

**THE HIGHLAND COUNCIL
Resources Committee – 24 August 2016**

Agenda Item	10
Report Number	RES/45/16

**CHIEF EXECUTIVE'S OFFICE AND MEMBERS: FINAL OUT-TURN 2015/16 AND
REVENUE EXPENDITURE MONITORING TO JUNE 2016**

Report by the Chief Executive

SUMMARY

This report comments on the final out-turn position for the Chief Executive's Office revenue budget for 2015/16 and provides information on the revenue monitoring position for the Chief Executive's Office for the period 1 April 2016 to 30 June 2016.

1. Introduction

- 1.1 The attached 2 appendices show the final out-turn position for the Chief Executive's Office revenue budget for the period 1 April 2015 to 31 March 2016 and the revenue monitoring position for the 2016/17 financial year for the period to 30 June 2016.
- 1.2 Appendix 1 shows the final out-turn position for the Chief Executive's Office 2015/16 revenue budget. It shows that the total budget, including members, was £6.253m and at the year-end the budget was underspent by £0.065m.
- 1.3 The Revenue Monitoring Report for 2016/17 for year to 30 June 2016 is attached at Appendix 2. The statement shows an annual net budget of £4.740m of which the Members' budget accounts for £1.774m. Actual expenditure incurred in the period is £1.272m and £0.377m respectively.

2. Budget Out-turn 2015/16

- 2.1 At Resources Committee on 24 February 2016 when the monitoring position for the period up to December 2015 was reported, the Chief Executive's Office was predicting an end of year underspend of £0.028m. This compares well to the confirmed final out-turn position of £0.065m underspent and which is unchanged from the near final position reported to full Council in June 2016. It was possible to offset the known reported pressure in the members' budget resulting from under-recovered income, by delivering underspends elsewhere in the Chief Executive's Office budget. This was achieved by managers reducing all non-contractual expenditure and managing vacancies in readiness for the budget savings required in the 2016/17 roll forward budget.

3. 2016/17 Budget Variances and Predicted End of Year Position

3.1 The total roll forward Service budget at the start of the current financial year was £4.740m as compared to a budget of £6.253m at the end of 2015/16. The Office is projecting a net year end underspend of £0.021m primarily as a consequence of underspends in discretionary budgets.

4. Implications

4.1 Resources - There are no resource implications other than those set out.

4.2 Legal - there are no legal implications for The Highland Council.

4.3 Equalities and Climate Change - there are no negative equality or climate change implications arising from this report.

4.4 Risk, Gaelic and Rural - there are no risk, Gaelic or rural implications to The Highland Council.

5. Recommendation

Members are invited to consider the final outturn for the Chief Executive's Office revenue budget for 2015/16 and the revenue monitoring report for the period 1 April 2013 to 30 June 2016.

Signature: Steve Barron

Designation: Chief Executive

Report Author: Kate Lackie, Business Manager

Date: 15 August 2016

CHIEF EXECUTIVE'S OFFICE Revenue Expenditure Monitoring Report

Appendix 1

1 April 2015 to 31 March 2016

	£000 Actual Year To Date	£000 Annual Budget	£000 Year End Estimate	£000 Year End Variance
BY ACTIVITY				
Members	1,746	1,735	1,746	11
Chief Executive	1,173	1,178	1,173	(5)
Operational Management Areas	2,522	2,534	2,522	(12)
Corporate Communications	151	168	151	(17)
Policy & Reform	596	638	596	(42)
Total Chief Executive's	6,188	6,253	6,188	(65)
BY SUBJECTIVE				
Staff Costs	4,546	4,591	4,546	(45)
Other Costs	2,545	2,438	2,545	107
Gross Expenditure	7,091	7,029	7,091	62
Grants	(98)	(11)	(98)	(87)
Other Income	(805)	(765)	(805)	(40)
Total Income	(903)	(776)	(903)	(127)
	6,188	6,253	6,188	(65)

Notes

1. %age of Annual Expenditure	Mar-16	99%
	Mar-15	98%

CHIEF EXECUTIVE'S OFFICE Revenue Expenditure Monitoring Report

Appendix 2

1 April 2016 to 30 June 2016

	£000 Actual Year To Date	£000 Annual Budget	£000 Year End Estimate	£000 Year End Variance
BY ACTIVITY				
Members	377	1,774	1,774	0
Chief Executive	269	613	612	(1)
Operational Management Areas	466	1,751	1,751	0
Corporate Communications	38	65	65	0
Policy & Reform	122	537	517	(20)
Total Chief Executive's	1,272	4,740	4,719	(21)
BY SUBJECTIVE				
Staff Costs	810	3,775	3,775	0
Other Costs	554	1,750	1,729	(21)
Gross Expenditure	1,364	5,525	5,504	(21)
Grants	(65)	0	0	0
Other Income	(27)	(785)	(785)	0
Total Income	(92)	(785)	(785)	0
	1,272	4,740	4,719	(21)

Notes

1. %age of Annual Expenditure	Jun-17	27%
	Jun-16	25%