

# **Supplementary Papers**

## **Council**

held in The Ridgeway, The Beacon, Portway, Wantage, OX12 9BY  
on Wednesday 12 February 2020 at 7.00 pm

Open to the public including the press

11. Revenue budget 2020/21 and capital programme to 2024/25 – chief finance officer's robustness report

## **Vale of White Horse District Council**

### **Report of the chief financial officer on the robustness of the budget estimates and the adequacy of the reserves.**

1. Section 25 of the Local Government Act 2003 places a duty on the chief finance officer (at this council the interim head of finance) to make a report to the council on the robustness of the estimates and the adequacy of the reserves. This report fulfils this requirement and provides councillors with assurance that the budgets have been compiled appropriately and that the level of reserves is adequate. It is a statutory requirement that councillors must consider this report when considering and approving a budget.
2. In presenting this report the interim head of finance is mindful of other associated statutory safeguards designed to prevent the authority from over-committing itself financially, namely:
  - Section 151 of the Local Government Act 1972 which requires the authority to make arrangements for the proper administration of its financial affairs and that the interim head of finance as the chief financial officer has personal responsibility for such administration;
  - Sections 32, 43 & 93 of the Local Government Finance Act 1992 which requires the authority to set a balanced budget;
  - The Prudential Code sets out the framework within which the authority must manage its investments, including adequate planning and budget estimates;
  - The external auditor's duty to assess the adequacy of the authority's proper arrangements to secure economy, efficiency and effectiveness ('value for money').
3. To reinforce these obligations, section 114 of the Local Government Finance Act 1988 requires the interim head of finance as the chief finance officer to report to all the authority's councillors, in consultation with the monitoring officer and the chief executive, if there is or is likely to be unlawful expenditure or an unbalanced budget.

### **Robustness of the budget estimates**

#### **PREPARATION, REVIEW & SCRUTINY**

4. In accordance with best practice and using accruals accounting, the council provides for realistic estimates of costs and known liabilities.
5. The initial budget estimates were prepared jointly by the heads of service and appropriately qualified staff from the council's strategic finance team. These have been reviewed and challenged by the council's strategic management team and cabinet members.

6. The 2020/21 budget briefing session presented to the members on 6 February 2020 provided a detailed explanation of the factors taken into account in determining the base budgets.

## REVENUE BUDGET

7. Similar to most district councils the most significant costs within the revenue budget are:
  - staff salaries and related costs
  - payments under contracts for services
  - housing benefit and council tax support payments.
8. The estimates of staff costs are prepared by calculating the cost of employing each member of staff for the full year. The budget also includes the costs of recruiting to posts that are currently vacant, unless it has been decided that the post will not be filled. The costs include incremental progression and an allowance for the cost of any locally agreed pay award.
9. The risk of overspending on staff costs is therefore considered negligible. The risk of under-spending on staff costs is high, so I have assumed a level of expected vacancy savings and this year, the council has budgeted at 96 per cent of the expected salary level.
10. The costs of the most significant council contracts are linked to increases in the various price indices, usually the Retail Prices Index (RPI) or the Consumer Price Index (CPI). Allowance has also been made within the budget for additional costs arising from demographic growth and increased demand for services (e.g. additional properties leading to increased waste collection costs).
11. The risk of overspending on contract costs exists and there remains a financial risk from a contractor failing to deliver services in accordance with the contract. Such risks are managed through the council's contract monitoring and risk management procedures but cannot be eliminated.
12. The cost of housing benefit is largely met through government subsidy. However, because of the large sums involved, there is a significant financial risk to the council of fluctuations in subsidy income and income from housing benefit overpayments. This risk is outside the council's control. The level of local authority errors in the latest grant subsidy claim is safely below the government's threshold. The risk of any cost falling on the council is therefore low and continues to be mitigated by close contract management.
13. The areas of expenditure where there is a greater level of risk are within the demand led budgets such as the costs of homelessness (including temporary accommodation). Experience of demand in the current and recent years has been used to inform the 2020/21 budget.
14. As part of the budget setting process consideration has been given to income streams which could change as a result of recent and pending legislation. These include:

- New Homes Bonus ((NHB). On 24 July 2018 the Ministry of Housing, Communities and Local Government (MHCLG) signalled its intention to replace the NHB scheme with a scheme that looks to 'incentivise house growth most effectively'. MHCLG said it 'will consult widely on any changes prior to implementation'. To date there has been no consultation and so as I do not know what will replace NHB I am unable to make any estimate of what funding the new scheme may generate for the council. In setting the budget I have assumed the remaining tranches of NHB will be honoured by MHCLG but I have assumed no income for any new scheme. I believe this is a balanced and prudent approach to setting the budget;
- The business rate retention scheme. This scheme was due to change in a number of ways on 1 April 2020 but this has been delayed until 1 April 2021. The funding baseline is to be reset (informed by the fair funding review), the business rate baseline is to be reset to reflect the current business rates base and the proportion of income retained (prior to top ups and tariffs) is under review. All in all, it means it is impossible to say what income this scheme may generate from April 2021. Because of this I have budgeted at the level of the current safety net across the MTFP to minimise the risk of overbudgeting for income.

15. A number of revenue income streams are sensitive to changes in market conditions and therefore there will always be a risk that budget targets are not met. These include planning fees, building control fees, and land charges fees which all respond directly to the fluctuating characteristics of the housing market. Car parking income can also be volatile and responds to the general economy and retail market. Previous budget-setting exercises have made adjustments to reflect prevailing market conditions. A review of car parking fees and charges will take place later this year. Further adjustments have been made for 2020/21 refining budgets in light of actual activity levels.

16. In order to minimise the risk of budgeted income not being achieved, the council takes a prudent approach when calculating the revenue income budgets and debts due and makes appropriate provisions for bad debts.

## INVESTMENT INCOME

17. The returns on the council's investment portfolio are relied upon to support the cost of services. The continuing impact of the low interest rates has been factored into the MTFP reported as part of the budget setting report.

18. Investments have been diversified in accordance with the treasury management strategy, and the earnings assumptions in the budget are set prudently. Investment income is used in year to support the revenue budget, therefore there is some uncertainty about the amount available when the budgets are set, but the estimates are considered prudent enough to reduce the risk of this to manageable levels.

## REVENUE CONTINGENCY SUM

19. A sum of £200,000 has been included for revenue contingency in the 2020/21 budget.

## FUNDING FROM CENTRAL GOVERNMENT

20. On 20 December 2019 the government announced the provisional 2020/21 local government settlement. The final settlement was issued on 6 February 2020.
21. When calculating councils' spending power the Government assumes councils increase their council tax to the maximum level allowable before a referendum would need to take place.
22. The business rates retention scheme currently allows local government to keep fifty per cent of the income collectable. From 2021 the scheme will change as discussed above. It is not possible to estimate the financial impact of any new scheme.
23. There is a risk that the assumptions about government grant reductions are proven to be under-estimated, in which case the council's revenue reserves are considered adequate to compensate until the MTFP can be reviewed.

## CAPITAL PROGRAMME

24. The council's project management system is used to manage capital schemes. This is designed to reduce the risks of both overspends and slippage in the programme.
25. For major projects the council engages skilled advisors to assist it. Whilst these measures can manage and mitigate risk some capital schemes, by their nature, will still contain financial risks.
26. Due to uncertainty over government funding, in last year's budget a number of capital schemes that were not deemed essential were removed from the funded capital programme and transferred to a preparation pool. For this year a number of those schemes that have been deemed essential have been added back to the programme. Due to ongoing funding uncertainty, all other schemes transferred to the preparation pool will no longer proceed.
27. In the capital programme recommended to the cabinet, allowance has been made for works considered necessary to the council's land and property assets.
28. The council has a sufficient capital contingency and reserves to meet any potential capital programme overspends. While the use of these reserves would reduce the interest income earned, the current low rates available mean the impact would not be significant.

## MEDIUM TERM FINANCIAL PLAN

29. An updated MTFP has been included in the budget report. The plan sets out provisional revenue spending plans and the estimated use of reserves through to 2024/25.
30. Using balanced but prudent estimates of future government funding shows that the council should be able to set a balanced budget up to and include financial year 2023/24. However, the council would not be able to set a balanced budget in 2024/25.

31. To help address this, in addition to a thorough review of base budgets carried out this year, revenue budget savings have been identified across a number of services following a service review by heads of service and budget holders. In addition, for over the next two years the budget includes £500,000 to support transformation work. More detail is included in paragraph 47 of the main report.
32. As further details emerge during 2020 on the likely future government funding for the council, this transformation work will support the council in understanding its ongoing financial sustainability.

## PRUDENTIAL INDICATORS

33. The prudential code requires the calculation of a number of prudential indicators, which measure the sustainability of the council's MTFP, explicitly with regard to affordability, prudence, value for money, stewardship, service objectives and practicality. This is backed up by a specific requirement to monitor performance against forward-looking indicators and report and act on significant deviations.

## BUDGET MONITORING

34. At the end of May, August and November heads of service complete budget monitoring returns forecasting their year-end positions which are reported formally to cabinet.

## RISK MANAGEMENT & INSURANCE

35. The risk management arrangements are managed by the council's risk and insurance officer.
36. The risk and insurance officer has recently led a thorough review of the council's insurance arrangements. This fed into the annual insurance renewal process resulting in greater assurance that the council has comprehensive cover in place.
37. The main risks inherent in the council's MTFP are:
- government grant funding is less than estimated, specifically;
    - i. NHB income is less than that shown in the MTFP
    - ii. The scheme that replaces NHB is less rewarding than the current NHB scheme
    - iii. The revised business rate retention scheme does not favour the council financially.
  - macro-economic changes, such as ongoing low interest rates or higher inflationary pressures than projected
  - Unforeseen growth in essential expenditure.

## **Adequacy of reserves**

38. The Chartered Institute of Public Finance and Accountancy has issued guidance on local authority reserves and balances in LAAP Bulletin 55. It sets out the three main purposes for which reserves can be held.

- A working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing – which forms part of general reserves;
- A contingency to cushion the impact of unexpected events or emergencies – also part of general reserves;
- A means of building up funds, often referred to as earmarked reserves, to meet known or predicted liabilities.

39. The council is expected to hold £4.8 million in its general fund as at 1 April 2020 and, over for the next four financial years intends to maintain this at a level that is no less than approximately 10 per cent of the annual budget requirement (when the Audit Commission previously recommended at least 5 per cent); this is likely to be sufficient to cover uneven cash flow and all but the most serious emergency. As highlighted above, on current budget forecasts it cannot set a balanced budget in financial year 2024/25.

40. Finally, the council is expected to hold unspent capital receipts of £11.4 million at 1 April 2020 which form the capital reserve.

## **Conclusion**

41. The budget estimates have been prepared following a properly controlled and professionally supported process. They have been subject to challenge, due consideration and the identifiable risks should be capable of management.

42. Overall, the level of reserves at the end of 2020/21 is adequate in relation to the proposed revenue budget and capital programme.

43. The reserves are not reduced other than by the sums already earmarked. The income earned on these reserves is therefore a sustainable source of funds for the council.

44. The council faces significant budget challenges in year five of its MTFP if changes to government funding schemes prove to be less generous than the current schemes.

**Simon Hewings** (Interim head of finance and chief finance officer)

10 February 2020