

**REPORT TO: TAYSIDE VALUATION JOINT BOARD – 22 NOVEMBER 2021**  
**REPORT ON: REVENUE MONITORING FOR 6 MONTHS TO 30 SEPTEMBER 2021**  
**REPORT BY: TREASURER**  
**REPORT NO: TVJB23-2021**

## **1 PURPOSE OF REPORT**

The purpose of this report is to appraise the Joint Board of the latest monitoring position on its 2021/22 Revenue Budget, based on the actual spend to 30 September 2021

## **2 RECOMMENDATIONS**

It is recommended that the Joint Board:-

- i. note the Revenue Monitoring position as at 30 September 2021;
- ii. note that the Treasurer and the Assessor will continue to monitor the Joint Board's projected outturn for 2021/22 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 September 2021, the projected outturn for the financial year 2021/22 shows a budget underspend of £26,000 (see Appendix A).

The Revenue Budget 2021/22 includes a contribution from General Reserve of £26,000. However, the projected outturn at 30 September 2021 anticipates that the Joint Board will not require this contribution. Therefore, the projected balance on the General Reserve at 31 March 2022 is estimated 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 2021/22 (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.

As a result of uncertainty caused by the COVID 19 pandemic, the Assessor has not yet finalised the cost plans in relation to additional electoral registration costs, and therefore no virement is included at this time. Once finalised, a budget virement will be reported to reflect this at a future meeting of the Joint Board.

## **4 MAIN TEXT**

Reasons for Revenue Expenditure Variances:

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

|  | £000        |
|--|-------------|
| <b>STAFF COSTS</b>   |             |
| An underspend of £19,000 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 arisen 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 | (19)        |
| <b>SUPPLIES AND SERVICES</b>   |             |
| Impact of COVID 19 pandemic resulting in increased Health & Safety costs to enable safe return to offices following COVID 19 and increased legal fees in relation to increased volume of Valuation Appeals. This is partly offset by decreased costs during the office closure in relation to Postages, Stationery and Other Supplies & Services   | 7           |
| <b>TRANSPORT COSTS</b>   |             |
| A 40% decrease in Car Allowances is anticipated as a result of travel restrictions in place as a result COVID 19 Pandemic  | (19)        |
| <b>THIRD PARTY PAYMENTS</b>  |             |
| A slight increase in Valuation Appeal expenses is anticipated  | 5           |
| <b>Overall Projected Outcome</b>   | <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

**TAYSIDE VALUATION JOINT BOARD**  
**REVENUE MONITORING REPORT**  
**6 MONTHS TO 30TH SEPTEMBER 2021**

|  | Budget<br>2021/22<br>£000 | Virement<br>£000 | Monitored<br>Budget<br>£000 | Actual<br>as at<br>30/09/2021<br>£000 | Projected<br>Outturn<br>£000 | Variance<br>£000 |
|--|---------------------------|------------------|-----------------------------|---------------------------------------|------------------------------|------------------|
| <b><u>Staff Costs</u></b>                    |                           |                  |                             |                                       |                              |                  |
| Gross Pay                                    | 2,118                     | 161              | 2,279                       | 1,129                                 | 2,266                        | (13)             |
| Superannuation                               | 354                       | 27               | 381                         | 185                                   | 373                          | (8)              |
| National Insurance                           | 214                       | 16               | 230                         | 114                                   | 229                          | (1)              |
| Overtime                                     | 5                         | 0                | 5                           | 4                                     | 9                            | 4                |
| Supp Supn Charge                             | 20                        | 0                | 20                          | 7                                     | 20                           | 0                |
| Additional Electoral Registration Duties     | 27                        | (2)              | 25                          | 0                                     | 25                           | 0                |
| Staff Cost Saving (2.5%)                     | (107)                     | 107              | 0                           | 0                                     | 0                            | 0                |
| Implementation of Barclay Review             | 302                       | (302)            | 0                           | 0                                     | 0                            | 0                |
| Other Staff Costs                            | 17                        | 8                | 25                          | 10                                    | 24                           | (1)              |
|  | 2,950                     | 15               | 2,965                       | 1,449                                 | 2,946                        | (19)             |
| <b>Property Costs</b>                        | 221                       | 0                | 221                         | 116                                   | 221                          | 0                |
| <b>Supplies and Services</b>                 | 324                       | 70               | 394                         | 183                                   | 401                          | 7                |
| <b>Transport Costs</b>                       | 49                        | 0                | 49                          | 4                                     | 30                           | (19)             |
| <b>Third Party Payments</b>                  | 50                        | 0                | 50                          | 22                                    | 55                           | 5                |
| <b>GROSS EXPENDITURE</b>                     | <b>3,594</b>              | <b>85</b>        | <b>3,679</b>                | <b>1,774</b>                          | <b>3,653</b>                 | <b>(26)</b>      |
| <b><u>Income</u></b>                         |                           |                  |                             |                                       |                              |                  |
| Requisitions                                 | 2,765                     | 0                | 2,765                       | 1,350                                 | 2,765                        | 0                |
| Additional Electoral Registration Duties     | 27                        | 0                | 27                          | 27                                    | 27                           | 0                |
| Electoral Registration                       | 463                       | 0                | 463                         | 232                                   | 463                          | 0                |
| Council Barclay Funding                      | 302                       | 0                | 302                         | 305                                   | 302                          | 0                |
| Recoveries from Councils                     | 0                         | 0                | 0                           | 0                                     | 0                            | 0                |
| Interest on Revenue Balances                 | 2                         | 0                | 2                           | 0                                     | 2                            | 0                |
| Individual Electoral Registration Grant      | 0                         | 0                | 0                           | 121                                   | 0                            | 0                |
| Postal Votes and Foreign Nationals           | 0                         | 85               | 85                          | 85                                    | 85                           | 0                |
| Other  | 9                         | 0                | 9                           | 0                                     | 9                            | 0                |
| <b>GROSS INCOME</b>                          | <b>3,568</b>              | <b>85</b>        | <b>3,653</b>                | <b>2,120</b>                          | <b>3,653</b>                 | <b>0</b>         |
| <b>NET EXPENDITURE</b>                       | <b>26</b>                 | <b>0</b>         | <b>26</b>                   | <b>(346)</b>                          | <b>0</b>                     | <b>(26)</b>      |
|  |                           |                  |                             | General<br>Fund<br>£000               | Barclay<br>Funding<br>£000   |                  |
| General Reserve at 1st April 2021            |                           |                  |                             | 102                                   | 39                           |                  |
| Contribution to Revenue Budget 2021/22       |                           |                  |                             | 0                                     | 0                            |                  |
| Projected General Reserve at 31st March 2022 |                           |                  |                             | <b>102</b>                            | <b>39</b>                    |                  |

**TAYSIDE VALUATION JOINT BOARD**  
**REVENUE MONITORING REPORT**  
**6 MONTHS TO 30TH SEPTEMBER 2021**  
**BUDGET VIREMENT 2021/2022**

|  | ER Duties  | Staff<br>Slippage | Barclay<br>Review | ER<br>Postal Vote | Total<br>Virement |
|--|------------|-------------------|-------------------|-------------------|-------------------|
|  | £000       | £000              | £000              | £000              | £000              |
| <b><u>Staff Costs</u></b>                |            |                   |                   |                   |                   |
| Gross Pay                                | 0          | (84)              | 216               | 29                | 161               |
| Superannuation                           | 0          | (14)              | 36                | 5                 | 27                |
| National Insurance                       | 0          | (9)               | 22                | 3                 | 16                |
| Additional E R Duties                    | (2)        | 0                 | 0                 | 0                 | (2)               |
| Implementation of Barclay Review         | 0          | 0                 | (302)             | 0                 | (302)             |
| Staff Cost Saving (2.5%)                 | 0          | 107               | 0                 | 0                 | 107               |
| Staff Training                           | 0          | 0                 | 8                 | 0                 | 8                 |
| <b>Total Staff Costs</b>                 | <b>(2)</b> | <b>0</b>          | <b>(20)</b>       | <b>37</b>         | <b>15</b>         |
| <b>Property Costs</b>                    | <b>0</b>   | <b>0</b>          | <b>0</b>          | <b>0</b>          | <b>0</b>          |
| <b>Supplies and Services</b>             | <b>2</b>   | <b>0</b>          | <b>20</b>         | <b>48</b>         | <b>70</b>         |
| <b>GROSS EXPENDITURE</b>                 | <b>0</b>   | <b>0</b>          | <b>0</b>          | <b>85</b>         | <b>85</b>         |
| <b><u>Income</u></b>                     |            |                   |                   |                   |                   |
| 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                 | 0                 | 0                 | 0                 |
| Recoveries                               | 0          | 0                 | 0                 | 0                 | 0                 |
| Interest on Revenue Balances             | 0          | 0                 | 0                 | 0                 | 0                 |
| Individual Electoral Registration Grant  | 0          | 0                 | 0                 | 0                 | 0                 |
| Other                                    | 0          | 0                 | 0                 | 85                | 85                |
| <b>GROSS INCOME</b>                      | <b>0</b>   | <b>0</b>          | <b>0</b>          | <b>85</b>         | <b>85</b>         |
| <b>NET EXPENDITURE</b>                   | <b>0</b>   | <b>0</b>          | <b>0</b>          | <b>0</b>          | <b>0</b>          |