PERTH & KINROSS COUNCIL

Strategic Policy & Resources Committee – 11 September 2019

REVENUE BUDGET 2019/20 – MONITORING REPORT NUMBER 1

Report by Head of Finance (Report No. 19/246)

PURPOSE OF REPORT

This report provides an update on progress with the 2019/20 General Fund Revenue Budget based upon the June 2019 ledger, updated for any subsequent known material movements, and the projected financial position of the Housing Revenue Account.

The total net projected over spend on the 2019/20 General Fund Management Budget is £3,380,000 (see Appendix 1).

1. BACKGROUND / MAIN ISSUES

- 1.1. This is the first report updating the Committee on progress with the 2019/20 Revenue Budget. Appendix 1 to this report summarises the current projected year end (outturn) position for each Service based upon the June 2019 ledger, updated for any subsequent known material movements.
- 1.2. The budget total reflected in Column 1 of Appendix 1 to this report is that approved by the Council in setting the 2019/20 Final Revenue Budget on 20 February 2019 (Report No. 19/46 refers). In addition, adjustments approved by the Strategic Policy & Resources Committee on 17 April 2019 (Report No. 19/110 refers) are reflected in Appendix 1 (Column 2).
- 1.3. The Council's Financial Regulations allow Executive Directors to vire budgets up to £100,000 within their Service. Any virements between Services or more than £100,000 are either included in the body of the revenue monitoring report or in the appendices for approval.
- 1.4. This report details the latest projected outturns and proposed adjustments to the 2019/20 General Fund and Housing Revenue Account budgets.

2. PROPOSALS

2.1 Service Budgets

2.1.1 Details of variances against Service budgets are shown in Appendix 2 to this report with the most significant variances summarised below. The total net projected over spend on Service budgets, as set out in Appendix 1 to this report, is £615,000 which represents 0.21% of total net Service expenditure.

(In the corresponding report in September 2018, the projected under spend was £988,000 which represented 0.37% of total net Service expenditure).

- 2.1.2 The utilisation of Service under spends is considered throughout the financial year and may also be considered as part of the Revenue Budget strategy for future years.
- 2.1.3 Education & Children's Services: The projected outturn (excluding the Devolved School Management (DSM) and Pupil Equity Fund (PEF) budgets) is currently anticipated to be in line with budget.
- 2.1.4 Within this position are several projected over and under spends as follows -
 - Staff costs (net projected under spend of £294,000) due to slippage more than budgeted levels.
 - Supplies & Services (projected over spend of £50,000) due to additional kinship care legal costs and costs associated with General Data Protection Regulation requirements.
 - Home to School Transport (projected over spend of £198,000) due to high levels of demand, particularly from service users with additional support needs.
 - Third Party Payments (projected over spend of £52,000) due to additional costs in relation to Children, Young People & Families and Throughcare & Aftercare partially offset by savings on continuing care and service level agreements.
 - Residential Schools / Foster Care & Kinship Care (net projected under spend of £117,000) due primarily, to changes in activity and the number of foster carers.
 - Income (projected under recovery of £111,000) due primarily to the level of recharge to grants and paid school meals.
- 2.1.5 There is a projected under spend of £670,000 on Devolved School Management budgets (DSM) due, mainly, to staff slippage, educational materials and additional income. This includes the planned carry forwards that individual schools identify on an annual basis. It is anticipated that, in line with the approved DSM scheme, the eventual over and under spends will be carried forward into 2020/21.
- 2.1.6 The projected carry forward of £670,000 represents 0.67% of the overall DSM budget.
- 2.1.7 At this stage of the academic year, expenditure from the Pupil Equity Fund is projected to be £556,000 less than the allocation from the Scottish Government of £1,667,400. In line with the terms of this funding, it is anticipated that this under spend will be carried forward to 2020/21 to meet future commitments.
- 2.1.8 **Housing & Environment:** The projected outturn is currently anticipated to be £602,000 more than budget.

- 2.1.9 This projected net over spend is made up as follows -
 - Service Wide Budgets (projected over spend of £880,000) due to challenges in the identification of procurement savings and delivery of staff slippage as well as slippage in the delivery of savings in relation to the Corporate Property Asset Management review.
 - Planning & Development (net projected over spend of £125,000) due to additional consultancy costs on the Local Development Plan and the non-achievement of sponsorship income.
 - Roads & Transport (projected under spend of £300,000) due to a projected underspend on the Flooding budget arising predominantly from staff turnover.
 - Housing (net projected under spend of £38,000) due, primarily, to a reduction in the charge from the Housing Revenue Account partially offset by loan charges.
 - Planning & Commissioning (net projected under spend of £65,000) due to staff slippage and the accelerated delivery of approved 2020/21 savings.
- 2.1.10 **Corporate and Democratic Services:** The projected outturn is currently anticipated to be £13,000 more than budget.
- 2.1.11 This projected over spend is made up as follows -
 - Staff slippage targets not achieved at this time (projected over spend of £69,000).
 - Third Party Payments (projected over spend of £100,000) due to increased demand for welfare payments and crisis grants.
 - Income (projected over recovery of income of £110,000) primarily due to continued high levels of performance in relation to the administration of housing benefit payments,
 - Other net under spends across all Divisions (projected net under spend of £46,000).

2.2 Issues Arising from Financial Year 2018/19

2.2.1 In completing the 2018/19 Unaudited Annual Accounts several issues have been identified which require adjustments to be made to the 2019/20 Management Budget.

Devolved School Management (DSM)

2.2.2 In setting the 2019/20 Final Revenue Budget on 20 February 2019 (Report No. 19/46 refers) the Council approved a Devolved School Management (DSM) carry forward of £758,000. However, the final under spend (which included agreed planned carry forwards) on the DSM scheme was £1,067,000, an increase of £309,000 mainly due to additional slippage and a rephasing of expenditure in line with the academic year.

2.2.3 ACTION: The Committee is requested to allocate the additional under spend of £309,000 to Education & Children's Services to reflect the additional Devolved School Management scheme balances brought forward from 2018/19. This adjustment is reflected in Appendix 1 (Column 3) to this report and has no overall impact on the level of uncommitted Reserves.

Revenue Grants

- 2.2.4 Accounting arrangements under International Accounting Standards require that, subject to certain conditions, revenue grants which were received by the Council in 2018/19 but not utilised by 31 March 2019 should be accounted for in Reserves at the end of the financial year. During 2018/19 £1,421,000 of revenue grants met this criteria. These revenue grants included the Pupil Equity Fund, 1 + 2 Languages, Tayside Regional Improvement Collaborative, Early Learning & Childcare Expansion, Perth Smart Energy Network (PSEN), Air Quality Projects and Syrian Refugee Resettlement Grant.
- 2.2.5 Approval is now sought to adjust the budgets of Education & Children's Services (£792,000), Housing & Environment (£497,000), Corporate & Democratic Services (£58,000) and Health & Social Care (£74,000) for the additional grant funding of £1,421,000.
- 2.2.6 ACTION: The Committee is asked to approve the adjustments totalling £1,421,000 to the above Service budgets, funded from Reserves, to reflect revenue grants received in 2018/19 in respect of expenditure which will not be incurred until 2019/20. These additional adjustments are reflected in Appendix 1 (Column 3) to this report and have no overall impact on the budgeted level of uncommitted Reserves.

Infrastructure Works

- 2.2.7 Due to a rephasing of works on the North Muirton Flood Protection Scheme (£193,000) and Perth Bridges (£223,000), from 2018/19 to 2019/20, approval is sought to transfer £416,000 from Reserves to Housing & Environment to complete the works.
- 2.2.8 **ACTION:** The Committee is asked to approve the transfer of £416,000 from Reserves to Housing & Environment for the infrastructure works set out at 2.2.7 above. This adjustment is reflected in Appendix 1 (Column 3) to this report.

Revenue Budget Flexibility

- 2.2.9 The 2020/21 Provisional Revenue Budget includes the application of £49,000 of Revenue Budget Flexibility within Education & Children's Services to support the Review of Facilities Management. Due to the accelerated delivery of the Review, approval is sought to bring forward the funding to 2019/20.
- 2.2.10 **ACTION:** The Committee is asked to approve the transfer of £49,000 from Reserves to Education & Children's Services to reflect the acceleration of the

Review of Facilities Management. This adjustment is reflected in Appendix 1 (Column 3) to this report and has no overall impact on the budgeted level of uncommitted Reserves.

Corporate Property Asset Management Review

- 2.2.11 The 2018/19 Unaudited Annual Accounts include £300,000 within earmarked Reserves towards the Corporate Property Asset Management review. Furthermore Housing & Environment delivered an additional saving of £132,000 from the Perth Office Project. Approval is now sought to apply these resources to the Corporate Property Asset Management Review in 2019/20.
- 2.2.12 **ACTION:** The Committee is asked to approve the transfer of £432,000 from Reserves to Housing & Environment towards the Corporate Property Asset Management Review in 2019/20. This adjustment is reflected in Appendix 1

2.3 Movements in Funding

2.3.1 Since the 2019/20 Final Revenue Budget was updated by the Strategic Policy & Resources Committee on 17 April 2019 (Report No. 19/110 refers), notification has been received of additional resources in the current financial year as set out below and in Appendix 3.

Scottish Government: Revenue Support Grant (£5,861,761)

- Teachers Pay Award: £3,776,000 (Education & Children's Services ECS)
- Teachers Employer Pension Contributions: £1,629,000 (ECS)
- Teachers Induction Scheme: £185,761 (ECS)
- Free Sanitary Products: £54,000 (ECS)
- Statutory Appropriate Adult Service: £14,000 (ECS)
- Rapid Rehousing Transition Plans: £203,000 (Housing & Environment)
- 2.3.2 The Scottish Government has advised that the increase in Revenue Support Grant of £5,861,791 will be made through a redetermination of the Council's Revenue Support Grant. It is, therefore necessary to adjust both the budget for Education & Children's Services and Revenue Support Grant.
- 2.3.3 **ACTION:** The Committee is asked to approve the adjustments set out at 2.3.1 above. These adjustments are reflected in Appendix 1 (Column 4) to this report.

Scottish Government Ring Fenced Grant (£46,880)

2.3.4 The Scottish Government has advised that the final amount allocated for Pupil Equity Funding will be £46,880 greater than previously advised. It is therefore necessary to adjust both the budget for Education & Children's Services and Ring-Fenced Grant.

2.3.5 **ACTION:** The Committee is asked to approve the adjustments set out at 2.3.4 above. This adjustment is reflected in Appendix 1 (Column 4) to this report.

Other Funding: (£2,041,386)

- 2.3.6 Other funding amounting to £2,041,386 will be paid outside the Revenue Support Grant mechanism as Other Grant income and is, therefore, cost neutral in terms of the budget summary. Details of this other funding are set out in Appendix 3.
- 2.3.7 **ACTION:** The Committee is asked to note the receipt of £2,041,386 of additional resources, with this funding being reflected within Education & Children's Services; Housing & Environment and Corporate & Democratic Services as additional grant income. The current projected outturn assumes that all these additional resources will be fully expended in 2019/20.

2.4 Virements

Contribution to/from Capital Fund

- 2.4.1 In line with the strategy for managing the Council's Capital Programme over the medium term (as reported to Council on 20 February 2019 (Report No. 19/47 refers)) it is recommended that the eventual over or under spend on Capital Financing Costs and Interest on Revenue Balances be transferred from or to the Capital Fund.
- 2.4.2 The latest monitoring indicates an increase in the projected outturn for capital financing costs (loan charges) of £160,000 which reflects projected treasury management activity that will see the Council take advantage of the current favourable interest rates.
- 2.4.3 **ACTION:** The Committee is requested to approve the virement of £160,000 to the Capital Financing Costs (Loan Charges) Budget with a corresponding reduction in the projected Contribution to the Capital Fund. These adjustments have been reflected in Appendix 1 (Column 5) to this report.

Service Virements

- 2.4.4 To ensure that the 2019/20 Management Revenue Budget continues to reflect current Service needs and operational requirements the following virements between budgets are required.
 - Housing & Environment to Health & Social Care (£41,000) for the Communities First project.
 - Corporate & Democratic Services (£471,000) and Housing & Environment (£29,000) to Health & Social Care for the Charging and Assessment Team.

- Corporate & Democratic Services to Housing & Environment (£25,000) for the provision of administrative support.
- Renewal & Repair Fund to Corporate & Democratic Services (£20,000) to fund developments on the Integrated Human Resources & Payroll system.
- 2.4.5 **ACTION:** The Committee is asked to approve the adjustments to Service Revenue Budgets listed in 2.4.4 above. These adjustments are reflected in Appendix 1 (Column 5) to this report.

2.5 Movements in Reserves

<u>Transformation Programme (including Workforce Management and Organisational Change)</u>

- 2.5.1 Approval is sought to adjust the budgets for several approved transformation projects as set out in Appendix 4 to reflect changes in the phasing of expenditure.
- 2.5.2 **ACTION:** The Committee is asked to transfer £25,000 to Reserves from the Services listed in Appendix 4 to reflect revised expenditure profiles in relation to Transformation. These adjustments are reflected in Appendix 1 (Column 6) to this report and have no overall impact on the budgeted level of uncommitted Reserves.

Provision of Affordable Housing - Council Tax 2nd Home and Long-Term Empty Property Discount

- 2.5.3 The Strategic Policy & Resources Committee of 17 April 2019 approved the utilisation of £200,000 in 2019/20 from the earmarked Reserve for Affordable Housing (resources accrued from reductions in Council Tax discounts) to take forward the Empty Homes Initiative project that brings unused domestic properties back into use (Report No. 19/110 refers).
- 2.5.4 Due to the continued success of this initiative and of the work of the Private Sector Access Team, there has been an increase in demand from landlords to bring further empty properties back into use. Consequently, approval is sought for a further contribution of £93,000 in 2019/20 from the earmarked Reserve for Affordable Housing.
- 2.5.5 ACTION: The Committee is asked to transfer £93,000 from the earmarked Reserve for Affordable Housing Reserves to Housing & Environment to take forward the Empty Homes Initiative. This adjustment is reflected in Appendix 1 (Column 6) to this report and have no overall impact on the budgeted level of uncommitted Reserves.

Future Commitments

- 2.5.6 The 2019/20 Housing & Environment Revenue Budget includes funding which will be required in both 2019/20 and 2020/21 in relation to events (£40,000) and rural communities (£80,000). Approval is sought to transfer this funding to an earmarked Reserve to be applied in 2020/21.
- 2.5.7 ACTION: The Committee is asked to transfer £120,000 from Housing & Environment to Reserves to fund expenditure on events and rural communities in 2020/21. These adjustments are reflected in Appendix 1 (Column 6) to this report and have no overall impact on the budgeted level of uncommitted Reserves.

3. CORPORATE BUDGETS

Council Tax Income

- 3.1 The monitoring of Council Tax as at 30 June 2019 indicates that the projected level of income is in line with Revenue Budget assumptions as reflected in Appendix 1.
- 3.2 These projections are indicative at this stage and are subject to further review.

Health & Social Care - Perth & Kinross Integration Joint Board

- 3.3 The projected outturn for Health & Social Care is split between that which is delegated to Perth & Kinross Integration Joint Board and that which remains with the Council. Full details of the projected outturn for Health & Social Care are set out in Appendix 5.
- 3.4 Despite uplifts in funding and a significant savings programme, demand for health and social care services continues to grow – both in terms of the number of service users and the complexity of care packages required. This increased demand is across almost all services including care home placements, care at home and mental health & learning disability community packages is factored into the projected outturn below and detailed in Appendix 5.
- 3.5 Perth & Kinross Integration Joint Board (P&KIJB) met on 22 March 2019 to consider the Core Health and Social Care Budget 2019/20, 2020/21 and 2021/22. At that time the P&KIJB noted a £2,842,000 gap in Core Health and Social Care Services. On 26 June 2019 the P&K IJB noted a gap of £752,000 in relation to GP Prescribing and on 27 September 2019 will be asked to note a gap of £543,000 in relation to In-Patient Mental Health Services. This will result in an approved budget that is currently out of balance by £4,137,000.
- 3.6 The meeting of the IJB of 27 September 2019 will consider a financial update as at 31 July 2019 from the Boards Chief Financial Officer which will set out a projected overspend of £4,860,000. This is higher than the approved budget gap with demand growth across several areas higher than planned. The

update by the Chief Financial Officer includes comprehensive commentary on the reasons for the projected overspend and these are set out in detail at Appendix 5.

- 3.7 The approved Integration Scheme sets out a clear process by which projected over spends should be addressed. On that basis, intensive work has been taken forward by the Executive Management Team of the Health and Social Care Partnership to identify all possible options to support the delivery of a balanced budget. The draft Financial Recovery Plan will require to be acceptable to both partners. The resulting Financial Recovery Plan will be considered by the IJB at its meeting on 27 September 2019.
- 3.8 Under the terms of the existing approved Integration Scheme, Perth & Kinross Council is liable for £2,781,000 of the total projected over spend (£4,860,000) and this is reflected in Appendix 1 less a small projected under spend on non-devolved adult care functions (£34,000).
- 3.9 Discussions on future risk sharing arrangements are ongoing between the Council and NHS Tayside. Any proposed changes to the risk sharing arrangement and the projected outturn will be reported to future meetings of the Strategic Policy & Resources Committee.

Contributions to Tayside Valuation Joint Board

3.10 The Treasurer of the Tayside Valuation Joint Board is currently projecting that expenditure is in line with budget.

Unfunded Pension Costs

3.10 The latest projected outturn, based on current recharges from the Tayside Pension Fund, indicates an under spend of £37,000 which is reflected in Appendix 1.

Apprenticeship Levy

3.11 The latest projected outturn, based on current levels of remittance to HM Revenue & Customs, indicates an over spend of £55,000 which is reflected in Appendix 1. This is, primarily, a consequence of the recent pay awards which were more than budgeted levels.

4. HOUSING REVENUE ACCOUNT (HRA)

- 4.1 The Executive Director (Housing & Environment) is currently projecting a break-even position on the Housing Revenue Account. Within this projection there are several variances which are set out below.
 - Repairs & Improvements (projected over spend of £572,000) due, primarily to an increase in the number of void properties the Service is managing. The increase in voids is due to the continued proactive approach to ensuring the best use of stock to meet housing need

including the impact of the success of Home First, the increased supply of properties due to new builds and the buyback scheme.

- Letham and North (projected under spend of £10,000) due, in the main, to additional staff slippage.
- Perth City and Specialist (projected under spend of £4,000) due to additional staff slippage and reduced disturbance payments partially offset by property and supplies and services costs.
- Housing Management (projected over spend of £29,000) due to additional staff costs.
- Administration (projected over spend of £63,000) due to increased loan charges and reduced income from recharges.
- Income (projected over recovery of income of £354,000) due, primarily, to a reduction in the bad debt provision and additional rental income.
- 4.2 The net projected over spends described above result in a reduction in the projected contribution to Capital Financed from Current Revenue (CFCR) (£296,000) available for the HRA Capital Programme.
- 4.3 Full details of the movement against the HRA Revenue Budget are set out in Appendix 6.

5. MEDIUM TERM FINANCIAL PLAN

- 5.1 The Council is due to consider the update of the Medium-Term Financial Plan at its meeting on 25 September 2019. However, due to the significant uncertainty at both a national and an international level and the potential impact on public funding, it is proposed to delay consideration of the Medium-Term Financial Plan to 18 December 2019.
- 5.2 **ACTION:** The Committee is asked to approve the proposal to delay consideration of the Medium-Term Financial Plan by Council to 18 December 2019.

6. CONCLUSION AND RECOMMENDATIONS

- 6.1. The total net projected over spend on the 2019/20 General Fund, as set out in Appendix 1 to this report, is £3,380,000.
- 6.2. Additionally, the projected under spend on Devolved School Management Budgets currently stands at £670,000 and £556,000 from the Pupil Equity Fund.
- 6.3. Of the projected over spend for the Council £2,747,000 relates to Health & Social Care.
- 6.4. The Executive Director (Housing & Environment) is currently projecting a break-even position on the Housing Revenue Account in 2019/20.

- 6.5. The Committee is requested to:
 - Note the contents of the report;
 - Approve the adjustments to the 2019/20 Management Revenue Budget detailed in Appendices 1 to 4 and Section 2 & 3 above;
 - Approve 2019/20 Service virements summarised in Appendices 2 and 6;
 - Note the Health & Social Care projected outturn summarised in Paragraphs 3.3 to 3.8 and Appendix 5;
 - Note the Housing Revenue Account projected outturn summarised in Section 4 above and Appendix 6.
 - Approve the proposal to delay consideration of the Medium-Term Financial Plan by Council to 18 December 2019 – see Paragraph 5.2.

Author(s)

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Approved

Name	Designation	Date
Stewart Mackenzie	Head of Finance	30 August 2019
Jim Valentine	Depute Chief Executive and Chief Operating Officer	2 September 2019

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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes / None
Community Plan / Single Outcome Agreement	None
Corporate Plan	Yes
Resource Implications	
Financial	Yes
Workforce	Yes
Asset Management (land, property, IST)	Yes
Assessments	
Equality Impact Assessment	Yes
Strategic Environmental Assessment	Yes
Sustainability (community, economic, environmental)	Yes
Legal and Governance	None
Risk	None
Consultation	
Internal	Yes
External	None
Communication	
Communications Plan	None

1. Strategic Implications

1.1. Corporate Plan

- 1.1.1. The Council's Corporate Plan 2018 2022 lays out five outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:
 - (i) Giving every child the best start in life;
 - (ii) Developing educated, responsible and informed citizens;
 - (iii) Promoting a prosperous, inclusive and sustainable economy;
 - (iv)Supporting people to lead independent, healthy and active lives; and
 - (v) Creating a safe and sustainable place for future generations.
- 1.1.2 This report relates to all these objectives.

2. Resource Implications

- 2.1. Financial
- 2.1.1. There are no direct financial implications arising from this report other than those reported within the body of the main report.
- 2.2. Workforce
- 2.2.1. There are no direct workforce implications arising from this report other than those reported within the body of the main report.

2.3. Asset Management (land, property, IT)

2.3.1. There are no direct asset management implications arising from this report other than those reported within the body of the main report.

3. Assessments

3.1. Equality Impact Assessment

- 3.1.1. Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.1.2. The information contained within this report has been considered under the Corporate Equalities Impact Assessment process (EqIA) and has been assessed as **not relevant** for the purposes of EqIA.

3.2 Strategic Environmental Assessment

- 3.2.1 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.2.2 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

3.3 <u>Sustainability</u>

- 3.3.1 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.
- 3.3.2 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

4. Consultation

- 4.1 Internal
- 4.1.1 The Executive Officer Team have been consulted in the preparation of this report.

2. BACKGROUND PAPERS

2.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

3. APPENDICES

Appendix 1 –	General Fund 2019/20 Revenue Budget - Summary
Appendix 2 –	General Fund 2019/20 Projected Outturn – Service Analysis
Appendix 3 –	Other 2019/20 Funding
Appendix 4 –	Corporate Transformation Funding 2019/20
Appendix 5 –	Health & Social Care 2019/20 Projected Outturn
Appendix 6 –	Housing Revenue Account 2019/20 Projected Outturn