



SCRUTINY BOARD (STRATEGY AND RESOURCES)

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Monday, 24th October, 2016 at 11.00 am

(A pre-meeting will take place for ALL Members of the Board at 9.30 a.m.)

MEMBERSHIP

Councillors

S Bentley	Weetwood;
D Cohen	Alwoodley;
K Groves (Chair)	Middleton Park;
H Hayden	Temple Newsam;
J McKenna	Armley;
S McKenna	Garforth and Swillington;
D Nagle	Rothwell;
A Sobel	Moortown;
E Tunnicliffe	Roundhay;
T Wilford	Farnley and Wortley;
R Wood	Calverley and Farsley;

Please note: Certain or all items on this agenda may be recorded

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A G E N D A

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1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25* of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(* In accordance with Procedure Rule 25, notice of an appeal must be received in writing by the Head of Governance Services at least 24 hours before the meeting).</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:</p> <p>No exempt items have been identified.</p>	

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3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES</p> <p>To receive any apologies for absence and notification of substitutes.</p>	
6			<p>MINUTES - 19 SEPTEMBER 2016</p> <p>To confirm as a correct record, the minutes of the meeting held on 19 September 2016.</p>	
7			<p>EXECUTIVE BOARD MINUTES - 21 SEPTEMBER 2016</p> <p>To receive for information purposes the draft minutes from the Executive Board meeting held on 21 September 2016.</p>	1 - 16
8			<p>CHAIR'S UPDATE (OCTOBER 2016)</p> <p>To receive an update from the Chair on scrutiny activity since the previous Board meeting, not specifically included on this agenda.</p>	17 - 18

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9			<p>FINANCIAL HEALTH MONITORING</p> <p>To receive and consider a report from the Head of Governance Services introducing the Financial Health Monitoring report due to be considered by the Executive Board on 19 October 2016.</p>	19 - 48
10			<p>AGENCY STAFF SPENDING</p> <p>To consider a report from the Head of Governance Services introducing an analysis of agency staff spending across the Council.</p>	49 - 52
11			<p>WORK SCHEDULE</p> <p>To consider the Scrutiny Board's work schedule for 2016/17 municipal year.</p>	53 - 58
12			<p>DATE AND TIME OF NEXT MEETING</p> <p>Monday, 21 November 2016 at 10.00am (pre-meeting for all Board Members at 9.30am)</p>	

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			<p>THIRD PARTY RECORDING</p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts on the front of this agenda.</p> <p>Use of Recordings by Third Parties – code of practice</p> <ul style="list-style-type: none"> a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title. b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete. 	

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EXECUTIVE BOARD

WEDNESDAY, 21ST SEPTEMBER, 2016

PRESENT: Councillor J Blake in the Chair

Councillors A Carter, R Charlwood,
D Coupar, S Golton, J Lewis, R Lewis,
L Mulherin, M Rafique and L Yeadon

SUBSTITUTE MEMBER: Councillor J Procter

57 Substitute Member

Under the provisions of Executive and Decision Making Procedure Rule 3.1.6, at the point at which Councillor A Carter left the meeting (Minute No. 61 refers), Councillor J Procter was invited to attend for the remainder of the meeting on behalf of Councillor Carter.

58 Declaration of Disclosable Pecuniary Interests

There were no Disclosable Pecuniary Interests declared at the meeting, however, in relation to the agenda item entitled, 'Outcome of Statutory Notices on Proposals to Increase Primary and Secondary Learning Places in Holbeck; Kirkstall-Burley-Hawksworth and Burmantofts Planning Areas', Councillor Yeadon drew the Board's attention to her position as governor of Hawksworth Wood Primary School (Minute No. 78 refers).

59 Minutes

RESOLVED – That the minutes of the previous meeting held on 27th July 2016 be approved as a correct record.

HEALTH, WELLBEING AND ADULTS

60 Better Lives Programme: Phase Three: Next Steps and Progress Report

The Director of Adult Social Services submitted a report presenting the outcomes from the associated consultation exercise which was agreed to be undertaken by Executive Board on 23rd September 2015 (Minute No. 40 referred), and which sought approval of the next steps for the delivery of the Better Lives Strategy.

In presenting the report, the Executive Member for Health, Wellbeing and Adults thanked all of those who had participated in the associated consultation process, with specific reference to the contribution of the Scrutiny Board (Adult Social Services, Public Health and NHS), partners, stakeholders, Trade Unions, service users and their families, and highlighted how the original proposals had been revised in response to the contributions made.

In addition, detail was provided upon the submitted proposals, which looked to modernise the type of social care that was provided in Leeds, unlock sites for extra care and also enhance intermediate care and complex care provision.

Draft minutes to be approved at the meeting
to be held on Wednesday, 19th October, 2016

The focus that was being placed upon improving the quality of service provided within the private sector was also highlighted.

Members then discussed the key proposals detailed within the report, and with respect to specific enquiries raised around the decommissioning of certain services, the Board was provided with detailed responses to such enquiries.

Linked to this, Members also discussed the evolving nature of social care provision in the city, with specific reference being made to the role played by the Council, Neighbourhood Networks and private sector providers. The Board also considered matters regarding capacity and quality levels of social care provision, with specific reference being made to the surplus of residential care in the city and the demand which existed for extra care housing. Responding to such comments, emphasis was placed upon the vital role to be played by extra care housing in the future, whilst also, officers undertook to provide Board Members with further details regarding the over-supply of residential care units in the city.

In response to a specific enquiry regarding the content of correspondence which had been received by some service users, it was undertaken that the content of such communications would be reviewed.

Also, given the significant nature of this matter, it was requested that Members were provided with the opportunity to comment upon this matter at the next scheduled Council meeting. In response, it was undertaken that this request, and the portfolio order by which the Executive Board minutes would be considered at the November Council meeting would be submitted to the Group Whips for consideration.

Furthermore, the Board received assurances that the priority for providing any affected service users with alternative provision would be to accommodate the choices of the individual, and that they would be guaranteed to receive a level of provision which was at least equal in quantum and to the standard of their current provision, if not better. In addition, it was highlighted however that should an individual choose provision that was rated less than their current standard, then where appropriate, checks may be undertaken in order to ensure that that choice was in the individual's best interest.

In addition, assurances were also provided around the personal support that service users and their families would be given during any transition process by the Assessment and Transfer Team.

In conclusion, the Chair highlighted the need for the Council to continue to lobby Government on a cross-party basis, in order to highlight the level of resource that the Local Authority needed in order to ensure that there was the necessary levels of social care provision in the city.

RESOLVED –

- (a) That the decommissioning of the services provided at: Middlecross, Siegen Manor and The Green residential care homes, be approved;
- (b) That the decommissioning of the services provided at: Middlecross, Siegen Manor, The Green, Springfield and Radcliffe Lane Day Centres, be approved;
- (c) That the timescales for ceasing those services, based on the timeline as detailed within Appendix 3 to the submitted report, be agreed;
- (d) That the remodelling of Wykebeck Valley day centre to become a complex needs centre for the east of the city, taking a phased approach to accommodate the needs of existing and future customers, be approved;
- (e) That approval be given to the reinvestment of £0.111m from the planned savings, in order to ensure that Wykebeck can offer an enhanced service like Laurel Bank and Calverlands complex needs day centres;
- (f) That approval be given for the Siegen Manor site to be ear-marked for the purposes of exploring the potential to develop it for the provision of extra care housing;
- (g) That the development of a city-wide in-house integrated recovery service, comprised of Assisted Living Leeds, the SKiLs enablement service and a bed-based offer to support the wider Leeds Intermediate Care Strategy, be approved, and that it be agreed that this service should be called the 'Leeds Recovery Service';
- (h) That approval be given for The Green to be retained as a community asset for intermediate care / recovery beds, subject to discussion and agreement with NHS commissioners, with a further report being presented to Executive Board for consideration when associated discussions have concluded;
- (i) That the outcome of the full consultation reports with stakeholders, including residents, service users, their families and carers, Trade Union, staff and Scrutiny Board, as detailed at Appendices 1 and 2 to the submitted report, be noted;
- (j) That the immediate decommissioning of the services provided at Manorfield House residential home, together with the assessment and transfer process of residents, be noted;
- (k) That the continued formal consultation under Employment Legislation with Trade Unions and staff be noted, together with the provision of support for staff throughout the decommissioning process which

includes identifying any opportunities for employment within the Council;

- (l) That the development of alternative models of support, including those provided in the independent sector and by other in-house services, be noted;
- (m) That it be noted that the commissioned service Bay Tree Resource Centre in Moor Allerton also offers a choice of day support for people with complex needs including dementia;
- (n) That the continued work via the Housing and Care Futures programme to identify potential future use of the sites that become available as a result of the implementation of such proposals and resolutions be noted, which include the opportunity for further development of specialised older people accommodation, including extra care housing;
- (o) That it be noted that the lead officer responsible for implementation of such matters is the Director of Adult Social Services.

(Under the provisions of Council Procedure Rule 16.5, Councillor A Carter required it to be recorded that he abstained from voting on the decisions referred to within this minute, whilst under the same provisions Councillor Golton required it to be recorded that he voted against the decisions referred to within this minute)

ECONOMY AND CULTURE

61 Medium Term Financial Strategy 2017/18 to 2019/20

Further to Minute No. 42, 27th July 2016, the Deputy Chief Executive submitted a report which presented the Council's updated Medium-Term Financial Strategy for 2017 – 2020 for the purposes of approval. The report also invited the Board to consider whether or not to accept the Government's 4-year funding offer.

Members welcomed the early consideration of such matters. With regard to considering the Government's 4 year funding offer, it was requested that should the offer be accepted, then this should be with a caveat that the level of funding currently offered is a minimum level of funding, and that in accepting the 4 year funding offer, this should not preclude the Council from receiving any further provision of funding during the 4 year period.

In addition, it was also requested that representations be made on behalf of the Council to Government with respect to the fact that the level of financial settlement received by Leeds was comparatively less than other Core Cities.

In considering the submitted report, Members considered the ongoing review in respect of Locality Services, whilst emphasis was placed upon the increasing importance of working effectively with the Council's partners across all sectors and working effectively at a local level.

RESOLVED –

- (a) That the draft 2017 – 2020 Medium Term Financial Strategy and Efficiency Plan be approved;
- (b) That it be noted that further proposals will be brought forward to address the current shortfall;
- (c) That the Government's 4-year funding offer be accepted, on the basis that this represents a minimum level of government funding;
- (d) That representations be made on behalf of Leeds City Council to Government with respect to the fact that the level of financial settlement received by Leeds is comparatively less than other Core Cities;
- (e) That the recommendation to approve the Medium Term Financial Strategy and Efficiency Plan, and the consideration of whether to accept the 4-year funding offer, be exempted from the Call In process, for those reasons as detailed within paragraph 4.5.2 of the submitted report (detailed below);
- (f) That it be noted that the Deputy Chief Executive will be responsible for the implementation of the resolutions above.

(During the consideration of this item, Councillor A Carter left the meeting and was replaced by Councillor J Procter for the remainder of the meeting)

(The Council's Executive and Decision Making Procedure Rules state that a decision may be declared as being exempt from Call In by the decision taker if it is considered that any delay would seriously prejudice the Council's, or the public's interests. In line with resolution (e) above, resolutions (a) and (c) contained within this minute were exempted from the Call In process, given that the size of the financial challenge facing the Council has meant that the outcomes of the work from service and policy reviews could not be brought to Executive Board sooner, and also due to the fact that the deadline for accepting the Government's 4-year funding offer is the 14th October 2016. As such, it is deemed that any delay to the implementation of these matters would prejudice the Council's, or the public's interests).

COMMUNITIES

62 Citizens@Leeds: Supporting Communities and Tackling Poverty - Update

Further to Minute No. 6, 24th June 2015, the Assistant Chief Executive (Citizens and Communities) submitted a report providing an update on the progress made in supporting communities and tackling poverty in Leeds over the past 12 months. The report also presented the planned activities for the next year and set out details of key challenges.

Responding to an enquiry in respect of the programme's action plan for 2016/17, it was highlighted that the submitted report did provide details of priorities for the forthcoming year, however, it was undertaken that further detail in respect of proposed actions would be provided to Executive Members for consideration.

RESOLVED –

- (a) That the information detailed within the submitted report, be noted;
- (b) That the plans for the next year, as detailed within the submitted report, be noted;
- (c) That a further report be submitted to Executive Board in 12 months which sets out the progress made in supporting communities and in tackling poverty.

63 Strategic and Co-ordinated response to Migration in Leeds

The Assistant Chief Executive (Citizens and Communities) submitted a report which was in response to a recommendation from the Scrutiny Board (Citizens and Communities) to Executive Board, and which also provided an update on the work being undertaken to establish the Leeds Strategic Migration Board.

Members thanked the Scrutiny Board (Citizens and Communities) for the work which they had undertaken in this area.

In addition, emphasis was placed upon the need to ensure that adequate funding was provided by Government where the Authority agreed to participate in specific migration programmes.

RESOLVED –

- (a) That the work which has taken place to establish the Leeds Strategic Migration Board, as detailed within the submitted report, be noted;
- (b) That endorsement be given to the approach being taken to establish what Leeds' 'support' is for those new migrants coming to the city;
- (c) That a report detailing the progress of the Leeds Strategic Migration Board be submitted to Executive Board in the spring of 2017;
- (d) That it be noted that the Assistant Chief Executive (Citizens and Communities) is responsible for leading on such matters.

64 City of Sanctuary Progress Report

The Assistant Chief Executive (Citizens and Communities) submitted a report providing an overview of the principles of the City of Sanctuary initiative and detailed the recent work which had been undertaken in this area. In addition, the report also highlighted some areas of challenge and the work taking place to understand and address such issues. Finally, the report sought the Board's continued commitment to the City of Sanctuary principles.

Members welcomed the content of the submitted report, the proposal to explore the potential of gaining a formal accreditation, and the work being undertaken in schools which was linked to the City of Sanctuary initiative.

RESOLVED –

- (a) That the work which has taken place in order to support Leeds' status as a City of Sanctuary be noted;
- (b) That approval be given to recommitting to the principles of, and work undertaken as part of the City of Sanctuary, and that a formal promise be given to supporting the initiative;
- (c) That approval be given to exploring the potential of providing a submission in order to gain a formal accreditation as a City of Sanctuary, and, as part of this, further consideration be given to working with the City of Sanctuary group with the aim of developing a 'Council of Sanctuary' award;
- (d) That a progress report on such matters be submitted to Executive Board in early 2017;
- (e) That it be noted that the Assistant Chief Executive (Citizens and Communities) is responsible for leading on such matters.

65 Strong and Resilient Communities - a Refreshed Approach to Delivering Cohesion and Prevent Across the City

The Assistant Chief Executive (Citizens and Communities) submitted a report regarding the refreshed approach towards the promotion of cohesion in Leeds and also on the delivery of the statutory 'Prevent' initiative across the city. The report also sought support for the development of new ways of working as part of a long term strategy which looked to embed cohesion, compassion and mutual respect across all of the city's communities.

Members thanked all of those involved for the significant work which had been undertaken in this area to date.

Responding to a specific Member enquiry, officers undertook to provide the Member in question with further information on the work of the pathfinder projects and breakthrough project.

RESOLVED –

- (a) That the refreshed approach towards cohesion and Prevent, as outlined within the submitted report, be endorsed;
- (b) That approval be given to the staged approach towards the Pathfinder projects, as set out in section 4.10 of the submitted report, as follows:-
 - **Stage 1:** Undertake consultation with services and elected members to identify issues, skills gaps and agree a range of activities – commence by October 2016;

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- **Stage 2:** Development of local cohesion plans for each of the 10 Community Committee Areas – to 31 March 2017;
 - **Stage 3:** Build the capacity and confidence of frontline staff and Elected Members – to April 2017 (then ongoing);
 - **Stage 4:** Identify pathfinder projects – 1st project to commence in Autumn of 2016.
- (c) That the Chief Officer (Communities) be requested to take forward the development and implementation of the staged approach and the Pathfinder projects, with a progress report being submitted to the Board in 2017;
- (d) That the Chief Officer (Communities) be requested to provide the Board with an update report on the implications of the 'Casey Review' for Leeds, following the national publication of the report.

ENVIRONMENT AND SUSTAINABILITY

66 Leeds Parks Trust

The Director of Environment and Housing submitted a report which sought approval to enter into an agreement with the Leeds Community Foundation in order to establish a Leeds Parks Trust, which would look to maximise opportunities for charitable giving and legacies, and gaining support from local businesses and other organisations for the benefit of improving parks and greenspaces across the city.

Members highlighted the vital role in improving parks and greenspaces which was played by local communities, volunteers, voluntary groups, together with the donations which were received.

Responding to an enquiry, the Board noted that where financial donations were not dedicated to a specific park or greenspace, then such donations would contribute towards the improvement of community parks, with specific reference being made to those which were yet to achieve the Leeds Quality Parks Standard. In addition, clarification was also provided in respect of the proposed management fee of 15%, in that it would be subject to a maximum cap on larger donations relating to actual costs, and that the fee would be reviewed after 6 months.

In addition, it was requested that further consideration be given to the name of the proposed 'Leeds Parks Trust' organisation, so that it was clear that the assets of the city's parks were not to become part of that Trust.

RESOLVED –

- (a) That approval be given to enter into an agreement with the Leeds Community Foundation in order to establish an organisation which will maximise opportunities for charitable giving and legacies, together with gaining support from local businesses and other organisations;

- (b) That it be noted that the Chief Officer (Parks and Countryside) is responsible for the implementation of resolution (a) (above), ahead of a planned launch in April 2017.

ECONOMY AND CULTURE

67 Visitor Economy and Vibrant City Centre

The Director of City Development submitted a report providing an update on the success of a number of initiatives held during Summer 2016 which aimed to enhance the vibrancy of Leeds city centre. In addition, the report also presented key details from the 2015 research and evaluation which had been undertaken in respect of the Leeds visitor economy, which demonstrated continued growth in this area.

Members welcomed the submitted report and the actions which had been taken in order to make the city centre more family friendly.

Responding to specific enquiries, it was undertaken that the Members in question would be provided with further details on: the ways in which visitors to the city were accessing and being provided with tourist information; and the ways in which Leeds' offer as a city was now being communicated and marketed both nationally and internationally.

RESOLVED – That the following be noted:

- (a) The continued growth of the visitor economy figures between 2013 to 2015 which is supported by the VisitLeeds strategy, the improved product, the successful delivery of world class events and the continued momentum this gives towards the Leeds 2023 European Capital of Culture bid;
- (b) The Council will work with the Leeds Business Improvement District in order to seek to align their marketing and promotional activities with the work of VisitLeeds as the principal destination management organisation leading on visitor economy;
- (c) The successful implementation of a range of interventions to embrace the vibrancy of Leeds city centre and to endorse the further development and associated financial support which will deliver tactical interventions such as the pop up parks in the future, in order to improve the attractiveness and vibrancy of Leeds city centre as a visitor destination;
- (d) That the success demonstrated to date will be built upon in order to ensure that the Council continues to take advantage of critical developments including: Victoria Gate and Kirkgate Market; Leeds Business Improvement District and world class events hosted in Leeds;
- (e) The continued support for the strong city collaborative approach with all partners, to increase momentum and ramp up activity in the context of national and international competition.

EMPLOYMENT, SKILLS AND OPPORTUNITY

68 More Jobs, Better Jobs: A Progress Report

The Director of Children's Services and the Director of City Development submitted a joint report which provided an update on the work undertaken to date in respect of the 'More Jobs, Better Jobs' Breakthrough Project.

Responding to a Member's enquiry, the Board received further information on the process by which the Council would address concerns which existed with an employer in the city, received further details on the work which would be undertaken by the newly appointed Key Account Manager who would be working with businesses, and was advised of the methodology which would be used to evaluate the progress being made as part of the 'More Jobs, Better Jobs' Breakthrough Project.

RESOLVED – That the progress made to date in respect of the 'More Jobs, Better Jobs' Breakthrough Project, as detailed within the submitted report, be noted.

RESOURCES AND STRATEGY

69 Financial Health Monitoring 2016/17 - Month 4

The Deputy Chief Executive submitted a report which set out the Council's projected financial position at month 4 of the 2016/17 financial year. In addition, the report also reviewed the current budget position and highlighted key potential risks and variations.

RESOLVED – That the projected financial position of the authority, as detailed within the submitted report, be noted.

REGENERATION, TRANSPORT AND PLANNING

70 Investment of Affordable Housing Planning Obligation Funding

The Director of City Development submitted a report providing an overview of the current position regarding the affordable housing planning obligation funding (Committed Sums) and which sought approval for the investment of such funding into a range of new supply affordable housing schemes.

Responding to a Member's enquiry, the Board was provided with information on the proposals detailed within the report in respect of the site at Kidacre Street, Hunslet, whilst an update was also provided on the current position regarding the creation extra care housing in the context of affordable housing provision.

RESOLVED –

- (a) That the content of the submitted report, be noted;
- (b) That the necessary 'authority to spend' for those schemes listed at section 3.9 of the submitted report, be approved.

71 Integrating Diversity and Inclusion into the Built Environment

The Deputy Chief Executive and the Director of City Development submitted a joint report which presented, for the purposes of proposed adoption, a framework which aimed to help the Council achieve its ambition to become the best City in the UK - fair, open and welcoming - by creating high quality, inclusive and accessible environments which would eliminate barriers for both Council employees and those living in communities across Leeds.

Responding to an enquiry, the Board received an update on the progress being made in Leeds with respect to the provision of 'Changing Places' toilets.

RESOLVED –

- (a) That the proposed framework for Leeds City Council, in respect of 'Integrating Diversity and Inclusion into the Built Environment', as appended to the submitted report, be adopted;
- (b) That in applying the framework, it be noted that Leeds City Council will seek to strike the right balance between aspiration, practicality and cost;
- (c) That it be noted that the overall responsibility for the implementation of the framework sits with the Director of City Development.

72 'West Yorkshire Plus' Transport Fund

The Director of City Development submitted a report which sought approval to enter into the Grant Agreements with the West Yorkshire Combined Authority (WYCA) which were needed to continue funding and also deliver those agreed major projects identified within the West Yorkshire Plus Transport Fund (WYTF) programme.

Responding to an enquiry, the Board received assurances that Ward Member consultation would take place as appropriate on schemes which affected a Member's Ward.

In addition, a Member highlighted the importance of ensuring that all geographic areas of Leeds benefitted from future investment in the city's transport infrastructure.

RESOLVED –

- (a) That approval in principle be given to the progression of the schemes as referenced in paragraph 2.4 of the submitted report, subject to engagement and consultation with local Members and other relevant partners and communities during scheme design;
- (b) That authority be given to enter into the Grant Agreements with WYCA for the projects in the West Yorkshire Plus Transport Fund, the detail of which is to be agreed by the Chief Officer (Highways & Transportation) under his authority from the scheme of delegation;

- (c) That the progress which has been made to date with schemes within the Leeds District, as summarised within paragraph 2.4 of the submitted report, be noted;
- (d) That it be noted that the Chief Officer (Highways & Transportation) is responsible for the implementation of such matters.

73 Site Allocations Plan: Revised Publication Consultation for Outer North East

The Director of City Development submitted a report which presented the revised draft Site Allocations Plan (SAP) for the Outer North East (ONE) Housing Market Characteristic Area (HMCA), and which sought approval for those documents to be the subject of a period of public consultation, in order to invite the submission of formal representations.

RESOLVED –

- (a) That the publication of the revised draft Site Allocations Plan for the Outer North East HMCA, together with the sustainability appraisal reports and other relevant supporting documents be approved for the purposes of public participation and also to formally invite representations to be made;
- (b) That the necessary authority be delegated to the Chief Planning Officer, in consultation with the relevant Executive Member, in order to make any factual and other minor changes to the Revised Publication Plan for the Outer North East HMCA and supporting material, prior to public consultation.

(In accordance with the Council's Executive and Decision Making Procedure Rules, the matters referred to within this minute were not eligible for Call In as the power to Call In decisions does not extend to those decisions made in accordance with the Budget and Policy Framework Procedure Rules, which includes the resolutions above)

74 Killingbeck Meadows Natural Flood Mitigation Solution and Brownfield Land Programme: Update

The Director of City Development submitted a report providing details of a proposed scheme to improve the level of surface water storage during storm events within the Wyke Beck valley in the Killingbeck and Seacroft and Halton Moor areas of the city. The report also provided an update on the site disposal process for Council owned brownfield land in Seacroft and Halton Moor and also sought approval to inject funding which had been secured from the Local Growth Fund into the Capital Programme, whilst also seeking associated 'Authority to Spend'.

Members welcomed the proposals detailed within the submitted report.

RESOLVED –

- (a) That the principle of Natural Flood Management Schemes at Killingbeck Meadows, be approved;

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- (b) That the submission of planning applications for the Killingbeck Meadows Natural Flood Management Schemes, be approved;
- (c) That approval, together with the necessary authority be given to inject £1.5 million and spend £1.6 million of funding from the Capital Programme, in order to support the delivery of the Killingbeck Meadows Natural Flood Management Schemes;
- (d) That it be noted that the officer responsible for the implementation of the delivery of the Killingbeck Meadows Natural Flood Management Schemes is the Chief Officer (Highways & Transportation). It also be noted that the works will be procured through a competitive tender process and, subject to securing sufficient financial contributions, delivered during 2018;
- (e) That the progress made in bringing forward new housing on the Council's brownfield sites across the city, be noted;
- (f) That approval be given to inject into the Capital Programme and also provide the necessary authority to spend the £1.1m of recoverable loan funding from the Local Growth Fund, in order to support the provision of enabling works associated with the delivery of new homes on Council owned brownfield sites in East Leeds;
- (g) That the necessary authority be delegated to the Director of City Development in order to approve the reinvestment of the Local Growth Fund loan into additional sites, once receipts begin to be received for the original tranche of 9 sites.

CHILDREN AND FAMILIES

75 Domestic Violence and Abuse Breakthrough Project

The Director of Environment and Housing submitted a report which provided an update on the work undertaken to date as part of the 'Domestic Violence and Abuse' Breakthrough Project, and which presented the first annual report on this project.

By way of an introduction to the report, the Board received further detail on the current activities which were taking place in this area, and noted the intention to provide Elected Members with the opportunity to become more involved in such activities.

Responding to an enquiry, Members received an update on the actions being taken to further develop the safeguarding arrangements for those suffering from domestic violence and abuse which were in place over weekends. Further to this, the Board noted the crucial role which was being played by the 'Front Door Safeguarding Hub', and the improvements it had brought to the process of information sharing between partners. Specific emphasis was also placed upon the importance of ensuring that young people affected by

domestic violence and abuse received the correct support from the relevant agencies.

RESOLVED –

- (a) That the progress which has been made to date in addressing the issues associated with domestic violence and abuse be noted, together with the content of the first Annual Report on the associated Breakthrough Project, as appended to the submitted report;
- (b) That annual update reports on the Domestic Violence and Abuse Breakthrough Project be presented to future Executive Board meetings.

76 Retirement of Nigel Richardson, Director of Children's Services

On behalf of the Board, the Chair together with the Executive Member for Children and Families paid tribute to the Director of Children's Services, Nigel Richardson for his services to the Council, as this would be the final Board meeting in which he would be in attendance prior to his retirement. Members thanked Nigel for what he had achieved during his time in Leeds and for the legacy that he was leaving.

77 Outcome of the consultation to increase learning places at Hovingham Primary School

The Director of Children's Services submitted a report on proposals brought forward to meet the local authority's duty to ensure sufficiency of school places. Specifically, this report related to the outcome of a consultation exercise regarding proposals to expand provision at Hovingham Primary School, and which sought permission to publish a Statutory Notice in respect of such proposals.

RESOLVED –

- (a) That the publication of a Statutory Notice to expand Hovingham Primary School from a capacity of 420 pupils to 630 pupils with an increase in the admission number from 60 to 90, with effect from September 2017, be approved;
- (b) That it be noted that the responsible officer for the implementation of such matters is the Head of Learning Systems.

78 Outcome of Statutory Notices on proposals to increase primary and secondary learning places in Holbeck; Kirkstall-Burley-Hawthorn and Burmantofts Planning Areas

The Director of Children's Services submitted a report providing details of proposals brought forward to meet the local authority's duty to ensure sufficiency of school places. Specifically, this report was divided into three parts and included consideration of proposals in respect of Hunslet Moor Primary School; Hawthorn Wood Primary School; Shakespeare Primary School and the Co-operative Academy of Leeds.

When considering this matter, the Board noted that the paragraph 4.6.1 of the submitted report should read: 'The statutory time limit for final decisions on each of the proposals detailed in this report is 2nd October 2016', rather than 2nd September 2016, as detailed.

RESOLVED –

- (a) That the proposal to expand Hunslet Moor (Community) Primary School by increasing its capacity from 315 pupils to 420 pupils, increasing the admission number from 45 to 60, with effect from September 2018, be approved;
- (b) That the proposal to expand Hawksworth Wood (Community) Primary School by increasing its capacity from 210 pupils to 420 pupils, increasing the admission number from 30 to 60, with effect from September 2017, be approved;
- (c) That the proposal to expand Shakespeare (Community) Primary School by increasing its capacity from 315 pupils to 630 pupils, increasing the admission number from 45 to 90, with effect from September 2018, be approved;
- (d) That the linked proposal to expand The Co-operative Academy of Leeds by increasing its capacity from 900 students to 1200 students, increasing the admission number from 180 to 240, with effect from September 2019, be approved;
- (e) That it be noted that the responsible officer for the implementation of such matters is the Head of Learning Systems.

DATE OF PUBLICATION: FRIDAY, 23RD SEPTEMBER 2016

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** 5.00 P.M., FRIDAY, 30TH SEPTEMBER
2016

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 3rd October 2016)

Draft minutes to be approved at the meeting
to be held on Wednesday, 19th October, 2016

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Report of Head of Governance Services

Report to Scrutiny Board (Strategy and Resources)

Date: 24 October 2016

Subject: Chairs Update – October 2016

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1 Purpose of this report

1.1 The purpose of this report is to provide an opportunity to formally outline some of the areas of work and activity of the Chair of the Scrutiny Board since the last meeting.

2 Main issues

2.1 Invariably, scrutiny activity can often occur outside of the formal monthly Scrutiny Board meetings. Such activity may involve a variety of activities, including specific actions of the Chair of the Scrutiny Board.

2.2 The purpose of this report is, therefore, to provide an opportunity to formally update the Scrutiny Board on the Chair’s activity, including any specific outcomes, since the Board’s previous meeting. It also provides an opportunity for members of the Scrutiny Board to identify and agree any further actions or activity that may be necessary.

2.3 The Chair and Principal Scrutiny Adviser will provide a verbal update at the meeting, as required.

3. Recommendations

3.1 Members are asked to:

- a) Note the content of this report and the verbal update provided at the meeting.
- b) Identify any specific matters that may require further scrutiny input/ activity.

4. Background papers¹

4.1 None used

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

Report of Head of Governance Services

Report to Scrutiny Board (Strategy and Resources)

Date: 24 October 2016

Subject: Financial Health Monitoring

Are specific electoral Wards affected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, name(s) of Ward(s):		
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number:		
Appendix number:		

Summary of main issues

1. As part of the Scrutiny Board's consideration of its future work programme at the meeting in June 2016, the Board identified routine monitoring of the Council's financial health as a key activity.
2. Attached, is the Executive Board report, '*Financial Health Monitoring 2016/17: Month 5*' for consideration by the Scrutiny Board.
3. Appropriate Finance representatives have been invited to the meeting to discuss the attached Executive Board report and address issues raised by the Scrutiny Board.

Recommendations

4. That the Scrutiny Board considers the attached Executive Board and identify and agree any specific scrutiny actions that may be appropriate.

Background documents¹

5. None.

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

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Report of the Deputy Chief Executive

Report to Executive Board

Date: 19th October 2016

Subject: Financial Health Monitoring 2016/17 – Month 5

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. The purpose of this report is to inform the Executive Board of the financial health of the authority in respect of the revenue budget, and the Housing Revenue Account.
2. The 2016/17 financial year is the first year covered by the 2015 Spending Review and again presents significant financial challenges to the Council. The Council to date has managed to achieve considerable savings in the order of £330m since 2010 and the budget for 2016/17 will require the Council to deliver a further £76m of savings.
3. The current and future financial climate for local government represents a significant risk to the Council's priorities and ambitions. Whilst the Council continues to make every effort possible to protect the front line delivery of services, it is clear that the position is becoming more difficult to manage and it will be increasingly difficult over the coming years to maintain current levels of service provision without significant changes in the way the Council operates.
4. Executive Board will recall that the 2016/17 general fund revenue budget, as approved by Council provides for a variety of actions to reduce net spend by £31.5m delivering some £76m of budget action plans by March 2017. After the first 5 months of the financial year, it is clear that the majority of these actions and savings plans are on track to be delivered. However this report highlights a potential overall overspend/risk of £5m.

5. A £5m potential overspend is not a sustainable position and Corporate Directors have been requested to liaise with the Lead Members to implement their contingency plans and any other measures to reduce net spend, including bringing-forward service and policy proposals.
6. At month 5, the Housing Revenue Account is projecting a balanced budget position to the year-end.

Recommendation

7. Executive Board are asked to note the projected financial position of the authority.

1. Purpose of this report

- 1.1 This report sets out for the Executive Board the Council's projected financial health position for 2016/17 at month 5.
- 1.2 Budget Monitoring is a continuous process throughout the year, and this report reviews the position of the budget and highlights potential key risks and variations after 5 months of the year.

2. Background information

- 2.1 Executive Board will recall that the net budget for the general fund for 2016/17 was set at £496.4m, supported by the use of £3.5m of general reserves.
- 2.2 As part of the normal process for reviewing the 2015/16 accounts, we have identified a post balance sheet adjustment to the collection fund account and specifically the level of provision for business rate appeals. This adjustment reflects the latest information from the Valuation Office. Whilst the impact of variations in business rates income are managed through the collection fund, and therefore impact in future years, there is a general fund impact in terms of a reduction of £0.3m to the levy payment to the business rates pool in 2015/16 which has been taken to the general reserve. The revised balance of the general reserve at the end of March 2016 was therefore £21.6m which when taking into account the budgeted use of £3.5m in 2016/17 will leave an anticipated balance at March 2017 of £18.1m.
- 2.3 Financial monitoring continues to be undertaken on a risk-based approach where financial management resources are prioritised to support those areas of the budget that are judged to be at risk, for example the implementation of budget action plans, those budgets which are subject to fluctuating demand, key income budgets, etc.

3. Main Issues

- 3.1 At month 5, an overspend £5m is forecast, as shown in table 1 below.

Table 1 – forecast 2016/17 budget variations by directorate

Directorate	Director	(Under) / Over spend for the current period				Month 4 Position
		Staffing	Total Expenditure	Income	Total (under) /overspend	
		£000	£000	£000	£000	£000
Adult Social Care	Cath Roff	(2,552)	707	(707)	0	43
Children's Services	Steve Walker	(196)	8,878	(3,624)	5,254	5,253
City Development	Martin Farrington	(616)	1,254	(1,480)	(226)	(226)
Environment & Housing	Neil Evans	(263)	516	(601)	(85)	(89)
Strategy & Resources	Alan Gay	(844)	(897)	1,171	274	293
Citizens & Communities	James Rogers	99	3,245	(2,766)	479	(9)
Public Health	Dr Ian Cameron	(167)	(42)	0	(42)	(27)
Civic Enterprise Leeds	Julie Meakin	1,789	2,650	(2,445)	205	201
Strategic & Central	Alan Gay	600	959	(1,830)	(871)	(1,061)
Total Current Month		(2,150)	17,270	(12,282)	4,988	4,378
Previous month (under)/over spend		(1,782)	2,890	1,488	4,378	

3.2 The key variations against the budget are outlined below and more detailed information is included in the financial dashboards at appendix 1.

3.2.1 Adult Social Care – the directorate is currently projecting a balanced position by the financial year-end, a marginal improvement from month 4. Projected spend on community care packages and general running expenses has reduced, partly offset by a reduction in projected income. A review of all budget action plans has taken place and slippage totalling £3.1m is projected at the year-end, although substantial contingency savings have also been identified to offset the impact. There is a projected shortfall of £1.4m in delivering the specific actions within the community care packages budget, with the largest shortfall relating to learning disability services. Slippage of £0.9m relates to contracts and grants budgeted savings and £0.3m to the Better Lives programme within older people's residential and day care services. Some other budget pressures and savings have been identified, further details of which are in the financial dashboard at appendix 1.

3.2.2 Children's Services - at month 5 the directorate is reporting a projected overspend of £5.25m which is unchanged from the previous month. There are a number of budget pressures, which if all materialised to the worst case level could increase for the forecast. The directorate has committed to a number of actions to mitigate against these budget pressures including additional controls on recruitment and a targeted early leaver initiative scheme, reviewing contracts and spend including restrictions in all areas of non-essential spend. In addition, the directorate is anticipating additional DfE funding although this will be subject to the approval of a bid.

Children in Care - at month 5, there are an additional 54 looked after children in externally provided residential and fostering placements compared to that assumed in the budget. This will potentially result in a £4.9m pressure on the demand-led budgets - £3.5m for external residential placements and £1.4m in respect of fostering placements. In the last quarter of 2015/16, the numbers of placements

increased through to April, although there has been a steady reduction in children looked after numbers since May. There are currently 1,226 children in care which is a reduction of 9 from month 4. There is also a £0.9m pressure on in-house fostering but this is partly off-set by additional income on adoption.

The year-end projection also recognises the significant demand pressure against the home to school and home to college transport budgets due to an increase in the number of young people with complex needs, a rise in the transport requirements outside the city and an increase in private hire rates. The pressure is currently forecast at £2.7m.

Dedicated Schools Grant - pressures have emerged over the past term mainly in relation to the social emotional and mental health provision, funding for inclusion numbers and central early years expenditure which total £4.6m.

- 3.2.3 City Development – at month 5 the directorate is projecting an underspend of £0.23m against its £43m net managed budget. However it should be noted that the underlying position in City Development is an overspend of £1.26m against the base budget, however this is being offset this year by the use of Bridgewater Place money estimated at £0.9m and Arena Debt savings and asset income of £0.6m . The projection is based on a number of assumptions and recognises some high level risks within the budget which are explained further in the directorate's financial dashboard. These pressures continue to be managed with the expectation that they will not cross over into the 2017/18 budget.
- 3.2.4 Environment & Housing – at month 5 the directorate is forecasting a marginal underspend of £0.1m against its £53m net managed budget. Within this overall figure, there is a pressure on the waste management budget of £0.1m which is mainly due to increased disposal costs. In car parking, staffing savings and additional income are expected to deliver a saving of £0.3m and in Community Safety there is a forecast underspend of £0.1m due again to staffing savings, one-off income from the WYPCC and additional Ministry of Justice funding.
- 3.2.5 Citizens & Communities - budget action plans have been reviewed with each Chief Officer and at present it is anticipated that most plans will be achieved, though there is a pressure of £0.25m on the Customer Access budget and a net overspend of £0.3m against the Benefits, Welfare and Poverty budget resulting in an overall overspend of £0.48m for the Directorate as a whole.

In Customer Access, the budget for 2015/16 had a saving of £0.1m built in for Community Hubs with a further £0.1m saving built into the 2016/17 budget. Demands on staffing are significant and development of the Hub approach as well as integration of the Branch Library Service has resulted in some additional cost. It is unlikely that the saving will be delivered in-year resulting in a potential overspend of approx £0.25m against the staffing budget. The Transactional Web savings of £0.2m relate to staffing costs in the Contact Centre and these are currently on line to be delivered.

In Benefits, Welfare and Poverty, the main issue is around housing benefit where the projected spend for 2016/17 is £276.3m, some £11.5m lower than the outturn in 2015/16 of £287.8m. Arising Housing Benefit overpayments are projecting net income of £7.9m against a budget of £9m meaning a £1.1m shortfall. The reasons

for the reduction in payments are: an ongoing decrease in benefit caseload, single persons now claiming Universal Credit where previous they would have claimed housing benefit and the government imposed 1% rent reduction on the social sector affecting some 35k council tenants & 11k housing associations tenants.

Overpayments have reduced as payments have reduced and so too has the average value of each overpayment. In addition the number and value of overpayments generated through data matching with DWP and HMRC have reduced significantly despite the number of referrals being received by the council remaining at a similar level to previous years. Further work is being considered that may generate additional overpayment income to the council and therefore bring the reported overspend down. This year's initiative to identify further cases where Council Tax Single Person Discount has been incorrectly claimed is proving successful and the projected additional income by year end is £0.5m against the £0.2m reflected in the budget. This income is accounted for within the Collection Fund, so doesn't show within the Citizens and Communities revenue position. In addition, the local welfare support scheme is anticipated to deliver budget savings of £0.3m and there is a potential the underspend could increase.

3.2.6 Strategy & Resources – overall, the directorate is highlighting a potential overspend of £0.3m which is due to a potential reduction in external income in the Projects, Programmes and Procurement Unit of £1m offset by forecast staffing savings of £0.7m. The rest of the directorate is expected to deliver on its budget action plans.

3.2.7 Civic Enterprise Leeds – the overall projected position at month 5 is an overspend of £0.2k explained by a potential overspend against the catering net budget which is mainly as a result of the marginal impact of the loss of 7 school contracts together with the marginal impact of a shortfall against the adjusted meal numbers.

3.2.8 Strategic & Central budgets – at month 5, the strategic and central budgets are anticipated to underspend by £0.9m. The key variations include;

- i. Debt - a forecast pressure of £1.4m due to the conversion of short-term debt to long-term to take advantage of low long-term interest rates.
- ii. Section 278 income - a potential £1.5m risk due to lower levels of development activity.
- iii. Procurement - a £1m variation which reflects that the procurement savings will be managed through directorate budgets.
- iv. PFI – a £0.9m variation which recognises that these savings will show in directorate/service budgets.
- v. Early Leaver Initiative - a potential £0.6m additional spend over the £2m earmarked reserve.
- vi. Savings of £2m from the additional capitalisation of eligible spend in general fund and school budgets.
- vii. Appropriation of £2.7m of earmarked reserves.
- viii. A pressure of £0.4m relating to court cost income.
- ix. Savings of £2m on the levy contribution to the business rates pool.

3.3 Other Financial Performance

3.3.1 Council Tax

The Council Tax in-year collection rate at the end of August was 46.01% which is in line with the performance in 2015/16. At this stage of the year, the forecast is to achieve a 2016/17 in-year collection target of 95.9% collecting some £300m of council tax income.

3.3.2 Business Rates

The business rates collection rate at the end of August was 47.8% which is 0.16% below the performance at this stage in 2015/16. The forecast is still to achieve the 2016/17 in-year collection target of 97.7% collecting some £385m of income.

4. Housing Revenue Account (HRA)

4.1 At month 5 the HRA is projecting a balanced budget position at the year-end. Projected income from rents and service charges are forecast to be in line with the budget with a marginal £42k anticipated net variation at this stage of the year. There are a number of marginal variations against the expenditure budgets which when combined total an underspend of £70k. Further detailed information is included in the financial dashboard at appendix 1.

5. Corporate Considerations

5.1 Consultation and Engagement

5.1.1 This is a factual report and is not subject to consultation

5.2 Equality and Diversity / Cohesion and Integration

5.2.1 The Council's revenue budget for 2016/17 was subject to equality impact assessments where appropriate and these can be seen in the papers to Council on 24th February 2016.

5.3 Council Policies and Best Council Plan

5.3.1 The 2016/17 budget targeted resources towards the Council's policies and priorities as set out in the Best Council Plan. This report comments on the financial performance against this budget, supporting the Best Council ambition to be an efficient and enterprising organisation.

5.4 Resources and Value for Money

5.4.1 This is a revenue financial report and as such all financial implications are detailed in the main body of the report.

5.5 Legal Implications, Access to Information and Call In

5.5.1 There are no legal implications arising from this report.

5.6 Risk Management

5.6.1 Financial management and monitoring continues to be undertaken on a risk-based with key budget risks identified as part of the annual budget-setting process and specifically monitored through the financial year. Examples include the

implementation of budget action plans, those budgets which are volatile and subject to fluctuating demand, key income budgets, etc. The information in the financial dashboards at appendix 1 includes specific information on these risk areas.

6. Recommendations

6.1 Executive Board are asked to note the projected financial position of the authority.

7. Background documents¹

7.1 None

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

ADULT SOCIAL CARE 2016/17 BUDGET
FINANCIAL DASHBOARD - 2016/17 FINANCIAL YEAR
Month 5 (April to August)

Overall narrative

The directorate is currently projecting a balanced position by the financial year-end, as also reported at P4. Projected spend on community care packages and general running expenses has reduced, partly offset by a reduction in projected income.

A review of all budget action plans has taken place and slippage totalling £3.1m is projected at the year-end, although substantial contingency savings have also been identified to offset the impact. There is a projected shortfall of £1.4m in delivering the specific actions within the community care packages budget, with the largest shortfall relating to learning disability services. Slippage of £0.9m relates to contracts and grants budgeted savings and £0.3m to the Better Lives programme within older people's residential and day care services. Some other budget pressures and savings have been identified, further details of which are outlined below.

The main variations at Month 5 across the key expenditure types are as follows:

Staffing (-£2.6m – 2.7%)

Savings within Access and Care Delivery total £1.5m. This mainly reflects reducing staffing numbers within the Community Support Service since the budget was set and vacancies within the care management and business support services, partly offset by slippage relating to the Better Lives programme within older people's residential and day care services. Savings of £1.1m are projected in commissioning services, resources and strategy and health and wellbeing due to ongoing vacancies.

Community care packages (+£2.6m – 1.4%)

Expenditure on the learning disability pooled budget is currently projected to exceed budget provision mainly due to slippage in delivering the budgeted savings, but work is underway to bring this back on track as far as possible by the year-end. There are also some pressures on residential and nursing care placements reflecting the trend in the last quarter of 2015/16 and a higher number of residents at the start of the current financial year than was assumed when the budget was set. Actions are underway to minimise the impact of these pressures by the year-end.

Transport (+£0.7m – 18.4%)

The most recent projections from Passenger Transport Services indicate higher than budgeted costs. The information available indicates that the majority of the projected overspend relates to costs rather than demand, but further work is needed to understand this more fully. This is being undertaken in conjunction with Passenger Transport Services.

Income (-£0.7m – 1.1%)

Service user contributions are slightly higher than budgeted, mainly due to some slippage in the Better Lives programme within older people's residential and day care services. Funding for staffing costs through the learning disability pooled budget is also higher than budgeted.

Budget Management - net variations against the approved budget

	Expenditure Budget £'000	Income Budget £'000	Latest Estimate £'000	PROJECTED VARIANCES											Total (under) / overspend £'000	
				Staffing	Premises	Supplies & Services	Transport	Internal Charges	External Providers	Transfer Payments	Capital	Appropriation	Total Expenditure	Income		
				£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000		£'000
Health Partnerships	365	(112)	252	(87)	0	76	0	4	141	0	0	0	0	134	(225)	(91)
Access & Care Delivery	245,834	(39,420)	206,413	(1,485)	50	(220)	(113)	680	1,739	931	0	0	0	1,582	(236)	1,346
Commissioning Services	12,828	(24,298)	(11,470)	(519)	0	(177)	(3)	109	537	0	0	0	0	(53)	(615)	(669)
Resources and Strategy	7,067	(1,008)	6,059	(461)	(1)	(137)	(3)	(353)	0	0	0	0	0	(955)	368	(586)
Total	266,093	(64,838)	201,254	(2,552)	49	(458)	(119)	439	2,417	931	0	0	0	708	(707)	0

Key Budget Action Plans and Budget Variations:						
		Lead Officer	Additional Comments	RAG	Action Plan Value £m	Forecast Variation against Plan/Budget £m
A. Key Budget Action Plans						
1.	Older people's residential and day care	D Ramskill	Full-year effects and ongoing Better Lives programme	A	0.9	0.3
2.	Assessment and care management practice	S McFarlane	Delivering the most cost effective service for new customers based on the strengths based approach and the use of reablement and telecare services	A	1.0	0.4
3.	Review of care packages - mental health	M Ward / M Naismith	Reviewing care packages for existing customers based on the strengths based approach and securing improved value for money commissioning	A	0.5	0.0
4.	Review of care packages - physical impairment	J Bootle	Reviewing care packages for existing customers based on the strengths based approach and securing improved value for money commissioning	G	0.5	0.0
5.	Review of care packages - learning disability	J Wright / M Naismith	Reviewing care packages for existing customers based on the strengths based approach and securing improved value for money commissioning	A	3.0	1.0
6.	Assessment and care management efficiencies	S McFarlane	Review of skills mix and business processes	G	0.5	0.0
7.	Grants and contracts	M Ward	Review of contracts and grants across client groups	A	1.4	0.9
8.	Vacancy management	Various	Mainly non-frontline services	G	0.8	0.0
9.	Fees and charges	A Hill	Implementation of February 2016 Executive Board decisions	G	1.0	0.0
10.	Health funding	S Hume	Mainly funding received in 2015/16 on a non-recurring basis	G	3.9	0.0
11.	Better Care Fund	S Hume	Exploring opportunities to realign spend between capital and revenue	G	1.8	0.0
B. Other Significant Variations						
1.	Staffing	Various	Ongoing tight vacancy management and reducing staff numbers in the Community Support Service			(2.6)
2.	Community care packages	J Bootle / M Naismith	Pressures experienced in 2015/16 on residential & nursing placements and the learning disability pooled budget are continuing			0.7
3.	Transport	J Bootle / M Naismith	Mainly increased costs, which are under investigation with Passenger Transport Services			0.7
4.	Other expenditure	Various	Savings on general running expenses through careful budget management, including the projected impact of essential spend only for the remainder of the year			(0.7)
5.	Income	Various	Mainly funding for staffing costs through the learning disability pooled budget and service user contributions			(0.7)
Adult Social Care Directorate - Forecast Variation						0.0

CHILDREN'S SERVICES 2016/17 BUDGET
FINANCIAL DASHBOARD - 2016/17 FINANCIAL YEAR
MONTH 5 (AUGUST 2016)

Overall - At period 5 the directorate is reporting a projected overspend of £5.25m. The Period 5 position is unchanged from P4. The directorate is facing a number of budget pressures, if all materialised to the worst case level then the extent of the overspend could be higher than the £5.25m projected position. The directorate has committed to a number of actions to mitigate against these budget pressures including additional controls on recruitment and promoting the ELI scheme in some areas, a review of contracts and a review of spend including restrictions in all areas of non-essential spend. In addition, the directorate is anticipating additional DfE funding although this will be subject to the approval of a bid.

CLA Obsession - At period 5, the directorate is looking after an additional 54 looked after children in External Residential (ER) placements and with Independent Fostering Agencies (IFA) than the 2016/17 budget provides for and this has resulted in a projected £4.9m pressure around CLA demand budgets (£3.5m ER & £1.4m IFA). In the last quarter of 2015/16 numbers had increased and continued to increase in April but there has been a steady reduction in children looked after numbers since May. There are currently 1,226 CLA children (reduction of 9 from P4); this includes 54 with ER and 215 with IFA's. There is a £0.9m pressure on in-house fostering but this is partly off-set by additional income on adoption. Overall the CLA budget supports 1,170 placements which includes provision for 36 ER and 181 IFA placements. The current projection assumes that the looked after children numbers will continue to gradually reduce during the remainder of the financial year to 45 ER & 200 IFA.

Staffing - Current assumption is for pay to underspend by £0.2m. There are some risks around this forecast although the directorate has committed to take action to reduce staffing numbers. Staffing levels continue to reduce and have fallen month on month during 2016/17 and the overall monthly spend on pay is gradually reducing. Offsetting the savings in basic pay are increased spend on overtime and agency staff, mitigating some of the savings being delivered from reducing headcount but this is being reviewed with the aim of reducing where possible.

Commissioned Services - A £0.1m saving target around the £10m of commissioned contracts and other spend within the directorate. There is a risk that this saving target is not achieved. The target has been reduced from Period 3 by £0.4m.

DfE Innovations Funding - There is a potential pressure of £0.8m with the existing DfE Innovations funding. The current projection assumes that actions will be taken so that overall commitments match the funding available but there is still a significant risk that commitments will exceed the available funding in 16/17.

Transport - The home to school and home to college transport budget is under significant pressure due to a rise in the number of young people with complex needs, a rise in the transport requirements outside the city and an increase in private hire rates. The pressure is currently identified at £2.7m.

Other Income - Additional income from the DfE Innovations & Partners in Practise grant is anticipated (part of a new 4 year bid which has not been secured yet). A further £0.3m HRA income to support the FIS and MST Service. Offsetting this is a net £0.6m pressure from the loss of £1.6m CCG income supporting the Children's Centres offset by an anticipated £1m health income from ASC.

Dedicated Schools Grant (DSG) Pressure- Pressures have emerged over the past term principally in relation to the Social Emotional and Mental Health provision, Funding for Inclusion numbers and Central Early Years expenditure which total £4.6m. In addition there is a risk re receiving the budgeted Schools Forum funding for the Readiness for Learning although a report requesting this funding is included on the October Schools Forum agenda. Options are being considered as to manage this pressure over the medium term.

Budget Management - net variations against the approved budget

	PROJECTED VARIANCES														Total (under) / overspend £'000
	Expenditure Budget	Income Budget	Latest Estimate	Staffing	Premises	Supplies & Services	Transport	Internal Charges	External Providers	Transfer Payments	Capital	Appropriation	Total Expenditure	Income	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Partnership, Development & Business Support	19,467	(1,137)	18,330	623		(493)	2,700	41					2,871	(172)	2,699
Learning, Skills & Universal Services	128,993	(116,738)	12,255	(807)		(658)	(2)	(179)	(1,100)			153	(2,593)	2,154	(439)
Safeguarding, Targeted & Specialist Services	121,679	(29,547)	92,132	(12)	1	31	183	(66)	7,543	45		875	8,600	(5,606)	2,994
Central Overheads	8,933	(11,878)	(2,945)										0		0
Total	279,072	(159,300)	119,772	(196)	1	(1,120)	2,881	(204)	6,443	45	0	1,028	8,878	(3,624)	5,254

Key Budget Action Plans and Budget Variations:					
		Lead Officer	Additional Comments	Action Plan Value	Forecast Variation
				£m	£m
A. Significant Variations					
	Children Looked After	Steve Walker	Pressure on CLA demand led budgets (External Residential placements and Independent Fostering Agencies) partly offset by additional income from adoption.		4.90
	Passenger Transport	Sue Rumbold	Increased numbers of children requiring education outside the city, increased complexity of need and an increase in private hire rates. .		2.70
	Income - DSG	Steve Walker	The current projection allows for a £0.75m shortfall against the budgeted income. The other pressures on the DSG could be partly met by exploring options in relation to balances and re-examining eligibility criteria. Options to be presented to School Forum in October.		0.75
	Income - Innovations Funding BID 2	Steve Walker	New BID submitted in 2016/17.		-2.00
	HRA - funding	Steve Walker	Additional HRA income re signpost and MST service may not be forthcoming. It is subject to agreement with Environments & Housing.		-0.30
	Savings challenge across department	All	Target savings against running costs and staffing budgets. Proposals are being considered by CSLT. There is a risk that sufficient savings are not identified.		-1.00
B. Key Budget Action plans (BAP's)					
A1	Securing additional income from Schools Forum	CSLT	£3.4m of funding per academic year provisionally agreed subject to delivery of activity and funds being available from DSG.	2.40	0.00
A2	Additional Funding For Children's Centres	CSLT	Funding options being pursued.	1.60	0.60
C1	Reconfigure services to young people at risk of becoming NEET	Andrea Richardson	IAG contract has been extended to July 2016. Some existing provider staff will TUPE.	1.20	0.25
E1/E2/E4	Staff savings	Sue Rumbold	Reduction in posts/additional trading opportunities and ELIs. Linked to medium term strategy for the directorate. Further staff reductions are required to meet budget assumptions.	1.40	0.00
E5	Reduce net cost of Learning For life managed Children's Centres Childcare.	Andrea Richardson	Ensure childcare income generated is reflected in childcare staffing levels	0.50	0.40
A3	Improvement partners	Steve Walker	Maximise income from supporting other LA's. Work underway with a number of LAs. Other expressions of interest from other LA's. Innovations bid ongoing. Decision due late summer.	0.50	0.00
A4	Adel Beck	Francis N'Jie	Maximise income from selling to other LA's. Rates revised for 16-17 to recover this additional income subject to occupancy levels being achieved.	0.40	(0.10)
E3	Impact of residential review on overtime costs	Steve Walker	Running cost efficiencies following closure of Pinfolds and Bodmin. Linked to the overall pay strategy for the directorate.	0.40	0.00
	Various other budget savings (10)	All CO's	Including reconfiguration of Targeted Services, a review of assets, additional trading with schools, additional DfE funding for adoption services; principally inter-agency fee, reviewing non Statutory costs etc.	2.29	(0.95)
C. OTHER VARIATIONS					
Children's Services Directorate - Forecast Variation					5.25

CITY DEVELOPMENT 16/17 BUDGET
FINANCIAL DASHBOARD - MONTH 5 (April to August)

Overall -

At Period 5 the reported position in a projected underspend of **£226k**. However it should be noted that the underlying position in City Development is a projected overspend of **£1.26m** against the 2016/17 budget however this is being offset this year by the use of Bridgewater Place money estimated at £916k and Arena Debt savings and asset income of £570k. This is based on a number of assumptions and recognising some high level risks within the budget:

There are concerns around Planning Appeals costs this year as the service currently have a number of appeals ongoing from 2015/16 and new ones coming in in 2016/17, this is currently estimated at £200k, and is mostly offset by increased Building Control income and underspends on staffing due to a number of vacant posts.

In Economic Development the large variations on Supplies and Services and Income is the Flood Alleviation spend and grant being reflected this month. Income receipts at Kirkgate Market are also under pressure due to the extension of rent discounts into 2016-17 and later than anticipated new lettings resulting from delays to its redevelopment. The projected effect will be an under recovery of £466k against the income budget.

In Asset Management the advertising Income pressure has stayed at £319k. Although the income target was reduced in the 2016/17 estimates cycle by £200k it is unlikely to achieve its target this year due to the time required to build up the advertising sites portfolio and programme delays around approvals for the advertising sites. It is assumed that this will be offset by Arena debt savings (£450k) and income from two new asset purchases recently approved by Executive Board (£120k).

Highways and Transportation have contracted further work with their strategic partners Mouchel increasing supplies and services spend offset by additional income.

In Libraries, Arts and Heritage there is a projected loss of income from Room Hire at the Art Gallery (closed for roof repairs) £100k, which is offset by the NNDR Rebate and there is increased Town Hall bar and catering income. Overspends in supplies and services are funded by and related to increased events income etc.

Within the Sport Service overspends on supplies and services including catering, resalables and consultancy costs are offset with associated increases in projected income, which also includes an anticipated £40k shortfall of income in relation to the pool closure and refurbishment at John Smeaton and a £60k pressure due to incorrect treatment of VAT on the Fitness and Swim Bodyline Offer.

The Directorate Strategy is to use the proposed £916k Bridge Water Place settlement to part fund these net pressures and contribute the balance to the corporate strategy. In the service analysis below £460k is utilised against specific services and £456k Highways & Transportation.

Budget Management - net variations against the approved budget

	PROJECTED VARIANCES														Total (under) / overspend £'000
	Expenditure Budget	Income Budget	Latest Estimate	Staffing	Premises	Supplies & Services	Transport	Internal Charges	External Providers	Transfer Payments	Capital	Appropriation	Total Expenditure	Income	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Planning and Sustainable Development	8,571	(5,753)	2,818	(86)	0	197	0	17	0	0	0	0	128	(100)	28
Economic Development	4,886	(4,011)	875	72	76	1,247	0	22	0	0	0	0	1,417	(935)	482
Asset Management and Regeneration	11,170	(10,405)	765	(123)	(4)	(26)	(1)	(134)	0	0	0	0	(288)	(4)	(292)
Highways and Transportation	55,870	(39,687)	16,183	(358)	5	96	27	(12)	0	0	0	0	(242)	(205)	(447)
Libraries, Arts and Heritage	22,490	(7,644)	14,846	(98)	(120)	402	3	8	22	0	0	0	217	(254)	(37)
Sport and Active Recreation	24,560	(18,895)	5,665	(7)	15	25	3	13	(10)	0	0	0	39	18	57
Resources and Strategy	1,720	(95)	1,625	(16)	0	0	0	0	0	0	0	0	(16)	0	(16)
Total	129,267	(86,490)	42,777	(616)	(28)	1,941	32	(86)	12	0	0	0	1,254	(1,480)	(226)

Key Budget Action Plans and Budget Variations:				RAG	Action Plan Value	Forecast Variation against Plan/Budget
		Lead Officer	Additional Comments		£'000	£'000
A. Budget Action Plans						
1.	Planning and Sustainable Development	Tim Hill	Reduction in the net cost of service through management restructure, staffing savings and increased income generation	G	550	(172)
2.	Economic Development	Tom Bridges	Reduction in the net cost of service through staffing savings and increased income generation	G	280	16
3.	Asset Management & Regeneration	Tom Bridges	Reduction in the net cost of service through staffing savings and increased income generation	G	410	(165)
4.	Highways and Transportation	Gary Bartlett	Reduction in the net cost of service via alternative service delivery, removal of subsidies, staffing savings and additional income	G	440	9
5.	Libraries, Arts and Heritage	Cluny MacPherson	Reduction in the net cost of service via efficiency savings, staffing savings and increased income generation	G	570	(37)
6.	Arts Grant	Cluny MacPherson	Full Year Effect of new grant allocations will deliver the savings. DDN published 25 March 2015 and implemented 1st April 2015	G	125	0
7.	Sport and Active Recreation	Cluny MacPherson	Reduction in the net cost of service via efficiency savings, staffing savings and increased income generation	A	440	57
8.	Resources and Strategy	Ed Mylan	Reduction in the net cost of service via efficiency and staffing savings	G	30	(16)
9.	Directorate	All Chief Officers	Directorate-wide additional income target	G	460	0
B. Other Significant Variations						
1.	Asset Management	Tom Bridges	Reduced borrowing costs at Leeds Arena (£450k) income from new assets (£120k) offsetting reduced income from Advertising and increased legal costs			(127)
2.	Highways	Gary Bartlett	Additional Highways Income			0
3.	Planning Appeals	Tim Hill	Uncertainty at this stage around the costs of planning appeals			200
4.	Kirkgate Market	Tom Bridges	Extension of rent discounts and other rent reductions resulting from the delay in the Kirkgate redevelopment.			466
5.	Bridgewater Place	Martin Farrington	As per the Directorate Strategy, use of balance of Bridgewater Place settlement to mitigate pressures			(456)
					City Development Directorate - Forecast Variation	
					(226)	

**ENVIRONMENT & HOUSING - 2016/17 FINANCIAL YEAR
FINANCIAL DASHBOARD - MONTH 5 (APRIL TO AUGUST)**

Overall Position (£85k under budget)

Community Safety (£138k under budget)

The service is projecting an underspend on staffing of £196k (offset by reduced charges to HRA of £57k). One off income in year has been received from West Yorkshire Police & Crime Commissioner (£85k) for contributions to LASBT (Leeds Anti social behaviour team) and additional Ministry of Justice funds (£89k) have been utilised. CCTV income is projected to be lower than budgeted by £77k. Other variances total +£98k.

Parks & Countryside (£0k Nil variance)

Even though there was no Easter in 16/17, turnover at attractions (including cafe/retail) was lower than anticipated during August, giving an overall minor variance of +£13k. A projected reduction in Golf income of £91k is offset by projected workshop savings (£67k) and fuel (29k). Other net savings across the service total £8k.

Environmental Action & Health (£167k under budget)

Env Action - Projected staffing savings of (£330k) are offset by loss of Wellbeing funding £36k and £112k additional transport costs in respect of GPS system for gully tankers and additional vehicles. Other variations total +£54k. Env Health - projected staffing savings of (£57k) + other minor costs (+£18k).

Car Parking (£308k under budget)

Ongoing vacant attendant posts (£144k) partially offset by additional expenditure of £43k (mainly for P&D machine maintenance and the upgrades required to facilitate the new £1 coin coming into circulation in 2017). Overall Income is projected to be increased by (£207k). This includes: Woodhouse Lane (£121k) of which (£90k) is for the 50p increase (in June); other variations being off street parking (£109k), On street £145k, PCN/BLE (£97k) and other income (£25k).

Housing Support/Partnerships/SECC/SP Contracts (£24k under budget)

Housing staffing underspends (£450k) due to vacant posts are partially offset by a reduction of £231k corresponding income, mainly charged to HRA. Variations in SP are £53k. Other variations across all areas are projected to be £142k.

General Fund SS (+£485k over budget)

Of the £970k Directorate wide staffing efficiency target, £709k savings have been included within the projected position of individual services and therefore remains a pressure within GFSS. (It is assumed that the remaining £261k will be found across the directorate in year). Offsetting the £709k are staffing savings in Intelligence & Improvements (£120k) and assumed directorate line by line savings of (£104k).

Leeds Building Services (£0k Nil variance)

The service is currently projecting an overspend on staffing of +£230k which is offset by a corresponding reduction in Sub Contractor costs. The service has a WIP of £14.6m.

Waste Management +£67k over budget

Refuse (£0k nil variance)

Additional staffing costs relating to additional back up routes and sickness levels being above target are anticipated to be offset by the identification of other staffing savings. No overall variance is projected.

HWSS & Infrastructure (£1k over budget)

Additional staffing costs of £105k are forecast, reflecting additional operatives at HWSS required to deal with higher than anticipated waste volumes and increased sickness levels. Additional weighbridge and collection contract income is projected to offset these costs.

Waste Strategy & Disposal (+£66k over budget)

The continuing reduction of volumes at the RERF and higher than anticipated share of electricity (£60k) has resulted in a projected underspend of £271k. Higher than anticipated volumes of residual tonnages at HWSS are projected to cost an additional £317k. There is also a projected pressure of £211k re the disposal of Transfer Loading Station weighbridge tonnes. Some of this is external waste with an associated increase in income projection within Household Waste Sites & Infrastructure and the remainder is due to the disposal of internal waste mainly arising from Localities and Housing Leeds (with an assumed contribution of £100k). There is a pressure of £43k for disposal of collection contracts waste, which is offset by income in HWSS & Infrastructure. The continuing reduction in gate fees experienced in recent months has resulted in a projected underspend of £96k in respect of SORT disposal costs. All other variations and assumed actions to address the pressures are anticipated to reduce the overall overspend by £138k.

Budget Management - net variations against the approved budget;

Summary By Service

				PROJECTED VARIANCES											Total (under) / overspend £'000
	Expenditure Budget	Income Budget	Latest Estimate	Staffing	Premises	Supplies & Services	Transport	Internal Charges	External Providers	Transfer Payments	Capital	Appropriation	Total Expenditure	Income	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Community Safety	8,723	(6,530)	2,193	(196)		11	(8)	(154)					(347)	209	(138)
Strategic Housing, SECC, Contracts	18,610	(9,429)	9,181	(456)	(9)	97	1	0	143				(224)	200	(24)
General Fund Support	(429)	(408)	(837)	589		(87)	1						503	(18)	485
Leeds Building Services	45,305	(51,376)	(6,071)	230	0	(230)	0						0	0	0
Parks & Countryside	29,328	(21,309)	8,019	28	(25)	630	(67)	108					674	(674)	0
Waste Strategy and Disposal	20,429	(5,749)	14,680	(29)		94							65		65
Household Waste Sites & Infrastructure	4,502	(480)	4,022	105	10	13	22						150	(149)	1
Refuse Collection	16,747	(375)	16,372	(3)				3					0		0
Environmental Action	15,346	(4,343)	11,003	(330)	19	34	112	(3)					(168)	41	(127)
Environmental Health	3,164	(765)	2,399	(57)		(9)	1	29					(36)	(3)	(39)
Car Parking	5,003	(12,614)	(7,611)	(144)	2	41							(101)	(207)	(308)
Total	166,728	(113,378)	53,350	(263)	(3)	594	62	(17)	143	0	0	0	516	(601)	(85)

Key Budget Action Plans and Budget Variations:						
		Lead Officer	Additional Comments	RAG	Action Plan Value	Forecast Variation against Plan/Budget
					£m	£m
A. Key Budget Action Plans						
1.	Dealing Effectively with the City's waste	Andrew Lingham	FYE of Waste Strategy and assumes PFI at £53.3 for B1 tonnes; £0.3m for additional recycling performance	G	(4.5)	0.0
2.	HWSS Strategic Review	Andrew Lingham	Service still reviewing options but likely to be 2017/18. Other savings to be identified.	G	(0.1)	0.0
3.	Parks and Countryside additional income	Sean Flesher	Implement price rises, plus additional income at various attractions	G	(0.6)	0.0
4.	Leeds Building Services	Simon Costigan	Identification of savings to fund PPPU costs	A	(0.2)	0.0
5.	Car Parking	Helen Freeman	Review of Price tariffs and additional income target. Delay in implementation (DDN being drafted)	G	(0.2)	0.0
6.	WYP & CC grant use	Sam Millar	£713k funding budgeted but not confirmed therefore remains a risk	A	(0.7)	0.0
7.	Savings in Housing related support programme	Neil Evans	FYE of 15/16 plus recommissioning of more SP contracts	G	(0.3)	0.1
8.	Directorate wide staffing reductions	Neil Evans	£0.9m unallocated in Support accounts, current level reduced to £0.4m + £0.3k of other staffing targets	G	(1.2)	0.0
9.	Contract / Procurement Savings / Line by Line		Target for contract savings in the base. (not shown as a variance as reported corp in 15/16)	A	(0.3)	0.0
10.	All Other action plan items			G	(0.1)	0.0
				Sub Total	(8.4)	
B. Other Significant Variations						
1.	Waste Disposal Costs	Andrew Lingham	Net budget £15.7m for 329.2k tonnes of waste; £95k variation at P5			0.1
2.	Refuse Collection staffing costs	Tom Smith	£12.2m pay budget in service; £0k variation anticipated at P5			0.0
3.	Refuse Collection vehicle costs	Tom Smith	Repairs £0.7m; Fuel £1.2m. Nil variance at P5 (Service pursuing Transport recharges)			0.0
4.	Car Parking BLE / PCN income	Helen Freeman	BLE £1.4m; PCN's £2.3m - (£97k) variance projected at P5			(0.1)
5.	Car Parking Fee Income	Helen Freeman	£8.4m budget increase of £810k from 15/16. (Introduced new WHLCP increased by 50p June 2016)			(0.1)
6.	Environmental Action staffing	Helen Freeman	£13.5m pay budget in service			(0.3)
7.	Property Maintenance	Simon Costigan	Budgeted surplus of £5.2m required to be delivered. Service currently operating with £14.6m WIP			0.0
8.	Parks and Countryside - Attractions	Sean Flesher	£1.7m Income budget (incl: TWorld £1.3 m budget)			0.0
9.	Parks and Countryside - Bereavement Services	Sean Flesher	£6.3 m budget			(0.1)
10.	All other variations					0.3
					Environment & Housing - Forecast Variation (0.1)	

CITIZENS AND COMMUNITIES - 2016/17 FINANCIAL YEAR

FINANCIAL DASHBOARD - MONTH 5 (APRIL TO AUGUST)

Overall

Budget action plans have been reviewed with each Chief Officer in April and at present it is anticipated that most plans will be achieved, though there is a pressure of £250k on Customer Access staffing costs and a net overspend of £479k in Benefits , Welfare and Poverty resulting in an overall overspend of £479k for the Directorate as a whole.

Communities

The latest figures for Community Centres indicate a potential overspend of £50k, although this assumes no savings in utility costs (last year this was £50k) which could balance the overall position. We have also assumed a drop in income as Leeds City College will be moving out of St Barts/Strawberry Lane and generated £30k per year. Savings on Well Being, Youth Activities, and the Innovation Fund have been delivered. The full saving of 3rd Sector Infrastructure Grant will not be delivered in year but this will be offset by savings elsewhere within the service. The variances recorded below all relate to Migration Services and reflect some savings on staffing cost due to delayed recruitment and transfer of income in year to reserve. Overall the service will balance to resources in year.

Customer Access

Savings targets built in to the budget for 2016/17 are challenging and there is a significant amount of work involved in developing the Community Hubs.

The budget for 2015/16 had a saving of £100k built in for Community Hubs and there is a further £100k saving for 2016/17. Demands on staffing are significant and development of the Hub approach as well as integration of the Branch Library Service has resulted in some additional cost. It is unlikely that the saving will be delivered in year as we are currently forecasting the staffing pressure could result in an overspend of approx £250k. Some of the additional staffing costs relates to project resource required to deliver the outcomes of an Executive Board Report approving £4.6m of capital spend to develop the retained assets that are becoming the hub sites to allow both service integration and release of surplus assets. The Transactional Web savings of £200k relate to staffing costs in the Contact Centre and these are currently on line to be delivered.

Elections, Licensing & Registration

Staffing costs at Period 5 are projected to be £34k over budget. This arises due to additional staffing requirements in Taxi and Private Hire Licensing totalling £54k. It is anticipated these costs will be covered by additional income. Staffing savings of £20k have been identified in Registrars and Entertainment Licensing due to vacant posts and staff reducing hours. The collection of income continues to do well with income looking on target and a likelihood budgets will be exceeded. Local Land Charges have identified increased income, partly offset by an increase in internal charges from other areas of the council, leading to an underspend of £53k. The large variances on supplies and services and internal charges are funded by additional income. A budget adjustment has now been processed to reflect this.

Benefits, Welfare and Poverty

Staff - of the vacancies held in Benefits some recruitment will take place later on this financial year. These vacancies have accumulated over a number of financial years. Overtime, in comparison to last year, is down but without a budget in place for it the costs are all at overspend (£206k). However, overall staffing and overtime costs are below the staffing budget. There have been a number of windfall grants notified to us all of which have been reflected in the projection, ie Pension Assessed Income, Temporary Absence, Family Premium which relate to the DWP New Burdens. In addition the FERIS and Single Fraud grants have been used to fund the increased cost of additional off-site processing work. The LWSS scheme is projecting to save the key budget action plan of £300k - with some aspects of the spend on a 5 month delay, the underspend could be even higher. Housing benefit projected spend for 16/17 is at £276.3M, lower than the outturn in 2015/16 which was £287.8M. Arising Housing Benefit overpayments are projecting net income of £7.9m against a budget of £9m, a £1.1m shortfall. The reasons for the reduction in payments are: Ongoing decrease in Benefit caseload due to economic upturn, single persons now claiming Universal Credit where previous they would have claimed Housing Benefit and the Government imposed 1% rent reduction on the social sector affecting 35k Council Tenants & 11k Housing Associations. Overpayments have reduced as payments have reduced, so too has the average value of each overpayment. In addition the number and value of overpayments generated through data matching with DWP and HMRC have reduced significantly despite the number of referrals being received by the LA remaining at a similar level to previous years. Further work is being considered that may generate additional overpayment income to the LA and therefore bring the reported overspend down. This year's initiative to identify further cases where Single Person Discount has been incorrectly claimed is proving successful and the projected additional income by year end is £500k against the £200k reflected in the budget. This income is accounted for within the Collection Fund, so doesn't show within the Citizens and Communities revenue position.

Budget Management - net variations against the approved budget

				PROJECTED VARIANCES											Total (under) / overspend £'000
	Expenditure Budget	Income Budget	Latest Estimate	Staffing	Premises	Supplies & Services	Transport	Internal Charges	External Providers	Transfer Payments	Capital	Appropriation	Total Expenditure	Income	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Communities	12,452	(6,900)	5,552	(58)	0	102	0	(13)	0	0	0	73	104	(104)	0
Customer Access	16,930	(1,568)	15,362	250	0	0	0	0	0	0	0	0	250	0	250
Elections, Licensing & Registration	6,751	(6,024)	727	34	98	432	7	307	0	0	0	0	878	(949)	(71)
Benefits, Welfare and Poverty	287,302	(284,390)	2,912	(127)	8	150	(10)	100	0	1,892	0	0	2,013	(1,713)	300
Total	323,435	(298,882)	24,553	99	106	684	(3)	394	0	1,892	0	73	3,245	(2,766)	479

Key Budget Action Plans and Budget Variations:

	Lead Officer	Additional Comments	RAG	Action Plan Value £m	Forecast Variation against Plan/Budget £m
A. Key Budget Action Plans					
Efficiencies					
	Community hubs	Shaïd Mahmood			
	Running costs	Shaïd Mahmood	R	0.10	0.25
	Transactional web	Lee Hemsworth	G	0.29	0.00
	Registrars	John Mulcahy	G	0.20	0.00
	Asset savings	Shaïd Mahmood/Lee Hemsworth	G	0.07	0.00
	Other	All CO's	G	0.12	0.00
			G	0.10	0.00
Changes to service					
	Third sector infrastructure grant	Shaïd Mahmood	G	0.07	0.00
	Reduction in wellbeing and youth activities	Shaïd Mahmood	G	0.20	0.00
	Innovation Fund	Shaïd Mahmood	G	0.05	0.00
Additional income - traded services, partner and other income					
	Housing benefits overpayments	Steve Carey	R	0.35	0.30
	Council Tax Single Person Discount	Steve Carey	G	0.00	0.00
	Advice consortium and welfare rights	Steve Carey	G	0.20	0.00
	Local Welfare Support Scheme	Steve Carey	G	0.10	0.00
				SUB-TOTAL	1.85
B. Other Significant Budgets					
Net effect of all other variations					-0.07
Citizens and Communities Directorate - Forecast Variation					0.48

**PUBLIC HEALTH - 2016/17 FINANCIAL YEAR
FINANCIAL DASHBOARD - MONTH 5 (APRIL TO AUGUST)**

Overall

The allocation of the ring fenced Public Health grant for 2016-17 is £46,630k, this includes an additional £4,993k of funding for the full year effect for the 0-5 years services (Health Visiting and Family Nurse Partnership) which transferred to LCC in October 2015. On the 4th November 2015 the Government announced the result of the consultation with local authorities on the implementation of a £200m national cut to the 2015-16 Public Health grant allocation. This confirmed the Department of Health's preferred option of reducing each local authority's allocation by 6.2%, this has been confirmed as a recurrent cut, resulting in a £2.818m recurrent cut for Leeds City Council. In addition to the £2.818 cut, the 2015 comprehensive spending review has shown a further 3.9% real terms reduction in 2016-17 which equates to an additional reduction of £1.1m. The grant allocation represents a cash reduction of £3,896k or 7.71%.

Although the Public Health grant for 2016-17 is fully committed, a 2 year cuts plan has been implemented in order to meet the required savings. Work has taken place to identify options for savings and critical difficult decisions have had to be taken in order to meet this significant challenge. Savings have been made through successful consultation and negotiation with our partners and providers including 3rd Sector and NHS providers, this has resulted in approx. £1.1m of savings. In addition savings have been made from the Public Health funding which is provided across Council directorates to support joint commissioning and commissioning of Council run services resulting in £355k of savings. Savings of £955k have been found from Public Health programme budgets, vacant posts, support services and running costs. In 2016-17 there is a £1.3m shortfall to meet the required £3.9m cut, this amount has been taken from Council reserves and will be paid back by the end of 2017-18 as part of the Public Health cuts plan.

Detailed Analysis

The planned saving of £233k as part of the transfer of the TB contract will not materialise, though work to find compensating savings is now completed and is currently predicted to slightly over-achieve. Due to overtrading of sexual health services, provision was made for anticipated costs however it is likely that these costs will not materialise in full therefore resulting in savings to compensate for this risk.

Due to staff turnover and vacant posts on hold as a result of a review to prioritise critical posts that need to be filled, pay costs are projected to be £125k underspent. Work is continuing to identify potential financial pressures particularly in relation to costs associated with the new drugs and alcohol contract and Public Health activity contracts which are paid based on demand and some on NHS tariff. Recent activity data is showing a reduced level of activity and as a result, an underspend of £138k is projected on commissioning budgets.

Overall, this means that the grant funded budgets are projected to be £256k underspent. This underspend will be used to reduce the amount required from reserves to fund the budget shortfall meaning that the funding required from reserves is now projected to be £1,069k.

Budget Management - net variations against the approved budget

	Expenditure Budget £'000	Income Budget £'000	Latest Estimate £'000	PROJECTED VARIANCES											Total (under) / overspend £'000	
				Staffing £'000	Premises £'000	Supplies & Services £'000	Transport £'000	Internal Charges £'000	External Providers £'000	Transfer Payments £'000	Capital £'000	Appropriation £'000	Total Expenditure £'000	Income £'000		
Public Health Grant		(46,630)	(46,630)	0	0	0	0	0	0	0	0	0	0	0	0	0
Staffing and General Running Costs	5,023		5,023	(125)	0	7	0	0	0	0	0	0	0	(118)	0	(118)
Commissioned and Programmed Services:																
- General Public Health	208		208	0	0	0	0	0	0	0	0	0	0	0	0	0
- Population Healthcare	283		283	0	0	0	0	0	0	0	0	0	0	0	0	0
- Healthy Living and Health Improvement	15,329	(140)	15,189	0	0	(3)	0	0	(123)	0	0	0	0	(126)	0	(126)
- Older People and Long Term Conditions	2,361	(47)	2,314	0	0	0	0	0	0	0	0	0	0	0	0	0
- Child and Maternal Health	14,059		14,059	0	0	0	0	(4)	0	0	0	0	0	(4)	0	(4)
- Mental Wellbeing and Sexual Health	9,248		9,248	0	0	0	0	0	(241)	0	0	0	0	(241)	0	(241)
- Health Protection	806		806	0	0	0	0	0	233	0	0	0	0	233	0	233
Transfer From Reserves		(500)	(500)									256	256			256
Supporting People	964	(637)	327	(42)	1	(1)	0	0	0	0	0	0	0	(42)	0	(42)
Drugs Commissioning	1,260	(1,260)	0	0	0	24	0	0	(24)	0	0	0	0	0	0	0
Total	49,541	(49,214)	327	(167)	1	27	0	(4)	(155)	0	0	256	(42)	0	0	(42)

Key Budget Action Plans and Budget Variations:					
	Lead Officer	Additional Comments	RAG	Action Plan Value £m	Forecast Variation against Plan/Budget £m
A. Key Budget Action Plans					
Efficiencies					
- General efficiencies on contracted services	Ian Cameron	A combination of reductions in demand, expiry of contracts, ending one-off contributions and activities now funded by other contracts or organisations	G	0.80	0.00
- Staff savings	Ian Cameron	Reduction in staffing pay budget through vacant posts on hold and vacancy management throughout 2016/17	G	0.42	0.00
Review of commissioned services;					
Third Sector					
- Savings on contracts due to expire	Ian Cameron	5% saving on 22 contracts due to expire. Areas covered community development, food and nutrition, vulnerable groups, older people, sexual health, domestic violence, mental health, cancer screening, children's physical activity, obesity and breast feeding. All affected 3rd Sector providers have confirmed their acceptance of the 5% saving, public health contract managers continue to provide support to all providers.	G	0.16	0.00
- Drugs and alcohol services	Ian Cameron	Initial consultation with provider has taken place, further discussions are planned.	G	0.20	0.00
- Drug Intervention Programme and Integrated Offender Management	Ian Cameron	Consultation with partners and providers have begun in order to realise savings.	G	0.38	0.00
- Savings on existing contracts	Ian Cameron	Contracts affected include Health Visiting, School Nursing, Healthy Lifestyles, Smoking Cessation, Weight Management, Infection Control. Consultation with NHS provider has started, further discussions planned.	G	0.29	0.00
- Transfer of TB service to NHS provider	Ian Cameron	Following consultation with NHS Partners this saving will not be realised	R	0.23	0.23
Leeds City Council services	Ian Cameron	In response to this proposed reduction in public health funding in 16/17 to council provided services, £1.3m of non-recurrent earmarked reserves will be used to maintain services to March 17. LCC directorates and heads of finance have confirmed savings have been achieved and implemented either by absorbing the saving or in consultation with relevant provider.	G	1.75	0.00
Programme budgets	Ian Cameron	Programme budgets removed for area health priorities across ENE, S&E and WNW. Adult public health programmes including drugs and alcohol, mental health, sexual health, infection control and fuel poverty. Children's public health programmes including obesity, breastfeeding, alcohol, drugs infant mortality and oral health.	G	0.60	0.00
B. Other Variations					
Projected underspend on staffing costs					(0.17)
Net effect of all other variations					(0.10)
Public Health - Forecast Variation					(0.04)

CIVIC ENTERPRISE LEEDS - 2016/17 FINANCIAL YEAR FINANCIAL DASHBOARD - MONTH 5 (APRIL TO AUGUST)

Overall

The overall projected position at month 5 is an overspend of £205k explained by a £200k overspend against the Catering net budget. The Catering overspend is mainly as a result of the marginal impact of the 7 schools which have been lost to the service plus the marginal impact of a shortfall against the adjusted meal numbers.

Business Support Centre

BSC are forecast to be on track to meet their 2016/17 savings target of £400k which is to be achieved through the freezing of posts and ELIs.

Commercial Services

The Commercial Services overspend of £205k is, as explained above, accounted for by the marginal impact of the 7 schools which were lost from the Catering service plus the marginal impact of a shortfall against the adjusted meal numbers. The projected overspend on staffing is mainly within the Cleaning Service and is offset by additional income. Work will be done with the Head of Service to identify the permanent resources requirement and income so that a virement can be done to ensure an accurate expenditure and income budget moving forward for Cleaning Services. Once this budgetary realignment is done, this will show that following the implementation of day time cleaning in civic buildings (thus avoiding premium staffing payments) and reduced cleaning frequencies and using the ELI initiative, the service is on track to meet the £200k savings from a lower cleaning specification included in the 2015/16 base budget and should provide a platform for savings in the following financial year.

Facilities Management

A balanced position is projected at month 5 although there are risks around accruals for services charges for the two joint service centres going back to 2013/14. The payment of these charges is being dealt with by Legal Services. There is also a potential risk on savings assumed in the Asset Rationalisation programme for Merrion House NNDR where, following advice, an accrual of £430k has been provided in 2015/16.

Corporate Property Management

A balanced position is projected at month 5 which assumes budgeted savings of £150k staffing and £450k on building maintenance will be achieved.

Budget Management - net variations against the approved budget

	PROJECTED VARIANCES														Total (under) / overspend £'000
	Expenditure Budget	Income Budget	Latest Estimate	Staffing	Premises	Supplies & Services	Transport	Internal Charges	External Providers	Transfer Payments	Capital	Appropriation	Total Expenditure	Income	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Business Support Centre	15,090	(5,410)	9,680	(10)	8	(64)	0	0	0	0	0	0	(66)	66	0
Commercial Services	59,493	(56,858)	2,635	1,870	75	833	(34)	(12)	0	0	0	0	2,732	(2,527)	205
Facilities Management	10,062	(4,098)	5,964	(104)	80	8	0	0	0	0	0	0	(16)	16	0
Corporate Property Management	5,959	(587)	5,372	33	(40)	0	0	7	0	0	0	0	0	0	0
Total	90,604	(66,953)	23,651	1,789	123	777	(34)	(5)	0	0	0	0	2,650	(2,445)	205

Key Budget Action Plans and Budget Variations:						
		Lead Officer	Additional Comments	RAG	Action Plan Value £m	Forecast Variation against Plan/Budget £m
A. Key Budget Action Plans						
1	Asset rationalisation	Sarah Martin	Savings from: 1&3 Reginald Terr £29k, Belgrave Hse £60k, Deacon Hse £30k, South Pudsey Centre £25k, Tribecca £110k	G	0.29	0.0
2	Maintenance of council buildings	Sarah Martin	Reduce responsive maintenance	G	0.60	0.0
3	Catering Savings	Mandy Snaith	Agency staff	G	0.05	0.0
4	Energy	Sarah Martin	Impact of energy efficiency measures	G	0.05	0.0
5	BBM - admin, mail and print	Helena Phillips	Significant changes in respect of business processes required to deliver these savings across 4 contract areas.	G	0.37	0.0
6	Vehicle Fleet	Terry Pycroft	Extend life of light commercial vehicles	G	0.20	0.0
7	Recover cost of living wage	Richard Jackson	Recover from Property Cleaning.	G	0.20	0.0
8	Catering additional income.	Mandy Snaith	Increased income/efficiencies.	G	0.05	0.0
9	Additional MOT income.	Terry Pycroft	Increase number of MOTs undertaken.	G	0.03	0.0
10	Recovery of cleaning charges.	Les Reed	Recovery of charges from clients.	G	0.07	0.0
B. Other Significant Variations						
1	Net effect of all other variations			R		0.2
Civic Enterprise Leeds - Forecast Variation						0.2

STRATEGY AND RESOURCES 2016/17 FINANCIAL YEAR

FINANCIAL DASHBOARD - MONTH 5 (APRIL TO AUGUST)

Overall - Action plans are generally on line to deliver the budgeted savings. The only area currently expected to create a pressure is income within the PPPU which currently is reporting a net overspend of £274k.

Strategy & Improvement - Total staffing savings amount to £44k - this arises from staff leaving via ELI and vacant posts not yet filled or not being filled. Overall the service is projected to be on line as there is a shortfall in income.

Finance - The current pay projection shows the Finance budget approx £100k overspent at year end. Further leavers are expected though and it is anticipated that a balanced position for the Finance service will be achieved by year end.

Human Resources - Staffing is now projected to be underspent due to the freezing of posts. These savings offset some pressure on supplied and services and a shortfall in income from schools. reduction in schools income.

Information Technology - Savings on staffing costs due to vacant posts are expected to be offset by reduced income as these posts are income generating.

PPPU - Based on current projections, the Unit will be £691k overspent at year end. Even though there is an underspend on pay of £671k and a freeze on posts is in place, income is projected £1,389k less than budget. The main reasons for the shortfall in income are the fall out of NGT (£619k), Health Transformation (£81k) and various capital schemes (£559k). PPPU's Senior Management Team are reviewing workload and income streams and the reported variance assumes that an extra £391k of income can be realised by year end.

Legal Services - Legal are currently under budget on staffing by £32k and all expenditure budgets are online. There is a risk that internal income will be significantly below budget, principally because of reductions in the Legal establishment. However an action plan is in place and the position is being closely monitored.

Democratic Services - The Governance, Scrutiny, Civic and Ceremonial and Members' Allowances budgets are on target to deliver a balanced budget for 2016/17. However on-going, year on year pressures remain within Members' Support which has necessitated other opportunities to be explored to achieve a balanced budget across the Democratic Services division. These include the on-going secondment of a member of staff to WYCA, redesigning work packages, working arrangements and leadership responsibilities to enable vacated posts to be not filled and other in-year one off savings to be accrued.

Budget Management - net variations against the approved budget

	Expenditure Budget	Income Budget	Latest Estimate	PROJECTED VARIANCES											Total (under) / overspend	
				Staffing	Premises	Supplies & Services	Transport	Internal Charges	External Providers	Transfer Payments	Capital	Appropriation	Total Expenditure	Income		
				£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000		£'000
Strategy & Improvement	4,822	(471)	4,351	(44)	0	(9)	0	0	0	0	0	0	0	(53)	54	1
Finance	15,843	(7,004)	8,839	10	0	6	0	0	0	0	0	0	0	16	(16)	0
Human Resources	8,294	(1,903)	6,391	(55)	0	(16)	4	(40)	0	0	0	0	0	(107)	107	0
Information Technology	19,369	(6,015)	13,354	3	0	0	0	0	0	0	0	0	0	3	(3)	0
Projects, Programmes & Procurement	7,658	(6,085)	1,573	(699)	0	1	(1)	0	0	0	0	0	0	(699)	999	300
Legal Services	4,736	(6,915)	(2,179)	(32)	0	0	0	2	0	0	0	0	0	(30)	30	0
Democratic Services	4,944	(26)	4,918	(27)	0	0	0	0	0	0	0	0	0	(27)	0	(27)
Total	65,666	(28,419)	37,247	(844)	0	(18)	3	(38)	0	0	0	0	0	(897)	1,171	274

Key Budget Action Plans and Budget Variations:						
		Lead Officer	Additional Comments	RAG	Action Plan Value £m	Forecast Variation against Plan/Budget £m
A. Key Budget Action Plans						
Efficiencies						
1	Financial services	Doug Meeson	Further changes to way services provided, self service, less internal audit, centralisation.	G	0.76	0.00
2	HR	Lorraine Hallam	On-line advice, less HR input into low level cases, ELI and vacancy management	G	0.37	0.00
3	ICT staffing	Dylan Roberts		G	0.12	0.00
4	ICT Print Smart	Dylan Roberts	Further efficiencies on top of those delivered in 2015/16	G	0.10	0.00
5	Legal Services	Catherine Witham		G	0.05	0.00
6	Corporate Communications and intelligence	Mariana Pexton	Staffing and efficiency savings, mainly within the Communications Team	G	0.38	0.00
7	Democratic services	Catherine Witham	Staffing and efficiency savings. Member pension saving	G	0.12	0.00
8	ICT procurement savings	Dylan Roberts	Modernisation of telephony	G	0.33	0.00
9	PPPU	David Outram	Significant reduction in Procurement particularly low value procurements. Additional external income	R	0.66	0.30
	Additional income - traded services, partner and other income					
10	ICT	Dylan Roberts	Provision of managed service to WY Joint Services	G	0.15	0.00
B. Other Significant Variations						
	Net effect of all other variations					-0.03
Strategy and Resources Directorate - Forecast Variation						0.27

STRATEGIC & CENTRAL ACCOUNTS 2016/17 BUDGET Period 5

Overall :

At month 5 , the strategic & central budgets are anticipated to underspend by £0.9m.

The key variations are;

- Debt - a forecast pressure of £1.4m due to the conversion of short-term debt to long-term to take advantage of low long-term interest rates.
- Section 278 income - a potential £1.5m risk due to lower levels of development activity.
- Procurement -and PFI a £1.9m variation which reflects that the procurement savings will be managed through directorate budgets.
- Early Leaver Initiative - a potential £0.6m additional spend over the £2m earmarked reserve.
- Savings of £2m from the additional capitalisation of eligible spend in general fund and school budgets.
- Appropriation of £2.7m of earmarked reserves.
- Savings of £2m on the levy contribution to the business rates.

Budget Management - net variations against the approved budget

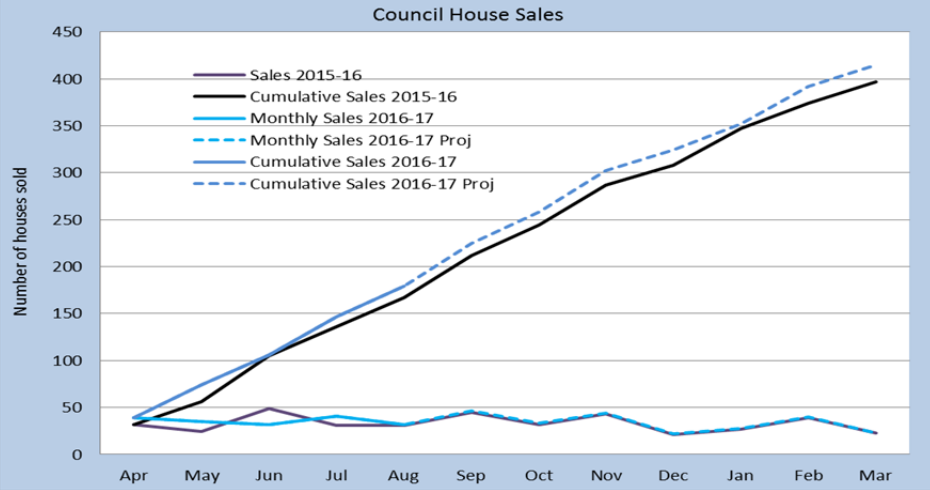
	Expenditure Budget £'000	Income Budget £'000	Latest Estimate £'000	PROJECTED VARIANCES											Total (under) / overspend £'000	
				Staffing £'000	Premises £'000	Supplies & Services £'000	Transport £'000	Internal Charges £'000	External Providers £'000	Transfer Payments £'000	Capital £'000	Appropriation £'000	Total Expenditure £'000	Income £'000		
Strategic Accounts	(11,480)	(32,488)	(44,422)	600		1,860						(2,735)	(2,000)	(2,275)	1,930	(345)
Debt	24,380	(1,103)	23,277									1,364		1,364	0	1,364
Govt Grants	3,015	(26,434)	(23,419)											0	(1,890)	(1,890)
Joint Committees	37,411	0	37,411											0	0	0
Miscellaneous	2,450	(1,311)	1,139											0	0	0
Insurance	9,831	(9,831)	0			2,858		37					(1,025)	1,870	(1,870)	0
Total	65,607	(71,167)	(6,014)	600	0	4,718	0	37	0	0	(1,371)	(3,025)	959	(1,830)	(871)	

Key Budget Action Plans and Budget Variations:				RAG	Budget	Forecast Variation against Budget
		Lead Officer	Additional Comments		£m	£m
A. Major Budget Issues						
1.	Debt Costs and External Income	Doug Meeson	Latest projection of increased debt costs due to new long term borrowing.	A	13.0	1.4
2.	Minimum Revenue Provision	Doug Meeson	The budget assumes the use of £23.4m capital receipts to repay debt. There is a risk that capital receipts available to fund this may fall short by up to £2.1m.	A	10.3	0.0
3.	New Homes Bonus	Doug Meeson	No material variation anticipated at this stage in the year	G	(19.2)	0.0
4.	Business Rates (S31 Grants, Tariff adjustment & EZ)	Doug Meeson	Tariff adjustment £480k and Enterprise zone reliefs £370k not budgeted for.	A	(7.1)	0.1
5.	S278 Contributions	Doug Meeson	Projection from Capital team is £4m, therefore potential risk of £1.2m depending on development activity to the year-end	A	(5.2)	1.5
6.	General capitalisation target	Doug Meeson	Capitalisation of eligible spend in directorate/service revenue budgets. No variation anticipated at this stage.	A	(3.0)	(1.0)
7.	Schools capitalisation target	Doug Meeson	Capitalisation of eligible spend in school revenue budgets.	A	(2.5)	(1.0)
8.	Corporate Savings Target	Doug Meeson	Centrally-held budget savings target. Actual savings will be shown in Directorate budgets.	A	(1.0)	1.0
9.	PFI Contract Monitoring Target	David Outram	Budget held in the strategic accounts pending confirmation of where the reductions in expenditure will be achieved	A	(0.9)	0.9
10.	Early Leaver Initiative	Doug Meeson	£2m earmarked reserve established to fund the severance costs in 2016/17.	A	0.0	0.6
B. Other Significant Budgets						
1.	Insurance	Doug Meeson	Potential additional costs in-year which will be managed through the Insurance Reserve	A	0.0	(1.0)
2.	Business Rates Levy	Doug Meeson	Savings from Levy	G	3.0	(2.0)
3.	Prudential Borrowing Recharges	Doug Meeson	Contra budgets in directorate/service accounts. No material variation at this stage.	G	(11.9)	0.0
4.	Earmarked Reserves	Doug Meeson	Capital Reserves.	G	0.0	(1.7)
5.	Bridgwater Place	Doug Meeson	Compensation to be received from the developer.	G	0.0	0.0
6.	Other Variations	Doug Meeson	Court Cost income	G	0.0	0.4
Strategic & Central Accounts - Forecast Variation						(0.9)

Housing Revenue Account - Month 5 (August 2016) Financial Dashboard - 2016/17 Financial Year

Summary of projected over / under spends (Housing Revenue Account)

Directorate	Current Budget	Projected Year End Spend	Variance to budget	Comments	Previous period variance
	£000	£000	£000		£000
Income					
Rents	(218,375)	(218,324)	51	Projected rent lower than budget due to stock numbers being less than anticipated during budget setting.	48
Service Charges	(6,443)	(6,434)	9	Reduction in income from sheltered accommodation.	(31)
Other Income	(29,182)	(29,200)	(18)	PFI PTC (£100k), increase in RTB sales fee income (£46k) offsetting reduction in capitalised salaries due to vacant posts £204k and other small variances (£76k).	32
Total Income	(254,000)	(253,958)	42		49
Expenditure					
Disrepair Provision	1,000	1,200	200	Projection due to increase in new cases which is anticipated to continue.	200
Repairs to Dwellings	43,548	43,548	-		-
Council Tax on Voids	663	725	62	Current charges indicate overspend.	62
Employees	27,706	27,208	(498)	Vacant posts (£683k) and training saving (£59k) offsetting agency staff (includes disrepair) £204k and severance costs £36k.	(221)
Premises	6,983	7,063	80	Increase in cleaning charges.	78
Supplies & Services	5,251	5,438	187	Large insurance claims £249k, LLBH PFI Japanese Knotweed consultants £15k. Offset by Tenant Mobility saving	264
Internal Services	38,473	38,533	60	Increase in surveyor RTB valuation work £160k, PPPU recharges for PFI £92k and Governance recharge £40k. Offset by reduction in the GF recharges to the HRA (£228k). Other small variance (£4k).	(148)
Capital Programme	73,041	73,041	-		-
Appropriations	(7,115)	(7,457)	(342)	Large insurance claims (£249k), PFI appropriation adjustment (£93k).	(342)
Unitary Charge PFI	8,101	8,191	90	PFI scheme adjustments: UC £38k; PTC £106k; RTB (£54k).	90
Capital Charges	49,159	49,356	197	Interest receivable lower than budgeted, consistent with P4 FPG pack	-
Other Expenditure	7,190	7,084	(106)	Leeds Tenant Federation - in line with 2016/17 negotiations (£50k). Transport cost reforecast (£56k).	(109)
Total Expenditure	254,000	253,930	(70)		(126)
Total Current Month	-	(28)	(28)		(77)

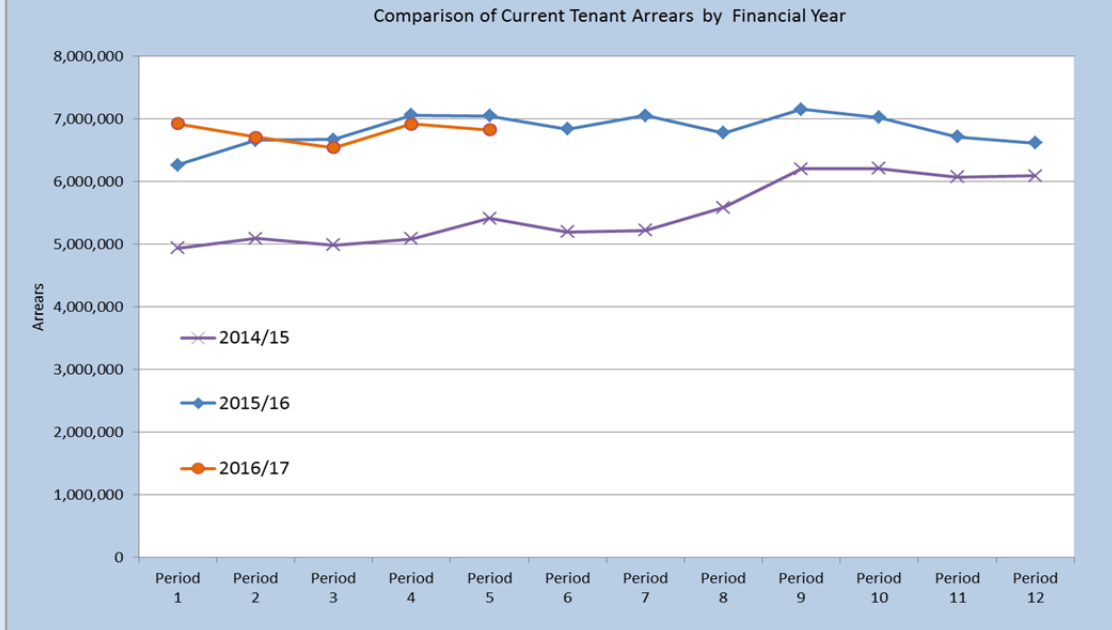


Change in Stock	Budget	Projection
Right to Buy sales*	380	415
New Build (PFI)	(93)	(93)
New Build (Council House Growth)	(142)	(142)
Total	145	180

* actual sales as at the end of Period 5 - 179

Right to Buy Receipts	2015/16 Actual	2016/17 Projection
Total Value of sales (£000s)	18,057	20,707
Average Selling Price per unit (£000s)	45	50
Number of Sales*	397	415
Number of Live Applications	892	1,029

	2015/16	2016/17	Variance
	£000	£000	£000
Arrears (Dwelling rents & charges) - Week 22			
Current Tenants	7,047	6,826	(221)
Former Tenants	3,216	3,709	493
	10,263	10,535	272
Under occupation - Week 18			
Volume of Accounts	5,078	4,835	(243)
Volume in Arrears	2,628	2,416	(212)
% in Arrears	52%	50%	-2%
Value of Arrears	825	667	(158)
Collection Rates - Week 18			
Dwelling rents	97.24%	96.73%	-0.51%
Target	98.06%	97.50%	
Variance to Target	-0.82%	-0.77%	-0.51%





Report author: Steven Courtney
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Report of Head of Governance Services

Report to Scrutiny Board (Strategy and Resources)

Date: 24 October 2016

Subject: Agency Staff Spending

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1 Purpose of this report

- 1.1 The purpose of this report is to provide members of the Scrutiny Board with details of spend on agency staff across the Council.

2 Main issues

- 2.1 As part of the recent inquiry into ICT Resourcing, the Scrutiny Board considered the use of agency staff and associated spending on delivering aspects of ICT services. Previously, the use of agency staff and associated spending across the Council was considered by the Scrutiny Board in 2013/14..
- 2.2 Attached at Appendix 1, for consideration by the Scrutiny Board, are details of spending on agency staff over recent years.

3. Recommendations

- 3.1 Members are asked to consider the details provided and identify any specific areas that may require further scrutiny input/ activity.

4. Background papers¹

- 4.1 None used

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

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Leeds City Council
Agency Staffing 2013/14 to 2016/17 (excluding schools)

Directorate/Service	Actual 2013/14	Actual 2014/15	Actual 2015/16	Budget 2016/17	Actual to date (August 2016)
	(£)	(£)	(£)	(£)	(£)
City Development	742,172	430,663	309,918	68,210	103,866
Environment & Housing	2,537,447	1,568,526	1,197,960	252,630	318,270
Children's Services	6,214,237	4,364,438	2,344,342	1,577,800	673,290
Adult Social Care	4,485,464	3,147,141	2,469,260	1,240,560	758,656
Strategy and Resources	999,129	3,108,830	2,757,800	1,734,450	629,346
Citizens and Communities	417,414	64,915	119,311	15,000	53,144
Public Health	53,459	0	0	0	0
Civic Enterprise Leeds	921,272	747,006	610,559	366,420	142,913
Total	16,370,594	13,431,519	9,809,150	5,255,070	2,679,485
Annual Reduction		-2,939,075	-3,622,369		
Cumulative Reduction		-2,939,075	-6,561,444		

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Report of the Head of Governance Services

Report to Scrutiny Board (Strategy and Resources)

Date: 24 October 2016

Subject: Work Schedule

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1 Purpose of this report

1.1 The purpose of this report is to consider the progress and development of the Scrutiny Board's work schedule for the current municipal year (2016/17).

2 Summary of main issues

2.1 The Board's outline work schedule is attached at Appendix 1.

2.2 It is important to remain sufficient flexibility in the Board's work programme in order to react to any specific matters that may arise during the course of the year, therefore the work schedule may be subject to change and should be considered to be indicative rather than definitive.

2.3 In order to deliver the work schedule, the Board may need to take a flexible approach and undertake some activities outside the formal schedule of meetings. Adopting a flexible approach may also require additional formal meetings of the Scrutiny Board.

2.4 In considering the work schedule, the Scrutiny Board should be mindful and take account of the resources available to support its work.

3. Recommendations

3.1 The Scrutiny Board (Strategy and Resources) is asked to:

- a) Note the content of this report and its attachments;

- b) Identify any specific matters to be incorporated into the work schedule for the remainder of the current municipal year; and,
- c) Where necessary, prioritise any competing demands and agree the work schedule for the remainder of the current municipal year.

4. Background papers¹

4.1 None used.

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

**SCRUTINY BOARD
(STRATEGY RESOURCES)**

APPENDIX 1

2016/17 WORK SCHEDULE

Title	Type of Item	Oct.	Nov.	Dec.	Jan.
Commissioning	Inquiry	TBC	TBC	TBC	TBC
Smart Cities	Inquiry				
Budget	Performance reviews	Financial Health Monitoring 2016/17	Financial Health Monitoring 2016/17		
				Initial budget proposals	Formal response to Exec. Budget proposals
Recommendation Tracking	Performance monitoring		ICT Resources		

**SCRUTINY BOARD
(STRATEGY RESOURCES)**

APPENDIX 1

2016/17 WORK SCHEDULE

Title	Type of Item	Oct.	Nov.	Dec.	Jan.
		Working Group - analysis of waivers			Non contract spend
		Use of Agency Staff		Fees and Charges	
Performance Reports	Performance monitoring				
Briefings					
Other matters identified					

**SCRUTINY BOARD
(STRATEGY RESOURCES)**

2016/17 WORK SCHEDULE

Title	Feb.	March	April	Unscheduled/ Carry Forward
Commissioning	TBC	TBC	TBC	
Smart Cities				Scope to be determined
Budget	Financial Health Monitoring 2016/17			
Recommendation Tracking				

**SCRUTINY BOARD
(STRATEGY RESOURCES)**

2016/17 WORK SCHEDULE

Title	Feb.	March	April	Unscheduled/ Carry Forward
	Use of Agency Staff		Fees and Charges	
Performance Reports				
Briefings				
Other matters identified				