

## Corporate Monitoring

### Appendix 3 (6) – Corporate, Customer and Community Services

#### Corporate, Customer and Community Services Budget Monitoring Report as at 31<sup>st</sup> March 2020

##### 1 Summary

Corporate, Customer and Community Services Directorate has a provisional outturn position of £33.622m, an underspend of (£1.722m). This represents a (£0.237m) increase to the underspend from that reported at Quarter 3 (Q3), as summarised in the table below:

Original Budget £m	Service	Revised Budget £m	Provisional Outturn £m	Outturn Variance £m	Variance Q3 £m	Change in Variance £m
0.900	Director and Chief Executive	0.926	0.939	0.014	0.020	(0.007)
6.306	Chief Legal Officer	7.663	6.968	(0.696)	(0.704)	0.008
13.471	Organisational Change	14.786	14.275	(0.511)	(0.409)	(0.102)
2.394	Strategic Commissioning	3.147	2.721	(0.426)	(0.356)	(0.069)
8.377	Customer and Community Services	8.341	7.925	(0.416)	(0.348)	(0.068)
0.794	Capital (Depreciation)	0.794	0.794	0	0	0
(1.043)	Cross Cutting Savings	(0.313)	0	0.313	0.313	0
<b>31.199</b>	<b>Total</b>	<b>35.344</b>	<b>33.622</b>	<b>(1.722)</b>	<b>(1.484)</b>	<b>(0.237)</b>

##### 2 Outturn

The key variances to the revised budget at outturn, discussed later within the report are:

- Chief Legal Officer budgets (£0.696m)
- Organisational Change (£0.511m)
- Strategic Commissioning (£0.426m)
- Customer and Community Services (£0.416m)
- Cross Cutting Savings £0.313m

The material movements from Q3 are:

- Organisational change (£0.102m)
- Strategic Commissioning (£0.069m)
- Customer and Community Services (£0.068m)

### **3 Transfers from or to Earmarked Reserves**

3.1 The following drawdowns from Earmarked Reserves have been made:

- Library Service for Schools Mobile Library from DSG Reserve £0.050m
- Registration Marketing Campaign £0.050m
- Improvement Fund Software Licensing costs £0.050m
- HR Operations staffing £0.072m
- BNFL Legacy Fund £0.009m

3.2 The following increases to existing or creation of new EMRS have been made:

- Central DSG £0.089m

### **4 Request for Revenue Contributions to Capital**

4.1 There has been one request from the Organisational Change service which was approved at Q1.

- £0.467m to part fund the purchase of replacement laptops.

4.2 Other Requests

- Request made at Q2 to include in the outturn for 2019/20 the part year effect of the Legal service reshaping £0.178m. This has been funded in year from the ongoing additional income within Strategic Commissioning which is resultant from the renegotiated Oxygen Contract.
- The full year impact of this is £0.483m, of which, (£0.400m) is funded through ongoing additional income as above, and (£0.083m) vacancies, both within Strategic Commissioning Team.

### **5 Service Positions**

#### **5.1 Director and Chief Executive £0.014m**

There is an draft outturn overspend of £0.014m as a result of a supernumerary post within Chief Executive business support which was vacated at the end of August 2019.

This is a slight decrease of (£0.007m) from the position reported at Q3 due to lower than anticipated pension contributions along with additional apprentice contributions.

#### **5.2 Chief Legal Officer £0.696m**

The draft outturn position for the service is a (£0.696m) underspend.

The key variances are:

- Legal Practice (£0.386m) underspend, due to delaying the reshaping and the holding of vacancies until April 2020.
- Children and Families Legal/Expert fees (£0.154m) underspend due to the current year case mix.
- Coroners (£0.134m) underspend which is primarily due to other professional services (£0.177m) as a result of fewer complex cases in year.
- Other small variances with a net combined total of (£0.022m).

This is a slight reduction of £0.008m to the (£0.704m) underspend reported at Q3 and is predominantly due to increased Coroners costs £0.038m and Legal Practice costs, including subscriptions, £0.053m. These have been offset in part by reductions in the level of travel claims within Members Allowances (£0.037m), Children and Families legal/expert fees (£0.026m), and Democratic Services (£0.018m).

### **5.3 Organisational Change (£0.511m)**

There is a draft outturn underspend of (£0.511m).

The key variances are:

- ICT Operational costs underspend of (£0.512m) primarily relating to staff vacancy savings (£0.187m), consultants fees (£0.147m), and capitalisation of costs associated with Fire MDT replacement project (£0.199m). There has also been £0.220m of one off software licensing costs which have been offset by re-phasing projects.
- Other smaller variances netting to an overspend £0.001m.

The movement of (£0.102m) from Q3 relates to lower than anticipated ICT Improvement Fund costs (£0.071m) and Operational costs (£0.031m), following renegotiation of photocopier contract rental and usage.

### **5.4 Strategic Commissioning (£0.426m)**

There is a draft outturn underspend of (£0.426m),

The key variances are:

- Commissioning team (£0.176m) underspend, due to the holding of vacancies for the full year, offset in part by an overspend on consultancy fees.
- Procurement Contract monitoring team (£0.247m) underspend relating to staffing vacancies, including two manager posts being held vacant for the full year and reductions in overtime payments.
- Other smaller variances netting to an underspend (£0.003m).

The movement of (£0.069m) from Q3 relates a reduction in costs within the Commissioning team due to lower consultancy fees as a result of one consultant leaving, and staff vacancies.

## **5.5 Customer and Community Services (£0.416m)**

The service has a provisional outturn underspend of (£0.416m).

The key variances are:

- Community Services (£0.455m) underspends mainly from the Libraries Book/Information Fund (£0.172m) and Registration Services (£0.207m) which were being held in year to temporarily mitigate the remaining Directorate Cross Cutting Savings of £0.313m.
- Other smaller variances netting to an underspend (£0.039m).

There has been a movement from Q3 of (£0.068m) primarily due to Registration Services additional income (£0.020m) and an increased underspend on Libraries book fund (0.032m).