

**SUBJECT: REVENUES AND BENEFITS – BASE BUDGET FORECAST
2019/20**

REPORT BY: CHIEF EXECUTIVE & TOWN CLERK

LEAD OFFICER: JACLYN GIBSON, CHIEF FINANCE OFFICER

1. Purpose of Report

- 1.1 To present to Members the Base Budget Forecast for the Revenues and Benefits shared service for 2019/20.

2. Executive Summary

- 2.1 The Delegation and Joint Committee Agreement requires the Base Budget Forecast for the shared to be reported to Members. This report is designed to meet this requirement.
- 2.2 The Base Budget Forecast for 2019/20 is included as Appendix 1 to this report.
- 2.3 A full reconciliation to the previous Base Budget Forecast is included as Appendix 2 to this report.

3. Background

- 3.1 The original Base Budget Forecast for the Revenues and Benefits shared service, was approved in 2011 and at that time delivered savings for both authorities in excess of £0.5 million per annum.
- 3.2 Despite inflationary cost pressures the Base Budget Forecast for 2019/20 of £2.367m is only £18,470 higher than the initial Base Budget set for 2012/13 demonstrating the one going efficiencies being delivered by the Shared Service.

4. Base Budget Forecast 2018/19

- 4.1 The Base Budget Forecast for the shared service has been prepared and is included as appendix 1 to this report.
- 4.2 A full review of each line of the budget has taken place to ensure a fair representation of the activity of the service. This has led to budgets being transferred between different shared service functions. Although each Authority has a different percentage of each service, across the service as a whole this hasn't led to either Authority significantly paying more.
- 4.3 There has however been an increase each year in the base budget from last year's budget due to costs for subscriptions and printing. In the most part these have been offset by reviewing all staff budgets and hopefully being more accurate on the budgeting of career graded posts which in the past have been budgeted too prudently. A full reconciliation to the previous Base Budget Forecast is included as Appendix 2 to this report.

5. Organisational Impacts

- 5.1 The financial implications are contained throughout the report.
- 5.2 There are no legal implications arising from this report.
- 5.3 There are no equality and diversity implications as a direct result of this report.

6. Risk Implications

- 6.1 Full financial risk assessments are included within both partner authorities Medium Financial Strategies.

7. Recommendation

- 7.1 Members are recommended to approve the Base Budget Forecast for the Revenues and Benefits shared service for 2019/20.

Key Decision No

Do the Exempt Information Categories Apply? No

Call in and Urgency: Is the decision one to which Rule 15 of the Scrutiny Procedure Rules apply? No

How many appendices does the report contain? Two

List of Background Papers: None

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Appendix 1 Base Budget Forecast 2019/20

	2019/20		
	Shared Service	NKDC	CoLC
	£	£	£
Management			
Employees	290,020		
Supplies & Services	44,010		
Sub Total	334,030	167,015	167,015
Revenues			
Employees	704,960		
Transport	3,000		
Supplies & Services	182,220		
Recharge to WLDC	(76,000)		
Income	(12,000)		
CoLC only recovery	(86,940)		
Sub Total	715,240	364,770	350,470
Benefits			
Employees	1,025,460		
Transport	4,600		
Supplies & Services	59,800		
Sub Total	1,089,860	457,740	632,120
Money Advice			
Employees	214,490		
Transport	8,160		
Supplies & Services	5,220		
Sub Total	227,870	113,940	113,930
TOTAL	2,367,000	1,103,466	1,263,534

Appendix 2 – reconciliation to previous Base Budget Forecast (18-23)

	2019/20		
	Shared Service	NKDC	CoLC
	£	£	£
Original budget - 2018 - 2023	2,347,620	1,090,070	1,257,550
Savings on Staffing (Including Career Grades)	(14,330)	(5,150)	(9,180)
Subscription Costs (Including Analyse Local)	20,000	9,300	10,700
Printing Costs	28,270	14,570	13,700
Telephone Expenses	(9,000)	(3,780)	(5,220)
Other Savings (Including Stationery & Subsistence)	(5,560)	(1,545)	(4,015)
Revised budget – 2019 - 2024	2,367,000	1,103,466	1,263,534