

15 June 2017 at 7.00 pm

Conference Room, Argyle Road, Sevenoaks  
Despatched: 07.06.17

# Cabinet


## Membership:


Chairman, Cllr. Fleming; Vice-Chairman, Cllr. Lowe  
Cllrs. Dickins, Firth, Hogarth, Piper and Scholey

## Agenda

There are no fire drills planned. If the fire alarm is activated, which is a continuous siren with a flashing red light, please leave the building immediately, following the fire exit signs.

	Pages	Contact
Apologies for Absence		
1. <b>Minutes</b> To agree the Minutes of the meetings of the Cabinet held on 20 April 2017, 9 May 2017 and 6 June 2017 (to follow), as a correct record.	(Pages 1 - 10)	
2. <b>Declarations of interest</b> Any interests not already registered.		
3. <b>Questions from Members (maximum 15 minutes)</b>		
4. <b>Matters referred from Council, Audit Committee, Scrutiny Committee or Cabinet Advisory Committees.</b>		
REPORTS ALSO CONSIDERED BY THE CABINET ADVISORY COMMITTEES		
5. <b>CIL Governance.</b>	(Pages 11 - 40)	Claire Pamberi Tel: 01732227178
6. <b>Provisional Outturn 2016/17.</b>	(Pages 41 - 58)	Helen Martin Tel: 01732 227483

 Indicates a Key Decision

 indicates a matter to be referred to Council

## EXEMPT INFORMATION

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.

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227000 or [democratic.services@sevenoaks.gov.uk](mailto:democratic.services@sevenoaks.gov.uk).

CABINET

Minutes of the meeting held on 20 April 2017 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)

Cllr. Lowe (Vice Chairman)

Cllrs. Dickins, Firth, Hogarth, Lowe and Piper

An apology for absence was received from Cllr. Scholey

Cllrs. Dr. Canet, Eyre, Mrs. Hunter, McGarvey and Pett were also present.

85. Minutes

Resolved: That the minutes of the meeting of Cabinet held on 9 March 2017, be approved and signed as a correct record.

86. Declarations of interest

There were no additional declarations of interest.

87. Questions from Members

There were none.

88. Matters referred from Sevenoaks District Joint Transportation Board and Scrutiny Committee

- a) Reference from Sevenoaks District Joint Transportation Board held on 8 March 2017 (Minute 38 - Sevenoaks Cycling Strategy Working Group)

Members considered the reference from the Sevenoaks District Joint Transportation Board, which asked Cabinet to consider contributing towards the £15,000 cost of the feasibility study for Cycling Strategy Route 1: East/West Cycle Route.

The Chairman exercised his discretion and allowed Mr. Andrew Michaelides, a member of the Sevenoaks Cycling Forum, to address the meeting. He explained that this route was a low cost link between Worships Hill in Riverhead and the Trinity School site which involved enlarging some footpath and improving signage. A desktop review had been carried out but no feasibility or design study carried out. He realised it was a Kent County Council (KCC) responsibility but was requesting a contribution in order to get it started.

The Chairman advised that a decision could not be taken that evening as it was a KCC responsibility and there would need to be some consultation with them.

Resolved: That Officers be requested to consult with KCC and work closely with them to find possible ways to move this forward.

- b) Reference from Scrutiny Committee held on 30 March 2017 (Minute 39 - Final report from the Property Investment Strategy In-Depth Scrutiny Working Group)

Members considered the reference from Scrutiny Committee.

Resolved: That Officers be requested to move forward with the recommendations.

89. Primary Authority - Support for local businesses (Environmental Health Partnership)

The Portfolio Holder for Direct & Trading Services presented the report which informed Members of the proposal to create Primary Authority Partnerships with businesses, initially in Kent, but potentially UK wide and recover operating costs for the partnership work. He advised that the Direct & Trading Advisory Committee had considered and debated the same report and agreed to recommend it to Cabinet.

The Environmental Health Manager further explained that the Environmental Health partnership had been asked to partner with Kent County Council Trading Standards on their existing and future Primary Authority Partnerships, where Environmental Health would be subcontracted to provide assured advice on Environmental Health legislation compliance as requested.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That

- a) the current situation regarding the operation of the national Primary Authority Scheme, be noted;
- b) the Environmental Health Partnership take on Primary Authority partnerships with businesses and recover operating costs for that partnership work;

- c) the Environmental Health Partnership work with Kent County Council Trading Standards in their operation of the Primary Authority scheme, as their preferred sub contracted EH advisors.

90. Civil Penalties for Council Tax, Housing Benefit and Council Tax Reduction & Sanctions & Prosecution Policy for Council Tax and Council Tax Reduction

The Vice Chairman of the Finance Advisory Committee and Deputy Portfolio Holder for Finance was invited to present the report which requested approval of the introduction of civil penalties and proposed a revised Sanctions & Prosecutions Policy. He advised that the Finance Advisory Committee had considered and debated the same report and had agreed to recommend it to Cabinet.

The Fraud Manager further advised that the primary intention of the proposal was for penalties to be used as a deterrent measure creating a culture of reporting changes, not a regular source of income. No budget had been set for this change.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That the introduction of civil penalties and the associated guidelines at Appendix A of the report, and the proposed revised Sanctions & Prosecutions Policy detailed at Appendix B of the report, be approved.

91. Carry Forward requests 2016/17

The Vice Chairman of the Finance Advisory Committee and Deputy Portfolio Holder for Finance was invited to present the report which advised of revenue carry forward requests. He advised that the Finance Advisory Committee had considered in detail and debated the same report and had agreed to recommend it to Cabinet.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That

- a) the Revenue 'carry forward' requests totalling up to £108,800 as set out in paragraph 5 of the report be approved;
- b) any variance arising from the 2016/17 budget is transferred to/from the Budget Stabilisation Reserve;

- c) the Capital carry forward request totalling £3,715 as set out in paragraph 6 of the report be approved; and
- d) a new Reserve, the Community Housing Reserve, be established to hold money received under the Community Housing Programme.

92. Financial Results - to the end of January 2017

The Vice Chairman of the Finance Advisory Committee and Deputy Portfolio Holder for Finance was invited to present a report on the Council's financial results 2016/17 to the end of January 2017. He advised that the Finance Advisory Committee had considered and debated the same report and agreed to recommend it to Cabinet.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That the report be noted.

93. Property Investment Strategy Update

The Vice Chairman of the Finance Advisory Committee and Deputy Portfolio Holder for Finance was invited to present the report which updated Members on the progress of the Property Investment Strategy and looked at its future direction. The report sought updates to the Strategy and a further £25 million to be set aside for future investments. He advised that it had been a major tool in helping the Council achieve financial self-sufficiency and continue to deliver a balanced 10-year budget. It was important to continue with the Property Investment Strategy to enable schemes to progress and therefore deliver further income streams. Going forward, additional property income would be required to meet the assumptions included in the 10-year budget.

He reported that the report had been discussed at length by Finance Advisory Committee who had noted the Policy & Performance Advisory Committee had thought of limiting investments to within Kent and after debate had concluded that the updated Property Investment Strategy be recommended to Cabinet subject to limiting the geographical area of outside the district as a 50 mile radius from the Argyle Road Offices. He further advised since that meeting the Leader, Portfolio Holder for Finance and he had met with officers to clarify the issues raised.

The Chairman, and Chairman of Policy & Performance Advisory Committee and Portfolio Holder, drew Members' attention to tabled [revised recommendations](#) which had been drawn up in response to the Advisory Committee concerns. He also drew Members' attention to the key points within the report.

It was noted that the risks relating to the strategy had also previously been reported to the Audit Committee, and a Scrutiny Committee Member Working Group had also looked at the Property Investment Strategy (Minute 88 (b) above). Members discussed, and the Vice Chairman of Finance Advisory Committee explained the reasoning behind the arbitrary geographical limit request. It was acknowledged that this could be reviewed. It was also noted that the requested amount would not all be borrowed but approval of the recommendation would give the flexibility to spend up to that amount and the ability to act promptly on potential investments.

#### Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

The Chairman moved the revised recommendations and it was

Resolved: That it be recommended to Council that

- a) expenditure of a further £25million be approved for the Property Investment Strategy as updated; and
- b) the updated Property Investment Strategy, as set out in Appendix A with the following amendments, be approved
  - i) deletion of current point 5 and replaced with ‘Investment opportunities are restricted to those within a 50 mile radius of the Council’s Argyle Road offices’
  - ii) point 7 - deletion of ‘3% net of borrowing costs’ and replaced with ‘in excess of 3% for schemes that include some external borrowing’
  - iii) point 11.i - deletion of ‘or 3% net of borrowing costs’ and replaced with ‘in excess of 3% for schemes that include some external borrowing’
  - iv) point 11.vi - deletion of ‘Rented’ to read ‘Private Residential’
  - v) deletion of point 11.vii as no longer relevant.

#### 94. Sevenoaks Local List

The Portfolio Holder for Planning presented the report which had been considered the night before at the Planning Advisory Committee and unanimously accepted.

He stated that there were a treasury of buildings and landmarks within the area and that this was a good way of preserving them.

The Conservation Officer advised that the report actioned policy EN4 of the Allocations and Development Management Plan (ADMP) by creating a Sevenoaks District Local List Supplementary Planning Document (SPD) and sought adoption of it including the first round of locally listed assets proposed, and the second tranche of identified assets going out to public consultation along with the use of Article 4 Directions.

The Chairman of the Planning Advisory Committee was invited to address the Cabinet and advised that the Planning Advisory Committee had considered and debated the same report and agreed to recommend it to Cabinet subject to an additional recommendation that approval of the final version of the supplementary planning document be delegated to the Portfolio Holder in consultation with the Chairman and Vice Chairman of the Planning Advisory Committee. A draft minute had been [tabled](#) for reference, the full draft minutes were yet to be produced and published.

Members expressed concern and recommended communication with local members be improved. Some Members sympathised with the additional incumbent the SPD placed upon property owners, although it was acknowledged that in reality if the SPD did not exist the Conservation Officer would still have the ability to comment on any planning applications and would in affect the outcome would be the same. Therefore arguably the SPD, in effect, gave them notice. It was acknowledged that there was still more freedom than if it were made a conservation area.

#### Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

The Chairman moved and it was

Resolved: That

- a) the draft Sevenoaks District Local List Supplementary Planning Document (including the first round of locally listed assets proposed) be adopted with authority delegated to the Portfolio Holder for Planning to approve the final draft in consultation with the Chairman and Vice Chairman of the Planning Advisory Committee;
- b) the second tranche of identified assets be approved for public consultation;
- c) the consideration of the focused use of Article 4 Directions be approved, to remove limited permitted development rights which would result in planning permission being required for
  - i) demolition of Locally Listed Buildings outside a conservation area;



- ii) alteration (including removal) of locally listed boundaries and railings, inside and outside a conservation area;
- d) the communication of the proposed Article 4 Direction if necessary; and
- e) the Portfolio Holder for Planning, in conjunction with Officers, draft and send letters to all affected by the Sevenoaks District Local List Supplementary Planning Document.

95. Gypsy & Travellers Accommodation Assessment

The Portfolio Holder for Planning presented the report and advised that the Planning Advisory Committee had considered and debated the same report and agreed to recommend it to Cabinet. A draft minute had been [tabled](#) for reference, the full draft minutes were yet to be produced and published.

The Senior Planning Policy Officer advised that the Gypsy and Traveller Accommodation Assessment (GTAA) had been prepared as part of the evidence base to support the emerging Local Plan, and had identified a need for 51 new pitches to provide suitable accommodation for the Gypsy and Traveller community up to 2035 and the District had a potential supply of 76 pitches on existing sites. As the need could be potentially met on existing sites it was unlikely that new sites would be needed.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That the Gypsy and Traveller Accommodation Assessment (GTAA) attached at Appendix A to the report, be endorsed as a robust evidence base from which the Local Plan strategy would be developed.

THE MEETING WAS CONCLUDED AT 8.38 PM

CHAIRMAN

IMPLEMENTATION OF DECISIONS

This notice was published on 24 April 2017. The decisions contained in Minutes 88, 91 and 92 take effect immediately. The decisions contained in Minutes 80, 89, 90, 94 and 95 take effect on 3 May 2017. The decision in Minute 93 has been recommended on to Full Council on 25 April 2017.

CABINET

Minutes of the meeting held on 9 May 2017 commencing at 7.30 pm

Present: Cllr. Fleming (Chairman)

Cllrs. Dickins, Firth, Hogarth, Piper and Scholey

An apology for absence was received from Cllr. Lowe

Cllrs. Mrs. Hunter, McGarvey, Pett and Thornton were also present.

1. Declarations of interest

No additional declarations of interest were made.

2. Terms of reference

The Cabinet considered a report which sought confirmation of the terms of reference as set out in the Council's Constitution at Appendices R and X.

Resolved: That

- a) the terms of reference of the Advisory Committee be agreed;
- b) the terms of reference of the CIL Spending Board be agreed; and
- c) the terms of reference of the Sevenoaks District Transportation Board be noted.

3. To appoint memberships of Advisory Committees and Boards for the municipal year 2017/18

The Cabinet considered a report which proposed the membership of the Cabinet Advisory Committees, CIL Spending Board and Sevenoaks Joint Transportation Board.

Resolved: That the memberships be agreed, as set out in the Appendix to the report.

4. To appoint representatives to other organisations (executive)

The Cabinet considered the report which sought to confirm the Council's executive appointments to other organisations.

Resolved: That the appointments to other organisations for the municipal year 2017/18 as set out in the Appendix to the report, be confirmed.

THE MEETING WAS CONCLUDED AT 7.33 PM

CHAIRMAN

## Item 5 - Governance of the Community Infrastructure Levy (CIL)

The attached report was considered by the Planning Advisory Committee on 16 May 2017. The relevant Minute extract is below.

### Planning Advisory Committee (16 May 2017, Minute 8)

The Planning Policy Team Leader presented the report which made some recommendations to amending the current CIL governance arrangements. The recommended changes were intended to assist the CIL Spending Board in making decisions and make the process more consistent.

There was a general discussion on whether 7 members of the Board was enough. It was also suggested that it should be politically proportionate, and if possible that members should represent a diverse geographical area.

In response to questions on oversight of the money being spent once allocated: Members noted that there was a requirement for an annual report each calendar year and feedback could be requested and reported then; that there was also the oversight of the Audit Committee; and the Scrutiny Committee also had the power to review.

Resolved: That the recommendations as detailed within paragraphs 11 to 16 of the report to Cabinet be supported -

- a) a fixed membership of greater than 7 members; politically proportionate with an advisory of geographical representation of the District where possible; no pool; a speaking protocol; and officers granted permission to work on the necessary amendments and submit the requisite reports in order to affect the agreed changes;
- b) the original pro-forma be amended as illustrated in the proposed form at Appendix A to the report, and that the pro-formas be used immediately upon approval;
- c) as well the initial validation, bids go through another validation process, as detailed within the report, with recommendations based on the initial priorities laid out for consideration at Appendix C to the report, with permission to refine and agree these at the initial meeting of the Spending Board.
- d) the report circulated and drafted by officers, with the assistance of the Chairman and Vice Chairman, consist of the following
  - *Summary of current CIL Legislation or any recent changes.*
  - *Amount of funding available to be spent by the Spending Board.*
  - *Summary of where the CIL receipts have come from.*

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- *Summary of needs highlighted in the Infrastructure Strategy (Regulation 123 List)*
  - *Summary of the priorities for the Spending of CIL receipts. Summary of the top 5 bids and reasons for this.*
  - *Summary of all bids submitted.*
  - *Recommendation of officers.*
  - Appendices will consist of the completed Assessment Criteria and pro-formas completed.
- e) the provisional timescales set out at Appendix D to the report be noted.

**GOVERNANCE OF THE COMMUNITY INFRASTRUCTURE LEVY (CIL)**

**Cabinet - 15 June 2017**

Report of	Chief Planning Officer
Status	For Decision
Also considered by	Planning Advisory Committee - 16 May 2017
Key Decision	No

**Executive Summary:**

Sevenoaks District Council adopted their Community Infrastructure Levy (CIL) Charging Schedule 18 February 2014 and any qualifying development permitted since 4 August 2014 has been liable to pay CIL.

In March 2014 the Local Planning and Environment Advisory Committee (LPEAC) resolved that a member/officer workshop should be set up to begin to consider CIL Governance issues and in particular the format of the CIL Spending Board which governs how this CIL money would be spent. The recommendations from these workshops were agreed by Cabinet in February 2015.

This report summarises the proposals agreed by the LPEAC and Cabinet in regard to CIL Governance. It also suggests potential changes to the agreed proposals and provides reasons for these changes, in order for members to discuss an appropriate way forward. If the recommendations are agreed, officers will then start the formal process of changing the CIL Governance. It is intended that these recommendations will assist the CIL Spending Board in making decisions and will also make the process more consistent.

**This report supports the Key Aim of ensuring that Sevenoaks District remains a great place to live, work and visit.**

<b>Portfolio Holder</b>	Cllr. Robert Piper
<b>Contact Officer(s)</b>	Claire Pamberi, Ext.7221 Simon Taylor Ext. 7134

**Recommendation to Planning Advisory Committee:**

That the recommendations to Cabinet, be supported.

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**Recommendations to Cabinet:** That the recommendations as detailed within paragraphs 11 to 16 be approved.

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**Reason for recommendation:** To ensure that the Council is able to make decisions on how CIL funding is prioritised in an open, transparent appropriate and fair manner and to ensure consistency.

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### Introduction and Background

- 1 Sevenoaks District Council adopted their CIL Charging Schedule 18 February 2014 and has been charging on any qualifying development permitted since 4 August 2014.
- 2 In March 2014, the Local Planning and Environment Committee (LPAEC) resolved that a member/officer workshop should be set up to begin to consider CIL Governance issues. It was agreed at that time that the workshop would debate the CIL Governance issues and make a recommendation to Cabinet. The outcome of these workshops is laid out in the following CIL Governance report on 27 January 2015:  
<http://cds.sevenoaks.gov.uk/documents/s21290/11%20LPEAC%20report%20-%20CIL%20Governance%20-%2027%20Jan%202015.pdf>
- 3 Following this, the Cabinet resolved that the Council should publish a Regulation 123 list, which sets out broadly the infrastructure needs of the District and therefore makes what the CIL monies could be spent on clearer. This was adopted November 2015.
- 4 Cabinet also resolved that all Town and Parish Councils should receive the equivalent of 25% of the 125 sq m residential CIL rate when chargeable development takes place in their area. This amount will be paid whether the CIL charge for the area is £75 per sq m or £125 per sq m. (The current CIL Regulations state that they should only be entitled to 15% of the chargeable development which increases to 25% when a neighbourhood plan is in place). It was also agreed that the Board would have 7 members which included a fixed Chairman and Vice Chairman, and 5 additional members picked from a pool of 13.
- 5 After the CIL charging schedule was implemented, initially very few CIL receipts were paid. The meeting of the CIL Spending Board was therefore delayed from when it was originally thought (2015/16) as it was considered by the Chair and Vice Chairman that there needed to be a sufficient CIL income for the Spending Board to be able to make a meaningful contribution to Infrastructure projects in the area. The Chairman of the Spending Board at that time requested that at least £250 000 should be available for spending by the Board, before it met. This target has now been met and therefore the process of arranging the first Spending Board is now in progress.



- 6 Just to clarify the amount of CIL money available for spending, in addition to payments paid to the Parish and Town Councils (as described above), the CIL Regulations also allow for 5% of the receipts to be spent on administration by SDC. This money has already been paid out since we have been receiving an receipts from CIL. The remainder of the CIL income is therefore proposed to be allocated through the CIL Spending Board to be spent on Infrastructure.
- 7 The original CIL Governance report, (link provided in paragraph 2) indicated that there was a strong view that a new Spending Board be established to decide on how the spending will be allocated on CIL Infrastructure. It would ensure that sufficient time is made available to debate different schemes that are submitted for funding, that there would be uniformity in decision making and it would also ensure that Members are kept up to date with changes in legislation. It is considered that the CIL Spending Board is still the most appropriate method to decide on CIL spending by this Council.
- 8 This report suggests some changes to the recommendations agreed under the original CIL Governance Report in January 2015. The aim of this paper is to initiate a discussion by PAC and Cabinet, and if the recommendations are agreed then officers can carry out further work as necessary in order to amend the current CIL Governance procedures.
- 9 In addition to the above, officers have also met with the Chairman and Planning Portfolio Holder, to discuss CIL Governance arrangements and it is evident that Members want the CIL monies to be spent in the most appropriate way, to ensure that it will support the most needed Infrastructure in the District. They were also clear that they wanted the money to be spent on projects that were 'ready to go', in that they had all their work plans and permissions in place. Members also wanted schemes that already had considerable funding in place to be supported as CIL is clearly meant as a top up and can not be used to fund the whole project. They did not want to be allocating large sums of money to individual projects. Members wanted to encourage bodies to work in partnership. With all these initial priorities identified it was clear that amendments should be made to the CIL Governance Arrangements to ensure that the most appropriate bids for CIL spending were identified.
- 10 This report therefore looks at the recommendations made by Members through the workshops (as laid out in Appendix B) and those previously agreed by PAC and Cabinet (see link in paragraph 2) and suggests some changes:

11 Recommendation A

Whilst it was agreed in the original report that the Spending Board should be run as a pool system where members should not be able to vote on proposals in their ward;

***Recommendation:*** *It is the view of officers and Members that a Pool system would not provide a consistent approach to the consideration of the bids and would be difficult to manage. It is therefore proposed that the CIL*

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*Spending Board is changed to have a similar format to that of the Development Control Committee. This means that the Chairman and Vice Chairman remain in place and that the same members make decisions on all submissions, subject to any disclosable interests, leaving a fixed membership of 7 and no pool. If agreed it is requested that officers be given permission to work on the necessary amendments and submit the requisite reports in order to affect the agreed changes.*

### 13 Recommendation B

It was agreed that applications should be made by way of the completion of a standard pro-forma.

**Recommendation:** *The original pro-forma should be amended as recommended by the Portfolio Holder for Planning and current Chairman of the CIL Spending Board. Please see attached under Appendix A the original and proposed form. Members will note that a few changes have been suggested, but the alterations seek to ensure that any bids submitted clearly have permissions in place, that the projects are properly managed, that there are other sources of funding for every scheme put forward and also that the party submitting the Bid has any opportunity to submit any additional information that they wish the Board to consider.*

*Successful applicants for CIL funding will be expected to maintain communication with SDC on the progress of the scheme. This requirement has been strengthened in the new pro-forma which requests that the applicant provide details of the level of communication and also forms one of the criteria against which the bids are assessed by (see recommendation C). It is recommended that these pro-formas be used immediately upon approval of this recommendation.*

### 14 Recommendation C

It has been agreed that applications for funding would go through a simple validation process by a lead officer appointed by the CIL Spending Board (it is proposed that this be the Strategic Planning Manager - Antony Lancaster).

**Recommendation:** *It is proposed that this initial validation still takes place. However through a discussion with the Planning Portfolio Holder and Chairman of CIL Spending Board, it is considered that the bids go through a validation process. Like the Development Control Committee, the aim is to assist the Spending Board in considering the applications, as the report will make recommendations on all the bids submitted. The recommendations will be based on the initial priorities laid out for consideration by Appendix C, which were identified through meetings with the Planning Portfolio Holder and Chairman of the Board. These are proposed to be refined and agreed at the initial meeting of the Spending Board.*

*It has been recommended by Members that the consideration of the proposed bids is assessed using a similar method to the Sevenoaks Big Community Fund which lists a number of criteria that the bids should be*

*assessed by and also indicates the number of points allocated to each criteria. Some of the bids will be penalised by a minus score if they are not working in partnership or if they do not have other funding in place as these are considered to be fundamental to a successful bid.*

15 Recommendation D

*It is recommended by the Chairman that the report circulated and drafted by officers, with the assistance of the Chairman and Vice Chairman, should consist of the following:*

- *Summary of current CIL Legislation or any recent changes.*
- *Amount of funding available to be spent by the Spending Board.*
- *Summary of where the CIL receipts have come from.*
- *Summary of needs highlighted in the Infrastructure Strategy (Regulation 123 List)*
- *Summary of the priorities for the Spending of CIL receipts.*
- *Summary of the top 5 bids and reasons for this.*
- *Summary of all bids submitted.*
- *Recommendation of officers.*
- *Appendices will consist of the completed Assessment Criteria and pro-formas completed.*

16 Recommendation E

It is anticipated that the first CIL Spending Board should meet in September this year. See attached under Appendix D the provisional timescales for the CIL Spending Board. Of particular note are the timescales which allow 4 weeks for organisations to submit their bids. They also allow time for officers to validate the bids, write a report and liaise with Members.

**Training for CIL Spending Board members**

20 It is acknowledged that not all Board Members will have been involved in CIL and that the CIL process consists of quite complex legislation. It is therefore considered that training be provide for all Board members, prior to the first meeting. Due to the technicality of the Legislation is considered that members cannot sit on the Board unless they have attended the CIL training.

21 Training will cover a basic introduction to CIL, how the SDC collects CIL, the most up to date CIL legislation, the Council's Structure, what CIL can be spent on, the validation process, the criteria that will be used to assess bids, and the decisions that the Board can make.

**Other Information:**

22 In addition the CIL Spending Board matters, it is important to inform members that officers are currently updating the Council's Infrastructure Plan (Regulation 123 List) to form part of the evidence base to the new Local

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Plan. This will be reported on further in the process of the Local Plan, but will enable us to have a plan of infrastructure and a strategic projects overview which will identify projects and enable us to support identified infrastructure development.

### Other Options Considered and/or Rejected

- 23 Members could decide not to agree to the proposed changes to the governance arrangements. However the recommendations laid out under a - d seek to make the process more consistent and manageable and also ensure that the funding released by the CIL Spending Board is appropriately spent.
- 24 In addition, any identified weaknesses in the system can be addressed through the proposed review process.

### Key Implications

#### Financial

There are no specific financial implications of this recommendation. However the establishment of a new committee will place additional work pressures on existing staff.

#### Legal Implications and Risk Assessment Statement.

Governance arrangements must be consistent with the CIL regulations and must be applied consistently. If they are not then the Council runs the risk of challenges from developers over the use of CIL to the Ombudsmen being upheld.

#### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

### Conclusion

It is recommended that a new CIL Spending Board is established in accordance with the recommendations in this report.

### Appendices

Appendix A - Existing and Proposed Pro Forma

Appendix B - Original Decision Making Process

Appendix C - Assessment of bids for consideration by the CIL Spending Board.

Appendix D - Provisional CIL Spending Board timescales

**Background Papers**

Community Infrastructure Regulations 2010 (as amended)

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**Richard Morris**

**Chief Planning Officer**

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Sevenoaks District Council

Community Infrastructure Levy Spending Board

Bid for Funding Pro-forma

Scheme name:	
Description of Scheme:	
Is this scheme promoted by your organisation in partnership with another organisation(s)?	<p>Yes / No</p> <p>Organisation Name(s):</p> <p>Responsible individual(s):</p> <p>Signature(s) on behalf of other supporting organisation(s) :</p>
<b><u>Need for the Scheme</u></b>	
List of developments that result in the need for this scheme:	
How is the scheme related to these developments (additional information, such as usage forecasts and existing and alternative capacity assessments, can be attached as an appendix):	
Public benefit of the scheme proposed for residents in Sevenoaks District:	

Economic	
Social	
Environmental	
Is the need for the scheme identified in any adopted strategy/plan? If so, which?	
<b>Funding</b>	
Total project cost:	£
Funding required from CIL:	£
Identify other funding sources for this project, what contribution they are making and why these can not be used to fund the scheme in its entirety:	1)
	2)
	3)



	4)
Is the bid for staged payments / will staged payments be accepted?	Yes / No Details of anticipated funding requirements and timetable:
Has a bid(s) for CIL funding been made to relevant town and parish councils?	Bid made: Yes / No Details of bid: Has a decision been made by the town/parish council?: Yes / No Details of decision:
Would the scheme be fully funded if the CIL contribution is agreed:	Yes / No
Has this scheme benefited from CIL funding previously:	Yes / No
<b><u>Deliverability</u></b>	
Does your organisation have the legal right to carry out the proposed scheme?	Yes / No If not, you must attach documentation showing that the statutory provider of this service supports this scheme.
Anticipated start date for delivery of the scheme:	
Anticipated completion date for the delivery of the scheme:	
Does land need to be purchased to facilitate the scheme:	Yes / No Details:
Has consultation been carried out on the scheme or is any planned?	Carried out / Planned / No consultation is planned Details:

Is planning permission required for the scheme?	Yes / No  If yes, has it been applied for?	
Details of any other consent required (if appropriate):	Consent required:	Date applied for / granted:
Is a relevant SDC ward member(s) supportive of the scheme?	Yes / No  Signature of at least one SDC ward member:	
Is the relevant town/parish council(s) supportive of the scheme?	Yes / No  Signature of town/parish council chairman:	
<b><u>Maintenance</u></b>		
Which organisation will be responsible for ongoing maintenance:		
Are funding arrangements in place for maintenance:	Yes / No  Details:	
<b><u>Declaration</u></b>		
I am authorised to submit this bid for funding on behalf of the organisation that I represent. At the time of writing, the information contained in this submission (including appendices) is correct and true to the best of my knowledge. If CIL funding is committed and circumstances change prior to the completion of the scheme, the organisation that I represent will notify Sevenoaks District Council, who will reserve the right to reconsider the allocation of funding. If CIL funding is committed to the above project then the organisation that I represent commits to providing Sevenoaks District Council with sufficient information to enable it to undertake its reporting requirements under the CIL Regulations 2010 (as amended), or any subsequent relevant regulations.		
Signature		
Name		
Position		
Organisation		

Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:	
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**Sevenoaks District Council**

**Community Infrastructure Levy Spending Board**

**Bid for Funding Pro-forma**

**Infrastructure Only**

<p><b>Scheme name:</b></p>	
<p><b>Description of Scheme:</b></p>	
<p>Is this scheme promoted by your organisation in partnership with another organisation (s)?</p>	<p>Yes/No</p> <p>Who is involved in the Partnership. Organisation Name (s):</p> <p>Responsible individuals (s):</p> <p>Signature (s) on behalf of other supporting organisations (s):</p> <p>Please provide details of the Agreements you have in place with your partners. Including the % of money guaranteed for the scheme from each organisation.</p>
<p>Is planning permission required for the scheme?</p>	<p>Yes / No</p> <p>If yes, has it been applied for?</p> <p>If no - please explain why?</p>

## Agenda Item 5

<p>Details of any other consent required (if appropriate (e.g. conservation, Listed Buildings, other Govt Bodies):</p>	<p>Consent required:</p> <p>Date applied for / granted:</p>
--	--

**Need for the Scheme**

<p>List of projects or development that result in the need for this scheme:</p>	
<p>How is the scheme related to these developments (additional information, such as usage forecasts and existing and alternative capacity assessments, can be attached as an appendix):</p>	

**Please provide an explanation of the ‘public benefit’ of the scheme proposed for residents in Sevenoaks District:**

<p>Economic</p>	
<p>Social</p>	

<p>Environmental</p>	
<p>Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan (Reg 1,2,3 list). If so, which?</p>	
<p><b><u>Funding</u></b></p>	
<p>Total project cost:</p>	<p>£</p>
<p>Funding required from CIL:</p>	<p>£</p>
<p>Identify other funding sources for this project, what contribution they are making and why these can not be used to fund the scheme in its entirety</p>	<p>1)</p>
	<p>2)</p>
	<p>3)</p>

Agenda Item 5

	4)
	5)
	6)
<p>Is this bid for staged payments?</p> <p>Will staged payments be accepted?</p>	<p>Yes/No</p> <p>Yes/No</p> <p>Details of anticipated funding requirements and timetable:</p>
<p>Has a bid(s) for CIL funding been made to relevant town and parish councils?</p>	<p>Bid made: Yes / No</p> <p>Details of bid:</p> <p>Decision made: Yes / No</p> <p>Details of decision:</p>
<p>Would the scheme be fully funded if the CIL contribution is agreed:</p>	<p>Yes / No</p>
<p>Has this scheme benefited from CIL</p>	<p>Yes / No</p>



funding previously:	If Yes; Please provide further justification as to why further CIL funding is required for this project.
<b><u>Deliverability</u></b>	
Does your organisation have the legal right to carry out the proposed scheme?	Yes / No  If not, you must attach documentation showing that the statutory provider of this service supports this scheme.
Anticipated start date for delivery of the scheme:	
Anticipated finish date for the delivery of the scheme:	
Anticipated date when CIL funding will need to be made available:	
Does land need to be purchased to facilitate the scheme:	Yes / No  Details:
Please provide a consultation plan to let SDC know when they can expect progress reports on the project.	
Please provide details of the management and timescales of the project.	
Has consultation been carried out on the scheme or is any planned?	Carried out / Planned / No Consultation planned  Details:  (Note: Results can be attached separately if necessary.)

## Agenda Item 5

<p><b>Is a relevant SDC ward member(s) supportive of the scheme?</b></p>	<p>Yes / No</p> <p>Signature of at least one SDC ward member:</p>  <p>Note - An e-mail from them to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> would also be sufficient.</p>
<p><b>Is the relevant town/parish council supportive of the scheme?</b></p>	<p>Yes / No</p> <p>Signature of at town/parish council chairman, clerk or chief executive:</p>  <p>Note - An e-mail from them to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> would also be sufficient.</p>
<p><b><u>Maintenance</u></b></p>	
<p>Which organisation will be responsible for ongoing maintenance:</p>	
<p>Are funding arrangements in place for maintenance:</p>	<p>Yes / No</p> <p>Details:</p>
<p>Any further comments:</p>	

<b><u>Declaration</u></b>	
<p>I am authorised to submit this bid for funding on behalf of the organisation that I represent. At the time of writing, the information contained in this submission (including appendices) is correct and true to the best of my knowledge. If CIL funding is committed and circumstances change prior to the completion of the scheme, the organisation that I represent will notify Sevenoaks District Council. The Council will reserve the right to reconsider the allocation of funding. If CIL funding is committed to the above project then the organisation that I represent commits to providing Sevenoaks District Council with sufficient information to enable it to undertake its reporting requirements under the CIL Regulations 2010 (as amended), or any subsequent relevant regulations.</p>	
Signature	
Name	
Position	
Organisation	
Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:	

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## Sevenoaks District Council

### Community Infrastructure Levy Spending Board

#### Decision Making Process

##### Lead Officer's initial validation of bids

The lead officer will undertake an initial validation of bids. The following will not be put to the spending board for consideration:

- Those schemes for which a pro-forma has not been completed.
- Those schemes where the bidding organisation does not have the legal right to carry out the proposed scheme or the support from the statutory provider of that service.
- Those schemes that could clearly not be defined as infrastructure to support development.

The lead officer's validation of bids will be agreed by the chairman of the CIL Spending Board in advance of papers being published for the spending board meeting.

A written response will be provided to the bidder to explain this decision. This may suggest that a revised submission is considered at a future meeting.

##### CIL Spending Board's consideration

The CIL spending board's key considerations will be whether there is a public benefit of the proposed scheme for residents in Sevenoaks District and whether the scheme constitutes value for money. In determining this, the spending board will consider the following issues in making its recommendation.

- Whether sufficient evidence has been provided to demonstrate a strong social, environmental or economic justification for the scheme.
- Whether sufficient evidence has been provided to demonstrate a strong link between new development and the scheme.
- Whether the scheme forms part of a planned strategy to address the need for infrastructure.
- Whether the CIL contribution will be matched by funding from other sources.
- Whether the use of other funding sources has been maximised.
- Whether there is sufficient certainty that the scheme will be delivered.

- Whether the scheme is supported by at least one of the relevant SDC ward members (note: this will be a prerequisite of a successful funding bid).
- Whether the scheme is supported by the relevant town/parish council.
- Whether evidence has been provided to demonstrate that there are sufficient maintenance arrangements in place.

The board may also take into account other factors that it considers relevant.

Limited CIL funding is available and it is unlikely that it will fund all of the infrastructure schemes that are considered necessary to support development. Where it is necessary to choose between schemes that could both be appropriate uses of CIL (i.e. they satisfy all of the considerations set out above), the board will give particular consideration to the public benefit of the schemes for residents in Sevenoaks District and the link between development and the scheme.

### Types of recommendation

The board may make the following recommendations to Cabinet for it to ratify:

- Funding for the scheme is approved.
- Funding for the scheme is not approved on the basis that other proposed schemes have been given greater priority.
- Funding for the scheme is not approved on the basis that insufficient evidence has been provided to justify it.
- Funding for the scheme is not approved on the basis that the scheme is not considered to be an appropriate use of CIL.

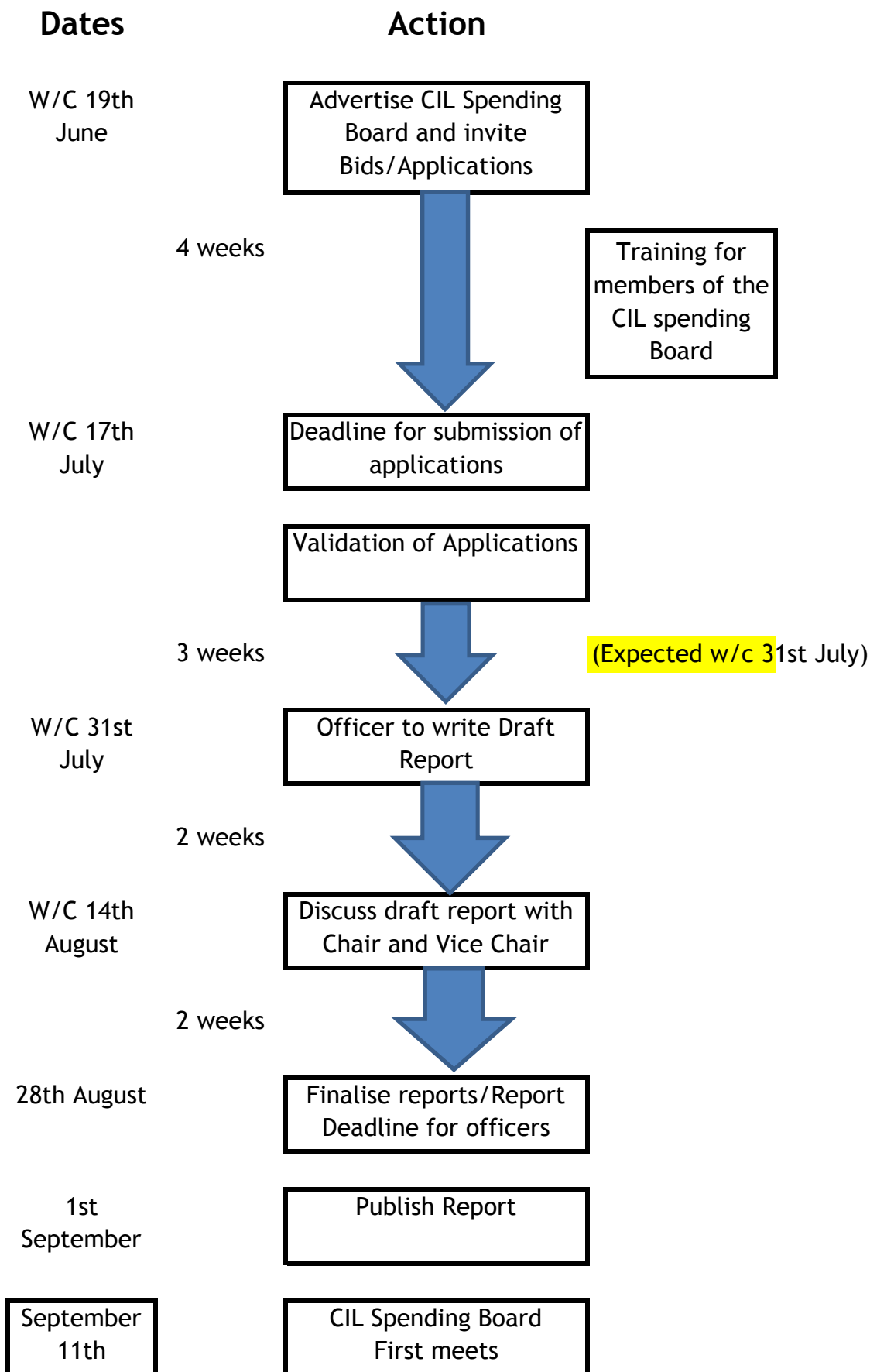
These recommendations should give bidders an indication of whether they should consider bidding for this scheme again and what additional information, if anything, should be provided with any resubmission.

Criteria Number	Criteria Description	Detail
1	The need for the scheme	Here we would expect the applicant to explain the need for and the benefits of the scheme. We have asked for the applicant to respond specifically in regard to the Economic, Social and Environmental needs of the District and its residents. So will award points under each section: Economic - are there benefits to the economy? Social - what is the benefit to the local community or wider community. Environmental - Are there clear benefits to the environment by implementing this scheme.
2	Is the scheme proposed for Infrastructure?	Schemes should provide for key infrastructure projects likely to have a greater impact i.e medical, schools, highways, flooding will receive higher scores. Those identified in the Council's Infrastructure Plan (reg 1,2,3 List) and the Strategic Infrastructure List will receive a higher score.
3	Working in partnership	Has the applicant provided evidence that they are working in partnership with one or more organisation. We will look at the type of partners involved, how formal the Partnership is and the amount of involvement from all partners. Please note; we will take into account those infrastructure/statutory providers that do not need to work in partnership.
4	Is the Bid scheme part of an existing Strategy/Plan	We would expect the scheme to be put forward as part of an existing Strategy or Plan. This could include Neighbourhood or Parish plans. It could also include regional strategies, Work Programmes by statutory bodies or if it has been identified as a project.
5	Public Benefit	It is likely that bids are looking to provide the greatest public benefit will be looked upon more favourably than those that do not bring a greater benefit to the wider community. Definition: We are therefore looking for schemes that will provide something that is advantageous or good; that will relate to, or affecting a population or a community as a whole.
6	Match Funding	CIL is clearly meant as a 'Top up' and should not be used to fund entire projects. Please note: Schemes that will be relying totally on CIL will not be considered. Schemes that already have a large amount/majority of funding in place will receive a higher score.
7	Clear Project Management	Through their bid we would expect the applicant to show evidence that the project is well managed. Have they provided for example: - clear dates for start and finish of the project. -details of the management of the project and timescales -details of when they will provide updates to SDC -is other consent required/granted?
8	Planning Permission in place	Has planning permission been granted or sought for the development? This also includes considering if the works don't require PP and whether the proposal is permitted development and also to ensure that the applicant has checked this issue.
9	Does the Bid have local support?	In particular, does the Bid have the support of a local member and/or the Parish and Town Council?
10	Has the project already had CIL funding?	A lower score will be given for those projects which have already received CIL funding. Unless a strong justification can be provided as to why further funding is required.
11	Cost Benefit	Higher scores will be given to those projects which require the smallest % of the overall project cost or provide evidence of a clear public benefit or need. Projects where the CIL money would complete the scheme will also be scored highly.
Total points allocated		
Amount applied for		

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## Potential Timescales for CIL Spending Board



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**Item 6 - Provisional Outturn 2016/17**

The attached report was considered by the Finance Advisory Committee on 6 June 2017. The relevant Minute extract was not available prior to the printing of this agenda and will follow when available.

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**PROVISIONAL OUTTURN 2016/17**

**Cabinet - 15 June 2017**

Report of: Chief Finance Officer

Status: For recommendation to Cabinet

Also considered by: Finance Advisory Committee - 6 June 2017

Key Decision: No

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

**Portfolio Holder** Cllr. John Scholey

**Contact Officer** Helen Martin Ext. 7483

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**Recommendation to Finance Advisory Committee:** That the outturn report for 2016/17 be noted.

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**Recommendation to Cabinet:** That the report be noted.

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**Introduction**

- 1 Provisional Financial Outturn figures for 2016/17 are attached at Appendix A. These results will be presented to Cabinet at its meeting on 15 June 2017.
- 2 A favourable variance of £350,000 has been achieved. A summary of this variance, which represents is 2.5% of the net service expenditure budget, is given as Appendix A.
- 3 It was approved by Cabinet on 20 April 2017 that any favourable variances achieved on the 2016/17 budget be put into the Budget Stabilisation Reserve.
- 4 Revenue carry forward requests were considered at the previous meeting of this Advisory Committee and were approved by Cabinet.
- 5 A favourable variance of £392,000 has been included for retained business rates. This figure is higher than originally forecast, but is subject to external factors including appeals and also decisions by the Valuation Office which can be made late in the financial year making predictions more difficult. The budget for business rates is set at the safety net level which is an amount guaranteed to be retained.

## Agenda Item 6

- 6 Main reasons for the year end variances are given in the following paragraphs and detailed explanations are provided as Appendix B.

### High Level Analysis of Variances relating to the Property Investment Strategy

- 7 Property Investment Strategy Income - this represents income derived from the acquisitions of commercial property in Sevenoaks and Swanley. The net income from acquisitions to date are £80,000 less than originally budgeted for 2016/17, due to refurbishment works and a rent free period awarded at the start of a new ten year lease which will result in additional income over the 10-year budget period.
- 8 Car Park income is currently below budget and forecast to be £66,000 worse than budget for 16/17. Bradbourne Car Park closed in August and this has resulted in loss of income; however on street parking has delivered increased income.
- 9 Business Rates have been paid for two properties in Swanley that we are holding for future development and this has given rise to an unfavourable variance of £47,000.
- 10 Council on 22 February agreed a supplementary estimate of £210,000 to cover these short term revenue consequences arising from the Property Investment Strategy, noting that additional income over the 10 year budget period would more than compensate for these additional costs.

### Key Implications

#### Financial

There are no financial implications arising from this report

#### Legal Implications and Risk Assessment Statement.

Under section 151 of the Local Government Act 1972, the section 151 officer has statutory duties in relation to the financial administration and stewardship of the authority.

#### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

### Conclusions

- 11 Both Members and Officers were fully aware that 2016/17 would be an extremely challenging year. However, in the light of the financial pressures arising during the year, it is pleasing to report to Members a positive year end position.

- 12 The outturn position could not have been achieved without the commitment and hard work of both Members and Officers.
- 13 The 2017/18 budget includes savings totalling £0.344m. Achieving this continuing level of savings whilst managing the financial risks will require continued close and proactive financial management during 2017/18.

**Risk Assessment Statement**

- 14 These results are still provisional and may change due to issues arising from the closure of the Council's accounts, which will be completed by 30 June 2017.

**Appendices**

Appendix A - Outturn Summary

Appendix B - Explanation of variances

**Background Papers**

See appendices

**Adrian Rowbotham**

**Chief Finance Officer**

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	Annual Budget £'000	Forecast difference at year end £'000	Forecast Outturn £'000	Actual Outturn £'000	Difference between Budget and Final Outturn £'000	Explanation for year end variances greater than £10k ( <i>starred items</i> )	Difference between forecast and final outturn £'000	Explanation for large differences between forecast outturn and actual outturn ( <i>starred items</i> )
<b>Communities &amp; Business</b>								
All Weather Pitch	(5)	0	(5)	(5)	0	-	0	
Business Area Improvement Fund	0	0	0	0	0	-	0	
Community Safety	181	0	181	182	1	-	1	
Community Development Service Provisions	(5)	0	(5)	(5)	(0)	-	(0)	
The Community Plan	52	0	52	51	(1)	-	(1)	
Dunton Green Projects - S106	0	0	0	0	0	-	0	
Dunton Green Projects	0	0	0	0	0	-	0	
Economic Development	53	0	53	52	(1)	-	(1)	
Economic Development Property	214	14	228	223	10	This is due to spending on feasibility studies and other preparation work for property investment projects and has been highlighted as a risk throughout the year.	(4)	
Grants to Organisations	184	3	187	186	2	-	(1)	
Health Improvements	30	12	42	42	12	* This overspend relates to salary costs being charged to Health instead of Housing budget after the restructure, the corresponding entry is shown below in Homelessness Funding	(0)	
Healthy Lifestyles (SDC)	0	0	0	0	0	-	0	
Homeless	82	0	82	86	4	-	4	
Housing	228	(0)	228	228	(0)	-	0	
Housing Initiatives	6	0	6	6	(0)	-	(0)	
Homelessness Prevention	0	0	0	0	0	-	0	
Housing Energy Retraining Options (HERO)	0	0	0	0	0	-	0	
Homelessness Funding	0	-10	-10	-10	(10)	* See note re offsetting salary budget on Health Improvements above	-0	
Leader Programme	6	0	6	7	1	-	2	
Leisure Contract	224	(4)	220	220	(4)	-	0	
Leisure Development	20	0	20	20	0	-	0	
Partnership - Home Office	0	0	0	0	0	-	0	
Administrative Expenses - Communities & Busi	15	0	15	19	4	-	4	
Administrative Expenses - Housing	18	(9)	9	10	(9)	-	0	
Tourism	30	7	37	36	6	-	(1)	
Choosing Health WK PCT	0	0	0	0	0	-	0	
Community Sports Activation Fund	0	0	0	0	0	-	0	
New Ash Green	0	0	0	0	0	-	0	

	Annual Budget	Forecast difference at year end	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for year end variances greater than £10k ( <i>starred items</i> )	Difference between forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn ( <i>starred items</i> )
PCT Initiatives	0	0	0	0	0	-	0	
Sportivate Inclusive Archery Project	0	0	0	0	0	-	0	
Sportivate Cycling Club	0	0	0	0	0	-	0	
Sport Satellite Clubs	0	0	0	0	0	-	0	
Troubled Families Project	0	0	0	0	0	-	0	
West Kent Partnership	0	0	0	0	0	-	0	
West Kent Partnership Business Support	0	0	0	0	0	-	0	
Youth	28	0	28	29	1	-	1	
	<u>1,359</u>	<u>13</u>	<u>1,372</u>	<u>1,377</u>	<u>18</u>		<u>(4)</u>	

Agenda Item 6

	Annual Budget £'000	Forecast difference at year end £'000	Forecast Outturn £'000	Actual Outturn £'000	Difference between Budget and Final Outturn £'000	Explanation for year end variances greater than £10k ( <i>starred items</i> )	Difference between forecast and final outturn £'000	Explanation for large differences between forecast outturn and actual outturn ( <i>starred items</i> )
<b>Corporate Services</b>								
Asset Maintenance IT	269	0	269	270	0		0	
Civic Expenses	16	0	16	15	(0)	-	(0)	
Corporate Projects	54	(7)	47	48	(7)	-	0	
Democratic Services	129	(18)	111	111	(18)	* Underspend on salaries due to maternity leave.	1	
Elections	80	(18)	62	82	1	-	19	* Spend on Elections greater than the amount that could be reclaimed
Register of Electors	184	(33)	150	159	(24)	* Government grant received in connection with Individual Electoral Registration (IER).	9	* Variance due to Government Grant received for IER
Administrative Expenses - Corporate Services	24	(6)	18	19	(5)	-	1	
Administrative Expenses - Legal and Democratic	49	21	70	65	16	* It has not proved possible to meet a saving target on this budget heading but the forecast overspend here is offset by an underspend on Support- Legal Function	(5)	
Administrative Expenses - Human Resources	10	40	50	41	31	* Budget variance is due to on-going external legal advice.	(9)	* External legal advice in 2016/17 less than forecast during year
Support - Contact Centre	443	(31)	412	413	(31)	* Customer Services is currently looking at options to fill vacancies in the team to ensure performance levels can be sustained.	1	
Support - General Admin	36	(10)	26	26	(9)	Savings on salaries, post room equipment and scanning equipment.	1	
Support - IT	907	56	963	966	59	* Overspend due to staff turnover and overtime costs.	3	
Support - Legal Function	250	(50)	200	201	(49)	* Some additional income received this year and salary costs below budget	1	
Support - Local Offices	55	0	55	55	(1)	-	(1)	
Support - Nursery	0	2	2	2	2	-	0	
Support - Human Resources	247	18	265	261	14	* Overspend is due to over spend on this element of the training budget, offset by other training allocations corporately.	(4)	
Website	0	0	0	2	2	-	2	
	<b>2,754</b>	<b>(36)</b>	<b>2,717</b>	<b>2,736</b>	<b>(18)</b>		<b>(19)</b>	

	Annual Budget £'000	Forecast difference at year end £'000	Forecast Outturn £'000	Actual Outturn £'000	Difference between Budget and Final Outturn £'000	Explanation for year end variances greater than £10k (starred items)	Difference between forecast and final outturn £'000	Explanation for large differences between forecast outturn and actual outturn (starred items)
<b>Environmental &amp; Operational Services</b>								
Asset Maintenance Argyle Road	70	0	70	67	(3)	-	(3)	
Asset Maintenance Car Parks	19	0	19	19	(0)	-	(0)	
Asset Maintenance CCTV	17	0	17	16	(0)	-	(0)	
Asset Maintenance Countryside	8	0	8	5	(3)	-	(3)	
Asset Maintenance Other Corporate Properties	31	9	40	42	11	* Works carried out to Otford Palace to make safe and ensure security. Grant funding from Historic England used to offset some, but not all, of this expenditure	1	
Asset Maintenance Direct Services	37	0	37	38	1	-	1	
Asset Maintenance Hever Road	36	0	36	36	(0)	-	(0)	
Asset Maintenance Leisure	235	0	235	226	(9)	-	(9)	* Full spend of C/F from 2015/16 not required
Asset Maintenance Playgrounds	8	0	8	8	1	-	1	
Asset Maintenance Support & Salaries	93	2	95	85	(9)	-	(10)	* Historic arrangement of passing funds to Leisure Centre management company for asset maintenance works now ceased; budget identified as potential saving in 18/19
Asset Maintenance Sewage Treatment Plants	8	(6)	2	3	(5)	-	1	
Asset Maintenance Public Toilets	7	0	7	6	(1)	-	(1)	
Building Control Discretionary Work	(9)	9	(0)	(0)	9	-	0	
Building Control Partnership Members	0	0	0	0	0	-	0	
Building Control	(133)	76	(57)	(79)	54	* Income below budget. Overspend on salaries and agency staff to cover vacancies and sickness (split with T&MBC).	(22)	* Actual income better than originally forecast. Adjustments to shared hub costs for agency staff recharged to T&MBC
Bus Station	15	(1)	14	8	(7)	-	(6)	* Savings on maintenance, electricity and insurance
Car Parks	(1,761)	71	(1,690)	(1,685)	76	* Income below budget due to temporary closure of Bradbourne (Season ticket and Pay & Display). Reflected in increased income for on-street parking. Maintenance works undertaken.	5	
CCTV	243	25	268	271	28	* Budget contained challenging income target which could not be realised.	3	
Civil Protection	38	(7)	31	28	(10)	Underspend on a range of budgets.	(3)	
Dangerous Structures	10	0	10	7	(3)	-	(3)	

	Annual Budget	Forecast difference at year end	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for year end variances greater than £10k ( <i>starred items</i> )	Difference between forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn ( <i>starred items</i> )
Car Parking - On Street	(446)	0	(446)	(446)	0		0	
EH Commercial	279	0	279	301	22	* Support charges paid to DBC for 2015/16 and 2016/17	22	* Support charges paid to DBC for 2015/16 and 2016/17
EH Animal Control	1	0	1	22	21	* Large bill for kennel fees paid in year. Income from collection of strays less than budget.	21	* Large bill for kennel fees paid in year. Income from collection of strays less than budget.
EH Environmental Protection	366	5	371	401	35	* Support charges paid to DBC for 2015/16 and 2016/17	30	* Support charges paid to DBC for 2015/16 and 2016/17
Emergency	66	0	66	62	(4)	-	(4)	
Energy Efficiency	33	0	33	28	(5)	-	(5)	
Estates Management - Buildings	26	-1	24	19	(6)	-	(5)	
Estates Management - Grounds	102	20	122	123	21	* Essential tree maintenance work not included in routine maintenance budgets	1	
Gypsy Sites	-31	-5	-36	-38	(7)	-	(2)	
Disabled Facilities Grant Administration	-20	-5	-25	-24	(4)	-	1	
Housing	0	0	0	0	0	-	0	
Housing Premises	(0)	0	(0)	(4)	(4)	-	(4)	
Kent Resource Partnership	0	0	0	0	0	-	0	
Land Charges	(149)	67	(82)	(82)	67	* Income below challenging income target. Partly offset by salary savings.	(0)	
Licensing Partnership Hub (Trading)	0	0	0	0	0	-	0	
Licensing Partnership Members	0	0	0	0	0	-	0	
Licensing Regime	5	(10)	(5)	(3)	(8)	Income from fees above budget	2	
Markets	(187)	(8)	(195)	(192)	(4)	-	4	
Parks and Recreation Grounds	100	(20)	80	80	(21)	* Direct Services maintaining Swanley sites from August 2017; savings achieved against budget.	(1)	

	Annual Budget	Forecast difference at year end	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for year end variances greater than £10k ( <i>starred items</i> )	Difference between forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn ( <i>starred items</i> )
Parks - Rural	109	19	128	143	35	* Coppicing works to control infestation of Oriental Chestnut Gall Wasp in Farningham Wood continues, partly offset by income from sale of timber.	16	* Variance due to increased costs of coppicing and timber handling in Farningham Woods having moved into areas of adverse terrain later in February and March. Capacity to store cut timber in loading area prior to sale was fully utilised and so sale of some cut timber delayed to new financial year. February forecast assumed disposal of better quality timber at a higher price. However bulk sale to biomass fuel customer, albeit at a lower price, assures regular sale of timber going forward
Building Control Partnership Implementa	0	0	0	0	0	-	0	
Private Sector Housing	175	(10)	165	165	(10)	* Salary savings.	(1)	
Public Transport Support	0	0	0	0	(0)	-	(0)	
Refuse Collection	2,504	60	2,564	2,551	47	* Income from sale of recycling, particularly glass, below budget, due to reduction in price paid for material.	(13)	* Grant income received in advance in 15/16 for 16/17 not included in earlier forecast
Administrative Expenses - Building Contr	9	0	9	12	3	-	3	
Administrative Expenses - Health	21	(10)	11	6	(14)	* Savings on a number of headings.	(4)	
Administrative Expenses - Property	4	0	4	4	(1)	-	(1)	
Administrative Expenses - Transport	8	0	8	7	(1)	-	(1)	
Street Naming	15	(10)	5	6	(9)	-	1	
Street Cleansing	1,335	0	1,335	1,330	(5)	-	(5)	
Support - Central Offices	426	(49)	377	373	(53)	* Some plant maintenance costs offset by carried forward budget; additional support income from partners sharing building	(4)	
Support - Central Offices - Facilities	240	0	240	255	15	* Overspend on salaries and office improvements	15	* Overspend on salaries and office improvements greater than forecast
Support - General Admin	284	(30)	254	233	(51)	* Savings on salaries, post room equipment and scanning equipment.	(21)	* Savings on salaries greater than anticipated due to post being held open longer
Support - Health and Safety	19	(5)	14	11	(9)	-	(4)	
Support - Direct Services	56	5	61	61	6	-	1	
Support - Property Function	37	0	37	41	4	-	4	
Sevenoaks Switch and Save	0	0	0	0	0	-	0	

	Annual Budget	Forecast difference at year end	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for year end variances greater than £10k ( <i>starred items</i> )	Difference between forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn ( <i>starred items</i> )
Taxis	(14)	(8)	(22)	(14)	0	-	8	* Taxi testing bill received from Direct Services for several months, in March. Full expenditure on taxi tests covered 13 Months expenditure
Public Conveniences	45	12	57	55	10	* Budget contains income target which could not be realised.	(2)	
	<u>4,388</u>	<u>194</u>	<u>4,583</u>	<u>4,587</u>	<u>199</u>		<u>(5)</u>	

	Annual Budget £'000	Forecast difference at year end £'000	Forecast Outturn £'000	Actual Outturn £'000	Difference between Budget and Final Outturn £'000	Explanation for year end variances greater than £10k ( <i>starred items</i> )	Difference between forecast and final outturn £'000	Explanation for large differences between forecast outturn and actual outturn ( <i>starred items</i> )
<b>Financial Services</b>								
Action and Development	7	(6)	1	0	(7)	-	(1)	
Benefits Admin	787	(12)	775	708	(78)	* (part of Partnership with Dartford BC). Staffing savings due to vacant posts and the removal of agency staff.	(66)	* (part of Partnership with Dartford BC). Staffing savings due to vacant posts and the removal of agency staff.
Benefits Grants	(659)	0	(659)	(659)	0	-	0	
Consultation and Surveys	4	(4)	0	0	(4)	-	0	
Corporate Management	903	10	913	915	11	* There has been an overspend on salary costs as Chief Officers for Housing and Legal continued working in to 2016/17 and decisions were taken in year to invest in additional IT developer resource which increased the corporate IT salary costs met from this budget.	1	
Corporate - Other	(15)	0	(15)	0	15	* Insufficient savings were able to be delivered from vacant posts during the year to deliver on the budget levels.	15	* Less than anticipated savings were delivered from vacant posts during the year to deliver on the budget levels.
Dartford Partnership Hub (SDC costs)	0	0	0	0	0	-	0	
Equalities Legislation	18	(4)	14	14	(4)	-	(0)	
External Communications	146	(9)	137	140	(6)	Year end saving on salaries as a vacant post was carried in to this financial year and new postholder recruited at a lower scale point.	2	
Housing Advances	1	0	1	1	(0)	-	(0)	
Local Tax	44	79	122	147	103	* Analyse Local service utilised to identify additional rateable properties; cost off-set by additional business rate income generated. Also reduced Court Costs income.	24	* Reduced Court Costs income.
Members	427	(22)	405	404	(23)	* Underspend on Members expenses.	(0)	



	Annual Budget	Forecast difference at year end	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for year end variances greater than £10k ( <i>starred items</i> )	Difference between forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn ( <i>starred items</i> )
Misc. Finance	1,802	40	1,842	1,809	7	External assistance obtained for annual accounts to be offset by underspends on external auditors as agreed by Cabinet. External VAT advice.	(33)	* A review of balance sheet items takes place as part of the annual accounts process and any adjustments (£33,000) are transferred to this code.
Dartford Partnership Implementation & Project Performance Improvement	0	0	0	0	0	-	0	
Administrative Expenses - Chief Executive	29	(14)	14	13	(16)	* Various small underspends including printing and training.	(1)	
Administrative Expenses - Finance	34	6	40	44	10	One-off recruitment and agency costs due to the re-structure of the Finance Team.	4	
Administrative Expenses - Transformation and Strategy	5	0	5	7	1	-	1	
Support - Counter Fraud	92	1	93	30	(63)	* (part of Partnership with Dartford BC). Agreement with DBC that the funding received from KCC of £46,000 per council would be included in the accounts for 2016/17 instead of being carried forward.	(63)	* (part of Partnership with Dartford BC). Agreement with DBC that the funding received from KCC of £46,000 per council would be included in the accounts for 2016/17 instead of being carried forward.
Support - Audit Function	177	0	177	172	(5)	-	(5)	* (part of Partnership with Dartford BC) SDC share of underspend on DBC staff.
Support - Exchequer and Procurement	137	(1)	136	126	(11)	* Savings resulting from the change in the cash receiving processes in Swanley.	(10)	* Savings resulting from the change in the cash receiving processes in Swanley.
Support - Finance Function	150	(8)	142	144	(6)	Finance team restructure resulted in a hand over period when all staff were in post. Costs of staff time spent working for Council company was recharged to Quercus7.	2	
Support - General Admin	109	(20)	89	87	(22)	* Savings on salaries, post room equipment and scanning equipment.	(2)	
Treasury Management	114	13	127	132	17	* Banking charges have been above budget for the year but the contract has recently been re-tendered which will result in lower charges going forward.	4	
	<u>4,311</u>	<u>48</u>	<u>4,359</u>	<u>4,231</u>	<u>(81)</u>		<u>128</u>	

	Annual Budget £'000	Forecast difference at year end £'000	Forecast Outturn £'000	Actual Outturn £'000	Difference between Budget and Final Outturn £'000	Explanation for year end variances greater than £10k ( <i>starred items</i> )	Difference between forecast and final outturn £'000	Explanation for large differences between forecast outturn and actual outturn ( <i>starred items</i> )
<b>Planning Services</b>								
Conservation	48	25	73	80	32	* This is a result of additional resource to support Development Management and Local Plan work.	7	* This is a result of additional resource to support Development Management and Local Plan work.
Housing	146	0	146	140	(6)		(6)	* This is a result of a slight underspend on pay
Needs and Stock Surveys	0	0	0	0	0	-	0	
Planning Policy	469	0	469	469	0		0	
LDF Expenditure	0	0	0	0	0		0	
Planning - Appeals	190	6	196	264	74	* This is the result of anticipated appeal costs. These were unknown but identified under risks in commentary, including a cost for Broom Hill following Legal advice.	68	* This is the result of anticipated appeal costs. These were unknown but identified under risks in commentary, including a cost for Broom Hill following Legal advice.
Planning - CIL Administration	(50)	0	(50)	(50)	0	-	0	
Planning - Counter	0	0	0	(0)	(0)	-	(0)	
Planning - Development Management	271	(79)	192	214	(58)	* The year to date position reflects a relatively small number of high fee applications and an underspend on salaries due to staff turnover and resultant vacancies.	21	* Successful recruitment towards year end reduced the favourable forecast variance on staff and planning fee income slightly better than forecast
Planning - Enforcement	275	(19)	256	265	(10)	-	9	* High Court Injunction costs for successful defence at Franks Lane and staff joining end of year
Administrative Expenses - Planning Services	35	14	49	52	17	* This reflects the cost of training (university) as more recent planning officer recruits have been at the lower end of the career grade; and spending ahead of budget.	3	
	<b>1,384</b>	<b>(53)</b>	<b>1,331</b>	<b>1,434</b>	<b>50</b>		<b>(103)</b>	

2015/16
Actual as
Cabinet
May '16
£'000
1,556
2,555
4,089
5,057
1,207
14,464
(233)
(63)
(222)
97
14,043
(3,341)
(2,084)
(9,298)
0
(680)
(422)
(259)
(1,361)
1,331
(30)

### March 2017 Provisional Outturn

Communities & Business
Corporate Services
Environmental & Operational Services
Financial Services
Planning Services
<b>14,464</b>
<i>Adjustments to Reconcile to amount to be met from reserves</i>
Direct Services Trading Account
Capital Charges outside the General Fund
Support Services outside the General Fund
Redundancy Costs
<b>NET SERVICE EXPENDITURE</b>
Revenue Support Grant and New Homes Bonus
Retained Business Rates
Council Tax
Contribution from Collection Fund
<u>Summary excluding Investment Income</u>
Investment Property Income
Interest Receipts
<b>OVERALL TOTAL</b>
Planned Appropriation to/(from) Reserves
Supplementary Estimate Leisure (Approved Council 26/04/2016)
Supplementary Estimate Christmas Parking (Council 22/11/2016)
Supplementary Estimate (Approved Council 22/02/2017)
(Surplus)/Deficit

Y-T-D Actual £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Annual Variance £'000	Annual Variance %
1,377	1,359	1,372	18	1.3
2,736	2,754	2,717	(18)	(0.7)
4,587	4,388	4,583	199	4.5
4,231	4,311	4,359	(81)	(1.9)
1,434	1,384	1,331	50	3.6
<b>14,364</b>	<b>14,196</b>	<b>14,363</b>	<b>168</b>	<b>1.2</b>
(198)	(92)	(190)	(106)	(107)
(59)	(60)	(60)	1	0
(171)	(165)	(165)	(6)	0
0	0	0	0	-
<b>13,937</b>	<b>13,879</b>	<b>13,948</b>	<b>57</b>	<b>0.4</b>
0	0	0	0	-
(2,343)	(1,951)	(2,001)	(392)	20.1
(9,672)	(9,672)	(9,672)	0	0.0
(333)	(333)	(333)	0	0.0
<b>1,589</b>	<b>1,923</b>	<b>1,942</b>	<b>(335)</b>	<b>(17.4)</b>
(425)	(400)	(421)	(24)	6.0
(241)	(250)	(250)	9	(3.6)
<b>923</b>	<b>1,273</b>	<b>1,271</b>	<b>(350)</b>	<b>(27.5)</b>
(983)	(983)	(983)	0	
(64)	(64)	(64)	0	
(16)	(16)	(16)	0	
(210)	(210)	(210)	0	
<b>(350)</b>	<b>0</b>	<b>(2)</b>	<b>(350)</b>	

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