

# Arun District Council

<b>REPORT TO:</b>	<b>Corporate Support Committee – 31 January 2024</b>
<b>SUBJECT:</b>	<b>Committee Revenue and Capital Budgets 2024/25</b>
<b>LEAD OFFICER:</b>	<b>Antony Baden, Group Head of Finance and Section 151 Officer</b>
<b>LEAD MEMBER:</b>	Councillor Francis Oppler
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b> The Council's financial planning and budget promotes all the Council's Corporate Priorities.	
<b>DIRECTORATE POLICY CONTEXT:</b> The Council's financial planning and budget influences all Directorates of the Council.	
<b>FINANCIAL SUMMARY:</b> The draft budgets for this Committee are shown in the appendices.	

## 1. PURPOSE OF REPORT

- 1.1. The purpose of the report is for this Committee to consider and recommend its revenue budget for inclusion in the Council's overall 2024/25 revenue budget. These recommendations will be submitted to the Policy and Finance Committee on 8 February 2024 when it considers the overall revenue and capital budgets for 2024/25 so recommendations can be made to a Special Meeting of the Council on 21 February 2024 regarding the budgets to be set and level of Council Tax for the District for 2024/25.

## 2. RECOMMENDATIONS

- 2.1 It is recommended that this Committee:

- (a) Agrees the 2024/25 Revenue Budget as illustrated in Appendix A of this report;
- (b) Agrees the 2024/25 Capital Programme as illustrated in Appendix B of this report; and
- (c) Recommends to the Policy and Finance Committee that the Revenue Budget for this Committee be included in the overall General Fund Budget when the Policy and Finance Committee considers the overall budgets at its meeting on 8 February 2024.

### 3. EXECUTIVE SUMMARY

- 3.1 The purpose of the report is for this Committee to consider and recommend its 2024/25 revenue budget, which will be submitted to the Policy and Finance Committee on 8 February 2024. The Policy and Finance Committee will consider the overall revenue budget for 2024/25 so that it can make recommendations to a Special Meeting of the Council on 21 February 2024.

### 4. DETAIL

- 4.1 The general background to the budget was included in the Financial Prospects 2024/25 to 2028/29 report to Policy & Finance Committee on 26 October 2023. An updated report was also presented to Policy & Finance Committee on the 8 January 2024.
- 4.2 Financial forecasting continues to be extremely difficult due to high inflation rates and various other external factors affecting the economy therefore budgets have been compiled on the best information available.
- 4.3 The basis of revenue budgeting for 2024/25 broadly assumes that current levels of service provision will remain unchanged. This means that whilst cost increases have been included, there is no growth within the budget proposals.
- 4.4 The net change in the revenue budget between 2023/24 and 2024/25 is £149k and the key changes are summarized in the table below:

<b>Change</b>	<b>Amount £'000</b>
Salary inflation	259
Computer Services – increase in supplies, rolling maintenance and software costs	145
Increase in postage costs and prices post Covid-19	130
Increase in external audit fee	81
Introduce full Payment Card Industry (PCI) compliance	29
Committee Services - increase in insurance and printing costs	31
Reduction in Election Services costs due to less elections taking place in 2024/25	(280)
Savings identified by the Financial Strategy paper	(249)
Other minor changes	3
<b>Total</b>	<b>149</b>

4.5 The savings of £249,000 identified in the Financial Strategy paper referred to in paragraph 4.4 are as follows:

<b>Saving</b>	<b>Amount £'000</b>
Reduce frequency of the annual residents' survey	10
Cease Vuelio media monitoring	6
Cease Snapsea subscription	3
Reduce publishing frequency of Arun Times	9
Reduce hours of vacant Graphic Design Assistant post	5
Reduce overtime in the ICT team	5
Cease email journals	10
Undertake e-forms project in house	10
Reduce the specification of the Geographic Information System (GIS) contract	8
Delete vacant IT apprentice post	18
Delete vacant 0.5 fte Web administrator post	21
Extend life cycle replacement of laptops to 7 years	13
Remove flu vouchers for staff	2
Remove budget for staff engagement activities	1
Cease Infinistats (a business intelligence tool) subscription	2
Cease Croner (professional) subscription	2
Delete vacant 0.33 fte HR adviser post	10
Reduce the number of digital based projects	50
Undertake Members treasury management training in house	1
Delete redundant budget no longer required in Finance	12
Delete vacant Committee Services officer post	18
Delete vacant Information Management Assistant post	17
Reduce Legal Services subscriptions costs through wider use of West Sussex wide consortium services	10
Reduce Legal Services subscriptions costs through West Sussex-wide group purchasing Recharge Payroll service costs to third parties	6
<b>Total Savings</b>	<b>249</b>

4.6 The level of funding for the capital programme will be determined at the Policy and Finance Committee on 8 February 2024. Existing schemes and new schemes will continue to be reviewed during 2024/25 for affordability and deliverability. The impact of any new borrowing will also be kept under review and reported to Members during the course of the financial year.

4.7 There is no new planned capital programme for this committee during 2024/25 as shown in Appendix B.

## 5. CONSULTATION

5.1 No consultation has taken place with external organisations regarding this committee's budget, but a wider budget consultation process is taking place in respect of the Council's overall budget.

## **6. OPTIONS / ALTERNATIVES CONSIDERED**

6.1 Not applicable.

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

7.1 The financial implications are shown throughout the report. It is important that close monitoring of both revenue budgets, and the capital programme is in place.

## **8. RISK ASSESSMENT CONSIDERATIONS**

8.1 The risks outlined in the Financial Prospects Report 2024/25 to 2028/29 to Policy & Finance Committee on the 26 October 2023 remain relevant. Members may wish to review these alongside this report.

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

9.1 The Council has a legal duty to ensure its revenue and capital expenditure can be met by its income, inclusive of reserves.

## **10. HUMAN RESOURCES IMPACT**

10.1 There are no direct implications. Any subsequent Human Resources impact arising from the savings programme will be managed in accordance with Council policies and procedures.

## **11. HEALTH & SAFETY IMPACT**

11.1 There are no direct implications.

## **12. PROPERTY & ESTATES IMPACT**

12.1 There are no direct implications.

## **13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE**

13.1 There are no direct implications from this report, impacts arising from subsequent actions will be identified in future reports.

## **14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

14.1 There are no direct implications.

## **15. CRIME AND DISORDER REDUCTION IMPACT**

15.1 There are no direct implications.

## **16. HUMAN RIGHTS IMPACT**

16.1 None.

## **17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS**

17.1 There are no direct implications.

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### **CONTACT OFFICER:**

Name: Antony Baden

Job Title: Group Head of Finance and Section 151 Officer

Contact Number: 01903 737558

### **BACKGROUND DOCUMENTS:**

2023/24 Budget Report to Full Council 1 and 9 March 2023

[Report](#)

Financial Prospects 2024/25 to 2028/29 –Policy & Finance Committee 26 October 2023

[Financial Prospects Report](#)

Financial Prospects 2024/25 to 2028/29 update – Policy & Finance Committee 8 January 2024

[Financial Prospects Report – 8 January 2024](#)

**Corporate Support Committee  
General Fund Revenue Budget 2024/25**

Actual 2022-23 £'000	Description	Budget 2023-24 £'000	Budget 2024-25 £'000
<b>Corporate Support Committee</b>			
<b>Direct Services</b>			
149	Elections	384	104
232	Registration of Electors & Elections	216	219
<b>381</b>	<b>Total for Direct Services:</b>	<b>600</b>	<b>323</b>
<b>Corporate Support Committee</b>			
<b>Management &amp; Support Services</b>			
209	Communications & Design*	231	245
635	Customer Services	803	793
682	Democratic Services	857	879
153	Print & Post Services*	175	340
1,641	Financial Services (Accountancy, Payroll, Procurement and Internal Audit)	1,497	1,686
394	Human Resources	424	440
1,845	Information & Communication Technology	2,133	2,417
573	Legal & Administration	621	683
165	Policy & Partnerships	34	36
337	Staff Support	303	355
<b>6,634</b>	<b>Total for Management &amp; Support Services:</b>	<b>7,078</b>	<b>7,874</b>
	Salary adjustment		(101)
<b>7,015</b>	<b>Committee Sub Total:</b>	<b>7,678</b>	<b>8,096</b>
	<b><u>Potential Committee Savings</u></b>		
	Savings identified by Financial strategy		(249)
	<b>Total Potential Committee Savings</b>		<b>(249)</b>
	<b>Committee Total:</b>		<b>7,847</b>

\* Design cost centre moved to "Communications" from "Print & Post"

**Corporate Support Committee  
Capital Programme 2024/25**

<b>Actual 2022/23 £'000</b>	<b>Description</b>	<b>Original Budget 2023/24 £'000</b>	<b>Updated Budget 2023/24 £'000</b>	<b>Budget 2024/25 £'000</b>	<b>Budget2025/26 £'000</b>	<b>Budget 2026/27 £'000</b>	<b>Budget 2027/28 £'000</b>	<b>Note</b>
0	ICT	0	315	0	25	225	100	1
<b>0</b>	<b>Committee Total</b>	<b>0</b>	<b>315</b>	<b>0</b>	<b>25</b>	<b>225</b>	<b>100</b>	

1. The ICT 2023/24 budget is all related to delayed projects (access controls, wireless, VMware, telephony, digital & cyber security) – the wireless infrastructure project has been delivered in 2023/24. The move of systems to the cloud has meant that costs which may have previously been capital have become annual subscriptions contained within the revenue budget.