



# Clerk of Tynwald's Office

## Financial Plan 2024/25

### Contents

1. Executive summary .....	2
2. Background and Overview of funding assessment .....	2
3. Cost and savings analysis .....	2
4. Summary of expected benefits and risks .....	5
5. Total funding request.....	6
6. Approvals .....	6

## 1. Executive summary

- 1.1 In 2023-24 and into 2024-25 the aim is to continue to meet the demand for business as usual parliamentary services. The resources in some teams are overstretched with backlogs developing in some areas.
- 1.2 The funding for Members' Emoluments and Employee Costs is no longer sufficient and overspends are likely in 2023-24; these will continue year on year unless corrective action is possible. Members pay is statutory and so cannot be reduced by usual cost control mechanisms. Employee Costs are being contained but pay awards can no longer be funded by reducing resources without negatively impacting service delivery.
- 1.3 Supplies and services costs are not overspent but the effect of this is that it is not possible to fund development work, some of which would assist in reducing pressure on officer resources, or larger periodic expenditure such as replacing photocopiers.
- 1.4 The Clerk of Tynwald's Office has a good track record of remaining within budget over the past 15 years, the only call on contingency being made in 2022-23 with respect to Members' Emoluments. However the point at which efficiency savings can no longer cover rising costs and pay awards has now been reached.

## 2. Background and Overview of funding assessment

- 2.1 The Clerk of Tynwald's Office continues to deliver a full range of parliamentary services to Tynwald and the public within its annual budget in spite of rising costs in many areas of expenditure.
- 2.2 Demands on office resources continue to be high in all areas except those few services which are directly associated with the passage of new primary legislation. The office restructure undertaken in 2022 is now established and this very functional structure has enabled us to see more clearly that all teams are working at capacity and where, in some cases, available resources are insufficient to deliver business as usual parliamentary services.
- 2.3 There are no plans to introduce new services; the effect of pay awards and rising costs means the position now is one of trying to deliver current services, and as far as possible to enhance their quality and efficiency, within budget. Technology continues to offer opportunities for improving effectiveness and efficiency and while we actively seek to do this where we can it is a challenge to look for further significant cost savings when almost all officers are fully engaged in delivering business as usual; the time to conceive, design and deliver services in different ways is scarce.

## 3. Cost and savings analysis

- 3.1 The Expenses of the Legislature budget is split between Members Emoluments, Employee Costs (for officers) and Supplies and Services.
- 3.2 **Members Emoluments** are provided for by statute and therefore sit outside of the usual officer cost control mechanisms. Details of the emoluments frameworks are available [on](#)

[the Tynwald website](#).<sup>1</sup> The overall cost of Members' emoluments continues to outstrip the budgetary provision as previous salary rises have not been provided for; in 22-23 there was a 5% shortfall in this budget. As in previous years the effect of this was mitigated by an underspend on the employee (officer) costs and supplies and services budgets; however, unlike previous years where the full overspend has been covered, in 2022-23 this covered only 50% of the overspend and a transfer of £71,100 from the contingency budget at year-end covered the rest.

3.3 **Employee Costs** for 2022-23, which included a 6% pay award, effective 01 April 2022, remained with budget; 2% of the award was funded by Treasury the additional cost being met by an underspend. The 2023-24 pay budget includes a 6% uplift in recognition of the 2022-23 award; the pay negotiations for 2023 are ongoing. We estimate that, if the 2023-24 pay award is a further 6% then to maintain the current level of resources, and service delivery, employee costs will overspend by up to £55,000 in 2023-24.

3.4 As noted above resources are already stretched and so a reduction in headcount, with the consequential effect on service delivery, is extremely undesirable. Recognising this, although there is uncertainty around the level of the pay award and confirmation of what will be centrally funded, the Tynwald Management Committee has already highlighted the likelihood of an overspend in 2023-24 of up to £55k on Employee Costs to Treasury. There is a request for this increase to be made permanent below.

3.5 **Supplies and Services** expenditure, assisted by the small budgetary increase, was within budget for 2022-23. The Office has had a strong track record of keeping spending within the budget provided and will endeavour to continue to do this. The increased budget for 23-24 is £500,085. In outline this has been allocated as follows, with 22-23 allocations provided for comparison purposes:

	23-24	22-23
Tynwald Day	£189k	£192k
Member Conference and Association Costs (CPA, CSPOC, BIPA) plus other External Activities	£122k	£121k
IT	£125k	£92k
Committees and Research Resources (Library)	£12k	£35k
Other Office Expenses: Phones, Post, Copying, Stationery etc.	£47k	£42k
Shop	£4k	£4k
Tynwald Commissioner for Administration <sup>2</sup>	£1k	£1k
	£500k	£487k

3.6 Almost all of the budget increase for 2023-24 has been allocated to IT, along with a significant portion of the previous library budget. This funding for IT is necessary due to an increased reliance on technology, the aspiration to continue to develop online processing and increasing prices.

<sup>1</sup> <https://www.tynwald.org.im/memoff/remall/Pages/default.aspx>

<sup>2</sup> The Tynwald Commissioner for Administration's budget continues to be reported on as part of the Expenses of the Legislature although the legislation and MOU with the TCA makes it clear that responsibility for the budget is held by the TCA.

### **3.7 Future Funding of Members' Emoluments**

As mentioned above Members' pay is determined by statute and is outside any cost control mechanism. The 2022-23 overspend has long been predicted and for 2023-24 the predicted overspend is £162k. Thus for 2024-25 we would ask that the Members' Emoluments budget be rebased at a more realistic level with future pay awards covered in full.

### **3.8 Future Funding of Employment Costs**

As noted there is a recognition of a likely overspend in 2023-24 in order to maintain business as usual. Future pay awards need to be fully funded if year on year overspends are not to become commonplace. As noted above (para 2.2) the demand for business as usual services is increasing.

### **3.9 Additional Executive Officer Post**

Resources to support committee work are particularly stretched and we have identified that an additional Executive Officer post in the Research and Scrutiny Support Office is now necessary. Experience of the five-year cycle tells us that workload in this area will continue to increase and we therefore request an additional £38k to meet this increasing demand.

### **3.10 Future Funding of Supplies and Services**

The effect of increasing costs means that there are some aspects of provision which are becoming increasingly necessary but unlikely to be afforded from within the revenue budget. The following are listed in priority order.

#### **3.11 Register of Business development.**

The Register was introduced in October 2021 as a very simple information gathering and storage site. This was done in this way primarily due to the lead-time for the launch in time for the new parliamentary session in September 2021. The introduction of much needed workflows and enhancements to reporting functionality are now limited due to the cost of further development estimated at £10k.

#### **3.12 Photocopiers**

IT provision is an area of concern for the office. Increasing costs and the requirement to facilitate remote access and virtual participation in addition to in person activity is placing the existing revenue budget under strain. Meanwhile, although efforts are being made to reduce the consumption of paper, photocopiers are still needed for some purposes and our existing assets are at end of life, causing an adverse impact on staff time. Accordingly, we made a bid of £15k for additional funding in 23-24 for the purchase of replacement photocopiers; this is still likely to be required.

#### **3.13 AV provision in Barrool Suite – including additional screens and a hearing loop.**

The Barrool Suite is in almost daily use, either by this office or government, and from time to time there are external hires. We receive regular feedback about the size of the screen and more recently, as more people join sessions virtually, the poor sound quality. We do not have an estimate for the work which will be required yet as a more

detailed assessment, by someone with appropriate technical knowledge, is required but would be estimated at circa £30k for sound and visual improvements.

### 3.14 AV Provision in Tynwald, Keys and Council Chambers for video streaming of sittings.

Initial estimates for undertaking this for all three chambers would be around £95,000, with up to £15,000 additional cost annually for a 0.5 FTE to run the service. However, we think there are lower cost solutions and while these may mean compromising on quality (streaming as opposed to broadcast) and content visuals (fixed PTZ cameras controlled remotely rather than broadcast cameras) it may be possible to reduce the initial outlay to less than half of the current estimate. We are therefore planning to run a proof of concept trial in 2023-24 in the Legislative Council chamber, streaming public evidence sessions for Committee hearings. The equipment for this was purchased in 2022-23 and, when installed the trial will run using existing officers as operators.

## 4. **Summary of expected benefits and risks**

### ***Current Budget – Business as Usual***

- 4.1 The Clerk of Tynwald's Office continues to deliver a full range of parliamentary services to Tynwald and the public; as noted earlier the budget also covers the salaries of elected Members of Tynwald.
- 4.2 Most services are demand led making year on year measurement and comparison ineffectual. However, the Clerk of Tynwald's Office does publish an annual report which summarises activity in relation to many of key services provided to Tynwald and the Branches.
- 4.3 As outlined above the following funding is required simply to maintain current service levels:
- 4.4 At least £162k to rebase Members' Emoluments budget in recognition of statutory obligations; up to £55k for Employee Costs 2023-24 and for future pay awards to be fully funded
- 4.5 £38k for additional resources for the Research and Scrutiny Support function.

### ***Increased Funding for new work – Benefits***

- 4.6 Register of Business Development - Improvements to the Register of Business functionality would reduce the, still significant, manual reworking and email traffic, for this office and across government. This should reduce the risk of needing further resource for the team who undertake this work who are currently overstretched with backlogs increasing. It would also improve access to the information available, which would be of benefit to the public.
- 4.7 AV Provision in Tynwald, Keys and Council Chambers - Any investment in making parliamentary proceedings more accessible and transparent would be seen as beneficial

in a modern democracy. We are now out of step with counterparts in the UK and many other small jurisdictions.<sup>3</sup>

4.8 AV provision in Barrool Suite – The Barrool Suite is used most days, for presentations and other group events, by a range of government departments, the Clerk of Tynwald’s Office and to a lesser extent private entities who sometimes pay a hire fee. The wall-mounted screen is small and poorly situated; the ceiling height is a limiting factor when looking at options. However, relocating the existing screen and adding additional screens around the room would make the space more functional and a more appealing venue. The installation of a hearing loop would assist those who are hearing impaired.

**5. Total funding request**

	<b>2024/25 funding from Pink Book</b>	<b>Anticipated additional income/cost savings</b>	<b>Additional cost pressures identified</b>	<b>Net position 2024/25</b>
<i>Income</i>	9,902			
<i>Employee costs</i>	4,617,623		247,000	4,872,623
<i>Infrastructure costs</i>	0.00			
<i>Transport costs</i>	0.00			
<i>Supplies &amp; services</i>	510,087		See 3.11-3.14	
<i>Other</i>	0.00			
<b>Net expenditure</b>				

**6. Approvals**

**Designated Finance Officer**

Name:	Joann Corkish
Title:	Deputy Clerk of Tynwald
Date:	3/8/23
Signature:	[Signature redacted]

**Accountable Officer/Chief Officer**

Name:	Jonathan King
Title:	Clerk of Tynwald
Date:	3 <sup>rd</sup> August 2023
Signature:	[Signature redacted]

<sup>3</sup> Survey of CDs and OTs

Have video streaming: Anguilla, BVI, Cayman Islands, Gibraltar, Jersey, Montserrat (Opening and Budget), Turks & Caicos,

Audio Only: Bermuda, Guernsey, St Helena (live on radio)

Do not have streaming: Falkland Islands, Montserrat, St Helena