

ABERDEENSHIRE COMMUNITY PLANNING BOARD – 7 JUNE 2018

FINANCIAL REPORT

1. Recommendations

It is recommended that the Board:

- 1.1 Notes the final budget monitoring information for 2017/18 for the Community Planning Partnership (CPP) budget (appendix 1);
- 1.2 Notes the agreed allocations for the 2018/19 budget (appendix 2);
- 1.3 Agrees to carryover the majority of the unallocated funding into 2019/20 for the reasons detailed at paragraph 2.5; and
- 1.4 Asks the Executive to consider allocation of the remaining funds towards work related to the Local Outcomes Improvement Plan.

2 Discussion

- 2.1 The CPP Executive has delegated authority in the 2018 CPP Terms of Reference to make decisions involving funding of a value up to and including £50,000, and the CPP Board has the authority for amounts above that.
- 2.2 Partner contributions will remain at the same levels in 2018/19 as 2017/18. Invoices have recently been sent to the funding partner organisations for their contributions.
- 2.3 **Strategic Community Planning budget 2017/18** (partnership funded)
The budget for **2017/18** was as follows:

Aberdeenshire Council	£49,000
Police Scotland	£ 5,000
Nestrans	£ 5,000
NHS Grampian	<u>£12,190</u>
Sub-Total	£71,190
Carryover from 2016/17	<u>£27,190</u>
Total Budget	£98,380

The breakdown of spend for 2017/18 is shown in Appendix 1. Due to the reduced spend on staffing for a temporary period in 2016/17, an underspend of £27,190 was carried over into 2017/18. It should be noted that the CPP Board recommended that the LOIP priorities should be given key consideration when allocating the funding.

There was latterly an unallocated amount of £7,660. The final underspend figure for 2017/18 came to £26,575. This was mainly due to:
- an underspend in the Citizens' Panels category due to slight delays in process and invoicing due to staffing changes and research consultant changes in 2017/18

- an underspend in the Citizens' Panel newsletter category due to cost savings made
- less spend on digital tools training and subscriptions than had been anticipated at the start of the financial year due to an ongoing review of available tools.

2.4 **Strategic Community Planning budget 2018/19**

The Board agreed in December 2017 that any underspend could be carried over into the 2018/19 budget. In appendix 2, budget contributions from partners and potential budget allocations have been agreed by the CPP Board. It should be noted that the current level of partner contributions is lower than the core allocations required. The carryover of the underspend from 2017/18 alleviates the shortfall – approx. £8,600 - in 2018/19. Savings have also been made by reduced catering/admin costs and reduced allocation to the Citizens' Panel feedback newsletter.

- 2.5 There is currently £17,995 unallocated in 2018/19. It would be prudent to ringfence £13,350 of this for carryover into 2019/20 to cover the shortfall in core costs (as highlighted in 2.4) and also anticipated Citizens' Panel membership refreshment costs. This would leave £4645 to be allocated this year. The Board may wish the Executive to consider again the use of these funds towards work on the LOIP. In particular, supporting progress of the connected and cohesive communities priority as it is in its infancy.

2.6 **Citizens' Panel**

The Panel continues in operation and we have completed the first year of a four year contract with Craigforth, our research contractor. The Panel contract has the option to be flexible in the number of surveys completed within the year depending on the budget that is available and to be terminated if there are budgetary constraints. An [annual consultation plan](#) for August 2017 to July 2018 was agreed at the August Executive meeting.

Refreshment of the Panel membership is required every two years to ensure response rates remain high. Dwindling membership results in lower response rates which then detract from the value of the Panel. Refreshment is due again in 2018, and on agreement of the CPP Board has been factored into the allocations for 2018/19. The biennial cost agreed with Craigforth to refresh 25% of the membership is £4,750.

3 Implications and Risk

- 3.1 An Equalities Impact Assessment is not required for this report.
- 3.2 There are no implications for the Town Centre First principle.
- 3.3 There are no specific financial and staffing implications due to this report. Partners are committed to the delivery and resourcing required for the CPP.

- 3.4 The following risks have been identified as relevant to this matter on a Corporate Level: working with other organisations – partner contributions to the joint budget may be subject to change, therefore, the Citizens' Panel contract is flexible so that costs can be reduced if required.

Ritchie Johnson
Director of Business Services
Aberdeenshire Council

Report prepared by Erin Wood, Policy Officer, 25th May 2018

Appendix 1

Community Planning 2017/18 Budget – as at 31 March 2018

The budget for **2017/18** was as follows:

Aberdeenshire Council	£49,000
Police Scotland	£ 5,000
Nestrans	£ 5,000
NHS Grampian	<u>£12,190</u>
Sub-Total	£71,190

Carryover from 2016/17	<u>£27,190</u>
Total Budget	£98,380

BUDGET HEADING	SUB-HEADING	ALLOCATION	SPEND
Staffing Costs (including on-costs)	Continuation of current contribution to staff costs associated with supporting community planning for 12 months (Apr 17 – Mar 18)	£54,000	£54,000
Citizens' Panel	Panel management (incl. 4 surveys)	£14,620	£6,930
	Viewpoint feedback newsletter costs	£4,000	£1,175
LOIP	Contribution to Child Poverty research	£5,000	£5,400
Communications	Web Hosting / Maintenance	£1,200	£1,200
	PB – Digital Tools Training	£3,900	£0
	Digital Tools Subscriptions – Participare / Dialogue	£5,000	£2,500
Administration	General administration, travel, and catering	£3,000	£600
	Unallocated	£7,660	£0
2017/18 Total		£98,380	£71,805

Appendix 2

Community Planning 2018/19 Budget Planning

CP Partner	Financial Contribution
Aberdeenshire Council	£48,000
NHS Grampian	£12,190
Police Scotland	£5,000
Nestrans	£5,000
SUB TOTAL	£70,190
Carry over from 2017/18	£26,575
TOTAL	£96,765

BUDGET HEADING	SUB-HEADING	ALLOCATION
Staffing (including on-costs)	Continuation of current contribution to council PP&I Team staff costs associated with supporting community planning	£54,000
Citizens' Panel	Panel management (incl. 4 surveys)	£14,620
	Panel refreshment (25% of panel) – paid every 2 years	£4,750
	Viewpoint feedback newsletter costs (<i>reduced allocation</i>)	£2,500
Communications	Web Hosting and Maintenance	£1,200
Administration	General admin, travel, catering (incl Board / Executive mtgs) (<i>much reduced from 17/18 allocation</i>)	£1,500
	Support costs for Dialogue and Deliberation training cascade event	£200
Unallocated	To be considered for Digital Tools / extra event hospitality costs	£17,995
2018/19 Total		£96,765

Forecast Shortfall - £0

Savings implemented above –

Reduced Admin and Catering allocation (£1,500 saving on 17/18)
Reduce Viewpoint Newsletter allocation (£1,500 saving on 17/18)