

REPORT TO THE EXECUTIVE – 6 NOVEMBER 2019

PORTFOLIO: FINANCE

REPORT FROM: ASSISTANT DIRECTOR RESOURCES (SECTION 151 OFFICER)

SUBJECT: QUARTER 2 2019/20 FINANCIAL MANAGEMENT & PERFORMANCE REPORT

1 DECISION BEING RECOMMENDED

- 1.1 To note the Quarter 2 2019/20 revenue budget and capital position set out in sections 3 and 4 and detailed in Appendices 1 to 4.
- 1.2 To note the latest position on the Council's key performance indicators, as shown in Appendix 5.

2 REASON/S FOR RECOMMENDATION

- 2.1 The purpose of this report is to set out the forecast revenue and capital budget positions as at end of Quarter 2 2019/20.
- 2.2 The commentary does not attempt to cover all budgetary changes but draws attention to the key factors affecting net expenditure for that service area.
- 2.3 Allocations from the general balance for supplementary estimates (endorsed unplanned expenditure) or proposals to return underspends to the general balance will be recommended for approval by the Section 151 Officer, where appropriate.

3 OVERALL FINANCIAL POSITION

- 3.1 The latest revenue budget for 2019/20 is £10.25m which is an increase of £0.96m compared to the original budget of £9.29m. The forecast outturn for general fund expenditure as at Q2 is £9.79m, which is a favourable variance of £0.49m.
- 3.2 The increase between the latest and original budget is due to drawdowns from reserves; of which the main items relate to Air Quality Grant carried forward from 2018/19 (£269,808), General Fund drawdowns mainly relating to agreed expenditure on the Asset Programme (£368,360), a planned drawdown for ASELA subscription costs (£60,000), a planned drawdown from the Local Development Framework reserve (£50,000), a drawdown from the

contractor provision reserve for waste management software improvements (£38,200) and a drawdown for development management (£30,000) .

- 3.3 Portfolio holders, supported by Assistant Directors, are accountable for any budget variations within their services and the associated responsibility to ensure expenditure and income are managed within agreed budgets. To make sure that this is successfully achieved, it is essential that Assistant Directors identify any significant emerging variances, develop action plans (endorsed by Portfolio Holders) to address these, and review them throughout the financial year, so that overall expenditure is contained within the available budget.
- 3.4 A breakdown of the revenue position by portfolio is set out in Appendix 1 and summarised in the table below.

Portfolio	2019/20 Original Budget	2019/20 Latest budget	Quarter 2 Actual YTD	End of Year Forecast	Actual Variance (Surplus) / Deficit)
Leader/Deputy Leader	2,983,800	3,069,905	1,403,239	2,878,559	(191,346)
Finance	1,326,250	1,718,009	1,524,717	1,555,575	(162,434)
Enterprise	(743,700)	(740,200)	(323,232)	(844,830)	(104,630)
Planning	402,700	508,508	21,035	354,119	(154,389)
Environment	2,918,500	2,958,153	1,418,407	2,980,592	22,439
IT and Communications	1,156,300	1,186,300	623,958	1,169,594	(16,706)
Community	1,449,200	1,754,003	730,403	1,669,720	(84,283)
Salary Saving	(200,000)	(200,000)			200,000
	9,293,050	10,254,678	5,398,526	9,788,650	(491,348)

* Salary savings are included within the individual portfolio forecasts in the table above and are detailed below:

Portfolio	Year to Date Salary Saving	End of Year Projected Salary Saving
Leader/Deputy Leader	(176,955)	(172,701)
Finance	(90,293)	(176,318)
Enterprise	(12,337)	10,939
Planning	(41,246)	(37,411)
Environment	(18,425)	(30,715)
IT and Communications	(11,741)	(15,696)
Community	(11,570)	(25,045)
Total	(362,566)	(446,947)
Less budgeted salary saving		200,000
Residual variance		(246,947)

- 3.5 Overall there is projected salary saving of £447,000 against a budget of £200,000, giving rise to a £247,000 positive variance. This is mainly driven by:

Leader/Deputy Leader (£173,000)

- A saving of c£25,000 is forecast against Customer Services due to two current vacancies and a member of staff on maternity leave who wasn't covered for three months.
- A saving of c£12,000 is forecast against Licensing.
- A saving of c£121,000 is forecast against Assistant Directors due to the impact of the management restructure
- A saving of c£15,000 is forecast against Civics due to a vacancy at the start of the year

Finance (£176,000)

- A saving of c£176,000 is forecast against Finance due to the Head of Finance vacancy plus vacant posts in the Revenues and Benefits team and smaller underspends on Audit and Procurement.

Planning (£37,000)

- A saving of c£37,000 is forecast due to vacancies in Planning and Building Control at the start of the year.

Environment (£31,000)

- Mainly due to a saving of c£34,000 in Parks and Open Spaces due to a vacancy at the start of the year, one of which has now been filled part-time.

IT and Communications (£16,000)

- A saving of c£16,000 is forecast against IT and Communication due to previous vacancies which have now been filled

Community (£25,000)

- Environmental Health £14,000 and Corporate Policy and Partnerships £9,000

Enterprise (-£11,000)

- Additional short-term costs of Assets team

3.6 In addition to the salaries underspends the following variances are projected:

Leader

- An underspend of is expected on Members allowances (£19,000)

Enterprise

- Additional income is expected from car parks (£118,000)

Planning

- Additional income is expected relating to planning fees and pre-application planning advice (£87,000)

Community

- Ongoing Homelessness prevention work with partners, has sustained a reduction in the use of Bed and Breakfast accommodation resulting in an underspend (£55,000).

Environment

- A pressure of £50,000 mainly due to recycling credit income being less than forecast (£20,000) and additional business rates payable on the depot (£18,000).

3.7 Key financial indicators are summarised in Appendix 3 and 4. These relate to budget headings which are considered significant to the overall financial position of the authority e.g. salaries (which account for % of total expenditure) and income streams such as planning fees and parking.

4 CAPITAL PROGRAMME

4.1 The current Capital Programme for 2019/20 agreed by Council on 12 February 2019, including those items agreed to be rolled forward from the 2018/19 programme, is £3.349m

4.2 The forecasted outturn on the Council's capital programme as at Quarter 2 is £2.413m. The table at appendix 2 summarises the projected position by service area. The two major items with slippage against the 2019/20 budget are Play Spaces (£0.537m), where Executive have now agreed a 3-year spending plan, and Pavilions (£0.173m), where condition surveys are being carried out in 2019/20 but works will slip in 2020/21.

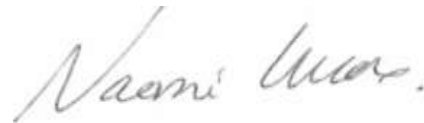
4.3 The overall forecasted outturn can be contained within the funds earmarked for the 2019/20 Capital Programme and is largely funded by grants, capital receipts from reserve.

5 RISK IMPLICATIONS

- 5.1 Various projects within the Council's revenue budget and capital programme are supported by time-limited grants. Where there are delays to the implementation of these projects, there is the risk that the associated grants will be lost. If this occurs either the projects will be aborted or a decision to divert resources from other Council priorities will be required.
- 5.2 Current economic conditions still have the potential to adversely affect some of the major income streams, such as Building Control and Development Control income. Decrease in activity may lead to reductions in income. In addition, delays in completing the items on the Capital Programme could prevent the Council from achieving its strategic objectives and lead to adverse publicity.
- 5.3 Regular monitoring of those budgets with the higher risk considerations will assist in providing early warnings to enable mitigation plans to be developed.

I confirm that the above recommendation does not depart from Council policy and that appropriate consideration has been given to any budgetary and legal implications.

LT Lead Officer Signature: _____

**SECTION 151 OFFICER**

Background Papers:-

None.

For further information please contact Naomi Lucas on:-

Phone: 01702 546366 x 3517
Email: Naomi.Lucas@rochford.gov.uk

If you would like this report in large print, Braille or another language please contact 01702 318111.

Appendix 1

FORECAST YEAR-END POSITION FOR 2019/20 AS AT END OF SEPT 2019

PORTFOLIO HOLDER: LEADER/DEPUTY LEADER, CLLR M J STEPTOE & CLLR C E ROE

Service Area	Cost Centre	Lead Officer	2019/20 Original Budget	2019/20 Latest budget	Quarter 2 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit)	Comment
Reception	12 110	D Tribe	103,000	103,000	21,433	97,456	(5,544)	J Day Hughes on Mat leave untill 24th Sept 19
Support Services	12 113	D Tribe	189,100	189,100	78,581	184,049	(5,051)	
Legal Services	12 118	A Law	154,400	155,300	74,586	154,291	(1,009)	forecast figs to date plus Oct - March at £7,522. SG unpd leave Apr - June
Licensing	14 133	L Moss	41,900	41,900	9,144	39,553	(2,347)	D Warren on Mat leave from 18/11/18 to 19/08/19. Cover J Ball started 22/01/19. 2 Vacant posts were Collins & Read. Read will be filled by Ball who is covering Warren. Ball will start new role on 08/08/19 when Warren is back from Mat leave. Collins was in Rayleigh PM. Hold vacancy for now re DT
Customer Services	14 142	D Tribe	317,300	317,300	133,913	287,425	(29,875)	
Hackney Carriage	14 144	L Moss	(93,200)	(93,200)	(46,682)	(93,935)	(735)	
Human Resources	12 121	S Scrutton	178,600	192,600	100,331	200,534	7,934	

Appendix 1

Member & Committee Services	16 171	A Law	410,500	410,500	200,535	393,705	(16,795)	forecast spend based on PTD (at Sept) and £22,884.19 for Oct - March 20 plus £5,000 added for Charman and Vice allowances on 16 329
Corporate Management	16 170	S Scrutton	123,000	183,000	86,457	177,955	(5,045)	
Assistant Directors	16 172	S Scrutton	737,000	733,150	235,760	620,178	(112,972)	2 AD's post vacant - not refilling Bostock's post. Thomas to be replaced by Strategic Planner 1/2 year cost, plus NL cost
Strategic Director	16 173	S Scrutton	128,600	128,600	60,738	128,422	(178)	
Managing Director	16 174	S Scrutton	155,900	155,900	77,104	155,857	(43)	
Conducting Elections	19 179	A Law	156,000	169,000	211,442	166,913	(4,586)	
Registration of Electors	19 180	A Law	106,400	108,900	49,833	106,401		
Health & Saftey	19 323	M Harwood – White	47,100	47,100	17,756	42,574	(4,526)	
Information	19 324	A Law	25,300	25,300	12,056	25,113	(187)	
Overview	19 325	A Law	48,000	48,000	23,444	47,987	(13)	
Leadership Support Team	19 327	A Law	84,100	84,100	40,842	84,084	(16)	
Civics	16 329	A Law	70,800	70,355	15,965	59,996	(10,359)	V50 £3,000 to 16 329 5452 -Pegg left 15/05/19. Morris started 08/10/19
		TOTAL	2,983,800	3,069,905	1,403,239	2,878,559	(191,346)	

Appendix 1

PORTFOLIO HOLDER: FINANCE, CLLR S P SMITH

Service Area	Cost Centre	Lead Officer	2019/20 Original Budget	2019/20 Latest budget	Quarter 2 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit)	Comment
Audit	12 116	N Lucas	129,600	129,600	44,784	106,521	(23,079)	Chief Auditor costs less than budgeted
Financial Services	12 120	N Lucas	476,700	476,700	164,604	409,521	(67,179)	Mainly due to vacant Head of Finance post
Non-Distributed Cost	17 175/ 18 176	N Lucas	955,000	955,000	700,489	952,229	(2,771)	
Projects	17 3**	N Lucas	0	368,510	(14,266)	368,510	0	
Council Tax	19 182	N Lucas	(95,900)	(88,609)	(107,823)	(153,596)	(64,987)	Vacant posts in the Revenues and Benefits team
Business Rates	19 183	N Lucas	(63,200)	(62,850)	30,487	(39,627)	23,223	Lower than forecast income from renewable energy and recovered court costs
Procurement	19 322	M Harwood – White	68,700	71,100	17,446	55,167	(15,933)	Vacant Apprentice post at start of year
Risk & Performance Management	19 326	N Lucas	0	0	0	0	0	
Other Operating Inc & Exp		N Lucas	(55,550)	(55,550)		(55,550)	0	
Housing Benefit Administration	11 108	N Lucas	88,700	101,908	33,852	109,101	7,193	

Appendix 1

Housing Benefits Payments	11 109	N Lucas	(177,800)	(177,800)	655,144	(196,700)	(18,900)	Lower than budgeted Housing Benefit payments projected on latest intelligence
		TOTAL	1,326,250	1,718,009	1,524,717	1,555,575	(162,434)	

PORTFOLIO HOLDER: ENTERPRISE, CLLR M WILKINSON

Service Area	Cost Centre	Lead Officer	2019/20 Original Budget	2019/20 Latest budget	Quarter 2 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit)	Comment
Off St Parking	10 103	M Harwood – White	(1,030,300)	(1,030,300)	(485,976)	(1,157,147)	(126,847)	Additional income from car parks
Office Accommodation Rayleigh	12 114	M Harwood – White	83,200	83,200	51,933	83,929	729	
Office Accommodation Rochford	12 115	M Harwood – White	209,200	212,700	133,393	224,505	11,805	Additional short term staffing costs
Estate Management Services	12 122	M Harwood – White	134,200	134,200	50,709	133,127	(1,073)	Under recovery of land charges income
Local Land Charges	19 181	A Law	(140,000)	(140,000)	(73,290)	(129,244)	10,756	
		TOTAL	(743,700)	(740,200)	(323,232)	(844,830)	(104,630)	

Appendix 1

PORTFOLIO HOLDER: PLANNING, CLLR I H WARD

Service Area	Cost Centre	Lead Officer	2019/20 Original Budget	2019/20 Latest budget	Quarter 2 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit)	Comment
Development Management	13 124	M Hotten	128,300	159,008	(65,290)	57,780	(101,228)	Additional income from planning work
Building Control Client Account	13 126	M Hotten	239,600	239,600	100,680	223,583	(16,017)	Salary saving
Building Control Fee Account	13 127	M Hotten	(220,000)	(220,000)	(148,393)	(200,000)		
Planning Policy & Eco Dev	13 131	S Scrutton	254,800	329,900	134,038	292,756	(37,144)	Salary savings £27,000 plus £10,000 Local Development Fund income
		TOTAL	402,700	508,508	21,035	354,119	(154,389)	

Appendix 1

PORTFOLIO HOLDER: ENVIRONMENT, CLLR A L WILLIAMS

Service Area	Cost Centre	Lead Officer	2019/20 Original Budget	2019/20 Latest budget	Quarter 2 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit)	Comment
Highways/ Roads Routine	10 100	M Harwood – White	(6,200)	(6,200)	29,133	1,790	7,990	
Cemeteries & Churchyards	14 136	M Hotten	(117,200)	(117,200)	(71,098)	(113,004)	4,196	
Street Cleansing	14 137	M Hotten	717,600	717,600	233,384	713,300	(4,300)	
Public Conveniences	14 141	M Hotten	41,300	41,300	18,214	41,687	387	
Coast Protection	14 143	M Hotten	2,300	2,300	0	2,300	0	
Depot	14 145	M Hotten	29,800	29,800	42,515	48,079	18,279	
Recycling Collection	14 146	M Hotten	2,107,500	2,147,153	736,644	2,129,982	(17,171)	Minor variances across different budgets
Recycling Disposal	14 147	M Hotten	(614,400)	(614,400)	47,264	(599,900)	14,500	£20,000 recycling credits shortfall
Parks & Open Spaces	15 156	M Hotten	707,100	707,100	361,094	706,446	(654)	
Emergency Planning	19 177	M Harwood – White	50,700	50,700	21,256	49,912	(788)	
		TOTAL	2,918,500	2,958,153	1,418,407	2,980,592	22,439	

Appendix 1

PORTFOLIO HOLDER: IT AND COMMUNICATIONS CLLR D S EFDE

Service Area	Cost Centre	Lead Officer	2019/20 Original Budget	2019/20 Latest budget	Quarter 1 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit)	Comment
Communications	12 123	S Scrutton	74,000	74,000	35,824	73,348	(652)	
Computer Services	12 117	D Tribe	1,082,300	1,112,300	588,134	1,096,247	(16,053)	Salary saving
		TOTAL	1,156,300	1,186,300	623,958	1,169,594	(16,706)	

Appendix 1

PORTFOLIO HOLDER: COMMUNITY, CLLR M WEBB

Service Area	Cost Centre	Lead Officer	2019/20 Original Budget	2019/20 Latest budget	Quarter 2 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit)	Comment
Housing Strategy	11 104	L Moss	11,000	11,000	9,960	10,020	(980)	
Private Sector Housing Renewal	11 105	L Moss	63,800	63,850	23,623	63,608	(242)	
Homelessness	11 106	L Moss	601,400	620,900	68,088	589,854	(56,367)	£55,000 reduced homelessness costs
Corporate Policy & Partnership	13 129	L Moss	150,500	150,500	87,545	147,101	(3,399)	
Community Safety	13 132	L Moss	35,900	35,900	9,784	33,246	(2,654)	
Public Health	14 138	M Hotten	25,100	25,100	8,315	25,100	0	
Environmental Health	14 139	L Moss	296,700	566,508	384,288	551,899	(14,609)	£7,000 salary saving plus minor underspends
Culture & Heritage – Windmill	15 150	M Harwood – White	(14,300)	(13,300)	(8,111)	(14,779)	(1,479)	
Sports Development & Promotion	15 159	M Harwood – White	3,300	16,995	26,614	16,991	(4)	
Leisure Premises	15 160	M Harwood – White	256,400	256,400	110,993	252,811	(3,589)	
Leisure Client Account	15 167	M Harwood – White	5,900	6,650	3,970	7,002	352	
Safeguarding	16 328	L Moss	13,500	13,500	5,334	12,188	(1,312)	
		TOTAL	1,449,200	1,754,003	730,403	1,695,041	(84,283)	

Appendix 2

QUARTER 2 CAPITAL MONITORING REPORT 2019/20

Details	Portfolio	2019/20 Budget	Year to Date Actual	End of Year Forecast	Q2 Comments
INFORMATION & COMMUNICATIONS					
<i>ICT Hardware - Mobile working, ipads etc.</i>	<i>IT and Comms</i>	120,059	38,085	100,000	Hardware refresh programme continues, completion expected in 20/21
<i>ICT Software - New product/upgrades</i>	<i>Finance</i>	50,000	0	50,000	The Section 151 Officer will be reviewing the financial management systems during the autumn with the decision on a way forward to be made later in the year.
<i>Telephony Network</i>	<i>IT and Comms</i>	50,000	0	40,000	Due to the extremely high costs to put the current system into a cloud environment alternative options are being researched. Some money will be spent this year in improving management reporting and Customer Services Agent system
<i>Flat Bed Scanners</i>	<i>IT and Comms</i>	30,000	0	30,000	A new scanner will be purchased for our current reception. All the money will be spent in 19/20
<i>New Print Room Printer</i>	<i>IT and Comms</i>	20,000	0	20,000	This is currently on hold as a new agreement is being discussed

Appendix 2

<i>Server Room Infrastructure</i>	<i>IT and Comms</i>	100,000	20,927	85,000	Hytec have carried out an Audit, awaiting report which will provide recommendation of priority spend
<i>Caseload Software</i>	<i>IT and Comms</i>	25,000	0	25,000	Legal are currently reviewing quotes for a new case management system. Full budget will be spent. Will need to review cost during the year and at year end
<i>IT Migration Project</i>	<i>IT and Comms</i>	147,873	119,614	147,783	It is anticipated that the full budget will be spent
ICT TOTAL		542,932	178,625	497,783	
ENVIRONMENTAL SERVICES					
<i>Play Spaces</i>	<i>Environment</i>	677,480	85,547	140,000	Executive have agreed a three year spending plan of which £140k is likely to be spent in 2019/20
<i>Pavilions (redec internal, external, fixtures, fittings)</i>	<i>Environment</i>	235,114	20,962	62,000	Conditional surveys currently being carried out on the 10 pavilions. It is unlikely the full budget will be spent in 19/20; however unspent monies will be requested to slip into 2020/21.
<i>Wheelie Bins</i>	<i>Environment</i>	27,877	20,192	27,877	Holding account for new bin purchases
<i>Vehicle Replacement Programme</i>	<i>Environment</i>	45,000	0	45,000	No Capital item (Lease) currently taken benefit of buying electric vehicle
<i>Groundworks - Cemeteries</i>	<i>Environment</i>	11,315	0	11,315	To install Concrete beams in the ground (Hall Road) St
<i>Parks & Open Spaces Programme</i>	<i>Environment</i>	3,769	5,386	3,769	

Appendix 2

<i>Match Funding - New Play Spaces</i>	<i>Environment</i>	43,000	74,526	43,000	£45K funding was received in 18/19 of which £43k was carried forward. Further bids expected for 2019/20. As per above total play spaces capital budget will cover a number of years.
<i>Condition Survey</i>	<i>Environment</i>	4,175	0	4,175	
<i>Car park rolling programme</i>	<i>Enterprise</i>	67,050	7,958	67,050	Work is due to be carried out to partially resurface sections of Back Lane car park Rochford. Other car parks including Hockley Woods/Hullbridge Pavilion/Clements Hall are also being considered for work this financial year.
<i>Cherry Orchard Car Park Works</i>	<i>Enterprise</i>	2,531	0	2,531	
<i>Air Quality Grant Expenditure</i>	<i>Community</i>	601,103	601,098	601,103	Budget already fully committed
<i>Electric Charging Points</i>	<i>Community</i>	12,000	0	12,000	Electric Charging Points to be installed in 2019/20 is on programme to be delivered
<i>Public Conveniences Refurbishment</i>	<i>Environment</i>	26,058	15,866	26,058	Crown Hill, Hockley Woods, Great Wakering
<i>S106 Exp Parks & Open Spaces</i>	<i>Environment</i>	1,048	652	1,048	
ENVIRONMENTAL SERVICES TOTAL		1,757,520	832,187	1,046,926	
COMMERCIAL SERVICES					
<i>Rochford Accommodation works</i>	<i>Enterprise</i>	106,197	15,688	30,000	Following FRA upgrades to meet electrical and mechanical statutory requirements
<i>Rayleigh Accommodation works</i>	<i>Enterprise</i>	71,826	812	25,000	Following FRA upgrades to meet electrical and mechanical statutory requirements
<i>Windmill</i>	<i>Community</i>	22,821	4,931	15,000	Upgrade external lighting and repairs and redecoration to the cap

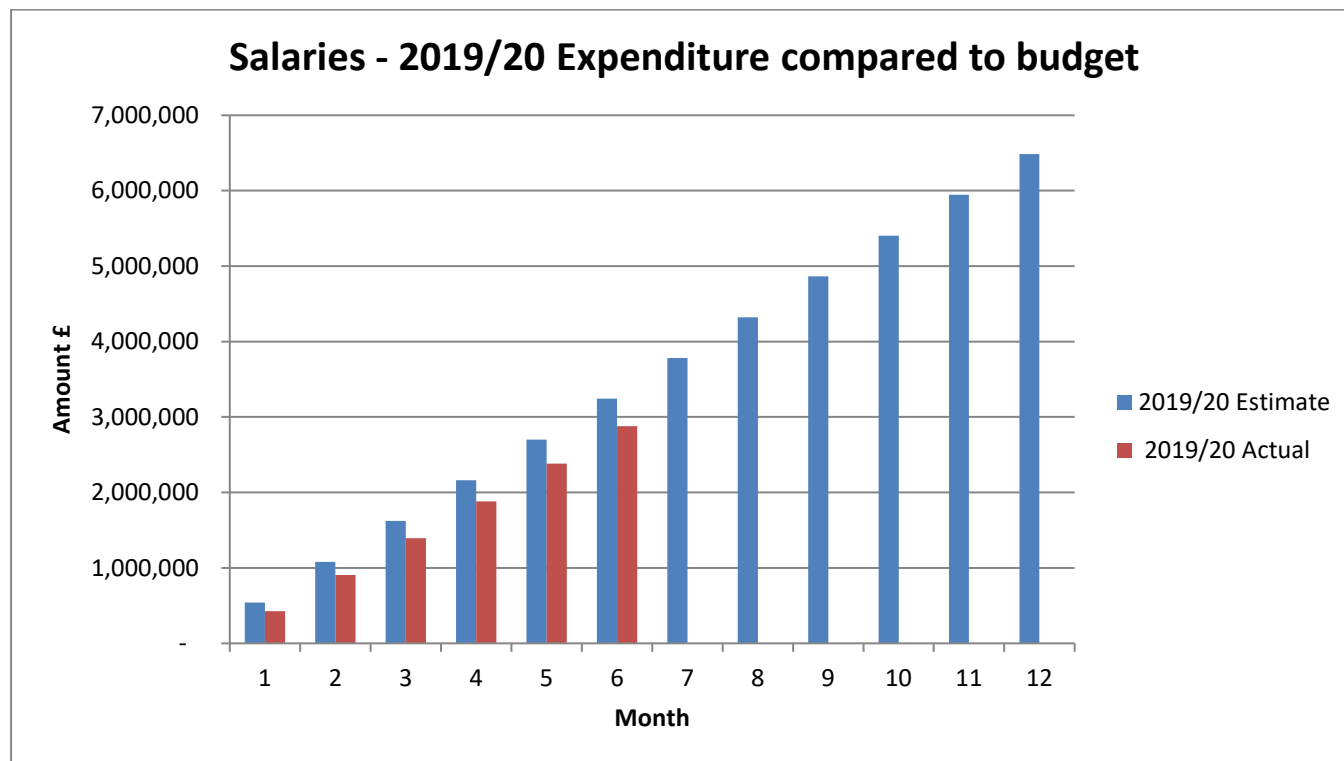
Appendix 2

<i>Health and Safety Adaptations</i>	<i>Leader/Dep</i>	24,425	7,937	24,425	Surveys from DDA have been completed, works to be reviewed. Fall arrest/ restraint systems to be reassessed once building use determined.
<i>Wallasea Island</i>		50,000	0	0	Wallasea/Beagle is now likely to slip to 2020/21
COMMERCIAL SERVICES TOTAL		275,269	29,369	94,425	
HOUSING					
<i>Disabled Facilities Grant</i>	<i>Community</i>	717,281	88,624	717,821	
<i>Private Sector Housing renewal grant</i>	<i>Community</i>	46,418	1,549	46,418	
<i>Homeless solution - temporary accommodation</i>	<i>Community</i>	10,000	10,000	10,000	
HOUSING TOTAL		773,699	100,173	774,239	
2019/20 CAPITAL PROGRAMME TOTAL		3,349,420	1,140,354	2,413,373	
Funded by:					
<i>Capital Receipts Reserve</i>		(819,304)			
<i>New Homes Bonus Grant</i>		(657,801)			
<i>Air Quality Grant</i>		(601,103)			
<i>Hard/ Soft Infrastructure Reserve</i>		0			
<i>Transformation Reserve</i>		(126,058)			
<i>Capital Grants</i>		(717,281)			
<i>S106 Income</i>		(25,000)			
<i>Revenue Contribution</i>		(255,000)			
<i>IT Reserve</i>		(147,873)			
		(3,349,420)			

Appendix 3

KEY FINANCIAL INDICATORS AS AT END OF QUARTER 2

Salaries



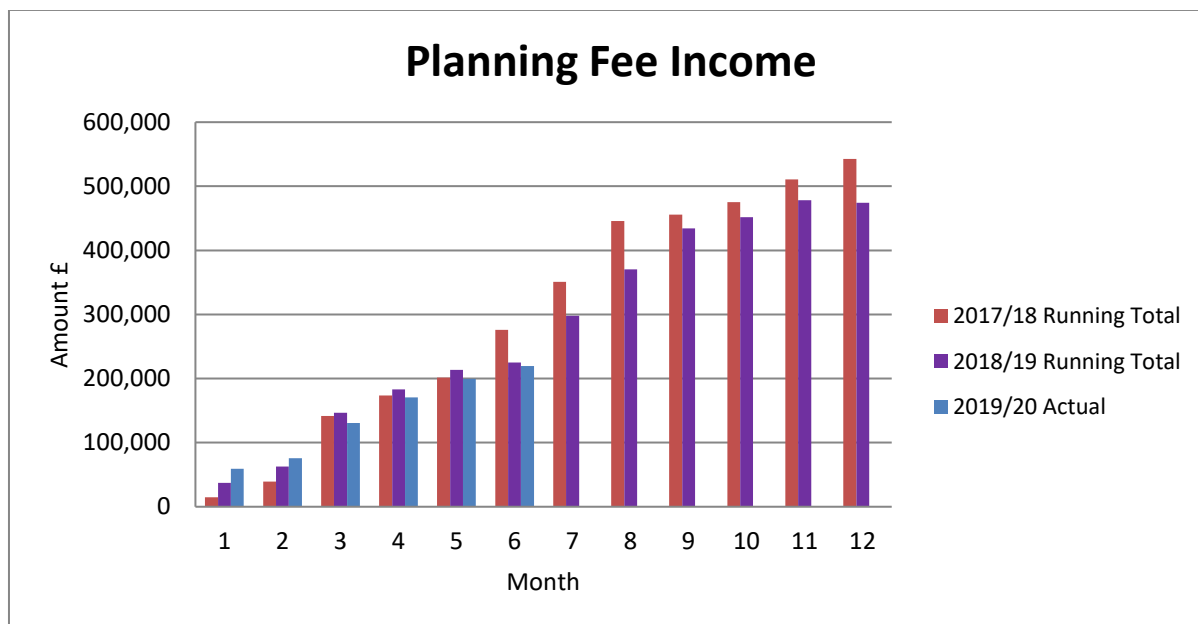
Commentary

The original budget for salaries was set at £6.48m, less an estimated vacancy factor of £200,000. At the end of Q2 there is a projected underspend of c.£447,000 by year end.

Expenditure on salaries is managed corporately to both reduce employment costs and improve services through better job design.

Appendix 3

Planning Fees



Commentary

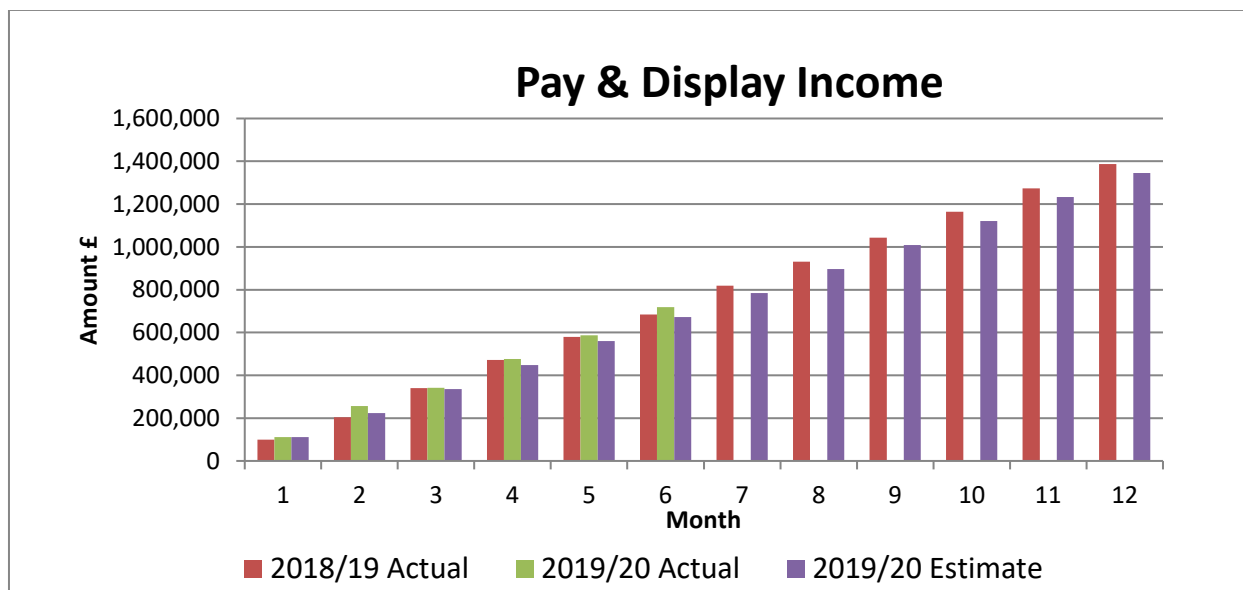
The original budget for planning fee income was £395,000. This was based on officer assumptions on Planning Applications for 2019/20.

At this stage, the year to date position is £219,444, a favourable variance against the year to date budget of c£21,944.

If the current run rate continues there is an opportunity that total additional income could be achieved by year end of £43,888.

Appendix 3

Parking Fees



Commentary

The original budget for 2019/20 is £1,345,000.

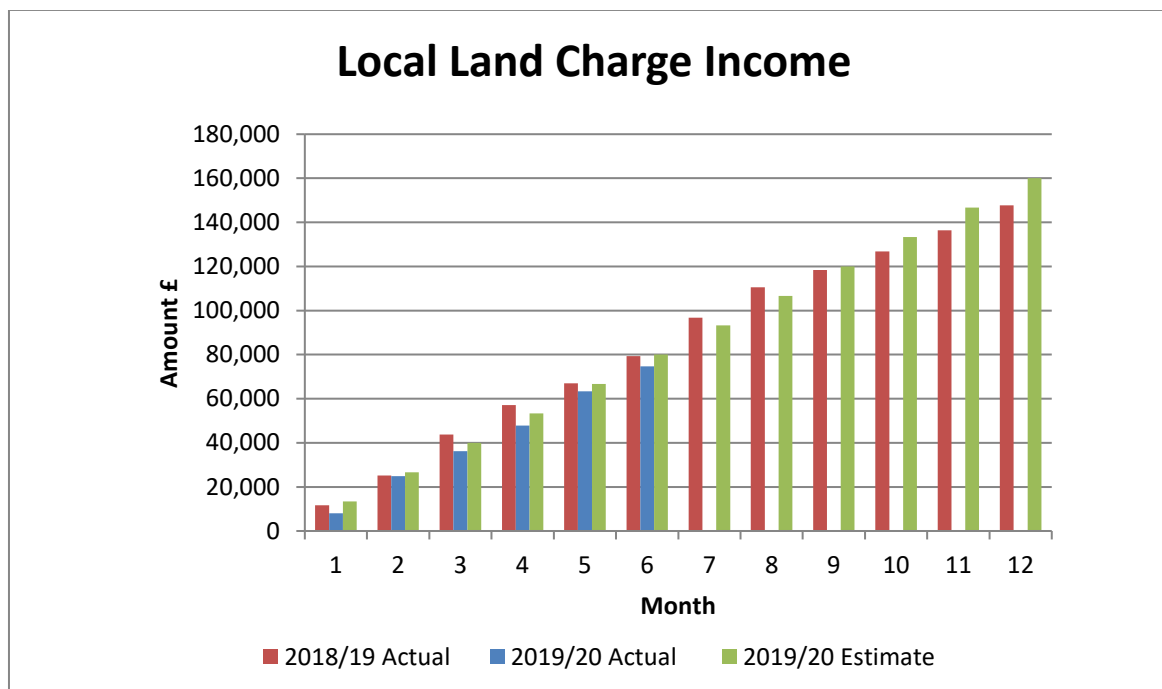
Income to date is £718,846 against a year to date target income of £672,500

This is broadly in line with the position as last year, where income was £684,735

If this trend continues until the end of the year the total projected additional income is c£118,000 against budget.

Appendix 3

Local Land Charges



Commentary

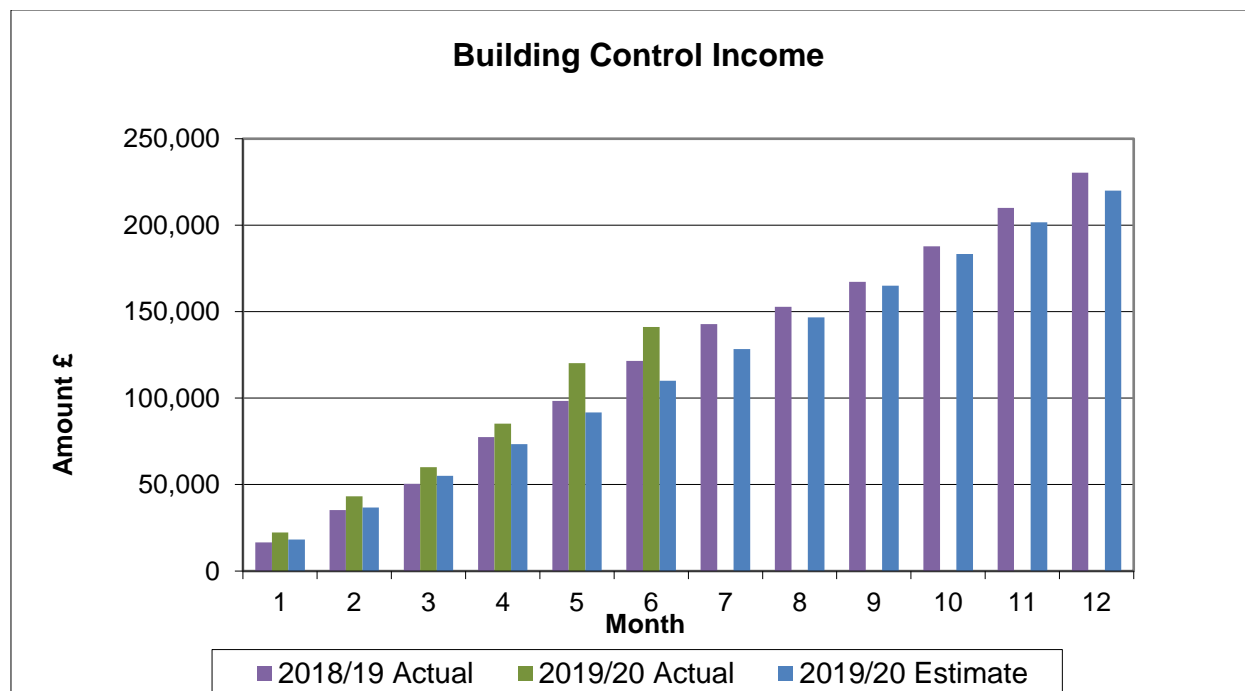
The original budget for 2019/20 is £160,000. Income to date is £74,631 against a year to date target of £80,000

Income to date is slightly down compared to the same position last year, where income was £79,368 as at Q2.

Based on income to date, total income for the year is forecast to be under original budget by c. £10,750.

Appendix 3

Building Control Income



Commentary

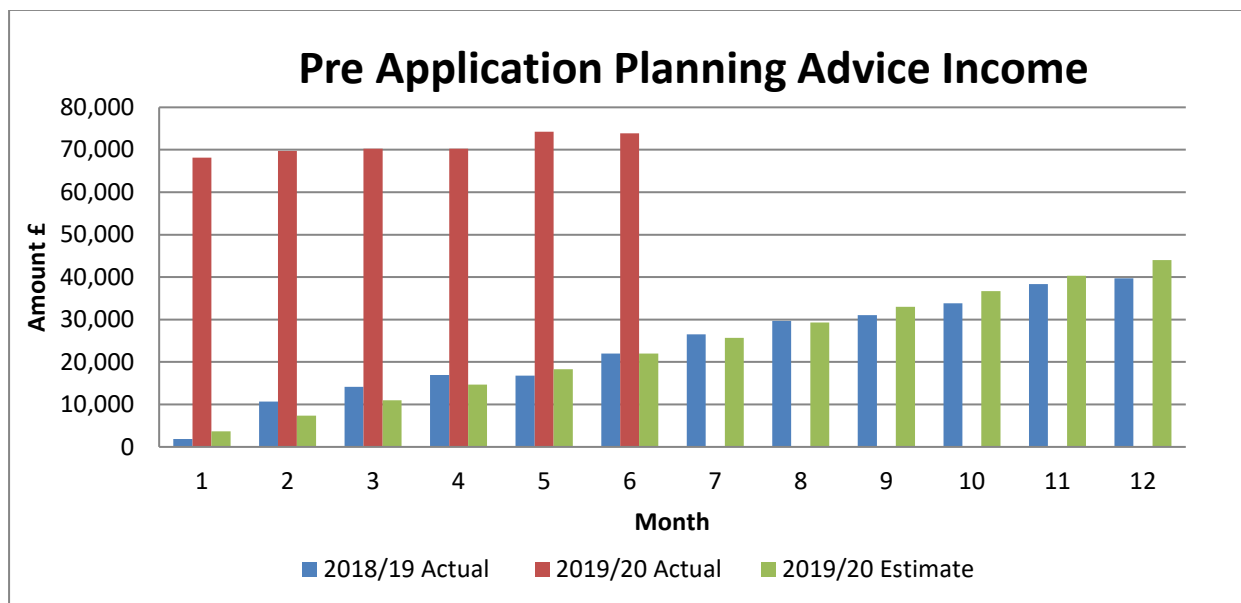
The original budget for 2019/20 is £220,000.

Income to date is £146,134 against a year to date target of £112,000, this compares to income of £121,443 for the same period last year.

At this stage, the projected year end position is on line with budget at £220,000 total income.

Appendix 3

Pre Planning Application Advice



Commentary

The original budget for 2019/20 was set at £44,000. This was based on officer assumptions on the take up of this service.

Income to date is £73,878 against a year to date target of £22,000; however, income may not be profiled evenly over the financial year. It is not currently forecast that any additional income will be received in 2019/20.

Appendix 4

Car Park	Financial Year	Income Received Q1 £	Income Received Q2 £	Income Received Q3 £	Income Received Q4 £
Webster's Way	2018/19	137,859	143,593	141,899	134,865
	2019/20	134,109	151,584		
Castle Road	2018/19	56,440	57,123	61,415	60,544
	2019/20	57,989	61,881		
Back Lane	2018/19	38,546	36,852	41,406	39,413
	2019/20	38,896	42,465		
Market Car Park	2018/19	23,818	23,810	24,469	22,962
	2019/20	22,742	24,485		
Bellingham Lane	2018/19	41,910	40,406	43,930	42,151
	2019/20	42,306	47,450		
Southend Road	2018/19	15,381	15,369	17,017	16,056
	2019/20	14,897	16,961		
The Approach	2018/19	11,888	11,456	13,502	13,736
	2019/20	14,133	15,630		
Hockley Woods	2018/19	5,371	6,179	5,499	5,932
	2019/20	6,324	8,225		
Freight House	2018/19	6,445	5,633	6,623	6,218

Appendix 4

	2019/20	7,656	6,209		
Old Ship Lane	2018/19	2,232	4,425	2,770	2,663
	2019/20	2,363	2,541		
Total	2018/19	339,889	344,846	358,531	344,540
	2019/20	341,416	377,431		

Appendix 5 – Quarter 2 Performance Indicator Monitoring

Appendix 5: Quarter Two Finance and Performance Report

Becoming Financially Self Sufficient											
R = Red A = Amber G = Green		Polarity	Quarter To Date Target	Quarter To Date Result	QTD Result Vs. QTD Target	Trend (QTD This Year Vs. QTD Last Year)	Year To Date Target	Year to Date Result	YTD Result Vs. YTD Target	Trend (YTD This Year Vs. YTD Last Year)	Quarter Commentary
PR009	Percentage of Collectible Council Tax collected (Cumulative)	HIGH IS GOOD	53.1%	56.0%	G	Better (55.7%)	53.1%	56.0%	G	Better (55.7%)	2.9% collected over target, representing £1,976,783 more collected than at this point last year.
PR010	Percentage of Collectible Business Rates collected (Cumulative)	HIGH IS GOOD	57.3%	57.5%	G	Worse (57.7%)	57.3%	57.5%	G	Worse (57.7%)	0.2% collected over target, representing £40,637 more collected than at this point last year.
PR011	Percentage of Housing Benefit Overpayments recovered to date (Cumulative)	HIGH IS GOOD	15.0%	9.3%	R	Worse (12.2%)	15.0%	9.3%	R	Worse (12.2%)	The recovery rate is 5.7% under target, representing £47,168 recovered less than at this point last year.
PR012	Percentage of invoices paid in 30 days	HIGH IS GOOD	98.0%	99.9%	G	Worse (100.0%)	98.0%	99.9%	G	Better (97.8%)	Invoices Paid within 30 days is over its target performance of 98% with 99.9% of invoices paid in time during July to September.
PR025	Percentage of invoices for commercial goods and services paid by the Authority within 10 days of receipt to Local Suppliers	HIGH IS GOOD	90.0%	94.4%	G	Better (53.3%)	90.0%	97.4%	G	Better (91.9%)	Invoices Paid within 10 days to Local Suppliers is over its target performance of 90% with 94% of invoices paid in time during July to September

Appendix 5 – Quarter 2 Performance Indicator Monitoring

Appendix 5: Quarter Two Finance and Performance Report

Early Intervention											
R = Red A = Amber G = Green		Polarity	Quarter To Date Target	Quarter To Date Result	QTD Result Vs. QTD Target	Trend (QTD This Year Vs. QTD Last Year)	Year To Date Target	Year to Date Result	YTD Result Vs. YTD Target	Trend (YTD This Year Vs. YTD Last Year)	Quarter Commentary
PR001	Number of households in B & B/Nightly lets/HMO's (direct cost provision)	LOW IS GOOD	Not Applicable	14	Not Applicable	Better (24)	Not Applicable	14	Not Applicable	Better (24)	Direction of travel is good, there are low numbers in B&B being sustained. X2 households in B&B all with move on plans and x12 in Nightly Lets.
PR004	Number of dwellings improved (occupied by vulnerable households)	HIGH IS GOOD	25	18	R	Better (15)	50	33	R	Worse (48)	Intervention numbers reduced but there has been an increase in the complexity of cases. To date: 62 housing hazards removed and £84,000 NHS and wider society savings made.
PR005	Number of food businesses made safer (cumulative)	HIGH IS GOOD	25	11	R	Worse (68)	50	27	R	Worse (106)	This is a risk based programme of work. Over the year there are 363 interventions due; 197 questionnaires (most of these have already been sent out and are now starting to come back) and 166 inspections. A recent resource change should have a positive impact on the inspection programme.
PR006	Number of Out of Work Benefit Claimants: Actively Seeking	LOW IS GOOD	800	750	G	Not Applicable	800	750	G	Not Applicable	Data as at August 2019. Under Universal Credit a broader span of claimants are required to look for work than under Jobseeker's Allowance, so cannot compare with previous year. Universal Credit Full Service is now rolled out in our District, so the number of people recorded as being on the Claimant Count has therefore risen.
PR007	Average number of days to process new benefit claims	LOW IS GOOD	21.0	24.0	R	Worse (21.6)	21.0	25.3	R	Worse (20.9)	The average time taken to action new benefit claims is currently 3.0 day(s) over target.
PR008	Average number of days to process benefit claims changes in circumstances	LOW IS GOOD	12.0	14.3	A	Better (29.7)	12.0	13.2	A	Better (22.5)	The average time taken to action change of circumstance claims is currently 2.3 day(s) over target.

Appendix 5 – Quarter 2 Performance Indicator Monitoring

Appendix 5: Quarter Two Finance and Performance Report

Maximise our Assets											
R = Red A = Amber G = Green		Polarity	Quarter To Date Target	Quarter To Date Result	QTD Result Vs. QTD Target	Trend (QTD This Year Vs. QTD Last Year)	Year To Date Target	Year to Date Result	YTD Result Vs. YTD Target	Trend (YTD This Year Vs. YTD Last Year)	
PR013	Planning Enforcement: Percentage of Initial Site Visits conducted within target time	HIGH IS GOOD	60%	70%	G	Better (63%)	60%	76%	G	Worse (85%)	70% of initial Planning Enforcement visits are now conducted within their target time. This is worse than previous quarter. Current performance is being affected due to directing resources to issuing formal notices. Site visit targets are currently under review with the Review Committee
PR014	Planning Enforcement: Cases being investigated including appeals	LOW IS GOOD	347	247	G	Worse (216)	347	247	G	Worse (216)	Planning Enforcement cases under investigation have continued to perform above their target and the next stage is to focus on the older, outstanding cases as part of a larger caseload review.
PR015	The number of working days lost to the Local Authority due to sickness absence per FTE	LOW IS GOOD	4.0	1.0	G	Better (2.0)	4.0	3.4	G	Better (3.7)	This quarters result is 0.9 lower than at this time last year.
PR016	Number of employees: Full Time Equivalents (FTE)	N/A	Not Applicable	157	Not Applicable	Higher (144.0)	Not Applicable	157	Not Applicable	Higher (144.0)	This quarters result is 13 higher than at this time last year.

Appendix 5 – Quarter 2 Performance Indicator Monitoring

Appendix 5: Quarter Two Finance and Performance Report

Enable Communities											
R = Red A = Amber G = Green		Polarity	Quarter To Date Target	Quarter To Date Result	QTD Result Vs. QTD Target	Trend (QTD This Year Vs. QTD Last Year)	Year To Date Target	Year to Date Result	YTD Result Vs. YTD Target	Trend (YTD This Year Vs. YTD Last Year)	Quarter Commentary
PR017	Residual waste Kg per household	LOW IS GOOD	85	87	A	Better (87)	85	87	A	Better (183)	Quarter One result shown. Residual waste per household is slightly over its quarter target performance of 85.0kg with a quarter result of 86.9kg.
PR018	Percentage of waste recycled or composted	HIGH IS GOOD	66.0%	64.2%	A	Worse (65.0%)	66.0%	64.2%	A	Worse (65.0%)	Quarter One result shown. The recycling rate is slightly under its quarter target performance of 66.0% with a quarter result of 64.2%
PR019	Percentage of Missed bins vs total collected	LOW IS GOOD	0.010%	0.054%	A	Better (0.057%)	0.010%	0.062%	A	Worse (0.057%)	There were 858,318 bins collected this quarter, of which 466 were missed.

Appendix 5 – Quarter 2 Performance Indicator Monitoring

Appendix 5: Quarter Two Finance and Performance Report

Enable Communities (continued)											
R = Red A = Amber G = Green		Polarity	Quarter To Date Target	Quarter To Date Result	QTD Result Vs. QTD Target	Trend (QTD This Year Vs. QTD Last Year)	Year To Date Target	Year to Date Result	YTD Result Vs. YTD Target	Trend (YTD This Year Vs. YTD Last Year)	Quarter Commentary
PR020	Percentage of Major Planning Applications determined in 13 weeks	HIGH IS GOOD	75.0%	33.3%	R	Better (0.0%)	75.0%	33.3%	R	Better (0.0%)	Quarter One result shown. 4 Major Planning application(s) this quarter, with 3 subject to the Government Target of 13 weeks, of which 33% were determined in time.
PR021	Percentage of Major Applications determined within agreed Extension of Time	HIGH IS GOOD	75.0%	100.0%	G	Not Applicable	75.0%	100.0%	G	Not Applicable	Quarter One result shown. There was 1 Major Planning application(s) subject to an extension of time, of which 100% were determined in time.
PR022	Percentage Remaining Planning Applications determined in 8 weeks	HIGH IS GOOD	75.0%	64.0%	A	Better (63.1%)	75.0%	64.0%	A	Better (63.1%)	Quarter One result shown. 168 Non-Major Planning application(s) this quarter, with 111 subject to the Government Target of 8 weeks, of which 64% were determined in time.
PR023	Non Major Applications determined within agreed Extension of Time	HIGH IS GOOD	75.0%	80.7%	G	Better (77.4%)	75.0%	80.7%	G	Better (77.4%)	Quarter One result shown. There was 57 Non-Major Planning application(s) subject to extensions of time, of which 81% were determined in time.
PR024	Percentage of Planning appeals allowed	LOW IS GOOD	30.0%	33.3%	A	Worse (0.0%)	30.0%	33.3%	A	Worse (0.0%)	Quarter One result shown. There was 9 planning appeals, of which 33% were allowed.