

Meeting of:	<b>Environment and Regeneration Scrutiny Committee</b>
Date of Meeting:	<b>Tuesday, 10 December 2024</b>
Relevant Scrutiny Committee:	Environment and Regeneration
Report Title:	Quarter 2 Revenue Monitoring 2024/25
Purpose of Report:	To advise Committee of the Quarter 2 Revenue Monitoring position for 2024/25
Report Owner:	Director of Environment and Housing
Responsible Officer:	Matt Bowmer Head of Finance/Section 151 Officer

Executive Summary:

- The table below sets out the Original Budget and Virement requests for approval by Directorate.

Directorate	Original Budget 2024/25	Budget Amendment 2024/25	Revised Budget 2024/25	Projected Outturn	Variance
	£000's	£000's	£000's	£000's	£000's
Learning and Skills	133,438	50	133,488	139,961	6,473
Social Services	96,276	50	96,326	103,361	7,035
Environment and Housing	32,417	288	32,705	33,252	547
Corporate Resources	16,696	(300)	16,396	16,720	324
Place	3,163	0	3,163	3,163	0
Policy	29,231	(88)	29,143	29,143	0
Use of Reserves	-2,360	0	-2,360	-1,513	847
Council Tax Surplus	0	0	0	-1,000	-1,000
Unplanned Use of Reserves	0	0	0	-14,226	-14,226
<b>Total</b>	<b>308,861</b>	<b>0</b>	<b>308,861</b>	<b>308,861</b>	<b>0</b>
Public Sector Housing (HRA)	-77	-600	-677	-667	<b>0</b>
HRA Use of Reserves	77	600	677	667	<b>0</b>
<b>Total</b>	<b>308,861</b>	<b>0</b>	<b>308,861</b>	<b>308,861</b>	<b>0</b>

- The revenue position for 2024/25 continues to reflect challenging demand and inflationary pressures with continuance of the key service pressures that the Council reported as part of the 2023/24 outturn position into 2024/25. The cost pressures allocated as part of the 2024/25 budget were adjusted to reflect the funding available and therefore do not provide full funding for pressures and these pressures have continued to increase across the first half of 2024/25. There is evidence of increasing demand in respect of Childrens and Young Peoples Care and Adults Social Care reflecting an increased incidence and complexity of need as well as significant increases in the cost of placements and care packages. Support for Additional Learning Needs continues to be an area of significant pressure within Learning and Skills with corresponding pressures on school transport costs for pupils in ALN provision and the overspend reported of £1.231m is significant in the context of over £500k of cost pressures awarded to this area for 2024/25.
- Across the services inflationary pressures are also being experienced in respect of pay most notably where market forces are being utilised and for the funding gap between provision for the 2024/25 pay award and the likely pay award for 2024/25. The Council only allocated very limited contractual inflation as part of the 2024/25 budget and no general inflation for some years and this will have a general impact on the resilience of revenue budget. The delays on implementation of savings will also impact the 2024/25 outturn across services.
- Unplanned use of reserves approximately £14.226m, which represents a further increase on the unplanned use of reserves reported at Q1 of £13.629m the Council has various workstreams progressing to mitigate the unplanned use of reserves and reduce in year overspends.
- The majority of the unplanned use of reserves will be met from Service Reserves however £486k has been shown against the General Fund it is not envisaged that this funding will be taken from the General Fund at year end and this sum would be the first priority for offsetting or mitigation in year should there be any emerging underspends or areas of mitigation identified in year. This will ensure that the Council Fund is maintained at the policy level for this financial year.
- Challenging savings and efficiency targets have been set out for 2024/25 this includes a target of £7.676m Corporate savings. The progress against these savings targets are reflected in the Appendix and summarised in the table below. The Council also continues to monitor the delivery of 2023/24 savings not achieved in year.

Directorate	2023/24 Savings outstanding	2024/25 Savings Target	Projected Amount to be Achieved 2024/25	Projected Amount to be Achieved of 2023/24 Outstanding	% Achieved 24/25	% Achieved Total Outstanding
Learning and Skills	65	371	253	0	68%	58%
Social Services	0	1,755	1,156	0	66%	66%

Neighbourhood Services and Housing	92	1,898	1,150	0	61%	58%
Place	20	286	235	20	82%	77%
Corporate Resources	250	1,308	924	0	71%	59%
Policy	0	2,008	1,968	0	98%	98%
Corporate	0	50	0	0	0%	0%
<b>Total</b>	<b>427</b>	<b>7,676</b>	<b>5,686</b>	<b>20</b>	<b>74%</b>	<b>70%</b>

- Projected transfers to and from reserves are set out in the table below.

As at	Balance 01/04/2024	Capital	Budget Revenue	Revenue Mvmt on Reserves	Unplanned Use of Reserves	Realloc of Reserve	Projected Balance 31/03/25
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
General Fund	11,106	0	0	0	-486	0	10,620
Insurance	4,878	0	0	0	0	0	4,878
Service Reserves	16,587	-464	0	-774	-8,431	0	6,918
Risk and Smoothing Reserves	24,655	-2,644	-1,841	-1,559	-1,000	-259	17,352
Capital	10,446	-5,717	0	695	0	259	5,683
Schools	5,057	0	0	0	-4,309	0	748
Housing Revenue Account	3,525	0	667	0	0	0	4,192
<b>Total</b>	<b>76,254</b>	<b>-8,825</b>	<b>-1,174</b>	<b>-1,638</b>	<b>-14,226</b>	<b>0</b>	<b>50,391</b>

- In the context of the additional pressures reported as part of Q2 Monitoring it is now the case that all use of reserves are being considered by Senior Leadership Team to provide additional rigour. Further recruitment controls are also now being implemented equating to a recruitment freeze for posts that do not have statutory requirements. Further examination of the use of Grant Expenditure will be undertaken by the Accountancy team. In addition some workstreams identified as part of reshaping will be accelerated such as Demand Management in respect of Adult and Children's Social Services and School Transport arrangements.

## **Recommendations**

1. That the position with regard to the Authority's 2024/25 Revenue Budget be noted.
2. That Committee notes the Revised Budget 2024/25 set out as part of this report.

## **Reasons for Recommendations**

1. To inform Committee of the projected revenue outturn for 2024/25.
2. To update the Revised Budget for 2024/25.

## **1. Background**

- 1.1 Council on 6th March 2024 approved the revenue budget for 2024/25 (minute no 891) and earlier in the year Council on 15th January 2024 approved the Housing Revenue Account (HRA) budget for 2024/25 (minute number 695).
- 1.2 There was an approved drawdown during 2024/25 of £2.744m from other specific reserves this has been reduced by £847k in year due to additional WG Grant for Housing and Resettlement and this sum will be retained in the Housing and Homelessness Reserve.
- 1.3 There is a significant volume of pressures in year across services including Schools, Additional Learning Needs and Social Services both Adult and Children's Services. Other pressures include Highways resurfacing, Market forces for HGV drivers and some lag on the implementation of savings across 2023/24 and 2024/25.
- 1.4 In the context of these pressures additional drawdown from Service reserves will be required in year over and above the £1m set aside as part of the 2024/25 budget for Budget Risk. The current projected unplanned use of reserves and use of the budget risk reserve are reflected in this monitoring report and will continue to be kept under review as the Council progresses through this financial year.

## **2. Key Issues for Consideration**

### **Emerging Corporate Pressures**

- 2.1 The revenue position for 2024/25 continues to reflect challenging demand and inflationary pressures with continuance of the key service pressures that we saw in the 2023/24 outturn position into 2024/25, chiefly Social Services, Education and Homelessness. The cost pressures allocated as part of the 2024/25 budget were adjusted to reflect the funding available and therefore do not provide full funding for pressures and these demands on services have continued to increase in the first quarter of 2024/25. There is evidence of increasing demand in respect of Children's and Young Peoples Care and Adults Social Care reflecting an

increased incidence and complexity of need as well as significant increases in the cost of placements and care packages. Support for Additional Learning Needs continues to be an area of significant pressure within Learning and Skills with corresponding pressures on school transport costs for pupils in ALN provision. The Council also continues to report severe homelessness and resettlement demands with continued use of hotel provision in addition to facilities such as hostels etc.

- 2.2 Across the services inflationary pressures are also being experienced in respect of pay most notably where market forces are being utilised and for the funding gap between provision for the 2024/25 pay award and the likely pay award for 2024/25. The Council only allocated very limited contractual inflation as part of the 2024/25 budget and no general inflation for some years and this will have a general impact on the resilience of revenue budget. The delays on implementation of savings will also impact the 2024/25 outturn across services, this is in part due to the time required to effectively implement savings of this scale but also reflects capacity within teams.

### **Revenue Financial Position**

- 2.3 The table below details the original budget and reflects any requested virements. The use of reserves will be necessary to address emerging inflationary pressures and deliver projects across the service.
- 2.4 Unplanned use of reserves is currently projected to be approximately £14.226m (£4.309m relating to schools), the unplanned use of reserves at Q1 was £13.629m and the predominant driver for the increase in unplanned use of reserves was the emerging School Transport overspend and the increase in overspend against both Children and Young People's Services and Adult Services offset by projected Council Tax surplus of £1m in year.
- 2.5 The Council has various workstreams progressing to mitigate the unplanned use of reserves and reduce in year overspends which are set out in the bullet points below.
- Schools Budget Taskforce particular workstreams around consideration of all schools contracts and agency spend, some work refining ICT licences, consideration of additional resource to support schools with sufficient deficits and in respect all schools procurement.
  - Additional resource to support reshaping savings to help accelerate the delivery of savings with particular focus on high value savings that have not been progressed for capacity reasons.
  - Spend Controls – Introduction of additional controls on new recruitment and Directorate controls on non essential spend. There has been a period of challenge on recruitment and this is being further strengthened.
  - Directors are working with Service Accountants to manage the unplanned drawdown of service reserves.
  - Review of use of Grant Expenditure to ensure most efficient use of funding.
  - Any drawdown of reserves cleared at Senior Leadership Team.

2.6 The more detailed service position is detailed in Appendix 1 and the service specific appendices.

**Table 1. Budget and Projected Outturn**

Directorate	Original Budget 2024/25	Budget Amend 2024/25	Revised Budget 2024/25	Projected Outturn	Variance
	£000's	£000's	£000's	£000's	£000's
Learning and Skills	133,438	50	133,488	139,961	6,473
Social Services	96,276	50	96,326	103,361	7,035
Environment and Housing	32,417	288	32,705	33,252	547
Corporate Resources	16,696	(300)	16,396	16,720	324
Place	3,163	0	3,163	3,163	0
Policy	29,231	(88)	29,143	29,143	0
Use of Reserves	-2,360	0	-2,360	-1,513	847
Unplanned Use of Reserves	0	0	0	-14,226	-14,226
<b>Total</b>	<b>308,861</b>	<b>0</b>	<b>308,861</b>	<b>308,861</b>	<b>0</b>
Public Sector Housing (HRA)	-77	-600	-677	-667	0
HRA Use of Reserves	77	600	677	667	0
<b>Total</b>	<b>308,861</b>	<b>0</b>	<b>308,861</b>	<b>308,861</b>	<b>0</b>

### Environment and Housing

2.7 The Environment and Housing budget was set at £32.417m for 2024/25 with a further £77k for the Housing Revenue Account. This revised budget reported as part of the Q2 monitoring reflects a virement of £200k for additional energy costs associated with corporate assets and within this service the energy costs associated with street lighting provision and also reflects the Revised Housing Revenue Account also on the 28<sup>th</sup> November 2024 Cabinet agenda. The budget position is detailed in Appendix 2.

2.8 The savings target for 2024/25 is £1.898m it is expected that 66% of the combined savings and 70% of the 2024/25 savings target will be delivered or mitigated in year however this is dependent on a number of work streams to progress savings initiatives being taken forward by the service. This is being mitigated by a contribution of £605k from the Budget Risk Reserve to offset the shortfall.

2.9 The projected outturn for Neighbourhood Services and Housing in 2024/25 is set out in the table below.

Table 1 - Neighbourhood Services & Housing

Directorate/Service	Adjusted Original Budget	Revised Budget	Projected Outturn	Variance	Use of Reserves
	2024/25 £'000	2024/25 £'000	2024/25 £'000	2024/25 £'000	2024/25 £'000
<b>Environment and Housing</b>					
Neighbourhood Services and Transport	26,734	27,022	28,616	-1,594	4
Unplanned Use of Reserves Neighbourhood Services	0	0	-1,394	1,394	1,394
Building/Cleaning Services	655	655	555	100	- 100
Regulatory Services	1,638	1,638	1,638	0	0
Council Fund Housing	3,390	3,390	2,443	947	572
Public Sector Housing (HRA)	-77	-667	-667	0	0
Use of Reserves HRA	77	667	667	0	-667
<b>Total Environment and Housing</b>	<b>32,417</b>	<b>32,705</b>	<b>31,858</b>	<b>847</b>	<b>1,203</b>

2.10 Of the overall position £789k of the Neighbourhood Services adverse variance will be offset by a drawdown from the Neighbourhood Services Reserve and a further £605k funded from the Budget Risk Reserve. The favourable variance against Council Fund Housing will be used to reduce the budgeted drawdown from Housing and Homelessness Reserve this budget position is further detailed in Appendix 2.

2.11 Key pressures within the directorate include the following:

- Highways patching and pot holes
- Staffing budgets – market forces payments to HGV drivers
- Accommodation to meet the need of homeless people and families currently based at the Holiday inn Express although this is predominantly offset by WG grant and use of reserves in year.
- Cost of consultancy/additional support around NEC implementation.

#### Place

2.12 The Place budget was set at £3.163m for 2024/25.

2.13 The savings target for 2024/25 is £286k and it is expected that 82% of 2024/25 savings will be delivered or mitigated in year and 77% of the combined outstanding savings.

2.14 The projected outturn for Place in 2024/25 is a breakeven position which and is further detailed in Appendix 3.

2.15 Key pressures within the directorate include the following.

- Disabled Facility Grant Team funding

- Building Control income is below target. Internal Corporate schemes should be offered in-house before being awarded to external Building Surveyors.

### Efficiency Targets

2.16 As part of the Final Revenue Budget Proposals for 2024/25, an efficiency target of £7.676m was set for the Council, which in a very challenging savings target and the highest that as ever been set for Corporate Services.

2.17 The current position in respect of the 2024/25 (74% achieved by 31st March 2025) and 2023/24 savings (70% of the combined 2023/24 and 2024/25 savings) is detailed in Table 2 below.

Table 2 – Efficiency Targets

Directorate	2023/24 Savings outstanding	2024/25 Savings Target	Projected Amount to be Achieved 2024/25	Projected Amount to be Achieved of 2023/24 Outstanding	% Achieved 24/25	% Achieved Total Outstanding
Learning and Skills	65	371	253	0	68%	58%
Social Services	0	1,755	1,156	0	66%	66%
Neighbourhood Services and Housing	92	1,898	1,150	0	61%	58%
Place	20	286	235	20	82%	77%
Corporate Resources	250	1,308	924	0	71%	59%
Policy	0	2,008	1,968	0	98%	98%
Corporate	0	50	0	0	0%	0%
<b>Total</b>	<b>427</b>	<b>7,676</b>	<b>5,686</b>	<b>20</b>	<b>74%</b>	<b>70%</b>

2.18 Attached at Appendix 4 is a statement detailing all savings targets for 2024/25 and the current progress against them.

### Use of Reserves

2.19 Reserves are a way of setting aside funds from budgets in order to provide security against future levels of expenditure and to manage the burden across financial years. The Council has always taken a prudent approach with regard to Specific Reserves and uses them to mitigate known risks (financial and service) and contingent items, e.g. Insurance Fund. Other reserves have been established to fund Council priorities and in particular the Capital Programme. The Housing Revenue Account Reserve is ring-fenced to Housing and the majority will be used to fund improvements to the Council's housing stock.

2.20 Table 3 below sets out the use of reserves for a variety of purposes including planned usage to fund Capital Expenditure, planned revenue usage in accordance with the earmarked purpose of the reserve, unplanned usage to fund emerging overspends during 2024/25 and planned transfers to reserves to set aside fund for specific purposes.



2.21 The majority of the unplanned use of reserves will be met from Service Reserves however £486k has been shown against the General Fund it is not envisaged that this funding will be taken from the General Fund at year end and this sum would be the first priority for offsetting or mitigation in year should there be any emerging underspends or areas of mitigation identified in year. This will ensure that the Council Fund is maintained at the policy level for this financial year.

Table 3 - Reserves

As at	Estimated Balance 31/03/24	Capital	Budget Revenue	Revenue Mvmt on Reserves	Unplanned Use of Reserves	Reallocation of Reserve	Provisional Balance 31/03/25
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
General Fund	11,106	0	0	0	-486	0	10,620
Insurance	4,878	0	0	0		0	4,878
<b>Service Reserves</b>							
Learning and Skills	2,340	-12	0	-275	-1,586	0	467
Social Services	5,814	0	0	0	-5,811	0	3
Neighbourhood Services	3,067	-117	0	0	-818	0	2,132
Corporate Resources	529	0	0	-71	-216	0	242
Place	2,274	-301	0	-447		0	1,526
Other Service Reserves	1,864	-34	0	154		0	1,984
Other Corporate	699	0	0	-135		0	564
<b>Risk and Smoothing Reserves</b>							
Homelessness and Housing Reserve	5,449	0	-613	-572		0	4,264
Cost of Living	371	0	-200	0		0	171
Pay Pressures	3,869	0	0	-142		0	3,727
Energy Pressures	1,485	-149	-1,000	0		0	336
Legal	1,840	0	0	-261		0	1,579
Project Zero	1,708	-356	0	112		0	1,464
Investment and Growth Fund	0	0	0	0		0	0
Reshaping Risk and Investment	2,574	-100	-28	-501		0	1,945
Corporate Landlord	4,947	-1993	0	0		-259	2,695

Digital Reshaping	1,412	-46	0	-195		0	1,171
Budget Risk	1,000	0	0	0	-1,000	0	0
Capital Reserves							
Capital	8,488	-5,717	0	695		-317	3,149
Independent Living Reserve	500	0	0	0		0	500
Capital Regeneration and Levelling Up	1,458	0	0	0		576	2,034
<b>Sub Total</b>	<b>67,672</b>	<b>-8,825</b>	<b>-1,841</b>	<b>-1,638</b>	<b>-9,917</b>	<b>0</b>	<b>44,451</b>
<b>Ring Fenced Reserves</b>							
Schools	2,309	0	0	0	-	0	0
Other Ringfenced Schools Reserves	748	0	0	0		0	748
School Deficit Reserve	2,000	0	0	0	-2,000	0	0
Housing Revenue Account	3,525	0	667	0		0	4,192
<b>Total Reserves</b>	<b>76,254</b>	<b>-8,825</b>	<b>-1,174</b>	<b>-1638</b>	<b>-14,226</b>	<b>0</b>	<b>50,391</b>

### **3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?**

- 3.1 The revenue budget has been set in order to support services in the delivery of the Council's Well-being objectives. It is therefore important for expenditure to be monitored to ensure that these objectives are being delivered.
- 3.2 The revenue budget has been set and is monitored to reflect the 5 ways of working.
- 3.3 Looking to the long term - The setting of the revenue budget requires planning for the future and takes a strategic approach to ensure services are sustainable and that future need and demand for services is understood.
- 3.4 Taking an integrated approach - The revenue budgets include services which work with partners to deliver services e.g. Health via ICF.
- 3.5 Involving the population in decisions – As part of the revenue budget setting process there has been engagement with residents, customers and partners.

- 3.6 Working in a collaborative way – The revenue budgets include services which operate on a collaborative basis e.g. Shared Regulatory Service, Vale Valleys and Cardiff Adoption Service.
- 3.7 Understanding the root cause of issues and preventing them – Monitoring the revenue budget is a proactive way of understanding the financial position of services in order to tackle issue at the source as soon as they arise.

#### **4. Climate Change and Nature Implications**

- 4.1 The Council has identified dedicated funding in the 2024/25 reserves projections to support the delivery of Project Zero. Additional funding is ringfenced in the Capital Programme to support schemes.
- 4.2 All savings and cost pressures will be reviewed for Climate Change and Nature Implications prior to implementation.

#### **5. Resources and Legal Considerations**

##### **Financial**

- 5.1 As detailed in the body of the report.

##### **Employment**

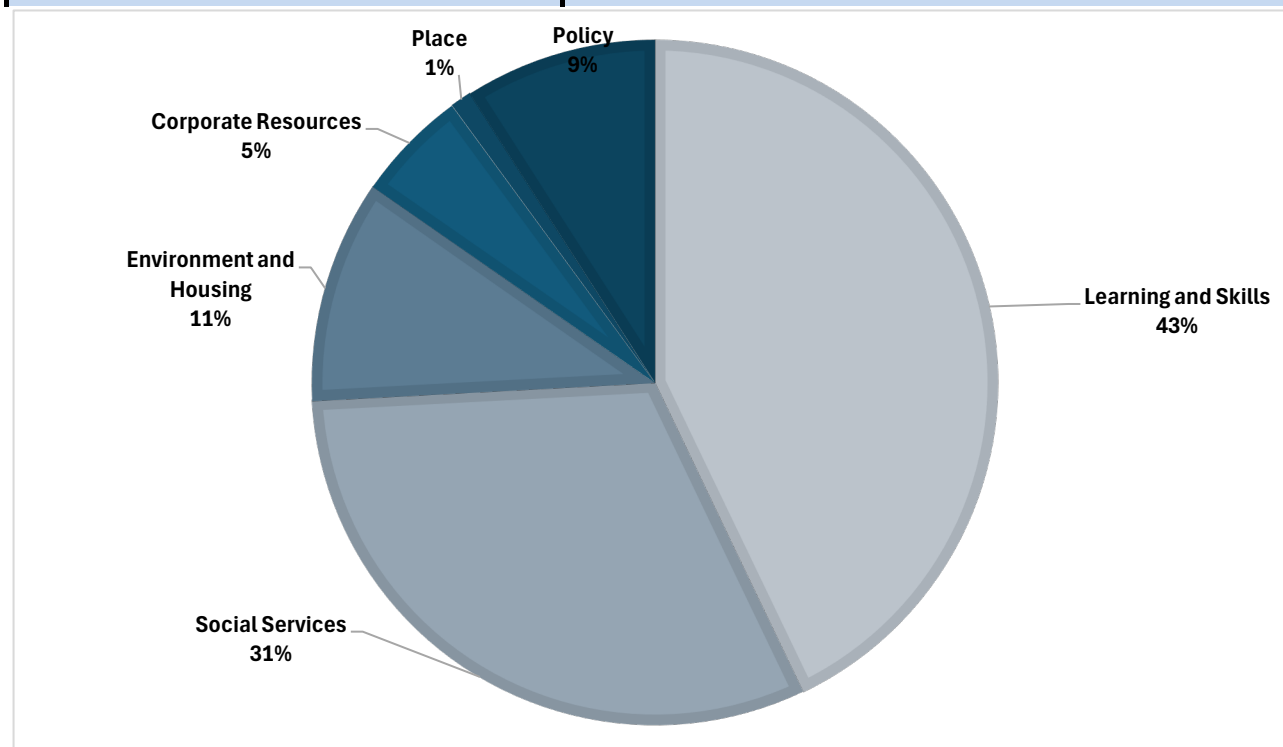
- 5.2 As detailed in the body of the report.

##### **Legal (Including Equalities)**

- 5.3 There are no legal implications

#### **6. Background Papers**

None.



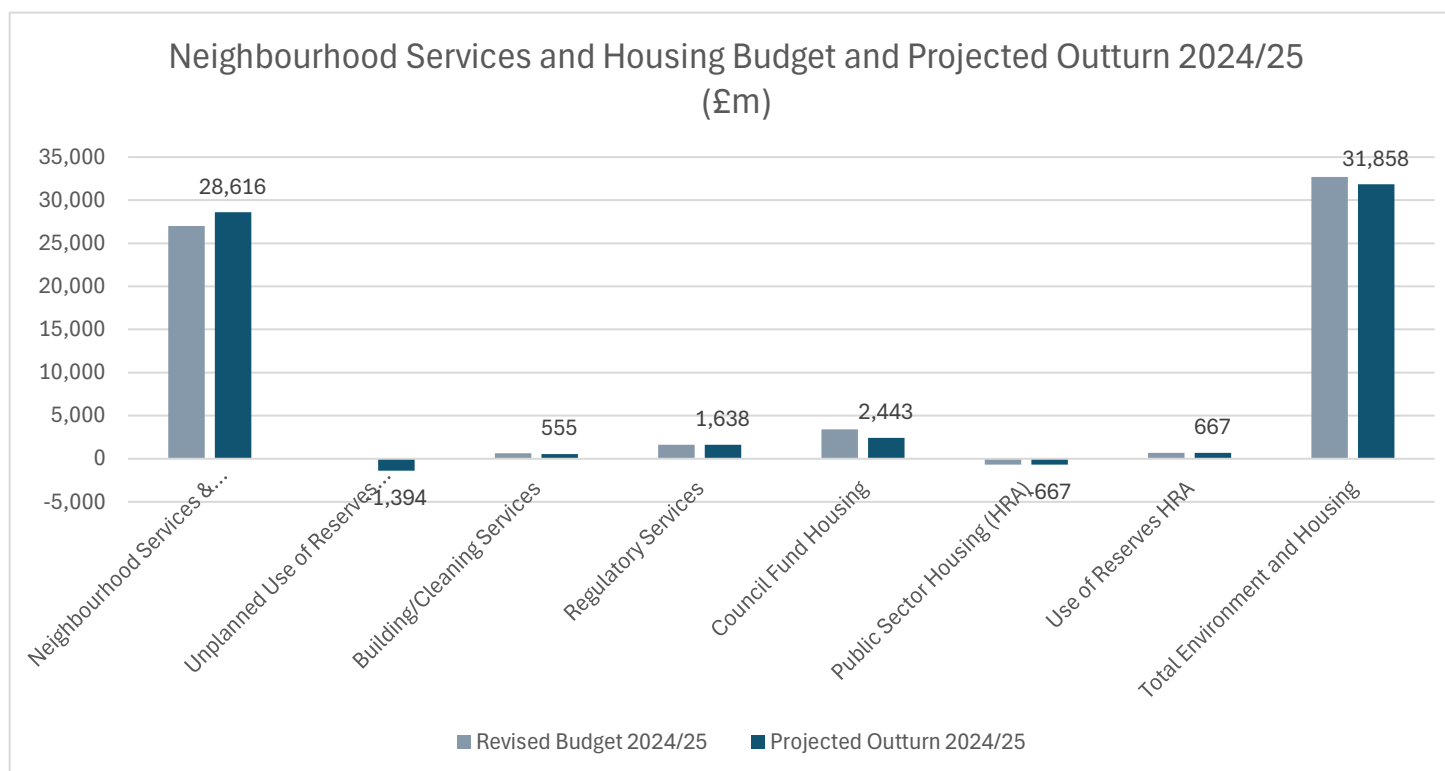
Directorate/Service	Adjusted Original Budget	Revised Budget	Projected Outturn	Variance	Use of Reserves
	2024/25 £'000	2024/25 £'000	2024/25 £'000	2024/25 £'000	2024/25 £'000
<b>Learning and Skills</b>					
Schools	119,866	119,866	124,175	-4,309	-
Unplanned Use of Reserves (Schools)	0	0	-4,309	4,309	4,309
Planned Use of Reserves (Schools)	-300	-300	-300	0	300
Strategy, Culture, Community Learning & Resources	6,030	6,213	6,159	54	247
Directors Office	257	258	258	0	-
Additional Learning Needs & Wellbeing	4,535	4,646	5,771	-1,125	-
Standards and Provision	3,051	2,806	2,667	139	-
School Transport Overspend	0	0	1,231	-1,231	-
Unplanned Use of Reserves	0	0	-2,163	2,163	2,163
<b>Total Learning and Skills (incl. Schools)</b>	<b>133,438</b>	<b>133,488</b>	<b>133,488</b>	<b>0</b>	<b>7,019</b>
<b>Social Services</b>					
Children and Young People	21,777	21,777	26,028	-4,252	160
Adult Services	65,177	65,177	67,571	-2,394	266
Resource Management & Safeguarding	8,592	8,642	9,208	-566	-
Youth Offending Service	731	731	555	176	-
Unplanned Use of Reserves	0	0	- 6,035	6,035	6,035
<b>Total Social Services</b>	<b>96,276</b>	<b>96,326</b>	<b>97,326</b>	<b>-1,000</b>	<b>6,461</b>
<b>Environment and Housing</b>					
Neighbourhood Services & Transport	26,734	27,022	28,616	-1,594	4
Unplanned Use of Reserves Neighbourhood Services	0	0	-1,394	1,394	1,394
Building/Cleaning Services	655	655	555	100	- 100
Regulatory Services	1,638	1,638	1,638	0	-

Council Fund Housing	3,390	3,390	2,443	947	572
Public Sector Housing (HRA)	-77	-667	-667	0	
Use of Reserves HRA	77	667	667	0	667
<b>Total Environment and Housing</b>	<b>32,417</b>	<b>32,705</b>	<b>31,858</b>	<b>847</b>	<b>1,203</b>
<b>Corporate Resources</b>					
Resources	17,127	16,827	17,151	-324	970
Housing Benefit	-431	-431	-431	0	-
Unplanned Use of Resrves	0	0	-324	324	324
<b>Total Corporate Resources</b>	<b>16,696</b>	<b>16,396</b>	<b>16,396</b>	<b>0</b>	<b>1,294</b>
<b>Place</b>					
Regeneration	1,505	1,505	1,449	56	160
Sustainable Development	1,559	1,559	1,559	0	262
Private Housing	183	183	183	0	43
Unplanned Use of Reserves	0	0	0	0	-
Budgeted Use of Reserves	-84	-84	-28	-56	28
<b>Total Place</b>	<b>3,163</b>	<b>3,163</b>	<b>3,163</b>	<b>0</b>	<b>493</b>
<b>Policy</b>					
Members and Democratic	1,629	1,629	1,629	0	-
General Policy	834	746	746	0	42
Borrowing and Investments	7,622	7,622	7,622	0	-
Levies and Precepts	8,311	8,311	8,311	0	-
Council Tax Reduction Scheme and Arrears	10,835	10,835	11,635	-800	-
Council Tax Surplus	0	0	-1,800	1,800	
<b>Total Policy</b>	<b>29,231</b>	<b>29,143</b>	<b>28,143</b>	<b>1,000</b>	<b>-42</b>
Use of Reserves	-2,360	-2,360	-1,513	-847	1,513
<b>Grand Total</b>	<b>308,861</b>	<b>308,861</b>	<b>308,861</b>	<b>0</b>	<b>17,941</b>

<b>Funding</b>	
Revenue Support Grant	- 161,928
NDR Contribution from Pool	- 47,853
Council Tax	- 99,080
<b>Total Funding</b>	<b>- 308,861</b>

<b>Unplanned Use of Reserves</b>	- 14,226	79%
<b>Planned Use of Reserves</b>	- 4,382	24%
<b>HRA</b>	667	-4%
<b>Total</b>	<b>- 17,941</b>	<b>100%</b>

Appendix 2	
Directorate	Neighbourhood Services and Housing
Service Area	Neighbourhood Services and Transport



Neighbourhood and Transport						
Monitoring Summary	Revised Budget 2024/25	Projected Outturn 2024/25	Variance	Unplanned Use of Reserves	Residual Variance 2024/25	Use of Reserves 2024/25
	£000's	£000's	£000's	£000's	£000's	£000's
Support and Emergency Planning	710	514	196	-	196	-
Engineering, Structures and Highways Development	1,797	1,797	0	-	0	-
Car Parks	-752	734	18	-	18	-
Waste, Parks and Highways Operational	17,864	19,802	1,938	-	1,938	-
Transportation and Enforcement	7,000	7,033	34	-	34	-
Leisure and Community Centres	404	203	200	-	200	4
Unplanned Use of Reserves and Other Underspends	0	-	-	1,594	1,594	1,394
<b>Total Neighbourhood and Transport</b>	<b>27,022</b>	<b>28,616</b>	<b>-1,594</b>	<b>1,594</b>	<b>0</b>	<b>1,398</b>

### Q2 Monitoring Key Headlines

The projected outturn for the Neighbourhood and Transport budget for 2024/25 is an adverse variance of £1.594m. The adverse variance is attributable to:-

A challenging savings target set for 2024/25 and unidentified savings from 2023/24 and prior to this relating to single use sports facilities.

A number of historic pressures that have not been offset by cost pressure awards such as highway maintenance costs and market forces payments for HGV drivers however as services cannot current be delivered without these additional pressures these additional costs continue to be incurred by the services.

### Key Pressures

Savings for 2024/25 and previous years that have not been implemented that have been either carried as savings to be found or are subject to a Cabinet report to implement this will be offset by a contribution from the Budget Pressures in respect of Highway Maintenance estimated to be in the region on £1m based on the outturn for 2023/24.

The Parks service are incurring additional costs in respect of savings proposals that have not been implemented particularly in respect of assets, additional costs in respect of resort cleaning have also been incurred by the service in 2024/25.

Pressures relating to Market Forces for HGV Drivers which are estimated to be in the region of £600k in 2024/25.

### Savings Tracker Update

The current position in relation to Neighbourhood Services savings targets is as follows:-

Savings	Risk	£000's Target	£000's Value Achieved/ Projected
Increase in fees and charges	Green	10	10
Parking Charging Review	Red	100	0
Expand Construction and Design Team	Amber	150	150
Rationalisation of Public Conveniences	Amber	100	20
Review Planting in Parks consider use of shrubs/drought resistant planting and sponsorship	Amber	40	40
Review Street Lighting Contract and Energy Costs	Amber	25	25
Jenner Park alternative model	Red	65	14
Reassess Tracking Information to rationalise fleet	Amber	10	5
Garage Generation of additional income	Amber	10	2
Charging for public use of Electric vehicle chargers	Amber	7	1
Parkwood VAT relief	Amber	70	35
School Crossing Patrols	Amber	100	82
Increase income charges for highway development	Amber	50	50
Additional concessions	Amber	20	5
Holm View	Amber	55	55
Various Vacant Posts to be deleted	Amber	200	100
Limit black bags at Barry and Llandow Civic Amenity Sites	Amber	10	10
New Model for Community Centres to include full maintain of buildings	Amber	20	0
Rationalise Winter Maintenance Gritting Routes	Amber	15	15
Waste Maintenance collections at Flats and Apartments	Amber	150	100
School Grass Cutting full cost recovery	Amber	50	50
Remove Green Flag Park status from all 8 Council parks	Red	140	140
Alleygates in Barry and Penarth Service Review	Amber	25	25
Directorate Business Support, Performance, Commercial Opportunities	Amber	25	25
Decommission of foam stream equipment	Amber	14	14
Expansion of Commercial Recycling Collections	Amber	50	35
Review of Street Cleansing Service	Amber	191	96
Deploy an additional Enforcement car	Amber	10	10
Asset Transfers Single use Facilities	Red	100	0
<b>Total</b>		<b>1812</b>	<b>1114</b>

%

Proportion of Savings Achieved and Mitigated	61%
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Savings not achieved in year	39%
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### Use of Reserves

Reserve Name	2024/25 Drawdown and Transfers	2024/25 Drawdown
	Brief Description of purpose of drawdown	£000's
Budget Risk	Unplanned use of reserves to offset savings not found	605
Reshaping, Risk and Investment	Play resources for Schools	4
Neighbourhood Services	Unplanned use of Reserves Overspend	789
Total Use of Reserves		1398

#### Building Services

Monitoring Summary	Revised Budget 2024/25	Projected Outturn 2024/25	Variance	Unplanned Use of Reserves	Residual Variance 2024/25	Use of Reserves 2024/25
	£000's	£000's	£000's	£000's	£000's	£000's
			0		0	0
Building/Cleaning Services	655	555	100		100	-100
			0		0	0
Total Building Services	655	555	100	-	100	- 100

#### Q2 Monitoring Key Headlines

The projected outturn for the Building Services budget for 2024/25 is an favorable variance of £100k. The favorable projected trading surplus is £100k which will be transeferred in the Building Services Improvement Fund.

#### Key Pressures

Costs for Consultancy associated with the implementation of the NEC system to manage Housing and Building Repairs.

#### Savings Tracker Update

N/A

#### Use of Reserves

Reserve Name	2024/25 Drawdown and Transfers	Planned 2024/25 Drawdown
	Brief Description of purpose of drawdown	£000's
Building Services	Favourable Surplus to be transferred to reserves	-100
Total Use of Reserves		-100

#### Regulatory

Monitoring Summary	Revised Budget 2024/25	Projected Outturn 2024/25	Variance	Unplanned Use of Reserves	Residual Variance 2024/25	Use of Reserves 2024/25
	£000's	£000's	£000's	£000's	£000's	£000's
			0		0	0
Regulatory Services	1,638	1,638	0		0	0
			0		0	0
Total Regulatory	1,638	1,638	-	-	-	-

#### Q2 Monitoring Key Headlines



The projected outturn for the Regulatory budget for 2024/25 is a breakeven position.

#### Key Pressures

Whilst despite the invest to save initiative eing implemented for Pest Contol in 2024/25 it is not expected that additional income will be generated over and above set up costs in year one it is expected that this can be met by variances against budget allocations in 2024/25 but this will be kept under review.

#### Savings Tracker Update

The current position in relation to Regulatory savings target for 2023/24 and 2024/25 is as follows:-

Savings	Risk	£000's Target	£000's Value Achieved/ Projected
Invest to Save Pest Control (Shared Regulatory Services)	Amber	50	0
Total		50	0

%

Proportion of Savings Achieved and Mitigated	0%
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Savings not achieved in year	100%
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#### Council Fund Housing

Monitoring Summary	Revised Budget 2024/25	Projected Outturn 2024/25	Variance	Unplanned Use of Reserves	Residual Variance 2024/25	Use of Reserves 2024/25
	£000's	£000's	£000's	£000's	£000's	£000's
			0		0	0
Council Fund Housing	3,390	2,443	947		947	572
			0		0	0
Total General Fund Housing	3,390	2,443	947	-	947	572

#### Q2 Monitoring Key Headlines

The projected outturn for the Council Fund Housing budget for 2024/25 is a favourable variance of £250k. This is due to additional No One Left Out Grant Funding which was awarded late in the financial year which will reduce the budgeted drawdown from reserves required in 2024/25.

Vacant posts due to secondments to grant funded schemes,

#### Key Pressures

Accommodation to meet the needs of homeless people and families currently based at the Holiday Inn Express

#### Savings Tracker Update

The current position in relation to Council Fund Housing savings target for 2023/24 and 2024/25 is as follows:-

Savings	Risk	£000's Target	£000's Value Achieved/ Projected
Budget Adjustment Pre Tenancy Adviser and Voluntary Assisted Tenancies budget	Green	28	28

Miscellaneous	Green	8	8
Total		36	36

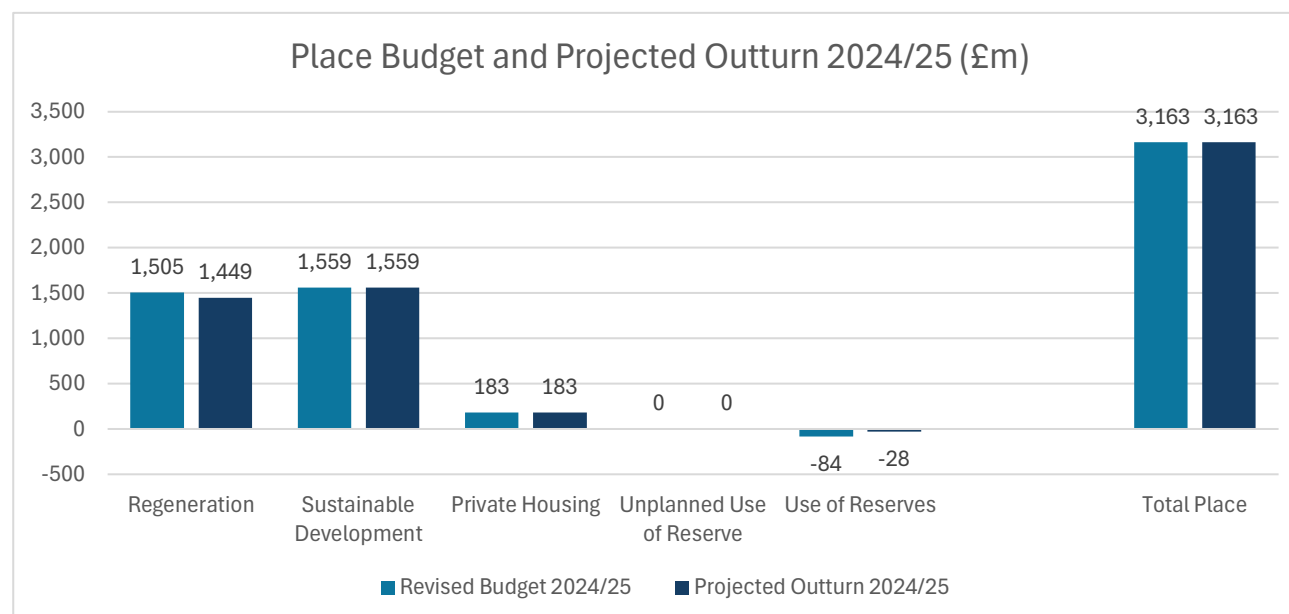
%	
Proportion of Savings Achieved and Mitigated	100%

Savings not achieved in year	0%
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**Use of Reserves**

Reserve Name	2024/25 Drawdown and Transfers	2024/25 Drawdown
	Brief Description of purpose of drawdown	£000's
Homelessness & Housing Policy agreement Reserve	To fund the cost pressure and resettlement program	572
<b>Total Use of Reserves</b>		<b>572</b>

Appendix 3	
Directorate	Place
Service Area	Place



Place						
Monitoring Summary	Revised Budget 2024/25	Projected Outturn 2024/25	Variance	Unplanned Use of Reserves	Residual Variance 2024/25	Use of Reserves 2024/25
	£000's	£000's	£000's	£000's	£000's	£000's
Regeneration	1,505	1,449	56		56	160
Sustainable Development	1,559	1,559	0		0	262
Private Housing	183	183	0		0	43
Unplanned Use of Reserve	0	0	0	0	0	0
Use of Reserves	-84	-28	-56		-56	28
<b>Total Place</b>	<b>3,163</b>	<b>3,163</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>493</b>

#### Outturn Key Headlines

The projected outturn for the Place budget for 2024/25 is a breakeven position at year-end. Under the Private Housing budget, fee income has improved well since the introduction of the Discretionary Adaptations Grants. The success of the Discretionary Adaptations grants is, however, putting pressure on capacity within the team so monitoring will continue, to ensure that the Private Housing Team achieve a balanced budget. We are in final discussions with Social Services colleagues regarding the timeline of a Reshaping move to Social Services which could offer significant savings for adaptations.

The proposed Head of Service post for the Project Management Unit is to be partly-funded from reserves in 2024/25 but, as the post is unlikely to be filled before December, both the costs and subsequent drawdown from reserves have been reduced accordingly in the above table.

#### Key Pressures

Funding of the Disabled Facilities Team in Private Housing

Building Regulations fee income. A key issue is ensuring that all Council schemes use our in-house Building Control Team, particularly as they are generally better value than external building surveyors.

#### Savings Tracker Update

The current position in relation to Place's savings target for 2023/24 and 2024/25 is as follows:-

Savings	Risk	£000's Target	£000's Value Achieved/ Projected
Review of facilities contracts	Green	23	23
Review of visitor attractions in country parks	Green	22	22
Review planning and additional fee income (e.g. PPAs)	Green	20	20
Regeneration - General Budget Cutting	Green	21	21
Tourism marketing budget reduction - achieved	Green	15	15
Facilities admin role	Green	15	15
Planning - General Budget Cutting - achieved	Green	11	11
Business Support Post Deletion (recently vacated post)	Green	33	33
Countryside - Increased contribution from Dunraven Estate	Green	40	20
Close Cosmeston Reception	Green	36	30
Additional Income on Building Control Fees - fees increased	Amber	10	5
Countryside Income - re-explore opportunities for income in the country parks, including expanding parking area, concessions, lease renewals and other opportunities.	Green	20	20
ANPR Income Country Parks - includes possible overnight parking	Amber	20	0
<b>Total</b>		<b>286</b>	<b>235</b>

	%
Proportion of Savings Achieved and Mitigated	82%
Savings not achieved in year	18%

#### Use of Reserves

Reserve Name	Planned 2024/25 Drawdown	Planned 2024/25 Drawdown
	Brief Description of purpose of drawdown	£000's
Place reserve	Footpath condition survey (Country Parks)	15
Place reserve	Removal of toilet block at Medieval Village	10
Place reserve	Lavernock Point repairs	20
Place reserve	Road repairs at Porthkerry	50
Place reserve	Cosmeston boardwalk installation	34
Place reserve	Long Term Towns (PER Consulting)	45
Place reserve	Cushman & Wakefield commission re Levelling Up project	60
Place reserve	Tourism marketing	10
Place reserve	Internal fit out costs for The Engine Room	30
Place reserve	Placemaking branding	15
Place reserve	Local Development Plan (LDP) funding 24/25 (estimate)	100
Place reserve	Occupational Therapist funding	43
Pay Pressure Reserve	Redundancy & Early Retirement costs	18
Porthkerry car parking reserve	Repairs to Porthkerry cafe cesspit	15
Reshaping Reserve	Head of Service Project Management	28
<b>Total Use of Reserves</b>		<b>493</b>

			£'000	£'000	£'000	%				
Directorate	Description of Saving Proposal	Saving								
		Category	2023/24	2023/24	2024/25	Value Achieved/ Expected to be	Percentage	Overall RAG Status	Comments/Narrative	
			Status							
Learning and skills	Review Arts Provision	Tactical	Service Review	65	2023/24 NO		0	0%	Review Ongoing	Draft memorandum of understanding with arts friends groups re income generation and support completed. Income programme for events at Arts Centre being finalised.
Learning and skills	Energy Saving in Schools ICT switch Off	Transformational	Digital innovation		2024/25	15	15	100%	Green	In Progress
Learning and Skills	Payments to Non Maintained Nursery Providers Continuation of 23-24 Saving	Tactical	Service Review		2024/25	14	14	100%	Green	Provision at St Donat's has ended
Learning and Skills	Payments to Non Maintained Nursery Providers Additional Saving	Tactical	Service Review		2024/25	36	36	100%	Green	Final remaining non maintained nursery - notice has been served and saving will be achieved
Learning and skills	Move to full cost recovery position for ACL	Tactical	Generating Income		2024/25	130	40	31%	Amber	ACL full cost recovery programme was expanded and will take 2 terms to note the impact.
Learning and Skills	Old Hall - 20% loss overall in Cowbridge consider alternative funding	Transformational	Target Operating Model		2024/25	40	12	30%	Amber	Working to increase rental of annexes Annexe 1 due to complete January 2025 ready for hiring out. Annexe 3 is currently under some refurbishment additional courses from early September – this will increase income to Old Hall.
Learning and Skills	Reduced Contribution School Improvement	Tactical	Service Review		2024/25	34	34	100%	Green	CSC Contribution Budget Adjustment
Learning and Skills	Off set costs through targeted use of new grant funding	Tactical	Service Review		2024/25	102	102	100%	Green	The Youth Service budget has been cut - SPF have agreed £160,000 towards the purchase of an e-vehicle and renovations with additional staffing costs. The funding has been agreed for August 24 to March 25.
<b>Subtotal Directorate Learning and Skills</b>				<b>65</b>		<b>371</b>	<b>253</b>	<b>58%</b>		
Social Services	Closer to Home Residential Care (C&YPs)	Transformational	Target Operating Model		2024/25	100		0%	Red	Savings not yet achieved but should be when scheme goes live (autumn 24?)
Social Services	Reduced building rental	Tactical	Corporate Asset Strategy		2024/25	50		0%	Red	Part of wider asset reorganisation review overall costs and savings position this saving will need to be mitigated from within the service in 2024/25
Social Services	Closer to Home Supported Living (LD)	Transformational	Target Operating Model		2024/25	100		0%	Amber	Further smart houses planned, additional work required to review potential for savings.
Social Services	Day services remodelling & full cost recovery	Transformational	Service Transformation		2024/25	180	180	100%	Amber	UHB have been invoiced at new rate
Social Services	Fee review & full cost recovery	Tactical	Generating Income		2024/25	5	5	100%	Green	Complete
Social Services	Telecare Expansion & fee review	Transformational	Service Transformation		2024/25	20	20	100%	Amber	Fee review complete. No loss in users as yet
Social Services	Adult Transport Review	Tactical	Service Review		2024/25	5	5	100%	Red	Draft policy considered at SSMT and will be reviewed as potential cross directorate. Will require Cabinet report and Equality Impact Assessment
Social Services	Releasing time to care	Tactical	Service Review		2024/25	300	100	33%	Red	SLT agreed business case. Posts have been developed but are awaiting regrading. Will be part of VCRS team.
Social Services	Continuing Health Care	Tactical	Service Review		2024/25	250	250	100%	Amber	Case in escalation and legal involved. Business case not required and could use existing resources. A number of cases have transferred. Greenlight to be shared with CC finance colleges and corporate finance
Social Services	Provider fees (cost avoidance – review of rate)	Tactical	Service Review		2024/25	243	243	100%	Amber	Fees have been set. Holding firm with escalation requests.

Social Services	Debt Recovery	Tactical	Generating Income		2024/25	30	30	100%	Green	Target has already been exceeded	
Social Services	Direct Payment Review	Tactical	Generating Income		2024/25	10	10	100%	Green	Project group and workstreams continue to meet on target to achieve savings target	
Social Services	Deferred Payment Arrangement fee (income)	Transformational	Target Operating Model		2024/25	13	13	100%	Amber	Implementation has taken place saving should be achieved	
Social Services	Residential Accommodation for children	Transformational	Target Operating Model		2025/26	0	0	0%	Red	Currently waiting for registration and opening. It is likely that a financial benefit will be realised in year however it is difficult to quantify a saving at this stage and this may be cost avoidance.	
Social Services	UASC Supported Accommodation	Transformational	Target Operating Model		2024/25	75		0%	Red	Activity underway on both the identification of properties and preparing to tender for the support element. .	
Social Services	Pop up Accommodation	Transformational	Target Operating Model		2024/25	75		0%	Red	Renovations almost complete. Plans to furnish and equip underway. It is likely that a financial benefit will be realised in year however it is difficult to quantify a saving at this stage and this may be cost avoidance.	
Social Services	Additional Income	Tactical	Generating Income		2024/25	300	300	100%	Green	Budget Adjustment but dependent on Property Sales	
<b>Subtotal Directorate Social Services</b>						<b>0</b>	<b>0</b>	<b>1,755</b>	<b>1,156</b>	<b>66%</b>	
Neighbourhood and Housing	Review Car Park Provision	Tactical	Corporate Asset Strategy	50	2023/24 NO			-	-	Progress in 24/25	Parking Cabinet Report due in November/December additional Transformation resources to support this project
Neighbourhood and Housing	Double Shift Mechanical sweepers (2 vehicles plus one spare)	Tactical	Service Review	40	2023/24 NO				0%	Identify Mitigation	Saving to be mitigated within the service
Neighbourhood and Housing	Charging for public use of Electric vehicle chargers	Tactical	Generating Income	2	2023/24 NO				0%	Review Ongoing	This policy has now been developed and can be implemented
Neighbourhood and Housing	Increase in fees and charges	Tactical	Generating Income		2024/25	10	10	100%	Green		New fees are now in place and will be monitored during the year
Neighbourhood and Housing	Parking Charging Review	Tactical	Generating Income		2024/25	100		-	0%	Red	Parking Cabinet Report due in September/October additional Transformation resources to support this project
Neighbourhood and Housing	Expand Construction and Design Team	Tactical	Generating Income		2024/25	150	150	100%	Amber		Budget Adjustment but dependent on capital projects in year need to keep under review
Neighbourhood and Housing	Rationalisation of Public Conveniences	Tactical	Corporate Asset Strategy		2024/25	100	20	20%	Amber		Some elements of this saving not achievable, toilets closed and transferred.
Neighbourhood and Housing	Review Planting in Parks consider use of shrubs/drought resistant planting and grasses	Tactical	Service Review		2024/25	40	40	100%	Amber		No bedding purchased and sponsorship of bedding is under review
Neighbourhood and Housing	Review Street Lighting Contract and Energy Costs	Tactical	Service Review		2024/25	25	25	100%	Amber		There is further work to be explored but the savings will be met this FY
Neighbourhood and Housing	Jenner Park alternative model	Transformational	Service Transformation		2024/25	65	14	22%	Red		Initial discussions undertaken with Club further options appraisal required
Neighbourhood and Housing	Reassess Tracking Information to rationalise fleet	Transformational	Service Transformation		2024/25	10	10	100%	Amber		Fleet review report awaited from Energy Services Wales
Neighbourhood and Housing	Various Vacant Posts to be deleted	Tactical	Service Review		2024/25	200	100	50%	Amber		A number of posts have been held vacant across the service and combined Business Support team development to support across the Directorate
Neighbourhood and Housing	Limit black bags at Barry and Llandow Civic Amenities	Tactical	Service Review		2024/25	10	10	100%	Amber		Approach implemented June 2024
Neighbourhood and Housing	New Model for Community Centres to include full maintain of buildings	Transformational	Service Transformation		2024/25	20	0	0%	Amber		Repurpose community centres to enhance the sense of place to become hubs etc. Opportunities for greater external investment. Update: Discussions commenced with Colwynston and Murch. Targetted
Neighbourhood and Housing	Rationalise Winter Maintenance Gritting Routes	Tactical	Service Review		2024/25	15	10	67%	Amber		Saving likely to be made by reduction of gritter.



Neighbourhood and Housing	Waste Maintenance collections at Flats and Apartments	Tactical	Service Review		2024/25	150	100	67%	Amber	Work with landlords ongoing and the anticipated value will increase within time.
Neighbourhood and Housing	School Grass Cutting full cost recovery	Tactical	Service Review		2024/25	50	50	100%	Amber	The service has restructured its responsive team and schools have been provided with revised prices. This saving will be achieved this FY.
Neighbourhood and Housing	Remove Green Flag Park status from all 8 Council parks	Tactical	Service Review		2024/25	140	140	100%	Red	All activities to achieve this value have been identified and revised models of working progressing. This will be achieved this FY.
Neighbourhood and Housing	Alleygates in Barry and Penarth Service Review	Tactical	Service Review		2024/25	25	25	100%	Amber	Review provision of alleygates in areas of Barry and Penarth. Including alternative funding available. Update: this work is progressing but the saving is expected to be achieved.
Neighbourhood and Housing	Directorate Business Support, Performance, Commercial Opportunities and Finance Review	Transformational	Service Transformation		2024/25	25	25	100%	Amber	Revised Housing and Neighbourhood Services Business Support Unit to ensure support fits businesses. Update business support review undertaken and with job evaluation. Saving will be made.
Neighbourhood and Housing	Decommission of foam stream equipment	Tactical	Service Review		2024/25	14	14	100%	Amber	This equipment has been decommissioned
Neighbourhood and Housing	Expansion of Commercial Recycling Collections	Transformational	Target Operating Model		2024/25	50	35	70%	Amber	The service is currently expanding and marketing a new source separated recycling commercial service. This work is ongoing.
Neighbourhood and Housing	Review of Street Cleansing Service	Tactical	Service Review		2024/25	191	96	50%	Amber	This work is ongoing but the savings target is expected and on target to be achieved.
Neighbourhood and Housing	Deploy an additional Enforcement car	Tactical	Service Review		2024/25	10	10	100%	Amber	options for undertaking further enforcement functions currently being explored.
Neighbourhood and Housing	Garage Generation of additional income	Transformational	Service Transformation		2024/25	10	2	20%	Amber	MOTs increased and promoted via Staffnet
Neighbourhood and Housing	Charging for public use of Electric vehicle chargers	Transformational	Service Transformation		2024/25	7	1	14%	Amber	Work with energy team to progress. Move corporately.
Neighbourhood and Housing	Invest to Save Pest Control (Shared Regulatory Services)	Transformational	Service Transformation		2024/25	50	-	0%	Amber	Invest to save proposal for Authority Specific Pest Control progressing no saving in year one but should be realisable in future years
Neighbourhood and Housing	Parkwood VAT relief	Tactical	Service Review		2024/25	70	35	50%	Amber	Cabinet Report due to be brought in October
Neighbourhood and Housing	School Crossing Patrols	Tactical	Service Review		2024/25	100	82	82%	Amber	Utilise existing underspend and do not progress further saving in this area
Neighbourhood and Housing	Increase income charges for highway development	Tactical	Generating Income		2024/25	50	50	100%	Amber	Linked to commuted sums
Neighbourhood and Housing	Additional concessions	Transformational	Service Transformation		2024/25	20	5	25%	Amber	Commercial Opportunities for additional concessions. Update: Work yet to commence on this. Resource required.
Neighbourhood and Housing	Holm View	Transformational	Service Transformation		2024/25	55	55	100%	Amber	Utilities decommissioned. Potential alternative use subject to a Cabinet Report.
Neighbourhood and Housing	Asset Transfers Single use Facilities	Transformational	Target Operating Model		2024/25	100	-	0%	Amber	Asset Transfers to include Maslin Park, Wick, Windmill Lane, Penarth Athletic Club, Old Penarthians, St Brides. Penarth Athletic Club and Windmill Lane reduce the maintenance/agency costs.
Neighbourhood and Housing	Budget Adjustment Pre Tenancy Adviser and Voluntary Assisted Tenancies budget	Tactical	Service Review		2024/25	28	28	100%	Green	Budget Adjustment - achieved
Neighbourhood and Housing	Miscellaneous	Tactical	Service Review		2024/25	8	8	100%	Green	Miscellaneous Budget Adjustments - achieved
<b>Subtotal Directorate Neighbourhood and Housing</b>						<b>920</b>	<b>1,898</b>	<b>58%</b>		
Place	Increased DFG provision (removal of means testing)	Tactical	Generating Income	20	2023/24 NO		20	100%	2023/24 achieved	The recent introduction of Discretionary Adaptations Grants has increased the fee income potential for the team
Place	Review of facilities contracts	Tactical	Corporate Asset Strategy		2024/25	23	23	100%	Green	The lease at VEC has now been terminated

Place	Review of visitor attractions in country parks	Tactical	Service Review		2024/25	22	22	100%	Green	Cosmeston Medieval village will remain open to the public but associated support has been removed.	
Place	Review planning and additional fee income (e.g. PPAs)	Tactical	Generating Income		2024/25	20	20	100%	Achieved Budget Adjustment	Income will be achieved from a combination of fee increases for pre-applications and submissions and planning performance agreements, as well as raising the fee target for planning applications.	
Place	Regeneration - General Budget Cutting	Tactical	Service Review		2024/25	21	21	100%	Achieved Budget Adjustment	Reducing budgets to a base minimum to function. In some cases teams are left with several hundred pounds remaining on their budgets.	
Place	Tourism marketing budget reduction	Tactical	Service Review		2024/25	15	15	100%	Achieved Budget Adjustment	Leaves only £10k publicity budget for the Vale	
Place	Facilities admin role	Tactical	Service Review		2024/25	15	15	100%	Green	Facilities administration will be picked up as required by the remaining team.	
Place	Planning - General Budget Cutting	Tactical	Service Review		2024/25	11	11	100%	Achieved Budget Adjustment		
Place	Business Support Post Deletion recently vacated Post	Tactical	Service Review		2024/25	33	33	100%	Green		
Place	Countryside -Increased contribution Dunraven	Transformational	Target Operating Model		2024/25	40	20	50%	Green	Transformation project - working with Dunraven estate to fund the Heritage Coast facilities at Dunraven beach. Progress being made with an agreement of a £30k contribution in 2024/25 rising to £40k in later years.	
Place	Close reception at Cosmeston	Tactical	Service Review		2024/25	36	30	83%	Green	Reception closure now concluded. Delays have meant the saving cannot be fully achieved this year but the building will be made available for wedding offers including drinks and food.	
Place	Building Control	Tactical	Generating Income		2024/25	10	5	50%	Amber	Additional Income on Building Control Fees	
Place	Country Parks income	Transformational	Service Transformation		2024/25	20	20	100%	Green	Re-exploring opportunities for income in the parks, including expanding parking area, concessions, lease renewals and other opportunities.	
Place	ANPR Income Country Parks	Tactical	Generating Income		2024/25	20	0	0%	Amber	Dependent on installation of ANPR and includes possible overnight parking	
<b>Subtotal Directorate Place</b>						<b>20</b>	<b>0</b>	<b>286</b>	<b>255</b>	<b>83%</b>	
Resources	Review Docks Office Site	Tactical	Corporate Asset Strategy	200	2023/24 NO			0	4%	Amber Review ongoing	Full saving will not be achieved in year, however, some minimal savings from premises expenses have been achieved. This project is contingent on the LUF bid progressing, with final sign off expected imminently. Some preparatory works have commenced to identify via commission the future uses for the Docks Office so the project can progress once a decision on funding has been made.
Resources	Review C1V Office Accommodation	Tactical	Corporate Asset Strategy	50	2023/24 NO			0	0%	Amber Review ongoing	The building was vacated during April 2024, with C1V relocated to the Civic Offices. A replacement occupier is currently being sought. NNDR savings achieved for three months and other minimal savings from premises expenses achieved. Work underway to deliver full saving.
Resources	Financial Services: Review Docks Office Site Reduced cost to the Council as a result of a new approach to operating the Docks Office rather than corporate office accommodation.	Transformational	Target Operating Model		2024/25		100	0	0%	Red	Full saving will not be achieved in year, however, some minimal savings from premises expenses have been achieved. This project is contingent on the LUF bid progressing, with final sign off expected imminently. Some preparatory works have commenced to identify via commission the future uses for the Docks Office so the project can progress once a decision on funding has been made.
Resources	Financial Services: Court Road Budget Deletion of the corporately held budget that previously supported the running of the Court Road site when operating as a depot. Costs of operating the new site are within the new school's budgets.	Tactical	Service Review		2024/25		206	206	100%	Green	Delivered. Site was demolished and funding for the school included in the Schools's budget.



Resources	Financial Services: Civic Offices NNDR Revaluation Saving resulting in a revaluation of the Civic	Tactical	Service Review		2024/25	25	25	100%	Green	Delivered.
Resources	Financial Services: Corporate Office Accommodation Facilities Management Reduction in security and portering cover within corporate office buildings and removal of the courier service.	Tactical	Service Review		2024/25	95	0	0%	Amber	This saving relates to changes in the security and cleaning arrangements at the Civic Offices. Analysis of potential changes is underway, with a meeting in September scheduled to agree changes to service provision and estimate the saving that will be achieved in year, with the residual in 2025/26.
Resources	Financial Services: Town Hall Income Increase in income received from the lease and service charge associated with the Town	Tactical	Generating Income		2024/25	8	8	100%	Green	Recognising actual level of income received.
Resources	Financial Services: Reduction in Repairs & Maintenance Budget for Corporate Facilities Saving as a result of reducing repairs and	Tactical	Service Review		2024/25	50	50	100%	Amber	Budget reduced but some risk if urgent need arises.
Resources	HR & Organisational Development: Manual Handling Rental Saving as a result of relocating the Manual	Tactical	Service Review		2024/25	12	12	100%	Green	Manual Handling team moved out of BSC2 during January/February 2024.
Resources	Directorate: Fees & Charges Inflationary and other increases on a range of directorate fees and charges, including Registrars.	Tactical	Generating Income		2024/25	35	35	100%	Green	Most of this saving will be achieved from the annual inflationary increases (included in the fees & charges report). The target figure also includes an additional increase of £10k for Registrars.
Resources	Directorate: Welsh Church Acts Recharge Recharging Council officer time from Directorate departments to the Welsh Church Acts Committee for professional services provided.	Tactical	Generating Income		2024/25	10	0	0%	Amber	Discussed with the Welsh Church Acts Committee and a report to the Committee will be presented in due course for consideration.
Resources	Financial Services: Property Fees & Charges Additional professional fees income to the property department for capital schemes.	Tactical	Service Review		2024/25	50	50	100%	Amber	Under review and dependent on the mix and volume of schemes in the programme
Resources	Directorate: Recharge to HRA for Central Services Recovering central services costs from the Housing Revenue Account.	Tactical	Generating Income		2024/25	165	165	100%	Green	Agreed at budget setting.
Resources	Financial Services: DWP Income Increased income from the DWP for benefit work processes.	Tactical	Service Review		2024/25	16	16	100%	Green	Recognising actual level of grant received, subsidy notification for 2024/25 has now been received.
Resources	Legal & Democratic Services: Licence Work Income Increased income to the Legal Services department as a result of professional services provided to other departments in processing licences.	Tactical	Service Review		2024/25	5	5	100%	Green	Hourly rates of Legal Services staff increased.
Resources	HR & Organisational Development: Shared Cost AVCs Reduced employer national insurance contributions associated with an increase in the number of employees taking advantage of shared cost additional voluntary contributions.	Tactical	Service Review		2024/25	10	10	100%	Amber	2023/24 level of take up achieved and future uptake is expected to meet target. Based on current take-up levels the total annual saving is a little over £30k. Overall annual target is £35k.
Resources	Communications, Participation & Equalities Group: Media Monitoring System Reduction in the costs associated with the use of media monitoring system which provides intelligence on the Council's coverage in the media.	Tactical	Service Review		2024/25	13	13	100%	Green	This saving will now be realised in 2025/26 due to the timing of the licence revocation. This is being mitigated in year via income and vacancy savings within the Group.

Resources	Digital Service: Managed Print Service Saving as a result of rationalising the existing printing devices in corporate office buildings and retendering the contract within the year.	Tactical	Contract Review/Procurement	2024/25	80	0	0%	Red	Analysis of the saving to be realised will be possible when contract tender prices are received in August 2024. Part of the saving is contingent on reducing our printing volume and this will require a cultural shift across the organisation.	
Resources	Digital Service: Security Software Saving associated with discontinuing use of security software, with functionality replicated within existing systems.	Tactical	Digital Strategy	2024/25	15	15	100%	Green	Achieved, removal of software complete	
Resources	Financial Services: Open Banking & Payments Review of the systems used to process the Council's income, including banking and	Tactical	Digital Strategy	2024/25	10	0	0%	Red	Payment Strategy under way, unlikely to realise savings in 2024/25. Resource issues are affecting progress.	
Resources	Legal & Democratic Services: Scanning Bureau Reduction in costs of accessing the scanning	Tactical	Service Review	2024/25	12	12	100%	Green	Delivered, contractual arrangement. Now delivered in house.	
Resources	Directorate: Budget Reductions Savings from reducing supplies & services budgets across the Directorate, including through postage, subscriptions and	Tactical	Service Review	2024/25	8	8	100%	Amber	Reductions applied and being monitored as some will be subject to increased volume this year in support of other initiatives (e.g. e. postages as the historical debt recovery is stepped up).	
Resources	Legal & Democratic Services: Mayors Office Budget Reduction Reduction in miscellaneous expenses for the Mayor and removal of the Mayor's official car and budget, to be replaced with the use of an electric pool car for official business. The official car would be sold at auction and proceeds from the sale added to the Mayor's Fund for community grants.	Tactical	Service Review	2024/25	44	44	100%	Amber	Mayor's budget adjusted - removal of budget for the car and other supplies and services. A virement from Policy is required to achieve most of the saving. Saving has been achieved which includes £37k from Policy. Position will be monitored during 24/25.	
Resources	Directorate: Reduction in Headcount This saving will be delivered by deleting a number of vacant posts, restructuring within teams resulting in changes to roles and reduction in headcount in areas across the	Tactical	Service Review	2024/25	339	250	74%	Amber	Action underway to achieve this saving which is related to reducing staff across the directorate. Vacant positions deleted and saving realised. Redundancy and retirements are in progress/completed and monitoring of the realisation of savings is ongoing.	
<b>Subtotal Directorate Corporate Resources</b>					<b>250</b>	<b>0</b>	<b>1,308</b>	<b>924</b>	<b>59%</b>	
Policy	Mayor's hospitality budget and twinning savin	Tactical	Service Review	2024/25	36	36	100%	Achieved Budget Adjustment		
Policy	Additional Investment Income (Temporary)	Tactical	Generating Income	2024/25	500	500	100%	Green	On Target to Achieve in full	
Policy	Temporary Capital Financing Headroom	Tactical	Service Review	2024/25	0	0	0%	Green		
Policy	MRP Policy Change	Tactical	Technical	2024/25	600	600	100%	Amber	Dependent on approval by Governance and Audit Committee	
Policy	Strong Communities Temp	Tactical	Service Review	2024/25	132	132	100%	Green		
Policy	Insurance	Tactical	Service Review	2024/25	200	160	80%	Amber	This is dependent upon the tender outcome and will be reviewed to ensure achieved.	
Resources	Communications, Participation & Equalities Group: Translation Budget Reduction Reduction in the costs of translating content through alternative methods and a reduction in wordcount professionally translated.	Tactical	Service Review	2024/25	40	40	100%	Amber	A trial of machine translation has been underway successfully for a number of months in the Communications Team where a high volume of translation requests are made. Consideration of translation requirements is underway. Further rollout of machine translation is planned.	

Policy	Council Tax Arrears	Tactical	Technical		2024/25	500	500	100%	Green	Assumed collection of historic Council Tax Arrears
<b>Subtotal Directorate Policy</b>					<b>0</b>	<b>0</b>	<b>2,008</b>	<b>1,968</b>	<b>98%</b>	
Corporate - Cross Council	Reduce Mileage Claim - Across Council	Tactical	Service Review			50	-	-	Amber	Reduction of mileage claims. Assists climate agenda. Promote electric pool cars.
<b>Total Savings</b>					<b>427</b>		<b>7,676</b>	<b>5,706</b>	<b>70%</b>	