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<b>Report To:</b>	<b>Policy &amp; Resources Committee</b>	<b>Date:</b>	<b>5 February 2019</b>
<b>Report By:</b>	<b>Chief Executive, Corporate Director Environment, Regeneration &amp; Resources, Corporate Director Education, Communities &amp; Organisational Development and Chief Financial Officer</b>	<b>Report No:</b>	<b>FIN/14/19/AP/AE</b>
<b>Contact Officer:</b>	<b>Angela Edmiston</b>	<b>Contact No:</b>	<b>01475 712143</b>
<b>Subject:</b>	<b>Policy &amp; Resources Committee 2018/19 Revenue Budget – Period 8 to 30 November 2018</b>		

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## 1.0 PURPOSE

- 1.1 The purpose of this report is to advise the Committee of the 2018/19 projected outturn for the Policy & Resources Committee as at period 8, 30 November 2018.

## 2.0 SUMMARY

- 2.1 The total revised Committee budget for 2018/19 is £18,929,000. This excludes Earmarked Reserves of £2,507,000.
- 2.2 The latest projection, excluding Earmarked Reserves, is an underspend of £705,000 (3.7%, a decrease of £122,000 since the last report).
- 2.3 The main reasons for this underspend are:
- a) £650,000 projected underspend of non-pay inflation contingency.
  - b) £100,000 over-recovery of Internal Resource Interest.
  - c) £120,000 increased income within Finance Services.

The above is offset by a projected overspend of £264,000 on pay inflation based on the current pay offer.

- 2.4 The Earmarked Reserves for 2018/19 total £2,507,000 of which £577,000 is projected to be spent in the current financial year. To date, expenditure of £232,000 (40%) has been incurred which is £74,000 less than the phased budgeted spend to date. It is to be noted that Earmarked Reserves reported in appendix 4 exclude Earmarked Reserves for Asset Plans and Strategic Funds.
- 2.5 The Common Good Fund is projecting a surplus fund balance at 31 March 2019 of £26,640. Whilst this is below the recommended minimum level of reserves of £100,000, action was taken to increase the annual surplus and as a result the Fund Balance will increase over the coming years. In addition, the potential disposal of Common Good assets is under review and if approved would increase the Fund Balance accordingly.

### **3.0 RECOMMENDATIONS**

- 3.1 That the Committee notes the 2018/19 projected underspend of £705,000 for the Policy and Resources Committee as at Period 8, 30 November 2018.
- 3.2 That the Committee approve the transfer of £50,000 from the projected Finance Services underspend to the Digital Strategy Earmarked Reserve to fund specific investments in Purchase to Pay and FMS to meet new legislative requirements and to improve services to customers.
- 3.2 That the Committee notes the projected 2018/19 surplus of £19,240 for the Common Good Fund.

Aubrey Fawcett  
Chief Executive

Alan Puckrin  
Chief Financial Officer

Ruth Binks  
Corporate Director  
Education, Communities  
& Organisational Development

Scott Allan  
Corporate Director  
Environment, Regeneration &  
Resources

## 4.0 BACKGROUND

- 4.1 The purpose of this report is to advise the Committee of the current position of the 2018/19 budget and to highlight the main issues contributing to the projected underspend of £705,000 (3.7%) in 2018/19.

## 5.0 2018/19 CURRENT POSITION

- 5.1 The current projection is an underspend of £705,000, a decrease in underspend of £122,000 since the previous report. The following are the material variances:
- 5.2 The following material variances relate to the Environment, Regeneration & Resources Directorate:

### **Finance - £205,000 underspend**

Employee Costs: £33,000 projected underspend mainly due to additional turnover. This is a reduction in the underspend reported to the last Committee of £36,000.

Supplies & Services: £37,000 overspend mainly due to one-off purchase of EDRMS scanning software.

Admin Costs: £10,000 overspend mainly due to a £30,000 overspend within Legal Expenses Sheriff Officer, offset within income. In addition, £61,000 overspend for ICT Line Rental Recharges fully offset within income. Various underspends being projected, which include £27,000 for ICT corporate calls, £24,000 ICT non-rechargeable line rental and £22,000 postage costs within Revenues following a move to increased electronic communication. Overall reduction in overspend of £11,000 since last reported to the Committee.

Other Expenditure: An underspend of £98,000 projected to the Committee mainly due to £77,000 reduction in Bad Debt Provision due to the reduced amount of Housing Benefit debt now raised due to Universal Credit, offset by under-recovery in income. Also £27,000 underspend due to the Universal Support payment to River Clyde Homes being less than budget. Overall increase in spend of £6,000 since last reported to the Committee.

Income: An over-recovery of £120,000 is being projected. This is mainly due to a £30,000 over-recovery within Legal fee income which is fully off-set, £64,000 ICT income for Line Rental charges which is offset within Admin Costs and £85,000 reduction in Housing Benefit recoveries which is largely offset by a reduced Bad Debt Provision. In addition, one-off income of £41,000 received from Education from PEF funding for ICT service charges. Also £26,000 additional one-off income within ICT and £39,000 over Recovery within Revenues mainly due to additional one-off grant funding for VEP and New Burdens. Reduction in over-recovery of £34,000 since last reported to the Committee.

### **Legal & Property - £17,000 overspend**

Income: An under-recovery of £45,000 for liquor licence fees offset by an over-recovery of betting licences. Increase in under-recovery of £20,000 since last reported to the Committee due to increase in fees received to date.

- 5.3 The following material variances relate to the Miscellaneous budget.

### **Miscellaneous – £705,000 underspend**

Non-Pay Inflation Contingency: There is a projected underspend of £650,000 based on current estimated calls on inflation contingency. £150,000 further underspend projected since last reported to Committee.

Pay Inflation – Based on the recent pay offer of 3.5% it is estimated that there is a shortfall of £264,000 against the pay inflation allowance.

Internal Resource Interest: Projecting £100,000 over-recovery of income based on 2017/18 out-turn. Both these matters will be factored into the 2019/20 draft budget. No change since last reported.

## 6.0 VIREMENT

6.1 There are no virements to report in period 8.

## 7.0 EARMARKED RESERVES

7.1 Appendix 4 gives a detailed breakdown of the current earmarked reserves position. Total funding is £2,507,000 of which £577,000 is projected to be spent in 2018/19 and the remaining balance of £1,930,000 to be carried forward to 2019/20 and beyond. It can be seen that expenditure of £232,000 has been achieved which is £74,000 less than the phased budgeted spend to date and represents 40% of the annual projected spend.

7.2 The Council requires to invest in Purchase to Pay during 2019/20 to comply with new legislation. It is proposed to transfer £50,000 from the projected Finance underspend to the Digital Strategy EMR to fund this and other FMS developments. Committee approval for this is sought.

## 8.0 COMMON GOOD FUND

8.1 The Common Good Fund is projecting a surplus fund balance at 31 March 2018 of £26,640. Whilst this is below the recommended minimum level of reserves of £100,000 the action approved as part of the 2017/18 Budget is gradually increasing the balance.

8.2 The 2018/19 surplus is after the Fund incurred no expenditure for the Annual Fireworks display following the cancellation of the 2018 event due to inclement weather. All costs incurred are due to be recovered via an insurance claim.

## 9.0 IMPLICATIONS

### 9.1 Finance

#### Financial Implications:

##### One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
Digital Strategy	EMR	2018/19	50	Finance Services	

##### Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (If Applicable)	Other Comments
N/A					

**9.2 Legal**

There are no specific legal implications arising from this report.

**9.3 Human Resources**

There are no specific human resources implications arising from this report.

**9.4 Equalities**

Has an Equality Impact Assessment been carried out?

Yes See attached appendix

No

This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.

**9.5 Repopulation**

There are no repopulation issues arising from this report.

**10.0 CONSULTATIONS**

10.1 The Chief Executive, Corporate Director Environment, Regeneration & Resources, Corporate Director Education, Communities & Organisational Development and the Chief Financial officer have been consulted in the preparation of this report.

**11.0 CONCLUSIONS**

11.1 The Committee is asked to note the 2018/19 projected underspend of £705,000 for the Policy and Resources Committee as at Period 8, 30 November 2018.

**12.0 BACKGROUND PAPERS**

12.1 There are no background papers for this report.

**Policy & Resources Budget Movement - 2018/19****Period 8: 1st April - 30th Nov 2018**

Service	Approved Budget	Movements			Revised Budget	
	2018/19 £000	Inflation £000	Virement £000	Supplementary Budgets £000	Transferred to EMR £000	2018/19 £000
Finance	7,581	6	121		(300)	7,408
Legal	1,674		27			1,701
Organisational Development, HR & Communications	2,001		(6)			1,995
Chief Exec	332		8			340
Miscellaneous	7,886	(139)	(262)			7,485
Totals	<u>19,474</u>	<u>(133)</u>	<u>(112)</u>	<u>0</u>	<u>(300)</u>	<u>18,929</u>

**Supplementary Budget Detail**

£000

Inflation

Software Maintenance Inflation - Finance &amp; ICT

6

*Miscellaneous Inflation Contingency:*

Software Maintenance Inflation - Finance &amp; ICT

(6)

Getting Ready for Work Scheme (Ec Dev)

(9)

Electricity Inflation 2018/19

(73)

Gas Inflation 2018/19

(51)

(133)Virement

Turnover Realignment

49

Welfare refund - Social Work triage

62

Welfare refund - Education Anti Poverty Fund

22

Misc - Inflation Contingency (HSCP, Mgmt Restruc, Turnover Realign, Misc)

(250)

Admin Restructure - Legal &amp; Property

17

Rankin Park costs from Capital Programme to ERR Directorate

(12)

(112)

**REVENUE BUDGET MONITORING REPORT****CURRENT POSITION****PERIOD 8: 1st April 2018- 30th November 2018**

2017/18 Actual £000	SUBJECTIVE ANALYSIS	Approved Budget 2018/19 £000	Revised Budget 2018/19 £000	Projected Out-turn 2018/19 £000	Projected Over/(Under) Spend £000
8,322	Employee Costs	8,215	8,248	8,207	(41)
523	Property Costs	547	547	547	0
602	Supplies & Services	899	936	976	40
3	Transport & Plant	5	5	4	(1)
1,551	Administration Costs	1,442	1,422	1,424	2
34,428	Payments to Other Bodies	42,420	42,080	41,570	(510)
(31,943)	Income	(34,054)	(34,010)	(34,205)	(195)
<b>13,486</b>	<b>TOTAL NET EXPENDITURE</b>	<b>19,474</b>	<b>19,227</b>	<b>18,522</b>	<b>(705)</b>
	Earmarked reserves		(300)	(300)	0
<b>13,486</b>	<b>Total Net Expenditure excluding Earmarked Reserves</b>	<b>19,474</b>	<b>18,927</b>	<b>18,222</b>	<b>(705)</b>

2017/18 Actual £000	OBJECTIVE ANALYSIS	Approved Budget 2018/19 £000	Revised Budget 2018/19 £000	Projected Out-turn 2018/19 £000	Projected Over/(Under) Spend £000
7,278	Finance	7,581	7,708	7,503	(205)
1,631	Legal Services	1,674	1,701	1,718	17
<b>8,909</b>	<b>Total Net Expenditure Environment, Regeneration &amp; Resources</b>	<b>9,255</b>	<b>9,409</b>	<b>9,221</b>	<b>(188)</b>
1,997	Organisational Development, Human Resources & Communications	2,001	1,995	2,004	9
<b>1,997</b>	<b>Total Net Expenditure Education, Communities &amp; Organisational Development</b>	<b>2,001</b>	<b>1,995</b>	<b>2,004</b>	<b>9</b>
341	Chief Executive	332	339	319	(20)
2,239	Miscellaneous	7,886	7,484	6,978	(506)
<b>13,486</b>	<b>TOTAL NET EXPENDITURE</b>	<b>19,474</b>	<b>19,227</b>	<b>18,522</b>	<b>(705)</b>
	Earmarked reserves		(300)	(300)	0
<b>13,486</b>	<b>Total Net Expenditure excluding Earmarked Reserves</b>	<b>19,474</b>	<b>18,927</b>	<b>18,222</b>	<b>(705)</b>

**POLICY & RESOURCES****REVENUE BUDGET MONITORING REPORT****MATERIAL VARIANCES (EXCLUDING EARMARKED RESERVES)****PERIOD 8: 1st April 2018- 30th November 2018**

Outturn 2017/18 £000	Budget Heading	Budget 2018/19 £000	Proportion of Budget £000	Actual to 30/09/2018 £000	Projection 2018/2019 £000	Over/(Under) Budget £000
	<b><u>Finance/ICT</u></b>					
41	ICT - Admin Costs - Corporate Calls	38	26	6	11	(27)
437	ICT - Admin Costs -Telephone Line Rental	333	138	238	394	61
72	ICT - Admin Costs - Line Rental - Non Rechargeable	66	49	32	42	(24)
(47)	ICT - Income - Recharges	0	0	(67)	(64)	(64)
(437)	ICT - Income - Line Rental Charges	(333)	(138)	(270)	(394)	(61)
1,994	Rev - Employee Costs -	1,935	1,209	1,193	1,896	(39)
280	Rev - Admin costs - Legal Expenses Sheriff Officer	242	161	174	272	30
45	Rev- Admin costs - Postage	67	47	20	45	(22)
21	Rev- Other Expenditure UC	47	31	5	20	(27)
(8)	Rev - Other Expenditure - Bad Debt Provision	100	50	0	23	(77)
(141)	Rev - Income - Other Income	(95)	(64)	(121)	(134)	(39)
(138)	Rev- Income - Recoveries HB	(220)	(110)	(100)	(135)	85
(283)	Rev - Income - Legal Fee Recoveries	(238)	(158)	(178)	(268)	(30)
8	FIN - Supplies & Services - Computer Software	3	3	8	28	25
	<b><u>Legal &amp; Property Services</u></b>					
(78)	Liquor Licences	(122)	(87)	(92)	(77)	45
(2)	Licensing - Betting	0	0	0	(26)	(26)
	<b><u>Miscellaneous</u></b>					
253	Non-pay Inflation Contingency	1,428	401	401	778	(650)
1,452	Pay Inflation Contingency	3,977	0	0	4,241	264
(277)	Internal Resource Interest	(150)	(75)	0	(250)	(100)
<b>3,192</b>	<b>TOTAL MATERIAL VARIANCES</b>	<b>7,078</b>	<b>1,483</b>	<b>1,249</b>	<b>6,402</b>	<b>(676)</b>



## EARMARKED RESERVES POSITION STATEMENT

COMMITTEE: Policy &amp; Resources

Project	Lead Officer/ Responsible Manager	Total Funding	Phased Budget To Period 8	Actual To Period 8	Projected Spend	Amount to be Earmarked for 2019/20 & Beyond	Lead Officer Update
		2018/19 £000	2018/19 £000	2018/19 £000	2018/19 £000	£000	
Digital Strategy	Alan Puckrin	217	60	49	110	107	2017/20 Digital Strategy approved and projects progressing. Funding KANA Upgrade & Revenues On Line projects.
Welfare Reform - Operational	Alan Puckrin	339	30	10	87	252	Funding temporary employees and brought forward SWF balance of £60k.
Budget Development	Alan Puckrin	61	10	5	25	36	Will fund Participatory Budget pilots once the sum is clarified.
2013/18 Revenue Contingency	Alan Puckrin	190	20	0	30	160	Projects to date include £20k Youth Event, £5k for Gourock Highland Games & £10k for The Great Get Together and £5k for Armed Forces - Tommy Memorials. Total uncommitted funds in 2018/19 of £43k .
Anti-Poverty Fund	Alan Puckrin	1,500	150	133	228	1,272	Committee agreed further 12 month funding extensions in September with further proposals agreed in February 2018. Proposals linked to Child Poverty Action Plan to be developed.
GDPR	Gerry Malone	150	4	7	47	103	£47k to be spent within 2018/19 GDPR training, ICT requirements and storage.
Develop Pay & Grading Model	Steven McNab	50	32	28	50	0	Staffing resources to develop pay and grading options for consideration by the Corporate Management Team and Members with a view to implementing a revised pay structure in 2019. Budget to be fully spent in 2018/19.
<b>Total Category C to E</b>		<b>2,507</b>	<b>306</b>	<b>232</b>	<b>577</b>	<b>1,930</b>	

COMMON GOOD FUNDREVENUE BUDGET MONITORING REPORT 2018/19PERIOD 8 : 1st April 2018 to 30th November 2018

		Final Outturn 2017/18	Approved Budget 2018/19	Budget to Date 2018/19	Actual to Date 2018/19	Projected Outturn 2018/19
<b>PROPERTY COSTS</b>		<b>16,740</b>	<b>22,000</b>	<b>14,700</b>	<b>15,200</b>	<b>22,000</b>
Repairs & Maintenance	1	4,730	9,000	6,000	2,580	9,000
Rates	2	14,900	12,000	8,000	12,620	13,000
Property Insurance		(2,890)	1,000	700		0
<b>ADMINISTRATION COSTS</b>		<b>11,480</b>	<b>7,700</b>	<b>7,200</b>	<b>17,340</b>	<b>17,700</b>
Sundries	3	5,280	1,500	1,000	11,140	11,500
Commercial Rent Management Recharge		2,200	2,200	2,200	2,200	2,200
Recharge for Accountancy		4,000	4,000	4,000	4,000	4,000
<b>OTHER EXPENDITURE</b>		<b>83,370</b>	<b>79,100</b>	<b>66,900</b>	<b>51,150</b>	<b>79,100</b>
Christmas Lights Switch On		10,500	10,500	0		10,500
Gourock Highland Games		29,400	29,400	29,400	29,400	29,400
Armistice Service		8,400	8,300	8,300	5,950	8,300
Comet Festival		13,300	13,300	13,300	13,300	13,300
Fireworks	4	12,600	12,600	12,600		12,600
Society of the Innocents Rent Rebate		5,000	5,000	3,300	2,500	5,000
Bad Debt Provision		4,170				0
<b>INCOME</b>		<b>(124,220)</b>	<b>(135,440)</b>	<b>(90,200)</b>	<b>(96,210)</b>	<b>(125,440)</b>
Property Rental		(168,950)	(168,950)	(112,600)	(129,800)	(168,950)
Void Rents	5	44,750	34,010	22,700	33,650	44,010
Internal Resources Interest		(20)	(500)	(300)	(60)	(500)
Disposal of Land						
<b>NET ANNUAL EXPENDITURE</b>		<b>(12,630)</b>	<b>(26,640)</b>	<b>(1,400)</b>	<b>(12,520)</b>	<b>(6,640)</b>
<b>EARMARKED FUNDS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL NET EXPENDITURE</b>		<b>(12,630)</b>	<b>(26,640)</b>	<b>(1,400)</b>	<b>(12,520)</b>	<b>(6,640)</b>

Fund Balance as at 31st March 2018 **7,400**Projected Fund Balance as at 31st March 2019 **14,040**

## Notes:

**1 Repairs & Maintenance**

Significant repairs costs continue to be incurred in respect of vacant properties to bring them to an adequate condition to allow the property to be let out.

**2 Rates (Empty Properties)**

Rates are currently being paid on empty properties, projection reflects current Rates levels however all historic Rates costs are being examined to ensure all appropriate empty property relief has been obtained. Any subsequent credit will be included in future reports.

**3 Sundries**

Significant utilities costs have been incurred for 12 Bay St, these costs date back to 2015 when the property became vacant. While costs relating to this property while vacant are the responsibility of the Common Good fund it is believed the costs are excessive and these are currently being challenged. Any subsequent credit received will be reflected in future reports.

**4 Fireworks**

The 2018 Fireworks event was cancelled due to extreme weather. The current projection represents the abortive costs of the event, an insurance claim is in progress however and it is hoped that a substantial element of the costs may be recovered. The projection will be amended accordingly once the outcome of the claim is known.

**5 Current Empty Properties are:**Vacant since:

12 Bay St	April 2015
10 John Wood Street	August 2018
15 John Wood Street	June 2017
17 John Wood Street	March 2014
74 Port Glasgow Road	September 2012