

Appendix 4 - Quarter 1 budget report

Chief Executive

| | Full Year Budget | Budget | Actual | Savings / (Deficit) | |
|---------------------------|------------------|---------------|---------------|---------------------|---|
| | £ | £ | £ | £ | |
| Employees | 260,900 | 65,169 | 51,644 | 13,525 | 1 |
| Premises | 0 | 0 | 0 | 0 | |
| Transport | 0 | 0 | 0 | 0 | |
| Supplies & Services | 8,160 | 348 | (240) | 588 | |
| Payments to Third Parties | 0 | 0 | 0 | 0 | |
| COVID-19 Costs | | | | | |
| Income | 0 | 0 | 0 | 0 | |
| TOTAL | 269,060 | 65,517 | 51,404 | 14,113 | |

1) The saving on Employee costs is as a result of the Chief Executive taking flexible retirement.

Community Services

| | Full Year Budget | Budget | Actual | Savings / (Deficit) | |
|---------------------------|------------------|------------------|------------------|---------------------|---|
| | £ | £ | £ | £ | |
| Employees | 1,329,424 | 328,287 | 300,515 | 27,772 | 2 |
| Premises | 0 | 0 | 53 | (53) | |
| Transport | 900 | 225 | 0 | 225 | |
| Supplies & Services | 151,319 | 36,835 | 27,941 | 8,894 | |
| Payments to Third Parties | 5,136,738 | 187,839 | 218,202 | (30,363) | 3 |
| COVID-19 Costs | 0 | 0 | 45,715 | (45,715) | 4 |
| Income | (2,279,847) | (1,441,188) | (1,393,419) | (47,769) | 5 |
| TOTAL | 4,338,534 | (888,002) | (800,993) | (87,009) | |

2) Employee costs savings are being generated in both Environmental Health and the Waste Services Contract team due to vacant posts

3) Additional costs are continued to be incurred on the MRF contract due to changes in material demand and prices based on quality of recycle and increased residual material coming through the plant.

4) Ubico have recharged additional costs of equipment and staff that it incurred as a direct result of the pandemic of £35k to the end of June. There is also an additional £6k of cost relating to placing homeless people in accommodation, as a result of central government directive.

5) Q1 has seen a significant loss in Garden Waste income (£14k), Trade Waste (£41k) and Licencing (£13k). As lock down has been eased the council has seen demand in all these services increase and so it is hoped that the income projection over the remaining financial year stabilises.

Corporate Services

| | Full Year Budget | Budget | Actual | Savings / (Deficit) | |
|--------------------------------------|------------------|----------------|----------------|---------------------|----|
| | £ | £ | £ | £ | |
| Employees | 2,068,927 | 506,697 | 448,168 | 58,528 | 6 |
| Premises | 0 | 0 | 0 | 0 | |
| Transport | 0 | 0 | 198 | (198) | |
| Supplies & Services | 557,089 | 68,517 | 87,517 | (19,000) | 7 |
| Payments to Third Parties | 83,800 | 11,758 | 6,882 | 4,876 | |
| Transfer Payments - Benefits Service | 12,449,021 | 0 | (22,000) | 22,000 | 8 |
| COVID-19 Costs | 0 | 0 | 75,800 | (75,800) | 9 |
| Income | (12,969,223) | (140,368) | (103,727) | (36,641) | 10 |
| TOTAL | 2,189,614 | 446,604 | 492,838 | (46,235) | |

6) There a various savings across posts with corporate services, including a vacant Revenues Officer and Communications Officer. The recruitment process has started for both posts. There is also small saving within the youth training budget. Due to current circumstances it is difficult for services to support an apprentice.

7) The overspend within supplies and services is as a result of a contract extension with Epaton to provide the offsite disaster recovery and business continuity component of our backup solution. This work is critical to reduce the cyber risk ransomware poses to the council and to allow the organisation to continue functioning in the event the building is lost e.g. fire, flood etc.

8) Currently the recovery of housing benefit subsidy is better than budget with low level of overpayments being reported at the end of Q1

9) Over 115 laptops over been purchased to enable staff to work from home. In addition, a contractor was employed to help deploy the new equipment and assist IT with other projects.

10) Less has been recovered from Housing Benefit overpayments than expected. COVID has meant more new applications to process and therefore less time to review changes and chase debt. Also, courts have been closed resulting in no Council Tax Summons.

Democratic Services

| | Full Year Budget | Budget | Actual | Savings / (Deficit) | |
|---------------------------|------------------|----------------|----------------|---------------------|----|
| | £ | £ | £ | £ | |
| Employees | 273,305 | 66,760 | 55,909 | 10,851 | 11 |
| Premises | 0 | 0 | 0 | 0 | |
| Transport | 11,500 | 2,021 | 56 | 1,965 | |
| Supplies & Services | 456,419 | 102,931 | 99,343 | 3,588 | |
| Payments to Third Parties | 37,600 | (3,537) | (3,527) | (10) | |
| COVID-19 Costs | 0 | 0 | 0 | 0 | |
| Income | (2,000) | 0 | (30) | 30 | |
| TOTAL | 776,824 | 168,174 | 151,750 | 16,424 | |

11) There is a staff saving due to a vacant post within establishment which offsets additional cost of elections.

Deputy Chief Executive

| | Full Year Budget | Budget | Actual | Savings / (Deficit) |
|---------------------------|------------------|---------------|---------------|---------------------|
| | £ | £ | £ | £ |
| Employees | 124,939 | 31,548 | 30,685 | 863 |
| Premises | 0 | 0 | 0 | 0 |
| Transport | 200 | 51 | 0 | 51 |
| Supplies & Services | 2,400 | 365 | 0 | 365 |
| Payments to Third Parties | 20,000 | 0 | 0 | 0 |
| COVID-19 Costs | 0 | 0 | 0 | 0 |
| Income | 0 | 0 | 0 | 0 |
| TOTAL | 147,539 | 31,964 | 30,685 | 1,279 |

Development Services

| | Full Year Budget | Budget | Actual | Savings / (Deficit) | |
|---------------------------|------------------|----------------|----------------|---------------------|----|
| | £ | £ | £ | £ | |
| Employees | 2,079,092 | 520,318 | 462,084 | 58,234 | 12 |
| Premises | 45,356 | 8,907 | 9,433 | (526) | |
| Transport | 0 | 0 | 21 | (21) | |
| Supplies & Services | 219,705 | 130,070 | 113,883 | 16,187 | 13 |
| Payments to Third Parties | 276,045 | 29,934 | 30,774 | (840) | |
| COVID-19 Costs | 0 | 0 | 2,838 | (2,838) | |
| Income | (1,572,605) | (413,755) | (261,033) | (152,722) | 14 |
| TOTAL | 1,047,593 | 275,474 | 358,002 | (82,528) | |

12) There is currently at £58k saving on employee costs. The financial year started with four vacant posts in Planning, one in Planning Policy and two in Community Development. Four of these vacant posts have since been recruited to and there are plans resource the remaining vacancies.

13 & 14) There is a budget deficit across all income streams within Development. The Planning Manager is currently reviewing the applications likely to be submitted during the year which will give us a better indication of total income. In May 2020 we predicted that planning income could have a potential deficit of £380k this financial year. The reduction of income has however resulted in a small saving on supplies and services. For example, no stock purchased at the TIC's.

Finance and Asset Management

| | Full Year Budget | Budget | Actual | Savings / (Deficit) | |
|---------------------------|------------------|----------------|------------------|---------------------|----|
| | £ | £ | £ | £ | |
| Employees | 2,584,888 | 645,342 | 619,576 | 25,766 | 15 |
| Premises | 569,065 | 292,941 | 284,065 | 8,875 | |
| Transport | 55,870 | 13,977 | 7,195 | 6,782 | |
| Supplies & Services | 501,036 | 65,976 | 62,854 | 3,122 | |
| Payments to Third Parties | 298,933 | 58,568 | 57,747 | 821 | |
| Precept | 6,500 | 6,500 | 6,876 | (376) | |
| COVID-19 Costs | 0 | 0 | 160,572 | (160,572) | 16 |
| Income | (1,387,516) | (347,026) | (192,244) | (154,782) | 17 |
| TOTAL | 2,628,776 | 736,278 | 1,006,640 | (270,363) | |

15) There are currently 2 vacant posts within the Property services team which is the main element of the savings of £25k being recorded for Finance and Asset Management

16) £127k is the cost of supporting the operators of the leisure centre to meet there unavoidable costs incurred during lockdown when the centre has been closed.

17) We have lost £148k of revenues from car parking, as charging was suspended during the lockdown period. In support of 2 businesses in the leisure sector, that were also closed during lockdown, we have reduced rents due by £24k

One Legal

| | Full Year Budget | Budget | Actual | Savings / (Deficit) | |
|---------------------------|------------------|---------------|---------------|---------------------|----|
| | £ | £ | £ | £ | |
| Employees | 1,951,713 | 129,421 | 95,926 | 33,495 | 18 |
| Premises | 0 | 0 | 0 | 0 | |
| Transport | 18,160 | 1,020 | 1,378 | (357) | |
| Supplies & Services | 95,686 | 1,773 | 8,388 | (6,615) | |
| Payments to Third Parties | 10,460 | 588 | 153 | 434 | |
| COVID-19 Costs | 0 | 0 | 0 | 0 | |
| Income | (1,757,648) | (36,118) | (22,109) | (14,009) | 19 |
| TOTAL | 318,371 | 96,685 | 83,736 | 12,948 | |

18) There is currently at £33k saving on employee costs. The financial year started with vacant posts in commercial, litigation and business development and the planning sections, with agency staff being utilised where possible to meet the work requirements. There was several rounds of recruitment in Q1 of the financial year which is expected to see several of the posts filled.

19) COVID-19 has impacted on the amount of third party work that One Legal has been able to do in Q1 of the financial year. This combined with the limited resources available to undertake additional work has meant that One Legal is not currently achieving the income target at the end of June.