

# ESSEX FIRE AUTHORITY

## Essex County Fire & Rescue Service



Meeting	<b>Policy and Strategy Committee</b>	Agenda Item	<b>4</b>
Meeting Date		Report Number	<b>EFA/095/17</b>
Report Author:	Mike Clayton, Finance Director & Treasurer		
Presented By	Mike Clayton, Finance Director & Treasurer		
Subject	<b>Budget Review June 2017</b>		
Type of Report:	This paper reports on expenditure against budget as at 30 June 2017 and identifies and comments on major budget variations. In addition, the report includes key indicators that act as lead indicators for expenditure across the Authority.		

### RECOMMENDATIONS

Members are asked to:-

1. Note the position on income and expenditure at 30 June 2017 compared to the revised budget approved by the EFA on 15 February 2017.
2. Note the capital expenditure spend against budget for the period to 30 June 2017

## BACKGROUND

This table below shows actual expenditure against budget to 30 June 2017.

Description	YTD Actual £'000s	Variance YTD £'000s	% Variance YTD	YTD Commitments £'000s
Firefighters	7,180	(187)	-3%	-
On Call Firefighters	1,113	(83)	-7%	-
Control	342	(3)	-1%	-
Support Staff	4,023	99	3%	14
<b>Total Employment Costs</b>	<b>12,658</b>	<b>(173)</b>	<b>-1%</b>	<b>14</b>
Support Costs	320	(118)	-27%	41
Premises & Equipment	2,405	(213)	-8%	994
Other Costs & Services	767	(150)	-16%	557
Ill health pension costs	676	49	8%	-
Financing Items	375	(13)	-3%	2
Operational income	(1,025)	11	-1%	0
Contribution to/(from) Reserves	17	-	0%	-
<b>Total Other Costs</b>	<b>3,535</b>	<b>(435)</b>	<b>-11%</b>	<b>1,594</b>
<b>Total Budget</b>	<b>16,193</b>	<b>(609)</b>	<b>-4%</b>	<b>1,608</b>
<b>Total Funding</b>	<b>(18,700)</b>	<b>50</b>	<b>0%</b>	<b>-</b>
<b>Funding Gap / (Surplus)</b>	<b>(2,507)</b>	<b>(559)</b>	<b>29%</b>	<b>1,608</b>

More detailed figures are provided at appendix 1

## STAFFING

Overall employment costs are £173K (1.4%) under budget for the 3 months to 30 June 2017.

Spend for whole time fire-fighters is £187K (2.5%) under budget, this reflects headcount being lower than budget.

For on-call firefighters, spend is £83K (6.9%) under budget. This comprises two main elements, actual average headcount at 490 has been consistently below budget at 519 this year, this results in an underspend of c. £44K to June. Activity levels have decreased and are lower than budget, this accounts for an underspend of £39K to date.

Support staff pay is £99K (2.5%) over budget for the 3 month to 30 June. This comprised of an underspend of £13K on directly employed staff (there is further adjustments required to the Budget and Actuals to accommodate the Job Evaluation impact for the current reporting year), an overspend of £4K on Secondary Contract Staff and an overspend of £108K on casual and temporary staff.

Directly employed support staff full time equivalent (FTE) headcount was 263.4 at 30 June, this shows a net increase of 6.8 FTE or 2.7% since the beginning of the year. A further point worth highlighting is that we now have 12.6 (4.6%) vacancies against the budgeted establishment. There were also 32.5 Temporary Support Staff engaged to the end of June 2017. The temporary staff engaged in catering has been counted as being 3 as standard for each working day.

This takes the total Support Staff to 295.9 for June 2017 (10.4 FTE above Budgeted FTE 285.5).

Whole-time fire-fighter numbers at 610.5 are 10.5 (2.6%) under phased budget at the end of June.

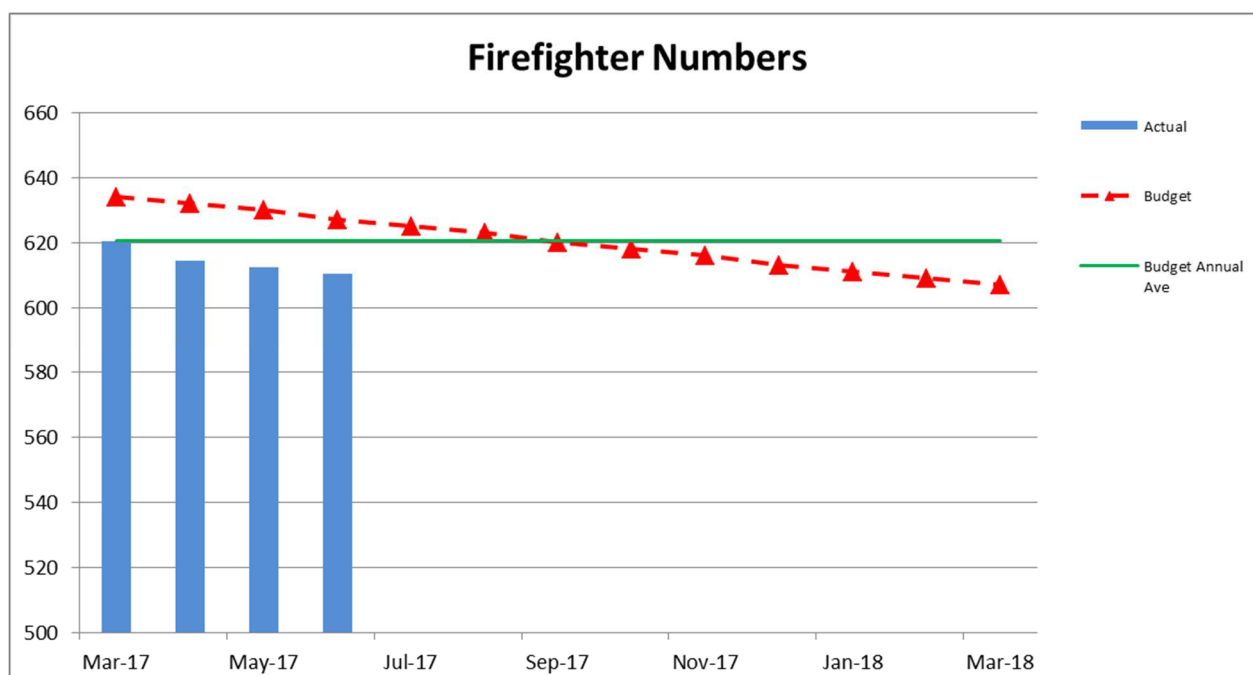
The staffing position at the end of June is summarised below (% figures rounded):

30 Jun 2017	Actual	Phased Budget	Variance	
Wholetime Firefighters - FTE	610.5	627.0	-16.5	-3%
On-Call Firefighters - Headcount	490.0	519.0	-29.0	-6%
Control - FTE	34.8	33.0	1.8	5%
Support Staff - FTE	263.4	276.0	-12.6	-5%
Total	1,398.7	1,455.0	-56.3	-4%

The figures in the table above show on-call fire-fighters on a headcount basis. On a full time equivalent basis there are 393.5 fire-fighters.

The number of whole-time fire-fighters aged over 50 with more than 30 years' service was 10 at the end of June. The number of fire-fighters aged over 50 with more than 25 years' service was 59 at the end of June.

The graph below shows the numbers of whole-time fire-fighters compared to the budget for the year.



## WATCH BASED FIREFIGHTERS

The numbers of Watch Based Fire-fighters compared to the target levels set by the Authority are shown below.

Date	Budgeted Rider Resource	OptJmum Rider Resilience Level	Critical Minimum Rider Requirement	Actual Riders	Wholetime Rota Day Working (FTE)	On-Call Firefighters Mixed Crewing (FTE)
31/05/2017	524	500	476	477.0	0.0	0.0
30/06/2017	524	500	476	475.0	0.0	0.0

## ON-CALL FIREFIGHTERS

Appendix 2 -On Call Firefighter nos. by Station

The table shows that we have a headcount of 490 firefighters at 30 June 2017 a net increase of 8.0 from the 482.0 at 1 April 2017.

## NON-PAY RELATED EXPENDITURE

Non-pay expenditure is £446K underspent for the 3 month to 30 June; in addition operational income is £11K less than budget.

Support costs are £118K (27.8%), underspent for the 3 month to 30 June, the main areas of underspend are Employee Support Costs - £60K (35.3%); training - £32K (22.5%) underspent and travelling and subsistence - £26K (20.9%) underspent.

Premises and equipment is £213K (8.1%), underspent the main areas of underspend are IT Systems £166K (26.3%); Equipment and Supplies £62K (16.8%) and Utilities £26K (17.7%).

Other costs and services are £150K (16.4%) underspent.

## CAPITAL EXPENDITURE

Capital expenditure to 30 June 2017 is shown in the table below.

Total capital expenditure is £2.9m, the largest item included is £2.2m for new appliances. The figure also includes £0.2m for asset protection and service workshops.

The investment of £115K in information technology relates to replacing the MIS system for Community Safety and Fleet Workshops and £151k for HOBs.

	Original Budget 2017/18 £'000s	Approved Changes £'000s	Revised Budget £'000s	Total Spend including Commitments to end of June 2017 £'000s
<b>Property</b>				
New Premises				
Service Headquarters	-	-	-	-
Service Workshops	3,500	-	3,500	159
Other	-	-	-	-
Existing Premises				
Solar Panels	-	-	-	38
Asset Protection	2,500	-	2,500	232
Asset Improvement Works	-	-	-	31
<b>Total Property</b>	<b>6,000</b>	<b>-</b>	<b>6,000</b>	<b>461</b>
<b>Equipment</b>	<b>605</b>	<b>21</b>	<b>626</b>	<b>-</b>
<b>Information Technology</b>				
Projects > £250k	-	-	-	77
Projects < £250k	2,400	-	2,400	189
<b>Total Information Technology</b>	<b>2,400</b>	<b>-</b>	<b>2,400</b>	<b>265</b>
<b>Vehicles</b>				
New Appliances	2,060	-	2,060	2,096
Other Vehicles	825	-	825	88
<b>Total Vehicles</b>	<b>2,885</b>	<b>-</b>	<b>2,885</b>	<b>2,184</b>
<b>Total Capital Expenditure</b>	<b>11,890</b>	<b>21</b>	<b>11,911</b>	<b>2,910</b>

## RISK MANAGEMENT IMPLICATIONS

The review of expenditure against the profiled budget is part of the overall financial control process of the Authority. In exceptional circumstances it allows for budget virements to ensure that under spending against budget heads can be utilised to fund expenditure against other priorities. If virements are not made there is a risk that the Authority will miss out on opportunities to improve performance and meet key objectives during the year. The Authority's reserves are at the upper end of their target range and the Authority is able to fund short term fluctuations in activity from them when necessary.

The review of the management accounts is one control measure to mitigate the risk of overspending the Authority's budget for the year.

## LEGAL AND EQUALITIES IMPLICATIONS

There are no direct legal or equalities implications within this report.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985	
List of background documents – including appendices, hardcopy or electronic including any relevant link/s.	
Appendix 1 Management Accounts – June 2017	
Appendix 2 On Call Firefighter Headcount Numbers – June 2017	
Appendix 3 Support Staff and Agency Temp Numbers	
Proper Officer:	Finance Director & Treasurer
Contact Officer:	Mike Clayton Essex County Fire & Rescue Service, Kelvedon Park, London Road, Rivenhall, Witham CM8 3HB Tel: 01376 576109 Mike.clayton@essex-fire.gov.uk

## Appendix 1

## MANAGEMENT ACCOUNTS – June 2017

Description	YTD Actual £'000s	Variance YTD £'000s	% Variance YTD	YTD Commitments £'000s
Firefighters	7,180	(187)	-2.5%	-
On-Call Fire-Fighters	1,113	(83)	-6.9%	-
Control	342	(3)	-0.8%	-
Support Staff	4,023	99	2.5%	14
<b>Total Employment Costs</b>	<b>12,658</b>	<b>(173)</b>	<b>-1.4%</b>	<b>14</b>
Training	111	(32)	-22.5%	15
Employee Support Costs	109	(60)	-35.3%	22
Travel & Subsistence	99	(26)	-20.9%	4
<b>Support Costs</b>	<b>320</b>	<b>(118)</b>	<b>-27.0%</b>	<b>41</b>
Property Maintenance	595	55	10.3%	588
Utilities	121	(26)	-17.7%	0
Rent & Rates	358	12	3.5%	-
Equipment & Supplies	307	(62)	-16.8%	88
Communications	337	(15)	-4.3%	194
Information Systems	465	(166)	-26.3%	100
Transport	222	(12)	-5.0%	24
<b>Premises &amp; Equipment</b>	<b>2,405</b>	<b>(213)</b>	<b>-8.1%</b>	<b>994</b>
Establishment Expenses	231	(45)	-16.2%	209
Insurance	135	(7)	-5.2%	-
Professional Fees & Services	333	(92)	-21.7%	349
Democratic Representation	29	(7)	-20.6%	-
Agency Services	39	1	3.9%	-
<b>Other Costs &amp; Services</b>	<b>767</b>	<b>(150)</b>	<b>-16.4%</b>	<b>557</b>
<b>III Health Pension costs</b>	<b>676</b>	<b>49</b>	<b>7.7%</b>	<b>-</b>
Lease & Interest Charges	375	(13)	-3.4%	2
<b>Financing Items</b>	<b>375</b>	<b>(13)</b>	<b>-3.4%</b>	<b>2</b>
Operational income	(1,025)	11	-1.0%	0
Contributions to/ (from) General Balances	17	-	0.0%	-
<b>Total Net Financing Requirement</b>	<b>16,193</b>	<b>(609)</b>	<b>-3.6%</b>	<b>1,608</b>
Revenue Support Grant	(5,015)	-	0.0%	-
National Non-Domestic Rates	(3,950)	(0)	-100.0%	-
Council Tax Collection Account	(193)	-	0.0%	-
Council Tax	(9,541)	50	0.0%	-
<b>Total Funding</b>	<b>(18,700)</b>	<b>50</b>	<b>0.0%</b>	<b>-</b>

## Appendix 2

## ON CALL FIREFIGHTER HEADCOUNT NUMBERS

Station	Actual For End of Jun 2017	Movement since 01 Apr 2017	Joiners since 01 Apr 2017	Leavers since 01 Apr 2017	Transfers In since 01 Apr 2017	Transfers Out since 01 Apr 2017
Billericay	13	0	0	0	0	0
Braintree	21	0	1	(1)	0	0
Brentwood	17	2	1	0	1	0
Brightlingsea	11	(1)	0	(1)	0	0
Burnham	11	0	0	0	0	0
Canvey Island	17	0	0	0	0	0
Clacton	19	19	19	0	0	0
Coggeshall	12	0	0	0	0	0
Corringham	11	0	1	(1)	0	0
Dovercourt	12	0	0	0	0	0
Dunmow	18	1	1	0	0	0
Epping	15	1	1	0	0	0
Frinton	14	(1)	0	(1)	0	0
Halstead	19	(1)	0	(2)	1	0
Hawkeell	14	0	0	0	0	0
Ingatestone	10	(1)	1	(1)	0	(1)
Leaden Roding	7	0	0	0	0	0
Maldon	20	(1)	0	(1)	0	0
Manningtree	15	1	1	0	0	0
Newport	10	0	0	0	0	0
Old Harlow	12	0	1	(1)	0	0
Ongar	9	2	2	0	0	0
Rochford	11	(1)	0	(1)	0	0
Saffron Walden	20	(1)	0	(1)	0	0
Shoeburyness	10	(2)	0	(2)	0	0
Sible Hedingham	6	(3)	0	(2)	0	(1)
Stansted	15	(1)	1	(2)	0	0
Thaxted	7	0	0	0	0	0
Tillingham	10	0	0	0	0	0
Tiptree	12	(1)	0	(1)	0	0
Tollesbury	11	0	0	0	0	0
Weeley	15	0	0	0	0	0
West Mersea	11	(1)	1	(2)	0	0
Wethersfield	10	0	0	0	0	0
Wickford	13	0	0	0	0	0
Witham	21	(1)	0	(1)	0	0
Wivenhoe	11	(2)	0	(2)	0	0
<b>Grand Total</b>	<b>490</b>	<b>8</b>	<b>31</b>	<b>(23)</b>	<b>2</b>	<b>(2)</b>



## Appendix 3

## SUPPORT STAFF &amp; TEMP/AGENCY NUMBERS

## Support Staff and Agency/Temps Analysis

Revised - June 2017

## Actual Support Staff and Agency Temps

30 June 2017

			Actual Support Staff and Agency Temps as at 30 June 2017			
Staff Changes by Department	Director	Total FTE Budget Support Staff Revised June 2017	Current Support Staff (as per HR Report)	Temps/ Agency Staff	Total FTE for Support Staff	Current Support Staff FTE Below / (Above) Original Budget
Service Leadership Team	Adam Eckley	5.8	6.2	1.4	7.6	(1.8)
Corporate Comms	Adam Eckley	5.0	5.0	0.0	5.0	0.0
Emergency Planning (ECC)	Adam Eckley	10.8	9.8	0.0	9.8	1.0
Project 2020	Adam Eckley	12.0	11.9	1.0	12.9	(0.9)
<b>Total Adam Eckley</b>		<b>33.6</b>	<b>32.9</b>	<b>2.4</b>	<b>35.3</b>	<b>(1.7)</b>
Safer Communities Admin (8300)	Dave Bill	19.7	10.7	6.0	16.7	3.0
Operations & Control	Dave Bill	4.6	3.6	2.0	5.6	(1.0)
Community Safety	Dave Bill	27.6	30.6	0.0	30.6	(3.0)
Workplace Fire Safety	Dave Bill	10.6	15.9	1.0	16.9	(6.3)
Health & Safety	Dave Bill	4.0	3.0	0.0	3.0	1.0
<b>Total Dave Bill</b>		<b>66.5</b>	<b>53.1</b>	<b>9.0</b>	<b>56.1</b>	<b>(6.3)</b>
Performance & Data Management	Mark Stagg	10.8	8.7	0.0	8.7	2.1
Training	Mark Stagg	14.9	14.3	1.0	15.3	(0.4)
Human Resources	Mark Stagg	29.7	30.4	0.6	31.0	(1.3)
<b>Total Mark Stagg</b>		<b>55.4</b>	<b>53.3</b>	<b>1.6</b>	<b>54.9</b>	<b>0.5</b>
Fleet & Equipment	Mike Clayton	42.3	40.3	0.0	40.3	2.0
Finance & Pay	Mike Clayton	13.0	13.8	0.0	13.8	(0.8)
Purchase & Supply (9401,9404)	Mike Clayton	13.9	11.8	4.5	16.3	(2.4)
Property & Water Services	Mike Clayton	26.2	17.2	8.0	25.2	1.0
Information Communications Technology	Mike Clayton	28.1	20.1	4.0	24.1	4.0
Other Dept (9208,9209) & Seconded Posts	Mike Clayton	6.5	5.5	0.0	5.5	1.0
<b>Total Mike Clayton</b>		<b>130.0</b>	<b>108.7</b>	<b>16.5</b>	<b>125.2</b>	<b>4.8</b>
<b>Total</b>		<b>285.5</b>	<b>258.7</b>	<b>29.5</b>	<b>288.2</b>	<b>(2.7)</b>
Total Support Staff FTE requested by Budget Holders		285.5				288.2
SLT 2017-18 Budget Target FTE for Support Staff		285.5				285.5
Total FTE above/below SLT Budget Target of 285.5		0.0				2.7
Percentage Budget Holders Total Support Staff FTE above the SLT Budget Target		0.0%				-0.9%

## Total Support Staff and Agency Temps including Community Safety staff funded by designated fund/budget

Depts.- Manual Adjustment applied to Support Staff FTE and Temp/Agency staff			Current Support Staff (as per HR Report)	Temps/Agency Staff	Total FTE for Support Staff	Current Support Staff FTE Below / (Above) Original Budget
Community Safety			4.7	3.0	7.7	(10.7)
<b>Total</b>			<b>263.4</b>	<b>32.5</b>	<b>295.9</b>	<b>(13.4)</b>

## Note:-

- In addition to headcount target above :
  - £400K Community Safety - FTE counted for Analysis is a max 30.6
  - £360K secondary contracts