


<p align="center"><b>London Borough of Hammersmith &amp; Fulham</b></p> <p align="center"><b>CABINET</b></p> <p align="center"><b>10 SEPTEMBER 2018</b></p>	
<p align="center"><b>CORPORATE REVENUE MONITOR 2018/19 MONTH 2 – 31<sup>st</sup> MAY 2018</b></p>	
<p><b>Report of the Cabinet Member for Finance and Commercial Services – Councillor Max Schmid</b></p>	
<p><b>Open Report</b></p>	
<p><b>Classification - For decision and for information</b></p> <p><b>Key Decision: Yes</b></p>	
<p><b>Wards Affected: All</b></p>	
<p><b>Accountable Director: Hitesh Jolapara – Strategic Director of Finance &amp; Governance</b></p>	
<p><b>Report Author: Emily Hill – Assistant Director, Corporate Finance</b></p>	<p><b>Contact Details:</b></p> <p>Tel: 020 8753 3145</p> <p><a href="mailto:Emily.Hill@lbhf.gov.uk">Emily Hill@lbhf.gov.uk</a></p>

## **1. EXECUTIVE SUMMARY**

- 1.1. Section 151 of the 1972 Local Government Act requires the Chief Financial Officer (as the responsible officer) to ensure proper administration of the Council's financial affairs. This first monitoring report is part of the Council's 2018/19 budgetary control cycle. Budgetary control, which includes the regular monitoring of and reporting on budgets, is an essential requirement placed on Cabinet Members, the Chief Executive, and Directors in discharging the statutory responsibility.
- 1.2. The first outturn forecast of 2018/19 shows a projected unfavourable General Fund outturn variance of £7.588m. Action plans amounting to £2.558m have been identified to mitigate this overspend which, if delivered, would reduce the variance to £5.030m. Additionally, officers continue to work to close the remaining overspend and mitigating actions have been identified that haven't yet identified potential cost reductions. These will be developed further in time for the month 3 monitor.
- 1.3. As further mitigation against the forecast overspend it is recommended that 50% of contingency budgets (£0.85m) and the sum held centrally to fund the 2018/19 pay award (£1.775m) are set against the forecast overspend. This means that departments will need to fund the 2018/19 pay award from within their existing budgets.

- 1.4. The administration has made clear that there should no overspends in any staffing budgets and where there are staffing overspends and Directors will need to take urgent action to reduce spend to within budget.
- 1.5. In addition, in line with many other local authorities, there is a projected overspend in 2018/19 of £6.0m on the High Needs Block of Dedicated Schools Grant and an overall forecast cumulative year-end deficit of £13m on the Dedicated Schools Grant (DSG).
- 1.6. The HRA forecast is for an unfavourable variance of £3.685m. The majority of this is due to additional costs expected to be incurred in relation to fire safety as part of the Fire Safety Plus programme.
- 1.7. A new Strategic Leadership Team and departmental structure was created on the 1 April 2018 and this report is produced based on this new structure. Further changes will take place and will be reported in the month 3 monitor, primarily in relation to the dis-aggregation of the Building, Property and Maintenance services.

## **2. RECOMMENDATIONS**

- 2.1. To note the forecast General Fund outturn and note that officers are developing further plans to reduce the overspend for discussion with Directors and ratification by the Strategic Leadership Team.
- 2.2. To note, the in-year (£6m) and cumulative (£13m) forecast overspend on Dedicated Schools Grant and the actions being considered to reduce this. To note the high level potential options that are being explored and that a detailed briefing and options paper is being prepared for Cabinet to consider.
- 2.3. To note the HRA forecast overspend and note that officers are developing further plans to reduce the overspend for discussion with Directors and ratification by the Strategic Leadership Team.
- 2.4. To agree that the 2018/19 2% pay award contingency (£1.775m) is not allocated to departments but held corporately to mitigate overspends. Directors to ensure that staffing budgets are robustly managed to avoid staffing overspends.
- 2.5. To agree that 50% of the unallocated contingency budget (£0.85m) is used to mitigate the overall adverse budget variance.
- 2.6. To agree the budget virements detailed in Appendix 10.
- 2.7. To delegate to the Strategic Director of Finance and Governance in consultation with the Cabinet Member for Finance and Commercial Services the decision to agree the necessary budget virements processed to align budgets to the new 2018/19 departmental structures.

### 3. REASONS FOR DECISION

3.1. To report the revenue expenditure position and comply with Financial Regulations.

### 4. CORPORATE REVENUE MONITOR (CRM) 2018/19 MONTH 2 GENERAL FUND

4.1. Table 1 below sets out the position for month 2. The forecast overspend, produced using the new departmental structures, is £7.588m.

4.2. The Council's budget includes a £1.775m contingency to fund the 2018/19 pay award. This sum is held centrally and it is recommended, given the forecast overspend, that it is not allocated to departments. Instead the contingency will be used as mitigation against the forecast overspend. Departments will need to robustly manage their staffing budgets for this action to be effective. The Council also holds an unallocated contingency of £1.7m. It is recommended that 50% of the uncommitted sum (£0.85m) be set aside as mitigation against the forecast overspend. After allowance for these actions the forecast year-end overspend is £4.963m.

**Table 1: 2018/19 General fund gross forecast outturn variance – month 2**

Department <sup>1</sup>	Revised budget month 2 £m	Forecast outturn variance month 2 £m
Children's services	43.979	3.121
Corporate services	(0.291)	0.101
Finance & governance	0.083	0.120
Growth & place	8.290	0.876*
Public service reform	(1.047)	1.862**
Residents' services	63.063	0.752
Controlled parking account	(22.940)	(0.413)
Social care	55.831	1.169***
Centrally managed budgets	20.391	0.000
<b>Total</b>	<b>167.359</b>	<b>7.588****</b>
Not allocating the pay award contingency:		(1.775)
Setting aside 50% of the unallocated contingency		(0.850)
<b>Revised overspend</b>		<b>4.963</b>

<sup>1</sup> Figures in brackets represent underspends/ favourable movements

\* The majority of the growth and place variance includes an adverse variance of £627k relating to building and property maintenance budgets to reflect the new departmental structures. Subsequently, it has been decided that these budgets will be disaggregated and the relevant functions held across a number of departments. These will reported under these new departments from month 3.

\*\* The public service reform variance relates to commercial functions now held within the department relating to income targets for business intelligence and ethical debt. Budgeted income in this area is £2.482m; to be prudent this forecast assumes 25% delivery of this.

\*\*\* The social care forecast assumes that the virement request in paragraph 7.2 in relation to the drawdown of adult social care grant is approved by cabinet.

\*\*\*\* The like for like forecast overspend, at month 2 last year (2017/18) was £2.896m compared to this year's forecast of £7.588m, a variance of £4.692m.

- 4.3. Departments have identified action plans to mitigate the forecast overspends (table 2). All overspending departments will need to respond with further actions to reduce the net forecast overspend by year-end. Delivery of action plans has been assigned to relevant responsible officers.

**Table 2: Summary of net forecast outturn variances after action plans**

<b>Department</b>	<b>Gross forecast outturn variance month 2 £m</b>	<b>Potential value of action plan mitigations month 2 £m</b>	<b>Forecast outturn variance net of planned mitigations £m</b>
Children's services	3.121	1.025	2.096
Corporate services	0.101	0.000	0.101
Finance & governance	0.120	0.200	(0.080)
Growth & place	0.876	0.000	0.876
Public service reform	1.862	0.000	1.862
Residents' services	0.752	0.240	0.512
Controlled parking account	(0.413)	0.000	(0.413)
Social care	1.169	1.093	0.76
Centrally managed budgets	0.000	0.000	0.000
<b>Total</b>	<b>7.588</b>	<b>2.558</b>	<b>4.963</b>

## 5. CORPORATE REVENUE MONITOR 2018/19 MONTH 2 HOUSING REVENUE ACCOUNT

- 5.1. The Housing Revenue Account is currently forecasting a deficit outturn variance of £3.685m at Month 2 (Appendix 9).

**Table 3: Housing Revenue Account forecast outturn - month 2**

Housing Revenue Account	£m
<b>Balance as at 31 March 2018</b>	<b>(9.946)</b>
Less: budgeted (contribution) / appropriation from balances	1.835
Less: forecast adverse outturn variance	3.685
<b>Projected balance as at 31 March 2019</b>	<b>(4.426)</b>

## 6. DEDICATED SCHOOLS GRANT

- 6.1. The High Needs Block, funded through Dedicated Schools Grant (DSG), overspent by £5.5m in 2017/18. The cumulative total DSG deficit balance carried forward to 2018/19 is now £7m with an additional £6m deficit forecast in 2018/19.
- 6.2. The need to tackle this will potentially impact on future school and council resources. A dedicated project team is in place to develop a response.
- 6.3. All possible options to reduce the in-year forecast deficit and recover the cumulative deficit balance are being considered by officers and a detailed briefing will be prepared for Cabinet.

**Table 4: Dedicated Schools Grant**

	£m
<b>DSG deficit brought forward from prior years</b>	<b>7.003</b>
In-year forecast deficit	6.000
<b>Forecast deficit at end of 2018/19 financial year</b>	<b>13.003</b>

## 7. VIREMENTS & WRITE OFF REQUESTS

- 7.1. Cabinet is required to approve all budget virements that exceed £0.1m. Approval is sought for £0.99m of General Fund virements and £1.07m HRA virements (see Appendix 10).
- 7.2. The virement requests include a drawdown of additional Adult Social Care grant of £0.574m. The final Local Government Finance Settlement was released on 7 February 2018 and included a late announcement that the Council would receive this additional grant. Budget Council agreed that this should be allocated in the first Corporate Revenue Monitoring Report for 2018/19, subject to the necessary due diligence. The forecast overspend for social care already accounts for this virement.

7.3. Approval is sought to process multiple virements to move existing budgets to the cost centres for budget holders within the new departmental structure. Although this will require numerous high value budget movements between cost centres the budgets will still be used for the same purpose as agreed by Full Council in February 2018 and doesn't represent approval for additional funding. Further virements will be requested in the month 3 monitor to reflect further changes to the Building and Property Maintenance budget responsibility and any other changes.

7.4. There are no write-off requests for month 2.

## **8. CONSULTATION**

8.1. The Strategic Leadership Team discussed this report.

## **9. EQUALITY IMPLICATIONS**

9.1. As required by Section 149 of the Equality Act 2010, the Council has considered its obligations regarding the Public-Sector Equality Duty and it is not anticipated that there will be any direct negative impact on groups with protected characteristics, as defined by the Act, from the adjustments to the budgets required as a result of this Corporate Revenue Monitor.

9.2. In the event that any such adjustments might lead to a major service change then an Equality Impact Assessment will need to be carried out.

9.3. Implications completed by Peter Smith, Head of Policy & Strategy, tel. 020 8753 2206.

## **10. LEGAL IMPLICATIONS**

10.1. There are no legal implications for this report.

10.2. Implications verified by: Rhian Davies, Borough Monitoring Officer, tel. 07827 663794

## **11. FINANCIAL IMPLICATIONS**

11.1. This report is financial in nature and those implications are contained within.

11.2. Implications completed by: Gary Ironmonger, Finance Manager, 0208 753 2109.

## **12. IMPLICATIONS FOR BUSINESS**

12.1. There are no implications for local businesses.

12.2. Implications verified/completed by: Albena Karameros, Economic Development Team, tel. 020 7938 8583.

### **13. COMMERCIAL IMPLICATIONS**

- 13.1. The report seeks the approval of strategies developed to bring any staffing overspends in line with allocated budgets.
- 13.2. There are no procurement implications. Commercially, these strategies will have a positive impact on the Council's budgets and spending.
- 13.3. Implications completed by: Andra Ulianov, Procurement Consultant, tel. 0208 753 2284.

### **14. IT STRATEGY IMPLICATIONS**

- 14.1. There are no IT implications for this report.
- 14.2. Implications verified/completed by Veronica Barella, interim Chief Information Officer, tel. 020 8753 2927.

### **15. RISK MANAGEMENT**

- 15.1. Effective monitoring assists in the provision of accurate and timely information to Members and officers and in particular allows services to better manage their resources. Corporate Revenue Monitoring contributes to the delivery of all Council Priorities but chiefly Being Ruthlessly Financially efficient and sound risk management. Additional corporate risks have been identified including, 6.1. The High Needs Block, funded through Dedicated Schools Grant (DSG), overspent by £5.5m in 2017/18 and Looked After Children and Leaving Care Placements, overspend primarily due to the continued increase on service demand, higher unit costs and more complex needs, both now appear on our Corporate Risk Register as risks 21 & 22. The Risk Manager agrees that there may be as yet unknown additional cost pressures resulting from recommendations following the Grenfell Inquiry and associated reviews. The effective use of financial resources underpins the Council's activities in support of its strategic priorities. Plans to take remedial action to manage a number of the significant issues highlighted in this report where they approach or exceed our financial risk appetite and risk tolerance have been referenced in appendices 1-9.
- 15.2. Implications verified/completed by: Michael Sloniowski, Risk Manager, tel. 020 8753 2587, mobile 07768 252703.

## LOCAL GOVERNMENT ACT 2000

### LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT

<b>No.</b>	<b>Description of Background Papers</b>	<b>Name/Ext of holder of file/copy</b>	<b>Department/ Location</b>
1.	None		

### **LIST OF APPENDICES**

<b>Appendix</b>	<b>Title</b>
Appendix 1	Children's Services Revenue Monitor
Appendix 1a	Dedicated Schools Grant
Appendix 2	Corporate Services Revenue Monitor
Appendix 3	Finance & Governance Revenue Monitor
Appendix 4	Growth & Place Revenue Monitor
Appendix 5	Public Service Reform Revenue Monitor
Appendix 6	Residents' Services Revenue Monitor
Appendix 6a	Controlled Parking Account Revenue Monitor
Appendix 7	Social Care Revenue Monitor
Appendix 8	Centrally Managed Budgets Revenue Monitor
Appendix 9	Housing Revenue Account Revenue Monitor
Appendix 10	Virement Requests



**APPENDIX 1: CHILDREN'S SERVICES**  
**BUDGET REVENUE MONITORING REPORT MONTH 2**

<b>Table 1 - Variance by Departmental Division</b>		
<b>Departmental Division</b>	<b>Revised Budget</b>	<b>Forecast Variance Month 2</b>
	<b>£000</b>	<b>£000</b>
Family Services	28,465	2,736
Special Educational Needs and Disabilities	7,338	385
Education	854	0
Assets, Operations & Planning	3,806	0
School Funding	(94)	0
Budget to be reallocated to other departments	3,609	0
<b>TOTAL</b>	<b>43,979</b>	<b>3,121</b>

<b>Table 2 - Variance Analysis</b>	
<b>Departmental Division</b>	<b>Month 2 £000</b>
<b>Family Services</b>	
<p><b>Looked After Children and Leaving Care Placements</b> - overspend primarily due to the continued increase on service demand, higher unit costs and more complex needs. Funding is not formulaic meaning that as demand is rising and the budget is reduced for savings, there is limited possibility to contain expenditure within budget.</p> <p>As with other London Boroughs, we are seeing a rise in demand from adolescents at risk due to knife crime, child sexual exploitation and children being used for drug trafficking (County lines). Work continues both to ensure that the forecast is robust and that young people are placed in the most appropriate placement type for their need.</p> <p>Over the last 4 years, the number of children looked after has risen by 45.</p> <p>The forecast currently assumes:</p> <ul style="list-style-type: none"> <li>- contingency of £0.563m or circa 9 FTE based on 2017/18 new placements</li> <li>- The net overspend on DUBs is £0.153m (which is included in the £2.288m placements overspend above) after allowing for £0.239m growth in the 2018-19 budget and all grant income associated with these cases.</li> <li>- £0.125m assumed additional UASC Grant funding not identified in the model</li> </ul>	2,288

<b>Table 2 - Variance Analysis</b>	
<b>Departmental Division</b>	<b>Month 2 £000</b>
<b>Family Support and Child Protection (FSCP) staffing</b> - there is continuing activity led pressure on FSCP staffing due to increased activity and Child Protection cases. Supernumerary posts were required to manage more than 30 unallocated Child Protection cases. In addition, agency cover at greater than post level budget is regularly required to ensure all cases are allocated.	298
<b>Contact and Assessment staffing</b> - difficulty in recruiting and retaining permanent staff in the service, including to the iCAT service, has resulted in higher than anticipated agency staff usage. The current forecast is based on the current level of agency staff premium (10 FTE at £15k agency cost premium per annum) The service is working to reduce agency numbers through permanent recruitment currently in process.	150
<b>Total of Family Services</b>	<b>2,736</b>
<b>Special Educational Needs and Disabilities</b>	
<b>Children with Disability Placements</b> - Placement pressure ongoing from prior years in relation to complex needs of the current cohort. Exploring further joint funding opportunities with Clinical Commissioning Groups following legal advice on statutory responsibility for Autumn implementation. Uncertainty over the value of the opportunity. Disabled children's £1m, one placement accounts for more than £0.6m of this.	345
<b>Disabled Children's Team, Short Breaks and resources</b> - there is a one off in year pressure on contract expenditure following the delayed opening of the Stephen Wiltshire Centre.	40
<b>Total of Special Educational Needs and Disabilities</b>	<b>385</b>
<b>Education Service</b>	
Nil Variance forecast	0
<b>Total of Education</b>	<b>0</b>
<b>Assets, Operations &amp; Planning</b>	
Nil Variance Forecast	0
<b>Total of Assets, Operations &amp; Planning</b>	<b>0</b>
<b>TOTAL VARIANCE</b>	<b>3,121</b>

<b>Table 3 - Key Risks - Detail Items Over £250,000</b>	
<b>Risk Description</b>	<b>Risk At Month 2 £000</b>
<b>Tower Hamlets Judgement</b> - the likely liability should all connected carers be paid carers fees for prior years back to 2011 is estimated to be £2.1m. Three families (6 children) have brought claims in previous financial years via the same solicitors totalling £141k. In 2018/19 one family has brought a claim in April with costs expected to be c£20k.	2,100
<b>Placements</b> - Placement savings through LAC and Family Assist need to continue to be monitored to ensure that delivery of savings is on track. The continuing high cost placements forecast puts pressure on this activity being delivered. The number of young people in residential care remains small, however, they are often complex highly expensive cases meaning that LAC Assist must work with the young person for some time before they can even be considered for step-down or non-residential placement.	TBC
<b>New Burdens funding</b> - The introduction of the Children and Social Work Act 2017 provides all care leavers up to the age of 25 with access to a personal advisor. We now have a duty to provide a service to young people who are 21 or over and not in education, when previously our involvement would have ended. The main impact and cost will be the additional social work resource required to support this new cohort. The 2018/19 New Burdens grant has allocated £15,000 for this additional support. Initial calculation based on the DfE's assumptions of level of support required have costed the social work resource required as £65k. As this is a new duty on local authorities, it is not yet clear what the impact will be.	45
<b>Disabilities Short Breaks</b> – There is a risk of increased placement costs where care needs increase for a small number of children with very complex needs. Health needs should be funded by health; however, conversations are needed with colleagues to ensure these cases area being funded at the correct level by partner organisations.	250
<b>UASC</b> - Risk of cases moving into Care Leavers with ongoing costs.	TBC
<b>TOTAL RISKS MANAGED</b>	<b>2,395</b>

<b>Supplementary Monitoring Information</b>
None to report.

**APPENDIX 1a: DEDICATED SCHOOLS GRANT  
BUDGET REVENUE MONITORING REPORT MONTH 2**

<b>Table 1 - Variance by Departmental Division</b>		
<b>Dedicated Schools Grant - Paid in support of the Local Authority's School Budget</b>	<b>Revised Budget</b>	<b>Forecast Variance Month 2</b>
	<b>£000</b>	<b>£000</b>
High Needs Block Expenditure	17,950	6,000
Early Years Block Expenditure	19,520	0
Schools Block Expenditure	38,100	0
Central School Services Block Expenditure	4,400	0
DSG Income	(79,970)	0
<b>TOTAL</b>	<b>0</b>	<b>6,000</b>
<b>DSG deficit brought forward from prior years</b>		<b>7,003</b>
<b>Forecasted deficit at end of 2018-19 financial year</b>		<b>13,003</b>

<b>Table 2 - Variance Analysis</b>	
<b>Departmental Division</b>	<b>Month 2 £000</b>
<b>High Needs Block</b> ( <i>High Needs funding supports provision for children and young people with special educational needs from their early years to age 25 and in addition the Alternative Provision</i> )	
A full system review is being undertaken to reconcile activity, funding and expenditure. A project team and governance has been put in place to identify opportunities and work streams to recover the financial position on the High Needs Block for the Local Authority and to support Special Schools with their financial planning and efficiency.  The forecast overspend of £6m in 2018/19 is based on levels of expenditure coming into the new financial year and before mitigations and actions resulting from the High Needs Block Recovery Project.	6,000
<b>Total of High Needs Block</b>	<b>6,000</b>
<b>Early Years Block</b> ( <i>Funding for Early Years including Two-Year-Old funding and Early Years Pupil Premium</i> )	
Nil Variance Forecast. The budget has been set for 2018/19 on available activity data.	0
<b>Total of Early Years Block</b>	<b>0</b>

<b>Table 2 - Variance Analysis</b>	
<b>Departmental Division</b>	<b>Month 2 £000</b>
<b>Schools Block</b> ( <i>This budget of the DSG forms the core funding for mainstream maintained schools</i> )	
Nil Variance Forecast. The budget has been set for 2018/19 on available activity data.	0
<b>Total of Schools Block</b>	<b>0</b>
<b>Central School Services Block</b> ( <i>Funding for the Local Authorities ongoing responsibilities</i> )	
Nil Variance forecast	0
<b>Total of Central School Services Block</b>	<b>0</b>
<b>TOTAL VARIANCE</b>	<b>6,000</b>

<b>Table 3 - Key Risks - Detail Items Over £250,000</b>	
<b>Risk Description</b>	<b>Risk At Month 2 £000</b>
A key risk to High Needs is demand led growth and increasing numbers of Education & Health Care Plans and caseloads.	TBC
There has been a request from the CCG for an increased contribution to the Speech and Language Contract in 2018/19, which, if agreed, could see a significant increase in the contract value per annum.	£329k-£500k per annum
<b>TOTAL RISKS MANAGED</b>	<b>500</b>

**APPENDIX 2: CORPORATE SERVICES**  
**BUDGET REVENUE MONITORING REPORT MONTH 2**

<b>Table 1 - Variance by Departmental Division</b>		
<b>Departmental Division</b>	<b>Revised Budget</b>	<b>Forecast Variance Month 2</b>
	<b>£000</b>	<b>£000</b>
Human Resources	(412)	0
Executive Services	162	(79)
Communications	(41)	180
<b>TOTAL</b>	<b>(291)</b>	<b>101</b>

<b>Table 2 - Variance Analysis</b>	
<b>Departmental Division</b>	<b>Month 2 £000</b>
<b>COMMUNICATIONS</b>	
Forecast overspend mainly because of underachievement of income within the print service. At this early stage, it is expected that activity will be in line with that incurred in 2017/18.	180
<b>TOTAL COMMUNICATIONS</b>	<b>180</b>
<b>EXECUTIVE SERVICES</b>	
Underspends are forecast on salaries across the division	(79)
<b>TOTAL EXECUTIVE SERVICES</b>	<b>(79)</b>
<b>HUMAN RESOURCES</b>	
<b>TOTAL HUMAN RESOURCES</b>	<b>0</b>
<b>TOTAL VARIANCE</b>	<b>101</b>

<b>Table 3 - Key Risks - Detail Items Over £250,000</b>	
<b>Risk Description</b>	<b>Risk At Month 2 £000</b>
None to report	
<b>TOTAL RISKS MANAGED</b>	<b>0</b>

<b>Supplementary Monitoring Information</b>
None to report.

**APPENDIX 3: FINANCE AND GOVERNANCE**  
**BUDGET REVENUE MONITORING REPORT MONTH 2**

<b>Table 1 - Variance by Departmental Division</b>		
<b>Departmental Division</b>	<b>Revised Budget</b>	<b>Forecast Variance Month 2</b>
	<b>£000</b>	<b>£000</b>
Legal and Democratic Services	(484)	(2)
IT Services	539	122
Finance	61	0
Audit, Fraud and Insurance	(33)	0
<b>TOTAL</b>	<b>83</b>	<b>120</b>

<b>Table 2 - Variance Analysis</b>	
<b>Departmental Division</b>	<b>Month 2 £000</b>
<b>IT SERVICES</b>	
Additional external support costs for the Office 365 platform	122
<b>TOTAL IT SERVICES</b>	<b>122</b>
<b>LEGAL AND DEMOCRATIC SERVICES</b>	
Minor variances	(2)
<b>TOTAL LEGAL AND DEMOCRATIC SERVICES</b>	<b>(2)</b>
<b>FINANCE</b>	
	0
<b>TOTAL FINANCE</b>	<b>0</b>
<b>AUDIT, FRAUD AND INSURANCE</b>	
	0
<b>TOTAL AUDIT, FRAUD AND INSURANCE</b>	<b>0</b>
<b>TOTAL VARIANCE</b>	<b>120</b>

<b>Table 3 - Key Risks - Detail Items Over £250,000</b>	
<b>Risk Description</b>	<b>Risk At Month 2 £000</b>
None to report	0
<b>TOTAL RISKS MANAGED</b>	<b>0</b>

<b>Supplementary Monitoring Information</b>
None to report

**APPENDIX 4: GROWTH AND PLACE**  
**BUDGET REVENUE MONITORING REPORT MONTH 2**

<b>Table 1 - Variance by Departmental Division</b>		
<b>Departmental Division</b>	<b>Revised Budget</b>	<b>Forecast Variance Month 2</b>
	<b>£000</b>	<b>£000</b>
Housing Solutions	7,605	257
Housing Strategy & Growth	212	0
Economic Development, Skills Service	664	(8)
Planning	989	0
Finance & Resource	352	0
Programme Management	19	0
Housing Services	87	0
Development & Regeneration	5	0
Building and Property Management	(1,643)	627
<b>TOTAL</b>	<b>8,290</b>	<b>876</b>

<b>Table 2 - Variance Analysis</b>	
<b>Departmental Division</b>	<b>Month 2 £000</b>
<b>Housing Solutions</b>	
There is a forecast increase in average client numbers (from a budget of 921 units to a forecast of 1,024) in Private Sector Leased (PSL) temporary accommodation schemes.	<b>601</b>
There is a forecast reduction in average client numbers (from a budget of 190 clients to a forecast of 173) in Bed and Breakfast (B&B) temporary accommodation.	<b>(134)</b>
Incentive payments to Private Sector Leasing and Direct Letting landlord to be funded from earmarked Temporary Accommodation reserves (subject to approval of reserves drawdown of £600k)	<b>600</b>
Flexible Homelessness Support Grant provided by central Government to cushion the impact of the removal of the management fee for Temporary Accommodation (after allocating £207,600 to B&B, £2,253,400 to PSL and deducting an assumed £110,000 which we expect Registered Providers to claim). Government have stated the aim is to 'empower LAs with the freedom to support the full range of homelessness services they deliver' and plan their provisions with more certainty. It should be noted that so far this is only promised for 2018/19 and 2019/20 so there is a risk of significant budget pressure thereafter.	<b>(810)</b>
<b>TOTAL of Housing Solutions</b>	<b>257</b>



<b>Table 2 - Variance Analysis</b>	
<b>Departmental Division</b>	<b>Month 2 £000</b>
<b>Housing Strategy &amp; Growth</b>	
	0
<b>TOTAL of Housing Strategy &amp; Growth</b>	<b>0</b>
<b>Economic Development and Skills Service</b>	
	(8)
<b>TOTAL of Economic Development &amp; Skills Service</b>	<b>(8)</b>
<b>Planning</b>	
	0
<b>TOTAL of Planning</b>	<b>0</b>
<b>Finance &amp; Resources</b>	
	0
<b>TOTAL of Finance &amp; Resources</b>	<b>0</b>
<b>Programme Management</b>	
	0
<b>TOTAL of Programme Management</b>	<b>0</b>
<b>Housing Services</b>	
	0
<b>TOTAL of Housing Services</b>	<b>0</b>
<b>Development &amp; Regeneration</b>	
	0
<b>TOTAL of Development &amp; Regeneration</b>	<b>0</b>
<b>Building and Property Management (BPM)</b>	
Advertising Hoardings: The adverse variances are mainly due to shortfall in income profit share sites and new sites that did not proceed.	583
Building Control income shortfall due to reduction in service demand. Remedial plans include improved marketing to potential customers.	121
Rental and civic properties: There is a forecast rental income shortfall on commercial properties of £40k primarily due to unachievable Medium Term Financial Savings. In Civic Accommodation, the forecast variance is (£19k) favourable from rental income.	22

<b>Table 2 - Variance Analysis</b>	
<b>Departmental Division</b>	<b>Month 2 £000</b>
Facilities Management is forecast to break even. There is uncertainty in the Total Facilities Management (TFM) contract.	0
Valuation services: The underspend is mainly from staffing costs recharges.	(132)
Staffing overspend in Technical Support	19
Minor Variances	14
<b>Total BPM</b>	<b>627</b>
<b>TOTAL VARIANCE</b>	<b>876</b>

<b>Table 3 - Key Risks - Detail Items Over £250,000</b>	
<b>Risk Description</b>	<b>Risk At Month 2 £000</b>
Overall Benefit Cap	196
Direct Payments (Universal Credit)	202
There is a risk of a further increase in the number of households in Temporary Accommodation - based on an assumption of additional 100 households this year above the current forecast.	651
Inflationary pressures on Temporary Accommodation landlord costs, based on an extra 1.5% rental inflation above the current forecast.	270
There is a risk of large families being accommodated in B&B.	258
Homelessness Reduction Bill - increase in households in temporary accommodation - extra 70 households this year above the current forecast.	506
A number of Economic Development schemes are awaiting formal approval to use Section 106 funds.	1,098
Earmarked reserves have been utilised in recent years to accommodate the accumulated effect of annual reductions in grant funding for the Adult Learning & Skills service. The current risks exceed the funding available in the earmarked reserve.	285
Affordable housing and regeneration projects - feasibility studies.	450
There is a risk that the costs of current and future work in producing Supplementary Planning Documents will exceed the budgets and funding available.	50
In recent years, the cost of judicial reviews and major planning appeals has been met from earmarked reserves but these funds are now exhausted and therefore, there is an ongoing risk of an overspend against the budget.	699

**Table 3 - Key Risks - Detail Items Over £250,000**

<b>Risk Description</b>	<b>Risk At Month 2 £000</b>
Unplanned costs arising from the termination of the LINK shared service.	400
Expenditure incurred on disposed assets cannot be met by disposal receipts and on properties not being sold.	20
Potential costs of legal challenges.	2,145
Lyric Theatre - Unfunded repairs and maintenance costs above the agreed cap of £50k	100
Lila Huset building - If rent arrears dispute not resolved and a new tenant not found £450,000	450
<b>TOTAL RISKS MANAGED</b>	<b>7,780</b>

**Supplementary Monitoring Information**

Existing revenue budgets of £50,000 provide for planning inspection costs which only occur once every five years. It is planned to transfer this budget annually to an earmarked reserve to build up a £0.25m fund every five years to cover the Local Plan review (which covers inspection costs plus legal and consultants' costs) and to protect the service from any other unexpected costs in future years.

Approval is also requested to draw down £96,000 from the King Street West Regeneration Reserve (a budget of £250,000 was approved by the Leader in April 2017 and £96,000 remains for 2018/19) to fund project management costs

**APPENDIX 5: PUBLIC SERVICES REFORM**  
**BUDGET REVENUE MONITORING REPORT MONTH 2**

<b>Table 1 - Variance by Departmental Division</b>		
<b>Departmental Division</b>	<b>Revised Budget</b>	<b>Forecast Variance Month 2</b>
	<b>£000</b>	<b>£000</b>
Public Services Reform	(1,047)	1,862
<b>TOTAL</b>	<b>(1,047)</b>	<b>1,862</b>

<b>Table 2 - Variance Analysis</b>	
<b>Departmental Division</b>	<b>Month 2 £000</b>
<b>Public Services Reform</b>	
External Business Intelligence sales. Forecast assumes 25% delivery of income target.	1,412
Sales of Ethical Debt solutions to other public bodies. Forecast assumes 25% delivery of income target.	450
<b>TOTAL VARIANCE</b>	<b>1,862</b>

<b>Table 3 - Key Risks - Detail Items Over £250,000</b>	
<b>Risk Description</b>	<b>Risk At Month 2 £000</b>
Contract management savings - reported as high risk against delivery in April. Therefore 50% of savings (£1,000k budget change 18/19) to be delivered reported as a risk.	500
<b>TOTAL RISKS MANAGED</b>	<b>500</b>

<b>Supplementary Monitoring Information</b>
None to report

**APPENDIX 6: RESIDENTS' SERVICES**  
**BUDGET REVENUE MONITORING REPORT MONTH 2**

<b>Table 1 - Variance by Departmental Division</b>		
<b>Departmental Division</b>	<b>Revised Budget</b>	<b>Forecast Variance Month 2</b>
	<b>£000</b>	<b>£000</b>
Cleaner, Greener & Cultural Services	8,951	(206)
Transport and Highways	12,792	420
Leisure & Parks	4,395	32
Environmental Health, Community Safety & Emergency Planning	6,493	266
Other LBHF Commercial Services	(238)	240
Executive, Finance and Contingency	1,514	0
Building and Property Management (FCS)	0	0
Commercial Services (FCS)	11,838	0
Markets & Street Trading (HRD)	213	0
Customer Services	14,476	0
Libraries Shared Services	2,628	0
<b>TOTAL</b>	<b>63,063</b>	<b>752</b>

<b>Table 2 - Variance Analysis</b>	
<b>Departmental Division</b>	<b>Month 2 £000</b>
<b>Cleaner, Greener &amp; Cultural Services</b>	
Greener Living: £281k underspend on waste disposal due to continuation of the reduced recycle processing rate. £25k other smaller net underspends.	(306)
Culture: Commercial income target at risk.	100
<b>Total of Cleaner, Greener &amp; Cultural Services</b>	<b>(206)</b>
<b>Transport &amp; Highways</b>	
Metro Wireless WIFI income underachievement.	73
Transport Planning Consultancy income underachievement.	55
Network Management FPN income underachievement due to rule changes following developments in.	54
Network Management license income underachieved due to rule changes.	45
Advertising contract income underachievement.	20
Forecast shortfall in recharges to projects. Additional projects may be identified in year that will reduce this overspend.	202
IT costs are under budgeted as there has been a reliance on the IT reserve in prior years which has now been transferred to corporate reserves.	41
Land Survey underspend due to IT charges to TFL.	(40)

<b>Table 2 - Variance Analysis</b>	
<b>Departmental Division</b>	<b>Month 2 £000</b>
Streetlighting: Ongoing reduction in energy use from LED replacement project.	(19)
Other underspends.	(11)
<b>Total of Transport &amp; Highways</b>	<b>420</b>
<b>Leisure and Parks</b>	
Salaries net overspend.	7
Additional water charges due to installation of meters.	33
Higher forecast for Linford Christie energy costs.	10
Additional cemeteries income.	(13)
Additional parks income.	(7)
Other.	2
<b>Total of Leisure and Parks</b>	<b>32</b>
<b>Environmental Health, Community Safety &amp; Emergency Planning</b>	
Licensing & Trading Standards: £70k forecast Licensing income shortfall, mostly due to £40k reduction in Olympia license fee, but other licensing income is also forecast to be £29k less than budget. Recovery plan being developed to address this ongoing pressure.	69
Community Safety: £120k income shortfall due to non-delivery of commercial income savings (£100k deployable CCTV and £20k Professional Witness).	120
Emergency Planning: Due to ongoing budget pressures in transport (£30k forecast shortfall in leasing income and £47k forecast income shortfall in fleet management). Possibility of securing admin fees for fleet management from WCC (£18k) and RBKC (£5k) but not yet agreed. Further £24k income risk if parking spaces and empty workshop space cannot be rented out.	77
<b>Total of Environmental Health, Community Safety &amp; Emergency Planning</b>	<b>266</b>
<b>Other LBHF Commercial Services</b>	
Forecast shortfall on CCTV ducting. New contact being negotiated, so actual amounts not yet known but likely to be in the region of £50k.	240
<b>Total of Other LBHF Commercial Services</b>	<b>240</b>
<b>Executive, Finance and Contingency</b>	
	0
<b>Total of Executive, Finance and Contingency</b>	<b>0</b>
<b>Commercial Services</b>	
	0
<b>Total of Commercial Services</b>	<b>0</b>

<b>Table 2 - Variance Analysis</b>	
<b>Departmental Division</b>	<b>Month 2 £000</b>
<b>Libraries Shared Services</b>	
	0
<b>Total of Libraries Shared Services</b>	<b>0</b>
<b>TOTAL VARIANCE</b>	<b>752</b>

<b>Table 3 - Key Risks - Detail Items Over £250,000</b>	
<b>Risk Description</b>	<b>Risk At Month 2 £000</b>
Loss of nationality checking income in the registrar's service.	60
Registrars forward bookings affected by HTH redevelopment.	150
Serco saving assumed by Ernst & Young may not be achieved.	159
Commercial opportunities - potential risk that income targets will not be achieved.	250
Smart Open - potential risk that savings will not be achieved due to delays in implementation.	50
If new savings cannot be found to fund the 2% cost of the 2018/19 staff pay award.	172
Coroner's service backlog of cases.	40
<b>TOTAL RISKS MANAGED</b>	<b>841</b>

**APPENDIX 6a: CONTROLLED PARKING ACCOUNT  
BUDGET REVENUE MONITORING REPORT MONTH 2**

<b>Table 1 - Variance by Departmental Division</b>		
<b>Departmental Division</b>	<b>Revised Budget</b>	<b>Forecast Variance Month 2</b>
	<b>£000</b>	<b>£000</b>
Controlled Parking Account	<b>(22,940)</b>	<b>(413)</b>
<b>TOTAL</b>	<b>(22,940)</b>	<b>(413)</b>

<b>Table 2 - Variance Analysis</b>	
<b>Departmental Division</b>	<b>Month 2 £000</b>
<b>Parking Control</b>	
Pay and display income overachievement	(1,030)
Permits income overachievement	(101)
Parking PCN Income overachievement	(71)
Towaways Income overachievement	(12)
Suspensions Income underachievement	744
Underspend of (£371k) on supplies and services primarily due to reductions in cost as result of the completion of the rollout of cashless parking, leading to reductions in cash collection and maintenance costs.	(395)
Salary overspend supporting increased income	452
<b>TOTAL VARIANCE</b>	<b>(413)</b>

<b>Table 3 - Key Risks - Detail Items Over £250,000</b>	
<b>Risk Description</b>	<b>Risk At Month 2 £000</b>
If new savings cannot be found to meet the 2% cost of staff pay awards 2018/19	113
<b>TOTAL RISKS MANAGED</b>	<b>113</b>

<b>Supplementary Monitoring Information</b>
None to report.



**APPENDIX 7: SOCIAL CARE**  
**BUDGET REVENUE MONITORING REPORT MONTH 2**

<b>Table 1 - Variance by Departmental Division</b>		
<b>Departmental Division</b>	<b>Revised Budget</b>	<b>Forecast Variance Month 2</b>
	<b>£000</b>	<b>£000</b>
Care and Assessment	22,389	741
Learning Disability	11,702	326
Mental Health	6,629	102
In-House Services	2,832	0
Community Independence & Hospital Service	1,603	0
Resources	6,343	0
Directorate & Support Service	674	0
Commissioning	3,659	0
<b>TOTAL</b>	<b>55,831</b>	<b>1,169</b>

<b>Table 2 - Variance Analysis</b>	
<b>Departmental Division</b>	<b>Month 2 £000</b>
<b>Care and Assessment</b>	
Like the previous year, there are continued pressures as part of the out of hospital strategy including 7-day social care services to support customers at home and avoid hospital admissions or to enable early discharge. This has led to an increase in home care costs above that which is normally expected. The main reasons for the overspend are due to the full year effect of packages which started at the end of last year and the further increase in London Living wage rates.	741
<b>TOTAL OF Care and Assessment</b>	<b>741</b>
<b>Learning Disability</b>	
The overspend of £326,000 is due to a large on-going care package and the full year effect of Placements which started at the end of last year.	326
<b>TOTAL OF Learning Disability</b>	<b>326</b>
<b>Mental Health</b>	
Mental Health is projecting overspend of £102,000 due to increasing costs for Home Care service users.	102
<b>TOTAL OF Mental Health</b>	<b>102</b>
<b>Funding from New Adult Social Care Support Grant</b>	
In February, the Government announced additional one-off funding in 2018/19 for Adult Social Care of £574,000 to support sustainable local care markets. Given the early year monitoring position, the department is requesting Cabinet to allocate the funding towards the Home Care pressures mentioned above.	0

<b>Table 2 - Variance Analysis</b>	
<b>Departmental Division</b>	<b>Month 2 £000</b>
<b>Funding from Adult Social Care Support Grant</b>	<b>0</b>
<b>TOTAL VARIANCE</b>	<b>1,169</b>

<b>Table 3 - Key Risks - Detail Items Over £250,000</b>	
<b>Risk Description</b>	<b>Risk At Month 2 £000</b>
Estimated costs relating to Learning Disability service users transitioning from Children Services to Adult Social Care.	450
Year on year savings from Transformation Commissioning Programme are increasingly difficult to deliver and the department is concerned given the overall budgetary position.	900
<b>TOTAL RISKS MANAGED</b>	<b>1,350</b>

<b>Supplementary Monitoring Information</b>
<p>The department is starting the year with a projected overspend of £1,169,000. This is after the use of new additional one-off funding from the Adult Social Care Grant of £574,000 to mitigate the full year implications of new service users coming through the service from 2017/18 especially within Home Care and Learning Disability and price increases due to market pressures.</p> <p>Historically, the department's budget has had underlying budget pressures, which were partly mitigated in year by using a combination of management actions to control the budget, one off reserves and from last year with the Improved Better Care Funding.</p> <p>At this early stage of the year, the department is highlighting a maximum risk of £1.3m due potential additional transitional service users and difficulty of some in year savings at risk of non-delivery.</p>

**APPENDIX 8: CENTRALLY MANAGED BUDGETS**  
**BUDGET REVENUE MONITORING REPORT MONTH 2**

<b>Table 1 - Variance by Departmental Division</b>		
<b>Departmental Division</b>	<b>Revised Budget</b>	<b>Forecast Variance Month 2</b>
	<b>£000</b>	<b>£000</b>
Corporate & Democratic Core	3,708	120
Housing Benefits	(328)	0
Levies	1,571	(40)
Net Cost of Borrowing	282	0
Other Corp Items	6,268	0
Pensions & redundancy	8,890	(80)
<b>TOTAL</b>	<b>20,391</b>	<b>0</b>

<b>Table 2 - Variance Analysis</b>	
<b>Departmental Division</b>	<b>Month 2 £000</b>
<b>Corporate &amp; Democratic Core</b>	
Net Shared Accommodation costs after factoring in the accommodation profile post Moving On.	120
<b>Corporate &amp; Democratic Core Total</b>	<b>120</b>
<b>Housing Benefits</b>	
	0
<b>Housing Benefits Total</b>	<b>0</b>
<b>Levies</b>	
Corporately funded Levies are forecast to be £40k under budget.	(40)
<b>Levies Total</b>	<b>(40)</b>
<b>Net Cost of Borrowing</b>	
	0
<b>Net Cost of Borrowing Total</b>	<b>0</b>
<b>Other Corp Items</b>	
	0
<b>Other Corp Items Total</b>	<b>0</b>
<b>Pensions &amp; redundancy</b>	
Pension costs from historic redundancy decisions.	(80)
<b>Pensions &amp; redundancy Total</b>	<b>(80)</b>
<b>TOTAL VARIANCE</b>	<b>0</b>

<b>Table 3 - Key Risks - Detail Items Over £250,000</b>	
<b>Risk Description</b>	<b>Risk At Month 2 £000</b>
There is a risk that a reduction in cash balances will reduce the amount of investment income by up to £250k. There is a mitigating factor that interest rates may rise which could lead to a favourable variance of up to £250k.	250
<b>TOTAL RISKS MANAGED</b>	<b>250</b>

<b>Supplementary Monitoring Information</b>
<p>The uncommitted balance of the Unallocated Contingency currently stands at £1.7m.</p> <p>The savings budgets for council provided Public Health Services (£2m) is currently being held on Centrally Managed Budgets. The departmental services who will be receiving the Public Health income need to be identified so this budget can be allocated correctly.</p> <p>Approval is sought to process multiple virements to move existing budgets to the new budget holders within the new departmental structure. Although this will require numerous high value budget movements between cost centres the budgets will still be used for the same purpose as agreed by budget council in February 2018 and don't represent approval for additional spend.</p>

**APPENDIX 9: HOUSING REVENUE ACCOUNT**  
**BUDGET REVENUE MONITORING REPORT MONTH 2**

<b>Table 1 - Variance by Departmental Division</b>		
<b>Departmental Division</b>	<b>Revised Budget</b>	<b>Forecast Variance Month 2</b>
	<b>£000</b>	<b>£000</b>
Housing Income	(76,847)	214
Finance and Resources	9,351	0
Housing Services	11,100	0
Property Services	2,932	3,471
Housing Repairs	14,820	0
Housing Solutions	250	0
Housing Strategy	264	0
Adult Social Care	48	0
Regeneration	362	0
Safer Neighbourhoods	622	0
Capital Charges	25,356	0
Business & Programme Management	2,630	0
SLA recharges	6,384	0
Revenue Contribution to Capital	4,563	0
<b>(Contribution to) / Appropriation from HRA General Reserve</b>	<b>1,835</b>	<b>3,685</b>

<b>Table 2 - Variance Analysis</b>	
<b>Departmental Division</b>	<b>Month 2 £000</b>
<b>Property Services</b>	
<b>Fire Safety Plus Expenditure</b> - the use of Fire wardens at Hartopp, Lannoy and Edward Woods Estates is likely to continue for the foreseeable future. Information available during the budget process had previously suggested that the use of wardens would no longer be required from June 2018.	3,471
<b>Property Services core costs</b> - no variance is anticipated.	0
<b>Total: Property Services</b>	<b>3,471</b>
<b>Housing Repairs</b>	
	0
<b>Total: Housing Repairs</b>	<b>0</b>
<b>Housing Income</b>	
This relates mainly to a forecast shortfall in rental income from garages of £148k due to slippage in appointing a garages refurbishment	214

<b>Table 2 - Variance Analysis</b>	
<b>Departmental Division</b>	<b>Month 2 £000</b>
contractor. At the time the budget was produced the contractor was expected to be in place by mid-February 2018, however no competitive tenders were received. The work is being retendered and the forecast assumes a contractor is in place by July 18. In addition, there is an anticipated shortfall on income from advertising hoardings of £50k due to contractual issues and additional property management recharges from Corporate Property Services of £45k. Offsetting this is a favourable variance on dwelling rents and tenants service charge income (£31k). Other minor variances of £2k are predicted at this stage.	
<b>Total: Housing Income</b>	<b>214</b>
<b>Housing Services</b>	
	0
<b>Total: Housing Services</b>	<b>0</b>
<b>Finance &amp; Resources</b>	
	0
<b>Total: Finance and Resources</b>	<b>0</b>
<b>Safer Neighbourhood</b>	
	0
<b>Total: Safer Neighbourhood</b>	<b>0</b>
<b>Adult Social Care</b>	
	0
<b>Total: Adult Social Care</b>	<b>0</b>
<b>Housing Solutions</b>	
	0
<b>Total: Housing Solutions</b>	<b>0</b>
<b>Housing Strategy</b>	
	0
<b>Total: Housing Strategy</b>	<b>0</b>
<b>Regeneration</b>	
	0
<b>Total: Regeneration</b>	<b>0</b>
<b>Capital Charges</b>	
	0

<b>Table 2 - Variance Analysis</b>	
<b>Departmental Division</b>	<b>Month 2 £000</b>
<b>Total: Capital Charges</b>	<b>0</b>
<b>Revenue Contribution to Capital</b>	
	0
<b>Total: Revenue Contribution to Capital</b>	<b>0</b>
<b>SLA Recharges</b>	
	0
<b>Total: SLA Recharges</b>	<b>0</b>
<b>Business and Programme Management</b>	
	0
<b>Total: Business and Programme Management</b>	<b>0</b>
<b>TOTAL VARIANCE</b>	<b>3,685</b>

<b>Table 3 - Key Risks - Detail Items Over £250,000</b>	
<b>Risk Description</b>	<b>Risk At Month 2 £000</b>
<b>Additional Fire Safety Costs</b> - following the fire at the Grenfell tower, the Council has put in place the Fire Safety Plus Programme to make fire safety improvements to the housing stock legal minimum standards. There remains a risk that more work may be needed following the Grenfell Public Enquiry.	unknown
<b>The implementation of the Hampshire Integrated Business Centre systems</b> - risks to income collection, arrears management and the bad debt risk, financial and management reporting, systems assurance and reconciliation reporting, the time taken to resolve payment issues, the cost of officer time in managing issues arising and other factors.	unknown
<b>MITIE Out of Scope</b> - a review of revenue repair costs and volumes on the out of scope element of the MITIE repairs and maintenance contract indicate that there remains a risk of a further overspend this year. Officers are reviewing the position monthly in detail.	TBC
<b>Growth &amp; Place restructure:</b> The impact of the restructure most notably additional resource requirement in the property services team and the further roll out of the concierge service. Finance Officers are working closely with the project team costing the emerging proposals	unknown
<b>TOTAL RISKS MANAGED</b>	<b>TBC</b>

<b>Supplementary Monitoring Information</b>
None to report.

**APPENDIX 10 - VIREMENT REQUEST FORM**

**BUDGET REVENUE MONITORING REPORT – MONTH 2**

<b>Details of virement</b>	<b>Amount (£000)</b>	<b>Department</b>
<b>GENERAL FUND:</b>		
Adult social care support grant	(574) 574	CMB SC
Consolidation of centrally held NDR budgets onto one cost centre	(37.2) 37.2	CMB CMB
Drawdown from Invest to Save reserve to fund social lettings agency expenditure	(133) 133	CMB GP
Drawdown from King Street West reserve to cover expenditure on King Street West project	(96) 96	CMB GP
Drawdown from the property reserve to fund property related work for general fund properties	(150) 150	CMB CMB
<b>Total general fund requests (debits)</b>	<b>990.2</b>	
<b>HRA</b>		
Realign budget between the finance & resources, housing services, and business & programme management	(1,071) 1,071	HRA HRA
<b>Total HRA Requested Virements (debits)</b>	<b>1,071</b>	

<b>Department</b>	<b>Abbreviation</b>
Centrally Managed Budgets	CMB
Growth and Place	GP
Housing Revenue Account	HRA
Social Care	SC