

COMMUNITY SERVICES AND LICENSING COMMITTEE

28 NOVEMBER 2019

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Report Title	COMMUNITY SERVICES AND LICENSING BUDGET MONITORING REPORT Q2 2019/20
Purpose of Report	To present the 2019/20 forecast outturn position against the revenue budgets and Capital Programme that the Committee is responsible for in order to give an expectation of possible variances against budget and items to be considered as part of the budget setting process.
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	There are no financial implications arising from this report as it looks at current revenue and capital forecasts for this committee's budgets. Andrew Cummings, Strategic Director of Resources Tel: 01453 754115 Email: andrew.cummings@stroud.gov.uk
Legal Implications	There are no legal implications arising from this report. Patrick Arran, Interim Head of Legal Services and Monitoring Officer Tel: 01453 754369 Email: patrick.arran@stroud.co.uk
Report Author	Adele Rudkin, Accountant Tel: 01453 754109 Email: adele.rudkin@stroud.gov.uk
Performance Management Follow Up	Budgets will continue to be monitored on a regular basis during the year by budget holders supported by Finance. The next monitoring report is due in March 2020.
Appendix	Appendix A – Detailed breakdown of Committee's budgets

Background

1. This report provides the second position monitoring statement for the financial year 2019/20. 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 January 2019.
4. The revised budget for Community Services and Licensing Committee, taking into account adjustments for workforce plan, carry forwards and re-profiling of service budgets, is **£3.154m** (Original Budget was **£3.334m**).
5. The monitoring position for the service at 30 September 2019 shows a projected net **overspend of £26k**, against the latest budget. The overall position on the General Fund will be considered by Strategy and Resources Committee at their meeting on 17th December 2019.
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 provides a more detailed breakdown of the committee's budgets.
7. Table 3 shows the updated Capital Programme for Community Services and Licensing Committee for 2019/20 and 2020/21.
8. The forecast for Q2 has changed by £132k. This predominately relates to the Director (Customer Services) post which originally reported an underspend at Q1. Subsequently this budget has now been re-allocated to fund the new Senior Management Structure as approved by Strategy and Resources Committee in July 2019. There are additional pressures forecast in Licensing and Public Spaces services since the Q1 budget monitoring report.

Table 1 – Community Services and Licensing Revenue budgets 2019/20

	Para Refs	2019/20 Original Budget (£'000)	2019/20 Revised Budget (£'000)	2019/20 Forecast Outturn (£'000)	2019/20 Outturn Variance (£'000)
Community Services Committee					
Community Safety		208	220	225	5
Cultural Services - Arts and Culture		700	640	632	(8)
Cultural Services - Community Health & Wellbeing		169	205	204	(1)
Cultural Services - Sports Centres	9	(170)	(153)	(92)	61
Customer Services	10	387	387	346	(41)
Director (Customer Services)		135	23	9	(14)
Grants to Voluntary Organisations		337	337	337	0
Licensing		(62)	(62)	(43)	19
Public Spaces		1,286	1,323	1,341	19
Revenues and Benefits		244	129	119	(11)
Youth Services		101	106	102	(4)
Community Services and Licensing TOTAL		3,334	3,154	3,180	26

The table below outlines the key variances for this Committee.

Table 2 - Headline Budget variances

Service	Para Refs	Overspend/ (Underspend) (£'000)
Cultural Services - Sports Centres	9	61
Customer Services	10	(41)
TOTAL		20

9. Cultural Services – Sports Centres - £61k overspend

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

A £25k variance is forecast within salaries. Currently there are members of the team on maternity leave, long term sick and a re-allocation of duties due to medical needs. Utilities are forecast to overspend by £19k, this has been investigated by CHP experts and a solution has been suggested but no action has been taken to date, we continually push for an update on this matter. An overspend on Marketing has been predicted, this is due to an upgrade to our Website which will mean the website is future proofed and will prove to be an important asset in terms of generating further income and communicating to both new and existing customers.

10. Customer Services – (£41k) underspend

(Shobhan Sen xtn 4700, shobhan.sen@stroud.gov.uk)

This underspend is directly attributable to salaries. Within the service there are three vacant STR3 Customer Service Advisor posts. Customer Services are in the process of collaborating with service units across the Council to take on more frontline services as first point of contact and resolution. It is envisaged that these vacancies are likely to be filled towards the end of 2019/20 and beginning of 2020/21 to provide additional capacity.

CAPITAL

11. Table 3 below shows the 2019/20 Capital Programme for this Committee which has now been re-profiled to 2020/21, as set out in the budget setting report earlier in this meeting.

Table 3 – Capital Outturn forecast

	Para Refs	2019/20 Original Budget (£'000)	2019/20 Revised Budget (£'000)	2019/20 Forecast Outturn (£'000)	2020/21 Original Budget (£'000)
Community Services Capital Schemes					
Community Buildings Investment	12	0	0	0	117
Stratford Park Lido	12	200	0	0	30
Community Services Capital Schemes TOTAL		200	0	0	147

12. Community Buildings Investment

The Kingshill House Trust continues to be keen to take on the freehold interest of Kingshill House (Community Buildings Investment). Discussions are ongoing and a transfer date of 2020/21 is now anticipated. It is expected that a report will be taken to a future meeting of Strategy and Resources Committee to approve, in principle, the terms for a transfer once they have been agreed.

13. Stratford Park Lido

A project to submit an application to the Heritage Lottery Fund to match fund this scheme is progressing well. Due to the submission timelines to the HLF it is prudent to expect the budget will not be spent within this current financial year, therefore the budget has been requested to move into 2020/21 and re-profiled over the five-year Capital Programme.

Appendix A

	Para Refs	2019/20 Original Budget (£'000)	2019/20 Revised Budget (£'000)	2019/20 Forecast Outturn (£'000)	2019/20 Outturn Variance (£'000)
Community Services Committee					
Community Safety		24	36	36	0
Abandoned Vehicles		3	3	3	0
Careline Services		(89)	(89)	(86)	3
Neighbourhood Wardens		194	194	194	0
Car Parks Enforcement		40	40	34	(6)
Stroud and Dursley CCTV		37	37	45	8
Community Safety		208	220	225	5
Museum in the Park		378	387	378	(8)
Subscription Rooms		230	230	230	0
Tourism		92	24	24	0
Cultural Services - Arts and Culture		700	640	632	(8)
Community Health & Wellbeing		169	205	204	(1)
Cultural Services - Community Health & Wellbeing		169	205	204	(1)
Joint Use Sports Centres		0	0	0	0
Stratford Park Leisure Centre		122	124	124	0
The Pulse		(292)	(277)	(216)	61
Cultural Services - Sports Centres	9	(170)	(153)	(92)	61
Customer Service Centre		387	387	346	(41)
Customer Services	10	387	387	346	(41)
Director (Customer Services)		135	23	9	(14)
Director (Customer Services)		135	23	9	(14)
Grants to Voluntary Organisations		337	337	337	0
Grants to Voluntary Organisations		337	337	337	0
Licensing		(62)	(62)	(43)	19
Licensing		(62)	(62)	(43)	19
Public Space Service		526	526	526	0
Cemeteries		27	27	31	3
Amenity Areas		136	154	155	1
Commons and Woodlands		14	14	17	3
Stratford Park		190	203	203	0
Grassed Areas Contribution to HRA		170	170	170	0
Public Conveniences		215	220	231	12
Street Naming Maintenance		9	9	9	0
Public Spaces		1,286	1,323	1,341	19
Business Rate Collection		(119)	(111)	(114)	(3)
Creditors		39	72	67	(5)
Council Tax Collection		208	196	196	(0)
Council Tax Support Administration		52	(4)	(4)	0
Rent Allowances and Rebates		(77)	(77)	(77)	0
Housing Benefit Administration		142	53	50	(2)
Revenues and Benefits		244	129	119	(11)
Hear by Right / Youth Services		101	106	102	(4)
Youth Services		101	106	102	(4)
Community Services and Licensing TOTAL		3,334	3,154	3,180	26