

**REPORT TO THE EXECUTIVE – 9 NOVEMBER 2022****PORTFOLIO: LEADER/DEPUTY LEADER****REPORT FROM: ASSISTANT DIRECTOR, RESOURCES****SUBJECT: QUARTER 2 2022/23 FINANCIAL MANAGEMENT AND PERFORMANCE UPDATE REPORT****1 DECISION BEING RECOMMENDED**

- 1.1 That the Quarter 2 2022/23 revenue budget and capital position set out in Sections 3 and 4 below and detailed in Appendices 1 to 4 be noted.
- 1.2 That the half year Performance Update at Section 5 and Appendix 5 be noted.

**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 2022/23.
- 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 Assistant Director, Resources, where appropriate.

**3 OVERALL FINANCIAL POSITION**

- 3.1 The latest revenue budget for 2022/23 is £13.160m. The changes to the original budget are detailed in Appendix 1. The forecast outturn for general fund expenditure as at Q2 is £13.207m which is an overspend of £0.046m.

Inflation and Cost of Living Pressures

- 3.2 The forecasts within this report include an estimate of increased pay inflation in 2022/23, (which is yet to be confirmed), and other known cost pressures where available; however, it should be noted that there are further financial risks arising from the current high rates of inflation which cannot be quantified with accuracy at this stage but are likely to have a further knock on impact on the Council's cost of services over the course of 2022/23 and beyond. The Local Government Association has issued a warning that 'soaring inflation, energy prices and National Living Wage pressures are putting council services at risk.' Whilst the Council is not currently anticipating the need to reduce services in year, the financial position will have to be closely monitored

over the course of 2022/23 and will make budget setting for 2023/24 and beyond even more challenging than normal.

#### #OneTeam Strategic Partnership

- 3.3 A #OneTeam Strategic Partnership was agreed at an Extraordinary Council meeting on 25 January 2022 and led to a Joint Chief Executive/Head of Paid Service being appointed across Rochford District Council and Brentwood Borough Council with effect from 1 February 2022. A joint savings ambition for the Partnership has been estimated at £595,000- £853,000 by 2025/26; however, the apportionment of these savings between the councils will need to be agreed following further review of the respective current structures and so have not yet been included within the Council's Medium Term Financial Strategy.
- 3.4 The first activity for the #OneTeam Transformation Programme has been the review of the senior leadership structure at Tier 2 (Strategic Director) and Tier 3 (Assistant Director/Corporate Director) levels. Appointments have now been made to six of the nine new Director roles, with appointments detailed at Appendix 2.
- 3.5 The budgetary impact of the new #OneTeam Strategic Partnership structure for Tiers 1-3 in 2022/23 is still subject to change, pending agreement of final arrangements and recruitment to the remaining vacant posts. Work is now commencing on Tiers 4 and below, through a Service Review process; the budgetary impact of this work will be reported throughout the year as these progress.

#### COVID-19 Impacts

- 3.6 Additional central government financial support for COVID related pressures has now ended; however, the residual impact on areas such as car parking income continues to be closely monitored against the 2022/23 budget.

#### Mitigating Actions to Manage the Budget

- 3.7 Portfolio Holders, supported by 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 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.
- 3.8 A breakdown of the revenue position by portfolio is set out in Appendix 2 and summarised in the table below.

**Revenue Summary at Quarter 2**

Portfolio	2022/23 Original Budget	2022/23 Latest budget	Quarter 2 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit)		Of which: Salary Variance	Of which: Non Salary Variance
Leader/ Deputy Leader	2,969	4,610	1,940	4,398	(212)		149	(361)
Climate & Economy	107	141	15	142	1		0	1
Housing, Assets & Leisure	1,833	2,103	535	2,060	(43)		(28)	(14)
Strategic Planning	(467)	(270)	(25)	(293)	(22)		(31)	9
Environment	3,131	3,486	2,291	3,396	(90)		(57)	(33)
Customer Services, Legal & IT	2,750	2,786	1,382	2,619	(167)		(132)	(36)
Communities & Health	543	601	209	539	(62)		(59)	(3)
<b>Total Portfolio Specific Net Expenditure</b>	<b>10,866</b>	<b>13,456</b>	<b>6,347</b>	<b>12,861</b>	<b>(596)</b>		<b>(157)</b>	<b>(438)</b>
Cost of Living Increase (1)		134		386	252		252	-
Vacancy Factor (2)	(200)	(200)		-	200		200	-
Insurance Contract (3)	-	-		25	25		-	25
Housing Benefit Payments (4)	(230)	(230)		(65)	165		-	165
<b>Total Non Portfolio Specific Expenditure</b>	<b>(430)</b>	<b>(296)</b>	<b>0</b>	<b>346</b>	<b>642</b>		<b>452</b>	<b>190</b>
<b>Total Cost of Services</b>	<b>10,436</b>	<b>13,160</b>	<b>6,347</b>	<b>13,207</b>	<b>46</b>		<b>295</b>	<b>(247)</b>
<b>Funded by:</b>								
Use of Earmarked Reserves	(707)	(3,432)		(3,392)	40			40
Retained Business Rates	(2,442)	(2,442)		(2,481)	(40)			(40)
Collection Fund Surplus Deficit	1,609	1,609		1,609	0			-
Central Government Grants	(859)	(859)		(859)	0			-
Council Tax Precept	(8,019)	(8,019)		(8,019)	0			-
<b>Total Funding</b>	<b>(10,417)</b>	<b>(13,142)</b>		<b>(13,142)</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>Contribution (to) from General Fund</b>	<b>19</b>	<b>18</b>		<b>64</b>	<b>46</b>		<b>295</b>	<b>(247)</b>

**Corporate Adjustments****(1) Cost of Living Increase**

The Council budgeted for a 2% cost of living increase in 2022/23. At the end of Quarter 2 the pay award is still to be agreed, therefore this increase has been removed from individual portfolio budget lines and is shown as a corporate adjustment instead. Based on the pay offer made to date a minimum additional pressure of £0.252m is anticipated; once the final pay award is agreed this will be updated and shown against the individual portfolio lines.

**(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, totalling £157,000 across the Council, before the application of any pay award.

**(3) Insurance Contract**

There have been inflationary increases of c£25,000 on the Council's insurance contracts. These budgets are held corporately and recharged to individual portfolio lines at year end.

**(4) Housing Benefit Payments**

Housing Benefits payments are an uncontrollable budget for the Council; the cost is largely covered by Housing Benefit Subsidy from DWP, but some elements are funded by the Council. An estimate of the total net spend is made by the Council in advance of each financial year, but the budget is volatile due to the large volume of claims and frequent changes in individual circumstances. This is therefore reported corporately.

**Portfolio Variances****Salary Variances**

- 3.9 Overall, there are Council-wide projected salary savings of £157,000 against a budgeted vacancy factor of £200,000, giving rise to a £43,000 adverse variance, *before* the estimated cost of living increase of £252,000 is applied (see note 1 above). This is due to vacancies across several service areas, offset by transitional costs associated with the implementation of the new Corporate Leadership Team structure. The salary savings by portfolio are split out in the table above.

**Non Salary Variances**

- 3.10 In addition to the salaries the following significant variances are projected.

**Leader / Deputy Leader (£361,000 Non Salaries Underspend)**

- £156,500 additional income from the Council Tax Sharing Agreement with preceptors is anticipated due to improved collection compared to the budgeted position, plus £40,572 of investment monies from preceptors.
- £200,000 additional income from interest on investments is forecast due to increasing interest rates.
- There is a £19,900 estimated reduction in income recoverable from court proceedings relating to Council Tax.
- There are £17,700 additional costs expected on bank charges/credit/debit card charges.
- Due to lower salaries paid than budgeted, the apprenticeship levy has reduced by £4,035.
- Other smaller variances across the portfolio resulting in a £2,500 overspend.

**Climate & Economy (Online)**

- No material variances to report.

**Housing, Assets & Leisure (£14,000 non-salaries underspend)**

- As agreed by the Executive in July 2022, as supplementary budget estimate from General Balances has been drawn down to fund the £149,100 pressure due to the planned re-opening of the Freight House and the Mill Arts and Events Centre, so the overspend reported at Quarter One has been removed.
- There is a £6,150 saving on PPE due to less demand resulting from a surplus of stock from last financial year.
- Various other smaller savings across the portfolio totalling £8,000.

**Strategic Planning (£9,000 Non Salaries Overspend)**

- Planning income is forecast to under achieve against budget by £39,500.
- Pre-application advice income is expected to under achieve by £21,100; this is due to this being a demand led service.
- Building control income is forecast to over achieve by £6,400.
- There is £8,000 reduced income from Penalty Charge Notices which is offset by surplus income of £13,500 on Permits/Season Tickets due to uplift of new companies opening in the area requiring parking permits and £8,200 for use of commercial spaces due to unexpected building works and Covid testing.
- A forecast of £20,500 additional car park income compared to the original budget, which reflected the expected ongoing impact of COVID-19.
- There is a £10,800 saving on maintenance of car park ticket machines, due to the purchase of new machines which have lower maintenance costs.
- Various small savings across the portfolio totalling £700.

**Environment (£33,000 Non Ssalaries Underspend)**

- Street Cleansing and Waste Collection budgets are estimated to be £91,000 overspent based on additional costs already incurred to date under the previous contract arrangements. There may be a further pressure on these budgets due to the high levels of inflation during 2022/23; these will be managed jointly with Rochford Norse Plc under the new arrangements in place from July 2022 but the total projected costs for this financial year are yet to be confirmed.

- There will be a £30,000 pressure due to the end of the Avoidable Disposal Income agreement.
- Materials Recycling Facility costs are expected to be £148,000 lower than budgeted due to the decreased cost per tonne of processing recyclates, which is driven by the market.
- Various other smaller projected savings across the portfolio totalling £6,600.

**Customer Services, Legal & IT (£36,000 Non Salaries Underspend)**

- There is a £4,500 anticipated saving on the IT consultancy budget.
- Income from local land charge search is expected to over achieve by £8,000 due to increased demand, with a reduced expenditure on search fees by £6,000.
- Savings on elections of £5,500, mostly due to reduced printing and postage costs.
- Various other smaller projected savings across the portfolio totalling £11,300.

**Communities & Health (£3,000 Non Salaries Underspend)**

- Various small savings are projected across the portfolio.

#### **4 CAPITAL PROGRAMME**

- 4.1 The original Capital Programme for 2022/23 was £5.659m; in addition, £0.509m of carry forwards were agreed as part of the closedown of the 2021/22 financial year, £0.100m additional budget has been agreed for waste contract mobilisation costs, £0.046m for the reopening of the Mill Arts and Events Centre and Freight House and £0.070m match funding for play spaces is anticipated to be received, creating a revised budget of £6.399m.
- 4.2 The forecast outturn on the Council's capital programme as at Quarter 2 is £4.295m. The table at Appendix 3 summarises the projected position by service area.
- 4.3 The major item with slippage against the revised 2022/23 budget is the Asset Delivery Programme (ADP) which will be subject to further review by Council.
- 4.4 The Disabled Facilities Grant budget is demand led and the forecast has been based on the remaining budget being spent over the remaining 6 months.
- 4.5 A budget of £20,000 was agreed in 2022/23 to allow for any responsive works required in the Council offices, of which £11,400 remains uncommitted at Q1. This has been used to support required works at Rochford and Rayleigh

offices and £5,000 for additional works for Wi-Fi improvements at the Mill Arts and Events Centre.

## **5 PERFORMANCE UPDATE**

- 5.1 Appendix 6 sets out the Key Performance Indicators for the Council as at the end of Quarter 2 2022/23 and commentary on the direction of travel.

## **6 RISK IMPLICATIONS**

- 6.1 The current national political uncertainty presents a challenge to local government, as the strategic outlook for local government will depend to some extent on the new Prime Minister and the Government's new Medium Term Fiscal Plan, planned for 31 October. The Council is not currently anticipating that there will be any additional ongoing resources for local authorities in future years and it is possible that departmental budgets will be further reduced, so the Council will need to take difficult decisions to ensure its financial sustainability in the medium term.
- 6.2 Current inflationary pressures are likely to compound this situation by driving up wage growth and contract prices into next year. Inflation is currently exceeding 10% and may rise further, but the British economy is still hugely volatile so will need to be monitored closely.
- 6.3 The residual impact of COVID-19 on future years' budgets will also be considered carefully as part of the Council's MTFS process.
- 6.4 Although the #OneTeam Transformation Programme with Brentwood Borough Council is intended to drive out joint ongoing staffing savings over the next 2 years there is a likelihood that one off costs of redundancy and interim support may erode some of these benefits over the shorter term.
- 6.5 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: \_\_\_\_\_



**ASSISTANT DIRECTOR, RESOURCES**

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**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: YEAR TO DATE RESERVE DRAWDOWNS 2022/23**

<i>Description</i>	<i>Amount</i>	<i>Reason</i>	<i>Authorisation</i>
<b>Leader/ Deputy Leader</b>			
Covid Smoothing Reserve	12,000	To cover Member meetings now held at Sweyne Park School	Section 151 Officer
Members ETM	10,000	Purchase of items for formal meetings 22~23	Section 151 Officer
Agency/ Salaries Reserve	5,000	Licensing Agency Costs	Section 151 Officer/ Louisa Moss
Agency/ Salaries Reserve	18,818	Communications Agency Staff	Leader
CT New Burdens	11,527	Total mobile training, Capita Software costs, Rebate policy	Section 151 Officer
Connect Project	24,924	Connect Training	The Executive
ND New Burdens	1,550	Capita software cost for Lavatory Relief	Section 151 Officer
CT New Burdens	300	EROG 22/23	Section 151 Officer
HB New Burdens	5,638	LADS IT costs	Section 151 Officer
CT New Burdens	1,340	£150 CT rebate leaflet included with bills	Section 151 Officer
Hard/Soft Infrastructure	140,793	Asset Delivery Programme	Section 151 Officer
Invest to Save	328,378	Connect - Invest to Save	The Executive
Investment Fund	283,069	BBC Partnership Transformation Programme	The Executive
Transformation	9,714	Collaborative Costs	Section 151 Officer
Connect Project	15,793	Connect SM Training	The Executive
Connect Project	85,232	Connect Project	The Executive
CT New Burdens	867	extra cost of annual billing	Section 151 Officer
CT New Burdens	5,481	final cost of recovery temp in 22/23	Section 151 Officer
Hard/Soft Infrastructure	26,753	ADP GBP Freight House Costs	Full Council
Hard/Soft Infrastructure	81,754	Asset Delivery Programme GBP	Full Council
Hard/Soft Infrastructure	18,866	The Mill	The Executive
HB New Burdens	9,871	Vigilant Contract	Section 151 Officer
ND New Burdens	12,500	Destin Contract	Section 151 Officer
Hard/Soft Infrastructure		Asset Delivery Programme GBP	The Executive

<b>Housing, Assets &amp; Leisure</b>			
R&M Reserve	2,475	Cleaning of the Civic Suite	Section 151 Officer
Wild Woods Day	5,928	Wild Woods Day Event	Section 151 Officer
Leisure Smoothing Reserve	125,811	Leisure Contract Costs	Section 151 Officer
Active Rochford Reserve	1,000	Wild Woods Day Event	Sports Development Officer
Active Rochford Reserve	549	Active Rochford	Sports Development Officer
General Fund	149,088	Leisure Contract Costs for re-opening the Mill/Freight House	The Executive
<b>Strategic Planning</b>			
Legal Reserve	1,355	Dangerous Structures consultants	Section 151 Officer
Planning Reserve	11,150	Digital Project, Consultancy Work & Feasibility Study	Section 151 Officer
Planning Reserve	20,000	Feasibility Study	The Executive
Planning Reserve	67,950	Capita planning app checking / validation / Agency worker	Leader
Legal Reserve	2,596	Bloor homes public enquiry	Section 151 Officer
LDF Reserve	35,305	Local Development Plan	Section 151 Officer
Legal Reserve	14,799	Bloor homes public enquiry	Section 151 Officer
Legal Reserve	8,645	Dangerous Structures consultants	Section 151 Officer
Planning Reserve	12,799	Capita consultancy	Section 151 Officer
Planning Reserve	13,377	Consultancy fees	Section 151 Officer
Legal Reserve	15,000	legal reserve drawdown	The Executive
Legal Reserve	260	Publicity Advert	Section 151 Officer
R&M Reserve	5,000	Off Street Parking ETM - hire of CEO Vehicle	Section 151 Officer
<b>Climate &amp; Economy</b>			
Eco Dev Reserve	35,000	UKSPF investment plan	Section 151 Officer
General Fund	25,000	Shared costs for Climate & Sustainability Officer	Section 151 Officer
<b>Environment</b>			
Agency/ Salaries Reserve	20,160	Parks and Open Spaces Agency	Section 151 Officer
R&M Reserve	7,860	Cemeteries	Section 151 Officer

Contractor Provision	340,000	Waste and Street scene contract - Norse	Section 151 Officer
<b>Customer Services, Legal &amp; IT</b>			
IT Reserve	7,500	Mobile phone additional costs	Section 151 Officer
<b>Communities &amp; Health</b>			
Platinum Jubilee Purse	22,550	Money for Platinum Jubilee Purse	Section 151 Officer
Crime and Disorder Reserve	501	Purchase of items for Community Safety	Louisa Moss
Agency/ Salaries Reserve	40,799	Env Health Agency Costs	Section 151 Officer

**APPENDIX 2: FORECAST YEAR-END POSITION FOR 2022/23 AS AT END OF SEPTEMBER 2022**

Note: due to the restructure of the Management Team which became effective from 1 August 2022, the following table has been included to show whether the lead officers were in post at the time of the report.

<b>CLT Role</b>	<b>Postholder at Q2 (30<sup>th</sup> September 2022)</b>
Chief Executive	Jonathan Stephenson
Strategic Director (x3)	Ian Winslet / Steve Summers / Vacant
Director of Housing	Vacant
Director of Assets and Investments	Vacant
Director of Resources	Vacant
Director of Communities and Health	Tracey Lilley
Director of Customer & Data Insight	Vacant
Director of Policy and Delivery	Greg Campbell
Director of People and Governance	Vacant
Director of Environment	Marcus Hotten
Director of Place	Phil Drane

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

Service Area	Lead Officer	2022/23 Original Budget	2022/23 Latest budget	Quarter 2 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit)
Housing Benefit Administration	Director Resources	279,723	287,132	168,711	302,539	15,407
Audit	Director Resources	128,900	127,000	17,193	126,933	(67)
Financial Services	Director Resources	403,050	396,050	181,675	390,420	(5,630)
Human Resources	Director People & Governance	197,450	194,750	67,108	175,526	(19,224)
Corporate Management	Chief Executive	209,743	209,743	(20,311)	224,422	14,679
Assistant Directors	Chief Executive	668,188	656,088	300,266	812,368	156,280
Strategic Director	Chief Executive	139,150	136,550	37,088	142,150	5,600
Managing Director	Chief Executive	105,850	105,850	0	105,850	0
Non Distributed Costs	Director Resources	779,600	779,600	459,492	578,710	(200,890)
Projects	Director Policy and Delivery / Director Customer & Data Insight	0	1,637,767	693,683	1,637,767	0
Council Tax	Director Resources	(35,416)	(24,964)	(85,472)	(191,624)	(166,660)
Business Rates	Director Resources	(71,808)	(57,231)	58,983	(58,147)	(916)
Procurement	Director Resources	73,400	72,500	20,768	56,734	(15,766)
Leadership Support Team	Director People & Governance	90,800	88,900	40,991	94,281	5,381
Other Operating Inc & Exp	Director Resources	0				
	<b>TOTAL</b>	<b>2,968,630</b>	<b>4,609,736</b>	<b>1,940,174</b>	<b>4,397,929</b>	<b>(211,807)</b>

**PORTFOLIO HOLDER: CLIMATE & ECONOMY CLLR MRS D L BELTON**

Service Area	Lead Officer	2022/23 Original Budget	2022/23 Latest budget	Quarter 2 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit)
Eco Dev	Director Place	107,220	141,120	15,252	141,952	832
	<b>TOTAL</b>	<b>107,220</b>	<b>141,120</b>	<b>15,252</b>	<b>141,952</b>	<b>832</b>

**PORTFOLIO HOLDER: HOUSING, ASSETS & LEISURE, CLLR M J WEBB**

Service Area	Lead Officer	2022/23 Original Budget	2022/23 Latest budget	Quarter 2 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit)
Housing Strategy	Director Housing	10,000	10,000	9,860	9,720	(280)
Private Sector Housing Renewal	Director Housing	69,470	68,370	27,237	68,957	587
Homelessness	Director Housing	855,844	849,544	33,031	844,237	(5,307)
Office Accommodation Rayleigh	Director Assets & Investments	75,600	77,675	50,016	76,072	(1,603)
Office Accommodation Rochford	Director Assets & Investments	268,750	268,050	119,505	267,642	(408)
Estate Management Services	Director Assets & Investments	220,400	215,900	87,274	193,253	(22,647)
Sports Development & Promotion	Director Communities & Health	53,500	52,949	13,688	53,112	163
Leisure Premises	Director Communities & Health	160,800	435,699	130,378	434,027	(1,672)
Leisure Client Account	Director Assets & Investments	64,000	70,128	44,283	69,846	(282)
Health & Safety	Director Assets & Investments	54,900	54,300	19,648	43,172	(11,128)
	<b>TOTAL</b>	<b>1,833,264</b>	<b>2,102,615</b>	<b>534,920</b>	<b>2,060,038</b>	<b>(42,577)</b>

**PORTFOLIO HOLDER: STRATEGIC PLANNING, CLLR I H WARD**

Service Area	Lead Officer	2022/23 Original Budget	2022/23 Latest budget	Quarter 2 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit)
Highways/ Roads Routine	Director Assets & Investments	(14,400)	(15,700)	62,598	(12,346)	3,354
Off St Parking	Director Assets & Investments	(771,750)	-768,690	(354,867)	(818,640)	(49,950)
Development Management	Director Place	158,300	289,771	122,387	338,161	48,390
Building Control Client Account	Director Environment	238,650	244,650	118,628	239,345	(5,305)
Building Control Fee Account	Director Environment	(225,000)	(225,000)	(113,916)	(221,441)	3,559
Planning Policy & Eco Dev	Director Place	147,380	204,585	140,180	182,396	(22,189)
	<b>TOTAL</b>	<b>(466,820)</b>	<b>(270,384)</b>	<b>(24,991)</b>	<b>(292,525)</b>	<b>(22,141)</b>

**PORTFOLIO HOLDER: ENVIRONMENT, CLLR D J SPERRING**

Service Area	Lead Officer	2022/23 Original Budget	2022/23 Latest budget	Quarter 2 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit)
Cemeteries & Churchyards	Director Environment	(142,200)	(134,340)	(67,784)	(134,121)	219
Street Cleansing	Director Environment	738,600	235,285	231,681	268,144	32,859
Public Conveniences	Director Environment	34,000	34,000	9,925	34,000	0
Coast Protection	Director Environment	2,300	2,300	0	2,300	0
Depot	Director Environment	35,150	35,150	28,708	33,378	(1,772)
Recycling Collection	Director Environment	2,532,640	3,373,155	1,753,547	3,421,419	48,264
Recycling Disposal	Director Environment	(731,500)	(731,500)	112,881	(849,000)	(117,500)
Parks & Open Spaces	Director Environment	661,750	672,110	222,002	619,794	(52,316)
	<b>TOTAL</b>	<b>3,130,740</b>	<b>3,486,160</b>	<b>2,290,959</b>	<b>3,395,914</b>	<b>(90,246)</b>

**PORTFOLIO HOLDER: CUSTOMER SERVICES, LEGAL & IT, CLLR D S EFDE**

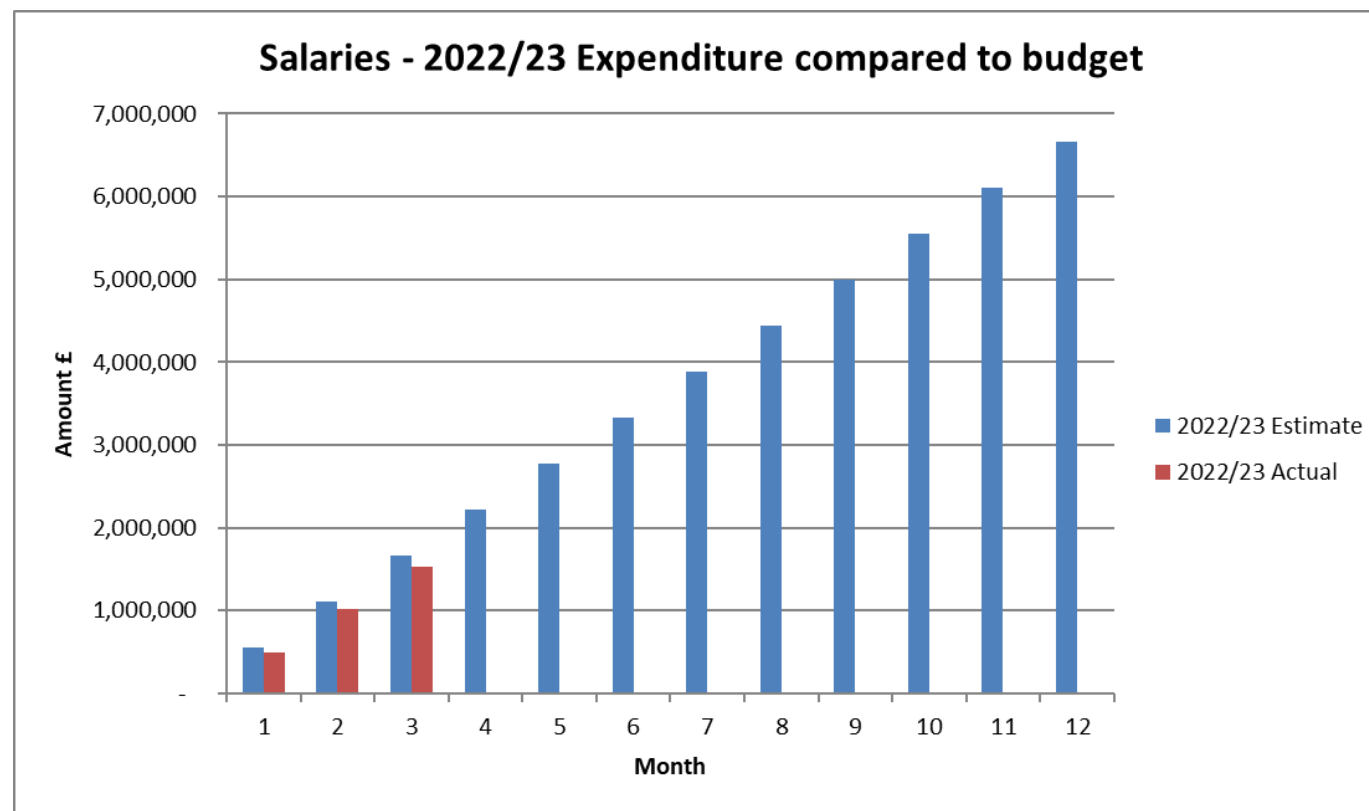
Service Area	Lead Officer	2022/23 Original Budget	2022/23 Latest budget	Quarter 2 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit)
Reception	Director Customer & Data Insight	0	0	(340)	0	0
Digital Services	Director Customer & Data Insight	163,400	160,000	78,911	160,061	61
Support Services	Director People & Governance	128,350	127,800	62,070	125,677	(2,123)
Computer Services	Director Customer & Data Insight	1,112,150	1,115,950	645,785	1,076,873	(39,077)
Legal Services	Director People & Governance	111,200	125,200	18,771	122,377	(2,823)
Communications	Director Policy & Delivery	145,150	161,418	36,667	128,737	(32,681)
Customer Services	Director Customer & Data Insight	436,000	427,200	176,965	381,780	(45,420)
Member & Committee Services	Director People & Governance	457,300	469,100	228,120	451,992	(17,108)
Civics	Director People & Governance	70,400	76,800	34,047	66,292	(10,508)
Conducting Elections	Director People & Governance	149,700	148,350	132,725	149,306	(3,589)
Registration of Electors	Director People & Governance	88,800	87,450	42,292	82,905	
Local Land Charges	Director Customer & Data Insight	(140,000)	(140,000)	(87,103)	(154,278)	(14,278)
Information	Director Customer & Data Insight	27,200	26,700	13,259	26,859	159
	<b>TOTAL</b>	<b>2,749,650</b>	<b>2,785,968</b>	<b>1,382,168</b>	<b>2,618,581</b>	<b>(167,387)</b>

**PORTFOLIO HOLDER: COMMUNITIES & HEALTH, CLLR A L WILLIAMS**

Service Area	Lead Officer	2022/23 Original Budget	2022/23 Latest budget	Quarter 2 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit)
Corporate Policy & Partnership	Director Communities & Health	157,800	179,250	98,733	171,008	(8,242)
Community Safety	Director Communities & Health	28,200	28,201	5,093	28,179	(22)
Licensing	Director Communities & Health	45,500	48,500	2,497	46,668	(1,832)
Public Health	Director Communities & Health	20,100	20,100	6,568	20,100	0
Environmental Health	Director Communities & Health	330,800	365,299	140,474	315,379	(49,920)
Hackney Carriage	Director Communities & Health	(89,900)	(89,900)	(40,407)	(89,004)	896
Culture & Heritage – Windmill	Director Communities & Health	(13,950)	(13,950)	(33,805)	(14,603)	(653)
Safeguarding	Director Communities & Health	14,100	13,800	6,441	11,660	(2,140)
Emergency Planning	Director Communities & Health	50,250	49,750	23,040	49,454	(296)
	<b>TOTAL</b>	<b>542,900</b>	<b>601,050</b>	<b>208,633</b>	<b>538,842</b>	<b>(62,208)</b>

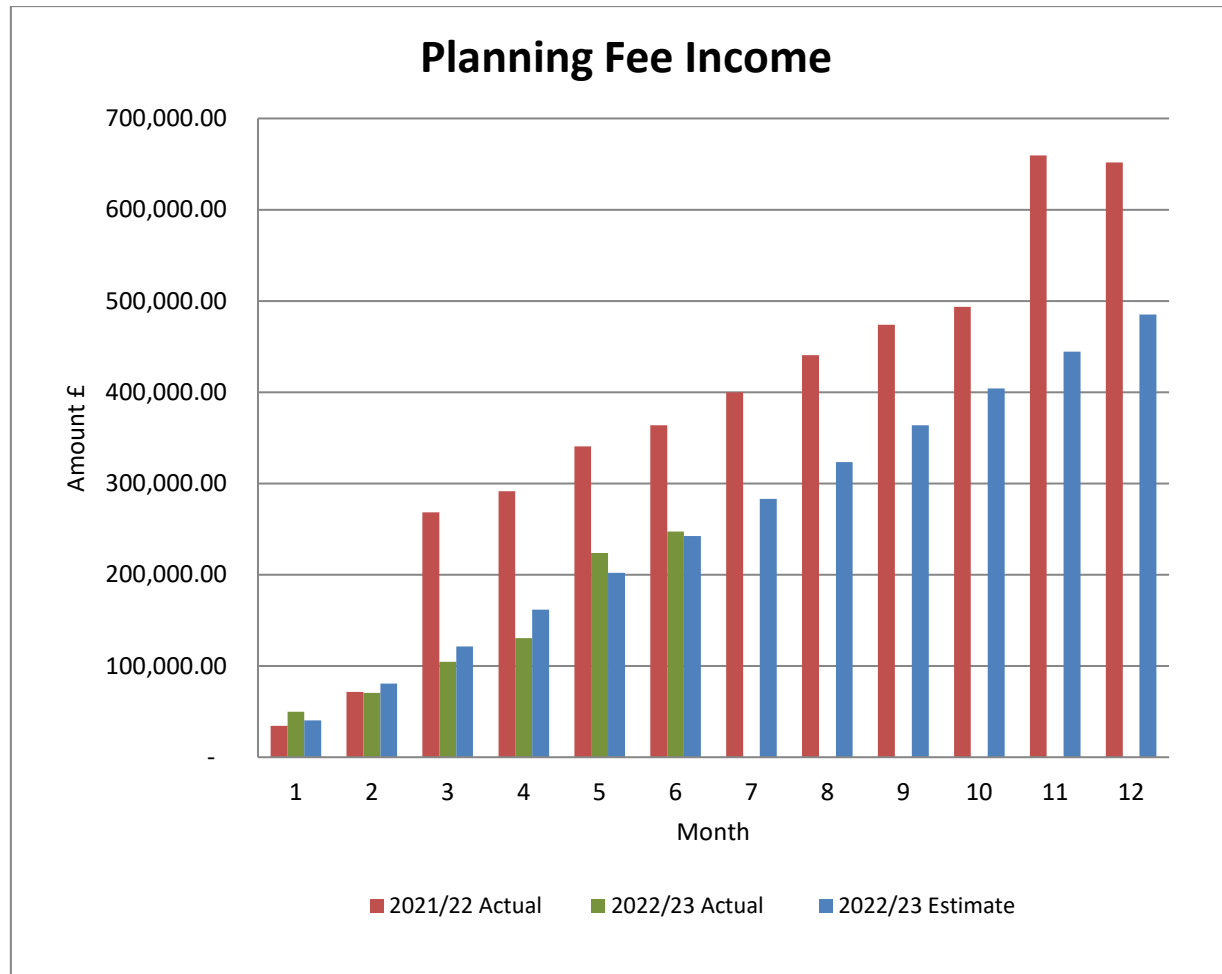
## APPENDIX 3: QUARTER 2 2022/23 PROJECTED CAPITAL OUTTURN POSITION

Item	Commentary	2022/23 ORIGINAL BUDGET	2022/23 REVISED BUDGET	2022/23 TOTAL SPENT AND COMMITTED TO DATE	2022/23 PROJECTION FOR REMAINDER OF YEAR	FULL YEAR FORECAST SPEND	PROJECTED VARIANCE UNDERSPEND/ (OVERSPEND)
<b>Commercial, Business, Local Economy and Leisure</b>							
Asset Strategy	Works as per Asset Strategy FBC financials	1,774,631	1,819,631	42,018	-	42,018	1,777,613
FUSION Reopening of Mill Hall			6,250	0	6,250	6,250	0
Rochford Accommodation works	Works identified from surveys and inspections		10,628	10,648	-	10,648	(20)
Rayleigh Accommodation works	Works identified from surveys and inspections		600	448	-	448	152
Windmill works	Works identified from surveys and inspections	20,000	29,500	12,177	17,200	29,377	123
Rayleigh Grange Community Centre	Reinstatement Works to include Underpinning of subsidence		97,852	0	97,800	97,800	52
Street Lighting	Energy Efficient Lighting	20,000	20,000	2,972	17,028	20,000	(0)
Responsive Capital works	Capital works to ensure Health and Safety and Security	20,000	11,400	0	-	-	11,400
Town Centre Regeneration Fund	To support town centre investment		50,000	0	-	-	50,000
<b>TOTAL</b>		<b>1,834,631</b>	<b>2,045,861</b>	<b>68,264</b>	<b>138,278</b>	<b>206,542</b>	<b>1,839,319</b>
<b>Environment &amp; Place</b>							
Play Spaces	Agreed Programme of Play Equipment	300,000	370,000	117,967	252,033	370,000	(0)
Open Spaces	Replacement of fences/Gates/litter bins/other furniture						
Parks & Open Spaces - Resurfacing works	Resurfacing & replacement of tarmac, concrete & paved foot paths & additional high risk areas within parks and open spaces	80,000	89,480	52,301	37,179	89,480	(0)
Grounds Maintenance	Work Yard fencing, services, portacabin	54,000	80,000	0	80,000	80,000	0
Pavilions	Essential works following condition survey	80,000	66,303	28,273	36,000	64,273	2,030
Waste Bins	Replacement of household bins	70,000	70,000	70,845	-	70,845	(845)
Waste Vehicle Fleet	New waste vehicles - 10 x 26t and 1 x 18t	2,250,640	2,250,640	0	2,151,990	2,151,990	98,650
Waste Contract Mobilisation Costs			110,000	0	110,000	110,000	0
Plant Fleet	Plant Fleet	134,000	134,000	21,941	112,059	134,000	(0)
Vehicle Fleet	Replacement of vehicles	80,000	120,362	118,609	-	118,609	1,753
Cemeteries Groundworks	Installation of Headstone Beams						
Cemeteries	Essential refurbishments	40,000	55,605	54,538	-	54,538	1,067
Public Conveniences Refurbishment			0	3,830	-	3,830	(3,830)
<b>TOTAL</b>		<b>3,088,640</b>	<b>3,346,390</b>	<b>468,304</b>	<b>2,779,261</b>	<b>3,247,565</b>	<b>98,825</b>
<b>IT, Tourism, Housing &amp; Parking</b>							
Car Parks	Car Park priority resurfacing programme	115,000	156,929	45,166	111,800	156,966	(37)
Mobile Working	New Devices Refresh	50,000	59,000	23,540	35,460	59,000	(0)
Hybrid Working	Upgrades to meeting rooms	11,000	11,000		-	-	0
Telephony Network	New Phone Kit/skype		25,000	2,280	-	2,280	22,720
Flat Bed Scanners and MFDs	Scanners for Support Services/Reception		50,919	0	50,919	50,919	0
IT Infrastructure works	Various		0	0	-	-	0
ICT Cloud Costs	Migration Carry Forwards		8,533	5,549	-	5,549	2,984
IT	Wifi		0	25	-	25	(25)
Disabled Facilities Grant	To fund aids and adaptations	540,059	540,059	352,065	187,994	540,059	(0)
Private Housing Renewal Programme	To fund aids and adaptations	20,000	20,000	220	-	-	19,780
<b>TOTAL</b>		<b>736,059</b>	<b>871,440</b>	<b>428,845</b>	<b>386,173</b>	<b>815,018</b>	<b>45,422</b>
<b>Community</b>							
Air Quality Grant Expenditure		0	35,523	25,860	-	25,860	9,663
Community Safety Fund	To fund investment in works that aid Community Safety across the district	0	100,000	0	-	-	100,000
<b>TOTAL</b>		<b>-</b>	<b>135,523</b>	<b>25,860</b>	<b>-</b>	<b>25,860</b>	<b>109,663</b>
<b>GRAND TOTAL</b>		<b>5,659,330</b>	<b>6,399,214</b>	<b>991,273</b>	<b>3,303,712</b>	<b>4,294,985</b>	<b>2,093,229</b>

**APPENDIX 4: KEY FINANCIAL INDICATORS****Salaries****Commentary**

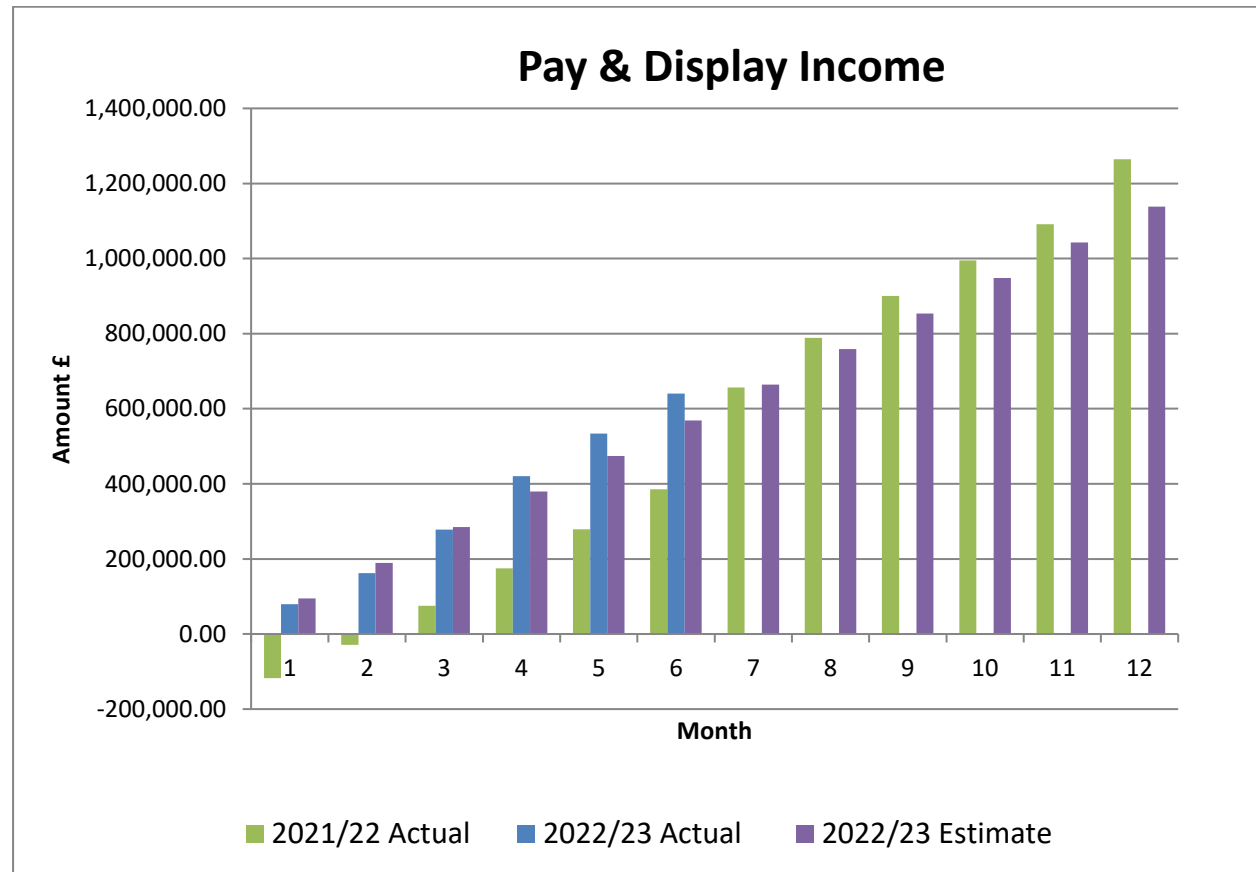
The original budget for salaries was set at £6.85m, less an estimated vacancy factor of £200,000. At Q2 there is a projected underspend of c.£157,000 at year end, giving rise to a £43,000 adverse variance.

\* For the purpose of this report the 2% budgeted Cost of Living increase has been removed, as the final pay award has not been confirmed. This will be updated later in the year once the Cost-of-Living increase has been approved.

**Commentary**

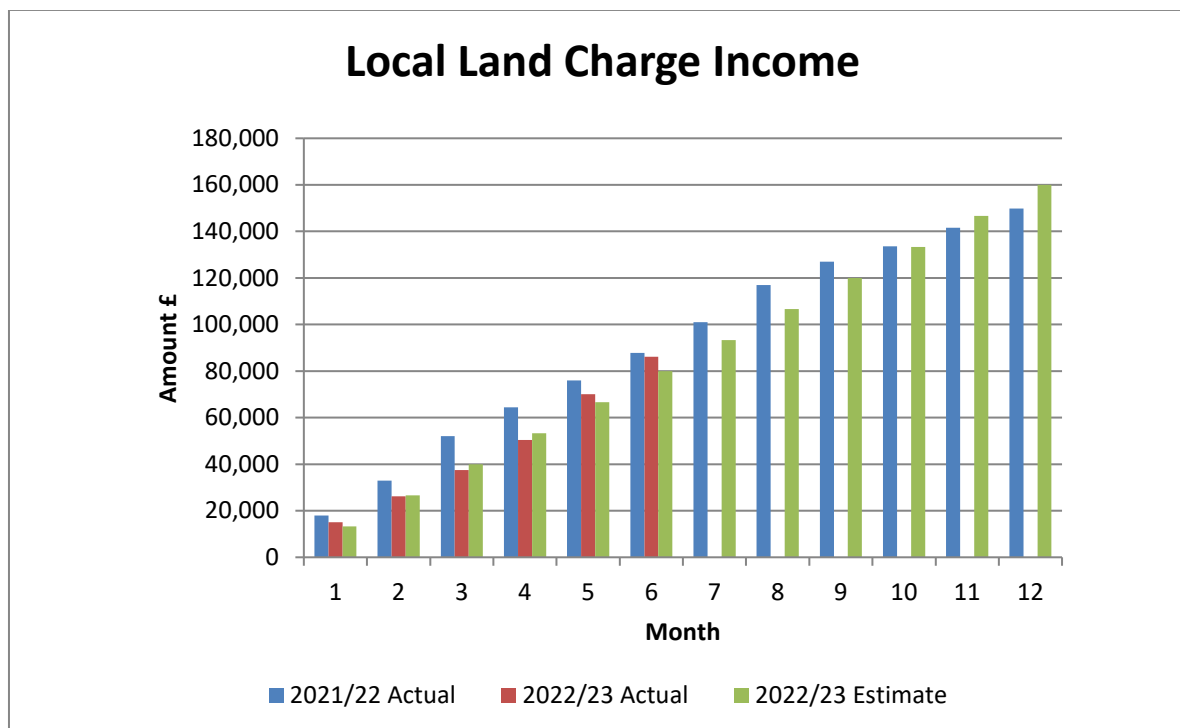
The original budget for planning fee income was £485,000. This was based on officer assumptions on Planning Applications for 2022/23.

At this stage, the year-to-date position is £203,100 which is an unfavourable variance against the year-to-date budget of c£39,400.

**Parking Fees****Commentary**

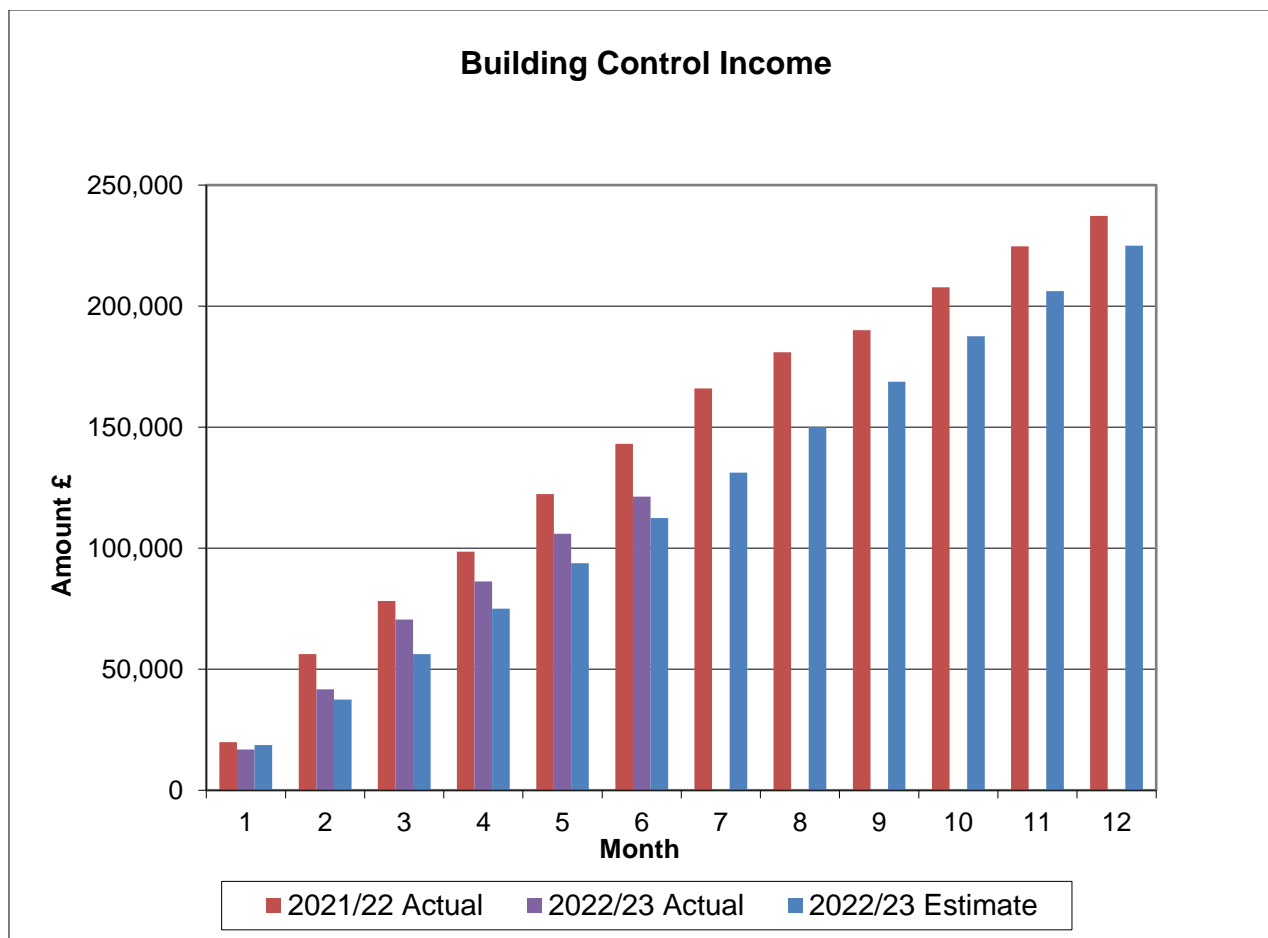
Income to date is £578,900 against a year-to-date target of £569,050.

The full year budget for 2022/23 is £1,138,100. Income for the year is anticipated to achieve budget.

Local Land ChargesCommentary

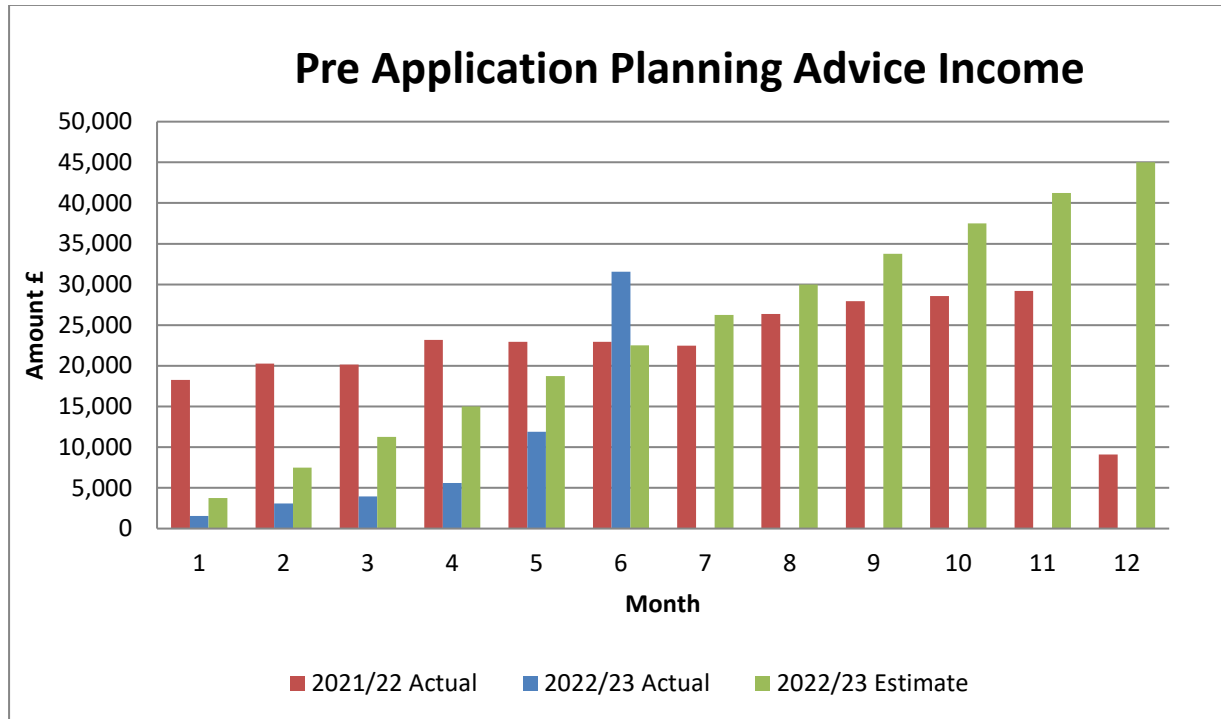
Income to date is £84,139 against a year-to-date target of £80,000. This is a slight decrease compared to the same position last year, where income was £87,796 as at Q1.

The full year budget for 2022/23 is £160,000. Based on income to date, total income for the year is forecast to be c£168,000.

**Building Control Income****Commentary**

Income to date is £116,000 against a year-to-date target of £112,500.

The full year budget for 2022/23 is £225,000. Current assumptions are that income from building control will be c£231,400 for the year if current run-rates continue.

**Pre-Planning Application Advice****Commentary**

The original budget for 2022/23 was set at £45,000. This was based on officer assumptions on the take up of this service.

Income to date is £11,900 against a year-to-date target of £22,500

**Car Park Income Breakdown\***

Car Park	Financial Year	Income Received Q1	Income Received Q2	Income Received Q3	Income Received Q4
		£	£	£	£
Webster's Way	2021/22	96,841	112,935	119,145	159,814
	2022/23	121,458	152,661		
Mill Hall	2021/22	0	0	0	0
	2022/23	3,618	23,690		
Bellingham Lane	2021/22	33,151	39,660	39,621	38,261
	2022/23	26,372	12,682		
Castle Road	2021/22	44,385	54,780	60,676	56,064
	2022/23	45,627	63,102		
Market Car Park	2021/22	14,873	18,321	19,534	17,200
	2022/23	19,787	26,639		
The Approach	2021/22	16,462	21,386	23,580	23,207
	2022/23	6,062	9,474		
Southend Road	2021/22	9,739	12,088	11,737	10,833
	2022/23	15,151	19,687		
Hockley Woods	2021/22	5,403	6,848	5,559	5,833
	2022/23	3,143	4,099		
Back Lane	2021/22	31,189	36,977	44,413	38,344
	2022/23	30,907	41,038		
Freight House	2021/22	4,366	5,653	5,788	5,982
	2022/23	3,064	4,083		
Old Ship Lane	2021/22	1,856	2,290	2,499	7,941
	2022/23	2,065	2,731		
Cherry Orchard	2021/22	0	0	0	0
	2022/23	1,166	1,935		
Total	2021/22	258,266	310,937	332,551	363,480
	2022/23	278,421	361,823		

*\*Note – The Mill Hall and Bellingham Lane car parks are shown separately in 2022/23. In 2021/22 the Mill Hall income was included within the Bellingham Lane total; therefore is shown as zero*

## Appendix 5

Key Performance Indicators	Polarity	Quarter 2 Performance 2021/2022	Target 2022/2023	Quarter 2 Performance 2022/2023	2022/2023 vs. 2021/2022	Direction of Travel	Commentary
Housing Benefit and Pensioner Council Tax Support - time taken to process New Claims (days)	Low is Good	27.8	21.0	18.5	-9.32	↑	Improving trend compared the same quarter last year
Housing Benefit and Pensioner Council Tax Support - time taken to process Change of Circumstances (days)	Low is Good	12.2	12.0	8.2	-3.98	↑	Improving trend compared the same quarter last year
Working Age Council Tax Support - time taken to process New claims (days)	Low is Good	<b>New Measure for 2022/2023</b>	<b>New Measure for 2022/2023</b>	1.8	<b>N/A</b>	<b>N/A</b>	Revenues and Benefits introduced two new performance measures in April 2022 to reflect the introduction of the Council's simplified banded Council Tax scheme for working age residents. The new measures split Working Age support from Housing Benefit and Pensioner support.
Working Age Council Tax Support - time taken to process Change of Circumstances (days)	Low is Good	<b>New Measure for 2022/2023</b>	<b>New Measure for 2022/2023</b>	0.6	<b>N/A</b>	<b>N/A</b>	Revenues and Benefits introduced two new performance measures in April 2022 to reflect the introduction of the Council's simplified banded Council Tax scheme for working age residents. The new measures split Working Age support from Housing Benefit and Pensioner support.
Number of Out of Work Benefit Claimants: Actively Seeking Work	Low is Good	1,535	800	1,050	-485	↑	The latest reported figure for the Number of Out of Work Benefit Claimants: Actively Seeking Work shows a significant drop from the previous year reflecting both a continuing buoyant job market and many sectors are returning to pre-pandemic staffing levels with some showing signs of growth. In addition, start-up enquiries have increased over the past 12 months.
The number of working days lost to the Local Authority due to sickness absence per Full Time Equivalent (FTE)	Low is Good	2.3	4	2.7	0.36	↓	The Number of working days lost to the Local Authority due to sickness absence per Full Time Equivalent is slightly increased compared to the same time last year, up from 2.3 days to 2.7 days.
Number of Employees (FTE)	N/A	142.65	N/A	140	-2.71	<b>N/A</b>	
Percentage of Collectible Council Tax Collected (Cumulative)	High is Good	52.1%	98.2%	52.3%	0.2%	↑	The Percentage of Collectible Council Tax Collected (Cumulative) has increased since the same time last year. The take up of direct debit has increased, partly due to the energy rebate scheme earlier in the year and where some residents elected to have the rebate payment credited to their Council Tax account. Cost of living pressures may impact performance in the second half of the year.
Percentage of Collectible Business Rates Collected (Cumulative)	High is Good	49.0%	99.1%	58.0%	9.0%	↑	The Percentage of Collectible Business Rates Collected (Cumulative) has also improved compared to last year. The recent award of COVID Relief funding direct to business rates accounts has boosted the collection rate for 2022/2023.
Percentage of invoices paid in 30 days	High is Good	87.2%	98.0%	87.4%	0.2%	↑	improvement compared to the same time last year however, performance remains below target. The issues relate to a failure in the time taken to receipt orders in a timely manner but this should be addressed as new staff become further trained in their role.
Percentage of invoices for commercial goods and services paid by the Authority within 10 days of receipt to Local Suppliers	High is Good	72.6%	90.0%	81.8%	9.2%	↑	improvement compared to the same time last year however, performance remains below target. The issues relate to a failure in the time taken to receipt orders in a timely manner but this should be addressed as new staff become further trained in their role.
Residual waste, kilograms per household (*Provisional Data reported as at August 2022)	Low is Good	202	310	38	-165	↑	Waste data for Quarter Two won't be available until November 2022. The data represents provisional data up to August 2022. The provisional performance currently shows a much better position in comparison to April to September 2021.
Percentage of waste recycled or composted (*Provisional Data reported as at August 2022)	High is Good	62.3%	66.0%	83.6%	21.3%	↑	Waste data for Quarter Two won't be available until November 2022. The data represents provisional data up to August 2022. The provisional performance currently shows a much better position in comparison to April to September 2021.
Percentage of missed bins vs. total collected	Low is Good	0.0020%	0.0100%	<b>Not Yet Available</b>	<b>N/A</b>	<b>N/A</b>	Missed bins data for Quarter Two is also not yet available.
Percentage of Major planning applications determined in 13 weeks or within the agreed Extension of Time (*Data reported as at June 2022)	High is Good	100.0%	75.0%	100.0%	0.0%	→	The Percentage of Major planning applications determined in 13 weeks or within the agreed Extension of Time (*Data reported as at June 2022) represents 6 out of 6 Major applications determined in time in Quarter 1. This shows continued good performance for planning applications compared to the same time in 2021-2022.

Key Performance Indicators	Polarity	Quarter 2 Performance 2021/2022	Target 2022/2023	Quarter 2 Performance 2022/2023	2022/2023 vs. 2021/2022	Direction of Travel	Commentary
Percentage of remaining (Non Major) planning applications determined in 8 weeks or within the agreed Extension of Time (*Data reported as at June 2022)	High is Good	76.8%	75.0%	90.1%	13.3%	↑	The Percentage of remaining (Non Major) planning applications determined in 8 weeks or within the agreed Extension of Time (*Data reported as at June 2022) represents over 200 Non-Major applications determined in time in Quarter 1 with only 24 applications subject to an Extension of Time. This shows an improving trend with a majority of applications determined in the government target of 8 weeks.
Percentage of planning appeals allowed	Low is Good	37.5%	30.0%	0.0%	-37.5%	↑	The Percentage of planning appeals allowed performance reflects a total of 0 out of 4 planning appeals allowed between April to September 2022. There have been 20 fewer appeals in 2022-2023 than the same time frame in 2021-2022.
Planning enforcement: Percentage of initial site visits conducted within target time	High is Good	65.5%	60.0%	86.8%	21.4%	↑	The Percentage of (Planning Enforcement) initial site visits conducted within target time had a similar total number of site visits required but 2022-2023 showed a greater number of those visits being conducted within target time.
Planning enforcement: Cases being investigated including appeals	Low is Good	182	372	313	131	↓	The number of Planning Enforcement Cases being investigated including appeals has increased in 2022-2023, there are currently 131 more cases in September 2022 than there was in September 2021.
Number of dwellings improved (occupied by vulnerable households – housing hazards reduced)	High is Good	17	70	37	20	↑	Private Sector Housing service is reactive to customer demand. The reducing needs of the Homes For Ukraine Scheme, introduced in 2022, resulted in fewer requests in Quarter 2 compared to Quarter 1. However, the Number of dwellings improved (occupied by vulnerable households – housing hazards reduced) remains higher than compared to the same period last year
Number of food businesses made safer (cumulative)	High is Good	32	168	28	-4	↓	Currently the Environmental Health service has vacant posts in both the Food Team and Environmental Protection Team. Recruitment has not been successful due to a national shortage of experienced, qualified staff in a highly competitive market. The Teams also had over three times the normal level of nuisance service requests this summer which added pressure on the team, who have performed admirably to meet the needs of our residents. The service has engaged contractors to ensure that we meet our statutory targets, and the second half of the year should see an increase in proactive work, such as food inspections, as the reactive work, such as noise complaints, reduces. The vacant positions will be re-advertised. This has impacted performance related to the Number of food businesses made safer (cumulative).