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Our ref: DT/CL
Your ref:

Date: 13 March 2014

Dear Councillor,

Finance and Management Committee

A Meeting of the **Finance and Management Committee** will be held in the **Council Chamber**, on **Thursday, 20 March 2014 at 18:00**. You are requested to attend.

Yours faithfully,



Chief Executive

To:- **Conservative Group**

Councillor Wheeler (Chairman), Councillor Mrs. Watson (Vice-Chairman) and Councillors Jones, Lemmon, Murray, Smith and Watson.

Labour Group

Councillors Bell, Rhind, Richards, Southerd, Taylor and Wilkins.

AGENDA

Open to Public and Press

- 1** Apologies
- 2** To receive the Open Minutes of the Special Meetings held on 16th January and 27th January 2014.
- 3** To note any declarations of interest arising from any items on the Agenda
- 4** To receive any questions by members of the public pursuant to Council Procedure Rule No.10.
- 5** To receive any questions by Members of the Council pursuant to Council procedure Rule No. 11.
- 6** Reports of Overview and Scrutiny Committee
- 7** Corporate Plan 2009-2014: Performance Management Report (1st October - 31st December 2013) **5 - 17**
- 8** Corporate Action Plan 2014: 15 **18 - 23**
- 9** Budget and Financial Monitoring 2013/14 **24 - 46**
- 10** Work Programme **47 - 49**

Exclusion of the Public and Press:

- 11** The Chairman may therefore move:-
That in accordance with Section 100 (A) of the Local Government Act 1972 the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraph of Part I of the Schedule 12A of the Act indicated in the header to each report on the Agenda.
- 12** To receive any Exempt questions by Members of the Council

pursuant to Council procedure Rule No. 11.

- 13** To receive the Exempt Minutes of the Special Meeting held on 16th January 2014.
- 14** Land at Midway
- 15** Restructure of Legal and Democratic Services (Paragraph 1) (Report to follow).



REPORT TO:	Finance & Management Committee	AGENDA ITEM:7
DATE OF MEETING:	20 March 2014	CATEGORY: DELEGATED
REPORT FROM:	Director of Finance & Corporate Services	OPEN
MEMBERS' CONTACT POINT:	Kevin Stackhouse (01283 595811) Kevin.stackhouse@south-derbys.gov.uk	DOC:
SUBJECT:	Corporate Plan 2009 to 2014: Performance Management Report (1 October 2013 – 31 December 2013)	
WARD (S) AFFECTED:	All	TERMS OF REFERENCE: FM 08

11.0 Recommendations

1.1 That Members:

- (a) Note the progress and achievements during the period 1 October – 31 December 2013, in relation to the Council's Corporate Plan 2009/14.
- (b) Review where progress has failed to achieve the specified target and consider the adequacy of the remedial action taken.
- (c) Receive a quarterly overview of the number of accidents as part of the Council's Health & Safety performance management framework.

2.0 Purpose of Report

- 2.1 To report details of progress and achievements during the period 1 October – 31 December 2013, in relation to the Council's Corporate Plan 2009 –2014.
- 2.2 Details are provided in the respective appendices outlined below, which are attached to this report.
 - ☒ Progress against Corporate Plan 'Key Projects' as attached at Appendix A; and,
 - ☒ Progress against Corporate Plan 'Performance Measures' as attached at Appendix B.
 - ☒ Overview of the number of accidents which have occurred within the Council during the current quarter compared with the previous year as attached at Appendix C.

3.0 Detail

Executive Summary

It is important that Members scrutinise the performance of the Council as part of the democratic process. This report reflects the third quarter's performance on the key targets the Council has set and approved. [Page 4 of 48](#)

Corporate Plan 2009/14

- 3.1 To provide context the Council's Corporate Plan 2009-14 Action Plan consists of four main 'themes' or 'priorities' (*Sustainable Growth & Opportunity: Safe & Secure: Lifestyle Choices: and Value For Money*)
- 3.2 In March 2013, the Corporate Plan was refreshed along the current themes, with an emphasis being placed on 'how our actions' will make a difference to our residents and stakeholders. In order to focus our actions, performance will be measured against a reduced number of actions or 'key projects' and performance measures
- 3.3 Each 'theme' contains a number of 'Outcomes' that help explain what the 'theme' is about. In order that the Council and its stakeholders are able to tell whether the 'outcomes' are being delivered, a number of 'Key Projects' (with a series of 'tasks/ milestones') and performance measures have been allocated to each 'Outcome' that will be monitored either on a quarterly or annual basis.
- 3.4 This Committee is responsible for the delivery of four 'outcomes' [*Financial resilience- a sustainable financial base maintained; 'Cutting costs' not services; Strong leadership and robust governance; and An improved customer experience*] within the '**Value for Money**' theme.

Progress to 31 December 2013

Key Projects

- 3.5 Table 1 below summarises the progress made against 'key projects.' It shows that 6 (100%) tasks for the quarter have been completed.

Table 1: Progress against Corporate Plan Projects (as at 31 December 2013)

Theme	'Completed' Tasks	'Failed' Tasks	'Not Applicable'	Total
Value For Money	6 (100.0%)	-	-	6 (100.0%)

Performance Measures

- 3.6 Table 2 below, provides a summary of performance against targets for both the current quarter and projected out turn for the year. It shows that 5 (100%) quarterly targets have been achieved. It is also forecast that all 6 (100%) of the targets will be met by the year end.

Table 3: Performance Measures – performance against targets (as at 31 December 2013)

Theme	Quarter Target 'Achieved'	Quarter Target 'Failed'	Quarter Target 'N/a'	Total	Projected Annual Target 'On Track'	Projected Annual Target 'At Risk'
Value For Money	5 (100%)	-	1	6 (100.0%)	6 (100.0%)	0

Managing Risks

- 3.7 The Council has a comprehensive risk register, which details all known service risks, control mechanisms and review dates. Table 4 below outlines the main risks across the Value for Money theme of the Corporate Plan.

Table 4: Managing Risks

Risk Description	Approach	Impact	Mitigating Action
The Department consists of small, discrete and specialist teams where detailed knowledge and experience rests with individuals. Consequently, resilience is a risk.	Treat the Risk	Continues Low	Transfer and disseminate information across Services. Cover between units established. Accountancy staff undertaking professional training. Keep under review arrangements through the Corporate and Audit Partnerships who may be able to provide cover and provide temporary resources where necessary.
Reliance on Partnerships to deliver services. Includes partners ceasing to exist or going out of business.	Treat the Risk	Continues Low	Continue to monitor closely the performance frameworks which include early warning signs of deteriorating service delivery. Support Northgate and the Central Midlands Audit Partnership to increase number of clients and protect their service base.

Corporate Risks

- 3.9 In addition to risks that may impact upon the individual Themes and Priorities in the Corporate Plan, the Council maintains a Corporate Risk Register. This analyses the strategic issues and external factors that potentially impact across all council services. The associated risks are identified as part of the corporate planning process. An update is provided in Table 5 overleaf.

Table 5: Managing Corporate Risks

Risk Description	Approach	Impact	Mitigating Action
<p>Further reductions in Government Grant</p> <ul style="list-style-type: none"> The Council is aware of possible reductions beyond 2015/16 to 2018/19, following the Financial Settlement 2013 and based on OBR analysis. <p><i>(Main Chief Officer Responsible – Director of Finance and Corporate Services)</i></p>	Treat the Risk	Remains High	<ul style="list-style-type: none"> Updated Medium-term Financial Plan in place covering 5-years. This allows for a reduction in overall resources. Budgets considered prudent with provisions for inflation and growth. Current reserves are healthy and will help to sustain further reductions in the short-term allowing time for more sustainable action. On-going programme in place to generate efficiencies and budget savings. £430k achieved in 2013/14. As a growth area, overall reduction in core funding could be mitigated through the New Homes Bonus and Retained Business Rates. However, the risk remains high until the approved budget savings of £175k identified ahead of 2015/16 have been made.
<p>Continuing effects of the Economic Situation</p> <ul style="list-style-type: none"> Income from planning and grants, etc. remains low whilst pressure remains on associated expenditure. In addition, a potential increase in the number of people claiming benefits and finding difficulty in paying Council Tax and housing rent. Development and regeneration projects such as the Depot relocation are delayed which hinders service provision and limits the ability to meet identified needs such as affordable housing. <p><i>(Main Chief Officers Responsible – Director of Finance and Corporate Services and Director of Community and Planning Services)</i></p>	Tolerate the Risk	Remains Medium	<ul style="list-style-type: none"> Budgets for income streams and specific grant allocations are assumed at current minimum levels; service provision is based on this. Contingent sum set-aside for growth. Supporting voluntary and community groups to help people in need, including through the Derbyshire Financial Inclusion Partnership. Measures in place to maximise benefit subsidy and fraud is proactively being pursued with successful prosecutions. The Asset Management Plan has been refocused to ensure our assets are being positioned to react to an economic upturn. On-going dialogue with developers and housing providers to look at alternative options for regeneration. The risk remains Medium, but it is considered that the Council is undertaking as much action as reasonably possible to mitigate influencing factors.
<p>Keeping pace with Technology</p> <ul style="list-style-type: none"> The Council's IT infrastructure has become out-dated and capacity to store and handle data efficiently is becoming limited compared to more modern day solutions. 	Treat the Risk	Remains Medium	<ul style="list-style-type: none"> The IT strategy has identified some key projects that are currently being actioned, with the server infrastructure now upgraded; these projects are generally complete. E-mail archiving/storage system, desktop virtualisation and Microsoft upgrade now nearing finalisation.

Risk Description	Approach	Impact	Mitigating Action
<ul style="list-style-type: none"> Greater use of technology and managing data in electronic form, brings responsibilities to ensure information is stored properly and securely <p>(Main Chief Officer Responsible – Director of Finance and Corporate Services)</p>			<ul style="list-style-type: none"> The Council undertakes an annual independent health check to ensure that the Council is compliant with the Government's Security Standard (Public Services Network – PSN). Annual internal audit review tests robustness of systems and infrastructure – any actions monitored by the Audit Sub-Committee. Although the risk remains Medium, current investment and positive actions over the coming year should lower this risk in the longer-term term.
<p>Business Continuity and in particular the loss of the main Civic Offices.</p> <ul style="list-style-type: none"> Council services are predominantly managed from one Administrative Building. There is no alternative building to accommodate an IT facility which is crucial to enable many services to operate. <p>(Main Chief Officer Responsible – Director of Finance and Corporate Services)</p>	Treat the Risk	Remains High	<ul style="list-style-type: none"> Disaster Recovery solution now being implemented off-site. Maintain relationships with other agencies and partners to secure alternative accommodation on a reciprocal basis if required. Could take advantage of spare capacity in private sector market although this would depend on timing. Although the likelihood of occurrence is low, the potential impact of this risk is high. However, current investment into the off- site facility to provide a disaster recovery solution should lower this risk in the longer-term.
<p>Capacity and Resilience in Service Provision</p> <ul style="list-style-type: none"> Reducing staff and budget resources could create capacity and resilience within council services. <p>(Main Chief Officer Responsible – Chief Executive Officer)</p>	Treat the Risk	Remains Medium	<ul style="list-style-type: none"> Training and development programme being reviewed to include change management and “doing more with less.” External service provider has been procured. Recent restructures becoming mature and bedding in.
<p>Partners and Voluntary Sector</p> <ul style="list-style-type: none"> Financial pressures on partners who deliver services with or on behalf of the Council, including voluntary organisations. <p>(Main Chief Officer Responsible – Director of Community and Planning Services)</p>	Tolerate the Risk	Remains Medium	<ul style="list-style-type: none"> Current grant funding is being maintained for all supported organisations. Spending can be refocused to meet external funding requirements and is project based rather than on-going. Dedicated officer time to support the voluntary sector and local organisations. The risk remains Medium, but it is considered that the Council is undertaking as much action as reasonably possible to mitigate risk

4.0 Financial Implications

- 4.1 There are no specific financial implications relating to this report. The need to continually improve whilst delivering the ambitions of the *Corporate Plan* will require a sustained efficiency programme, including the shifting of resources to the priority areas.

5.0 Corporate Implications

- 5.1 No other specific legal, HR or other resource implications are contained in this report.

6.0 Community Implications

- 6.1 The Council aspires to be an “excellent” Council in order to deliver the service expectations of our communities. This performance report evidences an improvement in how we are meeting those demands and expectations

VP 01 - Implementation of Local Council Tax Reduction Scheme			
Quarter	Task	Progress	Status
1	VP 01.1 - Update report on take up costs and collection rates of LCTRS. Monitor and report on implications of wider DWP reforms	Report to Finance and Management Committee on 27th June 2013 which set out early indications of costs and collection rates	Achieved
2	VP 01.2 - Update report on take up costs and collection rates of LCTRS. Monitor and report on implications of wider DWP reforms. Review any proposed changes to Scheme ahead of 2014/15	Report to Finance and Management Committee on 25th September 2013 which set out updated costs and collection rates. Report on 17th October setting out scheme options for 2014/15 based on progress in 2013/14.	Achieved
3	VP 01.3 - Update report on take up costs and collection rates of LCTRS. Monitor and report on implications of wider DWP reforms. Review any proposed changes to Scheme ahead of 2014/15	Report to Finance and Management Committee on 5th December 2013 which sets out updated costs and collection rates, together with an update on implications of wider Welfare Reform. Full Council approved scheme for 2014/15 on 23 January.	Achieved
4	VP 01.4 - Update report on take up costs and collection rates of LCTRS. Monitor and report on implications of wider DWP reforms. Implement any changes to the Scheme prior to April 2014		

VP 02 - Continue the programme of procurement and service transformation reviews			
Quarter	Task	Progress	Status
1	VP 02.1 - Update report to Business Improvement Board	Board considered progress on 19th June 2013. New external mail system being implemented and next stages of Paperlite project considered	Achieved
2	VP 02.2 - Update report to Business Improvement Board	Detailed proposals for developing Paperlite and Customer Access finalised	Achieved
3	VP 02.3 - Update report to Business Improvement Board regarding next 3-year plan 2013-16 agreed and baseline levels set	Final proposals due to be considered by the Board on 26th February	Achieved
4	VP 02.4 - Update report to Business Improvement Board		

VP 03 - Implement next stages of the Paper Lite Strategy			
Quarter	Task	Progress	Status
1	VP 03 .1 - Proposals submitted by Service Provider	This was previously completed in 2012/13. Service provider now assessing detailed savings for Senior Management Team.	Achieved
2	VP 03 .2 - Procurement arrangements and financial implications considered	Report to Committee on 5th December outlining proposals and to consider future delivery.	Achieved
3	VP 03 .3 - Proposals signed off by the Client	Following meeting on 5th December, service provider now providing a phased implementation plan	Achieved
4	VP 03 .4 - Implementation of the electronic mailroom		

VP 04 - Move towards an e-Committee solution			
Quarter	Task	Progress	Status
1	VP 04.1 - Ongoing trials and proposals formulated. Procurement arrangements and financial implications considered.	Implementation approved by Finance and Management Committee on 20th June 2013. Hardware now being procured and training plan established.	Achieved
2	VP 04 .2 - Proposals signed off by the Council	As above. Training undertaken and first Committee live on 3rd October.	Achieved
3	VP 04 .3 - Preferred solution implemented	Now fully implemented, but still being lightly monitored	Achieved
4	VP 04 .4 - Post project review undertaken		

VP 05 - Continue to communicate and engage with our communities to ensure that the Council is delivering services in ways appropriate to them			
Quarter	Task	Progress	Status
1	VP 05.1 - Annual Report and Work Plan considered by Committee	Approved by Finance and Management Committee on 20th June 2013	Achieved
2	VP 05.2 - Produce monthly media reports	Completed	Achieved
3	VP 05.3 - Produce monthly media reports	Completed	Achieved
4	VP 05.4 - Produce monthly media reports		

VP 06- Implement the next stages of the Customer Access Strategy			
Quarter	Task	Progress	Status
1	VP 06.1 - Finalise proposals for consultation	This was previously completed in 2012/13. Following the recent Management Restructure, service provider now assessing detail for Senior Management Team.	Achieved
2	VP 06 .2 - Consider structural and financial implications. Implementation Plan made.	Report to Committee on 5th December outlining proposals and to consider future delivery.	Achieved
3	VP 06 .3 - Proposals signed off by the Council	Following meeting on 5th December, service provider now providing a phased implementation plan	Achieved
4	VP 06 .4 - Implementation and transition commences		

Outcome	Measure	Actual / Out turn 2012/13	Target Quarter 3 2013/14	Actual Quarter 3 2013/14	Quarter Status	Annual Target 2013/14	Predicted Out turn 2013/14	Predicted Status	Comments/ Remedial Action
VO 1 - Financial resilience - a sustainable financial base maintained	VM 01- Publish a 'fit for purpose' Medium Term Financial Plan	Feb-13	Update following Financial Statement	Achieved	Green	Feb-14	Feb-14	Green	Reports to Committee on 16 January and 20 February detailing spending plans, together with savings needed in the Base Budget from 2015/16 to achieve sustainable position
	VM 02 - Disposal of assets deemed 'surplus to requirements' to generate income. (£)	£0	£50,000	£0	Green	£50,000	£70,000	Green	£70k was generated in Quarter 1, above the annual target. In addition, a further sale of £50,000 is currently being progressed (as approved) but the receipt is unlikely to be received until 14/15.
	VM 03- Maximising central funding for the Council (£)	£377,000	£0	£433,000	Green	£353,000	£433,000	Green	This represents the increase in New Homes Bonus due to fewer empty properties - £80k above that estimated in the MTFP.
VO 2 - 'Cutting costs not services'	VM 04 - On-going efficiency savings. (£)	£412,154	£200,000	£430,000	Green	£300,000	£430,000	Green	As reported to the Committee in January. Includes £110k savings reinvested in kerbside recycling

Outcome	Measure	Actual / Out turn 2012/13	Target Quarter 3 2013/14	Actual Quarter 3 2013/14	Quarter Status	Annual Target 2013/14	Predicted Out turn 2013/14	Predicted Status	Comments/ Remedial Action
VO 3 - Strong leadership & robust governance	VM 05 - Achieve an external 'fit for purpose' Code of Corporate Governance assessment. (As assessed by External Audit)	Sep-12	AGS judged 'satisfactory' in Annual Audit Letter	Achieved	Green	Sep-13	Sep-13	Green	No issues highlighted in the Annual Audit Letter as reported to Full Council on 7 November 2013.
VO 4 - An improved customer experience	VM 06 - Percentage of satisfied customers contacting or dealing with the Council.	94.00%	90.00%	96.00%	Green	90.00%	95.00%	Green	

Health and Safety - Accident Statistics 2013/14

Purpose of the Report

This report provides an overview of the number of accidents that have occurred during the period 1 October to 31 December 2013 within the Council.

Background

The Health & Safety Officer provides advice and training on health and safety matters across the Council. This Officer is also responsible for producing management information on the number of accidents. These are collated on a regular basis and are reported to the joint Health & Safety Committee. This Committee reviews the accidents and makes recommendations or learning that needs to be implemented.

Accident Statistics

The Council's accident statistics are broken down into reportable and non-reportable accidents.

Reportable accidents are those covered by RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations, 1995). These accidents have to be reported to the Health and Safety Executive and include:

- Where a member of staff has been required to stay in hospital for 24 hours after an accident;
- Where a member of the public was taken to hospital for treatment after the accident;
- If the accident results in the member of staff being off work for 3 days after the date of the accident,

The table overleaf shows the number of accidents that have occurred during the current quarter (1 October to 31 December 2013) by reportable accident type and category and the year to date.

During the third quarter of 2013/14 there were 11 non-reportable or minor accidents, all involving employees. As a result, existing risk assessments have been reviewed and control measures reinforced.

The table also provides comparative details of the number of accidents for the previous year (2012/13)

**Table: Accident Cause Statistics – (for the 3rd Quarter - 1 October to 31 December 2013) and Year to Date: Comparative
Accident Cause Statistics for the previous year (2012/13)**

Accident Cause	Quarter 3 (1 October - 31 December 2013)					Current Year To Date (2013/14) Actual				Previous Year (2012/13) Actual			
	Non Reportable		Reportable		Total	Non Reportable		Reportable		Non Reportable		Reportable	
	Employees	Public	Employees	Public		Employees	Public	Employees	Public	Employees	Public	Employees	Public
Manual handling	1				1	2		1		4		1	
Contact Fixed Objects (e.g. sharps)	3				3	4	2			2	4		1
Struck by Moving Vehicles RTA's	1				1	2				3			
Struck by Moving Objects - others	5				5	8				4	1		
Slips / Trips / Falls						2	3	1		10	3	1	
Violence - Physical such as dog bites	1				1	1	4		1	1			
Violence - Verbal													
Near Miss						1				1			
Other, such as cuts.						2	3			3	1		
Total	11	0	0	0	11	22	12	2	1	28	9	2	1

Source: SDDC Accident Statistics

REPORT TO:	FINANCE & MANAGEMENT COMMITTEE	AGENDA ITEM:8
DATE OF MEETING:	20 MARCH 2014	CATEGORY: DELEGATED
REPORT FROM:	CHIEF EXECUTIVE	OPEN
MEMBERS' CONTACT POINT:	Director of Finance & Corporate Services Kevin Stackhouse (01283 595811) Kevin.stackhouse@south-derbys.gov.uk	DOC:
SUBJECT:	CORPORATE ACTION PLAN 2014/15	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE:

1.0 Recommendations

- 1.1 That Member's recommend the updated Corporate Action Plan for 2014/15, attached at Appendix A, to Council for approval.

2.0 Purpose of Report

- 2.1 The Council has approved a five-year Corporate Plan covering the period 2010 to 2015. Quarterly performance reports are taken to Policy Committees to monitor progress against the Plan. It is important to review and update this Plan to take into account the progress made to date and any revisions to the targets agreed. This refreshed Action Plan is for 2014/15 and sets out the priorities for the year ahead along with the projects and the key measures of success that will be support the delivery of the Plan.

3.0 Detail

Background

- 3.1 The Corporate Plan is an integral part of the Council's Performance Management framework. The annual action plan set outs how the Council will deliver its main priorities together with key measures of success. This ensures that the Council's corporate objective and priorities for action are helping to achieve the Council's vision and are contributing to district wide community priorities.
- 3.2 The development of the Corporate Plan leads the development of the Medium Term Financial Strategy to ensure that the corporate priorities are resourced fully.

- 3.3 This 2010 to 2015 Corporate Plan continues to identify the key strategic priorities for the Council over the next two years. As Members will be aware, the development of the Corporate Plan followed an extensive consultation exercise with South Derbyshire, businesses, stakeholders, Partners and residents. This is supported by a robust process of quarterly monitoring of progress against these priorities.

4.0 Process of refreshing the Corporate Action Plan

- 4.1 The Council adopted the Corporate Plan in February 2009. The Plan contains the Council's vision, values and priorities over the four Council themes of
- Sustainable Growth & Opportunity
 - Safe and Secure
 - Lifestyle Choices
 - Value for Money
- 4.2 The Corporate Plan provides clear strategic direction in the delivery of the Council's vision of *"Making South Derbyshire a better place to live, work and visit"*.
- 4.3 The Council will refresh its Corporate Action Plan on an annual basis. This action plan helps to maintain the Corporate Plan's relevance and ensure that any issues impacting on the District and the Council are responded to in a timely and appropriate manner.
- 4.4 During January 2014, Officers have been involved in a series of facilitated workshops to refresh the Corporate Action Plan. Each workshop focussed on addressing one of the four themes within the Corporate Plan. The sessions held have been challenging and focussed on improving service delivery within the resources available. Each workshop has included a review of the:
- past year performance against priorities.
 - issues coming out of recent consultations and national policy.
 - financial position and budgets available to deliver these priorities.

As a result, the priorities in each theme have been updated along with the refreshment of projects and measures that will form the basis of the Corporate Action Plan for 2014/15 as shown in Appendix A.

- 4.5 The 2014/15 refreshed Corporate Action Plan continues the direction contained in the current Corporate Plan, including the four themes identified in paragraph 4.1 above.
- 4.6 Again, a number of proxy measures have been included, and are designed to illustrate information relevant to the Corporate Plan theme but which we have no overall control and thus cannot set targets. This information will be used to illustrate overall performance in a particular area, for example unemployment rates and may form part of the narrative explanation for other targets within the theme.
- 4.7 As with previous versions, the Corporate Action Plan details key measures and projects under each theme. These form the basis of the quarterly performance reporting to each Policy Committee. The changes made since last years Corporate Action Plan are detailed in paragraphs 4.8 and 4.9.

Changes to the Corporate Action Plan

4.8 The following changes have been made to the key projects

Sustainable Growth & Opportunity

Additions or amendments to existing projects

- Regulate businesses in a way which promotes success for South Derbyshire's economy, as well as continuing to provide public protection.
- Review the commercial waste service and analyse the potential for development
- Deliver the key actions contained in the Contaminated Land Inspection Strategy
- Provide a regulatory environment promoting success for businesses in South Derbyshire as well as continuing to provide public protection.
- Progress the South Derbyshire Local Plan

Safe and Secure

Additions or amendments to existing projects

- Revising the standards of the service of the environmental health service, based on national best practice and the demands of local stakeholders

Projects that have been removed

- Review, consider and implement the applicable requirements of the Localism Act, as it relates to the Housing service.
- Focus the Safer Neighbourhood Wardens on the prevention of anti-social behaviour and enviro-crime.

Lifestyle Choices

No Additions or amendments to existing projects

Value for Money

Additions or amendments to existing projects

- Implement the next stages of the Paper-lite Strategy
- Roll out the next stages of the Customer Access Strategy

Projects that have been removed

- Implementation of Welfare Reform and the new Local Council Tax Support Scheme
- Move towards a paperless Committee for Elected Members

4.9 The following changes have been made to the key performance measures.

Sustainable Growth & Opportunity

Measures that have been removed

- Total visitor spend (proxy)
- Total number of visitors (proxy).

Safe & Secure

No additions, amendments or removals of existing measures

Lifestyle Choices

No additions, amendments or removals of existing measures

Value for Money

Additions or amendments to existing measures

- Increase in New Homes Bonus & retained Business Rates
- On-going General Fund budget savings

Measures that have been removed

- Respond to 95% of all official complaints within 10 working days

- 4.10 As noted earlier in this report, priorities will continue to be monitored and reported to Policy Committees through the refreshed measures and projects contained in Appendix A.

Communications campaigns

- 4.11 The priorities contained within the refreshed Corporate Plan will be supported by a series of campaigns co-ordinated by the Policy & Communications Team. These campaigns will be presented to a future meeting of this Committee, as part of the Communications Annual Report. It should be noted that the campaigns will continue to support the delivery of the four key themes as identified above.

Risk Management

- 4.12 The Council's Risk Management Strategy also supports the delivery of the Corporate Plan. This Strategy commits the Council to minimise liabilities and costs while protecting the Council's reputation through effective and efficient risk management. The progress with the actions against high risks is monitored as part of the Council's combined performance and financial management reporting framework.

- 4.13 As part of the refresh process we have addressed the corporate risks through the delivery of these key projects and monitoring of the revised measures contained within this Plan. The main risks identified are listed below.

- Further reductions in Government Grant over and above those projected in the MTFP
- Continuing effects of the economic downturn
- Keeping pace with technology
- Business continuity
- Capacity and resilience in service provision
- Reliance on partner contributions and the voluntary sector

- 4.14 A revised corporate risk register is attached at Appendix B

5.0 Financial Implications

- 5.1 As part of the development of the refreshed Corporate Action Plan, Officers have considered the Council's current financial position and commitment to delivering services in 2014/15.

6.0 Corporate Implications

- 6.1 The Corporate Plan is the vital element of the Council's performance management framework. It is the delivery mechanism that links the Council's vision with the needs of its communities and overall good governance.

7.0 Community Implications

- 7.1 The Corporate Plan has an impact on all aspects of community life within South Derbyshire, because it is built upon their needs and expectations. The Council is proud of its role as a community leader and will continue to deliver high quality services. However, it is also important to recognise the diverse range and needs of all of the communities and continue to work with key groups, stakeholders and businesses to make the District a better place to live, work and visit.

8.0 Conclusions

- 8.1 This refreshed Corporate Action Plan for 2014/15 reflects the needs and aspirations of the community, including that of Officers and leading Elected Members, by ensuring it remains fit for purpose. It will shape the delivery of Council services over the next year and ensure that resources are fully aligned to priority areas.
- 8.2 It is important that Elected Members, Officers and residents are provided with continued information on how the Plan is impacting on the community. This will be achieved through regular reports to Policy Committees, providing information on the Council's website, publicity campaigns and by communicating through a range of different media channels. Furthermore, the Council will continue to produce its Annual Report in order to highlight its achievements in the delivery of the Corporate Plan.

OUR VISION: Making South Derbyshire a better place to work, live and visit				
THEME	SUSTAINABLE GROWTH & OPPORTUNITY	SAFE & SECURE	LIFESTYLE CHOICES	VALUE FOR MONEY
STRATEGIC OBJECTIVE	G1 Strengthen South Derbyshire’s economic position within a clean and sustainable environment	S1 Deliver a range of affordable and decent housing options, within safe and clean neighbourhoods	L1 Improving the health and well being of our communities and residents	V1 Ensuring that proper arrangements are in place to enable resources to be used efficiently and effectively
LONG TERM OUTCOMES	GO1 Developing economic and employment opportunities within the District GO2 Increasing recycling resulting in less waste being sent to land fill GO3 Sustainable Planning	SO1 Delivering a range of housing provision and services that address community requirements SO2 Safer communities	LO1 Delivering community based recreational and cultural activities that promote a healthier life style. LO2 Helping the community to reduce its environmental impact	VO1 Financial resilience with a sustainable financial base maintained VO2 Cutting costs not services VO3 Strong leadership and robust governance VO4 An improved customer experience
KEY PROJECTS	GP01 Enhancing the vitality of the District’s town centres (GO1) GP02 Delivering The National Forest Tourism Action Plan (GO1) GP03 Promoting inward investment and business development (GO1) GP04 Regulating businesses in a way which promotes success for South Derbyshire’s economy, as well as continuing to provide public protection (GO1) GP05 Review the commercial waste service and analyse the potential for development (GO2) GP06 Deliver the key actions contained within the Contaminated Land Inspection Strategy (GO2) GP 07 Progress the South Derbyshire Local Plan (GO3) GP 08 Supporting our communities in neighbourhood planning (GO3)	SP01 Facilitating new affordable housing for people unable to access market housing (SO1) SP02 Improving the condition of the current housing stock (SO1) SP03 Enabling vulnerable people to remain in their own homes for longer (SO1) SP04 Revising the standards of service of the environmental health service, based on national best practice and the demands of local stakeholders (SO2) SP05 Working with Partners to ensure diversionary activities are being delivered in target locations (SO2) SP06 Ensuring Safer Neighbourhood funding is used effectively to combat local crime and disorder issues (SO2) SP07 Working with our Partners and communities to reduce acquisitive crime across the District (SO2) SP08 Putting victims first by working with our Partners to revise the Anti Social Behaviour (ASB) Policy and ensure we provide an enhanced service to vulnerable victims of ASB (SO2)	LP01 Supporting local communities in delivering cultural events across the District (LO 1) LP02 Delivering improved leisure facilities for the community (LO1) LP03 Increasing levels of participation in sport, health and physical activities (LO1) LP04 Engaging people in reducing their environmental impact via an Environmental Education and Open Spaces Projects (LO2) LP05 Reducing the number of vulnerable households experiencing fuel poverty (LO2) LP06 Delivering continuous improvement of the Council’s environmental performance, through ongoing accreditation to ISO 14001 (LO2)	VP01 Continuing the programme of procurement and service transformation reviews (VO2) VP02 Implementing the next stages of the Paper Lite Strategy (VO2) VP03 Continuing to communicate and engage with our communities to ensure that the Council is delivering services appropriately (VO4) VP04 Roll out the Customer Access Strategy (VO4)
MEASURES	GM01 Total rateable value of business premises. (proxy measure) (GO1) GM02 Unemployment rate (proxy measure) (GO1) GM03 Household waste collected per head of population. (in tgs) (GO2) GM04 Percentage of household waste recycled and composted (GO2) GM05 Net additional commercial or employment floor space created (proxy measure) (GO3) GM06 Net additional homes provided (proxy measure) (GO3) GM07 Speed of Planning determinations (GO3) GM08 Number of quality development schemes delivered (GO3) GM09 Satisfaction with the planning application process (GO3)	SM01 Number of homes vacant for more than six months (SO1) SM02 Gross number of affordable homes delivered (SO 1) SM03 Average time in working days taken to re-let local authority homes (SO1) SM04 Percentage of repairs carried out first time by the Council’s DLO (SO1) SM 05 Number of homeless presentations (proxy measure) (SO1) SM06 Average length of stay in weeks of households which are unintentionally homeless and in priority need bed and breakfast accommodation (proxy measure) (SO1) SM07 Number of new completed applications to join the Housing Register (proxy measure) (SO1) SM08 Number of households on the Housing Register (proxy measure) (SO1) SM09 Effectiveness of local authority actions to reduce incidents of fly tipping (SO2) SM10 Reduction in the number of ASB calls to service. (SO2) SM11 Reduction in the number of acquisitive crime incidents per 1,000 population (SO2) SM12 Reduction in the proportion of people who feel unsafe when outside in their own neighbourhoods at night time (SO2) SM13 Reduction in the proportion of people who feel unsafe when in their own homes at night time (SO2) SM14 Increase the proportion of premises that meet the Food Hygiene Rating Scheme of five stars (SO2) SM15 Reduce the proportion of premises that rate two scores on the Food Hygiene Rating Scheme (SO2) SM16 Improved street and environmental cleanliness in terms of litter, detritus, dog fouling and weeds (SO2) SM17 Increase the effectiveness of local authority actions to combat noise and environmental nuisance (SO2)	LM01 Number of adult participation in sport (proxy measure) (LO1) LM02 Number of leisure centre participants (LO1) LM03 Number of sport, physical activity and health development participations (LO1) LM04 Number of play scheme participants (LO1) LM05 Number of cultural activity participants (LO1) LM06 Number of environmental learning activity participations (LO2) LM 07 Energy efficiency average SAP (2009) rating of Council housing stock (LO2) LM 08 Reduction in energy consumption in the Council’s own operational centres (LO2)	VM01 Publish a fit for purpose Medium Term Financial Plan (VO1) VM02 Disposal of assets deemed surplus to requirements to generate income(VO2) VM 03 Increase in New Homes Bonus and retained Business Rates (VO3) VM 04 On-going General Fund budget savings. (VO2) VM05 Achieve an external fit for purpose Code of Corporate Governance assessment (VO3) VM06 Percentage of satisfied customers contacting or dealing with the Council (VO4)

REPORT TO:	FINANCE AND MANAGEMENT COMMITTEE	AGENDA ITEM:9
DATE OF MEETING:	20th MARCH 2014	CATEGORY: DELEGATED
REPORT FROM:	DIRECTOR OF FINANCE AND CORPORATE SERVICES	OPEN
MEMBERS' CONTACT POINT:	KEVIN STACKHOUSE (01283 595811) Kevin.stackhouse@south-derbys.gov.uk	DOC: u/ks/financial monitoring reports/2014/1 March
SUBJECT:	BUDGET and FINANCIAL MONITORING 2013/14	REF
WARD (S) AFFECTED:	ALL	TERMS OF REFERENCE: FM 08

1.0 Recommendation

- 1.1 That the latest budget and financial monitoring figures for 2013/14 are considered and approved.

2.0 Purpose of Report

- 2.1 In accordance with its financial management framework, the Council monitors income and expenditure against its budgets on a regular basis throughout the year. This is undertaken on at least a monthly basis.
- 2.2 Financial information is available directly on the Council's Financial Management System to enable day-to-day monitoring within services. Formal monitoring involves budget managers together with their service accountant, meeting and reviewing performance against their particular budgets. This is intended to identify any variances as early as possible to enable remedial and timely action to be taken.
- 2.3 Overall financial performance and the major budget variances are reported to this Committee throughout the year. In accordance with its Treasury Management Strategy, the Council monitors its lending and borrowing on a regular basis.
- 2.4 The Council's cash flow is monitored and actioned on a daily basis, with monthly reports summarising activity provided to the Chief Finance Officer. Again, overall performance is reported to this Committee throughout the year.
- 2.5 This is the third monitoring report for the financial year 2013/14. It details performance up to 31st January 2014.

3.0 Detail

GENERAL FUND REVENUE ACCOUNT

- 3.1 Apart from Council Housing, day to day income and expenditure is accounted for through the General Fund. The net expenditure is financed from Government Grant and Council Tax, with any shortfall/deficit being financed from the Council's Reserves.
- 3.2 The original budget, which was approved in February 2013, estimated a budget deficit of £138,675 in 2013/14 to be financed from general reserves. As in previous years, the Budget included contingent sums set-aside for inflation, growth and the implementation of the local pay and grading review. The Budget is summarised in the following table.

Net Expenditure on Services	£11,462,987
Depreciation and Capital Charges (in above)	-£689,023
Minimum Revenue Provision	£250,000
Contribution to Bad Debts Provision	£20,000
Contingent Sums	£377,538
Total Estimated Spending	£11,421,502
Financing	-£11,282,827
Deficit	£138,675

- 3.3 Following the updated Medium Term Financial Plan, which was considered by the Committee on 20th February, the following approved adjustments were made to net spending to reflect:

- Savings from the Senior Management Restructure (£146,491)
- Savings in Corporate Services and E-committees (£33,509)
- Apportionment of recharges to the HRA (£273,878)
- Provision for purchase of Green Bins – first installment (£54,831)

- 3.4 These adjustments reflected definite savings previously identified and resulted in a revised budgeted surplus for the year of £260,372 as shown in the following table.

Net Expenditure on Services	£11,009,109
Depreciation and Capital Charges (in above)	-£689,023
Minimum Revenue Provision (including provision for new Green bins)	£304,831
Contribution to Bad Debts Provision	£20,000
Contingent Sums	£377,538
Total Estimated Spending	£11,022,455
Financing	-£11,282,827
Revised Estimated Surplus	£260,372

In accordance with budget monitoring arrangements, the position on Net Expenditure on Services is the main area that is subject to on-going review. This is the amount (£11,009,109) that is directly managed and controlled by the various budget holders across the Council.

- 3.5 Following a half-yearly review, which was reported to the Committee in December, an overall reduction in net expenditure of approximately £280,000 was forecast for the year. This included the Senior Management Restructure and savings in Corporate Services.

Latest Monitoring Figures

- 3.6 The Budget, together with major variances identified as at January 2014 is summarised in the tables which follow. A full analysis of each service area at Cost Centre level with variances across each policy committee is detailed in **Appendices 1 to 3**.
- 3.7 These appendices also show actual spend to-date, budget remaining, together with narrative on any assumptions, risks and reasons for major variances.

Performance against Budget 2013/14 as at January 2014 (by Committee)

Summary by Policy Committee	Revised Budget £	Projected Actual £	Projected Variance £	Earmarked Reserves £	General Reserve £
Environmental and Development Services	3,835,893	3,449,705	-386,188	-99,863	-286,324
Housing and Community Services	2,424,950	2,173,366	-251,584	-150,626	-100,958
Finance and Management	4,748,266	4,777,342	29,075	25,421	3,654
TOTAL	11,009,109	10,400,413	-608,697	-225,069	-383,628

Performance against Budget 2013/14 as at January 2014 (by Service)

Summary by Main Service Area	Revised Budget £	Projected Actual £	Projected Variance £	Earmarked Reserves £	General Reserve £
Economic Development	270,951	251,689	-19,262	0	-19,262
Environmental Health Services	543,756	508,607	-35,149	0	-35,149
Highways	22,152	7,252	-14,900	0	-14,900
Licensing and Land Charges	-35,755	-68,472	-32,717	0	-32,717
Planning	560,804	247,300	-313,505	-100,000	-213,505
Town Centre	71,466	66,680	-4,786	0	-4,786
Waste Collection & Street Cleansing	1,508,856	1,517,202	8,346	0	8,346
Environmental Education	71,013	71,150	137	137	0
Transport Account	822,650	848,298	25,649	0	25,649
Community Development and Support	535,841	471,542	-64,298	-63,169	-1,129
Leisure and Recreational Activities	108,967	109,302	335	1,694	-1,359
Leisure Centres and Community Facilities	620,226	511,309	-108,918	-103,086	-5,831
Parks and Open Spaces	700,822	692,673	-8,149	3,132	-11,281
Private Sector Housing	459,094	388,540	-70,554	10,803	-81,357
Central and Departmental Accounts	3,033,710	3,129,860	96,151	31,751	64,400
Revenues and Benefits	294,819	294,818	-1	0	-1
Electoral Registration	106,754	128,779	22,025	-6,330	28,355
Corporate and Democratic Costs	867,498	809,025	-58,473	0	-58,473
Payments to Parish Councils	311,182	311,182	-0	0	-0
Concessionary Travel	3,000	-9	-3,009	0	-3,009
Property and Estates	-79,724	-109,941	-30,217	0	-30,217
Pensions, Grants and Interest	211,027	213,628	2,601	0	2,601
TOTAL	11,009,109	10,400,413	-608,697	-225,069	-383,628

3.8 The variances reflect the latest situation and although projected to out-turn at this level, could change during the remainder of the year. Areas of projected overspend are kept under review in order to mitigate the effects on the overall budget.

3.9 The previous tables show that based on current income and expenditure, there will be a decrease in net expenditure (after allowing for adjustments between earmarked reserves) of £383,628 compared to the Revised Budget for the year.

Transfers to/from Earmarked Reserves

3.10 Where amounts are positive (mainly in Leisure, Community Development and Planning) this relates to either funding received which will not be used in 2013/14, or expenditure yet to be incurred which is financed from earmarked reserves.

3.11 Amounts relating to Private Sector Housing and IT in particular, relate to expenditure incurred but which will be financed from earmarked reserves.

Main Variances

- 3.12 The main reasons that account for the projected variance of £383k are summarised in the following table. They show services where current spending is expected to vary compared to the Budget as at January 2014. This could change over the remainder of the year and all areas are kept under review.

	£'000
Additional Income Compared to Budget	-442
Staffing Vacancies	-242
Corporate Training	-35
Corporate and Democratic Costs	-19
Repairs and Maintenance - Civic Offices and Depot	10
Utility and Maintenance Costs - Rosliston Forestry Centre	18
Other Variances	21
External Fees - Planning Services	36
Vehicles and Plant - Repairs and Maintenance	52
National Pay Award (1%)	56
Supplies and Services - Waste and Recycling	56
Agency Costs - Waste and Cleansing	105
Net Variance	-384

- 3.13 Most of the projected variances are those that have been reported during the year, although many have increased as the year as progressed. The largest variances continue to be additional income and staff vacancies, although some of this is offset by increased costs.

- 3.14 For example, vacancies in Planning and in Waste and Cleansing are partly offset by external support and agency costs to maintain service provision.

Additional Income

- 3.15 The main areas that have generated additional income compared to the Budget are shown below

Development Control (Planning Fees)	£135,000
Recycling	£61,000
Building Regulations	£36,000
Property Lettings (fewer voids and rent reviews)	£24,000
Trade Waste	£26,000
Food Export Certificates	£20,000

Staffing Vacancies

3.16 The main areas where these have arisen during the year are shown below

Planning Services	£84,000
Waste and Cleansing	£64,000
Private Sector Housing	£38,000

3.17 Some of these savings have been offset by additional costs. The main area is in the Waste and Cleansing Service where additional Agency Costs are estimated at £105,000.

Other Costs

3.18 Although the overall variance as highlighted previously is favorable, there continues to be cost pressures within this total. The main areas are repairs and maintenance at the Civic Offices (£10k) on vehicles and plant (£52k) together with maintenance and utility costs at Rosliston Forestry Centre (£18k).

Contingent Sums

3.19 The Revised budget continues to include the following contingent sums totaling approximately £377,000

- Pay and Grading - additional on-going resources £130,000
- Inflation £162,000
- Growth £85,000

3.20 As previously reported, there has been a limited need to draw on these sums in recent years. The additional resources for the local pay model depend on implementation of the pay and grading review. The cost of the pay award (*as shown in the Table in paragraph 3.13*) will be financed from the inflation provision.

3.21 It is anticipated that no other sums for inflation will be required at this stage.

Kerbside Recycling

3.22 As part of financing the extension to the dry recyclables service, it was approved that a sum of £33,000 would be temporarily taken from the growth contingency, pending savings still to be made in the overall Waste Collection service. As reported to the Committee in January, these savings have been made and included in the budget for Waste and Cleansing.

Additional Contribution to Rosliston Forestry Centre

3.23 In September, the Committee approved an additional £10,000 to finance the completion of the new toilet facility at the Glade complex. This will be drawn from the General Reserve.

Housing Benefit Subsidy

- 3.24 A separate provision of £147,000 has been set-aside in the Council's accounts to meet an outstanding liability regarding the clawback of housing benefit subsidy for 2010/11. The audited figure has now been agreed with the Department for Works and Pensions and totals £170,006. This is £23,000 greater than the provision and will be a charge on the General Reserve.
- 3.25 The Provisional audited claim for 2011/12 has been submitted. This shows an amount of £3,321 due to the Council. The claim for 2012/13 is currently subject to final audit and sign-off by the DWP.

Business Rates Collection

- 3.26 Included in the Financing amount is an estimated figure of £2,204,773 for retained Business Rates (BR). As previously reported, under the new Rates Retention System, the Council's BR Baseline Income has been set at £8,172,603 for 2013/14. This is the target amount against which retained growth, together with any tariff, levy and safety net contribution is measured.
- 3.27 The BR Baseline represents the Council's 40% estimated share of net business rate income in the District after allowing for 50% to be paid to the Government and 10% to the County Council/Fire Authority.
- 3.28 The financing figure of £2,204,773 is much lower than the BR Baseline income amount of £8,172,603. The difference of £5,967,830 is the Tariff that is being paid to the Government under the redistribution part of the system.
- 3.29 As previously reported, it should be noted that these are estimated figures and the actual business rates collected, together with retention and levy amounts, etc. will not be known until the year end. However, income from Business Rates is monitored and as the year progresses, the actual situation can be tracked against that estimated.
- 3.30 This is important, as any changes between the actual and estimated figures in setting the Budget will have an impact on General Fund resources – this part of the Council's core funding is not fixed.
- 3.31 As at 31st December 2013, the actual position continues to looking favourable compared to that estimated, as shown in the following table.

Business Rates Income 2013/14	Estimate	Sep-13	Dec-13	Variance
Rates to be Billed and Collected	£22,456,323	£22,620,523	£22,477,141	£20,818
Provision for Bad and Doubtful Debts	-£1,651,751	-£1,105,281	-£1,129,385	£522,366
Provision for Appeals	-£282,163	-£758,352	-£581,022	-£298,859
Allowance for Collection	-£90,901	-£91,707	-£90,901	£0
Net Yield	£20,431,508	£20,665,183	£20,675,833	£244,325
Distribution / Share				
Government (50%)	£10,215,754	£10,332,592	£10,337,917	£122,163
South Derbyshire District Council (40%)	£8,172,603	£8,266,073	£8,270,333	£97,730
Derbyshire County Council (9%)	£1,838,836	£1,859,866	£1,860,825	£21,989
Derbyshire Fire and Rescue Authority (1%)	£204,315	£206,652	£206,758	£2,443
	£20,431,508	£20,665,183	£20,675,833	£244,325

3.32 The main reason for the favourable position at this stage is a better collection rate which reduces the provision required for bad debts. The overall collection rate as at 31st January 2014 is 96.35% (96.05% at January 2013) and is forecast to reach around 98.8% by the end of the financial year. The target for the year is 97%.

3.33 This has partly been offset by a greater provision required for appeals. The situation in respect of accounting for outstanding appeals, which in some cases date back to 2010, is currently under discussion nationally. It has been assumed that full provision will be required in 2013/14 which is the maximum liability that will be charged against the overall net yield.

3.34 After allowing for this, the above table shows a projected additional net yield of £244,325 compared to that estimated. The Council's share of this amount is £97,730, although this will be subject to a levy of around 50%. Therefore, based on the position to-date, the Council will retain just under £50,000 in rates income on the General Fund compared to the Budget.

Overall General Fund position and Effect on Reserves

3.35 After allowing for all variances and adjustments, the estimated overall position on the General Fund for 2013/14, compared to the Revised Budget, is shown in the following table.

	£'000
Reduction in Net Expenditure	-384
Reduction in Contingent Sums	-319
Rosliston - Capital Contribution	10
Reduction in Housing Benefit Subsidy	23
Additional Business Rates Income	-50
Additional New Homes Bonus	-18
Forecasted Reduction in Net Expenditure	-738

COLLECTION FUND

- 3.36 The Collection Fund is the statutorily account that records the collection of Council Tax and Business Rates and shows how that income has been distributed to the Government and other Preceptors on the Fund, including this Council.
- 3.37 Any surplus or deficit on the Fund (*which is effectively generated from Council Tax collection as all Business Rates are re-distributed*) is transferred to the General Funds of the Preceptors, with the proportion for South Derbyshire being approximately 11.5%. The current estimated position on the Fund for 2013/14 is detailed in **Appendix 4**.
- 3.38 This shows that the overall Fund is projected to achieve a surplus for the year of £312k, which is better than estimated. This is due to the increase in Council Tax collectable through a combination of:
- Increase in new properties
 - Greater income from empty properties
 - Lower costs of the Local Council Tax Support Scheme

Local Council Tax Support Scheme

- 3.39 The relevant costs and statistics as at the 28th February 2014 are set out in the following table.

	Estimate	Position at Feb 14	Position at Oct 13
Total Amount of Local Council Tax Support Awarded	£4,919,899	£4,659,603	£4,685,034
Number of Cases	6,200	5,965	6,003
Current Amount of Extended Payments for 8 weeks	£13,000	£17,548	£29,000
Current Income from Empty Properties after 3 months	£188,000	£269,506	£270,000
Number of Empty Properties subject to 50% Premium	85	88	92
Additional Council Tax raised from the Premium	£45,900	£55,172	£57,000
Number of Cases subject to 8.5% and 10% reduction(**)	2,000	1,653	1,800
Council Tax payable on the above	£185,000	£155,000	£230,000
Collection Rate on the above	60%	65%	65%
Number of DHP cases awarded	160	205	151
Total Amount awarded	£117,320	£91,956	£75,000

**** Claimants paying some Council Tax for the first time**

- 3.40 As previously reported the overall cost of the scheme continues to be approximately £200,000 less than estimated with the number of cases now falling below 6,000. The volatility, a major risk associated with the new local scheme, is not as great as expected with the volume and amount of claims remaining consistent.

- 3.41 This is also the case with those claimants making a contribution to Council Tax for the first time. The total number of claimants has reduced since the start of the year with a reduction in the associated amount claimed. The current collection of this amount is forecast 65% for the year.

Discretionary Housing Payments (DHP)

- 3.42 The policy continues to be strictly applied to remain within the overall allocation for the year. The Council's allocation for 2014-15 has been set £91,226 which is a reduction from £117,320 available in 2013-14. No further funding has been awarded for the current financial year.

HOUSING REVENUE ACCOUNT (HRA)

- 3.43 The Council is required to account separately for income and expenditure in providing Council Housing.
- 3.44 The approved HRA Budget was set with a deficit to finance from reserves of £91,590. Following the updated MTFP approved by the Committee in February, this increased to £572,469, due to the change in accounting methodology for housing rents and the revised apportionment of costs between the General Fund and the HRA.
- 3.45 Performance on the HRA as at January 2014 is summarised in the following table.

Summary HRA 2013/14	Revised Budget £	Projected Out-turn £	Projected Variance £
Supervision and Management Costs	1,686,907	1,621,974	-64,933
Housing Repairs	3,209,959	2,442,546	-767,412
Interest on Debt	1,614,677	1,600,736	-13,941
Supported Housing	362,976	360,428	-2,547
Rent and other Income	-11,802,050	-11,775,091	26,959
Transfer to Capital Works Reserve	5,500,000	5,500,000	0
TOTAL	572,468	-249,406	-821,874

- 3.46 The table shows that the HRA is now projected to forecast to achieve an in-year surplus of £249,406. However, this is due to slippage on the Planned Maintenance Programme, which did not commence until January 2014.
- 3.47 This was reported to the Housing and Community Services Committee on 6th February and was due to the review of the corporate procurement process as previously reported. The planned programme stretches across three years so the resources will be maintained in the HRA and transferred for use from 2014/15 onwards.

- 3.48 This is due to actual rent income being lower in the year compared to the Budget, but which is being offset, to a large extent, by a reduction in costs, mainly as a result of vacant posts, together with some slippage in planned maintenance on repairs.
- 3.49 Besides this variance, generally income and expenditure is within budget. There will be some savings in the year due to staff vacancies, with interest on the variable element of the self-financing debt lower than estimated as interest rates have remained static. Rental income is projected to be slightly down due to a greater level of Council House Sales and a reduction in income from garage rents.

CAPITAL EXPENDITURE and FINANCING 2013/14

- 3.50 The full 5-year programme was updated and approved by the Committee in February. Progress to-date is summarised in the following table.

Capital Spending 2013/14 (as at January 2014)	Approved Budget £	Actual £
Council House Improvements	5,653,094	3,612,184
Private Sector Housing and DFGs	613,583	418,771
Leisure and Community Development	3,766,109	1,515,809
Environmental Schemes	20,000	33,429
Vehicles, Property and Plant	1,519,161	1,343,851
	11,571,947	6,924,043

Council House Improvements

- 3.51 A revised programme was considered by the Housing and Community Services Committee in October 2013 and in February 2014. Following tender exercises to take account of the extended capital programme, new contracts for kitchen, bathroom and heating replacements are now being let.
- 3.52 Therefore, some slippage in spending will occur in this financial year as new contracts commenced in January 2014. Most other areas are on target for 2013/14.

Private Sector Housing

- 3.53 Most of the budget is now committed although there is a time lag between approved spending/grant awarded and actual payments being made.

Leisure and Community Development

3.54 Due to time being taken to secure external funding and to adhere to procurement regulations, there is likely to be slippage on spending in 2013/14. In particular, this applies to the projects at Green Bank Leisure Centre, the Melbourne Sporting Partnership and Eureka Park.

Capital Receipts

3.55 The following receipts have been received as at 31st December 2013.

- Sale of Garden Land - £8,250 (General Fund)
- Sale of HRA Land - £70,000
- 16 Council House Sales - £813,280 (£564,455 after pooling, or 70% maintained)

3.56 The total resources retained for reinvestment, including HRA Land in the year are £634,455 and this will be transferred to the New Build Capital Receipts Reserve in accordance with approved policy. The accumulated balance on this Reserve is now approximately **£1.4m**.

3.57 Under the agreement with the Government, which allows a greater share of HRA asset sales to be retained locally, the following New Build targets are accumulating which need to be met otherwise retained sums will need to be repaid to the Treasury.

Current New Build Targets

£	
Sep-15	191,058
Dec-15	324,056
Mar-16	628,347
Jun-16	628,347
Sep-16	686,430
Dec-16	1,112,561

3.58 The targets represent the value or cost of New Build required on a cumulative basis by the above dates. This can include direct building costs, purchase of land or contributions to other housing providers to deliver new council owned properties.

3.59 The cumulative amount of approximately £1.1m by Dec 2016 would be charged against the above New Build reserve of £1.4m. This cumulative amount will increase as more receipts are generated.

TREASURY MANAGEMENT

3.60 An analysis of the Council's borrowing and short-term investments/bank deposits is summarised in the tables, below. This shows the position at 31st January 2014.

3.61 Debt outstanding is split between the HRA and the General Fund and this represents the "two pool" approach adopted for debt management.

	01/04/13 £'000	31/01/14 £'000	Change £'000
Debt Outstanding - HRA			
Self-financing Debt (Average rate 2.7%)	57,423	57,423	0
Market Loan (4.875% fixed)	1,000	1,000	0
Transferred Assets (<i>repaid as previously reported</i>)	279	0	-279
Total Debt Outstanding - HRA	58,702	58,423	-279

Capital Financing Requirement - HRA	62,860	62,581	-279
Debt Cap (Fixed on Self-Financing)	66,853	66,853	0
Borrowing Headroom (Cap Less Debt o/s)	8,151	8,430	279

Debt Outstanding - General Fund			
Actual Loans o/s	0	0	0
Capital Financing Requirement (CFR)	6,315	6,902	587
Borrowing Headroom (CFR Less Debt o/s)	6,315	6,902	587

Temporary Investments and Borrowings			
Temporary Bank and other Deposits	4,500	10,810	6,310
Less Parish Council Deposits	-41	-32	9
Less Temporary Debt	-15	-7	8
Total - Short-term Cash Position	4,444	10,771	6,327

Average Interest Rate Earned (Cumulative)	0.31%	0.36%	0.05%
Target - Average 7-Day Local Authority Rate	0.51%	0.48%	-0.03%

Debt Outstanding

3.62 This is largely fixed and no repayments are anticipated during the financial year. £10m of the HRA Self-financing Debt is at variable rates. These rates continue to remain historically low (0.6%) and therefore, it is unlikely that any revisions to the Treasury Management Strategy will be required as far as managing this part of the debt portfolio.

Capital Financing Requirement (CFR)

3.63 The increase in the General Fund's CFR represents the impact of financing the purchase of the bins and caddies for the extended recycling service. The increase of £587k is made up as shown in the following table.

General Fund CFR	£'000
Balance as at April 2013	6,315
Add: Net Financing of new Bins and Caddies	877
Less: Normal Minimum Revenue Provision	-250
Less: Provision for Bins and Caddies (part year 2013/14	-40
Provisional Balance as at March 2014	6,902

Short-term Investments

3.64 The funds of £10.8m are currently on deposit as follows:

Other Local Authorities	£5.0m	0.38%
UK Banks	£5.8m	0.32%

3.65 The amounts on deposit with Banks are in instant access reserve accounts. Total interest received to-date totals approximately £28,000 which is virtually on budget.

Banking Services

3.66 Following the appointment of Barclays Bank as the Council's new banking providers, the new account went live as planned in early February 2014. As previously reported, this will save the Council approximately £10,000 per year in fees and charges.

OTHER FINANCIAL INDICATORS

3.67 These are reported to monitor the efficiency of financial services. In addition, the collection rates are targets that form part of the Income Guarantee arrangement under the Corporate Services Contract. The processing of benefit claims are also key performance indicators which are subject to default conditions if they are not achieved.

3.68 The indicators are detailed in the following table.

	Estimated Annual Volumes	2012/13 Actual	Yearly target	Actual Jan 2014	Actual Jan 2013	At Risk
Collection Rates						
Council Tax in-year Collection	£44.1m	97.90%	97.40%	95.15%	95.53%	No
Council Tax Arrears Collection	£3.8m	23.40%	26.70%	20.14%	17.44%	No
Business Rates Collection	£22.6m	98.30%	96.10%	96.35%	96.05%	No
Recovery of Housing Benefit Overpayments	£0.5m	39.50%	34.20%	35.00%	34.30%	No
Sundry Debtor Collection (incl. Arrears)	£4.5m	90.60%	82.60%	80.16%	90.03%	No
Benefits Processing (Average Time)						
New Claims	1,000	16 Days	18 Days	12 days	16 Days	No
Change of Circumstances	14,000	7 Days	8 Days	15 days	7 Days	Yes
Financial Efficiency						
Percentage of Invoices paid within 30-days	5,200	98.20%	97.50%	96.31%	98.50%	No
Percentage of Invoices paid within 10-days	5,200	80.60%	65.00%	73.07%	79.40%	No
Number of Payments made Electronically	28,000	93.70%	90.00%	99.58%	93.10%	No

3.69 The table shows one indicator currently at risk of falling below target, i.e. performance in processing change of circumstances.

3.70 As previously reported, this is attributable to recent changes in the method in which the DWP pass information to councils to enable them to assess benefit entitlement more accurately and in a timely manner. It is part of a project known as ATLAS (*Automatic Transfer to Local Authority Systems*).

3.71 Ultimately, this system should ensure that councils maximise the subsidy they are reimbursed, with any loss through errors stemming from missing and/or inaccurate data being minimised.

3.72 However, at present there is a substantial amount of additional information being sent over ATLAS which is requiring extra checks to validate. Despite upgrades to the Council's software and additional resources being input (*financed from Government Grant*) this problem has remained, although processing has improved in recent weeks.

3.73 A further software upgrade has been identified which should make the validation easier and this is about to be implemented.

4.0 Financial Implications

4.1 As detailed in the report.

5.0 Corporate Implications

5.1 None directly

6.0 Community Implications

6.1 None directly

7.0 **Background Papers**

7.1 None

Budget Monitoring - January 2014

Environmental and Development										
£'s	BUDGET			FORECAST		ANNUAL		RESERVES		COMMENTARY
	YTD ACTUAL	BUDGET	BUDGET OUTTURN	ADJUSTMENTS	PROJECTED OUTTURN	BUDGET	PROJECTED VARIANCE	EARMARKED	GF	
PSX90	Transport Services	568,586	269,712	838,298	10,000	848,298	822,650	(25,649)	(25,649)	Insurance premiums ±14k adv, ±15k adv on agency fees, £52k adv spare parts, £31k fav on wages, £4k fav on fuels, £10k fav on unbudgeted taxi testing fees, £10k fav on a number of smaller areas (Adj: to ensure outturn accurate)
Central & Departmental Accounts		568,586	269,712	838,298	10,000	848,298	822,650	(25,649)	0	(25,649)
CCF00	Tourism Policy, Marketing & Development	49,521	717	50,238	2,750	52,988	52,528	(460)	(460)	2.6% increase on grants not budgeted (Adj: materials profiling)
CPH70	Promotion and Marketing of the Area	155,991	40,710	196,701	2,000	198,701	218,423	19,723	19,723	£2k unbudgeted income, £18k saving on restructure (Adj: grant to be paid from SSP contribution)
Economic Development		205,513	41,426	246,939	4,750	251,689	270,951	19,262	0	19,262
CPE10	Environmental Education	85,301	(20,024)	65,277	5,873	71,150	71,013	(137)	(137)	(Adj: profiling due to additional staff jan - march)
Environmental Education		85,301	(20,024)	65,277	5,873	71,150	71,013	(137)	(137)	0
CEE00	Food Safety	90,588	21,697	112,285	7,000	119,285	131,396	12,111	12,111	£20k additional licencing income, £2k fav training & salaries and adverse additional contractor costs £9k (Adj: outturn accuracy)
CEE10	Pollution Reduction	180,499	38,902	219,401	14,000	233,401	234,861	1,460	1,460	Adverse salary £3k and prof fees £5k, favourable £2k on tools and £7k on fee income (Adj: accurate outturn)
CEE30	Health and Safety at Work	137	0	137		137	0	(137)	(137)	
CEE50	Pest Control	8,164	1,477	9,641		9,641	9,069	(572)	(572)	
CEE80	Public Conveniences	23,579	21,061	44,640	3,000	47,640	48,509	869	869	Small underspend on repairs & maintenance (Adj: accurate outturn)
CEH00	Community Safety (Safety Services)	78,641	19,612	98,252		98,252	118,421	20,169	20,169	£10k fav salaries due to vacancy & £9k fav prof fees - reduction in stray dogs
KGW00	Welfare Services	0	250	250		250	1,500	1,250	1,250	No spend to date
Environmental Services		381,607	102,999	484,607	24,000	508,607	543,756	35,149	0	35,149
HTK10	Environmental Maintenance (Other Roads)	(14,366)	(925)	(15,291)		(15,291)	(5,550)	9,741	9,741	Professional fees lower than expected
NAC60	Public Transport	16,563	3,980	20,543	2,000	22,543	27,702	5,159	5,159	5k fav on R & M (Adj: adhoc spend on R & M)
Highways		2,197	3,055	5,252	2,000	7,252	22,152	14,900	0	14,900
ACL00	Local Land Charges	(5,774)	1,007	(4,767)		(4,767)	12,243	17,010	17,010	Additional fee income on land searches (Adj: for additional searches expense)
CEE70	Licensing	(84,640)	(8,065)	(92,705)	29,000	(63,705)	(47,998)	15,707	15,707	Fav £16k due to vacancy, £4k fav CRB checks and training, £5k adv materials (Adj: new scrap metal licence income)
Licensing and Land Charges		(90,414)	(7,058)	(97,472)	29,000	(68,472)	(35,755)	32,717	0	32,717
ACG00	Emergency Planning and Works	0	83	83		83	500	417	417	£2k fav prof fees, £1k fav essential user (Adj: to reflect YE position)
CCA20	Heritage	9,395	3,723	13,118	5,817	18,935	22,371	3,436	3,436	Favourable £36k on fee income, £2k adv salaries and £8k adv training
CPB00	Building Regulations	(29,623)	(622)	(30,245)		(30,245)	(3,733)	26,512	26,512	Fav computer maintenance
CPB10	Building Control Enforcement	54,478	11,249	65,727		65,727	69,674	3,946	3,946	

Budget Monitoring - January 2014											
Environmental and Development											
		BUDGET			FORECAST		ANNUAL		RESERVES		COMMENTARY
£'s		YTD ACTUAL	BUDGET	BUDGET OUTTURN	ADJUSTMENTS	PROJECTED OUTTURN	BUDGET	PROJECTED VARIANCE	EARMARKED	GF	
CPB20	Other Building Control Work	18,926	6,037	24,963	2,053	27,016	36,222	9,206		9,206	Favourable £1k salaries, £4k prof fees and £3k fee income (Adj: To reflect year end position) Computer maintenance £2k adv, essential user £4k fav (Adj: to reflect year end position) Favourable £30k salaries due to vacancy & mat leave, £7k car allowances, £2k microfilming and £135k planning apps, adverse £11k ex-gratia payments, £13k prof fees and £5k essential user (Adj: to reflect year end position) Salary and essential user underspend (Adj: accurate outturn) £49k fav on salary costs due to vacancy & mat leave, which is covering professional fees (£36k) (Adj: budget profiling)
CPC00	Development Control Advice	14,822	2,413	17,235	(4,290)	12,945	15,183	2,239		2,239	
CPC10	Dealing with Development Control Applications	(203,249)	(12,700)	(215,949)	10,000	(205,949)	(61,199)	144,750		144,750	
CPC20	Development Control Enforcement	84,294	18,263	102,557	(1,618)	100,939	110,806	9,866		9,866	
CPD10	Structure and Local Planning	276,474	21,874	298,348	(40,500)	257,848	370,980	113,133	100,000	13,133	
Planning		225,517	50,321	275,838	(28,538)	247,300	560,804	313,505	100,000	213,505	
HTP10	Off-Street Parking	63,285	1,895	65,180	1,500	66,680	71,466	4,786		4,786	
Town Centre		63,285	1,895	65,180	1,500	66,680	71,466	4,786	0	4,786	
CEE60	Public Health	(973)	0	(973)		(973)	0	973		973	
CES00	Street Cleansing (not chargeable to highways)	199,610	39,495	239,105	(3,000)	236,105	238,983	2,878		2,878	
CEW00	Household Waste Collection	918,637	224,805	1,143,442	60,000	1,203,442	1,147,582	(55,861)		(55,861)	Favourable vehicle hire £6k, £10k income, £7k furniture purchases and vacancy salaries £11k, adverse £30k prof fees (Adj: accurate outturn) Favourable £36k salaries, £20k tpp costs, £2k training exp and £52k income, adverse £110k agency cost, £16k hire of vehicles and £40k materials (Adj: Contract Variation) Increase in Trade waste services (Adj: accurate outturn) Favourable £01k County income due to tonnage and prof fees £6k, adverse salaries £16k, waste management £32k and insurance £2k (Adj: accurate outturn)
CEW10	Trade Waste Collection	(139,116)	(19,325)	(158,440)	15,000	(143,440)	(117,248)	26,193		26,193	
CEW20	Recycling	169,501	39,567	209,068	13,000	222,068	239,539	17,471		17,471	
Waste Collection & Street Cleansing		1,147,660	284,543	1,432,202	85,000	1,517,202	1,508,856	(8,346)	0	(8,346)	
		2,589,251	726,869	3,316,120	133,585	3,449,705	3,835,893	386,188	99,863	286,324	

Budget Monitoring - January 2014

Housing & Community											
£'s		BUDGET			FORECAST		ANNUAL		RESERVES		COMMENTARY
		YTD ACTUAL	BUDGET	BUDGET OUTTURN	ADJUSTMENTS	PROJECTED OUTTURN	BUDGET	PROJECTED VARIANCE	EARMARKED	GF	
ACT00	General Grants, Bequests & Donations	320,372	7,599	327,971	(76,000)	251,971	251,826	(145)		(145)	(Adj: Grants profiling)
CCD00	Community Centres	16,419	15,307	31,726		31,726	33,364	1,638		1,638	
CEG00	Community Safety (Crime Reduction)	160,453	(46,592)	113,861		113,861	177,030	63,169	63,169		
CEK00	Defences Against Flooding	30,629	4,658	35,287	(2,373)	32,914	34,802	1,888		1,888	(Adj: waste disposal profiling)
CPH20	Market Undertakings	(3,574)	(1,542)	(5,116)		(5,116)	(1,512)	3,604		3,604	Increase in market income
											Adverse salaries £1k, prof fees £2k, £3k training and £3k insurance, favourable subscriptions £1k and tools £1k (Adj: accurate outturn)
CPL00	Community Development	34,059	3,211	37,270	2,500	39,770	33,331	(6,439)		(6,439)	(Adj: Reps & main profiling)
CCF10	Village Halls	1,038	1,167	2,204	4,212	6,416	7,000	584		584	
Community Development and Support		559,395	(16,192)	543,203	(71,661)	471,542	535,841	64,298	63,169	1,129	
CCA10	Arts Development & Support	39,572	(11,993)	27,579		27,579	26,875	(704)	(1,694)	990	
CCA40	Festival of Leisure	19,476	5,004	24,480		24,480	24,316	(165)		(165)	
CCA30	Christmas Lights	50,437	6,805	57,242		57,242	57,776	534		534	
Leisure and Recreational Activities		109,486	(184)	109,302	0	109,302	108,967	(335)	(1,694)	1,359	
CCD20	Sports Development & Community Recreation	91,600	(37,663)	53,937	47,500	101,437	139,350	37,913	37,913		
CCD30	Indoor Sports & Recreation Facilities	122,868	253,004	375,872	44,000	419,872	423,084	3,212		3,212	(Adj: R&M profiling and funding DCC 32K)
CCD40	Outdoor Sports & Recreation Facilities (SSP)	(15,247)	(0)	(15,247)		(15,247)	(0)	15,247	15,247		
CCA00	Melbourne Leisure Centre	(2,886)	(53)	(2,939)		(2,939)	(320)	2,619		2,619	Accrual released from YE
CCD10	Get Active in the Forest	20,467	3,057	23,524		23,524	26,081	2,557	2,557		
CCD50	Playschemes	(5,882)	(9,456)	(15,338)		(15,338)	32,031	47,370	47,370		
Leisure Centres and Community Facilities		210,920	208,889	419,809	91,500	511,309	620,226	108,918	103,086	5,831	
CCE00	Ground Maintenance	251,861	73,151	325,011	23,000	348,011	370,036	22,025		22,025	Fav £8k fees, £2k insurance, £7k salaries due to vacancy and £5k materials (Adj: accurate outturn)
CCE10	Countryside Recreation & Management	9,845	2,221	12,066	1,000	13,066	14,360	1,294		1,294	Favourable insurance (Adj: outturn accurate)
CCE20	Allotments	(1,403)	300	(1,103)		(1,103)	(725)	378		378	
CCF20	Rosliston Forestry Centre	68,441	18,692	87,133	39,000	126,133	107,698	(18,435)		(18,435)	(Adj: full review 20th Jan - outturn predicted at £18k adv)
CEA00	Cemeteries	(4,394)	500	(3,894)	7,475	3,581	9,277	5,696		5,696	Increase in income £6k and £2k salary savings (Adj: R&M to be spent during year)
CEA30	Closed Churchyards	3,936	0	3,936		3,936	4,260	324		324	
KJE70	Community Parks & Open Spaces	190,408	17,340	207,748	(8,700)	199,048	195,916	(3,132)	(3,132)		(Adj: income from housing for trees)
Parks and Open Spaces		518,694	112,204	630,898	61,775	692,673	700,822	8,149	(3,132)	11,281	
CEE20	Housing Standards	74,982	15,162	90,144	(1,771)	88,373	90,972	2,599		2,599	Favourable on subscriptions (Adj: salary to be moved to KGA00 £5k, Flare training to be implemented £3k)
KGA00	Housing Strategy	37,927	15,701	53,628	20,000	73,628	94,466	20,839		20,839	Favourable £19k salary costs due to vacant post, £1k tools and £1k car allowances (Adj: salary cost from CEE20 £5k, subscriptions & prof fees profiling)
KGD00	Housing Advice	74,616	5,390	80,005		80,005	79,111	(895)		(895)	
KGE10	Administration of Renovation & Improvement Grants	68,093	15,422	83,515	12,000	95,515	92,885	(2,630)	(10,803)	8,173	Favourable £3k advertising, £1k tools, £1k prof fees £3k smaller variances (Adj: TPP and training)
KGH10	Bed / Breakfast Accommodation	(43,121)	1,667	(41,454)	51,000	9,546	10,000	454		454	(Adj: investigating large amounts of income and minimal cost with Karen Lawrenson)
KGH40	Homelessness Administration	92,403	18,539	110,942	(47,000)	63,942	112,195	48,253		48,253	Fav £19k salary costs due to vacancy, £26k unbudgeted income from DCC, £3k fav misc expenses (Adj: income being rec'd with RSG)
KGT00	Travellers' Sites	20,686	(43,462)	(22,776)	308	(22,468)	(20,534)	1,934		1,934	(Adj: DCC funded)
Private Sector Housing		325,585	28,418	354,003	34,537	388,540	459,094	70,554	(10,803)	81,357	

Housing & Community

£'s

BUDGET			FORECAST		ANNUAL		RESERVES		COMMENTARY
YTD ACTUAL	BUDGET	BUDGET OUTTURN	ADJUSTMENTS	PROJECTED OUTTURN	BUDGET	PROJECTED VARIANCE	EARMARKED	GF	
1,724,080	333,135	2,057,215	116,151	2,173,366	2,424,950	251,584	150,626	100,958	

Budget Monitoring - January 2014

Finance & Management											
£'s		BUDGET			FORECAST		ANNUAL		RESERVES		COMMENTARY
		YTD ACTUAL	BUDGET	BUDGET OUTTURN	ADJUSTMENT S	PROJECTED OUTTURN	BUDGET	PROJECTED VARIANCE	EARMARKED	GF	
PSX40	Senior Management	456,138	109,663	565,801	(29,000)	536,801	636,975	100,175		100,175	£106k saving on restructure, £4k adv add duties and £12k prof fees (Env Transition costs)
PSX50	Reprographic/Print Room	68,793	13,544	82,337		82,337	81,865	(472)		(472)	
PSX55	Financial Services	252,268	51,395	303,663	2,000	305,663	292,419	(13,244)		(13,244)	Fav £5k salaries due to vacant post for 2 months, £3k fav on tools, £2k fav periodicals, £9k adv prof fees, £9k adv Agresso main unaccrued in 12/13, £5k bespoke support Unit 4 unbudgeted
PSX56	Internal Audit	102,200	20,440	122,640		122,640	122,640	0		0	
PSX57	Merchant Banking Services	31,326	8,067	39,393	2,000	41,393	48,402	7,009		7,009	Bank charges lower than budget (adj electronic payments)
PSX60	ICT Support	578,133	108,430	686,563		686,563	654,812	(31,751)	(31,751)		Internet £17k adv, Prof Fees 13K, 19k Adv R & M ,19K adv Software, £32k saving in Microsoft Licences
PSX65	Legal Services	40,173	5,813	45,986	(2,500)	43,486	35,314	(8,172)		(8,172)	£9k adv due to restructure (adj profiling books) Adverse £5k adv prof fees (Solicitor costs for Payroll transition) and £2k licences (Skillbites), Favourable £35k on training
PSX75	Personnel/HR	173,699	39,035	212,734		212,734	238,279	25,545		25,545	Medical fees & training Favourable £28k rent from DCC, £6k utilities and £4k tools, adverse r&m £16k, salaries £4k, £3k refuse collection and £2k fees other (Adj: 82% income from PSX85 plus outturn accuracy)
PSX76	Policy & Communications	202,693	40,320	243,013		243,013	241,920	(1,093)		(1,093)	
PSX77	Customer Services	473,735	94,198	567,933		567,933	565,327	(2,606)		(2,606)	
PSX78	Health & Safety	31,580	5,678	37,258		37,258	34,067	(3,191)		(3,191)	
PSX81	Admin Offices & Depot	216,667	103,634	320,301	(21,880)	298,421	312,228	13,807		13,807	Training - Access Agreement (Adj: Recharge to Northgate) Income to be received to offset exp (Adj: Recharge to DCC (service costs))
PSX95	Procurement Unit	136,569	26,789	163,358		163,358	160,735	(2,623)		(2,623)	
PSX99	Corporate Services Partnership	17,325	0	17,325	(17,325)	(0)	0	0		0	
SSX70	Other Management Costs	7,328	0	7,328	(7,328)	0	0	(0)		(0)	
KJE40	Caretaking	71,624	(3,366)	68,259	(6,120)	62,139	62,604	465		465	
Central and Departmental Accounts		2,860,250	623,641	3,483,891	(80,153)	3,403,738	3,487,588	83,849	(31,751)	115,600	
HTT00	Concessionary Fares	(7,533)	500	(7,033)	7,024	(9)	3,000	3,009		3,009	No Stationery costs, Income for replacement bus passes (Adj: money owed to Northgate)
Concessionary Travel		(7,533)	500	(7,033)	7,024	(9)	3,000	3,009	0	3,009	
AAD00	Democratic Representation & Management	403,932	101,336	505,268	34,000	539,268	592,656	53,388		53,388	Adverse £15k superan & NI memoers unbudgeted and £4k printing unbudgeted, favourable £8k salaries (vacant post 2 mths), £8k DCC forum income unbudgeted, £31k restructure saving, £5k members allow, £12k members expenses, £8k other smaller var (Adj: outturn) £10k saving on District Valuer fees (Adj: subscriptions, prof fees & Tpp other profiling) 10K fav external Audit fees, 5K adv Subs to FID, 12KAdv Insurance
AAM00	Corporate Management	67,024	14,442	81,466	(4,675)	76,791	86,900	10,109		10,109	
AAM01	Corporate Finance Management	60,973	10,049	71,022		71,022	65,642	(5,380)		(5,380)	
KJW00	Debt Management Costs	101,561	20,383	121,944		121,944	122,300	356		356	
Corporate and Democratic Costs		633,490	146,210	779,700	29,325	809,025	867,498	58,473	0	58,473	
ACE00	Registration of Electors	(1,212)	3,083	1,871	11,250	13,121	18,743	5,622	6,330	(708)	(Adj: postage profiling) (Earmarked: IERP funding) Adverse £25k unbudgeted post, £6k prof fees (J Box - Northgate), £4k postage and £13k wages, favourable £15k election fees
ACE10	Conducting Elections	101,166	14,491	115,657		115,657	88,011	(27,647)		(27,647)	
Electoral Registration		99,954	17,575	117,529	11,250	128,779	106,754	(22,025)	6,330	(28,355)	
ACT01	Parish Councils	265,060	50,917	315,977	(4,795)	311,182	311,182	0		0	(Adj: TPP profiling)
Payments to Parish Councils		265,060	50,917	315,977	(4,795)	311,182	311,182	0	0	0	

Budget Monitoring - January 2014										
Finance & Management										
£'s	BUDGET			FORECAST		ANNUAL		RESERVES		COMMENTARY
	YTD ACTUAL	BUDGET	BUDGET OUTTURN	ADJUSTMENT S	PROJECTED OUTTURN	BUDGET	PROJECTED VARIANCE	EARMARKED	GF	
ABP00 Funded Pension Schemes	114,393	121,880	236,273	(3,982)	232,291	232,037	(254)		(254)	(adj profiling)
ABQ00 Planning Agreements	(310,685)	0	(310,685)	310,685	0	0	(0)		(0)	
W4A00 Interest & Investment Income (GF)	(22,586)	(5,651)	(28,238)		(28,238)	(32,500)	(4,262)		(4,262)	
W7A00 External Interest Payable (GF)	714	1,915	2,629	6,946	9,575	11,490	1,915		1,915	
Pensions, Grants Interest Payments and Receipts	(218,165)	118,144	(100,021)	313,649	213,628	211,027	(2,601)	0	(2,601)	Favourable £6k additional conveyancing, £7k fav agency and £18k rent due to reduced voids, adverse £2k salaries (Adj: £34k service charge to KJE40 and PSX81 plus outturn adj)
PSX85 Estate Management	(193,786)	4,845	(188,941)	79,000	(109,941)	(79,724)	30,217		30,217	
Property and Estates	(193,786)	4,845	(188,941)	79,000	(109,941)	(79,724)	30,217	0	30,217	
ACA00 Council Tax Collection	110,406	(143,452)	(33,045)	(2,665)	(35,710)	(35,710)	0		0	
ACA10 Council Tax Benefits Administration	0	100	100	500	600	600	0		0	(Adj: TPP other profiling)
ACA30 Council Tax Benefits	0	(14,000)	(14,000)		(14,000)	(14,000)	0		0	(Adj: budget profiling, actuals at year end)
ACA40 Non Domestic Rates Collection	99,511	(60,013)	39,498	(1,928)	37,570	37,570	0		0	(Adj: budget profiling, actuals at year end)
KGL00 Rent Allowances Paid	(10,372)	162,000	151,628	10,372	162,000	162,000	0		0	(Adj: budget profiling, actuals at year end)
KGL10 Net cost of Non-HRA Rent Rebates	0	48,000	48,000		48,000	48,000	0		0	(Adj: additional exp incurred to be funded from a grant)
KGNO0 Net cost of Rent Rebates Paid	0	68,000	68,000		68,000	68,000	0		0	
KGP00 Housing Benefits Administration	504,196	(344,993)	159,203	(130,844)	28,359	28,359	1		1	
Revenues and Benefits	703,741	(284,358)	419,383	(124,565)	294,818	294,819	1	0	1	
	4,143,011	677,473	4,820,485	230,735	5,051,220	5,202,144	150,925	(25,421)	176,346	(Element relates to RSG that should be in KGH40)
W2A00 Taxation & non specific grant income (GF)	(1,779,038)	0	(1,779,038)	1,779,038	0	0	0		0	
W6A00 IAS19 Pensions Adjustment (GF)	0	0	0		0	0	0		0	
W8A00 Other Operating Income & Expenditure (GF)	(659,965)	0	(659,965)	659,965	0	0	(0)		(0)	
Other Operating Income & Expenditure	(2,439,003)	0	(2,439,003)	2,439,003	0	0	(0)	(25,421)	(0)	
	1,704,008	677,473	2,381,482	2,669,738	5,051,220	5,202,144	150,925	(50,842)	176,346	

ESTIMATED COLLECTION FUND ACCOUNT 2013/14

	Estimate £'000	Projected £'000	Variance £'000
INCOME			
Council Tax Collectable	43,877	44,100	223
Business Rates Collectable	22,456	22,477	21
Total Income	66,333	66,577	244

EXPENDITURE			
County Council Precept	31,626	31,626	0
Police Authority Precept	4,901	4,901	0
Fire Authority Precept	1,972	1,972	0
SDDC Precept (incl. Parishes)	5,014	5,014	0
Distribution of Business Rates	20,432	20,676	244
Business Rates Collection Costs	91	91	0
Bad Debts Provision - Business Rates and Appeals	1,933	1,710	-223
Bad Debts Provision - Council Tax	275	275	0
Total Expenditure	66,244	66,265	21
Surplus for the Year	89	312	223

FUND BALANCE		
Opening Balance 1st April	84	84
Surplus for Year (as above)	89	312
Less : Previous Year's surpluses paid over		
Derbyshire County Council	0	-126
Derbyshire Police Authority	0	-19
Derbyshire Fire and Rescue Authority	0	-8
South Derbyshire District Council	0	-20
Closing Balance as at 31st March	173	223

SHARE		
Derbyshire County Council	126	162
Derbyshire Police Authority	19	25
Derbyshire Fire and Rescue Authority	8	10
South Derbyshire District Council	20	26
	173	223

REPORT TO:	FINANCE AND MANAGEMENT COMMITTEE	AGENDA ITEM: 10
DATE OF MEETING:	20 th March 2014	CATEGORY: DELEGATED
REPORT FROM:	CHIEF EXECUTIVE	OPEN PARAGRAPH NO: N/A
MEMBERS' CONTACT POINT:	KEVIN STACKHOUSE (EXT. 5811)	DOC:
SUBJECT:	WORK PROGRAMME	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: N/A

1.0 Recommendations

1.1 That the Committee receives the updated work programme.

2.0 Purpose of Report

2.1 The Committee is asked to review its work programme.

3.0 Detail

3.1 The updated work programme for the Finance and Management Committee is attached at Annexe 'A'. Members are asked to review this document.

4.0 Financial Implications

4.1 None arising directly from this report.

5.0 Background Papers

5.1 Work Programme.

**Work Programme 2014/15
Finance and Management Committee
Standing and Other Planned Reports**

Committee 24th April 2014

- Debt Recovery – Proposed changes to Bailiff Regulations and Council Policy
- Discretionary Rate Relief
- Debts submitted for write-off

Committee 20th May 2014 (Special)

- Provisional Budget Out-turn 2013/14
- Local Council Tax Support Scheme – Provisional Out-turn 2013/14

Committee 19th June 2014

- Presentation from Bailiffs
- Finance and Corporate Services – Service Plan 2014/15
- Corporate Plan 2013/14 – Performance Management Year-end Report 2103/14
- Consultation Annual Report 2013/14 and Work Plan 2014/15
- Communications Annual Report 2013/14 and Work Plan 2014/15
- Data Quality Annual Report 2013/14 and Work Plan 2014/15
- Equalities and Safeguarding Annual Report 2013/14 and Work Plan 2014/15
- Training and Development Annual Report 2013/14 and Work Plan 2014/15
- Health and Safety Annual Report 2013/14 and Work Plan 2014/15
- Complaints, Compliments and FOI Requests – October 2013 to March 2014

Committee 26th June 2014 (Special – Final Accounts)

- Treasury Management Annual Report 2013/14
- Final Budget Out-turn 2013/14

Committee 4th September 2014

- Corporate Plan Monitoring – 1st Quarter Performance to June 2014
- Budget and Financial Monitoring 2014/15

Committee 25th September 2014 (Special – Financial Statements and Auditor's Report)

- Accounts and Financial Statements 2014/15

Committee 16th October 2014

- Review and Update of the Medium Term Financial Plan 2014 to 2019

Committee 4th December 2014

- Corporate Plan Monitoring – 2nd Quarter Performance to September 2014
- Budget and Financial Monitoring 2014/15
- Complaints, Compliments and FOI Requests – April 2014 to September 2014
- Corporate Services Contract and Strategic Partnership Annual Report 2013/14
- ICT Update and Progress on Work Plan

Committee 15th January 2015

- Service Base Budgets 2015/16
- Consolidated Budget Report 2015/16 and MTFP to 2020

Committee 26th January 2015 (Provisional – Budget Consultation)

- Statutory Consultation with local businesses, voluntary and community organisations
(*Format subject to review*)

Committee 19th February 2015

- Treasury Management Strategy 2015/16
- Final Budget Proposals 2015/16 and Financial Plan to 2020

Committee 19th March 2015

- Corporate Plan Monitoring – 3rd Quarter Performance to December 2014
- Budget and Financial Monitoring 2014/15

Committee 23rd April 2015

- Discretionary Rate Relief
- Debts submitted for write-off

Committee 20th May 2015

- Provisional Budget Out-turn 2014/15