

Agenda Item	11
Report No	RES/59/17

HIGHLAND COUNCIL

Committee: Corporate Resources Committee

Date: 15 November 2017

Report Title: Chief Executive's Service And Members: Revenue Expenditure Monitoring April-September 2017/18

Report By: Chief Executive

1. Purpose/Executive Summary

- 1.1** The attached report and appendices show the monitoring position for the Chief Executive's Office 2017/18 revenue budget for the period to 30 September 2017 and the status of the Chief Executive's Office and members' savings targets for the same period.
- 1.2** Overall, whilst there are a small number of minor pressures in some areas, these are more than offset by anticipated underspends elsewhere. As a consequence, the overall budget is predicted to be underspent by £0.017m at the end of the financial year.
- 1.3** 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.

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 2017; and
- note the status of budgeted savings in the year.

3. Budget Monitoring

3.1 **Appendix 1** shows the monitoring position for the Chief Executive's Office and the Members' revenue budget for the second quarter of the 2017/18 financial year. The total budget is £4.449m, with £2.317m spent to date.

3.2 Small pressures are showing in three budget lines: Members; Emergency Planning; and Corporate Communications. However, these are more than offset by small underspends in other parts of the Chief Executive's Office budget to deliver an anticipated net underspend of £0.017m by the year end.

4. Chief Executive's Office Savings 2017/18

4.1 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 second 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.

4.2 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 and reflected by the £0.005m overspend against the Emergency Planning Budget on Appendix 1.

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.

Designation: Steve Barron

Chief Executive

Report Author: Kate Lackie, Business Manager

Date: 6 November 2017

CHIEF EXECUTIVE'S OFFICE Revenue Expenditure Monitoring Report

1 April 2017 to 30 September 2017

	Notes	£000 Actual Year To Date	£000 Annual Budget	£000 Year End Estimate	£000 Year End Variance
BY ACTIVITY					
Members		831	1,616	1,620	4
Chief Executive		441	700	692	(8)
Emergency Planning		63	107	112	5
Operational Management Areas		689	1,437	1,434	(3)
Corporate Communications		86	96	104	8
Policy & Reform		207	493	470	(23)
Total Chief Executive's		2,317	4,449	4,432	(17)
BY SUBJECTIVE					
Staff Costs		1,745	3,708	3,684	(24)
Other Costs		743	1,543	1,538	(5)
Gross Expenditure		2,488	5,251	5,222	(29)
Grants		(31)	0	0	0
Other Income		(140)	(802)	(790)	12
Total Income		(171)	(802)	(790)	12
		2,317	4,449	4,432	(17)

Notes

1. %age of Annual Expenditure	Sep 1718	52%
	Sep 1617	56%

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

Ref.	Activity Heading	Savings Proposal	2017/18 Allocations CEO £m	Saving RAG
PIM2	Attendance Management	Reduction in sickness absence by continuing to adopt a robust and consistent approach to attendance management	0.001	G
	Information Management		0.002	G
Corp/8	Sickness Absence / Attendance Management		0.001	G
CD/4 (2016/17)	ICT Contract - Managed Print Service	ICT Contract - Managed Print Service	0.008	G
FIN/2	Corporate Finance	Insurance Services - increased self-insurance	0.003	G
Total Corporate Savings			0.015	

**2017/18 Savings
Corporate Development**

Appendix 2

Date Agreed	Ref.	Activity Heading	Savings Proposal	2017/18 £m	Savings RAG
HC 18/12/14	1	Staffing	Reduction in staffing across Service	0.143	G
HC 16/02/17	1	Customer Services	Review of Service Centre operations	0.057	G
HC 16/02/17	2	Customer Services & Corporate Improvement Team	Merger of Digital Teams	0.060	G
HC 16/02/17	3	People & Transformation	Service Review - HR Services and Organisational Development	0.112	G
HC 16/02/17	4	Corporate Governance	Identify savings from non-staffing budgets across Legal, Democratic Services and Trading Standards and increase income	0.062	G
Total				0.434	