
REPORT TO THE EXECUTIVE – 27 SEPTEMBER 2022**PORTFOLIO: LEADER/DEPUTY LEADER****REPORT FROM: ASSISTANT DIRECTOR, RESOURCES (SECTION 151 OFFICER)****SUBJECT: QUARTER 1 2022/23 FINANCIAL MANAGEMENT REPORT****1 DECISION BEING RECOMMENDED**

- 1.1 To note the Quarter 1 2022/23 revenue budget and capital position set out in sections 3 and 4 below and detailed in Appendices 1 to 4.

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 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 Section 151 Officer, where appropriate.

3 OVERALL FINANCIAL POSITION

- 3.1 The latest revenue budget for 2022/23 is £12.114m, which is an increase of £1.679m compared to the original budget of £10.435m. 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 £12.481m, which is an overspend of £0.367m.

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 a meeting of Extraordinary Council 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 for new Tier 3 Director roles were made by the Chief Officer Appointments Committee on 16 June, with vacancies arising for five of the nine new roles effective from 1 August 2022. The vacant roles are being recruited to in the autumn of 2022 and interim arrangements will be put in place to ensure that the Council continues to deliver services effectively during this transition period.
- 3.5 The financial position therefore does not yet fully reflect the cost impact of changes agreed under the #OneTeam Strategic Partnership programme which are still subject to change, pending agreement of final arrangements and recruitment to vacant posts.

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.

Portfolio	2022/23 Original Budget	2022/23 Latest budget	Quarter 1 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit)	Of which: Salary Variance	Of which: Non Salary Variance
Leader/ Deputy Leader	2,969	3,838	576	3,722	(116)	94	(210)
Climate & Economy	82	81	16	82	0	0	0
Housing, Assets & Leisure	1,833	1,953	4	2,069	116	(19)	135
Strategic Planning	(442)	(320)	137	(259)	61	(23)	84
Environment	3,131	3,486	491	3,346	(140)	(38)	(102)
Customer Services, Legal & IT	2,750	2,771	841	2,616	(155)	(89)	(67)
Communities & Health	543	601	131	560	(41)	(34)	(7)
Total Portfolio Specific Net Expenditure	10,866	12,410	2,195	12,135	(274)	(109)	(165)
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
Total Non Portfolio Specific Expenditure	(430)	(296)	0	346	642	452	190
Total Cost of Services	10,436	12,114	2,195	12,481	367	343	25
Funded by:							
Use of Earmarked Reserves	(707)	(2,385)		(2,346)	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		-
Total Funding	(10,417)	(12,096)		(12,096)	0	0	0
Contribution (to) from General Fund	19	18		386	367	343	25

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 1 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 £108,800 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 £108,800 against a budgeted vacancy factor of £200,000, giving rise to a £91,200 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, including the Communications team (£23,900), Customer Services (£31,800), Environmental Health (£25,600), Parks and Open Spaces (£35,400) and Estates (£19,600), plus smaller variances across other 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 (£210,000 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.
- £85,000 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 £14,400 additional costs expected on bank charges/credit/debit card charges.
- Other smaller variances across the portfolio resulting in a £2,600 underspend

Housing, Assets & Leisure (£135,000 non-salaries overspend)

- There is an expected £149,100 pressure due to the planned re-opening of Freight House and the Mill Arts & Events Centre, as agreed by the Executive in July 2022.
- There is a £4,150 saving on PPE due to less demand, plus a surplus of stock from the last financial year.
- Various other smaller savings across the portfolio totalling £9,500

Strategic Planning (£84,000 non-salaries overspend)

- Planning income is forecast to under-achieve against budget by £51,500.
- Pre-application advice income is expected to under-achieve by £29,200; this is due to this being a demand led service.
- Building control income is forecast to over-achieve by £7,900.
- There is expected to be £18,300 reduced income on Permits/Season Tickets and £10,400 reduced income from Penalty Charge Notices. This is partially offset by surplus income of £8,200 for use of commercial spaces.
- 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 costs across the portfolio totalling £1,700

Environment (£102,000 non-salaries underspend)

- Street Cleansing and Waste Collection budgets are estimated to be £16,200 overspent based on additional costs already incurred to date this year under the previous contract arrangements. There is likely to 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 £150,000 lower than budgeted due to the decreased cost per tonne of processing recyclates, which is driven by the market.
- Parks and Open Spaces overall income is expected to under achieve by £1,400.

Customer Services, Legal & IT (£67,000 non-salaries underspend)

- There is a £7,500 anticipated saving on the IT consultancy budget.
- £55,000 saving on communications budgets
- Income from local land charge search is expected to under-achieve by £10,900 due to decreased demand; this is partly offset by reduced expenditure on search fees by £6,000. Savings on elections of £4,500, mostly due to reduced printing and postage costs.
- Various other smaller projected savings across the portfolio totalling £4,400.

Communities & Health (£7,000 non-salaries underspend)

- There is projected to be £9,200 additional income from Old House weddings, partially offset by a reduction in Windmill weddings of £6,400.
- Various small savings are projected across the portfolio totalling £4,000.

4 CAPITAL PROGRAMME

- 4.1 The original Capital Programme for 2022/23 was £5.659m; in addition as part of the closedown of the 2021/22 financial year £0.509m of carry forwards were agreed, £0.100 was agreed for waste contract mobilisation costs and £0.070m match funding for play spaces is anticipated to be received, creating a revised budget of £6.343m.
- 4.2 The forecast outturn on the Council's Capital Programme as at Quarter 1 is £4.248m. 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 following the Executive decision to remove the Mill Site from the programme in July.
- 4.4 The Disabled Facilities Grant budget is demand-led and the forecast has been based on the Q1 spend profile remaining constant over the remainder of the year; this may be subject to change.
- 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 £16,400 remains uncommitted at Q1.

5 RISK IMPLICATIONS

- 5.1 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 election of a new Prime Minister, and associated Cabinet reshuffle. The Council is not currently anticipating that there is likely to be any

significant additional ongoing resources for local authorities in future years, so it will need to take difficult decisions to ensure its financial sustainability in the medium term.

- 5.2 Current inflationary pressures are likely to compound this situation by driving up wage growth and contract prices into next year. Inflation is forecast to continue to rise to 18% by January 2023, so this will have to be closely monitored as the budget for 2023/24 is finalised.
- 5.3 The residual impact of COVID-19 on future years' budgets will also be considered carefully as part of the Council's MTFS process.
- 5.4 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.
- 5.5 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.

CLT Lead Officer Signature: _____



Assistant Director, Resources

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

Description	Amount	Reason	Authorisation
Leader/ Deputy Leader			
CT New Burdens	11,527	Total mobile training, Capita Software costs, Rebate policy	Section 151 Officer
Connect Project	24,924	Connect Training	Board Committee
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
Infrastructure	140,793	Asset Delivery Programme	Section 151 Officer
Invest to Save	328,378	Connect - Invest to Save	Section 151 Officer
Investment Fund	283,069	BBC Partnership Transformation Programme	Board Committee
Transformation	9,713	Collaborative Costs	Section 151 Officer
Connect Project	15,793	Connect SM Training	Board Committee
Connect Project	85,232	Connect Project	Board Committee
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
Housing, Assets & Leisure			
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
Strategic Planning			
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	260	Publicity Advert	Section 151 Officer
R&M Reserve	5,000	Off Street Parking ETM - hire of CEO Vehicle	Section 151 Officer
Environment			
Agency/ Salaries Reserve	20,160	Parks and Open Spaces Agency	Marcus Hotten
R&M Reserve	7,860	Cemeteries	Section 151 Officer
Contractor Provision	340,000	Waste and Street scene contract - Norse	Section 151 Officer
Customer Services, IT & Legal			
Covid Smoothing Reserve	12,000	To cover Member meetings now held at Swayne Park School	Section 151 Officer
Members ETM	10,000	Purchase of items for formal meetings 22~23	Section 151 Officer
IT Reserve	7,500	Mobile phone additional costs	Section 151 Officer
Agency/ Salaries Reserve	18,818	Communications Agency Staff	Leader
Communities & Health			
Agency/ Salaries Reserve	5,000	Licensing Agency Costs	Section 151 Officer/ Louisa Moss
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
Total	1,678,623		

APPENDIX 2: FORECAST YEAR-END POSITION FOR 2022/23 AS AT END OF JUNE 2022**PORTFOLIO HOLDER: LEADER/DEPUTY LEADER, CLLR S E WOOTTON & CLLR C E ROE**

Service Area	Lead Officer	2022/23 Original Budget	2022/23 Latest budget	Quarter 1 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit)
Housing Benefit Administration	N Lucas	279,723	277,261	88,348	290,796	13,535
Audit	N Lucas	128,900	127,000	15,086	112,843	(14,157)
Financial Services	N Lucas	403,050	396,050	96,320	393,295	(2,755)
Human Resources	A Hutchings	197,450	194,750	42,986	192,178	(2,572)
Corporate Management	A Hutchings	209,743	209,743	(68,977)	224,104	14,361
Assistant Directors	A Hutchings	668,188	656,088	146,771	734,534	78,446
Strategic Director	A Hutchings	139,150	136,550	32,708	162,996	26,446
Managing Director	A Hutchings	105,850	105,850	0	105,850	0
Non Distributed Costs	N Lucas	779,600	779,600	403,327	692,948	(86,652)
Projects	N Lucas	0	887,902	(7,940)	887,902	0
Council Tax	N Lucas	(35,416)	(24,964)	(97,249)	(153,390)	(128,427)
Business Rates	N Lucas	(71,808)	(69,730)	(106,640)	(70,453)	(723)
Procurement	A Law	73,400	72,500	9,398	62,640	(9,860)
Overview	A Law	0	0	0	0	0
Risk & Performance Management	N Lucas	0	0	0	0	0
Leadership Support Team	A Law	90,800	88,900	21,763	85,313	(3,587)
Other Operating Inc & Exp	N Lucas					
	TOTAL	2,968,630	3,837,500	575,902	3,721,554	(115,946)

PORTFOLIO HOLDER: CLIMATE & ECONOMY CLLR D L BELTON

Service Area	Lead Officer	2022/23 Original Budget	2022/23 Latest budget	Quarter 1 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit)
Eco Dev	M Hotten	82,220	81,120	15,574	81,516	396
	TOTAL	82,220	81,120	15,574	81,516	396

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

Service Area	Lead Officer	2022/23 Original Budget	2022/23 Latest budget	Quarter 1 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit)
Housing Strategy	L Moss	10,000	10,000	0	10,000	0
Private Sector Housing Renewal	L Moss	69,470	68,370	13,650	69,402	1,032
Homelessness	L Moss	855,844	849,544	(157,576)	847,743	(1,801)
Office Accommodation Rayleigh	M Harwood – White	75,600	77,675	39,585	79,105	1,430
Office Accommodation Rochford	M Harwood – White	268,750	268,050	90,957	267,785	(265)
Estate Management Services	M Harwood – White	220,400	215,900	38,134	193,461	(22,439)
Sports Development & Promotion	M Harwood – White	53,500	52,400	119	52,447	47
Leisure Premises	M Harwood – White	160,800	286,611	(52,150)	434,929	148,318
Leisure Client Account	M Harwood – White	64,000	70,128	20,000	68,976	(1,152)
Health & Safety	M Harwood – White	54,900	54,300	10,976	45,303	(8,997)
	TOTAL	1,833,264	1,952,978	3,695	2,069,152	116,173

PORTFOLIO HOLDER: STRATEGIC PLANNING, CLLR I H WARD

Service Area	Lead Officer	2022/23 Original Budget	2022/23 Latest budget	Quarter 1 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit)
Highways/ Roads Routine	M Hotten	(14,400)	(15,700)	45,406	(15,432)	268
Off St Parking	M Harwood – White	(771,750)	(768,690)	(22,983)	(758,777)	9,913
Development Management	M Hotten	158,300	248,796	79,542	319,793	70,997
Building Control Client Account	M Hotten	238,650	236,005	57,937	234,456	(1,549)
Building Control Fee Account	M Hotten	(225,000)	(225,000)	(70,214)	(231,556)	(6,556)
Planning Policy & Eco Dev	M Hotten	172,380	204,585	47,173	192,732	(11,853)
	TOTAL	(441,820)	(320,004)	136,861	(258,784)	61,221

PORTFOLIO HOLDER: ENVIRONMENT, CLLR D J SPERRING

Service Area	Lead Officer	2022/23 Original Budget	2022/23 Latest budget	Quarter 1 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit)
Cemeteries & Churchyards	M Hotten	(142,200)	(134,340)	(53,449)	(134,071)	269
Street Cleansing	M Hotten	738,600	235,285	23,212	263,673	28,388
Public Conveniences	M Hotten	34,000	34,000	3,050	34,000	0
Coast Protection	M Hotten	2,300	2,300	0	2,300	0
Depot	M Hotten	35,150	35,150	33,805	39,183	4,033
Recycling Collection	M Hotten	2,532,640	3,373,155	165,001	3,361,526	(11,629)
Recycling Disposal	M Hotten	(731,500)	(731,500)	220,777	(851,500)	(120,000)
Parks & Open Spaces	M Hotten	661,750	672,110	98,166	631,257	(40,853)
	TOTAL	3,130,740	3,486,160	490,562	3,346,367	(139,793)

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

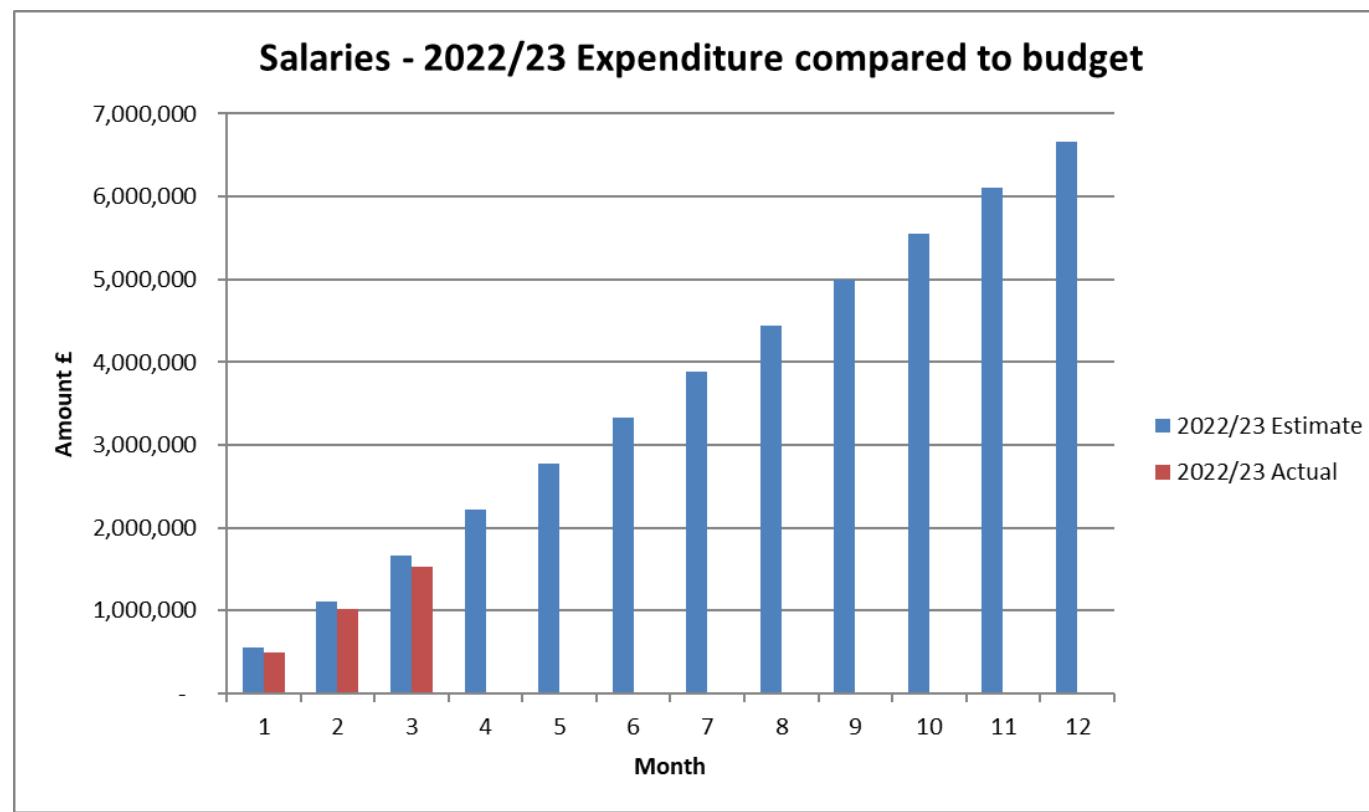
Service Area	Lead Officer	2022/23 Original Budget	2022/23 Latest budget	Quarter 1 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit)
Reception	D Tribe	0	0	(340)	0	0
Digital Services	D Tribe	163,400	160,000	39,493	159,918	(82)
Support Services	D Tribe	128,350	127,050	37,758	121,539	(5,511)
Computer Services	D Tribe	1,112,150	1,115,950	483,738	1,088,683	(27,267)
Legal Services	A Law	111,200	110,200	1,589	112,789	2,589
Communications	D Tribe	145,150	162,168	16,285	83,255	(78,913)
Customer Services	D Tribe	436,000	427,200	86,955	394,998	(32,202)
Member & Committee Services	A Law	457,300	469,100	111,863	461,684	(7,416)
Civics	A Law	70,400	76,800	21,176	67,145	(9,655)
Conducting Elections	A Law	149,700	148,350	60,306	150,201	(1,799)
Registration of Electors	A Law	88,800	87,450	16,831	83,801	
Local Land Charges	D Tribe	(140,000)	(140,000)	(40,857)	(135,096)	4,904
Information	A Law	27,200	26,700	6,643	26,743	43
	TOTAL	2,749,650	2,770,968	841,439	2,615,660	(155,308)

PORTFOLIO HOLDER: COMMUNITIES & HEALTH, CLLR A L WILLIAMS

Service Area	Lead Officer	2022/23 Original Budget	2022/23 Latest budget	Quarter 1 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit)
Corporate Policy & Partnership	L Moss	157,800	179,250	86,818	171,008	(8,242)
Community Safety	L Moss	28,200	28,201	(5,723)	28,190	(11)
Licensing	L Moss	45,500	48,500	3,816	47,915	(585)
Public Health	M Hotten	20,100	20,100	2,950	20,100	0
Environmental Health	L Moss	330,800	365,299	71,656	337,769	(27,530)
Hackney Carriage	L Moss	(89,900)	(89,900)	(18,175)	(90,900)	(1,000)
Culture & Heritage – Windmill	M Harwood – White	(13,950)	(13,950)	(25,368)	(16,801)	(2,851)
Safeguarding	L Moss	14,100	13,800	3,379	13,374	(426)
Emergency Planning	M Harwood – White	50,250	49,750	11,388	49,377	(373)
	TOTAL	542,900	601,050	130,741	560,032	(41,018)

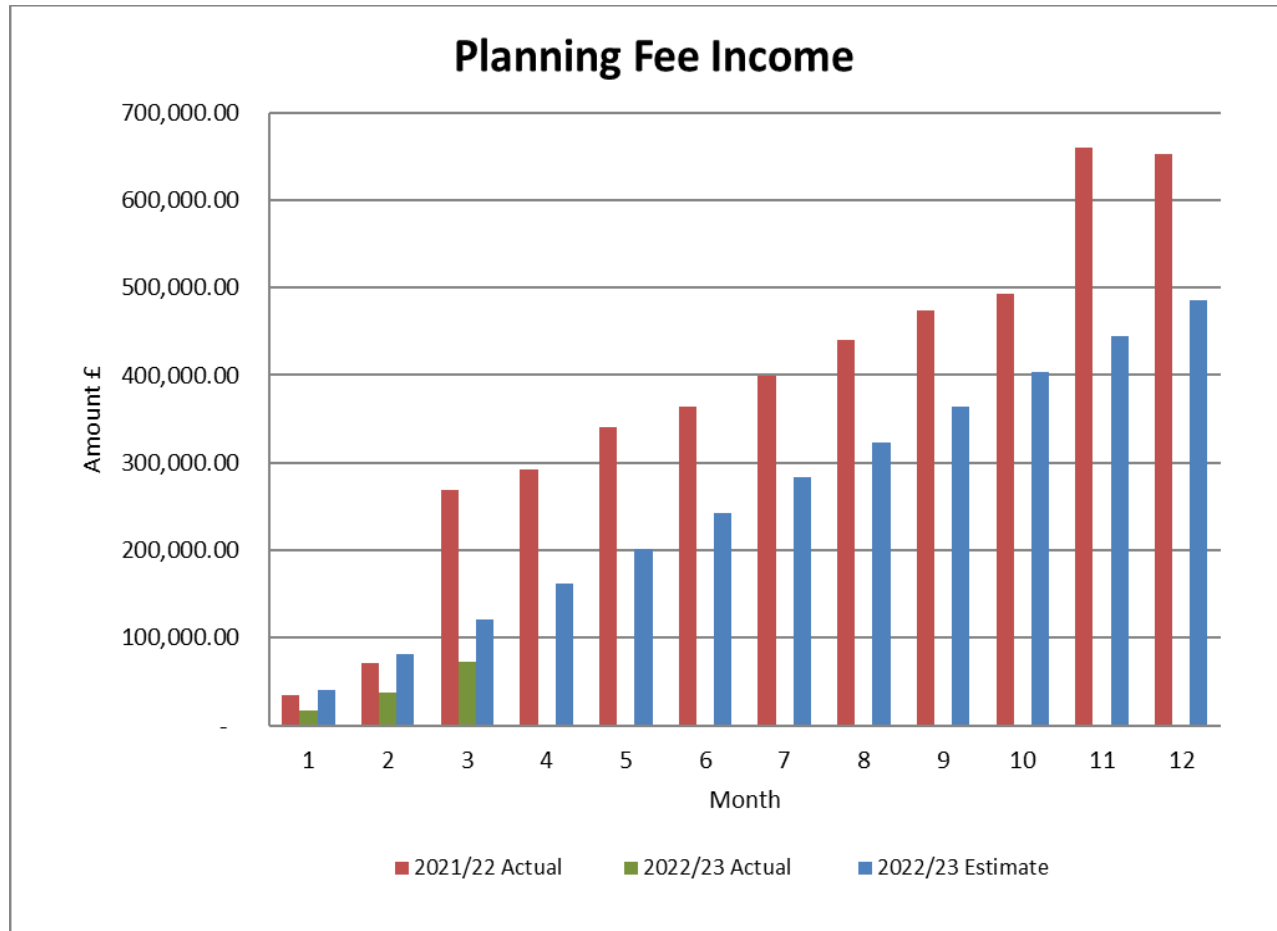
APPENDIX 3: QUARTER 1 2022/23 PROJECTED CAPITAL OUTTURN POSITION

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)
Housing, Assets & Leisure							
Asset Strategy	Works as per Asset Strategy FBC financials	1,774,631	1,774,631	0	-	-	1,774,631
Rochford Accommodation works	Works identified from surveys and inspections		10,628	8,827	-	8,827	1,801
Rayleigh Accommodation works	Works identified from surveys and inspections		600	448	-	448	152
Rayleigh Grange Community Centre	Reinstatement Works to include Underpinning of subsidence		97,852	0	97,800	97,800	52
Responsive Capital works	Capital works to ensure Health and Safety and Security	20,000	16,400	0	-	-	16,400
Disabled Facilities Grant	To fund aids and adaptations	540,059	540,059	129,384	368,367	497,751	42,308
Private Housing Renewal Programme	To fund aids and adaptations	20,000	20,000	0	-	-	20,000
TOTAL		2,354,690	2,460,170	138,659	466,167	604,826	1,855,344
Climate & Economy							
Town Centre Regeneration Fund	To support town centre investment		50,000	0	-	-	50,000
TOTAL		-	50,000	-	-	-	50,000
Strategic Planning							
Street Lighting	Energy Efficient Lighting	20,000	20,000	(296)	20,000	19,704	296
Car Parks	Car Park priority resurfacing programme	115,000	156,929	45,166	111,800	156,966	(37)
TOTAL		135,000	176,929	44,870	131,800	176,670	259
Environment							
Play Spaces	Agreed Programme of Play Equipment	300,000	370,000	69,831	300,000	369,831	169
Open Spaces	Replacement of fences/Gates/litter bins/other furniture	80,000	89,480	17,230	67,600	84,830	4,650
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	23,279	42,000	65,279	1,024
Waste Bins	Replacement of household bins	70,000	70,000	45,034	24,966	70,000	0
Waste Vehicle Fleet	New waste vehicles - 10 x 26t and 1 x 18t	2,250,640	2,250,640	2,151,990	-	2,151,990	98,650
Waste Contract Mobilisation Costs	Per Council Report		100,000	0	110,000	110,000	(10,000)
Plant Fleet	Plant Fleet	134,000	134,000	21,941	112,059	134,000	(0)
Vehicle Fleet	Replacement of vehicles	80,000	120,362	58,082	62,280	120,362	(0)
Cemeteries Groundworks	Installation of Headstone Beams	40,000	55,605	26,115	27,000	53,115	2,490
Public Conveniences Refurbishment			0	3,830	-	3,830	(3,830)
TOTAL		3,088,640	3,336,390	2,417,332	825,905	3,243,237	93,153
Customer Services, Legal & IT							
Mobile Working	New Devices Refresh	50,000	59,000	21,168	35,832	57,000	2,000
Hybrid Working	Upgrades to meeting rooms	11,000	11,000	0	-	-	11,000
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
TOTAL		61,000	154,452	28,997	86,751	115,748	38,704
Communities & Health							
Windmill works	Works identified from surveys and inspections	20,000	29,500	12,177	17,200	29,377	123
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	52,500	52,500	47,500
TOTAL		20,000	165,023	38,038	69,700	107,738	57,285
GRAND TOTAL		5,659,330	6,342,964	2,667,920	1,580,323	4,248,243	2,094,746

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

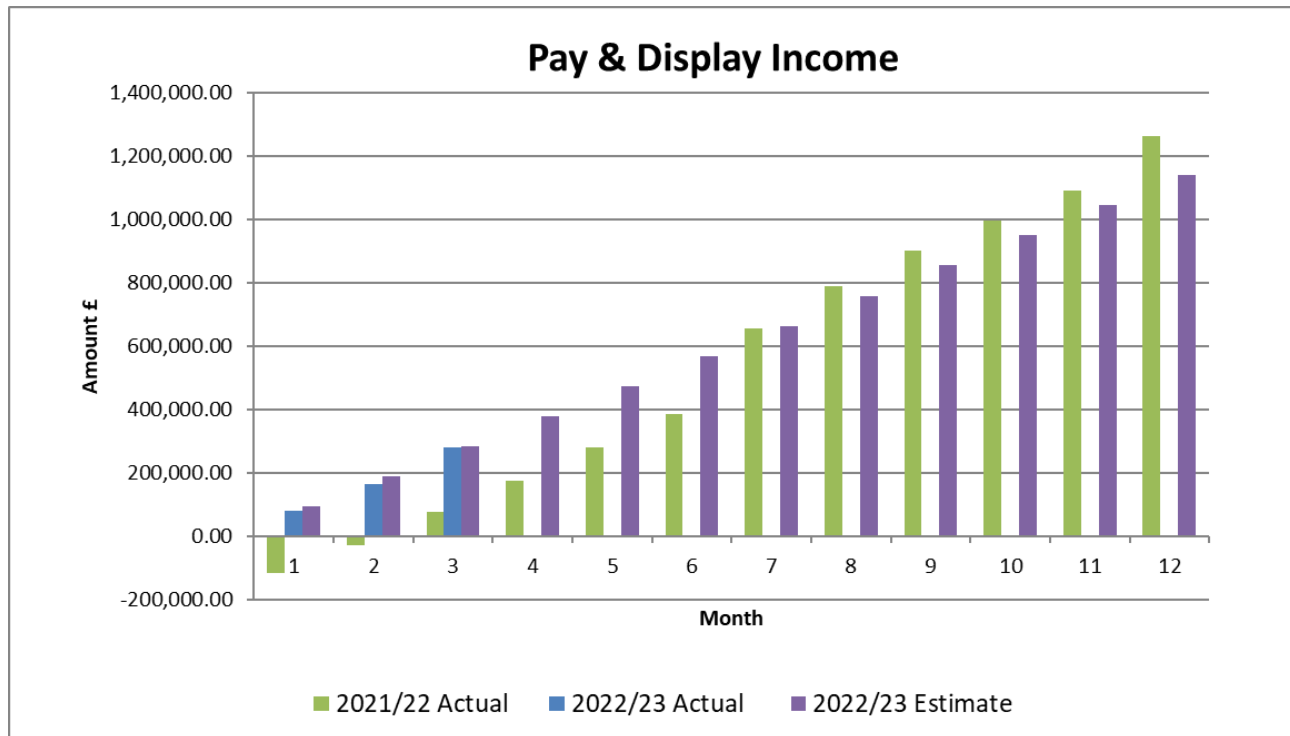
The original budget for salaries was set at £6.85m, less an estimated vacancy factor of £200,000. At Q1 there is a projected underspend of c.£108,800 at year end, giving rise to a £91,200 adverse variance.

* 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.

Planning Fees**Commentary**

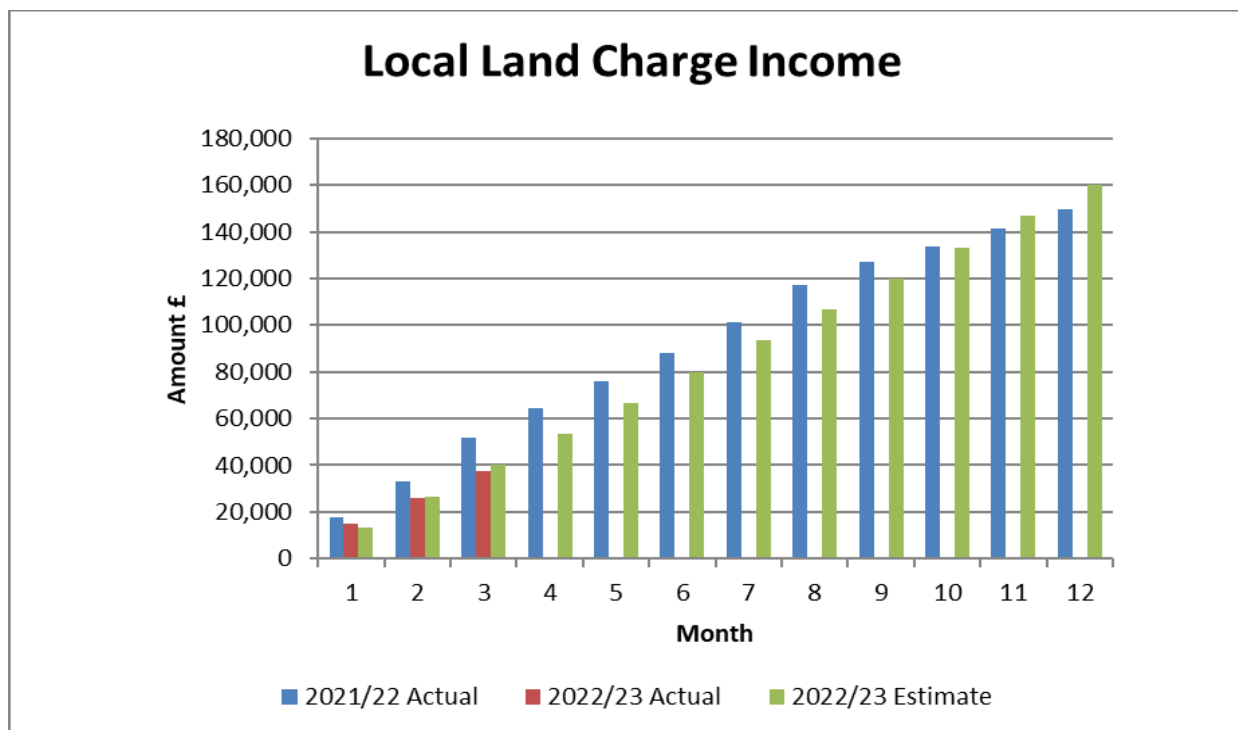
The original budget for planning fee income was £485,000. This was based on officer assumptions on Planning Applications for 2022/23.

At this stage, the year-to-date position is £69,700 which is an adverse variance against the year-to-date budget of c£51,500.

Parking Fees**Commentary**

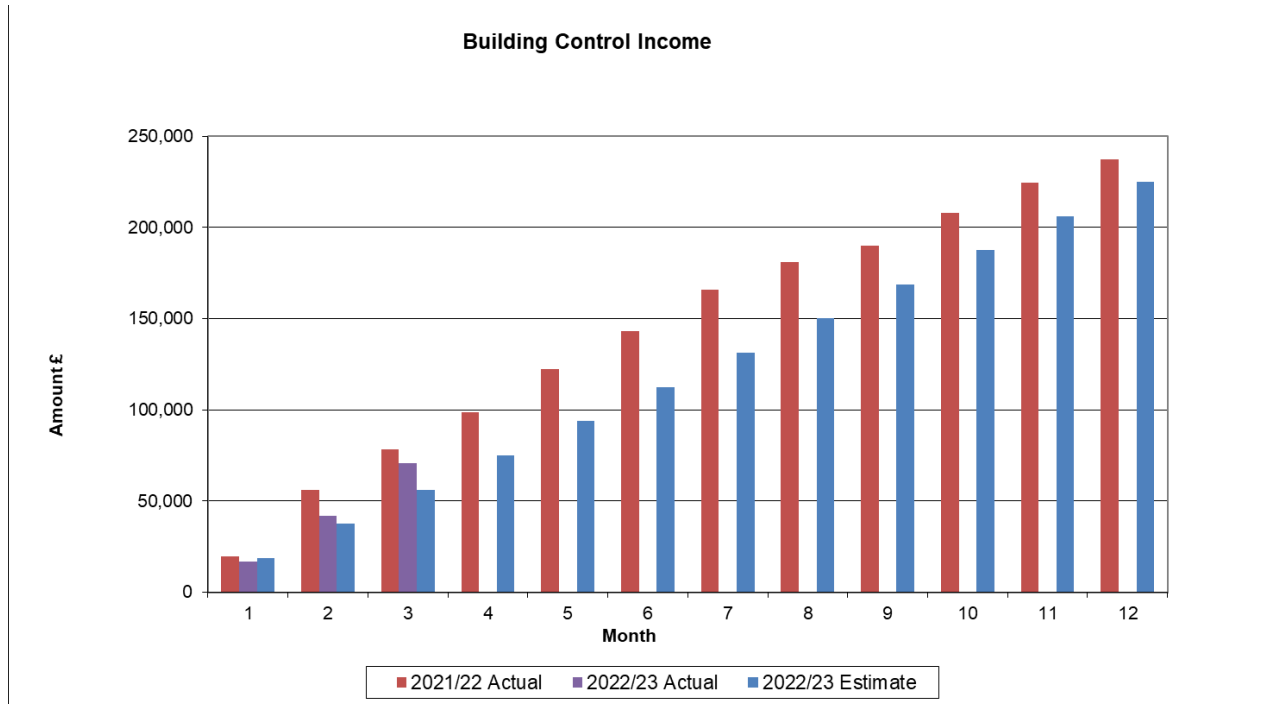
Income to date is £278,400 against a year-to-date target of £284,525.

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

Local Land ChargesCommentary

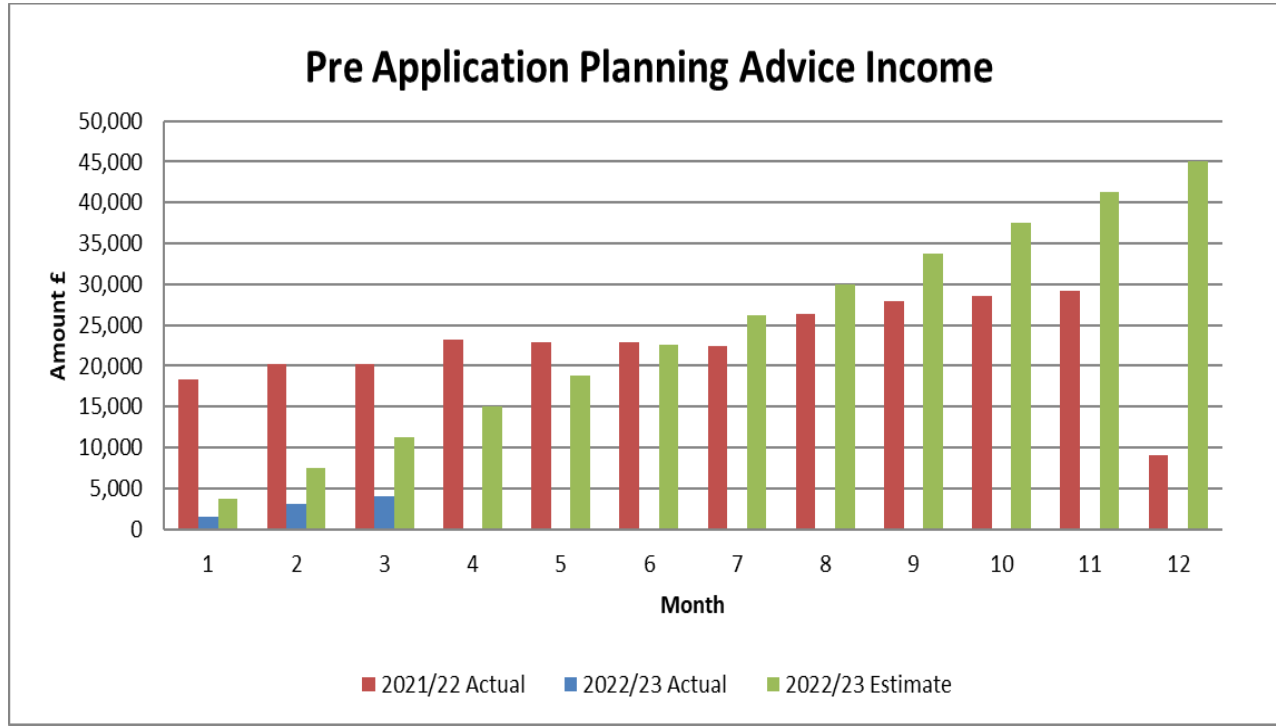
Income to date is £37,450 against a year-to-date target of £40,000. This is a decrease compared to the same position last year, where income was £51,989 as at Q1.

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£149,000.

Building Control Income**Commentary**

Income to date is £70,600 against a year-to-date target of £56,250.

The full year budget for 2022/23 is £225,000. Current assumptions are that income from building control will be c£232,000 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 £4,000 against a year-to-date target of £11,250.

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			
Mill Hall	2021/22	0	0	0	0
	2022/23	3,618			
Bellingham Lane	2021/22	33,151	39,660	39,621	38,261
	2022/23	26,372			
Castle Road	2021/22	44,385	54,780	60,676	56,064
	2022/23	45,627			
Market Car Park	2021/22	14,873	18,321	19,534	17,200
	2022/23	19,787			
The Approach	2021/22	16,462	21,386	23,580	23,207
	2022/23	6,062			
Southend Road	2021/22	9,739	12,088	11,737	10,833
	2022/23	15,151			
Hockley Woods	2021/22	5,403	6,848	5,559	5,833
	2022/23	3,143			
Back Lane	2021/22	31,189	36,977	44,413	38,344
	2022/23	30,907			
Freight House	2021/22	4,366	5,653	5,788	5,982
	2022/23	3,064			
Old Ship Lane	2021/22	1,856	2,290	2,499	7,941
	2022/23	2,065			
Cherry Orchard	2021/22	0	0	0	0
	2022/23	1,166			
Total	2021/22	258,266	310,937	332,551	363,480
	2022/23	278,421			

**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*

ADDENDUM TO REPORT FROM: TRACEY LILLEY, DIRECTOR OF COMMUNITIES AND HEALTH**COST OF LIVING CRISIS****1 ADDITIONAL RECOMMENDATIONS**

- 1.1 That an action plan will be produced by officers which will be presented to a future Executive.
- 1.2 That the action plan is regularly reviewed, updated, and reported back to the Executive.

2 REASON/S FOR RECOMMENDATION

- 2.1 To support our residents, businesses, and staff through this crisis to provide guidance, signposting to support services and assistance. The action plan will provide a clear report to Members on the actions and expected outcomes from each of the thematic workstreams with short, medium, and long-term objectives.

3 SALIENT INFORMATION

- 3.1 The cost-of-living crisis is the result of a number of factors. The global demand for oil and the conflict in the Ukraine has resulted in an increase in wholesale energy prices.
- 3.2 Energy firms have warned that 40% of the population could fall into fuel poverty. It can be defined using the Low-Income Energy Efficiency (LILLE) indicator. A household is fuel poor if they are living in a property with an energy efficiency rating of band D or below, and after heating their home to an adequate level, they are below the official poverty line. The official poverty line is considered to be a residual income 60% below the median household income after housing costs. Adequate warmth is considered to be 21°C (70F) in the main living room and 18°C (64F) in other occupied rooms during daytime hours, with lower temperatures at night. Fuel poverty is not just about access to heating as the definition of fuel is taken to include all expenditure on domestic energy, including that used for hot water, cooling, lights, and appliances.
- 3.3 It is estimated that a typical spend will increase by 54% based on average usage and from 1 October 2022 an average energy bill will hit £3549 per year or £296 a month.
- 3.4 The price cap used to be reviewed every 6 months, but from 1 October 2022 it will be reviewed every 3 months, so will be reviewed again in January 2023. It should also be noted that due to the review in January 2023 it will mean that

everyone will be paying higher bills more frequently in the winter months.

- 3.5 The current rate of inflation is 10.1%. Businesses are experiencing increased transport and energy costs and, combined with supply problems, many of these costs are being passed to the customer.
- 3.6 Food prices have increased significantly with essential items such as bread, pasta, meat and vegetables rising the most.
- 3.7 The cost of petrol/diesel has also risen significantly due to the Russian invasion of the Ukraine.
- 3.8 The Bank of England has increased the base rate six times since December 2021 from 0.1% to its current level of 1.5%. This has resulted in a significant increase in mortgage rates.
- 3.9 Rents across the UK are at a record high with a 3% increase in the last year according to the Index of Private Housing Rent Prices (PHRP); however, Rightmove has highlighted that the rate is in fact higher at a 12% increase as the Index only considered new lets.
- 3.10 A temporary 1.25% National Insurance increase came into effect from April 2022. This will be replaced in April 2023 by a new 1.25% health and social care levy. This means that workers will see their NI contributions rise from 12% to 13.25%. Pensioners that are still working will also be expected to pay the new levy.
- 3.11 The Government is providing a number of support packages which currently include the following (this list is not exhaustive and likely to change):-
- £400 energy discount – 6 installations of approximately £66 deducted from energy bills from October 2022 to March 2023. This will happen at source, so residents do not need to do anything
 - Council Tax rebate of £150 for those households in property bands of A-D
 - £300 one off payment to pensioners
 - £150 one off payment to people with a disability
 - £200 cost of living payment via the Household Support Fund
- 3.12 Officers have developed a cost-of-living webpage for each authority covering the following five key themes:-
- Support with bills and money
 - Support with food and essentials
 - Support with well-being
 - Go Green
 - Support with work

- 3.13 Officers from District and Borough Councils attended a fuel poverty workshop at Essex University in August with colleagues from Essex County Council and health partners to discuss priority workstreams and opportunities for collaborative working. These meetings are continuing and officers from Brentwood are leading on the mapping of warm spaces across the County.
- 3.14 It is proposed that officers develop a comprehensive action plan with short, medium, and long term objectives and outcomes.
- 3.15 This action plan will be a live document and, once finalised, will be presented to Members at the Executive and a regular review and update report will also be presented to Members for monitoring.

4 RISK IMPLICATIONS

- 4.1 The risk implications will be set out in the action plan

5 RESOURCE IMPLICATIONS

- 5.1 Consideration will need to be given for any additional financial support that is provided. Any central Government grants may need to be applied for and will need to be allocated accordingly.

6 LEGAL IMPLICATIONS

- 6.1 Any work undertaken by the Council, either by itself or in partnership, will be in line with statutory legal guidance.

7 EQUALITY AND DIVERSITY IMPLICATIONS

- 7.1 The proposals will not have a disproportionate adverse impact on any people with a particular characteristic. More funding is likely to be allocated to pensioners and those with disabilities.