

Emergency Planning Shared Service Joint Committee – Rotherham and Sheffield

3 November 2016

Financial Management

1. Purpose of paper:

To provide Joint Committee members with an in year (as at period 6) budget forecast for 2016/17. Attached at Appendix A is a summary breakdown.

This committee will continue to receive regular reports which will provide updated forecast out turn position statements, as well as an explanation of any significant budget variations or financial issues arising.

2. Background information:

In line with the Emergency Planning Shared Service legal agreement, the annual budget meeting (which may be combined with the annual general meeting) must be held before 31st December in each year. Amongst other things, the budget meeting shall propose options for the proposed revenue and capital budgets for the following financial year (being the 1st of April to the 31st March), which shall then be presented to the Executives of the Councils.

This financial year, the contribution split has changed from the original 68 / 32% split (Sheffield CC / Rotherham MBC respectively and based on price per population head as in other shared service models) to 65% / 35%.

3. Key issues:

3.1 Underspend

The Shared Service has successfully managed its budget since its creation, accumulating an earmarked balance of underspent monies, which the joint committee have agreed to carry forward previously.

Proposals to utilise these monies going forward include the following examples as well as some minor in service demands:

- Training needs in a number of areas, for both team members and a small number of response and recovery officers across both authorities as this has been deprived over the last few years and is required to future proof the service. Training needs include; Loggist training for gold support officers, communications awareness for first responders, Exercise design and delivery and Business Continuity auditor for example
- Outstanding need to communicate with specific community groups re threats and risks (i.e. Reservoir Inundation)
- Offset the impact of any further budget reductions made to the shared service

budget

- Update the Emergency Planning Incident Management System (EPIMS) – utilised in the event of an emergency to record information and tasking; in line with new national developments (i.e. the use of Resilience Direct), our internal system will require some updating and refresh of content to remain in line as well as advances with technologies
- Development and introduction of e-Learning and other innovative training delivery models; required in recognition of the reduced availability of resources; notwithstanding the great importance of retaining a trained, and exercised response and recovery capability
- PPE – need for additional (as additional Forward Liaison Officers are to be recruited in each organisation) as well as some of the existing equipment nearing its shelf life

3.2 2016/17 forecast outturn

As reported at Appendix A; a favourable outturn position is forecast. This is in the main accountable to the current vacancy within the service – an agreement to fill this post is pending. As with previous year, it is proposed that any favourable variance is transferred to the underspend monies, to support future service delivery, as well as to fund the projects service needs as outlined above.

3.3 2017/18 Budget Allocations

In line with medium and long terms financial strategies of both councils, responsible officers to collectively discuss future budget allocations and make recommendations thereafter

4. Recommendations:

Members note the content of the report and approve the transfer of favourable outturn budget to the underspends

Appendix A - Summary Breakdown

Detail Code 0 - Emergency Planning		Full Year Information			
		Current Full Year Budget	Actual plus Cmits	Budget Operator Forecast	Full Year Variance
10101	Basic Pay-General Staff	143,205	48,477	113,086	-30,119
10104	Basic Pay-Schl Support Staff	0	0	0	0
10201	Mat/Pat/Ad-General Staff	0	97	97	97
10401	Other Pay-General Staff	14,101	6,635	13,535	-566
10501	NI-General Staff	14,534	5,576	12,765	-1,769
10601	Superann-General Staff	30,073	12,342	27,302	-2,771
	Total Direct Employee Costs	201,913	73,128	166,784	-35,129
15030	Honorarium Payment	0	378	378	378
16060	Training	5,000	666	4,500	-500
	Total Direct Employee Costs	5,000	1,044	4,878	-122
21040	Repairs, Alteratns & Maint'Nce	0	25	25	25
	Total Premises Related Costs	0	25	25	25
25040	Car Allowances	500	0	150	-350
25050	Public Transport Expenses	1,000	67	1,000	0
	Total Transport Related Costs	1,500	67	1,150	-350
30040	Books	63	66	66	3
30060	Materials/Consumables General	150	0	126	-24
30070	Equipment Other	3,000	52	3,000	0
30080	Equipment Purchase	0	24	24	24
30200	Catering Equipment-Purchase	20	0	20	0
30220	Food For Catering	120	0	0	-120
30300	Clothing & Uniforms	500	0	0	-500
30320	Printing	1,000	290	700	-300
30330	Stationery	293	24	160	-133
30400	Postage	20	0	20	0
30410	Telephone - General	300	74	225	-75
30420	Telephones - Rental	5,000	333	5,000	0

Detail Code 0 - Emergency Planning		Full Year Information			
		Current Full Year Budget	Actual plus Cmits	Budget Operator Forecast	Full Year Variance
30430	Telephones - Calls	150	0	150	0
30510	Computer - Other	700	0	330	-370
30520	Computer-Maintenance	1,400	0	0	-1,400
30610	Subsistence&Conference Expnses	500	23	350	-150
30620	Hospitality	30	0	20	-10
30700	Equipment Insurance	600	0	600	0
30710	Insurance	0	0	0	0
30910	Contracted Services	100,513	100,000	100,513	0
30990	Miscellaneous Expenses	0	10	10	10
	Total Supplies & Services Costs	114,359	100,896	111,314	-3,045
37040	Internal Departmental Recharge	0	0	0	0
		0	0	0	0
	Total Expenditure	322,772	175,160	284,151	-38,621
51070	Non-Govt Grants/Contribns	-206,963	-90,169	-182,199	24,764
	Total Income	-206,963	-90,169	-182,199	24,764
	Net Total	115,809	84,991	101,952	-13,857

SCC 16/17 forecast carry forward (64.12%)

RMBC 16/17 forecast carry forward (35.88%)

Total forecast 16/17 carry forward as at period 6 **-38,621**