

**Corporate Overview and Scrutiny  
Management Board**

**3 September 2024**

**Chief Executive's Office – Revenue and  
Capital Outturn 2023/24**

**Ordinary Decision**



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

**Electoral division(s) affected:**

Countywide

**Purpose of the Report**

- 1 To provide details of the final revenue and capital outturn budget position for the Chief Executive's Office (CEO) service grouping, highlighting major variances in comparison with the budget.

**Executive Summary**

- 2 In 2023/24 the service achieved a cash limit underspend of £0.806 million against a revised budget of £4.323 million. This compares to the previously forecast position (at quarter 3) of a £0.769 million underspend for the year. The outturn position was therefore £37,000 more underspent than previously reported.
- 3 The CEO cash limit balance carried forward at 31 March 2024 is £0.866 million. Other earmarked reserves under the direct control of CEO are total £0.939 million at 31 March 2024.
- 4 The final CEO capital budget was £1.892 million for 2023/24, with a total expenditure to 31 March 2024 of £1.234 million (65.2%). A request was made to the Member Officer Working Group (MOWG) to carry forward the £0.658 million underspend to the current year to augment the 2024/25 Capital Programme.

**Recommendation(s)**

- 5 Corporate Overview and Scrutiny Management Board is recommended to note the final outturn position against the 2023/24 revenue and capital budgets.
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## 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 - £4.323 million (original £0.00 million)
- Capital Programme - £1.892 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>Quarter 2:</b>	
Transfer to RES – Corporate Affairs and Management	27
Transfer from AHS – 2 x Business Analyst posts	99
<b>Quarter 3</b>	
23-24 Pay Award	192
<b>TOTAL</b>	<b><u>4,323</u></b>

The revised General Fund Budget for CEO is £4.323 million.

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

- (a) The approved annual budget;
- (b) The actual income and expenditure as recorded in the Council's financial management system;
- (c) The variance between the annual budget and the forecast outturn;
- (d) 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 achieved a cash limit underspend of £0.806 million (18.6%) against a revised budget of £4.323 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	Actual Outturn	Variance (under) / over spend	(From) / To Reserves	Items Outside Cash Limit	Cash Limit Variance	Q3 Cash Limit Variance
	£000	£000	£000	£000	£000	£000	£000
Employees	4,584	4,330	(254)	0	(109)	(363)	(329)
Premises	0	8	8	0	0	8	0
Transport	12	3	(9)	0	0	(9)	(8)
Supplies and Services	748	797	50	0	0	50	(60)
Third Party Payments	1	1	(0)	0	0	(0)	0
Transfer Payments	0	0	0	0	0	0	0
Central Support and Capital	7	58	51	(377)	(50)	(376)	(352)
<b>Gross Expenditure</b>	<b>5,351</b>	<b>5,197</b>	<b>(154)</b>	<b>(377)</b>	<b>(159)</b>	<b>(690)</b>	<b>(749)</b>
Income	(1,028)	(1,192)	(164)	0	47	(117)	(20)
<b>Net Expenditure</b>	<b>4,323</b>	<b>4,005</b>	<b>(317)</b>	<b>(377)</b>	<b>(113)</b>	<b>(806)</b>	<b>(769)</b>

### By Service (£000's)

	2023/24 Budget	Actual Outturn	Variance (under) / over spend	(From) / To Reserves	Items Outside Cash Limit	Cash Limit Variance	Q3 Cash Limit Variance
	£000	£000	£000	£000	£000	£000	£000
CEO Management	485	649	164	0	(127)	36	26
Corporate Policy Planning & Performance	2,086	1,905	(180)	(251)	2	(430)	(391)
Comms & Marketing	1,752	1,451	(301)	(125)	13	(413)	(404)
<b>Net Expenditure</b>	<b>4,323</b>	<b>4,005</b>	<b>(317)</b>	<b>(377)</b>	<b>(113)</b>	<b>(806)</b>	<b>(769)</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	£29,000 transferred to corporate contingencies for pay award relating to vacant posts. Plus other minor variances.	36	<b>36</b>
Corporate Policy Planning and Performance	Equality & Strategy	(£75,000) under budget on vacant employee posts deleted in advance of MTFP(14) savings. (£91,000) under budget on employees due to vacant posts. (£6,000) under budget on printing and postage costs	(172)	<b>(430)</b>
	Research & Intelligence	No material variance	(6)	
	Transformation	(£110,000) under budget on employees due to a vacancy and secondment (£54,000) unbudgeted income from Delivering Better Value fund (£78,000) unbudgeted income from Family Hubs	(252)	
Communications and Marketing	Communications and Marketing	(£160,000) under budget on vacant employee posts deleted in advance of MTFP14 savings (£162,000) under budget on vacant employee posts which have recently been filled (£50,000) under budget on general supplies (£20,000) under budget on Durham County News (£30,000) unbudgeted advertising income. £10,000 under achieved income relating to internal design works.	(413)	<b>(413)</b>
<b>TOTAL</b>				<b>(806)</b>

- 12 The final outturn position was £37,000 more underspent than the forecast prepared at Quarter 3 and reported to Cabinet in March. This means that there is an increase in the cash limit reserve carried forward at year end.

### 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 £1.892 million.
- 14 Summary financial performance to the end of March 2024 is shown below:

	Original Annual Budget 2023/24	Final Annual Budget 2023/24	Actual Spend 2023/24	(Under) / Over Spend in Year	Actual Spend as a % of Budget
	£000	£000	£000	£000	%
Policy, Planning & Performance – Equality	0	476	200	276	42.02
Policy, Planning & Performance	0	1,416	1,034	382	73.02
<b>Total</b>	<b>0</b>	<b>1,892</b>	<b>1,234</b>	<b>658</b>	<b>65.22</b>

- 15 The outturn position was reported to MOWG in May 2024 as part of the capital outturn and requested the budget variances be carried forward and incorporated into the 2024/25 budget. A full breakdown of schemes and actual expenditure to 31 March 2024 is given in Appendix 2.

### Background papers

- County Council Report (22 February 2023) – [Medium Term Financial Plan 2023/24 to 2026/27 and Revenue and Capital Budget 2023/24](#)
- Cabinet Report (13 September 2023) – [Forecast of Revenue and Capital Outturn 2023/24 - Period to 30 June 2023 and Update on Progress towards achieving MTFP \(13\) savings](#)
- Cabinet Report (15 November 2023) – [Forecast of Revenue and Capital Outturn 2023/24 - Period to 30 September 2023 and Update on Progress towards achieving MTFP \(13\) savings](#)

- Cabinet Report (13 March 2024) – [Forecast of Revenue and Capital Outturn 2023/24 - Period to 31 December 2023 and Update on Progress towards achieving MTFP \(13\) savings](#)
- Cabinet Report (10 July 2024) - [2023/24 Final Outturn for the General Fund and Collection Fund](#)

### **Other useful documents**

- Previous Cabinet reports / None

### **Author(s)**

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## **Appendix 1: Implications**

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### **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 actual 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 alongside details of balance sheet items such as earmarked reserves held by the service grouping to support its priorities.

### **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.

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## **Procurement**

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



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## Appendix 2 Chief Executive's Office Capital Programme 2023/24 – Detailed Monitoring Statement to 31 March 2024

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Chief Executive's Office	Revised Annual Budget	Actual Spend	Remaining Budget
	2023/24	31-Mar-24	2023/24
	£000	£000	£000
Corporate Business Intelligence System	1,416	1,034	382
Changing Places – non DCC Properties	175	57	118
Changing Places – Hardwick Park Toilet Facilities	184	128	56
Changing Places – Teesdale Leisure Centre	80	-	80
Changing Places – Dunes Café Crimdon	37	15	22
<b>CEO Total</b>	<b>1,892</b>	<b>1,234</b>	<b>658</b>