

**Corporate Overview and Scrutiny  
Management Board**

**01 September 2023**

**Chief Executive's Office – Quarter 1  
June 2023: Forecast of Revenue and  
Capital Outturn 2023/24**

**Ordinary Decision**



---

**Report of Paul Darby, Corporate Director of Resources**

**Electoral division(s) affected:**

Countywide

**Purpose of the Report**

- 1 To provide details of the updated forecast revenue and capital outturn budget position for the Chief Executive's Office (CEO) service grouping, highlighting major variances in comparison with the budget based on the position to the end of June 2023.

**Executive Summary**

- 2 The initial quarter 1 forecast position shows that the service is forecasting a cash limit underspend of £76,000 against a revised budget of £4.004 million.
- 3 The CEO cash limit balance carried forward at 31 March 2024 is forecast to be circa £0.126 million. Other earmarked reserves under the direct control of CEO are forecast to total £1.308 million at 31 March 2024.
- 4 The revised CEO capital budget is £1.942 million for 2023/24, with a total expenditure to 30 June 2023 of £0.317 million (16.3%).

**Recommendation(s)**

- 5 Corporate Overview and Scrutiny Management Board is recommended to note the forecast of outturn position.
-

## Background

6 County Council approved the Revenue and Capital budgets for 2023/24 at its meeting on 22 February 2023. These budgets have subsequently been revised to account for grant additions/reductions, corporate savings/adjustments, budget transfers between service groupings and budget profiling between years. This report covers the financial position for the following major budget areas maintained by the CEO service grouping:

- Revenue Budget - £4.004 million (original £0.00 million)
- Capital Programme - £1.942 million (original £0.00 million)

7 The original CEO revenue budget has been revised in year to incorporate a number of budget adjustments as follows:

	<b><u>£,000s</u></b>
<b>Quarter 1:</b>	
Transfer from RES – Design Services	(28)
Transfer from RES – Corporate Policy Planning and Performance	1,932
Transfer from REG – Comms and Marketing	1,935
Transfer from RES – Corporate Affairs and Management	299
Transfer to RES – Web Team	(134)
<b>TOTAL</b>	<b><u>4,004</u></b>

The revised General Fund Budget for CEO is £4.004 million.

8 The summary financial statements contained in the report cover the financial year 2023/24 and show:

- The approved annual budget;
- The actual income and expenditure as recorded in the Council's financial management system;
- The variance between the annual budget and the forecast outturn;
- For the CEO revenue budget, adjustments for items outside of the cash limit to take into account such items as redundancies met from the strategic reserve, capital charges not controlled by services and use of / or contributions to earmarked reserves.

9 The service is forecasting a cash limit underspend of £76,000 (1.90%) against a revised budget of £4.004 million.

- 10 The tables below compare the forecast of outturn with the budget. The first table is analysed by Subjective Analysis (i.e. type of expense), and the second by service.

### Type of Expenditure (Subjective Analysis) (£000's)

	2023/24 Budget £000	YTD Actual £000	QTR1 Forecast of Outturn £000	(From) / To Reserves £000	Items Outside Cash Limit £000	Cash Limit Variance £000
Employees	4,311	1,014	4,339	-	(16)	12
Premises	-	-	-	-	-	-
Transport	12	1	9	-	-	(3)
Supplies and Services	730	106	702	-	-	(28)
Third Party Payments	-	-	-	-	-	-
Transfer Payments	-	-	-	-	-	-
Central Support and Capital	6	-	42	(173)	-	(137)
<b>Gross Expenditure</b>	<b>5,059</b>	<b>1,121</b>	<b>5,092</b>	<b>(173)</b>	<b>(16)</b>	<b>(156)</b>
Income	(1,055)	(358)	(975)	-	-	80
<b>Net Expenditure</b>	<b>4,004</b>	<b>763</b>	<b>4,117</b>	<b>(173)</b>	<b>(16)</b>	<b>(76)</b>

### By Service (£000's)

	2023/24 Budget £000	YTD Actual £000	QTR1 Forecast of Outturn £000	(From) / To Reserves £000	Items Outside Cash Limit £000	Cash Limit Variance £000
CEO Management	441	119	468	-	(5)	22
Corporate Policy Planning and Performance	1,903	328	1,932	(173)	(11)	(155)
Comms and Marketing	1,660	316	1,717	-	-	57
<b>Net Expenditure</b>	<b>4,004</b>	<b>763</b>	<b>4,117</b>	<b>(173)</b>	<b>(16)</b>	<b>(76)</b>

- 11 The table below provides a brief commentary on the variances against the revised budget analysed by service. The table identifies variances in the core budget only and excludes items outside of the cash limit (e.g. redundancy costs) and technical accounting adjustments (e.g. capital charges):

<b>Service</b>	<b>Service Area</b>	<b>Description</b>	<b>Variance (under) / over budget £000</b>	<b>Variance (under) / over budget £000</b>
CEO Management	Management	£15,000 over budget on employees £7,000 over budget on supplies and services	22	22
Corporate Policy Planning and Performance	Equality & Strategy	(£10,000) under budget on vacant employee posts deleted in advance of MTFP 14 savings £22,000 over budget on employees due to unbudgeted apprentice post £3,000 over budget on supplies and services	15	(155)
	Research & Intelligence	(£51,000) additional income from Public Health	(51)	
	Transformation	(£86,000) under budget on employees due to vacancy and secondment (£33,000) unbudgeted income from Delivering Better Value fund	(119)	
Communications and Marketing	Communications and Marketing	(£116,000) under budget on vacant employee posts deleted in advance of MTFP14 savings (£33,000) under budget on employees (£49,000) under budget on supplies and services £36,000 unbudgeted expenditure relating to Regional Adoption Agency (£30,000) additional income from advertising recharges £156,000 unachievable income budgets created prior to budget transfer £93,000 unachievable Design income	57	57
<b>TOTAL</b>				<b>(76)</b>

12 In summary, the service grouping is on track to maintain spending within its cash limit.

## Capital Programme

- 13 The original CEO capital programme was £0.000 million, and this has been revised for additions, reductions, budget transfers and budget profiling. The revised budget now stands at £1.942 million.
- 14 Summary financial performance to the end of June 2023 is shown below:

	Original Annual Budget 2023/24	Revised Annual Budget 2023/24	Actual Spend 30/06/2023	Remaining Budget 2023/24
	£000	£000	£000	£000
Policy, Planning & Performance – Equality	0	526	-	526
Policy, Planning & Performance	0	1,416	317	1,099
<b>Total</b>	<b>0</b>	<b>1,942</b>	<b>317</b>	<b>1,625</b>

- 15 The revised CEO capital budget is £1.942 million with a total expenditure to 30 June 2023 of £0.317 million (16.32%). A full breakdown of schemes and actual expenditure is given in Appendix 2.
- 16 At year end the actual outturn performance will be compared against the revised budgets and at that time service and project managers will need to account for any budget variance.

## Background papers

- County Council Report (22 February 2023) – Medium Term Financial Plan 2023/24 to 2026/27 and Revenue and Capital Budget 2023/24.

## Other useful documents

- Previous Cabinet reports / None

## Author(s)

Ed Thompson

Tel: 03000 263481

---

## **Appendix 1: Implications**

---

### **Legal Implications**

The consideration of regular budgetary control reports is a key component of the Council's Corporate and Financial Governance arrangements. This report shows the forecast spend against budgets agreed by the Council in February 2023 in relation to the 2023/24 financial year.

### **Finance**

Financial implications are detailed throughout the report which provides an analysis of the revenue and capital outturn position.

### **Consultation**

Not applicable.

### **Equality and Diversity / Public Sector Equality Duty**

Not applicable.

### **Climate Change**

Not applicable.

### **Human Rights**

Not applicable.

### **Crime and Disorder**

Not applicable.

### **Staffing**

Not applicable.

### **Accommodation**

Not applicable.

### **Risk**

The consideration of regular budgetary control reports is a key component of the Councils Corporate and Financial Governance arrangements.

---

## **Procurement**

The outcome of procurement activity is factored into the financial projections included in the report.

---

## Appendix 2 Chief Executive's Office Capital Programme 2023/24 – Detailed Monitoring Statement to 31 May 2023

---

Chief Executive's Office	Revised Annual Budget	Actual Spend	Remaining Budget
	2023/24	30-Jun-23	2023/24
	£000	£000	£000
Corporate Business Intelligence System	1,416	317	1,099
Changing Places – non DCC Properties	163	-	163
Changing Places – Durham Dales Centre	131	-	131
Changing Places – Bishop Auckland Bus Station	100	-	100
Changing Places – Hardwick Park Toilet Facilities	132	-	132
<b>CEO Total</b>	<b>1,942</b>	<b>317</b>	<b>1,625</b>