

# Emergency Planning Shared Service Joint Committee – Rotherham and Sheffield

Monday 21 March 2016

Rotherham Town Hall

## Purpose of paper:

To provide the Joint Committee members with the financial outturn budget for the Emergency Planning Shared Service for 2014/15 and carry forward, as well as forecast position for 2015/16. A summary is attached at Appendix A.

## Background information:

The Shared Service was established in June 2011, with a budget allocation of £456,642, funding divided by Sheffield CC and Rotherham MBC based on relative populations of both areas (as is done in other areas e.g. Cleveland). This meant that Sheffield contributed 68% of the funding and Rotherham 32%.

Since 2011, the overall budget has decreased year on year (to contribute to the financial challenges placed on both Local Authorities) in line with agreed reductions, in summary:

- 2012/13 – overall budget allocation £407,054 (10% reduction)
- 2013/14 – overall budget allocation £349,331 (15% reduction)
- 2014/15 – overall budget allocation £334,830 (5% reduction)
- 2015/16 – overall budget allocation £333,060 (0.5% reduction)

Unfortunately given that the joint committee was unable to meet since January 2015, it has not been possible to present the 2014/15 position.

## Key Issues

### 2014/15

The Shared Service commenced the year with an opening balance of £37,791 (i.e. an under spend brought forward from previous year).

The main items of variation in 2014/15 to note were:

- £3,128 saving on training costs and other non-direct employee costs
- £2,454 reduced design and printing requirement
- £6,327 lower than anticipated charges by Rotherham Council's support services for computing and communications
- £4,572 higher than anticipated costs for Rotherham payroll staff
- £6,023 less than anticipated for Sheffield payroll staff

As a consequence, at the end of 2014/15, the service has a cumulative balance (underspend) of £56,207.

### 2015/16

The main variations during 2015/16 to note include

- £5k Lower spending on staff training; although it should be noted this isn't recommended as sustainable
- £40k lower staffing costs given retirement of two members of staff mid-year and Maternity leave, and associated honorarium payment

- £6.5k additional costs to SY Local Resilience Forum secretariat

As a consequence, the cumulative carry forward is forecast to increase to £90,829.

Going forward it is anticipated the service will be required to make additional savings, and have indicated they support the carrying forward of the cumulative budget to assist in reducing the impact of this. Given the comparable benchmark information, the service continues to deliver value for money, but could not maintain its current capacity and workload without the support of the carry forward.

**Conclusion:**

The Service continues to manage its budget carefully and effectively.

The cumulative carry forward within the service at 31<sup>st</sup> March 2015 was £56,207 and is forecast to be £90,829 at March 2016.

**Recommendations:**

Joint Committee Members to agree the proposal to carry forward the cumulative balance (note the stated position above is a forecast outturn at this stage).

**Outturn position 2014/15**

**CARRY FORWARD**

Sheffield	-25,621
Rotherham	-12,170
<b>BALANCE BROUGHT FORWARD</b>	<b>-37,791</b>

Description	14/15 Budget	14/15 Outturn	Variance
Basic Pay-General Staff	139,947	140,478	531
NI-General Staff	10,426	11,580	1,154
Superann-General Staff	27,290	29,876	2,586
Sick Pay-General Staff	0	0	0
General Employee Expenses - Salaries	<b>177,663</b>	<b>181,935</b>	<b>4,272</b>
Training	5,000	2,589	-2,411
Other Pay-General Staff	13,635	12,837	-798
Redundancy Pay	0	0	0
Other Indirect Employee Expenses		81	81
Indirect Employee Expenses	<b>18,635</b>	<b>15,507</b>	<b>-3,128</b>
Staffing Costs – SCC Payroll	<b>118,528</b>	<b>112,505</b>	<b>-6,023</b>
<b>EMPLOYEE EXPENSES - TOTAL</b>	<b>314,826</b>	<b>309,947</b>	<b>-4,879</b>

Vehicle Repairs & Maintenance	0	0	0
Car Allowances	500	286	-214
Public Transport Expenses	1,000	444	-556
<b>TRANSPORT EXPENSES - TOTAL</b>	<b>1,500</b>	<b>730</b>	<b>-770</b>

Equipment Furniture and Materials	3,250	48	-3,202
Printing Stationery and General	3,000	546	-2,454
Communications and Computing	11,800	5,473	-6,327
Central and Miscellaneous Expenses Other	14,386	1,582	-12,804
<b>SUPPLIES AND SERVICES - TOTAL</b>	<b>32,436</b>	<b>7,649</b>	<b>-24,787</b>

<b>GROSS EXPENDITURE TOTAL</b>	<b>348,762</b>	<b>318,326</b>	<b>-30,436</b>
<b>GROSS INCOME</b>	<b>-227,000</b>	<b>-252,771</b>	<b>-25,771</b>

**NET OVER / (UNDERSPEND) INT THE YEAR** **-56,207**

**CARRY FORWARD**

Sheffield	-36,947
Rotherham	-19,260
	<b>-56,207</b>

**BUDGET SPLIT**

Sheffield	227,000
Rotherham	107,830

Carry forward / Additional budget allocation RMBC re: Pay Award	13,932
	<b>348,762</b>

**Forecast outturn position 2015/16**

**CARRY FORWARD FROM 2014/15**

Sheffield	-36,947
Rotherham	-19,260
<b>BALANCE BROUGHT FORWARD</b>	<b>-56,207</b>

Description	<u>2015/16 Budget</u>	<u>2015/16 Forecast</u>	<u>Variance</u>
Basic Pay-General Staff	144,171	106,404	-37,767
Mat/Pat/Ad-General Staff	0	3,462	3,462
NI-General Staff	10,803	9,288	-1,515
Superann-General Staff	29,843	26,680	-3,163
Sick Pay-General Staff	0	0	0
<b>General Employee Expenses - Salaries</b>	<b>184,817</b>	<b>145,834</b>	<b>-38,983</b>
CRB Check	0	694	694
Clothing & Uniform	0	88	88
Training	5,000	350	-4,650
Other Pay-General Staff	14,100	13,089	-1,011
Redundancy Pay	0	0	0
Other Indirect Employee Expenses	0	10	10
<b>Indirect Employee Expenses</b>	<b>19,100</b>	<b>14,231</b>	<b>-4,869</b>
<b>Staffing Costs - SCC</b>	<b>96,792</b>	<b>96,792</b>	<b>0</b>
<b>EMPLOYEE EXPENSES - TOTAL</b>	<b>300,709</b>	<b>256,857</b>	<b>-43,852</b>

Vehicle Repairs & Maintenance	0	0	0
Car Allowances	500	162	-338
Public Transport Expenses	1,000	725	-275
<b>TRANSPORT EXPENSES - TOTAL</b>	<b>1,500</b>	<b>887</b>	<b>-613</b>

Equipment Furniture and Materials	2,608	95	-2,513
Printing Stationery and General	3,000	682	-2,318
Communications and Computing	9,117	5,971	-3,146
Central and Miscellaneous Expenses Other	72,333	33,946	-38,387
<b>SUPPLIES AND SERVICES - TOTAL</b>	<b>87,058</b>	<b>40,694</b>	<b>-46,364</b>

<b>GROSS EXPENDITURE TOTAL</b>	<b>389,267</b>	<b>298,438</b>	<b>-90,829</b>
<b>GROSS INCOME</b>	<b>-262,747</b>	<b>-200,983</b>	<b>61,764</b>

**NET OVER / (UNDERSPEND) IN THE YEAR** **-29,065**

**CARRY FORWARD**

Sheffield	-61,764
Rotherham	-29,065
	<b>-90,829</b>

**BUDGET SPLIT**

Sheffield	225,800	
Rotherham	107,260	
2014/15 Carry forward	56,207	(£36,947 SCC, £19,260 RMBC)
	<b>389,267</b>	