

Business Plan, Budget & Risk Management



ACCESS Joint Committee

Date: 9 September 2024

Report by: Director of ACCESS Support Unit

Subject:	Business Plan, Budget & Risk Management
Purpose of the Report:	To provide an update on the activities undertaken since the last Joint Committee, associated spend and risk summary.
Recommendations:	<p>The Committee is asked to note the:</p> <ul style="list-style-type: none">• 2024/25 Business Plan update;• 2024/25 Budget update; and• risk summary. <p>The Committee is asked to approve:</p> <ul style="list-style-type: none">• an increase of £100,000 (from £1,706,918 to £1,806,918) in the total ACCESS budget for 2024/25 as a consequence of the matters highlighted in section 4 of this report.
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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 Section 151 Officer Group at their meeting on 16 August 2024 and their feedback has informed this final version.

2. 2024/25 Business Plan

- 2.1 The Business Plan for **2024/25** was agreed by the JC in December 2023 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 2024/25 Business Plan (Annex A) that are also the subject of separate items on the Committee's agenda include:
 - Government pensions review
 - Third-party review
 - Operator re-procurement
 - Contract and supplier relationship management
 - Alternative / non-listed assets
 - Investment performance
 - Sub-fund implementation
 - Risk Register

3. 2024/25 Budget

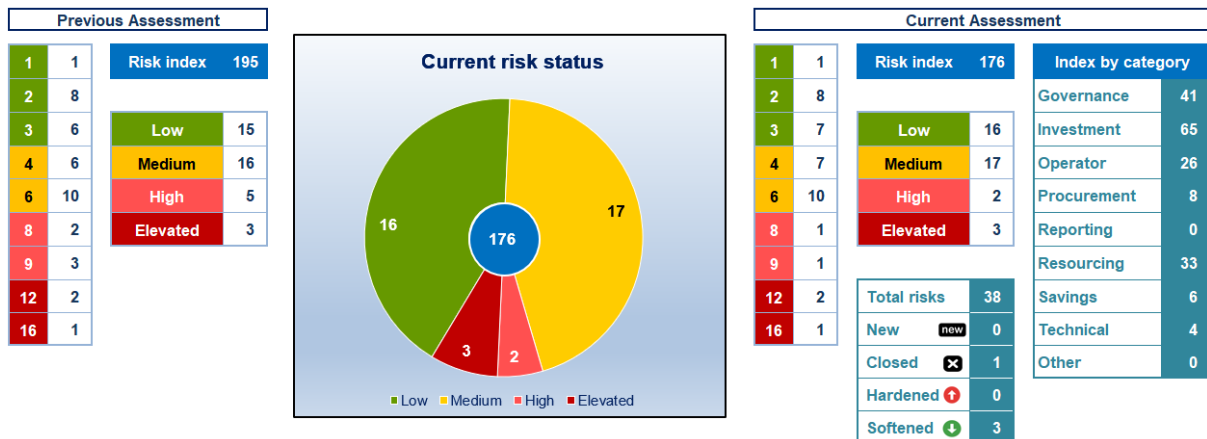
3.1 At its December 2023 meeting, the Committee determined a budget of **£1,706,917** to support the 2024/25 business plan.

	Budget 2024/2025 £	Actual Costs as at 31 Jul 24 2024/2025 £	Estimated 01-Aug-24 to 31-Mar-25 £	Actual Costs Jul plus Forecast 2024/2025 £	Overspend / (Underspend) 31-Mar-25 2024/2025 £
ASU					
ASU Salaries (incl. on cost)	522,436	169,589	446,893	616,482	94,046
ASU Operational	24,000	3,753	25,254	29,007	5,007
ASU Host Authority Recharge	37,307	12,138	24,276	36,414	(893)
Technical Lead Recharge Costs	55,000	19,608	22,478	42,086	(12,914)
ASU Total	638,743	205,088	518,901	723,989	85,246
Professional Costs					
<i>Internal Professional Costs</i>					
JC Secretariat	24,255	5,965	18,126	24,091	(164)
Procurement	180,000	-	180,000	180,000	0
<i>Internal Professional Costs</i>	204,255	5,965	198,126	204,091	(164)
<i>External Professional Costs</i>					
Strategic & Technical	664,000	67,247	474,648	541,895	(122,105)
Legal & Governance	199,920	139,401	240,000	379,401	179,481
<i>External Professional Costs</i>	863,920	206,648	714,648	921,296	57,376
Professional Costs Total	1,068,175	212,613	912,774	1,125,387	57,212
Total Costs for the Financial Year	1,706,918	417,701	1,431,675	1,849,376	142,458
Cost Per Authority	155,174	37,973	130,152	168,125	12,951

- 3.2 At its June 2024 meeting, the Committee agreed to the commencement of arrangements for phase 1 of the ASU expansion, consisting of the creation, and appointment, of two new ASU positions: Pool Analyst & RI Analyst. In so doing the Committee noted that a formal budget request, reflecting the outcome of the Kornferry HAY assessments would be prepared for the September JC meeting.
- 3.3 The outcome of the Kornferry HAY Assessments confirmed that the two Analyst roles have each been assessed in line with expectations shared previously with the Committee. Further details are provided in the Part II Annex B1 to this report.
- 3.4 The Committee have been previously notified that the ASU Contracts Manager will retire during 2024/25. Following an advertisement of this resultant vacancy in May, and interviews in June, the Committee were notified via email on 15 July of an appointment to this role. It is expected that the new postholder will commence duties on 23 September. In order to support business continuity and ASU resilience, a handover period until early 2025 is envisaged during which both the current and new Contracts Managers will work alongside one another. Further details are included within the Part II section of this report.
- 3.5 As a consequence **the Committee is asked to consider a s151 Officer recommendation to increase the ASU salaries (including oncosts) budget line by a total of £100,000 to cover the part year impact of matters highlighted within paragraphs 4.3 and 4.4 during 2024/25.**
- 3.6 Further detail in relation to External Professional costs have been provided and shown in the Part II Annex B2 to this report.

4. Risk Summary

4.1 A summary of the current risk profile is shown below.



5. Recommendations

5.1 The Committee is asked to note the:

- 2024/25 Business Plan update;
- 2024/25 Budget update; and
- risk summary.

5.2 The Committee is asked to approve:

- an increase of £100,000 (from £1,706,918 to £1,806,918) in the total ACCESS budget for 2024/25 as a consequence of the matters highlighted in section 4 of this report.