

COMMUNITY SERVICES AND LICENSING COMMITTEE

28 MARCH 2018

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Report Title	Community Services and Licensing Budget Monitoring Report P3 2017/18
Purpose of Report	To present the 2017/18 forecast outturn position against the revenue budgets and Capital programme that the committee is responsible for
Decision(s)	The Committee RESOLVES to note the outturn forecast for the General Fund Revenue budget and the Capital programme for this Committee.
Consultation and Feedback	Budget holders have been consulted about the budget issues in their service areas. The feedback has been incorporated into to the report to explain difference between budgets and actual income and expenditure.
Financial Implications and Risk Assessment	The outturn forecast for the Committee's budget shows a net underspend of £479k. This will be included in the overall General Fund outturn forecast reported to Strategy and Resources Committee in April 2018. The Committee's capital budgets are expected to spend to budget, other than £10k slippage. Lucy Clothier – Principal Accountant Tel: 01453 754343 Email: lucy.clothier@stroud.gov.uk
Legal Implications	This report is provided for information only, there are no legal implications to report. Craig Hallett, Solicitor & Deputy Monitoring Officer Tel: 01453 754364 Email: craig.hallett@stroud.gov.uk (Ref: rcd14.3)
Report Author	Adele Rudkin - Accountant Tel: 01453 754109 Email: adele.rudkin@stroud.gov.uk
Options	None
Performance Management Follow Up	Budgets will continue to be monitored on a regular basis during the year by budget holders supported by Finance. The outturn position will be reported to Strategy and Resources committee in May 2018.
Background Papers/ Appendices	None

Background

1. This report provides the third quarter monitoring position statement for the financial year 2017/18. The purpose of this report is to notify members of any known significant variations to budgets for the current financial year, highlight any key issues, and to inform members of any action to be taken if required.
2. **Due to the volume of information contained in the report, it would be helpful where members have questions on matters of detail if they could be referred to the report author or the appropriate service manager before the meeting.**
3. Council approved the General Fund revenue budget at its meeting in February 2017 including the budget proposals of the administration for Youth Work (£60k per annum).
4. The latest budget for Community Services and Licensing Committee is £3.8m, this takes into account carry forwards from 2016/17 and further revision to the budget that were approved by Council at their meeting in January 2018. These include Workforce Planning savings and a technical adjustment for the building maintenance budgets across all Committees. (Original Budget was £3.7m)
5. The monitoring position for the service at 31st December 2017 shows a projected net **underspend of £479k** against the latest budget. The overall position on the General Fund will be considered by Strategy and Resources committee at their meeting on 12th April 2018.
6. Table 1 below shows the overall projected outturn position for this Committee. Table 2 outlines the services with significant variations along with an explanation of why they have arisen. A significant variation is defined as being +/- £20,000 on each reporting line. Appendix A (page 8) provides a more detailed breakdown of the committee's budgets.
7. Table 3 shows the Capital spend and Projected outturn for Community Services and Licensing Committee for 2017/18.

Table 1 – Community Services and Licensing Revenue budgets 2017/18

Community Services Committee	Para Refs	2017/18 Original Budget (£'000)	2017/18 Revised Budget (£'000)	2017/18 Forecast Outturn (£'000)	2017/18 Outturn Variance (£'000)
Community Safety	9	382	371	295	(76)
Youth Services		99	99	87	(12)
Grants to Voluntary Organisations		337	337	337	0
Licensing		(69)	(69)	(73)	(4)
Strategic Head (Customer Services)		132	132	156	24
Customer Services	10	386	386	398	12
Cultural Svcs - Arts and Culture	11	787	792	717	(76)
Cultural Svcs - Sport & Health Dev.		153	176	178	2
Cultural Svcs - Sports Centres	12	172	234	88	(145)
Public Spaces		1,037	1,067	1,068	2
Revenues and Benefits	13	284	284	78	(206)
Community Services TOTAL		3,701	3,809	3,330	(479)

(This table may contain roundings)

8. The table below outlines the key variances for this Committee.

Table 2 - Headline Budget variances

Service	Para. Ref	Overspend / (Underspend) (£'000's)
Community Safety	9	
Careline Services		(22)
Neighbourhood Wardens		(23)
Car Parks Enforcement		(26)
Strategic Head (Customer Services)	10	
Subscription Rooms - Consultants fees		24
Cultural Svcs - Arts and Culture	11	
Subscription Rooms		(58)
Cultural Svcs - Sports Centres	12	
The Pulse Dursley		(147)
Revenues and Benefits	13	
Housing Benefit / Council Tax -		(206)

9. Community Safety – (£76k) underspend

(Mike Hammond 4447, mike.hammond@stroud.gov.uk)

This underspend is made up of several variances across the service.

Careline services – (£22k) underspend

The Careline service is currently run by 1.5 FTE staff. The service also had a maintenance contract with Tunstall that was costing in excess of £30k pa. A detailed analysis was undertaken which proved it was more cost effective to renew faulty units with new machines if required. Officers now deal with all queries in house with the assistance of the on-call officer for facilities and the Neighbourhood Wardens. Following the Community Services review any permanent saving will be looked at as part of the revised budget setting process.

Neighbourhood Warden Service – (£23k) underspend

This variation is due to an in year salary saving for a Warden's post. The post has now been recruited to but with a delayed start date.

Car Park Enforcement – (£26k) underspend

An underspend within the salaries budget has been forecast. There have been difficulties in recruiting to the positions even though the vacancies had been placed with recruitment agencies and the industry journal. A subsequent advert with a new job title, Car Park Officer rather than Civil Enforcement Officer resulted in the two current officers who are now in post. Due to this staffing gap, enforcement had reduced, resulting in a decrease in issuing of PCN's. Neighbourhood Wardens have helped cover in the interim by building a small amount of the workload into their normal shift. The Car parking staffing is now well established and an increase in PCN's issued, has been recorded.

There is an additional (£5k) saving on the Hardwicke Youth project which is proposed to be carried forward to 2018/19 to support the programme.

10. Strategic Head Customer Services – £24k overspend

(Joanne Jordan 4005, joanne.jordan@stroud.gov.uk)

This overspend is directly related to the consultancy and associated costs of the Subscription Rooms review.

11. Cultural Svcs - Arts & Culture – (£76k) underspend

(Joanne Jordan 4005, joanne.jordan@stroud.gov.uk)

Subscription Rooms – (£58k) underspend

There are a number of significant offsetting variances which make up the overall variance.

Salary savings of (£35k) are forecast. This is due to in year vacancies, minimising casual staff costs and the use of agency staff.

The remaining variance (£23k) is a combination of collective underspends across the budgets together with a small increase in net event income. This was achieved by attracting higher quality acts which incurred higher expenditure. This has been offset by achieving higher ticket prices and increased bar takings. Improvements have also been made to the online booking system that have seen internet sales almost doubled over this financial year.

A report on the future running of the Subscription Rooms will go to Strategy and Resources Committee 12 April 2018. Pending this decision bookings are only being taken up to Dec 2018.

Tourism – (£15k) underspend

This variance is due to cumulative small underspends across the Tourism budgets.

12. Cultural Svcs – The Pulse Dursley – (£147k) additional income

(Angela Gillingham 01453 540995, angela.gillingham@stroud.gov.uk)

2017/2018 has been a fantastic year of business for The Pulse. Targets have been exceeded in all areas and we would look to continue this direction going forward by adopting a structured and reactive approach to trends and community needs.

Looking to the future we plan to increase our social media awareness and improve aspects of our website to make it as accessible and interactive as it can be for present and future customers.

The additional income variation is directly attributable to the continued growth in the take up of both swimming lessons and gym memberships in 2017-2018. This has been achieved due to a planned approach to marketing of memberships and fitness classes, along with looking at 'up and coming' trends and staple favourites to reach a wider audience.

A 50 week programme has also been introduced for lessons and on line access for parents to top up lessons and view their children's progress.

An increase in demand for children's holiday activities has also realised additional income.

Continued staff development in swimming teaching and fitness enables the very best service to be offered to our cliental.

13. Revenues and Benefits – (£206k) underspend

(Simon Killen xtn 4013, simon.killen@stroud.gov.uk)

The current forecast has identified salary savings within Revenue and Benefits. This is due to a number of vacancies arising within the team through retirement, general staff turnover and reduction of hours. Posts have not been filled permanently due to the work being absorbed within existing teams as well as utilising the CIVICA on-demand service, for off-site processing within Benefits.

Income surplus relates to the work undertaken around in-house enforcement (bailiffs) for Council Tax, Business Rates and Car Parking debts. This service was bought back in-house with estimated net income of £50k from this work for 2017/18.

The future remains uncertain within benefits, particularly as we now head towards the Universal Credit full service in October 2017 and the impact that will have on demand and workload. The potential risk around workload is that there may be a decrease in the number of cases processed directly by the Revenues and Benefits team. However, the introduction of Universal Credit across the district may mean recipients move in/out of eligibility frequently during the year so the 'churn' within the system increases both in volume and complexity.

The subsidy system estimates are prepared using the actual data at a specific point in time. E.g. Initial forecast due in on 1st March will be prepared using figures April to January. Due to the large sums involved any variation will be a big figure, even if it is a small percentage. The estimate for this year 2017-18 was complicated by the fact that we knew Universal Credit (UC) full service was due to start on 04/10/2017, and there would be a gradual downward turn in Housing Benefit (HB) claims as people moved from HB to UC due to changes in their individual circumstances. Trying to estimate the rates of change has proved very difficult; we have no prior year data to use to try and estimate a trend. Coupled with the decrease in caseload is the fact that private rent thresholds have been frozen since 2016, and social housing rents are subject to a -1% decrease in core rents year on year 2016-2020. It is also worth noting that legislative changes to the way in which Homeless Housing Benefit claims are funded through the subsidy system, there is an increased cost to authority in the current year of around £30k as the subsidy no longer covers all of the Council's expenditure.

CAPITAL

Table 3 below shows the Capital Outturn forecast for 2017/18 with a projected outturn of £68k.

Table 3 – Capital Outturn forecast

Community Services Capital Schemes	2017/18 Revised Budget (£'000)	2017/18 Spend to date (£'000)	2017/18 Projected Outturn (£'000)	2017/18 Outturn Variance (£'000)
Stratford Park Lido	20	0	10	(10)
Stratford Park Sensory Garden	8	3	8	0
Community Buildings Investment	50	41	50	0
TOTAL Capital	78	44	68	(10)

14. The Councils Capital programme for 2017/18 is reported and updated regularly throughout the year by the responsible officers and an update was covered in Agenda item 7.
15. Budget holders are providing assurance that the capital budget spend will be as per the projected outturn in the table above.

Community Services Committee	Para Refs	2017/18 Original Budget (£'000)	2017/18 Revised Budget (£'000)	2017/18 Forecast Outturn (£'000)	2017/18 Outturn Variance (£'000)
Community Safety		65	70	52	(18)
Abandoned Vehicles		5	5	8	3
Careline Services	9	(31)	(31)	(53)	(22)
Neighbourhood Wardens	9	235	241	218	(23)
Car Parks Enforcement	9	68	46	20	(26)
Stroud and Dursley CCTV		41	41	50	10
Community Services		382	371	295	(76)
Hear by Right / Youth Services		99	99	87	(12)
Grants to Voluntary Organisations		337	337	337	0
Licensing		(69)	(69)	(73)	(4)
Strategic Head (Customer Services)	10	132	132	156	24
Customer Service Centre		386	386	398	12
Museum in the Park		417	437	434	(3)
Subscription Rooms	11	223	209	151	(58)
Tourism	11	147	147	132	(15)
Cultural Services - Arts and Culture		787	792	717	(76)
Health and Wellbeing		35	39	39	0
Sport and Health Development		119	137	140	2
Cultural Services - Sports and Leisure		153	176	178	2
The Pulse Dursley	12	(6)	31	(117)	(147)
Joint Use Sports Centres		59	61	59	(2)
Stratford Park Leisure Centre		119	142	146	4
Cultural Services - Sports Centres		172	234	88	(145)
Public Space Service		300	300	298	(1)
Cemeteries		24	25	33	7
Amenity Areas		127	126	131	5
Commons and Woodlands		14	14	14	(0)
Stratford Park Grounds Maintenance		180	214	228	14
Grassed Areas Contribution to HRA		170	170	170	0
Public Conveniences		223	219	196	(23)
Public Spaces		1,037	1,067	1,068	2
Business Rate Collection		(109)	(109)	(97)	12
Council Tax Collection		256	236	254	18
Council Tax Support Admin		64	64	22	(42)
Rent Allowances and Rebates		(77)	(77)	(172)	(95)
Housing Benefit Administration		150	170	71	(99)
Revenues and Benefits	13	284	284	78	(206)
Community Services TOTAL		3,701	3,809	3,330	(479)