

First Budget Monitor for 2006/07

Directorate: Chief Executive's Department

Finance Manager: Patrick Looker

Period: First Monitor 2006/07

Income & Expenditure

Financial Summary – Overall Chief Executive's Department is forecast to underspend the directorate revenue budget by £33k during 2006/07. This represents a 0.3% variance on the gross expenditure budget of £9.5m. Note that the net savings assume that unfilled posts created as part of the Chief Executives Restructure (Urgency Committee 18th August 2006) are not filled during 2006/07.

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)	Project ed Out- turn £(000)	Under/Over £(000)	% of gross budget
Chief Executive	2,281	8	2,273	2,247	-26	-1.1
Deputy Chief Executive	-31	0	-31	27	58	-187.1
Human Resources	1,821	1,745	76	57	-19	-1.0
Performance Improvements	1,545	568	977	863	-114	-7.3
Marketing & Communications	810	839	-29	80	109	13.5
Civic, Democratic & Legal	3,038	763	2,275	2,234	-41	-1.3
Total	9,464	3,923	5,541	5,508	-33	-0.3

Variances

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

Chief Executive	Variation
<u>Staffing</u>	-£15k
Underspend due to the secondment of the Policy Assistant post for part of the year.	
<u>Other minor variations</u>	-£11k
Chief Executive Total	-£26k

Deputy Chief Executive	Variation
<u>Staffing</u>	-£123k
Underspend following the departure of the Deputy Chief Executive.	
<u>2005/06 Savings</u>	
Directorate Saving target for the Chief Executive restructure	+£150k
Anticipated recruitment costs for replacement Director as per CEX restructure report (Urgency 18 th August 2006)	+£20k
<u>Procurement Savings</u>	
Unachieved procurement savings in relation to advertising / publicity	+£11k
Deputy Chief Executive Total	+£58k

ANNEX 1

<u>Human Resources</u>	Variation
<u>Staffing</u> Net underspend of £25k following vacancies within the Human Resources service. The underspend assumes temporary senior management support within the Directorate following the departure of the Head of HR	-£25k
<u>Other minor variations</u>	+£6k
Human Resources Total	-£19k
<u>Performance Improvement Team</u>	Variation
<u>Staffing</u> Underspend due to the decision to put recruitment to vacant posts on hold pending the restructure of the directorate.	£-69k
Underspend due the departure of the head of Performance Improvement	£-45k
Performance Improvement Team Total	-£114k
<u>Marketing & Communications</u>	Variation
<u>Print Unit Income</u> The additional income target set in 2004/05 has never been achieved and in addition the new constitution is anticipated to reduce the core work on printing Agendas	+£26k
<u>Your City Publication</u> The 2006/07 budget assumed a saving would be available from redirecting recruitment advertising reducing the use of traditional media. This proposal has not been progressed thus the saving unachieved.	£+52k
<u>Marketing restructure</u> Service pressure within Marketing & communication outstanding following 2004/05 restructure (previously £28k)	+£16k
<u>A to Z</u> Cost of producing council A-Z publication.	+£15k
Overall Marketing & Communications Total	+£109k
<u>Civic, Democratic & Legal</u>	Variation
<u>Electoral Services Staffing</u> Overspend due to expenditure on a permanent post which was approved but without the supporting funding. This expenditure is necessary to maintain statutory services following changes in legislation which have resulted in a large increase in workload.	+£23k
<u>Democratic Services</u> Saving following secondment of member of staff to deal with public inquiries.	-£19k
<u>Scrutiny Services</u> Underspend due to deletion of vacant Scrutiny Manager post and holding vacant replacement post.	£-45k
Civic, Democratic & Legal Total	-£41k
Chief Executive's Department Total Underspend	-£33k