

Report Title:	Financial Update
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Saunders, Lead Member for Finance
Meeting and Date:	Cabinet – 24 May 2018
Responsible Officer(s):	Russell O’Keefe, Executive Director, Rob Stubbs, Deputy Director and Head of Finance.
Wards affected:	All

REPORT SUMMARY

1. This report is the final outturn statement in 2017-18. In summary there is a £564,000 overspend on the General Fund, see Appendix A, which is an increase of £44,000 from the projection in the April financial monitoring report. This is mainly due to an increase in the overspend forecast in Service budgets of £43,000 and in non-service budgets of £1,000.
2. An in-year mitigation exercise was undertaken prior to September Cabinet and £1,290,000 of savings were identified. These savings continue to offset the pressures in all directorates.
3. The Council remains in a strong financial position; with General Fund Reserves of 7,033,000(7.95% of budget) in excess of the £5,780,000 (6.54% of budget) recommended minimum level set at Council in February 2017.
4. The Capital Fund is estimated at £1,914,000 and is available to fund one-off and transformation costs which are not capitalised. The utilised Development Fund of £3,171,000 has been released into the General Fund.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet:

- i) **Notes the Council’s projected outturn position for 2017-18 and mitigating actions to address service pressures.**
- ii) **The Executive Director, and Lead Member for Environmental Services(including Parking and Flooding), requests that Cabinet approves additional one off revenue of £130,000 from the Capital Fund in 2018-19 to fund joint safety inspection work within the Royal Borough with the Royal Berkshire Fire and Rescue Service. Further details in paragraph 4.29.**
- iii) **Approves an additional budget of £55,000 for the Pay and reward scheme to be funded from the Capital fund in 2018-19. Further details in paragraph 4.30.**
- iv) **Approves a £375,000 capital budget for the Oaks Leisure centre project. Further details in paragraph 4.37.**
- v) **Approves a £345,000 capital budget for the Braywick Leisure centre project. Further details in paragraph 4.38.**

2 REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

- a. Cabinet are required to note the council's financial position and approve the additional £130,000 revenue budget for a memorandum of understanding with Royal Berkshire Fire and Rescue, £55,000 additional revenue budget for the Pay and reward scheme, £375,000 additional capital budget for the Oaks Leisure centre project and £345,000 additional capital budget for the Braywick Leisure centre project.

3 KEY IMPLICATIONS

- a. The Council is projecting a General Fund Reserve of £7,033,000. The 2017-18 budget report recommended a minimal reserve level of £5,780,000 to cover known risks for 18 months.

Table 1: Key implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
General Fund Reserves Achieved	<£5,800,000	£5,800,000 to £6,000,000	£6,000,001 to £6,500,000	> £6,500,000	31 May 2018

4 FINANCIAL DETAILS / VALUE FOR MONEY

Managing Director's Directorate

- 4.1 The Managing Director reports a final estimates figure for 2017-18 of £62,791,000 against a net approved estimates budget of £62,818,000, showing an under spend of £27,000.
- 4.2 The mitigations of £1,056,000 identified in the 28 September 2017 cabinet report have been extracted from the budgets and are shown on a separate line in appendix A.

Children's Services

- 4.3 Children's Services has a net overspend of £1,747,000. Representing a net adverse movement of £22,000 against the reported position in April 2018. This net increase includes:
- Increased focus on submitting applications of Troubled Families programme claims during February and March resulting in additional income of £41,000.
 - Increased cost of support for Care Leavers including some aged 19-25 where there is a statutory responsibility during the year £68,000.
 - Other net favourable variances £5,000.

Dedicated schools grant

- 4.4 There is a net in year deficit of £460,000 relating to the dedicated schools grant funded services. This deficit is charged to the dedicated schools grant for 2018-19 and therefore an income of £460,000 is included in Appendix A within grant income. This £460,000 includes additional support for schools with the highest proportion of mainstream pupils with EHCPs £105,000.
- 4.5 This revised position represents a favourable movement of £277,000 against the reported position in April 2018. This net reduction in deficit includes:

- Lower than anticipated take up of the Early Years SEND Fund in its first two terms of operation with settings using training support before seeking support for specific children £55,000.
 - Release of high needs block growth fund estimate following increased local school inclusivity and improved external placement negotiation resulting in lower spring term costs £190,000.
 - Other net favourable variances arising from termly invoice reconciliation £32,000.
- 4.6 The 2017-18 deficit of £460,000 will be a pressure on the dedicated schools grant which has a deficit of £752,000 brought forward from 2016-17. The revised deficit on the dedicated schools grant will be £1,212,000, 1.9% of the dedicated schools grant budget and are in line with the national picture. The deficit positions in many local authorities are driven by the increasing costs of meeting the needs of children with additional needs. The deficit of £1,212,000 will remain a charge to the dedicated schools grant.
- 4.7 Schools Forum agreed on the 27th November 2017 to invest £416,000 from the schools block budget 2018-19 into the SEN working group recovery plan.

Adult Social Care

- 4.8 Adult Social care reports a net underspend of £699,000, an increase in underspend from last months reported position of £15,000. This consists of:
- Additional costs relating to backdated rent payments in the residential block contract provision £34,000.
 - Increased client contributions resulting in additional income £62,000
 - Other net adverse movements £13,000.
- 4.9 Main elements of the underspend in Adult Social Care is one off and relates to:
- Three successful continuing healthcare claims where the Royal Borough is no longer responsible for costs of the individuals £484,000.
 - Provision was made for an ordinary resident case which has now been concluded and the date from which the Borough is required to pay is later than predicted leading to a one-off benefit of £152,000.

Commissioned Services

- 4.10 Commissioned Services has a net underspend of £164,000 representing a favourable movement of £11,000. This consists of the following movements:
- Additional staffing underspends due to vacancies £55,000.
 - Day centre vehicle leasing costs £47,000.
 - Other net favourable movements £3,000.

Housing

- 4.11 Housing reports an adverse variance of £1,059,000, showing a small £7,000 overspend. The majority of this is offset by the full utilisation of the flexible homelessness support grant of £1,052,000. The grant has been used in line with its conditions which state that the grant may only be used to prevent and deal with homelessness.

Communications

- 4.12 Communications has net overspend of £128,000, an increase in overspend of £18,000. This overspend is due to a further decrease of 34 booked wedding ceremonies. This has been a similar pattern with our partner hotels who have also seen a decline. The

Royal Wedding and the promotion of the Guildhall throughout the coming months will hopefully secure an increase of bookings via both weddings and events. Within the Royal Wedding communications plan we have set messaging for the Guildhall which promotes the building and its use as a venue, this is being shared widely both through local, national and international social media channels.

Human Resources

- 4.13 Human Resources reports an overspend of £24,000. This consists of:
- Unpredicted joint arrangement costs relating to backdated pension costs from 2016/17 £16,000
 - Payroll consultancy fees £8,000. A consultant was required to build a new costing string in Itrent to accommodate the needs of AFC.

Other variances

- 4.14 Other variances contributing to the position of the overall directorate:
- Law and Governance £13,000 underspend.

Communities Directorate

- 4.15 The Executive Director of Communities reports a final estimates figure for 2017-18 of £15,660,000 against a net approved estimates budget of £14,854,000, showing an over spend of £806,000. This is a £2,000 improvement over last month's position.
- 4.16 The mitigations of £88,000 identified in the 28 September 2017 cabinet report have been extracted from the budgets and are shown on a separate line in appendix A.
- 4.17 The Management costs report an underspend of £71,000 due to capitalisation of appropriate management costs against a number of capital projects including the creation of Library and Resident Services, the upgrade of the council's telephony, LED light replacement and the move of Highways and transport and parking enforcement to a private sector partner.

Revenues and Benefits

- 4.18 A net overspend of £917,000 is reported, which is an increase on last month's position of £54,000. This is as a result of further increases in pressure on Housing Benefit subsidy expenditure.

4.19 Commissioning – Communities

A net overspend of £110,000 is reported, which is an increase of £21,000 on the previous month. This is as a result of a number of positive and adverse movements across different service lines.

4.20 Communities, Enforcement and Partnerships

A net underspend of £34,000 is reported, which is an increase of £1,000 on the previous month. This is a result of a number of positive and adverse movements across different service lines.

4.21 Libraries and Resident Services

A net underspend of £28,000 is reported, which is an increase in underspend from the previous month of £5,000. This is as a result of a small reduction in Library income and a larger increase in Registrars income.

Place Directorate

- 4.22 The Executive Director of Place reports a final estimates figure for 2017-18 of £2,992,000 against a net approved estimates budget of £3,109,000, showing an underspend of £117,000. This is a £1,000 improvement over last month's position.
- 4.23 The mitigations of £146,000 identified in the 28 September 2017 cabinet report have been extracted from the budgets and are shown on a separate line in appendix A.
- 4.24 The Management costs report an underspend of £58,000 which is an increase in underspend of £3,000 from last months reported position.
- 4.25 **Planning service**
The Planning Service reports a net underspend of £19,000 which is an increased underspend from last months reported position and is as a result of the receipt of extra planning fees.
- 4.26 **Property**
The Property service reports a net overspend of £241,000 which is an adverse movement of £46,000 from last months reported position. This consists of:
- Mokattam overachievement of rental income £20,000.
 - Miscellaneous Housing overachievement of rental income of £16,000.
 - Stafferton Way Nene Overland reversal of back dated rent of £92,000
 - Property company management fee income of £10,000
- 4.27 **Finance**
The Finance service reports an underspend of £130,000 which is an increase in underspend of £20,000, this is as a result of further salary savings within the finance team.
- 4.28 **ICT**
ICT reports an underspend of £5,000 as a result of extra income for internal fees recharged for networks including those for remote worker circuits.

Additional budget for a memorandum of understanding (MoU)

- 4.29 The Royal Borough and Royal Berkshire Fire and Rescue Service are working together to strengthen joint inspections across the borough throughout 2018-19. The additional work requires an investment of up to £130,000.

Additional budget for 2017-18 Pay and Reward scheme

- 4.30 As discussed at Employment Panel on Monday 14 May an additional budget of £55,000 is required for the 2017-18 Pay and Reward scheme. This will be funded from the Capital fund in 2018-19.

Revenue budget movement

- 4.31 Revenue budget movements this month are set out in table 2, and the full year movement is detailed in Appendix C.

Table 2: Revenue budget movement

Service expenditure budget reported to March	£80,520,000
Redundancy costs funded by provision	£79,000
Cleaning & Maintenance at Cox Green Youth & Community Centre	£20,000

Additional funding required for the Microsoft Licensing agreement.	£40,000
SportsAble Grant	£13,000
Part year salary costs for the two employees in the team delivering corporate projects	£109,000
Service expenditure budget this month	£80,781,000

Cash balances projection

- 4.32 Throughout the year the council's cash balances have been revised, Appendix D sets out the Borough's cash balance which is based on the assumptions contained in the 2017-18 budget report.

Table 3: New borrowing reconciliation

Potential new borrowing as reported to Cabinet in February 2017	£72,999,000
New Projects Approved in 2017-18	£6,695,000
Reprofile projects approved in 2017-18 and prior years	(£27,360,000)
Reprofile projects forecast in 2017-18	(£45,490,000)
Increase (Decrease) projects approved in 2017-18 and prior years or forecast in 2017-18	£4,216,000
Remove deduction of capital funded from revenue*	£2,191,000
Current estimate of potential new borrowing	£13,251,000

* An amount charged to revenue each year to part fund capital expenditure ceased in 2017-18. However, the amount due to be charged in 2017-18 continued to be deducted from the forecast borrowing requirement and is being added back.

The projected borrowing estimate of £13,251,000 has increased by £34,000 since last month due to minor year end slippage adjustments.

Provision for redundancy

- 4.33 In May 2017 the provision for redundancy in 2017-18 was set at £389,000 based on the known redundancies at that time. The provision has been used throughout the year including the allocation this month which net to a £79,000 increase, (Table 2). To date redundancy costs of £560,000 have been incurred which is £171,000 more than anticipated at the start of the year.
- 4.34 It is now estimated that a provision of £493,000 is required to cover the known redundancies in 2018-19 as advised by HR. An increase to the provision of £664,000 (£493,000 plus £171,000) has therefore been included in the Finance Update. As in previous years this has been funded from the capital fund.

Non service variances

- 4.35 We have received £34,000 more in general grants than expected during 2017-18, There has been an increase in the required corporate bad debt provision of £18,000 and the cost of capital financing was £43,000 greater than budgeted for 2017-18. A budgeted pension deficit of £2,415,000 has been paid and allocated to services, some of which are funded by the dedicated schools grant. This has reduced the cost to the council by £26,000.

Capital programme

- 4.36 The approved 2017-18 capital estimate is £82,307,000, see table 4. The outturn for the financial year is £40,630,000. Further information on key capital schemes has been provided in appendices E - G.

Table 4: Capital outturn

	Exp	Inc	Net
Approved estimate	£82,307,000	(£30,636,000)	£51,671,000
Variances identified	(£825,000)	£312,000	(£513,000)
Slippage to 2018-19	(£40,852,000)	£13,492,000	(£27,360,000)
Projected Outturn 2017-18	£40,630,000	(£16,832,000)	£23,798,000

Table 5: Capital programme status

	Report Cabinet May 2018
Number of schemes in programme	312
Yet to Start	6%
In Progress	32%
Completed	35%
Ongoing Programmes e.g. Disabled Facilities Grant	27%
Devolved Formula Capital Grant schemes budgets devolved to schools	0%

Oaks Leisure Centre – Capital budget of £375,000

- 4.37 The capital fund allocated to the Oaks project has been used to commission a full needs analysis and costed design to RIBA stage 2. Following receipt, and consultation on the needs analysis, RIBA stage 2 architects design report and RIBA stage 2 accountants cost plan the Project Board has requested a further capital sum of £375,000 to undertake full Community Engagement and production of documentation pack to RIBA stage 4 to enable a full planning application to be submitted once the BLP is approved. The design team are currently working on costed plans to complete the leisure centre subject to planning permission. The additional £375,000 budget will fund the following, all necessary local consultations and resident communications, meeting with the Parish council, high street stalls, production of report for planning applications, site investigations and preparations, pre planning advise implementation, ecology, preparation of the construction tender documentation and legal's, utility commitments to be undertaken in a timely manner enabling the submission of an early planning application. The costs associated with design team work are architect, Development Manager, Mechanical and Electrical consultant, Pool design consultant, Cost planner, structural engineer, planning consultant and traffic planning. Approval is requested to add this budget to the 2018-19 capital programme so that a full planning application is prepared ready for submission once the Borough Local Plan has been formally adopted by the council later this year.

Braywick Leisure Centre – Capital budget of £345,000

- 4.38 A capital budget is required to fund the installation of the 3 shared outdoor floodlit netball/tennis courts which form part of the Forest Bridge School (FBS) /Braywick Leisure Centre (BLC) projects. Negotiations with the Education and Skills Funding Agency (ESFA) concerning shared facilities on the proposed Forest Bridge site which is adjacent to the BLC have progressed satisfactorily and a planning application for the

school is anticipated in the near future. Original proposals included the construction of the 3 floodlit courts within the schools budget but this has not been achievable. Given the importance of the construction of these 3 shared courts (in addition to the 3 proposed in the BLC project) to the provision of outdoor sports space for residents and school pupils it is recommended that a capital budget of £345,000 to construct the courts is provided.

Business rates

- 4.39 Business rate income at the end of March was 98.8% against a target of 98.3%. The annual collection target is 98.8%. The council has undertaken a range of actions on the three new types of business rate relief announced see points 4.40 –4.42
- 4.40 **New Business Rate Relief for pubs:** Eighty nine public houses that fit within the guidelines provided by MHCLG were identified. An application form was designed and issued on 21 July 2017, inviting pubs to confirm their eligibility for this assistance i.e. essentially that they are not disqualified on the grounds of State Aid. By 13 April 2018, fifty six applications have been received. Eligible pubs will receive a £1,000 relief.
- 4.41 **Supporting small businesses:** Thirty four potential ratepayers have been identified and were issued with an application on 5 December 2017. As at 13 April 2018 twelve applications had been returned and £12,844 of relief awarded.
- 4.42 **Business rate revaluation support.** Eight hundred and seventy potential ratepayers were identified and issued with a claim form in August 2017. 48 applications were returned and sums awarded. The remaining businesses received a maximum award of £310. This enabled £658,396 to be awarded by 31 March 2018 from the MHCLG Section 31 new locally administered discretionary relief scheme grant received of £678,000.

5 LEGAL IMPLICATIONS

- 5.1 In producing and reviewing this report the Council is meeting its legal obligations to monitor its financial position.

6 RISK MANAGEMENT

Table 6: Impact of risk and mitigation

Risks	Uncontrolled Risk	Controls	Controlled Risk
None			

7 POTENTIAL IMPACTS

- 7.1 None.

8 CONSULTATION

- 8.1 Overview & Scrutiny meetings are scheduled prior to this Cabinet. Any comments from those meetings will be reported verbally to Cabinet.

9 TIMETABLE FOR IMPLEMENTATION

9.1 Implementation date if not called in: Immediately.

10 APPENDICES

10.1 There are eight appendices attached to this report:

- Appendix A Revenue budget summary
- Appendix B Development fund analysis
- Appendix C Revenue movement statement
- Appendix D Cash flow projection
- Appendix E Capital budget summary
- Appendix F Capital variances
- Appendix G Key capital scheme performance
- Appendix H Oaks Leisure Centre capital programme

11 BACKGROUND DOCUMENTS

11.1 Background documents relating to this report are detailed below.

- Budget Report to Cabinet February 2017.

12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Commented & returned
Cllr Saunders	Lead Member for Finance	15/05/18	15/05/18
Cllr Rankin	Deputy Lead Member for Finance	20/04/18	
Alison Alexander	Managing Director	16/04/18	16/04/18
Russell O'Keefe	Executive Director	16/04/18	17/04/18
Andy Jeffs	Executive Director	16/04/18	17/04/18
Hilary Hall	Deputy Director Strategy and Commissioning	16/04/18	17/04/18
Rob Stubbs	Deputy Director and Head of Finance	16/04/18	16/04/18
Louisa Dean	Communications and Marketing Manager	16/04/18	17/4/18
Nikki Craig	Head of HR and Corporate Projects	16/04/18	18/04/18

REPORT HISTORY

Decision type: For information	Urgency item? No
Report Author: Rob Stubbs, Deputy Director and Head of Finance, 01628 796341	

Revenue Outturn Statement 2017/18 for May 2018 Cabinet

SUMMARY	2017/18		
	Budget	Approved Estimate	Actual Variance
	£000	£000	£000
Management	292	495	(1)
Communications	294	432	128
Human Resources	1,443	1,242	24
Law & Governance	2,363	2,384	(13)
Commissioning & Support	5,976	2,768	(164)
Children's Services - AfC Contract	0	14,765	1,404
Children's Services - pre AfC Contract	15,532	3,812	343
Dedicated Schools Grant - Spend	63,413	61,860	460
Adult Social Care - Optalis Contract	0	29,029	0
Adult Social Care - Spend	23,601	12,661	21
Adult Social Care - Income	8,152	(8,111)	(720)
Better Care Fund	9,305	11,594	0
Public Health	4,910	4,908	0
Housing	1,107	1,052	1,059
Grant Income	(76,396)	(77,129)	(1,512)
Budget Extracted in Year	0	1,056	(1,056)
Total Managing Director's Directorate	59,992	62,818	(27)
Executive Director of Communities	184	232	(71)
Revenues & Benefits	370	261	917
Commissioning - Communities	9,702	9,909	110
Communities, Enforcement & Partnerships	881	901	(34)
Library & Resident Services	3,459	3,463	(28)
Budget Extracted in Year	0	88	(88)
Total Communities Directorate	14,596	14,854	806
Executive Director of Place	153	301	(58)
Planning Service	1,471	1,408	(19)
Property Service	(1,805)	(2,131)	241
Finance	2,149	1,577	(130)
ICT	2,199	1,808	(5)
Budget Extracted in Year	0	146	(146)
Total Place Directorate	4,167	3,109	(117)
TOTAL EXPENDITURE	78,755	80,781	662

Revenue Outturn Statement 2017/18 for May 2018 Cabinet

SUMMARY	2017/18		
	Budget	Approved Estimate	Actual Variance
	£000	£000	£000
Total Service Expenditure	78,755	80,781	662
Contribution to / (from) Development Fund	2,255	(1,004)	0
Pensions deficit recovery	2,415	2,415	(26)
Pay reward	500	0	0
Transfer from Provision for Redundancy	0	(560)	0
Transfer to Provision for Redundancy		664	0
Increase / (Decrease) to provision for bad debt			18
Apprentice Levy	280	99	(99)
Environment Agency levy	153	153	0
Variance on income from Trading Companies		143	0
Variance on Education Services Grant		(109)	0
Variance on Business Rates income		(1,522)	0
Transfer to / (from) Capital Fund		858	0
Variances on general grants			(34)
Capital Financing inc Interest Receipts	5,069	5,127	43
NET REQUIREMENTS	89,427	87,045	564
Less - Special Expenses	(1,009)	(1,009)	0
Transfer to / (from) balances	0	2,382	(564)
GROSS COUNCIL TAX REQUIREMENT	88,418	88,418	0
General Fund			
Opening Balance	5,291	5,215	7,597
			0
Transfers to / (from) balances	0	2,382	(564)
	<u>5,291</u>	<u>7,597</u>	<u>7,033</u>
NOTE Service variances that are negative represent an underspend, positive represents an overspend.			

Memorandum Item	Development Fund		Capital Fund
	£000	£000	
Current balances			
Opening Balance	1,004	2,026	
Transfer (to) / from other reserves		1,298	
Transfer (to) / from General Fund - other initiatives	2,167	(1,410)	
Final transfer to the General Fund	<u>(3,171)</u>		
	<u>0</u>	<u>1,914</u>	

Corporate Development Fund £000
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Balance B/F from 2016/17		1,004
Transacted amounts in 2017/18		
To/From Capital Fund		0
To/From General Fund		
Transition Grant (2017/18 budget - February 2017 Council)	1,263	
Contribution from the General Fund (2017/18 budget - February 2017 Council)	1,109	
Restructure of the Development and Regeneration service (2017/18 budget - February 2017 Council)	-56	
Minerals and Waste Strategy (2017/18 budget - February 2017 Council)	-61	
Crematorium feasibility study (CMT April 2017)	-30	
Contact Centre investment (May Cabinet)	-58	
Balance of Development Fund transferred to General Fund	-3,171	
	<u>-1,004</u>	
		<u>0</u>

Capital Fund £000

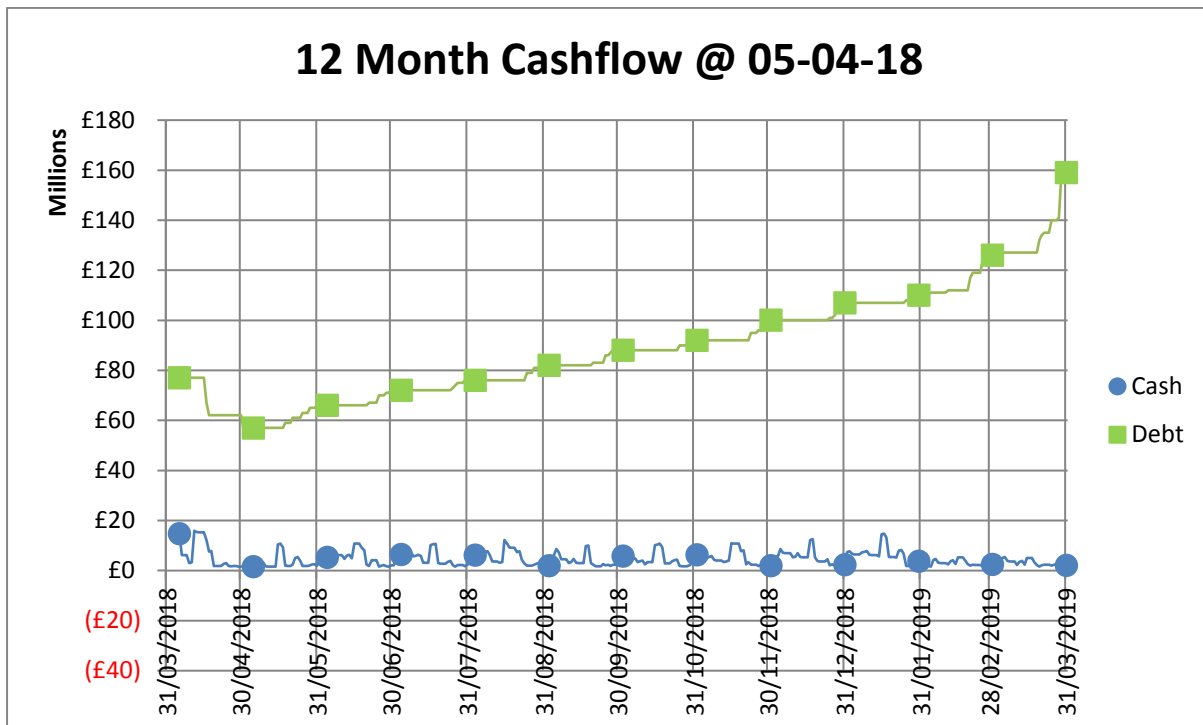
Balance B/F from 2016/17		2,026
Transacted amounts in 2017/18		
To/From Other Reserves		1,298
To/From General Fund		
Capital programme funding 2017/18	-1,200	
Loss of ground rent Nicholson's Centre 2017/18	-235	
Contribution to Capital - Paris module (March 2018)	25	
	<u>-1,410</u>	
		<u>1,914</u>

Appendix C

Budget Movement Statement 2017-18						
	Funded by Development Fund (1)	Funded by the General Fund (2)	Funded by Provision (3)	Included in the original budget (4)	Total	Approval
	£'000	£'000	£'000	£'000	£'000	
Original Budget					78,755	
1 Carry forward of transforming services budgets re-allocated		264			264	Cabinet May 2017
2 Optalis share of pay reward / award budget re-allocated				75	75	Council Feb. 2017
3 Optalis share of apprentice levy budget re-allocated				36	36	Council Feb. 2017
4 Redundancy cost			43		43	Cabinet May 2017
5 Crematorium feasibility study	30				30	CMT April 2017
6 Allocation of pay reward budget to services				425	425	Council Feb. 2017
7 Legal budget for Heathrow expansion		40			40	Prioritisation Sub Committee Oct 2016
8 Redundancy cost funded by provision			38		38	Cabinet May 2017
9 Election security costs		19			19	CMT June 2017
10 iPad / iPhone maintenance budget		10			10	Head of Finance delegated powers
11 Return on pre-payment of Optalis pension contributions		(41)			(41)	Treasury management policy
12 Redundancy cost funded by provision			236		236	Cabinet May 2017
13 Contact Centre investment	58				58	Cabinet May 2017
14 AfC share of apprentice levy budget re-allocated				33	33	Council Feb. 2017
15 Additional Members SRA budget		5			5	Council July 2017
16 Staff cost budget due to additional pay costs in MD's directorate		25			25	CMT
17 Redundancy cost funded by provision			36		36	Cabinet May 2017
18 Net effect of RBWM NNDR budget rebase		56			56	CMT November 2017
19 Redundancy cost funded by provision			68		68	Cabinet May 2017
20 Apprevice Levy allocation				112	112	Council Feb. 2017
21 Communications resources (July 2017 Cabinet)		120			120	Cabinet July 2017
22 Redundancy cost funded by provision			10		10	Cabinet May 2017
23 Redundancy cost funded by provision			64		64	Cabinet May 2017
24 Empty homes action plan		6			6	Cabinet May 2017
25 Electoral Services Officer		11			11	Council Sept. 2016 and June 2017
26 Redundancy cost funded by provision			30		30	Cabinet May 2017
27 Reversal of prior months Redundancy budget			(44)		(44)	Cabinet May 2017
28 Redundancy cost funded by provision			22		22	Cabinet March 2018
29 Cleaning and Maintenance costs at Cox Green Youth & Community Centre		20			20	Head of Finance delegated powers
30 Redundancy cost funded by provision			14		14	Cabinet March 2018
31 Redundancy cost funded by provision			23		23	Cabinet March 2018
32 Redundancy cost funded by provision			20		20	Cabinet March 2018
33 Microsoft Licensing Agreement			40		40	CMT
34 Sportsable grant			13		13	Cabinet March 2018
35 Part year costs for two employees in the team to deliver corporate projects		109			109	CMT
Changes Approved	88	644	613	681	2,026	
Approved Estimate March Cabinet					80,781	

NOTES

- 1 When additional budget is approved, a funding source is agreed with the Lead Member of Finance. Transactions in column 1 have been funded from a usable reserve (Development Fund).
- 2 If additional budget is approved but no funding is specified, the transaction would, by default, be funded from the General Fund Reserve. Transactions in column 2 are funded by the General Fund.
- 3 A provision for future redundancy costs is created every year and this is used to fund additional budget in services for the costs of redundancy they incur during the year. Transactions in column 3 are redundancy costs funded by the provision for redundancy.
- 4 Transactions in column 4 are amounts approved in the annual budget which for various reasons need to be allocated to service budgets in-year. An example would be the pay reward budget. Pay reward payments are not approved until June. The budget therefore has to be re-allocated.



Note 1. When the 2017-18 budget was approved by Council in February 2017, new borrowing was anticipated to be £72,999,000 for 2017-18. Due to the re-profiling of a number of schemes on the cash flow forecast, new borrowing has reduced to £13.251m by the year end.

Note 2. Capital expenditure is projected to increase steadily throughout 2018-19. The exact profile may vary and monitoring of schemes and cash balances will decide the rate at which our borrowing will increase to ensure that no unnecessary debt charges are incurred.

Portfolio Summary	2017/18 Original Budget			New Schemes – 2017/18 Approved Estimate			Schemes Approved in Prior Years			Outturn – Gross Expenditure					
	Gross	Income	Net	Gross	Income	Net	Gross	Income	Net	2017/18 SLIPPAGE					
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	2017/18 Actual	Actual	TOTAL Actual	VARIANCE	VARIANCE	
Communities Directorate															
Sports & Leisure	2,050	0	2,050	2,300	0	2,300	647	(11)	636	1,957	990	2,947	0	0%	
Community Facilities	530	(70)	460	534	(70)	464	348	0	348	445	468	913	31	6%	
Outdoor Facilities	310	(120)	190	636	(420)	216	920	(400)	520	656	899	1,555	(1)	0%	
Revenues & Benefits	0	0	0	0	0	0	126	0	126	57	69	126	0		
Green Spaces & Parks	281	(231)	50	341	(231)	110	99	(81)	18	220	171	391	(49)	-17%	
Highways & Countryside	5,506	(2,985)	2,521	6,717	(3,931)	2,786	4,166	(1,479)	2,687	6,804	3,994	10,798	(85)	-2%	
Community Protection & Enforcement Services	600	(600)	0	2,472	(1,508)	964	505	(18)	487	956	2,059	3,015	38	6%	
Library & Resident Services	470	(12)	458	1,147	(12)	1,135	978	(312)	666	1,423	950	2,373	248	53%	
Total Communities Directorate	9,747	(4,018)	5,729	14,147	(6,172)	7,975	7,789	(2,301)	5,488	12,518	9,600	22,118	182	0	
Place Directorate															
Technology & Change Delivery	275	0	275	275	0	275	96	0	96	331	37	368	(3)	-1%	
Property & Development	4,950	0	4,950	11,528	0	11,528	852	(251)	601	8,169	4,368	12,537	157	3%	
Regeneration & Economic Development	560	0	560	5,060	0	5,060	5,685	(328)	5,357	6,391	4,199	10,590	(155)	-28%	
Planning (CAP51)	470	0	470	470	0	470	339	(185)	154	342	467	809	0	0%	
Total Place Directorate	6,255	0	6,255	17,333	0	17,333	6,972	(764)	6,208	15,233	9,071	24,304	(1)	(0)	
Managing Director															
Human Resources	0	0	0	32	0	32	0	0	0	0	32	32	0		
Adult Social Care	0	0	0	0	0	0	51	(51)	0	53	6	59	8		
Housing	500	(500)	0	1,995	(1,995)	0	575	(545)	30	1,708	881	2,589	19	4%	
Democratic Representation	88	0	88	58	0	58	130	0	130	78	26	104	(84)	-95%	
Non Schools	255	0	255	390	(39)	351	335	(234)	101	436	295	731	6	2%	
Schools – Non Devolved	28,030	(16,640)	11,390	28,220	(15,812)	12,408	3,283	(1,726)	1,557	10,051	20,495	30,546	(957)	-3%	
Schools – Devolved Capital	223	(223)	0	344	(344)	0	653	(653)	0	553	446	999	2	1%	
Total Managing Director	29,096	(17,363)	11,733	31,039	(18,190)	12,849	5,027	(3,209)	1,818	12,879	22,181	35,060	(1,006)	(1)	
Total Committed Schemes	45,098	(21,381)	23,717	62,519	(24,362)	38,157	19,788	(6,274)	13,514	40,630	40,852	81,482	(825)	(1)	
	(£'000)			(£'000)						(£'000)					
Portfolio Total	45,098			82,307						40,630					
External Funding															
Government Grants	(17,447)			(17,712)						(12,608)					
Developers' Contributions	(3,934)			(7,519)						(4,014)					
Other Contributions	0			(5,405)						(210)					
Total External Funding Sources	(21,381)			(30,636)						(16,832)					
Total Corporate Funding	23,717			51,671						23,798					

Capital Monitoring Report - Final Outturn March 2017-18

At 31 March 2018, the approved estimate stood at £82.307m

	Exp	Inc	Net
	£'000	£'000	£'000
Approved Estimate	82,307	(30,636)	51,671
Variances identified	(825)	312	(513)
Slippage to 2018/19	(40,882)	13,492	(27,390)
Outturn 2017/18	40,630	(16,832)	23,798

Overall Expenditure and Slippage

Outturn for the financial year is £40.630m

Variances are reported as follows.

Adult Social Care				
CLC6	Boyne Grove Personal Care Area	(2)	0	(2) Scheme complete
CT57	Care Homes Reconfiguration	10	0	10 Revised Business Case
Housing				
CT56	Transforming Care Partnership	19	0	19 Unforeseen Costs
Democratic Representation				
CY16	Participatory Budgeting	(85)	0	(85) Revised Estimate
Non Schools				
CKVH	2Yr old capital entitlement	1	(1)	0 Scheme complete
CKVR	Youth Centres Modernisation Programme	1	(1)	0 Scheme complete
CKVU	Pinkneys Green Youth Centre Roofing Repairs	26	0	26 Contract Variations
CKVW	Windsor Youth Centre Roofing Repairs	(13)	0	(13) Revised Business Case
CKVW	Datchet Youth Centre Roofing Repairs	(8)	0	(8) Revised Business Case
Schools - Non Devolved				
CSDS	Maunt Prog. Roofing, Guttering & Windows	5	0	5 Contract Variations
CSBZ	Manor Green Res-charge of use Respite to Sch	(2)	0	(2) Scheme complete
CSEV	All Saints Primary Expansion	(9)	9	0 Scheme complete
CSFC	Ascot Primaries Feasibilities	(100)	100	0 Scheme complete
CSFG	Education Capital Emergency Fund	100	0	100 Revised Business Case
CSFJ	Various Schools fire alarm upgrades	1	0	1 Scheme complete
CSFL	Bisham School House repairs	(5)	5	0 Scheme complete
CSGD	Waltham St Lawrence School Windows	(18)	18	0 Scheme complete
CSGE	Eton Pory School Windows-2015-16	(1)	0	(1) Scheme complete
CSGH	Holy Trinity Cookham Roof	1	(1)	0 Scheme complete
CSGR	Charters Expansion	1	0	1 Scheme complete
CSGZ	Trevelyan School Roof Replacement	(6)	6	0 Slip to next year 2018-19
CSHD	Bisham House Refurbishment	(2)	2	0 Slip to next year 2018-19
CSHE	Furze Platt Junior Boiler Replacement	(1)	1	0 Slip to next year 2018-19
CSHH	Maldenhead Nursery School Structural Improvements	1	(1)	0 Revised Estimate
CSHP	Wraybury school - Staffroom Extension	(101)	66	(35) Revised Business Case
CSHV	Lowbrook Expansion	(800)	0	(800) Scheme complete
CSHZ	Wessex Primary Gutters and Soffits	(3)	3	0
CSJA	Larchfield Nursery Refurbishment	(18)	18	0 Revised Business Case
Regeneration				
CI42	Wsor Coach Park, Alexandra Gardens, Riverside-F.S.	(115)	0	(115) Underspend offsets variance CX28
CI45	Development Sites Mhead/Feasibility/Outline Work	1	0	1
CI60	Regeneration Improvement Projects	(97)	0	(97) Revised Estimate - Underspend offsets variances
CM49	JV-York Rd, West St, Reform Rd, St Clouds Way	(61)	0	(61) Revised Estimate - Underspend offsets variances
CX28	Ray Mill Road Residential Development	115	0	115 Unforeseen professional fees
Property & Development				
CI24	259 Ltd Opportunities for Private Rental	7	0	7 Retention 5a Bell Lane & 18a Hampden Rd Refurb
CI34	Meadow Lane Car Park (Eton College)	(6)	0	(6) Contract savings used to offset expenditure on CI24
CM89	Tinkers LA-rewiring of smll power & lights circuits	(10)	0	(10) Scheme complete
CX37	Stafferton Way - Units 1&2	3	0	3 Additional costs - legal advice
CX38	St Clouds Way Ten Pin Bowl-Purchase Leasehold Int	158	0	158 Additional costs - Stamp duty
CX39	Central House Scheme	4	0	4 Unforeseen Costs
CX40	Operational Estate Improvements	1	0	1 Scheme complete
Technology & Change Delivery				
CA05	Document Management System	(1)	0	(1) Scheme complete
CC21	Del Diff - Collaborative Document Storage	(1)	0	(1) Scheme complete
CM54	Delivering Differently - Generic IT Bid	(1)	0	(1) Scheme complete
CM89	Tablet Computers-Save Enablement BYOD/CYOD	(1)	0	(1) Scheme complete
CM90	Network Consolidation	1	0	1 Scheme complete
Community Facilities				
CV23	Digital Advertising Boards	1	0	1 Unforeseen Costs-Power supply
CV27	Properties for Homeless Residents	33	0	33 Retention
CX31	Coach Park Windsor-Lift Improvements	(1)	0	(1) Scheme completed-Offsets minor overspend re CZ48
Outdoor Facilities				
CI09	Windsor Wayfinding System-Phase 2	1	0	1 Scheme complete
CLC9	Nicholas Winton Memorial	3	0	3 Unforeseen Costs - Watering equipment
CV26	P&OS - Deerswood Wildlife Area	(1)	0	(1) Scheme complete
CV30	Play Areas - Replacement Equipment	(6)	0	(6) Revised Business Case
CX36	Purchase of Land/Thriftwood	1	0	1 Scheme complete
CZ48	P&OS - Outdoor Gym	1	0	1 Additional cost for Streetcare Equipment
Commissioning - Communities				
CB98	Bray Bailey Bridge Replacement Scheme	1	(1)	0 Scheme complete
CD01	LTP Feasibility Studies/Investigation/Develop	1	(1)	0 Scheme complete
CD03	A308 (Bray) Road Widening scheme	(36)	0	(36) Final costs lower than anticipated
CD18	Highway Drainage Schemes	1	(1)	0 Scheme complete
CD43	Flood Prevention	(1)	0	(1) Scheme complete
CD45	Public Conveniences-Refurbishment	(1)	0	(1) Scheme complete
CD54	River Thames Scheme Infrastructure Project	54	0	54 Revised Estimate
CD55	Virtual Message Signs - Windsor	1	0	1 Scheme complete
CD70	Clyde House/ Tinkers Lane - Refurbishment	54	0	54 Unbudgeted refurbishment costs
CD73	Replacement Highway Drain-Waltham Rd,White Walthm	1	(1)	0 Scheme complete
CD80	Grenfell Road-Off-Street Parking	(55)	0	(55) Revised Business Case
CD95	Safer Routes-Holyport College	(103)	83	(20) Scheme discontinued following feasibility study.
Green Spaces & Parks				
CZ46	P&OS-Vansittart Road Skate Park-Extension /Imps	(48)	48	0 Scheme will not be undertaken due to insufficient funding
CZ47	P&OS-Ornamental Flower Beds	(1)	0	(1) Scheme complete
Community, Protection & Enforcement Services				
CT52	Disabled Facilities Grant	38	(38)	0 DFG cases completed earlier than anticipated in year
Library & Resident Services				
CC14	Del Diff - Service Hubs	130	0	130 Unforeseen costs resulting from staff move from Town Hall to Library
CM80	CRM Upgrade / Jadu Contract	(1)	0	(1) Scheme complete
CP82	Mhead Lib-Small Pwr Rewire Gnd/1st Floors	119	0	119 Additional works following commencement of electrical work
CZ77	P&OS-WW 1 & MC800 Commemoration Prjs	(1)	0	(1) Scheme complete
CZ95	Museum Improvements Programme	1	(1)	0 Scheme complete
		(825)	312	(513)

Additional slippage reported this month is as follows

Previously reported slippage (40,886) 13,492 (27,394)

Commissioning - Communities				
CD83	Traffic Signal Review	75	0	75 Reverse slippage
CC40	Borough Parking Provision	(6)	0	(6) Final slippage to 2018/19
CI29	Broadway Car Park & Central House Scheme	(10)	0	(10) Final slippage to 2018/19
CI49	Maldenhead Golf Course	(25)	0	(25) Final slippage to 2018/19
		(40,882)	13,492	(27,390)

Overall Programme Status

The project statistics show the following position:

Scheme progress	No.	%
Yet to Start	19	6%
In Progress	101	32%
Completed	106	35%
Ongoing Programmes e.o. Disabled Facilities Grant	85	27%
Devolved Formula Capital Grant schemes budgets devolved to schools	1	0%
Total Schemes	312	100%

Project	CAPITAL SCHEME	2017/18 APPROVED ESTIMATE			APPROVED SLIPPAGE FROM PRIOR YEARS			TOTAL BUDGET 2017/18			PROJECTIONS		PROJECT STATUS				
		Gross	Income	Estimate	Gross	Income	Estimate	Gross	Income	Estimate	2017/18 Projected Variance	2018/19 SLIPPAGE Projected	Yet To Start	Preliminary / Feasibility Work	Work On-site	Ongoing Annual Programme	Expected Completion
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000					
	Schools – Non Devolved																
CSGR	Charters Expansion	3,630	(2,952)	678	203	(203)	0	3,833	(3,155)	678	0	2,556					
CSGT	Windsor Boys Expansion	1,120	(1,120)	0	(108)	108	0	1,012	(1,012)	0	0	2					
CSGV	Cox Green School Expansion Year 1 of 3	4,880	(2,514)	2,366	133	(133)	0	5,013	(2,647)	2,366	0	2,821					
CSGW	Furze Platt Senior expansion Year 1 of 3	6,750	(2,212)	4,538	431	(431)	0	7,181	(2,643)	4,538	0	6,571					
CSGX	Dedworth Middle School Expansion Year 1 of 3	3,780	(2,081)	1,699	153	(153)	0	3,933	(2,234)	1,699	0	3,490					
CSHU	Windsor Girls Expansion	1,800	(1,800)	0	(64)	64	0	1,736	(1,736)	0	0	128					

Appendix H

THE OAKS LEISURE CENTRE

Capital Bid

The capital fund allocated to the Oaks project has been used to commission a Needs Analysis, costed design and draft RIBA Stage 2 report and associated Feasibility Study.

Following receipt and consultation on the Needs Analysis, RIBA Stage 2 architects draft design report and elemental cost plan the Project Board has requested a further capital sum of £375,000. This is required to undertake Community Engagement as part of the planning process and work up the documentation pack up to RIBA Stage 4 to enable a full planning application to be submitted once the BLP is approved.

Initial fee estimates for the project team up to and including Stage 3 are for the following services:

- Architect and Principal Designer under the CDM Regulations
- Mechanical and Electrical Consultant
- Civil and Structural Engineer
- Water Treatment and Pool Consultant
- Development Manager
- Cost Manager
- Highways Engineer
- Planning Consultant
- Community engagement and consultation report
- Building Control
- Preparation of construction tender and legal documentation

More detailed specialist surveys and reports will be required including: Site investigations, arboriculture, archaeology, traffic and swept vehicle analysis, flood risk assessment, ecology, glare, noise and acoustics, cut and fill calculations and asbestos survey. Utility commitments will need to be undertaken in a timely manner enabling accurate costing and procurement of timely enabling works.

The attached fee summary shows the cumulative fees of £724,934 required to deliver the project up to completion of Stage 3 and submission of a Planning Application. The existing approved funds of £350,000 plus a further £375,000 would enable us to commence the next RIBA Stage 4 in anticipation of full budget approval in October.

Client RBWM
 Project Oaks Leisure Centre, Sunningdale
 Expenditure reconciliation Rev B
 Date 30-Apr-18

			End Jan 18	Feb	March	April	May	June	July	August	September	October
			PAID	PAID								
Expenditure to End Jan 18	RBWM paid to date		£115,905									
PO commitments				<i>See below</i>	<i>See below</i>	£1,250	£2,320					
Consultants												
PM / CM	Clarkson Alliance	Last 1/3 Stage 2		£17,541								
	Clarkson Alliance				£18,396		£11,721	£11,731	£11,731	£17,443	£17,443	£17,443
Architect	Re-Format			£17,380		£11,588	£14,483	£29,655	£29,655	£29,655	£29,655	£29,655
MEP	Hoare Lea				£5,297	£5,297	£5,297	£12,542	£12,542	£12,542	£12,542	£15,542
Civil & Structural Eng	PEP			£4,237	£4,237	£4,236	£6,513	£6,513	£6,513	£6,513	£6,513	£6,513
Acoustic Consultant	tba						£2,750	£2,750			£2,667	£2,667
Sustainability Consultant	tba						£1,313	£1,313			£1,233	£1,233
Principle Designer	Re-Format						£1,000	£250	£250	£250	£417	£417
Transport Consultant	Robert West Consulting			£1,225		£1,315			£9,950			£7,500
Water Treatment & Pool Consultant	Devin Consultancy							£3,823	£3,823	£3,823	£3,979	£3,979
Landscape Architect	tba							£1,867	£1,867	£1,867	£1,600	£1,600
Planning Consultant	tba	Pre-App				£1,350		£4,250				
Needs Assessment	The Sports Consultancy					£15,000						
Fire Engineer	tba							£5,000				
Glare Consultant	tba								£7,500			
Consultation costs	Clarkson Alliance	Excluding Graphics Materials					£1,180	£1,455	£2,335	£1,320	£1,645	
Surveys												
Arboriculture	PJ Consulting	Further survey car park areas					£2,000					
Site Investigations	RPS	Further areas reqd by PEP						£3,250				
Infiltration & CBR	RPS	+ BRE365 testing					£6,745				£8,000	
CCTV Drain survey	Subscan			£4,200				£3,580				
Drainage - HP Water jetting	Subscan								£3,700			
Utilities Searches	Subscan	Additional searches					£1,475					
Ecology Survey	tba	Update 2016 Reports / further surveys						£1,500		£1,500		
Topography Survey	Greenhatch					£695						
Flood Risk Assessment	If required by planners							£3,000				
Archaeological Assessment	If required by planners	Geophysical						£1,500			£2,500	
LA Fees												
Pre-App Fees						£12,000						
Planning Application		£23,135 ; when budget approved										
Building Control		£13,000 ; when budget approved										
		Sub Total	£115,905	£44,583	£23,693	£52,732	£50,457	£93,979	£93,929	£74,913	£88,194	£86,549
	<i>Contingency</i>	<i>0%</i>										
Monthly			£115,905	£44,583	£23,693	£52,732	£50,457	£93,979	£93,929	£74,913	£88,194	£86,549
Cumulative			£115,905	£160,488	£184,181	£236,913	£287,370	£381,349	£475,278	£550,191	£638,385	£724,934