

**Summary of Variances for Customer and Business Support Services**

**ANNEX 1**

**October 2010**

Service area	Budget 10/11	Actual to October 2010	Projected Outturn	Projected Variance	Comments	September Variance	August variance
	£'000's	£'000's	£'000's	£'000's		£'000's	£'000's
<b>Director of CBSS</b>	260	58	260	( )		( )	
<b>Total for Director</b>	<b>260</b>	<b>58</b>	<b>260</b>	<b>( )</b>		<b>( )</b>	
<b>Finance</b>							
Corporate Accountancy	31	392	(27)	(58)	Since the previous monitor report non-staff budgets have been reviewed which has identified several small reductions amounting to £4k. The underlying projected underspends relate to 3 staff vacancies offset against agency staff costs and the vacancy provision. It is anticipated that these underspends will form part of the M4Y blueprint savings and an adjustment is included below to reflect this..	(52)	(55)
Service Accountancy	239	533	256	17	The change since the previous monitor relates to further reductions in the agency staff costs in the CANS finance team, where there is a projected overspend of £49k. Projected staff underspends in the ACE finance team are primarily due to services transferring into the team from the LSC & Health which are bringing additional funding.	31	46
M4Y Budget to be taken out	(85)		(44)	41	Currently £41k of the M4Y saving has been achieved and it is anticipated that the full £85k will be delivered by the end of the financial year	24	10
<b>Sub total relating to Finance Blueprint</b>	<b>185</b>	<b>924</b>	<b>185</b>	<b>( )</b>		<b>3</b>	<b>1</b>
Financial Procedures	527	789	517	(10)	The position has improved since last monitor due to the consolidation of the income collection teams, which has realised £33k of savings. However these form part of the MFY program and are reversed out below. The underlying staff overspend in the creditors team continues as previously reported.	20	20
M4Y Budgets taken out	(33)			33	Currently £33k of the M4Y savings have been achieved for this service area. There are other MFY targets which are "at risk" and not included here.		
<b>Sub total</b>	<b>494</b>	<b>789</b>	<b>517</b>	<b>23</b>		<b>20</b>	<b>20</b>
Audit, Fraud & Data Mgt	168	246	175	7	This budget pressure reflects half of a 2% increase in the Veritau fee. There has been a small change since the previous month due to the subscription costs for data protection notification of £500 payable to the Information Commission.	7	7
<b>DA Fees</b>	<b>(20)</b>	<b>10</b>	<b>(91)</b>	<b>(71)</b>	This budget underspend is primarily due to CAA Inspections being ceased. There is also a rebate of £15k on the IFRSA work.	<b>(71)</b>	<b>(68)</b>

Service area	Budget 10/11 £'000's	Actual to October 2010 £'000's	Projected Outturn £'000's	Projected Variance £'000's	Comments	September Variance £'000's	August variance £'000's
<b>Total for Finance</b>	<b>827</b>	<b>1,969</b>	<b>786</b>	<b>(41)</b>		<b>(41)</b>	<b>(39)</b>
Benefits & Subsidy	(124)	24,199	(121)	3	The change of £18k is due to the increase in homeless cases requiring temporary accommodation in B&B, currently the numbers have reduced although it is anticipated there will be further increases during the winter months. The Budget pressure against B&B accommodation is offset against several underspends against other benefits budgets.	(20)	(11)
<b>Customers</b>							
<b>AD Customers and People</b>	<b>361</b>	<b>49</b>	<b>361</b>		No budget variance is anticipated against this cost centre	<b>1</b>	
YCC, Local Taxation and Benefits administratic	1,940	687	1,916	(24)	Due to some of the budgets within this service area being reviewed the forecast currently allows for all vacant posts to be filled until a decision is made in respect of performance levels and the requirement to deliver MFY savings. The underlying underspend is from the part year effect of posts held vacant offset against the full year vacancy provision. There are also budget pressures from some MFY temporary staffing arrangements and LHA software maintenance costs. As this service area has significant M4Y savings targets to achieve it is anticipated that the underspend will contribute towards these.	(31)	(36)
M4Y Budget to be taken out	(185)		(161)	24	Currently £192k of M4Y savings targets have been achieved from the budgets currently held within this service area. It should be noted that other savings have been achieved in addition to this from other directorate budgets in connection with M4Y savings.	31	36
<b>Customer Services Total</b>	<b>2,117</b>	<b>736</b>	<b>2,117</b>	<b>( )</b>		<b>1</b>	
<b>Human Resources</b>							
Out posted Teams	769	357	703	(66)	The funding received in relation to HR work in ACE is the main contributor to the underspend on these budgets (-£60k).	(69)	(73)
Corporate Teams	648	356	664	16	There is a net underspend on the Corporate staffing teams due to vacancies (-£45k), however redundancy costs of £59k result in a net pressure on these budgets of £16k.	14	19
Senior Management	(1,596)	334	(1,596)	(1)	A minor underspend is projected on salaries.	(1)	(3)
Payroll Services	11	558	16	5	The variance is due to additional staff being in post during the first 3 months of the year. This situation has now been resolved. There is also a small overspend projected on postage.	3	(4)
Health & Safety	334	133	332	(2)	The underspend is due to a saving from backfilling a vacant post.	(1)	(1)
Training & Development	54	70	54		No variance is anticipated on these budgets		2
Projected Total	<b>221</b>	<b>1,806</b>	<b>174</b>	<b>(47)</b>		<b>(55)</b>	<b>(60)</b>
More for York Savings	<b>(73)</b>		<b>(26)</b>	<b>47</b>	Savings will be found during the year, as per the blueprint actions.	<b>55</b>	<b>54</b>
<b>HR Total</b>	<b>148</b>	<b>1,806</b>	<b>148</b>				<b>(6)</b>
<b>Total</b>	<b>2,265</b>	<b>2,542</b>	<b>2,265</b>			<b>1</b>	<b>(6)</b>

Service area	Budget 10/11	Actual to October 2010	Projected Outturn	Projected Variance	Comments	September Variance	August variance
	£'000's	£'000's	£'000's	£'000's		£'000's	£'000's
<b>Legal &amp; Governance</b>							
<b>Civic Democratic &amp; Legal Services</b>							
Civic Services	355	200	373	18	The small projected overspend is caused by a number of factors: a pressure on the Mayoralty budgets (£8k), additional civic support staff hours (+£3k), repair and advertising costs within the Mansion House (+£5k), the rental costs for the Guildhall franking machine (+£2k).	17	18
Democracy and Scrutiny Services	1,380	541	1,374	(6)	Within Members Services, an underspend is now reported on Members Allowances (-£22k), although offset by a projected overspend on the Members Delivery Service (+£3k). The Democracy Services print budget is expected to overspend by £13k based on the current rate.	16	6
Electoral Services	228	101	245	17	The costs of the Hull Road By-Election are projected at £10k. Further variances are also anticipated due to the increased costs of storing the polling booths (+£2.5k), a shortfall on income from freedom of the city applications (£1k) and printing within the elections team (+£3.5k).	17	4
Legal Services	65	589	71	6	Legal Services are now reporting a small overspend £6k. Larger pressures do exist within the budget on items such as books and publications, photocopying, postage and professional certificates (+£25k) as well as the income from external fees such as S106 agreements (+£6k). There is also a staffing pressure from use of agency cover for maternity leave (+£27k). However, based on current forecasts the income generated from the new Commercial Lawyers will mostly cover these pressures (-£52k).	( )	
Magistrates, Probation and Coroners	297	127	299	2	It is now anticipated that these budgets will return a small variance, due to expenditure on overheads. For the Coroners Service, it is difficult to accurately predict the outturn at this early stage as the expenditure on professional fees depends on the volume and nature of the caseload during the year.	2	( )
<b>Total</b>	<b>2,325</b>	<b>1,559</b>	<b>2,362</b>	<b>37</b>		<b>52</b>	<b>27</b>
<b>IT</b>							
Operational IT	4,362	2,503	4,123	(239)	The position has improved by £39k since the previous monitor due to the ongoing maintenance costs for 3 systems being less than anticipated (Integrated transport system, Careworks YOT Migration and the Commercial waste system) The underlying reasons for the underspend are as previously reported and primarily relate to the re-alignment and reduction of support and maintenance costs - £167k, and the funding of the Office upgrade being phased over several years, resulting in a saving this year of £40k. £134k of this saving will contribute towards M4Y savings targets.	(200)	(200)
IT Recharges	(6,412)		(6,412)		These budgets reflect the amount of budget recharged out to services and should bring the service total back to £0, although currently they need to be reviewed to reflect the organisation restructure. There is zero budget variance against them.		
Business Support, Web and Systems team	15	247	(10)	(25)	Staffing underspend from vacancies in the systems team, will go towards M4Y saving	(1)	(4)
M4Y Budget to be taken out	(158)			158	This is part of a corporate wide IT M4Y savings target, has increased by £24k for systems team vacant post	134	134
<b>Total</b>	<b>(2,193)</b>	<b>2,750</b>	<b>(2,299)</b>	<b>(106)</b>		<b>(67)</b>	<b>(70)</b>
IT Development Plan	1,133	14	1,133		The IT projects are currently under review, and therefore at this stage no variance is being reported		
<b>Total for Legal &amp; Governance</b>	<b>1,265</b>	<b>4,324</b>	<b>1,196</b>	<b>(69)</b>		<b>(15)</b>	<b>(43)</b>
<b>TOTAL</b>	<b>4,492</b>	<b>33,093</b>	<b>4,385</b>	<b>(107)</b>		<b>(75)</b>	<b>(98)</b>