



Performance and Audit Scrutiny Committee 28 January 2013

Budget Monitoring Report 1 April 2012 to 31 December 2012

1. Summary and reasons for recommendation

- 1.1 This report indicates the financial position up until the end of December 2012. The latest overall position on the General Fund shows a current underspend of £299,000. A summary of the major variances is attached at Appendix B.
- 1.2 The report includes a forecast outturn of £244,000, details of these estimates can be seen in Appendix B.
- 1.3 In terms of capital spending, £295,000 has been spent up to the end of December 2012. It is projected that total capital expenditure in 2012/2013 will be £708,000. Further details are provided in Appendix C.

2. Recommendation

- 2.1 The Committee is asked to note the financial position as at 31 December 2012 and forward any relevant issues or comments to Cabinet for their consideration.

Contact details

Name
Telephone
E-mail

Portfolio holder

David Ray
01359 250912
david.ray@stedsbc.gov.uk

Chief Finance Officer

Rachael Mann
01638 719245
Rachael.Mann@Forest-Heath.gov.uk

3. Corporate priorities

3.1 The recommendation meets the following, as contained within the Corporate Plan:

- (a) Working together for prosperous and environmentally-responsible communities; and
- (b) Working together for an efficient Council.

4. Key issues

4.1 Background

4.1.1 The Council has robust budget monitoring systems in place to ensure that overspends are avoided and target income is achieved. The Council also manages and analyses underspends to identify potential savings for the current and future years' priorities. Budget monitoring is undertaken on a monthly basis with budget holders and reported to Joint Leadership Team.

4.2 Revenue Budget

4.2.1 The table below is a high level summary of the variances as at 31 December 2012

Service Area	Variances £000s (underspend)/overspend
Corporate Expenditure	(51)
Legal & Democratic Services	(16)
Policy, Communications & Customers	(16)
Resources & Performance	(27)
Human Resources & Organisational Development	(6)
Economic Development & Growth	(14)
Planning & Regulatory Services	(106)
Leisure, Culture & Communities	98
Waste, Street Scene, Property & Grounds Maintenance	(161)

4.2.2 Further details of these variances are set out in Appendix B.

4.3 Commentary on Significant Variances (over £30,000)

4.3.1 Significant variances are explained in the sections below. Only overspends or underachievement of income are addressed here.

- ICT and E-Services IT rental and maintenance overspend £82,000, to be funded by a combination of recharges to Anglia Revenue Partnership, Forest Heath District Council and from earmarked reserves.
- Planning Division agency staff overspend £134,000, offset by salaries underspend of £190,000.
- Market Tolls income underachieved £30,000.
- Sale expenses relating to disposal of assets £48,000, to be offset against capital receipts.

- Corporate property overspend £136,000, due to rates £25,000, service charges £22,000, rental income underachieved £77,000 and insurance recharge of £12,000.

4.4 Capital Programme

4.4.1 The table below is a high level summary of capital expenditure against budget for 2012/2013. Detail on each individual capital scheme can be found at Appendix C. Following discussions with budget holders, it is not expected that the full year capital budget will be spent. The year end forecast spend can be seen in the table below.

4.4.2

Service Area	Original 2012/13 Budget £,000	Spent to 31 December 2012 £,000	Year End Forecast Spend £,000
Housing	1,253	110	227
Leisure, Culture & Communities	1,684	81	219
Planning & Regulatory Services	183	40	143
Economic Development & Growth	127	54	107
Waste, Street Scene, Property & Grounds Maintenance	1,688	10	12

A review of the capital programme has taken place as part of the budget and council tax setting process. This has involved rescheduling budgets to take into account timing differences between planned and actual capital expenditure. Full details of this review will be considered by Cabinet as part of the Budget and Council Tax setting report on 13 February 2013.

4.5 Capital Disposals

4.5.1 The table below shows that to date we have achieved £4.341m capital receipts income against the budget for 2012/2013. A detailed breakdown of the budget can be found at Appendix D

Full year disposals estimate £000s	Actual value of disposals to 31 December 2012 £000s
3,810	4,341

5. Other options considered

Not applicable

6. Community impact

6.1 **Crime and disorder impact** (including Section 17 of the Crime and Disorder Act 1998)
None

6.2 **Diversity and equality impact** (including the findings of the Equality Impact Assessment)

None

6.3 **Sustainability impact** (including completing a Sustainability Impact Assessment)

None

7. **Consultation** (what consultation has been undertaken, and what were the outcomes?)

Not applicable

8. **Financial and resource implications** (including asset management implications)

8.1 The purpose of this report is to provide Members with an overview of the Council's revenue and capital financial position.

9. **Risk/opportunity assessment** (potential hazards or opportunities affecting corporate, service or project objectives)

Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
	High/Medium/Low		High/Medium/Low
The Revenue Budget is overspent or income is underachieved.	High	<ul style="list-style-type: none">• Budgets reflect the economic situation facing the Council, and have been scrutinised by officers and Members at budget setting time• Clear responsibilities for budget monitoring and control ensure that there is strong accountability for each individual budget line• Improved budget monitoring reports to Performance and Audit Scrutiny Committee, Cabinet and Joint Leadership Team• Medium term financial planning to capture longer term budget implications.	Low

10. **Legal and policy implications**

10.1 Local Government Finance Act 1992 – balanced budget requirement and adequacy of reserves.

10.2 Local Government Act 1972 – requirement for the proper administration of financial affairs.

11. Ward(s) affected

11.1 All

12. Background papers

Not applicable

Cost Centre Code		Actuals	Adjusted	Spent to	EOY	Estimate			Total
		2011/12	2012/13	Dec-12	Creditors	2013/14	2014/15	2015/16	Excluding
		£000	£000	£000	Outstanding	£000	£000	£000	Dec-12
					£000				£000
SUMMARY									
	Expenditure								
	Head of Housing	760	2,605	531	-	800	800	800	5,765
	Head of Leisure, Culture & Communities	1,230	3,104	81	(20)	305	315	324	5,278
	Head of Planning & Regulatory Services	1,388	2,294	460	-	1,750	-	-	5,432
	Head of Economic Development & Growth	66	127	54	-	-	-	-	193
	Head of Waste, Street Scene, Property & Grounds Maintenance	262	2,091	40	(28)	250	250	250	3,103
	Head of Resources & Performance	172	-	-	-	-	-	-	172
	Total Expenditure	3,878	10,221	1,166	(48)	3,105	1,365	1,374	19,943
	Income								
	Head of Housing	(492)	(1,352)	(421)	-	(250)	(250)	(250)	(2,594)
	Head of Leisure, Culture & Communities	(259)	(1,420)	-	-	(305)	(315)	(324)	(2,623)
	Head of Planning & Regulatory Services	(948)	(2,111)	(421)	-	(1,750)	-	-	(4,809)
	Head of Economic Development & Growth	-	-	-	-	-	-	-	-
	Head of Waste, Street Scene, Property & Grounds Maintenance	(82)	(403)	(30)	-	-	-	-	(485)
	Head of Resources & Performance	(172)	-	-	-	-	-	-	(172)
	Total Income	(1,953)	(5,286)	(872)	-	(2,305)	(565)	(574)	(10,683)
	Net expenditure	1,925	4,935	295	(48)	800	800	800	9,260
HEAD OF HOUSING									
	Improvement Grants								
C568	Decent Homes Plus Grants	132	54	54	-				186
C568	Decent Home Plus Grants - Government Grant	(132)	(54)	(54)	-				(186)
C504	Discretionary Homes Assistance	121	336	109	-	300	300	300	1,357
C540	Healthy Homes (assist PRSG)	1	-	1	-				1
C506	Disabled Facilities Grants	456	606	247	-	500	500	500	2,562
C506	Disabled Facilities - Specified Capital Grant	(314)	(250)	(247)	-	(250)	(250)	(250)	(1,314)
	Improvement Grants	264	692	110	-	550	550	550	2,606

Cost Centre Code		Actuals	Adjusted	Spent to	EOY	Estimate			Total
		2011/12	2012/13	Dec-12	Creditors	2013/14	2014/15	2015/16	Excluding
		£000	Estimate £000	£000	Outstanding £000	£000	£000	£000	Dec-12 £000
	Registered Social Landlords - Affordable Housing Schemes								
C891	Gypsy and traveller site	13	638	45	-				651
C891	Gypsy and traveller site - government funding	(13)	(643)	(45)	-				(656)
C570	Empty homes grants to private owners	4	71	-	-				75
C569	Havebury - Bury Road, Chedburgh	-	400	-	-				400
C572	Private Sector Hsg Leasing Scheme	-	25	-	-				25
C572	Private Sector Hsg Leasing Scheme - S106 contribution	-	(25)	-	-				(25)
C156	Prospect Row	23	-	-	-				23
C156	Prospect Row - S106 contribution	(23)	-	-	-				(23)
C573	Beetons Cottages, Bury St Edmunds	-	75	75	-				75
C573	Beetons Cottages, Bury St Edmunds - S106 contribution	-	(75)	(75)	-				(75)
C166	Millfields Way, Haverhill	-	96	-	-				96
C166	Millfields Way, Haverhill - S106 contribution	-	(96)	-	-				(96)
C167	Lethrede Supported Housing	10	-	-	-				10
C167	Lethrede Supported Housing - S106 contribution	(10)	-	-	-				(10)
C905	Provision of Affordable Housing - to be allocated	-	304	-	-				304
C905	Provision of Affordable Housing - S106 contribution - to be allocated	-	(209)	-	-				(209)
	Registered Social Landlords - Affordable Housing Schemes	4	561	-	-	-	-	-	565

TOTAL OF HEAD OF HOUSING

Expenditure	760	2,605	531	-	800	800	800	5,765
Grants and Contributions	(492)	(1,352)	(421)	-	(250)	(250)	(250)	(2,594)
Net Expenditure	268	1,253	110	-	550	550	550	3,171

HEAD OF LEISURE, CULTURE & COMMUNITIES

	Theatre and Public Entertainment								
C743	The Apex - New Public Venue	330	40	6	-				370
C743	Contributions - EEDA(£1.39m)/Centros Miller(£1.1m/Cattle Market venue reserve £130k)	(165)	-	-	-				(165)
C165	The Apex, Furniture & Equipment	51	-	-	-				51
C165	The Apex, Furniture & Equipment - Reserves	(6)	-	-	-				(6)
C168	The Apex, Improvements £170k	19	131	3	-				150
C168	The Apex, Improvements - Reserves	-	(25)	-	-				(25)
C177	The Apex, Artwork	-	20	18	-				20
C279	City Screen Loan	120	-	-	-				120
		349	166	27	-	-	-	-	515
	Theatre and Public Entertainment	349	166	27	-	-	-	-	515

Cost Centre Code		Actuals	Adjusted	Spent to	EOY	Estimate			Total
		2011/12	2012/13	Dec-12	Creditors	2013/14	2014/15	2015/16	Excluding
		£000	Estimate £000	£000	Outstanding £000	£000	£000	£000	Dec-12 £000
	Museums								
C172	Moyses Hall and West Stow new exhibits	-	25	12	-				25
	Museums	-	25	12	-	-	-	-	25
	Community Parks & Open Spaces								
C627	Children's Play Equipment - Replacement	-	7	-	-				7
C182	Children's Play Equipment - Nowton Park	-	30	-	-				30
PROVISIO	Children's Play Equipment - Haverhill Recreation Ground	-	-	-	-	70			70
	Contribution from building repairs reserve	-	-	-	-	(70)			(70)
C460	Clements Park (Former school site)	-	100	-	-				100
C460	Clements Park (Former school site) - contribution	-	(100)	-	-				(100)
C461	County Upper School multi use games area (MUGA)	-	15	-	-				15
C461	Contribution from building repairs reserve	-	(15)	-	-				(15)
C170	Hardwick Heath parking	23	37	13	-				60
C132	Abbey Gardens play area	146	2	1	-				148
		169	76	14	-	-	-	-	245
	Cemeteries								
C174	Cemetery BSE & HH auto gates	24	-	-	-				24
C174	Cemetery BSE & HH auto gates - contribution from reserve	(24)	-	-	-				(24)
	Cemeteries	-	-	-	-				-
	Sport & Recreation								
	Leisure Centres								
	Bury Leisure Centre								
C462	Bury Leisure Centre all weather pitch	-	140	-	-	10			150
C462	Contribution from building repairs reserve	-	(140)	-	-	(10)			(150)
C761	Fire recovery works, cladding & glazing, health suite, DDA & reception	-	313	1	-				313
C782	Improvement works - excluding equipment	14	-	4	-				14
	Haverhill Leisure Centre								
C463	Haverhill Leisure Centre all weather pitch	-	142	-	-	8			150
C463	Contribution from building repairs reserve	-	(142)	-	-	(8)			(150)
C800	Improvement works	-	42	-	-				42
	Leisure Centres	14	355	5	-	-	-	-	369
	Nowton Park								
C171	Car parking	25	55	22	-				80
C131	Visitor centre	476	-	1	(20)				476
	Nowton Park	501	55	23	(20)	-	-	-	556
	Sport & Recreation	515	410	28	(20)	-	-	-	925

Cost Centre Code		Actuals 2011/12 £000	Adjusted 2012/13 Estimate £000	Spent to Dec-12 £000	EOY Creditors Outstanding £000	Estimate			Total Excluding Dec-12 £000
						2013/14 £000	2014/15 £000	2015/16 £000	
	Sports Development & Community Recreation								
C747	Haverhill Community Football								
	Football Foundation and other grants	(62)	-	-	-				(62)
	Haverhill Community Football	(62)	-	-	-	-	-	-	(62)
C134	Bury Town Football								
	Relocation Cost	2	1,980	-	-				1,982
C134	Football Foundation grant	(2)	(998)	-	-				(1,000)
	Bury Town Football	-	982	-	-	-	-	-	982
PROVISIO	Leisure asset management								
	Schemes to be identified	-	-	-	-	217	315	324	856
	Contribution from building repairs reserve	-	-	-	-	(217)	(315)	(324)	(856)
	Leisure asset management	-	-	-	-	-	-	-	-
C571	Grant to Victory Sports Ground	-	25	-	-				25
	Sports Development & Community Recreation	(62)	1,007	-	-	-	-	-	945

TOTAL OF HEAD OF LEISURE, CULTURE & COMMUNITIES

Expenditure	1,230	3,104	81	(20)	305	315	324	5,278
Grants and Contributions	(259)	(1,420)	-	-	(305)	(315)	(324)	(2,623)
Net Expenditure	971	1,684	81	(20)	-	-	-	2,655

HEAD OF PLANNING & REGULATORY SERVICES

C164	Haverhill Master Plan								
	Plaza	-	5	3	-				5
C209	Queen Street enhancements	-	-	31	-				-
	Haverhill Master Plan	-	5	34	-	-	-	-	5
	Conservation of Historic Areas								
C120	Rural Environment - minor improvement works in villages, etc	-	46	-	-				46
C002	Other Villages	-	3	-	-				3
C003	Buildings at Risk - conservation grants	6	-	-	-				6
	Conservation of Historic Areas	6	49	-	-	-	-	-	55

Cost Centre Code		Actuals	Adjusted	Spent to	EOY	Estimate			Total
		2011/12	2012/13	Dec-12	Creditors	2013/14	2014/15	2015/16	Excluding
		£000	Estimate £000	£000	Outstanding £000	£000	£000	£000	Dec-12 £000
	Growth Area Initiatives								
C280	Growth Area Initiatives	-	90	-	-				90
C280	Growth Area Initiatives - grants	-	(90)	-	-				(90)
C281	Haverhill Golf Course Link Path	7	3	-	-				10
C281	Haverhill Golf Course Link Path - funding	(7)	(3)	-	-				(10)
C282	Wilsey Open Space	21	4	4	-				25
C282	Wilsey Open Space - funding	(21)	(4)	(4)	-				(25)
C283	Haverhill Railway Walks, Education	-	7	-	-				7
C283	Haverhill Railway Walks, Education - funding	-	(7)	-	-				(7)
C284	High Street Haverhill Improvements	-	750	40	-				750
C284	High Street Haverhill Improvements - funding	-	(750)	(40)	-				(750)
C285	Hanchet End Business Park Loan	750	-	-	-				750
C285	Hanchet End Business Park Loan - grant	(750)	-	-	-				(750)
C286	Suffolk Business Park Loan	-	750	244	-	1,750			2,500
C286	Suffolk Business Park Loan - grant	-	(750)	(244)	-	(1,750)			(2,500)
C287	Millfields Way, Haverhill - housing scheme	-	180	-	-				180
C287	Millfields Way, Haverhill - housing scheme - funding	-	(180)	-	-				(180)
C288	Clements Primary School Site	24	26	50	-				50
C288	Clements Primary School Site - funding	(24)	(26)	(50)	-				(50)
C289	Lark Valley Path	-	137	40	-				137
C289	Lark Valley Path - funding	-	(137)	(40)	-				(137)
C290	Tollgate Recreation Ground, Bury St Edmunds	-	20	3	-				20
C290	Tollgate Recreation Ground, Bury St Edmunds - funding	-	(20)	(3)	-				(20)
C291	Oakes Road, Open Space, Bury St Edmunds	-	45	25	-				45
C291	Oakes Road, Open Space, Bury St Edmunds - funding	-	(45)	(25)	-				(45)
C292	Lake Avenue, Open Space, Bury St Edmunds	-	30	5	-				30
C292	Lake Avenue, Open Space, Bury St Edmunds - funding	-	(30)	(5)	-				(30)
C293	Spring Lane Nature Reserve	15	20	6	-				35
C293	Spring Lane Nature Reserve - funding	(15)	(20)	(6)	-				(35)
C294	Gainsborough Recreation Ground, Bury St Edmunds	12	3	-	-				15
C294	Gainsborough Recreation Ground, Bury St Edmunds - funding	(12)	(3)	-	-				(15)
C295	Ram Meadow	8	2	2	-				10
C295	Ram Meadow - funding	(8)	(2)	(2)	-				(10)
	Growth Area Initiatives	-	-	-	-	-	-	-	-

Cost Centre Code		Actuals	Adjusted	Spent to	EOY	Estimate			Total
		2011/12	2012/13	Dec-12	Creditors	2013/14	2014/15	2015/16	Excluding
		£000	Estimate	£000	Outstanding	£000	£000	£000	Dec-12
			£000		£000				£000
	Sustainable Development								
C450	Generating Renewable Energy - to be allocated	-	44	-	-				44
C450	Generating Renewable Energy - to be allocated - growth area initiatives funding	-	(44)	-	-				(44)
C451	Nowton Park Visitor Centre	18	-	-	-				18
C451	Nowton Park Visitor Centre - growth area initiatives funding	(18)	-	-	-				(18)
C452	West Stow	3	-	-	-				3
C453	Haverhill Depot Storage Building	59	129	1	-				188
C454	Haverhill Depot Office Building	48	-	1	-				48
C455	BSE Leisure Centre	120	-	1	-				120
C456	Haverhill Leisure Centre	112	-	1	-				112
C457	Haverhill Council Offices	75	-	1	-				75
C457	Haverhill Council Offices - contribution from SCC	(38)	-	(1)	-				(38)
C458	West Suffolk House	110	-	2	-				110
C458	West Suffolk House - contribution from SCC	(55)	-	(1)	-				(55)
	Sustainable Development	434	129	6	-	-	-	-	563

TOTAL OF HEAD OF PLANNING & REGULATORY SERVICES

Expenditure	1,388	2,294	460	-	1,750	-	-	5,432
Grants and Contributions	(948)	(2,111)	(421)	-	(1,750)	-	-	(4,809)
Net Expenditure	440	183	40	-	-	-	-	623

HEAD OF ECONOMIC DEVELOPMENT & GROWTH

	Economic Development							
C792	Rural areas Community Initiatives Fund	13	7	15	-			20
C136	Hollands Road Employment Units, Haverhill	31	40	16	-			71
	Economic Development	44	47	31	-	-	-	91
	Rural Areas							
C634	Rural Village Hall, Play Scheme Grants & Rural Initiatives	22	80	23	-			102

TOTAL OF HEAD OF ECONOMIC DEVELOPMENT & GROWTH

Expenditure	66	127	54	-	-	-	-	193
Grants and Contributions	-	-	-	-	-	-	-	-
Net Expenditure	66	127	54	-	-	-	-	193

Cost Centre Code		Actuals	Adjusted	Spent to	EOY	Estimate			Total
		2011/12	2012/13	Dec-12	Creditors	2013/14	2014/15	2015/16	Excluding
		£000	£000	£000	Outstanding	£000	£000	£000	Dec-12
					£000				£000
HEAD OF WASTE, STREET SCENE, PROPERTY & GROUNDS MAINTENANCE									
	Commercial & Industrial Development								
C100	Infrastructure Completion	-	15	-	-				15
C118	Tassel Road, Roads and Sewers	-	7	-	-				7
C121	Homefield Business Park - new access road	27	6	-	-				33
	Commercial & Industrial Development	27	28	-	-	-	-	-	55
	Property Fund								
C099	Acquisition of Key Strategic or Investment Property	-	500	-	-				500
	Cattle Market Development								
C433	Cycle Stands Cattle Market	-	11	6	-				11
C433	Cycle Stands Cattle Market - S106 contribution	-	(11)	(6)	-				(11)
	Cattle Market Development	-	-	-	-	-	-	-	-
	Administrative Buildings and Depots								
C176	Purchase 50% of HH Offices	140	-	-	-				140
	Administrative Buildings and Depots	140	-	-	-	-	-	-	140
	Major Planned Building Maintenance								
C907	Major Planned Building Maintenance	-	579	-	-	250	250	250	1,329
C907	Contribution from building repairs reserve	(69)	(106)	(20)	-				(175)
C169	HH Offices Improvements	69	-	20	(10)				69
C895	Nowton Park, Catering Equipt	10	-	-	-				10
	Major Planned Building Maintenance	10	473	-	(10)	250	250	250	1,233
	Closed Circuit Television System								
C184	Cameras and Server	-	272	-	-				272
C184	Contribution from equipment reserve	-	(272)	-	-				(272)
	Closed Circuit Television System	-	-	-	-	-	-	-	-

Cost Centre Code		Actuals	Adjusted	Spent to	EOY	Estimate			Total
		2011/12	2012/13	Dec-12	Creditors	2013/14	2014/15	2015/16	Excluding
		£000	Estimate	£000	Outstanding	£000	£000	£000	Dec-12
			£000		£000				£000
	Highways								
	Cycle Routes								
C144	Cycle route signing		-	-	(13)				-
C148	Cycle usage: Abbeygate Street		-	-	(5)				-
	Environmental Enhancement								
C906	Feasibility Studies - Environmental Enhancement Schemes	-	20	-	-				20
C143	St Olaves and Westley Estate precincts	3	-	-	-				3
C143	St Olaves and Westley Estate precincts - S106 and Havebury Housing conts	(3)	-	-	-				(3)
C416	Environmental Improvement Works, Risbygate Street	-	72	-	-				72
C416	Environmental Improvement Works, Risbygate Street- contributions	-	(14)	-	-				(14)
C438	Central Walk Arch £15k	3	-	10	-				3
C124	Cattle Market Redevelopment - TC Management & Enhancement Fund	-	250	-	-				250
C135	Town centre public realm works	-	324	-	-				324
C173	St Andrews St South access arrangements	-	35	-	-				35
C417	Environmental Enhancement - Jubilee Walk & Bus Station	-	-	4	-				-
	Environmental Enhancement - Jubilee Walk & Bus Station - funded by SCC & S106	-	-	(4)	-				-
C296	Mustow Street crossing	10	-	-	-				10
C296	Mustow Street crossing - S106 contributions	(10)	-	-	-				(10)
	Environmental Enhancement	3	687	10	(18)	-	-	-	690
	Highways	3	687	10	(18)	-	-	-	690

TOTAL OF HEAD OF WASTE, STREET SCENE, PROPERTY & GROUNDS MAINTENANCE

Expenditure	262	2,091	40	(28)	250	250	250	3,103
Grants and Contributions	(82)	(403)	(30)	-	-	-	-	(485)
Net Expenditure	180	1,688	10	(28)	250	250	250	2,618

HEAD OF RESOURCES & PERFORMANCE

	IT							
C175	ARP IT set up costs	172	-	-	-			172
C175	Contribution from reserve	(172)	-	-	-			(172)
	IT	-	-	-	-	-	-	-

TOTAL OF HEAD OF RESOURCES AND PERFORMANCE

Expenditure	172	-	-	-	-	-	-	172
Grants and Contributions	(172)	-	-	-	-	-	-	(172)
Net Expenditure	-	-	-	-	-	-	-	-