

HIGHLAND COUNCIL

Agenda Item	9.
Report No	RES/40/18

Committee: Corporate Resources Committee

Date: 29 August 2018

Report Title: Chief Executive's Service And Members: Revenue Expenditure Monitoring April-June 2018/19

Report By: Chief Executive

Purpose/Executive Summary

The attached report and appendices show the monitoring position for the Chief Executive's Office 2018/19 revenue budget for the period to 30 June 2018 and the status of the Chief Executive's Office and members' savings target for the same period.

Anticipated underspends across a number of budget headings are currently expected to more than offset a pressure in the Elections budget arising from un-budgeted bi-election expenses. As a consequence, the overall budget is currently predicted to be underspent by £0.039m by the end of the financial year.

The report also provides a summary of the delivery of £0.575m of approved Office savings required to deliver a balanced budget in 2018/19 and corporate and transformational savings for the 2018/19 financial year of £0.007m, amounting to £0.582m savings in total.

Recommendations

Members are asked to:

- consider and agree the financial position of the Chief Executive's Office and Members' budget as at 30 June 2018; and
- note the status of budgeted savings in the year.

1. Budget Monitoring

- 1.1 **Appendix 1** shows the monitoring position for the Chief Executive's Office and the Members' revenue budget for the first quarter of the 2018/19 financial year. The total budget is £4.840m, with £1.457m spent to date. Of this, the members' budget accounts for £1.703m with £0.335m expenditure in Quarter 1.
- 1.2 An underspend of £0.040m is currently being predicted in the Policy and Reform budget due to a current vacancy and an underspend on communications and interpretation costs at this point in the year. However, the latter is a demand led service and is likely to vary throughout the year according to need. A small over-recovery of income is being anticipated for Licensing and a number of small underspends are forecast in Trading Standards. At this stage it is difficult to anticipate the end of year position with a great degree of certainty and all of these variances are subject to change over the course of the next 3 quarters.
- 1.3 There is an overspend of £0.019m in the elections budget as a result of the costs of running a bi-election for Ward 11, Caol and Mallaig. The elections budget is not provided with upfront funds to manage the costs of bi-elections that may or may not occur during the year and instead there is an expectation that the Office will endeavor to absorb costs by using underspends elsewhere across the whole budget, as is currently the case. A budget feed will be provided if there are any costs that cannot be managed in this way by the end of the year.

2. Chief Executive's Office Savings 2018/19

- 2.1 An updated Red/Amber/Green (RAG) analysis of Office specific budget savings the corporate and transformational savings for the 2018/19 financial year is set out on **Appendix 2**. This reflects the position for the first quarter of the financial year and shows that all of the Chief Executive's Office budget savings and the corporate savings have been achieved.

3. Implications

- 3.1 Resources - There are no resource implications other than those already set out.
- 3.2 There are no risk, legal, equality, climate change/Carbon Clever, rural or Gaelic implications arising as a direct result of this report.

Designation: Steve Barron
Chief Executive

Report Author: Kate Lackie, Business Manager

Date 13 August 2017

CHIEF EXECUTIVE'S OFFICE Revenue Expenditure Monitoring Report

Appendix 1

1 April 2018 to 30 June 2018

	Notes	£000 Actual Year To Date	£000 Annual Budget	£000 Year End Estimate	£000 Year End Variance
BY ACTIVITY					
Members		335	1,703	1,703	0
Chief Executive		362	582	582	0
Emergency Planning		(1)	59	59	0
Operational Management Areas		247	1,059	1,059	0
Corporate Communications		63	100	100	0
Policy & Reform		130	469	429	(40)
Legal Services		184	162	159	(3)
Licensing		(259)	(561)	(567)	(6)
Democratic Services		157	536	536	0
Elections		46	106	125	19
Trading Standards		193	625	616	(9)
Total Chief Executive's		1,457	4,840	4,801	(39)
BY SUBJECTIVE					
Staff Costs		1,400	6,052	6,032	(20)
Other Costs		529	1,484	1,471	(13)
Gross Expenditure		1,929	7,536	7,503	(33)
Grants		47	(12)	(12)	0
Other Income		(519)	(2,684)	(2,690)	(6)
Total Income		(472)	(2,696)	(2,702)	(6)
		1,457	4,840	4,801	(39)

Notes

1. %age of Annual Expenditure	Jun 1819	30%
	Jun 1718	27%

2018/19 Savings Proposals
Chief Executive's Office

Appendix 2

Date Agreed	Ref.	Budget Heading	Name of Savings Proposal	Agreed Savings £m	Category R A G	Comments
HC 18/12/14	2	Policy and Reform	Reduction in discretionary budgets	0.005	G	
HC 18/12/14	4	Operational Management Areas	Reduction in ward discretionary budgets	0.036	G	
HC 16/02/17	1	Members	Reduction to 74 Members (full year effect of 2017/18 part year savings)	0.010	G	
HC 15/02/18	CEO1	Operational Management Areas	Reduce residual Ward Discretionary Budget by 50%	0.331	G	
HC 15/02/18	CEO2	Policy & Reform	Reduce community council grants	0.100	G	
HC 15/02/18	CEO3	Service-wide	Savings across various service budget headings including emergency planning, corporate communications and operational management areas	0.093	G	
Total				0.575		

Allocation of TSP & Corporate Savings

Date Agreed	Ref.	Description	Total Savings (inc 17/18 c/fwd) £m	CEO Allocations to Date £m	Category R A G	Comments
HC 15/02/18		Redesign	2.250	0.000		
HC 15/02/18	CR9	Insurance	0.311	0.001	G	
HC 15/02/18	CS31	Travel Desk	0.060	0.006	G	
HC 15/02/18	DI8	Property Asset Management (including £0.076m c/fwd from 2017/18)	0.226	0.000		
		Procurement (c/fwd from 2017/18)	1.127	0.000		
Total			3.974	0.007		