

Devon & Severn Inshore Fisheries & Conservation Authority
Full Authority Meeting
15th December 2022

REVENUE BUDGET AND CAPITAL PROGRAMME 2023/24

Joint Report of Chief Officer and Treasurer

1. Recommendations:

That members:

- 1.1 Consider the Revenue Budget outlined below and recommend its approval to the authority.
- 1.2 Recommend to the Authority the approval of the Fees and Charges set out in Table 4;
- 1.3 Recommend to the Authority to note if additional funding is received of £150,000, that £2,400 will need to be transferred from the general reserve to meet the 0% increase in levy.
- 1.4 Recommend to the Authority to note that if the additional funding from DEFRA of £150,000 is not received, £152,400 will need to be transferred from General Reserves to meet the 0% levy increase.
- 1.5 Recommend to Authority that the projected balances on the General Reserve and Capital Receipts Reserve are noted.
- 1.6 Review the Assessment of Volatile Budgets at Appendix B and recommend to Authority that the risks, impacts and mitigations be noted.

2. Revenue Budget Summary

	2022/23 Base Budget £	Base Budget Adjustments £	Inflation £	2023/24 Budget £
Employees	644,000	47,800	35,500	727,300
Premises	34,600	0	2,500	37,100
Transport	14,400	(700)	800	14,500
Supplies & Services	70,700	(2,700)	3,100	71,100
Boat Costs	25,800	5,100	1,400	32,300
Environmental Research	17,200	0	0	17,200
Support	62,200	(8,300)	1,200	55,100
Fees & Charges	(41,200)	1,200	0	(40,000)
	827,700	42,400	44,500	914,600
Contingency /Potential Use of Reserves	(65,500)	63,100	0	(2,400)
DEFRA Funding	0	(150,000)	0	(150,000)
Total Funding from Levies	762,200	(44,500)	44,500	762,200

2.1 Base Budget Adjustments (items over £1,000):

- 2.1.1 Employees - Staff costs £48,300;
- 2.1.2 Supplies & Services – Officers Subsistence £(1,000);
- 2.1.3 Boat Costs – Boat Repairs & Maintenance £1,100, Boat Insurance £3,100;
- 2.1.4 Support – Legal Fees £(8,300);
- 2.1.5 Fees & Charges – Fees Court Cases £4,000, Bank Interest £(2,800);
- 2.1.6 Contingency/Potential Use of Reserves - £63,100;
- 2.1.7 DEFRA Funding – £(150,000);

Detailed explanations are provided in Appendix A

Budget and Levy for 23/24 represent a 0% increase.

Staffing:

	2022/23 Full Time Equivalent Numbers	2023/24 Full Time Equivalent Numbers
Officers:		
Full-time	12.00	12.00
Part-time	1.11	1.11
Administrative Staff:		
Full-time	1.00	1.00
Total	14.11	14.11

Inflation Rates:

	%
Pay Inflation - Chief Officers (set nationally)	3.00
Pay Inflation – NJC staff (set nationally)	3.00
Pay Contingency – All Staff	2.00
General	5.00
Fuel	5.00
Travel & Transport (CPI)	5.00

3. Comparison of Levy with New Burdens Funding:

	2022/23 Indicative Levy £	Increase in Levy £	2023/24 Indicative Levy £	2023/24 New Burdens Funding £	Variance £
Bristol City Council	43,064	0	43,064	50,851	(7,787)
Gloucestershire County Council	110,290	0	110,290	122,428	(12,138)
North Somerset Council	35,290	(0)	35,290	42,574	(7,284)
Somerset County Council	121,114	(0)	121,114	133,952	(12,838)
South Gloucestershire Council	31,098	(0)	31,098	38,110	(7,012)
Total New Authorities	340,856	(0)	340,856	387,915	(47,059)
Devon County Council	358,920	(0)	358,920	21,382	337,538
Plymouth City Council	35,823	0	35,823	0	35,823
Torbay Council	26,601	(0)	26,601	0	26,601
Total Devon Authorities	421,344	0	421,344	21,382	399,962
Total Funding	762,200	0	762,200	409,297	352,903

4. Fees & Charges

	2022/23 Charge £	2023/24 Proposed Charge £
Waddeton Fishery Licences (per plot)	260.00	260.00
Charter (per hour including staff) (Under review)	280.00	280.00
RIB Charter (per hour excluding staff) (Under review)	95.00	95.00

5. Risk Assessment of Volatile Budgets

- 5.1 As part of the budget setting process, the Authority should consider the risks inherent in the budgets set and the adequacy of the measures put in place to manage those risks.
- 5.2 A risk assessment of volatile budgets is included as Appendix B.

6. Usable Reserves

The Authority is expected to have two usable reserves in 2023/24. The general fund is expected to increase by £22,500 because of the anticipated additional funding from DEFRA for 2022/23. The budget is prepared on the basis that the authority will receive £150,000 from DEFRA in 2023/24.

General Reserve

	2022/23 Projection £	2023/24 Projection £
Balance 1st April	531,517	554,017
Contribution to Reserve	22,500	0
Transfer from Reserve	0	(2,400)
Balance 31st March	554,017	551,617

Capital Receipt Reserve

	2022/23 Projection £	2023/24 Projection £
Balance 1st April	76,774	76,774
Transfer from Reserve	0	0
Capital Receipt	0	0
Balance 31st March	76,774	76,774

Mat Mander
Chief Officer

Angie Sinclair
Treasurer

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

List of Background Papers

- 1) The Budget 2023/24
- 2) The Budget Monitoring Reports of 2022/23

Appendix A

		2022/23 Adjusted Base Budget £	Budget Adjustments £	Inflation £	2023/24 Budget £	Reason for Budget Adjustment - Items Over £1,000
1	Staff costs (includes National Insurance and Pension Contributions)	634,000	47,800	21,000	702,800	Budget Adjustment - £1,925 FTE Pay Award 22/23 less 2% Budgeted. Inflation - 3% Pay Assumption 23/24.
2	Training (including travel costs)	10,000	0	500	10,500	
3	PAY CONTINGENCY 2%	0	0	14,000	14,000	
3	EMPLOYEES	644,000	47,800	35,500	727,300	
4	Rents and Service Charges	31,600	0	2,500	34,100	Increase in office rent due to review
5	Hire of rooms	3,000	0	0	3,000	
6	PREMISES	34,600	0	2,500	37,100	
7	Vehicle fuel repair and maintenance	7,700	400	400	8,500	
8	Public Transport (bus and rail)	1,000	(100)	100	1,000	
9	Vehicle insurance, road tax	4,700	(900)	200	4,000	
10	Officers Travel Expenses, including car parking	1,000	(100)	100	1,000	
11	TRANSPORT	14,400	(700)	800	14,500	

		2022/23 Adjusted Base Budget	Budget Adjustments	Inflation	2023/24 Budget	Reason for Budget Adjustment - Items Over £1,000
		£	£	£	£	
12	Admin Equipment	1,900	0	100	2,000	
13	Protective Clothing	3,100	(300)	200	3,000	
14	Printing & Design	1,700	(800)	100	1,000	
15	Advertising (Statutory Notices)	6,000	0	0	6,000	
16	Stationery	1,000	(500)	100	600	
17	Insurances - external	5,500	0	300	5,800	
18	Other memberships (AIFCA & ASERA)	12,500	900	600	14,000	
19	Internal Audit	1,300	0	100	1,400	
20	Postages	1,000	(500)	100	600	
21	Telephones	5,000	0	300	5,300	
22	IT hardware, software and support	7,800	0	400	8,200	
23	Officers Subsistence	2,000	(1,000)	100	1,100	Reduced based on prior year actuals
24	Other Supplies (including hospitality & members allowances)	11,000	0	600	11,600	
25	Subscriptions (Fishing News and MCSS access)	1,400	(500)	100	1,000	
26	Enforcement	9,500	0	0	9,500	
27	SUPPLIES	70,700	(2,700)	3,100	71,100	

		2022/23 Adjusted Base Budget	Budget Adjustments	Inflation	2023/24 Budget	Reason for Budget Adjustment - Items Over £1,000
		£	£	£	£	
28	Boat Moorings / Berths	4,600	200	200	5,000	
29	Boat and R.I.B. Fuel	6,600	700	400	7,700	
30	Boat Repairs & Maintenance	5,100	1,100	300	6,500	Increased to reflect prior year actuals
31	Boat Insurance	8,000	3,100	400	11,500	Increased to reflect prior year actuals
32	Boat technical equipment	1,500	0	100	1,600	
33	BOAT COSTS	25,800	5,100	1,400	32,300	
34	ENVIRONMENTAL RESEARCH	17,200	0	0	17,200	
35	Support Services – Finance/HR	23,900	0	1,200	25,100	
36	Legal fees	38,300	(8,300)	0	30,000	Reduction in number of court cases
37	SUPPORT	62,200	(8,300)	1,200	55,100	

		2022/23 Adjusted Base Budget	Budget Adjustments	Inflation	2023/24 Budget	Reason for Budget Adjustment - Items Over £1,000
		£	£	£	£	
38	Fees Court cases	(20,000)	4,000	0	(16,000)	Reduced due to number of court cases
39	Fuel Duty Rebates	(2,000)	0	0	(2,000)	
40	Permit fees	(17,000)	0	0	(17,000)	
41	Licence fees	(2,000)	0	0	(2,000)	
42	Bank Interest	(200)	(2,800)	0	(3,000)	Increase in interest rates
43	FEES AND CHARGES (INCOME)	(41,200)	1,200	0	(40,000)	
44	TOTAL	827,700	42,400	44,500	914,600	
45	CONTINGENCY/POTENTIAL USE OF RESERVES	(65,500)	63,100	0	(2,400)	£2,400 use of Reserves needed, to meet 0% increase in levy
46	DEFRA £150K Additional Funding	0	(150,000)	0	(150,000)	Additional funding from DEFRA
48	TOTAL LEVY FUNDING	762,200	(44,500)	44,500	762,200	

Appendix B – Risk Assessment of Volatile Budgets

Budget Amount	Budget Description	Risk	Mitigating Actions
£ (150,000)	DEFRA Funding	Funding not received	If funding is not received by DEFRA, the budget gap of £152,400 will need to be met using general reserves.
£ 716,800	Staff Costs	Pay award An additional 1% in pay or superannuation rates would have a £7,168 effect	National negotiation will be followed closely. The outcome of the award is outside of the control of the authority. A pay contingency of 2% has been budgeted if pay award higher than the 3% budgeted. Use active budget management to reduce spending on other lines. If lower, use a saving to offset budget pressures elsewhere or add to General Reserve.
£ 8,500	Vehicle fuel, repair and maintenance	Fuel price increases Unexpected maintenance on current vehicles	Try to meet from any underspend, otherwise fund from General Reserve with authority approval.
£ 1,000	Officers travel expenses	Increase in mileage Increase in parking charges	Try to meet from any underspend, otherwise fund from General Reserve with authority approval.
£ 7,700	Boat Fuel	Fuel price increases RIBS +/- 10p/litre	Fuel prices will be monitored closely. Try to meet from any underspend, otherwise fund from General Reserve with authority approval.
£ 6,500	Boat Repairs & Maintenance	Unexpected maintenance on boat repairs	Significant repair costs can be funded from the General Reserve, with the Authorities' approval
£ 30,000	Legal fees	Increase in fees Delay in court cases	If higher, fund from General Reserve with authority approval. If lower, use saving to offset budget pressures elsewhere or add to General Reserve.
£ (37,000)	Fees & Charges (Excl. Bank Interest)	Income lower than expected	If income received not as high as budgeted, offset budget pressure from General Reserve with authority approval.
£ (3,000)	Bank Interest	Increase/decrease in bank interest rates	If higher, use income to offset budget pressures elsewhere or add to General Reserve.