

# Emergency Planning Shared Service Joint Committee – Rotherham and Sheffield

26 March 2019

## Item 9 - Financial Management

### 1. Purpose of paper:

To provide Joint Committee members with an in year (as at period 11) budget forecast for 2018/19 and outturn position for 2017/18. Attached at Appendix A and B is a summary breakdown.

### 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 31<sup>st</sup> 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 1<sup>st</sup> of April to the 31<sup>st</sup> March), which shall then be presented to the Executives of the Councils.

### 3. Key issues:

#### 3.1 2017/18 Outturn position

Appendix A shows the outturn position for the Emergency Planning Shared Service. This shows a £53k underspend for 17/18, which is largely owing to a vacancy within the team, the team establishment is currently under review which will negate any further potential underspend accumulations.

The Shared Service has managed its budget since its creation, accumulating an earmarked reserve 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 17/18 be carried forward as in previous years. To support future service delivery, as well as to fund the projects and service needs as discussed as part of the wider agenda.

#### 3.2 2018/19 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. In line with previous agreements, support is sought to carry forward these monies, to support the establishment and development proposals as outlined within the wider agenda.

#### 3.3 2019/20 Budget Allocations

In line with medium and long terms financial strategies of Sheffield and Rotherham councils, responsible officers have agreed 2019/20 budget allocations, no reduction in revenue budget is proposed and these have been set at £226k and £111k respectively.

**4. Recommendations:**

- 4.1 Members note the content of the report.
- 4.2 Members approve the transfer of favourable outturn budget (2017/18) to the underspend and support the proposed transfer of 2018/19 underspend to this reserve also.
- 4.3 Budget allocations for 19/20 be noted

## Appendix A - Summary Breakdown 2017/18 Outturn position

234100 - Emergency Planning		2017/18 Budget	2017/18 Actuals	2017/18 Outturn
10101	Basic Pay-General Staff	141,318	105,304	-36,014
10401	Other Pay-General Staff	13,700	13,258	-442
10501	NI-General Staff	14,312	11,781	-2,531
10601	Superann-General Staff	31,734	26,511	-5,223
	<b>Total Direct Employee Costs</b>	<b>201,064</b>	<b>156,854</b>	<b>-44,210</b>
16010	Advertising-Staff Vacancies	0	250	250
16050	Staff Clothing & Uniforms	500	235	-265
16060	Training	4,000	10,965	6,965
	<b>Total In-Direct Employee Costs</b>	<b>4,500</b>	<b>11,450</b>	<b>6,950</b>
25040	Car Allowances	300	169	-131
25050	Public Transport Expenses	500	726	226
	<b>Total Transport Related Costs</b>	<b>800</b>	<b>895</b>	<b>95</b>
30040	Books	100	30	-70
30060	Materials/Consumables General	150	0	-150
30070	Equipment Other	0	248	248
30200	Catering Equipment-Purchase	0	0	0
30220	Food For Catering	0	27	27
30300	Clothing & Uniforms	0	21	21
30320	Printing	800	807	7
30330	Stationery	100	91	-9
30400	Postage	20	0	-20
30410	Telephone - General	100	182	82
30420	Telephones - Rental	4,633	4,669	36
30430	Telephones - Calls	150	186	36
30510	Computer - Other	100	0	-100
30520	Computer-Maintenance	0	8	8
30530	Computer-Software	0	209	209
30610	Subsistence & Conference Expenses	400	397	-3
30620	Hospitality	50	0	-50
30700	Equipment Insurance	580	576	-4
30910	Contracted Services	101,000	84,374	-16,626
30990	Miscellaneous Expenses	0	41	41
	<b>Total Supplies &amp; Services Costs</b>	<b>108,183</b>	<b>91,866</b>	<b>-16,317</b>
	<b>Total Expenditure</b>	<b>314,547</b>	<b>261,064</b>	<b>-53,483</b>
51070	Non-Govt Grants/Contributions	-209,000	-209,000	0
	<b>Total Income</b>	<b>-209,000</b>	<b>-209,000</b>	<b>0</b>
	<b>Net Total</b>	<b>105,547</b>	<b>52,064</b>	<b>-53,483</b>

<i>2016/17 cumulative underspend</i>	<b>-211,310</b>
<b>2017/18 in year underspend</b>	<b>-53,483</b>
<b>Total carry forward to 18/19</b>	<b>-264,867</b>

**Appendix B – Summary breakdown 2018/19 forecast outturn as at period 11.**

<b>234100 - Emergency Planning</b>		<b>2018/19 Budget</b>	<b>2018/19 Forecast</b>	<b>2018/19 Forecast Outturn</b>
10101	Basic Pay-General Staff	147,175	111190	-35,985
10401	Other Pay-General Staff	14,000	13,602	-398
10501	NI-General Staff	14,881	12,410	-2,471
10601	Superann-General Staff	32,673	27,927	-4,746
	<b>Total Direct Employee Costs</b>	<b>208,729</b>	<b>165,129</b>	<b>-43,600</b>
16010	Advertising-Staff Vacancies	250	250	0
16050	Staff Clothing & Uniforms	500	500	0
16060	Training	10,000	8,000	-2,000
	<b>Total In-Direct Employee Costs</b>	<b>10,750</b>	<b>8,750</b>	<b>-2,000</b>
25040	Car Allowances	286	600	314
25050	Public Transport Expenses	700	250	-450
	<b>Total Transport Related Costs</b>	<b>986</b>	<b>850</b>	<b>-136</b>
30040	Books	100	127	27
30060	Materials/Consumables General	150	135	-15
30070	Equipment Other	500	87	-413
30320	Printing	850	850	0
30330	Stationery	100	100	0
30400	Postage	6	0	-6
30410	Telephone - General	100	50	-50
30420	Telephones - Rental	4,800	4,800	0
30430	Telephones - Calls	200	200	0
30510	Computer - Other	0	388	388
30610	Subsistence & Conference Expenses	400	150	-250
30620	Hospitality	50	0	-50
30700	Equipment Insurance	580	580	0
30910	Contracted Services	100,742	107,888	7,146
30990	Miscellaneous Expenses	50	408	358
	<b>Total Supplies &amp; Services Costs</b>	<b>108,628</b>	<b>115,763</b>	<b>7,135</b>
	<b>Total Expenditure</b>	<b>329,093</b>	<b>290,492</b>	<b>-38,601</b>
51070	Non-Govt Grants/Contribns	-222,000	-222,000	0
	<b>Total Income</b>	<b>-222,000</b>	<b>-222,000</b>	<b>0</b>
	<b>Net Total</b>	<b>107,093</b>	<b>68,492</b>	<b>-38,601</b>

<b>2017/18 cumulative underspend</b>	<b>-264,867</b>
<b>2018/19 forecast in year underspend</b>	<b>-38,601</b>
<b>Total forecast cumulative carry forward</b>	<b>-303,468</b>