

<b>To:</b>	Legal Services Board	
<b>Date of Meeting:</b>	30 April 2013	<b>Item:</b> Paper (13) 27

<b>Title:</b>	Finance Report to 31 March 2012	
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<b>Status:</b>	Unclassified	

<b>Summary:</b>
This paper summarises the financial position as at the end of March 2013

<b>Recommendation(s):</b>
The Board is invited to <b>note</b> and to <b>comment</b> on the Finance report

<b>Risks and mitigations</b>	
<b>Financial:</b>	N/A
<b>Legal:</b>	N/A /
<b>Reputational:</b>	N/A /
<b>Resource:</b>	N/A /

Consultation	Yes	No	Who / why?
<b>Board Members:</b>		✓	N/A- routine update and commentary
<b>Consumer Panel:</b>		✓	
<b>Others:</b>	N/A		

<b>Freedom of Information Act 2000 (Fol)</b>		
Para ref	Fol exemption and summary	Expires
N/A		

## LEGAL SERVICES BOARD

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### Finance report for March 2013

#### Recommendation

The Board is invited to note and to comment on the Finance report.

#### Introduction

1. This paper provides a brief commentary about the period ending 31 March 2013. A financial report is attached (**Appendix 1**).

#### Points to note

2. An analysis of the main spending headings reveals:
  - a) **Staff Costs** – This is in line with forecasts for the month. We have one vacant administrative post and one person on maternity leave. Training costs were slightly lower than budgeted for the month.
  - b) **Accommodation Costs** – These are consistent with expected costs. The ‘overspend’ for March is actually a re-profiling of the budget for this heading. The year to date figure shows an underspend of £10k. The initial ‘Prescribed Term’ on the Memorandum of Terms of Occupation for our accommodation in Victoria House runs until the end of October 2013.
  - c) **Outsourced Services** – We continue to derive good value for money from our service level agreements with the Competition Commission for IT, Finance and Facilities services. These services are reviewed on a monthly basis to ensure we are receiving appropriate support.
  - d) **Legal Costs** – A new external legal panel has been agreed during 2012/13. The majority of legal analysis has been undertaken in-house this year- consistent with the skills and experience of the legal team.
  - e) **Depreciation-** In line with advice given by PKF/NAO in April 2012, we have assessed the likely carrying value of the assets we will still be using in March 2013 and have made an accounting estimate of the ‘economic benefit’ they are providing to the LSB. This is different to the basis on which this budget was set for 2012/13.

#### Year Summary

3. The final outturn for the year shows an underspend of a little under £235k in line with forecasts.
  - a) Staffing costs show the largest favourable variance and reflects the length of time that posts were held vacant during the course of the year, maintaining the first salary increase for four years at 1%, even though an increase of 3% had been allowed in the budget
  - b) Lower levels of expenditure on training and
  - c) Lower spend on external legal costs using in-house expertise
  - d) Deferring capital expenditure in 2011 and 2012, which has resulted in reduced depreciation charges.