

# **Budget Monitoring Sheets for November 2012**

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## 2. Overall Summary

### November 12 - Final

#### Community and Planning

	Period	Period	Period	Period	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Annual	Annual	Annual	2011/12
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Budget	Forecast (including Accruals)	Variance	Actual
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000
Community Development	59	93	- 34	-58.7	645	624	21	3.2	975	967	8	1,140
Development Services	106	123	- 17	-15.7	840	884	- 44	-5.2	1,299	1,299	- 0	1,413
Environmental and Operations	198	265	- 67	-34.0	1,946	2,190	- 244	-12.6	2,709	2,969	- 260	2,528
Housing and Communications	51	56	- 5	-9.6	562	569	- 7	-1.3	872	862	10	944
<b>Total Community and Planning</b>	<b>414</b>	<b>537</b>	<b>- 123</b>	<b>-29.8</b>	<b>3,993</b>	<b>4,268</b>	<b>- 275</b>	<b>-6.9</b>	<b>5,855</b>	<b>6,097</b>	<b>- 242</b>	<b>6,025</b>

#### Corporate Resources

Finance and Human Resources	302	360	- 58	-19.2	2,159	2,200	- 42	-1.9	3,961	3,842	119	4,516
IT and Facilities Management	157	142	15	9.7	1,332	1,216	116	8.7	2,018	2,005	13	1,595
Legal and Democratic Services	91	92	- 1	-0.6	1,346	1,290	56	4.2	1,918	1,915	3	1,363
<b>Total Corporate Resources</b>	<b>550</b>	<b>593</b>	<b>- 43</b>	<b>-7.8</b>	<b>4,837</b>	<b>4,706</b>	<b>131</b>	<b>2.7</b>	<b>7,897</b>	<b>7,762</b>	<b>135</b>	<b>7,473</b>

#### NET EXPENDITURE (1)

	<b>964</b>	<b>1,131</b>	<b>- 166</b>	<b>-17.3</b>	<b>8,829</b>	<b>8,974</b>	<b>- 144</b>	<b>-1.6</b>	<b>13,752</b>	<b>13,859</b>	<b>- 107</b>	<b>13,498</b>
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#### *Adjustments to reconcile to Amount to be met from Reserves*

Direct Services Trading Accounts	2	19	- 17	- 850.0	- 109	- 52	- 57	- 52.3	- 64	- 64	-	21
Capital charges outside General Fund	- 4	- 4	- 0	- 0.0	- 36	- 36	- 0	- 0.0	- 54	- 54	-	- 47
Support Services outside General Fund	- 16	- 16	-	-	- 125	- 125	-	-	- 191	- 191	-	- 197
Redundancy Costs - all	-	-	-	-	-	-	-	-	-	-	-	-

#### NET EXPENDITURE (2)

	946	1,130	- 183	-19.4	8,560	8,761	- 201	- 2.4	13,443	13,550	- 107	13,275
Government Grant	- 387	- 387	-	0.0	- 3,097	- 3,097	-	-	- 4,646	- 4,646	-	- 5,141
Council Tax Requirement - SDC	- 771	- 771	-	0.0	- 6,167	- 6,167	-	-	- 9,251	- 9,251	-	- 9,199

#### NET EXPENDITURE (3)

	<b>- 212</b>	<b>- 29</b>	<b>- 183</b>	<b>86.5</b>	<b>- 705</b>	<b>- 504</b>	<b>- 201</b>	<b>- 28.6</b>	<b>- 454</b>	<b>- 347</b>	<b>- 107</b>	<b>- 1,065</b>
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#### *Summary including investment income*

Net Expenditure	- 212	- 29	- 183	86.5	- 705	- 504	- 201	- 28.6	- 454	- 347	- 107	- 1,065
Investment Impairment	-	-	-	-	-	-	-	-	-	-	-	-
Interest and Investment Income	- 18	- 26	8	-42.7	- 131	- 214	83	63.1	- 173	- 287	114	- 308
<b>Overall total</b>	<b>- 230</b>	<b>- 55</b>	<b>- 176</b>	<b>- 76.3</b>	<b>- 836</b>	<b>- 718</b>	<b>- 119</b>	<b>- 14.2</b>	<b>- 627</b>	<b>- 634</b>	<b>7</b>	<b>- 1,373</b>

Planned appropriation (from)/to Reserves  
Supplementary appropriation from Reserves

Surplus

	627	627	-	-								
	-	-	-	-								
	-	- 7	7									- 1,373

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

November 12 - Final	Period				Y-T-D				Annual	Annual	Annual	2011/12
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Budget	Forecast (including Accruals)	Variance	Actual
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000
<b>Community Development</b>												
<b>SDC Funded</b>												
Administrative Expenses - Community Dev.	0	0	-0	-	4	6	-2	-47.6	10	10	-	8
All Weather Pitch	-0	-0	0	-	-1	-1	0	4.0	-2	-2	-	-2
Community Activity	-	1	-1	-	-	5	-5	-	-	-	-	20
Community Development Service Provisions	-0	-	-0	-	-1	-9	8	599.3	-2	-10	8	-15
Community Safety	18	15	3	15.7	133	131	2	1.7	207	207	-	191
Economic Development	3	2	1	28.5	28	27	2	6.0	41	41	-	43
Grants to Organisations	2	2	0	2.2	170	169	1	0.4	179	179	-	185
Health Improvements	3	3	-0	-2.8	27	28	-1	-3.6	41	41	-	41
Leisure Contract	9	20	-11	-124.1	132	137	-5	-4.0	248	248	-	339
Leisure Development	-	-	-	-	15	15	-	-	20	20	-	20
STAG Community Arts Centre	-	25	-25	-	75	75	-	-	100	100	-	100
Sustainability	0	0	0	-	3	3	0	1.0	4	4	-	16
The Community Plan	5	5	0	6.0	39	36	3	6.5	58	58	-	50
Tourism	1	1	0	27.5	20	20	-1	-2.5	24	24	-	52
West Kent Partnership	2	2	-0	-1.5	-7	-5	-2	-24.2	-	-	-	-
Youth	4	1	3	69.9	31	30	2	4.9	48	48	-	71
<b>Total Community Development (SDC Funded)</b>	<b>48</b>	<b>79</b>	<b>-30</b>	<b>-62.9</b>	<b>669</b>	<b>667</b>	<b>1</b>	<b>0.2</b>	<b>975</b>	<b>967</b>	<b>8</b>	<b>1,140</b>
<b>Externally Funded</b>												
Big Community Fund	-	3	-3	-	-	3	-3	-	-	-	-	-
Choosing Health WK PCT	6	10	-4	-64.7	-7	-1	-6	-91.5	-	-	-	-
Falls Prevention	-	0	-0	-	-	1	-1	-	-	-	-	-
Local Strategic Partnership	-	-	-	-	-	-	-	-	-	-	-	-
Partnership - Child	-	-	-	-	-	-	-	-	-	-	-	-
Partnership - Home Office	4	1	3	85.4	-17	-44	27	155.2	-	-	-	-
PCT Health Checks	-	0	-0	-	-	-1	1	-	-	-	-	-
PCT Initiatives	-	-	-	-	-	-2	2	-	-	-	-	-
<b>Total Community Development (Ext Funded)</b>	<b>10</b>	<b>14</b>	<b>-4</b>	<b>-39.1</b>	<b>-24</b>	<b>-43</b>	<b>19</b>	<b>80.6</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Community Development</b>	<b>59</b>	<b>93</b>	<b>-34</b>	<b>-58.7</b>	<b>645</b>	<b>624</b>	<b>21</b>	<b>3.2</b>	<b>975</b>	<b>967</b>	<b>8</b>	<b>1,140</b>

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

November 12 - Final	Period				Y-T-D				Annual	Annual	Annual	2011/12
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Budget	Forecast (including Accruals)	Variance	Actual
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000
<b>Development Services</b>												
Administrative Expenses - Development Control	2	1	0	20.1	14	14	- 0	- 2.3	29	29	-	21
Administrative Expenses - Policy and Environment	-	0	- 0	-	-	-	-	-	-	-	-	0
Bridleways / Footpath Diversions	0	0	-	-	1	1	-	-	1	1	-	2
Conservation	4	4	- 0	- 5.1	31	34	- 3	- 9.5	47	45	2	45
LDF Expenditure	-	0	- 0	-	-	1	- 1	-	-	-	-	-
Planning - Appeals	14	13	1	4.2	108	114	- 6	- 5.1	161	160	1	166
Planning - Counter	- 0	- 0	- 0	-	- 0	- 0	- 0	-	- 1	- 1	-	0
Planning - Development Control	32	58	- 27	- 84.4	253	349	- 96	- 37.9	355	472	- 117	499
Planning - Enforcement	19	19	1	3.0	172	168	5	2.7	259	253	6	253
Planning Policy	36	27	9	24.6	261	203	58	22.1	446	338	108	428
<b>Total Development Services</b>	<b>106</b>	<b>123</b>	<b>- 17</b>	<b>- 15.7</b>	<b>840</b>	<b>884</b>	<b>- 44</b>	<b>- 5.2</b>	<b>1,299</b>	<b>1,299</b>	<b>- 0</b>	<b>1,414</b>

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

November 12 - Final	Period	Period	Period	Period	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Annual	Annual	Annual	2011/12
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Budget	Forecast (including Accruals)	Variance	Actual
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000
<b>Environmental and Operational Services</b>												
Administrative Expenses - Building Control	0	1	- 1	-	4	3	1	28.1	6	6	-	6
Administrative Expenses - Community Director	1	0	0	46.9	7	4	3	39.9	11	11	-	5
Administrative Expenses - Direct Services	-	0	- 0	-	-	- 0	0	-	-	-	-	-
Administrative Expenses - Health	1	2	- 1	- 73.9	13	7	6	47.8	18	18	-	15
Administrative Expenses - Transport	0	1	- 0	-	5	5	- 1	- 12.0	6	6	-	5
Asset Maintenance Car Parks	- 0	1	- 1	-	15	56	- 41	- 271.0	15	15	-	-
Asset Maintenance CCTV	1	-	1	100.0	7	14	- 6	- 84.7	11	14	- 3	15
Asset Maintenance Countryside	0	0	0	-	3	2	2	53.8	5	5	-	8
Asset Maintenance Direct Services	2	1	1	58.5	17	8	10	55.0	26	26	-	19
Asset Maintenance Playgrounds	1	-	1	100.0	5	-	5	100.0	8	5	3	3
Asset Maintenance Public Toilets	1	-	1	100.0	5	0	5	95.6	8	8	-	13
Building Control	- 10	- 2	- 7	- 75.4	- 103	- 45	- 58	- 56.0	- 130	- 36	- 94	- 14
Building Control Discretionary Work	- 0	1	- 1	-	- 0	1	- 1	-	-	-	-	-
Car Parks	- 154	- 146	- 8	- 5.0	- 991	- 909	- 82	- 8.3	- 1,600	- 1,500	- 100	- 1,555
CCTV	22	23	- 1	- 5.8	163	193	- 29	- 18.0	245	285	- 40	275
Civil Protection	2	2	0	17.8	19	17	2	11.9	28	28	-	10
Dangerous Structures	2	2	0	10.0	15	14	1	8.0	22	22	-	21
Dartford Environmental Hub (SDC Costs)	2	-	2	100.0	- 0	- 0	- 0	-	-	-	-	-
EH Animal Control	- 7	6	- 12	- 182.7	1	12	- 10	- 796.3	1	18	- 17	40
EH Commercial	16	20	- 4	- 24.6	163	173	- 10	- 6.1	244	244	-	-
EH Environmental Protection	29	31	- 2	- 5.6	267	250	17	6.4	393	380	13	709
Emergency	5	5	0	4.1	40	38	2	5.0	60	60	-	57
Environmental Health Partnership	-	7	- 7	-	-	26	- 26	-	-	-	-	-
Estates Management - Grounds	8	6	2	26.4	62	58	4	7.1	94	94	-	81
Licensing Partnership Hub (Trading)	- 0	4	- 4	-	- 1	- 13	12	1,682.7	- 0	- 0	-	-
Licensing Partnership Members	-	-	-	-	-	-	-	-	-	-	-	-
Licensing Regime	- 15	4	- 19	- 125.0	- 21	- 17	- 4	- 18.3	- 14	- 14	-	25
National Food Hygiene Rating Scheme	-	-	-	-	-	- 3	3	-	-	-	-	-
On-Street Parking	- 34	- 33	- 1	- 3.4	- 256	- 248	- 9	- 3.5	- 393	- 393	-	- 297
Parks and Recreation Grounds	7	12	- 5	- 62.8	59	81	- 22	- 36.9	91	91	-	123
Parks - Rural	8	5	3	37.1	46	40	6	12.8	81	81	-	56
Public Conveniences	3	4	- 1	- 53.2	27	34	- 7	- 25.8	37	37	-	55
Public Transport Support	0	0	- 0	-	1	1	- 0	- 37.8	1	1	-	1
Refuse Collection	200	210	- 10	- 4.8	1,554	1,596	- 42	- 2.7	2,204	2,234	- 30	2,161
Street Cleansing	100	98	2	1.5	787	776	12	1.5	1,175	1,175	-	1,214
Street Naming	1	0	1	67.9	9	3	6	67.5	13	5	8	4
Support - Direct Services	3	2	1	26.5	26	26	- 0	- 0.3	38	38	-	25

Support - Health and Safety	1	1	0	9.4	11	8	4	32.9	17	17	-	12
Taxis	- 0	- 3	3	-	- 16	- 19	3	20.0	- 12	- 12	-	- 16
<b>Total Environmental and Operational Services</b>	<b>198</b>	<b>265</b>	<b>- 67</b>	<b>- 34.0</b>	<b>1,946</b>	<b>2,190</b>	<b>- 244</b>	<b>- 12.6</b>	<b>2,709</b>	<b>2,969</b>	<b>- 260</b>	<b>2,528</b>

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

November 12 - Final	Period	Period	Period	Period	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Annual	Annual	Annual	2011/12
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Budget	Forecast (including Accruals)	Variance	Actual
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000
<b>Finance and Human Resources</b>												
Administrative Expenses - Chief Executive	1	1	0	30.5	9	4	4	47.8	18	17	2	6
Administrative Expenses - Corporate Director	0	0	0	-	3	4	-1	-53.4	4	4	-	2
Administrative Expenses - Finance	1	1	-0	-25.0	13	17	-4	-27.3	39	39	-	17
Administrative Expenses - Personnel	0	0	0	-	10	10	-0	-0.6	13	13	-	14
Benefits Admin	-11	-12	0	4.1	-90	-90	1	0.8	828	828	-	1,276
Benefits Grants	-49	-50	1	1.9	-389	-390	0	0.1	-659	-659	-	-659
Dartford Partnership Hub (SDC costs)	152	185	-33	-21.6	1,212	1,303	-90	-7.5	-7	-7	-	-524
Dartford Partnership Implementation & Project Costs	-	60	-60	-	-	13	-13	-	-	-	-	-
Housing Advances	0	-	0	-	3	3	-0	-1.4	5	5	-	3
Local Tax	-25	-41	16	64.3	-375	-395	20	5.3	154	101	53	208
Members	32	31	1	4.0	254	247	7	2.8	395	382	13	313
Misc. Finance	133	139	-6	-4.1	1,004	1,012	-8	-0.8	2,155	2,140	15	2,036
Support - Audit Function	-2	-2	-0	-0.0	-16	-16	-0	-0.0	139	139	-	126
Support - Exchequer and Procurement	11	10	1	10.8	87	78	8	9.3	138	138	-	134
Support - Finance Function	15	11	4	27.6	112	84	29	25.4	231	193	38	147
Support - General Admin	17	5	12	72.0	117	95	22	18.9	193	165	28	177
Support - Nursery	-	0	-0	-	-	2	-2	-	-	-	-	2
Support - Personnel	19	18	1	6.2	150	146	4	2.4	225	225	-	208
Treasury Management	7	4	3	39.0	55	73	-18	-31.9	90	120	-30	99
<b>Total Finance and Human Resources</b>	<b>302</b>	<b>360</b>	<b>-58</b>	<b>-19.2</b>	<b>2,159</b>	<b>2,200</b>	<b>-42</b>	<b>-1.9</b>	<b>3,961</b>	<b>3,842</b>	<b>119</b>	<b>3,584</b>

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

November 12 - Final	Period	Period	Period	Period	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Annual	Annual	Annual	2011/12
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Budget	Forecast (including Accruals)	Variance	Actual
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000
<b>Housing and Communications</b>												
Administrative Expenses - Housing	1	1	- 0	- 32.8	8	7	0	5.8	11	10	1	11
Consultation and Surveys	0	-	0	-	1	-	1	100.0	2	7	- 5	-
Energy Efficiency	2	2	- 0	- 23.1	15	19	- 4	- 25.2	6	16	- 9	16
External Communications	7	9	- 2	- 24.5	100	87	12	12.3	143	141	2	113
Gypsy Sites	- 3	- 3	- 0	- 5.6	- 20	- 11	- 8	- 42.5	- 20	- 14	- 6	- 6
Home Improvement Agency (prev. Care and Repair)	-	-	-	-	39	20	20	50.0	39	20	20	39
Homeless	8	7	1	9.3	63	72	- 9	- 14.7	104	104	-	194
Homelessness Funding	- 3	- 7	4	131.4	- 24	- 38	14	57.6	-	-	-	-
Homelessness Prevention	-	3	- 3	-	-	6	- 6	-	-	-	-	-
Housing	22	24	- 2	- 10.1	239	254	- 15	- 6.3	363	366	- 3	394
Housing Initiatives	1	0	1	84.2	5	6	- 1	- 17.1	8	8	-	9
Housing Option - Trailblazer	0	5	- 5	-	0	26	- 26	-	0	0	-	-
KCC Loan Scheme	-	-	-	-	-	-	-	-	-	-	-	-
Leader Programme	1	1	- 0	- 1.2	6	6	- 0	- 2.6	9	9	-	5
Needs and Stock Surveys	-	-	-	-	-	-	-	-	13	13	-	15
Private Sector Housing	16	15	1	7.6	130	120	11	8.3	195	184	11	164
Support - General Admin	0	- 1	1	-	0	- 5	5	-	0	0	-	- 10
<b>Total Housing and Communications</b>	<b>51</b>	<b>56</b>	<b>- 5</b>	<b>- 9.6</b>	<b>562</b>	<b>569</b>	<b>- 7</b>	<b>- 1.3</b>	<b>872</b>	<b>862</b>	<b>10</b>	<b>944</b>



### 3. Net Service Expenditure for each Head of

November 12 - Final	Service - analysed by Budget area				Y-T-D	Y-T-D	Y-T-D	Y-T-D	Annual	Annual	Annual	2011/12
	Period	Period	Period	Period					Budget	Forecast	Variance	Actual
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Budget	(including Accruals)	Variance	Actual
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000
<b>IT &amp; Facilities Management</b>												
Administrative Expenses - IT	2	1	1	55.6	16	13	3	17.7	26	16	10	16
Asset Maintenance IT	25	6	19	77.2	165	62	103	62.1	300	300	-	300
Support - Central Offices - Facilities	22	25	- 3	- 13.7	163	160	3	1.7	254	255	- 1	259
Support - Contact Centre	33	32	1	2.0	257	249	7	2.8	392	392	-	407
Support - General Admin	35	30	5	14.7	175	170	5	2.9	264	269	- 5	280
Support - IT	40	49	- 8	- 20.2	504	509	- 5	- 1.1	730	720	10	739
Support - Local Offices	0	0	0	-	52	51	1	1.6	53	53	-	50
<b>Total IT &amp; Facilities Management</b>	<b>157</b>	<b>142</b>	<b>15</b>	<b>9.7</b>	<b>1,332</b>	<b>1,216</b>	<b>116</b>	<b>8.7</b>	<b>2,018</b>	<b>2,005</b>	<b>13</b>	<b>2,052</b>

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

November 12 - Final	Period	Period	Period	Period	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Annual	Annual	Annual	2011/12
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Budget	Forecast (including Accruals)	Variance	Actual
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000
<b>Legal and Democratic Services</b>												
Action and Development	1	0	0	43.6	4	3	1	27.2	6	6	-	11
Administrative Expenses - Legal and Democratic	4	5	- 1	- 30.7	59	54	5	8.6	77	77	-	58
Administrative Expenses - Property	0	-	0	-	1	-	1	100.0	2	2	-	1
Asset Maintenance Argyle Road	-	-	-	-	25	17	8	31.8	50	50	-	30
Asset Maintenance Leisure	8	6	2	24.0	61	57	5	7.9	92	92	-	143
Asset Maintenance Other Corporate Properties	-	7	- 7	-	15	9	6	38.3	30	30	-	34
Asset Maintenance Sewage Treatment Plants	1	-	1	100.0	7	-	7	100.0	11	11	-	13
Asset Maintenance Support & Salaries	8	10	- 2	- 28.7	72	72	0	0.7	115	115	-	101
Bus Station	1	0	1	89.4	11	7	4	34.6	13	13	-	10
Civic Expenses	0	-	0	-	13	13	0	0.0	14	14	-	14
Committee Admin	9	8	1	13.9	64	58	6	9.3	102	102	-	85
Corporate Management	70	86	- 16	- 23.2	559	543	17	3.0	893	843	50	879
Corporate Savings	3	-	3	100.0	40	-	40	100.0	37	-	37	-
Elections	- 46	- 87	42	90.9	46	- 4	50	108.3	67	67	-	68
Equalities Legislation	-	-	-	-	17	13	3	19.6	17	14	3	13
Estates Management - Buildings	- 13	4	- 16	- 128.0	- 56	- 13	- 44	- 77.4	- 113	- 113	-	- 48
Housing Premises	- 0	1	- 1	-	- 12	- 8	- 4	- 31.6	- 9	- 9	-	- 8
Land Charges	- 11	- 12	1	5.5	- 91	- 63	- 28	- 30.5	- 121	- 86	- 35	- 116
Markets	- 19	6	- 25	- 131.0	- 153	- 110	- 43	- 28.3	- 240	- 173	- 67	- 281
Performance Improvement	0	-	0	-	4	5	- 2	- 50.7	6	6	-	5
Register of Electors	33	21	12	37.5	105	98	7	6.4	131	131	-	118
Support - Central Offices	17	11	7	37.8	353	314	39	11.1	426	382	45	410
Support - Legal Function	20	20	- 0	- 1.1	146	166	- 19	- 13.1	225	255	- 30	242
Support - Property Function	7	7	- 0	- 6.9	55	58	- 3	- 5.9	88	88	-	56
<b>Total Legal and Democratic Services</b>	<b>91</b>	<b>92</b>	<b>- 1</b>	<b>- 0.6</b>	<b>1,346</b>	<b>1,290</b>	<b>56</b>	<b>4.2</b>	<b>1,918</b>	<b>1,915</b>	<b>3</b>	<b>1,837</b>

#### 4. Cumulative Salary Monitoring

### November 12 - Final

	Period	Period	Period	Period	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Annual	Annual	Annual
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Budget	Forecast	Variance
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	(including Accruals) £'000	£'000
Chief Executive, PA & Secretariat	17	17	0	1.3	137	142	-5	-3.8	206	206	-
<b>Total Chief Executives Dept</b>	17	17	0	1.3	137	142	-5	-3.8	206	206	-
Director, PA & Secretariat	24	22	1	4.7	188	195	-7	-3.7	282	282	-
Finance & Human Resources	240	277	-37	-15.4	1,900	2,009	-109	-5.7	2,863	2,825	38
IT & Facilities Management	66	69	-3	-4.5	515	517	-2	-0.3	771	771	-
Legal & Democratic Services	53	61	-8	-15.0	413	433	-20	-4.8	626	645	-19
<b>Total Corporate Resources</b>	382	429	-47	-12.3	3,016	3,153	-137	-4.6	4,543	4,524	19
Director, PA & Secretariat	14	15	-1	-3.8	113	116	-3	-2.7	169	169	-
Community Development	30	30	0	1.1	239	234	4	1.8	358	358	-
Development Services	147	145	1	1.0	1,194	1,146	49	4.1	1,791	1,732	59
Housing & Communications	107	106	1	1.2	463	470	-7	-1.5	681	686	-5
Operational Services	279	254	25	9.0	2,233	2,057	176	7.9	3,350	3,174	176
Building Control	32	31	0	0.5	253	249	4	1.5	379	379	-
Environmental Health	47	45	1	3.1	388	388	1	0.1	582	582	-
Licensing	27	25	2	8.6	218	182	36	16.6	328	283	45
Parking & Amenity Services	40	39	1	2.1	312	314	-2	-0.5	471	471	-
<b>Total Community and Planning Services</b>	722	690	32	4.5	5,413	5,155	258	4.8	8,109	7,834	275
<b>Sub Total</b>	1,122	1,136	-14	-1.3	8,566	8,451	115	1.3	12,858	12,564	294
Performance Award Contingency	-	-	-	-	-	0	-0	-	48	48	-
Market Premiums	4	-	4	100.0	25	-	25	100.0	34	-	34
<b>TOTAL SDC Funded Salary Costs</b>	<b>1,126</b>	<b>1,136</b>	<b>-10</b>	<b>-0.9</b>	<b>8,591</b>	<b>8,451</b>	<b>140</b>	<b>1.6</b>	<b>12,939</b>	<b>12,612</b>	<b>328</b>
<u>Externally Funded &amp; Funded from other sources (gross figures). Overspendings here are matched by external funding and represent additional resources secured for the Council since the budget was set.</u>											
Community Development Ext.	8	7	1	14.5	67	82	-14	-21.5	101	110	-9
Housing Ext.	15	10	6	37.1	124	77	47	37.9	186	152	34
	24	17	7	29.1	191	159	33	17.0	287	262	25
<b>TOTAL All Salary Costs</b>	<b>1,150</b>	<b>1,153</b>	<b>-3</b>	<b>-0.3</b>	<b>8,783</b>	<b>8,609</b>	<b>173</b>	<b>2.0</b>	<b>13,226</b>	<b>12,874</b>	<b>353</b>
<i>Less Allocs to Trading a/cs inc Ext Funded TASK</i>	<i>-237</i>	<i>-214</i>	<i>-23</i>	<i>-9.8</i>	<i>-1,899</i>	<i>-1,733</i>	<i>-166</i>	<i>-8.7</i>	<i>-2,848</i>	<i>-2,848</i>	<i>-</i>
<i>Less Allocations to Capital and Asset maint. etc</i>	<i>-2</i>	<i>-2</i>	<i>0</i>	<i>9.7</i>	<i>-15</i>	<i>-22</i>	<i>8</i>	<i>51.3</i>	<i>-22</i>	<i>-22</i>	<i>-</i>
<b>Check total to Pay Costs</b>	<b>911</b>	<b>937</b>	<b>-26</b>	<b>-2.9</b>	<b>6,869</b>	<b>6,854</b>	<b>15</b>	<b>0.2</b>	<b>10,356</b>	<b>10,003</b>	<b>353</b>

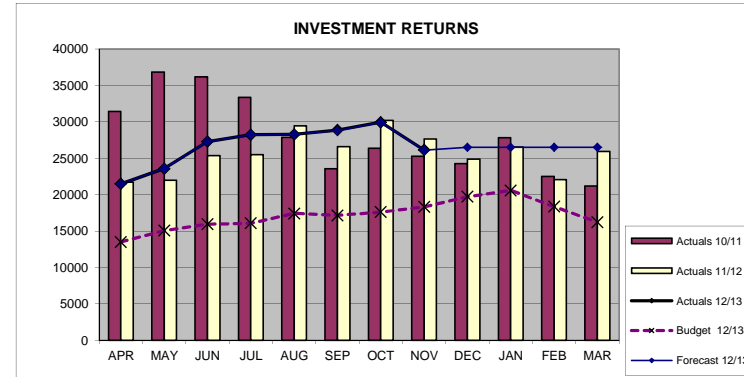
**DIRECT SERVICES SUMMARY**

Nov-12	PERIOD				Y-T-D				ANNUAL			Y-T-D NET VARIANCE			ANNUAL NET VARIANCE		
	Budget	Actual	Actual / Budget	Variance	Budget	Actual	Actual / Budget	Variance	Budget	Forecast	Variance	Net Budget by Service	Net Actual by Service	Variance by Service	Net Budget by Service	Net Actual by Service	Variance by Service
	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Income</b>																	
Refuse	-175	-175	0%		-1,405	-1,408	0%	3	-2,109	-2,109		46	15	31	67	67	
Street Cleaning	-93	-93	0%		-745	-745	0%	1	-1,117	-1,117		25	53	-28	38	38	
Trade	-41	-28	-31%	-13	-287	-252	-12%	-35	-400	-400		-34	-45	11	-21	-21	
Workshop	-47	-50	6%	3	-376	-360	-4%	-16	-564	-564		-11	-5	-6	-17	-17	
Green Waste	-19	-19	0%		-310	-303	-2%	-8	-389	-389		-94	-87	-6	-60	-60	
Premises Cleaning	-17	-16	-6%	-1	-133	-138	4%	6	-199	-199		7	2	4	10	10	
Cesspools	-23	-23	4%	1	-180	-162	-10%	-18	-270	-270		-35	-16	-19	-52	-52	
Pest Control	-2	-4	83%	2	-68	-32	-53%	-36	-79	-79		-15	19	-34			
Grounds	-10	-10	0%		-80	-80	0%		-122	-122		4	10	-6	-2	-2	
Fleet	-70	-66	-6%	-4	-557	-534	-4%	-23	-835	-835			-1	1			
Depot	-22	-25	15%	3	-181	-154	-15%	-28	-293	-293		-2	9	-11	-26	-26	
Emergency	-4	-4	0%		-31	-31	0%		-46	-46			-6	6			
<b>Total Income</b>	<b>-521</b>	<b>-513</b>	<b>-2%</b>	<b>-9</b>	<b>-4,352</b>	<b>-4,200</b>	<b>-4%</b>	<b>-153</b>	<b>-6,423</b>	<b>-6,423</b>		<b>-109</b>	<b>-52</b>	<b>-57</b>	<b>-64</b>	<b>-64</b>	
<b>Expenditure</b>																	
Refuse	181	186	-3%	-5	1,450	1,422	2%	28	2,175	2,175							
Street Cleaning	96	104	-8%	-8	770	799	-4%	-29	1,155	1,155							
Trade	32	26	19%	6	253	207	18%	46	379	379							
Workshop	46	50	-10%	-5	365	355	3%	9	547	547							
Green Waste	26	27	-7%	-2	217	216	1%	1	329	329							
Premises Cleaning	17	18	-2%		139	141	-1%	-1	209	209							
Cesspools	18	19	-5%	-1	145	146	-1%	-1	218	218							
Pest Control	7	6	4%		53	51	4%	2	79	79							
Grounds	9	9	1%		84	90	-7%	-6	119	119							
Fleet	70	64	9%	6	557	533	4%	23	835	835							
Depot	18	20	-10%	-2	180	162	10%	17	267	267							
Emergency	4	3	23%	1	31	25	19%	6	46	46							
<b>Total Expenditure</b>	<b>523</b>	<b>532</b>	<b>-2%</b>	<b>-9</b>	<b>4,243</b>	<b>4,148</b>	<b>2%</b>	<b>95</b>	<b>6,359</b>	<b>6,359</b>							
<b>Net</b>	<b>2</b>	<b>19</b>	<b>1108%</b>	<b>-18</b>	<b>-109</b>	<b>-52</b>	<b>-53%</b>	<b>-57</b>	<b>-64</b>	<b>-64</b>							

## INVESTMENT RETURNS

### INVESTMENT RETURNS

	Actuals 10/11	Actuals 11/12	Actuals 12/13	Budget 12/13	Variance	Forecast 12/13
APR	31,431	21,722	21,489	13,502	7,987	21,500
MAY	36,831	21,983	23,571	15,074	8,497	23,600
JUN	36,164	25,342	27,280	15,944	11,336	27,300
JUL	33,361	25,498	28,227	16,070	12,157	28,200
AUG	27,858	29,446	28,256	17,425	10,831	28,300
SEP	23,532	26,586	28,853	17,156	11,697	28,800
OCT	26,352	30,200	29,941	17,603	12,338	29,900
NOV	25,254	27,636	26,144	18,323	7,821	26,100
DEC	24,240	24,871		19,730		26,500
JAN	27,832	26,525		20,578		26,500
FEB	22,501	22,078		18,355		26,500
MAR	21,179	25,935		16,240		26,500
<b>TOTAL</b>	<b>336,535</b>	<b>307,822</b>	<b>213,761</b>	<b>206,000</b>	<b>82,664</b>	<b>319,700</b>



### INVESTMENT RETURNS (CUMULATIVE)

	Actuals 10/11	Actuals 11/12	Actuals 12/13	Budget 12/13	Variance	Forecast 12/13
APR	31,431	21,722	21,489	13,502	7,987	21,500
MAY	68,262	43,705	45,060	28,576	16,484	45,100
JUN	104,426	69,047	72,340	44,520	27,820	72,400
JUL	137,787	94,545	100,567	60,590	39,977	100,600
AUG	165,645	123,991	128,823	78,015	50,808	128,900
SEP	189,177	150,577	157,676	95,171	62,505	157,700
OCT	215,529	180,777	187,617	112,774	74,843	187,600
NOV	240,783	208,413	213,761	131,097	82,664	213,700
DEC	265,023	233,284		150,827		240,200
JAN	292,855	259,809		171,405		266,700
FEB	315,356	281,887		189,760		293,200
MAR	336,535	307,822		206,000		319,700

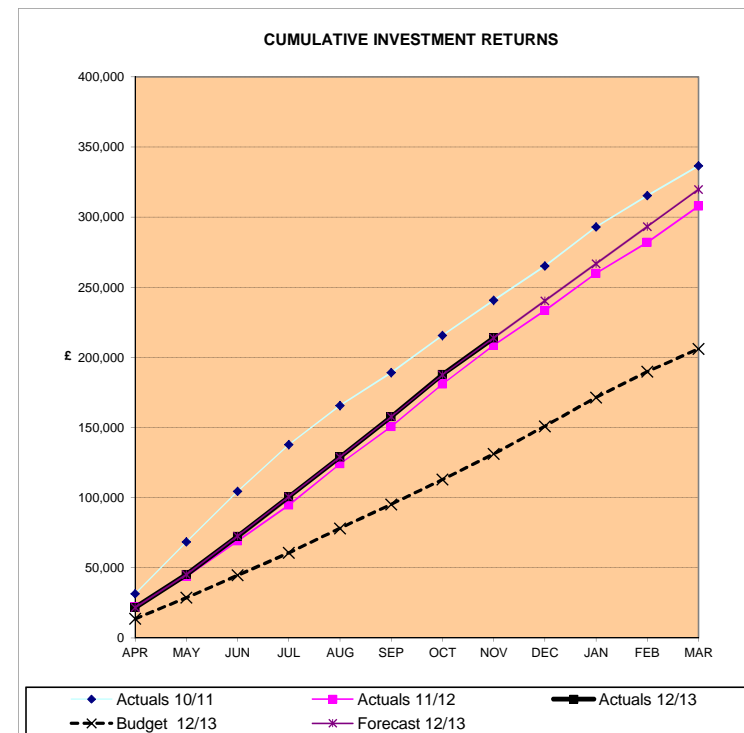
**BUDGET FOR 2012/13**                    **206,000**  
**FORECAST OUTTURN**                    **319,700**

**CODE:-**                    **YHAA**                    **96900**

**N.B.**

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

**Fund Average**                    **1.0834%**  
**7 Day LIBID**                    **0.4329%**  
**3 Month LIBID**                    **0.7272%**



**STAFFING STATISTICS  
NOVEMBER 2012**

	BDGT BOOK	STAFF	AGENCY	CASUAL	TOTAL	COMMENTS / VARIATIONS	OCTOBER
	FTE	FTE	STAFF	FTE			TOTALS
<b>CHIEF EXECUTIVES</b>							
Chief Executive's Office	3.00	2.00	0.00	0.00	2.00		2.00
<b>SUB TOTAL</b>	<b>3.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.00</b>		<b>2.00</b>
<b>CORPORATE RESOURCES</b>							
Director, Secretaries	6.38	7.62	0.00	0.00	7.62	Budget includes Secretariat (although report to HR). 1 Temp post for maternity cover.	7.62
Finance & Human Resources	82.67	74.65	9.61	1.01	85.27	Still includes Human Resources, Contact Centre and Property Team.	85.08
Legal, Electoral, Democratic Services & Policy & Performance	14.95	13.14	0.00	0.00	13.14		12.14
<i>Legal, Electoral &amp; Democratic Services</i>	13.14	11.33	0.00	0.00	11.33		10.33
<i>Policy &amp; Performance</i>	1.81	1.81	0.00	0.00	1.81	Now 1.61 budgeted to Legal, Electoral and Dem Services. 0.2 worked in Housing & Comms but inc. in P&P.	1.81
IT & Facilities Management	23.43	23.43	0.00	0.00	23.43	1 apprentice post (IT).	23.43
<b>SUB TOTAL</b>	<b>127.43</b>	<b>118.84</b>	<b>9.61</b>	<b>1.01</b>	<b>129.46</b>		<b>128.27</b>
<b>COMMUNITY AND PLANNING SERVICES</b>							
Director, PA & Secretarial	2.00	2.00	0.00	0.00	2.00		2.00
Community Development	8.54	8.54	0.00	0.40	8.94	1 post is part externally funded.	9.05
Environmental & Operational Services	152.82	139.98	14.50	0.35	154.83		159.38
<i>SDS &amp; CCTV</i>	115.98	104.84	14.50	0.35	119.69	Includes Grounds Maintenance.	124.24
<i>Env Health</i>	12.57	11.57	0.00	0.00	11.57		11.57
<i>Licensing</i>	9.41	9.96	0.00	0.00	9.96		9.96
<i>Parking &amp; Amenity</i>	14.86	13.61	0.00	0.00	13.61		13.61
Development Services	48.37	50.36	0.00	0.00	50.36	2 Investigatory Officers (1 temp for one month - left 30/11/12).	48.36
Building Control	7.81	5.81	2.00	0.00	7.81	Plus 1 Seconded Officer.	7.81
Housing & Communications	14.89	12.57	2.00	0.00	14.57	1 post is part externally funded.	14.57
<b>SUB TOTAL</b>	<b>234.43</b>	<b>219.26</b>	<b>18.50</b>	<b>0.75</b>	<b>238.51</b>		<b>241.17</b>
<b>EXTERNALLY FUNDED POSTS</b>							
Community Development	2.54	2.54	0.00	0.00	2.54		2.54
Environmental & Operational Services	0.00	0.00	0.00	0.00	0.00		0.00
Development Services	0.00	0.00	0.00	0.00	0.00		0.00
Housing & Communications	5.81	3.00	0.00	0.00	3.00	1 post is part funded by SDC (see Housing permanent posts).	3.00
<b>SUB TOTAL</b>	<b>8.35</b>	<b>5.54</b>	<b>0.00</b>	<b>0.00</b>	<b>5.54</b>		<b>5.54</b>
<b>TOTALS</b>	<b>373.21</b>	<b>345.64</b>	<b>28.11</b>	<b>1.76</b>	<b>375.51</b>		<b>376.98</b>
<b>Number of staff paid in November:</b>							
380 permanent, 10 casuals							

## Reserves

	31/03/12	Movement in month	Cumulative to date	Balance as at 30/11/12	31/3/13 budget	31/3/13 forecast
	£000	£000	£000	£000	£000	£000
<u>Provisions</u>						
Edenbridge Relief Road Compensation	1,546	-1,546	-1,546	0	0	0
Accumulated Absences	152			152	152	152
Municipal Mutual Insurance (MMI)	211			211	0	211
Others	34			34	0	0
	<b>1,943</b>	<b>-1,546</b>	<b>-1,546</b>	<b>397</b>	<b>152</b>	<b>363</b>
<u>Capital Receipts(Gross)</u>	708	-1	241	949	1,314	1,564
Note: this balance will reduce at year end as the receipts are used to finance capital expenditure						
<u>Earmarked Reserves</u>						
Financial Plan	5,812			5,812	5,296	5,224
Budget Stabilisation	2,765			2,765	3,495	3,654
New Homes Bonus	215			215	1,588	741
Housing Benefit subsidy	1,351			1,351	1,102	1,261
Asset Maintenance	1,000			1,000	1,000	1,000
First Time Sewerage	915			915	715	815
Vehicle Renewal	92			92	564	92
Reorganisation (previously Termination)	478			478	499	478
LDF	565		-39	526	428	416
Community Development	470		-41	429	418	470
Carry Forward Items	222		-50	172	341	222
Action and Development	296			296	300	295
Vehicle Insurance	287			287	264	287
Pension Valuation	349			349		628
Big Community Fund	103		-9	94		0
Rent Deposit Guarantees	181	-56	-56	125	179	82
Local Strategic Partnership	81		-5	76	111	82
Homelessness Prevention	134			134		134
IT Asset Maintenance	121			121		0
Others	661	2	-2	659	424	614
	<b>16,098</b>	<b>-54</b>	<b>-202</b>	<b>15,896</b>	<b>16,724</b>	<b>16,495</b>
<u>General Fund</u>						
Required Minimum	1,500				1,500	1,500
Available Balance	2,213				2,213	2,213
	<b>3,713</b>				<b>3,713</b>	<b>3,713</b>
<b>TOTAL</b>	<b>22,462</b>				<b>21,903</b>	<b>22,135</b>

## 9. Capital

### November 12 - Final

	Period	Period	Period	Period	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Annual	Annual	Annual
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Budget	Forecast (including Accruals)	Variance
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000
COMMDEV	Big Community Fund - Capital	-	-	-	-	27	-27	-	-	-	-
COMMDEV	Parish Projects	-	-	-	-	-	-	-	71	71	-
ENVOPS	Vehicle Purchases	76	37	39	51.5	540	73	466	844	844	-
FINSERV	Horton Kirby Village Hall	-	-	-	-	-	1	-1	-	-	-
FINSERV	Argyle Road Office Accommodation	1	2	-1	-113.0	2	3	-0	7	7	-
HOUSING	Improvement Grants	51	48	3	5.8	408	176	233	612	512	100
HOUSING	WKHA Adaps for Disab Financing Costs Advances	21	54	-32	-152.1	171	105	66	256	256	-
HOUSING	SDC - HMO Grants	-	-	-	-	-	10	-10	-	-	-
HOUSING	RHPCG 10-11 SDC	-	-	-	-	-	2	-2	-	-	-
LEGAL	Sevenoaks Town Centre	20	-1	21	103.3	80	43	37	150	150	-
LEGAL	Modern Govt Document Management System	1	-	1	100.0	12	8	4	16	16	-
LEGAL	Police Co-Location	-	21	-21	-	200	169	31	200	200	-
		<b>171</b>	<b>161</b>	<b>9</b>	<b>5.4</b>	<b>1,413</b>	<b>617</b>	<b>796</b>	<b>2,157</b>	<b>2,057</b>	<b>100</b>

Improvement Grants budget shown net of Government grant.



# CUMULATIVE INCOME FIGURES

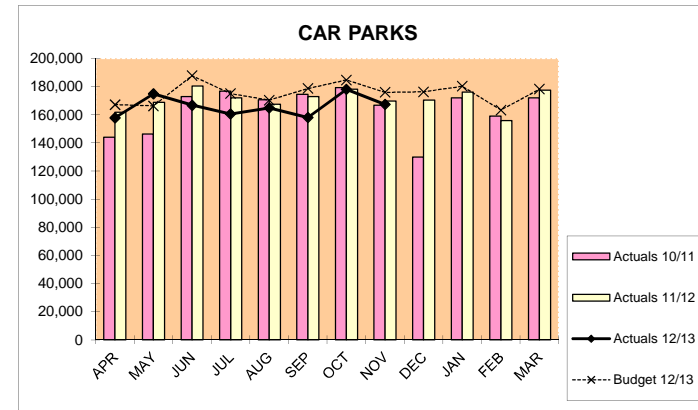
November 2012

	<b>ACTUAL</b>	Comparison of 11/12 and 12/13, where a minus is 'bad news'	<b>MANAGER'S PROFILED BUDGET</b>	Variance, where a minus is 'bad news'	<b>ANNUAL BUDGET</b>	<b>Annual Forecast</b>
<b>CAR PARKS</b>	<b>1,327,834</b>	<i>-42,750</i>	<b>1,405,469</b>	<i>-77,635</i>	2,103,442	2,003,442
<b>ON STREET PARKING</b>	<b>464,353</b>	<i>46,366</i>	<b>440,693</b>	<i>23,660</i>	671,285	671,285
<b>LAND CHARGES</b>	<b>105,651</b>	<i>-23,958</i>	<b>137,198</b>	<i>-31,547</i>	190,556	155,280
<b>BUILDING CONTROL</b>	<b>276,776</b>	<i>-12,368</i>	<b>362,509</b>	<i>-85,733</i>	519,648	390,600
<b>DEVELOPMENT CONTROL</b>	<b>366,986</b>	<i>13,849</i>	<b>464,456</b>	<i>-97,470</i>	696,684	556,684
	<b>2,541,599</b>	<b>-18,862</b>	<b>2,810,325</b>	<b>-268,725</b>	<b>4,181,615</b>	<b>3,777,291</b>

## 10 Car Parks Graphs

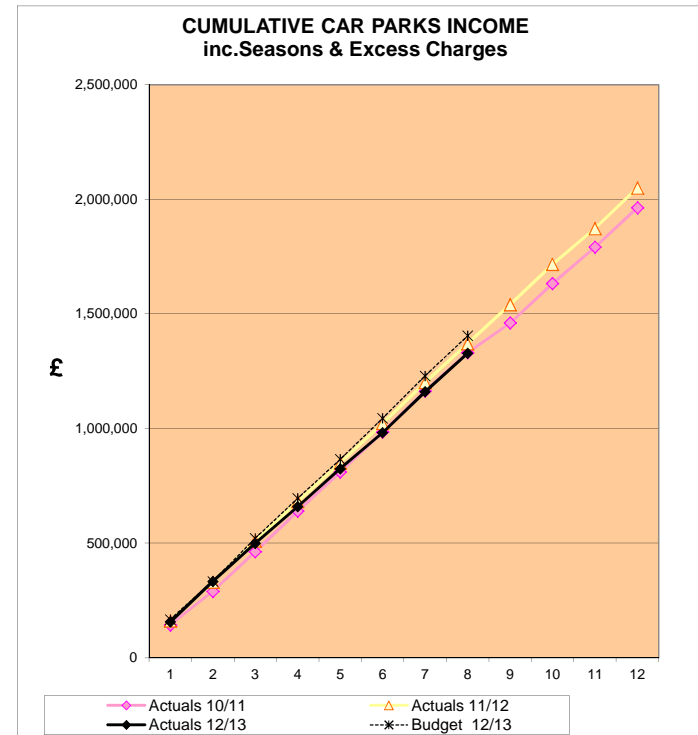
### CAR PARKS (HWCARPK)

	Actuals 10/11	Actuals 11/12	Actuals 12/13	Increase / decrease from 11/12 to 12/13	Budget 12/13	Variance (Actuals-Budget)	Manager's Forecast
1 APR	144,052	161,707	157,819	-3,888	167,079	-9,260	
2 MAY	146,247	168,722	174,830	6,108	166,300	8,530	
3 JUN	172,788	180,368	166,750	-13,618	187,694	-20,944	
4 JUL	176,717	171,960	160,431	-11,529	174,953	-14,522	
5 AUG	170,558	167,336	164,734	-2,602	170,293	-5,559	
6 SEP	174,392	172,793	157,977	-14,816	178,651	-20,674	
7 OCT	179,153	178,067	178,029	-38	184,625	-6,596	
8 NOV	166,673	169,631	167,264	-2,367	175,874	-8,610	
9 DEC	129,891	170,349		-170,349	176,200	-176,200	
10 JAN	171,978	175,979		-175,979	180,246	-180,246	
11 FEB	158,986	155,870		-155,870	163,322	-163,322	
12 MAR	172,012	177,420		-177,420	178,205	-178,205	
<b>TOTAL</b>	<b>1,963,447</b>	<b>2,050,202</b>	<b>1,327,834</b>	<b>-722,368</b>	<b>2,103,442</b>	<b>-775,608</b>	<b>2,003,442</b>



### CAR PARKS (CUMULATIVE)

	Actuals 10/11	Actuals 11/12	Actuals 12/13	Cumulative increase / decrease from 11/12 to 12/13	Budget 12/13	Variance (Column E-G)	Manager's Forecast
APR	144,052	161,707	157,819	-3,888	167,079	-9,260	
MAY	290,299	330,429	332,649	2,220	333,379	-730	
JUNE	463,087	510,797	499,399	-11,398	521,073	-21,674	
JUL	639,804	682,757	659,830	-22,927	696,026	-36,196	
AUG	810,362	850,093	824,563	-25,530	866,319	-41,756	
SEP	984,754	1,022,886	982,541	-40,345	1,044,970	-62,429	
OCT	1,163,907	1,200,953	1,160,569	-40,384	1,229,595	-69,026	
NOV	1,330,580	1,370,584	1,327,834	-42,750	1,405,469	-77,635	
DEC	1,460,471	1,540,933		-1,540,933		0	
JAN	1,632,449	1,716,912		-1,716,912		0	
FEB	1,791,435	1,872,782		-1,872,782		0	
MAR	1,963,447	2,050,202		-2,050,202		0	2,003,442



### NOVEMBER 2012

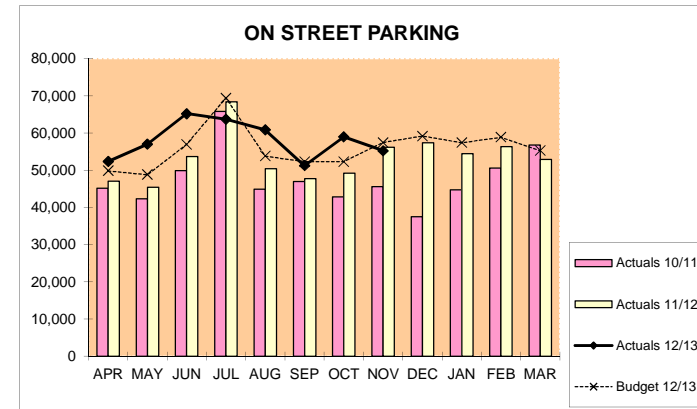
#### HWCARPK

	Actual (Cumulative)	Budget	(Monthly)	
DAY TICKETS	***0	1,028,960	1,083,867	135,575
EXCESS / PENALTY CHARGES	***1/****3	92,117	107,042	11,493
SEASON TICKETS	***2	200,155	210,560	20,110
OTHER (inc. Res. Pkg)	***9	816	-	67
WAIVERS	3404	1,720	-	20
RENT	94500	4,065	4,000	-
<b>TOTAL</b>	<b>1,327,834</b>	<b>1,405,469</b>	<b>167,264</b>	

## 10 On-Street Graphs

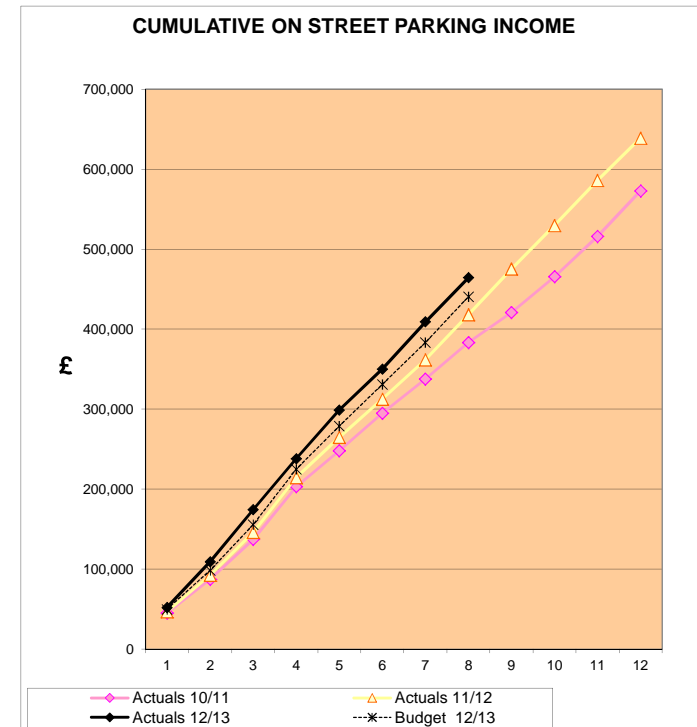
### ON STREET PARKING (HWDCRIM)

	Actuals 10/11	Actuals 11/12	Actuals 12/13	Increase / decrease from 11/12 to 12/13	Budget 12/13	Variance (Actuals-Budget)	Manager's Forecast
1 APR	45,146	47,046	52,328	5,282	49,814	2,514	
2 MAY	42,328	45,408	56,995	11,587	48,794	8,201	
3 JUN	49,872	53,666	65,190	11,524	56,938	8,252	
4 JUL	65,784	68,376	63,657	-4,719	69,398	-5,741	
5 AUG	44,910	50,350	60,822	10,472	53,779	7,043	
6 SEP	46,913	47,762	51,221	3,459	52,243	-1,022	
7 OCT	42,832	49,209	58,926	9,717	52,291	6,635	
8 NOV	45,607	56,170	55,213	-957	57,436	-2,223	
9 DEC	37,452	57,330		-57,330	59,125	-59,125	
10 JAN	44,720	54,468		-54,468	57,396	-57,396	
11 FEB	50,568	56,324		-56,324	58,844	-58,844	
12 MAR	56,761	52,883		-52,883	55,227	-55,227	
	<b>572,893</b>	<b>638,992</b>	<b>464,353</b>	<b>-174,639</b>	<b>671,285</b>	<b>-206,932</b>	<b>671,285</b>



### ON STREET PARKING (CUMULATIVE)

	Actuals 10/11	Actuals 11/12	Actuals 12/13	Cumulative increase / decrease from 11/12 to 12/13	Budget 12/13	Variance (Column E-G)	Manager's Forecast
APR	45,146	47,046	52,328	5,282	49,814	2,514	
MAY	87,474	92,454	109,324	16,870	98,608	10,716	
JUNE	137,346	146,120	174,514	28,394	155,546	18,968	
JUL	203,130	214,496	238,171	23,675	224,944	13,227	
AUG	248,040	264,846	298,993	34,147	278,723	20,270	
SEP	294,953	312,608	350,214	37,606	330,966	19,248	
OCT	337,785	361,817	409,140	47,323	383,257	25,883	
NOV	383,392	417,987	464,353	46,366	440,693	23,660	
DEC	420,844	475,317		-475,317		0	
JAN	465,564	529,785		-529,785		0	
FEB	516,132	586,109		-586,109		0	
MAR	572,893	638,992		-638,992		0	671,285



### NOVEMBER 2012

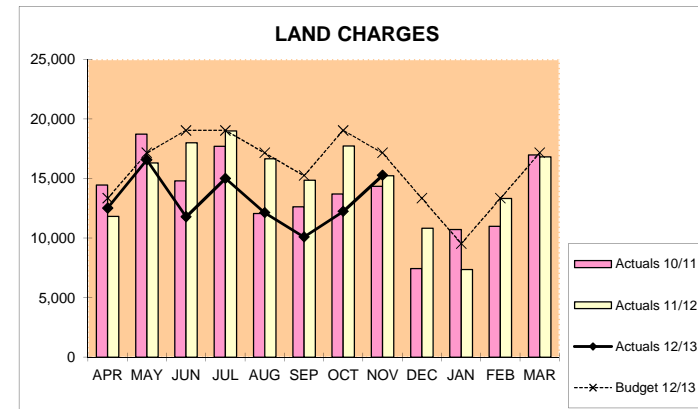
#### HWDCRIM

	Actual (Cumulative)	Budget	(Monthly)
PENALTY NOTICES	3403	96,000	12,501
WAIVERS	3404	4,051	441
RESIDENTS PERMITS	3406	33,439	3,675
ON STREET PARKING	3300	278,125	33,424
BUSINESS PERMITS	3408	53,560	5,173
OTHER	9999	305	-
	<b>464,353</b>	<b>440,693</b>	<b>55,213</b>

## 10 Land Charges Graphs

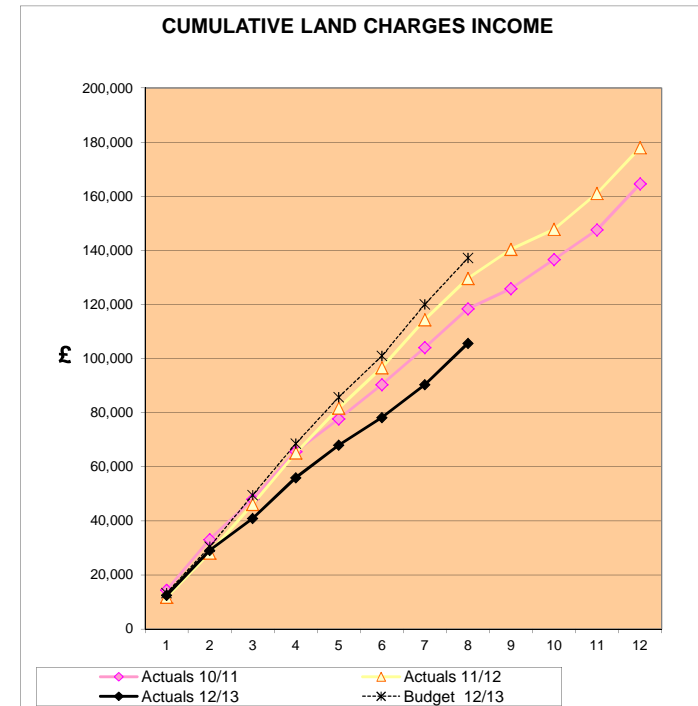
### LAND CHARGES (LPLNDCH)

	Actuals 10/11	Actuals 11/12	Actuals 12/13	Increase / decrease from 11/12 to 12/13	Budget 12/13	Variance (Actuals-Budget)	Manager's Forecast
1 APR	14,463	11,836	<b>12,520</b>	684	<b>13,339</b>	-819	
2 MAY	18,718	16,303	<b>16,579</b>	276	<b>17,150</b>	-571	
3 JUN	14,812	17,994	<b>11,786</b>	-6,208	<b>19,055</b>	-7,269	
4 JUL	17,700	18,987	<b>15,021</b>	-3,966	<b>19,055</b>	-4,034	
5 AUG	12,074	16,658	<b>12,139</b>	-4,519	<b>17,150</b>	-5,011	
6 SEP	12,624	14,863	<b>10,100</b>	-4,763	<b>15,244</b>	-5,144	
7 OCT	13,710	17,740	<b>12,235</b>	-5,505	<b>19,055</b>	-6,820	
8 NOV	14,339	15,228	<b>15,271</b>	43	<b>17,150</b>	-1,879	
9 DEC	7,439	10,819		-10,819	<b>13,339</b>	-13,339	
10 JAN	10,731	7,369		-7,369	<b>9,530</b>	-9,530	
11 FEB	10,999	13,340		-13,340	<b>13,339</b>	-13,339	
12 MAR	16,983	16,826		-16,826	<b>17,150</b>	-17,150	
	<b>164,592</b>	<b>177,963</b>	<b>105,651</b>	<b>-72,312</b>	<b>190,556</b>	<b>-84,905</b>	<b>155,280</b>



### LAND CHARGES (CUMULATIVE)

	Actuals 10/11	Actuals 11/12	Actuals 12/13	Cumulative increase / decrease from 11/12 to 12/13	Budget 12/13	Variance (Column E-G)	Manager's Forecast
APR	14,463	11,836	<b>12,520</b>	684	<b>13,339</b>	-819	
MAY	33,181	28,139	<b>29,099</b>	960	<b>30,489</b>	-1,390	
JUNE	47,993	46,133	<b>40,885</b>	-5,248	<b>49,544</b>	-8,659	
JUL	65,693	65,120	<b>55,906</b>	-9,214	<b>68,599</b>	-12,693	
AUG	77,767	81,778	<b>68,044</b>	-13,734	<b>85,749</b>	-17,705	
SEP	90,391	96,641	<b>78,145</b>	-18,496	<b>100,993</b>	-22,848	
OCT	104,101	114,381	<b>90,379</b>	-24,002	<b>120,048</b>	-29,669	
NOV	118,440	129,609	<b>105,651</b>	-23,958	<b>137,198</b>	-31,547	
DEC	125,879	140,428		-140,428		0	
JAN	136,610	147,797		-147,797		0	
FEB	147,609	161,137		-161,137		0	
MAR	164,592	177,963		-177,963		0	155,280



### NOVEMBER 2012

#### LPLNDCH

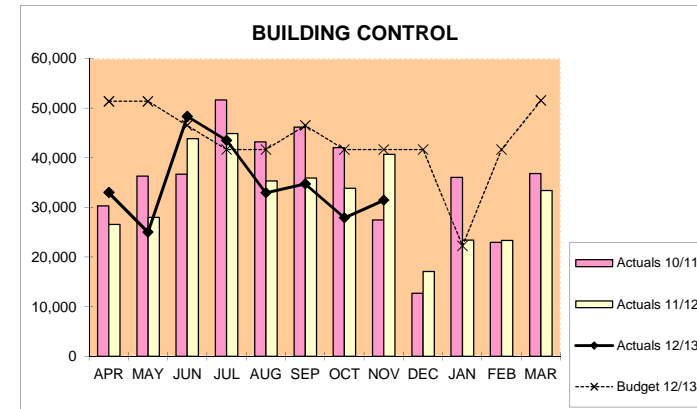
Searches Received - Paper  
 Searches Received - Electronic  
 Searches Received - Personal

	Received (Month)	Percentage (Month)	Percentage (Month 11/12)	(Cumulative)
£105	42	19.1%	19.9%	393
£86	108	49.1%	61.6%	693
£0	70	31.8%	19.4%	490
	<b>220</b>	<b>100.0%</b>	<b>100.0%</b>	<b>1,576</b>

## 10 Building Control Graphs

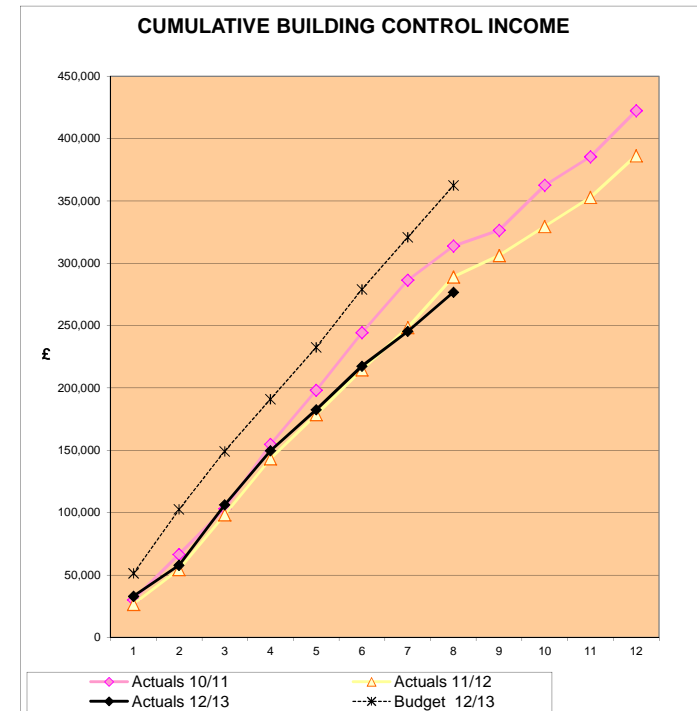
### BUILDING CONTROL (DVBCFEE)

	Actuals 10/11	Actuals 11/12	Actuals 12/13	Increase / decrease from 11/12 to 12/13	Budget 12/13	Variance (Actuals-Budget)	Manager's Forecast
1 APR	30,284	26,583	<b>32,975</b>	6,392	<b>51,384</b>	-18,410	
2 MAY	36,330	28,008	<b>24,976</b>	-3,032	<b>51,384</b>	-26,408	
3 JUN	36,701	43,878	<b>48,352</b>	4,474	<b>46,527</b>	1,825	
4 JUL	51,649	44,902	<b>43,510</b>	-1,392	<b>41,671</b>	1,839	
5 AUG	43,199	35,321	<b>32,905</b>	-2,416	<b>41,671</b>	-8,766	
6 SEP	46,163	35,890	<b>34,735</b>	-1,155	<b>46,527</b>	-11,793	
7 OCT	42,044	33,837	<b>27,882</b>	-5,955	<b>41,671</b>	-13,789	
8 NOV	27,469	40,725	<b>31,440</b>	-9,285	<b>41,671</b>	-10,231	
9 DEC	12,695	17,118		-17,118	<b>41,671</b>	-41,671	
10 JAN	36,036	23,425		-23,425	<b>22,245</b>	-22,245	
11 FEB	22,935	23,315		-23,315	<b>41,671</b>	-41,671	
12 MAR	36,833	33,397		-33,397	<b>51,551</b>	-51,551	
	<b>422,338</b>	<b>386,399</b>	<b>276,776</b>	<b>-109,623</b>	<b>519,648</b>	<b>-242,872</b>	<b>390,600</b>



### BUILDING CONTROL (CUMULATIVE)

	Actuals 10/11	Actuals 11/12	Actuals 12/13	Cumulative increase / decrease from 11/12 to 12/13	Budget 12/13	Variance (Column E-G)	Manager's Forecast
APR	30,284	26,583	<b>32,975</b>	6,392	<b>51,384</b>	-18,410	
MAY	66,614	54,591	<b>57,951</b>	3,360	<b>102,769</b>	-44,818	
JUNE	103,315	98,469	<b>106,303</b>	7,834	<b>149,296</b>	-42,993	
JUL	154,964	143,371	<b>149,813</b>	6,442	<b>190,967</b>	-41,154	
AUG	198,163	178,692	<b>182,719</b>	4,027	<b>232,639</b>	-49,920	
SEP	244,326	214,582	<b>217,453</b>	2,871	<b>279,166</b>	-61,713	
OCT	286,370	248,419	<b>245,335</b>	-3,084	<b>320,837</b>	-75,502	
NOV	313,839	289,144	<b>276,776</b>	-12,368	<b>362,509</b>	-85,733	
DEC	326,534	306,262		-306,262		0	
JAN	362,570	329,687		-329,687		0	
FEB	385,505	353,002		-353,002		0	
MAR	422,338	386,399		-386,399		0	390,600



### NOVEMBER 2012

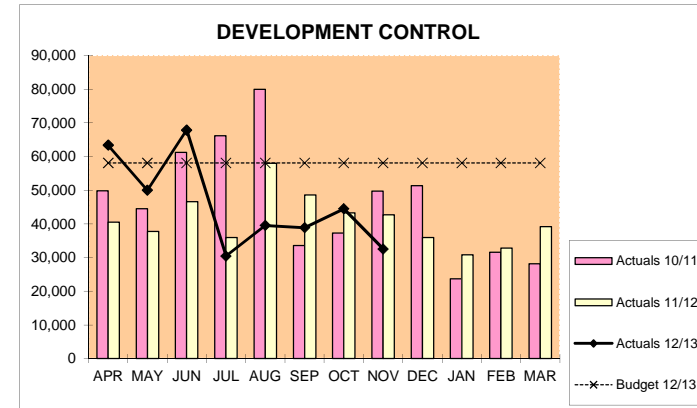
#### DVBCFEE

	Actual (Cumulative)	Budget	(Monthly)	
Plan Fee	3066	<b>155,228</b>	<b>215,338</b>	18,492
Inspection Fee	3067	<b>104,486</b>	<b>124,616</b>	10,816
Other	9999	<b>17,062</b>	<b>22,555</b>	2,133
	<b>276,776</b>	<b>362,509</b>		<b>31,440</b>

## 10 Development Control Graphs

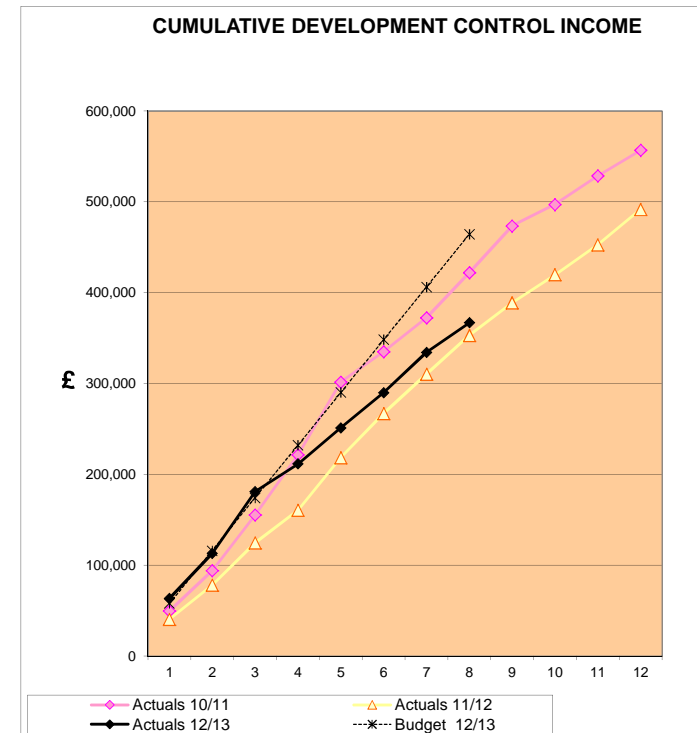
### DEVELOPMENT CONTROL (DVDEVCT)

	Actuals 10/11	Actuals 11/12	Actuals 12/13	Increase / decrease from 11/12 to 12/13	Budget 12/13	Variance (Actuals-Budget)	Manager's Forecast
1 APR	49,786	40,515	63,378	22,863	58,057	5,321	
2 MAY	44,456	37,722	49,955	12,233	58,057	-8,102	
3 JUN	61,214	46,543	67,875	21,332	58,057	9,818	
4 JUL	66,145	35,903	30,448	-5,455	58,057	-27,609	
5 AUG	79,942	57,980	39,527	-18,453	58,057	-18,530	
6 SEP	33,610	48,611	38,837	-9,774	58,057	-19,220	
7 OCT	37,246	43,214	44,434	1,220	58,057	-13,623	
8 NOV	49,751	42,649	32,532	-10,117	58,057	-25,525	
9 DEC	51,341	35,907		-35,907	58,057	-58,057	
10 JAN	23,650	30,824		-30,824	58,057	-58,057	
11 FEB	31,622	32,829		-32,829	58,057	-58,057	
12 MAR	28,116	39,201		-39,201	58,057	-58,057	
	<b>556,879</b>	<b>491,898</b>	<b>366,986</b>	<b>-124,912</b>	<b>696,684</b>	<b>-329,698</b>	<b>556,684</b>



### DEVELOPMENT CONTROL (CUMULATIVE)

	Actuals 10/11	Actuals 11/12	Actuals 12/13	Cumulative increase / decrease from 11/12 to 12/13	Budget 12/13	Variance (Column E-G)	Manager's Forecast
APR	49,786	40,515	63,378	22,863	58,057	5,321	
MAY	94,242	78,237	113,333	35,096	116,114	-2,781	
JUNE	155,456	124,780	181,209	56,429	174,171	7,038	
JUL	221,601	160,683	211,657	50,974	232,228	-20,572	
AUG	301,543	218,663	251,184	32,521	290,285	-39,101	
SEP	335,153	267,274	290,020	22,746	348,342	-58,322	
OCT	372,399	310,488	334,454	23,966	406,399	-71,945	
NOV	422,150	353,137	366,986	13,849	464,456	-97,470	
DEC	473,491	389,044		-389,044		0	
JAN	497,141	419,868		-419,868		0	
FEB	528,763	452,697		-452,697		0	
MAR	556,879	491,898		-491,898		0	556,684



### NOVEMBER 2012

#### DVDEVCT

	Actual (Cumulative)	Budget	(Monthly)
Planning Application Fees	3009	341,495	42,248
S106 Monitoring	3106	-	-
Other	9999	1,800	1,800
Pre-application Fees	94301	20,091	52,278
Monitoring Fees	94302	3,600	34,333
	<b>366,986</b>	<b>464,456</b>	<b>(15,686)</b>
			<b>32,532</b>

## **BUDGET MONITORING - Strategic Commentary - As at 30 November 2012**

### **Overall Financial Position**

1. Eight months into the year the results to date show an overall unfavourable variance of £119,000.
2. The year-end position is forecast to be £7,000 better than budget.

### **Key Issues for the year to date**

3. **Income** – investment income is performing above target and is forecast to be better than budgeted at the year-end. This is due to higher than estimated balances and slightly higher rates being achieved during the year so far, and a favourable forecast is shown to reflect this position.
4. Looking at the other main income sources, the position still remains difficult. Building Control, Land Charges, Car Parking and Planning fees currently show adverse variances for the year to date.
5. **Pay costs** – the actual expenditure is less than budget due to some vacancies during the year and staffing restructures following the departure of senior managers.
6. **Other** – Direct Services' results currently show a negative variance of £57,000 compared to budget.

### **Year End Forecast**

7. The year-end position is forecast to be £7,000 better than budget which is similar to the forecast at the end of October.
8. Extra investment income is the largest favourable variance. Additional income is also expected from office rentals and council tax court costs. A further favourable variance is forecast for audit fees.
9. Income from Building Control, Land Charges, Car Parking and Planning fees are all forecast to be less than the budget for the year.
10. The operators of the Swanley and Sevenoaks markets went into voluntary liquidation in August, leaving two months unpaid rent which is included in the year-end forecast. The market operation is now being re-tendered.

## Risk areas

11. The current economic situation continues to have a real and potential impact on the Council's finances:

- the investment strategy is constantly under review in light of the changing long term credit ratings which affects the number of organisations the Council can invest in;
- property related income such as Development Control (particularly pre-application fees and S106 monitoring), Building Control, Land Charges and Capital Receipts remain vulnerable;
- the Benefits workload is continuing at a higher level than before the recession, which is having an impact on processing times (though the action plan put in place is continuing to improve performance);
- Council Tax collection rates, though currently in line with the previous year, could be affected by increased unemployment and squeezed household incomes; and
- Planned savings through the generation of income, particularly from new partnership working, remain risk areas for the current and for future years.

12. Due to the relatively small favourable forecast together with the above risk items, Heads of Service together with members of the Finance Team will continue to carry out indepth analysis of the budgets each month to give Members confidence that the Council's financial position will remain positive at the end of the year.

### Contacts:

Pav Ramewal	Director of Corporate Resources	ext 7298
Adrian Rowbotham	Group Manager – Financial Services	ext 7153
Helen Martin	Finance Manager	ext 7483



## Community Development – November 2012 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Partnership – Home Office	27		This is external funding received in advance and will be used by the year end.
Salaries – Ext Funded	-14	-9	This relates to additional externally funded staff costs and is offset by additional external income.
Capital – Big Community Fund	-27		Big Community Fund grant payments are made throughout the year and the funds are transferred from the earmarked reserve at the year end. This budget will therefore be zero at the year end.
Community Development Service Provision	8	8	This is additional income received for providing additional services to other local authorities

Future Issues/Risk Areas

**Lesley Bowles**  
**Head of Community Development**  
**December 2012**

## Development Services – November 2012 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Planning – Development Control	-96	-117	Income from planning application fees has fallen back and, although a 15% fee increase came into effect during November, there is still likely to be a substantial shortfall at the end of the year. There has been an upturn in December and, with the possibility of some significant major applications before the end of the year, the scale of the shortfall may be somewhat less than forecast in the October commentary. There continues to be a shortfall in income from S106 monitoring and pre-application fees. Initiatives are being pursued to further promote the pre-application enquiry service to potential customers. The overall shortfall on fee income is currently forecast to be £70k on planning applications, £35k on pre-apps & £35k on S106 monitoring. The overall variance will be offset within Development Services (see planning policy below).
Planning Policy	58	108	The variation is due to savings on staff costs and delays in receipt of invoices for grants to outside bodies. A further saving is made by not making a contribution to the LDF Fund this year. There are no LDF examinations this year and LDF consultancy expenditure can be funded from contributions in previous years.
Salaries	49	59	Savings are primarily due to the restructuring of management for the service and the DC manager post being vacant until late August. Part of the saving is maternity leave in Planning Policy offset by agency cover.

Future Issues/Risk Areas

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**Head of Development Services  
December 2012**

## Environmental & Operational Services – November 2012 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Asset Maintenance Car Parks	-41		Essential maintenance undertaken in various car parks and asset maintenance budget now fully expressed. Balance of costs to be charged to earmarked on-street parking surplus fund.
Asset Maintenance Direct Services	10		Maintenance works to depots required by end of financial year.
Building Control	-58	-94	Income for statutory work is £80,000 below profile. Budget income for year is £485,043. Actual income in 2011/12 was £365,475 which is a reduction estimate of likely income in 2012/13 (£260,000 after 8 months). A shortfall of income of approximately £120,000 is forecasted. Savings will be made on structural checking fees.
Car Parks	-82	-100	Income currently £79,000 below profile. £54,000 down on pay and display income alone.
CCTV	-29	-40	Budget contains unidentified income of £45,000 which will not be realised. Savings elsewhere to partly offset this.
EH Animal Control	-10	-17	Over expenditure on kennelling costs due to increase in stray dogs picked up and not being claimed plus vet fees.
EH Environmental Protection	17	13	Currently overspent on hub recharge (being investigated) but savings will be incurred on air quality consultants costs and surveys – to be completed in 2013/14.
Environmental Health Partnership	-26		This is year two of the one off implementation costs which will be met from the stabilisation reserve.
Licensing Partnership Hub (Trading)	12		Trading hub in 'surplus' mainly due to salary savings. However, additional temporary staff employed for remainder of financial year to deal with current heavy workload. This arrangement has been agreed with partner authorities.
On-Street Parking	-9		Income currently £23,000 above profile, but additional expenditure occurred on maintenance costs. Forecast amended to achieve budget target.
Parks & Recreation Grounds	-22		Over expenditure on Bradbourne Lakes, Hollybush and Swanley sites, offset by savings on estate management, grounds and parks rural (Countryside).

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Refuse Collection	-42	-30	£10,000 unbudgeted expenditure on consultant to examine manual handling processes following HSE visit and report. Income is down £15,000 on profile although second quarter recycling credit claim is now due (£44,000).
Street Cleansing	12		New litter bins to be provided.
Salaries – Operational Services	176	176	Savings on Direct Services salaries offset by expenditure on agency staff to maintain services when vacancies exist. All reflected in Direct Services trading account position.
Salaries – Licensing	36	45	Licensing Partnership Manager post now confirmed. Post of Assistant Licensing Partnership Manager will not be filled. Savings on salaries (licensing and taxis) will be offset by shortfall in income (of £45,000) from not attracting new partners now to the existing Licensing Partnership.
Capital – Vehicle Purchases	466		Vehicle replacement programme will be delivered as per the approved programme. Any underspend carried forward into the vehicle replacement fund.
Direct Services Trading Accounts	-57		Currently a surplus of £51,000 against a profiled surplus of £109,000. Workshop account now returning to profile following reduction of one workshop fitter. Cesspool emptying account not performing to target, but in surplus of £16,000. With the absence of wasp nest treatments, this summer, pest control income £36,000 below profile. Adjustments to be made to vehicle insurance fund to realise additional savings.

Future Issues/Risk Areas

**Head of Environmental & Operational Services  
December 2012**

## Finance & Human Resources – November 2012 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Dartford Partnership Implementation & Project Costs	-13		Agreed implementation costs to be split between partners and SDC element funded from reserves.
Dartford Partnership Hub (SDC Costs)	-90		Additional resources to help reduce the benefits backlog. Both partners have agreed to provide additional funding.
Local Tax	20	53	Additional council tax court costs income.
Members	7	13	Effect of members only able to claim one special responsibility allowance.
Misc. Finance	-8	15	Reduced allowance for discretionary rate relief.
Support – Finance Function	29	38	Savings resulting from the restructure following the departure of the Head of Finance and HR.
Support – General Admin	22	28	Savings made on central training.
Treasury Management	-18	-30	Additional costs of debit/credit card transactions.
Salaries	-109	38	Savings resulting from the restructure following the departure of the Head of Finance and HR. Also, agency staff are being used to fill benefits posts as it is proving difficult to recruit suitable permanent staff.

Future Issues/Risk Areas

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**Group Manager – Financial Services  
December 2012**

## Housing & Communications – November 2012 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
External Communications	12	2	Efficiencies have identified a saving which will fund some consultation when undertaking campaigns to raise awareness of services provided and Council perception.
Gypsy Sites	-8	-6	This is a profiling issue. Last year there was a large energy bill which took months to negotiate to a lower amount and this has now been paid in 12/13. The residents now pay for their own energy.
Home Improvement Agency	20	20	Negotiations are still underway to withdraw core funding (thus the underspend). As previously explained to Members if the core funding is not paid then it will be a reduced service with extra work undertaken in-house. If this is a saving year-end it will pay towards the saving for the Housing Register.
Homelessness Funding	14		This is external funding which does not affect Council budgets.
Housing	-15	-3	The remainder of the Housing Register savings of £14,000 will be met in part from the HIA savings (if core funding is not paid). See above.
Housing Option – Trailblazer	-26		This is external funding and does not affect Council budgets.
Private Sector Housing	11	11	A saving has been made with 50% Housing Standards/Energy Conservation post being externally funded. This saving will contribute towards the cost of the Housing Register.
Salaries – Ext Funded	47	34	This is external funding and does not affect the Council budgets.
Capital – Improvement Grants	233	100	£100,000 saving will be made this year 11/12. The underspend is the result of low performance by the HIA and delays from KCC OT Bureau. This was reported to Members under future risks/issues last month.
Capital – WKHA Adaps for Disabled	66		It is difficult to predict when works will be completed. End of year figure should be correct.
Capital – SDC – HMO Grants	-10		It is difficult to predict when works will be completed but year end figure should be correct.

Future Issues/Risk Areas

Head of Housing & Communications December 2012

## IT & Facilities Management – November 2012 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Administrative Expenses – IT	3	10	£10k from training budget offered up as corporate saving.
Asset Maintenance IT	103		Expenditure as per 10 year asset maintenance plan. Underspend on this budget at the end of the year rolls into the asset maintenance reserve pot for future years as per the plan.
Support – General Admin	5	-5	£5k forecast net underachievement on internal printing offset corporately by equivalent forecast for an underspend on internal printing from:
Support – IT	-5	10	Forecast underspend on due to reduction in insurance premium costs.

### Future Issues/Risk Areas

Support Central Offices (XAXC) – Forecast overspend on insurance £1,376 due to increase in insurance premium costs.
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**Head of IT & Facilities Management  
December 2012**

## Legal & Democratic Services – November 2012 Commentary

Service	Variance to date £'000 (Minus is bad news)	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Corporate Management	17	50	The Council has seen a reduction in its proposed audit fee for 2012/13 as a result of the Governments decision to abolish the Audit Commission and contract out local government audit services. This reduction occurred after budgets for the year were approved. The proposed 40% reduction in fees means that it is now forecast that audit fees are accrued at £5k per month plus additional fees for the audit of grant claims.
Corporate Savings	40	34	The Council will achieve its £100k target in 2012/13 for vacant posts. In addition all market premiums have been allocated for the current year and providing there are no further applications made there will be an underspend of £34k.
Elections	50		Central government has advanced £152,000. Once all invoices and payments have been processed, the surplus will be refunded to central government.
Estates Management – Buildings	-44		The additional rates expenditure following vacation of the upper floors of Meeting Point and the Cobden Road Centre, amounts to some £20,243. and reduced rent from vacation of the upper floors of Meeting Point gives a full year loss of £13,000 (it is hoped to dispose of both of these properties in the near future). Four instalments of monthly rentals are due for November amounting to £12,861.
Land Charges	-28	-35	The reduction in income reflects the current housing slowdown and will be reviewed further at the end of the third quarter.
Markets	-43	-67	This reflects the loss resulting from the liquidation of the market contractor.
Support – Central Offices	39	45	The effect of the extra income earned as a result of letting accommodation to third parties continues to affect this budget. Additional underspend has been identified due to review of energy costs.
Support – Legal Function	-19	-30	Due to the increased level of legal work especially in planning it was necessary to obtain additional support using counsel and additional staff resources. Workloads are likely to stabilise and counsel's employment has been greatly reduced.
Salaries	-20	-19	The previous Legal Services Manager had to undertake overtime to maintain the service and the contribution to the corporate vacancy savings has resulted in the adverse variance.
Capital – Sevenoaks Town Centre	37		Fees for the London Road town centre development will be met out of this budget.
Capital – Police Co-location	31		The final account is awaiting agreement by the contractor to complete this project.



Future Issues/Risk Areas

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**Head of Legal & Democratic Services**  
**December 2012**