Item: 4

Education, Leisure and Housing Committee: 15 November 2023.

Revenue Expenditure Monitoring.

Report by Head of Finance.

1. Purpose of Report

To advise of the revenue position as at 30 September 2023 across each of the service areas for which the Committee is responsible.

2. Recommendations

The Committee is invited to note:

2.1.

The revenue financial summary statement, in respect of service areas for which the Education, Leisure and Housing Committee is responsible, for the period 1 April to 30 September 2023, attached as Annex 1 to this report, indicating a budget overspend position of £1,186,600.

2.2.

The revenue financial detail by service area statement, in respect of service areas for which the Education, Leisure and Housing Committee is responsible, for the period 1 April to 30 September 2023, attached as Annex 2 to this report.

The Committee is invited to scrutinise:

2.3.

The explanations given, and actions proposed in respect of significant budget variances, as outlined in the Budget Action Plan, attached as Annex 3 to this report in order to obtain assurance that action is being taken with regard to significant budget variances.

3. Background

3.1.

On 7 March 2023, the Council set its overall revenue budget for financial year 2023/24. On 20 June 2023, the Policy Resources Committee recommended approval of the detailed revenue budgets for 2023/24, which form the basis of the individual revenue expenditure monitoring reports.

3.2.

Individual revenue expenditure monitoring reports are circulated every month to inform elected members of the up-to-date financial position. Quarterly revenue expenditure monitoring reports are presented to individual service committees.

3.3.

In terms of revenue spending, at an individual cost centre level, budget holders are required to provide an explanation of the causes of each material variance and to identify appropriate corrective actions to remedy the situation.

3.4.

Material variances are identified automatically as Priority Actions within individual budget cost centres according to the following criteria:

- Variance of £10,000 and more than 110% or less than 90% of anticipated position (1B).
- Not more than 110% or less than 90% of anticipated position but variance greater than £50,000 (1C).

3.5.

Priority Actions can be identified at the Service Function level according to the same criteria and these are shown in the Revenue Expenditure Statements. As with individual cost centre variances, each of these Priority Actions requires an explanation and corrective action to be identified and these are shown in the Budget Action Plan.

3.6.

The details have been provided following consultation with the relevant Corporate Directors and their staff.

3.7.

The figures quoted within the Budget Action Plan by way of the underspend and overspend position will always relate to the position within the current month.

4. Financial Summary

4.1.

The financial summary for the period 1 April to 30 September 2023 is attached as Annex 1 to this report.

4.2.

The detail by Service Area statement is attached as Annex 2 to this report.

4.3.

The Budget Action Plan, attached as Annex 3 to this report, provides an explanation and proposed corrective action for each of the Priority Actions identified.

5. Corporate Governance

This report relates to the Council complying with its financial processes and procedures and therefore does not directly support and contribute to improved outcomes for communities as outlined in the Council Plan and the Local Outcomes Improvement Plan.

6. Financial Implications

The Financial Regulations state that service directors are able to incur expenditure within an approved revenue budget. Such expenditure must be in accordance with the Council's policies or objectives subject to compliance with these Financial Regulations and approved schemes of delegation.

7. Legal Aspects

Regular financial monitoring and reporting help the Council meet its statutory obligation to secure best value.

8. Contact Officer

Erik Knight, Head of Finance, extension 2127, Email erik.knight@orkney.gov.uk.

9. Annexes

Annex 1: Financial Summary.

Annex 2: Financial Details by Service Area.

Annex 3: Budget Action Plan.

Annex 1: Financial Summary

The table below provides a summary of the position across all Service Areas.

| | | | | Annual |
|---------------|--|--|---|--|
| Spend £000 | Budget £000 | Over/(Unde £000 | er) Spend % | Budget £000 |
| 19,531.8 | 18,823.1 | 708.7 | 103.8 | 42,636.1 |
| 2,979.9 | 2,698.3 | 281.6 | 110.4 | 4,848.9 |
| 527.9 | 696.1 | (168.2) | 75.8 | 2,091.2 |
| 23,039.6 | 22,217.5 | 822.1 | 103.7 | 49,576.2 |
| | | | | Annual |
| Spend £000 | Budget £000 | Over/(Unde £000 | er) Spend % | Budget £000 |
| 96.0 | 261.0 | (165.0) | 36.8 | 0.0 |
| 217.3 | (312.2) | 529.5 | N/A | 0.0 |
| 313.3 | (51.2) | 364.5 | N/A | 0.0 |
| 23,352.9 | 22,166.3 | 1,186.6 | 105.4 | 49,576.2 |
| | 19,531.8 2,979.9 527.9 23,039.6 Spend £000 96.0 217.3 | £000 £000 19,531.8 18,823.1 2,979.9 2,698.3 527.9 696.1 23,039.6 22,217.5 Spend £000 Budget £000 96.0 261.0 217.3 (312.2) 313.3 (51.2) | £000 £000 £000 19,531.8 18,823.1 708.7 2,979.9 2,698.3 281.6 527.9 696.1 (168.2) 23,039.6 22,217.5 822.1 Spend £000 £000 £000 96.0 261.0 (165.0) 217.3 (312.2) 529.5 313.3 (51.2) 364.5 | £000 £000 £000 % 19,531.8 18,823.1 708.7 103.8 2,979.9 2,698.3 281.6 110.4 527.9 696.1 (168.2) 75.8 23,039.6 22,217.5 822.1 103.7 Spend £000 Budget £000 Over/(Under) Spend £000 % 96.0 261.0 (165.0) 36.8 217.3 (312.2) 529.5 N/A 313.3 (51.2) 364.5 N/A |

Compared to last month, the total number of PAs has changed as follows:

| Service Area | No. of P05 | PAs P06 | Service Functions | PAs/ Function |
|-----------------------------|---------------|------------|----------------------|------------------|
| Education | 5 | 6 | 14 | 43% |
| Leisure & Cultural Services | 7 | 8 | 14 | 57% |
| Other Housing | 3 | 3 | 11 | 27% |
| Housing Revenue Account | 2 | 3 | 6 | 50% |
| Orkney College | 5 | 4 | 5 | 80% |
| Totals | 22 | 24 | 50 | 48% |

The following tables show the spending position by service function

General Fund

| | | | | | | Annual |
|--|-----|-----------|-----------|--------------|-------|----------|
| | | Spend | _ | Over/(Under) | • | Budget |
| Education | PA | £000 | £000 | £000 | % | £000 |
| Senior Secondary Schools | 1C | 6,647.1 | 6,363.8 | 283.3 | 104.5 | 12,188.6 |
| Junior Secondary Schools | | 1,763.5 | 1,757.9 | 5.6 | 100.3 | 3,291.9 |
| Primary Schools | 1C | 6,663.4 | 6,307.2 | 356.2 | 105.6 | 12,114.0 |
| Early Learning & Childcare | 1C | 1,900.8 | 1,981.3 | (80.5) | 95.9 | 4,727.6 |
| Additional Support Needs | 1B | 1,734.1 | 1,547.5 | 186.6 | 112.1 | 3,251.9 |
| Papdale Halls of Residence | | 395.8 | 420.2 | (24.4) | 94.2 | 907.0 |
| Quality Development | 1B | (2.0) | (13.3) | 11.3 | 15.0 | 8.4 |
| Administration | | (1,800.3) | (1,796.7) | (3.6) | 100.2 | (457.2) |
| Assistance for Students | | 109.1 | 108.2 | 0.9 | 100.8 | 214.2 |
| Community Learning & | 1B | 66.3 | 82.4 | (16.1) | 80.5 | 514.5 |
| Development School Meals | | 779.8 | 766.3 | 13.5 | 101.8 | 1,759.1 |
| School Transport | | 1,247.6 | 1,262.2 | (14.6) | 98.8 | 4,041.6 |
| School Crossing Patrol | | 24.4 | 30.0 | (5.6) | 81.3 | 64.2 |
| Parent Councils | | 2.2 | 6.1 | (3.9) | 36.1 | 10.3 |
| | | | | . , | 103.8 | |
| Service Total | | 19,531.8 | 18,823.1 | 708.7 | 103.0 | 42,636.1 |
| Changes in original budget position: | | | | | | |
| Original Net Budget | | | | | | 41,995.5 |
| Tempt PT2 Post - KGS | | | | | | 27.0 |
| ELC Furniture from R&R Fund | | | | | | 154.5 |
| SNCT Teachers Pay - Secondary School | | | | | | 204.4 |
| SNCT Teachers Pay - Junior High School | ols | | | | | 53.8 |
| SNCT Teachers Pay - Primary Schools | | | | | | 190.9 |
| SNCT Teachers Pay - ELC | | | | | | 6.0 |
| Dounby School Art Project | | | | | | 4.0 |
| | | | | | | 42,636.1 |

| | | Spend | Budget | Over/(Under |) Spend | Annual Budget |
|--|----|---------|---------|-------------|---------|--|
| Leisure & Cultural Services | PA | £000 | £000 | £000 | % | £000 |
| Administration - RC | | 180.8 | 197.2 | (16.4) | 91.7 | 564.7 |
| Parks and Play Areas | 1B | 382.5 | 331.5 | 51.0 | 115.4 | 360.6 |
| Healthy Living Centres | | 25.5 | 32.7 | (7.2) | 78.0 | 82.0 |
| Tourism - Caravan Sites | 1B | (40.0) | (23.2) | (16.8) | 172.4 | (13.0) |
| Tourism - Hostels | 1B | (30.5) | (12.7) | (17.8) | 240.2 | 4.5 |
| Sports Development | 1B | 35.2 | 55.2 | (20.0) | 63.8 | 97.2 |
| Sports Facilities | 1B | 867.5 | 577.8 | 289.7 | 150.1 | 1,069.6 |
| Swimming Pools | 1B | 212.5 | 192.7 | 19.8 | 110.3 | 285.3 |
| Active Schools | | 23.0 | 21.8 | 1.2 | 105.5 | 90.6 |
| Community Facilities | 1B | 271.5 | 194.1 | 77.4 | 139.9 | 293.1 |
| Heritage Development | | 204.8 | 221.1 | (16.3) | 92.6 | 336.3 |
| Museums | 1B | 151.6 | 204.6 | (53.0) | 74.1 | 326.7 |
| St Magnus Cathedral | | 170.4 | 179.2 | (8.8) | 95.1 | 259.5 |
| Libraries | | 525.1 | 526.3 | (1.2) | 99.8 | 1,091.8 |
| Service Total | | 2,979.9 | 2,698.3 | 281.6 | 110.4 | 4,848.9 |
| Kickstart Scheme Island Games Budget Creation Temporary Budget - Summer of Play Dounby School Art Project | | | | | | 20.9 150.0 16.6 (4.0) 4,848.9 |
| | | | | | | Annual |
| | | Spend | | Over/(Under | | Budget |
| Other Housing | PA | £000 | £000 | £000 | % | £000 |
| Housing Support | 1B | 14.9 | 33.5 | (18.6) | 44.5 | 71.7 |
| Homelessness | 1B | 461.7 | 642.3 | (180.6) | 71.9 | 1,106.7 |
| Housing Loans | | (19.1) | (15.1) | (4.0) | 126.5 | 12.7 |
| Energy Initiatives | | (18.5) | (15.9) | (2.6) | 116.4 | 42.2 |
| Garages | | (31.1) | (29.8) | (1.3) | 104.4 | (95.9) |
| Miscellaneous - OH | | (162.1) | (154.8) | (7.3) | 104.7 | 259.9 |
| Housing Benefits | 1B | 111.8 | 66.7 | 45.1 | 167.6 | 251.1 |
| Landlord Registration | | (28.8) | (30.8) | 2.0 | 93.5 | (24.6) |
| Care & Repair | | 121.0 | 127.2 | (6.2) | 95.1 | 312.6 |
| Sheltered Housing | | 83.2 | 84.3 | (1.1) | 98.7 | 176.9 |
| Student Accommodation | | (5.1) | (11.5) | 6.4 | 44.3 | (22.1) |
| Service Total | | 527.9 | 696.1 | (168.2) | 75.8 | 2,091.2 |

Non-General Fund

| Housing Revenue Account | PA | Spend £000 | Budget £000 | Over/(Unde | r) Spend % | Annual Budget £000 |
|-------------------------|----|---------------|----------------|------------|---------------|--------------------------|
| Administration - HRA | 1B | 312.3 | 263.8 | 48.5 | 118.4 | 841.2 |
| Property Costs - HRA | | 1,705.0 | 1,663.3 | 41.7 | 102.5 | 1,760.8 |
| Rent Income | 1B | (1,916.3) | (1,669.5) | (246.8) | 114.8 | (4,341.2) |
| Tenant Participation | 1B | 8.1 | 20.0 | (11.9) | 40.5 | 43.8 |
| Other Income - HRA | | (13.1) | (16.6) | 3.5 | 78.9 | (23.0) |
| Finance Charges - HRA | | 0.0 | 0.0 | 0.0 | 0.0 | 1,718.4 |
| Service Total | | 96.0 | 261.0 | (165.0) | 36.8 | 0.0 |

| Orkney College | PA | Spend £000 | Budget £000 | Over/(Unde £000 | r) Spend % | Annual Budget £000 |
|--------------------------------|----|---------------|----------------|--------------------|---------------|--------------------------|
| Business Support | 1B | 273.8 | 192.7 | 81.1 | 142.1 | 574.1 |
| Further and Higher Education | 1B | (211.6) | (455.9) | 244.3 | 46.4 | (702.9) |
| Agronomy Institute | 1B | 13.4 | 49.7 | (36.3) | 27.0 | (5.1) |
| Archaeology Institute | 1B | 165.6 | (73.3) | 238.9 | N/A | 152.0 |
| Institute for Northern Studies | | (23.9) | (25.4) | 1.5 | 94.1 | (18.1) |
| Service Total | | 217.3 | (312.2) | 529.5 | N/A | 0.0 |

Education

| Function | Function Description/ Explanation | Action Category/ Action Description | Responsible Officer | Deadline | Status |
|----------|--|---|------------------------|------------|---------|
| R11AC | Senior Secondary Schools More than anticipated expenditure by £283.3K One off and significant spend on pitch renewal (£303k) exceeds the profiled budget. This is to be funded under the Schools Investment Programme (SIP) contract - Life Cycle Works. | Raise virements request A virement will be processed to increase the budget from the SIP Fund to cover these costs which will eliminate this overspend. | Peter Diamond | 31/12/2023 | Ongoing |
| R13AW | Primary Schools More than anticipated expenditure by £356.2K Additional Schools Investment Programme works - pitch renewal (£287k) and building works (£45k) exceed the profiled budget. Primary Teacher Recruitment exceeds the annual budget by £16k, due to increased interview/ relocation costs in this sector. There are smaller variances across various schools mainly due to staff cover for sickness/maternity and property costs. | Raise virements request A virement will be processed to increase the budget from the SIP Fund to cover these costs which will eliminate this overspend. Continue to monitor relevant school cost centres. | Peter Diamond | 31/12/2023 | Ongoing |

Education

| Function | Function Description/ Explanation | Action Category/ Action Description | Responsible Officer | Deadline | Status |
|----------|---|--|------------------------|------------|---------|
| R14A | Early Learning & Childcare | Monitor the situation | Peter Diamond | 31/12/2023 | New |
| | Less than anticipated expenditure by £80.5K | Continue to explore ways to recruit and attract applicants to work in the sector. | | | |
| | This underspend is due to staff vacancies and difficulties in recruiting to vacant posts. There are currently 7 posts being advertised, with a further 2 posts receiving no applicants, and 4 posts awaiting completion of pre-employment checks. | | | | |
| R14FI | Additional Support Needs | Monitor the situation | Peter Diamond | 31/10/2023 | Ongoing |
| | More than anticipated expenditure by £186.6K | There is a contingency available of £660K in earmarked general reserves which can be | | | |
| | Expenditure on existing commitments (education and social care placements out with Orkney) exceeds the budget. | utilised at year end if required. It is anticipated some placements may no longer be required prior to year-end which reduce the demand on the budget. | | | |
| R14N | Quality Development | Manage income/expenditure | Peter Diamond | 30/11/2023 | New |
| | More than anticipated expenditure by £11.3K | An invoice has been processed to reclaim the post costs from the Northern Alliance. | | | |
| | Overspend of £7k in Quality Development due to post costs still to be reclaimed from Northern Alliance. Strategic Equity Funding has an overspend of £7k over several budget headings with no budget/less budget available on those lines. | Review the Strategic Equity Fund budget profile to better reflect actual spend. | | | |

Education

| Function | Function Description/ Explanation | Action Category/ Action Description | Responsible Officer | Deadline | Status |
|----------|---|---|------------------------|------------|---------|
| R15C | Community Learning & Development Less than anticipated expenditure by £16.1K A combination of one grant being awarded too late to allow the backfilling of a vacancy, another grant being awarded ahead of profile and lower take up of evening classes. | Raise virements request Situation to be monitored and a virement to be raised to address the profiling issue. | Frances Troup | 30/11/2023 | Ongoing |

Leisure & Cultural Services

| Function | Function Description/ Explanation | Action Category/ Action Description | Responsible Officer | Deadline | Status |
|----------|--|--|------------------------|------------|---------|
| R17C | Parks and Play Areas More than anticipated expenditure by £51.0K Costs for grounds maintenance have increased by £57k but the budget has | Monitor the situation Further investigations are being done with Finance colleagues in regard to recharges. | Frances Troup | 29/03/2024 | Ongoing |
| | been unable to be increased accordingly. | | | | |
| R17E | Tourism - Caravan Sites More than anticipated income by £16.8K Payments received in advance for season. | Monitor the situation No action meantime. Situation will level out during season. | Frances Troup | 30/11/2023 | Ongoing |
| R17F | Tourism - Hostels More than anticipated income by £17.8K There has been increased income this financial year due to being a busy season. Funds have also been received which relate to 2024/25. | Monitor the situation Any income will be quantified in relation to 2024/25 and will be carried forward. | Frances Troup | 30/11/2023 | New |

Leisure & Cultural Services

| Function | Function Description/ Explanation | Action Category/ Action Description | Responsible Officer | Deadline | Status |
|----------|---|---|------------------------|------------|---------|
| R17G | Sports Development Less than anticipated expenditure by £20.0K There has been higher income for the outdoor education service. | Monitor the situation This underspend will aid any other overspending areas within the service. | Frances Troup | 30/11/2023 | New |
| R17J | Sports Facilities More than anticipated expenditure by £289.7K A one off significant spend of £290k on pitch renewal (schools investment programme) which exceeds the profiled budget. | Raise virements request A virement will be processed to increase the budget from the SIP Fund to cover these costs which will eliminate this overspend. | Frances Troup | 30/11/2023 | Ongoing |
| R17K | Swimming Pools More than anticipated expenditure by £19.8K A combination of increased supply staff sickness cover, rental costs being higher than budgeted allocation, and actual income being less than anticipated. | Monitor the situation Monitor the situation. | Frances Troup | 30/11/2023 | Ongoing |

Leisure & Cultural Services

| Function | Function Description/ Explanation | Action Category/ Action Description | Responsible Officer | Deadline | Status |
|----------|---|--|------------------------|------------|---------|
| R17P | Community Facilities More than anticipated expenditure by £77.4K Combination of unrealistic income expectations, difficulties with recruitment and staffing leading to challenges around being able to attract further income. | Monitor the situation Currently recruiting for a manager to take the centre forward. | Frances Troup | 30/11/2023 | Ongoing |
| R17T | Museums Less than anticipated expenditure by £53.0K Staffing gap due to long term sickness absence, difficulties with providing cover coupled with shop sales and donations having recorded higher levels of income than anticipated. | Monitor the situation Relief staff will continue to be sought to cover gaps. Any underspend will aid overspends in other areas of the service. | Frances Troup | 30/11/2023 | Ongoing |

Other Housing

| Function | Function Description/ Explanation | Action Category/ Action Description | Responsible Officer | Deadline | Status |
|----------|---|---|------------------------|------------|---------|
| R30A | Housing Support Less than anticipated expenditure by £18.6K | No action required Vacancy has now been recruited to. | Frances Troup | 31/08/2023 | Ongoing |
| | A staff vacancy led to the underspend position. | | | | |
| R30B | Homelessness | Monitor the situation | Frances Troup | 30/11/2023 | Ongoing |
| | Less than anticipated expenditure by £180.6K | Repairs and maintenance costs will be charged shortly. Invoice has been paid. | | | |
| | A combination of repairs and maintenance costs not having been charged yet, an invoice not having been paid yet and temporary accommodation being full and therefore higher rental income being obtained. | | | | |
| R30H | Housing Benefits | Monitor the situation | Erik Knight | 31/10/2023 | Ongoing |
| | More than anticipated expenditure by £45.1K | The payments will be monitored. | | | |
| | Discretionary housing applications are slightly lower than anticipated. Within Housing Benefit cost centre there is a delay in receipt of subsidy, and IT costs are above budget levels. | | | | |

Housing Revenue Account

| Function | Function Description/ Explanation | Action Category/ Action Description | Responsible Officer | Deadline | Status |
|----------|---|--|------------------------|------------|---------|
| R61A | Administration - HRA More than anticipated expenditure by £48.5K Invoices paid relating to purchase of properties in 2022/23. Membership fees and software invoices paid ahead of schedule. | Raise virements request A virement will be processed to reprofile the budget in relation to the membership fees and software invoices. | Frances Troup | 30/11/2023 | Ongoing |
| R61E | Rent Income More than anticipated income by £246.8K Significant work has been done to collect income on a timely basis and to reduce rent arrears. | Raise virements request A virement will be processed to realign the budget to anticipated timescales. | Erik Knight | 31/10/2023 | Ongoing |
| R61F | Tenant Participation Less than anticipated expenditure by £11.9K The staffing budget in relation to posts does not reflect the current staffing establishment. | Monitor the situation A change in establishment form has been completed to correct this and the budget will be altered accordingly. | Frances Troup | 30/11/2023 | New |

Orkney College

| Function | Function Description/ Explanation | Action Category/ Action Description | Responsible Officer | Deadline | Status |
|----------|---|--|------------------------|------------|---------|
| R67A | Business Support More than anticipated expenditure by £81.1K There are increased costs in software licenses (now £17k) and consultancy cots of £11k. The cost of goods and services are increasing without the budget being able to be increased in line with these rising costs. The property costs are also increasing and anticipated to be overspent by £73.2k at year end. | | Peter Diamond | 31/10/2023 | Ongoing |

Orkney College

| Function | Function Description/ Explanation | Action Category/ Action Description | Responsible Officer | Deadline | Status |
|----------|---|--|------------------------|------------|---------|
| R67B | Further and Higher Education | Monitor the situation | Peter Diamond | 31/03/2024 | Ongoing |
| | Less than anticipated income by £244.3K | Anticipating a deficit of main HE grant income against budget at year-end. This may be offset by income from projects, commercial income or fees and charges - not yet quantified. The invoicing for the September student enrolment will be mainly done by December, and so the overall amount of income will be clearer in December. Anticipating overspend on Administration budget at year-end of not less than £13k. | | | |
| | The main variance to note within this function is the main Higher Education (HE) grant income from UHI which is lower than budget set for 2023/24 by £241.9k. There has been an indication of the MicroRam figure, £80k income, which would reduce this predicted shortfall. The MicroRam has not been finalised or received. | | | | |
| | The Administration budget is overspent by £26.1k. The Staff Costs budget line is showing an underspend of £83.9k. There is budget included for increases in Lecturers pay of 7% and other staff pay of 3%, and so an underspend in staff costs is expected until the pay awards are paid to staff. The variance is less than anticipated due to additional expenditure on relief staff covering vacancies and sickness. | | | | |
| | Fees and Charges are showing a negative variance, however the bulk of the invoicing for student fees has not yet been completed and so this is likely to change, and not yet predictable. | | | | |

Orkney College

| Function | Function Description/ Explanation | Action Category/ Action Description | Responsible Officer | Deadline | Status |
|----------|--|---|------------------------|------------|---------|
| R67C | Agronomy Institute Less than anticipated expenditure by £36.3K There has been a staff vacancy. | Monitor the situation There will be a recruitment process underway. | Peter Diamond | 31/10/2023 | Ongoing |
| R67F | Archaeology Institute Less than anticipated income by £238.9K The Orkney Research Centre for Archaeology (ORCA) income is behind budget profile. | Management input required There will be detailed information sought on the commercial and research income for 2023/24. | Peter Diamond | 31/10/2023 | Ongoing |