

# MONTHLY PERFORMANCE REPORT

## February 2016

### Contents







<b>Section 1</b> Pages 1-3	<b>2015-16 Exceptions – Current Month’s Performance</b>  Current Month’s performance information for indicators rated Red or Amber
<b>Section 2</b> Pages 4-7	<b>2015-16 Corporate Performance Indicators</b>  Performance Information for all Corporate Priority Indicators
<b>Section 3</b> Pages 8-14	<b>Detail of Indicators Rated Red or Amber</b>  Performance detail for indicators rated Red or Amber
<b>Section 4</b> Pages 15-42	<b>Budget Management Statements</b>  Budget monitor and forecast by Portfolio
<b>Section 5</b> Pages 43-58	<b>Capital Expenditure</b>  Summary of Capital Expenditure

Version: **V1.0**

Published by the Policy & Partnerships Team

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## Key to Columns and symbols used in report

Column Heading	Description
Minimise, Maximise or Goldilocks	Indicates whether a higher or lower number is better: Minimise = lower is better, maximise = higher is better, Goldilocks = just right (neither too high or too low)
Latest Month	The latest month for which performance information is available
Month's Value	Performance to date for the latest month
Month's Target	Target to date for the latest month
Annual Target 2014/15	Annual target for 2015/16
<u>Outcome</u>	<p>Symbol based on a traffic light system; Red, Amber, Green indicating whether an indicator's performance has achieved the annual target. Symbols used and their meaning are:</p> <p> = at risk of missing target</p> <p> = some slippage against target, but still expected to meet year-end target (31/03/2016)</p> <p> = on course to achieve target</p>
Comment	Commentary for indicators not on track providing reasons for low performance and identifying initiatives planned to bring performance back on track
Better or worse than last year	<p>Symbol indicating whether performance for the Latest Month is better or worse than the same month in the previous year. Symbols and their meanings are:</p> <p> = Latest Month's performance is <b>better</b> than the same month last year</p> <p> = Latest Month's performance is <b>worse</b> than the same month last year</p> <p> = Data not available for current or previous year</p>

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# Section 1: 2015-2016 Exceptions - Current Month Performance





Comments on Indicators rated Red or Amber

Generated on: 24 March 2016 16:48





**Expected Outcome** At risk of missing target  
**Responsible OUs** People

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2015/16	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
CP 1.3	The percentage of children reported to the police as having run away that receive an independent return to home interview [Cumulative]	Aim to Maximise	February 2016	65.53%	85%	85%			<p>From the 1st April 2015 to 29st February 2016, 153 children have gone missing on 412 occasions. There have been 270 successful return to home interviews (RHI).</p> <p>There are currently 70 RHI outstanding which relate to 28 children, 8 of which are Southend LAC placed out of borough. Of the 70 outstanding, 30 are assigned to Southend Social Workers and 40 are assigned to Street's Ahead.</p> <p>There have been 30 children, with 72 missing episodes, where the RHI was not successful; either the child was not seen (12 occasions), the child refused the visit (25 occasions), or the visit was unable to take place (35 occasions, 14 of which relate to children who are in prison or who moved out of borough). 16/67 relate to those carried out by Essex social Care for Essex LAC placed in Southend, and 7/67 were assigned to Southend social workers for Southend LAC placed out of borough.</p>	People Scrutiny
CP 3.1	Proportion of older people 65 and over who were still at home 91 days after discharge from hospital to rehab/rehab [Rolling Quarter]	Aim to Maximise	February 2016	82%	86%	86%			<p>For the period September – November which is reported 3 months later in February 2016, 107 people started reablement, of which 88 were at home 91 days later, which is 82.2%. Year to date 323 people have started reablement of which 265 were at home 91 days later, which is 82.0%."</p>	People Scrutiny

**Expected Outcome** At risk of missing target  
**Responsible OUs** Place



MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2015/16	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
CP 1.1	Score against 10 BCS crimes; Theft of vehicle, theft from vehicle, vehicle interference, domestic burglary, theft of cycle, theft from person, criminal damage, common assault, woundings, robbery. [Cumulative]	Aim to Minimise	February 2016	7705	6754	7389			Southend Community Safety Partnership continues to monitor closely the current performance on crime figures. The majority of the increase in reported crime is within the category 'violence without injury' – typically common assault, harassment and threat offences. A large proportion of these offences have been reported following domestic abuse incidents, which is encouraging as we know that this is traditionally a crime type that is under-reported. Also within this crime category is a change in national crime recording rules which means that Malicious Communications is now recorded as a crime. The CSP has commissioned a detailed crime strategic intelligence assessment for the Borough, which should provide a broader picture and assist in addressing the priorities for crime and disorder over the coming year.	Policy & Resources Scrutiny

**Expected Outcome** Some slippage against target  
**Responsible OUs** Corporate Services



MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2015/16	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
CP 4.3	% of Council Tax for 2015/16 collected in year [Cumulative]	Aim to Maximise	February 2016	92.20%	92.40%	97.00%			Council Tax collection is currently 0.2% down against the end of February target. Collection of the remaining sum to at least meet the year-end target is progressing well and at the 23rd March the collection rate is now 96.9% against the year-end target of 97%.	Policy & Resources Scrutiny
CP 4.4	% of Non-Domestic Rates for 2015/16 collected in year [Cumulative]	Aim to Maximise	February 2016	91.80%	93.00%	97.60%			Business Rates collection is currently 1.2% down against the end of February target. A number of ratepayers now pay over 12 instalments and a review of expected instalments to end of year indicates that the targeted amount is still achievable. A number	Policy & Resources Scrutiny

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2015/16	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
									of large refunds have also been issued which is unfortunately affecting the current lower collection rate. In the meantime, extra recovery runs have also been scheduled to try and increase collection before the year end. The latest position at the 23rd March is that the collection rate is 97.2% against the year-end target of 97.6%.	

**Expected Outcome** Some slippage against target  
**Responsible OUs** Place

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2015/16	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
CP 2.3	Percentage of household waste sent for reuse, recycling and composting [Cumulative]	Aim to Maximise	February 2016	Not currently available	54.00%	54.00%			Work on-going with Veolia to validate data for both waste collection and waste disposal following changes to the waste contract and residual waste treatment at the MBT facility since October.	Place Scrutiny

**Expected Outcome** Some slippage against target  
**Responsible OUs** Public Health

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2015/16	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
CP 3.5	Number of people successfully completing 4 week stop smoking course [Cumulative]	Aim to Maximise	February 2016	947	1,150	1,300			Final quit data for February is unlikely to be available until the end of April 2016. Department of Health guidelines state that successful quits can be registered up to 42 days after a quit date is set.  A recovery plan has been put in place to deliver the required final target. This plan includes an audit of the performance of all primary care stop smoking providers, which is currently underway. A local media and marketing campaign to increase recruitment of quitters commenced in January 2016 and is continuing to run. As at 16th March, confirmed quits - 947.	People Scrutiny

## Section 2: 2015-2016 Corporate Performance Indicators

Information for all 2013-2014 Corporate Priority Indicators

Generated on: 24 March 2016 16:48



**Performance Data Expected Outcome: At risk of missing target 3 On course to achieve target 21 Some slippage against target 4**

**Priority** • Create a safe environment across the town for residents, workers and visitors. • Work with Essex Police and other partners to tackle crime.  
• Look after and safeguard our children and vulnerable adults.

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2015/16	Expected Outcome	Better or worse than last year	Managed By	Scrutiny Committee
CP 1.1	Score against 10 BCS crimes; Theft of vehicle, theft from vehicle, vehicle interference, domestic burglary, theft of cycle, theft from person, criminal damage, common assault, woundings, robbery. [Cumulative]	Aim to Minimise	February 2016	7705	6754	7389			Dipti Patel	Policy & Resources Scrutiny
CP 1.2	Adults in contact with secondary mental health services who are in stable accommodation (ASCOF 1H) [Year to date Snapshot]	Aim to Maximise	February 2016	68.3%	66%	66%			Sharon Houlden	People Scrutiny
CP 1.3	The percentage of children reported to the police as having run away that receive an independent return to home interview [Cumulative]	Aim to Maximise	February 2016	65.53%	85%	85%			John O'Loughlin	People Scrutiny
CP 1.4	Rate of children subject to a Child Protection Plan per 10,000 (not including temps) [Monthly Snapshot]	Goldilocks	February 2016	46.1	37.8-45.2	37.8-45.2			John O'Loughlin	People Scrutiny
CP 1.5	Rate of Looked After Children per 10,000 [Monthly Snapshot]	Goldilocks	February 2016	66.5	54.4-65	54.4-65			John O'Loughlin	People Scrutiny



















**Priority** • Promote the use of green technology and initiatives to benefit the local economy and environment. • Encourage and enforce high standards of environmental stewardship.

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2015/16	Expected Outcome	Better or worse than last year	Managed By	Scrutiny Committee
CP 2.1	Number of reported missed collections per 100,000 [Monthly Snapshot]	Aim to Minimise	February 2016	32	45	45			Dipti Patel	Place Scrutiny
CP 2.2	% acceptable standard of cleanliness: litter [Cumulative]	Aim to Maximise	February 2016	97%	90%	90%			Dipti Patel	Place Scrutiny
CP 2.3	Percentage of household waste sent for reuse, recycling and composting [Cumulative]	Aim to Maximise	February 2016	Not currently available	54.00%	54.00%			Dipti Patel	Place Scrutiny

**Priority** • Promote healthy and active lifestyles for all. • Work with the public and private rented sectors to provide good quality housing. • Enable the planning and development of quality, affordable housing.



MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2015/16	Expected Outcome	Better or worse than last year	Managed By	Scrutiny Committee
CP 3.1	Proportion of older people 65 and over who were still at home 91 days after discharge from hospital to rehab/rehab [Rolling Quarter]	Aim to Maximise	February 2016	82%	86%	86%			Sharon Houlden	People Scrutiny
CP 3.2	Delayed transfers of care from hospital (social care) [Cumulative]	Aim to Minimise	February 2016	15	22	24			Sharon Houlden	People Scrutiny
CP 3.3	Number of attendances at council run or affiliated arts and sports events and facilities [Cumulative]	Aim to Maximise	February 2016	3,420,495	3,143,250	3,429,000			Nick Harris	Place Scrutiny
CP 3.4	Public Health Responsibility Deal [Cumulative]	Aim to Maximise	February 2016	43	36	40			James Williams	People Scrutiny
CP 3.5	Number of people successfully completing 4 week stop smoking course [Cumulative]	Aim to Maximise	February 2016	947	1,150	1,300			Liesel Park	People Scrutiny
CP 3.6	Take up of the NHS Health Check programme - by those eligible [Cumulative]	Aim to Maximise	February 2016	6,260	5,050	5,673			Margaret Gray	People Scrutiny
CP 3.7	Number of new affordable homes acquired [Cumulative]	Aim to Maximise	February 2016	27	27	45-72			Sharon Houlden	People Scrutiny

**Priority** • Ensure residents have access to high quality education to enable them to be lifelong learners and have fulfilling employment. • Improve the life chances of our residents, especially our vulnerable children & adults, by working to reduce inequalities and social deprivation across our communities. • Ensure the town is 'open for businesses' and that new, developing and existing enterprise is nurtured and support. • Ensure continued regeneration of the town through a culture led agenda.

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2015/16	Expected Outcome	Better or worse than last year	Managed By	Scrutiny Committee
CP 4.1	Proportion of appropriate people using social care who receive direct payments [monthly snapshot]	Aim to Maximise	February 2016	29.3%	21%	21%			Sharon Houlden	People Scrutiny
CP 4.2	Proportion of adults with learning disabilities in paid employment [Monthly Snapshot]	Aim to Maximise	February 2016	10.1%	10%	10%			Sharon Houlden	People Scrutiny
CP 4.3	% of Council Tax for 2015/16 collected in year [Cumulative]	Aim to Maximise	February 2016	92.20%	92.40%	97.00%			Joe Chesterton	Policy & Resources Scrutiny
CP 4.4	% of Non-Domestic Rates for 2015/16 collected in year [Cumulative]	Aim to Maximise	February 2016	91.80%	93.00%	97.60%			Joe Chesterton	Policy & Resources Scrutiny
CP 4.5	Major planning applications determined in 13 weeks [Cumulative]	Aim to Maximise	February 2016	90.69%	79.00%	79.00%			Peter Geraghty	Place Scrutiny
CP 4.6	Minor planning applications determined in 8 weeks [Cumulative]	Aim to Maximise	February 2016	90.30%	84.00%	84.00%			Peter Geraghty	Place Scrutiny
CP 4.7	Other planning applications determined in 8 weeks [Cumulative]	Aim to Maximise	February 2016	95.23%	90.00%	90.00%			Peter Geraghty	Place Scrutiny
CP 4.8	Current Rent Arrears as % of rent due [Monthly Snapshot]	Aim to Minimise	February 2016	1.36%	1.77%	1.77%			Sharon Houlden	Policy and Resources Scrutiny
CP 4.9	The % of children in good or outstanding Schools [Monthly Snapshot]	Aim to Maximise	February 2016	83.08%	75%	75%			Brin Martin	People Scrutiny



**Priority** • Work with & listen to our communities & partners to achieve better outcomes for all • Enable communities to be self-sufficient & foster pride in the town • Promote & lead an entrepreneurial, creative & innovative approach to the development of our town

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2015/16	Expected Outcome	Better or worse than last year	Managed By	Scrutiny Committee
CP 5.1	Number of volunteers hours delivered within cultural services [Cumulative]	Aim to Maximise	February 2016	17,057.5	11,500	12,000			Nick Harris	Place Scrutiny
CP 5.2	Govmetric Measurement of Satisfaction (3 Channels - Phones, Face 2 Face & Web) [Cumulative]	Aim to Maximise	February 2016	92.28%	80.00%	80.00%			Nick Corrigan	Policy & Resources Scrutiny
CP 5.3	Number of payments made online [Cumulative]	Aim to Maximise	February 2016	53,806	45,826	50,000			Joanna Ruffle	Policy & Resources Scrutiny
CP 5.4	Working days lost per FTE due to sickness - excluding school staff [Cumulative]	Aim to Minimise	February 2016	6.34	6.47	7.20			Joanna Ruffle	Policy & Resources Scrutiny

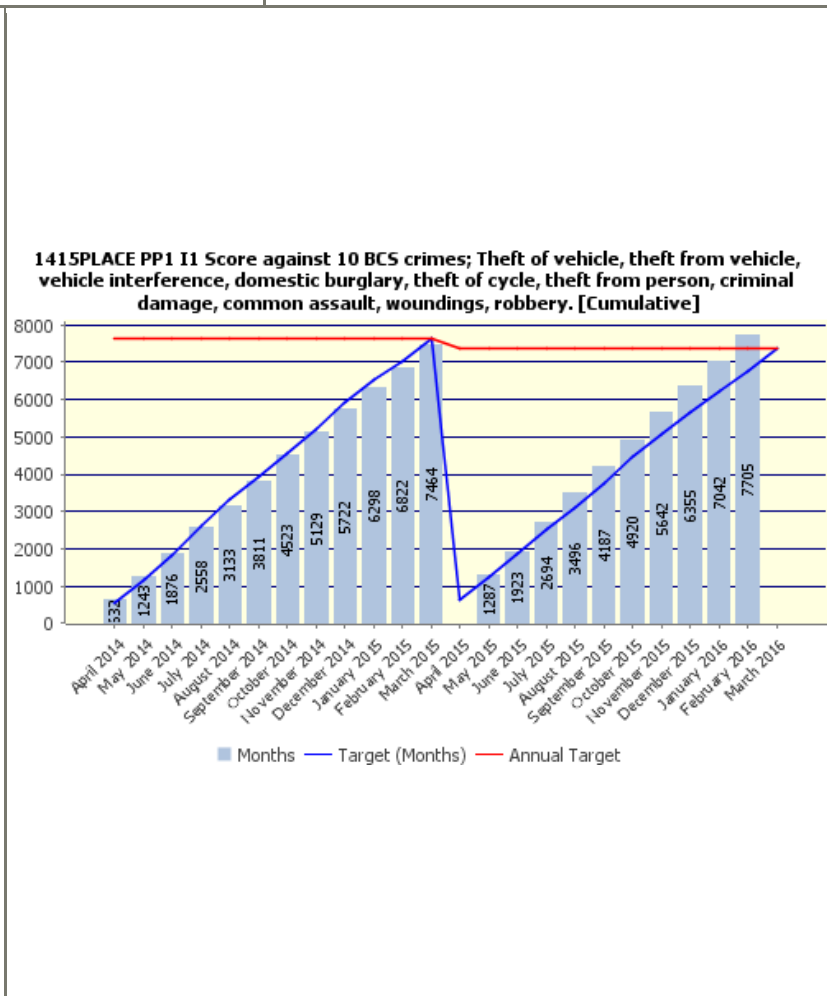
### Section 3: Detail of indicators rated Red or Amber

**Priority** • Create a safe environment across the town for residents, workers and visitors. • Work with Essex Police and other partners to tackle crime. • Look after and safeguard our children and vulnerable adults.


Expected Outcome: At risk of missing target 2

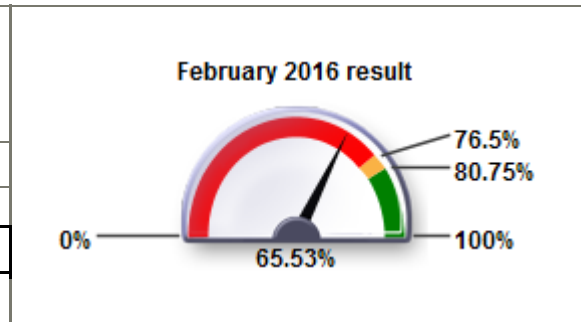
CP 1.1	<b>Score against 10 BCS crimes; Theft of vehicle, theft from vehicle, vehicle interference, domestic burglary, theft of cycle, theft from person, criminal damage, common assault, woundings, robbery. [Cumulative]</b>		
<b>Expected Outcome</b>		<b>Format</b>	Aim to Minimise
<b>Managed By</b>	<b>Dipti Patel</b>		
<b>Year Introduced</b>	2007		

Date Range 1		
	Value	Target
April 2014	632	570
May 2014	1243	1149
June 2014	1876	1821
July 2014	2558	2602
August 2014	3133	3301
September 2014	3811	3942
October 2014	4523	4552
November 2014	5129	5201
December 2014	5722	5926
January 2015	6298	6531
February 2015	6822	7006
March 2015	7464	7629
April 2015	N/A	626
May 2015	1287	1231
June 2015	1923	1857
July 2015	2694	2532
August 2015	3496	3102
September 2015	4187	3773
October 2015	4920	4478
November 2015	5642	5078
December 2015	6355	5665
January 2016	7042	6235
February 2016	7705	6754
March 2016		7389

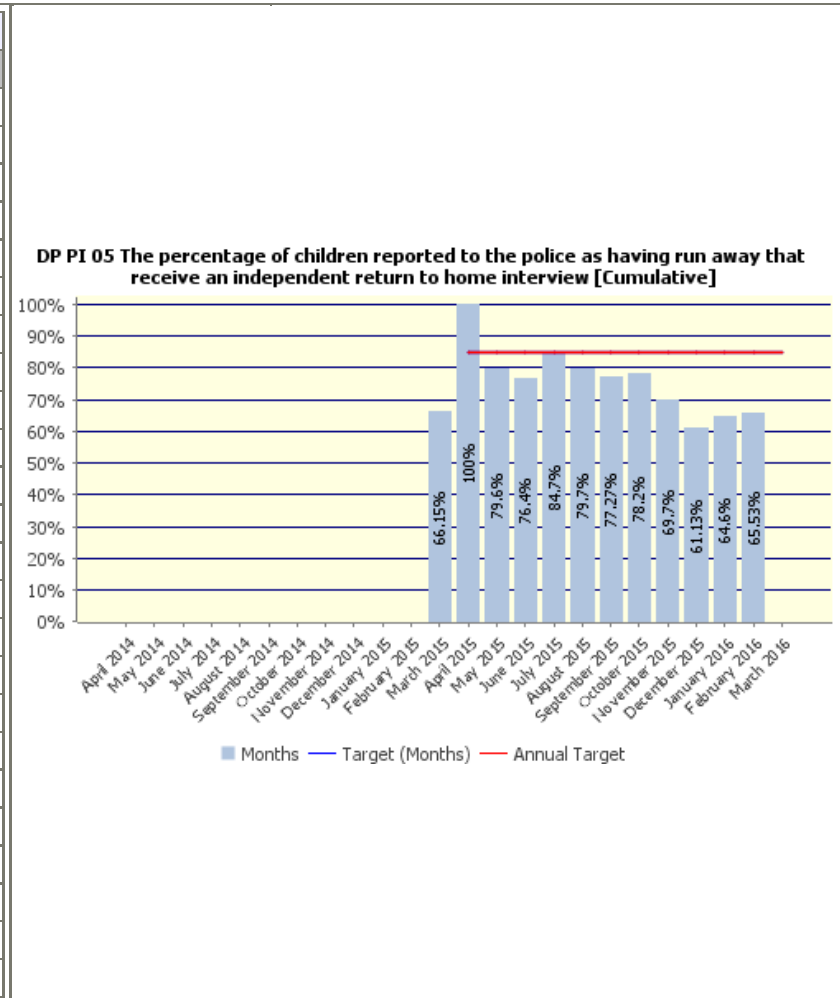


Southend Community Safety Partnership continues to monitor closely the current performance on crime figures. The majority of the increase in reported crime is within the category ‘violence without injury’ – typically common assault, harassment and threat offences. A large proportion of these offences have been reported following domestic abuse incidents, which is encouraging as we know that this is traditionally a crime type that is under-reported. Also within this crime category is a change in national crime recording rules which means that Malicious Communications is now recorded as a crime. The CSP has commissioned a detailed crime strategic intelligence assessment for the Borough, which should provide a broader picture and assist in addressing the priorities for crime and disorder over the coming year.

CP 1.3	<b>The percentage of children reported to the police as having run away that receive an independent return to home interview [Cumulative]</b>		
<b>Expected Outcome</b>		<b>Format</b>	Aim to Maximise
<b>Managed By</b>	<b>John O'Loughlin</b>		
<b>Year Introduced</b>	2013		




Date Range 1		
	Value	Target
April 2014		
May 2014		
June 2014		
July 2014		
August 2014		
September 2014		
October 2014		
November 2014		
December 2014		
January 2015		
February 2015		
March 2015	66.15%	
April 2015	100%	85%
May 2015	79.6%	85%
June 2015	76.4%	85%
July 2015	84.7%	85%
August 2015	79.7%	85%
September 2015	77.27%	85%
October 2015	78.2%	85%
November 2015	69.7%	85%
December 2015	61.13%	85%
January 2016	64.6%	85%
February 2016	65.53%	85%
March 2016		85%



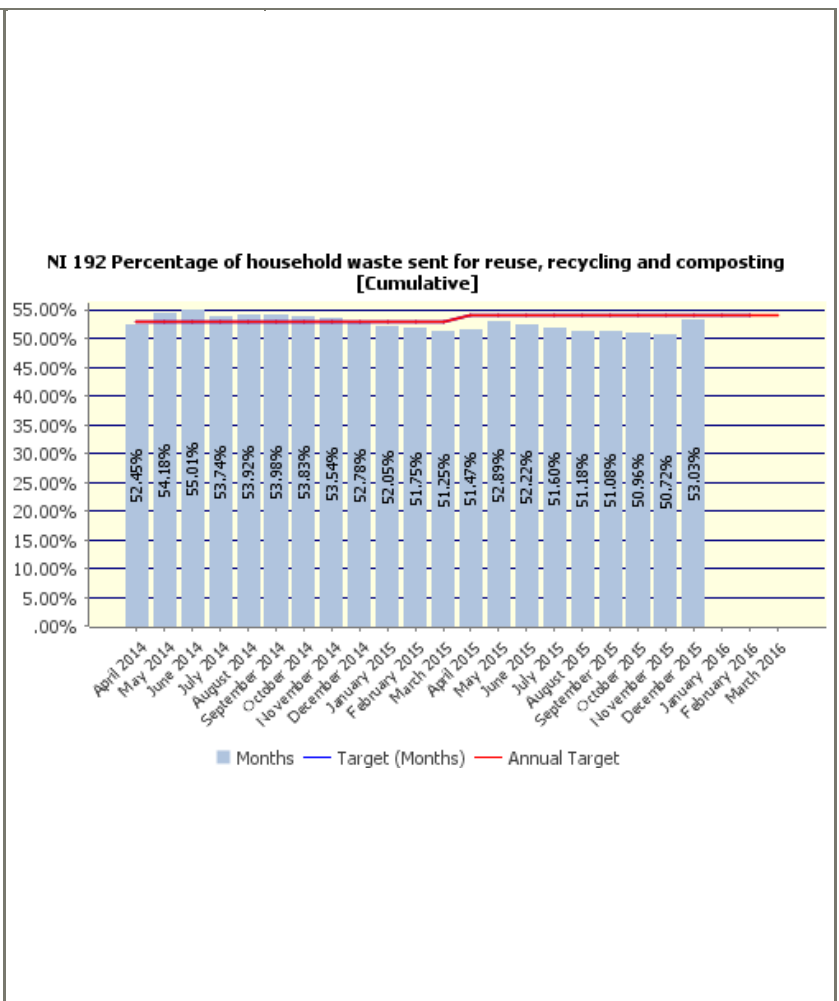
From the 1st April 2015 to 29st February 2016, 153 children have gone missing on 412 occasions. There have been 270 successful return to home interviews (RHI). There are currently 70 RHI outstanding which relate to 28 children, 8 of which are Southend LAC placed out of borough. Of the 70 outstanding, 30 are assigned to Southend Social Workers and 40 are assigned to Street's Ahead. There have been 30 children, with 72 missing episodes, where the RHI was not successful; either the child was not seen (12 occasions), the child refused the visit (25 occasions), or the visit was unable to take place (35 occasions, 14 of which relate to children who are in prison or who moved out of borough). 16/67 relate to those carried out by Essex social Care for Essex LAC placed in Southend, and 7/67 were assigned to Southend social workers for Southend LAC placed out of borough.

**Priority** • Promote the use of green technology and initiatives to benefit the local economy and environment. • Encourage and enforce high standards of environmental stewardship.

Expected Outcome: Some slippage against target 1

CP 2.3	<b>Percentage of household waste sent for reuse, recycling and composting [Cumulative]</b>		
<b>Expected Outcome</b>		<b>Format</b>	Aim to Maximise
<b>Managed By</b>	<b>Dipti Patel</b>		
<b>Year Introduced</b>	2008		

Date Range 1		
	Value	Target
April 2014	52.45%	53.00%
May 2014	54.18%	53.00%
June 2014	55.01%	53.00%
July 2014	53.74%	53.00%
August 2014	53.92%	53.00%
September 2014	53.98%	53.00%
October 2014	53.83%	53.00%
November 2014	53.54%	53.00%
December 2014	52.78%	53.00%
January 2015	52.05%	53.00%
February 2015	51.75%	53.00%
March 2015	51.25%	53.00%
April 2015	51.47%	54.00%
May 2015	52.89%	54.00%
June 2015	52.22%	54.00%
July 2015	51.60%	54.00%
August 2015	51.18%	54.00%
September 2015	51.08%	54.00%
October 2015	50.96%	54.00%
November 2015	50.72%	54.00%
December 2015	53.03%	54.00%
January 2016		54.00%
February 2016		54.00%
March 2016		



Work on-going with Veolia to validate data for both waste collection and waste disposal following changes to the waste contract and residual waste treatment at the MBT facility since October.

**Priority** • Promote healthy and active lifestyles for all. • Work with the public and private rented sectors to provide good quality housing. • Enable the planning and development of quality, affordable housing.


Expected Outcome: At risk of missing target 1 Some slippage against target 1

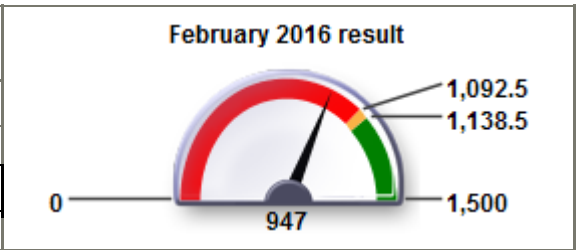
CP 3.1	<b>Proportion of older people 65 and over who were still at home 91 days after discharge from hospital to rehab/rehab [Rolling Quarter]</b>			<p><b>February 2016 result</b></p>
<b>Expected Outcome</b>		<b>Format</b>	Aim to Maximise	
<b>Managed By</b>	<b>Sharon Houlden</b>			
<b>Year Introduced</b>				

Date Range 1		
	Value	Target
April 2014		86%
May 2014	N/A	86%
June 2014	83%	86%
July 2014	N/A	86%
August 2014	N/A	86%
September 2014	84.3%	86%
October 2014	N/A	86%
November 2014	N/A	86%
December 2014		86%
January 2015	N/A	86%
February 2015	N/A	86%
March 2015	77.4%	86%
April 2015	84.2%	86%
May 2015	87.2%	86%
June 2015	81.5%	86%
July 2015	80.6%	86%
August 2015	77.5%	86%
September 2015	79.8%	86%
October 2015	82.8%	86%
November 2015	82.8%	86%
December 2015	80.8%	86%
January 2016	81.5%	86%
February 2016	82%	86%
March 2016		86%

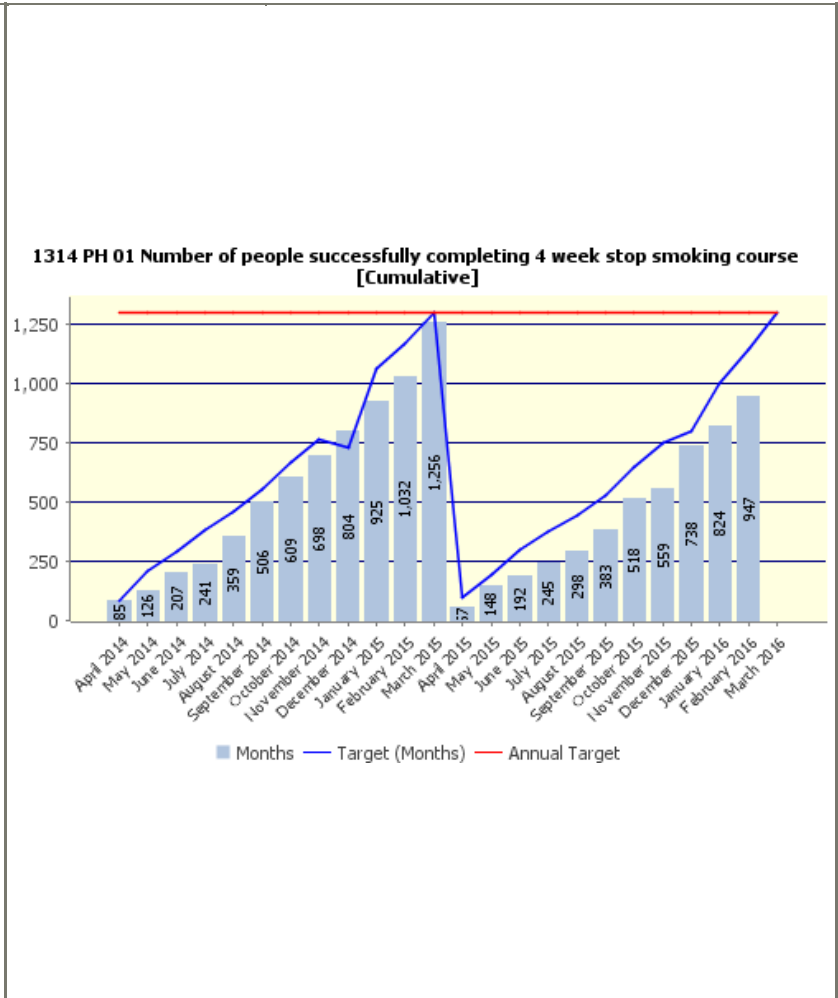


For the period September – November which is reported 3 months later in February 2016, 107 people started reablement, of which 88 were at home 91 days later, which is 82.2%. Year to date 323 people have started reablement of which 265 were at home 91 days later, which is 82.0%.”

CP 3.5	<b>Number of people successfully completing 4 week stop smoking course [Cumulative]</b>		
<b>Expected Outcome</b>		<b>Format</b>	Aim to Maximise
<b>Managed By</b>	<b>Liesel Park</b>		
<b>Year Introduced</b>			



Date Range 1		
	Value	Target
April 2014	85	89
May 2014	126	208
June 2014	207	297
July 2014	241	383
August 2014	359	464
September 2014	506	558
October 2014	609	672
November 2014	698	769
December 2014	804	729
January 2015	925	1,068
February 2015	1,032	1,171
March 2015	1,256	1,300
April 2015	57	100
May 2015	148	200
June 2015	192	300
July 2015	245	380
August 2015	298	450
September 2015	383	530
October 2015	518	650
November 2015	559	750
December 2015	738	800
January 2016	824	1,000
February 2016	947	1,150
March 2016		1,300



Final quit data for February is unlikely to be available until the end of April 2016. Department of Health guidelines state that successful quits can be registered up to 42 days after a quit date is set.

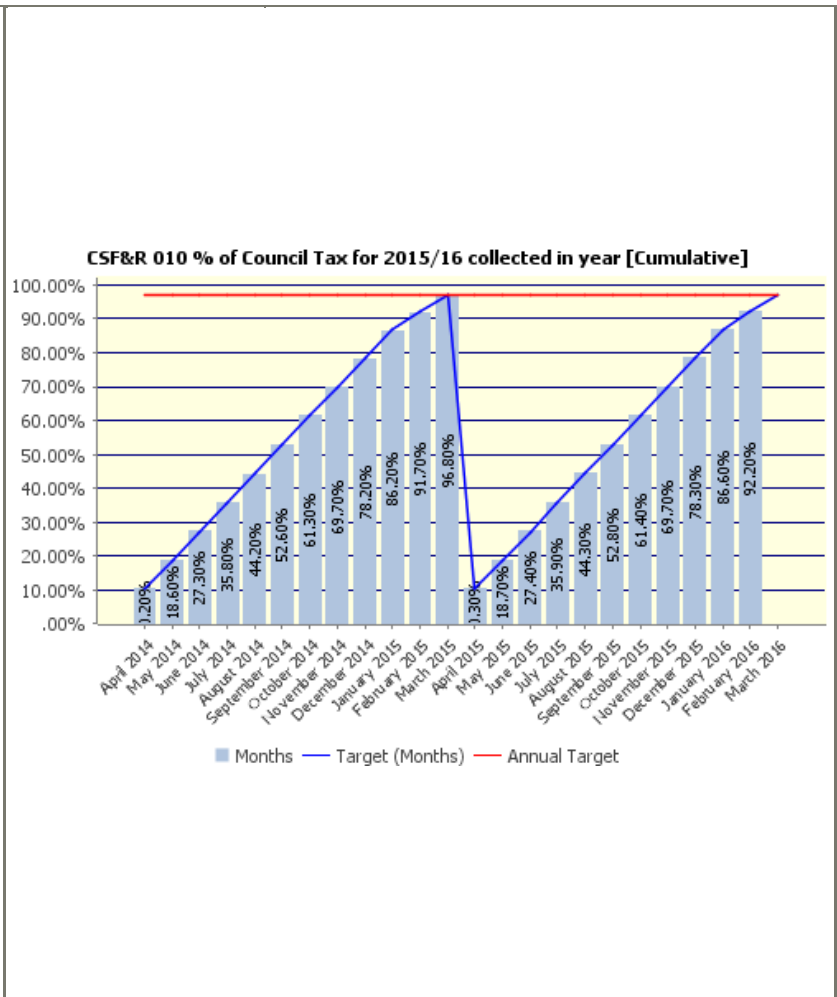
A recovery plan has been put in place to deliver the required final target. This plan includes an audit of the performance of all primary care stop smoking providers, which is currently underway. A local media and marketing campaign to increase recruitment of quitters commenced in January 2016 and is continuing to run. As at 16th March, confirmed quits - 947.

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Expected Outcome: Some slippage against target 2

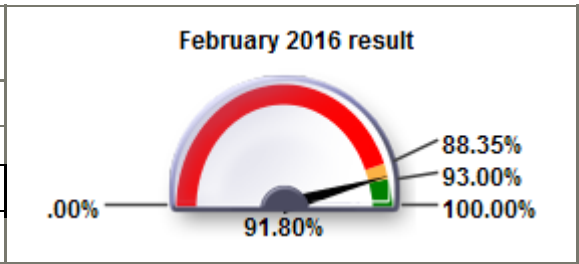
CP 4.3	<b>% of Council Tax for 2015/16 collected in year [Cumulative]</b>			<p><b>February 2016 result</b></p>
<b>Expected Outcome</b>		<b>Format</b>	Aim to Maximise	
<b>Managed By</b>	<b>Joe Chesterton</b>			
<b>Year Introduced</b>	2000			

Date Range 1		
	Value	Target
April 2014	10.20%	10.20%
May 2014	18.60%	18.50%
June 2014	27.30%	27.20%
July 2014	35.80%	35.80%
August 2014	44.20%	44.40%
September 2014	52.60%	52.60%
October 2014	61.30%	61.40%
November 2014	69.70%	69.80%
December 2014	78.20%	78.40%
January 2015	86.20%	86.80%
February 2015	91.70%	92.40%
March 2015	96.80%	97.00%
April 2015	10.30%	10.20%
May 2015	18.70%	18.50%
June 2015	27.40%	27.20%
July 2015	35.90%	35.80%
August 2015	44.30%	44.40%
September 2015	52.80%	52.60%
October 2015	61.40%	61.40%
November 2015	69.70%	69.80%
December 2015	78.30%	78.40%
January 2016	86.60%	86.80%
February 2016	92.20%	92.40%
March 2016		97.00%

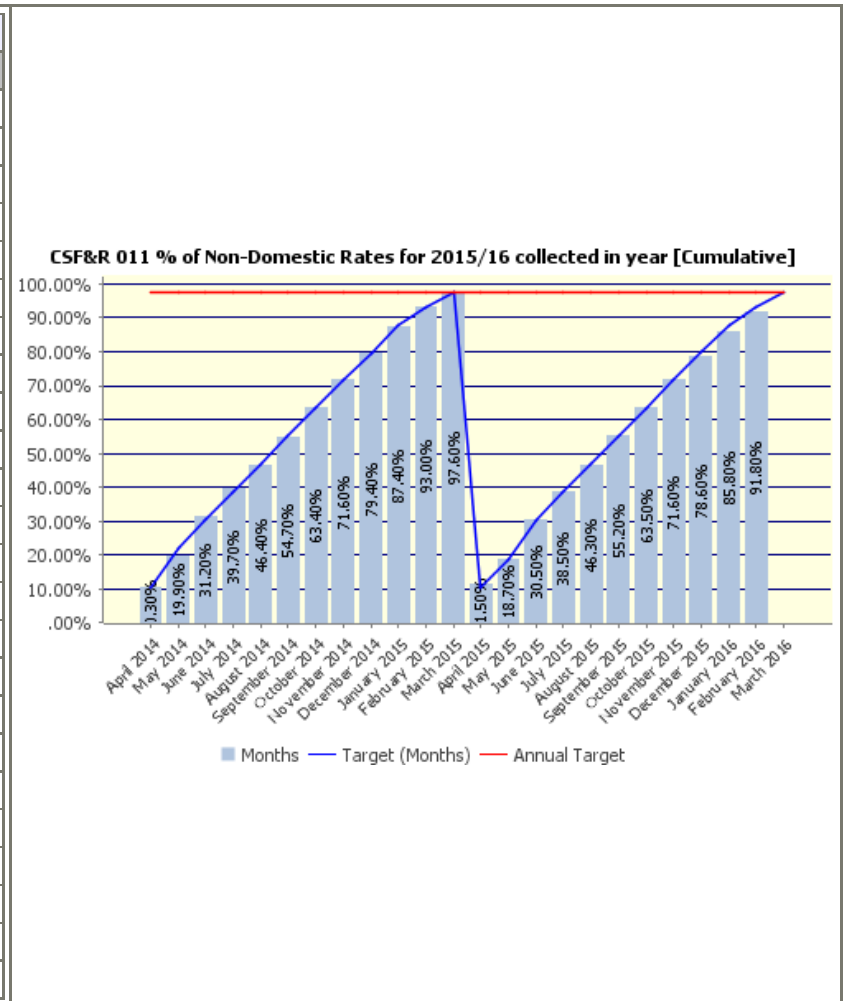


Council Tax collection is currently 0.2% down against the end of February target. Collection of the remaining sum to at least meet the year-end target is progressing well and at the 23rd March the collection rate is now 96.9% against the year-end target of 97%.

CP 4.4	<b>% of Non-Domestic Rates for 2015/16 collected in year [Cumulative]</b>		
<b>Expected Outcome</b>		<b>Format</b>	Aim to Maximise
<b>Managed By</b>	<b>Joe Chesterton</b>		
<b>Year Introduced</b>	2000		



Date Range 1		
	Value	Target
April 2014	10.30%	10.30%
May 2014	19.90%	21.90%
June 2014	31.20%	30.40%
July 2014	39.70%	38.70%
August 2014	46.40%	46.80%
September 2014	54.70%	55.00%
October 2014	63.40%	63.40%
November 2014	71.60%	71.60%
December 2014	79.40%	79.70%
January 2015	87.40%	87.90%
February 2015	93.00%	92.90%
March 2015	97.60%	97.50%
April 2015	11.50%	10.30%
May 2015	18.70%	18.70%
June 2015	30.50%	30.40%
July 2015	38.50%	38.70%
August 2015	46.30%	46.80%
September 2015	55.20%	55.10%
October 2015	63.50%	63.50%
November 2015	71.60%	71.70%
December 2015	78.60%	79.80%
January 2016	85.80%	88.00%
February 2016	91.80%	93.00%
March 2016		97.60%



Business Rates collection is currently 1.2% down against the end of February target. A number of ratepayers now pay over 12 instalments and a review of expected instalments to end of year indicates that the targeted amount is still achievable. A number of large refunds have also been issued which is unfortunately affecting the current lower collection rate. In the meantime, extra recovery runs have also been scheduled to try and increase collection before the year end. The latest position at the 23rd March is that the collection rate is 97.2% against the year-end target of 97.6%.





# **Revenue Budget Monitoring 2015/16**

## **Period 11**

### **as at 29 February 2016 Portfolio Summary**

## Contents

Commentary	2
General Fund Summary Forecast	8
Portfolio	
Health and Adult Social Care	9
Children and Learning	11
Leader	14
Enterprise, Tourism and Economic Development	17
Community and Organisational Development	19
Public Protection, Waste and Transport	21
Housing, Planning and Regulatory Services	23
Housing Revenue Account Summary Forecast	25

## 1. Commentary

This report outlines the budget monitoring position for the General Fund and Housing Revenue Account for 2015/16, based on the views of the Directors and their Management Teams, in light of expenditure and income to 29 February 2016.

The starting point for the budget monitoring is the original budget as agreed by Council in February 2015. Therefore, the full cost budget is being monitored, including fully allocated Management, Administrative and Technical Services (MATS) and capital financing costs. As at the end of November, all 2015-16 corporate savings had been allocated.

## 2. Overall Budget Performance – General Fund

No variation to budget is being forecast for the Council overall as measured against the latest budget. Within this position there is a projected overspend of £248,000 in Council departmental spending. This position includes the budget pressures some services are reporting, offset by some significant one-off underspends as shown in the detail in section 3 on service variances. Without these one-off underspends, pressures would still exist in the Council base budget. In addition to the departmental position there is a £248,000 underspend in non-service areas.

### General Fund Portfolio Forecast Comparison 2015/16 at 29 February 2016 - Period 11

Portfolio	Latest Budget 2015/16 £000	Projected Outturn 2015/16 £000	February Forecast Variance £000	January Forecast Variance £000
Health & Adult Social Care	41,750	42,010	260	352
Children & Learning	32,555	32,915	360	305
Leader	3,883	3,689	(194)	(18)
Enterprise, Tourism & Economic Development	15,561	15,436	(125)	(221)
Community & Organisational Development	2,108	2,139	31	(389)
Public Protection, Waste & Transport	25,180	25,160	(20)	(75)
Housing, Planning & Regulatory Services	13,006	12,942	(64)	(14)
Total Portfolio	134,043	134,291	248	(60)
Non-Service Areas	(7,949)	(8,197)	(248)	(249)
<b>Net Expenditure / (Income)</b>	<b>126,094</b>	<b>126,094</b>	<b>0</b>	<b>(309)</b>

Where Portfolios are forecasting an overspend by the end of the year, the relevant Director has been advised that appropriate action plans must be in place to address any projected overspend position so that a balanced budget is produced by the year end.

### 3. Service Variances - £248,000 forecast overspend

The key variances are as shown in the following table:-

Portfolio	Unfavourable £(000)	Favourable £(000)	Net £(000)
<b>Health and Adult Social care</b>			
Additional income from court of protection		(60)	
Underspend on Workforce training budgets		(15)	
People with a Learning Disability - Lower than estimated homecare and residential care placements		(530)	
People with Mental Health Needs - Higher than estimated residential care placements, direct payment packages and	943		
Physical and Sensory Impairment - Higher than estimated residential care placements.	224		
Older People - Reduced residential care packages partly offset by higher than estimated homecare and direct payment		(288)	
Savings achieved on the Healthwatch contract		(8)	
Minor Variances		(6)	
	<b>1,167</b>	<b>(907)</b>	<b>260</b>
<b>Children &amp; Learning</b>			
External carers support contract taken back in-house		(12)	
Legal charges for children in care - high case load	140		
Children's Placements -high cost children with disabilities	180		
Children's Placements - current cohort of LAC		(180)	
Additional spend on qualified social workers	345		
Forecast on current fostering placements and impact of adoption		(55)	
Agency spend on Independent Reviewing Officers	100		
Staffing synergies in Early Years teams		(20)	
School Access and Development new management		(20)	
Secure Youth Remand	12		
On-going restructure of Early Help Team ahead of 16/17 savings		(20)	
Agency cost of Ed Pyschologist - post now filled	20		
Home to School Education Transport		(120)	
Minor Variances		(10)	
	<b>797</b>	<b>(437)</b>	<b>360</b>
<b>Leader</b>			
Vacancies in the Financial Management and Controls Teams		(90)	
Asset Management EPAM Income		(6)	
Overspend on cleaning costs and Civic Campus	60		
Vacancies in the Admin and Support Team		(10)	
Salary Costs in Corporate Core		(60)	
Treasury Management costs		(21)	
Council Tax Court Costs income		(84)	
Emergency Planning Standby Pay		(4)	
Member Expenses		(41)	
Overtime and Agency cover for Business Support	36		
Vacant hours in the Programme Office		(18)	
Income for Legal Services		(10)	
Salaries in the NNDR Team		(20)	
Reduction in Property and Regeneration contract income	90		
Minor Variances		(16)	
	<b>186</b>	<b>(380)</b>	<b>(194)</b>

<b>Portfolio (Cont.)</b>			
<b>Enterprise, Tourism &amp; Economic Development</b>			
Leisure contract saving		(330)	
Lower than expected Arts Grants	30		
Art Gallery utilities		(50)	
Culture Management staffing costs	10		
Allotment income		(20)	
SLA costs reduced		(10)	
Golf course income	20		
Cliff lift maintenance	10		
Museums Staffing, equipment and income shortfall	50		
Cost of exhibitions	20		
Library seasonal staff and income shortfall	80		
Forum ICT costs and facilities management contract	50		
Outdoor sports income	90		
Exhibition costs	20		
Grounds maintenance income		(65)	
Grounds maintenance Staffing and materials / maintenance costs	175		
Parks Contractor costs		(65)	
Closure of Parks holding codes		(80)	
Grounds maintenance Southend contract start up costs	30		
High Street market income		(20)	
Advertising and marketing		(25)	
Pier admission and café income		(135)	
Pier repairs and maintenance	30		
SMAC income and instructor recruitment issues	55		
Minor Variances	5		
	<b>675</b>	<b>(800)</b>	<b>(125)</b>
<b>Community Development</b>			
Bereavement Services Income		(45)	
Staff Vacancies in Customer Service team		(25)	
Additional overtime and agency costs in Benefits team	138		
Registrations - Digitisation of Records	25		
Change to the Collection Fund Accounting Treatment of Discretionary Relief in the Voluntary Sector		(54)	
HR Agency and Overtime costs	72		
Staff Vacancies in Information, Comms & Technology		(51)	
Staff Vacancies in Transport Management		(29)	
	<b>235</b>	<b>(204)</b>	<b>31</b>
<b>Public Protection, Waste &amp; Transport</b>			
Car parking income		(150)	
Traffic signal maintenance		(40)	
Decriminalised parking income	155		
Highways maintenance contractor costs	80		
Structural maintenance contractor costs	330		
Business support team printing and subscriptions	35		
Concessionary Fares underspend due to using calculator method		(150)	
Street works permit income		(280)	
	<b>600</b>	<b>(620)</b>	<b>(20)</b>
<b>Housing, Planning &amp; Regulatory Services</b>			
Development control income and vacant posts		(100)	
Regulatory Services legal fees	10		
Animal Warden contractors	26		
	<b>36</b>	<b>(100)</b>	<b>(64)</b>
<b>Total</b>	<b>3,696</b>	<b>(3,448)</b>	<b>248</b>

#### 4. Non Service Variances (£248,000) forecast underspend

##### Financing Costs - (£539K)

This provision is forecast to be underspent against budget at the year-end as; the principal repayment financing charges for 2015/16 are affected by the financing of the 2014/15 capital programme (£83K); no PWLB borrowing taken out (£368k); interest receivable on the HRA's internal borrowing is expected to be higher than estimated in the budget (£145K) and a revised estimate of interest payable on the HRA cashflow of £60k.

##### Appropriations to Reserves - £291K

At year-end, there is forecast to be an appropriation of £300,000 from earmarked reserves to meet in-year expenditure from the Adults Social Care reserve and £591,000 to the Business Transformation Reserve.

#### 5. Appropriations to / from Earmarked Reserves

Net appropriations from Earmarked Reserves totalling £1,889,000 were agreed by Council when setting the 2015/16 budget in February 2015. The current outturn position allows for further in-year appropriations from/ (to) reserves, totalling (£1,278,510). Total net appropriations from reserves for 2015/16 will therefore equal £610,490.

- £173,300 from the Business Transformation Reserve to enable the progression of various projects,
- £257,900 of Social Work Training grants and the Practice Learning Fund,
- £145,600 from the Adoption Reform grant reserve,
- £1,401,090 from the Public Health Grant
- (£275,350) to the Supporting People reserve
- £293,000 from the Rough Sleeper Grant reserve
- £3,500 from Committee Management reserve
- £273,600 from the Queensway reserve
- (£500,000) to the Interest Equalisation reserve
- (£400,000) to the Public Health Reserve
- (£2,235,000) to RCCO
- (£ 90,000) to Capital Reserve for Cremated Remains
- (£ 50,000) to the Repairs and Renewals Reserve
- (£175,000) to the Social Fund Reserve
- (£ 80,000) to the Voluntary Organisations Reserve
- (£65,000) to Flood Defences
- £ 14,250 from the Pioneer Grant
- £ 11,050 from the Zero Based Reporting Grant Reserve
- £ 18,550 from Warm Homes Healthy People Grant  
(£1,278,510)

Planned appropriations (to)/from Earmarked Reserves which will also be carried out later in the year for specific purposes are;

- £300,000 from the Adult Social Care Reserve
- (£591,000) to the Business Transformation Reserve
- (£291,000)

#### 6. Revenue Contributions to Capital Outlay (RCCO)

The original budget for 2015/16 included planned revenue contributions for capital investments, via the use of Earmarked Reserves, of £3,090,000. Due to slippage in the capital programme, this budget is now £855,000, balanced by the use of the Capital Reserve.

## 7. Performance against Budget savings targets for 2015/16

As part of setting the Council budget for 2015/16, a schedule of Departmental and Corporate savings was approved totalling £10.5 million. These are required to achieve a balanced budget.

A monthly exercise is in place to monitor the progress of the delivery of these savings.

The latest position is that the majority of savings reported on are on track for full delivery by the year end. Where savings are not being achieved, the relevant Directors are identifying alternative measures to achieve full savings as required.

A detailed breakdown, by RAG status, of the Departmental Savings is shown below:

	Red £000	Amber £000	Green £000	Original Savings Total £000	Projected Outturn £000	Forecast Variance £000
<b>Department</b>						
Corporate Services	35	35	1,397	1,467	1,437	(30)
People	0	1,935	4,530	6,465	6,395	(70)
Place	40	214	2,314	2,568	2,523	(45)
<b>Total</b>	<b>75</b>	<b>2,184</b>	<b>8,241</b>	<b>10,500</b>	<b>10,355</b>	<b>(145)</b>

Although the current forecast is showing a shortfall of £145,000 against the required savings total of £10.5 million, it is currently expected that the total savings will be delivered in full as part of each Department's overall budget total by the end of the financial year either by finding alternative savings or ensuring amber and red savings are delivered in full.

## 8. Budget Virements

In line with the new financial procedure rules approved by Council on 23<sup>rd</sup> July, all virements over £50,000 between portfolio services or between pay and non-pay budgets are to be approved by Cabinet.

Below is a table showing the virements which fall within these parameters from 1<sup>st</sup> August 2015.

	DR £	CR £
Virements up to 31/07/2015	950	(950)
Virements over £50,000 in reported period	808	(808)
Virements over £50,000 in previous periods	676	(676)
Virements approved under delegated authority	6,245	(6,245)
<b>Total virements</b>	<b>8,679</b>	<b>(8,679)</b>

There are no virements for Cabinet approval for period 11.

## **9. Overall Budget Performance – Housing Revenue Account (HRA)**

The HRA budget was approved by Council on 26<sup>th</sup> February 2015 and anticipated that £2,721,000 would be appropriated to earmarked reserves in 2015/16.

The closing HRA balance as at 31<sup>st</sup> March 2015 was £3,502,000.

The current forecast is projecting an overspend on capital financing charges of £58,000. This is because the interest payable on the HRA's internal borrowing is higher than estimated in the budget, partly offset by a reduced depreciation charge as a result of the revaluation of HRA dwellings. There is also a pressure of £60,000 relating to the residential security patrol services at Victoria ward, a projected higher than expected rental income of £340,000 and £200,000 fees and charges due to a lower number of void properties than estimated in the budget. It is proposed that the net underspend of £497,000 be transferred to the HRA Capital Investment Reserve, therefore leaving the main revenue reserve unchanged.



**General Fund Forecast 2015/16**  
**at 29 February 2016 - Period 11**  
**Portfolio Holder Summary**

<b>Portfolio</b>	<b>Gross Expend £000</b>	<b>Gross Income £000</b>	<b>Original Budget £000</b>	<b>Virement £000</b>	<b>Latest Budget £000</b>	<b>Expected Outturn £000</b>	<b>Forecast Variance £000</b>	<b>Budget to Date £000</b>	<b>Spend to Date £000</b>	<b>To Date Variance £000</b>
Health & Adult Social Care	73,613	(33,702)	39,911	1,839	41,750	42,010	260	37,830	37,326	(504)
Children & Learning	141,833	(108,356)	33,477	(922)	32,555	32,915	360	33,993	34,214	221
Leader	20,753	(16,655)	4,098	(215)	3,883	3,689	(194)	(1,306)	(2,569)	(1,263)
Enterprise, Tourism & Economic Development	18,953	(5,009)	13,944	1,617	15,561	15,436	(125)	14,415	14,021	(394)
Community & Organisational Development	116,541	(113,928)	2,613	(505)	2,108	2,139	31	1,831	2,227	396
Public Protection, Waste & Transport	37,593	(12,357)	25,236	(56)	25,180	25,160	(20)	21,115	21,550	435
Housing, Planning & Regulatory Services	15,186	(2,222)	12,964	42	13,006	12,942	(64)	11,923	11,800	(123)
<b>Portfolio Net Expenditure</b>	<b>424,472</b>	<b>(292,229)</b>	<b>132,243</b>	<b>1,800</b>	<b>134,043</b>	<b>134,291</b>	<b>248</b>	<b>119,801</b>	<b>118,569</b>	<b>(1,232)</b>
Reversal of Depreciation	(26,976)	6,994	(19,982)	1,550	(18,432)	(18,432)	0	(16,173)	(16,170)	3
Levies	550	0	550	0	550	550	0	466	457	(9)
Financing Costs	20,050	(3,988)	16,062	(517)	15,545	15,006	(539)	11,990	11,440	(550)
Contingency	4,825	0	4,825	(1,927)	2,898	2,898	0	3,347	0	(3,347)
Pensions Upfront Funding	(4,782)	0	(4,782)	0	(4,782)	(4,782)	0	0	0	0
Miscellaneous Income	0	0	0	0	0	0	0	0	611	611
<b>Sub Total</b>	<b>(6,333)</b>	<b>3,006</b>	<b>(3,327)</b>	<b>(894)</b>	<b>(4,221)</b>	<b>(4,760)</b>	<b>(539)</b>	<b>(370)</b>	<b>(3,662)</b>	<b>(3,292)</b>
<b>Net Operating Expenditure</b>	<b>418,139</b>	<b>(289,223)</b>	<b>128,916</b>	<b>906</b>	<b>129,822</b>	<b>129,531</b>	<b>(291)</b>	<b>119,431</b>	<b>114,907</b>	<b>(4,524)</b>
General Grants	0	(3,973)	(3,973)	0	(3,973)	(3,973)	0	(3,323)	(3,388)	(65)
Corporate Savings	(50)	0	(50)	50	0	0	0	0	0	0
Revenue Contribution to Capital	3,090	0	3,090	(2,235)	855	855	0	2,833	0	(2,833)
Contribution to / (from) Earmarked	(1,889)	0	(1,889)	1,279	(610)	(319)	291	(3,455)	(2,581)	874
Contribution to / (from) General Reserves	0	0	0	0	0	0	0	0	0	0
<b>Net Expenditure / (Income)</b>	<b>419,290</b>	<b>(293,196)</b>	<b>126,094</b>	<b>0</b>	<b>126,094</b>	<b>126,094</b>	<b>0</b>	<b>115,486</b>	<b>108,938</b>	<b>(6,548)</b>

<b>Use of General Reserves</b>					
Balance as at 1 April 2015		11,000		11,000	11,000
Use in Year		0	0	0	0
<b>Balance as at 31 March 2016</b>		<b>11,000</b>	<b>0</b>	<b>11,000</b>	<b>11,000</b>

**General Fund Forecast 2015/16  
at 29 February 2016 - Period 11  
Health and Adult Social Care  
Portfolio Holder - Cllr J Moyies**

Service	Gross Expend £000	Gross Income £000	Original Budget £000	Virement £000	Latest Budget £000	Expected Outturn £000	Forecast Variance £000	Budget to Date £000	Spend to Date £000	To Date Variance £000
a Adult Support Services and Management	498	(507)	(9)	45	36	36	0	36	38	2
b Commissioning Team	2,063	(2,062)	1	49	50	(10)	(60)	54	(22)	(76)
c Strategy & Development	1,660	(1,934)	(274)	291	17	2	(15)	44	(7)	(51)
d People with a Learning Disability	16,712	(1,734)	14,978	(246)	14,732	14,202	(530)	13,507	12,973	(534)
e People with Mental Health Needs	3,105	(165)	2,940	328	3,268	4,211	943	3,007	4,043	1,036
f Older People	31,999	(14,581)	17,418	831	18,249	17,961	(288)	15,298	14,784	(514)
g Other Community Services	3,226	(2,880)	346	(228)	118	118	0	1,620	1,661	41
h People with a Physical or Sensory Impairment	4,595	(552)	4,043	(8)	4,035	4,259	224	3,753	4,116	363
i Service Strategy & Regulation	328	(107)	221	(94)	127	119	(8)	125	88	(37)
j Drug and Alcohol Action Team	2,717	(2,548)	169	369	538	538	0	282	254	(28)
k Young Persons Drug and Alcohol Team	301	(263)	38	3	41	35	(6)	16	1	(15)
l Public Health	6,409	(6,369)	40	499	539	539	0	88	(603)	(691)
<b>Total Net Budget for Portfolio</b>	<b>73,613</b>	<b>(33,702)</b>	<b>39,911</b>	<b>1,839</b>	<b>41,750</b>	<b>42,010</b>	<b>260</b>	<b>37,830</b>	<b>37,326</b>	<b>(504)</b>

Transfer from earmarked reserves	1,350
Allocation from Contingency	296
In year virements	193
	<b>1,839</b>

**General Fund Forecast 2015/16  
at 29 February 2016 - Period 11  
Health and Adult Social Care  
Portfolio Holder - Cllr J Moyies**

Forecast Outturn Variance	Year to Date Variance
a.	
b. Additional income from court of protection.	Additional income from court of protection.
c. Underspend on workforce training budgets.	Underspend on workforce training budgets.
d. Forecast underspend because of lower than estimated residential care placements and direct payments.	Forecast underspend because of lower than estimated residential care placements and direct payments.
e. Overspending because of higher than estimated residential care placements and direct payments.	Overspending because of higher than estimated residential care placements and direct payments.
f. Reduced residential care placements offset by higher homecare and direct payment packages.	Reduced residential care placements offset by higher homecare and direct payment packages.
g.	
h. Higher than estimated residential care placements and supported living.	Higher than estimated residential care placements and supported living.
i.	
j.	
k.	
l.	Underspend to date due to vacancies in the Public health team and some delays in starting a number of projects.

**General Fund Forecast 2015/16  
at 29 February 2016 - Period 11  
Children and Learning  
Portfolio Holder - Cllr A P Jones**

Service	Gross Expend £000	Gross Income £000	Original Budget £000	Virement £000	Latest Budget £000	Expected Outturn £000	Forecast Variance £000	Budget to Date £000	Spend to Date £000	To Date Variance £000
a Childrens Commissioning	1,093	(558)	535	(178)	357	337	(20)	411	396	(15)
b Children with Special Needs	2,171	(777)	1,394	197	1,591	1,911	320	1,442	1,635	193
c Early Years Development and Child Care Partnership	11,089	(9,623)	1,466	97	1,563	1,543	(20)	562	548	(14)
d Children Fieldwork Services	4,887	0	4,887	(469)	4,418	4,763	345	4,053	4,382	329
e Children Fostering and Adoption	7,182	(208)	6,974	(312)	6,662	6,607	(55)	6,108	6,081	(27)
f Youth Service	1,813	(390)	1,423	(184)	1,239	1,227	(12)	1,108	1,099	(9)
g Age 14 to 19 Learning and Development	0	0	0	0	0	0	0	0	1	1
h Other Education	577	(524)	53	114	167	167	0	230	218	(12)
i Schools Retained Budgets	0	0	0	0	0	0	0	0	0	0
j Private Voluntary Independent	4,465	(160)	4,305	0	4,305	4,125	(180)	3,946	3,781	(165)
k Schools Delegated Budgets	71,093	(71,093)	0	0	0	0	0	4,747	4,747	0
l Children Specialist Commissioning	1,201	(59)	1,142	(100)	1,042	1,142	100	956	1,043	87
m Children Specialist Projects	219	(216)	3	112	115	115	0	104	102	(2)
n School Support and Preventative Services	32,969	(23,616)	9,353	(173)	9,180	9,050	(130)	8,510	8,355	(155)
o Youth Offending Service	3,074	(1,132)	1,942	(26)	1,916	1,928	12	1,816	1,826	10
<b>Total Net Budget for Portfolio</b>	<b>141,833</b>	<b>(108,356)</b>	<b>33,477</b>	<b>(922)</b>	<b>32,555</b>	<b>32,915</b>	<b>360</b>	<b>33,993</b>	<b>34,214</b>	<b>221</b>

**Virements**

**£000**

Transfer from earmarked reserves  
Allocation from Contingency  
In year virements

374  
97  
(1,393)

**(922)**

**General Fund Forecast 2015/16  
at 29 February 2016 - Period 11  
Children and Learning  
Portfolio Holder - Cllr A P Jones**

Forecast Outturn Variance	Year to Date Variance
a. Probable underspend on the School Admissions service with changing management arrangements.	
b. Current cohort includes 3 high cost LDD placements, Direct Payments also overspent. Total £180K overspent. £140K overspend due to costs of legal representation in child protection cases	
c. Some underspend on staffing due to synergies with 'A Better Start' project will offset the pressure in 2015/16	Children's Centre savings not yet enacted, plans are progressing, but this leaves a Cost pressure of £100K which will be contained by drawing down on reserves earmarked for this purpose.
d. Overspend due to cost of Social Workers in frontline child protection roles in Care Management and First Contact teams.	
e. Forecast for current cohort of fostering places. Position has reverted to a small underspend with adoption referral income exceeding the budget set. However fostering demand remains high as there has been a net increase of 46 fostering placements from September to December (this includes a number of sibling groups). New internal foster carers have been recruited as part of a longer term strategy to reduce external placements.	
f. Cessation of external carers support contract with duties taken in-house; early impact of saving for next financial year.	
g.	
h.	
i.	
j. Current cohort of PVI placements is forecast to underspend.	
k.	
l. Agency spending on Independent Reviewing Officers.	
m. .	
n. Home to School Transport forecast indicates an underspend in line with last year following a review of procedures and contracts. On-going restructure of the Child and Family Early Intervention Service	

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should result in savings targets for 2015/16 being surpassed - £20k under.

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- o. 5 Young people currently in remand so costs are likely to exceed the grant and reserves available by. £50k. Vacant post in the Youth Offending Service offsets this overspend.
-

**General Fund Forecast 2015/16**  
**at 29 February 2016 - Period 11**  
**Leader**  
**Portfolio Holder - Cllr R Woodley**

Service	Gross Expend £000	Gross Income £000	Original Budget £000	Virement £000	Latest Budget £000	Expected Outturn £000	Forecast Variance £000	Budget to Date £000	Spend to Date £000	To Date Variance £000
a Accounts Payable	194	(154)	40	(39)	1	(9)	(10)	6	(8)	(14)
b Accounts Receivable	274	(282)	(8)	11	3	(4)	(7)	4	(10)	(14)
c Accountancy	2,616	(2,834)	(218)	222	4	(76)	(80)	7	(90)	(97)
d Asset Management	429	(428)	1	(15)	(14)	(20)	(6)	(13)	(24)	(11)
e Internal Audit & Corporate Fraud	855	(907)	(52)	52	0	0	0	2	3	1
f Buildings Management	2,843	(2,873)	(30)	(71)	(101)	(41)	60	(14)	18	32
g Administration & Support	549	(550)	(1)	2	1	(9)	(10)	1	(47)	(48)
h Community Centres and Club 60	63	(1)	62	17	79	79	0	77	79	2
i Corporate and Industrial Estates	921	(2,350)	(1,429)	(2,089)	(3,518)	(3,518)	0	(3,562)	(3,862)	(300)
j Corporate and Non Distributable Costs	3,354	(172)	3,182	1,609	4,791	4,710	(81)	(682)	(1,205)	(523)
k Corporate Subscriptions	73	0	73	5	78	78	0	72	66	(6)
l Council Tax Admin	1,413	(471)	942	6	948	864	(84)	867	710	(157)
m Emergency Planning	102	0	102	2	104	100	(4)	96	90	(6)
n Democratic Services Support	458	0	458	(27)	431	414	(17)	398	374	(24)
o Media And Communication	0	0	0	0	0	0	0	0	0	0
p Member Expenses	732	0	732	0	732	708	(24)	672	634	(38)
q Department of Corporate Services	1,053	(1,053)	0	8	8	44	36	14	47	33
r Elections and Electoral Registration	394	0	394	55	449	451	2	415	421	6
s Strategy & Performance	895	(966)	(71)	72	1	1	0	(2)	(25)	(23)
t Programme Office	340	(341)	(1)	7	6	(12)	(18)	5	(13)	(18)
u Information and Governance	0	0	0	0	0	0	0	0	0	0
v Insurance	195	(241)	(46)	(8)	(54)	(54)	0	93	87	(6)
w Local Land Charges	255	(319)	(64)	26	(38)	(38)	0	(30)	(36)	(6)
x Legal Services	1,105	(1,131)	(26)	28	2	(8)	(10)	3	(9)	(12)
y Non Domestic Rates Collection	360	(302)	58	13	71	40	(31)	64	25	(39)
z Payroll	0	0	0	0	0	0	0	0	(6)	(6)
aa Corporate Procurement	705	(705)	0	(2)	(2)	(2)	0	0	(34)	(34)
ab Property Management & Maintenance	575	(575)	0	(99)	(99)	(9)	90	201	246	45
<b>Total Net Budget for Portfolio</b>	<b>20,753</b>	<b>(16,655)</b>	<b>4,098</b>	<b>(215)</b>	<b>3,883</b>	<b>3,689</b>	<b>(194)</b>	<b>(1,306)</b>	<b>(2,569)</b>	<b>(1,263)</b>

**General Fund Forecast 2015/16  
at 29 February 2016 - Period 11  
Leader  
Portfolio Holder - Cllr R Woodley**

<b>Virements</b>	<b>£000</b>
Transfer from earmarked reserves	328
Allocation from Contingency	143
In year virements	(686)
	<b>(215)</b>

<b>Forecast Outturn Variance</b>	<b>Year to Date Variance</b>
a. Staff Vacancies	
b. Minor underspends across supplies and services budgets	
c. Staff Vacancies	
d. Excess income for EPAM system	
e.	
f. Insufficient budget for cleaning, following the Civic Centre refurbishment is causing a pressure which is being partially offset by staffing vacancies	
g. Vacancies and vacant hours	It is expected that some costs, currently held in the postage holding code, will reduce the underspend by year-end
h.	
i.	Underspend on the Repairs and Maintenance and Refuse Collection budgets for Op/Non-op Properties. Higher income received to date than profiled in the budget
j. Treasury Management Fees	Current underspend on Salary costs, Corporate Initiatives, Pension Backfunding, and Treasury Management costs. Due to the ad-hoc and high value nature of expenditure for Corporate Initiatives and Pension Backfunding, it is not possible to accurately profile the budget.
k.	
l. More court costs relating to Council Tax have been raised to date than anticipated in the budget.	More court costs relating to Council Tax have been raised than anticipated although this is likely to result in a high provision for Bad Debt at the end of the year.



Forecast Outturn Variance	Year to Date Variance
m. Saving on employee's budget due to only one person claiming stay by pay	
n. Expected underspend on the Members' scrutiny, conference and travel budgets	
o.	
p. Forecast underspend on the Members National Insurance, conference and catering budgets	
q. Agency costs and overtime due to P.A. support. Costs associated with the staff induction video and advertising audit	
r.	
s.	Underspends across supplies and services budgets
t. Underspend on employee costs due to vacant hours and reduced printing costs	
u.	
v.	
w.	
x. Income is expected to be higher than budgeted	
y. Underspends expected against Supplies and Services	
z.	
aa.	
ab. Income shortfall due to the termination of a contract with Seevic.	Bulk R&M costs to be recharged out.

**General Fund Forecast 2015/16  
at 29 February 2016 - Period 11  
Enterprise, Tourism & Economic Development  
Portfolio Holder - Cllr G Longley**

Service	Gross Expend £000	Gross Income £000	Original Budget £000	Virement £000	Latest Budget £000	Expected Outturn £000	Forecast Variance £000	Budget to Date £000	Spend to Date £000	To Date Variance £000
a Arts Development	516	(205)	311	17	328	368	40	288	349	61
b Amenity Services Organisation	3,005	(2,389)	616	1,888	2,504	2,644	140	2,326	2,510	184
c Economic Development	483	(112)	371	232	603	603	0	568	277	(291)
d Culture Management	135	(6)	129	(38)	91	101	10	84	93	9
e Library Service	3,509	(387)	3,122	203	3,325	3,455	130	3,197	3,428	231
f Museums And Art Gallery	1,168	(92)	1,076	216	1,292	1,322	30	1,192	1,154	(38)
g Parks And Amenities Management	4,458	(663)	3,795	(1,049)	2,746	2,691	(55)	2,449	2,297	(152)
h Climate Change	218	0	218	93	311	311	0	283	299	16
i Resort Services Pier and Foreshore and Southend Marine Activity Centre	3,130	(947)	2,183	117	2,300	2,250	(50)	2,120	2,063	(57)
j Sports Development	277	(134)	143	25	168	168	0	153	153	0
k Sport and Leisure Facilities	836	0	836	(66)	770	440	(330)	706	425	(281)
l Southend Theatres	582	(16)	566	(13)	553	553	0	521	522	1
m Support to Mayor	211	0	211	5	216	221	5	201	203	2
n Town Centre	124	(48)	76	22	98	78	(20)	91	61	(30)
o Tourism	301	(10)	291	(35)	256	231	(25)	236	187	(49)
<b>Total Net Budget for Portfolio</b>	<b>18,953</b>	<b>(5,009)</b>	<b>13,944</b>	<b>1,617</b>	<b>15,561</b>	<b>15,436</b>	<b>(125)</b>	<b>14,415</b>	<b>14,021</b>	<b>(394)</b>

Virements	£000
Transfer from earmarked reserves	32
Allocation from Contingency	126
In year virements	1,459
	<u>1,617</u>

**General Fund Forecast 2015/16  
at 29 February 2016 - Period 11  
Enterprise, Tourism & Economic Development  
Portfolio Holder - Cllr G Longley**

<b>Forecast Outturn Variance</b>	<b>Year to date Variance</b>
a. Excess Exhibition expenditure and a shortfall in income at the Focal Point Gallery.	Excess Exhibition expenditure and a shortfall in income at the Focal Point Gallery.
b. New Southend contract start-up costs. High supplies and services and machinery hire costs.	Bulk expenditure/orders in advance of need. More income expected.
c.	Grant received in advance of spend.
d. Pressure within staff budget and a shortfall in advantage card income.	Pressure within staff budget and a shortfall in advantage card income.
e. ICT costs which were previously charged to Capital. Income shortfall across most Libraries and Forum facilities management costs.	Majority of staffing pressure to be offset with transformation fund.
f. Peak relief staff costs and expenditure on exhibitions.	Grant funding received in advance of spend.
g. Release of donated seat and showground funds to offset pressures within Parks and grounds maintenance.	Grant funding received in advance of spend.
h.	
i. Pier entrance and train fees achieving above target, Pier head café and Royal Pavilion are making a net income.	Pier entrance and train fees achieving above target, Pier head café and Royal Pavilion are making a net income.
j.	
k. New Leisure Management contract.	New Leisure Management contract.
l.	
m. Energy costs for Porters which should have been charged to prior year	
n. Town centre market income.	Town centre market income.
o. Full Tourism budget not committed for the year.	Spend on events equipment yet to be committed.

**General Fund Forecast 2015/16  
at 29 February 2016 - Period 11  
Community & Organisational Development  
Portfolio Holder - Cllr I Gilbert**

Service	Gross Expend £000	Gross Income £000	Original Budget £000	Virement £000	Latest Budget £000	Expected Outturn £000	Forecast Variance £000	Budget to Date £000	Spend to Date £000	To Date Variance £000
a Closed Circuit Television	403	(18)	385	94	479	479	0	434	442	8
b Cemeteries and Crematorium	1,437	(2,044)	(607)	(243)	(850)	(895)	(45)	(792)	(844)	(52)
c Community Safety	356	(41)	315	(102)	213	213	0	184	167	(17)
d Customer Services Centre	1,922	(1,968)	(46)	13	(33)	(58)	(25)	(39)	(77)	(38)
e Council Tax Benefit	0	0	0	0	0	0	0	0	(40)	(40)
f Dial A Ride	103	(17)	86	7	93	93	0	85	83	(2)
Housing Benefit and Council Tax Benefit Admin	2,830	(1,285)	1,545	(582)	963	1,101	138	866	1,036	170
g										
h Rent Benefit Payments	98,947	(99,050)	(103)	300	197	197	0	181	613	432
i Partnership Team	327	0	327	7	334	334	0	305	279	(26)
j Registration of Births Deaths and Marriages	470	(323)	147	(19)	128	153	25	117	139	22
k Support To Voluntary Sector	913	0	913	(123)	790	736	(54)	723	714	(9)
l Human Resources	1,936	(1,946)	(10)	(37)	(47)	25	72	(81)	(25)	56
m Information Comms & Technology	5,064	(5,450)	(386)	241	(145)	(196)	(51)	(144)	(188)	(44)
n People & Organisational Development	449	(455)	(6)	8	2	2	0	2	(28)	(30)
o Transport Management	209	(209)	0	0	0	(29)	(29)	1	(31)	(32)
p Tickfield Training Centre	366	(349)	17	(20)	(3)	(3)	0	1	5	4
q Vehicle Fleet	809	(773)	36	(49)	(13)	(13)	0	(12)	(18)	(6)
<b>Total Net Budget for Portfolio</b>	<b>116,541</b>	<b>(113,928)</b>	<b>2,613</b>	<b>(505)</b>	<b>2,108</b>	<b>2,139</b>	<b>31</b>	<b>1,831</b>	<b>2,227</b>	<b>396</b>

**Virements**

**£000**

Transfer from earmarked reserves  
Allocation from Contingency  
In year virements

324  
153  
(982)  
(505)

**General Fund Forecast 2015/16  
at 29 February 2016 - Period 11  
Community & Organisational Development  
Portfolio Holder - Cllr I Gilbert**

Forecast Outturn Variance	Year to Date Variance
a.	
b. Income for burials and cremations is expected to exceed budget	
c.	
d. In year vacancies	
e.	Overpayments repaid relating to prior years
f.	
g. Pressure on employee's budget due to overtime and agency costs. ICT maintenance support costs higher than budget	
h.	
i.	Underspends across Supplies and Services budgets
j. Project to digitise records has resulted in an overspend	
k. There is an expected underspend in the Voluntary Sector premises costs due to a change in the accounting treatment of business rates. Additionally there should be a saving on employee budgets due to a member of staff now working part-time	Due to profiling, the underspend in business rates is not reflected in the year to date variance
l. An on-going pressure due to agency staff and overtime costs is being partially offset by an underspend on salaries	An on-going pressure due to agency staff and overtime costs is being partially offset by an underspend on salaries
m. Staff vacancies	
n.	Work is being undertaken to understand the nature of the underspend
o. Staff vacancies in the Transport Management team	
p.	
q.	

**General Fund Forecast 2015/16  
at 29 February 2016 - Period 11  
Public Protection, Waste & Transport  
Portfolio Holder - Cllr M Terry**

Service	Gross Expend £000	Gross Income £000	Original Budget £000	Virement £000	Latest Budget £000	Expected Outturn £000	Forecast Variance £000	Budget to Date £000	Spend to Date £000	To Date Variance £000
a Bridges and Structural Engineering	392	0	392	18	410	410	0	376	342	(34)
b Concessionary Fares	3,489	0	3,489	7	3,496	3,346	(150)	3,205	3,013	(192)
c Decriminalised Parking	1,965	(1,601)	364	14	378	533	155	341	507	166
d Enterprise Tourism and Environment Central Pool	1,858	(1,925)	(67)	70	3	38	35	5	47	42
e Flood and Sea Defence	874	(63)	811	(243)	568	568	0	490	476	(14)
f Highways Maintenance	10,296	(2,232)	8,064	(166)	7,898	8,028	130	7,030	7,287	257
g Car Parking Management	1,437	(5,647)	(4,210)	0	(4,210)	(4,360)	(150)	(3,952)	(4,102)	(150)
h Passenger Transport	389	(61)	328	18	346	346	0	318	326	8
i Public Conveniences	661	0	661	60	721	721	0	671	652	(19)
j Road Safety and School Crossing	365	(60)	305	32	337	337	0	304	283	(21)
k Regional And Local Town Plan	1,669	(752)	917	34	951	911	(40)	998	868	(130)
l Traffic and Parking Management	786	(5)	781	(106)	675	675	0	566	597	31
m Waste Collection	3,860	0	3,860	90	3,950	3,950	0	3,473	4,918	1,445
n Waste Disposal	4,019	0	4,019	105	4,124	4,124	0	3,770	3,130	(640)
o Environmental Care	652	(4)	648	(23)	625	625	0	569	490	(79)
p Civic Amenity Sites	654	0	654	(40)	614	614	0	553	491	(62)
q Waste Management	2,034	0	2,034	32	2,066	2,066	0	377	436	59
r Cleansing	2,193	(7)	2,186	42	2,228	2,228	0	2,021	1,789	(232)
<b>Total Net Budget for Portfolio</b>	<b>37,593</b>	<b>(12,357)</b>	<b>25,236</b>	<b>(56)</b>	<b>25,180</b>	<b>25,160</b>	<b>(20)</b>	<b>21,115</b>	<b>21,550</b>	<b>435</b>

**Virements**

Transfer from earmarked reserves  
Allocation from Contingency  
In year virements

**£000**

13  
309  
(378)

**(56)**

**General Fund Forecast 2015/16  
at 29 February 2016 - Period 11  
Public Protection, Waste & Transport  
Portfolio Holder - Cllr M Terry**

Forecast Outturn Variance	Year to Date Variance
a.	
b. Estimated invoices for Concessionary Fares have now been received for the full year. Allowing for adjustments an underspend is probable.	Estimated invoices are at 95% of expected usage.
c. Estimated year-end provisions in relation to decriminalised parking are expected to exceed the budgetary provision.	Estimated year-end provisions in relation to decriminalised parking are expected to exceed the budgetary provision.
d. Costs of printing and memberships.	Costs of printing and memberships.
e.	
f. Structural maintenance costs are exceeding the budgetary provision. This is being largely offset by additional income from Streetwork permits.	Highest expenditure incurred during the earlier months of the year.
g. Income from car parking above the budgeted level.	Income from car parking above the budgeted level.
h.	
i.	
j.	
k. Underspend on Traffic Signal maintenance.	Underspend on Traffic Signal maintenance.
l.	
m.	Smoothing of full contract saving to be met by the waste reserve this year.
n.	Penalty costs received from contractor due to not achieving contracted recycling rates.
o.	
p.	
q.	
r.	

**General Fund Forecast 2015/16  
at 29 February 2016 - Period 11  
Housing, Planning & Regulatory Services  
Portfolio Holder - Cllr D Norman**

Service	Gross Expend £000	Gross Income £000	Original Budget £000	Virement £000	Latest Budget £000	Expected Outturn £000	Forecast Variance £000	Budget to Date £000	Spend to Date £000	To Date Variance £000
a Building Control	593	(389)	204	92	296	296	0	271	263	(8)
b Development Control	1,022	(509)	513	(218)	295	195	(100)	284	196	(88)
c Regulatory Business	661	(11)	650	134	784	794	10	694	695	1
d Regulatory Licensing	632	(474)	158	(13)	145	171	26	100	165	65
e Regulatory Management	239	0	239	(188)	51	51	0	43	4	(39)
f Regulatory Protection	335	(62)	273	(7)	266	266	0	238	225	(13)
g Strategic Planning	398	0	398	14	412	412	0	413	414	1
h Strategy & Planning for Housing	218	0	218	(218)	0	0	0	19	30	11
i Private Sector Housing	5,866	(338)	5,528	135	5,663	5,663	0	5,190	5,190	0
j Housing Needs & Homelessness	1,449	(439)	1,010	230	1,240	1,285	45	1,139	1,192	53
k Supporting People	3,773	0	3,773	(193)	3,580	3,535	(45)	3,281	3,236	(45)
l Queensway Regeneration Project	0	0	0	274	274	274	0	251	190	(61)
<b>Total Net Budget for Portfolio</b>	<b>15,186</b>	<b>(2,222)</b>	<b>12,964</b>	<b>42</b>	<b>13,006</b>	<b>12,942</b>	<b>(64)</b>	<b>11,923</b>	<b>11,800</b>	<b>(123)</b>

**Virements**

Transfer from/(to) earmarked reserves  
Allocation from Contingency  
In year virements

**£000**

147

0

(105)

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**42**

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Forecast Outturn Variance	Year to date Variance
a.	
b. Income generated by Development Control is higher than expected. Vacant posts for the first ¼ of the year have generated a one-off underspend, the posts were filled from January.	Income generated and vacant posts within Development Control.
c. Legal costs re National Trading Standards case.	
d. Saving not achieved regarding contractor costs.	
e.	
f.	
g.	
h.	
i.	
j. Unachieved savings on hostels.	Unachieved savings on hostels.
k. Vacant post in the Supporting People team.	Vacant post in the Supporting People team.
l.	Drawdown from Reserves does not match the profiled spend

**Housing Revenue Account Forecast 2015/16**  
**at 29 February 2016 - Period 11**  
**Corporate Director - Simon Leftley**

Description	Original Budget £000	Virement £000	Latest Budget £000	Expected Outturn £000	Forecast Variance £000	Budget to Date £000	Spend to Date £000	To Date Variance £000
a Employees	279	0	279	279	0	279	284	5
b Premises (Excluding Repairs)	673	0	673	733	60	673	715	42
c Repairs	5,236	0	5,236	5,236	0	4,833	4,833	0
d Supplies & Services	66	0	66	66	0	60	40	(20)
e Management Fee	9,264	0	9,264	9,264	0	8,551	8,551	0
f MATS	956	0	956	956	0	876	876	0
g Provision for Bad Debts	361	0	361	361	0	0	0	0
h Capital Financing Charges	13,770	(3,053)	10,717	10,775	58	9,712	9,772	60
<b>Expenditure</b>	<b>30,605</b>	<b>(3,053)</b>	<b>27,552</b>	<b>27,670</b>	<b>118</b>	<b>24,984</b>	<b>25,071</b>	<b>87</b>
i Fees & Charges	(3,789)	0	(3,789)	(3,989)	(200)	(3,473)	(3,745)	(272)
j Rents	(26,877)	0	(26,877)	(27,217)	(340)	(24,654)	(25,221)	(417)
k Other	(227)	0	(227)	(242)	(15)	(227)	(242)	(15)
l Interest	(90)	0	(90)	(150)	(60)	(83)	(137)	(55)
m Recharges	(530)	0	(530)	(530)	0	(486)	(486)	(0)
<b>Income</b>	<b>(31,513)</b>	<b>0</b>	<b>(31,513)</b>	<b>(32,128)</b>	<b>(615)</b>	<b>(28,922)</b>	<b>(29,831)</b>	<b>(759)</b>
n Appropriation to Earmarked reserves	2,721	1,240	3,961	4,458	497	0	0	0
o Statutory Mitigation on Capital Financing	(1,813)	1,813	0	0	0	0	0	0
<b>Net Expenditure / (Income)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(3,938)</b>	<b>(4,760)</b>	<b>(672)</b>
<b>Use of Reserves</b>								
Balance as at 1 April 2014	3,502	0	3,502	3,502	0			
Use in Year	(0)	0	(0)	(0)	0			
<b>Balance as at 31 March 2015</b>	<b>3,502</b>	<b>0</b>	<b>3,502</b>	<b>3,502</b>	<b>0</b>			

**Housing Revenue Account Forecast 2015/16  
at 29 February 2016 - Period 11  
Corporate Director - Simon Leftley**

Forecast Outturn Variance	Year to Date Variance
a.	
b. Overspend due to the cost of patrol services on Victoria Ward partly offset by an underspend on void properties council tax bills.	Overspend due to the cost of patrol services on Victoria Ward partly offset by an underspend on void sheltered properties council tax bills.
c.	
d.	
e.	
f.	
g.	
h. Interest payable on the HRA's internal borrowing is higher than estimated in the budget, slightly reduced by an underspend on depreciation charges due to the revaluation of HRA dwellings.	Interest payable on the HRA's internal borrowing is higher than estimated in the budget, slightly reduced by an underspend on depreciation charges due to the revaluation of HRA dwellings.
i. Higher than estimated service charges income because of a lower number of void properties than estimated in the budget.	Higher than estimated service charges income because of a lower number of void properties than estimated in the budget
j. Higher than estimated rental income because of a lower number of void properties than estimated in the budget. There is also a higher rental income because all new and transferring tenancies are being let at formula rent.	Higher than estimated rental income because of a lower number of void properties than estimated in the budget. There is also a higher rental income because all new and transferring tenancies are being let at formula rent.
k.	
l. Interest received on the HRA's cash flow is higher than estimated in the budget.	
m.	
n.	

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**Capital Programme Budget  
Monitoring 2015/16**

**Period 11**

**as at 29<sup>th</sup> February 2016  
Departmental Summary**

## Capital Programme Monitoring Report – February 2016

### 1. Overall Budget Performance

The revised Capital budget for the 2015/16 financial year is £39.137million which includes all changes agreed at February Cabinet. Actual capital spend at 29<sup>th</sup> February is £30.060million representing approximately 77% of the revised budget. This is shown in Appendix 1. (Outstanding creditors totalling £0.376million have been removed from this figure).

The expenditure to date has been projected to year end and the outturn position is forecast to reflect the Project Manager's realistic expectation. This is broken down by Department as follows:

Department	Revised Budget 2015/16 £'000	Actual 2015/16 £'000	Expected outturn 2015/16 £'000	Latest Expected Variance to Revised Budget 2015/16 £'000	Previous Expected Variance to Revised Budget 2015/16 £'000
Corporate Services	4,858	2,527	3,429	(1,429)	(150)
People	10,633	8,808	10,633	-	-
Place	15,801	12,437	15,333	(468)	139
Housing Revenue Account (HRA)	7,845	6,288	7,845	-	-
<b>Total</b>	<b>39,137</b>	<b>30,060</b>	<b>37,240</b>	<b>(1,897)</b>	<b>(11)</b>

The capital programme is expected to be financed as follows:

Department	External Funding			Total Budget £'000
	Council Budget £'000	Grant Budget £'000	Developer & Other Contributions £'000	
Corporate Services	4,791	67	-	<b>4,858</b>
People	268	10,365	-	<b>10,633</b>
Place	8,193	7,018	590	<b>15,801</b>
Housing Revenue Account (HRA)	7,767	-	78	<b>7,845</b>
<b>Total</b>	<b>21,019</b>	<b>17,450</b>	<b>668</b>	<b>39,137</b>

The funding mix for the total programme could change depending on how much grant and external contributions are received by the Council by the end of the year.

The grants and external contributions position to 29<sup>th</sup> February is as follows:

Department	Grant Budget	Developer & Other Contributions Budget	Total external funding budget	External funding received	External funding outstanding
	£'000	£'000	£'000	£'000	£'000
Corporate Services	67	-	67	67	-
People	10,365	-	10,365	10,360	5
Place	7,018	590	7,608	7,121	487
Housing Revenue Account (HRA)	-	78	78	78	-
<b>Total</b>	<b>17,450</b>	<b>668</b>	<b>18,118</b>	<b>17,626</b>	<b>492</b>

## 2. Department Budget Performance

### Department for Corporate Services

The revised capital budget for the Department for Corporate Services is £4.858million. The budget is distributed across various scheme areas as follows

Department for Corporate Services	Revised Budget 2015/16 £'000	Actual 2015/16 £'000	Expected outturn 2015/16 £'000	Latest Forecast Variance to Year End 2015/16 £'000	Previous Forecast Variance to Year End 2015/16 £'000
Accommodation Strategy - Main	189	210	214	25	25
Accommodation strategy - CCTV	1	1	1	-	-
Queensway	200	-	68	(132)	(175)
Tickfield	84	79	84	-	-
Asset Management (Property)	1,436	1,096	1,424	(12)	-
Cemeteries & Crematorium	196	85	196	-	-
ICT Programme	2,714	1,056	1,404	(1,310)	-
<b>Subtotal</b>	<b>4,820</b>	<b>2,527</b>	<b>3,391</b>	<b>(1,429)</b>	<b>(150)</b>
Priority Works (see table)	38	-	38	-	-
<b>Total</b>	<b>4,858</b>	<b>2,527</b>	<b>3,429</b>	<b>(1,429)</b>	<b>(150)</b>

Priority Works	£'000
Budget available	1,000
Less budget allocated to agreed schemes	(962)
Remaining budget	38

Actual spend at 29<sup>th</sup> February stands at £2.527million. This represents 52% of the total available budget.

#### Accommodation Strategy - Main

All works to the toilets and first aid room have now been completed. Some additional costs have occurred with the Civic 2 refurbishment resulting in an overspend of £25k which will be funded from a revenue contribution from Corporate Services.



## **Queensway**

The Ground Penetrating Radar scheme is focused on determining the location of gas pipes, electricity cables and drainage around the Queensway site. The radar is able to give accurate location information within 100mm. The carriageway works took place during February but the remaining footway works are more labour intensive and will not take place until 2016/17. The remaining budget of £132k will be included as an adjustment to the approved capital programme in the report to June Cabinet.

## **Tickfield**

All building works have now been completed at Tickfield.

## **Asset Management (Property)**

The toilet refurbishment at Thorpe Hall is progressing and the demolition is now complete. Services and refurbishment works are now being tendered.

The East Street cottages have now been sold and no further expenditure is expected. The remaining budget of £3k is therefore not required and will be removed from the capital programme in the report to June Cabinet.

The repairs to the Pier north end roof have been completed and the scheme has come in £4k under budget. This will be removed from the capital programme in the report to June Cabinet.

Various schemes are on-going to carry out urgent works to properties within the asset management portfolio. A carry forward request of £5k will be required in the report to June Cabinet to continue the works in 2016/17.

## **Cemeteries and Crematorium**

The Essential Crematorium Equipment budget has been allocated for a replacement fire alarm system in the Crematorium. These works were completed on 8<sup>th</sup> March.

The project to acquire land for the new burial ground is currently on hold however the contingency plan to develop a small plot of existing land identified in Sutton Road Cemetery is being progressed. Most of the overgrowth has now been cleared on site and although there has been a slight delay due to the weather, the scheme remains on target.

## **ICT**

The contracts have now been signed for the reprovision of Carefirst and the system is expected to go live during October 2016.

The Digital Strategy Programme Board agreed the Early Years and Transport modules for the Capita One developments in December. The Transport module is now complete with the Early Years module currently in progress.

The Hybrid Cloud Data Centre tender has been published on Contracts Finder as part of the ICT Core Infrastructure scheme. The purchase order has been placed in March and the delivery is scheduled for April 2016. A carry forward request of £1.310million will be in the report to June Cabinet.

## **Priority Works**

The Priority works provision budget currently has £38k remaining unallocated.

### **Summary**

Carry forward requests to be included in the report to June Cabinet are £132k for the Queensway Ground Penetrating Radar, £5k for Urgent Works to Properties and £1.310million for the ICT Core Infrastructure scheme.

An over-spend of £25k is reported on the Accommodation Strategy scheme and this will be funded from a revenue contribution from Corporate Services.

Budgets to be removed from the capital programme include £4k for the Pier North End repairs scheme and £3k for East Street Cottages.

## Department for People

The revised Department for People budget totals £10.633million.

Department for People	Revised Budget 2015/16 £'000	Actual 2015/16 £'000	Expected outturn 2015/16 £'000	Latest Expected Variance to Year End 2015/16 £'000	Previous Expected Variance to Year End 2015/16 £'000
Adult Social Care	268	220	268	-	-
General Fund Housing	1,207	1,108	1,207	-	-
Children & Learning Other	41	6	41	-	-
Condition Schemes	1,233	984	1,233	-	-
Devolved Formula Capital	310	310	310	-	-
Primary School Places	7,574	6,180	7,574	-	-
<b>Total</b>	<b>10,633</b>	<b>8,808</b>	<b>10,633</b>	-	-

Actual spend at 29<sup>th</sup> February stands at £8.808million. This represents 83% of the total available budget.

### Adult Social Care

The Adult Social Care budget consists of the Community Capacity grant which includes £172k for the Care Act capital scheme. Part of the Community Capacity grant will be spent on major adaptations that will enable vulnerable individuals to remain in their own homes and to assist in avoiding delayed discharges from hospital.

The Dementia Friendly Environments budget has been allocated to enhance Delaware House and the dementia garden. These works are progressing well and will continue into 2016/17.

### General Fund Housing

The Private Sector Renewal scheme is in place to ensure that the private sector stock is kept in a good condition. 15 new cases are currently on hold pending review and they are expected to restart in 2016/17.

The Empty Dwellings Management scheme is currently concentrating on bringing more empty homes back into use. Several empty homes projects are on-going however it is likely that they will not complete until 2016/17.

### Children & Learning Other Schemes

Retentions of £57k are being held for Kingsdown Special School roof works and will be paid once outstanding snagging and defects works are completed and fully signed off. This figure is included in the creditors shown above. The Hinguar Primary School project is now signed off and a final retention of £6k will be paid before the end of the financial year.

## **Condition Schemes**

A budget of £1.233m has been allocated to address larger conditions in schools where the cost is over the schools capabilities to fund. Most of these works are either complete or in the final stages. Retentions of £27k are being held for works completed in 2014/15 at eight primary schools. This figure is included in the creditors shown above.

## **Devolved Formula Capital**

This is an annual devolution of dedicated capital grant to all maintained schools. The grant for 2015/16 is £310k.

## **Primary School Places**

Capital expansions, both permanent and temporary are on-going to supply primary places to meet significant increased demands. In 2015/16, spend of £7.574m is programmed. This covers large, multi-year projects at St Helen's Catholic Primary, Sacred Heart Catholic Primary, Hamstel Infant and Juniors, The Federation of Greenways Schools and St Mary's Prittlewell C of E Primary. Works at Darlinghurst Primary School and Porters Grange Primary Schools have now been completed.

A further £51k is also being held as retention payments against works completed in 2014/15 on smaller expansion projects. This figure is included in the creditors shown above.

## Department for Place

The revised capital budget for the Department for Place is £15.801million. This includes all changes approved at February Cabinet. The budget is distributed across various scheme areas as follows:

Department for Place	Revised Budget 2015/16 £'000	Actual 2015/16 £'000	Expected outturn 2015/16 £'000	Latest Expected Variance to Year End 2015/16 £'000	Previous Expected Variance to Year End 2015/16 £'000
Culture	2,908	2,609	2,908	-	-
Enterprise, Tourism & Regeneration	625	524	625	-	-
Coastal Defence & Foreshore	1,713	1,598	1,875	162	162
Highways and Infrastructure	2,904	2,294	2,904	-	-
Parking Management	400	329	400	-	-
Section 38 & 106 Agreements	225	185	225	-	-
Local Transport Plan	2,597	1,898	2,435	(162)	(162)
Local Growth Fund	1,885	943	1,830	(55)	-
Transport	454	479	454	-	-
Waste	597	695	736	139	139
Energy Saving Projects	1,493	883	941	(552)	-
<b>Total</b>	<b>15,801</b>	<b>12,437</b>	<b>15,333</b>	<b>(468)</b>	<b>139</b>

Actual spend at 29<sup>th</sup> February stands at £12.437million. This represents 79% of the total available budget.

### Culture

The resurfacing works are now complete at Chalkwell Park Tennis Courts with only minor repairs and re-lining of the courts outstanding.

Tender evaluations for the Prittlewell Prince storage showcase contract have been completed and the successful bidder has been notified. Initial meetings have been set up and display cases are scheduled for delivery in May.

External works above the Maritime Room at the Cliffs Pavilion are on-going with a scheduled completion date of March 2016. A specification for tender for the under-croft piping replacement is currently with Property Services for specification. As the works will impact on the heating in the auditorium, some of the works will not be completed until 2016/17.

Various works are taking place at the Palace Theatre with the installation of the fire exit currently out to tender. These works are unlikely to commence until the new financial year due to the complexity of gaining planning consent for a historic listed building. Planning and

listed building consent is also required for the replacement of the windows which is currently causing some delays to the project.

Delays are currently occurring on the refurbishment of the war memorials within the Borough due to the availability of specialist contractors. There is currently great demand for this kind of work given the focus on the 100 year commemorative anniversary. Orders have been raised for railings at Priory park and delivery is scheduled before the end of the financial year.

### **Enterprise, Tourism & Regeneration**

The Regeneration projects include all the work currently taking place on Southend Pier and the City Deal Incubation Centre as well as the Coastal Communities Fund.

A scheme for additional offices in the Hive as part of the City Deal Incubation Centre scheme has been drawn up and some low level changes have been identified to the proposed scheme. These are now being reworked for agreement.

A sub-structural works contractor has now been appointed for the structural repairs on Southend Pier. Orders have been placed although works are not expected to complete until September.

The concrete works on the Prince George Extension works on the Pier have come in over tender which has caused some delays to the project. Some localised repairs are being carried out.

### **Coastal Defence and Foreshore**

Works for the Cliff Stabilisation at Clifton Drive commenced on 12<sup>th</sup> April. £25k has been transferred from Asset Management to part fund the equipment trench. The works on the trench have come in £25k over this budget along with £137k additional works due to unexpected ground conditions therefore a total pressure of £162k is currently reported. This will be financed by an under-spend reported on the LTP schemes.

### **Highways and Infrastructure**

All approved programmed works have now completed under the planned maintenance scheme. The remaining funds are to be spent on a collapsing section of the junction at Prittlewell Chase and Highfield Gardens.

Further discussions have taken place with Network Rail about moving the fence separating the Cinder Path from Essex Thameside Rail Link. Once the estimate has been received from the contractor, works can be programmed to coincide with the next appropriate rail possession. Resurfacing of the widened Cinder Path can then commence. It is anticipated that works will commence in the new financial year.

The revised Street Lighting budget is a multi-million pound, multi-year scheme to be part funded by the Challenge fund from the Department for Transport. The A127 from Kent Elms to Cuckoo Corner is complete and from Kent Elms to the borough boundary is scheduled for completion by the end of March. The contract for the Central Management System (CMS) has been signed off by procurement and legal and a presentation on the system will be made at the next project board meeting.

### **Parking Management**

Works to the Civic Centre North car park are now complete. Remaining funding will be utilised for works to improve the other Borough car parks.

## **Section 38 and Section 106 Schemes**

There are a number of S38 and S106 schemes all at various stages. The larger schemes include works to Fossetts Farm Bridleway and North Shoebury Road.

## **Local Transport Plans (LTP Schemes)**

Various schemes are now underway for Better Networks and Better Sustainable Transport. Works to the Better Operations of Traffic Control Systems are now complete.

Programmed resurfacing works under the maintenance scheme have been completed and further works are scheduled for resurfacing and kerb works at Western Road to utilise the remainder of the budget.

Underspend of £162k will be used to fund the works on Clifton Drive Stabilisation Works.

## **Local Growth Fund**

The A127 Growth Corridor projects will support the predicted growth associated with London Southend Airport and the Joint Area Action Plan (JAAP) proposals developed by Southend, Rochford and Essex County Councils to release land and create 7,380 high value jobs on new business. The improvement will also support background growth of Southend and Rochford.

The business cases for A127 Kent Elms and Bridge and Highway Maintenance have been approved by South East Local Enterprise Partnership to draw down 2015/16 funding. Further work is underway to support the business cases for 2016/17 onwards. 2015/16 works for Kent Elms will be focussing on the design and construction of the advance surface crossing works and design and survey work for the main junction improvement works. The final account is still being negotiated with the contractor with the view to be agreed by the end of March. Further drainage surveys are required and will be undertaken in February. A bridge survey has taken place and the highways team are currently awaiting the report. Works on the Bell junction will be focussing on survey work to inform the design for the main junction improvement works. Once Kent Elms survey works have been received and reviewed, similar surveys will be commissioned for the Bell. Bridge and Highway Maintenance will be focussing on investigation works for the improvement to the A127 corridor. Surfacing works are complete to the eastbound section of the A127 from the boundary to just prior to the Progress Road improvement works. The estimate for pavement surveys is currently being reviewed and a quotation for drainage, lighting and safety barrier surveys is being prepared.

The Clean Air Act independent analysis report has been received for the Southend Central Area Action Plan (SCAAP) Growth Point for non-transport schemes and the scheme is being finalised taking that into account. The lift works are out to tender and works are scheduled to begin in the new financial year. A carry forward request of £55k will be included in the report to June Cabinet.

## **Transport**

Main works on the A127 Tesco junction improvements are complete. Traffic signal monitoring will continue to be adjusted as necessary. UK Power Network trench defects are still to be rectified by the contractor.

Minor adjustments to traffic signals on Progress road are yet to be completed.

Southend Transport Model is an on-going scheme to support various multi modal transport projects.

## **Waste**

There are commitments for the year in relation to the Commercial Waste and Recycling Centre which will involve ground works, a salt dome and refurbishment of the toilets. Some disused buried structures and contaminated soil have been discovered on site and this has slightly delayed the project. Works are on-going with an expected completion date before the end of the year. Final snagging works are to be carried out and the final accounts are to be reviewed. An over-spend of £139k is currently reported and an investigation into this is currently being carried out and the resultant figure will be funded from within the Place Department budget by a relevant virement.

## **Energy Saving Projects**

The biomass boilers are currently awaiting planning permission as part of the energy project at Southend Adult Community College. The tender has been issued for the lighting and heating controls which will take place in 2016/17. A carry forward request of £146k will be included in the report to June Cabinet.

The biomass boiler is complete at Temple Sutton School apart from a few final issues. The tender has been issued for lighting, insulation and heating controls and this work will take place in 2016/17. A carry forward request of £134k will be included in the report to June cabinet.

The energy scheme at Eastwood Schools will involve the installation of solar panels and the works have now received approval at the Board of Governors. Only £5k is expected to be spent in 2015/16 therefore the remaining budget of £155k will be included in the report to June Cabinet as a carry forward request.

The removal of the low loss header at the Civic Centre is scheduled for after the winter season once the heating is no longer required. A carry forward request of £12k will be included in the report to June Cabinet to carry out these works in 2016/17.

The Biomass boiler is ready to go to planning for the Beecroft and Central Museum energy project following the flue design review. Tenders have been issued for the lift works and the ventilation and heating upgrade designs are progressing. A carry forward request of £86k will be included in the report to June Cabinet.

The LED lighting for the Civic Centre underground car park is being integrated as part of the resurfacing works programme. This is scheduled for 2016/17 and therefore the full budget of £19k will be included in the report to June Cabinet.

## **Summary**

Carry forward requests to be included in the report to June Cabinet are Civic Centre boilers for £12k, Beecroft and Central Museum energy project for £86k, Eastwood Schools energy project for £155k, LED lighting in Civic Centre car park for £19k, Southend Adult Community College energy project for £146k, Temple Sutton School energy project for £134k and Local Growth fund Non-Transport for £55k.

There is currently an over-spend of £139k on the Short Street Depot scheme which is being investigated and a relevant virement will be identified from the Place Department budget.



A pressure of £162k has been identified on the Cliffs Stabilisation scheme which will be financed by an under-spend on LTP schemes.

## Housing Revenue Account

The revised budget for the Housing Revenue Account capital programme for 2015/16 is £7.845million. The latest budget and spend position is as follows:

Housing Revenue Account	Revised Budget 2015/16 £'000	Actual 2015/16 £'000	Expected outturn 2015/16 £'000	Forecast Variance to Year End 2015/16 £'000	Previous Forecast Variance to Year End 2015/16 £'000
Decent Homes Programme	6,994	5,616	6,994	-	-
Council House Adaptations	500	477	500	-	-
32 Byron Avenue	16	-	16	-	-
Other HRA	335	195	335	-	-
<b>Total</b>	<b>7,845</b>	<b>6,288</b>	<b>7,845</b>	-	-

The actual spend at 29<sup>th</sup> February of £6.288million represents 80% of the HRA capital budget.

### Decent Homes Programme

The on-going Decent Homes schemes are continuing in 2015/16. Kitchens, bathrooms and electrical works have now completed. The lift upgrade works at Pennine have been completed and the final account is being prepared. A two week cavity wall insulation project at Shelley Square is scheduled to be carried out in March and contractors are on site at Temple Court for the roof replacement project.

### Council House Adaptions

This budget relates to minor and major adaptations in council dwellings. Spend depends on the demand for these adaptations and works are currently in progress for 2015/16.

### 32 Byron Avenue

The build at 32 Byron Avenue is now complete and settlement of the final accounts is expected by the end of the financial year.

### Other HRA

The plan for the HRA Land Review scheme is to construct 18 housing units within the Shoeburyness ward. The contractor has now been appointed and detailed design drawings are being finalised. The sites have been handed over to the contractor and they have constructed their site set up. Demolition of the garages commenced on 14<sup>th</sup> March and will last four weeks.

Summary of Capital Expenditure at 29th February 2016

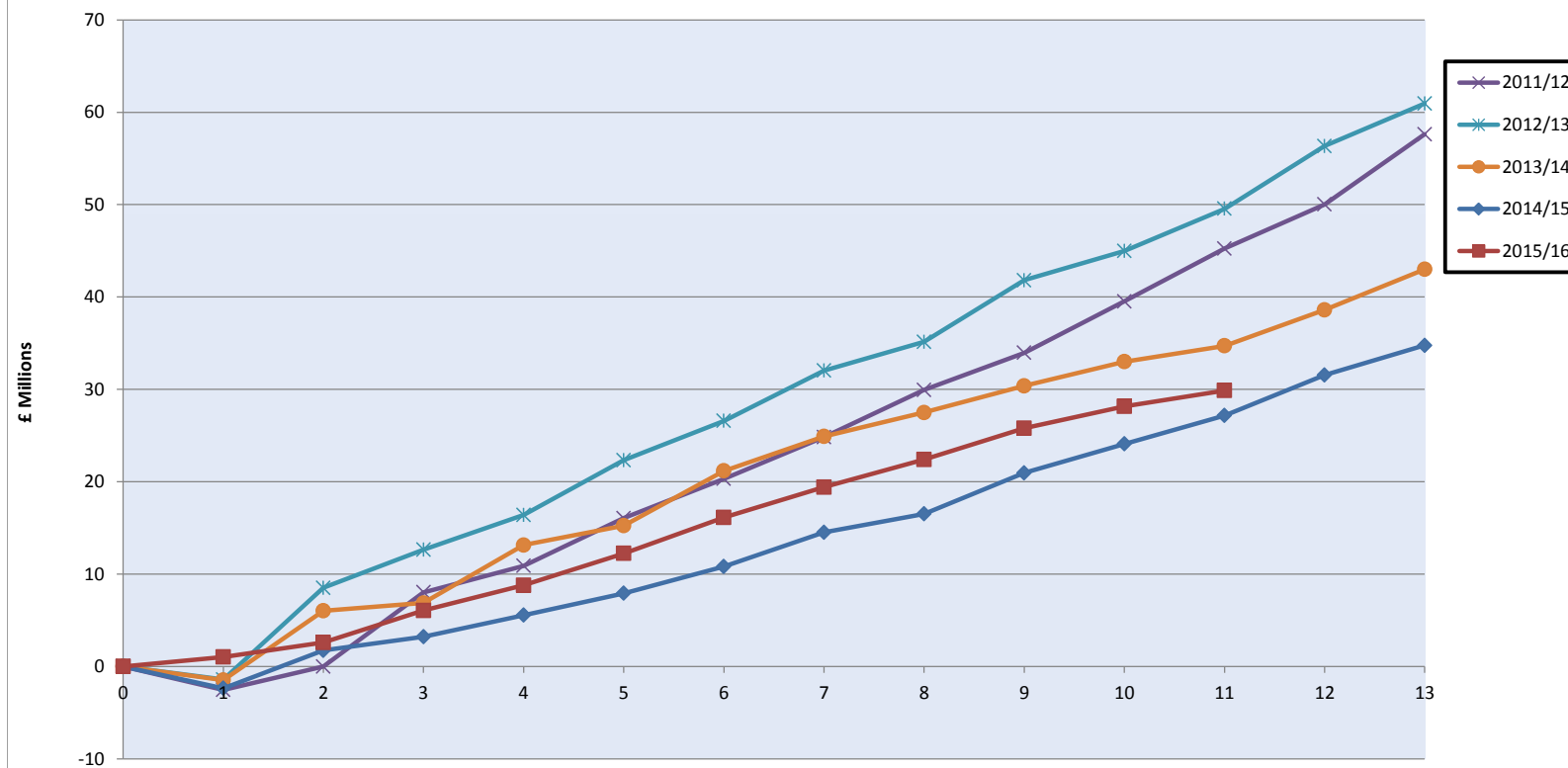
Appendix 1

	Original Budget 2015/16 £000	Revisions £000	Revised Budget 2015/16 £000	Actual 2015/16 £000	Forecast outturn 2015/16 £000	Forecast Variance to Year End 2015/16 £000	% Variance
Corporate Services	10,252	(5,394)	4,858	2,527	3,429	(1,429)	52%
People	15,392	(4,759)	10,633	8,808	10,633	0	83%
Place	17,859	(2,058)	15,801	12,437	15,333	(468)	79%
Housing Revenue Account	10,002	(2,157)	7,845	6,288	7,845	0	80%
	<u>53,505</u>	<u>(14,368)</u>	<u>39,137</u>	<u>30,060</u>	<u>37,240</u>	<u>(1,897)</u>	<u>77%</u>
<b>Council Approved Original Budget - February 2015</b>	<b>53,505</b>						
Corporate Services amendments	245						
People amendments	(927)						
Place amendments	2,376						
HRA amendments	(1,801)						
Carry Forward requests	7,587						
Accelerated Delivery requests to 2014/15	(582)						
Budget re-profiles (July, November and February Cabinet)	(23,794)						
New external funding	2,528						
<b>Council Approved Revised Budget - February 2016</b>	<u><b>39,137</b></u>						

Actual compared to Revised Budget spent is £30.060M or 77%

Appendix 2

Capital programme Delivery  
Cummulative Capital Expenditure 2011/12 to 2015/16



Year	Outturn £m	Outturn %
2011/12	57.6	97.3
2012/13	61.0	97.9
2013/14	43.3	93.8
2014/15	34.8	83.8