

# **Report to the Finance & Performance Management Scrutiny Panel**



**Epping Forest  
District Council**

**Date of meeting: 8 November 2005**

**Portfolio: Finance & Performance Management**

**Subject: Quarterly Financial Monitoring**

**Officer contact for further information: Bob Palmer (01992 - 56 4279).**

**Democratic Services Officer: Gary Woodhall (01992 – 56 4470)**

---

## **Recommendations/Decisions Required:**

- 1. That the Panel note the financial monitoring report for the second quarter of 2005/06.**
- 2. That the Panel consider the format and content of the report and confirm that both are in line with Member's requirements, or if not the changes required.**

## **Report:**

1. The Panel has within its terms of reference to consider financial monitoring reports on key areas of income and expenditure for each portfolio. This is the first quarterly report presented (Attached to this report) and covers the period from 1 April 2005 to 30 September 2005.
2. Following consultation with the Panel Chairman, the Head of Finance has selected key items from each portfolio. It was felt important not to burden Members with too much data but to highlight key areas of the budget where there was the potential for significant variances.
3. Salaries monitoring data is presented as well as it represents a large proportion of the authorities expenditure and is an area in which large under spends have been seen. The salaries data is held by Service rather than by portfolio, although there are clearly some Services that are linked closely to particular portfolios.

## **Main Variances:**

4. Comments are provided on the monitoring schedules but a few points are highlighted here as they are of particular significance. The salaries schedule shows an under spend of some £764,000 (7.7% of budget) and reflects the fact that at the end of September there were 92 vacancies. Revised estimates will be adjusted to reflect the ongoing difficulties with recruitment and retention.
5. There is currently a shortfall in income for Land Charges of £44,000, although this is more than balanced by higher than anticipated income for Off-Street Parking (£55,000) and the North Weald Centre (£37,000).
6. The only overspend to bring to Members attention is on Concessionary Fares, due to the popularity of the amended Transport for London scheme. A supplementary estimate of £68,000 is being sought for this. The most significant under spend, other than salaries, is currently on Forward Planning, which shows spend of only £33,000 against a half-year budget of £185,000.

## **Options available:**

7. To either amend the format or the content of the report. Members may wish to see more or less data or have it presented in a different way.

**Statement in support of recommended action:**

It is felt that the data provided is appropriate in terms of content and format. However, this is the first time that such a report has been made and Members views are invited.

**Consultation undertaken:**

The Chairman of the Panel was consulted on the content and format of the report.