

Forest Heath District Council								2016/17 December Budget Monitoring Report
<b>Detail by Head of Service</b>								<b>Appendix B</b>
<b>HEAD OF RESOURCES &amp; PERFORMANCE</b>								
Cost Centre Description	Full Year Budget £	Budget to Date £	Actual to Date £	Variance to Date £	Y/E Forecast Actual £	Y/E Forecast Variance %	Y/E Forecast Variance £	Year End Variance Notes
Resources & Performance	387,984	267,714	233,408	(34,306)	353,541	8.88%	(34,443)	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	42,121	0.00%	0	
General Fund Adjustments	(5,664,724)	(7,083,013)	(7,049,415)	33,598	(5,537,024)	2.25%	127,700	£172k additional levy payable due to more business rates collectable & drop in WH&E Provision for appeals, offset by an anticipated extra £75k income from the Suffolk Business Rate Pool & £5k additional income from S31 grants. In addition a budgeted transfer from the Business Rates Equalisation Reserve has only been partly made due to insufficient funds in the reserve (£36k overspend).
<b>Resources &amp; Performance:</b>	<b>(5,234,619)</b>	<b>(6,773,178)</b>	<b>(6,773,886)</b>	<b>(708)</b>	<b>(5,141,362)</b>	<b>1.78%</b>	<b>93,257</b>	
Internal Audit	64,807	43,965	45,462	1,497	61,394	5.27%	(3,413)	
<b>Internal Audit:</b>	<b>64,807</b>	<b>43,965</b>	<b>45,462</b>	<b>1,497</b>	<b>61,394</b>	<b>5.27%</b>	<b>(3,413)</b>	
ICT	489,844	439,842	381,687	(58,155)	482,037	1.59%	(7,807)	
<b>ICT:</b>	<b>489,844</b>	<b>439,842</b>	<b>381,687</b>	<b>(58,155)</b>	<b>482,037</b>	<b>1.59%</b>	<b>(7,807)</b>	
Anglia Revenues Partnership	903,493	679,173	535,176	(143,997)	903,493	0.00%	0	
Council Tax Administration	(177,450)	(146,339)	(178,126)	(31,787)	(203,633)	14.76%	(26,183)	Additional Council Tax Administration Subsidy received due to the merging of New Burdens Grant (£12k), along with anticipated additional court costs recovered above the budgeted level (£14k).
Business Rate Administration	(95,400)	(71,550)	(72,593)	(1,043)	(95,871)	0.49%	(471)	

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Housing Benefits	(330,469)	(267,763)	(191,160)	76,603	(307,194)	7.04%	23,275	Figures as per ARP review. Overpayment income significantly lower than budgeted. £68k underachievement of overpayment income £4k overspend due to external audit fees, offset by £37k net impact of subsidy received and rent allowances paid.
<b>Anglia Revenues Partnership:</b>	<b>300,174</b>	<b>193,521</b>	<b>93,297</b>	<b>(100,224)</b>	<b>296,795</b>	<b>1.13%</b>	<b>(3,379)</b>	
Corporate Expenditure	788,840	558,746	594,067	35,321	741,680	5.98%	(47,160)	Savings on salary costs resulting from staffing vacancies
Non-Distributed Costs	0	0	530	530	600		600	
<b>Corporate Expenditure:</b>	<b>788,840</b>	<b>558,746</b>	<b>594,597</b>	<b>35,851</b>	<b>742,280</b>	<b>5.90%</b>	<b>(46,560)</b>	
Emergency Planning	19,645	0	15,875	15,875	20,031	1.96%	386	
<b>Emergency Planning:</b>	<b>19,645</b>	<b>0</b>	<b>15,875</b>	<b>15,875</b>	<b>20,031</b>	<b>1.96%</b>	<b>386</b>	
<b>TOTALS: RESOURCES &amp; PERFORMANCE</b>	<b>(3,571,309)</b>	<b>(5,537,104)</b>	<b>(5,642,968)</b>	<b>(105,864)</b>	<b>(3,538,825)</b>	<b>0.91%</b>	<b>32,484</b>	
<b>HEAD OF HR &amp; DEMOCRATIC SERVICES</b>								
Cost Centre Description	Full Year Budget £	Budget to Date £	Actual to Date £	Variance to Date £	Y/E Forecast Actual £	Y/E Forecast Variance %	Y/E Forecast Variance £	Year End Variance Notes
Human Resources & Payroll	187,599	126,766	162,382	35,616	183,003	2.45%	(4,596)	
<b>Human Resources:</b>	<b>187,599</b>	<b>126,766</b>	<b>162,382</b>	<b>35,616</b>	<b>183,003</b>	<b>2.45%</b>	<b>(4,596)</b>	
Health & Safety	54,579	39,393	38,270	(1,123)	48,411	11.30%	(6,168)	
<b>Health &amp; Safety:</b>	<b>54,579</b>	<b>39,393</b>	<b>38,270</b>	<b>(1,123)</b>	<b>48,411</b>	<b>11.30%</b>	<b>(6,168)</b>	
Central Training Services	69,324	52,001	33,012	(18,989)	56,944	17.86%	(12,380)	
<b>Learning &amp; Development:</b>	<b>69,324</b>	<b>52,001</b>	<b>33,012</b>	<b>(18,989)</b>	<b>56,944</b>	<b>17.86%</b>	<b>(12,380)</b>	
Legal Services	150,038	106,326	143,057	36,731	156,867	4.55%	6,829	Current period overspend on legal fees, expected to be more in line with the budget by the year end. SLS commenced in November
<b>Legal Services:</b>	<b>150,038</b>	<b>106,326</b>	<b>143,057</b>	<b>36,731</b>	<b>156,867</b>	<b>4.55%</b>	<b>6,829</b>	

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Democratic Services	76,054	50,853	56,824	5,971	80,616	6.00%	4,562	
Members Allowances & Expenses	219,615	164,727	161,339	(3,388)	214,128	2.50%	(5,487)	
Mayoralty & Civic Functions	3,640	2,921	7,045	4,124	6,795	86.68%	3,155	
<b>Democratic Services:</b>	<b>299,309</b>	<b>218,501</b>	<b>225,208</b>	<b>6,707</b>	<b>301,539</b>	<b>0.75%</b>	<b>2,230</b>	
Electoral Registration	88,853	63,537	73,678	10,141	93,156	4.84%	4,303	
Election Expenses	117	1,871	14,097	12,226	1,784	1424.79%	1,667	
<b>Elections:</b>	<b>88,970</b>	<b>65,408</b>	<b>87,775</b>	<b>22,367</b>	<b>94,940</b>	<b>6.71%</b>	<b>5,970</b>	
<b>TOTALS: HR &amp; DEMOCRATIC SERVICES</b>	<b>849,819</b>	<b>608,395</b>	<b>689,704</b>	<b>81,309</b>	<b>841,704</b>	<b>0.95%</b>	<b>(8,115)</b>	
<b>HEAD OF FAMILIES &amp; COMMUNITIES</b>								
Cost Centre Description	Full Year Budget £	Budget to Date £	Actual to Date £	Variance to Date £	Y/E Forecast Actual £	Y/E Forecast Variance %	Y/E Forecast Variance £	Year End Variance Notes
Policy	95,923	67,247	60,944	(6,303)	92,734	3.32%	(3,189)	
<b>Policy:</b>	<b>95,923</b>	<b>67,247</b>	<b>60,944</b>	<b>(6,303)</b>	<b>92,734</b>	<b>3.32%</b>	<b>(3,189)</b>	
Communications	73,875	49,485	45,370	(4,115)	71,133	3.71%	(2,742)	
Website and Intranet	20,774	17,632	13,394	(4,238)	16,601	20.09%	(4,173)	
<b>Communications:</b>	<b>94,649</b>	<b>67,117</b>	<b>58,764</b>	<b>(8,353)</b>	<b>87,734</b>	<b>7.31%</b>	<b>(6,915)</b>	
Customer Services	345,047	202,831	216,519	13,688	359,852	4.29%	14,805	
Bus Stations	51,697	41,924	33,550	(8,374)	43,254	16.33%	(8,443)	
<b>Customer Services:</b>	<b>396,744</b>	<b>244,755</b>	<b>250,069</b>	<b>5,314</b>	<b>403,106</b>	<b>1.60%</b>	<b>6,362</b>	
Community Development	177,538	122,691	87,597	(35,094)	148,940	16.11%	(28,598)	Saving on salary and pension costs associated with the recent staff changes in the Families & Communities team.
Community Chest - Families & Communities	90,250	84,680	71,716	(12,964)	90,250	0.00%	0	
Health, Culture & Arts	17,500	13,122	2,443	(10,679)	17,500	0.00%	0	
Community Centres	720	720	6,273	5,553	5,979	730.42%	5,259	
<b>Families &amp; Communities:</b>	<b>286,008</b>	<b>221,213</b>	<b>168,029</b>	<b>(53,184)</b>	<b>262,669</b>	<b>8.16%</b>	<b>(23,339)</b>	
<b>TOTALS: FAMILIES &amp; COMMUNITIES</b>	<b>873,324</b>	<b>600,332</b>	<b>537,806</b>	<b>(62,526)</b>	<b>846,243</b>	<b>3.10%</b>	<b>(27,081)</b>	
<b>HEAD OF PLANNING &amp; GROWTH</b>								

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Development Control	(261,343)	(217,119)	(25,070)	192,049	(129,017)	50.63%	132,326	Income currently predicted to fall short of budget (£70k), overspend on advertising costs (£10k), plus additional staffing & recruitment costs arising from service development initiatives (£47k)
<b>Development Control:</b>	<b>-261,343</b>	<b>-217,119</b>	<b>(25,070)</b>	<b>192,049</b>	<b>(129,017)</b>	<b>50.63%</b>	<b>132,326</b>	
Planning Policy	321,568	262,593	292,911	30,318	336,502	4.64%	14,934	
Local Plan	6,900	5,175	8,838	3,663	13,245	91.96%	6,345	
<b>Place Shaping:</b>	<b>328,468</b>	<b>267,768</b>	<b>301,749</b>	<b>33,981</b>	<b>349,747</b>	<b>6.48%</b>	<b>21,279</b>	
Land Charges	(72,990)	(54,738)	(51,876)	2,862	(65,588)	10.14%	7,402	
Building Control	7,797	(3)	(6,482)	(6,479)	(1,889)	124.23%	(9,686)	
Planning & Regulatory Support	171,026	117,441	115,991	(1,450)	172,184	0.68%	1,158	
<b>Business (BC &amp; Support):</b>	<b>105,833</b>	<b>62,700</b>	<b>57,633</b>	<b>(5,067)</b>	<b>104,707</b>	<b>1.06%</b>	<b>(1,126)</b>	
Prevention of Pollution	32,236	24,174	21,799	(2,375)	29,459	8.61%	(2,777)	
Environmental Management	(58,247)	(45,243)	10,721	55,964	6,679	111.47%	64,926	Underachievement of budgeted feed-in-tariffs due to changes in Government Legislation and less take-up than initially anticipated
Drinking Water Quality	15,436	10,035	7,125	(2,910)	13,751	10.92%	(1,685)	
Climate Change	29,320	21,996	27,067	5,071	33,832	15.39%	4,512	
Solar Farm	0	0	0	0	(180,000)		(180,000)	Solar Farm operating as expected.
Home Energy Conservation	3,558	2,664	(1,000)	(3,664)	3,572	0.39%	14	
<b>Environment:</b>	<b>22,303</b>	<b>13,626</b>	<b>65,712</b>	<b>52,086</b>	<b>(92,707)</b>	<b>515.67%</b>	<b>(115,010)</b>	
Licensing	(12,743)	(15,750)	(36,316)	(20,566)	(7,966)	37.49%	4,777	
Hackney Carriage & Private Hire Licensing	(49,845)	(37,377)	(34,086)	3,291	(48,526)	2.65%	1,319	
Food Safety	60,852	44,082	35,506	(8,576)	47,469	21.99%	(13,383)	
Health & Safety at Work Act/Enforcement	44,382	31,734	25,106	(6,628)	37,145	16.31%	(7,237)	
<b>Business Reg &amp; Licensing:</b>	<b>42,646</b>	<b>22,689</b>	<b>(9,790)</b>	<b>(32,479)</b>	<b>28,122</b>	<b>34.06%</b>	<b>(14,524)</b>	
Economic Development & Growth	173,430	114,703	125,287	10,584	179,114	3.28%	5,684	
Strategic Tourism & Markets	30,344	22,761	24,485	1,724	29,802	1.79%	(542)	
Vibrant Town Centres	12,560	9,414	6,115	(3,299)	15,950	26.99%	3,390	
<b>Economic Development &amp; Growth:</b>	<b>216,334</b>	<b>146,878</b>	<b>155,887</b>	<b>9,009</b>	<b>224,866</b>	<b>3.94%</b>	<b>8,532</b>	

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TOTALS: PLANNING & GROWTH		454,241	296,542	546,121	249,579	485,718	6.93%	31,477
<b>HEAD OF OPERATIONS</b>								
Cost Centre Description	Full Year Budget £	Budget to Date £	Actual to Date £	Variance to Date £	Y/E Forecast Actual £	Y/E Forecast Variance %	Y/E Forecast Variance £	Year End Variance Notes
Pool Cars	1,040	1,040	1,739	699	499	52.02%	(541)	
Vehicle Workshop Trading Account - FHDC	0	0	217	217	0		0	
Depots	(38,230)	38,065	42,419	4,354	(37,001)	3.21%	1,229	
Waste & Cleansing Operatives	(40,380)	1,131,896	1,145,421	13,525	(36,401)	9.85%	3,979	
Markets	76,044	4,596	1,068	(3,528)	73,018	3.98%	(3,026)	
<b>Operational:</b>	<b>-2,566</b>	<b>1,174,557</b>	<b>1,188,908</b>	<b>14,351</b>	<b>(384)</b>	<b>85.04%</b>	<b>2,182</b>	
Street Cleansing	561,714	47,250	31,088	(16,162)	549,864	2.11%	(11,850)	
Refuse Collection (Black Bin)	391,069	72,252	67,653	(4,599)	391,674	0.15%	605	
Recycling Collection (Blue Bin)	287,054	20,905	20,444	(461)	298,982	4.16%	11,928	
Compostable Collection (Brown Bin)	108,752	(46,166)	(405,578)	(359,412)	108,752	0.00%	0	
Bulky, Fridges, Metal & Scrap Collection	40,726	(468)	(7,731)	(7,263)	31,838	21.82%	(8,888)	
Clinical & Hazardous Waste Collection	4,629	3,474	6,096	2,622	6,971	50.59%	2,342	
Multi-Bank Recycling Sites	(37,542)	(23,420)	(24,112)	(692)	(41,368)	10.19%	(3,826)	
Trade Waste	(84,347)	(327,881)	(379,980)	(52,099)	(97,587)	15.70%	(13,240)	
<b>Waste - Business &amp; Commercial</b>	<b>1,272,055</b>	<b>-254,054</b>	<b>(692,120)</b>	<b>(438,066)</b>	<b>1,249,126</b>	<b>1.80%</b>	<b>(22,929)</b>	
Property Services	300,303	221,299	235,570	14,271	298,569	0.58%	(1,734)	
<b>Property Maintenance:</b>	<b>300,303</b>	<b>221,299</b>	<b>235,570</b>	<b>14,271</b>	<b>298,569</b>	<b>0.58%</b>	<b>(1,734)</b>	
Industrial & Business Units	(589,377)	(415,999)	(641,698)	(225,699)	(622,101)	5.55%	(32,724)	Rates on void properties presently underspent
Town Centres & Shops	(873,350)	(616,924)	(519,821)	97,103	(878,855)	0.63%	(5,505)	
<b>Property Management:</b>	<b>(1,462,727)</b>	<b>(1,032,923)</b>	<b>(1,161,519)</b>	<b>(128,596)</b>	<b>(1,500,956)</b>	<b>2.61%</b>	<b>(38,229)</b>	
Offices: College Heath Road	(157,780)	117,095	83,918	(33,177)	(165,817)	5.09%	(8,037)	
Offices: Brandon & Newmarket Guineas	(19,200)	16,844	27,430	10,586	(12,150)	36.72%	7,050	
Public Conveniences	55,003	41,625	28,459	(13,166)	50,428	8.32%	(4,575)	
CCTV	89,560	45,685	90,663	44,978	95,792	6.96%	6,232	
Green Travel Plan	0	0	(1,444)	(1,444)	0		0	
District Highways Services	(23,714)	(26,034)	9,153	35,187	(13,777)	41.90%	9,937	
Land Drainage & Associated Works	74,500	74,500	76,198	1,698	76,198	2.28%	1,698	
<b>Facilities, CCTV &amp; Highways Services:</b>	<b>18,369</b>	<b>269,715</b>	<b>314,377</b>	<b>44,662</b>	<b>30,674</b>	<b>66.99%</b>	<b>12,305</b>	

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Courier & Postal Service	58,850	44,434	24,447	(19,987)	44,591	24.23%	(14,259)	
Printing & Copying Service	51,224	34,236	42,434	8,198	55,220	7.80%	3,996	
<b>Central Services:</b>	<b>110,074</b>	<b>78,670</b>	<b>66,881</b>	<b>(11,789)</b>	<b>99,811</b>	<b>9.32%</b>	<b>(10,263)</b>	
Off Street Car Parks	(359,186)	(254,080)	(290,925)	(36,845)	(380,973)	6.07%	(21,787)	
<b>Car Parking:</b>	<b>(359,186)</b>	<b>(254,080)</b>	<b>(290,925)</b>	<b>(36,845)</b>	<b>(380,973)</b>	<b>6.07%</b>	<b>(21,787)</b>	
Leisure Services Management & Support	39,094	29,322	30,897	1,575	41,225	5.45%	2,131	
Arboriculture (Tree Maintenance Works)	89,182	59,748	35,150	(24,598)	90,881	1.91%	1,699	
Other Parks and Play Provision	239,914	183,345	222,905	39,560	239,148	0.32%	(766)	
Children's Play Areas	59,651	32,231	20,653	(11,578)	55,010	7.78%	(4,641)	
Sports & Leisure Centres	546,140	523,244	507,882	(15,362)	546,076	0.01%	(64)	
Allotments	0	0	(214)	(214)	(214)		(214)	
Leisure & Sports	15,000	12,997	11,688	(1,309)	15,000	0.00%	0	
<b>Leisure &amp; Cultural - Parks</b>	<b>988,981</b>	<b>840,887</b>	<b>828,961</b>	<b>(11,926)</b>	<b>987,126</b>	<b>0.19%</b>	<b>(1,855)</b>	
Arts, Heritage & Cultural Services	10,676	6,487	5,438	(1,049)	9,763	8.55%	(913)	
Shopmobility	8,340	7,502	5,732	(1,770)	8,132	2.49%	(208)	
Palace House and Stables	6,320	6,076	35,649	29,573	46,091	629.29%	39,771	Building repair & maintenance costs and one-off payment for business rates (£15k). Links to Home of Horseracing Project.
<b>Leisure &amp; Cultural - TIC &amp; Heritage:</b>	<b>25,336</b>	<b>20,065</b>	<b>46,819</b>	<b>26,754</b>	<b>63,986</b>	<b>152.55%</b>	<b>38,650</b>	
The Pavilion - Lady Wolverton Playingfield	(7,870)	(8,025)	(10,500)	(2,475)	(8,670)	10.17%	(800)	
<b>Leisure &amp; Cultural - Public Halls:</b>	<b>(7,870)</b>	<b>(8,025)</b>	<b>(10,500)</b>	<b>(2,475)</b>	<b>(8,670)</b>	<b>10.17%</b>	<b>(800)</b>	
<b>Commercial - Marketing:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	
<b>TOTALS: OPERATIONS</b>	<b>882,769</b>	<b>1,057,151</b>	<b>528,408</b>	<b>(528,743)</b>	<b>838,309</b>	<b>5.10%</b>	<b>(45,001)</b>	
<b>HEAD OF HOUSING</b>								
Cost Centre Description	Full Year Budget £	Budget to Date £	Actual to Date £	Variance to Date £	Y/E Forecast Actual £	Y/E Forecast Variance %	Y/E Forecast Variance £	Year End Variance Notes
Housing Renewals	73,321	54,645	58,102	3,457	77,350	5.50%	4,029	
Burial of the Dead	8,756	6,543	8,470	1,927	8,987	2.64%	231	
Gypsies & Travellers	13,256	9,918	6,703	(3,215)	13,486	1.74%	230	
Other Public Health Services	121,959	85,694	78,683	(7,011)	114,558	6.07%	(7,401)	

