

REVENUE BUDGET – SUMMARY MONITORING REPORT 2011/12 (Quarter 1 to 30 June 2011)

EXECUTIVE MEMBER: Cllr Gillian Troughton,
LEAD OFFICER: Joanne Wagstaffe, Corporate Director of Resources and Transformation

REPORT AUTHOR: Barry Williams, Interim Technical Accountant

Summary:

This report indicates the management year end forecast against the current approved 2011/12 revenue budget, based on the financial position for the 3 month period to 30 June 2011.

Recommendations:

The Executive is asked to;

- (i) Approve a budget reduction in 2011/12 of £485,000 to reflect that spending from reserves for this amount will not be required in the year (paragraph 2.2). This funding will however be required in financial year 2012/13 and later years and the budget for those years will be increased as necessary to reflect this position.
- (ii) note the increase in the approved revenue budget of £14,106,508 to £14,820,744 due to the inclusion of carry forwards of £1,199,236 from 2010/11 approved by the Executive on 31st May 2011 and the reduction in (i) above, all of which will be funded from earmarked reserves;
- (iii) Note the projected year-end underspend of £409,952 against the current approved revenue budget of £14,820,744;
- (iv) Note the current position on the use of reserves shown in appendix B to the report.
- (v) Note the current position on the delivery of service review savings shown in appendix C to the report.
- (vi) Note the virements required in the 1st quarter of 2011/12 (paragraph 4.1) and in accordance with financial regulations request Council to approve virements in relation to the Revenues and Benefits Shared Service, the Copeland Plan and Waste Services.

1 INTRODUCTION

- 1.1 In accordance with Council's Financial Regulations, the Corporate Director of Resources and Transformation is required to report to the Executive on the overall budget position, and the monitoring and control of expenditure against budget allocations. It is the responsibility of the Senior Leadership Team and individual budget managers to control income and

expenditure within their service areas and to monitor performance, taking account of financial information provided by the Corporate Director of Resources and Transformation.

- 1.2 This report is the first quarter full report for consideration by the Executive and details significant variances that have arisen in the year to date, with a summary of the key budget figures. This will ensure that Members are kept informed on a timely basis of all significant financial issues affecting the Council.
- 1.3 In this report figures within brackets denote budget savings, favourable variances or income figures.
- 1.4 The Council approved its 2011/12 revenue budget in February 2011 at £14,106,508. Subsequently at the Executive meeting of 31 May 2011, carry forwards of £1,199,236 from financial year 2010/11 were approved. This report shows that spending of £485,000 can be taken from the 2011/12 budget as a budget provision of £150,000 and carry forwards of £335,000 are not required in the year (paragraph 2.2). The current approved budget therefore stands at £14,820,744.
- 1.5 Based on the latest financial position for the 3 month period to 30 June 2011, the year end forecast of £14,411,158 indicates an under spend £409,952 against the current approved revenue budget of £14,820,744.
- 1.6 As part of the 2011/12 budget process, members approved service review savings of £1,771,207. Monitoring of these reductions forms a key part of the budget monitoring process to determine if the service review savings are actually being delivered. Resource Planning Working Group received a report on 11 August 2011 showing the progress in delivering the service review proposals and currently savings of £1,384,075 have been delivered. Further changes to this progress report will be included within this budget monitoring report as they arise. Current details are provided at appendix C to this report.

2 DETAILS

- 2.1 Table 1 below summarises the current budget position by department and the current funding arrangements for the budget. Appendix A shows a more detailed breakdown of departmental budgets.

Department	Original Budget	Carry forwards from 2010/11	Budget Reductions	Virement 2011/12	Current Approved Budget	Year-end Projection	Variance between Year-end Projection and Current Approved Budget
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Chief Executive	2,198	323	0	0	2,521	2,580	59
Resources & Transformation	5,139	222	0	13	5,374	5,515	141
People & Places	6,769	654	(485)	(13)	6,925	6,316	(609)
Total	14,106	1,199	(485)	0	14,820	14,411	(409)
Funding							
Revenue Support Grant	5,660	0	0	0	5,660	5,660	0
Council Tax Freeze Grant	100	0	0	0	100	100	0
PFI Grant	837	0	0	0	837	837	0
Transitional Grant	611	0	0	0	611	611	0
Council Tax	4,043	0	0	0	4,043	4,043	0
Earmarked Reserves	2,619	1,199	(485)	0	3,333	2,944	(389)
General Fund	236	0	0	0	236	206	(20)
Total	14,106	1,199	(485)	0	14,820	14,411	(409)

- 2.2 The position at 30 June 2011 indicates that the underspend is largely derived from a forecasted significant under-utilisation of earmarked reserves in the year. Two particular areas stand out as follows:

	£'000
Strategy for Seaside Success (para. 2.3.4.1)	150
Local Development Framework (para. 3.3)	335
Total	485

It is recommended that the 2011/12 budget is reduced by these sums to reflect that they are not required until 2012/13 onwards.

- 2.3 The other significant reasons for the forecasted variance position at quarter 1 are as follows:

2.3.1 Within the Chief Executive's area;

- 2.3.1.1 Spending against the Choosing to Change budget is relatively low at 30th June as the 2011/12 service review proposals are still under development. This position will change as the year progresses and the budget will be carefully monitored for the remainder of the financial year to update members as the position on spending becomes clear.

- 2.3.1.2 A new budget of £158,751 has been established, funded from our work in supporting external projects. This budget will be used as an additional resource to support Regeneration projects.

- 2.3.1.3 The Council has received notification that it will receive a grant of £15,000 from the Government's new homes bonus initiative. This grant will continue for 7 years and is provided for general purposes. It will therefore be transferred to general balances to support the revenue budget.

2.3.2 Within Corporate Resources;

- 2.3.2.1 Delays to the recruitment of the Head of Corporate Resources and the Head of Policy and Transformation have resulted in a projected saving of £40,000 by the end of the year. This is offset by an overspend of £13,000 from the use of interim staff to cover for the Head of Finance, which has been delayed pending a restructure within Accountancy.

- 2.3.2.2 The Accountancy budget has also incurred a cost of £12,000 for an annual licence cost of the TOTAL finance system, which is not in the 2011/12 base budget.

- 2.3.2.3 Yields from investments continue to be affected by low interest rates. The forecast for the year is therefore approximately £11,000 less than budget. However, opportunities are being investigated with our Treasury advisers to increase yields within acceptable risk parameters.

- 2.3.2.4 The Council is currently involved in two Employment Tribunal Claims arising from the dismantling of the West Cumbria Local Strategic Partnership and the Crime and Disorder Reduction Partnership. These have so far incurred legal costs totalling approximately £38,000. A proportion of these costs may be recoverable from the other partner organisations within the respective partnerships and Cumbria County Council is a co –

respondent in one of the cases. There is no separate contingency budget for the costs of Tribunal claims.

- 2.3.2.5 There is a forecast saving of £9,000 against Members Allowances and other member related costs.
- 2.3.2.6 Within Land Charges, budgeted income for personal search fees of £20,000 will not be received following the decision of the Government to stop charging for this service.
- 2.3.2.7 Within Licensing, the current economic climate has resulted in a forecasted reduction in taxi and liquor licensing of £10,000 in the year. This position will be reviewed in quarter 3 when licensed premises renew their licences.
- 2.3.2.8 The budget for central printing across the services within the Council is approximately £47,000 less than the current estimated cost of providing the service. This position will need to be corrected for 2011/12 and in later years through virement from savings in other service areas, which at the moment still need to be identified.
- 2.3.2.9 Within Land Management, salary costs are understated by £25,000 in 2011/12 as the budget for a member of staff transferred from Capita PLC, who was on maternity leave, is insufficient. Other premises related costs have increased by £10,000 as a number of premises are now empty and the payment of certain costs such as business rates and utility costs become the responsibility of the Council until the premises are re-let. These overspends may be offset by additional income from lease rents so that there is no net increase in cost to the Council. The actual level of income received is being monitored on a monthly basis and the forecast yield from rents will be updated as necessary.
- 2.3.2.10 The Revenues and Benefits Shared Service is forecast to achieve a break-even position at 30 June. However, given the budget includes the budgets for housing and council tax benefits, which total circa £25m, this will be monitored carefully for the remainder of the year as the forecasts are difficult to predict.
- 2.3.2.11 Locality working is showing a forecasted overspend of £108,000 but funding for this budget is provided from Working Neighbourhoods, which is showing an underspend of £351,000 within Regeneration and Communities. Subject to a review of the Working Neighbourhoods budgets, an appropriate budget virement will be submitted for approval to Council in September to correct the position.
- 2.3.3 Within Regeneration and Communities;**
 - 2.3.3.1 The Council received a grant of £200,000 in 2010/11 from Britain's Energy Coast for developing a "Strategy for Seaside Success." This sum was allocated in full to the 2011/12 budget. The grant was however provided to fund a project lasting 4 years, with a budget of £50,000 for each year. The unused budget of £150,000 will therefore be carried forward to years 2012/13 - 2014/15.
 - 2.3.3.2 Copeland Community Fund provides funding for the development team employed by the Council to deliver local initiatives. At the moment, it is expected that £20,000 of this funding will not be required in 2011/12 but the position will be reviewed at the year-end.
 - 2.3.3.3 Cleator Moor Business Centre is only partially occupied following the relocation of Customer Services last year. The reception area is currently vacant following this move

and is unlikely to be let. Other rooms have been marketed with some success but the rents received will not redress the imbalance between costs and income. The net cost to the Council is forecast to be £10,000.

- 2.3.3.4 The Council is committed to pay the North of England Conservation Trust (our Design and Conservation advisors) £34,000 as part of its contractual commitment in 2011/12. There is no specific budget for this cost as funding is provided from a reserve established from receipts of Housing and Planning Delivery Grant. The current contract will end in March 2012.
- 2.3.3.5 The salaries budget required to meet staffing costs within the Beacon is currently forecast to be underspent by £12,000, although the impact of summer expenditure will have an impact. This is offset by a similar overspend within salaries at the Tourism Information Centre and a review of salaries at both centres is needed to determine the actual value of the forecast underspend for the year. Generally any underspends must be added to the sinking fund balance for the Beacon in accordance with the Beacon's 5-year Business Plan and the conditions of the grants provided by external funders in 2007.
- 2.3.3.6 Within Health and Wellbeing the Council has received settlement of its Fleming Case submission to the value of £45,399, comprising a refund of VAT on sports tuition fees of £19,490 and interest of £25,909. The Council is contracted to pay Price Waterhouse Coopers £9,080 in payment of their fee for carrying out the work in respect of the claim, leaving the council with net income of £36,319. This income is an unbudgeted resource.
- 2.3.3.7 Within Housing Services, the salary budget provided as part of the 2011/12 budget build did not fully reflect the costs of whole staffing restructure approved as part of the service review process. The forecast shortfall is £24,000.

The Homelessness budget has also had to meet early retirement costs and pay in lieu of notice amounting to £16,000 in the year, which related to a member of staff that left the employment of the Council at the end of March 2011.

Within Private Sector Housing Renewal, income from fees and charges from financial assistance will drop by £15,000 as the service has now stopped and the cost of bringing empty homes back into use is also forecast to be overspent by £3,000 by the end of the financial year.

2.3.4 Within Neighbourhoods;

- 2.3.4.1 The former Leisure and Environmental Services Admin. budget for salaries is forecast to be underspent by £36,000. This is due to long-term sickness of a member of staff who is now on half pay, a vacancy which is not expected to be filled following the appointment of a member of staff to a post within the Nuclear programme and an over-provision for superannuation costs within the budget.
- 2.3.4.2 Within the Crematorium, budgets are required to be set up for Medical Referee Fees and the costs of providing the Book of Remembrance. Historically, these costs were netted off income received at the Crematorium. However when the income budgets were set for 2011/12 these costs were not accounted for. The estimated cost for these areas is £27,000. To offset these cost increases, gas costs are forecast to reduce by nearly £11,000 as the new cremator is more energy efficient than those replaced as part of the improvement programme.

- 2.3.4.3 Overall staffing costs with Parks and Open Spaces are forecast to be underspent by £30,000. This is due to staff vacancies, particularly in respect of apprentice gardener posts, which have been left vacant pending recruitment in September 2011.
- 2.3.4.4 The Council has been awarded a contract to carry out grounds maintenance work in schools for Cumbria County Council which will generate an agency fee of £40,000. This income is additional to the current budget for contractual income in 2011/12.
- 2.3.4.5 Within Environmental Cleansing, salaries are showing an underspend of £48,000. This is due to a number of factors including a reduction in National insurance and an overprovision for superannuation as a number of staff are not in the pension scheme. In addition vacancies are being held pending the outcome of discussions with the unions on the introduction of a 7 day rota. This is a net underspend as there have been additional costs for agency staff, which have been necessary to cover difficulties caused by the vacancies. When negotiations are complete the underspend may reduce but this is difficult to predict at the moment.
- 2.3.4.6 Within Refuse Collection, salary costs are showing a net overspend of £10,000 this is largely due to overtime payments made when the service is delivered on Saturdays after bank holidays which are not profiled. Supervisors are monitoring overtime payments and a project to redesign routes to address workload issues will also alleviate this issue.
- 2.3.4.7 Within Refuse Commercial, income is projected to be £83,000 less than budget due to a reduction in customers. This also leads to a reduction in disposal costs, which are expected to be £61,300 less than budget. The resulting £21,700 shortfall will be offset by the underspend in bring site recycling detailed in paragraph 2.2.4.8 below.
- 2.3.4.8 Within Recycling, costs for Bring Sites have reduced by £47,000 due to a reduction in payments due under the new contract which became operational in February 2011. Additional income of £12,000 from a share of recyclable materials under this contract is also forecast. Plastics and Card Recycling staffing costs are forecast to be underspent by £11,000 due to reduced national insurance costs and an overprovision of superannuation costs as a number of staff do not now contribute to the pension scheme. Green recycling is however forecast to increase in cost by £20,000, giving an overall net improvement of £50,000.
- 2.3.4.9 Within the Waste Holding Account, which has been set up to accurately reallocate supervisors costs, there is a vacancy which will not be filled in 2011/12. Around £7,000 will be required to fund charge-hands to assist the reduced supervisory team in weekend supervision leaving a saving of approximately £24,000.

3 CARRY FORWARDS

- 3.1 The Executive approved a number of carry forwards contained within the 2010/11 out-turn report considered at the 31 May 2011 meeting.
- 3.2 A total of £1,199,236 has therefore been added to the 2011/12 budget. The carry forwards are reflected in appendix A to this report. Details of the individual items are shown in the following table for information;

Carry Forwards from 2010/11	Value £
<u>Chief Executive;</u>	
Choosing to Change – unused funding carried forward	55,725
Balance of Nuclear budgets to provide continuing funding in 2011/12	268,000
	323,725
<u>Resources & Transformation;</u>	
<u>(a) Corporate Resources</u>	
Funding for works at Egremont	5,000
Insurance claim	58,468
North Cumbria Leisure - contract repairs	41,623
Public buildings - carry forward budget to fund car park & other repairs in 2011/12.	60,000
<u>(b) Policy & Transformation</u>	
MIS - Upgrade of internet and Vodaphone lines	6,000
Locality working – continuation of working neighbourhoods funding	40,000
Copeland Direct software costs	10,700
	221,791
<u>People & Places</u>	
<u>(a) Regeneration & Community</u>	
Homelessness - carry forward of unused grant	26,000
Working Neighbourhoods	200,000
LABGI Funding	66,220
Beacon Grants - external grant funding not used in 2010/11	6,000
Sport & Physical Activity Alliance – carry forward grant funding to complete programmes	10,500
Local Development Framework	335,000
<u>(b) Neighbourhoods</u>	
Dogs Enforcement Orders	10,000
	653,720
Total	1,199,236

- 3.3 Of this sum £335,000 is in relation to the Local Development Framework, which is not required as a carry forward into 2011/12 as it is already covered by £300,000 approved for use in this service area as part of the budget process. See paragraph 2.2 above.

4 VIREMENTS

- 4.1 During the year, services make requests to transfer budgets from service areas where the budget can be released as it is higher than necessary or is no longer needed, to service areas where there are budget pressures that require further resources. The transfer of resources in this way is known as virement and requires the approval of service managers, heads of service or the Council, depending on the amount of the virement. In the first quarter of 2011/12 the following virements were carried out, although it should be noted that these virements relate to technical accounting adjustments to more accurately reflect spending patterns of existing budgets, rather than an actual change in the use of approved budgets;

<u>1. Virements requiring the approval of the Head of Service</u>	£
<u>(a) Regeneration and Communities</u> To the Tourist Information Centre from The Beacon to correct salary budgets.	1,171
<u>(b) Neighbourhoods</u> To Parks and Open Spaces from Public Conveniences (£1,500), Environmental Cleansing (£500), Parks Holding Account (£1,000), Play Areas (£1,000) and Streetscene (£1,700) to provide a grant payment for Millom Park.	5,700
<u>2. Virements requiring the approval of the Chief Executive</u>	
<u>(a) Resources and Transformation</u> To the Director of Resources and Transformation from Director of People and Places to reflect shared P.A. support.	13,093
<u>3. Virements requiring the approval of Council</u>	
<u>(a) Resources and Transformation</u> Transfer the budget for Fraud to consolidate services provided by the Revenues and Benefits Shared Service, which now undertakes both activities on behalf of the Council.	113,908
Transfer the budget held within the Chief Executive's New Initiatives budget to the Copeland Local Strategic Partnership budget to provide a budget for staffing for The Copeland Plan, the successor to the West Cumbria Partnership.	60,770
<u>(b) Neighbourhoods</u> Transfer a series of budgets to create a holding account to more accurately recharge supervision costs to waste services. The budgets to be reduced will be Environmental Cleansing (£64,663), Refuse Collection (£114,294), Commercial Refuse (£29,410), Recycling (£29,410) and Kerbside Recycling (£34,653).	272,430

- 4.2 Opportunities to make further virements to correct some of the budget issues that have come to light in the first quarter's budget monitoring report will be investigated.

5 RESERVES

- 5.1 The Council holds a number of reserves for use in supporting the revenue budget and to provide funding for specific projects.
- 5.2 Details of the level of reserves currently held and the proposed utilisation of reserves during 2011/12 are contained within Appendix B to this report.
- 5.3 At 31 March 2011, the Council held general fund balances and earmarked reserves of £7,829,391 and sinking funds of £1,631,450. Approved usage during 2011/12 reduces the forecast for balances on the general fund and earmarked reserves at 31 March 2012 to £4,185,016. The level of sinking funds held will increase by £135,292 to £1,766,842 as there are no proposals to use sinking fund balances in 2011/12 and budgeted annual contributions will continue to be made.

6 CONCLUSION

- 6.1 The quarter 1 spending forecast is projecting a year-end underspend of £409,952 against the current approved revenue budget of £14,820,744.

- 6.2 Forecast under-spends that are realised at 31 March 2012 will be transferred to General Fund balances unless the Corporate Leadership Team, and subsequently RPWG and the Executive, support further carry forward proposals following consideration of the Council's out-turn position in May 2012.

7 STATUTORY OFFICER COMMENTS

- 7.1 The Monitoring Officer's comments are:

None

- 7.2 The Section 151 Officer's comments are:

All comments are contained in the report.

- 7.3 EIA Comment:

EIA completed as part of the budget setting process

- 7.4 Other consultee comments, if any:

CLT and Heads of services have been consulted on the report and their comments are included within the body of the document.

8 HOW WILL THE PROPOSALS BE PROJECT MANAGED AND HOW ARE THE RISKS GOING TO BE MANAGED?

- 8.1 The budget monitoring process is carried out on a monthly basis. Management and finance staff work together to ensure financial reports are accurate and timely to assist the decision making process of the Council as a whole.
- 8.2 Budgets are monitored during the year with exceptions reported through Corporate Leadership Team and Executive during the year now on a quarterly basis. At the year- end, the draft outturn prior to the external audit process must be reported formally. It is also good financial practice to report the year-end position on revenue reserves as a consequence of the outturn.

9 WHAT MEASURABLE OUTCOMES OR OUTPUTS WILL ARISE FROM THIS REPORT?

- 9.1 The measurement of revenue budget position for 2011/12 is key to determining the required use of reserves for the year and the level of general and earmarked reserves the Council will have available to support its revenue budget in future years.
- 9.2 Spending areas that vary significantly from the approved budget are also identified, which can then be fed into the budget planning process to enable informed decisions on changes to the Council's budget to be made.

List of Appendices

Appendix A - Breakdown of the revenue budget position by service area;
Appendix B - Reserves position statement at 30 June 2011
Appendix C - Service Review position statement

List of Background Documents:

Budget monitoring working papers April-June 2011
2010/11 Final Out-turn report

2011/12 Quarter 1 Budget Monitoring Report

Appendix A

Department	Original Approved Budget	Carry Forwards from 2010/11	Budget Reductions	Virements carried out 2011/12	Current Approved Budget 2011/12	Profiled Budget to 30 June 2011	Actual to 30 June 2011	Variance Quarter 1	Managers Year-end Forecast Quarter 1	Variance Forecast against Current Approved Budget 2011/12
Chief Executive	£ 1,737,331	£ 55,725	£ 0	£ 0	£ 1,793,056	£ 434,160	£ 119,042	£ (315,118)	£ 1,709,706	£ (83,350)
Corporate Management	224,679	0	0	0	224,679	56,146	5,096	(51,050)	383,230	158,551
Communications	158,150	0	0	0	158,150	39,523	26,503	(13,020)	142,452	(15,698)
Nuclear	77,682	268,000	0	0	345,682	86,421	42,091	(44,330)	345,000	(682)
TOTAL - CHIEF EXECUTIVE	2,197,842	323,725	0	0	2,521,567	616,250	192,732	(423,518)	2,580,388	58,821
Resources & Transformation										
Corporate Director for Resources & Transformation	99,293	0	0	13,093	112,386	28,066	27,818	(248)	116,181	3,795
Head of Corporate Resources	70,919	0	0	0	70,919	17,721	8,702	(9,019)	50,301	(20,618)
Revenues & Benefits	128,394	0	0	0	128,394	60,278	(80,386)	(140,664)	129,152	758
Financial Services	1,047,017	63,468	0	0	1,110,485	276,309	189,322	(86,987)	1,147,146	36,661
Human Resources	348,209	0	0	0	348,209	87,018	91,762	4,744	387,906	39,697
Democratic Services	344,623	0	0	0	344,623	86,122	85,740	(382)	335,256	(9,367)
Elections	58,288	0	0	0	58,288	14,568	127,066	112,498	60,189	1,901
Land Charges	(65,619)	0	0	0	(65,619)	(16,398)	(14,532)	1,866	(46,300)	19,319
Legal Services	481,432	0	0	0	481,432	120,311	119,283	(1,028)	491,081	9,649
Licensing	(107,821)	0	0	0	(107,821)	(26,945)	(7,228)	19,717	(96,003)	11,818
Admin Buildings	1,101,875	0	0	0	1,101,875	275,355	259,803	(15,552)	1,090,932	(10,943)
Property	140,615	0	0	0	140,615	35,140	27,663	(7,477)	174,261	33,646
Public Buildings	227,416	101,623	0	0	329,039	56,831	72,980	16,149	295,939	(33,100)
Procurement	36,834	0	0	0	36,834	9,209	11,813	2,605	29,478	(7,356)
Total - Corporate Resources	3,812,182	165,091	0	0	3,977,273	995,519	891,988	(103,531)	4,049,338	72,065
Head of Policy & Transformation	70,919	0	0	0	70,919	17,721	8,702	(9,019)	50,301	(20,618)
Policy Development	236,822	0	0	0	236,822	59,180	47,885	(11,295)	221,965	(14,857)
Management Information Systems	408,520	6,000	0	0	414,520	102,089	109,169	7,080	429,221	14,701
Copeland LSP	60,770	0	0	0	60,770	15,193	65	(15,187)	60,770	0
Locality Working	0	40,000	0	0	40,000	10,000	36,151	26,151	148,682	108,682
Customer Services	450,486	10,700	0	0	461,186	112,576	91,235	(21,341)	439,374	(21,812)
Total Policy & Transformation	1,227,517	56,700	0	0	1,284,217	316,759	293,207	(23,611)	1,350,313	66,096
TOTAL - RESOURCES & TRANSFORMATION	5,138,992	221,791	0	13,093	5,373,876	1,340,343	1,213,013	(127,390)	5,515,832	141,956
Corporate Director People & Places	116,654	0	0	(13,093)	103,561	25,881	25,355	(526)	97,177	(6,384)
Head of Regeneration & Community	70,919	0	0	0	70,919	17,721	17,077	(644)	67,329	(3,590)
Housing and Homelessness	426,669	26,000	0	0	452,669	106,626	111,293	4,668	498,228	45,559
Economic Development	461,750	0	(150,000)	0	311,750	115,393	103,174	(12,219)	272,379	(39,371)
Planning Policy	455,549	335,000	(335,000)	0	455,549	113,845	67,816	(46,029)	429,968	(25,581)
WNF/Regeneration Delivery Plan	413,000	200,000	0	0	613,000	103,209	(181,863)	(285,072)	261,888	(351,112)
Sustainability	45,000	0	0	0	45,000	11,245	8,805	(2,440)	48,519	3,519
Development Strategy	198,672	66,220	0	0	264,892	49,651	22,809	(26,842)	233,119	(31,773)
Arts, Beacon & Tourism	698,106	6,000	0	0	704,106	232,680	199,172	(33,508)	679,074	(25,032)
Health & Wellbeing	600,799	10,500	0	0	611,299	150,141	130,792	(19,349)	577,789	(33,510)
Total - Regeneration & Community	3,370,464	643,720	(485,000)	0	3,529,184	900,511	479,075	(421,436)	3,068,293	(450,891)
Neighbourhood Services										
Neighbourhood Services Management	265,904	0	0	0	265,904	66,447	57,295	(9,152)	237,964	(27,940)
Emergency Planning	20,114	0	0	0	20,114	5,027	0	(5,027)	20,114	0
Building Control	129,281	0	0	0	129,281	32,304	47,678	15,374	142,940	13,659
Development Control	97,694	0	0	0	97,694	24,414	7,594	(16,820)	99,289	1,595
Enforcement	(58,347)	10,000	0	0	(48,347)	23,915	15,604	(8,311)	(44,870)	3,477
Environmental Health	630,754	0	0	0	630,754	157,624	145,737	(11,887)	639,990	9,236
Open Spaces	558,188	0	0	2,000	560,188	173,191	206,503	33,312	517,232	(42,956)
Waste Services	1,638,968	0	0	(2,000)	1,636,968	416,870	621,925	205,055	1,536,809	(100,159)
Total - Neighbourhood Services	3,282,556	10,000	0	0	3,292,556	899,792	1,102,336	202,545	3,149,468	(143,088)
TOTAL PEOPLE & PLACES	6,769,674	653,720	(485,000)	(13,093)	6,925,301	1,826,183	1,606,766	(219,417)	6,314,938	(610,363)
NET EXPENDITURE	14,106,508	1,199,236	(485,000)	0	14,820,744	3,782,776	3,012,511	(770,324)	14,411,158	(409,586)

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Movement on General Fund Balance, Earmarked Reserves, and Sinking Funds

Appendix B

	Opening Balance as at 1st April 2011	Carry Forwards	Revised available balance 31 May 2011	Budgeted Utilisation	Original Projected Closing Balance	Current Estimated Utilisation	Additional In Year Forecast Movement	Revised Projected Closing Balance as at 31 March 2012	Variance against Projected Closing Balance
General Fund	£ (3,356,262)	£ 1,199,236	(2,157,026)	£ 236,091	£ (1,920,935)	£ 236,091	£ (20,566)	£ (1,941,501)	£ 20,566
Earmarked Reserves	(4,473,129)	(1,199,236)	(5,672,365)	3,818,236	(1,854,129)	3,818,236	(389,386)	(2,243,515)	389,386
Total General Fund and Earmarked Reserves	(7,829,391)	0	(7,829,391)	4,054,327	(3,775,064)	4,054,327	(409,952)	(4,185,016)	409,952
Sinking Funds	(1,631,450)	0	(1,631,450)	(135,392)	(1,766,842)	(135,392)	0	(1,766,842)	0
Total	(9,460,841)	0	(9,460,841)	3,918,935	(5,541,906)	3,918,935	(409,952)	(5,951,858)	409,952

SELF ASSESSMENT SERVICE REVIEWS - PROGRESS REPORT AS AT 30 JUNE 2011

Appendix C

Saving description	Non-staffing savings		Notes on progress in delivering savings	Value delivered so far	R/A/G
	£	£			
Section A Non-Staffing Savings					
Chief Executive					
Reduction in admin.budgets		10,400	Complete - budgets deleted from 2011/12	10,400	G
Finance					
Reduce cost of discretionary concessionary travel scheme		30,000	Complete - budgets reduced and scheme stopped	30,000	G
Legal & Democratic Services					
Reduce costs of electoral registration	3,000		Budget reduced - will monitor during the year but assumed to be delivered	3,000	G
Reduce legal encyclopaedia costs	4,618		Budget reduced - will monitor during the year but assumed to be delivered	4,618	G
Reduce the number of Executive members by 1	6,000		Budget reduced - will monitor during the year but assumed to be delivered	6,000	G
Grant assistance via Equalities previously funded from reserves	(4,000)		Budget increased - 2 grants @ £2000 to be paid	(4,000)	G
Cultural Services					
Under-provision for inflation re: 2010/11	(10,000)		Contract price agreed at £564k. £60k saving equalled "10% of the management fee" but budget was only £577k in 2010/11 (understated by £20k) and balance = equalled insurance so only £13k saving		
Renegotiate the leisure contract with NCL	60,000		Budget for insurance £25k also deleted as no longer needed so overall £38k saving	38,000	A
Bereavement Services					
Crematorium fee increases					
Reduction in fuel costs Crematorium	104,786		Budget reduced - will monitor during the year. Assuming historical volume figures achieved so will saving	0	A
	12,000		Budget reduced - Forecast saving slightly under forecast	11,000	G
Bulky waste service					
Reduced vehicle costs & fuel	37,000		Budget reduced - will monitor during the year. Vehicle hire costs reduced Fuel costs reduced by £3,000	32,660	G
Increases in fees & charges	8,000		Budget reduced - will monitor during the year. Charges meeting target.	8,000	G
Plastic & Cardboard Services					
Recycling income				0	A
Environmental Cleansing					
Reduce vehicle costs			Budget reduced - will monitor during the year. Value of recycle materials is generally on the increase		
Parks & Open Spaces					
Reduce CCTV costs	21,000		Budget reduced - will monitor during the year. Vehicle hire costs reduced and fuel savings partially achieved	24,800	G
Leased Areas	2,820		Budget reduced. Contract with Allerdale for CCTV terminated saving £15k. Broadband to follow	15,000	A
Review allotment operations	728		Budget reduced - will monitor during the year but Millom Park now transferred to Parish Council	2,820	G
Stop winter bedding work	7,000		Budget reduced - will monitor during the year	728	G
Home Group - additional income	5,000		Budget reduced - will monitor during the year	0	A
Environmental Health					
Additional budget for legal & professional services / advice	(20,263)		Budget increased - will monitor during the year. On target to be delivered	(20,263)	G
Review of office & technical expenses	12,800		Budget reduced - will monitor during the year. On target to be delivered	12,800	G
Reduced costs for sampling	10,000		Budget reduced - will monitor during the year. On target to be delivered	10,000	G
Car Parking					
Increased income from charges				0	A
Pest Control					
Stop service			Loss of income reflected in the budget for 2011/12	(9,940)	G
Management Information Systems					
Delete remaining mainframe budget	44,000		Budget reduced - will monitor during the year but assumed to be delivered	44,000	G
Delete general repairs budget	16,680		Budget reduced - will monitor during the year but assumed to be delivered	16,680	G

Reduce consumables	9,000	Budget reduced - will monitor during the year but assumed to be delivered	9,000	G
Reduce office expenses	1,724	Budget reduced - will monitor during the year but assumed to be delivered	1,724	G
Van lease not renewed	3,500	Budget reduced - will monitor during the year but assumed to be delivered	3,500	G
Reduce PC replacement fund	20,000	Budget reduced - will monitor during the year but assumed to be delivered	20,000	G
	94,904			
Building Control:				
Use of mobile devices	2,000	Budget reduced - will monitor during the year but assumed to be delivered	2,000	G
Development Control:				
Reduce office costs	7,500	Budget reduced - will monitor during the year but expected to be delivered	7,500	G
Planning Policy:				
Reduce the cost of implementing the Local Development Framework	22,615	Budget reduced - Temporary staff engaged to reduce consultancy costs	22,615	G
Contracts & Property:				
Bring valuation services in-house	30,000	Budget reduced - will monitor during the year. Requirement of £20k budget for running costs identified. £12k budget within Finance (Accountancy) not reduced.	10,000	
Miscellaneous Buildings - Repair & Maintenance	65,000	Budget reduced - will monitor during the year. £25k to be identified and unlikely to be delivered in full (CL)	40,000	
Review catering contract	6,000	Budget reduced - reduce use of outside caterers	6,000	G
	101,000			
Housing				
Housing Stock condition survey	(45,000)	Budget increased - Forecast cost slightly reduced	(40,000)	G
Human Resources:				
Reduce training budget	60,000	Budget reduced - will monitor during the year but assumed to be delivered	60,000	G
Reduce use of Occupational Health Services	8,000	Budget reduced - will monitor during the year but assumed to be delivered	8,000	G
Reduce admin expenses	6,500	Budget reduced - will monitor during the year but assumed to be delivered	6,500	G
	74,500			
GIS:				
Reduce running costs	9,000	Budget reduced - will monitor during the year but assumed to be delivered	9,000	G
Customer Services:				
Reduce the cost of customer services at Copeland Centre	22,000	Budget reduced - will monitor during the year but assumed to be delivered	22,000	G
Corporate:				
Stop 1st class travel	2,000	Budget reduced - will monitor during the year but assumed to be delivered	2,000	G
Reduce subscriptions	9,000	Budget reduced - will monitor during the year but assumed to be delivered	9,000	G
	11,000			
Total Section A	663,272		435,142	
Section B - Corporate Savings				
Pool stationery, printing, office supplies, equipment etc	20,000	Budgets reduced across a number of cost centres will monitor during the year	20,000	G
Energy efficiencies	4,000	Budget reduced at Moresby - consistently underspent	4,000	G
Review employment terms & conditions - car allowances	40,000	Budgets reduced across a number of cost centres will monitor during the year. Subject to union negotiations	0	A
Review Fees & Charges:				
Land & Property lease income	43,000	Budget reduced - will monitor during the year but should be delivered as income well over budget 2010/11	0	A
Recycling credits	7,000	Budget reduced - will monitor during the year but should be delivered as income well over budget 2010/11	0	A
Development Control	10,000	Budget reduced - will monitor during the year	0	A
	60,000			
Total Section B	124,000		24,000	
Section C - Staff Savings by Service (exc. Redundancies)				
Legal & Democratic Services				
Reduce Mayoral costs	4,242	Mayoral Chauffeur - contract extended saving not being achieved	0	
Reduce administrative overheads	17,703	Vacant post deleted	17,703	G
Cultural Services				

Reduce management costs		45,228	Vacant post deleted	45,228	G
Barbavement Services					
Restructure operation of the Crematorium		12,934	Retirement September 2011	12,934	G
Waste					
Cleaner	0		Redundancy following loss of contract	2,483	G
Restructure bulky waste collection service	41,402		Vacant post deleted	41,402	G
Reduce Waste Management costs	24,132	65,534	Vacant post deleted	24,132	G
Environmental Cleansing					
Reduce Sickness & Absence Cover	35,000		Budget reduced - will monitor during the year. Still under negotiation with unions	0	
Reduce Week-end Cleaning costs	23,000	58,000	Budget reduced - Forecast reduction likely to be achieved	23,000	G
Parks & Open Spaces					
Reduce arboricultural costs	15,097				G
Restructure allotment operations	1,500		Total saving here in employee costs is £52,452. 2 x vacant posts deleted covering this area - value £42,023.		G
Reduce costs of maintenance for leased areas	6,930		£8,000 saving in seasonal staff will be monitored to see if it is delivered during the year. Small residual	52,452	G
Reduce grass cutting	18,952		balance of £2,429 to be met from saving in supplies & services		G
Stop winter bedding planting	9,973				G
Reduce Parks & Open Spaces management	33,693	86,145	Vacant post deleted	33,693	G
Environmental Health					
Introduce flexible working	6,000		Salary payments reduced to 30 hours per week for 1 post to cover this saving	6,000	G
Reduce operational costs in Environmental Health (Food, Health & Safety)	35,666		Vacant post deleted	35,666	G
Reduce operational costs in Environmental Protection	25,897	67,563	Vacant post deleted	25,897	G
Management Information Systems					
Reduce ICT costs		70,669	Vacant posts deleted	70,669	G
Building Control					
Withdraw market supplements - effective October 2011	6,500		Budget reduced - No case to be put forward for retention when they become due for renewal	6,500	G
Reduce Admin. Costs	10,000	16,500	Major service review underway but saving expected	10,500	G
Development Control					
Reduce Admin. Costs		10,500	Vacant post shared with Building Control	10,500	G
Planning Policy					
Reduce Planning Policy costs		15,750	Expected to be delivered on retirement of postholder. A further £11,900 + likely due to flexible retirement	15,750	G
Housing					
Reduce Housing Management costs	40,852		Vacant post deleted	40,852	G
Reduce admin. costs within grants section	24,132	64,984	Vacant post deleted	24,132	G
Accountancy					
Reduce admin. costs		20,962	Vacant post deleted	20,962	G
Process Improvement Team					
Reduce costs by deleting one vacancy		13,626	Vacant post deleted	13,626	G
Customer Services					
Merge Copeland Direct and Cash Office to reduce staffing		44,595	Vacant posts deleted	44,595	G
Total Section C		614,935		578,676	
Section D - Forecast cost of redundancies by department					
Legal & Democratic Services					
		75,000	Part delivery expected May 2011, balance delayed until September 2011	60,000	A
Leisure & Environmental Services					
		35,510	Crematorium £42,277, Pest Control £31,283. Savings delivered but adverse publicity re Crematorium	35,510	G
Resources & Transformation					
		106,182	Accountancy £29,000 (now Treasury Management saving 2011/12), HR £30,000, PIT £47,182. HR saving includes deletion of a training post (£16,800) and Payroll Officer reducing to 4 day working (£7159) leaving £6041 to be found from other areas including outsourcing payroll to Cumbria CC	92,982	A

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Development Operations		12,308	Beacon - saving delivered with additional value	17,765	G
Heads of Service Review		140,000	Saving delivered	140,000	G
Total Section D		369,000		346,257	
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		1,771,207		1,384,075	