

## Annex 3: Budget Action Plan

### Roads

Function	Function Description/ Explanation	Action Category/ Action Description	Responsible Officer	Deadline	Status
R26A	<p><b>Winter Maintenance and Response</b></p> <p>More than anticipated expenditure by £17.1K</p> <p>Overspend against budget profile as a result of Winter Service Operations continuing through April.</p>	<p><b>Raise virements request</b></p> <p>Virement to be completed to reprofile expenditure in accordance with spend.</p>	Darren Richardson	31/08/2017	Ongoing
R26C	<p><b>Street Lighting</b></p> <p>More than anticipated expenditure by £12.9K</p> <p>Works programme ahead of budget profile.</p>	<p><b>Raise virements request</b></p> <p>Virement to be completed to reprofile spend in accordance with actual spend</p>	Darren Richardson	31/08/2017	Ongoing
R26J	<p><b>Structural Maintenance</b></p> <p>More than anticipated expenditure by £64.1K</p> <p>Works programme income recharges not up to date, therefore will correct itself later in the year.</p>	<p><b>Raise virements request</b></p> <p>Reprofile expenditure to match actual work programme, and catch up on income recharges by September.</p>	Darren Richardson	30/09/2017	Ongoing
R26L	<p><b>Quarries Holding Account</b></p> <p>More than anticipated income by £159.9K</p> <p>Higher than profiled income from sales at this reporting period this will iron out through the year as demand levels out.</p>	<p><b>Raise virements request</b></p> <p>Reprofile to match actual activity/income profiles.</p>	Darren Richardson	30/12/2017	Ongoing

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R26M	<p><b>Roads Holding Account</b></p> <p>Less than anticipated expenditure by £287.1K</p> <p>A mix of reasons, including slow start to programmed work for 2017/18 as some residual 2016/17 work being undertaken. This is causing a variance between the anticipated profile and invoice recharging at this period.</p>	<p><b>Raise virements request</b></p> <p>Re-profile to match actual work profile and later invoicing (noting that invoice anticipated in June should iron out the variance by next reporting period).</p>	Darren Richardson	31/08/2017	Ongoing
R26N	<p><b>Fleet Holding Account</b></p> <p>Less than anticipated expenditure by £31.0K</p> <p>Some slack in staffing budget due to vacancies, however workload has remained constant with good income levels from charges for works undertaken.</p>	<p><b>Raise virements request</b></p> <p>Reprofile to spread income/vacancies and bring budget back within profile.</p>	Darren Richardson	30/12/2017	Ongoing

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### Transportation

<b>Function</b>	<b>Function Description/ Explanation</b>	<b>Action Category/ Action Description</b>	<b>Responsible Officer</b>	<b>Deadline</b>	<b>Status</b>
<b>R27K</b>	<b>Airfields Operations</b> Less than anticipated expenditure by £13.4K Budget does not follow profile.	<b>Raise virements request</b> Meet with Finance to review budget profiles and re-profile to better match actual income and expenditure.	Brian Archibald	29/09/2017	Ongoing

## Annex 3: Budget Action Plan

### Operational Environmental Services

Function	Function Description/ Explanation	Action Category/ Action Description	Responsible Officer	Deadline	Status
R28B	<p><b>Burial Grounds</b></p> <p>Less than anticipated expenditure by £12.4K</p> <p>The income from burials and the sale of lairs is significantly greater than budget profile within this reporting period.</p>	<p><b>Raise virements request</b></p> <p>Note the higher than profiled income from sale of lairs. Reprofile to spread income across the year. (However maintenance costs are on budget.)</p>	Darren Richardson	31/08/2017	Ongoing
R28C	<p><b>Refuse Collection</b></p> <p>More than anticipated income by £150.1K</p> <p>Catch up from year end on charging and invoicing for commercial trade waste collections shows a spike in income. This will level out later in the year.</p>	<p><b>Raise virements request</b></p> <p>This is reflective of pressures on the technical support team; recent recruitment success will ease recurrence.</p>	Darren Richardson	31/08/2017	Ongoing
R28G	<p><b>Environmental Cleansing</b></p> <p>Less than anticipated expenditure by £43.2K</p> <p>Activity within this cost centre reduced as staff resources are committed to other functions within environmental operational services (driver pressures).</p>	<p><b>No action required</b></p> <p>Staff prioritisation of temporary drivers helped reduce this in 2016/17 and is planned to continue throughout 2017/18. This temporary additional resource cost is a directorate pressure managed through predicted underspends and surpluses across Development and Infrastructure.</p>	Darren Richardson	31/08/2017	Ongoing

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### Operational Environmental Services

<b>Function</b>	<b>Function Description/ Explanation</b>	<b>Action Category/ Action Description</b>	<b>Responsible Officer</b>	<b>Deadline</b>	<b>Status</b>
<b>R28K</b>	<b>OES Holding Account</b> Less than anticipated expenditure by £41.0K  There is a mismatch between cost and income re-charges in the labour and income lines. This will be addressed through virements to correct the difference for the next reporting period.	<b>Raise virements request</b> Re-profile and address mismatch on the labour/income lines before next reporting period.	Darren Richardson	31/08/2017	Ongoing

## Annex 3: Budget Action Plan

### Development

<b>Function</b>	<b>Function Description/ Explanation</b>	<b>Action Category/ Action Description</b>	<b>Responsible Officer</b>	<b>Deadline</b>	<b>Status</b>
<b>R33E</b>	<b>Regeneration</b> Less than anticipated expenditure by £60.4K  Project income for the 'BIG HIT' from funders received earlier in the year than is profiled.	<b>Raise virements request</b>  The revenue budget is to be reprofiled for this project.	Gavin Barr	31/07/2017	Ongoing

## Annex 3: Budget Action Plan

### Planning

Function	Function Description/ Explanation	Action Category/ Action Description	Responsible Officer	Deadline	Status
R34B	<p><b>Development Management</b></p> <p>More than anticipated income by £61.0K</p> <p>Salary costs lower than anticipated due to staff vacancy; however, mainly due to more than anticipated income from planning fees due to two large planning applications being submitted.</p>	<p><b>Monitor the situation</b></p> <p>Should the underspend persist, a virement to cover other pressures within the Development and Infrastructure Service will be made.</p>	Roddy Mackay	30/09/2017	Ongoing
R34E	<p><b>Building Standards</b></p> <p>More than anticipated income by £57.7K</p> <p>Higher than anticipated income from Building Warrant fees primarily due to hospital building works.</p>	<p><b>Monitor the situation</b></p> <p>Should the underspend persist, a virement to cover other pressures within the Development and Infrastructure Service will be made.</p>	Roddy Mackay	30/09/2017	Ongoing