

**SUBJECT: REVENUES AND BENEFITS – BASE BUDGET FORECAST
2024/25**

DIRECTORATE: 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 2024/25.

2. Background

- 2.1 The Revenues and Benefits Shared Service was formed on 1 June 2011, with a budget set to deliver savings for both partner authorities.
- 2.2 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.
- 2.3 The Base Budget Forecast for 2024/25 is included as Appendix 1 to this report.
- 2.4 A full reconciliation to the previous Base Budget Forecast is included as Appendix 2 to this report.

3. Base Budget Forecast 2024/25

- 3.1 The Base Budget Forecast for the shared service has been prepared and is included as Appendix 1 to this report.
- 3.2 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 than the other.
- 3.3 As a result of inflationary pressures there has been a significant increase in the base budget from last year, in the main, due to the significantly higher than anticipated pay award in 2023/24. As agreed nationally, the pay award reflected the higher of either, a flat rate increase of £1,925, or 3.5-3.8% to all employees, equivalent to a 9.4% increase for the lowest paid members of staff and with the majority of officers receiving pay rises above 5% for the second consecutive year, in comparison to the original budgeted estimate of 3%. A full reconciliation to the previous Base Budget Forecast is included as Appendix 2 to this report.

4. Organisational Impacts

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

5. Risk Implications

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

6. Recommendation

- 6.1 Members are recommended to approve the Base Budget Forecast for the Revenues and Benefits Shared Service for 2024/25.

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 2024/25

	2024/25		
	Shared Service	NKDC	CoLC
	£	£	£
Management			
Employees	377,270		
Supplies & Services	97,260		
Sub Total	474,530	237,270	237,270
Revenues			
Employees	993,730		
Transport	4,500		
Supplies & Services	231,720		
Recharge to WLDC	(81,800)		
Income	(15,000)		
CoLC only recovery	(95,990)		
Sub Total	1,037,160	528,950	508,210
Benefits			
Employees	1,230,830		
Transport	600		
Supplies & Services	48,600		
Income	(8,740)		
Sub Total	1,271,290	533,940	737,350
Money Advice			
Employees	281,570		
Transport	2,750		
Supplies & Services	8,350		
Sub Total	292,670	146,340	146,340
TOTAL	3,075,650	1,446,500	1,629,170

Appendix 2 – Reconciliation to previous Base Budget Forecast (2023-28)

	2024/25		
	Shared Service £	NKDC £	CoLC £
Original budget - 2023 – 2028	2,980,420	1,401,760	1,578,660
Increased Salary cost related to Pay Award	89,260	42,220	47,040
Increased costs for IT and Subscriptions	5,950	2,500	3,450
Other minor variances	20	20	20
Revised budget – 2024 – 2029	3,075,570	1,446,500	1,629,170