

Annex 3: Budget Action Plan

Roads

Function	Function Description/ Explanation	Action Category/ Action Description	Responsible Officer	Deadline	Status
R26A	<p>Winter Maintenance and Response</p> <p>Less than anticipated expenditure by £14.8K</p> <p>Less activity than last year at this time (flood and coastal resilience issues).</p>	<p>Raise virements request</p> <p>Monitor.</p>	Darren Richardson	31/07/2018	Ongoing
R26C	<p>Street Lighting</p> <p>More than anticipated expenditure by £11.3K</p> <p>Electrical bill in this period was more than the budget profiled.</p>	<p>Monitor the situation</p>	Darren Richardson	30/11/2018	Ongoing
R26F	<p>Traffic Management</p> <p>More than anticipated expenditure by £13.3K</p> <p>Income is lower than anticipated and several miscellaneous costs are higher than expected.</p>	<p>Monitor the situation</p> <p>The budget area includes fees and charges. There is positive performance on some permit categories, but the Road Construction Consents are much lower than profile as there have been few applications (against a target of £25k p.a.)</p>	Darren Richardson	31/03/2019	New
R26K	<p>Routine Maintenance</p> <p>Less than anticipated expenditure by £32.2K</p> <p>Planned work less than profiled.</p>	<p>Monitor the situation</p> <p>In general, the sub-contracting out of various areas of planned work will allow Roads Operations to undertake this work slightly later than planned.</p>	Darren Richardson	31/08/2018	New

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R26L	<p>Quarries Holding Account</p> <p>Less than anticipated expenditure by £284.7K</p> <p>Quarry income varies with the volume of work requests internally and externally. Market remains buoyant but equally unpredictable month to month.</p>	<p>Raise virements request</p> <p>Costs for maintenance work and consultant costs for the planning application will reduce overall surpluses later in the year.</p>	Darren Richardson	31/03/2019	Ongoing
R26M	<p>Roads Holding Account</p> <p>More than anticipated expenditure by £80.0K</p> <p>Less planned work delivered than anticipated, therefore holding account costs not charged to planned works creating deficit.</p>	<p>Monitor the situation</p> <p>Monitor the situation.</p>	Darren Richardson	31/03/2019	New
R26N	<p>Fleet Holding Account</p> <p>Less than anticipated expenditure by £13.6K</p> <p>Costs are lower than anticipated due to staff vacancies.</p>	<p>Raise virements request</p> <p>Recruitment in June has been partially successful with 2 out of 4 posts being filled, commencement delayed due to normal HR checks, new mechanics to start late July and late August. Re-advertising for remaining vacancies (4th time).</p>	Darren Richardson	31/10/2018	Ongoing
R26Z	<p>Miscellaneous - RD</p> <p>Less than anticipated expenditure by £11.3K</p> <p>Costs lower than anticipated.</p>	<p>Monitor the situation</p> <p>Various and numerous incidental costs, virements to be made by next reporting period.</p>	Darren Richardson	31/08/2018	New

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Transportation

Function	Function Description/ Explanation	Action Category/ Action Description	Responsible Officer	Deadline	Status
R27B	<p>Co-ordination</p> <p>More than anticipated expenditure by £14.2K</p> <p>Profile for annual HITRANS contribution needs changed.</p>	<p>No action required</p> <p>Reprofile budget in respect of HITRANS annual contribution.</p>	Brian Archibald	31/08/2018	Ongoing
R27C	<p>Concessionary Fares</p> <p>Less than anticipated expenditure by £10.3K</p> <p>Rate and level of concessionary fares uptake is difficult to predict and invoices from travel providers are often late. In combination, these will show a lower than anticipated payment.</p>	<p>Monitor the situation</p> <p>Review profile in December.</p>	Brian Archibald	31/12/2018	New
R27K	<p>Airfields Operations</p> <p>More than anticipated expenditure by £13.7K</p> <p>Additional works undertaken ahead of the plan in preparation for the recent CAA audit and to rectify some issues ahead of plan at the same time. This will be balanced out by lesser works later in the year.</p>	<p>Monitor the situation</p> <p>Monitor and check that expenditure rebalances later in the year.</p>	Brian Archibald	31/12/2018	New

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Operational Environmental Services

Function	Function Description/ Explanation	Action Category/ Action Description	Responsible Officer	Deadline	Status
R28B	<p>Burial Grounds</p> <p>Less than anticipated expenditure by £37.5K</p> <p>Income is higher than profiled and maintenance costs lower than profiled.</p>	<p>Raise virements request</p> <p>Income from lair sales remains strong, but resource capacity issues in roads operations have delayed some repair works, these packaged works will be complete within the financial year.</p>	Darren Richardson	31/03/2019	Ongoing
R28C	<p>Refuse Collection</p> <p>More than anticipated income by £204.1K</p> <p>Income greater than anticipated cost and expenditure lower than profile.</p>	<p>Raise virements request</p> <p>Commercial growth (bins) continues to impact positively on financial performance as does landfill at Bossack (limited licensed alternatives). The income (new accounts paid) does mask overall position as collection costs have yet to arise. The overall deficit is predicted to be lower than previous years but is unlikely to be removed.</p>	Darren Richardson	31/08/2018	Ongoing
R28E	<p>Waste Disposal</p> <p>Less than anticipated expenditure by £62.5K</p> <p>Income higher than planned, costs lower than anticipated</p>	<p>Raise virements request</p> <p>Impact of commercial waste recycling continues to be positive, some costs (invoices) and other charges not up to date, to be adjusted next period.</p>	Darren Richardson	31/08/2018	New

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Function	Function Description/ Explanation	Action Category/ Action Description	Responsible Officer	Deadline	Status
R28F	<p>Recycling</p> <p>Less than anticipated expenditure by £34.1K</p> <p>Impact of greater enforcement and implementation of rules around commercial recycling continues to provide benefits in terms of income and therefore lower costs for disposal.</p>	<p>Raise virements request</p> <p>The market (for recycle sales) is volatile and overall performance should be assessed towards the end of the financial year.</p>	Darren Richardson	31/12/2018	Ongoing
R28G	<p>Environmental Cleansing</p> <p>Less than anticipated expenditure by £44.4K</p> <p>Costs are lower than anticipated.</p>	<p>Raise virements request</p> <p>Ongoing demands on the Roads Operation teams in terms of right levels of people resource. Fresh drive to recruit temporary drivers (business ring) as staff leave/retire. Thereby driver duties focus on more essential tasks in waste particularly.</p>	Darren Richardson	31/12/2018	Ongoing
R28K	<p>OES Holding Account</p> <p>Less than anticipated income by £136.4K</p> <p>Charge out costs (labour and plant predominately) not recovered against jobs (e.g. cleansing operations, sweeping etc.) therefore planned cost exceeds planned income.</p>	<p>Raise virements request</p> <p>As available driver labour is needed on higher priority Roads and Waste operations, budgets show an underspend and the holding account shows a deficit. This will reduce towards the year end if additional driver resources are secured and deployed onto this area of work.</p>	Darren Richardson	30/09/2018	Ongoing

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Development

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R33A	Administration - DV Less than anticipated expenditure by £19.8K Staff salary costs lower than anticipated due to staff vacancy.	Monitor the situation Vacant post under review.	Roddy Mackay	31/07/2018	Ongoing
R33J	Economic Development Grants Less than anticipated expenditure by £11.6K Combination of profiling issue in the Strategies and Studies budget and budget allocation for the Orkney Digital Media Project.	Raise virements request Raise virement to re-profile Strategies and Studies budget and Orkney Digital Media Project budget.	Roddy Mackay	31/07/2018	Ongoing

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Planning

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R34B	<p>Development Management</p> <p>More than anticipated expenditure by £16.0K</p> <p>Planning application fee income lower than anticipated.</p>	<p>Monitor the situation</p> <p>No action required at present time.</p>	Roddy Mackay	30/09/2018	New
R34E	<p>Building Standards</p> <p>Less than anticipated expenditure by £72.7K</p> <p>Budget accruals of £30K from 2017 to 2018 still outstanding. Also, income higher than anticipated at this stage of the year.</p>	<p>Monitor the situation</p> <p>Relate to costs of Scapa Flow Aquaculture Study and Hospital Section 6 (Energy) Report. Note these reports have now been completed and payments are being processed.</p>	Roddy Mackay	31/07/2018	Ongoing