

**Policy & Resources Scrutiny Report**  
**Budget Monitoring as at 31st August 2020 - Detail Monitoring**

Division	Working Budget				Forecasted				Aug 2020 Forecasted Variance for Year £'000	Notes	June 2020 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000			
<b>Chief Executive</b>											
Chief Executive-Chief Officer	260	0	-260	-0	201	0	-260	-59	-58	Large underspend on supplies and services.	-2
Chief Executive Business Support Unit	608	0	-585	23	792	-256	-585	-49	-72	3 vacant posts - All not being filled	-54
The Guildhall Carmarthen	0	0	9	9	0	0	9	9	0		0
<b>Chief Executive Total</b>	<b>868</b>	<b>0</b>	<b>-836</b>	<b>31</b>	<b>993</b>	<b>-256</b>	<b>-836</b>	<b>-99</b>	<b>-130</b>		<b>-57</b>
<b>People Management</b>											
TIC Team	227	-58	-221	-52	236	-58	-221	-43	9	1 x employee regraded with no funding	1
Agile Working Project	3	0	0	4	3	0	0	4	0		-0
SCWDP	657	-417	1	241	657	-417	1	240	-0		-0
Practice Placements	70	-67	0	2	85	-83	0	2	-0		-0
Business & Projects Support	275	0	-275	0	240	0	-275	-35	-35	Savings on supplies and services	-28
Payroll	618	-350	-285	-16	618	-350	-285	-16	0		0
People Services – HR	1,067	-253	-785	29	1,063	-245	-785	33	4		3
Employee Well-being	718	-296	-422	0	728	-246	-422	59	59	£50k Income target not being met due to: less external work and less 1:1 health screenings taking place due to social distancing; £19k additional agency staff offset by £12k short-term savings on pay costs.	43
Organisational Development	509	-10	-496	2	542	-33	-496	13	11	£11k Employee termination costs	-0
Employee Services – HR/Payroll Support	130	0	-132	-1	157	0	-132	25	26	£18k graduate not funded, 2 x employees regraded with no funding £8k	0
DBS Checks	124	0	0	124	93	-5	0	87	-37	Less DBS checks undertaken than budgeted for	0
<b>People Management Total</b>	<b>4,399</b>	<b>-1,451</b>	<b>-2,615</b>	<b>333</b>	<b>4,423</b>	<b>-1,438</b>	<b>-2,615</b>	<b>370</b>	<b>37</b>		<b>19</b>
<b>ICT &amp; Corporate Policy</b>											
Information Technology	4,796	-881	-3,931	-16	4,822	-907	-3,931	-17	-1		-1
Welsh Language	165	-10	-153	1	122	-10	-153	-42	-43	Vacant post not currently being filled due to team review being undertaken. Delayed due to Covid-19 but due to be completed by end of 20/21	-45
Chief Executive-Policy	848	-30	-786	32	730	-28	-786	-83	-116	3 vacant posts not currently being filled due to team review being undertaken. Delayed due to Covid-19 but due to be completed by end of 20/21	-115
Public Service Bodies	10	0	6	16	10	0	6	16	-0		3
Armed Forces Covenant Scheme	0	0	0	0	62	-62	0	-0	-0		-0
Armed Forces Veterans Hub	0	0	0	0	79	-79	0	-0	-0		-0
Armed Forces and Remembrance	5	0	0	5	5	0	0	5	0		0
<b>Total ICT &amp; Corporate Policy</b>	<b>5,825</b>	<b>-922</b>	<b>-4,864</b>	<b>39</b>	<b>5,830</b>	<b>-1,086</b>	<b>-4,864</b>	<b>-121</b>	<b>-160</b>		<b>-159</b>

**Policy & Resources Scrutiny Report**  
**Budget Monitoring as at 31st August 2020 - Detail Monitoring**

Division	Working Budget				Forecasted				Aug 2020 Forecasted Variance for Year £'000	Notes	June 2020 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000			
<b>Admin and Law</b>											
Democratic Services	1,850	-260	2,351	3,941	1,737	-289	2,351	3,800	-142	Underspend on Members pay & travelling costs along with an additional £33k income for work undertaken for the Housing Revenue Account.	-97
Democratic Services - Support	494	0	-494	0	479	-26	-494	-41	-41	Additional income for work undertaken for the Wales pension partnership (£20k), the Police and Crime Commissioner (£7.5k) and Education through Regional Working (£5k)	-37
Corporate Management	0	0	296	296	0	0	296	296	0		0
Civic Ceremonial	23	0	21	44	24	0	21	44	0		-1
Land Charges	130	-300	20	-150	77	-190	20	-93	57	A reduction in estimated income as result of Covid-19 partially offset by savings on supplies and services and legal costs	49
Legal Services	1,777	-263	-1,510	4	1,689	-243	-1,510	-64	-68	3 vacant posts (£64k), one to be filled shortly but no plan to fill the other two in the current financial year. An additional £10k of income for work undertaken for the Wales Pension Partnership.	-58
Central Mailing	44	0	1	44	44	0	1	44	-0		-0
<b>Admin and Law Total</b>	<b>4,319</b>	<b>-823</b>	<b>684</b>	<b>4,180</b>	<b>4,050</b>	<b>-748</b>	<b>684</b>	<b>3,986</b>	<b>-194</b>		<b>-144</b>
<b>Marketing &amp; Media</b>											
Marketing and Media	501	-285	-213	3	399	-66	-213	121	118	Overspend on salaries pending divisional realignment. Loss of income streams from external partners (e.g. ERW £80k). Looking at alternative potential partnership arrangements.	130
Translation	552	-51	-501	0	451	-35	-501	-86	-86	£20k saving down to staff reducing their hours, £11k on a vacant post, £27k underspend as a result of maternity leave and £13k saving on staff at a lower point on the salary scale than budgeted. Further savings on supplies and services.	-78
Customer Services Centres	1,112	-346	-761	5	1,113	-347	-761	6	1		-35
Marketing Tourism Development	351	0	18	370	352	-1	18	370	0		0
Visitor Information	69	-5	18	83	67	-5	18	81	-2		-0
Events	48	-26	2	24	40	-18	2	23	-0		-0
Yr Hwb	187	-92	8	103	66	-36	8	39	-65	Three vacant posts pending divisional realignment but less income anticipated as a result of Covid-19.	-83
<b>Total Marketing &amp; Media</b>	<b>2,820</b>	<b>-805</b>	<b>-1,428</b>	<b>588</b>	<b>2,488</b>	<b>-506</b>	<b>-1,428</b>	<b>554</b>	<b>-34</b>		<b>-66</b>

**Policy & Resources Scrutiny Report**  
**Budget Monitoring as at 31st August 2020 - Detail Monitoring**

Division	Working Budget				Forecasted				Aug 2020 Forecasted Variance for Year £'000	Notes	June 2020 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000			
<b>Statutory Services</b>											
Elections-County Council	9	0	129	138	1	0	129	130	-8		-8
Elections-Parliamentary	0	0	0	0	1	-1	0	0	0		0
Elections-European	0	0	0	0	38	-38	0	-0	-0		-0
Registration Of Electors	166	-2	243	407	186	-22	243	407	-0		-24
Registrars	430	-301	193	322	456	-250	193	399	77	£56k estimated loss of income due to Covid-19. £50k increase in registration officers hours to catch up on delays in various registrations not able to be undertaken during early months of Covid-19 are assumed to be recoverable from WG	43
Coroners	384	0	8	392	310	0	8	318	-74	Following the appointment of medical examiners by the NHS, fewer cases are being referred to the Coroner.	-32
Electoral Services - Staff	287	0	-290	-4	247	0	-290	-44	-40	Vacant Post during year pending divisional realignment.	-1
<b>Statutory Services Total</b>	<b>1,276</b>	<b>-303</b>	<b>282</b>	<b>1,255</b>	<b>1,239</b>	<b>-311</b>	<b>282</b>	<b>1,210</b>	<b>-45</b>		<b>-23</b>
<b>Regeneration &amp; Property</b>											
Regeneration Management	330	0	38	368	322	0	38	360	-9		-9
Parry Thomas Centre	32	-31	11	11	23	-22	11	11	-0		-0
Betws wind farm community fund	87	-87	1	1	85	-85	1	1	-0		-0
Welfare Rights & Citizen's Advice	163	0	2	165	163	0	2	165	0		0
Llanelli Coast Joint Venture	145	-143	5	7	109	-107	5	7	-0		-0
The Beacon	150	-138	52	64	166	-154	52	64	-0		-0
BREXIT	0	0	0	0	59	-59	0	0	0		0
Town Centres	380	0	4,909	5,288	380	0	4,909	5,288	0		0
Econ Dev-Llanelli, C Hands, Coastal,Business, Inf & Ent	442	0	89	530	442	0	89	530	0		-0
Community Development and External Funding	469	0	43	511	469	0	43	511	-0		23
Coronavirus	0	0	0	0	25	-25	0	-0	-0		0
COVID-19 - Small Business Rent Relief	0	0	0	0	6	0	0	6	6		0
Food Hubs & Banks - Covid 19	0	0	0	0	262	-262	0	0	0	£99k reimbursement received from WG.£163k draw down from reserves.	0
Shielding Parcels	0	0	0	0	327	-327	0	0	0		0
Start Up Grants	0	0	0	0	300	-300	0	0	0		0
Wellness	25	0	19	44	25	0	19	44	-0		0
City Deal	1,069	-1,123	78	23	1,084	-1,138	78	23	-0		-0
Property	1,241	-67	-1,250	-76	1,184	-73	-1,250	-139	-64	Part year vacant post (£32k). Assumed post will be filled from September. Large underspend on travelling and car hire as well as other supplies and services savings.	-72

**Policy & Resources Scrutiny Report**  
**Budget Monitoring as at 31st August 2020 - Detail Monitoring**

Division	Working Budget				Forecasted				Aug 2020 Forecasted Variance for Year £'000	Notes	June 2020 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000			
Commercial Properties	32	-582	537	-14	43	-492	537	88	102	General loss of income due to properties becoming vacant and no immediate prospect of re-letting. Full reimbursement of rent holiday from WG for Quarter 1 reflected in the figures. Assumed rent holiday loss for July and August will not be reimbursed by WG.	137
Provision Markets	581	-651	379	310	560	-498	379	442	132	Ongoing reduction in Lettings income due to market forces impacting rates achievable. Full reimbursement of rent holiday from WG for Quarter 1 reflected in the figures. Assumed rent holiday loss for July and August will not be reimbursed by WG.	191
Renewable Energy Fund	0	-51	0	-51	0	-51	0	-51	-0		-0
Net Zero Carbon	75	0	0	75	76	0	0	76	1		-8
Operational Depots	326	0	-336	-9	323	0	-336	-12	-3		1
Administrative Buildings	2,859	-771	-3,084	-995	2,803	-717	-3,084	-998	-2		-33
Industrial Premises	539	-1,520	924	-57	321	-1,217	924	29	86	Full reimbursement of rent holiday from WG for Quarter 1 reflected in the figures. Assumed rent holiday loss for July and August will not be reimbursed by WG.	255
County Farms	74	-335	420	159	75	-327	420	168	9		62
Livestock Markets	59	-209	3	-146	33	-24	3	12	158	Anticipated shortfall in income collected at Nant Y Ci Mart	130
Externally Funded Schemes	3,238	-3,234	371	375	3,230	-3,226	372	375	0		0
<b>Regeneration &amp; Property Total</b>	<b>12,315</b>	<b>-8,942</b>	<b>3,212</b>	<b>6,585</b>	<b>12,892</b>	<b>-9,103</b>	<b>3,213</b>	<b>7,002</b>	<b>417</b>		<b>676</b>
<b>Financial Services</b>											
Corporate Services Management team	485	-63	-422	0	480	-109	-422	-50	-50	£35k income from Fire Authority SLA and £15k savings on supplies and services	-47
Accountancy	1,697	-459	-1,238	-0	1,593	-468	-1,238	-113	-113	Vacant posts not likely to be filled in the short term. A few staff members currently being paid at the lower points of the scale whilst budgeted at the top.	-116
Treasury and Pension Investment Section	258	-182	-70	7	247	-207	-70	-30	-37	£25k additional income for work undertaken for the Wales Pension Partnership; £12k - three staff members currently at lower points of the salary scale but budgeted at top of scale.	-37
Grants and Technical	310	-109	-218	-17	235	-34	-218	-17	-0		-5
Payroll Control	88	0	-88	1	92	0	-88	4	3		3
Payments	531	-76	-457	-2	492	-72	-457	-37	-35	Net £16k part year vacant posts and £19k savings on supplies and services	-35
Pensions	1,272	-1,215	-56	0	1,202	-1,145	-56	0	0		-0
Wales Pension Partnership	759	-759	0	0	745	-745	-0	-0	-0		0
<b>Financial Services Total</b>	<b>5,399</b>	<b>-2,862</b>	<b>-2,548</b>	<b>-12</b>	<b>5,085</b>	<b>-2,781</b>	<b>-2,548</b>	<b>-244</b>	<b>-232</b>		<b>-236</b>

**Policy & Resources Scrutiny Report**  
**Budget Monitoring as at 31st August 2020 - Detail Monitoring**

Division	Working Budget				Forecasted				Aug 2020 Forecasted Variance for Year £'000	Notes	June 2020 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000			
<b>Revenues &amp; Financial Compliance</b>											
Procurement	548	-34	-550	-37	533	-34	-550	-51	-14	Net effect of vacancies and additional staff costs	-7
Audit	482	-19	-463	1	416	-33	-463	-80	-80	2 vacant posts during the year.	-47
Risk Management	148	-0	-149	-1	138	-0	-149	-11	-10	Flexible retirement wef 01/09/2020	16
Business Support Unit	81	0	-81	0	78	0	-81	-3	-3		-0
Corporate Services Training	59	0	-59	-1	33	0	-59	-27	-26	Under utilisation of budget due to current working practices	-0
Local Taxation	934	-741	528	721	851	-790	528	590	-131	A few posts have been vacant during the year to date and are expected to be filled imminently. A number of staff members are currently on lower points of the salary scale but budgeted at the top of scale and 2 staff members have reduced their hours. Additional one off WG grant of £43k has contributed to the underspend.	-46
Housing Benefits Admin	1,645	-752	-875	18	1,421	-827	-875	-281	-299	A few posts have been vacant during the year to date and are expected to be filled imminently. A large number of staff members are currently on lower points of the salary scale but budgeted at the top of scale.	-113
Revenues	896	-176	-754	-35	849	-129	-754	-35	0		-0
<b>Revenues &amp; Financial Compliance Total</b>	<b>4,793</b>	<b>-1,723</b>	<b>-2,404</b>	<b>666</b>	<b>4,320</b>	<b>-1,813</b>	<b>-2,404</b>	<b>103</b>	<b>-563</b>		<b>-198</b>
<b>Other Services</b>											
Audit Fees	316	-92	4	229	287	-92	4	200	-29	A proportion of audit fees chargeable directly to grants	-27
Bank Charges	67	0	1	68	58	0	1	59	-9		-9
Council Tax Reduction Scheme	16,511	0	78	16,589	18,058	-500	78	17,636	1,047	Significant increase in caseload as a result of Covid-19. Estimated cost is £2m greater than 19-20 actual cost. £179k income received from WG for Q1.	1,047
Rent Allowances	46,923	-47,140	1,495	1,278	44,250	-44,676	1,495	1,069	-209	Efficient recovery of overpayments	-209
Miscellaneous Services	7,187	-120	1,759	8,826	6,892	-38	1,759	8,613	-213	£238k underspend on pre LGR pension costs	-313
<b>Other Services Total</b>	<b>71,004</b>	<b>-47,351</b>	<b>3,337</b>	<b>26,991</b>	<b>69,546</b>	<b>-45,305</b>	<b>3,337</b>	<b>27,578</b>	<b>587</b>		<b>489</b>
<b>TOTAL FOR POLICY &amp; RESOURCES</b>	<b>113,017</b>	<b>-65,182</b>	<b>-7,178</b>	<b>40,656</b>	<b>110,866</b>	<b>-63,347</b>	<b>-7,178</b>	<b>40,341</b>	<b>-316</b>		<b>302</b>