

Year End Budget Monitor for 2006/07

Directorate: Chief Executive's Department

Period: To March 31st 2007

Income & Expenditure

Financial Summary

Overall the provisional outturn position for the Chief Executive's Department has resulted in an underspend for the directorate revenue budget of £235k during 2006/07. This represents a 2.5% variance on the gross expenditure budget of £9.1m. This compares to an underspend of £12k forecast at Monitor 2 in December.

There are carry forward requests totalling £52k to address slippage against projects and to deal with identified budget pressures in 2007/08. This results in a real underspend of £183k to return to council reserves.

Service Plan Areas

The table below summarises the outturn position for Chief Executive's Department per service plan area. Please note that the budgets below include a number of uncontrollable support service recharges. These total £2,650k within the expenditure budget and £3,514k within the income budget.

Service Plan Area	Approved Budget			Variation		
	Expenditure Budget £(000)	Income Budget £(000)	Net Budget £(000)	Prov Outturn £(000)	Under/Over £(000)	% of gross budget
Chief Executive	2,253	8	2,245	2,230	-15	-0.7
Director of People & Improvement	32	0	32	61	+29	+90.6
Human Resources	2,166	1,753	413	309	-104	-4.8
Performance Improvements	852	533	319	292	-27	-3.2
Marketing & Communications	829	814	15	-23	-38	-4.6
Civic, Democratic & Legal	2,999	763	2,236	2,133	-103	-3.4
Unidentified Savings	-27	0	-27	0	+27	n/a
Total	9,104	3,871	5,233	5,002	-231	-2.5

Variances

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

Chief Executive	Variation	%
<u>Employee Costs</u>		
Staffing savings within the Policy Unit	-£16k	-10.7
<u>Other Minor Variations</u>		
Miscellaneous other variations	+£1k	-0.0
Chief Executive Total	£-15k	-0.7

Deputy Chief Executive / Director of People and Improvement	Variation	%
<u>Staffing</u>	£+29k	+90.6
Cost of employing new Director of People and Improvement and Personal Assistant from January 2007 (Originally assumed for 1 st April 2007)		
Deputy Chief Executive / Director of People and Improvement Total	£+29k	+90.6

Human Resources	Variation	%
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<u>Job Evaluation</u>	£-27k	-7.7
Underspend on Job evaluation project due to programme slippage. It is requested this sum is carried forward into 2007/08		
<u>Employee related expenditure</u>	£-12k	-3.7
The cost of temporary arrangements following the secondment of HR manager to Sheffield in the autumn and temporary arrangements put in place following departure of Head of HR have been £12k below budget.		
<u>Income</u>	£-33k	-11.5
Surplus produced from successful operation of recruitment pool.		
<u>Flexible Benefits</u>		
Anticipated savings in the procurement of flexible benefits introduced for CYC employees.		
	£-21k	-108
<u>Other variations</u>		
Total value of other overspends within the Service Plan		
	£+31k	5.6
Total value of other underspends within the Service Plan		
	£-42k	-7.5
Human Resources Total	£-104k	4.8
<u>Performance & Improvement Team</u>	Variation	%
<u>Employees</u>		
Saving due to early retirement		
	£-32k	-6.7
<u>Communications</u>		
Contribution to Public services re Customer Champion role		
	£+10k	n/a
<u>Other variations</u>		
Total value of other overspends within the Service Plan		
	£+2k	+3.0
Total value of other underspends within the Service Plan		
	£-7k	-2.9
Performance Improvement Team Total	-£27k	-3.2
<u>Marketing & Communications</u>	Variation	%
<u>Print Unit Income</u>	£+37k	15.3
Downturn in print unit income following the reduced volume of democracy services agendas.		
<u>Print Unit Expenditure</u>	£-28k	-11.8
Savings arising due to reduced rentals from machinery (primarily due to reduced work levels) (£-22k). There has also been staff savings by keeping a 0.5 fte assistant post vacant due to reduced work levels (£-6k).		
<u>Marketing and Communications</u>	£-47k	-8.0
Underspend in marketing and communications due to vacancy factors in the research and media and publications teams (£-31k), combined with an embargo on all non-essential spending on supplies and services budgets (£-10k). There has also been additional income earned by the service (£-6k).		
Marketing & Communications Total	£-38k	-4.6
<u>Civic, Democratic & Legal</u>	Variation	%
<u>Civic Services</u>	£+0k	0.0
Shortfall of income compared to net budget on Mansion House (£+10k) offset by additional income from Guildhall functions (£-3k) and small underspends elsewhere within the service (£-7k).		
<u>Electoral Services</u>	£+9k	+4.3
Overspend of £9k within the electoral services team. This includes expenditure of £16k on CYC election costs offset by an unbudgeted grant of £10k funding additional costs of dealing with postal votes.		

<u>Democratic Services</u>		
Saving arising from vacancies within Scrutiny services (£-12k) and Democracy Services (£-22k). Saving on political assistants budget (£-6k). Underspend on Scrutiny board support budget (£-5k). Other Underspends within the service area total £-9k.	£-54k	-3.9
<u>Legal Services</u>		
Staffing underspend due to part year effect of vacant post (£-14k), additional income from charging Legal time to Planning Inquiries (£-17k), saving on use of consultant budget (£-21k), shortfall on other income budget (£+7k), small overspend on supplies and services budget (£+4k). Underspend on coroners costs of inquests and mortuary fees (£-13k)	£-54k	-5.0
<u>Magistrates Courts/Probation</u>		
Full year levies lower than budget (£-4k)	-£4k	-17.4
Civic, Democratic & Legal Total	£-103k	-3.4
Unidentified savings following Corporate Monitor 1	£+27k	N/a
Chief Executive's Department Total Underspend	£-231k	-2.5