

Business Plan, Budget & Risk Summary



ACCESS Joint Committee

Date: 4 September 2023

Report by: Director of ACCESS Support Unit (ASU)

Subject:	Business Plan, Budget & Risk Summary
Purpose of the Report:	To provide an update on the activities undertaken since the last Joint Committee, associated spend and risk summary.
Recommendations:	The Committee is asked to note the: <ul style="list-style-type: none">• 2023/24 Business Plan update;• 2023/24 budget update and• risk summary.
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1. Background

- 1.1 The Joint Committee (JC) have a role to keep the performance against the strategic business plan agreed by the Councils under review.
- 1.2 The Section 151 Officer Group are responsible for making recommendations to the Joint Committee on budget and business plan matters, reviewing / advising on budget variations throughout each financial year and advising the Committee on the identification of, and mitigation of, any risk to the operation or success of the Pool. In response to decisions made by the Joint Committee, the Section 151 Officers should ensure appropriate resourcing, support, advice and facilitation to the Joint Committee.
- 1.3 The ACCESS Support Unit (ASU) have a responsibility to manage the development and implementation of the strategy, business plan and budget including the identification and management of risks.
- 1.4 This report was prepared by the ASU following consultation with the Officer Working Group (OWG). In draft form, it was presented to the Section 151 Officer Group at their meeting on 11 August 2023 and their feedback has informed this final version.

2. Business Plan

2.1 The Business Plan for 2023/24 was agreed by the JC in December 2022 prior to being recommended to the Councils. At the same meeting, the JC also determined the budget necessary to implement this year's plan and to be charged to the relevant Authorities.

2.2 Activities within this year's 2023/24 Business Plan (Annex A) that are also the subject of separate items on the Committee's agenda include:

- DLUHC consultation on LGPS pooling
- BAU Evaluation
- Implementation Advice
- Alternative / non-listed assets
- Responsible Investment (Phase II) procurement
- Investment performance
- Sub-fund implementation
- Contract and supplier relationship management

3. Third-Party Review

3.1 Barnett Waddingham have recently concluded a Third-Party Review report, which is currently being considered by both s151 Officers and OWG. Arrangements will be made to share the Third-Party Review report with Members of the Joint Committee in early September 2023. An officer report on this matter, along with the Review itself will be on the agenda for consideration at the Committee's next meeting on 4 December 2023.

4. Communications re-procurement

4.1 At its meeting in June 2023, the Committee agreed to extend the existing arrangements with MHP Mischief until 31 December 2023, which enables the outcome of the procurement to be reported to the December 2023 JC.

4.2 As Procurement Lead Authority, colleagues at Hampshire have shaped the timetable below, in conjunction with the ASU. Activity commenced with the publication of the tender on 23 August 2023, and is planned to allow the outcome to be discussed at the Committee's next meeting in December.

Date	Activity
23 August 2023	Tender Publication
4 September	Update to Joint Committee
29 September	Submission Deadline
9 October - 17 November	Evaluation Period
w/c 20 November	Draft Standstill letters
4 December	Outcome to Joint Committee
4 – 14 December	Standstill period
15 December	Formalisation, implementation, etc
1 January 2024	New Contract start date

4.3 As highlighted to the Committee previously, it is anticipated that Officer volunteers from OWG and the ASU will participate in assessing and evaluating the submissions from prospective suppliers and any clarification interviews that might be considered necessary. Section 151 Officers and Elected Members are also invited to participate in this process.

5. 2022/23 Budget outturn

5.1 At its December 2022 meeting, the Committee determined a budget of **£1,559,033** to support the 2022/23 business plan. Details are shown within the following table.

	Budget 2023/2024 £	Actual Costs as at 31 July 23 2023/2024 £	Estimated 01-Aug-23 to 31-Mar-24 £	Actual Costs plus Forecast 2023/2024 £	Overspend / (Underspend) 2023/2024 £
ASU					
ASU Salaries (incl. on cost)	499,833	168,401	323,215	491,616	(8,217)
ASU Operational	23,000	5,397	16,550	21,947	(1,053)
ASU Host Authority Recharge	35,700	11,900	23,800	35,700	0
Technical Lead Recharge Costs	40,000	11,895	37,000	48,895	8,895
ASU Total	598,533	197,593	400,565	598,158	(375)
Professional Costs					
<i>Internal Professional Costs</i>					
JC Secretariat	23,100	5,734	17,250	22,984	(116)
Procurement	145,000	-	125,000	125,000	(20,000)
<i>Internal Professional Costs</i>	168,100	5,734	142,250	147,984	(20,116)
<i>External Professional Costs</i>					
Strategic & Technical	602,000	120,565	372,336	492,900	(109,100)
Legal & Governance	190,400	139,419	180,000	319,419	129,019
<i>External Professional Costs</i>	792,400	259,984	552,336	812,319	19,919
Professional Costs Total	960,500	265,718	694,586	960,303	(197)
Total Costs for the Financial Year	1,559,033	463,311	1,095,151	1,558,461	(572)
Cost Per Authority	141,730	42,119	99,559	141,678	(52)

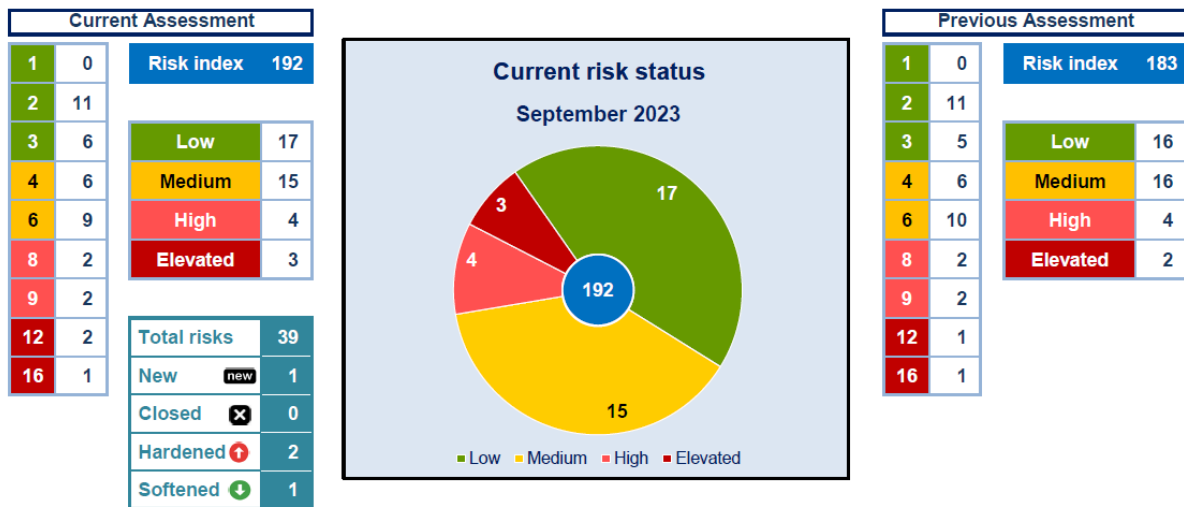
5.2 The budget forecast has been prepared prior to the conclusion of the Third-Party Review, and the following matters are highlighted:

- at this time, a modest projected underspend on ASU staffing offsets a modest overspend on technical recharge costs;
- the ASU Host Authority recharge includes finance, information technology, human resource and property services; and
- the projected timing of some procurement activity originally planned for 2023/24 will now span both the 2023/24 and 2024/25 financial years. At this time it is forecast that associated costs will be split between these years, which contributes to a forecast £20,000 underspend in the current year.

5.3 Further detail in relation to External Professional costs have been provided and shown in the Part II Annex B to this report.

6. Risk Summary

6.1 A summary of the current risk profile is shown below. A more detailed report appears within the Part II Annex C to this report.



7. Recommendations

7.1 The Committee is asked to note the:

- 2023/24 Business Plan update;
- 2023/24 budget update and
- risk summary.