

**Policy & Resources Scrutiny Report**  
**Budget Monitoring as at 28th February 2021 - Detail Monitoring**

Division	Working Budget				Forecasted				Feb 2021 Forecasted Variance for Year £'000	Notes	Dec 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	-1	201	0	-260	-60	-59	Savings on supplies and services.	-59
Chief Executive Business Support Unit	608	0	-585	23	738	-227	-585	-74	-97	3 vacant posts - All not being filled in this financial year.	-96
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>-837</b>	<b>30</b>	<b>939</b>	<b>-227</b>	<b>-837</b>	<b>-126</b>	<b>-156</b>		<b>-155</b>
<b>People Management</b>											
TIC Team	227	-58	-221	-52	236	-62	-221	-47	6	1 x employee regraded with no funding	6
Agile Working Project	3	0	0	4	3	0	0	4	0	£57k expenditure anticipated to be met from Development Fund	0
SCWDP	657	-417	0	240	662	-422	0	240	0		0
Practice Placements	70	-67	0	2	76	-74	0	2	0		0
Health & Social Care Induction Training Pilc	0	0	0	0	70	-70	0	-0	-0		-0
Business & Projects Support	275	0	-275	-0	238	-0	-275	-38	-38	Savings on supplies and services	-38
Payroll	618	-350	-286	-17	613	-339	-286	-12	5		-7
People Services – HR	1,067	-253	-786	28	1,060	-248	-786	27	-1		1
Employee Well-being	756	-333	-423	-1	670	-292	-423	-45	-44	Shortfall in external income generated (£41k) offset by savings due to vacant posts and reduced expenditure on supplies and services during the year (£85k)	-7
Organisational Development	509	-10	-497	2	547	-47	-497	4	2		-0
Employee Services – HR/Payroll Support	130	0	-132	-2	163	-1	-132	29	31	£23k graduate not funded, 2 x employees regraded with no funding £8k	31
DBS Checks	124	0	0	124	83	-3	0	80	-44	Review of DBS checks process and budget to be undertaken.	-34
Resource Link	0	0	0	0	700	0	0	700	700	Provision for renewal of core HR/Payroll system.	0
<b>People Management Total</b>	<b>4,437</b>	<b>-1,489</b>	<b>-2,620</b>	<b>328</b>	<b>5,122</b>	<b>-1,558</b>	<b>-2,620</b>	<b>945</b>	<b>617</b>		<b>-47</b>
<b>ICT &amp; Corporate Policy</b>											
Information Technology	4,796	-881	-3,934	-19	4,902	-986	-3,934	-19	-0		-0
Welsh Language	165	-10	-153	1	108	-10	-153	-56	-57	Vacant post not currently being filled due to team review being undertaken. Delayed due to COVID19 but due to be completed by end of 2020/21	-51
Chief Executive-Policy	848	-30	-787	30	723	-28	-787	-93	-123	3 vacant posts not currently being filled due to team review being undertaken. Delayed due to COVID19 but due to be completed by end of 2020/21	-123
Public Service Bodies	10	0	6	16	40	-29	6	17	0		6
Food Procurement Project WG Grant	100	-100	0	0	84	-84	0	-0	-0		0
Armed Forces Covenant Scheme	0	0	0	0	32	-32	0	-0	-0		-0
Armed Forces Veterans Hub	0	0	0	0	59	-59	0	-0	-0		0
Armed Forces and Remembrance	5	0	0	5	0	0	0	0	-5		-2
Other variances	0	0	0	0	0	0	0	0	0		-6
<b>Total ICT &amp; Corporate Policy</b>	<b>5,925</b>	<b>-1,022</b>	<b>-4,869</b>	<b>34</b>	<b>5,947</b>	<b>-1,229</b>	<b>-4,869</b>	<b>-151</b>	<b>-185</b>		<b>-176</b>

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<b>Admin and Law</b>											
Democratic Services	1,850	-260	2,351	3,941	1,742	-289	2,351	3,805	-137	Underspend on Members pay & travelling costs along with an additional £33k income for work undertaken for the Housing Revenue Account.	-149
Democratic Services - Support	494	0	-494	-1	466	-26	-494	-54	-53	Additional income for work undertaken for the Wales Pension Partnership (£20k), ERW (£5k); £29k supplies and Services underspend.	-54
Corporate Management	0	0	296	296	0	0	296	296	0		0
Civic Ceremonial	23	0	21	44	12	-0	21	33	-11	Less civic ceremonial events taking place due to COVID19.	-10
Land Charges	130	-300	19	-150	76	-232	19	-136	14	A general reduction in search fee income in line with the trend in recent years.(£68k) This is net of the £20k received from WG for income lost specifically due to COVID19. This income shortfall is partially offset by savings on a vacant post and reduction in supplies and services and legal costs of £54k.	33
Police and Crime Commissioner	0	0	0	0	72	-72	0	0	0		-0
Legal Services	1,777	-263	-1,511	3	1,756	-255	-1,511	-11	-14	2 FTE vacant posts during the year. 1 of which has recently been filled.	-33
Central Mailing	44	0	1	44	24	-5	1	20	-24	Underspend on Leasing costs	-0
<b>Admin and Law Total</b>	<b>4,319</b>	<b>-823</b>	<b>683</b>	<b>4,178</b>	<b>4,148</b>	<b>-878</b>	<b>683</b>	<b>3,953</b>	<b>-226</b>		<b>-214</b>
<b>Marketing &amp; Media</b>											
Marketing and Media	501	-285	-213	2	469	-105	-213	151	149	Overspend on salaries pending divisional realignment. Loss of income streams from external partners (e.g. ERW £80k). Looking at alternative potential partnership arrangements.	148
Translation	552	-51	-502	-0	435	-41	-502	-108	-108	£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.	-110
Customer Services Centres	1,112	-346	-762	3	1,044	-347	-762	-65	-68	2.5 FTE vacant posts for most of the financial year. In the process of being filled.	-53
Yr Hwb, Rhydaman a Llanelli	187	-92	8	103	49	-48	8	10	-94	Three vacant posts pending divisional realignment offset in part by less income anticipated as a result of COVID19. NNDR relief due to COVID19 of £20k.	-101
Marketing Tourism Development	351	0	18	369	369	-18	18	369	0		-0
Visitor Information	69	-5	18	82	68	-4	18	82	-0		-0
Events	48	-26	2	24	44	-22	2	24	-0		0
<b>Total Marketing &amp; Media</b>	<b>2,820</b>	<b>-805</b>	<b>-1,431</b>	<b>584</b>	<b>2,478</b>	<b>-583</b>	<b>-1,431</b>	<b>463</b>	<b>-121</b>		<b>-116</b>

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<b>Statutory Services</b>											
Elections-County Council	9	0	129	138	2	0	129	131	-7		-7
Elections-Parliamentary	0	0	0	0	3	-3	0	-0	-0		-0
Elections-European	0	0	0	0	48	-48	0	-0	-0		-0
Registration Of Electors	166	-2	243	407	201	-37	243	407	0		-0
Registrars	430	-301	192	321	491	-383	192	301	-21	Lost income claim due to COVID19 of £96k has been submitted and approved by WG.	109
Coroners	384	0	8	392	273	0	8	281	-111	Following the appointment of medical examiners by the NHS, fewer cases are being referred to the Coroner leading to less direct and indirect costs.	-77
Electoral Services - Staff	287	0	-291	-4	237	-0	-291	-54	-49	Vacant Post for full year pending divisional realignment.	-27
<b>Statutory Services Total</b>	<b>1,276</b>	<b>-303</b>	<b>281</b>	<b>1,254</b>	<b>1,257</b>	<b>-472</b>	<b>281</b>	<b>1,066</b>	<b>-188</b>		<b>-1</b>
<b>Regeneration &amp; Property</b>											
Regeneration Management	330	0	39	369	321	0	39	360	-9		-9
Parry Thomas Centre	32	-31	11	11	34	-34	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	145	-143	5	7	0		-0
The Beacon	150	-138	52	64	160	-148	52	64	-0		-0
Business Grants	0	0	0	0	0	0	0	0	0	£31k business grants provided from CCC funding to date	0
BREXIT	0	0	0	0	59	-59	0	0	0		0
Econ Dev-Rural Carmarthen, Ammanford, Town Centres	380	0	4,908	5,288	389	-9	4,908	5,288	0		-0
Econ Dev-Llanelli, C Hands, Coastal,Business, Inf & Ent	442	0	89	530	447	-5	89	530	-0		0
Community Development and External Funding	469	0	40	509	469	0	40	509	-0		-0
Coronavirus	0	0	0	0	24	-24	0	0	0		0
COVID-19 - Small Business Rent Relief	0	0	0	0	3	0	0	3	3		3
Food Hubs & Banks - Covid 19	0	0	0	0	247	-247	0	0	0	£99k reimbursement received from WG.£148k draw down from reserves.	0
Shielding Parcels	0	0	0	0	256	-256	0	-0	-0		-0
Wellness	25	0	19	44	25	0	19	44	0		0
City Deal	105	-159	77	23	105	-159	77	23	-0		-0
Property	1,241	-67	-1,251	-77	1,147	-14	-1,251	-117	-41	Part year vacant post and part year maternity leave.	-38
Commercial Properties	32	-582	545	-5	66	-513	545	99	104	General loss of income due to properties becoming vacant and no immediate prospect of re-letting.	86

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Provision Markets	581	-651	378	309	538	-520	378	395	87	Ongoing reduction in Lettings income due to market forces impacting rates achievable. This has been exaggerated by the COVID19 situation and subsequent loss of casual lettings likely to continue to the end of the financial year.	81
Renewable Energy Fund	0	-51	0	-51	0	-26	0	-26	25	Feed in tariff income lower than anticipated as cannot read meters due to current COVID19 restrictions.	-0
Net Zero Carbon Plan	125	0	0	125	65	0	0	65	-60	Post vacant during early part of year (£6k) resulting in a delay in project expenditure of £54k.	-0
Operational Depots	326	0	-335	-9	322	0	-335	-13	-4		-4
Administrative Buildings	2,859	-771	-3,079	-991	2,664	-806	-3,079	-1,221	-230	Savings on Utilities due to working from home along with a one off NNDR rebate of £55k	-130
Industrial Premises	539	-1,520	927	-55	637	-1,771	927	-208	-153	Large reduction in premises related expenditure as anticipated highways work of £30k, signage works of £10k and various other works will not take place in the year due to COVID19. Occupancy levels are still high despite the pandemic, and far fewer hardship claims for rent holidays in quarter 2 materialised than was originally anticipated.	-122
County Farms	74	-335	422	161	42	-308	422	155	-5		9
Livestock Markets	59	-209	4	-145	50	-34	4	20	165	Anticipated shortfall in income collected at Nant Y Ci Mart	131
Externally Funded Schemes	3,397	-3,394	371	375	1,810	-1,806	371	375	-0		
<b>Regeneration &amp; Property Total</b>	<b>11,560</b>	<b>-8,137</b>	<b>3,225</b>	<b>6,648</b>	<b>10,272</b>	<b>-6,967</b>	<b>3,225</b>	<b>6,531</b>	<b>-117</b>		<b>8</b>
<b>Financial Services</b>											
Corporate Services Management Team	485	-63	-422	0	519	-127	-422	-30	-30	Additional income generated from Fire Authority SLA.	-49
Accountancy	1,697	-459	-1,240	-2	1,551	-404	-1,240	-92	-90	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.	-127
Treasury and Pension Investment Section	258	-191	-70	-3	226	-207	-70	-52	-49	£25k additional income for work undertaken for the Wales Pension Partnership; £24k - part year staff vacancy and three staff members currently at lower points of the salary scale but budgeted at top of scale.	-48
Grants and Technical	319	-109	-218	-8	236	-55	-218	-38	-30	2 vacant posts during the year. Both filled for 2021/22.	-12
Payroll Control	88	0	-88	1	95	0	-88	8	7		7
Payments	531	-76	-457	-2	499	-73	-457	-31	-29	Net £18k part year vacant posts and £11k savings on supplies and services	-27
Pensions	1,277	-1,220	-58	-1	1,236	-1,180	-58	-1	0		0
Wales Pension Partnership	81	-81	0	0	59	-59	0	0	-0		-0
<b>Financial Services Total</b>	<b>4,735</b>	<b>-2,198</b>	<b>-2,553</b>	<b>-16</b>	<b>4,422</b>	<b>-2,106</b>	<b>-2,553</b>	<b>-236</b>	<b>-220</b>		<b>-255</b>

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<b>Revenues &amp; Financial Compliance</b>											
Procurement	548	-34	-551	-37	507	-34	-551	-78	-41	Net effect of 1 vacancy not being filled offset by additional staff costs	-38
Audit	482	-19	-464	-0	392	-34	-464	-106	-105	2 vacant posts during the year not to be filled before year end	-97
Risk Management	148	-0	-149	-1	160	-0	-149	10	12	Temporary additional secondment into team	21
Business Support Unit	81	0	-81	-0	76	0	-81	-5	-5		-5
Corporate Services Training	59	0	-59	-1	10	-0	-59	-50	-49	Under utilisation of budget due to current working practices	-44
Local Taxation	939	-741	527	725	799	-741	527	585	-140	A shortfall of £274k in debts recovered through the courts due to COVID19 is anticipated to be reimbursed by WG. £120k underspend due to vacant posts during the year, along with an underspend due to savings on supplies and services.	-192
Housing Benefits Admin	1,639	-752	-877	10	1,342	-752	-877	-287	-297	A few posts have been vacant during the year to date and only some are expected to be filled before year end. A large number of staff members are currently on lower points of the salary scale but budgeted at the top of scale. Additional one off grants from DWP for additional burdens contributed a net £140k of the underspend.	-214
Revenues	898	-176	-755	-34	850	-129	-755	-34	0		0
<b>Revenues &amp; Financial Compliance Total</b>	<b>4,793</b>	<b>-1,723</b>	<b>-2,409</b>	<b>661</b>	<b>4,135</b>	<b>-1,691</b>	<b>-2,409</b>	<b>35</b>	<b>-626</b>		<b>-569</b>
<b>Other Services</b>											
Audit Fees	316	-92	4	229	288	-92	4	200	-28	A proportion of audit fees chargeable directly to grants	-29
Bank Charges	67	0	1	68	-12	0	1	-11	-79	One off refund in year of £43k as well as a general reduction in bank charges.	-50
Council Tax Reduction Scheme	16,511	0	78	16,589	17,036	-713	78	16,401	-188	Significant increase in caseload as a result of COVID19. Contribution from WG (£713k) has offset the effect of the additional costs.	650
Rent Allowances	46,923	-47,140	1,495	1,278	43,543	-43,611	1,495	1,427	148	DWP who recover elements of overpayments on our behalf, have not actively been collecting overpayments during COVID19. They will continue pursuing the collection of overpayments again from 2021/22.	-209
Miscellaneous Services	7,137	-120	1,795	8,813	7,767	-50	1,795	9,513	700	Underspend on pre LGR pension costs, offset by forecast net increase in council tax bad debt allowance (WG funding but shortfall expected)	500
<b>Other Services Total</b>	<b>70,954</b>	<b>-47,351</b>	<b>3,374</b>	<b>26,977</b>	<b>68,622</b>	<b>-44,466</b>	<b>3,374</b>	<b>27,530</b>	<b>553</b>		<b>862</b>
<b>TOTAL FOR POLICY &amp; RESOURCES</b>	<b>111,686</b>	<b>-63,852</b>	<b>-7,155</b>	<b>40,680</b>	<b>107,342</b>	<b>-60,177</b>	<b>-7,155</b>	<b>40,010</b>	<b>-670</b>		<b>-664</b>