

CAMBRIDGESHIRE HORIZONS

Agenda Item No: 8

Risk and Audit Committee report – Cover page to Annual Report and Financial Statements to 31st March 2009

To: Cambridgeshire Horizons Board

Date: 17th September 2009

From: Finance Manager, Cambridgeshire Horizons on behalf of
Chair of Audit and Risk Committee

Purpose: To brief the Board on a number of variances between 2008
and 2009 in Horizons annual accounts

Recommendations: That the Board note the report

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The Audit and Risk Committee asked for the Horizons Board to be briefed on a number of variances between 2008 and 2009 results in the statutory accounts namely:

1. Page 23 Operating Surplus 2008 £337,313; 2009 Operating deficit £72,937

The Board received a paper from Alex Plant dated 3rd September 2008 on behalf of the Audit and Risk Committee setting out that contributions had been received from a range of Partner organisations during 2007/2008 where the amount of contributions had not been used. The Audit and Risk Committee proposed to the Board that these amounts were rolled forward to 2008/2009 to be used against comparable project work.

During the year 2008/2009 HGF revenue costs of £265k were funded from the LDV budget to utilise all the available HCA funding. This resulted in a deficit for the year.

2. Page 27 Staff salaries increase by £177,725. How many staff does this equate to?

Appendix 1 shows a detailed breakdown of staff costs including comparisons by role.

The majority of the variance is the recruitment of the project management team at Horizons where the headcount increased from an average of 3 to 8.3. The Admin and support team headcount also increased from an average 2 to 4.8. Senior management costs reduced as Peter Studdert moved roles to Director of Joint Planning (a funded post rather than a Horizons core post).

3. Page 27 Accommodation costs increase by £96k

Appendix 1 sets out the detailed breakdown of Accommodation costs. From this it can be seen that Horizons made a one-off contribution to running costs for Janus House from the Joint Planning Budget of £45k and a one-off contribution to refurbishment costs for the same premises for the Joint Urban Design Team of £43k. The two amounting to £89k are the majority of the increase the rest being a Rent increase from our Landlord.

Appendix 1 - Comparison of Staff and Accommodation costs 2007/08 to 2008/09

Accommodation costs

	2008/09	2007/08	change £	change %	Notes
Building cleaning	3,080	-	3,080		Cleaning previously charged to stationery costs now correctly analysed
Business rates	16,055	15,429	626	4.1%	
Rents & Leases	42,075	33,375	8,700	26.1%	
Service charges	12,310	12,995	-685	-5.3%	
Casual hire of facilities	16,528	20,721	-4,192	-20.2%	
Janus House	45,137		45,137		One off contribution of first year costs for Janus House
Joint Urban Design Team set up	43,499		43,499		One off set up costs for Janus House
Total Accommodation costs	178,684	82,519	96,165	116.5%	

Staff costs

Pay - Admin & Clerical Staff	85,752	52,601	33,150	63.0%
Pay - Senior Management	222,226	282,871	-60,645	-21.4%
Pay - Management Band Staff	259,670	111,919	147,751	132.0%
Pay - Seconded Staff	70,273	-	70,273	
Pay - Agency Staff	14,780	53,254	-38,473	-72.2%
NI - Admin & Clerical Staff	5,977	3,581	2,396	66.9%
NI - Senior Management	24,094	31,135	-7,041	-22.6%
NI - Management Band Staff	20,259	1,544	18,714	1211.8%
Pension - Admin & Clerical	10,891	7,366	3,525	47.9%
Pension - Senior Management	36,223	42,479	-6,256	-14.7%
Pension - Management Band	38,254	14,751	23,503	159.3%
Staff Training & Development	12,166	2,315	9,852	425.6%
Child Care Rebate	843		843	
Additional Payments	-	71	-71	-100.0%
Staff H & W - Medical	640	110	530	480.9%
Staff H & W - Eye Tests	120	20	100	498.5%
Recruitment Advertising Exp	42,025	73,892	-31,867	-43.1%
Relocation Exp & Interview Exp	281	261	21	7.9%
Recruitment fees	11,421	-	11,421	
Total staff costs	855,895	678,170	177,724	26.2%

Senior Management Pay, NI & Pension 282,543 356,485 - 73,942 -20.7%

Role:					
CEO	158,532	128,253	30,279	23.6%	1.5 months without CEO
Director for Development	124,012	116,855	7,157	6.1%	
Director for Sustainable Development		110,480	-110,480	-100.0%	Studdert change of roles
mispost 2007/08 pension costs		897	-897		
	282,543	356,485	-73,942	-20.7%	

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Management Band Pay, NI & Pension 318,183 128,215 189,968 148.2%

Role:					
Green Infrastructure Officer - Bethell	13,595	-	13,595		Becomes Horizons Core staff mid Nov 2008
Delivery Manager (1) - Bruce	52,499	11,848	40,651	343.1%	from Jan 2008
Delivery Manager (2) - French	49,461	27,422	22,039	80.4%	from Aug 2007
Lead Project Manager - Mumford	41,352	41,842	-490	-1.2%	
Project Manager (1) - Clarke	40,652	9,195	31,457	342.1%	from Jan 2008
Project Manager (2) - Keyes	30,727	6,198	24,529	395.8%	from Jan 2008
Project Manager (3) - Parrett	26,818	8,295	18,523	223.3%	returns from Maternity on secondment & then permanent
Project Manager (4) - Read	20,651	5,711	14,940	261.6%	permanent
Project Manager (5) - Van der Bulk		9,412	-9,412	-100.0%	July 2007 - Dec 2007
Communications Manager - Halstead	42,428		42,428		from April 2008
Office Manager - Little		9,293	-9,293	-100.0%	left June 2007
Graduate trainee accrual					
mispost 2007/08 pension costs		-897	897		
NI adjustments re Ven der Bulk		-104	104		
	318,183	128,215	189,968	148.2%	

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Headcount 8.3 3 5 181.7%

Admin & Clerical Pay, NI & Pension 102,619 63,547 39,071 61.5%

Role:					
Office Manager - Barker	16,011		16,011		from October 2008
Admin assistant - Comber	18,368	5,875	12,493	212.6%	from Dec 2007
Project assistant - Hawker	24,285	4,846	19,439	401.2%	from Jan 2008
Office Manager - Hutchinson	7,598	32,208	-24,610	-76.4%	left June 2008
Exec Assistant - Sheppard	17,408		17,408		
Admin assistant - Tweed	18,949	5,493	13,457	245.0%	from Dec 2007
McReanor		10,780	-10,780	-100.0%	left Aug 2007
Burnard		2,455	-2,455	-100.0%	left May 2007
Norman		99	-99		
Reed temp mispost		544	-544		
Petty cash misposted		100	100		
NI adj re Van der Bulk		104	-104		
Helen Ryde costs not recovered		1,245	-1,245		
	102,619	63,547	39,071	61.5%	

Headcount 4.8 2 2 96.6%