

To:
All members of the
Administrative Committee

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Date: 05 October 2021

Supplementary Agenda

Administrative Committee - Thursday, 7 October 2021

Dear Councillor

I enclose the following item which accompanies the Revenue Monitoring Report on the agenda for the Administrative Committee meeting to be held on Thursday, 7 October 2021:

5. Revenue Monitoring Report (Qtr 1 April-June)

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To note the Revenue Monitoring Report and the full outturn for 2021/22 and the full variances as at 30 June 2021 by cost centre as reported in Appendix C1 of the report.

Yours sincerely

Karen Wyeth
Corporate Governance

To the members of the Administrative Committee

Councillors:

A.J. Mitchell (Chairman)
N. Islam (Vice-Chairman)
C.L. Barratt

R.O. Barratt
C. Bateson
J.R. Boughtflower

R.D. Dunn
M.J. Madams
D. Saliagopoulos

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Substitute Members: Councillors: I.J. Beardsmore, S.A. Dunn and K.M. Grant

Appendix C1						
Regulatory / Administrative Committees						
Results to	Budget	Forecast	COVID-19	Non-COVID-19	Total Variance	Comments
30-Jun-21	Revised	Outturn	Variance	Variance	to Revised	
	£	£	£	£	£	
Employees	102,700	97,900	0	(4,800)	(4,800)	
Other Expenditure	118,300	118,300	0	0	0	
Income	0	0	0	0	0	
Audit	221,000	216,200	0	(4,800)	(4,800)	
Employees	211,400	225,400	0	14,000	14,000	Expected to be higher due to overtime payments to cover the vacant posts under the new structure.
Other Expenditure	24,900	32,700	7,815	(15)	7,800	Additional costs incurred for holding Council meetings at Spelthorne Leisure Centre due to COVID-19 restrictions
Income	0	0	0	0	0	
Committee Services	236,300	258,100	7,815	13,985	21,800	
Employees	262,600	262,400	0	(200)	(200)	
Other Expenditure	7,200	5,800	0	(1,400)	(1,400)	
Income	0	0	0	0	0	
Corporate Governance	269,800	268,200	0	(1,600)	(1,600)	
Employees	257,900	162,600	0	(95,300)	(95,300)	Savings expected against the employee Retention Allowance budget
Other Expenditure	1,011,600	1,119,000	36,850	70,550	107,400	Main variances: Consultants fees higher by £20k; High Street Recovery expenditure of £31k funded by government grants; River Thames Improvement Programme of £42k funded through reserves; and remainder relates to legal costs paid towards dispute with KPMG relating to audit of accounts. - re later but we accrued for the costs relating to 17/18 VFM in 20-21 and we built in additional £200k
Income	(400,000)	(425,200)	(25,200)	0	(25,200)	Additional KGE recharges
Corporate Management	869,500	856,400	11,650	(24,750)	(13,100)	
Employees	211,200	216,000	3,223	1,577	4,800	
Other Expenditure	87,700	87,700	0	0	0	
Income	(5,000)	(5,000)	0	0	0	
Corporate Publicity	293,900	298,700	3,223	1,577	4,800	
Employees	12,100	12,200	0	100	100	
Other Expenditure	407,700	366,600	(41,100)	0	(41,100)	Savings expected against members allowances
Income	0	0	0	0	0	
Democratic Rep & Management	419,800	378,800	(41,100)	100	(41,000)	
Employees	2,300	2,000	145	(445)	(300)	
Other Expenditure	7,900	22,200	17	14,283	14,300	
Income	0	0	0	0	0	
Elections	10,200	24,200	162	13,838	14,000	

Appendix C1						
Regulatory / Administrative Committees						
Results to	Budget	Forecast	COVID-19	Non-COVID-19	Total Variance	Comments
30-Jun-21	Revised	Outturn	Variance	Variance	to Revised	
	£	£	£	£	£	
Employees	180,100	184,500	0	4,400	4,400	
Other Expenditure	100,900	96,500	0	(4,400)	(4,400)	
Income	(1,000)	(1,000)	0	0	0	
Electoral Registration	280,000	280,000	0	0	0	
Employees	354,200	345,200	0	(9,000)	(9,000)	
Other Expenditure	54,300	54,300	0	0	0	
Income	0	0	0	0	0	
HR	408,500	399,500	0	(9,000)	(9,000)	
Employees	678,000	658,000	0	(20,000)	(20,000)	Savings expected due to vacant post, covered by additional overtime payments to ensure that the service levels are maintained
Other Expenditure	417,400	417,400	0	0	0	
Income	0	0	0	0	0	
Information & Comms Technology	1,095,400	1,075,400	0	(20,000)	(20,000)	
Employees	0	0	0	0	0	
Other Expenditure	215,600	215,600	0	0	0	
Income	(35,000)	(35,900)	(900)	0	(900)	
Insurance	180,600	179,700	(900)	0	(900)	
Employees	67,800	56,820	0	(10,980)	(10,980)	
Other Expenditure	27,500	30,930	0	3,430	3,430	
Income	(130,000)	(191,500)	0	(61,500)	(61,500)	60k transitional payment received in July from HM Land Registry (HMLR). Land Charges fees have now moved to HMLR at the end of April.
Land Charges	(34,700)	(103,750)	0	(69,050)	(69,050)	
Employees	662,500	637,500	0	(25,000)	(25,000)	Net savings expected due to maternity leave, being partly covered by temporary staff.
Other Expenditure	26,600	39,600	0	13,000	13,000	
Income	(77,500)	(77,500)	0	0	0	
Legal	611,600	599,600	0	(12,000)	(12,000)	
Employees	68,200	71,200	0	3,000	3,000	
Other Expenditure	800	800	0	0	0	
Income	0	0	0	0	0	
Payroll	69,000	72,000	0	3,000	3,000	
Total Employees	3,071,000	2,931,720	3,367	(142,647)	(139,280)	
Total Other Expenditure	2,508,400	2,607,430	3,583	95,447	99,030	
Total Income	(648,500)	(736,100)	(26,100)	(61,500)	(87,600)	
	4,930,900	4,803,050	(19,150)	(108,700)	(127,850)	