

SEVENOAKS DISTRICT COUNCIL

FINANCE ADVISORY GROUP

15 June 2011 at 9.30 am in the Committee Room - Council Office

AGENDA

Membership:

Chairman: Cllr. Cllr. B Ramsey

Cllrs: Cllr. Mrs A Firth, Cllr. M Fittock, Cllr. J Grint, Cllr. P McGarvey and
Cllr. J Scholey

1. **Apologies for absence**
2. **Notes of meeting of the Group held on 23 March 2011** (Pages 1 - 4)
3. **Declarations of Interest**
4. **Matters Arising including actions from last meeting** (Pages 5 - 6)
Tricia Marshall
5. **Development Services Finance** (Pages 7 - 14)
Jim Kehoe
6. **Provisional Outturn 2010/11 and Carry Forward Requests** (Pages 15 - 70)
Adrian Rowbotham
7. **Financial Performance Indicators 2010/11 - to the end of March 2011** (Pages 71 - 74)
Adrian Rowbotham
8. **Financial Results 2011/12 - to the end of May 2011** (Pages 75 - 110)
Adrian Rowbotham
9. **Financial Performance Indicators 2011/12 - to the end of May 2011** (Pages 111 - 114)
Adrian Rowbotham
10. **Forward Programme** (Pages 115 - 116)
11. **Any other Business**

Please note: The date of the next meeting is 27 July 2011

Members wishing to obtain factual information on above items are asked to enquire of the appropriate Director or Contact Officer before the meeting

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FINANCE ADVISORY GROUP

Minutes of a meeting of the Finance Advisory Group held on
23 March 2011 commencing at 9.30 a.m.

Present: Cllr. Ramsay (Chairman)

Cllrs. Bruce, Grint, Harrod and Scholey.

37. APOLOGIES FOR ABSENCE

Apologies were received from Cllr. McGarvey.

38. NOTES OF PREVIOUS MEETING

The notes of the meeting of 21 January 2011 were agreed as a correct record.

39. DECLARATIONS OF INTEREST

None.

40. MATTERS ARISING INCLUDING ACTIONS FROM LAST MEETING

The responses to the actions were noted.

41. INTERNATIONAL FINANCE REPORTING STANDARDS (IFRS) UPDATE

The Finance Manager introduced the report stating that from 2010-11 Local Authorities would be required to adopt the International Financial Reporting Standards (IFRS) format for their annual accounts. To prepare for this change, Officers had re-stated the 2009-10 accounts in IFRS format and submitted them to the Audit Commission. Officers were waiting for feedback from them.

In response to a question from a the Chairman concerning the lease categorisation between finance and operating leases the Finance Manager explained that the Council only had one lease (Black Boys Public House), that had to be moved from an operating to a finance lease.

The Finance Manager reported that new Accounts and Audit Regulations, published by the Government on 22 March 2011, would change the sign-off procedure for the annual accounts. Currently, the draft accounts are signed-off by the Chief Finance Officer and Chairmen of the Finance Advisory Group and the Performance and Governance Committee. The new system would mean that only the Chief Finance Officer would sign-off the draft accounts in June and the Performance and Governance Committee would continue to formally approve the audited accounts in September

Members noted the report.

Agenda Item 2

Finance Advisory Group – 23 March 2011

42. FINANCIAL RESULTS TO THE END OF FEBRUARY 2011

The Chairman welcomed the good state of the Council's finances at the end of February.

In response to a question the Head of Finance and Human Resources explained that the figures took account of the redundancy costs and that redundancy costs had previously been charged to reserves or service budgets, depending on the circumstances. The Finance Manager confirmed to a Member that by year end the £100,000 underspend for Asset Maintenance in February would be reduced to £12,000.

The Head of Finance and Human Resources answered a question about the additional cost of dealing with unexploded ordnance at the Hever Road Gypsy Site. She explained that £47,000 had been made available to make the site safe. She reported that the cost had now risen to around £80,000. The Professional Services Manager planned to submit a bid to Department for Communities and Local Government for additional funds to cover the extra costs.

A Member asked about the potential carry forward of unspent funding. The Head of Finance and Human Resources explained that some carry forwards were necessary to ensure that those projects already started would continue to be funded. The Finance Manager added that carry forwards prevented an excessive demand on the budget at year end in March.

A Member was concerned about the variance of £56,000 in on-street parking revenue from its budget. Members agreed to ask for clarification from the Head of Service on the issue of deviations in actual on-street parking revenue from its budget.

Action: The Head of Service to provide a briefing on deviations in actual on-street parking revenue from its budget.

In response to a question about outstanding expected income of £30,000 for the Building Control budget, the Head of Finance and Human Resources responded that this amount was for work being carried out for Housing and had been budgeted for in the current year.

43. PROPOSED STREAMLINED APPROACH TO FINANCIAL MONITORING FOR 2011/12

The Finance Manager reported that the aim of the new approach was to consolidate and streamline the financial monitoring reporting, which would be easier to understand.

The Chairman welcomed the clarification and simplification of the reporting. Members endorsed the new approach to financial reporting.

44. PARTNERSHIP WORKING

The Head of Finance and Human Resources introduced the paper, which identified previous and existing partnerships. This included partnerships which ranged from shared Officers to fully joint services. She clarified that shared services meant a

joint team whereas shared management meant a single manager with two teams. In response to a question she reported that any efficiency savings arising from the Revenues and Benefits partnership would be split equally between Sevenoaks and the partnership authority.

Members requested more clarity on costs and savings in the medium term and asked for the details of the partnership working to be included in the training for new members.

Action A report on costs and savings in partnership working to be added to the Forward Programme for discussion in January 2012.

45. FINANCIAL PERFORMANCE INDICATORS TO THE END OF FEBRUARY 2011

The Finance Manager reported that Council tax and NNDR payment rates were holding up.

Members asked about sundry debts. Some large invoices had recently been paid. Additionally, few significant business rates had been left unpaid.

Members questioned the cash balance being in excess of its target. The Finance manager reported that as the accounts neared the year-end the cash balance would reduce.

46. FORWARD PROGRAMME

The Finance Manager informed Members that the Draft Statement of Accounts would not be presented until the meeting in July 2011 because of the changed timetable for approval.

Members agreed to add a discussion of Pension Funds to the Forward Programme for January 2012. They were also interested in receiving information about the financial performance of the Revenues and Benefits partnership. There was concern that there may be insufficient information until April 2012.

Action Revenue and Benefits to be added to the Forward Programme for discussion in January 2012, Pensions investments for January 2012, and the draft accounts to be moved from June to July 2011.

47. ANY OTHER BUSINESS

Members thanked Cllr. Ramsay for his chairmanship of the Group over the last four years. They also thanked all the Sevenoaks District Council staff who had supported the Group's work.

The next meeting was scheduled for June 2011.

THE MEETING WAS CONCLUDED AT 10.55am

Chairman

ACTION SHEET - Actions from the previous meeting

ACTIONS FROM 23.03.11			
Action	Description	Status and last updated	Contact Officer
ACTION 1	The Head of Service to provide a briefing on deviations in actual on-street parking revenue from its budget.	All comments on actual variation from budget have been submitted to the Finance Team.	Richard Wilson
ACTION 2	A report on costs and savings in partnership working to be added to the Forward Programme for discussion in January 2012.	Item has been added to the Forward Programme.	David Lagzdins
ACTION 3	Revenue and Benefits to be added to the Forward Programme for discussion in January 2012, Pensions investments for January 2012, and the draft accounts to be moved from June to July 2011.	Items have been added to the Forward Programme.	David Lagzdins

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FINANCE ADVISORY GROUP – 15 JUNE 2011

DEVELOPMENT SERVICES FINANCE – CURRENT POSITION AND TRENDS IN FINANCIAL AND RELATED PERFORMANCE

Report of the: Community and Planning Services Director

Status: For Consideration

Key Decision: No

Executive Summary: This report provides the Group with trends in finance and performance in Development Services, focusing on Development Control and Appeals. It shows that net expenditure has been reduced, whilst planning application performance (indicator NI 157) is consistently around Top Quartile level. The future prospects are also commented on briefly.

This report supports the Key Aim of effective management of Council Resources.

Portfolio Holder Cllr. J. Davison

Head of Service Head of Development Services – Jim Kehoe

Recommendation: That the Group consider the progress being made in Development Services, with particular reference to financial and related performance.

Background

- 1 This report provides the Group with trends in finance and related performance in Development Services. The focus of the report is on Development Control and Planning Appeals as these were areas for improvement.
- 2 A Cabinet led Development Services Review (DSR) was completed and approved by Full Council in July 2009 and progress was reviewed by Full Council in 2010. The DSR identified actions intended to improve customer service, in particular the speed of processing planning applications NI 157, and action to improve Value for Money.
- 3 In parallel, the Council agreed a Planning Partnership arrangement with Tunbridge Wells Borough Council with similar objectives.
- 4 In analysing progress, we will refer below to:-
 - Customer Service – Performance Indicator NI 157.
 - Value for Money.
 - Comparison with other Councils.

Agenda Item 5

Finance Advisory Group – 15 June 2011

Performance Indicator – NI 157

- 5 The National Indicator (NI) 157 measures the speed of processing planning applications. This is important to customers of the services. It is also a good indicator of the benefit to customers from the investment made in Development Services. The pattern of performance is set out below. The relevant national quartile information is also shown as this enables clear comparisons to be made with other Councils. (Table number 1).

Table 1

Percentage of applications determined within 8/13 weeks.						
	Type of Application	08/09	09/10	10/11	Top Quartile (2009)	Bottom Quartile (2009)
NI 157A	Major %	60	86	92	81	63
NI 157B	Minor %	70	82	86	83	71
NI 157C	Other %	82	91	93	92	84

- 6 This shows that in 2009/2010 and 2010/2011, performance on NI 157 has exceeded Top Quartile levels. This is a marked improvement from previous years where it was operating at or close to Bottom Quartile level when compared with national performance.

Value for Money and Future Prospects

Table 2

Total Number of Planning Applications Determined			
Type of Application	2008/2009	2009/2010	2010/2011
Major (Number)	33	28	50
Minor (Number)	448	394	399
Other (Number)	1379	1202	1368
Number Total	1860	1624	1817

- 7 Table (2) shows the number of applications that we determined in recent years and it makes a useful context for Table (1). If we compare 2010/2011 with previous years, it is clear that the NI 157 performance was achieved even though there were more decisions than in 2009/2010 and about the same number of decisions as in 2008/2009.

Agenda Item 5

Finance Advisory Group – 15 June 2011

- 8 We can also see from Appendix A that the Council's actual net spending on Development Services in the same time period has reduced from £2,023,122 in 2008/2009, and £1,816,036 in 2009/2010, to a provisional outturn of £1,675,093 in 2010/2011.
- 9 When we extract the elements for Development Control and Appeals from the Service as a whole, we see an even more pronounced reduction in net expenditure by the Council (Appendix A, lowest box).
- 10 It is planned to reduce this further in future years as is shown in Appendix B.
- 11 It is relevant to consider the likely effects of expected National changes to the Planning system.
- 12 A change to enable Councils to set Planning Application Fees locally is proposed. This would offer the potential for a higher local fee subject to a suitable justification being made. We await further announcements from Central Government at present and expect to hear further before the end of this financial year.
- 13 The Localism Bill includes proposals for Neighbourhood Plans that could require District Council resources. We will need to analyse the implications further when we have more details of the Act and Regulations.

Steps Undertaken To Achieve Improvements

- 14 The following steps have been completed and it is planned to continue with them as well as seeking further improvements:-
 - Expanded the Planning Applications information on the website, to improve accessibility and reduce cost of transactions.
 - Simplified 'call-in' procedures to reduce staff time spent on this whilst giving Councillors a longer set time period to reply.
 - Reduced the use of outside Consultants e.g. on planning appeals.
 - Increased training and skills of internal staff to do tasks previously done by Consultants.
 - Simplified site inspections.
 - Performance overall in Validation has achieved rising targets.
 - Formal Officer procedures are improved and streamlined.

The outcome is reflected in improved NI 157 and financial performance.

Comparison with Other Councils

- 15 In large part, this is shown by the Top Quartile performance in NI 157, as this is a national indicator.

Agenda Item 5

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- 16 In addition, we do monitor our staffing levels relative to workload. National research by the Government indicates that 150 cases per Officer is an appropriate level, and the future use of the indicator is part of the DSR. The current level of cases per Officer is in line with this national indicator, which is a challenging indicator that many Councils do not achieve. The pattern over recent time at Sevenoaks District Council has been to vary the number of Officers with the volume of applications. By continuing with this approach, we will continue to match the number of Officers to the number of applications, taking the opportunity of normal staff turnover and Partnership arrangements to review staffing levels. In addition, a pilot CIPFA benchmarking scheme has been undertaken with twelve Councils nationally on Unit Costs per application. The Council is within the best 25% of Councils in our benchmarking group, (Table 3). We expect that as it becomes more established, we will place increased weight on the benchmarking information.

Table 3

Average Cost of Processing Each Application (Source – CIPFA Benchmarking)	
Sevenoaks District Council	£170
National Sample Average	£302
Highest/Lowest	£390/£170

Key Implications

Financial

- 17 These are as set out at Appendices A and B.

Conclusions

- 18 There is a welcome improvement of NI 157 performance to Top Quartile level whilst net expenditure has reduced and is planned to reduce further.

Risk Assessment Statement

- 19 Income from fees are at present volatile due to general economic circumstances. There is a National review of Planning Fees underway at present which may alter future income.

Sources of Information: DSR Report to Full Council, 21st July 2009.

Contact Officer(s): Jim Kehoe Ext. 7196

Kristen Paterson
Community and Planning Services Director

Development Services - Budget v Actual
2008/09 to 2011/12 Forecast

	2008/09		2009/10		2010/11		2011/12		Variance () = Unfav () = Unfav
	Budget	Actual	Budget	Actual	Budget	Prov. EOY @ 310511	Budget	Est. EOY	
Bridleways / Footpath Diversions	147	1,235	1,610	2,726	1,575	1,575	1,614	1,614	0
Conservation	191,092	178,826	165,516	121,595	78,996	75,331	49,621	49,621	0
Local Development Framework	436,286	413,384	530,644	540,675	487,807	487,807	441,146	441,146	0
LDF Expenditure	0	0	0	(0)	0	1	0	0	0
Planning - Appeals	263,009	295,654	238,604	226,504	199,971	186,526	158,214	158,214	0
Planning - Counter	(416)	(621)	(427)	(842)	(600)	(389)	(615)	(615)	0
Planning - Dev. Control	648,971	779,021	669,918	606,209	661,754	609,131	463,842	463,842	0
Planning - Enforcement	269,482	286,420	291,698	281,839	283,738	280,671	263,945	263,945	0
Planning - Office Refurb.	0	436	0	214	0	0	0	0	0
Administrative Expenses - Development Control	53,853	67,088	32,012	36,629	33,261	33,845	33,587	33,587	0
Administrative Expenses - Policy and Env.	0	1,680	29	487	0	594	0	0	0
	<u>1,862,424</u>	<u>2,023,122</u>	<u>1,929,604</u>	<u>1,816,036</u>	<u>1,746,500</u>	<u>1,675,093</u>	<u>1,411,354</u>	<u>1,411,354</u>	<u>0</u>
		<u>2,023,122</u>		<u>1,816,036</u>		<u>1,675,093</u>		<u>1,411,354</u>	
Actual Spend									
Change on Previous Year £				207,086		140,943		263,738	Reduction
Change on Previous Year %				10%		8%		16%	Reduction

Development Services

Actual Spend
Change on Previous Year £
Change on Previous Year %

Development Control & Appeals only

Actual Spend
Change on Previous Year £
Change on Previous Year %

NOTE

Figures exclude support services
Forecast based on information at 31st May 2011
Budget figures for 09/10 changed from that reported FAG Sept09 due to virement £16,369.

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Development Services - Financial Plan

	Budget 2011/12	Plan 2012/13	Plan 2013/14	Plan 2014/15
Gross Expenditure	2,026,662	2,026,662	2,026,662	2,026,662
Gross Income	(615,236)	(715,236)	(715,236)	(715,236)
Net Expenditure	<u>1,411,426</u>	<u>1,311,426</u>	<u>1,311,426</u>	<u>1,311,426</u>
(Inflation not included)				
<u>Saving Items included above</u>				
Previously approved savings ⁽¹⁾	(61,000)	0	0	0
Further approved savings ⁽²⁾	<u>(278,000)</u>	<u>(100,000)</u>	<u>0</u>	<u>0</u>
	<u>(339,000)</u>	<u>(100,000)</u>	<u>0</u>	<u>0</u>

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FINANCE ADVISORY GROUP – 15 JUNE 2011

PROVISIONAL OUTTURN 2010/11 AND CARRY FORWARD REQUESTS

Report of the: Deputy Chief Executive and Director of Corporate Resources

Also considered by: Cabinet – 23 June 2011

Status: For Decision

Executive Summary: This report sets out the provisional outturn for 2010/11 and requests to carry forward budgets into 2011/12.

Since the February forecast, the Council has successfully obtained a VAT refund of £364,000 which has significantly improved the position for the year.

Compared to the revised budget (i.e. including supplementary estimates), the overall result was a favourable variance of £527,000 after allowing for carry-forward requests.

This report supports the Key Aim of effective management of Council resources.

Portfolio Holder Cllr. Ramsay

Head of Service Head of Finance and Human Resources – Mrs. Tricia Marshall

Recommendation: It be RESOLVED that:

- (a) The Revenue 'carry forward' requests totalling £217,894 as set out in paragraph 13 of the report be approved, subject to any amendments suggested by the Finance Advisory Group; and
- (b) the Asset Maintenance 'carry forward' requests totalling £71,599 set out in paragraph 14 of the report also be approved.

Introduction

1. Provisional Financial Outturn figures for 2010/11 are attached at Appendix A. These results will be scrutinised by the Finance Advisory Group at its meeting on 15th June.
2. The report also sets out the requests to carry forward unspent budgets into 2011/12 for Revenue and Asset Maintenance items. In practice any Revenue items agreed for carry forward will be set aside in an Earmarked Reserve to be used to finance those costs in 2011/12.

Overall Financial Position

3. 2010/11 was the third year of the Council's four-year savings plan, which set out to achieve savings of £2 million over that period. It is pleasing to report to Members that a provisional favourable variance of £745,000 has been achieved. Revenue carry forwards of £218,000 have been requested; if these are approved the favourable variance will reduce to £527,000.
4. At the end of February the forecast outturn (which took account of likely carry forward requests) was a favourable variance of £81,000. Since then a VAT refund of £364,000 has been received making an amended February forecast favourable variance of £445,000. Therefore the provisional outturn position is £82,000 better than the February forecast.
5. The figures above all take into account the supplementary budget of £13,000 approved during the year for Christmas car parking.
6. It was approved by Cabinet on 13th December 2010 that any favourable variance achieved on the 2010/11 budget be put to the Budget Stabilisation Reserve.

High Level Analysis of Results

7. **VAT refund** (£364,000 income): This relates to sports tuition and sports courses. Following on from the successful primary claim of £1.8m for over paid VAT which was repaid in 2009/10, HMRC have now agreed to the second part of the claim for £364,000. The primary claim for 1990 - 1994 was for admissions and courses. The second claim for the period 1978 - 1989 (and part of 1994) was purely for courses and the incorrect treatment of courses VAT during the period.
8. **Pay costs** (£275,000 underspent): Some vacant posts were held open as they were deleted on 1 April or because staff displaced through the budget process are being redeployed into them.
9. **Income** (£1,003,000 favourable): This relates to the VAT refund explained above, Development Control income, external funding which is offset by expenditure in 'Other Costs' and partnership income.
10. **Direct Service Trading Accounts** show a surplus of £17,000 at the year end, which is £47,000 lower than the budgeted surplus due to increased fuel costs.
11. **Interest and Investment Income** was £122,000 better than budget (excluding interest relating to the VAT refund). This was due to the Council holding higher balances than budgeted, which has increased investment income.
12. The latest information from CIPFA regarding the £1m Landsbanki investment is that authorities should account for a 95% return although this will continue to be reviewed.

Revenue Carry Forward Items

Item No. 6

13. There are 16 Revenue carry forward requests. Further details including the implications of not carrying forward this budget are set out at the end of this report.

No.	ITEM	HEAD OF SERVICE	£
A1	Support Paralympics cycling event	Comm. Dev.	35,000
A2	Street Cleansing – counsel appeal	Env. & Ops	6,595
A3	Licensing – delayed partnership expansion	Env. & Ops	8,335
A4	Env. Health – healthy eating	Env. & Ops	1,700
A5	Staff training	Fin. & HR	7,768
A6	Civic expenses	Fin. & HR	5,737
A7	Concessionary fares – potential bus operator appeals	Fin. & HR	18,000
A8	Local Tax - staffing	Fin. & HR	7,500
A9	Members training	Fin. & HR	4,985
A10	Argyle Road - energy	Fin. & HR	19,300
A11	Argyle Road – fabric and plant	Fin. & HR	23,100
A12	Health and safety	Fin. & HR	2,624
A13	Virtual agent	Fin. & HR	19,250
A14	Communications – training and development	Hsg & Comms	10,000
A15	Document management equipment maintenance	IT & FM	15,000
A16	IT – Licensing partnership	IT & FM	33,000

	Total		217,894
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Asset Maintenance Carry Forward Items

14. Asset Maintenance budgets were underspent by £139,000. Therefore the 7 carry forward items totalling £71,599 listed below can be funded from the Asset Maintenance Reserve.

No.	ITEM	AMOUNT £
B1	Car Parks – replace ticket machines	11,000
B2	Argyle Road	19,233
B3	Countryside	4,679
B4	Leisure	11,487
B5	Public Toilets	13,700
B6	Sewage Treatment Works	6,500
B7	IT	5,000
	Total	71,599

Capital Programme

15. The following capital schemes were underspent at the year end. These relate to partially completed previously approved projects.

No.	SCHEME	AMOUNT £
C1	Playground improvement programme	59,000
C2	Vehicle replacement programme	566,000
C3	Disabled facilities grants	25,000
C4	IT development	38,000
	Total	688,000

Key Implications

Financial

16. All financial implications are covered elsewhere in the report.

Community Impact and Outcomes

17. None

Legal, Human Rights etc.

18. None

Value For Money and Asset Management

19. Asset management implications are covered elsewhere in the report.

Conclusions

20. Both Members and Officers were fully aware that 2010/11 would be an extremely challenging year. However, in light of the financial pressures arising during the year it is pleasing to report to Members a positive year end position.
21. The outturn position could not have been achieved without the commitment and hard work of both Members and Officers, in particular the Heads of service and the Finance Advisory Group, who have played an essential challenge, advisory and scrutiny role reviewing not only the budget but also the corrective action planning.
22. The 2011/12 budget includes savings totalling £2.5m. Achieving this ambitious level of savings whilst managing the financial risks will require continued close and proactive financial management during 2011/12.

Risk Assessment Statement

The approval of these carry forward requests should reduce the risk of the Council exceeding its planned expenditure in 2011/12.

These results are provisional and may change due to issues arising from the closure of the Council's accounts, which will be completed by 30 June.

Sources of Information: Provisional Outturn results 31st March 2010/11
Carry Forward Requests

Contact Officer(s): Tricia Marshall Ext. 7205
Adrian Rowbotham Ext. 7153

Dr. Pav Ramewal
Deputy Chief Executive and Director of Corporate Resources

Budget Carry Forward Request 2010/11

A1

Head of Service : Lesley Bowles

Budget description : Health improvement, Sustainability and Youth transport

Type of expenditure: Revenue

Cost Centre code : CDHLTPR, CDAGE21 and CDYOUTH

Budget unspent at 31/3/11: £35,000

Amount requested for carry forward: £35,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

These savings were due to:

- maternity leave of the Health Promotion Officer during the year (£5K),
- a reduction in time spent on sustainability projects (£3K)
- additional external income (£25K) and
- an under spend on transport for young people (£2K).

A carry forward is requested to support new activity relating to the Paralympics cycling event in the District. Any additional activity or promotion undertaken by the Council in relation to the Paralympics event is likely to have a positive effect on health, sustainability and young people.

Although the Paralympics event does not take place until 2012/13, it would be beneficial to undertake some work in 2011/12, for example with disabled people in the District, the local Sports Council, the Parish Council, voluntary organisations and Sencio Community Leisure in the run up to the Olympics. This could include promotion of cycling, helping disabled children within the District to access sport and generally raising the profile of disability and sport across the District through local activity.

It is not possible, before the announcement of the Events, to discuss with partners the potential for this work. However, it is envisaged that the carried forward funding would contribute to hire of venues, specialist coaching, hire of equipment and promotional materials.

Members approval of expenditure would be sought once a suitable work programme has been developed.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

There are no implications for existing service delivery.

However, no additional funding is identified for work on the Paralympics and, if we are to use the Paralympics in a positive way in the District, some proactive work will be desirable.

Any funding unspent in 2011/12 could be carried forward to 2012/13 to form a contingency fund for the Council's responsibilities in the Paralympics event. Any unspent funds thereafter would be returned to reserves.

Budget Carry Forward Request 2010/11

A2

Head of Service : Richard Wilson
Budget description : Street Cleansing
Type of expenditure: Revenue
Cost Centre code : DSSTCLN
Budget unspent at 31/3/11: £6,595
Amount requested for carry forward: £6,595

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

Request to carry forward the under spend on the Street Cleaning budget to offset the cost of employing Counsel to appeal against the HSE Improvement Notice following the Road Traffic fatality involving SDC mechanical sweeper last autumn should the cost not be met by our insurers Zurich Municipal.

These costs were not included in any budget as they are exceptional and were not anticipated.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

If this budget carry forward is not approved, then should our insurers not meet Counsel's costs, the money will have to come from 2011/12 budgets and no provision has been made for this expenditure.

Budget Carry Forward Request 2010/11	A3
Head of Service :	Richard Wilson
Budget description :	Licensing Partnership Hub (Trading)
Type of expenditure:	Revenue
Cost Centre code :	EHLICHUB
Budget unspent at 31/3/11:	£27,784
Amount requested for carry forward:	£8,335

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

The Budget underspend of £27,784 is made up of money paid in by all three partners (Sevenoaks, Tunbridge Wells and Maidstone). The £27,784 will be split by three resulting in £11,308 Maidstone, £8,141 Tunbridge Wells and £8,335 Sevenoaks.

I request the amount of £8,335 be transferred to Licensing Regime EHLICREG

This is the first year that the Licensing Central Administration has been operating for a full year within a full SDC Financial cycle. The £8,335 is requested to fund completing infrastructure for the delayed licensing partnership expansion.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

Without this funding being carried forward, it will place additional pressure on existing budgets when completing the infrastructure for the delayed licensing partnership expansion.

Budget Carry Forward Request 2010/11

A4

Head of Service : Richard Wilson

Budget description : Environmental & Operations

Type of expenditure: Revenue

Cost Centre code : 60000 EHFDHYG 2043

Budget unspent at 31/3/11: £1,700

Amount requested for carry forward: £1,700

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

Funds were transferred from Community Development to help us engage in a proposed Kent-wide 'Healthy Eating' project. 4 Officers have received Health & Nutrition training.

The remaining funding was intended to contribute towards the cost of implementing a Healthy Options Award scheme for food businesses in the district. As it has not been possible to secure additional external funding this proposal is now on hold. This funding is not financial year dependant.

It is now intended to use this funding for additional officer training in Healthier Food and Special Diets and to enable the team to be more proactive in local initiatives relating to helping consumers to choose a healthy diet. This is one of the Food Standards Agency's key aims.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

The Public Health budget for 2011/12 has been reduced by £150,000 in relation to savings to be realised from shared working with Dartford Borough Council. Although £70,000 of saving have already been identified by deleting 2 vacant posts in the team, this leaves a shortfall in budget of £80,000 until the shared working arrangements are fully implemented.

The training identified above will most likely have to be undertaken as it is one of the FSA's key aims. If the carry forward is not agreed, the training will have to be done from within existing budgets, which are already under substantial pressure as indicated above.

Budget Carry Forward Request 2010/11

A5

Head of Service : Tricia Marshall
Budget description : Training Budget
Type of expenditure: Revenue
Cost Centre code : 58200 various
Budget unspent at 31/3/11: £7,768
Amount requested for carry forward: £7,768

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

Related to training requested by staff and booked months in advance to take advantage of early booking cheaper rate etc.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

Possible over spend on this years budget or impact on other staff's training requirement for 2011/12 .

Budget Carry Forward Request 2010/11

A6

Head of Service : Finance and HR

Budget description : Civic Expenses

Type of expenditure: Revenue

Cost Centre code : CXCIVEX

Budget unspent at 31/3/11: £5,737

Amount requested for carry forward: £5,737

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

This underspend has arisen due to below budget spending on events etc in 2010/11. In 2011/12, except for the Chairman's and Vice-Chairman's allowances, there is no other budget available for the Chairman. It is proposed that this underspend be put in a reserve to provide a small amount of funding for future Chairmen for expenses.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

No flexibility for Chairman in terms of small items of expenditure.

Budget Carry Forward Request 2010/11

A7

Head of Service : Finance and HR

Budget description : Concessionary Fares

Type of expenditure: Revenue

Cost Centre code : FSCONF

Budget unspent at 31/3/11: £18,000

Amount requested for carry forward: £18,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

Responsibility for concessionary fares passed to KCC from 1 April 2011, however there are still some outstanding appeals by bus companies relating to earlier years that are yet to be decided. It would therefore be prudent to put aside some funding in case the appeals are not decided in the Council's favour.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

Any appeals would have to be funded from the General Fund Reserve.

Budget Carry Forward Request 2010/11

A8

Head of Service : Finance and HR
Budget description : Local Tax staffing
Type of expenditure: Revenue
Cost Centre code : FSCTADM
Budget unspent at 31/3/11: £17,867
Amount requested for carry forward: £7,500

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

Due to a vacancy in the Team there was an underspend against staff costs for 2010/11, however a long term sickness absence has put considerable pressure on the Team and it is proposed to use this budget to bring in extra resources to assist the Team over the next few months.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

Essential work will not be completed, with a potential impact on collection rates for Council Tax and Business Rates.

Budget Carry Forward Request 2010/11

A9

Head of Service : Finance and HR
Budget description : Members - Training
Type of expenditure: Revenue
Cost Centre code : FSMEMB
Budget unspent at 31/3/11: £4,985
Amount requested for carry forward: £4,985

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

This budget was not fully spent in 2010/11 due to the limited benefit of carrying out training just before the District Council election. It is proposed that these funds are used to enhance the training available for Members of the new Council after the elections in May.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

Would not be able to provide Members with the training they need to fulfil their responsibilities.

Budget Carry Forward Request 2010/11

A10

Head of Service : Tricia Marshall

Budget description : Argyle Road, Energy, Electricity

Type of expenditure: Revenue

Cost Centre code : XBXC

Budget unspent at 31/3/11: £19,300

Amount requested for carry forward: £19,300

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

Over the recent years the Council has introduced various energy saving initiatives relating to the main plant operation within the Argyle Road offices. All the major plant, heating and air handling equipment is controlled by a central building management system (BMS), part hardware and software of which are now long since obsolete and unsupported. Over the last 2 years various renewals have been undertaken within existing budgets and the final phase of renewing the system is to replace all the remaining controllers at a cost of £36,000, the balance of the cost being funded from the 2011/12 Argyle Road asset maintenance budget.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

By completing the upgrade of the BMS system the energy efficiency of the building can continue to be maintained and monitored, hence the request to put the energy savings from the 2010/11 budget to complete this project.

Budget Carry Forward Request 2010/11

A11

Head of Service : Tricia Marshall

Budget description : Argyle Road, Fabric & Plant

Type of expenditure: Revenue

Cost Centre code : XBXC

Budget unspent at 31/3/11: Fabric £19,500, Plant £3,600

Amount requested for carry forward: £23,100

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

The Council had undertaken a review of the fire alarm system at the Argyle Road offices and identified some £22,000 of work to improve compliance with best practice. During preparing the specification it was found that it would be advisable to upgrade the lower ground floor alarm system (a high risk area) to the new British Standard and therefore avoid future costly upgrades. The total cost of the project will be £42,500 (see subsequent asset maintenance carry forward request for the balance of this funding).

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

The system does not comply with the new British Standards which, although not compulsory in respect of existing systems, is advisable as best practice and will be a requirement at a future date.

Budget Carry Forward Request 2010/11

A12

Head of Service : Richard Wilson

Budget description : Health & Safety

Type of expenditure: Revenue

Cost Centre code : XBBB

Budget unspent at 31/3/11: £2,624

Amount requested for carry forward: £2,624

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

The Council's Building and Health & Safety Advisor has left the Council and the responsibilities have been transferred from Finance and Human Resources to Environmental & Operational Services. This budget meets the cost of various training requirements and equipment related to health & safety and it is requested that the unspent 2010/11 budget be carried forward to meet the cost identified in any review of health and safety practices and procedures by the new operating department.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

The cost of any revised practices or procedures will have to be met from the very limited 2011/12 revenue allocation.

Budget Carry Forward Request 2010/11

A13

Head of Service : Tricia Marshall

Budget description : Customer Services and Exchequer

Type of expenditure: Revenue

Cost Centre code : XBEF, XBAA, XCAA

Budget unspent at 31/3/11: £26,000 (combined)

Amount requested for carry forward: £19,250

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

In order to achieve staff savings from Customer Services in 2012/13 and to improve customer access, automated payment agents are being introduced to take high volume payment calls. The advantage to customers is that payments can be made outside normal office hours.

An automated agent has already been implemented to take council tax, NNDR and benefits payments; this proposal extends automated payments and bookings to green wheelie bins –for new bins and renewals.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

Not implementing this automated service will make it more difficult to achieve the savings planned from Customer Services in 2012/13 without a significant deterioration in response times to phone calls and visitors to reception.

Budget Carry Forward Request 2010/11

A14

Head of Service : Pat Smith
Budget description : Communications
Type of expenditure: Revenue
Cost Centre code : 58200 YCKE
Budget unspent at 31/3/11: £10,000
Amount requested for carry forward: £10,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

The saving of £24,000 was created because of efficiencies in the team, resulting from the recent review. £14,000 of related review costs were met from these savings leaving £10,000.

I wish to carry forward the £10,000 to cover more training (associated with the Manager , Apprentice and Graduate)and further development of the service which includes redesigning of In Shape and a reputation tracker. This training along with the redevelopment will greatly improve the performance of the Communications service and generate further savings/efficiencies. We are committed to pay for the training which has commenced.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

If it is not carried forward I will have to find the funding from other budgets and this will create an overspend. The training is underway and we are committed to complete it. The redevelopment of the service will create more savings.

Budget Carry Forward Request 2010/11

A15

Head of Service : Jim Carrington-West

Budget description : Document Management Equipment Maintenance

Type of expenditure: Revenue

Cost Centre code : XAXH

Budget unspent at 31/3/11: £19,305

Amount requested for carry forward: £15,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

Replacement of key Document Management equipment required for the continuation of the existing service.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

We would not be able to continue the current services we provide to our customers without replacing this key equipment.

The equipment we are currently operating is at the end of its life and no longer supported.

Failure of this equipment will also reduce the capability to access historical information which forms part of a statutory requirement.

Budget Carry Forward Request 2010/11

A16

Head of Service : Jim Carrington-West
Budget description : IT Revenue - Licensing
Type of expenditure: Revenue
Cost Centre code : XAXJHUB
Budget unspent at 31/3/11: £33,189
Amount requested for carry forward: £33,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

A number of work items originally planned to have been completed during 2010/11 remain outstanding. This is due the combined factors of; lack of available resources from all parties and additional work needed to be undertaken before the work item can be completed.

These work items include:

- Development of integration between UNI-form and Agresso
- Resources for data reconciliation between Maidstone's M3 and Tunbridge Wells' UNI-form systems and the Licensing Partnership's UNI-form database
- Consultancy services for GIS development for the Licensing Partnership
- Enhanced IDOX DMS integration following full integration of all partners scanned information

It is anticipated that these work items will now be completed before October 2011.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

Unable to deliver agreed targets for the Licensing Partnership and resulting impact on service to the public from Sevenoaks, Maidstone and Tunbridge Wells.

Budget Carry Forward Request 2010/11 **B1**

Head of Service : **Richard Wilson**

Budget description : **Car Parks**

Type of expenditure: **Asset Maintenance**

Cost Centre code : **YMGBK**

Budget unspent at 31/3/11: **£11,000**

Amount requested for carry forward: £11,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

The Council ordered three replacement car park ticket machines towards the end of 2010/11 at a cost of £10,734. These were delivered in April after the accruals deadline for payments for last year and will therefore need to be paid out of this year's budget.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

The 2011/12 car parks budget allocation is required for urgent surfacing repairs in car parks in Sevenoaks town centre and in Westerham.

Should this budget not be carried forward, the expenditure already committed will place additional pressures on this year's budget and could effect the likelihood of achieving the budget target for 2011/12.

Budget Carry Forward Request 2010/11

B2

Head of Service : Tricia Marshall
Budget description : Argyle Road
Type of expenditure: Asset Maintenance
Cost Centre code : YMKAD
Budget unspent at 31/3/11: £19,233
Amount requested for carry forward: £19,233

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

The Council had undertaken a review of the fire alarm system at the Argyle Road offices and identified some £22,000 of work to improve compliance with best practice. During preparing the specification it was found that it would be advisable to upgrade the lower ground floor alarm system (a high risk area) to the new British Standard and therefore avoid future costly upgrades. The total cost of the project will be £42,500 (see subsequent Argyle Road revenue carry forward request for the balance of this funding) .

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

The system does not comply with the new British Standards which, although not compulsory in respect of existing systems, is advisable as best practice and will be a requirement at a future date.

Budget Carry Forward Request 2010/11

B3

Head of Service : Richard Wilson
Budget description : Countryside
Type of expenditure: Asset Maintenance
Cost Centre code : YMLAN
Budget unspent at 31/3/11: £4,679
Amount requested for carry forward: £4,679

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

The Council is in the process of replacing the obsolete sewage treatment plant located in Shoreham Woods. The work could not be undertaken during 2010/11 as the necessary Environment Agency Licence was not received in time to enable the necessary planning consent to be sought. During this period planning permission for the proposal was sought and it is anticipated that a decision on that will be made on the 9th June, following which the work can be commissioned.

The total cost of the replacement will be £10,000 of which two thirds will be recovered from the 2 private users of the plant.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

The plant is inefficient and failing. Unless replaced a compliance letter will be served under Section 59 of the Building Act 1984.

Budget Carry Forward Request 2010/11

B4

Head of Service : Tricia Marshall
Budget description : Leisure
Type of expenditure: Asset Maintenance
Cost Centre code : YMDZZA
Budget unspent at 31/3/11: £11,487
Amount requested for carry forward: £11,487

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

The Council had identified essential repairs to the all weather pitch surface and drainage at Edenbridge Leisure Centre at a cost of £26,500. It had not proved possible to undertake the work during the last quarter of 2010/11 due to weather conditions and pitch bookings. A major plant failure occurred in another leisure centre early in 2011 and funding was diverted from this project to undertake an essential boiler replacement leaving the above balance unspent but the commitment to undertake the all weather pitch repairs remaining. The work is to be undertaken during May 2012. The balance of the cost will be met from the 2011/12 leisure asset maintenance allocation.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

The all weather pitch surface is coming to the end of its useful life and there are concerns that league sports will not be permitted on the pitch without essential repairs. This would impact on the revenue generation afforded by the pitch. The proposal is to undertake repairs by a specialist company, a full refurbishment would cost approximately £220,000.

Budget Carry Forward Request 2010/11

B5

Head of Service : Richard Wilson
Budget description : Public Toilets
Type of expenditure: Asset Maintenance
Cost Centre code : YMBAL
Budget unspent at 31/3/11: £13,700
Amount requested for carry forward: £13,700

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

The Council is in the process of investigating the transfer of a number of public toilets to the relevant town and parish councils and it is proposed that this unspent budget from 2010/12 be carried forward to form a reserve fund to undertake and repair/ renewal work necessary to enable any transfers to take place.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

Should this budget carry forward not be agreed any repair/renewal work necessary to enable the future transfer of public toilets will need to be funded from the current public toilets asset maintenance allocation which may impact of the operation of the remaining toilets.

Item No. 6

Budget Carry Forward Request 2010/11

B6

Head of Service : Tricia Marshall

Budget description : Sewage Treatment Plants

Type of expenditure: Asset Maintenance

Cost Centre code : YMKZL

Budget unspent at 31/3/11: £6,500

Amount requested for carry forward: £6,500

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

Bough Beech sewage treatment plant (STP) serves 38 houses and the operating costs are reclaimed from the users annually. During routine maintenance and renewal during 2010/11 improvements were identified to improve the efficiency of the plant and to improve the remote monitoring of its performance. The work is best undertaken during periods of low rainfall and it did not prove advisable to commission these works during the winter period.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

Failure of the plant and the recording of its performance can lead to discharge of polluted water into the water courses leading to action being taken by the Environment Agency who licence and test the discharge fluids.

Budget Carry Forward Request 2010/11

B7

Head of Service : Jim Carrington-West

Budget description : IT Asset Maintenance

Type of expenditure: Asset Maintenance

Cost Centre code : YLRN

Budget unspent at 31/3/11: £5,000

Amount requested for carry forward: £5,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

IT Capital and Asset Replacement are now profiled according to a 10 year programme meaning that the expenditure is not even across years but is accounted for over the full life of the programme.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

If this money is not carried forward, it would leave a significant shortfall in the 10 year programme which would prevent the replacement/deployment of key planned infrastructure affecting all service areas.

Budget Carry Forward Request 2010/11

C1

Head of Service : Richard Wilson

Budget description : Playgrounds

Type of expenditure: Capital

Cost Centre code : YLCA

Budget unspent at 31/3/11: £59,000

Amount requested for carry forward: £59,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

The refurbishment of Stangrove estate play area was delayed whilst local residents association sought additional external funding from BIFFA Awards. Funding has now been agreed and this project will go ahead during 2011/12. This refurbishment would have been undertaken in 2010/11 utilising the Council's capital budget, however we have awaited the decision on the external funding before the scheme commenced. The addition of the external funding will considerably enhance the scale of the improvements to this site.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

Stangrove estate play area would not be refurbished and will be the only one in the district not to have been improved. It is currently in very poor condition.

Item No. 6

Budget Carry Forward Request 2010/11**C2****Head of Service :** Richard Wilson**Budget description :** Vehicle Replacement Fund**Type of expenditure:** Capital**Cost Centre code :** YLLP**Budget unspent at 31/3/11:** £566,000**Amount requested for carry forward:** £566,000**Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:**

The annual vehicle replacement programme is supported by a rolling, self-renewing capital fund. Expenditure on vehicles is repaid through depreciation payments made to the Vehicle Replacement Fund (VRF) over the life of each vehicle. Slippage in expenditure in any one year keeps the balance in the VRF higher, which should remain available for expenditure in the following year.

The slippage results primarily from the deferment of three vehicle purchases from 10/11 to 11/12. The purchases deferred are a split bodied refuse freighter, delayed by prolonged vehicle build time; A 'Beavertail' flat bed for transport of Grounds Maintenance mowers and other equipment delayed by specification detail and prolonged vehicle build time; A replacement Land Rover for the Countryside Ranger delayed to realise 'in year' budget savings.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

The annual vehicle replacement programme underpins the ongoing delivery of efficient services that are generally highly regarded by residents. These services have challenging performance targets and the rolling vehicle replacement is crucial to continuous improvement of each service.

The Council also has an obligation to reduce carbon emissions including those from it's own commercial vehicle fleet. The Vehicle Replacement Fund allows for purchase of cleaner, fuel-efficient vehicles, manufactured to meet ever higher European emissions standards, so reducing fuel costs and vehicle emissions as well as ensuring the commercial fleet remains operationally effective.

Budget Carry Forward Request 2010/11

C3

Head of Service : Pat Smith

Budget description : Disabled Facility Grants

Type of expenditure: Capital

Cost Centre code : 67000 YLTB(HIA) / 67000 YLPT(WKHA)

Budget unspent at 31/3/11: £25,000

Amount requested for carry forward: £25,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

£15,986.69 - 98 Crouch House Rd, Edenbridge refers to 1 Disabled Facilities Grant (DFG) case that was formally approved during Quarter 1 2010/11. Due to contractor problems only one payment has been made, totalling £2500. It is anticipated that completion and final payment will occur during May 2011. (HIA)

£4,044.27 - 16 Park Lane, Swanley refers to 1 Disabled Facilities Grant (DFG) cases that was formally approved during Quarter 2 2010/11 (re 3 Valley Park). No payments have yet been released since the works were not completed as at 31 March 2011 because of applicant/contractor issues. It is anticipated that works will be completed and the payment released during May 2011. (HIA)

£4,054.81 - 3 Bowers Road, Shoreham refers to 1 Disabled Facilities Grant (DFG) case that was formally approved during Quarter 4 2010/11. No payments have yet been made and it is anticipated that works will be completed and the payment released during 2011 (WKHA)

£1,325.20 (Part of £4,576.14) - 1 Bullfinch Dene, Sevenoaks refers to 1 Disabled Facilities Grant (DFG) case that was formally approved during Quarter 3 2010/11. No payments have yet been made and it is anticipated that works will be completed and the payment released during 2011 (WKHA).

In accordance with guidance issued by Department for Communities and Local Government (DCLG), such funding commitments are able to be carried forward.

All DFG must be completed within 12 months of approval.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

If not carried forward, the under spend for 2010/11 would need to be repaid to DCLG and the above commitment would need to be funded from the DFG allocation for 2011/12. It is possible that this would have a negative impact upon:-

- the Council's ability to fund adaptations for the benefit of disabled persons during 2011/12;
- the Council's performance in meeting its target in relation to the number of DFGs completed; and
- the outcome of future funding bids if previous allocations have not been fully utilised.

Budget Carry Forward Request 2010/11

C4

Head of Service : Jim Carrington-West

Budget description : IT Capital

Type of expenditure: Capital

Cost Centre code : YLKW

Budget unspent at 31/3/11: £38,000

Amount requested for carry forward: £38,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:

IT Capital and Asset Replacement are now profiled according to a 10 year programme meaning that the expenditure is not even across years but is accounted for over the full life of the programme.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

If this money is not carried forward, it would leave a significant shortfall in the 10 year programme which would prevent the replacement/deployment of key planned infrastructure affecting all service areas.

		Period				Y-T-D				February Monitoring Forecast					
		Budget	Actual	Variance	Period	Budget	Actual	Variance	Y-T-D	Budget	Actual	Variance	Annual	Annual	Annual
		£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000	£'000	
2. Overall Summary															
MARCH 2011 - Outturn as at 03/06/11															
	Income	- 959	- 1,596	638	66.5	- 7,193	- 8,197	1,003	13.9	- 7,193	- 7,382	189	- 7,193	- 7,382	189
	Pay	956	1,026	- 70	- 7.3	11,488	11,213	275	2.4	11,488	11,241	247	11,488	11,241	247
	Pay - Vacant Post Provision	- 1	-	- 1	- 100.0	15	-	15	100.0	15	15	-	15	15	-
	Other costs	1,271	1,586	- 315	- 24.8	13,400	13,527	- 127	- 0.9	13,400	13,558	- 158	13,400	13,558	- 158
	Benefits Grants in and out (net)	- 101	88	- 189	- 187.6	- 659	- 477	- 182	- 27.6	- 659	- 659	-	- 659	- 659	-
	NET EXPENDITURE (1)	1,167	1,104	63	5.4	17,051	16,066	985	5.8	17,051	16,773	278	17,051	16,773	278
<u>Adjustments to reconcile to Amount to be met from Reserves</u>															
	Removal of Asset Maintenance Variance	-	- 29	29	-	-	71	- 71	-	-	12	- 12	-	12	- 12
	Direct Services Trading Accounts	11	14	- 3	- 27.3	- 64	- 17	- 47	- 73.4	- 64	- 10	- 54	- 64	- 10	- 54
	Capital charges outside General Fund	- 4	- 4	0	0.0	- 47	- 47	0	0.0	- 47	- 47	-	- 47	- 47	-
	Support Services outside General Fund	- 18	- 18	0	- 0.0	- 216	- 216	0	0.0	- 216	- 216	-	- 216	- 216	-
	Redundancy Costs - all	-	113	- 113	-	-	244	- 244	-	-	209	- 209	-	209	- 209
	Collection Fund - Adjustment	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	NET EXPENDITURE (2)	1,138	1,162	- 24	- 2.1	16,724	16,101	623	3.7	16,724	16,721	4	16,724	16,721	4
	Government Grant	- 529	- 529	-	0.0	- 6,348	- 6,348	-	-	- 6,348	- 6,348	-	- 6,348	- 6,348	-
	Council Tax Requirement - SDC	- 764	- 764	-	0.0	- 9,172	- 9,172	-	-	- 9,172	- 9,172	-	- 9,172	- 9,172	-
	NET EXPENDITURE (3)	- 156	- 132	- 24	15.4	1,204	581	623	51.7	1,204	1,201	4	1,204	1,201	4
<u>Summary including investment income</u>															
	Net Expenditure	- 156	- 132	- 24	15	1,204	581	623	51.7	1,204	1,201	4	1,204	1,201	4
	Investment Impairment	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Interest and Investment Income	- 16	- 21	5	- 33.3	- 225	- 347	122	54.2	- 192	- 269	77	- 192	- 269	77
	Overall total	- 171	- 152	- 19	- 18	979	234	745	106	1,012	931	81	1,012	931	81
Planned appropriation from Reserves															
Supplementary appropriation from Reserves															
		- 999	- 999	-	-	- 999	- 999	-	-	- 999	- 999	-	- 999	- 999	-
		- 13	- 13	-	-	- 13	- 13	-	-	- 13	- 13	-	- 13	- 13	-
	Surplus	-	-	-	-	- 0	- 81	81	81	- 0	- 81	81	- 0	- 81	81

Agenda Item 6

3. Overall Summary by Head of Service

MARCH 2011 - Outturn as at 03/06/11

	Period						Y-T-D				February Monitoring Forecast									
	Budget		Actual		Period Variance		Budget		Actual		Y-T-D Variance		Annual Budget		Annual Forecast (including Accruals)		Annual Variance			
	£'000	£'000	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000	£'000	£'000		
Community and Planning																				
Community Development	139	-183	322	231.7	322	231.7	1,254	847	407	32.4	1,254	1,254	1,254	1,254	1,254	1,254	1,254	1,254	-	
Development Services	225	343	-118	-52.4	-118	-52.4	1,747	1,675	71	4.1	1,747	1,636	1,636	1,636	1,636	1,636	1,636	1,636	111	
Environmental and Operations	228	255	-27	-11.9	-27	-11.9	4,026	3,846	180	4.5	4,026	3,923	3,923	3,923	3,923	3,923	3,923	3,923	103	
Housing and Communications	115	123	-8	-7.0	-8	-7.0	1,015	1,004	10	1.0	1,015	1,015	1,015	1,015	1,015	1,015	1,015	1,015	-0	
Total Community and Planning	707	538	169	23.9	169	23.9	8,041	7,372	668	8.3	8,041	7,827	7,827	7,827	7,827	7,827	7,827	7,827	214	
Corporate Resources																				
Finance and Human Resources	126	208	-82	-64.9	-82	-64.9	5,600	5,474	126	2.3	5,600	5,599	5,599	5,599	5,599	5,599	5,599	5,599	1	
IT and Facilities Management	162	179	-17	-10.2	-17	-10.2	1,728	1,656	72	4.2	1,728	1,739	1,739	1,739	1,739	1,739	1,739	1,739	-11	
Legal and Democratic Services	171	179	-8	-4.4	-8	-4.4	1,682	1,564	118	7.0	1,682	1,607	1,607	1,607	1,607	1,607	1,607	1,607	75	
Total Corporate Resources	460	566	-106	-23.1	-106	-23.1	9,010	8,694	316	3.5	9,010	8,946	8,946	8,946	8,946	8,946	8,946	8,946	65	
TOTAL Revenue, Support and Asset Maint.	1,167	1,104	63	5.4	63	5.4	17,051	16,066	985	5.8	17,051	16,773	16,773	16,773	16,773	16,773	16,773	16,773	278	

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Community Development							
8 to 12 project	23,380	23,380	23,380	0		0	
Arts Development	5,358	5,358	5,352	7		7	
All Weather Pitch	-2,000	-2,000	-2,080	80		80	
Community Safety	167,021	167,021	167,338	-317		-317	
Community Development Service Provisions	0	0	-12,432	12,432 *	This represents income for shared services and has been achieved by delivering community safety co-ordination services for Tonbridge & Malling and a health improvement project for several local boroughs. The income was paid into a shared services budget at the year end.	12,432 *	This represents income for shared services and has been achieved by delivering community safety co-ordination services for Tonbridge & Malling and a health improvement project for several local boroughs. The income was paid into a shared services budget at the year end.
The Community Plan	50,328	50,328	51,240	-913		-913	
Economic Development	21,182	21,182	19,461	1,721		1,721	
Grants to Organisations	224,500	224,500	225,218	-718		-718	
Health Improvements	55,031	55,031	49,889	5,142		5,142 *	This is an underspend on staff costs due to maternity leave
Healthy Lifestyles (SDC)	0	0	16	-16		-16	
Leisure Contract	398,135	398,135	405,991	-7,856		-7,856 *	This is an insurance cost, managed by Finance, and charged after the year end.
Leisure Development	21,259	21,259	20,000	1,259		1,259	
Local Strategic Partnership	0	0	0	0		0	
Sporting Services	0	0	-364,288	364,288 *	This is VAT recovered by Finance from previous years	364,288 *	This is VAT recovered by Finance from previous years
Partnership - Child	0	0	0	0		0	
Partnership - Home Off	0	0	0	0		0	
Administrative Expenses - Community Dev.	13,980	13,980	13,063	917		917	
Staff Leisure	0	0	0	0		0	
STAG Community Arts Centre	100,000	100,000	100,000	0		0	

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Sustainability	25,333	25,333	21,955	3,378		3,378	
Tourism	39,262	39,262	39,453	-191		-191	
Choosing Health WK PCT	0	0	0	0		0	
Falls Prevention	0	0	0	0		0	
Future Jobs (Ext Funded)	0	0	0	0		0	
Kent Community Alcohol Partnership	0	0	0	0		0	
Local Strategic Partnership (Ext Funded)	0	0	0	0		0	
PCT Initiatives	0	0	0	0		0	
Skateboarding	0	0	0	0		0	
West Kent Partnership	0	0	0	0		0	
Youth	111,036	111,036	83,699	27,337 *		27,337 *	
Total	1,253,805	1,253,805	847,255	406,549		406,549	

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Development Services							
Bridleways / Footpath Diversions	1,575	1,575	1,575	0		0	
Conservation	78,996	78,996	75,331	3,665		3,665	
Local Development Framework	487,807	487,807	487,807	0		0	
LDF Expenditure	0	0	1	-1		-1	
Planning - Appeals	199,971	186,521	186,526	13,444 *	Saving against salary, legal and appeal budgets partially offset by costs awarded.	-6	
Planning - Counter	-600	-600	-389	-211		-211	
Planning - Dev. Control	661,754	568,654	609,263	52,491 *	Cumulative Planning fee income is above the profiled budget and a saving on staff. Trend towards reduced income continuing.	-40,609 *	The down turn of fee income continued through March 11 with only approx £27k (50%) of budgeted plan fee income received. Historically March has seen a spike in income.
Planning - Enforcement	283,738	279,288	280,671	3,066		-1,384	
Fort Halstead	0	0	0	0		0	
Administrative Expenses - Development Control	33,261	33,261	33,845	-584		-584	
Administrative Expenses - Policy and Env.	0	0	594	-594		-594	
Total	1,746,500	1,635,500	1,675,224	71,277		-39,723	

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<u>Environmental and Operations</u>							
Asset Maintenance Car Parks	11,000	11,000	0	11,000 *	Three new pay and display machines ordered which will fully utilise budget.	11,000 *	Three new pay and display machines ordered but not delivered until after 31.3.2011. See carry forward request.
Asset Maintenance CCTV	15,000	15,000	15,487	-487			
Asset Maintenance Countryside	8,000	5,000	3,303	4,697			
Asset Maintenance Direct Services	30,800	40,000	31,212	-412		8,788 *	Planned work not completed on the depot due to other priorities relating to Health and Safety risk assessment reviews.
Asset Maintenance Playgrounds	19,000	1,000	-222	19,222 *	Credit of £8,900 received following overpayment in 2009/10.	1,222	
Asset Maintenance Public Toilets	20,000	20,000	6,385	13,615 *	Expenditure may be required to undertake works to existing public conveniences before transferring to Parish Councils (Ide Hill, Penshurst and Kemsing).	13,615 *	Only minor works required to Kemsing and Ide Hill conveniences before transferring responsibility to Parish Council's. Penshurst convenience not yet handed over and works may be required before future transfer. See carry forward request.
Building Control	-54,316	-48,316	-38,415	-15,901	Income on Building Control fees below budget.	-9,901 *	Income on building control fees ended up £46,000 below budget. Income in March 2011 was £37,000. This was less than forecast. Expenditure also contained £17,000 for retirement provision.
Car Parks	-1,422,728	-1,452,728	-1,474,573	51,845 *	Additional income.	21,845 *	Income in March was £172,000. Income on day tickets alone was £32,000 above March monthly profile.

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CCTV	276,272	266,272	264,122	12,150 *	Additional income generated through shared CCTV Manager arrangement with Tunbridge Wells Borough Council.	2,150	
Clean Air	116,045	96,045	100,357	15,688 *	£20,000 underspend on traffic surveys and use of air quality consultants.	-4,312	
Contaminated Land	52,734	48,734	49,055	3,679		-321	
Dangerous Structures	24,181	20,181	20,363	3,818		-182	
On-Street Parking	-253,833	-209,833	-221,756	-32,077 *	Income below budget, due mainly to PCN income and day tickets. Only partly offset by increased income from residents and business permits.	11,923 *	Favourable position compared to forecast due to good income levels in March. Income £6000 above March budget profile mainly due to day tickets and business permits. Overall income ended up £30,600 below full year budget. Better than forecast.
Edenbridge Comm Warden	0	0	0	0		0	
Emergency	57,787	57,787	56,155	1,632		1,632	
EstMan - Grounds	90,322	90,322	78,437	11,885 *	Underspend on this budget offset by corresponding overspend on Parks and Recreation Areas budget. Both headings combined slightly below annual budget for grounds maintenance.	11,885 *	Underspend on this budget offset by corresponding overspend on Parks and Recreation Areas budget. Both headings combined slightly below annual budget for grounds maintenance.
Licensing Health	35,290	30,290	30,849	4,441		-559	
Licensing Partnership Hub (Trading)	0	0	0	-0		-0	
Licensing Partnership Members	0	0	0	0		0	
Licensing Regime	18,109	48,109	48,771	-30,662 *	Budget includes £15,000 net income for bringing a 4 th partner to the Partnership which has not yet been achieved. Budget includes £29,600 of unidentified income which has not been realised, although income from licensing fee activity £9,600 is above budget.	-662	

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Minibus	333,212	333,212	333,216	-4		-4	

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Noise Control	109,213	87,213	89,720	19,493 *	Savings on salaries due to vacancy for full year.	-2,507	
Parks and Rec.Grds	108,949	108,949	119,965	-11,016 *	Overspend on this budget offset by corresponding underspend on Estates Management Grounds budget. Both headings combined slightly below annual budget for grounds maintenance.	-11,016 *	Overspend on this budget offset by corresponding underspend on Estates Management Grounds budget. Both headings combined slightly below annual budget for grounds maintenance.
Parks - Rural	93,490	83,490	90,309	3,181		-6,819 *	Necessary to expend £7300 on Commons land in March. Not forecasted.
Pest Control	5,982	5,982	4,432	1,550		1,550	
Public Health	532,708	537,708	540,568	-7,860		-2,860	
Public Transport Support	1,480	1,480	1,223	257		257	
Refuse Collection	2,180,879	2,129,879	2,133,961	46,918 *	Income £44,000 above budget for recycling credits and materials. Expenditure on refuse sacks £20,000 below budget.	-4,082	
Administrative Expenses - Building Control	8,743	8,743	9,110	-367		-367	
Administrative Expenses - Community Director	15,212	15,212	12,794	2,418		2,418	
Administrative Expenses - Health	23,046	23,046	15,690	7,356		7,356 *	Expenditure controlled on Admin expenses to ensure kept within annual budget.
Administrative Expenses - Transport	9,754	9,754	3,845	5,909		5,909 *	Expenditure controlled on Admin expenses to ensure kept within annual budget.
Street Naming	10,985	5,985	5,566	5,419		419	
Street Cleansing	1,399,183	1,399,183	1,392,745	6,439		6,439 *	0.46% less than forecast expenditure.
Support - Direct Services	50,297	50,297	40,152	10,145 *	Expenditure controlled on Admin expenses to ensure kept within annual budget.	10,145 *	Expenditure controlled on Admin expenses to ensure kept within annual budget.
Taxis	-15,824	-15,824	-19,041	3,217		3,217	

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Public Conveniences	114,647	99,647	101,740	12,907 *	NNDR rebate received due to closure of New Ash Green convenience. Other savings achieved by this convenience being closed.	-2,093	
Air Quality (Ext Funded)	0	0	0	-0		-0	
Total	4,025,620	3,922,820	3,845,525	180,095		77,295	

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<u>Housing and Communications</u>							
Home Improvement Agency (prev. Care and Repair)	57,068	57,068	57,411	-343		-343	
Consultation and Surveys	22,104	22,104	21,585	519		519	
Energy Efficiency	17,797	26,397	26,445	-8,648		-48	
External Comms	140,941	140,941	127,107	13,834 *	Savings identified due to the Westco review and includes Underspend on IT Support/internet, salaries, photography and InShape design. Some of the savings will contribute towards the review.	13,834 *	Savings identified due to the Westco review and includes Underspend on IT Support/internet, salaries, photography and InShape design. Some of the savings will contribute towards the review.
Gypsy Sites	-27,214	-11,214	-1,680	-25,534 *	Increased Electricity costs at site partially funded from electricity card receipts. Under recover of rents, due to delay in the starting the site expansion, however improvements are now nearly complete, all previously forecast. This over spend has been met within the Housing budgets.	-9,534 *	The over spend is more than the amount predicted, mainly due to the delay of the works on site (the weather and bomb clearance) This has resulted in not being able to allocate the new plots and receive the associated rent.
Homeless	136,681	121,681	122,501	14,180 *	Despite the recession, due to successful proactive work homelessness remains low. It is difficult to forecast the level of need for B&B for example. The under spend was predicted and previously identified and has been used to offset expenditure within the housing budgets.	-820	
Housing	405,066	405,066	407,814	-2,748		-2,748	
Housing Initiatives	9,264	2,695	8,342	922		-5,647 *	An under spend was predicted but the final figure is lower due to an unexpected Housing initiative (Hometrack) which is an important tool for Policy.

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Homelessness Prevention	0	0	0	0		0	
Needs and Stock Surveys	15,000	15,000	15,000	0		0	
Housing Option - Trailblazer	0	0	0	0		0	
KCC Loan Scheme	0	0	0	0		0	
Private Sector Housing	219,650	216,650	213,719	5,931		2,931	
Administrative Expenses - Housing	13,465	13,465	12,051	1,414		1,414	
Support - General Admin	0	0	-10,902	10,902 *	The spend on this budget is determined by the public notice advertising requirements of the departments from across the organisation, which can fluctuate.	10,902 *	The spend on this budget is determined by the public notice advertising requirements of the departments from across the organisation, which can fluctuate.
Homelessness Funding	0	0	0	0		0	
Leader Programme	4,960	4,960	4,948	12		12	
Total	1,014,783	1,014,814	1,004,343	10,440		10,471	

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<u>Finance and Human Resources</u>							
Asset Maintenance Argyle Road	50,000	50,000	37,877	12,123 *	See carry forward request - alarm system	12,123 *	See carry forward request - alarm system
Asset Maintenance Other Corporate Properties	30,000	30,000	48,344	-18,344 *	Timing variance only.	-18,344 *	Expenditure of approx £10,000 re an insurance claim following storm damage. The work had to be undertaken urgently and I am currently negotiating the claim for reimbursement with our insurers.
Asset Maintenance Leisure	220,000	220,000	208,513	11,487 *	Timing variance only, based on recently placed orders.	11,487 *	Leisure- this underspend came about in respect of a contract to refurbish the all weather pitch at Edenbridge which had to be delayed from 201/11 due firstly to the bad weather through December and early January then availability of the pitch in the last quarter of 2010/11. See carry forward request. The contractors are now on site (added 25 May).
Asset Maintenance Police Co-location	0	0	-0	0		0	
Asset Maintenance Support & Salaries	124,200	124,200	119,822	4,378		4,378	
Asset Maintenance Sewage Treatment Plants	10,000	10,000	3,427	6,573		6,573 *	See carry forward request.
Benefits Admin	918,458	836,458	827,368	91,090 *	Fraud staff costs moved to a separate code from September – see new line (Dartford Hub) below – forecast adjusted accordingly. No overall impact. Additional income from shared working included.	9,090 *	Forecast included income from shared services but this is now shown on the new Dartford Hub cost centre.
Benefits Grants	-659,347	-659,347	-659,347	0		0	
Bus Station	12,003	12,003	9,753	2,250		2,250	

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Civic Expenses	44,111	44,111	26,194	17,917 *	To pay Chairman's allowance in March plus underspending on other expenses to date. No variance expected after allowing for expenses up to May.	17,917 *	Payments of Chairman's and Vice-Chairman's allowances (£12k total) shown under Members' allowances code. Remainder (£5k) to be submitted as carry forward request.
Civil Protection	42,785	42,785	40,628	2,157		2,157	
Concessionary Fares	433,220	433,220	415,016	18,204 *	Underspending on passes for year to date. A carry forward request has been made to meet any final costs on this service (for example outcome of appeals by bus companies, which may not be resolved for some months).	18,204 *	as previous explanation - carry forward requested as described.
Dartford Partnership Hub	0	180,000	204,913	-204,913 *		-24,913 *	
EstMan - Buildings	-65,850	-72,350	-60,829	-5,021		-11,521 *	Re-allocation of costs at year-end.
Housing Advances	5,702	5,702	4,631	1,071		1,071	
Housing Premises	-9,340	-9,340	-6,541	-2,799		-2,799	
Local Tax	276,894	269,894	216,526	60,368 *	£10k underspend on pay plus several smaller items. The underspend on pay is due to a vacancy, however using overtime to cover work. See new line (Dartford Hub).	53,368 *	Carry forward request submitted to allow use of underspend on pay costs to provide further service resilience in 2011/12 as not fully used in 2010/11.
Markets	-188,070	-188,070	-191,222	3,152		3,152	
Members	334,805	334,805	329,261	5,544		5,544 *	underspend on training - carry forward request submitted as training postponed from 2010/11 due to new Council elected in May.
Misc. Finance	1,874,548	1,874,548	1,906,727	-32,179 *	Variance in pension fund contributions	-32,179 *	Variance in pension fund contributions
Revenues and Benefits Partnership	0	157,000	119,484	-119,484 *	Spending on implementation costs for partnership.	37,516 *	Outturn figure agreed with DBC. Balance of costs to be incurred in 2011/12.
Administrative Expenses - Corporate Director	4,816	4,816	5,717	-901		-901	
Administrative Expenses - Chief Executive	21,080	13,080	8,209	12,871 *	Small underspends across a number of headings.	4,871	

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Administrative Expenses - Finance	37,851	37,851	35,950	1,901		1,901	
Administrative Expenses - Personnel	12,972	12,972	10,278	2,694		2,694	
Administrative Expenses - Property	4,548	4,548	3,428	1,120		1,120	
Support - Audit Function	149,162	20,162	17,210	131,952 *	A new cost centre has been created to record Audit and Fraud staff costs – leading to underspends on Support – Audit and Benefits Admin lines – no net overall impact.	2,952	
Support - Central Offices	405,999	385,999	367,097	38,902 *	Underspending by £20k on electricity but gas costs will be slightly over budget. Also showing underspend on repairs and maintenance but work on fire alarm system imminent.	18,902 *	Carry forward request submitted to fund fire alarm work in 2011/12.
Support - Contact Centre	444,465	444,465	437,934	6,531		6,531 *	Carry forward request submitted to request this funding be used for automated payment agent implementation.
Support - Exchequer and Procurement	122,739	107,739	102,910	19,829 *	Underspend on staff costs reflected in forecast.	4,829	
Support - Finance Function	253,473	182,873	180,161	73,312 *	Underspend on staff costs reflected in forecast.	2,712	
Support - General Admin	192,922	192,922	207,492	-14,570 *	Adjustment due to insurance recharges at year-end.	-14,570 *	Adjustment due to insurance recharges at year-end.
Support - Health and Safety	54,568	54,568	51,435	3,133		3,133	
Support - Local Offices	46,735	46,735	49,143	-2,408		-2,408	
Support - Nursery	0	0	2,532	-2,532		-2,532	
Support - Personnel	219,249	219,249	214,137	5,112		5,112 *	small underspend on salaries (below usual reporting levels for variances)
Support - Property Function	82,629	82,629	76,302	6,327		6,327 *	small underspend on staff costs and other items.
Treasury Management	92,853	92,853	97,824	-4,971		-4,971	

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Additional Admin Subsidy	0	0	5,758	-5,758		-5,758 *	It charge for change to Housing Benefit subsidy system.
Total	5,600,181	5,599,081	5,474,064	126,118		125,018	

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<u>IT and Facilities Management</u>							
Asset Maintenance IT	200,000	200,000	191,823	8,177		8,177 *	See carry forward request.
Administrative Expenses - IT	24,994	24,994	21,471	3,523		3,523	
Support - Central Offices - Facilities	261,910	249,010	248,405	13,505 *	Underspend on various codes through in year efficiencies supplemented by underspend on salaries.	605	
Support - General Admin	312,254	355,254	329,840	-17,586 *	Underachievement in Print income - £26k of this is offset by savings identified in printing from Democratic Services.	25,414 *	Credit note received from Oce in March following dispute over previous overcharging of click charges
Support - IT	929,056	910,056	864,833	64,222 *	Underspend in microfilming area and support of the Licensing Partnership Hub.	45,222 *	£15k to be carried forward in relation to document management equipment. £33k to be carried forward in support of the Licensing Partnership Hub.
Total	1,728,213	1,739,313	1,656,372	71,841		82,941	

Agenda Item 6

Commentary	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for Year end variances greater than £10k (starred items)	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn (starred items)
<u>Legal and Democratic Services</u>							
Action and Development	16,179	6,179	12,453	3,726		-6,274 *	A late decision was made to pay £12k for Consultancy work on the EH Partnership project out of this heading. The nature of this contingency budget makes forecasting difficult
Corporate Grants	-316	-316	0	-316			
Corp Mgmt	1,062,993	1,020,435	1,011,678	51,314 *	Reduction of two posts and rebates in audit fees have reduced expenditure.	8,756 *	Late billing of Audit Fees resulted in more expenditure being posted back into 2010/11 than anticipated.
Corporate Savings	22,161	22,161	0	22,161 *	Low staff turnover has led to fewer than expected vacancies. Vacant post savings therefore unlikely to be achieved.	22,161 *	Low staff turnover has led to fewer than expected vacancies. Vacant post savings therefore unlikely to be achieved.
Committee Admin	112,784	97,784	100,318	12,465 *	Underspend due to staffing changes and maternity leave.	-2,535	
Elections	60,569	60,569	55,616	4,953		4,953	
Equalities Legislation	15,828	15,828	14,366	1,462		1,462	
Land Charges	-124,870	-84,870	-95,553	-29,317 *	The suspension of HIPS by HMG had an immediate effect on the number of personal searches received, thereby reducing income. Government legislation prohibits a charge for personal searches, but we are making a charge for compiling the information which search companies agree to pay. Market conditions are still difficult	10,683 *	Small spike in income in last month; also adjustment in respect of VAT re internet payments in March.

Commentary	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for Year end variances greater than £10k (starred items)	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn (starred items)
Performance Improvement	19,785	8,785	8,229	11,556 *	Covalent invoice not due until 2011-12. Expenditure relating to external audit assessment has been reduced.	556	
Register of Electors	130,824	120,824	119,398	11,426 *	The budget for canvass fees is overstated by £10,000 which was allocated for the introduction of individual electoral registration (IER). The coalition government has set a firm timetable now for IER for 2014	1,426	
Administrative Expenses - Legal and Democratic	95,081	69,081	59,525	35,556 *	Underspend on internal printing.	9,556 *	Various small variances on admin account for Policy and Performance, especially internal printing.
Support - Legal Function	270,818	270,818	277,555	-6,737		-6,737 *	Salary costs from other Heads of Service were greater than budget.
Total	1,681,836	1,607,278	1,563,585	118,250		43,692	

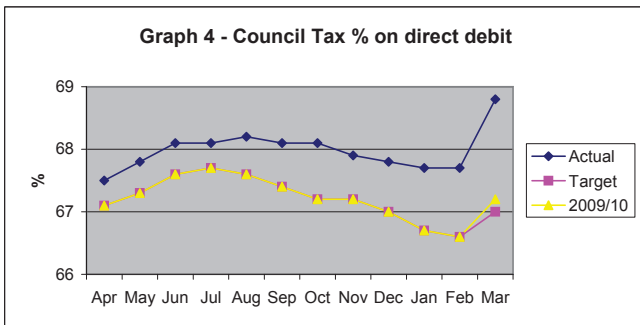
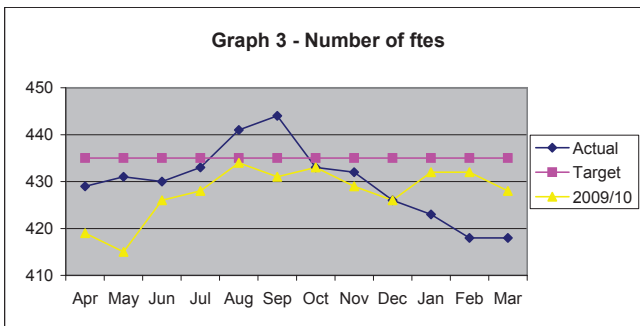
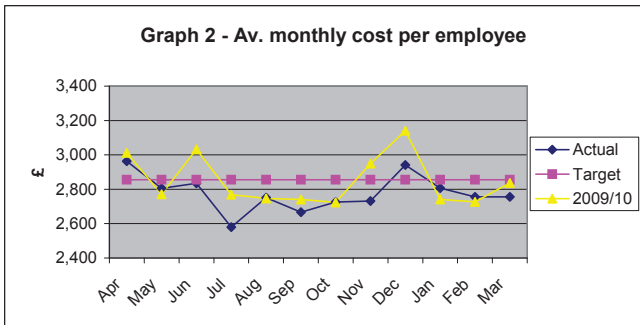
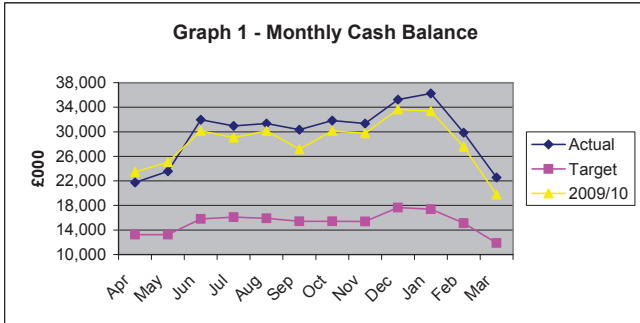
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Finance Advisory Group Finance Indicators 2010/11 as at end March 2011

Description	target	actual	Variance %	notes	graph
Monthly cash balance £000	11,883	22,550	10,667 89.8%	Total investments at month end. Precepts are paid in 10 instalments of roughly £6m, but not in June or December. Therefore, we receive cashflow benefits until the last 2 precept payments go out in February and March. This is higher than the target for the following reasons: - provisions such as Edenbridge Relief Road have not been fully spent (£2.5m) - VAT refund received in June 2010 (£1.8m) - grant income received for capital projects has not been fully spent (£0.4m)	1
Average monthly cost per employee (non cumulative) £	2,855	2,756	-99 -3.5%	Target is annual pay budget divided by budget ftes, figures include agency and casual staff.	2
Number of ftes	435	418	-17 -3.9%	Target is budgeted ftes. Dunbrik agency staff are now fully included.	3
Council Tax % collected for 2010/11	98.5	98.6	0.1 0.1%	LPIFS 19. Monthly cumulative figures	-
NNDR % collected for 2010/11	98.1	98.4	0.3 0.3%	LPIFS 20. Monthly cumulative figures.	-
Council Tax payers % on direct debit	67.0	68.8	1.8 2.7%	LPIFS8 - % on direct debit	4
NNDR payers % on direct debit	54.5	55.0	0.5 0.9%	LPIFS9 - % on direct debit	5
Investment return % 3 month LIBID 7 day LIBID	1.00 0.60 0.43	1.18	0.18 18.4%	Cumulative return on investments. Target is budget assumption	6
Sundry debtors: debts over 21 days £000	35	17	-18 -51.4%	21 days is taken as the base as the first reminder is issued after 3 wks.	7
Sundry debtors: debts over 61 days £000	25	15	-10 -40.0%	61 days is when the third reminder is issued (debts exclude items on 'indefinite hold', e.g. debtors in administration)	8

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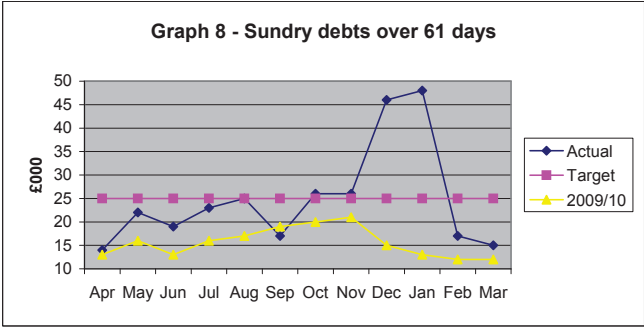
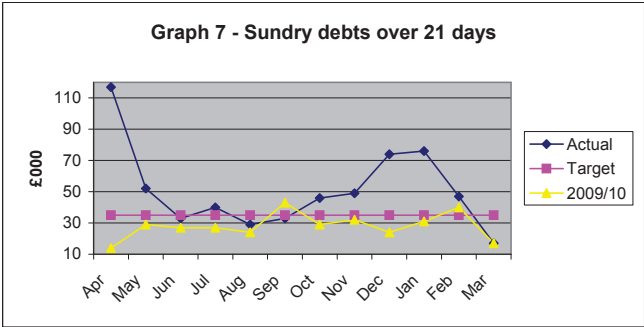
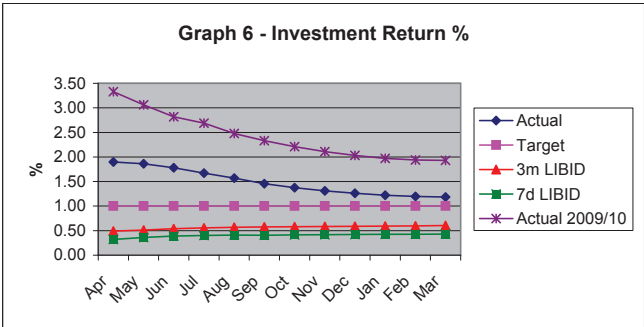
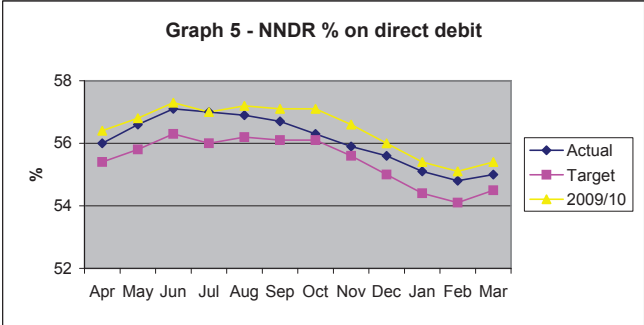
Finance Advisory Group Finance Indicators 2010/11 as at end March 2011



Agenda Item 7

Finance Advisory Group - 15th May 2011

Item No. 7



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Budget Monitoring Sheets for May 2011

Contents

- 1 Commentaries
- 2 Overall Summary
- 3 Overall Summary by Head of Service
- 4 Cumulative Salary Monitoring
- 5 Direct Services Trading accounts
- 6 Investment Income
- 7 Staffing Statistics
- 8 Reserves – *No details for May. To start from June 2011.*
- 9 Capital
- 10 Income Graphs

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BUDGET MONITORING - Strategic Commentary - As at 31 May 2011

Overall Financial Position

1. Two months into the year the results to date show an overall favourable variance of £67,000, just under half a percent of the net budget for the year.
2. The year-end position is forecast to be £168,000 worse than budget; is mainly due to savings from partnership working not expected to be achieved for the full year.

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. Looking at the other main income sources, only Car Park income shows a favourable variance for the first two months, Building Control, Land Charges, On-street Parking and Development Control all show adverse variances.
4. **Pay costs** - these are on budget for the year to date.
5. **Other** – Direct Services are showing a small adverse variance for the first two months.

Year End Forecast

6. Only two months into the year, few year-end variances have been forecast. As mentioned above, adverse variances have been forecast to reflect the fact that some savings from partnership working are not expected to be achieved for the full year and a favourable variance has been forecast for investment income.

Risk areas

7. The current economic situation continues to have a real and potential impact on the Council's finances:
 - property related income such as Development Control, 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 an action plan is in place to improve performance over the next two months);

- Council Tax collection rates, though currently in line with the previous year, could be affected by increased unemployment and squeezed household incomes;
 - interest rates on new investments remain low, with no immediate prospects of an increase; and
 - diesel prices are at the highest level seen and the financial impact seen in the last financial year is continuing.
8. Staff turnover remains relatively low. This has a positive impact on service delivery but puts at risk the achievement of the vacant post saving in future years. Conversely, in some specialist areas, experienced staff are proving difficult to recruit.
9. Planned savings through the generation of income, particularly from partnership working, remain risk areas for the current and for future years.

Contacts:

Pav Ramewal	Director of Corporate Resources	ext 7298
Tricia Marshall	Head of Finance and HR	ext 7205
Adrian Rowbotham	Finance Manager	ext 7153

Community Development – May 2011 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Partnership – Child	14	-	External funding received in advance.
Choosing Health WK PCT	18	-	External funding received in advance.
Capital – Local Strategic Partnership	-10	-	This relates to externally funded Capital projects bid for during the year and does not affect council's budget

Future Issues/Risk Areas

Lesley Bowles
Head of Community Development
June 2011

Development Services – May 2011 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Admin Expenses – Development Control	-19	-	Staffing allocation to be adjusted.
Admin Expenses – Policy & Env.	22	-	Staffing allocation to be adjusted.

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Future Issues/Risk Areas

Planning Fee Income trends are relatively volatile.

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Jim Kehoe
Head of Development Services
June 2011

Environmental & Operational Services – May 2011 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Building Control	-40	-15	Income £41,000 below profile for statutory work. A 2/12th profile would be a surplus of £20,000 (not £35,000), so variance would be only £25,000. Budget includes income of £34,000 for shared working. Agreement to share Building Control Manager with Tonbridge and Malling Borough Council on a 50:50 basis, but this is not scheduled to commence until September 2011. (£14,000 shortfall).
On-Street Parking	-23	-50	Income £11,400 below profile due mainly to day ticket income. Budget includes income of £26,000 for shared working. Agreement to share Senior Traffic Engineer with Tonbridge and Malling Borough Council only commenced in June 2011. (£4,300 shortfall).
Licensing Regime	11	-30	No recharge from this budget to Licensing hub for April and May (£14,000). Budget contains £30,000 for bringing two new partners into the Licensing Partnership. New Partners not identified yet.
Public Health	-20	-100	Budget contains £100,000 saving due to implementation of shared working arrangement with Dartford Borough Council (£8,333/month). Full implementation unlikely to commence this financial year. No income received from Dartford for April/May for shared Manager arrangements (£5,800).
Taxis	24	-	Three year income still showing for Drivers licence's. Needs to be spread over three budget years.
Capital – Vehicle Purchases	20	-	No budget on Agresso yet so no profiles.

Future Issues/Risk Areas

CCTV - £45,000 saving identified in budget. Currently only £20,000 saving identified through shared working with Tunbridge Wells Borough Council.
Parks and Recreation Grounds - £20,000 saving identified in the budget for the transfer of Hollybush Bowls Club to private Club. Discussions still taking place.

Richard Wilson
Head of Environmental & Operational Services
June 2011

Finance & Human Resources – May 2011 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
AMF – Leisure	17	-	Timing differences. Will have no impact on year end.
Benefits Admin	-42	-	Joint partnership budget to be set up, this also affects the Revenues and Benefits Partnership and Partnership Hub cost centres.
Concessionary Fares	-22	-	Profiling issue only, service transferred to KCC from 1 April 2011.
Dartford Partnership Hub	-13	-	Joint partnership budget to be set up, this also affects the Revenues and Benefits Partnership and Benefits Admin cost centres.
Estates Management – Buildings	-23	-	Rates paid in full for the year – need to adjust profile to match.
Members	13	-	Members allowances for May are being paid with the June payment due to the elections and new Council. No impact expected on year-end position.
Misc. Finance	156	-	Timing difference only, no impact on year-end.
Revenues & Benefits Partnership	-92	-	As for Benefits Admin, new joint budget to be set up.
Admin Expenses – Corporate Director	-14	-	LGA subscription costs to be recharged to General Admin, which has the budget for this expenditure.
Admin Expenses – Finance	-11	-	Agency staff costs to be recharged.
Support – Central Offices	16	-	Timing differences. Will have no impact on year end.
Cumulative Salaries	-10	-	Reflects additional agency staff costs being used to cover vacancies.
Capital – Sevenoaks Town Centre	-62	-	Timing of expenditure unpredictable.

Future Issues/Risk Areas

Investment income currently ahead of budget due to higher than projected balances.

Market income forecast to be revised up following negotiations with operator.

Workload increases and inability to recruit benefits assessors is having a negative impact on turnaround times. Temporary staff have been brought in to improve performance but these are more expensive than permanent staff. It is expected that expenditure on Benefits will be contained within the existing budgets but this is being kept under review.

Tricia Marshall
Head of Finance & Human Resources
June 2011

Housing & Communications – May 2011 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Housing	15	-	There are some unpaid invoices which are being chased. This includes two from the CAB. Bottom line is correct.
Capital – RHPCG 10-11 SDC	-15	-	This is external funding and does not affect Council budgets.
Capital – Hever Road Gypsy Site – Ground Works	-59	-	This is external funding and does not affect Council budgets.
Capital – Hever Road Gypsy Site – Bomb Disposal	-23	-	This is external funding and does not affect Council budgets and includes bomb disposal.

Future Issues/Risk Areas

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Pat Smith
Head of Housing & Communications
June 2011

IT & Facilities Management – May 2011 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Asset Maintenance – IT	47	-	Profiling to be completed following adjustments to this area included in the agreed budget process from December 2010.
Support – IT	-87	-60	Forecast 60k overspend in GIS Maintenance code. This amount is to come from reserves as per the budget agreed in December 2010 regarding IDOX maintenance contracts. The remaining variance is accounted for by other invoices that have been received and paid in earlier months than previously expected.

Future Issues/Risk Areas

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Jim Carrington-West
Head of IT & Facilities Management
June 2011

Legal & Democratic Services – May 2011 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Action & Development	-11	-	Legal fees have not yet been recovered from insurers Zurich, but should be forthcoming.
Corporate Management	23	-	Audit fees are late in billing and this should right itself over time.
Elections	-12	-	Funds from reserves have not yet been drawn down. This should be rectified by next month.

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Future Issues/Risk Areas

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Christine Nuttall
 Head of Legal & Democratic Services
 June 2011

2. Overall Summary

MAY 11 - Final

	Period		Period		Period		Y-T-D		Y-T-D		Y-T-D		Annual		Annual		2010/11		
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Budget	Actual	Variance	%	Budget	Forecast (including Accruals)	Variance	Budget	Actual	£'000	£'000
Community and Planning																			
Community Development	65	531	-467	-720.4	258	215	43	16.5	1,166	1,151	15		1,166	1,151	15				
Development Services	137	128	9	6.5	244	241	3	1.4	1,411	1,411	-		1,411	1,411	-				
Environmental and Operations	300	182	118	39.4	659	648	11	1.7	2,862	3,057	-195		2,862	3,057	-195				
Housing and Communications	76	23	53	70.0	263	256	7	2.5	926	926	-		926	926	-				
Total Community and Planning	578	864	-287	-49.6	1,424	1,360	64	4.5	6,366	6,546	-180		6,366	6,546	-180				0
Corporate Resources																			
Finance and Human Resources	279	-1,261	1,540	551.4	953	974	-21	-2.2	4,823	4,823	-		4,823	4,823	-				
IT and Facilities Management	194	82	112	57.8	378	414	-37	-9.7	1,631	1,691	-60		1,631	1,691	-60				
Legal and Democratic Services	46	134	-87	-189.4	161	171	-10	-6.4	1,292	1,292	-		1,292	1,292	-				
Total Corporate Resources	520	-1,045	1,565	301.1	1,491	1,559	-68	-4.5	7,746	7,806	-60		7,746	7,806	-60				0
NET EXPENDITURE (1)	1,098	-181	1,279	116.5	2,915	2,919	-4	-0.1	14,112	14,352	-240		14,112	14,352	-240				0
<u>Adjustments to reconcile to Amount to be met from Reserves</u>																			
Removal of Asset Maintenance Variance	-	-55	55	-	-	-83	83	-	-	-	-		-	-	-				
Direct Services Trading Accounts	-12	5	-17	-141.7	-4	11	-15	-375.0	-74	-74	-		-74	-74	-				
Capital charges outside General Fund	-4	-4	0	1.9	-8	-8	0	1.9	-47	-47	-		-47	-47	-				
Support Services outside General Fund	-16	-16	-0	-2.5	-33	-33	0	0.5	-221	-221	-		-221	-221	-				
Redundancy Costs - all	-	2	-2	-	-	17	-17	-	-	-	-		-	-	-				
NET EXPENDITURE (2)	1,065	-249	1,315	123.4	2,870	2,823	47	1.6	13,771	14,011	-240		13,771	14,011	-240				
Government Grant	-428	-428	-	0.0	-857	-857	-	-	-5,141	-5,141	-		-5,141	-5,141	-				
Council Tax Requirement - SDC	-767	-767	-	0.0	-1,533	-1,533	-	-	-9,199	-9,199	-		-9,199	-9,199	-				
NET EXPENDITURE (3)	-130	-1,444	1,315	-1012.7	480	433	47	9.8	-569	-329	-240		-569	-329	-240				
<u>Summary including investment income</u>																			
Net Expenditure	-130	-1,444	1,315	-1,013	480	433	47	9.8	-569	-329	-240		-569	-329	-240				
Investment Impairment	-	-	-	-	-	-	-	-	-	-	-		-	-	-				
Interest and Investment Income	-13	-22	9	-74.6	-24	-44	20	84.4	-153	-225	72		-153	-225	72				
Overall total	-142	-1,466	1,324	-1,087	457	390	67	94	-722	-554	-168		-722	-554	-168				
Planned appropriation from Reserves									722	722	-		722	722	-				
Supplementary appropriation from Reserves									-	-	-		-	-	-				
Surplus									-0	168	-168		-0	168	-168				

3. Net Service Expenditure for each Head of Service - analysed by Budget area

MAY 11 - Final

Community Development

SDC Funded

	Period		Period		Period		Y-T-D		Y-T-D		Y-T-D		Annual		Annual		2010/11	
	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Forecast (including Accruals)	Variance	Budget	Actual	
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000	£'000	£'000
8 to 12 project	2	2	-0	-18.4	4	5	-1	-38.7	23	23	-	-	23	23	-	-	-	-
Arts Development	-	-	-	-	-	0	-0	-	-0	-0	-	-	-0	-0	-	-0	-	-
All Weather Pitch	-0	-0	0	-	-0	-0	0	-	-2	-2	-	-	-2	-2	-	-2	-	-
Community Development Service Provisions	-	-	-	-	-	-1	1	-	-	-15	15	-	-	-15	15	-	-	-
Community Safety	16	16	0	0.5	34	32	2	6.0	205	205	-	-	205	205	-	-	-	-
The Community Plan	4	4	0	3.7	9	8	1	9.0	56	56	-	-	56	56	-	-	-	-
Economic Development	11	3	8	75.2	14	5	8	59.6	44	44	-	-	44	44	-	-	-	-
Grants to Organisations	1	1	0	2.5	175	175	0	0.0	186	186	-	-	186	186	-	-	-	-
Health Improvements	3	4	-0	-6.4	7	7	-0	-3.8	39	39	-	-	39	39	-	-	-	-
Leisure Contract	8	8	-0	-0.0	57	56	1	2.1	330	330	-	-	330	330	-	-	-	-
Leisure Development	-	-	-	-	5	5	0	2.4	22	22	-	-	22	22	-	-	-	-
Administrative Expenses - Community Dev.	1	2	-1	-76.7	2	8	-5	-246.9	14	14	-	-	14	14	-	-	-	-
Sporting Services	-	455	-455	-	-	-0	0	-	-	-	-	-	-	-	-	-	-	-
STAG Community Arts Centre	-	25	-25	-	25	25	-0	-0.0	100	100	-	-	100	100	-	-	-	-
Sustainability	1	1	-	-	3	3	-0	-0.0	17	17	-	-	17	17	-	-	-	-
Tourism	4	10	-6	-131.9	12	10	1	11.1	55	55	-	-	55	55	-	-	-	-
West Kent Partnership	1	3	-1	-132.4	1	5	-4	-612.6	0	0	-	-	0	0	-	-	-	-
Youth	6	5	1	18.2	12	10	2	18.2	76	76	-	-	76	76	-	-	-	-
Total Community Development (SDC Funded)	58	538	-479	-820.6	359	354	5	1.4	1,166	1,151	15	1.4	1,166	1,151	15	1,166	1,151	15

Externally Funded

Partnership - Child	-	-2	2	-	-	-14	14	-	0	0	-	-	0	0	-	-	-	-
Partnership - Home Off	2	-3	5	209.8	1	1	0	14.4	-0	-0	-	-	-0	-0	-	-	-	-
Choosing Health WK PCT	4	4	0	0.5	-102	-120	18	17.4	0	0	-	-	0	0	-	-	-	-
Falls Prevention	-	-6	6	-	-	-7	7	-	-	-	-	-	-	-	-	-	-	-
PCT Initiatives	-	-	-	-	-	2	-2	-	-	-	-	-	-	-	-	-	-	-
Total Community Development (Ext Funded)	6	-6	13	198.6	-101	-138	37	37.0	0	0	-	-	0	0	-	0	0	-
Total Community Development	65	531	-467	-720.4	258	215	43	16.5	1,166	1,151	15	16.5	1,166	1,151	15	1,166	1,151	15

5. Net Service Expenditure for each Head of Service - analysed by Budget area																				
MAY 11 - Final																				
Development Services																				
Period	Period			Period			Period			Y-T-D		Y-T-D		Y-T-D		Annual		2010/11		
	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Forecast	Annual	Variance	Actual
£'000	£'000	£'000	%	£'000	£'000	%	£'000	£'000	%	£'000	£'000	%	£'000	£'000	%	£'000	£'000	£'000	£'000	£'000
	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	2	2	-	-	-
Bridleways / Footpath Diversions	4	9	-5	-114.8	8	13	-4	-53.4	50	50	-	50	50	-	50	50	-	-	-	
Conservation	33	31	1	4.3	66	60	5	8.2	441	441	-	441	441	-	441	441	-	-	-	
Local Development Framework	-	0	-0	-	-	0	-0	-	-	0	-	-	0	-	-	-	-	-	-	-
LDF Expenditure	13	14	-0	-3.8	26	27	-1	-1.9	158	158	-	158	158	-	158	158	-	-	-	
Planning - Appeals	-0	-0	-0	-	-0	-0	-0	-	-1	-1	-	-1	-1	-	-1	-1	-	-	-	
Planning - Counter	64	48	15	24.1	95	95	-0	-0.3	464	464	-	464	464	-	464	464	-	-	-	
Planning - Dev. Control	22	22	0	1.1	44	43	1	1.6	264	264	-	264	264	-	264	264	-	-	-	
Planning - Enforcement	2	16	-14	-883.2	5	24	-19	-386.2	34	34	-	34	34	-	34	34	-	-	-	
Administrative Expenses - Development Control	-	-11	11	-	-	-22	22	-	-	-	-	-	-22	22	-	-	-	-	-	
Administrative Expenses - Policy and Env.																				
Total Development Services	137	128	9	6.5	244	241	3	1.4	1,411	1,411	-	1,411	1,411	-	1,411	1,411	-	-	-	

5. Net Service Expenditure for each Head of Service - analysed by Budget area																				
MAY 11 - Final																				
Environmental and Operational Services																				
Period	Budget			Actual			Period			Period			Y-T-D		Y-T-D		Annual		Annual	
	£'000	£'000	Variance	£'000	Variance	%	£'000	Variance	%	£'000	Variance	%	£'000	Variance	%	£'000	Variance	£'000	Variance	£'000
Asset Maintenance	1	11	-10	-1,451.2	11	11	1	11	-9	-675.6	8	8	1	11	-9	-675.6	8	8	1	11
Asset Maintenance CCTV	1	-1	2	202.0	1	1	2	0	2	96.2	11	11	2	0	2	96.2	11	11	2	0
Asset Maintenance Countryside	0	1	-1	-	1	2	1	2	-1	-145.4	6	6	1	2	-1	-145.4	6	6	1	2
Asset Maintenance Direct Services	2	-5	7	360.7	4	0	4	0	3	91.8	22	22	4	0	3	91.8	22	22	4	0
Asset Maintenance Playgrounds	1	-	1	100.0	2	-	2	-	2	100.0	13	13	2	-	2	100.0	13	13	2	-
Asset Maintenance Public Toilets	1	-0	1	114.0	2	-	2	-	2	100.0	14	14	2	-	2	100.0	14	14	2	-
Building Control	-21	1	-22	-105.4	-35	6	-35	6	-40	-115.9	-123	-108	-35	6	-40	-115.9	-123	-108	-35	6
Car Parks	-136	-142	6	4.6	-169	2	-169	2	2	1.2	-1,552	-1,552	-169	2	2	1.2	-1,552	-1,552	-169	2
CCTV	78	10	69	87.6	90	82	90	82	8	9.0	230	230	90	82	8	9.0	230	230	90	82
Clean Air	6	0	6	93.8	13	6	13	6	7	52.8	116	116	13	6	7	52.8	116	116	13	6
Contaminated Land	4	4	0	3.4	8	1	8	1	1	6.0	51	51	8	1	1	6.0	51	51	8	1
Dangerous Structures	2	3	-1	-56.7	4	4	4	4	-0	-10.2	22	22	4	4	-0	-10.2	22	22	4	4
On-Street Parking	-21	-11	-10	-46.9	-51	-28	-51	-28	-23	-45.0	-345	-295	-51	-28	-23	-45.0	-345	-295	-51	-28
Emergency	5	5	0	5.7	10	9	10	9	0	3.1	59	59	10	9	0	3.1	59	59	10	9
EstMan - Grounds	7	6	1	14.9	15	12	15	12	3	18.7	91	91	15	12	3	18.7	91	91	15	12
Licensing Health	4	4	0	1.4	8	8	8	8	-0	-0.6	35	35	8	8	-0	-0.6	35	35	8	8
Licensing Partnership Members	-	-9	9	-	-	3	-	3	-3	-	-	-	-	3	-3	-	-	-	-	3
Licensing Partnership Hub (Trading)	-1	-4	3	193.2	-1	-9	-1	-9	8	1,180.5	-	-	-1	-9	8	1,180.5	-	-	-	-9
Licensing Regime	7	-0	8	104.4	14	3	14	3	11	76.8	3	33	14	3	11	76.8	3	33	14	3
Mibus	1	1	0	21.6	1	1	1	1	1	60.8	9	9	1	1	1	60.8	9	9	1	1
Noise Control	7	7	0	1.2	14	14	14	14	0	2.0	88	88	14	14	0	2.0	88	88	14	14
Parks and Rec.Grds	6	8	-3	-47.2	9	10	9	10	-2	-17.4	88	88	9	10	-2	-17.4	88	88	9	10
Parks - Rural	6	3	3	52.2	16	10	16	10	6	39.2	81	81	16	10	6	39.2	81	81	16	10
Pest Control	-	-	-	-	-	-	-	-	-0	-	-0	-0	-	-	-0	-	-0	-0	-	-
Public Health	33	42	-9	-27.0	66	86	66	86	-20	-30.2	393	493	66	86	-20	-30.2	393	493	66	86
Public Transport Support	0	0	0	-	0	0	0	0	0	-	1	1	0	0	0	-	1	1	0	0
Refuse Collection	199	204	-5	-2.6	395	393	395	393	2	0.4	2,157	2,157	395	393	2	0.4	2,157	2,157	395	393
Administrative Expenses - Building Control	0	-6	7	-	1	-4	1	-4	5	378.6	9	9	1	-4	5	378.6	9	9	1	-4
Administrative Expenses - Community Director	1	-3	4	481.0	2	1	2	1	1	41.0	16	16	2	1	1	41.0	16	16	2	1
Administrative Expenses - Direct Services	-	-9	9	-	-	6	-	6	6	-	-	-	-	6	6	-	-	-	-	6
Administrative Expenses - Health	1	-2	3	281.7	3	1	3	1	2	67.5	23	23	3	1	2	67.5	23	23	3	1
Administrative Expenses - Transport	1	-2	3	558.9	1	-3	1	-3	5	315.3	10	10	1	-3	5	315.3	10	10	1	-3
Street Naming	1	0	1	78.5	2	0	2	0	2	86.5	13	13	2	0	2	86.5	13	13	2	0
Street Cleansing	101	103	-2	-1.9	205	210	205	210	-5	-2.4	1,226	1,226	205	210	-5	-2.4	1,226	1,226	205	210
Support - Direct Services	3	0	2	91.5	7	1	7	1	6	81.8	51	51	7	1	6	81.8	51	51	7	1
Taxis	-4	-9	5	145.7	-4	-28	-4	-28	24	625.8	-14	-14	-4	-28	24	625.8	-14	-14	-4	-28
Air Quality (Ext Funded)	-	-30	30	-	-	0	-	0	0	-	-	-	-	0	0	-	-	-	-	0
Public Conveniences	4	3	1	27.8	21	15	21	15	6	28.0	49	49	21	15	6	28.0	49	49	21	15

300	182	118	39.4	659	648	11	1.7	2,862	3,057	- 195
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Total Environmental and Operational Services

5. Net Service Expenditure for each Head of Service - analysed by Budget area												
MAY 11 - Final												
Finance and Human Resources												
Period	Budget	Actual	Period	Variance	Period	Budget	Actual	Period	Variance	Period	Budget	Actual
£'000	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000	%	£'000	£'000	£'000
Asset Maintenance Argyle Road	4	-	4	100.0	8	8	-	8	100.0	8	51	51
Asset Maintenance Other Corporate Properties	3	3	-0	-17.4	5	5	2	41.3	30	30	30	-
Asset Maintenance Leisure	13	-9	22	168.7	26	9	17	66.6	153	153	153	-
Asset Maintenance Sewage Treatment Plants	1	0	1	73.3	2	0	1	86.6	10	10	10	-
Asset Maintenance Support & Salaries	9	6	4	37.0	19	11	8	42.7	114	114	114	-
Benefits Admin	76	90	-14	-18.8	152	194	-42	-27.4	914	914	914	-
Benefits Grants	-56	-1,507	1,451	2,601.9	-112	-111	-1	-0.9	-659	-659	-659	-
Bus Station	0	2	-2	-	3	5	-2	-59.0	12	12	12	-
Civic Expenses	-1	-2	1	94.4	-0	0	-1	-	14	14	14	-
Civil Protection	0	0	0	-	1	1	0	41.8	11	11	11	-
Concessionary Fares	-24	-	-24	-100.0	-22	0	-22	-100.1	-	-	-	-
Dartford Partnership Hub	-	3	-3	-	-	13	-13	-	-	-	-	-
EstMan - Buildings	-5	-1	-4	-84.0	2	25	-23	-992.1	-92	-92	-92	-
Housing Advances	0	-	0	-	1	3	-3	-447.4	4	4	4	-
Housing Premises	0	3	-3	-	-11	-7	-4	-39.7	-10	-10	-10	-
Local Tax	39	52	-13	-33.8	81	88	-7	-9.0	233	233	233	-
Markets	-6	-15	9	170.4	-26	-34	9	33.2	-194	-194	-194	-
Members	14	10	4	30.5	48	35	13	26.9	343	343	343	-
Misc. Finance	74	-58	132	177.4	285	129	156	54.7	2,031	2,031	2,031	-
Revenues and Benefits Partnership	-21	38	-59	-284.5	-42	51	-92	-221.7	-250	-250	-250	-
Administrative Expenses - Corporate Director	0	-3	4	-	1	14	-14	-1,992.2	5	5	5	-
Administrative Expenses - Chief Executive	1	-1	2	225.4	3	7	-4	-123.2	21	21	21	-
Administrative Expenses - Finance	2	-9	11	529.9	6	16	-11	-189.5	39	39	39	-
Administrative Expenses - Personnel	1	-0	1	135.7	2	6	-5	-243.9	13	13	13	-
Administrative Expenses - Property	0	-0	0	-	1	0	1	94.1	5	5	5	-
Support - Audit Function	14	19	-5	-31.4	28	29	-2	-6.2	161	161	161	-
Support - Central Offices	8	0	7	94.3	244	228	16	6.5	411	411	411	-
Support - Contact Centre	40	39	1	1.6	79	79	0	0.2	477	477	477	-
Support - Exchequer and Procurement	11	11	-0	-2.0	22	22	-0	-0.2	139	139	139	-
Support - Finance Function	16	21	-5	-29.7	32	42	-9	-29.7	231	231	231	-
Support - General Admin	11	14	-3	-25.0	24	25	-0	-1.7	148	148	148	-
Support - Health and Safety	1	-2	3	267.3	2	1	1	39.0	16	16	16	-
Support - Local Offices	21	1	20	95.6	23	26	-3	-14.7	48	48	48	-
Support - Personnel	17	17	0	0.4	33	33	0	0.2	199	199	199	-
Support - Property Function	9	8	0	2.5	18	17	1	4.2	107	107	107	-
Treasury Management	5	7	-2	-31.0	13	10	3	22.4	88	88	88	-
Total Finance and Human Resources	279	-1,261	1,540	551.4	953	974	-21	-2.2	4,823	4,823	4,823	-

5. Net Service Expenditure for each Head of Service - analysed by Budget area

MAY 11 - Final

Housing and Communications

	Period			Period			Period			Y-T-D			Y-T-D			Y-T-D			Annual			Annual		
	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Consultation and Surveys	1	-	1	100.0	2	-	2	100.0	2	2	100.0	17	17	-	17	17	-	17	17	-	17	17	-	-
Energy Efficiency	4	3	0	4.5	8	7	1	7.8	8	7	1	4	4	-	4	4	-	4	4	-	4	4	-	-
External Comms	6	6	0	2.9	15	23	-8	-52.9	15	23	-8	128	128	-	128	128	-	128	128	-	128	128	-	-
Gypsy Sites	-2	-87	85	3,482.5	-2	-4	1	62.8	-2	-4	1	-12	-12	-	-12	-12	-	-12	-12	-	-12	-12	-	-
Home Improvement Agency (prev. Care and Repair)	2	41	-39	-2,457.5	43	42	0	1.1	43	42	0	59	59	-	59	59	-	59	59	-	59	59	-	-
Homeless	10	3	7	71.4	17	17	-0	-0.1	17	17	-0	119	119	-	119	119	-	119	119	-	119	119	-	-
Housing	23	27	-4	-19.2	127	112	15	12.2	127	112	15	341	341	-	341	341	-	341	341	-	341	341	-	-
Housing Initiatives	1	4	-2	-189.8	3	4	-1	-17.4	3	4	-1	20	20	-	20	20	-	20	20	-	20	20	-	-
Housing Option - Trailblazer	0	4	-4	-	0	-1	1	-	0	-1	1	0	0	-	0	0	-	0	0	-	0	0	-	-
Needs and Stock Surveys	-	-	-	-	-	-	-	-	-	-	-	15	15	-	15	15	-	15	15	-	15	15	-	-
KCC Loan Scheme	-	-1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Private Sector Housing	18	18	0	0.1	36	35	1	1.6	36	35	1	217	217	-	217	217	-	217	217	-	217	217	-	-
Administrative Expenses - Housing	1	-1	2	323.0	2	0	1	76.8	2	0	1	14	14	-	14	14	-	14	14	-	14	14	-	-
Support - General Admin	-	2	-2	-	-	-	3	-3	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-
Homelessness Funding	13	4	9	71.7	11	17	-6	-54.0	11	17	-6	0	0	-	0	0	-	0	0	-	0	0	-	-
Leader Programme	0	0	-	-	1	1	-	-	1	1	-	5	5	-	5	5	-	5	5	-	5	5	-	-
Total Housing and Communications	76	23	53	70.0	263	256	7	2.5	263	256	7	926	926	-	926	926	-	926	926	-	926	926	-	-

5. Net Service Expenditure for each Head of Service - analysed by Budget area

MAY 11 - Final

IT & Facilities Management

	Period			Period			Period			Y-T-D			Y-T-D			Y-T-D			Annual		Annual		
	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Forecast	Variance	Actual	
	£'000	£'000	£'000	£'000	£'000	%	£'000	£'000	%	£'000	£'000	%	£'000	£'000	%	£'000	£'000	%	£'000	£'000	£'000	£'000	
Asset Maintenance IT	25	-1	26	102.7	50	3	47	93.1	300	300	-	300	300	-	300	300	-	300	300	-	-	-	
Administrative Expenses - IT	1	0	1	65.5	4	8	-4	-118.9	26	26	-	26	26	-	26	26	-	26	26	-	-	-	
Support - Central Offices - Facilities	18	17	0	2.3	40	34	6	15.3	238	238	-	238	238	-	238	238	-	238	238	-	-	-	
Support - General Admin	41	34	7	17.4	63	61	2	3.0	284	284	-	284	284	-	284	284	-	284	284	-	-	-	
Support - IT	109	31	78	71.6	221	308	-87	-39.3	785	785	-	785	785	-	785	785	-	785	785	-	-60	-	
Total IT & Facilities Management	194	82	112	57.8	378	414	-37	-9.7	1,631	1,691	-60	1,631	1,691	-60	1,631	1,691	-60	1,631	1,691	-60	1,631	1,691	-60

5. Net Service Expenditure for each Head of Service - analysed by Budget area														
MAY 11 - Final														
Legal and Democratic Services														
Period	Period		Period		Period		Y-T-D		Y-T-D		Y-T-D		2010/11	
	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Actual	Variance	Budget	Actual	
£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	
Action and Development	-0	14	-14	-	1	11	-11	-1,809.5	6	6	-	6	-	
Committee Admin	7	7	0	5.2	17	18	-1	-4.1	89	89	-	89	-	
Corp Mgmt	68	57	10	15.2	148	125	23	15.3	959	959	-	959	-	
Corporate Savings	-3	-3	-0	-2.2	-9	-7	-2	-22.3	-162	-162	-	-162	-	
Elections	-39	41	-80	-202.9	-33	-21	-12	-35.5	66	66	-	66	-	
Equalities Legislation	1	-	1	100.0	2	-	2	100.0	16	16	-	16	-	
Land Charges	-15	-11	-5	-30.4	-26	-17	-9	-34.1	-113	-113	-	-113	-	
Performance Improvement	-1	-	-1	-100.0	-1	-	-1	-100.0	1	1	-	1	-	
Register of Electors	8	5	2	30.2	18	14	4	20.5	139	139	-	139	-	
Administrative Expenses - Legal and Democratic	4	3	1	19.3	11	10	1	9.1	73	73	-	73	-	
Support - Legal Function	18	20	-2	-12.2	32	38	-5	-17.0	218	218	-	218	-	
Total Legal and Democratic Services	46	134	-87	-189.4	161	171	-10	-6.4	1,292	1,292	-	1,292	-	

4. Cumulative Salary Monitoring

MAY 11 - Final

Chief Executive, P.A. & Secretariat

Total Chief Executives Dept

Director, P.A. & Secretariat
 Finance & Human Resources
 Legal and Democratic Services
 IT & Facilities Management

Total Corporate Resources

Director, PA and Secretariat
 Community Development
 Operational Services
 Environmental Health
 Licensing
 Development Services
 Building Control
 Housing & Communications
 Parking and Amenity Services

Total Community and Planning Services

Sub total
 Council Wide - Vacant Posts
 Performance Award Contingency

TOTAL SDC Funded Salary Costs

Externally Funded and Funded from other sources (gross figures). Overspendings here are matched by external funding and represent additional resources secured for the Council since the budget was set.

Community Development Ext.
 Housing Ext.

TOTAL All Salary Costs
 Less Allocs to Trading a/c's inc Ext Funded TASK
 Less Allocations to Capital and Asset maint. etc
 Council Wide Vacant Posts
Check total to Pay Costs (Budget book pages)

Period	Period		Period		Y-T-D		Y-T-D		Y-T-D		Annual		Annual		2010/11	
	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Actual	Variance	Forecast	Budget	Actual	Variance	Actual
£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000	£'000
18	16	16	2	11.8	36	42	-6	-15.8	216	216	-	216	216	216	-	-
18	16	16	2	11.8	36	42	-6	-15.8	216	216	-	216	216	216	-	-
23	19	19	4	15.6	45	47	-2	-3.6	271	271	-	271	271	271	-	-
242	233	233	9	3.7	485	495	-10	-2.1	2,908	2,908	-	2,908	2,908	2,908	-	-
64	55	55	8	13.1	123	118	5	4.1	761	761	-	761	761	761	-	-
67	66	66	1	2.0	134	140	-6	-4.2	804	804	-	804	804	804	-	-
396	374	374	22	5.6	787	799	-12	-1.5	4,744	4,744	-	4,744	4,744	4,744	-	-
14	11	11	3	22.4	28	29	-1	-4.4	168	168	-	168	168	168	-	-
36	36	36	0	0.8	73	74	-2	-2.1	436	436	-	436	436	436	-	-
286	278	278	8	2.8	572	568	4	0.7	3,429	3,429	-	3,429	3,429	3,429	-	-
60	57	57	3	4.5	120	117	3	2.9	722	722	-	722	722	722	-	-
26	27	27	-0	-1.9	53	54	-1	-1.4	318	318	-	318	318	318	-	-
146	148	148	-2	-1.4	293	292	1	0.3	1,758	1,758	-	1,758	1,758	1,758	-	-
30	22	22	7	24.0	59	55	4	7.5	354	354	-	354	354	354	-	-
45	46	46	-1	-2.4	89	95	-6	-6.2	536	536	-	536	536	536	-	-
43	40	40	3	6.9	86	82	4	4.3	516	516	-	516	516	516	-	-
686	666	666	21	3.0	1,373	1,366	7	0.5	8,238	8,238	-	8,238	8,238	8,238	-	-
1,100	1,055	1,055	45	4.1	2,196	2,206	-10	-0.5	13,198	13,198	-	13,198	13,198	13,198	-	-
-4	-	-	-4	-100.0	-9	-	-9	-100.0	-95	-95	-	-95	-95	-95	-	-
4	-	-	4	100.0	8	-	8	100.0	48	48	-	48	48	48	-	-
1,100	1,055	1,055	45	4.1	2,194	2,206	-12	-0.5	13,150	13,150	-	13,150	13,150	13,150	-	-
6	8	-2	-28.3	12	18	-6	-47.3	73	73	-	73	73	73	73	-	-
13	10	3	24.7	26	20	6	23.5	153	153	-	153	153	153	153	-	-
19	17	1	7.6	38	37	0	0.8	226	226	-	226	226	226	226	-	-
1,119	1,073	46	4.1	2,232	2,243	-11	-0.5	13,376	13,376	-	13,376	13,376	13,376	13,376	-	-
-244	-244	-	-	-488	-488	-	-	-2,925	-2,925	-	-2,925	-2,925	-2,925	-2,925	-	-
-3	-3	-	-	-6	-6	-	-	-35	-35	-	-35	-35	-35	-35	-	-
4	-	4	100.0	9	-	9	100.0	95	95	-	95	95	95	95	-	-
876	826	50	5.7	1,748	1,750	-2	-0.1	10,511	10,511	-	10,511	10,511	10,511	10,511	-	-

DIRECT SERVICES SUMMARY

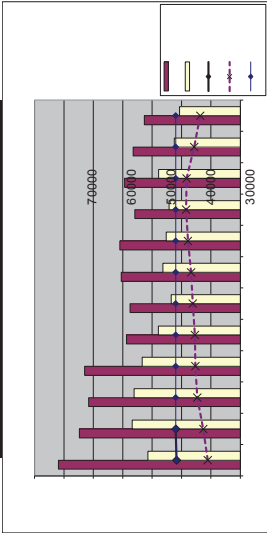
May-11	PERIOD				Y-T-D				ANNUAL				Y-T-D NET VARIANCE				ANNUAL NET VARIANCE			
	Budget	Actual	Actual / Budget	Variance	Budget	Actual	Actual / Budget	Variance	Budget	Forecast	Variance	Net Budget by Service	Net Actual by Service	Variance by Service	Net Budget by Service	Net Actual by Service	Variance by Service			
	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000			
Income																				
Refuse	-170	-170	0%		-341	-342	0%	1	-2,051	-2,051	18	18	101	101						
Street Cleaning	-96	-98	2%	2	-192	-194	1%	3	-1,151	-1,151	12	13	73	73						
Trade	-29	-24	-18%	-5	-59	-49	-17%	-10	-390	-390	-1	11	-46	-46						
Workshop	-51	-47	-8%	-4	-101	-88	-13%	-14	-609	-609	-5	6	-29	-29						
Green Waste	-39	-47	21%	8	-76	-85	13%	10	-376	-376	-32	-36	4	-84	-84					
Premises Cleaning	-21	-16	-25%	-5	-43	-31	-28%	-12	-258	-258	-3	7	-9	-15	-15					
Cesspools	-23	-20	-15%	-3	-47	-38	-18%	-8	-280	-280	-10	-2	-9	-63	-63					
Pest Control	-2	-3	25%	1	-4	-6	24%	1	-80	-80	9	8	1							
Grounds	-11	-11	0%		-23	-23	0%		-135	-135	1	1	9	9						
Fleet	-68	-63	-8%	-5	-136	-125	-8%	-11	-816	-816	6	6	-20	-20						
Depot	-28	-28	-1%		-51	-46	-10%	-5	-290	-290	2	2	2	2						
Emergency	-4	-4	0%		-7	-7	0%		-45	-45	-4	-4	-74	-74						
Total Income	-544	-530	-2%	-13	-1,079	-1,035	-4%	-44	-6,481	-6,481	-4	11	-15	-74						
Expenditure																				
Refuse	179	179	0%		359	342	5%	17	2,151	2,151										
Street Cleaning	102	103	-1%	-1	204	207	-2%	-3	1,223	1,223										
Trade	29	40	-41%	-12	57	60	-5%	-3	344	344										
Workshop	48	48	1%		97	94	2%	2	579	579										
Green Waste	22	24	-8%	-2	44	49	-13%	-5	293	293										
Premises Cleaning	20	18	12%	2	40	38	6%	2	243	243										
Cesspools	18	19	-4%	-1	36	37	-1%	-1	217	217										
Pest Control	7	9	-34%	2	14	13	2%		80	80										
Grounds	13	12	12%	2	24	24	2%		144	144										
Fleet	68	62	9%	6	136	123	10%	13	816	816										
Depot	22	18	17%	4	57	52	9%	5	270	270										
Emergency	4	3	25%	1	8	6	25%	2	47	47										
Total Expenditure	532	535	-1%	-3	1,075	1,045	3%	30	6,407	6,407	-4	11	-15	-74						
Net	-12	5	-139%	-16	-4	11	-348%	-15	-74	-74	11	-15	-74							

Agenda Item 8

INVESTMENT RETURNS

INVESTMENT RETURNS		Actuals	Actuals	Budget
Actuals	Actuals	10/11	11/12	11/12
APR	61,847	31,431	21,722	11,105
MAY	54,783	36,831	21,983	12,591
JUN	51,598	36,164		14,677
JUL	53,006	33,361		15,269
AUG	38,709	27,858		15,442
SEP	37,534	23,532		16,215
OCT	40,524	26,352		16,748
NOV	40,982	25,254		17,846
DEC	35,869	24,240		18,460
JAN	39,423	27,832		18,302
FEB	36,455	22,501		15,698
MAR	32,694	20,723		13,647
	523,424	336,079	43,705	186,000

INVESTMENT RETURNS

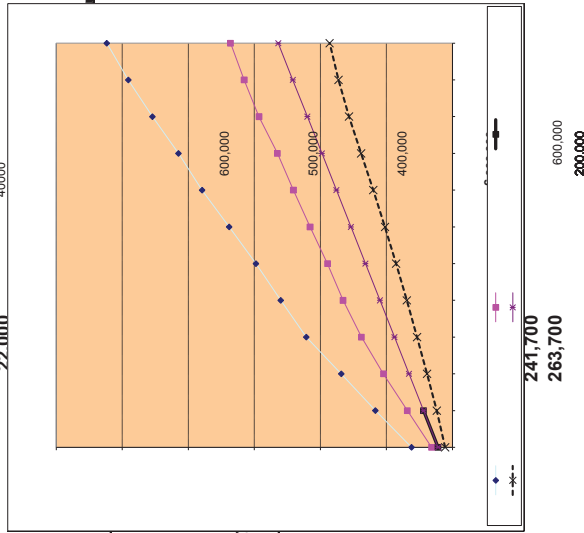


Actuals 08/10
Actuals 09/10
Actuals 10/11
Budget 10/12
Forecast 10/12

INVESTMENT RETURNS (CUMULATIVE)

INVESTMENT RETURNS (CUMULATIVE)		Actuals	Actuals	Budget
Actuals	Actuals	10/11	11/12	11/12
APR	61,847	31,431	21,722	11,105
MAY	116,630	68,262	43,705	23,696
JUN	168,228	104,426		38,373
JUL	221,234	137,787		53,642
AUG	259,943	165,645		69,084
SEP	297,477	189,177		85,299
OCT	338,001	215,529		102,047
NOV	378,983	240,783		119,893
DEC	414,852	265,023		138,353
JAN	454,275	292,855		156,655
FEB	490,730	315,356		172,353
MAR	523,424	336,079		186,000

CUMULATIVE INVESTMENT RETURNS



Actuals 08/10
Actuals 09/10
Actuals 10/11
Budget 10/12
Forecast 10/12

BUDGET FOR 2011/12 186,000
FORECAST OUTTURN 263,700

CODE:- YHAA 96900

N.B.

- These are the gross interest receipts rather than the interest remaining in the General Fund
- Interest due on the Landsbanki investment has been removed from the calculations as from 25/6/2008

Fund Average 1.1068%
7 Day LIBID 0.4500%
3 Month LIBID 0.6700%

0 0
APR MAY JUN JUL AUG SEP OCT NOV DEC
Actuals 08/10
Budget 10/12
Actuals 09/10
Forecast 10/12

Agenda Item 8

STAFFING STATISTICS MAY 2011

	BDGT FTE	STAFF FTE	AGENCY STAFF	CASUAL FTE	TOTAL	COMMENTS / VARIATIONS
CHIEF EXECUTIVES						
Chief Executive's Office	3.61	3.00	0.00	0.00	3.00	1 FTE post to be deleted wef 10/6/11
CORPORATE RESOURCES						
Director, Secretaries						
Finance and Human Resources	5.50	5.95	0.00	0.00	5.95	Budget Includes Secretariat (although report to Finance and HR) 1 P/T post increased hours - 2 FT posts deleted wef 31/3/11
Legal, Electoral, Democratic Services and Policy & Performance	82.42	79.39	2.00	1.24	82.63	Includes Property Team & 2 Benefits & Local Tax Apprentices plus 0.18 post coded to Dev S but based in Bens. 2 FT posts in Property and 1 PT post in Finance deleted wef 31/3/11
<i>Legal, Electoral & Democratic Services</i>	17.12	13.73	0.00	0.00	13.73	
<i>Policy and Performance</i>	15.51	11.92	0.00	0.00	11.92	1 PT post deleted, 2 FT posts vacant: 1 Legal and 1 Dem S (Dem S post currently covered by DBC)
IT and Facilities Management	1.61	1.81	0.00	0.00	1.81	Now 2.81 budgeted to Legal, Electoral and Democratic Services. 1 FTE still budgeted for HoS post
Sub-totals	24.46	25.43	0.00	0.00	25.43	1 Temp post so 1 over Bdgt FTE (2 posts coded to Dev S but based in Facilities)
129.50	138.23	2.00	1.24	141.47		
COMMUNITY AND PLANNING SERVICES						
Director, PA and Secretarial	2.00	2.00	0.00	0.00	2.00	
Community Development	10.74	10.24	0.00	0.41	10.65	1 post is part externally funded. 1.5 posts deleted wef 31/3/11
Environmental and Operational Services	161.98	155.03	9.70	0.74	165.47	
SDS and CCTV	120.10	115.31	9.70	0.74	125.75	Includes Grounds Maintenance. 13.2 posts deleted (7.2 minibus, 5 Street Cleansing, 1 Purchasing) Also reduction of 0.19 in Pest Control
Env Health & Licensing	25.02	24.86	0.00	0.00	24.86	Includes 1 Temp post in Licensing until end June
Parking & Amenity	16.86	14.86	0.00	0.00	14.86	1 FT post deleted
Development Services	51.34	47.55	0.00	0.00	47.55	2.18 posts actually based other teams (2 FTE based in Facilities, 0.18 in Benefits)
Building Control	7.81	6.81	1.00	0.00	7.81	Plus 1 Seconded Officer
Housing & Communications	15.17	10.89	0.00	0.00	10.89	1 post is part externally funded . Now includes BUD 2 FTE for Communications. 2.5 FTE posts deleted wef 31/3/11
Sub-totals	249.04	232.52	10.70	1.15	244.37	
EXTERNALLY FUNDED POSTS						
Community Development	2.04	2.54	0.00	0.00	2.54	
Environmental and Operational Services	0.00	0.00	0.00	0.00	0.00	
Development Services	0.00	0.00	0.00	0.00	0.00	
Housing & Communications	3.41	4.30	0.00	0.00	4.30	1 post is part funded by SDC (see Housing permanent posts)
Sub-totals	5.45	6.84	0.00	0.00	6.84	
TOTALS	387.60	380.59	12.70	2.39	395.68	
Number of staff paid in May						
393 permanent, 14 casuals						

9. Capital

MAY 11 - Final

	Period		Period		Period		Y-T-D		Y-T-D		Y-T-D		Annual		Annual	
	Budget	Actual	Variance	£'000	Budget	Actual	Variance	£'000	Budget	Actual	Variance	£'000	Budget	Forecast (including Accruals)	Variance	£'000
COMMDEV Local Strategic Partnership - Capital Delivery	-	10	-10	-	-	10	-10	-	-	-	-	-	-	-	-	-
ENVOPS Playground Improvements	-	4	-4	-	-	4	-4	-	-	-	-	-	-	-	-	-
ENVOPS Vehicle Purchases	-	-22	22	-	-	-20	20	-	-	-	-	-	-	-	-	-
FINSERV Sevenoaks Town Centre (Capital) (LKF)	-	-	-	-	-	62	-62	-	-	-	-	-	-	-	-	-
HOUSING Improvement Grants	4	-8	12	279.1	9	7	2	20.1	51	51	-	51	51	-	-	-
HOUSING Wkha Adaps For Disab Financing Costs Advances-Hsc	-	4	-4	-	-	6	-6	-	-	-	-	-	-	-	-	-
HOUSING RHPCG 10-11 SDC	-	15	-15	-	-	15	-15	-	-	-	-	-	-	-	-	-
HOUSING RHPCG - Discretionary Grants	-	2	-2	-	-	2	-2	-	-	-	-	-	-	-	-	-
HOUSING RHPCG - HMO Grants	-	-	-	-	-	2	-2	-	-	-	-	-	-	-	-	-
HOUSING Hever Road Gypsy Site - Amenity Blocks	-	-2	2	-	-	1	-1	-	-	-	-	-	-	-	-	-
HOUSING Hever Road Gypsy Site - Ground Works	-	22	-22	-	-	59	-59	-	-	-	-	-	-	-	-	-
HOUSING Hever Road Gypsy Site - Preliminary Work	-	1	-1	-	-	1	-1	-	-	-	-	-	-	-	-	-
HOUSING Hever Road Gypsy Site - Bomb Disposal	-	23	-23	-	-	23	-23	-	-	-	-	-	-	-	-	-
	4	48	-44	-1,030.4	9	170	-161	-1,896.0	51	51	-	51	51	-	-	-

Improvement Grants budget shown net of Government grant.

CUMULATIVE INCOME FIGURES

May 2011

Agenda Item 8

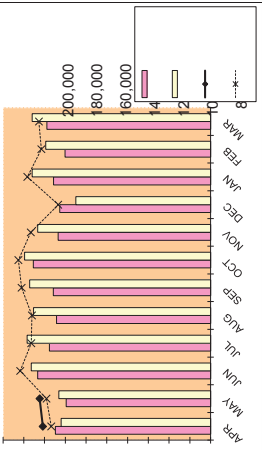
	Comparison of 10/11 and 11/12, where a minus is 'bad news'	MANAGER'S PROFILED BUDGET	Variance, where a minus is 'bad news'	ANNUAL BUDGET	Annual Forecast
ACTUAL					
CAR PARKS	36,107	311,666	14,740	2,032,493	2,032,493
ON STREET PARKING	4,978	103,860	-11,406	651,669	606,669
LAND CHARGES	-5,042	37,425	-9,285	185,010	185,010
BUILDING CONTROL	-12,023	101,759	-47,168	514,459	499,459
DEVELOPMENT CONTROL	22,590	84,484	-6,246	593,920	593,920
	46,611	639,193	-59,365	3,977,550	3,917,550

10 Car Parks Graphs

CAR PARKS (HWCARP)

	Actuals 09/10	Actuals 10/11	Actuals 11/12	Increase / decrease from 10/11 to 11/12	Budget 11/12
1 APR	149,537	144,052	161,685	17,632	153,545
2 MAY	139,181	146,247	164,722	18,474	158,121
3 JUN	166,621	172,788	183,435	-172,788	183,435
4 JUL	155,296	176,717	172,888	-176,717	172,888
5 AUG	148,423	170,558	172,100	-170,558	172,100
6 SEP	151,490	174,392	182,116	-174,392	182,116
7 OCT	170,869	179,153	185,186	-179,153	185,186
8 NOV	146,974	166,673	173,215	-166,673	173,215
9 DEC	145,369	129,891	146,796	-129,891	146,796
10 JAN	151,428	171,978	176,540	-171,978	176,540
11 FEB	140,372	158,986	163,120	-158,986	163,120
12 MAR	157,838	172,012	165,431	-172,012	165,431
	1,823,396	1,963,446	326,406	-1,637,040	2,032,493

CAR PARKS

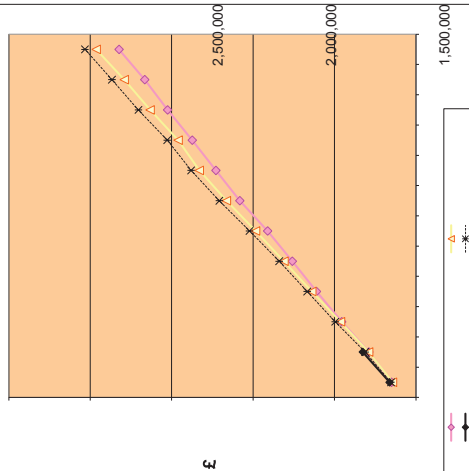


Actuals 09/10
Actuals 10/11
Actuals 11/12
Budget 11/12

CAR PARKS (CUMULATIVE)

	Actuals 09/10	Actuals 10/11	Actuals 11/12	Cumulative increase / decrease from 09/10 to 10/11	Budget 11/12
APR	149,537	144,052	161,685	17,632	153,545
MAY	288,718	290,299	326,406	36,107	311,666
JUNE	455,338	463,087	495,101	-463,087	495,101
JUL	610,634	639,805	667,989	-639,805	667,989
AUG	759,057	810,362	840,089	-810,362	840,089
SEP	910,547	984,754	1,022,205	-984,754	1,022,205
OCT	1,081,415	1,163,907	1,207,391	-1,163,907	1,207,391
NOV	1,228,389	1,330,580	1,380,606	-1,330,580	1,380,606
DEC	1,373,758	1,460,470	1,527,402	-1,460,470	1,527,402
JAN	1,525,186	1,632,448	1,703,942	-1,632,448	1,703,942
FEB	1,665,558	1,791,434	1,867,062	-1,791,434	1,867,062
MAR	1,823,396	1,963,446	2,032,493	-1,963,446	2,032,493

CUMULATIVE CAR PARKS INCOME inc.Seasons & Excess Charges



2,032,493
1,000,000

MAY 2011

HWCARP

	Actual (Cumulative)	Budget
DAY TICKETS	***0	241,817
EXCESS CHARGES	***1/3/5/7	25,021
SEASON TICKETS	***2	44,827
RENT	***4	60
OTHER (inc.Res.Pkg)	***9	3,743
	326,406	311,666

CUMULATIVE BREAKDOWN

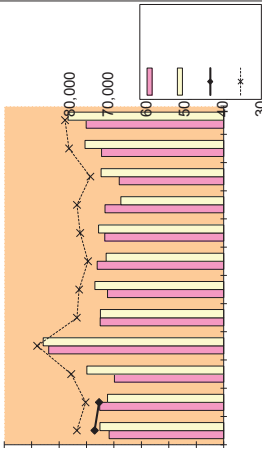
	Actuals 09/10	Actuals 11/12
(Monthly)	126,566	164,722
	13,358	
	21,005	
	50	
	3,743	
	164,722	164,722

10 On-Street Graphs

ON STREET PARKING (HWDCRIM)

	Actuals 09/10	Actuals 10/11	Actuals 11/12	Increase / decrease from 10/11 to 11/12	Budget 11/12
1 APR	41,795	45,146	47,046	1,899	53,524
2 MAY	45,170	42,328	45,408	3,079	50,336
3 JUN	39,828	49,872		-49,872	55,584
4 JUL	63,742	65,784		-65,784	67,995
5 AUG	44,999	44,910		-44,910	53,513
6 SEP	42,325	46,913		-46,913	52,687
7 OCT	46,145	42,832		-42,832	49,454
8 NOV	43,374	45,607		-45,607	52,291
9 DEC	43,242	37,452		-37,452	53,474
10 JAN	38,075	44,720		-44,720	48,585
11 FEB	44,537	50,568		-50,568	56,369
12 MAR	50,100	56,761		-56,761	57,859
	543,332	572,894	92,453	-480,441	651,669

ON STREET PARKING

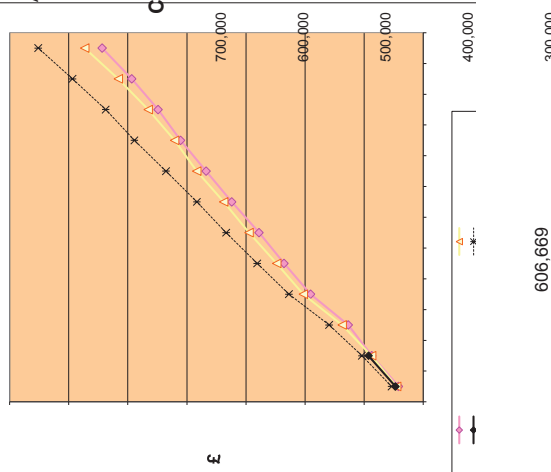


Actuals 09/10
Actuals 10/11
Actuals 11/12
Budget 11/12

ON STREET PARKING (CUMULATIVE)

	Actuals 09/10	Actuals 10/11	Actuals 11/12	Cumulative increase / decrease from 09/10 to 10/11	Budget 11/12
APR	41,795	45,146	47,046	1,899	53,524
MAY	86,965	87,475	92,453	4,978	103,860
JUNE	126,793	137,347		-137,347	189,443
JUL	190,535	203,131		-203,131	227,438
AUG	235,533	248,041		-248,041	280,951
SEP	277,859	294,954		-294,954	333,638
OCT	324,004	337,786		-337,786	383,091
NOV	367,377	383,393		-383,393	435,382
DEC	410,619	420,845		-420,845	488,856
JAN	448,694	465,565		-465,565	537,441
FEB	493,232	516,133		-516,133	593,810
MAR	543,332	572,894		-572,894	651,669

CUMULATIVE ON STREET PARKING INCOME



MAY 2011

HWDCRIM

	Actual (Cumulative)	Budget
PENALTY NOTICES	3403	22,057
WAIVERS	3404	1,464
RESIDENTS PERMITS	3406	8,880
ON STREET PARKING	3300	51,686
BUSINESS PERMITS	3408	8,366
OTHER	9999	-
	92,453	103,860

CUMULATIVE BREAKDOWN

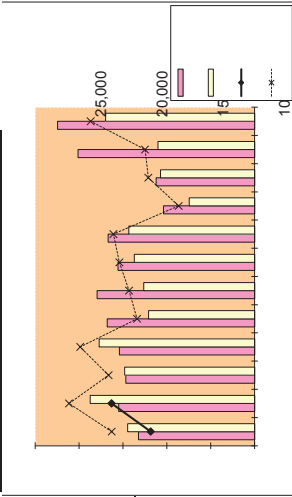
(Monthly)
11,173
936
4,306
25,574
3,419
-
45,408

10 Land Charges Graphs

LAND CHARGES (LPLNDCH)

	Actuals 09/10	Actuals 10/11	Actuals 11/12	Increase / decrease from 10/11 to 11/12	Budget 11/12
1 APR	13,225	14,463	11,836	-2,627	16,278
2 MAY	15,485	18,718	16,303	-2,415	21,147
3 JUN	14,682	14,812	16,625	-14,812	16,625
4 JUL	15,416	17,700	19,866	-17,700	19,866
5 AUG	16,799	12,074	13,384	-12,074	13,384
6 SEP	17,943	12,624	14,296	-12,624	14,296
7 OCT	15,558	13,710	15,400	-13,710	15,400
8 NOV	16,697	14,339	16,090	-14,339	16,090
9 DEC	10,375	7,439	8,656	-7,439	8,656
10 JAN	11,227	10,731	12,105	-10,731	12,105
11 FEB	20,119	10,999	12,485	-10,999	12,485
12 MAR	22,442	16,983	18,678	-16,983	18,678
	189,968	164,592	28,140	-136,452	185,010

LAND CHARGES

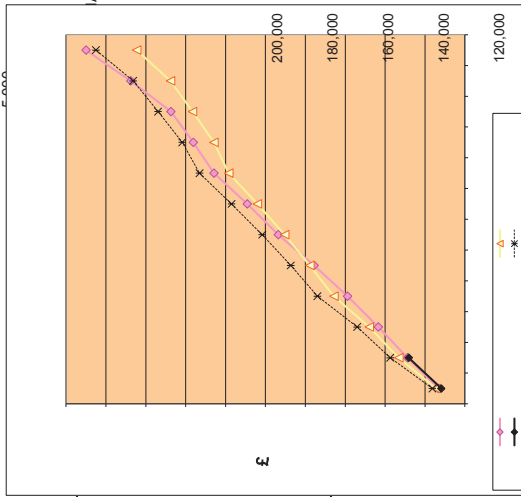


Actuals 09/10
Actuals 10/11
Actuals 11/12
Budget 11/12

LAND CHARGES (CUMULATIVE)

	Actuals 09/10	Actuals 10/11	Actuals 11/12	Cumulative increase / decrease from 09/10 to 10/11	Budget 11/12
APR	13,225	14,463	11,836	-2,627	16,278
MAY	28,710	33,182	28,140	-5,042	37,425
JUNE	43,391	47,994	54,050	-47,994	54,050
JUL	58,807	65,694	73,916	-65,694	73,916
AUG	75,606	77,768	87,300	-77,768	87,300
SEP	93,550	90,391	101,596	-90,391	101,596
OCT	109,108	104,102	116,996	-104,102	116,996
NOV	125,805	118,441	133,086	-118,441	133,086
DEC	136,180	125,880	141,742	-125,880	141,742
JAN	147,407	136,610	153,847	-136,610	153,847
FEB	167,526	147,610	166,332	-147,610	166,332
MAR	189,968	164,592	185,010	-164,592	185,010

CUMULATIVE LAND CHARGES INCOME



Actuals 09/10
Actuals 10/11
Actuals 11/12
Budget 11/12

MAY 2011

LPLNDCH

	Received (Month)	Percentage (Month)	Received (Cumulative)	Percentage (Month)	Percentage (Cumulative)
Searches Received - Paper	£105	51	83	21.6%	21.6%
Searches Received - Electronic	£86	114	200	31.9%	31.9%
Searches Received - Personal	£0	45	89	46.5%	46.5%
	210	100.0%	372	100.0%	100.0%

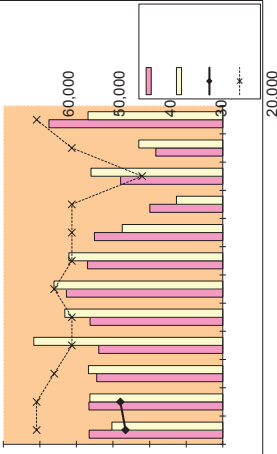
Actuals 09/10
Actuals 10/11
Budget 11/12

10 Building Control Graphs

BUILDING CONTROL (DVBCFEE)

	Actuals 09/10	Actuals 10/11	Actuals 11/12	Increase / decrease from 10/11 to 11/12	Budget 11/12
1 APR	36,505	30,284	26,583	-3,701	50,879
2 MAY	36,598	36,330	28,008	-8,322	50,879
3 JUN	34,430	36,701		-36,701	46,074
4 JUL	33,917	51,649		-51,649	41,270
5 AUG	36,285	43,199		-43,199	41,270
6 SEP	42,770	46,163		-46,163	46,074
7 OCT	36,995	42,044		-42,044	41,270
8 NOV	35,085	27,469		-27,469	41,270
9 DEC	19,974	12,695		-12,695	22,052
10 JAN	27,904	36,036		-36,036	41,270
11 FEB	18,324	22,935		-22,935	41,270
12 MAR	47,546	36,833		-36,833	50,881
	406,331	422,339	54,591	-367,748	514,459

BUILDING CONTROL

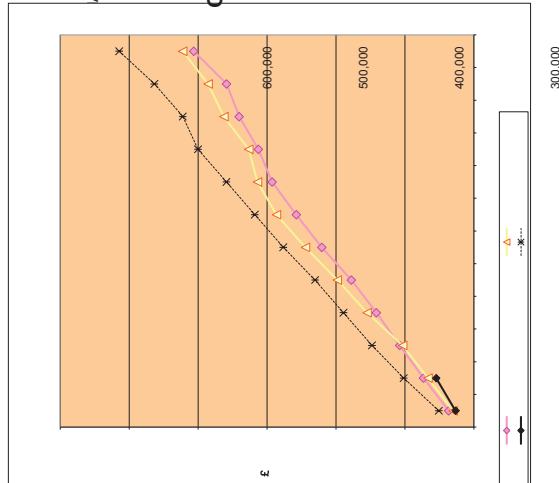


Actuals 09/10
Actuals 10/11
Actuals 11/12
Budget 11/12

BUILDING CONTROL (CUMULATIVE)

	Actuals 09/10	Actuals 10/11	Actuals 11/12	Cumulative increase / decrease from 09/10 to 10/11	Budget 11/12
APR	36,505	30,284	26,583	-3,701	50,879
MAY	73,104	66,614	54,591	-12,023	101,759
JUNE	107,533	103,314	147,833	-103,314	147,833
JUL	141,450	154,963	189,103	-154,963	189,103
AUG	177,735	198,162	230,372	-198,162	230,372
SEP	220,505	244,325	276,446	-244,325	276,446
OCT	257,500	286,369	317,716	-286,369	317,716
NOV	292,584	313,838	358,986	-313,838	358,986
DEC	312,558	326,534	400,256	-326,534	400,256
JAN	340,462	362,570	422,308	-362,570	422,308
FEB	358,786	385,505	463,578	-385,505	463,578
MAR	406,331	422,339	514,459	-422,339	514,459

CUMULATIVE BUILDING CONTROL INCOME



MAY JUN JUL AUG SEP OCT NOV DEC JAN FEB MAR

MAY 2011

DVBCFEE

	Actual	Budget
Plan Fee	3066	61,527
Inspection Fee	3067	34,566
Other	9999	5,666
	54,591	101,759

CUMULATIVE BREAKDOWN

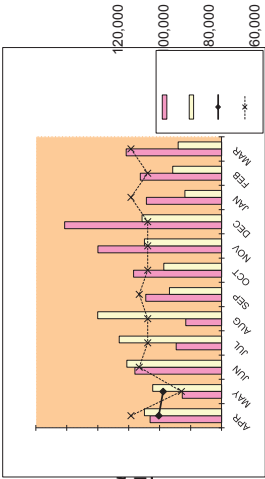
	(Monthly)
	23,348
	4,660
	-
	28,008

10 Development Control Graphs

DEVELOPMENT CONTROL (DVDEVCT)

	Actuals 09/10	Actuals 10/11	Actuals 11/12	Increase / decrease from 10/11 to 11/12	Budget
1 APR	46,217	49,786	40,515	-9,271	
2 MAY	25,435	44,456	37,722	-6,734	
3 JUN	56,052	61,214		-61,214	
4 JUL	29,339	66,145		-66,145	
5 AUG	23,143	79,942		-79,942	
6 SEP	48,982	33,610		-33,610	
7 OCT	56,813	37,246		-37,246	
8 NOV	79,812	49,751		-49,751	
9 DEC	101,351	51,341		-51,341	
10 JAN	48,585	23,650		-23,650	
11 FEB	52,512	31,622		-31,622	
12 MAR	61,635	28,116		-28,116	
	629,875	556,879	78,237	-478,642	

DEVELOPMENT CONTROL

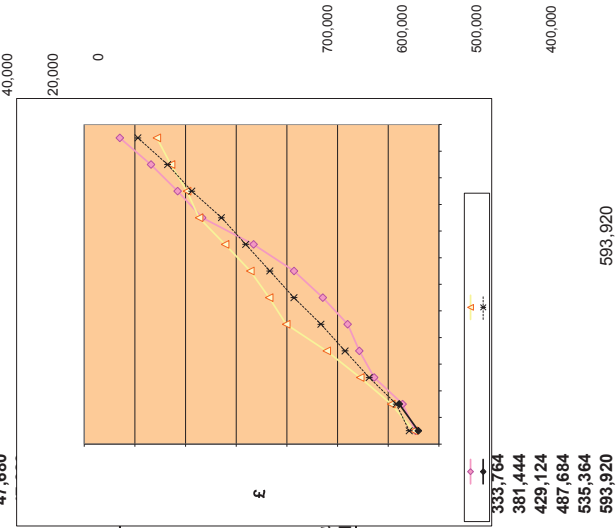


Actuals
09/10
Actuals
10/11
Actuals
11/12
Budget
11/12

DEVELOPMENT CONTROL (CUMULATIVE)

	Actuals 09/10	Actuals 10/11	Actuals 11/12	Cumulative increase / decrease from 09/10 to 10/11	Budget
APR	46,217	49,786	40,515	3,569	
MAY	71,652	94,242	78,237	22,590	
JUNE	127,704	155,457		27,753	
JUL	157,043	221,601		64,559	
AUG	180,186	301,543		121,357	
SEP	229,168	335,153		105,985	
OCT	285,981	372,399		86,418	
NOV	365,793	422,150		56,357	
DEC	467,144	473,491		6,347	
JAN	515,729	497,141		-18,588	
FEB	568,240	528,763		-39,477	
MAR	629,875	556,879		-72,996	
				593,920	

CUMULATIVE DEVELOPMENT CONTROL INCOME



700,000
600,000
500,000
400,000
300,000
200,000
100,000
0

Actuals 09/10
Actuals 10/11
Actuals 11/12
Budget 11/12

MAY 2011

DVDEVCT

	Actual	Budget
Planning Application Fees	3009	70,248
Regulation Fees	3071	-
S106 Monitoring	3106	8,334
Other	9999	-
Pre-application Fees	94301	5,902
	78,237	84,484

CUMULATIVE BREAKDOWN

	Actual	Budget
(Cumulative)	74,587	70,248
(Monthly)	35,980	-
	-	-
	-	-
	-	-
	1,742	-
	37,722	37,722

Agenda Item 8

* Control Worksheet (NB any row with a '**' as the first character in column A is ignored)

* Global Parameters (setdefault will be used unless parameter of same name is passed)

* Parameter Value

setdefault client S1

setdefault period 201202

<u>MAY 11 - Final</u>	the date in words for each report
	2.00 (number of periods so far)
-12000.00	DLO Budget this month
5000.00	DLO this month
-4000.00	DLO Budget this month
11000.00	DLO actual
0.00	DLO Forecast Variance
-73500.00	DLO Budget - DO NOT CHANGE
-21,983.00	Invest this month
-43,705.00	Invest to date
-71,700.00	Invest Forecast Variance
-20,009.00	Invest Cumulative variance
9392.00	Invest This Months Variance
-12591.00	Budget This Month
-23696.00	Budget To Date

* setnum allows use of arithmetic expressions on parameters

*setnum year <period> \ 100

*setnum pyear <year> - 1

*setnum period0 <year> * 100

* setperiod allows use of arithmetic expressions on period parameters

* e.g. set previous 12 periods for a rolling 12 month crosstab by period

*setperiod period1 <period> - 11

*setperiod period2 <period> - 10

*setperiod period3 <period> - 9

*setperiod period4 <period> - 8

*setperiod period5 <period> - 7

*setperiod period6 <period> - 6

*setperiod period7 <period> - 5

*setperiod period8 <period> - 4

*setperiod period9 <period> - 3

*setperiod period10 <period> - 2

*setperiod period11 <period> - 1

*set period12 <period>

* Worksheet Directory

* Sheet Name Template Name Local Parameters

in from Agresso)

Received?

- get from Angela/Helen
- get from Angela/Helen
- get from Angela/Helen
- get from Angela/Helen
- get from Angela/Helen

- ✓
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- get from Roys spreadsheet
- get from Roys spreadsheet less Conts to Provisions
- get from Roys spreadsheet
- get from Roys spreadsheet
- get from Roys spreadsheet
- get from Roys spreadsheet
- get from Roys spreadsheet

Insert Strings

Agenda Item 8

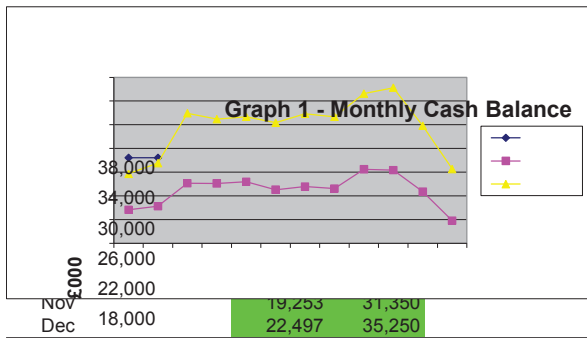
COMMDEV	CD
highways	T&H
LEISURE	Lei
LEGAL	Legal
FINSERV	FS
DIRECT	DirS
ENVHLTH	EH
POLREG	P&E
CHIEFEX	CE
DEVCONT	DevS
ICT	ICT
HOUSING	Hous
ENVOPS	Env.
POLPERFOR	PP
PERSDEV	Pers
CFO	CFO

**Finance Advisory Group Finance Indicators 2011/12
as at end May 2011**

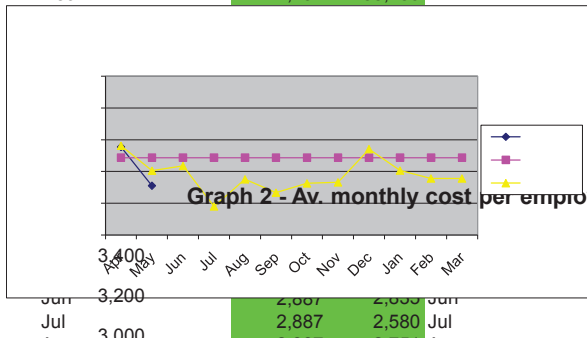
Description	target	actual	Variance %	notes	graph
Monthly cash balance £000	16,262	24,450	8,188 50.4%	Total investments at month end. Precepts are paid in 10 instalments of roughly £6m, but not in June or December. Therefore, we receive cashflow benefits until the last 2 precept payments go out in February and March. This is higher than the target for the following reasons: - provisions such as Edenbridge Relief Road have not been fully spent (£2.3m)	1
Average monthly cost per employee (non cumulative) £	2,887	2,710	-177 -6.1%	- VAT refund received in June 2010 (£1.8m) - grant income received for capital projects has not been fully spent (£0.4m)	2
Number of ftes	388	396	8 2.1%	Target is annual pay budget divided by budget ftes, figures include agency and casual staff. Target is budgeted ftes. Dunbrik agency staff are now fully included. Includes 'Future Jobs Fund' employees and 2 'Benefits & Local Tax Apprentices'.	3
Council Tax % collected for 2010/11	20.9	21.0	0.1 0.5%	LPIFS 19. Monthly cumulative figures	-
NNDR % collected for 2010/11	22.1	22.9	0.8 3.6%	LPIFS 20. Monthly cumulative figures.	-
Council Tax payers % on direct debit	70.0	76.8	6.8 9.7%	LPIFS8 - % on direct debit	4
Investment return % 3 month LIBID 7 day LIBID	0.90 0.67 0.45	1.11	0.21 23.3%	Cumulative return on investments. Target is budget assumption	5
Sundry debtors: debts over 21 days £000	35	77	42 120.0%	21 days is taken as the base as the first reminder is issued after 3 wks. Actual figure has reduced to £52,000 at 10/06/11.	6
Sundry debtors: debts over 61 days £000	20	19	-1 -5.0%	61 days is when the third reminder is issued (debts exclude items on 'indefinite hold', e.g. debtors in administration)	7

Agenda Item 9

Finance Advisory Group Finance Indicators 2011/12 as at end May 2011

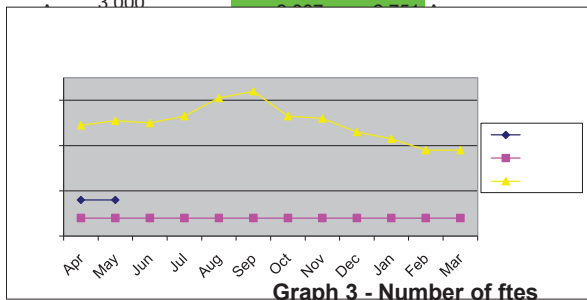


Actual
Target
2010/11

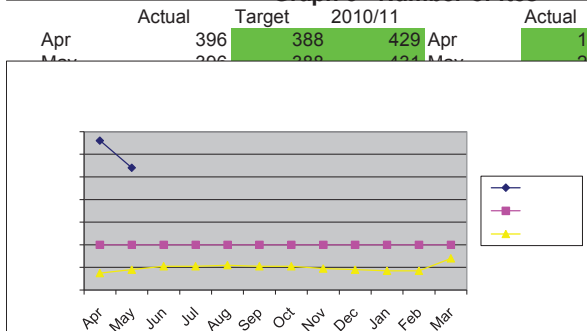


Mar

Target
1.4 11.3
1.0 20.9
30.4
40.0
49.3
58.8
68.2
78.2
87.6
96.9
98.0
98.5



Actual Target
13.2 11.8
22.1
31.4
41.7
51.5
60.9
69.9
78.9
87.9
96.6
97.6
98.1



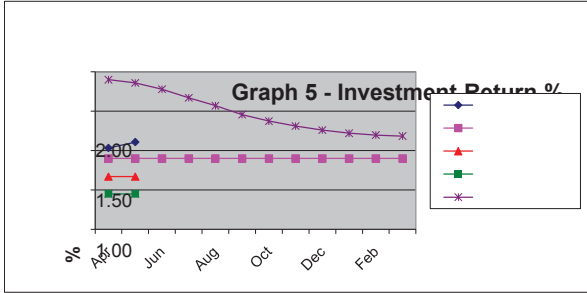
Actual Target
69.9 11.8
22.1
31.4
41.7
51.5
60.9
69.9
78.9
87.9
96.6
97.6
98.1

Graph 4

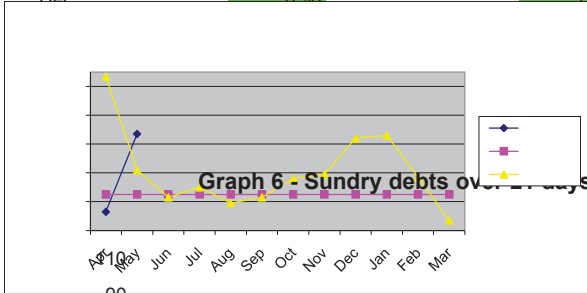
Graph 4 - Council Tax % on direct debit

Month	Actual	Target	2010/11
Apr	80	79.2	70.0
May	78	76.8	70.0
Jun	78	70.0	68.1
Jul	76	70.0	68.1
Aug	74	70.0	68.2
Sep	72	70.0	68.1
Oct	70	70.0	68.1
Nov	70	70.0	67.9
Dec	68	70.0	67.8
Jan	66	70.0	67.7
Feb	66	70.0	67.7
Mar	66	70.0	68.8

Actual
Target
2010/11

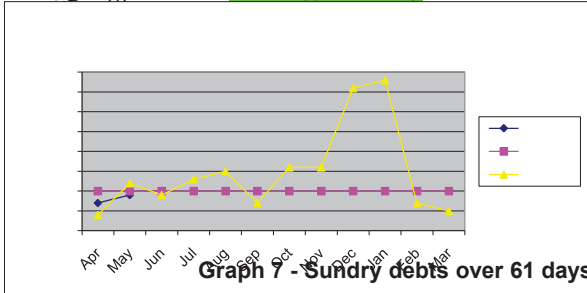


010/11	90
Actual	86
Target	78
3m LIBID	67
7d LIBID	57
Actual 2010/11	46
	37
	1.31
	1.26
	22
	20
	18



Jul	90	35	40
Aug	70	35	29

Actual
Target
2010/11



Month	Actual	Target	2010/11
Apr	50	17	14
May	45	19	22
Jun	40		19
Jul	40		23
Aug	35		25
Sep	30		17
Oct	25		26
Nov	20		26
Dec	15		46
Jan	10		48
Feb			17
Mar			15

Actual
Target
2010/11

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FORWARD PROGRAMME FOR FINANCE ADVISORY GROUP

Topic	15 June 2011	27 July 2011	26 October 2011	25 January 2012	28 March 2012
Annual Accounts	Provisional Outturn 2010/11 and Carry Forward Requests.	Draft Statement of Accounts 2010/11			
Budget				Risks and Assumptions for Budget 2012/13	
Financial Monitoring	May 2011 results	June 2011 results	Sept 2011 results	Dec 2011 Results	Feb 2011 results
Financial Performance Indicators	March 2011 and May 2011	June 2010	September 2011	December 2011	February 2011
Treasury Management		Investment Strategy Update		Treasury Management Strategy 2012/13	
Invitee	Development Control Budget	Building Control Budget			
Other				Costs and Savings in Partnership Working Pensions Investments	Revenues and Benefits Partnership Working

