

Supplementary
Document



QBR 3
Questions and Answers

Agenda Item 11

QBR3 2020/21 – December 2020 – Advance Q&A

Income – Agenda Page 44

Cost Centre questions from **Ian Harper**

Note that the Harbour shows as a cost centre loss of £46k and down £8.8k against budget and a forecast loss against budget of £15k for the year, will this improve?

Vren Ginns, Senior Revenues Accountant

Given the downturn in shipping activity it is unlikely that there will be an improvement in the forecast loss against budget.

Could the current financial position for the following, as cost centres, be given for end of this quarter:

- Fish Dock
- Caddsdwn Centre

Vren Ginns, Senior Revenues Accountant

- Fish Dock - the current financial position for the Fish Dock at the end of Q3 is a loss of £25k against a budgeted loss of £23k. The full year forecast at Q3 is a loss of £26k.
- Caddsdwn Centre - the current financial position for Caddsdwn at the end of Q3 is a gain of (£111k) against a profiled budget of (£132k) - down £21k. The full year forecast at Q3 is that is that the cost centre income will be £12k down - reflecting a net gain of (£162k) against a full year budget of budget of (£174k.)

Capital & Revenue – Agenda Pages 45-46

Page 45 - Budget Monitoring question from **Ian Harper**

Note that Head of Legal Services shows actual of £5,730,821 yet year projection shows £2,004,792. Finance Manager actual £757,350 and end of year £3,607,279

Could these and the way shown please be explained?

Vren Ginns, Senior Revenues Accountant

Legal Services - The restructure has led to a revision of managers reporting to the Head of Legal Service & Monitoring Officer. The table below shows the revised structure and the OMT managers now reporting to the Head of Legal Service & Monitoring Officer.

320T Head of Legal & Governance & Monitoring Officer									
CC	Cost Centre Description	Business Unit Description	Business Unit T Parent	2020/21 Direct Budget £	Profiled Budget 31 Dec 2020/21 £	Actual to 31 Dec 2020/21 £	Current variance	Projection	Year end Variance
							Actual less Profiled £	Adjusted Budget £	Projection less Budget £
420T	Head Of Legl, Gov & Mon Officer	SMT		70,826	52,703	61,030	8,327	84,680	13,854
424T	Responsibility of the Legal Services Manager								
424T	Legal Services Manager total	OMT		701,894	521,903	793,624	271,721	722,527	20,633
442T	Revenues and Benefits Manager								
442T	Revenues and Benefits Manager	OMT		608,302	515,243	(6,981,016)	(7,496,259)	401,669	(206,633)
461T	Publ Health & Housing Manager								
461T	Regulatory Services Manager Total	OMT		840,472	752,158	395,541	(356,617)	795,917	(44,555)
320T	Reponsibility of the Head of Legal & Governance & Monitoring Officer Total	SMT		2,221,494	1,842,006	(5,730,821)	(7,572,828)	2,004,792	(216,701)

The actuals are distorted by the timing of the passporting of external grant funding (£8,204k) related to Covid-19 see detail below

CC	Cost Centre Description	Business Unit Description	Business Unit T Parent	2020/21 Direct Budget £	Profiled Budget 31 Dec 2020/21 £	Actual to 31 Dec 2020/21 £	Current variance	Projection	Year end Variance	Comments
							Actual less Profiled £	Adjusted Budget £	Projection less Budget £	
155	Nndr And Income Team	Nndr	648T	104,046	77,943	73,525	(4,419)	104,046		Current Variance Timing Difference (64k) Costs re passporting grants £14k, SBRR Audit £3k, Burdens income (£258k), Current Variance, Costs re passporting Grants £5k, SBRR Audit £3k, Burdens income (£266k) Timing Differences RE passporting external grant funds (£8,204k)
236	Nndr Collection	Nndr	648T	(117,462)	18,843	(8,443,400)	(8,462,242)	(358,023)	(240,561)	
		NDR	648T	(13,416)	96,786	(8,369,875)	(8,466,661)	(253,977)	(240,561)	

Finance Manager - The Finance Manager (S151) includes, in the Below the Lines items, the Reserve Transfers cost centre which has the largest variance of note £1,358k.

Because of Covid-19 decisions the government has made we are set to make NNDR and Council Tax losses and the Government has paid us grants to offset those losses. The accounting treatment of the Collection Fund (Council Tax & NNDR) means that these losses will only be realisable in 21/22 and beyond so those grants are being transferred to an earmarked reserve and will be released as required to offset the losses. £490k

340T Responsibility of the Finance Manager (S151)										
CC	Cost Centre Description	Business Unit Description	Business Unit T Parent	2020/21 Direct Budget £	Profiled Budget 31 Dec 2020/21 £	Actual to 31 Dec 2020/21 £	Current variance	Projection	Year end Variance	
							Actual less Profiled £	Adjusted Budget £	Projection less Budget £	
		Finance Manager (S151)	640T	163,079	140,074	9,119	(130,954)	28,315	(134,764)	
		Audit	635T	50,514	37,838	37,395	(443)	50,514		
		Reserve transfers, grants & interest	641T	781,693	203,424	977,581	774,157	2,234,912	1,453,219	
		Pensions & Vacancy Allowance	641T	552,605	413,879	545,295	131,417	728,743	176,138	
		Finance	642T	557,686	454,618	437,791	(16,827)	564,795	7,109	
340T Responsibility of the Finance Manager (S151) total				SMT	2,105,577	1,249,832	2,007,182	757,350	3,607,279	1,501,702

The projection also includes transfers to/from reserves that were budgeted for plus further transfers in year - £175k to Back maintenance reserve, £51k to Apprenticeships reserves and £642k contribution to Capital Programme shortfall

These are shown in the summary of variances list of the QBR reporting– extract below highlighted yellow

Contingency Budget not utilised							(70)		
Contribution towards property maintenance pressures							110		
Funding for Apprentices and Trainee posts							51		
Repairs to Torrington Pool Roof							65		
Contribution to shortfall on Capital Funding							642		
Grants							(301)	(1,187)	
Income Recovery Grant expectation								(342)	
Transfer to Reserve to fund Council Tax and Business Rate Losses realisable in 2021/22							490		
Revenue - Funding variance totals							1,085	(1,529)	
Net variance								(444)	
* The Council has a vacancy target of £150k, salary savings have been realised to meet this target, the projected salary saving is after meeting this target									

Page 45 - Capital question from Ian Harper
Vehicles, Property/Infrastructure, Regeneration

Budget to actual spend is significant, will this be made up in the final quarter?

Vren Ginns, Senior Revenues Accountant

The majority of the budget will not be spent in the final quarter. The budget represents the approved projects, however some of these projects are :

- Contingency budgets (capital improvement programme),
- Strategic budgets (e.g. Strategic property fund)
- Approved projects in early stages (e.g. Environmental Centre)

The budget is set before the year starts and needs to be available in case the project goes ahead at relatively short notice.

Vehicles – Remaining budget £547K – Majority will be spent the following year 21/22. Vehicle replacement programme is regularly reviewed and updated for the needs of the service.

Property Infrastructure – Remaining budget £7.2m – Majority will not be spent £5.5m relates to the Environmental centre, £800K for strategic property fund.

Regeneration – Remaining budget £933K – A large part of this relates to the new Burrows centre, which is currently being constructed, orders have been raised for the majority of this, but the timing of the work will determine whether it falls in this year, or early next year.

Goal 1 – Prosperous & Sustainable Economy – Agenda Pages 47-49

Page 47 - TDC2 1 Northern Devon Economic Strategy – **Ian Harper**

Whilst important to develop a recovery strategy, will this be linked to the Economic Strategy and will there be funding to help met costs of recovery plan, when will the Economic Strategy be completed?

Chris Fuller – Economic Development Officer

The Recovery Strategy will be directly linked to the Economic Strategy which comes after it, effectively creating a transitional bridge. Some elements of the recovery plan are already funded, some are seeking funding at the moment and some will be dependent on future opportunities and partnerships.

Sean Kearney – Head of Communities & Place

The Recovery Strategy will be ready for Councillors to discuss after Purdah. It is in draft form already and we are discussing with NDC.

Page 48 – TDC3 Future High Streets Fund – **Ian Harper**

Following email announcing that TDC had not been successful, has this project been reviewed. Did TDC have external help in preparing this bid, has the element within the VFM element, which represents 50% weighting, been identified. Have any lessons been learnt both from TDC bid and those that were successful?

Chris Fuller – Economic Development Officer

Feedback provided by MHCLG indicated that we submitted a very strong application. However, the main reason for rejection was based on the HM Treasury Green Book appraisal methodology, which has since been reviewed and found to have disadvantaged coastal and rural locations with a low starting land value. Feedback indicated that we had one of the strongest strategic cases submitted and that we also would have scored very highly on most other aspects of the bid, with some of our external partnerships, including for community engagement from the Onion Collective and Development Management from

igloo Regeneration, being specifically picked out as of particular note. MHCLG encouraged us to persist with the scheme as they could see real value and potential in the proposals.

Limited details are available so far of the other bids. However, those which have been publicised only confirm that the Isaac's Yard bid is on the right lines and would create real benefits for our community and local economy.

FISHDOCK – question from Ian Harper

In reply to a question regarding funders, page 4 QBR1, it was stated that our commitments to funders had been met and there was no further obligation, however, at the Members Meeting 13th January, it was stated that it was not known if we still had a duty to the funders, which is correct?

Sean Kearney – Head of Communities & Place

The reporting periods are over but we will need to trawl the offer letters to look at whether we have claw back liability on disposal. That was the point that was made at the member meeting. Given that we are not discussing disposal I will not have the time to do that investigation in the short term. If disposal becomes a live option for consideration due diligence will be undertaken.

Goal 2 – Stronger, Safer, Healthier Communities – Agenda Pages 50-53

Page 50 - Neighbourhood Enforcement Team question from Ian Harper

Have they been involved in the enforcement of covid restrictions, if so how many visits and has TDC been funded for this extra work?

Janet Williams – Public Health & Housing Manager

TDC have received £36k for COVID-19 enforcement work. The enforcement of COVID-19 restrictions primarily falls to the licensing and food/ health and safety teams. The funding is being used to provide backfill to the food team to allow them to focus on this work, particularly the COVID-19 compliance project being undertaken in conjunction with the Health and Safety Executive. There has been an increase in new food premises registrations (particularly home operators) and this resource is currently being used to review and support those new operations. A large part of the COVID-19 work of the food/ licensing teams is actually business advice/support - providing guidance to business operators on constantly changing legislation and guidance and how they can continue their operations safely and within legislative requirements. We are currently seeing an increase in queries relating to events as operators are making arrangements for post lockdown events.

In terms of enforcement work, this is intelligence and complaint led. We receive weekly intelligence reports from the police that provides an overview of issues and police COVID-19 enforcement work locally. In relation to the HSE project – 38 premises have so far been referred to us for follow up, which is currently being worked through. In addition, following government direction, spot checks have recently been carried out at 21 supermarket/store premises across the district, some of which have been in conjunction with the police following specific intelligence/ concerns raised.

We have an ongoing programme of joint visits with the police to licenced premises (including off licences) where issues/ intel has indicated issues.

It should also be noted that the environmental protection team are leading on complaints/ issues relating to holiday accommodation, and a notice has been served on a local operator for breach of COVID-19 regulations relating to this.

We have seen an upturn in animal breeding activities which appears to be COVID-19 related as the demand for puppies has increased and residents are looking for alternate sources of income – our neighbourhood team lead on animal licensing matters. In addition, they are also monitoring/responding to issues relating to unauthorised use of the skatepark.

Torridge report weekly to the OPSS on our inspection/enforcement activities. The number of cases so far (complaints and requests for advice) totals 530:

Food = 58 cases

Health & Safety = 439 cases

Licensing = 16 cases

Trading Standards = 17 cases

Goal 4 – An Effective & Customer Focused Council – Agenda Pages 56-61

Page 59 - Measure LE701 End to End Times for Property Searches

Comment by Cllr Shirley Langford

I would like it noted that I congratulate the team on getting on top of the time taken to do searches.