

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No 12

meeting date: 29 AUGUST 2017  
 title: REVENUE MONITORING 2017/18  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: AMY JOHNSON

## 1 PURPOSE

1.1 To let you know the position for the period April to July 2017 of this year's revenue budget as far as this committee is concerned.

1.2 Relevance to the Council's ambitions and priorities:

Community Objectives – none identified

Corporate Priorities - to continue to be a well managed Council providing efficient services based on identified customer need. To meet the objective within this priority, of maintaining critical financial management controls, ensuring the authority provides council tax payers with value for money.

Other Considerations – none identified.

## 2 FINANCIAL INFORMATION

2.1 The development of the new Economic Development Committee has resulted in Tourism (TURSM) now being reported to this Committee. Expenditure for this service area is shown within Revenue Outturn 2016/17 report but not included within this report.

2.2 Shown below, by cost centre, is a comparison between actual expenditure and the original estimate for the period to the end of July. You will see an overall underspend of £140,103 on the net cost of services. Please note that underspends are denoted by figures with a minus symbol. After allowing for transfers to/from earmarked reserves there is an underspend of £156,853.

Cost Centre	Cost Centre Name	Net Budget for the Full Year	Net Budget to the end of period	Actual including Commitments to the end of the period	Variance	
ARTDV	Art Development	32,910	7,994	2,349	-5,645	
VARIOUS	Car Parks	-124,290	-42,349	-42,797	-448	
VARIOUS	Public Conveniences	177,430	50,656	43,540	-7,116	
BUSSH	Bus Shelters	16,640	3,393	402	-2,991	
CARVN	Caravan Site	-8,130	0	-209	-209	
CCTEL	Closed Circuit Television	121,050	26,605	25,395	-1,210	
VARIOUS	Car Park Vehicles	0	3,460	4,191	731	
COMMD	Community Services Department	0	350,673	352,499	1,826	

CRIME	Crime and Disorder	52,020	9,767	6,182	-3,585	
CULTG	Culture Grants	6,900	4,200	800	-3,400	
CULVT	Culverts & Water Courses	17,260	1,184	770	-414	
DRAIN	Private Drains	1,370	-68	-215	-147	
EALLW	Edisford All Weather Pitch	19,020	-1,563	-3,997	-2,434	
VARIOUS	Works Administration Vehicles	0	8,437	5,742	-2,695	
EDPIC	Edisford Picnic Area	-10,380	-12,006	-11,284	722	
EXREF	Exercise Referral Scheme	26,970	15,744	12,741	-3,003	
VARIOUS	Plant	0	3,580	3,336	-244	
VARIOUS	Grounds Maintenance Vehicles	0	21,247	18,470	-2,777	
GRSRC	Grants & Subscriptions - Community	2,690	0	-261	-261	
HWREP	Highway Repairs	25,660	184	289	105	
LDEPO	Longridge Depot	0	5,330	4,768	-562	
LITTR	Litter Bins	21,720	2,504	1,234	-1,270	
MCAFE	Museum Cafe	19,140	-2,512	-1,685	827	
MUSEM	Castle Museum	262,450	11,094	9,457	-1,637	
PAPER	Waste Paper and Card Collection	130,390	-7,665	-10,677	-3,012	
PKADM	Grounds Maintenance	0	-72,563	-98,590	-26,027	
PLATG	Platform Gallery and Visitor Information	132,140	30,076	29,029	-1,047	
VARIOUS	Refuse Collection Vehicles	5,000	156,009	198,479	42,470	
RCOLL	Refuse Collection	1,085,990	130,319	125,880	-4,439	
RECU	Recreation Grants	36,310	10,245	810	-9,435	
RIVBK	Riverbank Protection	2,510	424	532	108	
ROEBN	Roefield Barn	-370	-121	-13	109	
RPBIN	Chargeable Replacement Waste Bins	0	0	-16,750	-16,750	
RPOOL	Ribblesdale Pool	308,390	17,621	55,527	37,906	
RVPRK	Ribble Valley Parks	478,140	130,806	137,425	6,619	
SDEPO	Salthill Depot	0	16,342	17,109	767	
SEATS	Roadside Seats	5,170	844	222	-622	
SIGNS	Street Nameplates & Signs	51,840	4,678	5,410	732	
SPODV	Sports Development	78,950	1,821	4,295	2,474	
SPOGR	Sports Grants	7,510	3,944	3,400	-544	

STCLE	Street Cleansing	340,310	136,755	139,159	2,404	
TFRST	Waste Transfer Station	82,370	35,304	33,599	-1,705	
TRREF	Trade Refuse	-72,400	-226,921	-354,895	-127,974	
TWOWR	Two Way Radio	0	271	977	706	
UPACT	Up and Active Service	0	16,500	17,221	721	
VEHCL	Vehicle Workshop	0	-13,400	-15,298	-1,898	
WBHEQ	Wellbeing & Health Equality	0	0	-1,562	-1,562	
WKSAD	Works Administration	0	-26,337	-30,184	-3,847	
XMASL	Xmas Lights & RV in Bloom	3,290	768	350	-418	

<b>Sum:</b>	<b>3,335,970</b>	<b>813,274</b>	<b>673,171</b>	<b>-140,103</b>
<b>Transfers to/from Earmarked Reserves</b>				
Crime Reduction Partnership Reserve	-13,517	0	0	0
Vehicle & Plant Repairs & Renewals Fund	46,000	46,000	46,000	0
Refuse Collection Reserve	16,750	16,750	0	-16,750
<b>Total after Transfers to/from Earmarked Reserves</b>	<b>3,385,203</b>	<b>876,024</b>	<b>719,171</b>	<b>-156,853</b>

2.3 The variations between budget and actuals have been split into groups of red, amber and green variance. The red variances highlight specific areas of high concern, for which budget holders are required to have an action plan. Amber variances are potential areas of high concern and green variances are areas, which currently do not present any significant concern.

Key to Variance shading	
Variance of more than £5,000 (Red)	R
Variance between £2,000 and £4,999 (Amber)	A
Variance less than £2,000 (Green)	G

2.4 We have then extracted the main variations for the items included in the red shaded cost centres and shown them with the budget holder's comments and agreed action plans, in Annex 1.

2.5 The main variations for items included in the amber shaded cost centres are shown with budget holders' comments at Annex 2.

2.6 In summary the main areas of variance which are **unlikely** to rectify themselves by the end of the financial year are summarised below:

Description	Variance to end July 2017 £
<b>Refuse Collection (RCOLL)</b> – The change of a loader position to a driver position has resulted in the net overspend on staffing.	6,933
<b>Refuse Collection (RCOLL)</b> – Use of works administration staff to collect special collections resulting in an increase in temporary staff spend (i.e. the charge from Works Administration).	3,010
<b>Ribblesdale Pool (RPOOL)</b> – Vacancies in the positions of 1.5 FTE Instructors has resulted in a reduction in staffing costs.	-4,787

### 3 CONCLUSION

- 3.1 The comparison between actual and budgeted expenditure shows an underspend of £140,103 for the first four months of the financial year 2017/18. This is increased to £156,853 after allowing for transfers to/from earmarked reserves.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM8-17/AJ/AC  
21 August 2017

Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year £	Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
COMMD/0100	Community Services Department/ Salaries	866,650	293,273	301,637	8,364	An allowance of 4% for staff turnover is built into the budget. To date this allowance has not fully materialised.	A review of the salaries budgets will be carried out at revised estimate and adjusted to reflect actual turnover.
RECUL/4678	Recreation Grants/Grants to Voluntary Organisations	19,140	3,961	-6,400	-10,361	The actual relates to an estimated debtor relating to a grant awarded in 2015/16 but not yet paid.	Variance will be mitigated once payment of the grant has been made.
PKADM/8903z	Grounds Maintenance/ Oncost	-455,280	-151,880	-173,903	-22,023	Recovery to date higher than estimated due to minimal sickness and holiday leave.	As annual leave is taken recovery will slow and the variance mitigated.
PAPER/2909	Waste Paper and Card Collection/Cost Sharing Penalty Charge - Paper	108,760	27,190	18,282	-8,908	Income received from the sale of paper passed over to Lancashire County Council as a penalty charge. The income received, and in turn penalty payable is dependent upon market prices for the sale of paper.	A review of the budget will be carried out at revised estimate and adjusted accordingly, taking into consideration market prices for the sale of paper.

## Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year £	Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
PAPER/8297n	Waste Paper and Card Collection/Sale of Equipment/Materials	-107,150	-35,744	-29,851	5,893	Income from the sale of paper is dependent upon market prices. A fall in prices in April and May has resulted in a reduction in income.	A review of the budget will be carried out at revised estimate, taking into consideration market prices.
RPBIN/8297n	Chargeable Replacement Waste Bins/Sale of Equipment/Materials	0	0	-16,750	-16,750	Income from the sale of bins to householders.	Income to be offset against expenditure incurred in the purchase of the bins and the surplus/deficit transferred to/from an earmarked reserve.
RCOLL/0160	Refuse Collection/Drivers Wages	213,960	71,376	80,438	9,062	A loader position was changed into a driver position after the original estimate was prepared resulting in the overspend.	A review of the budgets will be carried out at revised estimate to reflect the latest Establishment List.
RJZPA/2602	PK63 JZP Mercedes/Vehicle Repairs & Maintenance	18,340	13,448	18,700	5,252	Repairs to the sliders in the hopper, specialist repairs carried out by the manufacturer.	A review of refuse collection vehicle budgets will be carried out at revised estimate and the existing budgets reallocated accordingly dependent upon repair demands.

Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year £	Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
RJZOA/2602	PK63 JZO Hile Refuse Disposal Vehicle/Vehicle Repairs & Maintenance	17,060	12,168	18,529	6,361	Repairs to the blade, shoe assembly and side track caused by general wear and tear. Repairs carried out by the vehicle manufacturer.	A review of refuse collection vehicle budgets will be carried out at revised estimate and the existing budgets reallocated accordingly dependent upon repair demands.
RKYKA/2602	VN12 KYK Dennis Refuse Disposal Vehicle/Vehicle Repairs & Maintenance	6,420	2,140	11,767	9,627	Repairs to the suspension - carried out by the vehicle manufacturer.	A review of refuse collection vehicle budgets will be carried out at revised estimate and the existing budgets reallocated accordingly dependent upon repair demands.
RYEKA/2602	PO60 YEK Mercedes Refuse Disposal Vehicle/Vehicle Repairs & Maintenance	8,380	2,100	13,153	11,053	Repairs to the hopper floor and realignment of the body.	A review of refuse collection vehicle budgets will be carried out at revised estimate and the existing budgets reallocated accordingly dependent upon repair demands.

Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year £	Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
RJKA/2602	VU59 JJK Dennis Eagle/Vehicle Repairs & Maintenance	25,160	8,392	19,527	11,135	Repairs to the hydraulic fan and replacement of pump.	A review of refuse collection vehicle budgets will be carried out at revised estimate and the existing budgets reallocated accordingly dependent upon repair demands.
TRREF/8411z	Trade Refuse/Trade Waste Collection (Commercial)	-208,080	-181,113	-281,893	-100,780	Income received from trade waste customers in excess of budget due to an increase in the customer base. The budget was increased when the original estimate was prepared however income has exceeded this still further.	A review of the budget will be carried out at revised estimate and adjusted accordingly. Some customers may cancel their contracts as the year progresses and credit notes issued - this will be taken into consideration when the budget is prepared.
TRREF/8595z	Trade Refuse/Trade Waste Collection (Charitable)	-58,870	-35,899	-61,436	-25,537	Income received from trade waste customers in excess of budget due to an increase in the customer base. The budget was increased when the original estimate was prepared however income has exceeded this still further.	A review of the budget will be carried out at revised estimate and adjusted accordingly. Some customers may cancel their contracts as the year progresses and credit notes issued - this will be taken into



Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year £	Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
							consideration when the budget is prepared.
RPOOL/2402	Ribblesdale Pool/Repair & Maintenance - Buildings	16,600	5,532	13,197	7,665	Installation of a disabled changing mat has resulted in the overspend.	A review of the repairs and maintenance demands across the Council's sites will be carried out at revised estimate and the budgets reallocated accordingly.
RPOOL/8571n	Ribblesdale Pool/Adult Admissions	-72,750	-25,127	-19,632	5,495	Admission income lower than budgeted, in line with a national trend of a fall in swimming pool admissions.	As part of the Sport England grant funding awarded to refurbish the swimming pool, initiatives have to be implemented to encourage take up of swimming. Plans are being developed to achieve this.
RPOOL/8542i	Ribblesdale Pool/Courses	-102,830	-40,247	-18,757	21,490	Staff vacancies on the positions of 1.5 FTE swimming teachers plus staff sickness of 0.5 FTE teacher has resulted in a reduction in lessons offered and income received.	The vacancy of 0.5 FTE teacher has been filled to commence lessons when the new term starts in September. Recruitment is currently under way to replace 1 FTE teacher.

## Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance
RPOOL/0101	Ribblesdale Pool/Salaries Overtime	6,960	2,320	5,338	3,018	Cover for annual leave has resulted in overtime being incurred. Spend will reduce as annual leave is been taken.
RPOOL/0210	Ribblesdale Pool/Instructors Wages	38,330	12,786	7,999	-4,787	Staff vacancies on the positions of 1.5 FTE swimming teachers has resulted in an underspend on staffing costs.
RPOOL/2882	Ribblesdale Pool/Repairs to Equipment	3,150	1,099	3,294	2,195	Repairs to the pool vac.
RPOOL/8532I	Ribblesdale Pool/Hire of Baths - Clubs	-38,330	-38,330	-41,199	-2,869	Invoices are raised annually for club use of the pool. The budget allows for some sessions to be cancelled and credit notes issued.
RPOOL/8572n	Ribblesdale Pool/Junior Admissions	-51,060	-16,476	-14,185	2,291	Junior admission income lower then budgeted, in line with a national trend of a fall in swimming pool admissions. £1 swimming sessions for 1 hour, 3 x per week are being held during the school summer holidays to increase attendance.
RPOOL/8279n	Ribblesdale Pool/Items Purchased for Resale	-16,510	-6,440	-4,083	2,357	Income lower than estimated when the budget was prepared.
ARTDV/4672	Art Development/Grants	4,830	1,612	-2,800	-4,412	The actual relates to 3 x estimated creditors for grants awarded in 2016/17. The variance will be mitigated once payment of the grants has been made.

Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance
CULTG/4676	Culture Grants/Grants to Individuals	4,200	4,200	800	-3,400	Grants awarded lower than budget. Budget to be reduced at revised estimate.
CRIME/3277	Crime and Disorder/Promotional Activities	19,060	3,812	432	-3,380	Minimal expenditure to date - expenditure will pick up once promotional activities commence.
CASFD/8621z	Castle Field Toilets/Reimbursements by Insurance Company	0	0	-3,145	-3,145	Reimbursement for a claim for vandalism damages which occurred 31/12/16.
WKSAD/8900z	Works Administration/Oncost 100%	-186,550	-62,232	-65,314	-3,082	Recovery higher than estimated due to minimal annual leave and staff sickness.
WKSAD/8910z	Works Administration/Oncost Capital	-9,660	-3,246	-1,079	2,167	Lower than estimated time spent on capital schemes. Time focused on revenue schemes resulting in increased recovery through revenue schemes.
EALLW/8889l	Edisford All Weather Pitch/Junior All Weather pitch (Exempt)	0	0	-2,914	-2,914	Junior use of the all-weather pitch - budget to be brought in at revised estimate.
EALLW/8886n	Edisford All Weather Pitch/Adult All Weather Pitch (VATable)	0	0	2,302	2,302	Adult use of the all-weather pitch - budget to be brought in at revised estimate.

Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance
RCOLL/0130	Refuse Collection/Temporary Staff	0	0	2,416	2,416	Works administration staff used to collect Special Collections. This has been charged here as 'Temporary Staff'.
RCOLL/0150	Refuse Collection/Loaders Wages	305,740	101,992	99,863	-2,129	A loader position was changed into a driver position after the original estimate was prepared resulting in the underspend.
RCOLL/1013	Refuse Collection/Tuition Fees	4,660	2,787	268	-2,519	Minimal training demands to date.
RCOLL/2896	Refuse Collection/Light Tools & Equipment	7,220	2,408	0	-2,408	No purchases to date.
RCOLL/8597n	Refuse Collection/Bin Hire Scheme	-2,010	-2,010	-4,476	-2,466	Take up of the bin hire scheme higher than estimated when the budget was prepared.
RHNXA/2602	VU60 HNX Dennis Refuse Disposal Vehicle/Vehicle Repairs & Maintenance	8,980	2,996	5,854	2,858	Various repair demands to the vehicle.
RAYKA/2602	Iveco Tipper - PO60 AYK/Vehicle Repairs & Maintenance	2,110	734	4,077	3,343	Repairs to the tipper floor, mesh and sides.

## Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance
RHXKA/2602	VU62 HXK Dennis Refuse Disposal Vehicle/Vehicle Repairs & Maintenance	10,500	3,514	6,944	3,430	Welding repairs to the hopper plates.
VEHCL/8900z	Vehicle Workshop/Oncost 100%	-101,050	-32,336	-34,775	-2,439	Recovery to date higher than estimated due to minimal sickness and holiday leave.
GPLAN/2602	PLANT Grounds Maintenance/Vehicle Repairs & Maintenance	8,800	2,954	563	-2,391	Minimal repair demands to date.
GMZLA/2612	PO16 MZL Grounds Maintenance Vehicle/Diesel	3,310	1,104	4,286	3,182	Usage higher than estimated. The budget will be reviewed at revised estimate.
EDFCP/8420n	Edisford Car Park/Car Park Charges	-71,410	-26,165	-28,328	-2,163	Usage higher than anticipated.
BUSSH/2402	Bus Shelters/Repair & Maintenance - Buildings	7,600	2,536	401	-2,135	Minimal repair demands to date.
SDEPO/8907z	Salthill Depot/Stores Oncost	-57,560	-19,200	-16,377	2,823	Recovery lower than estimated due to lower issues.

Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance
PLATG/2402	Platform Gallery and Visitor Information/Repair & Maintenance - Buildings	4,010	1,338	4,228	2,890	Repairs to the lead work on the chimney and scaffold installation. The repairs and maintenance budgets will be reviewed at revised estimate and reallocated accordingly.
RPOOL/8276n	Ribblesdale Pool/Snacks Vending Machine Sales	-18,680	-6,976	-3,728	3,248	Income lower than estimated when the budget was prepared.
STCLE/8075z	Street Cleansing/Lancashire Highways Partnership Funding	-15,550	-15,550	-11,684	3,866	Income lower than estimated when the budget was prepared - works scaled back to reflect income received.
RVPRK/2402	Ribble Valley Parks/Repair & Maintenance - Buildings	21,710	7,116	11,261	4,145	Vandalism at the parks - smashed windows, graffiti, damage to guttering etc. Incidents reported to the police.
RVPRK/5056	Ribble Valley Parks/Grounds Maintenance	348,360	126,034	130,869	4,835	More time spent by the grounds maintenance team at the parks than estimated.