

BABERGH DISTRICT COUNCIL and MID SUFFOLK DISTRICT COUNCIL

From: Assistant Director - Corporate Resources	Report Number: JAC/17/3
To: Joint Audit and Standards Committee	Date of meeting: 17 July 2017

NON-SALARY EXPENSES

1. Purpose of Report

- 1.1 To provide information in relation to the non-salary expenses of the Senior Leadership Team across Babergh and Mid Suffolk District Councils.

2. Recommendation

- 2.1 To review the information contained within the report and to outline whether any further information or explanation is required.

3. Financial Implications

- 3.1 As outlined in the information in the report.

4. Legal Implications

- 4.1 None.

5. Risk Management

- 5.1 This report is not closely linked with the Council's Corporate / Significant Business Risks. Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
If the expenses are not reviewed, then there is a risk they could become excessive.	Unlikely – 2	Noticeable – 2	Quarterly budget monitoring to Cabinet and then annually by Joint Audit and Standards Committee.

6. Consultations

- 6.1 None.

7. Equality Analysis

- 7.1 An equality analysis has not been completed because the report content does not have any impact on the protected characteristics.

8. Shared Service / Partnership Implications

8.1 This is a joint report and the costs referred to are shared between Babergh and Mid Suffolk District Councils on a 50:50 basis.

9. Links to Joint Strategic Plan

9.1 Ensuring that our financial resources are used as efficiently and effectively as possible is an aim of the Enabled and Efficient Organisation theme – the right people are doing the right things, in the right way, at the right time, for the right reasons.

10. Key Information

10.1 This report shows the non-salary expenses paid to the Chief Executive, Deputy Chief Executive, Strategic Directors, and Assistant Directors for the financial year 2016/17. The details of these expenses are shown in Appendix A. Please note the job titles are those that were applicable during the financial year being reported.

10.2 Travel costs are the largest element of the expenses shown in Appendix A, but are lower than 2015/16. An important element of this is travel undertaken to work collaboratively across Suffolk and East Anglia and to promote the councils' reputation at a national level.

10.3 Conferences are attended in order to keep up to date with what is happening in the public sector as a whole, and also in specialist areas to ensure that the councils' are reflecting current and best practice. This is increasingly important as the councils' move towards working within a more commercial environment. These events provide a good opportunity to network and learn from other local authorities across the country to ensure officers are well equipped to take advantage of the opportunities that the changing landscape of local government presents.

10.4 The total non-salary expenses paid in 2016/17 represents 2% of the salary costs of this particular group of staff for the same time period.

10.5 The last report that was presented to the Joint Audit and Standards Committee (Paper JAC83 20 June 2016) showed the expenses for 2015/16. These totals along with the detailed 2016/17 expenses have been included in Appendix B for comparative purposes.

11. Appendices

Title	Location
(a) Non-Salary Expenses for 2016/17	Attached
(b) Non-Salary Expenses for 2015/16	Attached

Authorship:

Katherine Steel
Assistant Director - Corporate Resources

01449 724806 or 01473 826672
Katherine.Steel@baberghmidsuffolk.gov.uk

Melissa Evans
Corporate Manager - Financial Services

01473 825819
Melissa.Evans@baberghmidsuffolk.gov.uk

Non Salary Expenses 2016/17

	Note	Travel	Phone Charges	Subsistence	Conference Attendance Fees	Professional Subscriptions	TOTAL
Chief Executive	1	1,648	-	82	-	-	1,730
Deputy Chief Executive / Strategic Director Place		2,787	-	-	470	102	3,358
Strategic Director - People		2,103	-	-	627	102	2,831
Assistant Director Corporate Resources		902	-	-	114	155	1,171
Assistant Director Communities and Public Access		1,672	-	-	-	-	1,672
Assistant Director Law and Governance	2	-	-	-	-	-	-
Assistant Director Environment and Projects		2,685	-	10	-	-	2,695
Assistant Director Supported Living		2,093	-	-	-	-	2,093
Assistant Director Investment and Commercial Delivery		1,796	-	-	-	-	1,796
Assistant Director Planning for Growth		1,268	-	-	169	-	1,437
2015/16 TOTAL		16,955	-	91	1,379	358	18,783

Note

- 1) Includes both previous and current post-holder expenses
- 2) Assistant Director Law and Governance in post from 1 March 2017

Non Salary Expenses 2015/16

	Note	Travel	Phone Charges	Subsistence	Conference Attendance Fees	Professional Subscriptions	TOTAL
Chief Executive		2,013	-	95	480	189	2,777
Strategic Director - Place		2,734	18	-	108	102	2,962
Strategic Director - People		2,320	-	-	1,205	102	3,627
Strategic Director - Corporate	3	727	-	-	140	-	867
Strategic Director - Transformation	4	161	-	-	-	-	161
Head of Corporate Organisation	5	749	-	18	-	86	853
Assistant Director Corporate Resources		466	-	-	-	155	621
Assistant Director Communities and Public Access		1,549	-	-	-	-	1,549
Head of Economy	6	1,739	-	4	295	-	2,038
Assistant Director Environment and Projects		1,765	-	-	-	-	1,765
Assistant Director Supported Living		2,276	24	-	-	-	2,300
Assistant Director Investment and Commercial Delivery		1,668	-	-	-	-	1,668
Assistant Director Planning for Growth		1,109	-	-	184	-	1,293
2015/16 TOTAL		19,276	42	117	2,412	634	22,481

Note

- 3) Strategic Director (Corporate) - left September 2015
- 4) Strategic Director (Transformation) - left May 2015
- 5) Head of Corporate Organisation - left February 2016
- 6) Head of Economy - left April 2016