

Budget Carry Forward Request 2017/18

R1

Chief Officer :	Adrian Rowbotham
Budget description :	Revenues and Benefits
Type of expenditure:	Revenue
Cost Centre code :	FSLTHSB, XBAF
Budget forecast to be unspent at 31/3/18:	£78,000 (up to)
Amount requested for carry forward:	£78,000 (up to)

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2017/18 and timescales for expenditure in 2018/19 :

The following grants was received in 2017/18:

- KCC - Counter Fraud work to Council Tax £46,494
- DCLG New Burdens - Business Rates Relief £12,000
- DWP - Benefits Cap £12,693
- DWP New Burdens - Universal Credit Implementation £8,549
- DWP - Fraud & Error Reduction Incentive Scheme (FERIS) £8,178
- DWP - others £34,376

With welfare reform changes continuing to occur following the Local Council Tax Support Scheme replacing Council Tax Benefit from 2013/14, several grants have been received.

The largest item above is from Kent County Council for fraud work. As the largest recipient of Council Tax, it is in their best interests for as much Council Tax to be collected as possible and therefore they have provided funding for the Counter Fraud Team to help achieve this. Sevenoaks and Dartford (as a shared service) were the first council's in Kent to get this agreement in place and to start to receive this extra funding.

A service review of Revenues and Benefits has taken place to see how improvements and efficiencies can be made and a staffing restructure is being proposed. This will result in one off items of expenditure that will help to facilitate these changes and the grants received could be used to fund these items.

The costs of Revenues and Benefits are shared with Dartford BC. Some of the above funding has already been spent but when the partnership accounts for the year are confirmed between the two partners, it is expected that much of

the above funding will not have been used in the year.

It is requested that any unspent grant funding is carried forward to 2018/19. Once the improvements from the service review are in place, any unused funding will be reviewed to see if it is required for Revenues and Benefits. Any changes will be included in the Review of Reserves that is completed as part of the annual budget setting process.

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

It will reduce the funding available to deliver the improvements and efficiencies recommended by the service review.

Budget Carry Forward Request 2017/18

R2

Chief Officer :	Pav Ramewal
Budget description :	Customer Redesign Project
Type of expenditure:	Revenue
Cost Centre code :	69006 PPSAVING
Budget forecast to be unspent at 31/3/18:	£178,000
Amount requested for carry forward:	£178,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2017/18 and timescales for expenditure in 2018/19 :

During the 2017/18 budget process, funding was put aside for corporate projects and staff recruitment and retention.

In the Budget Update 2018/19 report to Cabinet on 07/12/17 it was noted that the Council's new Corporate Plan is likely to be launched in the next financial year. In order to ensure the effective delivery of the Corporate Plan, services are being redesigned so that they are better aligned to customer needs and with a much stronger emphasis on wrapping services around the customer.

In order to achieve this, a model of customer contact centre that is resourced with a wider skill set in order to deal with more interactions at first point of contact and in parallel more effective processing is being investigated. This will be aligned with work currently being undertaken on recruitment and retention.

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

The ability to progress with the Customer Redesign Project would be impacted and the benefits to customers may be reduced or delayed.

Budget Carry Forward Request 2017/18

R3

Chief Officer :	Lesley Bowles
Budget description :	Economic Development
Type of expenditure:	Revenue
Cost Centre code :	60501 PRECODV
Budget forecast to be unspent at 31/3/18:	£10,000
Amount requested for carry forward:	£10,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2017/18 and timescales for expenditure in 2018/19 :

This sum has been earmarked for a Sevenoaks Town Economic Study which is in the process of being commissioned. It has not been possible to progress work on this earlier because of the need to complete and analyse other studies on which this work is based.

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

The Study would have to be postponed until further funding can be found or funded from the 2018/19 budget reducing the sum available for Economic Development work during the new financial year.

Budget Carry Forward Request 2017/18

R4

Chief Officer :	Richard Wilson
Budget description :	Kent Resource Partnership (KRP) Communications Grant
Type of expenditure:	Revenue
Cost Centre code :	DSREFRE
Budget forecast to be unspent at 31/3/18:	£8,800
Amount requested for carry forward: remaining	£8,800 or unspent balance

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2017/18 and timescales for expenditure in 2018/19 :

A portion of KRP grant (£11,800) was carried forward from 2016/17 for the provision of a District recycling application (App) for smart phones and tablets. The App project was deferred into FY 17/18 so that it could be linked to the Council's new website.

Unfortunately, it has taken longer than expected to agree, provide, assess, check and make corrections to the data-set required and to agree the service agreement terms with the external provider. A sample of the data-set has now been verified by IT colleagues, and the service agreement has been signed so testing and training will be undertaken during March and early April with the intention of launching the App early in the new financial year.

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

The impact of not carrying this remaining budget forward will be the inability to launch the recycling App, and failure to meet a commitment to Council Members and the KRP to do so. The intention of the App is to aid the Council towards an overall increase in the capture and quality of household recycling resulting to improve our recycling rate and help meet KRP targets.

Budget Carry Forward Request 2017/18

R5

Chief Officer :	Richard Wilson
Budget description :	Procurement
Type of expenditure:	Revenue
Cost Centre code :	XBBA
Budget forecast to be unspent at 31/3/18:	£4,000
Amount requested for carry forward:	£4,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2017/18 and timescales for expenditure in 2018/19 :

This was a new budget item for 2017/18 to purchase and maintain software to enable the Council to be electronic tendering compliant. Due to the legislative deadline being put backwards to October 2018 the software hasn't been purchased yet and will be procured in early 2018/19.

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

The Council would not be e-tendering compliant which is a legislative requirement.

Budget Carry Forward Request 2017/18

R6

Chief Officer :	Jim Carrington-West
Budget description :	Customer systems analysis
Type of expenditure:	Revenue
Cost Centre code :	XCAA
Budget forecast to be unspent at 31/3/18:	up to £40,000
Amount requested for carry forward:	up to £40,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2017/18 and timescales for expenditure in 2018/19 :

Systems used in relation to customer service were due to be reviewed during 2017/18 with a view to ensure they are fit for purpose and support the most effective use of data and provide an efficient toolset for delivering excellent services.

Due to staff turnover, this has not been able to be completed within 2017/18 and is now proposed to be carried out in 2018/19.

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

Any efficiencies identified that will benefit from enhancements to systems will not be funded or will need to be funded from elsewhere with a detrimental knock on impact on those areas.

Budget Carry Forward Request 2017/18

C1

Chief Officer :	Richard Wilson
Budget description :	Vehicle Replacement Fund
Type of expenditure:	Capital
Cost Centre code :	YLLP
Budget forecast to be unspent at 31/3/18:	£240,000
Amount requested for carry forward:	£240,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2017/18 and timescales for expenditure in 2018/19 :

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

The approved vehicle replacement budget for 2017/18 amounted to £548,000. Vehicle depreciation payments into the VRF for 2017/18 are estimated to be £565,000. Anticipated actual expenditure on 2017/18 purchases, after vehicle disposal credits, amounts to £307,000. This figure excludes expenditure of £240,000 on one new glass recycling truck and one new caged truck, which were ordered for delivery in 2017/18 but we are now advised delivery has been delayed until April 2018.

The Portfolio-holder has authorised the vehicle replacement programme for 2018/19 and agreed expenditure of £548,000.

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

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

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

commercial fleet remains operationally effective.