

**Service Detail Summary****Resources Directorate**

Service	Original Budget	Revised Budget	Requisitions	Commitments	Actual Spend YTD	Projected Outturn	Variance
AUDIT - Audit Management	-41,990	-41,990	0	0	-25,456	-6,200	35,790
Service Comments: Future Guildford redundancy costs of £16k need to be funded from invest to save reserve at year end. Cost of KPMG contract is £114k against a budget of £100k. Will need to revise budget because contract was let for 3 years in 2020-21.							
BUSIMP - Business Improvement	-81,430	-81,430	200,042	452,851	1,332,618	1,905,554	1,986,984
Service Comments: Costs of Future Guildford fall within business improvement. These are funded from the Invest to Save and other earmarked reserves as per the business case and so are offset by a reserve transfer on the general fund summary. Redundancy costs will also be centralised into this service in due course.							
CASEWRK - Resources Caseworker	-206,181	-206,181	0	9,532	116,429	-1,394	204,787
Service Comments: Main adjustments have been made to salary costings, people budgeting will correct this.							
CORFIN - Corporate Financial	277,380	277,380	0	21,192	236,081	318,111	40,731
Service Comments: Increased costs of brokers commission and corporate subscriptions.							
CORSER - Corporate Services	1,015,460	1,015,460	600	11,791	676,804	1,291,627	276,167
Service Comments: Increased external audit fees, licences and bank charges. Staffing budget is also greater than budget, but will reduce as new budgets are loaded.							
FEASTU - Feasibility Studies	40,470	40,470	0	2,375	32,782	33,803	-6,667
Service Comments:							
FINAMN - Lead Specialist - Finance	-197,740	-197,740	0	79,220	174,871	36,779	234,519
Service Comments: Primarily agency staffing to assist in delivering savings, this will reduce once budgets are loaded.							
HR - Lead Specialist - HR	-176,751	-176,751	580	27	112,927	-12,274	164,477
Service Comments: Relates to management of the agency contract, these costs will be allocated across the relevant services over the coming months.							
ICT - Lead Specialist - ICT	435,907	435,907	8,593	105,258	456,795	586,056	150,150
Service Comments: £50k for Microsoft extended support for windows 2008 providing patching and support for old servers whilst services are migrated to new. £85k Business World application support contract for resolution of system defects and new functionality on the HR/Payroll side of the system.							
INSREV - Insurance Revenue Account	0	0	0	124,920	778,654	0	0
Service Comments: costs are recharged across services at the year end. Services will report spend against their budgets.							
ITREV - ICT Investment and Renewal Fund	21,190	21,190	0	0	-222,457	21,190	0
Service Comments:							
LEGAL - Lead Specialist - Legal	-226,600	-226,600	0	2,640	154,270	-90,348	136,252
Service Comments: The overspend is due to redundancies made within the team following a restructure as well as several adverts for vacancies. New software for online JCT's and electronic signatures will be offset by savings elsewhere in the budget.							

MISEXE - Miscellaneous Expenses	93,766	-98,234	17,975	30,336	-3,058,153	-1,349,164	-1,250,930
Service Comments: Miscellaneous expenses covers the COVID costs and budget, our central contingency budget for loss of income across services due to covid (which represents the fact we cannot claim the first 5% income loss and 25% of any income loss over 5% from the government under the SFC compensation scheme). Our central savings target for Future Guildford is also sat in this cost centre. Projected underspend assumes that the future guildford savings target will be achieved once salary restructure done and therefore offsets assumptions across the rest of the services that salaries outturn will be within budget. In addition, underspend includes assumption that COVID income contingency budget will not be spent which offsets the assumptions of income loss across other services							
OTHEMP - Other Employee Costs	99,690	99,690	25	64	-68,105	99,690	0
Service Comments:							
PARISH - Parish Liaison	195,540	195,540	0	0	53,991	180,800	-14,740
Service Comments:							
UNALLO - Unallocatable Central Overhead	747,030	747,030	0	0	-16,312	134,310	-612,720
Service Comments: IAS superannuation adjustment removed.							
RESOURCE - Resources Directorate	1,995,740	1,803,740	227,815	840,206	-4,171,981	3,148,540	1,344,800

## Services Directorate

Service	Original Budget	Revised Budget	Requisitions	Commitments	Actual Spend YTD	Projected Outturn	Variance
ARTDEV - Arts Development	117,920	117,920	0	0	16,035	91,539	-26,381
Service Comments: Salary budget to be reallocated. Potential underspend of approx. £20k on staffing.							
BUICON - Building Control	365,830	365,830	0	14,015	134,224	359,470	-6,360
Service Comments:							
BUIMAI - Building Maintenance	47,870	47,870	2,462	9,281	1,207,519	-476,732	-524,602
Service Comments: Helen Buck - Tech Services - D2003 increase in materials cost - predicted year end £1.2m Income K7001- Note: NDH work is not credited until year end, increase in Assets work to corporate property as from 1/6/21 following SLA agreement. Current income @ week 13 is £1,259,590 Inc. HRA							
BUSRAT - Business Rates	-22,920	-22,920	0	0	190,115	-36,030	-13,110
Service Comments:							
CARSIT - Traveller Caravan Sites	-97,041	-97,041	0	0	46,985	-60,303	36,738
Service Comments: Year end debtor outstanding from SCC for £30k not yet received.							
CASESVC - Case Services	0	0	0	0	421,732	421,732	421,732
Service Comments: Projections for year end will be made once budgets for this service have been set up in the system,							
CCTV - Town Centre CCTV	100,700	100,700	0	5,000	39,306	82,163	-18,537
Service Comments:							
CEMETE - Cemeteries	212,980	212,980	5,046	916	69,615	193,500	-19,480
Service Comments:							
CIVEMS - Civil Emergencies	61,440	61,440	0	0	26,517	63,511	2,071
Service Comments:							

CREMAT - Crematorium	-1,060,460	-1,060,460	52	79,253	-70,576	-937,860	122,600
Service Comments: Salary allocations under review. Depreciation over budget. Income on track							
CTAX - Council Tax	532,410	532,410	0	67,822	256,213	618,452	86,042
Service Comments: Staffing - some additional work may be needed once Phase B transition is complete to establish whether the projection is correct. Cost of Temps has been included to 1 October only. Income from Court Costs - less costs likely to be raised and recovered due to limited court time as a result of COVID. Includes redundancy costs of £50,476							
CUST - Customer Services	-67,950	-67,950	27	420	157,444	45,339	113,289
Service Comments: Adjustments need to be made to salary allocations. There are redundancy costs on this cost centre that will be moved to FG in due course							
DAYSER - Day Services	558,360	558,360	0	39,693	322,809	669,285	110,925
Service Comments: Redundancy included of £27,815. Salary budget reallocations to be completed to increase by approx. £90k							
DEVCON - Development Control	795,259	795,259	14,275	239,259	571,766	1,334,122	538,863
Service Comments: <u>Agency</u> Additional cost requirements since start of 2021 to assist service delivery with increased number of planning applications and COVID demands. Agency cost for majors team support brought online - cost to be recovered through Planning Performance Agreement income which is paid through instalments. Situation regarding work levels to be reviewed towards end Dec. Majors support to be retained depending on PPA income. Planning Enforcement Agency staff included in DM however now sit outside DM.							
<u>Consultants</u> Support on planning applications, significant amount will be funded through PPA income Viability consultants are charged to applicants therefore cost will be met Additional legal support on major applications required, some cost will be met through S.106 legal fees Barrister support on major applications such as Garlicks Arch with attendance at planning committee							
<u>Income</u> Pre-app suspended since April resulting in reduced income, to be reviewed end of August Planning application numbers are higher, however, these are mainly at householder level where fees are set at a lower level Planning Performance Agreement fees continue with phased payments expected on larger schemes							
DIGITAL - Digital Services	238,770	238,770	0	1,650	149,405	247,350	8,580
Service Comments:							
EMECOM - Emergency Communications	-123,790	-123,790	3,568	166	-59,770	-123,790	0
Service Comments:							
EMISER - EMI Services	111,370	111,370	0	0	61,540	120,989	9,619
Service Comments: Includes redundancy costs of £18,544							
ENGTRA - Engineering and Transportation Services	-41,570	-41,570	0	0	43,328	-4,289	37,281
Service Comments: Lower staffing levels after FG leading to a lower recharge level than budgeted							
ENVHEA - Environmental Health	453,680	633,680	0	16,926	484,874	751,137	117,457
Service Comments: Increased costs of Stoney Castle and redundancy costs which will be centralised.							
FAMSUP - Family and Refugee Support Programme	106,270	106,270	0	27	176,876	190,231	83,961
Service Comments: Includes redundancy costs of £25,085 which will be centralised for period 6 monitoring. Year end debtor not yet received of £255k .							
FLEMAN - Fleet Management	66,863	66,863	395	0	-250,300	52,000	-14,863
Service Comments:							

FOODSF - Food Safety	375,070	375,070	0	45	111,863	373,814	-1,256
Service Comments:							
GLIVE - G Live	1,722,570	1,722,570	0	64,980	507,734	1,527,850	-194,720
Service Comments: Income affected by Covid							
GUIHOU - Guildford House	399,679	399,679	0	73,895	191,119	512,197	112,518
Service Comments: Significant maintenance costs due to tiling and kitchen refurbishment							
GUILDH - Guildhall	146,450	146,450	0	10,838	34,433	183,553	37,103
Service Comments: Unforeseen asset management costs and the site has been affected by the closure due to the pandemic and works.							
HBEN - Housing Benefits	436,250	436,250	0	11,032	1,687,380	460,562	24,312
Service Comments: Staffing - some additional work may be needed once Phase B transition is complete to establish whether the projection is correct. Cost of Temps has been included to 1 October only with the exception of 0.5 FTE funded by a DWP grant for VEP work. Considerably more work is needed to establish what government grants are still to be paid. There was not time to do this in the forecasting window. In addition more work is needed to understand both Rent Allowances and Rent Rebates. The cost of paying Housing Benefit is broadly met by DWP Subsidy grant. Some work is needed to understand the interaction of overpayment recovery with the Subsidy, and the timing of payments. Includes redundancy costs of £10,637							
HEASAF - Corporate Health and Safety	9,200	9,200	0	0	24,451	9,200	0
Service Comments:							
HOMLES - Homelessness Support	857,890	857,890	0	273,183	-59,153	470,014	-387,876
Service Comments: MHCLG grant of 140K to cover extra duties for rough sleepers and top up for support for the first quarter 2021/22.e.g Additional emergency accommodation costs. Homelessness Prevention Grant of 417K will in part cover additional costs relating to Domestic abuse and use of sanctuary scheme .							
HOUADV - Housing Advice	350,160	350,160	0	0	30	350,160	0
Service Comments: Bought back to budget							
HOUASS - Affordable Housing	114,190	114,190	0	39,166	84,606	182,499	68,309
Service Comments: No anticipated rise in salary costs this year against established FTE. Any delay in confirmation of current post will be off set by MHCLG grant							
HOUSURV - Housing Surveying	-240	-240	0	308	83,306	118,964	119,204
Service Comments: Further investigations required for recharges as not fully up to date. Potential under achieve recovery of approx. £140k							
LANCHA - Land Charges	-13,670	-13,670	0	7,014	-14,414	-11,500	2,170
Service Comments:							
LANDRA - Land Drainage	294,970	294,970	0	2,300	60,927	270,874	-24,096
Service Comments:							
LEICOM - Leisure and Community	115,360	115,360	0	90	38,637	112,987	-2,373
Service Comments:							
LEIMAN - Leisure Management Contract	1,299,200	1,299,200	0	23,229	804,720	2,165,632	866,432
Service Comments: Utility costs and loss in income as a result of the ongoing impact of the pandemic.							
LEIPLY - Leisure Play	215,790	215,790	0	109	42,735	187,130	-28,660
Service Comments: Salary savings offset by redundancy costs of £19,573 which will be centralised by period 6 monitoring.							

LEIRAN - Leisure Rangers	231,260	231,260	0	0	102,334	226,240	-5,020
Service Comments:							
LEISPO - Leisure Sports	101,610	101,610	0	0	10,048	93,131	-8,479
Service Comments:							
LICENS - Licensing	162,140	162,140	0	18,540	85,101	186,102	23,962
Service Comments:							
MILLH - Millmead House	-272,831	-272,831	0	4,206	-199,273	-291,900	-19,069
Service Comments:							
MOTBAY - MOT Bay	2,210	2,210	0	0	11,729	27,636	25,426
Service Comments: Income reduced due to lower staffing levels and impacts from Covid							
MOWTPT - Community Meals and Transport	196,700	196,700	0	22,291	152,134	246,479	49,779
Service Comments: Salaries underbudgeted by approx. £40k							
MUSEUM - Guildford Museum	528,190	528,190	0	17,030	216,181	557,083	28,893
Service Comments: Asset maintenance costs							
OFFSTR - Off Street Parking	-4,641,431	-4,641,431	98,764	79,645	-920,168	-1,787,830	2,853,601
Service Comments: Income projected at £7,442,750 a shortfall of £2,791,886. Expenditure expected to be on budget but there are redundancy costs that will be moved to the FG cost centre in due course.							
ONSTR - On Street Parking	-336,750	-336,750	52,845	25,624	256,287	240,786	577,536
Service Comments: Income projected at £1.191m , a shortfall of £635,700. Expenditure under budget as no agency payments will be due but there are redundancy costs that will in due course be moved to the FG cost centre							
OSMAP - Ordnance Survey and Mapping	8,070	8,070	0	0	458	5,838	-2,232
Service Comments:							
PARKS - Countryside and Parks Services	2,120,107	2,120,107	3,482	90,672	864,815	2,171,860	51,753
Service Comments: There are redundancy costs included here which will be moved to the FG cost centre in due course.							
PARKSCS - Parks Countryside Management	1,647,776	1,647,776	73	71,904	407,751	1,623,940	-23,836
Service Comments:							
PARRID - Park and Ride Service	803,620	803,620	47	62,669	69,179	640,130	-163,490
Service Comments: savings in contribution to bus service							
PESCON - Pest Control	990	990	0	0	-11,153	990	0
Service Comments:							
PRIHOU - Private Sector Housing Maintenance	97,849	97,849	0	54,065	90,644	156,536	58,686
Service Comments: Includes redundancy costs of £12,028. Services underbudgeted approx. £56k. Materials underbudgeted approx. £25k							
PRIHOUS - Private Sector Housing	305,009	305,009	0	298	-87,298	309,846	4,837
Service Comments:							

PUBCON - Public Conveniences	293,209	293,209	0	4,541	101,416	355,019	61,810
Service Comments: £50k project management cost associated with review to be vired from the corporate inflation budget. £17k overspend in premises repairs including some vandalism.							
PUBHEA - Public Health	384,210	384,210	0	75	191,117	389,951	5,741
Service Comments:							
REFYCL - Refuse and Recycling	3,929,610	3,929,610	372	27,113	1,778,543	4,002,400	72,790
Service Comments: Additional cost related to Covid in staffing and agency							
RIVCON - River Control	27,240	27,240	0	0	10,253	28,487	1,247
Service Comments:							
ROAFOO - Roads and Footpaths	109,690	109,690	0	4,710	19,583	97,643	-12,047
Service Comments:							
SNOICE - Snow and Ice	-21,120	-21,120	0	0	13,176	-1,853	19,267
Service Comments:							
SPASIT - SPA Sites	24,550	24,550	0	10,024	-706,577	24,550	0
Service Comments:							
STRCLE - Street Cleansing	2,296,560	2,296,560	0	5,038	806,691	2,271,805	-24,755
Service Comments: savings in agency costs							
STRFUR - Street Furniture	111,390	111,390	0	0	22,341	96,155	-15,235
Service Comments:							
TAXLIC - Taxi Licensing	92,660	92,660	0	2,750	1,672	70,382	-22,278
Service Comments:							
TIC - Tourist Information Centre	255,280	255,280	0	75	77,063	218,900	-36,380
Service Comments: savings in salaries							
VEHMAI - Vehicle Maintenance	5,360	5,360	916	102,919	300,657	6,000	640
Service Comments:							
WASDEV - Waste and Fleet Business Development	-628,690	-628,690	0	52,958	-1,304,368	-577,740	50,950
Increased levels of garden waste sales but covid has affected trade waste income							
WRD - Woking Road Depot	103,249	103,249	217	3,652	-50,871	63,200	-40,049
Service Comments: there are salary savings in this service							
WRDSTO - Woking Road Depot Stores	-110	-110	0	0	-12,282	-21,337	-21,227
Service Comments: Potential salary savings of approx. £11k							
<b>Service Delivery Directorate</b>	<b>16,616,462</b>	<b>16,796,462</b>	<b>182,540</b>	<b>1,641,414</b>	<b>9,893,394</b>	<b>21,946,180</b>	<b>5,149,718</b>

## Strategy Directorate

Service	Original Budget	Revised Budget	Requisitions	Commitments	Actual Spend YTD	Projected Outturn	Variance
BUSFOR - Business Forum	26,820	26,820	0	6,930	7,460	16,853	-9,967
Service Comments:							
CITADV - Citizens Advice Bureau	284,710	284,710	0	0	187,938	265,653	-19,057
Service Comments: Mandate to reduce being considered by Exec							
CIVEXP - Civic Expenses	211,110	211,110	255	1,011	57,596	190,275	-20,835
Service Comments: No longer require the £20k budget for mayor's theme.; I thought this had been removed in respect of the 2021-22 financial year. Feb council							
CLIMAT - Climate Change	45,030	45,030	85	5,650	44,810	47,690	2,660
Service Comments: Revised to be in line with budget. Leaver to reduce salary spend							
COMDEV - Community Development	150,770	150,770	0	42	51,010	141,783	-8,987
Service Comments:							
COMGFD - About Guildford	51,900	51,900	0	0	1,070	35,354	-16,546
Service Comments:							
COMLOT - Community Lottery	-100	-100	0	0	-853	-100	0
Service Comments:							
COMOUB - Public Relations	275,629	275,629	490	0	261,319	390,454	114,825
Service Comments: payroll costs predicted to be overspent, until budget allocations have been finalised.							
COMSAF - Community Safety	163,520	175,520	0	5,603	-17,592	103,321	-72,199
Service Comments: Salary budget of approx. £110k to be reallocated. Unbudgeted Grant income received of £37k							
COMSUP - Council and Committee Support	425,189	425,189	117	350	169,153	407,499	-17,690
Service Comments: A7129 Officer Committee Attendance Allowance: No budget provision has been made even though there has been spend so far this year, which will continue.							
CORPRO - Corporate Property Management	1,573,249	1,573,249	134	9,369	269,192	1,571,621	-1,628
Service Comments:							
DEMREP - Democratic Representation	818,820	818,820	0	1,445	310,407	769,737	-49,083
Service Comments: The budgets for f2121 d6451 Cllrs allowances and f2121 d8004 expenses have been transposed. Original budget for f2121 d6451 Cllrs allowances should have been £476,840 original budget for f2121 d8004 expenses should have been £5,650. year to date spend on cl							
ELECTI - Elections	94,800	94,800	13,056	324	174,979	229,894	135,094
Service Comments: Includes costs of £117k for 4 yearly election costs where there isn't any budget. Costs to be recovered through recharges for elections already carried out. Calculations to be firmed up.							
ELECTO - Electoral Registration	275,670	275,670	0	86,400	69,586	323,937	48,267
Service Comments:							
EVENTS - Events	6,450	6,450	0	0	3,250	6,245	-205
Service Comments:							

GRANTH - Grants to Voluntary Organisations	483,540	483,540	0	74,669	48,355	392,474	-91,066
Service Comments:							
GRANTL - Leisure Grants to Voluntary Organisations	393,060	393,060	0	0	186,077	448,117	55,057
Service Comments:							
INDEST - Industrial Estates	-2,587,581	-2,587,581	2,254	18,509	-1,106,040	-2,587,581	0
Service Comments: Have bought this back to budget. Melissa has just started to review this area, and will need a lot of investigation. Would seem there are coding issues throughout this service area that will be resolved after a thorough review. Includes redundancy costs of £3,968							
INFORO - Lead Specialist - Information Governance	4,330	4,330	0	0	21,891	16,505	12,175
Service Comments:							
INVPRO - Investment Properties	-4,690,200	-4,690,200	0	80	-1,834,378	-5,391,512	-701,312
Service Comments:							
MAJPRO - Major Projects	629,950	629,950	190	79,002	317,435	1,626,507	996,557
Service Comments: consultant costs of £739,494 will be funded from reserves for GERP (£466,798.41 ) and Spectrum (£276,696.00). Unbudgeted agency costs £285,131 to cover vacant posts, salary savings are currently split over various cost centres which will partial mitigate these costs (need to be updated).							
MARKET - Markets	-3,600	-3,600	0	130	-6,278	-4,426	-826
Service Comments:							
OSHRA - Housing Outside the HRA	59,630	59,630	0	0	8,600	47,275	-12,355
Service Comments: MHCLG funding for 2 years to cover the cost of the hub prior to refurbishment. Year 2 remaining £46.670							
OTHPRO - Other Property	-597,270	-597,270	0	10,008	-410,800	-832,568	-235,298
Service Comments: Includes YE_RIA for Odeon Multiplex for £184k. £109k to be adjusted in Books for Electric theatre outturn (pay annually)							
POLICY - Planning Policy	1,376,230	1,376,230	0	2,640	381,651	1,081,580	-294,650
Service Comments: Printing savings. Inspector costs savings as processed delayed. NP adoption results in increased income of £80,000. Salaries reduction in Conservation and Design to reflect establishment posts.							
PROASP - Project Aspire	0	0	0	0	2,769	2,769	2,769
Service Comments:							
SAFGUI - Community Wellbeing	324,800	324,800	0	414	139,575	318,373	-6,427
Service Comments:							
TOUDEV - Tourism & Development	401,053	401,053	0	0	119,322	371,330	-29,723
Service Comments: Includes redundancy costs of £19,781							
TOWMAN - Town Centre Management	-216,841	-216,841	0	0	-28,234	-11,342	205,499
Service Comments: Reduction in Sponsorship income.							
YOUCOU - Youth Council	10	10	0	0	0	0	-10
Service Comments:							
<b>Strategy Directorate</b>	<b>-19,323</b>	<b>-7,323</b>	<b>16,581</b>	<b>302,576</b>	<b>-570,729</b>	<b>-22,282</b>	<b>-14,959</b>
Grand total	18,592,879	18,592,879	426,935	2,784,195	5,150,684	25,072,438	6,479,559