The Highland Council

Community Services Committee 20 August 2015

Agenda Item	6
Report	COM
No	34/15

Revenue Budget – Final Outturn 2014/15 and Monitoring 2015/16

Report by Director of Community Services

Summary

This report invites Members to approve the revenue budget outturn position for the year ended 31 March 2015, and the revenue monitoring position for the period 1 April 2015 to 30 June 2015.

1. Background

1.1 This report is produced in support of the Council's corporate governance process, which in turn is designed to support/augment the Council's overall/corporate delivery of all of its obligations in terms of the Single Outcome agreement.

2. Final Outturn 2014/15

- 2.1 The Service returned an underspend of £0.311m (0.5%) for the year ended 31 March 2015 out of a net budget of £61.895m. The predicted outturn, based on the February statement, was a balanced budget. The main reason for the movement was an underspend on the Roads Innovation Fund as reported to the February Community Services Committee.
- The Service summary statements, which show the final position for the year ended 31 March 2015, are contained in **Appendix A**.
- 2.3 Members will recall, as reported to the first Community Services Committee in 2014/15, there were pressures and unachieved savings in both 2013/14 and 2014/15 which have had an impact on the 2014/15 budget. The combined waste management pressure, due to the continued increase in waste arisings, is of the order of £1.510m (2013/14 £0.865m and 2014/15 £0.645m), and the pressure on the public bus contract is of the order of £0.456m.
- 2.4 Community Services faced additional pressures of the order of £0.800m, particularly around piers and harbours, waste management, car park income and income at the Corran Ferry. The Service requested the respective Heads of Service to manage these pressures down, by a combination of identifying new savings, holding vacant posts or curtailing unnecessary expenditure.
- 2.5 The total combined pressure for 2014/15 was £2.766m. £1.966m was deducted from the roads maintenance budget, as this is the main part of uncommitted spend in the overall budget, with £0.800m to be contained and managed within the remainder of the Service budget.

2.6 The drop in road maintenance expenditure of £1.966m was mitigated by the Roads Innovation Fund (£1.250m), and additional £0.740m for surface dressing work funded from the winter salt underspend in 2013/14. However, both these amounts were one-off sums for 2014/15 financial year.

3. Notes on Variances

3.1 Roads and Transport

- 3.1.1 Overall the road maintenance, including winter maintenance, underspent by £2.147m. £1.966m of the underspend is highlighted at paragraph 2.5 above. Included in roads maintenance costs is expenditure totalling £0.695m for costs associated with weather events throughout the year. The January storm event incurred further costs of £0.283m, referred to in paragraph 3.1.4. The combined costs of £0.978m are unbudgeted for, however weather events occur annually, therefore an element of the roads maintenance requires to be held in reserve for such eventualities.
- 3.1.2 As reported to the Community Services Committee in February 2015, the Roads Innovation Fund was expected to underspend. The total of £0.303m of unspent allocation has been brought forward in the Council's 2015/16 budget as an earmarked reserve. The reserve will fund the remaining elements of the trials and development of additional trials for this Fund.
- 3.1.3 The grounds maintenance overspend is a combination of increased contractors costs, the tender for Skye & Lochalsh was higher than the previous cost and additional grassed areas included in the ISS contract; and increased materials costs, particularly on play areas.
- 3.1.4 The overspend in community works is due to the January storm damage costs of £0.283m. The cost was partly mitigated by staff vacancies, and delays in appointing to the new Service structure.
- 3.1.5 A fall in external income, primarily due to the economic climate, and increased electricity charges resulted in an overspend in lighting services.
- 3.1.6 As highlighted at paragraph 2.3 above, £0.456m of the overspend in subsidies and concessionary fares is attributable to pressure on the public bus contract. The remainder of the overspend is due to late invoices relating to the 2013/14 financial year. The overspend was partly mitigated by an underspend on integrated transport services due to staff vacancies.
- 3.1.7 As previously reported to Committee, car park income has fallen short of its target, resulting in an overspend in the car parks budget.
- 3.1.8 Underspends in public conveniences (a reduction in contract cleaning costs), burial grounds (increase in sale of lairs income), engineering services (one-off road condition consents), and coast protection and flood alleviation (as reported to February Committee) were used to offset the bulk of the roads and transport overspends.

3.2 Environmental and Regulatory Services

- 3.2.1 As highlighted at paragraph 2.3 waste disposal and recycling budgets were expected to be overspent. Increased costs on the recycling contracts resulted in a further overspend of £0.099m, however an increase in commercial income cancelled out the additional overspend.
- 3.2.2 Staff vacancies account for the underspend in environmental health.

3.3 Non-Housing Revenue Account

3.3.1 As previously reported to Committee the homelessness budget was under pressure, and giving cause for concern. At the end of the year there was an overspend of £0.157m. Lack of availability of permanent housing led to households spending longer in temporary accommodation, increasing the overall cost.

3.4 <u>Trading Operations</u>

- 3.4.1 Roads & community works and waste management underspends are due to vacant posts arising routinely and the subsequent delay in the recruitment process.
- 3.4.2 Piers and Harbours did not achieve their targeted surplus. A shortfall of £0.500m was previously reported to Committee. The reduced surplus is due to the reduction in the margin achieved on marine fuel sales. A one percentage point change in the margin equates to in excess of £0.150m. This is the Council's only trading account which is a 'Significant Trading Operation'. In accordance with the Local Government (Scotland) Act 2003 the significant trading operation is required to break even over a rolling three year period. The trading account has achieved at least its statutory obligations.
- 3.4.3 Building maintenance is set a target of generating sufficient income to cover its costs. Housing capital works were 30% lower than budget, however a reduction in the use of contractors, and a drop in the cost of materials negated the fall in capital activity. The underspend is due to vacant posts arsing routinely and the subsequent delay in the recruitment process.

4. Housing Revenue Account Final Outturn 2014/15

- 4.1 The Housing Revenue Account (HRA) achieved a balanced budget, and this was consistently reported to Committees throughout the year.
- 4.2 The HRA summary statement, which shows the final position for the year ended 31 March 2015, is contained in **Appendix A**.

5. Notes on Variances

- 5.1 The homelessness underspend is due to a reduction in the use of HRA properties and a lower turnover of properties than expected.
- 5.2 Repairs and maintenance overspent due to increased level of response repairs.

- 5.3 The voids, both house and other, overspends were due to higher than anticipated re-letting times, issues associated with vacant garages, and some properties held vacant due to refurbishment work.
- 5.4 Loan charges were under budget due to favourable interest rates throughout the year and the slippage in completing the Scottish Housing Quality Standard (SHQS) work. Again, due to the slippage in SHQS projects, there was less capital funded from current revenue resulting in an underspend.
- 5.5 House rents and other rents did not achieve their income targets. The shortfall is due to the number of new builds and one bedroom builds not achieving the assumption built into the rent model.
- 5.6 Other income was higher than budgeted, mainly due to increased invoicing for former tenant arrears and rechargeable repairs.

6. Revenue Monitoring (1 April 2015 to 30 June 2015)

- 6.1 The revenue expenditure monitoring statements, appended to this report **(Appendix B)**, show the financial position to 30 June 2015. In total, the expenditure is currently in line with the budget outturn target.
- The overall budget for Community Services in financial year 2015/16 is £60.631m. Included within this sum is a budget feed of £1.256m to cover the pressure on the public bus contract (£0.456m) and the unachieved savings on the waste contracts (£0.800m). Also included is an additional sum of £2.360m for roads maintenance and £0.120m for winter maintenance saving not taken (pre-gritting).
- As highlighted at paragraph 3.1.2 above, the underspend in the Roads Innovation Fund of £0.303m is currently held in the Council's General Fund as an earmarked reserve. The reserve will be released to match expenditure incurred on the Fund in 2015/16 as required.
- £1.990m has been removed from the 2015/16 budget as a result of a one-off budget feed in respect of the "Roads Innovation Fund" (£1.250m) and a salt underspend, due to the mild weather, in 2013/14 (£0.740m).
- As a result of a combination of one-off income received for road condition consents and non-recurring savings, the sum of £1.256m to be reinstated to the roads maintenance budget has been reduced to £0.618m. The £0.618m was put back into the roads maintenance budget, but will be held as a contingency sum for weather events in 2015/16.
- After allowing for these adjustments, there remains a budget pressure of the order of £1.2m for 2015/16. There remains an underlying waste management pressure (referred to in paragraph 2.3) and accounts for £0.710m. This amount has again been deducted from the roads maintenance budget. The remaining budget pressures are in respect of piers and harbours, car park income and homelessness. The Service will again request the respective Heads of Service to manage these pressures down, by a combination of identifying new savings, holding vacant posts or curtailing unnecessary expenditure.

7. Year-End Projection

- 7.1 The year to date actual figures represent the transactions for the three months ended 30 June 2015, and are generally in line with management expectations. The service will endeavour to manage down the pressures highlighted above. This will help the Service with budget planning in future years, and alleviate the pressure on the roads maintenance budget.
- 7.2 Members will note that based on the financial performance to date, and the actions already taken, it is predicted, that at the end of the financial year the budget as a whole will be balanced.

8. Major Issues and Variances

8.1 At present, other than those mentioned above, there are no further major issues or variances to be highlighted.

9. Actions Proposed

- 9.1 Managers will review their respective parts of the Service to identify where costs can be reduced without affecting service delivery, with a view to managing overspends, or approved savings measures that may not be fully achieved.
- 9.2 Budgets will be closely managed and any underspends will be used to offset overspends and pressures within the overall Community Services budget.

10. Housing Revenue Account

10.1 At this stage of the year no variations are predicted against the main budget headings.

11. Implications

- 11.1 Resource implications are discussed in the report.
- 11.2 Risk implications to the budget position, and budget assumptions, will be kept under regular review and any risks identified reported to future Committees.
- 11.3 There are no legal, equalities, climate change/carbon clever, risk, Gaelic and rural implications arising as a direct result of this report.

Recommendations

Members are invited to:

- (i) approve the revenue budget final outturn position for the year ended 31 March 2015.
- (ii) approve the report and the attached monitoring statements which show the revenue position for the period 1 April 2015 to 30 June 2015, and the actions which have been put in place to manage the budget over the remainder of the financial year.

Designation: Director of Community Services

Date: 6 August 2015

Author: Mike Mitchell, Service Finance Manager

Background Papers: Final Outturn 31/03/15 and Monitoring Statements 30/06/15

and the Highland Council Financial Ledger

Revenue Expenditure Monitoring Statement

1 April 2014 to 31 March 2	015	Se	rvice Summary
	£000 Actual Year To Date	£000 Annual Budget	£000 £000 Year End Year End Estimate Variance
BY ACTIVITY			
Roads and Transport Environmental and Regulatory Services Non-Housing Revenue Account Trading Operations Administration	28,595 32,196 3,528 (3,811) 1,076	2.130,4872.230,8392.33,3952.4(3,867)2.51,041	28,595 (1,892) 32,196 1,357 3,528 133 (3,811) 56 1,076 35
SERVICE TOTAL	61,584	61,895	61,584 (311)
BY SUBJECTIVE			
Staff Costs Other Costs Gross Expenditure Grants Other Income Total Income	69,351 108,235 177,586 (1,415) (114,587) (116,002)	72,025 108,714 180,739 (684) (118,160) (118,844)	69,351 (2,674) 108,235 (479) 177,586 (3,153) (1,415) (731) (114,587) 3,573 (116,002) 2,842
BY ACTIVITY	01,304	01,030	01,304 (311)
Housing Revenue Account	0	2.6 0	0 0
BY SUBJECTIVE			
Staff Costs Other Costs Gross Expenditure Grants Other Income Total Income	4,431 45,066 49,497 0 (49,497) (49,497)	4,673 44,235 48,908 0 (48,908) (48,908)	4,431 (242) 45,066 831 49,497 589 0 0 (49,497) (589) (49,497) (589)

% of Budget Spent

This Year 99%

Revenue Expenditure Monitoring Statement

1 April 2014 to 31 March 2015

Financial Detail

2.1 Roads and Transport
Winter Maintenance
Roads Innovation Fund
Roads Maintenance
Public Conveniences
Burials and Cremations
Grounds Maintenance
Engineering Services
Community Works Services
Coast Protection
Flood Alleviation
Lighting Services
Integrated Transport Services
Subsidies and Concessionary Fares
Car Parks and Airstrips
Emergency Planning and Oil Pollution

2.2 Environmental and Regulatory Services

Refuse Collection Waste Disposal Recycling Street Cleaning Environmental Health

2.3 Non-Housing Revenue Account

Homelessness Supporting People Anti Social Behaviour Gypsy Traveller Sites

2.4 Trading Operations

Roads and Community Works Waste Management Harbours and Ferries Vehicle Maintenance Building Maintenance

2.5 Administration

Management Overheads Stores and Depots

£000	£000	£000	£000
Actual	Annual	Year End	Year End
YTD	Budget	Estimate	Variance
5,644	5,494	5,644	150
947	1,250	947	(303)
6,515	8,812	6,515	(2,297)
1,035	1,115	1,035	(80)
728	771	728	(43)
2,827	2,622	2,827	205
582	886	582	(304)
1,325	1,234	1,325	91
36	57	36	(21)
28	157	28	(129)
4,400	4,257	4,400	143
874	957	874	(83)
3,948	3,413	3,948	535
(496)	(739)	(496)	243
202	201	202	1
28,595	30,487	28,595	(1,892)
3,795	3,891	3,795	(96)
12,614	11,362	12,614	1,252
10,473	10,116	10,473	357
3,156	3,181	3,156	(25)
2,158	2,289	2,158	(131)
32,196	30,839	32,196	1,357
32,190	30,039	32,130	1,007
1,407	1,250	1,407	157
1,822	1,822	1,822	0
268	294	268	(26)
31	29	31	` ź
3,528	3,395	3,528	133
			(- 1)
285	359	285	(74)
(2,741)	(2,498)	(2,741)	(243)
(1,082)	(1,501)	(1,082)	419 139
(88) (185)	(227) 0	(88) (185)	(185)
(3,811)	(3,867)	(3,811)	(163)
(3,011)	(3,007)	(3,011)	50
(883)	(898)	(883)	15
1,959	1,939	1,959	20
1,076	1,041	1,076	35

Revenue Expenditure Monitoring Statement

1 April 2014 to 31 March 2015

Financial Detail

2.6 Housing Revenue Account Expenditure:-

Supervision and Management
Tenant Participation
Sheltered Housing
Homelessness
Repairs and Maintenance
House Rent Voids
Other Rent Voids
Central Support
Loan Charges
Capital Funded from Current Revenue

Gross Expenditure

Income:-

House Rents Other Rents Other Income Interest on Revenue Balances Gross Income

£000	£000	£000	£000
Actual	Annual	Year End	Year End
YTD	Budget	Estimate	Variance
115	Daaget	Lotimato	Variance
5,551	5,520	5,551	31
168	205	168	(37)
696	725	696	(29)
469	554	469	(85)
16,834	15,577	16,834	1,257
677	635	677	42
257	110	257	147
3,913	3,910	3,913	3
16,732	17,347	16,732	(615)
4,198	4,325	4,198	(127)
49,495	48,908	49,495	587
(46,630)	(46,913)	(46,630)	283
(1,399)	(1,615)	(1,399)	216
(1,421)	(300)	(1,421)	(1,121)
(45)	(80)	(45)	35
(49,495)	(48,908)	(49,495)	(587)
			-
0	0	0	0

Revenue Expenditure Monitoring Statement

			_	
1 April 2015 to 30 June 2015			Se	ervice Summary
	£000 Actual Year To Date		£000 Annual Budget	£000 £000 Year End Year End Estimate Variance
BY ACTIVITY		•		
Roads and Transport Environmental and Regulatory Services Non-Housing Revenue Account Trading Operations Administration SERVICE TOTAL	3,635 2,583 1,640 6,040 3,879	2.1 2.2 2.3 2.4 2.5	30,320 31,468 3,319 (6,778) 2,302 60,631	30,320 0 31,468 0 3,319 0 (6,778) 0 2,302 0
BY SUBJECTIVE				
Staff Costs Other Costs Gross Expenditure Grants Other Income Total Income	10,850 18,671 29,521 (245) (11,499) (11,744)		66,665 105,779 172,444 (164) (111,649) (111,813)	66,665 0 105,779 0 172,444 0 (164) 0 (111,649) 0 (111,813) 0
BY ACTIVITY				
Housing Revenue Account	(9,028)	2.6	0	0 0
BY SUBJECTIVE				
Staff Costs Other Costs Gross Expenditure Grants Other Income Total Income	1,040 1,547 2,587 0 (11,615) (11,615)		4,918 44,655 49,573 0 (49,573) (49,573)	4,918 0 44,655 0 49,573 0 0 0 (49,573) 0 (49,573) 0
% of Budget Spent		_		

29%

29%

This Year

Last Year

Revenue Expenditure Monitoring Statement

1 April 2015 to 30 June 2015

Financial Detail

2.1 Roads and Transport				
Winter Maintenance				
Roads Innovation Fund				
Roads Maintenance				
Public Conveniences				
Burials and Cremations				
Grounds Maintenance				
Engineering Services				
Community Works Services				
Coast Protection				
Flood Alleviation				
Lighting Services				
Integrated Transport Services				
Subsidies and Concessionary Fares				
Car Parks and Airstrips				
Emergency Planning and Oil Pollution				

2.2 Environmental and Regulatory Services

Refuse Collection Waste Disposal Recycling Street Cleaning Environmental Health

2.3 Non-Housing Revenue Account

Homelessness Supporting People Anti Social Behaviour Gypsy Traveller Sites

2.4 Trading Operations

Roads and Community Works Waste Management Harbours and Ferries Vehicle Maintenance Building Maintenance

2.5 Administration

Management Overheads Stores and Depots

£000	£000	£000	£000
Actual	Annual	Year End	
YTD	Budget	Estimate	Variance
0.4	F 400	F 400	0
81	5,100	5,100	0
0	0	0 0 4 5	0
580	9,945	9,945	0
239	1,233	1,233	0
(264)	265	265	0
268	2,723	2,723	0
112	838	838	0
1,042	2,236	2,236	0
99	57	57	0
0 (500)	157	157	0
(500)	4,014	4,014	0
197	931	931	0
1,735	3,687	3,687	0
(13)	(1,057)	(1,057)	0
59	191	191	0
3,635	30,320	30,320	0
(0.50)			
(952)	3,380	3,380	0
1,455	13,040	13,040	0
1,200	9,940	9,940	0
261	2,858	2,858	0
619	2,250	2,250	0
2,583	31,468	31,468	0
883	1,295	1,295	0
650	1,689	1,689	0
117	336	336	0
(10)	(1)	(1)	0
1,640	3,319	3,319	0
4 474	(000)	(000)	_
1,471	(939)	(939)	0
832	(3,914)	(3,914)	0
(282)	(1,538)	(1,538)	0
572	(387)	(387)	0
3,447	(6.779)	(6.779)	0
6,040	(6,778)	(6,778)	0
3,054	408	408	0
825	1,894	1,894	0
3,879	2,302	2,302	0
3,379	2,002	2,502	U

Revenue Expenditure Monitoring Statement

1 April 2015 to 30 June 2015

Financial Detail

2.6 Housing Revenue Account Expenditure:-

Supervision and Management Tenant Participation **Sheltered Housing** Homelessness Repairs and Maintenance House Rent Voids Other Rent Voids Central Support Loan Charges Capital Funded from Current Revenue

Gross Expenditure

Income:-

House Rents Other Rents Other Income Interest on Revenue Balances

Gross Income

£000	£000	£000	£000
Actual	Annual	Year End	Year End
YTD	Budget	Estimate	Variance
1,174	6,158	6,158	0
32	206	206	0
143	659	659	0
107	553	553	0
898	15,577	15,577	0
170	671	671	0
63	78	78	0
0	3,671	3,671	0
0	18,000	18,000	0
0	4,000	4,000	0
2,587	49,573	49,573	0
(10,919)	(47,905)	(47,905)	0
(407)	(1,288)	(1,288)	0
(289)	(300)	(300)	0
Ô	(80)	(80)	0
(11,615)	(49,573)	(49,573)	0
(9,028)	0	0	0