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**REPORT TO THE EXECUTIVE – 2 SEPTEMBER 2020****PORTFOLIO: FINANCE****REPORT FROM: AD RESOURCES (SECTION 151 OFFICER)****SUBJECT: QUARTER 1 2020/21 FINANCIAL MANAGEMENT & PERFORMANCE REPORT****1 DECISION BEING RECOMMENDED**

- 1.1 To note the Quarter 1 2020/21 revenue budget and capital position set out in sections 3 and 4 and detailed in Appendices 1 to 4.
- 1.2 To recommend to Council the re-profiling of £2.67m of the planned 2020/21 Capital Programme into future years as set out in Appendix 3.

**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 1 2020/21.
- 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 2020/21 is £10.38m which is an increase of £0.59m compared to the original budget of £9.79m. The changes to the original budget are due to drawdowns from reserves which are detailed in Appendix 1. The forecast outturn for general fund expenditure as at Q1 is £10.46m, which is a overspend of £0.08m.
- 3.2 In common with most Local Authorities, the COVID-19 pandemic is expected to have a significant impact on the Council's financial position, both in 2020/21 and future years, although the full impact is not yet clear and will depend on how quickly the wider economy recovers. The projections within this report are based on assumptions which have a high degree of uncertainty and will therefore be subject to close monitoring and refinement over the course of the financial year and beyond.
- 3.3 The Council is expecting to incur additional unplanned expenditure in a number of areas, such as support for leisure services, provision of homeless services, and increased litter collection. It also expects to face losses across most income lines, most notably car parking. These budget pressures are

shown gross within the relevant portfolio lines, to enable monitoring of the movements against budget, with the grant income shown separately beneath.

- 3.4 The Council has so far received £1.011m from Central Government to contribute towards COVID-19 related pressures. It is required to report monthly on its expected financial pressures relating to the pandemic. Central Government have also announced a scheme to reimburse LAs for an element of its lost income. Details of this scheme have not yet been confirmed, so this is not reflected in the financial position reported at Q1. The Council will seek to mitigate any residual losses through in-year savings as far as possible but has reserves to draw on if required as a last resort.
- 3.5 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.
- 3.6 A breakdown of the revenue position by portfolio is set out in Appendix 2 and summarised in the table below.

Portfolio	2020/21 Original Budget	2020/21 Latest budget	Quarter 1 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit	Of which: Salary Variance	Of which: Non Salary Variance
Leader	3,145	3,137	647	2,967	(170)	(119)	(51)
Finance	1,127	1,401	729	1,427	26	(80)	106
Enterprise	(675)	(683)	366	58	740	(9)	749
Planning	428	570	(88)	593	22	(77)	99
Environment	3,041	3,070	737	2,991	(79)	(51)	(28)
IT and Communications	1,330	1,322	424	1,311	(11)	(8)	(3)
Community	1,597	1,627	1	1,938	311	(95)	406
	<b>9,992</b>	<b>10,445</b>	<b>2,816</b>	<b>11,286</b>	<b>840</b>	<b>(439)</b>	<b>1,279</b>
<b>Corporate Adjustments</b>	-	-	-	-	-	-	-
Cost of Living Increase (1)	-	130	46	184	54	54	-
Vacancy Factor (2)	(200)	(200)	-	-	200	200	-
COVID Grant (3)	-	-	(902)	(1,011)	(1,011)	-	(1,011)
<b>TOTAL</b>	<b>9,792</b>	<b>10,375</b>	<b>1,960</b>	<b>10,459</b>	<b>83</b>	<b>(184)</b>	<b>268</b>

### (1) Cost of Living Increase

A cost pressure of £54,000 is forecast across the Council due to an anticipated 2020/21 staff pay award of 2.75% against a budgeted 2% increase. This is yet to be finalised and could be subject to further change.

### (2) Vacancy Factor

The Council budgeted for a vacancy factor saving of £200,000 across all portfolios due to natural turnover of staff during the financial year. The actual projected salary savings are shown within each portfolio line.

### **(3) Covid Grant Income**

£1.011m of grants have been allocated to the Council by central government in relation to COVID-19. This is un-ringfenced funding which will be used to offset Covid related pressures incurred across individual service areas detailed in the relevant portfolio areas below.

### **Portfolio Variances**

#### **Salary Variances**

- 3.7 Overall, excluding the impact of the pay award detailed separately above, there are projected salary savings of £439,000 against a budgeted vacancy factor of £200,000, giving rise to a £239,000 positive variance.

#### **Non-Salary Variances**

- 3.8 In addition to the salaries underspends the following variances are projected:

#### **Leader**

- Reduction in income of £10,000 for Hackney Carriage and £21,700 in other licensing income due to COVID-19.
- Savings on cost of elections budget of c£90,000 due to the cancellation of elections in 2020/21
- Saving of £6,000 on the apprenticeship levy due to reduced staffing costs.
- Loss of £13,000 staff parking income due to COVID-19
- Saving of £15,000 in franking costs due to less post being sent out.
- Savings of £9,000 on allowances for Fire Marshalls, First Aiders, Health and Safety Reps and other various budgets with Health & Safety
- £45,000 in new costs relating to pressures resulting directly from COVID-19, this includes an initial support payment of £12,750 for leisure services referred to within the Community Portfolio below, £15,000 allocated to costs to support the provision of a community hub and £11,000 for additional litter picking.
- Various smaller savings across the portfolio equating to £20,000.

**Finance**

- Housing Subsidy budgets are forecasting to be overspent by £22,000, these are variable and will continue to change throughout the year.
- £141,000 reduction in share-back income from preceptors for the Council Tax Sharing Agreement is projected due to the impact of COVID-19 on collection rates.
- An additional £41,000 in Local Council Tax Support set up funding has been received
- Anticipated £8,000 underspend in Council Tax Court Costs.

**Enterprise**

- Parking income is expected to be under budget by £719,000 based on current assumptions due to COVID-19. Central Government have announced an income compensation scheme that is expected to offset local government income losses, but the full details are yet to be confirmed and this is therefore not yet built into the projections.
- £24,000 loss of local land charges income is projected based on Quarter 1 actuals.

**Planning**

- Planning income is forecast to be £94,000 under budget due to the impact of COVID-19
- Building Control income is forecast to be £45,000 under budget due to the impact of COVID-19.
- A £13,000 underspend is forecast on planning appeals budgets.
- A £10,000 underspend on dangerous structures expenditure is forecast
- Other minor savings across the Planning Portfolio budgets totalling £20,400

**Environment**

- Waste collection contract budget savings of £39,200
- Bulky Waste income is expected to be under budget by £14,500 -due to the impact of COVID-19.
- The Material Recycling Facilities (MRF) contract expenditure is currently being reported as on-line to budget. However, there is the risk of an additional £148,000 pressure on this year's budget due to the significant decline in the value of the recycling rebate over the last quarter. The Council's

contract fixes rates until October, when they will be reviewed again, and an update will be provided at Quarter 2.

### **Community**

- Overall cost pressure of £43,000 on temporary accommodation costs (this is the net position of additional expenditure less additional income due). This relates to the additional cost of providing accommodation for homeless families in the district since the start of the pandemic, as mandated by government legislation
- £13,000 loss of income through weddings at the Windmill and Old House is projected for 2020/21 due to the impact of COVID-19.
- A £430,000 pressure in relation to financial support to the Council's Leisure contract to enable leisure centres to re-open following COVID-19 has been partly offset by a saving of £63,000 on business rates payable on leisure premises (note £12,750 of this pressure is reported within the COVID-19 costs shown in the Leader's Portfolio).

## **4 CAPITAL PROGRAMME**

- 4.1 The current Capital Programme for 2020/21 agreed by Council on 11 February 2020, including those items agreed to be rolled forward from the 2019/20 programme, is £4.598m
- 4.2 The forecasted outturn on the Council's capital programme as at Quarter 1 is £1.923m. The table at Appendix 3 summarises the projected position by service area.
- 4.3 The major items with slippage against the 2020/21 budget are the Play Spaces programme which have been impacted by the COVID pandemic and the Asset Delivery Programme where the works are now likely to be commenced in 2021/22 in line with the Final Business Case agreed by Council. In addition, COVID-19 has delayed some works funded by the Disabled Facilities Grants in the first quarter. The department are reviewing the policy to enable additional households to benefit from the grant, in line with the Essex Wide DFG group and government guidance.
- 4.4 Executive is asked to recommend to Full Council the reprofiling of £2.67m of the 2020/21 capital budget into future years, as set out in Appendix 3.
- 4.5 The overall forecasted outturn can be contained within the funds earmarked for the 2020/21 Capital Programme and is largely funded by grants and the capital receipts reserve.

## **5 RISK IMPLICATIONS**

- 5.1 The Council already faced a challenging situation to balance the budget from 2021/22 onwards, so the impact of Covid-19 on future years budgets will be

considered carefully as part of the Council's MTFS process. In particular any reductions in Council Tax and Business Rates collected during 2020/21 will impact on the Collection Fund position for the Council's 2021/22 budget, although Government has indicated that it will allow any losses to be spread over three years to help smooth this pressure

- 5.2 There is also a possibility that some of the income losses/cost pressures experienced in 2020/21 could have a long tail, with impacts still being felt into 2021/22 and beyond. This will continue to be closely monitored over the financial year, with assumptions being updated for budget setting as appropriate. The Council is likely to have to take difficult decisions to ensure its financial sustainability in the medium term, unless significant additional ongoing resources are agreed for LAs in the multi-year budget settlement, expected to be announced following the Comprehensive Spending Review in the autumn.
- 5.3 The Council continues to work with DCN and other sectoral bodies to lobby government for appropriate funding to ensure any Covid-19 losses are fully compensated. It has provided detailed estimates of all its pressures to MHCLG each month to inform the governmental analysis of the impact of the pandemic on Local Government finances.
- 5.4 Delays in completing the items on the Capital Programme could prevent the Council from achieving its strategic objectives and lead to adverse publicity.

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.

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

# Appendix 1

## QUARTER 1 RESERVE DRAWDOWNS 2020/21

<b>Description</b>	<b>Amount</b>	<b>Reason</b>	<b>Authorisation</b>
<b><u>Community</u></b>			
General Fund	46,700	External support for Leisure Contract Reprourement	The Executive
<b><u>Environment</u></b>			
R&M reserve	9,000	Utility & adhoc R&M works	Marcus Hotten/Section 151 Officer
Burial Equipment reserve	12,677	Use of a carry forward for equipment planned to be purchased in 19/20.	Marcus Hotten/Section 151 Officer
Contractor Provision	4,500	Depot Works	Marcus Hotten/Section 151 Officer
<b><u>Finance</u></b>			
Transformation/Innovation Fund	68,036	Asset Delivery Programme	Investment Board/ Full Council
Hard/Soft Infrastructure	214,900	Asset Delivery Programme	The Executive
Audit Reserve	1,200	Asset Valuations	Section 151 Officer
<b><u>Governance</u></b>			
CTAX New Burdens	2,782	Reliefs policy review	Section 151 Officer
HB New Burdens	6,094	Works for Local Authority Data Share	Section 151 Officer
HB New Burdens	5,985	Academy System Changes / Upgrades	Section 151 Officer
Business Rates Smoothing Reserve	12,670	Fusion Lifestyle financial support - COVID 19	Section 151 Officer
CTAX New Burdens	2,490	System upgrades / amendments	Section 151 Officer
ND New Burdens	600	Discretionary Relief review of policy	Section 151 Officer
Legal Reserve	15,000	Temporary staff costs	Section 151 Officer
<b><u>Leader</u></b>			
Health & Safety reserve	7,400	COVID 19 - PPE	Section 151 Officer
Member Services	2,500	Member training sessions	Section 151 Officer
IT reserve	12,500	To cover additional telephony costs due to COVID-19	Section 151 Officer
<b><u>Planning</u></b>			
LDF Reserve	140,358	Raise order for LDF work	The Executive
Planning Reserve	17,963	Planning application checks	Marcus Hotten/Section 151 Officer
LDF Reserve	80,000	Raise orders for Future High Streets Fund works (to be compensated by grant funding)	The Executive



## Appendix 2

### FORECAST YEAR-END POSITION FOR 2020/21 AS AT END OF JUNE 2020

#### PORTFOLIO HOLDER: LEADER/DEPUTY LEADER, CLLR S E WOOTTON & CLLR C E ROE

Service Area	Lead Officer	2020/21 Original Budget	2020/21 Latest budget	Quarter 1 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit
Reception	D Tribe	141,350	152,650	23,757	149,198	(3,452)
Support Services	D Tribe	193,785	191,585	36,433	153,817	(37,768)
Legal Services	A Law	158,300	170,700	35,723	176,626	5,926
Licensing	L Moss	82,650	79,850	17,364	47,410	(32,440)
Customer Services	D Tribe	353,450	346,150	76,275	314,752	(31,398)
Hackney Carriage	L Moss	(105,400)	(105,400)	(20,489)	(96,000)	9,400
Human Resources	S Scrutton	177,500	174,800	34,476	188,739	13,939
Member & Committee Services	A Law	409,350	409,850	98,730	403,264	(6,586)
Corporate Management	S Scrutton	185,050	183,420	33,619	222,038	38,618
Assistant Directors	S Scrutton	672,280	663,280	154,185	664,168	888
Strategic Director	S Scrutton	133,700	131,200	30,873	131,194	(6)

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Managing Director	S Scrutton	167,700	164,500	37,999	160,626	(3,874)
Conducting Elections	A Law	172,700	171,200	23,112	79,207	(92,647)
Registration of Electors	A Law	107,850	106,350	18,078	105,696	
Health & Safety	M Harwood – White	50,550	57,450	7,451	44,453	(12,997)
Information	A Law	26,250	25,650	6,178	25,464	(186)
Overview	A Law	51,250	50,250	12,314	50,207	(43)
Leadership Support Team	A Law	86,550	84,850	17,510	72,389	(12,461)
Civics	A Law	80,400	79,100	3,136	71,907	(7,193)
	<b>TOTAL</b>	<b>3,145,265</b>	<b>3,137,435</b>	<b>646,724</b>	<b>2,965,157</b>	<b>(172,278)</b>

## Appendix 2

### PORTFOLIO HOLDER: FINANCE, CLLR S P SMITH

Service Area	Lead Officer	2020/21 Original Budget	2020/21 Latest budget	Quarter 1 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit
Audit	N Lucas	132,550	130,650	22,383	103,912	(26,738)
Financial Services	N Lucas	488,800	480,700	117,189	466,812	(13,888)
Non-Distributed Costs	N Lucas	659,000	659,000	30,897	657,000	(2,000)
Projects	N Lucas	0	282,936	7,353	282,936	0
Council Tax	N Lucas	(126,100)	(127,428)	(28,184)	(11,295)	116,133
Business Rates	N Lucas	(59,200)	(60,100)	21,152	(61,590)	(1,490)
Procurement	A Law	75,050	74,350	11,631	38,833	(35,517)
Housing Benefit Administration	N Lucas	255,050	259,528	(41,727)	226,347	(33,182)
Housing Benefits Payments	N Lucas	(298,300)	(298,300)	587,822	(275,647)	22,653
	<b>TOTAL</b>	<b>1,126,850</b>	<b>1,401,337</b>	<b>728,516</b>	<b>1,427,308</b>	<b>25,971</b>

## Appendix 2

### PORTFOLIO HOLDER: ENTERPRISE, VACANT\*

Service Area	Lead Officer	2020/21 Original Budget	2020/21 Latest budget	Quarter 1 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit
Off St Parking	M Harwood – White	(1,045,600)	(1,048,500)	232,441	(325,532)	722,968
Office Accommodation Rayleigh	M Harwood – White	84,500	84,100	35,928	89,194	5,094
Office Accommodation Rochford	M Harwood – White	241,450	240,850	93,343	280,996	40,146
Estate Management Services	M Harwood – White	184,338	181,038	31,362	129,387	(51,651)
Local Land Charges	D Tribe	(140,000)	(140,000)	(26,791)	(116,411)	23,589
	<b>TOTAL</b>	<b>(675,312)</b>	<b>(682,512)</b>	<b>366,283</b>	<b>57,634</b>	<b>740,146</b>

\* Enterprise Portfolio Holder role is currently vacant. Temporary arrangements are in place as follows;

- Off Street Parking – Cllr D Efde
- Office Accommodation Rayleigh – Cllr S E Wootton
- Office Accommodation Rochford – Cllr S E Wootton
- Estate Management Services – Cllr S E Wootton
- Local Land Charges – Cllr S E Wootton

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### PORTFOLIO HOLDER: PLANNING, CLLR I H WARD

Service Area	Lead Officer	2020/21 Original Budget	2020/21 Latest budget	Quarter 1 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit
Development Management	M Hotten	152,550	160,113	(156,905)	176,903	16,791
Building Control Client Account	M Hotten	238,150	234,450	55,454	220,022	(14,428)
Building Control Fee Account	M Hotten	(220,000)	(220,000)	(42,440)	(175,000)	45,000
Planning Policy & Eco Dev	M Hotten	257,300	395,558	56,074	370,587	(24,971)
	<b>TOTAL</b>	<b>428,000</b>	<b>570,121</b>	<b>(87,818)</b>	<b>592,512</b>	<b>22,392</b>

## Appendix 2

### PORTFOLIO HOLDER: ENVIRONMENT, CLLR A L WILLIAMS

Service Area	Lead Officer	2020/21 Original Budget	2020/21 Latest budget	Quarter 1 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit
Highways/ Roads Routine	M Harwood – White	(700)	10,977	(63,313)	(2,282)	(13,259)
Cemeteries & Churchyards	M Hotten	(116,950)	(117,350)	(27,458)	(110,140)	7,210
Street Cleansing	M Hotten	730,200	730,200	112,576	721,800	(8,400)
Public Conveniences	M Hotten	37,850	46,850	11,859	46,836	(14)
Coast Protection	M Hotten	2,300	2,300	0	2,300	0
Depot	M Hotten	37,750	37,750	29,952	36,791	(959)
Recycling Collection	M Hotten	2,148,600	2,150,800	336,374	2,115,569	(35,231)
Recycling Disposal	M Hotten	(627,500)	(627,500)	132,955	(617,032)	10,468
Parks & Open Spaces	M Hotten	776,700	784,400	195,955	748,189	(36,211)
Emergency Planning	M Harwood – White	52,317	51,817	7,738	49,241	(2,576)
	<b>TOTAL</b>	<b>3,040,567</b>	<b>3,070,244</b>	<b>736,637</b>	<b>2,991,272</b>	<b>(78,972)</b>

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### PORTFOLIO HOLDER: IT AND COMMUNICATIONS CLLR D S EFDE

Service Area	Lead Officer	2020/21 Original Budget	2020/21 Latest budget	Quarter 1 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit
Communications	S Scrutton	77,350	75,750	19,238	75,269	(481)
Computer Services	D Tribe	1,252,328	1,246,428	405,166	1,236,209	(10,219)
	<b>TOTAL</b>	<b>1,329,678</b>	<b>1,322,178</b>	<b>424,405</b>	<b>1,311,479</b>	<b>(10,699)</b>

## Appendix 2

### PORTFOLIO HOLDER: COMMUNITY, CLLR M WEBB

Service Area	Lead Officer	2020/21 Original Budget	2020/21 Latest budget	Quarter 1 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit
Housing Strategy	L Moss	9,900	9,900	(500)	10,000	100
Private Sector Housing Renewal	L Moss	66,750	65,750	11,972	64,826	(924)
Homelessness	L Moss	738,890	732,690	(119,030)	747,155	14,465
Corporate Policy & Partnership	L Moss	126,500	125,400	(8,239)	119,768	(5,632)
Community Safety	L Moss	36,450	35,650	(8,355)	32,587	(3,063)
Public Health	M Hotten	25,100	25,100	(534)	25,100	0
Environmental Health	L Moss	314,100	308,200	52,863	251,827	(56,373)
Culture & Heritage – Windmill	M Harwood – White	(11,431)	(11,431)	(6,037)	(533)	10,898
Sports Development & Promotion	M Harwood – White	3,150	2,150	7,130	1,788	(362)
Leisure Premises	M Harwood – White	266,436	313,136	47,846	667,311	354,175
Leisure Client Account	M Harwood – White	7,600	6,900	23,122	6,571	(329)
Safeguarding	L Moss	13,450	13,250	976	11,673	(1,577)
	<b>TOTAL</b>	<b>1,596,895</b>	<b>1,626,695</b>	<b>1,213</b>	<b>1,938,072</b>	<b>311,377</b>



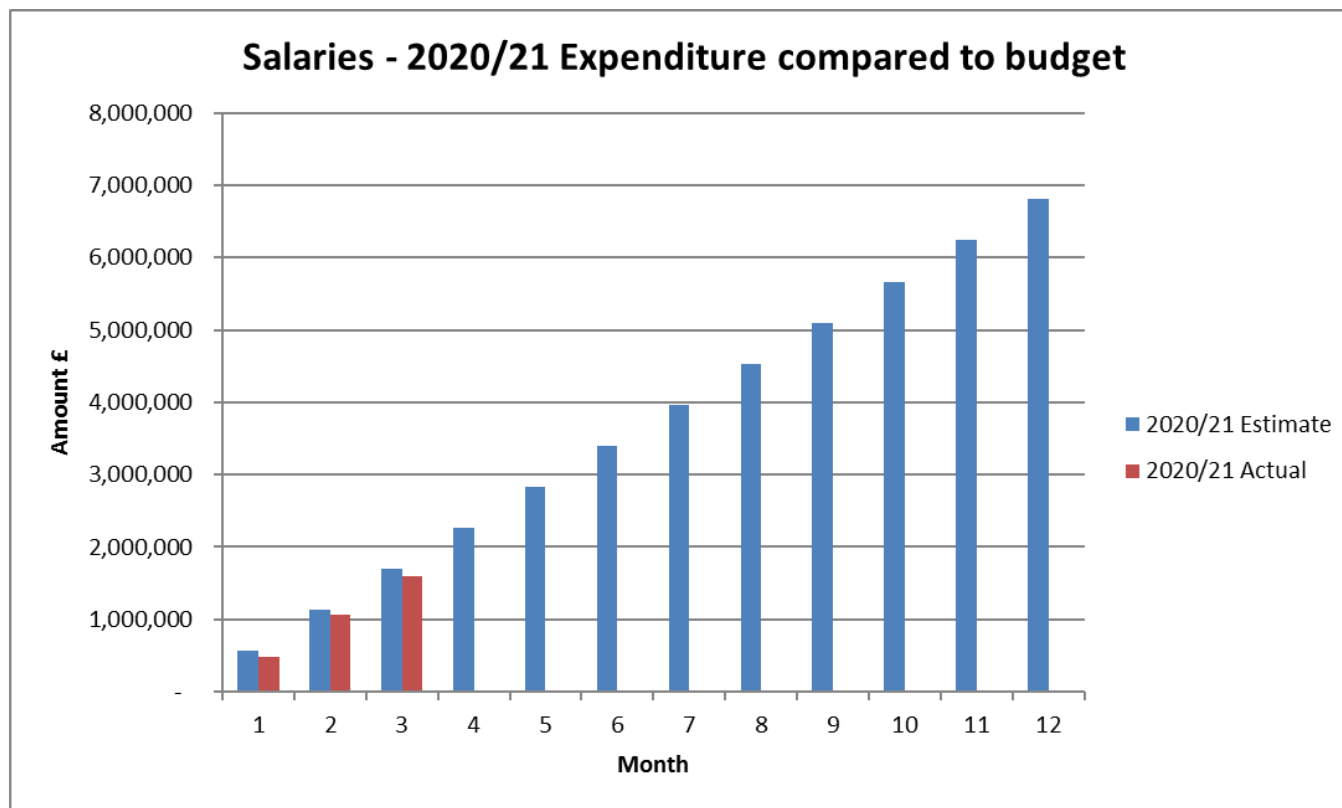
## Appendix 3 - QUARTER 1 CAPITAL MONITORING REPORT 2020/21

Item	2020/21 ORIGINAL BUDGET	2020/21 REVISED BUDGET	2020/21 TOTAL SPENT AND COMMITTED TO DATE	2020/21 PROJECTION FOR REMAINDER OF YEAR	FULL YEAR FORECAST SPEND	AMOUNT REQUESTED FOR REPROFILING	Commentary
<b>Enterprise</b>							
Asset Strategy works on Freight House	1,382,238	1,382,238	-	-	-	1,382,238	Works expected to commence in 2021/22
Rochford Accommodation works from surveys and inspections	30,000	30,000	4,022	14,000	18,022	11,978	
Rayleigh Accommodation works from surveys and inspections	25,000	25,000	5,952	11,000	16,952	8,048	
Windmill works from surveys and inspections	15,000	20,000	700	18,000	18,700	1,300	
Energy Efficient Street Lighting	20,000	20,000	-	17,000	17,000	3,000	
Rochford Day Centre and CAB Replacement Doors, Windows and internal upgrade.	27,000	32,000	-	32,000	32,000	-	
Car Parks resurfacing programme	100,000	137,578	11,215	126,000	137,215	363	
Cherry Orchard Car Park Works	-	2,531	280	-	280	2,251	
	<b>1,599,238</b>	<b>1,649,347</b>	<b>22,169</b>	<b>218,000</b>	<b>240,169</b>	<b>1,409,178</b>	
<b>Environment</b>							
Play Spaces Programme	300,000	578,794	100,682	50,000	150,682	428,112	
Open Spaces - replacements of furniture	15,000	64,349	18,380	26,500	44,880	19,469	
Parks and Open Spaces Resurfacing works	45,000						
Pavilions works following condition survey	100,000	170,000	37,474	132,000	169,474	526	
Waste Bins replacement	25,000	30,906	19,488	-	19,488	11,418	
Vehicle Fleet replacement	25,000	140,000	-	140,000	140,000	-	
Groundworks - Installation of Head Beams	10,000	43,055	20,978	-	20,978	22,078	
Cemeteries works	30,000						
Toilet Refurbishments	110,000	110,000	-	110,000	110,000	-	
Condition Survey	-	4,175	-	4,000	4,000	175	
Electric Charging Points	-	12,000	462	12,000	12,462	- 462	
	<b>660,000</b>	<b>1,153,279</b>	<b>197,464</b>	<b>474,500</b>	<b>671,964</b>	<b>481,316</b>	
<b>IT and Communications</b>							
Mobile Working device refresh	50,000	106,008	17,121	60,000	77,121	28,887	Due to Covid - 19 the type of mobile equipment which will be refreshed has changed. Originally some Members were going to use their own devices they will now be allocated RDC laptops. Rolling programme to replace laptops continues.
ICT Software - new products/ upgrades	-	29,160	-	29,000	29,000	160	GovService costs will be incremental as we move through the implementation of the project
IT Migration Project	-	45,270	39,978	5,293	45,270	-	Project end
Telephony Network - New Phone Kits	-	75,000	-	60,000	60,000	15,000	
Telephone System Cloud Ready Platform	25,000						
Flat Bed Scanners	-	50,000	-	50,000	50,000	-	Covid 19 restoration project has recommended that a room is available with a scanner for all staff to use.
New Print Room Printer	-						This scanner will be put into this room. Multi-functional devices throughout the buildings in South Street will be reduced and one large printer will be purchased with pin number functionality for use by all staff
Caseload Software	-	25,000	-	-	-	25,000	
Infrastructure	-	83,348	18,072	40,000	58,072	25,276	Work has started to replace switches in the racking. Further work will take place to ensure resilience and to ensure decant from South Street is made technically as simple as possible
	<b>75,000</b>	<b>413,786</b>	<b>75,170</b>	<b>244,293</b>	<b>319,462</b>	<b>94,323</b>	
<b>Community</b>							
Disabled Facilities Grant	475,000	986,205	154,064	201,000	355,064	631,141	Lower spend in Q1 as a direct impact of C-19 restrictions. Not easy to predict future spend, risks of some latent demand. Increased integration approach with CCG partners may impact on expenditure Q4 onwards.
Private Housing Renewal Programme	20,000	52,746	8,101	9,000	17,101	35,645	Q1 cases already in pipeline prior to C-19. C-19 dependencies on working in homes etc. will impact on numbers going forward. Marginal increase in enquiries noted in Q2.
Air Quality Grant Expenditure	-	305,533	298,277	7,255	305,532	-	
Wallasea Island - Match Funding	-	37,079	14,112	-	14,112	22,967	
Temporary Accommodation	-	416	4	-	-	416	
	<b>495,000</b>	<b>1,381,979</b>	<b>474,554</b>	<b>217,255</b>	<b>691,809</b>	<b>690,169</b>	
<b>TOTAL</b>	<b>2,829,238</b>	<b>4,598,390</b>	<b>769,356</b>	<b>1,154,048</b>	<b>1,923,404</b>	<b>2,674,986</b>	

## Appendix 4

### KEY FINANCIAL INDICATORS AS AT END OF QUARTER 1

#### Salaries



#### Commentary

The original budget for salaries was set at £6.80m, less an estimated vacancy factor of £200,000. At Q1 there is a projected underspend of c.£384,000 at year end, giving rise to a £184,000 variance.

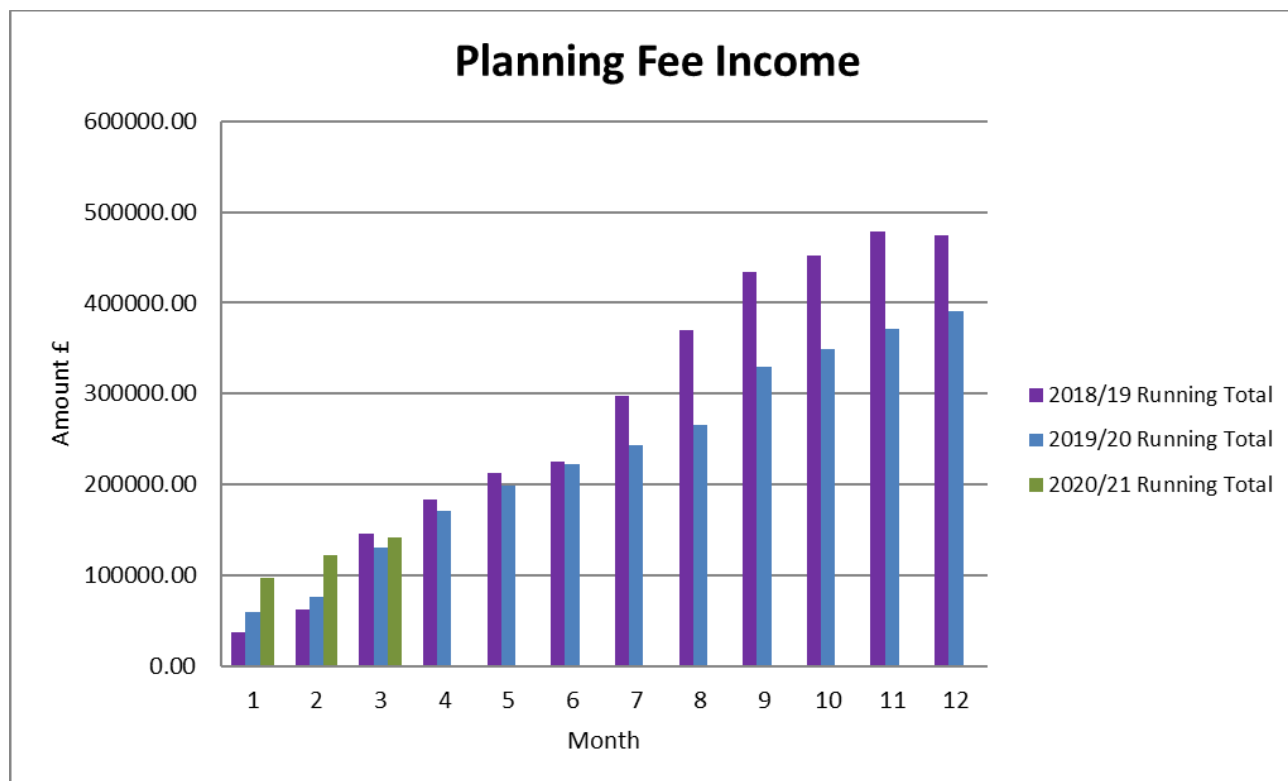
Expenditure on salaries is managed corporately to both reduce employment costs and improve services through better job design.

\* 2020/21 Actual includes costs for 2.75% Cost of Living increase.

\* 2020/21 Budget includes 2% budgeted Cost of Living Increase.

## Appendix 4

### Planning Fees



### Commentary

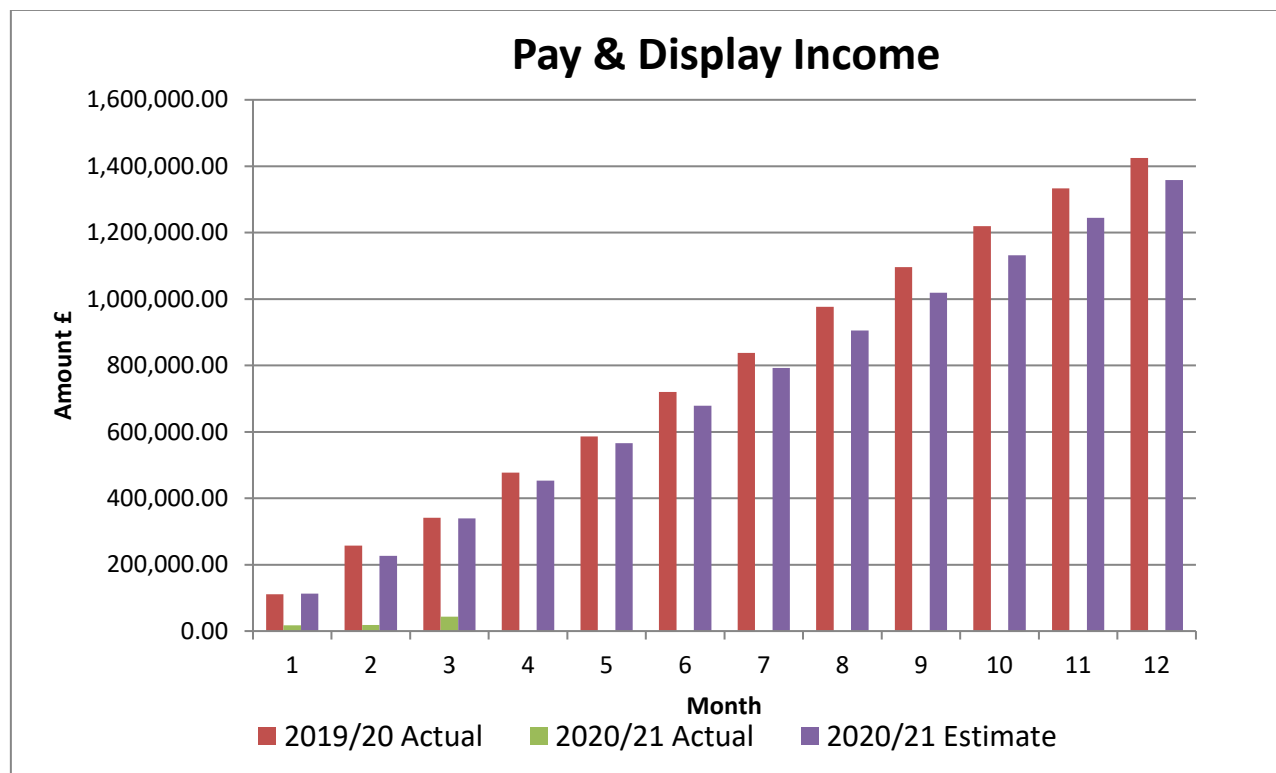
The original budget for planning fee income was £450,000. This was based on officer assumptions on Planning Applications for 2020/21.

At this stage, the year to date position is £141,678. A favourable variance against the year to date budget of c£29,200 however this is due to an individual large application, so it is therefore unlikely that this rate of income will continue for the remainder of the year.

Overall planning income is forecast to be £94,000 under budget due to the impact of COVID-19

## Appendix 4

### Parking Fees



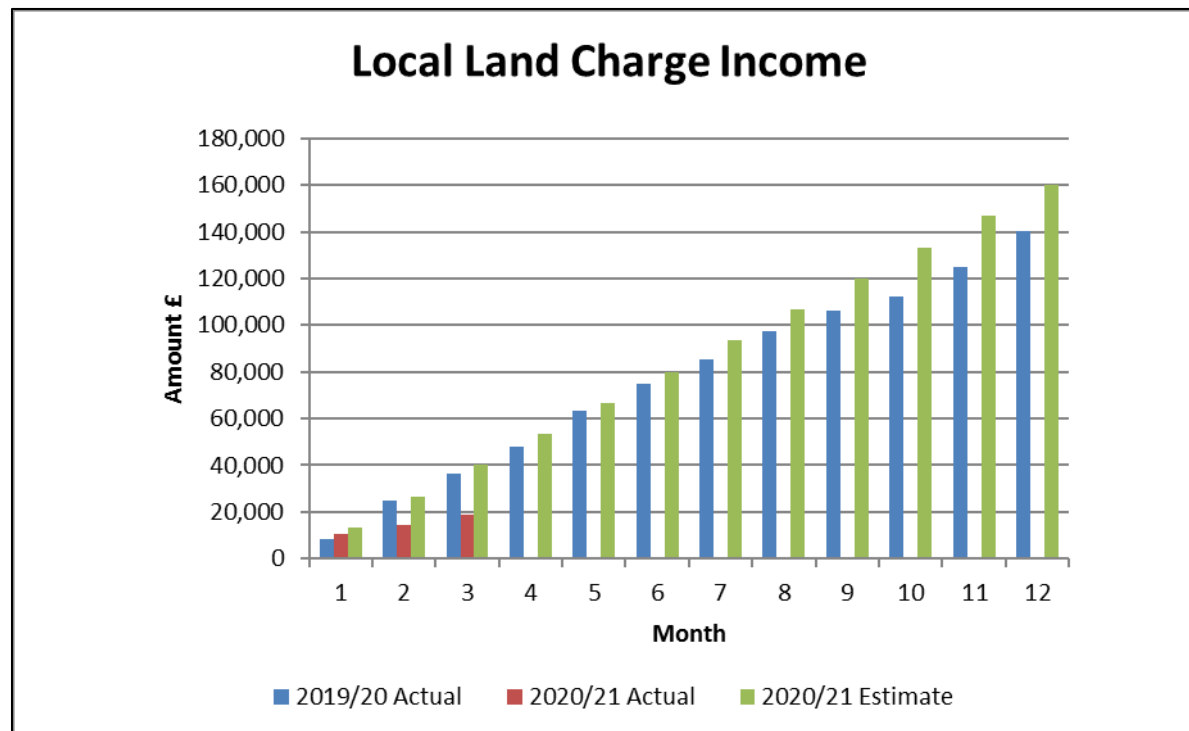
### Commentary

Income to date is £43,741 against a year to date target income of £339,525.

The full year budget for 2020/21 is £1,358,100. Due to COVID-19 it is estimated that actual income will be c£769,000

## Appendix 4

### Local Land Charges



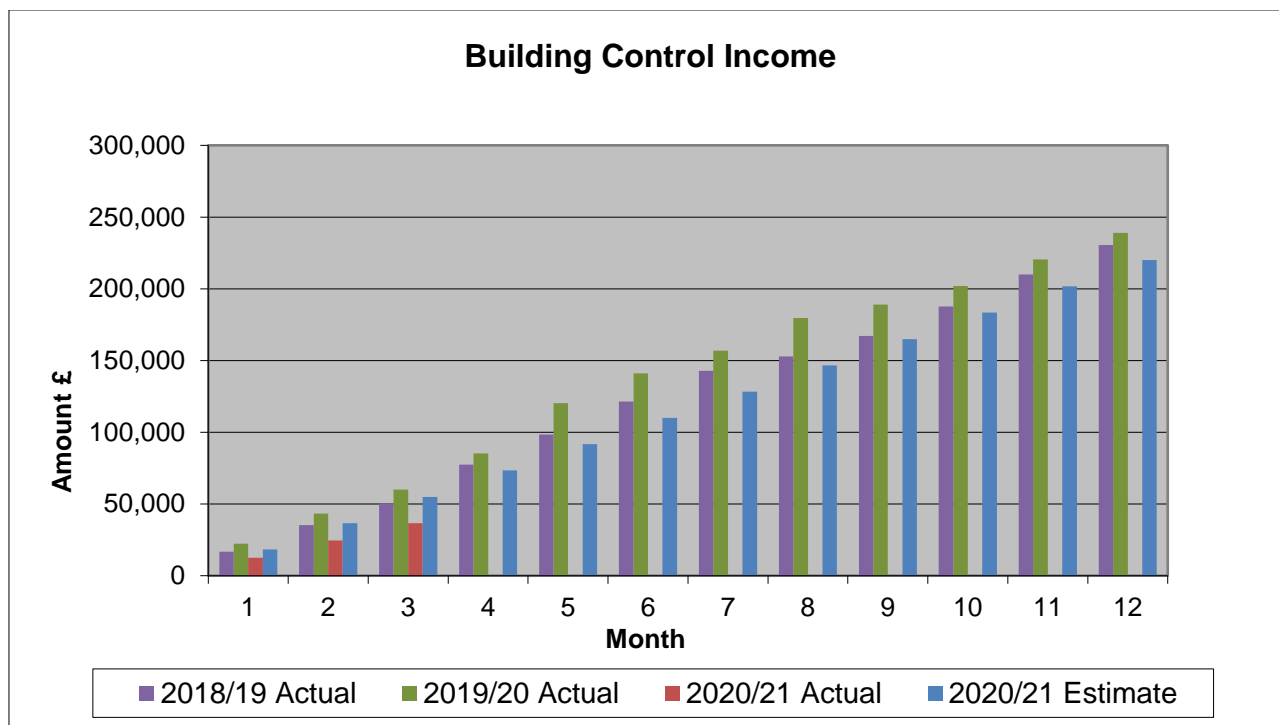
### Commentary

Income to date is £18,828 against a year to date target of £40,000. This is down by 52% compared to the same position last year, where income was £36,176 as at Q1

The full year budget for 2020/21 is £160,000. Based on income to date, total income for the year is forecast to be under original budget by c. £23,500

## Appendix 4

### Building Control Income



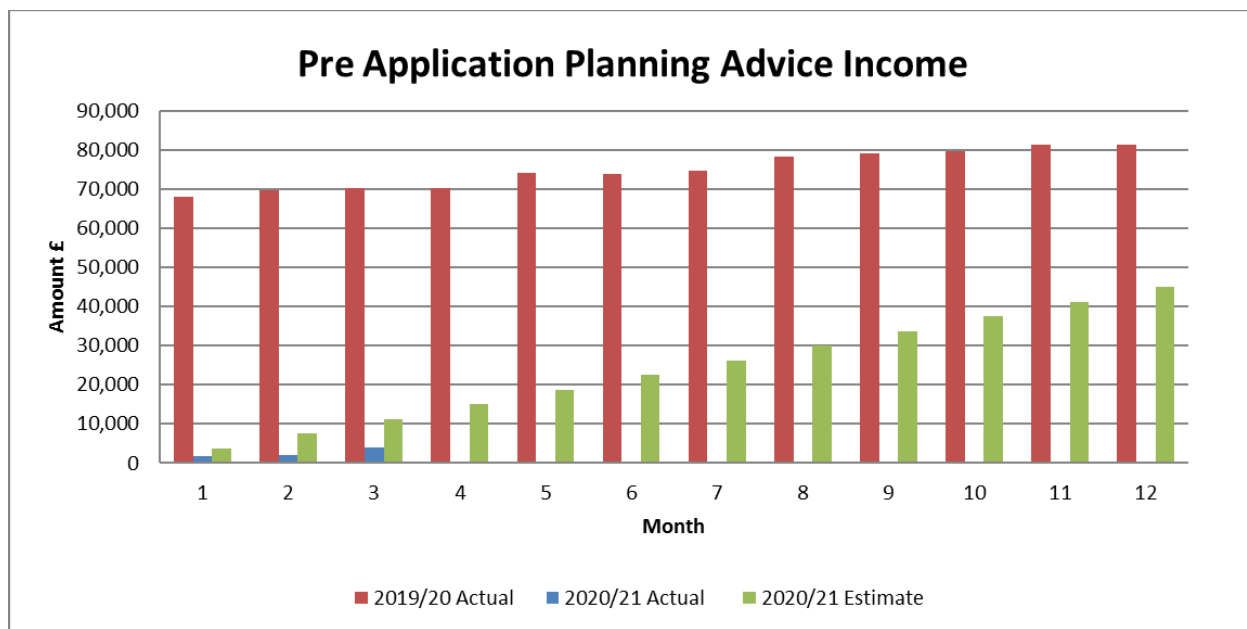
### Commentary

Income to date is £36,628 against a year to date target of £55,000.

The full year budget for 2020/21 is £220,000. Due to COVID-19 it is estimated that actual income for the year will be c£175,000

## Appendix 4

### Pre-Planning Application Advice



### Commentary

The original budget for 2020/21 was set at £45,000. This was based on officer assumptions on the take up of this service.

Income to date is £3,985 against a year to date target of £11,250. It is currently forecasted that income for the year will be £9,900.

## Appendix 4

<b>Car Park</b>	<b>Financial Year</b>	<b>Income Received Q1 £</b>	<b>Income Received Q2 £</b>	<b>Income Received Q3 £</b>	<b>Income Received Q4 £</b>
<b>Webster's Way</b>	<b>2019/20</b>	134,109	151,809	145,814	123,085
	<b>2020/21</b>	17,700			
<b>Castle Road</b>	<b>2019/20</b>	57,989	62,220	61,244	54,158
	<b>2020/21</b>	7,250			
<b>Back Lane</b>	<b>2019/20</b>	38,896	42,707	43,612	40,885
	<b>2020/21</b>	4,747			
<b>Market Car Park</b>	<b>2019/20</b>	22,742	24,556	25,167	20,837
	<b>2020/21</b>	2,576			
<b>Bellingham Lane</b>	<b>2019/20</b>	42,306	47,656	47,719	42,077
	<b>2020/21</b>	5,053			
<b>Southend Road</b>	<b>2019/20</b>	14,897	16,981	16,760	14,067
	<b>2020/21</b>	1,496			
<b>The Approach</b>	<b>2019/20</b>	14,133	15,877	18,703	18,567
	<b>2020/21</b>	2,037			
<b>Hockley Woods</b>	<b>2019/20</b>	6,324	8,267	6,330	5,985
	<b>2020/21</b>	1,811			
<b>Freight House</b>	<b>2019/20</b>	7,656	6,266	7,314	6,648
	<b>2020/21</b>	790			



## Appendix 4

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Old Ship Lane	2019/20	2,363	2,551	2,711	2,515
	2020/21	282			
Total	2019/20	341,416	378,891	375,376	328,825
	2020/21	43,741			

