

Committee(s):	Date(s):
Establishment Committee	16 September 2016
Subject: Revenue Outturn 2015/16	Public
Report of: The Town Clerk, the Chamberlain, the Comptroller and City Solicitor	For Information
Report Author: Ray Green, Chamberlain's Department	

Summary

This report compares the revenue outturn for the services overseen by your Committee in 2015/16 with the final budget for the year. Overall total net expenditure during the year was £10.934m, whereas the budget was £11.699m, representing an underspend of £765,000 as summarised below.

	Final Budget £000	Revenue Outturn £000	Variations Worse/(Better) £000
Chief Officer			
The Town Clerk	7,218	7,013	(205)
The Comptroller and City Solicitor	2,932	2,438	(494)
Total Chief Officer	10,150	9,451	(699)
Support Services	1,549	1,483	(66)
Net Expenditure	11,699	10,934	(765)

The better than budget position mainly relates to lower than anticipated expenditure on employees and communications and computing, together with additional income (further details can be found in paragraphs 2 and 3 of the main report).

The Town Clerk proposed to carry forward £197,000 of his £205,000 underspend and the Comptroller and City Solicitor proposed to carry forward £165,000 of his £494,000 underspend. These proposals have been agreed by the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee and have been added to budgets for 2016/17.

Recommendations

It is recommended that this revenue outturn report for 2015/16 and the budgets carried forward to 2016/17 are noted.

Main Report

Revenue Outturn for 2015/16

1. As indicated in the table in the summary, actual net expenditure for your Committee's services during 2015/16 totalled £10.934m compared to a budget of £11.699m, an underspend of £765,000.

Town Clerk - £205,000 reduced requirement

2. Expenditure on employees was £108,000 lower than anticipated, due to vacancies within Corporate HR and Policy and Democratic Services. Most of these vacancies have been held open anticipating reductions required by the Service Based Review savings programme. In addition, there was reduced expenditure of £97,000 on a number of operational expenditure budgets, principally professional fees and services related to a series of projects including consultancy costs for HR that have been deferred into the 2016/17 financial year. Of the total reduced requirement, £197,000 has been approved to be carried forward (see Appendix 1) in accordance with agreed processes, including consultation with relevant Chairmen.

Comptroller and City Solicitor - £494,000 reduced requirement

3. The reduced requirement was due to:
 - the level of income received from fee earning property work was £300,000 above budget;
 - there were reduced requirements of £180,000 in relation to various operational expenditure budgets, principally communications and computing costs of which £130,000 has been deferred into the 2016/17 financial year. This £130,000 has been approved for carry forward together with £35,000 for a trainee solicitor post (see Appendix 1); and
 - a reduction in employee costs of £14,000 as a result of higher than anticipated vacancies.

Carry Forwards to 2016/17

4. In relation to their cash limited budgets, Chief Officers can request up to 10% of the total underspend or £500,000 (whichever is the lesser) to be carried forward provided the underspending is not 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.
5. Overspendings are carried forward in full to be met from agreed 2016/17 budgets. However, there are no such overspends in relation to the services overseen by the Establishment Committee.

6. The Town Clerk and the Comptroller and City Solicitor proposed to carry forward £197,000 and £165,000 of their respective underspends. Details of the use of the carry forwards are set out in Appendix 1.
7. These proposals have been agreed and the 2016/17 budgets increased accordingly.

Peter Kane
Chamberlain

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APPENDIX 1

Approved carry forwards	£000
<u>The Town Clerk</u>	
Funding for consultancy services to provide a full review of the current HR service. This has been delayed by the legal process.	90
Funding for the development of Modules within City People that form part of the agreed SBR savings planned for 2017-18. The project has been delayed due to problems rolling out internet explorer IE11.	34
Funding for 'Learning Pool' the City's Learning Management System which has been delayed due to the absence of a key member of staff.	60
Funding for the enhancement of Learning and Development facilities in the Corporate Training room which has been delayed due to technical issues around the use of IT equipment.	13
Total Town Clerk	197
<u>The Comptroller and City Solicitor</u>	
The Department has an objective in its 2016/19 Business Plan to 'Complete a major Information Management Project'. On the 4 February 2016, the Corporate Projects Board approved a proposal to implement a replacement information management system.	130
A fixed term trainee Solicitor post.	35
Total Comptroller and City Solicitor	165