



Sevenoaks
DISTRICT COUNCIL
Despatched: 28.05.14


CABINET
05 June 2014 at 7.00 pm
Conference Room, Argyle Road, Sevenoaks


AGENDA

Membership:

Chairman: Cllr. Fleming Vice-Chairman: Cllr. Ms. Lowe
Cllrs. Hogarth, Ramsay and Piper

	<u>Pages</u>	<u>Contact</u>
Apologies for Absence		
1. Minutes To agree the Minutes of the meetings of the Committee held on 8 May 2014 and 13 May 2014, as a correct record	(Pages 1 - 8)	
2. Declarations of interest Any interests not already registered		
3. Questions from Members (maximum 15 minutes)		
4. Matters referred from Council (if any)		
5. Matters referred from the Audit Committee and Scrutiny Committee (Paragraph 5.20 of Part 4 (Executive) of the Constitution) (if any)		
6. Recommendations from the Cabinet Advisory Committees		
a) Provisional Outturn 2013/14 and Carry Forward Requests (Finance & Resources Advisory Committee, 3 June 2014)	To follow	
7. Membership of Local Planning & Environment Advisory Committee	(Pages 9 - 12)	David Lagzdins Tel: 01732 227350
8. Flood Support - Repair & Renew Grants - revised guidelines	(Pages 13 - 24)	Lesley Bowles Tel: 01732 227335
9. Provisional Outturn 2013/14 and Carry Forward Requests	(Pages 25 - 50)	Helen Martin Tel: 01732 227483

 Indicates a Key Decision

 indicates a matter to be referred to Council

EXEMPT ITEMS

(At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.)

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the appropriate Contact Officer named on a report prior to the day of the meeting.

Should you require a copy of this agenda or any of the reports listed on it in another format please do not hesitate to contact the Democratic Services Team as set out below.

For any other queries concerning this agenda or the meeting please contact:

The Democratic Services Team (01732 227241)

CABINET

Minutes of the meeting held on 8 May 2014 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)

Cllrs. Bosley, Ms. Lowe and Ramsay

Cllrs. Brookbank, Dickins, Edwards-Winser, Firth, McGarvey, Piper, Mrs. Purves and Scholey were also present.

103. Minutes

Resolved: That the minutes of the meeting of Cabinet held on 10 April 2014, be approved and signed as a correct record.

104. Declarations of interest

There were no additional declarations of interest.

105. Questions from Members

The Portfolio Holder Housing & Community Safety, and Ward Councillor for Otford and Shoreham commented on the anxiety that had been caused by the decision at the previous meeting on 'Gypsy and Traveller Plan - Site Options Consultation' for all residents but particularly those in Shoreham and asked whether it was possible to keep as close as possible to the minimum statutory consultation period of 6 weeks so that the results of the consultation could be known as soon as possible.

The Chairman advised that the consultation was to allow comment and consultation on potential sites and the opportunity for other sites to be identified and brought forward, so whilst it would be as timely as possible enough time was needed to identify other sites. The Planning Policy Team Leader advised that the 6 weeks consultation period was the statutory minimum, the Council usually ran these consultations for a period of 8 – 10 weeks, in this case it was believed that an 8 week period would be appropriate. During this period small consultation events would also be held with local communities and the Gypsy and Traveller communities.

The Chairman informed the Cabinet that he had received a request to speak by a member of the public and that he was going to exercise his discretion as Chairman and allow Mrs Ann Palmer to address them with her concerns over the decision taken at Cabinet on 10 April 2014 on the report 'Gypsy and Traveller Plan - Site Options Consultation'. Although he was using his discretion to allow Mrs Palmer to speak, he reminded Members that there could be no debate or decision making but that Cabinet could note the concerns raised.

Mrs Palmer, a resident of Shoreham, who was supported by the presence of a number of Shoreham residents, thanked the Chairman for the opportunity to address the Cabinet and handed out some papers to support her presentation, drawing Members' attention

to pictures of certain view of the consultation site in Shoreham. Samuel Palmer's 'Valley of Vision' was a special place, an area of outstanding natural beauty, and not far from the site was Shoreham's iconic cross and residential housing. She pointed out that the GTTA assessment was carried out two years ago and the consultation had a deadline to deliver by April 2013 which had not been met due to staff long term sickness. As they saw it Sevenoaks District Council (SDC) was performing a tick box exercise to keep the Planning Inspectorate happy; the cost of the consultation did not matter; and that the bight was unfortunate but would come out in the wash.

As the community saw it the land had been sold in good faith in order to protect the environment and prevent unsuitable development and would not have been sold otherwise. That SDC had failed to effectively resource the original call for sites, had failed to meet the self imposed deadline of last spring and had not challenged consultees enough such as KCC and DfT. Their own ward councillors had not been aware of any of this until late February, the initial assessment impact had ruled it out as had the Advisory Committee on 25 March 2014. However at Cabinet on 10 April 2014 it was kept in to make up numbers. It was felt that SDC was being driven by expediency not efficiency and effectiveness with a blatant disregard of public money.

The community was angry and felt that they had been let down and treated badly, and were now full of mistrust. The Council's now lacked credibility in their eyes. Radio Kent and The Chronicle were helping with the campaign of support as they would be launching a strong campaigning as well as responding to the consultation. She accused the Council of a lack of corporate integrity, openness or transparency and felt that there was an attempt to pull the wool over the Planning Inspectorate's eyes by pretending to consult on viable sites. The fight was being passed to residents to fight forcing them to dip into their own pockets after already having to pay increased Council Tax which the SDC was using to fund the consultation. Whilst the local property market was being destroyed.

As a community they wanted the process to get underway and end as soon as possible to remove uncertainty and that the consultation period should be no more than the minimum 6 weeks; that alternative sites should be examined in parallel; and that the Shoreham site should be removed from the consultation by the summer.

The Chairman acknowledged the concerns raised. He reminded those present that the process was at a very early stage and the consultation process allowed all the arguments to be put forward and for opportunities to look at new sites brought forward. The Council had to find 72 plots and had to consult as to near to that figure as possible otherwise there was a risk of sites being allowed on appeal as there was no controls and this was already happening for example at Well Hill.

106. Ruling by the Chairman regarding Urgent Matters

In accordance with Section 100B (4) of the Local Government Act 1972, the Chairman advised that he had agreed to accept an urgent matter - 'Flood Support Schemes' and the Chairman of the Scrutiny Committee had been satisfied that the making of this key decision was urgent and could not reasonably be deferred pursuant to Regulation 11 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Cabinet - 8 May 2014

The matter was urgent because Government funding was available for people who had suffered flooding this Winter and it needed to be distributed as quickly as possible. The scheme guidelines had been drafted urgently following the very recent receipt of the grant guidelines from Government therefore missing the five clear day publication of the agenda and the Key Decision notice with the required 28 days. The decision needed to be taken as soon as possible so as not to delay access to funding for those in need and the next meeting of the Cabinet was not until June 2014.

The urgent matter was taken as Agenda Item 10.

107. Matters referred from Council

There were none.

108. Matters referred from the Audit Committee and Scrutiny Committee (Paragraph 5.20 of Part 4 (Executive) of the Constitution)

There were none.

109. Recommendations from the Cabinet Advisory Committees

- a) Safeguarding Policy (Housing & Community Safety Advisory Committee, Minute 39 - 29 April 2014)

This was considered under Minute 111.

- b) Community Safety Action Plan (Housing & Community Safety Advisory Committee, Minute 40 - 29 April 2014)

This was considered under Minute 112.

110. Budget: Council Tax Support Funding for Town and Parish Councils

The Chairman explained that this report was being brought back with numerous appendices so that Full Council could see all information and that he would be proposing that Cabinet recommend Council consider all the options proposed and did not state a preference.

The Portfolio Holder for Finance and Resources then presented the report which explained that at the Council meeting on 18 February 2014 it was resolved that “no Council Tax Support funding for Town and Parish Councils be issued as no money had been ring-fenced for this purpose in the Government Grant Settlement, and the approach be agreed and adopted”. This was also recommended by Cabinet on 6 February 2014.

Westerham Town Council supported by Sevenoaks Town Council and Dunton Green Parish Council had said they intended to seek a judicial review of the decision as it was believed that the decision was not as clear as it could have been. The Council Leader, Chief Finance Officer and Legal Services Manager had met representatives of the three Town and Parish Councils on 3 April 2014 and it was agreed that a report would be taken

to Council on 13 May 2014 to give Members the opportunity to reconsider passing Council Tax Support funding to Town and Parish Councils.

The Chief Finance Officer advised that the amount of £274,000 had been ringfenced in 2013/14 but not in 2014/15. Town and Parish Councils had been advised that the funding may not continue in future years from January 2013. In light of the potential judicial review Officers had obtained the advice of a leading Queens Counsel who had confirmed that Sevenoaks District Council had discretion whether to pass any funding on to Town and Parish Councils and that the Council should make a fresh decision.

In response to questions the Chairman explained that part of the focus of the application for judicial review was that the Council had made a fettered decision and therefore he was keen that all the options were considered by Full Council. He pointed out that if the Council did agree to pass on some of the money residents in Towns and Parishes which had raised their precept would in effect be taxed twice. Many Members commented that their parishes would not know what to do with the money if passed on and it would end up in their reserves. The main reason the report was coming forward was because the resolutions concerning this aspect had been part of a composite resolution agreed by Council and the advice received was that it needed to be shown to be a clear and considered separate decision.

Public Sector Equality Duty

Members noted the considerations given to impacts under the Public Sector Equality Duty.

Resolved: That all of the following options be recommended to Council to consider:

- a) An amount of funding is passed to Town and Parish Councils for Council Tax Support in 2014/15 equivalent to the amount passed on in 2013/14 less 24% (the Council's reduction in Revenue Support Grant);
- b) A different amount is passed to Town and Parish Councils for Council Tax Support in 2014/15;
- c) No funding is passed to Town and Parish Councils for Council Tax Support in 2014/15.

111. Safeguarding Policy

The Portfolio Holder for Housing & Community Safety presented a report which sought approval for the adoption of the updated Safeguarding Policy to enable the Council to more effectively meet its statutory responsibilities under s. 11 of the Children's Act 2004 and follow guidance published by the Department of Health and Kent County Council in relation to vulnerable adults. The main advantage was that the guidance to Officers was now more comprehensive and made sure contractors and volunteers were aware of their professional and moral obligations for Safeguarding. The Policy was intended to apply to all staff, Members of the Council, contractors and volunteers, and also clarified the District Council's responsibility for ensuring that any organisation that received funding from the District Council had appropriate policies in place to safeguard children and vulnerable adults. Members noted and considered the relevant minute and

recommendations received from the Housing & Community Safety Advisory Committee who had considered the same report.

The Chief Officer Communities and Business advised that it had more recently been updated in light of a new important piece of legislation the Children and Families Act 2014.

Public Sector Equality Duty

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

Resolved: That it be recommended to Council to adopt the updated Safeguarding Policy for the protection of children and vulnerable adults.

112. Community Safety Action Plan

The Portfolio Holder for Housing & Community Safety presented a report which sought approval for the adoption of the Sevenoaks District Community Safety Strategy & Action Plan 2014/15. It took into account the Strategic Assessment undertaken between September 2012 and October 2013 and more up-to-date data where available. Eight priorities had been highlighted for 2014/15, which were: road safety; anti-social behaviour including environmental crime; domestic abuse; vehicle crime; burglary dwelling & burglary other than dwelling; young people's Issues; substance misuse ; and theft. Members noted and considered the relevant minute and recommendations received from the Housing & Community Safety Advisory Committee who had considered the same report.

Public Sector Equality Duty

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

Resolved: That it be recommended to Council that the Sevenoaks District Community Safety Action Plan be adopted.

113. Flood Support Schemes

The Chief Officer Communities & Business presented an urgent report which set out information about the Repair and Renew Grant. The Government was making funding available to the Council to fund the scheme, which would help properties and businesses in the District who had been affected by flooding to put flood resilience measures in place to reduce the risk of future flooding. The maximum amount of funding available was £5,000 per property. The Council would have to forward fund the schemes claiming back quarterly from DEFRA.

It was noted that only nine applications had been received for the Business support scheme. There were already 20 expressions of interest in the Repair and Renew funding and Officers would be checking to see whether some may be more suitable to apply under the Business Support funding.

Public Sector Equality Duty

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

Resolved: That

- i) the guidelines for the Council's Repair and Renew Grant, as set out at Appendix B to the report, be agreed; and
- ii) authority delegated to the Portfolio Holder for Economic and Community Development to approve grants.

IMPLEMENTATION OF DECISIONS

This notice was published on 12 May 2014. The decision contained in Minute 113 takes effect on 19 May 2014.

THE MEETING WAS CONCLUDED AT 7.55 PM

CHAIRMAN

CABINET

Minutes of the meeting held on 13 May 2014 commencing at 7.30 pm

Present: Cllr. Fleming (Chairman)

Cllrs. Ms. Lowe, Ramsay and Piper

An apology for absence was received from Cllr. Hogarth

WELCOME

The Chairman welcomed Cllr Piper to his first meeting as as the new Portfolio Holder for Local Planning and Environment.

1. Declarations of interest

There were no additional declarations of interest.

2. To appoint the Membership of the Cabinet Advisory Committees for 2014/15

The Cabinet considered a report which proposed the membership of the Cabinet Advisory Committees and the terms of reference as set out in the Appendix to the report. It was noted that membership had been increased from 10 to 12 and that no Member could be Chairman of more than one Advisory Committee as agreed at Cabinet on 10 April 2014. The Chairman advised the Cabinet of one change to the Appenidx, that Cllr Mrs George was to replace Cllr Mrs Sargeant on the Housing & Community Safety Advisory Committee.

Resolved: That the quorum, memberships and terms of reference for the Cabinet Advisory Committees, subject to Cllr. Mrs George replacing Cllr. Mrs Sargeant on Housing & Community Safety Advisory Committee, be agreed as set out in the Appendix to the report.

3. To appoint representatives on Outside Organisations

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

Resolved: That the appointments to other organisations for the municipal year 2014/15 as set out in the Appendix to the report, be confirmed.

THE MEETING WAS CONCLUDED AT 8.32 PM

CHAIRMAN

MEMBERSHIP OF LOCAL PLANNING & ENVIRONMENT ADVISORY COMMITTEE

Cabinet – 5 June 2014

Report of Chief Officer Legal and Governance

Status: For Decision

Key Decision: No

Portfolio Holder Cllr. Fleming

Contact Officer David Lagzdins Ext. 7350

Recommendation to Cabinet: That the membership be reviewed and reduced to twelve.

Reason for recommendation: Due to administrative error one too many majority party members were given seats on the Local Planning & Environment Advisory Committee.

Introduction and Background

- 1 At the Special meeting of Cabinet held on 13 May 2014, the memberships and terms of reference were agreed for all the Cabinet Advisory Committees.
- 2 Unfortunately it was not apparent at the time that there had been an administrative error and there were actually one too many Conservative party members appointed to the Local Planning & Environment Advisory Committee.
- 3 This report therefore seeks to rectify this situation, prior to the next meeting of this Advisory Committee on 1 July 2014, and asks Cabinet to review the membership and remove one majority party member.

Key Implications

Financial

There are no implications as a direct result of this report.

Legal Implications and Risk Assessment Statement.

The membership needs to reflect the terms of reference and comply with political proportionality.

Agenda Item 7

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	Yes / No	Provide a full explanation of the potential impact (for all decision options being presented) on those people within the community who might share any of the following characteristics: <ul style="list-style-type: none"> – Ethnicity
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes / No	<ul style="list-style-type: none"> – Disability – Sex – Age – Religion / Belief – Sexual Orientation – Pregnancy & Maternity – Marital or Civil Partnership status – Gender reassignment You must also provide details of any evidence you have to demonstrate the potential impact.
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		Include steps that could be taken for all decision options being presented.

Appendices

Appendix A - Membership

Background Papers:

[Special Cabinet Agenda & Minutes 13 May 2014](#)

Christine Nuttall
Chief Officer for Legal and Governance

Local Planning & Environment Advisory Committee

Membership

(12 Members to include Portfolio Holder: 10 Conservative, 1 Labour, 1 Liberal Democrat)

Cabinet Member: Cllr. Piper

Deputy Cabinet Members: Cllrs. Hunter and Searles

Cllrs. Ball, Butler, Mrs Dawson, Dickins, Gaywood, Horwood, Mrs Purves, Mrs Sargeant Scholey, and Williamson

Terms of Reference

- a) The Advisory Committee shall undertake policy initiation and development;
- b) The Advisory Committee shall consider such other matters as are referred to it by the Portfolio Holder;
- c) At the request of either Cabinet or the Audit Committee carry out specific research and development projects and to submit recommendations to Cabinet;
- d) The Advisory Committee shall develop and approve its annual work plan ensuring that there is efficient use of the Committee's time; and
- e) The Cabinet Member be requested to provide a report to each meeting outlining their activities since the previous meeting any any decisions they intend to take in the following three months.
- f) Recommend and keep under review, governance arrangements for the prioritisation of the Community Infrastructure Levy (CIL).

Within the areas of responsibility of: Conservation; Development Control; Local Plan (formerly LDF); Planning Policy; Transport Policy; Direct Services; Climate Change; Energy Efficiency & Fuel Poverty; Street Cleansing; and Waste & Recycling.

The Cabinet Advisory Committee to ensure that there is mutual respect and cooperation with all other Committees within the Council. Key Implications

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FLOOD SUPPORT – REPAIR & RENEW GRANTS – REVISED GUIDELINES

Cabinet – 5 June 2014

Report of Chief Officer Communities & Business

Status: For Decision

Key Decision: No

Executive Summary: DEFRA has made changes to the Repair & Renew Grant that require this Council to make changes to its own Repair & Renew Grant guidelines. Members are asked to agree the amended guidelines.

This report supports the Key Aim of Supporting and developing the local economy and the Community Plan Vision for Safe & Caring Communities, a Green & Healthy Environment and a Dynamic & Sustainable Economy.

Portfolio Holder Cllr. Roddy Hogarth

Contact Officer(s) Simon Davies, Ext 7374

Recommendation to Cabinet:

That the amended guidelines for the Council's Repair and Renew Grant, as set out at Appendix A, are agreed.

Reason for recommendation: Since the Repair & Renew Grant guidelines were agreed by Cabinet on 8 May 2014, DEFRA has changed their guidelines for the scheme. The Repair & Renew Grant guidelines have been amended in line with the updated DEFRA requirements.

Introduction and Background

- 1 Members will remember that guidelines for the Repair & Renew Grant were agreed by Cabinet on 8 May 2014.
- 2 Since the guidelines were agreed, DEFRA has changed the guidance for the Repair & Renew Grant. A summary of the changes DEFRA has made to the scheme is set out as follows:
 - a. Applicants no longer need to seek three quotations for any flood resilience work to their property.
 - b. Applicants should be asked how they have identified the proposed costs for the resilience and/or resistance measures they are applying for and set out any steps they have undertaken to ensure that they are receiving value for money.

Agenda Item 8

- c. Applicants no longer need to seek a third party independent survey.
- 3 Although there is now no requirement for applicants to provide three quotations or seek a third party independent survey, DEFRA still expect participating councils to undertake cost verification to ensure value for money. This will be undertaken by requesting applicants to provide at least one quotation and officers assessing the applicant's statement relating to value for money.
- 4 The reason that DEFRA has made these changes to the Repair & Renew Grant is that, in other areas, the requirement to supply three quotations is seen as deterring potential applicants from applying.
- 5 Proposed changes to the Repair & Renew Grant Guidelines are set out at Appendix A, highlighted in red.
- 6 The proposed changes to the Guidelines are within the requirements set out in the Council's Code of Practice for Grantmaking (Appendix B).
- 7 The appraisal process for the Repair & Renew Grant will remain unchanged. Applications for grants will be appraised according to the following criteria:
- i. The extent to which the business has been affected by flooding between 1st December 2013 and 31 March 2014;
 - ii. Whether the proposed resilience measures are appropriate for the nature of flooding experienced;
 - iii. That the applicant has demonstrated that they have sought value for money;
 - iv. Whether any other known flood defence schemes have been committed to in the same area;
 - v. Whether the applicant has received other public or insurance funds for the same measures;
 - vi. Whether applicant businesses comply with state aid legislation;
 - vii. The eligibility of applicants.
- 8 The maximum level of grant as set out by DEFRA is unchanged, at £5,000 per applicant.

Key Implications

Financial

- 9 Funding for the Repair and Renew Grant has been allocated by the Government.
- 10 The Council will be required to forward fund this and claim back from Government retrospectively.

Resources (Non-financial)

- 11 The work connected with the Repair & Renew Grant administration will require additional staff time, which will need to be found from within existing resources.

Legal Implications and Risk Assessment Statement.

- 12 There are no legal or human rights issues relating to this report.

Risk	Mitigation
The Council pays for works completed but DEFRA does not repay the full amount	<p>The Council has in place a robust application and appraisal process in line with DEFRA's guidance.</p> <p>The deadline for applicants to complete works and submit a claim to SDC is 31 December 2014 – three months before DEFRA's claim deadline.</p>
Applicants claim for works that are not eligible under the Scheme.	DEFRA's list of measures to be supported is provided on the application form. Applicants will be asked to secure a survey from an independent third party.
Insurance claims made by applicants may duplicate this funding.	Applicants will be asked to confirm that the expenditure is not covered by their insurance policies. If it is subsequently found that the funding does duplicate an insurance payment, the funding will be clawed back by the Council.
The Council has reduced assurance that this represents value for money.	One estimate will be requested and the Appraisal Panel will consider the applicant's statement concerning value for money.

Equality Impacts

- 13 A full Equality Impact Assessment has been undertaken and is summarised below:

Agenda Item 8

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	The Repair and Renew Grant assists properties and businesses that have been affected by flooding.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	No	The grant scheme will provide funding for those properties and businesses flooded in the 2013/14 most at risk of future flooding. Changes to the guidelines will make it easier for owners of affected properties to apply to the scheme.
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		No negative impacts identified

Sustainability Checklist

- 14 A sustainability checklist has been completed and no negative impact has been identified.

Conclusions

- 15 Members are asked to agree the amended Guidelines for this Council to distribute Repair & Renew Grant funding to households and businesses affected by flooding in the District.

Appendices

Appendix A – Repair & Renew Grant draft updated guidelines

Appendix B – SDC's Code of Practice for Grantmaking

Background Papers:

See Appendix B

Lesley Bowles

Chief Officer Communities & Business

Sevenoaks District Council
Repair & Renew Grant

SCHEME GUIDELINES

Please read the following Guidelines carefully before completing the application form. If you have any queries regarding the application process, please contact Simon Davies at Sevenoaks District Council, Argyle Road, Sevenoaks, Kent, TN13 1HG. Tel: 01732 227000.

Email grants@sevenoaks.gov.uk.

Funding of up to £5,000 per property per application is available to flood affected homes and business premises to put flood resilience measures in place to reduce the risk of or minimise the impact of future flooding. Collaborative applications, where a street or row of properties have been flooded and would like to work together to establish more appropriate solutions, can be submitted based on a contribution of £5,000 per property.

Please note we can only accept one application per property.

We may be able to pay your supplier directly if you are not able to pay for works yourself and then reclaim. Please speak to us directly to discuss your requirements.

1. WHAT ARE THE SCHEME'S PRIORITIES?

The Scheme provides funding to put flood resilience measures in place for homes and business premises damaged by flooding between 1st December 2013 and 31st March 2014.

2. WHO CAN APPLY?

The owners of the following premises are eligible:

- Residential properties where habitable internal areas of the premises have been damaged by flooding between 1st December 2013 and 31st March 2014.
- Businesses (including social enterprises) and charitable organisation properties where internal areas of the premises which are critical to the day to day operations of the business have been damaged by flooding between 1st December 2013 and 31st March 2014.
- Static caravans where they are the primary residence.

3. HOW MUCH AND WHAT CAN I APPLY FOR?

The most we will award for any one application is £5,000. The minimum grant is £100:

- 100% of the costs (including VAT) of purchasing and installing appropriate resilience measures from the following list :
 - Professional surveys of premises to identify flood risks
 - Flood risk reports
 - Listed building consent
 - Airbrick covers
 - Self-closing airbricks
 - Sewerage bungs
 - Toilet pan seals
 - Non-return valves
 - Silicone gel for openings around cables
 - Water resistant repair mortar
 - Repointing external walls with water resistant mortar
 - Waterproofing external walls
 - Replacing sand-cement screeds on solid concrete slabs
 - Replacing gypsum plaster with water resistant materials
 - Sump pumps
 - Demountable or automatic door guards
 - Permanent flood doors
 - Demountable window guards
 - Septic tank resistance or resilience measures
 - Kitchen flood resilience works
 - Replacing flooring and joists with treated timber
 - Installing chemical damp-proof courses
 - Replacing timber floors with solid concrete
 - Garage/driveway barriers
 - Other measures (as identified by independent survey)

4. WHAT ARE THE MAIN CONDITIONS?

By applying, you are confirming that you comply with the terms and conditions. The main conditions include:

- You or your business must have a bank account.
- All appropriate legal agreements, insurances and processes needed to deliver the required improvements are in place, or will be in place by the time the work commences, including any necessary planning, building regulations or other permissions.
- Any grant you are awarded will be used only for the improvements set out in your application and will be ring-fenced for this purpose. It must not be used for any other purpose.
- For proposed works to be undertaken, please supply **at least one quotation** for the cost of the items you are claiming for. **If you are supplying two or more quotations and** are not going with the cheapest quote, please say why.
- **You must set out how you have identified the proposed costs for the resilience and/or resistance measures you are applying for and any steps that you have undertaken to ensure that you are receiving value for money.**
- Payment will be made once works have been completed. A claim form will be provided that can be submitted, along with an invoice for works completed, to claim funding awarded.
- If you are applying retrospectively for works completed, please supply copy of invoice for works completed.
- Works must be completed and claimed by 31 December 2014.
- You will be required to submit evidence of flooding to your property or business premises.
- All publicity materials must acknowledge Sevenoaks District Council's support.
- Applicants should make every effort to ensure that the grant applied for does not duplicate any claim made to or paid by an insurance company. If it is found that this funding duplicates any such claim, the funding must be repaid to the Council.

5. WHAT WE WILL NOT FUND

We will not grant the following:

- Claims for flooding that occurred before 1 December 2013 or after 31 March 2014.
- Businesses that have not put any insurance arrangements in place;
- Routine business expenses or costs that are recoverable elsewhere;
- Storage sheds or warehouses;
- Impacts of flooding as a result of:
 - Failure of a water main
 - Failure of an internal water system
 - Failure of a sewerage system (unless this failure was caused by the adverse weather conditions)

6. HOW WILL THE COUNCIL ASSESS YOUR PROJECT?

The appraisal process will look at:

- The extent to which you or your business has been affected by flooding between 1 December 2013 and 31 March 2014.
- Whether the proposed resilience measures are appropriate for the nature of flooding experienced.
- **That the applicant has demonstrated that they have sought value for money**
- Whether any other known flood defence scheme has been committed to in the same area.
- Whether the applicant has received other public or insurance funds for the same measures.
- Whether applicant businesses comply with state aid legislation.

If you require any assistance, please contact:

Simon Davies, Partnership and Project Officer, on 01732 227000

Return by post to the address below, with all supporting papers:

**Simon Davies, Communities & Business Team, Sevenoaks District Council,
Council Offices, Argyle Road, Sevenoaks, Kent TN13 1HG**

Sevenoaks District Council Grants

Code of Practice September 2003

For this purpose, a grant is taken to mean:

'a cash award for a specified initiative, project or service not provided by the Council which benefits residents or those working in the district'

Each grant scheme should have:

1. Written criteria outlining:
 - Eligibility
 - Scheme objectives
 - How the grant decision will be made in relation to the extent to which the scheme criteria are met.
2. An application form
3. Guidelines for completing the application form.
4. Minimum and maximum grant level
5. Performance indicators
6. Monitoring arrangements

Principles

- The criteria must be in line with the Council's overall objectives
- All grant schemes and benefits in kind must support and complement the Council's Strategic Objectives.

Eligibility

- The applicant group must have a constitution (or at least be working towards adopting one). For most grants a constitution is essential.
- The applicant group should have a management committee.
- The applicant group must have a bank account with 2 signatories. If they do not have a bank account, they must nominate a voluntary organisation to take responsibility for the money on their behalf.
- The applicant must have, and enclose with the application, a set of audited or independently examined accounts for the latest year available
- The project should be for the benefit of people living or working in the Sevenoaks District.

The application form should:

- Identify how the application meets the scheme criteria
- Contain performance indicators by which the success of the project will be measured.
- Be targeted to the potential recipients. The degree of information required should be proportionate, reasonable and reflect how much money they are eligible to apply for.
- Identify if the applicant has applied to the Council before for funding or if they have an external bid outstanding. Identify how much they have applied for and when applicants are likely to know the outcome. Include details of any other funding applied for and whether bids have been successful.
- Make it clear that grants have to be paid back if the proposal does not go ahead and that if they do not notify the Council, this may jeopardise future applications.
- Make it clear at what stage the funding will be made available e.g. on receipt of invoices, 100% in advance, staged payment etc.
- Include a checklist for applicants to ensure everything has been filled in and all documents are enclosed etc.
- Include an outline of the project timetable.
- Identify whether the applicant group has policies which cover child protection/health and safety/equal opportunities etc.
- Identify if the organisation is working towards any form of accreditation.

The application process;

- Application forms must be accompanied by the scheme criteria guidelines for completing the application form and an explanation of the timescale, including deadlines, during which the application will be processed.
- Applicants need to be informed at the outset about the level and timing of monitoring, evaluation and annual reporting required
- Applications should be acknowledged within 10 days of receipt.
- A list must be kept of everyone who is sent a form so that reasons for not replying can be gained if necessary
- Applicants should be informed of the timescale for consideration and notification of decision at the outset.
- If the application has not been approved, reasons should be given.

Deadlines

- Dates for consideration of applications need to be publicised and deadlines set for receipt of applications.
- No applications will be considered after closing dates.

Grants application appraisal

- Grant appraisers should be trained.
- Appraisal must be against the given criteria and applicants must meet set criteria in order to receive the grant.
- The scheme/proposal must meet the main aim of the grant scheme.
- Applications should be assessed according to the extent to which the identified need is met. Applicants should therefore be asked to state the need.
- Audited accounts should be considered when the application is appraised.
- Applicants need to demonstrate financial need and financial viability.

Approval

- All grant applications should receive a response indicating that the grant has been approved held over or refused
- Approval letters should indicate clearly whether there are any conditions attached to the grant.

Payment

- Payment of money – timescale for payment should be included in the written notification of grant approval.
- Cheques should go out with a letter reiterating what the money will be spent on and the required monitoring of performance indicators. There should also be a receipt which the applicant signs, dates and sends back to confirm they have received the money and that it will be used for the purpose for which it was approved.
- As part of the monitoring/evaluation process, receipts to prove that the money has been spent on what it was intended for should be provided by the applicant where necessary. For example, where grants have been made for capital/equipment purchase. (*The financial threshold needs to be considered*).

Monitoring & Evaluation

- Monitoring has to be relevant and targeted to the applicant group, degree of detail reflecting the size of grant.
- Monitoring – must relate to key outputs/targets/milestones which should be part of the original application. Monitoring should assess achievements against agreed outputs/targets.

- A progress report must be provided – frequency determined by the level of grant.
- Recipients of grants must keep a record of user numbers, who has benefited from the grant and any feedback from users.
- PIs should be part of target setting. This should be proportionate to the size of grant.
- How often and by whom they will be monitored must be specified.
- Schemes must be evaluated using the monitoring information provided.
- The applicant group should have client evaluation – satisfaction survey e.g. play scheme – how did the parents find it, did the children enjoy it etc. proportionate to the size of grant.

Promotion

- Applicants need to make clear what publicity/promotion is being undertaken for the scheme/grant and must acknowledge the grant provided by the District Council in all publicity.

Review

- The grant process itself must be reviewed internally at regular intervals, at least every 3 years to ensure the system is still effective. This includes review of application forms, criteria, reporting etc. with feedback from applicants.

General

- There should be a SDC database which everyone can access which gives details of those groups who have applied for funding and the outcome.

PROVISIONAL OUTTURN 2013/14 AND CARRY FORWARD REQUESTS

Cabinet - 5 June 2014

Report of: Chief Finance Officer

Status: For recommendation to Cabinet

Also considered by: Finance and Resources Advisory Committee – 3 June 2014

Key Decision: No

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

Portfolio Holder Cllr. Ramsay

Contact Officer Head of Finance – Helen Martin ext 7483

Recommendation to Finance and Resources Advisory Committee that the recommendations below to Cabinet, be endorsed

Recommendation to Cabinet: It be RESOLVED that:

- (a) the Revenue 'carry forward' requests totalling £129,000 as set out in paragraph 16 of the report be approved, subject to any amendments suggested by the Finance and Resources Advisory Committee;
- (b) the Capital carry forward request totalling £66,594, as set out in paragraph 17 of the report be approved, subject to any amendments suggested by the Finance and Resources Advisory Committee; and
- (c) a Flood Support Earmarked Reserve be established, and the income receipt of £172,000 be transferred to that reserve at the end of March 2014.

Introduction

- 1 Provisional Financial Outturn figures for 2013/14 are attached at Appendix A. These results will be presented to Cabinet at its meeting on 5 June 2014.
- 2 The report also sets out the requests to carry forward unspent budgets into 2014/15 for Revenue 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 2014/15.
- 3 2013/14 was the third 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 £299,000 has been achieved. If the Revenue carry forwards of £129,000, and the proposal to transfer Flood Support Grant to

Agenda Item 9

an earmarked reserve, are approved, the favourable variance will reduce to £170,000. That sum represents a variance of 0.33% of the gross service budget.

- 4 At the end of February the forecast outturn was a favourable variance of £199,000. Since then, a review of the cost sharing arrangements for the partnership with Dartford has taken place leading to an increased net contribution from Dartford Council. The provisional outturn position is £100,000 better than the February forecast.
- 5 The figures above all take into account the supplementary budget of £16,000 approved during the year for Christmas car parking.
- 6 It was approved by Cabinet on 6 February 2014 that any favourable variance achieved on the 2013/14 budget be put to the Budget Stabilisation Reserve.
- 7 There are three requests to carry forward unspent revenue budgets.

High Level Analysis of Results

- 8 **Partnership Income:** Reviews of the cost sharing arrangements for the Dartford Environmental Health, and Revenues and Benefits, Audit and Fraud partnerships have taken place. This has led to £90,000 reduction in the cost of these services to this Council.
- 9 **Pay costs** (£229,000 underspent): An underspending of £293,000 relates to Direct Services and was offset by agency staff costs held within the trading account. Additional resources were used to address the Benefits workload and costs were met from external funding.
- 10 **Income from fees and charges** Income from On Street Parking, Land Charges, Development Management, and Court costs has achieved or exceeded budget targets. Development Management income exceeded budget by £110,000 due to a small number of high fee applications. Income from Car Parks pay and display was £58,000 worse than budget.
- 11 **Estates Management** - Following the sale of 66 London Road, there was saving on rent and rates at that site, however £50,000 of that saving was used to fund initial investigations into potential property development. There is an unfavourable variance of £87,000 for management of properties. This covers the costs associated with the sale of 66 London Road, and where the Council has to meet the business rates on properties currently vacant pending disposal, and the associated reduced rental income.
- 12 **Direct Service Trading Accounts** show a surplus of £230,000 at the year end, which is £167,000 better than the budgeted surplus. Explanations for the variances giving rise to this surplus are included within Appendix C.
- 13 **Interest and Investment Income** was £8,000 better than budget due to higher than estimated balances and slightly higher rates being achieved during the first half of the year.

- 14 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

Flooding Reserve

- 15 In March 2014 we received a Flood Support grant of £172,000 from central government. Accounting regulations require that this money is treated as income in 2013/14. The support scheme is currently in operation and payments are expected to be made during 2014/15. Approval is recommended for the establishment of a separate reserve and for the transfer of the £172,000 grant into that reserve.

Revenue Carry Forward Items

- 16 There are three 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	CHIEF OFFICER	AMOUNT £
A1	Revenues	Finance	£77,000
A2	Property Investment	Finance	£40,000
A3	Multi Functional Devices	Corporate Support	£12,000
	Total		£129,000

Capital Programme

- 17 The following capital scheme was underspent at the year end and the unspent budget is recommended for carry forward.

No.	SCHEME	CHIEF OFFICER	AMOUNT £
C1	Disabled Facility Grants	Housing	£66,594
	Total		£66,594

Key Implications

Financial

- 18 All financial implications are covered elsewhere in the report.

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Community Impact and Outcomes

19 None

Legal, Human Rights etc

20 None

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	No	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		

Conclusions

- 21 Both Members and Officers were fully aware that 2013/14 would be an extremely challenging year. However, in light of the financial pressures arising during the year, it is pleasing to report to Members a positive year end position.
- 22 The outturn position could not have been achieved without the commitment and hard work of both Members and Officers, in particular the Chief Officers and the Finance and Resources Advisory Group, who have played an essential challenge, advisory and scrutiny role reviewing not only the budget but also the corrective action planning.
- 23 The 2014/15 budget includes savings totalling £0.479m. Achieving this continuing level of savings whilst managing the financial risks will require continued close and proactive financial management during 2014/15.

Risk Assessment Statement

- 24 The approval of these carry forward requests should reduce the risk of the Council exceeding its planned expenditure in 2014/15.
- 25 These results are provisional and may change due to issues arising from the closure of the Council's accounts, which will be completed by 30 June 2014.

Appendices

Appendix A – Budget Carry Forward Requests

Appendix B - Provisional Outturn Summary

Appendix C – Explanation of variances

Background Papers:

See Appendices A and B

Contact Officer(s):

Helen Martin Ext. 7483

Adrian Rowbotham Ext. 7153

Adrian Rowbotham

Chief Finance Officer

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Budget Carry Forward Request 2013/14

Chief Officer : Adrian Rowbotham

Budget description : Property Investment

Type of expenditure: Revenue

Cost Centre code : FSMSINVP 60013

Budget unspent at 31/3/14: £40,000

Amount requested for carry forward: £40,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2013/14 and timescales for expenditure in 2014/15 :

During 2013/14 £50,000 was set aside to support the Property Investment Strategy to fund property investment studies. £10,000 has been spent in 2013/14 and the remainder will be required in 2014/15 as more projects commence.

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

If suitable studies are not carried out on future property investment proposals, there is a risk that the Council will not optimise the financial return.

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Budget Carry Forward Request 2013/14

Chief Officer : Adrian Rowbotham

Budget description : Revenues

Type of expenditure: Revenue

Cost Centre code : FSPARCTS

Budget unspent at 31/3/14: £77,000

Amount requested for carry forward: £77,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2013/14 and timescales for expenditure in 2014/15 :

The following grants were received in 2013/14:

- DCLG New Burdens – Implementation of Local Council Tax Support Scheme £50,134.
- DCLG Council Tax Support Transitional Grant £27,531

Implementing the Local Council Tax Support Scheme in the first year (2013/14) was contained within the Council's budget including the amounts provided by the major Precepting authorities.

From 2014/15 the amount of Council Tax to be paid by Council Tax Support customers has increased from 8.5% to 18.5% which may result in reduced collection rates unless extra work is completed to contact individuals who are not paying to explain the different payment options available to them.

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

From 2014/15 the amount of Council Tax to be paid by Council Tax Support customers has increased from 8.5% to 18.5%. There is a risk that fewer people will pay going forward which will result in a reduced Council Tax collection rate.

Budget Carry Forward Request 2013/14

Chief Officer : Jim Carrington-West

Budget description : Support General Admin - MFDs

Type of expenditure: Revenue/Asset Maintenance

Cost Centre code : XAYA

Budget unspent at 31/3/14: £13,680

Amount requested for carry forward: £12,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2013/14 and timescales for expenditure in 2014/15 :

The current MFD contract includes higher charges through the initial period of the contract which then decrease for the last two years. There was therefore a proportion of the budget that was unspent during 2013/14 which is requested to be carried forward as it is programmed to cover the costs of implementing a replacement MFD estate.

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

If this money is not carried forward as planned, there will be insufficient up-front costs to cover the implementation of new MFDs when the current estate reaches the end of its life.

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Budget Carry Forward Request 2013/14

Head of Service: Pat Smith, Chief Housing Officer

Budget description: Disabled Facility Grants 2013/14

Type of expenditure: Capital

Cost Centre code: 67000 YLTB 6831

Budget unspent at 31/3/14: £66,594

Amount requested for carry forward: £66,594

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2013/14 and timescales for expenditure in 2014/15:

In accordance with Housing Grants, Construction and Regeneration Act 1996 all applicants have 12 months from the date of approval in which to carry out the works,

- Our experience in the last year has been that KCC Assessment and Enabling Team have faced a turnover of staff which has impacted upon the processing of DFG's.
- Two complex children cases, totalling £60,000, have had their completion date extended, meaning it was not possible to complete during 2013/14.

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

If not carried forward, along with the reduction in the budget of DFG to £517,000, it is possible that this may have a negative impact upon:-

- the Council's performance in meeting its target in relation to the number of DFGs completed;
- the time it would take before the disabled applicant received their adaptation; and
- the number of applicants experiencing an excellent service.

This carry forward will mitigate the pressure going forward in 2014/2015 in particular regarding the following applications:

£28,000 11/00108/DFG Due to the complexity of this grant works must now be completed before 31st March 2015.

£17,000 13/00007/DFG An extension has been granted with works having to be completed by 31st May 2014.

£4,100 13/00128/DFG No payments have been released and it is anticipated that the works will be completed and the payment released during Quarter 1 2014/2015.

£9,500 13/00165/DFG No payments have been released and it is anticipated that works will be completed and the payment released during Quarter 1 2014/2014.

£2,600 13/00101/DFG No payments have been released and works are expected to be undertaken no later than Quarter 2 2014/2015.

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2. Overall Summary

March 14 - Provisional Outturn as at 20/05/14

	Period	Period	Period	Period	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Annual	Annual	Annual	2012/13
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Budget	Forecast (including Accruals)	Variance	Actual
	£'000	£'000	£'000	%	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000
Communities and Business	139	196	- 57	-41	997	989	8	1	997	984	13	966
Corporate Support	373	574	- 201	-54	3,103	3,199	- 97	-3	3,103	3,259	- 157	2,808
Environmental and Operational Services	97	369	- 272	-281	2,497	2,788	- 291	-12	2,497	2,704	- 208	2,816
Financial Services	828	403	425	51	4,740	4,312	428	9	4,740	4,532	208	4,408
Housing	53	90	- 37	-71	772	778	- 6	-1	772	771	0	728
Legal and Governance	46	48	- 2	-4	614	548	66	11	614	551	63	593
Planning Services	165	261	- 96	-58	1,353	1,315	38	3	1,353	1,249	104	1,261
NET EXPENDITURE (1)	1,701	1,941	- 240	-14	14,075	13,929	146	1	14,075	14,051	24	13,579
<i>Adjustments to reconcile to Amount to be met from Reserves</i>												
Direct Services Trading Accounts	2	26	- 24	-1453	- 64	- 230	167	263	- 64	- 233	170	- 73
Capital charges outside General Fund	- 5	- 5	0	8	- 58	- 62	4	7	- 58	- 58	-	- 54
Support Services outside General Fund	- 11	9	- 20	-174	- 138	- 118	- 20	-15	- 138	- 138	-	- 167
Redundancy Costs - all	-	16	- 16	-	-	22	- 22	-	-	-	-	-
NET EXPENDITURE (2)	1,687	1,986	- 299	-18	13,816	13,541	275	2	13,816	13,622	194	13,285
Government Grant	- 458	- 458	-	0	- 5,498	- 5,515	17	0	- 5,498	- 5,498	-	- 4,646
Council Tax Requirement - SDC	- 727	- 727	-	0	- 8,728	- 8,728	-	0	- 8,728	- 8,728	-	- 9,251
NET EXPENDITURE (3)	501	800	- 299	-60	- 410	- 702	292	71	- 410	- 604	194	- 612
<i>Summary including investment income</i>												
Net Expenditure	501	800	- 299	-60	- 410	- 702	292	71	- 410	- 604	194	- 612
Investment Impairment	-	-	-	0	-	-	-	0	-	-	-	-
Interest and Investment Income	- 21	- 23	1	-6	- 229	- 237	8	3	- 229	- 234	5	- 323
Overall total	480	778	- 298	-62	- 639	- 939	299	47	- 639	- 838	199	- 935
Planned appropriation (from)/to Reserves									655	655	-	-
Supplementary appropriation from Reserves (Christmas car parking approved by Council Dec 13)									- 16	- 16	-	-
<i>Surplus</i>									-	- 199	199	- 935

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2013-14 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)	
	£'000	£'000	£'000	£'000		£'000		
Communities and Business								
All Weather Pitch	-2	-2	-2	0		0		
Big Community Fund	0	0	0	0		0		
Community Safety	205	205	210	-4		-4		
Community Development Service Provisions	-2	-6	-5	3		-1		
The Community Plan	64	64	63	2		2		
Economic Development	45	45	47	-2		-2		
Grants to Organisations	183	183	183	0		0		
Health Improvements	45	45	43	2		2		
Leisure Contract	273	273	273	-0		-0		
Leisure Development	20	20	20	0		0		
Local Strategic Partnership	0	0	0	0		0		
Partnership - Home Office	0	0	0	0		0		
Administrative Expenses - Communities & Business	12	8	8	4	No explanations required here as all variances within the parameters.	-0		
STAG Community Arts Centre	75	75	75	0		0		
Tourism	29	29	28	2		2		
Choosing Health WK PCT	0	0	0	0		0		
External Partnership - Community Sports Activation Fund	0	0	0	-0		-0		
Fall Prevention	0	0	-0	0		0		
Business Flood Support Scheme	0	0	0	0		0		
PCT Health Checks	0	0	0	-0		-0		
New Ash Green	0	0	0	0		0		
PCT Initiatives	0	0	0	-0		-0		
Troubled Families Project	0	0	0	-0		-0		
West Kent Partnership	0	0	0	0		0		
West Kent Partnership Business Support	0	0	0	0		0		
Youth	49	45	49	1		-4		
	997	984	989	8			-5	

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2013-14 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)
	£'000	£'000	£'000	£'000		£'000	
Corporate Support							
Asset Maintenance Argyle Road	45	45	45	0		0	
Asset Maintenance Other Corporate Properties	30	23	22	8		1	
Asset Maintenance Hever Road	6	6	2	3		3	
Asset Maintenance IT	290	290	290	-0		-0	
Asset Maintenance Leisure	165	165	162	3		3	
Asset Maintenance Support & Salaries	95	95	99	-5		-5	
Asset Maintenance Sewage Treatment Plants	8	8	7	1		1	
Bus Station	14	14	13	0		0	
Estates Management - Buildings	-72	15	15	-87	Costs associated with facilitating the sale of 66 London Road. Remaining variance due to the Council having to meet the business rates of properties now vacant pending disposal and the associated reduced rental income.	-0	
Housing Premises	-8	-8	-9	0		0	
Administrative Expenses - Corporate Support	26	26	29	-4		-4	
Administrative Expenses - Human Resources	15	5	6	9		-1	
Administrative Expenses - Property	4	4	2	2		2	
Support - Central Offices	405	405	417	-12	Current variance due to works currently underway waiting to be invoiced.	-12	Year end overspend due to additional required works on the fire alarm system in February/March 2014.
Support - Contact Centre	414	414	404	10		10	Underspend on salaries partially offset by expenditure on new equipment.
Support - Central Offices - Facilities	247	254	236	11	Underspend on salaries due to vacant posts throughout year offset by the required procurement of a new FM van.	18	Underspend across various budget lines including stationery, salaries and FM equipment.
Support - General Admin	234	236	215	19	Small overspend due to new equipment required in public meeting rooms.	20	£12k underspend on MFDs relates to a carry forward request for planned replacements.
Support - IT	792	872	862	-70	Underspend on telephones and salaries due to vacant posts earlier in the year offset by new software licensing costs for replacement telephone system and additional data storage requirements.	9	Initial implementation costs for replacement telephony system lower than anticipated in forecast.
Support - Local Offices	55	55	53	2		2	
Support - Nursery	0	0	3	-3		-3	
Support - Human Resources	256	246	248	8		-2	

2013-14 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 (<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>)
Support - Property Function	84	93	77	7		16	* Variance due to salary proportions coded to this area changing mid year, budget set as required for 2014/15.
	<u>3,103</u>	<u>3,259</u>	<u>3,199</u>	<u>-97</u>		<u>60</u>	

2013-14 Outturn including all sundry creditors

	Annual Budget £'000	Forecast Outturn £'000	Actual Outturn £'000	Difference between Budget and Final Outturn £'000	Explanation for year end variances greater than £10k (starred items)	Difference between your forecast and final outturn £'000	Explanation for large differences between forecast outturn and actual outturn (starred items)
Environmental and Operational Services							
Asset Maintenance Car Parks	16	81	76	-61	Essential car park maintenance undertaken in October, partly offset by £18,500 forecast underspend on other asset maintenance budgets. New hand held machines for CEO's and new pay and display machines for car parks ordered.	4	
Asset Maintenance CCTV	12	12	11	0		0	
Asset Maintenance Countryside	10	2	3	7		-1	
Asset Maintenance Direct Services	27	27	28	-1		-1	
Asset Maintenance Playgrounds	8	4	3	5		1	
Asset Maintenance Public Toilets	8	2	0	8		2	
Building Control Discretionary Work	-0	-0	4	-4		-4	
Building Control	-97	-87	-85	-12	Building Control fee income £24,000 below profile. Forecast £20,000 shortfall in overall income due to ending shared management arrangement with TMBC in September 2013. Laptops ordered in readiness for shared working with T&MBC to allow remote access. 50% of costs to be recharged back to T&MBC in 2014/15.	-2	
Car Parks	-1,654	-1,579	-1,576	-78	Income £58,000 below profile, mainly on pay and display, due to actual shortfall in 2012/13 budget.	-3	
CCTV	244	259	263	-19	The challenging income budget will not be met, partially offset by savings on salaries and transmission costs.	-4	
Civil Protection	32	32	29	3		3	
Dangerous Structures	22	22	21	1		1	
On-Street Parking	-406	-396	-372	-35	Despite income being £8,000 above profile, mainly on pay and display income, over expenditure on a variety of costs relating to maintenance, transport and cash collection.	-25	Despite income being £8,000 above profile, mainly on pay and display income, over expenditure on a variety of costs relating to maintenance, transport and cash collection.
EH Commercial	262	257	274	-13	Figures received late from DBC. Mainly relates to salary underspend reflected in recharge to EH Hub.	-18	Renegotiation of partnership agreement with Dartford Borough Council.

2013-14 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)
EH Animal Control	1	26	34	-33	Over expenditure on kennel fees and vet treatments for unclaimed stray dogs.	-8	Over expenditure on kennel fees and vet treatments for unclaimed stray dogs. Late bill received for kennel fees (£7,000 in March)
EH Environmental Protection	393	368	383	10		-15	Savings on air quality monitoring costs and renegotiation of partnership agreement with Dartford Borough Council.
Emergency	62	62	60	1		1	
Estates Management - Grounds	95	95	94	1		1	
Land Charges	-91	-109	-111	19	Income above profile.	1	
Licensing Partnership Hub (Trading)	0	0	0	0		0	
Licensing Partnership Members	0	0	0	0		0	
Licensing Regime	-3	16	15	-18	Licensing fee income £20,600 above profile which has helped to offset challenging income lines which will not be met.	1	
Markets	-261	-193	-189	-72	Income budget for Swanley Market is £62,000 greater than tender price accepted. Some over expenditure on cleaning and monitoring costs. Savings on salaries.	-4	
Parks and Recreation Grounds	97	118	143	-46	Overspend on Parks and Recreation areas partly offset by underspend on Estates Management Grounds and Parks - Rural. New grounds maintenance equipment required for start of 2014 grass cutting season.	-25	Overspend on Parks and Recreation areas partly offset by underspend on Estates Management Grounds and Parks - Rural. New grounds maintenance equipment required for start of 2014 grass cutting season.
Parks - Rural	80	80	56	23	Refer to commentary on Parks and Recreation Areas.	23	Refer to commentary on Parks and Recreation Areas.
Environmental Health Partnership	0	0	0	0		0	
Public Transport Support	0	0	1	-1		-1	
Refuse Collection	2,281	2,271	2,288	-6		-16	Large bill for sacks received in March (£26,000). Budget was £14,000 underspent at end of February.
Administrative Expenses - Building Control	5	10	15	-10		-5	
Administrative Expenses - Health	25	17	12	13	Forecast savings on furniture and training expenses.	5	
Administrative Expenses - Transport	8	5	7	1		-2	
Street Naming	13	5	5	8		0	
Street Cleansing	1,213	1,213	1,207	6		6	Underspend on services (mainly purchase of new litter bins).
Support - Health and Safety	18	18	14	4		4	

2013-14 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 (<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>)
Support - Direct Services	52	40	41	11	* Savings on printing, mobile phones and training costs.	-1	
Taxis	-16	-26	-23	7		-3	
Public Conveniences	41	53	54	-13	* As a result of transfer of public conveniences there is a gap in the income budget.	-2	
Air Quality (Ext Funded)	0	0	0	0		0	
	<u>2,497</u>	<u>2,704</u>	<u>2,788</u>	<u>-291</u>		<u>-84</u>	

2013-14 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)
	£'000	£'000	£'000	£'000		£'000	
Environmental and Operations - Direct Services							
Refuse	53	-29	-19	72	Underspend on salaries only partly offset by additional costs of agency staff, fuel and vehicle repairs.	-10	Underspend on salaries only partly offset by additional costs of agency staff, fuel and vehicle repairs.
Street Cleaning	43	33	41	2		-8	Unplanned essential vehicle repair expenditure to maintain operational viability.
Trade	-35	-52	-66	31	Income above profile, savings on fuel and disposal charges.	14	Income above profile, savings on fuel and disposal charges.
Workshop	-10	-54	-62	52	Income £63,000 above profile on vehicle repairs. Expenditure £15,000 above profile on vehicle parts.	8	Income £81,000 above profile on vehicle repairs. Expenditure £37,000 above profile on vehicle parts.
Green Waste	-70	-100	-90	20	Income £30,000 above profile due to annual bin permit sales.	-10	Income £39,000 above profile due to annual bin permit sales.
Premises Cleaning	-5	-17	-17	12	Savings on agency and transport costs.	0	
Cesspools	-31	-22	-24	-7		2	
Pest Control	0	19	17	-17	Income £21,000 below profile mainly on wasp nest treatments, however £31,000 income generated on wasp nest treatments this year.	2	
Grounds	-11	-6	-5	-6		-1	
Fleet	0	0	-3	3		3	
Depot	2	-5	1	1		-6	Replacement boiler and unplanned essential electrical works.
Emergency	2	0	-1	3		1	
	-64	-233	-230	167		-3	

2013-14 Outturn including all sundry creditors

	Annual Budget £'000	Forecast Outturn £'000	Actual Outturn £'000	Difference between Budget and Final Outturn £'000	Explanation for year end variances greater than £10k (starred items)	Difference between your forecast and final outturn £'000	Explanation for large differences between forecast outturn and actual outturn (starred items)
Financial Services							
Action and Development	7	27	18	-12 *	Additional expenses incurred in meeting flooding emergency.	8 *	Additional expenses incurred in meeting flooding emergency.
Benefits Admin	1,116	1,116	1,196	-79 *	Renegotiation of partnership agreement with Dartford BC. Extra resources obtained due to increased demand for Benefits which has been funded from income in 'Dartford Partnership Implementation and Project Costs' below.	-79 *	Renegotiation of partnership agreement with Dartford BC. Extra resources obtained due to increased demand for Benefits which has been funded from income in 'Dartford Partnership Implementation and Project Costs' below.
Benefits Grants	-659	-659	-659	0		0	
Consultation and Surveys	3	3	3	-0		-0	
Corporate Management	744	745	726	18 *	Underspend on audit fees and consultants has been partly used to offset the overspend on salaries.	19 *	Underspend on audit fees and consultants has been partly used to offset the overspend on salaries.
Corporate Savings	38	7	0	38 *	Corporate vacancy saving pot has overachieved. This coupled with a small saving on the market premiums has resulted in a favourable variance.	7 *	Corporate vacancy saving pot has overachieved. This coupled with a small saving on the market premiums has resulted in a favourable variance.
Dartford Partnership Hub (SDC costs)	-547	-402	-547	-0		145 *	Renegotiation of partnership agreement with Dartford BC.
Equalities Legislation	17	14	14	3		0	
External Communications	138	135	139	-1		-4	
Housing Advances	5	2	2	2		0	
Local Tax	402	344	300	101 *	Renegotiation of partnership agreement with Dartford BC. Extra Council Tax court costs income.	44 *	Renegotiation of partnership agreement with Dartford BC.
Members	407	387	380	27 *	Favourable variance because some Members do not claim basic allowance and others do not claim the increases.	7 *	Favourable variance because some Members do not claim basic allowance and others do not claim the increases.
Misc. Finance	2,276	2,247	2,236	40 *	Savings on rent and rates for 66 London Road following sale of the site. £50,000 of this saving has been allocated to fund initial investigations into potential property developments of which only £10,000 has been spent.	11 *	Savings on rent and rates for 66 London Road following sale of the site. £50,000 of this saving has been allocated to fund initial investigations into potential property developments of which only £10,000 has been spent.

2013-14 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)
Dartford Partnership Implementation & Project Costs	-30	-175	-200	170	The major preceptors (KCC, Fire, Police) agreed to pay SDC and DBC £125,000 each to support the new Council Tax Support Scheme. DCLG also provided grants for Council Tax Support Schemes totalling £77,000 for SDC. These budgeted additional funds have exceeded the extra costs incurred.	25	The major preceptors (KCC, Fire, Police) agreed to pay SDC and DBC £125,000 each to support the new Council Tax Support Scheme. DCLG also provided grants for Council Tax Support Schemes totalling £77,000 for SDC. These budgeted additional funds have exceeded the extra costs incurred.
Performance Improvement	6	-8	-9	14	The Council received a small New Burdens Grant for the administration of Community Rights legislation. This funding has been used prudently through the year and resulted in a favourable position of £14k.	0	
Administrative Expenses - Corporate Director	5	6	8	-2		-2	
Administrative Expenses - Community Director	9	4	4	6		0	
Administrative Expenses - Chief Executive	13	11	7	6		4	
Administrative Expenses - Financial Services	40	28	25	16	* Printing and staff training budgets are underspent.	4	
Administrative Expenses - Transformation and Strategy	6	3	3	3		0	
Support - Audit Function	161	161	176	-15	* Renegotiation of partnership agreement with Dartford BC.	-15	* Renegotiation of partnership agreement with Dartford BC.
Support - Exchequer and Procurement	135	135	131	5		5	
Support - Finance Function	224	177	138	86	* Work on non finance partnerships was contained within original resources.	39	* Work on non finance partnerships was contained within original resources.
Support - General Admin	131	122	119	12	* Expenses and general advertising are underspent.	3	
Treasury Management	90	101	100	-10	* Additional costs of debit/credit card transactions.	0	
	4,740	4,532	4,312	428		220	

2013-14 Outturn including all sundry creditors

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	£'000	£'000	£'000	£'000		£'000	
Housing							
Energy Efficiency	22	30	31	-9		-2	
Gypsy Sites	-23	-23	-20	-3		-3	
Homeless	106	102	106	0		-4	
Disabled Facilities Grant Administration	0	2	2	-2		0	
Housing	438	458	454	-16	There are agency costs and overtime to cover vacant posts which have been advertised. This cost will be met by savings in the private sector housing budgets.	4	
Housing Initiatives	8	8	7	1		1	
Homelessness Prevention	0	0	0	-0		-0	
Needs and Stock Surveys	13	13	13	0		0	
Housing Option - Trailblazer	0	0	3	-3		-3	
KCC Loan Scheme	0	0	0	-0		-0	
Private Sector Housing	182	150	148	34	Part of the Housing Standards and Energy Conservation Officer is now externally funded which has created a short term saving. The Energy Conservation officer is now 50% of a post within Housing Policy team.	1	
Administrative Expenses - Housing	17	24	25	-8		-1	
Homelessness Funding	0	0	0	-0		-0	
Leader Programme	9	9	9	0		0	
	772	771	778	-6		-7	

2013-14 Outturn including all sundry creditors

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Legal and Governance							
Civic Expenses	15	15	14	0		0	
Committee Admin	106	106	105	1		1	
Elections	71	71	71	-0		-0	
Register of Electors	135	111	112	23	The annual canvass is near completion and we estimate to be £24k better than budget at year end. We have received * Government grants totalling £12k for the introduction of individual electoral registration, which will be offset by costs as they are incurred.	-1	
Administrative Expenses - Legal and Governance	72	55	53	19	Due to the reduction in Committee reports we anticipate an underspend on internal printing. *	2	
Support - Legal Function	216	194	192	23	Income generated from S106 agreements and miscellaneous sources exceeds expectations this year. *	1	
	614	551	548	66		3	

2013-14 Outturn including all sundry creditors

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	£'000	£'000	£'000	£'000		£'000	
Planning Services							
Affordable Housing	0	0	0	0		0	
Conservation	48	51	48	-0		4	
Planning Policy	423	444	448	-25	The overspend is a result of agency costs to cover staff absence during a critical period preparing for the Allocations & Development Management Plan (ADMP) examination.	-4	
LDF Expenditure	0	0	0	0		0	
Planning - Appeals	185	188	262	-77	The judicial review at Forge Field, planning appeals, the ADMP examination and instability of planning fee income.	-74	The judicial review at Forge Field has been heard and pending the outcome it is prudent to presume a worst case financial result.
Planning - CIL Administration	0	6	5	-5		1	
Planning - Counter	-0	-0	-1	0		0	
Planning - Development Management	402	268	260	142	It remains the case that the overachievement on fee income is down to a relatively small number of high fee applications, including fees of c£58k, c£25k, c£22k, c£20k and c£18k for sites at West Kingsdown, Birchwood School, Hartley, Mackerels Plain and The Farmers in Sevenoaks. There is also an underspend on pay due to staff working reduced hours, vacancy, and maternity leave.	8	Additional unexpected pre-application income arrived in March.
Planning - Enforcement	266	262	261	4		1	
Administrative Expenses - Planning Services	30	30	32	-2		-2	
Administrative Expenses - Policy and Environment	0	0	0	0		0	
	1,353	1,249	1,315	38		-66	