

Service	Corporate Services, LGSS Managed and LGSS Cambridge Office
Subject	Finance Monitoring Report – February 2020
Date	

KEY INDICATORS

Previous Status	Category	Target	Current Status	Section Ref.
N/A	Income and Expenditure	Balanced year end position	Green	2.1 – 2.4
N/A	Capital Programme	Remain within overall resources	Green	3.2

CONTENTS

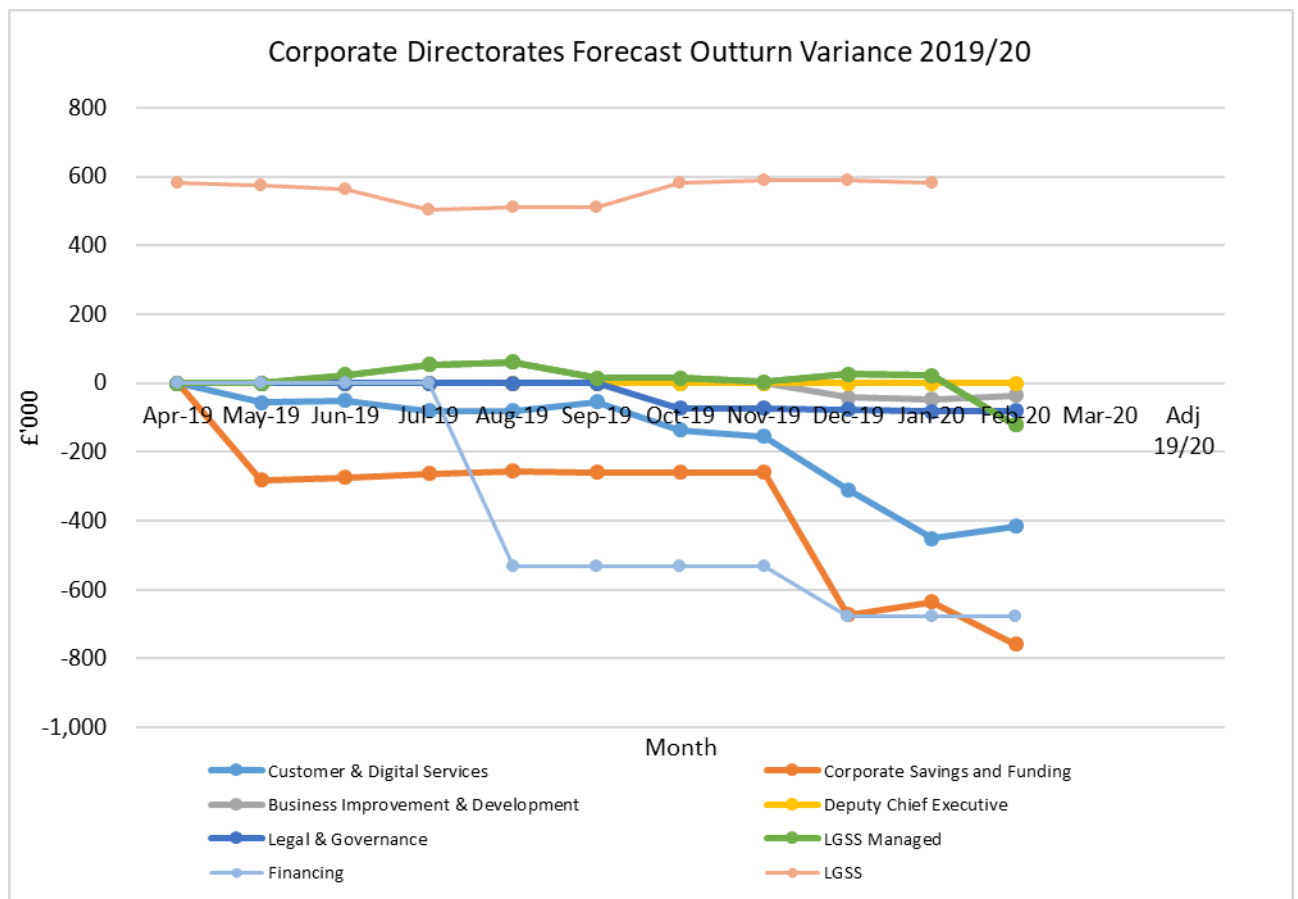
Section	Item	Description	Page
1	Revenue Executive Summary	High level summary of information: By Directorate Narrative on key issues in revenue financial position	2-5
2	Capital Executive Summary	Summary of the position of the Capital programme within Corporate Services and LGSS Managed	6
3	Savings Tracker Summary	Summary of the latest position on delivery of savings	6
4	Technical Note	Explanation of technical items that are included in some reports	6
Appx 1	Service Level Financial Information	Detailed financial tables for Corporate Services and LGSS Managed	7-8
Appx 2	Service Commentaries	Detailed notes on financial position of services that are predicting not to achieve their budget	9-10
Appx 3	Capital Position	This will contain more detailed information about Corporate Services and LGSS Managed' Capital programme, including funding sources and variances from planned spend.	11-13
Appx 4	Savings Tracker*	Each quarter, the Council's savings tracker is produced to give an update of the position of savings agreed in the business plan.	14-15
Appx 5	Technical Appendix*	Twice yearly, this will contain technical financial information for Corporate Services and LGSS managed showing: <ul style="list-style-type: none"> • Grant income received • Budget virements into or out of Corporate Services • Service reserves 	16-20
Appx 6	Service Level Financial	Detailed financial table for LGSS Cambridge Office	21

	information		
Appx 7	Service commentaries	Detailed notes on financial position of LGSS Cambridge Office that are predicting not to achieve their budget	22
Appx 8	Technical Appendix*	This will contain technical financial information for LGSS Cambridge Office: <ul style="list-style-type: none"> • Grant income received • Budget virements into or out of LGSS Cambridge Office • Service reserves 	23
*These appendices are not included each month as the information does not change as regularly			

1. Revenue Executive Summary

1.1 Overall Position

Corporate Services, Financing costs and LGSS Managed is forecasting an underspend of £2,089k at the end of February, an increase of £216k since January.



1.2 Summary of Revenue position by Directorate

Outturn Variance (previous) £'000	Directorate	Budget £'000	Actual £'000	Outturn Variance £'000	Outturn Variance %	Status
-452	Customer & Digital Services	6,812	6,171	-416	-6.1%	Green
-635	Corporate Savings & Funding	758	0	-758	-100.0%	Green
-48	Business Improvement & Development	969	2,141	-36	-3.7%	Green
0	Resources Directorate	2,139	1,819	-0	0.0%	Green
-83	Legal & Governance	1,532	1,332	-80	-5.2%	Green
-677	Financing Costs	27,558	11,086	-677	-2.5%	Green
22	LGSS Managed	10,916	8,377	-122	-2.2%	Green
-1,873	Total	50,685	30,927	-2,089	-4.1%	

The service level budgetary control report for Corporate Services, Financing Costs and LGSS Managed for February 2020 can be found in [appendix 1](#).

The service level budgetary control report for LGSS Cambridge Office for January 2020 can be found in [appendix 6](#). Pressures and deficits within LGSS Operational budgets are the responsibility of the Joint Committee. Formal risk sharing arrangements are in place such that changes in service or financing impacting one partner are isolated from impacting other partners. In practice, this means that where there is risk (or additional requirements for) in-year savings for back-office services shared with or facing Northamptonshire County Council or Milton Keynes Council, these do not impact on the service received by Cambridgeshire County Council or impact any overspend to be handled by CCC.

Further analysis can be found in [appendix 2](#) for Corporate Services and [appendix 7](#) for LGSS Cambridge Office.

1.3 Significant Issues

At the end of 2020, the overall Corporate Services and LGSS Managed forecast position is an underspend of £2,089 around 4% of budget

Significant issues are detailed below:

Customer & Digital Services

Corporate and Customer Services budgets are currently predicting an underspend of £416k, which is an increase of £36k from the previous forecast. This is mainly due increase of forecast overspend in Redundancy, Pension & Injury being offset by further savings in Communications and information.

Corporate Savings and Funding

Corporate Savings and Funding budgets are currently predicting an underspend of £1,223k, the favourable variance in this area is principally the result:

- £582k – to offset the pressure reported by the LGSS Cambridge office. As anticipated during business planning, previous savings plans related to further growth of LGSS have not been delivered – the LGSS model is currently subject to review, with a several services repatriated to CCC and other areas under consideration.
- £427k – to offset the pressure reported against shared services with Peterborough City Council, as described in [appendix 2](#)

This budgetary provision was made during business planning to offset the risks on shared services in particular, although in actuality it has transpired that the costs of LGSS disaggregation and risks are lower this year than expected during budgeting, whereas the overspend on PCC shared services is greater than expected.

Business Improvement & Development

Business Improvement & Development budgets are currently predicting an underspend of £36k. This is due to decreased underspend in Business Intelligence.

There are no new material exceptions to report this month.

Resources Directorate

Resources Directorate budgets are currently predicting a balanced position, which is the same as the last month.

There are no new material exceptions to report this month.

Legal and Governance

The Legal and Governance budget is currently predicting an underspend of £80k, which is a decrease of £3k from previous forecast.

There are no new material exceptions to report this month.

LGSS Managed

There is one new material exceptions to report this month

LGSS Managed budgets are currently predicting an underspend of £122k, which is an increase of £144k from previous forecast. This is due to increase of forecast underspend in IT Managed £187k offset by overspend in Authority-wide Miscellaneous £51k.

Financing Costs

The Financing Costs budget is currently predicting an underspend of £677k. This is mainly due to changes following updates to the Debt charges model and additional income from a Section 106 contribution.

There are no new material exceptions to report this month.

LGSS Cambridge Office

LGSS Cambridge Office budgets are currently predicting an overspend of £582k, which is a decrease of £7k from the previous forecast.

There are no new material exceptions to report this month.

2. Capital Executive summary

2019/20 In Year Pressures/Slippage

At the end of February 2020 the capital programme forecast position is an underspend of £646k.

Corporate Services and Transformation schemes have a capital budget of £7.8m in 2019/20 and there is expenditure of £5.2m to date. The total scheme forecast is on budget. The total scheme forecast is expected to underspend by £90k.

LGSS Managed has a capital budget of £3.239m in 2019/20 and there is expenditure of £3.8m to date. The total scheme forecast is expected to underspend by £556k.

There are no new material exceptions to report this month.

Details of the currently forecasted capital variances and funding can be found in [appendix 3](#).

3. Savings Tracker Summary

The savings tracker is produced quarterly, and the latest savings tracker can be found in [appendix 4](#).

4. Technical Notes

On a biannual basis, a technical financial appendix will be included as [appendix 5](#) for Corporate Services and [appendix 8](#) for LGSS Cambridge office.

This appendix will cover:

- Grants that have been received by the service, and where these have been more or less than expected
- Budget movements (virements) into or out of corporate services and LGSS Managed from other services (but not within corporate services and LGSS Managed), to show why the budget might be different from that agreed by Full Council
- Service reserves – funds held for specific purposes that may be drawn down in-year or carried-forward – including use of funds and forecast draw-down.

APPENDIX 1 – CS Service Level Financial Information

Forecast Outturn Variance (January)		Budget 2019/20	Actual February 2020	Forecast Outturn Variance	
£000's		£000's	£000's	£000's	%
Customer & Digital Services					
-47	Director, Customer & Digital Services	403	539	-45	-11%
-2	Chief Executive	127	121	1	1%
-28	Communication and Information	713	688	-60	-8%
-246	Customer Services	1,977	1,550	-241	-12%
20	Information Management	523	616	10	2%
-149	IT & Digital Service	2,047	1,951	-149	-7%
0	Elections	165	5	0	0%
0	Redundancy, Pensions & Injury	856	701	68	8%
-452	Customer & Digital Services Total	6,812	6,171	-416	-6%
Corporate Savings & Funding					
-0	Demography Reserve	0	0	-0	0%
-1,100	Central Services and Organisation-Wide Risks	1,223	0	-1,223	-100%
427	PCC Shared Services	-427	0	427	100%
38	Automation	-38	0	38	100%
-635	Corporate Savings & Funding Total	758	0	-758	-100%
Business Improvement & Development					
-7	Transformation Team	166	1,332	-8	-5%
-41	Business Intelligence	803	810	-28	-3%
-48	Business Improvement & Development Total	969	2,141	-36	-4%
Resources Directorate					
-0	Resources Directorate	508	288	-0	0%
0	Professional Finance	1,631	1,531	0	0%
-0	Resources Directorate Total	2,139	1,819	-0	0%
Legal & Governance					
-26	Legal & Governance Services	111	127	-26	-23%
-56	Democratic & Member Services	367	274	-54	-15%
0	Members' Allowances	1,053	931	0	0%
-83	Legal & Governance Total	1,532	1,332	-80	-5%
LGSS Managed					
-0	External Audit	90	-20	-0	0%
0	Insurance	-94	-2,495	0	0%
7	IT Managed	4,121	4,167	-187	-5%
-34	OWD Managed	177	131	-34	-19%
0	Subscriptions	110	110	0	0%
-0	Authority-wide Miscellaneous	48	-109	51	106%
26	HR Managed	36	144	26	73%
22	Corporate Redundancies	0	22	22	0%
0	Transformation Fund	6,428	6,428	0	0%
22	LGSS Managed Total	10,916	8,377	-122	-1%

Financing Costs

-677	Debt Charges and Interest	27,558	11,086	-677	-2%
-677	Financing Costs Total	27,558	11,086	-677	-2%
-1,873	Total	50,685	30,927	-2,089	-4%

APPENDIX 2 – Service Commentaries on the Forecast Outturn Position

Narrative is given below where there is an adverse/positive variance greater than 2% of annual budget or £100,000 whichever is greater for a service area.

Service	Budget 2019/20 £'000	Actual £'000	Outturn Variance	
			£'000	%
Customer Services	1,977	1,550	-241	-12%
<p>Customer services is predicting an underspend mainly due to savings on staff vacancies. There has been a number of recruitment campaigns throughout the year, but new staff have not kept pace with leavers. Recruitment campaigns have been managed in accordance with service peaks and management capacity to supervise groups of probationers.</p> <p>In addition, there has been an increase of forecast underspend in Salary Sacrifice and Blue Badge income, offset by workstation refurbishment, overtime and training costs.</p>				
IT & Digital Services	2,047	1,951	-149	-7%
<p>The underspend is due to posts being held vacant pending the outcome of the LGSS repatriation and the ending of the SERCO IT Contract. Recently the number of trainers available has been increased and it is planned to recruit to a 3rd Business Systems Team Manager post for Children's social care systems.</p> <p>Software charge have increased for One Vision & IT licences £76k, however, as a result of the system replacement work for Liquidlogic (Children's Service IT) and Mosaic the cost as reduced by £87k.</p>				

Service	Budget 2019/20 £'000	Actual £'000	Outturn Variance	
			£'000	%
Demography Reserve	0	0	0	0%
<p>The Demography Reserve budget had previously reported an underspend of £322k. It was agreed by General Purposes Committee in July that this budget would be moved to mitigate pressures elsewhere, and therefore both the budget and the forecast outturn variance have reduced to zero.</p>				
Central Services and Organisation-Wide Risks	1,223	0	-1,223	100%
<p>The favourable variance in this area is principally the result of:</p> <p>£582k – to offset the pressure reported by the LGSS Cambridge office. As anticipated during business planning, previous savings plans related to further growth of LGSS have not been delivered – the LGSS model is currently subject to review, with a several services repatriated to CCC and other areas under consideration.</p> <p>£427k – to offset the pressure reported against shared services with Peterborough City Council, described under the next note in this appendix.</p> <p>The underspend in this area has been increased since last month, following a review of commitments across CCC. This budgetary provision was made during business planning to offset the risks on shared services in particular, although in actuality it has transpired that the costs of LGSS disaggregation and risks are lower this year than expected during budgeting, whereas the overspend on PCC shared services is greater than expected.</p>				
PCC Shared Services	-427	0	427	100%
<p>PCC Shared Services had a savings target of £711k in 2019/20; of this £284k has been identified. £427k of this savings target is not expected to be met in 2019/20.</p>				
IT Managed	4,121	4,167	-187	-5%
<p>The IT Managed budget had previously reported an underspend of £250k. It was agreed by General Purposes Committee in July that this budget would move to mitigate pressures elsewhere, and therefore both the budget and the forecast outturn variance have reduced by £250k.</p> <p>The underspend in this area has increased due to the reduced requirement for IT expenditure in revenue this year, offset by an overspend for CPSN and Authority-</p>				

Service	Budget 2019/20 £'000	Actual £'000	Outturn Variance	
			£'000	%
wide Miscellaneous expenditure.				
Debt Charges and Interest	27,558	11,086	-677	-2%
<p>The Council is required to repay an element of the accumulated General Fund capital spend each year through a revenue charge (the Minimum Revenue Provision - MRP). Following analysis of capital schemes completed in 2018/19 and how they were funded, the MRP payment for 2019/20 has been recalculated and is forecast to be underspend by £968k. Off-setting this, the Interest Receivable budget is forecast to overspend by £123k and Interest Payable by £85k. The Capitalisation of Interest budget is forecasting to overspend by £245k - this is due to lower interest rates resulting in lower interest costs being charged to schemes, and consequently a smaller recharge back to the financing costs budget. Finally, additional income from a S106 contribution has been received in order to off-set costs of prudential borrowing.</p>				

APPENDIX 3 – Capital Position

3.1 Capital Expenditure

Corporate Services & LGSS Managed Capital Programme 2019/20						
Total Scheme Revised Budget £000	Original 2019/20 Budget as per BP £000	Scheme	Revised Budget for 2019/20 £000	Actual Spend 2019/20 £000	Forecast Spend - Outturn £000	Forecast Variance 2019/20 £000
600	-	Corporate Services and Transformation				
		Essential CCC Business Systems Upgrade	216	115	108	(108)
3,620	-	Mosaic	1,117	665	1,117	-
3,546	575	Citizen First, Digital First	575	473	575	-
6,228	1,036	Capitalisation of Redundancies	1,036	641	1,036	-
9,396	2,182	Capitalisation of Transformation Team	2,182	1,327	2,182	-
2,653	1,235	Children's Services IT System	2,130	1,631	2,130	-
400	-	Data Centre Relocation	400	78	175	(225)
1,338	-	IT Strategy	1,338	3	150	(1,188)
300	-	Third Party Loans	300	300	300	-
(3,004)	(1,571)	Capital Programme Variations Budget	(1,431)	-	-	1,431
25,077	3,457		7,863	5,234	7,773	(90)
		LGSS Managed				
3,569	2,485	EastNet (CPSN Replacement)	1,895	2,960	1,323	(572)
97	-	Improved audio-visual capabilities for staff meetings	59	1	10	(49)
458	-	Disaster Recovery facility for critical business systems	353	206	353	-
251	-	Office 365	238	64	120	(118)
660	165	IT Infrastructure refresh	380	64	82	(298)
354	177	Replacement of office networking hardware	232	-	232	-
225	-	Laptop refresh	224	202	140	(84)
495	-	Libraries IT Network Refresh	443	310	423	(20)
(585)	-	Capital Programme Variations Budget	(585)	-	-	585
5,524	2,827		3,239	3,807	2,683	(556)
30,601	6,284	TOTAL	11,102	9,042	10,456	(646)

Capital Funding

Corporate Services & LGSS Managed Capital Programme 2019/20						
Original 2019/20 Funding Allocation as per BP £000	Source of Funding			Revised Funding for 2019/20 £000	Actual Spend £000	Actual Variance £000
3,218	Corporate Services and Transformation			3,326	3,326	-
131	Capital Receipts			4,537	4,447	(90)
3,349	Prudential Borrowing			7,863	7,773	(90)
2,827	LGSS Managed			3,239	2,683	(556)
2,827	Prudential Borrowing			3,239	2,683	(556)
6,176	TOTAL			11,102	10,456	(646)

Reported Exceptions

Revised Budget for 2019/20	Forecast Spend - Outturn (Feb)	Forecast Variance (Feb)	Variance Last Month (Jan)	Movement	Breakdown of Variance	
					Underspend/ Overspend	Rephasing
£'000	£'000	£'000	£'000	£'000	£'000	£'000
Data Centre Relocation						
400	175	-225	-225	-0	-	-225
<p>Capital funding of £400k in 2019/20 for the Data Centre Relocation was approved by General Purposes Committee in May 2019. This will increase the prudential borrowing requirement by that amount.</p> <p>The forecast has been updated to reflect the expenditure required in this financial year.</p>						
IT Strategy						
1,338	150	-118	-118	-0	-	-1188
<p>Capital funding of £1.3m in 2019/20 for the IT and Digital Strategy was approved by General Purposes Committee in July 2019. This will increase the prudential borrowing requirement by that amount.</p> <p>The Programme Manager for the IT Strategy was appointed in quarter 3. The key activities during this period was to establish the workstreams, projects, reporting and governance to support the delivery of the IT Strategy. A detailed resource plan has been developed, including the apportionment of costs between PCC and CCC.</p>						

Revised Budget for 2019/20	Forecast Spend - Outturn (Feb)	Forecast Variance (Feb)	Variance Last Month (Jan)	Movement	Breakdown of Variance	
					Underspend/ Overspend	Rephasing
£'000	£'000	£'000	£'000	£'000	£'000	£'000
The IT Strategy has a capital budget of £1.3m, in 19/20 the scheme is forecast to underspend by £1,188k this financial year due to slippage in the start date for projects within the Office 365 workstream.						
Third Party Loans						
300	300	-	-	-	-	-
In March 2019 GPC approved capital expenditure of £300k for a loan to Viva Arts for capital expenditure on the Soham Mill project. This will increase the Prudential Borrowing requirement by £300k.						
IT Infrastructure Refresh						
380	82	-228	-228	-	-	-298
The IT Infrastructure Refresh budget is forecasting an in-year underspend of £298k. This budget has been rephased to address anticipated requirements for IT Infrastructure in future years. This will reduce the prudential borrowing requirement in year by £298k.						
EastNet (CPSN Replacement)						
1985	1323	-572	-572	-	-	-572
An in-year underspend of -£572k is forecast on the EastNet (CPSN Replacement) scheme.						
As reported to GPC in January, in the November Integrated Finance Monitoring Report, we are approximately 60% of the way through the installation of new Eastnet circuits across the partnership. All 'central services' (WiFi, Firewalls, Domain Name System) have been completed and we are pushing to have the final circuits migrated to Eastnet by the spring 2020. This therefore represents a rephasing of the capital scheme.						
Office 365						
238	120	-118	-118	-	-	-118
The Office 365 budget is forecasting an in-year underspend of £118k. This work will continue next year as part of the budget agreed for the IT Strategy.						

Corporate Services & LGSS Managed Capital Variation

2019/20					
Service	Capital Programme Variations Budget £'000	Forecast Outturn Variance (Feb 2020) £'000	Capital Programme Variations Budget Used £'000	Capital Programme Variations Budget Used %	Revised Outturn Variance (Feb 2020) £'000
Corporate Services & Transformation	-1,431	-1,521	-1,431	100%	-90
LGSS Managed	-585	-1,141	-585	100%	-556

APPENDIX 4 – Savings tracker Q3

Reference	Title	Service	Committee	Original Saving 19-20	Current Forecast Phasing - Q1	Current Forecast Phasing - Q2	Current Forecast Phasing - Q3	Current Forecast Phasing - Q4	Forecast Saving 19-20	Variance from Plan £000	% Variance	RAG
C/R.6.101	Sharing with other Councils	CS	GPC	-500	0	0	-73	0	-73	427	85.40	Red
C/R.6.106	Reduction in costs on Redundancy, Pensions & Injury budget	CS	GPC	-10	0	0	0	0	0	10	100.00	Black
C/R.7.101	BP 19/20 - Council Tax: Increasing Contributions	CS	GPC	-200	0	0	0	0	0	200	100.00	Black
D/R.6.999	LGSS operational savings	LGSS	GPC	-159	0	0	0	0	-159	0	0.00	Green

Reference	Title	Service	Committee	Original Saving 19-20	Current Forecast Phasing - Q1	Current Forecast Phasing - Q2	Current Forecast Phasing - Q3	Current Forecast Phasing - Q4	Forecast Saving 19-20	Variance from Plan £000	% Variance	RAG
D/R.6.999	LGSS trading savings	LGSS	GPC	-460	0	0	0	0	0	460	100.00	Black
D/R.6.999	LGSS additional savings	LGSS	GPC	-300	0	0	0	0	-228	72	24.00	Amber
G/R.6.004	Capitalisation of interest on borrowing	CS	GPC	11	0	0	0	0	11	0	0.00	Green

APPENDIX 5 – Technical Note

5.1 Grant Income Analysis

The tables below outline the additional grant income, which is not built into base budgets.

Customer & Digital Services:

Grant	Awarding Body	Expected Amount £'000
Grants as per Business Plan		0
Non-material grants (+/- £30k)	New Burdens: Data Transparency Funding	13
Total Grant Funding 2019/20		13

5.2. Virements and Budget Reconciliation

Corporate Services:

	£000	Notes
Budget as per Business Plan	8,753	
Director, Customer & Digital Services	-1,499	Moved to Central Service Risks as a budget build adjustment
Director, Customer & Digital Services	-430	Moved to Authority-wide Miscellaneous, Budget Build Correction – Impact of Local Government Pay offer on CCC Employee Costs
Director, Customer & Digital Services	200	19/20 Council tax income generation proposal to precept income codes
Director, Customer & Digital Services	-75	Contribution to PCC Shared Services savings from Shared Director
Director, Customer & Digital Services	-53	Contribution to PCC Shared Services savings from Shared Emergency Management team
Communication and Information	-44	Contribution to PCC Shared Services savings from Shared Head of Service
IT & Digital Services	-46	Contribution to PCC Shared Services savings from Shared Head of Service
IT & Digital Services	10	Moved from LGSS for member of staff

Non-material virements (+/- £30k)	-4	
Current Budget 2019/20	6812	

Corporate Savings & Funding:

	£000	Notes
Budget as per Business Plan	-499	
Demography Reserve	-322	Temporary virement to mitigate in-year pressures elsewhere.
Central Services and Organisation-Wide Risks	1,499	Moved from Director, Customer & Digital Services as a budget build adjustment
Central Services and Organisation-Wide Risks	-58	To cover remaining savings target on Traded Services Central that is not expected to be met
Central Services and Organisation-Wide Risks	-30	To fund additional costs in P&C Legal.
Commercial approach to contract management	49	Income target moved to commercial & Investment
Central Services Risks	-173	Temporary virement to cover one-off costs on the Finance budget in 2019/20
PCC Shared Services	262	Contribution to PCC Shared Services Savings from Shared posts in Corporate services and BID
Non-material virements (+/- £30k)	30	
Current Budget 2019/20	758	

Business Improvement & Development:

	£000	Notes
Budget as per Business Plan	935	
Business Intelligence	47	Moved from LGSS - Information Technology Services
Business Intelligence	-44	Contribution to PCC Shared Services savings from Shared Head of Service
Non-material virements (+/- £30k)	31	
Current Budget 2019/20	969	

Resources Directorate:

	£000	Notes
Budget as per Business Plan	328	
Resources Directorate	173	Temporary virement from Central Services Risks to cover one-off costs in 2019/20

Professional Finance	1,631	Repatriation of Professional Finance service from LGSS to CCC
Non-material virements (+/- £30k)	7	
Current Budget 2019/20	2,139	

Legal & Governance:

	£000	Notes
Budget as per Business Plan	102	
Democratic & Member Services	385	Repatriation of Democratic & Member Services from LGSS to CCC
Member's Allowance	1,053	Transfer of responsibility from LGSS managed to Legal & Governance
Non-material virements (+/- £30k)	-8	
Current Budget 2019/20	1,532	

LGSS Managed:

	£000	Notes
Budget as per Business Plan	14,048	
IT Managed	-250	Temporary virement to mitigate in-year pressures elsewhere
Authority-wide Miscellaneous	430	Moved from Director, Customer & Digital Services, Budget Build Correction – Impact of Local Government Pay offer on CCC Employee Costs
Member's Allowance	-1,053	Transfer of responsibility from LGSS managed to Legal & Governance
Insurance	-2,233	Transfer to C&I, P&C and P&E for 2019-20 Insurance Recharges match funding
Non-material virements (+/- £30k)	-26	
Current Budget 2019/20	10,916	

Financing Costs:

	£000	Notes
Budget as per Business Plan	28,161	
Debt Charges and Interest	-603	Transfer budget for debt charges relating to Triangle Solar Farm to the Solar Farm budget.
Non-material virements (+/- £30k)	0	
Current Budget 2019/20	27,558	

5.3 Reserves Schedule

Corporate Services Reserves

Fund Description	Balance at 01 April 2019	Movements in 2019/20	Balance at 29 February 2020	Forecast Balance at 31 March 2020	Notes
	£'000	£'000	£'000	£'000	
<u>Equipment Reserves</u>					
Postal Service	3	0	3	3	1
subtotal	3	0	3	3	
<u>Other Earmarked Funds</u>					
Shape Your Place - Fenland Grant	10	0	10	10	
Election Processes	152	0	152	317	2
City Deal - NHB funding	2,987	0	2,987	2,987	3
CCC Finance Office	44	0	44	44	4
Records Management	0	239	239	190	5
subtotal	3,193	239	3,432	3,548	
TOTAL	3,196	239	3,435	3,551	

(+) positive figures represent surplus funds.

(-) negative figures represent deficit funds.

Notes

- 1 Remaining Postal Service equipment reserve
- 2 Election budget to be transferred to reserve in 2019-20
- 3 New Homes Bonus funding - Greater Cambridge Partnership
- 4 Recharged costs for CCC Investigation
- 5 Earmarked reserved for Records Management, approved by GPC in July 2019

LGSS Managed Reserves

Fund Description	Balance at 01 April 2019	Movements in 2019/20	Balance at 29 February 2020	Forecast Balance at 31 March 2020	Notes
	£'000	£'000	£'000	£'000	
<u>Other Earmarked Funds</u>					
CPSN Partnership Funds	63	0	63	0	
subtotal	63	0	63	0	
<u>Short Term Provisions</u>					
Insurance Short-term Provision	911	0	911	911	
Insurance MMI Provision	1,182	0	1,182	1,182	
Contracts General Reserve	1,367	0	1,367	1,367	
subtotal	3,460	0	3,460	3,460	
<u>Long Term Provisions</u>					
Insurance Long-term Provision	3,613	0	3,613	3,613	
subtotal	3,613	0	3,613	3,613	
TOTAL	7,135	0	7,135	7,072	

(+) positive figures represent surplus funds.

(-) negative figures represent deficit funds.

APPENDIX 6 – LGSS Service Level Budgetary Control Report

LGSS Cambridge Office Service Level Finance & Performance Report Finance & Performance Report for LGSS Operational - January 2020

Forecast Outturn Variance (December) £000's		Budget 2019/20 £000's	Actual January 2020 £000's	Forecast Outturn Variance £000's	%
LGSS Operational					
-62	Finance Services	2,135	4,106	-79	-4%
-118	Human Resources	2,733	2,205	-180	-7%
27	Information Technology	3,286	5,267	36	1%
74	Managing Director & Support	182	292	-39	-21%
-79	LGSS Operational Total	8,336	11,869	-262	-3%
Trading Contracts					
0	Central Management	-635	0	0	0%
7	Trading contracts	-1,016	-4,966	-18	2%
	Shortfall on CC Savings				
582	Target	-582	11	582	0%
589	Trading Contracts Total	-2,233	-4,954	564	-25%
510	Total	6,103	6,915	302	5%

APPENDIX 7 – Service Commentary on the Forecast Outturn Position

Narrative is given below where there is an adverse/positive variance greater than 2% of annual budget or £100,000 whichever is greater for a service area.

Service	Budget 2019/20	Outturn Variance	
	£'000	£'000	%
Shortfall on CCC Savings Target	6,104	582	9.53%
<p>There is an agreed pressure of £582k from a shortfall on a £919k savings target asked of LGSS by CCC for 2019-20. Some savings have been identified and agreed but the remainder has been put on hold pending the outcomes of the review of the LGSS operating model. The overspend position has been agreed with the CCC s151 officer.</p>			

