

Arun District Council

REPORT TO:	Corporate Support Committee - 31 January 2024
SUBJECT:	Budget Monitoring Report to 31 December 2023
LEAD OFFICER:	Antony Baden – Group Head of Finance & Section 151 Officer
LEAD MEMBER:	Councillor Francis Oppler, Chair of Corporate Support Committee
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION: The Council's budget supports all the Council's Objectives.	
DIRECTORATE POLICY CONTEXT: Budget monitoring and forecasting are key in ensuring sound financial control and control of spending is in place. It is also a major part in ensuring sound governance arrangements.	
FINANCIAL SUMMARY: The report shows the Committee's Revenue budget and Capital programme forecast outturn position for 2023/24 to the end of Quarter 3.	

1. PURPOSE OF REPORT

- 1.1. The purpose of this report is to appraise the Corporate Support Committee of its forecast outturn against the 2023/24 budgets, which were approved by Full Council at its meeting of the 9 March 2023.

2. RECOMMENDATIONS

- 2.1. It is recommended that the Committee notes the content of this report.

3. EXECUTIVE SUMMARY

- 3.1. The report sets out in further detail the Committee's Revenue and Capital programme budget performance projections to the 31 March 2024.

4. DETAIL

- 4.1. Table 1 below details the 2023/24 forecast revenue budget out turn to the end of Quarter 3 and anticipates an overspend of £221k which shows no movement overall against what was reported in Quarter 2.

Table 1

Corporate Support Committee					
	Budget	Forecast	Variance	Variance	Movement
	2023-24	Q3	Q3	Q2	
Description	£'000	£'000	£'000	£'000	£'000
Elections	384	384	0	0	0
Registration of Electors & Elections	215	215	0	0	0
Communications & Design*	232	202	(30)	(30)	0
Customer Services	804	794	(10)	0	(10)
Committee Services	856	781	(76)	(77)	1
Print & Post Services*	176	314	139	139	0
Financial Services	1,497	1,626	129	136	(7)
Human Resources	424	424	0	0	0
ICT	2,133	2,094	(39)	(39)	0
Legal & Administration	619	712	93	78	15
Policy & Partnerships	34	34	0	0	0
Staff Support	303	317	14	14	0
Total - Corporate Support Committee:	6,152	6,374	221	221	0

*Design Cost Centre has been moved from Print & Post Services to Communications

Table 2

	Original 2023/24 Budget	Slippage from 2022/23	In Year Additions	Reprofiling & Other Changes	Revised 2023/24 Budget	Forecast Outturn	Variance	2024/25 Budget	2025/26 Budget	2026/27 Budget
Project	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
ICT	0	347	0	-32	315	315	0	0	25	225
Total Corporate Support Committee Capital	0	347	0	-32	315	315	0	0	25	225

4.2. Table 2 above details the Committee's 2023/24 forecast capital programme out turn as at Quarter 3. The total capital budget for 2023/24 is £315k which includes slippage from the previous year of £347k mitigated by a £32k saving due to Edge Switch no longer proceeding (deferred until 2027/28).

4.3. The Capital programme is being reviewed as part of the budget setting process and will take account of progress against the 2023/24 budget. Any changes will be reported to this Committee for approval by Policy & Finance Committee.

5. CONSULTATION

5.1. Consultation with other stakeholders is not required for this report.

6. OPTIONS / ALTERNATIVES CONSIDERED

6.1. There are no alternative options to this report.

7. COMMENTS BY THE GROUP HEAD OF FINANCE/SECTION 151 OFFICER

7.1. There are no additional financial implications arising from the matters set out in this report. Committee will note that the Group Head of Finance & Section 151 Officer will work throughout the financial year with other Group Heads to mitigate any overspends that have been highlighted in the report and to maximise potential income generation opportunities/cost avoidance efficiencies.

8. RISK ASSESSMENT CONSIDERATIONS

8.1. Regular budget monitoring and forecasting mitigates against the risk of poor financial control and ensures that Members are informed when corrective action is required and what action has been taken.

9. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER

9.1. There are no direct legal implications associated with this report.

10. HUMAN RESOURCES IMPACT

10.1. None.

11. HEALTH & SAFETY IMPACT

11.1. None.

12. PROPERTY & ESTATES IMPACT

12.1. None.

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

13.1. None.

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1. None.

15. CRIME AND DISORDER REDUCTION IMPACT

15.1. None.

16. HUMAN RIGHTS IMPACT

16.1. None.

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

17.1. None.

CONTACT OFFICER:

Name: Antony Baden

Job Title: Group Head of Finance and Section 151 Officer

Contact Number: 01903 737558

BACKGROUND DOCUMENTS:

Budget Book 2023/24

Minute 779, Full Council 9 March 2023 – Arun District Council budget 2023/24

[Minutes](#)

Quarter 1 Budget Monitoring Report, Corporate Support Committee, 12 October 2023

[Report](#)