

Annex A - Comparison of Q1 budget

| Q1 position | | |
|-----------------|------------|-------------------------------|
| Profiled Budget | Actual Exp | Variance (under) / over spend |
| £ | £ | £ |

Democratic Services

| | | | |
|--|--------|----------|----------|
| DRM001-Democratic Representation and Mgmt | 84,090 | 4,020 | (80,070) |
| DRM002-Support To Elected Bodies | 97,238 | 99,741 | 2,503 |
| ELE001-Registration of Electors | 14,900 | 11,334 | (3,566) |
| ELE002-District Elections | 18,925 | 85,696 | 66,771 |
| ELE004-Parliamentary Elections | 0 | 35,953 | 35,953 |
| ELE005-Parish Elections | 0 | 2,245 | 2,245 |
| ELE006-County Elections | 0 | (28,775) | (28,775) |
| ELE007-European Elections | 0 | 0 | 0 |
| ELE008-Police & Crime Commissioner Elections | 0 | 25,512 | 25,512 |
| SUP001-Administration | 81,603 | 86,353 | 4,750 |

Total - Democratic Services

| | | |
|----------------|----------------|---------------|
| 296,755 | 322,080 | 25,324 |
|----------------|----------------|---------------|

DRM001 - CAB Annual Commissioning £80,000 invoice not yet received

Elections - Timing difference between expenditure on May 2021 election and final settlement by Electoral Claims Unit for Parliamentary & PCC elections

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Environmental & Regulatory Services

| | | | |
|--|----------|----------|---------|
| BUC001-Building Control - Fee Earning Work | (35,281) | (32,490) | 2,791 |
| BUC002-Building Control - Non Fee Earning Work | 17,014 | 17,451 | 438 |
| EMPO01-Emergency Planning | 3,406 | 2,132 | (1,274) |
| ESM001-Environment - Service Mgmt & Supp Serv | 26,610 | 23,448 | (3,162) |
| PSH002-Private Sector Housing-Condition of Dwellings | 750 | 0 | (750) |
| REG001-Environmental Health General | 0 | 2,952 | 2,952 |
| REG002-Licensing | (24,106) | (7,691) | 16,415 |
| REG009-Environmental Protection | 33,471 | 30,640 | (2,831) |
| REG011-Authorised Process | (12,000) | (10,185) | 1,815 |
| REG013-Pollution Control | 30,724 | 29,548 | (1,176) |
| REG016-Food Safety | 31,996 | 33,163 | 1,168 |
| REG021-Statutory Burials | 1,250 | (90) | (1,340) |
| TAC309-Other Trading Services - Markets | 6,250 | 8,432 | 2,182 |

Total - Environmental & Regulatory Services

| | | |
|---------------|---------------|---------------|
| 80,083 | 97,311 | 17,228 |
|---------------|---------------|---------------|

REG002 - there is an irregular spread of invoicing for licencing across the year. The £16,000 underachievement of income is a timing difference which is likely to reverse by Q3

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Finance, Human Resources & Procurement

| | | | |
|-------------------------------|--------|--------|----------|
| SUP003-Human Resources | 41,311 | 37,554 | (3,757) |
| HLD302-Miscellaneous Cash | 0 | (169) | (169) |
| SUP009-Accountancy | 77,216 | 76,755 | (461) |
| SUP010-Internal Audit | 74,979 | 49,846 | (25,133) |
| SUP011-Creditors | 10,370 | 7,495 | (2,874) |
| SUP012-Debtors | 13,831 | 12,097 | (1,734) |
| SUP013-Payroll | 14,170 | 12,303 | (1,866) |
| SUP019-Health & Safety | 7,654 | 7,850 | 197 |
| SUP020-Training & Development | 6,650 | 6,821 | 171 |
| SUP033-Central Purchasing | 8,708 | 8,346 | (362) |
| SUP035-Insurances | 2,233 | 2,291 | 57 |

Total - Finance, Human Resources & Procurement

| | | |
|----------------|----------------|-----------------|
| 257,121 | 221,190 | (35,932) |
|----------------|----------------|-----------------|

SUP010 - Additional expenditure will be incurred throughout the year on grant post assurance work which is likely to continue into Q4

ICT, Change & Customer Services

| | | | |
|---|----------|---------|---------|
| SUP002-Consultation, Policy & Research | 29,069 | 29,265 | 196 |
| HLD301-ICT Purchases | 0 | 0 | 0 |
| SUP005-ICT | 412,531 | 422,400 | 9,868 |
| SUP006-Telephones | (10,000) | 1,329 | 11,329 |
| SUP008-Reception/Customer Services | 114,864 | 114,250 | (614) |
| SUP014-Cashiers | 1,575 | 0 | (1,575) |
| SUP041-Business Solutions | 83,728 | 85,292 | 1,564 |
| TMR002-Street Furniture & Equipment | (1,200) | (5,439) | (4,239) |
| TOU002-Tourist/Visitor Information Centre | 40,530 | 39,016 | (1,513) |

Total - ICT, Change & Customer Services

| | | |
|----------------|----------------|---------------|
| 671,097 | 686,113 | 15,016 |
|----------------|----------------|---------------|

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| | £ | £ | £ |
| Land, Legal & Property | | | |
| ADB301-3 Welch Way (Town Centre Shop) | 15,018 | 14,086 | (931) |
| ADB302-Guildhall | 3,982 | 5,290 | 1,307 |
| ADB303-Woodgreen | 115,953 | 111,932 | (4,021) |
| ADB304-Elmfield | 68,145 | 75,209 | 7,064 |
| ADB305-Corporate Buildings | 99,001 | 85,738 | (13,264) |
| ADB306-Depot | (17,663) | (16,015) | 1,648 |
| LLC001-Local Land Charges | (39,492) | (30,340) | 9,152 |
| SUP004-Legal | 61,220 | 48,067 | (13,152) |
| TAC303-Swain Court & Newman Court Ind Est Witney | (7,309) | (23,329) | (16,021) |
| Total - Land, Legal & Property | 298,855 | 270,637 | (28,218) |

ADB305 - There is a £12,000 timing difference for general & planned maintenance which will reverse in Q2

SUP004 - In Q1 there has not been the need to engage external legal expertise (Barristers), resulting in an underspend of £8,000. The remaining underspend is from books and partnership staff. At year end there is expected to be a small underspend of around £10,000.

TAC303 - A £16,000 credit note relating to a prior financial year has been received producing an underspend in rent payments that will continue to the end of the year

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Leisure & Communities

| | | | |
|--|----------|-----------|----------|
| CCR001-Community Safety (Crime Reduction) | 16,869 | 10,339 | (6,530) |
| CCR002-Building Safer Communities | 525 | (6,642) | (7,167) |
| CCT001-CCTV | 21,550 | 25,720 | 4,170 |
| CSM001-Cultural Strategy | 22,091 | 19,206 | (2,885) |
| CUL001-Arts Development | 13,559 | 13,536 | (23) |
| ECD001-Economic Development | 20,933 | 15,916 | (5,018) |
| OPS003-Countryside | 0 | 0 | 0 |
| REC001-Sports Development | (6,918) | (15,139) | (8,222) |
| REC002-Recreational Facilities Development | 12,421 | 12,984 | 563 |
| REC003-Play | 10,126 | 9,537 | (588) |
| REC301-Village Halls | 3,312 | 3,397 | 85 |
| REC302-Contract Management | (92,068) | (136,355) | (44,287) |
| SUP016-Finance - Performance Review | 24,992 | 25,404 | 412 |
| TOU001-Tourism Strategy and Promotion | 41,481 | 43,636 | 2,155 |

Total - Leisure & Communities

| | | |
|---------------|---------------|-----------------|
| 88,875 | 21,540 | (67,335) |
|---------------|---------------|-----------------|

REC302 - There is invoiced income of £39,743 for the Solar Fund. An agreement has been reached with GLL to repay the Council £428,544 when they return to profitability which is expected to be before the beginning of the 2022/23 financial year.

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| Environmental Services | | | |
| CCC001-Climate Change | 21,582 | 24,101 | 2,519 |
| COR301-Policy Initiatives - Shopmobility | 5,239 | 3,758 | (1,481) |
| CPK001-Car Parks - Off Street | 88,864 | 124,179 | 35,315 |
| CPK011-On Street Civil Parking Enforcement | 3,911 | 35,904 | 31,994 |
| ENI002-Grounds Maintenance | 120,100 | 120,630 | 530 |
| ENI303-Landscape Maintenance | 18,460 | 22,145 | 3,685 |
| FLD001-Flood Defence and Land Drainage | 36,661 | 28,525 | (8,137) |
| REG004-Dog Warden | 13,830 | 17,754 | 3,924 |
| REG005-Public Health Sewerage | (6) | 0 | 6 |
| REG018-Pest Control | 3,500 | (4,262) | (7,762) |
| REG019-Public Conveniences | 43,532 | 38,176 | (5,356) |
| REG023-Environmental Strategy | 20,017 | 18,546 | (1,471) |
| RYC001-Recycling | 653,627 | 638,484 | (15,143) |
| RYC002-Green Waste | (743,239) | (907,495) | (164,255) |
| STC004-Environmental Cleansing | 257,848 | 265,153 | 7,305 |
| TRW001-Trade Waste | (174,660) | (152,748) | 21,912 |
| TRW002-Clinical Waste | (275) | 0 | 275 |
| WST001-Household Waste | 425,398 | 414,444 | (10,954) |
| WST004-Bulky Household Waste | 3,292 | (3,783) | (7,075) |
| WST301-Env. Services Depot, Downs Rd, Witney | (18,875) | (24,251) | (5,376) |
| Total - Environmental Services | 778,804 | 659,260 | (119,544) |

On Street & Offstreet Parking - Q1 has not shown any recovery in PCN income compared to last year's outturn. It is expected that there will be some improvement over time but the year end income position will be significantly underachieved compared to the budget of £250,000

RYC002 - There is an overachievement to budget for Green Bin collections of £179,000 but this is expected income due to the agreed price increase. The variance is due to an error in updating the budget. The budget for 2022/23 will be amended in line with the continued overperformance of the service

TRW001 -Trade Waste collections continue to be in line with last year's outturn. The number of customers has fallen overall with collections £45,000 below budget. This is partially offset by the strong performance of Schedule 2 income in Q1 (chargeable waste collections from public venues such as schools) which is equal to 50% of the total income last financial year

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Planning & Strategic Housing

| | | | |
|---|----------------|----------------|-----------------|
| DEV001-Development Control - Applications | (94,528) | (105,524) | (10,996) |
| DEV002-Development Control - Appeals | 18,946 | 19,433 | 487 |
| DEV003-Development Control - Enforcement | 38,720 | 39,716 | 996 |
| ECD301-WOSP - West Oxon Strategic Partnership | 2,250 | 450 | (1,800) |
| ENA001-Housing Enabling | 28,870 | 25,022 | (3,847) |
| ENI301-Landscape Initiatives | 12,622 | 17,947 | 5,325 |
| HLD315-Growth Board Project (Planning) | 20,946 | (7,453) | (28,399) |
| PLP001-Planning Policy | 85,252 | 107,321 | 22,069 |
| PLP003-Implementation | (229) | 0 | 229 |
| PLP004-Conservation | 21,129 | 21,672 | 544 |
| PSM001-Planning Service Mgmt & Support Serv | 36,727 | 36,544 | (183) |
| Total - Planning & Strategic Housing | 170,703 | 155,128 | (15,574) |

DEV001 - Planning Application income is volatile but is on budget due to two large applications received in April. Pre Application Advice is performing well and is overachieving the budget by £4,000

HLD315 - There is an £20,000 additional recharge to Oxford City Council relating to 2020/21

PLP001 - £18,000 legal fees (QC) relating to the West Oxfordshire Area Action Plan. Further significant spend on QC fees has been incurred in Q2.

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Retained Services

| | | | |
|---------------------------------------|-----------|-----------|----------|
| COR002-Chief Executive | 59,616 | 65,228 | 5,612 |
| COR003-Corporate Policy Making | 16,386 | 16,808 | 422 |
| COR004-Public Relations | 3,015 | 4,059 | 1,044 |
| COR005-Corporate Finance | 93,172 | 79,623 | (13,549) |
| COR006-Treasury Management | 6,675 | 81 | (6,594) |
| COR007-External Audit Fees | 14,250 | 8,882 | (5,368) |
| COR008-Bank Charges | 17,300 | 58,989 | 41,689 |
| COR302-Publica Group | (127,978) | (109,923) | 18,055 |
| FIE341-Town Centre Properties | (230,547) | (211,318) | 19,229 |
| FIE342-Miscellaneous Properties | (397,123) | (383,939) | 13,184 |
| FIE343-Talisman | (574,300) | (543,196) | 31,104 |
| FIE344-Des Roches Square | (255,925) | (286,393) | (30,468) |
| FIE345-Gables at Elmfield | (20,433) | (15,243) | 5,190 |
| NDC001-Non Distributed Costs | 159,775 | 162,624 | 2,849 |
| TAC304-Witney Industrial Estate | (84,300) | (81,667) | 2,633 |
| TAC305-Carterton Industrial Estate | (110,975) | (106,924) | 4,051 |
| TAC306-Greystones Industrial Estate | (7,287) | (11,597) | (4,310) |
| TAC308-Other Trading Services - Fairs | (1,250) | 0 | 1,250 |

Total - Retained Services

| | | | |
|--|--------------------|--------------------|---------------|
| | (1,439,929) | (1,353,906) | 86,023 |
|--|--------------------|--------------------|---------------|

Bank Charges - There has been a significant increase in bank charges for credit & debit card transactions. Discussions are underway with the card bureau to discuss the situation with a view to reducing the cost or an alternative bureau may be sought through the Council's tendering process

Investment Property - During 2020/21 the Council entered into payment plans with many of our tenants to spread the cost of their rent across more than the 2020/21 financial year. These payment plans continue in place and monies relating to last year are being recouped. The Estates team are proactively managing each tenant to ensure that payment plans are effective.

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| | £ | £ | £ |
| Revenues & Housing Support | | | |
| HBP001-Rent Allowances | 50,030 | (59,586) | (109,616) |
| HBP003-Local Housing Allowance | (1,750) | 33 | 1,783 |
| HBP005-Benefit Fraud Investigation | 29,761 | 30,562 | 801 |
| HOM001-Homelessness | 89,101 | 65,590 | (23,512) |
| HOM002-Homelessness Grants | 2,500 | 0 | (2,500) |
| HOM003-Rent In Advance Scheme | 0 | (295) | (295) |
| HOM004-Refugees | 0 | 953 | 953 |
| HOM005-Homelessness Hostel Accomodation | 0 | 8,100 | 8,100 |
| LTC001-Council Tax Collection | 90,344 | 38,724 | (51,619) |
| LTC002-Council Tax Support Administration | 36,609 | 37,110 | 501 |
| LTC011-NNDR Collection | 31,793 | 26,463 | (5,331) |
| PSH001-Private Sector Housing Grants | 11,342 | 11,608 | 266 |
| PSH004-Home Improvement Service | (15,820) | (14,784) | 1,035 |
| Total - Revenues & Housing Support | 323,911 | 144,477 | (179,434) |

HBP001 - The Council has received £82,000 in one off government grants which will be spent throughout the year on software upgrades due to statutory changes and additional temporary resource to process Benefit claims. There is also a timing difference between Housing Benefit payments and Subsidy received which will resolve by the end of the year

HOM001 - The Council received £100,000 in additional grant funding towards the costs of accommodating Rough Sleepers in 2021/22. The Housing Manager will be putting forward plans to utilise this funding not only on direct accommodation costs but also the extension of the Our House Programme for an additional year which in partnership with Cottsway Housing & Aspire provides accommodation, access to training and a specialist Support Worker

LTC001 - The Council has received additional one off grant funding for a Council Tax Support Scheme which will be utilised throughout the year