

Public Document Pack

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Head of Legal and Democratic Services
Pennaeth Gwasanaethau Cyfreithiol a Democraataidd



To: Cllr Tim Newhouse (Chairman)

CS/NG

Councillors: Haydn Bateman, Marion Bateman,
Clive Carver, Peter Curtis, Ian Dunbar,
Ron Hampson, Patrick Heesom, Trefor Howorth,
Richard Jones, Richard Lloyd, Mike Lowe,
Paul Shotton, Ian Smith and Arnold Woolley

5 July 2013

Tracy Waters 01352 702331
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Dear Sir / Madam

A meeting of the **CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE** will be held in the **DELYN COMMITTEE ROOM, COUNTY HALL, MOLD CH7 6NA** on **THURSDAY, 11TH JULY, 2013** at **10.00 AM** to consider the following items.

Yours faithfully

Democracy & Governance Manager

AGENDA

- 1 **APOLOGIES**
- 2 **DECLARATIONS OF INTEREST (INCLUDING WHIPPING DECLARATIONS)**
- 3 **MINUTES** (Pages 1 - 12)
To confirm as a correct record the minutes of the meeting held on 13 June 2013.
- 4 **MEDIUM TERM FINANCIAL PLAN 2014/15 - 2018/19** (Pages 13 - 30)
Report of Head of Finance enclosed.

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The Council welcomes correspondence in Welsh or English
Mae'r Cyngor yn croesawau gohebiaeth yn y Cymraeg neu'r Saesneg

- 5 **REVENUE BUDGET MONITORING 2012/13 (OUTTURN) AND CAPITAL PROGRAMME 2012/13 (OUTTURN)** (Pages 31 - 114)
Report of Head of Finance enclosed. The Head of Finance will also give a short update on the currently projected revenue position in 2013/14 linked to the final outturn for 2012/13.
- 6 **WELFARE REFORM UPDATE** (Pages 115 - 120)
Report of Head of Finance enclosed.
- 7 **DISCRETIONARY HOUSING PAYMENTS UPDATE** (Pages 121 - 126)
Report of Head of Finance enclosed.
- 8 **ATTENDANCE MANAGEMENT PERFORMANCE AND AREAS OF IMPROVEMENT** (Pages 127 - 134)
Report of Head of Human Resources and Organisational Development enclosed.
- 9 **ASSET MANAGEMENT AS A FLINTSHIRE FUTURES WORKSTREAM**
(Pages 135 - 138)
Report of Director of Environment enclosed.
- 10 **FORWARD WORK PROGRAMME** (Pages 139 - 142)
Report of Member Engagement Manager enclosed.

Agenda Item 3

CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE

13 JUNE 2013

Minutes of the meeting of the Corporate Resources Overview & Scrutiny Committee of Flintshire County Council held at Delyn Committee Room, County Hall, Mold CH7 6NA on Thursday, 13 June 2013

PRESENT: Councillor Tim Newhouse (Chairman)

Councillors: Haydn Bateman, Marion Bateman, Clive Carver, Peter Curtis, Ron Hampson, Patrick Heesom, Richard Lloyd, Mike Lowe, Paul Shotton, Ian Smith and Arnold Woolley

SUBSTITUTES:

Councillors: Alex Aldridge for Ian Dunbar and Ron Davies for Trefor Howorth

APOLOGIES:

Councillor Richard Jones
Chief Executive

ALSO PRESENT:

Councillors: Bernie Attridge and Kevin Jones

CONTRIBUTORS:

Leader of the Council, Cabinet Member for Corporate Management, Head of Finance and Head of ICT and Customer Services

Corporate Finance Manager for minute number 11

Head of Human Resources and Organisational Development for minute numbers 13 and 14

Head of Legal and Democratic Services for minute number 14

IN ATTENDANCE:

Member Engagement Manager and Committee Officer

8. DECLARATIONS OF INTEREST (INCLUDING WHIPPING DECLARATIONS)

No declarations of interest were made.

9. MINUTES

The minutes of the meeting of the Committee held on 16 May 2013 had been circulated to Members with the agenda.

Councillor Patrick Heesom referred to the third paragraph on page 3 about consideration being given to the reinstatement of the Winter Maintenance reserves. The Leader of the Council responded that part of an underspend for the previous financial year had been set aside for winter maintenance and more detail would be provided in the final outturn report which would be submitted to the Committee in July 2013. He said that it was important to have reserves for winter maintenance and added that consideration was being given to reinstatement of the reserves.

In response to a query from Councillor Paul Shotton on whether a response had been received from Welsh Government on the application for costs by Streetscene during the severe weather, the Corporate Finance Manager said that an update had not yet been received.

Councillor Heesom queried when a report would be considered by the Committee on the Medium Term Financial Plan and was advised by the Leader of the Council that a report was being submitted to the next meeting of Cabinet and would also be considered at the 11 July 2013 meeting of this Committee.

RESOLVED:

That the minutes be approved as a correct record and signed by the Chairman.

10. WALES AUDIT OFFICE ANNUAL IMPROVEMENT REPORT

The Head of ICT and Customer Services introduced a report for Members to receive the Council's Annual Improvement Report 2012 as published by the Auditor General for Wales and to note the Council's response.

The Head of ICT and Customer Services detailed the background to the report explaining that this was the third Annual Improvement Report for Flintshire and that it had been submitted to Cabinet and the Audit Committee for consideration. The Wales Audit Office had indicated that this was a most encouraging report for Flintshire County Council. It built on work undertaken and was made up of three sections which covered the Council's delivery and evaluation of services in relation to 2011/12 and its planning of improvement for 2012/13. The Auditor General had made no formal recommendations or proposals for improvement and the Cabinet response to the report was included as appendix 2. The Head of ICT and Customer Services highlighted areas of the report on Education and Housing and the recognition of progress made on previous recommendations on Corporate work such as Flintshire Futures. Overall it was a positive Improvement report but there was still more work to be undertaken in some areas.

The Leader of the Council said that the report had been received positively at the Audit Committee meeting. He welcomed the report and the fact that it did not contain any formal recommendations or areas of concern. He referred to paragraph 33 on the issue of Flintshire County Council forecasting that only 26 of its homes would fully comply with the Welsh Housing Quality Standard (WHQS) by 2020. He explained that this had been the position at the point of transfer and now a business plan was in place to meet the WHQS for all of Flintshire's Council housing by 2022 without borrowing which was a significant improvement. The Leader said that work was ongoing to amend the Council's priorities as they were not been changed in 2012 due to the new administration being in place so soon after the priorities had been set. He intended to address the issues raised in paragraph 72 about the presentation and content of the Plan to ensure that it was easy for residents to understand.

Councillor Paul Shotton welcomed the report highlighting in particular the WHQS being met by 2022. Councillor Patrick Heesom said that the report highlighted a number of issues such as single status and waste. He commented

on the Estyn Inspection report which had been undertaken in February 2013 and which had identified that six of the seven recommendations had been partly or largely met with only one being fully met. Councillor Heesom referred to the issue of economic development and town centre plans which he said were not joined up with the masterplans which were in place. He suggested that a more corporate approach to the issue was needed and spoke of the need to move on from the Medium Term Financial Plan to something based on unit costs and unit budgeting.

Councillor Clive Carver queried the five non affiliated Members shown on appendix 2 and the Leader of the Council provided an explanation of the Members it referred to. Councillor Ron Hampson welcomed the report highlighting in particular the performance of Housing and the provision of the WHQS by 2022. He said that over the next three to four years, several of the Council's housing would be up to a good standard following the provision of new bathrooms, kitchens, windows etc.

Councillor Alex Aldridge compared the report to that received by other authorities and said that this was a pleasing report as it did not contain any recommendations. He spoke of the challenges ahead which included a public service review and commented on economic development in Flintshire and regeneration in Flint which he thanked officers for. On the issue of key performance indicators he said that it was an internal document but what mattered most to residents was how Flintshire County Council conducted its business. He welcomed the fair, reasonable and balanced report.

RESOLVED:

That the report be noted.

11. REVENUE BUDGET MONITORING 2012/13 (MONTH 12)

The Leader of the Council commented on the projected year end net underspend of £4.313m which was a considerable movement from the £2.334m underspend at Month 11. He welcomed the budget approach which had been taken for 2013/14 and he recognised the financial challenges but he raised concern about the timing of how the underspend had been reported and how it had increased significantly in Month 12. He and the other Cabinet Members had requested that action be taken to understand how the level of the underspend had occurred. He said that it may be as a result of planned reductions or due to the receipt of grant funding and he also queried whether different decisions would have been made if the underspend had been noticed earlier. The Leader commented on the need to protect frontline services for the future and explained that work would be ongoing on the Medium Term Financial Plan (MTFP). He spoke of the challenges which faced the Council which included a currently projected funding gap of £8.5m for the financial year 2014/15 which increased to £28.5m for 2018/19. The Leader also spoke of the need to make provision for the Single Status Agreement and that any policy decisions on the Schools Funding Formula would add to these figures. He said that some of the challenges were unknown and he commented on the announcement by the Chancellor earlier in the year of the switch from revenue to capital funding for some areas at UK level and the implications it had for local government funding.

Other issues which were of concern included the challenges of homelessness, Welfare Reform and winter maintenance. He hoped that the utilisation of the underspend would form a large element of the discussions and deliberations of the MTFP.

The Head of Finance agreed with the comments made and said that a report on the MTFP would be submitted to the next meeting of Cabinet and to the 11 July 2013 meeting of this Committee. She explained that 80% of Council's funding was from the Government and therefore there was a significant impact if this was reduced. The Month 12 Revenue Budget Monitoring Report had highlighted the need for tighter financial controls, forecasting and financial reporting and discussions on this were being undertaken with the Corporate Management Team to make positive improvements. Work was being undertaken to look at the impact of the underspend in 2012/13 on the 2013/14 budget and what additional choice could be generated for 2013/14 onto the MTFP for 2014/15 and beyond.

The Corporate Finance Manager introduced the report to provide Members with the detail of the Revenue Budget Monitoring 2012/13 (Month 12) information for the Council Fund and the Housing Revenue Account in 2012/13.

For Council Fund there was a projected year end underspend of £4.313m, which was an increase of £1.979m on the £2.334m underspend reported at Month 11 and appendix 1 showed a summary of the movements from Month 11. The table on page 60 showed the analysed the variances by directorate and showed underspends for all directorates except Lifelong Learning, which showed a minor overspend.

Paragraphs 3.06 to 3.09 provided further detail on the movements and the risks and assumptions associated with the projection were reported in paragraph 3.11.

Requests for carry forward for ICT and Flintshire Futures were detailed in paragraphs 3.12 and 3.13 and were being recommended to Cabinet.

The amounts allocated for non-standard inflation were reported and the Corporate Finance Manager advised that the final position would show an unallocated amount of £0.072m.

Appendix 7 provided details on the movements on unearmarked reserves, which, after taking into account the current projection and previously committed amounts left a projected level of Contingency Reserves at 31 March 2013 of £3.493m.

The Corporate Finance Manager also advised of a projected underspend of £1.047m on the Housing Revenue Account which was an increase of £0.473m from the net underspend reported at Month 11. Details of the variances were provided in appendix 8. A projected closing balance at Month 12 of £1.902m was reported, which at 6.9% of total expenditure satisfied the prudent approach of ensuring a minimum level of 3%. The Corporate Finance Manager added that £0.329m of the underspend had been committed for specific items in 2013/14.

Councillor Alex Aldridge accepted the report but commented on the significant financial challenges ahead. He felt that the underspend could cause comments from Councillors about the aspirations for residents in their wards. Councillor Patrick Heesom raised concern about the underspend and said that it was not the fault of the Leader but was a consequence of the management system. He reiterated his earlier concerns that the MTFP should not be the financial structure that the authority was working to. He added that some departmental service plans duplicated issues and that work should be undertaken to review the plans.

In response to the comments made, the Leader said that it was important to understand how the underspend had occurred and work was being undertaken on this. He reiterated his earlier comment about whether the underspend could have been identified and reported sooner. He welcomed the fact that efficiencies were being made without reducing services and he said that it was a positive position to be in. The Cabinet Member for Corporate Management echoed the comments of the Leader but added that it was important to learn lessons from the situation.

Councillor Marion Bateman said that the Head of Finance had agreed to provide further information on additional superannuation costs but the information had not yet been received. The Head of Finance advised that she would provide the requested information as soon as possible.

RESOLVED:

- (a) That the report be noted; and
- (b) That the Head of Finance provide further information to Councillor Marion Bateman on additional superannuation costs.

12. FINANCE AS A FLINTSHIRE FUTURES WORKSTREAM

The Head of Finance introduced a report to provide an update on the Finance Workstream within the Flintshire Futures Programme.

The Head of Finance detailed the background to the report and explained that the report provided information on progress made on the various projects within the Finance workstream. Several issues around the aspects within the workstream had developed significantly and were being built into the wider organisational change programme. The work undertaken on the four areas of the workstream were detailed in the report and the Head of Finance reminded Members that the areas were of a corporate nature and extended beyond the Finance directorate. New and innovative approaches were being taken to identify ways of funding key capital priorities and a Member-officer board was to be established with the first meeting to be held in June/July 2013 which would consider a wide range of options. She added that the Capital Programme review would inform the development of a capital strategy. Significant progress had been made in identifying efficiencies and cost effective internal processes and these were detailed in the report however the work on internal charging processes was yet to be planned. Stretching existing finance programmes included Invest to Save and income maximisation which had included the

introduction of new fees and charges in areas where the Council had not previously done so. Significant progress had been made in the area of Corporate Debt with the introduction of the Corporate Debt Policy followed by the Fair Debt Policy. The objective of the Value for Money Strategy was to develop a strategic programme which would enable the Council to be clear about the relative cost and performance of its range of services. The Head of Finance concluded that this was a significant piece of work.

Councillor Patrick Heesom welcomed the report and said that there was a need to get the balance right and that the workstream highlighted the concerns raised on the issue of recharging between departments. He also raised concern about the future funding of public services and he hoped that the local authority could offer a platform to allow the protection of those services.

The Leader of the Council responded that it was a multi-faceted approach and that each area of the workstreams would be debated and discussed but he reminded Members of the difficult and challenging times ahead. He said that the Finance Workstream was not just about efficiencies but was about building growth too and added that capital was under extreme pressure. The Leader referred Members to paragraph 3.04 where it was reported that a specific piece of work to look at possible ways to fund affordable housing was due to be reported to Cabinet in July 2013 and spoke of the aspiration of providing new council housing. He commented on the need to provide growth and social needs and indicated that a report on the issue would be submitted to a future meeting of Cabinet.

Councillor Arnold Woolley referred to the challenging review of base budgets in paragraph 3.15 and asked whether the budget process had been based on a base budget or an annual incremental calculation. The Head of Finance responded that it was a mixture of both adding that there was not a zero based approach for each aspect of the budget but that it was important to have an ongoing challenging review of budgets.

Councillor Paul Shotton welcomed the high collection rate of monies owed to the Council for business rates and looked forward to the development of the Value for Money Strategy.

Councillor Alex Aldridge raised concern about the practice to recharge departments within the Council for work undertaken by other parts of the authority. He welcomed the report as a vehicle for moving forward but commented on the issue of sustainability of provision of services and spoke of the significant challenges ahead.

RESOLVED:

That the report be noted.

13. WORKFORCE INFORMATION QUARTER 4 - JANUARY-MARCH 2013

The Head of Human Resources and Organisational Development introduced a report to provide Members with an update for the fourth quarter/whole year 2012/13 on the following areas:-

- Establishment
- Headcount
- Agency
- Early Retirements (first and third quarter reports only)
- Turnover
- Diversity
- Absence

It was reported that the number of placements for Agency Workers had steadily decreased throughout the period and a table at paragraph 3.04 compared the number of placements for the whole year 2011/12 and 2012/13. At 31 March 2013 120 placements were active which was a decrease of 40% for the same period in the previous financial year and there was also a decrease of 33% in the number of placements over 12 weeks when compared to the figures for March 2012. It was reported that a total saving of £307,110.64 had been made for the financial year 2012/13 but it was expected that this would decrease over forthcoming years.

On the issue of sickness absence the Head of Human Resources and Organisational Development explained that the table on page 120 showed the figures for 2008/09 to 2012/13 and included an increase in sickness absence to 11.03 Full Time Equivalent (FTE) days lost per employee for 2012/13. This had resulted in a red RAG status in the performance data included later in the agenda. The Head of Human Resources and Organisational Development advised that she would submit a report on attendance management to the 11 July 2013 meeting of the Committee which would provide details of the interventions in place. She advised that there were some areas that were performing well but that there were also some areas where the sickness level was higher than expected. For the fourth quarter 70% of staff had a 100% attendance record which was a slight improvement on the previous quarter however the figure was only 41% for the whole year. Attendance by directorate had been provided for 2011/12 and 2012/13 along with a breakdown by service area within each of the directorates for the four quarters and whole year 2012/13. It was important to understand the causes of absence and the Head of Human Resources and Organisational Development advised that additional categories of absence had been implemented to reduce the number of sickness absences classified as 'other'.

Councillor Alex Aldridge queried whether the policy allowed employees to take a days holiday in place of a days sickness. The Head of Human Resources and Organisational Development responded that this could mask a particular issue or problem but added that there was a need for flexibility. Councillor Aldridge said that some individuals displayed patterns of absence on certain days and he felt that flexibility could help in reducing sickness levels. The Cabinet Member for Corporate Management appreciated the initiative suggested by Councillor Aldridge but said that it may be an opportunity to not undertake management responsibilities and added that there was a need to assess recurring sickness levels.

Councillor Patrick Heesom queried the costs associated with the 120 agency staff placements as he felt that they appeared to be high. The Head of

Human Resources and Organisational Development advised she would obtain further information on agency staff placements for Councillor Heesom. Councillor Clive Carver queried whether relief/school supply staff were classed as agency staff. The Head of Human Resources and Organisational Development responded that they were not and she provided further information on relief/school supply staff and explained the differences in the figures for headcount and establishment.

Councillor Paul Shotton welcomed the reduction of the agency staff placements and queried whether the Physiotherapy pilot undertaken in Streetscene had been rolled out across the authority. He also congratulated the 70% of staff who had achieved 100% attendance for the final quarter of 2012/13. The Head of Human Resources and Organisational Development explained that a report on the Physiotherapy pilot would be submitted to the 11 July 2013 meeting of the Committee. The scheme had been successful and there was now a need to evaluate how to roll out the project.

Councillor Arnold Woolley queried whether a letter or certificate was issued to staff who had 100% attendance. The Head of Human Resources and Organisational Development responded that this was piloted in the Housing department but that it had not been rolled out consistently across other services. Councillor Woolley also queried the figures in the report compared to the workforce information data which was available in the Members' Library as there appeared to be a difference of 195 people. The Head of Human Resources and Organisational Development agreed to look at the figures and respond to Councillor Woolley.

RESOLVED:

- (a) That the report be noted;
- (b) That a report on attendance management be submitted to the 11 July 2013 meeting of the Committee;
- (c) That the Head of Human Resources and Organisational Development provide further information to Councillor Patrick Heesom on agency staff figures and to Councillor Arnold Woolley on a discrepancy in the headcount figures.

14. QUARTER 4 AND YEAR END SERVICE PERFORMANCE REPORTS

The Chairman introduced a report to request that the Committee consider the 2012/13 Quarter 4/Year End service performance reports, note the draft year end position of the Strategic Assessment of Risks and Challenges (SARC) and note the performance made against the Improvement Targets contained within the performance report.

Finance

The Head of Finance gave a short presentation on the performance within each of the service areas, outlining work which had been undertaken to improve

performance and areas where improvement was needed, as outlined within the report.

Councillor Paul Shotton referred to the section on Welfare Reform and welcomed the work which had been undertaken by the authority.

In referring to the SARC document, Councillor Alex Aldridge raised concern about the relationship with the Local Health Board & Public & Primary Health. He commended the work of the Chief Executive on the issue which included offering assistance from the authority to the Health Board to identify possible areas of land for the siting of a health centre in Flint.

Human Resources and Organisational Development

The Head of Human Resources and Organisational Development gave a short presentation on the performance within each of the service areas, outlining work which had been undertaken to improve performance and areas where improvement was needed, as outlined within the report.

Councillor Patrick Heesom queried the amount which had been set aside for Single Status. The Head of Human Resources and Organisational Development responded that approximately £25m was available as a reserve for Single Status and the settlement of Equal Pay claims. She explained that work was still ongoing on both issues with senior officers and Trade Unions. As stated in the update, the Part 3 (terms and conditions) had been provisionally agreed with the Trade Unions but final work on the design of the pay and grading structure was currently being undertaken.

On the performance indicator for appraisals, the Head of Human Resources and Organisational Development advised that the figure for Corporate Services should read 58% and not 38% as reported. There were a number of issues relating to capturing the data for completed appraisals but the work which had been undertaken to date was encouraging and the issues were being addressed.

ICT and Customer Services

The Head of ICT and Customer Services gave a short presentation on the performance within each of the service areas, outlining work which had been undertaken to improve performance and areas where improvement was needed, as outlined within the report.

On the performance indicator for Helpdesk Calls fixed on time, the Head of ICT and Customer Services advised that the current year outturn should read 93% and not 91.53% as reported. He added that a report on procurement would be submitted to the meeting of this Committee scheduled for 11 July 2013. The information provided on visitor enquiries at the Holywell Connects office would be followed up by a questionnaire which would be sent to the users of the centre to ask about their visit. He concluded that the performance information from the General Register Officer would be submitted to the Committee on an annual basis as part of the performance report for ICT and Customer Services.

Legal and Democratic Services

The Head of Legal and Democratic Services gave a short presentation on the performance within each of the service areas, outlining work which had been undertaken to improve performance and areas where improvement was needed, as outlined within the report.

In referring to the performance indicator on Breach of the Data Protection Act by the Council, the Head of Legal and Democratic Services was pleased to report that the RAG status had changed from red to amber following an audit by the Information Commissioners Officer (ICO) in March. One of the recommendations in the report from the ICO was that a senior officer had to be nominated for data protection issues and the Corporate Management Team had agreed that it should be the Head of Legal and Democratic Services.

The Head of Legal and Democratic Services explained that the number of Freedom of Information Act requests which had been received had reduced slightly when compared to the same quarter in 2011/12 but the numbers determined within the 20 day response time had increased. He added that the number of Environmental Impact requests had reduced but the number determined within the 20 day response time was 100% compared to 96% for the same period in 2011/12. He explained that he would review the inclusion of some of the performance indicators for future reports.

In response to a query from Councillor Patrick Heesom about Environmental Impact requests, the figure reported was for the number of requests which had been received and not for the number of people making the request.

On the issue of the preparation of the Annual Governance Statement, the Head of Legal and Democratic Services said that the issue had been considered at a recent meeting of the Audit Committee and the consensus was that Members should be included in the process. A request had also been received for the Constitution Committee to review the Standards and Ethical Framework particularly on the issue of officer/Member relations. Councillor Heesom requested that the Code of Corporate Governance be reviewed as it had not been reviewed since 2003.

RESOLVED:

That the report be noted.

15. FORWARD WORK PROGRAMME

The Member Engagement Manager introduced a report to consider the Forward Work Programme of the Committee.

The Member Engagement Manager detailed the items to be submitted to the meeting scheduled for 11 July 2013 and advised that as discussed earlier, a report on attendance management would also be considered at the meeting. He also advised Members of the items which were to be submitted to the meetings scheduled for September 2013 to January 2014.

RESOLVED:

- (a) That the report be noted; and
- (b) That the Forward Work Programme be amended to include a report on attendance management at the 11 July 2013 meeting.

16. MEMBERS OF THE PRESS AND PUBLIC IN ATTENDANCE

There was one member of the press and no members of the public in attendance.

(The meeting started at 10.00 am and ended at 1.04 pm)

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Chairman

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE**

DATE: **THURSDAY, 11 JULY 2013**

REPORT BY: **HEAD OF FINANCE**

SUBJECT: **MEDIUM TERM FINANCIAL PLAN 2014/15 - 2018/19**

1.00 PURPOSE OF REPORT

1.01 To present the updated Medium Term Financial Plan (MTFP) 2014/15 to 2018/19 for consideration.

2.00 BACKGROUND

2.01 The Medium Term Financial Strategy (MTFS) and the Medium Term Financial Plan (MTFP) are critical aspects to the Council's overall governance arrangements.

2.02 Consideration of the MTFP is included within the Forward Work Programme for the Committee for consideration in July.

3.00 CONSIDERATIONS

3.01 The report attached at Appendix 1 was considered by Cabinet on 18th June 2013.

3.02 Cabinet supported the recommendations as set out in 4.01 of the report. Included amongst the recommendations was to refer the MTFP to this Committee for consideration and a commitment to receive verbal feedback at the next Cabinet on 16th July 2013.

3.03 Members will note that this revision is at 31st May 2013. The MTFP is never "complete" or "finished", but is an ever evolving forecast of the Council's financial position. The next revision is planned for formal reporting by October. However, any significant updates will be provided verbally to Scrutiny.

4.00 RECOMMENDATIONS

4.01 Members are asked to consider the report and to provide any feedback to Cabinet.

5.00 FINANCIAL IMPLICATIONS

5.01 As set out in the report.

6.00 ANTI POVERTY IMPACT

6.01 None.

7.00 ENVIRONMENTAL IMPACT

7.01 None.

8.00 EQUALITIES IMPACT

8.00 None.

9.00 PERSONNEL IMPLICATIONS

9.00 None.

10.00 CONSULTATION REQUIRED

10.00 Consultation with Corporate Resources Overview & Scrutiny.

11.00 CONSULTATION UNDERTAKEN

11.00 Consultation undertaken with Corporate Resources Overview & Scrutiny.

12.00 APPENDICES

12.01 Appendix A – Cabinet Report and appendices.

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS**

Contact Officer: Gary Ferguson, Corporate Finance Manager
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Email: gary.ferguson@flintshire.gov.uk

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 18 JUNE 2013**

REPORT BY: **HEAD OF FINANCE & CHIEF EXECUTIVE**

SUBJECT: **MEDIUM TERM FINANCIAL PLAN 2014/15 TO 2018/19**

1.00 **PURPOSE OF REPORT**

- 1.01 To present the updated Medium Term Financial Plan (MTFP) 2014/15 to 2018/19 for consideration.
- 1.02 To seek endorsement to the approach for future development and reporting.

2.00 **BACKGROUND**

- 2.01 The Medium Term Financial Strategy (MTFS) and the Medium Term Financial Plan (MTFP) are critical aspects to the Council's overall governance arrangements.
- 2.02 The Medium Term Financial Strategy 2011/15, incorporating the MTFP, was approved by Council in June 2011, following detailed consideration by the Executive and Corporate Resources Overview and Scrutiny Committee.
- 2.03 Updates to the MTFP have been provided to Members with the budget reports for 2012/13 and 2013/14. The most recent update was provided in the 2013/14 budget report to Council on 1st March 2013. Whilst indicating a potential budget gap at that point of £29m over the five years to 2017/18, the report did identify that this gap would increase as further work was carried out to include:
- The inclusion of the effects of likely revised funding forecasts from the UK Treasury and Welsh Government (WG) decisions on the allocation of funding to other areas of the public sector in Wales.
 - Investment options for key organisational priorities including Single Status and Equal Pay, School Modernisation, School Funding Formula Review, Social Care Strategy and Capital Programme Strategy.

It was identified that the updated MTFP to be published in mid 2013 would inform a challenging and evidence based review of priorities for investment and priorities for disinvestment / efficiency and be a true basis and impetus for the next phase of organisational change within the Council.

- 2.04 The Council's response to the Wales Audit Office Improvement Report (WAO) in May 2013 sets out that an updated MTFP will be published in June 2013 alongside the Improvement Plan; that it will be far more advanced in planning the costs of Council Priorities and investments and in setting new efficiency targets for the period to 2018 and that it will reflect the changing financial national picture and it's impact on Council financial planning as important context.
- 2.05 The publication of the new Improvement Plan with refreshed Improvement Priorities provides an important opportunity to ensure that the financial strategy is focused on enabling resources to be aligned in order to achieve them.
- 2.06 Consideration of the MTFP is in the Forward Work Programme of Corporate Resources Overview & Scrutiny Committee for 11th July 2013.

3.00 CONSIDERATIONS

- 3.01 The Medium Term Financial Plan (to follow as Appendix 1) is the first of two revisions of the published Medium Term Financial Plan within 2013-14.

The aims of this first revision are:-

- To present an updated forecast of the impacts of the changing and worsening national fiscal position, and inflationary trends, on the core resources available to the Council to meet its priorities and maintain its services.
- To present a first forecast of the investment needed to support the priorities of the Council.
- To present, by combining the above, the updated revenue 'gap' to be bridged by organisational change, efficiencies and choices between services.

This revision of the MTFP reports the most accurate forecasts possible as at 31st May 2013.

- 3.02 The second revision of the Medium Term Financial Plan will be published by October 2013. The second revision will:-
- Update the forecast with the most accurate information at that time.
 - Set out the Council's developing programme of organisational change and re-design to further modernise the organisation and secure major efficiencies in costs and overheads to meet its targets. The second revision will be accompanied by a fuller updated organisational change and re-design plan which builds on and extends current activity.
 - Enable the Council to make informed choices over base budget allocations to service functions according to need and choice.
 - Provide a platform for the setting of a sustainable annual budget for 2014-15 as the third of the five years of this Council under this plan.
- 3.03 In considering the MTFP, it is important to recognise that it will never be "complete" or finished." It is an ever evolving forecast of the Council's financial position, which is continually updated to take in and/or refine latest forecasts of funding, investment needs and the opportunities to be gained from efficiency or saving measures.
- 3.04 In relation to the budget for 2014/15, Corporate Heads, Directors and Heads of Service are already working on:-
- Continuation of current programmes of organisational reform and implementing key service reviews.
 - Identifying areas for budget re-alignment based which reflect the projected outturn for 2012/13 and the early emerging position for 2013/14 from the first two months of the year, and
 - Seeking all opportunities possible for efficiencies and savings within service areas as a matter of good budget management. These are additional to the efficiencies to come from the next phase of the organisational change and modernisation programme.
- 3.05 The October revision of the MTFP will be one of the elements to be incorporated into a refresh of the Medium Term Financial Strategy for publication in March alongside the budget for 2014/15.

4.00 RECOMMENDATIONS

4.01 Members are asked to:

- (a) Consider the Medium Term Financial Plan 2014/15 to 2018/19.
- (b) Support the approach to be adopted for ongoing development and reporting.
- (c) Refer the Medium Term Financial Plan 2014/15 to 2018/19 to Corporate Resources Overview and Scrutiny Committee on 11 July 2013 for consideration and to receive verbal feedback at the Cabinet meeting on 16th July 2013 so that Cabinet can receive the feedback prior to the summer recess.

5.00 FINANCIAL IMPLICATIONS

5.01 None directly as a result of this report.

5.02 The Medium Term Financial Plan sets out the currently projected levels of funding over the five years to 2018/19 and the potential budget gap which will need to be met.

6.00 ANTI POVERTY IMPACT

6.01 None directly as result of this report

7.00 ENVIRONMENTAL IMPACT

7.01 None directly as result of this report

8.00 EQUALITIES IMPACT

8.01 None directly as result of this report

9.00 PERSONNEL IMPLICATIONS

9.01 None directly as result of this report

10.00 CONSULTATION REQUIRED

10.01 Corporate Resources Overview and Scrutiny Committee. The Committee's forward work programme includes consideration of the MTFP at the meeting to be held on 11 July 2013.

11.00 CONSULTATION UNDERTAKEN

11.01 None at this stage

12.00 APPENDICES

12.01 Appendix 1 - Medium Term Financial Plan 2014/15 to 2018/19 as at 31st May 2013

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS**

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Flintshire County Council

**Medium Term
Financial Plan**

(Council Fund)

2014/15 - 2018/19

**Revision as at
31st May 2013**

1. Context

Re-setting the Medium Term Financial Plan

This is the first of two revisions of the published Medium Term Financial Plan within 2013-14.

The aims of this first revision are:-

- to present an updated forecast of the impacts of the changing and worsening national fiscal position, and inflationary trends, on the core resources available to the Council to meet its priorities and maintain its services
- to present a first forecast of the investment needed to support the priorities of the Council
- to present, by combining the above, the updated revenue 'gap' to be bridged by organisational change, efficiencies and choices between services

This revision of the MTFP reports the most accurate forecasts possible as at 31st May 2013.

The second revision of the Medium Term Financial Plan will be published by October 2013. The second revision will:-

- update the forecast with the most accurate information at that time.
- Set out the Council's developing programme of organisational change and re-design to further modernise the organisation and secure major efficiencies in costs and overheads to meet its targets. The second revision will be accompanied by a fuller updated Organisational Change and Re-Design Plan which builds on and extends current activity.
- enable the Council to make informed choices over base budget allocations to service functions according to need and choice
- provide a platform for the setting of a sustainable annual budget for 2014-15 as the third of the five years of this Council under this Plan

The Council Fund Budget

The 2013/14 total budget for delivering council fund services is £293m. The money to finance this spending (as for all councils) comes from two main sources. The majority of funding (80%) comes from Welsh Government through the revenue support grant/non domestic rates pool and numerous specific grants (many of which fund core services), with the remainder (20%) being raised locally from Council Tax. This means that Council services are heavily reliant on external funding. In a period of national fiscal constraint where such funding is under extreme pressure, the national funding position sets the context for us.

Government has made past commitments to protect key spending areas, however, the worsening financial scenario will mean that this position cannot be maintained. Analysis of the reductions in funding experienced in England over the last comprehensive spending review period since 2010 show average reductions of 4% per annum year on year. Whilst the actual scale of probable reductions for 2014/15 is not yet known, a 1% reduction in the funding received in 2013/14 would, as an illustration, add £1m to the projected gap for 2014/15. Compared to the English scenario, at 4% it would be an additional £7m.

For Flintshire, as with all Councils, this will mean adopting a broader programme of organisational reform with more ambition and pace, making far more challenging efficiencies in operating costs and the costs of employment, ensuring value for money and reducing wastage to a minimum and, hardest of all, making choices between services and their needs for investment.

Achieving Local Priorities

The newly published Improvement Plan 2013/14 sets out four shared priorities with our partners at a County level, and the eight priorities for the Council itself. All of our priorities remain important, but in any one year a number of them will stand out for special attention. Setting priorities helps us focus our attention and resources on the things that matter most. We call these our Improvement Priorities. Our eight Flintshire County Council priorities are:

- Housing
- Environment
- Living Well
- Poverty
- Economy and Enterprise
- Skills and Learning
- Safe Communities
- Modern and Efficient Council

Not all priorities necessarily need extra resources; some inevitably do. The priorities should guide investment choices as the Council balances the resources it has at its disposal with the 'competing' demands of its services and the communities they support.

Resources are in place to deliver the priorities for 2013/14. Some of these resources are met from within the base budget but there was specific and positive investment in the 2013/14 budget as detailed in the budget report in March.

Over the five year life of the Council, the full set of priorities will adapt and the annual set of priorities selected for special attention will change according to need and circumstances. The financial impacts of additional investment in specific new priorities from 2014/15 will be included in future revisions to the MTFP as policy decisions are taken over the coming months. For planning purposes, the forecast also includes an annual amount of £1.6m for

2. Medium Term Financial Strategy & Medium Term Financial Plan

The role of the MTFS and MTFP

The Medium Term Financial Strategy (MTFS) and the Medium Term Financial Plan (MTFP) are critical aspects to the Council's overall governance arrangements.

The Medium Term Financial Strategy provides a framework for the financial principles through which revenue and capital resources will be forecast, organised and managed to deliver the Council's vision and strategic objectives.

The Medium Term Financial Plan forecasts funding levels and resource requirements over the medium term, identifies the gap between the two and enable specific actions to be identified to balance the budget and manage resources.

Continuous Development

The MTFP will never be "complete" or finished." It is an ever evolving forecast of the Council's financial position, which is continually updated to take in and / or refine latest forecasts of funding, investment needs and the opportunities to be gained from efficiency or saving measures.

In the light of the national and local context described, it is essential that the Council has a robust Medium Term Financial Plan and a strategy to deliver the actions required to manage the budget gap over the short and medium term and which looks ahead to the longer term.

Through the next planned stages of development, we are committed to:

- recognise the full extent of the cost of service demands and potential investment choices and growth
- more fully identify the extent of the potential budget gap
- quantify potential efficiency opportunities, and in particular, take account of when the financial benefits of longer term projects may be realised

Integrating the MTFP into the Medium Term Financial Strategy

The October revision of the MTFP update will be one of the elements to be incorporated into a refresh of the Medium Term Financial Strategy for publication in March alongside the budget for 2014/15.

School Funding Formula Review - The Council has completed the first stage of a review of the school funding formula. The options emerging from the review work are planned for consideration over the summer / early autumn with a view to possible implementation from the 2014/15 academic year. The review has covered how the formula for the delegated budget is allocated to individual schools and whether the total funding is adequate to meet critical school needs and statutory responsibilities.

Whilst there are number of variables, using some broad assumptions, there is potential for the gap to increase to over £10m for 2014/15 and £40m over the 5 year period

How does this compare to the last published MTFP?

The last publication of the MTFP was in March, alongside the 2013/14 budget. At that stage, the reported budget gap was £7.626m in 2014/15 and £29.453m over 5 years. The difference to the figures as at 31st May is mainly due to a reduction in the estimated level of funding from WG (£2.4m as per scenario 3), an increase in estimated council tax income of £0.553m (increased base and collection rate), the net effect of costs in relation to services due to demand and external influences (£1.228m) and a reduction in the broad assumption for investment and growth (£2.500m) now that much more detailed work has been undertaken on likely levels required (see below).

Current Forecast – detailed information

A summary of the 'headline' figures with regard to the updated MTFP are attached as Appendix 1.

The table is presented in such a way as to detail the position at various stages, for example, an inflationary increase on the existing budget results in a projected budget gap of £2.885m, adding on the indicative amounts of previous year decisions increases to gap to £5.693m and so on.

Funding

National Funding

Aggregate External Finance (AEF)

Approximately 80% of the Council's revenue funding is derived from Revenue Support Grant (RSG) and the Council's distribution of the National Non Domestic Rates Pool (NNDR).

The Local Government Final Settlement 2013/14 provided indicative funding of £200.970m for 2014/15. Additional Funding of £0.869m was received to enable the Council Tax Reduction Scheme (CTRS) (introduced from April 2013 to replace Council tax benefit) to provide support at 100% for eligible

Investment in Services, Priorities and Improvements

Base Budget 2013/14

The approved total budget of £293.3m for 2013/14 is rolled forward and the starting point for the MTFP covering 2014/15 to 2018/19.

Inflation

Each year an assessment needs to be made on the inflationary increase required for service areas. The amount included of £4m covers the effect of a 1% pay award for all workforce groups, standard price inflation at 2%, above standard inflation as detailed below and income at 3%.

The table below details the assumptions currently made and their basis:-

Inflation	Current %	Based on
Pay	1%	Latest public sector pay expectations
Price	2%	Initial high level assumption - consistent with economic forecasts
NSI Energy	8%	Energy Unit advice
NSI Fuel	11.2%	UK Fuel price tax escalator
NSI Food	5.8%	National reports
Fees and charges	3%	Based on historical increases

Inflation assumptions are under continual review. More detailed calculations by service area will be included in the next reported revision.

The Projected Shortfall in 2014/15 taking into account inflation is £2.885m

Previous Year Decisions

Each year as the budget is set; some decisions (which are clearly set out) have implications for future year's budgets. The full year effect of previous year budget decisions is required to be adjusted to the base budget in order to 'follow through' the decisions made in budgetary terms. For 2014/15 the impact for all Service Areas is an increase in the budget requirement of £2.808m rising by a further £2.743m in 2015/16.

Included in the 2013/14 budget report was an indicative additional amount of £1.6m p.a. to support investment in organisational change programmes and

- **Council Tax Reduction Scheme (CTRS)**
An initial assessment of £0.300m has been included to take account of caseload and the increased cost of support linked to the assumed council tax rise. This will need full assessment in the light of the CTRS scheme for 2014/15, the level of Welsh Government funding and the assumed council tax collection rate.
- **Prudential Borrowing**
The revenue impacts of the approved capital programme to be met from prudential borrowing has been updated to reflect the future years impact which requires additional funding of £0.252m from 2016/17 and an additional £0.029m from 2017/18.

Efficiencies

- **Social Care Transition**
The reported underspend position in 2012/13 has been followed through into a revised assessment of client costs for future years. An initial view has been taken that there will be an efficiency of £0.300m from 2014/15. The detailed work being undertaken to review this area will provide an updated estimate for inclusion in the next revision.

The effect of including all of the above is an additional budget requirement of £1.288m for 2014/15 (additional £3.333m over 5 years)

The Projected Shortfall in 2014/15 taking into account the above adjustments is £6.981m

This revision as at 31st May has been produced prior to the final outturn for 2012/13 being concluded. The latest projection as at Month 12 estimates a net under spend of £4.313m, after taking account of under and over spends across services. Initial work to estimate the impact of this on the current MTFP assumptions indicates that there could be £2m of recurring under spend, but this would be offset by pressures of £1.4m if they should continue at the same level as in 2012/13. These initial estimates are not included in the MTFP at this point. They are subject of ongoing review and refinement and will need to be considered in detail for possible re-alignment of budgets in 2013/14 and future years. The final outturn will be reported in July,

Further Investment/Growth

Each year as part of the budget process a number of areas have historically been identified as requiring further investment and/or growth. The early identification of the areas detailed above should reduce the amount required for 2014/15 compared to previous years. However, in the interest of prudence an amount of £1.5m pa is currently included based on the £3m identified in 2013/14 less the amount attributable to those items.

The Projected Shortfall in 2014/15 taking into account the above is £8.481m

- continued and new cross organisational reviews under the Flintshire Futures Programme

In recent years the Council has been modernised and changed significantly. It has been necessary to identify total efficiencies of £28.9m over the last five years to balance the annual budget through planned corporate and service level change. Some fundamental service reviews such as Streetscene, Housing and Adult Social Care have demonstrated how value for money can be obtained through aligning resources effectively to priorities and service standards, how major efficiencies can be achieved to be 'recycled' into service improvements, and how continuous improvement can carry on year on year with new energy and ideas for new ways of working.

The developing plans for a more expansive and challenging programme of change and reform will be set out before the next revision of the MTFP building on the above.

Financial Projection 2014/15 - 2018/19

	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
Funding					
Aggregate External funding (AEF) RSG/NNDR	199,421	199,421	199,421	199,421	199,421
Council Tax	60,304	62,269	64,297	66,391	68,555
Budget Requirement	259,724	261,689	263,718	265,812	267,975
Other Grant Funding (Specific and Outcome Agreement Grant)	34,764	34,764	34,764	34,764	34,764
Total Funding	294,488	296,453	298,482	300,576	302,739
Expenditure					
Base Budget Rolled Forward	293,346	302,969	311,125	318,446	325,002
Inflation (Pay/Price/NSI/Income)	4,027	4,128	4,237	4,352	4,473
Shortfall after roll forward budget plus inflation	(2,885)	(10,644)	(16,880)	(22,221)	(26,736)
Previous Years Decisions	2,808	2,743	252	29	-
Revised Shortfall	(5,693)	(13,387)	(17,132)	(22,250)	(26,736)
Demand/Externally influenced costs/efficiencies	1,288	(216)	1,332	676	253
Revised Shortfall	(6,981)	(13,171)	(18,464)	(22,926)	(26,989)
Future Investment/Growth	1,500	1,500	1,500	1,500	1,500
Funding Shortfall / (Available)	(8,481)	(14,671)	(19,964)	(24,426)	(28,489)
Total Expenditure	302,969	311,125	318,446	325,002	331,229
Funding Shortfall / (Available)	(8,481)	(14,671)	(19,964)	(24,426)	(28,489)

Impact of Potential WG reduction on RSG

Revised shortfall if Scenario 1

Revised shortfall if Scenario 2

(6,525)

(12,715)

(18,008)

(22,470)

(26,533)

(7,706)

(13,896)

(19,189)

(23,651)

(27,714)

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE**

DATE: **THURSDAY, 11 JULY 2013**

REPORT BY: **HEAD OF FINANCE**

SUBJECT: **REVENUE BUDGET MONITORING 2012/13 (OUTTURN) AND CAPITAL PROGRAMME 2012/13 (OUTTURN)**

1.00 PURPOSE OF REPORT

1.01 To provide Members with the Revenue Budget Monitoring 2012/13 (Outturn) and Capital Programme 2012/13 (Outturn) information.

2.00 BACKGROUND

2.01 The Revenue Budget Monitoring 2012/13 (Outturn) and Capital Programme 2012/13 (Outturn) reports will be presented to Cabinet on 16th July 2013. Copies of the reports are attached as Appendix A and Appendix B to this report.

3.00 CONSIDERATIONS

3.01 Members are asked to note the reports.

4.00 RECOMMENDATIONS

4.01 As set out in the reports.

5.00 FINANCIAL IMPLICATIONS

5.01 As set out in the reports.

6.00 ANTI POVERTY IMPACT

6.01 None.

7.00 ENVIRONMENTAL IMPACT

7.01 None.

8.00 EQUALITIES IMPACT

8.01 None.

9.00 PERSONNEL IMPLICATIONS

9.01 None.

10.00 CONSULTATION REQUIRED

10.01 None.

11.00 CONSULTATION UNDERTAKEN

11.01 None.

12.00 APPENDICES

12.01 Appendix A - Revenue Budget Monitoring 2012/13 (Outturn)
Appendix B – Capital Programme 2012/13 (Outturn).

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS**

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 16 JULY 2013**

REPORT BY: **HEAD OF FINANCE**

SUBJECT: **REVENUE BUDGET MONITORING 2012/13**
(OUTTURN)

1.00 PURPOSE OF REPORT

1.01 To inform Members of the Council Fund and the Housing Revenue Account Outturn for 2012/13 (subject to audit) and the impact on the respective level of reserves at 31st March 2013. These figures are included in the draft Statement of Accounts 2012/13 which will be reported to Audit Committee on 17th July 2013.

1.02 INDEX OF CONTENTS

Section 2	Executive Summary
Para 3.01	Council Fund Summary Table
Para 3.13 – 3.19	Brief Overview of the Year
Section 4	Non Standard Inflation/Central Contingencies
Section 5	Unearmarked Reserves
Section 6	Housing Revenue Account
Appendix 1	Council Fund Movement of Variances from Month 12
Appendix 2	Community Services - Variances Summary
Appendix 3	Environment – Variances Summary
Appendix 4	Lifelong Learning – Variances Summary
Appendix 5	Corporate Services – Variances Summary
Appendix 6	Central & Corporate Services – Variances Summary
Appendix 7	Council Fund Unearmarked Reserves Summary
Appendix 8	Housing Revenue Account -Variances Summary
Appendix 9	Achievement of Efficiencies Summary

2.00 EXECUTIVE SUMMARY

2.01 Members are requested to note the final outturn as detailed below:

- Council Fund – Net Underspend of £4.229m (£4.313m at Month 12)
- Housing Revenue Account – Net Underspend of £1.076m (£1.047m at Month 12)

3.00 CONSIDERATIONS

3.01 The table below shows a final outturn in-year underspend of £4.229m

TOTAL EXPENDITURE AND INCOME	Original Budget	Revised Budget	In-Year Over / (Under) spend		Non Ring-fenced		Ring-fenced	
			Month 12	Outturn	Month 12	Outturn	Month 12	Outturn
	£m	£m	£m	£m	£m	£m	£m	£m
Directorates								
Community Services	58.437	58.614	(3.432)	(3.489)	(2.446)	(2.481)	(0.986)	(1.008)
Environment	31.794	31.811	(0.053)	(0.040)	(0.053)	(0.040)	-	-
Lifelong Learning	109.219	110.993	0.006	0.033	0.935	0.935	(0.929)	(0.902)
Corporate Services	17.469	18.079	(0.271)	(0.287)	(0.271)	(0.287)	-	-
Total Directorates	216.919	219.497	(3.750)	(3.783)	(1.835)	(1.873)	(1.915)	(1.910)
Central and Corporate Finance	25.759	23.181	(0.563)	(0.446)	(0.563)	(0.446)	-	-
Total	242.678	242.678	(4.313)	(4.229)	(2.398)	(2.319)	(1.915)	(1.910)

3.02 The original budget column reflects the budget approved by Council on 1st March 2012. The Revised Budget column reflects in year virements which have been approved in compliance with Financial Procedure Rules.

3.03 The significant in year variances at final outturn are detailed in Appendices 2-6 (Council Fund) and Appendix 8 (HRA). The significant changes for the Council Fund from Month 12 are detailed in Appendix 1.

3.04 The Month 12 position as reported to Cabinet on 18th June 2013 showed a significant projected movement of £1.979m to that previously reported at Month 11. It was reported that although in some areas this positive improvement reflected the outcome of planned activities and positive budget management, it also raised the issue of interaction between service managers and finance to ensure that variances are identified at an earlier stage. As discussed at Cabinet and Corporate Resources Overview and Scrutiny in June this significant movement at the year end has highlighted the need for tighter financial controls, forecasting and timelier reporting.

3.05 A detailed exercise by each Head of Service as the accountable budget manager has been undertaken which has reviewed the reasons for variances reported from month 8 onwards which was the latest in-year information available when the 2013/14 budget was set. The outcome of this exercise shows that the reasons for the variances are a mixture of areas where a planned action has been implemented, some of which could have been reported earlier, other areas that could have been foreseen earlier and some minor fortuitous variances.

- 3.06 The review has identified that the reasons for the variances can be classified into the following main themes:-
- 1) Grant Maximisation – utilising external funding wherever possible.
 - 2) Year End Recharge Issues and Accounting Treatment.
 - 3) Communication of the financial impacts of Service Commissioning and demand levels.
 - 4) Treatment of Vacancy Savings.
 - 5) Difficulties and uncertainties in accurately projecting income.
- 3.07 Corporate Management Team has identified and agreed a range of actions to strengthen budget management and reporting in the light of the issues identified.
- 3.08 As previously reported, some of the main reasons for the movement between Month 8 to 12 include:
- Further reduction in costs for Out of County Placements linked to additional family placements
 - Further reduction in income in leisure facilities
 - Further improvement in Central Loans and Investment Account
 - Reduced expenditure on residential and domiciliary care
 - Additional client income in respect of Intake and Reablement
 - Additional grant received to support the implementation of the council tax support scheme
- 3.09 It is important to note that at the time that the 2013/14 budget was set, the significant areas of reported under and overspend at that time were taken account of in the budget agreed by Council.
- 3.10 As a result of the overall outturn position an assessment has been made of the potential future impact for the current 2013/14 financial year and also the impact on the Council's Medium Term Financial Plan for 2014/15 and beyond and this work will be reported to Members in due course.
- 3.11 As we move into detailed monitoring for the 2013/14 financial year, Service Managers and Finance will be working together to implement these actions to ensure that variances are reported at the earliest opportunity in the financial year.
- 3.12 Finance Procedure Rules state that any Directorate overspend will be carried forward into the following year as a first call on the budget for that year. In view of the overall financial position it is recommended on this occasion that the Lifelong Learning overspend of £0.033m is met from overall balances and not carried forward.

3.13 BRIEF OVERVIEW OF THE YEAR

The early projections as at Month 3 for the Council Fund was an overspend of £1.053m which was mainly due to pressures within Lifelong Learning including Leisure Services, Schools related, Service Units and Facilities.

3.14 At this stage, Cabinet also allocated an amount of £0.361m from contingency reserve as a one-off investment for the purpose of supporting the new leisure facilities in their first year of operation.

3.15 In view of the projected overspend, Management committed to find opportunities to generate efficiencies with the intention of gaining a positive outturn on the 2012/13 projected outturn.

3.16 At Month 8 a significant improvement of £0.754m was reported in the projected under spend on Out of County Placements. This movement reflected the overall impact of a number of factors which included smarter procurement from the continued involvement of Commercial and Clinical Solutions, and a reduced numbers of placements which had been influenced by the development of in-county provision from foster care and within special schools.

3.17 At Month 8 members were also notified of a potential pressure due to the triggering of the Municipal Mutual Insurance (MMI) scheme of arrangement and a provision of £0.770m was set aside for this purpose from the Contingency Reserve.

3.18 In March 2013 the County encountered a spell of severe weather which resulted in costs being incurred during the operational phase of the incident totalling £0.629m and estimated costs for the recovery phase of £0.621m. The majority of these costs were incurred within the Environment Directorate and the Council utilised the Winter Maintenance Reserve to offset £0.245m of these costs with the remainder of the total cost being met from the Contingency reserve.

3.19 The latter part of the year resulted in a significant positive movement in the variance due to a mixture of planned activities and unforeseen issues as detailed earlier in this report.

3.20 ACHIEVEMENT OF EFFICIENCIES

The 2012/13 budget contained £4.721m of specific efficiencies. Members have previously requested an update on the achievement of these efficiencies to be reported within the outturn report and the table below provides this information by directorate:-

Directorate	Value of Budgeted Efficiency £m	Value of Actual Efficiency £m	(Under) Over Achievement £m
Community Services	0.807	1.932	1.125
Environment	1.509	1.509	Nil
Lifelong Learning	0.604	1.506	0.902
Corporate Services	1.801	1.979	0.178
Total	4.721	6.926	2.205

3.21 The main reason for the over achievement is in relation to increased efficiencies in relation to Out of County Placements within Community Services (£0.844m) and Lifelong Learning (£0.902m). The 2013/14 budget has been reduced to reflect the reduced costs at the time the budget was set within this area, although this service area continues to be volatile and will be closely monitored.

3.22 Appendix 9 provides further analysis for all efficiencies by Directorate. It is important to note that the impact of this analysis has already been included in the final outturn figures.

4.00 NON STANDARD INFLATION

4.01 The 2012/13 budget included amounts for non-standard inflation for elements where costs were likely to increase by more than the standard rate of inflation. During the year these amounts have been held centrally until the additional requirement could be demonstrated. The final position in relation to these elements is detailed below:-

- £0.196m in respect of Fuel which has been fully allocated.
- £0.133m in respect of food which has been fully allocated.
- £0.078m in respect of Energy for Street Lighting of which £0.055m was not allocated and forms part of the underspend within central and corporate.
- £0.300m in respect of Energy of which £0.017m was not allocated and forms part of the underspend within central and corporate.

5.00 UNEARMARKED RESERVES

5.01 The 2011/12 final outturn reported to Cabinet on 10th July showed unearmarked reserves at 31st March 2012 (above the base level of £5.476m) of £0.992m, after taking into accounts commitments in 2012/13:

- Use of £0.973m to meet one off/time limited costs
- Ringfencing of £1.500m to support Organisational Change costs

- 5.02 Appendix 7 details the movements to date on unearmarked reserves and the level of contingency sum available. As a result of these movements the final level of Contingency Reserve is £3.409m.
- 5.03 In Month 11 it was reported that the £0.245m held in the Winter Maintenance Reserve had been utilised to fund the severe weather costs in 2012/13. It is recommended that £0.250m is allocated from the contingency reserve in 2013/14 to provide funding in this specific reserve for future years to replace the funding utilised.
- 5.04 The MTFP considered by Cabinet on 18th June identified an estimated funding shortfall of £8.5m for 2014/15 rising to £28.5m by 2018/19, but that with the inclusion of a number of variables and broad assumptions this could rise to over £10m in 2014/15 and £40m over the 5 year period. As stated in that report work is continuing over the summer period on the MTFP and to develop the budget strategy for 2014/15 and an updated MTFP will be reported in October.
- 5.05 It is recommended that the £3.159m held in the contingency reserve is held at this stage and its use considered within the context of the MTFP and 2014/15 budget strategy as a key strategic decision.

6.00 HOUSING REVENUE ACCOUNT

- 6.01 On 21st February 2012, the Council approved a Housing Revenue Account (HRA) budget for 2012/13 of £26.671m. The budget provided for a closing balance of £0.867m, which at 3.25% of total expenditure satisfied the prudent approach of ensuring a minimum level of 3%.
- 6.02 The 2011/12 final outturn reported to Cabinet on 10th July 2012 showed a closing balance at the end of 2011/12 of £1.857m, which was £0.753m more than when the 2012/13 budget was set. This had the effect of increasing the closing balance for 2011/12 by the same amount.
- 6.03 The Final Outturn for the HRA is an underspend of £1.076m (£1.047m at month 12) which results in a final closing balance (subject to audit) at 31st March 2013 of £1.931m which at 6.98% of the total expenditure exceeds the recommended minimum level of 3%.
- 6.04 **BRIEF OVERVIEW OF THE YEAR**

The 2012/13 HRA budget provided a total revenue contribution of £4.692m towards the funding of capital expenditure (CERA). During the year, the following increases were approved to meet increased revenue expenditure:-

- On vacant properties: £0.250m was recommended for reallocation in the Month 4 Monitoring Report. This was approved by Cabinet.
- £0.250m was allocated in the Month 6 Monitoring report through delegated powers. This was to fund DFG's, Bathrooms and planned other works.

- A further £0.250m was allocated in the Month 9 Monitoring Report though delegated powers. This was for external refurbishment works and a programme of ventilation fans.

6.05 As detailed in this report, the final position is a surplus of £1.931m. The Council is required to keep £1.070m balance to meet the 3% reserve recommended on the HRA. The remaining balance of £0.861m is proposed to be utilised in the following way; £0.250m put aside for single status, £0.130m for additional void revenue works, £0.200m carried forward for maisonettes (full budget not needed in 12/13) and redundancy costs (restructures planned in 12/13 delayed to 13/14). The remaining balance will be invested in meeting Welsh Housing Quality Standard (WHQS).

6.06 The continued improvement in the financial management of the HRA during 2012/13 has helped to enable delivery of the following service developments and improvements:

- Improved performance on non urgent repairs.
- Improved empty property periods.
- Increased investment in capital improvements from CERA towards achieving an earlier deadline to meet WHQS.
- Additional staff resource in priority areas to meet tenant promises detailed in the Choices document.

7.00 RECOMMENDATIONS

7.01 Members are recommended to :-

- a) Note the overall report
- b) Note the Council Fund contingency sum as at 31st March 2013 (paragraph 5.02)
- c) Note the final level of balances on the Housing Revenue Account (paragraph 6.03)
- d) Approve that the overspend in Lifelong Learning be met from overall balances and not carried forward as required by finance procedure rules.

8.00 FINANCIAL IMPLICATIONS

8.01 The financial implications are set out in Sections 3.00 to 6.00 of the report.

9.00 ANTIPOVERTY IMPACT

9.01 None.

10.00 ENVIRONMENTAL IMPACT

10.01 None.

11.00 EQUALITIES IMPACT

11.01 None.

12.00 PERSONNEL IMPLICATIONS

12.01 None.

13.00 CONSULTATION REQUIRED

13.01 None

14.00 CONSULTATION UNDERTAKEN

14.01 None.

15.00 APPENDICES

15.01 Council Fund – Movement in Variances from Month 12 – Appendix 1
Council Fund Variances – Appendices 2 – 6
Council Fund Movement on unearmarked reserves – Appendix 7
Housing Revenue Account Variances – Appendix 8
Achievement of Efficiencies – Appendix 9

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS**

Contact Officer: Sara Dulson
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**COUNCIL FUND - REVENUE BUDGET 2012/13
FLINTSHIRE COUNTY COUNCIL**

**Budget Monitoring (Outturn)
Summary of Movement from Month 12**

	£m	£m
Month 12		
Out of County Ringfenced Budget	(1.753)	
Service Directorates	(1.997)	
Central and Corporate Finance	(0.563)	
Variance as per Directorate Returns		(4.313)
Outturn		
Out of County Ringfenced Budget	(1.746)	
Service Directorates	(2.037)	
Central and Corporate Finance	(0.446)	
Variance as per Directorate Returns		(4.229)
Change Requiring Explanation		0.084
<u>Community Services</u>		
• Reablement Service (Intake and Reablement) - due to an adjustment necessary to bring projected pay costs in-line with actual costs.	(0.026)	
• Resource and Regulated Service (Disability Service) - due to a combination of the transfer of costs (£0.031m) to Administrative Support (Disability Services), where they should have been charged, and a reduction (£0.020m) to overall projected pay costs to bring in-line with actual costs.	(0.051)	
• Vulnerable Adults and Disability Service (Disability Service) - relates to the transfer of costs to Administrative Support (Disability Services) where they should have been charged.	(0.047)	
• Administrative Support (Disability Services) - as noted above against Resource and Regulated Services and Vulnerable Adults and Disability Services where costs have been transferred into this service (£0.078m) that were previously shown against other services.	0.078	
• Business Systems (Development & Resources) - due to the transfer of costs (£0.045m) to Management and Support.	(0.045)	
• Other Residential (Children's Services) - due to capital funding being charged against revenue rather than the use of carried forward balances as previously projected.	0.038	
• Management & Support (Development & Resources) - due to a combination of costs being transferred from Business System (£0.045m) and additional costs relating to year end recharges from Corporate Services (£0.012m) for insurance and courier costs and other small amount (£0.002m).	0.059	
• Other minor changes of less than £0.025m	(0.063)	
		(0.057)

Environment

- Other minor changes of less than £0.025m

0.013

0.013
Lifelong Learning**Out of County Pooled Budget**

- The reduction to the Out of County underspend (£0.027m) relates to one additional placement than previously assumed.

0.027

0.027
Corporate Services

- Minor Variances

(0.016)

(0.016)
Central and Corporate Finance

- Central Loans & Investment Account (CLIA) - reduced impact of Landsbanki loans impairment provision (-£0.066m), other minor variances £0.003m.
- Central Service recharges - reduced allocations to former trading areas and HRA
- Other Minor Variances

(0.063)

0.155

0.025

0.117
Total changes

0.084

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2012/13 (Outturn)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Resources and Regulated Services (Intake and Reablement)	6.236	5.366	(0.870)	(0.870)	<p>Extra Care projected underspend on new scheme of £0.281m due to timeframe for completion.</p> <p>In-house Domiciliary Care underspend of £0.377m due to reduced pay costs from changes to service delivery and greater use of reablement and independent sector care providers.</p> <p>An underspend of £0.211m relates to work to be undertaken in 2013/14 to realign the budgets following the transport review and re-tendering.</p> <p>Day Services is underspending by £0.069m, mostly due to vacancies within the Service, and Living Well is underspent £0.043m due to a vacant post. These underspends are offset by a projected overspend within Professional Support of £0.150m which will be addressed as part of TSSA realignment. The balance of £0.039m is the net total of various smaller variances.</p>	<p>The underspend against Extra Care is one-off and non recurring and has arisen due to delays in building works encountered by our partner. Keep under review pending completion of Transforming Social Services for Adults (TSSA) programme and realign budgets as appropriate.</p>

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2012/13 (Outturn)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Reablement Service (Intake and Reablement)	0.370	0.273	(0.097)	(0.071)	Pay costs have reduced (£0.077m) due to the use of Homecare staff, vacant post and part year appointments together with additional Health income of £0.031m and an increase in premises and transport costs totalling £0.010m. Included within the spend of this service is an additional contribution to the NE Wales Community Equipment Service (NEWCES) of £0.060m for essential equipment purchases due to increased activity. The movement from month 12 is due to an adjustment on pay necessary to bring in line with outturn.	Keep under review pending completion of Transforming Social Services for Adults (TSSA) programme. Due to increasing demand for equipment from the NEWCES it is acknowledged that there will be an ongoing requirement for increased funding. This will be addressed during 2013/14.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2012/13 (Outturn)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Locality Teams (Localities)	16.490	15.979	(0.511)	(0.511)	<p><u>Physical Disability Services</u></p> <ul style="list-style-type: none"> > Purchased Home Care - overspend of £0.021m due to the impact of current care packages. > Purchased Residential Care - underspend of £0.409m. > Minor Adaptations - overspend of £0.150m reflecting continuing demand. > Occupational Therapy - underspent by £0.077m (£0.046m staffing costs and £0.040m on purchased support offset by other small variances) <p><u>Older People Services</u></p> <ul style="list-style-type: none"> > Purchased Day Care - underspent by £0.100m due to a change in emphasis in service delivery. > Reablement Service - overspent by £0.071m due to changes in service delivery from TSSA. 	<p>Keep under review. Following phase 1 of TSSA and during the detailed reorganisation of services, it has been decided that most of the PDSI elements included as part of the locality team budgets at the early stages of TSSA will form a separate line under the Disability Services Heading, with only the Occupational Therapy service remaining as part of the locality teams. This will undertaken for 2013/14.</p> <p>A particular difficulty projecting outturns within this service this year is quantifying the impact of the changes in service delivery introduced with TSSA the impact of which is yet to stabilise and which have had greater impact than expected.</p>
<u>Continued</u> <u>overleaf</u>						

COMMUNITY SERVICES

Budget Monitoring 2012/13 (Outturn)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Locality Teams (Localities) <u>Continued from previous page</u>					<p><u>Older People Services - continued</u></p> <ul style="list-style-type: none"> > Purchased Home Care - overspent by £0.078m reflecting current care packages. > Purchased Residential Care - underspent by £0.163m which reflects current care packages. > Intermediate Care Beds - underspend of £0.029m due to reduced service provision of £0.019m and unbudgeted client contribution of £0.010m. > Professional Support - underspend of £0.052m mostly due to staff vacancies. <p>The net balance of £0.001m is made up of a number of smaller variances.</p>	

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2012/13 (Outturn)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Vulnerable Adults and Disability Services (Disability Services)	1.689	1.048	(0.641)	(0.594)	A significant exercise has been undertaken to confirm the actual placement of individuals within services which has identified savings due to in-house services being used instead of external placements, together with individuals with revised needs translating as a reduction on the financial impact, and also a number of individuals who have not yet engaged in a service. The movement since month 12 reflects the transfer of costs to Administrative Support (Disability Services) where they should have been charged.	Work is underway to identify any potential impact on 13/14. Revised arrangements are in place for the review of information regarding individuals with the Transition Team.

COMMUNITY SERVICES

Budget Monitoring 2012/13 (Outturn)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Resource and Regulated Services (Disability Services)	12.979	12.850	(0.129)	(0.078)	The underspend is mostly due to an underspend of £0.057m within Work Opportunities due to the final client transport costs being £0.048m lower than expected following the retendering of contracts. Supported Living (In-house and Independent Sector) is underspending in total by £0.027m. The movement since month 12 reflects a combination of the transfer of costs (£0.031m) to Administrative Support (Disability Services), where they should have been charged, and a reduction (£0.020m) to overall pay costs due to an over commitment.	

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2012/13 (Outturn)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Administrative Support (Disability Services)	(1.506)	(1.607)	(0.101)	(0.179)	<p>Within this area is a budget of £0.215m that is for meeting shortfalls in Health funding of particular care plans e.g. following a review of respective responsibilities for funding the care plan. A review of the process around this is being undertaken and which is not now expected to be completed until mid 2013/14. As noted above against Resource and Regulated Services and Vulnerable Adults and Disability Services costs have been transferred into this service (£0.078m) that were previously shown against other services. The balance is made up of various small amounts.</p>	Keep under review.

COMMUNITY SERVICES

Budget Monitoring 2012/13 (Outturn)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Support Services (Mental Health)	1.933	1.757	(0.176)	(0.176)	<p>The underspend shown is the cumulative total of:</p> <ul style="list-style-type: none"> > Residential and Domiciliary Care Service: underspend of £0.132m, reflecting current care packages. > Intensive Support Team: underspend of £0.027m being mostly underspends on pay £0.032m due to temporary secondments and maternity leave offset by the cost of backdated business rates £0.013m which were charged following a reassessment. > Occupation and Employment: underspend of £0.024m mostly pay (£0.055m) offset by an overspend on supplies and services of £0.030m > Professional Support: an overspend of £0.030m. > Grants: underspend of £0.032m due to the delayed start of a project with MIND. <p>The balance of £0.009 is a net overspend made up of various small variances within the service.</p>	Keep under review due to the potential increase in client numbers.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2012/13 (Outturn)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Ringfenced Budgets (Mental Health)	0.301	0.179	(0.122)	(0.120)	Reflects current care packages for 2012/13.	Keep under review - potential volatility due to changes in client numbers and demands at short notice from prison or courts. The possibility of re-aligning budget between the two services has been considered and dismissed for now as there are early indications of additional Mental Health clients although at this stage potential costs or start dates are unknown.
Ringfenced Budgets (Learning Disability)	0.466	0.578	0.112	0.112	This reflects the full year impact of a new service user that commenced during December 2011 together with some other changes to care packages.	
Good Health (Development & Resources)	0.980	1.152	0.172	0.167	The overspend of £0.167m is mainly due to one-off redundancy related costs of £0.122m for three staff falling on the service following a restructure. As these redundancies are mostly due to the cessation of grant funding (Joint Working Special Grant), and therefore not generating an ongoing efficiency, the costs are met within the Service. The movement from month 12 is due to a number of small variations.	Not recurring.

COMMUNITY SERVICES

Budget Monitoring 2012/13 (Outturn)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Business Services - Income (Development & Resources)	(1.511)	(1.569)	(0.058)	(0.058)	The outturn reflects the actual charging policy income received.	
Business Systems (Development & Resources)	1.274	1.047	(0.227)	(0.182)	The underspend within this area is mostly due to vacant posts and lower than expected spend on specialist IT consultants. The movement from month 12 is due to the transfer of costs (£0.045m) to Management and Support.	
Management & Support (Development & Resources)	0.582	0.647	0.065	0.006	The overspend in this area is due to a combination of costs being transferred from Business System (£0.045m) and additional costs relating to year end recharges from Corporate Services (£0.012m) for insurance and courier costs. The balance (£0.002m) is made up of a number of smaller variances.	

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2012/13 (Outturn)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Family Placement (Children's Services)	1.832	2.193	0.361	0.361	The overspend is mainly as a result of an increase in the number of foster care placements within the service. It is also due to the increasing number of court orders for Residence and Special Guardianship orders which invariably attract an ongoing allowance for the carers.	A review of the Family Placement Team has commenced the outcome of which will inform future planning and possible efficiencies.
Other Residential (Children Services)	0.526	0.504	(0.022)	(0.060)	The underspend relates to the opening of Arosfa being later than anticipated and now reflects final bills. The movement from month 12 relates to the funding of capital works being made from the revenue account rather than from balances as had been anticipated.	Keep under review due to the potential for additional costs relating to transport charges.
Grants (Children Services)	0.115	0.080	(0.035)	(0.028)	The underspend is due to reduced activity within this area. The movement from month 12 is due to a reduction in pay costs (£0.007m).	
Youth Offending Team (Children Services)	0.361	0.340	(0.021)	0.000	The movement from month 12 is due to an unanticipated transfer of costs related to the Families First grant made by and to the Lifelong Learning Directorate that took place at year end (£0.021m).	

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2012/13 (Outturn)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Professional Support (Children's Services)	5.429	5.679	0.250	0.243	<p>Professional Support is a complex area comprising of Fieldwork, Resources, Children's Integrated Disability Service (CIDS) and General. <u>Fieldwork:</u> Overall Fieldwork is overspending by £0.348m, no change from month 12. Main contributors are: > Duty and Assessment Team £0.119m overspend due to agency costs offset by underspends within staff pay. > Children and Young Adolescent Support Team (CYAST) overspend of £0.277m which is mostly due to client payments £0.199m and staff pay £0.064m. > Family Intervention Team are underspending by £0.048m which is a slightly reduced underspend to that reported at month 11.</p> <p><u>Resources:</u> Overall underspent by £0.087m which is an increase of £0.026m from month 12. The main contributors are:</p>	<p>Keep under review. The Head of Service (Children) has instigated a review into the specifics around these two service users.</p> <p>Due to the overspend within Children Services spending is kept to a minimum where possible.</p>
<u>continued</u> <u>overleaf</u>						

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2012/13 (Outturn)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Professional Support (Children's Services) <i>continued from previous page</i>					<p>> Family Support Team underspend of £0.033m mostly due to pay £0.030m.</p> <p>> N Wales Adoption Service underspend £0.017m due to reduced payments.</p> <p><u>CIDS:</u> Overall CIDS are overspending by £0.044m.</p> <p>> Children's OT underspend of £0.009m mostly due to reduced equipment purchases of £0.008m.</p> <p>> Disabilities Team underspending £0.030m mostly due to pay £0.023m and transfer payments £0.010m offset by other smaller variances.</p> <p>> Direct Payments overspend of £0.082 due to increased use.</p> <p><u>General:</u> Overall projected underspend of £0.87m. The main contribution of the underspend is a much reduced spend of the Children First budget £0.112m offset by an increase of £0.044m in Safeguarding and Independent Review against staff pay, wrongly charged to another Service. The balance of £0.001m is made of a number of smaller variances. The movement from month 12 is due to additional pay costs (£0.007m) to what was projected.</p>	

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2012/13 (Outturn)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Out of County Pooled Budget (Children's Services)	3.711	2.867	(0.844)	(0.824)	Costs reflect existing placements up until March 2013. This reflects known reductions in payments to providers following re-negotiation of contracts.	The focus of high cost placements is now a North Wales project and will continued to be reviewed. The in house project requires sign off by the two directors at the next meeting. The impact of these changes on the Children Services Fostering and Leaving Care budgets has not yet been quantified. Further details are awaited.
Ring-fenced Budget (Housing Services)	0.377	0.223	(0.154)	(0.154)	This reflects current position of the anticipated demand on the service this financial year.	Keep under review. One off and non recurring due to anticipated rise in presentations in 13/14 due to Welfare Reform impact and projections that the full budget will be required for further temporary accommodation units in the future.
Homelessness (Housing Services)	0.488	0.345	(0.143)	(0.143)	Review of expected spend undertaken and revised in line with trend.	
Renovation Grants (Housing Services)	(0.117)	(0.181)	(0.064)	(0.061)	Income target exceeded due to additional capital being levered in to the programme from external sources.	

COMMUNITY SERVICES

Budget Monitoring 2012/13 (Outturn)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Resident Wardens (Housing Services)	1.236	1.052	(0.184)	(0.180)	Budget based on restructure. Salaries carry vacancies for the new structure yet to be implemented.	Restructure approval required.
Other variances (aggregate)	4.373	4.323	(0.050)	(0.032)	Various minor variances.	Continue to review but not expected to be recurrent.
Total :	58.614	55.125	(3.489)	(3.432)		

ENVIRONMENT

APPENDIX 3

Budget Monitoring 2012/13 (Outturn)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Period 12 (£m)	Cause of Variance	Action Required
Agricultural Estates	(0.158)	(0.200)	(0.042)	(0.042)	Following the appointment of the Land Agent, this has led to the successful follow up of outstanding rent arrears. Period 12 figures show the additional income and reprofiled expenditure commitments.	
Industrial Units	(1.479)	(1.398)	0.081	0.081	Shortfall of Industrial Unit Rental Income, due in the main to Gaz de France decommissioning the Shotton Power Station site. Income shortfalls are partly mitigated by savings in vacant posts at Deeside Enterprise Centre. At period 12 additional budget was provided from Non Standard Inflation for Electricity	Keep Unit rental income closely monitored throughout 2013/14.
Property Holdings	0.090	0.067	(0.023)	(0.023)	Budget provision at the former Tyr Binwydden site has been utilised to finance additional R&M at Custom House CP, dilapidation works at Glanrafon and legal fees for the Bailey Hill site.	Review of site budgets necessary in line with asset management programme
Property Asset & Development	0.530	0.449	(0.081)	(0.081)	Net Vacancy Savings plus £20k professional fees received from National Grid in relation to the sale of Site C at Period 11.	

ENVIRONMENT

APPENDIX 3

Budget Monitoring 2012/13 (Outturn)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Period 12 (£m)	Cause of Variance	Action Required
Car Parks	0.025	0.082	0.057	0.057	Car Park income shortfalls at Holywell and Mold are partially offset by a reduced maintenance programme. The figures also include anticipated back pay for Car Park Attendants regarding overtime payable at an enhanced rate for Saturday working.	
Transportation	1.646	1.538	(0.108)	(0.108)	Reallocation of costs to the School Transport budget and additional expenditure on Bus Stops and Shelters that was intended to be financed from base budget was claimed from TAITH. In addition, Concessionary Travel expenditure incurred under Demand Responsive Transport (DRT) was eligible for claiming from WG under the Free Concessionary Travel Scheme	
Winter Maintenance (cont....)	1.276	1.385	0.109	0.109	There was a sustained period of winter weather through January, including snow, together with sub zero temperatures continuing through February. However, following the major snow event on the 22nd March, extensive costs in relation to salt provision, contractors, overtime and fuel have been incurred. This is likely to result in total winter maintenance costs of £1.630m.	The Council is currently compiling a bid to Welsh Government for assistance under the Emergency Financial Assistance Scheme (EFAS). The outturn figures now reflect use of £277k of Contingency Reserves and £245k of the Winter Maintenance Reserve as approved by Cabinet in May.

ENVIRONMENT

APPENDIX 3

Budget Monitoring 2012/13 (Outturn)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Period 12 (£m)	Cause of Variance	Action Required
Winter Maintenance (....cont)					The total salt usage is expected to be 13,000 tonnes, with 3,270 used since the 22nd March. In addition the projected repair bill for the clear up and impact on the road network into 2013/14 for pothole repairs, patching, tree clearance and fencing repairs is currently being evaluated	
Highways Maintenance	2.712	2.785	0.073	0.073	Increasing cost associated with attending flooding events following substantial rainfall throughout the financial year.	
Waste Disposal & Waste Collection (cont....)	9.139	9.394	0.255	0.250	Delivery of the new Streetscene Service resulted in unexpected additional operational costs which have been mitigated by increased recycling levels, which not only reduce landfill and tipping charges but increases the level of recycling income received. One off Agency and staff backfilling costs as a result of the on-going investigation within Waste have been incurred and in addition, the energy generation from Gas at the landfill sites has been affected by problems with the performance of the Gas Engines at both landfill sites. This has resulted in a £145k shortfall against the income target.	

ENVIRONMENT

APPENDIX 3

Budget Monitoring 2012/13 (Outturn)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Period 12 (£m)	Cause of Variance	Action Required
Waste Disposal & Waste Collection (...cont)					Work to realign budgets across the service is on-going and will be in place for 2013/14 onwards.	
Fleet Services	(0.026)	(0.048)	(0.022)	(0.027)	Minor over recovery of Fleet Recharge costs which will be reflected in service area budgets.	
Planning Control	0.367	0.412	0.045	0.045	The costs associated with Planning appeals i.e. specialist advice and legal fees have been offset by Planning fee income in excess of target.	
Service Development & Support	0.236	0.216	(0.020)	(0.020)	Part time salary savings	
Management Support & Performance	1.164	1.021	(0.143)	(0.143)	Vacancy Savings relating to 5 posts (2 x Sc4, Sc6, SO1 & M6) ahead of Service Review implementation offset by the cost of Modern Apprentices from September 2012. Anticipated Period 12 commitments did not get incurred for Data Protection Training (online training provision used) and subscriptions that were reviewed and determined not to be required.	Provision will be made within Service budgets for the Modern Apprentices costs in 2013/14.

ENVIRONMENT

APPENDIX 3

Budget Monitoring 2012/13 (Outturn)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Period 12 (£m)	Cause of Variance	Action Required
Public Protection	3.543	3.310	(0.233)	(0.223)	Net Vacancy Savings ahead of the Service Review being implemented, offset by income shortfalls in Pollution Control.	
Markets	(0.099)	(0.086)	0.013	0.014	Rental income shortfalls from outdoor pitches & car boot events due to poor weather conditions.	
Other variances (aggregate)	12.845	12.845	(0.000)	(0.015)		
Total :	31.811	31.771	(0.040)	(0.053)		

Outturn 2012/13

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Out of County	2.659	1.757	(0.902)	(0.929)	Following a request from the Out of County Management Board, several high cost placements have reduced with the continued involvement of Commercial and Clinical Solutions.	
Libraries, Culture and Heritage	2.895	2.866	(0.029)	(0.029)	There has been an in year adjustment to the book fund to address the Directorate budget overspend.	
Leisure Services (cont....)	4.194	5.178	0.984	0.982	Leisure (pressure of £0.984m) There are a number of historic budget issues which also adversely effected the Leisure outturn position in 11/12.	
Leisure Services (....cont)					In line with the national picture, income from ice skating at Deeside Leisure Centre has reduced by £0.173m over the last 4 years, this is despite inflationary increases in admission prices and promotions.	A tariff review is being undertaken across the whole of Leisure Services. Work is being conducted to review operational efficiency and performance at all facilities.

Outturn 2012/13

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Leisure Services (....cont)					<p>Three posts within Leisure Services are unbudgeted due to timing delays caused between the Leisure Services Restructure and the JEQ results, this amounts to £0.120m including on-costs.</p> <p>The following pressures have been identified during 2012/13:</p> <p>The relocation of Leisure Services Staff to Deeside has assisted in making a significant saving from relocation (vacating Connah's Quay offices). However, this has increased occupancy costs for Leisure Services for cleaning, maintenance, mileage, telephones etc by £0.025m which is unfunded.</p> <p>A review of music licensing has identified additional liabilities resulting in a cost increase of £0.037m.</p>	<p>Following receipt of JEQ results:</p> <p>Analysis of affordability of proposed new staffing structures.</p> <p>Revisit organisational design principles.</p> <p>The in year recharges for these services are to be revisited and recharged accordingly.</p> <p>A budget pressure bid for this has been submitted for 2013/14.</p>

Outturn 2012/13

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Leisure Services (....cont)					Leisure centre income figures have not met those anticipated by the Alliance Business Plan. Future income projections are now based on actual income to date allowing for continued increases each month as facilities become more popular.	New processes for authorising expenditure have been implemented. Income figures will continue to be monitored closely. We are also hoping to implement P2P earlier than anticipated to introduce more controls on expenditure for 2013/14.
Delegated Schools Budgets	78.018	78.018	0.000	0.000		
School Improvement Service (cont....)	11.134	11.088	(0.046)	(0.057)	Early Years Efficiencies of £0.216m have been secured to assist the overall in year position including photocopying, travel and catering. The realignment of sustainability funding has resulted in fewer requests for emergency funding from nurseries and playgroups.	

Outturn 2012/13

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
School Improvement Service (...cont)					<p>SLAs (pressure of £0.166m) Following an agreement at DMT, budget holders have taken a number of measures to reduce expenditure in areas where schools have not taken up SLAs.</p> <p>School Improvement Service A number of minor efficiencies equating to £0.125m in total are projected. These relate to influenceable expenditure on supplies and ICT and to recharges for staff seconded to the Welsh Government and RSEIS.</p> <p>Schools Related (£0.126m) Music Services are forecasting an overspend of £0.143m relating to staffing costs and loss of income. Minor other schools relating savings equate to £0.017m.</p>	<p>Work is currently being undertaken to re-draft SLAs.</p> <p>The Music Services project group has produced a report proposing an operational model for the service moving forward into 2013/14.</p>

Outturn 2012/13

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
School Improvement Service (...cont)					<p>ICT Unit/Strategy Performance and Improvement Unit The Directorate has reduced IT and Systems related expenditure on a one-off basis by £0.039m to assist in reducing the Directorate overspend.</p> <p>Non Delegated School Budgets A small overspend of £0.025m has arisen relating to non delegated budgets.</p> <p>Inclusion Service A minor overspend on the inclusion service of £0.017m has arisen at year end. continuing.</p>	<p>A significant review of Inclusion budgets is continuing.</p>

Outturn 2012/13

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Development & Resources (cont....)	12.093	12.118	0.025	0.039	Service Units (pressure of £0.002m) A pressure of £0.200m is currently anticipated on pupil benefits (free school meals and remissions) because of changes in the economic climate. A saving of £0.138m has been made on the Mobile Classroom budget. Minor reductions in other projected expenditure equating to £0.062m have also been made.	Both elements of the budget are being carefully monitored and pressure bids have been submitted as part of the 2013/14 budget process.
Development & Resources (...cont)					Cymorth/Flying Start - efficiency of £0.106m A saving of £0.106m against Cymorth/Flying Start relates to some corrections to accounting arrangements and a small saving on the Childcare in Wales budget (£0.070m) and to vacancy savings made in the Children & Young People's Partnership Team (£0.020m). These savings have arisen because we've recharged an element of management and admin time to the Families First grant to utilise grant funding where there has been slippage on other projects. There are other minor savings of £0.016m	

Outturn 2012/13

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Development & Resources (...cont)					<p>Student Transport - efficiency of £0.160m An efficiency of £0.160m is anticipated on Student Transport. The underspend relates to procurement/contract savings and local bus service reallocation. A review of Student Transport budgets is ongoing to analyse which elements of the savings relate to specific contracts negotiated by the procurement unit so that budgets can be adjusted accordingly. £0.180m has been carried forward to 2013/14 as reported at period 11.</p> <p>Facility Services - pressure of £0.443m The Catering Service is developing radical proposals to modernise via projects such as on-line payments for parents, rebranding, targeting increased take-up strategies, improved/themed menu's, cost reduction/procurement. The draft APSE review has been used to form the basis of this strategy.</p>	<p>Service needs to continue to implement the agreed strategy for efficiencies.</p>

Outturn 2012/13

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Development & Resources (....cont)					<p>The Cleaning Service is unable to recover the surplus generated from the Law Courts contract and some other smaller sites. A large income target still exists which is unattainable with a lower level of cleaning activity taking place.</p> <p>Youth Service The Youth Service has reduced projected expenditure across all areas by £0.049m.</p> <p>Management & General Admin - efficiencies of £0.105m The majority of the projected underspend on Management & General Admin relates to the insurance claims budget as claims have been lower than anticipated towards year end. The remainder relates to minor variances.</p>	This is the subject of management action and a service redesign and a budget pressure bid for 2013/14.
Total :	110.993	111.025	0.032	0.006		

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Chief Executive	2.346	2.257	(0.089)	(0.089)	(£0.016m) vacancy savings. £0.014m pressure relating to a voluntary sector contribution towards Dangerpoint. (£0.012m) salaries superannuation corrections. (£0.006m) staffing recharge to LL grant. (£0.019m) employee safety measures underspend. (£0.025m) reduced printing and postage costs - Corp Comms. (£0.025m) other minor variances.	

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Finance	4.351	4.544	0.193	0.193	<p>£0.341m pressure relating to workforce costs in Revenues & Benefits because of additional work in preparation for Welfare Reform and the new Council Tax Support Scheme.</p> <p>£0.035m pressure relating to a benefits system software upgrade.</p> <p>£0.042m pressure relating to additional audit days.</p> <p>(£0.057m) efficiency printing/postage.</p> <p>(£0.112m) additional income for Council Tax Reduction Scheme Transition Grant.</p> <p>(£0.084m) vacancy savings relating to the Corporate Finance Review.</p> <p>£0.028m Other minor variances.</p>	Workforce costs relating to welfare reform (including CTRS) to be kept under review as both are introduced and the impacts can be fully assessed.
Legal & Democratic Services	3.341	3.157	(0.184)	(0.184)	<p>(£0.068m) Members Special Responsibility Allowances.</p> <p>£0.062m Salary changes.</p> <p>(£0.035m) Printing/Postage</p> <p>(£0.076m) Legal Fees charged.</p> <p>(£0.067m) other minor variances.</p>	

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Human Resources & Organisational Development	2.628	2.539	(0.089)	(0.071)	£0.027m pressure CRB checks. £0.025m loss of income from external organisations. (£0.146m) Occupational Health underspend. £0.085m provision for HR Service Review transition in 13/14. (£0.085m) Vacancy Savings. £0.005m other minor variances.	
ICT & Customer Services	5.413	5.295	(0.118)	(0.120)	£0.007m pressure relating to the final Design & Print costs. (£0.081m) vacancy savings relating to ongoing service reviews. (£0.021m) efficiency in relation to additional registrars income. (£0.009m) Procurement efficiency. (£0.014m) other efficiencies.	
Total :	18.079	17.792	(0.287)	(0.271)		

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Financing & Funding (insurance, banking etc.)	2.370	2.338	(0.032)	(0.032)	<p>There is additional windfall income of £0.081m, which takes account of the recent settlement by Welsh Government of the Council's claim for additional costs for staff time incurred on the Housing stock transfer consultation/ballot project. Windfall income levels will be monitored closely and reported on in future monitoring reports.</p> <p>A saving of £0.061m has been identified due to a budget provision within an insurance fund (relating to a potential liability for historic asbestos issues) which is now not required</p> <p>Additional windfall income of £0.090m had previously been anticipated in respect of settlement of an outstanding claim re. overpayment of VAT due to the impact of legal challenges to custom and practice elsewhere. A recent Tribunal decision found in favour of HMRC in respect of one of the outstanding cases, although it is considered that there are grounds for appeal. This remains one of several ongoing cases which may bring additional "windfall" income to the Council in the future, although it is now considered less likely that it will be in the current financial year.</p>	<p>Levels of unbudgeted income will continue to be monitored closely and reported on in future monitoring reports.</p> <p>Keep under review</p> <p>A number of outstanding VAT claims which may result in "windfall" income will be kept under review pending legal determinations and possible appeals.</p>

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
					The base budget provides for additional windfall income of £0.152m. The amount received to date suggests that we there will be a shortfall of £0.100m against this sum. One of the reasons for this is the levels of successful appeals against NDR valuations has reduced sharply in the current year with a consequent impact on the retrospective rebates of NDR in respect of Council properties.	All significant overspends will be monitored monthly. Opportunities for budget realignment within the Central & Corporate Finance budgets will be explored and actioned where possible.
					An overspend on additional superannuation costs of £0.036m in respect of added years granted to former employees early retirements prior to the 1996 Local Government reorganisation.	
					A decrease in other miscellaneous Expenditure of £0.026m.	
Corporate - other	2.079	1.806	(0.273)	(0.298)	An overspend of £0.079m against the regional transformation fund following external audit requirements of the lead authority (Conwy CBC) on accounting treatment of balances.	This is a one-off budget pressure in 12/13. Notification by Conwy of the change in treatment was not received until after the 12/13 budget was approved.
					A small surplus of £0.046m from the phased funding strategy to address the Council's share of the Clwyd Pension Fund deficit following the 2010 actuarial valuation.	
					An underspend of £0.037m resulting from salary budget efficiencies previously achieved following historic service reviews	

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
					<p>A reduced surplus of £0.016m on the rebates recovered from use of the Matrix framework for procurement of agency employees.</p> <p>An underspend of £0.021m resulting from salary budget provision for incremental pay awards for Directors and second tier officers which will not now be utilised this year.</p> <p>An increase of £0.024m in Carbon reduction commitment costs.</p> <p>A surplus of £0.072m in the allocation of Non Standard Inflation which was not required to be allocated out to Departments.</p> <p>A surplus of £0.141m on the Council Tax collection fund due to recovery performance in excess of the high level already budgeted.</p> <p>Other minor variances amounting to a net underspend of £0.043m.</p>	
Central Loans & Investment Account	14.200	13.661	(0.539)	(0.476)	<p>Unbudgeted LGBI grant income (£0.162m), reduced interest received on temporary investments £0.032m, increased internal interest received on prudential borrowing £0.043m, increase in other internal interest £0.016m</p> <p>Reduction in interest payable on variable rate market loans and internal interest payable £0.165m, reduction in Minimum Revenue provision (MRP) £0.013m, reduction in prudential borrowing costs £0.165m, reduction in debt management charges / internal interest £0.007m.</p>	

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Central Service Recharges	(2.054)	(1.621)	0.433	0.278	Shortfall of £0.347m of internal income recovered from trading accounts and the HRA, plus £0.086m impact of review of internal recharges from Service Level Agreements.	Support Service basis and allocations are currently being reviewed as part of the Finance Workstream of Flintshire Futures.
Central Service Coroners	0.187	0.163	(0.024)	(0.024)	Reduced recharge from WCBC due to a lower number of post mortems being carried out.	
Other variances - aggregate	6.399	6.388	(0.011)	(0.011)		
Total :	23.181	22.735	(0.446)	(0.563)		

APPENDIX 7

Movements on Council Fund Unearmarked Reserves

	£m	£m
Total Reserves as at 1 April 2012	9.029	
Less - Base Level (inclusive of increase of £0.088m agreed as part of the 2012/13 budget)	<u>(5.564)</u>	
Total Reserves above base level		3.465
<u>2011/12 approvals</u>		
Less amount approved in 2011/12 as being ringfenced for Investment in Change	(1.500)	
Less allocation from contingency reserve to meet one-off / time limited costs in 2012/13 (approved in 2012/13 budget and allowed for in calculation of 2011/12 final outturn on contingency reserve)	<u>(0.973)</u>	
		(2.473)
<u>2012/13 approvals</u>		
Less - allocation from contingency reserve as a one-off investment to support the new Leisure facilities in their first year of operation (approved in Month 3 report)	(0.361)	
Less - Impact of provision for MMI scheme of arrangement - as approved by Cabinet on 19 th February	(0.770)	
Less - allocation from contingency reserve towards costs of late March severe weather	(0.384)	
		(1.515)
Add final underspend as at 31 st March 2013		<u>4.229</u>
Amount available for delegation to Cabinet		3.706
Less - Amount approved by Council on 1 st March for funding of one-off costs in the 2013/14 budget proposals		(0.297)
Final Level of Total Contingency Reserve as at 31st March 2013		3.409

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Rents	-25,560	-25,421	140	52	£51k variance is due to the Zero Rent properties being lower than anticipated at budget. £88k variance due to the amendment to previous bills for Castle Heights and the Walks covering heating over the period of 2010/11 and 2011/12.	
Capital Financing	2,349	2,240	-109	-93	£62k saving on Temporary Loans recalculation. Corporate & Democratic costs have a saving of £16k Joint Financing agreement not materialised resulting in a £30k saving.	Work is ongoing to progress accuracy and timeliness of all HRA recharges.
Other variances (aggregate)	5,109	5,100	-9	-8		
Total :	1,002	-74	-1,076	-1,047		

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Finance and Support	2,506	1,977	-529	-452	Support recharges calculated at £85K lower than anticipated. Vacancy savings. £200k carry forward for Maisonette costs and Redundancy costs not materialised in 2012/13	Work is ongoing to progress accuracy and timeliness of the HRA support recharges.
HRA Subsidy	6,110	6,168	58	60	Capital Subsidy Support charges recalculated	
Estate Management	1,710	1,614	-96	-96	Garden contract completed at £66k under anticipated costs, due to time taken to complete schedule.	
Repairs and Maintenance	8,778	8,248	-530	-510	£400k Underspend on salaries due to long term vacancies awaiting restructure. £285k Sub contractor underspend due to Finance keeping tight control over spend due to historic overspends. £96k Projections for the year overstated on Fleet recharges. £149k Communal Painting contract was an agreed overspend. £100k Insurance Bad debts increase to write off historical items.	
					£130k carry forward for Void works completed but costs not materialised in 2012/13, no accrual due to deadlines imposed.	

Efficiency Monitoring - Final Outturn 2012/13

Efficiency Description	Budgeted Efficiency (£m)	Actual Efficiency (£m)	Variance Negative = underachievement Positive = overachievement (£m)	Current Position	Further information to support current position status or other relevant information
<i>Community Services</i>					
Efficiencies - Internal Service Change and Modernisation (APPENDIX 7c)					
Children's Services Management Rationalisation	0.100	0.100	0.000	EFFICIENCY ACHIEVED	
Realignment of management charge between HRA and Council Fund	0.024	0.024	0.000	EFFICIENCY ACHIEVED	
TOTAL	0.124	0.124	0.000		
Efficiencies - Other (APPENDIX 7d)					
Cross Directorate Expenditure Review - Core Costs	0.021	0.021	0.000	EFFICIENCY ACHIEVED	
Cross Directorate Expenditure Review - Reduction Out of County Placement Costs	0.362	1.206	0.844	EFFICIENCY ACHIEVED	
TOTAL	0.383	1.227	0.844		
Efficiencies - Relating to Previous Years Items (APPENDIX 7e)					
Mold Extra Care Scheme	0.300	0.581	0.281	EFFICIENCY ACHIEVED	
TOTAL	0.300	0.581	0.281		
TOTAL EFFICIENCIES FOR COMMUNITY SERVICES	0.807	1.932	1.125		

Efficiency Monitoring - Final Outturn 2012/13

Efficiency Description	Budgeted efficiency (£m)	Actual efficiency (£m)	Variance Negative = underachievement Positive = overachievement (£m)	Current Position (Drop-down box)	Further information to support current position status or other relevant information
<i>Environment</i>					
Efficiencies - Other (APPENDIX 7d)					
Charge for minerals and waste site monitoring	0.012	0.012	0.000	EFFICIENCY ACHIEVED	
Cross Directorate Expenditure Review - Core Costs	0.027	0.027	0.000	EFFICIENCY ACHIEVED	
Cross Directorate Expenditure Review - Reduction in budget for Bus Subsidy due to current over-provision	0.125	0.125	0.000	EFFICIENCY ACHIEVED	
Cross Directorate Expenditure Review - Capitalisation of Corporate Property Maintenance Expenditure	0.500	0.500	0.000	EFFICIENCY ACHIEVED	
Cross Directorate Expenditure Review - Reduction in budget for Non Domestic Rates	0.025	0.025	0.000	EFFICIENCY ACHIEVED	
TOTAL	0.689	0.689	0.000		
Efficiencies - Relating to Previous Years Items (APPENDIX 7e)					
Continuation of 2011/12 Landfill Tax efficiency	0.402	0.402	0.000	EFFICIENCY ACHIEVED	
Carbon Reduction Scheme	0.050	0.050	0.000	EFFICIENCY ACHIEVED	
Food Waste - increased diversion from landfill	0.368	0.368	0.000	EFFICIENCY ACHIEVED	
TOTAL	0.820	0.820	0.000		
TOTAL EFFICIENCIES FOR ENVIRONMENT	1.509	1.509	0.000		

Efficiency Monitoring - Final Outturn 2012/13

Efficiency Description	Budgeted Efficiency (£m)	Actual efficiency (£m)	Variance Negative = underschicvement Positive = overschicvement (£m)	Current Position	Further information to support current position status or other relevant information
<i>Lifelong Learning</i>					
Efficiencies - Other (APPENDIX 7d)					
Demography - decrease in pupil numbers	0.165	0.165	0.000	EFFICIENCY ACHIEVED	The school formula was adjusted by this amount prior to delegation.
Cross Directorate Expenditure Review - Core Costs	0.016	0.016	0.000	EFFICIENCY ACHIEVED	
Cross Directorate Expenditure Review - Reduction Out of County Placement Costs	0.423	1.325	0.902	EFFICIENCY ACHIEVED	
TOTAL	0.604	1.506	0.902		
TOTAL EFFICIENCIES FOR LIFELONG LEARNING	0.604	1.506	0.902		

Efficiency Monitoring - Final Outturn 2012/13

Efficiency Description	Budgeted Efficiency (£m)	Actual efficiency (£m)	Variance Negative = underachievement Positive = overachievement (£m)	Current Position	Further information to support current position status or other relevant information
Efficiencies - Collaborative Projects (APPENDIX 7a)					
<i>HR & OD - Corporate Services</i>					
Occupational Health Review	0.090	0.143	0.053	EFFICIENCY ACHIEVED	
TOTAL	0.090	0.143	0.053		
Efficiencies - Internal Service Change and Modernisation (APPENDIX 7c)					
<i>HR & OD - Corporate Services</i>					
HR Management Information System (Phase 2)	0.003	0.004	0.001	EFFICIENCY ACHIEVED	
<i>Finance - Corporate Services</i>					
Finance Function Review	0.095	0.000	(0.095)	EFFICIENCY NOT ACHIEVED	Delay in implementation and use of temp staff to cover permanent roles prior to completion of review and to prepare for welfare reform. Efficiency will be achieved in future years.
Asset Management - planned closure of externally leased properties	0.065	0.065	0.000	EFFICIENCY ACHIEVED	
<i>ICT & Customer Services - Corporate Services</i>					
Telephone Equipment Lease	0.042	0.043	0.001	EFFICIENCY ACHIEVED	
IBM System Software Maintenance	0.035	0.033	(0.002)	EFFICIENCY ACHIEVED IN PART	
Consolidation of Microsoft Software Licensing	0.010	0.062	0.052	EFFICIENCY ACHIEVED	
Cessation of Lotus Software Maintenance Agreement	0.120	0.120	0.000	EFFICIENCY ACHIEVED	
Printer & Printing Review	0.040	0.043	0.003	EFFICIENCY ACHIEVED	

Efficiency Description	Budgeted Efficiency (£m)	Actual efficiency (£m)	Variance Negative = underachievement Positive = overachievement (£m)	Current Position	Further information to support current position status or other relevant information
Procurement Review	0.008	0.059	0.051	EFFICIENCY ACHIEVED	
TOTAL	0.418	0.429	0.011		
Efficiencies - Other (APPENDIX 7d)					
<i>Corporate Finance - Corporate Services</i>					
Reduction In Audit Fee	0.073	0.073	0.000	EFFICIENCY ACHIEVED	
Reduction in Fire Levy	0.070	0.070	0.000	EFFICIENCY ACHIEVED	
Gross Directorate Expenditure Review - Reduction in budget for Non Domestic Rates due to current over-provision	0.073	0.124	0.051	EFFICIENCY ACHIEVED	
Gross Directorate Expenditure Review - Increase in Matrix efficiency	0.060	0.076	0.016	EFFICIENCY ACHIEVED	
Gross Directorate Expenditure Review - Increase in Nursery Vouchers / Cycle to Work Efficiency	0.016	0.017	0.001	EFFICIENCY ACHIEVED	
Gross Directorate Expenditure Review - Core Costs	0.001	0.001	0.000	EFFICIENCY ACHIEVED	
<i>Chief Executive - Corporate Services</i>					
Digital Television Service	0.020	0.020	0.000	EFFICIENCY ACHIEVED	
TOTAL	0.313	0.381	0.068		
Efficiencies - Relating to Previous Years Items (APPENDIX 7e)					
<i>Finance - Corporate Services</i>					
Changes to Housing Benefit/Council Tax Benefit Administration Grant	0.122	0.122	0.000	EFFICIENCY ACHIEVED	
Review of Superannuation Contingency	0.683	0.729	0.046	EFFICIENCY ACHIEVED	

Efficiency Description	Budgeted Efficiency (£m)	Actual efficiency (£m)	Variance Negative = underachievement Positive = overachievement (£m)	Current Position	Further information to support current position status or other relevant information
Review of Relief Worker Contingency	0.150	0.150	0.000	EFFICIENCY ACHIEVED	
Review of 1st and 2nd Tier Officer Contingency	0.025	0.025	0.000	EFFICIENCY ACHIEVED	
TOTAL	0.980	1.026	0.046		
TOTAL EFFICIENCIES FOR CORPORATE SERVICES	1.801	1.979	0.178		

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 16 JULY 2013**

REPORT BY: **HEAD OF FINANCE**

SUBJECT: **CAPITAL PROGRAMME 2012/13 (OUTTURN)**

1.00 **PURPOSE OF REPORT**

1.01 To provide Members with the capital programme outturn information for 2012/13.

2.00 **BACKGROUND**

2.01 The Council approved a Housing Revenue Account capital programme for 2012/13 of £9.398m at its meeting of 21st February 2012, and a Council Fund capital programme of £23.825m at its meeting of 1st March 2012.

3.00 **CONSIDERATIONS**

3.01 **Programme – Movements**

3.01.1 The table below sets out how the programme has changed during 2012/13.

	Council Fund	Housing Revenue Account	Total
	£m	£m	£m
Council 21.02.12. (HRA) and 01.03.12. (Council Fund)			
Original Capital Programme	23.825	9.398	33.223
	23.825	9.398	33.223
Cabinet 16.10.12			
Revised Capital Programme	29.882	10.888	40.770
Cabinet 18.12.12			
Revised Capital Programme	30.076	10.888	40.964
Cabinet 19.03.13			
Revised Capital Programme	26.441	11.591	38.032
Outturn Report			
As Previously Reported	26.441	11.591	38.032
Changes During the Final Quarter	4.453	0.041	4.494
	30.894	11.632	42.526
Other Changes During the Final quarter			
Identified Savings	(0.237)	0	(0.237)
Early Identified Rollover to 2013/14 (Prev) - Adjustment	0.041	0	0.041
	30.698	11.632	42.330
Rollover to 2013/14 - Current	(4.244)	(0.890)	(5.134)
Revised Programme and Outturn	26.454	10.742	37.196

3.01.2 From the table it can be seen that the previously reported programme total of £38.032m has decreased to £37.196m by way of the inclusion of net increased schemes of £4.494m (Council Fund £4.453m, HRA £0.041m), identified savings of £0.237m, and an adjustment of £0.041m on the previously reported Rollover of £3.657m. These adjustments were offset by a year-end rollover total of £5.134m (Council Fund £4.244m, HRA £0.890m).

3.01.3 Detailed cumulative information relating to each programme area is provided in Appendix A and summarised over the page –

REVISED PROGRAMME	Original Budget	Rollover From	Changes	Rollover To	Savings	Outturn
	2012/13 £m	2011/12 £m	£m	2013/14 £m	£m	£m
Corporate Services	3.458	0.697	(0.360)	(1.283)	(0.270)	2.242
Clwyd Theatr Cymru	0.025	0.050	0.145	(0.040)	0	0.180
Community Services	3.669	0.321	1.229	0.038	(0.050)	5.207
Environment	9.124	1.404	3.696	(2.580)	(0.008)	11.636
Lifelong Learning	7.549	3.800	(0.009)	(3.751)	(0.400)	7.189
Council Fund Total	23.825	6.272	4.701	(7.616)	(0.728)	26.454
Housing Revenue Account	9.398	1.490	0.988	(1.134)	0	10.742
Programme Total	33.223	7.762	5.689	(8.750)	(0.728)	37.196

3.02 Changes During This Period

3.02.1 A summary of those changes recorded during the last quarter (together with supporting narrative), is provided in Appendix B.

3.03 Identified Savings

3.03.1 Further savings of £0.237m within ICT infrastructure projects were identified in the final quarter. This is in addition to the £0.491m previously reported bringing the total to £0.728m.

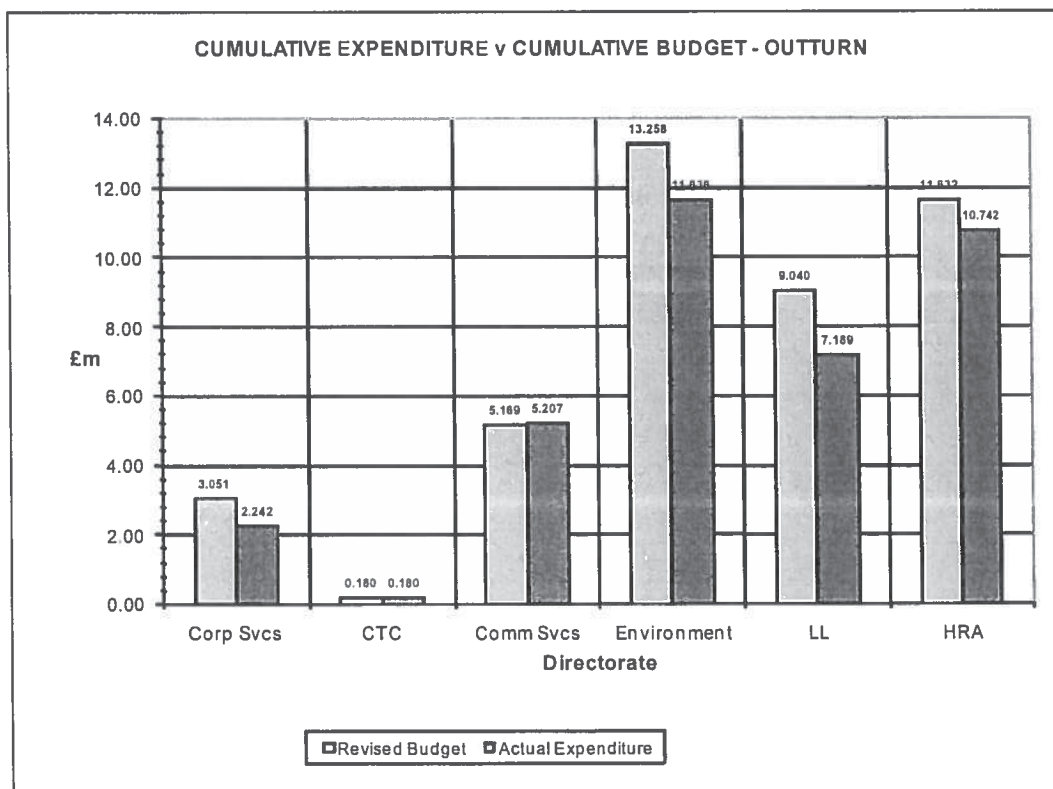
3.04 Capital Expenditure / Outturn v Revised Budget

3.04.1 The Final Outturn across the whole programme amounted to £37.196m, representing 87.87% of the revised total of £42.330m. This compares to 51.81% reported as at the previous quarter and 90.99% at the outturn stage 2011/12.

3.04.2 Further analysis of the achievement of 87.87% is detailed in the table over the page. The outturn position (by directorate) is also displayed in chart form overleaf.

EXPENDITURE/OUTTURN	Revised Budget	Outturn	Variance Outturn v Budget (Under/Over)	% Outturn v Budget
	£m	£m	£m	%
Corporate Services	3.051	2.242	(0.809)	73.48
Clwyd Theatr Cymru	0.180	0.180	0	100.00
Community Services	5.169	5.207	0.038	100.74
Environment	13.258	11.636	(1.622)	87.77
Lifelong Learning	9.040	7.189	(1.851)	79.52
Council Fund Total	30.698	26.454	(4.244) →	86.17
Housing Revenue Account	11.632	10.742	(0.890) →	92.35
Programme Total	42.330	37.196	(5.134) →	87.87

3.04.3 The significant variances (those greater than £0.025m) are individually listed in Appendix C, together with the reasons for such, and the required remedial action; all other variances (those less than £0.025m) are aggregated within Appendix C for each directorate.



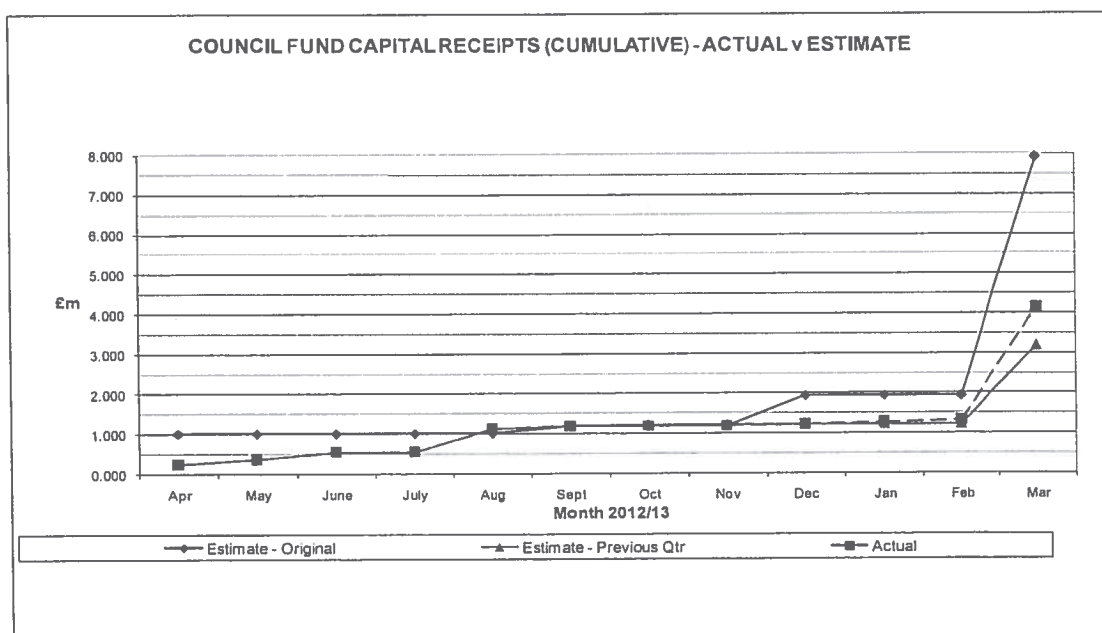
3.05 Financing

3.05.1 The capital programme outturn total was financed as summarised below -

FINANCING RESOURCES			
	General Financing	Specific Financing	
	Supported Borrowing / General Capital Grant / Capital Receipts	Grants & Contributions / CERA / Reserves / Prudential Borrowing	Total Financing
	£m	£m	£m
Final Monitoring			
Council Fund	13.800	12.654	26.454
Housing Revenue Account	6.008	4.734	10.742
Outturn - Total Financing Resources	19.808	17.388	37.196

3.05.2 That element of the Council Fund total financed from general (non-specific) financing resources relies in part on the generation of capital receipts from asset disposals. The chart below provides details of the moving (cumulative) position detailing the original estimate, revised estimate last quarter and the final level of actual capital receipts.

3.05.3 The cumulative position at Quarter 3 was reported to Cabinet on 19th March 2013. At that time, the final 2012/13 capital receipts figure was forecast at £3.181m. The outturn position shows an increased total of £4.136m, influenced by a range of factors such as the re-profiling/rescheduling of the timing of anticipated receipts, revised values and some movement of potential disposals to/from the list.



3.05.4 The economic climate during the year made the realisation of capital receipts difficult. However the outlook appears more positive in 2013/14 and receipts will be closely monitored in order to assess the impact on the approved initial 80% spending limits included in the 2013/14 capital programme.

3.05.5 The HRA resources are ring-fenced and used only for HRA purposes.

3.06 Rollover

3.06.1 The value of 2012/13 rollover (Council Fund & HRA) at £8.750m represents an increase of £0.988m on the equivalent 2011/12 figure of £7.762m.

Within the total of £8.750m is the £3.657m (now reduced to £3.616m) that was reported to Cabinet at the Quarter 3 stage (Cabinet 19th March, 2013); the £3.657m represented the value of reviewed spending plans in respect of programme works/contract retention releases in 2013/14.

Year end rollover stands at £5.134m (£4.244m Council Fund & £0.890m HRA), including both council funded and grant aided/Prudential Borrowing schemes; these amounts are required in order to fulfil programme commitments in 2013/14.

Members will recall the significant improvements made in the level of rollover in 2011/12 and although the figure this year is higher there are valid reasons with some of the main causes being:-

- Receipt of an additional WG grant of £0.665m for schools;
- Adverse weather conditions in the final quarter resulting in some schemes being delayed; and
- Delayed/protracted tender negotiations, some of which resulted in the savings detailed in 3.03.1.

Comparative year-on-year information is provided in the table below, with details of individual service rollover figures for 2012/13 provided as part of the information in Appendix A.

ROLLOVER		Analysis		
From	Into	Total £m	Council Fund £m	HRA £m
2009/10	2010/11	9.698	7.326	2.372
2010/11	2011/12	13.029	10.233	2.796
2011/12	2012/13	7.762	6.272	1.490
2012/13	2013/14	8.750	7.616	1.134

4.00 RECOMMENDATIONS

4.01 The Cabinet is requested to:-

- a) Approve the rollover adjustments detailed in 3.06
- b) Note and approve the Report.

5.00 FINANCIAL IMPLICATIONS

5.01 As set out in Sections 2 and 3 of the Report.

6.00 ANTI POVERTY IMPACT

6.01 None.

7.00 ENVIRONMENTAL IMPACT

7.01 Many of the schemes in the programme are designed to improve the environment, infrastructure and assets of the Authority.

8.00 EQUALITIES IMPACT

8.01 None

9.00 PERSONNEL IMPLICATIONS

9.01 None.

10.00 CONSULTATION REQUIRED

10.01 None.

11.00 CONSULTATION UNDERTAKEN

11.01 None.

12.00 APPENDICES

12.01 Appendix A : Capital Programme – Changes during 2012/13
Appendix B : Changes during this period
Appendix C : Variances

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS**

Capital Programme Monitoring Papers 2012/13

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CAPITAL PROGRAMME - CHANGES DURING 2012/13

Original Budget 2012/13	Rollover from 2011/12	Changes (Previous)	Changes (Current)	Revised Budget	Rollover to 2013/14 (Previous)	Rollover to 2013/14 (Current)	Savings	Outturn 2012/13
£m	£m	£m	£m	£m	£m	£m	£m	£m
Council Fund :								
Corporate Services								
Information Technology	0.282	0	0	3.200	(0.218)	(0.717)	(0.270)	1.995
Filntshire Connects	0.250	0	0	0.521	(0.256)	(0.018)	0	0.247
Corporate Finance	0.290	(0.334)	(0.026)	0.074	0	(0.074)	0	(0)
	3.458	(0.334)	(0.026)	3.795	(0.474)	(0.809)	(0.270)	2.242
Theatre								
Clwyd Theatr Cymru	0.025	0.145	0	0.220	(0.040)	0	0	0.180
	0.025	0.145	0.000	0.220	(0.040)	0.000	0.000	0.180
Community Services								
Private Sector Renewal/Improvement	3.619	0	1.170	5.108	0	0.038	0	5.146
Depot (Housing)	0	(0.001)	0	0	0	0	0	0
Learning Disability	0	(0.001)	0	0	0	0	0	0
Children's Services	0.050	0	0.038	0.088	0	0	(0.050)	0.038
Physical & Sensory Disability	0	0.004	0	0.004	0	0	0	0.004
Travellers Sites	0	0	0.004	0.019	0	0	0	0.019
	3.669	0.321	1.214	5.219	0.000	0.038	(0.050)	5.207

(Changes :	Previous = Cumulative as at previous quarter
(Current = As at this quarter (See Appendix B)
(Savings :	Cumulative (See 3.03)
(Rollover to 2013/14	Cumulative (See 3.06)

Key to Headings

APPENDIX A (Cont'd.)

CAPITAL PROGRAMME - CHANGES DURING 2012/13

	Original Budget 2012/13	Rollover from 2011/12	Changes (Previous)	Changes (Current)	Revised Budget	Rollover to 2013/14 (Previous)	Rollover to 2013/14 (Current)	Savings	Outturn 2012/13
£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
Environment									
Administrative Buildings	2.975	0.200	(0.289)	0.135	3.021	(0.115)	(0.122)	0	2.784
Industrial Units	0	0.027	0.003	0	0.030	0	(0.005)	0	0.025
Sustainable Waste Management	0	0.008	0.640	0.087	0.735	0	(0.554)	(0.008)	0.173
Engineering	1.735	0.403	(1.232)	0.109	1.015	(0.213)	(0.452)	0	0.350
General Environmental Enhancement	0.300	0.008	(0.300)	0.135	0.144	0	(0.002)	0	0.142
Highways	1.925	0.229	2.307	0.209	4.670	(0.118)	(0.470)	0	4.082
Planning Grant Schemes	0	0	0.011	0	0.011	0	0	0	0.011
Ranger Services	0	0.010	0.004	0	0.014	0	(0.007)	0	0.007
Regeneration	0.489	0.519	0	0.042	1.100	(0.512)	(0.010)	0	0.578
Transportation	1.700	0	0	1.663	3.484	0	0	0	3.484
	9.124	1.404	1.315	2.381	14.224	(0.958)	(1.622)	(0.008)	11.636

APPENDIX A (Cont'd.)

CAPITAL PROGRAMME - CHANGES DURING 2012/13

	Original Budget 2012/13	Rollover from 2011/12	Changes (Previous)	Changes (Current)	Revised Budget	Rollover to 2013/14 (Previous)	Rollover to 2013/14 (Current)	Savings	Outturn 2012/13
	£m	£m	£m	£m	£m	£m	£m	£m	£m
Lifelong Learning									
Leisure Centres	0	0	0.027	0	0.027	0	0	0	0.027
Swimming Pools	0.150	0	0	0	0.150	0	(0.120)	0	0.030
Community Centres	0.045	0	0	0.020	0.065	0	(0.065)	0	0
Countryside and Heritage	0	0.009	0	0	0.009	0	0	0	0.009
Recreation - Other	0.060	0	0	0	0.060	0	(0.034)	0	0.026
Recreation Grounds	0	0.001	0	0	0.001	0	0	0	0.001
Play Areas	0	0.004	0	0.471	0.475	0	0	0	0.475
Education - General	3.700	0.002	(3.073)	0.095	0.724	0	(0.403)	0	0.321
Primary Schools	0.080	0.582	1.801	0.647	3.110	(0.363)	(0.766)	(0.400)	1.581
Schools Modernisation	3.444	1.221	(1.316)	(0.467)	2.882	(0.130)	(0.008)	0	2.744
Community Youth Clubs	0	0	0.001	0.087	0.088	0	0	0	0.088
Secondary Schools	0	0.915	0.587	0.135	1.737	(0.511)	(0.207)	0	1.019
Special Education	0	1.030	0.930	(0.147)	1.813	(0.896)	(0.242)	0	0.675
School Improvement	0	0	0.001	0	0.001	0	0	0	0.001
Early Years	0	0	0.049	0.022	0.071	0	0	0	0.071
Minor Works, Furniture & Equipment	0.070	0.001	0	0	0.071	0	0	0	0.071
Schools - Additional Funding	0	0.035	0	0.021	0.056	0	(0.006)	0	0.050
	7.549	3.800	(0.893)	0.884	11.340	(1.900)	(1.851)	(0.400)	7.189

CAPITAL PROGRAMME - CHANGES DURING 2012/13

Original Budget 2012/13	Rollover from 2011/12	Changes (Previous)	Changes (Current)	Revised Budget	Rollover to 2013/14 (Previous)	Rollover to 2013/14 (Current)	Savings	Outturn 2012/13
£m	£m	£m	£m	£m	£m	£m	£m	£m
9,398	1,490	0,947	0,041	11,876	(0,244)	(0,890)	0	10,742
9,398	1,490	0,947	0,041	11,876	(0,244)	(0,890)	0,000	10,742

Housing Revenue Account :

Housing Revenue Account Programme

Totals :

Council Fund
Housing Revenue Account

23,825	6,272	0,248	4,453	34,798	(3,372)	(4,244)	(0,728)	26,454
9,398	1,490	0,947	0,041	11,876	(0,244)	(0,890)	0	10,742
33,223	7,762	1,195	4,494	46,674	(3,616)	(5,134)	(0,728)	37,196

Grand Total

CHANGES DURING THIS PERIOD

	Detail	Funding Source (Specific Funding)	Increase * £m	Decrease £m	Net £m	Total £m
Council Fund :						
Corporate Services						
Corporate Finance	Movements of budget from the Health & Safety provision for : Travellers' Sites £0.004m and Community Centres £0.020m.			(0.024)	(0.024)	
	Movement of Budget from the Corporate Feasibility Provision for : Ffrith Junction Improvements £0.010m. Flying Start Feasibility Study now funded from grant, transfer back original allocation (£.008m).		0.008	(0.010)	(0.002)	
		Corporate Services	0.008	(0.034)	(0.026)	(0.026)
Ciwyd Theatr Cymru						
Ciwyd Theatr Cymru			0.000		0.000	
		Ciwyd Theatr Cymru	0.000	0.000	0.000	0.000
Community Services						
Travellers' Sites	Health & Safety related works funded from Corporate Provision £0.004m.		0.004		0.004	
Private Sector Renewal	Community Energy Savings Programme (CESP) Top Up Loans introduction of funding £0.829m.	CESP	0.829		0.829	
	Houses to Homes introduction of funding £0.150m.	Welsh Government (WG)	0.150		0.150	
	Introduction of £0.061m for CESP top up loans, being £0.002m Capital Expenditure financed from Revenue Account (CERA) and £0.059m grant.	CESP/CERA	0.061		0.061	
	Funding Introduced for Empty Property Loans £0.048m and Empty Property Grants £0.084m.	WG	0.132		0.132	
Childrens Services	Funding introduced for Arosfa Childrens Residential £0.038m.	CERA	0.038		0.038	
		Community Services	1.214	0.000	1.214	1.214
Environment						
Administrative Buildings	Funding Introduced for the Salix Energy Efficiency measures £0.068m and Spend to Save energy efficiency measures £0.067m.	Salix/WG	0.135		0.135	
General Environmental	Funding introduced for the Greenfield Aftercare project from a contribution from Axel Nobel £0.090m and Right Of Way Improvement Plan (ROWIP) grant for contaminated land £0.046m.	Axel Nobel/WG	0.136		0.136	
Enhancement						
Highways	Funding introduced from the Corporate Feasibility Provision for the Ffrith Junction Improvements £0.010m. £0.105m introduced for Street Lighting through the Salix Energy Efficiency and £0.024m for Warren Bank Broughton. Increase of budget £0.035m from WG for Warren Bank Broughton and £0.013m from Betsi Cadwalladr for the Halkyn Street car park. Introduction of Salix funding £0.022m for Street Lighting.	Salix/WG/Betsi Cadwallader	0.209		0.209	
Transport	Grant funding introduced for Taith Smart Cards £0.129m, Nationally Significant Infrastructure Programme £0.350m, Taith Bus Strategy £1.049m, Rural Development Plans £0.012m and Taith Transport Strategy £0.123m.	WG	1.663		1.663	
Sustainable Waste	Funding introduced for Civic Amenity Site	WG	0.087		0.087	
Engineering	Introduction of funding for Mold Flood Alleviation £0.259m and a removal of grant for Land Drainage - Gadlys Lane (£0.150m).	WG	0.259	(0.150)	0.109	
Regeneration	Heritage Lottery funding introduced for the Holywell Townscape Heritage Initiative £0.028m. Introduction of funding for ERDF Capital £0.014m.	Heritage/WG	0.042		0.042	
		Environment	2.531	(0.150)	2.381	2.381

CHANGES DURING THIS PERIOD (continued)

		Detail	Funding Source (Specific Funding)	Increase *	Decrease	Net	Total
				£m	£m	£m	£m
Council Fund :							
Lifelong Learning							
Community Centres		Funding introduced from the Corporate Feasibility Provision for Sealand Manor Community Centre £0.020m.		0.020		0.020	
Play Areas		Introduction of Section 106 funding £0.345m and CERA £0.128m for Play Areas.	CERA/various developers	0.471		0.471	
Educational General		Flying Start Feasibility Study now funded from grant, transfer back to the Corporate Provision (£0.008m). Funding introduced from Prudential Borrowing (in place of leasing) to fund ICT Equipment £0.073m.	PB/General	0.073	(0.008)	0.065	
Primary Schools		Funding introduced £0.665m from the School Improvement Grant, Connahs Quay Bryn Deva £0.199m, Buckley Southdown £0.279m, Connah Quay Wepre Lane £0.116m and Buckley Mountain Lane £0.071m.	WG	0.665		0.665	
		Funding introduced from the Flying Start Grant, Connahs Quay Bryn Deva £0.018m and funding from Schools Target Hardening Grant for Baglilit Merlyn £0.016m.	WG	0.034		0.034	
Community Youth Clubs		Funding introduced from the Flying Start Grant for Holywell Youth Centre £0.075m and Sealand Youth Centre £0.012m.	WG	0.087		0.087	
		Funding introduced from Prudential Borrowing (in place of leasing) for minibus in Holywell High £0.019m.	PB	0.019		0.019	
Early Years		Reduction in Funding from the Early Years grant for Holywell St Winefrides (£0.010m).	WG		(0.010)	(0.010)	
School Modernisation		Reduction in funding requirement due to revised spending profile for Broughton CP School (£0.024m), Cilcain Ysgol Y Foel (£0.011m) and Connah's Quay new School (£0.432m)	PB		(0.467)	(0.467)	
			Lifelong Learning	1.369	(0.485)	0.884	0.884
Total - Council Fund							4.453
Housing Revenue Account :							
Housing Revenue Account		Introduction of grant funding for Renewable Energy £0.003m and Insulation works £0.036m & £0.002m.	WG/British Gas	0.041		0.041	
			Housing Revenue Account	0.041	0.000	0.041	
							0.041
Grand Total							4.494
* Increases reflect new funding							

CORPORATE SERVICES

Capital Budget Monitoring 2012/13 (Outturn)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (Under)/Over (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
ICT & Customer Services	2.712	2.712	1.995	(0.717)	(0.172)	Prolonged contract negotiations in order to deliver price savings have resulted in ongoing implementation into 2013/14	
Flintshire Connects	0.265	0.265	0.247	(0.018)	0.044	Rollover of retention monies for Holywell	
Corporate Finance	0.074	0.074	0.000	(0.074)	0.000	Balance of corporate provision for Feasibility Studies	Budget will be allocated to programme areas as required
Total:	3.051	3.051	2.242	(0.809)	(0.128)		

Variance = Expenditure v Profiled Budget

CLWYD THEATR CYMRU

Capital Budget Monitoring 2012/13 (Outturn)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (Under)/Over (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
Other Variances (Aggregate)*	0.180	0.180	0.180	0.000	0.000		
Total:	0.180	0.180	0.180	0.000	0.000		

* See Section 3.04.3 of the Report

Variance = Expenditure v Profiled Budget

COMMUNITY SERVICES

Capital Budget Monitoring 2012/13 (Outturn)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (Under)/Over (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
Private Sector Renewal and Improvement :							
Other Variances (Aggregate)*	5.108	5.108	5.146	0.038	0.430	Overspend of £0.074m on Disabled Facilities Grant works as Statutory demand continues to exceed resources. However there was an under spend of £0.030m on Housing Relocation Loans as the take up rate was not as high as originally anticipated	The Disabled Facility grant overspent of £0.038m will be a first call on the 2013/14 budget. The £0.030m under spend on Housing relocation Loans will be required and utilised in 2013/14 to fund the anticipated increase in demand particularly associated with the Flint Maisonette programme
Other Programme Areas :							
Other Variances (Aggregate)*	0.061	0.061	0.061	0.000	0.002		
Total :	5.169	5.169	5.207	0.038	0.432		

* See Section 3.04.3 of the Report

Variance = Expenditure v Profiled Budget

ENVIRONMENT

Capital Budget Monitoring 2012/13 (Month 9)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance Period 9 (£m)	Variance Period 6 (£m)	Cause of Variance	Action Required
Administrative Buildings (ZTB)	2.040	1.042	1.125	0.083	0.032	<ul style="list-style-type: none"> Expenditure slightly in advance of profile Awaiting transfer of spend to save and feed in tariffs funding for energy efficiency schemes 	
Engineering (ZTE)	0.693	0.229	0.121	(0.108)	(0.010)	<ul style="list-style-type: none"> Majority of land drainage schemes have not progressed due to additional funding for Mold FAS currently being negotiated with WG 	<ul style="list-style-type: none"> Re-phasing of expenditure into 2013/14 likely due to Mold FAS being a priority scheme and requires the necessary FCC funding from existing resources
Highways (ZTH)	0.241	0.184	0.158	(0.026)	(0.143)	<ul style="list-style-type: none"> Slight delays on bridge assessment works due to adverse weather 	<ul style="list-style-type: none"> Ensure programmes are managed in line with expenditure profiles
Transportation (ZTT)	1.821	0.923	0.937	0.014	(0.307)	<ul style="list-style-type: none"> The Burton Point Cycle Path scheme will be completed during Quarter 4 	<ul style="list-style-type: none"> Ensure programmes are managed in line with expenditure profiles

ENVIRONMENT

Capital Budget Monitoring 2012/13 (Month 9)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance Period 9 (£m)	Variance Period 6 (£m)	Cause of Variance	Action Required
Regeneration (ZTS)	0.546	0.322	0.307	(0.015)	(0.001)	<ul style="list-style-type: none"> Holywell THI payments will now go through in Quarter 4 	
Neighbourhood Services (ZTH)	4.552	2.359	2.291	(0.068)	0.123	<ul style="list-style-type: none"> Prudential Borrowing schemes that are behind schedule are to now be completed in Quarter 4 	<ul style="list-style-type: none">
Other Services	0.984	0.196	0.209	0.013	0.010	<ul style="list-style-type: none"> Cumulative variances over the remaining capital programme within the Environment Directorate 	
TOTAL	10.877	5.255	5.148	(0.107)	(0.296)		

LIFELONG LEARNING

Capital Budget Monitoring 2012/13 (Outturn)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (Under/Over) (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
Swimming Pools	0.150	0.150	0.030	(0.120)	0.000	Delays in supply of specialist DDA equipment	
Community Centres	0.065	0.065	0.000	(0.065)	0.000	Scheme at Mynydd Isa delayed due to leaking gas main	
Recreation Other	0.060	0.060	0.026	(0.034)	0.000	Scheme delayed due to weather	
Education General	0.724	0.724	0.321	(0.403)	0.001	Various retentions plus changes in spend profile of various schemes, all ongoing	
Primary Schools	2.334	2.334	1.568	(0.766)	(0.025)	Additional WG grant received March 2013, equivalent budget rolled over for investment in 2013/14	
Secondary Schools	1.239	1.239	1.032	(0.207)	(0.035)	Various retentions plus changes in spend profile of various schemes, all ongoing	
Special Education	0.917	0.917	0.675	(0.242)	0.008	Various retentions plus changes in spend profile of various schemes, all ongoing	

LIFELONG LEARNING

Capital Budget Monitoring 2012/13 (Outturn)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (Under)/Over (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
Other Variances (Aggregate)*	3.551	3.551	3.537	(0.014)	0.021		
Total:	9.040	9.040	7.189	(1.851)	(0.030)		

* See Section 3.04.3 of the Report

Variance = Expenditure v Profiled Budget

HOUSING REVENUE ACCOUNT (HRA)

Capital Budget Monitoring 2012/13 (Outturn)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (Under)/Over (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
Major Works	4.853	4.853	3.881	(0.972)	(1.296)	Under spend of £0.972 is committed on live schemes rolling over into 2013/14	The expenditure will be incurred in first quarter of 2013/14
Accelerated Programmes	0.265	0.265	0.265	0.000	(0.049)		
WHQS Improvements	4.854	4.854	4.987	0.133	(1.100)	The kitchen project was split into 2 contracts, the second of which was tendered late in the year but accounts for the major part of the over spend	The £0.133m over spend will be first call on the 2013/14 budget
Disabled Adaptations	1.000	1.000	1.000	0.000	(0.288)		
Other Variances (Aggregate)*	0.660	0.660	0.609	(0.051)	0.112	Under spend of £0.050m relates to the HRA contribution towards the Flintshire Connects scheme	The £0.050m budget will be rolled over into 2013/14 for the Flintshire Connects programme
Total:	11.632	11.632	10.742	(0.890)	(2.621)		

* See Section 3.04.3 of the Report

Variance = Expenditure v Profiled Budget

FLINTSHIRE COUNTY COUNCIL

REPORT TO: CORPORATE RESOURCES OVERVIEW & SCRUTINY
COMMITTEE
DATE: THURSDAY, 11 JULY 2013
REPORT BY: HEAD OF FINANCE
SUBJECT: WELFARE REFORM UPDATE

1.00 PURPOSE OF REPORT

1.01 To update members on the latest position regarding Welfare Reform.

2.00 BACKGROUND

2.01 As part of Flintshire's response to the Welfare Reform agenda, a number of work streams have been undertaken under the auspices of the Welfare Reform Programme Board. This report identifies affected areas and the Council's response.

3.00 CONSIDERATIONS

3.01 Flintshire Welfare Reform Programme Board

The Board was established to oversee Welfare Reform implementation in the County. The Board has been well supported and attendance has continued from Members and Officers of Flintshire County Council and a range of voluntary and third sector organisations including the Department for Work and Pensions (DWP). The Board has been led by the Leader of the Council.

The Board has monitored the programme of work and identifies risks and possible mitigation of the impacts of Welfare Reform, and has been run on a documented programme management structure with clear documentation including a risk register and a communication plan.

At the Board meeting on 1st July, it was agreed that the objectives of the Board to oversee the development and successful implementation of the Welfare Reform Strategy had been completed and that it was now appropriate to look to arrangements to support the operational aspects of managing Welfare Reform. It was agreed that for Council Members this would be through reporting to Cabinet and Scrutiny and for partner organisations through the Local Service Board and Advice Management Board.

3.02 **Council Tax Reduction Scheme (CTRS) 2013/2014**

The new scheme replaced the original Council Tax Benefit scheme and despite a number of legal issues that arose nationally with the interpretation of regulations, implementation was successfully achieved to ensure that Council Tax bills could be sent to all residents.

Early indications are that despite the introduction of the wider Welfare Reform changes that collection of Council Tax compares well with the position last year. However the change has resulted in higher levels of telephone and general contact with the authority.

This scheme is for 2013/14 and Welsh authorities are still waiting to hear if there will be any changes to the scheme in 2014/15 and details of how it will be funded.

3.03 **Under-Occupying Social Housing Tenants**

From the 1st April 2013, new rules regarding benefit payments for those in Social Housing have been applied in cases where tenants were under occupying the property (known as the Bedroom Tax). Under these rules, 1,477 working age social housing tenants have had their housing benefit reduced, losing housing benefit totalling £922,000 pa.

Flintshire County Council has amended its housing policies to meet the challenges created by under occupation. With closer working between Flintshire and Registered Social Landlords we have been maximising the support available to tenants and ensuring effective use of stock via proactive transfers and nominations.

3.04 **Benefit Cap**

The Benefit Cap will be implemented in a phased approach between July and September 2013, with a restriction on Housing Benefit payment where the household income exceeds the cap.

Current information received indicates that this will affect forty-four Flintshire households (16 social housing tenants and 28 private sector tenants) and they will lose combined annual welfare benefit income of £153,000. The DWP have confirmed that this is an initial indication and could be lower once they have fully analysed each claim and reduced the number of households affected due to exemptions from capping.

3.05 **Personal Independence Payment**

On the 8 June 2013, Personal Independence Payment was introduced for new claimants aged 16-64 years old. The benefit, which is replacing Disability Living Allowance, is designed to support disabled people to live independent lives and includes a new face-to-face assessment and regular reviews.

Approximately 4,000 Flintshire households will have their current Disability Living Allowance award reassessed under the stricter Personal Independence Payment criteria during the period 2013 – 2017. With an expected loss of disability benefit income amongst these households will be £3 million pa.

3.06 **Discretionary Assistance Fund**

The Discretionary Assistance Fund (DAF) was introduced in Wales on the 2nd April 2013. Two grant payments are available; i) Individual Assistance Payment; ii) Emergency Assistance Payment.

Information on the DAF has been circulated to stakeholders throughout the County, including relevant Council Service Departments; Flintshire Advisor Network; Supporting People Providers and to Town and Community Councils.

3.07 **Discretionary Housing Payments (DHP)**

It is expected that this year will create significant financial challenges to many households and individuals as the changes to Welfare Benefits are starting to be implemented. A policy has been developed to detail the administration and processes that are to be followed when dealing with applications for Discretionary Housing Payments (DHP) and awarding financial assistance. This was formally approved and adopted by Cabinet on 23rd April 2013.

The Housing Benefit Service are working closely with colleagues across the Council and from partner organisations to identify people who DHP can help as a way of a short term solution in order to reach a sustainable outcome with help and support.

Early indications show that there has been an increase in the number of applications received for DHP. A report on DHP for the first quarter of 2013/14 is also on this agenda.

3.08 **The Local Support Services Framework**

The Chief Executive met with the DWP Regional Manager for North & Mid Wales on 24th June to discuss the Local Support Services Framework. This work is the exploration by DWP of how local authorities and the third and voluntary sectors can help customers on a local basis. It was reported that in North Wales, Flintshire was amongst the most advanced in preparing residents for implementation. Flintshire and Gwynedd officers will now be working on a programme across North Wales Authorities to look at digital inclusion (computer access) and Money Advice (household budget training).

3.09 **Advice Management Board (AMB)**

To ensure that the residents of Flintshire are informed and supported during the reforms the Authority has engaged with the Voluntary Sector. A range of representatives from the third and voluntary sectors are represented and now includes Credit Unions operating in Flintshire.

The AMB is operating in a climate of trying to mitigate the challenges of Welfare Reform whilst supporting each other in difficult times when resource are scarce and demand is increasing. It has a number of workstreams and is to deliver a proposed Flintshire Money and Advice Strategy to the Local Services Board on the 9th July. This will include a number of key outcomes and deliverables.

The aim is to enhance co-operation in support of residents recognising the need to reduce duplication across organisations.

Other workstreams that the Board are involved with include: mapping and access to affordable credit, mapping and access to emergency provisions – loans, grants and access to food banks, digital accessibility and inclusion.

3.10 **Welfare Reform Response Team**

The Council has a team of three people currently funded through WG and Flintshire funding to 31st March 2014. Flintshire County Council and DWP data is being used to identify households within Flintshire who are at most risk of losing household income. The first residents being targeted by the team for assistance are those affected by the introduction of the Benefit Cap and vulnerable social housing tenants impacted by under occupation.

Following the success of the two-year project to assist households affected by changes to the Local Housing Allowance the Welsh Government agreed to continue the funding for Flintshire's Welfare Reform Liaison Officer post during the current financial year (2013/14).

3.11 Empowering Flintshire's Communities

The welfare reform training and development programme is providing front line staff with knowledge and the confidence to provide initial advice, support and reassurance to residents affected by the reforms. The communication strategy is ensuring that accessible information on the welfare reforms is being disseminated to all stakeholders.

4.00 RECOMMENDATIONS

4.01 That Members note and comment accordingly on the report.

5.00 FINANCIAL IMPLICATIONS

5.01 None directly as a result of this report.

6.00 ANTI POVERTY IMPACT

6.01 There will be an impact of reducing benefits payable to residents who must be considered as our most financially vulnerable as that they had previously qualified for means tested benefits.

7.00 ENVIRONMENTAL IMPACT

7.01 None.

8.00 EQUALITIES IMPACT

8.01 As a Legislative decision the impacts have been assessed by DWP, WG, WLGA, at an Authority level impacts have been recognised.

9.00 PERSONNEL IMPLICATIONS

9.01 As benefits reductions are implemented there will be an increase demand on staff resource in the advise and explanation to residents.

10.00 CONSULTATION REQUIRED

10.01 None.

11.00 CONSULTATION UNDERTAKEN

11.01 None.

12.00 APPENDICES

12.01 None.

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE**
DATE: **11TH JULY 2013**
REPORT BY: **HEAD OF FINANCE**
SUBJECT: **DISCRETIONARY HOUSING PAYMENTS UPDATE**

1.00 PURPOSE OF REPORT

1.01 To provide an update in relation to Discretionary Housing Payments (DHP) following the consultation and adoption of the DHP Policy for 2013/2014.

2.00 BACKGROUND

2.01 DHPs are discretionary sums payable by the Council to a person who receives Housing Benefit or Universal Credit where they still appear to require additional financial assistance with their housing costs.

2.02 The Department for Work and Pensions (DWP) provides funding to Local Authorities in order to provide DHPs.

2.03 This year the DWP have significantly increased their contributions to Local Authorities compared to funding in previous years, this is due to the expected effects of Central Government's Welfare Reform Programme. The Council added a further £135,000 to it's existing budget provision for 2013/14 bringing resources available up to £544,645 (Flintshire £302,526 and DWP £242,119).

2.04 It is expected that this year will create significant financial challenges to many households and individuals as the changes to Welfare Benefits are starting to be implemented.

2.05 A policy has been developed to detail the administration and processes that are to be followed when implementing the scheme and awarding financial assistance.

2.06 The DHP Policy was formally approved and adopted by Cabinet on 23rd April 2013, having previously been considered by Corporate Resources Overview and Scrutiny Committee and Housing Scrutiny Committee. In adopting the policy, it was agreed that there would be quarterly reporting to Scrutiny and Cabinet.

2.07 The objectives of the DHP scheme are:

- To encourage and help keep people in employment.
- To prevent homelessness and aid people to retain sustainable tenancies.
- To help people who are trying to help themselves.
- To help keep families together.
- To support vulnerable people in the community.
- To help people through times in which they are stressed and vulnerable.
- To help alleviate poverty.
- To assist people that are particularly disadvantaged by Welfare Reforms.

2.08 The DHP scheme payments are designed to be a last resort, short term or lump sum payment to assist people to meet their housing costs to help them to achieve a sustainable situation for the future. It is not a long term replacement for reductions in Housing Benefit or other Welfare Benefits.

3.00 CONSIDERATIONS

3.01 Analysis shows that applications for DHP have increased by 42% when compared to the same period last year.

3.02 In the first quarter of this year we have processed 186 applications for DHP. Analysis of these cases shows the following:

- 44% of 186 applications (81 cases) were successful and have been awarded a DHP.
- 45% of the total applications (85 cases) were from Council Tenants.
- 28% of the total applications (51 cases) were from tenants of Housing Association properties.
- 27% of the total applications (50 cases) were from Private Tenants

- 3.03 The applications dealt with to date show that almost 90% are due to welfare reform changes, the majority of these being a result of the Maximum Rent Social Sector (sometimes referred to as the “Bedroom Tax”) which reduces Housing Benefit at a percentage if the tenant has spare rooms in their property.
- 3.04 The significant number of applications which have been unsuccessful was to be expected at this early stage, and it could be due to the recent media coverage encouraging everybody who is affected to apply.
- 3.05 However, when applications are dealt with, it would appear that nearly half of them are not in need of support through DHP as they are able to meet their housing costs, albeit that they have not had to incur this expenditure previously.
- 3.06 The policy contains details of how claim outcomes can be challenged if customers are not satisfied with the outcome. This is by way of a Review. The policy sets out the procedure for review being that at first stage the case is passed to a Team Leader to review, then if the customer is still not satisfied, this is then passed to the Benefits Manager for a final decision.
- 3.07 So far, two decisions by the staff assessing applications have been subject to a first stage review by Team Leaders. In both cases, more information was provided at the review and the claims were both paid as a result of this and the original decisions were overturned.
- 3.08 The Housing Benefit Service are working closely with colleagues in Housing and wider across the Council and from partner organisations to identify people who DHP can help as a way of a short term solution in order to reach a sustainable outcome with help and support.
- 3.09 As detailed above, applications have increased, but just under half of those were unsuccessful, this has meant that expenditure of the first quarter of the year is around £46,000 which equates to 8.5% of the overall provision of £544,645.
- 3.10 Many of the changes will take effect over time, for example the Maximum Rent Social Sector restrictions reduce Housing Benefit by an amount each week if a person has a spare room. This will mean that people may try initially to make up the shortfalls by juggling finances, or making lifestyle changes, however, for some this may not be sustainable in the longer term. Others may not be coming forward to make claims at this stage as they are not yet under pressure from landlords due to rent arrears.

4.00 RECOMMENDATIONS

4.01 Members are recommended to note the report.

5.00 FINANCIAL IMPLICATIONS

5.01 There is a total budget available for 2013/14 of £544,645.

5.02 The number of unsuccessful applications has had an effect on the expenditure incurred at this stage. Current expenditure is around £46,000 which equates to 8.5% of the total amount provided for in this year.

5.03 It is expected that this will start to increase steadily over the next couple of months with a more significant increase as we move towards Quarter 3 and Quarter 4 as the impacts of Welfare Reform start to take hold.

6.00 ANTI POVERTY IMPACT

6.01 The Welfare Reform Programme has recognised the need for proactive work and support to try and mitigate, as much as possible, the effects on vulnerable residents in Flintshire. Residents may be affected by changes to Welfare Benefits which are happening at the same time.

6.02 Whilst the numbers of claims for DHP will increase as a result of Welfare Reform, it is important to note that DHP is also available to those who are experiencing financial difficulty in meeting their housing costs who are not directly affected by these changes, but are subject to other significant difficulties in their personal situation.

7.00 ENVIRONMENTAL IMPACT

7.01 None.

8.00 EQUALITIES IMPACT

8.01 None.

9.00 PERSONNEL IMPLICATIONS

9.01 Currently resourced, although the increase in workloads is under constant review to ensure sufficient resources are maintained to meet the demand for the service.

10.00 CONSULTATION REQUIRED

10.01 None.

11.00 CONSULTATION UNDERTAKEN

11.01 None.

12.00 APPENDICES

12.01 None.

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS**

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE**

DATE: **11 JULY 2013**

REPORT BY: **HEAD OF HR AND OD**

SUBJECT: **ATTENDANCE MANAGEMENT PERFORMANCE AND AREAS OF IMPROVEMENT**

1.00 PURPOSE OF REPORT

- 1.01** To analyse the performance of the organisation in relation to management of attendance, as reported in the Council's Performance Report to Cabinet in March 2013, and to set out Corporate Management Team's plan and commitment to achieve improvements in performance.
- 1.02** To identify the measures that are currently being taken, to identify actions that are planned for implementation and to consider further to options to improve attendance levels across the organisation.

2.00 BACKGROUND

- 2.01** The Council's performance on attendance worsened during 2012/13, particularly during quarters 1 and 3. Actions to address the downturn in performance have already been identified and are in the process of being implemented. Further actions to address the low performance are detailed in this report and will form part of specific Action Plans for implementation by service areas.

3.00 CONSIDERATIONS

- 3.01** The Council has an Improvement Target for attendance - CHR/002 - the number of working days/shifts per full time equivalent (FTE) local authority employee lost due to sickness absence. This indicator was reported as having a 'Red' RAG status for performing below the target for the first three quarters of 2012/13. The annual outturn for 2012/13 was 11.03 against a target of 9.8 days.
- 3.02** The Council has evaluated its approach to managing attendance by reviewing its policy and considering the range of interventions available that are proven to be effective in addressing the main causes of absence and reducing levels of sickness absence overall.

3.03 Reports on managing attendance published by organisations such as CIPD (Chartered Institute of Personnel and Development) and APSE (Association for Public Service Excellence) indicate that the most effective measures for managing attendance include:

- a robust attendance management policy which is followed through at every stage by the manager - i.e. return to work interviews, attendance review meetings, through to dismissal where appropriate;
- an effective policy which separates long term and short term absence and defines approaches for managing each;
- offering flexible working patterns;
- the regular review of patterns of absence, e.g. Fridays and Mondays;
- ensuring work related causes of absence such as excessive work demands or poor working conditions are managed and minimised;
- focused interventions such as physiotherapy for certain work related injuries to enable employees to return to work sooner, helping to reduce long term absence or preventing long term absence from occurring in the first place;
- employee incentives such as rewarding 100 per cent attendance throughout the year by giving an additional day of annual leave.
- a strong attendance culture where the significance of excellent attendance to the service, service users and customers and the financial constraints created as a result of absence are firmly emphasised.

3.04 As part of our evaluation of current arrangements, we were able to confirm that the Council's policy includes many of the policy-related features recommended above. Managers are required to conduct return to work interviews following each and every absence, to follow through with an attendance review meeting when employees hit the tolerance triggers, to refer to Occupational Health at the appropriate stage and to act on the advice that is given and to proceed to dismissal if the necessary improvements in attendance are not achieved.

3.05 Other tools include the appropriate and timely use of Risk Assessments, including Stress Risk Assessments, which if used effectively will act as a proactive measure to prevent absences from occurring. In some areas of the Council, 100% attendance is recognised at team and one to one meetings – this practice needs to be implemented consistently across the Council.

3.06 Heads of Service are provided with monthly management information on long and short term absences and patterns of absence which they cascade down to their managers as an additional prompt to take the

necessary actions to manage attendance issues effectively and within appropriate timeframes.

3.07 Nevertheless, recent reviews of cases and practices and current performance levels suggest a number of shortfalls in our approach to attendance management. These include the policy not being followed rigorously and consistently by all managers, a lack of a systematic approach to ensuring appropriate follow up on tolerance triggers and referrals to Occupational Health, managers and supervisors not having the requisite skills to manage attendance issues competently, and an organisational culture where managing attendance has not been addressed as a priority.

3.08 Improvements in managing attendance have been implemented over the last six to nine months, but it is acknowledged that such measures can take some time to have a positive and visible impact on levels of attendance. These are:

- the introduction of a physiotherapy pilot in the Streetscene Service to provide early treatment for injuries / musculoskeletal problems to support employees to remain in the workplace or to promote an earlier return to work;
- the design and introduction of a 'return to work pathway' in Community Services to support the earlier return to work for employees who have been on long term absence and / or to encourage reasonable temporary or longer term adjustments to be made to allow a reintroduction to the workplace sooner;
- the introduction of case conferences between the line manager, the employee (where appropriate), HR and Occupational Health to plan and facilitate a return to work as the earliest opportunity;
- coaching / refresher training of managers and supervisors to improve the quality and rigour of the management of attendance issues starting with key areas where absences are high;
- the inclusion of attendance as a standard item of business on Department Management Team meetings'
- the appropriate and effective use of 'working from home' where this is planned and where the employee is able to undertake meaningful work productively - e.g. where an employee's physical condition post surgery might hinder them attending the workplace, but where they are able to deliver their work objectives from home.

3.09 As referenced above, a physiotherapy pilot has been operating in Streetscene Services since November 2012. Musculoskeletal problems (including back problems) are the major discernable cause of sickness absence in Flintshire County Council. During 2011/2012, musculoskeletal related absence accounted for over 20% of the absence within the Streetscene Service and was the number one

recorded reason for absence.

3.10 It was agreed that a pilot would be undertaken to establish if tangible benefits could be obtained from providing a managed physiotherapy service and if so, what conditions needed to be in place for the provision of physiotherapy to have a positive impact on employees, their well being and their attendance at work.

3.11 The intention was that the information and results obtained during the pilot would be used to inform decisions regarding the future delivery of physiotherapy services within Flintshire County Council across other services.

3.12 The key features of the pilot are:

Direct referral to Pen Y Lon Physiotherapy by line managers when:-

- an employee is absent from work due to a musculoskeletal problem/ injury or
- is likely to go off or
- the employee is at risk of further injury to self or others as a result of a musculoskeletal problem.
- Initial Assessment of employees by Pen Y Lon Physiotherapy followed by a report to line managers and occupational health on condition, recommendations with regard to work and details of proposed treatment
- The provision of up to five physiotherapy sessions where required with update and discharge reports to managers and Occupational Health Physiotherapists and Occupational Health professionals working closely to identify other contributing factors and underlying issues to provide holistic support to managers and employees.

3.13 The pilot has been positively received by managers and employees and early indicators show that interventions are having an impact on helping employees to stay in work and to come back early.

3.14 Since the pilot scheme was launched on 5th November 2012, 23 people have been referred to Pen Y Lon Physiotherapy via their line managers.

3.15 Seven people were discharged with advice following an initial assessment with a Physiotherapist. Those employees who required physiotherapy have received on average of 2 – 3 sessions.

3.16 The average time from referral to initial assessment has been just over 3 days. Waiting time for NHS physiotherapy treatment via General Practitioners is reported to be 3-4 months at present.

3.17 We are in the process of measuring the tangible benefits of the in-house physiotherapy services in terms of identifying reductions in sickness absence and in particular, musculoskeletal type absences. Initial evidence suggests that employees who would have had extended absence whilst waiting for NHS physiotherapy have returned to work much quicker, having received an appointment within 2/3 days of the referral. This has accelerated their return to work significantly. Further evidence of benefits will be available over the coming weeks.

3.18 Measures to improve attendance that are being introduced currently are:

- publishing / reporting attendance rates broken down by service to improve visibility of the 'hot spots' in the organisation and to increase the accountability of all managers in managing attendance as a priority;
- identifying targets for improvement for each service / divisional area;
- reporting performance on attendance on a quarterly basis within every service's Quarterly Performance Report and providing a commentary on the reasons for low performance and corrective actions being taken;
- provision of additional management information as part of the suite of reports to include the organisation's 'Top 50' short term / frequent absences and long term absence as an assurance measure for checking that all cases are being managed in accordance with the policy;
- introducing flexible working across the organisation, enabling employees to meet / balance other personal or family commitments more flexibly, thereby reducing sickness absence for those reasons;
- extending the physiotherapy service to other service areas where there are high levels of musculoskeletal related absence (e.g. in direct care and support type services in Community Services);
- extending the concept of the 'return to work' pathway into other services, particularly where there are significant numbers of long term absence cases;
- effective management of attendance as part of the Probationary Period process for new employees so that sickness absence issues are addressed robustly during the first six months of employment;
- further analysis of the main causes of absence and discouraging the use of the category 'other' on the Council's Sickness forms.

3.19 To support and enable the improvements identified, structured Action Plans will be developed by all services, drilling down to team level as appropriate, to include core elements that will apply to all employees and services, supplemented by additional interventions to address the

particular attendance issues and causes of absence that are pertinent to each service. Managers, Heads of Service and Directors will be accountable for ensuring that the plans are implemented and are monitored and managed on a regular basis to support the step-change required in performance.

- 3.20** On a corporate level, the Corporate Management Team will be responsible for analysing and monitoring trends and levels of performance across the Council.

The Council may consider additional measures to monitor and manage the impact of sickness absence, including the costs. When employees are absent, particularly in front line services, this results in:

- Paying overtime to other employees to cover absence
- Replacing with temporary pool workers or agency workers
- Reduction in performance and productivity
- Reduced customer and service user satisfaction levels and continuity
- Low morale among colleagues who have to take on responsibility for the work of absent employees.

- 3.21** Given the on-going financial pressures for the Council, the need to achieve efficiencies, improve performance and productivity and demonstrate value for money is key. Any improvements in attendance levels, particularly in front line services, will result in savings, or cost avoidance at the very least. The organisation should consider the introduction of specific efficiency targets to underpin the required culture change and to place attendance as a workforce priority.

4.00 RECOMMENDATIONS

That Members note the analysis and support the on-going work to address attendance levels and underlying causes.

5.00 FINANCIAL IMPLICATIONS

- 5.01** The identification of the financial implications / costs on the impact of attendance to be considered in accordance with paragraph 3.21.

6.00 ANTI POVERTY IMPACT

- 6.01** None

7.00 ENVIRONMENTAL IMPACT

- 7.01** None

8.00 EQUALITIES

8.01 Any proposed changes in relation to new employee incentives, or approaches to attendance management, will be assessed from an equality impact perspective.

9.00 PERSONNEL IMPLICATIONS

9.01 No further implications at this stage.

10.00 CONSULTATION REQUIRED

10.01 Further consultation will be required should there be any significant changes to our policy or approach.

11.00 CONSULTATION UNDERTAKEN

11.01 Not applicable at this stage although commitment will be sought from the Trade Unions to support and endorse a more targeted approach for managing attendance.

12.00 APPENDICES

12.01 None

**LOCAL GOVERNMENT (ACCESS) INFORMATION ACT 1985
BACKGROUND DOCUMENTS**

None

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE**

DATE: **THURSDAY, 11 JULY 2013**

REPORT BY: **DIRECTOR OF ENVIRONMENT**

SUBJECT: **ASSET MANAGEMENT AS A FLINTSHIRE FUTURES WORKSTREAM**

1.00 PURPOSE OF REPORT

1.01 To provide an update on the Assets Workstream within the Flintshire Futures Programme.

2.00 BACKGROUND

2.01 The majority of our corporate property portfolio is offices and staff accommodation with County Hall being by far the largest and least efficient. The last condition survey identified that there is a backlog £6million of maintenance required; an update has been commissioned and work is being concluded to finalise this re-survey work.

2.02 The current space allocation is almost 12sqm per desk and as there is mostly a 1:1 desk/person provision this equates to an annual cost of £1280 per desk/person. By modernising the way we work and reducing the space provision to 8sqm per desk this can be reduced to £600 and by reducing the desk provision to 1 desk for 2 people the cost per person could be reduced to £300, over a 76% reduction.

2.03 In addition to this we can reduce the amount of storage space we currently use. In County Hall, 10% of the net internal area is dedicated for storage use (that's almost 10 tennis courts and excludes space within offices for filing etc). This costs £156,000 per year. By implementing Electronic Document Management, dedicated storage space can be reduced to 2% of floor area; in a smaller building this could mean a reduction in running costs of £130,000 each year.

2.04 It's important to reiterate the areas the assets workstream touches on within other workstreams of the Flintshire Futures Programme. For example:-

- Human resources and the development of supportive policies that assist a transition from current to future (agile and mobile working);
- Document management through electronic document scanning, retention and retrieval;

- Development of agile and mobile ways of working through the use of new technologies;
 - Intensification of building use and a cultural change from employees presenteeism to output based management by objectives;
 - An employer of choice;
 - Efficiency savings through the increased utilisation of space leading to an overall reduction in core office requirements;
- 2.05 What we are seeking to do, therefore, is move from a traditional cellular office based approach to one which is highly responsive, flexible and which uses space intensively and is supported through modern technology.
- 2.06 Targets have been set within the workstream and these are set out below:-
- Reduction in floor space from 12m² to 8m² per person, this will continue to reduce further in time;
 - Reduce level of storage from 10% to 2% (this could mean a reduction in running costs of £120k pa or more);
 - Reduce floor space to 50% by 2016;
 - Reduce office costs by 50% by 2016;
 - 95% of the workforce to be mobile or agile workers by 2016;
 - explore a total facilities management solution involving the integration of a number of hard and soft FM functions such as security, CCTV, Maintenance and Repairs, campus management, cleaning and catering;
 - Increase the number of assets offered up on the basis of Community Asset Transfers.

3.00 CONSIDERATIONS

- 3.01 As noted previously County Hall is an expensive building to run and maintain as it is largely cellular and not efficient in its use of space. Officers are currently exploring a number of options in relation to the Mold Campus accommodation which involve do nothing (which is not sustainable) to a major relocation. Clearly agile and mobile working will enable us to reduce our existing footprint and office requirements and in doing so create efficiencies, through reduced running costs. It will also enable significant step change to be undertaken in terms of organisational design and management allowing us to plan our future service models more robustly. This information will support the development and certainty around key aspects of the Medium Term Financial Plan.
- 3.02 As outlined earlier, the organisation should be adopting the key principles of agile and mobile working now. This includes reducing the significant volumes of paper currently being stored in most offices, increasing the utilisation of office space detailed in the report and

working towards these accommodation standards, as well as making more efficient use of our conferencing facilities. The speed of this change needs to be accelerated and a more 'can do' attitude needs to be adopted.

3.03 We are continuing the work to review our current third party lease arrangements with commercial organisations and where it is appropriate and cost effective to do so we are terminating these arrangements at suitable lease break points or termination dates.

3.04 As part of a wider property asset review linked to the Assets Workstream of Flintshire Futures, we will be undertaking a fundamental review of the entire Councils asset base to establish its efficiency, effectiveness, age, location and number. The overall outcome of this workstream will be to identify opportunities for space sharing, reduce duplication and over provision and create efficiencies. We will also, as part of this work, consider alternative and more innovative funding mechanisms which may assist in leveraging in additional capacity and value.

4.00 RECOMMENDATIONS

4.01 That Members note the report.

5.00 FINANCIAL IMPLICATIONS

5.01 Efficiencies will be created through the rationalisation of space and development of New Ways of Working (NWOW) which will feed in and support our MTFP.

6.00 ANTI POVERTY IMPACT

6.01 Not as a direct result of this report.

7.00 ENVIRONMENTAL IMPACT

7.01 Should be positive in terms of reducing energy and hence carbon emissions.

8.00 EQUALITIES IMPACT

8.01 Positive in improving access opportunities for those with disabilities.

9.00 PERSONNEL IMPLICATIONS

9.01 Not as a direct result of this report.

10.00 CONSULTATION REQUIRED

10.01 Key stakeholders and Members is ongoing activity.

11.00 CONSULTATION UNDERTAKEN

11.01 Report to Scrutiny on 11th October 2012.

11.02 Report to Scrutiny on 17th January 2013.

12.00 APPENDICES

12.01 None.

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS**

None included.

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE**

DATE: **11 JULY 2013**

REPORT BY: **MEMBER ENGAGEMENT MANAGER**

SUBJECT: **FORWARD WORK PROGRAMME**

1.00 PURPOSE OF REPORT

1.01 To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee.

2.00 BACKGROUND

2.01 Items feed into a Committee's Forward Work Programme from a number of sources. Members can suggest topics for review by Overview & Scrutiny Committees, members of the public can suggest topics, items can be referred by the Cabinet for consultation purposes, or by County Council, or Directors. Other possible items are identified from the Cabinet Work Programme and the Strategic Assessment of Risks & Challenges.

2.02 In identifying topics for future consideration, it is useful or a 'test of significance' to be applied. This can be achieved by asking a range of questions as follows:

1. Will the review contribute to the Council's priorities and/or objectives?
2. Are there issues of weak or poor performance?
3. How, where and why were the issues identified?
4. Do local communities think the issues are important and is there any evidence of this? Is there evidence of public dissatisfaction?
5. Is there new Government guidance or legislation?
6. Have inspections been carried out?
7. Is this area already the subject of an ongoing review?

3.00 CONSIDERATIONS

3.01 Overview & Scrutiny presents a unique opportunity for Members to determine the Forward Work Programme of the Committees of which they are members. By reviewing and prioritising the forward work programme Members are able to ensure it is member-led and includes the right issues. A copy of the Forward Work Programme is attached at Appendix 1 for Members' consideration which has been updated following the last meeting.

4.00 RECOMMENDATIONS

4.01 That the Committee considers the draft Forward Work Programme attached as Appendix 1 and approve/amend as necessary.

5.00 FINANCIAL IMPLICATIONS

None as a result of this report.

6.00 ANTI POVERTY IMPACT

None as a result of this report.

7.00 ENVIRONMENTAL IMPACT

None as a result of this report.

8.00 EQUALITIES IMPACT

None as a result of this report.

9.00 PERSONNEL IMPLICATIONS

None as a result of this report.

10.00 CONSULTATION REQUIRED

N/A

11.00 CONSULTATION UNDERTAKEN

Publication of this report constitutes consultation.

12.00 APPENDICES

Appendix 1 – Forward Work Programme

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS**

None.

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Corporate Resources Overview & Scrutiny Committee
FORWARD WORK PROGRAMME 2012/13

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DATE	SUBJECT	O&S FOCUS	REPORT FROM
Thursday 12 th September 2013	Workforce as a Flintshire Futures workstream (6 monthly update, as per the resolution of the committee on 17/1/13)	Monitoring and development	H of HR & OD
	Information Commissioner's Office Audit of Data Protection at FCC	Information	D&GM
	Procurement as a Flintshire Futures workstream	Monitoring	HofICT&CS
	Revenue Budget Monitoring 2013/14 Month 3	Monitoring	HF
	Q1 Performance Reporting	Monitoring and development	MEM
	Forward Work Programme	Development and confirmation	MEM
Thursday 10 th October 2013	Customer Services as a Flintshire Futures workstream (6 monthly update, as per the resolution of the committee on 17/1/13)	Monitoring and development	H of ICT&CS
	Revenue Budget Monitoring 2013/14 Month 4	Monitoring	HF
	Forward Work Programme	Development and confirmation	MEM
Thursday 14 th November 2013	Revenue Budget Monitoring 2013/14 Month 5	Monitoring	HF
	Procurement as a Flintshire Futures workstream (6 monthly update, as per the resolution of the committee on 17/1/13)	Monitoring and development	H of ICT&CS
	Forward Work Programme	Development and confirmation	MEM

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Thursday 5 th December- Wednesday 18 th December	The 2014/15 Overview & Scrutiny budget consultation meetings will take place between these two dates. Eight meetings are shown on the schedule of meetings and following consultation during the summer, the meetings which are needed will be organised.		
Thursday 12 th December 2013	Revenue Budget Monitoring 2013/14 Month 6 Q2 Performance reporting Finance as a Flintshire Futures workstream (6 monthly update, as per the resolution of the committee on 17/1/13) Forward Work Programme	Monitoring Monitoring and development Monitoring and development Development and confirmation	HF MEM HF MEM
Thursday 16 th January 2014	Revenue Budget Monitoring 2013/14 Month 7 Assets as a Flintshire Futures workstream (6 monthly update, as per the resolution of the committee on 17/1/13) Forward Work Programme	Monitoring Monitoring and development Development and confirmation	HF HAT MEM

Legend: CE = Chief Executive; HF = Head of Finance; H of HR&OD = Head of Human Resources & Organisational Development; H of ICT&CS = Head of ICT & Customer Service; H of L&DS = Head of Legal & Democratic Services; HAT = Head of Assets & Transportation; MEM = Member Engagement Manager