

# Council



23 February 2023

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| <b>Title</b>                 | <i>Addendum – 2023/24 Detailed Budget Report</i>   |
| <b>Purpose of the report</b> | To make a Key Decision   |
| <b>Report Author</b>         | <i>Paul Taylor Chief Accountant</i>  |
| <b>Ward(s) Affected</b>      | All Wards  |
| <b>Exempt</b>                | No   |
| <b>Corporate Priority</b>    | Community<br>Affordable housing<br>Recovery<br>Environment<br>Service delivery   |
| <b>Recommendations</b>       | <p><b>Council is asked to approve the following recommendations from the Corporate Policy &amp; Resources Committee (CPRC) on Tuesday 21 February:</b></p> <ol style="list-style-type: none"><li><b>1. The Legal Assistant role growth bid in Legal Services is to be funded from reductions in other Cost Centres within the Administration Committee, as it did not comply with CPRC guidance on new FTE roles, i.e., there were only to be included if fully funded or statutorily required. (This funding initiative was proposed by the Administration Committee). See 2.1 below</b></li><li><b>2. A Procurement Assistant post on a two year fixed term contract for £22,000 plus oncosts has been upgraded to a more senior Procurement Officer role again on a two year fixed term contract, which will require a marginal increase of £20,000 plus oncosts per annum. See 2.5 below.</b></li><li><b>3. The Jet Administrator Role growth bid has been removed from the budget. See 2.9 below.</b></li></ol> <p><b>The net difference is £15,100 and therefore the following changes will take place to:</b></p> |

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|--|--|--------------------|--|
|  | <b>A</b>   | <b>107,472,600</b> | <b>Being the aggregate of the amount which the Council estimates for the items set out in Section 31A (2) of the Act considering all precepts issued to it by Parish Councils.</b> |
|  | <b>B</b>   | <b>-98,707,900</b> | <b>Being the aggregate of the amount which the Council estimates for the items set out in Section 31A (3) of the Act</b>   |
| <p><b>That the following amounts be calculated for the year 2023-24 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011.</b></p> <p><i>Items C to F are unchanged.</i></p> |  |                    |  |
| <b>Reason for Recommendation</b>   | <i>The above reflects the decisions made at the CPRC meeting on Tuesday.</i> |                    |  |

## **1. Summary of the report**

1.1 This report seeks to update the detailed budget report submitted to Council easier in the month, and reflects the decisions made by CPRC at their meeting on 21 February.

## **2. Key issues**

### **2.1 Legal Assistant**

2.2 At the Administration Committee in January 2023, the Committee heard representation from the Group Head of Corporate Governance regarding this growth bid, noting that it did not comply with CPRC guidance on new FTE roles, i.e., it was not fully funded nor was it statutorily required.

2.3 After a long discussion the Committee felt that this role was important not only for the department, but the Council as a whole and in order to support this role, decide to propose to CPRC that they fund this position by requesting that the Cost Centres within the Administration Committee reduce their budgets to accommodate this request.

2.4 The Finance Team had not included this post in the original detailed budget, as they were awaiting CPRC decision and therefore, as CPRC approved this, it is a cost neutral adjustment.

2.5 **CPRC has agreed to support this proposal**

2.6 **Procurement Assistant & Procurement Officer**

2.7 Following extensive advertising campaign and difficulties trying to recruit for this junior role the Head of Department has reached the conclusion that the strategy needs to be reassessed, and as part of that reassessment there the role of the Procurement Assistant needs to be upgraded to a Procurement Officer.

2.8 This means that there will be no increase in the actual number of FTE's employed by the Council, however, there will be a marginal increase salary of £20,000 plus oncosts to reflect that the role is now more senior in nature.

2.9 **CPRC supports this proposal.**

2.10 **Jet Administrator**

2.11 This role is not fully funded nor is it statutorily required.

2.12 The Neighbourhood Services & Enforcement Committee felt that this post should be supported and asked CPRC to consider this.

2.13 There was no empirical evidence to support his role. Indications were that the cost benefit was not sufficient to justify retaining the role, further as the current incumbent had obtained another post within the Council, the position was not vacant and due to lapse on 31 March 2023 and the end of the twelve month fixed term contract.

2.14 The new uniform software was currently being evaluated and in the absence of any plans to utilise technology to support this team and workflow patterns, CPRC felt that the Cost Centre Manage should reflect upon the above and if required submit a proposals later in the year.

2.15 **CPRC rejects this proposal**

**3. Financial implications**

3.1 Please note that as the changes highlighted below come to £14,600 and have been regarded as immaterial, when compared to £107,487,700, being the aggregate of the amount which the Council estimates for the items set out in Section 31A (2) of the Act considering all precepts issued to it by Parish Councils and therefore, these figures have not been updated, as there is no impact on the Council Tax charge of £216.14.

3.2 The financial implications of the above are as follows:

- (a) £nil - £31,000 savings in other Administration Committee Cost Centre budgets for the Legal Assistant against £31,000 cost of the Legal Assistant
- (b) £20,500 increase in Procurement salaries.
- (c) £34,600 savings Jet Administrator.
- (d) This equates to a £15,100 reduction in the funding required from reserves to balance the budget.

**4. Risk considerations**

- 4.1 As per the main report
- 5. Procurement considerations**
- 5.1 As per the main report
- 6. Legal considerations**
- 6.1 As per the main report
- 7. Other considerations**
- 7.1 As per the main report
- 8. Equality and Diversity**
- 8.1 As per the main report
- 9. Sustainability/Climate Change Implications**
- 9.1 As per the main report
- 10. Timetable for implementation**
- 10.1 As per the main report
- 11. Contact**
- 11.1 Paul Taylor [p.taylor@spelthorne.gov.uk](mailto:p.taylor@spelthorne.gov.uk)

**Background papers:** As per the main report

**Appendices all dated 22 February:**

**Appendix 1** – Detailed budget for 2023/24

**Appendix 2** – Net Expenditure Budget 2023/24 by Committee

**Appendix 3** – General Fund Subjective Analysis 2023/24

**Appendix 4** – Calculation of Council Tax for 2023/24

**Appendix 5** – No change not attached

**Appendix 6** – No change not attached

**Appendix 7** – Comparison for the five years ended 2023/24 between actual and budgeted FTEs showing the year on year movement between the two by cost centre.

**Appendix 8** – No change not attached