

**RIBBLE VALLEY BOROUGH COUNCIL  
REPORT TO HEALTH AND HOUSING COMMITTEE**

DECISION

Agenda Item No 7

meeting date: 23 JANUARY 2014  
title: REVISED REVENUE BUDGET 2013/14  
submitted by: DIRECTOR OF RESOURCES  
principal author: AMY JOHNSON

1 PURPOSE

- 1.1 To agree a revised revenue budget for 2013/14 for consideration at Special Policy and Finance Committee.

2 BACKGROUND

- 2.1 The original estimate for this current financial year was set in March 2013. As members will be aware, there can be numerous variations to the budget that come to our attention as the year progresses, particularly through the budget monitoring process.
- 2.2 At this time of year we take the opportunity to revise the estimates for the current financial year in order to better assess the level of movement anticipated within our earmarked reserves and balances, and to allow us to better forecast for the coming financial year.
- 2.3 The 2013/14 budget included provision for price increases of 2.5% and a pay increase of 1%.

3 RESTATING OF ORIGINAL ESTIMATE

- 3.1 The original estimate that was approved in March 2013 is shown in the budget book. Since that was approved a supplementary estimate (Community Services Committee) and a number of virements have been agreed.
- 3.2 To allow a better comparison of the budget to the revised estimate within this report, the original budget has now been restated.
- 3.3 Overall the total net budget for the council across all committees has changed only for the £30,000 supplementary estimate on Community Services Committee, but at an individual committee level the approval of virements have the impact of increasing or decreasing the budget levels on a number of service cost centres, which for this committee results in a net decrease in budget.
- 3.4 Details of the virements on this committee are:

DETAIL OF VIREMENT	AMOUNT £
Localised Council Tax Support Administration – virement to Contact Centre to fund the purchase of a licence upgrade. Expenditure to be funded from New Burdens grant funding received.	-2,990
Dog Warden - budget moved to Clitheroe Market for the purchase of new waste bins.	-1,080
Clitheroe Market – virement from Dog Warden to fund the purchase of new waste bins.	1,080

3.5 The impact of this restatement has been summarised in the table below:

Service Area	Original Estimate £	Restated Original Estimate £
Benefits	148,170	145,180
Highway Services	6,280	6,280
Cemeteries & Crematoria	46,290	46,290
Environmental Health	411,290	410,210
Enabling Activities	17,210	17,210
Trading Services	-47,720	-46,640
Homelessness	98,760	98,760
Private Sector Housing	35,680	35,680
Home Energy Conservation Act	24,890	24,890
Other Council Property	-6,790	-6,790
Housing Strategy	66,370	66,370
<b>NET COST OF SERVICES</b>	<b>800,430</b>	<b>797,440</b>
Transfers to/from earmarked reserves	-480	-480
<b>NET EXPENDITURE</b>	<b>799,950</b>	<b>796,960</b>

#### 4 REVISED REVENUE BUDGET 2013/14

4.1 The revised budget is £67,890 lower than the original estimate. This is increased to £118,300 lower than the original estimate after allowing for transfers to and from earmarked reserves. A comparison between the restated original and revised budgets for each cost centre is shown below.

Cost Centre	Cost Centre Name	Restated Original Estimate 2013/14 £	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Revised Estimate 2013/14 £
CTBEN	Localised Council Tax Support Admin	21,630	21,960	-77,840	-420	0	-34,670
HGBEN	Housing Benefits Admin	123,550	135,310	-149,810	-1,440	0	107,610
COMNL	Common Land	6,280	0	0	-2,800	0	3,480
CLCEM	Clitheroe Cemetery	46,290	420	60	-7,750	-20	39,000
ENVGR	Grants & Subscriptions	4,720	0	0	-1,640	0	3,080
CLAIR	Clean Air	1,600	0	0	860	0	2,460
DOGWD	Dog Warden & Pest Control	86,720	-660	-1,010	-9,410	0	75,640
ENVHT	Environmental Health	304,830	0	0	-16,630	0	288,200
CLAND	Contaminated Land	12,340	0	0	-140	0	12,200

Cost Centre	Cost Centre Name	Restated Original Estimate 2013/14 £	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Revised Estimate 2013/14 £
HSASS	Housing Associations	13,780	0	0	-1,110	0	12,670
HSADV	Housing Advances	1,060	0	40	-560	0	540
SUPPE	Supporting People	2,370	-50	0	-330	0	1,990
CLMKT	Clitheroe Market	-46,640	-230	860	1460	0	-44,550
JARMS	Joiners Arms	17,410	-40	0	-820	0	16,550
HOMEG	Homelessness General	49,470	0	0	-400	0	49,070
HOMES	Homelessness Strategy	31,880	0	0	-750	0	31,130
IMPGR	Improvement Grants	35,680	0	0	-3,520	0	32,160
HOMEE	Home Energy Conservation	24,890	0	0	-680	0	24,210
GRAGE	Non-Dwelling Rents	-6,790	20,000	0	250	0	13,460
HSTRA	Housing Strategy	66,370	200	0	-1,180	0	65,390
WARMH	Warm Homes	0	29,930	0	0	0	29,930
AWARM	Affordable Warmth	0	36,000	-36,000	0	0	0
<b>NET COST OF SERVICES</b>		<b>797,440</b>	<b>242,840</b>	<b>-263,700</b>	<b>-47,010</b>	<b>-20</b>	<b>729,550</b>
<b>ITEMS ADDED TO/(TAKEN FROM) BALANCES AND RESERVES</b>							
	DEFRA – Clean Air Grant	-480					-480
	Warm Homes Reserve			-29,930			-29,930
	Vat Shelter			-20,000			-20,000
<b>NET EXPENDITURE</b>		<b>796,960</b>					<b>679,140</b>

- 4.2 The difference between the revised and original estimate is a net decrease in expenditure of £67,890, which after allowing for transfers to and from earmarked reserves is increased to a net decrease in expenditure of £118,300. Details of the movements from the original estimate to the revised estimate are shown at Annex 1. However, a summary of the key changes is given below:

Description	Variances from restated original estimate to revised estimate £
<b>VARIOUS</b> Support Services – reduced recharges following savings in support services, and a reassessment of time spent on different activities	-47,010
<b>CTBEN: Localised Council Tax Support Admin</b> Old Council Tax Benefit payments made post 1 April 2013, following the introduction of Local Council Tax Support, the council is still duty bound to make and will be met by RVBC.	21,970
Income from overpayments of council tax benefit awarded under the old scheme, to be retained by RVBC.	-77,840

Description	Variances from restated original estimate to revised estimate £
<b>HGBEN – Housing Benefits</b> Anticipated higher housing benefit payments to be made. This expenditure is fully offset by subsidy received from the government.	116,040
<b>GRAGE: Non Dwelling Rents</b> Compensation payment to Ribble Valley Homes due to loss of rental income following the demolition of garages at Riddings Lane, Whalley previously agreed by this Committee. This expenditure will be fully funded from the VAT Shelter earmarked reserve.	20,000
<b>WARMH: Warm Homes</b> Expenditure in relation to the Warm Homes scheme which will be fully funded from the earmarked reserve set aside for this purpose following receipt of Government Grant.	29,930

## 5 CONCLUSION

5.1 The revised budget is £67,890 lower than the original budget. After taking into account transfers to and from reserves the revised estimate shows an estimated decrease in net expenditure of £118,300.

## 6 RISK ASSESSMENT

6.1 Approval of this report may have the following implications

- Resources – It is estimated that the net cost of this committee is £98,300 lower than originally estimated.
- Technical, Environmental and Legal – the Council has a statutory duty to carry out some of the services which fall under the responsibility of this committee.
- Political – services offered by this committee help in the achievement of the Council's political priorities.
- Reputation – failure to offer the current level of services may impact upon the reputation of the Council.
- Equality and Diversity – None

## 7 RECOMMENDED THAT COMMITTEE

7.1 Approve the revised budget for 2013/14 and submit this to the Special Policy and Finance Committee subject to any further consideration by the Budget Working Group.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH3-14/AJ/AC  
7 January 2014

## Health and Housing Committee – Main Movements between Restated Original and Revised Estimates 2012/13

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b><i>CTBEN: Localised Council Tax Support Administration</i></b>					
<b>Transfer Payments</b> Following the introduction of Local Council Tax Support, the Council is still required to make some payments of council tax benefit. This expenditure would previously have been fully reimbursed by council tax benefit subsidy, however it is now a cost that has to be borne by the Council	21,960				21,960
<b>Overpayments of Council Tax Benefit</b> Following the introduction of Local Council Tax Support previous years overpayments of council tax benefits that are recovered through the collection fund, are now to be retained by the council (previously netted off CTB subsidy)		-77,840			-77,840
<b>Support Services:</b> A reassessment of time allocations mainly in Financial Services and Organisation & Member Development Services, due to a reassessment of allocations			-420		-420
<b>Total Localised Council Tax Support Administration</b>					<b>-56,300</b>
<b><i>HGBEN: Housing Benefits</i></b>					
<b>Employees</b> Tuition fees and training expenses budgets have been reduced due to a review of training needs	-1,600				-1,600
<b>Supplies &amp; Services</b> An expenditure budget has been introduced to offset DWP LA Data Sharing and DWP New Burdens grant funding received	21,800				21,800
<b>Bank Charges</b> There has been a slight reduction in bank charges			-20		-20
<b>Contribution toward GF Rent Rebates</b> Reduction in anticipated costs for rent rebate payments	-930				-930

**Health and Housing Committee – Main Movements between Original and Revised Estimates 2013/14**

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>Housing Benefit Payments</b> There has been a slight increase in the number of claimants this year. Additional costs are covered by subsidy (see below)	116,040				116,040
<b>Support Services:</b> A reassessment of time allocations mainly in Revenue Services and IT Services, due to a reassessment of allocations			-1,420		-1,420
<b>Housing Benefit Subsidy</b> Additional subsidy to cover the costs of additional payments to claimants plus the reinstatement of subsidy in relation to the recovery of overpayments		-128,940			-128,940
<b>HRA Rent Rebate Grant</b> Reduction in anticipated grant for rent rebate payments		930			930
<b>DWP LA Data Sharing Grant</b> A grant has been received to cover the cost of licence upgrades in respect of IT data sharing		-15,700			-15,700
<b>DWP New Burdens Grant</b> A grant has been received to meet the costs of welfare reform changes		-6,100			-6,100
<b>Total Housing Benefits</b>					<b>-15,940</b>
<b>COMNL: Common Land</b>					
<b>Support Services:</b> A reassessment of time allocations in Legal Services and Community Services due to departmental activities			-2,800		-2,800
<b>Total Common Land</b>					<b>-2,800</b>

**Health and Housing Committee – Main Movements between Original and Revised Estimates 2013/14**

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>CLCEM: Clitheroe Cemetery</b>					
<b>National Non Domestic Rates</b> National non domestic rate charge is higher than expected	420				420
<b>Grounds Maintenance</b> A reduction in interments has led to a reduction in grounds maintenance recharges. Additionally the schedule of grass cutting has been revised, reducing the amount of time spent cutting the grass			-8,750		-8,750
<b>Support Services:</b> A reassessment of time allocations mainly in Chief Executives Department and Member Development			1,000		1,000
<b>Depreciation and Impairment</b> Depreciation and impairment charges are lower than expected				-20	-20
<b>Dwelling Rents</b> The annual rent review has led to an increase in rental income due		-50			-50
<b>Land Rents</b> The extension at the cemetery has led to a reduction in land available to rent, and therefore income due		110			110
<b>Total Clitheroe Cemetery</b>					<b>-7,290</b>
<b>ENVGR: Environmental Grants</b>					
<b>Support Services:</b> A reassessment of time allocations mainly in Community Services and Financial Services			-1,640		-1,640
<b>Total Environmental Grants</b>					<b>-1,640</b>
<b>CLAIR: Clean Air</b>					
<b>Support Services:</b> A reassessment of time allocations mainly in Chief Executives and Legal Services			860		860

**Health and Housing Committee – Main Movements between Original and Revised Estimates 2013/14**

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>Total Clean Air</b>					<b>860</b>
<b><i>DOGWD: Dog Warden and Pest Control</i></b>					
<b>Grounds Maintenance Recharge</b> Costs incurred by the Grounds Maintenance Section relating to the repair/implementation of dog bins are lower than anticipated			-1,970		-1,970
<b>Diesel</b> A fall in the number of treatments carried out (wasp nests) has led to a reduction in usage and therefore costs	-660				-660
<b>Support Services</b> A reassessment of time allocations mainly in Chief Executive's, Legal Services and Financial Services			-7,440		-7,440
<b>Customer and Client Receipts: Funding for Dog Bin Emptying</b> A service to empty dog bins for Parish Councils has been introduced, resulting in additional income		-1,010			-1,010
<b>Total Dog Warden and Pest Control</b>					<b>-11,080</b>
<b><i>ENVHT: Environmental Health Service</i></b>					
<b>Support Services:</b> A reassessment of time allocations mainly in Chief Executive's Legal Services and Financial Services			-16,630		-16,630
<b>Total Environmental Health Service</b>					<b>-16,630</b>
<b><i>CLAND: Contaminated Land</i></b>					
<b>Support Services: Community Services</b> A reassessment of time allocations			-140		-140
<b>Total Contaminated Land</b>					<b>-140</b>

**Health and Housing Committee – Main Movements between Original and Revised Estimates 2013/14**

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>HSASS: Housing Associations</b>					
<b>Support Services:</b> A reassessment of time allocations mainly in Chief Executive's and Community Services			-1,110		-1,110
<b>Total Housing Associations</b>					<b>-1,110</b>
<b>HSADV: Housing Advances</b>					
<b>HFPA Mortgages</b> Income has decreased to reflect the repayment of a mortgage		40			40
<b>Support Services: Financial Services</b> A reassessment of time allocations has resulted in a decrease of charges from Financial Services			-560		-560
<b>Total Housing Advances</b>					<b>-520</b>
<b>SUPPE: Supporting People</b>					
<b>Other Staff Expenses</b> No additional expenditure on other staff expenses is anticipated	-50				-50
<b>Support Services:</b> A reassessment of time allocations in Chief Executive's department			-330		-330
<b>Total Supporting People</b>					<b>-380</b>
<b>CLMKT: Clitheroe Market</b>					
<b>National Non Domestic Rates (NNDR)</b> National Non Domestic Rates are lower than anticipated	-230				-230
<b>Support Services</b> A reassessment of time allocations mainly in Chief Executive's, Community Services and Financial Services			1,460		1,460

**Health and Housing Committee – Main Movements between Original and Revised Estimates 2013/14**

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>Recharges to other Services – CCTV</b> A reduction in the cost of service has led to a decrease in recharge costs		860			860
<b>Total Clitheroe Market</b>					<b>2,090</b>
<b>JARMS: Joiners Arms</b>					
<b>National Non Domestic Rates</b> National Non domestic Rates are lower than anticipated	-40				-40
<b>Support Services: Community Services</b> A reassessment of time allocations on Financial Services and Community Services			-820		-820
<b>Total Joiners Arms</b>					<b>-860</b>
<b>HOMEG: Homelessness General</b>					
<b>Support Services:</b> A reassessment of time allocations mainly in Chief Executive's and Financial Services			-400		-400
<b>Total Homelessness General</b>					<b>-400</b>
<b>HOMES: Homelessness Strategy</b>					
<b>Support Services:</b> A reassessment of time allocations mainly in Chief Executive's, Financial Services and Legal Services			-750		-750
<b>Total Homelessness Strategy</b>					<b>-750</b>
<b>IMPGR: Improvement Grants</b>					
<b>Support Services:</b> A reassessment of time allocations mainly in Chief Executive's, Community Services and Financial Services			-3,520		-3,520
<b>Total Improvement Grants</b>					<b>-3,520</b>

**Health and Housing Committee – Main Movements between Original and Revised Estimates 2013/14**

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b><i>HOME: Home Energy Conservation</i></b>					
<b>Support Services:</b> A reassessment of time allocations mainly in Community Services and Chief Executives			-680		-680
<b>Total Home Energy Conservation</b>					<b>-680</b>
<b><i>GRAGE: Non Dwelling Rents</i></b>					
<b>Supplies and Services: Compensation</b> Compensation payable to Ribble Valley Homes to extinguish Ribble Valley Homes' interest in the garage site at Riddings Lane, Whalley. This expenditure is to be funded from the VAT Shelter Earmarked Reserve.	20,000				20,000
<b>Support Services</b> A reassessment of time allocations in Financial Services and Legal Services			250		250
<b>Total Non-Dwelling Rents</b>					<b>20,250</b>
<b><i>HSTRA: Housing Strategy</i></b>					
<b>Other Contract Payments</b> The service level agreement charge from Ribble Valley Homes for the housing waiting list is higher than expected	200				200
<b>Support Services</b> A reassessment of time allocations mainly in Chief Executives, Community services and Financial Services due to departmental activities			-1,180		-1,180
<b>Total Housing Strategy</b>					<b>-980</b>
<b><i>WARMH: Warm Homes</i></b>					
<b>Employees</b> A temporary employee was employed to oversee the 'Big Switch' scheme	4,260				4,260
<b>Purchase of Equipment and Materials</b> Expenditure has been incurred in relation to the purchase of warm home packs	3,690				3,690

**Health and Housing Committee – Main Movements between Original and Revised Estimates 2013/14**

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>Promotional Activities</b> Expenditure has been incurred in promoting the 'Warm Homes' scheme	1,350				1,350
<b>Transfer Payments: Grants</b> Boiler grants have been issued to qualifying applicants	20,630				20,630
<b>Total Warm Homes</b>					<b>29,930</b>
<b>AWARM: Affordable Warmth</b>					
<b>Oncosted Wages</b> Works Administration employees will deliver the 'snow angels' packs and undertake path clearances as required	2,000				2,000
<b>Purchase of Equipment and Materials</b> Expenditure will be incurred through the purchase of 'snow angel' packs and the purchase of fleece blankets and oil filled radiators	7,500				7,500
<b>Promotional Activities</b> An energy efficiency awareness day is to be held	1,000				1,000
<b>Grants to Other Bodies</b> Grants to other bodies are to be awarded in respect of luncheon clubs and falls prevention	5,500				5,500
<b>Grants to Individuals</b> Financial assistance through boiler grants and fuel top up cards are to be issued to qualifying applicants	20,000				20,000
<b>Government Grants</b> An Affordable Warmth grant has been received from Lancashire County Council to fund expenditure on the 'Affordable Warmth' scheme		-36,000			-36,000
<b>Total Affordable Warmth</b>					<b>0</b>
<b>TOTALS</b>	<b>242,850</b>	<b>-263,700</b>	<b>-47,010</b>	<b>-20</b>	<b>-67,890</b>

**Health and Housing Committee – Main Movements between Original and Revised Estimates 2013/14**

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>Transfers to/from earmarked Reserves</b>					
DEFRA – Clean Air Grant					-480
Warm Homes Reserve					-29,930
VAT Shelter					-20,000
<b>Net after transfers to and from earmarked Reserves</b>					<b>-118,300</b>

## Health and Housing Committee – Subscriptions

Cost Centre	Body	Budgeted Subscription £	Benefits and Outcomes	Since
<b>ENVGR</b> Environmental Grants	<b>EMAQ+</b> EMAQ+ provides professional development training and technical guidance to assist Environmental Protection Officers build the knowledge and understanding they need to implement the functions required of a local authority.	£700	The subscription provides essential training and competency for officers dealing with air quality. Included within the subscription is 3 seminar places and access to technical reference materials. It is viewed as best practice to subscribe, and essential to this authority due to the skill set of officers.	2000/2001
<b>ENVHT</b> Environmental Health	<b>Environmental Health Lancashire (EHL)</b> A network of Chief Environmental Health Officers from all Lancashire local authorities.	£250	The subscription funds best practice for officers to meet their CPD requirements. The cost of external training is very expensive, however membership of this body allows economies of scale to be obtained leading to more cost effective training. Six training days are included within the membership fee.	2002/2003
<b>ENVHT</b> Environmental Health	<b>EHC Net</b> Chartered Institute of Environmental Health (CIEH) Environmental Health Network	£480	Membership is compulsory amongst all local authorities within the UK. It enables communication with other environmental health officer and allows members to obtain advice/communicate information.	1999/2000