

**CHILDREN'S SERVICES****BUDGET REVENUE MONITORING REPORT – Quarter Four****Table 1: Summary by Departmental Division**

<b>Departmental Division</b>	<b>Revised Budget</b>	<b>Forecast Variance at Year End at Quarter Four</b>	<b>Forecast Variance at Year End at Quarter Three</b>
	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>
Resources and Overheads	799	655	767
School Improvements & Standards	6,785	(34)	(7)
Children, Youth & Community	9,205	(394)	(425)
Dedicated School Grant & School Funding	2,261	0	0
Building Schools For The Future	926	(8)	0
Commissioning, Performance & Partnership	3,864	(383)	(365)
Children Social Care	38,675	(29)	30
<b>Total</b>	<b>62,515</b>	<b>(193)</b>	<b>0</b>

**Explanation of Overspends/ Underspends.**

<b>Details of Variance</b>	<b>Revised Budget</b>	<b>Variance at Quarter Four</b>	<b>Variance at Quarter Three</b>
	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>
<b>Children's Social Care</b> -reduction in Looked After Children numbers	38,675	(29)	30
<b>Children, Youth &amp; Communities</b> – Contact Point grant withdrawn from September, saving on salaries & other vacancies	9,205	(394)	(425)
<b>School Improvement &amp; Standards</b> – Individual Progress Service & Virtual School Team vacancies increase	6,785	(34)	(7)
<b>Commissioning, Performance &amp; Partnerships</b> – CAMHS Service & reduction in Commissioning spend	3,864	(383)	(365)
<b>Resources and Overheads</b> – Maternity and redundancy. Asset Disposal risk included in MTFs & rent income risk from Askham	799	655	767
<b>Other</b>	3,187	(8)	0
<b>Grand Totals</b>	<b>62,515</b>	<b>(193)</b>	<b>0</b>

**Commentary on Significant movements since Quarter Three**

The main movement since Quarter 3 can be summarised as follow:

- Reduction in Looked After Children numbers
- Saving on salaries and other vacancies within the Children, Youth & Communities division
- Vacancies within the Virtual School Team and the Individual Progress Service section has contributed to a favourable position within the School Improvement and Standards division
- Reduction in Commissioning spend
- Lower expenditure on maternity and redundancy costs
- Slight improvements in the risk associated with the Askham asset disposal

**UNACCOMPANIED ASYLUM SEEKING CHILDREN**

**BUDGET REVENUE MONITORING REPORT – Quarter Four**

**Table 1: Summary by Departmental Division**

<b>Departmental Division</b>	<b>Revised Budget</b>	<b>Forecast Variance at Year End at Quarter Four</b>	<b>Forecast Variance at Year End at Quarter Three</b>
	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>
Unaccompanied Asylum Seeking Children	1,062	47	92
<b>Total</b>	<b>1,062</b>	<b>47</b>	<b>92</b>

**Explanation of Overspends/ Underspends.**

<b>Details of Variance</b>	<b>Revised Budget</b>	<b>Variance at Quarter Four</b>	<b>Variance at Quarter Three</b>
	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>
All areas of expenditure	1,062	47	92
<b>Grand Totals</b>	<b>1,062</b>	<b>47</b>	<b>92</b>

**COMMUNITY SERVICES****BUDGET REVENUE MONITORING REPORT – Quarter Four****Table 1: Summary by Departmental Division**

<b>Departmental Division</b>	<b>Revised Budget</b>	<b>Variance at Year End at Quarter Four</b>	<b>Forecast Variance at Year End at Quarter Three</b>
	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>
Directors & Support Services	206	(12)	(15)
Resources	216	(27)	(32)
Quality, Commissioning & Procurement	18,772	(284)	(421)
Adult Social Care	56,933	(794)	(563)
<b>Sub Total</b>	<b>76,127</b>	<b>(1,117)</b>	<b>(1,031)</b>
Less Carry Forward to Yr 2011/12 (agreed with the Leader in December 2010)		500	500
<b>Total:</b>	76,127	(617)	(531)
General Fund Carry Forward Request		610	531
<b>Net Total:</b>	<b>76,127</b>	<b>(7)</b>	<b>0</b>

**Explanation of Overspends/ Underspends.**

<b>Details of Variance</b>	<b>Revised Budget</b>	<b>Variance at Quarter Four</b>	<b>Variance at Quarter Three</b>
	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>
Adult Social Care - The overall net favourable variance (£794k) mainly derives from Community Assessment & Social Care services (£107k), OP Placements and Packages (£203k), LD Placements (£245k), staffing (£75k), Day services and Support Planning (£145k), Residential care income of (£235k), and additional income from Registered Nursing Care Contributions of (£420k). There is also a further favourable variance of (£57k) from other ASC support services.  These are offset by an adverse variance of £694k in income from Home Care.	56,933	(794)	(563)
Quality, Commissioning & Procurement (QCP) -	18,772	(284)	(421)

## 2010 -11 CRM – Quarter Four – 2010 -11 Outturn Report EMT Version: Appendix One

The outturn position includes underspends of (£201k) in Community Investment Sector payments and (£74k) on salaries across the Division through early achievement of MTFs efficiencies within QCP. There were £10k underspends on other support services within QCP.			
Resources - The variance mainly relates to the Removals and Meals Service (£87k), plus (£40k) from other support services and a transfer of £100k to the balance sheet reserve for Lift project anticipated legal and consultancy costs in 2011/12. .	216	(27)	(32)
Head of Directorate – Underspend on running expenses due to a vacancy.	206	(12)	(15)
<b>Total</b>	<b>76,127</b>	<b>(1,117)</b>	<b>(1,031)</b>
Less Carry Forward to Year 2011/12 agreed with the Leader		500	500
<b>Net Total:</b>	<b>76,127</b>	<b>(617)</b>	<b>(531)</b>
General Fund Carry Forward Request		610	531
<b>Net Total:</b>	<b>76,127</b>	<b>(7)</b>	<b>0</b>

### Commentary on Significant movements since Quarter Three

The Community Services Adult Social Care provisional outturn position is a favourable variance of (£1,117k) which is 1.5 % of its net budget. As agreed with the Leader and Corporate Finance and included in the CRM quarter 3 report, £1.11m has been transferred to Earmarked Reserves to fund the following demands and pressures:

- To fund the 11/12 MTFs programme (contributing towards the departmental shortfall in target) from under spend,
- To fund a contingency against risk of savings not being fully delivered.
- Provision for future redundancy costs

Taking account of these earmarked reserves, the departmental outturn position is (£7k) under spent.

The main improvements in the Community Services Department budget position are the result of ongoing management action relating to staffing, early achievement of MTFs efficiencies, a review of Placements and Packages, and contributions from Health.

Within Adult Social Care the net improvement over the quarter is (£231k). The quarter 3 forecast included a planned draw down from reserves of (£622k). This is no longer required in 2010/11 but it will be needed in future years. Therefore, the overall improvement since quarter 3 was (£853k) against a net budget of £56,933k.

## 2010 -11 CRM – Quarter Four – 2010 -11 Outturn Report EMT Version: Appendix One

The main changes are:-

- Further improvements in the placements & packages budget in Older People's market of (£433k) and income from the PCT to pay for the consequences on council budgets of the closure of the Harold Wesley rehabilitation ward in Imperial College Healthcare.
- Additional Residential income of (£202k) from early achievement of MTFS.
- Additional Registered Nurse Care Contribution income of (£218k).

Within Quality, Commissioning and Procurement there is an adverse variance of £136k, which is mainly related to the transfer of £100k to Children's Services covering voids from the Supporting People's programme.

The under spend outturn within the 3<sup>rd</sup> Sector programme and staffing were as projected in quarter 3.

**REGENERATION & HOUSING OPTIONS****BUDGET REVENUE MONITORING REPORT – Quarter Four****Table 1: Summary by Departmental Division**

Departmental Division	Revised Budget	Forecast Variance at Year End at Quarter Four	Forecast Variance at Year End at Quarter Three
	£000s	£000s	£000s
Housing Options	3,894	(24)	425
Housing Strategy & Regeneration	1,851	(60)	15
New Deal for Communities	32	0	0
Finance	460	(85)	(57)
<b>Total</b>	<b>6,237</b>	<b>(169)</b>	<b>383</b>

**Explanation of Overspends/ Underspends.**

Details of Variance	Revised Budget	Variance at Quarter Four	Variance at Quarter Three
	£000s	£000s	£000s
<b>Regeneration.</b> Resolution of rent arrears issue at the Westway Travellers site (£45k), lower workshop maintenance costs and review of non-critical activities (£27k)	1,851	(60)	15
<b>Housing Options:</b> the variance largely relates to better than expected income collection rates for the Private Sector Leasing Portfolio (£332k). External contributions have also increased along with fewer legal challenges (£117k).	3,894	(24)	425
<b>New Deal for Communities</b>	32	0	0
<b>Finance:</b> the variance relates to an underspend on the departmental redundancy budget (£28k).	460	(85)	(57)
<b>Total</b>	<b>6,237</b>	<b>(169)</b>	<b>383</b>

**Commentary on Significant movements since Quarter Three**

The forecast overspend reported for Housing Options at quarter 3 of £425k has improved by £449k to return a (£24k) underspend for the division.

As a result of management action reported in recent CRMs, it has been possible to contain the budget pressure relating to income collection performance on the Private Sector Leasing portfolio within the Temporary Accommodation (TA) account. Income collection rates have increased from 94.5% in quarter 3 to 96.4% at year end, leading to an improvement in the

## **2010 -11 CRM – Quarter Four – 2010 -11 Outturn Report EMT Version: Appendix One**

forecast of (£332k). This has been achieved mainly through clearing incomplete housing benefit applications to reduce levels of arrears on tenants' accounts. We are continuing to work on improving income collection in this area in the current financial year.

Additionally, a further improvement of (£117k) has arisen from a combination of external contributions to staffing costs and a reduction in the number of legal challenges to decisions made by the Council relating to homelessness applications.

The forecast overspend on Regeneration has also improved, in this case by (£75k). This is due mainly to the favourable resolution of an issue on accounting for rent arrears relating to the Westway Travellers Site (£45k), lower than anticipated workshop maintenance costs (£12k) and the review of non-critical activities (£15k).

The improvement within Finance relates to an under spend on redundancy costs.



**ENVIRONMENT SERVICES****BUDGET REVENUE MONITORING REPORT – Quarter Four****Table 1: Summary by Departmental Division**

<b>Departmental Division</b>	<b>Revised Budget</b>	<b>Variance at Quarter 4</b>	<b>Variance at Quarter 3</b>
	£000s	£000s	£000s
Building & Property Management	(1,291)	980	1,059
Highways Division	13,598	(501)	(367)
Planning Division	3,920	(506)	(429)
Public Protection & Safety	4,457	(265)	(171)
Dept Support Services and IT	(102)	144	199
<b>Total</b>	<b>20,582</b>	<b>(148)</b>	<b>291</b>

**Explanation of Overspends/ Underspends.**

<b>Details of Variance</b>	<b>Revised Budget</b>	<b>Quarter 4</b>	<b>Quarter 3</b>
	£000s	£000s	£000s
Delay in implementation of staff parking charges	(200)	200	200
Advertising hoarding income shortfall	(1,354)	124	0
Building Control income shortfall	(1,310)	98	155
BTS Housing shortfall	147	596	662
Non housing technical work (ECH) shortfall	(792)	283	294
Triangle Business Centre rent	(450)	97	177
Works Contracts trading surplus	10	(119)	(80)
Additional Streetlighting income	(1,093)	(146)	
Revenue Contributions to Capital to cover development of the CAMSYS system	0	103	
Planning Staff underspend	2,548	(31)	(85)
Public Protection & Safety Staff underspend	4,394	(226)	(191)
Highways carry forward (deemed not required at year end)	0	0	(250)
HMO Licences - additional income	(33)	(87)	
Court Cost reimbursements	0	(78)	
Planning Fees income	(862)	(325)	(400)
Pre application advice and developer contributions	(306)	(487)	(121)
PCT sublet	0	(132)	(127)
Civic Accomodation: Other Building Maintenance	411	310	
Unbudgeted security charges	2	83	
Revenue costs to capital (disposals)	0	(413)	
Minor variances	19,470	2	57
<b>Total</b>	<b>20,582</b>	<b>(148)</b>	<b>291</b>

**Commentary on Significant movements since Quarter Three**

- Income from planning applications and pre application advice was greater than forecast in quarter 3 by £261k.
- The proposal to fund Highways maintenance works was not necessary in 2010/11.
- £413k of disposals costs were transferred to the capital disposals account at the end of the year.
- There was an overspend of £310k in civic accommodation for other building maintenance. The main areas of overspend were 77 Glenthorne Road, Hammersmith Town Hall and Extension and 145-155 King Street
- Building services housing shortfall was £66k better due to an increase in fees billed on larger projects.
- Quarter 3 advertising income projection was more optimistic than the final outturn by £124k.

**FINANCE AND CORPORATE SERVICES****BUDGET REVENUE MONITORING REPORT – Quarter Four****Table 1: Summary by Departmental Division**

<b>Departmental Division</b>	<b>Revised Budget</b>	<b>Forecast Variance at Year End at Quarter Four</b>	<b>Forecast Variance at Year End at Quarter Three</b>
	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>
H&F Direct	12,340	(287)	0
Legal & Democratic Services (L&DS)	1,054	(110)	0
Organisational Development (OD) (incl Business Transformation Team (BTT))	(19)	31	50
Corporate Human Resources	459	(230)	(225)
Communications (incl.Hammerprint & Policy)	(193)	186	110
Executive Services	(60)	153	50
Deputy Director of Finance (DDF)	2	(26)	(20)
Business Technology (incl.Procurement)	(37)	(25)	(70)
Contingency & SLA balances	(218)	0	0
<b>Finance And Corporate Services</b>	<b>13,328</b>	<b>(308)</b>	<b>(105)</b>

**Explanation of Overspends/ Underspends.**

<b>Details of Variance</b>	<b>Revised Budget</b>	<b>Variance at Quarter Four</b>	<b>Variance at Quarter Three</b>
	<b>£000S</b>	<b>£000S</b>	<b>£000S</b>
H&F Direct: Additional Department of Works and Pensions grant (£51k) for projects in 2010/11. Write back of income from the previous system (£86k) Increased bailiff's fees (£43k), Admin charges on Blue Badges (£38k) and lower Supplies and Services expenditure.	12,340	(287)	0
Legal & Democratic Services: Income in the last quarter was much stronger than projected on the first 9 months, both internal and external. The European Election of 2009 produced a small surplus of £28k.	1,054	(110)	0
Corporate Human Resources: Trent lease of (£205k); concluded.	459	(230)	(225)
Hammerprint Trading account : Deficit of £100k, due to non achieved MTFS on Variable data printing.	289	186	110

## 2010 -11 CRM – Quarter Four – 2010 -11 Outturn Report EMT Version: Appendix One

Executive Services: Refurbishment of Executive Offices £40k Implementation of Corporate Complaints £58k . Corporate Legal Costs 55k.	(60)	153	50
Other	(754)	(20)	(65)
<b>Total</b>	<b>13,328</b>	<b>(308)</b>	<b>(105)</b>

### Commentary on Significant movements since Quarter Three

The overall position on FCS has improved by £203k in total. There are a number of changes to divisional positions since Quarter 3, summarised above. Income has proved the main area of change. Some unexpected Department of Works and Pensions grants have been received along with credits from write backs of the old income accounting system.

Trading accounts had a mixed final quarter with the Legal Department producing better than expected figures, whilst Hammerprint figures were unable to recover the shortfalls that was suffered earlier in the year.

**RESIDENTS SERVICES****BUDGET REVENUE MONITORING REPORT – Quarter Four****Table 1: Summary by Departmental Division**

Departmental Division	Revised Budget	Forecasted Year End Variance at Quarter Four	Forecasted Year End Variance at Quarter Three
	£000s	£000s	£000s
Director & Resources & Contingency	17	(46)	0
Cleaner Greener Neighbourhoods	18,886	(69)	(73)
Safer Neighbourhoods	7,348	28	0
Parks & Culture	12,799	87	105
<b>Total</b>	<b>39,050</b>	<b>0</b>	<b>32</b>

**Explanation of Overspends/ Underspends.**

Details of Variance	Revised Budget	Variance at Quarter Four	Variance at Quarter Three
	£000s	£000s	£000s
Underspend on Variable Waste Disposal	8,276	(665)	(477)
External Trade Waste Income Shortfall against Sales Plan	2,440	185	216
Street Markets Income Shortfall	(385)	124	128
Contribution to Corporate WCFM Shortfall	0	133	0
Creation of one off Contingency to fund slippage on transfer to Fulham Palace Trust	0	190	0
Other	28,719	33	165
<b>Total</b>	<b>39,050</b>	<b>0</b>	<b>32</b>

**Commentary on Significant movements since Quarter Three**

Despite a peak in month 10, waste disposal charges for the last quarter continued to be lower than for the same period last year as reported through the monthly corporate monitoring process. This underspend is not expected to continue into 2011/12 due to the volatility of waste disposal costs and the transfer of waste disposal to the new incinerator.

There was a £30k increase in external Trade Waste income in the last quarter as the sales team continued to acquire new business although the year end position was £185k short of total targeted sales for the year. Despite this the outturn represents year on year income growth of £246k (12%) and a further £110k (5%) of external income growth is targeted for 2011/12.

Due to the small number of market traders and relatively low fees and charges levied on the Markets and Street Trading service, it has been difficult to achieve the targeted growth this year although actual income is 8% higher than that achieved in 2009/10. The sales plan for 2011/12 has been agreed and is set to achieve £124k (49%) growth for 2011/12 through diversification of the market and street trading product offering with an increased focus on specialist markets which generate greater profit margins.

Due to the sustained underspend on the Waste Disposal budget, in the fourth quarter it was agreed that RSD would make a one-off contribution to fund the shortfall on the 2011/12 Corporate WCFM budget. Similarly, a one-off contingency was created to fund the budget shortfall on the 2011/12 contribution to the Fulham Palace Trust, following slippage of the transfer date out of the Council from 2010/11 to 2011/12.

The Residents Services Department has effectively managed its budget throughout both the last quarter and the whole of 2010/11 to ensure that a balanced budget was achieved at year end.

**CENTRALLY MANAGED BUDGETS****BUDGET REVENUE MONITORING REPORT – Quarter Four****Table 1: Summary by Departmental Division**

Departmental Division	Revised Budget	Forecast Variance at Year End at Quarter Four	Forecast Variance at Year End at Quarter Three
	£000s	£000s	£000s
Pensions/ Redundancy	2,940	66	(150)
Misc Expenditure and Income	606	55	(325)
Corporate & Democratic Core	7,557	176	0
Housing and Council Tax Benefits	169	(133)	(150)
Insurance	0	0	0
Net Cost of Borrowing	7,760	(278)	400
Levies	1,616	(3)	0
Contingency	(123)	75	0
Capital Financing Adjustment	(20,001)	0	0
<b>Total</b>	<b>524</b>	<b>(42)</b>	<b>(225)</b>

**Explanation of Overspends/ Underspends.**

Details of Variance	Revised Budget	Variance at Quarter Four	Variance at Quarter Three
	£000s	£000s	£000s
Corporate & Democratic Core	7,557	176	0
Housing and Council Tax Benefits	169	(133)	(150)
Net Cost of Borrowing	7,760	(278)	400
Remaining Budgets	(14,962)	193	(475)
<b>Total</b>	<b>524</b>	<b>(42)</b>	<b>(225)</b>

**Commentary on Significant movements since Quarter Three**

The main variances over the final quarter relate to:

- Better than anticipated returns for investment income. This reflects both higher cash balances and interest rates received.
- A net overspend on the corporate budget for redundancies. This largely reflected budget transfers to service departments to help meet their redundancy costs.
- A realignment of the Service Level Agreement budget for Corporate and Democratic Core services.

**CONTROLLED PARKING ACCOUNTS (CPA)****BUDGET REVENUE MONITORING REPORT – Quarter Four****Table 1: Summary by Departmental Division**

<b>Details of Variance</b>	<b>Revised Budget</b>	<b>Forecast Variance at Year End at Quarter Four</b>	<b>Forecast Variance at Year End at Quarter Three</b>
	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>
Pay & Display	(11,177)	(795)	(690)
Permits	(4,290)	54	177
CEO Issued PCN	(6,864)	(227)	494
Bus Lane PCN	(115)	(296)	(296)
CCTV PCN	(616)	(45)	40
Moving Traffic PCN's	(900)	(1,215)	(420)
Parking Bay Suspensions	(917)	(156)	(203)
Towaways / Removals	(852)	164	119
Expenditure and Other Income	11,574	23	311
<b>Total</b>	<b>(14,157)</b>	<b>(2,493)</b>	<b>(468)</b>

**Explanation of Overspends/ Underspends.**

<b>Details of Variance</b>	<b>Revised Budget</b>	<b>Variance at Quarter Four</b>	<b>Variance at Quarter Three</b>
	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>
Pay & Display	(11,177)	(795)	(690)
Permits	(4,290)	54	177
CEO Issued PCN	(6,864)	(227)	494
Bus Lane PCN	(115)	(296)	(296)
Moving Traffic PCN's	(900)	(1,260)	(420)
Parking Bay Suspensions	(917)	(156)	(203)
Towaways / Removals	(852)	164	119
Other variances (under £100k)	10,958	23	351
<b>Total</b>	<b>(14,157)</b>	<b>(2,493)</b>	<b>(468)</b>

**Commentary on Significant movements since Quarter Three**

- Pay & Display prices were increased in January 2011. The forecast at quarter 3 underestimated the impact of the increase by £105k.
- Penalty Charge Notice (PCN) income was recovered by bailiffs for PCNs issued in previous years. This additional income was not previously included in the forecast. This resulted in an additional £1.37m of income received in 2010/11.



PCN Type	Total
CEO issued	1,024,861
Moving Traffic offence	159,761
CCTV Parking offence	156,293
Bus Lane offence	33,120
Grand Total	1,374,035

- Moving traffic PCNs has increased throughout the year, with the number issued in the last 3 months being significantly higher than the average issue numbers to date. The recovery rate for these PCNs also increased in 2010/11 from the previous year. This resulted in an additional £840k compared to the quarter 3 forecast.

Description	Issued Q1	Issued Q2	Issued Q3	Issued Q4
CEO Issued PCNs	35,983	34,857	32,838	32,373
Bus Lane PCNs	1,120	2,594	1,467	728
CCTV PCNs	2,523	2,704	2,215	2180
Moving Traffic PCNs	1,887	5,682	11,000	14,159

- Within other variances budgets for telephones (£200k) and other IT (£150k) remained unused in quarter 4, despite the expectation that they would be required.

