

Committee:	Date:
Policy and Resources Committee	6 September 2018
Subject: Revenue Outturn 2017/18	Public
Report of: The Town Clerk, the Chamberlain, the Remembrancer	For Information
Report Author: Laura Tuckey, Chamberlain's Department	

Summary

This report compares the revenue outturn for the services overseen by your Committee in 2017/18 with the final budget for the year. Overall, total net expenditure during the year was £22.394m, against the budget of was £23.841m representing an underspend of £1.447m (6% on revised budget), as summarised in the table below.

By Division of Service	Final Budget	Revenue Outturn	Variations Better/(Worse)
	£000	£000	£000
Community, Safety and Resilience (Inc. One Safe City Programme)	1,336	1,208	128
Communications	2,215	2,150	65
Economic Development	5,403	5,412	(9)
Grants and Contingencies	7,960	7,311	649
Remembrancer	6,101	5,722	379
Culture Mile	826	591	235
Division of Service Totals	23,841	22,394	1,447

The most significant reduced requirements within Grants and Contingencies were on underspends relating to Promoting the City which have been agreed to be carried forward into 2018/19 budgets (£63,000), underspends on the provision and agreed items in the Policy Initiatives Fund (£335,000) and Committee Contingency (£211,000), a delay in spending Culture Mile budgets (£235,000) and there was a reduced requirement in Remembrancer's (£380,000).

Your Committee has already agreed to carry forward the unspent balances on the Policy Initiatives Fund and Committee Contingency of £335,000 and £211,000 respectively. In addition, the Town Clerk and the Remembrancer put forward proposals to carry forward £408,000 and £152,000 respectively as detailed in paragraph 9. These proposals have been presented to the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee and all been approved bar one Town Clerk local risk carry forward proposal for £48,000.

Recommendations

It is recommended that this revenue outturn report for 2017/18 and the budgets carried forward to 2018/19 are noted.

Main Report

Budget Position for 2017/18

1. The 2017/18 original budget for the services overseen by your Committee was £19.745m as endorsed by the Court of Common Council in March 2017. This has subsequently been increased to a final budget of £23.841m. An analysis of the increase of £4.096m is provided in Appendix 1.

Revenue Outturn for 2017/18

2. The 2017/18 actual net expenditure for the services being reported to your Committee totalled £22.394m, an underspend of £1.447m compared to the budget of £23.841m. A comparison with the final budget for the year is set out in Appendix 2. The most significant variations were:
 3. Reduced net expenditure on Grants and Contingencies £649,000 primarily due to:
 - Unspent central risk provisions of £335,000 and £211,000 within the Policy Initiatives Fund and Committee Contingency respectively which your Committee, on 15 March 2018, agreed to carry forward; and
 - Unspent central risk provisions for Promoting the City of £63,000 relating to the implementation of a CRM system which has been agreed to be carried forward as detailed in appendix 3.
 4. Reduced net expenditure by the Remembrancer's Office of £379,000 largely in respect of: -
 - Lower expenditure than expected of £380,000 across various categories of corporate hospitality; and
 - Unspent local risk provisions of £20,000 for the hire of event seating which has been agreed to be carried forward and is further detailed in appendix 3.
 5. Reduced net expenditure on Culture Mile of £235,000 largely in respect of: -
 - Multiple unspent central risk provisions of £223,000 which have been agreed to carry forward into 2018/19 as detailed in appendix 3.
 6. Reduced net expenditure on Community, Safety and Resilience activities of £128,000 mainly as a result of: -
 - Unspent local risk provisions of £69,000 relating to regional emergency planning and supporting vulnerable individuals with the City of London Police which have been approved to carry forward into 2018/19 as detailed in appendix 3; and
 - Unspent Security Initiatives contingency budgets of £50,000.

Budgets Carried Forward to 2018/19

7. Chief Officers can request local risk underspends of up to 10% or £500,000 whichever is the lesser, to be carried forward, so long as the underspend is not clearly fortuitous, and the resources are required for a planned purpose. Such requests are considered by the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee.
8. Overspending is carried forward and recovered through reductions in 2018/19 budgets. The Economic Development Office had a local risk overspend of £24,000 on spend to save basis relating to restructuring. This overspend will be carried forward into 2018/19 reducing the budget by £24,000.
9. The Town Clerk has proposed to carry forward £122,000 local risk and £286,000 central risk underspend. The Remembrancer has proposed to carry forward £20,000 of their local risk underspends and £132,000 of their central risk underspends. Details of the use of the carry forwards are set out in Appendix 3.
10. The Remembrancer's Office has proposed to carry forward £132,000 of central risk underspends.
11. Of these proposals £74,000 local risk and £286,000 central risk for the Town Clerk's Department and £20,000 local risk and £132,000 central risk for the Remembrancer's Office have been agreed by the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee and the 2018/19 budgets increased accordingly.

Appendices

- Appendix 1 – Analysis of movements from the 2017/18 Original Budget to 2017/18 Final Budget
- Appendix 2 – Comparison of 2017/18 Revenue Outturn against Final Budget
- Appendix 3 – Carry forward requests

Contact Officers:

Laura Tuckey - Chamberlain's Department
<mailto:laura.tuckey@cityoflondon.gov.uk>

Sarah Blogg - Town Clerk's Department
<mailto:sarah.blogg@cityoflondon.gov.uk>

Margaret Pooley - Remembrancer's Office
<mailto:margaret.pooley@cityoflondon.gov.uk>

APPENDIX 1

Analysis of movements 2017/18 Original Budget to Final Budget	£000
Original Local Risk Budget (Town Clerk)	7,209
Local Risk carry forward from Town Clerk's underspend in 2016/17	373
Net other movements including Contribution Pay & Redundancy/Early Retirement Costs	142
Final Local Risk Budget (Town Clerk)	7,724
Original Local Risk Budget (Remembrancer)	1,150
Net other movements including contribution pay adjustment	37
Final Local Risk Budget (Remembrancer)	1,187
Original Local Risk Budget (Culture Mile)	0
Budget moved from City Cash Finance to City Fund Policy and Resources at the end of the financial year.	169
Final Central Risk Budget (Culture Mile)	169
Original Central Risk Budget (Town Clerk)	4,646
Central Risk carry forward from Town Clerk's underspend in 2016/17	415
Central Risk carry forward from Policy Initiatives Fund 2016/17	110
Central Risk carry forward from Committee Contingency 2016/17	302
Increase of Supplementary Revenue Projects	2233
Allocations from Policy Initiatives Fund to other Committees/areas	-60
One Safe City Programme carry forward	357
Net other movements	18
Final Central Risk Budget (Town Clerk)	8,021
Original Central Risk Budget (Remembrancer)	1,301
No change to budget	0
Final Central Risk Budget (Remembrancer)	1,301
Original Central Risk Budget (Culture Mile)	0
Budget moved from City Cash Finance to City Fund Policy and Resources at the end of the financial year.	657
Final Central Risk Budget (Culture Mile)	657
Original Support Services and Capital Charges Budget	5,439
Net movements	-657
Final Support Services and Capital Charges Budget	4,782
Total Original Budget	19,745
Total increase	4,096
Total Final Budget	23,841

APPENDIX 2

Comparison of 2017/18 Revenue Outturn with Final Budget				
By Chief Officer	Original Budget	Final Budget	Revenue Outturn	Variations Better/ (Worse)
	£000	£000	£000	£000
Local Risk				
The Town Clerk	7,209	7,724	7,617	107
The Remembrancer	1,150	1,187	1,211	(24)
Culture Mile	0	169	121	48
Total Local Risk	8,359	9,080	8,949	131
Central Risk				
The Town Clerk	4,646	8,021	7,276	745
The Remembrancer	1,301	1,301	902	399
Culture Mile	0	891	470	421
Total Central Risk	5,947	10,213	8,648	1,565
Support Services & Capital Charges	5,439	4,782	4,797	(15)
Committee Totals	19,745	24,075	22,394	1,681
By Division of Service				
Community, Safety and Resilience (Inc. One Safe City Programme)	868	1,336	1,208	128
Communications	1,905	2,215	2,150	65
Economic Development	5,269	5,403	5,412	(9)
Grants and Contingencies	4,922	7,960	7,311	649
Remembrancer	6,781	6,101	5,722	379
Culture Mile	0	1,060	591	469
Division of Service Totals	19,745	24,075	22,394	1,681

Carry forwards By Chief Officer	£000
<p>Town Clerk Local Risk</p> <p><u>Community, Safety & Resilience</u></p> <p>An agreement between COLP and COL is in place to improve the joint support of vulnerable people and this has resulted in COLP and COL jointly funding a post. Recruitment was delayed through the desire to agree a joint specification and it will now be filled from July 2018. Carry forward is requested to enable recruitment and funding of this post.</p> <p>The COL currently provides £15,000 of funding to regional Emergency Planning, which helps support a new centralised resource working directly for the Local Authority Panel which is chaired by the Town Clerk. Policy & Resources agreed in April 2018 that we would be the London lead and increased funding to £30,000 pa. The £15,000 pa increase in request from carry forward this year and a request for base budget adjustment will be submitted for future years.</p> <p><u>Communications</u></p> <p>Further development to Project Vision, the organisation's corporate project management software, was planned to be carried out in 17/18, however this was delayed to align with the programme of work underway to review the organisation's approach to project management. As the corporate project management tool, this is used for central reporting and is a key part of the review. The development work seeks to bring closer alignment between the software and our revised project management business processes.</p> <p>There is currently a discrepancy between the salary for the Strategic Security Director's post and the base budget uplift for the forthcoming financial year. A carry forward is therefore requested for 2018/2019 to cover this discrepancy and a request for a base budget adjustment will be submitted for future years to resolve the issue.</p> <p>Central Risk</p> <p><u>Grants and Contingencies</u></p> <p>Implement a new CRM for strategic engagement (expected IT delivery in Summer) and events (expected IT delivery in Autumn). This is to bring in the additional skills and support needed to prepare for implementation (e.g. developing training), and implement, including policy development, training and data migration. This funding is necessary but not sufficient to complete these tasks and we are requesting further funding to do so.</p>	<p>54</p> <p>15</p> <p>5</p> <p>48</p> <p>63</p>

<u>Culture Mile</u>	
Research and Evaluation Fund - To fund research and evaluation projects to support and demonstrate the opportunities and impacts of Culture Mile which were not started due to timing issues in 2017/18 - i.e. the unsuccessful bid to the GLA for funding for a feasibility study exploring the pros/cons of making Culture Mile a Creative Enterprise Zone	80
Office Relocation Costs - Funds to support move of Culture Mile central team and associated costs	6
Stakeholder costs - Funds to support stakeholder engagement across Culture Mile Inc. high level political engagement with other London Boroughs	20
Look and Feel Strategy - Remainder of funds to complete the Culture Mile Look and Feel Strategy - committed funding and due for completion by August 2018	37
North South Link Strategic Work - Work to support the north south link from Tate Modern to St Paul's and into Culture Mile - was not started in 2017-18 due to time constraint	50
West Smithfield Strategic Work - Strategy work to support the future public realm in the West Smithfield area - not started in 17/18 due to timing constraints	30
Total Town Clerk	408

Carry forwards By Chief Officer	£000
<u>Remembrancer</u>	
Local Risk	
For the hire of chairs for use at large high profile events within the Guildhall, owing to health and safety concerns over the City Surveyor's existing stock.	20
Central Risk	
For various hospitality and events which are anticipated or which may take place during the coming year.	132
Total Remembrancer's	152