

**SUBJECT: REVENUES AND BENEFITS – BASE BUDGET FORECAST  
2017/18**

**REPORT BY: CHIEF EXECUTIVE & TOWN CLERK**

**LEAD OFFICER: ROBERT BAXTER, FINANCIAL SERVICES MANAGER**

## **1. Purpose of Report**

- 1.1 To present to Members the Base Budget Forecast for the Revenues and Benefits shared service for 2017/18.

## **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 2017/18 is included as Appendix 1 to this report.
- 2.3 The shared service is delivering savings for both authorities in excess of £0.5 million per annum, discounting additional New Burdens grant funded expenditure in 2017/18. 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.
- 3.2 A contingency budget of £140k was allowed for in 2012/13, reducing to £100k in 2013/14, £50k in 2014/15 and £20k in 2017/18 thereafter.
- 3.3 The shared service is delivering savings for both authorities in excess of £0.5 million per annum, discounting additional New Burdens grant funded expenditure in 2017/18.

## **4. Base Budget Forecast 2017/18**

- 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 contingency budget of £20k has been included within Management costs to cover unforeseen events, this has reduced from £100k in 2013/14, as the requirement to fund pay protection and disturbance allowances ended in February 2014, in line with the original assumptions approved when the shared service was set up on the 1<sup>st</sup> June 2011.

4.3 Should the contingency budget of £20k be required to fund any additional expenditure, the Head of Shared Revenues and Benefits will submit bids to the Operational Board for full approval by this committee.

4.4 The shared service is delivering savings for both authorities in excess of £0.5 million per annum, discounting additional New Burdens grant funded expenditure in 2017/18. 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 2017/18.

**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 2017/18

	2017/18		
	Shared Service £	NKDC £	CoLC £
<b>Management</b>			
Employees	274,140		
Retained budget	20,000		
Supplies & Services	36,600		
<b>Sub Total</b>	<b>330,740</b>	<b>170,370</b>	<b>160,370</b>
<b>Revenues</b>			
Employees	634,010		
Transport	3,000		
Supplies & Services	149,720		
Recharge to WLDC	(76,000)		
Income	(10,500)		
CoLC only recovery	(83,860)		
<b>Sub Total</b>	<b>616,370</b>	<b>314,350</b>	<b>302,020</b>
<b>Benefits</b>			
Employees	1,030,070		
Transport	5,940		
Supplies & Services	70,740		
<b>Sub Total</b>	<b>1,106,750</b>	<b>464,840</b>	<b>641,910</b>
<b>Money Advice</b>			
Employees	206,800		
Transport	8,160		
Supplies & Services	4,220		
<b>Sub Total</b>	<b>219,180</b>	<b>109,590</b>	<b>109,590</b>
<b>TOTAL</b>	<b>2,273,040</b>	<b>1,059,150</b>	<b>1,213,890</b>

## Appendix 2 – reconciliation to previous Base Budget Forecast (16-21)

	2017/18		
	Shared Service £	NKDC £	CoLC £
Original budget - 2016 - 2021	<b>2,257,230</b>	<b>1,045,300</b>	<b>1,211,930</b>
Reduction in Admin Grant	(30,000)	(10,000)	(20,000)
Change in WLDC NNDR Contract	2,620	1,340	1,280
Extension to two Council Tax Administration Officers	44,325	22,610	21,715
Pay Adjustments – Career Grades, New Members of the Pension Scheme etc.	(1,135)	(100)	(1,035)
<b>Revised budget – 2017 - 2022</b>	<b>2,273,040</b>	<b>1,059,150</b>	<b>1,213,890</b>