

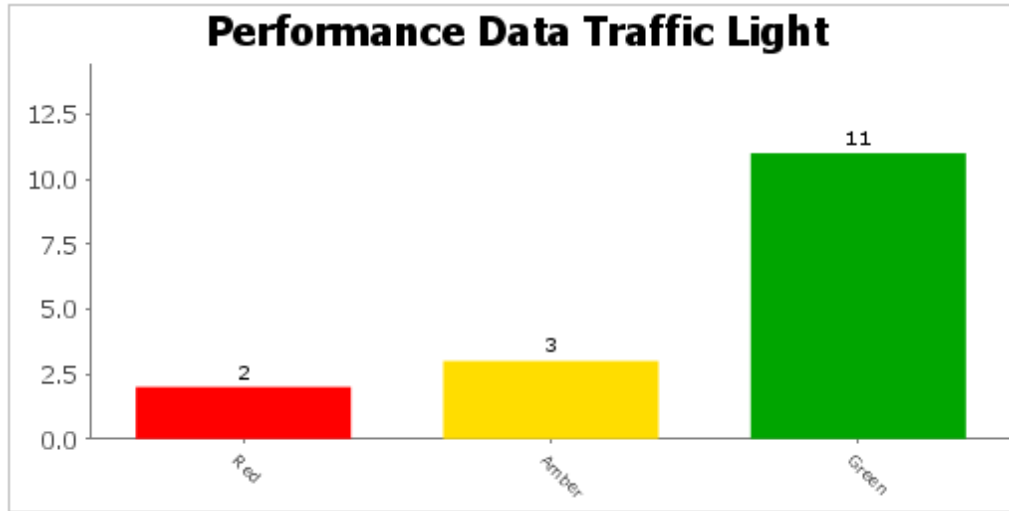
PERFORMANCE AND GOVERNANCE
17 April 2013 at 7.00 pm

Please find updated documents for the following items:

- | | | |
|-----|--|---|
| 7. | Performance Report | (Pages 1 - 6)
<i>Lee Banks</i> |
| 10. | Budget Monitoring - January 2013 Figures and February 2013 | (Pages 7 - 14)
<i>Adrian Rowbotham</i> |

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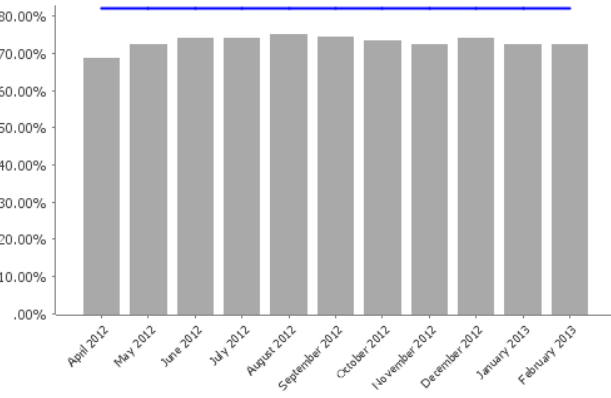
Environment Select Committee PI's



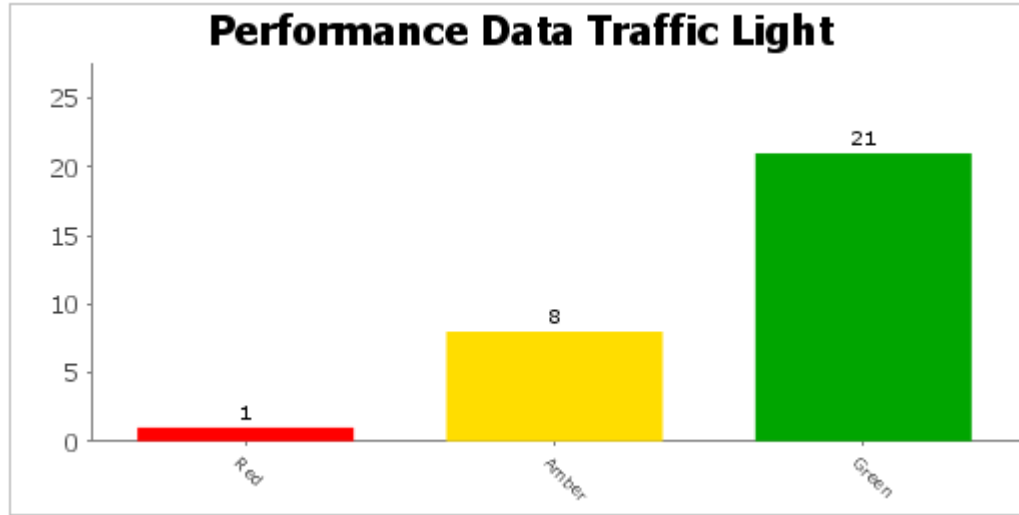
Page 1

Code	Description	Year to Date Value	Year to Date Target	Good Performance	Trend Chart	Latest Note																								
LPI DC 007a	Processing of planning applications: Major applications in 13 weeks	65.38%	84.00%	<p>Aim to maximise</p>	<table border="1"> <caption>Trend Chart Data</caption> <thead> <tr> <th>Month</th> <th>Percentage</th> </tr> </thead> <tbody> <tr><td>April 2012</td><td>100.00%</td></tr> <tr><td>May 2012</td><td>50.00%</td></tr> <tr><td>June 2012</td><td>50.00%</td></tr> <tr><td>July 2012</td><td>55.00%</td></tr> <tr><td>August 2012</td><td>55.00%</td></tr> <tr><td>September 2012</td><td>62.00%</td></tr> <tr><td>October 2012</td><td>63.00%</td></tr> <tr><td>November 2012</td><td>63.00%</td></tr> <tr><td>December 2012</td><td>65.00%</td></tr> <tr><td>January 2013</td><td>63.00%</td></tr> <tr><td>February 2013</td><td>65.00%</td></tr> </tbody> </table>	Month	Percentage	April 2012	100.00%	May 2012	50.00%	June 2012	50.00%	July 2012	55.00%	August 2012	55.00%	September 2012	62.00%	October 2012	63.00%	November 2012	63.00%	December 2012	65.00%	January 2013	63.00%	February 2013	65.00%	<p>17 of the 26 decisions on major applications this year have been made within the statutory period. In February 3 of the 4 major applications determined were within the statutory time period. A number of major applications received this year have raised complex issues. To protect the quality of the decisions made and to mitigate the risk of decisions being taken to appeal additional time has been taken to negotiate and resolve issues, often with the agreement of the applicant.</p> <p style="text-align: right;"><i>Continued on next page</i></p>
Month	Percentage																													
April 2012	100.00%																													
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February 2013	65.00%																													

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Code	Description	Year to Date Value	Year to Date Target	Good Performance	Trend Chart	Latest Note																								
						<p>With the backlog in decisions on minor and other application types being addressed, resources are being prioritised to current applications and as a result performance against this indicator is expected to show an improvement through the end of this year and in to 2013/14. In addition the way performance information is reported for the planning service is being reviewed for the coming year to ensue that current performance is more accurately reflected.</p>																								
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 2</p> <p>LPI DC 007b</p>	<p>Processing of planning applications: Minor applications in 8 weeks</p>	<p>72.54%</p>	<p>82.00%</p>	<p style="text-align: center;">  Aim to maximise </p>	 <table border="1" style="display: none;"> <caption>Monthly Performance Data (Estimated)</caption> <thead> <tr> <th>Month</th> <th>Performance (%)</th> </tr> </thead> <tbody> <tr><td>April 2012</td><td>68.00%</td></tr> <tr><td>May 2012</td><td>72.00%</td></tr> <tr><td>June 2012</td><td>74.00%</td></tr> <tr><td>July 2012</td><td>74.00%</td></tr> <tr><td>August 2012</td><td>75.00%</td></tr> <tr><td>September 2012</td><td>74.00%</td></tr> <tr><td>October 2012</td><td>73.00%</td></tr> <tr><td>November 2012</td><td>72.00%</td></tr> <tr><td>December 2012</td><td>74.00%</td></tr> <tr><td>January 2013</td><td>72.00%</td></tr> <tr><td>February 2013</td><td>72.00%</td></tr> </tbody> </table>	Month	Performance (%)	April 2012	68.00%	May 2012	72.00%	June 2012	74.00%	July 2012	74.00%	August 2012	75.00%	September 2012	74.00%	October 2012	73.00%	November 2012	72.00%	December 2012	74.00%	January 2013	72.00%	February 2013	72.00%	<p>251 of the 346 decisions on minor applications this year have been made within the statutory period. Since December 2012 the team has been focussed on clearing a backlog of decision and resolving negotiations over legal agreements. To ensure improved speed of decision making in to the future the Council has developed an improved draft Legal Agreement which should assist officers in receiving completed Agreements more quickly and resulting in an increase in the proportion of decisions being made within target time. With the backlog now reduced to a manageable level officers are prioritising making decisions on new applications within the statutory targets of 8 weeks, to ensure improved performance in the remaining month of this year and in to 2013/14.</p>
Month	Performance (%)																													
April 2012	68.00%																													
May 2012	72.00%																													
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2012/13 Services Select Committee PI's



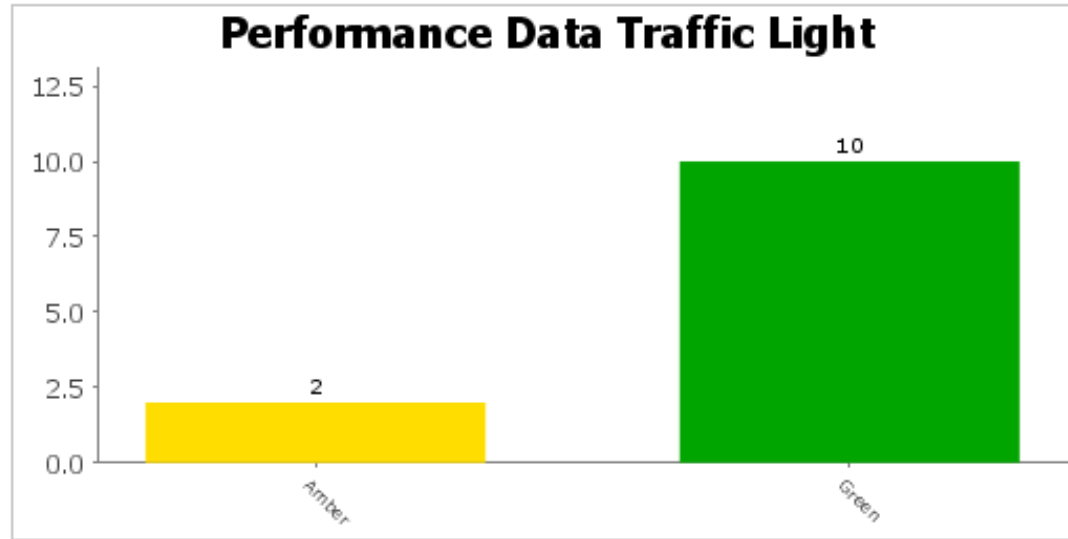
Page 3

Code	Description	Year to Date Value	Year to Date Target	Good Performance	Trend Chart	Latest Note								
LPI PH 001	Number of Home Improvement Agency projects completed	182	300	<p>Aim to maximise</p>	<table border="1"> <thead> <tr> <th>Quarter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Q1 2012/13</td> <td>50</td> </tr> <tr> <td>Q2 2012/13</td> <td>70</td> </tr> <tr> <td>Q3 2012/13</td> <td>150</td> </tr> </tbody> </table>	Quarter	Value	Q1 2012/13	50	Q2 2012/13	70	Q3 2012/13	150	<p>The Home Improvement Agency is currently provided as part of a Kent wide contract which was re-tendered last year and awarded to Family Mosaics. There have been significant issues with under-performance of the HIA including an increase in complaints and under spending of the Disabled Facilities Grant budget despite residents demonstrating the need for home improvements.</p> <p><i>Continued on next page</i></p>
Quarter	Value													
Q1 2012/13	50													
Q2 2012/13	70													
Q3 2012/13	150													

Agenda Item 7

Code	Description	Year to Date Value	Year to Date Target	Good Performance	Trend Chart	Latest Note
						<p>It is clear that the current contract is not delivering as required for Sevenoaks District Council and its residents. The Housing team have demonstrated great initiative and have been reviewing both the performance and cost of the HIA to determine possible solutions. Although the team is very small in comparison to others in Kent, they have proposed that through a reorganisation of resources and streamlining procedures bringing the HIA service in house would maximise efficiencies and improve the service provided to residents.</p> <p>A Portfolio holder decision has been taken and the process of bringing the Agency in house has commenced with the development of an appropriate schedule of rates. It is envisaged that fees will be charged in certain cases whilst ensuring that vulnerable people will not be disadvantaged.</p> <p>It is planned that the in-house scheme will be reviewed after 6 months to ensuring it is meeting customer needs and delivering the planned efficiencies.</p>

Social Affairs Select Committee PI's



No red performance indicators to report

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BUDGET MONITORING – FEBRUARY 2013

Performance & Governance Committee – 17 April 2013

Report of the: Chief Executive Designate

Status: For Information

Key Decision: No

This report supports all the Council's key themes and objectives

Portfolio Holder Cllr. Ramsey

Head of Service Group Manager Financial Services – Adrian Rowbotham

Recommendation to Performance and Governance Committee: That the report be noted.

Introduction

Overall Financial Position

Overall Financial Position

- 1 Eleven months into the year the results to date show an overall favourable variance of £216,000.
- 2 The year-end position is forecast to be £154,000 better than budget.

Key Issues for the year to date

- 3 **Income** – investment income is performing above target and is forecast to be better than budgeted at the year-end. This is due to higher than estimated balances and slightly higher rates being achieved during the year so far, and a favourable forecast is shown to reflect this position.
- 4 Looking at the other main income sources, the position still remains difficult. Building Control, Land Charges, Car Parking and Planning fees currently show adverse

Agenda Item 10

variances for the year to date although planning fees income has improved in the last three months.

- 5 **Pay costs** – the actual expenditure is less than budget due to some vacancies during the year and staffing restructures following the departure of senior managers..
- 6 **Other** – Direct Services' results currently show a favourable variance of £14,000 compared to budget.

Year End Forecast

- 7 The year-end position is forecast to be £154,000 better than budget which is better than the forecast at the end of January.
- 8 Extra investment income is the largest favourable variance. Additional income is also expected from office rentals and council tax court costs. A further favourable variance is forecast for audit fees.
- 9 Income from Building Control, Land Charges, Car Parking and Planning fees are all forecast to be less than the budget for the year.
- 10 The operators of the Swanley and Sevenoaks markets went into voluntary liquidation in August; leaving two months unpaid rent which is included in the year-end forecast. The market operation has now being re-tendered and new operators start in April 2013.

Risk areas

- 11 The current economic situation continues to have a real and potential impact on the Council's finances:
 - the investment strategy is constantly under review in light of the changing long term credit ratings which affects the number of organisations the Council can invest in;
 - property related income such as Development Control (particularly pre-application fees and S106 monitoring), Building Control, Land Charges and Capital Receipts remain vulnerable;

- the Benefits workload is continuing at a higher level than before the recession, which is having an impact on processing times (though the action plan is continuing to improve performance);
- Council Tax collection rates, though currently in line with the previous year, could be affected by increased unemployment and squeezed household incomes; and
- Planned savings through the generation of income, particularly from new partnership working, remain risk areas for the current and for future years.

Key Implications

Financial

The financial implications are included elsewhere in the report.

Community Impact and Outcomes

None.

Legal, Human Rights etc.

None.

Risk Assessment Statement

Detailed budget monitoring is completed on a monthly basis where all variances over £10,000 are explained. Future risk items are also identified.

Appendices

Appendix A – Budget Monitoring Sheets for February 2013

Background Papers:

Budget 2012/13

Budget Monitoring Reports for 12/13

Contact Officer(s):

Helen Martin x7483

Dr. Pav Ramewal
Chief Executive Designate

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2. Overall Summary

February 13 - Final

	Period	Period	Period	Period	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Annual	Annual	Annual	2011/12
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Budget	Forecast (including Accruals)	Variance	Actual
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000
Community and Planning												
Community Development	58	69	- 11	-18.7	842	777	65	7.7	978	961	17	1,140
Development Services	101	65	36	35.8	1,158	1,146	13	1.1	1,299	1,266	33	1,413
Environmental and Operations	253	249	4	1.5	2,627	2,875	- 249	-9.5	2,724	2,955	- 231	2,528
Housing and Communications	62	53	9	15.2	738	714	24	3.3	872	854	19	944
Total Community and Planning	474	436	38	8.1	5,364	5,511	- 147	-2.7	5,873	6,035	- 162	6,025
Corporate Resources												
Finance and Human Resources	317	376	- 59	-18.6	3,081	3,160	- 79	-2.6	3,958	3,806	152	4,516
IT and Facilities Management	151	119	32	21.0	1,770	1,618	152	8.6	2,012	1,985	27	1,595
Legal and Democratic Services	122	154	- 33	-26.7	1,759	1,589	170	9.7	1,924	1,922	2	1,363
Total Corporate Resources	590	649	- 60	-10.1	6,610	6,367	243	3.7	7,894	7,712	182	7,473
NET EXPENDITURE (1)	1,064	1,085	- 21	-2.0	11,974	11,878	96	0.8	13,767	13,747	19	13,498
<i>Adjustments to reconcile to Amount to be met from Reserves</i>												
Direct Services Trading Accounts	4	- 14	18	450.0	- 78	- 92	14	17.9	- 64	- 65	1	21
Capital charges outside General Fund	- 4	- 4	- 0	- 0.0	- 49	- 49	- 0	- 0.0	- 54	- 54	-	- 47
Support Services outside General Fund	-	-	-	-	-	-	-	-	- 191	- 191	-	- 197
Redundancy Costs - all	-	-	-	-	-	-	-	-	-	-	-	-
NET EXPENDITURE (2)	1,063	1,066	- 3	-0.3	11,847	11,737	110	0.9	13,458	13,437	20	13,275
Government Grant	- 387	- 387	-	0.0	- 4,259	- 4,259	-	-	- 4,646	- 4,646	-	- 5,141
Council Tax Requirement - SDC	- 771	- 771	-	0.0	- 8,480	- 8,480	-	-	- 9,251	- 9,251	-	- 9,199
NET EXPENDITURE (3)	- 95	- 92	- 3	3.4	- 892	- 1,002	110	12.4	- 439	- 460	20	- 1,065
<i>Summary including investment income</i>												
Net Expenditure	- 95	- 92	- 3	3.4	- 892	- 1,002	110	12.4	- 439	- 460	20	- 1,065
Investment Impairment	-	-	-	-	-	-	-	-	-	-	-	-
Interest and Investment Income	- 18	- 26	7	-39.0	- 190	- 295	105	55.6	- 173	- 289	116	- 308
Overall total	- 113	- 117	4	3.5	- 1,082	- 1,297	216	19.9	- 612	- 748	136	- 1,373
Planned appropriation (from)/to Reserves									627	627	-	-
Supplementary appropriation from Reserves									- 15	- 15	-	-
<i>Surplus</i>									-	- 136	136	- 1,373

Reserves

	31/03/12	Movement in month	Cumulative to date	Balance as at 28/02/13	31/3/13 budget	31/3/13 forecast
	£000	£000	£000	£000	£000	£000
<u>Provisions</u>						
Edenbridge Relief Road Compensation	1,546		-1,546	0	0	0
Accumulated Absences	152			152	152	152
Municipal Mutual Insurance (MMI)	211			211	0	305
Others	34			34	0	0
	1,943	0	-1,546	397	152	457
<u>Capital Receipts(Gross)</u>	708	-62	302	1,010	1,314	1,564
Note: this balance will reduce at year end as the receipts are used to finance capital expenditure						
<u>Earmarked Reserves</u>						
Financial Plan	5,812			5,812	5,296	5,224
Budget Stabilisation	2,765			2,765	3,495	3,651
New Homes Bonus	215			215	1,588	741
Housing Benefit subsidy	1,351			1,351	1,102	1,261
Asset Maintenance	1,000			1,000	1,000	1,000
First Time Sewerage	915			915	715	815
Vehicle Renewal	292			292	564	292
Reorganisation (previously Termination)	478			478	499	478
LDF	565		-52	513	428	416
Community Development	470	-19	-54	416	418	470
Carry Forward Items	222		-61	161	341	222
Action and Development	296			296	300	295
Vehicle Insurance	287			287	264	287
Pension Valuation	349			349		628
Big Community Fund	103		-9	94		81
Rent Deposit Guarantees	181	-5	-72	109	179	82
Local Strategic Partnership	81		-5	76	111	82
Homelessness Prevention	134	25	14	148		134
IT Asset Maintenance	121			121		0
Others	461	1	3	464	424	414
	16,098	2	-236	15,862	16,724	16,573
<u>General Fund</u>						
Required Minimum	1,500				1,500	1,500
Available Balance	2,213				2,213	2,213
	3,713				3,713	3,713
TOTAL	22,462				21,903	22,307

9. Capital

February 13 - Final

COMMDEV	Big Community Fund - Capital
COMMDEV	West Kingsdown VH (10k)
COMMDEV	Parish Projects
DEVCONT	Affordable Housing
ENVOPS	Vehicle Purchases
FINSERV	Horton Kirby Village Hall
FINSERV	Argyle Road Office Accommodation
HOUSING	Improvement Grants
HOUSING	WKHA Adaps for Disab Financing Costs Advances
HOUSING	SDC - HMO Grants
HOUSING	RHPCG 10-11 SDC
HOUSING	RHPCG - Discretionary Grants
LEGAL	Sevenoaks Town Centre
LEGAL	Modern Govt Document Management System
LEGAL	Police Co-Location

Period	Period	Period	Period	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Annual	Annual	Annual
Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Budget	Forecast	Variance
£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	(including Accruals) £'000	£'000
-	9	- 9	-	-	46	- 46	-	-	-	-
-	-	-	-	-	-	-	-	-	10	- 10
-	-	-	-	-	-	-	-	71	0	71
-	-	-	-	-	27	- 27	-	-	-	-
76	6	70	92.2	768	165	603	78.5	844	844	-
-	-	-	-	-	1	- 1	-	-	-	-
1	-	1	100.0	6	7	- 1	- 24.5	7	7	-
51	9	42	83.1	561	216	345	61.5	612	362	250
21	74	- 53	- 246.9	235	271	- 36	- 15.3	256	256	-
-	4	- 4	-	-	24	- 24	-	-	-	-
-	-	-	-	-	2	- 2	-	-	-	-
-	-	-	-	-	13	- 13	-	-	-	-
-	5	- 5	-	100	62	38	37.9	150	150	-
1	-	1	100.0	15	8	7	45.0	16	16	-
-	-	-	-	200	176	24	11.9	200	182	18
151	107	43	28.8	1,885	1,018	867	46.0	2,157	1,828	329

Improvement Grants budget shown net of Government grant.

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