

Arun District Council

REPORT TO:	Planning Policy Committee – 26 September 2024
SUBJECT:	Budget Monitoring Report to 30 June 2024
LEAD OFFICER:	Antony Baden – Group Head of Finance & Section 151 Officer
LEAD MEMBER:	Councillor Gill Yeates, Chair of Planning Policy Committee
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION: The Council's budget supports all the Council's Objectives.	
DIRECTORATE POLICY CONTEXT: Budget monitoring and forecasting are key in ensuring sound financial control and control of spending is in place. It is also a major part in ensuring sound governance arrangements.	
FINANCIAL SUMMARY: This report provides a detailed overview of the Committee's revenue budget and approved savings progress against the planned budget for 2024/25 as at the end of Quarter 1.	

1. PURPOSE OF REPORT

- 1.1. The purpose of this report is to appraise the Planning Policy Committee of its forecast out-turn against the 2024/25 budgets, which were approved by Full Council at its meeting of the 21 February 2024.

2. RECOMMENDATIONS

- 2.1. Members are asked to consider the report and comment.

3. EXECUTIVE SUMMARY

- 3.1. The report sets out in further detail the Committee's revenue budget performance projections to the 31 March 2025.

4. DETAIL

Revenue Budget

- 4.1. Table 1 below details the 2024/25 forecast revenue budget out-turn as at the end of Quarter 1 and anticipates a net underspend of £50k. The significant variances are explained in paragraph 4.2 below.

Table 1

Description	Original 2024/25 Budget	Forecast Q1/P3	Variance at Q1/P3
	£'000	£'000	£'000
Employees	1,898	1,698	(200)
Premises	0	0	0
Transport	18	18	0
Supplies and Services	541	761	220
Income	(1,363)	(1,432)	(70)
Total Planning Policy Committee	1,094	1,044	(50)

4.2. **Supplies and Services / Employees** – Salary costs are forecasted to underspend by £200k due to vacancies not being filled. However, the planning workload will be covered by the use of external consultancy firms, the cost of which is reflected in Supplies and Service as professional fees.

4.3. **Income** – £70k overachieved relating to increased management costs recovered aligned with higher than expected Community Infrastructure Levy (CIL) funding being received.

General Fund Savings

4.4. Table 2 below shows progress made against approved savings targets incorporated into this year's budgets and forecasts. These targets are under regular monitoring and are planned to be reported on a quarterly basis.

Table 2

Description	Original 2024/25 Budget	Forecast Q1/P3	Variance at Q1/P3
	£'000	£'000	£'000
Approved Savings	107	107	0
Total Planning Policy Committee	107	107	0

4.5. This Committee's savings target is being addressed proactively and is forecast to be achieved.

5. CONSULTATION

5.1. Consultation with other stakeholders is not required for this report.

6. OPTIONS / ALTERNATIVES CONSIDERED

6.1. There are no alternative options to this report.

7. COMMENTS BY THE GROUP HEAD OF FINANCE/SECTION 151 OFFICER

7.1. It is sound governance to monitor spending against budget during the financial year. Such control allows the Council to take prompt corrective action if spending or income significantly varies from the approved budgets.

8. RISK ASSESSMENT CONSIDERATIONS

8.1. Regular budget monitoring and forecasting mitigates against the risk of poor financial control and ensures that Members are informed when corrective action is required and what action has been taken.

9. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER

9.1. There are no direct legal implications associated with this report.

10. HUMAN RESOURCES IMPACT

10.1. None.

11. HEALTH & SAFETY IMPACT

11.1. None.

12. PROPERTY & ESTATES IMPACT

12.1. None.

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

13.1. None.

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1. None.

15. CRIME AND DISORDER REDUCTION IMPACT

15.1. None.

16. HUMAN RIGHTS IMPACT

16.1. None.

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

17.1. None.

CONTACT OFFICER:

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BACKGROUND DOCUMENTS:

[Special Full Council 21 February 2024 – Arun District Council budget 2024/25.](#)