

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

meeting date: 23 JANUARY 2024

title: REVISED REVENUE BUDGET 2023/24

submitted by: DIRECTOR OF RESOURCES

principal author: VALERIE TAYLOR

1 PURPOSE

1.1 To agree a revised revenue budget for 2023/24 for this committee.

2 BACKGROUND

2.1 The original estimate for this current financial year was set in March 2023.

2.2 As members will be aware, there can be numerous variations to the budget that come to our attention as the year progresses, particularly through the budget monitoring process.

2.3 At this time of year we revise the estimates for the current financial year in order to predict the likely outturn. In essence the Revised Estimate is the council's latest forecast for the outturn on the current financial year's budget. This also assists us in preparing the original estimate for the coming financial year.

3 REVISING THE ORIGINAL ESTIMATE

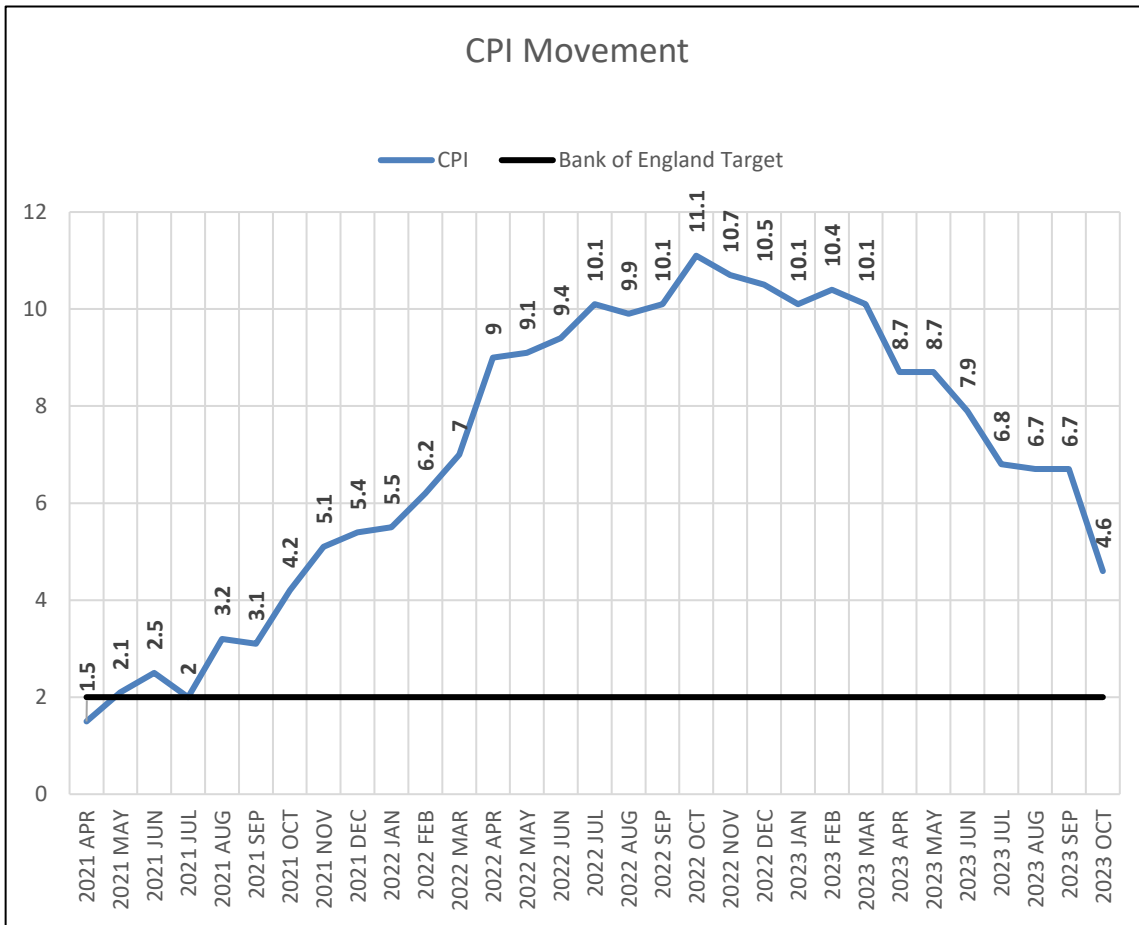
3.1 Since the budget was originally set we now have the benefit of information from the outturn position for 2022/23 and the variances that were experienced in that financial year. Furthermore, as we have been monitoring our budgets during the year we can also use this information to inform the revised budget process.

3.2 When setting our budgets for the current year we were facing record levels of inflation at 10.1% in the 12 months to September 2022 when we started the process. We were also facing significantly higher utility costs for gas, electricity and fuel.

3.3 We decided to allow 5% for pay increases and price increase of 7.5% as we anticipated inflation would fall during the year.

3.4 The pay award for 2023/24 has now been settled at £1,925 per full time employee up to spinal column point 43, 3.88% for Heads of Service and 3.5% for Chief Officers. Overall the cost of the pay award for Ribble Valley was 6.5% which is around £170k above the 5% we had allowed for.

3.5 As mentioned we have experienced levels of inflation we have not seen for many years. The Consumer Price Index (CPI) fell to 6.7% in the 12 months to September 2023 and further to 4.6% in the twelve months to October 2023. Our revised estimates take into account the changes in the level in inflation that we have experienced so far and assumptions upto the end of March 2024. The graph below shows the movement in CPI since September 2022.



- 3.6 There have been detailed discussions with budget holders and heads of service on past service provision and future plans both playing an important part in the budget setting process.
 - 3.7 Committee decisions during the year have also been incorporated into the budget setting process where appropriate.
 - 3.8 The revised estimates for this committee are set out in the following section, with details of the movements that affect this revision being detailed at Annex 1. There are also details of the current actual position as at the end of November against the profiled Original Estimate and alongside the proposed Revised Estimate at Annex 2.
- 4 PROPOSED REVISED REVENUE BUDGET 2023/24
- 4.1 A comparison between the Original and Revised budgets for each cost centre is shown below, together with the associated movements in earmarked reserves.

Cost Centre and Description	Original Estimate 2023/24	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2023/24
BSNZT: UKSPF - Business Supp Net Zero Transition & Decarb	0	30,000	-30,000			0
CCPPP: UKSPF - Additional CCTV Provision Pilot Project	0	580	-580			0

Cost Centre and Description	Original Estimate 2023/24	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2023/24
CEXEC: Chief Executives Department	0	-21,990	10,120	11,870		0
CIVCF: Civic Functions	72,150	-11,960		-3,520		56,670
CIVST: Civic Suite	0	-6,810	-16,600	26,940	-3,530	0
CLOFF: Council Offices	-6,000	-82,320	-1,400	92,490	-2,770	0
CLTAX: Council Tax	466,810	29,840	-24,880	16,310		488,080
COMPR: Computer Services	0	-1,720		23,380	-21,660	0
CORON: Coronation of King Charles	5,610	16,950				22,560
CORPM: Corporate Management	419,620			-6,540		413,080
COSDM: Cost of Democracy	607,850	7,210		-18,590	-830	595,640
CSERV: Corporate services	198,850	-3,800		10,200		205,250
DISTC: District Elections	180,000	-62,770	-2,690			114,540
ELADM: Election Administration	36,550	11,390	-6,840	3,560		44,660
ELECT: Register of Electors	107,080	-2,400		1,100		105,780
EMERG: Community Safety	105,650	130		-24,830		80,950
ESTAT: Estates	108,970	39,380	-11,980	-17,480	2,320	121,210
EVCFS: UKSPF - EV Charging Points Feasibility Study	0	880	-880			0
EWMOP: UKSPF - Enhanced Website & Marketing Opportunities	0	40,000	-40,000			0
FGSUB: Grants & Subscriptions - Policy and Fin	181,110	-70,950		3,960		114,120
FMISC: Policy & Finance Miscellaneous	255,010	29,010	-600	770		284,190

Cost Centre and Description	Original Estimate 2023/24	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2023/24
HSUPF: Household Support Fund	0	216,860	-240,000			-23,140
LANDC: Land Charges	22,600	-2,210	-800	2,510		22,100
LICSE: Licensing	79,810	-1,240	-6,630	16,310		88,250
LUNCH: Luncheon Clubs	16,730	-1,470		3,550		18,810
NNDRC: National Non Domestic Rates	66,740	-570	-4,180	-14,520		47,470
PARIS: Parish Elections	0	8,750				8,750
RESOR: Resources Department	25,100	48,890	-4,380	-67,920	-1,690	0
SUPDF: Superannuation Deficiency Payments	99,800	510				100,310
UKSPF: UK Shared Prosperity Fund - Management and Admin	0		-45,150	19,100		-26,050
Grand Total	3,050,040	210,170	-427,470	78,650	-28,160	2,883,230
Associated Movements in Earmarked Reserves						
FNBAL/H223 Audit Reserve	0	-16,120				-16,120
FNBAL/H230 Elections Fund Reserve	-130,000	24,620				-105,380
FNBAL/H269 Revaluation of Assets Reserve	4,000	4,000				8,000
FNBAL/H294 Cyber Resilience Reserve	-11,210	10,000				-1,210
FNBAL/H311 Electoral Integrity Reserve	0	-7,480				-7,480
FNBAL/H312 UK Shared Prosperity Fund	0		26,050			26,050
FNBAL/H326 Performance Reward Grant Reserve	-5,610					-5,610

Cost Centre and Description	Original Estimate 2023/24	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2023/24
FNBAL/H354 Community Right to Bid/Challenge Reserve	-4,670	2,970				-1,700
FNBAL/H372 Parish Grants Reserve		-10,000				-10,000
FNBAL/H373 Custom and Self-Build Grants Reserve	-14,430	14,430				0
FNBAL/H309 EBSS & AFP Alternative Funding New Burdens Reserve	0		25,930			25,930
Net after Movements in Earmarked Reserves	2,888,120	232,590	-375,490	78,650	-28,160	2,795,710

- 4.2 The difference between the revised and original estimate is a decrease in net expenditure of £166,810 or a decrease in net expenditure or £92,410 after allowing for movements on earmarked reserves.

5 KEY MOVEMENTS FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE

5.1 Within the proposed Revised Estimate there are a number of substantial movements, and these are summarised in the table below. A more detailed analysis of the movements is provided at Annex 1.

Description	Movement from Original Estimate 2023/24 to DRAFT Revised Estimate 2023/24
<p><u>Gas and Electricity</u> Decrease to the estimated cost of gas (-£75k) and electricity (-£26k) at the Council Offices and Civic Suite, mainly due to a reduction in unit rates compared to that estimated during the previous financial year during a time of extreme market volatility.</p>	-100,890
<p><u>UK Shared Prosperity Fund (UKSPF)</u> The council has received a grant of £19k to help with the cost of administering this year's UK Shared Prosperity Fund grant allocation. The draft revised budgets also account for revenue grant income and expenditures of £71k to UKSPF projects. Remaining grant of £26k from this year's allocation is to be set aside in earmarked reserves to be allocated to future schemes.</p>	-19,100
<p><u>Household Support Fund (HSUPF)</u> The council has received a grant of £24k to help with the cost of administering this year's Household Support fund. The draft revised estimates also allocate grant income of £216k to associated expenditures for the purchase of food vouchers for distribution to Ribble Valley residents (£209k) and other estimated miscellaneous direct costs (£8k).</p>	-24,000
<p><u>Council Tax (CLTAX)</u> The council is to receive a new burdens grant of £26k to help with the cost of administering the Energy Bills Support and Alternative Fuel Payment Alternative Funding grant schemes.</p> <p>The funds are to be set aside in earmarked reserves to support the service with the cost of future software upgrades.</p>	-25,930 25,930
<p><u>CEXEC: Chief Executives Department</u> Decrease to departmental salary, national insurance and superannuation costs. £13k of the reduction is the movement of budgets to Health and Housing Committee where expenditures for a post are now to be accounted for. The remainder is mainly due to vacancies within the environmental health section.</p> <p>The estimated cost of engaging external consultants to ensure continuation of the environmental health section during a prolonged period of understaffing. To be funded from associated departmental underspends above.</p>	-37,570 24,000

Description	Movement from Original Estimate 2023/24 to DRAFT Revised Estimate 2023/24
<p><u>CIVST: Civic Suite</u> Increase to estimated income to be generated from rental of the Civic suite due to higher demand.</p>	-16,600
<p><u>DISTC/PARIS: District and Parish Elections</u> Expenditures allocated to local election budgets for the cost of running the 2023 district and parish elections were lower than originally estimated. £22k of the costs fell into the last financial year and £23k has been re-allocated to grant funding under cost centre ELADM (for the implementation of Voter ID and Accessibility changes due to the Elections Act). The balance of funds to be released from earmarked reserves for the cost of running the above local elections is lower than originally estimated due to the timing of expenditures that fell into the previous financial year.</p>	-56,710
<p><u>ESTAT: Estates</u> Increase to repairs and maintenance budgets to pay for the cost of works to prepare a building for the rental market (£14k). This has been separately funded from associated rental income and savings on business rates at the property. There has also been additional costs for the replacement of support columns at the Townley Buildings (£10k)</p>	24,020
<p><u>RESOR: Resources Department</u> Increase to estimated salary, national insurance and superannuation costs after accounting for turnover and the 2023/24 annual pay award. The increase to draft estimates is mainly due to turnover that has been lower than budgeted for (4%) within the department.</p>	55,520
<p><u>Capital Charges</u> There is a net decrease to the estimated annual depreciation charge to this committee due to changes in the net valuation of assets that are chargeable this financial year.</p>	-28,160
<p><u>Support Service Costs</u> There is a net increase in support service costs charged to this committee following changes to various departmental cost allocations</p>	78,650

6 CONCLUSION

- 6.1 The difference between the Revised and Original Estimate is a decrease in net expenditure of £166,810 or a decrease in net expenditure of £92,410 after allowing for transfers to and from earmarked reserves.

7 RISK ASSESSMENT

7.1 The approval of this report may have the following implications

- Resources: The total movement from the Original Estimate to the Revised Estimate is a decrease of £166,810, or £92,410 after movements in earmarked
- Technical, Environmental and Legal: none identified
- Political: none identified
- Reputation: sound financial planning safeguards the reputation of the Council
- Equality and Diversity – Equality and diversity issues are considered in the provision of all Council services.

8 RECOMMENDED THAT COMMITTEE

8.1 Agree the revenue revised estimate for 2023/24.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES
AND DEPUTY CHIEF EXECUTIVE

PF1-24/VT/AC

For further background information please ask for Valerie Taylor
BACKGROUND PAPERS - None

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
CEXEC: Chief Executives Department					
A full review of salary, national insurance and superannuation estimates has been undertaken to account for the 2023/24 pay award and departmental vacancy underspends. This has reduced estimated expenditure for the year at revised estimate by £24.5k. There is a further reduction of £13k for the movement of budgets to the Health and Housing Committee where expenditures for a post are to be charged directly to a service rather than the department.	-37,570				-37,570
Lower employee insurance costs charged to this department than originally estimated following review of allocations upon policy renewal.	-4,640				-4,640
Lower employee mileage claims than allowed for within the budget.	-4,000				-4,000
The annual cost of the Geographical Information Service (Mapzone) which is used by all departments is now to be shared across those departments rather than being charged in full to the planning section.	2,670				2,670
Increase to the estimated net cost of lease cars in the current year due to the timing of new annual lease contracts which are paid in advance of officer contributions.	1,540				1,540

VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Lower expenditure on printing and stationery than budgeted, likely as a result of the ongoing hybrid remote/ office working arrangements.	-1,000				-1,000
Postage costs during the year have been lower than the budget available.	-1,000				-1,000
It has been necessary to engage external consultants to ensure continuation of the environmental health service during a prolonged period of understaffing, to be funded from departmental salary underspends.	24,400				24,400
Reduction to estimated income from legal fees for the year. £6k of the reduction is for general legal fees, mainly because work relating to S106 agreements was temporarily outsourced during a vacancy within the legal section. Demand for land and property related transactions is lower than estimated, reducing the income forecast by £5k.		10,420			10,420
Net decrease in support service costs due to changes in cost allocations from council premises and the ICT and Resources Departments.			-21,040		-21,040
A decrease to the net cost of the department overall has in turn decreased the recharges out to other service areas.			32,910		32,910
Total Chief Executives Department					2,690

VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
CIVCF: Civic Functions					
A temporary reduction to the contractual hours of a post during the year along with vacant periods has reduced the estimated salary, national insurance and superannuation expenditure at revised estimate by £9.7k. Partially offset by a small increase in the temporary staffing budget.	-9,350				-9,350
Net reduction to other expenses within the cost centre. Mainly due to removal of the £1,270 budget that is available for 'Mayoress at Home'. This budget has not been utilised for a number of years and is to be proposed as a recurring saving.	-1,770				-1,770
Net decrease in support service costs, mainly due to changes in allocations from the Community Services Department.			-3,520		-3,520
Total Civic functions					-14,640
CIVST: Civic Suite					
Lower repairs and maintenance requirements at the Civic Suite during the year have allowed for funds to be diverted to other repairs and maintenance budgets.	-2,000				-2,000
Reduction to electricity (-4.7k) and gas (-4.3k) estimates. This is mainly due to reduced costs as rates were estimated last financial year during a time of extreme market volatility.	-9,060				-9,060

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
An increase to the rateable value of the Civic Suite has brought about a higher annual business rates charge for the year.	2,010				2,010
An increase to the cover of buildings and contents insurance has increased the annual cost.	1,490				1,490
Increase in demand for hire of the Civic Suite has increased the level of income estimated to be generated this financial year,		-16,600			-16,600
Decrease to the annual depreciation charge following a downwards revaluation of the building in the previous financial year.				-3,530	-3,530
A decrease to the net cost of operating the Civic Suite has in turn decreased the recharges out to other service areas.			26,940		26,940
Total Civic Suite					-750
CLOFF: Council Offices					
Higher than estimated inflation and low turnover have increased the salary, national insurance and superannuation estimates, mainly in respect of office cleaners.	4,470				4,470
Reduction to the annual estimate for temporary staffing following review of requirements.	-2,390				-2,390
An increase to the level of buildings and contents insurance has increased the annual premises insurance cost for the council offices.	2,650				2,650

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Lower repairs and maintenance requirements at the offices than the budget available has allowed for funds to be diverted to other repairs and maintenance areas.	-8,000				-8,000
Lower costs for electricity than originally estimated. This is mainly due to reduced costs as rates were estimated last financial year during a time of extreme market volatility.	-21,450				-21,450
Lower costs for gas than originally estimated. This is mainly due to reduced costs as rates were estimated last financial year during a time of extreme market volatility.	-70,380				-70,380
An increase to the rateable value of the Council Offices has brought about a higher annual business rates charge for the year.	12,350				12,350
Decrease to the annual depreciation charge that is mainly due to a downwards revaluation of the building in the previous financial year.				-2,770	-2,770
Increase to the income generated for room hire at the council offices from an agreement that is reviewed annually in line with inflation.		-1,200			-1,200
The decrease to the overall net cost of the council offices as a result of the reasons listed above has in turn decreased the recharges out to other service areas.			92,490		92,490
Total Council Offices					5,770
CLTAX: Council Tax					
Increase to the estimated cost of postages for the council tax section, mainly due to inflation.	1,750				1,750

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Increase to software maintenance costs, being £12.8k for Citizens Access (to enable e-billing, approved by this committee January 2023), less inflation adjustment for another contract.	11,070				11,070
Increase to estimated cost of the Allpay payment facility. This is due to a £2k payment for renewal of the contract that has been partially offset by a reduction to estimated annual monthly fees.	1,090				1,090
Increase to the estimated cost of the council tax family annexes discount.	2,920				2,920
Estimated cost of applying the 50% Ukraine local council tax discount.	14,320				14,320
Central government new burdens grant payment to help with the cost of administering the Energy Bills Support Scheme Alternative Funding and Alternative Fuel Payment Schemes (to be move to earmarked reserves).		-25,930			-25,930
Reduction to the estimated annual income for the recovery of the cost of summonses following review of income levels at the time of the budget review.		1,050			1,050
Net increase in support service costs mainly due to changes in cost allocations from the Resources Department.			16,310		16,310
Total Council Tax					22,580

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
COMPR: Computer Services					
Increase to software maintenance budgets, mainly as a result of inflation levels that are above that brought into the base estimate.	1,430				1,430
Reduction to estimated expenditure on the purchase of equipment and materials following review of current year requirements.	-1,000				-1,000
Reduced cost of the government connect facility (secure network between local and central government).	-2,430				-2,430
Reduction to the annual depreciation charge for capital schemes, due to slippage of the ICT infrastructure and network refresh capital schemes.				-21,660	-21,660
Increase in support service costs due to changes in the annual recharge from the Council Offices (-£3k) and Resources department (£7k).			4,320		4,320
A decrease to the overall net cost of the service has in turn decreased the recharges out to other service areas.			19,060		19,060
Total Computer Services					-280

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
CORON: Coronation of King Charles					
Cost of grant payments to town and parish councils to celebrate the coronation of King Charles (approved by this committee March 2023). £10k of the expenditure is being funded from the parish grants earmarked reserve, with the remainder falling on general fund balances.	16,500				16,500
Total Coronation of King Charles					16,500
CORPM: Corporate Management					
Net decrease in support service costs due to changes in cost allocations from the Community Services, Chief Executives, Resources, and Economic Development and Planning Departments.			-6,540		-6,540
Total Corporate Management					-6,540
COSDM: Cost of Democracy					
Increases to members allowances (£2.8k), special responsibility allowances (£4.3) and national insurance estimates following review. The review accounts for inflationary increases and changes to special responsibility allowances following an update to the members allowance scheme.	7,970				7,970
Low requirements for the purchase of equipment and materials during the year have reduced the estimate.	-1,720				-1,720

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Increase to the cost of attendance at the Local Government Association conference due to an increase in the number of attendees.	1,060				1,060
Increase to estimated expenditure this year on Microsoft licences, mainly due to inflation.	1,040				1,040
Lower spend on members car allowance claims than allowed for within the budget estimate.	-1,000				-1,000
The budget for the cost of council meeting expenses is not fully utilised and so has been reduced at revised estimate.	-1,000				-1,000
Net decrease in support service costs due to changes in cost allocations from council premises and the ICT, Community Services, Chief Executives, Resources, and Economic Development and Planning Departments.			-18,590		-18,590
Total cost of democracy					-12,240
CSERV: Corporate Services					
The cost of an annual software contract is being shared with the resources department as they are now also making use of the software following termination of a separate contract.	-3,800				-3,800
Net increase in support service costs due to changes in cost allocations, mainly from the Community Services Department.			10,200		10,200
Total Corporate services					6,400

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
DISTC/PARIS: Local and Parish Elections					
The cost of running the local elections was £56k lower than originally estimated. £22k of the costs were incurred towards the end of the 2022/23 financial year and £23k of costs were re-allocated to new burdens grant funding (see ELADM below). The remainder is where expenditures were lower than the budget available.	-54,020	-2,690			-56,710
Total Local and Parish Elections					-56,710
ELADM: Election Administration					
Increase to budgets established for the cost of the Electoral Integrity Programme as a result of the Elections Act.	11,390				11,390
Higher than estimated new burdens grant funding received for the cost of the above. Costs above this year's grant funding are to be met from funds previously set aside in earmarked reserves.		-6,840			-6,840
Increase in support service cost allocation from the Chief Executive Department.			3,600		3,600
Total Election Administration					8,150
ELECT: Register of Electors					
It has not been necessary to hire additional employees to help with the annual canvass this year as a result of reforms that have reduced the administrative burden.	-1,770				-1,770
Reduction to the postages cost estimate due to data matching as a result of electoral reform.	-2,000				-2,000

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Increase to the estimated annual cost of printing and stationery following review.	900				900
Net increase in support service costs due to changes in cost allocations from the Chief Executives and Resources Departments.			1,100		1,100
Total Register of Electors					-1,770
EMERG: Community Safety					
Net decrease in support service costs mainly due to changes to a reduced charge from the Economic Development and Planning Department.			-24,830		-24,830
Total Community Safety					-24,830
ESTAT: Estates					
Increase to the repairs and maintenance budget. £14k of the increase is for works preparing a building for rental, and these costs have been met from associated increases/decreases to income and expenditure budgets under this cost centre. A further £10k increase is proposed for the cost of replacing some columns at the Longridge Youth Zone. This increase is being met by diversion of funds from other repairs and maintenance budgets.	24,020				24,020
Estimated utility costs at council owned buildings that were previously leased out.	3,600				3,600

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Reduction to the cost of business rates that is mainly due to a credit that has been received following rental of a building (and the subsequent change of business rates liability).	-2,810				-2,810
Increase to the cost of premises insurance. This includes a premium of £5k that is due to the cost of insuring an empty property (that is considered higher risk for insurance purposes).	7,430				7,430
Estimated Marketing and Estate Agent fees for empty properties marketed for lease or sale.	4,430				4,430
One off cost to value some council land. Expenditure on the valuation of assets should be recovered at a future date through the increased rental or sale proceeds generated from the associated property.	3,000				3,000
Increase to the estimated amount of income to be generated from the rental of council owned properties.		-12,380			-12,380
Net increase to the estimated annual depreciation charge following reclassification and revaluation of assets.				2,320	2,320
Net decrease in support service costs, mainly from the Chief Executive's Department.			-17,480		-17,480
Total Estates					12,130
FGSUB: Grants and Subscriptions					

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Claims from Town and Parish council's for support under the concurrent function grant scheme which were processed earlier in the 2023/24 financial year are lower than the original budget estimate.	-6,540				-6,540
Voluntary organisation grant allocations for the year were lower than the funds available.	-64,060				-64,060
Increase in support service cost allocation from the Resources Department.			3,960		3,960
Total Grants and Subscriptions					-66,640
FMISC: Finance Miscellaneous					
Expenditure of grant funds on cyber resilience consultancy support is now expected to fall into the 2024/25 financial year. After associated movement in earmarked reserves the net budget movement is nil.	-10,000				-10,000
Increase to the estimated cost of external audit services following review of current year charges at revised estimate. These costs will be partially offset by £16k of new burdens grant funding received last financial year to contribute towards the increased cost of external audit services resulting from the Redmond Review (currently set aside in earmarked reserves).	40,020				40,020

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
The budget available for bank charges has been reduced at revised estimate following review of current and prior year costs.	-1,000				-1,000
Total Finance Miscellaneous					29,020
HSUPF: Household Support Fund					
Expenditure and associated grant income on household support fund food vouchers for distribution to Ribble Valley residents during the 2023/24 financial year.	209,000	-209,000			0
Estimated Household Support Fund grant income and associated expenditures for the cost of employing a temporary debt advisor.	7,000	-7,000			0
Grant received to help the council with the administrative cost of distributing the Household support fund.		-24,000			-24,000
Total Household Support Fund					-24,000
LANDC: Land Charges					
Net increase in support service costs due to changes in cost allocations from the Community Services, Chief Executives, Resources and Economic Development and Planning Departments.			2,510		2,510
Estimated income from searches of the land register (vatable) was reduced by 15% (or £10k) this financial year due to an expected slowdown in the housing market. Actual demand has been higher than estimated.		-2,170			-2,170

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ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Following review of prior year outturn and current year charges the budget available to pay for land register searches undertaken by the county council has been reduced.	-2,300				-2,300
The level of income received for recovery of costs when supplying information under Environmental Regulations is lower than the budget estimate (following review of prior year outturn and income received during the year).		1,370			1,370
Total Land Charges					-590
LICSE: Licensing					
New burdens grant funding received for the administrative cost of issuing temporary pavement licences.		-2,070			-2,070
Higher levels of taxi licensing income than built into the original estimate.		-1,780			-1,780
It has been necessary to pay a one-off cost to upgrade the council's licensing software to ensure that the public facing part of the system on the council's website continues to function.	2,100				2,100
The council pays for taxi plates and brackets that are then sold on to taxi drivers at cost. As brackets are now being purchased without an expiry date they do not need to be replaced as often and as a result both the expenditure and income budgets can be reduced at revised estimate.	-3,000	3,000			0
Increase to the number of businesses paying for a premises license.		-4,570			-4,570

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ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Net increase in support service costs due to changes in cost allocations from the Chief Executives, Resources and Economic Development and Planning Departments.			16,310		16,310
Total Licensing					9,990
LUNCH: Luncheon clubs					
Reduction to the estimated cost of grant applications at revised estimate following review of applications received during the year.	-1,470				-1,470
Net increase in support service costs from the Economic Development and Planning Department.			3,070		3,070
Total Luncheon clubs					1,600
NNDRC: National Non Domestic Rates					
The cost of collection allowance which provides billing authorities with income to help meet the cost of administering the rating system is higher than estimated.		-3,840			-3,840
Net decrease in support service costs mainly from the Resources department following review of allocations.			-14,520		-14,520
Total National Non Domestic Rates					-18,360
RESOR: Resources Department					
Net increase to the Resources Departmental salary, national insurance and superannuation budget estimates following full review at revised estimate to account for turnover and the 2023/24 pay award.	55,520				55,520

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ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
The council's asset management system is to be upgraded to a cloud based version and a budget of £9k is available to pay for officer training. Following communications with the software provider it is now likely that the training will take place during the next financial year. Net budget movement is nil after accounting for associated movements in earmarked reserves.	-9,400				-9,400
Increase to estimated expenditure on advertising to recruit vacant positions within the department, to be funded from associated vacancy underspends.	4,670				4,670
Increase to the estimated annual cost of the apprenticeship levy, linked to niable earnings.	3,900				3,900
Lower employee insurance costs charged to this department than originally estimated following review of allocations upon renewal.	-7,450				-7,450
The estimated cost of lease car expenditures is expected to be lower this year than the original estimate following review of the timings of lease car contract renewals.	-1,170				-1,170
The annual cost of the Geographical Information Service (Mapzone) which is used by all departments is now to be shared across those departments rather than being charged in full to the planning section.	2,670				2,670
Increase to estimated expenditure this year on Microsoft licences, mainly due to inflation.	1,460				1,460
Estimated increase to the cost of the main telephone system due to inflation.	2,350				2,350

VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Lower spend on employee uniforms than available within the budget.	-1,000				-1,000
Lower spend on conferences than available within the budget.	-1,300				-1,300
Recharge of promotional activity employee costs to new burdens grant funding for expenditure raising awareness around changes brought about by the Elections Act (under cost centre ELADM).		-3,880			-3,880
Reduction to the estimated cost of depreciating for assets. There is a £14k increase for the estimated cost of completed capital schemes, that is more than offset by reduced charges for other assets that are now fully depreciated.				-1,690	-1,690
Net decrease in support service costs due to changes in cost allocations from council premises and the ICT section.			-47,330		-47,330
A decrease to the net cost of the department overall has in turn decreased the recharges out to other service areas.			-20,590		-20,590
Total Resources Department					-23,240
VARIOUS: UK Shared Prosperity Fund					
Estimated expenditure and the allocation of grant funding to various UK Shared Prosperity Fund revenue projects. £30k Net Zero Transition & Decarbonisation, £1k EV Charging Points Feasibility, £40k Enhanced Website and Marketing Opportunities, £1k CCTV Provision Pilot.	71,460	-71,460			0

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ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Allocation of officer time to UKSPF activities (support services) to associated grant income received for administration of the scheme (income).		-19,100	19,100		0
Balance of UKSPF revenue grant funding received this financial year and to be set aside in earmarked reserves to support associated expenditures falling into a future financial period.		-26,050			-26,050
Total UK Shared Prosperity Fund					-26,050
Other Variances	-2,630	-2,750	1,210	-830	-5,000
Subtotal	210,170	-427,470	78,650	-28,160	-166,810
MOVEMENT IN EARMARKED RESERVES					
FNBAL/H223 Audit reserve: Release of new burdens grant funding that was received from central government to help with increased audit costs resulting from the Redmond Review.	-16,120				-16,120
FNBAL/H230: Election Fund Reserve Reduction to the amount to be released from the elections reserve for the cost of running the local elections, mainly because £22k of the costs were released to support expenditure falling into the previous financial year.	24,620				24,620

POLICY AND FINANCE COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
FNBAL/H269: Revaluation of Assets Reserve Increase to the annual contribution set aside in this reserve to include funds to pay for the triennial insurance revaluation of the council's assets.	4,000				4,000
FNBAL/H294 Cyber Resilience Grant Reserve Reduction to estimated release of funds set aside for expenditures on review of the council's resilience and recovery arrangements (now expected to take place in the next financial year).	10,000				10,000
FNBAL/H311 Electoral Integrity Reserve: Release of new burdens funding received last financial year for the cost of implementing changes brought about by the Elections Act.	-7,480				-7,480
FNBAL/H312 UK Shared Prosperity Fund Estimated balance of UKSPF revenue grant funding received in the current financial year, but to be spent on associated activities in a future financial period.		26,050			26,050

VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
FNBAL/H354 Community Right to Bid Reserve The council offices Mains and LED Lighting upgrade capital scheme is now expected to be completed during 2024/25. Revenue savings on electricity usage that are to be added to this reserve will therefore now fall into the next financial year.	-6,000				-6,000
Funds in the Community Right to Bid Reserve are to be released for the cost of officer training following completion of a capital scheme to upgrade the council's asset management system. Following delays to the scheme these costs are now expected to be incurred next financial year.	8,170				8,170
The year-one annual maintenance cost of the council's e-recruitment system is being funded from this earmarked reserve. As the costs were lower than originally estimated this has reduced the amount released.	800				800
FNBAL/H372 Parish Grants Reserve Release of funds to contribute towards the cost of grants that were paid to town and parish councils to help with the cost of celebrations for the coronation of King Charles.	-10,000				-10,000

VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
FNBAL/H373 Custom and Self Build Grants Reserve Funds to be released on the year-one annual maintenance cost of the council's upgraded asset management system (£13k) and as a contribution towards associated officer training (£1k) are now to fall into the 2024/25 financial year.	14,430				14,430
FNBAL/H309 EBSS & AFP Alternative Funding New Burdens Reserve New Burdens grant funding received for the cost of administering the Energy Bills Support Scheme Alternative Funding and Alternative Fuel Payment Alternative Funding schemes are to be set aside in earmarked reserves. This is to support the council tax service with future software upgrade costs.		25,930			25,930
Total Movement in Earmarked Reserves	22,420	51,980	0	0	74,400
Total Movement	232,590	-375,490	78,650	-28,160	-92,410

ACTUAL TO DATE WITH ORIGINAL ESTIMATE AND PROPOSED REVISED ESTIMATE

Cost Centre	Description	Original Estimate to End November	Actual and Commitments to end November	Full Year Original Estimate	Proposed Revised Estimate
VARIOUS	UKSPF - Revenue Projects	0	-85,160	0	-26,050
CEXEC	Chief Executives Department	772,582	782,382	0	0
CIVCF	Civic Functions	42,016	35,077	72,150	56,670
CIVST	Civic Suite	30,250	16,367	0	0
CLOFF	Council Offices	208,877	201,498	-6,000	0
CLTAX	Council Tax	47,078	51,959	466,810	488,080
COMPR	Computer services	99,221	87,776	0	0
CORON	Coronation of King Charles	15,610	22,567	5,610	22,560
CORPM	Corporate Management			419,620	413,080
COSDM	Cost of Democracy	199,607	191,067	607,850	595,640
COVID	Covid-19 Response	-14,050	-14,050	0	0
CSERV	Corporate Services	24,927	6,483	198,850	205,250
CTENP	Council Tax Energy Rebates (Principal)	0	-780	0	0
DISTC	District Elections	180,000	114,506	180,000	114,540
ELADM	Election Administration	0	2,516	36,550	44,660
ELECT	Register of Electors	49,304	42,006	107,080	105,780
EMERG	Community Safety	3,942	3,521	105,650	80,950
ESTAT	Estates	-10,472	9,548	108,970	121,210
FGSUB	Grants & Subscriptions - Policy & Finance	163,590	92,634	181,110	114,120

ACTUAL TO DATE WITH ORIGINAL ESTIMATE AND PROPOSED REVISED ESTIMATE

Cost Centre	Description	Original Estimate to End November	Actual and Commitments to end November	Full Year Original Estimate	Proposed Revised Estimate
FMISC	Policy & Finance Miscellaneous	93,577	61,266	255,010	284,190
HSUPF	Household Support Fund	0	-36,569	0	-23,140
LANDC	Land Charges	-39,491	-44,126	22,600	22,100
LICSE	Licensing	-63,192	-70,244	79,810	88,250
LUNCH	Luncheon Clubs	6,480	3,700	16,730	18,810
NNDRC	National Non Domestic Rates	9,558	6,143	66,740	47,470
PARIS	Parish Elections	0	8,741	0	8,750
RESOR	Resources Department	1,604,981	1,601,455	25,100	0
SUPDF	Superannuation Deficiency Payments	56,148	49,592	99,800	100,310
Committee Subtotal		3,480,543	3,139,874	3,050,040	2,883,230
Earmarked Reserves					
FNBAL/H223	Audit Reserve	0	0	0	-16,120
FNBAL/H230	Elections Fund Reserve	-180,000	-120,754	-130,000	-105,380
FNBAL/H269	Revaluation of Assets Reserve	0	0	4,000	8,000
FNBAL/H294	Cyber Resilience Grant Reserve	0	-1,210	-11,210	-1,210
FNBAL/H311	Electoral Integrity Reserve	0	-7,483	0	-7,480
FNBAL/H312	UK Shared Prosperity Fund Reserve	0	85,160	0	26,050
FNBAL/H326	Performance Reward Grant Reserve	-5,610	-5,610	-5,610	-5,610
FNBAL/H354	Community Right to Bid/Challenge	-4,670	-1,700	-4,670	-1,700
FNBAL/H372	Parish Grants Reserve	-10,000	-10,000	0	-10,000

ACTUAL TO DATE WITH ORIGINAL ESTIMATE AND PROPOSED REVISED ESTIMATE

Cost Centre	Description	Original Estimate to End November	Actual and Commitments to end November	Full Year Original Estimate	Proposed Revised Estimate
FNBAL/ H373	Custom and self-Build Grants	0	0	-14,430	0
FNBAL/ H309	EBSS & AFP Alternative Funding New Burdens Reserve	0	15,560	0	25,930
Subtotal Earmarked Reserves		-200,280	-46,037	-161,920	-87,520
Total		3,280,263	3,093,837	2,888,120	2,795,710