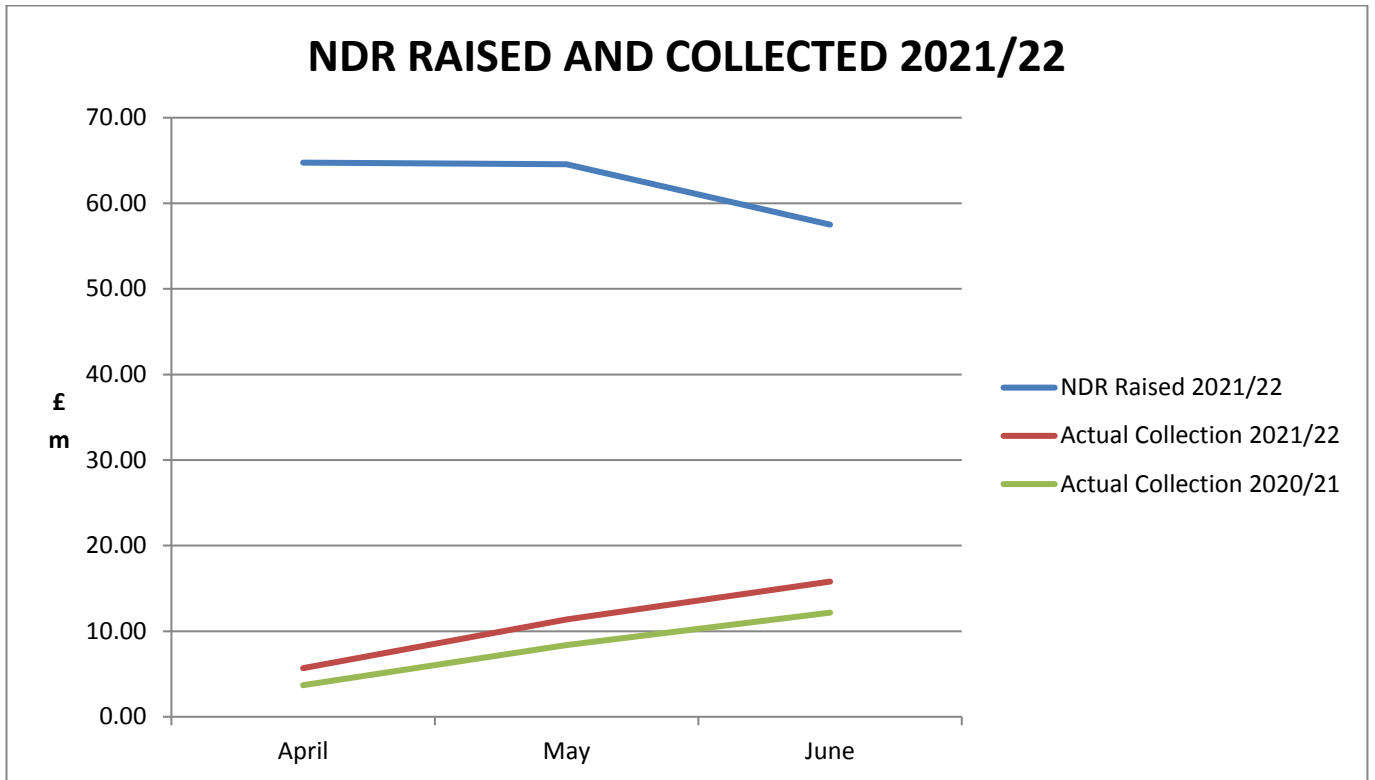
Capital Project Expenditure Summary

Project Name	Project Manager	Original Budget 2021/22 £	Budget B/F from 2020/21 £	Externally Funded Schemes £	In year virement £	Current Budget 2021/22 £	YTD Actual 2021/22 £	Q1 Forecast 2021/22 £	Forecast Variance 2021/22 £	Comment on Variances over £10,000
OL St Ives Changing Rooms	Chris Keeble	0	104,603	150,000	50,000	304,603	278,939	304,603	0	150k to be funded from CIL, £50k was underspent on the OL Future Improvements project code in 20/21 and was going to be moved over to here for spend in 21/22. Total spend is forecasted.
One Leisure CCTV Upgrade	Paul France	110,200	0	0		110,200	0	110,200	0	
		406,200	556,733	739,853	0	1,702,786	447,886	1,684,944	(17,842)	
Lone Worker Software	Eddy Gardener	0	20,000	0		20,000	0	20,000	0	
CCTV - Camera Replacements	Eddy Gardner	0	0	0		0	(50,508)	0	0	
Play Equipment	Helen Lack	30,000	21,256	0		51,256	8,312	51,256	0	
Wheeled Bins	Andrew Rogan	254,000	0	0		254,000	80,536	249,316	(4,684)	
Vehicles & Plant	Andrew Rogan	1,396,000	47,054	0		1,443,054	18,495	1,443,054	0	
Parking Strategy	George McDowell	80,000	89,500	0		169,500	(49,982)	29,685	(139,815)	
Park Fencing	Helen Lack	13,000	0	0		13,000	(795)	13,000	0	
Godmanchester Mill Weir Improvements	Andrew Rogan	0	0	200,000		200,000	51,300	200,000	0	Fully funded from grants
St.Ives Park	Helen Lack	0	0	57,768		57,768	0	57,768	0	Fully funded from CIL
Civil Parking Enforcement	George McDowell	0	217,000	0		217,000	0	217,000	0	
Secure Cycle Storage	George McDowell	87,600	184,400	0		272,000	0	272,000	0	
Districtwide Signage	Matthew Chudley	0	70,000	0		70,000	0	70,000	0	
Hinchingbrooke Country Park	Judith Arnold	0	1,546,049	0		1,546,049	(2,544)	1,546,049	0	
St Neots Riverside Park Path/Cycle Imps	Matthew Chudley	0	0	450,000		450,000	0	450,000	0	Fully funded from CIL
Additional EV Charge Points	George McDowell	30,000	0	0		30,000	0	0	(30,000)	This was additional budget set aside by the members for EV charging points. Since then we were able to secure CPCA funding, so this budget so no longer needed
Parklets	Helen Lack	0	0	206,000		206,000	0	206,000	0	CPCA Accelerated funding
Solar Benches	Helen Lack	0	0	22,500		22,500	0	22,500	0	CPCA Accelerated funding
Covered Benches	Helen Lack	0	0	22,500		22,500	0	22,500	0	CPCA Accelerated funding
Town Walks	Helen Lack	0	0	34,000		34,000	4,516	34,000	0	CPCA Accelerated funding
Modern Waste Solutions	Matthew Chudley	0	0	66,348		66,348	0	66,348	0	CPCA Accelerated funding

Capital Project Expenditure Summary

Project Name	Project Manager	Original Budget 2021/22 £	Budget B/F from 2020/21 £	Externally Funded Schemes £	In year virement £	Current Budget 2021/22 £	YTD Actual 2021/22 £	Q1 Forecast 2021/22 £	Forecast Variance 2021/22 £	Comment on Variances over £10,000
Market Trader Pop Ups	George McDowell	0	0	35,000		35,000	0	35,000	0	CPCA Accelerated funding
Places to Dwell	Helen Lack	0	0	55,000		55,000	0	55,000	0	CPCA Accelerated funding
		1,890,600	2,195,259	1,149,116		5,234,975	59,329	5,060,476	(174,499)	
Disabled Facilities Grants	Pamela Scott	1,850,000	0	0		1,850,000	257,120	1,725,000	(125,000)	Spending is dependent on referrals from Occupational Health to Cambs HIA, There is a backlog of work from last year due to Covid-19 restrictions and staffing issues. Also, it is taking Contractors longer to complete work and submit invoices for the same reason.
		1,850,000	0	0		1,850,000	257,120	1,725,000	(125,000)	
		18,168,800	14,557,883	12,366,862	0	45,093,545	875,348	28,016,308	(17,077,238)	

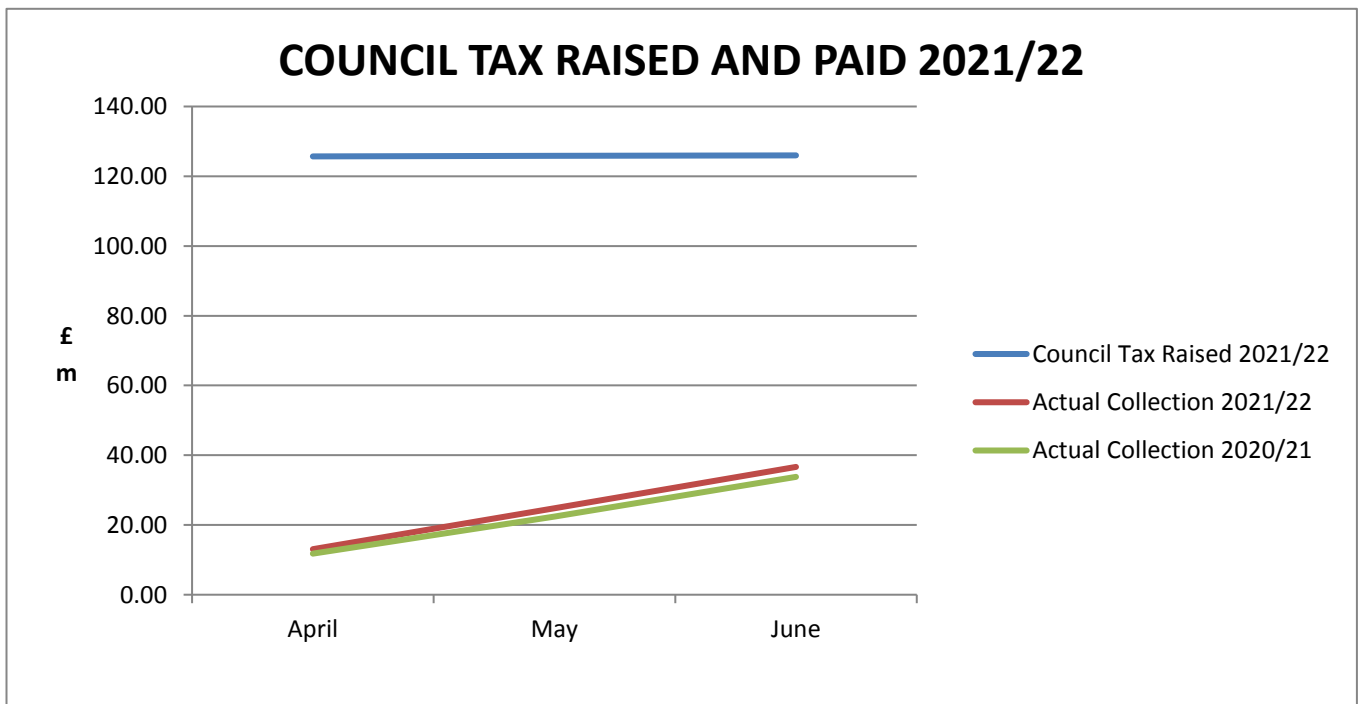
Financial Dashboard



The NDR graph above shows the total amount of NDR bills raised in 2021/22 and the actual receipts received up to the end of June. For 2021/22 Central Government re-introduce reliefs for the retail and hospitality sector, which has reduced the annual billing by £7.0m. District Councils are being compensated for these reliefs in line with the normal grant income received via the Business Rate Retention Scheme.

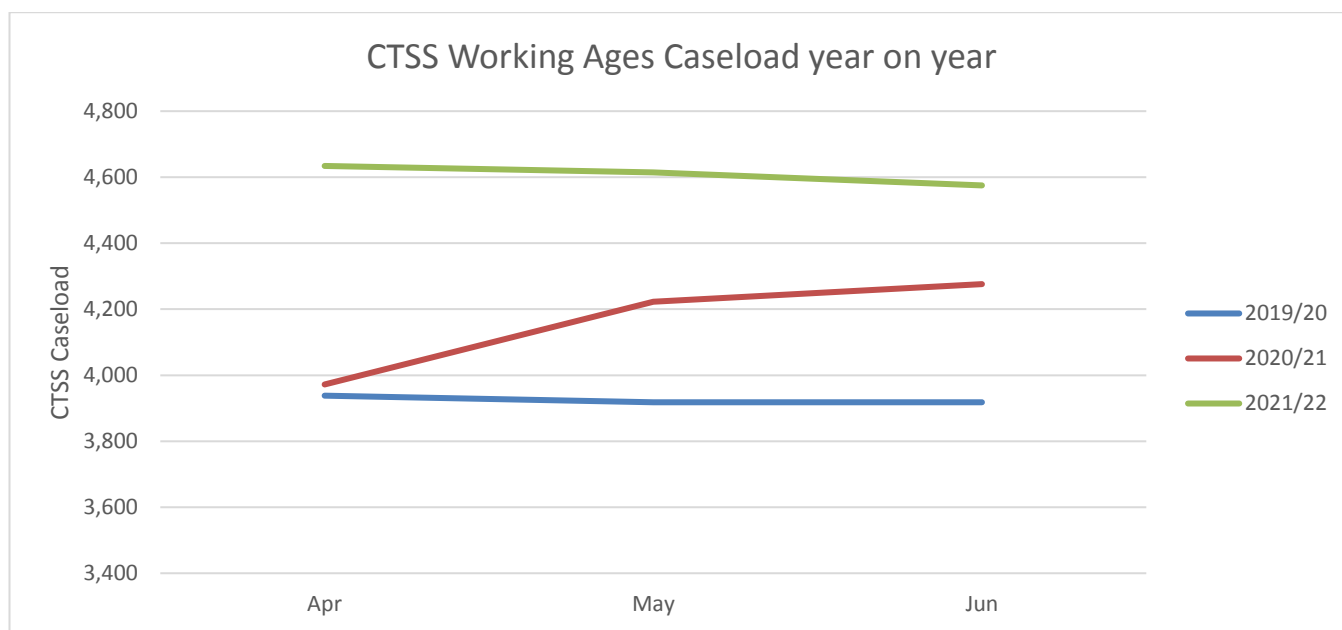
The Council tax graph below provides the same analysis.

Collection of Council Tax



Collection rates in Q1 in 21/22 the potential impact of the furlough scheme ending may have a significant impact on residence’s ability to pay, if as anticipated, businesses are not able to continue to employ people at the pre-covid 19 levels.

Council Tax Support Scheme



The graph above shows the increase in Council Tax Support Scheme caseload, this is an increase of 7% on the previous year.

Outstanding Miscellaneous Debt Overdue for Payment

Miscellaneous debt outstanding as at June is £1.252m (31st March is £3.526m), a reduction of £2.274m compared to 31st March.

Over 70% of the debt is made up as follows:

Department	Amount Owed £m
3C Share Services	0.122
Commercial Estates	0.229
Housing	0.367
CIL	0.200