

<b>Report to:</b>	<b>LICENSING AND PUBLIC PROTECTION COMMITTEE</b>	
<b>Report of:</b>	<b>ACTING SERVICE DIRECTOR REGULATION AND ENFORCEMENT AND INTERIM CHIEF FINANCIAL OFFICER</b>	
<b>Date of Decision:</b>	<b>12 JULY 2017</b>	
<b>SUBJECT:</b>	<b>LICENSING AND PUBLIC PROTECTION – BUDGET MONITORING 2017/18 (MONTH 02)</b>	

<b>1. Purpose of Report:</b>
<p>1.1 This report sets out the position on the Licensing and Public Protection Committee's Revenue and Capital Budgets at the end of May 2017 (Month 2) and the forecast position for the year end. It highlights any issues that have arisen and informs the Licensing and Public Protection Committee of any action being taken to contain spending within the approved cash limits.</p> <p>1.2 The report also details the latest performance within the Licensing and Public Protection Committee including progress against the approved Savings Programme for 2017/18.</p> <p>1.3 The report is in line with the current City Council established financial monitoring framework to ensure that expenditure is managed within cash limits.</p>

<b>2. Decision(s) Recommended:</b>
<p>The Licensing and Public Protection Committee is requested to :</p> <p>2.1 Note the latest Revenue budget position at the end of May 2017 (Month 2) and Forecast Outturn as detailed in Appendix 1.</p> <p>2.2 Note the position with regard to the Savings Programme for 2017/18 as detailed in Appendix 2.</p> <p>2.3 Note the expenditure on grant funded and proceeds of crime funded programmes in Appendix 3.</p> <p>2.4 Note the position on Capital projects, as detailed in Appendix 4.</p> <p>2.5 Note the position on reserves and balances, as detailed in Appendix 5.</p>

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<div data-bbox="102 154 399 188" data-label="Section-Header"> <h3>3. Consultation</h3> </div> <div data-bbox="102 232 309 266" data-label="Section-Header"> <h4>3.1 <u>Internal</u></h4> </div> <div data-bbox="205 304 1487 412" data-label="Text"> <p>The financial position on the revenue and capital budget is reported on a monthly basis to the Management Team and the Acting Service Director of Regulation and Enforcement is briefed on the major financial issues, as required in line with the Council's framework.</p> </div> <div data-bbox="102 450 320 483" data-label="Section-Header"> <h4>3.2 <u>External</u></h4> </div> <div data-bbox="197 521 1487 595" data-label="Text"> <p>There are no additional issues beyond consultations carried out as part of the budget setting process for 2017/18.</p> </div>
<div data-bbox="102 707 502 741" data-label="Section-Header"> <h3>4. Compliance Issues:</h3> </div> <div data-bbox="102 786 1350 857" data-label="Section-Header"> <h4>4.1 <u>Are the recommended decisions consistent with the Council's policies, plans and strategies?</u></h4> </div> <div data-bbox="205 896 1487 967" data-label="Text"> <p>The budget is integrated within the Council's Financial Plan 2017+, and resource allocation is directed towards policy priorities.</p> </div> <div data-bbox="102 1005 1331 1077" data-label="Section-Header"> <h4>4.2 <u>Financial Implications (Will decisions be carried out within existing finances and Resources?)</u></h4> </div> <div data-bbox="205 1115 1487 1187" data-label="Text"> <p>The Licensing and Public Protection Budget Monitoring 2017/18 (Month 2) report provides details of monitoring of service delivery within available resources.</p> </div> <div data-bbox="102 1225 459 1258" data-label="Section-Header"> <h4>4.3 <u>Legal Implications</u></h4> </div> <div data-bbox="197 1296 1487 1552" data-label="Text"> <p>Section 151 of the 1972 Local Government Act requires the Interim Chief Financial Officer (as the responsible officer) to ensure proper administration of the City Council's financial affairs. Budgetary control, which includes the regular monitoring of and reporting on budgets, is an essential requirement placed on directorates and members of Corporate Management Team by the City Council in discharging the statutory responsibility. This report meets the City Council's requirements on budgetary control for the specified area of the City Council's Directorate activities.</p> </div> <div data-bbox="102 1590 590 1626" data-label="Section-Header"> <h4>4.4 <u>Public Sector Equality Duty</u></h4> </div> <div data-bbox="197 1664 1487 1809" data-label="Text"> <p>There are no additional specific Equality Duty or Equality Analysis issues beyond any already assessed and detailed in the budget setting process and monitoring issues that have arisen in the year to date. Any specific assessments will be made by the Directorates in the management of their services.</p> </div>

## 5. Relevant Background/Chronology of Key Events:

### Revenue Budget 2017/18

- 5.1 The City Council approved the overall budget on 28 February 2017. The Licensing and Public Protection Committee noted the original net revenue budget allocation of £7.553m (as detailed in Appendix 1) on 15 March 2017.
- 5.2 As at Month 2, the budget has been reduced by a net £0.016m to £7.537m. The major changes are summarised in the table below.

	£'m
<b>Original Budget 2017/18 Reported to LPPC 15 March 2017</b>	<b>7.553</b>
Allocation of Trade Union Facility	(0.016)
<b>Current Approved Net Revenue Budget for Month 2</b>	<b>7.537</b>

- 5.3 The City Council has well-established arrangements for monitoring spending against the cash limited budgets allocated to Directorates and Committees.
- 5.4 Reports are presented to Cabinet regularly on the overall city-wide financial position and the Licensing and Public Protection Committee receive periodic financial performance reports during the financial year.

### Revenue – Financial Review and Year End Projections

- 5.5 The total expenditure at Month 2 (end of May 2017) is £1.198m, which represents 16% of the annual net budget.
- 5.6 A year end overspend of £1.352m is projected, all due to base budgets pressures.
- 5.7 The budgets continue to be managed rigorously and any changes will be reported in future reports.
- 5.8 The table below sets out a high level summary of the projected year end overspend by service (full details in Appendix 1) and how this is comprised of over the savings programme and base budget pressures.

Forecast Year End Variations – Month 2			
Budget Head	Savings Programme £'m	Base Budget (underspend) / Pressures £'m	Total (underspend) / Pressures £'m
Environmental Health	0.000	(0.300)	(0.300)
Pest Control	0.000	0.300	0.300
Registrars	0.000	0.151	0.151
Mortuary and Coroners	0.000	1.118	1.118
Trading Standards	0.000	0.000	0.000
Licensing	0.000	0.083	0.083
<b>TOTAL</b>	<b>0.000</b>	<b>1.352</b>	<b>1.352</b>

5.9 The key components of the projection include:

- **Environmental Health (£0.300m underspend) and Pest Control (£0.300m)** – Pest Control continues to experience income related pressure from contracts on clearance and sewer baiting. The two services are managed jointly and savings are being managed within Environmental Health to help fund this.
- **Registration Service (£0.151m)** – pressure from additional staffing resources required to achieve weekend services and improve performance against General Register Office (GRO) measurements.
- **Mortuary & Coroners (£1.118m)** – estimated pressure from 1974 Bombings Inquest is £0.600m. Estimated pressure from autopsies, transport of bodies following from Deprivation of Liberty safeguards is £0.518m.
- **Licensing (£0.083m)** – pressure from Entertainment and General licensing service where licence fees are set nationally and do not cover the costs of service delivery.

### **Savings Programme**

5.10 The Committee's Savings Programme is £0.032m for 2017/18, shown in Appendix 2.

5.11 In addition, unachieved savings of £0.014m have been brought forward from 2016/17 relating to the Commercial model for Business Support.

5.12 Therefore the total savings programme for 2017/18 is £0.046m.

5.13 An assessment at Month 2 has concluded that this target will be fully delivered in 2017/18.

5.14 The continued rigorous management action and financial control of officers is required to ensure that the programme will be achieved.

### **Mitigations and Management Actions 2017/18**

5.15 Managers within Regulatory Services are involved in a number of actions this financial year to mitigate budget pressures for current and future financial years.

5.16 Pest Control

- Contracts continue to be sought to clear waste land and Council Housing land to make good the pressure on income.

5.17 Registration Service

- A business case is being finalised setting out the proposed weekend services and this will be presented to Senior Managers shortly, including proposals for funding.

5.18 Mortuary and Coroners

- Pressures continue relating to the 1974 Inquest. In 2016/17 these totalled £0.163m. These are forecast to add an additional £0.600m pressure to this service in 2017/18.
- Requests for funding have been submitted to Central Government, outcome awaited.

- This forms part of the overall £1.118m pressure forecast for this service.

#### 5.19 Licensing

- Pressure relating to Entertainment and General Licensing is being reviewed. The current reduced forecast pressure is the result of work completed through Environmental Health funding 1 post.

#### **Capital**

5.20 The Capital programme (Mortuary and Coroners) for essential health and safety works in the mortuary and will be funded through prudential borrowing of £0.024m per annum.

5.21 The programme was originally planned to commence in 2016/17, but has been rescheduled to start in the first quarter of 2017/18. Details are shown on Appendix 4.

### **6. Grant Funded Programmes**

6.1 Within Regulatory Services, there are two grant funded programmes: Illegal Money Lending and Scambusters.

6.2 Expenditure and income for each programme is shown in Appendix 3, summarised below.

#### **Illegal Money Lending**

6.3 The Illegal Money Lending Team (IMLT) England investigates and takes action against Illegal Money Lending or “Loan Shark” perpetrators across the whole of England.

6.4 The project is funded through specific grant from National Trading Standards Board, with the allocation of £3.605m in 2017/18.

6.5 The expenditure at the end of May 2017 was £0.381m (11%).

6.6 It is anticipated that the programme will fully spend the grant allocated.

#### **Scambusters**

6.7 The Scambusters team investigates and takes action against fraudsters operating across council boundaries in the central region.

6.8 Funding is expected to be similar to previous years, however confirmation is still awaited.

6.9 The expenditure at the end of May 2017 was £0.021m.

### **7. Proceeds of Crime Act**

7.1 Regulatory Services secures funding through the Proceeds of Crime Act 2002 in response to financial investigations undertaken post sentencing by the courts.

7.2 This is strictly ring-fenced for expenditure on community and crime prevention projects

<b>8. Balances and Reserves:</b>
8.1 The balances and reserves at Month 2 are shown in Appendix 5.
8.2 The balances at the start of the year (1 April 2017) totalled £1.837m, all of which are specific ring-fenced resources.

<b>9. Evaluation of Alternative Option(s):</b>
9.1 During the year ahead the financial position will continue to be closely monitored and options identified to resolve budgetary pressures as necessary, and to meet new and emerging pressures

<b>10. Reasons for Decision(s):</b>
10.1 The Report informs the Licensing and Public Protection Committee of the Revenue and Capital Budget for 2017/18 and the forecast outturn at Month 2.
10.2 The latest position in respect of the Licensing and Public Protection Committee's use of reserves, Savings Programme and risks are also identified.

### Signatures

Alison Harwood  
Acting Service Director Regulation and Enforcement .....

Michael O'Donnell  
Interim Chief Financial Officer .....

Date .....

<b>List of Background Documents used to Compile this Report:</b>
Licensing & Public Protection - Revenue and Capital Budget 2017/18 – 15 March 2017

<b>List of Appendices accompanying this Report (if any):</b>			
<div>1. Appendix 1 - Financial Performance Statement Month 2 and Provisional Outturn</div> <div>2. Appendix 2 - Savings Programme Performance 2017/18 Month 2</div> <div>3. Appendix 3 - Summary of IMLT, Scambusters and PoCA</div> <div>4. Appendix 4 - Capital Programme 2017/18 Month 2</div> <div>5. Appendix 5 - Balances and Reserves at Month 2</div>			
<b>Report Version</b>	4.2	<b>Dated</b>	28 June 2017