

CABINET PDG 2019/20 Service Unit Budgets**Appendix 5****Summary of PDG**

Service Unit	Description	2017/18 Actual	2018/19 Budget	2019/20 Budget	Movement
SCM01 Leadership Team	Leadership Team	521,477	469,370	485,280	15,910
SCM02 Corporate Functions	Corporate Functions	59,456	83,550	83,810	260
SCM03 Corporate Fees	Corporate Fees	171,345	207,340	229,290	21,950
SCM06 Pension Backfunding	Pension Backfunding	1,429,771	890,060	909,440	19,380
SFP01 Accountancy Services	Accountancy Services	339,097	361,230	396,520	35,290
SFP02 Internal Audit	Internal Audit	88,281	89,100	92,100	3,000
SFP03 Procurement	Procurement	70,081	74,330	87,150	12,820
SFP04 Purchase Ledger	Purchase Ledger	46,945	46,210	46,990	780
SFP05 Sales Ledger	Sales Ledger	46,577	44,550	45,360	810
SHR01 Human Resources	Human Resources	302,111	284,600	329,580	44,980
SHR02 Mddc Staff Training	Mddc Staff Training	45,152	33,380	33,040	(340)
SHR03 Payroll	Payroll	57,022	58,890	56,300	(2,590)
SHR04 Learning And Development	Learning And Development	40,827	62,760	46,170	(16,590)
SIT01 It Gazetteer Management	It Gazetteer Management	66,780	70,310	70,580	270
SIT03 It Information Technology	It Information Technology	819,666	796,943	905,920	108,977
SLD01 Electoral Registration	Electoral Registration	139,896	146,260	197,020	50,760
SLD02 Democratic Rep And Management	Democratic Rep And Management	436,464	466,240	477,680	11,440
SLD04 Legal Services	Legal Services	270,064	270,780	373,770	102,990
	Sum:	4,951,013	4,455,903	4,866,000	410,097

CABINET PDG 2019/20 Service Unit Budgets

SCM01 Leadership Team

Group	Description	2017/18 Actuals	2018/19 Budget	2019/20 Budget	Movement
1000	Employees	489,150	469,910	485,260	15,350
3000	Transport	3,110	3,010	3,010	0
4000	Cost Of Goods And Services	29,287	3,510	4,010	500
7000	Income	(70)	(7,060)	(7,000)	60
	Sum:	521,477	469,370	485,280	15,910

Cost Centre	Cost Centre Name	2019/20 Budget
CM100	Leadership Team	485,280
	Sum:	485,280

Major cost increases

Employee cost has increased due to forecasted 2% inflation.

Major cost decreases and changes in income

No major movement to report.

SCM02 Corporate Functions

Group	Description	2017/18 Actuals	2018/19 Budget	2019/20 Budget	Movement
1000	Employees	59,241	82,550	83,210	660
3000	Transport	215	0	100	100
4000	Cost Of Goods And Services	0	1,000	500	(500)
	Sum:	59,456	83,550	83,810	260

Cost Centre	Cost Centre Name	2019/20 Budget
CM210	Performance, Governance & De	83,810
	Sum:	83,810

Major cost increases

No major movement to report.

Major cost decreases and changes in income

No major movement to report.

SCM03 Corporate Fees

Group	Description	2017/18 Actuals	2018/19 Budget	2019/20 Budget	Movement
1000	Employees	45,206	65,450	65,500	50
3000	Transport	0	0	0	0
4000	Cost Of Goods And Services	167,508	141,890	163,790	21,900
7000	Income	(41,370)	0	0	0
	Sum:	171,345	207,340	229,290	21,950

Cost Centre	Cost Centre Name	2019/20 Budget
CM300	Corporate Fees	219,860
CM340	Unison	9,430
	Sum:	229,290

Major cost increases

Costs of Good and Services increased by £15k for bank charges and £7k for other expenses and fees.

Major cost decreases and changes in income

No major movement to report.

SCM06 Pension Backfunding

Group	Description	2017/18 Actuals	2018/19 Budget	2019/20 Budget	Movement
1000	Employees	1,428,696	888,660	908,040	19,380
4000	Cost Of Goods And Services	1,075	1,400	1,400	0
	Sum:	1,429,771	890,060	909,440	19,380

Cost Centre	Cost Centre Name	2019/20 Budget
CM600	Pension Backfunding	909,440
	Sum:	909,440

Major cost increases

Pension deficit lump sum increase £19k.

Major cost decreases and changes in income

No major movement to report.

SFP01 Accountancy Services

Group	Description	2017/18 Actuals	2018/19 Budget	2019/20 Budget	Movement
1000	Employees	299,924	327,350	356,640	29,290
3000	Transport	523	800	800	0
4000	Cost Of Goods And Services	38,650	33,080	39,080	6,000
	Sum:	339,097	361,230	396,520	35,290

Cost Centre	Cost Centre Name	2019/20 Budget
FP100	Accountancy Services	396,520
	Sum:	396,520

Major cost increases

Additional hours for Accountant & System Accountant and new post of Finance Apprentice has resulted in the salary increase.

Major cost decreases and changes in income

No major movement to report.

SFP02 Internal Audit

Group	Description	2017/18 Actuals	2018/19 Budget	2019/20 Budget	Movement
1000	Employees	32,123	0	0	0
3000	Transport	288	0	0	0
4000	Cost Of Goods And Services	55,870	89,100	92,100	3,000
	Sum:	88,281	89,100	92,100	3,000

Cost Centre	Cost Centre Name	2019/20 Budget
FP200	Internal Audit	92,100
	Sum:	92,100

Major cost increases

No major movement to report.

Major cost decreases and changes in income

No major movement to report.

SFP03 Procurement

Group	Description	2017/18 Actuals	2018/19 Budget	2019/20 Budget	Movement
1000	Employees	73,419	76,960	82,260	5,300
3000	Transport	889	650	400	(250)
4000	Cost Of Goods And Services	4,452	4,420	4,490	70
7000	Income	(8,678)	(7,700)	0	7,700
	Sum:	70,081	74,330	87,150	12,820

Cost Centre	Cost Centre Name	2019/20 Budget
FP300	Procurement	87,150
	Sum:	87,150

Major cost increases

JE Regrade of the Procurement Manager has increased the salary budget.

Major cost decreases and changes in income

Recharge Income for Procurement Manager has been taken out of the budget.

SFP04 Purchase Ledger

Group	Description	2017/18 Actuals	2018/19 Budget	2019/20 Budget	Movement
1000	Employees	43,815	42,940	43,750	810
3000	Transport	7	40	40	0
4000	Cost Of Goods And Services	3,123	3,230	3,200	(30)
	Sum:	46,945	46,210	46,990	780

Cost Centre	Cost Centre Name	2019/20 Budget
FP400	Purchase Ledger	46,990
	Sum:	46,990

Major cost increases

No major movement to report.

Major cost decreases and changes in income

No major movement to report.

SFP05 Sales Ledger

Group	Description	2017/18 Actuals	2018/19 Budget	2019/20 Budget	Movement
1000	Employees	44,929	42,940	43,750	810
3000	Transport	27	40	40	0
4000	Cost Of Goods And Services	1,621	1,570	1,570	0
	Sum:	46,577	44,550	45,360	810

Cost Centre	Cost Centre Name	2019/20 Budget
FP500	Sales Ledger	45,360
	Sum:	45,360

Major cost increases

No major movement to report.

Major cost decreases and changes in income

No major movement to report.

SHR01 Human Resources

Group	Description	2017/18 Actuals	2018/19 Budget	2019/20 Budget	Movement
1000	Employees	254,622	246,010	294,990	48,980
3000	Transport	1,954	2,470	2,120	(350)
4000	Cost Of Goods And Services	45,535	36,120	32,470	(3,650)
	Sum:	302,111	284,600	329,580	44,980

Cost Centre	Cost Centre Name	2019/20 Budget
HR100	Human Resources	295,360
HR600	Health & Safety Officer	34,220
	Sum:	329,580

Major cost increases

Increased salary costs are a result of a new Senior HR Business Partner and HR Apprentice. This increase is partially off-set by salary savings in Learning and Development

Major cost decreases and changes in income

No major movement to report.

SHR02 Mddc Staff Training

Group	Description	2017/18 Actuals	2018/19 Budget	2019/20 Budget	Movement
1000	Employees	44,973	33,380	33,040	(340)
4000	Cost Of Goods And Services	179	0	0	0
7000	Income	0	0	0	0
	Sum:	45,152	33,380	33,040	(340)

Cost Centre	Cost Centre Name	2019/20 Budget
HR200	Staff Development Training	33,040
HR210	Cpd Training	0
HR220	Post Entry Training	0
HR230	Health & Safety Training	0
	Sum:	33,040

Major cost increases

No major movement to report.

Major cost decreases and changes in income

No major movement to report.

SHR03 Payroll

Group	Description	2017/18 Actuals	2018/19 Budget	2019/20 Budget	Movement
1000	Employees	56,679	58,490	56,100	(2,390)
3000	Transport	91	0	0	0
4000	Cost Of Goods And Services	251	400	200	(200)
7000	Income	0	0	0	0
	Sum:	57,022	58,890	56,300	(2,590)

Cost Centre	Cost Centre Name	2019/20 Budget
HR300	Payroll	56,300
	Sum:	56,300

Major cost increases

No major movement to report.

Major cost decreases and changes in income

No major movement to report.

SHR04 Learning And Development

Group	Description	2017/18 Actuals	2018/19 Budget	2019/20 Budget	Movement
1000	Employees	40,747	51,180	34,600	(16,580)
3000	Transport	79	380	380	0
4000	Cost Of Goods And Services	1	11,200	11,190	(10)
	Sum:	40,827	62,760	46,170	(16,590)

Cost Centre	Cost Centre Name	2019/20 Budget
HR400	Learning & Development	46,170
	Sum:	46,170

Major cost increases

No major movement to report.

Major cost decreases and changes in income

Changes to L&D Manager post to an Officer has resulted in salary saving.

SIT01 It Gazetteer Management

Group	Description	2017/18 Actuals	2018/19 Budget	2019/20 Budget	Movement
1000	Employees	63,114	63,370	66,490	3,120
3000	Transport	26	50	50	0
4000	Cost Of Goods And Services	3,980	6,890	4,040	(2,850)
7000	Income	(340)	0	0	0
	Sum:	66,780	70,310	70,580	270

Cost Centre	Cost Centre Name	2019/20 Budget
IT100	Gazetteer Management	70,580
	Sum:	70,580

Major cost increases

No major movement to report.

Major cost decreases and changes in income

No major movement to report.

SIT03 It Information Technology

Group	Description	2017/18 Actuals	2018/19 Budget	2019/20 Budget	Movement
1000	Employees	470,368	451,973	487,600	35,627
3000	Transport	431	1,200	970	(230)
4000	Cost Of Goods And Services	349,957	343,770	417,350	73,580
7000	Income	(1,089)	0	0	0
	Sum:	819,666	796,943	905,920	108,977

Cost Centre	Cost Centre Name	2019/20 Budget
IT300	Central Telephones	23,680
IT400	I.T. Network & Hardware	73,610
IT500	I.T. Software Support & Maint.	267,770
IT600	I.T. Staff Unit	307,080
IT700	Psn Compliance	31,870
IT800	Phoenix House Printing	17,800
IT900	Digital Services	184,110
	Sum:	905,920

Major cost increases

Salaries - inflation, restructure £17k and increase in apprentice rate £6k.
Cost of Goods and Services - Renewal of 3 year Microsoft licence agreement, price increase £16k.
Increase in dataline costs, which provides connectivity between all the Council's geographically dispersed sites £15k.
Remote Desktop Services Client Access Licence £45k, this is a perpetual licence which needs to be upgraded to enable applications to be installed centrally onto a server and to be supported on the latest Windows Operating Systems.

Major cost decreases and changes in income

No major movement to report.

SLD01 Electoral Registration

Group	Description	2017/18 Actuals	2018/19 Budget	2019/20 Budget	Movement
1000	Employees	109,373	106,310	108,370	2,060
3000	Transport	175	300	300	0
4000	Cost Of Goods And Services	60,554	75,350	105,350	30,000
7000	Income	(30,205)	(35,700)	(17,000)	18,700
	Sum:	139,896	146,260	197,020	50,760

Cost Centre	Cost Centre Name	2019/20 Budget
LD100	Electoral Registration	197,020
	Sum:	197,020

Major cost increases

Additional budget for Boundary Commission Review £30k.

Major cost decreases and changes in income

Over budgeted for revenue grants received in 18-19 so reducing the income by £17k.

SLD02 Democratic Rep And Management

Group	Description	2017/18 Actuals	2018/19 Budget	2019/20 Budget	Movement
1000	Employees	108,235	120,200	122,510	2,310
2000	Premises	0	0	200	200
3000	Transport	16,050	17,100	17,100	0
4000	Cost Of Goods And Services	311,619	328,940	337,870	8,930
7000	Income	560	0	0	0
	Sum:	436,464	466,240	477,680	11,440

Cost Centre	Cost Centre Name	2019/20 Budget
LD300	Democratic Rep & Management	356,210
LD400	Committee Services	121,470
	Sum:	477,680

Major cost increases

Members allowances increased by 2% inflation £6k and £3k for a modern gov app.

Major cost decreases and changes in income

No major movement to report.

SLD04 Legal Services

Group	Description	2017/18 Actuals	2018/19 Budget	2019/20 Budget	Movement
1000	Employees	292,069	281,090	357,080	75,990
3000	Transport	155	300	300	0
4000	Cost Of Goods And Services	26,670	35,590	57,590	22,000
7000	Income	(48,831)	(46,200)	(41,200)	5,000
	Sum:	270,064	270,780	373,770	102,990

Cost Centre	Cost Centre Name	2019/20 Budget
LD600	Legal Services	373,770
	Sum:	373,770

Major cost increases

2 additional posts £80k, Inflation for Salaries £8k, Budget for agency staff moved from employee to legal consultants £12k, Monitoring Officer (part of cost of goods) £10k.

Major cost decreases and changes in income

Reduction in legal fees and charges income £5k.