

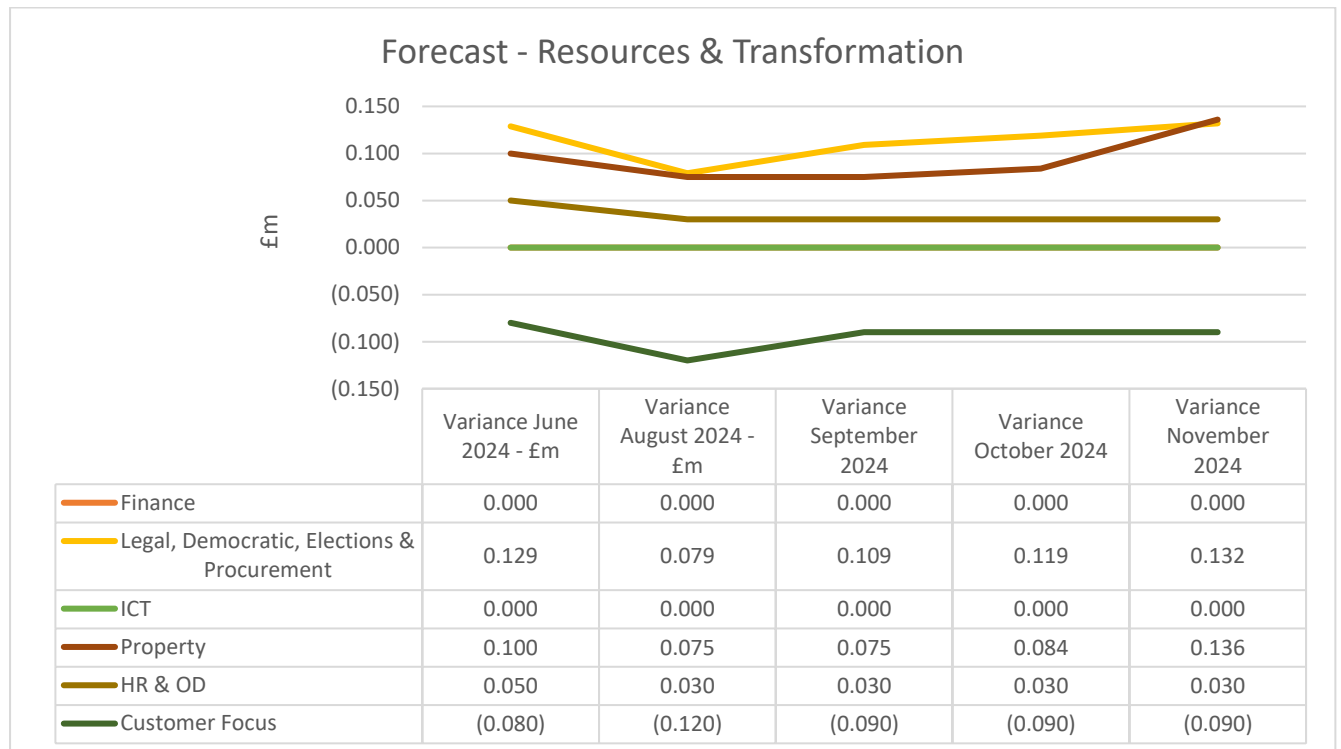
## Appendix 2 - Report Details – Additional Revenue narrative

### Resources & Transformation

#### Revenue:

Resources are forecasting £0.208m overspend against a budget of £7.682m (2.7%).

The service is keeping spend tightly under control, with constant action being taken to mitigate against increased costs. It should be noted that the increase in variance is due to repairs that were required at Banbury Museum.



#### Finance

Variation  
£0.000m

Finance is forecasting in line with budget.

Variation to October's  
Forecast  
£0.000m

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Legal, Democratic,  
Elections &  
Procurement

Variation  
£0.132m  
Overspend

There is a continued need to provide legal advice to officers and members in relation to litigation, information governance, planning and general case load. Most of the work in these areas is funded through engaging locum lawyers and other professional staff. The service is also covering maternity leave and case load accumulated due to key staff being on leave.

The Monitoring Officer is responsible for securing appropriate staff and suitable legal advice, investigating and reporting on anything the Council does that has the potential to be an illegal action or investigating and reporting on any action that might count as maladministration.

Variation to October's  
Forecast  
£0.013m

The service is undertaking recruitment to permanent positions as well as training new member of staff as swiftly as possible. We fully recognise the needs to operate within budget however, a point of note in regard to the legal budget is that there is a high element of unpredictability to costs which arise in dealing with legal instructions in regard to unforeseen matters arising, for which no 'ongoing' forecast and provision can be made. Whilst our risk management can seek to reduce this, it is unrealistic to assume this unplanned element can be completely eliminated.

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ICT

Variation  
£0.000m overspend

IT are forecasting to be within budget with small overspends in supplies and services being offset by an underspend in salaries to be adjusted now that budgets are realigned for Digital and Innovation.

Variation to October's  
Forecast

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£0.000m

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## Property

Variation  
£0.136m

The £0.136m overspend is due to the following: -  
£0.100m overspend at CQ remains unchanged and is due to void costs of holding vacant units and unscheduled necessary expenditure for car park lighting and other maintenance costs. Work to review contracts and market void units is continuing with the impact of reducing the overspend as the year progresses. There have been some positive movements achieved through the reduction of utility expenditure forecasts.

(£0.008m) underspend in Property because of an underspend due to vacancies that were not filled until October, admin charges generating an income, improved income from rent reviews and lease renewals and reduced repair and maintenance costs. This underspend has been largely offset by an overspend in repair and maintenance across the service

£0.044m overspend in car parks (due to various small overspends across the service, including electricity and insurance expenses)

Variation to October's  
Forecast  
£0.052m

£0.005m reduction in overspend within Car Park forecast and around £0.057m increase in repair and maintenance costs, particularly within Banbury Museum.

## Customer Focus

Variation  
(£0.090m) underspend

Customer Focus is forecasting an underspend of (£0.090m) at year end. The bulk of this underspend is from holding on to vacancies.

Variation to October's  
Forecast  
(£0.000m)

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HR & OD

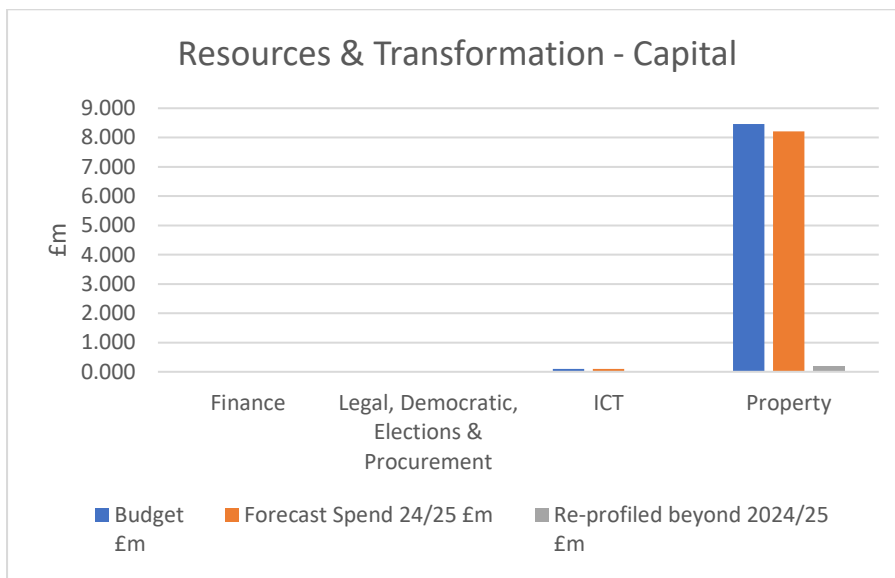
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Variations £0.030m  
Overspend

Implementation of the managed payroll system has proven more economical and offered more resilience than the in-house service, however there is an anticipated overspend of £0.050m as a result of the implementation which the service is looking to mitigate with efficiencies within the HR budget. The current forecast is £0.030m overspend.

Variation to October's  
Forecast  
(£0.000m)

**Capital:**



Service	Budget £m	Forecast Spend 24/25 £m	Re- profiled beyond 2024/25 £m	Variance to Budget £m	Prior Month Variance to Budget £m
Finance	0.020	0.020	0.000	0.000	0.000
Legal, Democratic, Elections & Procurement	0.000	0.000	0.000	0.000	0.000
ICT	0.096	0.096	0.000	0.000	0.000
Property	8.458	8.215	0.187	(0.056)	(0.088)
<b>Total</b>	<b>8.574</b>	<b>8.331</b>	<b>0.187</b>	<b>(0.056)</b>	<b>(0.088)</b>

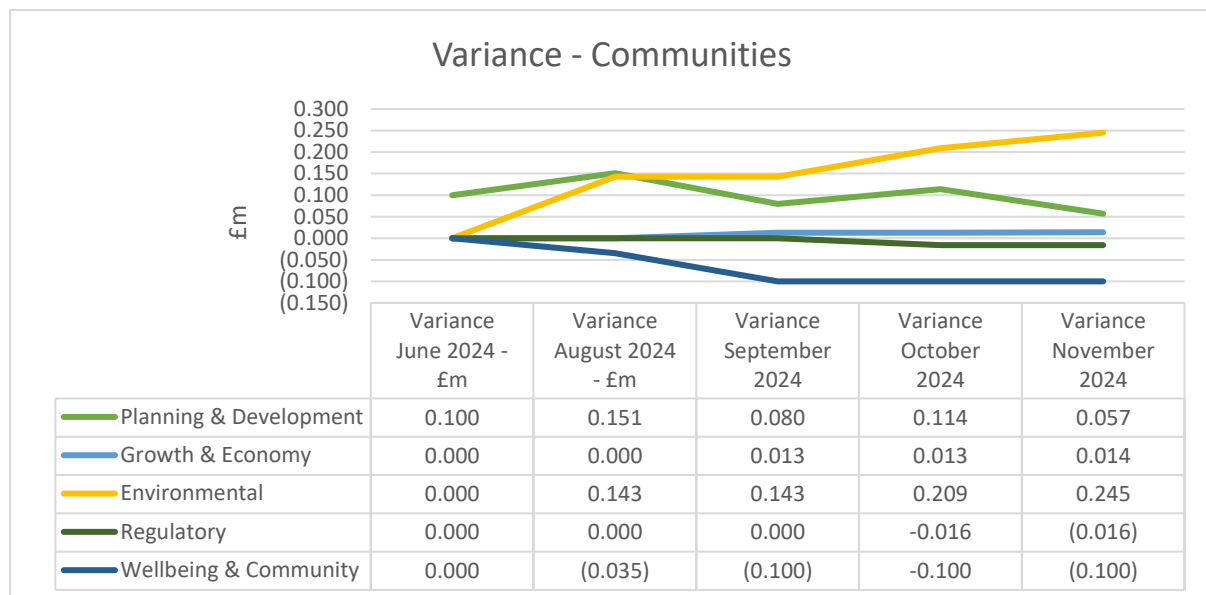
For detailed explanation and variances please see appendix 1.

## Communities

### Revenue:

Communities are forecasting a £0.200m overspend against a budget of £11.209m, (1.8%).

With a number of pressures emerging in the forecast to year end, the directorate leadership team has carried out a review of pressures and mitigations to contain across the Communities directorate in so far as possible. This has substantially reduced the forecast pressures to year end and will be closely monitored month by month to track progress and for any further changes.



### **Planning & Development**

Variation  
£0.057m overspend

Planning and Development is forecasting an overspend of £0.057m.

Development management has a forecast variance from budget of £0.034m. This includes a lower forecast for planning application fees for the year but higher expected income from Planning Performance Agreements (PPAs)

Planning Policy, Conservation & Design is now forecasting an underspend of (£0.026m) as expected external costs have fallen.

	<p>Building Control is forecasting an overspend of £0.046m due mainly to lower income expectations and necessary agency costs.</p>
<p>Variation to October's Forecast (£0.057m)</p>	<p>The main changes since last month are the reduction in external costs for Planning Policy, a further drop in income expectations for Building Control, some additional appeal costs and additional Development Management agency costs. However, the forecast for PPA income has risen. Overall, the change is (£0.057m).</p> <p>There is active monitoring of costs relative to income to continue to put downward pressure on the forecast overspend.</p>
<hr/> <p>Growth &amp; Economy</p>	
<p>Variation £0.014m</p>	<p>Growth and Economy are predicting a £0.0014m overspend. Delivery continues in relation to the Shared Prosperity Funding commitments, alongside the Bicester Garden Town programme and work in Banbury. Additional temporary resource has been secured for the development of a programme for Kidlington and to interim provide project management capacity.</p>
<p>Variation to October's Forecast £0.001m</p>	
<hr/> <p>Environmental</p>	
<p>Variation £0.245m overspend</p>	<p>The forecasted pressure of £0.245m within Environmental Services is primarily due to staffing pressures and agency costs within Waste and Recycling, this is being closely monitored and managed.</p> <p>This pressure also now captures the request to call upon a transfer from the market risk reserve to cover the Gate Fees overspend of £0.200m and the requirement to use the £0.085m fuel reserve from policy contingency.</p> <p>The service is looking at all options to mitigate the overspend</p>
<p>Variation to October's Forecast £0.036m</p>	<p>The on-month movement of £0.036m from October's reporting is primarily due to an increase in anticipated garden waste income and a reduction in Arboriculture work predicted to take place before March 2025.</p> <p>The service is looking at all options to mitigate the overspend including additional non-recruitment to vacant posts within the service along with a review of fuel costs compared to budget.</p>

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This pressure also now captures an overspend to cover gate fees of £0.200m. We will consider what level of market risk policy contingency is available to help mitigate this pressure.

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#### Regulatory

Variation  
(£0.016m)  
Underspend

Regulatory Services and Community Safety are forecasting a (£0.016m) underspend – this is due to savings in staffing costs as some posts remain unfilled following the department restructure.

Variation to October's  
Forecast  
£0.000

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#### Wellbeing & Housing

Variation  
(£0.100m)  
underspend

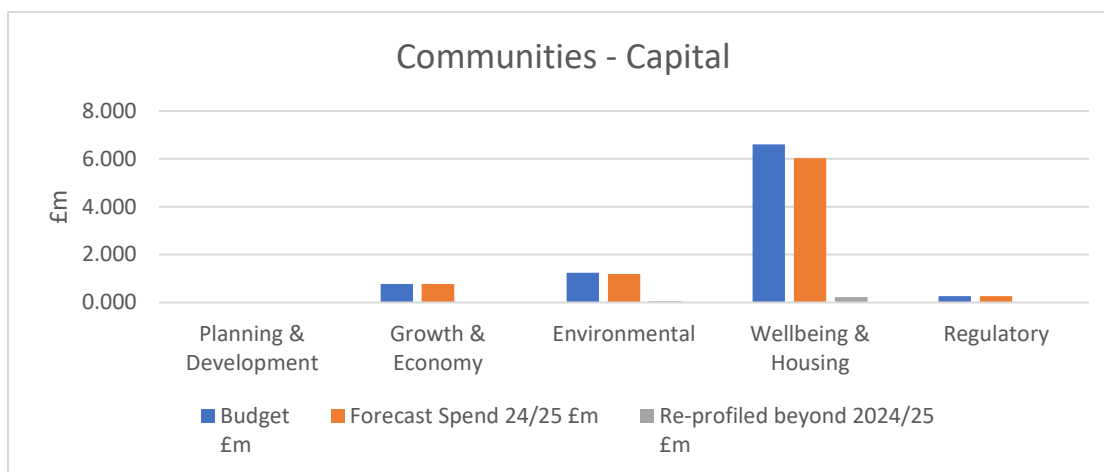
The services continue to actively manage pressures arising from operating front line services and flexing programme delivery, however pressures on finances are increasing on a range of activities but to date we have managed to contain them.

Variation to October's  
Forecast  
(£0.000m)

Pressures have been defrayed through operational efficiency and effective use of grants. Continued effort to redress these balances are being taken by rescheduling some activity and reducing developmental expenditure in core budgets.

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## Capital:

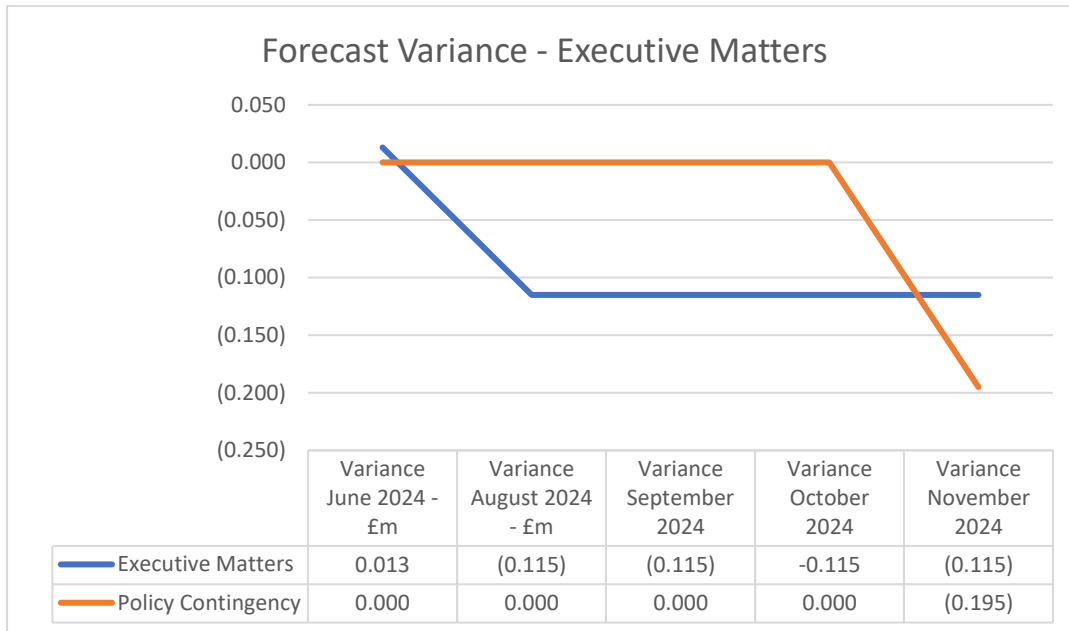


Service	Budget £m	Forecast Spend 24/25 £m	Re- profiled beyond 2024/25 £m	Variance to Budget £m	Prior Month Variance to Budget £m
Planning & Development	0.000	0.000	0.000	0.000	0.000
Growth & Economy	0.780	0.780	0.000	0.000	0.000
Environmental	1.235	1.189	0.050	0.004	0.000
Wellbeing & Housing	6.606	6.021	0.229	(0.356)	(0.794)
Regulatory	0.265	0.265	0.000	0.000	0.000
<b>Total</b>	<b>8.886</b>	<b>8.255</b>	<b>0.279</b>	<b>(0.352)</b>	<b>(0.794)</b>

For detailed explanation and variances please see appendix 1.



## **Executive Matters**



## **Revenue:**

Executive Matters is reporting a (£0.115m) underspend against the budget of £4.293m (-2.7%).

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### Executive Matters

Variation (£0.115m) underspend      Executive Matters are forecasting an over recovery of net interest of (£0.115m).

Variation to October's  
Forecast  
(£0.000m)

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## **Policy Contingency**

Policy Contingency is forecasting an underspend of (£0.195m) against a budget of £3.803m, (-5.1%)

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### Policy Contingency

Variation  
(£0.195m) Underspend

Policy Contingency are currently forecasting an underspend of (£0.195). This relates to the ability to release contingency now that the pay award has been agreed for 2024/25.

Variation to October's  
Forecast  
(£0.195m)

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