



Glasgow City Region - City Deal

Cabinet

Report by Director of Regional Economic Growth

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Item 6

14th February 2023

PMO Budget and Member Recharges 2023/24

Purpose of Report

To present to Cabinet the proposed City Region Programme Management Office (PMO) Budget and Member Authority recharges for financial year 2023/24.

Recommendations

The Cabinet is invited to:

1. note the contents of the report; and
2. approve the Glasgow City Region PMO budget and member recharges for 2023/24.

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1. Purpose

- 1.1 To present to the Cabinet a draft PMO Budget and member recharges for financial year 2023/24 as per Appendix 1
 - 1.2 The total budget for 2023/24 is £1,750,989 which is an increase of £246,191 from 2022/23. This increase can be explained by:
 - 1.2.1 An increase in payroll costs due to the recent 2022/23 pay award which was above the budget provision and an anticipated large increase in 2023/24 amounting to £82,000
 - 1.2.2 An increase of £105,000 related to the Shared Prosperity Fund which has an offsetting sum in income from the prior year carry forwards.
 - 1.2.3 An increase of £30,000 for the replacement of the graduate posts (previously fully funded by Glasgow City Council) with permanent posts.
 - 1.2.4 An increase in costs of £88,000 to cover the funding for Climate Ready Clyde which is now integrated into the Glasgow City Region PMO in 2023/24. This is in accordance with the discussion at Chief Executives Group meeting of 20 May 2021 and approval by Cabinet on 1 June 2021.
 - 1.2.5 There are ongoing discussions with Scottish Government and Clydeplan about integration within the GCR PMO and this is likely to generate significant efficiencies in 23/24. However, this hasn't been confirmed in time for the budget setting process.
 - 1.2.6 The increases are offset by a reduction in costs of £60,000 not required by the Intelligence Hub.
 - 1.3 The total member contributions for 2023/24 amount to £1,567,945 which is an increase of £220,507 from 2022/23. This increase is principally due to:
 - 1.3.1 Increased payroll costs of £132,507 including the Head of the Shared Prosperity Fund and the proposal outlined in section 3 and 4 to employ 4 additional full time staff in the PMO.
 - 1.3.2 Contributions to Climate Ready Clyde of £88,000 now integrated into the Glasgow City Region PMO funding (refer 1.2.4).
- ### 2. Member Contributions for 2023/24
- 2.1 At the Finance Strategy Group held 31 January 2023 and Chief Executives Group held 2 February 2023 it was agreed to recommend that the increased member contributions, stated in section 1.3 above, should be funded from any interest income accruing from grants received in 2022/23. Any residual costs after this offset would be funded from the carry forward balances. This will ensure that the member authorities do not suffer an increase in contributions from 2022/23 to 2023/24.

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3. Financial Considerations of proposed PMO Staff requirements

- 3.1 For the last two years the PMO have employed 4 Graduate Assistants in Programme Management, Marketing, Portfolio Management and the Intelligence Hub. In both of these years the full costs of the 4 staff have been funded by Glasgow City Council and the associated saving has contributed to the Glasgow City Region carry forward. The graduate placements are due to end in July 2023. The PMO is to seek approval from the 2nd Feb 2023 Chief Executives' Group to create four permanent Assistant posts to replace the four Graduate Assistant posts. The scope of each post is described in section 4.
- 3.2 These permanent staff will receive no GCC funding, therefore, resulting in an increased member authority contribution to the Glasgow City Region. The existing graduate budget amounted to £140,000 per annum and the new permanent posts are budgeted at £170,000 per annum in total (including oncosts). With the addition of increments this would rise to £197,000 (at current prices), 3 years from the start of their employment.

4. Additional PMO Staff Requirements and Salary Recharges 2023/24

- 4.1 The Annual Budget at Appendix 1 includes provision for four full time Assistant posts to undertake a range of essential activities required by the PMO/Intelligence Hub as set out below:

a) Programme Management Assistants (2.0 FTE):

- Supporting members of the City Region Team, including the Senior Management Team and Programme Managers, in the delivery of a portfolio of Regional Programmes, Projects and Action Plans including the City Deal Programme, the Shared Prosperity Fund and the Regional Economic Strategy Action Plan.
- Assisting members of the City Region Team with the development of HM Treasury Green Book compliant Business Cases, funding bids and applications.
- Assisting with activities related to Regional Programmes, Projects and Action Plans design, delivery, monitoring, reporting and evaluation.
- Assisting with the delivery of all procedures and governance arrangements within the Programme Management Toolkit, for example risks management, issues and change controls procedures.
- Assisting and providing support to the Glasgow City Region Senior Management Team as required.
- Supporting the development/maintenance of collaborative relationships with the City Region Team and key external stakeholders.
- Providing administrative and secretariat support for meetings of the City Region's key delivery and support groups including, for example, following up actions and supporting the preparation and issuing of papers.

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- Supporting the collation and management of data.

b) Communications and Marketing Assistant (1.0 FTE):

- Maintaining the Regional communication monthly planner;
- Supporting the development of video content, news features, presentations and info. graphics;
- Support with design requests / coordinating with client and graphics;
- Supporting media monitoring;
- Maintaining the Glasgow City Region website, twitter and YouTube channels;
- Completing reports on social media and website usage;
- Creation of a large suite of ongoing Regional case studies – liaising with relevant local authorities, completing interviews, sourcing images, drafting content;
- Support in creation, issuing and promoting of newsletters;
- Supporting activities to engage with key Regional stakeholders including Regional businesses, third sector and communities.

c) Data Science Analytics Assistant (1.0 FTE)

- Assisting with review and interpretation of a wide variety of socio-economic datasets including labour market, productivity, business, demographic and poverty
- Assisting with the development and use of economic models to analyse the economic performance of the Region
- Supporting and reviewing large datasets to identify insights to support the development of new policies
- Helping to find new ways of gathering socio-economic data on the Region using non-traditional datasets
- Assisting with the analysis of the socio-economic performance of the Region using key performance indicators
- Helping to manage large databases
- Helping to develop and maintain dashboards
- Assisting with developing content and visualisations tailored for public audiences (e.g. performance dashboards, infographics and maps) showcasing the region's economic performance
- Using tools such as GIS to interpret spatial data
- Helping to produce reports and briefing notes which summarise the key points of analysis and provide insights to a wide range of stakeholders

5. Proposed Budget Impact on Carried Forward Balances from prior years

- 5.1 The Glasgow City Region carried forward balance at the start of 2022/23 amounted to £1.1m. By the end of the year it is anticipated that this will have reduced to around £0.6m, however, the additional carry forward for 2022/23 of £0.4m (including unbudgeted estimated grant interest) will keep the total value at a similar level. This balance is expected to fall during 2023/24 as more commitments are realised.

6. Recommendations

- 6.1 The Cabinet is invited to:
1. note the contents of the report; and
 2. approve the Glasgow City Region PMO budget and member recharges for 2023/24.

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Glasgow City Region - Programme Management Office Annual Budget 2023/24

APPENDIX 1

Description	Approved Annual Budget 2022/23 £	Inflation / pay Increments	Budget Movement	Proposed Annual Budget 2023/24 £
Total PMO Salary Costs	1,380,704	81,694	129,731	1,592,129
Third Party Costs	113,394	2,035	(59,894)	55,535
Internal Audit Fees	21,500	1,075		22,575
External Audit	9,000	960		9,960
Marketing	10,000			10,000
Intelligence Hub	72,894		(59,894)	13,000
Others	10,700		92,625	103,325
Supplies	6,700		(2,700)	4,000
Sniffer for Climate Ready Clyde	0	0	88,000	88,000
Wildcat Applications - Cenefits licences			4,800	4,800
CITB Labour Forecasting Tool			4,525	4,525
Meetings, Workshops and Catering			1,000	1,000
Training	4,000		(3,000)	1,000
Total PMO Expenditure Annual Budget	1,504,798	83,729	162,462	1,750,989
Funding				
Post Funded from Carry Forward Balances	(63,680)		63,680	0
Health Foundation Funding	(63,680)	(10,327)		(74,007)
SPF Funded from Carry Forward Balances		(4,089)	(100,948)	(105,037)
Intelligence Hub - Scottish Cities Alliance			(4,000)	(4,000)
Intelligence Hub - Research	(30,000)		30,000	0
Funding from Member Authorities	(1,347,438)	(69,313)	(151,194)	(1,567,945)
Total PMO Income Annual Budget	(1,504,798)	(83,729)	(162,462)	(1,750,989)

Notes:

- There is a £274k carry forward from 2020/21 and £809k carry forward from 2021/22

- Under the scheme of delegation approved by Cabinet on 11 August 2020, the Director is granted delegated authority by Cabinet to approve all PMO expenditure within the categories included within the Annual Budget once approved by Cabinet, ensuring that where goods and services are procured, this is undertaken in line with Glasgow City Council's (the Lead Authority) procurement requirements.

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