

Provisional Outturn for 2007/08

Directorate: Chief Executive's Department

Finance Manager: Patrick Looker

Period: Outturn for year 2007/08

Income & Expenditure

Financial Summary – Overall the Chief Executive's Department has overspent the directorate revenue budget by £3k during 2007/08. This represents a 0.0% variance on the gross expenditure budget of £9,709k.

The budget includes an additional budget transfer of £20k from the Director of Resources to support the corporate CPA process but excludes the budget and costs for the Pay & Gratings review as these are reported corporately.

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

Service Plan Area	Approved Budget			Variation		
	Expenditure Budget £(000)	Income Budget £(000)	Net Budget £(000)	Outturn £(000)	Under /Over £(000)	% of gross budget
Chief Executive	1,991	8	1,983	1,960	-16	-0.8
Director of People & Improvement	170	0	170	195	18	10.5
Policy, Improve's and Equalities	769	480	289	216	-73	-9.5
Human Resources	2,526	2,425	101	188	87	3.4
Marketing & Communications	846	843	3	33	30	3.5
Civic, Democratic & Legal	3,407	850	2,557	2,514	-43	-1.3
Total	9,709	4,606	5,103	5,106	3	0.0

Variations

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

Chief Executive's Senior Management

	Variation	%
Underspend on staffing (£-10k) plus underspend on supplies and services (£-6k)	£-16k	-0.8%
Unbudgeted expenditure on Directorate wide projects	£+18k	10.5%

Policy Improvements and Equalities Team

	Variation	
<u>Staffing</u>		
Savings from vacancies within Performance Improvement Team (£-28k), and the Policy Team (£-23k).	£-51k	
<u>CPA Inspection</u>		
Underspend due to inspection costing less than budgeted.	£-20k	
<u>Other Budgets</u>		
Equalities issues grants (+2.5k) and Social Inclusion Working Groups (£+0.5k)	£+3k	
Underspend on budget set aside for updating corporate strategy not being required.	£-5k	
Policy Improvement and Equalities Team Total	£-73k	-9.5%

Human Resources	Variation	
<u>Staffing</u>		
Projected overspend resulting from temporary costs of interim Head of Human Resources (£+96k). This is partly offset by additional recharge for work undertaken on the pay and grading project (£-32k)	£+64k	
Additional costs due to extra workload pressures in LCCS HR team (£+45k) partly offset by additional income below)	£+45k	
Recruitment costs for new Head of HR post	£+20k	
Additional costs within the Community Services team due to long term sickness cover (£+14k) offset by minor underspend on establishment (£-4k)	£+10k	
Overspend on staffing in the Health & Safety Team following implementation of temporary management arrangements	£+39k	
Minor overspend on staffing within the Business Development Team	£+6k	
Additional Trade Union facility time due to staff sickness	£+9k	
Underspend on Redundancy Counselling	£-9k	
Overspend on Stress counselling	£+10k	
<u>Contract Budgets</u>		
Overspend from the training centre contract (£+8k) less recharge income (£-7k) and minor underspends on other training budgets (£-7k)	£-6k	
Additional costs identified following the end of the Occupational Health Contract that cannot be passed on to Directorates.	£+38k	
CRB checks non-recovered costs	£+13k	
<u>Income</u>		
Additional income from LCCS to fund additional costs within LCCS HR team.	£-33k	
Surplus from operating successful recruitment pool operations.	£-86k	
Additional income received for Sickness Absence Consortium	£-19k	
Other minor overspends	£+3k	
Other minor underspends	£-17k	
Human Resources Total	£+87k	3.4%

Marketing & Communications	Variation	
<u>Print Unit</u>		
The Print Unit made a loss of £40k for the financial year compared to a budgeted surplus of £10k. Income at the unit totalled £204k which was at a similar level to 2006/07 however costs increased to £243k compared to £213k in the previous year.	£+50k	
<u>Staffing</u>		
Saving predominantly from vacancies held within the section during the year.	£-36k	
<u>Other Expenditure</u>		
Minor overspend on Citizens Panels	£+2k	
Other minor overspends include additional costs re Press Office cover and proof-reading (£+4k) and the Exhibition Display Trailer (£+1k).	£+5k	
<u>Income</u>		
The saving for 2007/08 relating to sponsorship of City Council signs has not been realised.	£+20k	
Additional income achieved from recharges to other directorates	£-11k	
Overall Marketing & Communications Total	+£30k	3.5%

<u>Civic, Democratic & Legal</u>	Variation	
<u>Head of Service</u>		
Following the departure of the Head of Service temporary staffing arrangements to the beginning of March 2008 together with appointment costs totalled £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	£+29k	
Underspend on Legal consultants budgets	£-21k	
Shortfall on income (£+7k) offset by underspends on supplies & services (£-2k)	£+5k	
<u>Coroners Service</u>		
Additional costs in relation to longer than anticipated inquests	£+16k	
<u>Civic Support & Mayoralty Function</u>		
Additional costs incurred prioritising cover for reception (£+15k) and twinning celebrations (£+4k)	£+19k	
Income from Mansion House business plan lower than that budgeted	£+4k	
<u>Democratic Support</u>		
Savings from vacancies help during the year within the group	£-52k	
Unbudgeted costs for Independent Review Panel reports	£+8k	
Misc overspends including £+7k on printing, £+3k on Couriers Services, and £+2k on Travel budgets.	£+16k	
<u>Corporate Subscriptions</u>		
Overspend due to total subscription costs being higher than available budget	£+16k	
<u>Committee Services</u>		
Savings from vacancies held within Scrutiny services	£-35k	
Underspend on Scrutiny Boards expenditure	£-5k	
<u>Electoral Services</u>		
Savings following CYC elections held in May (£-45k) offset by unbudgeted costs of Heworth without by-election (£+7k)	£-38k	
Additional Central Govt grants received to support Electoral Registration costs	£-12k	
Underspend on Electoral Service staffing due to vacancy	£-5k	
Minor underspend on delivery costs for Electoral Registration	£-3k	
Civic, Democratic & Legal Total	£-43k	-1.3%
Directorate total net variance		£+22k 0.2%