

Members' Library Service Request Form

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Designation	Head of Council Resources
Date	11/08/17

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REPORT TO: Members' Library Service

MEETING DATE:

BY: Depute Chief Executive (Resources & People Services)

SUBJECT: Financial Review 2017/18 Quarter 1

1 PURPOSE

1.1 To record the financial position at the end of the 1st quarter of the financial year 2017/18.

2 RECOMMENDATIONS

2.1 Members are recommended to note the financial performance of services at the end of June 2017.

3 BACKGROUND

Budget Summary

- 3.1 At its meeting of 21 February 2017, the Council approved a budget for 2017/18 and an outline budget for two subsequent years. In addition, the Council meeting on 27 June 2017 approved a number of additional budget adjustments for 2017/18.
- 3.2 The 2017/18 General Services budget can be summarised as follows:
 - Assumed levels of Scottish Government general revenue support grant of £166.108 million to support existing services.
 - Assumed combined Council Tax income of £54.318 million.
 - Additional Scottish Government funding of £9.377 million, to be used to support a number of specific and 'ring-fenced' areas including: Social Care, Criminal Justice, Pupil Equity Funding devolved directly to individual schools, and additional grant provided to support the delivery of Early Learning and Childcare – 1140 hours expansion.

- Planned general services revenue expenditure of £233.399 million, which includes support the delivery of corporate commitments, and £209.530 million to support service delivery.
- The utilisation of £2.530 million of General Reserves.
- The requirement to deliver £2.1 million of recurring efficiencies across Business Groups.

General Services Summary for Quarter One – 2017/18

- 3.3 As at the end of June, the financial ledgers record an underspend against planned General Services budget of £0.322 million (0.7%). An initial assessment of all service budgets has been made in order to assess the likely net expenditure levels at the financial year end. However, it is important to note that such assessments are based primarily upon activity to the end of June and are therefore made with a high degree of uncertainty. From a financial management perspective, it is our intention to focus on early warning of potential overspending thus allowing appropriate, remedial management intervention to take place. A summary of the financial position across each of the Business Groups at the end of June 2017 is detailed at **Appendix 1.**
- 3.4 Within this, an overall financial risk assessment has been assigned to each of the service areas based on a review of current expenditure and known financial pressures, as set out in Appendix 2. One service area Children's Wellbeing, has already been categorised as High Risk suggesting there is a high degree of certainty that the services will not operate within approved budgets. Five service areas: Adult Wellbeing, ASL, Primary Group, Property Maintenance and Landscape and Countryside have been categorised as Medium Risk, indicating that there is significant potential that these service areas will incur an overspend against approved budget during the year. In addition, the assumed level of Revenue Support Grant (RSG) to be received during 2017/18 will continue to be closely monitored. The Scottish Government have now signalled that there will be a reduction in RSG in 2017/18 due to increases in the statutory building warrant fee levels applicable from July 2017, however the precise impact of this is still unknown but will be reported within the Q2 Review. We will closely monitor the financial position across all service areas during the year, and in particular will work with those Budget Holders in services identified as High or Medium risk to ensure financial commitments can be delivered within available resources.
- 3.5 In addition, we provide an assessment of progress in implementing the planned efficiency measures/savings/increased income for the 2017/18 financial year. Based upon evidence presented to us, each Business Group has been assigned a category (detailed below) reflecting our assessment of progress being made against the planned 2017/18 efficiency savings. Most Business Groups are currently on target to

achieve their required level of efficiencies in year, the exception being that of Property Maintenance which has currently been categorised as 'Amber', largely due to concerns around their ability to deliver an increased level of surplus. We will work with the service to assess options for delivering their planned efficiency during the year.

- Red Less than 50% of budgeted efficiency savings are likely to be achieved by end of the year;
- Amber Between 50%-100% of budgeted efficiency savings are likely to be achieved by the end of the year;
- Green 100% of budgeted efficiency savings are likely to be achieved by the end of the year.
- 3.6 A summary of the main movements across each of the main service directorates are set out in more detail below. Around £0.9 million of the current underspend position relates to underspends on staffing budgets, however adjusting for delayed implementation of the pay award would make this around £0.6 million. The pay award for most staff groups from April 2017 (excluding Teachers) has now been agreed, and in total the quantum is greater than the 1% pay provision which was included within the 2017/18 budget. The impact of this will be reflected in the next quarterly report to Cabinet; however, it is likely to place significant additional financial pressure on Council services. These savings are offset by a range of pressures on operational service areas, and lower than budgeted income level projections, with more details around the key variables within service areas set out within the narrative below.
- 3.7 At the end of June 2017 the **Resources and People Services** were reporting an overall underspend of £622,000 (2.6%) with most service areas performing in line with expectations.
- 3.8 The **Education Group** is currently reporting a collective underspend against service budgets of £438,000. The Primary and Secondary schools budget includes both internal management or 'client' budgets as well as individual Devolved School Management budgets. A range of pressures remain in the Primary 'client' budget relating to facilities, transportation and number of classes. Most of the Primary and Secondary schools are currently reporting a surplus position and we will work with the schools and Head of Education to ensure that resources can be managed within wider budgets including DSM carry forward levels. Members should be aware the individual Primary and Secondary school budgets are finalised in September following the school pupil census and this will be reflected within the next quarterly review.
- 3.9 Pressures remain on the ASL budget relating to the number of children in External Placements as well as wider transportation costs, and we will work further with the Head of Education to review options for managing these pressures going forward.

- 3.10 The first quarter of 2017/18 is reporting an under-spend on the **Health & Adult Care Partnership** budgets of £0.100 million (0.7%). With respect to **Children's Services**, there continues to be financial pressure arising from; the number of children placed in external residential care as well as External Fostering placements, and high cost packages of care for children with disabilities. In addition, there are emerging pressures relating to Kincare payments arising from the recent change in payment model introduced by the Scottish Government, and we are monitoring this position closely. These collective pressures are currently being offset in part by underspends in staffing and wider operational budgets, however the service is forecasting likley overspending against budget and we are working closely with Children's Wellbeing Management to identify further efficiency measures to help ensure the service can be delivered within available resources.
- 3.11 With respect to **Adult Wellbeing Service**, the service is reporting a near break-even position at end of June 2017. Despite the reported position, there remains a wide range of service pressures relating to; increased demographic and care package commitments, as well as ensuring the recurring delivery of the unachieved 2016/17 efficiency programme. A detailed efficiency plan has been identified however the delivery of this is key to ensuring that the service remains within budget during 2017/18 and beyond.
- 3.12 Most of the **Partnerships & Services for Communities** budgets are performing in line with expectations, with a small reported overspend relative to budget of £0.052 million as at end of June 2017. Two service areas have been categorised as 'Medium Risk'. Pressures remain on Landscape and Countryside Management service largely due to lower than anticipated level of income received in relation to Coastal Car Parking. The Property Maintenance service has indicated that it remains challenging to deliver the planned level of operating surplus. We continue to work with those other service areas who are reporting an overspend as at June 2017, however it appears most relates to a combination of one off, non-recurring pressures or budget phasing and therefore services believe these commitments can be accommodated within available resources during the year.
- 3.13 Most of the **Corporate Income** budgets are performing in line with expectations. Gross Council Tax levied is slightly lower than anticipated, however the budget profiling is based on the assumption that all properties will be billed as at 1 April 2017, whereas more likely a number of properties will be completed in year, and therefore will be subject to Council Tax charge for a part year only. There are also pressures relating to DHP subsidy received and payments made, and we are working with the service to ascertain the potential impact on 2017/18 with a view to identifying any remedial options if appropriate. This area will be kept under close review during 2017/18.
- 3.14 Whilst the quarter 1 ledger is currently reporting an overall underspend against approved budget, there continues to remain a number of

pressures across the General Services budgets which must be managed. The ability to manage these pressures within available budgets will be kept under close review as we progress during the financial year.

Housing Revenue Account Summary for Quarter One – 2017/18

3.15 At the end of June 2017 the Housing Revenue Account was reporting an underspend against budget of £0.605 million. (16.4%) Most of the current underspend relates to a combination of; staff vacancies; lower than anticipated repair costs relating to revenue repairs, as well as wider under spends on most of the operational revenue budgets. Details of the Housing Revenue Account capital budgets and expenditure as at 30 June 2017 are included at Appendix 3. The total capital budget approved for the HRA was £23.421 million including fees and mortgage to rent purchase, with £21.4 million available to deliver the Modernisation and New Affordable Housing Programmes. To the end of June 2017 the actual spend was £2.332 million (11%). Despite the relatively low levels of capital expenditure to date, the nature and timing of the capital programme means that not all expenditure falls equally across the financial year. To date, most of the HRA capital programme appears to be progressing as expected, however this will be monitored closely by the Housing Programme Board during the financial year.

General Services Capital Budgets

- 3.16 The General Services Gross Capital expenditure budget including the estimated amounts to be carried forward from 2016/17 is £49.6 million. The profiling of the approved budgets including carry forward is subject to an on-going review and final year-end audit. The current and future year's budgets will be amended accordingly and the re-profiled position reflected in future capital monitoring reports.
- 3.17 **Appendix 4** sets out the 2017/18 expenditure to the end of June with actual expenditure totalling £3.1 million. The programme is monitored closely by the Corporate Asset Group who will consider the need for any refresh or amendment to project phasing.
- 3.18 The table below provides a narrative of the current status of key capital projects.

Project	Narrative
Port Seton Sports hall	Extended consultation over Brief along with a savings exercise on the Cost Plan and some complex design issues around the interface of the new extension and existing building have resulted in delays to the design programme. Delays have been compounded by staff absence in the design team.

	1
	Planning submission has been submitted Construction anticipated to be commencing on site February / March 2018.
Whitecraig Community Centre	Extended Brief consultation with the Bowling Club has resulted in delays to the design programme.
	Planning submission has been made with tenders due back at the end of July. If tenders are favourable construction will commence at the end of September 2017.
Red School Prestonpans	Change of Brief from Communities Provision to Early Years resulted in delays to the design programme. Now on site with anticipated completion in August 2017.
Support for Business – Land acquisition	Various opportunities pursued with unsuccessful outcome. A number of opportunities in progress.
Town Centre Regeneration	Refreshed, detailed longer term plan being put in place, profiling planned expenditure over the period, reviewing existing commitments. Projects relate to regeneration works, detailed feasibility and matching external funding streams. Much of this work is subject to a long lead in time.
Dunbar Grammar	Works were due to start on site in June. Waiting signing of the Supplemental Agreement. Some preparatory works underway.
Wallyford Primary School	Issues with the site transfer have delayed the start on site which was programmed for July 2017. Work is currently on-going to resolve.
Meadowmill Operational Depot	Initial design for a replacement depot has now been developed and the project is now progressing to a QS stage to establish if the requirements can be delivered within budget. This budget will be re-profiled.
Musselburgh Flood Prevention	Pre qualification questionnaire published regarding Procurement of design consultant. This will be complete and invitation to tender issued by 4 th September 17.
Cemeteries	Core priority sites are the subject of planning applications and land owner negotiation at present, additional sites are moving towards initial contact with land owners. This budget will be re-profiled
Pavilions (Ormiston Pavilion)	Works commenced on site in early June and are progressing with completion expected in October 2017. The first schedule has been paid

	to the contractor and the first Sport Scotland contribution has can now be drawn down
East Saltoun School/Fletcher Community Hall	Requirement brief being reviewed in conjunction with overall School estates strategy.
Parking Improvements	Projects identified for Longniddry and Tranent (Foresters). Spend anticipated this year.
Synthetic Pitches	The tender for Foresters Park small sided pitches has been returned. Contract is about to be awarded with an estimated completion of 8 weeks following contractor appointment.

4 POLICY IMPLICATIONS

4.1 There are no direct policy implications associated with this report although ongoing monitoring and reporting of the Council's financial performance is a key part of the approved Financial Strategy.

5 INTEGRATED IMPACT ASSESSMENT

5.1 The subject of this report has been considered and given there is no change in policy direction, there is no requirement to undertake any further impact assessment.

6 RESOURCE IMPLICATIONS

- 6.1 Financial as described above
- 6.2 Personnel none
- 6.3 Other none

7 BACKGROUND PAPERS

- 7.1 Council 21 February 2017 Item 1 Council Financial Strategy 2017/18 2019/20
- 7.2 Council 21 February 2017 Item 4a Budget Proposals Administration
- 7.2.1 Council 27 June 2017 Item 4 2016/17 End of Year Financial Review

AUTHOR'S NAME	Jim Lamond
DESIGNATION	Head of Council Resources
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DATE	7 August 2017

REVENUE BUDGET PERFORMANCE at 30 JUNE 2017

			<u>Budget</u>	(Surplus) /			Progress with
	Budget for the		for the	Deficit for		ancial Risk	<u>efficiency</u>
	<u>year</u>	Actual for the period	<u>period</u>	<u>period</u>	/ Deficit As	sessment	<u>savings</u>
Resources & People Services							
Pre-school Education & Childcare	6,675	4,823	4,885	(62)	-1.3% Low	ı	
Additional Support for Learning	7,992	4,127	4,120	7	0.2% Me	dium	
Schools - Primary	35,715	4,360	4,457	(97)	-2.2% Me	dium	
Schools - Secondary	38,114	7,248	7,452	(204)	-2.7% Low	I	
Schools Support Services	2,217	578	660	(82)	-12.4% Low	I	
Financial Services	1,568	614	665	(51)	-7.7% Low	I	
Revenues & Benefits	1,893	(16)	41	(57)	-139.0% Low	I	
IT Services	1,950	363	373	(10)	-2.7% Low	I	
Legal & Procurement	520	141	163	(22)	-13.5% Low	I	
Human Resources & Payroll	1,275	352	358	(6)	-1.7% Low	I	
Licensing, Admin and Democratic Services	3,388	851	889	(38)	-4.3% Low	I	
	101,307	23,441	24,063	(622)	-2.6%		
Health & Social Care Partnership							
Children's Wellbeing	13,386	3,367	3,253	114	3.5% Higl	h	
Adult Wellbeing	49,596	10,689	10,703	(14)	-0.1% Me	dium	
	62,982	14,056	13,956	100	0.7%		
Partnerships & Services for Communities							
Community Housing	1,643	602	611	(9)	-1.5% Low	ı	
Customer Services	3,120	1,014	965	49	5.1% Low	ı	
Commuity & Area Partnerships	7,222	1,430	1,583	(153)	-9.7% Low	ı	
Arts	677	5	(14)	19	-135.7% Low	ı	
Corporate Policy & Improvement	1,332	412	418	(6)	-1.4% Low	ı	
Planning & Environmental Services	2,232	1,503	1,470	33	2.2% Low	ı	
Asset Planning & Engineering	2,229	817	872	(55)	-6.3% Low	ı	
Economic Development & Strategic Development	3,115	677	723	(46)	-6.4% Low	ı	
Facility Trading	(124)	(2,079)	(2,100)	21	-1.0% Low	ı	
Facility Services	3,467	541	530	11	2.1% Low	ı	
Landscape & Countryside Management	4,638	1,556	1,222	334	27.3% Me	dium	
Healthy Living	3,621	645	660	(15)	-2.3% Low	ı	

Property Maintenance	(713)	(246)	(260)	14	-5.4% Medium
Roads Network	4,616	892	922	(30)	-3.3% Low
Roads Trading	(827)	(177)	(303)	126	-41.6% Low
Transportation & Flood	1,503	(374)	(267)	(107)	40.1% Low
Waste	7,490	1,811	1,945	(134)	-6.9% Low
	45,241	9,029	8,977	52	0.6%
Total of all departments	209,530	46,526	46,996	(470)	-1.0%
Corporate Management					
Revenue Support Grant (inc. NNDR)	(166,540)	(39,319)	(39,319)	-	0.0% Medium
Specific Grants	(2,705)	-	-	-	0.0% Low
Council Tax	(54,318)	(54,572)	(54,597)	25	0.0% Low
Social Care Fund	(6,240)	(1,533)	(1,533)	-	0.0% Low
Council Tax Reduction	5,000	4,991	5,000	(9)	-0.2% Low
Other	17,648	415	283	132	46.6% Low
Apprenticeship Levy	503	84	84	-	0.0% Low
Joint Board Requisitions	647	147	147	-	0.0% Low
HRA Transfer	(995)	-	-	-	0.0% Low
Transfer to Reserves	(2,530)	-	-	-	0.0% Low
	(209,530)	(89,787)	(89,935)	148	-0.2%
Total General Services		(43,261)	(42,939)	(322)	0.7%
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HRA	-	(4,288)	(3,683)	(605)	16.4% Low
TOTAL ALL COUNCIL		(47,549)	(46,622)	(927)	2.0%

Financial Risk	Factors	Implications
High	 The Business Group has been assessed as likely to overspend in the financial year There has been a history of overspending within Units / Groups 	-Cabinet & Members Library reports with financial implications are not passed under delegated powers -Directors / Heads of Service will be asked to prepare a
	- There are new or revised funding arrangement and / or legislature changes with financial significance	financial recovery plan -The Head of Council Resources may take enforcement action to ensure budgetary control
	- Trading Accounts are in deficit for the year.	
	-Grant schemes, on which the Council is reliant are either unconfirmed or have not been confirmed	
	-The service is demand led and the Council has restricted control over the level and form of service	
	- New Services are planned	
Medium	 There is significant potential that Business Group could overspend in the financial year There have been previous incidences of some overspending within Units / Groups 	-Members library reports are only passed when financial implications are addressed -Directors / Heads of Service will be asked to identify actions necessary to ensure expenditure is within budget by the yearend.
	 There are new or revised funding arrangement and / or legislature changes with financial significance 	
	- Trading Accounts are having difficulty meeting financial targets	
	-Grant schemes, on which the Council is reliant are either unconfirmed or have not been confirmed	
Low	-Finances are generally under control for the current financial year	-Members library reports are approved promptly under delegated powers
	-Stable legislature, trading and funding environment	
	-The service is supply led - i.e. the Council can decide the level and form of service	
	-Finances in previous financial years have been controlled -Grant schemes are stable and not anticipated to change	

HOUSING CAPITAL SPEND & FINANCING AS AT 30 JUNE 2017

	<u>2017/18 Budget</u> (£000s)	Actual for the period	Appendix 3 Over/(Under) (£000s)
Modernisation Spend	11,297	1,655	(9,642)
Affordable Homes spend	10,120	676	(9,444)
Mortgage to Rent	750	0	(750)
Internal Fees	1,254	0	(1,254)
TOTAL	23,421	2,331	(21,090)

GENERAL SERVICES CAPITAL SPEND AS AT 30 JUNE 2017

	Budget for the		Remaining
	year (incl carry		Budget
	forward from	Actual for	Provision
	2016/17)	the period	(£000s)
Name of Project	£000	£000	£000
Herdman Flat	200	-	(200)
Property Renewals	900	157	(743)
Prestongrange Museum	140	-	(140)
Port Seton Sports Hall	1,124	1	(1,123)
Whitecraig Community Centre	1,061	-	(1,061)
Community Intervention	500	-	(500)
Support for Business / Town Centre Regeneration	889		(889)
Dunbar Grammar	5,955	70	(5,885)
Dunbar - Lochend Campus/Additional Classrooms	65	-	(65)
North Berwick High School Extension	850	-	(850)
Aberlady	435	-	(435)
Law Primary School	5,198	1,103	(4,095)
Letham Primary (temp prov'n Kings Meadow)	131	-	(131)
Letham Primary	550	13	(537)
Ross High School Extension	615	-	(615)
Ormiston Primary	45	-	(45)
Windygoul PS - Permanent Additional Classrooms	352	54	(298)
Elphinstone	20	-	(20)
Prestonpans Infant School (phase 2)	25	-	(25)
Red School Prestonpans	560	57	(503)
Musselburgh Additional Secondary Education Provision	550	-	(550)
Wallyford PS	9,443	-	(9,443)
Pinkie St Peter's PS Extension	8	-	(8)
Early years provision	-		
Replacement Vehicles	1,350	-	(1,350)
Synthetic pitches	100	-	(100)
Pavilions	661	10	(651)
Sports Centres - refurbishment & equipment	200	11	(189)

IT Program (corporate and schools)	1,500	255	(1,245)
IT - Elected members	25	-	(25)
Core Path Plan Implementation	149	100	(49)
Machinery & Equipment - replacement	40	34	(6)
Cemeteries - Extensions/Allotments	897	-	(897)
Coastal Car Parks/Toilets	150	-	(150)
Coastal Protection/Flood - various projects including East Beach			
Dunbar	982	15	(967)
Promenade Improvements - Fisherrow	23	-	(23)
Cycling Walking Safer Streets (Ring-fenced grant funded)	151	-	(151)
East Linton Rail Stop/Infrastructure	500	-	(500)
Roads	5,250	1,043	(4,207)
Parking Improvements	992	-	(992)
Purchase of New Bins/Food Waste Collection	90	57	(33)
Improved Community Access - Brunton Hall	50	-	(50)
Replacement of CRM Project (Customer Services)	225	-	(225)
Construction Academy aka Future Technologies Centre	43	3	(40)
Replacement of Corporate booking system - NWOW	32	-	(32)
New Ways of Working -Court Accommodation	960	-	(960)
Carberry Landfill Gas management	250	136	(114)
Prestonpans Shared Facility	20	-	(20)
Meadowmill operational Depot	1,000	1	(999)
Accelerating Growth - Enabling Infrastructure	1,600	8	(1,592)
Haddington Corn Exchange	50	-	(50)
Town Centre Toilets re-furbishment/New Provision	100	-	(100)
Early years 1140 hours expansion	618		(618)
East Saltoun School/Community Hall	400	-	(400)
sub-total before year end allocations	48,024	3,128	(44,896)
Capital Plan Fees/Internal Recharges	1,604	-	(1,604)
TOTAL	49,628	3,128	(46,500)