

## ABERDEEN CITY COUNCIL

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COMMITTEE:	Finance and Resources
DATE:	11 May 2010
LEAD OFFICER:	Chief Executive
TITLE OF REPORT:	Office of Chief Executive – budget performance report
REPORT NUMBER:	OCE/10/009

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### 1. PURPOSE OF REPORT

This report is to bring to the Committee information relating to the financial year 2009-10 revenue budget performance for the Office of Chief Executive, to highlight any areas of risk and advises on management action arising from the anticipated outcomes. It is intended to report to each cycle of Finance & Resources Committee on the current year revenue performance to date as part of the framework of managing risks within the Office.

### 2. RECOMMENDATION(S)

It is recommended that the Committee i) note this report on the forecast out-turn and the information on management action and risk that is contained herein; ii) instruct that officers continue to review budget performance and report on service strategies and iii) instructs officers to report, in due course, on the actual out-turn compared to budget following completion of the 2009/10 financial statements.

### 3. FINANCIAL IMPLICATIONS

The 2009/2010 net budget for the Office of Chief Executive is £946,000. Based on the present forecast it is anticipated that spend will be below budget by £185,000 for the year.

Appendix A to this report provides the budget detail at summary level.

### 4. SERVICE & COMMUNITY IMPACT

It is acknowledged that measures need to be taken by the Council to balance the budget and that in doing so services have to work within financial constraints. Focus is on delivering services more efficiently and effectively.

### 5. OTHER IMPLICATIONS

The regular review of financial information by services and corporately by Members minimises the risks inherent in the operation of budgets. This report is part of a framework to manage such risks and is produced to provide an overview of the current operating position for the Office of the Chief Executive.

## 6. REPORT

This report informs the Committee of the current revenue spend against budget for the Office of Chief executive for the year ended 31 March 2010 at the highest summary level. The position is shown in the attached Appendix A – an expected net saving of £185,000 (19.57%) across an overall budget of £946,000.

The revenue budget for the Office of Chief Executive includes provision for the Directorate and support team, the Civic Support team (including the Lord Provost's secretariat, the Civic Administration unit and the Town Sergeants), the Elections Unit and the Council's external and internal communications teams.

The costs of the Civic Support team are recouped from the Common Good. The 2009/2010 budget for the Elections Unit includes provision for the costs of the June 2009 European Election and for the costs of the General Election due in the next six months. The budget outturn has been adjusted to reflect the actual spend and estimated reimbursement due for the European Election. With regard to the General Election, some spend was made in the year to 31 March 2010 in preparation for the General Election, for example deposit for the count venue, and the outturn has been adjusted accordingly to allocate such costs to the appropriate financial year.

## 7. REPORT AUTHOR DETAILS

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## 8. BACKGROUND PAPERS

Data sourced from the financial planning tool – Collaborative Planning.