

07 June 2018 at 7.00 pm

Conference Room, Argyle Road, Sevenoaks
Despatched: 30.05.18


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. Minutes To agree the Minutes of the meeting of the Committee held on 19 April 2018 and Special Cabinet on 15 May 2018, as a correct record.	(Pages 1 - 8)	
2. Declarations of interest Any interests not already registered.		
3. Questions from Members (maximum 15 minutes)		
4. Matters referred from Council, Audit Committee, Scrutiny Committee, CIL Spending Board or Cabinet Advisory Committees		
a) Allocation of Community Infrastructure Levy (CIL) Contributions to Local and Strategic Infrastructure Projects	(Pages 9 - 18)	
		
REPORTS ALSO CONSIDERED BY THE CABINET ADVISORY COMMITTEES		
5. Provisional Outturn 2017/18	(Pages 19 - 34)	Alan Mitchell Tel: 01732227483

 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.

CABINET

Minutes of the meeting held on 19 April 2018 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)

Cllrs. Dickins, Firth, Hogarth, Piper and Scholey

Apologies for absence were received from Cllr. Lowe

Cllrs. Abraham, Clack, Coleman, Dyball, Edwards-Winser, Hunter, Maskell, McGregor, Pett, Purves and Raikes were also present.

85. Minutes

The Chairman welcomed Chief Superintendent Julia Chapman. Members took the opportunity to ask her questions relating to Minute 84, Cabinet 6 March 2018 - 'Sevenoaks District Community Safety Strategy and Action Plan 2018-19'. She agreed that she would type up the information she had given and share it with Members.

Resolved: That the minutes of the meeting of Cabinet held on 8 March 2018 be approved and signed as a correct record.

86. Declarations of interest

There were no additional declarations of interest.

87. Questions from Members

Cllr Edwards-Winser asked a question about the difficulties Members were experiencing with emails. He stated that emails sent from certain providers were not being delivered and he asked what was being done to correct the issue. The Leader responded that he was aware of the problem and that the Council would be moving the Member email system onto the Microsoft platform to help standardise and improve the Member experience. A pilot group would be testing the system and it was hoped to migrate all Members to the new platform by the end of May.

Cllr Purves asked a question about the use of the Argyle Road car park, asking whether consideration could be given to providing an extra level, to contain housing. The Leader responded by saying that options for the use of the car park would be considered.

88. Matters referred from Council, Audit Committee, Scrutiny Committee or Cabinet Advisory Committees

There were none.

CHANGE IN AGENDA ITEM ORDER

With Cabinet's agreement, the Chairman advised that he would take agenda item 9 next (Minute 89).

It was moved by the Chairman and

Resolved: That, under section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the ground that likely disclosure of exempt information was involved as defined by paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information) as identified in Schedule 12A to the Local Government Act 1972.

89. Income Strip Funding

(Exempt Information by virtue of Para. 3 of Part 1 of Schedule 12A LGA 1972)

The Portfolio Holder for Finance presented the report on Income Strip Funding. He introduced a presentation by David Whelan of Link Asset Services on the matter.

The Finance Advisory Committee had noted a report on Income Strip Funding and recommended it for approval. Cabinet considered the comments of the Finance Advisory Committee.

Public Sector Equality Duty

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

Resolved: That it be recommended to Council that

- a) the proposed approach to Income Strip Funding be adopted subject to approved criteria; and
- b) an Income Strip Board be set up to approve schemes, after the criteria above has been agreed.

90. Review into the Best Value delivery of the Environmental Health Out of Hours Service for SDC and DBC

The Portfolio Holder for Direct Services introduced the Assistant Environmental Health Manager, who presented the report. The report recommended that the Out of Hours (OOH) service targeted the Environmental Health Officer resource at times of peak demand, whilst simultaneously empowering the CCTV team to respond, record and provide advice to the majority of 'one off' complaints received by the service.

Cabinet - 19 April 2018

This proposal was in order to make more efficient and effective use of resources, allowing serious or emergency public health matters to be dealt with all year round and providing an enhanced system during periods of highest demand. The existing OOH provision for serious or emergency public health complaints would be extended via a year round cascade call system.

The Direct Services Advisory Committee had noted the same report and recommended it for approval.

Public Sector Equality Duty

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

Resolved: That

- a) a targeted OOH service be implemented during the busiest service periods of Friday and Saturday night 18:00 to 00.00;
- b) during the periods in (a) above; all calls in respect of environmental health (other than first time complaints) be passed to the OOH Duty Officer for review and investigation as per the current service.
- c) at all other times OOH calls be reviewed and logged by the CCTV team;
- d) training and guidance be provided to CCTV operators to ensure they provide accurate advice and assistance to a customer at the time of their call;
- e) Environmental Health continue to provide additional advice or assistance as required via a cascade telephone system (or similar) for emergency situations or difficult/ demanding customers;
- f) it be noted that the proposed system would allow serious or emergency public health matters to be dealt with all year round and provide an enhanced system during periods of highest demand;
- g) it be noted that the proposed service would also ensure all customers calling the District Council outside of working hours receive an enhanced level of information and advice (provided by CCTV) during their initial call to the Council (rather than just in current service hours). It will also enable CCTV to contact an officer from Environmental Health in periods not currently covered by the existing service.
- h) it be noted that the provision of a secondary cascade rota would enable the OOH Duty Officer to seek a second opinion or if necessary operational support on difficult and challenging cases.
- i) it be noted that it is hoped that the recommended service could continue to be staffed using volunteers from within the EH Team.

However, there remained a high risk that contract conditions may need to be applied to adequately staff this option.

91. Environmental Health Partnership - Environmental Protection Consultancy - Recovery of Costs

The Portfolio Holder for Direct Services presented the report which provided an overview of the proposed Environmental Protection team's consultancy scheme. The scheme would recover reasonable costs from businesses for bespoke consultancy advice. The charge would be based on cost recovery and would be calculated on the average cost that the Council currently incurred for the provision of the service.

The Direct Services Advisory Committee had noted the same report and recommended it for approval.

Public Sector Equality Duty

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

Resolved: That

- a) the Environmental Health Partnership recover their resource costs from businesses for Environmental Protection consultancy work; and
- b) a minimum fee be charged of £108 plus VAT and a standard photocopying charge for 2 hours work, and £72 per hour thereafter and a standard photocopying charge (cost recovery charge only).

92. Carry Forward Requests 2017/18

The Portfolio Holder for Finance presented the report which sought approval from Cabinet for carry forward requests. The Finance Advisory Committee had noted the same report and recommended it for approval.

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 £318,800 as set out in paragraph 3 of the report be approved; and
- b) the Capital carry forward request totalling £240,000 as set out in paragraph 4 of the report be approved.

93. Financial Results 2017/18 - to the end of January 2018

The Portfolio Holder for Finance introduced the Head of Finance who presented the report which showed the year end forecast position to be a favourable variance of £16,000.

Unfavourable variances had arisen due to lower expectations from Land Charges income, delays in savings from IT development and Business Rates being paid for a property in Swanley under redevelopment. Following capital works commencing on both the Sennocke and Buckhurst 2 sites during the year, users had been re-allocated to other car parks or on-street parking sites which had impacted on income levels. However, this had been offset slightly by additional income from the decked Bradbourne car park which had reopened. The Finance Advisory Committee had noted the same report and recommended it for approval.

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.

THE MEETING WAS CONCLUDED AT 9.35 PM

CHAIRMAN

IMPLEMENTATION OF DECISIONS

This notice was published on 20 April 2018. The decisions contained in Minutes 85,86, 87, 88, 92 and 93 take effect immediately. The decision contained in Minute 89 is a reference to Council. The decisions contained in Minutes 90 and 91 take effect on 30 April 2018.

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CABINET

Minutes of the meeting held on 15 May 2018 commencing at 7.33 p.m.

Present: Cllr. Fleming (Chairman)

Cllr. Lowe (Vice Chairman)

Cllrs. Dickins, Piper and Scholey

Apologies for absence were received from Cllrs. Firth and Hogarth

Other Cllrs. were present in the Council Chamber.

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 Committees (as set out in Appendix R of the Constitution) be agreed;
- b) the terms of reference of the Community Infrastructure Levy (CIL) Spending Board (as set out in Appendix X1 of the Constitution) be agreed; and
- c) the terms of reference of the Sevenoaks District Transportation Board (as set out in Appendix X2 of the Constitution) be noted.

3. To agree the terms of reference of the Advisory Committee (as set out in Appendix R to the Constitution)

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

Resolved: That the memberships be agreed for the municipal year 2018/19, 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 2018/19 as set out in the Appendix to the report, be agreed.

THE MEETING WAS CONCLUDED AT 7.35 PM

CHAIRMAN

Item 4a - Allocation of Community Infrastructure Levy (CIL) Contributions to Local and Strategic Infrastructure Projects

The papers which were considered by the CIL Spending Board on 8 May 2018 can be accessed [here](http://cds.sevenoaks.gov.uk/ieListDocuments.aspx?CIId=320&MIId=2309&Ver=4&J=1) (http://cds.sevenoaks.gov.uk/ieListDocuments.aspx?CIId=320&MIId=2309&Ver=4&J=1)

The relevant Minute extract and recommendation to Cabinet is below.

CIL Spending Board (8 May 2018, Minute 3)

The Chairman explained the procedure that would be followed. It was agreed that all debate would be reserved until all the applications had been heard.

The Planning Officer (Policy) presented a report which advised Members that the first round of bids had been open for 12 weeks from 1 September 2017 to 1 December 2017. Community Infrastructure Levy (CIL) contributions had been collected on qualifying developments and the council had a mandatory responsibility to pass a portion of CIL contributions to Town and Parish Councils where development had occurred within a 6-month period. Cabinet had agreed that all Parish and Town Councils in the District would receive 25% of CIL contributions collected and would be calculated against the top CIL charging rate, resulting in discretionary 'top up' payments made by the District Council. The council could recover up to 5% of CIL receipts for administration costs. Members were advised that there was a typographical error in the report and the total value of CIL receipts passed to Town and Parish Councils as of the 31 March 2018 was £1.1million.

The process for assessing applications was a two-stage process as set out in the council's Constitution and all bids were judged on merit.

Application A - Upper Darent Flood Alleviation Scheme

Members were advised that the proposal was for a flood alleviation scheme for the Upper Darent River which sought £29,000.00. The scheme was located along the A25 corridor between Westerham and Sundridge and looked to make a number of improvements and works to reduce the risk of flooding to existing properties along the A25 corridor. It would also mitigate the risk of flooding on the highway. The proposal demonstrated strong economic, social and environmental benefits to the community; partnership working with other organisations' and the majority of project costs secured through match-funding.

The Board was addressed by the following speakers:

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Company/person/body responsible for the bid	Peter Waring
For the bid	-
Against the bid	-
Parish Representative	-
Local Member	Cllr. Esler

Members asked questions of the speakers and Officers. Members were advised that £145,000.00 had been allocated from DEFRA following an early funding process and there had been no control over what could be applied for. More than 20 businesses and homes would benefit from the flood alleviation measures and that the main routes into Westerham would also remain accessible. Members were advised by the Officer that planning permission was not listed as a key consideration as not all the works planned to be undertaken would require planning permission. The agreed scoring matrix was used and, in the Officer's view, other areas outweighed the lack of planning permission in place. As a statutory Government body, the Environment Agency had its own permissive powers to carry out works to watercourses under its own jurisdiction without planning permission.

Application B - Four Elms Playground (Hever Parish Council)

The application sought £3,000.00 to fund the removal of the existing, underused playground equipment and replace it with new accessible play equipment which would be suitable for 0 - 15 year olds. The scheme would also include renovation of the ground surface for the playground, while also providing additional seating, bins and landscaping. It had been confirmed that planning permission was not required as the works could be carried out under permitted development. The proposal demonstrated strong economic, social and environmental benefits to the community and the majority of project costs secured through different match-funding sources.

Company/person/body responsible for the bid	John Hodson
For the bid	-
Against the bid	-
Parish Representative	-
Local Member	Cllr. Dickins

Members asked questions of the speakers. Members were advised that if additional funding was required this would be met from the Parish Council's revenue account which had not been reflected in the pro forma. The playground would be open for all to use and was situated behind the primary school. Members were advised that £18,000 had been secured and this would provide basic play equipment. However, the additional £3,000 funding would secure additional equipment for those with special educational needs.

Application C - Darent Valley Path Enhancements

The proposed scheme requested £255,230.00 and looked to improve the standard of the Darent Valley Path by creating an integrated sustainable

transport corridor through the Darent Valley which would provide a viable alternative to car journeys for both visitors and residents. It would make further provision for cyclists to use the path or an alternative parallel route, as well as enhancing routes to local train stations to encourage sustainable travel. Improvements to way-findings and signage were also proposed. The proposal demonstrated strong economic, social and environmental benefits to the community; partnership working with other organisations; majority of project cost secured through different match-funding sources and local support from the community.

Company/person/body responsible for the bid	Rick Bayne
For the bid	-
Against the bid	-
Parish Representative	-
Local Member	Cllr. Esler

Members asked questions of the speakers and officers. Members were advised that the Darent Valley Path Enhancements were a project within its own right that fitted into the wider Darent Valley Landscape Partnership Scheme. The funding applied for would be concentrated on the priority areas. It was not possible to quantify how much the economy would be improved but a latent demand study had been carried out and the potential of improvements were substantial. Some legal changes would be required to make the entire route suitable for cyclists but it was the intention that this would be possible. Accessible access would be put in with some negotiation with the landowners to ensure farm animals were secure and it was hoped audio trails could be introduced.

Application D - Swanley Station Improvements (Sevenoaks District Council)

The proposed scheme sought funding for £750,000.00 for the refurbishment of the station building, improvement to the forecourt, the provision of 20 sheltered and secure cycle spaces, provision of a bus and taxi drop off/pick up point, improved signage and implementation of a one-way system. Additionally, it was proposed to improve pedestrian and cycling routes from the Town Centre including assessing the feasibility of an additional footbridge across the railway lines to reduce travel times to and from the station. The proposal demonstrated strong economic, social and environmental benefits to the community; partnership working with other organisations and majority of project cost secured through match-funding.

Members asked questions of the Officer. Members queried who the Member was who was in support of application as well as who supported the scheme from Swanley Town Council and were advised that it was unknown who had supported it. Members were advised that there had been no secured funding from Network Rail and that if successful, the bid was for the refurbishment of the station. The Legal Advisor informed Members that the decision of whether to approve the money applied for was down to the Board to decide based on the information provided to them.

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Application E - Bat and Ball Station - Transport and Access Improvements

The proposed scheme requested £258,274 for the refurbishment of the station building to provide a community venue/asset for the community use; improved access to platform 1 of the station; the provision of cycle racks adjacent to both platforms 1 and 2 and enabling access from Otford Road, via the proposed community centre. The proposal demonstrated an identified need for the scheme; strong economic, social and environmental benefits to the community; and the majority of project cost secured through match-funding.

Company/person/body responsible for the bid	Linda Larter
For the bid	Ronnie Lovegrove
Against the bid	-
Parish Representative	Richard Parry
Local Member	-

A document showing the letters of support received was [tabled](#).

Members asked questions of the speakers and were informed that the Heritage Lottery Fund was still to be confirmed, however South East Rail were funding £130,000 and the Town Council maintained Landlord responsibility by a 25-year peppercorn lease.

Application F - Rebuild of Sevenoaks Day Centre Nursery

The application sought funding of £100,000 for the replacement of the current modular building on the field of the existing Community Centre at Bat & Ball, North Sevenoaks for the creation of a more modern facility for the Sevenoaks Day Nursery to occupy. Members' attention was brought to the supplementary agenda which advised that following the original submitted pro forma, the works in kind which had been offered by Sevenoaks Town Council for £173,000 had been reduced due the Town Council's development plans being scaled back. The proposal demonstrated an identified need for the scheme; strong economic, social and environmental benefits to the community, partnership working with other organisations and the majority of project cost secured through match-funding.

Company/person/body responsible for the bid	Hugh Kirby
For the bid	Janet Davis
Against the bid	-
Parish Representative	Linda Larter
Local Member	Cllr. Dr. Canet

There were no questions of the officers of speakers.

Application G - Westerham Public Toilets

The application sought funding for £21,662.00 for the removal of the existing toilets with the associated equipment and fixings to replace with a prefabricated module into the existing shell with the inclusion of a unisex disabled toilet and baby changing facilities within the module. The facilities were passed onto Westerham Town Council by Sevenoaks District Council. No alternative facilities in the town centre were available for residents and tourists to use. No planning permission was required and the site would be managed by Westerham Town Council. The proposal demonstrated strong economic, social and environmental benefits to the community and the majority of project costs had been secured through match-funding.

The Board was addressed by the following speakers:

Company/person/body responsible for the bid	Alan Wesley
For the bid	-
Against the bid	-
Parish Representative	-
Local Member	Cllr. Esler

Members asked questions of the Speakers and it was confirmed that there would be a full drop down changing table facility that would be suitable for disabled users. Town Council reserves would be used if the project could not be funded.

At 21:05 p.m. the Chairman adjourned the meeting for the convenience of Members and Officers. The meeting resumed at 21:15 p.m.

At 21:15 p.m. it was moved by the Chairman and duly seconded that, in accordance with rule 16.1 Part 2 of the Constitution, Members extend the meeting beyond 10.30 p.m. to enable the Committee to complete the business on the agenda.

The Chairman opened the meeting for debate.

Members debated Application A and discussed the recent flooding in Westerham and were supportive of the investment.

Members debated Application B and discussed how the funding that would help achieve the additional items for those with special educational needs.

Members debated Application C and deliberated the application. It was noted that the funding requested was for path enhancements only and that match-funding had been secured from other organisations. Concerns were expressed at how much funding was being requested and it was discussed whether it would be possible to grant half or less of the requested funding. Members discussed that the path enhancements were part of the wider project and the benefits to the businesses and communities.

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Members debated Application D. Concerns were raised that there was a lack of evidence in the pro-forma to show local member support and support from the Town Council. Members expressed concern that the scheme was only for the refurbishment of the station with disabled access being covered by a feasibility study with no formal plans to include it. Some Members thought that although there was no formal evidence in the pro-forma of member support, other areas covered in the submission had provided enough scoring on the matrix for it to be brought forward to the Board. Members discussed the options open to them in regards to the recommendations. Concerns were raised that if the bid was rejected the additional match-funding could be lost. Members discussed the possibility of conditions for the funding and whether Member support, Town Council support and details of Disable Access could be included.

Members debated Application E and discussed the benefits to the community by use of the new rooms being created.

Members debated Application F. Support was expressed for the different groups that the Nursery benefited and the importance of the role of the Nursery in the District.

Members debated Application G and expressed support for the benefits of the project to the communities and disabled users.

The Legal Advisor clarified to Members that partial funds could not be retained subject to proof of works being submitted. However, a legal agreement could be entered into for the organisations who had submitted bids with a time limit for the money to be used, and recovered if not. It was suggested that a five-year period would be a reasonable amount of time. It was confirmed that Parish and Town Councils were already subject to legal agreements.

The Chairman moved recommendations A - G. Recommendations B, E and F were carried as set out in the report. Recommendation A was carried, subject to a legal agreement being entered into for monies to be recovered if not used within the agreed time limit. In light of comments, the Chairman withdrew his motion on recommendation C and the Chairman withdrew his motion with the consent of seconder and the meeting on recommendations D and G.

Councillor Brown moved and it was duly seconded that recommendation C, as set out in the report subject to the amended amount of £101,365.00 be approved.

The motion was put to the vote and it was carried.

Councillor Ball moved and it was duly seconded that recommendation D, as set out in the report with the additional grounds “subject to disabled access detailed as part of the scheme, listed support of at least one local member,

views of the Town Council obtained and ongoing arrangements with Network Rail” be approved.

The motion was put to the vote and it was carried.

The Chairman moved and it was duly seconded that it be recommended to Cabinet that in order to reflect the changes requested by Westerham Town Council, (G) the £18,685.00 funding applied for, for scheme “Westerham Public Toilets Refurbishment” be approved on the following grounds:

- i. Strong economic, social and environmental benefits to the community;
- ii. Majority of project cost secured through match-funding.

The motion was put to vote and it was carried.

Resolved: That it be recommended to Cabinet that

A) the £29,000.00 funding applied for, as set out in the report, for scheme “Upper Darent Flood Alleviation Project” be approved on the following grounds:

- i. strong economic, social and environmental benefits to the; community
- ii. partnership working with other organisations;
- iii. majority of project cost secured through different match-funding sources.
- iv. a legal agreement be entered into for monies to be recovered if not used within the agreed time limit.

B) the £3,000.00 funding applied for, as set out in the report, for scheme “Four Elms Playground” be approved on the following grounds:

- i. strong economic, social and environmental benefits to the community;
- ii. partnership working with other organisations;
- iii. majority of project cost secured through different match-funding sources.

C) the £101,365.00, for the scheme “Darent Valley Path Enhancements” be approved on the following grounds:

- i. strong economic, social and environmental benefits to the community;

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- ii. partnership working with other organisations;
 - iii. majority of project cost secured through different match-funding sources.
- D) the £750,000.00 applied for, as set out in the report for scheme “Swanley Station Improvements” be approved on the following grounds
- i. strong economic, social and environmental benefits to the community;
 - ii. partnership working with other organisations;
 - iii. majority of project cost secured through match-funding.
 - iv. subject to disabled access detailed as part of the scheme, listed support of at least one local member, views of the Town Council obtained and ongoing arrangements with network rail.
- E) the £258,274.00 funding applied for, as set out in the report, for scheme “Bat & Ball Station - Transport and Access Improvements” be approved on the following grounds:
- i. identified need for the scheme;
 - ii. strong economic, social and environmental benefits to the community;
 - iii. majority of project cost secured through match-funding.
- F) the £100,000.00 funding applied for, as set out in the report, for scheme “Rebuild of Sevenoaks Day Centre Nursery” be approved on the following grounds:
- i. identified need for the scheme
 - ii. strong economic, social and environmental benefits to the community
 - iii. partnership working with other organisations
 - iv. majority of project cost secured through match-funding
 - v. a legal agreement be entered into for monies to be recovered if not used within the agreed time limit.
- G) the £18,685.00 funding applied for, for scheme “Westerham Public Toilets Refurbishment” be approved on the following grounds:

- i. strong economic, social and environmental benefits to the community;
- ii. majority of project cost secured through match-funding.

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Item 5 - Provisional Outturn 2017/18

The attached report was considered by the Finance Advisory Committee on 5 June 2018. 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 2017/18

Cabinet - 7 June 2018

Report of: Chief Finance Officer

Status: For recommendation to Cabinet

Also considered by: Finance Advisory Committee - 5 June 2018

Key Decision: No

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

Portfolio Holder Cllr. John Scholey

Contact Officer Alan Mitchell, Ext 7483

Recommendation to Finance Advisory Committee: That the provisional outturn report for 2017/18 be noted;

Recommendation to Cabinet: The report be noted

Introduction

- 1 Provisional Financial Outturn figures for 2017/18 are attached at Appendix A.
- 2 A favourable variance of £617,000 has been achieved. A summary of this variance, which represents is 4.2% of the net service expenditure budget, is given at Appendix A.
- 3 It was approved by Council on 21 February 2018 that any favourable variances achieved on the 2017/18 budget be put into the Budget Stabilisation Reserve.
- 4 Carry forward requests were considered at the previous meeting of this Advisory Committee and were approved by Cabinet.
- 5 The main reasons for the year end variances are given in the following paragraphs and detailed explanations are provided at Appendix B.

Agenda Item 5

High Level Analysis of Variances

Communities and Business

- 6 Economic Development & Property has commissioned a number of feasibility studies and other preparatory work for property investment projects leading to an unfavourable variance of £46,000, however this has been offset by vacancies and other savings throughout Communities & Business.

Corporate Services

- 7 Land charges has proven to be a difficult area this year has previously reported and achieving the challenging income target has not been possible, leading to an unfavourable variance of £93,000. The reduction of the income target is a growth area already approved by Council for the 2018/19 budget.
- 8 Register of Electors has seen a number of factors, including unscheduled elections that has led to delays in recruitment and other planned works resulting in a favourable variance of £42,000.
- 9 Human Resources - Administrative expenses and Support are showing a unfavourable variance of £60,000 and £29,000 respectively due to an overspend on external advice and spend on Corporate Training initiatives.

Environmental & Operational Services

- 10 Car Park income has exceeded the budget by £11,000 however essential expenditure on the car parks, such as repairs and maintenance, purchase of equipment, winter gritting as well as an increase in rates has led to an overall unfavourable variance of £217,000.
- 11 Estates Management - Building and Grounds are showing overspends of £36,000 and £17,000 respectively due to rates paid for the Meeting Point Building in Swanley and also additional expenditure incurred for essential tree maintenance.
- 12 Refuse collection is showing an unfavourable variance of £100,000 due to the current low prices received for recyclates and additional costs being incurred for refuse bags due to the increase in the price and the number of properties.
- 13 The above unfavourable variances are partly offset by a number of favourable variances including saving of utility costs, salary savings and other efficiencies delivering savings totalling £100,000.

Finance

- 14 The Vacancy saving contributions made exceeded expectations by £185,000 but £100,000 was used to offset appraisal award payments.

- 15 A favourable variance of £519,000 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 was set at the safety net level which is an amount guaranteed to be retained.
- 16 Savings of £19,000 were made after withdrawing from the West Kent Equalities arrangement and providing the service in-house. There were also various savings, of £28,000 on external communication including printing and IT costs.

Planning Services

- 17 Building Control is showing a positive variance due to income levels being higher than budgeted and the fee increase that was in effect from 1 April 2017.
- 18 Planning - Development management is showing a favourable variance of £129,000 due to several vacant posts and additional planning fees relating to large projects
- 19 Planning - Enforcement is showing a favourable variance of £39,000 due to difficulties in recruitment. A revised structure is in operation in order to reduce service impact.

Direct Services Trading Account

- 20 The Direct Services is showing a positive variance, £46,000 which is due to efficiencies and savings on expenditure as well as additional income.

Key Implications

Financial

There are no additional 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.

Agenda Item 5

Conclusions

As with previous year 2017/18 has proven to 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.

The outturn position could not have been achieved without the commitment and hard work of both Members and Officers.

Risk Assessment Statement

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 31 May 2018.

Appendices

Appendix A - Outturn Summary

Appendix B - Explanation of variances

Background Papers:

See appendices

Adrian Rowbotham
Chief Finance Officer

2016/17		Y-T-D	Annual	
Actual		Actual	Budget	ACTUAL
£'000		£'000	£'000	Variance
	17/18 Draft Outturn			
1,377	Communities & Business	1,464	1,480	(16)
2,660	Corporate Services	2,914	2,822	92
4,722	Environmental & Operational Services	4,828	4,557	271
4,231	Financial Services	4,371	4,686	(315)
1,374	Planning Services	1,181	1,271	(90)
14,364		14,758	14,816	(58)
	<i>Adjustments to Reconcile to amount to be met from reserves</i>			
(198)	Direct Services Trading Account	(160)	(114)	(46)
(59)	Capital Charges outside the General Fund	(60)	(60)	0
(171)	Support Services outside the General Fund	(172)	(172)	0
				0
13,936	NET SERVICE EXPENDITURE	14,366	14,470	(104)
0	Revenue Support Grant and New Homes Bonus	0	0	0
(2,343)	Retained Business Rates	(2,509)	(1,990)	(519)
(9,672)	Council Tax	(10,013)	(10,013)	0
(333)	Contribution from Collection Fund	0	0	0
1,588	Summary excluding Investment Income	1,844	2,467	(623)
(425)	Investment Property Income	(511)	(500)	(11)
(241)	Interest Receipts	(113)	(130)	17
922	OVERALL TOTAL	1,220	1,837	(617)
(983)	Planned Appropriation to/(from) Reserves	(1,837)	(1,837)	0
				0
(290)	Supplementary Estimates	0	0	0
(350)	(Surplus)/Deficit	(617)	0	(617)

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2014-15 Provisional outturn including all sundry creditors

	Annual Budget £'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 your forecast and final outturn £'000	Explanation for large differences between forecast outturn and actual outturn (<i>starred Items</i>)
Communities & Business							
All Weather Pitch	-5	-5	-6	-1		-1	
Business Area Improvement Fund	0	0	0	0		0	
Community Safety	174	184	187	13	* Spend Slightly ahead of forecast, adjustment relates to new starter and vacancy contribution. Salaries overspend will be compensated by salaries underspend elsewhere in the service.	3	
Community Development Service Provisions	-5	-5	-4	1		1	
The Community Plan	53	53	52	-1		-1	
Dunton Green Projects - S106	0	0	0	-0		-0	
Dunton Green Projects	0	0	0	0		0	
Economic Development	55	55	51	-3		-3	
Economic Development Property	269	324	315	46	* This is due to a vacant Property graduate post, spending on feasibility studies and other preparation work for property investment projects. This has been highlighted as a risk throughout the year. Depending on the financial guidelines some of the expenditure may be capitalised.	-9	
Grants to Organisations	183	183	183	-0		-0	
Health Improvements	42	42	45	3		3	
Healthy Lifestyles (SDC)	0	0	0	0		0	
Homelessness	146	125	129	-17	* This underspend mainly relates to vacant posts, a recruitment process is being undertaken	4	
Housing	187	162	165	-22	* This underspend mainly relates to a vacant posts.	3	
Housing Initiatives	52	52	44	-8		-8	
Homelessness Prevention	0	0	0	0		0	
Housing Energy Retraining Options (HERO)	35	35	35	0		0	
Leisure Contract	183	183	161	-22	* Leisure expenditure outstanding. Insurance costs still uncertain so position may change at year end.	-22	* Insurance costs were not known until the year end. They were lower than budgeted for.
Leisure Development	20	20	20	0		0	
Partnership - Home Office	0	0	0	0		0	
Private Sector Housing	0	0	0	0		0	
Administrative Expenses - Communities & Business	25	25	26	1		1	
Administrative Expenses - Housing	0	0	0	0		0	
Tourism	31	31	24	-6		-6	
Youth	31	31	31	0		0	
	1,480	1,499	1,464	-16		-35	

2014-15 Provisional outturn including all sundry creditors

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	£'000	£'000	£'000	£'000		£'000	
Corporate Services							
Asset Maintenance IT	275	275	275	0		0	
Civic Expenses	16	16	16	-0		-0	
Corporate Projects	93	81	81	-12	* Variance due to vacancy in Project Co-ordinator post	0	
Democratic Services	131	121	122	-9		1	
Elections	121	121	112	-9		-9	
Land Charges	-147	-56	-53	94	* Challenging income target unlikely to be met. Currently reviewing income and charges and growth item already approved by Council for 2018/19	4	
Register of Electors	252	232	211	-41	* Additional resource sought for Electoral Registration in Q4 2017/18. Recruitment process completed but expenditure unlikely until May/June 2018 due to delays incurred earlier in the year from unscheduled elections. Additional expenditure incurred in Feb/Mar to support improvements in this area	-21	* Additional resource sought for Electoral Registration in Q4 2017/18. Recruitment process completed but expenditure unlikely until May/June 2018 due to delays incurred earlier in the year from unscheduled elections. Forecast was based on recruitment being completed earlier. Additional expenditure incurred in Feb/Mar to support improvements in this area
Administrative Expenses - Corporate Services	25	25	27	2		2	
Administrative Expenses - Legal and Democratic	50	50	59	10	* Overspend due to unachieved saving however currently reviewing expenditure on legal publications	10	* Overspend due to unachieved saving however currently reviewing expenditure on legal publications
Administrative Expenses - Human Resources	5	55	65	60	* Overspend due to external advice.	10	* More of the costs due to external advice fell within 2017/18 which were originally forecast for 2018/19
Street Naming	5	-10	-11	-16	* Overachievement on expected income partially offset by service cost within the GIS team	-1	
Support - Contact Centre	431	411	431	0		20	* Variance from forecast included balance in salaries that has been agreed to carry forward
Support - General Admin	37	37	28	-10	* Underspend due to reduced costs of printers and paper consumption	-10	* Underspend due to reduced costs of printers and paper consumption
Support - IT	993	1,014	997	4		-17	* Variance from forecast due to reduction in software maintenance charges negotiated towards year end
Support - Legal Function	210	210	195	-14	* Year end position due to unbudgeted court costs awarded and fees from S106 agreements	-14	* Year end position due to unbudgeted court costs awarded and fees from S106 agreements
Support - Local Offices	55	55	54	-0		-0	
Support - Nursery	0	0	2	2		2	
Support - Human Resources	269	299	299	29	* Spend on Corporate Training initiatives partially offset by underspend on local training budgets.	-1	
Website	0	0	2	2		2	
	<u>2,821</u>	<u>2,936</u>	<u>2,914</u>	<u>92</u>		<u>-22</u>	

2014-15 Provisional outturn including all sundry creditors

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Environmental & Operational Services							
Asset Maintenance Argyle Road	72	72	78	7		7	
Asset Maintenance Car Parks	0	0	0	0		0	
Asset Maintenance CCTV	17	32	36	19	* Essential maintenance works to CCTV system in New Ash Green	4	
Asset Maintenance Countryside	8	8	8	-1		-1	
Asset Maintenance Other Corporate Properties	32	42	41	9		-1	
Asset Maintenance Direct Services	38	38	34	-4		-4	
Asset Maintenance Hever Road	37	37	36	-1		-1	
Asset Maintenance Leisure	174	174	163	-11		-11	
Asset Maintenance Playgrounds	8	4	3	-5		-1	
Asset Maintenance Support & Salaries	99	83	89	-10	* Former management fee paid to Sencio now no longer made	6	
Asset Maintenance Sewage Treatment Plants	8	4	3	-5		-1	
Asset Maintenance Public Toilets	7	2	0	-7		-2	
Bus Station	17	12	11	-5		-0	
Car Parks	-1,869	-1,729	-1,652	217	* Income above profile offset by spend on equipment purchased (P&D Machines) for new Bradbourne Car Park. Favourable income forecast reflects additional income from new Bradbourne spaces. New Blighs Car Park rental paid to Dec 2017. NNDR bill for Sennocke now refunded. NNDR bill for Bradbourne paid in December. Payment made for land purchased behind M&Co, now used as an extension to Buckhurst 1.	77	* Final annual payment made for rental of new Blighs car park. Overall gross income £11,000 above budget. Winter weather period in March required extensive gritting of car parks
CCTV	250	273	278	28	* Challenging income targets (£33K) will not be met. Partly offset by expenditure savings.	5	
Civil Protection	50	45	43	-7		-2	
Car Parking - On Street	-470	-470	-464	6		6	
EH Commercial	279	279	291	12	* Use of Contractors for Food Hygiene inspections to cover for vacancies. Barrister fees to be recovered for successful prosecution on food safety.	12	* Only partial receipt of costs due to successful food safety prosecutions
EH Animal Control	1	11	10	9		-1	
EH Environmental Protection	362	372	375	13	* All LAPPC Inspections completed and fees paid. There will be a £10,000 shortfall in income due to number of premises registered.	3	
Emergency	65	65	63	-1		-1	
Parking Enforcement - Tandridge DC	0	-10	-16	-16	* New contract commenced half way through financial year. No budget set.	-6	
Energy Efficiency	29	24	22	-7		-2	

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Estates Management - Buildings	-21	-1	15	36	* Rates paid for Meeting Point Building in Swanley. Rates will continue to be due until building demolished. Savings made elsewhere to partly offset this cost.	16	* VAT adjustment in respect of Blighs
Estates Management - Grounds	110	125	128	17	* Essential tree work not included for in maintenance budget.	2	
Gypsy Sites	-19	-9	-11	8		-2	
Disabled Facilities Grant Administration	-20	-20	-22	-2		-2	
Housing	0	0	0	0		0	
Housing Premises	0	0	-6	-6		-6	
Kent Resource Partnership	0	0	0	-0		-0	
Licensing Partnership Hub (Trading)	0	0	0	-0		-0	
Licensing Partnership Members	0	0	0	0		0	
Licensing Regime	-13	-23	-30	-18	* Savings on salaries and income for fees higher than profile.	-8	
Private Sector Housing Maintenance Operatives	0	25	32	32	* Expenditure on salaries plus set up costs incurred. Income to be recovered for works carried out.	7	
Markets	-185	-185	-184	1		1	
Parks - Greensand Commons Project	0	0	0	0		0	
Parks and Recreation Grounds	114	114	112	-2		-2	
Parks - Rural	114	134	141	27	* Coppicing works continue in Farningham Wood; income to be recovered by sale of timber felled. Works carried out in Shoreham and Andrews Wood. Some income from felled timber may not be recovered until 2018/19.	7	
Private Sector Housing	190	190	173	-17	* Works in default carried out to private property; to be recovered through a charge on the property.	-17	* Salary savings
Public Transport Support	0	0	0	-0		-0	
Refuse Collection	2,548	2,598	2,648	100	* Income below profile for glass recyclate due to current low prices paid for cullet. Third quarter recycling credits received.	50	* Income £83,000 below budget due to low prices received for recycled material. No recycling credits for cardboard as no longer provision of cardboard banks. Over expenditure on refuse sacks due to gradual increase in number of properties and no increase in the budget for sacks.
Administrative Expenses - Direct	0	0	1	1		1	
Administrative Expenses - Health	11	11	9	-2		-2	
Administrative Expenses - Licensing	10	5	2	-8		-3	
Administrative Expenses - Property	4	4	4	-1		-1	
Administrative Expenses - Transport	8	8	7	-1		-1	
Street Cleansing	1,374	1,369	1,367	-7		-2	

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Support - Central Offices	433	398	410	-23	* Savings on utility costs. Rents for Argyle Road above profile. Savings on salaries.	12	
Support - Central Offices - Facilities	265	260	257	-9		-4	
Support - General Admin	264	194	196	-68	* Savings on salaries due to vacancies	2	
Support - Health and Safety	21	16	14	-7		-2	
Support - Direct Services	57	47	48	-9		1	
Support - Procurement	6	6	6	0		0	
Support - Property Function	42	42	45	3		3	
Sevenoaks Switch and Save	0	0	0	0		0	
Taxis	-15	-30	-36	-21	* Income ahead of profile. Savings on salaries due to vacancy.	-6	
Public Conveniences	45	55	50	5		-5	
Air Quality (Ext Funded)	0	0	0	0		0	
	<u>4,557</u>	<u>4,701</u>	<u>4,828</u>	<u>271</u>		<u>127</u>	

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Financial Services							
Action and Development	7	1	0	-7		-1	
Benefits Admin	173	159	211	38	* (Part of Partnership arrangement with Dartford) - additional expenditure incurred on IT systems off-set by underspends elsewhere in the partnership	53	* (Part of Partnership arrangement with Dartford) - additional expenditure incurred on IT systems off-set by underspends elsewhere in the partnership
Benefits Grants	-25	-25	-25	0		0	
Consultation and Surveys	4	0	0	-4		-0	
Corporate Management	946	946	932	-14	* Control of spending in relation to consultancy has delivered an underspend on corporate management budgets this financial year	-14	* Control of spending in relation to consultancy has delivered an underspend on corporate management budgets this financial year
Corporate - Other	363	297	178	-185	* Vacancy savings exceeded budget by £85k, £100k saving to offset appraisal reward payment adjustments made elsewhere	-119	* Vacancy savings exceeded expectations by £19k, £100k saving to offset appraisal reward payments adjustment made elsewhere
Dartford Partnership Hub (SDC costs)	0	0	0	0		0	
Equalities Legislation	19	0	0	-19	* The Council no longer belongs to the West Kent Equalities arrangement, as services are provided in-house.	0	
External Communications	196	196	167	-28	* Various underspends across the cost centre, including printing and IT costs	-28	* Various underspends across the cost centre, including printing and IT costs
Housing Advances	1	1	1	0		-0	
Local Tax	91	79	68	-23	* (Part of Partnership arrangement with Dartford) - salary savings arisen due to vacancies during 17/18	-11	* (Part of Partnership arrangement with Dartford) - salary savings arisen due to vacancies during 17/18
Members	428	416	413	-15	* Various underspends, particularly Members travel and training	-3	
Misc. Finance	1,689	1,689	1,690	1		1	
Dartford Partnership Implementation & Project Costs	0	0	0	0		0	
Performance Improvement	-1	-1	-2	-1		-1	
Administrative Expenses - Chief Executive	30	22	13	-17	* Various underspends across the cost centre.	-9	
Administrative Expenses - Finance	35	35	47	12	* Costs incurred in relation to recruitment and professional subscriptions	12	* Costs incurred in relation to recruitment and professional subscriptions
Administrative Expenses - Transformation and Strategy	5	5	6	1		1	
Support - Counter Fraud	54	58	33	-20	* (Part of Partnership arrangement with Dartford) - reward from KCC for additional fraud identification	-25	* (Part of Partnership arrangement with Dartford) - reward from KCC for additional fraud identification
Support - Audit Function	177	159	153	-24	* (Part of Partnership arrangement with Dartford) - vacant posts during the year	-6	
Support - Exchequer and Procurement	105	105	103	-2		-2	
Support - Finance Function	176	176	145	-31	* Income from Quercus 7 officer time recharge	-31	* Income from Quercus 7 officer time recharge
Support - General Admin	103	103	117	14	* Revenues received from external printing are lower than budget expectations	14	* Revenues received from external printing are lower than budget expectations
Treasury Management	111	111	120	9		9	
	<u>4,686</u>	<u>4,532</u>	<u>4,371</u>	<u>-315</u>		<u>-161</u>	

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Planning Services							
Building Control Discretionary Work	-9	-0	0	10		1	
Building Control Partnership Members	0	0	0	0		0	
Building Control	-102	-142	-142	-40	* Income is slightly above profile, in part due to increase in fees from 1st April 2017.	0	
Community Housing Fund	0	0	0	0		0	
Conservation	49	92	89	40	* This is a result of additional resource to support Planning Policy and the Local Plan work.	-3	
Dangerous Structures	3	3	0	-3		-3	
Housing	0	0	0	0		0	
Needs and Stock Surveys	0	0	0	0		0	
Planning Policy	574	574	574	-0		-0	
LDF Expenditure	0	0	0	0		0	
Building Control Partnership Implementation & Project	0	0	0	0		0	
Planning - Appeals	192	224	226	34	* This is mainly due to costs re an appeal	2	
Planning - CIL Administration	-50	-50	-50	0		0	
Planning - Counter	0	0	-0	-0		-0	
Planning - Development Management	297	174	168	-129	* The planning fee income and several vacant posts have significantly contributed to this position. It should be noted that there are peaks and troughs in the submission of planning fees throughout the year and the increase in planning fees have just taken affect.	-6	
Planning - Enforcement	265	232	225	-39	* This is the result of an underspend on staff. Recruitment to the vacant team leader position has been unsuccessful after three separate attempts so a revised structure is in operation.	-6	
Fort Halstead	0	0	0	0		0	
Administrative Expenses - Building Control	10	7	5	-6		-3	
Administrative Expenses - Planning Services	43	78	86	43	* This is training costs, staff recruitment and the payment of professional fees.	8	
	<u>1,271</u>	<u>1,191</u>	<u>1,181</u>	<u>-90</u>		<u>-10</u>	

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