

Homes and Safe Communities Scrutiny Committee
16/07/2019
Homes and Safe Communities
Closure of Accounts 2018/19
The accounts are complete and this report is to inform Scrutiny Committee of the provisional financial position of the Council for the 2018/19 financial year.
Report of the Director of Environment and Housing
Carys Lord, Section 151 Officer
This is a matter for Executive decision by Cabinet. Slippage has been approved via the use of Managing Director's emergency powers.

Executive Summary:

The year end revenue position was a favourable variance of £35k, after a transfer to £716k to specific reserves.

A revenue savings target of £29k was set for 2018/19 and was achieved.

The Housing Revenue Account was also able to increase the level of its ringfenced reserve to £2.668m after achieving a £1.893m surplus.

There was capital expenditure during the year of £12.707m.

Recommendation

1. That Scrutiny Committee consider the report and the financial measures taken and proposed.

Reasons for Recommendations

1. To make members aware of the provisional financial position and actions that have been taken.

1. Background

1.1 Following the end of the financial year, Scrutiny Committee are provided with provisional outturn figures. The Statement of Accounts will be approved by Council before 15th September, which will normally follow the audit by Wales Audit Office.

2. Key Issues for Consideration

Revenue

- 2.1 Council on the 28th February 2018 (minute no.746) agreed the Council's budget requirement for 2018/19.
- 2.2 Appendix 1 amends the revised budgets to take account of the following adjustments. These adjustments have no overall effect on the net budget of the Council and are accounting adjustments largely outside the control of services.
 - IAS 19 Retirement Benefits -The purpose of this Standard is to ensure that the operating costs of providing retirement benefits to employees are recognised in the accounting period in which they are earned by the employees. Figures provided by the actuary differ from that estimated and the movements need to be incorporated into the accounts.
 - Asset Rents This charge can vary each year due to an increase / decrease in the valuation of assets. The movements need to be incorporated into the accounts.
- 2.3 The following table compares the amended budget and the actual expenditure, including transfers to and from reserves, for this Committee. The final column shows the net transfers to reserves for this Committee which has been included within the actual expenditure figures.

Service	Original Revenue	Amended Revenue	Total Provisional	Variance +Favourable	Net Transfer to
Year - 2018/19	Budget	Budget	Actual	() Adverse	/(From) Reserve
	£000	£000	£000	£000	£000
Youth Offending Service	728	716	683	+33	
Regulatory Services	2,239	2,112	2,112	0	
Council Fund Housing	1,383	1,409	1,407	+2	
Private Housing	11,003	1,084	1,084	0	
Total	15,353	5,321	5,286	+35	+716

- **2.4** The main reasons for the variances are set out in the following paragraphs.
- 2.5 Youth Offending Service Favourable variance of £33k
- 2.6 There is a favourable variance of £120k on staffing linked to vacancies and £35k on supplies and services. This has enabled a transfer of £122k to the Social Services Legislative Changes reserve.
- 2.7 Regulatory Services Breakeven

The Regulatory Service has entered into a collaboration with Bridgend and Cardiff Councils. The Vale of Glamorgan Council has acted as host for a Shared Regulatory Service (SRS) since May 1st 2015. There was a favourable variance of £179k on the Regulatory Services base budget held by the Vale of Glamorgan Council for its own share of the service. Included within this figure is £98k which relates to the repayment to the Vale of Glamorgan of its apportionment of the underspend from the SRS during 2017/18, which was allocated following approval by the Joint Committee in September 2018.

This underspend allowed a £179k transfer to the Neighbourhood Services reserve.

- **2.8** Council Fund Housing Favourable variance of £2k
- 2.9 There were adverse variances totalling £25k, with £10k relating to Temporary Accommodation for the Homeless and an under-recovery of £15k on the Rural Housing Enabler post, in the main due to a planned transfer from reserves not being actioned due to underspends elsewhere within the division.

There were favourable variances totalling £209k, with £117k relating to the Homelessness Prevention team, due to staff vacancies and expenditure being offset against additional Transitional grant funding and Cold Weather Grant. Also, staff vacancies in the Homelessness & Housing Advice team and the

Housing Strategy team, resulted in a further £52k favourable variance. The Supporting People staffing budget was also £35k below budget due to staff vacancies. There were also various smaller favourable variances totalling £5k.

There has been a net transfer into reserves and provisions of £182k. A transfer of £32k was made from the Community Safety reserve to fund the overspend in year and as a result of the final underspend position across the service this allowed the transfer of £70k into the Homelessness reserve, there was a £35k top-up of the bond provision for temporary accommodation, a transfer to the Community Safety reserve of £64k towards funding the Domestic Abuse Coordinator role and other projects into 2019/20, as well as £10k for Local Homelessness Strategy development work and £35k to the Supporting People reserve.

2.10 Private Sector Housing - Breakeven

There were adverse variances totalling £67k. £15k relating to supplies and services within the Division, mostly due to additional spend required as part of historic renewal area schemes and £11k as Renewal Area fee income was lower than anticipated due to delays in the capital spend. There was also an adverse variance of £41k due to lower than planned drawdowns from reserves to fund the costs of Occupational Therapist and Empty Homes Officers.

There have been a number of favourable variances totalling £67k. Disabled Facilities Grant fee income was £45k higher than the reduced revised budget due to increased demand late in the year. There was a £7k favourable variance on staffing costs within the Division and £6k favourable variance on premises costs due mainly to the relocation of the Disabled Facilities Grants Team within the Dock Office. Home Loans fees were also higher than anticipated by £7k during the year. There were also other small favourable variances of £2k.

2.11 Rent Allowances - Breakeven

There was a £10k adverse variance made up of £3k relating to the annual audit fee and £7k relating to the administration subsidy received from the Department for Works and Pensions.

There was a favourable variance of £326k. £197k related to Discretionary Housing Payments, which are used to provide support to claimants adversely affected by some of the key welfare reforms. The grant allocation received from the Department for Work and Pensions has been fully spent. The saving is due to a lower take-up from claimants than anticipated from the top up allocation provided by the Council from it's own funds. There were also favourable variances of £129k from recovered overpayments and associated subsidy on rent allowances.

This has enabled £316k to be set aside in the Neighbourhood Services for Big Fill.

Housing Revenue Account

- 2.12 Council on 28th February 2018 (minute no.744) agreed the Authority's 2018/19 Housing Revenue Account (HRA) budget.
- 2.13 The 2018/19 Housing Revenue Account (HRA) resulted in a surplus of £1.893m compared to the amended budget surplus of £77k. A breakdown is shown in Appendix 2. The HRA reserve balance opened at £775k and closed at £2.668m. This level is higher than the figure projected in the current Housing Business Plan, mainly due to a reduction in the required revenue contribution to capital. The level of this balance will therefore be reviewed as part of the production of the next Housing Business Plan.
- **2.14** The net favourable HRA revenue budget variance of £1.816m is identified over the following areas.
- 2.15 Supervision & Management General Favourable Variance £150k

There were adverse variances totalling £19k. £7k related to central support, £10k employee costs and £2k on premises.

There were favourable variances totalling £169k. £68k related to additional income received from the capital projects and £72k from rechargeable works income. Other favourable variances were £11k on supplies and services and £18k on Transport which related to a reduction in leased vehicle costs, garage costs and the use of pool cars.

2.16 Supervision and Management Special Services – Favourable Variance £104k

This budget is split into three areas, Ty Iolo Homeless Hostel, Vale Temporary Accommodation and Vale Special Services. The term 'Special Services' relates to communal costs for all housing areas throughout the Vale of Glamorgan, including sheltered accommodation, such as grass cutting, rubbish removal, communal lighting, security, warden salaries and environmental improvements.

There were adverse variances of £1k on Special Services which relates to the conveyance of clients.

Favourable variances totalled £105k. A favourable variance of £30k at Ty lolo was mainly due to staffing, £6k on income, £49k on premises relating to a reduction in grounds maintenance fees and £20k favourable variance on supplies and services such as printing and stationery, furniture and hardware.

2.17 Housing Repairs – Favourable Variance £69k

There were favourable variances on responsive maintenance mainly as a consequence of the housing stock being brought up to Welsh Housing Quality Standard. Expenditure on gas servicing, asbestos, electrical servicing and other cyclical charges have all reduced compared to previous years, resulting in a favourable variance.

2.18 Capital Financing Costs – Favourable Variance £56k

Interest and debt management charges were lower than originally estimated due to a lower amount of borrowing required during the year to fund the Housing Investment Programme.

2.19 Rents, Rates, Taxes and Other Charges – Favourable Variance £6k

This is due to a reduction in rates for void properties.

2.20 Increase in the Provision for Bad and Doubtful Debts – Favourable Variance £162k

It was anticipated that the bad debt provision would need to be increased due to the impact of the introduction of Universal Credit. As the roll out of this scheme was delayed, the calculated increase was lower than expected for 2018/19. It is anticipated that the impact of further welfare reforms will put added pressure on rent collection rates in the future.

2.21 Capital Expenditure from Revenue Account – Favourable Variance £1.339m

It was not possible to fully spend the allocated 2018/19 capital budget, in part due to some delays in the development of new builds and slippage has been requested for continuation of the Holm View and Brecon Court projects into 2019/20. The receipt from the sale of Council Houses was higher this year and contributions from leaseholders has also reduced the level of revenue contribution required to fund capital expenditure. This has led to an increased balance on the HRA Reserve but also a decrease in the prudential borrowing requirement for the 2018/19 Housing Investment Programme.

2.22 Dwellings Rents – Adverse variance £45k

Dwelling rents collected were slightly less than budgeted.

2.23 Non Dwelling Rents – Breakeven

Rents collected on garages were as projected.

2.24 Interest Received – Favourable Variance £9k

This is due to a larger closing balance on HRA being retained compared to budgeted outturn therefore greater interest has been accrued.

2.25 Charges for Services and Facilities – Favourable Variance £14k

The level of income received for Services and Facilities was higher than anticipated.

2.26 Contribution towards expenditure – Adverse variance £65k

This adverse variance is largely due to the water commission received being less than budgeted, due to a reducing number of properties being removed from billing as a result of sales and redevelopment.

2.27 Other Income – Favourable Variance £17K

This favourable variance is due to additional grants totalling £5k being received and £12k relating to the sale of small pieces of land.

Capital

- **2.28** Council on 28th February 2018 (minute no.745) agreed the Authority's capital budget for 2018/19.
- **2.29** Attached at Appendix 3 is a breakdown of the 2018/19 capital programme by scheme. The overall outturn for this Committee is a variance of £3.518m.
- **2.30** Housing Improvement Programme Favourable variance of £3.456m with slippage of £3.397m.
- 2.31 WHQS External Works Accounts are currently being finalised with contractors and further works will need to be undertaken to maintenance WHQS. The Gibbonsdown External Wall Installation project has experienced delays which meant the forecasted spend was not reached. The delivery of the Hawskley bungalow scheme was delayed due to party wall issues needing to be addressed prior to procuring the scheme. The Aireys project has also contributed to the under spend due to issues in the tender process. The window replacement programme was not completed due to contractor issues. These works will continue in 2019/20 and it has therefore been requested that £1.375m is carried forward. The remaining underspend £241k is offsetting the overspend on HRA Internals heading.
- 2.32 Jenner Road There have been outstanding issues that need to be resolved with a WHQS improvement framework contractor which has meant that final

accounts and identified remedial works have been delayed which has led to spend behind profile in year. It has therefore been requested that £143k is carried forward into 2019/20. The remaining underspend of £284k is offsetting the adverse variance on Environmental Improvements.

- 2.33 Environmental Works The Buttrills Environmental scheme ended the financial year with spend ahead of profiled budget. This is due to additional environmental phase 4 works being completed ahead of schedule e.g. new bins storage areas and pathway works and there were additional variations for unforeseen works as part of the phase 1 and 2 main contracts e.g. extra roofing, new windows, removal of flues. Additional work was released for boundary walls and fencing as a result of known underspends elsewhere in the Housing Improvement Programme. The over spend of £618k has been offset with the under spend on Jenner Road £284k, Williams Crescent £176k and £156k on Emergency works.
- 2.34 New Builds Due to delays in signing off the planning conditions for the Holm View Phase 1 scheme, this has led to a long delay on works commencing on site which has resulted in an underspend against the forecast cash flow. It has been requested to carry forward £1.328m into 2019/20 to allow the scheme to continue in the new year.

Reserves

- 2.35 A reserve is an appropriation from a revenue account and does not constitute a cost of service until the expenditure is eventually incurred. A reserve does not cover a present obligation or liability and is a voluntary means of setting aside monies for future requirements either capital or revenue.
- **2.36** A provision is a charge to revenue and is included as part of the cost of the relevant service at the point the provision is created. A provision covers a present obligation or liability that has occurred to a past event and is compulsory under accounting regulations.
- **2.37** Attached at Appendix 4 is a schedule showing the Committee's reserves as at 31st March 2019.
- 3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?
- 3.1 The Council's revenue budget and therefore its expenditure is incurred in order to achieved its corporate priorities as set out in the Corporate Plan 2016-2020 through the 4 well-being outcomes.

4. Resources and Legal Considerations

Financial

Revenue (Including Savings Targets)

4.1 As part of the Final Revenue Budget Proposals for 2018/19, savings targets were set for this Committee. Progress on the achievement of these savings has been monitored and reported to Committee during the year. Appendix 5 to this report confirms the final status of these savings at the end of 2018/19. All target savings were achieved in the year.

Capital

- 4.2 As a result of the capital underspend in 2018/19, an allocation of £3.452m has been approved via Managing Director's Emergency Powers, as slippage into 2019/20. This will fund the completion of schemes as shown in Appendix 6.
- 4.3 Housing Revenue Account £11.444m was spent on major improvements to the Council's housing stock during 2018/19. The Major Repairs Allowance (MRA) is a grant given to the Authority by the Welsh Government and can be used for capital expenditure on Housing Revenue Account (HRA) assets. The Authority's MRA for 2018/19 was £2.759m. The following table shows a breakdown of the financing of HRA expenditure in 2018/19.

Source of Funding	Outturn (£000)
Major Repairs Allowance	2,759
Housing Borrowing	937
Capital Receipts – Housing	1,689
Revenue	5,479
Other Income	580
TOTAL	11,444

Legal (Including Equalities)

4.4 The provisional outturn figures for the Council have been used in the preparation of the Statements of Accounts, which under the Accounts and Audit Regulations, must be certified by the Section 151 Officer by 15th June 2019.

5. Background Papers

APPENDIX 1

	AMENDED BUDGET 2018/19	IAS 19 Retirement Benefits		FINAL AMENDED BUDGET 2018/19
	£000	£000	£000	£000
Youth Offending Service Regulatory Services Council Fund Housing Private Housing	692 2,112 1,382 1,058	29	(2)	716 2,112 1,409 1,084
TOTAL NET BUDGET	5,244	79	(2)	5,321

	Amended	Actual	
HRA Income & Expenditure	Budget	Outturn	Variance
	2018/19	2018/19	Fav +/
			Adv -
	£000	£000	£000
Expenditure			
Supervision & Management			
– General	3,522	3,372	150
Special	1,266	1,162	104
Housing Repairs	3,343	3,274	69
Capital Financing Costs	4,514	4,458	56
Rent, Rates, Taxes and Other Charges	200	194	6
Increase in Provision for Bad & Doubtful Debts	249	87	162
Capital Expenditure from Revenue Account (CERA)	6,818	5,479	1,339
(OLIVI)	19,912	18,026	1,886
Income			
Dwelling Rents	-18,969	-18,924	-45
Non Dwelling Rents	-167	-167	0
Interest	-3	-12	9
Charges for Services and Facilities	-525	-539	14
Contribution towards expenditure	-244	-179	-65
Other Income	-81	-98	17
	-19,989	-19,919	-70
(Surplus)/Deficit for the year	-77	-1,893	1,816

HRA Reserve	Amended Budget 2018/19 £000	Actual Outturn 2018/19 £000
Balance Brought Forward as at 1st April 2018 (Surplus)/Deficit for the Year	-775 -77	-775 -1,893
Balance Carried Forward as at 31st March 2019	-852	-2,668

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	APPROVED PROGRAMME 2018/19	ACTUAL SPEND 2018/19	VARIANCE AT OUTTURN 2018/19	PROJECT SPONSOR	COMMENTS
	£000	£000	£000		
Youth Offending Service					
91 Salisbury Road Boiler Renewal	1 1	0 0	1 1	R Evans	Scheme complete.
Housing Improvement Programme					
HRA Internal Works	1,036	1,277	(241)	M Punter	Funding of overspend will be offset by the underspend on HRA External works
HRA External Works	6,459			M Punter	Requested slippage of £1.375m into 2019/20 for the continuation of installation of windows & doors and roof replacements, Wall repairs, external wall insulation and EWI refurbishment schemes. £241k underspend will offset the overspend on Internal works
Jenner Road	429	2	427	M Punter	Requested slippage of £143k into 2019/20 for the delivery of walls at Jenner Road. The remaining underspend £284k will offset the overspend on Environmental Improvements
Williams Crescent	274	(2)	276	M Punter	Requested slippage of £100k into 2019/20 for the delivery of the communal improvements. The remaining underspend £176k will offset the overspend on Environmental improvements
St Pauls	0	(2)	2	M Punter	Scheme is complete
Emergency Works	378		276	M Punter	Requested slippage of £120k into 2019/20 to support the continuation of the Glanmour Crescent and Camrose Court schemes. The remaining underspend £156k is offset against the overspend on Environmental Improvements.
Aids and Adaptations	520	394	126	M Punter	Requested slippage of £126k into 2019/20 for the continuation of the adapted extension schemes
Common Parts	1,348	1,143	205	M Punter	Requested slippage of £205k into 2019/20 to support the delivery of the fire safety management upgrade works and communal area improvements
Environmental Improvements	1,884	2,502	(618)	M Punter	Overspend is funded by the underspend of £284k Jenner Road, £176k Williams Crescent and £156k from Emergency Works
New Build	2,466			M Punter	Requested slippage of £1.328m into 2019/20 for the continuation of Holm View Phase1 and feasibility work for new schemes and acquisition of properties/land
ICF Penarth Accommodation with Care for Older People	100	41	59	M Punter	New scheme to scope new accommodation. No slippage required.
Digital Highway in Sheltered Accommodation	6	6	(0)	M Punter	Scheme is complete
Accommodation	14,900	11,444	3,456		
Private Housing					
Disabled Facilities Grant	1,036	1,084			Bring forward £48k from 2019/20 into 2018/19 to cover adaptations
Barry Island and Cosmeston Toilets	100	3		P Chappell	Requested slippage of £97k into 2019/20 for works to be carried out in July 19
ENABLE Funding	161	157	4	P Chappell	Scheme complete
Castleland Renewal Area	16	13		P Chappell	Scheme complete
Penarth Renewal Area	11	5	6	P Chappell	Requested slippage of £6k into 2019/20 to finalise works
	1,324	1,262	62		
COMMITTEE TOTAL	16,225	12,707	3,518		

ANALYSIS OF RESERVES				Est	
Name	Bal 31/03/18	ln	Out	Bal Comments 31/03/19	
Name	£000	£000	£000	£000	
Housing Revenue Account	775	1,893	0	2,668 The fund is ring fenced by statute for use by the Housing Revenue Account (HRA). well as acting as a working balance for the HRA, it is also used to fund repairs and the capital programme.	As he
Specific Reserves					
Youth Offending Service	174	0	0	174 To assist with potential reductions in grant funding in future years and to carry out we at YOS building	orks
Rural Housing Needs	56	0	0	56 To be used to fund Rural Enabler post.	
Homelessness and Housing	522	70	0	592 This sum will be used to support homelessness prevention work.	
Housing Strategy	0	10	0	10 During 2019/20 work will commence on updating the Local Housing Strategy. This funding will be used to produce the strategy including facilitating consultation events.	i.
Supporting People	0	35	0	35 To continue to provide housing support.	
Community Safety	37	64	-32	69 To fund community safety initiatives.	
Gypsy Traveller	1,059	0	-7	1,052 To support the provision of a Gypsy/Traveller site and Gypsy Liaison Officer.	
Regulatory Improvements	282	0	0	282 Monies set aside for Regulatory Services issues and to be used for any future issues arising from the shared services collaboration.	S
Disabled Facilities	31	0	-17	14 To fund an Occupational Therapist within Disabled Facilities Grant team.	
Temporary Empty Homes Officer	2	0	-2	0 To be used to fund an Empty Homes Officer.	
Private Sector Housing	284	0	-22	262 To fund initiatives for Private Sector Housing, including an Occupational Therapist with the DFG team.	ithin
TOTAL SPECIFIC RESERVES	2,447	179	-80	2,546	

Red = forecast less than 80% of target

Title of Saving	Description of Saving	Target Saving £000	Actual RAG Saving Status	Update Comments, Issues & Actions	Relevant Scrutiny Committee	Project Manager
Youth Offending Service Reshaping Tranche 3 - Procurement	More efficient and effective procurement of goods and services	1	1 Green	Savings allocated and will be achieved in-year	Homes and Safe Communities	Rachel Evans
Total Youth Offending Service	00000	1	1 Green	100%		
Council Fund Housing Reshaping Tranche 3 - Procurement	More efficient and effective procurement of goods and services	12	12 Green	Savings allocated and will be achieved in-year	Homes and Safe Communities	Mike Ingram
Reshaping Tranche 3 - Establishment Review	Review of various payments to staff and efficient utilisation of staff	9	9 Green	Savings allocated and will be achieved in-year	Homes and Safe Communities	Mike Ingram
Total Council Fund Housing		21	21 Green	100%		
Private Housing						
Reshaping Tranche 3 - Procurement	More efficient and effective procurement of goods and services	3	3 Green	Savings allocated and will be achieved in-year	Homes and Safe Communities	Marcus Goldsworthy
Reshaping Tranche 3 - Establishment Review	Review of various payments to staff and efficient utilisation of staff	4	4 Green	Savings allocated and will be achieved in-year	Homes and Safe Communities	Marcus Goldsworthy
Total Private Housing		7	7 Green	100%		
COMMITTEE TOTAL Green = on target to achieve in ful		29	29 Green	100%		
Amber = forecast within 20% of ta		[0	SHORTFALL		

	ALI	ALLOCATION - 2019/20			
	2019/20 Final Capital Budget £	Change of Budget £	2019/20 Revised Budget £		
	290. ~		-		
HRA					
Housing Improvement Programme					
Externals	2,334,000	130,000	2,464,000		
General Improvements - Report as part of Externals	330,000	1,245,000	1,575,000		
Individual Schemes	0	243,000	243,000		
Common Parts	2,000,000	205,000	2,205,000		
Emergency Works	300,000	120,000	420,000		
Council Housing Aids and Adaptions	400,000	126,000	526,000		
New Build	9,316,000	1,328,000	10,644,000		
Total Housing Improvement Programme	14,680,000	3,397,000	18,077,000		
Private Sector Housing					
Disabled Facility Grants	1,200,000	-48,000	1,152,000		
Barry Island and Cosmeston Toilets	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	97,000			
Penarth Renewal Area		6,000			
Total Private Sector Housing	1,200,000	55,000			
COMMITTEE TOTAL	15,880,000	3,452,000	19,332,000		