

13 June 2019 at 7.00 pm

Conference Room, Argyle Road, Sevenoaks  
Despatched: 05.06.19

# Cabinet


## Membership:


Chairman, Cllr. Fleming;  
Cllrs. McArthur, Dickins, Piper, Dyball and Thornton

## Agenda

There are no fire drills planned. If the fire alarm is activated, which is a continuous siren with a flashing red light, please leave the building immediately, following the fire exit signs.

	Pages	Contact
Apologies for Absence		
1. <b>Minutes</b> To agree the Minutes of the meetings of the Cabinet held on 4 April 2019 and 21 May 2019, as a correct record.	(Pages 1 - 6)	
2. <b>Declarations of interest</b> Any interests not already registered.		
3. <b>Questions from Members (maximum 15 minutes)</b>		
4. <b>Matters referred from Council, Audit Committee, Scrutiny Committee, CIL Spending Board or Cabinet Advisory Committees</b>		
<b>REPORTS ALSO CONSIDERED BY THE CABINET ADVISORY COMMITTEES</b>		
5. <b>Provisional Outturn 2018/19</b>	(Pages 7 - 22)	Alan Mitchell Tel: 01732227483

 Indicates a Key Decision

 indicates a matter to be referred to Council

## EXEMPT INFORMATION

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

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227000 or [democratic.services@sevenoaks.gov.uk](mailto:democratic.services@sevenoaks.gov.uk).

CABINET

Minutes of the meeting held on 4 April 2019 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)  
Cllr. Lowe (Vice Chairman)  
Cllrs. Dickins, Firth, Hogarth, Piper and Scholey  
Cllrs. Eyre and Mrs Hunter were also present.

84. Minutes

Resolved: That the minutes of the meeting of Cabinet held on 7 March 2019 be approved and signed as a correct record.

85. Declarations of interest

There were no additional declarations of interest.

86. Questions from Members

There were no questions from Members.

87. Matters referred from Council, Audit Committee, Scrutiny Committee, CIL Spending Board or Cabinet Advisory Committees

There were none.

88. Community Plan Priorities for Action 2019-2022

The Portfolio Holder for Economic & Community Development presented the report which sought approval of the final draft of Community Plan for the period 2019-22. The Community Planning and Projects Officer explained that the document and its supporting Action Plan had been developed following comprehensive consultation with Members, residents, town and parish councils, a wide range of voluntary and community organisations and partner agencies.

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 final draft Community Plan and strategic level action plan for the period 2019-22 be agreed.

89. Adoption of the High Weald AONB Management Plan

The Portfolio Holder for Planning presented the report which sought adoption of a management plan for the High Weald Area of Outstanding Natural Beauty (AONB), which the Council was legally required to do.

The Planning Policy Team Manager set out that High Weald AONB Management Plan review (2019-2024) was approved by the Joint Advisory Committee (JAC) of the AONB unit on 28 November 2018 after public consultation and with input from the Council. It was recommended that the Council adopt the Plan as it would assist in understanding the key characteristics of the AONB and therefore developing policies and making development management decisions to protect and enhance the natural beauty of the landscape of the High Weald AONB.

The Chairman expressed thanks to the Planning Policy team for their work on the Local Plan during this item.

The Planning Advisory Committee had considered the same report and had agreed to recommend it to Cabinet.

Public Sector Equality Duty

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

Resolved: That the High Weald AONB Management Plan be adopted and a link provided to the document on the Council's website.

90. Adoption of Westerham and St Lawrence (Seal) Village Design Statements

The Portfolio Holder for Planning Leader presented a report which sought approval of the adoption of the Westerham and St Lawrence (Seal) Village Design Statements as Supplementary Planning Documents. The Planning Officer (Planning Policy) explained that the document would form a material consideration when assessing planning applications and development in the area.

The Planning Advisory Committee had considered the same report and had agreed to recommend it to Cabinet.

Public Sector Equality Duty

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

Resolved: That the Westerham and Seal St Lawrence Village Design Statement be adopted as a Supplementary Planning Document.

91. Financial Results 2018/19 - to the end of January 2019

## Cabinet - 4 April 2019

The Portfolio Holder for Finance presented a report on the Council's financial results 2018/19 to the end of January 2019, which showed the year-end position at that time was forecast to be an unfavourable variance of £138,000; which represented 0.94% of the net service expenditure budget totalling £14.687m. The Head of Finance stated that the year-end forecast at the end of February was an unfavourable variance of £76,000 and there was every indication that the level of unfavourable variance would reduce further.

The Chairman expressed Cabinet's thanks to Facilities Management for finding savings on various general administration support functions, including postage.

He advised that the Finance Advisory Committee had considered the report.

Public Sector Equality Duty

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

Resolved: That the report be noted.

92. Carry Forward Requests 2018/19

The Portfolio Holder for Finance presented the report which sought approval from Cabinet for carry forward requests. The Finance Advisory Committee had noted the same report and recommended it for approval. At that meeting the Finance Advisory Committee had asked some questions which the Head of Finance [tabled](#) the responses to.

Public Sector Equality Duty

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

Resolved: That

- a) the Revenue 'carry forward' requests totalling up to £314,000 as set out in paragraph 3 of the report be approved; and
- b) the Capital carry forward request totalling £8,869 as set out in paragraph 4 of the report be approved.

THE MEETING WAS CONCLUDED AT 7.40 PM

CHAIRMAN

IMPLEMENTATION OF DECISIONS

This notice was published on 8 April 2019. The decisions contained in Minutes 90,91 and 92 take effect immediately. The decision contained in Minute 89 takes effect on 16 April 2019. The decision contained in Minute 88 is a recommendation to Council.

CABINET

Minutes of the meeting held on 21 May 2019 commencing at 7.35 p.m.

Present: Cllr. Fleming (Chairman)

Cllrs. Dickins, Dyball, McArthur, Piper and Thornton

Other Cllrs were present in the Council Chamber.

1. Declarations of interest

No additional declarations of interest were made.

2. Sub-Committee terms of reference

The Cabinet considered a report which sought confirmation of the terms of reference as set out in the Council's Constitution at Appendices R and X.

Resolved: That

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

3. To appoint memberships of Advisory Committees and Boards for the municipal year 2019/20

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

Resolved: That the memberships for the municipal year 2019/20, as set out in the Appendix to the report, be agreed.

4. To appoint representatives to other organisations (Executive).

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

Resolved: That the appointments to other organisations for the municipal year 2019/20 as set out in the Appendix to the report, be agreed.

THE MEETING WAS CONCLUDED AT 7.39 PM

CHAIRMAN



**Item 5 - Provisional Outturn 2018/19**

The attached report was considered by the Finance & Investment Advisory Committee on 4 June 2019. The relevant Minute extract was not available prior to the printing of this agenda and will follow when available.

This page is intentionally left blank

## PROVISIONAL OUTTURN 2018/19

Cabinet - 13 June 2019

Report of: Chief Finance Officer

Status: For information

Also considered by: Finance & Investment Advisory Committee - 4 June 2019

Key Decision: No

---

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

**Portfolio Holder** Councillor Matthew Dickins

**Contact Officer** Alan Mitchell, Ext 7483

---

**Recommendation to Finance & Investment Advisory Committee:** That the provisional outturn report for 2018/19 be noted.

**Recommendation to Cabinet:** That the provisional outturn report for 2018/19 be noted.

---

### Introduction

- 1 Provisional Financial Outturn figures for 2018/19 are attached at Appendix A.
- 2 A favourable variance of £85,000 has been achieved. A summary of this variance, which represents 0.6% of the net service expenditure budget, is given in Appendix A.
- 3 In addition to the favourable variance above, £1.320m of additional business rates was retained due to being part of the Kent & Medway Business Rates Pilot. In line with the financial strategy, £1.303m of this was transferred to the Budget Stabilisation Reserve
- 4 It was approved by Council on 26 February 2019 that any favourable variances achieved on the 2018/19 budget be put into the Budget Stabilisation Reserve.
- 5 Carry forward requests were considered at the previous meeting of the Finance Advisory Committee and were approved by Cabinet.

## Agenda Item 5

- 6 The reasons for some of the larger year end variances are given in the following paragraphs and explanations for all variances over £10,000 are provided at Appendix B.

### Communities and Business

- 7 Community Safety incurred additional legal costs relating to the Convent of Mercy development which had led to an unfavourable variance of £45,000.
- 8 Economic Development & Property has commissioned a number of feasibility studies and other preparatory work for property investment projects leading to an unfavourable variance of £36,000,

### Corporate Services

- 9 Land charges has proven to be a difficult area this year as previously reported and achieving the challenging income target has not been possible, leading to an unfavourable variance of £77,000. The scheme has been reviewed and a revised pricing structure agreed by Members that should address this variance.

### Environmental & Operational Services

- 10 Car Park income has exceeded the budget by £72,000 however essential expenditure on the car parks, such as repairs and maintenance, rental of temporary parking whilst Sevenoaks Town Car Park was being constructed as well as an increase in rates and a contribution to the property investment strategy in relation to 96 High Street has led to an overall unfavourable variance of £122,000.

### Finance

- 11 The staffing vacancy saving contributions made during the year were £237,000 which exceeded the budget by £93,000.
- 12 Local Tax is showing an unfavourable variance of £90,000 due to the new enforcement arrangements not being in place for the full year, impacting on income expectations. Also payments to an external company to maximise Business Rates income are incurred here but the income is shown on the Retained Business Rates line.

### Planning Services

- 13 Building Control is showing a positive variance £45,000 due to income levels being higher than budgeted and partnership costs being lower than anticipated.
- 14 Development management is showing an unfavourable variance of £59,000 due to underachievement of planning fees partly offset by staffing vacancies throughout the year.

### **Direct Services Trading Account**

- 15 Direct Services is showing a favourable variance, £5,000 which is due to efficiencies and savings on expenditure as well as additional income.

### **Other Outturn Variances**

- 16 A favourable variance of £1,320,000 has been included for Retained Business Rates. This figure is higher than originally forecast, but is subject to external factors including appeals and also decisions by the Valuation Office which can be made late in the financial year making predictions more difficult. The budget for Retained Business Rates was based on an initial assessment of the benefits of being part of the Kent & Medway Business Rates Retention Pilot scheme which was exceeded due to a higher level of Business Rates being obtained across the county.
- 17 Investment Interest is showing a favourable £183,000. Return on investments has performed very well this year. Increased cash balances at the start of the year also aided in returning income higher than budget
- 18 Investment Property Income is showing a favourable £20,000 due to rent levels increasing and savings on business rates.

### **Key Implications**

#### Financial

There are no additional financial implications arising from this report

#### Legal Implications and Risk Assessment Statement.

Under section 151 of the Local Government Act 1972, the section 151 officer has statutory duties in relation to the financial administration and stewardship of the authority.

#### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

### **Conclusions**

As with previous years 2018/19 has proven to be an extremely challenging year. However, in the light of the financial pressures arising during the year, it is pleasing to report to Members a positive year end position.

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

## Agenda Item 5

### **Risk Assessment Statement**

These results are still provisional and may change due to issues arising from the closure of the Council's accounts, which will be completed by 31 May 2019.

#### **Appendices**

Appendix A - Outturn Summary

Appendix B - Explanation of variances

#### **Background Papers:**

See appendices

**Adrian Rowbotham**  
**Chief Finance Officer**

17/18
Actual
£'000
1,458
2,959
4,801
4,368
1,181
<b>14,766</b>
(144)
(60)
(172)
<b>14,390</b>
0
(1,990)
(10,013)
(135)
<b>2,252</b>
(496)
(113)
<b>1,643</b>
(1,837)
0
(193)

**Position as at the end of Year 2019 @210519  
(Period 201912)**

Communities & Business
Corporate Services
Environmental & Operational Services
Financial Services
Planning Services
<i>Adjustments to Reconcile to amount to be met from reserves</i>
Direct Services Trading Account
Capital Charges outside the General Fund
Support Services outside the General Fund
<b>NET SERVICE EXPENDITURE</b>
Revenue Support Grant and New Homes Bonus
Retained Business Rates
Council Tax
Contribution from Collection Fund
<u>Summary excluding Investment Income</u>
Investment Property Income
Interest Receipts
<b>OVERALL TOTAL</b>
Planned Appropriation to/(from) Reserves
Other Reserve Movements
Supplementary Estimates
(Surplus)/Deficit

Y-T-D Actual £'000	Annual Budget £'000	ACTUAL Variance
1,570	1,519	52
2,998	2,949	48
4,846	4,833	14
4,556	4,545	11
1,261	1,245	16
<b>15,231</b>	<b>15,091</b>	<b>140</b>
(149)	(144)	(5)
(60)	(60)	0
(183)	(183)	0
<b>14,839</b>	<b>14,704</b>	<b>135</b>
(1,320)	(1,320)	0
(4,020)	(2,700)	(1,320)
(10,420)	(10,420)	0
(255)	(255)	0
<b>(1,176)</b>	<b>9</b>	<b>(1,185)</b>
(755)	(735)	(20)
(313)	(130)	(183)
<b>(2,244)</b>	<b>(856)</b>	<b>(1,388)</b>
873	873	0
1,303	0	1,303
(17)	(17)	0
<b>(85)</b>	<b>0</b>	<b>(85)</b>

This page is intentionally left blank



2018-19 Provisional outturn including all sundry creditors

	Annual Budget £'000	Forecast Outturn £'000	Actual Outturn £'000	Difference between Budget and Final Outturn £'000	Explanation for year end variances greater than £10k (starred items)	Difference between February forecast and final outturn £'000	Explanation for large differences between forecast outturn and actual outturn (starred items)
<b>Communities &amp; Business</b>							
All Weather Pitch	-5	-5	-5	-0		-0	
Business Area Improvement Fund	0	0	0	0		0	
Community Safety	190	206	235	45 *	Additional expenditure has been necessary to bring the Convent of Mercy in Swanley under control including legal costs, physical costs of closing the building and other expenses. There will be an attempt to recover some costs from the defendants. It has been agreed that all corporate costs relating to the Convent of Mercy will be charged to this budget. This is so that the expenditure can be identified in one place. This means that legal work on, for example, planning enforcement will be charged here. This has resulted in an overspend on this cost centre.	29 *	It has been agreed that all corporate costs relating to the Convent of Mercy will be charged to this budget. This is so that the expenditure can be identified in one place. This means that legal work on, for example, planning enforcement will be charged here. Additional expenditure on including legal costs, physical costs of closing the building and other expenses and an overspend has been forecast on a monthly basis and it was always known that further costs would be incurred. Since the latest forecast, further court hearings have taken place resulting in additional expenditure of £28,990.
Community Development Service Provisions	-6	-5	-4	1		0	
The Community Plan	56	56	57	1		1	
Dunton Green Projects - S106	0	0	0	0		0	
Dunton Green Projects	0	0	0	0		0	
Economic Development	58	58	48	-9		-9	
Economic Development Property	279	314	315	36 *	This relates to additional staff costs and expenditure on feasibility work for a range of potential capital investment projects.	1	
Grants to Organisations	184	176	174	-10		-2	
Health Improvements	47	47	46	-0		-0	
Healthy Lifestyles (SDC)	0	0	0	0		0	
Homeless	132	134	134	2		-0	
Housing	207	215	215	8		0	
Housing Initiatives	53	53	56	2		2	
Homelessness Prevention	0	0	0	0		0	
Housing Energy Retraining Options (HERO)	37	37	37	0		0	
Leisure Contract	169	161	144	-25 *	£47k White Oak project transferred to capital and a c/f 20k drawdown for Leisure projects. This offsets some of the Economic Development Property feasibility and other costs overspend.	-17 *	£47k White Oak project transferred to capital and a c/f 20k drawdown for Leisure projects. This offsets some of the Economic Development Property feasibility and other costs overspend.
Leisure Development	20	20	20	0		0	
Partnership - Home Office	0	0	-0	-0		-0	
Private Sector Housing	0	0	0	0		0	
Administrative Expenses - Communities & Business	26	26	31	5		5	
Administrative Expenses - Housing	0	0	0	0		0	
Tourism	32	32	26	-6		-6	
One You - Your Home Project	0	0	0	0		0	
Choosing Health WK PCT	1	1	1	0		0	
Community Sports Activation Fund	0	0	0	0		0	
Dementia Area Project - Run Walk Push	0	0	0	0		0	
Falls Prevention	0	0	0	0		0	

Page 10

Appendix B5

2018-19 Provisional 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 February forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn (starred items)
Repair & Renew Flood Support Scheme	0	0	0	0		0	
PCT Health Checks	0	0	0	0		0	
Homelessness Funding	0	0	-0	-0		-0	
Leader Programme	5	5	5	0		0	
New Ash Green	0	0	0	0		0	
PCT Initiatives	0	0	0	0		0	
Sportivate Inclusive Archery Project	0	0	0	0		0	
Sportivate Cycling Club	0	0	0	0		0	
Sport Satellite Clubs	0	0	0	0		0	
Troubled Families Project	0	0	0	0		0	
West Kent Business Rates Retention	0	0	0	0		0	
West Kent Enterprise Advisor Network	0	0	0	0		0	
West Kent Kick Start	0	0	0	0		0	
West Kent Partnership	0	0	0	-0		-0	
West Kent Partnership Business Support	0	0	0	0		0	
Youth	34	34	36	2		2	
	<u>1,518</u>	<u>1,564</u>	<u>1,570</u>	<u>52</u>		<u>6</u>	

Agenda Item 5

2018-19 Provisional outturn including all sundry creditors

	Annual Budget £'000	Forecast Outturn £'000	Actual Outturn £'000	Difference between Budget and Final Outturn £'000	Explanation for year end variances greater than £10k (starred items)	Difference between February forecast and final outturn £'000	Explanation for large differences between forecast outturn and actual outturn (starred items)
<b>Corporate Services</b>							
Asset Maintenance IT	277	277	277	0		0	
Civic Expenses	16	18	17	0		-2	
Corporate Projects	98	92	92	-5		1	
Democratic Services	147	147	146	-1		-1	
Elections	132	138	142	10	* The overspend in Elections is covered by underspend in Register of Electors with the overall result in Electoral Department being zero	4	
Land Charges	-103	-30	-26	77	* Variance due to difference in cost vs income for the provision of the Land Charges Service. Will be addressed through a review of Land Charges Fees	4	
Register of Electors	238	232	227	-10	* The overspend in Elections is covered by underspend in Register of Electors with the overall result in Electoral Department being zero (After transfer to reserves has been made in order to balance expenditure over multiple years)	-4	
Administrative Expenses - Finance	0	0	0	0		0	
Administrative Expenses - Corporate Services	25	21	20	-5		-1	
Administrative Expenses - Legal and Democratic	51	66	68	17	* Unachievable savings from previous years, due to be rectified in 2019/20 budget	2	
Administrative Expenses - Human Resources	5	13	15	10		2	
Street Naming	5	-13	-10	-15	* Income to be offset by related staff costs which are reported elsewhere	3	
Support - Contact Centre	463	456	456	-6		1	
Support - General Admin	33	27	29	-4		2	
Support - IT	1,042	993	995	-48	* Due to one off reductions in expenditure	1	
Support - Legal Function	211	193	196	-15	* Due to Court Cost income and currently vacant post	3	
Support - Local Offices	31	26	26	-5		-0	
Support - Nursery	0	2	2	2		0	
Support - Human Resources	278	329	326	48	* Salaries overspend from staff turnover, partially offset by contributions to vacancy pot, and need to fill post immediately. This figure include 7k in Admin expenses budget heading. Also training costs are disproportionately recorded against this budget area based on current allocations. Higher training expenditure within Planning due to staff turnover offset by underspend on salaries in that area. This has been looked at Corporately and will be addressed in the 2019/20 allocations	-3	
Website	0	0	0	0		0	
	<u>2,949</u>	<u>2,987</u>	<u>2,998</u>	<u>48</u>		<u>10</u>	

2018-19 Provisional outturn including all sundry creditors

	Annual Budget £'000	Forecast Outturn £'000	Actual Outturn £'000	Difference between Budget and Final Outturn £'000	Explanation for year end variances greater than £10k ( <i>starred items</i> )	Difference between February forecast and final outturn £'000	Explanation for large differences between forecast outturn and actual outturn ( <i>starred items</i> )
<b>Environmental &amp; Operational Services</b>							
Asset Maintenance Argyle Road	108	108	120	12	* Actual spend lower than profile. Budget used for essential maintenance	12	* Actual spend lower than profile. Budget used for essential maintenance
Asset Maintenance Car Parks	0	0	0	0		0	
Asset Maintenance CCTV	17	17	15	-2		-2	
Asset Maintenance Countryside	8	3	2	-7		-2	
Asset Maintenance Other Corporate Properties	48	48	68	20	* Part costs of Planned Preventative Maintenance surveys charged to this budget	20	* Part costs of Planned Preventative Maintenance surveys charged to this budget
Asset Maintenance Direct Services	39	29	19	-20	* Additional expenditure incurred in March	-10	
Asset Maintenance Hever Road	38	38	38	1		1	
Asset Maintenance Leisure	178	178	189	11	* Urgent unforeseen works carried out to Edenbridge L.C. showers in March	11	* Urgent unforeseen works carried out to Edenbridge L.C. showers in March
Asset Maintenance Playgrounds	8	8	7	-1		-1	
Asset Maintenance Support & Salaries	83	83	49	-34	* Salary Adjustments in March allocating costs to appropriate services	-34	* Salary Adjustments in March allocating costs to appropriate services
Asset Maintenance Sewage Treatment Plants	8	1	2	-7		0	
Asset Maintenance Public Toilets	7	2	2	-5		-0	
Bus Station	17	15	12	-5		-3	
Car Parks	-1,893	-1,793	-1,770	122	* Although income £13,000 above profile, rent for new Bligh's car park paid up to March and rates paid for temporary site of Morewood Close for temporary parking whilst Buckhurst 2 being developed. NNDR bills over budget, plus NNDR bill for new Bradbourne car park	22	* Contribution made to Property investment in respect of land at rear of 96 High Street
CCTV	259	281	268	9		-13	* Adjustment made in respect of BT transmission costs into 2019/20
Civil Protection	49	59	61	12	* Over budget on salaries and extensive range of training carried out to increase resilience	2	
Car Parking - On Street	-495	-495	-495	0		0	
EH Commercial	281	295	303	22	* SDC's share of partnership costs	8	
EH Animal Control	1	6	7	6		1	

Agenda Item 5

Page 18

2018-19 Provisional 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 February forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn ( <i>starred items</i> )
EH Environmental Protection	389	376	353	-35	* Income for LAPC inspections will not be realised due to number of premises	-22	* Recharges from Hub [DBC] not charged until March so impossible to forecast
Emergency	66	66	65	-1		-1	
Parking Enforcement - Tandridge DC	0	-30	-18	-18	* Income received from contract for enforcement activity on Tandridge DC's car parks	12	* Income from final quarter not included
Energy Efficiency	29	24	20	-9		-4	
Estates Management - Buildings	-18	-3	1	19	* NNDR paid on meeting point building in Swanley which will continue until demolished [£49K]. Savings made elsewhere	4	
Estates Management - Grounds	113	113	121	8		8	
Gypsy Sites	-26	-17	-15	11	* KCC Peoples Places grant ended	2	
Disabled Facilities Grant Administration	-20	-20	-20	0		0	
Housing Premises	1	1	2	1		1	
Kent Resource Partnership	1	1	0	-1		-1	
Licensing Partnership Hub (Trading)	3	3	0	-3		-3	
Licensing Partnership Members	0	0	0	0		0	
Licensing Regime	-0	-10	-16	-15	* Fee income above profile	-5	
Private Sector Housing Maintenance Operatives	1	6	-5	-6		-11	* Forecast a small loss. Actually made a small surplus
Markets	-182	-194	-191	-10		2	
Parks - Greensand Commons Project	0	0	2	2		2	
Parks and Recreation Grounds	116	121	126	10		5	
Parks - Rural	115	130	153	38	* Expenditure on coppicing works to be recovered by income from sale of timber but this is received after costs are incurred.	23	* Expenditure on coppicing works to be recovered by income from sale of timber in 2019/20
Private Sector Housing	200	170	168	-33	* Savings on salaries due to vacancies	-3	
Public Transport Support	0	0	0	-0		-0	
Refuse Collection	2,689	2,734	2,710	21	* Income less than profile on recycled material, particularly glass. Transition grant from KCC for Sainsbury's recycling banks credits now ended. Recycling credit income forecast to be above budget	-24	* Income less than profile on recycled material, particularly glass. Transition grant from KCC for Sainsbury's recycling banks credits now ended. Actual Recycling credit income on glass above budget and forecast. At end of February only quarters 1 and 2 recycling credit income included. 4th quarter estimated.

2018-19 Provisional 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 February forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn ( <i>starred items</i> )
Administrative Expenses - Health	12	7	1	-10	* Savings on training and subsistence costs	-5	
Administrative Expenses - Licensing	10	5	2	-8		-3	
Administrative Expenses - Property	4	4	5	0		0	
Administrative Expenses - Transport	8	8	9	1		1	
Street Cleansing	1,416	1,411	1,404	-12	* New litter bins to be ordered	-7	
Support - Central Offices	450	450	449	-1		-1	
Support - Central Offices - Facilities	292	272	276	-16	* Savings on salaries and increased income from sale of garden sacks	4	
Support - General Admin	235	175	171	-64	* Savings on salaries due to vacancy and on postage, and scanning equipment	-4	
Support - Health and Safety	17	17	15	-3		-3	
Support - Direct Services	58	48	45	-14	* Savings on internal printing, mobile phones and training	-4	
Support - Procurement	6	6	7	1		1	
Support - Property Function	49	49	56	7		7	
Sevenoaks Switch and Save	0	0	0	0		0	
T&C	-11	-11	-8	3		3	
Public Conveniences	46	61	61	15	* Income not to be recovered	-0	
Air Quality (Ext Funded)	0	0	0	0		0	
	<u>4,833</u>	<u>4,859</u>	<u>4,846</u>	<u>13</u>		<u>-13</u>	

Agenda Item 5

2018-19 Provisional outturn including all sundry creditors

	Annual Budget £'000	Forecast Outturn £'000	Actual Outturn £'000	Difference between Budget and Final Outturn £'000	Explanation for year end variances greater than £10k ( <i>starred items</i> )	Difference between February forecast and final outturn £'000	Explanation for large differences between forecast outturn and actual outturn ( <i>starred items</i> )
<b>Financial Services</b>							
Action and Development	7	7	0	-7		-7	
Benefits Admin	165	168	222	58	* Part of Partnership arrangement with Dartford BC - additional resources required to improve performance which has been offset by underspends elsewhere in the partnership.	54	* Part of Partnership arrangement with Dartford BC - additional resources required to improve performance which has been offset by underspends elsewhere in the partnership.
Benefits Grants	-25	-25	-26	-0		-0	
Consultation and Surveys	4	4	0	-4		-4	
Corporate Management	996	999	996	0		-3	
Corporate - Other	220	200	127	-93	* The savings the Council is able to derive from vacant posts has exceeded that anticipated.	-73	* The savings the Council is able to derive from vacant posts has exceeded that anticipated.
Dartford Partnership Hub (SDC costs)	0	0	0	0		0	
Equalities Legislation	19	0	0	-19	* The Council no longer belongs to the West Kent Equalities arrangement, as services are provided in-house.	0	
External Communications	187	187	185	-1		-1	
Housing Advances	1	1	1	0		-0	
Local Tax	-21	66	69	90	* New enforcement arrangements have not been in place for the full year, impacting on income expectations. Payments to an external company to maximise Business Rates income (the income is not included in this section).	3	
Members	428	428	428	0		0	
Misc Finance	1,734	1,713	1,700	-34	* Various underspends including business rates and pension costs.	-13	* Various underspends including business rates and pension costs.
Dartford Partnership Implementation & Project Costs	0	0	0	0		0	
Performance Improvement	-1	-1	-0	1		1	
Administrative Expenses - Chief Executive	30	17	15	-15	* Underspends across various cost codes.	-2	
Administrative Expenses - Finance	33	35	46	13	* Installation of updates to the finance general ledger system.	10	* Installation of updates to the finance general ledger system.
Administrative Expenses - Transformation and Strategy	5	5	3	-2		-2	
Support - Counter Fraud	53	53	35	-18	* (Part of Partnership arrangement with Dartford) - reward from KCC for additional fraud identification	-18	* (Part of Partnership arrangement with Dartford) - reward from KCC for additional fraud identification
Support - Audit Function	169	165	169	0		4	
Support - Exchequer and Procurement	103	130	127	24	* Additional agency staff to cover maternity leave and other staff absence	-2	
Support - Finance Function	213	211	214	1		3	
Support - General Admin	111	119	138	27	* Charges for Public Notices were not passed on to other services.	19	* Charges for Public Notices were not passed on to other services.
Treasury Management	114	109	106	-9		-4	
	<b>4,545</b>	<b>4,591</b>	<b>4,556</b>	<b>11</b>		<b>-35</b>	

2018-19 Provisional outturn including all sundry creditors

	Annual Budget £'000	Forecast Outturn £'000	Actual Outturn £'000	Difference between Budget and Final Outturn £'000	Explanation for year end variances greater than £10k ( <i>starred items</i> )	Difference between February forecast and final outturn £'000	Explanation for large differences between forecast outturn and actual outturn ( <i>starred items</i> )
<b>Planning Services</b>							
Building Control Discretionary Work	0	0	0	0		0	
Building Control Partnership Members	0	0	0	0		0	
Building Control	-111	-113	-155	-45	* Income exceeded budget, and partnership costs were less than anticipated	-42	* Income exceeded forecast, and partnership costs were less than anticipated
Community Housing Fund	0	0	0	0		0	
Conservation	92	100	96	5		-3	
Dangerous Structures	3	1	1	-1		1	
Housing	0	0	0	0		0	
Needs and Stock Surveys	0	0	0	0		0	
Planning Policy	624	584	581	-43	* This relates to an underspend on Salaries due to vacancies earlier in the year.	-3	
LDF Expenditure	0	0	0	0		0	
Planning - Appeals	196	235	214	19	* This is mainly due to a costs award at Broom Hill, Swanley	-20	* Reduced expenditure due to a differed Inquiry. No carry forward as budget already exceeded.
Planning - CIL Administration	-49	-79	-49	0		30	* There was an underspend on salary and this was forecast, however legislation restrictions mean this must be reinvested through the CIL reserve
Planning - Counter	0	0	-0	-0		-0	
Planning - Development Management	158	239	217	59	* The outturn is mainly due to underachievement of planning application fee income partly offset by salary underspend due to staffing vacancies. The fee income is kept under continuous review	-22	* Actual position on income was better than forecast
Planning - Enforcement	279	254	264	-15	* This is an underspend on salary which will offset legal costs arising from more active planning enforcement work in the Courts.	10	* Some additional specialist advice sought, linked to a more proactive approach to planning enforcement
Planning Performance Agreement	0	0	0	0		0	
Administrative Expenses - Building Control	11	7	5	-6		-2	
Administrative Expenses - Planning Services	44	79	85	42	* This is the result of office maintenance, recruitment costs and investment in new staff training	7	
	<u>1,245</u>	<u>1,305</u>	<u>1,261</u>	<u>16</u>		<u>-45</u>	