

Notice of Meeting and Agenda Finance & Resources Policy Board

Date	Time	Venue
Wednesday, 11 March 2015	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM
Head of Corporate Governance

Board Membership

Councillor Derek Bibby: Councillor Audrey Doig: Councillor Christopher Gilmour: Councillor Jim Harte: Councillor Jacqueline Henry: Councillor Paul Mack: Councillor Marie McGurk: Councillor Alexander Murrin: Councillor Iain Nicolson: Councillor Allan Noon: Councillor Tommy Williams

Councillor Michael Holmes (Convener): Councillor Eddie Grady (Depute Convener)

Further Information

This is a meeting which is open to members of the public.

For further information contact democratic-services@renfrewshire.gov.uk

Items of business

During consideration of the following items of business, the meeting will be open to the press and public.

Apologies

Apologies received from members of the Board.

Declarations of Interest

Members are asked to declare an interest in any item(s) on the agenda and to provide a brief explanation of the nature of the interest.

1 Minutes

a Procurement Sub-Committee Meetings (i) 21 January and (ii) 18 February, 2015 5 - 10

Minutes of the meetings of the Procurement Sub-Committee held on 21 January and 18 February, 2015.

b JCB: Non-Teaching 11 - 14

Minute of meeting held on 10 February, 2015.

2 Revenue Budget Monitoring Reports

a Revenue Budget Monitoring to 2 January, 2015 15 - 26

Report by Chief Executive and Director of Finance & Resources.

b Revenue Budget Monitoring - Overview 27 - 42

Report by the Director of Finance & Resources.

3	Capital Budget Monitoring Reports	
a	Capital Budget Monitoring Report Report by Director of Finance & Resources.	43 - 48
b	Capital Budget Monitoring - Overview Report by the Director of Finance & Resources.	49 - 58
4	Revenues Collection Statement Report by Director of Finance & Resources.	59 - 62
5	Benefits Administration - Welfare Reform and Performance Statement Report by Director of Finance & Resources.	63 - 68
6	Non Domestic Rates - Accounts for Write-off Report by Director of Finance & Resources.	
7	Civic Hospitality Report by Director of Finance & Resources.	69 - 72

PROCUREMENT SUB-COMMITTEE

**MINUTE OF MEETING OF THE PROCUREMENT SUB-COMMITTEE
HELD ON 21ST JANUARY, 2015**

PRESENT

Councillors Murrin, Grady, Williams, Mack, Henry, Bibby, Gilmour, Audrey Doig, Noon, Holmes, Harte and Nicolson.

Councillor Holmes, Convener presided.

IN ATTENDANCE

A Russell, Acting Director of Finance & Corporate Services; J Lynch, Head of Property Services and B Spence, Housing Investment Manager (both Development & Housing Services); F Hughes, Procurement Manager, B Lambert, Senior Procurement Specialist, C Laughlan and K Scott, Assistant Category Managers, and P Shiach, Committee Services Officer (all Finance & Corporate Services).

APOLOGY

Councillor McGurk

DECLARATIONS OF INTEREST

There were no declarations of interest intimated prior to the commencement of the meeting.

1. CONTRACT AUTHORISATION REPORTS

(a) Appointment of a contractor to carry out the restoration and refurbishment of the Russell Institute, Paisley

There was submitted a joint report by the Acting Director of Finance & Corporate Services and the Director Development & Housing Services relative to the appointment of a contractor to carry out the restoration and refurbishment of the Russell Institute, Paisley.

The report advised that while the Council did not currently own the building, negotiations with the owners, Greater Glasgow and Clyde NHS, on the transfer of ownership were at an advanced stage, and it was anticipated that Renfrewshire Council would take ownership of the building during January, 2015.

The report indicated that at the deadline for the return of tenders, four bids had been received. Following evaluation, two tender submissions met the bid selection criteria. Details of the criteria and ratings used to evaluate the bids were contained in the report.

DECIDED:

- (i) That the Head of Legal & Democratic Services be authorised, subject to the satisfactory conclusion of the property transfer negotiations with Greater Glasgow and Clyde NHS, to award the contract for the restoration and refurbishment of the Russell Institute, Paisley RC1411_3056(ITT6215) to Central Building Contractors (Glasgow) Limited;
- (ii) That it be noted that it was anticipated that the contract would commence on 16th February, 2015, with the design consultation stage; and

PROCUREMENT SUB-COMMITTEE

- (iii) That it be noted that the restoration and refurbishment work would commence on 8th June, 2015 with completion due on 6th May, 2016.
- (b) **Measured Term Contract for Year 6 under the Framework Agreement for Housing Capital Investment Internal Works Programme (Years 6-9)**

There was submitted a joint report by the Acting Director of Finance & Corporate Services relative to the award of two Measured Term Contracts (MTC) under the framework agreement for the Housing Capital Investment Internal Works Programme (Years 6-9).

The report intimated that one MTC would be directly awarded under Lot 1 of the agreement which covered the refurbishing of kitchens and bathrooms, and rewiring. The second MTC would be awarded under Lot 2 of the agreement which covered the upgrading of gas and electric heating systems.

The report advised that the MTC would be directly awarded to the most economically advantageous tender received during the tender process for the framework agreement.

DECIDED:

- (i) That the Head of Legal & Democratic Services be authorised to award the following MTCs under the Council's framework agreement for Housing Capital Investment Internal Works Programme as follows:
 - Lot 1 – Refurbishment of kitchens and bathrooms, and rewiring to Mitie Property Services (UK) Limited;
 - Lot 2 – Upgrade of gas and electric heating systems to Mitie Property Services (UK) Limited;
 - (ii) That it be noted that the MTCs would be in place for a period of one year from the date of award, with the anticipated date of award being on or after 2nd February, 2015; and
 - (iii) That it be noted that the anticipated spend over both MTCs in the period of one year would be up to £3m.
- (c). **Provision of Housing for Single Homeless People and Families**

There was submitted a joint report by the Acting Director of Finance & Corporate Services and the Director of Development & Housing Services relative to the award of the contract for the provision of housing support services for single homeless people and families.

The report indicated that at the deadline for the return of tenders, two bids had been received. Following evaluation both submissions met the bid selection criteria. Details of the criteria and ratings used to evaluate the bids were contained in the report.

DECIDED:

- (i) That the Head of Legal & Democratic Services be authorised to award the contract for the provision of housing support services for single homeless people and families, (contract reference RC1409_2972 ITT 6059) to Blue Triangle (Glasgow) Housing Association Limited; and
- (ii) That it be noted that the contract term would be for three years at a value of up to £447,765.00 excluding VAT, with an option to extend for a further one year period on two

PROCUREMENT SUB-COMMITTEE

occasions, bringing the total contract length, if extended, to five years with a maximum value of £746,275.00 excluding VAT.

(d) **Street Lighting Improvement – Johnstone Town Centre.**

There was submitted a joint report by the Acting Director of Finance & Corporate Services and the Director of Community Resources relative to entering into a contract under the terms of Lot 2 of the framework agreement for street lighting maintenance, repairs, improvements and developments.

The report indicated that all four contractors on the framework agreement were invited to tender to participate in the mini competition, and at the deadline for the return of tenders, only one bid, Lightways (Contractors) Limited had been received.

DECISION:

- (i) That the Head of Legal & Democratic Services be authorised to award the contract for Street Lighting Improvement Works at Johnstone Town Centre to Lightways (Contractors) Limited with a contract value of £258,662.10;
- (ii) That it be noted that the period of the contract would be 20 weeks with an anticipated start date of 9th February, 2015; and
- (iii) That an additional £30,000 contingency sum on the contract for unforeseen circumstances required on site, be authorised.

PROCUREMENT SUB-COMMITTEE

**MINUTE OF MEETING OF THE PROCUREMENT SUB-COMMITTEE
HELD ON 18TH FEBRUARY, 2015**

PRESENT

Councillors Murrin, Grady, Williams, McGurk, Bibby, Gilmour, Audrey Doig, Holmes, Harte and Nicolson.

Councillor Holmes, Convener presided.

IN ATTENDANCE

A Russell, Director of Finance & Resources; K McDonagh, Education Manager (Improvement) (Children's Services); O Reid, Head of Public Protection (Community Resources); J Lynch, Head of Property Services (Development & Housing Services); K Graham, Head of Legal & Democratic Services, F Hughes, Procurement Manager, B Lambert, Senior Procurement Specialist, E McLauchlin, Category Manager, C Laughlan and K Scott, Assistant Category Managers, and P Shiach, Committee Services Officer (all Finance & Resources).

APOLOGY

Councillor Noon

DECLARATIONS OF INTEREST

There were no declarations of interest intimated prior to the commencement of the meeting.

1. CONTRACT AUTHORISATION REPORTS

(a) Framework Arrangement for the Provision of Early Learning and Childcare Places in Private and Voluntary Sector Nurseries within the Renfrewshire Council area

There was submitted a joint report by the Directors of Finance & Resources and Development & Housing Services relative to the award of a place on the framework arrangement to the private and voluntary sector nurseries detailed in appendices 2 and 3 of the report.

The report advised that an assessment had been carried out in relation to insurance provision, health and safety provision, care inspectorate grades and Education Scotland/HMle grades. Any provider who had been unable to evidence a grade three or above in relation to both Education Scotland/HMle and the Care Inspectorate was subject to a Council review/assessment to determine their suitability to provide services to the Council.

The report indicated that the tender documentation detailed the minimum requirements in relation to insurance provision. Following evaluation, two of the tenderers were unable to satisfy the Council's minimum requirements. The report indicated that the remaining 34 providers were recommended for a place on the framework agreement.

DECIDED:

- (i) That the Head of Legal & Democratic Services be authorised to award a place on the framework arrangement to the providers listed in Appendix 2 to the report;

PROCUREMENT SUB-COMMITTEE

- (ii) That the Head of Legal & Democratic Services be authorised to award a conditional place on the framework arrangement to those providers listed in Appendix 3 to the report; and
- (iii) That it be noted that the commencement date under the framework agreement was anticipated to be 2nd March, 2015, and this would be confirmed in the letter of acceptance, for an initial period of 30 months with the provision to extend for two further periods of one year.

(b) **Semple Trail Heritage Project Built Heritage Construction Works**

There was submitted a joint report by the Directors of Finance & Resources and Development and Housing Services relative to the award of a contract for Semple Trail Heritage Project built heritage construction works.

The report indicated that at the deadline for the return of tenders, five bids had been received. Following evaluation two submissions met the bid selection criteria. Details of the criteria and ratings used to evaluate the bids were contained in the report.

DECIDED:

- (i) That the Head of Legal & Democratic Services be authorised to award the contract for Semple Trail Heritage Project built heritage construction works (ITT6212) to Central Building Contractors (Glasgow) Limited trading as CBC Stone;
- (ii) That it be noted that the cost of the contract would be approximately £261,748.45 excluding VAT; and
- (iii) That it be noted that the anticipated that the contract would commence on 1st June, 2015 with an anticipated completion date of 30th November, 2015.

(c) **Integrated CCTV Control Room Facilities Management**

There was submitted a joint report by the Directors of Finance & Resources and Development & Housing Services relative to entering into an agreement for facilities management services with Hub West Scotland Limited (Hubco) for the refurbishment of the former District Court building to create a new integrated CCTV control room.

The report advised that the Hubco initiative was set up and managed on behalf of the Scottish Government by Scottish Futures Trust. The Hubco was governed through a Territory Partnering Board (TPB) which provided strategic input into the long term running of the Hubco.

The report indicated that at the deadline for the return of tenders, two bids had been received. Following evaluation both submissions met the bid selection criteria. Details of the criteria and ratings used to evaluate the bids were contained in the report.

DECIDED:

- (i) That the Head of Legal & Democratic Services be authorised to enter into a development agreement for facilities management services with Hub West Scotland Limited (Hubco);
- (ii) That it be noted that the ceiling value or affordability cap for the contract was £952,455; and
- (iii) That it be noted that the construction period was expected to commence on 27th February, 2015 with an anticipated completion date of 29th June, 2015.

**MINUTE OF MEETING OF THE JOINT CONSULTATIVE BOARD: NON-TEACHING
HELD ON 10th FEBRUARY, 2015**

PRESENT

Representing Renfrewshire Council Management - Councillors Williams, Glen, Audrey Doig, and Noon.

Representing Trade Unions – M Ferguson and S Hicks (both UNISON);

IN ATTENDANCE

K Anderson, Amenity Services Manager Waste & Transportation (Community Resources); E Scott, Building Services Manager Services (Development & Housing); D Marshall, Head of HR & Organisational Development; G Campbell, Senior Health & Safety Officer; M Armstrong, Senior HR Adviser, R Laouadi, Principal HR Adviser; C Donnelly, HR & Organisational Development Manager; and P Shiach, Committee Services Officer (all Finance & Resources).

ALSO IN ATTENDANCE

J Lynch, Regional Officer, UNISON.

1. APPOINTMENT OF CHAIRPERSON

It was proposed and agreed that Councillor Williams chair the meeting.

2. APOLOGIES

Councillor Harte; J Boylan, (UNISON).

3. MINUTE

There was submitted the Minute of the meeting of the Joint Consultative Board: Non-Teaching held on 19th November, 2014.

DECIDED: That the Minute be noted.

4. DEVELOPMENTS IN HEALTH AND SAFETY

There was submitted a report by the Head of HR & Organisational Development relative to developments with regard to health and safety issues. The report detailed policies and guidance that were currently being revised and outlined training courses which had been undertaken since the last meeting of the Board.

In particular, it was noted that the tiered Hand Arm Vibration Syndrome surveillance programme was completed across services and preparations had begun for the 2015 programme; that the main programme of audiometry continued across the respective services; that other activities being undertaken included the continuing work with IT to enhance and develop electronic applications; and assistance was provided to Services to retain accreditation to BS OHSAS 18001:2007. Information and participative campaigns continued to be delivered as part of the Healthy Working Lives Gold award programme. A forum for first aiders located in Renfrewshire House continued to develop to facilitate co-operation and communication. The health and safety section continued to work with services to survey the fire arrangements, which included the number of fire wardens at key locations

across the council estate. The health and safety section had worked with procurement to engage a new occupational health supplier, People Asset Management and the contract had commenced on 1st February, 2015.

In response to a question from Councillor Audrey Doig relating to training on defibrillators, the senior Health & Safety Officer indicated that, in line with current guidance, staff who had previously received training in first aid were being offered training on defibrillators in the first instance, and that training would be on-going. Councillor Doig indicated that a training room was available within the offices of Renfrewshire Leisure, if required.

M Ferguson referred to a number of staff health and safety surveys undertaken and raised concerns in relation to the availability of safety equipment and requested a meeting with the Head of HR & Organisational Development in this regard. This was agreed.

DECIDED:

- (i) That the Health and Safety Team meet with representatives from UNISON to discuss concerns raised in terms of the availability of safety equipment; and
- (ii) That the report be otherwise noted.

5. AGENCY WORKERS

There was submitted a report by the Head of HR & Organisational Development relative to the number of agency staff employed within the Council as at December, 2014, and detailing the capacity in which they were engaged. The report provided a breakdown by Service, and indicated that the number of agency workers in all services had not increased since the last meeting of this Board.

The Head of HR & Organisational Development Manager was then heard further in response to questions from Members of the Board on the report and, following a request from the Board, undertook to submit a report on temporary workers and overtime levels to a future meeting of the Board.

DECIDED:

- (i) That the Head of HR & Organisational Development Manager submit a report on temporary workers and overtime levels to a future meeting of the Board; and
- (ii) That the report be otherwise noted.

6. DETAILS OF GRIEVANCES

There was submitted a report by the Head of HR & Organisational Development relative to details of grievances received.

The report provided information on grievances at both the informal and formal stages. The report indicated that there were a total of three grievances as at January, 2015.

DECIDED: That the information provided be noted.

7. ABSENCE MANAGEMENT STATISTICS

There was tabled a report by the Head of HR and Organisational Development relative to the quarterly absence management statistics.

The report provided statistics on the number of employee days lost through absence by Department, and provided a comparison for the period from 23rd June to 31st December, 2014.

The report provided information in relation to absence statistics by service and category of staff, together with comparisons on how services had performed against targets. An analysis of the reasons for absences during the period was also detailed in the report.

M Ferguson referred to concerns in relation to “fit notes” and “phased returns to work” and it was agreed that further discussions between the unions and management be undertaken in this regard.

DECIDED: That the report be noted.

8. DATE OF NEXT MEETING

DECIDED: It was noted that the next meeting of the JCB Non-Teaching would be held at 3 pm on 19th March, 2015.

To: Finance and Resources Policy Board

On: 11 March 2015

Report by: Chief Executive and Director of Finance and Resources

Heading: Revenue Budget Monitoring to 2 January 2015

1. Summary

- 1.1 Gross expenditure is £88,000 (0.3%) under budget and income is over recovered by £114,000 (5.4%) resulting in a **net underspend position** for those services reporting to this Policy Board. This is summarised over the relevant services in the table below:

Division / Department	Current Reported Position	% variance	Previously Reported Position	% variance
Finance and Resources	£60,000 Underspend	0.2%	£60,000 Underspend	0.2%
Chief Execs.	£42,000 Underspend	2.8%	Breakeven	-
Miscellaneous	£100,000 Underspend	2.0%	Breakeven	-

2. Recommendations

- 2.1 Members are requested to note the budget position
- 2.2 Members are requested to note that since the last report there have been net budget realignments of (£12,653) mainly related to a drawdown from Invest in Renfrewshire funds in relation to Employability offset by the realignment of Non Domestic Rates budgets and procurement savings.

3. **Finance and Resources**

Current Position:	Net underspend of £60,000
<i>Previously Reported:</i>	<i>Net underspend of £60,000</i>

The underspend has arisen due to levels of staff turnover and an over-recovery of licensing income.

3.1 **Projected Year End Position**

It is anticipated that Finance and Resources will achieve an underspend of £100,000 by the year end due to levels of staff turnover and an over-recovery of licensing income.

4. **Chief Executive**

Current Position:	Net underspend of £42,000
<i>Previously Reported:</i>	<i>Breakeven</i>

The underspend has arisen due to levels of staff turnover.

4.1 **Projected Year End Position**

It is anticipated that the Chief Executive's will achieve an underspend of £50,000 by the year end due to levels of staff turnover.

5. **Miscellaneous Services**

Current Position:	Net Underspend of £100,000
<i>Previously Reported:</i>	<i>Breakeven</i>

The net underspend has resulted from successful VAT appeal refunds.

5.1 **Projected Year End Position**

It is anticipated that Miscellaneous Services will achieve an underspend of £100,000 by the year end due to income from successful VAT appeal refunds.

Implications of the Report

1. **Financial** – Net revenue expenditure will be contained within available resources.
2. **HR & Organisational Development** - none
3. **Community Planning** – none
4. **Legal** - none
5. **Property/Assets** - none
6. **Information Technology** - none.
7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** - none
9. **Procurement** – none
10. **Risk** - none
11. **Privacy Impact** - none

Author: David Forbes, Extension 6424

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2014/2015
1st April 2014 to 02 January 2015

POLICY BOARD : Finance and Resources

Description (1)	£000's	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)		
		£000's	£000's	£000's	£000's	£000's	£000's	%	
Finance and Resources		4,842	25,141	24,362	719	25,081	60	0.2%	underspend
Chief Executives		731	1,494	1,430	22	1,452	42	2.8%	underspend
Miscellaneous		27,822	4,921	6,732	(1,911)	4,821	100	2.0%	underspend
NET EXPENDITURE		33,395	31,556	32,524	(1,170)	31,354	202	0.6%	underspend

£000's
<u>202</u>
<u>250</u>

Bottom Line Position to 02 January 2015 is an underspend of
Anticipated Year End Budget Position is an underspend of

<u>0.6%</u>
<u>0.7%</u>

RENFREW SHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2014/2015
1st April 2014 to 02 January 2015

POLICY BOARD : Finance and Resources : FINANCE AND RESOURCES

Description (1)	£000's	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)	
		£000's	£000's	£000's	£000's	£000's	£000's	%
Employee Costs	27,960	19,993	20,905	(958)	19,947	46	underspend	0.2%
Property Costs	1,152	60	58	2	60	0	breakeven	0.0%
Supplies & Services	1,965	1,633	2,003	(370)	1,633	0	breakeven	0.0%
Contractors and Others	247	254	801	(547)	254	0	breakeven	0.0%
Transport & Plant Costs	29	22	32	(10)	22	0	breakeven	0.0%
Administration Costs	11,796	1,674	1,623	51	1,674	0	breakeven	0.0%
Payments to Other Bodies	2,343	1,796	1,475	321	1,796	0	breakeven	0.0%
CFCR	0	0	0	0	0	0	breakeven	0.0%
Capital Charges	1,924	1,480	0	1,480	1,480	0	breakeven	0.0%
GROSS EXPENDITURE	47,416	26,912	26,897	(31)	26,866	46	underspend	0.2%
Income	(42,574)	(1,771)	(2,535)	750	(1,785)	14	over-recovery	0.8%
NET EXPENDITURE	4,842	25,141	24,362	719	25,081	60	underspend	0.2%

£000's

0.2%
2.1%

Bottom Line Position to 02 January 2015 is an underspend of 60
Anticipated Year End Budget Position is an underspend of 100

RENFREW SHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2014/2015
1st April 2014 to 02 January 2015

POLICY BOARD : Finance and Resources : FINANCE AND RESOURCES

Description (1)	£000's	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)		
		£000's	£000's	£000's	£000's	£000's	£000's	%	
Finance		73	2,934	2,688	246	2,934	0	0.0%	breakeven
Development		263	15,839	16,001	(208)	15,793	46	0.3%	underspend
Cost of Collection of Rates		178	30	(30)	60	30	0	0.0%	breakeven
Cost of Collection of Council Tax		566	461	269	192	461	0	0.0%	breakeven
Private Sector Housing Benefit		1,947	1,401	1,424	(23)	1,401	0	0.0%	breakeven
Finance Miscellaneous		(1)	(1)	100	(101)	(1)	0	0.0%	breakeven
Personnel Services		(654)	1,299	1,238	61	1,299	0	0.0%	breakeven
Legal and Democratic Services		1,192	2,195	1,787	394	2,181	14	0.6%	underspend
TOTAL FINANCE AND CORPORATE SERVICES		3,564	24,158	23,477	621	24,098	60	0.2%	underspend
Joint Valuation Board		1,278	983	885	98	983	0	0.0%	breakeven
NET EXPENDITURE		4,842	25,141	24,362	719	25,081	60	0.2%	underspend

£000's

0.2%

Bottom Line Position to 02 January 2015 is an underspend of

60

2.1%

Anticipated Year End Budget Position is an underspend of

100

RENFREW SHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2014/2015
1st April 2014 to 02 January 2015

POLICY BOARD : Finance and Resources : CHIEF EXECUTIVES

Description (1)	£000's	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)		
		£000's	£000's	£000's	£000's	£000's	£000's	%	
Employee Costs		1,637	1,119	993	84	1,077	42	3.8%	underspend
Property Costs		55	1	1	0	1	0	0.0%	breakeven
Supplies & Services		168	72	62	10	72	0	0.0%	breakeven
Contractors and Others		54	15	15	0	15	0	0.0%	breakeven
Transport & Plant Costs		0	0	77	(77)	0	0	0.0%	breakeven
Administration Costs		354	37	37	0	37	0	0.0%	breakeven
Payments to Other Bodies		599	427	422	5	427	0	0.0%	breakeven
CFCR		0	0	0	0	0	0	0.0%	breakeven
Capital Charges		0	0	0	0	0	0	0.0%	breakeven
GROSS EXPENDITURE		2,867	1,671	1,607	22	1,629	42	2.5%	underspend
Income		(2,136)	(177)	(177)	0	(177)	0	0.0%	breakeven
NET EXPENDITURE		731	1,494	1,430	22	1,452	42	2.8%	underspend

£000's

2.8%

6.8%

Bottom Line Position to 02 January 2015 is an underspend of

Anticipated Year End Budget Position is an underspend of

42

50

RENFREW SHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2014/2015
1st April 2014 to 02 January 2015

POLICY BOARD : Finance and Resources : CHIEF EXECUTIVES

Description (1)	£000's	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)		
		£000's	£000's	£000's	£000's	£000's	£000's	%	
Core Activities			972	1,001	(71)	930	42	4.3%	underspend
Projects		(147)	0	0	0	0	0	0.0%	breakeven
Fairer Scotland Fund		0	0	0	0	0	0	0.0%	breakeven
Initiatives		0	0	0	0	0	0	0.0%	breakeven
Civil Contingency Service		130	14	(70)	84	14	0	0.0%	breakeven
CE Funded Projects		748	508	499	9	508	0	0.0%	breakeven
NET EXPENDITURE		731	1,494	1,430	22	1,452	42	2.8%	underspend

£000's

2.8%

Bottom Line Position to 02 January 2015 is an underspend of

6.8%

Anticipated Year End Budget Position is an underspend of

RENFREW SHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2014/2015
1st April 2014 to 02 January 2015

POLICY BOARD : Finance and Resources : MISCELLANEOUS

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)	
	£000's	£000's	£000's	£000's	£000's	£000's	%
Employee Costs	5,718	2,844	4,284	(1,440)	2,844	0	0.0%
Property Costs	3,137	502	968	(466)	502	0	0.0%
Supplies & Services	107	499	499	0	499	0	0.0%
Contractors and Others	9,341	277	277	0	277	0	0.0%
Transport & Plant Costs	0	0	0	0	0	0	0.0%
Administration Costs	7,091	308	308	0	308	0	0.0%
Payments to Other Bodies	1,590	631	624	7	631	0	0.0%
CFCR	0	0	0	0	0	0	0.0%
Capital Charges	2,259	14	14	0	14	0	0.0%
GROSS EXPENDITURE	29,243	5,075	6,974	(1,899)	5,075	0	0.0%
Income	(1,421)	(154)	(242)	(12)	(254)	100	64.9%
NET EXPENDITURE	27,822	4,921	6,732	(1,911)	4,821	100	2.0%

£000's

Bottom Line Position to 31 January 2014 is breakeven of
Anticipated Year End Budget Position is breakeven of

2.0%
0.4%

100
100

RENFREW SHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2014/2015
1st April 2014 to 02 January 2015

POLICY BOARD : Finance and Resources : MISCELLANEOUS

Description (1)	£000's	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)		
							£000's	%	
Corporate & Democratic Core		21,099	1,212	3,018	(1,906)	1,112	100	8.3%	underspend
Central Overheads		4,600	2,583	2,588	(5)	2,583	0	0.0%	breakeven
Capital Accounting		2,016	(67)	(67)	0	(67)	0	0.0%	breakeven
Welfare Fund Grants		1,368	1,177	1,177	0	1,177	0	0.0%	breakeven
Community Infrastructure		150	11	11	0	11	0	0.0%	breakeven
Additional Support Needs Project		0	5	5	0	5	0	0.0%	breakeven
Temporary Interest		(1,412)	0	0	0	0	0	0.0%	breakeven
NET EXPENDITURE		27,821	4,921	6,732	(1,911)	4,821	100	2.0%	underspend

Bottom Line Position to 02 January 2015 is an underspend of 2.0%

Anticipated Year End Budget Position is an underspend of 0.4%

To: Finance and Resources Policy Board

On: 11 March 2015

Report by: Director of Finance and Resources

Heading: Revenue Budget Monitoring – Council Overview to 2 January 2015

1. **Summary**

1.1 This report provides an overview of the budget performance for all Services for the period to 2 January 2015.

1.2 The report confirms an overall budget overspend for all services of £0.050m (0.0%). This is summarised over General Fund Services, and the Housing Revenue Account in the table below:

Division / Department	Current Reported Position	% variance	Previously Reported Position	% variance
General Fund	£0.050m overspend	0.0%	£0.197m overspend	0.1%
HRA	Breakeven	-	Breakeven	-

1.3 The budget performance to date suggests a projected year end underspend of £0.230m (0.1%) which is summarised in the table below:

Division / Department	Anticipated Year End Position	% variance	Previously Reported Position	% variance
General Services	£0.230m underspend	0.1%	£0.150m underspend	0.0%
HRA	Breakeven	-	Breakeven	-

2. **Recommendations**

2.1 Members are requested to note the budget position

3. **Service Commentaries**

3.1 Budget Monitoring reports will be considered by each Policy Board for services reporting directly to those Boards.

3.2 In terms of the Financial Regulations budgets have been approved on a service basis and Directors are expected to manage their spending needs within the bottom line of the budget approved. A brief commentary on budget variances by service is provided below and a Service overview is attached for information.

3.3 **Education** (*Education Policy Board*)

Current Position: **Breakeven**

Previously Reported: ***Breakeven***

The breakeven position at this stage in the year relates mainly to the net effect of overspends and underspends in the following areas of service:-

- The main reasons for the overspend of £117,000 within Central Admin relate to additional staffing costs, disclosure and SEEMIS subscription costs and the net cost of hosting the Mission Discovery project.
- £87,000 of an overspend in Primary Schools is related to staffing costs within the central cover budget and is partly offset by an underspend in SPT transport costs.
- £392,000 of an underspend in Secondary Schools is mainly due to underspends in transport costs and teachers' salaries, partly offset by an overspend in SQA presentations.
- £83,000 of an overspend in Additional Support Needs Schools relates to staffing costs within the central cover budget.

- The overspend in Additional Support for Learning (ASL) of £183,000 is mainly due to transport costs, due to increased cost and distances travelled, and additional posts to meet service demands.
- £78,000 of an underspend in Facilities Management relates to a reduction in various property costs and contractors.

Projected Year End Position

It is anticipated that there will be a requirement to carry forward to future years resources in relation to the Early Years Strategy in order to maintain its delivery over a number of years. After taking account of this carry forward, it is anticipated that Education Services will achieve a break-even year-end position subject to any unforeseen demand pressures emerging over the rest of the year.

3.4 **Leisure Services** (*Sport, Leisure and Culture Policy Board*)

Current Position: **Breakeven**
Previously Reported: **Breakeven**

The breakeven position at this stage in the year relates mainly to the net effect of over and underspends in the following areas of service:-

- In Arts & Museums an overspend of £17,000 has arisen from the closure of Johnstone Town Hall during its redevelopment and is partly offset by underspends in property and employee costs.
- Within Libraries an overspend of £11,000 relates to an under-recovery of income reflecting reduced income from fines and is partly offset by underspends in employee and admin costs.
- Within Playing Fields an underspend of £28,000 has arisen due to an overrecovery of income.

Projected Year End Position

It is anticipated at this stage that Leisure will achieve a break-even position at the year-end subject to any unforeseen demand pressures emerging over the rest of the year.

3.5 **Community Resources** (*Environment Policy Board*)

Current Position: Breakeven
Previously Reported: Breakeven

The breakeven position at this stage in the year relates mainly to the net effect of over and underspends in the following areas of service:-

- An overspend of £38,000 on Refuse Collection is mainly due to lower income from trade waste and special uplifts and increased printing, stationery, and transport costs which is partly offset by underspends on employee costs and supplies and services.
- An overspend of £35,000 on Land Services is due to lower recreational and cemetery income.
- £27,000 of an underspend on School Crossing Patrollers is due to lower than budgeted employee costs.
- £43,000 of an underspend on Renfrewshire Wardens is mainly due to underspends in employee and transport costs, which are partly offset by overspends in supplies and services and administration costs.

Projected Year End Position

It is currently forecast that Community Resources will break even at year end. This forecast position will be reviewed on an ongoing basis during the financial year, particularly with regard to recycling performance and the level of tonnages received for recycling or disposal, and the costs of roads maintenance throughout the remainder of the winter maintenance period to March 2015.

3.6 **Development & Housing Services - Other Housing** (*Housing & Community Safety Policy Board*)

Current Position: Net underspend of £41,000
Previously Reported: Net underspend of £14,000

The underspend mainly reflects an underspend within Employee Costs, which has resulted from vacancies experienced over the course of the financial year.

Projected Year End Position

It is anticipated at this stage that the Other Housing year end position will be an underspend of £380,000 as a result of an improved outturn position on the Council's Housing Benefit subsidy position reflecting proactive work undertaken to mitigate any loss in subsidy relating to changes associated with temporary and supported accommodation arrangements.

3.7 **Development & Housing Services – Planning Division** (*Planning and Property Policy Board*)

Current Position: Breakeven
Previously Reported: Breakeven

The current breakeven position mainly reflects the net effect of a minor overspend in Employee Costs which has been offset by an over-recovery of income.

Projected Year End Position

It is projected that the Planning division will achieve a breakeven position by the year end.

3.8 **Development & Housing Services - Property & Construction** (*Planning and Property Policy Board*)

Current Position: Breakeven
Previously Reported: Breakeven

The current breakeven position reflects overspends in Property Costs and Contractors and Others Costs offset by an over-recovery in income.

The overspend in Property Costs is due to additional repair costs within the Corporate Landlord service and will be contained within the overall Property Services budget.

The overspend within Contractor and Other Costs reflects the increased levels of professional support to service the significant capital schemes currently being led by Property Services and will be offset by increased fee income.

The over-recovery in Income of £467,000 also includes grant income received from the Energy Saving Trust which is being used to augment the Council funding granted to develop Energy Management.

The annual budget within the Investment & Technical Services division includes £250,000 previously approved by Council to further the development of Energy Management. An element of this budget has been earmarked to complete Photo Voltaic installations in several Council sites and a review has identified an increased number of suitable sites. There has been a delay in letting the contract for the final phase of installations while CDM Health and Safety Regulations and disruption management plans are completed. The project will not, therefore, be complete until financial year 2015/16. The receipt of grant income and the delay in the final phase of the PV project will require £175,000 of the programme budget to be reprofiled into financial year 2015/16.

Projected Year End Position

It is anticipated that Property & Construction Services will achieve a breakeven position at year end after the carry forward to 2015/16 of £175,000 of resources linked to the Energy Management Programme.

3.9 **Development & Housing Services – Economic Development Division** (*Economy & Jobs Policy Board*)

Current Position:	Breakeven
<i>Previously Reported:</i>	<i>Breakeven</i>

There are no significant variances to report, although there are minor over and underspends across a number of headings.

Projected Year End Position

It is projected that the Economic Development division will achieve a breakeven position by the year end.

3.10 **Social Work** (*Social Work, Health and Well-being Policy Board*)

Current Position:	Net overspend of £293,000
<i>Previously Reported:</i>	<i>Net overspend of £271,000</i>

The revenue monitoring reports to board in August and November 2014 set out a number of very significant budget pressures being experienced by the service and indicated that measures were being taken to work towards achieving a year end breakeven position, including the use of non-recurring funding totalling £1.2m. This non recurring funding is reflected in the above reported position. At the meeting on 12 February 2015, Council agreed additional funds of £2.952m in 2015/16 to address demand and demographic pressures within social work.

Although mitigating action continues to progress within a number of key areas the pressures overall continue to be very significant and in some areas have increased. The report to board in November 2014 highlighted an increased level of risk to the achievement of a year-end breakeven position. As reported in January, close monitoring of continuing pressures indicated that it is prudent to forecast a potential year end overspend of around £400,000 (around 0.4% of the budget).

Work will continue to focus over the remainder of the year on minimising the level of budget overspend. The key pressure areas are highlighted below:

- In line with previous reports, a £337,000 overspend within children and families continues to reflect higher than anticipated payroll costs which are offset by an underspend within external placement budgets. There are, however, ongoing pressures within childcare placement budgets reflecting the continuous requirement to respond to need along with the need to provide continued support for some young adults who have reached the age of 18.
- £485,000 of an overspend within Older People services continues to reflect the significant pressures within the care at home service due to the shift in the balance of care to support people remaining safely at home for as long as possible, along with the Council's commitment to reducing bed days lost to delayed discharges from hospital.

This pressure is partially mitigated by one off in-year flexibility monies, reflected in the current reported position, and an underspend in the external care home placement budget.

In addition to pressures within the care at home service there is also a significant under recovery of income from the Council's residential care homes reflecting levels of under occupancy.

- £37,000 of an overspend in Physical Disabilities is due to increases in the purchase of equipment to support service users to stay in their own homes reflecting the shift in the balance of care to the community and their associated needs.
- £595,000 of an underspend in Learning Disabilities reflect the time taken to recruit to vacancies within the Learning Disability day service along with a degree of slippage in Adult planned placements.
- An overspend of £82,000 in the Mental Health service reflects the temporary need to use agency workers to cover vacancies within the service which have now been filled.

Projected Year End Position

The Social Work year end projection is currently an overspend of around £400,000. As detailed above, the current year position is being significantly supported by the application of in year non recurring balances.

3.10 **Finance and Resources** (*Finance and Resources Policy Board*)

Current Position: **Net underspend of £60,000**
Previously Reported: **Net underspend of £60,000**

The underspend has arisen due to levels of staff turnover and an over-recovery of licensing income.

Projected Year End Position

It is anticipated that Finance and Resources will achieve an underspend of £100,000 by the year end due to levels of staff turnover and an over-recovery of licensing income.

3.11 **Chief Executive's Department** (*Finance and Resources Policy Board*)

Current Position: **Net underspend of £42,000**
Previously Reported: **Breakeven**

The underspend has arisen due to levels of staff turnover.

Projected Year End Position

It is anticipated that the Chief Executive's Department will achieve an underspend of £50,000 by the year end due to levels of staff turnover.

3.12 **Miscellaneous Services** (*Finance and Resources Policy Board*)

Current Position: Net underspend of £100,000

Previously Reported: Breakeven

The net underspend has resulted from successful VAT appeal refunds.

Projected Year End Position

It is anticipated that Miscellaneous Services will achieve an underspend of £100,000 by the year end due to income from successful VAT appeal refunds.

3.14 **Trading Operations**

These are the subject of separate reports submitted to the relevant Policy Boards. An overview is attached for information which confirms an actual breakeven position in line with the budgeted surplus for the General Fund. It is projected, however, that the Building Services trading operation will deliver £468,000 of additional surplus in comparison to budget. In line with agreed policy this surplus will be returned to the General Fund or the HRA based on the level of Housing related turnover and the reported position reflects this policy.

3.15 **Housing Revenue Account** (*Housing & Community Safety Policy Board*)

Current Position: Breakeven

Previously Reported: Breakeven

The current breakeven position principally reflects underspends across several expenditure categories being offset by an increase Capital

Financed from Current Revenue (CFCR) and lower income levels as detailed below.

Employee Costs

The current underspend of £276,000 within Employee Costs is mainly due to part year vacancies within the service.

Property Costs

The additional expenditure of £721,000 relates to the agreed strategy of using underspends within the HRA to increased planned CFCR to reduce new debt and to smooth debt repayments to support the sustainable delivery of the long term Business Plan.

Payments to Other Bodies

The underspend of £756,000 is mainly due to two factors. The first is the level of irrecoverable rent being lower than budget by £308,000 due to the expected Welfare Reform pressures resulting from under-occupancy and Universal Credit not materialising as quickly as anticipated. The Bad Debt Provision continues to be updated to ensure that the forecast remains up to date, whilst maintaining a prudent approach.

The second is lower than expected expenditure levels against Welfare Reform budgets mainly as a result of the streamlining of the Discretionary Housing Payment (DHP) process and the additional resources made available, which has resulted in an underspend of £462,000 at this stage in the financial year. Any in year underspend will be carried forward through HRA reserves at the year end for use in future years.

Capital Charges

The underspend of £259,000 is due to the capital charges being lower than projected.

Income

The under-recovery of £567,000 mainly reflects the reduced drawdown from balances in respect of Welfare Reform budgets as referenced under Payments to Other Bodies and a reduced level of recovery on professional fees due to vacancies.

Projected Year End Position

At this stage in the financial year it is projected that the HRA will achieve a breakeven position at the year end. Projected underspends will be offset by a corresponding increase in the planned CFCR contribution.

Implications of the Report

1. **Financial** – Net revenue expenditure will be contained within available resources.
 2. **HR & Organisational Development** – none
 3. **Community Planning** – none
 4. **Legal** – none
 5. **Property/Assets** – none
 6. **Information Technology** - none.
 7. **Equality & Human Rights** The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
 8. **Health & Safety** – none
 9. **Procurement** – none
 10. **Risk** – none
 11. **Privacy Impact** - none
-

Author: David Forbes, Extension 6424

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2014/2015
1st April 2014 to 02 January 2015

POLICY BOARD : GENERAL MANAGEMENT AND FINANCE : OVERVIEW

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)		
	£000's	£000's	£000's	£000's	£000's	£000's	%	
Employee Costs	233,375	165,893	169,206	(3,290)	165,916	(23)	0.0%	overspend
Property Costs	85,177	60,055	73,155	(12,302)	60,853	(798)	-1.3%	overspend
Supplies & Services	17,337	13,194	13,801	(480)	13,321	(127)	-1.0%	overspend
Contractors and Others	94,375	62,154	63,631	(1,351)	62,280	(126)	-0.2%	overspend
Transport & Plant Costs	14,591	9,650	9,644	96	9,740	(90)	-0.9%	overspend
Administration Costs	72,227	5,854	4,443	1,477	5,920	(66)	-1.1%	overspend
Payments to Other Bodies	56,187	33,295	32,188	367	32,555	740	2.2%	underspend
CFCR	4,855	49	49	0	49	0	0.0%	breakeven
Capital Charges	52,399	2,173	249	1,669	1,918	255	11.7%	underspend
GROSS EXPENDITURE	630,523	352,317	366,366	(13,814)	352,552	(235)	-0.1%	overspend
Income		(134,510)	(142,675)	7,980	(134,695)	185	0.1%	over-recovery
NET EXPENDITURE	375,529	217,807	223,691	(5,834)	217,857	(50)	0.0%	overspend

£000's	
(50)	0.0%
230	0.1%

Bottom Line Position to 02 January 2015 is an overspend of
Anticipated Year End Budget Position is an underspend of

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2014/2015
1st April 2014 to 02 January 2015

POLICY BOARD : GENERAL MANAGEMENT AND FINANCE : OVERVIEW

Description (1)	£000's	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)		
		£000's	£000's	£000's	£000's	£000's	£000's	%	
Education		167,365	97,128	98,769	(1,641)	97,128	0	0.0%	breakeven
Leisure Services		14,263	7,409	7,444	(35)	7,409	0	0.0%	breakeven
Environmental Services		52,671	30,890	31,354	(464)	30,890	0	0.0%	breakeven
Finance & Resources		4,842	25,141	24,362	719	25,081	60	0.2%	underspend
Other Housing		5,628	4,370	5,534	(1,205)	4,329	41	0.9%	underspend
Planning & Economic Development		8,948	4,422	6,695	(2,273)	4,422	0	0.0%	breakeven
Chief Executives		731	1,494	1,430	22	1,452	42	2.8%	underspend
Miscellaneous		27,821	4,921	6,732	(1,911)	4,821	100	2.0%	underspend
Property & Construction Services		2,752	3,591	3,029	562	3,591	0	0.0%	breakeven
Social Work		91,590	57,157	57,450	0	57,450	(293)	-0.5%	overspend
Trading Accounts (Surplus)/Deficit		(1,081)	(1,211)	263	(1,474)	(1,211)	0	0.0%	breakeven
SUB - TOTAL GENERAL SERVICES		375,530	235,312	243,062	(7,700)	235,362	(50)	0.0%	overspend
Housing Revenue Account (HRA)		0	(17,506)	(19,371)	1,865	(17,506)	0	0.0%	breakeven
NET EXPENDITURE		375,530	217,806	223,691	(5,835)	217,856	(50)	0.0%	overspend

Bottom Line Position to 02 January 2015 is an overspend of **£000's (50)**
 Anticipated Year End Budget Position is an underspend of **£000's 230**

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2014/2015
1st April 2014 to 02 January 2015

POLICY BOARD : GENERAL MANAGEMENT AND FINANCE : OVERVIEW : TRADING OPERATIONS

Description (1)	£000's	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)		
		£000's	£000's	£000's	£000's	£000's	£000's	%	
Employee Costs		13,060	9,609	9,118	522	9,640	(31)	-0.3%	overspend
Property Costs		701	539	367	161	528	11	2.1%	underspend
Supplies & Services		5,456	4,262	4,469	(125)	4,344	(82)	-1.9%	overspend
Contractors and Others		2,840	1,538	2,267	(634)	1,633	(95)	-6.2%	overspend
Transport & Plant Costs		2,592	1,890	1,758	145	1,903	(13)	-0.7%	overspend
Administration Costs		2,085	1,626	333	1,290	1,623	3	0.2%	underspend
Payments to Other Bodies		7	5	(19)	25	6	(1)	-16.9%	overspend
CFCR		0	0	0	0	0	0	0.0%	break-even
Capital Charges		241	185	0	189	189	(4)	-2.0%	overspend
GROSS EXPENDITURE		26,981	19,655	18,292	1,573	19,865	(211)	-1.1%	overspend
Income		(28,062)	(20,865)	(18,029)	(3,047)	(21,076)	211	1.0%	over-recovery
NET EXPENDITURE		(1,081)	(1,211)	263	(1,474)	(1,211)	0	0.0%	over-recovery

£000's

Bottom Line Position to 02 January 2015 is an underspend of

0.0%

Anticipated Year End Budget Position is break-even of

0.0%

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2014/2015
1st April 2014 to 02 January 2015

POLICY BOARD : GENERAL MANAGEMENT AND FINANCE : OVERVIEW : TRADING OPERATIONS

Description (1) £000's	Revised Annual Budget (2) £000's	Revised Period Budget (3) £000's	Actual (4) £000's	Adjustments (5) £000's	Revised Actual (6) = (4 + 5) £000's	Budget Variance (7) £000's %
Building & Works Trading	0	(350)	1,417	(1,767)	(350)	0 0.0% over-recovery
Catering Trading	(450)	(349)	(641)	292	(349)	0 0.0% over-recovery
Transport Trading	(505)	(414)	(534)	121	(414)	0 0.0% over-recovery
Roads Trading	(125)	(98)	22	(119)	(98)	0 0.0% over-recovery
NET EXPENDITURE	(1,081)	(1,211)	263	(1,474)	(1,211)	0 0.0% over-recovery

£000's

Bottom Line Position to 02 January 2015 is an underspend of 0 0.0%
Anticipated Year End Budget Position is an underspend of 0 0.0%

To: FINANCE & RESOURCES POLICY BOARD

On: 11 MARCH 2015

Report by: Director of Finance and Resources

Heading: Capital Budget Monitoring Report

1. Summary

- 1.1 Capital expenditure to 2nd January totals £0.209m compared to anticipated expenditure of £0.365m for this time of year. This results in an under-spend position of £0.156m for those services reporting to this board, and is summarised in the table below:

Division	Current Reported Position	% Variance	Previously Reported Position	% Variance
Corporate Issues (Non Property)	£0.156m u/spend	43% u/spend	£0.069m u/spend	29% u/spend
Total	£0.156m u/spend	43% u/spend	£0.069m u/spend	29% u/spend

- 1.2 The 43% under-spend relates to the Transforming Renfrewshire and ICT programmes and currently reflects a number of accumulated timing issues, however the programme is expected to fully spend by 31st March 2015.

- 1.3 The expenditure total of £0.209m represents 21% of the resources available to fund the projects being reported to this board. The planned expenditure is heavily weighted towards the final quarter of this financial year. Appendix 1 provides further information on the budget monitoring position of the projects within the remit of this board.

2. **Recommendations**

- 2.1 It is recommended that Members note this report.
-

3. **Background**

- 3.1 This report has been prepared by the Director of Finance and Resources in conjunction with the Chief Executive.
- 3.2 This capital budget monitoring report details the performance of the Capital Programme to 2nd January 2015, and is based on the Capital Investment Programme which was approved by members on 13th February 2014, and adjusted for movements since its approval.
-

4. **Budget Changes**

- 4.1 Since the last report budget changes of £0.168m have arisen which relate to:-
- Re-profiling to 2015/16 from 2014/15 in the Transforming Renfrewshire Programme (£0.030m) based on programme delivery timescales.
 - Re-profiling to 2014/15 from 2015/16 in the ICT Infrastructure Maintenance & Renewal Programme (£0.113m), following a detailed review of the programme a higher outturn is expected in the financial year.
 - Re-profiling to 2014/15 from 2015/16 in the New Non Domestic Rates System programme (£0.085m). This reflects a small amount of initial expenditure that is expected to take place in the programme before 31st March 2015.

Implications of the Report

1. **Financial** – The programme will be continually monitored, in conjunction with other programmes, to ensure that the available resources are fully utilised and that approved limits are achieved.
2. **HR & Organisational Development** – none.
3. **Community Planning** –
Greener - Capital investment will make property assets more energy efficient.
4. **Legal** – none.
5. **Property/Assets** – none.
6. **Information Technology** – none.
7. **Equality & Human Rights** – The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – none.
9. **Procurement** – none.
10. **Risk** – none.
11. **Privacy Impact** – none.

List of Background Papers

- (a). Capital Investment Programme 2014/15 & 2015/16 – Council, 13th February 2014.

The contact officers within the service are:

- *Paul Davies (Finance & Resources)*
- *Gillian Dickie (Finance & Resources)*

Author: *Paul Davies, Principal Accountant, 0141 618 7211, paul.davies@renfrewshire.gov.uk.*

Appendix 1

CAPITAL PROGRAMME 2014/15 - BUDGET MONITORING REPORT TO 2 JANUARY 2015 (£000s)

POLICY BOARD Department	Council Approved Programme	Current Programme	Share of Available Resources	Year to Date Budget to 2-Jan-15	Spent to 2-Jan-15	Variance to 2-Jan-15	% variance	Unspent Cash Flow For Year	% Cash Spent
<i>Finance & Resources</i> Corporate Issues (Non Property)	2,432	993	993	365	209	156	43%	783	21%
TOTAL	2,432	993	993	365	209	156	43%	783	21%

To: FINANCE & RESOURCES POLICY BOARD

On: 11 MARCH 2015

Report by: DIRECTOR OF FINANCE AND RESOURCES

Heading: CAPITAL BUDGET MONITORING - OVERVIEW

1. Summary

- 1.1. This report provides an overview of the performance of the Housing and Non-Housing Capital Programmes for the period to 2 January 2015.
- 1.2. The Council Approved Programme figures reflect the Capital Investment Strategy which was approved by Council on 13 February 2014 for both Housing Services and Non Housing Services. The Private Sector Housing programme was approved by the Housing and Community Safety Policy Board on 11 March 2014. The Current Programme figures reflect adjustments to the approved Capital Programme since approval.
- 1.3. Members will be aware that from 1st April 2004, it is the duty of the Council, under s35 (1) of the Local Government (Scotland) Act 2003, to determine and keep under review the maximum amount which it can afford to allocate to capital expenditure. In addition, the Council must also keep under review its Capital Financing Requirement (CFR) i.e. the level of resources that are used to fund capital expenditure over the longer term (rather than at point of spend). It is also the duty of the Council to have regard to the Prudential Code in setting its capital expenditure limit and its capital expenditure requirement.
- 1.4. The limit on capital expenditure which the Council has set for 2014-15 is shown in the table overleaf. The limit is based on the resources available to fund the capital programmes, split between Housing and Non Housing Services, but excludes PSHG as this is not considered to be capital.

	Approved Limit £m	Actual Expenditure £m
Non Housing	50.429*	23.218
Housing	34.365	21.739
TOTAL	84.794	44.957

*Includes approved Council decisions and subsequent policy board approved funding.

- 1.5. The CFR which the Council has set for 2014-15 is shown in the table below, and is split between Housing & Non Housing Services. In addition, the projected out-turn at 31st March 2015 is also shown. Any significant increase in the capital expenditure limit which is not funded at point of spend will result in an increase in the CFR.

	Approved CFR to 31 March 2015 £m	Projected CFR to 31 March 2015 £m
Non Housing	233	221
Housing	171	159
TOTAL	404	380

- 1.6. 68% of the available resources for Housing and 57% for Non Housing have been spent to 2 January 2015. Monitoring procedures are in place to ensure the programmes are managed flexibly and spending is contained within the approved limits.

2. Recommendations

- 2.1 It is recommended that Members note the report.
-

3. Background

- 3.1 Individual reports have been presented to each Policy Board on the spending performance of the relevant departmental programmes and this information is summarised in Appendix 1.
- 3.2 The capital monitoring information available as at 2 January 2015 is summarised for both the Housing & Non-Housing programmes on Appendix 2.

4. HOUSING SERVICES PROGRAMME

- 4.1 The programme approved by Council on 13 February 2014 was estimated at £34.365m which represented 100% of the estimated available resources of £34.365m.

- 4.2 The programme currently stands at **£32.054m**, which is 100% of the current available resources of **£32.054m**. The current programme reflects resources brought forward from 2013/14 and subsequent re-profiling of programme into 2015/16 based on planned expenditure timescales.
- 4.3 Legal commitments of £28.750m, or 90% of the available resources, have been made at 2 January 2015.
- 4.4 Capital expenditure at 2 January 2015 totals **£21.739m** compared to anticipated expenditure of £21.293m. The minor overspend relates to a number of rolling programmes and reflects a timing issue, with the programme still expected to fully spend to budget.

The table below summarises the position.

Division	Current Reported Variance	%Variance	Previously Reported Variance	% Variance
Housing Programme	£0.446m over-spend	2% overspend	£0.065m under-spend	0% underspend

- 4.5 The actual capital expenditure of **£21.739m** is 68% of the available resources, and compares with 58% for the equivalent time in 2013/14.
- 4.6 Capital receipts of £1.842m have been generated in the period to 2 January 2015 representing 97% of the estimated usable capital receipts for the year. This compares with 92% in 2013/14.

5. NON HOUSING SERVICES PROGRAMME

- 5.1 The programme approved by Council on the 13 February 2014 was estimated at £46.538m, which represented 100% of the available resources of £46.538m.
- 5.2 The programme currently stands at £40.510m and is a net decrease of £6.028m from the approved programme. This decrease mainly reflects the net effect of the following adjustments to the programme:-
- Commitments brought forward from 2013/14 of £5.983m relating to required re-profiling and slippage encountered after the capital investment programme was set.
 - In addition to the capital programme approved by Council on the 13 February 2014 the following additional funding has since been awarded and approved :
 - Early Years Programme (£1.222m) for extension of free childcare provision to eligible two year olds.
 - Increase to the New Assisted Support Needs School (£0.228m) to reflect the actual Scottish Futures Trust funding award as reported to the Education Policy Board on 6th March 2014.
 - Museum Ceramics Storage Facility, grant funded by Museums Scotland (£0.040m)
 - Additional funding as approved by Council on 26th June 2014 for the North Renfrew Flood Prevention programme (£0.500m)

- Strathclyde Partnership Transport programme (£1.225m) as approved by the Environment board on 14th May 2014, fully funded by SPT, revised to £0.550m to meet current expected level of expenditure and grant to 31 March 2015. It is anticipated that the work not carried out during this financial year will be carried out in future years and will be funded by SPT.
- Re-provision of shop units at Hallhill Road, Johnstone (£0.400m) as approved by Council on 1st May 2014.
- Russell Institute (£2.500m) as approved by the Planning and Property Policy board on 21st January 2014. This reflects the element being funded by Historic Scotland (£0.500m) and Regeneration Capital Grant Fund (£2.000m). The total project costs are currently being refined through detailed design and tendering and a report will be presented to Council on the full financial position.
- Adjustment in Paisley Town Hall budget totalling £0.108m reflecting the final Historic Scotland Funding award.
- Additional funding for the Free School Meals (Capital) programme (£0.450m) which is a grant provided by the Scottish Government for Primary 1-3 Free School Meals.
- Re-profiling of projects totalling £17.843m allocated across future years in relation to a number of programmes which are detailed in Appendix 3.

5.3 Resources available to fund the capital programme have been rephased to £40.510m, a decrease of £6.028m from the approved level. This reflects appropriate adjustments to the available resources associated with the adjustments to the programme outlined in paragraph 5.2. Full details are provided in Appendix 4.

5.4 Capital expenditure to 2 January 2015 totals **£23.218m** compared to anticipated expenditure of £23.850m, and therefore shows an under-spend of £0.632m, or 3%.

The main variances are outlined below:-

- An under-spend of £0.132m in Education Services primarily due to St James Primary School. A detailed review of the project is under way to finalise the likely spend to 31 March 2015. Phase 1 of the project is now complete and Phase 2 is expected to complete in Spring 2015.
- An under-spend of £0.720m in Leisure Services primarily due to the Johnstone Town Hall and Tweedie Halls programmes. It reflects a timing issue, with the projects progressing on programme and still expected to fully spend in line with their respective current programmes.
- An over-spend of £0.111m within Corporate Projects (Property) primarily relating to the Lifecycle Maintenance programme and reflects a timing issue.
- An over-spend of £0.265m within Community Resources which is the net effect of a number of programme variances, however all are expected to spend in line with their respective full year budget.
- An under-spend of £0.156m within ICT programmes which relates to a number of programmes and reflects timing issues with programmes which are still expected to fully spend this financial year.

The table below summarises the position:-

Division	Current Reported Variance	% Variance	Previously Reported Position	% Variance
Non Housing Programme	£0.632m u/spend	3% u/spend	£1.924m u/spend	10% u/spend

5.5 The actual cash spent to 2 January 2015 was **£23.218m**, or 57% of the available resources, and compares with a 56% spend for the equivalent time in 2013/14.

5.6 Capital receipts totalling £12.611m have been generated to 2 January 2015. This represents 59% to date of the total anticipated receipts, and compares with 50% for the equivalent period in 2013/14. The outstanding receipts mainly relate to the balance of the general capital grant from the Scottish Government and grants from other bodies.

6. PRIVATE SECTOR HOUSING GRANT PROGRAMME

6.1 The overall budget provision for this programme is included within the revenue budget. However, in order to monitor the performance of the individual programmes, it is included within the capital budget monitoring procedures.

6.2 The programme approved by the Housing and Community Safety Policy Board on 11 March was estimated at £1.300m which represented 100% of the estimated available resources of £1.300m.

6.3 The programme currently stands at £0.990m, in line with the available resources of £0.990m which is funded from the General Capital Grant receipt. The decrease of £0.310m primarily relates to re-profiling of the Owners in Council House scheme based on the revised assessment of grant payable in the current financial year.

6.4 Expenditure to 2 January 2015 totals £0.636m compared to anticipated expenditure of £0.651m, and therefore shows an under-spend of £0.015m, as a result of timing. The remaining programme is expected to spend by 31 March 2015, and expenditure will be contained within the overall resources.

6.5 The actual cash spent to 2 January 2015 of £0.636m is 64% of the available resources. This compares with 63% for the equivalent period for 2013/14.

Implications of the Report

1. **Financial** - The programme will be continually monitored, in conjunction with other programmes, to ensure that the available resources are fully utilised and that approved limits are achieved.
2. **HR & Organisational Development** - none
3. **Community Planning –**
Children and Young People – none
Community Care, Health & Well-being - none
Empowering our Communities - none
Greener - Capital investment will make property assets more energy efficient
Jobs and the Economy - none
Safer and Stronger - none
4. **Legal** - none
5. **Property/Assets** - none
6. **Information Technology** - none
7. **Equality & Human Rights** - none
8. **Health & Safety** - none
9. **Procurement** – none
10. **Risk** - none
11. **Privacy Impact** - *none*

List of Background Papers

- (a) Capital Investment Programme 2014/15 & 2015/16 – Council, 13th February 2014.
- (b) Housing Revenue Account Budget and Rent Levels 2014/15 and Housing Capital Investment Plan 2014/15 to 2016/17 – Council, 13th February 2014.

The contact officers within the department are Paul Davies(Finance & Resources), Ian McKinnon (Development & Housing), David Walls (Resource Services), Fraser Carlin (Development & Housing), Scott Allan (Community Resources), Anne McMillan (Social Work), Alison Fraser (Education & Leisure), Joe Lynch (Development & Housing) and Gillian Dickie (Finance & Resources).

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CAPITAL PROGRAMME 2014/15 - BUDGET MONITORING REPORT TO 2 JANUARY 2015 (£000s)

POLICY BOARD	Department	Council Approved Programme	Current Programme	Share of Available Resources	Year to Date Budget to 2-Jan-15	Spent to 2-Jan-15	Variance to 2-Jan-15	% variance	Unspent Cash Flow For Year	% Cash Spent
Finance & Resources	Corporate Issues (Non Property)	2,432	993	993	365	209	156	43%	783	21%
	TOTAL	2,432	993	993	365	209	156	43%	783	21%
Education	Education & Leisure Services (Education)	8,158	8,396	8,396	4,194	4,062	132	3%	4,334	48%
	TOTAL	8,158	8,396	8,396	4,194	4,062	132	3%	4,334	48%
Social Work, Health & Well-Being	Social Work	0	155	155	66	66	0	0%	89	43%
	TOTAL	0	155	155	66	66	0	0%	89	43%
Housing & Community Safety	Housing & Property (Housing - HRA)	34,365	32,054	32,054	21,293	21,739	-446	-2%	10,315	68%
	Housing & Property (Housing - non HRA)	1,300	990	990	651	636	15	2%	354	64%
	TOTAL	35,665	33,044	33,044	21,944	22,375	-431	-2%	10,669	68%
Environmental	Community Resources	11,247	10,650	10,650	5,013	5,279	-265	-5%	5,372	50%
	TOTAL	11,247	10,650	10,650	5,013	5,279	-265	-5%	5,372	50%
Planning & Property	Planning & Transport (THI / LGAN)	1,805	1,643	1,643	1,229	1,229	0	0%	414	75%
	Corporate Issues (Property)	6,354	6,416	6,416	3,505	3,616	-111	-3%	2,801	56%
	TOTAL	8,159	8,059	8,059	4,734	4,845	-110	-2%	3,215	60%
Sport, Leisure & Culture	Leisure Services	16,323	11,852	11,852	9,147	8,427	720	8%	3,425	71%
	Renfrew Common Good Fund	0	0	0	0	0	0	0%	0	0%
	TOTAL	16,323	11,852	11,852	9,147	8,427	720	8%	3,425	71%
Economy & Jobs	Housing & Development Services (Paisley Town Centre Regeneration)	219	404	404	330	330	0	0%	75	81%
	TOTAL	219	404	404	330	330	0	0%	75	81%
TOTAL ALL BOARDS		82,203	73,554	73,554	45,794	45,594	201	0%	27,961	62%
<i>Made up Of:</i>										
Renfrew Common Good Fund Programme		0	0	0	0	0	0		0	0%
Housing Programme		34,365	32,054	32,054	21,293	21,739	-446	-2%	10,315	68%
PSHG		1,300	990	990	651	636	15	2%	354	64%
Non-Housing Programme		46,538	40,510	40,510	23,850	23,218	632	3%	17,292	57%
	PROGRAMME TOTAL	82,203	73,554	73,554	45,794	45,594	201	0%	27,961	62%

APPENDIX 2

RENFREWSHIRE COUNCIL 2014/15 CAPITAL BUDGETS MONITORING SUMMARY REPORT TO PERIOD 02 JANUARY 2015 (76% OF FINANCIAL YEAR 2014/15)

	2014/15				2013/14			
	Housing Services	Non Housing Services	PSHG Programme	Total	Housing Services	Non Housing Services	PSHG Programme	Total
A. RESOURCES AVAILABLE TO FUND CAPITAL PROGRAM	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
1a. Supported Borrowing		0		0		0		0
1b. Prudential Borrowing	28,063	18,101		46,164	30,656	13,161		43,817
2a. General Capital Grant		15,882	987	16,869		11,617	856	12,473
2b. Specific Capital Grant		267		267	714	182		896
3a. Usable Capital Receipts	1,907	5,441		7,348	2,233	10,905		13,138
3b. Usable Capital receipts b/fwd from 2013/14		0		0				0
3c. Usable Capital receipts c/fwd to 2015/16		0		0		-10,127		-10,127
3d. Resources c/fwd to 2015/16				0				0
3e. Capital Receipts to be used to repay debt	0	0		0		946		946
4a. Contribution from Developer/Owners	2,084	820	3	2,907	1,693	16,898		18,591
5. Contribution From Current Revenue (CFCR)								
6. Total Resource Availability	32,054	40,510	990	73,553	35,296	43,582	856	79,733
B. CAPITAL PROGRAMME								
7. Resources Available	32,054	40,510	990	73,554	35,296	43,582	856	79,733
8. Current Programme	32,054	40,510	990	73,554	35,296	43,582	856	79,734
9. Legally Committed at 02/01/15	28,750	28,992	677	58,420	31,231	31,510	606	63,347
C. ACTUAL EXPENDITURE VS PROJECTED								
10. Resource Availability	32,054	40,510	990	73,555	35,296	43,582	856	79,733
11. Cash Spent as at 02/01/15	21,739	23,218	636	45,594	20,481	24,598	536	45,614
12. Cash to be Spent by 31/03/15	10,315	17,292	354	27,961	14,815	18,984	320	34,119
D. ACTUAL RECEIPTS VS PROJECTED								
13. Current Programme (total receipts expected)	1,907	21,323	987	24,217	2,947	22,522	856	26,325
14. Actual Cash Received to 02/01/15	1,842	12,611	636	15,089	2,700	11,330	536	14,566
15. Receipts available to augment capital programme to 12/09/14	1,842	12,611	636	15,089	2,700	11,330	536	14,566
16. Receipts to be received by 31/03/15	65	8,712	351	9,128	247	11,192	320	11,759

As outlined in paragraph 5.2 programme changes totalling £17.843m have arisen in the current financial year's capital programme. Programme changes of £19.679m were noted in the previous report. £1.836m of programme changes have occurred in the intervening period and are the net effect of the following movements:-

Programme re-profiled from 2014-15 to 2015-16;

- £0.007m in relation to the Bridge Assessment and Strengthening programme relating to phase 2 of the Lochwinnoch Bridge replacement scheme, based on programme timescales.
- £0.053m in relation to the Local Green Networks Project to 2015/16 based on programme delivery timescales.
- £0.064m in relation to the Townscape Heritage Initiative programme, reflecting the expected programme expenditure to the end of this financial year.
- £0.385m in relation to the New Linwood School, reflecting the expected expenditure profile. Works have commenced on site and the project remains in line with the expected delivery programme.
- £0.310m in relation to the Lighting Columns Replacement programme reflecting a revised programme start date.
- £0.436m in relation to the Improving Community Safety (Lighting) programme in line with revised project delivery timescales.
- £0.583m in relation to the Improving Community Safety (CCTV) programme in line with a revised contractor's cashflow profile.
- £0.030m in relation to a deceleration of programme from 2014/15 to 2015/16 for the Transforming Renfrewshire programme in line with current programme commitments.
- £0.520m in relation to the Anchor Centre Roof Replacement Programme (£0.400m) and St James Street Refurbishment Works (£0.120m).

Programme re-profiled forward from 2015-16 into 2014-15;

- £0.088m in relation to the North Renfrew Flood Prevention programme to re-align the budget with the revised programme timescales.
- £0.076m in relation to the Russell Institute programme to re-profile the expenditure in line with expected programme timescales.
- £0.113m in relation to the acceleration of the ICT Infrastructure Maintenance and Renewal Programme.
- £0.085m in relation to the Non Domestic Rates System based on revised implementation requirements for the programme.
- £0.020m in relation to the re-profiling from 2014/15 to 2015/16 and future years for the Early years and Primary School Estate Investment Programme, reflecting the expected delivery timescales of the planned programme.
- £0.170m in relation to the Energy Efficiency Programme and the Lifecycle Capital Maintenance Programme reflecting the re-profiling associated with the redirection of resource to energy efficiency measures to achieve further efficiency savings in Council assets. As approved by Council on 9th October as part of the Better Council Change Programme – progress update report.

The movement of £6.028m in resources available to fund the capital programme as discussed in paragraph 5.3 are mainly due to the net effect of the following:

- Resources brought forward from 2013/14 of £5.983m;
- Carry forward to 2015/16 of £17.843 of resources to fund re-profiling of expenditure from 2014/15, consisting mainly of prudential borrowing and CFCR.
- Addition of grant funding for the Early Years Programme of £1.222m from the Scottish Government for extension of nursery provision to eligible two year olds.
- Increase to the Scottish Futures Trust award for the New Assisted Support Needs School (£0.228m) to reflect the actual grant award.
- Reflection of the 2014/15 Transport Capital programme (£1.225m) funded by Scottish Passenger Transport as reported to the Environment Policy Board on 14th May 2014, reduced to £0.550m based on current expected level of expenditure and grant to 31 March 2015.
- Additional of grant funding from Museums Scotland (£0.040m) for a new storage facility for Museum Ceramics.
- Additional funding from realised capital receipts (£0.500m) for the North Renfrew Flood Prevention programme as approved by Council on 26th June 2014.
- Addition of prudential borrowing to fund the re-provision of shop units at Hallhill Road (£0.400m) as approved by Council on 1st May 2014.
- Addition of Historic Scotland (£0.500m) and Regeneration Capital Grant (£2m) funding as reported to the Economy and Jobs policy board on 21st January 2014 to fund improvement works at the Russell Institute.
- Reduction in Historic Scotland funding for the Paisley Town Hall programme (£0.108m) based on final eligible costs.
- Additional funding for the Free School Meals (Capital) programme (£0.450m) which is a grant provided by the Scottish Government for Primary 1-3 Free School Meals.

To: Finance and Resources Policy Board

On: 11 March 2015

Report by: Director of Finance and Resources

Heading: Revenues Collection Statement

1. **Summary**

- 1.1 The report details the collection performance as at 28th January 2015 for Council Tax and Non Domestic Rates. It also gives details of the total sums collected for the last year.
-

2. **Recommendations**

- 2.1 It is recommended that the Board consider the content of the enclosed collection statement.
-

3. **Background**

3.1 **Council Tax**

3.1.1 The billable sum for 2014/15 is £80,240,986.

3.1.2 The Council Tax Reduction awarded is £13,208,236 amounting to 16.46% of the billable sum, which is 0.81% less than at the same point last year.

- 3.1.3 The sums collected to date for 2014/15 amount to £62,269,329 which is 92.89% of the billable sum. This is a slight increase in cash collection as a proportion of net charges billed of 0.07% compared with the same position for 2013/14.

3.2 **Non Domestic Rates**

- 3.2.1 The Non Domestic Rates (NDR) charges billed for 2014/15 amount to £111,872,717.
- 3.2.2 The cash receipts to date amount to £83,288,167 which is 90.09% of the sums billed. This represents a decrease of 0.62% in cash collected compared to the same position during 2013/14.
- 3.2.3 The Service continues to track NDR receipts closely. Where appropriate and in line with the recovery process the Service will proactively target businesses for payment.

Implications of the Report

1. **Financial** – The level of collection of Local Taxation continues to provide funding for the delivery of Council services throughout Renfrewshire.
2. **HR & Organisational Development** - None
3. **Community Planning** –

Empowering our Communities – The collection of Local taxes through electronic payments (e.g. Direct Debit, Website and Telephone) is increasing and provides an extensive range of payment opportunities for the public.

Jobs and the Economy – An efficient and effective billing and administrative process is vital in ensuring the recovery of income to the council in order to support the provision of local services.
4. **Legal** – None
5. **Property/Assets** – None
6. **Information Technology** - None
7. **Equality & Human Rights** - None
8. **Health & Safety** None
9. **Procurement** – None
10. **Risk** - None
11. **Privacy Impact** – None

Author: Emma Shields, Ext 6880

Appendix 1

COUNCIL TAX		
	2013/14	2014/15
	£m	£m
Projected Yield	76.881	77.358
Gross Charges	79.15	80.240
Less rebates	13.642	13.208
Net Charges Billed	<u>65.508</u>	<u>67.032</u>
Cash Collected	62.623	62.269
Rebate Grant	13.642	13.208
	<u>76.265</u>	<u>75.477</u>
Cash collected as % of Net Charges	95.60%	92.89%
Income as % of Projected Yield	99.20%	97.57%

NON DOMESTIC RATES		
	2013/14	2014/15
	£m	£m
Projected Yield	88.549	91.187
Gross Charges	108.342	111.872
Less reliefs	19.383	19.419
Net Charges Billed	<u>88.959</u>	<u>92.453</u>
Cash Collected	87.499	83.288
Cash collected as % of Net Charges	98.36%	90.09%
Cash collected as % of Projected Yield	98.81%	91.34%

To: Finance and Resources Policy Board

On: 11 March 2015

Report by: Director of Finance and Resources

**Heading: BENEFITS ADMINISTRATION – WELFARE
REFORM AND PERFORMANCE STATEMENT**

1. Summary

- 1.1. This report details the processing performance in relation to Housing Benefit and the Scottish Welfare Fund, as the end of January 2015. The report provides an update on the funding and expenditure position in relation to Discretionary Housing Payments and the Scottish Welfare Fund.

2. Recommendations

- 2.1 The Finance and Resources Board considers the content of this report.
-

3. Background

3.1 Service Information

- 3.1.1 As previously reported to Members, the Service continues to successfully balance a significant increase in work load as a result of the ongoing changes arising from the welfare reform agenda.

- 3.1.2 The Service continues to make use of temporary short term resource to create flexible capacity to support the increased workload described above.

3.2 Speed of Processing – Housing/Council Tax Benefit

- 3.2.1 As detailed in Table 1 below, processing speed for New Claims remains well within target. In relation to New Claims processed within 14 days of all information received, this result is slightly behind target for the period; directly affected by the annual festive closure.

3.2.2 Processing of Changes in Circumstance (CIC), is behind target for the period, however remains within target year to date. As previously reported, CIC work types are where the most significant increase in volumes continue to be experienced by the service and this is reflected in the associated processing times.

(Supplementary processing information is attached in Appendix 1 for member's reference)

Table 1 – Performance Summary

Performance measure	4 Week Reporting Period 5 December 2014 to 15 January 2015	Year to date position	Annual Target
New Claims – processing time	25.35 days	25.82 days	29 days
New Claims - % processed within 14 days of all information received	88.17%	90.71%	91%
Changes in Circumstance – processing time	15.20 days	8.94 days	10 days

3.3 Discretionary Housing Payments

3.3.1 The allocation of DHP funds for 2014/15 remains unchanged from the last report considered on 21 January 2015. The Council awaits notification with regards to a share from the £3m balance potentially being receivable from the Scottish Government. The Benefits Services has already started to utilise the additional funds of £250,000 approved by the Board at the last cycle.

3.3.2 The Benefits Service continues to work closely with Development & Housing Services, and other local housing providers to ensure that all those eligible to receive DHP support in relation to the Spare Room Subsidy (known as 'the bedroom tax') make an application. As at 18 February 2015 96% of those currently affected had made an application.

3.3.3 The Council received confirmation from DWP at the end of January 2015 that its allocation of DHP funding for 2015/16, from the UK government would be £366,294 this represents a decrease compared with the allocation of £369,000 for 2014/15.

There is an overall reduction in DHP funding for Scotland of £1.9M (14%) compared with 2014/15. Renfrewshire's reduction is not as significant due to the volume of claimants affected by the 'the bedroom tax'; DHP funding provided by DWP for that purpose has remained level. The Council awaits confirmation of DHP funding from the Scottish Government for 2015/16. Depending on the amount awarded and the spending guidance/restriction of these funds, the Benefits Service may face challenges during 2015/16 as demand for DHP from claimants not affected by the bedroom tax increases.

Table 2 – DHP Performance Summary

Measure	1 April 2014 to 31 January 2015
Volume of DHP applications received	4,410 applications
Volume of DHP decisions made	5,658 decisions
Number of DHP awards	5,619 awards (3,092 customers)
Average processing time (target 29 days)	20.59 days
Total amount committed/paid	£1,381,020 (85.7% of the original budget and 74% of the revised budget following Council contribution on 21 January 2015)

3.4 The Scottish Welfare Fund

- 3.4.1 The Service had spent/committed 85% of its original budget for the Scottish Welfare Fund (SWF) by the end of January 2015. The performance data relating to the fund is presented in table 3 below.
- 3.4.2 Table 3 has been adjusted to reflect the additional Council resources of £100,000 allocated to the SWF by the Finance and Resources Board on 22 January 2015. Based on the adjusted budget figure the Service has spent/committed 79% of the available funds
- 3.4.3 The Service continues to make awards in 2014/15, in line with Scottish Government guidance. Due to the budgetary position, the service has throughout 2014/15 been making awards for “high” priority applications only.
- 3.4.4 The revised total budget available in 2014/15 is £1,270,969 being £1,148,857 funded by the Scottish Government (the same level as in 2013/14) plus £100,000 mentioned in 3.4.2 above and £22,112 carried forward from 2013/14 to fund applications processed but not paid in 2013/14.

Table 3 – SWF Performance Summary

Measure	1 April 2014 to 28 January 2015
Number of Crisis Grant applications received	7,037
Number of Crisis Grant Awards	5,981
Total amount paid for Crisis Grants	£369,445.53
Average Processing time (2 working days target)	1 day
Number of Community Care Grant applications received	1,886
Number of Community Care Grant Awards	1,303
Total amount paid for Community Care Grant	£629,321.78
Average processing time (15 working days target)	10 Days
Total amount paid/committed from the fund	£998,767.31
Total budget for 2014/15	£1,170,969
Adjusted Budget following additional resources approved by FRPB on 21 January 2015	£1,270,969

*Note that figures are adjusted each month to reflect awards previously made, but not fulfilled.

Implications of the Report

1. **Financial** - an efficient, effective Benefit Service assists council tenants meet their financial obligations in terms of rent and council tax and ensures overpayments are minimised and DWP subsidy maximised
2. **HR & Organisational Development** - None
3. **Community Planning –**
Community Care, Health & Well-being – An effective Benefits service is vital to the quality of life of many of our citizens as it provides vital support for low income households in order to sustain tenancies and meet their rent obligations
4. **Legal** – None
5. **Property/Assets** – None
6. **Information Technology** - None
7. **Equality & Human Rights**- The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required, following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** - None
9. **Procurement** - None
10. **Risk** - None
11. **Privacy Impact** - None.

Author: Emma Shields, Ext 6880

Housing Benefit Statement – Appendix

Supplementary KPIs – Finance & Resources Policy Board

APPEALS

Where a claimant disputes a Benefits decision and also disputes a revision decision they can formally make an Appeal. The Benefits Service will prepare a detailed submission which is then considered by the Independent Tribunals Service. Preparation of a submission is a very involved process and requires significant data gathering.

**Target processing speed
(number of days)**

60

Result: last 3 months (days)

Nov: 47 days

Dec: 37 days

Jan: 44 days

Average (12 months to date)

49 days

**Average Appeals Completed
(12 months to date)**

9 Appeals per
month

Comment:-

The Service continues to manage Appeals processing well. The service is well within the target

REVISIONS

Where a claimant disputes a benefits decision in the first instance they can request for it to be looked at again. This is known as a Revision. The process involves a Senior Benefit Assessor reviewing the decision thoroughly to decide whether the decision should stand.

Target

30 days

Result last report

July: 27

August: 26

Sept: 25

Result Last 3 months

Nov: 26

December: 30

January: 27

Comment:-

The service continues to improve the speed with which it considers revisions,

ACCURACY

The Service proactively monitors the accuracy of benefits decisions made through a robust audit checking programme. The Service targets to audit 3% of all calculations and measures the percentage where correct benefit has been paid to the customer

Volume of Audits

Target %

3%

Actual %

10.8%

Accuracy – Jan 15

90%

93.94%

Accuracy – Year to Date

90%

94.01%

Comment:-

The Service has maintained a higher level of checking than target owing to the number of new staff who have recently been trained.

To: Finance & Resources Policy Board

On: 11th March 2015

Report by: Director of Finance & Resources

Heading: *Civic Hospitality*

1. **Summary**

1.1 The following requests for civic hospitality have been received for the financial years 2014/15 and 2015/16:-

a) Accord Hospice Annual Dinner

Accord Hospice held its Annual Dinner in the Grand Central Hotel on 27th February 2015 and had requested that the Council host a table of 10 at a cost of £650, which was met from within the current budget.

Following consultation with the Provost, it was agreed that the Council be represented at the Dinner by up to five elected members and partners and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements. The Board is asked to homologate the action taken.

b) Kilbarchan General Society

A letter has been received from Kilbarchan General Society advising that they celebrate their 250th Anniversary in December 2015 and requesting that the Council provide civic hospitality to mark this occasion.

To mark this event it is proposed that the Council host a drinks reception at an estimated cost of £600, and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements for appropriate civic hospitality to be provided.

2. **Recommendations**

- 2.1 That the Board agrees to provide civic hospitality for the Kilbarchan General Society and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements for appropriate civic hospitality to be provided; and
- 2.2 That the Board homologates the action taken in respect of the Accord Hospice Annual Dinner.

Implications of the Report

1. **Financial** - As detailed in the report.
2. **HR & Organisational Development** - *None*
3. **Community Planning** –

Empowering our Communities - Civic receptions provide recognition of the contributions made by individuals and organisations to the fabric of life in Renfrewshire.

4. **Legal** - *None*
5. **Property/Assets** - *None*
6. **Information Technology** – *None*.
7. **Equality & Human Rights** -
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** - *None*
9. **Procurement** – *None*
10. **Risk** - *None*
11. **Privacy Impact** - *None*

List of Background Papers

- (a) Background Paper 1 – letter dated 27th January 2015
- (b) Background Paper 2 – letter dated 19th January 2015

The foregoing background papers will be retained within Finance & Resources for inspection by the public for the prescribed period of four years from the date of the meeting. The contact officer within the service is *Ewan Coventry, Democratic Services Officer* (Telephone- 0141 618 7108, e-mail - ewan.coventry@renfrewshire.gcsx.gov.uk)

Author: *Ewan Coventry, Democratic Services Officer (ext 7108)*

