

**Devon & Severn Inshore Fisheries & Conservation Authority  
Finance and General Purposes Committee  
23<sup>rd</sup> January 2020**

**REVENUE BUDGET AND CAPITAL PROGRAMME 2020/21**

**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 Review the Assessment of Volatile Budgets at Appendix B and recommend to Authority that the risks, impacts and mitigations be noted.
- 1.4 Recommend to Authority that the projected balances on the General Reserve and Capital Receipts Reserve are noted.

**2. Revenue Budget Summary**

	<b>2019/20 Base Budget</b>	<b>Base Budget Adjustments</b>	<b>Inflation</b>	<b>2020/21 Budget</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Employees	579,000	(58,600)	11,500	531,900
Premises	37,900	700	0	38,600
Transport	31,000	(13,100)	700	18,600
Supplies & Services	106,100	(31,900)	1,400	75,600
Boat Costs	35,400	(11,000)	700	25,100
Environmental Research	16,800	(1,800)	0	15,000
Support	37,400	23,500	0	60,900
Fees & Charges	(26,200)	500	0	(25,700)
	<b>817,400</b>	<b>(91,700)</b>	<b>14,300</b>	<b>740,000</b>
DEFRA Refund	(73,600)	73,600	0	0
Transfer from General Fund	(19,800)	19,800	0	0
<b>Total</b>	<b>724,000</b>	<b>1,700</b>	<b>14,300</b>	<b>740,000</b>

- 2.1 Base Budget Adjustments (items over £1,000):
- 2.1.1 Employees - Staff costs £ (58,600), keeping the current structure with one deputy, but office manager role to become full time;
  - 2.1.2 Transport – Vehicle fuel repair and maintenance £ (3,200), Vehicle lease hire £ (5,500), Public transport £ (1,200), Officers travel expenses £ (3,200);
  - 2.1.3 Supplies & Services – Protective clothing £ (1,800), Insurances - external £ (1,900), PHD student £ (16,800), External agency staff £ (10,200), Telephones £ (3,400), Other communication costs £ (3,000) and Other supplies £ (1,300), Enforcement £7,500;
  - 2.1.4 Support costs – Support Services £3,500, Legal fees £20,000;
  - 2.1.5 Boat Costs – Boat and RIB Fuel £ (4,200), Boat repairs and maintenance £ (2,200), Black Jack £ (6,000), Boat Insurance £3,300 and Boat technical equipment £ (1,900);
  - 2.1.6 Research – Charter costs £ (1,000);
  - 2.1.7 Fees & Charges – Fuel duty rebates £1,000, Bank Interest £ (1,000);
  - 2.1.8 Transfer from general fund - £ 19,800 no longer required;
  - 2.1.9 Defra refund - £73,600 chief officer no longer seconded;

Detailed explanations are provided in Appendix A

**Budget and Levy for 20/21 represent an increase of 2.21%.**

### **Staffing:**

	<b>2019/20 Full Time Equivalent Numbers</b>	<b>2020/21 Full Time Equivalent Numbers</b>
Officers:		
Full-time	9.00	10.00
Part-time	0.61	1.22
Secondments	0.00	0.00
Administrative Staff:		
Part-time	0.68	0.61
Fixed Term:		
Comms. Officer	0.00	0.00
Permit Officer	0.61	0.00
Environment Officer	0.61	0.00
<b>Total</b>	<b>11.51</b>	<b>11.83</b>

**Inflation Rates:**

	%
Pay Inflation - Chief Officers (set nationally)	2
Pay Inflation – NJC staff (set nationally)	2
General	2.4
Travel a & Transport (CPI)	3.9

**3. Comparison of Levy with New Burdens Funding:**

	<b>2019 / 20 Indicative Levy</b>	<b>Increase in Levy</b>	<b>2020/21 Indicative Levy</b>	<b>2020/21 New Burdens Funding</b>	<b>Variance</b>
	£	£	£	£	£
Bristol City Council	40,906	905	41,810	50,851	(9,041)
Gloucestershire County Council	104,763	2,315	107,078	122,428	(15,350)
North Somerset Council	33,521	741	34,262	42,574	(8,312)
Somerset County Council	115,044	2,542	117,586	133,952	(16,366)
South Gloucestershire Council	29,539	653	30,192	38,110	(7,918)
<b>Total Severn Authorities</b>	<b>323,773</b>	<b>7,156</b>	<b>330,928</b>	<b>387,915</b>	<b>(56,987)</b>
Devon County Council	340,932	7,533	348,465	21,382	327,083
Plymouth	34,028	752	34,780	0	34,780
Torbay	25,268	558	25,826	0	25,826
<b>Total Devon Authorities</b>	<b>400,228</b>	<b>8,843</b>	<b>409,071</b>	<b>21,382</b>	<b>387,689</b>
<b>Total Budget</b>	<b>724,0001</b>	<b>16,000</b>	<b>740,000</b>	<b>409,297</b>	<b>330,702</b>

**4. Fees & Charges**

	<b>2019/20 Charge £</b>	<b>2020/21 Proposed Charge £</b>
Waddeton Fishery Licences (per plot)	260.00	260.00
Charter (per hour including staff)	280.00	280.00
RIB Charter (per hour excluding staff)	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 2020/21.

### General Reserve

	<b>2019/20 Projection £</b>	<b>2020/21 Projection £</b>
<b>Balance 1st April</b>	528,999	537,899
<b>Contribution to Reserve</b>	0	0
<b>Transfer from Reserve</b>	(5,600)	0
<b>Transfer to Reserve</b>	14,500	0
<b>Balance 31st March</b>	537,899	537,899

### Capital Receipt Reserve

	<b>2019/20 Projection £</b>	<b>2020/21 Projection £</b>
<b>Balance 1st April</b>	79,197	52,397
<b>Transfer from Reserve</b>	(26,800)	0
<b>Capital Receipt</b>	0	0
<b>Balance 31st March</b>	<b>52,397</b>	<b>52,397</b>

**Mat Mander**  
**Acting Chief Officer**

**Mary Davis**  
**Treasurer**

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

### List of Background Papers

- 1) The Budget 2020/21
- 2) The Budget Monitoring Reports of 2019/20

## Appendix A

		<b>2019/20 Adjusted Base Budget</b>	<b>Budget Adjustments</b>	<b>Inflation</b>	<b>2020/21 Budget</b>	<b>Reason for Budget Adjustment</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
1	Staff costs (includes National Insurance and Pension Contributions)	570,700	(58,300)	11,500	523,900	Keeping current structure
2	Training (including travel costs)	8,000	0	0	8,000	
3	Advertising for Recruitment	300	(300)	0	0	
<b>4</b>	<b>EMPLOYEES</b>	<b>579,000</b>	<b>(58,600)</b>	<b>11,500</b>	<b>531,900</b>	
5	Rents and Service Charges	33,900	700	0	34,600	
6	Hire of rooms	4,000	0	0	4,000	
7	Furniture & fittings	0	0	0	0	
<b>8</b>	<b>PREMISES</b>	<b>37,900</b>	<b>700</b>	<b>0</b>	<b>38,600</b>	
9	Vehicle fuel repair and maintenance	10,000	(3,200)	200	7,000	Reduced based on 19/20 outturn
10	Vehicle lease hire	5,500	(5,500)	0	0	Purchase of new vehicle
11	Public Transport (bus and rail)	6,000	(1,200)	200	5,000	Reduced in accordance with average yearly spend
12	Vehicle insurance, road tax	4,500	0	100	4,600	
13	Officers Travel Expenses, including car parking	5,000	(3,200)	200	2,000	Reduced based on 19/20 outturn
<b>14</b>	<b>TRANSPORT</b>	<b>31,000</b>	<b>(13,100)</b>	<b>700</b>	<b>18,600</b>	

		<b>2019/20 Adjusted Base Budget</b>	<b>Budget Adjustments</b>	<b>Inflation</b>	<b>2020/21 Budget</b>	<b>Reason for Budget Adjustment</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
15	Admin Equipment	2,400	(600)	100	1,900	
16	Protective Clothing	4,700	(1,800)	100	3,000	Reduced based on average yearly spend
17	Printing & Design	1,700	0	0	1,700	
18	Advertising (Statutory Notices)	6,000	0	0	6,000	
19	Stationery	1,000	0	0	1,000	
20	Insurances - external	5,600	(1,900)	100	3,800	Reduced based on this year's outturn
21	AIFCA	12,300	(600)	300	12,000	
22	Other memberships (ASERA)	0	300	0	300	
23	Communications	19,800	(16,800)	0	3,000	Comms support from DCC
24	External Agency Staff	14,000	(10,200)	0	3,800	PHD Student
25	Internal Audit	1,300	0	0	1,300	
26	Postages	1,000	(500)	0	500	
27	Telephones	11,100	(3,400)	300	8,000	Reduced based on average yearly spend
28	IT hardware, software and support	7,000	400	200	7,600	
29	Other Communications costs	3,000	(3,000)		0	No expenditure for last three financial years
30	Officers Subsistence	2,000	0	0	2,000	
31	Other Supplies (including hospitality & members allowances)	12,000	(1,300)	300	11,000	Reduced based on average yearly spend

		2019/20 Adjusted Base Budget	Budget Adjustments	Inflation	2020/21 Budget	Reason for Budget Adjustment
		£	£	£	£	
32	Subscriptions (Fishing News and MCSS access)	1,200	0	0	1,200	
33	Enforcement	0	7,500	0	7,500	iVMS Succofish, additional support
<b>34</b>	<b>SUPPLIES</b>	<b>106,100</b>	<b>(31,900)</b>	<b>1,400</b>	<b>75,600</b>	
35	Boat Moorings / Berths	4,000	0	100	4,100	
36	Boat and R.I.B. Fuel	10,000	(4,200)	200	6,000	Reduced based on average yearly expenditure
37	Boat Repairs & Maintenance	7,000	(2,200)	200	5,000	Reduced based on average yearly expenditure
38	Black Jack	6,000	(6,000)	0	0	Reduced based on average yearly expenditure
39	Boat Insurance	5,100	3,300	100	8,500	Increased due to David Rowe
40	Boat technical equipment	3,300	(1,900)	100	1,500	Reduced based on last three financial years
<b>41</b>	<b>BOAT COSTS</b>	<b>35,400</b>	<b>(11,000)</b>	<b>700</b>	<b>25,100</b>	
<b>42</b>	<b>ENVIRONMENTAL RESEARCH</b>	<b>16,800</b>	<b>(1,800)</b>	<b>0</b>	<b>15,000</b>	Based on average yearly spend
43	Support Services – Finance/HR	17,400	3,500	0	20,900	
44	Legal fees	20,000	20,000	0	40,000	
<b>45</b>	<b>SUPPORT</b>	<b>37,400</b>	<b>23,500</b>	<b>0</b>	<b>60,900</b>	Increased based on average yearly spend
46	Fixed Penalty Notices	0	0	0	0	
47	Fees Court cases	(10,000)	0	0	(10,000)	
48	Fuel Duty Rebates	(2,200)	1,000	0	(1,200)	

		<b>2019/20 Adjusted Base Budget</b>	<b>Budget Adjustments</b>	<b>Inflation</b>	<b>2020/21 Budget</b>	<b>Reason for Budget Adjustment</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
49	Permit fees	(10,000)	0	0	(10,000)	
50	Licence fees	(2,000)	500	0	(1,500)	
51	Bank Interest	(2,000)	(1,000)	0	(3,000)	Increased interest based on 19/20 outturn
<b>52</b>	<b>FEES AND CHARGES (INCOME)</b>	<b>(26,200)</b>	<b>500</b>	<b>0</b>	<b>(25,700)</b>	
<b>53</b>	<b>TOTAL</b>	<b>817,400</b>	<b>(91,700)</b>	<b>14,300</b>	<b>740,000</b>	
54	Transfer from general fund	<b>(19,800)</b>	<b>19,800</b>	<b>0</b>	<b>0</b>	Devon County Council SLA to supply Comms
55	DEFRA reimbursement chief officer secondment	<b>(73,600)</b>	<b>73,600</b>	<b>0</b>	<b>0</b>	Secondment ending
<b>56</b>	<b>TOTAL LEVY FUNDING</b>	<b>724,000</b>	<b>1,700</b>	<b>14,300</b>	<b>740,000</b>	



## Appendix B

### Risk Assessment of Volatile Budgets

Budget Amount	Budget Description	Risk	Mitigating Actions
£523,900	Employees	Pay award  An additional 1% in pay or superannuation rates would have a £5,239 effect	National negotiation will be followed closely. The outcome of the award is outside of the control of the authority. If pay award higher than the 2% 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.
£7,000	Vehicle fuel, repair and maintenance	Fuel price changes A 10p change in price / litre has a £600 effect  Unexpected maintenance on current vehicles	Try to meet from any underspend, otherwise fund from General Reserve with the Authority's approval.
£2,000	Officers travel expenses	Increase/decrease in mileage 1,000 miles +/- £450  Increase in parking charges	Try to meet from any underspend, otherwise fund from General Reserve with the Authority's approval.
£6,000	Boat Fuel	Fuel price changes Black Jack +/- 5p/litre has £400 effect net of recoverable excise duty, RIBS +/- 10p/litre has £200 effect.	Fuel prices will be monitored closely. The difference in price/litre relates to the respective fuels used (5p/litre diesel and 10p/litre petrol).
£5,000	Boat Repairs & Maintenance	Unexpected maintenance on boat repairs	Significant repair costs can be funded from the General Reserve, with the Authority's 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.
£40,000	Legal Fees	Increase in number of cases and or trials	Higher legal fees adjusted for in budget. Additional costs can be funded from the General Reserve, with the Authority's approval