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HEALTH AND SAFETY EXECUTIVE

The HSE Board

Communications Update: Quarter 2 2007/8

A Paper by Colin Douglas

Advisor(s): John Lack, CDS

Cleared by Colin Douglas on 1 November 2007

Issue

1. An overview of the current financial situation and main changes in the Communications budget allocations

Recommendation

2. The Board to note:
 - a. the current financial spend and outlook (Tables 1 and 3) in the attached report to the Communications Programme Board; and
 - b. the major mid year adjustments to allocations within the communications budget

Background

3. The Board asked for regular updates on communications spend in 2007/8. An update on Quarter 1 [B/07/78] was discussed at the 1 August meeting and the Board agreed to reallocate £2.5 m to a new slips/trips/falls/construction campaign. The attached paper prepared for the Communications Programme Board considers the financial position in the light of Quarter 2 spend.

FINANCIAL UPDATE: 2007/8 - Communications Programme Board

Issue

1. An overview of the current financial situation and significant changes in Communications budget allocations (following mid year review).

Timing

2. To be considered by Programme Board at its meeting on 2 November 2007.

Recommendation

3. The Programme Board is invited to:

- note current financial spend and outlook (Tables 1 and 3);
- note major mid year adjustments to allocations within communications budget (Table 2);

Background

4. The Communications programme budget for 2007/08 was set at £8.77m. The budget supports communications goods and services but not the payroll and admin costs of Communications Directorate and Communications Delivery Service. Following the Mid Year Review (MYR), PFPD have been advised that the Communications budget will under spend in the current year by £1.2 millions. Although the budget will not be changed on future finance reports, the Communications Budget is now required to outturn at £7.57m.

5. Of the revised forecast outturn of £7.57m, the sum of £2.5m will be applied to the generic Slips, Trips and Falls Campaign agreed by the HSE Board, to be run in February and March 2008.

6. Table 1 below summarises spend and commitments against the Communications budget. Table 2 provides a summary of the main adjustments made in-year against the original allocations made in February 2007. The first adjustments were made in June, the second following the MYR. Table 3 provides the overall budget position in terms of administrative and programme expenditure for Communications Directorate and Communications Delivery Service and income.

Changes in allocations to Programmes/Directorates

7. Commentary on individual programme activity is provided in the Programme's Highlight Reports.

Outlook for expenditure by year end

8. At 30 September 2007, the total spend for the Communications budget was £1,279k. Commitments had been recorded for a further £1,098k. A further £2,500k is to be committed for the Slips, Trips and Falls campaign, once the details have been finalised. In summary the position was as follows:

Communications Budget	£k
Mid Year Forecast	7,568
In year expenditure (goods received)	1,279
Committed (orders placed)	1,098
To be committed for Slips/Trips/Falls	2,500
Total resource used and known commitments	4,877
Uncommitted	2,691

Table 1: Financial Summary

9. As the Communications Plans submitted provide mostly for relatively low level/low cost activities, with low levels of detail about timings, it is not possible to provide a robust resource profile for the uncommitted element of the budget (£2,691k).

10. Close control will be required of the budget up to the year end, given that there has to be significant spend in Quarters 3 and 4 to utilise fully this budget. This will include providing a realistic, revised forecast outturn to PFPD in December.

Publications and income

11. Income from the sales of publications is currently running to profile. At 30 September there had been £1,746k of income from the sale of priced publications and £256k in royalties and copyright fees. However, it was noticeable that publication sales dropped off in September by some £40k. This was due to demand for the CDM ACOP, launched in February 2007 starting to tail off. The anticipated new publications on Warehousing, Stress and Asbestos have been delayed. The Warehouse Guidance should be available in November, the other two products towards the end of the financial year. HSE Direct is having its best year yet, and income looks likely to exceed £300k for the first time.

12. CDS are continuing to identify new commercial products as there are currently no significant titles planned for 2008/09. In order to maintain some momentum in generating income, a small number of new titles are required next year. The new products CDS are looking to take forward with the appropriate Sector/Programmes teams include guidance on Lifting/Manual Handling, Risk Assessment and the reintroduction of the Climate Survey Tool. CDS have also identified strong demand for publications in the 'Essentials' series on Slips and Trips, Working at Height and Motor Vehicle Repair and Maintenance.

Consultation

13. Communications Directorate, CDS, Policy Group.

Contact

Shelagh Molloy
0207 717 6526
shelagh.molloy@hse.gsi.gov.uk

Vinny Kenny
0151 951 4045
Vinny.kenny@hse.gsi.gov.uk

John Lack
0151 951 4087
John.lack@hse.gsi.gov.uk

Table 2
Significant in-year changes to budget allocations

	Original allocation (£000s) 22 Feb 07	Allocation as adjusted at (£000s) 20 Jun 07	Revised forecast adjusted at MYR (£000s) October 2007
Better Backs campaign	2270	250	150
Workplace Transport campaign	1400	898	420
Hazardous Installations	160	137	77
Disease Reduction: Catering Skin (hairdressing) Motor vehicle repair Asbestos	480	480	530
Major Hazards Programme	70	160	30
Slips and Trips	30	100	50
Construction	455	480	380
Nuclear Safety Directorate	100	120	90
Slips, Trips and Falls Campaign	0	0	2,500

Table 3: Communications Budgets and Expenditure 2007/08 as at 30 September 2007

Year	2007/08			
	Budget year to date (£k)	Spend year to date (£k)	Budget (£k)	Forecast (£k)
PAYROLL TOTAL				
CD	589	606	1,241	1,116
CDS	1,002	913	2,057	1,941
ADMIN EXP				
CD	40	44	303	301
CDS	52	52	320	307
ADMIN COSTS				
	1,683	1,615	3,921	3,665
GENERAL PROGRAMME				
Printing & Publications	1,485	1,309	4,593	3,139
Communications Budget*	2,135	1,279	8,768	7,568
GENERAL PROG EXP				
	3,620	2,588	13,361	10,707
TOTAL GROSS EXP				
	5,303	4,203	17,282	14,372
OPERATING INCOME				
	-182	-256	-512	-481
PROGRAMME INCOME				
Sale Of Publications	-1,982	-1,746	-3,980	-3,248
INCOME TOTAL				
	-2,164	-2,002	-4,492	-3,729
NET RESOURCES				
	3,139	2,201	12,790	10,643