

Detail by Assistant Director

2017/18 December Budget Monitoring Report

ASSISTANT DIRECTOR - RESOURCES & PERFORMANCE

Cost Centre Description	Full Year Budget £	Expenditure Budget to Date £	Income Budget to Date £	Net Budget to Date £	Expenditure Actual to Date £	Income Actual to Date £	Net Actual to Date £	Over/(Under) Spend to Date £	Year End Forecast Variance %	Year End Forecast Variance £	Year End Variance Notes
Resources & Performance	396,606	304,229	(700)	303,529	285,664	(1,158)	284,505	(19,024)	0.00%	0	
General Fund Adjustments	(5,597,939)	3,654,020	(10,981,480)	(7,327,460)	3,654,019	(11,067,675)	(7,413,656)	(86,196)	0.00%	22	
Resources & Performance:	(5,201,333)	3,958,249	(10,982,180)	(7,023,931)	3,939,683	(11,068,833)	(7,129,151)	(105,220)	0.00%	22	
Internal Audit	66,816	55,027	(3,546)	51,481	56,852	0	56,852	5,371	3.58%	2,392	
Internal Audit:	66,816	55,027	(3,546)	51,481	56,852	0	56,852	5,371	3.58%	2,392	
ICT	495,649	499,975	(124,040)	375,935	499,257	(166,946)	332,310	(43,625)	0.70%	(3,452)	
ICT:	495,649	499,975	(124,040)	375,935	499,257	(166,946)	332,310	(43,625)	0.70%	(3,452)	
Anglia Revenues Partnership	891,211	669,217	0	669,217	731,603	(61,015)	670,589	1,372	0.00%	0	
Council Tax Administration	(189,386)	747	(158,272)	(157,525)	1,053	(169,992)	(168,939)	(11,414)	3.96%	7,499	
Business Rate Administration	(95,100)	747	(72,072)	(71,325)	1,052	(94,348)	(93,296)	(21,971)	1.65%	1,572	
Housing Benefits	(311,281)	11,487,079	(11,729,448)	(242,369)	10,757,550	(10,811,661)	(54,110)	188,259	0.38%	1,184	
Anglia Revenues Partnership:	295,444	12,157,790	(11,959,792)	197,998	11,491,258	(11,137,016)	354,244	156,246	3.47%	10,255	
Corporate Expenditure	844,189	761,322	(99,585)	661,737	1,049,493	(150,577)	898,916	237,179	0.77%	6,535	
Non-Distributed Costs	0	0	0	0	108,402	0	108,402	108,402	0.00%	108,402	This forecast includes the council's share of the Pension Capital Costs payment in respect of ill health retirement contributions (over and above our annual allowance – linked to our current pension contribution rates) under the local government pension scheme rules.
Corporate Expenditure:	844,189	761,322	(99,585)	661,737	1,157,895	(150,577)	1,007,318	345,581	13.62%	114,937	
Emergency Planning	19,011	19,011	0	19,011	19,348	0	19,348	337	1.77%	337	
Emergency Planning:	19,011	19,011	0	19,011	19,348	0	19,348	337	1.77%	337	
TOTALS: RESOURCES & PERFORMANCE	(3,480,224)	17,451,374	(23,169,143)	(5,717,769)	17,164,293	(22,523,372)	(5,359,079)	358,690	3.58%	124,491	

ASSISTANT DIRECTOR - HUMAN RESOURCES , LEGAL & DEMOCRATIC SERVICES

Cost Centre Description	Full Year Budget £	Expenditure Budget to Date £	Income Budget to Date £	Net Budget to Date £	Expenditure Actual to Date £	Income Actual to Date £	Net Actual to Date £	Over/(Under) Spend to Date £	Year End Forecast Variance %	Year End Forecast Variance £	Year End Variance Notes
Human Resources & Payroll	277,830	260,454	(37,772)	222,682	219,164	(37,784)	181,380	(41,302)	1.54%	4,274	
Human Resources:	277,830	260,454	(37,772)	222,682	219,164	(37,784)	181,380	(41,302)	1.54%	4,274	
Health & Safety	56,684	43,950	(1,350)	42,600	42,087	(3,567)	38,520	(4,080)	5.09%	(2,888)	
Health & Safety:	56,684	43,950	(1,350)	42,600	42,087	(3,567)	38,520	(4,080)	5.09%	(2,888)	
Central Training Services	77,009	58,125	(603)	57,522	38,854	(602)	38,252	(19,270)	8.13%	(6,262)	
Learning & Development:	77,009	58,125	(603)	57,522	38,854	(602)	38,252	(19,270)	8.13%	(6,262)	
Legal Services	124,690	214,886	(120,125)	94,762	241,381	(103,134)	138,247	43,485	8.66%	10,794	
Legal Services:	124,690	214,886	(120,125)	94,762	241,381	(103,134)	138,247	43,485	8.66%	10,794	
Democratic Services	110,407	83,656	0	83,656	86,866	0	86,866	3,210	41.45%	45,762	The forecast overspend includes the council's share of additional costs to be incurred as a result of the General Data Protection Regulation requirements.
Members Allowances & Expenses	211,550	158,773	0	158,773	164,941	0	164,941	6,168	2.32%	4,918	
Mayoralty & Civic Functions	9,713	7,494	0	7,494	3,127	(400)	2,727	(4,767)	41.32%	(4,013)	
Democratic Services:	331,670	249,923	0	249,923	254,934	(400)	254,534	4,611	14.07%	46,667	
Electoral Registration	89,151	68,833	(1,134)	67,699	145,661	(21,028)	124,633	56,934	6.49%	5,782	
Election Expenses	(3,300)	12,000	0	12,000	13,088	0	13,088	1,088	0.00%	0	
Elections:	85,851	80,833	(1,134)	79,699	158,749	(21,028)	137,721	58,022	6.73%	5,782	
TOTALS: HR, LEGAL & DEMOCRATIC	953,734	908,171	(160,984)	747,188	955,169	(166,515)	788,654	41,466	6.12%	58,367	

Detail by Assistant Director

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ASSISTANT DIRECTOR - FAMILIES & COMMUNITIES

Cost Centre Description	Full Year Budget £	Expenditure Budget to Date £	Income Budget to Date £	Net Budget to Date £	Expenditure Actual to Date £	Income Actual to Date £	Net Actual to Date £	Over/(Under) Spend to Date £	Year End Forecast Variance %	Year End Forecast Variance £	Year End Variance Notes
Policy	129,781	101,589	0	101,589	70,528	0	70,528	(31,061)	20.86%	(27,069)	The staff saving represents a combination of a vacancy in the projects team which will be filled in the new year, once the wider review of resourcing is complete and a secondment of a part time member of staff to fill a full time post.
Policy:	129,781	101,589	0	101,589	70,528	0	70,528	(31,061)	20.86%	(27,069)	
Communications	74,887	57,794	0	57,794	55,934	0	55,934	(1,860)	2.86%	2,141	
Website and Intranet	21,475	18,215	0	18,215	13,608	0	13,608	(4,607)	8.37%	(1,797)	
Communications:	96,362	76,009	0	76,009	69,542	0	69,542	(6,467)	0.36%	344	
Customer Services	342,489	273,106	0	273,106	289,003	0	289,003	15,897	3.46%	11,861	Overspend mainly relates to Staffing costs.
Bus Stations	45,836	47,748	(9,927)	37,820	42,577	(2,338)	40,239	2,419	5.38%	2,465	
Customer Services:	388,325	320,854	(9,927)	310,926	331,580	(2,338)	329,242	18,316	3.69%	14,326	
Families & Communities	176,357	155,384	(21,060)	134,324	124,198	(4,464)	119,735	(14,589)	6.04%	(10,649)	Forecast underspend on staffing costs arising from changes to working patterns and staff vacancies.
Community Chest - Families & Communities	89,750	261,804	(172,054)	89,750	208,764	(123,015)	85,748	(4,002)	0.00%	0	
Health, Culture & Arts	10,000	7,497	0	7,497	4,467	0	4,467	(3,030)	0.00%	0	
Community Centres	2,870	2,870	0	2,870	5,580	(2,518)	3,063	193	6.72%	193	
Families & Communities:	278,977	427,555	(193,114)	234,441	343,009	(129,997)	213,013	(21,428)	3.75%	(10,456)	
Housing Options: Choice Based Lettings	54,108	62,328	(5,103)	57,225	186,205	(144,399)	41,806	(15,419)	3.72%	(2,013)	
Housing Options: Advice & Prevention	124,053	146,727	(11,016)	135,711	173,008	(58,111)	114,896	(20,815)	0.17%	(205)	
Housing Options: Solutions	52,368	40,892	0	40,892	30,999	(2,342)	28,657	(12,235)	20.49%	(10,731)	Underspend arising from Staffing Vacancies.
Housing Options: Severe Weather Emergency Provision (SV	0	0	0	0	24	0	24	24	0.00%	0	
Housing Options:	230,529	249,947	(16,119)	233,828	390,236	(204,852)	185,383	(48,445)	5.62%	(12,949)	
TOTALS: FAMILIES & COMMUNITIES	1,123,974	1,175,954	-219,160	956,793	1,204,895	-337,187	867,708	-89,085	3.19%	-35,804	

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ASSISTANT DIRECTOR - PLANNING & REGULATORY SERVICES

Cost Centre Description	Full Year Budget £	Expenditure Budget to Date £	Income Budget to Date £	Net Budget to Date £	Expenditure Actual to Date £	Income Actual to Date £	Net Actual to Date £	Over/(Under) Spend to Date £	Year End Forecast Variance %	Year End Forecast Variance £	Year End Variance Notes
Development Control	(251,117)	332,351	(517,878)	(185,527)	312,124	(476,565)	(164,441)	21,086	9.41%	23,628	Planning application fees expected to be down on budget.
Development Control:	(251,117)	332,351	(517,878)	(185,527)	312,124	(476,565)	(164,441)	21,086	9.41%	23,628	
Land Charges	(41,578)	38,759	(83,250)	(44,491)	25,977	(85,293)	(59,316)	(14,825)	57.27%	(23,812)	Land Charges income exceeding budget
Building Control	(31,533)	101,535	(130,169)	(28,634)	97,280	(86,692)	10,588	39,222	152.99%	48,241	Fee income/Energy Assessments currently expected to underachieve by £45k. Budget under review.
Planning & Regulatory Support	173,349	131,909	0	131,909	144,117	0	144,117	12,208	10.07%	17,455	
Business (BC & Support):	100,238	272,203	(213,419)	58,784	267,374	(171,985)	95,389	36,605	41.78%	41,884	
Prevention of Pollution	27,654	27,858	(7,290)	20,568	23,488	(6,318)	17,170	(3,398)	7.61%	2,104	
Environmental Management	(47,975)	24,607	(60,300)	(35,693)	25,654	(21,337)	4,317	40,010	65.96%	31,643	Solar for business income currently expected to underachieve by £30k due to lower Capital investment than previously assumed.
Drinking Water Quality	23,822	18,430	(252)	18,178	17,769	(5,177)	12,592	(5,586)	27.51%	(6,554)	
Climate Change	21,953	19,679	0	19,679	21,419	0	21,419	1,740	10.32%	2,265	
Solar Farm	(921,000)	238,453	(1,053,000)	(814,547)	137,974	(1,082,903)	(944,929)	(130,382)	0.00%	0	
Home Energy Conservation	3,508	4,653	(2,034)	2,619	4,242	0	4,242	1,623	65.42%	2,295	
Environment:	(892,038)	333,680	(1,122,876)	(789,196)	230,546	(1,115,735)	(885,189)	(95,993)	3.56%	31,753	
Licensing	(7,226)	67,484	(71,505)	(4,021)	69,809	(78,514)	(8,705)	(4,684)	11.64%	841	
Hackney Carriage & Private Hire Licensing	(50,895)	1,782	(39,951)	(38,169)	1,699	(43,538)	(41,839)	(3,670)	4.94%	(2,513)	
Food Safety	64,595	50,692	(2,328)	48,364	38,434	(156)	38,278	(10,086)	15.94%	(10,296)	
Health & Safety at Work Act/Enforcement	47,499	37,683	(1,950)	35,733	36,729	0	36,729	996	3.27%	(1,553)	
Business Reg & Licensing:	53,973	157,641	(115,734)	41,907	146,671	(122,208)	24,463	(17,444)	25.05%	(13,521)	
Housing Renewals	77,413	58,652	(144)	58,508	43,928	(149)	43,778	(14,730)	9.74%	(7,542)	
Burial of the Dead	9,736	7,108	(27)	7,081	8,403	178	8,581	1,500	12.29%	1,197	
Other Public Health Services	126,093	97,462	(1,863)	95,599	92,628	(5,227)	87,401	(8,198)	9.28%	(11,702)	
Public Health & Housing:	213,242	163,222	(2,034)	161,188	144,959	(5,198)	139,760	(21,428)	8.46%	(18,047)	
TOTALS: PLANNING	-775,702	1,259,097	-1,971,941	-712,844	1,101,674	-1,891,691	-790,018	-77,174	8.47%	65,697	

ASSISTANT DIRECTOR - OPERATIONS

Cost Centre Description	Full Year Budget £	Expenditure Budget to Date £	Income Budget to Date £	Net Budget to Date £	Expenditure Actual to Date £	Income Actual to Date £	Net Actual to Date £	Over/(Under) Spend to Date £	Year End Forecast Variance %	Year End Forecast Variance £	Year End Variance Notes
Pool Cars	516	516	0	516	513	0	513	(3)	0.58%	(3)	
Vehicle Workshop Trading Account - FHDC	0	0	0	0	2,897	0	2,897	2,897	0.00%	0	
Fleet Management:	516	516	0	516	3,410	0	3,410	2,894	0.58%	(3)	
Depots	(38,230)	62,371	(106,425)	(44,054)	55,265	(115,773)	(60,507)	(16,453)	2.71%	1,035	
Grounds Maintenance Operatives	354	177	0	177	31,752	197	31,948	31,771	6757.63%	23,922	
Waste & Cleansing Operatives	(33,443)	1,251,667	(1,575,238)	(323,571)	1,310,747	(1,574,680)	(263,933)	59,638	11.60%	3,879	
Markets	71,007	93,007	(20,511)	72,496	92,507	(14,625)	77,882	5,386	3.06%	2,172	
Operational:	(312)	1,407,222	(1,702,174)	(294,952)	1,490,271	(1,704,881)	(214,610)	80,342	9938.46%	31,008	
Street Cleansing	603,738	542,065	(5,031)	537,034	487,842	3,040	490,882	(46,152)	1.89%	11,420	
Refuse Collection (Black Bin)	421,839	413,243	(8,982)	404,261	419,415	0	419,415	15,154	5.71%	24,076	Staffing costs forecast to be £12k over budget, and Fee income £12k short of budget.
Recycling Collection (Blue Bin)	348,478	425,790	(73,264)	352,526	412,894	(98,690)	314,204	(38,322)	4.53%	(15,781)	Includes £40k transfer to the Invest to Save Reserve.
Compostable Collection (Brown Bin)	100,587	471,964	(410,670)	61,294	268,565	(500,985)	(232,421)	(293,715)	106.10%	(106,726)	Includes £40k transfer to the Invest to Save Reserve.
Bulky, Fridges, Metal & Scrap Collection	40,662	54,230	(12,771)	41,459	56,638	(23,251)	33,388	(8,071)	24.93%	(10,137)	
Clinical & Hazardous Waste Collection	4,191	3,897	(765)	3,132	6,548	(306)	6,242	3,110	77.24%	3,237	
Multi-Bank Recycling Sites	(37,153)	22,407	(45,364)	(22,957)	13,166	(40,481)	(27,316)	(4,359)	32.20%	(11,964)	
Trade Waste	(83,174)	296,007	(467,334)	(171,327)	339,267	(519,753)	(180,486)	(9,159)	26.52%	(22,059)	Income exceeding budgeted levels.
Waste - Business & Commercial	1,399,168	2,229,603	(1,024,181)	1,205,422	2,004,335	(1,180,426)	823,908	(381,514)	9.14%	(127,934)	
Non-HRA Housing Properties	10,875	26,775	(14,742)	12,033	17,119	(6,991)	10,128	(1,905)	15.25%	(1,658)	
Property Services	328,467	249,517	(2,421)	247,096	246,799	(2,687)	244,112	(2,984)	3.12%	(10,243)	Underspend on Staffing costs.
Property Maintenance:	339,342	276,292	(17,163)	259,129	263,918	(9,678)	254,240	(4,889)	3.51%	(11,901)	

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ASSISTANT DIRECTOR - OPERATIONS (continued)

Cost Centre Description	Full Year Budget £	Expenditure Budget to Date £	Income Budget to Date £	Net Budget to Date £	Expenditure Actual to Date £	Income Actual to Date £	Net Actual to Date £	Over/(Under) Spend to Date £	Year End Forecast Variance %	Year End Forecast Variance £	Year End Variance Notes
Industrial & Business Units	(602,882)	641,980	(966,329)	(324,349)	593,432	(1,053,640)	(460,207)	(135,858)	7.46%	(44,987)	Industrial rent income currently forecasted to exceed budget reflecting better occupancy levels than previously anticipated. Ongoing budget being reviewed
Town Centres & Shops	(876,242)	30,833	(682,157)	(651,324)	42,402	(535,311)	(492,909)	158,415	0.77%	6,770	
Property Management:	(1,479,124)	672,813	(1,648,486)	(975,673)	635,834	(1,588,951)	(953,116)	22,557	2.58%	(38,217)	
Offices: College Heath Road	(138,780)	209,281	(371,881)	(162,600)	203,304	(365,367)	(162,063)	537	3.75%	5,201	
Offices: Brandon & Newmarket Guineas	(19,200)	13,209	(34,287)	(21,078)	36,756	(34,287)	2,469	23,547	72.52%	13,923	
Public Conveniences	52,039	50,404	(7,803)	42,601	61,483	(5,858)	55,625	13,024	24.27%	12,628	
CCTV	89,752	74,716	0	74,716	101,688	0	101,688	26,972	0.22%	(197)	
Green Travel Plan	0	0	0	0	0	(1,149)	(1,149)	(1,149)	0.00%	0	
District Highways Services	(7,880)	19,386	(33,540)	(14,154)	15,244	(2,650)	12,594	26,748	61.80%	(4,870)	
Land Drainage & Associated Works	74,500	74,500	0	74,500	78,919	0	78,919	4,419	5.93%	4,419	
Facilities, CCTV & Highways Services:	50,431	441,496	(447,511)	(6,015)	497,394	(409,311)	88,083	94,098	61.68%	31,104	
Courier & Postal Service	18,659	14,654	0	14,654	6,209	8,514	14,723	69	7.44%	1,389	
Printing & Copying Service	46,103	40,319	(4,482)	35,837	17,650	667	18,317	(17,520)	32.48%	(14,973)	Staffing costs underspent. Budget under review.
Central Services:	64,762	54,973	(4,482)	50,491	23,859	9,181	33,040	(17,451)	20.98%	(13,584)	
Off Street Car Parks	(368,788)	234,146	(469,770)	(235,624)	266,472	(520,812)	(254,340)	(18,716)	4.67%	(17,212)	Income levels currently forecast to exceed the budget.
Car Parking:	(368,788)	234,146	(469,770)	(235,624)	266,472	(520,812)	(254,340)	(18,716)	4.67%	(17,212)	
Arboriculture (Tree Maintenance Works)	98,052	45,765	0	45,765	38,186	0	38,186	(7,579)	7.17%	(7,030)	
Other Parks and Play Provision	259,244	249,929	(8,595)	241,334	324,947	(90,201)	234,746	(6,588)	3.89%	(10,081)	
Children's Play Areas	60,639	54,194	(3,000)	51,194	71,743	(18,729)	53,014	1,820	7.02%	(4,254)	
Cemeteries & Closed Churchyards	0	0	0	0	34,546	(55,246)	(20,700)	(20,700)	0.00%	0	
Allotments	0	0	0	0	0	(214)	(214)	(214)	0.00%	(214)	
Parks & Open Spaces	417,935	349,888	(11,595)	338,293	469,422	(164,390)	305,032	(33,261)	5.16%	(21,579)	

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ASSISTANT DIRECTOR - OPERATIONS (continued)

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Sports & Leisure Centres	484,512	560,554	(74,925)	485,629	519,244	(32,737)	486,506	877	0.24%	1,152	
Leisure & Sports	22,000	18,960	0	18,960	8,445	0	8,445	(10,515)	0.00%	0	
Sports & Leisure Development	506,512	579,514	(74,925)	504,589	527,689	(32,737)	494,951	(9,638)	0.23%	1,152	
Arts, Heritage & Cultural Services	10,333	9,289	(747)	8,542	8,049	(229)	7,820	(722)	9.38%	(969)	
Heritage	10,333	9,289	(747)	8,542	8,049	(229)	7,820	(722)	9.38%	(969)	
Tourist Information Centres	0	0	0	0	0	(10)	(10)	(10)	0.00%	0	
Shopmobility	8,340	7,502	0	7,502	5,000	0	5,000	(2,502)	25.66%	(2,140)	
The Pavilion - Lady Wolverton Playingfield	(7,870)	7,805	(12,375)	(4,570)	6,114	(11,284)	(5,170)	(600)	10.17%	(800)	
Palace House and Stables	0	0	0	0	16,945	0	16,945	16,945	0.00%	0	
Halls & Events	470	15,307	(12,375)	2,932	28,059	(11,294)	16,765	13,833		(2,940)	
TOTALS: OPERATIONS	941,245	6,271,059	(5,413,409)	857,650	6,218,712	(5,613,528)	605,183	(252,467)	18.18%	(171,075)	

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2017/18 December Budget Monitoring Report

ASSISTANT DIRECTOR - GROWTH

Cost Centre Description	Full Year Budget £	Expenditure Budget to Date £	Income Budget to Date £	Net Budget to Date £	Expenditure Actual to Date £	Income Actual to Date £	Net Actual to Date £	Over/(Under) Spend to Date £	Year End Forecast Variance %	Year End Forecast Variance £	Year End Variance Notes
Housing Development & Strategy	71,697	64,664	(10,764)	53,900	61,303	(2,694)	58,609	4,709	4.54%	(3,255)	
Gypsies & Travellers	13,642	10,186	(27)	10,159	11,565	(25)	11,540	1,381	3.61%	493	
Housing Development & Strategy:	85,339	74,850	(10,791)	64,059	72,868	(2,719)	70,149	6,090	3.24%	(2,762)	
Strategic Property	41,405	31,806	(747)	31,059	22,928	0	22,928	(8,131)	24.38%	(10,096)	
Strategic Property	41,405	31,806	(747)	31,059	22,928	0	22,928	(8,131)	24.38%	(10,096)	
Housing Business & Partnerships	27,823	21,249	(333)	20,916	29,434	(7,478)	21,957	1,041	16.45%	4,577	
Housing Business & Partnerships:	27,823	21,249	(333)	20,916	29,434	(7,478)	21,957	1,041	16.45%	4,577	
Planning Policy	369,675	320,177	(15,462)	304,715	303,363	(47,244)	256,119	(48,596)	6.25%	(23,116)	Expected underspend due to vacancies in the team
Local Plan	6,600	216,819	(211,869)	4,950	224,377	(220,067)	4,310	(640)	34.70%	(2,290)	
Place Shaping:	376,275	536,996	(227,331)	309,665	527,740	(267,311)	260,429	(49,236)	6.75%	(25,406)	
Economic Development & Growth	175,528	159,757	(24,219)	135,538	245,683	(115,071)	130,612	(4,926)	1.26%	(2,219)	
Strategic Tourism & Markets	29,853	25,259	0	25,259	22,265	0	22,265	(2,994)	12.38%	(3,696)	
Vibrant Town Centres	14,680	11,007	0	11,007	3,449	0	3,449	(7,558)	14.13%	(2,074)	
Economic Development & Growth:	220,061	196,023	(24,219)	171,804	271,397	(115,071)	156,326	(15,478)	3.63%	(7,989)	
TOTALS: GROWTH:	750,903	860,924	-263,421	597,503	924,367	-392,579	531,789	-65,714	5.55%	-41,676	