

Agenda Item	10
Report No	RES/37/17

HIGHLAND COUNCIL

Committee:	Corporate Resources Committee
Date:	30 August 2017
Report Title:	Chief Executive's Service And Members: Revenue Expenditure Monitoring April-June 2017/18
Report By:	Chief Executive

Purpose/Executive Summary

The attached report and appendices show the monitoring position for the Chief Executive's Office 2017/18 revenue budget for the period to 30 June 2017 and the status of the Chief Executive's Office and members' savings target for the same period.

Overall, whilst there are a small number of minor pressures in some areas, these are offset by anticipated underspends elsewhere. As a consequence, the overall budget is predicted to be on target for the end of the financial year.

The report also provides a summary of the delivery of £0.372m of approved Office savings required to deliver a balanced budget in 2017/18 and corporate and transformational savings for the 2017/18 financial year of £0.015m, amounting to £0.387m 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 2017; 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 2017/18 financial year. The total budget is £4.474m, with £1.025m spent to date.
- 1.2 Although on budget overall, a small pressure of £0.010m is showing against the Emergency Planning line. This reflects that a full year's saving from a planned post reduction has been removed from the budget but only a part year's saving will be achieved in 2017/18. The full amount will be achievable, on a recurring basis, in future years.

2. Chief Executive's Office Savings 2017/18

- 2.1 An updated Red/Amber/Green (RAG) analysis of Office specific budget savings the corporate and transformational savings for the 2017/18 financial year is set out on **Appendix 2**. This reflects the position for the first quarter of the financial year and shows that most of the Chief Executive's Office budget savings and all of the corporate savings have been achieved.
- 2.2 The only amber measure in the Chief Executive's Office budget savings relates to the delay in achieving a full year's saving from the reduction of a post in the Emergency Planning and Resilience Team, referred to in paragraph 1.2 above.

3. Implications

- 3.1 Resources - There are no resource implications other than those already set out.
- 3.2 There are no Legal, Community (Equality, Poverty and Rural), Climate Change/Carbon Clever or Gaelic implications arising as a direct result of this report.

Designation: Steve Barron
Chief Executive

Report Author: Kate Lackie, Business Manager

Date: 21 August 2017

CHIEF EXECUTIVE'S OFFICE Revenue Expenditure Monitoring Report

1 April 2017 to 30 June 2017

Appendix 1

	Notes	£000 Actual Year To Date	£000 Annual Budget	£000 Year End Estimate	£000 Year End Variance
BY ACTIVITY					
Members		323	1,615	1,619	4
Chief Executive		282	646	636	(10)
Emergency Planning		23	105	115	10
Operational Management Areas		271	1,539	1,536	(3)
Corporate Communications		67	76	85	9
Policy & Reform		60	493	483	(10)
Total Chief Executive's		1,025	4,474	4,474	-
BY SUBJECTIVE					
Staff Costs		770	3,754	3,767	13
Other Costs		324	1,540	1,530	(10)
Gross Expenditure		1,094	5,294	5,297	3
Grants		(23)	0	0	0
Other Income		(45)	(819)	(822)	(3)
Total Income		(68)	(819)	(822)	(3)
		1,025	4,474	4,474	0

Notes

1. %age of Annual Expenditure	Jun-18	23%
	Jun-17	27%

**2017/18 Savings
Chief Executive's Office**

Appendix 2

Date Agreed	Ref.	Activity Heading	Savings Proposal	2017/18 £m	Savings RAG
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 18/12/14	5	Corporate Communications	Income Generation	0.001	G
HC 18/12/14	7	Corporate Leadership Support	Reduction in discretionary budgets	0.005	G
HC 16/02/17	1	Members	Reduction to 74 Members	0.093	G
HC 16/02/17	2	Policy & Reform	Various non-staffing budget reductions	0.086	G
HC 16/02/17	3	Service-wide	Reduce staffing	0.078	A
HC 16/02/17	4	Members	Reduce spend on non-staffing budgets including advertising and responsibility allowances	0.068	G
Total				0.372	0.000