

HIGHLAND COUNCIL

Agenda Item	10
Report No	RES/29/19

Committee: Corporate Resources Committee

Date: 28 August 2019

Report Title: Chief Executive's Office And Members: Revenue Expenditure Monitoring April-June 2019/20

Report By: Chief Executive

1. Purpose/Executive Summary

- 1.1 The attached report and appendix show the monitoring position for the Chief Executive's Office 2019/20 revenue budget for the period to 30 June 2019.
- 1.2 Anticipated underspends across a number of budget headings are currently expected to offset pressures elsewhere which will result in the budget being underspent by £0.148m by the end of the financial year.

2. Recommendations

- 2.1 Members are asked to:
 - consider and agree the financial position of the Chief Executive's Office and Members' budget as at 30 June 2019.

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.

4. Budget Monitoring

4.1 **Appendix 1** shows the monitoring position for the Chief Executive's Office and the Members' revenue budget for the first quarter of the 2019/20 financial year. The total budget is £5.547m, with £1.628m spent to date; equating to 29% of the total budget. Of this, the Members' budget accounts for £1.713m with £0.343m expenditure in Quarter 1.

4.2 **Budget Movements** The Chief Executive's budget is largely made up of the same headings as in the previous financial year with one change reflecting the transfer of the Commercial and Efficiency Team across to the Chief Executive's Office from the Corporate Resources Service. This line is titled "Corporate Change" and brings with it a revenue budget of £0.522m.

4.2 **Predicted Outturn** The Chief Executive's Office budget is predicting an underspend totalling £0.148m by the end of the financial year. Variances are anticipated across a number of headings for a variety of reasons reflecting a continued management focus on expenditure controls and vacancy management, as well as one-off over-recovery of income due to personal liquor license renewals. Whilst it is difficult to anticipate the end of year position with absolute certainty at this early stage in the financial year, there is a high degree of confidence that there will be an underspend to return to balances by the year end.

Designation: Donna Manson
Chief Executive

Report Author: Kate Lackie, Business Manager

Date: 13 August 2019

CHIEF EXECUTIVE'S OFFICE Revenue Expenditure Monitoring Report

1 April 2019 to 30 June 2019

	Notes	£000 Actual Year To Date	£000 Annual Budget	£000 Year End Estimate	£000 Year End Variance
BY ACTIVITY					
Members		343	1,713	1,713	0
Chief Executive		280	683	693	10
Corporate Change		105	522	522	0
Emergency Planning		(9)	39	29	(10)
Ward Management		267	997	992	(5)
Corporate Communications		70	129	129	0
Policy & Reform		356	447	413	(34)
Legal Services		166	203	181	(22)
Licensing		(311)	(533)	(587)	(54)
Democratic Services		158	573	565	(8)
Elections		42	112	112	0
Trading Standards		162	662	637	(25)
Total Chief Executive's		1,628	5,547	5,399	(148)
BY SUBJECTIVE					
Staff Costs		1,614	5,740	5,713	(27)
Other Costs		408	1,246	1,197	(49)
Gross Expenditure		2,022	6,986	6,910	(76)
Grants		122	(25)	(25)	0
Other Income		(516)	(1,414)	(1,486)	(72)
Total Income		(394)	(1,439)	(1,511)	(72)
		1,628	5,547	5,399	(148)

Notes

1. %age of Annual Expenditure	Jun 19/20	29%
	Jun 18/19	30%