

Communities Committee

Item No.....

Report title:	Communities Committee Finance Monitoring Report
Date of meeting:	16 March 2016
Responsible Chief Officer:	Tom McCabe - Executive Director of Community and Environmental Services
Strategic impact This report provides the Committee with information on the latest monitoring position for the Committee for 2015-16. It provides information on emerging issues and the position on the expected use of reserves for Communities purposes.	

Executive summary

The approved 2015 – 16 net revenue budget for this Committee was £47.282m. The net budget at period 10 is £46.885m which reflects that transfer of budgets from other service committees and transfer of budgets to the corporate property team, further details are shown in section 2 below. At the end of Period 10 we are forecasting a net over spend of £0.050m.

The 2015-16 Capital budget for this committee is £4.858m, this includes new Grant funding. As at period 10, we are currently forecasting a £0.484m underspend in year which will be carried forward to fund future years expenditure.

The balance of Communities' unspent grants, contributions and reserves at 1st April 2015 stood at £13.305m. The service is forecasting a net use of grants/ reserves in 2015-16 of £7.262m to meet commitments. The 2015-16 forecast outturn position for Grants, reserves and provision is £6.043m

Recommendations:

Members are invited to discuss the contents of this report and in particular to note:

- a) The forecast revenue outturn position for 2015-16 as at Period 10**
- b) The forecast capital outturn position for the 2015-16 capital programme.**
- c) The current forecast for use of reserves.**

1. Proposal

1.1. Members have a key role in overseeing the financial position of Communities services, including reviewing the revenue and capital position and reserves held by the service. Although budgets are set and monitored on an annual basis it is important that the ongoing position is understood and the previous year's position, current and future plans and performance are considered.

1.2. This monitoring report reflects the forecast position at the end of January 2016 (period 10).

2. Evidence

2015/16 Revenue Monitoring

2.1. The table below summarises the budgets relevant to this committee and the forecast outturn position at the end of January 2016 (Period 10).

Table 1: Communities 2015-16 Forecast Position as at Period 10				
Revenue Monitoring 2015/16	Approved NET Budget	Forecast Outturn	Forecast +Over/(Under spend)	
	£m	£m	£m	%
Consultation & Community relations	0.268	0.268	0.000	0.00
Active Norfolk	0.000	0.000	0.000	0.00
Norfolk Community learning services	0.114	0.114	0.000	0.00
Libraries, Museums, record office & Arts	12.612	12.612	0.000	0.00
Customer Services – including Health watch	5.304	5.304	0.000	0.00
Registration service	(0.027)	(0.027)	0.000	0.00
Community safety	0.200	0.200	0.000	0.00
Emergency Planning & Community resilience	0.268	0.224	-0.044	-16.4
Norfolk Fire and Rescue service	27.506	27.600	0.094	0.34
Trading Standards	1.840	1.840	0.000	-0.00
Public Health	(1.200)	(1,200)	0.000	0.00
Committee Total	46.885	46.935	0.005	

Note: Active Norfolk is wholly funded from external grants

2.2. As at the end of January 2016 (Period 10) the forecast revenue outturn position for 2015-16 is a net overspend of £0.050m.

2.3. The current forecast is based on the information available at Period 10, taking into consideration the approved budget and known issues, which provides a reasonable basis on which to estimate the future forecast outturn at this stage of the year. Details of the forecast variances are included in the table below:

Variances			Prior Period forecast	Movement
	£m		£m	£m
Fire HQ – salaries	-0.070	Savings from vacancies and underspend on salary costs	-0.070	0.000
Fire Resources	-0.015	Forecast underspend due to additional income.	-0.001	-0.014
Fire Operations	0.049	Forecast overspend on the purchase of equipment	0.006	0.043
Fire - Finance	0.130	Forecast overspend due to increased	0.079	0.051

		insurance costs		
Fire – Net overspend	0.094		0.014	0.080
Trading standards	-0.000	We are currently forecasting a balanced budget.	-0.004	0.004
Resilience	-0.044	Forecast underspend to vacancies	-0.020	-0.024
Net Overspend	0.050		-0.010	0.060

There are currently a number of in year pressures within the Fire and Rescue budgets which require management action to ensure delivery of a balanced budget. At this stage of the year we are confident that we will be able to take the action required to deliver a balanced budget.

Trading standards – there are currently pressures on the Trading standards budgets in relation to the income target for proceeds of crime. Over recent years we have seen a number of significant cases that has meant that we have met the current income target of £31k. Within 2015/16 there is a risk that we may not achieve this target due to the timing and nature of the cases undertaken by Trading Standards. We will continue to monitor this deliverability of this target for future years.

3. Capital Programme 2015-16

3.1. The overall capital budget for the services reported to this Committee is £4.858m, as at the end of January 2016 and is shown at table 2 below.

3.2. The programme is forecast to be in line with the current budget for 2015/16. Further details on individual schemes are shown at **Appendix B**.

Table 2: Communities Capital Programme				
Scheme or programme of work	2015/16 Capital Budget £m	Expenditure to Date £m	2015/16 Forecast Capital Outturn £m	Total Forecast (under)/over spend £m
Norfolk Fire & Rescue Service	2.082	0.750	1.600	-0.482
Libraries, Museums, Record Office & Arts	2.776	0.628	2.774	-0.002
CommitteeTotal	4.858	1.378	4.374	-0.484

3.3. The Fire service programme - The forecast underspend will be carried forward to 2016/17 to meet the planned costs of new fire training facility at Scottow.

3.4. There is no Capital Programme currently planned for Trading Standards, Norfolk Community Learning Services, Public Health, Emergency Planning & Community Resilience, Active Norfolk, Customer Services, Registration Services and Consultation & Community Relations in 2015/16.

4. Communities Reserves, Provisions and Unspent Grants/ Contributions

4.1. The committees' unspent grants, reserves and provisions as at 31st March 2015 stood at £13.305m. Services are forecasting a net use of reserves in 2015/16 of £7.262m to meet commitments and projects.

4.2. The 2015/16 forecast outturn position for reserves and provision is £6.108m, further details on reserves and provisions for each service are shown at **Appendix C**.

4.3. The use of Public Health reserves is to facilitate the agreed health projects programme.

Table 3: Communities Reserves & Provisions					
Reserves & Provisions 2014/15	Balance at 1 April 2015	Forecast Balance at 31 March 2016	Forecast move- ment of reserves	Planned Change in reserves	Variance
	£m	£m	£m	£m	£m
Norfolk Fire & Rescue Service	3.580	2.832	-0.748	-0.982	0.234
Libraries, Museums, Record Office & Arts	1.876	1.620	-0.256	-0.380	0.124
Trading Standards	0.104	0.082	-0.022	-0.041	0.019
Norfolk Community Learning services *	0.464	0.019	-0.445*	0.000	-0.444
Public Health	5.924	0.064	-5.860	-2.176	-3.684
Active Norfolk	0.546	0.549	0.003	0.000	0.003
Customer Services	0.347	0.413	0.066	-0.081	0.147
Registration Services	0.412	0.412	0.000	0.000	0.000
Consultation & Community Relations	0.052	0.052	0.000	0.000	0.000
Committee Total	13.305	6.043	-7.262	-3.660	-3.602

*Norfolk Community learning services provision may be subject to claw back from Funding agencies, further details will be reported to Committee as they become known

4.4. The major movement on the use of reserves is in Public health, which reflects the use of the specific ring fenced grants to meet its planned activities.

5. Financial Implications

5.1. There are no decisions arising from this report. The financial position for Communities services is set out within the paper and appendices.

Officer Contact

If you have any questions about matters contained or want to see copies of any assessments, e.g equality impact assessment, please get in touch with:

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Appendix A

Revenue Monitoring 2015/16				
Service	Budget £'000	Year to date Actuals £'000	Forecast Outturn £'000	Variance £'000
Consultation & Community Relations Committee	268	182	268	0
Active Norfolk	0	431	0	0
Norfolk Adult Education Service	114	461	114	0
Cultural Services				
Cultural Services Management	53	138	53	0
Norfolk Art Service	306	196	306	0
Norfolk Libraries and Information Service	9,317	7,633	9,342	0
Norfolk Museums Service	2,134	997	2,374	0
Norfolk Records Office	802	685	802	0
Cultural Services Total	12,612	9,649	12,877	0
Registrars	(27)	178	(27)	0
Customer Services				
Complaints	328	281	328	0
Customer Access Development	182	22	182	0
Healthwatch	369	219	369	0
Service Centres	3,599	2,382	3,599	0
Single Post Service	571	319	571	0
Web Content Management	255	193	255	0
Customer Services Total	5,304	3,416	5,304	0
Community Safety Team	200	144	200	0
Fire & Community Resilience				
Finance	3,337	918	3,467	130
FIRE: Central Services	4,759	4,792	4,794	35
FIRE: HQ Salaries	578	495	508	(70)
FIRE: Service Delivery	18,832	15,516	18,831	(1)
Fire & Community Resilience Total	27,506	21,721	27,520	94
Resilience	268	202	224	(44)
Trading Standards				
Business, Food and Farming	457	269	410	(47)
Calibration, Verification and Testing	(70)	(85)	(70)	(0)
Community Safety and Fair Trading	538	327	513	(25)
Trading Standards Manager	205	71	148	(57)

Intelligence and Legal Enforcement	294	255	407	113
Investigations	415	246	432	17
Trading Standards Total	1,840	1,082	1,840	0

Public Health

Business & Staffing	(27,528)	(20,309)	(27,528)	0
Children & Young People Programme	3,923	808	3,923	0
Communities	175	120	175	0
DAAT	9,243	5,870	9,243	0
Health Protection	25	(1)	25	0
Intelligence & Info Management	107	118	107	0
Minimising Risk & Harm	9,276	5,557	9,276	0
Reducing Early Mortality	3,580	1,555	3,580	0
Public Health Total	(1,200)	(6,282)	(1,200)	0

Total For Committee	46,885	31,184	46,935	50
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Appendix B

Libraries Capital Programme 2015/16

Summary

Scheme Name	Spend Project to date (prior years) £'000	2015/ 16 Progra mme £'000	2015/ 16 Out - turn £'000	2015/16 Variance £'000	Spend to date - current year £'000
CERF Kings Lynn Library	0.015	0.001	0.001		0.
Wymondham Library	1.927	0.001	0.001		0.003
Fairstead Kings Lynn	0.014	0.007	0.007		0.001
S106 Wootton Rd Gaywood	0.	0.001	0.001		0.001
Lodge Farm, New Costessey	0.02	0.007	0.007		0.002
Roundhouse,Cringleford	0.038	0.002	0.002		0.001
Mendham Lane Harleston	0.005	0.001	0.001		0.001
Dowson School, Valpy Avenue, Norwich	0.002	0.001	0.001		0.001
S106 Lime Tree Ave, Long Stratton	0.002	0.001	0.001		0.
S106 ROUNDWELL PH, COS	0.002	0.001	0.001		0.001
S106 CAWSTON RD, REEPHAM	0.001	0.001	0.001		0.
S106 approval - Victoria Road (Bartrums), Diss	0.001	0.002	0.002		0.001
S106 Bennett St / Grimshoe Rd Downham Market	0.004	0.005	0.005		0.004
S106 Right Up Lane, Wymondham	0.003	0.	0.		0.
S106 approval - Queens Road, Attleborough	0.002	0.	0.		0.
S106 approval - The Lammas / Malsters Close, Munford	0.	0.001	0.001		0.001
S106 approval - Old Hunstanton Holiday Park	0.001	0.	0.		0.
S106 St Peters Road [West]	0.	0.003	0.003		0.
S106 Edinburgh Road, Holt	0.	0.001	0.001		0.
S106 Hall Farm Yard, Gayton	0.001	0.001	0.001		0.
S106 Station Road, Great Massi	0.001	0.	0.		0.
S106 Long Meadow, Roydon Road	0.	0.006	0.006		0.
S106 Bridge Farm, Norwich Road	0.001	0.	0.		0.
S106 Mendham Lane, Harleston	0.	0.003	0.003		0.
S106 149 Yarmouth Road, Thorpe	0.001	0.002	0.002		0.
S106 Cremorne Lane Norwich	0.001	0.001	0.001		0.
S106 Railway Rd Phase 1 Downham Market	0.001	0.007	0.007		0.
S106 Former Civil Service Sports Grnd, Wentworth Green	0.	0.004	0.004		0.001
S106 Sweyn Close Thetford	0.	0.002	0.002		0.
S106 Post Office Rd Lingwood Brundall	0.001	0.	0.		0.
S106 Frenze Hall Lane Diss	0.	0.005	0.005		0.
S106 Mill Street Necton	0.001	0.003	0.003		0.
S106 Holt Road, Fakenham	0.001	0.	0.		0.
S106 Nora, Kings Lynn	0.	0.001	0.001		0.
S106 Beech House Downham Market	0.	0.001	0.001		0.

S106 Norwich Rd, Cromer	0.	0.003	0.003	0.
S106 Pinewoods Horsford	0.001	0.003	0.003	0.
S106 Oak Meadow, Shipdham	0.	0.002	0.002	0.
S106 Ketts Rd, North Walsham	0.	0.003	0.003	0.001
S106 Express Plastics	0.	0.005	0.005	0.
S106 Slough Lane, Attleborough	0.	0.001	0.001	0.
S106 Cemex Site, Wymondham	0.	0.002	0.002	0.002
S106 Langham Rd, Blakeney	0.	0.001	0.001	0.
S106 Brazen Gate, Norwich	0.	0.005	0.005	0.
S106 Land off Market Lane	0.	0.008	0.008	0.
S106 Norwich Road, Watton	0.	0.	0.	0.
S106 Kenninghall Rd	0.	0.003	0.003	0.
S106 Brandon Road, Swaffham	0.	0.002	0.002	0.
S106 De Narde Road, Dereham	0.	0.001	0.001	0.
S106 Ditchingham Maltings	0.	0.007	0.007	0.
S106 Three Score Care Village	0.	0.006	0.006	0.003
S106 Thetford Road, Watton	0.	0.007	0.007	0.
S106 Yarmouth Rd/Ingram Rd, Stalham	0.	0.01	0.01	0.
S106 Crostwick Lane, Spixworth	0.	0.004	0.004	0.001
CERF Dersingham Windows	0.	0.001	0.001	0.
Library Improvements 14/15+	0.151	0.109	0.109	0.041
CERF Blofield Library	0.	0.028	0.028	0.028
CERF Gt Yarmouth Library	0.	0.037	0.037	0.035
Libraries Transformation 14/15+	0.	0.095	0.095	0.028
CERF Mile Cross Library	0.	0.006	0.006	0.005
S106 Heath Loke Poringland	0.	0.002	0.002	0.
S106 Land Off Spixworth Road, Old Catton	0.	0.003	0.003	0.
S106 Cherryridge Poultry Site, Northrepps	0.	0.003	0.003	0.
S106 Etling Green, Dereham	0.	0.015	0.015	0.
S106 Land North Of Honeysuckle Way, Attleborough	0.	0.004	0.004	0.
S106 West of Cucumber Lane, Brundall	0.	0.01	0.01	0.
S106 Briar Farm, Mendham Lane, Harleston	0.	0.009	0.009	0.
S106 Lowestoft Rd, Hopton	0.	0.002	0.002	0.
CERF Gaywood Library	0.	0.014	0.014	0.013
	0.	0.	0.	0.
TOTAL	2.319	0.536	0.536	0.183

Museums Capital Programme 2015/16

Scheme Name	Spend Project to date (prior years)	2015/16 Programme	2015/16 Out - turn	2015/16 Variance	Spend to date - current year
Bridewell Redevelopment	1.555	0.018	0.018	0.	0.001
GFW Voices from the Workhouse	0.	1.2	1.2	0.	0.333
Seahenge	0.072	0.007	0.007	0.	0.
Biomass Boiler CERF	0.165	0.009	0.009	0.	0.
GFWH Wind & Solar	0.	0.017	0.017	0.	0.017

Castle Keep Improvements	0.013	0.811	0.811	0.	0.083
Strangers Repl Ligh	0.005	0.002	0.002	0.	0.
Biomass RHI Scheme	0.009	0.	0.	0.	(0.002)
Gressenhall CCTV	0.027	0.	0.	0.	(0.003)
			(0.00		
Gfw Sewerage Plant	0.049	0.	2)	(0.002)	(0.002)
ACE Small Capital Grants	0.	0.158	0.158	0.	0.
	2.045	2.24	2.238	(0.002)	0.445

Fire Capital Programme 2015/16

Scheme Name	Spend Project to date (prior years)	2015/ 16 Progra mme	2015/ 16 Out - turn	2015/16 Variance	Spend to date - current year
Real Fire Training Unit est 14-15		0.658	0.176	(0.482)	0.13
Gt Yarm Fixed Generator		0.02	0.02	0.	0.02
Carrow Fire Station		0.007	0.007	0.	0.
Kings Lynn Satellite Station		0.02	0.02	0.	0.017
North Lynn Improvements		0.298	0.298	0.	0.298
Downham Market replacement appliance		0.26	0.26	0.	0.148
Methwold FS Fire Safety Improvements		0.001	0.001	0.	(0.)
Sprowston CERF		0.004	0.004	0.	0.004
Swaffham CERF		0.	0.	0.	0.
Wymondham CERF		0.012	0.012	0.	0.012
Command & Control vehicles and ICT		0.425	0.425	0.	0.025
Dereham CERF		0.	0.	0.	0.
					0
					.
					0
Diss FS Fire safety improvements (watch office door & partition)			0.002	0.002	0.
Sandringham FS Fire Safety Improvements		0.002	0.002	0.	0.002
Sprowston FS Fire Sfety Improvements		0.001	0.001	0.	0.001
Wroxham FS Fire Sfety Improvements		0.001	0.001	0.	0.001
MTFA 4x4 vehicle		0.059	0.059	0.	0.047
Handheld UHF radios		0.162	0.162	0.	0.
ALP for Earlham FS		0.	0.	0.	0.
CERF N Lynn FS		0.02	0.02	0.	0.018
Methwold FS Fire Safety Improvements		0.001	0.001	0.	0.
Attleborough FS Fire Safety Improvements		0.001	0.001	0.	0.
Wymondham FS Fire Safety Improvements		0.	0.	0.	0.
Fire Premises PV solar panels		0.	0.	0.	0.
Fire Appliances (Type B pumps)		0.008	0.008	0.	0.008
Compact Fire Appliances (CLG bid) est 14-15		0.	0.	0.	0.
Unallocated capital grant (est 2014-15)		0.	0.	0.	0.
LPSA Domestic Violence		0.007	0.007	0.	0.014
LPSA Safer Communities		0.109	0.109	0.	0.

		0.	0.	0.	
				0.	
TOTAL	0.	2.082	1.6	(0.482)	0.75
Total Capital programme	4.364	4.858	4.374	(0.484)	1.378

Appendix C

Communities Committee - Reserves Monitoring Schedule 2015/16

Reserve	Future Planned			Forecast Final Balance 2015/16	Forecast Balance 2016/17	Forecast Balance 2017/18
	2015/16 Opening Balance	Additions	Withdrawals			
	£m	£m	£m	£m	£m	£m
Norfolk Fire & Rescue Service						
Provisions						
EU Part Time Workers Provision (Pensions)	0.850			0.850	0.850	0.850
Reserves						
Fire Pensions	0.348		-0.100	0.248	0.198	0.148
Equipment/Leasing	0.000			0.000	0.000	0.000
Operational / PPE / Clothing	0.000	0.090		0.090	0.000	0.000
Retained Firefighters	0.130			0.130	0.065	0.000
Capital Sustainability - Position & Project Reserve	1.903		-0.629	1.274	0.460	0.195
Grants						
Community Safety Reward grant	0.167			0.167	0.167	0.167
Unspent Grants & Contributions Reserve	0.182		-0.109	0.073	0.000	0.000
Fire and Rescue	3.580	0.090	-0.838	2.832	1.740	1.360
Community Safety						
Trading Standards - ICT	0.000			0.000		0.000
Trading Standards - R&R	0.104		-0.022	0.082	0.019	0.019
	0.104	0.000	-0.022	0.082	0.019	0.019
TOTAL: Fire & Community Safety	3.684	0.000	-0.829	2.855	1.759	1.379
Cultural Services						
Norfolk L&IS - Library Projects	0.586	0.058	-0.199	0.496	0.496	0.496
Norfolk L&IS - ICT Reserve	0.113			0.113	0.113	0.113
Norfolk L&IS - Library Grants	0.109		-0.042	0.066	0.066	0.066
					0.000	
Arts & Recreation - Projects	0.014		-0.014	0.000	0.000	

Arts & Recreation - Tour of Britain	0.005		-0.005	0.000	0.000	0.000
Norfolk Museums Service - Museums Projects	0.161	0.015	-0.031	0.145	0.145	0.145
Norfolk Museums Service - Income Reserve	0.130		-0.011	0.119	0.119	0.119
Norfolk Museums Service - Insurance	0.004		-0.004	0.000	0.000	0.000
Norfolk Museums Service - Museums Grants	0.465		-0.075	0.390	0.390	0.390
Norfolk Records Office - NRO Projects	0.278			0.278	0.150	0.150
Norfolk Records Office - NRO Grants	0.012			0.012	0.012	0.012
	1.876	0.073	-0.380	1.520	1.492	1.492
Norfolk Adult Education - Education Funding	0.463		-0.444	0.019	0.019	0.019
Norfolk Adult Education - Adult Education Grants	0.001			0.000	0.000	0.000
	0.464	0.000	-0.444	0.019	0.019	0.019
Active Norfolk	0.546	0.003		0.549	0.546	0.546
Total Cultural Services	2.887	0.076	-0.824	2.188	2.060	2.060
Customer Services						
Customer Access & Devpt IT Fund	0.269	0.057		0.326	0.326	0.326
Complaints Org Change Reserve	0.045			0.045	0.045	0.045
Customer Service Centre R&R Fund	0.025			0.025	0.025	0.025
Customer Service Centre It Fund	0.007	0.010		0.017	0.017	0.017
Total Customer Services	0.346	0.067	0.000	0.413	0.413	0.413
Public Health						
Unspent Grants & Contributions - Warm & Well	0.064			0.064	0.064	
Unspent Grants & Contributions - PH Ring fenced grant	5.860		-5.860	0.000	-1.500	-2.023
	5.924	0.000	-5.860	0.064	-1.436	-2.023
Consultation & Community relations						
Organisational Change (Consultation)	0.049			0.049	0.034	0.034
IT Fund (Consultation - Youth Parliament)	0.003			0.003	0.003	0.003
	0.052	0.000	0.000	0.052	0.037	0.037
Registrars						
Registrars R&R Fund	0.412			0.412	0.412	0.412
	0.412	0.000	0.000	0.412	0.412	0.412
Total Grants and Reserves	13.305	0.233	-7.544	6.043	3.335	2.368