

**GOVERNANCE & MEMBER SERVICES
ESTIMATES 2019/20**

**GOVERNANCE & MEMBER SERVICES
SUMMARY ESTIMATES 2019/20**

	2017/18 Actuals £000's	2018/19 Original Estimate £000's	2018/19 Probable Outturn £000's	Original Estimate £000's	2019/20 Gross Income £000's	Net Expenditure £000's
Elections	327	597	377	470	(3)	467
Member Activities	1,017	1,128	778	838	-	838
Transformation Projects	477	449	230	138	-	138
Grand Total	1,821	2,174	1,385	1,446	(3)	1,443
Support Services	2,405	2,588	1,865	1,523	(107)	1,416
Internally Recharged	(2,405)	(2,588)	(1,246)	(1,080)	46	(1,034)
Directorate Total	1,821	2,174	2,004	1,889	(64)	1,825
Continuing Services Budget	1,665	1,839	1,641			1,612
Continuing Services Budget - Approved Growth	12	-	10			30
Continuing Services Budget - Savings	-	-	(110)			(125)
Total Continuing Services Budget	1,677	1,839	1,541			1,517
District Development Fund - Expenditure	143	332	383			307
District Development Fund - Savings	-	(18)	(17)			
Invest to Save - Expenditure	1	21	97			-
Total District Development Fund / Invest to Save	144	335	463			307
Directorate Total	1,821	2,174	2,004			1,824

GOVERNANCE & MEMBER SERVICES
CSB Growth & District Development Fund Items

Continuing Service Budget	Growth Items	Original Estimate 2018/19 £000's	Probable Outturn 2018/19 £000's	Original Estimate 2019/20 £000's
Legal Services	Shared Head of Legal Services		10	30
Various Headings	Salary Savings from People Strategy		(73)	(100)
Legal Services	Fees & Charges		(15)	(25)
Electoral Registration	Canvassing		(7)	
Elections	Postage		(10)	
Democratic Services	Committee Attendance		(5)	
		<u>-</u>	<u>(100)</u>	<u>(95)</u>
District Development Fund				
Civic & Member	Honorary Alderman scheme			4
Elections	Cost Re Elections	139	81	170
Electoral Registration	Individual Electoral Registration	36	45	34
Governance & Members Policy Group	G&M Policy Group Staffing Costs		53	
Projects & Programmes	Projects & Programmes Staffing		115	99
Transformation	Transformation Projects	157	33	
Various Headings	Implementation of People Strategy		56	
Electoral Registration	Individual Registration Grant	(18)	(17)	
		<u>314</u>	<u>366</u>	<u>307</u>
Invest to Save				
Transformation	Behavioural Insights	21	25	
Transformation	Service Accommodation Review		72	
		<u>21</u>	<u>97</u>	<u>-</u>

GOVERNANCE & MEMBER SERVICES
ESTIMATES 2019/20
CORPORATE ACTIVITIES

	2017/18	2018/19		2019/20			
	Actuals	Original Estimate	Probable Outturn	Gross Expenditure	Gross Income	Net Expenditure	
	£000's	£000's	£000's	£000's	£000's	£000's	
Elections	153	362	179	265	(1)	264	This budget covers the cost of carrying out all District elections and the associated overheads. Costs of carrying out Elections on behalf of other bodies, such as the County Council, Parishes or Central Government are fully reimbursable. Costs relating to one set of District-type elections held in May 2018 came in lower than originally estimated; whilst a combination of reimbursements for Parish by-elections also held in May 2018 and the General Election held in June 2017 has seen the net expenditure for elections in 2018/19 reduce from the original estimate. A further set of District Council elections and Parish by-elections are expected to take place in 2019/20 and could see a further reduction in costs due to sharing costs of polling stations and staff. Due to the increased nature of online communications, CSB savings have been identified relating to postage costs for elections communication material for 2018/19 and moving forward. Members should be aware that, as the Council no longer has access to internal legal advice during the elections, a retainer for a legal expert has been paid which could lead to further additional costs if legal advice is needed. Furthermore, the budgets estimated for 2019/20 will largely depend on electoral activity and could see variances if unanticipated 'snap' elections take place.
Electoral Registration	174	235	198	205	(2)	203	This budget incorporates the cost of maintaining an accurate Electoral Register for the Epping Forest District area. A Government Grant of £17,000 has been received in 2018/19 to facilitate the transfer from household registration to individual registration which will be spent in later periods; future grants have not been confirmed and therefore have not been included within the 2019/20 budgets.
Grand Total	327	597	377	470	(3)	467	

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	Actuals	Original Estimate	Probable Outturn	Gross Expenditure	Gross Income	Net Expenditure	
	£000's	£000's	£000's	£000's	£000's	£000's	
Civic Ceremonial	59	65	53	68	-	68	This budget includes costs relating to Ceremonial events held by the Council, including the Chairman's Award event held annually. In December 2018, Cabinet agreed a £3,500 DDF bid for 2019/20 to fund the implementation of the Honorary Aldermen and Alderwomen scheme; specifically through the supply of Badges of Office and Roll of Honour books.
Civic & Member Services	561	624	365	384	-	384	This budget includes costs of the Local Council Liaison as well as Member's services and support, including training and accommodation costs of the Council chamber and Member's room.
Members Allowances	282	289	278	278	-	278	This allocation consists of the payments of Members' allowances and Connect scheme payments.
Overview & Scrutiny	59	108	49	73	-	73	This budget consists of the operational costs of the Overview and Scrutiny Committee.
Standards Committee	56	41	33	35	-	35	This budget was approved to meet any costs incurred in respect of local adjudication of complaints against Councillors.
Grand Total	1,017	1,128	778	838	-	838	

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	£000's	£000's	£000's	£000's	£000's	£000's	
Transformation Projects	477	449	230	138	-	138	<p>This budget comprises of Invest to Save and DDF budgets for transformation projects within the Council. A number of DDF bids were agreed in 2018/19 for additional staffing within the transformation team which included secondments and new fixed-term posts; these allocations have been phased over 2018/19, 2019/20 and 2020/21 financial years. The remaining £29,000 DDF allocation in 2018/19 relates to prototyping transformation projects to integrate and increase efficiency in the delivery of public services allowing the council to meet one of its core principles; this budget has been increased by £4,000 in order to deliver the staff and visitor travel plan. An Invest to Save allocation of £29,000 (£4,000 to be recharged to the HRA) was agreed to support a bid to the Local Government Association for a behavioural insights programme, whilst a further £72,000 has been allocated from the same fund to complete the update of the Stage 2 Outline Business Case.</p>
Grand Total	477	449	230	138	-	138	

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	£000's	£000's	£000's	£000's	£000's	£000's	
Democratic Services	-	-	105	93	-	93	The costs related to Democratic Services include managing the democratic processes of the Council and supporting elected representatives to undertake their duties. Budgeted salaries have been reduced within this section due to a staff secondment whilst CSB savings have been identified in 2018/19 relating to committee attendance.
Legal Services	-	-	292	372	(107)	265	The legal services section has seen swings in expenditure. Due to multiple vacancies within the legal services group, agency staff have been employed at a higher rate than the budgeted salaries; this increase has been subsidised by savings within the Elections Group salaries. Multiple posts have also been transferred across to the Business Support team as part of the Council's restructure. Members agreed a rise in fees and charges from January 2019 relating to legal services undertaken on behalf of the public and commercial businesses; subsequently forecasted income has been increased in 2018/19 and 2019/20.
Governance Policy Group	-	-	222	24	-	24	The Governance Policy Group has seen huge reductions between 2018/19 and 2019/20 due to the service group disbanding. The costs within 2018/19 include redundancy payments for three members of staff. The only costs included within 2019/20 relate to the shared head of legal services post that the Council are employing.
Grand Total	-	-	619	489	(107)	382	

**GOVERNANCE & MEMBER SERVICES
SUBJECTIVE ANALYSIS 2019/20**

	ORIGINAL ESTIMATES 2018/19							
	Employee Expenses	Transport Related Expenses	Supplies And Services	Accountancy Recharges	Internal Recharges	Expenditure Total	Fees & Charges	Total
Corporate Activities								
Transformation								-
Transformation Projects	-	-	-	183,510	(45,880)	137,630	-	137,630
Members Activities								
Civic Ceremonial	-	2,000	24,230	54,960	(13,140)	68,050	-	68,050
Civic & Member Expenditure	410	-	16,500	506,790	(140,200)	383,500	-	383,500
Members Allowances	-	-	370,010	520	(92,500)	278,030	-	278,030
Overview & Scrutiny	-	-	1,250	96,100	(24,340)	73,010	-	73,010
Standards Committee	-	-	5,000	30,040	-	35,040	-	35,040
Elections								
Elections	45,590	490	171,000	47,960	-	265,040	(650)	264,390
Electoral Registration	60,590	490	105,480	38,450	-	205,010	(2,000)	203,010
Corporate Activities Total	106,590	2,980	693,470	958,330	(316,060)	1,445,310	(2,650)	1,442,660
Governance & Members Support Services								
Democratic Services	291,270	300	5,260	112,050	(315,980)	92,900	(270)	92,630
Legal Services	447,650	1,250	94,870	97,010	(269,150)	371,630	(107,000)	264,630
Project & Programme Management	231,080	440	230	44,560	(276,310)	-	-	-
Governance Policy Group	-	-	40,000	-	(16,030)	23,970	-	23,970
Elections Group	91,860	950	-	63,880	(156,690)	-	-	-
Support Services Total	1,061,860	2,940	140,360	317,500	(1,034,160)	488,500	(107,270)	381,230
Grand Total	1,168,450	5,920	833,830	1,275,830	(1,350,220)	1,933,810	(109,920)	1,823,890