

REPORT TO THE EXECUTIVE – 5 FEBRUARY 2020

PORTFOLIO: FINANCE

REPORT FROM: ASSISTANT DIRECTOR, RESOURCES

SUBJECT: QUARTER 3 2019/20 FINANCIAL MANAGEMENT AND PERFORMANCE REPORT

1 DECISION BEING RECOMMENDED

- 1.1 To note the Quarter 3 2019/20 revenue budget and capital position set out in sections 3 and 4 and detailed in Appendices 1 to 4.
- 1.2 To approve that £293,00 of the projected underspend is allocated at year end to create a new reserve to fund Connect project costs, which are set out in a separate report to the Executive.
- 1.3 To approve that £20,000 of the projected underspend is allocated to fund a consultant to help address the current backlog of planning applications
- 1.4 To approve that £60,000 of the projected underspend is allocated to fund the extension of two fixed term posts within Leisure Services in the Community Portfolio, to the end of March 2021.
- 1.5 To approve the substitution of £40,000 of capital budget originally earmarked for a new Financial Management system to a new Customer Relationship Management system in 2019/20.
- 1.6 To note the latest position on the Council's key performance indicators, as shown in Appendix 5.

2 REASON/S FOR RECOMMENDATION

- 2.1 The purpose of this report is to set out the forecast revenue and capital budget positions as at end of Quarter 3 2019/20.
- 2.2 The commentary does not attempt to cover all budgetary changes but draws attention to the key factors affecting net expenditure for that service area.
- 2.3 Allocations from the general balance for supplementary estimates (endorsed unplanned expenditure) or proposals to return underspends to the general balance will be recommended for approval by the Assistant Director, Resources, where appropriate.

3 OVERALL FINANCIAL POSITION

- 3.1 The latest revenue budget for 2019/20 is £10.43m which is an increase of £1.14m compared to the original budget of £9.29m. The forecast outturn for

general fund expenditure as at Q3 is £9.86m, which is a favourable variance of £0.57m.

- 3.2 The increase between the latest and original budget is due to drawdowns from reserves; of which the main items relate to Air Quality Grant carried forward from 2018/19 (£269,808), General Fund drawdowns mainly relating to agreed expenditure on the Asset Programme (£368,360), a planned drawdown for ASELA subscription costs (£60,000), a planned drawdown from the Local Development Framework reserve (£50,000), a drawdown from the contractor provision reserve for waste management software improvements (£38,200) and a drawdown for development management (£30,000).
- 3.3 Portfolio Holders, supported by Assistant Directors, are accountable for any budget variations within their services and the associated responsibility to ensure expenditure and income are managed within agreed budgets. To make sure that this is successfully achieved, it is essential that Assistant Directors identify any significant emerging variances, develop action plans (endorsed by Portfolio Holders) to address these, and review them throughout the financial year, so that overall expenditure is contained within the available budget.
- 3.4 A breakdown of the revenue position by portfolio is set out in Appendix 1 and summarised in the table below.

Portfolio	2019/20 Original Budget	2019/20 Latest budget	Quarter 3 Actual YTD	End of Year Forecast	Actual Variance (Surplus) / Deficit)
Leader	2,983,800	3,160,331	1,886,719	2,942,155	(218,176)
Finance	1,326,250	1,747,323	1,479,332	1,596,715	(150,608)
Enterprise	(743,700)	(742,776)	(663,941)	(872,737)	(129,961)
Planning	402,700	505,883	100,903	335,042	(170,841)
Environment	2,918,500	2,975,653	1,979,331	2,983,071	7,419
IT and Communications	1,156,300	1,186,300	862,374	1,167,010	(19,290)
Community	1,449,200	1,796,394	1,087,118	1,706,782	(89,611)
Salary Saving*	(200,000)	(200,000)			200,000
	9,293,050	10,429,108	6,731,835	9,858,039	(571,069)

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

Portfolio	Salary Saving Year to Date	Salary Saving Forecast
Leader	(205,433)	(175,977)
Finance	(140,928)	(151,837)
Enterprise	3,146	1,921
Planning	(82,179)	(84,170)
Environment	(33,908)	(42,350)
Governance	(13,536)	(15,514)
Community	(20,893)	(33,619)
Total	(451,945)	(501,546)

3.5 Overall there is projected salary saving of £501,000 against a budget of £200,000, giving rise to a £301,000 positive variance. This is mainly driven by:

Leader/Deputy Leader (£176,000)

- A saving of c£21,000 is forecast against Customer Services due to two current vacancies and a member of staff on maternity leave who wasn't covered for three months.
- A saving of c£12,000 is forecast against Licensing.
- A saving of c£122,000 is forecast against Assistant Directors due to the impact of the management restructure.
- A saving of c£17,000 is forecast against Civics due to a vacancy at the start of the year.

Finance (£151,000)

- A saving of c£48,000 within Financial Services mainly due to the Head of Finance post being held vacant.
- A saving of c£64,000 due to vacancies being held in the Revenues and Benefits team.
- A saving of c£23,000 on Audit due to lower than budgeted Chief Auditor costs.
- A £16,000 saving in Procurement due to a vacant apprentice post at the start of the year.

Planning (£84,000)

- A saving of c£84,000 is forecast mainly due to vacancies in Planning Policy/Economic Development and Building Control at the start of the year.

Environment (£42,000)

- Mainly due to a saving of c£44,000 in Parks and Open Spaces due to a vacancy at the start of the year, one of which has now been filled part-time.

IT and Communications (£16,000)

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

Community (£33,000)

- A saving in Environmental Health £21,000 due to a vacant post and Corporate Policy and Partnerships £9,000.

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

Leader

- An underspend is expected on Members' allowances (£19,500).

Enterprise

- Additional income is expected from car parks (£116,000) and permits/season tickets (£20,000).

Planning

- Additional income is expected relating to planning fees and pre-application planning advice (£97,000).

Community

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

Environment

- A reduced level of recharge income from Green Gateway Trading Ltd (£20,000) and additional business rates payable on the depot (£18,000).

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

4 CAPITAL PROGRAMME

- 4.1 The current Capital Programme for 2019/20 agreed by Council on 12 February 2019, including those items agreed to be rolled forward from the 2018/19 programme, is £3.349m.
- 4.2 The forecasted outturn on the Council's capital programme as at Quarter 3 is £1.600m. The table at Appendix 2 summarises the projected position by service area. The two major items with slippage against the 2019/20 budget are Play Spaces, where the Executive has now agreed a 3-year spending plan, and Pavilions where condition surveys are being carried out in 2019/20 but works will slip into 2020/21.
- 4.3 Executive is asked to approve the substitution of £40,000 of the £50,000 budget originally approved for a new Financial Management system, which is not being progressed at this time, for a new item relating to a Customer Relationship Management (CRM) system which will allow our customers to access services electronically with a single sign-on.
- 4.4 The overall forecasted outturn can be contained within the funds earmarked for the 2019/20 Capital Programme and is largely funded by grants, capital receipts from reserve.

5 RISK IMPLICATIONS

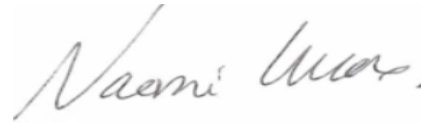
- 5.1 Various projects within the Council's revenue budget and capital programme are supported by time-limited grants. Where there are delays to the implementation of these projects, there is the risk that the associated grants will be lost. If this occurs either the projects will be aborted or a decision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

6 EQUALITY AND DIVERSITY IMPLICATIONS

- 6.1 An Equality Impact Assessment has been completed and found there to be no impact (either positive or negative) on protected groups, as defined under the Equality Act 2010.

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

Background Papers:-

None.

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

FORECAST YEAR-END POSITION FOR 2019/20 AS AT END OF DEC 2019**PORTFOLIO HOLDER: LEADER/DEPUTY LEADER, CLLR M J STEPTOE & CLLR C E ROE**

Service Area	Lead Officer	2019/20 Original Budget	2019/20 Latest budget	Quarter 3 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit)	Comment
Reception	D Tribe	103,000	103,000	39,213	96,849	(6,151)	1 Person was on Mat Leave
Support Services	D Tribe	189,100	189,100	112,699	184,415	(4,685)	
Legal Services	A Law	154,400	168,000	107,253	161,300	(6,700)	
Licensing	L Moss	41,900	42,000	22,114	38,027	(3,973)	
Customer Services	D Tribe	317,300	317,300	210,274	289,166	(28,134)	2 Vacant Posts
Hackney Carriage	L Moss	(93,200)	(90,050)	(78,246)	(95,063)	(5,013)	
Human Resources	S Scrutton	178,600	197,176	144,424	202,844	5,668	
Member & Committee Services	A Law	410,500	428,700	290,259	411,565	(17,135)	
Corporate Management	S Scrutton	123,000	183,000	113,241	174,526	(8,474)	

Service Area	Lead Officer	2019/20 Original Budget	2019/20 Latest budget	Quarter 3 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit)	Comment
Assistant Directors	S Scrutton	737,000	733,150	391,480	624,880	(108,270)	2 AD's post vacant
Strategic Director	S Scrutton	128,600	128,600	91,418	128,422	(178)	
Managing Director	S Scrutton	155,900	155,900	115,808	155,859	(41)	
Conducting Elections	A Law	156,000	219,000	76,745	213,795	(9,475)	
Registration of Electors	A Law	106,400	110,550	79,786	106,279		
Health & Safety	M Harwood – White	47,100	47,100	26,175	43,010	(4,090)	
Information	A Law	25,300	25,300	18,096	25,128	(172)	
Overview	A Law	48,000	48,000	35,227	48,070	70	
Leadership Support Team	A Law	84,100	84,100	61,280	84,106	6	
Civics	A Law	70,800	70,405	29,474	48,976	(21,429)	Vacancy at the start of the year
	TOTAL	2,983,800	3,160,331	1,886,719	2,942,155	(218,176)	

PORTFOLIO HOLDER: FINANCE, CLLR S P SMITH

Service Area	Lead Officer	2019/20 Original Budget	2019/20 Latest budget	Quarter 3 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit)	Comment
Audit	N Lucas	129,600	129,600	67,639	100,549	(29,051)	Chief Auditor costs less than budgeted
Financial Services	N Lucas	476,700	492,200	258,739	439,854	(52,346)	Mainly due to vacant Head of Finance post
Non Distributed Costs	N Lucas	955,000	955,000	732,885	960,788	5,788	
Projects	N Lucas	0	370,140	9,687	370,134	(6)	
Council Tax	N Lucas	(95,900)	(81,919)	(82,492)	(146,372)	(64,453)	Vacant posts in the Revenues and Benefits team
Business Rates	N Lucas	(63,200)	(62,850)	47,223	(48,871)	13,979	
Procurement	M Harwood – White	68,700	71,100	24,977	55,243	(15,857)	Vacant Apprentice post at start of year
Risk & Performance Management	N Lucas	0	0	0	0	0	
Other Operating Inc & Exp	N Lucas	(55,550)	(55,550)		(55,550)	0	
Housing Benefit Administration	N Lucas	88,700	107,402	5,592	121,654	14,251	
Housing Benefits Payments	N Lucas	(177,800)	(177,800)	415,083	(200,713)	(22,913)	Lower than budgeted Housing Benefit payments projected on latest intelligence
	TOTAL	1,326,250	1,747,323	1,479,332	1,596,715	(150,608)	

PORTFOLIO HOLDER: ENTERPRISE, CLLR S WOOTON

Service Area	Lead Officer	2019/20 Original Budget	2019/20 Latest budget	Quarter 3 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit)	Comment
Off St Parking	M Harwood – White	(1,030,300)	(1,027,800)	(869,676)	(1,183,426)	(155,626)	Additional income from car parks
Office Accommodation Rayleigh	M Harwood – White	83,200	83,200	61,919	82,493	(707)	
Office Accommodation Rochford	M Harwood – White	209,200	212,200	164,609	219,960	7,760	Additional short term staffing costs
Estate Management Services	M Harwood – White	134,200	129,624	84,609	128,236	(1,388)	
Local Land Charges	A Law	(140,000)	(140,000)	(105,403)	(120,000)	20,000	Under recovery of land charges income
	TOTAL	(743,700)	(742,776)	(663,941)	(872,737)	(129,961)	

PORTFOLIO HOLDER: PLANNING, CLLR I H WARD

Service Area	Lead Officer	2019/20 Original Budget	2019/20 Latest budget	Quarter 3 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit)	Comment
Development Management	M Hotten	128,300	161,508	(35,363)	58,602	(102,906)	Additional income from planning work
Building Control Client Account	M Hotten	239,600	237,100	153,741	208,481	(28,619)	Salary saving
Building Control Fee Account	M Hotten	(220,000)	(222,625)	(191,219)	(212,500)	10,125	
Planning Policy & Econ Dev	S Scrutton	254,800	329,900	173,743	280,459	(49,441)	Salary savings plus Local Development Fund income
	TOTAL	402,700	505,883	100,903	335,042	(170,841)	

PORTFOLIO HOLDER: ENVIRONMENT, CLLR A L WILLIAMS

Service Area	Lead Officer	2019/20 Original Budget	2019/20 Latest budget	Quarter 3 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit)	Comment
Highways/ Roads Routine	M Harwood – White	(6,200)	(11,500)	52,416	(2,529)	8,971	
Cemeteries & Churchyards	M Hotten	(117,200)	(117,200)	(103,885)	(113,004)	4,196	
Street Cleansing	M Hotten	717,600	717,600	411,664	715,120	(2,480)	
Public Conveniences	M Hotten	41,300	41,300	35,622	41,687	387	
Coast Protection	M Hotten	2,300	2,300	0	2,300	0	
Depot	M Hotten	29,800	29,800	43,454	48,079	18,279	
Recycling Collection	M Hotten	2,107,500	2,155,153	1,265,578	2,137,146	(18,007)	Minor variances across different budgets
Recycling Disposal	M Hotten	(614,400)	(614,400)	(307,365)	(599,900)	14,500	£20,000 recycling credits shortfall
Parks & Open Spaces	M Hotten	707,100	721,900	546,472	714,833	(7,067)	
Emergency Planning	M Harwood – White	50,700	50,700	35,375	49,417	(1,283)	
TOTAL		2,918,500	2,975,653	1,979,331	2,993,148	17,496	

PORTFOLIO HOLDER: IT AND COMMUNICATIONS CLLR D S EFDE

Service Area	Lead Officer	2019/20 Original Budget	2019/20 Latest budget	Quarter 3 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit)	Comment
Communications	S Scrutton	74,000	74,000	53,889	73,552	(448)	
Computer Services	D Tribe	1,082,300	1,112,300	808,484	1,093,458	(18,842)	Salary saving
	TOTAL	1,156,300	1,186,300	862,374	1,167,010	(19,290)	

PORTFOLIO HOLDER: COMMUNITY, CLLR M WEBB

Service Area	Lead Officer	2019/20 Original Budget	2019/20 Latest budget	Quarter 3 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit)	Comment
Housing Strategy	L Moss	11,000	11,000	9,890	9,953	(1,047)	
Private Sector Housing Renewal	L Moss	63,800	63,750	31,805	63,062	(688)	
Homelessness	L Moss	601,400	662,541	246,380	600,081	(62,460)	£55,000 reduced homelessness costs
Corporate Policy & Partnership	L Moss	150,500	150,500	98,808	147,282	(3,218)	
Community Safety	L Moss	35,900	38,900	19,888	36,674	(2,226)	
Public Health	M Hotten	25,100	25,100	11,956	25,100	0	
Environmental Health	L Moss	296,700	564,358	439,847	548,555	(15,803)	salary saving plus minor underspends
Culture & Heritage – Windmill	M Harwood – White	(14,300)	(13,300)	(8,785)	(13,513)	(213)	

Service Area	Lead Officer	2019/20 Original Budget	2019/20 Latest budget	Quarter 3 Actual YTD	End of Year Forecast	Actual Variance (surplus) / Deficit)	Comment
Sports Development & Promotion	M Harwood – White	3,300	16,995	42,232	16,983	(12)	
Leisure Premises	M Harwood – White	256,400	256,400	160,419	253,812	(2,588)	
Leisure Client Account	M Harwood – White	5,900	6,650	27,283	6,605	(45)	
Safeguarding	L Moss	13,500	13,500	7,396	12,188	(1,312)	
	TOTAL	1,449,200	1,796,394	1,087,118	1,706,782	(89,611)	

QUARTER 3 CAPITAL MONITORING REPORT 2019/20

Details	Portfolio	2019/20 Budget	Year to Date Actual	End of Year Forecast	Q3 Comments
INFORMATION & COMMUNICATIONS					
<i>ICT Hardware - Mobile working, ipads etc.</i>	<i>IT and Comms</i>	120,059	58,288	80,000	Hardware refresh programme continues, completion expected in 20/21
<i>ICT Software - New product/upgrades</i>	<i>Finance</i>	50,000	0	40,000	Budget was originally for a new financial management system which is not being progressed at this time. Request made to Executive to reallocate £40k to a new Customer Relationship Management System
<i>Telephony Network</i>	<i>IT and Comms</i>	50,000	0	10,000	A preferred solution has been identified and capital costs are lower than originally estimated. The associated revenue costs will be reflected in the 2020/21 budget
<i>Flat Bed Scanners</i>	<i>IT and Comms</i>	30,000	0	0	A new scanner will be purchased for our current reception. Will be requested to slip into 2020/21
<i>New Print Room Printer</i>	<i>IT and Comms</i>	20,000	0	0	This is currently on hold as a new agreement is being discussed. Will be requested to slip into 2020/21
<i>Server Room Infrastructure</i>	<i>IT and Comms</i>	100,000	21,812	21,812	Hytec have carried out an Audit, awaiting report which will provide recommendation of priority spend. No additional capital expenditure expected in this financial year

Details	Portfolio	2019/20 Budget	Year to Date Actual	End of Year Forecast	Q3 Comments
<i>Caseload Software</i>	<i>IT and Comms</i>	25,000	0	0	This will not be procured in 2019/20 as solutions are still being investigated but may be requested to slip into 2020/21
<i>IT Migration Project</i>	<i>IT and Comms</i>	147,873	143,526	147,783	It is anticipated that the full budget will be spent
ICT TOTAL		542,932	223,626	299,595	
ENVIRONMENTAL SERVICES					
<i>Play Spaces</i>	<i>Environment</i>	662,480	199,865	200,000	Executive have agreed a three year spending plan of which £200k is likely to be spent in 2019/20
<i>Pavilions (redec internal, external, fixtures, fittings)</i>	<i>Environment</i>	235,114	23,371	35,000	Condition surveys have been carried out on the 10 pavilions. A review of likely works is being undertaken to agree a realistic profile of spend over future years
<i>Wheelie Bins</i>	<i>Environment</i>	27,877	20,192	27,877	Holding account for new bin purchases
<i>Vehicle Replacement Programme</i>	<i>Environment</i>	45,000	0	0	No capital spend expected as a lease model has been identified as the preferred solution for procuring an electric vehicle
<i>Groundworks - Cemeteries</i>	<i>Environment</i>	11,315	6,975	11,315	To install Concrete beams in the ground (Hall Road) St
<i>Parks & Open Spaces Programme</i>	<i>Environment</i>	18,769	5,386	18,769	

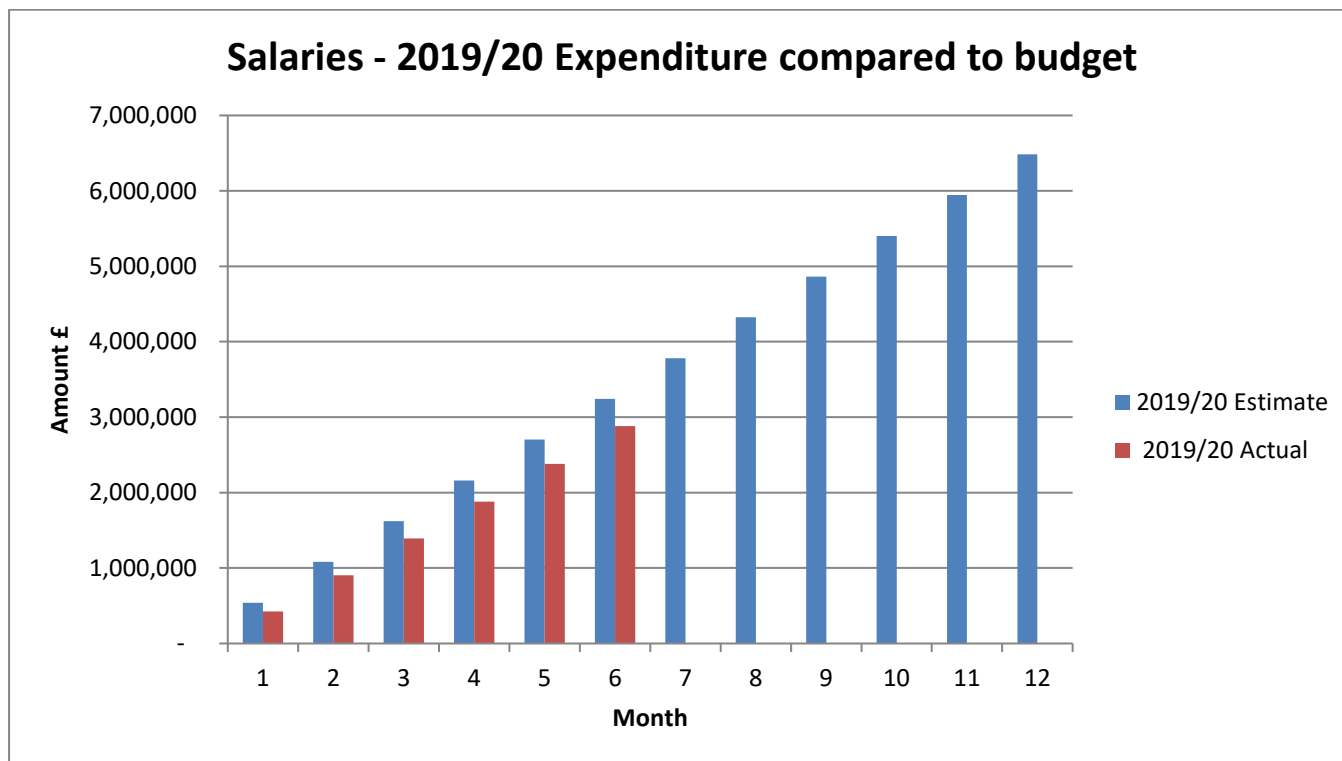
Details	Portfolio	2019/20 Budget	Year to Date Actual	End of Year Forecast	Q3 Comments
<i>Match Funding - New Play Spaces</i>	<i>Environment</i>	43,000	48,906	48,906	Latest position for grant funded works has improved compared to original budget assumption
<i>Condition Survey</i>	<i>Environment</i>	4,175	0	0	
<i>Car park rolling programme</i>	<i>Enterprise</i>	67,050	18,828	67,050	Work is due to be carried out to partially resurface sections of Back Lane car park Rochford. Other car parks including Hockley Woods/Hullbridge Pavilion/Clements Hall are unlikely to be completed in this financial year.
<i>Cherry Orchard Car Park Works</i>	<i>Enterprise</i>	2,531	280	2,531	
<i>Air Quality Grant Expenditure</i>	<i>Community</i>	601,103	600,138	601,103	Budget already fully committed
<i>Electric Charging Points</i>	<i>Community</i>	12,000	0	0	Now unlikely to be completed in 2019/20
<i>Public Conveniences Refurbishment</i>	<i>Environment</i>	26,058	25,626	26,058	Crown Hill, Hockley Woods, Great Wakering
<i>S106 Exp Parks & Open Spaces</i>	<i>Environment</i>	1,048	652	1,048	
ENVIRONMENTAL SERVICES TOTAL		1,757,520	950,219	1,039,657	
COMMERCIAL SERVICES					
<i>Rochford Accommodation works</i>	<i>Enterprise</i>	106,197	24,342	35,000	FRA upgrades to meet electrical and mechanical statutory requirements
<i>Rayleigh Accommodation works</i>	<i>Enterprise</i>	71,826	996	996	FRA upgrades to meet electrical and mechanical statutory requirements

Details	Portfolio	2019/20 Budget	Year to Date Actual	End of Year Forecast	Q3 Comments
<i>Windmill</i>	<i>Community</i>	22,821	4,931	4,931	Upgrade external lighting and repairs and redecoration to the cap
<i>Health and Safety Adaptations</i>	<i>Leader/Dep</i>	24,425	8526	15,000	Surveys from DDA have been completed, works to be reviewed. Fall arrest/ restraint systems to be reassessed once building use determined.
<i>Wallasea Island</i>		50,000	0	0	Wallasea/Beagle is now likely to slip to 2020/21
COMMERCIAL SERVICES TOTAL		275,269	38,795	55,927	
HOUSING					
<i>Disabled Facilities Grant</i>	<i>Community</i>	717,281	95,275	175,000	County wide reduction in demand for core DFG expenditure. Integrated projects now being progressed via Essex Well Homes Group, chaired by RDC. Any underspend will be returned to a ring fenced reserve
<i>Private Sector Housing renewal grant</i>	<i>Community</i>	46,418	7,492	20,000	Ongoing direct financial incentive private sector prevention/partnership work to reduce housing hazards
<i>Homeless solution - temporary accommodation</i>	<i>Community</i>	10,000	5,825	10,000	
HOUSING TOTAL		773,699	108,592	205,000	

2019/20 CAPITAL PROGRAMME TOTAL		3,349,420	1,321,232	1,600,179	
Funded by:					
<i>Capital Receipts Reserve</i>		(819,304)			
<i>New Homes Bonus Grant</i>		(657,801)			
<i>Air Quality Grant</i>		(601,103)			
<i>Hard/ Soft Infrastructure Reserve</i>		-			
<i>Transformation Reserve</i>		(126,058)			
<i>Capital Grants</i>		(717,281)			
<i>S106 Income</i>		(25,000)			
<i>Revenue Contribution</i>		(255,000)			
<i>IT Reserve</i>		(147,873)			
TOTAL FUNDING		(3,349,420)			

KEY FINANCIAL INDICATORS AS AT END OF QUARTER 3

Salaries

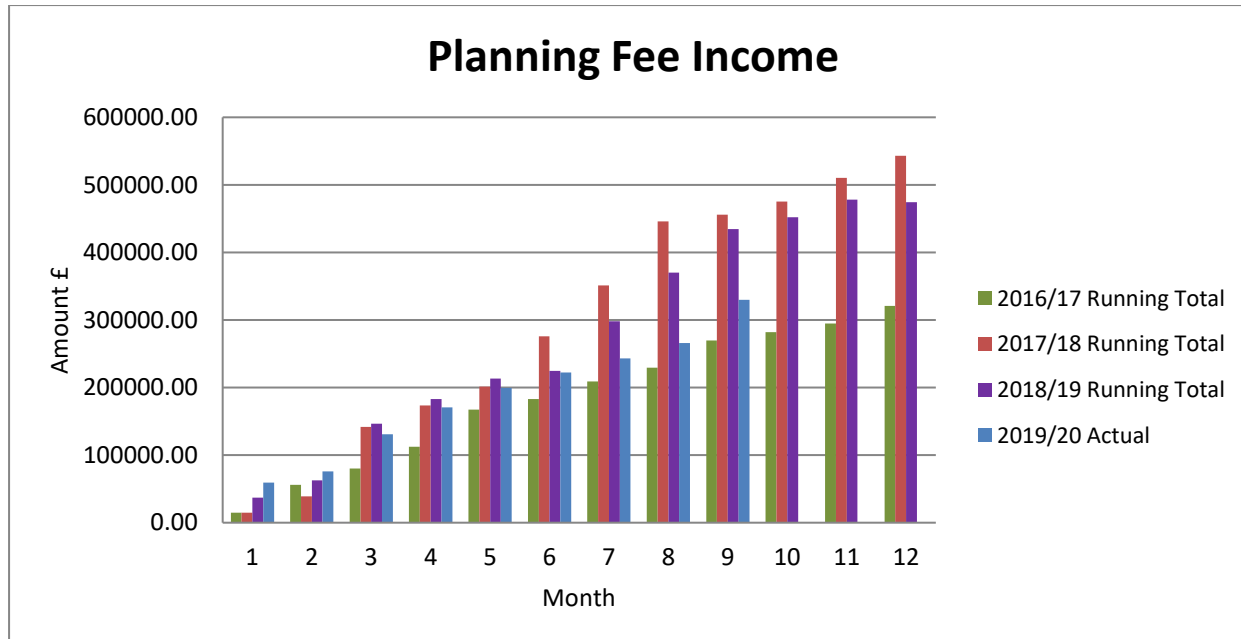


Commentary

The original budget for salaries was set at £6.48m, less an estimated vacancy factor of £200,000. At the end of Q3 there is a projected underspend of c.£501,000 by year end.

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

Planning Fees



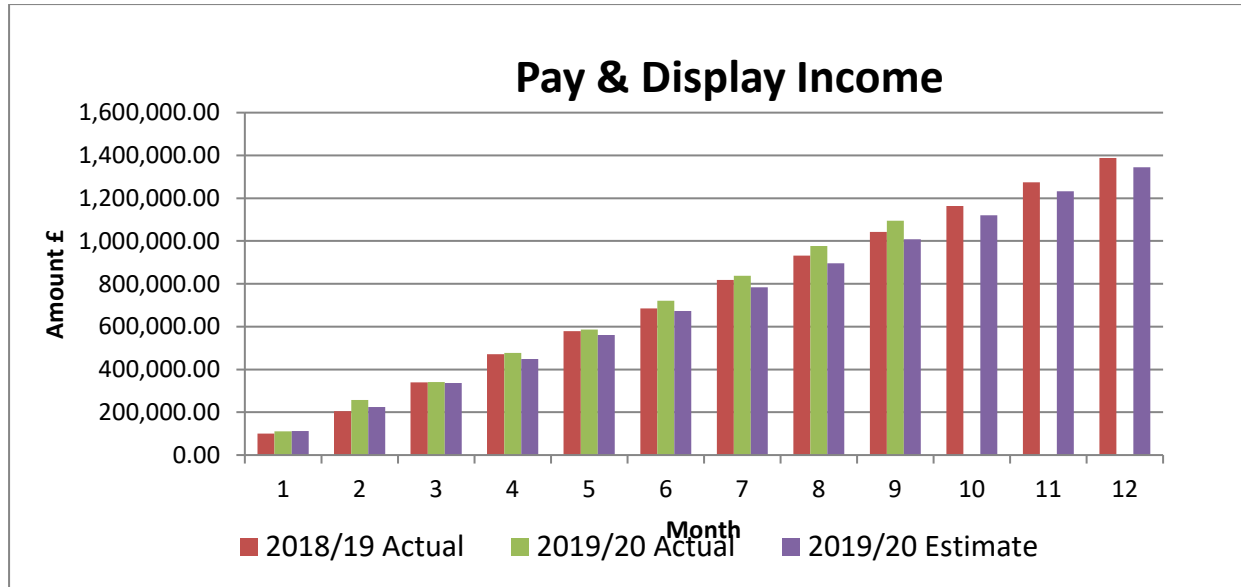
Commentary

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

At this stage, the year to date position is £329,961 a favourable variance against the year to date budget of c£33,711.

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

Parking Fees



Commentary

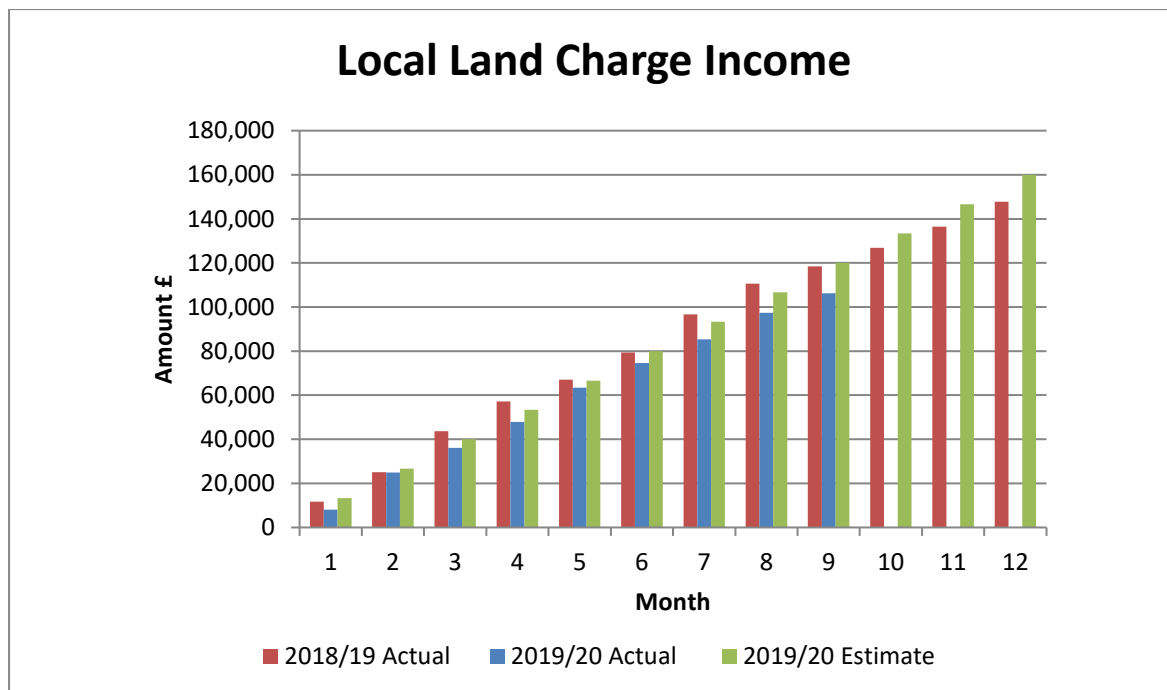
The original budget for 2019/20 is £1,345,000.

Income to date is £1,095,682 against a year to date target income of £1,008,750

This is broadly in line with the position as last year, where income was £1,043,265

If this trend continues until the end of the year the total projected additional income is c£116,000 against budget.

Local Land Charges



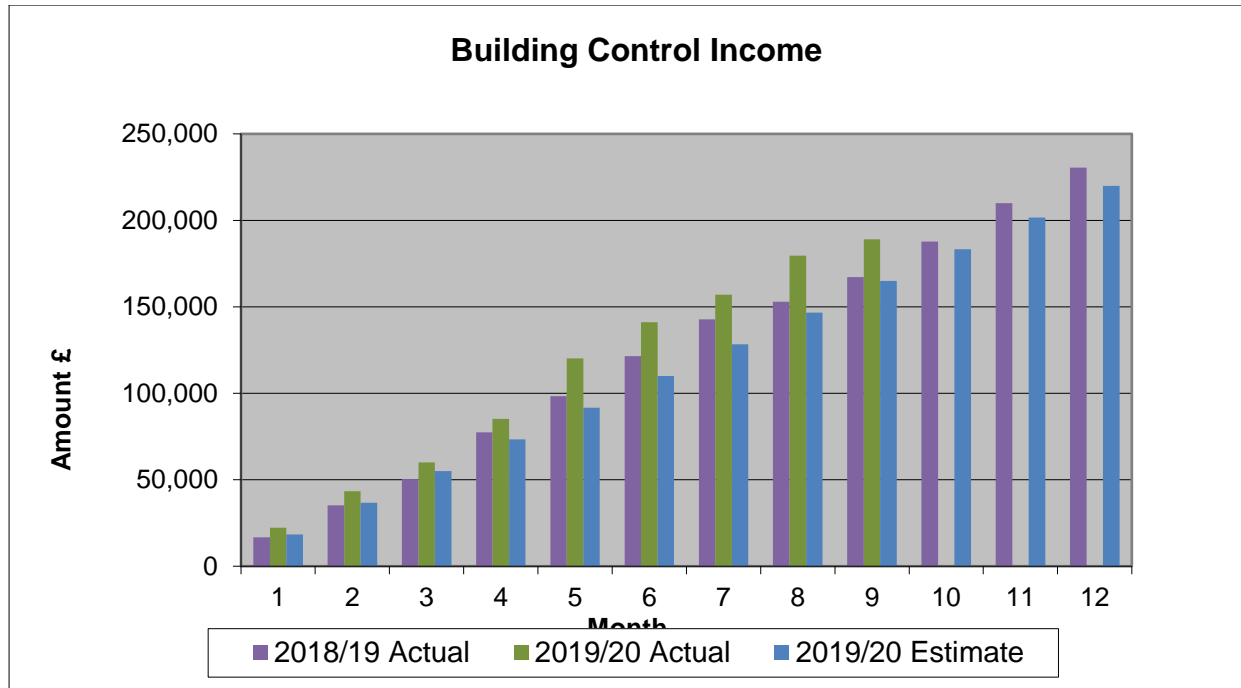
Commentary

The original budget for 2019/20 is £160,000. Income to date is £106,294.18 against a year to date target of £120,000

Income to date is slightly down compared to the same position last year, where income was £118,367 as at Q2.

Based on income to date, total income for the year is forecast to be under original budget by c. £20,000.

Building Control Income



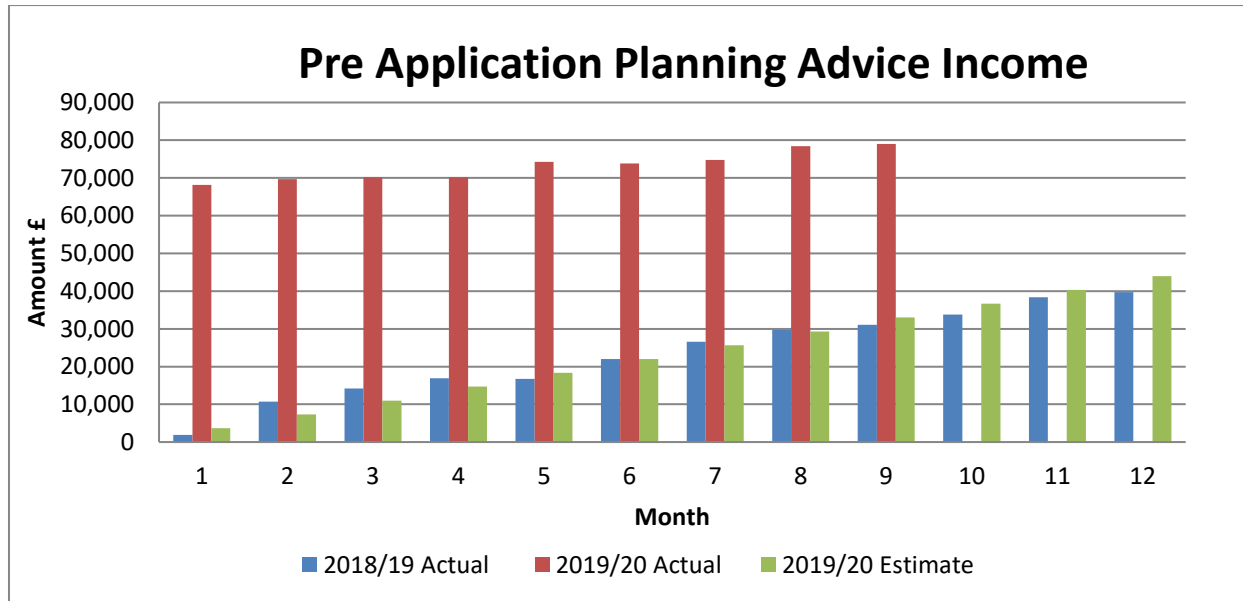
Commentary

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

Income to date is £196,295 against a year to date target of £166,000, this compares to income of £167,167 for the same period last year.

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

Pre Planning Application Advice



Commentary

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

Income to date is £79,020 against a year to date target of £33,000 it is currently forecast that additional income will be £35,000 in 2019/20.

Car Park	Financial Year	Income Received Q1 £	Income Received Q2 £	Income Received Q3 £	Income Received Q4 £
Webster's Way	2018/19	137,859	143,593	141,899	134,865
	2019/20	134,109	151,809	145,814	
Castle Road	2018/19	56,440	57,123	61,415	60,544
	2019/20	57,989	62,220	61,244	
Back Lane	2018/19	38,546	36,852	41,406	39,413
	2019/20	38,896	42,707	43,612	
Market Car Park	2018/19	23,818	23,810	24,469	22,962
	2019/20	22,742	24,556	25,167	
Bellingham Lane	2018/19	41,910	40,406	43,930	42,151
	2019/20	42,306	47,656	47,719	
Southend Road	2018/19	15,381	15,369	17,017	16,056
	2019/20	14,897	16,981	16,760	
The Approach	2018/19	11,888	11,456	13,502	13,736
	2019/20	14,133	15,877	18,703	
Hockley Woods	2018/19	5,371	6,179	5,499	5,932
	2019/20	6,324	8,267	6,330	
Freight House	2018/19	6,445	5,633	6,623	6,218

Car Park	Financial Year	Income Received Q1	Income Received Q2	Income Received Q3	Income Received Q4
		£	£	£	£
	2019/20	7,656	6,266	7,314	
Old Ship Lane	2018/19	2,232	4,425	2,770	2,663
	2019/20	2,363	2,551	2,711	
Total	2018/19	339,889	344,846	358,531	344,540
	2019/20	341,416	378,891	375,376	

**Quarter Performance Indicator Monitoring
Becoming Financially Self Sufficient**

R = Red A = Amber G = Green		Polarity	Quarter To Date Target	Quarter To Date Result	QTD Result Vs. QTD Target	Trend (QTD This Year Vs. QTD Last Year)	Year To Date Target	Year to Date Result	YTD Result Vs. YTD Target	Trend (YTD This Year Vs. YTD Last Year)	Quarter Commentary
PR009	Percentage of Collectible Council Tax collected (Cumulative)	HIGH IS GOOD	78.9%	81.7%	G	Better (81.3%)	78.9%	81.7%	G	Better (81.3%)	2.8% collected over target, representing £2,873,027 more collected than at this point last year.
PR010	Percentage of Collectible Business Rates collected (Cumulative)	HIGH IS GOOD	82.9%	82.5%	A	Better (81.7%)	82.9%	82.5%	A	Better (81.7%)	-0.4% collected under target, representing £336,520 less collected than at this point last year.
PR011	Percentage of Housing Benefit Overpayments recovered to date (Cumulative)	HIGH IS GOOD	22.5%	14.1%	R	Worse (17.0%)	22.5%	14.1%	R	Worse (17.0%)	The recovery rate is -8.4% under target, representing -£83,293 recovered less than at this point last year.
PR012	Percentage of invoices paid in 30 days	HIGH IS GOOD	98.0%	87.2%	R	Worse (92.5%)	98.0%	94.9%	A	Worse (96.4%)	Invoices Paid within 30 days is under its target performance of 98% with 87.2% of invoices paid in time during October to December.
PR025	Percentage of invoices for commercial goods and services paid by the Authority within 10 days of receipt to Local Suppliers	HIGH IS GOOD	90.0%	40.5%	R	Worse (98.0%)	90.0%	63.8%	R	Worse (93.5%)	Invoices Paid within 10 days to Local Suppliers is under its target performance of 90% with 40% of invoices paid in time during October to December.

Early Intervention											
R = Red A = Amber G = Green		Polarity	Quarter To Date Target	Quarter To Date Result	QTD Result Vs. QTD Target	Trend (QTD This Year Vs. QTD Last Year)	Year To Date Target	Year to Date Result	YTD Result Vs. YTD Target	Trend (YTD This Year Vs. YTD Last Year)	Quarter Commentary
PR001	Number of households in B & B/Nightly lets/HMO's (direct cost provision)	LOW IS GOOD	Not Applicable	10	Not Applicable	Lower (16)	Not Applicable	10	Not Applicable	Lower (16)	0 B&B and 10 Nightly Lets this quarter. When compared with previous quarter, direction of travel is continuing to be green. Note: on-going risks, with dependencies on constant supplies of affordable housing and the need to ensure prevention work remains at the core of all our work.
PR004	Number of dwellings improved (occupied by vulnerable households)	HIGH IS GOOD	25	12	R	Worse (18)	75	45	R	Worse (66)	Variance in figures due to: <ul style="list-style-type: none"> • Reduced formal intervention. • Ongoing high prevention work. • To date Q1 - 3, 82 housing hazards removed. • £195,000 estimated savings to NHS/wider society. • >100 early intervention actions taken.
PR005	Number of food businesses made safer (cumulative)	HIGH IS GOOD	25	78	G	Better (50)	75	105	G	Worse (156)	This is a risk based programme of work.

PR006	Number of Out of Work Benefit Claimants: Actively Seeking	LOW IS GOOD	800	815	R	Not Applicable	800	815	R	Not Applicable	Data as at November 2019. Under Universal Credit a broader span of claimants are required to look for work than under Jobseeker's Allowance, so cannot compare with previous year. Universal Credit Full Service is now rolled out in our District, so the number of people recorded as being on the Claimant Count has therefore risen.
PR007	Average number of days to process new benefit claims	LOW IS GOOD	21.0	24.2	R	Worse (20.7)	21.0	25.0	R	Worse (20.9)	The average time taken to action new benefit claims is currently -3.2 day(s) over target.
PR008	Average number of days to process benefit claims changes in circumstances	LOW IS GOOD	12.0	13.4	A	Better (36.0)	12.0	13.3	A	Better (26.2)	The average time taken to action change of circumstance claims is currently -1.4 day(s) over target.

Maximise our Assets											
R = Red A = Amber G = Green		Polarity	Quarter To Date Target	Quarter To Date Result	QTD Result Vs. QTD Target	Trend (QTD This Year Vs. QTD Last Year)	Year To Date Target	Year to Date Result	YTD Result Vs. YTD Target	Trend (YTD This Year Vs. YTD Last Year)	
PR013	Planning Enforcement: Percentage of Initial Site Visits conducted within target time	HIGH IS GOOD	60%	77%	G	Better (43%)	60%	76%	G	Better (68%)	77% of initial Planning Enforcement visits were conducted within their target time. This is better than previous quarter. Following the Review Committee in October 2019, Planning Enforcement performance targets were reviewed and amended to align with the new service offering. The Category C target has increased from 15 to 30 days. A new Category D has been introduced but is dependent on resources, performance will be reported when available.
PR014	Planning Enforcement: Cases being investigated including appeals	LOW IS GOOD	360	250	G	Worse (231)	360	250	G	Worse (231)	The enforcement team's resource has been focussed on prosecutions and appeal work during the month of November and December which has affected other case work.
PR015	The number of working days lost to the Local Authority due to sickness absence per FTE	LOW IS GOOD	5.5		R	(1.9)	5.5		R	(5.5)	

PR016	Number of employees: Full Time Equivalents (FTE)	N/A	Not Applicable	Not Applicable	Higher (143.0)	Not Applicable	Not Applicable	Higher (143.0)	This quarters result is 143 lower than at this time last year.
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Enable Communities											
R = Red A = Amber G = Green		Polarity	Quarter To Date Target	Quarter To Date Result	QTD Result Vs. QTD Target	Trend (QTD This Year Vs. QTD Last Year)	Year To Date Target	Year to Date Result	YTD Result Vs. YTD Target	Trend (YTD This Year Vs. YTD Last Year)	Quarter Commentary
PR017	Residual waste Kg per household	LOW IS GOOD	85	79	G	Better (97)	235	240	A	Better (281)	Quarter Three result shown. Residual waste per household is better than its quarter target performance of 85.0kg with a quarter result of 79.1kg.
PR018	Percentage of waste recycled or composted	HIGH IS GOOD	66.0%	59.2%	R	Better (55.2%)	66.0%	63.3%	A	Better (61.6%)	The recycling rate is under its quarter target performance of 66.0% with a quarter result of 59.2% Results have been impacted on by lighter packaging affecting recycling, a reduction in recycling banks tonnages and an overall recycling decline echoed nationally.
PR019	Percentage of Missed bins vs total collected	LOW IS GOOD	0.010%	0.000%	G	Better (0.046%)	0.010%	0.041%	A	Better (0.053%)	There were 858,318 bins collected this quarter, of which 0 were missed.

Enable Communities (continued)

R = Red A = Amber G = Green		Polarity	Quarter To Date Target	Quarter To Date Result	QTD Result Vs. QTD Target	Trend (QTD This Year Vs. QTD Last Year)	Year To Date Target	Year to Date Result	YTD Result Vs. YTD Target	Trend (YTD This Year Vs. YTD Last Year)	Quarter Commentary
PR020	Percentage of Major Planning Applications determined in 13 weeks	HIGH IS GOOD	75.0%	0.0%	R	Worse (75.0%)	75.0%	40.0%	R	Better (37.5%)	4 Major Planning application(s) this quarter, with 1 subject to the Government Target of 13 weeks, of which 0% were determined in time.
PR021	Percentage of Major Applications determined within agreed Extension of Time	HIGH IS GOOD	75.0%	66.7%	R	Worse (100.0%)	75.0%	87.5%	G	Better (75.0%)	There was 3 Major Planning application(s) subject to an extension of time, of which 67% were determined in time.
PR022	Percentage Remaining Planning Applications determined in 8 weeks	HIGH IS GOOD	75.0%	86.1%	G	Better (80.0%)	75.0%	75.1%	G	Better (67.9%)	175 Non-Major Planning application(s) this quarter, with 122 subject to the Government Target of 8 weeks, of which 86% were determined in time.

PR023	Non Major Applications determined within agreed Extension of Time	HIGH IS GOOD	75.0%	86.8%	G	Same (86.8%)	75.0%	84.1%	G	Better (82.9%)	There was 53 Non-Major Planning application(s) subject to extensions of time, of which 87% were determined in time.
PR024	Percentage of Planning appeals allowed	LOW IS GOOD	30.0%	30.0%	G	Worse (0.0%)	30.0%	25.0%	G	Worse (22.2%)	There was 10 planning appeals, of which 30% were allowed.