

THE HIGHLAND COUNCIL

RESOURCES COMMITTEE
3rd December 2008

Agenda Item	
Report Number	

CHIEF EXECUTIVE'S SERVICE AND MEMBERS
REVENUE EXPENDITURE MONITORING REPORT
1 April 2008 to 30th October 2008

Report by the Chief Executive

SUMMARY

This report provides members with information on the revenue monitoring position for the Chief Executive's Service for the period 1 April 2008 to 30 October 2008.

1. The Revenue Monitoring Report for the year to 30 October is attached as an Appendix to this report. The statement shows an annual net revenue budget of £28.581m of which Members' Services accounts for £2.131m. Actual expenditure incurred in this period is £15.711m and £1.099m respectively.
2. The budget has increased by £1.103m from that reported at the October meeting of the committee. This increase is mainly as a result of a £1.012m feed to the budget from the IT investment funds earmarked reserves to cover the costs of IT projects. The remaining £0.082m has been added from other services to meet Fujitsu charges.
3. Members are asked to note that the ring fenced Fairer Scotland Fund of £1.563m in 2008-09 is additional to the core Council budget and in the monitoring report budgeted grant income matches budgeted expenditure with no net cost to the Council. Members are advised that as at 30 October 2008, £1.428m of this budget is committed and £0.162m has been paid to date. There is end of year flexibility to carry forward any unspent grant into 2009-10 and approval for new commitments will be sought at Resources Committee meetings in separate reports on the fund.
4. The estimated outturn for the Chief Executive's Service at the year end is a net underspend of £0.269m. This is due mainly to staff vacancies within Committee Services (£0.119m). The Policy, Performance and Communities underspend of £0.118m is split between staff vacancies (£0.053m) and related expenditure.
5. The estimated outturn for the Service Point Network shows a pressure of £0.045m against budget. This pressure will be met from underspend within other sections of E-Government.
6. An urgent requirement for the procurement of external legal services has arisen to support the agreement of a service extension with Fujitsu Services to cover the ICT contract transition from July 2009 to December 2009. As such, an exception to Contract Standing Orders as set out at Para 2 (iii) of the orders

has been implemented, and the work awarded to the Council's legal advisors Biggart Ballie. The total value of the work will not exceed £22,000.

RECOMMENDATION

Members are invited to:

- Consider this revenue monitoring report for the period 1 April 2008 to 30 October 2008.
- Approve the exception to contract standing orders, paragraph 2(iii) in relation to a contract for legal work not exceeding £22,000 being awarded to Biggart Ballie, as outlined in paragraph 5 of this report.

Signature:

Alistair Dodds

Designation: Chief Executive

Date: 25.11.08

Report Author: Evelyn Wilson, Administrative Assistant

CHIEF EXECUTIVE'S SERVICE Revenue Expenditure Monitoring Report

1 April 2008 to 31 October 2008

Chief Executive's Service

	Notes	£000 Actual Year To Date	£000 Annual Budget	£000 Year End Estimate	£000 Year End Variance
Members		1,099	2,131	2,131	0
BY ACTIVITY					
Chief Executive		267	875	815	(60)
Operational Management Areas		1,949	3,853	3,808	(45)
Public Relations		195	314	318	4
Committee Services		416	608	489	(119)
Legal Services		555	753	792	39
Policy, Performance and Communities		1,703	2,850	2,732	(118)
E Government		(45)	123	123	0
Service Point Network & Service Centre		1,471	1,831	1,876	45
Registrars		38	161	116	(45)
IS Services (Including Pathfinder)		9,364	12,649	12,699	50
Personnel		1,108	1,909	1,909	0
Community Planning Partnership		(1,172)	(19)	(19)	0
Licensing		(807)	(457)	(457)	0
District Courts		(33)	(23)	(32)	(9)
Childrens Panel		62	118	118	0
Office and Support Services		608	783	789	6
Elections		32	123	106	(17)
Sub-Total excluding Members		15,711	26,451	26,182	(269)
Total Chief Executive's Office		16,810	28,581	28,312	(269)
BY SUBJECTIVE					
Staff Costs		6,433	11,843	11,455	(388)
Other Costs		11,684	21,042	21,000	(42)
Gross Expenditure		18,117	32,885	32,455	(430)
Grants		550	(57)	(57)	0
Other Income		(2,957)	(6,377)	(6,216)	161
Total Income		(2,407)	(6,435)	(6,274)	161
		15,711	26,451	26,182	(269)
MEMBERS BY SUBJECTIVE					
Staff Costs		903	1,896	1,896	0
Other Costs		216	454	454	0
Gross Expenditure		1,120	2,350	2,350	0
Grants		0	0	0	0
Other Income		(21)	(219)	(219)	0
Total Income		(21)	(219)	(219)	0
		1,099	2,131	2,131	0

Notes

1. %age of Annual Expenditure	Oct-09	59%
	Oct-08	74%