

CenSus Joint Committee
9th December 2017

Draft Revenue and Capital Budgets for 2017/18

REPORT OF: Peter Stuart, CFO to Census JC
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Wards Affected: All
Key Decision No

Purpose of Report

1. This report presents the Joint Committee with the draft revenue and capital budgets for both the Revenues and Benefits Service and ICT service for 2017/18.

Recommendations

2. That the draft revenue and capital budgets for both the Revenues and Benefits Service and the ICT Service be approved.
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2017/18 Budgets

Revenues and Benefits

3. The total draft budget for this service is £2.983m as shown in Appendix 2. This is an overall increase on the previous year's budget by £14K which is comprised entirely of salary increments.
4. Members should note that this is a draft budget for the year for the three authorities. Whilst Adur DC will be leaving the partnership from October 2017, this will be accounted for as an in-year variation and duly reported when the costs and benefits accruing are known.

ICT

5. The total draft operational revenue budget for the service is £2.657m in Appendix 2; a £14k increase on the previous year's budget. This allows for a 1% salary pay award but a reduction in budgeted pension contributions. There are also additional maintenance costs which are now being attributed to the individual authorities, according to their infrastructure needs.
6. The overall budget has decreased significantly once revenue and capital project costs are taken into account; for 2017/18 there is only £60k of revenue projects identified which is for consultancy work towards hardware renewals.
7. All three sites have had cloud readiness assessments completed, which outline the viability of the Councils moving away from on-premise data centres to cloud hosted 'infrastructure as a service'. Support is being procured from to assist with the design a cloud environment to meet the needs of all three sites and their technology

strategies. This design will also make explicit what infrastructure is likely to be left behind and require support locally.

Policy Context

8. Shared services are one aspect of the Councils work towards running Better Services.

Other Options Considered

9. None applicable.

Financial Implications

10. The financial implications are detailed within the body of this report.

Risk Management Implications

11. None applicable

Equality and customer service implications

12. None

Other Material Implications

13. None.

Census Revenues and Benefits Draft Budget 2017/18					
		Benefits	Revenues	2017/18	2016/17
		£	£	£	£
Employees					
	Operational Permanent Staff	1,478,718	1,281,312	2,760,030	
	Professional subscriptions	4,800	0	4,800	
		1,483,518	1,281,312	2,764,830	
Transport					
	Local Scheme Lump Sum	6,896	5,195	12,091	
	Contract Car Hire	18,635	15,996	34,631	
	Essential Mileage	5,339	9,203	14,542	
	Casual Mileage	5,489	2,473	7,962	
	Travel Costs	1,012	1,372	2,384	
		37,371	34,239	71,610	
Supplies and Services					
	Small Equipment Purchase	506	0	506	
	Uniforms	416	54	470	
	Protective Clothing	0	0	0	
	Paper	661	118	779	
	Outside Printing	21,391	23,913	45,304	
	Scanning and Indexing contract	0	74,172	74,172	
	Direct Stationery Purchases	3033	975	4,008	
	Payment Cards	0	4,560	4,560	
	Envelopes	2905	0	2,905	
	Confidential Waste	0	0	0	
	Books/Periodicals	340	415	755	
	Papers and Publication	0	0	0	
	Other Notices and Leaflets	0	520	520	
	General Publicity	0	0	0	
	Land Registry	507	1,560	2,067	
	Magistrates Court Costs	0	40,426	40,426	
	Audit Fees (External)	1,822	1,800	3,622	
	Consultants Fees	6,778	7,631	14,409	
	Professional Trace Fees	121	4,262	4,383	
	Bailiffs Fees/Warrant Enforc/Search Fee	4,014	14,821	18,835	
	Direct Postage	40,412	39,316	79,728	
	Courier Service/Mailing/Packing costs	10,780	140,792	151,572	
	Mobile Phone Rental	1,772	1,889	3,661	
	Purchase Computer Equipment	2544	0	2,544	
	Software Purchase Outright	0	0	0	
	Software Licence and Maintenance	46,607	28,653	75,260	
	Software Maintenance	81,014	68,595	149,609	
	Direct Computer Cost	0	0	0	
	Refreshments Etc	0	155	155	
	Training and Seminars	22,606	11,405	34,011	
	Conference Expenses	0	129	129	
	General Subscription	809	187	996	
		249038	466348	715,386	
Customer and Client receipts					
	Charge Cards	0	0	0	
	Magistrates Court Costs	0	(565,330)	(565,330)	
	Costs Received	(3,000)	0	(3,000)	
		(3,000)	(565,330)	(568,330)	
Total					
	Gross Expenditure	1,769,927	1,781,899	3,551,826	
	Gross Income	(3,000)	(565,330)	(568,330)	
	Net Expenditure	1,766,927	1,216,569	2,983,496	2,969,034
Proportional Sharing (%):					
	36.56% Mid Sussex District Council	646,059	444,826	1,090,885	1,085,597
	34.97% Horsham District Council	617,979	425,492	1,043,471	1,038,413
	28.46% Adur District Council	502,890	346,251	849,141	845,025

Census ICT			
DRAFT BUDGET 2017-18			
	Budget 2017/18		2016-17 Budget
	£		£
Salaries	1,257,148		1,241,441
Superannuation	179,517		194,203
Overtime	6,000		6,000
Recruitment Advertising	1,500		1,500
<u>Direct Costs</u>			
Mileage	8,000		8,000
Travel Costs	520		520
Training	18,480		18,480
Stationery	0		0
Books/ publications	100		100
Photocopier	320		320
Hospitality	1,000		1,000
Advertising	0		0
Grants & Subscriptions	2,060		2,060
Equipment / Furniture	2,000		2,000
Telephones (Incl calls)	2,150		2,150
Computer Hardware - Technical upgrade	0		0
Census Central Maintenance/licences	486,816		548,787
	1,965,611		2,026,561
Local Computer Licence/maintenance	691,775		617,228
Operational Revenue Budget	2,657,386		2,643,789
Revenue Projects	60,000		375,000
Capital Projects	0		180,000
Total Budget Capital & Revenue Budget	2,717,386		3,198,789
	2017/18		Increase/
	Operational	Contribution	decrease from
% Split between Councils- Operational costs	Budget Share	Rate	2016/17 budget
Horsham	736,113	27.70%	43,514
Mid Sussex	873,153	32.86%	47,765
ADC/WBC	1,048,121	39.44%	-77,682