

Agenda Item	9
Report No	RES/17/19

HIGHLAND COUNCIL

Committee: Corporate Resources Committee

Date: 23 May 2019

Report Title: Chief Executive's Office And Members' Near Final Revenue Out-turn 2018/19

Report By: The Chief Executive

1. Purpose/Executive Summary

- 1.1 The attached report and appendices show the near final out-turn position for the Chief Executive's Office revenue budget for the period 1 April 2018 to 31 March 2019 and the status of the Chief Executive's Office and Members' savings target for the same period.
- 1.2 Appendix 1 shows that the total budget, including Members, was £5.101m and at the year-end the budget was underspent by £0.296m.
- 1.3 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, or 11% of the total annual budget. These are detailed in Appendix 2.

2. Recommendations

- 2.1 Members are asked to:
 - consider and agree the financial out-turn position of the Chief Executive's Office and Members' budget for the period 1 April 2018 to 31 March 2019; and
 - note the Chief Executive's Office achieved £0.582m savings in 2018/19.

3. Budget Monitoring

- 3.1 **Appendix 1** shows the near final out-turn position for the Chief Executive's Office revenue budget for the period 1 April 2018 to 31 March 2019. The total budget was £5.101m, of which the Members' budget accounted for £1.656m. £4.805m was spent by the end of the financial year.
- 3.2 A number of underspends and income streams across a range of budget headings have resulted in a total underspend of £0.296m at the end of the financial year. The underspend has increased by £0.178m since the last report to the Corporate Resources Committee in February 2019 which reported the position up to the end of December 2018.
- 3.3 The total underspend is attributable to:
- vacancies across the Chief Executive's Office and also in the Members' budget, for Wards 5 and 11;
 - increased income across the Corporate Governance budgets and a one-off income stream from Trading Standards previously indicated in earlier reports to Corporate Resources Committee;
 - a freeze in non-committed expenditure across a range of budget headings since December 2018, including training, travel and subsistence.

4. Chief Executive's Office Savings 2018/19

- 4.1 A 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 final quarter of the financial year and shows that 100% of the Chief Executive's Office budget savings and corporate savings have been achieved.

5. Implications

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

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Date: 14 May 2019

CHIEF EXECUTIVE'S OFFICE Revenue Expenditure Monitoring Report

1 April 2018 to 31 March 2019

Appendix 1

	£000 Actual Year To Date	£000 Annual Budget	£000 Year End Variance
BY ACTIVITY			
Members	1,625	1,656	(31)
Chief Executive	768	728	40
Emergency Planning	50	66	(16)
Operational Management Areas	1,032	1,048	(16)
Corporate Communications	90	94	(5)
Policy & Reform	511	561	(50)
Legal Services	129	185	(56)
Licensing	(669)	(546)	(123)
Democratic Services	523	557	(34)
Elections	166	109	57
Trading Standards	582	644	(62)
Total Chief Executive's	4,805	5,101	(296)
BY SUBJECTIVE			
Staff Costs	5,418	5,048	370
Other Costs	1,740	1,480	260
Gross Expenditure	7,158	6,529	630
Grants	(535)	(14)	(522)
Other Income	(1,818)	(1,414)	(404)
Total Income	(2,353)	(1,428)	(926)
	4,805	5,101	(296)

Notes

1. %age of Annual Expenditure	Mar 1819	94%
	Mar 1718	94%

**2018/19 Savings
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		