

Committee:	Date:
Policy and Resources Committee	16 th September 2021
Subject: Revenue Outturn 2020/21	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	N/A
Does this proposal require extra revenue and/or capital spending?	No
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 2020/21 with the final budget for the year. Overall, total net expenditure during the year was £24.488m, against the budget of £27.976m representing an underspend of £3.488m (12% on revised budget), as summarised in the table below.

By Division of Service	Original Budget	Final Budget	Revenue Outturn	Variations Better/(Worse) against Final Budget
	£000	£000	£000	£000
Community, Safety and Resilience	798	627	525	102
Communications	2,172	2,449	2,346	103
Innovation and Growth	6,259	6,871	6,862	9
Grants and Contingencies	6,015	7,437	5,185	2,252
Charities	164	222	160	62
Remembrancer	2,694	2,806	2,036	770
City Surveyors	0	600	497	103
Culture Mile	(52)	956	913	43
Support Costs	5,933	6,008	5,964	44
Division of Service Totals	23,983	27,976	24,488	3,488

The most significant of the reduced requirements were within Grants and Contingencies and related to; underspends on unused provisions and agreed carry forward contingency balances (£2.222m) and underspends on events that have been cancelled due to COVID within Remembrancers (£770k).

Your Committee has carry forwards of £2.431m which are mainly in relation to your Committees unspent/committed Contingency funds that the Chamberlain in consultation with the Chair and Deputy Chair of the Resource Allocation Sub Committee have approved as detailed in paragraph 10.

Recommendations

It is recommended that this revenue outturn report for 2020/21 and the budgets carried forward to 2021/22 are noted.

Main Report

Budget Position for 2020/21

1. The 2020/21 original budget for the services overseen by your Committee was £23.983m as endorsed by the Court of Common Council in March 2020. This was subsequently increased to a final budget of £27.976m. An analysis of the increase of £3.993m is provided in Appendix 1.

Revenue Outturn for 2020/21

2. The 2020/21 actual net expenditure for the services being reported to your Committee totalled £24.488m, an underspend of £3.488m compared to the budget of £27.976m. 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 £2,252k primarily due to:
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 - Unspent central risk provisions within the COVID Contingency Fund (£480k), Policy Initiatives Fund (£1,005k), Committee Contingency (£384k), and the Project Reserve (£353k) which have been agreed to be carried forward. These underspends are mainly due to cancelled or delayed events due to the COVID pandemic which will be returned to the respective fund or reorganised for when they are able to take place.
4. Decreased net expenditure for the Remembrancer's Department of £770k largely in respect of:
 - Underspends due to the inability to hold physical hospitality events during the year due to COVID restrictions.
5. Reduced net expenditure on City Surveyors Major Projects of £103k mainly due to:
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 - Underspends on salaries due to challenges in filling posts during the COVID pandemic.
6. Reduced net expenditure on Communications activities of £103k mainly as a result of:
 -
 - Underspends due to COVID of £76k due to cancellations of attendance of events as well as catering costs for events hosted by CoL. There have been additional savings due to COVID of £14k that relate to savings made on printing services.

7. Reduced net expenditure on Community, Safety and Resilience activities of £102k mainly as a result of: -
- £35k of salary underspends due to vacancies arising throughout the year and being held due to the recruitment moratorium.
 - Unspent Security Initiatives Contingency of £24k; and
 - Underspends due to COVID of £28k relating to travel, in house printing costs, catering and consultant fees.

Budgets Carried Forward to 2020/21

8. 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. These thresholds apply to Chief Officer's total local risk budgets and many Chief Officers manage services overseen by a number of committees. Consequently, the outturn on services overseen by one committee may not represent the total position for a Chief Officer. Requests for carry forwards are considered by the Chamberlain in consultation with the Chair and Deputy Chair of the Resource Allocation Sub Committee.
9. Overspending is carried forward and recovered through reductions in 2021/22 budgets. There has been no local risk overspends this financial year.
10. The Chamberlain in consultation with the Chair and Deputy Chair of the Resource Allocation Sub Committee have agreed to carry forward £2,431k central risk underspend (Contingency balances £2,223k, Culture Mile £139k and Promoting the City activities £45k). Details of the use of the carry forwards are set out in Appendix 3. These budgets will be increased accordingly.

Appendices

- Appendix 1 – Analysis of movements from the 2020/21 Original Budget to 2020/21 Final Budget
- Appendix 2 – Comparison of 2020/21 Revenue Outturn against Final Budget
- Appendix 3 – Carry forward requests

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APPENDIX 1

Analysis of movements 2020/21 Original Budget to Final Budget	£000
Original Local Risk Budget (Town Clerk)	9,398
Local Risk carry forward from Town Clerk's underspend in 2019/20	298
Net other movements including Contribution Pay & Redundancy/Early Retirement Costs	65
Transfer of Community Safety team to Community and Children's services	(226)
Transfer from COVID Contingency to cover approved COVID bids	218
Transfers from P&R Contingency to cover approved Contingency bids	200
Transfers from Policy Initiative Fund to cover approved PIF bids	100
Final Local Risk Budget (Town Clerk)	10,053
Original Local Risk Budget (Remembrancer)	1,375
Net other movements including Contribution Pay & Redundancy/Early Retirement Costs	9
Final Local Risk Budget (Remembrancer)	1,384
Original Central Risk Budget (Town Clerk)	6,010
COVID Contingency Fund carry forward from 2019/20	1,500
Policy Initiatives Fund carry forward from 2019/20	719
Brexit Contingency Fund carry forward from 2019/20	413
Committee Contingency carry forward from 2019/20	310
Project Reserve carry forward from 2019/20	15
Central Risk carry forward from Town Clerk's underspend in 2019/20	100
Priority Investment Pot Bids carry forward from 2019/20	86
Net other movements including Contribution Pay & Redundancy/Early Retirement Costs	20
Transfer of COVID Contingency budgets to cover department spend on approved COVID bids	(1,490)
Transfer of Policy Initiative Fund budgets to cover department spend on approved PIF bids	(430)
Transfer of P&R Contingency budgets to cover department spend on approved Contingency bids	(200)
Increase of SRP Capital budgets (website costs)	85
Increase relating to CIL budgets	265
Heart of the City budget uplift	202
Transfer of Community Safety team to Community and Children's services	(78)
Pension strain cost budget uplift	26
Final Central Risk Budget (Town Clerk)	7,553
Original Central Risk Budget (Remembrancer)	1,319
Increase of Capital budgets	103
Final Central Risk Budget (Remembrancer)	1,422
Original Central Risk Budget (City Surveyors)	0
Budget creation	600
Final Central Risk Budget (City Surveyors)	600
Original Central Risk Budget (Culture Mile)	(52)
Agreed 1 year budget funding	1,000
Net other movements including Contribution Pay & Redundancy/Early Retirement Costs	2
Budget transfer from City Carers Community	6
Final Central Risk Budget (Culture Mile)	956
Original Support Services and Capital Charges Budget	5,933
Net movements	75
Final Support Services and Capital Charges Budget	6,008
Total Original Budget	23,983
Total increase	3,993
Total Final Budget	27,976

APPENDIX 2

Comparison of 2020/21 Revenue Outturn with Final Budget				
By Chief Officer	Original Budget £000	Final Budget £000	Revenue Outturn £000	Variations Better/ (Worse) £000
Local Risk				
The Town Clerk	9,398	10,053	9,743	310
The Remembrancer	1,375	1,384	1,281	103
City Surveyors	0	0	0	0
Culture Mile	0	0	0	0
Total Local Risk	10,773	11,437	11,024	413
Central Risk				
The Town Clerk	6,010	7,553	5,335	2,218
The Remembrancer	1,319	1,422	755	667
City Surveyors	0	600	497	103
Culture Mile	(52)	956	913	43
Total Central Risk	7,277	10,531	7,500	3,031
Support Services & Capital Charges	5,933	6,008	5,964	44
Committee Totals	23,983	27,976	24,488	3,488
By Division of Service				
Community, Safety and Resilience	798	627	525	102
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Carry forwards By Chief Officer	£000
Central Risk	
<u>Grants and Contingencies</u>	
Policy Initiative Fund: - This carry forward is due to agreed bids which have not been fully spent and completed in 2020/21 and any uncommitted balances which have been rolled forwards.	1,005
COVID Contingency Fund: - This carry forward is due to agreed bids which have not been fully spent and completed in 2020/21 and any uncommitted balances which have been rolled forwards.	480
Policy and Resources Contingency Fund: - This carry forward is due to agreed bids which have not been fully spent and completed in 2020/21 and any uncommitted balances which have been rolled forwards.	384
Policy and Resources Project Reserve: - This carry forward is due to agreed bids which have not been fully spent and completed in 2020/21 and any uncommitted balances which have been rolled forwards.	354
Institute for Government Green Recovery Roundtable and Panel Event - We held initial discussions with the Institute for Government about a partnership to hold a private roundtable and a public panel event back in May 2020 with a view to holding the events in that financial year. However, due to a variety of delays caused in part by the COVID pandemic we were not able to finalise the agreement on the events until March 2021. The roundtable is taking place in April. The subject matter for this has been agreed and invitations have been sent out. The panel event will be taking place in the summer.	19
Centre for Policy Studies roundtable An influential American academic and political strategist was due to be coming to the UK in March 2021 to work with the Centre for Policy Studies, and CPR had requested we explore the possibility of holding a roundtable with him on US politics as part of his visit. A discussion was held with CPS about this in November 2020. Unfortunately the increase in COVID cases in late 2020 and the reintroduction of restrictions has meant that he delayed his visit to the UK and the roundtable was not able to take place at the planned time. He is now due to come to the UK shortly and discussions are being held about holding this event in the coming weeks.	15
Onward Levelling Up Event - This event is part of a series of virtual events being held in the first half of 2021 on the subject of Levelling Up. We agreed in principle in December 2020 to be the sponsor of one of the events on the assumption that it would take place in that financial year. However, the event was delayed because the announcement of the roadmap out of lockdown offered more opportunities for engagement with Government Ministers and other key figures.	11
<u>Culture Mile</u>	
To support the transition of Culture Mile to a mixed economy business model, principally through convening a new business partnership and campaigning for a Business Improvement District, in 21/22. Carry forward proposals from the previous year's Outdoor Arts budget and the Culture Mile core revenue budget were approved by Policy & Resources Committee on Jan 21st 2021.	139
<u>Community, Safety and Resilience</u>	
Priority Investment Pot - Improving the Response to Anti-Social Behaviour	24
Total Town Clerk	2,431