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| **Report to:** | The Board |
| **Meeting Date:** | 20 March 2023 |
| **Report Title** | SLAB Administration – Finance and Resource Report |
| **Report Category** | For Information |
| **Issue status:** | Business as usual |

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| **Written by:** | Audrey Crawford |
| **Director responsible:** | Linda Ross |
| **Presented by:** | Linda Ross |
| **Contact details:** | rossli@slab.org.uk |

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| **Delivery of Strategic Objectives** |
| Select the Strategic Objective(s) relevant to the issues  | 1. We deliver a high quality user focussed service
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| **Link to Board or Committee Remit** |
| This paper is linked to the Board’s role in monitoring the financial position of SLAB expenditure. |

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| **Publication of the Paper** |
| The Board has previously agreed that this paper should be published as a matter of routine. It will be published on our website in due course. |

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| **Executive Summary** |
| Expenditure for the period ended 31 January 2023 is £11.5m which is marginally lower than budget profile of £11.6m (a 0.8% variance).  |

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| **Previous Consideration** |
| **Meeting** | **Detail** |
| 12 December 2022 -SLAB/2022/48 | The previous report showed expenditure and resources for the period ended 31st October 2022.  |

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| **Report** |

1. **Grant-in-Aid Funding**

A breakdown of the total available funding for the year is shown in the table below. A detailed explanation for the various entries, and in particular the arrangements relating to the budgeting of pension payments, was set out in the paper to the June 2022 meeting.

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| **Funding** | **2021-22****Budget** | **2022-23****Budget** |
|  | **£k** | **£k** |
| Core SG Funding (Actual/draft SG budget) | **12,150** | **12,530** |
| Non cash funding for Depreciation | **(550)** | **(550)** |
| Retained superannuation receipts | **250** | **250** |
| Additional funding for Grant Funding/ SWRC  | **621** | **621** |
| Additional Capital awarded by SG | **30** | **-** |
| Pension costs above £327k (up to £1,020k)  | **1,4232** | **1,0202** |
| Pensions costs above £327k (exceeding the £1,020k) | **-** | **8532** |
| **Total in year funding** | **13,365** | **14,165** |
| **Bank balance brought forward from previous year** | **759** | **266** |
| **Total available funding for the year** | **14,124** | **14,431** |

1 Admin fees - £42k for GF and £20k from Justice for SWRC

2 Pension costs in 2021-22 (at final indent) were £1,750k (327+1,423=1,750) forecast for 2022-23 is currently £2,200k (327+1,020+853=2,200)

1. **Grant-in-Aid Budgets and Expenditure**

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|  **Department** | **Original Annual Budget** | **Qtr 1 Revised Budget** | **Qtr 2 Revised Budget** | **Qtr 3 Revised Budget** | **Actual** **YTD** | **Budget****YTD** | **Variance****YTD** | **Variance****YTD** |
|  | **£k** | **£k** | **£k** | **£k** | **£k** | **£k** | **£k** | **%** |
| Staff Costs | **631** | **612** | **571** | **455** | 380 | 380 | - | - |
| Run Costs | **8** | **8** | **8** | **9** | 3 | 8 | 5 | 62.5 |
| Capital Cost s | **-** | **-** | **-** | **-** | - | - | - | - |
| **Total Chief Exec** | **639** | **620** | **579** | **464** | **383** | **388** | **5** | **1.3** |
| Staff Costs | **906** | **912** | **912** | **982** | 815 | 816 | 1 | 0.1 |
| Run Costs | **137** | **67** | **67** | **30** | 26 | 27 | 1 | 3.7 |
| Capital Cost s | **-** | **-** | **-** | **-** | - | - | - | - |
| **Total Strat Dev** | **1,043** | **979** | **979** | **1,012** | **841** | **843** | **2** | **0.2** |
| Staff Costs | **4,900** | **4,833** | **4,868** | **4,713** | 3,936 | 3,926 | (10) | (0.3) |
| Run Costs | **1,444** | **1,349** | **1,3531** | **1,3101** | 1,018 | 1,108 | 90 | 8.1 |
| Capital Cost s | **100** | **100** | **100** | **100** | 76 | 89 | 13 | 14.6 |
| **Total Corp Serv**  | **6,444** | **6,282** | **6,321** | **6,123** | **5,030** | **5,123** | **93** | **1.8** |
| Staff Costs | **3,730** | **3,657** | **3,777** | **3,691** | 3,069 | 3,073 | 4 | 0.1 |
| Run Costs | **55** | **57** | **60** | **50** | 33 | 33 | - | - |
| Capital Cost | **-** | **-** | **-** | **-** | - | - | - | - |
| **Total Operations** | **3,785** | **3,714** | **3,837** | **3,741** | **3,102** | **3,106** | **4** | **0.1** |
|  **Department** | **Original Annual Budget** | **Qtr 1 Revised Budget** | **Qtr 2 Revised Budget** | **Qtr 3 Revised Budget** | **Actual** **YTD** | **Budget****YTD** | **Variance****YTD** | **Variance****YTD** |
| Staff Costs | **226** | **226** | **235** | **233** | 194 | 194 | - | - |
| 2Run Costs | **40** | **40** | **33** | **37** | 30 | 31 | 1 | 3.2 |
| Capital Cost s | **-** | **-** | **-** | **-** | - | - | - | - |
| **Total Legal Serv** | **266** | **266** | **268** | **270** | **224** | **225** | **1** | **0.4** |
| Vacancy Gap | **(200)** | **(47)** | **-** | **-** | - | - | - | - |
| **Total Vacancies** | **(200)** | **(47)** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Total Staff** | **10,193** | **10,193** | **10,363** | **10,074** | 8,394 | 8,389 | (5) | (0.1) |
| **Total Run**  | **1,684** | **1,521** | **1,521** | **1,436** | 1,110 | 1,207 | 97 | 8.0 |
| **Total Cap** | **100** | **100** | **100** | **100** | 76 | 89 | 13 | 14.6 |
| **Total Excl Pension** | **11,977** | **11,814** | **11,984** | **11,610** | **9,580** | **9,685** | **105** | **1.1** |
| Pensions | **1,600** | **1,900** | **2,200** | **2,200** | 1,929 | 1,914 | (15) | (0.8) |
| **Total Admin**  | **13,577** | **13,714** | **14,184** | **13,810** | **11,509** | **11,599** | **90** | **0.8** |

1. Contains £617k of income from sub-let. Total running costs are £1,970k

Spend to the end of January 2023 is £11,509k against budget of £11,599k, a total underspend of £90k (0.8%).

1. **Variances to budget**

Staff costs are marginally overspent (0.1%), due to overtime (which will be rectified in February’s figures).

Underspends on Running costs (8.0%) are due to timing of IS computer maintenance costs, professional services and audit fees. All bills are expected before year end.

Capital costs appear underspent however we are still forecasting to spend the full £100k budget this year.

Pension spend is currently in line with expectations.

**4. Invoice Turnaround Times**

The table below shows invoice payment performance for both 10 and 30 days, the former being our operational target and the latter being our normal contractual payment term. Total year to date performance for 10 days in 2022-23 is 94%.

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| **For the Period to 31-01-2023** |
| **Group** | **YTD % paid within 10 days** | **YTD % paid within 30 days** |
| **2022-23** | **2021-22** | **2022-23** | **2021-22** |
| **Admin** | 93% | 93% | 97% | 98% |
| **CLAO** | 96% | 92% | 98% | 97% |
| **PDSO** | 95% | 94% | 99% | 98% |
| **Total** | 94% | 93% | 98% | 98% |

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|  | **Governance Links**  |
| 1 | **Finance and Resources**No additional issues of note to report. |
| 2 | **Risk** Our work to monitor administrative expenditure enables us to mitigate corporate risk:Risk 8: Pressure on the administration budget and being unable to manage within the budget. |
| 3 | **Legal and Compliance**No issues of note to report. |
| 4 | **Performance**No issues of note to report. |
| 5 | **Equalities Impact**An Equality Impact Assessment is not required for this paper. |
| 6 | **Privacy Impact and Data Protection**No privacy or data protection issues identified. |
| 7 | **Communications and Engagement**It has previously been agreed that this paper should be published. |

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| **Conclusion and next steps** |
| The Board is asked to note and comment on the report as necessary. |
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| **Appendices/Further Reading** |
| N/A. |