

# Public Document Pack



## Rutland County Council

Catmose, Oakham, Rutland, LE15 6HP.  
Telephone 01572 722577 Facsimile 01572 758307 DX28340 Oakham

Ladies and Gentlemen,

A meeting of the **PLACES SCRUTINY PANEL** will be held in the Council Chamber, Catmose, Oakham, Rutland, LE15 6HP on **Thursday, 8th October, 2015** commencing at 7.00 pm when it is hoped you will be able to attend.

Yours faithfully

Helen Briggs  
**Chief Executive**

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### A G E N D A

#### 7) **QUARTER 1 FINANCIAL MANAGEMENT REPORT 2015/16**

To receive Report No. 153/2015 from the Director for Resources.

*(Previously circulated under separate cover)*  
(Pages 3 - 96)

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#### **DISTRIBUTION**

#### **MEMBERS OF THE PLACES SCRUTINY PANEL:**

Mr J Lammie (Chairman)	
Mr S Asplin	Mr E Baines
Mr O Bird	Mr G Conde
Mr W Cross	Mr J Dale
Mr O Hemsley	Mr A Mann
Mr M Oxley	

#### **OTHER MEMBERS FOR INFORMATION**

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## Rutland County Council

Catmose, Oakham, Rutland, LE15 6HP.  
Telephone 01572 722577 Facsimile 01572 758307 DX28340 Oakham

**Meeting:** CABINET

**Date and Time:** Tuesday, 18 August 2015 at 9.30 am

**Venue:** COUNCIL CHAMBER, CATMOSE, OAKHAM,  
RUTLAND, LE15 6HP

**Corporate support  
Officer to contact:** Natasha Brown 01572 720991  
email: [corporatesupport@rutland.gov.uk](mailto:corporatesupport@rutland.gov.uk)

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### AGENDA SUPPLEMENT

**5) QUARTER 1 PERFORMANCE MANAGEMENT REPORT**

Report No. 150/2015  
(Pages 3 - 46)

**7) QUARTER 1 FINANCE MANAGEMENT REPORT**

**(KEY DECISION)**  
Report No. 153/2015  
(Pages 47 - 94)

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## CABINET

18<sup>th</sup> August 2015

### Performance Management Report – Quarter 1 2015/16

#### Report of the Chief Executive

Strategic Aim:	All	
Key Decision: No	Forward Plan Reference: FP/290515/01	
Exempt Information	No	
Cabinet Member(s) Responsible:	Cllr Roger Begy, Leader of the Council	
Contact Officer(s):	Jason Haynes, Performance and Application Support Team Manager	Tel: 01572 720962 jhaynes@rutland.gov.uk
	Helen Briggs, Chief Executive	Tel: 01572 758201 hbriggs@rutland.gov.uk

#### DECISION RECOMMENDATIONS

That Cabinet:

1. Notes the overall position in relation to performance for the first quarter of 2015/16 and the actions being taken to address areas of underperformance.

#### 1. PURPOSE OF THE REPORT

- 1.1 To report to Cabinet on the Council's performance for the first quarter of 2015/16.

#### 2. BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 This is the first quarterly Corporate Performance Management report of 2015/16, highlighting performance for the year to date. It is intended to update Cabinet in performance:

- Against our strategic aims and objectives;
- Of the Customer Services team;
- On the sickness absence targets; and
- On Safeguarding

It is also intended to provide an update on a number of projects that the Authority is involved in delivering; this information is provided in the Project Update appendix to the report (**Appendix E**)

### 3. OVERALL SUMMARY

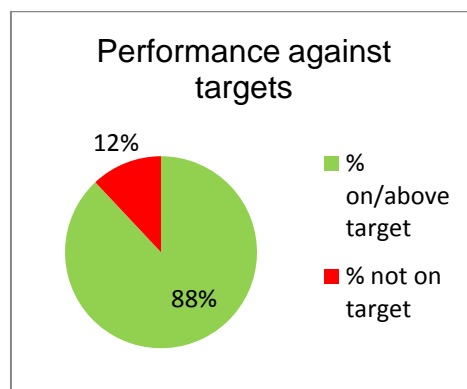
3.1 This report brings together an update on progress across a number of areas:

#### Performance against our Corporate Aims and Objectives

3.2 **Appendix A** contains detailed information on the Council's performance in relation to a number of local and statutory indicators covering the Council's Aims and Objectives, summarised below.

#### Overall Performance Summary

The performance against targets graph represents how many indicators are currently above and below target. 88% of indicators are on/above target in Quarter 1. This will be monitored throughout 2015/16 to show direction of travel through the year.



#### Corporate Health

3.3 392 Freedom of Information requests were received during Quarter 1, and 95.4% of them were answered within the 20 day deadline (LI004 % of FOI requests replied to within 20 days). Whilst below the target of 100%, this continues the good performance seen in the last quarter of 2014/15 and performance is expected to improve throughout 2015/16.

Quarter	No of FOI Requests	Completed on time	Quarter %	Cumulative %
1 13/14	173	124	71	71
2 13/14	166	32	19	46
3 13/14	212	132	62	52
4 13/14	295	249	84	63
1 14/15	323	291	90	90
2 14/15	244	224	91	91
3 14/15	240	224	93	92
4 14/15	382	367	96	95
1 15/16	392	373	95	95

The FOI's received during Quarter 1 can be broken down as follows:

Directorate	Number of FOI's	Number/% over 20 day deadline	
People	83	12	25.3%
Resources	90	2	2.22%
Places (Inc. Land Charges)	219	5	2.28%

The FOI team continue to robustly chase FOI's that are approaching the 20 day deadline to reduce the number that are exceeding this. An annual report on the FOI process has been produced and is going to Senior Management Team in September. The specific business areas where compliance is an issue have been identified and processes have been put in place to improve performance, these improvements are expected from Quarter 2 onwards.

Delivering Council Services within our MTFP

Q1	9	0	2
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3.4 There were 11 meetings held during Quarter 1, all agendas (LI031) and draft minutes (LI032) have been published on time for these meetings,

During Quarter 1 we received a total of 40 complaints, 37 (93%, LI034) of which were dealt with during the 10 day response period. This is an improvement on Quarter 4 due to guidance being reissued on the correct process and the Governance Team proactively monitoring performance throughout the quarter. The stage 1 complaints received can be broken down as follows:

	Places	Resources	People*
Stage 1 Total	22	6	12*
Number exceeding 10 day response target	2	1	1*
% within 10 day response target	91%	85%	92%*

\*Peoples Directorate stage 1 complaints follow a separate social care protocol

5 of these complaints were escalated to stage 2, 1 of which was responded to outside of the response target time due to the complexity of the issue being dealt with.

	Places	Resources	People*
Stage 2 Total	0	1	4*
Number exceeding 10 day response target	n/a	1	0*
% within 10 day	n/a	0%	100%*

response target			
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\*Peoples Directorate stage 2 complaints follow separate social care protocols with a different statutory timescale.

We also received comments and compliments as set out below, these are passed onto Heads of Service within the relevant departments to discuss with staff involved.

Comments - Total 5

	Places	Resources	People
Total for Directorate	4	1	0

Compliments – Total 23

	Places	Resources	People
Total for Directorate	8	9	6

The Resources Scrutiny Panel discussed the reporting of complaints and compliments at their meeting in July. The feedback received will be used to develop a comprehensive report which Scrutiny will consider later in the year.

Creating a Brighter Future for All

Q1	12	1	0
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- 3.5 5.8% of the eligible population of Rutland are currently claiming benefits as of latest published figures for November 2014 (PI152, working age people in receipt of benefits). In comparison, the average for the East Midlands is 11.9%, and the national average is 12.5%.

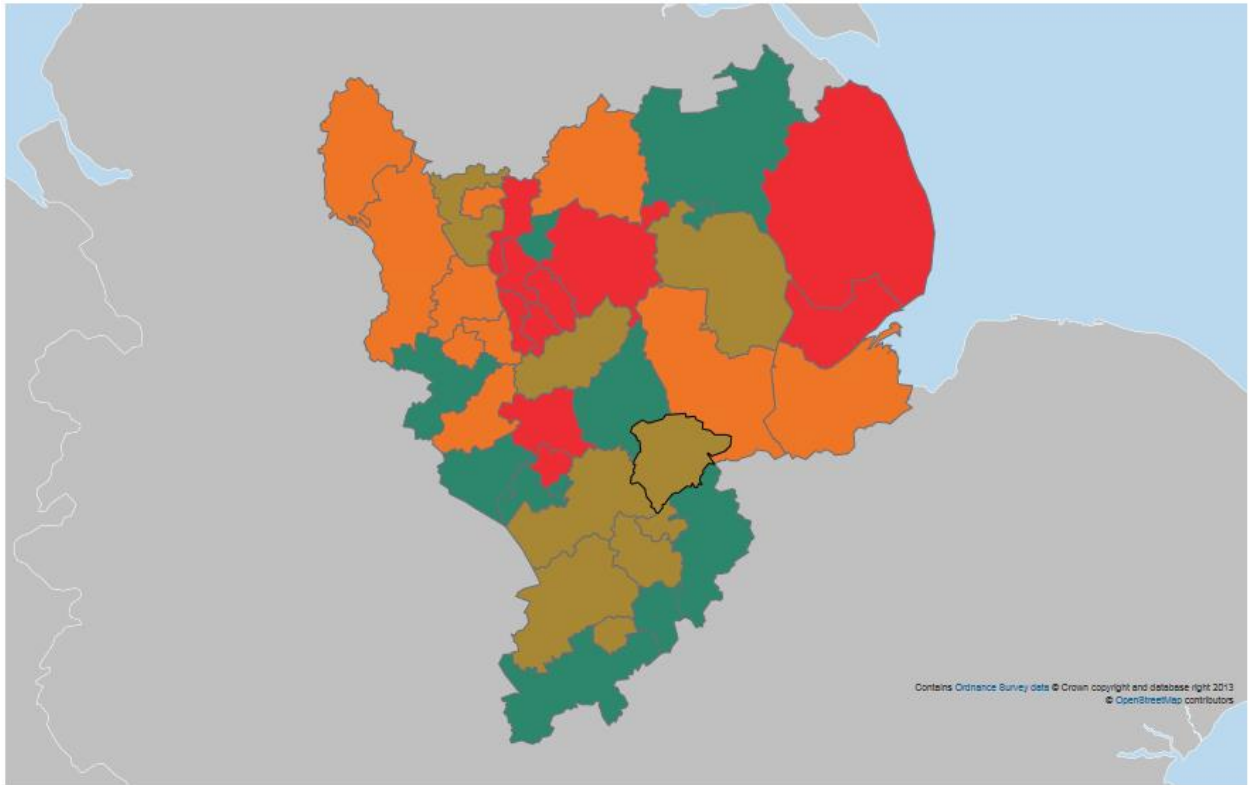
78.3% of the working age population of Rutland is currently in employment (PI151). Of these 20.7% are self-employed. As at the end of June there were 134 people in Rutland eligible to claim Jobseekers Allowance, 18.7% (25) have been claiming JSA for over 12 months (information taken from NOMIS website).

The table below compares the overall employment rate in Rutland with a number of our statistical neighbours and also how each has changed since last quarter.

Local Authority	Overall Employment Rate Q1	Change since previous quarter
West Berkshire	83%	+0.8%
Wiltshire	79.5%	+0.4%
Central Bedfordshire	78.6%	-3%
Rutland	78.3%	-1.4%
Cheshire West	75.5%	+1.5%
Cheshire East	74.6%	-0.9%
Bath and NE Somerset	74.6%	+1.3%



The map below shows the overall employment rate across the East Midlands at the end of Q1, with authorities above 78.5% shown in green, Rutland is marked with a black border.



Creating a Safer Community for All



- 3.6 There have been 3 people killed or seriously injured on our roads so far this year (PI047). Of these 1 was a fatality. There have been no children killed or seriously injured in road traffic accidents (PI048) in Rutland during Quarter 1.

Building our Infrastructure



- 3.7 32 affordable homes have been delivered (PI155) so far this year, against a target of 20, a further 23 are under construction and if all are completed on time we will be well above target for 15/16. At the same point last year only 6 affordable homes had been completed.

Meeting the Health and Wellbeing Needs of the Community



3.8 Recently updated statistics for Child Poverty (LI127 Child Poverty in Rutland, under 16's) show that this has declined again in Rutland and is currently 7.8% (from previously reported 8.4%). This equates to 455 individuals.

The table below shows the actual number of children and how this compares across the East Midlands:

Area	Count	Value
England	1,912,310	19.2
East Midlands region	151,375	18.2
Derby	12,095	23.8
Derbyshire	21,860	16.3
Leicester	19,055	26.9
Leicestershire	13,130	11.5
Lincolnshire	20,545	16.5
Northamptonshire	22,110	15.8
Nottingham	18,625	33.7
Nottinghamshire	23,500	16.9
Rutland	455	7.8

Looking at all children under 20 shows a similar picture with 505 children (7.3%) classed as in poverty in Rutland compared to a national average of 18.6%

63% of those receiving a period of reablement (LI138) have not required any on-going commissioned services, this indicator measures the effectiveness of the reablement service and despite a small decrease compared to Quarter 4 last year (70%) good performance in this area is being maintained and stays above the 50% target.

A dashboard, summarising performance against a number of Public Health indicators is included as **Appendix D**

For a number of indicators trend data is currently unavailable as we currently only have 1 or 2 years data. As Public Health supply us with more data, trend analysis will be added where appropriate.

Creating a Sustained Environment



3.9 Estimated recycling rates (PI192) remain above our 59% target at 62.54%. Household waste figures (PI191 representing the number of kilograms of household waste collected per household) at 122kg per household are below rates from the same period last year when it was 127kg.

## Sickness Monitoring

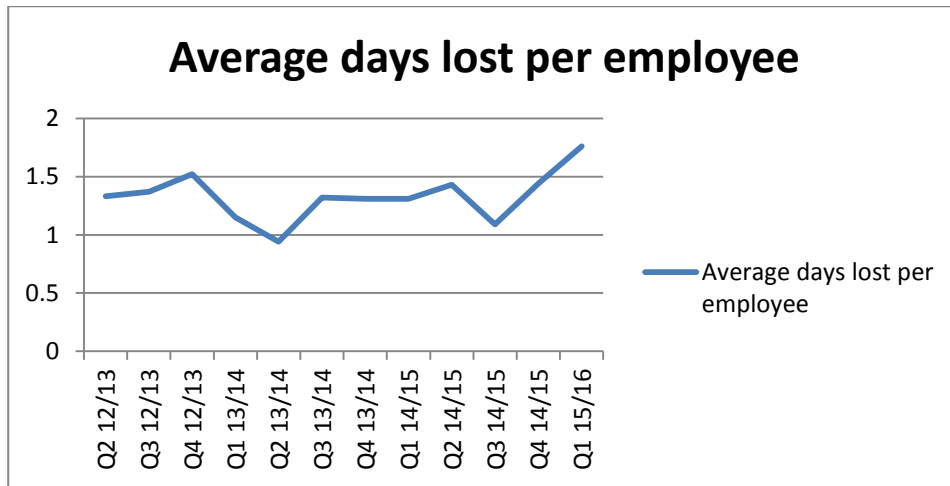
3.10 The following table summarises sickness monitoring information:

	Days lost through Sickness	Number of employees	Days lost per employee	Days lost per month
Q1 2015/16	797	453	1.76	266
Q4 2014/15	653	452	1.44	218
Q3 2014/15	494	456	1.08	165
Q2 2014/15	662	462	1.43	221
Q1 2014/15	628	478	1.31	209
<b>TOTAL</b>	<b>2437</b>	<b>462</b>	<b>1.32</b>	<b>203</b>

Average days lost per employee have increased for the second quarter in a row to 1.76 (from 1.44 in Q4). The tables below show the number of short and long term instances of sickness in the last three quarters:

	Total Sickness Occurrences	Long Term	Short Term
2014/15 Quarter 1	121	10	111
Quarter 2	89	14	75
Quarter 3	105	5	100
Quarter 4	89	12	77
2015/16 Quarter 1	92	13	79

The chart below shows average days lost per employee over the last three years, and shows that it has been steadily declining over that period although the last two quarters have reversed this trend, and the current 1.76 days lost per employee is the highest it has been in the last 3 years.



This increase is primarily due to long term absences during the quarter, the Human Resources team are actively managing these cases in collaboration with managers. Of the 13 instances of long term absence during Quarter 1, 10 have now returned to work with 1 employee having now left and 2 remaining absent. The highest reason for absence has remained consistent as Stress related (accounting for 33.6% of total absences) with other musculo—skeletal problems (including conditions such as injuries and pain in the body’s joints, ligaments, muscles, nerves, tendons, neck and back pain) being second highest at 21% of all absence. The total number of days lost per employee for the last four quarters (5.71 days) is lower than the national average for Local Government employees of 8 days.

More detailed information relating to sickness is contained in **Appendix A**.

### Customer Services

3.11 Compared to the same time last year volumes in all areas have reduced but performance in a number of areas is still below target, a new Customer Services Manager has been appointed and is in the process of reviewing the service provision of the team and identifying whether the current set of indicators are the best way to measure performance in this area and if so, how performance can be improved during 2015/16. A number of improvements have already been identified as part of this review:

- Creating new service level agreements for the department with “key customers” within the authority.
- New audit processes have been implemented.
- A new cheque and mail and a new parking payment procedure are now in place.
- Managers are working with existing software providers to identify processes within the department that can be automated.
- Call volume data is being analysed to identify peak times, and hours of work are being reviewed to ensure resource meets demand during these periods.
- A new callback system is being trialled to reduce the number of return callers.

The daily averages for CST for Quarter 1, when compared to the same time last year were as follows:

	Daily Average	
	Q1 2015/16	Q1 2014/15
<b>Calls</b>	303	327
<b>Enquiries</b>	92	114
<b>Emails</b>	52	58

Call volume figures contain those calls dealt with directly by Customer Services, calls that are forwarded through to other departments for resolution and general switchboard calls.

Detailed performance information for Customer Services is contained in **Appendix B**.

### Safeguarding

- 3.12 The quarterly safeguarding report is now included as an appendix to this report. This report provides an overview of safeguarding activity in Rutland and aims to highlight good practice and identify areas for development/improvement.

More detailed information is contained in **Appendix C**.

### Outstanding Audit Recommendations

- 3.13 At the end of Quarter 1 there were 49 open audit recommendations (compared to 73 at the end of Quarter 4), 23 of these were overdue for implementation (4 high risk, 15 medium risk and 4 low risk).

Of the four high risk recommendations:

An action regarding the development of project management arrangements to involve ICT in new projects was agreed. This recommendation is being progressed and a suite of standard project templates is being developed. It is anticipated that this recommendation will be completed in Quarter 2.

One recommendation relates to the Agresso system to improve controls for setting up new users, amending user privileges and reviewing users' roles. The Agresso contractor that was employed to address this action has now left and no further action has been taken. A new consultant was appointed in July 2015 and critical tasks will be prioritised to address this action.

Two recommendations relate to safe driving at work. Internal Audit recommended the introduction of a "Safe Driving at Work Policy" and the need for driver documentation checks. New policy and procedures have been produced and will be presented to the next meeting of the Joint Safety Committee.

#### **4. CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS**

- 4.1 88% of indicators measured during Quarter 1 were on or above target, with measures in place to improve performance where targets are not currently being met. Main areas of concern have been highlighted in this report and the remedial action being undertaken to improve performance has been identified. Performance will be monitored during Quarter 2 and direction of travel will be reported to show where improvements have been made.
- 4.2 Overall performance based on activity in the first quarter is satisfactory.

#### **5. APPENDICES**

- Appendix A – Quarterly Performance Report
- Appendix B – Customer Services
- Appendix C – Safeguarding
- Appendix D – Public Health Dashboard
- Appendix E – Project Update

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

Rutland County Council  
Quarterly Performance Report  
Quarter 1  
2015/16

## Corporate Health Summary

All sickness absence information is collected and stored in the Agresso HR/Finance system including reasons for absence. Sickness information is reported, recorded and managed through the current policy and procedures, with support from Human Resources where this becomes necessary. Return to work interviews are held after each sickness absence instance and these provide a record of the management process.

The table below shows the number of days lost by each directorate in Quarter 4, expressed as total days per directorate and days lost per employee.

Directorate	Days lost through Sickness	Headcount as at 1 <sup>st</sup> January 2015	Headcount as at 31 <sup>st</sup> March 2015	Average	Days lost per employee
PEOPLE	600	224	223	223.5	2.68
PLACES	96	141	145	143	0.67
RESOURCES	101	86	87	86.5	1.17
<b>TOTAL</b>	<b>797</b>	<b>451</b>	<b>455</b>	<b>453</b>	<b>1.76</b>

18

In Quarter 1, the average number of days lost has increased to 1.76 (from 1.44 in the previous quarter).

### Quarter 1: Long term and short term sickness

The table below shows the incidence of short and long term sickness absence within the Council for Quarter 1. Long term sickness is defined as more than 20 working days, and short term sickness is defined as 20 working days or less. Data shown is for the number of occurrences, (each non-continuous sickness period).

Directorate	Total Occurrences	No of employees	Long Term	Short Term
PEOPLE	56	47	8	48
PLACES	17	17	3	14
RESOURCES	19	15	2	17
<b>TOTAL</b>	<b>92</b>	<b>79</b>	<b>13</b>	<b>79</b>



## Comparison

The table below compares the sickness for quarter 1 of 2015/16 to that of the previous 3 quarters.





Year	Days lost through Sickness	Average No of employees	Days lost per employee	Days lost per month
Q1 2015/16	797	453	1.76	266
Q4 2014/15	653	452	1.44	218
Q3 2014/15	494	456	1.08	165
Q2 2014/15	662	462	1.43	221
<b>QTR AVERAGE</b>	<b>652</b>	<b>445</b>	<b>1.43</b>	<b>218</b>

## Corporate Health Indicators

2 indicator is currently above target

2 indicators are on target

0 indicator currently not meeting target

Indicator	Target	Cumulative Year to Date	RAG Rating	Comments
LI001 - % of invoices paid on time (30 calendar days from receipt)	95%	90.7%		90.7% of invoices were paid within 30 days of receipt during Quarter 1. A large batch of telecommunication invoices were received that required some more detailed checks which led to a delay in processing.
LI003 - % of audits to be delivered by year end	90%	5%		5% of the annual audit plan has been completed by the end of Quarter 1 with 1 report in draft, 2 audits at the fieldwork stage and a further 3 being planned.
LI004 - % of FOI requests replied to within 20 days	100%	95.4%		392 FOI requests were received during Quarter 1, of these 19 were answered outside of the 20 day deadline.
LI005 – Average number of days to respond to Ombudsman complaints	28 days	-		No complaints have progress to Local Government Ombudsman during Quarter 1.
LI006 – The % of the RCC workforce who are female	-	77.1%		This information is captured Quarterly to provide a summary of the composition of the workforce at Rutland County Council.
LI007 – The % of the RCC workforce who are aged 16-24	-	2.1%		
LI008 – The % of the RCC workforce who are aged over 65	-	6.94%		
LI009 – The % of the RCC workforce who are members of an ethnic minority	-	1.87%		
LI010 – The % of the RCC workforce who are disabled	-	3.5%		


## Delivering Council Services within our MTFP

9 indicators are currently above target

0 indicators are on target










2 indicator currently not meeting target





Indicator	Target	Cumulative Year to Date	RAG Rating	Comments
LI020 - % of Council Tax received	32%	34.1%		Above target for Quarter 1
LI021 - % of NNDR received	32%	37.4%		Above target for Quarter 1
LI022 – Benefits claims – speed of processing	22 days	15 days		All claims during Quarter 1 were processed within an average 15 days.
LI024 – Issue monthly financial reports within 4 days of month end	100%	100%		All management reports issued within agreed timescales
LI025 – Statement of accounts produced by 30 <sup>th</sup> June each year	Achieved			The Statement of Accounts was produced and published by the 30 <sup>th</sup> June. They are now available on the website to view.
LI029 - % of sundry debt recovered	90%	92.4%		92.4% of sundry debt has been recovered so far this year.
LI031 - % of agendas and reports published 5 days before meetings	100%	100%		11 agendas and reports were due during Quarter 1 with all agendas and reports published on time during the quarter.
LI032 - % of draft minutes issued to officers with 5 days of the meeting followed by publication on the Council's website within 7 days of the meeting	100%	100%		There were 11 scheduled meetings during Quarter 1, and minutes were delivered on time for all of these.
LI033 - % of priority 1 faults closed within SLA	95%	100%		No priority 1 calls have been logged during Quarter 1.
LI034 - % of stage 1 complaints answered with 10 day response target	100%	93%		There were 40 complaints during Quarter 1, and 37 were answered within target time.

Indicator	Target	Cumulative Year to Date	RAG Rating	Comments
LI035 - % of stage 2 responses issued within 10 working days	100%	80%		5 complaints were at stage 2, 1 of which didn't get a response within 10 working days due to the complexity of the issue.

# Creating a brighter future for all – Overall Performance

13 indicators are currently above target	0 indicators are on target	0 indicators currently not meeting target
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Indicator	Target	Cumulative Year to Date	RAG Rating	Comments
PI060 – Percentage of single assessments for children’s social care carried out within 35 days of commencement	80%	82%		90 single assessments were conducted during Quarter 1. Of those 82% have been closed within timescales.
PI062 – Stability of placements for looked after children: number of moves	6%	0%		At the end of June there were 34 LAC children, none of whom have had 3 placement moves or more in the last 12 months
PI064 – Child protection plans lasting 2 years or more	5%	0%		No change on previous quarters, there are currently no child protection plans lasting more than 2 years
PI065 – Percentage of children becoming the subject of Child Protection plans for a second or subsequent time within the previous two years	5%	3%		At the end of June 33 children were on child protection plans. 1 of these children has had 2 previous plans.
PI066 – Looked after children cases which were reviewed within required timescales	100%	100%		All Looked After Children reviews have been completed within timescales.
PI067 – Percentage of child protection cases which were reviewed within required timescales	100%	100%		All children subject to a CP plan have been reviewed within timescales
PI068 – Percentage of referrals to children’s social care going to assessment	75%	87%		Out of 100 referrals during Quarter 1, 87 went onto single assessment
PI109 – Delivery of Ofsted Action Plan for children’s centres	100%	100%		Work ongoing to deliver Action Plan, currently on target.
PI151 – Overall employment rate (working age)	79.7%	78.3%		16,400 (78.3%) of the working age population of Rutland are currently employed.  In comparison, the average across the East Midlands is 73.5%

Indicator	Target	Cumulative Year to Date	RAG Rating	Comments
PI152 – Working age people in receipt of benefits	7.3%	5.8%		<p>5.8% (1,300) of the working age population are currently receiving benefits. (November 2014)</p> <p>This breaks down as follows:</p> <ul style="list-style-type: none"> <li>150 claiming Job Seekers Allowance</li> <li>620 claiming ESA and Incapacity Benefits</li> <li>90 lone parents</li> <li>170 carers</li> <li>30 on other income related benefits</li> <li>200 disability</li> <li>50 bereaved</li> </ul>
LI085 – Percentage of NEET (Not in Employment, Education or Training) performance for Rutland  <b>20</b>	2%	0.7%		<p>This is the percentage of 16-18 year olds not in education, employment and training (NEET). NEET performance remains good with numbers reducing further since the end of Quarter 4. There are currently 6 young people known as NEET to the service.</p>
LI126 – Youth provision participation	150	222		<p>Service continuing to have a large number of contacts with young people, this figure is based on contact levels with the service and not individuals</p>
LI163 – Percentage of payments by results claimed for targeted Troubled Families	50%	70%		<p>We have made a claim for 70% of our 30 targeted families.</p>



## Creating a safer community for all

### – Overall Performance

2 indicators are currently above target

0 indicators are on target

0 indicators currently not meeting target






Indicator	Target	Cumulative Year to Date	RAG Rating	Comments
PI047 – People killed or seriously injured in road traffic accidents	6	3		Data for 1 <sup>st</sup> April to 30 <sup>th</sup> June 2015 shows that there have been 3 KSI casualties (1 fatal and 2 serious)
PI048 – Children killed or seriously injured in road traffic accidents	1	0		There have been no child injuries during the period 1 <sup>st</sup> April to 30 <sup>th</sup> June 2015.

## Building our infrastructure – Overall Performance

5 indicators are currently above target

0 indicators are on target

0 indicators currently not meeting target

Indicator	Target	Cumulative Year to Date	RAG Rating	Comments
PI154 – Net additional homes provided	38	52		There were 52 house completions for the period from 1 <sup>st</sup> Apr 2015 and 30 <sup>th</sup> June 2015.
PI155 – Number of affordable homes delivered.	20	32		32 affordable homes have been completed during Quarter 1, with a further 23 under construction and on target to be completed this year.
PI157(a) – Processing of planning applications – Major Applications	60%	62.5%		All planning application indicators are above target. In addition many of those that were not within time were the subject of agreed extensions of time with applicants. For example all majors had agreed extensions of time so the figure that will be published by the Government is 100%.
PI157(b) – Processing of planning applications – Minor Applications	65%	71%		
PI157(c) – Processing of planning applications – Other Applications	80%	86.3%		










## Meeting the health and wellbeing needs of the community – Overall Performance





6 indicators are currently above target

3 indicators is on target

2 indicators currently not meeting target

Indicator	Target	Cumulative Year to Date	RAG Rating	Comments
LI105 - % of blue badge applications processed within 4 weeks of application	80%	48%		There has been a 50% increase in applications during Quarter 1, from 50 average to 75 (90 in April) average, which combined with staff sickness during the period has led to some delays in the processing of applications and a drop in performance compared to last quarter (63%).
LI107 – Hospital discharges are safe and effective with patients assessed within timescales	80%	100%		On the basis that we have received no fines. New manager is currently working to more accurately capture this data.
LI111 - % of carers signposted to developed non-statutory services following carers assessment	80%	79%		Training of other staff in the assessment process has had an impact on performance, which should move back above target next quarter.

Indicator	Target	Cumulative Year to Date	RAG Rating	Comments
<p>LI127 – Child poverty in Rutland</p> <p>26</p>	9%	7.8 %		<p>Children living in poverty has fallen from 8.4% and currently stands at 7.8% for Rutland. This reduction aligns to falls in child poverty nationally with Rutland still significantly below the national level which currently stands at 19.2%.</p> <p>The Child poverty strategy is now in place and poverty pledges have been provided by key partners, focussing on key issues such as affordable homes and energy efficiency. Although the poverty levels are low in comparison to regional and national data there are areas in Rutland with much higher levels of child poverty than the average for the County and as such services are targeting those areas with information and support.</p>
LI130 – Reduction in the length of temporary stays in B&B	18	20		Currently 20 days
LI134 – % of urgent OT referrals assessed within 2 working days	100%	83%		1 case was assessed outside of target due to a request from the service user themselves to delay the assessment to a time that suited them.
LI135 – % of high priority OT referrals assessed within 28 days	75%	71%		Based on 27 referrals. The target was missed by only one assessment. Staff vacancies and training of new staff have had an impact on performance this quarter, expected to move back above target in Quarter 2 as new staff are now in place.




Indicator	Target	Cumulative Year to Date	RAG Rating	Comments
LI136 – % of medium priority OT referrals assessed within 4 months	80%	100%		Quarter 2 performance may be impacted as some of these cases will not meet target if not assessed within the next month and the team are prioritising high risk cases while new staff are trained.
LI138 – % of reablement service users not requiring an on-going commissioned service	50%	63%		A small decrease on Q4 (70%) but maintaining good performance.
LI172 – % of Safeguarding Adults referrals screened within one working day	80%	100%		All alerts were looked at and screened by the Senior Practitioner or Team Manager on the day they are received.
LI173 - % Adult Social Care reviews for people with a learning disability completed annually	75%	100%		11 reviews were due within Quarter 1, and all were completed within timescales.

## Creating a sustained environment – Overall Performance

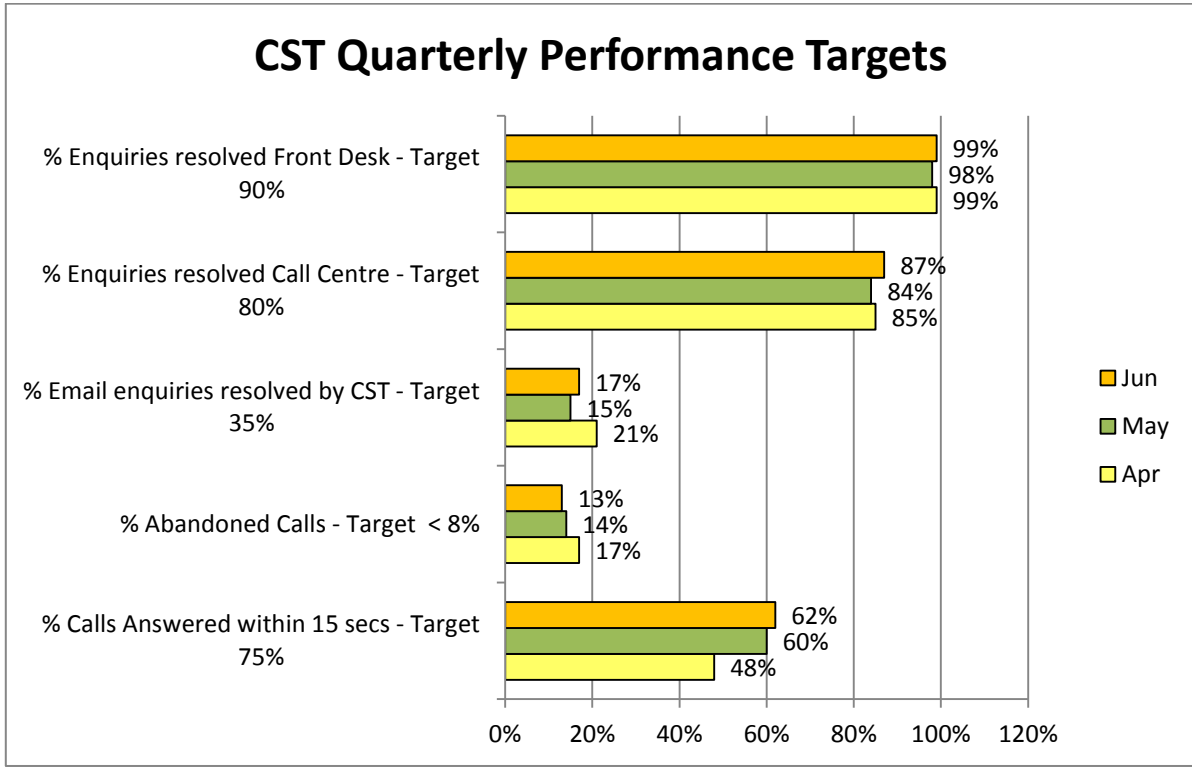
3 indicators are currently above target

0 indicators are on target

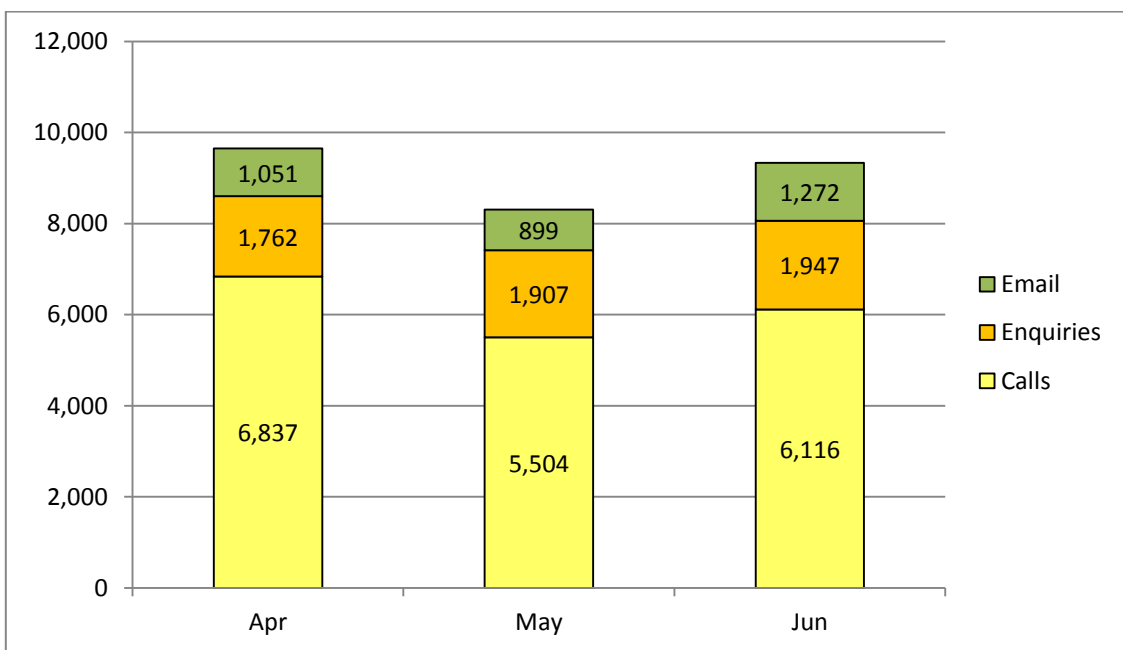
0 indicators currently not meeting target

Indicator	Target	Cumulative Year to Date	RAG Rating	Comments
PI191 – Residual household waste per household	130	122		Above target, based on estimated figures.
PI192 – Percentage of household waste sent for reuse, recycling and composting	61%	62.54%		Above target, based on estimated figures.
PI193 – Percentage of municipal waste land filled	5%	0%		Above target, based on estimates figures.

### CST Quarter 1 Performance



### Volumes

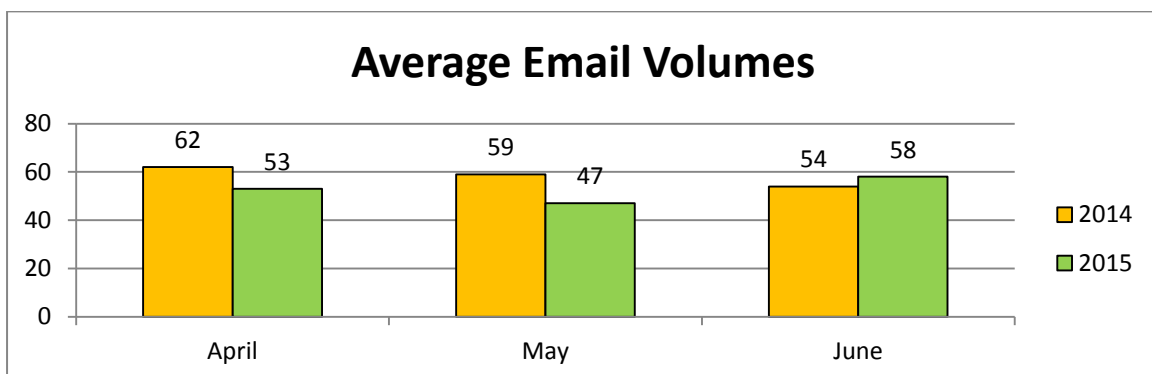
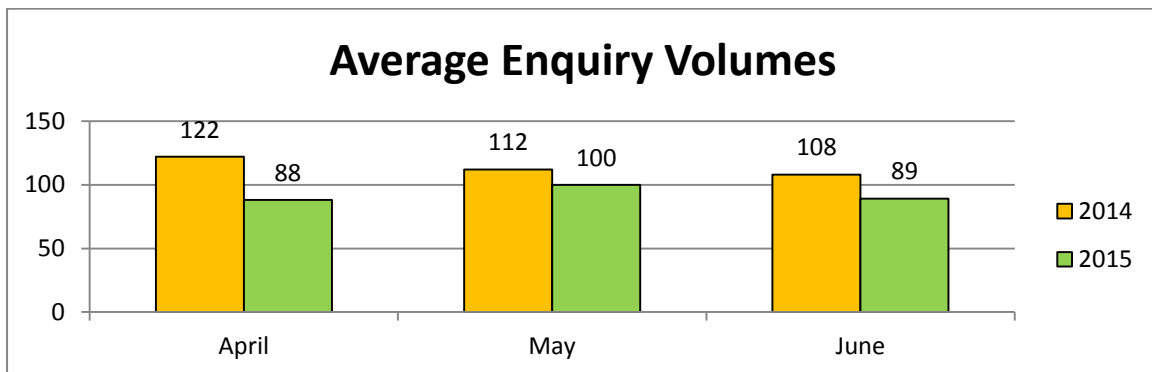
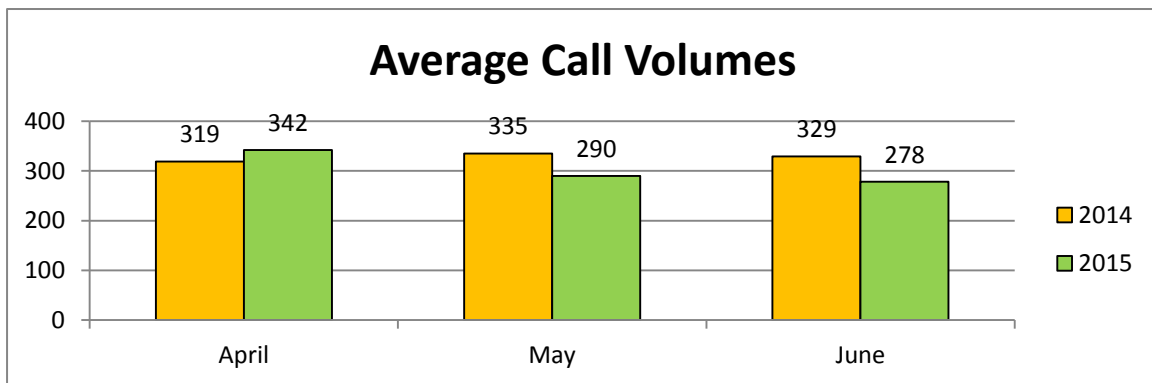


## Volumes – Daily Average

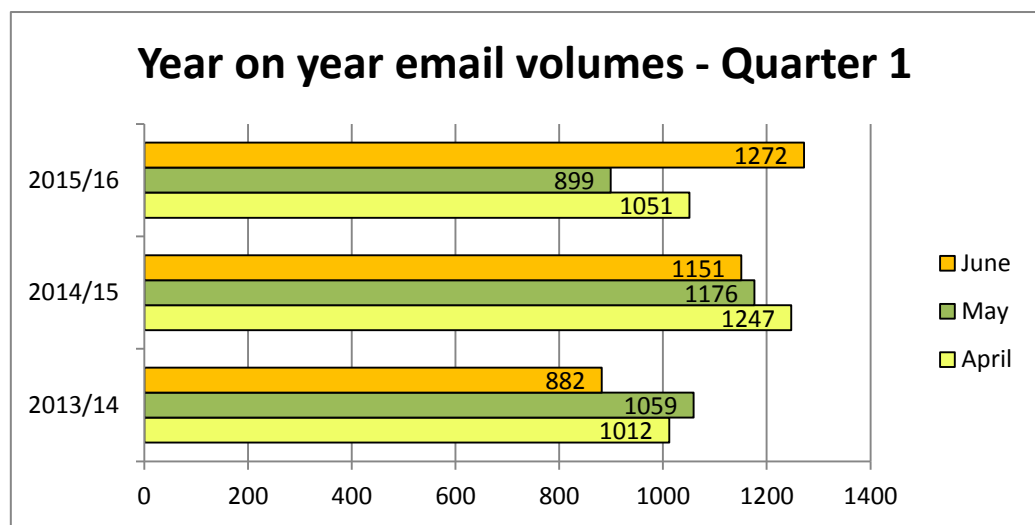
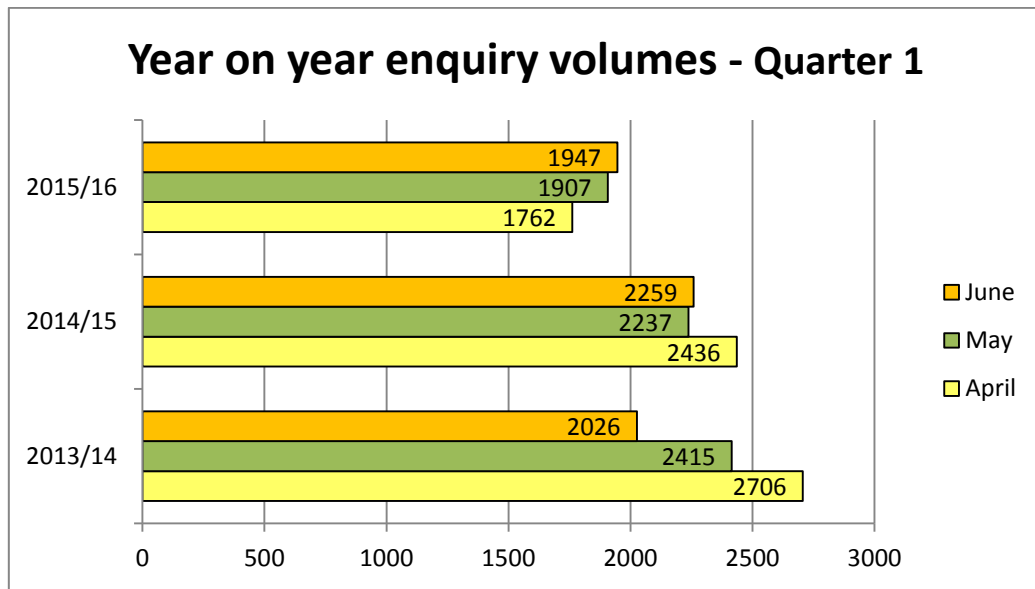
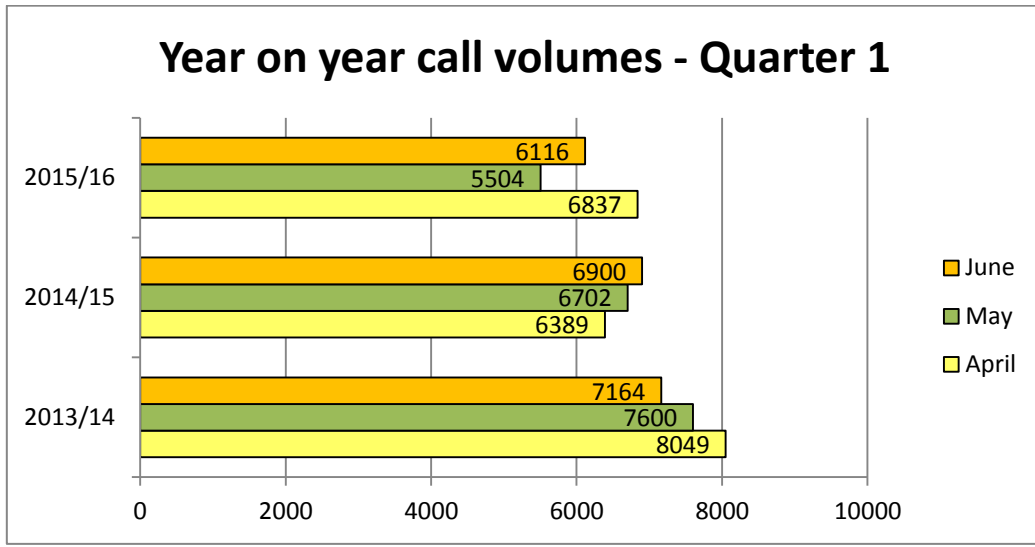
Compared to the same time last year (see below) there has been a general reduction in volume across all areas throughout Quarter 1.

### Volumes – Daily Average comparison

The charts below show a comparison of the daily average volumes with the same period last year.







## Year on Year Volumes – Q1 2015/16







## GovMetric Q1 2015/16

### GovMetric Summary

<b>Face to Face</b>				<b>Overall Rating</b>
No. of respondents	363	60	75	 Good
%age of respondents	73%	12%	15%	

<b>Telephone</b>	This process is under review as the time taken to assist a customer to leave feedback is affecting the advisors' ability to process calls quickly. The new Customer Service Manager is reviewing Govmetric to establish a better way of providing this service to our customers without compromising our service overall.		
No. of respondents			
%age of respondents			

<b>Web</b>				<b>Overall Rating</b>
No. of respondents	85	25	74	 Average
%age of respondents	46%	14%	40%	

Of the respondents who left feedback on the website, 22 left comments:

- 15 were related to the layout and content of the site and mentioned missing links, pages being out of date or difficulty finding information
- 5 were feedback on the Libraries service, and difficulties with renewing books online.
- 2 were positive feedback on the waste and recycling section and the information that's available there.



## APPENDIX C SAFEGUARDING

### Context

This report combines adult and children's safeguarding data and analysis and provides an overview of safeguarding activity in Quarter 1 of 2015/16. It aims to highlight good practice and identify areas for development/improvement which will be incorporated into delivery plans for the relevant service areas. The children's data (except for the re-referral information) is shared with partners as required by the Local Safeguarding Children's Board (LSCB) performance scorecard.

### CHILDREN & YOUNG PEOPLE UPDATE

#### Early Intervention

There were 40 new Common Assessment Frameworks (CAF's) opened in Quarter 1, 8 of which were referred by Social Care, representing 20% of the total number of CAF for the quarter.

27 cases were closed during the Quarter, 11 with their needs met by single agency, 8 by universal services, 7 were stepped up and 1 withdrawn consent.

Rutland	Q1	Q2	Q3	Q4	Total	Reporting Frequency
Number of new CAF's	40					Quarterly
Number/Proportion of Children's Social Care referrals that result in a CAF*	8					Quarterly
	20%					

\*The proportion of referrals resulting in a CAF is calculated on referrals only, not referrals/contacts

#### Contact referral and assessment

- There was a 47% increase in contacts this quarter (255 as opposed to 177 in quarter 4 2014/15). Of those contacts, 39% (100) went on to referral compared to 44% (76) last quarter.
- 65% of all single assessments closed during Quarter 1, were closed within timescales (40 days)
- There were 28 section 47 enquiries during quarter 1.

	Q1	Q2	Q3	Q4	Total/ Cumulative	Reporting Frequency
Number of contacts to Children's Social Care (include referrals)	255					Quarterly
Number of referrals to Children's Social Care	100					Quarterly
Number of referrals made by EDT/Out of Hours Team (including those that were recorded as contacts only)	20					Quarterly
Number of single assessments started during Quarter	85					
No. of single assessments closed, and % closed within 40 days	77					Quarterly
	65%					
Number of S47 enquiries	28					Quarterly

### Child Protection

- There were 33 child protection plans at 30<sup>th</sup> June 2015. This is a 22% increase on Quarter 4.
- The largest category of abuse for CP plans at end of March 2015 was emotional, which represented 51% of all plans.
- Of the children with a CP plan for 3 months or more at 31<sup>st</sup> March 2015, 100% had been reviewed within timescales (PI 67).
- Of children with a child protection plan at 30<sup>th</sup> June 2014, the largest age group with 15 children was the 0 to 4 age group (representing 33%) followed by age 10 to 15 representing 45%. 51% of children with CP plans at the end of June 2014 were male, 49% were female. 94% of children subject to plans were White British.

	Q1	Q2	Q3	Q4	Cumulative	Reporting Frequency
Number of children subject to a CP Plan	33				n/a	Quarterly
<b>Number/Rate in each Category of Abuse</b>						
Neglect	5				n/a	Quarterly
Physical	0				n/a	
Emotional	17				n/a	
Sexual	1				n/a	
Multiple*	9				n/a	
<b>*Breakdown of Multiple:</b>						
Phys/Neglect/Emotional	1				n/a	Quarterly
Phys/Sexual	1				n/a	
Phys/Emotional	7				n/a	
Unborn	0				n/a	Quarterly
0 - 4	15				n/a	
5 - 9	7				n/a	
10 - 15	9				n/a	
16+	2				n/a	
Male	17				n/a	Quarterly
Female	16				n/a	
Unborn	0				n/a	
Percentage of CP cases which were reviewed within required timescales	100%				<b>100%</b>	Quarterly Target - 100%
Number of CP cases allocated to a Social Worker	100%				<b>100%</b>	Target - 100%
<b>Looked After Children</b>						
<b>Rutland</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Cumulative</b>	<b>Reporting Frequency</b>
Number of Looked After Children	34				n/a	Quarterly
<b>Ethnicity of LAC</b>						
White	32				n/a	Quarterly
Mixed	2				n/a	

Asian					n/a	
Black					n/a	
Other					n/a	
Undetermined					n/a	
0 - 4	9				n/a	
5 - 9	8				n/a	
10 - 15	10				n/a	
16+	7				n/a	
Male	18				n/a	
Female	16				n/a	
Percentage of LAC at period end with 3 or more placements	0%				0%	
LAC cases which were reviewed within required timescales					100%	
Stability of placements of LAC: length of placement					100%	

## ADULTS UPDATE

### Safeguarding Adults Data Collection

58 alerts were received in Q1. As in Q4 the number of community alerts has increased to the extent that it was higher than residential alerts. 11 of this number resulted in the implementation of the Safeguarding Adults Procedures. This represents a decrease from Q4 and reflects how effectively RCC is implementing Making Safeguarding Personal and involving the alleged victims in the Safeguarding process. At the last Safeguarding Effectiveness Group meeting there was a discussion around how Rutland's social care data base records safeguarding referrals to the 'front door' as enquiries rather than referrals. HOS for Adult Social Care and Safeguarding feels that we will leave our current system of recording in place.

Location of alleged abuse	Q1	Q2	Q3	Q4	Total	Reporting Frequency
Community	34					Quarterly
Residential	24					Quarterly
Unknown	0					Quarterly
Source of Referral for all Alerts	Q1	Q2	Q3	Q4		
Primary Health Care	2					
Secondary Health Care	4					
Adult Mental Health Setting	0					
Residential	13					
Day Care	1					
Social Worker/Care	12					

Manager				
Self-Directed Care Staff	0			
Domiciliary	4			
Other Care Workers	0			
Self	0			
Family Member	8			
Other Service User	0			
Friend/Neighbour	0			
Care Quality Commission	2			
Housing	3			
Education	0			
Police	2			
Other	2 - EMAS 1 - EDT			
Not Known				

### Closed Cases in Quarter 1

Safeguarding Adults performance data is obtained when a case is closed at the end of the Safeguarding Adults process. 9 cases were closed in Quarter 1. 1 case was not investigated at the request of the alleged victim therefore there is not an outcome for this case. Older people have been consistently the largest service user group represented in safeguarding within adult social care services but in this quarter there were 4 investigations closed resulting from a 'whistle blower' in a learning disability residential provider. There were 5 repeat referrals involving all the alleged victims in the learning disability provider care home and one involving an older person. The repeat referrals in the care provider setting do not cause concerns as the care manager routinely makes safeguarding alerts, is transparent about safeguarding issues and is managing the care needs of those with complex needs.

Outcome	Q1	Q2	Q3	Q4
Substantiated - fully	3			
Substantiated - partially	0			
Not Substantiated	3			
Inconclusive	2			

Primary Client Type	Q1	Q2	Q3	Q4
Older Person	3			
Mental Health	0			
Learning Disability	4			
Physical Disability	0			
Not recorded	1			
Primary Age Group	Q1	Q2	Q3	Q4

18-64	4			
65-74	1			
75-84	1			
85-94	2			
95+	0			

Type of Abuse*	Q1	Q2	Q3	Q4
Physical	2			
Sexual	0			
Psychological&Emotional	4			
Financial & Material	0			
Neglect & Acts of Omission	2			
Discriminatory	0			
Institutional	0			
Not Known	0			

\*Cases may include more than one category

Source of Referral	Q1	Q2	Q3	Q4
Primary Health Care	0			
Secondary Health Care	1			
Adult Mental Health Setting	0			
Residential	4			
Day Care	0			
Social Worker/Care Manager	1			
Self-Directed Care Staff	0			
Domiciliary	0			
Other Care Workers	0			
Self	0			
Family Member	1			
Other Service User	0			
Friend/Neighbour	0			
Care Quality Commission	0			
Housing	0			
Education	0			
Police	1			
Other	0			
Not Known	0			

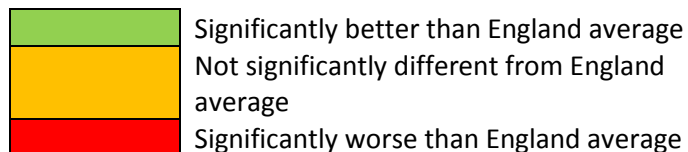
<b>Protection Plans</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
Adult Protection Plans accepted by either the service user or the agencies involved	0			
Adult Protection Plans not accepted	0			
Could not consent	0			

<b>Repeat Referrals</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
No of Repeat Referrals	5			

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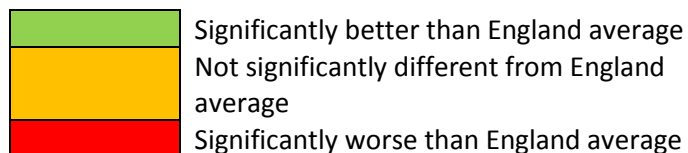
Public Health performance dashboard



Outcome	Indicator	Frequency	When was data last published.	Number per year	Current Value	National Average	Trend - Rutland
A healthier population with increased life expectancy and a reduction in health inequalities	Life Expectancy - Male	Annual	2011-13	n/a	81.2	79.4	
	Life Expectancy - Female	Annual	2011-13	n/a	85.7	83.1	
	Healthy Life Expectancy - Male	Annual	2011-13	n/a	66.1	63.3	No trend data currently available
	Healthy Life Expectancy - Female	Annual	2011-13	n/a	71.3	63.9	No trend data currently available
	Cardiovascular Disease (under 75) - mortality rate	Annual	2011-13	23	65.7	78.2	

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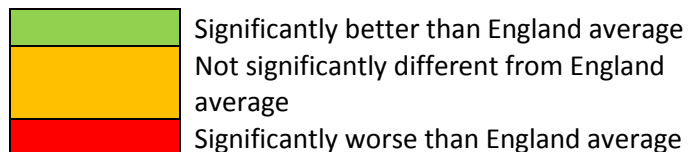
Public Health performance dashboard



Outcome	Indicator	Frequency	When was data last published.	Number per year	Current Value	National Average	Trend - Rutland
	Cancer (under 75) – mortality rate	Annual	2011-13	44	119.33	144.4	<p>06-08 07-09 08-10 09-11 10-12 11-13</p>
The prevalence of obesity is reduced and people are more physically active	Proportion of children in Reception classified as overweight and obese	Annual	2013-14	60	16.4	22.5	<p>07-08 08-09 09-10 10-11 11-12 12-13 13-14</p>
	Proportion of children in Year 6 classified as overweight and obese	Annual	2013-14	96	29.20	33.5	<p>07-08 08-09 09-10 10-11 11-12 12-13 13-14</p>
	Proportion of adults (16+) who are overweight and obese	Annual	2012	63	65.58	63.78	No trend data currently available

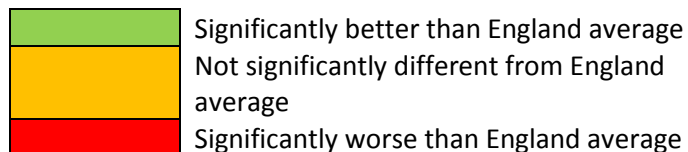
42

Public Health performance dashboard



Outcome	Indicator	Frequency	When was data last published.	Number per year	Current Value	National Average	Trend - Rutland
Smoking prevalence and the harm caused is reduced	Smoking prevalence	Annual	2013	n/a	22.3	18.4	
The harm caused by alcohol and drugs is reduced	Rate of hospital admissions for alcohol related harm	Quarterly	Q4 2012/13	684	1265.77	1951.1	
To help prevent heart disease, stroke, diabetes and kidney disease	Heath Check uptake	Quarterly	Q4 2014/15	1193	49.7%	49%	
To increase the level of wellbeing	People with a low satisfaction score	Annual	2011/12	n/a	14.86	24.27	No trend data currently available
	People with a low worthwhile score	Annual	2011/12	n/a	12.81	20.08	No trend data currently available
	People with a low happiness	Annual	2011/12	n/a	19.21	29.02	No trend data currently available

Public Health performance dashboard



Outcome	Indicator	Frequency	When was data last published.	Number per year	Current Value	National Average	Trend - Rutland
	score						
	People with a high anxiety score	Annual	2012/13	n/a	25.44	20.98	No trend data currently available
To reduce hospital admissions for falls	Injuries due to falls (aged 65 or over) - overall	Annual	2013/14	166	1924	2064	No trend data currently available
To increase control of chlamydia	Chlamydia diagnosis adults aged 15-24	Annual	2014/15	78	1713	n/a	No trend data currently available
To improve health outcomes and increase healthy life expectancy	% of children living in households where income is less than 60% of median household income	Annual	2012	490	7.8%	19.2%	
	Under 18 conception rate	Annual	2013	8	8.2	24.3	

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## Appendix E

### PROJECT UPDATE

Project	Status	RAG
Oakham Enterprise Park Business	Tenancy across the site has continued to grow with 96.4% (81 units, totalling 91,155sqft or 94.5% of floor space) now let or with leases being prepared. There is firm interest in a further 2% (3 units, 5,319sqft or 5.5% floor space) and there are no units without significant interest. These revised figures include the 18 new office suites which only became available on 1 <sup>st</sup> April & exclude the Active Rutland Hub. The Events Zone is also excluded and growing steadily with significant filming interest. There are currently some issues around compliance and repair of aging utility infrastructure but these are being managed. The project is keeping pace with its business plan and key objectives are on target to be met.	
Oakham Enterprise Park Sport	Active Rutland Hub is now complete and occupied. The Royal visit and opening have taken place successfully. The final budget for construction has been reviewed and was on target with no overspends. Bookings and space allocation are progressing well.	
Broadband	<p>The Digital Rutland project is progressing well and we have submitted our revised State aid Intervention Area to BDUK's National Competence Centre (NCC) for approval following the open market review and public consultation processes. Once State Aid approval is granted, additional areas which will form Phase Two of the project will be discussed with BT to further extend the reach of the programme.</p> <p>We are also currently discussing the next areas of Phase One of the project to be captured with BT and are anticipating the work to commence in the coming months, aiming for a delivery of December 2015.</p>	
Castle HLF Bid	Consultants have been appointed and final design work is underway. A revised programme has been agreed by HLF and Project Board, with the Castle closing for works between September and Easter 2016.	
Welfare Benefit Reform	Local Council Tax Support Scheme and discretionary fund – reviewed for 2014/15 and no changes were made to the current approved scheme. A further review was taken to	

Project	Status	RAG
	<p>Resources Scrutiny on 4<sup>th</sup> September 2014 and to Cabinet on 7<sup>th</sup> October 2014 where members recommended considering changing the scheme from 2015/16 onwards to reduce the amount of the discretionary fund to £50k. There was a proposal made to discount child benefit in the calculation of income for the Discretionary Fund This was approved along with other policy changes by member at Cabinet on 20<sup>th</sup> January 2015.</p> <p>The Local Welfare Crisis provision – Members approved a revised policy and continuation of the scheme on 20<sup>th</sup> January 2015. The scheme is being funded from the welfare earmarked reserve.</p> <p>Single Fraud Investigation Service has been successfully implemented in Rutland from October 2014; a report was taken to Cabinet on 16<sup>th</sup> September 2014 190/2014.</p> <p>Universal Credit – expected date of implementation for Rutland area is Autumn 2015, an initial meeting has been arranged with DWP representatives on 14/7/2015, some details and indicative funding has been received, it is envisaged that further information will be available as discussions progress.</p> <p>The budget of 8<sup>th</sup> July 2015 included further welfare reforms, Officers are reviewing the impact of the Welfare Reform and Work Bill and will continue to do so as the details emerge through regulations.</p>	
Corporate Website Development	A project plan is being developed and procurement options are being assessed. A report will be presented to Cabinet to approve the procurement and the establishment of a formal project board at the appropriate time.	
<p>School Place Planning –</p> <p>To monitor the continued growth within the County balanced against the number of pupil places required at all levels within the education system</p>	<p>SCAP report completed utilising the latest School data refreshed in May 2015.</p> <p>Brooke Hill school extension on track and due for completion in August 2015.</p> <p>Uppingham C of E full quotes obtained for modular and brick built extensions places not required in September 2015 as changes made to UCC catchment area.</p> <p>English Martyrs progressing with their own build.</p> <p>New Primary School Oakham only one School has shown interest Catmose College we have been working with them on suitable options.</p> <p>Secondary provision for the County is adequate</p>	

Project	Status	RAG
	<p>although few spaces at Catmose and UCC. Catmose in discussions re utilising additional space provided by the return of RALs and the Cafeteria area.</p> <p>RCC consulting on closure we are currently working on options for Post 16 training with CBEC and Catmose college.</p>	
Liquidlogic Implementation	<p>The case management transformation programme (CMTP) has been developed to encompass the implementation of the Liquidlogic system. Planning has commenced and a governance structure put in place for the delivery of the plan. Programme plan timescales are going to be tight with an implementation expected at the end of March 2016, due to two current risks:</p> <ul style="list-style-type: none"> <li>- Capacity within the organisation and the staff required to help will be challenging.</li> <li>- The contract has not yet been signed which will delay the commencement of the programme from Liquidlogic's perspective.</li> </ul> <p>However, work is progressing on our side, with project teams identified and a project environment set up with an agreed PID and other associated documentation.</p>	
Care Act Implementation	<p>Programme Plan timescales have been achieved for Phase 1 on the whole &amp; Rutland CC is Care Act Compliant. The only key area outstanding being in relation to obtaining signatures on key documents in relation to our work at HMP Stocken - Partnership Delivery Agreement, Information Sharing Protocol and Memorandum of Understanding. (The service is operational and all parties have agreed to the content). This has been held up by Nott's Healthcare wanting to change the specification for the provision of the support worker function (a matter than has subsequently been resolved) These document should be signed over the next few weeks.</p> <p>Work is progressing on reviewing our Charging Policy and a report will be going to SMT July. This will outline a number of proposals for consideration and also outline our responsibilities in relation to consulting with the public. Work has commenced on agreeing a Workforce Implementation Plan for Adults and a Quality Assurance System. The outline Project Plan for Phase 2 is also currently in development.</p>	

Project	Status	RAG
Better Care Fund	<p>The final new schemes became operational from 1<sup>st</sup> April, including the Community Agents and Memory Advisor role. Following recruitment the Integrated Care Co-ordinator scheme is now re-established. The Learning disability scheme has been altered to a plan focusing on Falls prevention and outcomes for people with a learning disability will be addressed across a number of the schemes in a more integrated way.</p> <p>The S75 pooled budget agreement was approved by both Cabinet and CCG Board on 17<sup>th</sup> March and the Partnership Board has now had its first meeting.</p> <p>The First Better Care Fund quarterly report (incl. pay for performance metric) was submitted to NHS England at the end of May relating to the period from January to March 2015. This indicates that our position and performance is similar to the majority of other areas. Rutland is one of the 23 of the 35 areas in the region that has received the Pay for performance pot available for quarter 4.</p> <p>Performance data for April and May is showing</p> <ul style="list-style-type: none"> <li>• A reduction in permanent admissions to residential care (total of 5 in these 2 months)</li> <li>• an significant reduction in delayed discharges from hospital, after a spike of 428 days delay in March there were 94 in April and 45 in May.</li> <li>• We will not have the Q1 return for non-elective admissions until the end of July but the performance in April and may was favourable against our target.</li> <li>• National Falls data from Public Health is not available but local data analysed shows a reduction in the rate of admissions for over 65 year olds resulting in an injury from a fall in 14/15 compared to 15/16</li> </ul>	<div style="background-color: #90EE90; height: 15px; width: 100%;"></div> <div style="background-color: #FFD700; height: 630px; width: 100%;"></div>



REPORT NO: 153/2015

## CABINET

18 August 2015

### QUARTER 1 FINANCIAL MANAGEMENT REPORT 2015/16

#### Report of the Director for Resources

Strategic Aim:	<i>Delivering Council Services within the Medium Term Financial Plan</i>	
Exempt Information	No	
Cabinet Member(s) Responsible:	Councillor Terry King, Portfolio Holder for Resources	
Contact Officer(s):	Debbie Mogg, Director for Resources	Tel: 01572 758358 dmogg@rutland.gov.uk
	Saverio Della Rocca, Assistant Director - Finance	Tel: 01572 758159 sdrocca@rutland.gov.uk
Ward Councillors	N/A	

#### DECISION RECOMMENDATIONS

That Cabinet:

1. Notes the 2015/16 revenue and capital outturn position as at Quarter 1.
2. Recommends the transfer of £80k refund of historic electricity charges to the Invest to Save Reserve.
3. Recommends to Council that the s31 grant of £55k received following the closure of the Independent Living Fund (ILF) is used to support 3 clients previously supported directly by the ILF (Appendix 1 para 1.50).
4. Notes the proposed transfers from earmarked reserves as shown in the table at Appendix 1, para 1.45 (to be finalised and agreed in the 2015/16 outturn).
5. Notes the split of Directorate budgets into new functional budget headings further to Council recommendation 2.4 (Report 59/2015) and recommends any changes.
6. Notes that there are a number of functions which are forecast to be £25k overspent (highlighted in Appendices 4 to 6) but these forecast over spends can currently be contained within overall Directorate budgets.
7. Notes that there is one function (Homecare) which is forecast to be in excess of £100k over budget but this can be contained within the overall Directorate budget as set out in Appendix 7.
8. Notes that the impact of the announcement of the Care Act changes for 1

April 2016 has not yet been fully assessed but will be assessed in advance of Quarter 2.

9. Recommends that in light of existing Directorate under spends that Directors propose one-off in year budget savings and recurring budget savings as part of Quarter 2 for Cabinet to consider.
10. Notes that PeopleFirst savings for 2015/16 are likely to be achieved.
11. Notes that the MTFP will be updated when further funding announcements are made by Government.

## 1. PURPOSE OF THE REPORT

- 1.1 To inform Cabinet and all members of the full year forecast position as at Quarter 1 for 2015/16 and to alert them to issues that may impact on the Medium Term Financial Plan to enable them to maintain sound financial management of the Council's operations.

## 2. BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 The Council approved its 2015/16 budget in February 2015. Since the budget was approved various changes have been made. These are itemised in Appendix 2.

	Key questions	Comments and where you can find out more
1	Are we on track to achieve overall budget (within a tolerance of 1%)?	<p>The Q1 forecast revenue position is favourable in that the Council is forecasting a deficit of £82k compared to a budgeted deficit of £525k. Whilst the position looks favourable, there are inevitably a number of important factors on the horizon that could further impact this position favourably or adversely. Appendix 1 para 1.4 gives more detail. The Council will keep these issues under review.</p> <p>Quarter 1 of 2015/16 sees the introduction of functional budgets for each Directorate. The financial performance of each function is shown in summary in Appendix 4 to 6. Further detail can be obtained in detailed workbooks via the Council website. It is the first time that Council has published information in this format and suggestions for improvement are welcome.</p> <p><a href="http://www.rutland.gov.uk/council_and_democracy/council_budgets_and_spending.aspx">http://www.rutland.gov.uk/council_and_democracy/council_budgets_and_spending.aspx</a></p>
2	What changes have we made to the budget since it	The Council approved its 2015/16 budget in February 2015. Since the budget was approved various changes have been made. These are itemised in Appendix 2.

	<b>Key questions</b>	<b>Comments and where you can find out more</b>
	was approved?	
3	Have we got any functions forecast to be overspent by £25k?	Yes, in total 4 out of 74. There is one in excess of £100k (Homecare). A detailed explanation is given in Appendix 7. Forecast over spends are currently contained with Directorate budgets.
4	Have we got any functions forecast to be underspent by £25k?	Yes, in total 15 out of 74. Directors are being asked to review whether under spends can be banked as in-year savings.
5	Will we achieve savings built into the budget?	Yes, the budget included savings of £786k. As at Q1 (para 2.35), the Council is on target to achieve savings of £758k. There is also a £300k savings targets in 2015/16 for PeopleFirst which should be achieved.
6	Are there new pressures emerging?	Yes, but pressures quantified can be contained within overall budget. Para 1.4 refers to potential pressures on the horizon.
7	Are we on track to achieve the overall capital budget?	Yes, para 2.1 of Appendix 1 gives more detail.
8	Are there significant delays on any projects?	No – discussions are ongoing in respect of the next phase of roll out of Digital Rutland project. Appendix E of the Q1 Performance Report gives more detail.
9	Are there changes to the approved capital programme?	Yes, The revised capital programme has been increased by £3.710m since it was approved. For a detailed breakdown para 2.2 in Appendix 1 gives a full breakdown of changes.
10	Have there been changes to the MTFP?	The MTFP includes updates for the 14/15 outturn and Quarter 1. The impact of the Summer Budget on the MTFP has also been assessed but at this stage no major changes are envisaged. A further update will be provided in Quarter 2.
11	Are we on track to receive our budgeted amount for New Homes Bonus (NHB) for 2016/17?	Yes, the target for 2016/17 is 99% achieved with one quarter remaining.
12	Are we on target to achieve the Government estimate on Business Rates retention?	Yes, performance is in line with MTFP expectations. To date there have been no significant appeals lost resulting in a loss of business rates income.

	<b>Key questions</b>	<b>Comments and where you can find out more</b>
13	Is the cost of the Local Council Tax Scheme (LCTS) within budget?	Yes, the LCTS scheme remains under budget.
14	Are we recovering our debts?	Yes, the debt level is down from the year end.

### **3. CONSULTATION**

3.1 Formal consultation is not required for any decisions being sought in this report. Internal consultation has been undertaken with officers to assess whether savings and pressures built into the budget will be needed in 2015/16.

### **4. ALTERNATIVE OPTIONS**

4.1 Cabinet is being asked to defer any changes to the budget, or in-year savings targets until later in the financial year. Cabinet could request changes as part of this report. Cabinet is also asked to recommend to Council that in year funding from the closure of the ILF is used to support 3 young adults. Whilst the grant received is not ring fenced, these young adults have complex needs and the Council has a statutory duty to support them.

### **5. IMPLICATIONS**

#### **5.1 FINANCIAL IMPLICATIONS**

5.1.1 The report highlights the impact of the forecast on the MTFP. The General Fund balances will increase by c£443k above that budgeted for.

#### **5.2 LEGAL AND GOVERNANCE CONSIDERATIONS**

5.2.1 Where Directors wish to increase a functional budget by over £100k OR they anticipate that the overall Directorate budget is likely to be overspent (there is no de-minimis level) they must seek approval in advance from Cabinet or Council for a virement to cover any increase. There is one function that falls into this category but no specific request has been made because the overspend can be contained within the overall directorate budget and some functional budgets may need to be rebased due to the introduction of functional budgets (Appendix 1 para 1.6 to 1.8 explains in more detail.)

5.2.2 There are no legal implications arising from this report.

#### **5.3 EQUALITY IMPACT ASSESSMENT**

5.3.1 Equality Impact Assessment (EqIA) screening has been completed. No adverse or other significant issues were found.

## **5.4 COMMUNITY SAFETY IMPLICATIONS**

5.4.1 There are no community safety implications.

## **5.5 HEALTH AND WELLBEING IMPLICATIONS**

5.5.1 There are no health and wellbeing implications.

## **6. CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS**

6.1 As the Council is required to make savings over the medium term, the Q1 position is positive.

## **7. BACKGROUND PAPERS**

None

## **8. APPENDICES**

Appendix 1: Quarterly Monitoring Report

Appendix 2: Approved Budget Changes

Appendix 3: Reconciliation of Directorate Budgets

Appendix 4: Peoples Directorate

Appendix 5: Places Directorate

Appendix 6: Resources Directorate

Appendix 7: Variances of £100k

Appendix 8: Capital

Appendix 9: MTFP

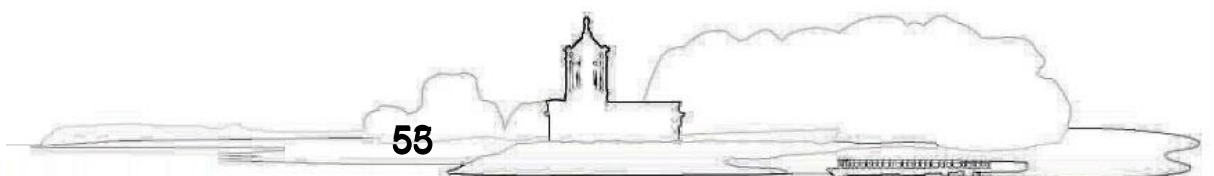
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# Rutland County Council

## **Quarterly Monitoring Report 2015 - 16**



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# 1. Revenue Monitoring

## A The Budget – what is the current budget?

1.1 The current budget is that approved by Council/Cabinet on 10<sup>th</sup> February 2015 (report No. 39/2015) and subsequently amended following changes made by Cabinet/Council as set out in Appendix 2 and summarised in the table below.

Reconciliation of approved budget to current budget	£000	£000
<b>Approved Net Cost of Services (39/2015)</b>		<b>33,509</b>
Changes already approved (as listed in Appendix 2)		777
<b>Current Net Cost of Services</b>		<b>34,286</b>
<b>Approved (Surplus)/Deficit (39/2015)</b>	<b>575</b>	
Changes already approved (as listed in Appendix 2)	(50)	
<b>Current (Surplus)/Deficit</b>	<b>525</b>	

## B Overall Position – are we on track to achieve budget?

1.2 The table in para 1.4 sets out the Council's forecast revenue outturn for 31 March 2016 as at the end of June (Quarter 1). The Council's forecast deficit is £82k compared to the current budget deficit of £525k. This is a favourable position in light of the Medium Term Financial Plan requirement for savings to be made and future funding uncertainty.

1.3 The favourable position can be attributed to a number of factors:

- The Net Cost of Services shows a forecast of £497k under budget, representing approximately 1.4% of the total budget. The reasons for the under spends are discussed in more detail in section 1.6 to 1.23.
- Interest receivable is expected to exceed budget by £60k due to better investment rates being received (see section 4.2 to 4.5).
- An increase in non ring-fenced grants funding and other income of £101k. This is due mainly to the receipt of a refund for historic electricity charges of £80k.
- The transfers from earmarked reserves is expected to be £679k less than budgeted. The expected reduction comprises a decrease in the original proposed transfers of £60k plus additional transfers to reserves identified at Q1 of £154k. The s106 contributions to Capital are no longer shown as a transfer from Earmarked Reserves within the revenue position. This has reduced the amount by an additional transfer from reserves by £465k.
- The revenue contribution to capital outturn (RCCO) is forecast to be reduced by £465k. The reduction is because the s106 will now be applied

directly to the capital programme. The reduction in RCCO does not result in a saving as the transfer from the s106 reserve has reduced by the same amount.

#### 1.4 The Revenue budget position at Q1:

	<b>Approved Budget</b>	<b>Revised Budget</b>	<b>Q1 Forecast Outturn</b>	<b>Latest Forecast Year End Variance</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
People	15,651	15,979	15,904	(75)
Places	12,369	12,741	12,396	(345)
Resources	5,714	5,666	5,491	(176)
<b>Directorate Totals</b>	<b>33,734</b>	<b>34,386</b>	<b>33,790</b>	<b>(597)</b>
Fire Authority	75	0	0	0
Better Care Fund Contingency	0	200	200	0
People First Saving	(300)	(300)	(200)	100
<b>Net Cost of Services</b>	<b>33,509</b>	<b>34,286</b>	<b>33,790</b>	<b>(497)</b>
Capital Financing	2,020	2,020	2,020	0
Interest Receivable	(116)	(116)	(176)	(60)
<b>Net Operating Expenditure</b>	<b>35,412</b>	<b>36,190</b>	<b>35,633</b>	<b>(557)</b>
Financing	(32,696)	(32,696)	(32,796)	(101)
Transfers to/(from) reserves	(1,167)	(2,265)	(1,586)	679
Revenue contributions to capital	880	1,151	686	(465)
Appropriations	(1,855)	(1,855)	(1,855)	0
<b>(Surplus)/Deficit</b>	<b>575</b>	<b>525</b>	<b>82</b>	<b>(443)</b>
<b>General Fund 1 April 2015</b>	<b>(9,227)</b>	<b>(9,675)</b>	<b>(9,675)</b>	<b>0</b>
<b>General Fund 31 March 2016</b>	<b>(8,652)</b>	<b>(9,150)</b>	<b>(9,593)</b>	<b>(443)</b>

1.5 Whilst the overall position is favourable, there are a number of issues and factors that could change and impact on the final outturn position as follows:

- The current forecast is based on known activity and expenditure as at Quarter 1 which is very early on in the financial year and is therefore liable to change over the next two quarters;
- When the budget was set in February, assumptions were made in respect of the Care Act including set up costs for the changes still to be implemented in April 2016. Recent Government announcements delaying the introduction of some of the Care Act changes now need to be reviewed and the impact assessed for both 2015/16 and for future years (para 1.42 to 1.44 gives further detail);

- The budget includes a Better Care Together/Better Care Fund contingency of £200k to cover a) the performance risk element of the BCF (failure to meet admission targets could result in a £54k loss of income to the Council); b) the likely shift of activity from health to social care as the LLR health economy looks to save £400m and reduce the number of hospital beds by 250 over the next two years; and c) the potential increase in activity arising from demographic changes and housing growth. Whilst at Q1, the performance targets have been met, this is a small element of the overall contingency and therefore it is assumed, at this stage, that it will still be required.
- There are a significant number of volatile and demand led budgets largely in the People Directorate. These budgets are difficult to predict. For example, the social care budgets are impacted not only by caseload, but also the complexity of care packages, the extent to which individuals have to contribute towards the cost of their care and whether Continuing Health Care (CHC) funding is available.
- The Council is awaiting information on a possible dividend to be paid from Heritable Bank (Icelandic Bank) and this is not currently in the forecast. The dividend is likely to be between £48k and £60k.
- Within the Directorate forecasts, managers have predicted spend on staffing budgets based on assumptions around the recruitment of new staff and therefore a reduction in the use of agency/ interims to cover vacancies. If these assumptions change then there can be an impact on the forecast.

## **C Directorate spend – what’s the latest position at directorate level?**

- 1.6 The Council agreed to move to functional budgets when approving the new Financial Procedure Rules and the Directorate Q1 forecasts have been produced on this basis. This has required the disaggregation of some existing cost centres into a number of different functions. For example, a budget was set for Older People for 2015/16 of £2.6m which included costs on Homecare, Daycare, Residential and Nursing Care, Direct Payments and other costs. These costs have now been split out into separate functions.
- 1.7 Whilst the functional budgets now help the Council have a better understanding of the services being provided and what is being spent on those services, the new approach also highlights variances not previously seen as budgets are presented differently. For example, the Older People budget was set to manage overall costs of £2.6m and not on managing individual elements of the budget e.g. Homecare or Residential Care. So if Homecare and Residential Care were under and over spent respectively by £200k, the budget would show a nil variance. Under the current approach both variances are shown. This is more helpful for readers in understanding the services being provided.

- 1.8 As part of Q2, the Finance team will work with the People Directorate to rebase some of the functional budgets if this is required (within overall current financial budget) in preparation for 16/17 budget setting.
- 1.9 Directorate budgets have been updated in the quarter to reflect any adjustments as detailed in Appendix 3. Directorate budgets do not include any support service budgets. The support service recharge budgets will be allocated to services at the year-end in line with the actual costs for support services. This enables Members to monitor any over or under spends on support services throughout the year.
- 1.10 A full analysis of Directorate performance in respect of each function is provided in the accompanying Budget Excel file which is available on the Council website at
- [http://www.rutland.gov.uk/council\\_and\\_democracy/council\\_budgets\\_and\\_spending.aspx](http://www.rutland.gov.uk/council_and_democracy/council_budgets_and_spending.aspx)

### ***People Directorate***

- 1.11 The People Directorate is under budget in overall terms but there are some functions where budgets are forecast to be overspent by £25k. A summary of the current position by area is shown below.

#### *Adults and Health (Ringfenced)*

- 1.12 The Public Health Grant and the Better Care Fund (BCF) are both ringfenced funding streams and therefore any underspends are transferred to earmarked reserves as there are restrictions on how this funding can be spent. The BCF is currently showing an under spend of £26k on staff vacancies (Programme Support and Integrated Care project) and on Community Agents with all other schemes forecasting to budget.

#### *Adults and Health (Non Ringfenced)*

- 1.13 There are a number of functions that make up the total Adult and Health (Non Ringfenced) budget with some individual functions showing some significant variances due in part to the change to functional reporting.
- 1.14 Staffing budgets within Adults and Health are forecasting to be £152k under budget due to vacancies with some of these being held as the structure is under review.
- 1.15 The overall cost of providing care to individuals is forecast to be £142k over budget mainly due to the cost of Homecare and a reduction in anticipated Fairer Charging income (£262k over budget) offset by underspends on Direct Payments and Residential & Nursing Care (£130k under). The overspend on Homecare centres around the increase in the assessed number of hours of care required for Older People and an increase in activity for people with Learning Disabilities. The reduction in forecast on the Fairer Charging income is due to a combination of a reduction in clients

contributing higher amounts towards the cost of their care and new clients being assessed as having to make a small or no contribution.

- 1.16 If the Directorate had been fully staffed at the start of the year, then this area of the budget would be showing a significant pressure arising from the cost of care packages and the loss of income from providing care to individuals.

#### *Childrens*

- 1.17 Childrens services are forecast to be overspent by £58k in total. Staffing budgets are forecast to be £82k overspent due to the use of agency staff to cover for vacant posts and long term sickness. Children's Disability budgets are also forecast to be overspent by £85k due mainly to changes in care package rates rather than increases in demand.
- 1.18 The over spends are partially offset by underspends on Safeguarding (£42k) and Early intervention services of (£59k). Safeguarding underspend is in relation to reduced usage of independent Medical/Psychiatric and other professional assessments as well as a reduction in requests for officers to chair Child Protection Panels. The under spend on Early Intervention is on the Youth Housing Project and Childrens Centres.

#### *Summary*

- 1.19 Whilst the directorate has a number of overspends which exceed the £25k and one forecast which exceeds £100k, no formal request for budget changes are being made at this time as the overspends are contained within the overall Directorate budget. Whilst the directorate is not formally requesting an increase in funding at this time, Appendix 7 shows the position on Homecare which is £262k overspent.

#### **Resources Directorate**

- 1.20 The Resources Directorate is under budget in overall terms by £176k and has no functions where budgets are forecast to overspend by £25k. The key underspends for the Directorate include:
- The Chief Executive function is forecast to underspend by £30k due to vacant Business Manager post. This post is being considered as part of the People Directorate structure and therefore it is assumed at this stage that the post will remain vacant until the end of September.
  - The Revenues and Benefits function is forecasting an underspend of £57k due mainly to Housing Benefit recovery of overpayments being better than predicted and fewer losses from fraud and error.
  - The Financial Support function is forecasting an underspend of £35k due to a reduction in the number and amount of awards for financial crisis support (£10k) and the number of awards for discretionary hardship being broadly in line with last year (£25k). The Council has previously agreed

that any underspends are held in the Welfare Earmarked Reserve to fund future demand.

1.21 No formal request for budget changes are being made as small overspends can be contained within the overall Directorate budget.

**Places Directorate**

1.22 The Places Directorate is under budget in overall terms and has no functions where budgets are forecast to overspend by £25k. The key underspends for the Directorate include:

- Development Control is forecasting a £145k underspend due to receipts for 5 large Planning Applications for £198k not originally expected.
- There are forecast underspends resulting from staff vacancies in Economic Development £38k, Highways Management £30k, and Transport Management £32k.

1.23 No formal request for budget changes is being made as small overspends can be contained within the overall Directorate budget.

**D Approvals – in line with Financial Procedure Rules (FPRs), what requests for changes to budget are being made?**

1.24 Where Directors wish to increase a functional budget by over £100k or a budget is expected to be £100k overspent or they anticipate that the overall Directorate budget is likely to be overspent (there is no de-minimis level) they must seek approval in advance from Cabinet or Council for a virement to cover any increase or report retrospectively. This is particularly relevant for demand-led budgets or where the Council has a statutory responsibility to provide a service.

1.25 The table below summarises the overall position at the end of Q1:

Directorate	Within budget?	Ceilings > £25k overspent?	Requests for budget changes?
Places	Yes	No	No
Resources	Yes	No	No
People	Yes	Yes	No

1.26 In line with the above, there are no requests for budget changes from quarter end reporting. However, in line with Financial Procedure Rules, as the People Directorate have one forecast which is projecting to be overspent by more than £100k a detailed explanation of the current position is shown at Appendix 7.

## E Fees and charges income – are key income budgets on target?

1.27 The Council collects a significant amount of income in areas such as car parking etc. The latest position, shown overleaf, indicates that the overall income on key budgets will be exceeded:

<b>Income Description</b>	<b>Current Budget £000</b>	<b>Q1 Forecast £000</b>	<b>Variance £000</b>
Charging for Residential Accommodation	869	901	32
Total Parking Income	486	480	(6)
Rents from Business Units and Business Park	404	440	36
Fairer Charging income	335	253	(82)
Planning Fees	327	450	123
Building Regulations	188	188	0
Waste management - Sale of Recyclables	131	129	(2)
Registrars - Births, Marriages etc.	101	116	15
Active Rutland Hub	93	82	(11)
Licensing - Premises, Traders, Events etc.	76	71	(5)
<b>Total</b>	<b>3,010</b>	<b>3,110</b>	<b>100</b>

1.28 Residential care charging income can be volatile as it is based on caseload and the assessed package. The forecast is based on the current caseload and estimated weeks in care;

1.29 The reduction in forecast on the Fairer Charging income is due to a combination of a reduction in numbers of individuals contributing higher amounts towards the cost of their care and new starters being assessed as having to make a small or no contribution; and,

1.30 Planning Fees are exceeding targets due to 5 large Planning Applications being received.

## F Savings – will we achieve budgeted savings?

1.31 The 2015/16 budget includes:

- savings built into service budgets of £786k (Appendix 6 of Report 39/2015); and,
- a savings target of £300k for PeopleFirst.

### *Corporate savings*

1.32 At Quarter 1, all savings had been achieved with the exception of the following:

- Community Alarms - £21k. Whilst it had been originally proposed to cease this contract, a review has been started into whether this contract

represents Value for Money and contributes towards the aims and objectives of the Better Care Fund. Any decision on this contract has therefore been deferred and the saving not yet achieved.

- Legal Services - £5k. It had been anticipated that a reduction in the legal services budget would be possible. Work is ongoing to disaggregate the legal budget and monitor costs on a service basis so it is expected that savings can be achieved in the medium term. However, in the first quarter there has been a 20% increase in the usage of the service compared to the same quarter last year and so the forecast indicates this may not be achieved.
- Welland Procurement - £2k. Notification has been received that the fee for the Welland Procurement service has increased and therefore this saving will not be achieved.

### *People First*

1.33 The MTFP savings for PeopleFirst are £300k for 2015/16. It is anticipated that these savings will be achieved as shown below:

	<b>15/16 £000</b>	<b>Actual £000</b>
<b>Target</b>	<b>300</b>	<b>493</b>
Transport	50	81
Staffing	125	129
Public Health	25	200
Service redesign	100	83

1.34 The Directorate structure is under review and is expected to yield savings from November 2015. The structure is being finalised and will be implemented thereafter. The figures could change depending on the timing of the implementation.

1.35 The Director of People has agreed with the Director of Public Health that public health resources can be redeployed to fund initiatives currently funded outside of public health. This will require existing contracts to be terminated or amended to better reflect Rutland requirements. In order to allow time for contractual issues to be resolved, £200k of public health earmarked reserves will be used to fund core expenditure in 2015/16 and 2016/17 – this represents a saving to the General Fund.

1.36 The Transport review is underway and a total saving of £82k is forecast from transport for 2015/16. This will be achieved through the implementation of a number of initiatives identified as part of the transport review for example bringing 6 SEN routes in house, together with savings created through vacancy management and a reduction in the need to purchase travel tokens this year.

1.37 Other savings of £83k have been achieved through Childrens Centre moving out of Great Casterton (£10k), a renegotiated contract for Housing Floating



Support (£66k); and cessation of the Deaf and Hard of Hearing agreement with Leicestershire County Council (£7k).

1.38 The People First saving will be processed through Directorate budgets at Q2. The forecast at directorate level already reflects any savings already achieved as part of the People First review. For example, the saving on the Housing Floating Support Contract of £66k is shown in under spends.

1.39 In respect of Public Health, as the expenditure to be offset by the transfer from earmarked reserves has not yet been identified, the £200k is being forecast against the People First Saving, so as to ensure that the overall Council forecast includes the saving from the Public Health Grant.

## **G Pressures – will we achieve budgeted savings?**

1.40 Pressures built into service budgets of £3,068k are included within 2015/16 budget (Appendix 6 of report 39/2015). They represent a combination of Care Act, non-Care Act pressures and inclusion of BCF schemes (which are actually funded).

1.41 The following non BCF pressures are unlikely to materialise:

- Contracts and Procurement - £108k. The budget was increased for a Quality Assurance Post (permanent), a Commissioning & Market Development Officer (for 2 years) and a Business Process Officer (for 1 year). None of these posts have yet been recruited as the new team manager is reviewing the structure. Currently it is forecast that in 2015/16, only £44k is likely to be required.
- REACH / Reablement Service - £25k. The budget was increased to cover the cost of a part time Physio seconded from Leicestershire Partnership Trust define to work with REACH supporting reablement goals. This post will now be funded through the BCF and this pressure is no longer required.

### *Care Act pressures*

1.42 On Friday 17th July, the Government made various announcements in relation to the Care Act. In particular, three key reforms have been postponed until April 2020:

- The cap on the amount self-funders will have to contribute to their care costs was due to be introduced from April 2016. Costs were to be limited to £72,000 for over 65s and younger adults with disabilities.
- A duty on councils to meet the eligible needs of self-funders in care homes at their request; and
- A more generous means test for residential care that nationally the government estimated would have benefited an extra 23,000 people nationally in 2016-17 alone.

1.43 In response to the Care Act, the Council built £525k of additional cost into the budget in 2015/16, £385k in 16/17 and £350k in 17/18. The Council also received funding of £294k to cover some of the additional costs. In light of the announcements, the Council is undertaking work to assess the impact on its budget and MTFP. Whilst this work is ongoing, some early findings can be shared:

- Of the £525k additional cost built into the budget only £100k in 2015/16 rising to £140k from 2016/17 related to reforms to be implemented from 2016/17. The remaining element which includes for examples additional costs for prison assessment (£68k) and carers (£91k) are not impacted by the announcement.
- Councils received £146m (RCC received £140k) at the start of this year to carry out early assessments of self-funders on the basis that the care cap would be introduced from next April. The Government have said no decision had been made on what would happen to that funding.
- The Council included an additional £100k in 16/17 and a further £100k in 17/18 in the MTFP in anticipation of Care Act costs. This position could again change.

1.44 Further analysis on the impact will be provided in Quarter 2.

## H Earmarked Reserves – how are we using reserves?

1.45 The transfers from Earmarked Reserves include transfers specifically to cover service expenditure that would otherwise be funded from the General Fund.

Reserve	Ceiling £'000	Balance @ 1/4/15 £'000	Planned Use 2015/16 £'000	Forecast usage Q1 £'000	Transfers to Reserve £'000	S106 Capital £'000	Balance @ 31/3/16 £'000
Invest to Save	500	357	(20)	(20)	80		417
Internal Audit	Unlimited	5	0	0	0		5
Planning Delivery Grant	74	74	(35)	(35)	0		39
Welfare Reserve	150	130	(25)	0	10		140
Public Health Grant	Unlimited	559	0	0	0		559
Better Care Fund	Unlimited	17	0	0	26		43
Training	80	80	0	0	0		80
Social Care	750	999	(558)	(558)	0		441
Travel 4 Rutland	50	50	0	0	0		50
Insurance	200	100	0	0	0		100
Highways	300	297	(63)	(43)	0		254
National Non Domestic Rates	Unlimited	287	(287)	(287)	0		0

Reserve	Ceiling £'000	Balance @ 1/4/15 £'000	Planned Use 2015/16 £'000	Forecast usage Q1 £'000	Transfers to Reserve £'000	S106 Capital £'000	Balance @ 31/3/16 £'000
SEN Grant	Limited to Grant Received	170	(63)	(63)	0		107
SEND Grant	Limited to Grant Received	104	0	0	0		104
Digital Rutland	Limited to Funding	292	(180)	(180)	38		150
Tourism	Limited to Funding	68	(14)	(13)	0		55
Adoption Reform Grant	Limited to Grant Received	57	0	0	0		57
Budget Carry Forwards		450	(395)	(385)	0		65
<b>Sub Total</b>		<b>4,096</b>	<b>(1,640)</b>	<b>(1,584)</b>	<b>154</b>	<b>0</b>	<b>2,666</b>
Commutated Sums		322	(36)	(36)			286
S106		1,721	(590)	(120)		(487)	1,114
<b>Total Reserves</b>		<b>6,139</b>	<b>(2,266)</b>	<b>(1,740)</b>	<b>154</b>	<b>(487)</b>	<b>4,066</b>

1.46 The Section 106 balance represents the brought forward position less expected usage of;

- Capital - £298k Sports Grants, £106k Disabled Facility Grants, £15k Castle and £67k Active Rutland Hub
- Revenue - £19k Youth Housing, £101k Sports Grants.

#### I Looking ahead – are there any emerging pressures or issues?

1.47 The Council has received confirmation of £23k for Special Education Needs and Disability reform grant. This is already included as a non ringfenced grant for 2015/16. As yet, the Directorate has not identified a requirement to spend this grant.

##### *Independent Living Fund (ILF)*

1.48 The Independent Living Fund (ILF) works in partnership with over 200 local authorities to provide discretionary cash payments directly to disabled people - these payments allow them to purchase care from an agency or pay the wages of a privately employed personal assistant. The ILF has now closed and duties transferred to Council. The Council has received £55k, via

a Section 31 Grant, to cover 3 clients who are eligible for and have been receiving support.

- 1.49 These 3 clients have been assessed and will require this funding to continue. Therefore, it is proposed that the Council approve the expenditure of £55k on supporting these individuals funded by the grant received.

## 2. Capital Programme

### A Overall Programme – are we on track to achieve our approved capital budget?

2.1 The following table sets out the position against the Capital Programme as at 30 June 2015, including the total approved project budget, forecasted expenditure to the end of the project and variances against budget.

Portfolio	Total Project Budget £000	Expenditure (Prior Years) £000	Budget 2015/16 £000	Estimated Outturn 2015/16 £000	Variance 2015/16 £000	Total Project Expenditure £000	Total Project Variance £000
<b>Approved Projects</b>							
People	872	3	869	858	11	861	11
Places	11,852	5,055	6,797	6,684	113	11,758	94
Resources	0	0	0	0	0	0	0
<b>Total Approved</b>	<b>12,724</b>	<b>5,058</b>	<b>7,666</b>	<b>7,542</b>	<b>124</b>	<b>12,619</b>	<b>105</b>
<b>Financed by:</b>							
Grant			(4,899)	(4,872)	(27)	(6,283)	290
Prudential Borrowing			(1,361)	(1,359)	(2)	(3,722)	(210)
Capital Receipts			0	0	0	(1,100)	229
Revenue Contribution to Capital Outlay			(781)	(686)	(95)	(686)	(514)
S106			(625)	(625)	0	(827)	99
<b>Total Financing</b>			<b>(7,666)</b>	<b>(7,542)</b>	<b>(124)</b>	<b>(12,619)</b>	<b>(105)</b>

## B Approved programme – Are there changes to the approved programme?

2.2 The approved capital programme for 2015/16 was £3.818m as per the capital programme (39/2015). The table below shows that the programme for 2015/16 has increased during the quarter by £3.848m. This increase is shown within the following three areas:

- Approvals since MTFP – these are projects which have been approved by Members since the original budget was produced. Further details of the approval can be found using the report numbers associated with the projects.
- Reprofiting - Projects previously approved in 2014/15 but not spent in full. The overall cost of the projects remains in line with the original approval and the budget is therefore increased in future years.
- Budget Carry Forward – Annual projects where a request was submitted and approved for the underspend to be carry forward into the next financial year.

Portfolio	Project	Amount £000	Amount £000
<b>Approved Capital Programme (MTFP)</b>			<b>3,818</b>
<b>Approvals Since MTFP</b>			
Places	Capital Allocations Project Board ( <a href="#">82/2015</a> )	400	
Places	Pupil Place Planning ( <a href="#">81/2015</a> )	938	
Places	Adult Social Care Replacement System ( <a href="#">83/2015</a> )	514	
Places	Replacement CCTV System ( <a href="#">67/2015</a> )	138	
<b>Total Approval Since MTFP</b>			<b>1,990</b>
<b>Reprofiting</b>			
Places	Various Highway Schemes ( <a href="#">96/2015 Appendix 1</a> Para 2.3)	371	
Places	Digital Rutland ( <a href="#">96/2015 Appendix 1</a> Para 2.3)	1,184	
Places	Capital Allocations Project Board ( <a href="#">96/2015 Appendix 1</a> Para 2.3)	121	
Places	Active Rutland Hub ( <a href="#">96/2015 Appendix 1</a> Para 2.3)	247	
Places	Oakham Enterprise Park ( <a href="#">96/2015 Appendix 1</a> para 2.4)	(110)	
Places	Oakham Castle Restoration	(20)	
Peoples	Autism Innovation ( <a href="#">96/2015 Appendix 1</a> Para 2.3)	15	
<b>Total Reprofiting</b>			<b>1,808</b>
<b>Budget Carry Forward</b>			
Peoples	Disabled Facility Grants ( <a href="#">96/2015 Appendix 1</a> Para 2.2)	50	
<b>Total Budget Carry Forward</b>			<b>50</b>
<b>Total Adjustments</b>			<b>3,848</b>
<b>Revised Capital Programme 2015/16</b>			<b>7,666</b>

### C Project progress - Are there delays in key projects?

2.3 There are no expected delays on the 2015/16 capital programme. Appendix 8 includes a detailed breakdown.

### D Unallocated projects – what are we planning?

2.4 Currently the Council is holding capital funds that have not yet been allocated to a project. A breakdown of the funds held is shown in the table below.

Portfolio	Funding Held	Amount at held 31/03/2015 £000	Grant Received 2015/16 £000	Allocated 2015/16 £000	Amount Unallocated £000
People	ASC Unallocated Grant	630	21	(314)	337
People	Schools Targeted Capital	148	0	0	148
People	Basic Need Unallocated	1,597	506	(938)	1,165
People	Capital Maintenance	902	226	(515)	613
<b>People Total</b>					<b>2,263</b>
Places	Highways Grant	391	2,394	(371)	2,414
<b>Places Total</b>					<b>2,414</b>
<b>Total Capital Funding Available</b>					<b>4,677</b>

2.5 The Schools Targeted Capital, Basic Need and Capital Maintenance are monitored by the Capital Allocations Project Board. The Capital Allocations Project Board oversee the Schools & Childrens Centres Asset Management planning process for capital expenditure for schools, colleges and childrens centres taking into account strategic pressures.

2.6 The Highways grant has a scheme of works being completed and is on the Forward Plan currently scheduled to be presented to Cabinet on the 18 August 2015.

### 3. Medium Term Financial Plan (MTFP)

#### A Overview - have there been changes since the budget?

- 3.1 The MTFP has been updated to take account of the 2014/15 outturn and the position at Q1. No other changes have been made at this stage. The Q1 MTFP is included within this report at Appendix 9. The MTFP will be updated further in September.

#### B New Homes Bonus (NHB) - will we achieve our target?

- 3.2 The NHB is a scheme aimed at encouraging local authorities to grant planning permission for the building of new houses, in return for additional revenue. It is based on the net increase in the number of dwellings (additions less demolitions), with extra bonus for affordable homes, empty homes brought back into use and local authority owned and managed gypsy site pitches. Each additional property attracts a grant equivalent to the national average council tax for that Band (approx. £1,450 for a Band D property per year for 6 years, a total of £8,700). An additional £350 is received for each affordable home.
- 3.3 The NHB allocation for 2016/17 is based on performance achieved between October 2014 and September 2015. The Council originally included an amount of £285,300 in the MTFP for 2016/17. Performance to date is as follows:

<b>New Homes Bonus (Council Tax Band)</b>	<b>Start position CTB1 Oct 2014</b>	<b>Actual 30 June 2015</b>	<b>Movement from base</b>
A	1,569	1,592	23
B	4,372	4,448	76
C	2,908	2,963	55
D	2,375	2,396	21
E	2,201	2,246	45
F	1,555	1,571	16
G	1,243	1,247	4
H	145	146	1
<b>Properties</b>	<b>16,368</b>	<b>16,609</b>	<b>241</b>
Empty Homes	157	191	(34)
Movement			207
Target			180
<b>% achieved</b>			<b>115%</b>

- 3.4 The spread of the properties completed to date would provide the Council with £284k worth of funding, (99% of the budgeted amount). The over performance only translates to 99% of the budgeted amount because the actual payment is based on the actual banding of the house, where the budgeted amount is based on an average band D property. With a further



quarter left in the New Homes Bonus year, the 2016/17 target is likely to be exceeded.

**C Retained Business Rates (RBR) Monitoring – is our RBR retention forecast realistic?**

- 3.5 Under the RBR scheme the Council retains a proportion of the total RBR received. RCC share is 49% with the remainder paid to Central Government (50% share) and The Leicestershire Fire Authority (1% share).
- 3.6 The income RCC receives through RBR is determined on the performance of the Collection Fund<sup>1</sup>. The performance of the collection fund is estimated in the January before the Financial Year starts in the April. This estimation is what the Collection Fund will pay to the bodies within the fund for the next financial year; fluctuations in performance will not impact during the financial year. The January estimate is split into three areas
- The expected income in the next financial year.
  - The expected performance in the current financial year.
  - The difference in performance between estimated and actual performance for the preceding financial year.
- 3.7 The only impact the performance of the collection fund will have on 2015/16 is that any additional growth in the collection fund will be levied and is payable in the financial year the growth is made. The table below shows the current forecast against the current MTFP position and the levy payable. The table shows that the Council is on course to be liable for a levy of £89k which will be payable in 2015/16. The performance of the collection fund is largely in line with expectations, however, more statutory reliefs have been given out than anticipated. The Council is partly refunded for these losses through the granting of Section 31 grants.

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<sup>1</sup> Section 89 of the [Local Government Finance Act 1988](#) required every English billing authority to establish a collection fund by 1 April 1990. Sections 90(1)(e), (2)(e), 98(4) and (5) as amended by Part III, Schedule 10 of the [Local Government Finance Act 1992](#), give the Secretary of State power to issue specifications and directions detailing the timing and nature of payments into and out of the fund.

	<b>Business Rates Retention</b>	<b>Q1 Forecast £000</b>
	Net yield	10,079
	Government share (50%)	5,040
	Fire Authority share (1%)	101
	RCC share of Retained Rates (49%)	4,939
	(Less Tariff)	(790)
	Section 31 Grants (compensation for loss of rates)	439
<b>A</b>	<b>RCC RBR – Tariff plus S31</b>	<b>4,588</b>
B	RCC Funding Baseline	4,043
C	Levy Rate	16.3%
D	Less Levy	(89)
E	Share of Previous Deficit	(294)
	<b>Net RCC Retained Business Rates (A-D-E)</b>	<b>4,205</b>

- 3.8 The retained business rates forecast of £4.205m largely compares to the MTFP position of £4.250m. The £0.045m difference is explained in the table below.

<b>Business Rates Retention</b>	<b>MTFP £000</b>	<b>Q1 Forecast £000</b>	<b>Variance £000</b>
RCC share of Retained Rates (49%)	5,022	4,939	(83)
Section 31 Grants (compensation for loss of rates)	394	439	45
Levy	(82)	(89)	(7)
<b>Total</b>			<b>(45)</b>

- 3.9 If the performance on Business Rates Retention continues to underperform the MTFP position the Council will be able to declare a deficit to be repaid in 2016/17.

#### **D Council Tax and Council Tax Benefit – are we on budget?**

- 3.10 Council Tax represents 60% of the total income the Council receives, and even slight fluctuations can have a significant impact on the General Fund balance. For that reason the position on Council Tax is monitored closely. There are a variety of movements that can affect the Council Tax Collection Fund Balance, including additional Council Tax Support claims; fluctuations in the council tax base (e.g. number of properties the Council bills); and write offs.

- 3.11 The table below shows the expected outturn on council tax taking into account known changes.

Area	Annual Billing £000	Q1 Forecast £000
Annual Debit	26,139	26,139
Adjustments to Annual Debit	-	78
Council Tax Support	(1,356)	(1,358)
<b>Gross Income from Council Tax</b>	<b>24,783</b>	<b>24,859</b>
Total Demands and Precepts	(24,723)	(24,723)
Bad Debt Provision and Write Offs	(60)	(60)
<b>Total expenditure</b>	<b>(24,783)</b>	<b>(24,783)</b>
<b>Estimated surplus/(deficit) for 15/16</b>	<b>0</b>	<b>76</b>
Actual Surplus/(Deficit) Brought Forward	28	28
<b>Estimated Surplus/(Deficit) 31/03/2016</b>	<b>28</b>	<b>104</b>
<b>RCC share</b>	<b>24</b>	<b>90</b>

3.12 If the performance of the Collection Fund continues to outperform the MTFP position the Council will be able to declare a surplus to be distributed in 2016/17.

3.13 The Council put £50k into a Discretionary Hardship Fund to support those who need additional support paying their council tax. The latest position is shown below. The number of awards is slightly lower than this time last year.

Hardship Fund	2014/15 Outturn	Actual @Q1
Number of applications	214	53
Number awarded	172	25
Number of appeals (won)	1	0
Value of awards (£000)	24	2
Budget remaining (£000)	76	48

## **E The Budget – what is the impact of the July Budget on the Council?**

3.14 On the 8<sup>th</sup> July 2015 the Chancellor delivered his summer budget. There was very little in the budget in respect of local authority funding, in particular:

- The Chancellor announced that £37bn savings that are needed to be found over the parliament, annual savings of £12bn from welfare and £5bn from addressing tax-related issues were announced in the budget. The remainder would be found in the spending review from non-protected government departments of which local government is one. The Chancellor did say that “no year will see cuts as deep as those required in 2011/12 and 2012/13”. There is no reason to believe the cuts to government funding will not keep on falling in line with the assumptions already built into the MTFP.

- There was no reference in the budget to Council tax referendum limits – a relaxation of the limits would allow Councils to increase council tax above 1.99% without recourse to a referendum.
- There were no changes announced re business rates. The government published updates on action it is taking to improve the administration of business rates, including the appeals system, and on tackling business rates avoidance. The indication is that plans are fiscally neutral.
- There was no reference to New Homes Bonus and whether any changes may be made.
- There was no reference to the Better Care Fund but the current view is that the BCF funding level for 2016/17 will be similar to that in 2015/16.

3.15 There were a range of other changes that will impact the Councils MTFP which are discussed below.

3.16 The Government will introduce a new National Living Wage (NLW) for workers aged 25 and above. From April 2016, the new NLW will be set at £7.20 – a rise of 70p relative to the current NMW rate, and 50p above the NMW increase coming into effect in October 2015. This will have a minimal impact on the Council's workforce. The LGA issued a press release indicating that "an additional £330 million would be needed in 2016 to initially cover increased contract costs to home care and residential care providers in order for them to pay council care staff the National Living Wage". The Council does believe that there could be an impact on the cost of supplies and services and will be assessing how this may play out.

3.17 To help local authority financial planning it was confirmed that public sector pay was to rise by 1% per year over the next four years. The MTFP already assumes a 2% increase so this announcement does not create a pressure should the Unions agree to this level;

3.18 Various welfare reform changes were announced including disability benefits will not be taxed or means-tested, universal credit and tax credits are to be restricted to two children, affecting those born after April 2017, the income threshold for tax credits is to be reduced from £6,420 to £3,850 and working-age benefits are to be frozen for four years (including tax credits and local housing allowance). The Council is working through details so that it can assess the impact on its own financial position and the impact on individuals in the community;

3.19 £30 million will be allocated to further speed up adoption for the 3,000 children awaiting adoption, whilst paving the way for regional adoption agencies although there was no mention of how this would be passed onto local authorities;

3.20 The Government will work with Local Government Pension Scheme administering authorities to ensure that they pool investments to significantly reduce costs, while maintaining overall investment performance. Although

only indirectly affecting the Council, reducing the costs of the administering authorities could contribute towards reducing the liability of the councils pensions commitments (currently £41.964m);

3.21 From September 2017 the free childcare entitlement will be doubled from 15 hours to 30 hours a week for working parents of 3 and 4 year olds. This will support those who choose to go out to work. The Government will implement this extension of free hours early in some local areas from September 2016. This free childcare is worth around £5,000 a year per child. There was no mention of how this would be funded and whether the burden would be picked up by local authorities so there is a potential pressure to RCC; and

3.22 Confirmation that the government will exempt travel expenses paid to councillors by their local authority from income tax (limited to the approved mileage allowance payment (AMAP) rates where it applies to mileage payments) – to take effect from 6 April 2016.

**F Emerging issues – what other issues are emerging?**

3.23 The Government has also announced that the schools block funding for 2016/17 will utilise the same per pupil unit of funding as that for 2015/16. The total allocation for 2016/17 (assuming the number of pupils remain at the same level as 2015/16) will be £22.037m.

## 4. Financial Performance

### A Debtors – are we recovering our debts?

- 4.1 The Council's aged debt position shows a large decrease in debts outstanding from the previous quarter, with particular reference to the >91 day range. This is attributable to an invoice raised to NHS England for £622k for the Better Care Fund 2014/15 that was paid on the 15 April 2015. The decrease in the 61-90 days range is related to PCT invoices of £111k that have now been paid.

<b>Aged debt</b>	<b>@31/3/2015 £000</b>	<b>@30/06/2015 £000</b>
0-30 days	1,084	813
31-60 days	33	31
61-90 days	177	44
> 91days	828	224
Deferred Payments	202	188
<b>Total</b>	<b>2,324</b>	<b>1,300</b>
<b>By Directorate</b>		
People	1,836	883
Places	279	375
Resources	209	42
<b>Total</b>	<b>2,324</b>	<b>1,300</b>
<b>By Recovery Rating</b>		
Red	4	10
Amber	321	259
Green	1,999	1,031
<b>Total</b>	<b>2,324</b>	<b>1,300</b>

### B Investment Income – is our return on investments as expected?

- 4.2 In the first quarter, the Council's average interest rate received on investments has been 0.72% on an average investment balance of £24.242m.
- 4.3 The rate achieved is above the 3 month British pound sterling (GBP) LIBOR interest rate - the average interest rate at which a selection of banks in London are prepared to lend to one another in British pounds with a maturity of 3 months – of 0.58%. The policy change to invest longer term is now fully implemented, and the average interest rate of 0.72% is nearing the maximum the Council would expect to achieve in the current financial climate.

4.4 The budgeted interest for 2015/16 was £116k. With the change in policy the council are currently forecasting investment income at being £176k. The table below shows the current investments held.

Investment Number	Amount Invested	Interest Rate	Date Invested	Maturity Date	Number of Days
<b>Banks - UK</b>					
1	1,000,000	0.70%	29-Jan-15	29-Jul-15	181
2	1,000,000	0.70%	29-Jan-15	29-Jul-15	181
3	1,000,000	1.00%	01-Apr-15	30-Mar-16	364
4	1,000,000	1.00%	01-Apr-15	30-Mar-16	364
5	1,000,000	0.92%	01-Apr-15	30-Mar-16	364
6	1,000,000	0.92%	14-Apr-15	12-Apr-16	364
7	1,000,000	0.98%	01-Jun-15	31-May-16	365
8	1,000,000	1.00%	08-Jun-15	06-Jun-16	364
<b>Building Societies</b>					
9	1,000,000	0.67%	15-Jan-15	14-Jul-15	180
10	1,000,000	0.70%	20-Jan-15	21-Jul-15	182
11	1,000,000	0.68%	29-Jan-15	29-Jul-15	181
9	1,000,000	0.69%	29-Jan-15	04-Aug-15	187
10	1,000,000	0.55%	01-May-15	08-Sep-15	130
11	1,000,000	0.66%	10-Mar-15	10-Sep-15	184
12	1,000,000	0.65%	10-Mar-15	17-Sep-15	191
13	1,000,000	0.52%	24-Jun-15	24-Sep-15	92
14	1,000,000	0.69%	01-Apr-15	06-Oct-15	188
	1,000,000	0.67%	13-Apr-15	13-Oct-15	183
	1,000,000	0.66%	12-May-15	17-Nov-15	189
15	1,000,000	0.75%	26-May-15	24-Nov-15	182
16	1,000,000	0.70%	23-Jun-15	22-Dec-15	182
<b>Money Market Funds</b>					
18	2,197,863	0.40%	Instant Access		
19	1,115,753	0.42%	Instant Access		
20	1,000	0.40%	Instant Access		
<b>Total</b>	<b>24,314,616</b>				

4.5 The administrators of Heritable Bank have notified the Council that a further dividend is to be paid. The dividend is expected to take the amount repaid to between 98%-100%, (£40k to £60k in monetary terms). The outstanding balance had been written off in the 2013/14 accounts. The impact of receiving this dividend has not been included in the above forecast for investment income.

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## Appendix 2 Approved budget changes

This Annex shows changes to functional budgets and other budget changes. In accordance with FPR's, Cabinet can approve virements in any functional budget of up to £250k in any one year to a cumulative value of £500k across all functions. Changes above £500k must be approved by Council on a recommendation from Cabinet. In approving requests, Cabinet or Council may agree the use of earmarked reserves (ER), use the General Fund (GF) or make virements between directorates.

For the purposes of the rules, Cabinet is allowed to use earmarked reserves (approved by Council) in an unlimited way as long as they are used for their intended purpose and is allowed to carry forward unused budget from one period to the next so use of these reserves are not counted against the delegated limit for functional budget changes and are therefore shown separately (Cabinet Other).

Description	Source of Funding	Net Cost of Services £'000	Capital Financing £'000	Funding £'000	Spend on Capital £'000	(Surplus)/ Deficit £'000	Cabinet* £500k Limit £'000	Cabinet Other £'000	Council £'000	Ch Exec. s151 Officer £'000
<b>Changes already made</b>										
<b>Approved Budget</b>		<b>33,509</b>	<b>1,904</b>	<b>(35,717)</b>	<b>880</b>	<b>576</b>				
Budget Carry Forwards (96/2015)	ER	446		(446)		0		446		
Shorelink (52/2015)	GF	80				80	80			
Reversal of Shorelink (i)	GF	(80)				(80)	(80)			
Review Voluntary, Charity and Faith Sector (235/2014)	ER	20		(20)		0		20		
Use of Reserves (96/2015)	ER	361		(432)	71	0		432		
Adult Social Care system (83/2015)	ER			(200)	200	0		200		
Fire Support (96/2015) (ii)	GF	(75)				(75)				(75)
Insurance (96/2015)	GF	25				25	25			
Individual Electoral Registration (96/2015)	Grant	11				11				

Description	Source of Funding	Net Cost of Services £'000	Capital Financing £'000	Funding £'000	Spend on Capital £'000	(Surplus)/ Deficit £'000	Cabinet* £500k Limit £'000	Cabinet Other £'000	Council £'000	Ch Exec. s151 Officer £'000
Individual Electoral Registration (96/2015)	Grant	(11)				(11)				
Troubled Families Programme - Phase 2 (96/2015)	Grant	39				39				
Troubled Families Programme - Phase 2 (96/2015)	Grant	(39)				(39)				
Bus Subsidy (96/2015)	Grant	69				69				
Bus Subsidy (96/2015)	Grant	(69)				(69)				
Council Garages (96/2015)	GF	25				25				
Council Garages (96/2015)	GF	(25)				(25)				
		<b>34,286</b>	<b>1,904</b>	<b>(36,815)</b>	<b>1,151</b>	<b>526</b>	<b>25</b>	<b>1,098</b>	<b>0</b>	<b>(75)</b>

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- (i) Cabinet approved the extension of the operation of the Shore Link bus until the end of August 2015 at a cost of £82k (Report 52/2015). The Department for Transport have agreed that the Council can use the underspend from the Travel for Rutland grant to continue this service and therefore the £82k is no longer required.
- (ii) The Council originally offered £75k to the Fire Service to maintain an additional tender in Rutland. The Fire Service is maintaining existing arrangements until March 2016 so this budget is no longer required.

### Appendix 3 Reconciliation of Directorate budgets

The Council approved the new Financial Procedure Rules changing the way budgets are managed to a functional approach rather than on individual cost centres. As a result some budgets have been transferred between directorates to ensure that costs on certain functions are shown within one directorate only rather than split. For example, both People and Resources Directorate had budgets for historic pension costs. The whole of this function now shows in Resources Directorate.

The Better Care Fund (BCF) Contingency has been removed from the People Directorate as it is a corporate reserve set up to cover a) the performance risk element of the BCF (failure to meet admission targets could result in a £54k loss of income to the Council); b) the likely shift of activity from health to social care as the LLR health economy looks to save £400m and reduce the number of hospital beds by 250 over the next two years; and c) the potential increase in activity arising from demographic changes and housing growth.

	Approved Budget 2015/16 £'000	Removal from Directorate £'000	Transfer between Directorates £'000	Revised Budget 2015/16 £'000	Fire Brigade £'000	Insurance £'000	Housing Floating Support £'000	C/fwd Earmarked Reserves £'000	Review Voluntary Sector £'000	Use of Existing ER £'000	Current Budget 2015/16 £'000
People	15,651	(200)	188	15,640			(106)	210		235	15,979
Places	12,369			12,369			106	140		126	12,741
Resources	5,714		(188)	5,525		25		96	20		5,666
Fire Authority	75			75	(75)						0
PeopleFirst Savings	(300)			(300)							(300)
BCF Contingency		200		200							200
<b>Net Cost of Services</b>	<b>33,509</b>	<b>0</b>	<b>0</b>	<b>33,509</b>	<b>(75)</b>	<b>25</b>	<b>0</b>	<b>446</b>	<b>20</b>	<b>361</b>	<b>34,286</b>

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## Appendix 4: People Budget Monitoring Summary

Function	Outturn 2014/15	Budget	Revised Budget	Q1 Forecast	Variance
Directorate Management Costs	1,010,377	757,800	972,800	972,800	0
Public Health	(211,861)	0	0	0	0
BCF Programme Support	63,000	50,000	50,000	41,700	(8,300)
BCF Contract and Procurement	14,200	200,000	200,000	189,000	(11,000)
BCF Supporting Independence	80,152	1,623,000	1,623,000	1,623,000	0
BCF Adult Social Care	71,360	173,000	173,000	166,600	(6,400)
<b>Adults and Health (Ringfenced)</b>	<b>16,851</b>	<b>2,046,000</b>	<b>2,046,000</b>	<b>2,020,300</b>	<b>(25,700)</b>
Non BCF Care Bill Transformation Programme	491,307	179,800	220,800	218,600	(2,200)
Non BCF Contract and Procurement	486,730	641,900	641,900	570,400	(71,500)
Community Support - Learning Disabilities	698,889	761,400	761,400	752,600	(8,800)
Non BCF Supporting Independence	1,008,559	627,100	761,100	642,300	(118,800)
Adult Social Care Direct Payments	757,499	879,400	879,400	823,400	(56,000)
Adult Social Care Home Care	856,541	773,100	773,100	1,035,600	262,500
Adult Social Care Residential & Nursing Care	2,399,487	2,868,600	2,868,600	2,794,000	(74,600)
Adult Social Care Day Care	170,236	172,000	172,000	196,300	24,300
Adult Social Care Assessments, reviews etc	960,185	962,200	899,200	894,700	(4,500)
<b>Adults and Health (Non Ringfenced)</b>	<b>7,829,434</b>	<b>7,865,500</b>	<b>7,977,500</b>	<b>7,927,900</b>	<b>(49,600)</b>
Childrens Disabilities Direct Payments	47,586	58,800	58,800	53,800	(5,000)
Childrens Disabilities Residential & Nursing Care	111,953	101,000	101,000	148,200	47,200
Childrens Disabilities Assessments, reviews etc	355,167	384,300	384,300	436,800	52,500
Safeguarding	151,060	169,000	189,000	146,900	(42,100)
Childrens & Adults Duty Social Care	259,782	527,400	527,400	535,800	8,400
Long Term Childrens Social Care	651,666	560,900	560,900	622,600	61,700
0-11 Early Intervention, CAF & Changing Lives	549,809	552,700	552,700	547,200	(5,500)
11-19 Early Intervention	436,402	504,000	504,000	443,000	(61,000)
Fostering and Adoption	1,280,870	1,218,000	1,218,000	1,189,300	(28,700)
<b>Childrens</b>	<b>3,844,296</b>	<b>4,076,100</b>	<b>4,096,100</b>	<b>4,123,600</b>	<b>27,500</b>

<b>Function</b>	<b>Outturn 2014/15</b>	<b>Budget 2015/16</b>	<b>Revised Budget</b>	<b>Q1 Forecast</b>	<b>Variance</b>
Schools and Early Years	790,984	851,300	886,300	866,700	(19,600)
Rutland Adult Learning and Skills Service (RALSS)	62	0	0	(7,800)	(7,800)
<b>Learning and Skills</b>	<b>791,046</b>	<b>851,300</b>	<b>886,300</b>	<b>858,900</b>	<b>(27,400)</b>
<b>Total People - GF (Ringfenced)</b>	<b>16,851</b>	<b>2,046,000</b>	<b>2,046,000</b>	<b>2,020,300</b>	<b>(25,700)</b>
<b>Total People - GF (Non Ringfenced)</b>	<b>13,475,152</b>	<b>13,550,700</b>	<b>13,932,700</b>	<b>13,883,200</b>	<b>(49,500)</b>
Schools Dedicated Schools Grant (DSG)	(283,377)	0	0	(209,000)	(209,000)
<b>Total People</b>	<b>13,208,626</b>	<b>15,596,700</b>	<b>15,978,700</b>	<b>15,694,500</b>	<b>(284,200)</b>

## Appendix 5: Places Budget Monitoring Summary

Function	Outturn 2014/15	Budget 2015/16	Revised Budget	Q1 Forecast	Variance
Development Control	122,089	211,600	211,600	66,600	(145,000)
Directorate Management Costs	177,840	179,800	179,800	184,300	4,500
Drainage & Structures	186,465	157,400	168,000	168,000	0
Emergency Planning	28,263	28,500	28,500	28,200	(300)
Environmental Maintenance	1,138,128	1,157,300	1,172,300	1,158,200	(14,100)
Forestry Maintenance	114,169	106,800	106,800	106,700	(100)
Highways Capital Charges	1,158,652	1,158,600	1,158,600	1,158,600	0
Highways Management	79,241	210,400	210,400	180,300	(30,100)
Home to School Transport	1,294,650	1,269,000	1,269,000	1,252,800	(16,200)
Lights Barriers Traffic Signals	214,317	264,100	264,100	255,600	(8,500)
Parking	(273,640)	(241,700)	(241,700)	(252,700)	(11,000)
Pool Cars & Car Hire	97,863	104,300	104,300	104,300	0
Public Protection	415,106	387,200	415,200	421,800	6,600
Public Rights of Way	114,383	117,600	117,600	117,200	(400)
Public Transport	1,465,907	894,200	894,200	861,300	(32,900)
Road Maintenance	1,359,226	1,219,100	1,251,500	1,250,000	(1,500)
Transport Management	952,528	367,600	467,600	435,200	(32,400)
Waste Management	2,036,878	2,077,300	2,077,300	2,073,600	(3,700)
Winter Maintenance	266,594	262,300	262,300	262,300	0
Crime Prevention	149,900	156,200	156,200	154,600	(1,600)
Planning Policy	329,731	350,000	410,400	402,200	(8,200)
Housing	66,373	73,800	136,800	135,800	(1,000)
Tourism	6,844	13,600	13,600	12,500	(1,100)
Health & Safety	34,071	36,200	36,200	36,100	(100)
Property Services	915,731	897,700	902,700	905,900	3,200
Building Control	(23,257)	(28,200)	(28,200)	(28,100)	100
Commercial & Industrial Properties	(42,166)	(162,600)	(162,600)	(163,400)	(800)
Economic Development	207,243	163,200	163,200	125,100	(38,100)
Culture & Registration Services	79,797	90,000	90,000	80,500	(9,500)
Libraries	383,363	436,400	451,400	448,700	(2,700)
Museum Services	308,847	343,100	343,100	345,000	1,900
Sports & Leisure Services	131,825	110,700	110,700	108,300	(2,400)
<b>Total Places</b>	<b>13,496,961</b>	<b>12,411,500</b>	<b>12,740,900</b>	<b>12,395,500</b>	<b>(345,400)</b>

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## Appendix 6: Resources Budget Monitoring Summary

Function	Outturn 2014/15	Budget 2015/16	Revised Budget	Q1 Forecast	Variance
Chief Executives Office	255,011	335,000	355,000	325,500	(29,500)
Directorate Management Costs	188,786	190,100	190,100	190,000	(100)
Corporate Costs	152,351	155,700	155,700	156,500	800
Pensions	222,751	220,000	220,000	214,700	(5,300)
Audit Services	202,916	155,000	155,000	155,300	300
Insurance	174,638	173,600	198,600	193,600	(5,000)
Accountancy & Finance	593,378	612,800	625,800	617,100	(8,700)
Information Technology	1,324,756	1,525,000	1,564,000	1,565,500	1,500
Corporate Support Services	437,493	468,600	468,600	450,800	(17,800)
Members Services	193,375	205,700	209,700	209,700	0
Customer Services Team	141,879	223,500	253,500	248,100	(5,400)
Elections	80,146	46,900	46,900	25,600	(21,300)
Legal & Governance	432,148	346,400	346,400	346,600	200
Human Resources	383,051	412,900	412,900	418,800	5,900
Revenues & Benefits	116,616	379,200	389,200	332,700	(56,500)
Financial Support	41,297	75,000	75,000	40,000	(35,000)
<b>Total Resources</b>	<b>4,940,592</b>	<b>5,525,400</b>	<b>5,666,400</b>	<b>5,490,500</b>	<b>(175,900)</b>

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## Appendix 7: Adverse variances over £100k

This Annex shows requests for increases in budget ceilings where existing forecasts predict that budgets will be overspent or an explanation of the current position.

Directorate	People
Function	Homecare
Budget	£773,100
Forecast	£1,035,600
Amount requested	£Nil
Source of funding requested	N/A
Rationale	<p>Home care in older people is significantly overspent as reviews of individual assessments have resulted in increased chargeable hours despite the number of clients reducing. This is in line with the policy of keeping people at home as long as possible. The actual number of service users has decreased from 74 to 63 but the average number of hours per service user has increased from 10 to 14 (total chargeable hours 868 per week).</p> <p>Also, there is a pressure against Learning Disabilities due to a young person moving into the area requiring a substantial level of support. Some of this overspend could be offset by rebasing the budgets to better reflect the new functional budget management arrangement.</p> <p>Fairer Charging income is forecast to be below budget due to lower numbers of service users meeting the fairer charging thresholds. However, the Head of Service is reviewing the charges to ensure that income is being optimised wherever possible.</p>
Please explain why existing directorate budget can/cannot accommodate cost	As the Directorate as a whole is forecasting an underspend, and a review and rebasing of budgets will be undertaken prior to Q2, a request for additional resources is not being sought at this time.

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## Appendix 8: Detailed Capital Programme

Directorate	Project Number	Project Description	Total Project Budget	Total Project Expenditure	Variance	Total Budget 2015/16	Committed Expenditure 2015/16	Estimated Outturn	Variance 2015/16 (Outturn to Budget)
People	CB1005	Devolved Formula Capital	53,900	42,964	10,936	53,900	10,741	42,964	10,936
People	CD1000	Disabled Facilities Grants	210,000	210,000	0	210,000	31,861	210,000	0
People	CD1011	Autism Innovation	18,500	18,200	300	15,000	4,913	15,000	0
People	ASC Rep	ASC System Replacement	514,000	514,000	0	514,000	0	514,000	0
People	CAE	Care Act Enablers	76,000	76,000	0	76,000	0	76,000	0
<b>Total People Capital Programme</b>			<b>872,400</b>	<b>861,164</b>	<b>11,236</b>	<b>868,900</b>	<b>47,515</b>	<b>857,964</b>	<b>10,936</b>
Places	CH1038	Digital Rutland	2,670,000	2,670,264	(264)	1,544,000	0	1,544,000	0
Places	CH1058	Oakham Enterprise Park	3,332,400	3,332,207	193	177,000	145,725	175,000	2,000
Places	CAPB1	Capital Allocations Project Board	1,691,421	1,691,421	0	1,459,300	85,379	1,442,595	16,705
Places	HCP	Highways Capital Projects	371,000	371,000	0	371,000	9,040	371,000	0
Places	CG1005	Library Capital Project	0	644	(644)	0	644	644	(644)
Places	CH1077	Active Rutland Hub	769,000	768,506	494	247,000	140,756	247,000	0
Places	CX1084	Sports Grants	500,000	405,000	95,000	500,000	26,522	405,000	95,000
Places	CG1004	Oakham Castle Restoration	2,380,600	2,380,636	(36)	2,361,073	81,579	2,361,073	0
Places	NEW	Replacement CCTV System	138,000	138,000	0	138,000	0	138,000	0
<b>Total Places Capital Programme</b>			<b>11,852,421</b>	<b>11,757,678</b>	<b>94,743</b>	<b>6,797,373</b>	<b>489,647</b>	<b>6,684,312</b>	<b>113,061</b>
<b>Total Capital Programme</b>			<b>12,724,821</b>	<b>12,618,842</b>	<b>105,979</b>	<b>7,666,273</b>	<b>537,162</b>	<b>7,542,276</b>	<b>123,977</b>

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## Appendix 9: Medium Term Financial Plan for Budget Setting

	2014/15 Q4 Outturn £	2015/16 Approved £	2015/16 Proposed £	2015/16 Q1 Forecast £	2016/17 Proposed £	2017/18 Proposed £	2018/19 Proposed £	2019/20 Proposed £
People	14,173,000	15,651,300	16,084,700	15,903,500	15,959,200	16,341,100	16,754,400	17,059,500
Places	11,620,000	12,368,500	12,634,900	12,395,500	12,476,800	12,622,800	12,849,500	13,106,600
Resources	4,895,000	5,713,800	5,666,400	5,490,500	5,538,500	5,612,200	5,713,300	5,816,700
Inflation Contingency	0	0	0	0	265,200	542,200	826,900	1,121,700
Fire Authority Support		75,000	0	0	75,000	0	0	0
BCF Contingency			200,000	200,000	239,000	239,000	239,000	239,000
People First Savings		(300,000)	(300,000)	(200,000)	(600,000)	(825,000)	(1,100,000)	(1,100,000)
Net Cost of Services	30,688,000	33,508,600	34,286,000	33,789,500	33,953,700	34,532,300	35,283,100	36,243,500
Capital Financing	2,141,000	2,019,821	2,019,821	2,019,821	1,999,813	1,969,276	1,939,634	1,912,184
Interest Receivable	(154,000)	(116,000)	(116,000)	(176,000)	(164,000)	(200,000)	(282,000)	(282,000)
Net spending	32,675,000	35,412,421	36,189,821	35,633,321	35,789,513	36,301,576	36,940,734	37,873,684
<u>Resources</u>								
Non ring fenced grants	(1,594,000)	(331,200)	(331,200)	(432,662)	(164,500)	(136,700)	(113,600)	(96,560)
New Homes Bonus	(538,000)	(808,638)	(808,638)	(808,606)	(1,093,900)	(1,256,800)	(1,439,200)	(1,555,200)
NHS Support for Social Care	(814,000)	(2,046,000)	(2,046,000)	(2,046,000)	(1,746,000)	(1,846,000)	(1,946,000)	(1,946,000)
Care Act Funding		(294,198)	(294,198)	(294,198)	(294,198)	(294,198)	(294,198)	(294,198)
Council tax freeze grant	(217,000)	(219,200)	(219,200)	(218,634)	(219,200)	(219,200)	(219,200)	(219,200)
Revenue Support Grant	(5,080,000)	(4,060,409)	(4,060,409)	(4,060,409)	(3,045,760)	(2,418,900)	(1,978,900)	(1,583,120)
Retained Business Rates Funding	(4,070,000)	(4,250,600)	(4,250,600)	(4,250,600)	(4,390,400)	(4,497,600)	(4,649,100)	(4,810,226)
Council Tax	(20,959,000)	(20,685,300)	(20,685,300)	(20,685,300)	(21,306,400)	(21,980,300)	(22,620,900)	(23,254,600)
Capital met from Direct Revenue	46,000	880,000	1,151,000	686,000	0	0	0	0
Transfers to/from earmarked reserves	821,000	(1,166,984)	(2,265,384)	(1,586,384)	(147,100)	(97,200)	(97,200)	(97,200)
Appropriations	(1,883,000)	(1,854,900)	(1,854,900)	(1,854,900)	(1,854,900)	(1,854,900)	(1,854,900)	(1,854,900)
<b>(Surplus)/Deficit for year</b>	<b>(1,613,000)</b>	<b>574,992</b>	<b>524,992</b>	<b>81,628</b>	<b>1,527,155</b>	<b>1,699,778</b>	<b>1,727,536</b>	<b>2,162,480</b>
Balance brought forward	(8,062,000)	(9,226,600)	(9,675,000)	(9,675,000)	(9,593,372)	(8,066,217)	(6,366,439)	(4,638,903)
<b>Balance carried forward</b>	<b>(9,675,000)</b>	<b>(8,651,608)</b>	<b>(9,150,008)</b>	<b>(9,593,372)</b>	<b>(8,066,217)</b>	<b>(6,366,439)</b>	<b>(4,638,903)</b>	<b>(2,476,423)</b>

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