

To	PLANNING & ENVIRONMENT COMMITTEE	Subject	2004/2005 Budget Monitoring Planning and Environment Department
From	DIRECTOR OF PLANNING AND ENVIRONMENT		Provisional out turn for the period ending 31 March, 2005
Date	8 June 2005	Ref.	AL/1027

1. Introduction

The purpose of this report is to provide comparative information with regard to budget estimates and actual expenditure / income. Variances are reported for out turn versus budget, with major variances being highlighted and explained.

An increase of £300,000 was added to the Department's 2004/05 budget in respect of the 'winter maintenance contingency' funding mechanism. An additional sum of £75,000 was also added to fund Debt Awareness activities.

2. Summary of Budget Variances

The provisional out turn for the department is an underspend of £220,519 (0.5% of annual budget). The main variances have been highlighted during the year to committee and include, large over-recoveries of planning and building control income partly offset by re-organisation costs, waste PPP costs, public enquiry costs and advertising costs.

Included in the year-end position is a further £300,000 contribution to the Winter Maintenance Contingency Fund, increasing it's value to the maximum permitted level of £600,000, and a £100,000 transfer to summer works. This is in accordance with the Committee Report of 12th December 2001 that introduced an element of flexibility into roads and winter maintenance budgets year on year to ensure best value is achieved.

The table below provides an analysis of the variances to date and the projected out turn variance. The information is provided across the departmental services.

	ANNUAL BUDGET	PROVISIONAL OUT TURN	PROVISIONAL OUT TURN VARIANCE
	£	£	£
Building Control	443,896	70,671	373,225 Underspend
Planning	3,750,076	3,534,306	215,770 Underspend
Transportation	29,240,783	28,996,614	244,169 Underspend
Protective Services	5,634,631	5,906,658	(272,027) Overspend
Policy & Economic Development	2,699,729	2,727,671	(27,942) Overspend
Support Services	0	312,677	(312,677) Overspend
TOTALS	41,769,115	41,548,597	220,519 Underspend

3. Major Departmental Variances

3.1 The main departmental variances are highlighted in the table below :-

Underspends	£
Planning and Building Control Income	616,000 over-recovered
Roads Professional Fee Income	668,000 over-recovered
Vacancy Savings – Building Control, Planning and PEDS	179,000 underspend
Roads contractors	181,000 underspend
Overspends	
Re-organisation Costs	142,000 overspend
Roads staff over spend (offset by income above)	509,000 overspend
Public Inquiries & Associated Costs	183,000 overspend
Waste Management Partnership costs	140,000 overspend
Pest Control etc.	66,000 overspend
Protective Services transport & plant	43,000 overspend
Senior staff review	139,000 overspend
Recruitment adverts	73,000 overspend
Roads – Advertising/Landscape	127,000 overspend

4. Provisional Out turn Position per Service at 31 March 2005

4.1 Building Control -- £373,225 Underspend

- (a) Vacancy savings of £54,489.
- (b) Building Warrant and other income exceeded budgeted levels by £275,097.

4.2 Planning -- £215,770 Underspend

- a) Vacancy savings of £85,101.
- b) Administration costs are overspent by £183,348, due to higher than anticipated public and local plan inquiry costs. These costs are out-with departmental control.
- c) The Payments to Other Bodies budget is overspent by £18,317 due to higher than budgeted payments to the Joint Structure Plan Authority and the Planning Exchange/IDOX database.
- d) Planning fee income exceeded budgeted levels by £340,895.

4.3 Transportation -- £244,169 Underspend

- a) In order to achieve the increased level of programme activity there was an overspend of £509,427 on employee costs due to the requirement for overtime working and the employment of agency staff. These additional costs have been funded by an over-recovery of design fee and other income.
- b) Payments to contractors are underspent by a net £181,166 after transferring an additional £300,000 to the Winter Contingency Fund and £100,000 to summer works.
- c) Administration costs are overspent by £76,628 due to the volume of adverts issued.

4.4 Policy & Economic Development -- £27,942 Overspend

- a) There is an underspend of £40,396 on employee costs.
- b) There is an overspend of £299,837 in the payments to other bodies budget in respect of project development. This overspend is offset by an over-recovery in income of £253,078 as a result of additional contributions from external funding partners.

4.5 Protective Services --- £272,027 Overspend

- a) There is an overspend in employee costs of £163,352 partially off-set by the recharge of additional staff costs in respect of waste management activities, and other grant aided work.
- b) Transport and plant costs (mileage, vehicle hires etc.) are overspent by £43,470.
- c) Administration costs are overspent by £181,877, primarily as a result of an overspend of £140,000 for consultant costs in respect of the Waste Management PPP.
- d) There is an overspend on payments to pest control contractors for wasps nest eradication, of £66,000. This expenditure is demand led, and the extra costs have been incurred to maintain a statutory performance indicator.

4.6 Support Services --- £312,677 Overspend

- a) Employee costs are overspent by £111,659 due to essential overtime working, temporary staff costs and expenditure associated with the senior management review.
- b) Expenditure of £142,000 has been incurred on the ongoing departmental re-organisation. This includes removals/relocation of staff and associated building and IT costs. Although this expenditure is contained within Support Services it relates to re-organisation costs across all the divisions of Planning and Environment.
- c) Transport and plant costs (mileage, vehicle hires etc.) are overspent by £18,945.
- d) The budget for recruitment advertising for the department as a whole does not adequately reflect the continuing difficulties in recruiting staff, with a resultant overspend of £73,450.
- e) At the financial year end, the final total of Support Services costs is allocated to the main Departmental services, in line with the approved revenue estimates.

5. Management Summary

The department is underspent by £220,519 (0.5%) on an approved budget of £41.8m. Management action during the year has ensured that whilst dealing with a range of diverse and complex services we have made best use of our financial resources to deliver our key policy objectives.

6. Financial Concurrence

The Director of Finance concurs with the financial information contained within this report and has been fully involved in its preparation.

7. Recommendation

It is recommended that the Committee note the contents of this report.



David M Porch
Director of Planning and Environment
1 June 2005

Local Government Access to Information Act: for further information about this report, please contact Alastair Love (01236 616236)

**PLANNING AND ENVIRONMENT - SUMMARY
FOR THE YEAR ENDING 31 MARCH 2005 - PROVISIONAL OUT TURN**

LINE NO.	DESCRIPTION	ANNUAL BUDGET	PROVISIONAL OUTTURN	PROVISIONAL OUTTURN VARIANCES	% VARIANCE
1	Employee Costs	13,520,066	14,124,518	(604,452) Overspend	(4.47%)
2	Property Costs	542,306	576,847	(34,541) Overspend	(6.37%)
3	Supplies and Services	1,597,132	1,678,732	(81,600) Overspend	(5.11%)
4	Payments to Contractors	12,652,882	12,071,716	581,166 Underspend	4.59%
5	Severe Winter Contingency b/fwd	300,000	700,000	(400,000) Overspend	(133.33%)
6	Transport and Plant	1,992,319	2,060,380	(68,062) Overspend	(3.42%)
7	Administration Costs	17,995,917	18,505,715	(509,798) Overspend	(2.83%)
8	Payments to Other Bodies	4,019,713	4,357,924	(338,211) Overspend	(8.41%)
9	Other Expenditure	61,033	55,661	5,372 Underspend	8.80%
10	Apportioned Expenses	2,484,905	2,484,905	0	0.00%
11	Capital Financing Costs	9,829,594	9,829,594	0	0.00%
12	GROSS EXPENDITURE	64,995,867	66,445,992	(1,450,124) Overspend	(2.23%)
13	Income	23,226,752	24,897,395	1,670,643 Over-recovery	7.19%
14	NET EXPENDITURE	41,769,115	41,548,597	220,519 Underspend	0.53%

**PLANNING AND ENVIRONMENT - BUILDING CONTROL
FOR THE YEAR ENDING
31 MARCH 2005 - PROVISIONAL OUT TURN**

LINE NO.	DESCRIPTION	ANNUAL BUDGET	PROVISIONAL OUTTURN	PROVISIONAL OUTTURN VARIANCES	% VARIANCE
1	Employee Costs	1,141,255	1,086,766	54,489 Underspend	4.77%
2	Property Costs	50,000	6,939	43,061 Underspend	86.12%
3	Supplies and Services	4,740	5,596	(856) Overspend	(18.06%)
4	Payments to Contractors	0	0	0	0.00%
5	Transport and Plant	50,707	50,991	(284) Overspend	(0.56%)
6	Administration Costs	399,902	402,684	(2,782) Overspend	(0.70%)
7	Payments to Other Bodies	4,500	0	4,500 Underspend	100.00%
8	Other Expenditure	0	0	0	0.00%
9	Apportioned Expenses	0	0	0	0.00%
10	Capital Financing Costs	0	0	0	0.00%
11	GROSS EXPENDITURE	1,651,104	1,552,976	98,128 Underspend	5.94%
12	Income	1,207,208	1,482,305	275,097 Over-recovery	22.79%
13	NET EXPENDITURE	443,896	70,671	373,225 Underspend	84.08%

**PLANNING AND ENVIRONMENT - PLANNING
FOR THE YEAR ENDING
31 MARCH 2005 - PROVISIONAL OUT TURN**

LINE NO.	DESCRIPTION	ANNUAL BUDGET	PROVISIONAL OUTTURN	PROVISIONAL OUTTURN VARIANCES	% VARIANCE
1	Employee Costs	2,477,742	2,392,641	85,101	Underspend 3.43%
2	Property Costs	0	647	(647)	Overspend 0.00%
3	Supplies and Services	6,910	7,927	(1,017)	Overspend (14.72%)
4	Payments to Contractors	0	0	0	0.00%
5	Transport and Plant	64,290	71,187	(6,897)	Overspend (10.73%)
6	Administration Costs	2,097,322	2,280,670	(183,348)	Overspend (8.74%)
7	Payments to Other Bodies	112,843	131,160	(18,317)	Overspend (16.23%)
8	Other Expenditure		0	0	0.00%
9	Apportioned Expenses	0	0	0	0.00%
10	Capital Financing Costs		0	0	0.00%
11	GROSS EXPENDITURE	4,759,107	4,884,232	(125,125)	Overspend (2.63%)
12	Income	1,009,031	1,349,926	340,895	Over-recovery 33.78%
13	NET EXPENDITURE	3,750,076	3,534,306	215,770	Underspend 5.75%

PLANNING AND ENVIRONMENT - TRANSPORTATION
FOR THE YEAR ENDING
31 MARCH 2005 - PROVISIONAL OUT TURN

LINE NO.	DESCRIPTION	ANNUAL BUDGET	PROVISIONAL OUTTURN	PROVISIONAL OUTTURN VARIANCES	% VARIANCE
1	Employee Costs	3,531,987	4,041,414	(509,427) Overspend	(14.42%)
2	Property Costs	368,866	418,689	(49,823) Overspend	(13.51%)
3	Supplies and Services	1,191,403	1,184,407	6,996 Underspend	0.59%
4	Payments to Contractors	12,652,882	12,071,716	581,166 Underspend	4.59%
5	Severe Winter Contingency b/fwd	300,000	700,000	(400,000) Overspend	
6	Transport and Plant	1,651,613	1,644,183	7,430 Underspend	0.45%
7	Administration Costs	12,561,684	12,638,312	(76,628) Overspend	(0.61%)
8	Payments to Other Bodies	137,282	121,266	16,016 Underspend	11.67%
9	Other Expenditure	0	0	0	0.00%
10	Apportioned Expenses	0	0	0	0.00%
11	Capital Financing Costs	0	0	0	0.00%
12	GROSS EXPENDITURE	32,395,717	32,819,987	(424,270) Overspend	(1.31%)
12	Income	3,154,934	3,823,373	668,439 Over-recovery	21.19%
14	NET EXPENDITURE	29,240,783	28,996,614	244,169 Underspend	0.84%

**PLANNING AND ENVIRONMENT - PROTECTIVE SERVICES
FOR THE YEAR ENDING
31 MARCH 2005 - PROVISIONAL OUT TURN**

LINE NO.	DESCRIPTION	ANNUAL BUDGET	PROVISIONAL OUTTURN	PROVISIONAL OUTTURN VARIANCES	% VARIANCE
1	Employee Costs	3,337,282	3,500,634	(163,352) Overspend	(4.89%)
2	Property Costs	96,128	121,248	(25,120) Overspend	(26.13%)
3	Supplies and Services	148,728	110,048	38,680 Underspend	26.01%
4	Payments to Contractors	0	0	0	0.00%
5	Transport and Plant	182,552	226,022	(43,470) Overspend	(23.81%)
6	Administration Costs	878,558	1,060,435	(181,877) Overspend	(20.70%)
7	Payments to Other Bodies	1,017,150	1,051,727	(34,577) Overspend	(3.40%)
8	Other Expenditure	61,033	55,661	5,372 Underspend	8.80%
9	Apportioned Expenses	0	0	0	0.00%
10	Capital Financing Costs	0	0	0	0.00%
11	GROSS EXPENDITURE	5,721,431	6,125,775	(404,344) Overspend	(7.07%)
12	Income	86,800	219,117	132,317 Over-recovery	152.44%
13	NET EXPENDITURE	5,634,631	5,906,658	(272,027) Overspend	(4.83%)

**PLANNING AND ENVIRONMENT - SUPPORT SERVICES
FOR THE YEAR ENDING 31 MARCH 2005 - PROVISIONAL OUT TURN**

LINE NO.	DESCRIPTION	ANNUAL BUDGET	PROVISIONAL OUTTURN	PROVISIONAL OUTTURN VARIANCES	% VARIANCE
1	Employee Costs	1,820,313	1,931,972	(111,659) Overspend	(6.13%)
2	Property Costs	27,312	29,324	(2,012) Overspend	(7.37%)
3	Supplies and Services	238,181	363,581	(125,400) Overspend	(52.65%)
4	Payments to Contractors	0	0	0	0.00%
5	Transport and Plant	16,591	35,536	(18,945) Overspend	(114.19%)
6	Administration Costs	1,574,883	1,624,365	(49,482) Overspend	(3.14%)
7	Payments to Other Bodies	0	5,996	(5,996) Overspend	0.00%
8	Other Expenditure	0	0	0	0.00%
9	Apportioned Expenses	2,484,905	2,484,905	0	0.00%
10	Capital Financing Costs	9,829,594	9,829,594	0	0.00%
11	GROSS EXPENDITURE	15,991,779	16,305,273	(313,494) Overspend	(1.96%)
12	Income	15,991,779	15,992,596	817 Over-recovery	0.01%
13	NET EXPENDITURE	0	312,677	(312,677) Overspend	0.00%

PLANNING AND ENVIRONMENT - POLICY AND ECONOMIC DEVELOPMENT
FOR THE YEAR ENDING
31 MARCH 2005 - PROVISIONAL OUT TURN

LINE NO.	DESCRIPTION	ANNUAL BUDGET	PROVISIONAL OUTTURN	PROVISIONAL OUTTURN VARIANCES	% VARIANCE
1	Employee Costs	1,211,487	1,171,091	40,396 Underspend	3.33%
2	Property Costs	0	0	0	0.00%
3	Supplies and Services	7,170	7,173	(3) Overspend	(0.04%)
4	Payments to Contractors	0	0	0	0.00%
5	Transport and Plant	26,566	32,461	(5,895) Overspend	(22.19%)
6	Administration Costs	483,568	499,249	(15,681) Overspend	(3.24%)
7	Payments to Other Bodies	2,747,938	3,047,775	(299,837) Overspend	(10.91%)
8	Other Expenditure		0	0	0.00%
9	Apportioned Expenses	0	0	0	0.00%
10	Capital Financing Costs		0	0	0.00%
11	GROSS EXPENDITURE	4,476,729	4,757,749	(281,020) Overspend	(6.28%)
12	Income	1,777,000	2,030,078	253,078 Over-recovery	14.24%
13	NET EXPENDITURE	2,699,729	2,727,671	(27,942) Overspend	(1.03%)