

Chief Executive's Office

(including Cultural Services)

Chief Executive's Office - Organisational Structure

CHIEF EXECUTIVE'S OFFICE Chief Executive: Joanna Simons

Assistant Chief Executive & Chief Finance Officer Sue Scane

Chief Executive's Office & Business Support Ref: CEO1 Sue Scane	Human Resources Ref: CEO2 Steve Munn	Corporate Finance & Internal Audit Ref: CEO3 Lorna Baxter	Law & Culture Ref: CEO4 Peter Clark	Strategy & Communications Ref: CEO5 Sue Scane	Corporate & Democratic Core Ref: CEO6
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Strategic Human Resources Sue Corrigan	Corporate Finance Stephanie Skivington	Legal Services Nick Graham	Corporate Policy John Courouble
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Organisational Development Ruth Cane	Internal Audit Ian Dyson	Governance Peter Clark	Corporate Performance & Review Alexandra Bailey
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Operational Human Resources Vicky Field (budget part of Oxfordshire Customer Services)	Registration Service Jacquie Bugeja	Communications & Engagement Eddie Gibb
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Coroner's Service Jacquie Bugeja
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Cultural Services Jacquie Bugeja
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Chief Executive's Office - Summary

Revenue Budget 2013/14

Ref.	Service Area	Gross Expenditure	Grant Income	Other Income	Recharges	Net Expenditure 2013/14
		£000	£000	£000	£000	£000
CEO1	Chief Executive's Office & Business Support	1,461	0	0	-688	773
CEO2	Human Resources	1,375	0	-3	-1,231	141
CEO3	Corporate Finance & Internal Audit	2,534	0	-322	-2,150	62
CEO4	Law & Culture	21,510	0	-2,518	-2,797	16,195
CEO5	Strategy & Communications	3,399	0	-7	-3,087	305
CEO6	Corporate & Democratic Core	3,086	0	0	0	3,086
	Total including Recharges	33,365	0	-2,850	-9,953	20,562
	Less Recharges within the Directorate	-3,128			3,128	0
	TOTAL	30,237	0	-2,850	-6,825	20,562

Subjective Analysis 2013/14

EXPENDITURE	2013/14 Budget at Outturn Prices	
	£000	%
Employees	19,824	65.6
Premises	581	1.9
Transport	216	0.7
Supplies and Services	4,893	16.2
Agency & Contracted	282	0.9
Support Services	4,441	14.7
GROSS EXPENDITURE	30,237	100.0
Recharges to other directorates	-6,825	
TOTAL EXPENDITURE	23,412	

INCOME	2013/14 Budget at Outturn Prices	
	£000	%
Government Grants		
Other Grants, Reimbursements & Contributions	-1,055	37.0
Customer & Client Receipts	-1,795	63.0
TOTAL INCOME	-2,850	100.0
NET EXPENDITURE	20,562	

Medium Term Financial Plan

	2013/14 £000	2014/15 £000	2015/16 £000	2016/17 £000
Base Budget	17,195	20,562	19,774	19,674
Permanent Virements Agreed in Year	4,615			
Inflation*	136			
Function and Funding Changes	0			
Previously Agreed Budget Changes	-618	-433		
Variations to MTFP	-205	-355	-100	-100
Virements	-561			
Budget*	20,562	19,774	19,674	19,574

* Inflation has not been allocated to directorates from 2014/15 onwards

Chief Executive's Office - Revenue Budget 2013/14

Reference	Service Area	Gross Expenditure £000	Grant Income £000	Other Income £000	Recharges £000	Net Expenditure 2013/14 £000
CEO1	<p><u>CHIEF EXECUTIVE'S OFFICE & BUSINESS SUPPORT</u> Business Support provides operational support, including administration and planning to the Chief Executive's Office, the Lord Lieutenant of Oxfordshire, Cabinet and Senior Management of the Council.</p>	1,461	0	0	-688	773
	TOTAL CHIEF EXECUTIVE'S OFFICE & BUSINESS SUPPORT	1,461	0	0	-688	773
CEO2	<p><u>HUMAN RESOURCES</u> Strategic Human Resources - provide policy and expert professional advice and tools for the Council's workforce. This reflects latest employment law/legislation and best practice and enables delivery of expert employment solutions.</p> <p>Human Resources Business Partners - key members of the directorate senior management teams working at a strategic level.</p> <p>Organisational Development – Drive organisational effectiveness by ensuring that the Council has a skilled workforce capable of fulfilling statutory duties.</p>	1,375	0	-3	-1,231	141
	TOTAL HUMAN RESOURCES	1,375	0	-3	-1,231	141
CEO3	<p><u>CORPORATE FINANCE & INTERNAL AUDIT</u> Strategic Financial Planning, Accounting and Advice - provides corporate leadership of the finance function, including setting the budget, Medium Term Financial Plan and Capital Programme, monitoring against these in year and reporting the outturn position and accounts. Leads on corporate and professional standards and technical financial advice.</p> <p>Finance Business Partners - Provide a strategic client role in ensuring that Management Accounting teams in Oxfordshire Customer Services provide a high quality and effective service to the organisation and ensuring proper financial administration within the directorates.</p> <p>Treasury Management - Manage the Council's cash flow and debt portfolio.</p> <p>Pensions Investment - Manage the investments of the Oxfordshire Pension Fund. Advise the pension committee on investment and performance and complete the Pension Fund accounts.</p> <p>Internal Audit - Provides independent assurance opinions and advice on systems of internal control across the Council.</p>	2,534	0	-322	-2,150	62
	TOTAL CORPORATE FINANCE & INTERNAL AUDIT	2,534	0	-322	-2,150	62

Chief Executive's Office - Revenue Budget 2013/14

Reference	Service Area	Gross Expenditure £000	Grant Income £000	Other Income £000	Recharges £000	Net Expenditure 2013/14 £000
CEO4	<p><u>LAW & CULTURE</u></p> <p>Legal Services provide a comprehensive legal advice and representation service to all Directorates of the Council and to the Council as a whole.</p> <p>Governance lead and supports the corporate management and governance of the Council and administers the democratic decision making process.</p> <p>The Registration Service provides a caring and efficient service for registering; births, deaths, marriages, civil partnerships and other celebratory ceremonies.</p> <p>The Coroners Service provides essential administrative and officer support to the Coroner and the fulfilment of his statutory Coronial duties.</p> <p>Cultural Services provides public library services to anyone living, working or studying in the county. Through the Oxfordshire Museums Service, the History Service and the Victoria County History, it cares for the heritage of Oxfordshire and helps people enjoy and understand it.</p>					
CEO4-1	Legal Services	2,248	0	-209	-2,719	-680
CEO4-2	Governance	1,914	0	-38	0	1,876
CEO4-3	Coroner's Service	1,085	0	-59	0	1,026
CEO4-4	Registration Service	1,831	0	-1,128	0	703
CEO4-5	Cultural Services	14,432	0	-1,084	-78	13,270
	TOTAL LAW & CULTURE	21,510	0	-2,518	-2,797	16,195

Chief Executive's Office - Revenue Budget 2013/14

Reference	Service Area	Gross Expenditure £000	Grant Income £000	Other Income £000	Recharges £000	Net Expenditure 2013/14 £000
CEO5	<p><u>STRATEGY & COMMUNICATIONS</u></p> <p>Corporate Policy - Lead and co-ordinate the Council's horizon scanning, forward planning, strategy and policy development, and relationship with national government and other stakeholders. Provide support to the Cabinet, Chief Executive and County Council Management Team. Co-ordinate and support strategic partnerships including the Oxfordshire Partnership and relationship with District Councils.</p> <p>Corporate Performance & Review – Manage delivery of the Council's Business Strategy and Improvement programmes; including corporate performance management, review functions (including scrutiny), research and intelligence (including Data Observatory). Help the Council work effectively with other organisations through the Voluntary Sector and other partnerships.</p> <p>Communications & Engagement - Provide residents with information about Council services and policies; enable the Council to understand service users priorities through effective consultation, and to keep staff informed about working in the Council.</p>	3,399	0	-7	-3,087	305
	TOTAL STRATEGY & COMMUNICATIONS	3,399	0	-7	-3,087	305
CEO6	<p><u>CORPORATE & DEMOCRATIC CORE</u></p> <p>These budgets comprise recharges from other service areas within Chief Executive's Office and Oxfordshire Customer Services to the corporate and democratic core of the Council in accordance with the Service Reporting Code of Practice (SeRCOP).</p>	3,086	0	0	0	3,086
	TOTAL CORPORATE & DEMOCRATIC CORE	3,086	0	0	0	3,086
	DIRECTORATE TOTAL	33,365	0	-2,850	-9,953	20,562
	Less Recharges within the Directorate	-3,128			3,128	
	TOTAL	30,237	0	-2,850	-6,825	20,562

Chief Executive's Office - Budget Changes

Budget Book Line	Reference	Type of Budget	Detail	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000	Total £'000
			Chief Executive's Office & Business Support					
CEO1	13CEO5/ 14CEO9	P	Big Society Fund - In February 2013 it was agreed an additional £0.330m of one-off funding would be added to the £0.300m of one-off funding agreed in 2012/13 (for 2 years) bringing the total Big Society funding available in 2013/14 is £0.630m. The total of Big Society funding from 2011/12 to 2013/14 including base budget funding (which has been removed from 2013/14) is £1.970m	330	-630			-300
CEO1	14CEO4	S	Remove Big Society Fund base budget. Big Society will be funded on a one-off basis in future years	-114				-114
CEO1	12CES16/ 14CEO3	S	Remove Change Fund budget	-314				-314
CEO1	14CEO2	S	Reduce Subscriptions	-25				-25
CEO1	14CEO5	S	Reduce Oxford Inspires budget	-52	-25			-77
CEO1	14CEO7a	S	Reduce staffing and office costs from CEO Office			-100	-100	-200
			Total Chief Executive's Office & Business Support	-175	-655	-100	-100	-1,030
			Human Resources					
CEO2	08CC10 & CC11	S	Savings arising from a review of the provision of Human Resources services	-68				-68
CEO2	T&Cs	S	Changes in Terms & Conditions - Savings arising from freezing increments and reducing the mileage rate fall out in 2013/14.	81				81
CEO2	14CEO7b	S	Reduce staffing and office costs from CEO Office	-10				-10
CEO2	14CEO6	S	Reduce Organisational development budget (recognising reduced staff numbers)	-50				-50
			Total Human Resources	-47	0	0	0	-47
			Corporate Finance & Internal Audit					
CEO3	09CC23 & CC14	S	Fall out of savings in early retirement costs.	2				2
CEO3	12CES8	S	Further reduction in posts in Corporate Finance to reflect smaller organisation	-20				-20
CEO3	12CES7	S	Internal Audit - Collaboration with Buckinghamshire County Council	-36	-35			-71
CEO3	14CEO7c	S	Reduce staffing and office costs from CEO Office	-21				-21
CEO3	14CEO1	S	Reduction in the Audit Fee	-49				-49
			Total Corporate Finance & Internal Audit	-124	-35	0	0	-159

Chief Executive's Office - Budget Changes

Budget Book Line	Reference	Type of Budget	Detail	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000	Total £'000
			Law and Culture					
CEO4-1	09CC25	S	Increase in Section 106 income	-17				-17
CEO4-1	09CC26	S	Reduce use of counsel - Law & Governance Services	-10				-10
CEO4-1	14CEO7e	S	Reduce staffing and office costs from CEO Office	-10				-10
CEO4-2	12CES11	S	Reduce number of council members from 74 to 63 following the 2013 county council elections	-57	-11			-68
CEO4-3	09CC31	P	Transfer of coroner's officers from Thames Valley Police. OCC to fund 25% in 2011/12, 50% in 2012/13, 75% in 2013/14, 100% in 2014/15	50				50
CEO4-3	12CEP1	P	Transfer of coroners officers from Thames Valley Police - existing budgetary provision (09CC31) will be inadequate when the Council has to fully fund the Coroner's officers in 2014/15.	6	56			62
CEO4-5	SCP3	P	Library transformation programme: Introduction of self service (Radio Frequency Identification). Variation in cost of prudential borrowing.	-1	-1			-2
CEO4-5	SCP4	P	Cost of prudential borrowing falls out - Combining Oxfordshire Studies and Oxford Records Office on the Oxfordshire Records Office site.	-1				-1
CEO4-5	14CEO8	P	Archives Service	52				52
CEO4-5	09SC2	S	Ongoing savings relating to Self service at Central Library.	-64				-64
CEO4-5	SC5	S	Ongoing effect of saving agreed in 2010/11: 6% reduction in book expenditure falling to 4.9% in 2012/13 . Sustaining expenditure on book stock is a priority for the service and budget increases back to £63,000 in 2013/14.	50				50
CEO4-5	12COS8/ 13SCS10	S	Restructure libraries network, including mobile library network; reduce management and professional staff; savings from the introduction of RFID self-service. Amendment to planned savings to reflect public consultation agreed by Cabinet on 12 December 2011	-275	-130			-405
CEO4-5	T&Cs	S	Libraries - Changes in Terms & Conditions - Savings arising from freezing increments and reducing the mileage rate fall out in 2013/14	59				59
CEO4-5	12COS2	S	Museum Service: restructure and increase opportunities for volunteering	-100				-100
CEO4-5	12COS3	S	History Service: restructure; reduce staffing and combine resources at St Luke's	-46	-12			-58
CEO4-5	12COS5	S	The Mill Arts Centre - reduce support	-90				-90

Chief Executive's Office - Budget Changes

Budget Book Line	Reference	Type of Budget	Detail	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000	Total £'000
			Law and Culture Continued					
CEO4-5	T&Cs	S	Heritage Services - Changes in Terms & Conditions - Savings in 2010/11 and 2011/12 arising from freezing increments and reducing the mileage rate fall out in 2013/14	15				15
CEO4-5	T&Cs	S	Cultural Development - Changes in Terms & Conditions - Savings in 2010/11 and 2011/12 arising from freezing increments and reducing the mileage rate fall out in 2013/14	4				4
			Total Law and Culture	-435	-98	0	0	-533
			Strategy and Communications					
CEO5	14CEO7f	S	Reduce staffing and office costs from CEO Office	-42				-42
			Total Strategy and Communications	-42	0	0	0	-42
			Total Chief Executive's Office	-823	-788	-100	-100	-1,811

Type of Budget Change

P - Pressure/Additional Funding

S- Saving

O - One-Off Funding