

### ICCAN Board Meeting

<b>Budget overview</b>	
<b>Board meeting date:</b>	30 October 2019
<b>Paper author:</b>	Andy Ginever (Finance and Business Manager)
<b>Item No:</b>	2019/10/4
<b>DECISION/APPROVAL – NO</b>	
<b>SEEKING STEER – NO</b>	
<b>UPDATE/FOR INFORMATION - YES</b>	
<b>Purpose of paper / slides:</b>	To advise Board of ICCAN's budget position as at the end of September 2019
<b>Outcome sought:</b>	Board made aware of ICCAN's budget position
<b>Timetable:</b>	N/A
<b>Budget/Resource Implications:</b>	N/A

## Budget overview.

1. Our financial management and oversight arrangements are established in the Framework Agreement between the Department for Transport (DfT) and the Independent Commission on Civil Aviation Noise (ICCAN). We are funded via a delegated budget from DfT. The Head of Secretariat as accounting officer is personally responsible for safeguarding the public funds for which he or she has charge; for ensuring propriety, regularity, value for money and feasibility in the handling of those public funds; and for the day-to-day operations and management of ICCAN. Our budget settlement for 2019-20 is £1,588,000 rising to £1,645,000 in 2021-22.

2. As at the 30 September 2019 the year-to-date underspend against plans is just under £132k. This is set to increase in the coming months as we are carrying a vacancy and have yet to set-up an expert panel or procure research.

£	2019-20 Budget	Budget YTD	Actual YTD	Variance YTD
<b>Pay</b>	886450	349920	279118	70802
<b>Non-pay</b>	701550	176317	115,414	60,903
<b>Net Admin costs</b>	1588000	526237	394532	131705

3. The gross pay line includes total remuneration, including social security, and pension contributions for all staff and the Commissioners. For the year to date, the underspend has been just over £70k. The overall pay remit for non-SCS staff has just been announced with an average award of 2%. SCS pay is set centrally by the Cabinet Office. We have underspent on salary costs YTD due to delays in recruiting staff.

4. Non-pay includes all accommodation costs, travel costs, training and office supplies and is underspent by around £60k year to date. This is solely due to lower-than-expected utilisation of an Expert Panel and that no Research has as yet been procured.

5. To minimise the underspend at year-end the following spend has been agreed for 2019/20:

<b>Project work:</b>	£
SoNA development study	£150,000
Metrics	£40,000
Other expert panel work	£100,000
<b>Communications work:</b>	
Website/public information	£30,000
Advertising	£50,000
<b>Other:</b>	
IT/software	£10,000
Staff development/health and wellbeing	£5,000