

SEVENOAKS DISTRICT COUNCIL

FINANCE ADVISORY GROUP

13 June 2012 at 9.30 am in the
Conference Room, Argyle Road, Sevenoaks

AGENDA

Membership:

Chairman: Cllr. Ramsay

Cllrs. Firth, Fittock, Grint, McGarvey and Scholey

1. **Apologies for absence**
2. **Minutes** (Pages 1 - 6)
Notes of the meeting of the Group held on 28
March 2012
3. **Declarations of Interest**
4. **Matters Arising including actions from last
meeting** (Pages 7 - 8) Adrian
Rowbotham
Ext. 7153
5. **Referrals from Performance & Governance
Committee:**
None
6. **Financial Control of Planning Agreements** (Pages 9 - 18) Adrian
Rowbotham
Ext. 7153
Alan Dyer
Ext. 7196
7. **Council Tax Collection Fund and Taxbase
Setting Process** Roy Parsons
Ext. 7204
Presentation
8. **Localisation of Council Tax Support** Adrian
Rowbotham
Ext. 7153
Verbal Update
9. **Provisional Outturn 2011/12 and Carry** (Pages 19 - 48) Helen Martin

Forward Requests

Ext. 7483

10. **Financial Performance Indicators 2011/12 - to the end of March 2012** (Pages 49 - 52) Helen Martin
Ext. 7483
11. **Financial Performance Indicators 2012/13 - to the end of April 2012** (Pages 53 - 56) Helen Martin
Ext. 7483
12. **Forward Programme** (Pages 57 - 58)

Please note: The date of the next meeting is 25 July 2012

Members wishing to obtain factual information on above items are asked to enquire of the appropriate Director or Contact Officer before the meeting

FINANCE ADVISORY GROUP

Minutes of the meeting of the Finance Advisory Group
held on 28 March 2012 commencing at 9.30 am

Present: Cllr. Ramsay (Chairman)

Cllrs. Firth, Fittock, Grint, McGarvey and Scholey

46. APOLOGIES FOR ABSENCE

None.

47. NOTES OF PREVIOUS MEETING

The notes of the meeting of 25 January 2012 were agreed as a correct record.

48. DECLARATIONS OF INTEREST

Cllr. McGarvey declared a personal interest in Minute Item 52 as a temporary clerk to Shoreham Parish Council. He did not vote on the matter.

49. MATTERS ARISING INCLUDING ACTIONS FROM LAST MEETING

The reply from Kent County Council (KCC) regarding the KCC Superannuation Fund – Statement of Investment Principles was noted. Members agreed that although KCC had struggled to get District Councils involved in the Superannuation Fund Committee, this applied to other authorities and not to Sevenoaks District Council.

Minutes from the Performance and Governance Committee meeting on 13 March 2012 were noted. It was felt more appropriate that the presentation from the Secretary to the Superannuation Fund Committee be organised for before a meeting of the Performance and Governance Committee rather than before full Council.

Action: That the Group Manager - Financial Services organise a presentation from the Secretary of the Superannuation Committee prior to a meeting of the Performance and Governance Committee.

The responses to Actions 2 to 6 were noted by the Group.

50. PRESENTATION ON DIRECT SERVICES

The Head of Environmental and Operational Services gave an overview of the trading accounts for the Direct Services Team. He directed Members to the business reports for February 2012. Although the Team would not meet the end of year budgeted surplus target of £75,000 they were forecasting to break even by year end.

Since the rules on both Compulsory Competitive Tender and Best Value the Direct Services Team had shown it was providing a competitive service at a price comparable to the private sector. Performance indicators and customer satisfaction showed that they were also providing a good level of service.

He considered that the principal reasons the Team's financial targets were not being met were the costs of diesel and disposal costs for trade waste and emptying cesspools.

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The charges for waste disposal were outside the control of the Council. Sita and Cory were charging £90 per tonne for trade waste. The cost of disposal for cesspool waste by Thames Water was not fixed and would vary depending on the individual waste. The Head of Environmental and Operational believed that the Council may need to reconsider its role in collecting trade and cesspool waste if it were proved that these operations could not meet financial targets. Their financial viability would probably be reconsidered in October 2012. Although there was no obligation to provide the service in its current form, the Council did have some long-standing customers who appreciated the level of service given.

Fuel was one of the main areas of expenditure for the Council but again its price was mostly controlled by the market and by tax. Although less would be spent by the Council on fuel in 2011/12 this was because fewer vehicles were being run.

Fuel supply was subject to EU procurement rules because of the size of the contract. The Council's main focus for the contract was certainty of supply but even so the cost of fuel was only 0.047 pence per litre above the average cost paid by Members of the Freight Transport Association. The bulk of the cost was determined by the Platts Formula which derived from the Dollar crude price of oil. A small margin would be added to this by the supplier. Officers were pleased that the cost for fuel was similar to that paid by those large companies who had greater purchasing power.

Officers did not believe that joint procurement with other local authorities would reduce the cost of fuel further. Considering the cost paid by Freight Transport Association members it would be difficult to buy in sufficient bulk to have an impact. Direct Services were already providing joint services with other authorities for cleaning public conveniences and had explored possible joint working with Gravesham Borough Council, though no agreements had been made.

Officers tabled the existing contingency plan in case of fuel shortages.

In response to a question, the Head of Environmental and Operational Services confirmed that rises in fuel costs had been managed through the budget rather than by raising it as a growth item. Officers had budgeted for a rise in fuel costs from 108.5 pence per litre in 2011/12 to 116 pence per litre in 2012/13 but it was also still identified as a risk.

Members noted there was a significant budgetary variance for the maintenance of vehicles. Officers stated that this was particularly due to the age of 2 vehicles and these vehicles had been built into the replacement programme.

A Member was particularly concerned that the full cost of the refuse service had not been charged to the general fund but only £1.9 million of the £2 million cost. Officers explained that, historically, the balance had come from surpluses on other trading activities. This meant that any shortfall would be a risk on the trading accounts and not the General Fund.

At 10.27 a.m. the Chairman adjourned the Group for the convenience of Members and Officers. The meeting resumed at 10.30 a.m.

51. REVENUES AND BENEFITS PARTNERSHIP WORKING

The Benefits Manager explained that the Revenues and Benefits Partnership was working cohesively and there was no practical division between workers for Sevenoaks District and Dartford Borough Councils.

Activity for the Benefits Team had increased by a third between April 2011 and January 2012 because of the economic conditions and new notification procedures from the Department for Work and Pensions (DWP), who expected a prompt reaction. The Team's caseload was now at 15,000 and they were using some agency staff to provide temporary cover as recruitment was becoming particularly difficult. Case turnaround was not as quick as she wanted. These pressures affected all Councils but she believed the partnership had helped to provide strength through numbers.

The Revenues Manager added that the Council Tax collection in Sevenoaks was the highest in the county. There had also been some significant increases in Business Rate collection, which augured well once the partial Business Rate retention changes had been introduced. She was pleased that payment of tax by Direct Debit had risen greatly in Sevenoaks.

The Chairman congratulated the Revenues and Benefits Team on their silver award at the Institute of Revenues Ratings and Valuation for Excellence in Partnership Working.

Members were updated on the proposals for the Universal Credit. The DWP no longer presumed that Local Authorities had no role to play. The Benefits Manager had recently met the DWP Director and was encouraging the DWP to find a role for Local Authorities in supporting applicants. It was still expected that the benefit would be processed by the DWP.

All Officers within the Partnership were looking for additional savings and some savings were already built into the budget. The Partnership Agreement set out the trigger for increasing costs and how efficiencies would be distributed between the Councils. The legislative changes meant it was unlikely further authorities would be added to the Partnership for the moment.

A Member enquired whether Officers fully appreciated the difficult position many benefit applicants were in. Officers felt that they did appreciate their position, despite the workload pressure they faced, as Officers were in daily contact with the public. A Member, who was the Chairman of the Services Select Committee Working Group on the Universal Credit, supported the Officers' comments and stated that local authorities played a considerable role in changing applicants' behaviour.

Action: The Principal Accountant to assist Cllr. McGarvey to produce a table of comparative Council Tax rises for the parish councils covered by the area of Dartford Borough Council.

The Chairman enquired whether the impact of the reforms to Council Tax, including the cut to the revenue support grant and the localisation of support for Council Tax, was yet known. Officers were disappointed that information was only being released slowly.

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For the partial retention of Business Rates it was presumed that a baseline year would be set but it was not known what year that might be.

Advice on who would be considered as a protected group under the localisation of Council Tax support may be released too late for the Council to make amendments in time for the first administrative year and therefore the Council may need to accept that the proposed cut of 10% to the grant would result in a loss to the Council. It was acknowledged that this could also have a significant impact on other precepting authorities, particularly KCC. It may be too complex for Sevenoaks District and Dartford Borough Council to arrive at a common scheme as there were considerable demographic differences between the areas.

Action: The Principal Accountant to give a presentation to the Finance Advisory Group in June on the current Council Tax collection fund and taxbase setting processes, including details for the parish councils in the wards of the Members of the Finance Advisory Group.

Special software would be needed for the Revenues Team to administer the new scheme but until the regulations were put in place the software could not be written. The regulations were not expected until Summer or Autumn 2012. It was possible that, due to time constraints, the Partnership may need to use software common to many Councils, rather than tailored software.

52. PROPERTY REVIEW - LOCAL HOUSING NEEDS, SHOREHAM

The Professional Services Manager explained that all land in Shoreham was investigated following a Parish Survey in 2005 which identified a need for affordable housing. The land defined in the report, which was owned by the Council, was considered as most appropriate.

The site would not normally receive permission for housing development, as it was agricultural land in the Green Belt, but it would become an exception site. The land would be sold to English Rural Housing as the rural housing association. The valuation report had put the value of the land at £25,000 but a condition of the original purchase by the Council meant that 50% of the receipts would go to the original vendor.

It was considered difficult to value the land as agricultural land was usually valued at £9,000-10,000 per acre whereas residential land would be between £1.5 million and £2 million per acre. A Member was concerned that the land had not been put on the market for valuation. The Officer suggested there was a limited market for this agricultural land which could only be used residentially by a Registered Social Landlord. The Homes and Community Agency advised against public bodies competing one Registered Social Landlord against another. The Officer agreed to see if the valuation wording by the agents, Cluttons, could be clarified to show the Council was getting best value.

The Officer had been informed that English Rural Housing would not sell the land completely but only rent it or give shared ownership up to 80%. It would be exempt from the Right to Buy. The Officer confirmed a condition could be added to the title of the land to ensure money was due to the Council should, in fact, the properties eventually be sold on.

A Member was concerned that Shoreham Parish Council may not have been consulted recently. The Chairman assured him that the land would not be transferred until all matters were satisfied, including consultation.

Resolved: It be recommended that the District Council dispose of its freehold interest in the land shown in Appendix A of the report to the English Rural Housing Association to enable the provision of 8 affordable homes for local people in the sum of £25,000 and subject to such terms and conditions deemed necessary by the Council's legal advisors to protect the District Council's interests.

53. TREASURY MANAGEMENT - ALTERNATIVE INVESTMENT OPTIONS

The Principal Accountant tabled the Council's latest list of investments.

He reminded the Group that he began to investigate alternative investment options prior to Christmas 2011 following the widespread credit downgrades of banks. He had found that a number of other local authorities had significant sums already in money market funds. This meant the Council would not be unusual or breaking new ground if it made this investment. The Council's Investment Strategy did allow for investment in money market funds but this had not been used before.

He suggested that Ignis and Insight were closest money market funds to the Council's requirements but their full details were set out in the appendices to the report. The Council's treasury advisors, Sector, had been helpful in collecting this information. He proposed that £1million be put into each of Ignis and Insight.

It was noted that a number of the funds were registered in Ireland though some were regulated by the Financial Services Authority and some by the Central Bank of Ireland. Members wanted to know where the assets would be held.

Action: The Principal Accountant to investigate where the assets for the money market funds would be held.

The Principal Accountant updated the Group on the recovery of monies from the administrators of Landsbanki Islands hf. In February the Council received a third of the money it was owed in the form of Sterling, US Dollars and Euro. Currency accounts had been set up to receive the Dollars and Euro and it was all converted to Sterling on the same day as receipt.

Action: The Principal Accountant to email the group with the rate at which the foreign currency received from the administrators of Landsbanki Islands hf was converted to Sterling.

Resolved: That:

- (a) investment in money market funds be commenced with an investment of £1 million in each of Ignis and Insight; and
- (b) an update on performance be brought to the next meeting of the Group.

54. FINANCIAL RESULTS 2011/12 - TO THE END OF FEBRUARY 2012

The Group Manager of Finance introduced the new Finance Manager who would be taking over the Financial Results and Indicators reports.

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The Finance Manager drew Members' attention to the £50,000 positive variance forecast for the year-end, although this was down on the previous month. Parking was now meeting its target and Land Charges was at its budget, though income was volatile.

Several teams faced difficulties: Development Control's income was below expectations and this was likely to be a risk for 2012/13 as there was a budget saving of £100,000 for additional fee income; bed and breakfast costs had affected Housing; and Building Control's income from statutory work was down significantly. However, the Building Control Team had recently agreed the contract for Rye Lane, Dunton Green, which was likely to be phased work. The Building Control Team had moved away from agency workers but 2 vacancies had been kept open as there was insufficient work for them. The Chairman noted that staff needed to be retained for statutory functions.

The Chairman commended the Officers for finding a small surplus in the current economic conditions. The Finance Team had helped by ensuring Members could receive consistent reports each month.

55. FINANCIAL PERFORMANCE INDICATORS 2011/12 - TO THE END OF FEBRUARY 2012

Members were pleased with the indicators and the Chairman commented that those problems faced over the previous few years had been substantially met and resolved.

The Group noted that the cost per employee had varied. The Group Manager - Financial Services said this was because in Summer months average costs fell as the Council could employ more casual workers. Costs were now also falling as there had been a reduction in the number of Heads of Service and some replacement staff throughout the Council were being employed on lower salaries.

56. FORWARD PROGRAMME

Members requested that an item be added to consider the management of Affordable Housing Contributions, including a contrast to Section 106 monies and an update on the Community Infrastructure Levy. The Group Manager - Financial Services agreed to collect this information from Housing and Planning Services. This was also scheduled for the meeting in June 2012.

In response to a request and following the audit report to the Performance and Governance Committee and the Environment Select Committee, the Chairman clarified that the Environment Select Committee should be left to monitor discrepancies in the income from parking.

It was indicated by the Democratic Services Officer that the next meeting of the Finance Advisory Group was proposed for 6 June 2012 in the draft calendar of meetings. Members agreed that 13 June would be a preferred date.

THE MEETING WAS CONCLUDED AT 12.27 pm

Chairman

Action Sheet - Actions from the previous meeting

ACTIONS FROM 28.03.12			
Action	Description	Status	Contact Officer
1	That the Group Manager - Financial Services organise a presentation from the Secretary of the Superannuation Committee prior to a meeting of the Performance and Governance Committee.	Presentation arranged for 12 June 2012 at 6pm.	Adrian Rowbotham Ext: 7153
2	The Principal Accountant to assist Cllr. McGarvey to produce a table of comparative Council Tax rises for the parish councils covered by the area of Dartford Borough Council.	Email sent to Members of the Group by the Group Manager - Financial Services on 20 April 2012.	Roy Parsons Ext: 7204
3	The Principal Accountant to give a presentation to the Finance Advisory Group in June on the current Council Tax collection fund and taxbase setting processes, including details for the parish councils in the wards of the Members of the Finance Advisory Group.	This item has been placed on the agenda for the meeting 13 June 2012.	Roy Parsons Ext: 7204
4	The Principal Accountant to investigate where the assets for the money market funds would be held.	Email sent to Members of the Group by the Principal Accountant on 20 April 2012.	Roy Parsons Ext: 7204

ACTIONS FROM 28.03.12			
Action	Description	Status	Contact Officer
5	The Principal Accountant to email the group with the rate at which the foreign currency received from the administrators of Landsbanki Islands hf was converted to Sterling.	Email sent to Members of the Group by the Principal Accountant on 29 March 2012	Roy Parsons Ext: 7204

FINANCIAL CONTROL OF PLANNING AGREEMENTS

Finance Advisory Group – 13 June 2012

Report of the: Deputy Chief Executive and Director of Corporate Resources

Status: For Information

Key Decision: No

Executive Summary: This report updates Members on the processes undertaken in ensuring robust financial control of section 106 agreements, including affordable housing contributions, made as part of the planning process.

This report supports the Key Aim of effective management of Council resources.

Portfolio Holder Cllr. Ramsay

Head of Service Group Manager – Financial Services – Adrian Rowbotham

Recommendation to Finance Advisory Group: That the report be noted.

Introduction

- 1 In response to Members concerns at both Finance Advisory Group and Performance and Governance Committee officers have undertaken a review of the financial control processes relating to section 106 agreements arising through the planning process, including financial contributions made for affordable housing.

Financial Contributions

- 2 Councils have the power to secure financial contributions from developers through section 106 agreements. These can be justified where there is a requirement for new or improved infrastructure as a result of the development and are most commonly used for larger scale developments which are more likely to create a need for additional infrastructure. Infrastructure sought through legal agreements may include, but is not limited to, contributions for highways improvements, contributions to address air quality concerns, contributions to Kent County Council (KCC) services such as schools, libraries and social services or contributions for community facilities. Contributions generally must be used for the purposes for which they are collected.
- 3 A summary of the legal framework for securing, collecting and spending section 106 monies is provided for Members information at Appendix A to this report.
- 4 The Government has recently amended legislation regarding the use of the Community Infrastructure Levy (CIL). The use of CIL as the primary method of administering financial contributions through the planning process is expected to

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come in to effect in Sevenoaks District from April 2014 and the Council's approach to CIL was considered by Environment Select Committee at its meeting on 29 May 2012. Therefore CIL has not been considered as part of this review of financial control.

Affordable Housing Contributions

- 5 The Council has recently started collecting financial contributions towards improving affordable housing from housing developments where it is inappropriate to provide affordable housing on site. This is in accordance with Policy SP3 of the Core Strategy adopted in February 2011.
- 6 Under the policy developments of five units or more will normally be expected to make provision on site and developments of less than five units will be expected to make a financial contribution.
- 7 The policy is supported by the Affordable Housing Supplementary Planning Document (SPD) which was adopted in October 2011. It includes guidance on how financial contributions should be calculated and sets out how contributions will be spent. This should be within one of five categories:
 - provision of new affordable housing in the District via a Registered Provider of social housing (including adding to provision on development sites, new stand alone schemes and existing property purchase);
 - initiatives to make better use of the existing stock (including tackling under occupation and fuel poverty where it enables better use to be made of the stock);
 - managing future needs for affordable housing, including homelessness prevention and benefit advisory services;
 - assisting those in housing need to access low cost home ownership; or
 - supporting the development of rural exception sites to meet rural housing needs (for fully or partially exempted Parishes only as set out in Section 17 Housing Act 1996, Housing (Right to Acquire or Enfranchise)(Designated Rural Areas in the South East) 1997 Order.
- 8 The SPD also states that monitoring will be on a site by site basis. Funds collected will be used within ten years and after this time any unspent money will be refunded with interest. The Council will record where funds have been allocated and spent. The information will be made available on request and will be published on an annual basis. It is envisaged that this will be through the Planning Annual Monitoring Report which is published in December and approved by Cabinet following scrutiny by the LDF Advisory Group. Contributions are generally required on commencement of the development but the Council may agree to an alternative trigger or to the phasing of contributions.
- 9 The onus is therefore on the Council to identify projects and ensure that developers make their financial contributions for affordable housing. Where a

developer makes their payment late the Council are able to charge interest for the length of the late payment, increasing the contribution due by 4% above the base rate of interest. The Council charges a monitoring fee of £300 for each requirement in an agreement to enable it to effectively undertake its monitoring and compliance role.

Section 106 Agreements

- 10 Section 106 (S106) of the Town and Country Planning Act 1990 allows a local planning authority to enter into a legally-binding agreement or planning obligation with a landowner in association with the granting of planning permission.
- 11 These agreements are a way of delivering or addressing matters that are necessary to make a development acceptable in planning terms. They are predominantly used to support the provision of services and infrastructure, such as highways, recreational facilities, education, health and affordable housing.
- 12 The scope of such agreements is controlled by Government. In short, matters agreed as part of a S106 agreement must be:
 - relevant to planning;
 - necessary to make the proposed development acceptable in planning terms;
 - directly related to the proposed development;
 - fairly and reasonably related in scale and kind to the proposed development; and
 - reasonable in all other respects.
- 13 As with affordable housing contributions the requirement for the contribution to be paid and the mechanisms for making the payment are set out in a legal agreement between the Council and the developer. Unlike affordable housing contributions the S106 agreements are specific in their nature, setting out the precise project that the contributions will be used for. The Council's Legal team draw up the agreement and are able to charge a fee to the developer for this service, currently £500. The fee is payable prior to the Council signing the agreement.
- 14 Payments relating to S106 agreements are payable at a defined date after the agreement is signed. The date does not necessarily relate to the start date for a project and therefore the Council holds the monies 'on account' until the appropriate time. If the Council fails to ensure that the designated project is commenced within 10 years then the Council is required to reimburse the developer.
- 15 The onus is therefore on the Council to ensure that S106 agreements are for achievable projects that can be commenced in a reasonable timescale. If the Council is ever in the position where it is required to repay S106 monies they are liable for interest on the monies.

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- 16 A further complication with S106 agreements is that some of the monies may be payable to the County Council where the projects required fall within their remit, for example, highways improvements. In some cases the money for County Council projects are paid first to the District Council who are responsible for ensuring the correct sum is paid on. However, on occasion, developers may make the payment directly to the County Council and the District will be unaware as to whether all monies under the S106 agreement have been paid.
- 17 The Council is considering moving towards a system where all payments will come to the District Council first, prior to being transferred to the County Council. This process would ensure the District Council are better able to monitor the receipt of monies from developers but increases the level of financial transactions taking place and has implications for financial control.

Level of Contributions

- 18 The following table sets out the position of financial contributions for affordable housing and section 106 agreements as at the end of March 2012. The table sets out the funds received during the 2011/12 financial year and the closing balance at the end of March 2012 for all monies collected in previous periods. It should be noted that the first financial contribution to affordable housing was received in January 2012.

	Payments for SDC	Payments for County	TOTAL
Funds received during 2011/12			
S106 – Affordable Housing Contributions	206,144	0	206,144
S106 – Other Agreements	25,184	64,467	89,651
TOTAL	231,328	64,467	295,795
Balance held at 31 March 2012			
S106 – Affordable Housing Contributions	206,144	0	206,144
S106 – Other Agreements	113,158	64,467	177,625
TOTAL	319,302	64,467	383,769

Financial Control

- 19 The work undertaken by Officers has included a review of the processes undertaken and the record keeping in Development Control, the Finance team and the Legal team.

- 20 The following arrangements are in place and applied equally to financial contributions for affordable housing and section 106 agreements:
- a form providing clear instruction to the Legal team from Development Control to ensure the accuracy of legal agreements;
 - maintaining a log of all legal agreements entered into,
 - clear guidance in the legal agreement on how to make payment;
 - detailed financial coding to ensure each contribution made to the Council can be linked to the correct planning application and effectively tracked;
 - arrangements for the proper accounting treatment of each payment, ensuring they are held on the Council's Balance Sheet until a project is identified that requires the monies to be drawn down;
 - contributions allocated to the correct budget (expenditure) code where the contributions are to be spent by the Council's departments;
 - contributions transferred to third parties where contributions are to be spent by partners such as Kent County Council; and
 - daily bank reconciliations to ensure all monies received by the Council are transferred to the correct account.
- 21 The Finance team work closely with Development Control to ensure accurate records are held on payments expected and received and monies being spent. However as a result of the review a number of improvements have been implemented to make processes more efficient. These are:
- improved record keeping on the log of legal agreements entered in to;
 - ensuring the log of legal agreements is provided to the Finance team on a monthly basis as a further source for reconciliation against; and
 - an additional level of budget coding introduced by the Finance team to ensure contributions can be tracked more effectively through the financial management system.
- 22 As mentioned at paragraph 17 above the Council are considering a process where all planning contributions are paid to the District Council before being transferred to any party to the agreement such as the County Council. This would require additional financial controls being put in place to ensure monies are passed on in good time and are also repaid appropriately if a project is unable to be delivered. As such, Officers are investigating the most appropriate mechanism for implementing improved financial control without disproportionately adding to the complexity of the monitoring role.

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Future Service Improvements

- 23 Development Services have considered the processes surrounding the allocation and spending of S106 funds. For affordable housing contributions the categories of expenditure have been agreed through the SPD. It is suggested that, within these categories, specific priorities for the year and individual projects are agreed by the relevant portfolio holders for Planning and Housing following discussion between Development Services and Housing and relevant housing partners.
- 24 Development Services are also in the final stages of implementing an electronic monitoring tool for the recording and tracking of all financial contributions received through the planning process. The 'Obligation Tracker' will improve the accessibility of management information available on all financial contributions. The information held on the Obligation Tracker will be reconcilable to the Agresso financial management system more readily than current processes, further improving the levels of financial control.
- 25 Set out at Appendix B to this report is a summary of how the 'Obligation Tracker' works, based on an example planning application and legal agreement.
- 26 All planning contributions will be recorded on the tracker. Using the full benefits of the system automatic reminders will be generated to ensure due contributions are collected and spent in the required timescales. Financial contributions will be tracked from the initial planning application to the project where the monies were spent.
- 27 The importance of ensuring that the correct financial controls are applied has been built in to the system procedures. Monthly reports from the Obligation Tracker will identify all new agreements and the value of the contributions. Reports will also identify all payments that Development Services know to have been received in the period and all expenditure that they had authorised. Reconciliation of this information to the data held by the Finance team on a monthly basis will ensure accurate record keeping across both Development Services and Finance, ensuring the Council can continue to be provided with assurance that financial contributions are subject to robust financial control.

Key Implications

Financial

- 28 The Council accounts for a significant sum of monies through planning contributions. It is essential that proper financial control is exercised to ensure the community fully benefits from the contributions available and that the Council's financial records and its Statement of Accounts are in adherence with regulations. Failure to do so may result in a qualification of the Council's accounts.

Community Impact and Outcomes

- 29 Planning contributions are allocated to projects that are of benefit to the local community and Sevenoaks District as a whole. Ensuring that all monies are

collected and spent on projects prior to expiry is essential for providing positive community impacts and outcomes.

Legal, Human Rights etc.

- 30 Legal agreements are put in place to ensure a clear framework and requirement for the payment and expenditure of planning contributions. Developers have a duty to make the payments required of them and the Council has a responsibility to ensure accurate expenditure by the terms of the legal agreement to prevent any appeals from developers and the potential repayment of monies.

Conclusions

- 31 Despite the complexities involved in monitoring the receipt and expenditure of financial contributions through section 106 agreements the Council has developed robust arrangements to ensure their proper financial control.
- 32 Working in partnership with Development Services the Finance team is confident that accurate records on financial contributions are held and that they are subject to proper accounting procedures. In reaching this conclusion it is evident that the delivery of the Obligation Tracker will improve transparency, administration and monitoring of financial contributions and will therefore be an improvement to existing processes.

Risk Assessment Statement

- 33 The Council has implemented proper financial control of affordable housing and section 106 agreement contributions, preventing a material error occurring in the statement of accounts and a qualified opinion being issued by the Council's external auditors.

Appendices

Appendix A – Legal basis for securing, collecting and spending S106 funds

Appendix B – Obligation Tracker

Background Papers:

None

Contact Officer(s):

Alan Dyer Ext. 7440

Lee Banks Ext. 7161

Dr. Pav Ramewal

Deputy Chief Executive and Director of Corporate Resources

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DIAGRAM TO SHOW LEGAL BASIS FOR SECURING, COLLECTING & SPENDING S106 MONEY & RESPONSIBILITIES FOR COMPLIANCE

Section 106 of the Town and Country Planning Act as amended by the Planning & Compensation Act 1991.

DCLG Planning Obligations: Practice Guidance July 2006

NATIONAL PLANNING POLICY LOCAL PLANNING POLICY
 Eg. Planning Policy Statements & Sevenoaks District Local Plan for older legal agreements.
 National Planning Policy Framework & Core Strategy & SPD Affordable Housing

A Section 106 Agreement is intended to make acceptable development that would otherwise be unacceptable in planning terms, when assessed against National & Local Planning Policies.

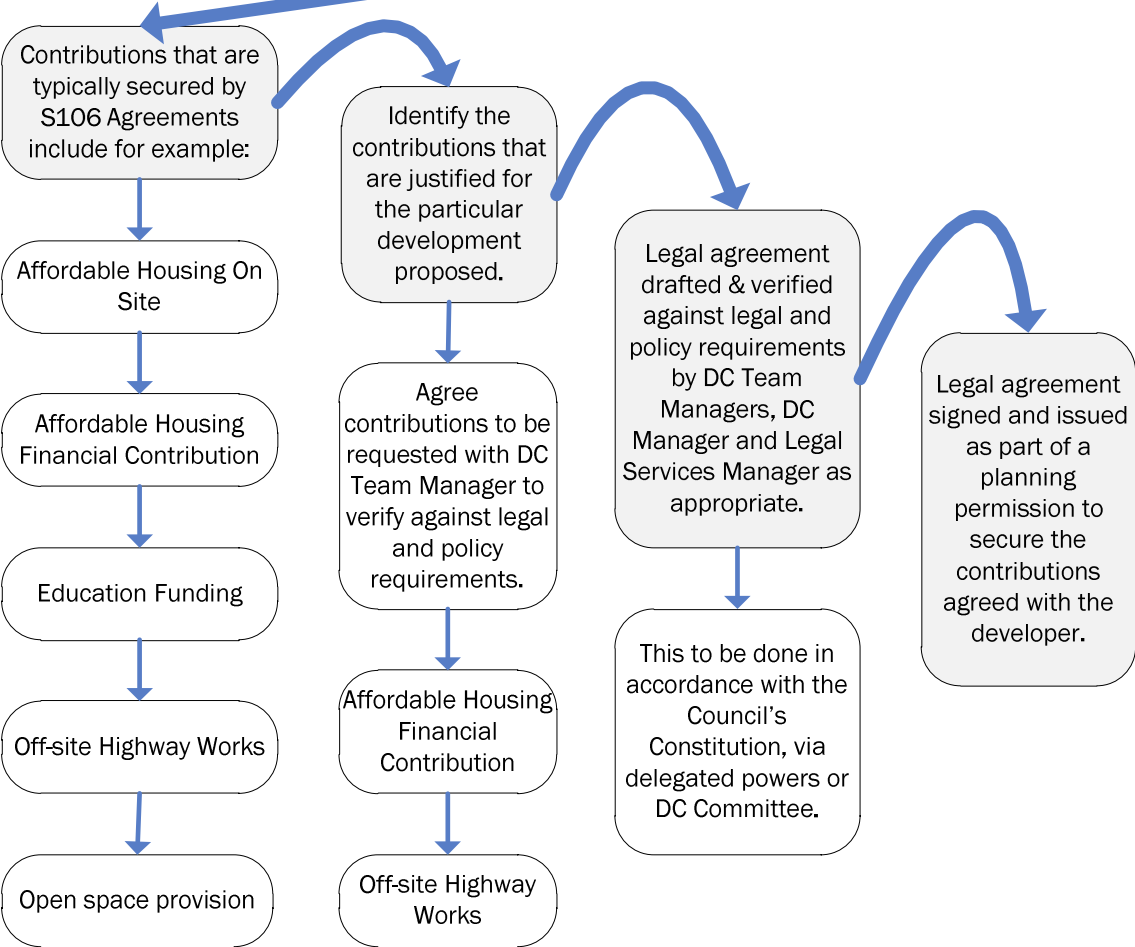
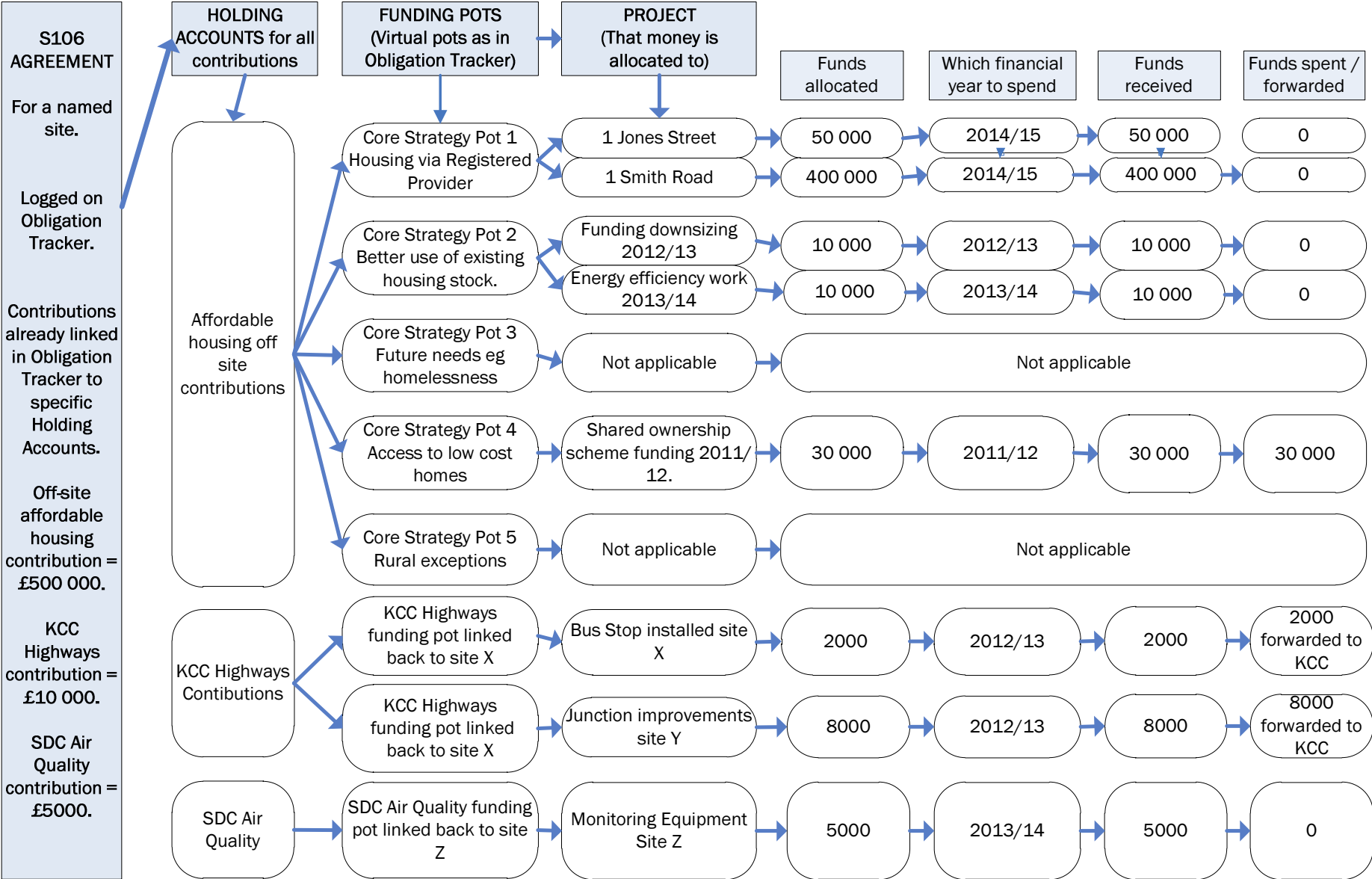


DIAGRAM TO SHOW MONITORING OF S106 FUNDS VIA OBLIGATION TRACKER



FINANCE ADVISORY GROUP – 13 JUNE 2012

PROVISIONAL OUTTURN 2011/12 AND CARRY FORWARD REQUESTS

Report of the: Deputy Chief Executive and Director of Corporate Resources

Also considered by: Cabinet 14 June 2012

Status: For Decision

Executive Summary: This report sets out the provisional outturn for 2011/12 and requests to carry forward budgets into 2012/13.

Since the February forecast, the Council has successfully obtained a VAT refund of £552,000 which has significantly improved the position for the year.

Compared to the revised budget (i.e. including supplementary estimates), the overall result was a favourable variance of £560,000 after allowing for carry-forward requests.

This report supports the Key Aim of effective management of Council resources.

Portfolio Holder Cllr. Ramsay

Service Manager Group Manager – Financial Services – Adrian Rowbotham

Recommendation: It be RESOLVED that:

- (a) The Revenue ‘carry forward’ requests totalling £72,010 as set out in paragraph 13 of the report be approved, subject to any amendments suggested by the Finance Advisory Group; and
- (b) The capital carry forward requests totalling £490,107 as set out in paragraph 15 of the report also be approved.

Introduction

1. Provisional Financial Outturn figures for 2011/12 are attached at Appendix A. These results will be scrutinised by the Finance Advisory Group at its meeting on 13 June 2012.
2. The report also sets out the requests to carry forward unspent budgets into 2012/13 for Revenue and Asset Maintenance items. In practice any items agreed for carry forward will be set aside in an Earmarked Reserve to be used to finance those costs in 2012/13.

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Overall Financial Position

3. 2011/12 was the first year of a four-year savings plan, which set out to achieve savings of £4 million over that period. It is pleasing to report to Members that a provisional favourable variance of £632,000 has been achieved. Revenue carry forwards of £72,000 have been requested; if these are approved the favourable variance will reduce to £560,000.
4. At the end of February the forecast outturn (which took account of likely carry forward requests) was a favourable variance of £50,000. Since then a VAT refund of £552,000 has been received making an amended February forecast favourable variance of £602,000. Therefore the provisional outturn position is £30,000 better than the February forecast.
5. The figures above all take into account the supplementary budget of £14,000 approved during the year for Christmas car parking.
6. It was approved by Cabinet on 8 December 2011 that any favourable variance achieved on the 2011/12 budget be put to the Budget Stabilisation Reserve.

High Level Analysis of Results

7. **VAT refund (£552,000 income):** The council received a refund in respect of overpaid VAT relating to the period prior to 1996 for Trade Refuse. The refund includes statutory interest which is payable in cases of official error.
8. **Pay costs (£257,000 underspent):** Almost all services are showing an underspend; in some cases these are offset by agency costs (particularly Direct Services).
9. **Income from fees and charges (£555,000 favourable):** Part of this variance relates to the VAT refund explained above. In total, income received from fees and charges is close to budget, but on the main income sources; Development Control, Building Control and Legal income, the position was difficult during 2011/12 and these remain risk areas for 2012/13.
10. **Direct Service Trading Accounts** show a deficit of £21,000 at the year end, which is £95,000 lower than the budgeted surplus due to increased fuel and disposal costs.
11. **Interest and Investment Income** was £122,000 better than budget. This was due to the Council holding higher balances than budgeted, which has increased investment income.
12. The latest information from CIPFA regarding the £1m Landsbanki investment is that authorities should now account for a 100% return although this will continue to be reviewed.

Revenue Carry Forward Items

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

No.	ITEM	HEAD OF SERVICE/SERVICE MANAGER	£
A1	Corporate Health and Safety	Env. & Ops	3,995
A2	Street Cleansing – counsel appeal	Env. & Ops	7,000
A3	IT Training	Human Resources	7,000
A4	Asset Maintenance items	Finance and Env & Ops	54,015
	Total		72,010

14. Asset Maintenance budgets were underspent by £54,015. During 2011/12 some projects could not be completed before the end of the financial year and there were also some positive variances on budgets for that year. In previous years, any unspent budgets for Asset maintenance would have been returned to the Asset maintenance fund. From 2011/12 onwards there is no longer a separate fund, but it is requested that the unspent balance be approved for carry forward to 2012/13. Dependant on the needs for asset maintenance in 2012/13, it is possible that carried forward funds may be required to be spent on different projects from those underspent in 2011/12.

Capital Programme

15. The following capital schemes were underspent at the year end. These relate to partially completed previously approved projects.

No.	SCHEME	AMOUNT £
C1	Vehicle replacement programme	343,779
C2	Disabled facilities grants	146,328
	Total	490,107

Key Implications

Financial

16. All financial implications are covered elsewhere in the report.

Community Impact and Outcomes

17. None

Legal, Human Rights etc.

18. None

Budget Carry Forward Request 2011/12

A1

Head of Service :

Richard Wilson

Budget description :

Corporate Health and Safety

Type of expenditure:

Revenue

Cost Centre code :

XBBB

Budget unspent at 31/3/12:

£3,995

Amount requested for carry forward:

£3,995

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2011/12 and timescales for expenditure in 2012/13 :

The total budget for corporate health and safety for 2012/13 [excluding salary charges] is £6,235. This budget needs to cover any expenditure on corporate H&S matters, training, literature, equipment, adaptations etc.

Due to work pressures and the setting up of the Environmental Health Partnership, it was not possible to carry out all the planned initiatives.

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

Allowing this budget to be carried forward allows greater spending power and allows proposed activities to take place as part of the Councils duties as an employer.

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Budget Carry Forward Request 2011/12

A2

Head of Service :

Richard Wilson

Budget description :

Direct Services Training

Type of expenditure:

Revenue

Cost Centre code :

XAXU

Budget unspent at 31/3/12:

£9,908

Amount requested for carry forward:

£7,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2011/12 and timescales for expenditure in 2012/13:

Comprehensive training, either to refresh safe working methods or to develop employee skills, underpins the ongoing delivery of safe and efficient services that are generally highly regarded by residents. The Council has a duty under the Health and Safety at Work Act 1974 and subsequent legislation to ensure necessary training is delivered to all its employees.

The Council is also legally obliged to provide a minimum of 35 hours Continuing Professional Competence (CPC) training over a five year period for every vocational (HGV) driver it employs.

Eleven Direct Services posts became vacant during 2011/12 either due to retirement, relocation or dismissal of employees. These posts have only recently been advertised and the new entrants will require additional training to ensure they have necessary skills to work safely and efficiently and achieve similar levels of competence to established employees.

Three years ago the Council achieved a Gold Award under the Choices accreditation scheme operated by Investors In People. The Council will be re-assessed in November this year and evidence of a well supported established training programme is likely to be one of the criteria under review.

The training budget allocation for 2011/12 was £20,167. Actual spend in 2011/12 amounts to £10,259. Primary reasons for the difference in spend are: Deferment of planned new vehicle technology maintenance courses from 11/12 to 12/13 to manage release of workshop personnel while ensuring continuity of vehicle maintenance operations; Deferment of training identified for vacated posts and long term sickness absentees; Deferment of non-essential but corporately beneficial employee development training due to operational demands.

Implications of not carrying forward this budget (e.g. impact on achievement of

performance targets, etc):

Sevenoaks District Council is legally obliged to ensure the Health and Safety of all its employees and must be able to demonstrate that necessary training has been provided. Failure to do so can result in intervention measures by the Health and Safety Executive.

Without this carry forward, payment for training deferred from 11/12, as well as additional training requirements for newly appointed employees, will have to be met from the current year budget allocation, which could be insufficient to meet final 12/13 training needs.

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Budget Carry Forward Request 2011/12

A3

Head of Service :

Syreeta Gill

Budget description :

Training

Type of expenditure:

Revenue

Cost Centre code :

XBXP

Budget unspent at 31/3/12:

£30,601

Amount requested for carry forward:

£7,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2011/12 and timescales for expenditure in 2012/13:

£7,000 is IT budget for training that the team were unable to arrange due to work pressures, including support to partnership working and roll out of Windows 2010 software across the council. Therefore, this budget needs to be carried forward to enable the training to take place this year.

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

Staff not up date with latest technology, and unable to fulfil duties efficiently.

Budget Carry Forward Request 2011/12 A4

Head of Service :	Various
Budget description :	Asset Maintenance
Type of expenditure:	Revenue
Cost Centre code :	YM*
Budget unspent at 31/3/12:	£54,015
Amount requested for carry forward:	£54,015

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2011/12 and timescales for expenditure in 2012/13:

During 2011/12 some projects could not be completed before the end of the financial year and there were also some positive variances on budgets for that year. In previous years, any unspent budgets for Asset maintenance would have been returned to the Asset maintenance fund. From 2011/12 onwards there is no longer a separate fund, but it is requested that the unspent balance be approved for carry forward to 2012/13. Two of the larger items requested for carry forward are repairs to the flat roof areas of the Argyle Road building (£34,000) which is best carried out during summer months; and Car Park re-surfacing (£8,300) where the successful contractor was not able to complete the required works during 2011/12. Dependant on the needs for asset maintenance in 2012/13, it is possible that carried forward funds may be required to be spent on different projects from those underspent in 2011/12.

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

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

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

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Budget Carry Forward Request 2010/11	C1
Head of Service :	Richard Wilson
Budget description :	Vehicle Replacement Fund
Type of expenditure:	Capital
Cost Centre code :	YLLP
Budget unspent at 31/3/12:	£343,779
Amount requested for carry forward:	£343,779

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2011/12 and timescales for expenditure in 2012/13 :

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

The agreed vehicle replacement programme for 2011/12 required estimated expenditure of £722,000. Actual spend total in 2011/12 after vehicle disposal credits amounts to £669,045. The slippage results primarily from the deferment of purchases from 11/12 to 12/13 and a saving realised on a small used freighter purchase against budgeted value. The purchases deferred are a used Loader/backhoe, as a vehicle with sufficient residual life and to the required specification could not be sourced, and vehicle tracking equipment, which is pending further investigation of the most suitable system with cost effective installation and operating costs.

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

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

The Council also has an obligation to reduce carbon emissions including those from its commercial vehicle fleet. The Vehicle Replacement Fund allows for purchase of 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.

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Budget Carry Forward Request 2011/12

C2

Head of Service: Pat Smith, Head of Housing Services

Budget Description: Disabled Facility Grants 2011/12

Type of expenditure: Capital

Cost Centre code: YLTB (HIA) and YLPT (WKHA)

Budget unspent at 31/03/2012: £146,328.40

Amount requested for carry forward: £146,328.40

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2011/12 and timescales for expenditure on 2012/13.

In accordance with guidance issued by Department for Communities and Local Government (DCLG), such funding commitments are able to be carried forward.

All DFG must be completed within 12 months of approval.

There have been two main issues why there is a significant under spend which is unusual. These are;

- The Kent wide scheme of the Home Improvement agency (In Touch) has under performed and KCC (Lead Authority) is currently tendering for a more efficient and effective service. This has contributed to the under spend.
- The KCC Occupational Therapist (OT) service has seen staffing difficulties resulting in delays for scheme appraisals and there have been complex cases where the OT service has not liaised with the Local Authority leading to disagreements over recommendations. This has also contributed to the under spend.

Of the unspent budget, Sevenoaks received almost £43,000 extra grant at the end of the year which was unexpected.

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

If £65,239.63 is not carried forward, the under spend for 2011/12 would need to be repaid to DCLG and the commitment would need to be funded from the DFG allocation for 2012/13. It is possible that this would have a negative impact upon:-

- the Council's ability to fund adaptations for the benefit of disabled persons during 2012/13;
- the Council's performance in meeting its target in relation to the number of DFGs completed; and
- the outcome of future funding bids if previous allocations have not been fully utilised.
-

This carry forward is needed to fund several expensive DFGs and DFG applications for children (please see below).It is a statutory duty to provide DFGs where needed.

£30,000 – 1 St Martins Meadow, Brasted refers to 1 Disabled Facilities Grant (DFG) case which was formally approved late during Quarter 1 2011/12. Due to the planning permission problems no progress has currently been made. Works must be completed before 28th June 2012 (HIA).

£3074.08 – Silver Birches , Highlands Hill Swanley BR8 7NB refers to a Facilities Grant (DFG) that was formally approved during Quarter 3 2011/12. No payments have been released and it is anticipated that the works will be completed and the payment released during Quarter 1 2012/2013 (HIA).

£5736.54 - 75 Farm Avenue, Swanley BR8 7HZ refers to a Disabled Facilities Grant (DFG) that was formally approved during Quarter 4 2011/12. No payments have been released and it is anticipated that the works will be completed and the payment released during Quarter 1 2012/2013 (WKHA).

£15,305.08 – 5 Magpie Green, Edenbridge, TN8 6BP – refers to a Disabled Facility Grant that was formally approved in Quarter 4 2011/12. A request for payment was received during March 2011, however due to problems identified during our final inspection payment has been delayed. Remedial works are to be carried out during April 2012 with payment being made during Quarter 1 2012/2013.

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£8484.00 - 4 Sandstone Cottages, Marsh Green TN8 5PX – refers to a Disabled Facility Grant that was formally approved during quarter 4 2011/12. Materials required for the works have been ordered and it is anticipated that works will be completed and final payment released during Quarter 1 2012/2013.

£2,639.93 - 29 Chapel Wood, New Ash Green DA3 8RA – refers to a Disabled Facility Grant that was formally approved during Quarter 4 2011/12. No payments have been released and final payment will be made during Quarter 1 2012/2013.

The additional under spend of £81,088.77 , if carried forward, will help towards the high cost of 9 potential DFG claims in 12/2013 (for children) which are in excess of £220,000. In addition, there are 2 complex and expensive grants for 2 adults in the pipeline and these will cost £30,000 each, If the carry forward is not agreed , these claims will use the majority of the funding for 12/2013.

Children Cases.

Grant assistance can be provided to adapt a property for both adults and children. The vast majority of adult cases are for grants usually around £5,000, however due to the complexity surrounding children cases grants for this small but growing group of applicants are mostly for £30,000. One important consideration is that unlike adult applications, children are exempt from a means test so all costs are borne by the DFG.

Currently we are working on the following cases.

Multon Road West Kingsdown

This case was received in Quarter 3 2011/12 and after undertaking a feasibility it has been decided that a substantial extension is required costing around £70,000 of which the maximum mandatory grant of £30,000 will be applicable.

New Street Road, Meopham

This case was received in Quarter 2 2011/12 and involves extensive internal remodelling and extending existing dwelling. Estimates have been obtained and the grant is ready for approval for a sum of £30,000.

Farley Lane, Westerham

This case was received in Quarter 4 2011/2012 and involves provision of a Hi/Low Bath and making alterations both internally and externally to ensure Wheelchair Access is available for the child. Estimates have not been received but we expect the costs to be around £20-25,000.

Grassy Lane, Sevenoaks

This case was received in Quarter 4 2011/12 and involves major adaptations to enable the disabled child access into and around the dwelling. Bathing adaptations are also required. Although no estimates have been received we expect the costs to be the maximum mandatory grant of £30,000.

Squirrels Close, Swanley

This case was received during the last few days of Quarter 4 2010/2011 and involves provision of a stairlift and alterations to the existing bathing facilities. The delay in approving this grant is due to continuing discussions with an Occupational Therapist. Although no estimates have been obtained we expect costs to be no more than £20,000.

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2. Overall Summary		Period		Period		Period		Y-T-D		Y-T-D		Y-T-D		Annual		Annual		2010/11		
MARCH 12 - Provisional outturn as at 30/05/12		Actual		Variance		Variance		Budget		Actual		Variance		Budget		Forecast (including Accruals) at end Feb		Actual		
		£'000		£'000		%		£'000		£'000		%		£'000		£'000		£'000		
Community and Planning Services		142	232	-90	-63.6	1,151	1,140	11	1,151	1,133	18	887								
Community Development		152	159	-7	-4.5	1,376	1,413	-37	1,376	1,389	-14	1,672								
Development Services		114	-283	398	347.9	2,879	2,528	352	2,879	3,016	-137	3,979								
Environmental and Operations		128	104	24	19.0	923	944	-20	923	939	-16	1,014								
Housing and Communications		536	212	325	60.6	6,329	6,025	305	6,329	6,478	-149	7,552								
Total Community and Planning Services																				
Corporate Resources		516	197	318	61.7	4,760	4,516	244	4,760	4,625	135	5,589								
Finance and Human Resources		118	304	-186	-157.5	1,654	1,595	59	1,654	1,659	-5	1,704								
IT and Facilities Management		144	130	14	9.7	1,383	1,363	21	1,383	1,357	26	1,564								
Legal and Democratic Services		778	631	147	18.8	7,797	7,473	324	7,797	7,642	155	8,857								
Total Corporate Resources																				
NET EXPENDITURE (1)		1,314	843	471	35.9	14,126	13,498	628	14,126	14,120	6	16,409								
<u>Adjustments to reconcile to Amount to be met from Reserves</u>																				
Removal of Asset Maintenance Variance																				72
Direct Services Trading Accounts		2	25	-23	-1,150.0	-74	21	-95	-74	1	-74	-17								
Capital charges outside General Fund		-4	-4	0	0.0	-47	-47	0	-47	-47	-	-47								-47
Support Services outside General Fund		-40	-16	-23	-	-220	-197	-23	-220	-220	-	-								-
Redundancy Costs - all		-	-36	36	-	-	0	-0	-	-	-	244								244
NET EXPENDITURE (2)		1,273	812	461	36.2	13,785	13,275	510	13,785	13,853	-68	16,445								
Government Grant		-428	-428	-	0.0	-5,141	-5,141	-	-5,141	-5,141	-	-6,348								
Council Tax Requirement - SDC		-767	-767	-	0.0	-9,199	-9,199	-	-9,199	-9,199	-	-9,172								
NET EXPENDITURE (3)		78	-383	461	593.6	-555	-1,065	510	-555	-487	-68	925								
<u>Summary including investment income</u>																				
Net Expenditure		78	-383	461	594	-555	-1,065	510	-555	-487	-68	925								
Investment Impairment		-	-	-	-	-	-	-	-	-	-	-								-
Interest and Investment Income		-14	-26	12	-90.0	-186	-308	122	-153	-272	119	-335								
Overall total		64	-409	473	504	-741	-1,373	632	-708	-759	51	590								
Planned appropriation (from)/to Reserves																				
Supplementary appropriation from Reserves						722	722	-	722	722	-	-								
Surplus						-14	-14	-	-14	-14	-	-171								
						-	-50	51	-	-50	51	419								

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2011-12 Outturn including all sundry creditors

	Annual difference at Budget	Forecast year end	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for Year end variances greater than £10k (starred items)	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn (starred items)
Community Development								
8 to 12 project	22,738	0	22,738	22,693	45		45	
Arts Development	-0	0	-0	0	-0		-0	
All Weather Pitch	-2,000	0	-2,000	-2,080	80		80	
Big Community Fund	0	0	0	0	0		0	
Community Activity	0	0	0	19,627	-19,627 *	This is spending on Paralympics and Olympic Torch activity which has been offset by savings in other appropriate budgets.	-19,627 *	This is spending on Paralympics and Olympic Torch activity which has been offset by savings in other appropriate budgets.
Community Safety	201,080	-3,000	198,080	190,761	10,319 *	Project spending slightly behind profile. Corporate savings requested have been identified.	7,319 *	Project spending slightly behind profile. Corporate savings requested have been identified.
Community Development Service Provisions	0	-15,000	-15,000	-15,000	15,000 *	This is additional income to the Council re the sale of Community Safety and health services to other Districts.	-1	
The Community Plan	54,759	0	54,759	49,963	4,796		4,796	
Economic Development	41,030	0	41,030	43,221	-2,191		-2,191	
Grants to Organisations	185,855	0	185,855	184,999	856		856	
Health Improvements	39,494	0	39,494	41,190	-1,696		-1,696	
Leisure Contract	330,468	0	330,468	338,990	-8,522		-8,522 *	This is an insurance cost, managed by Finance, and charged at the year end.
Leisure Development	21,790	0	21,790	20,000	1,790		1,790	
Local Strategic Partnership	0	0	0	0	0		0	
Sporting Services	0	0	0	-0	0		0	
Partnership - Child	0	0	0	0	0		0	
Partnership - Home Off	-0	0	-0	-1	1		1	
Administrative Expenses - Community Dev.	10,722	0	10,722	7,555	3,166		3,166	
STAG Community Arts Centre	100,000	0	100,000	100,000	0		0	
Sustainability	16,615	0	16,615	16,249	366		366	
Tourism	52,522	0	52,522	51,552	969		969	
Choosing Health WK PCT	0	0	0	0	-0		-0	
Falls Prevention	0	0	0	-0	0		0	
PCT Health Checks	0	0	0	-0	0		0	
Future Jobs (Ext Funded)	0	0	0	0	0		0	
Kent Community Alcohol Partnership	0	0	0	0	0		0	
Local Strategic Partnership (Ext Funded)	0	0	0	0	-0		-0	
PCT Initiatives	0	0	0	0	0		0	
Skateboarding	0	0	0	0	0		0	
West Kent Partnership	0	0	0	0	0		0	
Youth	76,200	0	76,200	70,672	5,529		5,529 *	YouthZone van servicing and other costs lower than anticipated and used as a contribution to spend on Torch Relay and Paralympics.

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2011-12 Outturn including all sundry creditors

Annual difference at Budget	Forecast year end	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for Year end variances greater than £10k (starred items)	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn (starred items)
1,151,273	-18,000	1,133,273	1,140,393	10,880		-7,120	

2011-12 Outturn including all sundry creditors

	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for Year end variances greater than £10k (starred items)	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn (starred items)
Development Services							
Bridleways / Footpath Diversions	1,614	1,614	1,614	-0		-0	
Conservation	46,842	45,342	44,548	2,295		795	
Local Development Framework	446,407	423,007	428,334	18,073 *	There is a variation in the salaries budget due to delay in filling a vacant post. This includes £8k towards corporate 11/12 savings. Printing costs correction – recoded to LDF expenditure.	-5,327 *	Additional expenditure relates to an accrual for Jan-Mar 2012 Market Related Payment for Planning Policy staff.
LDF Expenditure	0	0	0	0		0	
Planning - Appeals	151,473	158,973	166,340	-14,867 *	The variance is due to public inquiries. There are a number of appeals completed and an estimate has been made based on current information. There is an increase in the number of public inquiries compared with recent years.	-7,367 *	The additional variance is due to further expenditure public inquiries. This includes some extra costs beyond that predicted for legal fees on inquiries at the end of the year and additional legal and consultancy costs in preparing during March for an inquiry in April/May 2012.
Planning - Counter	-615	-615	-421	-194		-194	
Planning - Development Control	446,373	488,373	498,508	-62,135 *	Staff savings have been made through several staff working reduced hours and from the Planning Service Manager Trial. However, income has been below expectations in particular S106 monitoring income (by £42,000) and planning application fee income (by £38,000). We are aiming to introduce the Community Infrastructure Levy which should increase monitoring income in the medium and long term and the revised Pre-Application Charges (Cabinet 12 th April 2012).	-10,135 *	Income from planning application fees in March was below expectations by £8,000. Income in March from pre-application fees was £2,000 below expectations.
Planning - Enforcement	258,270	253,470	252,647	5,623		823	
Planning - Office Refurb.	0	0	-0	0		0	
Administrative Expenses - Development Control	25,169	19,169	21,003	4,167		-1,833	
Administrative Expenses - Policy and Env.	0	0	114	-114		-114	
	1,375,534	1,389,334	1,412,686	-37,152		-23,352	

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2011-12 Outturn including all sundry creditors

	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for Year end variances greater than £10k (starred items)	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn (starred items)
Environmental and Operations							
Asset Maintenance Car Parks	8,300	13,500	0	8,300		13,500 *	On list for carry forward to 12/13.
Asset Maintenance CCTV	10,700	10,700	14,715	-4,015		-4,015	
Asset Maintenance Countryside	5,900	9,000	8,394	-2,494		606	
Asset Maintenance Direct Services	22,000	22,000	18,936	3,064		3,064	
Asset Maintenance Playgrounds	13,300	5,000	2,791	10,509 *	On list for carry forward to 12/13.	2,209	
Asset Maintenance Public Toilets	14,100	14,100	13,465	635		635	
Building Control	-123,480	-32,480	-14,002	-109,479 *	Income £88,000 below budget for statutory work. Forecast total income for year £370,000 against an income budget of £480,000. Estimated £32,000 savings on structural checking. Budget includes £34,000 for sharing Building Control Manager with Tonbridge and Malling Borough Council on a 50:50 basis. This arrangement commenced on 3 rd October 2011, (£21,000 shortfall).	-18,479 *	Income £88,000 below budget for statutory work. Forecast total income for year £370,000 against an income budget of £480,000. Estimated £32,000 savings on structural checking. Budget includes £34,000 for sharing Building Control Manager with Tonbridge and Malling Borough Council on a 50:50 basis. This arrangement commenced on 3 rd October 2011, (£21,000 shortfall).
Car Parks	-1,542,494	-1,552,494	-1,554,588	12,094 *	Income £14,000 above budget profile. NDR charge for full year £13,000 above budget. Expenditure on winter maintenance (gritting) in January and February 2012.	2,094	
CCTV	229,788	268,788	274,916	-45,128 *	Budget contains £48,000 unidentified income, including police contribution, which will not be received. Savings on transmission costs.	-6,128 *	Budget contains £48,000 unidentified income, including police contribution, which will not be received. Savings on transmission costs.
Civil Protection	10,603	10,603	9,674	929		929	
Clean Air	115,776	94,546	99,526	16,250 *	Income budget will not be received from LAPC registration, based purely on number of premises. Forecast savings on consultants, as detailed assessment will not be undertaken until 2012/13.	-4,980	
Contaminated Land	50,973	47,973	46,577	4,396		1,396	
Dangerous Structures	21,547	21,547	21,360	187		187	
On-Street Parking	-344,560	-308,560	-297,474	-47,086 *	Income only £5,000 below budget profile, but expenditure incurred in implementing the Knockholt pay and display scheme. Will not be fully offset by income by March 2012.	-11,086 *	Income only £5,000 below budget profile, but expenditure incurred in implementing the Knockholt pay and display scheme. Will not be fully offset by income by March 2012.

2011-12 Outturn including all sundry creditors

	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for Year end variances greater than £10k (starred items)	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn (starred items)
Trade Waste (VAT)	0	0	-551,510	551,510 *	The council received a refund in respect of overpaid VAT relating to the period prior to 1996 for Trade Refuse. The refund includes statutory interest which is payable in cases of official error.	551,510 *	The council received a refund in respect of overpaid VAT relating to the period prior to 1996 for Trade Refuse. The refund includes statutory interest which is payable in cases of official error.
Emergency	58,507	58,507	57,234	1,272		1,272	
Estates Management - Grounds	91,360	81,360	80,628	10,733 *	Savings on maintenance costs, partly offsets overspend on maintenance on parks and recreation areas.	733	
Licensing Health	34,586	41,586	40,345	-5,759		1,241	
Licensing Partnership Hub (Trading)	0	0	0	0		0	
Licensing Partnership Members	0	0	0	0		0	
Licensing Regime	3,305	42,305	25,022	-21,717 *	Income from fees slightly above budget. Budget contains £47,000 unidentified income from new partners and other unidentified income. Savings achieved in Licensing hub costs which are reflected in the forecast outturn figure.	17,283 *	Income from fees slightly above budget. Budget contains £47,000 unidentified income from new partners and other unidentified income. Savings achieved in Licensing hub costs which are reflected in the forecast outturn figure.
Minibus	8,572	572	675	7,896		-104	
Noise Control	88,148	83,148	81,744	6,404		1,404	
Parks and Recreation Grounds	88,387	121,387	123,193	-34,806 *	Budget contains additional income of £20,000 from Hollybush Bowls Club for rent to reflect actual cost of maintaining green, (or the transfer of the green with full maintenance liability). Negotiations underway, and transfer agreed, in principle, but not to take effect until April 2012.	-1,806	
Parks - Rural	80,916	50,916	56,349	24,567 *	Maintenance costs above budget on Bradbourne Lakes, closed churchyards, Sevenoaks Environmental Park and Swanley sites.	-5,433 *	Small savings on a number of budget headings.
Environmental Health Partnership	0	0	0	0		0	
Pest Control	-0	-0	0	-0		-0	
Public Health	390,482	465,482	480,877	-90,395 *	Budget contains £100,000 savings for implementation of shared working with Darford Borough Council, (£8,333/month). Implementation will not be until April 2012. Some savings achieved on this budget by not filling vacant posts pending agreement.	-15,395 *	Budget contains £100,000 savings for implementation of shared working with Darford Borough Council, (£8,333/month). Implementation will not be until April 2012. Some savings achieved on this budget by not filling vacant posts pending agreement.

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2011-12 Outturn including all sundry creditors

	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for Year end variances greater than £10k (starred items)	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn (starred items)
Public Transport Support	1,464	1,464	1,223	241		241	
Refuse Collection	2,154,939	2,104,939	2,161,490	-6,551		-56,551 *	Additional expenditure incurred to maintain weekly collecting over Christmas, (New Year period, worked three Bank Holidays). Third quarter recycling credits claim not yet received.
Administrative Expenses - Building Control	8,542	8,542	6,309	2,234		2,234	
Administrative Expenses - Community Director	10,128	10,128	5,295	4,833		4,833	
Administrative Expenses - Health	25,704	25,704	15,409	10,295 *	Various items, including budget for furniture, underspent pending partnership with Dartford. [Finance.]	10,295 *	Various budget lines underspent including training as staff concentrating on partnership activities in closing weeks of financial year. [Finance]
Administrative Expenses - Transport	6,813	6,813	5,432	1,381		1,381	
Street Naming	12,575	4,575	4,205	8,370		370	
Street Cleansing	1,224,134	1,216,039	1,213,510	10,624 *	Savings on transport charges and services.	2,529	
Support - Health and Safety	15,527	15,527	11,532	3,995		3,995	
Support - Direct Services	47,431	37,431	25,330	22,101 *	Savings on internal printing and mobile phones. Savings currently on training, but courses ordered on driving CPD and Health and Safety.	12,101 *	Savings on internal printing and mobile phones. Savings currently on training, but courses ordered on driving CPD and Health and Safety.
Taxes	-13,904	-33,904	-15,619	1,715		-18,285 *	Income currently £29,000 above budget profile mainly on drivers licences. Some small overspends forecast elsewhere. Budget profiling issues on external income. [Finance.]
Public Conveniences	49,223	49,223	54,783	-5,560		-5,560 *	
Air Quality (Ext Funded)	0	0	0	0		0	
National Food Hygiene Rating Scheme	0	0	0	0		0	
	2,879,290	3,015,965	2,527,747	351,544		488,219	

2011-12 Outturn including all sundry creditors

	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for Year end variances greater than £10k (starred items)	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn (starred items)
Finance and Human Resources							
Asset Maintenance Argyle Road	50,800	50,800	29,513	21,287 *	Repairs to flat roof areas not carried out in year. Carry forward requested.	21,287 *	Repairs to flat roof areas not carried out in year. Carry forward requested.
Asset Maintenance Other Corporate Properties	30,300	30,300	33,538	-3,238		-3,238	
AMF Corporate Props 2004/05	0	0	0	0		0	
Asset Maintenance Leisure	153,300	153,300	143,483	9,817		9,817 *	Some work not carried out in year. Carry forward requested.
Asset Maintenance Support & Salaries	113,713	113,713	100,886	12,827 *	IT costs lower than expected.	12,827 *	IT costs lower than expected.
Asset Maintenance Sewage Treatment Plants	10,100	10,100	12,777	-2,677		-2,677	
Benefits Admin	1,196,233	1,196,233	1,275,989	-79,756 *	Agency staff due to increased workload.	-79,756 *	Agency staff due to increased workload.
Benefits Grants	-659,347	-659,347	-659,347	0		0	
Bus Station	12,302	12,302	9,572	2,730		2,730	
Civic Expenses	13,748	13,748	13,792	-44		-44	
Concessionary Fares	0	0	0	0		0	
Dartford Partnership Hub (SDC costs)	-524,142	-524,142	-524,143	1			
Estates Management - Buildings	-92,097	-67,097	-47,959	-44,138 *	Reduced rental income and increased utility costs.	-19,138 *	Reduced rental income and increased utility costs.
Housing Advances	4,407	4,407	3,150	1,258		1,258	
Housing Premises	-9,576	-9,576	-8,270	-1,306		-1,306	
Local Tax	265,880	265,880	207,772	58,108 *	Additional court costs income.	58,108 *	Additional court costs income.
Marketing	-193,737	-285,737	-280,515	86,778 *	Additional market rent.	-5,222 *	Additional market rent.
Members	341,600	317,600	313,260	28,340 *	Effect of member's being allowed only one special responsibility allowance.	4,340	
Misfinance	2,031,480	2,049,480	2,035,723	-4,243		13,757 *	Net effect of clearing unused 2010/11 accruals.
Revenues and Benefits Partnership	0	0	0	0		0	
Administrative Expenses - Corporate Director	4,036	4,036	2,445	1,591		1,591	
Administrative Expenses - Chief Executive	18,480	9,980	5,635	12,845 *	Small underspends across a number of headings.	4,345	
Administrative Expenses - Finance	28,064	28,064	16,664	11,400 *	Reduced printing costs.	11,400 *	Reduced printing costs.
Administrative Expenses - Personnel	13,547	13,547	14,018	-471		-471	
Administrative Expenses - Property	2,000	2,000	1,434	566		566	
Support - Audit Function	130,006	130,006	125,669	4,337		4,337	
Support - Central Offices	411,131	393,131	409,669	1,462		-16,538 *	Increased utility costs.
Support - Contact Centre	438,921	423,921	407,191	31,730 *	Underspending on staff costs but two apprentices recruited.	16,730 *	Underspending on staff costs but two apprentices recruited.
Support - Exchequer and Procurement	138,218	138,218	134,167	4,051		4,051	
Support - Finance Function	229,466	209,466	147,407	82,059 *	Additional income earned from partnership working.	62,059 *	Additional income earned from partnership working.
Support - General Admin	172,959	172,959	177,345	-4,386		-4,386	
Support - Local Offices	47,827	47,827	50,191	-2,364		-2,364	
Support - Nursery	0	0	2,310	-2,310		-2,310	
Support - Personnel	185,115	219,115	207,658	-22,543 *	Use of agency staff to cover the HR Manager vacant post.	11,457 *	Effect of maternity leave improved the final position.

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2011-12 Outturn including all sundry creditors

	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for Year end variances greater than £10k (starred items)	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn (starred items)
Support - Property Function	106,856	72,856	56,361	50,495 *	Underspend on pay costs - part of saving already planned for future years.	16,495 *	Underspend on pay costs - part of saving already planned for future years.
Treasury Management	88,347	88,347	98,588	-10,241 *	Higher bank charges.	-10,241 *	Higher bank charges.
	4,759,939	4,625,439	4,515,974	243,965		109,465	

2011-12 Outturn including all sundry creditors

	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for Year end variances greater than £10k (starred items)	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn (starred items)
Housing and Communications							
Home Improvement Agency (prev. Care and Repair)	39,461	39,461	39,000	461		461	
Consultation and Surveys	17,019	19	0	17,019 *	There will be savings in 12/13 but for the current year this will offset an overspend on other budgets in Housing and Communications (due to recession and staffing issues).	19	
Energy Efficiency	4,229	12,229	16,421	-12,193 *	Almost half the income requirement was met through efficiency in staff workings and the balance would have been met from other Housing savings, however these have been overshadowed by the B&B overspend.	-4,193	
External Comms	127,426	113,626	113,090	14,336 *	There will be savings in 12/13 but for the current year this will offset an overspend on other budgets in Housing and Communications.	536	
Gypsy Sites	-14,396	-9,396	-5,661	-8,735		-3,735	
Homeless	119,348	195,348	194,142	-74,794 *	The recession in the last few months has now impacted on the Housing service in line with Kent and nationally. This has resulted in an increased use of B&B. There have also been staffing issues in the Social Housing team, now being resolved. WKHA has been decanting tenants to develop new schemes but this has impacted on the number of properties available for homeless. However, there are short and long term solutions in place and the use of B&B is reducing accordingly. The overspend of the B&B budget is around £70,000 year end, but external funding, delaying projects, and savings in other budgets have reduced the overall position on Housing & Communications to £16,000 forecast overspend.	1,206	
Housing	387,699	388,699	393,913	-6,214		-5,214 *	This is mainly due to employing agency staff during a time of vacancies in Social Housing. The cost will be fully met from existing budgets.
Housing Initiatives	19,565	7,565	8,496	11,068 *	The underspend is due to delaying projects to help offset the B&B overspend.	-932	

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2011-12 Outturn including all sundry creditors

	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for Year end variances greater than £10k (starred items)	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn (starred items)
Homelessness Prevention	0	0	0	0		0	
Needs and Stock Surveys	15,000	15,000	15,000	-0		-0	
Housing Option - Trailblazer	0	0	1	-0		-0	
KCC Loan Scheme	0	0	0	0		0	
Private Sector Housing	192,294	167,294	163,537	28,757 *	These are savings created by amalgamating posts such as a Housing Standard/Energy Efficiency post. This will create savings in 12/13 and this year has helped to offset B&B overspend.	3,757	
Administrative Expenses - Housing	10,759	10,759	11,275	-516		-516	
Support - General Admin	0	-6,000	-10,382	10,382 *	There is an underspend in the Communications budget which will create a saving in 12/13 but this year has helped towards the B&B overspend.	4,382	
Homelessness Funding	0	0	0	-0		-0	
Leader Programme	4,882	4,882	4,903	-21		-21	
	923,286	939,486	943,736	-20,450		-4,250	

2011-12 Outturn including all sundry creditors

	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for Year end variances greater than £10k (starred items)	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn (starred items)
IT and Facilities Management							
Asset Maintenance IT	300,000	300,000	300,000	0		0	
Administrative Expenses - IT	23,004	23,004	16,065	6,939		6,939 *	Underspend due to unspent training budget. IT staff have been unable to attend training as heavy workload has prevented time out of the office.
Support - Central Offices - Facilities	265,521	253,521	258,832	6,689		-5,311 *	Underspend less than forecast due to small projects being completed that were expected to be moved into 2012/13.
Support - General Admin	290,640	308,040	280,469	10,171 *	Under achievement on internal print income. £10k underspend forecast from Legal Services print income, £5k underspend forecast from Direct Services print income.	27,571 *	End of year underspend due to better than expected external print income in March, coupled with a one-off reduction in telephony costs this year.
Support - IT	774,534	774,534	739,281	35,253 *	Additional income earned from partnership working.	35,253 *	Additional income earned from partnership working.
	1,653,699	1,659,099	1,594,647	59,052		64,452	

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2011-12 Outturn including all sundry creditors

Legal and Democratic Services

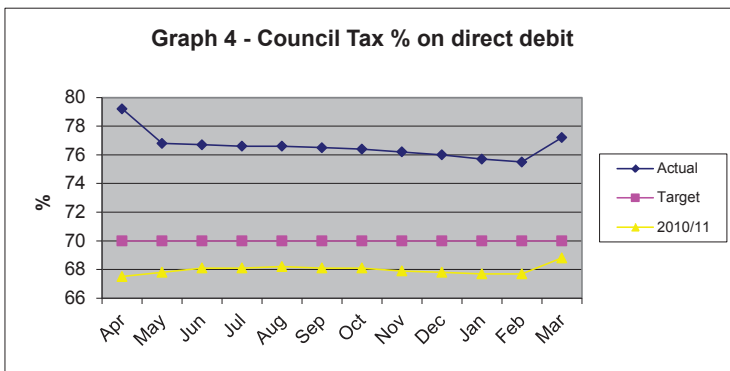
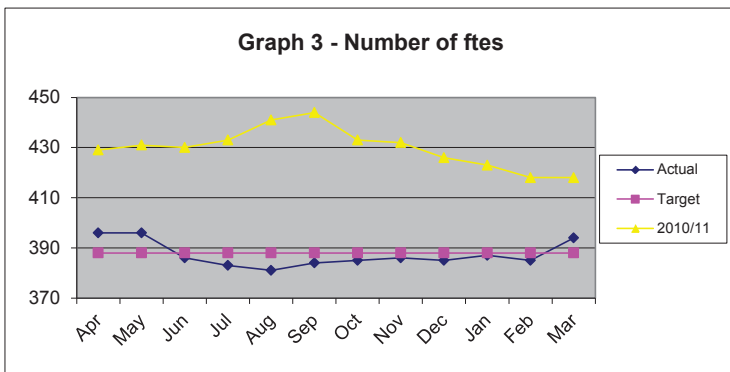
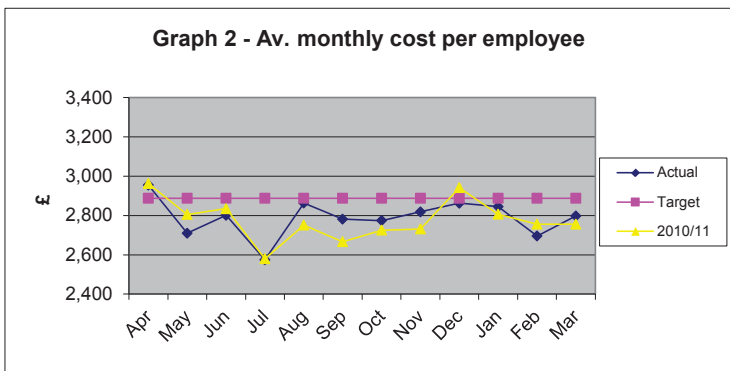
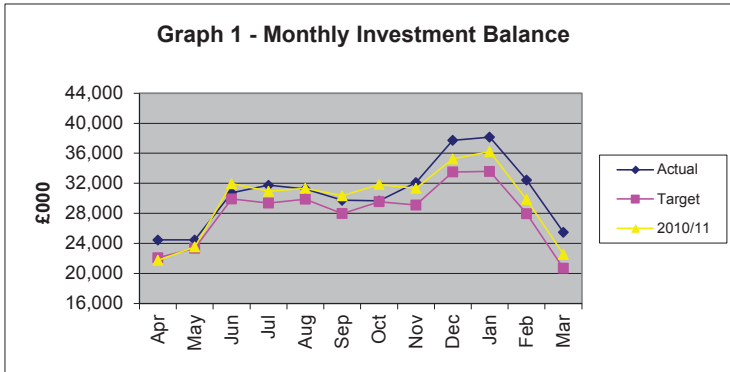
	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for Year end variances greater than £10k (<i>starred items</i>)	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn (<i>starred items</i>)
Action and Development	6,179	6,179	10,886	-4,707		-4,707	
Corporate Grants	0	0	0	0		0	
Corporate Management	941,127	872,127	879,465	61,663	The positive variance is due to a current underspend against profile on Audit Fees with some invoices not yet received. It is forecast that Audit Fees will be lower than first anticipated and this is reflected in a revised forecast for that budget line.	-7,337	Small variances across various headings.
Corporate Savings	-24,168	8,148	0	-24,168	Vacant Posts savings target for 2011/12 will be exceeded at year end by an estimated £9.5k, which will reduce the year end variance to £32k. The adverse variance across the Corporate Savings budget has occurred due to a proportion of the savings due to be realised in the next financial year.	8,148	Vacant Posts savings target for 2011/12 will be exceeded at year end by an estimated £9.5k, which will reduce the year end variance to £32k. The adverse variance across the Corporate Savings budget has occurred due to a proportion of the savings due to be realised in the next financial year.
Committee Admin	83,141	82,441	84,512	-1,371		-2,071	
Electrons	65,946	65,946	68,114	-2,168		-2,168	
Equities Legislation	16,224	12,224	12,548	3,676		-324	
Land Charges	-113,341	-116,841	-115,693	2,353		-1,147	
Performance Improvement	917	917	4,828	-3,911		-3,911	
Register of Electors	137,579	124,379	118,297	19,282		6,082	Reductions in canvass costs primarily plus various administrative items.
Administrative Expenses - Legal and Democratic	69,265	62,965	58,192	11,073	Budget on internal printing underspent. Reported on January commentary and forecast changed.	4,773	
Support - Legal Function	200,417	238,917	241,544	-41,127	Unlikely to receive full amount against income budget for S106 work of £30k. Now expecting similar income levels to 2010/11 of £5k. Market conditions not conducive to raising income from S106 agreements. Unlikely to achieve income budgets.	-2,627	
	1,383,286	1,357,402	1,362,693	20,593		-5,291	

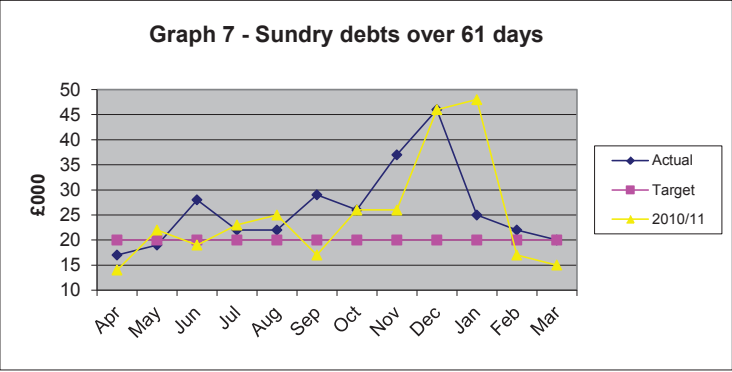
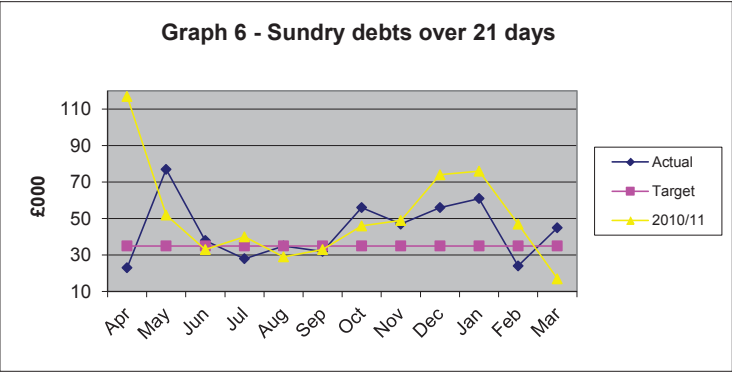
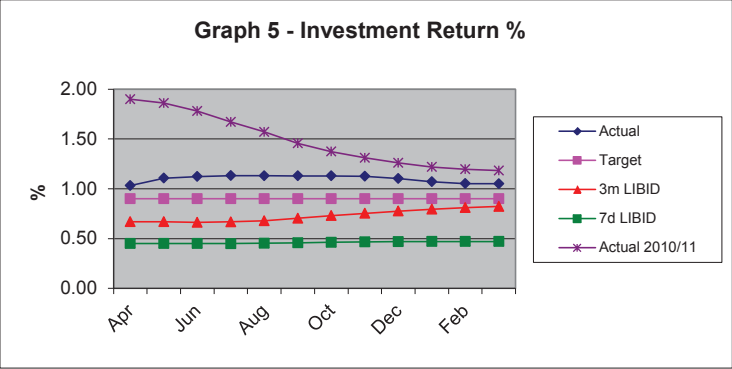
**Finance Advisory Group Finance Indicators 2011/12
as at end March 2012**

Description	target	actual	Variance %	notes	graph
Monthly investment balance £000	27,950	32,432	16.0%	Total investments at month end. Precepts are paid in 10 instalments of roughly £6m, but not in June or December. Therefore, we receive cashflow benefits until the last 2 precept payments go out in February and March. The target figures have been updated to reflect the Balance Sheet position as at 31/03/11.	1
Average monthly cost per employee (non cumulative) £	2,887	2,797	-3.1%	Target is annual pay budget divided by budget ftes, figures include agency and casual staff.	2
Number of ftes	388	394	1.5%	Target is budgeted ftes.	3
Council Tax % collected for 2011/12	98.2	98.6	0.4%	LPIFS 19. Monthly cumulative figures	-
NNDR % collected for 2011/12	97.5	98.2	0.7%	LPIFS 20. Monthly cumulative figures.	-
Council Tax payers % on direct debit	70.0	77.2	10.3%	LPIFS8 - % on direct debit	4
Investment return % 3 month LIBID 7 day LIBID	0.90 0.82 0.47	1.05 0.82 0.47	16.5%	Cumulative return on investments. Target is budget assumption	5
Sundry debtors: debts over 21 days £000	35	44.6	27.4%	21 days is taken as the base as the first reminder is issued after 3 wks.	6
Sundry debtors: debts over 61 days £000	20	20	0.0%	61 days is when the third reminder is issued (debts exclude items on 'indefinite hold', e.g. debtors in administration)	7

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Finance Advisory Group Finance Indicators 2011/12 as at end March 2012





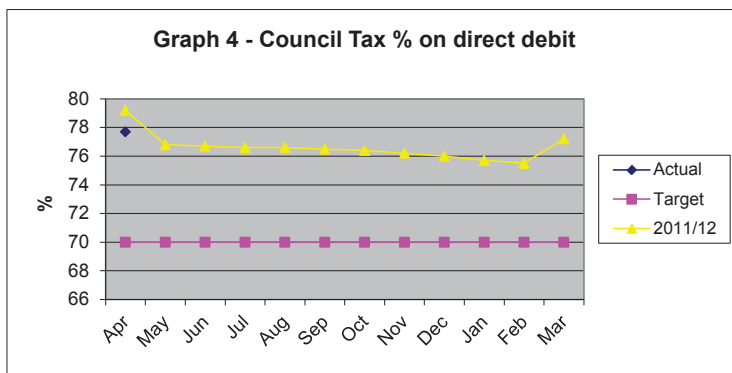
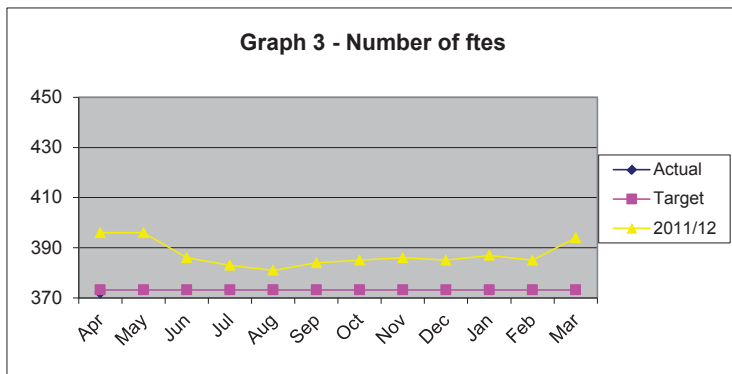
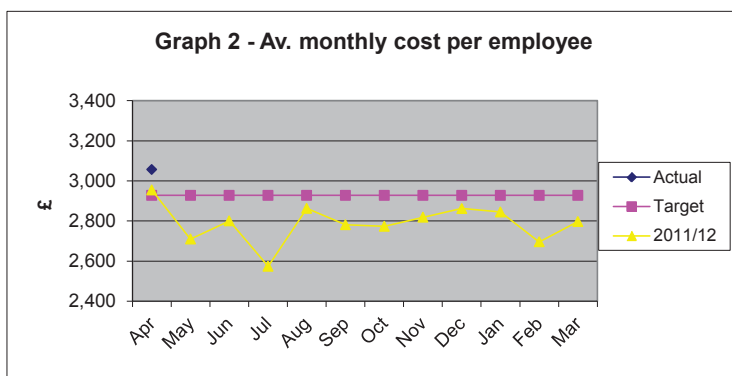
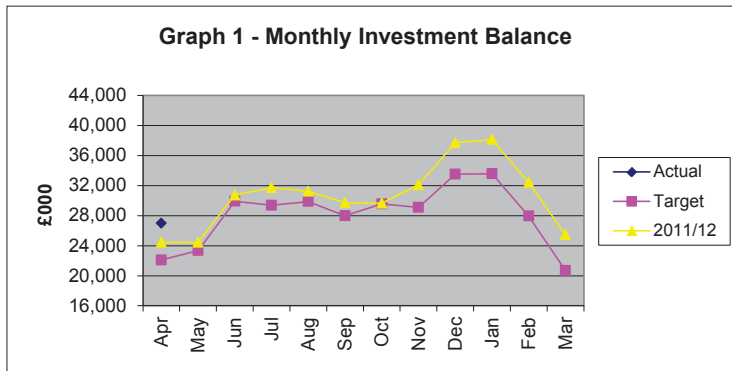
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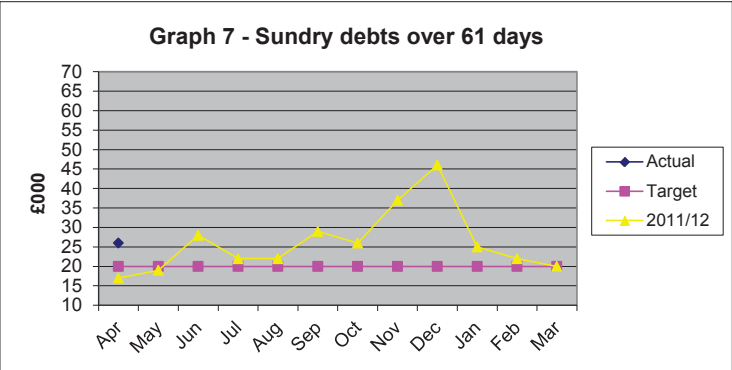
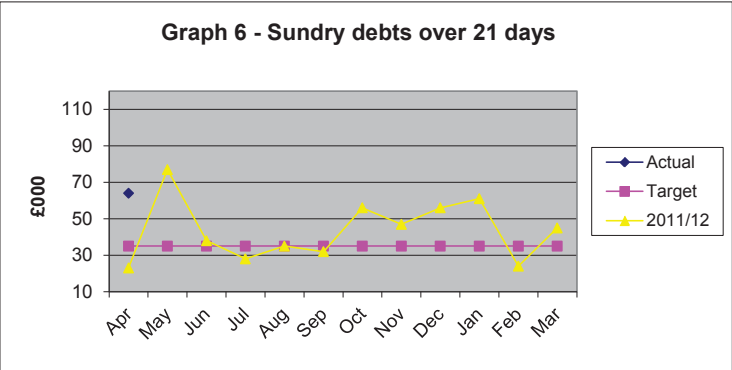
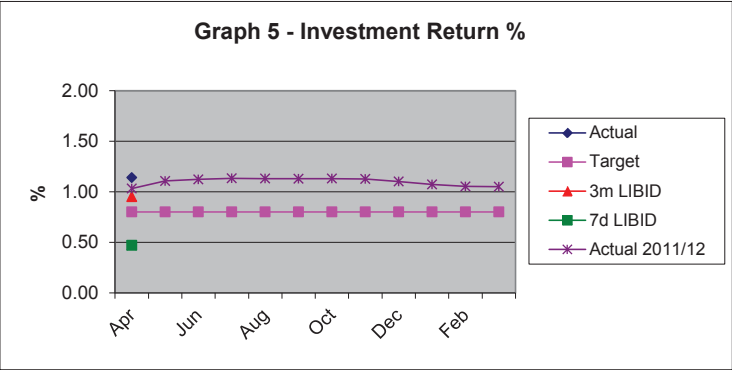
**Finance Advisory Group Finance Indicators 2012/13
as at April 2012**

Description	target	actual	Variance %	notes	graph
Monthly investment balance £000	22,090	26,996	22.2%	Total investments at month end. Precepts are paid in 10 instalments of roughly £6m, but not in June or December. Therefore, we receive cashflow benefits until the last 2 precept payments go out in February and March. The target figures have been updated to reflect the Balance Sheet position as at 31/03/11.	1
Average monthly cost per employee (non cumulative) £	2,928	3,055	4.3%	Target is annual pay budget divided by budget ftes, figures include agency and casual staff.	2
Number of ftes	373	372	-0.3%	Target is budgeted ftes.	3
Council Tax % collected for 2011/12	11.4	11.7	2.6%	LPIFS 19. Monthly cumulative figures	-
NNDR % collected for 2012/13	13.2	13.1	-0.8%	LPIFS 20. Monthly cumulative figures.	-
Council Tax payers % on direct debit	70.0	77.7	11.0%	LPIFS8 - % on direct debit	4
Investment return %	0.80	1.14	42.5%	Cumulative return on investments. Target is budget assumption	5
3 month LIBID		0.95			
7 day LIBID		0.47			
Sundry debtors: debts over 21 days £000	35	63.8	82.3%	21 days is taken as the base as the first reminder is issued after 3 wks.	6
Sundry debtors: debts over 61 days £000	20	25.7	28.5%	61 days is when the third reminder is issued (debts exclude items on 'indefinite hold', e.g. debtors in administration)	7

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Finance Advisory Group Finance Indicators 2012/13 as at April 2012





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FORWARD PROGRAMME FOR FINANCE ADVISORY GROUP

Topic	13 June 2012	25 July 2012	24 October 2012	23 January 2013	27 March 2013
Annual Accounts	Provisional Outturn 2011/12 and Carry Forward Requests	Draft Statement of Accounts 2011/12			
Budget				Risks and Assumptions for Budget 2013/14	
Financial Monitoring		June 2011 results	September 2012 results	December 2012 Results	February 2012 results
Financial Performance Indicators	March 2012 and April 2012	June 2011	September 2012	December 2012	February 2012
Treasury Management		Investment Strategy Update		Treasury Management Strategy 2013/14	
Invitee					

Topic	13 June 2012	25 July 2012	24 October 2012	23 January 2013	27 March 2013
Other	Council Tax collection process presentation Financial Control of Planning Agreements			Costs and Savings in Partnership Working Pensions Investments	