

Forest Heath District Council							2016/17 September Budget Monitoring Report
Detail by Head of Service							Appendix B
HEAD OF RESOURCES & PERFORMANCE							
Cost Centre Description	Full Year Budget £	Budget to Date £	Actual to Date £	Variance to Date £	Variance to Date %	Y/E Forecast Variance £	Year End Variance Notes
Resources & Performance	387,984	178,476	151,717	(26,759)	14.99%	(30,470)	Salary savings due to vacancies and pension scheme opt out, combined with an anticipated underspend on software charges.
Grants to Organisations	42,121	42,121	42,121	0	0.00%	0	
General Fund Adjustments	(5,664,724)	(8,562,476)	(8,523,236)	39,240	0.46%	96,382	£138k additional levy payable due to more business rates collectable & drop in Provision for appeals, offset by an anticipated extra £75k income from the Suffolk Business Rate Pool. In addition a budgeted transfer from the Business Rates Equalisation Reserve has only been partly made due to insufficient funds in the reserve.
<b>Resources &amp; Performance:</b>	<b>(5,234,619)</b>	<b>(8,341,879)</b>	<b>(8,329,398)</b>	<b>12,481</b>	<b>0.15%</b>	<b>65,912</b>	
Internal Audit	64,807	29,310	28,531	(779)	2.66%	(1,341)	
<b>Internal Audit:</b>	<b>64,807</b>	<b>29,310</b>	<b>28,531</b>	<b>(779)</b>	<b>2.66%</b>	<b>(1,341)</b>	
ICT	489,844	305,598	233,648	(71,950)	23.54%	(13,231)	Current period variance relates to invoices not yet received in respect of hardware, software & internet connectivity.
<b>ICT:</b>	<b>489,844</b>	<b>305,598</b>	<b>233,648</b>	<b>(71,950)</b>	<b>23.54%</b>	<b>(13,231)</b>	
Anglia Revenues Partnership	903,493	454,782	353,870	(100,912)	22.19%	0	Current period underspend relates to timings of invoicing from Breckland Council. Year end position expected to be in line with budget.
Council Tax Administration	(177,450)	(115,226)	(156,037)	(40,811)	35.42%	(44,073)	Additional Council Tax Administration Subsidy received due to the merging of New Burdens Grant, along with anticipated additional court costs recovered above the budgeted level.
Business Rate Administration	(95,400)	(47,700)	(49,190)	(1,490)	3.12%	(2,764)	
Housing Benefits	(330,469)	(155,181)	(201,241)	(46,060)	29.68%	0	Current period variance arising from timings of HB subsidy income and expenditure, expected to be in line by the year end.

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<b>Anglia Revenues Partnership:</b>	<b>300,174</b>	<b>136,675</b>	<b>(52,598)</b>	<b>(189,273)</b>	<b>138.48%</b>	<b>(46,837)</b>	
Corporate Expenditure	788,840	336,916	425,893	88,977	26.41%	(11,329)	Current period variance includes feasibility spend to be funded from reserves.
Non-Distributed Costs	0	0	16,099	16,099	0.00%	600	
<b>Corporate Expenditure:</b>	<b>788,840</b>	<b>336,916</b>	<b>441,992</b>	<b>105,076</b>	<b>31.19%</b>	<b>(10,729)</b>	
Emergency Planning	19,645	0	15,875	15,875	0.00%	409	
<b>Emergency Planning:</b>	<b>19,645</b>	<b>0</b>	<b>15,875</b>	<b>15,875</b>	<b>#DIV/0!</b>	<b>409</b>	
<b>TOTALS: RESOURCES &amp; PERFORMANCE</b>	<b>(3,571,309)</b>	<b>(7,533,380)</b>	<b>(7,661,950)</b>	<b>(128,570)</b>	<b>1.71%</b>	<b>(5,817)</b>	
<b>HEAD OF HR &amp; DEMOCRATIC SERVICES</b>							
Cost Centre Description	Full Year Budget £	Budget to Date £	Actual to Date £	Variance to Date £	Variance to Date %	Y/E Forecast Variance £	Year End Variance Notes
Human Resources & Payroll	187,599	84,511	107,174	22,663	26.82%	(8,058)	Current period overspend arising from timing of income invoices.
<b>Human Resources:</b>	<b>187,599</b>	<b>84,511</b>	<b>107,174</b>	<b>22,663</b>	<b>26.82%</b>	<b>(8,058)</b>	
Health & Safety	54,579	26,262	25,662	(600)	2.28%	(6,334)	
<b>Health &amp; Safety:</b>	<b>54,579</b>	<b>26,262</b>	<b>25,662</b>	<b>(600)</b>	<b>2.28%</b>	<b>(6,334)</b>	
Central Training Services	69,324	34,667	25,445	(9,222)	26.60%	(1,142)	Current period underspend on training, expected to be in line with budget by the year end.
<b>Learning &amp; Development:</b>	<b>69,324</b>	<b>34,667</b>	<b>25,445</b>	<b>(9,222)</b>	<b>26.60%</b>	<b>(1,142)</b>	
Legal Services	150,038	70,884	93,605	22,721	32.05%	4,451	Current period overspend on legal fees, expected to be more in line with the budget by the year end.
<b>Legal Services:</b>	<b>150,038</b>	<b>70,884</b>	<b>93,605</b>	<b>22,721</b>	<b>32.05%</b>	<b>4,451</b>	
Democratic Services	76,054	33,902	35,493	1,591	4.69%	(484)	
Members Allowances & Expenses	219,615	109,818	107,581	(2,237)	2.04%	(3,521)	
Mayoralty & Civic Functions	3,640	2,204	6,610	4,406	199.91%	2,970	Small overspend on Public & Civic Functions
<b>Democratic Services:</b>	<b>299,309</b>	<b>145,924</b>	<b>149,684</b>	<b>3,760</b>	<b>2.58%</b>	<b>(1,035)</b>	

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Electoral Registration	68,285	32,075	24,350	(7,725)	24.08%	(262)	
Election Expenses	20,686	15,979	25,838	9,859	61.70%	3,371	Current period variance relates to timings of reimbursements from several outside bodies which are expected to be settled by the year end.
<b>Elections:</b>	<b>88,971</b>	<b>48,054</b>	<b>50,188</b>	<b>2,134</b>	<b>4.44%</b>	<b>3,109</b>	
<b>TOTALS: HR &amp; DEMOCRATIC SERVICES</b>	<b>849,820</b>	<b>410,302</b>	<b>451,758</b>	<b>41,456</b>	<b>10.10%</b>	<b>(9,009)</b>	
HEAD OF FAMILIES & COMMUNITIES							
Cost Centre Description	Full Year Budget £	Budget to Date £	Actual to Date £	Variance to Date £	Variance to Date %	Y/E Forecast Variance £	Year End Variance Notes
Policy	95,923	44,128	42,768	(1,360)	3.08%	(3,311)	
<b>Policy:</b>	<b>95,923</b>	<b>44,128</b>	<b>42,768</b>	<b>(1,360)</b>	<b>3.08%</b>	<b>(3,311)</b>	
Communications	73,875	33,390	30,532	(2,858)	8.56%	(3,517)	
Website and Intranet	20,774	14,488	10,148	(4,340)	29.96%	(4,339)	
<b>Communications:</b>	<b>94,649</b>	<b>47,878</b>	<b>40,680</b>	<b>(7,198)</b>	<b>15.03%</b>	<b>(7,856)</b>	
Customer Services	345,047	137,344	143,335	5,991	4.36%	15,542	
Bus Stations	51,697	32,153	27,015	(5,138)	15.98%	(4,826)	
<b>Customer Services:</b>	<b>396,744</b>	<b>169,497</b>	<b>170,350</b>	<b>853</b>	<b>0.50%</b>	<b>10,716</b>	
Community Development	177,538	82,314	57,616	(24,698)	30.00%	(22,698)	Current year underspend on staffing costs.
Community Chest - Families & Communities	90,250	79,124	71,716	(7,408)	9.36%	0	
Health, Culture & Arts	17,500	8,748	2,443	(6,305)	72.07%	0	Current period variance relates to timings of grant payments.
Community Centres	720	720	5,001	4,281	594.58%	4,315	Additional spend relating to business rates and repairs.
<b>Families &amp; Communities:</b>	<b>286,008</b>	<b>170,906</b>	<b>136,776</b>	<b>(34,130)</b>	<b>19.97%</b>	<b>(18,383)</b>	
<b>TOTALS: FAMILIES &amp; COMMUNITIES</b>	<b>873,324</b>	<b>432,409</b>	<b>390,574</b>	<b>(41,835)</b>	<b>9.67%</b>	<b>(18,834)</b>	

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HEAD OF PLANNING & GROWTH							
Cost Centre Description	Full Year Budget £	Budget to Date £	Actual to Date £	Variance to Date £	Variance to Date %	Y/E Forecast Variance £	Year End Variance Notes
Development Control	(261,343)	(144,746)	(18,193)	126,553	87.43%	115,768	Income currently predicted to fall short of budget, overspend on advertising costs, plus additional staffing & recruitment costs arising from service development initiatives
<b>Development Control:</b>	<b>-261,343</b>	<b>-144,746</b>	<b>(18,193)</b>	<b>126,553</b>	<b>87.43%</b>	<b>115,768</b>	
Planning Policy	321,568	211,902	244,150	32,248	15.22%	3,754	
Local Plan	6,900	3,450	1,601	(1,849)	53.59%	8,000	
<b>Place Shaping:</b>	<b>328,468</b>	<b>215,352</b>	<b>245,751</b>	<b>30,399</b>	<b>14.12%</b>	<b>11,754</b>	
Land Charges	(72,990)	(36,492)	(37,189)	(697)	1.91%	6,025	
Building Control	7,797	(3,102)	(15,356)	(12,254)	395.04%	(10,423)	Underspend arising as a result of increased income levels.
Planning & Regulatory Support	171,026	78,294	79,153	859	1.10%	(733)	
<b>Business (BC &amp; Support):</b>	<b>105,833</b>	<b>38,700</b>	<b>26,608</b>	<b>(12,092)</b>	<b>31.25%</b>	<b>(5,131)</b>	
Prevention of Pollution	32,236	16,116	12,683	(3,433)	21.30%	(1,668)	
Environmental Management	(58,247)	(30,162)	6,659	36,821	122.08%	56,356	£61k Shortfall in Income. Lower take up on projects
Drinking Water Quality	15,436	6,690	4,223	(2,467)	36.88%	(3,836)	Increase in income received.
Climate Change	29,320	14,664	19,284	4,620	31.51%	4,582	
Solar Farm	0	0	0	0	100.00%	(160,000)	Solar Farm operating as expected
Home Energy Conservation	3,558	1,776	1,000	(776)	43.69%	300	
<b>Environment:</b>	<b>22,303</b>	<b>9,084</b>	<b>43,849</b>	<b>34,765</b>	<b>382.71%</b>	<b>(104,266)</b>	
Licensing	(12,743)	(10,500)	(23,918)	(13,418)	127.79%	(1,388)	Licensing fees currently exceeding budget.
Hackney Carriage & Private Hire Licensing	(49,845)	(24,918)	(24,032)	886	3.56%	952	
Food Safety	60,852	29,388	17,117	(12,271)	41.76%	(16,993)	Current variance relates to underspend on salaries, plus some additional fee income.
Health & Safety at Work Act/Enforcement	44,382	21,156	16,689	(4,467)	21.11%	(11,439)	
<b>Business Reg &amp; Licensing:</b>	<b>42,646</b>	<b>15,126</b>	<b>(14,144)</b>	<b>(29,270)</b>	<b>193.51%</b>	<b>(28,868)</b>	
Economic Development & Growth	173,430	76,642	81,089	4,447	5.80%	9,873	

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Strategic Tourism & Markets	30,344	15,174	19,938	4,764	31.40%	680	Current variance relates to advertising overspend, but expected to be on budget by the year end.
Vibrant Town Centres	12,560	6,276	3,754	(2,522)	40.18%	2,984	
<b>Economic Development &amp; Growth:</b>	<b>216,334</b>	<b>98,092</b>	<b>104,781</b>	<b>6,689</b>	<b>6.82%</b>	<b>13,537</b>	
<b>TOTALS: PLANNING &amp; GROWTH</b>	<b>454,241</b>	<b>231,608</b>	<b>388,652</b>	<b>157,044</b>	<b>67.81%</b>	<b>2,794</b>	
HEAD OF OPERATIONS							
Cost Centre Description	Full Year Budget £	Budget to Date £	Actual to Date £	Variance to Date £	Variance to Date %	Y/E Forecast Variance £	Year End Variance Notes
Pool Cars	1,040	1,040	1,330	290	0.00%	(541)	
Vehicle Workshop Trading Account - FHDC	0	0	23	23	0.00%	23	
Depots	(38,230)	30,555	31,432	877	2.87%	1,769	
Waste & Cleansing Operatives	(40,380)	839,924	824,983	(14,941)	1.78%	18,134	
Markets	76,044	5,121	1,374	(3,747)	73.17%	(7,370)	Variance mainly arising from staffing underspends.
<b>Operational:</b>	<b>-2,566</b>	<b>875,600</b>	<b>857,789</b>	<b>(17,811)</b>	<b>2.03%</b>	<b>12,533</b>	
Street Cleansing	561,714	31,500	22,555	(8,945)	28.40%	(10,113)	Variance mainly arising from staffing underspends.
Refuse Collection (Black Bin)	391,069	48,168	35,574	(12,594)	26.15%	9,799	Current period variance relates to underspend on vehicle repairs & maintenance.
Recycling Collection (Blue Bin)	287,054	24,470	11,193	(13,277)	54.26%	14,608	Increased cost due to reduction in worldwide commodity prices for recyclable materials resulting in an increased gate fee at the Material Recovery Facility (MRF). The net recycling credit from Suffolk County Council that was budgeted at £34/tonne has therefore dropped to £27/tonne.
Compostable Collection (Brown Bin)	108,752	(23,794)	(402,042)	(378,248)	1589.68%	0	Waste disposal and cost sharing arrangements with Suffolk County Council currently being reviewed.
Bulky, Fridges, Metal & Scrap Collection	40,726	(312)	(7,579)	(7,267)	2329.17%	(7,734)	Income expected to exceed budget.
Clinical & Hazardous Waste Collection	4,629	2,316	5,350	3,034	131.00%	2,363	Current period variance relates to clinical waste collection costs, expected to be more in line with the budget by the year end.
Multi-Bank Recycling Sites	(37,542)	(14,180)	(13,726)	454	3.20%	(6,319)	
Trade Waste	(84,347)	(380,803)	(373,478)	7,325	1.92%	22,057	
<b>Waste - Business &amp; Commercial</b>	<b>1,272,055</b>	<b>-312,635</b>	<b>(722,153)</b>	<b>(409,518)</b>	<b>130.99%</b>	<b>24,661</b>	

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Property Services	300,303	147,706	152,227	4,521	3.06%	(25,018)	Underspend arising from Staff Vacancies
<b>Property Maintenance:</b>	<b>300,303</b>	<b>147,706</b>	<b>152,227</b>	<b>4,521</b>	<b>3.06%</b>	<b>(25,018)</b>	
Industrial & Business Units	(589,377)	(219,414)	(368,249)	(148,835)	67.83%	(28,583)	Rates on void properties presently underspent
Town Centres & Shops	(873,350)	(418,468)	(342,662)	75,806	18.12%	(2,713)	Current period variance due to timings of shop rent income which is expected to be in line by the year end.
<b>Property Management:</b>	<b>(1,462,727)</b>	<b>(637,882)</b>	<b>(710,911)</b>	<b>(73,029)</b>	<b>11.45%</b>	<b>(31,296)</b>	
Offices: College Heath Road	(157,780)	131,064	106,155	(24,909)	19.01%	(11,094)	
Offices: Brandon & Newmarket Guineas	(19,200)	15,413	23,827	8,414	54.59%	4,445	Current period overspend relates to repairs & maintenance costs.
Public Conveniences	55,003	32,091	26,298	(5,793)	18.05%	2,407	
CCTV	89,560	45,310	69,649	24,339	53.72%	8,299	Current variance relates to third party payments to SEBC, should be more in line by the year end.
Green Travel Plan	0	0	(484)	(484)	0.00%	0	
District Highways Services	(23,714)	4,644	42,256	37,612	809.91%	644	Current period overspend relates to repairs & maintenance costs which are expected to be in line by the year end.
Land Drainage & Associated Works	74,500	74,500	76,198	1,698	2.28%	1,698	
<b>Facilities, CCTV &amp; Highways Services:</b>	<b>18,369</b>	<b>303,022</b>	<b>343,899</b>	<b>40,877</b>	<b>13.49%</b>	<b>6,399</b>	
Courier & Postal Service	58,850	30,016	18,878	(11,138)	37.11%	(5,163)	Current period variance relates to underspend on telecoms and postage.
Printing & Copying Service	51,224	22,824	35,439	12,615	55.27%	8,664	Current period variance relates to additional postal & printer costs.
<b>Central Services:</b>	<b>110,074</b>	<b>52,840</b>	<b>54,317</b>	<b>1,477</b>	<b>2.80%</b>	<b>3,501</b>	
Off Street Car Parks	(359,186)	(123,576)	(139,848)	(16,272)	13.17%	(21,273)	Income expected to exceed budgets.
<b>Car Parking:</b>	<b>(359,186)</b>	<b>(123,576)</b>	<b>(139,848)</b>	<b>(16,272)</b>	<b>13.17%</b>	<b>(21,273)</b>	
Leisure Services Management & Support	39,094	19,548	20,502	954	4.88%	1,842	
Arboriculture (Tree Maintenance Works)	89,182	34,443	20,495	(13,948)	40.50%	1,470	Current period underspend relates to timings of grounds maintenance invoicing.
Other Parks and Play Provision	239,914	124,161	134,628	10,467	8.43%	(138)	

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Children's Play Areas	59,651	21,944	15,547	(6,397)	29.15%	(1,677)	Current period underspend relates to spend on repairs & maintenance. Expected to be on budget by the year end.
Sports & Leisure Centres	546,140	391,603	404,883	13,280	3.39%	(844)	
Allotments	0	0	(214)	(214)	0.00%	(214)	
Leisure & Sports	15,000	10,990	11,094	104	0.95%	0	
<b>Leisure &amp; Cultural - Parks</b>	<b>988,981</b>	<b>602,689</b>	<b>606,935</b>	<b>4,246</b>	<b>0.70%</b>	<b>439</b>	
Arts, Heritage & Cultural Services	10,676	4,378	3,566	(812)	18.55%	(681)	
Shopmobility	8,340	6,668	5,522	(1,146)	17.19%	2	
Palace House and Stables	6,320	5,824	21,630	15,806	271.39%	15,691	Overspend primarily relates to payment of business rates.
<b>Leisure &amp; Cultural - TIC &amp; Heritage:</b>	<b>25,336</b>	<b>16,870</b>	<b>30,718</b>	<b>13,848</b>	<b>82.09%</b>	<b>15,012</b>	
The Pavilion - Lady Wolverton Playingfield	(7,870)	(5,350)	(7,000)	(1,650)	30.84%	(3,300)	Underspend on building repairs & maintenance.
<b>Leisure &amp; Cultural - Public Halls:</b>	<b>(7,870)</b>	<b>(5,350)</b>	<b>(7,000)</b>	<b>(1,650)</b>	<b>30.84%</b>	<b>(3,300)</b>	
<b>Commercial - Marketing:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	
<b>TOTALS: OPERATIONS</b>	<b>882,769</b>	<b>920,324</b>	<b>467,326</b>	<b>(452,998)</b>	<b>49.22%</b>	<b>(18,860)</b>	
<b>HEAD OF HOUSING</b>							
Cost Centre Description	Full Year Budget £	Budget to Date £	Actual to Date £	Variance to Date £	Variance to Date %	Y/E Forecast Variance £	Year End Variance Notes
Housing Renewals	73,321	40,098	43,023	2,925	7.29%	3,909	
Burial of the Dead	8,756	4,362	6,215	1,853	42.48%	1,979	
Gypsies & Travellers	13,256	6,612	4,448	(2,164)	32.73%	204	
Other Public Health Services	121,959	57,701	52,246	(5,455)	9.45%	(7,142)	
<b>Public Health &amp; Housing:</b>	<b>217,292</b>	<b>108,773</b>	<b>105,932</b>	<b>(2,841)</b>	<b>2.61%</b>	<b>(1,050)</b>	
Housing Development & Strategy	65,161	31,548	14,429	(17,119)	54.26%	(2,485)	Current underspend relates to staffing costs and contributions from other organisations.
<b>Housing Development &amp; Strategy:</b>	<b>65,161</b>	<b>31,548</b>	<b>14,429</b>	<b>(17,119)</b>	<b>54.26%</b>	<b>(2,485)</b>	

