

## BABERGH DISTRICT COUNCIL and MID SUFFOLK DISTRICT COUNCIL

<b>To: Joint Audit and Standards Committee</b>	<b>Report Number: JAC34</b>
<b>From: Head of Corporate Resources</b>	<b>Date of meeting: 1 September 2014</b>

### NON-SALARY EXPENSES

#### 1. Purpose of Report

- 1.1 To respond to a request from the Committee, to provide information in relation to the non-salary expenses of the senior managers across Babergh and Mid Suffolk District Councils for the year ended 31 March 2014.

#### 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 meeting of the Joint Audit and Standards Committee on 30 June 2014 it was requested that a second annual report of non-salary expenses of senior officers be presented to the Committee for the year ending 31 March 2014. This followed from the first report that was presented as Paper JAC15 on 4 November 2013.

- 8.2 This report therefore presents the non-salary expenses paid to the Chief Executive, Strategic Directors and Heads of Service for the financial year 2013/14. The requested information is contained within Appendix A and is presented in the same format as 2012/13 to be consistent for comparison purposes.
- 8.3 Travel costs are the largest element of the expenses shown in Appendix A. There is a range of reasons as to why this group of staff is travelling. Some of the cost is incurred because officers need to travel between the two sites, but more importantly is the travel that is undertaken to work collaboratively across Suffolk and the links that are made at a national level and with DCLG to promote and enhance the work of the councils. Two further bids have recently been submitted to the Transformation Challenge Award as a result of this Suffolk wide collaboration. The two Councils were also involved in the successful awards made to the Greater Ipswich City Deal and the New Anglia Local Enterprise Partnership.
- 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 and were used by the Transformation Enquiry Groups (TEGs) to understand what others are doing.
- 8.5 Professional subscriptions have been included in the 2013/14 as these are another non-salary expense. These are paid for subscriptions that are relevant to the role being undertaken and at the rate of 50% of the total cost.
- 8.6 If the professional subscriptions are excluded because they were not in the 2012/13 report, the total non-salary expenses paid in 2013/14 are £22,183 compared to £22,073 in 2012/13. This represents just 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 2013/14	Attached

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Appendix A**NON-SALARY EXPENSES FOR 2013/14**

	<b>Travel</b>	<b>Phone Charges</b>	<b>Subsistence</b>	<b>Conference Attendance Fees</b>	<b>Professional Subscriptions</b>	<b>TOTAL</b>
Chief Executive	2,172		16	772	189	<b>3,149</b>
Strategic Director People	1,837	33	4	185	106	<b>2,165</b>
Strategic Director Place	3,841			1,473	102	<b>5,416</b>
Strategic Director Corporate	2,415			845	102	<b>3,361</b>
Strategic Director Transformation	1,036	67		35	149	<b>1,287</b>
Head of Corporate Organisation	457					<b>457</b>
Head of Corporate Resources	22				150	<b>172</b>
Head of Communities	1,264					<b>1,264</b>
Head of Economy	1,819				152	<b>1,971</b>
Head of Environment	1,398		6			<b>1,404</b>
Head of Housing	1,876	36	3	250		<b>2,165</b>
Head of Programme Delivery	321					<b>321</b>
<b>TOTAL</b>	<b>18,456</b>	<b>136</b>	<b>30</b>	<b>3,561</b>	<b>949</b>	<b>23,132</b>