

Committee:	Date:
Establishment Committee	8 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 Comptroller and City Solicitor	For Information
Report Author: Laura Tuckey, Senior Accountant, 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 £10.029m whereas the budget was £10.180m representing an underspend of £151,000 as summarised below.

	Original Budget	Final Budget	Revenue Outturn	Variations Better/(Worse) against Final Budget
	£'000	£'000	£'000	£'000
Chief Officer				
Total Town Clerk	7,021	7,039	6,627	412
Total Comptroller and City Solicitor	645	1,204	1,347	(143)
Total Chief Officer	7,666	8,243	7,974	(269)
Support Services	1,933	1,937	2,055	(118)
Net Expenditure	9,599	10,180	10,029	151

The better than budget position mainly relates to local risk underspends due to savings that have arisen through vacancies and cancellation of events due to COVID (further details can be found in paragraphs 3 and 6 of the main report).

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 £9.599m as endorsed by the Court of Common Council in March 2020. This has subsequently been increased to a final budget of £10.180m. An analysis of the increase of £581,000 is provided in Appendix 1.

Revenue Outturn for 2020-21

2. As indicated in the table in the summary, actual net expenditure for your Committee's services during 2020-21 totalled £10.029m compared to a budget of £10.180m, resulting in an underspend of £151,000.

Town Clerk - £412,000 decreased net requirement

3. The decreased requirement of £412,000 is comprised of underspends of £276,000 on local risk and underspends of £136,000 on central risk. A breakdown of local and central risk spend is shown in Appendix 2.
4. The reduced local risk requirement of £276,000 was largely due to:
 - Underspends against salary budgets which came to £228,000 which have arisen due to vacancies and delays in recruitment. This underspend represents 3% of the total Town Clerk's salary budget.
5. The decreased central risk requirement of £136,000 is mainly due to:
 - An underspend of £72,000 due to the pensioners and staff Christmas lunches being cancelled due to COVID;
 - Underspends against the Childcare Voucher Scheme of £32,000 due to the scheme being closed to new applicants since October 2018;
 - An underspend of £16,000 due to Contingencies not being required in the financial year; and
 - An underspend of £11,000 relating to computer licences costs coming under expected budgets.

Comptroller and City Solicitor - £143,000 increased net requirement.

6. The increased net requirement of £143,000 is comprised of underspends of £6,000 on local risk against an under recovery of income against a budget of £149,000 on central risk as shown in Appendix 2.
7. The Local Risk underspend of £6,000 was due to:

- Underspends on salary budgets which arose throughout the year due to vacancies and delays in recruitment.
8. The Central Risk worse than budget outcome of £149,000 was due to:
- A reduction in property related legal fee income that has resulted in a worse than budget position of £149,000. This was due to a reduced number of property transactions as a result of market conditions which have been adverse due to the COVID pandemic.

Carry Forwards to 2021-22

9. 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 amount) to be carried forward provided the underspending is not 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 Chairman and Deputy Chairman of the Resource Allocation Sub Committee.
10. Local Risk overspends are carried forward in full to be met from agreed 2021-22 budgets. However, there are no such overspends in relation to the services overseen by the Establishment Committee.
11. No carry forward submissions have been submitted for approval to the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee.

Appendices

- Appendix 1 – Analysis of movements from 2020-21 Original Budget to 2020-21 Final Budget
- Appendix 2 – Local & Central Risk Breakdown

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APPENDIX 1

Analysis of movements 2020-21 Original Budget to Final Budget	£000
Original Local Risk Budget (Town Clerk)	6,536
Local Risk carry forward from Town Clerk's underspend in 2019/20	32
Contribution Pay & Pension Increases & Honorariums	58
Equalities & Inclusion post transferred from Comm & Children Services 0.4fte	23
Fundamental Review Bid Removal as superseded by capital bid: - Introducing technology to enable recording, transcribing and live streaming of meetings	(20)
Final Local Risk Budget (Town Clerk)	6,629
Original Local Risk Budget (Comptroller and City Solicitor)	845
Contribution Pay & Pension Increases & Honorariums	52
Budget increase to alleviate COVID strain on income generation	420
Final Local Risk Budget (Comptroller and City Solicitor)	1,317
Original Central Risk Budget (Town Clerk)	485
Pension strain budget uplift in relation to flexible retirement	124
Removal of capital budget which should be coded else where	(47)
Transfer of budget for Benefit in Kind payments to Finance Committee	(152)
Final Central Risk Budget (Town Clerk)	410
Original Central Risk Budget (Comptroller and City Solicitor)	(200)
Pension strain budget uplift in relation to flexible retirement	87
Final Central Risk Budget (Comptroller and City Solicitor)	(113)
Original Support Services and Capital Charges Budget	1,933
Net movements	4
Final Support Services and Capital Charges Budget	1,937
Total Original Budget	9,599
Total increase	581
Total Final Budget	10,180

APPENDIX 2

Local and Central Risk Budget Breakdown				
	Original Budget	Final Budget	Revenue Outturn	Variations Worse/(Better) against Final Budget
	£000	£000	£000	£000
Chief Officer				
Local Risk				
The Town Clerk	6,536	6,629	6,353	(276)
The Comptroller and City Solicitor	845	1,317	1,311	(6)
Total Local Risk	7,381	7,946	7,664	(282)
Central Risk				
The Town Clerk	485	410	274	(136)
The Comptroller and City Solicitor	(200)	(113)	36	149
Total Central Risk	285	297	310	13
Total Town Clerk	7,021	7,039	6,627	(412)
Total Comptroller and City Solicitor	645	1,204	1,347	143
Total Chief Officer	7,666	8,243	7,974	(269)
Support Services	1,933	1,937	2,055	118
Net Expenditure	9,599	10,180	10,029	(151)