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TRAFFORD COUNCIL

AGENDA PAPERS MARKED 'TO FOLLOW' FOR EXECUTIVE

Date: Monday, 23 September 2013

Time: 6.30 pm

Place: Committee Rooms 2 and 3, Trafford Town Hall, Talbot Road, Stretford
M32 0TH

AGENDA	PART I	Pages
15.	PROCUREMENT COLLABORATION WITH STOCKPORT AND ROCHDALE	To Follow
	To consider a report of the Executive Member for Finance.	
16.	YEAR END CORPORATE REPORT ON HEALTH AND SAFETY - 1 APRIL 2012 TO 31 MARCH 2013	1 - 18
	To consider a report of the Executive Member for Transformation and Resources.	
17.	REVENUE BUDGET MONITORING 2013/14 - PERIOD 4 (APRIL TO JULY 2013)	19 - 54
	To consider a report of the Executive Member for Finance and Director of Finance.	

PART II

The public will be excluded during consideration of the remaining items on the agenda, because of the likelihood of disclosure of "exempt information" which falls within one or more descriptive category or categories of the Local Government Act 1972, Schedule 12A, as amended by The Local Government (Access to Information) (Variation) Order 2006, and specified on the agenda item or report relating to each such item respectively.

23. **CONSULTATION ON PROPOSED CHANGES TO
STAFF TERMS AND CONDITIONS**

To consider a report of the Executive Member for Para. 4
Finance.

55 - 68

THERESA GRANT
Chief Executive

Membership of the Committee

Councillors M. Colledge (Chairman), S. Anstee (Vice-Chairman), Dr. K. Barclay,
Miss L. Blackburn, M. Cornes, J. Coupe, M. Hyman, A. Mitchell, A. Williams and
M. Young.

Further Information

For help, advice and information about this meeting please contact:

Jo Maloney,
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This agenda was issued on **Wednesday 18th September** by the Legal and Democratic
Services Section, Trafford Council, Quay West, Trafford Wharf Road, Trafford Park,
Manchester, M17 1HH.

TRAFFORD COUNCIL

Report to: Executive
Date: 23rd September 2013
Report for: Discussion
Report of: Executive Member for Transformation and Resources

Report Title

Year End Corporate Report on Health and Safety – 1 April 2012 to 31 March 2013

Summary

1. To provide information on council-wide health and safety performance and trends in workplace accidents.
2. To provide a summary of other key developments in health and safety for the past six months.

Recommendation

1. That the report is noted.
2. That the report goes on to Council on 13th November 2013.

Contact person for access to background papers and further information:

Name: Josh Arnold
 Extension: 4919

Background Papers: None

Relationship to Policy Framework/Corporate Priorities	Improving the health and safety of staff contributes towards the corporate objective to improve health and wellbeing and relates to the Council’s Health and Wellbeing strategy. Health and safety arrangements, including reporting arrangements are set out in the Corporate Health and Safety Policy.
Financial implications	There are no direct financial implications arising from this report.
Legal Implications:	The programme of audits carried out by the Health and Safety Unit within Trafford schools in the past year, together with on-going policy developments and training arrangements are likely to mean increased compliance with health and safety legislation within the schools.
Equality/Diversity Implications	None
Sustainability Implications	None
Staffing/E-Government/Asset Management Implications	None

Risk Management Implications	The increase in the total number of accidents to staff this year is not likely to indicate higher levels of risk to the Council in terms of civil claims and the risk of prosecution, due to the nature of the accidents. The number of reportable injuries has reduced.
Health and Wellbeing implications	Improving the health and safety of staff contributes towards the corporate objective to improve health and wellbeing and relates to the Council's Health and Wellbeing strategy. RIDDOR-reportable injuries are monitored in respect to the impact on sickness absence levels.
Health and Safety Implications	See Legal Implications section above. The implementation of the Corporate Health and safety improvement plan in the coming year will ensure that an emphasis is placed on continuous improvement.

Finance Officer Clearance (type in initials)...ID.....

Legal Officer Clearance (type in initials)...PG.....



[CORPORATE] DIRECTOR'S SIGNATURE (electronic).....

To confirm that the Financial and Legal Implications have been considered and the Executive Member has cleared the report.

1.0 Introduction

This report covers the period from 1st April 2012 to 31st March 2013. It highlights changing trends in accidents, major activities and points of interest, as well as providing a summary of accidents to Council staff. In addition to this report, separate reports on Directorate performance will be made to the relevant Corporate Directors and local Joint Consultative Committees.

The overall total number of accidents involving staff reported to the Health and Safety Unit (HSU) has increased by 37%, with 238 accidents in 2012-13 compared to 174 in 2011-12. The most common type of reported accident remains those due to violence and aggression; the majority of these occurred within schools (particularly special schools) and services in Communities and Wellbeing (CWB).

This report provides a direct comparison of the total number of accidents that occurred between 2010-11 and 2012-13 only. Previous years' figures are not directly comparable due to changes in accident reporting arrangements for non-maintained schools in line with statutory requirements. Pre 2010, all schools were included in the CYPS and total council-wide accident statistics, whereas now, only maintained schools (where the Council is the employer) are included in the statistics.

2.0 Accident Statistics: April 2012 to March 2013

2.1 Summary

Appendix 1 provides details of the accident statistics, broken down by Directorate and service area for staff for the period 1st April 2012 to 31st March 2013. A summary of the findings is detailed below.

2.2 Overall Numbers and Rates of Accidents

The overall total number of accidents to staff reported to the Health and Safety Unit (HSU) has increased by 37%, from 174 in 2011-12, to 238 in 2012-13 (see Table 1 below).

However, it should be noted that 45% of this increase (29 of the 64 additional accidents) is accounted for by occurrences of violence and aggression involving one service user who has a learning disability (see Section 2.5 for more details). The special schools have also improved reporting of occurrences of violence and aggression this year, as they were not all reporting these correctly previously, which was discovered during the HSU audits in 2011-12.

Table 1: Overall number and rate of accidents to staff

Indicators - Year End Results	2006-7	2007-8	2008-9	2009-10	*2010-11	2011-12	2012-13
Total number of accidents to employees (as reported to the HSU)	414	229	341	259	217	174	238
Overall rate of accidents to employees/100 employees	4.9	3.04	4.65	3.5	3.5	3.0	4.05

Rate based on number of staff at 1st April at the start of each reporting period.

**Please note that due to a change in reporting arrangements, the total number of accidents to employees from 2010-11 onwards has been amended to include reported accidents for community schools only (where the Council is the employer), in order to give a direct comparison with accident levels in the last 3 years.*

Overall, there has been an increase in the number of reported assaults and accidents involving exposure to hot surfaces/substances and a slight increase in the number of reported manual handling accidents. There has been a decrease in the number of slips, trips and falls, road traffic accidents and accidents involving objects, animals or insects.

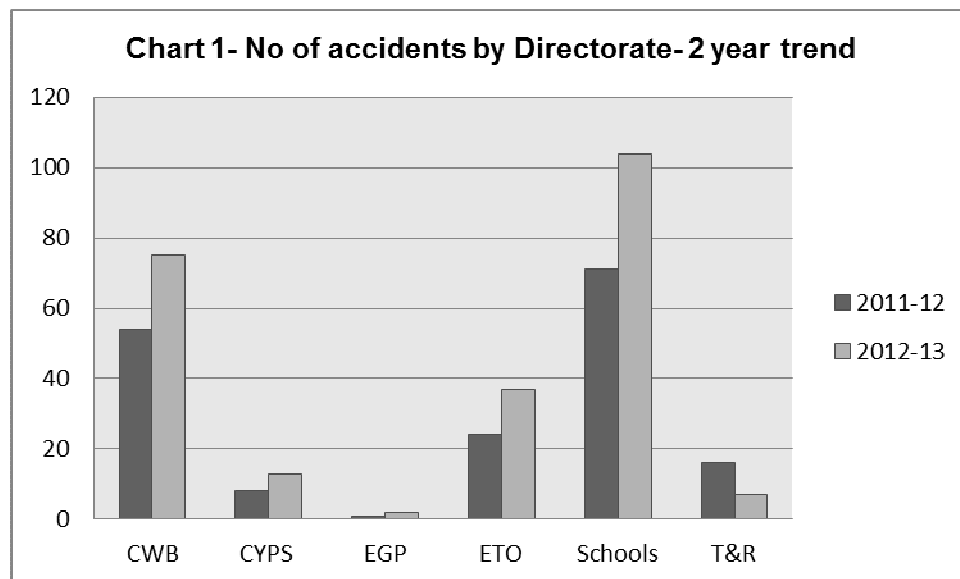
The overall rate of accidents per hundred employees has increased when compared to 2011-12, from 3 accidents per hundred employees to 4.05 in 2012-13.

2.3 Numbers of Accidents by Directorate

Compared to 2011-12, the total number of accidents increased in all Directorates, with the exception of Transformation and Resources (T&R); see Chart 1 overleaf. Analysis by service area (see Appendix 1) shows that a few service areas account for a large proportion

of the accidents in each Directorate. These are generally the areas where we would expect higher numbers of accidents, due to the nature of the work undertaken in these services.

Patterns at service level will be reviewed in more detail in separate Directorate Health and Safety reports.



2.3.1 Communities and Wellbeing

The overall number of accidents reported in Communities and Wellbeing (CWB) has risen by 39%, from 54 accidents in 2011-12 to 75 accidents in 2012-13. However, it should be noted that there was a 41% decrease in the previous year and that these changes are very sensitive to fluctuations in rates of violence and aggression from individual service users. This is explored in more detail in Section 2.5. The majority of accidents in CWB occurred within Provider Services, which is not unexpected due to the nature of the work carried out within this service.

The rate of accidents in CWB was 12.3 accidents per hundred employees, a significant rise from last year when the rate was 7.88 per hundred employees.

2.3.2 Children and Young People's Service

The overall number of accidents reported in the Children and Young People's Service (CYPS) has risen 63%, from 8 in 2011-12 to 13 in 2012-13. The rate of accidents in CYPS is 1.08 per hundred employees.

2.3.3 Environment, Transport and Operations

The overall number of accidents reported within Environment, Transport and Operations (ETO) has increased significantly by 54%, from 24 in 2011-12 to 37 in 2012-13. However, it should be noted that there was a 31% reduction last year in ETO accidents and accidents this year are at a similar level to the year before last (2010-11), where there were 35 accidents in ETO. The reasons for this increase will be explored further in the Directorate report.

The rate of accidents in ETO is 2.93 per hundred employees.

2.3.4 Economic Growth and Prosperity

There were 2 reported accidents within EGP in 2012-13 compared with 1 in 2011-12 and 5 in 2010-11. Within EGP, the rate of accidents per hundred employees is 1.45 per hundred employees.

2.3.5 Transformation and Resources

The overall number of accidents reported in Transformation and Resources (T&R) has seen a decrease of 56 %, down from 16 in 2011-12 to 7 in 2012-13. The rate of accidents in T&R is 1.04 accidents per hundred employees.

2.3.6 Maintained Schools

The overall number of accidents reported in maintained schools has seen a 44% increase, up from 72 accidents reported in 2011-12 to 104 in 2012-2013. This continues the increase of the previous year and is likely to be due to increased awareness of the need to report accidents, due to recent auditing activity by the HSU within schools as part of the Service Level Agreement introduced in 2011.

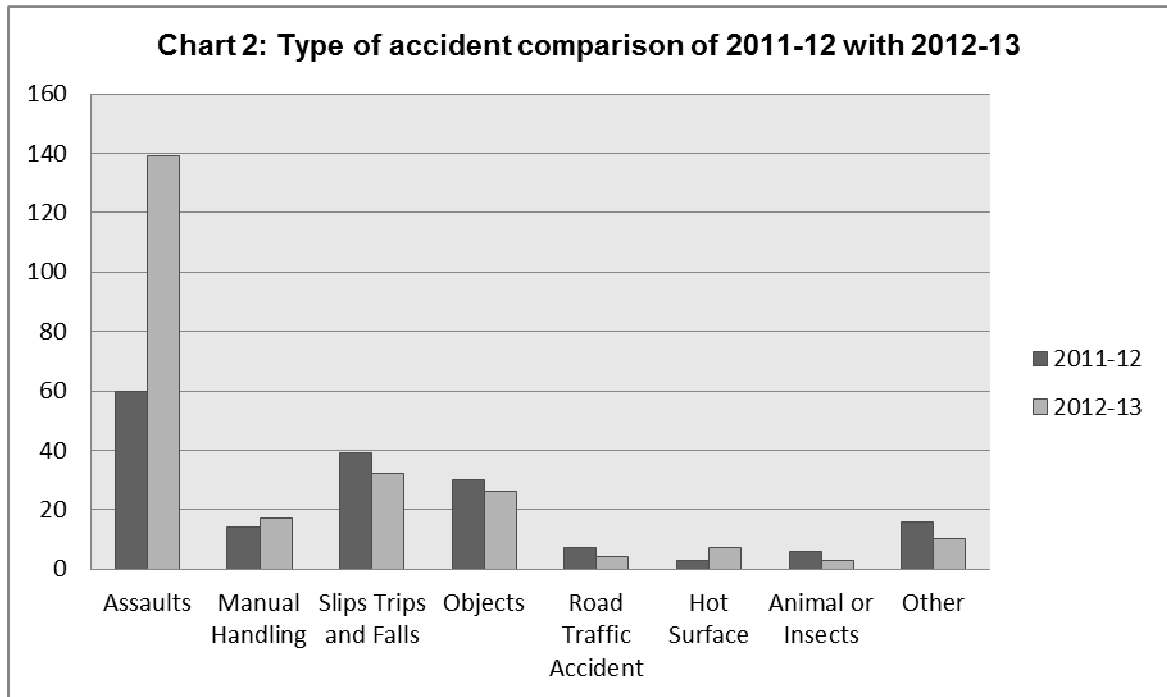
The rate of accidents in schools is 5.27 per hundred employees.

2.4 Types of Accidents

Chart 2, overleaf, shows a summary of the main types of accidents compared to the same period last year.

The most common types of reported accidents involving staff are violence and aggression against staff (59% of all reported accidents – see Section 2.5) and slips, trips and falls (13% of accidents - see Section 2.7). When taken together with the next most common causes of accidents, those involving objects (11%) and manual handling (7%); these account for 90% of all accidents involving staff.

Appendices 2 and 3 show a detailed breakdown of the types of accidents and a breakdown for each Directorate and service area.



2.5 Violence and Aggression

There has been an increase in the number of reported assaults, up 133% from 60 in 2011-12 to 140 in 2012-13. As in previous years, the majority of reported assaults in 2012-13 were physical assaults (116 of 139). The number of reported physical assaults has risen by 157% (from 45 to 116) from the previous year. The number of reported threats of assault or intimidation (a new category this year, replacing verbal assault) has increased from 15 in 2011-12 to 23 in 2012-13. It should be noted that 36% of the overall increase in assaults is due to one service user, within the learning disability service in CWB (see below for more information).

The number of occasions of violence and aggression against staff is subject to a wide degree of fluctuation year on year, as it is very sensitive to issues in managing individual clients' behaviour within social care and special school settings. The general trend is that these fluctuations relate to one or two service users; the significant increase in 2012-13 relates to a different service user than in previous years.

A high proportion (83%) of the reported assaults in 2012/13 came from services dealing with adults or children displaying challenging behaviour (see Chart 3). Nearly half of all reported assaults (49%) occurred within special schools, involving children with challenging behaviour.

The Health and Safety Unit (HSU) have undertaken specific work to raise awareness of the need to report such incidents within schools and, in particular, within special schools, which is likely to have led to the rise in reporting of such incidents. All of Trafford's maintained schools as well as a number of other schools who bought back the Health and Safety service-level agreement received a full audit within the period April 2011 to July 2012. These audits looked in detail at the arrangements that the schools had in place for the recording and reporting of accidents, including incidents of violence and aggression, which has led to improved accuracy.

In addition, these audits also examined the arrangements in place for children with special needs and for managing violence and aggression at school level and considered the processes in place for producing risk assessments and support plans for individual students. This ensured that, where necessary, the schools take a multi-agency approach and that any training needs for staff are identified. The audit also examined the support in place for staff, whether risk assessments considered the risk of violence and aggression to staff and the communication in place to inform staff about individual children's needs and safe systems of work.

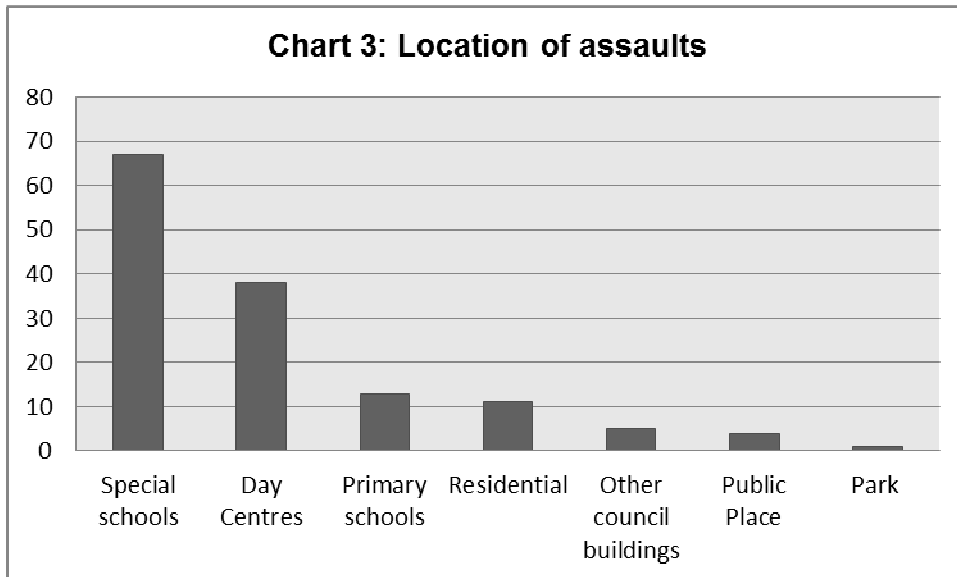
As a result of the increase in reported occasions of assault within the special schools in 2012/13, a follow up mini-audit was undertaken by the HSU to review the management of violence and aggression within special schools. Throughout July and August 2013, all of Trafford's special schools were visited by a Health and Safety Advisor.

The special schools have established arrangements in place to train staff in "Team Teach" physical intervention strategies and to undertake individual risk assessments for pupils with challenging behaviour. Team Teach is an external approach commissioned by the Department for Education around care and control, with a maximum 2-yearly refresher given to all staff. Within this training, staff are trained to understand the protocol of "danger areas" i.e. what is personal space (the space in which they are most likely to get hurt). Staff are also trained in de-escalation techniques, body language and the appropriate use of spoken language.

The HSU works closely with these schools to review their arrangements and ensure that they have appropriate strategies in place for managing such behaviour, in order to reduce the risk to staff. Each reported incident is reviewed by a Health and Safety Advisor and investigations are undertaken on a case by case basis. The HSU also closely monitors trends in violence and aggression at school/service level throughout the year.

As a result of this mini-audit, the (HSU) has concluded that the Special schools have appropriate measures in place to manage the risk of violence and aggression from pupils and these appear to be robust and are regularly reviewed and monitored. The risk of violence and aggression is part of the nature of the work with these challenging pupils.

The next highest number of reported assaults (accounting for 35% of assaults) occurred within Provider Services, either within the community or in the learning disability day care setting (involving either staff at the centre, or staff involved in the transport from home).



Twenty-nine (59%) of the assaults in the day care setting relate to one service user, which accounts for 21% of the overall total number of reported assaults. The triggers that led to the difficulties with this service user's behaviour have been identified and behaviour support plans are in place. A review of the management of this individual was carried out by the service, together with the HSU and the Community Learning Disability Team (CLDT). As a result, only 2 of the 29 incidents involving this individual occurred in the past 6 months, which demonstrates that the response to managing this behaviour has been successful.

The majority of the remaining assaults within Provider Services in CWB occurred whilst supporting service users and residents with tasks such as personal care, dressing and dealing with challenging behaviour. A more detailed analysis of these issues is contained within the CWB Directorate report. Robust arrangements are in place within Provider Services to monitor the number and patterns of incidents of violence and aggression.

However, the HSU also closely monitors the incidents reported to the Unit on a case by case basis, to ensure that the incident has been dealt with adequately and investigated properly. The HSU also looks at trends in reported incidents and where a pattern appears to be emerging e.g. an escalation of behaviour in relation to one particular individual, ensures that the service has already instigated an internal review.

There were a number of assaults reported within Primary Schools, involving either pupils with challenging behaviour or parents (46% of the 13 reported assaults). A more detailed analysis of these will be contained within the CYPS Directorate report.

An analysis of the perpetrators of assaults shows that the vast majority (88%) are either pupils or service users displaying challenging behaviour, only 16 (11%) of these assaults were perpetrated by customers or members of the public (including parents), see Table 2 overleaf.

Table 2: Perpetrators of assaults against staff

Group	No of assaults
Pupil	77
Adult Service User	47
Parent	6
Member of the public	5
Not given	3
Colleague	1
Child service user	1

2.6 Manual Handling

The number of manual handling accidents has risen by 18%, from 14 in 2011-12 to 17 in 2012-13. Lifting and handling operations were responsible for 7% of all accidents in 2012-13.

The highest numbers (7) of manual handling accidents reported in 2012-13 are within ETO, which includes school cooks (41% of manual handling accidents). Staff in operational services in ETO have recently received refresher training in lifting and handling objects and refresher training for staff within the catering and cleaning services will take place shortly.

The next highest numbers are within (mainly special) schools (5) and CWB services (4), mainly as a result of people handling. Annual refresher training continues for staff in services involved in people handling, within Communities, Families and Wellbeing (CFW) and schools.

The long term trend is that manual handling accidents have considerably reduced (see Appendix 2) down 59% from 41 in 2008-9 to 17 in 2012-13.

2.7 Slips, Trips and Falls

Slips, trips and falls remain the second most commonly reported cause of injury and were responsible for 13% of all accidents in 2012-13. This represents a decrease of 18%, down from 39 (in 2011-12), to 32 this year (2012-13). The majority of the slips, trips and falls occurred within Primary Schools. Of the slip, trip and fall accidents, 7 were known to slip on a spillage of food or liquids, 7 tripped over an object or person, 5 slipped on a wet or icy surface and 6 simply went over on their ankle or lost their footing. The remaining accidents have no clear cause given.

3.0 Health and Safety Performance

3.1 Rate of Reportable Injuries to Staff

Over this reporting period, there were 9 reportable accidents to staff (those which have to be notified to the national Incident Contact Centre, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations), see Table 3 overleaf:

Table 3: Rate of reportable injuries to staff

Local performance indicator-	2006-7	2007-8	2008-9	2009-10	2010-11	2011-12	2012-13
Total Number of reportable accidents	30	22	24	18	19	18	9
Target for rate of reportable accidents/100 employees	0.44	0.42	0.40	0.38	0.36	0.34	0.32
Actual rate of reportable accidents/100 employees	0.36	0.29	0.32	0.24	0.31	0.31	0.15

This represents a large (50%) decrease in the total number of reportable injuries from last year (2011), down from 18 to 9. However, it should be noted that from April 2012 the criteria for reporting accidents under RIDDOR changed and now only accidents involving staff absences of over 7 days or those that are classed as a 'major reportable injury' are reportable, whereas previously those over 3 days were reportable.

A breakdown of the injuries reported under RIDDOR in the past two years, shows the effect that these changes to RIDDOR have had on levels of reporting, as follows:

Year	No. of Major Injuries	No. of over 3 day absences	No. of over 7 day absences	Total no. of RIDDOR reports
2011-12	4	14	N/A	18
2012-13	5	N/A	4	9

N.B. each incident is reported either as a "Major Injury" or as an "Over 7 day" injury, with any major injuries leading to over 7 days absence reported as major injuries only and not categorised as both. A further explanation of what is reportable under RIDDOR is contained within Appendix 4.

The rate of reportable injuries per hundred employees has also halved. The overall accident rate remains below the performance indicator target for this year of 0.32 accidents per hundred employees. Benchmarking across AGMA on the rate of reportable injuries to staff has been undertaken and the position is as follows:

Organisation	Injuries Reportable under RIDDOR			
	No of major injuries	No. of over 7 day	Total RIDDOR reports received	Total RIDDOR per 100 employees
Bolton	0	55	55	0.46
Rochdale	3	9	12	0.15
Trafford	5	4	9	0.15
GMFRS	1	14	15	0.66
Tameside	0	8	8	0.14
Wigan	6	25	31	0.30

As can be seen, Trafford is positioned a close joint 2nd from the 6 responses received, with a wide range of reported results.

3.2 Performance against 2012-13 Corporate Health and Safety Improvement Plan

Key actions that were contained within the Corporate Health and Safety Improvement Plan for 2012-13 included:

- Support the work of the long term accommodation team - agile working and premises arrangements;
- Support further development of the HR/Payroll system re incident reporting;
- Approval and implementation of an updated display screen equipment (DSE) framework and guidance;
- Approval and implementation of the Driving at Work policy and the new Lone Worker framework and guidance;
- Review of provision of health and safety training arrangements.

The HSU has worked with the long term accommodation and facilities management teams to ensure that adequate arrangements are in place for the provision of first aid and for fire evacuation at our main administrative buildings. A health and safety handbook has been produced, which contains guidance on health and safety for agile workers. In addition, the display screen equipment guidance has been updated to support the move towards agile working. The Fire Safety Advisor has worked with Building Control and Facilities Management to provide advice and support on the Fire Safety Strategy and arrangements for safe fire evacuation at Trafford Town Hall.

All employee accidents are now entered onto the HR/Payroll system (I-Trent). The HSU is monitoring the effectiveness of this system and is currently working on the development of the self service system for managers to report accidents directly onto I-Trent.

New frameworks and guidance for Driving at Work and Lone Working have been produced and a refresh of health and safety training available to staff has been undertaken.

Courses have recently been provided in risk assessment, working at height, first aid and moving and handling of people and loads. The HSU is currently refreshing its training strategy, reviewing the standards set for managers' training and is producing a number of new introductory courses specifically for schools staff, ready for the new academic year.

4.0 Audit Programme

Following the introduction of a Service Level Agreement (SLA) for schools in April 2011, the HSU focused on carrying out a full health and safety audit of each school that signed up to the SLA within the academic year 2011-2012. In the current academic year (2012-13), the schools have been offered an audit of their play areas (for primaries) or their sports and PE arrangements (for secondaries) and so far, 47% of schools have taken up this offer, with others opting for full audits or bespoke time in school with a health and safety advisor.

The schools are performing well in the play area audits and have generally performed very well in the health and safety audits, with an average overall score of 83% in the last academic year. Feedback from schools has been very positive and the audits have been welcomed.

5.0 Other Key Developments in Health and Safety

A review was recently undertaken of the existing numbers and training of first aiders and appointed persons across the council. However, due to the recent re-location of many members of staff, records are currently being audited to ensure a robust list of existing first aiders remains available, together with their location and the type and expiry date of their training qualification. Any additional numbers required will be identified and training provided, as necessary. Defibrillators have been provided at Trafford Town Hall and this facility will be rolled out at other buildings across the borough.

6.0 Fire Safety

The Fire Safety Advisor has risk assessed all premises with the exception of one school, which is being re-built. Audits are now being undertaken to ensure that any identified actions have been completed.

Support has been provided in reviewing the arrangements in place for evacuation in administrative buildings and where necessary, amendments have been made to the procedures. With the recent movement of staff between premises, a review is being carried out to assess the location and numbers of Fire Marshals at Trafford Town Hall and further marshals are being recruited and trained. All existing marshals have been offered an update briefing in the new procedure. Further drills will be carried out until staff, marshals and incident controllers are familiar with the procedure.

Initial and refresher training has been carried out for Incident Controllers and Fire Marshals at all administrative buildings and where necessary, disabled evacuation training has also been undertaken.

7.0 Conclusion

The overall total number of accidents to staff reported to the HSU has increased by 37% in 2012-13, compared to the previous year, largely due to increases in the number of incidents of violence and aggression against staff. Some of this increase can be explained by increased reporting levels in special schools and also by a number of assaults involving one service user, which are responsible for a large portion of this increase.

There have been reductions in the number of slip and trip accidents and accidents involving objects, which is a welcome improvement that builds on the long term downward trend in overall accident rates and improvements in health and safety management.

More service audits scheduled to take place in 2013-14 should lead to further improvements, by highlighting what is being done well and where further improvements are needed.

Senior managers must ensure that managers treat health and safety as a core business area, in order to meet the required standards. The HSU will continue to support and assist managers in this process.

Corporate Accident Statistics 2012-13

Appendix 1: Numbers of accidents by Directorate and Service Area

Directorate	Service Area	No of accidents
Children and Young Peoples Service	Commissioning Performance & Strategy	2
	Services For Children Young People & Families	11
Total CYPS		13
Communities and Wellbeing	Business Services	2
	Operations	73
Total CWB		75
Economic Growth and Prosperity	Development & Investment	2
Total EGP		2
Environment, Transport and Operations	Operations	18
	Public Protection	1
	Strategic Business Unit	18
Total ETO		37
Schools	Special schools	79
	Primary schools	25
Total schools		104
Transformation and Resources	Finance	2
	Human Resources	1
	Customer Services	3
	Transformation	1
Total T&R		7
Grand Total		238

Appendix 2: Type of accident 2008- 2013

Accident Type	2008-9	2009-10	2010-11	2011-12	2012-13
Assaults					
Physical Assault	137	64	76	45	116
Assault, Threats or Intimidation (previously Verbal Assault)	20	20	1	15	23
Total Assaults	157	84	77	60	139
Manual handling (lifting, moving, manoeuvring etc.)					
Manual handling	41	30	28	14	17
Slips, Trips and Falls					
Slipped, tripped or fell on same level (new category 12-13)	N/a	N/a	N/a	N/a	28
Slip on the same level	43	56	30	34	N/a
Fall down steps/stairs	4	7	4	4	3
Trip	10	11	9	0	N/a
Fall from height	1	2	3	1	1
Total Slips, Trips and Falls	58	76	46	39	32
Accidents involving objects					
Hit by a moving, flying or falling object	17	8	12	15	12
Striking against object/hit something fixed or stationary	15	14	10	9	9
Cut by a sharp object	6	5	8	6	5
Total Objects	38	27	30	30	26
Others					
Contact with a moving person (new category 12-13)	N/a	N/a	N/a	N/a	1
Other	15	12	5	9	4
Road Traffic Accident	11	10	16	7	4
Animal/Insect	5	2	2	6	3
Hot surface/substance	10	11	10	3	7
Trapped	2	3	2	3	1
Exposed to, or in Contact With, a Harmful Substance	0	1	0	2	0
Electricity	0	0	0	1	1
Plant & machinery (including hand and power tools)	0	3	2	0	2
Sports Injury	1	0	0	0	1
Total Others	44	42	37	31	24
Overall Total	341	259	217	174	238

Appendix 3: Type of accident by Directorate 2012-13

Type of accident	CYPS	CWB	EGP	ETO	Schools	T&R	Total
Animal/Insect		1		2			3
Assault Threats or Intimidation	4	10		2	6	1	23
Contact with a moving person		1					1
Cut by a sharp object	1	1		3			5
Electricity		1					1
Fall down steps/stairs	2	1					3
Fall from height	1						1
Hit by a moving, flying or falling object	1	1		6	2	2	12
Hit something fixed or stationary				1	4		5
Hot surface/substance		3	1	3			7
Manual handling- lifting, moving, manoeuvring	1	4		7	5		17
Other	1	1	1				3
Physically Assaulted by a Person	1	37		5	74		117
Plant & machinery (including hand and power tools)				2			2
Road Traffic Accident		4					4
Slipped, tripped or fell on same level	1	5		6	12	4	28
Sports Injury		1					1
Striking against object		4					4
Totals	13	75	2	37	104	7	238

Appendix 4: Definitions of injuries, incidents and diseases reportable under RIDDOR

Injuries

Under the "The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995", an accident is reportable if:

- It results in the **death of any person** as a result of an accident arising out of or in connection with work;
- Any **person not at work** suffers an injury as a result of an accident arising out of or in connection with work and that person is taken from the site of the accident to a hospital for treatment in respect of that injury;
- Any person at work suffers a **major injury** (as described below) as a result of an accident arising out of or in connection with work.
- It causes incapacity for more than **7 consecutive days** (see below) (previously more than 3 consecutive day injuries)

Major Injuries

- fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

“Over 7 day” injuries (previously over 3 day injuries)

As of 6 April 2012, the over-three-day reporting requirement for people injured at work changed to more than seven days.

All injuries resulting from accidents at work, which cause incapacity for **more than 7 consecutive days** (excluding the day of the accident but including any days, which would not have been working days) must be reported to the HSE. This would mean an absence from work for more than 7 consecutive days and would also include anyone unable to carry out their normal duties i.e. on “light duties” or temporarily transferred to another job.

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TRAFFORD COUNCIL

Report to: Executive

Date: 23 September 2013

Report for: Information

Report of: The Executive Member for Finance and the Director of Finance

Report Title:

Revenue Budget Monitoring 2013/14 – Period 4 (April to July 2013).

Summary:

The approved revenue budget for the year is £159.003m. The forecast for the end of the year, as projected following four months of activity, is £157.940m being a net underspend of £(1.1)m, (0.7)% of the budget. In addition, the Learning Disability Recovery plan is forecasted to achieve £(0.5)m of in-year cash savings. The main areas of budget variance are summarised as:

Activity	Forecast £m	Movement £m
Vacancy management & control	(0.4)	0.1
Social Services demand led budgets	0.5	0.1
Projects/savings rescheduling	0.2	(0.1)
Running costs	0.4	0.2
New Grant	(0.2)	-
Income	(0.2)	(0.1)
Service Outturn	0.3	0.2
Additional Airport dividend	(1.3)	-
Other Council-wide savings	(0.1)	(0.1)
Forecasted outturn	(1.1)	0.1
 Learning Disability Pool	 (0.5)	 -

Reserves

The forecast level of General Reserve at year end is £(10.3)m. After taking into account future planned commitments the long term balance is £(8.2)m, £(2.2)m above the minimum level of £(6.0)m.

The net service carry forward reserves at the beginning of the year were £(3.6)m. With a planned use to support savings and change projects of £2.0m, plus a net overspend of £0.3m, the projected carry forward is £(1.3)m. The Learning Disability Pool reserve has an adverse carry forward balance of £1.5m, which will be reduced by the recovery plan in-year to £1.0m, with a view to full recover by the end of next year.

Council Tax

There is an in-year forecasted Council Tax surplus, of £(0.558)m, an improvement of £(0.247)m since last period largely due to a revised assessment of future discounts and exemptions.

Business Rates

It is too early to tell from the data available what the end of year position will be, and work continues to obtain clarity.

Welfare Reform

Trafford Assist and other welfare support schemes have been successfully implemented operationally and after four months are managing within planned financial limits.

Recommendation(s)

It is recommended that:

- a) the latest forecast and planned actions be noted and agreed.

Contact person for access to background papers and further information:

Head of Financial Management Extension: 4302

Background Papers: None

Relationship to Policy Framework/Corporate Priorities	Value for Money
Financial	Revenue expenditure to be been contained within available resources in 2013/14.
Legal Implications:	None arising out of this report
Equality/Diversity Implications	None arising out of this report
Sustainability Implications	None arising out of this report
Staffing/E-Government/Asset Management Implications	Not applicable
Risk Management Implications	Not applicable
Health and Safety Implications	Not applicable

Director of Finance:.....ID

Director of Legal & Democratic Services:.....JLF

Signature: Appended in hard copy.

Budget Monitoring - Financial Results

1. The approved budget as amended at the 4 March 2013 Executive is £159.003m. Based on the budget monitoring for the first 4 months of the year, the overall forecast for the year is £157.940m, being an underspend of £(1.063)m, (0.7)%. Included within this total is a net service overspend of £0.311m or 0.2% of the relevant budget, and underspends in Council-Wide budgets of £(1.374)m or (5.7)% of the relevant budget.
2. The Learning Disability (LD) Pool recovery plan is forecasted to achieve £(0.492)m or (0.6)% of cash savings to offset the brought forward adverse balance on the fund of £1.472m. The details of service variances can be found in Annexes 1 to 4, and for Council-Wide, Annex 5:

Table 1: Budget Monitoring results by Directorate	Year end Forecast (£000's)	Percentage %	Period Movement £(000's)	Annex
Children, Families & Wellbeing	301	0.6%	199	1
Environment, Transport & Operations	-	0.0%	-	2
Economic Growth & Prosperity	40	1.2%	(13)	3
Transformation & Resources	(30)	(0.2)%	13	4
Total Service Variances	311	0.2%	199	
Council-wide budgets	(1,374)	(5.7)%	(25)	5
Estimated outturn variance (period 4)	(1,063)	(0.7)%	174	
Learning Disability Pool	(492)	(0.6)%	33	1
Total Forecasted outturn	(1,555)	(1.0)%	207	

Table 2: Budget Monitoring results by Executive Portfolio Holder	Year end Forecast (£000's)	Percentage %	Period Movement £(000's)
Supporting Children & Families	198	0.7%	149
Education	24	1.3%	24
Adult Social Services	86	0.1%	5
Community Health & Wellbeing	(7)	0.0%	21
Highways & Environment	-	0.0%	
Safe and Strong Communities	35	1.6%	33
Economic Growth & Prosperity	40	1.2%	(13)
Transformation & Resources	86	0.6%	(2)
Finance	(1,525)	(5.5)%	(43)
Estimated outturn variance (period 4)	(1,063)	(0.7)%	174
Adult Social Services (LD Pool)	(492)	(0.6)%	33
Total Forecasted outturn	(1,555)	(1.0)%	207

Key Month on Month Variations

3. The key variances contributing to the period movement of an adverse £0.207m are:
 - £0.249m staffing pressures within Children's Social Care to cover essential posts in order to meet statutory demands and increasing pressures;

- These additional costs have been partly mitigated by a favourable movement in Children's placement costs due to income from selling adoptive placements to other authorities, £(0.095)m;
- £0.083m additional pressures from external care package and running costs, partly offset by management of vacancies, £(0.071)m, within Adult Social Care;
- £0.038m legal expenses relating to an increasing number of childcare cases and new development projects, £0.036m lower than expected income from Sale Waterside Arts Centre ticket sales, offset by increases in other income streams, reductions in running expenses and vacancy management, £(0.061)m, across the Transformation & Resources Directorate;
- £(0.025)m saving in Members expenses, mainly as a result of the voluntary 1.9% reduction in allowances;
- £0.033m adverse movement in the LD Pooled Fund underspend to £(0.492)m, mainly due to lower than expected staffing vacancies in the reablement service;
- Other minor net movements across all other services, £0.020m.

MTFP Savings and increased income

4. The Budget included for £(18.5)m of savings and increased income. The table below summarises the current forecasts against this savings target:

Table 3: Savings 2013/14	Budget target (£000's)	End of Year Forecast (£000's)	Variance (£000's)
Transformation savings	(8,131)	(8,132)	(1)
Other savings	(10,389)	(10,389)	
Total	(18,520)	(18,521)	(1)

5. There has been slippage on savings in Groundforce £0.126m pending a review of working conditions and Enforcement £0.214m due to additional staff consultation. These will be mitigated in full from management action taken across the Directorate or use of accumulated balances if required.

Council Tax

6. The current forecast is for an additional £(0.558)m of Council Tax to be due in year above budgeted levels, this is a change of £(0.247)m since last month, mainly due to a revised assessment of future discounts and exemptions of £(0.201)m having a positive impact on the Band D equivalent tax base.

	Overall		Trafford	
	£(000's)	£(000's)	£(000's)	£(000's)
Surplus brought forward		(6)		(5)
Changes in Band D equivalents	(245)		(205)	
Empty Homes Premium	(326)		(275)	
Council Tax Support awards	(392)		(330)	
Backdated valuations & discounts	300	(663)	252	(558)
Forecasted surplus carry forward		(669)		(563)

Business Rates

7. Under the new Business Rate Retention Scheme, the Council is permitted to retain a proportion of business rates growth (24.5%) above a set threshold. On the downside the Council must contribute 49% of any shortfall in the threshold. Therefore for the first time since 1990, the Council has a direct interest in the amount of business rates collected.
8. A major impediment to advising what the position is on business rates is the significant number of appeals outstanding against rateable values. There has been no further update from the Valuation Office Agency on the first quarter levels of appeals outstanding from the figure of £75m (£156m rateable value) reported previously, this continues to make advising on the forecast position difficult.

Welfare Reform

9. There have been a number of changes to the overall Welfare system since 1 April 2013. Para 7 above refers to a lower number of claimants for council tax support (replacement of previous Council Tax Benefit system). With other welfare changes there was some concern about the impact on council tax collection levels. Up to the end of July 2013 40.24% of all council tax due had been collected, which compares to 40.52% for the same period last year. Whilst this is slightly down, it is in accordance with our assumed collection rate for 2013/14.
10. In the first four months of operation, Trafford Assist had made 1,252 individual awards with a value of £54,465. So far, a typical month's awards are shown in the table below, however there are further Welfare Reforms, such as the 'benefits cap', and the winter months ahead:

Item	Awards	Value
Furniture	42	£10,000
Paypoint (cash)	112	£1,700
Food	153	£1,550
Total	307	£13,250

11. The Trafford Assist scheme is within budget after the first four months in operation. There are no plans to adjust the qualifying criteria at this stage, as demand on the scheme may increase when other Welfare Benefit changes are introduced and during the winter. The scheme continues to receive positive comments from customers, DWP and other Partners particularly about positive intervention and signposting.
12. In addition to the above, 423 awards for Discretionary Housing Payment out of 632 requests have been made in the sum of £109,020, which is in line with budgeted expectations.

Reserves

13. The pre-audited General Reserve balance brought forward is £(10.6)m, against which there are planned commitments up to the end of 2014/15 of £3.8m. The addition of the Council-Wide underspend of £(1.4)m provides for a projected 31 March 2015 balance of £(8.2)m, being £(2.2)m above the agreed minimum level of £(6.0)m:

Table 4 : General Reserve Movements	(£000's)
Balance 31 March 2013 (subject to audit confirmation)	(10,643)
Commitments in 2013/14:	
- Planned use for 2013/14 Budget	906
- One-off projects from 2012/13 brought forward	98
- Planned use for one-off projects 2013/14	701
- Council-wide budgets underspend	(1,374)
Balance 31 March 2014	(10,312)
- Planned use for 2014/15 Budget	2,094
Projected balance after known commitments	(8,218)

14. Service balances brought forward from 2012/13 were a net £(3.6)m. After planned use to support one-off projects and adjusting for the estimated outturn, there is a projected net surplus of £(1.330)m to be carried forward to 2014/15 (Table 5). This balance is currently reduced by the outstanding balance on the Learning Disability Pool of £0.980m, however there is a recovery plan to bring the pool back into balance by the end of 2014/15 (see Annex 1).
15. The use of Service reserve balances during the year are detailed in Annexes 1 to 4 of the report. However the main highlights include :-
- invest to save projects in CFW of £0.389m;
 - re-profiling of approved savings within ETO of £0.202m;
 - £0.126m committed on re-phased projects per the 2012/13 outturn report in EGP with the remaining balance £0.186m earmarked to supplement 2013/14 project work, plus provide one-off mitigation if income levels continue to be adversely affected by the economic climate;
 - Transformation Support within T&R of £0.234m and £0.185m set aside for Land Charges Claims.

Table 5: Service balances	B/f April 2013 (£000's)	Forecast Movement in-year (£000's)	Forecast Balance (£000's)
Communities, Families & Wellbeing	(1,427)	839	(588)
Environment, Transport & Operations	(439)	439	0
Economic Growth & Prosperity	(312)	312	0
Transformation & Resources	(1,389)	647	(742)
Total All Services (Surplus)/Deficit	(3,567)	2,237	(1,330)
Learning Disability Pool	1,472	(492)	980
Total (Surplus)/Deficit	(2,095)	1,745	(350)

Recommendations

16. It is recommended that the latest forecast and planned actions be noted and agreed.

TRAFFORD MBC

Report to: CFW Directorate Management Team
 Date: 22 August 2013
 Report for: Discussion
 Report author: CFW Finance Managers

Report Title

**Revenue Budget Monitoring 2013/14 – Period 4
 (April 2013 to July 2013 inclusive)**

1. Outturn Forecast

- 1.1 The approved revenue budget for the year is £82,242k. The projected outturn is £82,051k which is £(191)k under the approved budget, a £232k adverse movement since July's forecast.
- 1.2 Appendix 1 details by both directorate and variance area the forecast outturn as compared to the approved revenue budget. In summary by portfolio the breakdown of the projected outturn is shown below:

Portfolio	Budget	Projected Outturn	Variance
	£000's	£000's	£000's
Supporting Children & Families	29,232	29,430	198
Education	1,883	1,907	24
Adult Social Care	31,951	32,037	86
Public Health	(829)	(836)	(7)
Total	62,237	62,538	301
Learning Disabilities Pooled Fund	20,005	19,513	(492)
Total	82,242	82,051	(191)

- 1.3 The reasons for the £232k adverse movement from July by portfolio are:

Supporting Children & Families and Education Portfolios - £173k adverse

- A predicted overspend within the Children's Social Care service of £69k (Including Complex and Additional Needs) comprising of placement budgets £67k, additional Intensive Fostering grant income £(198k), staffing budgets £190k, Section 17 monies £39k, Youth Homelessness (£51k) and other minor variances £22k.
- School Support Services; a projected saving of £(91)k, this is a result of staffing savings £(56)k, additional income from Academies £(21)k and other variances £(14)k.

- Commissioning projected saving of £(15k) from staff savings due to vacant posts.
- MARAS predicted overspend of £208k: Home to School transport pressure of £215k, staff posts vacant £(20)k and other variances £23k.
- Children's Centres and Early Years overspend of £51k, all relating to slippage in savings

Adult Social Care Portfolio - £5k adverse

- A minor reduction in projected external placement costs £(7)k.
- Adaptation Service; a reduction in fee income charged for completed disabled facilities schemes £10k.
- Other Services £2k; increase in staff costs in the Emergency Duty Team of £9k due to higher than expected workload, underspend in Equalities and Diversity events budget £(19)k, other minor variances £12k.

Public Health Portfolio - £21k adverse

- Public Health services, a reduction in managed staff vacancies, £21k.

Learning Disabilities (LD) Pooled Budget - £33k adverse

- A reduction in the expected staff vacancies in the reablement service £33k.

- 1.4 The budget depends on the successful implementation and delivery of two key savings plans to reduce demand; Telecare £(400)k and Reablement £(500)k. Whilst the plans have been implemented the actual reduction in demand will not be felt until later in the year. It is therefore too early to say what level of saving will be delivered and how this will impact on the projected outturn.
- 1.5 The recent extended period of hot weather presents a potential risk to the budget as demand may change from expected budgeted levels.
- 1.6 Appendix 1 details by both directorate and variance area the forecast outturn as compared to the approved revenue budget.

2 Learning Disabilities Pooled Fund

- 2.1 At the beginning of the year the LD Pool had a carry forward adverse balance of £1,472k, and a recovery plan to deliver cash savings against budget over two financial years to address this.
- 2.2 The 2013/14 target is for an outturn balance of £900k. The projected outturn is £980k.
- 2.3 The Deputy Corporate Director has re-phased the recovery plan, and included additional initiatives:
- Expansion of telecare and reablement into Learning Disabilities services
 - Additional services identified for retendering
 - High cost and out of borough placements review
 - Accommodation development to reduce cost of provision

- 2.4 The updated plan is shared with the Trafford Clinical Commissioning Group (CCG), which replaces the previous Primary Care Trust delivery partner. The Council and the CCG will target the outstanding balance to bring the LD Pool into balance by 31 March 2015:

3 Service carry-forward reserves

- 3.1 At the beginning of April 2013 the Children's, Families and Wellbeing Directorate had accumulated balances of £(1,427)k carried forward from previous financial years.
- 3.2 The remaining carry-forward balances at the end of the year after taking into account the outturn position are:

Table 1: Utilisation of Carry forward Reserve 2013/14 –	(£000's)
Balance brought forward 1 April 2013	(1,427)
Specific expenditure assigned against the reserve re: invest to save	389
Specific expenditure committed from 2012/13	149
P4 Forecast Outturn	301
Balance carried forward at 31 March 2014	(588)

Table 1: Utilisation of Carry forward Reserve 2013/14 – Learning Disabilities Pooled Fund	(£000's)
Balance brought forward 1 April 2013	1,472
P4 Forecast outturn cash movement	(492)
Balance carried forward at 31 March 2014	980

- 3.3 Any use of the reserves will be managed to ensure that it has a positive impact on the following year's budget e.g. invest to save initiatives.

4 Management Action

- 4.1 Key to the delivery of the budget, especially for Adult Social Care is management of demand, placement costs and delivery of the Learning Disabilities Pooled Fund Recovery Plan. The Directorate will focus on
- Delivery the Learning Disability Pooled Fund Recovery Plan in partnership with Trafford Clinical Commissioning Group.
 - Monitoring of the impact on demand of the Telecare and Reablement budget savings
 - Monitoring of the impact on demand of the recent period of hot weather.
 - Continuous review of all placements to ensure the most effective provision is made

Period 4 Projected Outturn revenue expenditure and income variances.

The following tables detail the main variances from the revenue budget to the forecasted outturn, and movements from Period 3 monitoring report, in both Management Accounts (“Budget Book”) format and by cause or area of impact of the variance.

Budget Book Format (Objective analysis)	Full Year Budget (£000's)	P4 Outturn (£000's)	P4 Outturn variance (£000's)	P3 Outturn variance (£000's)	P3 – P4 movement (£000's)	Ref
Supporting Children & Families Portfolio						
Children's Social Services	14,981	15,102	121	(36)	157	CFW2
Children with Complex & Additional Needs	2,034	1,982	(52)	0	(52)	CFW2
Support Services to CYP	3,730	3,639	(91)	(88)	(3)	CFW3
Commissioning	1,636	1,621	(15)	(18)	3	CFW4
Multi Agency Referral & Assessment Service (MARAS)	4,061	4,269	208	184	24	CFW5
Youth Offending Service	577	577	0	0	0	
Children's Centres	2,213	2,240	27	7	20	CFW6
Sub-total	29,232	29,430	198	49	149	
Education Portfolio						
Dedicated Schools Grant	0	37	37	(23)	60	CFW1
Transfer to Dedicated Schools Grant Reserve	0	(37)	(37)	23	(60)	
Education Early Years' Service	1,020	1,044	24	0	24	CFW6
Connexions Service	863	863	0	0	0	
Sub-total	1,883	1,907	24	0	24	
Adult Social Services Portfolio						
Older People	20,293	20,131	(162)	(157)	(5)	CFW7
Physical Disabilities	4,206	4,194	(12)	(8)	(4)	CFW8
Equipment & Adaptations	801	789	(12)	(12)	0	CFW9
Mental Health	3,418	3,576	158	156	2	CFW10
Other Adult Services	729	822	93	84	9	CFW11
Strategic & Support Services	927	935	8	7	1	CFW12

Adaptations	(59)	(54)	5	(5)	10	CFW13
Housing Services	1,247	1,272	25	25	0	CFW14
Community Services	252	254	2	0	2	CFW15
Equalities & Diversity	137	118	(19)	(9)	(10)	CFW16
Sub-total	31,951	32,037	86	81	5	
Community Health & Wellbeing Portfolio						
Public Health	(829)	(836)	(7)	(28)	21	CFW17
Sub-total	(829)	(836)	(7)	(28)	21	
Total	62,237	62,538	301	102	199	
Learning Disabilities Pooled Fund	20,005	19,513	(492)	(525)	33	CFW18
Total	82,242	82,051	(191)	(423)	232	

Business Reason / Area (Subjective analysis)	P4 Outturn (£000's)	P3 Outturn (£000's)	P3-P4 movement (£000's)	Ref
Supporting Children & Families Portfolio, Education Portfolio				
DSG Reserve B/Fwd.	(2,453)	(2,453)	0	
Spend on DSG Reserve	1,853	1,853	0	CFW1
Minor variances	37	(23)	60	
DSG projected underspend	(563)	(623)	60	
Transfer to DSG Reserve	563	623	(60)	
Non DSG				
Additional Grant Funding	(198)	(198)	0	CFW2
Placements Budget	67	162	(95)	CFW3
Home to School Transport	215	215	0	CFW5
Staffing variances	150	(99)	249	CFW3,4,5,6
Additional Income	(21)	(21)	0	CFW3
Other minor variances	9	(10)	19	CFW3,5
Sub-total Net Underspend Non DSG	222	49	173	
Adult Social Care Portfolio				
Management of vacancies	(194)	(123)	(71)	CFW7,8,10,11,15,16
External care packages and commissioned services	146	104	42	CFW7,8,9,10,14
Delay in closure of establishments	91	97	(6)	CFW7
Other running costs	44	3	41	CFW12,13
Sub-total	87	81	6	
Community Health & Wellbeing Portfolio				
Commissioned Services	(31)	(30)	(1)	CFW17
Other running costs	23	2	21	CFW17
Sub-total	(8)	(28)	20	
Total	301	102	199	
Learning Disabilities Pooled Fund				
Management of vacancies	(7)	(71)	64	CFW18
External care packages and commissioned services	(485)	(454)	(31)	CFW18
Sub-total	(492)	(525)	33	
Total	(191)	(423)	232	

NOTES ON VARIANCES AND PERIOD MOVEMENTS

Supporting Children & Families Portfolio, Education Portfolio

Within the DSG

CFW1 – DSG Reserve b/fwd.

- The DSG reserve brought forward balance is £(2.453)m. There are likely to be commitments against this in 2013/14 of £1.853m and variance in-year of £37k. This leaves an underspend of £(0.563)m. This underspend will be carried forward to 2014/15. The movement from the previous month relates to increased pressure on nursery places.
- The Funding Forum was made aware of this reserve at the July meeting and proposals will be forwarded at the September meeting on how to utilise this. It is very likely that some it will be distributed to schools on a one off basis. Further details can be sought by accessing the July Funding Forum report.

Non DSG Variances £222k adverse

CFW2 – Children’s Social Care £69k adverse (Includes Children with Complex & Additional Needs)

- This overspend is mainly due to staffing budgets of £190k and Placements £67k, offset by additional grant income of £(198)k. (Other Variances £10k). The staffing variances are due to the need to cover essential posts in order to meet statutory demands and increasing pressures. The reduction in the placements overspend from last month is due to one off income from selling adoptive placements to other authorities

CFW3 – Support Services £(91)k favourable

- This saving is mainly as a result of staff posts being held vacant £(56)k additional training income received £(21)k and other variance £(14)k

CFW4 – Commissioning £(15)k favourable

- This favourable variance of £(15)k is due to vacant staff posts.

CFW5 – MARAS £208k adverse

- Home to School transport pressure of £215k, staff posts vacant £(20)k and other variances £13k.

CFW6 – Children’s Centres and Early Years £51k adverse

- The Children’s Centres and Early Years projected overspend is due to staff posts £51k.

Adult Social Care Portfolio £86k adverse

CFW7 – Older People £(162)k favourable

- **Care Management/Assessment £(182)k favourable**
Due to managed vacancies within the Social Work teams.
- **Residential and Nursing Care/Home Care/Day Care/Direct Payments - £(72)k favourable**
Due to lower demand than estimated.

• **Katherine Lowe House and The Princess Centre - £92k adverse**
Delays in the closure of Katherine Lowe House (£77k) and the Princess Centre (£15k) resulting in additional costs being incurred.

CFW8 – Physical Disabilities £(12)k favourable

- **Care Management/Assessment £(57)k favourable**
Due to managed vacancies within the Social Work teams.
- **Residential and Nursing Care/Home Care/Direct Payments - £45k adverse**
One additional residential placement costing £45k more than budgeted.

CFW9 – Equipment & Adaptations - £(12)k favourable

- **External Minor Adaptations - £(12)k favourable**
The volume of repair call out is projected to slightly lower than estimated in the budget.

CFW10 – Mental Health - £158k adverse

- **Care Management and Assessment £(53)k favourable**
Due to managed vacancies within the Community Mental Health Team.
- **Residential and Nursing Care/Home Care/Direct Payments/Supported Living £211k adverse**
There is one residential service user with significantly higher than budgeted costs and one homecare user higher than budgeted.

CFW11 - Other Adult Services £93k adverse

- **Emergency Duty Team £93k adverse**
Due to projected staff costs due to current workload.

CFW12 - Strategic & Support Services - £8k adverse

- **Finance Team £8k adverse**
Due to higher than expected client services costs.

CFW13 - Adaptations - £5k adverse

- **Adaptations Income £5k adverse**
Due to projected underachievement in adaptations fee income.

CFW14 - Housing Services - £25k adverse

- **Supporting People £25k adverse**
Underachievement in income contribution.

CFW15 - Community Services - £2k adverse

- **Community Services £2k adverse**
Underachievement in income contribution.

CFW16 – Equalities & Diversity - £(19)k favourable

- **Equalities & Diversity £(19)k favourable**
Due to managed vacancies in the Team £(8)k and a projected underspend in the events budget £(11)k.

Community Health & Wellbeing Portfolio £(7)k favourable

CFW17 – Public Health Services - £(7)k favourable

- **Public Health Services £(7)k favourable**
Due to managed vacancies in the Commissioning Team.

Learning Disabilities Pooled Fund

CFW18 – Learning Disabilities - £(492)k favourable – Pooled Fund Arrangement

- **Residential and Nursing Care/Home Care/Direct Payments £(464)k favourable**
The impact of the recovery plan on projected demand.
- **Daycare £(21)k favourable**
The new method of service provision at the Meadowside Centre has delivered a savings higher than estimated.
- **Care Management/Assessment £(7)k favourable**
Due to managed vacancies within the Social Work teams.

TRAFFORD MBC

Report to: ETO Directorate Management Team
 Date: 21 August 2013
 Report for: Discussion
 Report author: ETO/EGP Finance Manager

Report Title

Revenue Budget Monitoring 2013/14 – Period 4 (April to July 2013)

1. Forecast Outturn for the Year

- 1.1 The approved revenue budget for the year is £29.209m. The forecast outturn before management action is £29.305m, which is £0.096m over the approved budget (0.3%). This is a favourable movement of £(0.075)m since the last report, which is due to improved forecasts of income from the GM Access Permit Scheme £(0.025)m, and rebates now expected from the transport leasing contractor £(0.050)m.
- 1.2 An action plan is in place to bring spending and income in line with the budget for the remainder of the year (see paragraph 2) and a nil variance is expected as a result.
- 1.3 The Directorate has also brought forward balances of £(0.439)m from previous years of which £(0.202)m is earmarked specifically to mitigate one-off budget pressures if required (paragraph 3). In particular, this relates to savings which have been re-profiled to later in the year, such as where additional staff consultations have been undertaken.
- 1.4 This is the second monitoring report of the financial year and, hence, the information available to produce a forecast outturn is limited and subject to change at this point. For example, the Directorate budget can be adversely affected by weather conditions, and income streams by the wider economic climate.

2. Summary of Variances

- 2.1 The overall net variance reflects a number of individual under and overspends across the diverse areas of the Directorate:
 - Re-profiling of savings from the review of Enforcement due to additional staff consultation £0.214m;
 - Re-profiling of Groundforce staff savings pending a review of working conditions (e.g. overtime) £0.126m;
 - Public Protection licencing income – continuing adverse effect of economic climate £0.070m;
 - Traffic Management costs for major events – additional costs £0.054m;
 - Additional costs from the extension of the Parking enforcement contract prior to full re-tendering exercise during the year £0.033m;

- The full closure of Oakfield Road car park has taken longer than predicted when setting the budget and income is hence £(0.172)m higher than expected for the full year;
- Income in Bereavement Services has continued to be higher than expectations £(0.101)m;
- School crossing patrols on-going net vacancies £(0.050)m;
- Income now expected from the GM Road Access Permit Scheme £(0.025)m;
- Rebate now expected from transport leasing contractor £(0.050)m;
- Others £(0.003)m.

2.2 The management action plan being implemented includes numerous steps to ensure that essential services are delivered within budget throughout the year. These will be monitored throughout the year and reflected in the forecast outturn for the service areas accordingly:

- Only necessary spending on supplies and services to be approved;
- Reduced use and greater control of overtime and travel expenses;
- Monitoring and evaluation of existing and potential new income streams;
- Analysis of rechargeable work for both revenue and capital schemes;
- Additional improvements to efficiency through service redesign and better procurement;
- Potential to accelerate future savings proposals.

3. Reserves

3.1 At the end of 2012/13 the Directorate had a surplus on accumulated balances of £(0.439)m, which was carried forward to 2013/14. This was a result of successful management action to both mitigate the adverse budget pressures in 2012/13, plus deliver sufficient additional surpluses to assist in mitigating future pressures if required while sustainable solutions are implemented. The planned use of these balances is shown below:

Utilisation of Carry forward Reserve 2013/14	(£000's)
Surplus balance brought forward at 1 April 2013	(439)
Traded service investment projects c/f	132
Car Parking – contract cost/income	105
Earmarked for re-profiling of approved savings	202
Balance after commitments	0

4. Savings

4.1 The approved Directorate budget includes savings of £(3.011)m, (9.3)% as follows:

	Budget (£000's)	Outturn (£000's)	Variance (£000's)
Increased and new income	(307)	(307)	0
Efficiencies and others	(605)	(575)	30
Policy Choice	(2,099)	(1,795)	304
Mitigating action across ETO	0	(334)	(334)
Total ETO	(3,011)	(3,011)	0

4.2 The shortfall of £0.334m relates to re-profiling of savings in Enforcement and Groundforce above. These are to be mitigated in full from management action taken across the Directorate, or by the use of accumulated balances if required.

5. Recommendations

5.1 It is recommended that the forecast outturn and mitigating management action be noted.

Period 4 Forecast Outturn revenue expenditure and income variances.

The following tables detail the main variances from the revenue budget to the forecast outturn, and the movements since the last monitoring report in both Management Accounts (“Budget Book”) format and by cause or area of impact of the variance.

Budget Book Format (Objective analysis)	Full Year Budget (£000's)	P4 Forecast Outturn (£000's)	P4 Outturn Variance (£000's)	P3 Outturn Variance (£000's)	P3 – P4 Movement (£000's)	Ref
Highways & Environment Portfolio						
Highway and Network Management, incl. Traffic & Transportation	5,130	5,167	37	87	(50)	ETO1
School Crossing Patrols	512	462	(50)	(50)	0	ETO2
Parking Services	(150)	(329)	(179)	(179)	0	ETO3
Groundforce	4,593	4,722	129	154	(25)	ETO4
Bereavement Services	(998)	(1,089)	(91)	(91)	0	ETO5
Sustainability & Greenspace	426	394	(32)	(32)	0	ETO6
Waste Management (incl. WDA levy)	18,661	18,661	0	0	0	
Public Protection	806	866	60	60	0	ETO7
Environmental Enforcement	30	244	214	214	0	ETO8
Directorate Strategy & Business Support	471	479	8	8	0	
Sub-total	29,481	29,577	96	171	(75)	
Operational Services for Education	(272)	(272)	0	0	0	
Management action plan across ETO	0	(96)	(96)	(171)	75	ETO9
Total Forecast Outturn Period 4	29,209	29,209	0	0	0	

ETO Business Reason / Area (Subjective analysis)	P4 Outturn Variance (£000's)	P3 Outturn Variance (£000's)	P3 – P4 Movement (£000's)	Ref
Highway and Network Management, incl. Traffic & Transportation				
Traffic Management costs - events	54	54	0	
Fee income shortfall	8	33	(25)	
Transport rebates	(25)	0	(25)	
Sub-total	37	87	(50)	ETO1
School Crossing Patrols - vacancies	(50)	(50)	0	ETO2
Parking Services				
Additional income – Oakfield Road	(172)	(172)	0	
Additional income - others	(22)	(22)	0	
Contract extension one-off costs	33	33	0	
Staffing and running costs	(18)	(18)	0	
Sub-total	(179)	(179)	0	ETO3
Groundforce				
Re-profiling of staff/equipment savings	126	126	0	
Overtime/other additional running costs	28	28	0	
Transport rebates	(25)	0	(25)	
Sub-total	129	154	(25)	ETO4
Bereavement Services				
Essential maintenance costs	10	10	0	
Income above budget	(101)	(101)	0	
Sub-total	(91)	(91)	0	ETO5
Sustainability & Greenspace				
Vacancy, supplies & services	(32)	(32)	0	ETO6
Public Protection				
Income shortfall including licencing	70	70	0	
Mitigating action – hold on filling vacancies	(10)	(10)	0	
Sub-total	60	60	0	ETO7
Environmental Enforcement				
Re-profiling of staff/equipment saving	214	214	0	ETO8
Director & ETO Business Support				
Staffing and Running costs	8	8	0	
Management Action - running costs	(96)	(171)	75	ETO9
Total Forecast Outturn Period 4	0	0	0	

ADDITIONAL NOTES ON FORECAST OUTTURN VARIANCES

ETO 1 – Highways & Network Management - £0.037m (adverse)

Traffic management costs associated with major events are estimated at £0.054m above budget for the year. These costs have arisen due to clarification on the statutory responsibilities, and will need to be addressed in the Medium Term Financial Plan. A number of options are also being evaluated up to reduce this pressure.

Forecast fee income in Highways and Transportation is £0.008m less than budgeted for the year. This is a favourable movement of £(0.025)m since last reported, which relates to income now expected to be received from the GM Road Access Permit Scheme (GMRAPs).

The overall adverse variance has also improved from last month due to the expected receipt of rebates from the vehicle leasing contractor £(0.025)m.

ETO 2 – School Crossing Patrols – £(0.050)m (favourable)

There is a forecast underspend on staffing of £(0.050)m due to the on-going difficulties in the filling of vacancies, which has continued from 2012/13. Leavers and new starters have broadly matched each other in recent months, which has meant the net staffing level has not increased as intended.

ETO 3 – Parking Services – £(0.179)m (favourable)

The approved budget included assumptions regarding the partial, then full closure of Oakfield Road car park during the year as part of the regeneration of Altrincham Town Centre. The re-phasing of the town centre project has resulted in forecast income above budget of £(0.172)m.

Other car parking income continues to be above expectations, following on from 2012/13, £(0.022)m.

The contract for Parking enforcement has been extended for a further 12 months while a full tender exercise is undertaken. The extension has increased costs by £0.033m from the previous contract period which has expired. The new contract will be awarded from April 2014.

Action to control general running costs and the holding of vacancies gives rise to an expected underspend of £(0.018)m.

ETO 4 – Groundforce - £0.129m (adverse)

Savings associated with staffing, supplies, vehicles and equipment have been re-profiled pending a review of terms and conditions, overtime and procurement, leading to a forecast adverse variance of £0.126m. The review will feed into the management action plan, plus balances have been carried forward from 2012/13 to be utilised as one-off mitigation, if required.

Other supplies, services and overtime costs are forecast to be £0.028m above budget. An element of this relates to one-off reactive service requests, which are often out of normal working hours. The review of the service above will also look to address these issues.

The overall adverse variance has also improved from last month due to the expected receipt of rebates from the vehicle leasing contractor £(0.025)m.

ETO 5 – Bereavement Services £(0.091)m (favourable)

Net income levels for the year are expected to exceed the budget by £(0.101)m, and follows the levels from the last financial year. Running costs above budget of £0.010m relate to essential works.

ETO 6 – Sustainability and Greenspace £(0.032)m (favourable)

Management action to control running costs, plus staff vacancies, gives rise to a predicted underspend of £(0.032)m.

ETO 7 – Public Protection - £0.060m (adverse)

There is a predicted shortfall in income of £0.070m across the service. This relates in particular to licencing, which is due to lower levels of applications received. This is to a large extent related to the economic climate and has continued from the last financial year. This will also be assessed as part of the Medium Term Financial Plan.

The shortfall is expected to be partly mitigated through a variety of management actions to control costs throughout the year, including a delay in filling vacant posts £(0.010)m. The management action plan includes for possible further restrictions on staffing vacancies.

ETO 8 – Environmental Enforcement £0.214m (adverse)

The savings associated with the review of Enforcement have been re-profiled following additional staff consultations. This has resulted in a forecast adverse variance of £0.214m for the year. The management action plan for ETO will look to address the adverse variance in-year. The variance was identified very early in this financial year and the Directorate was also able to identify and earmark balances from the 2012/13 accounts to mitigate this variance, if required.

ETO 9 – Management Action £(0.096)m (favourable)

The Directorate has already instigated a management action plan to contain adverse variances projected for the year. This includes reviews of overtime and other staff costs, plus gaining a better understanding of cost drivers, such as in Groundforce. Vehicle and depot costs are also being reviewed alongside procurement and contract costs. These will be monitored throughout the year and reflected in the forecast outturn for the relevant service area as they are realised.

TRAFFORD MBC

Report to: EGP Directorate Management Team
 Date: 21 August 2013
 Report for: Discussion
 Report author: EGP/ETO Finance Manager

Report Title

Revenue Budget Monitoring 2013/14 – Period 4 (April to July 2013)

1. Forecast Outturn

- 1.1 The approved revenue budget for the year is £3.304m. The forecast outturn is £3.344m, which is £0.040m above the budget. This is a favourable movement of £(0.013)m since last month due mainly to better than expected forecasts of planning application fee income for the year. Variances are subject to change at this early stage of the year, in particular relating to forecasts of planning and rental income which are affected by external market conditions.
- 1.2 The Directorate will implement management action to manage these budget pressures, particularly around staffing and control of running costs, and a nil variance is expected at year end. EGP also has balances of £(0.312)m brought forward from previous years which are largely related to re-phased project costs, but are also available to fully mitigate the above variance, if required.

2. Explanation of Variances

- 2.1 The forecast outturn variances are summarised below, with more detail at Appendix 1:
- Shortfall in property rent income of £0.067m due to the on-going adverse effect of the economy, primarily on town centre rents (e.g. Stamford Centre);
 - Rental income from airport land is £(0.019)m higher than budgeted, and is based on the notification received from Manchester City Council in March this year;
 - Facilities management staffing is £0.030m above budget due to the later than planned disposal of a number of properties (e.g. Broomwood);
 - There is a forecast staffing underspend across EGP relating to the on-going restructure and appointments to vacancies £(0.065)m;
 - Planning Application fees income predicted shortfall is £0.050m, which is a favourable movement of £(0.010)m since last reported. Building control income is forecast to be higher than planned by £(0.060)m giving a net £(0.010)m underspend across the two income streams;

- Fee income from housing improvement capital schemes is a net £0.046m less than budget due to a reduced volume of property sales;
- Other variances of £(0.009)m relating to running costs.

3. Reserves

- 3.1 At the end of the last financial year the Directorate had (£0.312)m of balances brought forward from previous years, of which £(0.126)m is committed on re-phased projects per the 2012/13 outturn report.
- 3.2 The remaining balance is earmarked to supplement 2013/14 project work, plus provide one-off mitigation should income levels continue to be adversely affected by the economic climate, or for other budget pressures during the year.

Utilisation of Carry forward Reserve 2013/14	(£000's)
Surplus balance brought forward at 1 April 2013	(312)
Re-phasing of projects from 2012/13	126
Forecast outturn overspend P4	40
Committed on 2013/14 projects plus mitigation for potential future budget pressures	146
Balance after forecast outturn/commitments	0

4. Savings

- 4.1 The approved Directorate budget includes savings of £(0.696)m, (21.1)% as follows:

	Budget (£000's)	Outturn (£000's)	Variance (£000's)
Increased and new income	(122)	(122)	0
Efficiencies and others	(351)	(351)	0
Policy Choice	(223)	(193)	30
Total EGP	(696)	(666)	30

- 4.2 The shortfall of £0.030m relates to savings in Facilities Management staffing which have needed to be re-profiled due to the disposal of buildings taking longer than had been planned. This will be mitigated by management action taken across the Directorate, or by the use of accumulated balances if required.

5. Recommendations

- 5.1 It is recommended that:
- The forecast outturn of £0.040m for 2013/14 be noted.

Period 4 Forecast Outturn revenue expenditure and income variances

The following tables detail the main variances from the revenue budget to the forecast outturn, and the movements since the last monitoring report in both Management Accounts (“Budget Book”) format and by cause or area of impact of the variance.

Budget Book Format (Objective analysis)	Full Year Budget (£000's)	P4 Forecast Outturn (£000's)	P4 Outturn Variance (£000's)	P3 Outturn Variance (£000's)	P3 – P4 Variance (£000's)	Ref
Economic Growth & Prosperity Portfolio						
Asset Management	1,118	1,191	73	76	(3)	EGP1
Planning & Building Control	174	129	(45)	(35)	(10)	EGP2
Strategic Planning & Development	525	519	(6)	(6)	0	EGP2
Economic Growth	717	701	(16)	(16)	0	EGP4
Housing Strategy	522	556	34	34	0	EGP3
Directorate Strategy & Business Support	248	248	0	0	0	EGP4
Total Forecast Outturn Period 4	3,304	3,344	40	53	(13)	

EGP Business Reason / Area (Subjective analysis)	P4 Outturn Variance (£000's)	P3 Outturn Variance (£000's)	P3 – P4 Movement (£000's)	Ref
Asset Management				
Investment Property Rental Income:				
- Stamford Centre - shortfall	34	34	0	
- Other properties - shortfall	19	19	0	
- Airport - surplus	(19)	(19)	0	
Community buildings – income/running costs	14	19	(5)	
Facilities Management - staffing	30	30	0	
Asset Management – staffing vacancies	(12)	(12)	0	
Other minor running cost variances	7	5	2	
Sub-total	73	76	(3)	EGP1
Planning & Building Control				
Planning applications income shortfall	50	60	(10)	
Building Control income surplus	(60)	(60)	0	
Staffing vacancies	(35)	(35)	0	
Sub-total	(45)	(35)	(10)	EGP2
Strategic Planning & Development				
Staffing/running costs savings	(6)	(6)	0	
Sub-total	(6)	(6)	0	
Economic Growth – staffing vacancies	(16)	(16)	0	
Housing Strategy				
Housing improvements capital fee income shortfall	46	46	0	EGP3
Staffing/running cost savings	(12)	(12)	0	
Sub-total	34	34	0	
Total Forecast Outturn Period 4	40	53	(13)	

NOTES ON OUTTURN VARIANCES

EGP1 – Asset Management - £0.073m (adverse)

The effect of the economy is continuing to adversely affect rents across the property portfolio, including Stamford Centre £0.034m, other investment property £0.019m and Community Buildings £0.014m. Airport rent is expected to be £(0.019)m above budget following notification in March from Manchester City Council of new rent levels for the next five years.

Facilities Management staffing is expected to be £0.030m above budget. The associated saving has needed to be re-profiled as the planned disposal of buildings is taking longer than expected.

There are a number of staffing and minor running cost underspends of £(0.005)m across Asset Management.

EGP2 – Planning and Building Control – £(0.045)m (favourable)

Income from planning fees is forecast to be £0.050m less than budget, which is due to the continuing adverse economic climate. This includes a favourable movement of £(0.010)m since last reported due to improvements in the projected volume of applications for the year.

Building control income is forecast to be above budget by £(0.060)m. This includes some capital related income plus the service has been successful in competing with other external providers.

Planning and building control fees are continuing to be monitored on a weekly basis.

An underspend from staffing vacancies is predicted to be £(0.035)m, and the filling of these posts will be addressed by the on-going restructure of EGP.

EGP3 – Housing Strategy – Housing Improvement fee income £0.046m (adverse)

The cost of housing improvement work is recouped when properties are sold in the future, and the sale proceeds are reinvested in new works to top up the existing capital programme. Where new improvement works are carried out, this generates fee income for the service to recover the Council's management and administration costs. There has been a reduction in the number of property sales due to the adverse economic climate and this has reduced the availability of capital funds for new works. Fee income has, hence, reduced compared to that expected in the revenue budget. This will be taken forward in the Medium Term Financial Plan.

TRAFFORD MBC

Report to: Transformation & Resources Directorate Management Team
Date: 22 August 2013
Report for: Discussion
Report author: T&R Finance Manager

**Revenue Budget Monitoring 2013/14 – Period 4
(April 2013 – July 2013 inclusive)**

1 Forecast Outturn

- 1.1 The current approved revenue budget for the year is £20.297m. The projected outturn of £20.267m is £(0.030)m below the approved budget. This is a £0.013m adverse movement since last month.
- 1.2 The £13k net adverse movement in the month is a result of:
- £(41)k favourable variance on staff costs across the Directorate.
 - £38k adverse variance on legal costs.
 - £(10)k favourable collective variances on other running costs.
 - £36k adverse variance on forecast ticket sales in the Waterside Arts Centre.
 - £(10)k favourable variance on other income streams.

2 Reserves

- 2.1 The Directorate has accumulated balances of £(1.389)m brought forward from 2012/13. Over the year the surplus balance will be used to ensure that the Directorate can meet and sustain the challenges of the future, including support for the Transformation Programme. The table overleaf summarises the projected movement during 2013/14:

Table 1: Utilisation of Carry Forward Reserve 2013/14	£000's
Balance b/f 1 April 2013	(1,389)
Planned use in 2013/14	
Transformation Support	234
Land Charges Claims	185
LGG Support	56
EDRMS	50
Communications/Events	46
Library improvements	40
ICT textlink and contracts	34
Apprentice Support	20
Legal Case Management System	7
CCTV Marketing	5
2013/14 Outturn	(30)
Remaining Balance at 31 March 2014	(742)

- 2.2 In 2013/14 and future years the surplus balance will be used to ensure that the directorate can meet and sustain the challenges of the future, particularly ensuring support for the Transformation Programme.

Period 4 Forecasted Outturn revenue expenditure and income variances

The following tables detail the main variances from the revenue budget to the forecasted outturn, and the movements since the last monitoring report, in both Management Accounts (“Budget Book”) format and by cause or area of impact of the variance.

Budget Book Format (Objective analysis)	Full Year Budget (£000's)	P4 Forecast Outturn (£000's)	P4 Outturn variance (£000's)	P3 Outturn variance (£000's)	P3 to P4 Movement (£000's)	Note ref
Transformation and Resources Portfolio						
Legal & Democratic	1,885	2,037	152	139	13	T&R2,4
Communications & Customer Services	6,866	6,802	(64)	(48)	(16)	T&R1
Partnerships & Performance	2,687	2,696	9	6	3	
Strategic Human Resources	2,350	2,347	(3)	(3)	0	T&R3
Corporate Leadership and Support	367	359	(8)	(6)	(2)	
sub-total	14,155	14,241	86	88	(2)	
Finance Portfolio						
Finance Services	3,944	3,793	(151)	(133)	(18)	T&R1
sub-total	3,944	3,793	(151)	(133)	(18)	
Safe and Strong Communities						
Culture & Sport	2,198	2,233	35	2	33	T&R4
sub-total	2,198	2,233	35	2	33	
Total	20,297	20,267	(30)	(43)	13	

Business Reason / Area (Subjective analysis)	P4 Outturn variance (£000's)	P3 Outturn variance (£000's)	P3 to P4 movement (£000's)	Note ref
Management of Vacancies	(197)	(156)	(41)	T&R1
Court Costs and Legal fees	163	125	38	T&R2
Running Costs	19	29	(10)	T&R3
Income	(15)	(41)	26	T&R4
Total	(30)	(43)	13	

NOTES ON PROJECTED VARIANCES

T&R1

There are a number of posts which are held vacant whilst staffing structures are being reviewed, particularly in ICT and Revenues & Benefits.

T&R2

Legal expenses are forecast to be £163k adverse to budget due to a continuing increase in childcare cases and a number of new development projects.

T&R3

Running costs are being tightly controlled to remain within budget. However, the initiative to reduce sickness levels has impacted on utilisation of Occupational Health services causing a forecast adverse variance of £33k within HR.

T&R4

There is forecast to be a favourable variance on income of £(15)k, particularly on Registrars but offset by a shortfall in income in the Waterside Arts Centre.

TRAFFORD MBC

Report to: Director of Finance
Date: 22 August 2013
Report for: Information
Report author: Head of Financial Management

Report Title

Revenue Budget Monitoring 2013/14 – Period 4 Outturn - Council-Wide Budgets (April 2013 to July 2013 inclusive)
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1 Outturn Forecast

1.1 The current approved revenue budget for the year is £23.952m. The outturn forecast is £22.578m, which is £(1.374)m under the budget.

1.2 Appendix 1 details by variance area the projected outturn as compared to the approved revenue budget, with the main variances being;

Treasury Management - £(1.321)m relating to Manchester Airport Group dividend received above budget and £(0.020)m of reduced debt charges;

Members expenses - £(0.025)m, relating mainly to the voluntary 1.9% reduction in allowances;

There were a number of other minor variances across Council Wide budgets in the sum of £(0.008)m for the year.

2 Service carry-forward reserve and Recommendations

2.1 The underspend within Council-wide budgets is transferred to the General Reserve, as detailed in the summary report.

Period 3 Draft Outturn revenue expenditure and income variances

The following tables detail the main variances from the revenue budget to the forecasted outturn, and the movements since the last monitoring report, in both Management Accounts (“Budget Book”) format and by cause or area of impact of the variance.

Budget Book Format (Objective analysis)	Full Year Budget (£000's)	P4 Forecast Outturn (£000's)	P4 Outturn variance (£000's)	P3 Outturn variance (£000's)	P3 to P4 movement (£000's)	Ref
Finance Portfolio						
Precepts, Levies & Subscriptions	17,806	17,806				
Provisions (bad debts & pensions)	1,742	1,742				
Treasury Management	8,366	7,025	(1,341)	(1,341)		C-W1
Insurance	659	659				
Members Expenses	944	919	(25)		(25)	C-W2
Grants	(5,887)	(5,895)	(8)	(8)		
Other Centrally held budgets	322	322				
Total	23,952	22,578	(1,374)	(1,349)	(25)	

Business Reason / Area (Subjective analysis)	P4 Outturn variance (£000's)	P3 Outturn variance (£000's)	P3 to P4 movement (£000's)	Ref
Treasury Management:				
- Investment Income	(1,321)	(1,321)		C-W1
- Debt Management cost savings	(20)	(20)		C-W1
Members Allowances	(25)		(25)	C-W2
Grants	(8)	(8)		
Total	(1,374)	(1,349)	(25)	

NOTES ON PROJECTED VARIANCES

C-W1 – Treasury Management - £(1.341)m (favourable).

Investments – £(1,321)k – Increased MAG share dividend

In 2013 Manchester Airport Group (MAG) acquired Stansted Airport which resulted in the Council's share allocation in the expanded group being restated from 5% to 3.22%. The MAG board, at its June 2013 meeting, agreed the total level of share dividend to be paid in 2013/14 and this was set at £72m, payable in 2 tranches, £50m in July 2013 and £22m in October 2013. The Council will now receive a total of £(2.321)m, which is £(1.321)m in excess of the budgeted figure. Whilst the level of dividend forecasted to be received annually has been revised to a level of £(1.352)m from that previously received of £(1.000)m, this year's dividend is higher than normal as it contains a one-off allocation relating to the higher than expected levels of cash balances held in Stansted Airport at the time of acquisition.

Debt - £(20)k – Minimum Revenue Provision

A lower than expected level of prudential borrowing relating to the 2012/13 capital programme has resulted in a temporary reduction in the minimum revenue provision in 2013/14.

C-W2 – Members Allowances - £(0.025)m (favourable).

All 63 Trafford Members agreed to take a voluntary 1.9% reduction in the value of their allowances. This will generate a saving of £(0.016)m. Other minor savings from telephony and running costs are also expected of £(0.009)m.

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