

**Strategic Planning,  
Sustainability & Transportation  
Committee**

**13 SEPTEMBER  
2016**

Is the final decision on the recommendations in this report to be made at this meeting?

**Yes**

**First Quarter Budget Monitoring 2016/17**

<b>Final Decision-Maker</b>	Strategic Planning, Sustainability & Transportation Committee
<b>Lead Head of Service</b>	Director of Finance and Business Improvement
<b>Lead Officer and Report Author</b>	Ellie Dunnet, Chief Accountant
<b>Classification</b>	Public
<b>Wards affected</b>	All

**This report makes the following recommendations to this Committee:**

That the committee:

1. Notes the revenue position at the end of the first quarter and the actions being taken or proposed to improve the position where significant variances have been identified.

**This report relates to the following corporate priorities:**

The budget is a statement, in financial terms, of the priorities set out in the strategic plan. It reflects the Council's decisions on the allocation of resources to all objectives of the strategic plan. The issues raised in this report identify areas where financial performance is at variance with priority outcomes.

**Timetable**

<b>Meeting</b>	<b>Date</b>
Strategic Planning, Sustainability and Transportation Committee	13 September 2016

# First Quarter Budget Monitoring 2016/17

## 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report provides the committee with an overview of the revenue budget and outturn for the first quarter of 2016/17, and highlights financial matters which may have a material impact on the medium term financial strategy or the balance sheet.
  - 1.2 As at the 30 June 2016, this committee was showing a minor adverse variance of £2,560 overall. The individual variances for each service area are detailed within **Appendix I**.
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## 2. INTRODUCTION AND BACKGROUND

- 2.1 The Director of Finance & Business Improvement is the Responsible Financial Officer, and has overall responsibility for budgetary control and financial management. However in practice, day to day budgetary control is delegated to service managers, with assistance and advice from their director and the finance section.
- 2.2 The medium term financial strategy for 2016/17 onwards was agreed by full Council on 2 March 2016. This report advises and updates the committee on the current position with regards to revenue expenditure against the approved budgets.
- 2.3 Attached at **Appendix I** is a table detailing the current budget and expenditure position for this Committee's services in relation to the first quarter of 2016/17, to June 2016. The appendix details net budget per cost centre for this Committee. Actual expenditure is shown to the end of June 2016 and includes accruals for goods and services received but not yet paid for.
- 2.4 The columns of the table in the Appendix show the following detail:
  - a) The cost centre description;
  - b) The value of the total budget for the year;
  - c) The amount of the budget expected to be spent by the end of June 2016;
  - d) The actual spend to that date;
  - e) The variance between expected and actual spend;
  - f) The forecast spend to year end; and
  - g) The expected significant variances at 31 March 2017.
- 2.5 **Appendix I** shows that of an annual budget of -£944,030 there was an expectation that net income of -£17,002 would be achieved in the first quarter of the year. At this point in time the budget position for this committee as a whole is a minor overspend of £2,560. However, the full year forecast indicates that there is expected to be a net underspend of

£250,000 by 31 March 2017. This is based on current assumptions around income levels from pay and display parking. While it should be noted that one car park (Mote Park) is not expected to achieve its income target this year, leaving a shortfall in the region of £50,000 by 31 March 2017, this will be offset by the performance of Lockmeadow and King Street car parks leaving an overall positive variance in this cost centre, forecast at £250,000 based on the information available to date.

- 2.6 A separate report detailing the shortfall for Mote Park car park was considered by Heritage, Culture and Leisure committee on 6 September.
- 2.7 Explanations for variances within individual cost centres which exceed or are expected to exceed £30,000 have been provided in accordance with the council's constitution.

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### **3 AVAILABLE OPTIONS**

- 3.1 In considering the current position on the revenue budget at the end of June 2016 the committee can chose to note those actions and reconsider the outcomes at the end of the second quarter or it could chose to take further action.

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### **4 PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

- 4.1 The committee is requested to note the content of the report and agree on any necessary action to be taken in relation to the budget position.

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### **5 CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

- 5.1 This report is not expected to lead to any consultation.

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### **6 NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

- 6.1 The second quarter's budget monitoring reports will be presented to service committees for their consideration in November 2016.
- 6.2 Currently there are no matters which require a decision from this committee. Significant variances which require action to be taken will be regularly reported to this committee through later versions of this report.

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### **7 CROSS-CUTTING ISSUES AND IMPLICATIONS**

Issue	Implications	Sign-off
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<p><b>Impact on Corporate Priorities</b></p>	<p>This report monitors actual activity against the revenue budget and other financial matters set by Council for the financial year. The budget is set in accordance with the Council's medium term financial strategy which is linked to the strategic plan and corporate priorities.</p>	<p>Director of Finance &amp; Business Improvement</p>
<p><b>Risk Management</b></p>	<p>The Council has produced a balanced budget for both capital and revenue expenditure and income for 2016/17 This budget is set against a backdrop of limited resources and an difficult economic climate. Regular and comprehensive monitoring of the type included in this report ensures early warning of significant issues that may place the Council at financial risk. This gives this committee the best opportunity to take actions to mitigate such risks.</p> <p>The issues set out in this report do not exhibit the level of potential risk identified in previous years.</p>	<p>Director of Finance &amp; Business Improvement</p>
<p><b>Financial</b></p>	<p>Financial implications are the focus of this report through high level budget monitoring. The process of budget monitoring ensures that services can react quickly to potential resource problems. The process ensures that the Council is not faced by corporate financial problems that may prejudice the delivery of strategic priorities.</p>	<p>Director of Finance &amp; Business Improvement</p>
<p><b>Staffing</b></p>	<p>The budget for staffing represents approximately 50% of the direct spend of the council and is carefully monitored. Any issues in relation to employee costs will</p>	<p>Director of Finance &amp; Business Improvement</p>

	be raised in this and future monitoring reports.	
<b>Legal</b>	The Council has a statutory obligation to maintain a balanced budget this monitoring process enables the committee to remain aware of issues and the process to be taken to maintain a balanced budget for the year.	Team Leader Corporate Governance
<b>Equality Impact Needs Assessment</b>	The budget ensures the focus of resources into areas of need as identified in the Council's strategic priorities. This monitoring report ensures that the budget is delivering services to meet those needs.	Director of Finance & Business Improvement
<b>Environmental/Sustainable Development</b>	No specific issues arise.	Director of Finance & Business Improvement
<b>Community Safety</b>	No specific issues arise.	Director of Finance & Business Improvement
<b>Human Rights Act</b>	No specific issues arise.	Director of Finance & Business Improvement
<b>Procurement</b>	No specific issues arise.	Director of Finance & Business Improvement
<b>Asset Management</b>	Resources available for asset management are contained within both revenue and capital budgets and do not represent a significant problem at this time.	Director of Finance & Business Improvement

## 8 REPORT APPENDICES

The following documents are to be published with this report and form part of the report:

- **Appendix I:** First Quarter 2016/17 Revenue Monitoring – Strategic Planning, Sustainability and Transportation

## 9 BACKGROUND PAPERS

None