

**Joint Committee**  
**23rd February 2012**

**REGULATORY SERVICES FINANCIAL MONITORING APRIL - DECEMBER 2011/12**

**Recommendation**

That the Committee

- consider the financial position of the service for April – December 2011.

**Contribution to  
Priorities**

The development of a robust budget and financial management framework will ensure the priorities of the service are delivered within the agreed budget.

**Introduction/Summary**

The Worcestershire Shared Service Partnership commenced on the 1<sup>st</sup> June 2010, this is the second year for the operation of the joint provision of the service. The budget for this financial year (2011/12) was approved by the Joint Committee on the 25<sup>th</sup> November 2010.

This report provides members with details of the financial position from April 2011 to December 2011.

**Background**

As part of the financial management arrangements relating to the service a regular monitoring statement is produced for Members to ensure that costs are managed within the budget approved by participating Councils.

The Head of Service has regular discussions with finance colleagues to review costings and to address any issues that may arise.

The Regulatory Services Management and Project Board also consider the reports on a monthly basis.

**Report**

The following statements are included for the Committee's attention:

- Revenue Monitoring April – December 2011/12 – Appendix 1
- Capital Projected outturn position 2011/12 – Appendix 2

## Revenue Monitoring

Appendix 1 details the financial position for the Regulatory Services function for the period from 1<sup>st</sup> April to 31st December 2011, with a projected outturn to the end of the financial year.

Reasons for variations in the expected level of expenditure are included in the Appendix. These have been agreed with the Head of Service and actions are in place to mitigate any current overspends to budget.

### Salary – significant underspend

The 2011/12 salary budget projects a saving of £262k partly due to salary savings arising from two Grade B posts remaining vacant. One of these posts has now been filled following the temporary secondment for 6 months of a Grade C Manager. Plans are being made to backfill posts to cover this arrangement using internal resources where appropriate.

### Car Allowance – overspend

The overspend anticipated on the Car Allowance budget of £19k reflects the agreement made to pay a 12 month disturbance allowance to staff for mileage costs associated with the move to Wyatt House. This is absorbed by other savings within the service and has ensured that staff are supported financially during the transition.

### Agency Staffing Budget – Overspend

The anticipated overspend on the Agency Staffing Budget (£51k) has increased because additional agency staff are being required to backfill for those staff that have been seconded to support the service transformation project.

The projected underspend has increased from that previously estimated (£144k). This is due to a number of reasons:

- The continued staff vacancies as detailed above.
- A reduction in the anticipated expenditure on Furniture and Equipment as much of this was brought into the service from the partners.

### Transformation Project - Projected Outturn

Capital spend in this financial year continues to be lower than anticipated, due to the decision to undergo transformation of the service before establishing its ICT needs. A Project Manager has now been appointed, with the process for the procurement of the Management Information System commencing in March 2012 following the result of the Transformation review, with procurement

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**Financial Implications**

completed in the coming financial year.

None other than those stated in the Appendices

**Sustainability**

None as a direct result of this report

**Contact Points**

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**Background Papers**

Detailed financial business case