

Agenda Item	<b>9</b>
Report No	<b>RES/06/18</b>

## HIGHLAND COUNCIL

**Committee:** Corporate Resources Committee

**Date:** 28 February 2018

**Report Title:** Chief Executive's Service And Members: Revenue Expenditure Monitoring April-December 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 and members' 2017/18 revenue budget for the period to 31 December 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 offset by a combination of one-off income from charges and anticipated underspends elsewhere. As a consequence, the overall budget is predicted to be underspent by £0.086m at the end of the financial year.
- 1.3** The report also provides a summary of the delivery of £0.434m 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 £0.449m 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 31 December 2017; and
  - note the status of budgeted savings in the year.

### 3. **Budget Movements**

3.1 Since the last reporting period the Chief Executive's Office budget has increased from £4.449m to £5.625m which reflects the transfer of the Corporate Governance functions across to the Chief Executive's Office, previously part of the Corporate Development Service. Corporate Governance comprises Legal Services, Democratic Services, Licensing, Trading Standards and Elections.

### 4. **Budget Monitoring**

4.1 **Appendix 1** shows the monitoring position for the Chief Executive's Office and the Members' revenue budget for the third quarter of the 2017/18 financial year. The total budget is £5.625m, with £4.547m spent to date.

4.2 Small pressures are showing across a number of budget lines but these are more than offset by a one-off income stream in Trading Standards combined with vacancy management and a number of minor underspends in other parts of the Chief Executive's Office budget. Taken together, these deliver an anticipated net underspend of £0.086m by the year end.

### 5. **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 third 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. The total has increased to incorporate Corporate Governance savings measures of £0.062m, amounting to a total of £0.434m for the Chief Executive's Office.

4.2 As reported previously, the only amber measure in the Chief Executive's Office 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, reflected in the £0.006m overspend against the Emergency Planning budget line 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: 15 February 2018

# CHIEF EXECUTIVE'S OFFICE Revenue Expenditure Monitoring Report

Appendix 1

1 April 2017 to 31 December 2017

	Notes	£000 Actual Year To Date	£000 Annual Budget	£000 Year End Estimate	£000 Year End Variance
<b>BY ACTIVITY</b>					
Members	1	1,353	1,615	1,619	4
Chief Executive	2	658	604	596	(8)
Emergency Planning	3	68	84	90	6
Operational Management Areas		1,161	1,537	1,527	(10)
Corporate Communications	4	110	106	126	20
Policy & Reform	5	243	502	452	(50)
Legal Services		513	160	155	(5)
Licensing	6	(848)	(561)	(561)	0
Democratic Services	7	449	536	540	4
Elections	8	403	417	417	0
Trading Standards	9	437	625	578	(47)
<b>Total Chief Executive's</b>		<b>4,547</b>	<b>5,625</b>	<b>5,539</b>	<b>(86)</b>
<b>BY SUBJECTIVE</b>					
Staff Costs		4,711	6,188	6,173	(15)
Other Costs		1,562	2,150	2,143	(7)
<b>Gross Expenditure</b>		<b>6,273</b>	<b>8,338</b>	<b>8,316</b>	<b>(22)</b>
Grants		(185)	(23)	(23)	0
Other Income		(1,541)	(2,690)	(2,754)	(64)
<b>Total Income</b>		<b>(1,726)</b>	<b>(2,713)</b>	<b>(2,777)</b>	<b>(64)</b>
		<b>4,547</b>	<b>5,625</b>	<b>5,539</b>	<b>(86)</b>

## Notes

1. %age of Annual Expenditure	Dec 1718	81%
	Dec 1617	88%

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
HC 16/02/17	4	Corporate Governance (formerly part of Corp Development)	Identify savings from non-staffing budgets across Legal, Democratic Services and Trading Standards and increase income	0.062	G
<b>Total</b>				<b>0.434</b>	<b>0.000</b>

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
<b>Total Corporate Savings</b>			<b>0.015</b>	