

**REPORT TO: POLICY & RESOURCES COMMITTEE - 29 OCTOBER 2012**

**REPORT ON: REVENUE MONITORING 2012/2013**

**REPORT BY: DIRECTOR OF CORPORATE SERVICES**

**REPORT NO: 373-2012**

## **1 PURPOSE OF REPORT**

- 1.1 To provide Elected Members with an analysis of the 2012/2013 Projected Revenue Outturn as at 31 August 2012 monitored against the adjusted 2012/2013 Revenue Budget.

## **2 RECOMMENDATIONS**

- 2.1 It is recommended that Elected Members:
- a note that the overall General Fund 2012/2013 Projected Revenue Outturn as at 31 August 2012 shows an overspend of £637,000 against the adjusted 2012/2013 Revenue Budget.
  - b note that the Housing Revenue Account as at 31 August 2012 is projecting a breakeven position against the adjusted HRA 2012/2013 Revenue Budget.
  - c agree that the Director of Corporate Services will take every reasonable action to ensure that the 2012/2013 Revenue expenditure is below or in line with the adjusted Revenue Budget.
  - d instruct the Director of Corporate Services in conjunction with all Chief Officers of the Council to continue to monitor the Council's 2012/2013 Projected Revenue Outturn.

## **3 FINANCIAL IMPLICATIONS (see Appendix A)**

- 3.1 The overall projected 2012/2013 General Fund Revenue outturn position for the City Council shows an overspend of £637,000 based on the financial information available at 31 August 2012. A system of perpetual detailed monitoring will continue to take place up to 31 March 2013 with the objective of the Council achieving a final outturn which is below or in line with the adjusted 2012/2013 Revenue Budget.
- 3.2 The Housing Revenue Account outturn position for 2012/2013 is currently projecting a breakeven position based on the financial information available for the period to 31 August 2012. A system of perpetual detailed monitoring will continue to take place up to 31 March 2013 with the objective of the HRA achieving a final outturn which is below or in line with the adjusted 2012/2013 HRA Revenue Budget.

## **4 BACKGROUND**

- 4.1 Following approval of the Council's 2012/2013 Revenue Budget by the Special Policy and Resources Committee on 9 February 2012 this report is now submitted in order to monitor the 2012/2013 Projected Revenue Outturn position as at 31 August 2012, against the adjusted 2012/2013 Revenue Budget.
- 4.2 This report provides a detailed breakdown of departmental revenue monitoring information along with explanations of material variances against adjusted budgets. Where departments are projecting a significant under or overspend against adjusted budget, additional details have been provided. Where departmental expenditure is on target and no material variances are anticipated, additional information has not been provided.

## 5 RISK ASSESSMENT

- 5.1 In preparing the Council's 2012/2013 Revenue Budget, the Director of Corporate Services considered the key strategic, operational and financial risks faced by the Council over this period (please refer to report 68-2012, approved by Special Policy & Resources Committee on 9 February 2012, for further details). In order to alleviate the impact these risks may have should they occur, a number of general risk mitigation factors are utilised by the Council. These include the:
- system of perpetual detailed monthly budget monitoring carried out by departments
  - general contingency provision set aside to meet any unforeseen expenditure
  - level of general fund balances available to meet any unforeseen expenditure
  - level of other cash backed reserves available to meet any unforeseen expenditure
  - possibility of identifying further budget savings and efficiencies during the year, if required.
- 5.2 The key risks in 2012/2013 have now been assessed both in terms of the probability of whether they will occur and the severity of their impact on the Council should they indeed happen. These risks have been ranked as either zero, low, medium or high. Details of this risk assessment, together with other relevant information including any proposed actions taken by the Council to mitigate these risks, are included in Appendix D to this report.

## 6 GENERAL FUND SERVICES - MONITORING POSITION AS AT 31 AUGUST 2012

- 6.1 The forecast position as at 31 August 2012 for General Fund services is summarised below:

	<u>Adjusted</u> <u>Budget</u> <u>2012/13</u> <u>£000</u>	<u>Forecast</u> <u>2012/13</u> <u>£000</u>	<u>Variance</u> <u>£000</u>
Total Expenditure	359,753	360,390	637
Total Income	<u>(359,753)</u>	<u>(359,753)</u>	<u>-</u>
Forecast Overspend	<u>-</u>	<u>637</u>	<u>637</u>

The forecast position as at 31 August 2012 is shown in more detail in the appendices to this report, as follows:

**Appendix A** shows the variances between budget and projected outturn for each department/service of the Council.

**Appendix B** provides detailed explanations for the variances against budget that are shown in Appendix A.

**Appendix C** lists the budget adjustments that have been undertaken to date. These adjustments include funding transfers and the transfer of budgets between budget headings within the Revenue Budget, allocations from Contingencies and also unspent budgets that have been carried forward from the previous financial year.

**Appendix D** lists the key strategic, operational and financial risks being faced by the Council. These risks have been assessed and ranked accordingly both in terms of the probability of whether they will occur and the severity of their impact on the Council should they indeed happen. Any changes to the assessment from the previous reporting period, together with any additional comments included, are highlighted in bold type.

- 6.2 The following paragraphs summarise the main areas of variance by department along with appropriate explanations. It should be emphasised that this report identifies projections based on the first five months of the financial year to 31 August 2012. The figures are therefore indicative at this stage and are used by the Chief Executive, Director of Corporate Services and Chief Officers to identify variances against budget and enable corrective action to be taken as appropriate.

### **Departmental Commentary**

6.3 **Social Work (£637,000 overspend)**

The majority of this overspend reflects cost pressures surrounding Children Services, where payments for family placements are expected to be significantly greater than budgeted due to the increased number of children requiring to be looked after and accommodated by the service together with an increase in the number of residential and secure placements being made. In addition, the department are projecting increased expenditure on third party payments for Adult Care due to further continued cost pressures in this area. These variances will be partly offset by additional income projected to be received by the department.

## **7 HOUSING REVENUE ACCOUNT - MONITORING POSITION AT 31 AUGUST 2012**

- 7.1 The forecast position as at 31 August 2012 for the HRA is summarised below:

	<b><u>Adjusted Budget 2012/13 £000</u></b>	<b><u>Forecast 2012/13 £000</u></b>	<b><u>Variance £000</u></b>
Total Expenditure	53,043	53,001	(42)
Total Income	<u>(53,043)</u>	<u>(53,001)</u>	<u>42</u>
Forecast Position	<u>-</u>	<u>-</u>	<u>-</u>

- 7.2 Whilst expenditure on relets and repairs is projected to be greater than budgeted due to increased level of work being carried out, this is projected to be offset by lower than anticipated capital financing costs (please refer to Appendix B for further details). The overall impact is a breakeven position against the adjusted HRA 2011/2012 Revenue Budget. A system of perpetual detailed monitoring will continue to take place up to 31 March 2013 with the objective of the HRA achieving a final outturn which is below or in line with the adjusted 2012/2013 HRA Revenue Budget.

## **8 CONCLUSION**

As in previous years, the Director of Corporate Services will work with all Chief Officers of the Council to monitor the Council's 2012/2013 Revenue Budget and, through prudent budget management, take every reasonable action to achieve an outturn position below or in line with the approved 2012/2013 Revenue Budget.

## **9 POLICY IMPLICATIONS**

This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. Details of the risk assessment are included in Appendix D to this report.

There are no major issues.

10     **CONSULTATIONS**

The Chief Executive, Head of Democratic and Legal Services and all other Chief Officers have been consulted in the calculation of projected outturns included in this report, insofar as they apply to their own individual department.

11     **BACKGROUND PAPERS**

None.

**MARJORY M STEWART**  
**DIRECTOR OF CORPORATE SERVICES**

**18 OCTOBER 2012**

**DUNDEE CITY COUNCIL**  
**2012/2013 REVENUE OUTTURN MONITORING**  
**PERIOD 1 APRIL 2012 - 31 AUGUST 2012**

**Appendix A**

Statement analysing 2012/2013 Projected Revenue Outturn to Budget (Capital Charges, Central Support & Central Buildings Recharges have been excluded from Departments as these costs are outwith their control).

	Approved Budget £000	Budget Adjustments £000	Adjusted Budget £000	Forecast £000	Worse Than Budget £000	Better Than Budget £000	Net Variance £000	Notes
<b>General Fund Departments</b>								
Social Work	91,162	290	91,452	92,089	637		637	1
Education	120,724	(2,510)	118,214	118,214				
City Development	12,142	6,259	18,401	18,401				
Environment	22,209	290	22,499	22,499				
Chief Executive	25,536	(3,420)	22,116	22,116				
Corporate Services	17,016	(113)	16,903	16,903				
Other Housing	3,189	373	3,562	3,562				
Supporting People	12,161		12,161	12,161				
	304,139	1,169	305,308	305,945	637	0	637	
Miscellaneous Income	(2,648)		(2,648)	(2,648)				
Capital Financing Costs /								
Interest on Revenue Balances	24,172	291	24,463	24,463				
Contingencies								
- General	520	(128)	392	392				
- Energy Costs	603		603	603				
- Corporate Savings: VER / VR Scheme	(458)	551	93	93				
Discretionary NDR Relief	147		147	147				
Supplementary Superannuation Costs	1,947	10	1,957	1,957				
Tayside Joint Police Board	16,223		16,223	16,223				
Tayside Fire & Rescue Board	12,264		12,264	12,264				
Tayside Valuation Joint Board	951		951	951				
<b>Total Expenditure</b>	357,860	1,893	359,753	360,390	637	0	637	
<b>Sources of Income</b>								
General Revenue Funding /								
Contribution from NNDR Pool	(299,395)		(299,395)	(299,395)				
Council Tax	(57,522)		(57,522)	(57,522)				
Use of Balances -								
Committed Balances c/f	(943)	(1,893)	(2,836)	(2,836)				
<b>(Surplus)/Deficit for the year</b>	0	0	0	637	637	0	637	
<b>Housing Revenue Account</b>	0		0	0			0	2

**REASONS FOR 2012/2013 CONTROLLABLE PROJECTED REVENUE OUTTURN VARIANCES**  
**(Excludes Capital Charges, Central Support Services & Office Recharges)**

**Appendix B**

**AT 31 AUGUST 2012**

<b><u>Department</u></b>	<b><u>Note</u></b>	<b><u>Total Variance £000</u></b>	<b><u>Previous Months Total Variance £000</u></b>	<b><u>Cost Centre</u></b>	<b><u>Subjective Analysis</u></b>	<b><u>Breakdown of Projected Variance £000</u></b>	<b><u>Breakdown of Previous Months Projected Variance £000</u></b>	<b><u>Reason / Basis of Over/(Under)spend</u></b>
<b><u>Social Work</u></b>	1	637	636	Departmental	Income	(147)	(147)	Reflects repayment of underspends on externally purchased services from social care providers.
				Adults	Third Party Payments	219	245	Reflects net additional costs due to the provisioning of care and support arrangements for the residents of Rosebank Care Home.
				Children	Third Party Payments	320	253	Reflects an increased number of residential and secure care placements being made.
					Third Party Payments	245	285	Increase in number of children requiring to be looked after and accommodated by family placement service.
<b><u>Housing</u></b>	2	Nil	Nil	Repairs & Relets		307	345	Mainly reflects the level of responsive repairs that are currently being required.
				Sheltered Wardens		36	31	Reflects increased expenditure on maintenance contracts.
				Income		64	64	Reflects reduction in hostel grant received from Scottish Government.
				Rent of Houses		(22)	(29)	Increased rental income mainly due to a higher level of housing stock than budgeted.
				Capital Financing Costs		(385)	(411)	Reflects projected savings on capital financing costs due to a combination of lower than anticipated interest rates and actual level of borrowing being less than expected.

## Appendix C

	<u>Alloc</u> <u>From</u> <u>Confs</u> <u>£000</u>	<u>2011/12</u> <u>Under</u> <u>spends</u> <u>b/fwd</u> <u>£000</u>	<u>Alloc</u> <u>from</u> <u>R&amp;R</u> <u>Fund</u> <u>£000</u>	<u>Alloc</u> <u>from</u> <u>Other</u> <u>Bals</u> <u>£000</u>	<u>T/Fs</u> <u>Between</u> <u>Depts</u> <u>£000</u>	<u>Vol Early</u> <u>Retiral/</u> <u>Redund</u> <u>Scheme</u> <u>£000</u>	<u>Dept</u> <u>Totals</u> <u>£000</u>
<b><u>General Fund Departments</u></b>							
<u>Education</u>							
1. DSM Balances		521					
2. Prudential Borrowing costs (Ballumbie PS)					(260)		
3. T/f Staff costs from Corporate Services					18		
4. T/f of Property costs to City Development					(2,758)		
5. Prudential Borrowing costs (West End PS)					(31)		
							(2,510)
<u>Social Work</u>							
1. Community Equipment Service		86					
2. Violence Against Women Team		91					
3. Choose Life Project		12					
4. Integrated Children Services		86					
5. Self Directed Support Scheme		35					
6. T/f Staff costs to General Fund						(77)	
7. Contribution towards MARS Hub Funding	4						
8. Contribution towards Welfare Rights Team	53						
							290
<u>City Development</u>							
1. Flood Risk Management		143					
2. T/f Staff costs to General Fund						(31)	
3. Contribution towards City Jet Flight	56						
4. T/f of Property costs from various departments					6,066		
5. T/f Staff costs from Chief Executive					25		
							6,259
<u>Environment</u>							
1. DERL / Waste Strategy		472					
2. Various other commitments c/fwd		64					
3. T/f Staff costs to General Fund						(246)	
							290
<u>Chief Executive</u>							
1. T/f Staff costs to General Fund						(17)	
2. T/f Staff costs to Corporate Services					(85)		
3. T/f of Property costs to City Development					(3,308)		
4. T/f Staff costs to City Development					(25)		
5. Dudhope Arts Centre (Development Officer)	15						
							(3,420)
<u>Corporate Services</u>							
1. Computer Audit Software (Finance General)		10					
2. T/f Staff costs to General Fund						(190)	
3. T/f Staff costs to Education					(18)		
4. T/f Staff costs from Chief Executive					85		
							(113)
<u>Other Housing</u>							
1. Private Sector Housing Grant		373					
							373
<u>Capital Financing Costs / IORB</u>							
1. T/f Prudential Borrowing costs from Education (Ballumbie PS)					260		
2. T/f Prudential Borrowing costs from Education (West End PS)					31		
							291
<u>General Contingency</u>							
1. T/f to City Development (City Jet Flight)	(56)						
2. T/f to Social Work (MARS Hub Funding)	(4)						
3. T/f to Social Work (Welfare Rights Team)	(53)						
4. T/f to Chief Executive (Dudhope Arts Centre)	(15)						
							(128)
<u>Supplementary Superannuation</u>							
1. T/f Supplementary Supn costs from various departments						10	
							10

# Appendix C

<u>General Fund Departments</u>	<u>Alloc</u> <u>From</u> <u>Conts</u> <u>£000</u>	<u>2011/12</u> <u>Under</u> <u>spends</u> <u>b/fwd</u> <u>£000</u>	<u>Alloc</u> <u>from</u> <u>R&amp;R</u> <u>Fund</u> <u>£000</u>	<u>Alloc</u> <u>from</u> <u>Other</u> <u>Bals</u> <u>£000</u>	<u>T/Fs</u> <u>Between</u> <u>Depts</u> <u>£000</u>	<u>Vol Early</u> <u>Retiral/</u> <u>Redund</u> <u>Scheme</u> <u>£000</u>	<u>Dept</u> <u>Totals</u> <u>£000</u>
Corporate Savings Contingency: VER / VR Scheme							
1. T/f from various departments						551	551
<b>Total Adjustments (General Fund)</b>	0	1,893	0	0	0	0	1,893



Risks - Revenue	Assessment		Risk Management / Comment
	Original	Revised	
<u>General Inflation</u> General price inflation may be greater than anticipated.	Med	Med	Corporate Procurement strategy in place, including access to nationally tendered contracts for goods and services. In addition, fixed price contracts agreed for major commodities i.e. gas and electricity.
<u>Single Status</u> The provision for the costs associated with implementing Single Status may be insufficient.	Low	Low	Departmental budgets increased to cover incremental progression through the new grades.
<u>Equal Pay Claims</u> A provision may be required for the cost of equal pay claims.	Low	Low	Relatively few cases being taken through the Employment Tribunal process.
<u>Capital Financing Costs</u> Level of interest rates paid will be greater than anticipated.	Low/ Med	Low/ Med	Treasury Mgmt Strategy. Limited exposure to variable rate funding.
<u>Interest on Revenue Balances</u> Level of interest rates will be lower than anticipated.	Med/ High	Med/ High	Treasury Mgmt Strategy. Reduction in income will be offset by lower temporary borrowing costs.
<u>Savings</u> Failure to achieve agreed level of savings & efficiencies.	Low/ Med	Low/ Med	General risk mitigation factors (ref para 5.1), in particular, regular monitoring by departments to ensure savings targets are met.
<u>Emerging Cost Pressures</u> The possibility of new cost pressures or responsibilities emerging during the course of the financial year.	Low/ Med	Low/ Med	General risk mitigation factors (ref para 5.1), in particular, regular monitoring by departments to ensure cost pressures are identified early and corrective action can be taken as necessary.
<u>Chargeable income</u> The uncertainty that the level of chargeable income budgeted will be received.	Med/ High	Med/ High	General risk mitigation factors (ref para 5.1), in particular, regular monitoring by departments to ensure any shortfalls are identified as early as possible and corrective action can be taken as necessary.
<u>Council Tax Collection</u> Provision for non-collection of Council Tax (3.2%) may not be adequate.	Low	Low	Provision set takes cognisance of amounts collected for previous financial years. Non-payers subject to established income recovery procedures.