

Emergency Planning Shared Service Joint Committee – Rotherham and Sheffield

25 October 2017

Financial Management

1. Purpose of paper:

To provide Joint Committee members with an in year (as at period 6) budget forecast for 2017/18 and outturn position for 2016/17. Attached at Appendix A and B 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.

3. Key issues:

3.1 2016/17 Outturn position

Appendix A shows the outturn position for the Emergency Planning Shared Service. This shows a £79k underspend for 16/17, which is largely owing to a vacancy within the team. This is to be reviewed and appointed to going forward and therefore unlikely to continue to generate any underspend.

3.2 Underspend

The Shared Service has managed its budget since its creation, accumulating an earmarked balance of underspent monies, which the joint committee have agreed to carry forward previously, approval is sought to continue to do this and that the underspend for 16/17 be carried forward as in previous years

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

- Training needs; Ongoing training and skill requirements for response and recovery officers across both authorities, as well as continual professional development for team members that has been neglected in recent years.
- Ongoing and 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 and costs associated with achieving this
- 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; ongoing requirement, particularly newly appointed Forward Liaison Officers across both authorities

3.3 2017/18 forecast outturn

As reported at Appendix B; a favourable outturn position is forecast. This is in the main accountable to the current vacancy within the service as described above. 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.

3.4 2018/19 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

Members approve the transfer of favourable outturn budget to the underspend

Budget allocations for 18/19 be agreed in advance

Appendix A - Summary Breakdown 2016/18 Outturn position

| | 2016/17 Budget | 2016/17 Actuals | 2016/17 Outturn |
|--|-----------------|-----------------|-----------------|
| Basic Pay-General Staff | 143,205 | 100,773 | -42,432 |
| Basic Pay-Schl Support Staff | 0 | 0 | 0 |
| Mat/Pat/Ad-General Staff | 0 | 97 | 97 |
| Other Pay-General Staff | 14,101 | 13,153 | -948 |
| NI-General Staff | 14,534 | 11,423 | -3,111 |
| Superann-General Staff | 30,073 | 24,693 | -5,380 |
| Total Direct Employee Costs | 201,913 | 150,140 | -51,773 |
| Honorarium Payment | 0 | 378 | 378 |
| Staff Clothing & Uniforms | 0 | 13 | 13 |
| Training | 5,000 | 4,316 | -684 |
| Total In-Direct Employee Costs | 5,000 | 4,707 | -293 |
| Rent Or Hire Of Premises | 0 | 120 | 120 |
| Repairs, Alteratns & Maint'Nce | 0 | 25 | 25 |
| Total Premises Related Costs | 0 | 145 | 145 |
| Car Allowances | 500 | 48 | -452 |
| Public Transport Expenses | 1,000 | 410 | -590 |
| Total Transport Related Costs | 1,500 | 458 | -1,042 |
| Books | 63 | 131 | 68 |
| Materials/Consumables General | 150 | 167 | 17 |
| Equipment Other | 3,000 | 270 | -2,730 |
| Equipment Purchase | 0 | 24 | 24 |
| Catering Equipment-Purchase | 20 | 0 | -20 |
| Food For Catering | 120 | 0 | -120 |
| Clothing & Uniforms | 500 | 0 | -500 |
| Printing | 1,000 | 777 | -223 |
| Stationery | 293 | 88 | -205 |
| Postage | 20 | 0 | -20 |
| Telephone - General | 300 | 74 | -226 |
| Telephones - Rental | 5,000 | 4,657 | -343 |
| Telephones - Calls | 150 | 161 | 11 |
| Computer - Other | 700 | 22 | -678 |
| Computer-Maintenance | 1,400 | 0 | -1,400 |
| Subsistence&Conference Expnses | 500 | 138 | -362 |
| Hospitality | 30 | 24 | -6 |
| Equipment Insurance | 600 | 564 | -36 |
| Insurance | 0 | 0 | 0 |
| Contracted Services | 100,513 | 81,493 | -19,020 |
| Miscellaneous Expenses | 0 | 24 | 24 |
| Total Supplies & Services Costs | 114,359 | 88,614 | -25,745 |
| Total Expenditure | 322,772 | 244,063 | -78,709 |
| Non-Govt Grants/Contribns | -206,963 | -206,963 | 0 |
| Total Income | -206,963 | -206,963 | 0 |
| Net Total | 115,809 | 37,100 | -78,709 |

| | |
|--------------------------------------|-----------------|
| <i>2015/16 cumulative underspend</i> | -132,601 |
| 2016/17 in year underspend | -78,709 |
| Total carry forward to 17/18 | -211,310 |

Appendix B – Summary breakdown 2017/18 forecast outturn as at period 6

| | Full Year Information | | | |
|--|--------------------------|-------------------|--------------------------|--------------------|
| | Current Full Year Budget | Actual plus Cmits | Budget Operator Forecast | Full Year Variance |
| Basic Pay-General Staff | 141,318 | 52,782 | 117,739 | -23,579 |
| Basic Pay-Schl Support Staff | 0 | 0 | 0 | 0 |
| Other Pay-General Staff | 13,700 | 6,656 | 13,556 | -144 |
| NI-General Staff | 14,312 | 5,911 | 13,129 | -1,183 |
| Superann-General Staff | 31,734 | 13,291 | 29,278 | -2,456 |
| Total Direct Employee Costs | 201,064 | 78,640 | 173,702 | -27,362 |
| Staff Clothing & Uniforms | 500 | 177 | 500 | 0 |
| Training | 4,000 | 0 | 4,000 | 0 |
| Total In-Direct Employee Costs | 4,500 | 177 | 4,500 | 0 |
| Car Allowances | 300 | 33 | 300 | 0 |
| Public Transport Expenses | 500 | 304 | 500 | 0 |
| Total Transport Related Costs | 800 | 337 | 800 | 0 |
| Books | 100 | 0 | 50 | -50 |
| Materials/Consumables General | 150 | 0 | 150 | 0 |
| Equipment Other | 0 | 252 | 252 | 252 |
| Catering Equipment-Purchase | 0 | 0 | 0 | 0 |
| Food For Catering | 0 | 27 | 27 | 27 |
| Clothing & Uniforms | 0 | 21 | 21 | 21 |
| Printing | 800 | 407 | 800 | 0 |
| Stationery | 100 | 0 | 100 | 0 |
| Postage | 20 | 0 | 20 | 0 |
| Telephone - General | 100 | 198 | 198 | 98 |
| Telephones - Rental | 4,633 | 1,843 | 4,633 | 0 |
| Telephones - Calls | 150 | 63 | 100 | -50 |
| Computer - Other | 100 | 0 | 100 | 0 |
| Computer-Maintenance | 0 | 20 | 20 | 20 |
| Subsistence&Conference Expnses | 400 | 196 | 250 | -150 |
| Hospitality | 50 | 0 | 50 | 0 |
| Equipment Insurance | 580 | 0 | 580 | 0 |
| Contracted Services | 101,000 | 100,000 | 101,000 | 0 |
| Miscellaneous Expenses | 0 | 21 | 21 | 21 |
| Total Supplies & Services Costs | 108,183 | 103,048 | 108,372 | 189 |
| Total Expenditure | 314,547 | 182,202 | 287,374 | -27,173 |
| Non-Govt Grants/Contribns | -209,000 | -192,887 | -209,000 | 0 |
| Total Income | -209,000 | -192,887 | -209,000 | 0 |
| Net Total | 105,547 | -10,685 | 78,374 | -27,173 |