

This report is public	
Finance Monitoring Report October 2025	
Committee	Executive
Date of Committee	2 December 2025
Portfolio Holder presenting the report	Portfolio Holder for Finance, Regeneration and Property, Councillor Lesley McLean,
Date Portfolio Holder agreed report	19 November 2025
Report of	Assistant Director Finance (S151 Officer), Michael Furness

Purpose of report

To report to the Executive the council's forecast year-end financial position as at the end of the October 2025. Further detail can be found in the report and its appendices.

1. Recommendations

The Executive resolves:

- 1.1 To consider and note the contents of the council's financial management report as at the end of October 2025.
- 1.2 To approve the Use of Reserve and Grant Funding Requests in Appendix 4.
- 1.3 To recommend to Council to approve the allocation of £1.65m capital budget to undertake roof replacement works at Castle Quay, details are held within 4.1.7 and 4.1.8 of this report and at Appendix 5.

2. Executive Summary

- 2.1 This report sets out the forecast year-end position for 2025/26, projecting an overspend of £0.400m to the financial year end.
- 2.2 The capital forecast year-end position will be reported on a Quarterly basis with the third report being December 2025.

Implications & Impact Assessments

Implications	Commentary
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Finance	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.			Joanne Kaye, Head of Finance, 5 November 2025
Legal	<p>There are no legal implications arising at this stage.</p> <p>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 June 2025 finance position for the Council as part of its fiduciary duty to implement budgetary controls and monitoring.</p> <p>Shiraz Sheikh, Assistant Director of Law and Governance & Monitoring Officer, 7 November 2025</p>			
Risk Management	<p>There are no risk implications arising directly from this report. Financial resilience and any risks link to it are managed through the Corporate Leadership Risk register.</p> <p>Celia Prado-Teeling, Performance Team Leader, 5 November 2025</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 Team Leader, 5 November 2025</p>
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		N/A
B Will the proposed decision have an impact upon the lives of people with protected		X		N/A

characteristics, including employees and service users?				
Climate & Environmental Impact		X		N/A
ICT & Digital Impact		X		N/A
Data Impact		X		N/A
Procurement & subsidy		X		N/A
Council Priorities	This report links to all council's priorities, as it summarises our progress against them during 2025/26.			
Human Resources	N/A			
Property	N/A			
Consultation & Engagement	N/A			

Supporting Information

3. Background

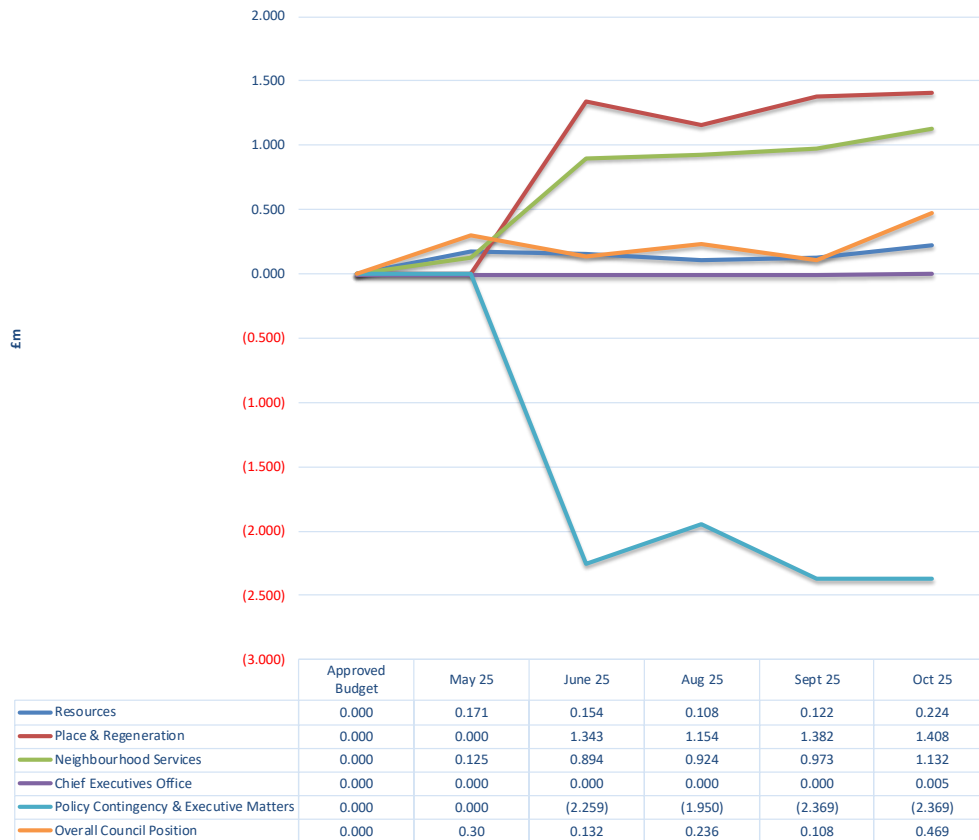
- 3.1 The council actively and regularly monitors its financial position to ensure it can deliver its corporate priorities and respond effectively to emerging issues.
- 3.2 This monitoring takes place monthly for finance, so the council can identify potential issues at the earliest opportunity and put measures in place to mitigate them.
- 3.3 These updates are consolidated on a quarterly basis where Performance and Finance updates are given due to the implications and interdependencies between them, and this is the summary financial forecast for the end of the financial year position for 2025/26.

4. Details

4.1 Finance Update

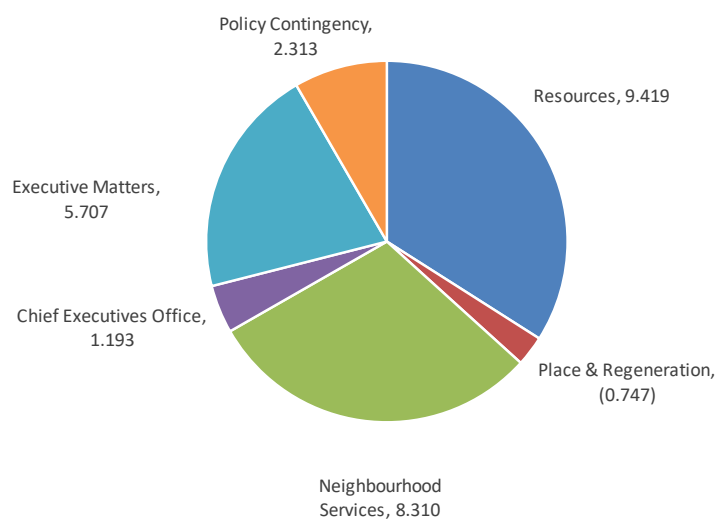
- 4.1.1 The Finance section presents the forecast year-end revenue position for the 2025/26 financial year and in a summary dashboard as detailed below:

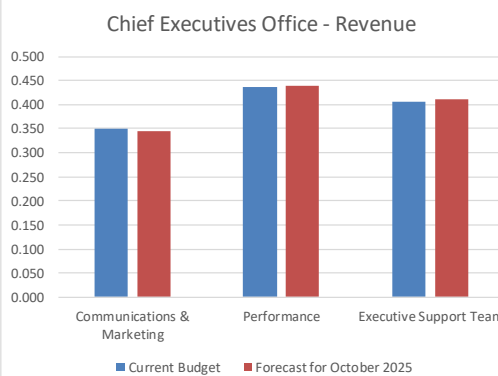
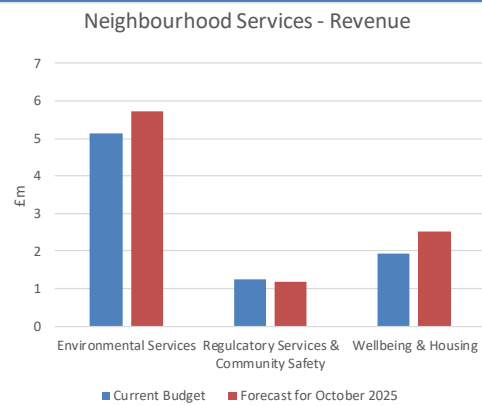
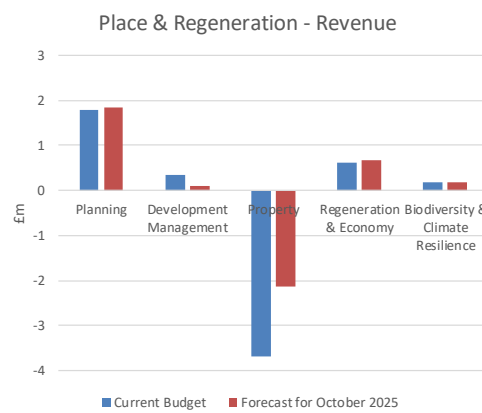
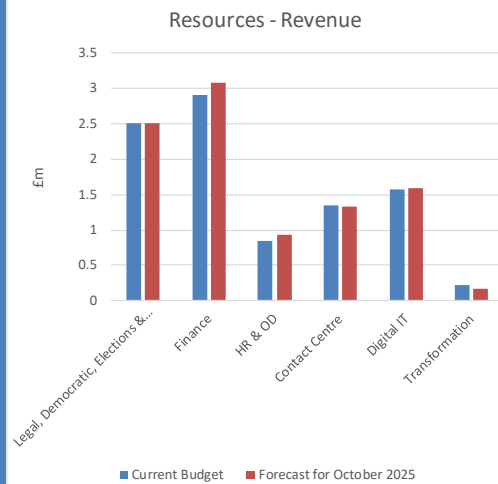
Monthly Forecast Variance By Directorate



Current Budget By Service Area

Total Net Budget £26.195m



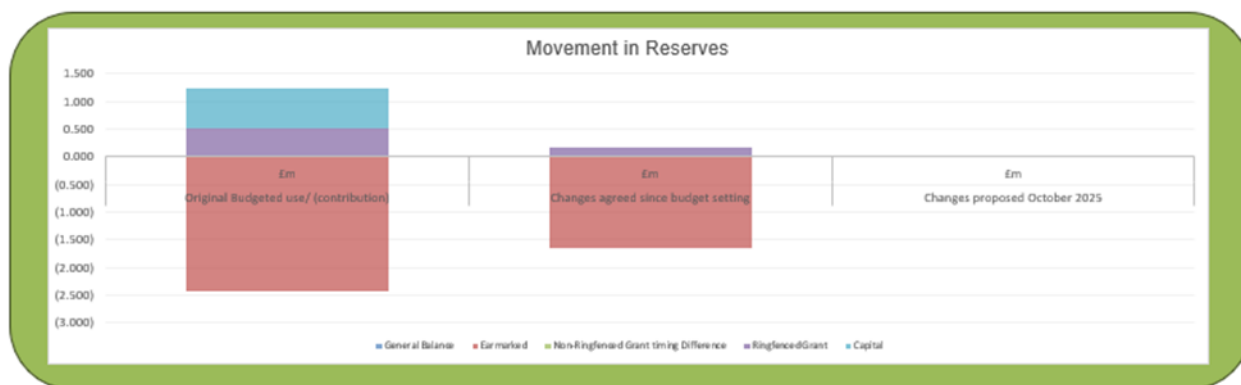


Directorate Analysis

Service	Resources	Place & Regeneration	Neighbourhood Services	Chief Executive Office	Executive Matters	Policy Contingency	Total
Budget approved by Council	9.419	-0.747	9.710	1.193	4.306	2.428	26.309
Budget Adjustments approved:							
Move of the EPR Budget to Env Servs			-1.400		1.400		
Current Budget	9.419	-0.747	8.310	1.193	5.706	2.428	26.309
Wellbeing & Housing - Top slice of grants, IT license costs and temporary accommodation costs			0.575				0.575
Environmental - gate fees, agency			0.915				0.915
Property - shortfall in projected income		1.539				-1.100	0.439
Environmental Services - Additional EPR funding			-0.309				-0.309
Treasury					-0.769		-0.769
Dividend					-0.500		-0.500
Customer Focus underspend - over recovery of land charges income and vacancies	-0.046						-0.046
Contact Centre - minor underspend	-0.009						-0.009
Planning & Development underspend - over recovery of income		0.046					0.046
Development Management - Over Recovery of Income		-0.239					-0.239
Biodiversity & Climate Resilience		0.010					0.010
Regulatory Services underspend - staffing changes & less Contribution to CCTV than anticipated			-0.049				-0.049
Regeneration & Economy - primarily due to staffing costs where a full-time post is only partially funded (50%) through the service budget.		0.052					0.052
IT - Minor overspends across the service	0.015						0.015
HR & OD - Overtime policy changes non-deliver	0.041						0.041
HR & OD - Legal employment advice	0.020						0.020
HR & OD - Recruitment costs	0.007						0.007
HR & OD - other minor overspends	0.018						0.018
Communications & Marketing - Minor Underspend				-0.004			-0.004
Finance - increased expenditure on temporary accommodation & supported accommodation claims	0.247						0.247
Finance - Additional New Burdens Grant Income	-0.069						-0.069
Performance - Minor Overspend				0.003			0.003
Executive Support Team - Minor Overspend				0.006			0.006
							0.000
Current (Under)/Overspends	0.224	1.408	1.132	0.005	-1.269	-1.100	0.400

Mitigation Table

Service	Forecast Overspend	Potential Mitigations	Potential revised Forecast Outturn	Detail on mitigation
Legal, Democratic, Elections & Procurement	0.000		0.000	
Finance	0.247		0.247	
HR & OD	0.086		0.086	
Contact Centre	(0.009)		(0.009)	
Digital IT	0.015		0.015	Filling a vacant post part way through the year
Transformation	(0.046)		(0.046)	
Resources	0.293	0.000	0.293	
Planning	0.046		0.046	
Development Management	(0.239)		(0.239)	
Property	1.539		1.539	
Regeneration & Economy	0.052		0.052	
Biodiversity & Climate Resilience	0.010		0.010	
Place & Regeneration	1.408	0.000	1.408	
Environmental Services	0.606		0.606	
Regulatory Services & Community Safety	(0.049)		(0.049)	
Wellbeing & Housing	0.575		0.575	
Neighbourhood Services	1.132	0.000	1.132	
Communications & Marketing	(0.004)		(0.004)	
Performance	0.003		0.003	
Executive Support Team	0.006		0.006	
Chief Executives Office	0.005	0.000	0.005	
Executive Matters	(1.269)	0.000	(1.269)	
Policy Contingency	(1.100)	0.000	(1.100)	
Total	0.469	0.000	0.469	
Funding	0.000	0.000	0.000	
Potential Revised Forecast (Surplus)/Deficit			0.469	



- 4.1.2 The council's overall forecast year-end position for 2025/26 is an overspend of £0.400m. The forecast currently shows an overspend across Directorates with potential mitigations that are currently being investigated, these mitigations are not part of the forecast.

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.

- 4.1.3 The October 2025 forecast shows a projected overspend of £0.400m against the current budget of £26.195m, representing a 1.5% variance. Since September, the overall position has worsened by £0.292m, mainly due to increased pressures in Resources £0.102m and Neighbourhood Services £0.162m, these movements reflect rising operational costs and demand pressures. Offsetting these overspends are significant and stable underspends in Executive Matters (£1.269m), Policy Contingency (£1.100m), which together provide a strong mitigating effect against directorate-level increases.

Table 1 – next page

Table 1: Forecast Year End Position

Service	Current Budget £m	October 2025 Forecast to Year End £m	October Variance (Under) / Over £m	% Variance to current budget %	September Variance (Under) / Over £m	Change since Previous (better) / worse £m	
Legal, Democratic, Elections & Procurement	2.518	2.518	0.000	0.0%	0.000	0.000	
Finance	2.911	3.089	0.178	6.1%	0.087	0.091	
HR & OD	0.852	0.938	0.086	10.1%	0.060	0.026	
Contact Centre	1.340	1.331	(0.009)	0.7%	0.000	(0.009)	
Digital IT	1.575	1.590	0.015	1.0%	0.015	0.000	
Transformation	0.223	0.177	(0.046)	-20.6%	(0.040)	(0.006)	
Resources	9.419	9.643	0.224	2.38%	0.122	0.102	
Planning	1.796	1.842	0.046	2.6%	0.057	(0.011)	
Development Management	0.344	0.105	(0.239)	-69.5%	(0.252)	0.013	
Property	(3.681)	(2.142)	1.539	-41.8%	1.539	0.000	
Regeneration & Economy	0.609	0.661	0.052	8.5%	0.038	0.014	
Biodiversity & Climate Resilience	0.185	0.195	0.010	5.4%	0.003	0.007	
Place & Regeneration	(0.747)	0.661	1.408	-188.5%	1.385	0.023	
Environmental Services	5.132	5.738	0.606	11.8%	0.439	0.167	
Regulatory Services & Community Safety	1.232	1.183	(0.049)	-4.0%	(0.044)	(0.005)	
Wellbeing & Housing	1.946	2.521	0.575	29.5%	0.575	0.000	
Neighbourhood Services	8.310	9.442	1.132	13.6%	0.970	0.162	
Communications & Marketing	0.350	0.346	(0.004)	-1.1%	0.000	(0.004)	
Performance	0.437	0.440	0.003	0.7%	0.000	0.003	
Executive Support Team	0.406	0.412	0.006	1.5%	0.000	0.006	
Chief Executives Office	1.193	1.198	0.005	0.4%	0.000	0.005	
Subtotal for Directorates	18.175	20.944	2.769	15.2%	2.477	0.292	
Executive Matters	5.707	4.438	(1.269)	-22.2%	(1.269)	0.000	
Policy Contingency	2.313	1.213	(1.100)	-47.6%	(1.100)	0.000	
Total	26.195	26.595	0.400	1.5%	0.108	0.292	
FUNDING	(26.195)	(26.195)	0.000	0.0%	0.000	0.000	
Forecast (Surplus)/Deficit	0.000	0.400	0.400		0.108	0.292	

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

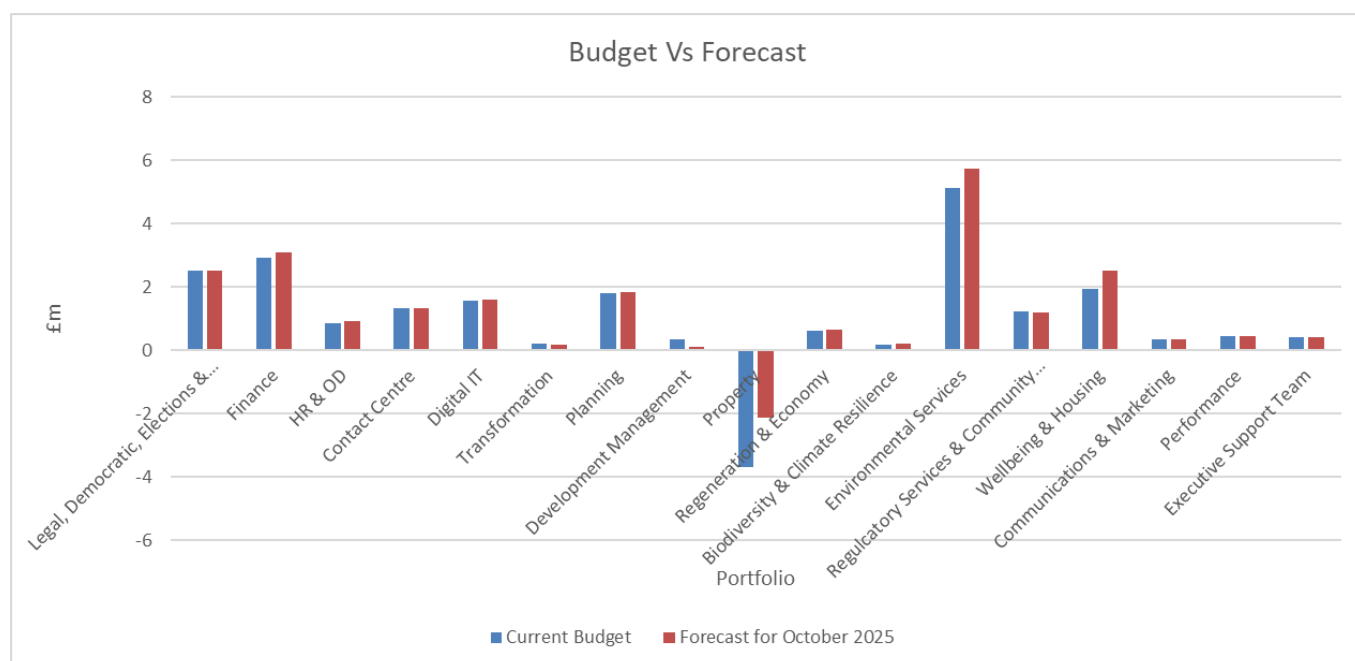
Green represents an underspend and red represents a overspend for the outturn position.

Table 2 – next page

Table 2: Analysis of Variance – October 2025

Breakdown of current month forecast	October 2025 Forecast to Year End £m	Base Budget Over/ (Under) £m	Savings Non- Delivery £m
Resources	9.643	9.572	0.071
Place & Regeneration	0.661	0.603	0.058
Neighbourhood Services	9.442	9.151	0.291
Chief Executives Office	1.198	1.193	0.005
Subtotal Directorates	20.944	20.519	0.425
Executive Matters	4.438	4.438	0.000
Policy Contingency	1.213	1.213	0.000
Total	26.595	26.170	0.425
FUNDING	(26.195)	(26.195)	0.000
(Surplus)/Deficit	0.400	(0.025)	0.425

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

Graph 1: Budget compared with Forecast

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

Table 3: Top Major Variances:

Service	Current Budget	Variance	% Variance
Property	(3.681)	1.539	-41.8%
Environmental	5.132	0.606	11.8%
Wellbeing & Housing	1.946	0.575	29.5%
Total	3.397	2.720	

Reserves

4.1.6 Allocations to and from reserves are made according to the Reserves Policy. Table 5 below summarises the movements which have been requested as at 31 October 2025, more details can be found within Appendix 4.

Table 5: Reserves forecast:

Reserves	Balance 1 April 2025	Original Budgeted use/ (contribution)	Changes agreed since budget setting	Changes proposed October 2025	Balance 31 March 2026
	£m	£m	£m	£m	£m
General Balance	(8.021)	0.000	0.000	0.000	(8.021)
Earmarked	(31.264)	(2.444)	(1.642)	0.005	(35.345)
Non-Ringfenced	(0.033)	0.000	0.033	0.000	0.000
Grant timing Difference					
Ringfenced Grant	(1.918)	0.523	0.129	0.000	(1.266)
Subtotal Revenue	(41.236)	(1.921)	(1.480)	0.005	(44.632)
Capital	(5.321)	0.720	0.000	0.000	(4.601)
Total	(46.557)	(1.201)	(1.480)	0.005	(49.233)

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

Please see Appendix 4 for proposed changes.

Castle Quay Roof Repairs

- 4.1.7 Executive is asked to recommend to Council that it approve £1.65m of capital budget for the remedial roof works to Castle Quay Centre roof. This budget estimate is inclusive of contingency and fees. There are a number of areas of the roof fabric that are, due to age, deteriorating and leaks are becoming more frequent.
- 4.1.8 Customer and tenant complaints are numerous, with wet areas on the tiled floors of the mall presenting potential slip/trips and fall hazards which are having to be managed by the centre management team to ensure public safety. Tenants have made representations, seeking damages and impacting letting of vacant and void units, where the council are fully liable for all costs incurred: -
- Works required are of a capital nature to extend the asset life of the main frame and structure of the premises, noting the roof is now 25 years old in operational use and the works seek to extend the life by 10yrs+.
 - This also provides opportunity to include infrastructure works, including re-enforcement panels, ducting and routes which may be utilised as part of ongoing green energy (photo-voltaic panels) as advances in technology, future proofing and environmental considerations are now available (and were not economically viable at original construction) and would support Council climate strategies.

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 revenue financial position up to the end of March 2026, therefore there are no alternative options to consider.

6 Conclusion and Reasons for Recommendations

- 6.1 The report updates the Committee on the projected year-end financial position of the council for 2025/26. Regular reporting is key to good governance and demonstrates that the council is actively managing its financial resources sustainably.

Decision Information

Key Decision	Yes
Subject to Call in	Yes
If not, why not subject to call in	N/A
Ward(s) Affected	All

Document Information

Appendices	
Appendix 1	Detailed Revenue Narrative on Forecast October 2025
Appendix 2	Virements October 2025
Appendix 3	Funding October 2025
Appendix 4	Use of Reserves and Grant Funding October 2025
Appendix 5	Castle Quay Roof Works
Background Papers	None
Reference Papers	None
Report Author	Leanne Lock, Strategic Business Partner – Business Partnering & Controls
Report Author contact details	leanne.lock@cherwell-dc.gov.uk 01295 227098
Executive Director Approval (unless Executive Director or Statutory Officer report)	Report of statutory officer, S151 Officer