

REPORT TO: TAYSIDE VALUATION JOINT BOARD – 25 JANUARY 2021

REPORT ON: REVENUE MONITORING FOR 6 MONTHS TO 30 NOVEMBER 2020

REPORT BY: TREASURER

REPORT NO: TVJB 1-2021

1 PURPOSE OF REPORT

The purpose of this report is to appraise the Joint Board of the latest monitoring position on its 2020/21 Revenue Budget, based on the actual spend to 30 November 2020.

2 RECOMMENDATIONS

It is recommended that the Joint Board:-

- i. note the Revenue Monitoring position as at 30 November 2020;
- ii. note that the Treasurer and the Assessor will continue to monitor the Joint Board's projected outturn for 2020/21 and endeavour to ensure that the final outturn is within the approved Revenue Budget.

3 FINANCIAL IMPLICATIONS

Based on the financial ledger information up to 30 November 2020, the projected outturn for the financial year 2020/2021 shows an underspend of £26,000 (see Appendix A).

The Revenue Budget 2020/21 includes a contribution from General Reserve of £26,000. However, the projected outturn at 30 November 2020 anticipates that the Joint Board will not require this contribution. Therefore, the projected balance on the General Reserve at 31 March 2021 is estimated to remain at £141,000, of which £39,000 is ringfenced for use towards the implementation of the Barclay Review.

A series of budget virements have been included in the Revenue Budget 2020/21 (see Appendix B) to reflect underlying amendments to the base budget. These include:

- Allocation of the staff slippage target to base budgets,
- Allocation of council Barclay Review funding grant to base budgets to reflect spend plans and the allocation which has been confirmed by the Scottish Government since the budget was set.
- Allocation of Scottish Government funding for additional Electoral Registration Officers to facilitate an expected increase in postal vote applications for the Scottish Parliamentary Elections due to the impact of the COVID-19 pandemic.

4 • **MAIN TEXT**

Reasons for Revenue Expenditure Variances:

The main reasons for the projected budget variances can be summarised as follows:-

	£000
STAFF COSTS	
An underspend of £76,000 is projected after taking cognisance of budget virement to reflect the staff cost slippage target and staff costs relating to the implementation of the Barclay Review. The staff savings have occurred through the impact of COVID 19 on both the ability of the Joint Board to progress with planned staff recruitment, and the ability of staff to attend in-person training courses and conferences.	(76)
PROPERTY COSTS	
Impact of COVID 19 pandemic resulting in reduction of cleaning services due to reduction in office utilisation; Annual Rates charges for year confirmed as being below budget	(5)
SUPPLIES AND SERVICES	
Impact of COVID 19 pandemic resulting in increased Health & Safety and Maintenance costs to enable safe return to offices following COVID 19; increased Printing and Postage costs in relation to the annual canvas; and increased legal fees in relation to increased volume of Valuation Appeals due to COVID 19 pandemic. This is partly offset by decreased costs during the office closure in relation to Stationery and Other Supplies & Services	70
TRANSPORT COSTS	
A significant decrease in Car Allowances is anticipated as a result of travel restrictions during COVID 19 Pandemic	(35)
INCOME	
Reduction in Barclay Funding as a result of COVID-19 related staffing issues. Unlike the 2019/20 allocation, it is anticipated that the Scottish Government will redetermine the 2021/22 allocation based on 2020/21 underspends as a result of COVID 19 issues affecting Scottish councils and Joint Boards.	20
Overall Projected Outcome	<u>(26)</u>

Note

Figures contained within brackets are underspends or increases in income, figures without brackets indicate overspends or decreases in income.

5 **POLICY IMPLICATIONS**

This Report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management.

There are no major issues.

6 **CONSULTATIONS**

The Assessor and Clerk to the Joint Board have been consulted on the content of this report.

7 **BACKGROUND PAPERS**

None

**GREGORY COLGAN
TREASURER
TAYSIDE VALUATION JOINT BOARD**

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<u>Staff Costs</u>	Budget 2020/21 £000	Virement £000	Monitored Budget £000	Actual as at 30/11/2020 £000	Projected Outturn £000	Variance £000
Gross Pay	2,114	153	2,267	1,454	2,133	(134)
Superannuation	352	26	378	244	424	46
National Insurance	213	15	228	143	249	21
Overtime	5	0	5	0	3	(2)
Supp Supn Charge	20	0	20	11	20	0
Additional Electoral Registration Duties	27	(2)	25	0	25	0
Staff Cost Saving (2.5%)	(110)	110	0	0	0	0
Implementatin of Barclay Review	329	(329)	0	0	0	0
Other Staff Costs	18	13	31	12	24	(7)
	2,968	(14)	2,954	1,864	2,878	(76)
Property Costs	222	0	222	130	217	(5)
Supplies and Services	323	84	407	255	477	70
Transport Costs	49	0	49	4	14	(35)
Third Party Payments	50	0	50	0	50	0
GROSS EXPENDITURE	3,612	70	3,682	2,253	3,636	(46)
<u>Income</u>						
Requisitions	2,765	0	2,765	1,615	2,765	0
Additional Electoral Registration Duties	27	0	27	27	27	0
Electoral Registration	454	0	454	267	454	0
Council Barclay Funding	329	(33)	296	296	276	20
Recoveries from Councils	0	0	0	0	0	0
Interest on Revenue Balances	2	0	2	0	2	0
Individual Electoral Registration Grant	0	103	103	121	103	0
Other	9	0	9	1	9	0
GROSS INCOME	3,586	70	3,656	2,327	3,636	20
NET EXPENDITURE	26	0	26	(74)	0	(26)
				General Fund £000	Barclay Funding £000	
General Reserve at 1st April 2020				102	39	
Contribution to Revenue Budget 2020/21				0	0	
Projected General Reserve at 31st March 2021				102	39	

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BUDGET VIREMENT 2020/2021

	Electoral Registration Duties	Staff Slippage	Barclay Review	Postal Vote Registration	Total Virement
	£000	£000	£000	£000	£000
<u>Staff Costs</u>					
Gross Pay	0	(87)	207	33	153
Superannuation	0	(14)	34	6	26
National Insurance	0	(9)	21	3	15
Additional Electoral Registration Duties	(2)	0	0	0	(2)
Implementation of Barclay Review	0	0	(329)	0	(329)
Staff Cost Saving (2.5%)	0	110	0	0	110
Staff Training	0	0	13	0	13
Total Staff Costs	(2)	0	(54)	42	(14)
Property Costs	0	0	0	0	0
Supplies and Services	2	0	21	61	84
GROSS EXPENDITURE	0	0	(33)	103	70
<u>Income</u>					
Requisitions	0	0	0	0	0
Additional Electoral Registration Duties	0	0	0	0	0
Electoral Registration	0	0	0	0	0
Council Barclay Funding	0	0	(33)	0	(33)
Recoveries	0	0	0	0	0
Interest on Revenue Balances	0	0	0	0	0
Individual Electoral Registration Grant	0	0	0	103	103
Other	0	0	0	0	0
GROSS INCOME	0	0	(33)	103	70
NET EXPENDITURE	0	0	0	0	0