

Revenue Monitoring Statement Position as at 30th September 2019		Budget 2019-20	Budget to date	Actual to date	Commitment	Q2 Variance to date	Q2 Projected Outturn 2019-20	Projected year end variance 2019-20	Estimated impact on 2020-21 Base Budget	Service Manager	Service Managers Explanation
		£	£	£	£	£	£	£	£		
<b>All Services</b>											
	Pooled funds	-240,000	-120,000	-140,000		-20,000	-280,000	-40,000	0		This variation is due to better than expected returns from the council's investments in external pooled funds.
	BRRS Levy	646,000	323,000	0	0	-323,000	0	-646,000	0		This figure is related to the business rates annual levy payment and is subject to further clarification from WSCC as to whether this will be payable or not given that the council is in a pooling pilot arrangement.
<b>Total All Services</b>		<b>406,000</b>	<b>203,000</b>	<b>-140,000</b>	<b>0</b>	<b>-343,000</b>	<b>-280,000</b>	<b>-686,000</b>	<b>0</b>		
<b>Planning Services</b>											
<b>Development Management</b>											
	Direct Employee Expenses	1,150,100	585,583	574,808	16	-10,759	1,139,300	-10,800	0	Tony Whitty	The underspend is due to vacancies within the section.
Development Management	Fees and Charges	-899,100	-449,732	-615,627	462	-165,433	-1,119,000	-219,900	0	Tony Whitty	Fee income in the first half of 2019/20 has been in excess of the budgeted position, primarily due to a greater number of Major applications than that received in the first quarter of the previous two financial years. The Council is aware of the likely submission of a number of other Major proposals in the further three quarters of 2019/20 and fee income is therefore likely to exceed the budgeted outturn position. However major application submissions are normally higher in the first quarter of any given financial year and therefore the overall outturn against budget will not likely be as great as a straight line variance estimate would suggest.
	Direct Employee Expenses	536,900	274,263	234,488	0	-39,775	497,100	-39,800	0	Tony Whitty	The underspend is due to three full time vacancies within the section plus maternity leave.
South Downs National Park	Reimbursement of Expenditure	-922,400	-461,200	-164,289	0	296,911	-862,600	59,800	0	Tony Whitty	The quarter 4 accrual in 2018-19 for fees from South Downs National Park for provision of the planning service on their behalf, was overstated. In addition Qtr 1 income in 2019-20 is lower than the corresponding period last year. This will impact on the level of income due in 2019-20.
Planning Enforcement	Fees & Charges	-4,400	-2,204	-17,563	0	-15,359	-17,600	-13,200	0	Tony Whitty	Income from reimbursement of costs for two planning appeals, court fees and fees is higher than budgeted
		-138,900	-53,290	11,817	478	65,585	-362,800	-223,900	0		
<b>Planning Policy</b>											
Conservation & Design	Direct Employee Expenses	62,400	31,736	21,644	0	-10,092	52,300	-10,100	0	Toby Ayling	The underspend is due to two full time vacancies within the section. These posts have now been filled.
	Direct Employee Expenses	547,600	278,492	222,694	0	-55,798	491,900	-55,700	0	Toby Ayling	The underspend is due to three full time vacancies within the section.
Planning Policy	Indirect Employee Expenses	9,400	4,706	10,168	0	5,462	17,900	8,500	0	Toby Ayling	This overspend relates to advertising for two full time Planning Officers. The £8,500 to be offset against the saving in employee costs making a net saving of £47,200.
		619,400	314,934	254,506	0	-60,428	562,100	-57,300	0		
<b>Total Planning Services</b>		<b>480,500</b>	<b>261,644</b>	<b>266,323</b>	<b>478</b>	<b>5,157</b>	<b>199,300</b>	<b>-281,200</b>	<b>0</b>		

## Community Services and Culture

### Culture

Tourism Support	Grants and Subscriptions	50,000	25,000	0	0	-25,000	0	-50,000	0	Sarah Peyman	The funding for Visit Chichester previously ran from 1st March to 28th February. To bring in line with the financial year, 13 months worth was paid in 18-19. As such the next payment is due 1st April 2020.
		50,000	25,000	0	0	-25,000	0	-50,000	0		

### Communities

Voluntary Sector	Grants and Contributions to Outside Orgs	178,100	89,100	101,625	0	12,541	148,200	-29,900	0	David Hyland	A grant payment to a voluntary organisation was duplicated in 2018-19. This error was identified and reversed in 2019-20, and as a result the reversal will neutralise the impact of the 2019-20 grant payment, giving an underspend of £29,900 in 2019-20.
CCTV	Communications and Computing	77,800	77,800	2,244	0	-75,556	64,800	-13,000	0	Pam Bushby	The CCTV monitoring contract is currently underspending on a recurring basis of approximately £13,000 against the base budget. This contract is due to be renewed in 2020-21, and it is currently considered that the full budget may be required.
	Reimbursement of Expenditure	-15,000	-3,750	-15,000	0	-11,250	-10,000	5,000	5,000	Pam Bushby	A reduction of income as one the partners of the scheme is no longer participating and therefore no longer making an annual contribution
		240,900	163,150	88,869	0	-74,265	203,000	-37,900	5,000		
<b>Total Community Services and Culture</b>		<b>290,900</b>	<b>188,150</b>	<b>88,869</b>	<b>0</b>	<b>-99,265</b>	<b>203,000</b>	<b>-87,900</b>	<b>5,000</b>		

## Growth, Place and Regeneration

### Property and Growth

Estates Team	Direct Employee Expenses	434,700	220,830	176,807	-	-44,023	367,000	-67,700	0	Victoria McKay	Underspend is due to vacant post in the team in Q1 and most of Q2. Valuation and Estates Manager post previously vacant and now filled.
	Customer and Client Receipts Estates: St. James with NRS	-209,000	-106,194	-118,552	-	-12,358	-221,000	-12,000	0	Victoria McKay	Back rent was due following completion of rent reviews - so will be reflected at year end.
	Customer and Client Receipts Plot 12 Terminus Road	-	-	-18,190	-	-18,190	-21,300	-21,300	-21,300	Victoria McKay	There are parking agreements in place for tenants. The leases for which will expire in August 2023.
Building Services	Direct Employee Expenses	193,600	98,578	66,184	-	-32,394	124,400	-69,200	0	Victoria McKay	One vacant post in the team is not yet filled - anticipating this will continue through Q3. Current Trainee Building Surveyor not yet at maximum grade as training not completed. Training to be funded from salary underspend at £9,000 in total across 2019/20 and 2020/21. Building Services Manager post to remain 1.00 FTE for succession planning.
Economic Development	Direct Employee Expenses	241,300	122,708	105,624	-	-17,084	216,500	-24,800	0	Victoria McKay	Underspend is due to vacancies in the team in Q1 and part Q2. Vacant posts now filled.
		660,600	335,922	211,873	0	-124,049	465,600	-195,000	-21,300		

**Place**

	Energy Costs	68,800	68,800	0	0	-68,800	53,800	-15,000	-15,000	Tania Murphy	All surface car parks now have solar powered machines, and the lighting at the multi storey car park has been upgraded with a more power efficient system. Potential therefore for a budget saving, although not totally clear at this stage the level of saving. Will continue to monitor through 2019-20, and amend 2020-21 budget accordingly.
Car Parks	Income	-5,668,700	-2,834,350	-2,806,668		-27,682	-5,519,800	148,900	0	Tania Murphy	Quarter 2 assessment and calculations of parking income suggest that there will be a shortfall of £148,900 at year end based on the figures for the first half of the year. The uncertainty around Brexit, increasing home working and changing shopping habits are all factors which are considered to have had an impact on parking income. Car park income is affected by seasonal variations related to weather, peak shopping times and events. The existing charges will remain in place until 31st March 2020, with a review of charges currently being undertaken to determine the tariffs which are applicable from 1st April 2020. The Parking Services Team continue to monitor transactions and income to assist with the final setting of parking tariffs across the district. The parking income budget was reduced during 2018/19 for the 2019/20 period to reflect the change to circumstances.

	-5,599,900	-2,765,550	-2,806,668	0	-96,482	-5,466,000	133,900	-15,000
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<b>Total Growth, Place and Regeneration</b>	<b>-4,939,300</b>	<b>-2,429,628</b>	<b>-2,594,795</b>	<b>0</b>	<b>-220,531</b>	<b>-5,000,400</b>	<b>-61,100</b>	<b>-36,300</b>
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**Housing, Communications, Licensing and Events**

**Communication & Events**

Street trading Licensing	Customer and Client Receipts	-52,200	-26,110	-5,042	-	21,068	-30,700	21,500	0	Laurence Foord	£15,000 of 2019-20 receipts in advance were collected in 2018-19 and not adjusted for at year end, the result of which will show a reduction in street trading income in 2019-20. In addition actual income collected for 2019-20 will fall short of the targeted budget by £6,500, because fewer bespoke markets are being held in chichester. To address this shortfall, task and finishing groups have been hosted, and reports have been presented to the senior leadership team, on the potential future delivery models for markets.
Licensing	Direct Employee Expenses	119,400	60,789	47,250	-	-13,539	97,800	-21,600	0	Laurence Foord	Due to maternity leave and a vacant post included in the base budget for 19/20 there is a current underspend. The maternity leave has now finished and the vacant post will be filled in 20/21.
Taxi Licensing	Customer and Client Receipts	-85,400	-42,720	-76,207	-	-33,487	-152,300	-66,900	-10,000	Laurence Foord	We have seen and continue to see a significant increase in the number of applications for private hire licenses – both drivers and vehicles. As such income has increased. There are plans in place to appoint an additional member of staff to deal with the extra work required.

	-18,200	-8,041	-33,999	0	-25,958	-85,200	-67,000	-10,000
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<b>Total Housing, Communications, Licensing and Events</b>	<b>-18,200</b>	<b>-8,041</b>	<b>-33,999</b>	<b>0</b>	<b>-25,958</b>	<b>-85,200</b>	<b>-67,000</b>	<b>-10,000</b>
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## Environment Services and Chichester Contract Services

### Environmental Protection

Environmental Protection Act	Fees and Charges	-76,800	-38,416	-55,512	0	-17,096	-110,100	-33,300	-23,200	Alison Stevens	Level of income has increased due to a different business model and additional enforcement days, resulting in more Fixed Penalty Notices being issued. Anticipate that the income will be higher than budgeted.
Building Regulations: Chargeable	Fees and Charges	-415,500	-207,832	-203,204	0	4,628	-389,800	25,700	0	Alison Stevens	The number of applications have increased for quarter 2 compared to last year and income is expected to follow the same trend. However our systems do not identify the value of applications, which may affect overall income. Income is mainly affected by the housing market, there is great uncertainty of the national economy and it is likely housing will remain subdued at least until Brexit is dealt with. The £25,700 shortfall in income for Qtr 2 is an improvement on the reported Qtr 1 forecast shortfall of £86,000.
		-492,300	-246,248	-258,716	0	-12,468	-499,900	-7,600	-23,200		

### Contract Services

Domestic Waste	Staffing	1,781,500	907,807	964,410	1,865	58,468	1,861,500	80,000	55,000	Kevin Carter	This budget has in recent years been overspent on a recurring basis. These overspends were in the main funded from additional income generated by the services provided by Chichester Contract Services. Both staffing and income budgets will be adjusted to reflect this as part of the 2020-21 budget setting process, leaving an unfunded element estimated at some £55,000.
	Transport Costs	497,100	225,432	362,000		136,568	534,100	37,000	0	Kevin Carter	The majority of the CCS fleet is now over 7 years old and maintenance costs are increasing more year on year. The fleet replacement programme starts in 2021.
	Recycling Credits	-769,000	-384,500	-204,848		179,652	-731,800	37,200	769,000	Kevin Carter	It is anticipated that WSSC will withdraw recycling credits from April 2020
Green Waste	Fees and Charges	-834,900	-417,614	-829,672		-412,058	-859,900	-25,000	0	Kevin Carter	Anticipated surplus will be circa £25k although it has been recognised there are additional costs associated with the year on year increase in garden waste subscriptions
		674,700	331,125	291,890	1,865	-37,370	803,900	129,200	824,000		

### Total Environment Services and Chichester Contract Services

182,400	84,877	33,174	1,865	-49,838	304,000	121,600	800,800
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## Finance, Corporate Services and Revenues and Benefits

### Legal and Democratic Services

Democratic Representation and Management	Members Allowance	332,100	166,118	129,617	200	-36,301	256,600	-75,500	0	Nicholas Bennett	In the last local election the boundary's changed, and as a result the number of members dropped from 47 to 36. This has led to a fall in the amount of allowances paid out. In September an independent remuneration panel is meeting to discuss all allowances that the members receive. The likelihood is that due to the increase in size of the wards that the allowances will increase, however there should still be a saving as there are still less members than before.
Support Service - Legal Services	Direct Employee Expenses	350,100	177,750	223,652		45,902	384,200	34,100	0	Nicholas Bennett	Due to a long-term absence, agency staff have been employed to cover a solicitor role. A delay in an anticipated phased retirement is also impacting on the current staffing budgets. These issues will be resolved in 2020-21.
		682,200	343,868	353,269	200	9,601	640,800	-41,400	0		

**Business Support**

Human Resources and Payroll	Professional Services	8,400	4,204	6,088	7,715	9,599	33,400	25,000	25,000	Joe Mildred	This budget which is primarily used for corporate expenditure such as Experian, Health Management for staff, and staff eye checks is consistently overspent and not high enough for the volume of expenditure. Continue monitoring and consider proposing an increase to the budget in 2020-21 onwards.
Information Technology	Customer and Client Receipts	-3,000	-1,504	-23,287	-	-21,783	-13,000	-10,000	0	Joe Mildred	Due to payments from PPP Taking Care Ltd for 'fixed fees for TSA between CDC and PPP'. This is down to telecoms charges and staff time provided by CDC. At the time of setting the 2019-20 budget this income was not anticipated so not budgeted for.
Information Technology	Direct Employee Expenses	861,400	439,222	450,121	-	10,899	852,400	-9,000	0	Joe Mildred	Due to temporary working patterns within the team.
		866,800	441,922	432,922	7,715	-1,285	872,800	6,000	25,000		

**Financial Services**

Statutory External Audit	Professional Services	53,100	26,560	9,451	28,350	11,241	37,800	-15,300	0	Helen Belenger	An anticipated underspend of £15,300 against the approved budget is expected as a result of the agreed lower external audit fees of £37,799 for 2019-20, which are in accordance with the contract agreed with the Public Sector Audit Appointments (PSAA) who conducted the procurement exercise for this service on behalf of the Council.
Net Op Exp Adj	Interest Payable	0	0	16,871	0	16,871	18,000	18,000	0	Helen Belenger	Error in VAT treatment by estates re; Land at Eastgate. Voluntary disclosure made and interest charged by HMRC.
		53,100	26,560	26,322	28,350	28,112	55,800	2,700	0		

**Revenues and Benefits**

	Rent Allowances	683,800	342,036	766,030	0	423,994	592,800	-91,000	-145,500	Kerry Standing	The 2019-20 budgeted expenditure included an assumed reduction based on the transfer of a percentage of working age claims to Universal Credit. In the first six months of the current financial year actual expenditure has reduced more sharply than anticipated. To forecast the level of subsidy received an average of the last 3 years subsidy percentages has been used.  The net effect of this against base budgets is estimated to be a net increase in income of £91,000 if current expenditure levels continue. This will continue to be monitored.
	Bad debt Provision	195,800	97,900	0		-97,900	219,000	23,200	0	Kerry Standing	The bad debt provision has had to be increased to account for additional write off amounts. These amounts are forecast to continue through 2019/20 and as such the bad debt provision has had to be increased.
Housing Benefits	Recovery of Overpayments	-1,383,600	-691,800	-280,567	0	-411,233	-1,059,600	324,000	400,000	Kerry Standing	The level of identified HB overpayments prior to 2018-19 had been significantly higher due to a number of DWP initiatives, the impact of which saw a significant downturn in the previous financial year. In addition, the introduction new working practices to prevent overpayments from increasing further, resulted in a reduction of identified overpayments against the base budget forecast by some £500k in 2018-19. This has been ongoing through 2019-20, and the impact of this change was not apparent at the time of setting the 2019-20 base budget. Current projections at Q2 predict an estimated loss of £324,000 in 2019-20, and £400,000 in 2020-21.  A number of steps are being putting in place to improve Debt Recovery and maximise income for the Council from 2020-21. At this stage in the year we will continue to monitor expenditure closely with the Finance Team.

Rent Rebates                      57,600              28,810              -312,558              0              341,368              72,600              15,000              17,400      Kerry Standing

Bed and Breakfast accommodation has increased significantly in the last couple of years, and does not attract a 100% subsidy rebate from the DWP. Based on quarter 1 level of expenditure and 18-19 percentage of subsidy rebate, it is anticipated that there will be an overall increase in cost of £15,000 in 19-20.

	-446,400	-223,054	172,905	0	256,229	-175,200	271,200	271,900
<b>Total Finance, Corporate Services and Revenues and Benefits</b>	<b>1,155,700</b>	<b>589,296</b>	<b>985,418</b>	<b>36,265</b>	<b>292,657</b>	<b>1,394,200</b>	<b>238,500</b>	<b>296,900</b>
<b>Grand Total</b>	<b>-2,442,000</b>	<b>-1,110,702</b>	<b>-1,395,011</b>	<b>38,608</b>	<b>-440,779</b>	<b>-3,265,100</b>	<b>-823,100</b>	<b>1,056,400</b>