

Appendix 4 - Quarter 3 budget report

Chief Executive

	Full Year Budget £	Projected Outturn £	Savings / (Deficit) £	
Employees	260,900	223,870	37,030	1
Premises	0	0	0	
Transport	0	0	0	
Supplies & Services	8,160	-164	8,324	
Payments to Third Parties	0	0	0	
COVID-19 Costs	0	0	0	
Income	0	0	0	
TOTAL	269,060	223,706	45,354	

1) The saving on Employee costs is as a result of the Chief Executive taking flexible retirement. The Chief Executive has since returned back to full time hours, following the departure of the Deputy Chief Executive.

Community Services

	Full Year Budget £	Projected Outturn £	Savings / (Deficit) £	
Employees	1,329,424	1,342,716	(13,292)	2
Premises	0	0	0	
Transport	900	89	811	
Supplies & Services	151,319	158,074	(6,755)	
Payments to Third Parties	5,112,113	5,315,999	(203,886)	3
COVID-19 Costs	0	265,829	(265,829)	4
Ringfenced Projects and Funding	0	(171,242)	171,242	5
Income	(2,241,962)	(2,296,368)	54,406	6
TOTAL	4,351,794	4,615,097	(263,303)	

2) The £10k deficit due to the following:
£50k adverse variance due to the additional cost of the COVID compliance officer (EHOC) which is being offset by funding from Public Health.

£15k for Housing Options Officer which is fully funded by GCC.

£55k saving due to various vacant posts.

3) MRF budget increased by £243k

Ubico forecast £50k lower than budget

Emergency homelessness accommodation £15k less than budget due to less demand than estimated.

4) The COVID-19 expenditure is as follows:

£85k additional costs charged from Ubico for increased PPE etc..

£38.5k for COVID marshalls,

£52.5k on agency staff

Homelessness costs from GCC are expected to be £56k

£16k emergency accommodation for the homeless

£11k recovery workshops - all offset against reserve funding

5) Ringfenced projects and funding represents grants that have been received in the year but not yet spent. A large grant was received for homeless prevention initiatives. This is not a recurring budget item and if unspent at year end will be placed in a reserve. Whilst shown as a gain above, it is removed as part of corporate costs and therefore does not impact on the charge to Council Tax payers

6) The fall in income is mostly in relation to Trade Waste and Licencing. Due to the pandemic there was business closures, which meant that they did not need trade waste services or to renew licences. It is hoped that through the Central Government Fees and Charges scheme that we can recover around 70% of the lost income.

Corporate Services

	Full Year Budget £	Projected Outturn £	Savings / (Deficit) £	
Employees	2,068,927	1,924,830	144,097	7
Premises	0	0	0	
Transport	0	0	0	
Supplies & Services	557,089	575,007	(17,918)	8
Payments to Third Parties	83,800	60,958	22,842	9
Transfer Payments - Benefits Service	12,449,021	12,369,382	79,639	10
COVID-19 Costs	0	309,448	(309,448)	11
COVID-19 Recovery	0	2,667	(2,667)	
Income	(12,969,223)	(12,892,368)	(76,855)	12
TOTAL	2,189,614	2,349,924	(160,310)	

7) The majority of the savings relates to vacant posts within Revenues & Benefits. The overtime and backfill for this team is currently coded against COVID. This is shown in the COVID spend. The Business Rates Intelligence officer budget, at £47k, will not be appointed to until 2021/22. Therefore, the budget will need carrying forward. The digital team is expected to make a £36k saving by Year End. This saving will partly fund the Digital Platform, which is showing as an overspend in supplies and services. Overall this is cost neutral.

8) The IT department have purchased additional equipment this financial year that was not budgeted for. The estimated total overspend in IT equipment is £50k. The largest item being for disaster recovery, who provide the offsite disaster recovery and business continuity component of our backup solution. There are savings in licenses and a reserve that will be used to offset this.

9) Courts summons have stopped since the start of COVID and are unlikely to resume. This will give a budget saving of £18k.

10) Although housing Benefit payments are higher than budget, the amount of subsidy we expect to receive is also higher. The total expected gain on budget is £79k.

11) The COVID costs that relate to Corporate are £85k on laptops, £202k on staff overtime and agency and £18k on licenses.

12) It's currently not possible to recover Council tax through court summons resulting in a budget deficit of £102k. This is being offset by some New Burdens grants.

Democratic Services

	Full Year Budget £	Projected Outturn £	Savings / (Deficit) £	
Employees	273,305	211,408	61,897	13
Premises	0	0	0	
Transport	11,500	292	11,208	
Supplies & Services	456,419	421,923	34,496	14
Payments to Third Parties	37,600	17,444	20,156	15
COVID-19 Costs	0	2,017	(2,017)	
Income	(2,000)	(10,904)	8,904	
TOTAL	776,824	642,180	134,644	

13) Savings identified from the vacant post held in establishment which is used to offset additional work that the team has to deliver during elections. In the current financial year there have been no elections that have had to be managed, the Police and Crime Commissioner election has been delayed for 12 months to May 2021. This saving may reduce during the second half of the year as the team are covering a member of staff on maternity leave and so may be claiming overtime.

14) Supplies and services are underspent due to having no civic functions during the year

15) There has been a reduction in postage expenses. However, there will be a large mail out for electoral registration because Canvassers can't be used currently

Deputy Chief Executive

	Full Year Budget £	Projected Outturn £	Savings / (Deficit) £	
Employees	124,939	106,254	18,685	16
Premises	0	0	0	
Transport	200	0	200	
Supplies & Services	2,400	124	2,276	
Payments to Third Parties	20,000	10,000	10,000	17
COVID-19 Costs	0	0	0	
Income	0	0	0	
TOTAL	147,539	116,378	31,161	

16) The saving on employee costs is as a result of the Deputy Chief Executive leaving to take up new employment. The role is not going to be filled in the short term, pending a review by the Chief Executive of the senior management team.

17) Cost not yet incurred in the delivery of the climate change agenda. A county wide coordinator post is expected to be appointed in March.

Development Services

	Full Year Budget £	Projected Outturn £	Savings / (Deficit) £	
Employees	2,079,092	1,964,739	114,353	18
Premises	45,356	42,581	2,775	
Transport	0	516	(516)	
Supplies & Services	219,705	153,438	66,267	19
Payments to Third Parties	276,045	225,552	50,493	20
COVID-19 Costs	0	11,064	(11,064)	21
COVID-19 Recovery	0	22,291	(22,291)	22
Projects Funded Externally	0	730,945	(730,945)	23
Income	(1,572,605)	(1,335,063)	(237,542)	24
TOTAL	1,047,593	1,816,063	(768,470)	

18) There are significant salary savings within Development Services resulting from vacant posts. Unfortunately, the planning posts have not been recruited to as there were no suitable candidates. To assist with capacity within Development Management agency staff have been employed. The projected year end saving is currently £114k. These salary savings will offset the overall income budget deficit.

19) Savings made on goods for resale at the tourist information centres and growth hub expenditure. Both have been closed due to COVID.

20) The NHB budget given for the high street action zone will not be needed until next financial year. There are also savings of ticket purchases at the TIC, due to closure.

21) The community cell worked overtime during the pandemic, helping vulnerable residents.

22) Planning have been allocated £25k from the COVID recovery fund. The expenditure is offset by reserve monies within corporate

23) This expenditure relates to the Ashchurch Bridge Project and Garden Towns. This is not a recurring budget item and a reserve is held to fund the expenditure. This reversal is shown within the Corporate codes.

24) There is a budget deficit across all income streams within Development. The largest is planning income, which is expected to be under budget by £92k. The second largest income shortfall is at the TIC's. It is the intention that the savings elsewhere will be used to offset this shortfall.

Finance and Asset Management

	Full Year Budget £	Projected Outturn £	Savings / (Deficit) £	
Employees	2,584,888	2,526,999	57,889	25
Premises	569,065	510,290	58,775	26
Transport	55,870	22,511	33,359	27
Supplies & Services	501,036	490,851	10,185	28
Payments to Third Parties	323,558	297,622	25,936	29
Precept	6,500	6,876	(376)	
COVID-19 Costs	0	279,247	(279,247)	30
Income	(1,425,401)	(858,772)	(566,629)	31
TOTAL	2,615,516	3,275,624	(660,108)	

25) Saving due to Parking Officer, Facility Officer and Property Officer posts being vacant for the first 6 months of this year.

26) Substantial savings on utility bills and programmed maintenance of the council offices

27) The saving in the transport costs is a result of halving our fleet of cars due to home working arrangements and the majority of meetings and events happening online. We currently have 3 fleet cars.

28) Saving on postages and bank charges

29) Overpsend on payments to third parties relate to a £30k loan given to the Roses Theatre.

30) Staff costs - work related to Covid-19. For example, office cleaning increased to twice daily. Also a, £435k management fee paid for the Leisure Centre in order to cover their unavoidable costs. Tisis offset by £170k grant from Sport England.

31) Loss of income due to Covid:

- loss of £173k for the Leisure Centre
- loss of £334k of income from carparks
- offices tenant vacating resulting in £4k loss
- Mop Fair cancelled £13k loss
- GOLF free quarter rent £12500 loss
- Caravan Park free quarter rent £11k loss
- additional income from Tewkesbury Cemetery and electricity feed tariff £16k

One Legal

	Full Year Budget £	Projected Outturn £	Savings / (Deficit) £	
Employees	1,951,713	1,565,218	386,495	32
Premises	0	0	0	
Transport	18,160	6,370	11,790	33
Supplies & Services	95,686	85,210	10,476	34
Payments to Third Parties	10,460	12,000	(1,540)	
COVID-19 Costs	0	0	0	
Income	(1,757,648)	(1,302,420)	(455,228)	32
TOTAL	318,371	366,378	(48,007)	

32) A potential budget deficit on One Legal fees, as partner councils and third party clients focus has been on response to the pandemic rather than day to day business requiring legal support. This deficit comprises lost income due to a significant reduction in s106 planning agreements, property transactions including licences for use of land and road closures during this financial year. In addition, One Legal anticipated significant growth during the financial year but the pandemic has not made this possible. One Legal has not been able to proactively market the service to Registered Providers and other public bodies nor has it been able to recruit staff in the current climate of uncertainty in order to resource the anticipated growth areas.

33) Staff travel and mileage has reduced due to the pandemic.

34) Various savings across supplies and services. Home working has reduced the amount of printing, stationery and postages.