

**FINANCE AND RESOURCES ADVISORY COMMITTEE**

**04 June 2013 at 7.00 pm**

**Conference Room, Argyle Road, Sevenoaks**

**AGENDA**

**Membership:**

Cllrs. Mrs. Bayley, Brookbank, Cooke, Mrs. Davison, Mrs. Dibsdall, Edwards-Winser,  
McGarvey, Ramsay, Scholey and Walshe

	<b><u>Pages</u></b>	<b><u>Contact</u></b>
<b>Apologies for Absence</b>		
1. <b>To elect a Chairman for the Committee for the ensuing municipal year</b>		
2. <b>To elect a Vice-Chairman for the Committee for the ensuing municipal year</b>		
3. <b>Minutes</b> Minutes of the meeting of the Finance Advisory Group held on 23 April 2013	(Pages 1 - 4)	
4. <b>Declarations of Interest</b> Any interests not already registered		
5. <b>Update from Portfolio Holder</b>		Councillor Brian Ramsay
6. <b>Referrals from Cabinet or the Audit Committee (if any)</b> None		
7. <b>Scope of Officer Responsibilities</b> Verbal Presentation		
8. <b>Provisional Outturn 2012/13 and Carry Forward Requests</b>	(Pages 5 - 28)	Helen Martin Tel: 01732 227483
9. <b>Financial Performance Indicators 2013/14 - to the end of April 2013</b>	(Pages 29 - 34)	Helen Martin Tel: 01732 227483
10. <b>Work Plan</b>	(Pages 35 - 36)	

### **EXEMPT ITEMS**

(At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.)

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the appropriate Contact Officer named on a report prior to the day of the meeting.

Should you require a copy of this agenda or any of the reports listed on it in another format please do not hesitate to contact the Democratic Services Team as set out below.

For any other queries concerning this agenda or the meeting please contact:

**The Democratic Services Team (01732 227241)**

**FINANCE ADVISORY GROUP**

Minutes of the meeting held on 23 April 2013 commencing at 9.30 am

Present: Cllr. Ramsay (Chairman)

Cllrs. Firth, Fittock, McGarvey and Scholey

46. Minutes

Resolved: That the minutes of the meeting of the Finance Advisory Group held on 23 April 2013, be approved and signed by the Chairman as a correct record.

47. Declarations of interest

No declarations of interest were made.

48. Matters arising including actions from last meeting

The completed actions were noted.

49. Referrals from Performance & Governance Committee:

There were none.

50. Forward Programme

It was noted that the meeting of Cabinet scheduled to be held on 9 May 2013 had been cancelled due to lack of business. Any items on the forward programme would be built into any new committee structure that may arise out of current discussions.

51. Development Control Finance

The Group Manager Planning presented a report which provided information on the Development Control budget and its management, including consideration of efficiency savings.

He updated Members on the progress of the proposed changes to permitted development rights (Town and Country Planning (General Permitted Development) Order 1995 (SI 418)). The proposals could see some loss of fee income. At the moment under the proposals the local authority would still be contacted and neighbours written to, if there were objections the development would have to be treated as an application. However the Minister had said this would be done at no cost to the householder, which meant the local planning authority would incur the costs of administration etc. Without knowing details it not would be possible to estimate costs. It was suggested that a 'ball park' figure could be estimated from the Validation Team. The House of Lords had commented on the impact to local planning authorities, and it was possible further consultation would be required on the new amendments. It appeared the development would apply to the size of the original dwelling not any further development, and building control approval would still be required. At the moment there was not enough detail

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Finance Advisory Group - Tuesday, 23 April 2013

known or information on how this would work in practice. Hopefully more would be learnt the following week.

*Action 1: The Group Manager Planning to provide an estimate of potential costs that might be involved under proposed amendments to permitted development rights by the next meeting, and circulate an update on the proposed changes.*

Members discussed the cost of public planning inquiries and whether there was a means to measure performance and outcome against costs. The Group Manager Planning advised that he held statistics on planning appeals where the Development Control Committee had overturned Officer recommendations, which could be provided on request.

*Action 2: Group Manager Planning to provide a breakdown of appeals.*

A Member commented that more needed to be done to lower the number of applications going to the Development Control Committee, and how to make s.106 agreements more enforceable. He also queried that as payment was not required for repeat applications, more should be done at the pre application stage; and that the indices of quality management with regards to appeals needed to be looked at again when up for review. The Chairman asked whether planning were able to keep any of the finances gained from affordable housing agreements.

In response, the Group Manager Planning advised that applicants were encouraged to use the pre application stage to avoid repeat applications. Work had been done conversing with Agents and advertising the process in 'In Shape.' With regards to the affordable housing contributions they kept a monitoring fee only, however they were also working with Legal Services to form standardised agreements to be able to spend less time on individual cases.

### 52. Big Community Fund Review

The Head of Community Development presented a report informing Members of the results of a review of the Council's Big Community Fund.

In response to questions she advised that more than half of the Members consulted thought it should be mandatory to have support from all Members in multi-Member wards. However, many had commented that this would disadvantage some wards where Members may not be able to agree. It was therefore recommended that the applicants should continue to seek support from fellow-Members. However, where this was not forthcoming, Officers should ensure that any Member in a Ward who has not signed the application form is made aware of the application and given an opportunity to comment.

Members discussed and agreed that landowner should be replaced by delivery organisation in the recommendations.

It was noted that the report would go to Cabinet in June as the meeting in May had now been cancelled.

Resolved: That Cabinet be RECOMMENDED to agree that:

- a) the Guidelines be amended to include specific mention that the work involved is not the responsibility of the delivery organisation;
- b) the appraisal score sheet be revised to place most importance on physical improvements and even more than the current emphasis on whether an application should more appropriately be funded elsewhere; and
- c) the application form be revised to ask applicants specifically to address how a proposed application is additional to usual maintenance arrangements and landowner responsibilities to help Members during the appraisal process.

53. Financial Results 2012/13 - to the end of February 2013

The Budget Monitoring report showed an expected favourable year end forecast of £136,000. to the end of February The majority of this was due to investment income achieving £116,000 better than budget. Income from Building Control, Land Charges, Car Parking and Planning fees were down. With regards to car parking she had been advised that this was due to lack of footfall. The Finance Manager updated Members on the repayment situation with the operators of the previous Swanley and Sevenoaks markets. She explained that the supplementary appropriation from reserves had been for Christmas car parking, as approved by Council in February 2013.

A Member pointed out that, previously, codings had been an issue with car parking but this seemed to have been resolved. He also stated that footfall was down nationally, evidence by falling petrol consumption. Concerns were voiced as to whether the increase in parking charges was to blame. The Chairman suggested that it may be time to remove expectation of increased revenue from increased car parking charges, and look more closely at other sources for future budgeting. It was noted that Environment Select Committee should consider fees in the next annual review.

The Group asked that their appreciation for Roy Parsons' work on the investment fund income be conveyed, and congratulations to Management Team for the favourable forecast.

54. Financial Performance Indicators 2012/13 - to the end of February 2013

Financial Performance Indicators 2012/13 to the end of February 2013 were noted.

55. Financial Performance Indicators 2012/13 - to the end of March 2013

Members considered the financial performance indicators as at end March 2013.

The Finance Manager advised that the percentage figure drop for Council Tax collected by Direct Debit was caused by the increase in number of people eligible to pay by Direct Debit.

With reference to Sundry debts over 21 days, this was worse than target but was affected by a single debt; in this instance a late rent payment. In response to questions she advised that debts were not included if the company was in liquidation or the debtor had an arrangement to pay in instalments.

THE MEETING WAS CONCLUDED AT 11.40 AM

CHAIRMAN

**PROVISIONAL OUTTURN 2012/13 AND CARRY FORWARD REQUESTS**

**Finance and Resources Advisory Committee – 4 June 2013**

Report of the: Chief Executive Designate

Status: For Decision

Also considered by: Cabinet – 6 June 2013

Key Decision: No

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**This report supports the Key Aim of** Effective Management of Council Resources

**Portfolio Holder** Cllr. Ramsay

**Head of Service** Group Manager – Financial Services – Adrian Rowbotham

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**Recommendation to Finance and Resources Advisory Committee:** It be recommended to Cabinet that:

- (a) The Revenue ‘carry forward’ requests totalling £35,066 as set out in paragraph 13 of the report be approved; and
- (b) The capital carry forward requests totalling £572,102 as set out in paragraph 15 of the report also be approved.

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**Introduction**

- 1 Provisional Financial Outturn figures for 2012/13 are attached at Appendix A. These results will be presented to Cabinet at its meeting on 6 June 2013.
- 2 The report also sets out the requests to carry forward unspent budgets into 2013/14 for Revenue and Asset Maintenance items. In practice any items agreed for carry forward will be set aside in an Earmarked Reserve to be used to finance those costs in 2013/14.
- 3 2012/13 was the second year of a four-year savings plan, which set out to achieve savings of £4 million over that period. It is pleasing to report to Members that a provisional favourable variance of £294,000 has been achieved. Revenue carry forwards of £35,000 have been requested; if these are approved the favourable variance will reduce to £259,000
- 4 At the end of February the forecast outturn (which took account of likely carry forward requests) was a favourable variance of £136,000. Since then, a review of the cost sharing arrangements for the Revenues and Benefits partnership has taken place leading to an increased contribution from Dartford Council. The provisional outturn position is £123,000 better than the February forecast.

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- 5 The figures above all take into account the supplementary budget of £15,000 approved during the year for Christmas car parking.
- 6 It was approved by Cabinet on 7 February 2013 that any favourable variance achieved on the 2012/13 budget be put to the Budget Stabilisation Reserve.

### High Level Analysis of Results

- 7 **Partnership Income:** Reviews of the cost sharing arrangements for the Dartford Environmental Health, and Revenues and Benefits partnerships have taken place. This has led to an increased share of the cost of Revenues and Benefits being paid by Dartford.
- 8 **Pay costs (£183,000 underspent):** Actual expenditure is below budget due to some vacancies and staffing restructures following the departure of senior managers.
- 9 **Income from fees and charges (£330,000 unfavourable on major income sources):** Development Control, Building Control, Land Charges and Car Parking income budgets showed adverse variances during 2012/13, and these remain risk areas for 2013/14. During the year, the operators of the Swanley and Sevenoaks markets went into voluntary liquidation leaving two months rent unpaid. The unpaid rent has not been included as income for 2012/13. The market continued to operate but with a reduced weekly payment from the interim operator.
- 10 **Direct Service Trading Accounts** show a surplus of £73,000 at the year end, which is £9,000 better than the budgeted surplus.
- 11 **Interest and Investment Income** was £117,000 better than budget. 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 now account for a 100% return although this will continue to be reviewed.

### Revenue Carry Forward Items

- 13 There are two Revenue carry forward requests. Further details including the implications of not carrying forward these budgets are set out at the end of this report.

No.	ITEM	HEAD OF SERVICE/SERVICE MANAGER	£
A1	Asset Maintenance – Argyle Road Dormers	ICT	27,813



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A2	Licensing Partnership IT – Online forms	ICT	7,253
	<b>Total</b>		<b>35,066</b>

- 14 The Asset Maintenance budgets for Argyle Road was underspent by £27,813 because a part completed project was delayed due to bad weather in March. Prior to 2011/12, any unspent budgets for Asset maintenance would have been returned to the Asset maintenance fund. From 2011/12 onwards there is no longer a separate fund. It is requested that the unspent balance for this specific project be approved for carry forward to 2013/14.

### Capital Programme

- 15 The following capital scheme was underspent at the year end. This relates to a partially completed previously approved project.

No.	SCHEME	HEAD OF SERVICE/SERVICE MANAGER	AMOUNT £
C1	Vehicle replacement programme	Environmental and Operations	£572,102
	<b>Total</b>		<b>£572,102</b>

### 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

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### Equality Impacts

19

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	No	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		

### Conclusions

- 20 Both Members and Officers were fully aware that 2012/13 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 2013/14 budget includes savings totalling £0.4m. Achieving this continuing level of savings whilst managing the financial risks will require continued close and proactive financial management during 2013/14.

### Risk Assessment Statement

- 23 The approval of these carry forward requests should reduce the risk of the Council exceeding its planned expenditure in 2013/14.
- 24 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 2013.

### Appendices

Appendix A – Budget Carry Forward Requests

Appendix B - Provisional Outturn Summary

Appendix C – Explanation of variances

**Background Papers:**

Provisional Outturn results 31 March 2013

Carry Forward Requests

**Contact Officer(s):**

Adrian Rowbotham Ext. 7153

Helen Martin Ext. 7483

**Dr. Pav Ramewal  
Chief Executive Designate**

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Budget Carry Forward Request 2012/13

Head of Service :	Jim Carrington West
Budget description :	Asset Maintenance
Type of expenditure:	Revenue
Cost Centre code :	YMKA*
Budget unspent at 31/3/13:	£27,813
Amount requested for carry forward:	£27,813

*Reason for request, including the benefits of this expenditure, why the budget was not spent in 2012/13 and timescales for expenditure in 2013/14:*

The money was not spent in 2012/13 due to the weather sensitive nature of the works to the roof dormers. Sustained wet and cold weather meant that the specialist roofing product could not be applied.

The works have continued in April and May 2013 and they are essential to keep the office building watertight.

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

Insufficient budget in 2013/14 to complete the essential works.

Inability to maintain assets to appropriate standards with potential for increased expenditure on maintenance.

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### Budget Carry Forward Request 2012/13

Head of Service :	Jim Carrington-West
Budget description :	Licensing Partnership IT Hub Costs
Type of expenditure:	Revenue
Cost Centre code :	XAXJHUB 56900 9999
Budget unspent at 31/3/13:	£7,253
Amount requested for carry forward:	£7,253

*Reason for request, including the benefits of this expenditure, why the budget was not spent in 2012/13 and timescales for expenditure in 2013/14 :*

The introduction of online forms for Licensing applications is a project that was scheduled for 2012/13 but has been delayed due to establishing a reliable supplier of the product and shortages in available resources within the Licensing Team. Initial investigations have been carried out culminating in scoping discussions with a preferred supplier – Victoria Forms. The company has submitted a proposal with budgetary costings and is deemed to be a fit for purpose solution by both the Licensing and IT sections. Implementation is now scheduled to take place in the first half of 2013/14.

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

The implementation of these forms will reduce the work required by the administration team for the Licensing Partnership. It is therefore anticipated that in the latter half of the financial year the level of the resource within the administration team can be reviewed with the intention of either taking on additional work/revenue streams or reducing the level of resource.

Should we be unable to fund the implementation of this project the additional income/reduction in resource will not be realised.

Budget Carry Forward Request 2012/13

Head of Service:	Richard Wilson
Budget description:	Vehicle Replacement Fund
Type of expenditure:	Capital
Cost Centre code:	YLLP
Budget unspent at 31/3/13:	£572,102
Amount requested for carry forward:	£572,102

*Reason for request, including the benefits of this expenditure, why the budget was not spent in 2012/13 and timescales for expenditure in 2013/14:*

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 agreed vehicle replacement programme for 2012/13 required estimated expenditure of £350,000. Actual spend total in 2012/13 after vehicle disposal credits amounts to £271,677. The slippage primarily results from deferment of purchases from 12/13 to 13/14 and savings realised through purchase of used rather than new freighters. Purchases deferred are a street cleaning tipper, a used pest control vehicle (service subject to further review) and also retro-fitting of vehicle tracking equipment, which is subject to evaluation of the most suitable cost effective system to meet our requirements. The Portfolio-holder has agreed the planned vehicle replacement expenditure and timescales for 2013/14.

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

The annual vehicle replacement programme underpins the on-going 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 its commercial vehicle fleet. The Vehicle Replacement Fund allows for purchase of

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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.



**2. Overall Summary**  
**March 13 - Provisional**  
**Outturn as at 21/05/13**

	Period		Period		Period		Y-T-D		Y-T-D		Y-T-D		Annual		Annual		2011/12		
	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Forecast (including Accruals)	Variance	Actual	Budget	Actual	
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000	£'000	£'000	
<b>Community and Planning</b>																			
Community Development	136	189	-53	-39.0	978	966	12	1.2	978	961	17	1.7	978	961	17	1,140	978	1,140	
Development Services	141	116	25	17.8	1,299	1,261	38	2.9	1,299	1,266	33	2.6	1,299	1,266	33	1,413	1,299	1,413	
Environmental and Operations	104	189	-85	-81.2	2,731	3,064	-333	-12.2	2,731	2,962	-231	-8.5	2,731	2,962	-231	2,528	2,731	2,528	
Housing and Communications	135	145	-10	-7.6	872	858	14	1.6	872	854	19	2.2	872	854	19	944	872	944	
<b>Total Community and Planning</b>	<b>516</b>	<b>639</b>	<b>-123</b>	<b>-23.9</b>	<b>5,880</b>	<b>6,150</b>	<b>-270</b>	<b>-4.6</b>	<b>5,880</b>	<b>6,042</b>	<b>-162</b>	<b>-2.7</b>	<b>5,880</b>	<b>6,042</b>	<b>-162</b>	<b>6,025</b>	<b>5,880</b>	<b>6,025</b>	
<b>Corporate Resources</b>																			
Finance and Human Resources	870	469	401	46.1	3,951	3,629	322	8.2	3,951	3,799	152	3.9	3,951	3,799	152	4,516	3,951	4,516	
IT and Facilities Management	242	296	-54	-22.5	2,012	1,914	98	4.9	2,012	1,985	27	1.3	2,012	1,985	27	1,595	2,012	1,595	
Legal and Democratic Services	165	297	-133	-80.6	1,924	1,887	37	1.9	1,924	1,922	2	0.1	1,924	1,922	2	1,363	1,924	1,363	
<b>Total Corporate Resources</b>	<b>1,277</b>	<b>1,062</b>	<b>214</b>	<b>16.8</b>	<b>7,887</b>	<b>7,429</b>	<b>457</b>	<b>5.8</b>	<b>7,887</b>	<b>7,705</b>	<b>182</b>	<b>2.3</b>	<b>7,887</b>	<b>7,705</b>	<b>182</b>	<b>7,473</b>	<b>7,887</b>	<b>7,473</b>	
<b>NET EXPENDITURE (1)</b>	<b>1,792</b>	<b>1,701</b>	<b>91</b>	<b>5.1</b>	<b>13,767</b>	<b>13,579</b>	<b>188</b>	<b>1.4</b>	<b>13,767</b>	<b>13,747</b>	<b>19</b>	<b>0.1</b>	<b>13,767</b>	<b>13,747</b>	<b>19</b>	<b>13,498</b>	<b>13,767</b>	<b>13,498</b>	
<i>Adjustments to reconcile to Amount to be met from Reserves</i>																			
Direct Services Trading Accounts	15	19	-4	-26.7	-64	-73	9	14.1	-64	-65	1	1.6	-64	-65	1	21	-64	21	
Capital charges outside General Fund	-4	-4	0	0.0	-54	-54	-0	-0.0	-54	-54	-	-	-54	-54	-	-47	-54	-47	
Support Services outside General Fund	-16	5	-20	-131.1	-187	-167	-20	-10.9	-187	-191	-4	-2.1	-187	-191	-4	-197	-187	-197	
Redundancy Costs - all	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>NET EXPENDITURE (2)</b>	<b>1,787</b>	<b>1,720</b>	<b>67</b>	<b>3.7</b>	<b>13,461</b>	<b>13,285</b>	<b>176</b>	<b>1.3</b>	<b>13,461</b>	<b>13,437</b>	<b>20</b>	<b>0.1</b>	<b>13,461</b>	<b>13,437</b>	<b>20</b>	<b>13,275</b>	<b>13,461</b>	<b>13,275</b>	
Government Grant	-387	-387	-	0.0	-4,646	-4,646	-	-	-4,646	-4,646	-	-	-4,646	-4,646	-	-5,141	-4,646	-5,141	
Council Tax Requirement - SDC	-771	-771	-	0.0	-9,251	-9,251	-	-	-9,251	-9,251	-	-	-9,251	-9,251	-	-9,199	-9,251	-9,199	
<b>NET EXPENDITURE (3)</b>	<b>629</b>	<b>562</b>	<b>67</b>	<b>10.6</b>	<b>-436</b>	<b>-612</b>	<b>176</b>	<b>40.4</b>	<b>-436</b>	<b>-460</b>	<b>20</b>	<b>4.5</b>	<b>-436</b>	<b>-460</b>	<b>20</b>	<b>-1,065</b>	<b>-436</b>	<b>-1,065</b>	
<i>Summary including investment income</i>																			
Net Expenditure	629	562	67	10.6	-436	-612	176	40.4	-436	-460	20	4.5	-436	-460	20	-1,065	-436	-1,065	
Investment Impairment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Interest and Investment Income	-16	-28	12	-73.4	-206	-323	117	57.0	-206	-290	117	57.0	-206	-290	117	-308	-206	-308	
<b>Overall total</b>	<b>613</b>	<b>534</b>	<b>79</b>	<b>12.9</b>	<b>-642</b>	<b>-935</b>	<b>294</b>	<b>45.8</b>	<b>-642</b>	<b>-750</b>	<b>138</b>	<b>21.2</b>	<b>-642</b>	<b>-750</b>	<b>138</b>	<b>-1,373</b>	<b>-642</b>	<b>-1,373</b>	
Planned appropriation (from)/to Reserves																			
Supplementary appropriation from Reserves																			
Surplus																			

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2012-13 Outturn including all sundry creditors

	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)
<b>Community Development</b>							
8 to 12 project	0	0	0	0		0	
Arts Development	0	0	0	0		0	
All Weather Pitch	-2	-2	-2	0		0	
Big Community Fund	0	0	0	0		0	
Community Activity	0	0	-0	0		0	
Community Safety	207	204	205	2		-1	
Community Development Service Provisions	-2	-11	-11	9		-0	
The Community Plan	58	58	59	-1		-1	
Economic Development	41	41	41	0		0	
Grants to Organisations	179	179	178	0		0	
Health Improvements	41	41	42	-1		-1	
Leisure Contract	251	259	259	-8		-0	
Leisure Development	20	20	20	0		0	
Local Strategic Partnership	0	0	0	0		0	
Partnership - Child	0	0	0	0		0	
Partnership - Home Office	0	0	0	0		0	
Administrative Expenses - Community Dev.	10	8	9	1		-1	
STA Community Arts Centre	100	100	100	0		0	
Sustainability	4	4	4	0		0	
Team	24	24	24	-0		-0	
Choosing Health WK PCT	0	0	0	0		0	
Falls Prevention	0	0	0	0		0	
PCT Health Checks	0	0	0	0		0	
PCT Initiatives	0	0	0	0		0	
West Kent Partnership	0	0	0	-0		-0	
Youth	48	37	39	9		-2	
	<b>978</b>	<b>961</b>	<b>966</b>	<b>12</b>		<b>-5</b>	

Explanations not required here as all variances within parameters.

2012-13 Outturn including all sundry creditors

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	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)
<b>Development Services</b>							
Bridleways / Footpath Diversions	1	1	1	-0		-0	
Conservation	47	45	44	3		1	
Planning Policy	446	345	342	104	The variation remains due to savings on staff costs and delays in receipt of invoices for grants to outside bodies. A further saving is made by not making a contribution to the LDF fund this year. There are no LDF examinations this year and LDF consultancy expenditure can be funded from contributions in previous years.	4	
LDF Expenditure	0	0	0	0		0	
Planning - Appeals	161	168	166	-4		3	
Planning - Counter	-1	-1	-0	-0		-0	
Planning - Development Control	355	415	429	-74	The position on planning application fee income has continued to improve with several major applications submitted in January and February. There continues to be a shortfall in pre-application fees and S106 Monitoring and there has also been a need for some extra expenditure on legal advice. Initiatives are being pursued to further promote the pre-application enquiry service to potential customers including putting an article in the In Shape magazine, advertising the service to planning agents and also amending the website to make the pre-application advice service more prominent.	-14	The additional outturn was due to a combination of an adjustment to the allocation of management costs between Development Control and Planning Policy and to some additional consultancy expenditure, including evaluation of the Edenbridge supermarket applications. These factors were partly offset by a continued upturn in planning application fees. Income from pre-application fees and S106 monitoring was in accordance with the forecast outturn.
Planning - Enforcement	259	262	259	-0		3	
Administrative Expenses - Development Control	29	29	21	8		8	Reduced expenditure was due to a combination of lower than expected printing and training costs together with a number of areas of minor underspend.
Administrative Expenses - Policy and Environment	0	0	0	0		0	
	<b>1,299</b>	<b>1,266</b>	<b>1,261</b>	<b>38</b>		<b>5</b>	

	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)
<b>Environmental and Operations</b>							
Asset Maintenance Car Parks	15	0	55	-40	All expenditure to be charged to on-street parking surplus fund.	-55	Forecast £0, as all expenditure can be charged to the on-street parking fund (Agreed with KCC).
Asset Maintenance CCTV	11	14	14	-3		0	
Asset Maintenance Countryside	5	3	2	3		1	
Asset Maintenance Direct Services	26	23	25	2		-1	
Asset Maintenance Playgrounds	8	1	0	8		1	
Asset Maintenance Public Toilets	8	1	0	8		1	
Building Control Discretionary Work	0	0	2	-2		-2	
Building Control	-130	-50	-58	-73	Income for statutory work is £110,575 below profile. Budget income for year is £485,043. Total income in 2011/12 was £365,000 which is a realistic estimate of the likely income in 2012/13 (£326,500 after 11 months). A shortfall of income of approx £120,000 is forecast. Savings will be made on structural checking fees and other areas.	7	Income for March 2013 (£31,000) higher than anticipated. Actual total income for 2012/13 was £357,646.
Car Parks	-1,587	-1,477	-1,448	-139	Income currently £95,934 below profile. £68,000 on Pay and Display income alone.	-29	Income was £10,500 below target in March, plus winter gritting costs due to late snowfall and cold temperatures in March.
CCTV	245	275	271	-26	Budget contains unidentified income of £45,000 which will not be realised. Savings elsewhere to partly offset this.	4	
Civil Protection	28	28	25	3		3	
Dangerous Structures	22	22	20	3		3	
On-Street Parking	-391	-371	-345	-46	Income £13,000 above profile, mostly from Pay and Display. Expenditure £35,000 above profile, mainly due to costs involved with implementing new schemes.	-26	Although income above budget target, there was a shortfall of £6000 income from the new pay and display scheme in Knockholt. Lining costs £8,400 above budget for March. Still an overall surplus of £344,000.
EH Commercial	244	244	239	5		5	Financial information provided late by Dartford B.C and end of year adjustments resulted in an underspend of £6,800 on hub recharges, not indicated at end of February's information.
EH Animal Control	1	18	22	-22	Over expenditure on kennelling costs due to increase in stray dogs picked up and not being claimed. Over expenditure on vet fees.	-5	

2012-13 Outturn including all sundry creditors

	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)
EH Environmental Protection	393	366	355	38	Savings will be incurred on air quality consultancy costs. Works deferred until 2013/14.	11	End of year adjustments by Dartford B.C. resulted in a small saving in hub recharges whereas showing an overspend at end of February.
Emergency	60	60	58	2		2	
Estates Management - Grounds	94	94	86	8		8	See comments on Parks and Recreation grounds and Parks - Rural.
Licensing Partnership Hub (Trading)	-0	-0	0	-0		-0	
Licensing Partnership Members	0	0	0	0		0	
Licensing Regime	-14	-4	10	-23	Budget contains £18,000 of unidentified income which will not be realised. Other savings made to partly offset this.	-13	Profiling error. A £13,000 unidentified income line profiled to be received in March, but nil income identified and nil received.
Parks and Recreation Grounds	91	91	124	-33	Over-expenditure on Bradbourne Lakes, Hollybush and Swanley sites offset by savings on Estate Management - Grounds and Parks Rural (Countrywide).	-33	Overexpenditure on Bradbourne Lakes, Hollybush and Swanley sites offset by savings on Estate Management - Grounds and Parks Rural (Countrywide).
Parks - Rural	81	81	65	16	Over expenditure on Bradbourne Lakes, Hollybush and Swanley sites offset by savings on Estate Management - Grounds and Parks Rural (Countrywide).	16	Overexpenditure on Bradbourne Lakes, Hollybush and Swanley sites offset by savings on Estate Management - Grounds and Parks Rural (Countrywide).
Environmental Health Partnership	0	0	0	-0		-0	
Public Transport Support	1	1	1	-0		-0	
Refuse Collection	2,204	2,234	2,248	-45	£10,000 unbudgeted expenditure on consultants to examine manual handling techniques following HSE visit at the depot. HSE now revisited and there are now no on-going concerns re our manual handling practices. Income £4,700 down on recycling credits. No income will be received for disposal of clinical waste as this is now undertaken by KCC.	-15	Accrued income for 4th quarter recycling credits and income from material was £12,000 less than target. £6,000 overspend on refuse sacks in March.
Administrative Expenses - Building Control	6	6	8	-2		-2	
Administrative Expenses - Community Director	11	11	7	4		4	
Administrative Expenses - Health	18	18	12	6		6	Minor savings on various budgets, furniture, stationary, mobile phones.
Administrative Expenses - Transport	6	6	7	-1		-1	
Street Naming	13	5	3	10	Savings on Transport costs [was included on February's commentary]	2	
Street Cleansing	1,175	1,165	1,163	12	Savings on transport costs.	2	
Support - Health and Safety	17	17	20	-2		-2	

2012-13 Outturn including all sundry creditors

	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)
Support - Direct Services	45	45	39	6		6	Savings on various budgets but mainly printing and mobile telephones which offset overspend on essential Health and Safety training.
Taxis	-12	-12	-12	0		0	
Public Conveniences	37	47	49	-12 *	Budget contains £11,000 unidentified income.	-2	
Air Quality (Ext Funded)	0	0	0	0		0	
National Food Hygiene Rating Scheme	0	0	-3	3		3	
	<b>2,731</b>	<b>2,962</b>	<b>3,064</b>	<b>-333</b>			
							<b>-102</b>

# Agenda Item 8

## 2012-13 Outturn including all sundry creditors

	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)
<b>Environmental and Operations (TASK)</b>							
Refuse	67	0	2	65	Savings on salaries due to vacancies (£91,000) helped offset expenditure on agency staff to cover vacancies and sickness (£74,000). Savings on fixed transport costs due to new * vehicles coming onto depreciation later than planned. Income £7,000 over profile. Account £5,000 in surplus against a profiled deficit of £62,000.	-2	Budget responsibility is at level of net trading account; further details not required.
Street Cleaning	38	61	67	-29	Salaries over profile by £34,000 due to budget adjustments and savings made on General Fund costs. * Transport repairs £6,000 over profile. Account £55,000 in deficit against a profiled deficit of £35,000.	-6	
Trade	-21	-47	-50	29	Although trade waste income £37,000 below target, expenditure controlled	3	
Workshop	-17	-19	-26	9	* £65,000 below profile. Account £53,000 in surplus against a profiled surplus of £24,000	7	
Green Waste	-60	-44	-52	-8		8	
Premises Cleaning	10	0	3	7		-3	
Cesspools	-52	-12	-19	-33	Income £27,000 below target. Account £20,000 in surplus against a profiled surplus of £48,000.	7	
Pest Control	0	30	30	-30	Total income £34,000 below profile and £41,000 below profile on wasp nest treatments alone. Only 169 wasp nest treatments in 2012 compared to 818 in 2011. Income on rodent control and contract work £7,000 above profile.	0	
Grounds	-3	0	-2	-1		2	
Fleet	0	0	4	-4		-4	
Depot	-26	-27	-25	-1		-2	
Emergency	0	-6	-5	5		-1	
	<b>-64</b>	<b>-64</b>	<b>-73</b>	<b>9</b>		<b>9</b>	



	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)
<b>Finance and Human Resources</b>							
Benefits Admin	1,080	1,080	1,008	72 *	Renegotiation of partnership agreement with Dartford BC.	72 *	Renegotiation of partnership agreement with Dartford BC.
Benefits Grants	-659	-659	-659	0		0	
Dartford Partnership Hub (SDC costs)	-541	-541	-541	-0		-0	
Housing Advances	5	5	3	2		2	
Local Tax	420	367	346	74 *	Renegotiation of partnership agreement with Dartford BC.	21 *	Renegotiation of partnership agreement with Dartford BC.
Members	395	380	366	29	Effect of Members only able to claim one Special Responsibility Allowance. * Underspend on Member training.	14	Underspend on Member training.
Misc. Finance	2,152	2,137	2,157	-4		-20 *	Increase in business rates for 66 London Road.
Dartford Partnership Implementation & Project Cos	0	0	0	0		0	
Administrative Expenses - Corporate Director	4	4	6	-2		-2	
Administrative Expenses - Chief Executive	18	12	7	11 *	Underspend on publications, printing, postage.	5	
Administrative Expenses - Finance	39	39	29	10		10 *	Underspend on printing.
Administrative Expenses - Personnel	13	13	14	-1		-1	
Support - Audit Function	156	156	161	-6		-6 *	Renegotiation of partnership agreement with Dartford BC.
Support - Exchequer and Procurement	138	127	127	12 *	Savings resulting from the restructure following the departure of the Head of Finance and HR.	1	
Support - Finance Function	231	187	130	101	Savings resulting from the restructure following the departure of the Head of Finance and HR. Additional work on partnerships completed without the need for the additional budgeted resources.	57	Additional work on partnerships completed without the need for the additional budgeted resources.
Support - General Admin	186	159	152	34 *	Savings made on central training and other staff related expenses.	7 *	Savings made on central training and other staff related expenses.
Support - Nursery	0	0	3	-3		-3	
Support - Personnel	225	220	209	16 *	Additional income from partnership working.	11 *	Additional income from partnership working.
Treasury Management	90	115	111	-22 *	Additional costs of debit/credit card transactions.	3	
	<b>3,951</b>	<b>3,799</b>	<b>3,629</b>	<b>322</b>		<b>170</b>	

	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)
<b>Housing and Communications</b>							
Home Improvement Agency (prev. Care and Repair)							
	39	20	20	20	The HIA is to be brought in-house from 1 <sup>st</sup> April 2013 and any savings (previous core funding to the HIA) will pay for the Register savings and support an admin officer post to assist the officers to manage the extra work.	0	
Consultation and Surveys	2	0	0	2		0	
Energy Efficiency	6	22	22	-16	The overspend will be met from private sector housing underspend. This relates to 50% of the post not being accounted for in the budgets and where possible is met from external funding.	-1	
External Communications	143	134	136	7		-2	
Gypsy Sites	-20	-21	-24	4		2	
Homeless	104	112	116	-12	This is due to salary allocations changed towards the end of the year, job advert and a slight variance on B&B.	-4	
Housing	363	378	378	-15	This is due to increased Register costs which will be offset from other savings.	-0	
Housing Initiatives	8	8	9	-1		-1	
Homelessness Prevention	0	0	0	-0		-0	
Needs and Stock Surveys	13	13	13	0		0	
Housing Option - Trailblazer	0	0	0	0		0	
KCC Loan Scheme	0	0	0	-0		-0	
Private Sector Housing	195	176	174	21	Savings on staff costs will offset the overspend on energy efficiency.	2	
Administrative Expenses - Housing	11	12	12	-1		0	
Support - General Admin	0	-7	-6	6		-1	
Homelessness Funding	0	0	0	-0		-0	
Leader Programme	9	9	9	0		0	
	<b>872</b>	<b>854</b>	<b>858</b>	<b>14</b>		<b>-5</b>	

2012-13 Outturn including all sundry creditors

	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)
<b>IT and Facilities Management</b>							
Asset Maintenance IT	300	300	300	0		0	
Administrative Expenses - Finance	0	0	0	0		0	
Administrative Expenses - IT	26	26	23	3		3	
Support - Contact Centre	392	377	379	12	* Forecast due to salary underspend arising from staff turnover during the year.	-2	
Support - Central Offices - Facilities	251	234	239	12	* Forecast due to an underspend on corporate stationery and a number of other small but cumulative underspends across the cost centre.	-5	Difference arose due to incorrect input of year end forecast (Finance)
Support - General Admin	261	242	235	26	* Savings made on central training.	7	EOY forecast did not include late accruals for print income from DBC. Postage expenditure came in less than anticipated.
Support - IT	730	754	685	45	* £7k to be requested as a carry forward for online forms for licensing as project unlikely to be complete this financial year. Remaining forecast due to one off underspend on maintenance for microfilm and scanning equipment. Additional income earned from partnership working.	69	Additional income from partnership working. [Part variance caused by incorrect signage on input of February forecast - Finance]
Support - Local Offices	53	52	52	0		-0	
	<b>2,012</b>	<b>1,985</b>	<b>1,914</b>	<b>98</b>		<b>71</b>	

2012-13 Outturn including all sundry creditors

	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)
<b>Legal and Democratic Services</b>							
Action and Development	6	6	6	1		1	
Asset Maintenance Argyle Road	50	50	22	28	Work is already committed and on site for completion and invoicing by the end of the year.	28	A carry forward request will be made re cost of work delayed by weather. *
Asset Maintenance Other Corporate Properties	30	30	21	9		9	Works not required in year. *
Asset Maintenance Leisure	92	92	91	1		1	
Asset Maintenance Support & Salaries	115	115	118	-3		-3	
Asset Maintenance Sewage Treatment Plants	11	0	0	11	No expenditure was required for 2012/13 therefore this is a saving. *	0	
Bus Station	13	13	9	4		4	
Civic Expenses	14	14	13	1		1	
Corporate Management	893	836	842	51	The Council has seen a reduction in its proposed audit fee for 2012/13 as a result of the Governments decision to abolish the Audit Commission and contract out local government audit services. This reduction occurred after budgets for the year were approved. The proposed 40% reduction in fees means that it is now forecast that audit fees are accrued at £5k per month plus additional fees for the audit of grant claims. *	-7	Various small variances on a number of budget lines including allocated cost of part time secretary in Corporate Resources.
Corporate Savings	43	0	0	43	The Council has achieved its £100k target in 2012/13 for vacant posts and is forecast to exceed it by £9k at year end. In addition all market premiums have been allocated for the current year and providing there are no further applications made there will be an underspend of £34k. *	0	
Committee Admin	102	92	93	8		-1	
Elections	67	67	65	2		2	
Equalities Legislation	17	14	13	3		0	
Estates Management - Buildings	-93	-41	-40	-53	The variance is due to the Council having to meet the business rates of properties now vacant pending disposal and the associated reduced rental income. *	-1	
Housing Premises	-9	-9	-10	0		0	
Land Charges	-121	-86	-85	-36	The impact of the current economic climate continues to have an effect on the income. *	-1	
Markets	-260	-173	-156	-104	The market operator went into administration in July 2012 with unpaid rental of £72k. This debt will need to be addressed when the administration is concluded. *	-17	Increased rentals for land at Swanley rented for market; increased costs from DLO for cleaning not taken into forecast. *

2012-13 Outturn including all sundry creditors

	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	6	6	5	0		0	
Register of Electors	131	116	117	14 *	The cost of the canvassers is less than originally estimated.	-1	
Administrative Expenses - Legal and Democratic	77	74	67	10 *	Budget on internal printing underspent.	7	Continuing reduction in amount of printed material used on Committee agendas.
Administrative Expenses - Property	2	2	0	1		1	
Support - Central Offices	426	382	385	41	This budget is affected by the income generated by letting accommodation to third parties and to the reduced costs of energy as previously reported.	-4	
Support - Legal Function	225	235	237	-12	The outturn on counsel's fees is worse than expected partly from the use of Counsel to cover staff absence and partly from the need to use Counsel in High Court litigation. For the next financial year departments are expected to fund their own requirements in relation to their use of Counsel. S106 income is somewhat higher than expected but this income is inherently unpredictable due to market conditions.	-1	
Support - Property Function	88	88	72	16 *	Additional income earned from partnership working.	16	Additional income earned from partnership working.
	<b>1,924</b>	<b>1,922</b>	<b>1,887</b>	<b>37</b>		<b>35</b>	

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**PERFORMANCE INDICATORS – APRIL 2013**

**Finance and Resources Advisory Committee – 4 June 2013**

Report of the: Chief Executive Designate

Status: For Information

Key Decision: No

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**This report supports the Key Aim of** Effective Management of Council Resources

**Portfolio Holder** Cllr. Ramsay

**Head of Service** Group Manager – Financial Services – Adrian Rowbotham

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**Recommendation to Finance and Review Advisory Committee:** That the report be noted.

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**Introduction**

- 1 This report presents information on seven internally set performance indicators covering activities that support information provided in the regular financial monitoring statements.
- 2 Information is provided on targets for the financial year, and figures for the previous year are given for comparison.
- 3 Use of these indicators assists management in highlighting areas where performance has an impact on the financial outturn for the authority.

**Key Implications**

Financial

- 4 This report is for information only and there are therefore no financial implications arising from this report.

Community Impact and Outcomes

- 5 None

Legal, Human Rights etc

- 6 There are no legal or human rights implications arising from this report.

Equality Impacts

- 7

## Agenda Item 9

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	No	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		

### Risk Assessment Statement

8 There are no new risks associated with this report.

### Appendices

Appendix A – Performance Indicators – April 2013

### Background Papers:

Performance Indicators 2013-14

### Contact Officer(s):

Adrian Rowbotham Ext. 7153

Helen Martin Ext. 7483

### Dr. Pav Ramewal

Chief Executive Designate

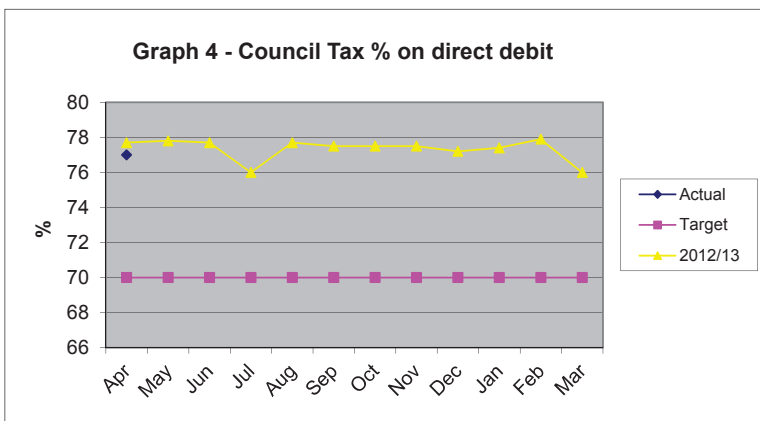
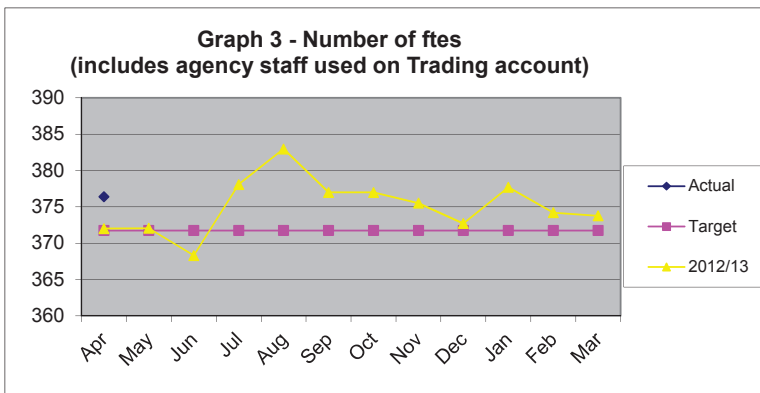
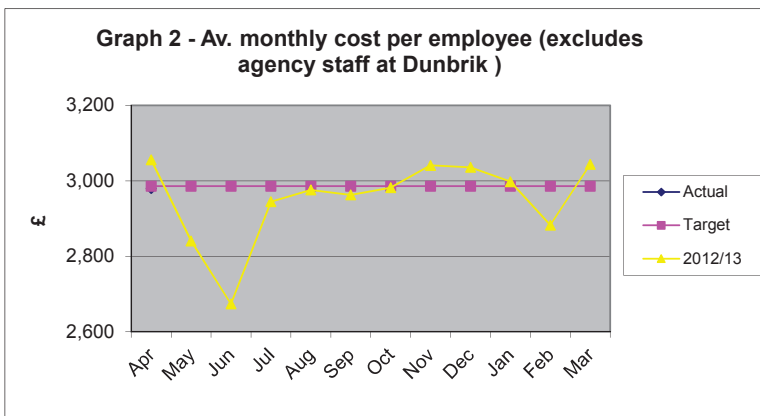
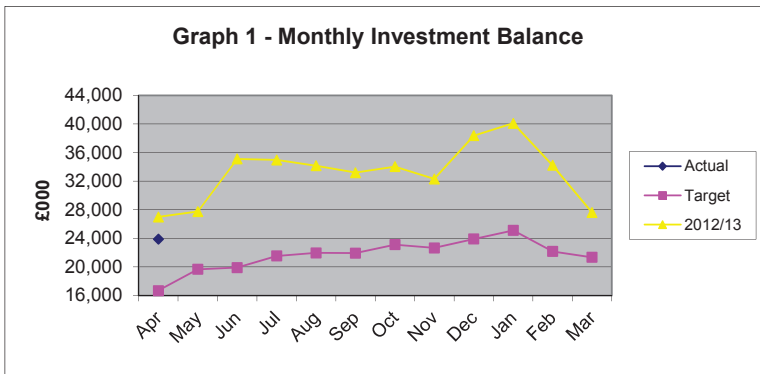


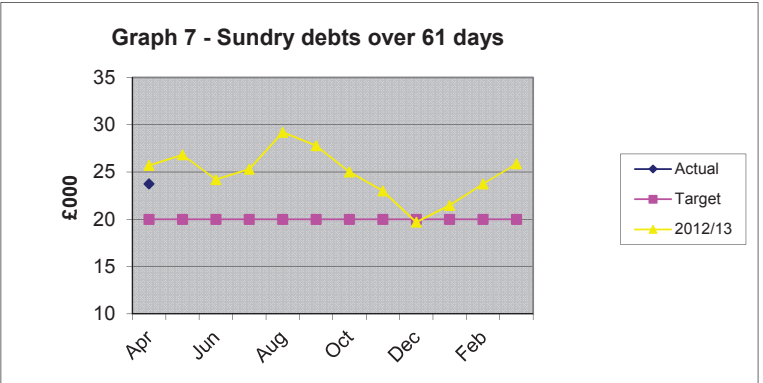
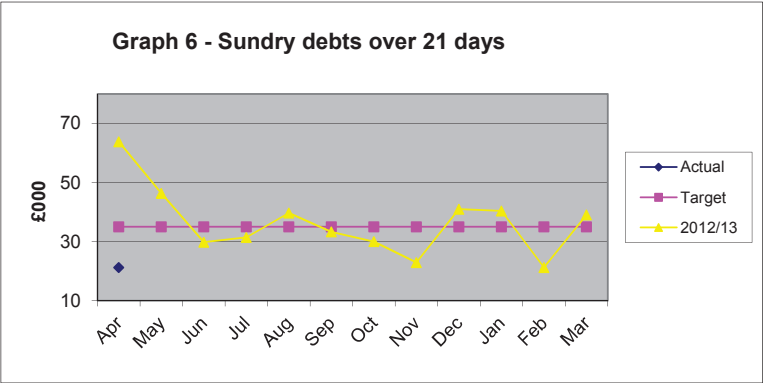
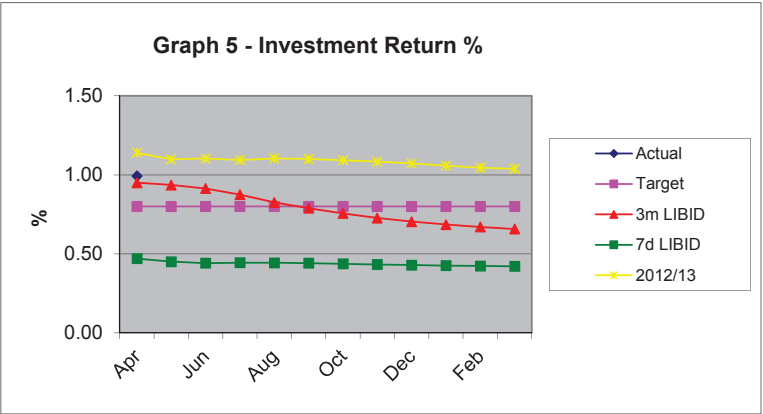
**Finance & Resources Advisory Committee Finance Indicators 2013/14  
as at end April 2013**

Description	target	actual	Variance	notes	graph
Monthly investment balance £000	19,662	0	-19,662 -100.0%	Total investments at month end. From April 2013, precepts are paid in 12 instalments of roughly £5m. (Previous years we paid in 10 instalments - not June or December). The target figures have been updated to reflect the Balance Sheet position as at 31/03/13.	1
Average monthly cost per employee (non cumulative) £	2,928	3,030	102 3.5%	Target is annual pay budget divided by budget ftes, figures include agency and casual staff. Actuals excludes costs and fte of Agency staff at Dunbrik.	2
Number of ftes	373.2	373.8	0.6 0.2%	Target is budgeted ftes.	3
Council Tax % collected for 2012/13	11.4	11.0	-0.4 -3.5%	LPIFS 19. Monthly cumulative figures	-
NNDR % collected for 2012/13	14.1	12.3	-1.8 -12.8%	LPIFS 20. Monthly cumulative figures.	-
Council Tax payers % on direct debit	70.0	77.0	7.0 10.0%	LPIFS8 - % on direct debit	4
Investment return %	0.80	0.99	0.19 24.1%	Cumulative return on investments. Target is budget assumption	5
3 month LIBID		0.52	0.52		
7 day LIBID		0.4	0.40		
Sundry debtors: debts over 21 days £000	35	21	-14 -40.0%	21 days is taken as the base as the first reminder is issued after 3 wks.	6
Sundry debtors: debts over 61 days £000	20	24	4 20.0%	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 & Resources Advisory Committee Finance Indicators 2013/14  
as at end April 2013





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**Work Plan 2013/14**

	<b>4 June 2013</b>	<b>23 July 2013</b>	<b>12 November 2013</b>	
<b>Audit and Corporate Governance</b>				
<b>Budget and Financial Strategy</b>	Provisional Outturn 2012/13 and Carry Forward Requests			
<b>Financial Monitoring</b>	Financial Performance Indicators April 2013			
<b>Legal</b>				
<b>Information Technology</b>				
<b>Local Tax</b>				
<b>Shared Services</b>				
<b>Procurement Policies</b>				

	4 June 2013	23 July 2013	12 November 2013	
<b>Property</b>				
<b>Facilities Management</b>				
<b>Strategic Risk</b>				