

Meeting:	Annual General Meeting
Date:	9 th March 2022
Item:	4 (revised paper)
Subject:	Finance, funding and staffing
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Introduction

This report provides an overview of income and expenditure to date for 2021-22, a draft budget for 2022-23, and also considers prospects for future funding and additional staffing. It has been revised following agreement of the pay settlement for 2021-22 at Suffolk County Council.

Recommendations

It is recommended that the AGM agree:

- 1) the proposed budget for FY2022-23; and
- 2) to set contributing membership fees for FY2022-23.

1. Estimates for FY 2021-22

The table at Annex A shows the estimated expenditure and income for FY 2021-22. The estimated expenditure for FY 2021-22 is £141,401. Expenditure on travel and accommodation has been minimal, and all Nuleaf meetings have online due to the Covid-19 pandemic.

The estimated income is £158,362 comprising:

- A contribution of £60,000 from the NDA
- A contribution of £79,000 from RWM
- An income of £18,695 from member authorities.
- A sum of £667 in reimbursement of travel and accommodation costs arising from the Executive Director attending the Eurad meeting on 28-30 March.

This will give an **anticipated surplus of £16,961** which gives reserves of £127,401 at 31st March 2022. Nuleaf reserves are held to provide surety in case grant funding from NDA is reduced or ceases (Nuleaf returned deficits FY2011-12 – FY2015-16 because of reduction in funding from central government). Part of the reserves also forms the redundancy contingency should it be necessary for Nuleaf to cease activity and the staff be made redundant. The surplus figure is higher than anticipated because of the late commissioning of a project resulting in expenditure falling into

the next financial year (c.£12,000) and the shift from full time working to four days a week by the Director's Assistant in October 2021.

2. Budget for 2022-23

The attached table also shows the estimated expenditure and income for FY 2022-23. The estimated expenditure for FY 2022-23 is £166,283.

The estimated income is £160,845 comprising:

- NDA has confirmed that grant funding of £140,000 has been awarded for the coming financial year, with contributions to this total from NDA, Magnox and Nuclear Waste Services. Nuleaf is grateful to NDA Group for its continued funding. We will develop a Service Plan for 2022/23, setting out our plans for engagement across all relevant areas of the NDA.
- An income of £18,695 from member authorities, which assumes all current contributing members remain.
- An estimated figure of £2,150 has been included as reimbursement of travel and accommodation costs for attending the Eurad meeting in Paris in March and the IAEA meeting in Vienna in November 2022.

This will give an **anticipated deficit of £5,438** which gives reserves of £121,963 at 31st March 2023, from which redundancy payments could be met should the need arise. The deficit arises as a result of a consultancy project due to be commissioned in Q4 2021-22 slipping into the following financial year (c.£12,000). This will be covered by the surplus from 2021-22.

3. Membership fees

Nuleaf could not continue without the financial contributions from our member authorities. Member contributions have largely been maintained in recent years and we would like to express our gratitude to those local authorities that contribute financially to our work.

By providing a centralised resource, Nuleaf is able to provide a service at far lower cost to councils than any alternative, but we will continue to work to enhance our support. We encourage other member authorities who are not already contributing members, especially those with NDA sites within their boundaries, to provide funding to enable our work to continue.

Nuleaf's membership fees have remained unchanged since 2009. In light of the financial constraints under which member authorities work it is proposed that fees should be held at their current level for a further year.

Population	Membership
Up to 100,000	£665
100,000 to 199,999	£995
200,000 to 499,999	£1,330
500,000 to 999,999	£2,035
Over 1 million	£2,660

4. Staffing

Following a reduction in activity relating to meeting organisation, the Director's Assistant requested that her hours were reduced to a four-day week, which came into effect from 1st October 2021 for a period of six months. The situation was reviewed on 28th February 2022, and it was agreed that whilst the situation remained unclear regarding the volume of external meetings which would take place in person, the Director's Assistant would remain working a four-day week, and this would be reviewed on a rolling three monthly basis for the next year.

Annex A: Nuleaf budget and expected out-turn for 2021-22 and projections for 2022-2023

	2021-22 Budget	2021-22 Expected out-turn	2022-23 Budget
EXPENDITURE	£	£	£
Salaries and on-costs ¹	118,031	115,829	114,398
Travel, accommodation and subsistence ²	250	1,070	19,705
Room hire and catering ³	0	3,000	7,500
Printing, postage, stationery	150	160	160
Materials refresh	1,440	1,440	0
Staff office costs and expenses	2,000	1,655	3,000
Website costs	600	482	620
Audit costs ⁴	0	0	0
Subscription to professional body (GMF) ⁵	17,600	17,375	8,500
Translation services	400	390	400
Commissioned work	10,000	0	12,000
Total	150,471	141,401	166,283
INCOME			
NDA/RWM	139,000	139,000	140,000
Local authorities	18,695	18,695	18,695
Grants (travel & accommodation) ⁶ / refunds	0	667	2,150
Total	157,695	158,362	160,845
Balance b/fwd	110,440	110,440	127,401
+ / (-): Surplus / (loss) for financial year ⁷	7,224	16,961	(5,438)
Reserve c/fwd	117,664	127,401	121,963
Redundancy reserve contingency ⁸		36,000	37,000
Available reserve		91,401	84,963

¹ Includes National Insurance & pension contributions. The 2022-23 budget assumes Director's Assistant remains on a four day week, and a 2% annual pay award for 2022-23.

² The expenditure for 2021-22 relates to a Eurad meeting in Paris on 28th – 30th March. Eurad will reimburse travel and accommodation costs and this is included under Income (see note 8). The 2022-23 budget is based on Nuleaf contributing towards travel and accommodation costs for those attending the June Steering Group if this takes place in-person and includes an overnight stay and site visit. An allowance has also been made to permit a small contingent of Nuleaf members to attend the GMF meeting in Krsko in May 2022, and possibly other international events.

³ This is in respect of a fringe event at the LGA Conference 2022. A grant to this amount was provided by RWM in 2020 but was unspent as the event did not take place. The budget for 2022-23 is based on Nuleaf organising a dinner with a speaker as part of the in-person Steering Group meeting in June 2022, and for one in-person meeting of the Radioactive Waste Planning Group.

⁴ Audit is carried out free of charge by Peter Frost, Head of Internal Audit, Suffolk County Council.

⁵ Membership of GMF is reviewed each year by the Steering Group. The high figure in the current FY is because two annual fees were paid within this 12 month period.

⁶ Both Eurad and IAEA provide funding to cover the costs of travel and accommodation.

⁷ Delays to the commissioning of the consultancy project resulted no expenditure taking place in 2021-22 and the entire cost moving to 2022-23. The resulting surplus in 2021-22 will cover the additional costs in 2022-23.

⁸ Redundancy would only arise should Nuleaf ceased to operate and alternative employment not be found for the existing members of staff.