

Second Budget Monitor for 2007/08

Directorate: Chief Executive's Department

Finance Manager: Patrick Looker

Period: Second Monitor 2007/08

Income & Expenditure

Financial Summary – Overall Chief Executive's Department is forecast to overspend the directorate revenue budget by £41k during 2007/08. This represents a +0.4% variance on the gross expenditure budget of £9,744k. The budget includes an additional budget transfer of £20k from the Director of Resources to support the corporate CPA process.

Service Plan Areas - The table below summarises the outturn position for Chief Executive's Department per service plan area.

Service Plan Area	Approved Budget			Variation		
	Expenditure Budget £(000)	Income Budget £(000)	Net Budget £(000)	Projected Outturn £(000)	Under /Over £(000)	% of gross budget
Chief Executive	2,183	8	2,175	2,175	0	- 0.0
Director of People & Improvement	151	0	151	151	0	- 0.0
Human Resources	2,499	2,429	70	136	66	3.5
Policy, Improve's and Equalities	755	533	222	200	-22	- 2.9
Marketing & Communications	830	833	-3	16	19	2.3
Civic, Democratic & Legal	3,326	765	2,561	2,539	-22	- 0.7
Total	9,744	4,568	5,176	5,217	+41	+0.4

Variances

(where forecast outturn is significantly different to the approved estimate)

Human Resources	Variation
Staffing	
Projected overspend resulting from temporary costs of interim Head of Human Resources (£+75k). This is partly offset by additional recharge for work undertaken on the pay and grading project (£-33k) in addition to expenditure controls being implemented and in year savings being identified.	£+42k
Additional costs due to extra workload pressures in LCCS HR team (£+43k) partly offset by additional income below).	+£43k
Additional costs within the Community Services team due to long term sickness cover (£+10k) offset by minor underspend on establishment (£-4k)	£+6k
Temporary management arrangements introduced within the Health & Safety Team are anticipated to result in a forecast overspend of £43k	£+43k
Minor variance Business Development Team (£+3k)	£+3k
Additional Trade Union facility time due to staff sickness	£+10k
Projected underspend on Redundancy Counselling	£-9k
Contract Budgets	
Anticipated overspend from the training centre contract (£+21k) less anticipated recharge income (£-5k)	£+16k
Income	
Additional income from LCCS to fund additional costs within LCCS HR team.	£-33k
Projected surplus from the recruitment pool	£-55k
Human Resources Total	£+66k 3.5%

<u>Policy Improvements and Equalities Team</u>	Variation
<u>Staffing</u>	
Anticipated savings from vacancies within Performance Improvement Team (£-21k), and the Policy Team (£-11k). There is also a minor saving within the Equalities Team pay costs (£-3k)	£-35k
<u>Organisational Effectiveness Programme</u>	
Additional support required to lead and deliver the Organisational Effectiveness programme.	£+13k
Policy Improvement and Equalities Team Total	£-22k -2.9%

<u>Marketing & Communications</u>	Variation
<u>Print Unit Income</u>	
Forecast shortfall of income against expenditure at the print unit	£+21k
<u>Marketing Staffing</u>	
Anticipated saving from part year vacancies within the section	£-22k
<u>Income</u>	
The saving for 2007/08 relating to sponsorship of City Council signs is unlikely to be realised. A tender to sponsor all signs was unsuccessful and it is now intended to sponsor on an individual basis.	£+20k
Overall Marketing & Communications Total	+£19k +2.3%

<u>Civic, Democratic & Legal</u>	Variation
<u>Head of Service</u>	
Following the departure of the Head of Service it is anticipated temporary staffing arrangements up to beginning of March 2008 together with appointment costs will total £49k	£+49k
<u>Legal Services</u>	
Savings following the relocation of staff from Kings Court to Guildhall	£-34k
Cost of temporary staff to support Planning and Childcare matters	£+27k
Anticipated underspend on Legal consultants budgets	£-21k
<u>Coroners Service</u>	
Additional costs in relation to longer than anticipated inquests	£+11k
<u>Civic Support & Mayoralty Function</u>	
Additional costs due to cover for staff sickness and twinning celebrations	£+8k
<u>Democratic Support</u>	
Savings from vacancies within the group	£-35k
Misc minor overspends including £+5k on printing, plus a total of £+9.5k across Couriers Services, Subscriptions and Travel budgets.	£+15k
<u>Electoral Services</u>	
Anticipated savings following CYC elections held in May	£-30k
Additional unbudgeted costs of Heworth without by-election	£+13k
<u>Committee Services</u>	
Savings from vacancies held within Scrutiny services	£-30k
Minor overspend on Training & Development	£+5k
Civic, Democratic & Legal Total	£-22k -0.7%

Chief Executive's Department Projected Variance	£+41k +0.4%
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