

This report is public	
Monthly Performance Report	
Committee	Budget Planning Committee
Date of Committee	21 January 2025
Portfolio Holder presenting the report	Councillor Lesley McLean, Portfolio Holder for Finance and Resources & Transformation
Date Portfolio Holder agreed report	02 January 2025
Report of	Assistant Director of Finance, Michael Furness

Purpose of report

To report to the committee the council's financial position at the end of the financial year 2024-2025.

1. Recommendations

The Budget Planning Committee resolves:

- 1.1 To note the contents of this report.

2. Executive Summary

- 2.1 CDC monitors its financial position on a monthly basis. This report provides the forecast outturn position for the year end based on the position as at 30 November 2024.

Implications & Impact Assessments

Implications	Commentary
Finance	<p>Financial and Resource implications are detailed within sections 4.1 and 4.2 of this report. The reserves policy requires Executive to agree transfers to and from earmarked reserves and general balances during the financial year.</p> <p>Joanne Kaye, Head of Finance, 18 December 2024</p>
Legal	<p>There are no legal implications arising at this stage. The Council has a fiduciary duty to council taxpayers, which means it must consider the prudent use of resources, including control of expenditure, financial prudence in the short and long term and the need to act in good faith in relation to compliance with statutory duties and exercising statutory powers. The Council has a statutory obligation to maintain a balanced budget and the monitoring process enables Executive to remain aware of issues and understand the actions being taken to maintain a balanced budget.</p> <p>The report sets out as at November 2024 finance position for the Council as part of its fiduciary duty to implement budgetary controls and monitoring.</p>

	Denzil Turbevill, Head of Legal, 2 January 2025			
Risk Management	<p>There are no risk implications arising directly from this report. Financial resilience risk is managed, and reported quarterly, through the Leadership Risk register.</p> <p>Celia Prado-Teeling, Performance & Insight Team Leader, 18 December 2024.</p>			
Impact Assessments	Positive	Neutral	Negative	Commentary
Equality Impact		X		<p>There are no equalities implications arising directly from this report.</p> <p>Celia Prado-Teeling, Performance & Insight Team Leader, 18 December 2024</p>
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
Climate & Environmental Impact		X		N/A
ICT & Digital Impact		X		N/A
Data Impact		X		N/A
Procurement & subsidy		X		N/A
Council Priorities	N/A			
Human Resources	N/A			
Property	N/A			
Consultation & Engagement	This report sets out the financial forecast for the financial year ended 31 March 2025, therefore no formal consultation or engagement is required.			

Supporting Information

3. Background

- 3.1 The council actively and regularly monitors its financial position to ensure it can deliver its corporate priorities and respond effectively to emerging issues.
- 3.2 This monitoring takes place at least monthly for the finance element and quarterly for performance and risk, so the council can identify potential issues at the earliest opportunity and put measures in place to mitigate them.

4. Details

- 4.1.1 The council's overall forecast outturn position for 2024/25 is an overspend of £0.098m. The forecast overspend is due to pressures totalling £0.408m within service budgets which are being offset by an underspend of £0.310m across Executive Matters and Policy Contingency.

There is an overspend within Environmental Services relating to gate fees of £0.200m that is currently being reviewed and we will consider what level of market risk policy contingency is available to help mitigate this.

The Corporate Leadership Team (CLT) has agreed that a Budget Oversight Group will meet with service managers each month where overspends are identified to agree in-year mitigation plans and to further strengthen budget management and forecasting.

The projected outturn for the services is summarised below in Table 1 and further details providing explanations for variances can be found in Appendix 2.

Table 1: Year End Position

Service	Current Budget £m	November Forecast Outturn £m	November Variance (Under) / Over £m	% Variance to current budget %	October Variance (Under) / Over £m	Change since Previous (better) / worse £m
Finance	3.051	3.051	0.000	0.0%	0.000	0.000
Legal, Democratic, Elections & Procurement	2.307	2.439	0.132	5.7%	0.119	0.013
ICT	1.510	1.510	0.000	0.0%	0.000	0.000
Property	(2.432)	(2.296)	0.136	-5.6%	0.084	0.052
HR & OD	0.789	0.819	0.030	3.8%	0.030	0.000
Customer Focus	2.457	2.367	(0.090)	-3.7%	(0.090)	0.000
Resources & Transformation	7.682	7.890	0.208	2.7%	0.143	0.065
Planning & Development	1.738	1.795	0.057	3.3%	0.114	(0.057)

Growth & Economy	0.458	0.472	0.014	3.1%	0.013	0.001	
Environmental	5.741	5.986	0.245	4.3%	0.209	0.036	
Regulatory	1.116	1.100	(0.016)	-1.4%	(0.016)	0.000	
Wellbeing & Housing	2.156	2.056	(0.100)	-4.6%	(0.100)	0.000	
Communities	11.209	11.409	0.200	1.8%	0.220	(0.020)	
Subtotal for Directorates	18.891	19.299	0.408	2.2%	0.363	0.045	
Executive Matters	4.293	4.178	(0.115)	-2.7%	(0.115)	0.000	
Policy Contingency	3.803	3.608	(0.195)	-5.1%	0.000	(0.195)	
Total	26.987	27.085	0.098	0.4%	0.248	(0.150)	
FUNDING	(26.987)	(26.987)	0.000	0.0%	0.000	0.000	
(Surplus)/Deficit	0.000	0.098	0.098		0.248	(0.150)	

Note: A positive variance is an overspend or a reduction in forecast income and a (negative) is an underspend or extra income received. Green represents an underspend and red represents a overspend for the current month's forecast.

4.1.2 Table 2 below analyses the variances to distinguish between base budget variances and variances resulting from the non-delivery of previously approved savings. The non-delivery of savings has a knock-on impact on the Medium-Term Financial Strategy as failure to deliver on an ongoing basis adds to future pressures.

Table 2: Analysis of Forecast Variance – November 2024

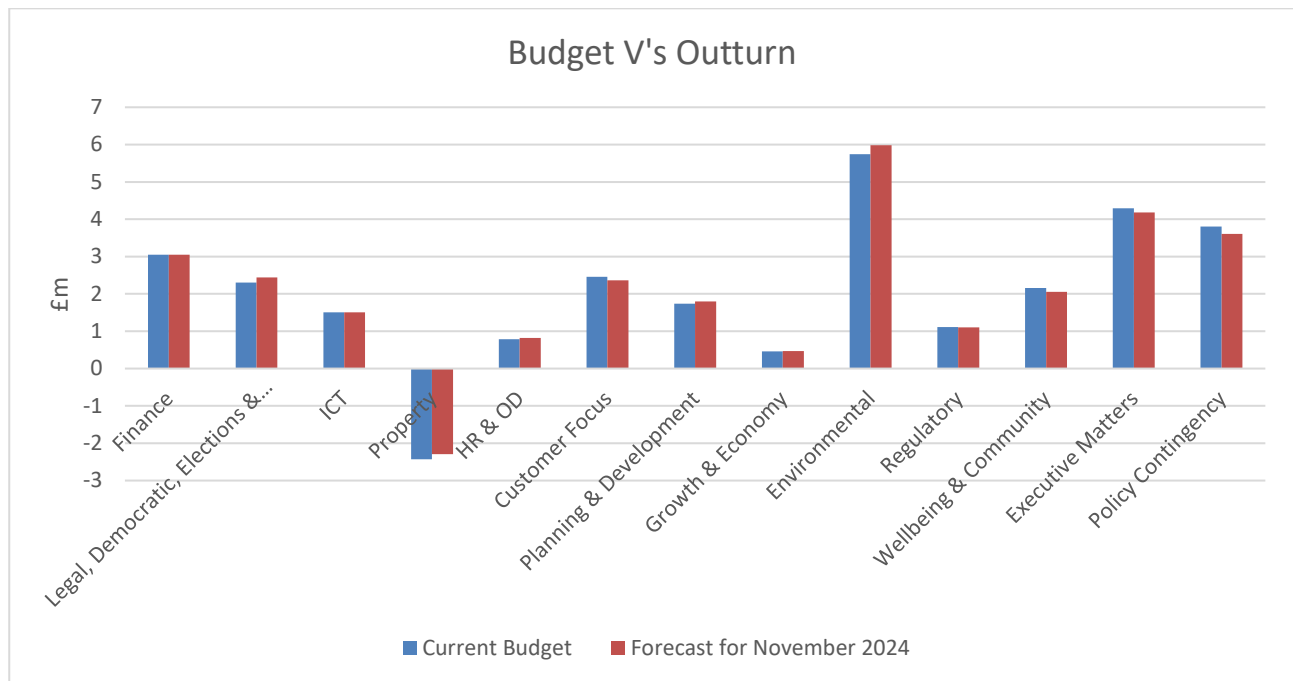
Breakdown of current month forecast	November 2024 Forecast £m	Base Budget Over/ (Under) £m	Savings Non-Delivery £m
Resources	0.208	0.158	0.050
Communities	0.200	(0.229)	0.429
Subtotal Directorates	0.408	(0.071)	0.479
Executive Matters	(0.115)	(0.115)	0.000
Policy Contingency	(0.195)	(0.195)	0.000
Total	0.098	(0.381)	0.479
FUNDING	0.000	0.000	0.000

(Surplus)/Deficit	0.098	(0.381)	0.479
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4.1.3 The graph below shows the Budget compared with the forecast to the end of the financial year.

Graph 1: Budget compared with Forecast

The graph below shows the Budget compared with the forecast to the end of the financial year.



4.1.4 Table 3 below summarises the major forecast variances for the reporting period. Further details can be found in Appendix 2.

Table 4: Top Major Variances:

Service	Current Budget	Variance	% Variance
Environmental	5.741	0.245	4.3%
Property	(2.432)	0.136	5.6%
Legal, Democratic, Elections & Procurement	2.307	0.132	5.7%
Policy Contingency	3.803	(0.195)	-5.1%
Total	5.616	0.513	

Reserves

4.1.7 Allocations to and from reserves are made according to the Reserves Policy. Table 5 below summarises the movements which have been requested as at 30 November 2024, there are no reserve requests for this month.

Table 5: Earmarked Reserves:

Reserves	Balance 1 April 2024	Original Budgeted use/ (contribution)	Changes agreed since budget setting	Changes proposed November 2024	Balance 31 March 2025
	£m	£m	£m	£m	£m
General Balance	(6.153)	0.000	0.000	0.000	(6.153)
Earmarked	(28.325)	(0.776)	(0.046)	0.000	(29.147)
Ringfenced Grant	(2.552)	0.898	0.502	0.000	(1.152)
Subtotal Revenue	(37.030)	0.122	0.456	0.000	(36.452)
Capital	(6.293)	3.250	0.000	0.000	(3.043)
Total	(43.323)	3.372	0.456	0.000	(39.495)

*According to the Reserves Policy Executive are only required to approve uses of Capital Reserves, not contributions.

Please see appendix 5 for reserve requests.

4.2 Capital

4.2.1 Table 6 below summarises the projected year end forecast for profiled spend in 2024/25 and Table 7 summarises the financing. There is a projected in-year underspend of (£0.411m), with £0.466m that is recommended to be reprofiled into future years. The current month variance is due to underspends on the following projects Town Centre House Purchase & Repair (£0.356m), Castle Quay (£0.233m) and overspend on the following, Bicester East Community Centre £0.062m, Sunshine Centre £0.075m and Development of New Land Bicester Depot £0.036m. Further detail can be found in appendix 1.

Projects that are recommended to have budget reprofiled from 2024/25 are detailed in Table 9.

Table 6: Capital Projection

Directorate	Revised Budget £m	Forecast Spend 24/25 £m	Re-profiled beyond 2024/25 £m	Variance to Budget £m	Prior Month Variance to Budget £m
Resources & Transformation	8.574	8.331	(0.187)	(0.056)	(0.088)
Communities	8.886	8.255	(0.279)	(0.352)	(0.794)
Total	17.460	16.586	(0.466)	(0.407)	(0.881)

For further detail on individual schemes please see Appendix 1.

Note: A positive variance is an overspend or a reduction in forecast income and a (negative) is an underspend or extra income received.

Green represents an underspend and red represents a overspend for the outturn position.

Table 7: How the Capital Programme is financed

Financing	24/25 Budget £m	Future Years £m	Total
Borrowing	13.016	11.234	25.731
Capital Grants	2.146	9.010	11.156
Capital Receipts	0.425	5.896	6.321
S106 Receipts	1.872	3.563	5.435
	17.459	29.703	48.643

4.2.2 Table 8 below summarises the projected spend against the full capital programme (i.e. forecast spend across all years of the capital programme). Since October's report there has been a reduction in forecast underspend in the programme of (£0.474m) predominantly due to the reduction in budget relating to the Development of Activity in Play Zones being reduced by Executive at its November meeting.

Table 8: Total Capital Project Outturn

Directorate	Budget £m	Total Forecast 2024/25 £m	Variance to Budget £m	Prior Month Variance to Budget £m
Resources & Transformation	14.754	14.698	(0.056)	(0.088)
Communities	32.409	32.057	(0.352)	(0.794)
Total	47.163	46.755	(0.407)	(0.881)

4.2.3 Table 9 below details the capital schemes which it is recommended budgets are reprofiled from 2024/25 to 2025/26 or beyond. The reprofiling of capital budgets can be for several reasons and is common on multi-year projects. The reasons for the recommendations are summarised in section 4.2.4.

Table 9: Requested capital budget reprofiling

Code	Top In-Year Variances	Budget Total £'000	Reprofile to 24/25 £'000	% of in year Budget Variance
40224	Fairway Flats Refurbishment	0.200	0.187	93.50%
40083	Disabled Facilities Grants	1.384	0.184	13.29%
40222	Burnehyll- Bicester Country Park	0.060	0.050	83.33%
40251	Longford Park Art	0.045	0.045	100.00%
		1.689	0.466	

4.2.4 Capital schemes recommended to be reprofiled:

- Fairway Flats Refurbishment (40224)
Planning approval has been achieved. Designers are completing the detail design and specification for the solar panels and roof works. We will then need to tender these works as they are over £0.100m. We therefore anticipate works commencing in the new year and the works to continue through to the new financial year, partly due to the need to avoid the worst of the winter / spring weather, whilst carrying out works on a residential building roof space. We have adjusted the spend profile for these works.
- Disabled Facilities Grants (40083)
£0.184m underspend now anticipated in 2024/25, due to delays with delivery of several larger adaptations projects previously forecast for completion before year end.
- Burnehyll- Bicester Country Park (40222)
Reprofiling of £0.050m required into 2025/26. Grants and S106 contributions have resulted in a reduction in capital spend required in 2024/25.
- Longford Park Art (40251)
Artist will complete their commissions once the parkland has been handed over. This is dependent on the development reaching the required standard.

5. Alternative Options and Reasons for Rejection

5.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: This report summarises the council's forecast financial position up to the end of March 2025, therefore there are no alternative options to consider.

6 Conclusion and Reasons for Recommendations

6.1 It is recommended that the contents of the report are noted.

Decision Information

Key Decision	No
Subject to Call in	Yes
If not, why not subject to call in	
Ward(s) Affected	All

Document Information

Appendices	
Appendix 1	Capital November 2024
Appendix 2	Detailed Revenue Narrative on Forecast November 2024
Appendix 3	Virements November 2024
Appendix 4	Funding November 2024
Background Papers	N/A
Reference Papers	N/A
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