

Meeting:	Annual General Meeting
Date:	14 th June 2023
Item:	4
Subject:	Finance, Funding & Staffing
Author:	Catherine Draper



Introduction

This report provides an overview of income and expenditure to date for 2022-23, a draft budget for 2023-24, and an update on staffing following the retirement of the Director's Assistant.

Recommendations

It is recommended that the AGM agree the proposed budget for FY2023-24.

1. Estimates for FY 2022-23

The table at Annex A shows the estimated expenditure and income for FY 2022-23. The estimated expenditure for FY 2022-23 is £160,489.18. The estimated income is £170,657.01 comprising:

- A contribution of £60,000 from the NDA
- A contribution of £40,000 from Magnox
- A contribution of £40,000 from NWS
- An income of £20,395 from member authorities.
- A sum of £10,262.01 in reimbursement of travel and accommodation costs.

This will give an **anticipated surplus of £10,167.83** which gives reserves of £134,012.40 at 31st March 2023. Nuleaf reserves are held to provide surety in case grant funding from NDA is reduced or ceases. 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 has been generated by:

- A reduced charge of £2,000 on room hire in respect of an event organised at LGA Conference, which had been accounted for in FY2021-22;
- Fewer members attending the GMF event in The Netherlands than anticipated;
- Provision for the purchase of a new laptop for the Executive Director was not used.

- There was no in-person meeting of the Radioactive Waste Planning Group.
- External bodies have not returned to in-person meetings to the same level as anticipated.

2. Budget for 2023-24

The attached table also shows the estimated expenditure and income for FY 2023-24. The estimated expenditure for FY 2023-24 is £161,386.

The estimated income is £160,775 comprising:

- A contribution of £60,000 from the NDA
- A contribution of £40,000 from Magnox
- A contribution of £40,000 from NWS
- Membership fees of £19,775, assuming all councils retain their contributing membership. The slight drop in fees from 22/23 is due to the impact of local government reform on our member local authorities.
- An estimated figure of £1,000 has been included as reimbursement of travel and accommodation costs for attending the Eurad meeting in Nancy in May and the IAEA meeting in Vienna in October 2023.

This will give an **anticipated deficit of £611** which gives reserves of **£133,401.40** at 31st March 2024, from which redundancy payments could be met should the need arise.

Nuleaf is grateful to the NDA, Magnox and NWS for their continued funding and looks forward to working with NDA Group to deliver its mission.

3. Membership fees

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. We could not operate without the support of our members.

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 service. We will also seek to engage with 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.

As the AGM was postponed from March until June to accommodate the impact of local government review in Cumbria and Somerset, a decision was taken by the incumbent Chair and Vice-Chairs to hold the membership fees at the current level for AGM, 14th June 2023, Item 4, Finance, Funding & Staffing, Page 2

a further year. This also reflects the financial constraints under which member authorities work.

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 in the resignation of Catherine Draper on 1st February, it was decided that the post of Director's Assistant would be divided, with the view of recruiting a Director's Assistant who would handle the administrative matters and a Senior Policy Adviser to support our engagement work. The hours for both roles would be the equivalent of 2 days per week. The Director's Assistant has been reduced to a Grade 3, and the Senior Policy Adviser is a Grade 6 position. Recruitment for both positions have followed Suffolk County Council's recruitment processes.

The position of Director's Assistant was advertised within Suffolk County Council, externally via social media and to Nuleaf member authorities. Interviews for the position will take place on 6th June. A verbal update will be provided to the meeting.

The position of Senior Policy Adviser was advertised in the same manner, and interviews will be held on 16th June.

Annex A: Nuleaf budget and expected out-turn for 2022-23 and projections for 2023-2024

	2022-23 Budget	2022-23 Expected out-turn	2023-24 Budget
EXPENDITURE	£	£	£
Salaries and on-costs ¹	118,278.00	117,807.12	122,101.00
Recruitment costs	-	-	1,400.00
Travel, accommodation and subsistence ²	19,330.00	18,180.22	14,580.00
Room hire and catering ³	7,500.00	(446.89)	4,000.00
Printing, postage, stationery, IT consumables	560.00	436.57	510.00
Communications charges	1,400.00	1,103.42	1,200.00
IT costs (inc. website) ⁴	1,820.00	1,938.48	2,820.00
Equipment costs ⁵	-	-	250.00
Audit costs ⁶	0	0	0
Subscription to professional body (GMF) ⁷	8,500.00	9,028.53	9,000.00
Translation services ⁸	400.00	172.96	400.00
Conference attendance fees ⁹	75.00	234.77	75.00
Commissioned work	12,000.00	12,000.00	5,000.00
Miscellaneous expenses	30.00	34.00	50.00
Total		160,489.18	161,386.00
INCOME			
NDA/RWM	140,000.00	140,000.00	140,000.00
Local authorities ¹⁰	18,695.00	20,395.00	19,775.00
Reimbursements ¹¹	1,000.00	10,262.00	1,000.00
Total	159,695.00	170,657.01	160,775.00
Balance b/fwd		123,844.57	134,012.40
+ / (-): Surplus / (loss) for financial year		10,167.83	(611.00)
Reserve c/fwd		134,012.40	133,401.40
Redundancy reserve contingency		37,000	
Available reserve		97,012.40	

¹ Includes NI & pension contributions. The 2023-24 budget assumes a pay award of £1,925.

² This includes costs of Nuleaf members attending the NDA Stakeholder Summit held in Edinburgh, which was reimbursed. The cost of attending conferences in Utrecht, Paris and Vienna were also reimbursed. An allowance had been made for 5 Nuleaf members to attend the GMF meeting in The Netherlands, but only 2 did so.

³ A purchase order was raised in FY 2021-22 for £3,000 for an event at LGA conference 2022 co-hosted with NWS. The invoice was received in FY 2022-23 for the reduced amount of £1,000. An allowance was made for the RWPG to hold an in-person meeting, but this did not take place.

⁴ The budget for 2023-24 includes an allowance of £1,800 for a new laptop for the Executive Director and provision of a laptop for the Policy Officer.

⁵ A provision is made for desks for the new members of staff.

⁶ Audit is carried out free of charge by Peter Frost, Head of Internal Audit, Suffolk County Council.

⁷ The figure is slightly higher than budgeted due to a difference in exchange rates.

⁸ Translation services are provided for the Nuleaf Welsh members meeting. The charge depends on whether both written and verbal translation services are required.

⁹ The charge in 2022-23 is for attendance at the LGA conference. In 2023-24 the charge is a provision for attendance at the Welsh LGA conference.

¹⁰ Lincolnshire and Gwynedd County Councils joined as contributing members in this period.

¹¹ This includes reimbursements for the Executive Director and Nia Bowden attending international conferences, and travel costs for Nuleaf members in attending NDA Stakeholder Summit 2022.