

APPENDIX 1 – SECOND QUARTER BUDGET MONITORING

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Part A - Second Quarter Revenue Budget 2023/24

A1) Revenue Budget: Housing, Health & Environment (HHE) PAC

- A2.1 The table below provides a detailed summary of the budgeted net expenditure position for the services reporting directly into HHE PAC at the end of Quarter 2. The financial figures are presented on an accruals basis (i.e. expenditure for goods and services received, but not yet paid for, is included).
- A2.2 This table now shows the variance split between expenditure and income to give more of an insight into the nature of the variance.

HHE Revenue Budget: NET EXPENDITURE (@ 2nd Quarter 2023/24)

Cost Centre	Approved Budget for Year	Approved Budget to 30 September 2023	Actual as at 30 September 2023	Variance as at 30 September 2023			Forecast March 2024	
	Net £000	Net £000	Net £000	Expenditure £000	Income £000	Net £000	Forecast Net £000	Forecast Variance £000
Lettable Halls	-4	-2	-7	4	1	5	-4	0
Community Halls	52	30	12	23	-5	18	52	0
Parks & Open Spaces	1,026	506	497	12	-4	8	1,026	0
Playground Maintenance & Improvements	154	75	24	51		51	123	31
Parks Pavilions	48	24	7	17	0	17	48	0
Mote Park	307	151	138	15	-2	13	307	0
Allotments	15	9	7	2		2	15	0
Cemetery	-19	21	21	-6	6	-0	-19	0
National Assistance Act	-0	-0	-1	1	0	1	-0	0
Crematorium	-962	-417	-402	-34	18	-15	-962	0
Community Safety	33	-115	-116	-5	6	1	33	0
PCC Grant - Building Safer Communities	0	-25	-26	1	0	1	0	0
C C T V	37	19	16	3		3	37	0
Licences	3	3	5	-0	-2	-2	3	0
Licensing Statutory	-63	-32	-34	-1	3	2	-63	0
Licensing Non Chargeable	9	4	4	-0		-0	9	0
Animal Licensing	-8	-3	-6		3	3	-8	0
Dog Control	30	13	31	-19	0	-18	30	0
Health Improvement Programme	6	6	0	6		6	6	0
Pollution Control - General	16	11	5	6	1	6	16	0
Contaminated Land	-3	-1	-1	1	-1	-0	-3	0
Waste Crime	4	2	4	9	-11	-2	4	0
Food Hygiene	10	4	-4	6	2	7	10	0
Sampling	4	2	0	1		1	4	0
Occupational Health & Safety	-8	-4	-3	-0	-1	-1	-8	0
Infectious Disease Control	1	1	1	0		0	1	0
Noise Control	1	0	0	0		0	1	0
Pest Control	-12	-6	-1	0	-5	-5	-12	0
Public Conveniences	300	128	102	26	0	26	300	0
Licensing - Hackney & Private Hire	-67	-45	-49	0	4	4	-67	0
Street Cleansing	1,319	660	647	-1	14	14	1,319	0
Household Waste Collection	2,276	794	756	38	1	38	2,296	-20
Commercial Waste Services	-46	-24	-51	15	12	27	-46	0
Recycling Collection	1,846	685	632	61	-7	53	1,826	20

Cost Centre	Approved Budget for Year	Approved Budget to 30 September 2023	Actual as at 30 September 2023	Variance as at 30 September 2023			Forecast March 2024	
	Net £000	Net £000	Net £000	Expenditure £000	Income £000	Net £000	Forecast Net £000	Forecast Variance £000
Social Inclusion	0	11	0	23	-13	11	0	0
Public Health - Obesity	0	-127	-127	-0	-0	-0	0	0
Public Health - Misc Services	0	-21	-15	-14	8	-6	0	0
Strategic Housing Role	12	7	5	2		2	12	0
Housing Register & Allocations	15	13	11	2		2	15	0
Private Sector Renewal	-47	-83	-86	2	1	3	-47	0
HMO Licensing	-20	-10	-27		17	17	-20	0
Homeless Temporary Accommodation	910	425	882	-580	123	-457	1,690	-779
Homelessness Prevention	186	-346	-291	-55	0	-55	223	-37
Aylesbury House	31	24	20	1	2	4	31	0
Magnolia House	44	22	15	5	3	7	44	0
St Martins House	5	3	1	2	0	2	5	0
Marsham Street	38	19	1	13	5	18	38	0
Sundry Temporary Accommod (TA) Properties	23	11	1	8	2	10	23	0
2 Bed Property - Temporary Accommodation	-26	-14	-16	-1	3	2	-26	0
3 Bed Property - Temporary Accommodation	-58	-30	-35	-17	22	5	-58	0
4 bed Property - Temporary Accommodation	-16	-8	-13	5	-0	5	-16	0
1 Bed Property- Temporary Accommodation	17	12	4	5	3	8	17	0
Trinity	-13	5	6	-7	6	-1	-13	0
Chillington House	-2	-1	-1	2	-2	0	-2	0
Long Lease Properties	10	5	3	-4	7	2	10	0
St Pauls Vicarage	4	4	4	0	0	0	4	0
Marden Caravan Site (Stilebridge Lane)	-22	-12	-3	-23	14	-9	-22	0
Ulcombe Caravan Site (Water Lane)	7	1	24	-28	5	-23	7	0
Head of Environment and Public Realm	119	59	59	0		0	119	0
Bereavement Services Section	322	161	150	12		12	322	0
Community Partnerships & Resilience Section	553	276	250	27		27	553	0
Licensing Section	127	63	53	5	6	11	127	0
Environmental Protection Section	294	147	101	46		46	204	90
Food and Safety Section	288	144	151	-7		-7	288	0
Depot Services Section	956	478	415	67	-3	63	891	65
New Business & Housing Development	121	60	120	-58	-2	-59	121	0
Head of Housing & Community Services	117	59	58	1		1	117	0
Homechoice Section	258	71	68	3	0	3	258	0
Housing Advice Section	250	-263	-277	14	0	14	250	0
Housing Standards Team	300	135	129	6	0	6	300	0
Housing Management	384	106	82	24	0	24	384	0
Homelessness Outreach	87	-207	-223	16	0	16	87	0
Accommodation Resource Team	118	25	18	7	0	7	118	0
Housing and Inclusion	0	-147	-175	22	7	28	0	0
Salary Slippage	-439	-220	0	-220		-220	-439	0
Fleet Workshop & Management	251	125	90	34	1	35	202	49
MBS Support Crew	-44	-22	-23	25	-23	1	-44	0
Totals	11,468	3,434	3,615	-406	225	-181	12,050	-582

By Cabinet Member

Cost Centre	Approved Budget for Year	Approved Budget to 30 September 2023	Actual as at 30 September 2023	Variance as at 30 September 2023			Forecast March 2024	
	Net £000	Net £000	Net £000	Expenditure £000	Income £000	Net £000	Forecast Net £000	Forecast Variance £000
Lettable Halls	-4	-2	-7	4	1	5	-4	0
Community Halls	52	30	12	23	-5	18	52	0
Community Safety	33	-115	-116	-5	6	1	33	0
PCC Grant - Building Safer Communities	0	-25	-26	1	0	1	0	0
C C T V	37	19	16	3		3	37	0
Social Inclusion	0	11	0	23	-13	11	0	0
Public Health - Obesity	0	-127	-127	-0	-0	-0	0	0
Public Health - Misc Services	0	-21	-15	-14	8	-6	0	0
Strategic Housing Role	12	7	5	2		2	12	0
Housing Register & Allocations	15	13	11	2		2	15	0
Private Sector Renewal	-47	-83	-86	2	1	3	-47	0
HMO Licensing	-20	-10	-27		17	17	-20	0
Homeless Temporary Accommodation	910	425	882	-580	123	-457	1,690	-779
Homelessness Prevention	186	-346	-291	-55	0	-55	223	-37
Aylesbury House	31	24	20	1	2	4	31	0
Magnolia House	44	22	15	5	3	7	44	0
St Martins House	5	3	1	2	0	2	5	0
Marsham Street	38	19	1	13	5	18	38	0
Sundry Temporary Accommodation (TA) Properties	23	11	1	8	2	10	23	0
2 Bed Property - Temporary Accommodation	-26	-14	-16	-1	3	2	-26	0
3 Bed Property - Temporary Accommodation	-58	-30	-35	-17	22	5	-58	0
4 bed Property - Temporary Accommodation	-16	-8	-13	5	-0	5	-16	0
1 Bed Property- Temporary Accommodation	17	12	4	5	3	8	17	0
Trinity	-13	5	6	-7	6	-1	-13	0
Chillington House	-2	-1	-1	2	-2	0	-2	0
Long Lease Properties	10	5	3	-4	7	2	10	0
St Pauls Vicarage	4	4	4	0	0	0	4	0
Marden Caravan Site (Stilebridge Lane)	-22	-12	-3	-23	14	-9	-22	0
Ulcombe Caravan Site (Water Lane)	7	1	24	-28	5	-23	7	0
Community Partnerships & Resilience Section	553	276	250	27		27	553	0
New Business & Housing Development	121	60	120	-58	-2	-59	121	0
Head of Housing & Community Services	117	59	58	1		1	117	0
Homechoice Section	258	71	68	3	0	3	258	0
Housing Advice Section	250	-263	-277	14	0	14	250	0
Housing Standards Team	300	135	129	6	0	6	300	0
Housing Management	384	106	82	24	0	24	384	0
Homelessness Outreach	87	-207	-223	16	0	16	87	0
Accommodation Resource Team	118	25	18	7	0	7	118	0
Housing and Inclusion	0	-147	-175	22	7	28	0	0
Salary Slippage	-439	-220	0	-220		-220	-439	0
Sub-Total: Cabinet Member for Health & Housing	2,968	-289	292	-793	212	-580	3,785	-817

Cost Centre	Approved Budget for Year	Approved Budget to 30 September 2023	Actual as at 30 September 2023	Variance as at 30 September 2023			Forecast March 2024	
	Net £000	Net £000	Net £000	Expenditure £000	Income £000	Net £000	Forecast Net £000	Forecast Variance £000
Parks & Open Spaces	1,026	506	497	12	-4	8	1,026	0
Playground Maintenance & Improvements	154	75	24	51		51	123	31
Parks Pavilions	48	24	7	17	0	17	48	0
Mote Park	307	151	138	15	-2	13	307	0
Allotments	15	9	7	2		2	15	0
Cemetery	-19	21	21	-6	6	-0	-19	0
National Assistance Act	-0	-0	-1	1	0	1	-0	0
Crematorium	-962	-417	-402	-34	18	-15	-962	0
Licences	3	3	5	-0	-2	-2	3	0
Licensing Statutory	-63	-32	-34	-1	3	2	-63	0
Licensing Non Chargeable	9	4	4	-0		-0	9	0
Animal Licensing	-8	-3	-6		3	3	-8	0
Dog Control	30	13	31	-19	0	-18	30	0
Health Improvement Programme	6	6	0	6		6	6	0
Pollution Control - General	16	11	5	6	1	6	16	0
Contaminated Land	-3	-1	-1	1	-1	-0	-3	0
Waste Crime	4	2	4	9	-11	-2	4	0
Food Hygiene	10	4	-4	6	2	7	10	0
Sampling	4	2	0	1		1	4	0
Occupational Health & Safety	-8	-4	-3	-0	-1	-1	-8	0
Infectious Disease Control	1	1	1	0		0	1	0
Noise Control	1	0	0	0		0	1	0
Pest Control	-12	-6	-1	0	-5	-5	-12	0
Public Conveniences	300	128	102	26	0	26	300	0
Licensing - Hackney & Private Hire	-67	-45	-49	0	4	4	-67	0
Street Cleansing	1,319	660	647	-1	14	14	1,319	0
Household Waste Collection	2,276	794	756	38	1	38	2,296	-20
Commercial Waste Services	-46	-24	-51	15	12	27	-46	0
Recycling Collection	1,846	685	632	61	-7	53	1,826	20
Head of Environment and Public Realm	119	59	59	0		0	119	0
Bereavement Services Section	322	161	150	12		12	322	0
Licensing Section	127	63	53	5	6	11	127	0
Environmental Protection Section	294	147	101	46		46	204	90
Food and Safety Section	288	144	151	-7		-7	288	0
Depot Services Section	956	478	415	67	-3	63	891	65
Fleet Workshop & Management	251	125	90	34	1	35	202	49
MBS Support Crew	-44	-22	-23	25	-23	1	-44	0
Sub-Total: Cabinet Member for Environmental Serv	8,500	3,723	3,323	386	13	400	8,265	235
Totals	11,468	3,434	3,615	-406	225	-181	12,050	-582

A2) HHE Revenue Budget: Significant Variances

A2.1 Within the headline figures, there are a number of both adverse and favourable net expenditure variances for individual cost centres. It is important that the implications of variances are considered at an early stage, so that contingency plans can be put in place and, if necessary, be used to inform future financial planning. Variances will be reported to each of the Policy Advisory Committees on a quarterly basis throughout 2023/24.

A2.2 The table below highlights and provides further detail on the most significant variances at the end of Quarter 2.

HHE PAC Variances (@ 2nd Quarter 2023/24)

	Positive Variance Q2	Adverse Variance Q2	Year End Forecast Variance
Housing, Health & Environment	£000		
Playground Maintenance & Improvements – There are vacant posts in the team, and the replacement equipment budget is currently underspend but will be utilised later in the year.	51		31
Housing Temporary Accommodation – This continues to be a significant issue as the demand for the service continues to be high. The cost-of-living crisis and issues with getting people out of temporary accommodation are the main challenges at present. Further properties are being acquired to help alleviate the pressure on this budget.		-457	-779
Homeless Prevention – Expenditure continues to be high on the Homefinder scheme, although there are plans to reduce the level of spend. There have also been unanticipated legal costs of £25,000.		-54	-37
Fleet Workshop & Management – Expenditure on unscheduled vehicle maintenance and vehicle hire is currently lower than forecast.	35		49

Part B – Second Quarter Capital Budget 2023/24

B1) Capital Budget 2023/24 (@ 2nd Quarter 2023/24)

Capital Programme Heading	Adjusted Estimate 2023/24	Actual to September 2023	Budget Remaining	Q3 Profile	Q4 Profile	Projected Total Expenditure	Projected Slippage to 2024/25
	£000	£000	£000	£000	£000	£000	£000
Private Rented Sector Housing	3,948	1,455	2,494	2,875	1,600	5,930	-1,981
Local Authority Housing Fund - Income		-2,372	2,372			-2,372	2,372
1,000 Homes Affordable Housing Programme - Expenditure	8,618	2,089	6,529	175	6,070	8,334	284
1,000 Homes Affordable Housing Programme - Income	-5,790	-2,110	-3,680			-2,110	-3,680
Temporary Accommodation	15,879	6,259	9,620	6,100	2,700	15,059	820
Commercial Development - Maidstone East	356		356		25	25	331
Heather House Community Centre	319		319		25	25	294
Housing - Disabled Facilities Grants Funding	1,212	509	704	354	350	1,212	
Acquisitions Officer - Social Housing Delivery Partnership	180	31	149	25	25	81	99
Sub-Total: Cabinet Member for Housing & Health	24,722	5,861	18,861	9,529	10,795	26,185	-1,463

Capital Programme Heading	Adjusted Estimate 2023/24	Actual to September 2023	Budget Remaining	Q3 Profile	Q4 Profile	Projected Total Expenditure	Projected Slippage to 2024/25
	£000	£000	£000	£000	£000	£000	£000
Street Scene Investment	50	52	-2			52	-2
Flood Action Plan	618	6	612		40	46	572
Installation of Public Water Fountains	15		15				15
Crematorium & Cemetery Development Plan	9	1	8	8		9	
Continued Improvements to Play Areas	144	3	142		4	7	138
Parks Improvements	69	29	40	39		68	1
Gypsy & Traveller Sites Refurbishment	131	57	75	75		131	
Waste Crime Team - Additional Resources	25		25	25		25	
Section 106 funded works - Open Spaces	517	118	399	200	199	517	
Expansion of Cemetery	80		80	19	10	29	51
Expansion of Crematorium	340	10	330	100	230	340	-0
Purchase of New Waste Collection Vehicles	5,800		5,800	2,000	3,800	5,800	
CCTV Upgrade & Relocation		80	-80			80	-80
Sub-Total: Cabinet Member for Environmental Services	7,800	356	7,444	2,466	4,283	7,105	695

Total	32,522	6,217	26,304	11,995	15,078	33,290	-768
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B2) Capital Budget Variances (@ 2nd Quarter 2023/24)

Housing, Health & Environment

Private Sector Rented Housing/1,000 Homes Affordable Housing Programme - A number of schemes are at various stages of development at present, and further land/property acquisitions are likely to take place before the end of the financial year. Some schemes will also contain elements of both private rented and affordable housing so the costs may change depending on the mix at the sites where this happens.

The figures also reflect grant funding that we anticipated receiving this year. To date we have received £2.1 from the Local Authority Housing Fund, which is being used to fund the Granada House Refurbishment Works, and £2.3m from the Brownfield Release Fund, which will be used to fund the initial development costs of the Maidstone East scheme. The initial programme does anticipate further funding, but some of that is linked to the development of certain schemes.

The projected slippage for the Maidstone East Commercial Development and the Heather House Community Scheme reflects that the progress on the wider schemes of which they are a part has not moved on as far as the initial programme anticipated. As part of the budget setting process for 2024/25 and beyond the capital programme is being reviewed, and there will be a revised budget in place for the third quarter financial update report that will more accurately reflect the position of the various schemes.

Temporary Accommodation – There have been a significant number of acquisitions to date this year, and the team continue to seek suitable properties, but any purchases agreed in the fourth quarter are unlikely to be completed within this financial year so the unused budget will be rolled forward.

Continued Improvements to Play Areas – The projected slippage is a sum set aside for the refurbishment of the Penenden Heath play area, which is scheduled to take place in the first quarter of 2024/25.

Flood Action Plan - The flood action plan budget was set up to allow the Council to deliver, or contribute towards, schemes that would mitigate flood risk. At this stage, the only schemes that have been identified have been small scale natural flood management schemes. Officers are discussing with counterparts in the Environment Agency, Kent County Council and the Upper Medway Internal Drainage Board what can be done to promote appropriate and practical schemes in the future.

CCTV Upgrade & Relocation – This is an unbudgeted cost relating the scheme which took place in 2020. The contractor contacted the Council and advised us that there was a final payment due. Officers reviewed the position and agreed that this was the case and the payment was made.