

Year End Budget Monitor for 2005/06**Finance Accountant:** Katherine Finnie**Directorate:** Chief Executive's Department**Finance Manager:** N/A**Period:** Year End 05/06**Income & Expenditure**

Financial Summary – Overall Chief Executive's Department is forecast to underspend the directorate revenue budget by £187k during 2005/06. This represents a 1.6% variance on the gross expenditure budget of £11.5m. Carry forward bids totalling £80k are requested to address slippage against projects and activities.

The total underspend on the capital programme is £98k which needs to be carried forward into 2006/07 to ensure that schemes can be completed. The Chief Executive's capital programme was originally comprised of £202k of Ward Committee capital schemes in 2005/06, together with £63k of schemes rescheduled from 2004/05 into 2005/06. £58k of budget was slipped into 2006/07 in the second budget monitor.

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)	Out-turn £(000)	Under/Over £(000)	%
Chief Executive	2,243	8	2,235	2,212	-23	-1.0
Deputy Chief Executive	147	51	96	88	-8	-5.4
Human Resources	1,832	1,669	163	101	-62	-3.4
Performance Improvements	1461	606	855	807	-48	-3.3
Marketing & Communications	838	860	-22	-57	-35	-4.2
Neighbourhood Pride Unit	2,005	362	1,643	1,676	33	1.6
Civic, Democratic & Legal	3,012	759	2,253	2,209	-44	-1.5
Total	11,538	4,315	7,223	7,036	-187	-1.6

Variations

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

<u>Chief Executive</u>	Variation	
<u>Staffing</u>	-£5k	1%
Underspend due to the secondment of the Policy Assistant post for part of the year.		
<u>Operational Budgets</u>	-£11k	61%
Underspend on operational budgets across the Chief Executive's area.		
<u>Other minor variations</u>	-£7k	-
Chief Executive Total	-£23k	

<u>Deputy Chief Executive</u>	Variation	
<u>Staffing</u>	-£23k	17%
Underspend following the departure of the Deputy Chief Executive.		
<u>2004/05 Savings</u>	+£11k	100%
Cross directorate savings on staff advertising and external temps offered up in the 2004/05 budget round have not been fully achieved.		
<u>Telephones</u>	+£4k	63%
Overspend on telephone charges across the directorate.		
Deputy Chief Executive Total	-£8k	

Human Resources	Variation	
<u>Staffing</u> Underspend due to vacancies following the HR restructure and the decision to put recruitment to vacant posts on hold pending the forthcoming restructure of the directorate.	-£71k	5%
<u>Staff Advertising</u> Cost of advertising new posts following the HR restructure.	+£17k	-
<u>Training</u> There are various reasons for this underspend including: Lower than expected uptake of the out of hours scheme More effective procurement of Health & Safety training Delayed training activities for the Equalities function Training on the new Constitution has been delayed until 2006/07.	-£13k	13%
<u>Trade Union Facility Time</u> Overspend due to the increased costs of TU facility time on corporate projects, together with individuals undertaking directorate work in time allocated to undertake corporate projects.	+£11k	20%
<u>Stress Counselling</u> Overspend on stress counselling for staff.	+£15k	729%
<u>Redundancy Counselling</u> The redundancy counselling budget has not been required in 2005/06.	-£17k	100%
<u>Occupational Health Contract</u> Costs associated with the set up of the new Occupational Health contract.	+£6k	20%
<u>Recruitment Advertising Contract</u> Invoices from the recruitment advertising contract are charged centrally and then recharged to directorates in proportion to their spend. The overspend has resulted from a delay in establishing a correct recharging mechanism. Systems have now been put in place to prevent a reoccurrence in 2006/07.	+£12k	-
<u>CYC Supply Agency</u> Over achievement of income in relation to the CYC supply agency.	-£11k	103%
<u>Flexible Benefits</u> The flexible benefits project is being undertaken in partnership with NYCC and has been delayed due to NYCC Project Leader going on long term sick leave. This underspend is the subject of a carry forward bid.	-£22k	108%
<u>Operational Budgets</u> Overspend due to the unplanned replacement of broken computers, the purchase of a software licence to the HSE Strategic Intervention Programme and pressures on admin and strategy prior to the establishment of the Job Evaluation budget.	+£7k	16%
<u>Other minor variations</u>	+£4k	-
Human Resources Total	-£62k	

Performance Improvement Team	Variation	
<u>Staffing</u> Underspend due to the decision to put recruitment to vacant posts on hold pending the forthcoming restructure of the directorate.	-£47k	7%
<u>Corporate Strategy</u> The publication of the Corporate Strategy, originally scheduled for March 2006, has had to be delayed. The underspend is the subject of a carry forward bid.	-£4k	37%
<u>Other minor variations</u>	+3k	-
Performance Improvement Team Total	-£48k	

Marketing & Communications	Variation	
<u>Print Unit</u>		
<u>Staffing</u> Underspend due to vacancies in year.	-£12k	
<u>Equipment Rental</u> No equipment rental was due for a small period at the start of the financial year due to a change in equipment supplier.	-£22k	

<u>Operational Material</u>	+£11k	
Overspend on operational materials.		
<u>Income</u>	+£11k	
As expected the print unit has failed to meet its income target this year. There are several factors behind this, the main one being that the new copying equipment was not delivered until May so the unit got off to a very slow start to the year.		
Total Print Unit Underspend	-£12k	39%
<u>Staffing</u>	-£16k	3%
Underspend on staffing across Marketing due to staff turnover and in year vacancies.		
<u>Commissioned Work</u>	+£5k	-
Some costs of commissioned work have not been recharged to other departments due to a failure to identify where these costs have arisen. New procedures have now been put in place to ensure that this does not happen in future.		
<u>Other minor variations</u>	-£12k	-
Total Marketing & Communications Underspend	-£23k	
Overall Marketing & Communications Total	-£35k	
Neighbourhood Pride Unit		
<u>Staffing</u>	Variation +£17k	4%
Overspend due to maternity cover, expenditure on external temps and new staff being appointed at the top of the scale.		
<u>Relocation Expenses</u>	+£6k	-
Relocation expenses paid in year for which there is no provision in the budget.		
<u>Double Taxation</u>	+£54k	97%
Expenditure on double taxation claims from Parish Councils has been higher than the budget.		
<u>Target Hardening</u>	-£9k	32%
Underspend on the target hardening project due to project slippage.		
<u>Your City / Your Ward</u>	-£4k	7%
Underspend on the publication of Your City / Your Ward.		
<u>Streets Ahead</u>	-£4k	14%
Underspend on the publication of Streets Ahead		
<u>Burton Stone Community Centre Staff</u>	-£18k	27%
Underspend due to staff vacancies.		
<u>Other minor variations</u>	-£9k	-
Neighbourhood Pride Unit Total	+£33k	
Civic, Democratic & Legal		
<u>Legal Services Staffing</u>	Variation +£10k	2%
Overspend on external temps (£43k), and recruitment consultants, partially offset by staff vacancies (£39k).		
<u>Staff Advertising/Recruitment Consultants</u>	+£8k	624%
Expenditure on staff advertising and recruitment consultants has been higher than the budget.		
<u>Solicitors' Practising Certificates, Training & Books</u>	+£7k	55%
It is a Law Society requirement that all legal staff must have at least 16 hours of professional training in year and must have an up to date practising certificate. The cost of complying in 2005/06 has been higher than the available budget.		
<u>Safer Cities</u>	-£25k	100%
The money set aside for further investment in Safer Cities has not been spent in year.		
<u>Review of the Constitution</u>	-£17k	100%
The budget set aside to fund the work on Review of the Constitution has not been spent in year.		
<u>Office Move</u>	+£7k	-
Expenditure on office equipment, computer hardware and office redecoration following the Legal Services move to Kings Court.		

<u>Income</u>	-£24k	94%
Recharges to other directorates for Employment Advice has been higher than budgeted.		
<u>Mayoralty & Ceremonial</u>	+£12k	25%
Staffing overspend on the regrade of the Civic Secretary's post, together with expenditure on relief for Civic Support staff.		
<u>Electoral Registration</u>	+£23k	22%
Expenditure on temporary staff which is necessary to maintain statutory services following changes in legislation which has resulted in a large increase in workload.		
<u>Democracy Support Group Staffing</u>	-£40k	15%
Underspend due to the decision to put recruitment to vacant posts on hold pending the forthcoming restructure of the directorate.		
<u>Corporate Subscriptions</u>	-£14k	13%
The subscription to the Yorkshire and Humberside Regional Assembly has been reduced from 2005/06.		
<u>Political Assistants</u>	-£10k	20%
Underspend due to staff vacancy in year and a new member of staff being appointed at the bottom of the scale.		
<u>Licensing Panel Costs</u>	+£17k	-
Total cost of the running the new Licensing Panels.		
<u>Members Allowances</u>	+£6k	1%
Overspend on Members Allowances, conferences and data protection expenses.		
<u>Scrutiny</u>	-£7k	6%
Underspend due to staff vacancies and also a member of staff who is not in the pension scheme.		
<u>Other minor variations</u>	+£3k	-
Civic, Democratic & Legal Total	-£44k	
Chief Executive's Department Total Underspend	-£187k	

Pressure Points

Chief Executive's Department has a number of budget pressures, including:

- An ongoing overspend of £23k in the Electoral Registration Section due to the need to employ additional staff to maintain statutory services following changes in legislation.
- A £26k Print Unit income target received as part of the Marketing & Communications Best Value Review which has never been achieved.

In addition total savings of £52k (£36k for a post in Marketing and £16k savings on recruitment advertising across the directorate) have been offered up in 2006/07 relating to the production of a monthly Your City. At this stage it seems unlikely that this will go ahead, with the result that these savings are no longer achievable.

Progress on Growth & Savings Targets

Growth:

The £25k growth for investment in Safer Cities has not been spent in 2005/06. All other growth items have been achieved.

Savings:

All savings items included in the 2005/06 budget have been achieved with the exception of the £8.75k saving on Stress Counselling, which has overspent in 2005/06. In addition there is still an outstanding saving of £11k from 2004/05 which has yet to be made.