



Hincley & Bosworth
Borough Council

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FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

Finance & Performance Council	24 June 2019 16 July 2019
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WARDS AFFECTED: ALL WARDS

FINANCIAL OUTTURN 2018/19

Report of Head of Finance (Section 151 Officer)

1. PURPOSE OF REPORT

1.1 To inform members of the draft financial outturn for 2018/19.

2. RECOMMENDATION

2.1 That Council approves:

- a) the General Fund Outturn for 2018/19 as outlined in section 3.3 of the report,
- b) the transfers to earmarked reserves and balances as outlined in section 3.6 of the report and Appendix 3,
- c) the General Fund revenue carry forwards of expenditure and income to 2019/20 as detailed in Appendices 1 and 2 and section 3.5,
- d) the Housing Revenue and Housing Repairs Account Outturn for 2018/19 and transfers to and from balances as detailed in sections 3.8 to 3.9,
- e) the Capital Programme outturn for the General Fund and Housing Revenue Account from 2018/19 as outlined in section 3.10 to 3.11,
- f) the HRA carry forwards outlines in Appendix 4, and
- g) the Capital carry forwards as detailed in Appendix 5 and sections 3.10 to 3.11.

3. BACKGROUND TO THE REPORT

3.1 A draft outturn was presented to Finance & Performance Committee (F&P) on 24th June 2019. *The Outturn presented below is before the audit of the financial statements and excludes unbudgeted statutory charges in accordance with accounting practice that have no overall impact on General Fund or HRA balances.*

General Fund

3.2 The original budget for 2018/19, revised budget for 2018/19 (based on November 2018 outturn) together with the draft outturn are summarised below. (Before any regulatory accounting adjustments which do not impact on balances).

- 3.3 After taking account of adjustments to the budget, (e.g. virements and supplementary budgets and savings identified in year, the provisional outturn shows **£12,792,370** being spent on services compared against a budget of £13,668,055 with net **£2,023,623** being transferred to earmarked reserves and **£670,437** being taken from General Fund balances. Overall, this means an increase in balances of £156,129 compared against the position of £826,566 reported to Council in February 2019.

	Original Estimate 2018/19	Revised Estimate 2018/19	Outturn 2018/19
	£	£	£
Support Services	189,460	346,976	244,520
Corporate Services	2,694,291	3,330,828	3,121,394
Community Services	2,168,588	2,434,423	2,053,810
Environment and Planning	7,276,979	7,598,828	7,372,646
Further Savings in Year	0	(43,000)	0
Total service expenditure	12,329,318	13,668,055	12,792,370
Special Expenses	(599,040)	(593,040)	(584,583)
Capital Accounting Adjustment	(1,940,970)	(1,940,970)	(1,742,401)
Net external interest (received)/paid	340,553	250,553	219,233
IAS19 Adjustment	(538,140)	(538,140)	(538,140)
Carry forwards from prior year	0	0	(187,558)
Carry forwards to 2019/20	0	0	302,069
Transfer to reserves	2,781,000	2,771,300	3,146,593*
Transfer from reserves	(1,067,811)	(1,524,419)	(1,237,481)
Transfer (from) unapplied grants		(239,139)	(314,580)
Transfer to unapplied grant	0		186,146
Transfer to pensions reserves	3,880	3,880	
Transfer to/(from) balances	(688,276)	(826,566)	(670,437)
HBBC Budget Requirement	10,620,514	11,031,514	11,371,231

The table below summaries the draft funding position

Financing	Original Estimate 2018/19	Revised Estimate Feb 19	Outturn 2018/19
Council tax	4,148,382	4,148,382	4,148,382
RSG	437,461	437,461	437,461
NNDR (net of levy payment)*	3,692,824	4,103,824	4,443,541
NHB	2,570,833	2,570,833	2,570,833
Collection Fund Surplus (Deficit)	-228,986	-228,986	-228,986
	10,620,514	11,031,514	11,371,231

*Additional income at year-end due mainly to timing differences and a lower levy on growth being charged than budgeted. This may lead to a higher charge next year. An additional £360k has been set aside in the Business Rates reserve to smooth fluctuations in future payments

- 3.4 Total service expenditure on the face of the summary shows an underspend £876k compared against the revised budget. This however includes budgeted items which are reversed out in accordance with statutory accounting practise in the capital accounting adjustments These total £171k. After allowing for the net underspend is £705k. This is explained below:-

	£000's
Service Expenditure (February 2019)	13,668
Service Expenditure Draft Outturn	12,792
Less Capital Accounting Adjustments	171
Underspend	705
Carry fwd for contractual commitments	302
Carry fwd of grants for contractual commitments	186

The net underspend allowing for these variations the total variation is 217k. Major variances between the budget reported to Council and the draft outturn are summarised below:-

	under (over) spends
	£000's
Development Control reduction in the estimated budget shortfall for Planning Fees	71
Savings from Revenues & Benefits Service	40
Additional Central Government grants received in March 2019	69
Reduction in General Fund Bad Debt Provn	31

Carry Forward Budgets

- 3.5 In a number of cases budget managers have requested that the under spend in their budget(s) be carried forward to 2019/20 because of delays in committing expenditure. Requests totalling a net £626,922 have been received. Funding details of the requests are summarised below and details can be found in appendices 1 & 2.

Source of Funding	Amount (£)	
General Fund carry forwards	302,069	Appendix 1
General Fund carry forwards - Reserves	103,230	Appendix 1
Unapplied Grant Carry fwds	35,477	Appendix 2
Unapplied Grants fwd. 2018/19 grants	186,146	Appendix 2
Total	626,922	

Unapplied Grants are specific grants and contributions which have not been spent and are transferred to “unapplied grants and contributions” in accordance with accounting standards. Pending approval, budgets will be set up for these amounts in 2019/2020 and funding released accordingly from the Balance Sheet.

Earmarked Reserves

- 3.6 The table below shows the expected transfers to and from reserves for the general fund revenue compared against the budgeted position. The main movements are an additional £103,230 in the local plan reserve which will be drawn down in 2019/20 to pay for contractual commitments and the increase of £359,693 in the Business Rates Reserve to pay for future fluctuations in levy payments. A detailed analysis of the draft reserves position is attached in Appendix 3.

Reserve	Budget February 2019	Actual	Variance to/from reserve to Budget
Hub Future Rental Management Reserve	(50,000)	(50,000)	0
Special Expenses	(20,000)	(20,000)	0
Local Plan Procedure	33,000	(70,230)	(103,230)
Business Rates Equalisation Reserve	170,605	(189,088)	(359,693)
Relocation Reserve	50,000	50,000	0
Year End Carry Forwards to 2018/19	187,558	187,558	0
Year End Carry Forwards to 2019/20	0	(302,069)	(302,069)
Maintenance Fund - Green Towers	(5,000)	(5,000)	0
ICT Reserve	(4,250)	(16,000)	(11,750)
Waste Management Reserve	(75,000)	(75,000)	0
Workforce Strategy Reserve	(50,000)	(50,000)	0
Election reserve	42,000	42,000	0
Grounds Maintenance Reserve	(72,605)	(72,605)	0
Enforcement and Appeals	40,000	40,000	0
Building Maintenance Reserve	(200,000)	(200,000)	0
Pension Contributions	53,811	53,811	0
Hinckley Community Development Fund	(350,000)	(350,000)	0
Minor Capital Projects	(175,000)	(175,000)	0
PCIF Reserve	(375,000)	(375,000)	0
Transformation	32,000	32,000	0
Developing Communities Fund	(499,000)	(499,000)	0
Total	(1,266,881)	(2,043,623)	(776,742)

General Fund Balances

- 3.7 The table below summaries the transfers for the general fund and the Special Expenses Area

	Transfer to/(from) Balances Original Budget	Transfer to/(from) Balances Latest Budget	Transfer to/(from) Balances Outturn
	£000	£000	£000
General Fund Element	(688)	(827)	(670)
Special Expense Element	100	106	112
Total General Fund	(588)	(721)	(558)

The general fund balance as at the 31 March 2019 equals £1,933,000 after the use of balances noted above. This includes special expenses balances of £273,000. Therefore, the overall general fund balance net of special expenses equals £1,660,000. This is considered adequate at 14.6% of net expenditure compared to the target of 15% and is above the forecast target of £1,496,000 reported to Council in February 2019.

Housing Revenue Account

- 3.8 As at 31st March 2018 the HRA outturn surplus is £63,205 against the latest budgeted surplus of £115,304. This is a variation of £52,099. The main reasons for the variances are summarised below:

Under (over) spends	£000's
Additional Interest Receivable	80
Council Tax overspend (mainly Ambion Court – 18 months)	-97
Central & Admin overheads overspend (mainly IT & legal)	-44
Other variances	9
Total	-52

Housing Repairs Account

- 3.9 The Housing Repairs Account outturn is £39,074 compared to a latest approved budget of £143,939. This is a saving of £104,865. The main reasons for the variances are summarised below:-

	under (over) spends
	£000's
Committed central heating and painting work that were completed in April	22*
Responsive Repairs savings (demand led budget)	75
Asbestos Surveys awaiting completion (Arising from backlog from prior years)	32*

**A total of £54k has been requested to be carried forward to allow for committed which where budgeted for in the prior year.*

HRA reserves are summarised in the table below:-

HRA	Closing Balance 31st March 2018	(To) / From reserves	From reserves Capital Spend	Estimated Outturn current position 31/3/19
Regeneration Reserve	(9,857)	(2,056)	2,017	(9,896)
HRA Piper Contribution Revenue	(167)	(10)	98	(79)
Major Repairs Reserve	(599)	(3,009)	3,000	(608)
Year End Carry Forwards	(43)	0	0	(43)
Pensions Contribution	(36)	(3)	0	(39)
HRA Communal Furniture	(5)	0	0	(5)
Service Improvement Rese	(50)	0	0	(50)
HRA Housing Repairs Account	(329)	39		(290)
	(11,086)	(5,039)	5,115	(11,010)

Details of HRA Carry Forwards are attached in Appendix 4

Capital Programme

- 3.10 For the General Fund £2,532,244 has been spent on capital schemes to the end of March 2019 against a budget of £3,930,594. This represents an under-spend of £1,398,350. In the majority of cases, under spends at the year end are due to slippage and therefore will be spent in forthcoming years. If approved, the relevant financing for these schemes will be transferred to the 2019/20 Capital Programme. Council will be requested to approve carry forwards totalling £948,676. Capital carry forwards are detailed in Appendix 5. Other major variations have been summarised as follows:

Scheme	£000's Under spend/ (Overspend)	Explanation
Major Works Grants	55	Works not required due to demand led nature of scheme.
Disabled Facilities Grant	169	Works reprofiled into 2019/20 (carry fwd requested). Balance of budget not required.
Housing Enforcement Works	42	Works not required due to demand led nature of scheme.
Hardware/Server upgrade	79	Budget not required. Works to be procured as part of new Server upgrade.

- 3.11 For the HRA £5,283,096 has been spent against a revised budget of £6,212,500. This represents an under-spend of £929,404. Carry forward requests have been requesting totalling £596,119. £265,960 relates to contractually committed repairs works and the balance £330,159 is for existing affordable housing schemes. This leaves a net underspend of £333,285. Major variations are summarised below:-:

Scheme	£000's Under spend/ (Overspend)	Explanation
Social Service Adaptation to Council Dwellings	108	Savings due lower than anticipated demand
Affordable Housing	174	Funds set aside to take increase stock by one off purchases. Not required.

3.12 A full capital carry forward list is detailed in Appendix 5

4. EXEMPTIONS IN ACCORDANCE WITH THE ACCESS TO INFORMATION PROCEDURE RULES

4.1 Report taken in open session.

5. FINANCIAL IMPLICATIONS IB

5.1 Contained within the body of the report.

6. LEGAL IMPLICATIONS FA

6.1 The Local Government Act 2003 places a duty on the S151 Officer to report to members on the budget setting process and comment on the adequacy of the reserves allowed for.

7. CORPORATE PLAN IMPLICATIONS

7.1 The budget and MTFS contribute to all objectives of the Corporate Plan.

8. CONSULTATION

8.1 None.

9. RISK IMPLICATIONS

9.1 It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

9.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

9.3 The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
That the Council has insufficient	A budget strategy is produced to ensure that the objectives of the budget exercise are known	Ashley Wilson

resources to meet its aspirations and cannot set a balanced budget	throughout the organisation. The budget is scrutinised on an ongoing basis to ensure that assumptions are robust and reflective of financial performance. Sufficient levels of reserves and balances are maintained to ensure financial resilience	
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10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

10.1 There are no direct implications arising from this report

11. CORPORATE IMPLICATIONS

11.1 By submitting this report, the report author has taken the following into account:

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Procurement implications
- Human Resources implications
- Planning implications
- Data Protection implications
- Voluntary Sector

Background papers: Civica Reports

Contact Officer: Ilyas Bham, Accountancy Manager

Executive Member: Cllr K Lynch

Appendix 1: General fund revenue carry forwards

Ref	Description	Earmarked Reserves	General Fund	Detail
		£	£	
1	Enforcement Costs		6,410	Enforcement works to be completed in 2019/20
2	Building Control		10,000	HBBC's share of the work by the consultants on the Building Control shared service. The second phase payment will be due in summer 2019.
3	Planning Policy		18,162	Fulfil the existing contract between the council and consultants preparing a Public Realm Strategy for Hinckley Town Centre.
4	Planning Policy	103,230		Fulfil existing arrangements in preparing evidence studies in support of the local plan review
5	Community Planning		4,000	Establish new arrangements in respect of the successor to the Local Strategic Partnership. The funding was ring fenced for this purpose in 2018-19 but works signed off in February.
6	Children and Young People		7,000	Complete work commenced on transferring historic safeguarding information on to a new system to meet its legislative requirements
7	Private Sector Housing		1,512	Committed as a contribution to fund the student Environmental Health bursary
8	Private Sector Housing		6,653	Cover to support apprentice post which is a 2 year programme in 2018/19 and 2019/20
9	Health and Wellbeing Partnership		1,000	Carry forward required to complete workplace health needs assessment. Includes a series of monthly themed campaigns for staff and runs from January 2019 to December 2019
10	Domestic Abuse		18,500	support due to an increased demand for ASB service & an increase in need to tackle ASB If the resource was not in place post April it would potentially put vulnerable tenants and residents at risk of harm & the service will be disrupted.

Appendix 1: General fund revenue carry forwards

Ref	Description	Earmarked Reserves	General Fund	Detail
		£	£	
11	Wykin Community House		7,000	This budget has not been used due to changing contracting arrangements. Over the next 12 months the plan is to develop the initiative into other areas, building resilience via volunteers
12	Purple Flag		5,400	The purple flag initiative submission has been delayed due to parts of the bid needing strengthening prior to submission. Operational work particularly in Regent Street area is ongoing to strengthen the bid then submission will be made.
13	Homelessness		99,000	Ongoing Proactive Prevention Review. - Funds to be used for the prevention of homelessness. This amount is being added to other funding to fund the cost of review as well as County projects
14	Community Safety		1,633	The money is required to contribute towards a Sentinel Project. Sentinel is a case management system used to manage anti social behaviour cases.
15	Civic		3,190	Balance outstanding on the Mayors Budgets due to the mayoral year being different from the Financial year.
16	Mayor		1,500	Balance outstanding on the Mayors Budgets due to the mayoral year being different from the Financial year.
17	Mayor		2,370	Request to carry forward the balance outstanding on the Mayors Budgets due to the mayoral year being different from the Financial year.
18	Asset Management		21,900	Budget for office moving project as moves were not completed by Year End
19	Rent Allowances		19,000	Carry Forward to cover the cost of Discretionary Housing Payments (DHP)
20	Council Tax Support		10,436	Carry Forward of Non Ring Fenced New Burdens Funding Received at the end of March 19
21	Debtors/Income		20,000	carry fwd for version upgrade to capita payments (delayed from 18/19)
22	Debtors/Income		5,000	carry fwd for version upgrade for Allpay
23	Accountancy		15,000	Civica reporting upgrade delayed due to capacity issues
24	Homelessness		15,403	This will be used for a new IT system and any remainder will be for additional support to aid the re-registration of applicants
25	Grassroots funding		2,000	Externally ring fenced monies from the Police and Crime Commissioner. There is no claw back facility in the funding bid and it was agreed at CSP Exec board last year that funds must be carried over and used for specific projects
	Total	103,230	302,069	

Appendix 2: Unapplied Grants Carry Forward Requests 2018-19 to 2019-20

Unapplied Grants Carry Forward Requests 2018-19 to 2019-20 (For Grants received prior to 2018-19)			Appendix 2
Ref	Cost Centre Name	Unapplied Grants (General Fund) cfwd	Detail
		£	
1	Community Safety Partnership	6,000	Externally ring fenced monies from the Police and Crime Commissioner. Agreed at CSP Exec board last year that funds must be carried over and used for specific projects
2	Seasonal Campaigns	1,297	Agreed at CSP Exec board last year that funds must be carried over and used for specific projects
3	515 Fund	3,180	Young Persons funding. Scheme to be completed in October 19
4	Council Tax Benefit	25,000	Carry Forward to cover the cost of Council Tax Discretionary Scheme
	Total	35,477	

Appendix 2: Unapplied Grants Carry Forward Requests 2018-19 to 2019-20

Ref	Cost Centre Name	Unapplied Grants (General Fund)	Detail
1	GP Referral	8,000	Carry forward required to meet agreed contribution to Physical Activity Post.
2	Physical Activity	9,980	Carry forward in respect of Steady Steps Phase 2 income received in 2018-19. The council has committed this work to be completed in 2019/20.
3	Domestic Abuse	3,333	LCC have contributed £5k towards a children's Worker post for the period Oct 18 - Mar 20.
4	Home Security Scheme	1,847	Externally ring fenced monies from the Police and Crime Commissioner. It was agreed at CSP Exec board last year that funds must be carried over and used for specific projects
5	Community Safety Partnership	6,200	Externally ring fenced monies from the Police and Crime Commissioner. It was agreed at CSP Exec board last year that funds must be carried over and used for specific projects
6	Diversion Pathways	6,418	Externally ring fenced monies from the Police and Crime Commissioner. It was agreed at CSP Exec board last year that funds must be carried over and used for specific projects
7	Grassroots funding	4,000	Externally ring fenced monies from the Police and Crime Commissioner. it was agreed at CSP Exec board last year that funds must be carried over and used for specific projects
8	Flexible Homeless Grant	109,802	Have recruited 2 officers who are mid contract and in process of recruiting 2 other posts for a 2 year contract, therefore funding is required. This will assist in in frontline prevention work, proactive preventative measures to promote tenant sustainability and a project to consider alternative pathways to social housing or transfers
9	Homelessness	18,566	New Burdens funding to assist with additional administration and systems following the implementation of the Homelessness reduction Act. This will be used for a new IT system and any remainder will be for additional casual support staff to aid the re-registration of applicants
10	Seasonal Campaigns	2,000	Externally ring fenced monies from the Police and Crime Commissioner. There is no claw back facility in the funding bid and it was agreed at CSP Exec board last year that funds must be carried over and used for specific projects
11	Homelessness	16,000	Homelessness prevention top up monies
	Total	186,146	

Appendix 3 - General Fund Earmarked Reserves

	Closing Balance 31st March 2018	To Reserves	From Reserves	Capital Spend	Estimated Outturn current Position 31/03/19
Benefits Reserve	(58,549)	0			(58,549)
Hub Future Rental Management Reserve	(350,000)	(50,000)			(400,000)
Special Expenses Reserve	(148,589)	(20,000)		14,726	(153,863)
Local Plan Procedure	(606,532)	(100,000)	29,770		(676,762)
Business Rates Equalisation Reserve	(2,375,160)	(744,988)	555,900		(2,564,248)
Relocation Reserve	(50,000)		50,000		0
Year End Carry Forwards	(225,558)	(302,069)	187,558		(340,069)
Maint Fund - Green Towers	(25,000)	(5,000)			(30,000)
Pensions Contribution	(107,611)		53,811		(53,800)
ICT Reserve	(250,515)	(100,000)	84,000	15,000	(251,515)
Waste Management Reserve	(300,260)	(250,000)	175,000		(375,260)
Asset Management Reserve	(797,400)				(797,400)
Planning Delivery Grant Reserve	(17,783)				(17,783)
Workforce Strategy Reserve	0	(225,000)	175,000		(50,000)
Election Reserve	(122,005)		42,000		(80,005)
Grounds Maintenance	(127,395)	(72,605)		200,000	(0)
Transformation	(52,500)		32,000		(20,500)
Enforcement & Planning Appeals	(270,000)		40,000		(230,000)
Earl Shilton Toilets	(100,000)				(100,000)
Building Maintenance costs	(388,120)	(200,000)			(588,120)
Hinckley Community Development Fund	0	(350,000)			(350,000)
Minor Capital Projects	0	(175,000)			(175,000)
PCIF Reserve	0	(375,000)			(375,000)
Developing Communities Fund	(1,058,893)	(499,000)		683,364	(874,529)
Total	(7,431,870)	(3,468,662)	1,425,039	913,090	(8,562,403)

Appendix 4: HRA Carry Forwards 2018-19 to 2018-20

Ref	Cost Centre Name	HRA	Detail
		£	
1	Supervision & Management - General	5,000	Develop branding & marketing items linked to work to develop the Housing Service vision & its promotion. This project was delayed in 2018/19 due to staff availability & absences.
2	Supervision & Management - General	3,000	Set aside to Incentivise Council tenants who are under occupying larger homes to move to smaller accommodation, thus freeing up capacity.
3	Neighbourhood Improvement Fund	3,925	The money is required to alter the current Car Parking Order that is in place for Hinckley and Bosworth Borough Council. Delayed due to awaiting legal advice on how to proceed. We have been advised to conduct a consultation which cannot be done until after the elections in May 2019.
4	Housing Repairs	10,094	Outstanding fencing repairs raised in Orchard but not completed by year end,
5	Housing Repairs	12,000	Works committed - Contractor Capacity.
6	Housing Repairs	32,000	Carry over works to be completed 19/20 due to no access.
	Total	66,019	

Appendix 5: Capital Carry Forward Requests 2018-19 to 2019-20

Ref	Cost Centre Name	HRA	General Fund	Detail
		£	£	
1	Car park		58,240	Order with Metric for 13 x new pay & display machines
2	Shop Improvements Barwell		4,590	Grants towards shop front improvements in Barwell. The remaining amount will allow further shop owners the opportunity to benefit from the scheme
3	Environmental Improvements		13,639	Borough Improvement schemes not yet completed
4	Disabled Facilities Grant		244,756	DFG Works committed during 2018-19 covered by grant funding
5	Green Deal Capital		237,396	External funding ring fenced for energy efficient show homes
6	Fuel Poverty Capital		49,500	External funding ring fenced for energy efficiency work
7	Asset Management Enhancement Works		7,810	Budget is for property investment works across the operational sites. Ran out of time due to workload in 18/19. Amount is allocated for planned works which will continue into 19/20.
8	Private Sector Housing Enforcement		50,083	Carry forward for pending enforcement works.
9	Major Void Works	30,200		Carry forward to complete outstanding committed works
10	"Asbestos Removals	41,000		Carry forward to complete outstanding committed works
11	Adaptation Of HRA Dwellings	74,810		Carry forward to complete outstanding committed works
12	Electrical Upgrades/Rewires	62,730		Carry forward to complete outstanding committed works
13	Boiler Replacement	32,000		Carry forward to complete outstanding committed works
14	Sheltered Scheme Enhancements	11,220		Carry forward to complete outstanding committed works
15	Legionella	14,000		Carry forward to complete outstanding committed works
16	Hollycroft Park		14,500	Scheme carried forward s106 funds received late in year
17	Argents Mead		30,272	Awaiting Historic England Approval
		265,960	710,786	
	Schemes that Cross Financial Years			
18	Developing Communities Fund		124,521	Payments committed - funds will be released once works is completed
19	Crematorium project		113,369	Project ongoing
20	Martinshaw Lane	35,781		Set aside for retention payments
21	Ambion Court	294,378		Scheme crosses financial year
		330,159	237,890	
		596,119	948,676	