

Title of Report:	Corporate Services Management Accounts – Period 4		
Committee Report Submitted To:	Corporate Policy and Resources		
Date of Meeting:	23 September 2025		
For Decision or For Information	For Decision		
To be discussed In Committee YES/NO			
Linkage to Council Strategy (2021-25)			
Strategic Theme	Leader and Champion		
Outcome	Provide Civic Leadership		
Lead Officer	Director of Corporate Services		
Estimated Timescale for Completion			
Date to be Completed	N/A – Monthly update		
Budgetary Considerations			
Cost of Proposal	N/A		
Included in Current Year Estimates	YES/NO		
Capital/Revenue	Revenue		
Code			
Staffing Costs			

Legal Considerations	
Input of Legal Services Required	YES/NO
Legal Opinion Obtained	YES/NO

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Date:
	EQIA Required and Completed:	Yes/No	Date:
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date:
	RNA Required and Completed:	Yes/No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date:

1.0 Purpose of Report

The purpose of this report to provide Members with information on the current financial position of Corporate Services Directorate at the end of Period 4.

2.0 Background

Council has approved the annual budget for Corporate Services and delegated authority to officers to utilise this budget in the provision of services to the rate payers. Corporate Services budget for 2025/26 is **£7,167,859** and the Planning Budget is **£1,956,420**.

3.0 Detailed Analysis

The Corporate Services position at Month 4 shows a **£179,089** positive variance, as a result of **£161k** under budget in expenditure and **£18k** over budget in income.

Table 1 Analysis of Expenditure – Corporate Services Months 1-4

Head of Service Description	Actual Spend	Net 2026	2026 YTD	Budget	2026 Budget Variance	Sum of Annual Budget 2026	% Budget Variance
Democratic Services	497,494.00		658,406.44		160,912.44	2,137,608.07	32.34
Land and Property	90,683.47		104,932.61		14,249.14	318,729.08	15.71
Human Resources	412,145.96		677,809.35		31,754.12	1,528,177.20	7.70
ICT and Business Continuity	737,769.96		677,809.35		(59,960.61)	1,889,199.05	-18.13
Contributions to Other Bodies	98,187.17		98,187.17		0.00	170,703.00	0.00
Internal Audit	59,531.23		70,529.60		10,998.37	290,399.68	18.47
Centrally Managed	64,416.24		85,959.76		21,543.52	282,028.84	33.44
Policy & Community Planning	179,109.47		178,701.96		(407.51)	551,014.44	-0.23
	2,139,337.50		2,318,426.97		179,089.47	7,078,730.36	5.37
Planning	474,336.24		572,731.81		98,395.57	1,956,420.48	20.74

3.1 Democratic Services (DS)

£161k favourable due to various elements of expenditure being less than budget in Period 4 including the following: Members allowances £83k, PR Salaries £16k, PR Printing £10k, Corporate & Democratic salary Costs £35k, and Registration services £21k.

3.2 Land and Property

£14k favourable at Period 4, £12k favourable on salary costs, £5k favourable on Valuation costs and £3k adverse on Legal Costs.

3.3 Human Resources

£32K favourable in Period 4

£17k favourable in salary costs, £3k favourable on Job advertising costs.

3.4 ICT

£60k adverse overall in Period 4 due to adverse variances in Telephones £40k, Internet and Data Connections £23k and Computer Equipment £14k.

3.5 Contributions to other bodies

No variance at period 4, as budget has been released to cover costs to date.

3.6 Internal Audit.

£11k favourable as at Period 4, £19k favourable on salary Costs, £6k adverse on Internal Audit Costs and £3k adverse on Legal Costs.

3.7 Centrally Managed

Overall, £22K favourable position at the end of Period 4, due to underspends in Telephones £10k and £7k on other Professional costs.

3.8 Policy & Community Planning

Overall, less than £1k adverse variance at the end of Period 4, due to overspend on salary costs of £11k and underspends in Programme Management Costs of £14k.

3.9 Planning

£98k favourable at end of Period 4, largely due to improvement in income from planning applications and property certificates and maintaining staff costs and wages within budget.

4.0 Recommendation

It is recommended that the Management Accounts for Period 4 - Corporate Services and Planning - and the associated narrative contained within the report are accepted.