

Agenda Item	10
Report No	RES/41/19

HIGHLAND COUNCIL

Committee: Corporate Resources Committee

Date: 20 November 2019

Report Title: Chief Executive's Office And Members: Revenue Expenditure Monitoring April-September 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 September 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 £0.246M 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 September 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 second quarter of the 2019/20 financial year. The total budget is £5.958M, with £3.474M spent to date; equating to 58% of the total budget. Of this, the Members' budget accounts for £1.716M with £0.857M expenditure in Quarter 2.

4.2 **Budget Movements** The Chief Executive's Office budget is largely unchanged from the previous period except for additions relating to funding approved from the Change Fund of £0.415M which have been transferred into the Corporate Change budget line.

4.2 **Predicted Outturn** The Chief Executive's Office budget is predicting an underspend totalling £0.246M 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. This reflects an improved position from that reported for Quarter 1, where an underspend of £0.148M was forecast.

Designation: Donna Manson
Chief Executive

Report Author: Kate Lackie, Business Manager

Date: 12 November 2019

CHIEF EXECUTIVE'S OFFICE Revenue Expenditure Monitoring Report

1 April 2019 to 30 September 2019

	£000 Actual Year To Date	£000 Annual Budget	£000 Year End Estimate	£000 Year End Variance
BY ACTIVITY				
Members	857	1,716	1,712	(4)
Chief Executive	488	673	708	35
Corporate Change	593	937	937	0
Emergency Planning	10	51	41	(10)
Ward Management	575	998	983	(15)
Corporate Communications	112	114	114	0
Policy & Reform	486	447	395	(52)
Legal Services	382	207	168	(39)
Licensing	(739)	(532)	(668)	(136)
Democratic Services	323	573	554	(19)
Elections	72	112	128	16
Trading Standards	315	662	640	(22)
Total Chief Executive's	3,474	5,958	5,712	(246)

BY SUBJECTIVE

Staff Costs	3,748	6,154	6,088	(66)
Other Costs	796	1,260	1,203	(57)
Gross Expenditure	4,544	7,414	7,291	(123)
Grants	157	(24)	(24)	0
Other Income	(1,227)	(1,432)	(1,555)	(123)
Total Income	(1,070)	(1,456)	(1,579)	(123)
	3,474	5,958	5,712	(246)

Notes

1. %age of Annual Expenditure	Sep 19/20	58%
	Sep 18/19	51%