

Annex B

Q3 Detailed Revenue Budget Comparison

	Q3 position		
	Profiled Budget	Actual Exp	Variance (under) / over spend
	£	£	£
Democratic Services			
DRM001-Democratic Representation and Mgmt	92,990	98,950	5,960
DRM002-Support To Elected Bodies	294,813	300,779	5,967
ELE001-Registration of Electors	44,700	51,594	6,894
ELE002-District Elections	56,775	51,365	(5,410)
ELE004-Parliamentary Elections	0	2,386	2,386
ELE005-Parish Elections	0	2,038	2,038
ELE006-County Elections	0	0	0
ELE007-European Elections	0	0	0
ELE008-Police & Crime Commissioner Elections	0	0	0
SUP001-Administration	246,309	260,206	13,897
Total - Democratic Services	735,586	767,320	31,733

SUP001 - the overspend is due to the additional post of an Elections Manager and an Interim Monitoring Officer.

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Environmental & Regulatory Services			
BUC001-Building Control - Fee Earning Work	(104,643)	(94,170)	10,473
BUC002-Building Control - Non Fee Earning Work	51,441	55,697	4,257
EMP001-Emergency Planning	10,317	5,733	(4,584)
ESM001-Environment - Service Mgmt & Supp Serv	79,931	70,345	(9,586)
PSH002-Private Sector Housing-Condition of Dwellings	2,250	0	(2,250)
REG001-Environmental Health General	0	5,524	5,524
REG002-Licensing	(31,942)	(38,799)	(6,856)
REG009-Environmental Protection	126,599	43,244	(83,355)
REG011-Authorised Process	(11,900)	(10,185)	1,715
REG013-Pollution Control	92,173	90,017	(2,156)
REG016-Food Safety	97,287	98,727	1,440
REG021-Statutory Burials	3,750	9,373	5,623
TAC309-Other Trading Services - Markets	3,350	10,154	6,804
Total - Environmental & Regulatory Services	319,012	245,799	(73,214)

ESM001 - £4k underspend on legal expenses, £7k underspend on IT maintenance,

REG009 - we have received £72,000 for the PRS Enforcement project, the majority of the expenditure will be in Q4 and

BUC001 - Building Control income is currently £12,000 behind budget

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Finance, Human Resources & Procurement			
SUP003-Human Resources	119,134	112,875	(6,259)
HLD302-Miscellaneous Cash	0	100	100
HLD313-Lease Cars	0	(1,761)	(1,761)
SUP009-Accountancy	231,749	230,869	(881)
SUP010-Internal Audit	154,891	151,012	(3,880)
SUP011-Creditors	31,109	26,331	(4,777)
SUP012-Debtors	41,494	36,292	(5,202)
SUP013-Payroll	42,509	36,910	(5,599)
SUP019-Health & Safety	22,961	23,551	591
SUP020-Training & Development	19,949	20,462	513
SUP033-Central Purchasing	26,123	26,209	86
SUP035-Insurances	6,700	6,872	172
Total - Finance, Human Resources & Procurement	696,619	669,723	(26,896)

Across the service there are small underspends for IT maintenance, Support & Hosting charges and Professional Fees.

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	£	£	£
ICT, Change & Customer Services			
SUP002-Consultation, Policy & Research	87,207	87,796	589
HLD301-ICT Purchases	0	12	12
SUP005-ICT	523,762	510,009	(13,753)
SUP006-Telephones	(5,000)	4,580	9,580
SUP008-Reception/Customer Services	347,492	345,748	(1,744)
SUP014-Cashiers	4,825	0	(4,825)
SUP041-Business Solutions	222,885	217,016	(5,869)
TMR002-Street Furniture & Equipment	(3,599)	(17,173)	(13,573)
TOU002-Tourist/Visitor Information Centre	108,684	76,656	(32,028)
Total - ICT, Change & Customer Services	1,286,255	1,224,644	(61,611)

TOU002 - The Visitor Information Centres were closed at the end of July 2021. To the end of Q3 there is a £25,000 underspend on the Publica contract, £2,000 underspend on Business Rates and £4,000 of income from selling off the VIC stock.

TMR002 - there is an underspend of £4,800 on equipment purchases and a £9,000 over achievement of income.

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Land, Legal & Property			
ADB301-3 Welch Way (Town Centre Shop)	13,418	4,549	(8,869)
ADB302-Guildhall	6,932	4,399	(2,534)
ADB303-Woodgreen	133,462	120,952	(12,510)
ADB304-Elmfield	109,933	102,780	(7,153)
ADB305-Corporate Buildings	299,903	278,612	(21,291)
ADB306-Depot	(59,300)	(81,619)	(22,319)
LLC001-Local Land Charges	(118,476)	(82,986)	35,490
SUP004-Legal	184,659	128,218	(56,441)
TAC303-Swain Court & Newman Court Ind Est Witney	(14,226)	(49,600)	(35,374)
Total - Land, Legal & Property	556,305	425,304	(131,000)

ADB305 - There is a £18,000 underspend in reactive maintenance and external fees.

ADB306 - Invoices have been raised to the value of £20,000 for the previous financial year which have been paid in full.

LLC001 - the underachievement of income has doubled to £35,000 in Q3 compared to Q2. Income throughout the year has continued to be affected by the softening of the housing market. The year end forecast is for an underachievement of income of £50,000. Expenditure is within budget and is expected to remain in budget during Q4.

SUP004 - The Legal Team operates as a shared service with Cotswold District Council. Due to a vacancy there has been a £28,000 reduction in the partnership staff recharge to the end of Q3. In line with reporting in Q1 & Q2 there has not been the need to engage external legal expertise (barristers) resulting in an underspend of £18,000 and further underspends of £10,000 for books and software licences. The year end position is expected to be an overall underspend of £65,000.

TAC303 - A £16,000 credit note relating to a 2019 payment has been received producing an underspend in rent payments that will continue to the end of the year and there is a £17,000 underspend on reactive maintenance.

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Leisure & Communities			
CCR001-Community Safety (Crime Reduction)	80,707	73,281	(7,426)
CCR002-Building Safer Communities	1,876	(3,793)	(5,668)
CCR301 - Communities Revenue Grant	163,328	170,012	6,685
CCT001-CCTV	82,550	88,712	6,162
CSM001-Cultural Strategy	66,973	57,668	(9,305)
CUL001-Arts Development	41,178	37,025	(4,153)
ECD001-Economic Development	63,800	45,880	(17,920)
REC001-Sports Development	17,509	(24,217)	(41,726)
REC002-Recreational Facilities Development	37,864	39,337	1,474
REC003-Play	32,277	33,876	1,600
REC301-Village Halls	10,037	10,192	156
REC302-Contract Management	59,157	25,893	(33,264)
SUP016-Finance - Performance Review	75,277	76,213	936
TOU001-Tourism Strategy and Promotion	155,343	146,723	(8,620)
Total - Leisure & Communities	887,874	776,803	(111,071)

CCT001 - there is an overspend of £4,000 in equipment purchases for replacement cameras.

ECD001 - £20,000 of funding received for local referendums, related to WODC support of Neighbourhood Planning activity with Town/Parish Councils.

REC001 - £55,000 grant received for Move Together project, the expenditure for which will continue through Q4. There is also the addition of a one year FTC Healthy Communities Project worker post which ends in June 2022.

REC302 - There is invoiced income of £39,743 for the Solar PV.

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Environmental Services			
CCC001-Climate Change	65,146	70,367	5,221
COR301-Policy Initiatives - Shopmobility	15,716	11,474	(4,242)
CPK001-Car Parks - Off Street	50,318	71,356	21,038
CPK011-On Street Civil Parking Enforcement	14,032	86,674	72,643
ENI002-Grounds Maintenance	330,300	345,971	15,670
ENI303-Landscape Maintenance	55,379	56,931	1,552
FLD001-Flood Defence and Land Drainage	111,384	110,450	(934)
REG004-Dog Warden	41,490	51,397	9,907
REG005-Public Health Sewerage	(18)	0	18
REG018-Pest Control	10,500	1,949	(8,551)
REG019-Public Conveniences	113,395	90,955	(22,439)
REG023-Environmental Strategy	60,050	55,424	(4,627)
RYC001-Recycling	1,961,281	2,033,665	72,384
RYC002-Green Waste	(299,618)	(515,310)	(215,692)
STC004-Environmental Cleansing	773,543	781,693	8,150
STC011 - Abandoned Vehicles	0	(1,207)	(1,207)
TRW001-Trade Waste	(151,880)	(106,513)	45,367
TRW002-Clinical Waste	(825)	(14)	811
WST001-Household Waste	1,276,995	1,244,444	(32,551)
WST004-Bulky Household Waste	9,976	(3,683)	(13,659)
WST301-Env. Services Depot, Downs Rd, Witney	(11,125)	(5,342)	5,783
Total - Environmental Services	4,426,038	4,380,681	(45,357)

CPK001 - there has been an improvement in the performance of Off Street parking during Q3 with income now at 35% of budget.

CPK011 - the performance during Q3 mirrors Q2 with income at 42% of budget.

REG019 - the new cleaning contract, put in place after the approval of the 2021/22 budget has delivered a saving of £33,000 to the end of Q3. Business Rates for Public Conveniences have been abolished saving the Council £9,000 but income is £12,000 behind budget and utilities are £7,000 overspent.

RYC001 - the costs of handling our recycling has significantly increased during Q3 and into Q4. Monthly charges have risen to £98,000 from the Q2 average of £48,000 per month. The overspend on this contract at the end of Q3 is £106,000. There has also been a £10,000 overspend on containers but a saving of £46,000 on legacy budgets for IT licences, Marketing and Professional Fees offsets this.

RYC002 - The approved fee increase for 2021/22 was not included in the final budget causing an overachievement of income at the end of Q3 of £227,000. The budget for 2022/23 has been amended to include both the 2021/22 fee increase and the 2022/23 fee increase.

TRW001 - the number of Trade Waste customers has not improved since Q2 and income from Trade Waste collections is £77,000 below budget, offset by £30,000 of chargeable household waste (Schedule 2 collections). Aged Debt between 3 months to 2 years old currently stands at £126,000.

WST001 - there is a £26,000 underspend on bin purchases and a £6,000 underspend for the legacy Marketing budget.

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	£	£	£
Planning & Strategic Housing			
DEV001-Development Control - Applications	(265,885)	(455,543)	(189,658)
DEV002-Development Control - Appeals	57,237	58,299	1,062
DEV003-Development Control - Enforcement	116,859	119,147	2,288
ECD301-WOSP - West Oxon Strategic Partnership	6,750	1,575	(5,175)
ENA001-Housing Enabling	87,309	75,066	(12,242)
ENI301-Landscape Initiatives	38,966	38,840	(126)
HLD315-Growth Board Project (Planning)	62,838	64,251	1,413
PLP001-Planning Policy	370,880	379,314	8,434
PLP003-Implementation	(688)	0	688
PLP004-Conservation	63,986	65,472	1,486
PSM001-Planning Service Mgmt & Support Serv	125,380	92,929	(32,451)
Total - Planning & Strategic Housing	663,632	439,351	(224,282)

DEV001 - Planning Application income has performed consistently well over the first three quarters of the year and is £184,000 in excess of budget. The budget for 2022/23 has been increased by £100,000 in light of major applications expected next year

PSM001 - Professional services are underspent by £20,000, double the underspend reported in Q2. There are further small underspends across supplies & services such as printing, franking and subscriptions