

**REPORT TO:** Cabinet Member, Corporate Services  
Overview and Scrutiny Committee  
(Performance and Corporate Services)

**DATE:** 3 March 2010  
30 March 2010

**SUBJECT:** Revenue and Capital Expenditure Monitoring  
to 31 December 2009

**WARDS AFFECTED:** None directly affected

**REPORT OF:** Chief Executive – Margaret Carney  
Director of Corporate Services – Mike Fogg  
Head of Technical Services – Mike McSorley  
Acting Finance & Information Services  
Director – Lynton Green  
Legal Director – Caroline Elwood

**CONTACT OFFICER:** Samantha Tunney - 0151 934 4039  
Mike Fogg – 0151 934 3398  
Mike McSorley – 0151 934 4247  
Helen Wilson – 0151 934 4047  
Andrea Grant – 0151 934 2030

**EXEMPT/CONFIDENTIAL:** No

**PURPOSE/SUMMARY:**

To provide the Cabinet Member with the latest available forecast position, based on information as at 31 December 2009 in relation to the Portfolio's 2009/10 Revenue Budget and Capital Programme.

**REASON WHY DECISION REQUIRED:**

Cabinet Member accountability and in line with the corporate performance management process.

**RECOMMENDATION(S):**

That the Cabinet Member - Corporate Services:

- a) Notes the progress on the Corporate Services Portfolio revenue budgets that are subject to risk-based monitoring and any steps to mitigate projected overspends.
- b) Notes the progress made on the schemes within the portfolio's elements of the Council's Capital Programme.
- c) Indicates whether any comments about the overall performance of this

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Portfolio's Revenue Budget and schemes within the Capital Programme should be referred to Cabinet and Overview and Scrutiny Committee (Performance and Corporate Services).

That Overview and Scrutiny Committee (Performance and Corporate Services):

- a) Note the contents of this report and indicates whether any comments about the overall performance of the Corporate Services Revenue Budget and schemes within the Capital Programme should be referred to Cabinet.

**KEY DECISION:**

No.

**FORWARD PLAN:**

Not appropriate.

**IMPLEMENTATION DATE:**

Following the expiry of the "call-in" period for the Minutes of the Cabinet Member meeting.

**ALTERNATIVE OPTIONS:**

None.

**IMPLICATIONS:**

**Budget/Policy Framework:** None.

**Financial:**

<b><u>CAPITAL EXPENDITURE</u></b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Gross Increase in Capital Expenditure	<b>N/a</b>	<b>N/a</b>	<b>N/a</b>	<b>N/a</b>
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<b><u>REVENUE IMPLICATIONS</u></b>				
Gross Increase in Revenue Expenditure	<b>N/a</b>	<b>N/a</b>	<b>N/a</b>	<b>N/a</b>
Funded by:				
Sefton funded Resources				
Does the External Funding have an expiry date Y/N				When?
How will the service be funded post expiry?				

**Legal:** Not applicable.

**Risk Assessment:** The main risk concerns the failure to identify budget variances through the monitoring process which will make it difficult for the Council to manage its spending within available resources. The adopted risk-based approach to monitoring, together with regular reporting, should help manage this risk.

**Asset Management:** Not applicable.

**CONSULTATION UNDERTAKEN/VIEWS**

**FD 332** The Acting Finance and Information Services Director has been consulted and his comments have been incorporated into this report.

**CORPORATE OBJECTIVE MONITORING:**

<b><u>Corporate Objective</u></b>		<b><u>Positive Impact</u></b>	<b><u>Neutral Impact</u></b>	<b><u>Negative Impact</u></b>
1	Creating a Learning Community		✓	
2	Creating Safe Communities		✓	
3	Jobs and Prosperity		✓	
4	Improving Health and Well-Being		✓	
5	Environmental Sustainability		✓	
6	Creating Inclusive Communities		✓	
7	Improving the Quality of Council Services and Strengthening local Democracy	✓		
8	Children and Young People		✓	

**LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT**

None

## 1. Background/Issues for consideration

- 1.1 In accordance with Cabinet's overall approved process for monitoring the Council's budgets, each Portfolio receives a quarterly report identifying risk-assessed Revenue and Capital budget areas.
- 1.2 This report forms part of that overall monitoring process by advising the Cabinet Member of the progress against this Portfolio's revenue budget risk areas and progress of actual expenditure against the capital programme for the period ending 31 December 2009. Where budget pressures have been identified, Service Directors have reviewed their departmental budgets for compensating savings. Departments have also been asked to consider whether or not all other budgets can be contained within the resources allocated by the Council for 2009/10.
- 1.3 A departmental budget review of provisions, reserves and other budget headings was carried out earlier in the year that identified resources which could be released to support the overall Council budget. These items were agreed at the meeting of Cabinet on 25<sup>th</sup> November 2009, and were subsequently included on the risk monitoring statements as detailed on the attached annexes.

## 2. Revenue Budget

- 2.1 Details of this portfolio's Revenue budgets that are monitored and reported on this risk-assessed basis are shown in the attached annexes, by Department, and include appropriate comments from Service Directors as follows:

Annex A1(i)	Chief Executive
Annex A2(i)	Finance & Information Services
Annex A3(i)	Legal & Admin
Annex A4(i)	Personnel
Annex A5(i)	Technical Services

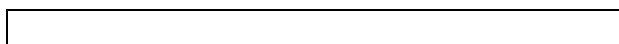
- 2.2 **The Assistant Chief Executive (Management) would make the following specific comments in respect of the following forecast outturn variances to the end of December:**

### **Business Support Unit (-£10k)**

The recent restructuring within the BSU was as a result of the £200,000 saving which the Unit has to make as part of the Major Service Review. This saving has been achieved by the holding of vacant posts and through redundancies which are being phased in over the year, and the forecast position for employee costs is currently an underspend of £10,000.

### **Civic and Mayoral Services**

Employee costs for Civic and Mayoral Services are currently forecast to underspend by £75,000 as a result of vacancies. Cabinet previously made a



decision that this budget would be ringfenced, with any underspend being retained for future investment. However, in the light of the current budget pressures, it is felt that this situation can no longer be justified, and this issue is currently being reconsidered.

**2.3 The Acting Finance & Information Services Director would make the following specific comments in respect of the following forecast outturn variances to the end of December:**

**Employee Costs (-£135k)**

The position at the end of December is a forecast underspend of £135,000 on employee costs; this is mainly as a result of a number of posts being held vacant under the spending freeze.

**Supplies & Services (-£15k)**

An underspend of £15,000 is currently forecast on supplies and services; this is partly as a result of the spending freeze.

**Housing Benefits Net Transfer Payments (-£100k)**

Housing Benefits monitoring is currently underway and the figures have been examined to the end of September, which suggests an underspend of approximately £100,000 could be achieved.

**Capital Financing Costs (-£300k)**

The saving of £300,000 declared to the end of December is primarily due to earning a higher interest rate than was originally budgeted, and cash balances being greater than originally anticipated. However, it should be noted that both the level of cash balances and the interest rate levels available in the market are out of the control of the Authority.

**Specialist Transport Unit (+£1m)**

An initial investigation into costs for the Specialist Transport Unit resulted in a forecast overspend of £1million, as reported on the attached annex. It should be noted, however, that an additional exercise has now been carried out to assess the impact of the new taxi contracts which have been put in place, and this has resulted in a reduced forecast overspend position for this financial year of £869,000.

**2.4 The Legal Director would make the following specific comments in respect of the following forecast outturn variances to the end of December:**

**Employee costs (+£100k)**

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The forecast outturn variance to the end of December is £100,000 overspend, which consists of £160,000 overspend less a £60,000 income contribution to the Voluntary Registration team. This overspend is due to the Legal Department currently not holding any vacancies, and vacancy management savings are therefore difficult to achieve. If vacancies do arise during the remaining part of this financial year, the overspend may be reduced.

#### **Supplies and Services (+£100k)**

The forecast outturn overspend of £100,000 is largely due to spend on photocopier expenses, and a detailed investigation into contracts recently entered into is currently being undertaken. This review and the roll-out being undertaken by Arvato will address future commitments, but it is unlikely that this will improve the position within this financial year.

#### **Commercial Contract Fees (+£100k)**

Commercial contract fee income continues to be at risk as a result of the current economic climate, and, due to the spending freeze on the Capital Programme, the department has limited ability to generate income. The likely level of income is difficult to forecast, and at the end of December the forecast overspend position is £100,000.

### **2.5 The Corporate Services Director would make the following specific comments in respect of the following forecast outturn variances to the end of December for the Personnel Department:**

#### **Employee Costs (-£6.6k)**

Employee budgets include an overprovision following the agreement of the 2009/10 JNC pay award; the impact of this overprovision is expected to result in a year end underspend of £6,600.

#### **Supplies and Services (-£25k)**

The forecast underspend on supplies and services of £25,000 relates to funds rolled forward from the previous financial year to meet potential additional costs relating to Resourcelink. It has now been established that this funding is no longer required and is available as a saving in this financial year only.

### **2.6 The Head of Technical Services would make the following specific comments in respect of the following forecast outturn variances to the end of December:**

#### **Admin Buildings Repairs and Maintenance (+£30k)**

The forecast overspend of £30,000 relates to the late receipt of three invoices for work undertaken in previous years. As no accruals were made to meet this commitment, this outstanding payment places further pressure on the Department in the current financial year. The overall admin buildings budget is

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being reviewed in the light of changes in various office moves following decisions on the Accommodation Strategy.

### **3. Capital Programme**

3.1 Also attached as annexes, by Department, are Corporate Services capital monitoring statements.

Annex A1(ii)	Chief Executive
Annex A2(ii)	Finance & Information Services
Annex A3(ii)	Legal & Admin
Annex A4(ii)	Personnel
Annex A5(ii)	Technical Services

3.2 The programme takes account of slippage from 2008/09 and any revised requirements for individual schemes. Actual expenditure of £5.940m (col.4) has been achieved in the first nine months of the year. This is 84% of the total forecast expenditure for the year of £7.040m (cols. 4 and 5). Forecast expenditure for the remainder of the year is £1.100m (col.5).

Major schemes included within the programme include: -

- 1 Refurbishment of St. Peter's House £3.82m
- 2 Purchase of St. Peter's House £3.29m

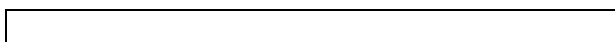
The scheme for the refurbishment of St. Peter's House was originally approved at £3m with a further £0.65m approved to replace the heating system; the two schemes have now been amalgamated as the works are being carried out together. Additional works have been identified, but these are being funded by additional contributions of £30,000 by the Health & Safety Executive (re lifts) and £52,000 by arvato (re data centre etc). The costs of alterations and ICT works associated with the rationalisation of the accommodation moves out of Merton House will be contained within the savings identified in the report on this scheme to Cabinet on 14 May 2009. For control purposes this scheme is now shown in the capital programme at a total cost of £3.816m.

The scheme for the purchase of St. Peter's House has been increased to £3.295m as the payment of stamp duty was omitted from the original estimate.

### **4. Recommendations**

4.1 That the Cabinet Member - Corporate Services:

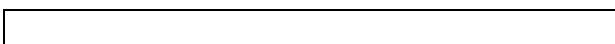
- a) Notes the progress on the Corporate Services Portfolio revenue budgets that are subject to risk-based monitoring and any steps to mitigate projected overspends.
- b) Notes the progress made on the schemes within the Portfolio's elements of the Council's Capital Programme.



- c) Indicates whether any comments about the overall performance of this Portfolio's Revenue Budget and schemes within the Capital Programme should be referred to Cabinet and Overview and Scrutiny Committee (Performance and Corporate Services).

That Overview and Scrutiny Committee (Performance and Corporate Services):

- a) Notes the contents of this report and indicates whether any comments about the overall performance of the Corporate Services Revenue Budget and schemes within the Capital Programme should be referred to Cabinet.





Corporate Services Portfolio Revenue Budget Risk Areas to 31 December 2009

**ANNEX A1 (i) CHIEF EXECUTIVE REVENUE BUDGET MONITORING**

Ref	Service	Budget	Full Year Budget £000	Budget to Date £000	Actual to Date £000	Variance to Date £000	Forecast Outturn £000	Forecast Outturn Variance £000
<b>Chief Executive – Corporate Services</b>								
a.	<b>Policy and Support</b>	Employee Costs	337.6	253.2	251.9	-1.3	337.6	0.0
b.	<b>Business Support Unit</b>	Employee Costs	1,095.0	821.3	828.8	7.5	1085.0	-10.0
c.	<b>Civic &amp; Mayoral</b>	Employee Costs	832.2	624.2	565.4	-58.8	757.2	-75.0
d.	<b>Civic &amp; Mayoral</b>	Transfer to Reserve	0	0	0	0	75.0	75.0
e.	<b>Corporate</b>	Pension Increase Costs	165.3	124.0	133.2	9.2	183.2	17.9
<b>Item agreed at Cabinet 25/11/2009:</b>								
		Underspend Reserve	0	0	0	0	0	-21.0
<b>Total</b>								<b>-13.1</b>

Proportion of budget reported upon	Gross £'000	Income £'000
Total of key area budgets	2,264.8	0
Total departmental budget	8,032.6	-744.4
Percentage of total budget reported	28.19%	0.00%

**Comments on key areas of budget (including remedial action)**

Employee budgets include an overprovision following the agreement of the 2009/10 JNC pay award. The impact of this overprovision has been taken into account in the forecast outturn figures above.

Employee costs for the BSU are currently showing an overspend. Under the restructuring a number of people have left at the end of September, and others are due to leave at the end of March 2010; in addition a number of posts are now vacant. This restructuring is a result of the £200k saving that the BSU has to make as part of the MSR, and redundancies are being phased in over the year, with an achievement date for the completed restructure of 31 March 2010. A forecast based on current employees will generate an underspend of £10k as shown above.

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Employee costs for the Civic and Mayoral Service are currently forecast to underspend by £75k as a result of vacancies. In addition, income is predicted to exceed the budget target. Cabinet made a decision previously that this budget would be ringfenced with any underspend being retained for future investment. However, in the light of current budget pressures this presumption cannot be justified, and the position is under review.

A new risk budget area was included on this statement from November in respect of Pensions Increase costs. This budget is used to cover the costs paid to the Pensions Fund in respect of past employees who are retired and whose original department no longer exists. This is corporate expenditure.

**Items agreed at Cabinet meeting 25/11/09**

A departmental budget review of provisions, reserves and other budget headings identified that the above resources could be released to support the overall Council budget.

**Comments on forecast of total budget (including remedial action)**

Corporate savings of £2,600 for this portfolio have been identified.

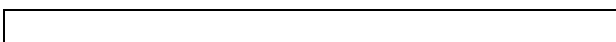
**METROPOLITAN BOROUGH OF SEFTON**

**ANNEX A1 (ii)**

**CAPITAL PROGRAMME 2009/10 - 2012/13**

**CORPORATE SERVICES - CHIEF EXECUTIVE'S  
DEPARTMENT**

1	2	3	4	5	6	7
REF. NO.	PROJECT DESCRIPTION	EXPEND TO 31.3.2009	EXPEND IN 2009/10 TO 31.12.09	FORECAST BALANCE	FUTURE EXPEND	TOTAL COST
		£'000	£'000	£'000	£'000	£'000
1	I.T. Members ICT & Mobile Technology	42.15	0.05	77.80	0.00	120.00
	<b>TOTAL CHIEF EXECUTIVE'S DEPARTMENT SCHEMES</b>	<b>42.15</b>	<b>0.05</b>	<b>77.80</b>	<b>0.00</b>	<b>120.00</b>



Corporate Services Portfolio Revenue Budget Risk Areas to 31 December 2009

**ANNEX A2 (i) FINANCE & IS DEPARTMENT REVENUE BUDGET MONITORING**

Ref	Service	Budget	Full Year Budget £000	Budget to Date £000	Actual to Date £000	Variance to Date £000	Forecast Outturn £000	Forecast Outturn Variance £000
a.	Finance	Direct Employee Costs	3,520.5	2,640.4	2,515.2	-125.2	3,385.5	-135.0
b.		Supplies and services	246.4	184.8	143.8	-41.0	231.4	-15.0
c.	Specialist Transport Unit	Employees	2,203.3	1,652.5	1,932.9	280.4	2,603.3	400.0
d.		Supplies and Services	15.7	11.8	31.5	19.7	39.7	24.0
e.		Transport Costs	2,951.6	2,213.7	2,429.2	215.5	3,527.6	576.0
f.		Capital Costs	291.7	218.8	196.5	-22.3	291.7	0
		<b>Housing Benefits Net Transfer Payments</b>	500.7	375.5	0	-375.5	400.7	-100.0
		<b>Capital Financing Costs</b>	14,158.0	10,618.5	0	-10,618.5	13,858.0	-300.0
		<b><u>Items agreed at Cabinet 25/11/2009:</u></b>						
	Finance	Finance Underspend Reserve	0	0	0	0	0	-40.0
		Housing Benefit Reserve	0	0	0	0	0	-400.0
		<b>Total</b>						<b>10.0</b>

Proportion of budget reported upon	Gross £'000	Income £'000
Total of key area budgets	23,887.9	0
Total departmental budget	57,670.3	-37,854.6
Percentage of total budget reported	41.42%	0%

**Comments on key areas of budget (including remedial action)**

Employee budgets above include an overprovision following the agreement of the 2009/10 JNC pay award. The impact of this overprovision, linked with the freeze on the filling of vacant posts, is expected to result in a year end underspend of £135,000 for Finance (excluding STU).

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Supplies and services for the Finance Department are currently showing an underspend partly as a result of the spending freeze, and partly due to the timing of invoices received. It is expected, however, that a year end underspend of £15k will be achieved.

An initial investigation into the Specialist Transport Unit has resulted in a forecast overspend of £1m; a number of efficiencies are currently being investigated to reduce this as far as possible.

Housing Benefits monitoring is currently underway, and the figures have been examined to the end of November, suggesting a small underspend. The variable nature of payments owing to changes in caseload and the current arrangements for calculating subsidy make forecasting difficult; however, at this stage it is felt that an underspend in the region of £100k could be achieved.

The underspend on capital financing costs reflects an increased return on investments due to a combination of higher than anticipated cash balances and a number of longer term investments attracting higher rates of interest.

**Items agreed at Cabinet meeting 25/11/2009:**

A departmental budget review of provisions, reserves and other budget headings identified that the above resources could be released to support the overall Council budget.

**Comments on forecast of total budget (including remedial action)**

Corporate savings of £34,250 have been provisionally allocated to the departmental budget. A detailed methodology for achieving these savings has yet to be agreed; however, budgets have been earmarked should they be required.

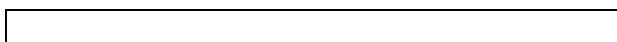
**METROPOLITAN BOROUGH OF SEFTON**

**ANNEX A2 (ii)**

**CAPITAL PROGRAMME 2009/10 - 2012/13**

**CORPORATE SERVICES - FINANCE & INFORMATION SERVICES DEPARTMENT**

1	2	3	4	5	6	7
REF. NO.	PROJECT DESCRIPTION	EXPEND	EXPEND IN 2009/10		FUTURE EXPEND	TOTAL COST
		TO 31.3.2009	TO 31.12.09	FORECAST BALANCE		
		£'000	£'000	£'000	£'000	£'000
1	Replacement P.C.s	161.31	0.00	0.00	14.69	176.00
2	e-Government 2004/06	414.60	0.00	0.00	85.40	500.00
3	Technical Infrastructure	132.59	0.00	0.00	13.41	146.00
4	IT Equipment - Server Replacement	41.69	0.00	48.31	0.00	90.00
5	E Government Priority Service Outcomes	226.86	121.43	51.71	0.00	400.00
6	E-government Geographical Information Service	137.89	0.00	27.11	0.00	165.00
7	I.T. Firewall Replacement	17.45	0.00	7.55	0.00	25.00
<b>TOTAL FINANCE &amp; I. S. DEPARTMENT SCHEMES</b>		<b>1,132.39</b>	<b>121.43</b>	<b>134.68</b>	<b>113.50</b>	<b>1,502.00</b>



Corporate Services Portfolio Revenue Budget Risk Areas to 31 December 2009

**ANNEX A3 (i) LEGAL DEPARTMENT REVENUE BUDGET MONITORING**

Ref	Service	Budget	Full Year Budget £000	Budget to Date £000	Actual to Date £000	Variance to Date £000	Forecast Outturn £000	Forecast Outturn Variance £000
a.	Legal	Direct Employee Costs	2,397.6	1,798.2	1,938.6	140.4	2,557.6	160.0
b.	Legal	Legal Dept Supplies & Services	174.8	131.1	240.4	109.3	274.8	100.0
c.	Legal	Commercial Contract Fees	-227.8	-170.8	-59.8	111.0	-127.8	100.0
d.	Coroners	Coroners Service Fees	527.4	395.5	331.8	-63.7	527.4	0
e.	Land charges	Land Search Fees	-300.0	-225.0	-180.1	44.9	-300.0	0
f.	Registrars	Registrars Income	-178.1	-133.5	-149.9	-16.4	-178.1	0
g.	Legal	Additional income – VR team	0	0	-30.0	-30.0	-60.0	-60.0
<b><u>Item agreed at Cabinet 25/11/2009:</u></b>								
	Registrars	Underspend Reserve	0	0	0	0	0	-6.0
<b>Total</b>								<b>294.0</b>

Proportion of budget reported upon	Gross £'000	Income £'000
Total of key area budgets	3,099.8	-705.9
Total departmental budget	5,229.6	-3,864.8
Percentage of total budget reported	59.27%	18.26%

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**Comments on key areas of budget (including remedial action)**

Employee costs are currently forecast to overspend by £100k (£160k less £60k contribution to VR team); this is largely due to the department currently holding no vacancies making the vacancy management savings difficult to achieve. Employee budgets include an overprovision following the agreement of the 2009/10 JNC pay award; this is expected to result in additional resources of £11k being available to support the projected departmental overspend.

Supplies and services is a new budget item that is being closely monitored this financial year. Taking into account last year's outturn position, continuing budget pressures and transfers as a result of the Major Service Review, it was deemed necessary to monitor this budget closely. Photocopier expenses are the main contributor to the overspend (£90k to date) and a detailed investigation into contracts recently entered into is being undertaken. The current review and Xerox roll-out being undertaken by Arvato will address future commitments as and when the roll-out is implemented; however, it is unlikely that this will improve the current overspend position.

Commercial contract fee income continues to be at risk as a result of the current economic climate; due to the spending freeze on the capital programme, the department has limited ability to generate income. The level of income is difficult to forecast but the likely shortfall could be in the region of £100k.

Coroner Service fees are currently showing an underspend to date; however, this could be due to the delay in receiving invoices from other Authorities for their services. This will be closely monitored throughout the remaining part of this financial year.

A new fee level for land search fees is due to come into effect from 1 January 2010, but the effect of these changes may not address the shortfall in income to date; additionally, a report is soon to be considered by the Cabinet Member which will review all future changes to land search fees.

Registrars income to date is currently showing no problems, but it is being closely monitored because income is seasonal and often reduces during the winter months. Again, this budget line will be closely monitored throughout the remaining part of this financial year.

**Items agreed at Cabinet meeting 25/11/2009:**

A departmental budget review of provisions, reserves and other budget headings identified that the above resources could be released to support the overall Council budget.

**Comments on forecast of total budget (including remedial action)**

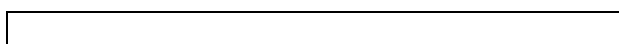
Corporate savings of £42,800 contribute further pressure to the budget, and these savings will need to be reassessed in future years' budgets.

It is anticipated that all areas of the budget that are controlled by the Legal Director will not be contained within the resources allocated by the Council for 2009/10; the department will however seek to mitigate overspends.



CAPITAL PROGRAMME 2009/10 - 2012/13CORPORATE SERVICES - LEGAL & ADMIN DEPARTMENT

1	2	3	4	5	6	7
REF. NO.	PROJECT DESCRIPTION	EXPEND TO 31.3.2009	EXPEND IN 2009/10 TO 31.12.09	FORECAST BALANCE	FUTURE EXPEND	TOTAL COST
		£'000	£'000	£'000	£'000	£'000
1	Legal Dept ICT Replacement Programme	39.80	0.00	0.00	54.77	94.57
<b>TOTAL LEGAL &amp; ADMIN DEPARTMENT SCHEMES</b>		<b>39.80</b>	<b>0.00</b>	<b>0.00</b>	<b>54.77</b>	<b>94.57</b>



Corporate Services Portfolio Revenue Budget Risk Areas to 31 December 2009

**ANNEX A4 (i) PERSONNEL DEPARTMENT REVENUE BUDGET MONITORING**

Ref	Service	Budget	Full Year Budget £000	Budget to Date £000	Actual to Date £000	Variance to Date £000	Forecast Outturn £000	Forecast Outturn Variance £000
a.	Personnel	Direct Employee Costs (excl Trade Unions)	1,596.4	1,197.2	1,164.4	-32.8	1,589.8	-6.6
		Supplies & services – one off saving for 09/10	0	0	0	0	-25.0	-25.0
<b>Total</b>								<b>-31.6</b>

Proportion of budget reported upon	Gross £'000	Income £'000
Total of key area budgets	1,596.4	0
Total departmental budget	2,938.3	-3,022.5
Percentage of total budget reported	54.33%	0.00%

Comments on key areas of budget (including remedial action)

The underspend on employee costs is due to a period of maternity leave (employee now returned) and also a vacancy within the department that was filled earlier in the year. Employee budgets include an overprovision following the agreement of the 2009/10 JNC pay award; the impact of this overprovision is expected to result in a year end underspend of £6,550.

It should be noted that there is a post within the Personnel Department which is being funded from the Modernisation Fund, and this arrangement is currently being reviewed.

The £25k forecast underspend on supplies and services relates to funds rolled forward from 2008/09 to meet possible additional costs relating to Resourcelink; it has now been established that this funding is no longer required and is available as a saving in this financial year only.

**Comments on forecast of total budget (including remedial action)**

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Corporate savings of £10,200 contribute further pressure to the budget, and as yet they have not been identified within the detailed departmental budget. These savings will need to be considered within the light of the overall budgetary pressures on the department.

It is currently anticipated that all areas of the budget controlled by the Personnel Director will be contained within the resources allocated for 2009/10 by the Council.



**METROPOLITAN BOROUGH OF SEFTON**

**ANNEX A4 (ii)**

**CAPITAL PROGRAMME 2009/10 - 2012/13**

**CORPORATE SERVICES – PERSONNEL DEPARTMENT**

**This Department does not currently have any items in the Council's Capital Programme.**

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Corporate Services Portfolio to Revenue Budget Risk Areas to 31 December 2009

**ANNEX A5 (i) TECHNICAL SERVICES DEPARTMENT REVENUE BUDGET MONITORING**

Ref	Service	Budget	Full Year Budget £000	Budget to Date £000	Actual to Date £000	Variance to Date £000	Forecast Outturn £000	Forecast Outturn Variance £000
<b>a.</b>	<b>Technical Services- Corporate Services</b>	Pay Costs	48.9	36.7	77.0	40.3	48.9	0
<b>b.</b>		Admin Buildings – Repairs & Maintenance	267.8	200.8	254.5	53.7	297.8	30.0
<b>c.</b>		Admin Buildings – Fuel light & Cleaning	816.9	612.6	571.6	-41.0	816.9	0
<b>d.</b>		Admin Buildings Rents	1,042.4	781.8	825.2	43.4	1,042.4	0
<b>e.</b>		Admin Buildings Service Charges	368.5	276.4	284.4	8.0	368.5	0
<b>f.</b>		Admin Buildings Fees & Letting income	-127.7	-95.7	-72.9	22.8	-127.7	0
<b>Total</b>								<b>30.0</b>

Proportion of budget reported upon	Expenditure £'000	Income £'000
Total key areas of budget	<b>2,544.5</b>	<b>-127.7</b>
Total budget	<b>40,760.0</b>	<b>-23,975.0</b>
Percentage of total controllable budget reported	<b>6.24%</b>	<b>0.53%</b>

**Comments on key areas of budget (including remedial action)**

Admin Buildings rents and service charges include some one off costs and final costs on Pinnacle House. It is expected that expenditure will more closely align with budgets as the year progresses and staff are moved into Sefton owned buildings as part of the Accommodation Strategy.

The forecast overspend of £30,000 on Admin Buildings repairs and maintenance relates to three invoices (£37,851) which were issued on behalf of Leisure Services to the Property Management Group for work undertaken in previous years; as no accruals were made to meet this commitment, this outstanding payment places further pressure on the Department in the current financial year.

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**METROPOLITAN BOROUGH OF SEFTON**

**ANNEX A5 (ii)**

**CAPITAL PROGRAMME 2009/10 - 2012/13**

**CORPORATE SERVICES - TECHNICAL SERVICES DEPARTMENT**

1	2	3	4	5	6	7
REF. NO.	PROJECT DESCRIPTION	EXPEND TO 31.3.2009	EXPEND IN 2009/10 TO 31.12.09	FORECAST BALANCE	FUTURE EXPEND	TOTAL COST
		£'000	£'000	£'000	£'000	£'000
<b><u>Admin Buildings</u></b>						
1	Old & Completing Schemes	839.69	0.05	29.32	0.00	869.06
2	Disabled Facilities	368.99	1.02	69.99	60.00	500.00
3	Southport One Stop Shop	428.41	0.00	71.59	0.00	500.00
4	Accommodation Strategy	3,389.43	46.47	-935.10	0.00	2,500.80
<b><u>Health and Safety Initiatives</u></b>						
5	2008/09 Programme	247.13	2.87	0.00	0.00	250.00
6	2009/10 Programme	0.00	69.83	180.17	0.00	250.00
7	Pleasureland Clearance / Demolition	331.55	0.00	0.00	68.45	400.00
8	Z Blocks Demolition	630.63	8.19	3.22	4.41	646.45
9	Demolition Fund	30.20	26.46	108.34	0.00	165.00
10	Demolition of Bootle High School	0.00	0.00	176.25	50.00	226.25
11	Energy Efficiency Measures	0.00	0.00	50.00	200.00	250.00
12	Refurbishment of St. Peter's House	13.64	2,368.56	1,133.91	300.00	3,816.11
13	Purchase of St. Peter's House	0.00	3,294.90	0.00	0.00	3,294.90
14	Balliol House Demolition	0.00	0.00	0.00	750.00	750.00
<b>TOTAL TECHNICAL SERVICES DEPARTMENT SCHEMES</b>		<b>6,279.67</b>	<b>5,818.35</b>	<b>887.69</b>	<b>1,432.86</b>	<b>14,418.57</b>

