

**BABERGH DISTRICT COUNCIL and MID SUFFOLK DISTRICT COUNCIL**

<b>To: Joint Audit &amp; Standards Committee</b>	<b>Report Number: JAC15</b>
<b>From: Head of Corporate Resources</b>	<b>Date of meeting: 4 November 2013</b>

**NON-SALARY EXPENSES**

**1. Purpose of Report**

- 1.1 To respond to a request from the Committee, under the revised Terms of Reference, to provide information in relation to the non-salary expenses of the senior managers across Babergh and Mid Suffolk District Councils.

**2. Recommendations**

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

The Committee is able to resolve this matter.

**3. Financial Implications**

- 3.1 As outlined in the information in the report.

**4. Risk Management**

- 4.1 This report is not closely linked with any of the Council's Corporate / Significant Business Risks.

**5. Consultations**

- 5.1 None

**6. Equality Analysis**

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

**7. Shared Service / Partnership Implications**

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

**8. Key Information**

- 8.1 At the first meeting of the Joint Audit & Standards Committee on 1 July 2013 it was proposed and agreed that the Committee's Terms of Reference be amended to include being able to review the non-salary expenses of officers. Following the amendment by the Committee it was requested that a report be presented for consideration.

- 8.2 Following consultation with the Joint Chairs and Councillor Brian Riley, it was agreed that a report would be presented that showed the non-salary expenses paid to the Chief Executive, Strategic Directors and Heads of Service for the financial year 2012/13. The requested information is contained within Appendix A attached.
- 8.3 The travel costs are the largest element of the expenses shown in Appendix A. There are a range of reasons as to why this group of staff are travelling. Some of the cost is incurred because officers need to travel between the two sites, but a more important element is the travel that is undertaken to work collaboratively across Suffolk and also to promote the councils' reputation at a national level, through speaking at conferences or meeting with DCLG. Such work has recently resulted in the councils being awarded £166,000 from the Transformation Challenge Award.
- 8.4 Conferences are attended 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. These events provide a good opportunity to network and learn from other local authorities across the country.
- 8.5 The Other costs shown against Strategic Director - People relate to relocation and removal expenses. This was a one-off cost in 2012/13 which was paid to the successful candidate, following the national recruitment campaign to attract two Strategic Directors into the new joint management structure. The payments were made in line with the councils' terms and conditions.
- 8.6 If the one-off Other expenses are excluded, the total non-salary expenses paid in 2012/13 are £22,073 and represent less than 2% of the salary costs of this particular group of staff for the same period of time.

## 9. Appendices

Title	Location
(a) Non-Salary Expenses for 2012/13	Attached

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**Appendix A**

**NON-SALARY EXPENSES FOR 2012/13**

<b>Title</b>	<b>Travel</b>	<b>Phone Charges</b>	<b>Subsistence</b>	<b>Course Fees</b>	<b>Conference Attendance Fees</b>	<b>Training</b>	<b>Other</b>	<b>TOTAL</b>
Chief Executive	2,244	0	0	0	900	0	0	3,144
Strategic Director People	1,779	30	181	0	428	0	10,467	12,885
Strategic Director Place	833	0	0	0	599	0	0	1,432
Strategic Director Place - Temporary	554	0	0	0	0	0	0	554
Strategic Director Corporate	1,632	0	45	0	175	102	0	1,954
Strategic Director Transformation	1,040	357	0	0	145	0	0	1,542
Interim Head of Programme Delivery	1,172	0	0	0	395	0	0	1,567
Head of Corporate Organisation	559	0	11	0	0	0	0	570
Head of Corporate Resources	0	0	0	0	250	0	0	250
Head of Communities	1,304	0	15	0	0	0	0	1,319
Head of Economy	2,321	0	0	298	145	0	0	2,764
Head of Environment	2,104	0	0	0	0	0	0	2,104
Head of Housing	1,884	36	0	0	536	0	0	2,456
<b>TOTAL</b>	<b>17,426</b>	<b>423</b>	<b>252</b>	<b>298</b>	<b>3,573</b>	<b>102</b>	<b>10,467</b>	<b>32,540</b>