

# CORPORATE SERVICES OVERVIEW AND SCRUTINY COMMITTEE

6 JUNE 2007

## CORPORATE SERVICES DEPARTMENT - FINANCIAL MONITORING

### 1. EXECUTIVE SUMMARY

1.1 This is one of a series of reports submitted throughout the year to highlight the financial performance of the Corporate Services Department. Members are asked to note the report.

### 2. FINANCIAL YEAR 2006/07

2.1 At the time of preparing this report work continues on completing the accounts for the 2006/07 financial year and further details will be included in the report to the next meeting. The indications are that out-turn expenditure will be within budget.

### 3. FINANCIAL YEAR 2007/08

3.1 Further to the reporting of the Estimates 2007/08 to Cabinet on 20 February 2007 and to Council on 1 March 2007, the approved budget for the Corporate Services Department is £6,131,000. Appendix 1 contains an analysis of the budget over services areas.

3.2 Since the budget was presented to this Committee on 17 January 2007, it has been revised to reflect the agreed savings, policy options and the re-allocation of internal recharges.

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<b>Budget presented to Overview &amp; Scrutiny Committee</b>	<b>6,105,000</b>
Agreed Savings :	
Reduction in Pay Inflation	-91,700
Reduction in Procurement	-33,600
Reduction in Car Allowance	-4,500
Reduction in LA 21 Initiatives Fund	-40,000
Closure of Tourist Information Centre	-58,000
Policy Option – e-recruitment	25,000
Transfers between departments	98,000
Reallocation of recharges	130,800
<b>Budget approved by Council 1 March 2007</b>	<b>6,131,000</b>

### 4. FINANCIAL MONITORING 2007/08

#### 4.1 Progress on implementing Policy Options

4.1.1 The agreed policy options affecting Corporate Services Department are :

4.1.2 The sum of £25,000 was allocated to Human Resources as a 1 year policy option towards the costs of implementing a scheme to improve e-recruitment.

4.1.3 The sum of £35,000 was allocated to Occupational Health, as a 1 year policy option in 2006/07, to trial an Employee Assistance Programme in two of the departments within the Council. The Authority has appointed a service provider to undertake the programme, which will operate for a 12 month trial period, commencing 1 April 2007.

#### 4.2 **Progress on delivering savings**

4.2.1 The agreed savings for the Corporate Services department are :

Reduction in Voluntary Sector budget	60,000
Reduction in Schedule of Rates (allocated across all departments)	60,000
Closure of tourist information centre	58,000
LA 21 initiatives fund	40,000
Car allowances	4,500
<b>Total</b>	<b>222,500</b>

These savings have been incorporate within the relevant departmental budgets for 2007/08.

#### 4.3 **Progress on delivering Service Re-engineering savings**

4.3.1 The Corporate Services Department share of the overall savings target for the year 2007/08 is £353,000 to be achieved through re-engineering savings of £244,000 and procurement savings of £109,000.

#### 4.4 **Impact of Cabinet / Executive Board decisions**

4.4.1 There have been no Cabinet or Executive Board decisions affecting this budget.

#### 4.5 **Variations**

4.5.1 At this stage of the financial year there are no variations to report. The following sections highlight those areas of the budget that are identified as key risks in delivering the objectives of the department within the available resources. These are subject to closer monitoring because of the volatile nature of either demand or cost or because in recent years have experienced pressures in keeping to the agreed budget.

#### 4.5.2 **Asset Management**

The disposal of land element of the Asset Management budget is traditionally a volatile area as expenditure is determined by the level of the Council's

acquisition and sale of land and buildings which will vary in accordance with the Council's policies and priorities. No adverse variances are apparent.

#### 4.5.3 Coroner's Service

The Council's budget for the Coroner's Service is held within Corporate Services Department, although the budget is not controllable by the Council and therefore presents a difficult area of budget to contain within the approved budget. The Coroner's Service budget for 2007/08 is £272,400 and efforts will be made to contain this budget from within the Corporate Services overall budget. Progress on the Coroner's budget will be regularly reported to Members in 2007/08.

#### 4.6 **Issues affecting future financial years**

4.6.1 The following is an issue which may affect future years.

#### 4.6.2 Coroner's Service

The Council's budget for the Coroner's Service is held within Corporate Services Department and presents a difficult area of budget to contain within the approved budget. A separate report on the Coroner's Service budget is contained elsewhere on the agenda.

### 5. **FINANCIAL AND STAFFING IMPLICATIONS**

5.1 For 2006/07 the agreed budget for the Corporate Services Department was £6,412,000 and it is anticipated that out-turn expenditure will be within budget.

5.2 For 2007/08 the agreed estimate for the Corporate Services Department is £6,131,000 and, at this stage of the year is projected to be the anticipated spend.

5.3 There are no additional staffing implications arising from this report.

### 6. **EQUAL OPPORTUNITIES IMPLICATIONS**

6.1 There are none arising directly from this report.

### 7. **HUMAN RIGHTS IMPLICATIONS**

7.1 There are none arising directly from this report.

### 8. **COMMUNITY SAFETY IMPLICATIONS**

8.1 There are no specific implications arising from this report.

### 9. **LOCAL MEMBERS SUPPORT IMPLICATIONS**

9.1 There are no specific implications for any Member or Ward.

**10. LOCAL AGENDA 21 IMPLICATIONS**

10.1 There are none arising directly from this report.

**11. PLANNING IMPLICATIONS**

11.1 There are none arising from this report.

**12. BACKGROUND PAPERS**

12.1 None used in the preparation of this report.

**13. RECOMMENDATIONS**

13.1 Members are asked to note the content of the report.

13.2 That a further report be submitted to the next meeting of this Committee.

J WILKIE

DEPUTY CHIEF EXECUTIVE/DIRECTOR OF CORPORATE SERVICES

This report was prepared by Hilary Pollard who can be contacted on 666 3394.

## APPENDIX 1

### CORPORATE SERVICES

#### Objective Summary

##### **CENTRAL SERVICES**

Central Support Administration	15,900	
Wallasey Complex Management	60,500	
<b>Total CENTRAL SERVICES</b>		<b>76,400</b>

##### **CHANGE MANAGEMENT**

Change Management	600,100	
<b>Total CHANGE MANAGEMENT</b>		<b>600,100</b>

##### **CORPORATE POLICY**

Grants to Voluntary Bodies	552,700	
Performance Management & Consultation	934,600	
<b>Total CORPORATE POLICY</b>		<b>1,487,300</b>

##### **HUMAN RESOURCES**

Human Resources	25,000	
<b>Total HUMAN RESOURCES</b>		<b>25,000</b>

##### **LEGAL & DEMOCRATIC**

Coroners	271,500	
Electoral & Member Services	449,700	
Legal Services	0	
Registrar	364,200	
<b>Total LEGAL &amp; DEMOCRATIC</b>		<b>1,085,400</b>

##### **STRATEGIC DEVELOPMENT**

Merseyside Information Service	92,600	
Economic & Strategic Development	2,342,300	
Estates Management	-547,300	
<b>Total STRATEGIC DEVELOPMENT</b>		<b>1,887,600</b>

##### **TOURISM AND MARKETING**

Graphics Unit	318,500	
Public Relations	408,900	
Tourism	595,100	
<b>Total TOURISM AND MARKETING</b>		<b>1,322,500</b>

##### **SERVICE RE-ENGINEERING**

Service Re-Engineering	-353,300	
<b>Total SERVICE RE-ENGINEERING</b>		<b>-353,300</b>

<b>Total CORPORATE SERVICES DEPARTMENT</b>		<b>6,131,000</b>
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