

MONITORING REPORT FROM DIRECTOR OF LEARNING & CARE

DATE: 18 December 2008

PURPOSE

To update members on activity within the Learning & Care Directorate during the period to 30 November 2008.

BACKGROUND

The total Learning and Care Budget is projected to be overspent by £124k. This is a reduction of £259k from the previous month arising mainly from a reduction in projected expenditure on Elderly and Physical Disability Services, offset by an increase on Home to School Transport costs. There is also a projected saving on Concessionary Fares in the current year.

SPECIFIC AREAS FOR ATTENTION

Revenue Budget

Children & Young People – Central Schools Budget (DSG)

LA services funded by the Dedicated Schools Grant (DSG) are likely to be overspent by £299k, a small reduction on the £308k reported last month. The main pressure on the DSG budget continues to be in out-borough special school placements. The budget was overspent by around £100k in 2007-08. This year has seen an untypically large net increase in the number of children placed. It was reported last month that underspends elsewhere in the DSG funded Schools Budget, most notably in the contingency set aside for in-year school costs arising from a reassessment of rateable values in schools, have helped to offset some of the overspend on the SEN placement budget. This position has not changed significantly. Any over- or underspends against the ring-fenced DSG at the end of the year is carried forward into the following year's Schools Budget, and does not affect the Local Authority funded budget.

Children & Young People – LA funded Budget

The LA funded Children and Young People's budget currently shows a projected overspend of £483k, an increase of £32k on the £451k forecast overspend reported last month. The main pressures remain, as before, in high-cost demand-led budgets such as Home to School Transport, and residential care for vulnerable children. The overall increase on last month relates to a further pressure on the Home to School Transport budget arising from the extension of a travel operator's contract from November to March covering a route to Henley College.

Adult Social Care

Adult Social Care currently shows an underspend of £279k, a decrease of £291k on the reported overspend last month of £12k. Income from service users and third party contributions for Residential and Nursing Placements have continued to increase above budgeted levels contributing to a favourable variance on the Older Person Residential and Nursing Care income budget. Expenditure on Residential and Nursing Care Spot placements has also reduced contributing to a £66k favourable change to the previously reported variance. There is also a decrease in the cost of External Homecare provision as clients begin to be moved from high cost to medium cost spot providers.

A recent meeting with major bus operators has led to a revised estimate of the cost of the Concessionary Fares scheme in the current financial year. It is anticipated that there will be an underspend of £200k.

Capital Budget

Since last month the Directorate's approved gross expenditure budget has increased by £59k from £19.858 to £19.917 million. (This includes schools devolved formula capital projects and other devolved funding totalling £3.578 million). All of this additional expenditure is funded by Section 106 monies or DCSF grant as shown below:

Scheme	Expenditure £000	Income £000	Note
Children & Young People - Schools			
Larchfield School – devolved allocation	16	(16)	S106 funding
Holyport Primary – devolved allocation	16	(16)	S106 funding
Alwyn Infants – travel plan	5	(5)	Travel Plan Grant
Ellington Primary – travel plan	5	(5)	Travel Plan Grant
Lowbrook Additional Classroom	77	(77)	Allocation of Extended Schools Grant agreed at Prioritisation Sub-Committee 2 October 2008
Children & Young People - General			
Allocation of extended School Grants	(77)	77	(See above)
Adult Social Care			
Oak Lodge Day Centre	16	(16)	Slippage from 07-08
TOTAL	58	(58)	
<i>Difference due to rounding</i>			

The projected outturn for the Learning and Care capital budget remains unchanged from last month at £16k above budget. This is mainly due to a handful of projects where the tender costs have come in higher than expected.

This month, £1.078 million of budgeted expenditure within the Learning and Care capital programme is expected to be slipped to 2009-10. This relates to 5 schemes as follows:

Scheme	Exp £000	Inc £000	Reason for slippage
Early Years Quality and Access programme	550	(550)	3 year programme – currently at feasibility stage
Children's Centre Phase 3	300	(300)	3 year programme – currently at feasibility stage
Modernisation of school dining facilities	100	(100)	Only able to complete work in summer holidays
IT Client Record Base	50	(50)	Still at planning stage
Social Services IT	78	(78)	Still at planning stage
	1,078	(1,078)	

MONITORING REPORT FROM DIRECTOR OF COMMUNITY SERVICES

DATE: 18th December 2008

PURPOSE

To update members on activity within the Community Services Directorate during the period to November 2008.

BACKGROUND

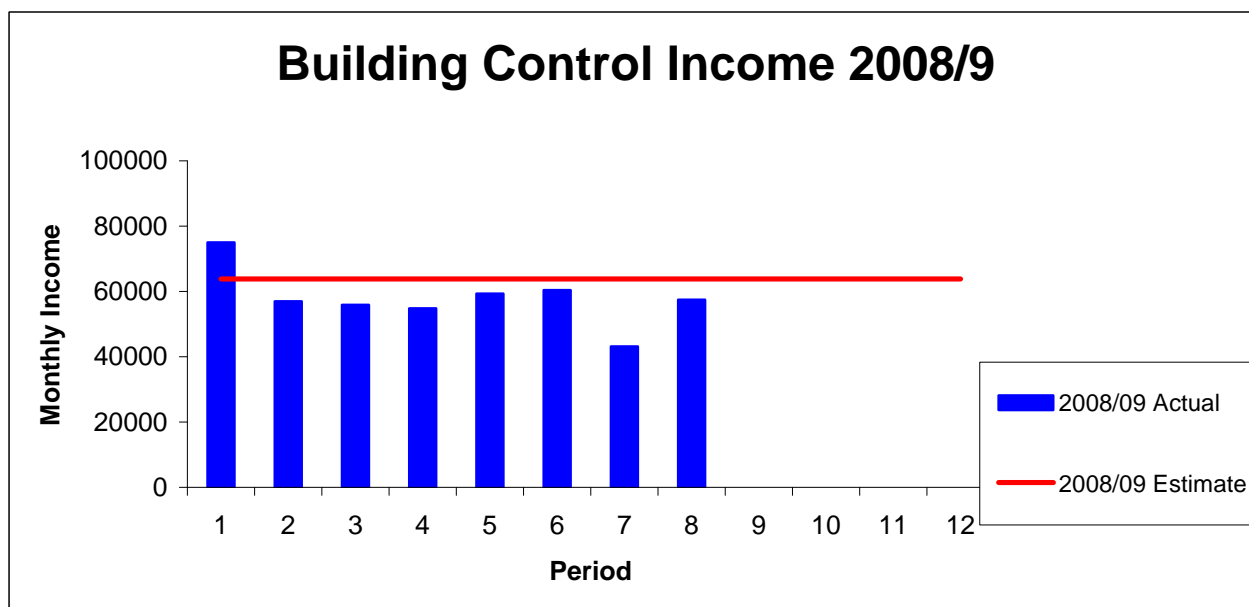
The key issues identified in this month's Budget Monitoring Report are:

- Continual review by the directorate on income levels in the light of economic outlook.

SPECIFIC AREAS FOR ATTENTION

Revenue

1. Car parking income continues to be below target as previously reported, with no significant change. Planning income is marginally below budget, and Building Control income continues to show a decline due to market conditions.
2. Service charges re Sainsbury's Car Park are currently still in negotiation and the outcome will be reflected in future Budget Monitoring Statements.
3. 24, High St Windsor is due to be returned to the Council. Every effort will be made to find a new tenant, but until this happens, there will be a budget pressure.
4. The measures to address some of these pressures are shown on the detailed budget monitoring sheets.
5. All other areas of income are being closely monitored, with no major variations to date.



MONITORING REPORT FROM CHIEF EXECUTIVE

DATE: 18 December 2008

PURPOSE

To update Members on activity within the Corporate Services Directorate during the period to 30th November 2008.

BACKGROUND

The Chief Executive reports a projected overspend of £94k against the approved estimate, an increase of £25k since last month.

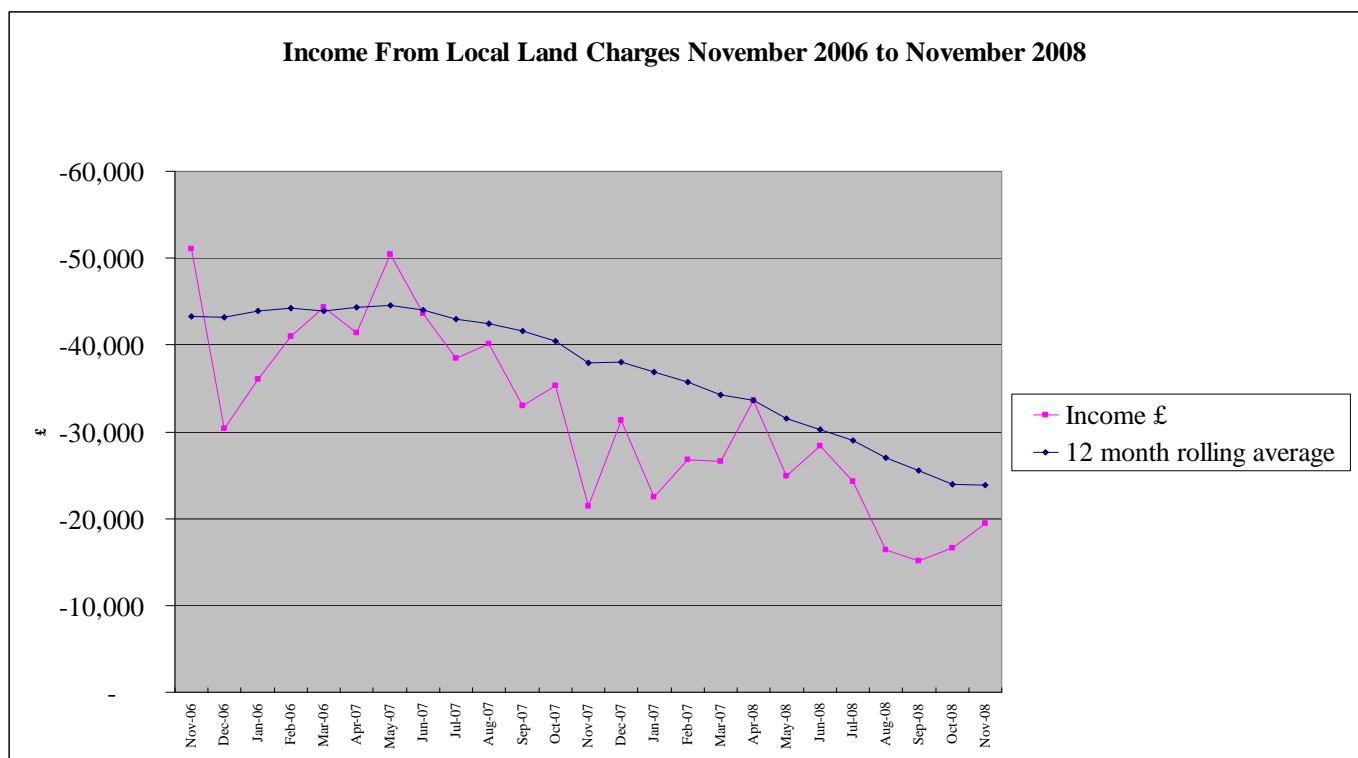
There have been no changes to the approved estimate and this remains at £14,755k.

SPECIFIC AREAS FOR ATTENTION

Revenue

The Guildhall was closed for eight weeks during May and June due to air conditioning and roof repairs. It was hoped that higher levels of income in subsequent months would compensate for the closure but projected income levels are now £25k less than budget.

The decline in Land Charges income was dealt with in some detail last month. However, this month the downward trend has been flattened slightly due to slightly higher than anticipated results in November. This may be due to redundancies of personal searchers previously employed by estate agents. This has forced some solicitors to use RBWM as an alternative. The income projection has not been changed at this time but will be monitored closely.



Council Tax Collection

The Council Tax collection rate at month-end for November is 76.65% which is 0.29% higher than at the same time last year, and 0.11% ahead of target.

The number of Council Tax payers who pay by Direct Debit has reduced by 0.17% due to an increase in chargeable properties, but 0.4% ahead of last year.

Business Rates Collection

The percentage of Business Rates collected, as at November is 78.37%. This represents a 0.21% increase in comparison to the amount collected last year, but marginally below target by 0.43% - which, as expected, reflects the recent downturn in the economy.

Customer Service Centre

Average queue times have decreased from 57 seconds to 53 seconds since last month. Average call time has decreased from 9 minutes and 1 second to 4 minutes.

The percentage of calls answered at 89% was just under the target of 90%. Performance in November was ahead of target (91%) until problems with the telephony software led to calls being cut off in the third week.

The software supplier has given some compensation for the problems caused – six months free contract support.

Capital Programme

There have been no changes to the corporate services capital gross budget of £1.97m since last month. Anticipated slippage has increased to £262k, with the addition of the Customer Service Centre £150k and Information and Data management £50k to Grant to Voluntary Organisations £62k. No additional expenditure has been identified.

Programme Status

The following progress on Corporate Services schemes is reported as at October 2008

	October Monitoring	November Monitoring
Number of Schemes in Programme	24	24
Yet to Start	8%	8%
In Progress	84%	75%
Completed	4%	13%
Ongoing Annual Programme	4%	4%

CORPORATE SERVICES

Note	Explanation
1	<p><u>Members Services</u> Current Budget: £457k Variation: -£10k (-£10k) First Reported at Cabinet: November 08 Underspend due to the fact that acting up costs for the post of Head of Democratic Services are less than the staff cost budget for the post.</p>
2	<p><u>Mayoral and Civic</u> Current Budget: £914k Variation: -£15k (-15k) First Reported at Cabinet: November 08 Underspend on Member's allowances -25k is partially offset by increased overtime for Chauffers +10k</p>
3	<p><u>Electoral Services</u> Current Budget: £194k Variation: -£24k (-£24k) First Reported at Cabinet: November 08 Underspend due to the fact that it is unlikely that the budget set aside for Elections will be spent within this financial year.</p>
4	<p><u>Corporate Communications and Marketing</u> Current Budget: £292k Variation: £20K (£20k) First Reported at Cabinet: June 08 Extra publications of Around the Royal Borough will result in additional costs which is not expected to be fully covered by advertising income (£10k). Windsor Town Centre Partnership income was not carried forward to the current year (£10K), resulting in a projected overspend in the current year.</p>
5	<p><u>Grants To Voluntary Bodies</u> Current Budget: £193k Variation: £8k (£8k) First Reported at Cabinet: November 08 An initial allocation has resulted following the granting of a peppercorn rent for Citizens Advice Bureau and Relate in 4 Marlow Road.</p>
6	<p><u>Public Halls</u> Current Budget: £80k Variation: £25k First Reported at Cabinet: December 08 Anticipated reduction in income from the Guildhall and Desborough Suite. The Guildhall was closed for 8 weeks during May and June due to air conditioning and roof repairs.</p>
7	<p><u>Legal Services</u> Current Budget: £961k Variation: -£100k (-£100k) First Reported at Cabinet: June 08 Potential underspend mainly relates to vacancies the largest coming from the Head of Legal Services. Levels of income have improved slightly to further increase the underspend. This underspend goes some way towards offsetting the overspend in Local Land Charges.</p>

CORPORATE SERVICES

Note	Explanation
8	<p><u>Local Land Charges</u> Current Budget: £-315k Variation: £150k (£150k) First Reported at Cabinet: June 08</p> <p>The reason for the expected lower than budgeted income is similar to last year, ie the introduction of HIPs and the continuing impact of the housing market downturn/credit crunch.</p> <p>Proposed action: A number of options were pursued with solicitors and HIPs providers to offer them "block" discounts on full searches. The Government set the fee for personal searches at £11, which is too low to cover our costs; while full searches are £120. By offering block discounts on full searches, it was hoped that more providers would opt for a full search, as opposed to a personal search. However, Solicitors and HIPS providers are not interested in block bookings without significant discounts, which would not be affordable to the Council.</p> <p>This area is being closely monitored as it unlikely that the situation will improve in the short term.</p>
9	<p><u>Coroners Service</u> Current Budget: £129k Variation: -£23K (-£23k) First Reported at Cabinet: August 08</p> <p>A one-off underspend has arisen as a result of a provision made which is no longer required.</p>
10	<p><u>Registrars</u> Current Budget: -£71k Variation: £30k (£30k) First Reported at Cabinet: October 08</p> <p>Due to the current economic conditions and the fact that the number of weddings conducted year on year is in decline, it is anticipated that it will not be possible to achieve the level of income currently budgeted for Wedding ceremonies in the current financial year.</p>
11	<p><u>Audit & Review</u> Current Budget: £546k Variation: £25k (£25k) First Reported at Cabinet: November 08</p> <p>In order to complete the Audit Plan it has been necessary to employ Agency staff until the end of the financial year which will exceed staffing budget by £36k. Some of the overspend is offset by an underspend on computer audits which are performed by external consultants and anticipated additional schools income(-£11k).</p>
12	<p><u>Corporate Performance & Development</u> Current Budget: £312k Variation: -£65k (-£65k) First Reported at Cabinet: September 08</p> <p>The Head of Organisational Development post has been vacant since mid July and it is not anticipated that this position will be filled in the remainder of the financial year. The Corporate Officer post for Diversity and Equality has also been vacant part year, increasing the underspend reported.</p>
13	<p><u>Corporate IT</u> Current Budget: £688k Variation: £60k (£60k) First Reported at Cabinet: August 08</p> <p>Additional annual support and licencing costs for Electronic records system from Hyperwave has meant an overspend of £30k.</p> <p>Increase in WAN network running costs £20k.</p> <p>Cost of additional BT exchanges £10k.</p> <p>These overspends are as a result of the prior years capital programme, and a supplementary estimate is sought for the current year to cover these. As part of the current budget setting process these have been built in as full year effects for future years.</p>

CORPORATE SERVICES

Note	Explanation
14	<p><u>Customer Service Centre</u> Current Budget: £1214k Variation: £34k (£34k) First Reported at Cabinet: June 08 Overspend due to additional software costs in respect of system interfaces.(£17k) It has also been necessary to employ Agency staff to cover vacancies, the costs of which could not be contained within the existing salaries budet (£17k).</p>
15	<p><u>Council Tax & Business Rates Collection</u> Current Budget: £431k Variation: £30k (£30k) First Reported at Cabinet: August 08 Due to staff sickness, maternity cover and various vacancies it has been necessary to employ Agency staff to maintain collection levels, the costs of which will exceed the budget.</p>
16	<p><u>Housing & Council Tax Benefits</u> Current Budget: £237k Variation: £9k (£9k) First Reported at Cabinet: August 08 It has been necessary to replace the Benefits server to improve system performance, whilst IT have met many of the costs some have fallen within Benefits itself for which no budget was available to cover these costs.</p>
17	<p><u>Pension Fund</u> Current Budget: -£128k Variation: -£20k (-£20k) First Reported at Cabinet: November 08 There have been some uncontrollable costs (including Internal Audit charges) incurred which can be recharged to the Pension Fund</p>
18	<p><u>Exchequer Services</u> Current Budget: £356k Variation: £25k (£25k) First Reported at Cabinet: September 08 Due to staff illness it has been necessary to employ Agency staff and transfer an officer to work part time in the Cash Office to ensure that cash is posted and the bank reconciliation kept up to date.</p>
19	<p><u>Human Resources</u> Current Budget: £1193k Variation: -£15k (-£15k) First Reported at Cabinet: November 08 Higher than anticipated income received with regards to Pertemps contract (£7k) and due to work commitments staff have been unable to undertake training leading to an underspend against this budget (£7k).</p>
20	<p><u>Corporate Human Resources</u> Current Budget: £503k Variation: -£50K (-£50k) First Reported at Cabinet: August 08 Supplementary pension costs are lower than budgeted. (Pension liability including results of 1998 reorganisation have fallen due to a reduction in numbers entitled to receive payment).</p>

CAPITAL PROGRAMME 2008/2009

Monitoring as at 12/11/08

	2008/2009 ORIGINAL BUDGET			2008/2009 APPROVED ESTIMATE				PROJECTIONS – GROSS EXPENDITURE					
	Gross	Income	Net	Gross	Income	Net	Gross Actual	2008/09 Gross Expenditure Projected	2009/10 SLIPPAGE Projected	TOTAL Gross EXPENDITURE Projected	VARIANCE Projected	VARIANCE Projected	
	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(%)	
Portfolio Summary													
Corporate Services													
Business Improvement	1,196	0	1,196	1,300	0	1,300	803	1,250	50	1,300	0	0	
CSC	154	0	154	320	(59)	261	62	170	150	320	0	0.0	
Other	225	(10)	215	347	(16)	331	301	285	62	347	0	0.0	
Total Corporate Services	1,575	(10)	1,565	1,967	(75)	1,892	1,166	1,705	262	1,967	0	0.0	
Community Services													
Local Transport Plan	4,534	(1,540)	2,994	4,828	(1,603)	3,225	1,275	4,758	116	4,874	46	1.0	
Operations	685	(25)	660	967	(25)	942	196	609	58	667	(300)	(31.0)	
Public Protection	760	(510)	250	842	(554)	288	470	842	0	842	0	0.0	
Planning	147	(11)	136	165	(31)	134	33	196	0	196	31	18.8	
Library & Information Service	1,584	(470)	1,114	2,094	(696)	1,398	341	1,115	979	2,094	0	0.0	
Leisure Centres	595	(225)	370	626	(225)	401	337	546	80	626	0	0.0	
Outdoor Facilities	2,285	(2,250)	35	2,901	(2,851)	50	817	2,565	336	2,901	0	0.0	
Asset Management	1,647	0	1,647	1,826	0	1,826	251	831	986	1,817	(9)	(66.7)	
Car Park Schemes	1,585	(1,485)	100	1,398	(1,298)	100	262	588	650	1,238	(160)	(11.4)	
Total Community Services	13,822	(6,516)	7,306	15,647	(7,283)	8,364	3,982	12,050	3,205	15,255	(392)	(89.4)	
Learning & Care													
Adult Social Care	146	(80)	66	137	(59)	78	(4)	137	0	137	0	0.0	
Children & Young People – General	0	0	0	2,561	(1,178)	1,383	1,220	1,711	850	2,561	0	0.0	
Children & Young People – Schools (Form)	3,180	(3,180)	0	3,578	(3,577)	1	2,408	3,578	100	3,578	0	0.0	
Children & Young People – Schools (Other)	10,922	(9,080)	1,842	11,300	(9,934)	1,366	3,606	11,216	100	11,316	16	0.1	
Housing	1,764	(1,724)	40	2,039	(1,999)	40	0	2,039	0	2,039	0	0.0	
Learning & Care – General	171	(121)	50	302	(252)	50	43	174	128	302	0	0.0	
Total Learning & Care	16,183	(14,185)	1,998	19,917	(16,999)	2,918	7,273	18,855	1,078	19,933	16	0.1	
Total Committed Schemes	31,580	(20,711)	10,869	37,531	(24,357)	13,174	12,421	32,610	4,545	37,155	(376)	(1.0)	
External Funding	(£'000)			(£'000)				(£'000)					
Government Grants	(13,470)			(15,705)				(14,677)					
Developers' Contributions	(6,829)			(8,240)				(6,891)					
Other Contributions	(412)			(412)				(411)					
Total External Funding Sources	(20,711)			(24,357)				(21,979)					
Total Corporate Funding	10,869			13,174				10,631					

Appendix C
Capital Variances - November 2008

Total capital expenditure for 2008/09 is expected to be £32.610m, which is £4.921m below the approved budget.

This is made up of £376k variances, £4.545m slippage and is summarised as follows:-

Community Services report that in comparison to the approved budget, there will be a net underspend of £392k as follows.

20 CE14	Highways Surfacing Contract-Report to Cabinet Prioritisation Sub-Committee 25th November 2008 to add in £20K S106 received.Next phase of Programme to commence November 2008
-48 CE21	Construction of New Footways-Report to Cabinet Prioritisation Sub-Committee 25th November 2008 to allocate £100K S106 Projects.
-8 CE30	Congestion Reduction/Air Quality Improvements-Report to Cabinet Prioritisation Sub-Committee 25th November 2008 to allocate Programme.£8K to be vired to Parapet Improvement Programme
8 CE37	Parapet Improvement Programme-Report to Cabinet Prioritisation Sub-Committee 25th November 2008.£8K to be vired from Congestion Reduction Programme
-5 CE57	Safe Routes to Schools-Report to Cabinet Prioritisation Sub-Committee 25th November 2008.£12K to be vired to Cycling.New 7K S106 funded scheme to be added.
12 CE73	Cycle Network-Report to Cabinet Prioritisation Sub-Committee 25th November 2008. 12K to be vired from Safe Routes to Schools
67 CF59	Traffic Management Schemes-Report to Cabinet Prioritisation Sub-Committee 25th November 2008.£16K slipped to 2009/10 and £67K of funded schemes to be added.
-300 CQ09	Lease Vehicle Replacement Programme - No vehicles to be purchased as it is cheaper to lease rather than buy
-4 CG13	Open Space Audit - Projected underspend
35 CG20	Transport Assessment for Sites-Budget to be increased by £35K - to be funded from additional Planning Delivery Grant received
-4 CM33	York House-Sprinkler System. Project complete.
-5 CM34	York Stream House-Security Cameras. Project complete.
30 CE29	Decriminalised Parking Enforcement-Cabinet Report 24/7/08 approved additional phases of works.Investigate possibility of funding excess from S106
10 CE56	Health And Safety Car Parks-CCTV at Stafferton MSCP to be linked to Hines Meadow MSCP-will generate Revenue savings in 2009/10.
-200 CG25	Nicholsons MSCP - Waterproofing-Scheme under review - funding not identified
-392	

As previously reported, Learning & Care report that in comparison to the approved budget, there is likely to be a net overspend of £16k in the Schools (other) area as follows

11 CJUZ	Furze Platt Dance Studio- Additional expenditure to pay final disputed invoice.
13 CKRE	Dedworth Green Rewire & Fire alarm - Final tender figures have increased
-20 CKRT	Courthouse Junior - Heating Pipework Phase II- Reduced tender figure
-8 CKRW	Woodlands Park - Heating Pipework Replacement-Reduced tender figure
5 CKSA	Waltham St Lawrence-Rewiring and New Fire Alarm-Higher tender figure
15 CKSB	Wraysbury - Rewiring and New Fire Alarm-Final tender figures have increased
16	

There are no variations to report for Resources