

THE HIGHLAND COUNCIL

RESOURCES COMMITTEE – 26 NOVEMBER 2014

Agenda Item	23
Report Number	RES/78/14

CHIEF EXECUTIVE'S OFFICE AND MEMBERS REVENUE EXPENDITURE MONITORING TO 30 SEPTEMBER 2014

Report by the Chief Executive

SUMMARY

This report provides information on the revenue monitoring position for the Chief Executive's Office for the period 1 April 2014 to 30 September 2014.

1. Introduction

The Revenue Monitoring Report for the year 30 September 2014 is attached at Appendix 1. The statement shows an annual net budget of £6.923m, of which Members' Services accounts for £2.193m. Actual expenditure incurred at the six month point is £2.066m and £0.893m respectively. This accounts for 43% of the total budget spent to date which compares well with the same period last year, when 45% of the total budget had been spent.

2. Budget Movements

The Chief Executive's Office budget has increased by £0.158m since the period ending June 2014. This is due to 2 adjustments. The first and largest was a transfer from the Finance Service budget, back into the Policy and Reform budget, to correct income adjustments relating to the transfer of CAB funding which had been made in the previous reporting period. In addition, a small reduction has been made in the Gaelic budget of just over £0.007m to reflect the savings target for Gaelic in 2013/14.

3. Variances and Predicted End of Year Position 2014/15

- 3.1 The Chief Executive's Office is projecting a net year end underspend of £0.0123m. This is an increase of £0.053m on the underspend reported to Committee in August. There are two new variances of note. Policy and Reform is reporting an anticipated underspend of £0.065m as a consequence of staff vacancies and reduced spend on discretionary budgets. The Public Relations budget is predicting a pressure of £0.015m due to the under achievement of income. The Corporate Communications Manager is actively considering actions to manage this pressure, including stopping all un-committed expenditure and looking at additional ways to increase existing income and attract new income. The pressure in the PR budget is more than offset by underspends elsewhere in the Chief Executive's Office budget.

4. Implications

- 4.1 Resources - There are no resource implications other than those already 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 revenue monitoring report for the period 1 April 2014 to September 2014.

Signature: Steve Barron

Designation: Chief Executive

Report Author: Kate Lackie, Business Manager

Date: 14 November 2014

CHIEF EXECUTIVE'S Revenue Expenditure Monitoring Report

1 April 2014 to 30 September 2014

	£000 Actual Year To Date	£000 Annual Budget	£000 Year End Estimate	£000 Year End Variance
BY ACTIVITY				
Members	893	2,193	2,190	(3)
Chief Executive	422	788	748	(40)
Operational Management Areas	1,217	2,731	2,701	(30)
Public Relations	91	150	165	15
Policy & Reform	290	786	721	(65)
Gaelic Development	46	275	275	0
Total Chief Executive's	2,959	6,923	6,800	(123)
BY SUBJECTIVE				
Staff Costs	1,889	4,150	4,070	(80)
Other Costs	1,294	2,913	2,863	(53)
Gross Expenditure	3,183	7,063	6,933	(133)
Grants	(116)	(10)	(10)	0
Other Income	(108)	(130)	(120)	10
Total Income	(224)	(140)	(130)	10
	2,959	6,923	6,803	(123)

Notes

1. %age of Annual Expenditure	Sep-15	43%
	Sep-14	45%