



General Register Office for Scotland
information about Scotland's people

**NHS Central Register (NHSCR) Memorandum
Trading Account**

July 2010

1. This paper updates the Board on the NHSCR's expenditure and income, recorded by a Memorandum Trading Account (MTA) which extracts from the General Register Office for Scotland (GROS)'s audited accounts the component which is attributable to the NHSCR. In principle, the intention is for the NHSCR to be self-financing, with income from users (principally the NHS and local authorities) defraying all costs.

2009-10 MTA

2. A copy of the audited 2009-10 MTA is attached and a commentary will be given at the meeting.

2010-11 MTA

3. The 2010-11 MTA is being drawn up and will be completed in the late summer, following receipt of our outstanding customer feedback. Feedback received to-date suggests that the NHS seeks a 7% reduction in the level of payment but do not wish to see the quality of NHSCR's work be diminished, which would have wide reaching implications for other national systems (such as screening programs) and could result in increased costs elsewhere.
4. It is worth noting that the charge to the NHS was reduced in 2007-08 by 16%, from £950K to £800K. The income GROS receives from the NHS is now almost half the level of the original funding (£1,500K) when first providing the NHSCR service to the NHS.
5. NHSCR continues to develop its systems to ensure that it provides good value for money to its customers. NHSCR has recently undertaken an initial scoping study of a 'systems thinking' review. A few improvements in processes were identified but none which would result in any savings. Further work to review processes is planned this year.
6. For 2010-11, we will be seeking to ensure that we recover cover all costs and plan to include the costs incurred from our Registration IT Branch, where their input enables a health record or death to be updated in our system within only weeks from the civil registration. This results in helping NHSCR meet its customers' expectations.

GENERAL REGISTER OFFICE FOR SCOTLAND

NHSCR BRANCH

2009-10 MEMORANDUM TRADING ACCOUNT

	2008-09	2008-09	2009-10	2009-10
	Budget (SBR)	Outturn	Budget (SBR)	Outturn
National Health Service Central Register				
1 Monthly pay including ERNIC/ASLC	£417,107	£433,298	£431,848	£419,522
2 Casual staff	£0	£0	£0	£0
3 Overtime	£14,538	£12,109	£14,065	£14,894
4 Consultancy	£30,000	£10,000	£0	£0
5 Travel & subsistence	£11,503	£9,679	£11,776	£9,448
6 Subscriptions	£161	£161	£121	£91
7 Stationery - NHSCR	£0	£0	£0	£0
8 Bureau services	£0	£0	£0	£0
9 Research	£3,536	£3,136	£2,393	£2,607
10 External Services Support	£10,698	£698	£10,000	£10,000
11 Losses	£0	£0	£0	£0
12 Postage	£900	£0	£0	£0
13 Hospitality	£541	£389	£587	£489
14 Direct costs met from NHSCR budget	£488,984	£469,470	£470,790	£457,051
15 25% share of costs for Vital Events	150,405	153,111	152,025	149,726
16 Direct costs met from GROS central budgets	£203,000	£194,370	£203,000	£174,792
17 Indirect GROS costs	£156,108	£168,361	£161,282	£175,501
18 TOTAL EXPENDITURE ON GROS VOTE FOR NHSIS & I.S.	998,497	985,312	987,097	967,070
19 Sales income from medical researchers etc.	(£43,625)	(£43,364)	(£49,975)	(£63,058)
20 Income from NHS contract with Scottish Government	(£800,000)	(£800,000)	(£800,000)	(£800,000)
21 Income from contract with Citizen's Account	(£200,000)	(£200,000)	(£200,000)	(£200,000)
22 TOTAL INCOME ON GROS VOTE	(£1,043,625)	(£1,043,364)	(£1,049,975)	(£1,063,058)
23 NET OPERATING COST (SURPLUS)	(£45,128)	(£58,049)	(£62,878)	(£105,988)

	2008-09	2008-09	2009-10	2009-10
	Budget (SBR)	Outturn	Budget (SBR)	Outturn
National Health Service				
80%				
1 Monthly pay including ERNIC/ASLC	£333,686	£346,638	£345,478	£335,618
2 Casual staff	£0	£0	£0	£0
3 Overtime	£11,630	£9,687	£11,252	£11,915
4 Consultancy	£24,000	£8,000	£0	£0
5 Travel & subsistence	£9,202	£7,743	£9,421	£7,558
6 Subscriptions	£129	£129	£97	£73
7 Stationery - NHSCR	£0	£0	£0	£0
8 Bureau services	£0	£0	£0	£0
9 Research	£2,829	£2,509	£1,914	£2,086
10 External Services Support	£8,558	£558	£8,000	£8,000
11 Losses	£0	£0	£0	£0
12 Postage	£720	£0	£0	£0
13 Hospitality	£433	£311	£470	£391
14 Direct costs met from NHSCR budget	£391,187	£375,576	£376,632	£365,641
15 25% share of costs for Vital Events	£120,324	£122,489	£121,620	£119,781
16 Direct costs met from GROS central budgets	£162,400	£155,496	£162,400	£139,834
17 Indirect GROS costs	£124,886	£134,689	£129,026	£140,401
18 TOTAL EXPENDITURE ON GROS VOTE FOR NHSIS & I.S.	798,798	788,249	789,678	765,656
19 Sales income from medical researchers etc.	(£34,900)	(£34,689)	(£39,980)	(£50,446)
20 Income from NHS contract with Scottish Government	(£800,000)	(£800,000)	(£800,000)	(£800,000)
22 TOTAL INCOME ON GROS VOTE	(£834,900)	(£834,689)	(£839,980)	(£850,446)
23 NET OPERATING COST (SURPLUS)	(£36,102)	(£46,440)	(£50,302)	(£84,790)

	2008-09	2008-09	2009-10	2009-10
	Budget (SBR)	Outturn	Budget (SBR)	Outturn
Citizen's Account				
20%				
1 Monthly pay including ERNIC/ASLC	£83,421	£86,660	£86,370	£83,904
2 Casual staff	£0	£0	£0	£0
3 Overtime	£2,908	£2,422	£2,813	£2,979
4 Consultancy	£6,000	£2,000	£0	£0
5 Travel & subsistence	£2,301	£1,936	£2,355	£1,890
6 Subscriptions	£32	£32	£24	£16
7 Stationery - NHSCR	£0	£0	£0	£0
8 Bureau services	£0	£0	£0	£0
9 Research	£707	£627	£479	£521
10 External Services Support	£2,140	£140	£2,000	£2,000
11 Losses	£0	£0	£0	£0
12 Postage	£180	£0	£0	£0
13 Hospitality	£108	£78	£117	£98
14 Direct costs met from NHSCR budget	£97,797	£93,894	£94,158	£91,410
15 25% share of costs for Vital Events	£30,081	£30,622	£30,405	£29,945
16 Direct costs met from GROS central budgets	£40,600	£38,874	£40,600	£34,958
17 Indirect GROS costs	£31,222	£33,672	£32,256	£35,100
18 TOTAL EXPENDITURE ON GROS VOTE FOR NHSIS & I.S.	199,699	197,062	197,419	191,414
19 Sales income from medical researchers etc.	(£8,725)	(£8,672)	(£9,995)	(£12,612)
21 Income from contract with Citizen's Account	(£200,000)	(£200,000)	(£200,000)	(£200,000)
22 TOTAL INCOME ON GROS VOTE	(£208,725)	(£208,672)	(£209,995)	(£212,612)
23 NET OPERATING COST (SURPLUS)	(£9,026)	(£11,610)	(£12,576)	(£21,198)

CALCULATION OF OVERHEADS USING RELEVANT CSD & SENIOR MANAGEMENT COSTS

DIRECT COSTS MET CENTRALLY

Accommodation

Rent	60,000	53,072	60,000	51,943
Rates	20,000	15,477	20,000	16,248
Maintenance	19,000	22,804	19,000	19,321
Insurance	1,000	0	1,000	0
Cleaning	15,000	9,813	15,000	9,573
Electricity	5,000	4,683	5,000	4,856
Gas & Heating	5,000	4,383	5,000	4,611
Water & Sewerage	2,000	1,661	2,000	1,709
Estates Service Charges	3,000	3,287	3,000	2,794
Other (e.g. stationery, H&S, Furniture & Fittings, Postage, Office Machinery)	0	9,528	0	6,763
Telephone Systems	3,000	2,880	3,000	2,987
	<u>133,000</u>	<u>127,588</u>	<u>133,000</u>	<u>120,805</u>

I.T.

IT Consultancy

70,000	66,782	70,000	53,987
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SHARE OF OTHER OVERHEADS THAT ARE MET CENTRALLY

It is appropriate to include a share of overheads incurred by the Department where NHSCR receives a service from CSD and Senior Management. Such services include support and advice on training, FoI, purchasing, contact management, finance, corporate planning and it the discussion of NHSCR matters at by senior management and at DSPG. Costs for providing these services are allocated against core branches on a per capita basis.

156,108	168,361	161,282	175,501
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Total Costs Met from Centrally Managed Budgets

359,108	362,731	364,282	350,293
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WORKINGS FOR SHARE OF APPROPRIATE CENTRAL OVERHEADS

STAFF NUMBERS

Total Staff Numbers
(less CSD & Senior Management)
Staff Numbers for Apportionment

2008-09 Budget	2008-09 Outturn	2009-10 Budget	2008-09 Outturn
319.27	309.20	328.99	318.22
<u>75.80</u>	<u>74.48</u>	<u>77.23</u>	<u>82.91</u>
243.47	234.72	251.76	235.31

NHSCR
Total NHSCR

<u>19.20</u>	<u>19.15</u>	<u>19.98</u>	<u>17.39</u>
19.20	19.15	19.98	17.39

Adjusted Staff Numbers (for purposes of apportionment)

NHSCR
Total NHSCR

<u>1.31</u>	<u>1.32</u>	<u>1.31</u>	<u>1.35</u>
<u>25.18</u>	<u>25.23</u>	<u>26.11</u>	<u>23.52</u>
25.18	25.23	26.11	23.52

%age Share of Total Staff Numbers (for purposes of apportionment)

NHSCR
Total NHSCR

<u>7.89%</u>	<u>8.16%</u>	<u>7.94%</u>	<u>7.39%</u>
7.89%	8.16%	7.94%	7.39%

Overheads Budget - Operating Costs

Share of Senior Management Costs (including T&S, etc)
Share of CSD Staff Costs Budget for Services Provided to NHSCR
(excludes IT staff costs with exception of Sam Burns & Graeme McMorran)
Share of Relevant Gross Operating Costs Incurred
(excludes IT and Accommodation costs)
CSD & Senior Management Overheads

580,334	614,386	588,592	581,304
1,103,528	1,134,755	1,164,878	1,559,561
295,700	314,444	278,783	233,900
1,979,562	2,063,585	2,032,253	2,374,765

NHSCR Share
Total NHSCR Share

156,108	168,361	161,282	175,501
156,108	168,361	161,282	175,501