

# Scrutiny Committee Agenda



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Date: 14 August 2013  
Website: [www.whitehorsedc.gov.uk](http://www.whitehorsedc.gov.uk)

A meeting of the

## Scrutiny Committee

will be held on Thursday 22 August 2013 at 7.00 pm  
Council Chamber, Abbey House, Abingdon

### Members of the Committee:

#### Councillors

Jim Halliday (Chairman)  
Charlotte Dickson (Vice-chairman)  
Eric Batts  
Tony de Vere  
Jason Fiddaman  
Debby Hallett

Mohinder Kainth  
Sandy Lovatt  
Julie Mayhew-Archer  
Fiona Roper  
Alison Thomson  
Richard Webber

**Alternative formats of this publication are available on request. These include large print, Braille, audio, email and easy read. For this or any other special requirements (such as access facilities) please contact the officer named on this agenda. Please give as much notice as possible before the meeting.**

A handwritten signature in black ink, appearing to read 'M Reed', written in a cursive style.

Margaret Reed  
Head of Legal and Democratic Services

# Agenda

## Open to the Public including the Press

### Map and vision

(Page 4)

A map showing the location of the venue for this meeting is attached. A link to information about nearby car parking is [http://www.whitehorsedc.gov.uk/transport/car\\_parking/default.asp](http://www.whitehorsedc.gov.uk/transport/car_parking/default.asp)

The council's vision is to take care of your interests across the Vale with enterprise, energy and efficiency.

### 1. Notification of substitutes and apologies for absence

To record the attendance of substitute members, if any, who have been authorised to attend in accordance with the provisions of standing order 17(1), with notification having been given to the proper officer before the start of the meeting and to receive apologies for absence.

### 2. Minutes

To adopt and sign as a correct record the minutes of the committee meeting held on 25 July 2013 (circulated separately), and the confidential minutes from the committee meeting held on 25 May 2013 (circulated separately).

### 3. Declarations of interest

To receive any declarations of disclosable pecuniary interests in respect of items on the agenda for this meeting.

### 4. Urgent business and chairman's announcements

To receive notification of any matters, which the chairman determines, should be considered as urgent business and the special circumstances, which have made the matters urgent, and to receive any announcements from the chairman.

### 5. Statements, petitions and questions from the public relating to matters affecting the Scrutiny Committee

Any statements and/or petitions from the public under standing order 32 will be made or presented at the meeting.

### 6. Revenue and capital budget outturn 2012/13

(Pages 5 - 23)

To consider the head of finance's report.

## **7. New homes bonus community funding policy**

(Pages 24 - 28)

To consider the report of the head of corporate strategy.

## **8. s106 Monitoring Progress Report**

(Page 29)

This paper comes to committee so that members can provide officers with feedback on this item and whether this is what the committee wishes to see when it comes as a full report in September and whether there are other areas to be covered by the report.

## **9. Action List**

To review actions taken since previous meeting and any outstanding actions (circulated separately/ tabled at meeting).

## **10. Scrutiny work programme**

(Pages 30 - 33)

To review the attached scrutiny work programme.

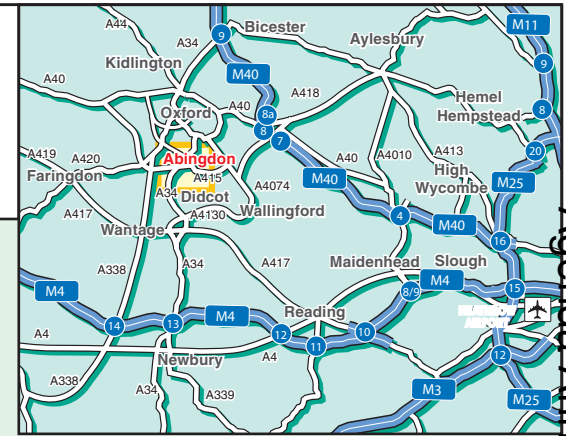
## **11. Dates of meetings**

To note the dates of the forthcoming committee meetings (Thursdays at 7pm unless stated):

- 19 September 2013
- 24 October
- 21 November
- 19 December
- 23 January 2014
- Wednesday 12 February
- 20 March
- 17 April

## **Exempt information under Section 100A(4) of the Local Government Act 1972**

None



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OS data. PU100040256. Crown ©2008. Mapping sourced from Ordnance Survey

KEY: Car Parks	
	Abbey Close
	Cattle Market
	Charter Multi-storey
	Civic
	Rye Farm
	Hales Meadow
	Audlett Drive
	West St Helen Street

**By rail** – the nearest main line railway stations to Abingdon are either Didcot Parkway (seven miles) or Oxford (eight miles). Radley railway station is located on the main line between Oxford and Didcot and is three miles from Abingdon town centre. For details of train times visit [www.nationalrail.co.uk](http://www.nationalrail.co.uk) or call 08457 484950

**By bus** – there are a number of bus routes serving Abingdon town centre. For details of services and timetables, visit Oxfordshire County Council’s website at [www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk). Contact details for bus operators can be found on the travel information pages on our website [www.whitehorsedc.gov.uk](http://www.whitehorsedc.gov.uk)

**Parking** – details of car parks charges can be found on our website

# Scrutiny Report



Report of Head of Finance

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Wards affected: All

Cabinet member responsible: Matthew Barber

Tel: 01235 540391

E-mail: [matthew.barber@whitehorsedc.gov.uk](mailto:matthew.barber@whitehorsedc.gov.uk)

To: Scrutiny

DATE: 22 August 2013

## Financial Outturn 2012/13

### Recommendation(s)

- (a) *Note the overall outturn position of the Council as well as the outturn of individual service areas.*
- (b) *Take into account the impact of the outturn position in the integrated service and financial planning process when setting the 2014/15 original budget.*
- (c) *Note the slippage in the capital programme to 2013/14.*

Note: If committee members wish to raise specific questions please send these in advance if possible to either the committee clerk or the accountancy manager. Please be aware that if questions are not submitted in advance, it may not be possible to answer these in detail at the meeting.

### Purpose of Report

1. To report the final year end position for revenue and capital expenditure against budget for the financial year 2012/13.

### Strategic Objectives

2. The Council has a strategic objective to manage the business effectively, provide value for money services that meet the needs of our residents and service users and communicate the Council's activities and achievements. This report seeks to inform councillors, the community and officers of the Council's expenditure and income in

2012/13; where there were budget pressures, savings, underspends and variations in income, along with the reasons for these.

## Background

3. Appendix 1 and 2 contain summarised detail revenue and capital expenditure for 2012/13; they also present an explanation, as provided by each head of service, of the significant variances against budget. This is presented by service, and follows the format of the budget monitoring reports presented to cabinet briefings throughout the year.
4. A detailed report was presented to Cabinet briefing on 12 July and provided the opportunity for cabinet to discuss the outturn with senior management and also for individual portfolio holders to further discuss with their heads of service

## Revenue outturn 2012/13

5. The council's budget requirement for 2012/13 was £12.377 million. Net expenditure for services at year end was £10.226 million – this equates to net variation of £2.151 million which has been transferred to the council's reserves. This will therefore improve the Council's financial position going into what is likely to be yet another very challenging budget setting period when the budgets are set for 2014/15.
6. The council has continued to deliver on its various savings initiatives started in previous years to further reduce the council's expenditure in support of central government's austerity programme of public sector funding cuts.
7. The table below summarises the outturn position by service. More detail of variances is shown at Appendix 1.

<b>Summary of revenue budgets and variances</b>	<b>Budget £000</b>	<b>Actual £000</b>	<b>Variance £000</b>
Corporate management team	560	504	(56)
Corporate strategy	4,638	4,187	(451)
Economy leisure and property	235	14	(221)
Finance	2,115	1,882	(233)
Housing and health	1,251	982	(269)
HR, IT and customer services	1,784	1,640	(144)
Legal and democratic services	914	776	(138)
Planning	837	241	(596)
Contingency	43	0	(43)
<b>Net cost of services</b>	<b>12,377</b>	<b>10,226</b>	<b>(2,151)</b>

8. Not shown in the net cost of services, the council over-achieved its investment budget of £418,000 by £135,000. Details of the treasury outturn are contained in a separate report to Audit and Governance committee in September.
9. Detailed explanations from the relevant head of service for all variances over £50,000 are shown at appendix 1.

## Capital

10. The original capital budget for 2012/13 was agreed in February 2012 at £3,743,440 with expected receipts from grants and contributions of £840,000
11. In October 2012, the outturn report for 2011/12 was presented to the Cabinet; in this report, budget slippage from the 2011/12 programme to 2012/13 programme amounting to £1,100,650 was agreed; £170,100 of this was funded from grants and contributions. During the year £482,610 of budget was added to the 2012/13 programme, with £380,000 of this funded from insurance contributions relating to the rebuild of Dean Court Social Club. In addition, budgets totalling £35,370 in respect of completed schemes were removed from the programme and adjustments were made in light of budget monitoring estimates received from services to reprofile £2,743,550 of budget into 2013/14.
12. When setting the capital budget for 2013/14, the February budget-setting report showed expected capital expenditure in 2012/13 of £2,547,780. Subsequently, the 2012/13 working budget was revised upwards to £2,562,780, reflecting revised profiling of spend on the Tilsley Park artificial football pitches. £902,720 of the budgeted expenditure for 2012/13 was funded from grants and contributions and the balance from the council's capital reserves. The detail of the capital outturn for the year is shown in appendix 2.
13. Outturn expenditure against the revised working budget of £2,562,780 was **£1,316,765**.

## Analysis of the underspend

14. The variations between budgeted and actual income and expenditure can be summarised as follows:

### Summary of major variances against budget

	Variance	Income variance		Expenditure variance				Notes	Under-spends c/fwd to 2013/14
		Grants and contributions	Fees and Charges	Employee costs	Supplies and services	Third party payments	Other gross expenditure		
	£000	£000	£000	£000	£000	£000	£000	£000	
Corporate management team	(56)	13	(8)	(18)	(2)	(40)	0	a	34
Corporate strategy	(451)	(12)	(94)	(13)	(135)	(178)	(19)		7
Economy leisure and property	(221)	(74)	(291)	(37)	116	1	64		156
Finance	(233)	(1,052)	(19)	(22)	(349)	161	1,048	b	45
Housing and health	(269)	(69)	(110)	(40)	(108)		58		6
HR, IT and customer services	(144)	(11)	11	(92)	(44)	(1)	(7)		20
Legal and democratic services	(138)	37	(113)	(59)	1	6	(10)		8
Planning	(596)	(13)	(477)	68	(80)		(94)		117
Contingency	(43)								
<b>Net cost of services</b>		<b>(1,181)</b>	<b>(1,101)</b>	<b>(213)</b>	<b>(601)</b>	<b>(51)</b>	<b>1,040</b>		<b>392</b>
Investment income	(135)								0

Notes:

- a. Carry forward in corporate management area is the balance of fit for the future funding.
- b. Finance line contains housing benefits and rent allowance funded by government grants as follows:

Rent allowances payments	1,383
Council Tax Benefits	(131)
Government Grants Benefits	(19)
Government grants income	(1,003)
Rent allowance overpayments	(179)
<hr/>	<hr/>
Net Rent and HB variance	51

**15. This analysis reveals that the majority of the variations fall in one of three categories. Income receipts were £1.1 million above that budgeted for, supplies and services expenditure was £600,000 below the cumulative budget and employee costs came in £213,000 under budget. The grants and contributions budgets effectively balances out due to increases in benefit payments made matched by benefits subsidy received.**

16. Increased fees and charges received. Notable areas are in planning fees (£386,000) due to some major applications being received (although some of this is carried forward to next year to fund the work involved in these applications); property rental income has also exceeded budgeted levels by £137,000. There has been an underachievement of income in car park fees which partially offsets the extra income received elsewhere.

17. Supplies and services. The good news here is that, due to more effective debt management by the council and its contractor, the council has been able to reduce its provision for bad debts by some £175,000. The council has also underspent on its 'hired services' budget by £140,000 (consultants etc), although some of the one-off budgets here have been carried forward to 2013/14. Further significant savings have been made in audit fees with the change over of auditors. Finally the council has saved nearly £100,000 on its software costs.

18. Employee costs. The underspend on employee costs accounts for about 10% of the underspend. This reflects the in-year savings delivered by the on-going lean business process re-engineering (bpr) throughout the council and also the natural vacancy factor around the recruitment process (ie: there is a time-lag between staff replacing those who have left due to the recruitment process and the new employee serving out notice at their previous employment).

## Measures to control future variances

19. The level of variation was reviewed at cabinet briefing on 12 July 2013; officers were tasked to propose some measures for controlling the level of underspend and variances. Senior management board (SMB) is considering a number of measures



some of which have already been actioned. The paragraphs below list some of these proposed measures.

20. Employee costs. In the 2013/14 budget setting process, management team have imposed a 2% managed vacancy factor (net across the council) taking £156,000 from employee budgets. The level of this will be reviewed for the 2014/15 budget setting parameters in the light of historic staff cost savings.
21. Challenge process during budget setting. The fit for the future reviews of services have resulted in significant reductions in staffing numbers as the employee establishment has been adjusted in accordance with service requirements. This replicates the process of zero based budgeting that builds budgets from scratch based on need. The major contracts of the council are uplifted by contractually set inflation, and therefore fixed. This leaves limited area for challenge; however one such area is around the growth bids (unavoidable and service growth). In future years, growth bids will be reviewed along side any prior year underspend in the bidding service. Challenge should be made by portfolio holders, management team and star chamber.
22. Use of contingency. Previously contingency has been used to meet in-year pressures on specific service budgets, regardless of predicted underspends. It is suggested that services look to contain pressures within their own service budgets (managed to a service bottom line) before calling on the corporate contingency fund.
23. Closer review of quarter 3 outturn forecasts. This was focussed on last year, and the variance between quarter 3 forecasts and actual outturn are shown at appendix 1. This will be focussed on again at quarter 3 this year with high importance being accorded to accurate forecasts to improve the budget monitoring and also to provide some assurance on the level of balances when setting the 2014/15 budgets.
24. Optimistic budget setting. A tendency will exist for HoS and service managers to be optimistic about what could be delivered in year by their teams, and therefore budgets are requested accordingly. This is to be encouraged as it sets stretching objectives, however a worse case scenario should also be considered when setting the spending profile within budget bids.
25. Pessimistic identification of budget pressures. By nature, services will take a pessimistic view of pressures, both when setting budgets and also monitoring them in year. During setting, consideration could be given to best, worst and median case scenarios, with an agreement to fund at either best case (ie: for removal of doubt the best case is the lowest cost pressure) or median case, with acknowledgement that if the worst case did materialise, then contingency could be called upon – this might mean increasing the amount in contingency, but it is better to underspend on use of contingency at year end than in the services due to over cautious budgeting and funding of pressures.

## **Financial, legal and any other implications**

26. The financial implications are as set out in the body of the report. There are no other implications of this report.


## **Conclusion**

27. Despite the backdrop of the economic downturn and austerity, the Council has contributed £1.2 million to the council's general fund reserves – as opposed to an anticipated contribution to reserves of £0.5 million. This is a significantly better position than budgeted, and means the General Fund of the Council is in a healthier position than previously predicted. There still is, however, significant pressure on the level of all reserves in the council's medium term financial plan over the next five year and beyond.

## **Appendices:**

1. Revenue outturn 2012/13 and commentary on major variances
2. Capital outturn 2012/13 – summary and commentary

## **Background Papers**

- Annual Statement of Accounts 2012/13 (currently being audited)
  - Annual Budget papers for 2012/13
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Summary of major variances against budget	Variance	Income variance		Expenditure variance				Notes	Under-spends c/fwd to 2013/14
		Grants and contributions	Fees and Charges	Employee costs	Supplies and services	Third party payments	Other gross expenditure		
		£'000	£'000	£'000	£'000	£'000	£'000		
Corporate management team	(56)			(18)	(4)	5	(16)	a	34
Corporate strategy	(451)	(13)	(28)	(13)	(66)	(56)	227		7
Economy leisure and property	(221)	(159)	(240)	(37)	110	(2)	1		156
Finance	(233)		(1)	(22)	(340)	159	1,316		45
Housing and health	(269)	(69)	(118)	(40)	(65)		(21)		6
HR, IT and customer services	(144)		(1)	(92)	(103)		(34)		20
Legal and democratic services	(138)	38	(53)	(59)	(27)		57		8
Planning	(596)		(516)	68	(75)		(93)		117
Contingency	(43)								
Net cost of services		(203)	(956)	(213)	(572)	(329)	1,437		392
Investment income	(135)								0

**VALE - revenue outturn**

Vale monthly revenue budget monitoring report as at 31 March 2013

	Working budget full year	Outturn £	Variance	Explanation of variances >£50,000	Outturn forecast last quarter	Outturn variance against last forecast	Explanation of variances >£50,000
	£	£	£		£	£	
<b>Summary</b>							
Corporate management	560,030	504,036	(55,994)		533,164	(29,128)	
Corporate strategy	4,637,940	4,187,384	(450,556)		4,419,850	(232,465)	
Economy, leisure & property	234,500	13,913	(220,587)		307,357	(293,444)	
Finance	2,115,430	1,881,680	(233,750)		1,944,871	(63,191)	
HR, IT & customer	1,784,410	1,640,654	(143,756)		1,654,346	(13,692)	
Housing & health	1,251,224	981,832	(269,392)		1,159,609	(177,777)	
Legal & democratic services	913,856	775,663	(138,193)		806,598	(30,935)	
Planning	837,270	240,906	(596,364)		440,563	(199,657)	
Contingency	42,520	0	(42,520)		32,150	(32,150)	
	<b>12,377,180</b>	<b>10,226,068</b>	<b>(2,151,112)</b>		<b>11,298,508</b>	<b>(1,072,439)</b>	

**VALE - revenue outturn**

Vale monthly revenue budget monitoring report as at 31 March 2013

	Working budget full year	Outturn £	Variance	Explanation of variances >£50,000	Outturn forecast last quarter	Outturn variance against last forecast	Explanation of variances >£50,000
<b>CMAN : Corporate Management</b>							
Council Chair - Mark Hewer	11,510	9,345	(2,165)		11,510	(2,165)	
Corporate Management Team - Jeanette Cox	379,550	358,770	(20,780)		374,348	(15,578)	
Fit for the Future - Anna Robinson	140,450	106,265	(34,185)		106,836	(571)	
Science Vale Uk - Toby Warren	17,720	19,006	1,286		35,220	(16,214)	
Enterprise Zone	10,800	10,650	(150)		5,250	5,400	
Contingency and unallocated budgets							
<b>CMAN: Corporate management</b>	<b>560,030</b>	<b>504,036</b>	<b>(55,994)</b>		<b>533,164</b>	<b>(29,128)</b>	

**VALE - revenue outturn**

Vale monthly revenue budget monitoring report as at 31 March 2013

	Working budget full year	Outturn £	Variance	Explanation of variances >£50,000	Outturn forecast last quarter	Outturn variance against last forecast	Explanation of variances >£50,000
<b>CORP : Corporate Strategy</b>							
Communications - Shona Ware	161,910	81,684	(80,226)	Underspend of £45k relates to central printing and advertising budgets. The majority of the remaining underspend relates to delays on the website project due to staff shortages. The printing and advertising savings have been reflected in the 2013/14 budget.	87,978	(6,294)	
Consultation - Sally Truman	73,450	61,570	(11,880)		70,685	(9,115)	
Community Grants - Jayne Bolton	293,040	305,972	12,932		293,063	12,909	
Parks & Open Spaces - Ian Matten	489,660	481,370	(8,290)		491,782	(10,412)	
Waste Services	3,414,340	3,081,616	(332,724)	Majority of the underspend relates to under spends on non contract costs - £38k of the variance is due to the costs of the administration of the brown bin scheme being less than expected. Bad debt provision is £40k less than budget due to all customers having to pay by direct debit. Both of these variances have been reflected in the 2013/14 budgets. £125k under spend relates to an under achievement of bonus by our contractors. Recycling income is £88k better than budget. The remainder of the variance relates to numerous small underspends across the whole of the waste cost centres.	3,287,690	(206,074)	Part of the underspend relates to non contract costs - £38k of the variance is due to the costs of the administration of the brown bin scheme being less than expected. Bad debt provision is £40k less than budget due to all customers having to pay by direct debit. Both of these variances have been reflected in the 2013/14 budgets. Variable contract costs are £57k under budget due to charges for additional properties and special bin deliveries/collections being lower than anticipated. £87k under spend relates to an under achievement of bonus by our contractors. Recycling income is £31k over budget due to recycling being more than expected. Brown bin income is £60k under budget because a planned promotion of the service did not take place due to continuing conversion work to direct debits. The remainder of the variance relates to numerous small underspends across the whole of the waste cost centres.
Other	(36,340)	(61,540)	(25,200)		(56,896)	(4,644)	
Other service areas	241,880	236,713	(5,167)		245,548	(8,835)	
<b>CORP : Corporate strategy</b>	<b>4,637,940</b>	<b>4,187,384</b>	<b>(450,556)</b>		<b>4,419,850</b>	<b>(232,465)</b>	

**VALE - revenue outturn**

**Vale monthly revenue budget monitoring report as at 31 March 2013**

	<b>Working budget full year</b>	<b>Outturn £</b>	<b>Variance</b>	<b>Explanation of variances &gt;£50,000</b>	<b>Outturn forecast last quarter</b>	<b>Outturn variance against last forecast</b>	<b>Explanation of variances &gt;£50,000</b>
<b>ELP : Economy, Leisure &amp; Property</b>							
Arts Development - Emma Dolman	33,840	32,033	(1,807)		33,423	(1,390)	
Drainage and emergency planning	68,020	47,294	(20,726)		48,567	(1,273)	
Economic & Property - Suzanne Malcolm	508,010	489,881	(18,129)		567,009	(77,128)	Progress with HSIF expenditure was not as swift as envisaged at Q3. Carry forward has been submitted. Reallocation of service charge income to Property Trading. Fees and hired services budget exceeded due to Botley redevelopment project.
Facilities - John Backley	195,120	193,279	(1,841)		184,048	9,231	
Civic Centres - Jo Patterson	142,220	128,971	(13,249)		141,495	(12,524)	
Car Parking - John Backley	(100,730)	(81,731)	18,999		4,329	(86,060)	The majority of the variance relates to the revaluation of the car parks which resulted in a higher than expected NNDR refund. The final recharges for staff costs were lower than anticipated in Q3.
Vale Partnerships - Heather Brown	0	0	0		0	0	
Public Conveniences - John Backley	139,280	139,132	(148)		141,380	(2,248)	
Sports and Leisure	734,760	699,414	(35,346)		728,642	(29,228)	
Property Trading - Graham Hawkins	(1,494,520)	(1,638,891)	(144,371)	Rental income ahead of expectations	(1,550,036)	(88,855)	Reallocation of service charge income to Property Trading. Fees and hired services budget exceeded due to Botley redevelopment project.
Other	8,500	4,534	(3,967)		8,500	(3,967)	
<b>ELP : Economy, Leisure &amp; Property</b>	<b>234,500</b>	<b>13,913</b>	<b>(220,587)</b>		<b>307,357</b>	<b>(293,444)</b>	

**VALE - revenue outturn**

Vale monthly revenue budget monitoring report as at 31 March 2013

	Working budget full year	Outturn £	Variance	Explanation of variances >£50,000	Outturn forecast last quarter	Outturn variance against last forecast	Explanation of variances >£50,000
<b>FIN : Finance</b>							
Accountancy - Bob Watson	671,200	503,981	(167,219)	Of the variance shown, £45k has now been approved as a carry forward to 2013/14. Balance of underspend includes savings on cancellation of Investec T/mgt contact (£20k) and reduced audit costs (£55k saving) due to switch of auditors to Ernst & Young.	601,111	(97,130)	Difference from Q3 forecast mainly due to c/fwd request and because of greater than anticipated saving on external audit fees, reflecting the new E&Y fee structure
Audit - Adrianna Partridge	81,430	81,818	388		80,744	1,074	
Hidden Pension costs	520,000	520,000	(0)		520,000	(0)	
Payroll RSSP	29,390	24,391	(4,999)		24,391	0	
Revenues & Benefits	813,410	751,490	(61,920)	There is a net over spend of £28k on the benefits payments and contract costs which is off set against the numerous savings. These net savings include: £29k lower than anticipated costs on implementation of Council Tax Reduction Scheme; £22k greater than forecast council tax and nndr court cost income awarded. In addition, Benefit Fraud legal fees were £7k less than budget (due to reduced need to seek external opinion) and Fraud software costs were £9k less than budget due to an over accrual of costs in the prior year. There was also a net saving in the region of £13k in respect of salary costs due to part year vacancy, subsequently filled part time. There is a £10k under spend on various cost centres across the revenues section	718,625	32,865	
<b>FIN : Finance</b>	<b>2,115,430</b>	<b>1,881,680</b>	<b>(233,750)</b>		<b>1,944,871</b>	<b>(63,191)</b>	



**VALE - revenue outturn**

**Vale monthly revenue budget monitoring report as at 31 March 2013**

	<b>Working budget full year</b>	<b>Outturn £</b>	<b>Variance</b>	<b>Explanation of variances &gt;£50,000</b>	<b>Outturn forecast last quarter</b>	<b>Outturn variance against last forecast</b>	<b>Explanation of variances &gt;£50,000</b>
<b>HIC : HR, IT &amp; Customer</b>							
Street Naming - Lee Brown	5,550	5,765	215		5,550	215	
Contact Services - Geoff Bushell	361,200	300,679	(60,521)	Icon project is under spent by £29k, a growth bid has been submitted to carry forward £20k of this underspend to implement phase 2 of the project. Staff costs are £24k below budget due to vacancies. The remaining variance relates to numerous small underspends within the customer service team.	302,366	(1,687)	
Human Resources - Mark Gibbons	452,340	346,679	(105,661)	£70k of the underspend relates to past pension costs being lower than budget. Recruitment advertising is £15k under spent due to low turnover of staff. The remaining under spend relates to various savings in HR.	404,420	(57,741)	Hidden pension costs being lower than expected
IT Applications - Lee Brown	279,880	270,326	(9,554)		270,860	(534)	
IT Operations - Simon Turner	488,870	476,704	(12,166)		469,000	7,704	
Performance & Projects - Geoff Bushell	133,010	129,338	(3,672)		128,890	448	
Training - Mark Gibbons	97,030	111,164	14,134		106,730	4,434	
Other	(33,470)	0	33,470		(33,470)	33,470	
<b>HIC : HR, IT &amp; customer</b>	<b>1,784,410</b>	<b>1,640,654</b>	<b>(143,756)</b>		<b>1,654,346</b>	<b>(13,692)</b>	

**VALE - revenue outturn**

**Vale monthly revenue budget monitoring report as at 31 March 2013**

	<b>Working budget full year</b>	<b>Outturn £</b>	<b>Variance</b>	<b>Explanation of variances &gt;£50,000</b>	<b>Outturn forecast last quarter</b>	<b>Outturn variance against last forecast</b>	<b>Explanation of variances &gt;£50,000</b>
<b>HSH : Housing &amp; Health</b>							
Private Sector Housing - Paul Holland	63,790	61,720	(2,070)		62,865	(1,145)	
Environmental protection - Paul Holland	408,604	359,494	(49,110)		404,344	(44,850)	
Food/ Health and Safety - Dianne Moore	282,320	245,439	(36,881)		275,430	(29,991)	
Housing Register and Homelessness - Lyn Scaplehorn	357,910	219,436	(138,474)		311,370	(91,934)	
				The underspend is due to higher levels of rental income against budget which is a consequence of increasing homelessness and higher occupancy rates in council owned temporary accommodation.			The underspend is due to higher levels of rental income against budget which is a consequence of increasing homelessness and higher occupancy rates in council owned temporary accommodation.
Housing Strategy and Provision - Helen Novelle	125,670	83,827	(41,843)		92,670	(8,843)	
Other	12,930	11,916	(1,014)		12,930	(1,014)	
<b>HSH : Housing &amp; Health</b>	<b>1,251,224</b>	<b>981,832</b>	<b>(269,392)</b>		<b>1,159,609</b>	<b>(177,777)</b>	

**VALE - revenue outturn**

**Vale monthly revenue budget monitoring report as at 31 March 2013**

	<b>Working budget full year</b>	<b>Outturn £</b>	<b>Variance</b>	<b>Explanation of variances &gt;£50,000</b>	<b>Outturn forecast last quarter</b>	<b>Outturn variance against last forecast</b>	<b>Explanation of variances &gt;£50,000</b>
<b>LDS : Legal &amp; Democratic Services</b>							
Community Safety/CCTV - Katharine Doherty	145,270	122,469	(22,801)		80,618	41,851	
Committee Management - Steven Corrigan	458,420	421,986	(36,434)		427,140	(5,154)	
Elections - Marcia Beviere	78,230	120,035	41,805		137,800	(17,765)	
Land Charges	(103,800)	(135,891)	(32,091)		(124,817)	(11,074)	
Legal Services - Liz Hayden	313,670	289,221	(24,449)		303,158	(13,937)	
Licensing - Robert Draper	22,066	(42,157)	(64,223)	Salary savings & higher income than anticipated	(17,301)	(24,856)	
<b>LDS : Legal &amp; democratic services</b>	<b>913,856</b>	<b>775,663</b>	<b>(138,193)</b>		<b>806,598</b>	<b>(30,935)</b>	

**VALE - revenue outturn**

Vale monthly revenue budget monitoring report as at 31 March 2013

	Working budget full year	Outturn £	Variance	Explanation of variances >£50,000	Outturn forecast last quarter	Outturn variance against last forecast	Explanation of variances >£50,000
<b>PLAN : Planning</b>							
Building Control - Richard Beel	(155,510)	(69,691)	85,819	Income is £156k less than expected due to unachievable income budgets and fall in actual demand. This is offset by savings of £53k on salaries due to staff vacancies. The remainder of the variance relates to various small under spends in supplies and services	(5,480)	(64,211)	reduction in both applications received and site activity
Planning Operations - Mike Gilbert	305,770	(277,788)	(583,558)	Majority of the variance relates to a higher than anticipated number of large scale planning applications	(243,999)	(33,789)	
Planning Policy - Miles Thompson	687,010	588,385	(98,625)	To increase progress of the local plan, extra resources for 18 months have been secured by a supplementary estimate over the total project period. A budget carry forward of £96.6k has been requested to cover the on-going work.	690,042	(101,657)	To increase progress of the local plan, extra resources for 18 months have been secured by a supplementary estimate over the total project period. A budget carry forward of £96.6k has been requested to cover the on-going work.
<b>PLAN : Planning</b>	<b>837,270</b>	<b>240,906</b>	<b>(596,364)</b>		<b>440,563</b>	<b>(199,657)</b>	

**VALE - revenue outturn**

Vale monthly revenue budget monitoring report as at 31 March 2013

	Working budget full year	Outturn £	Variance	Explanation of variances >£50,000	Outturn forecast last quarter	Outturn variance against last forecast	Explanation of variances >£50,000
<b>Contingency</b>							
Contingency - William Jaccobs	42,520	0	(42,520)		32,150	(32,150)	
<b>Direct Service Expenditure (including Investment income)</b>	<b>12,377,180</b>	<b>10,226,068</b>	<b>(2,151,112)</b>		<b>11,298,508</b>	<b>(1,072,439)</b>	

### Vale 2012/13 quarter four capital budget monitoring

	Working Budget full yr	Outturn	Variance	Variance as % of budget	Q3 outturn est	Variance between Q3 est and actual outturn	Variance as % of budget	Budget approved for slippage to 2013/14	Variance after slippage
CORP	259,720	130,726	(128,994)	-49.7%	159,720	(28,994)	-11.2%	119,000	(9,994)
ELP	810,080	403,580	(406,500)	-50.2%	595,885	(192,305)	-23.7%	374,000	(32,500)
FIN	10,200	3,690	(6,510)	-63.8%	10,200	(6,510)	-63.8%	6,000	(510)
HIC	37,690	57,454	19,764	52.4%	37,690	19,764	52.4%	(19,000)	764 A
HSH	1,231,470	704,604	(526,866)	-42.8%	872,440	(167,836)	-13.6%	294,000	(232,866)
LDS	0	0	0	N/A	0	0	N/A	0	0
PLAN	213,620	16,711	(196,909)	-92.2%	213,620	(196,909)	-92.2%	196,000	(909)
	<u>2,562,780</u>	<u>1,316,765</u>	<u>(1,246,015)</u>		<u>1,889,555</u>	<u>(572,790)</u>		<u>970,000</u>	<u>(276,015)</u>

#### Notes

A Overspends against 2012/13 profiled budget will be adjusted for against 2013/14 original budget allocations

Summary

The 2012/13 final working budget for capital schemes was £2.5 million. Actual spend for the year was £1.3 million, compared to the £1.8 million forecast at the end of quarter three. The final year end underspend against budget as profiled was £1.2 million.

Of the overall underspend shown, £403,000 relates to non-rolling capital schemes and this funding will be slipped into the 2013/14 working budget. Underspends of £827,000 have occurred in year in respect of rolling capital schemes. Carry forward requests to transfer £567,000 of this funding into 2013/14 have been approved by the Head of Finance.

The services reporting the largest year end variances from budget and from quarter three outturn are Corporate Strategy (CORP) Economy, Leisure and Property (ELP), Housing and Health (HSH) and Planning (PLAN):

**CORP** - Main underspend (£88,000) was in respect of the budget for capital community grants. This is a rolling grant programme and approval for carry forward of the 2012/13 underspend has already been confirmed.

**ELP** - Main underspends were in respect of the rebuild of 'Dean Court Social Club' (£156,000 of slippage due to delay in start of contract beyond original estimate) and a £197,000 underspend against the rolling programme for flood alleviation works. Flood works are often dependant on land access rights and have third party involvement. A carry forward request seeking to carry forward £185,000 of this budget has been agreed.

**HSH** - Underspends relate to mandatory (£452,000) and discretionary (£75,000) 'Disabled Facility Grants'. Delay in incurring spend is due to the time lag between award of funding in support of works and claims for reimbursement from the household's contractors. A carry forward request to slip £294,000 of committed DFG funding to the 2013/14 budgets has been agreed.

**PLAN** - The single main underspend concerns ABITS implementation due to a delay in receipt of claim for costs from Abingdon Town Council. Budget of £115,000 is to be slipped into 2013/14 to cover pending costs.

# Scrutiny Committee Report



Report of Head of Corporate Strategy

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Wards affected: All Wards

Cabinet member responsible: Matthew Barber

Tel: 01235 547693

E-mail: matthew.barber@whitehorsedc.gov.uk

To: SCRUTINY COMMITTEE

DATE: 22 August 2013

## **New Homes Bonus – Community Funding 2013/14**

### **Recommendation**

That scrutiny committee considers and provides comments to the cabinet member for corporate strategy on the new homes bonus community funding policy and procedure as detailed in appendix 1 of this report.

### **Purpose of Report**

1. To consider a policy and procedure to allocate new homes bonus community funding in 2013/14, as detailed in appendix 1 of this report.

### **Corporate Objectives**

2. The council has a corporate priority to offer support to local communities by offering grants to voluntary and community organisations who are delivering projects and services that support the council's own objectives or those in need.



## Background

3. In February 2013 cabinet approved the provision of £100,000 of new homes bonus grants, to be allocated by area committees, to support community schemes.
4. Cabinet also resolved that any new homes bonus money distributed to area committees should be apportioned in proportion to the growth in the number of band 'D' equivalent properties in each area between September 2009 and September 2012. The allocation to be used for each area committee in 2013/14 is as follows:

Area Committee	Percentage	Amount
Abingdon	19.3%	£19,300
North East	9.5%	£9,500
West	39.8%	£39,800
South East	31.4%	£31,400
Total	100%	£100,000

5. Cabinet considered allocating funding at parish level but it was decided that this divided the available resources into sums that were too small to make a significant difference.

## Financial Implications

6. There is £100,000 for the allocation of new homes bonus grants included in the councils revenue budget for 2013/14 only.

## Legal Implications

7. The council's legal powers to award these grants are contained in Section 1 of the Localism Act 2011 that provides a general power of competence for local authorities.
8. New homes bonus funding is not ring-fenced for any particular purpose so the council has a wide level of discretion in how it chooses to use the funding that it receives.

## Risks

9. There are some risks attached to funding projects managed by voluntary sector organisations such as assurances of: match funding, quality of services, retention of staff and volunteers. The risks associated with each funding application will be

highlighted to the relevant area committee and where appropriate conditions will be attached to awards to negate the risks involved.

## **Conclusion**

10. We have developed the new homes bonus community grant policy and procedures for 2013/14 so that we can determine requests for funding towards community projects using a formally approved process.
11. The main priority for this funding will be to support community led projects in those towns and villages that are accepting significant amounts of new housing. However, if insufficient applications come forward from these areas the area committees will be able to consider applications for other projects within their areas and that otherwise meet the agreed funding criteria.

## **Background Papers**

12. The reports listed below give background information regarding the introduction for this policy:
  - Methodology of distribution of budgets to area committees – Cabinet member decision 12 April 2013.

# APPENDIX 1

## New Homes Bonus – Community Funding Policy and Procedure 2013/14

This scheme seeks to support community initiatives in areas that are seeing housing growth. Applications will be considered for funding towards a wide variety of community projects or services that improve local facilities or services, or help to integrate new communities.

### Funding criteria

Area Committees will consider proposals for funding in **2013/14 only** against the following criteria:

- constituted voluntary community groups and town and parish councils may apply for either revenue and/or capital funding
- projects **must** have any appropriate planning and/or listed building consents before applying for funding
- projects that benefit communities where housing development **has taken place since 2010**. If no relevant applications are received the area committees may consider applications relating to other projects within the committees area
- we will not fund retrospective projects
- we will not fund projects or services that are more appropriately funded by other organisations.

### Application and decision dates

The closing date for applications in 2013/14 will be 30 November 2013 and applications will be determined by each area committee in February 2014.

### Conditions of grant awards

The standard terms and conditions that apply to the grant award are:

- the project should be completed within one year of the date of the grant being awarded

- council staff should be allowed to enter and inspect the work being carried out, at any time, subject to them abiding by any necessary health and safety requirements
- acknowledgement of the council's support must be included in any publicity concerning the project or service
- the project or service must comply with all relevant statutory regulations and consents.

The council may also specify conditions that are particular to the service or project that is being funded.

## **Equalities**

The council is committed to promoting equality and diversity and welcomes applications from all sectors of the community, regardless of race, gender, disability, sexual orientation, age, status, religion or belief. We encourage applications from minority groups.

## **Payment of grants**

Grant payments will normally be made to the organisation once the area committee has approved an award. The organisation will be required to sign a declaration that the grant will only be spent on the project as detailed in the application form.

## **Monitoring of grants**

Organisations will be asked to provide evidence of expenditure following completion of the project. Any grant awards not spent within 12 months will need to be returned unless prior approval from the Head of Corporate Strategy has been given.

## **S106 Monitoring Progress Report**

### **VALE OF WHITE HORSE DISTRICT COUNCIL**

#### **Update July 2013**

This paper provides an update on current work to address the recommendations of the planning obligations (S106) audit review undertaken in 2011. The main aims are to improve the recording, monitoring and spending of contributions secured under S106 legal agreements by the Council/County Council and ensure transparency of process.

For September committee;

We will explain the purpose of S106 planning obligations as set out in planning law, including the legal tests to be applied.

We will report on our current work with regard to existing S106 agreements and set out:

- the balance of contributions held
- monies passed to providers and the infrastructure provided
- monies due and what they are expected to provide
- contributions in kind that have been provided, and that are due and set out a regular monitoring program and an annual report.

the report to Committee will advise on the processes (standard operating procedures) that are being developed for recording, monitoring and spending S106 contributions and how such information is available to view online for councillors and eventually (web) for town and parishes.

we will set out new protocols for the release of funds to third parties, such as town and parish councils, community groups and the police. The protocols will include how to seek funds that may be available through S106 and how we ensure such funds are spent. The use of template letters or legal agreements, triggered by an agreed financial threshold will help speed up the process and secure expenditure. The aim is to make the process as simple as possible for all parties while being robust and transparent.

the report will set out the priorities the council will take when officers negotiate S106 heads of terms

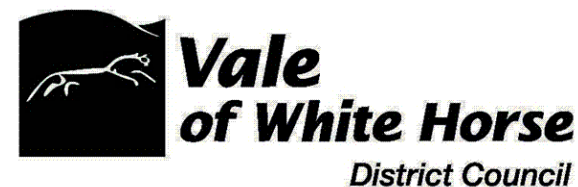
and lastly, the next steps in terms of securing infrastructure funding from development, a high level strategy for delivering infrastructure and how we want to work closer with local communities about their infrastructure needs.

For further information please contact:

David Burson, Community Infrastructure Officer.

E-mail: [David.burson@southandvale.gov.uk](mailto:David.burson@southandvale.gov.uk) Direct dial: 01491 823272

# SCRUTINY WORK PROGRAMME



containing scrutiny work to be undertaken 1 SEPTEMBER 2013 - 31  
AUGUST 2014

The scrutiny work programme belongs to the council's Scrutiny Committee and sets out a schedule of scrutiny work due to be carried out over during period shown above. It is a rolling plan, subject to change at each Scrutiny Committee meeting; however, the scrutiny work programme and changes to it are subject to the council's approval.

Representations can be made on any of the following issues before an item is considered by the Scrutiny Committee. Representations must be made to the relevant contact officer shown below by 10am on the day the Committee is due to meet. The meeting dates are shown below.

Item title	Meeting date	Lead officer	Cabinet member	Why is it here?	Scope	Notes
<b>s106 progress report</b>	Scrutiny Committee 19 Sep 2013	Adrian Duffield, Head of Planning 01235 540340 adrian.duffield@southandvale.gov.uk	Roger Cox, Cabinet member for planning development control			Requested by Scrutiny committee. Summary paper to Aug pre agenda meeting to ensure appropriate.
<b>Review two hours free parking scheme</b>	Scrutiny Committee 19 Sep 2013	Chris Tyson, Head of Leisure Economy and Property Tel. (01235) 540378 Email: chris.tyson@southandvale.gov.uk	Elaine Ware, Cabinet member for economy, leisure and property.	The committee previously asked to review the effectiveness of introducing two hours free car parking.	To review the scheme and make any suggestions to Cabinet.	Moved to September due to officer availability

Item title	Meeting date	Lead officer	Cabinet member	Why is it here?	Scope	Notes
<b>Leisure contract monitoring (Active Nation)</b>	Scrutiny Committee 19 Sep 2013	Kate Arnold Tel: (01235) 540416 Email: kate.arnold@southandvale.gov.uk	Elaine Ware, Cabinet member for economy, leisure and property	The committee undertakes an annual monitoring of the leisure contract B	To review the contractors performance and make any recommendations to the Cabinet member	
<b>Performance against customer service standards</b>	Scrutiny Committee 24 Oct 2013	Sally Truman, Policy and Community Engagement Manager	Matthew Barber, Cabinet member for corporate strategy.			Brought to Scrutiny by head of corporate strategy.
<b>Corporate plan - annual review of performance</b>	Scrutiny Committee 24 Oct 2013	Sally Truman, Policy and Community Engagement Manager Tel. (01235) 540408 Email: sally.truman@southandvale.gov.uk	Matthew Barber, Cabinet member for finance.	The committee wishes to the council's review performance against the corporate plan over the past year.	To review performance and make any recommendations to Cabinet.	
<b>Council Tax reduction scheme</b>	Scrutiny Committee 21 Nov 2013		Matthew Barber, Cabinet member for finance.			

Item title	Meeting date	Lead officer	Cabinet member	Why is it here?	Scope	Notes
<b>Local development plan, including SHMA</b>	Scrutiny Committee 24 Oct 2014	Adrian Duffield, Head of Planning 01235 540340	Mike Murray, Cabinet member for planning policy, including the core strategy.	Scrutiny is keeping a watching brief on the development of the core strategy and making recommendations to cabinet where appropriate	To consider the consultation feedback	Including Gantt chart and project plan. Revised timetable to be provided by head of planning.
<b>Community Safety Partnership</b>	Scrutiny Committee 21 Nov 2013	Liz Hayden	Matthew Barber, Cabinet member for legal and democratic	Annual review of CSP		
<b>The health, wellbeing and social care role of local authorities</b>	Scrutiny Committee 2 Jan 2014	Anna Robinson, Strategic Director	Cabinet member for planning development control, Roger Cox	The committee asked for an update at this time.	To receive information on the district authority's role	
<b>Review of final draft budget</b>	Scrutiny Committee 13 Feb 2014	William Jacobs, Head of Finance				
<b>Review of Wantage Independent Advice Centre and South and Vale CAB</b>	Scrutiny Committee 1 May 2014	Clare Kingston, Head of Corporate Strategy Tel: 01235 540356. Email: clare.kingston@so uthandvale.gov.uk	Matthew Barber. Cabinet member for finance.	To review both Centres a year after the grant of the four year budget and, in particular, to review the South and Vale CAB a year after its merger		Review is due after a full year of operation under new grant terms which start April 2013. The report is not due until after April 2014. Reschedule this report for May 2014?



Item title	Meeting date	Lead officer	Cabinet member	Why is it here?	Scope	Notes
<b>Leisure contract monitoring: Soll Leisure</b>	Scrutiny Committee 1 Jul 2014	Kate Arnold	Elaine Ware. Cabinet member for leisure.	The committee undertakes an annual monitoring of the council's leisure contracts.	To review the contractor's performance and make any recommendations to Cabinet.	
<b>Financial Services Contract: Capita</b>	Scrutiny Committee 1 Jul 2014	William Jacobs, Head of Finance	Matthew Barber, Cabinet member for finance.	The committee undertakes an annual monitoring of the financial services contract.	To review the contractor's performance and to make any recommendations to the Cabinet member.	
<b>Financial outturn 2013/14</b>	Scrutiny Committee 1 Jul 2014	William Jacobs, Head of Finance		Annual report to Scrutiny on the financial outturn or the previous year.	To make recommendations to Cabinet.	
<b>Councillors' access to IT systems</b>	Scrutiny Committee 21 Nov 2013	Anna Robinson, Strategic Director				
<b>WiFi in Vale Towns</b>	Scrutiny Committee					Requested by Scrutiny committee.