

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO PLANNING AND DEVELOPMENT COMMITTEE

meeting date: 10 MARCH 2022  
 title: REVENUE MONITORING 2021/22  
 submitted by: DIRECTOR OF RESOURCES  
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### 1 PURPOSE

1.1 To let you know the position for the period April 2021 to January 2022 of this year's revised revenue budget as far as this committee is concerned.

1.2 Relevance to the Council's ambitions and priorities:

Community Objectives – none identified

Corporate Priorities - to continue to be a well managed Council providing efficient services based on identified customer need. To meet the objective within this priority, of maintaining critical financial management controls, ensuring the authority provides council tax payers with value for money.

Other Considerations – none identified.

### 2 FINANCIAL INFORMATION

2.1 Shown below, by cost centre, is a comparison between actual expenditure and the revised estimate for the period to the end of January. You will see an overall underspend of £76,816 on the net cost of services. Please note that underspends are denoted by figures with a minus symbol. After allowing for transfers to/from earmarked reserves there is an underspend of £69,611.

Cost Centre	Cost Centre Name	Net Budget for the Full Year	Net Budget to the end of period	Actual including Commitments to the end of the period	Variance	
AONBS	Area of Outstanding Natural Beauty	16,540	0	0	0	G
BCFEE	Building Control Fee Earning	-6,120	-148,960	-156,142	-7,182	R
BCNON	Building Control Non-Fee Earning	72,800	4,918	5,508	590	G
CONSV	Conservation Areas	9,230	0	0	0	G
COUNT	Countryside Management	58,790	32,328	25,151	-7,177	R
ECPLA	Economic Development and Planning Dept	0	758,623	742,471	-16,152	R
LPLAN	Local Plan	222,770	111,394	59,567	-51,827	R
PLANG	Planning Control & Enforcement	31,810	-511,290	-504,321	6,969	R
PLANP	Planning Policy	115,400	-2,924	-4,774	-1,850	G
PLSUB	Grants & Subscriptions - Planning	10,790	10,790	10,603	-187	G
	<b>Net Cost of Services</b>	<b>532,010</b>	<b>254,879</b>	<b>178,063</b>	<b>-76,816</b>	

<b>Transfers to/from Earmarked Reserves</b>				
Building Regulation Reserve	6,120	148,960	156,142	<b>7,182</b>
Planning Reserve	-3,000	0	0	<b>0</b>
Equipment Reserve	-620	-620	-620	<b>0</b>
Whalley Moor Woodland Grant Earmarked Reserve	-4,520	-4,520	-4,497	<b>23</b>
<b>Total after Transfers to/from Earmarked Reserves</b>	<b>529,990</b>	<b>398,699</b>	<b>329,088</b>	<b>-69,611</b>

2.2 The variations between budget and actuals have been split into groups of red, amber and green variance. The red variances highlight specific areas of high concern, for which budget holders are required to have an action plan. Amber variances are potential areas of high concern and green variances are areas, which currently do not present any significant concern.

<b>Key to Variance shading</b>	
Variance of more than £5,000 (Red)	<b>R</b>
Variance between £2,000 and £4,999 (Amber)	<b>A</b>
Variance less than £2,000 (Green)	<b>G</b>

2.3 We have then extracted the main variations for the items included in the red shaded cost centres and shown them with the budget holder's comments and agreed action plans, in Annex 1.

2.4 The main variations for items included in the amber shaded cost centres are shown with budget holders' comments at Annex 2.

2.5 In summary the main areas of variances that are **unlikely** to rectify themselves by the end of the financial year are shown below:

<b>Description</b>	<b>Variance to January 2022 £</b>
<p><b>Countryside Management (COUNT)</b> A countryside management grant budget of £13,840 is available for the 2021/22 financial year to support conservation projects that are approved by Planning and Development Committee for grant funding.</p> <p>Requests for financial support for the period to January have been lower than the budget available and the grant fund will likely underspend this financial year.</p>	-6,534

Description					Variance to January 2022 £
<p><b>Local Plan (LPLAN)</b></p> <p>The three-year local plan budget of £300k (excluding internal recharges) was approved by this Committee in January 2020, and the budget was allocated to the financial years during which expenditure to progress the plan was estimated to take place.</p> <p>In April 2021 this Committee authorised the publication of an updated Local Development Scheme (LDS) that sets out the anticipated timeframe for the Local Plan Review.</p> <p>The estimated timing of expenditures was subsequently reviewed at the time of preparing this year's revised estimate and budgets were reprofiled across financial years as follows:</p>					
	<b>2020/21 £000</b>	<b>2021/22 £000</b>	<b>2022/23 £000</b>	<b>2023/24 £000</b>	
Budget approved January 2020	190	108	2	0	
Reprofiled budget at revised estimate 2021/22	0	134	77	89	-51,827
<p>The reprofiled budget for 2021/22 is an estimate of expenditures to progress the Regulation 18 stage of the local plan and is mainly for the cost of external consultancy services.</p> <p>In order to ensure that value for money is achieved during the procurement process quotes are sought from several providers prior to engagement of consultancy services. Invitations to quote for the Strategic Housing and Economic Land Assessment late in 2021 did not result in a satisfactory number of responses and it is now necessary to invite further quotations through a national framework agreement.</p> <p>As well as delays resulting from the procurement process there has also been reduced staffing within the section which has restricted the resources available.</p> <p>Delays to the programme this year due to the reasons above have resulted in a total underspend to January of £51k, and it is highly unlikely that the budget will be fully expended by the end of the financial year.</p>					

### 3 CONCLUSION

- 3.1 The comparison between actual and budgeted expenditure shows an underspend of £76,816 to January 2022 of the financial year 2021/22. After allowing for transfers to/from earmarked reserves there is an underspend of £69,611.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PD1-22/VT/AC  
February 2022

## Planning and Development Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
LPLAN/ 3085	Local Plan/ Consultants	128,710	107,268	58,306	-48,962	<p>Lower than estimated expenditure on consultancy services for the period to January.</p> <p>Invitations to quote for the Strategic Housing and Economic Land Assessment late in 2021 did not result in a satisfactory number of responses from consultancy services and it is now necessary to invite further quotations through a national framework agreement.</p> <p>Reduced staffing within the section has also restricted the resources available for work that is to be carried out internally.</p>	<p>It is now expected that the majority of consultancy expenditures in respect of Regulation 18 will now occur during the 2022/23 financial year.</p> <p>Outturn for the 2021/22 financial year will be reported to Committee at a future meeting and the Local Plan programme will be reprofiled at revised estimate 2022/23.</p>
ECPLA/ 0100	Economic Development and Planning Dept/ Salaries	685,330	546,520	539,720	-6,800	<p>Council staffing budgets at revised estimate assume average vacancy underspends of 2% across the authority on estimated costs. Actual underspends for the period to January have exceeded that built into the budget.</p>	<p>Salary budgets will continue to be monitored and final outturn will be reported to committee following the end of the financial year.</p>

## Planning and Development Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
COUNT/ 4678	Countryside Management/ Grants to Voluntary, Comm & Soc Ent Orgs	13,840	11,534	5,000	-6,534	Payments for countryside management grant assistance are lower than that allowed for in the budget to the end of January. There is no formal countryside management grant scheme in place, with any requests for support being considered by committee on an ad-hoc basis.	Contact details for the Countryside Officers are publicised on the council's website for organisations wishing to enquire about applying for grant support. Any grant applications received will be presented to committee for consideration at future meetings. The budget will underspend for the 2021/22 financial year.
PLANG/ 8404u	Planning Control & Enforcement/ Planning Fees	-637,710	-531,468	-519,802	11,666	Planning income is 2% lower than forecast for the period to January. The budget estimate is based on an average of year to date income received at the time of preparing the revised estimate in November.	Planning income levels fluctuate month to month and vary greatly depending on whether applications are received in respect of major developments. Income levels will continue to be monitored on a monthly basis and will be used to inform future estimates.

## Planning and Development Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance
ECPLA/1013	Economic Development and Planning Dept/ Tuition Fees	4,510	3,760	0	-3,760	The cost of professional qualification training currently being undertaken within the planning section is being funded through the apprenticeship levy.
PLANG/3085	Planning Control & Enforcement/ Consultants	9,460	7,884	5,077	-2,807	The cost of defending planning appeals is lower than the amount set aside in the budget for the period to January.
PLANG/8495n	Planning Control & Enforcement/ Pre-Application Advice	-34,690	-27,360	-29,525	-2,165	Higher than estimated income following re-statement of the council's pre-application advice service in January. Due to continuing resource constraints the service currently excludes the fast-track option.
LPLAN/2981	Local Plan/ Postages	4,000	3,334	1,261	-2,073	This budget was established to pay for postage costs for the consultation that will take place following conclusion of the Regulation 18 stage of the local plan. Following delays to the programme the consultation will now take place during the 2022/23 financial year (please see red variance LPLAN/3085 for further detail)
PLANG/3072	Planning Control & Enforcement /Planning Fee Refunds	4,210	3,510	6,107	2,597	The value of planning fee refunds processed is higher than estimated. All refunds are authorised, and those in respect of withdrawn invalid applications are paid net of the administrative fee that was approved by this Committee.