

24 March 2022 at 7.00 pm

Council Council Chamber, Argyle Road, Sevenoaks

Published: 16.03.22

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https://www.youtube.com/channel/UCIT1f_F5OfvTzxjZ6Zqn6g

Members of the public who wish to attend in person, are requested to wear face masks and observe social distancing procedures. For health and safety reasons access may be limited and will be on a first come first served basis.



Finance & Investment Advisory Committee

Membership:

Chairman, Cllr. Grint; Vice-Chairman, Cllr. Dickins

Cllrs. Abraham, Bayley, Carroll, Clack, Clayton, Penny Cole, Griffiths, Harrison, Hogarth and Reay

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. Minutes	(Pages 1 - 10)	
To agree the minutes of the meeting of the Committee held on 11 January 2022, as a correct record.		
2. Declarations of Interest		
Any interests not already registered.		
3. Actions from Previous Meeting (if any)	(Pages 11 - 12)	
4. Update from Portfolio Holder		
5. Referral from Cabinet or the Audit Committee (if any)		
6. Financial Performance Indicators 2021-22 - to the end of January 2022	(Pages 13 - 18)	Alan Mitchell Tel: 01732227483
7. Financial Results 2021/22 - to the end of January 2022	(Pages 19 - 52)	Alan Mitchell Tel: 01732227483
8. Carry Forward Requests 2021/22	(Pages 53 - 62)	Alan Mitchell Tel: 01732227483
9. Work Plan	(Pages 63 - 64)	

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.

FINANCE & INVESTMENT ADVISORY COMMITTEE

Minutes of the meeting held on 11 January 2022 commencing at 7.00 pm

Present: Cllr. Grint (Chairman)

Cllr. Dickins (Vice Chairman)

Cllrs. Abraham, Bayley, Clack, Clayton, Penny Cole, Griffiths, Harrison and Hogarth

Apologies for absence were received from Cllrs. Carroll and Reay

Cllrs. Dr. Canet and Perry Cole were also present.

33. Minutes

Resolved: That the minutes of the meeting held on 4 November 2021 be approved and signed by the Chairman as a correct record.

34. Declarations of Interest

No further declarations of interest

35. Actions from Previous Meeting

There were none

36. Update from Portfolio Holder

The Portfolio Holder for Finance and Investment gave an update and advised that the budget setting process was well underway for the Council meeting on 22 February 2022. The provisional settlement had been announced shortly before Christmas which would see an additional one-off £262,000 for the Council. Cabinet would be considering next steps later that week.

Cabinet had welcomed the Committee's recommendations on investment in Multi Asset Income Funds and Treasury Advisors had initiated the fund selection process.

The rate of inflation remained a concern.

The Government had released details on New Year's Eve of the Omicron Hospitality and Leisure Grant and the Council had received the funds. The Council would be open to applications mid-January, with the Government prescribed application deadline being the end of February. In parallel, the Additional Restrictions Grant

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had been boosted and afforded the Council additional flexibility in the beneficiaries.

37. Referral from Cabinet or the Audit Committee

There were none

38. Discretionary Rate Relief

The Business Rates Manager presented the report which sets out the proposals for awarding discretionary rate relief for 2022/2023. Discretionary rate relief could be awarded in isolation or given to 'top up' a mandatory award.

Members were informed of a change of address for the Citizens Advice in North and West Kent in Appendix B, page 21, to First Floor, 5 Bligh's Walk Sevenoaks, TN13 1DB. This would require a slight alteration to rate relief from £911.36 to £1921.15. This would mean that total gross relief would be altered from £194,625 as laid out in paragraph 19 of this report to £195,635.

The estimated level of relief was based upon the multipliers set out in paragraph 17 of the report. Ultimately, should the multipliers change a further report setting out the revised relief awards would be submitted. In response to questions Councillors were informed that these properties would not benefit from other grants and that any changes will be updated throughout the year.

Resolved: that it be recommended that Cabinet approve the proposals for granting relief from business rates for 2022/2023 set out in Appendix B subject to the alteration to the address of Citizens Advice and the corresponding alteration to 2022/2023 gross relief to £195,635.

39. Financial Performance Indicators 2021/22 - to the end of November 2021

The Head of Finance presented the report which set out nine internally set performance indicators covering activities that supported information provided in the regular financial monitoring statements. Information was provided on targets for the financial year. Use of these indicators would assist management in highlighting areas where performance had an impact on the financial outturn for the authority.

Members discussed the report.

Resolved: that the report be noted.

40. Financial Results 2021/22 - to the end of November 2021

The Head of Finance presented the report which updated Members on the financial results of the council's expenditure. The year-end forecast position was an unfavourable variance of £32,000 against the Council's net service expenditure budget totalling £17.015m.

In response to questions it was confirmed that there would continue to be financial impacts on the Council due to Covid-19 which would affect expenditure. Reports would be updated as required.

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 cabinet that the report be noted.

41. Treasury Management Strategy 2022/23

The Principal Accountant (Capital and Treasury) presented the report which outlined the Council's Treasury Management Strategy which sets out the Council's Policies for managing its investments and for giving priority to the security and liquidity of those investments.

The Annual Investment Strategy remained largely the same as for 2021/22 with Bond, Property, Equity and Multi-Asset Funds as alternative Investment options being retained. Changes to the Treasury Management and Prudential Codes would take effect from 2023/24.

In response to questions the Principal Accountant confirmed that monthly update reports were provided to Members. The need for these would be evaluated in light of additional staff workloads likely to be brought about by revised reporting requirements in the new Codes.

It was noted that information and training courses for Members would also be explored.

Resolved: That it be recommended to Cabinet that it be recommended to Council that the Council approve the Treasury Management Strategy 2022/23.

42. Property Investment Strategy Update

The Chief Officer (Finance and Trading) presented the report which provided Members with an update on the progress of the Property Investment Strategy to date.

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The investments previously made through the Property Investment Strategy continued to provide a good revenue income stream to the Council and assist it in remaining financially self-sufficient. The budgeted net income for the 2021/2022 year was £1.372m and a higher amount of £1.386m was forecast to be achieved. It was noted that by externally borrowing to part-fund White Oak Leisure Centre and other schemes, the Council was prevented from making direct investments primarily for yield. Thus, no further changes were proposed. The situation would continue to be monitored with the aim to make further investments via the Council or Quercus 7 in future.

Members discussed the report and thanked the Chief Officer.

Resolved: that the report be noted.

43. Capital Programme & Asset Maintenance 2022/25

The Head of Finance presented the report which proposed Capital and Asset Maintenance programmes for 2022/25 together with proposed funding. The Capital Strategy set out how the Council would manage the investment and financing of capital resources that contribute towards the achievement of its key objectives and priorities.

Members discussed the proposals and it was noted that the capital programme would be updated to include the impact of White Oak and Bevan Place development plans which were considered as separate items.

The Head of Finance would also report back to the committee regarding the net zero implications of Disabled Facility Grants.

Action 1: For Head of Finance to update Members on the net zero implications in regards to Disabled Facility Grants

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.

44. Risks and Assumptions for Budget 2022/23

The Head of Finance presented the report which provided greater information on the risks and assumptions for the draft budget. The financial assumptions were based on the latest available information. Members were made aware that these may change, any changes were to be included in later budget reports.

It was noted that the reference to the 10-year plan in paragraph 2 of the report should have been removed.

Some concern was raised over the possible effects of inflationary pay rises on the budget risks and assumptions.

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 subject to the comments discussed above.

CHANGE IN ORDER OF AGENDA ITEMS

The Chairman, with the committee's agreement, brought forward consideration of item 15 The Work Plan (minute 45)

45. Work Plan

The committee noted the work plan with the following additions:

24 March 2022

- Financial Performance Indicators 2021/22 - to the end of January 2022
- Financial Results 2021/22 - to the end of January 2022
- Carry Forward Requests 2021/22

Summer 2022

- Financial Performance Indicators 2021/22 - to the end of March 2022
- Financial Results 2021/22 - to the end of March 2022

46. Bevan Place, Swanley Development Proposal

The Strategic Head of Commercial and Property presented the report which outlined the Council's plans to redevelop the former Swanley Working Men's Club site and adjacent car park at Bevan Place.

It was noted that paragraph 4 of the report should be altered to read as: "The proposed scheme included up to 93 homes."

The scheme would also incorporate retail uses along the High Street, a communal garden and landscaped surface car-parking for residents. The scheme would include the highest environmental and sustainability standards possible to ensure

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the scheme was not only an exemplar benchmark scheme for Swanley, but would also enhance residents well-being.

Officers were seeking approval to progress the scheme, applying for planning permission and procuring a lead design contractor to deliver the scheme subject to obtaining all the necessary statutory consents. Practical completion was expected by 2024.

It was moved by the Chairman and it was

Resolved: That under section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of Appendices C and D. These documents are exempt from publication on the grounds that likely disclosure of exempt information is involved as defined by schedule 12A paragraph 3 of the Local Government Act 1972: (Information relating to the financial or business affairs of any particular person (including the authority holding that information.))

Members considered and discussed the exempt information as set out in the exempt appendices. Members expressed concern over the financial projections of the proposal as a longer-term ambition. Members expressed that the Committee would benefit from a level of certainty for the projections laid out in the report.

Members discussed an additional recommendation requesting Cabinet satisfy themselves with the assumptions and mitigations and the case for locking in to interest rates as early as possible and report to Council with the findings.

Public Sector Equality Duty

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

Resolved that:

- a) The advisory committee endorse the redevelopment of the site to deliver a new residential-led development.
- b) The proposed recommendations to Cabinet below be endorsed:
 - (i) Cabinet endorses the development of a new residential-led scheme on this site which will deliver up to 93 new homes, retail uses, communal and public garden, resident car parking and highway improvements to Bevan Place;

- (ii) Cabinet notes the viability challenges this site and scheme presents and approves the delivery of this scheme using an income-based financing model (rent model) that will result in the Council retaining housing and retail stock to generate income to repay the cost of the development;
- (iii) Cabinet recommends to Council the provision of £26,575,836 in the 2022/23 - 2024/25 Capital Programme to deliver the scheme within the parameters set in Section 57 of this report and notes that this is in addition to the previously approved amount of £730,000 in the 2021/22 Capital Programme for this project;
- (iv) Cabinet approves the acquisition/inclusion of the adjacent West Kent Housing Association land and buildings, known as 1-12 Bevan Place, Swanley, and to enter into a development agreement with West Kent Housing Association that will result in 14 residential units being transferred to West Kent Housing Association on a leasehold basis, the terms of which are outlined in the draft Heads of Terms in Appendix C and delegates authority to the Strategic Head of Property and Commercial Services and the Chief Officer Finance and Trading following consultation with the Cabinet Member for Finance & Investment to agree and finalise necessary agreements with West Kent Housing Association;
- (v) Cabinet recommends to Council to authorise officers to acquire any outstanding legal interests that may not be in the Council's ownership, which may include using its statutory powers, such as the use of compulsory purchase orders;
- (vi) Subject to Council's approval of the capital provision of £26,575,836 in the 2022/23 - 2024/25 Capital Programme, Cabinet delegates authority to the Strategic Head of Property and Commercial and the Chief Officer Finance and Trading, following consultation with the Cabinet Member for Finance & Investment to undertake further detailed design and feasibility work and to proceed with the scheme subject to final scheme viability and in accordance with financial parameters set in Section 57; and
- (vii) Subject to Council's approval of the capital provision of £26,575,836 in the 2022/23 - 2024/25 Capital Programme, Cabinet delegates authority to the Strategic Head of Property and Commercial in consultation with the Chief Officer Finance and Trading and the Head of Legal Services to submit a planning application and to enter into any necessary contracts to facilitate the development and

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construction of the proposed scheme in accordance with the Council's Contracts Procedure Rules and for the disposal of the residential units to be developed.

- (viii) Subject to Council's approval of the capital provision of £26,575,836 in the 2022/23 - 2024/25 Capital Programme, Cabinet delegates authority to the Strategic Head of Property and Commercial following consultation with the Chief Officer Finance and Trading and the Cabinet Member for Finance & Investment to prepare appropriate contractual arrangements to set up an appropriate delivery vehicle for the scheme and to return to Cabinet at a later date to approve the appropriate delivery vehicle.
- (ix) That it be recommended to Council that Council notes the proposed development scheme and financial model and approves the provision of £26,575,836 in the 2022/23 Capital Programme to deliver the scheme within the parameters set in Section 57 and detailed in Appendix D.
- (x) That Council authorises officers to acquire any outstanding legal interests that may not be in the Council's ownership, which may include using its statutory powers, such as the use of compulsory purchase orders and return to Cabinet or Council to resolve invoking such powers if needed; and
- (c) That Cabinet be satisfied with the robustness of the assumptions and mitigations for the risks and evaluate the case for locking in the current rates; and report to Council.

47. White Oak Leisure Centre Residential Quarter, Swanley Development Proposal

The Strategic Head of Property and Commercial presented the report that gave an update on SDC's project to redevelop the White Oak Leisure centre complex in Swanley.

Work on Phase 1, construction of the new leisure centre, had commenced and work was progressing well. Phase 2, demolition of the existing leisure centre, was on track to begin in February 2022. The report sought approval to proceed with Phase 3, the residential element of the scheme. A hybrid planning application was granted permission in October 2019 with full permission granted to redevelop the leisure centre and outline permission granted for this element. This was to provide a new residential quarter of up to 41 new dwellings on the northern part of the site where the old leisure centre and car park were at the time sited.

A full planning application was to be sought by July 2022 and, subject to planning being obtained, work would start on site in January 2023.

The proposed development aimed to provide:

- New homes including both flats and houses with private gardens
- Communal green space at the centre of the site
- Car parking
- Trees
- Enhancement of the urban fabric surrounding the new leisure centre

It was moved by the chairman and it was

Resolved: that under section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of Appendix B. This document is exempt from publication on the grounds that likely disclosure of exempt information is involved as defined by schedule 12A paragraph 3 of the Local Government Act 1972: (Information relating to the financial or business affairs of any particular person (including the authority holding that information.))

Members considered and discussed the report and the exempt information.

Public Sector Equality Duty

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

Resolved: That

- (a) The Advisory Committee endorse the redevelopment of the site to deliver a new residential development;

- (b) The Advisory Committees endorse the proposed recommendations to Cabinet and Council as set out below:
 - (I) Cabinet notes the viability issues associated with this site and endorses the development of a new residential scheme on this site which will deliver 81 new homes;
 - (II) Cabinet recommends to Council the provision of £20,189,137 in the Capital Programme to deliver the scheme;

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Finance & Investment Advisory Committee - 11 January 2022

- (III) subject to Council's approval of the capital provision of £20,189,137 in the Capital Programme, Cabinet delegates authority to the Strategic Head of Property and Commercial and the Chief Officer Finance and Trading, following consultation with the Cabinet Member for Finance & Investments to undertake further detailed design and feasibility work and to proceed with the scheme subject to final scheme viability; and
- (IV) Cabinet delegates authority to the Strategic Head of Property and Commercial in consultation with the Chief Officer Finance and Trading and the Head of Legal Services to submit a planning application and to enter into any necessary contracts to facilitate the development and construction of the proposed scheme in accordance with the Council's Contracts Procedure Rules and for the disposal of the residential units to be developed.
- (V) That it be recommended to Council that the provision of £20,189,137 in the Capital Programme to deliver the scheme which is to be funded as noted in the Financial Implications be approved.

THE MEETING WAS CONCLUDED AT 8.19 PM

CHAIRMAN

Action(s) from the meeting held on 11 January 2022 (as at 08/02/2022)

Action	Description	Status	Contact Officer
Action 1	For Head of Finance to update Members on the net zero implications in regards to any Disabled Facility Grants	An update will be provided at the meeting.	Alan Mitchel +27483

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FINANCIAL PERFORMANCE INDICATORS 2021/22 - TO THE END OF JANUARY 2022

Finance & Investment Advisory Committee - 24 March 2022

Report of: Deputy Chief Executive and Chief Officer - Finance and Trading

Status: For Consideration

Key Decision: No

Executive Summary: This report sets out the internally agreed Financial Performance Indicators

This report support the Key Aim of: effective management of the Council's resources.

Portfolio Holder: Cllr. Matthew Dickins

Contact Officers: Alan Mitchell, Ext.7483

Adrian Rowbotham Ext. 7153

Recommendation to Finance & Investment Committee:

- a) That the report be noted

Reason for recommendation:

This recommendation supports the sound control of the Councils finances

Introduction and Background

- 1 This report presents figures on nine internally set performance indicators covering activities that support information provided in the regular financial monitoring statements.
- 2 Information is provided on targets for the financial year.
- 3 Use of these indicators assists management in highlighting areas where performance has an impact on the financial outturn for the authority.

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Key Implications

Financial

None.

Legal Implications and Risk Assessment Statement.

There are no legal or human rights issues.

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.

Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

Appendices


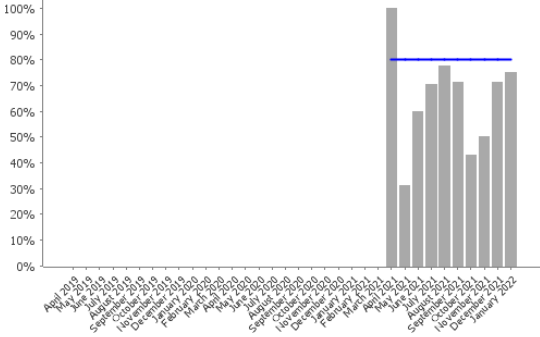


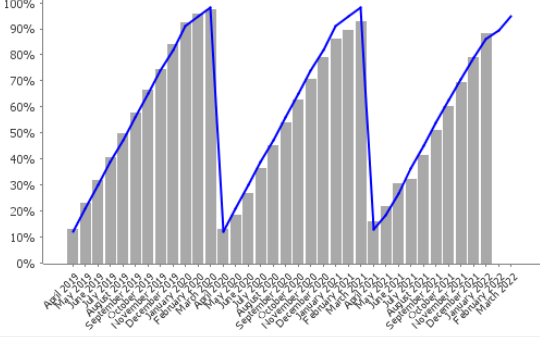

Appendix A - Performance Indicators

Background Papers

None


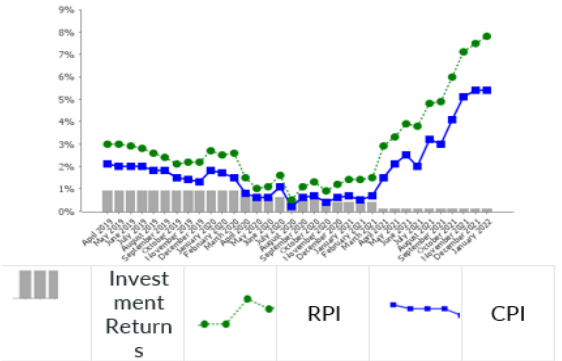

Adrian Rowbotham, Deputy Chief Executive and Chief Officer - Finance and Trading

Finance & Investment Advisory Committee - Performance report

Code	Description	Current Value	Current Target	Current Status	Performance Chart	Year to Date Value 2021/22	Year to Date Target 2021/22	Year to Date Status	Commentary
LPI_AU L1	Sevenoaks: Audit actions fully implemented within agreed timescales	64.81%	80%			64.81%	80%		This KPI is set using expected delivery however where those actions are delayed they show an achievement compared to target. Internal Audit are working with SMT to implement robust deadlines for 'High' and 'Medium' priority actions
LPI_BR 04	The percentage of business rates collected in-year (Cumulative)	88%	86.2%			88%	86.2%		

Code	Description	Current Value	Current Target	Current Status	Performance Chart	Year to Date Value 2021/22	Year to Date Target 2021/22	Year to Date Status	Commentary
LPI_CT04	The percentage of council tax collected in-year (cumulative)	94.8%	93%	🟢		94.8%	93%	🟢	
LPI_FS001	The percentage of undisputed invoices paid within 30 days or agreed terms	99.03%	99%	🟢		97.17%	99%	🟡	
LPI_FS003	Sundry debts outstanding more than 60 days	£59,339	£40,000	🔴		£59,339	£40,000	🔴	The majority of this balance is made up of 3 invoices which total £42,000. This are being actively pursued and excluding these the balance is within the target limit

Code	Description	Current Value	Current Target	Current Status	Performance Chart	Year to Date Value 2021/22	Year to Date Target 2021/22	Year to Date Status	Commentary
LPI_HB 02	Average number of days to process a new claim for Housing Benefit (Monthly)	11	23	🟢		15	23	🟢	
LPI_HB 01	Average number of days to process a change in circumstances for Housing Benefit (monthly)	7	9	🟢		8	9	🟢	
TM FS 01	Treasury Management - Actual vs Budget + Forecast	£24,939	£164,058	🔴		£24,939	£164,058	🔴	Low rates of return and utilisation of cash resource to fund investment acquisitions and capital programme have led to low returns. SDC is just starting a Multi-asset investment

Code	Description	Current Value	Current Target	Current Status	Performance Chart	Year to Date Value 2021/22	Year to Date Target 2021/22	Year to Date Status	Commentary
									fund selection process which is hoped will improve future returns
FS	Treasury Management - Investment returns vs RPI vs CPI	0.1%	5.4%			0.1%	5.4%		Low rates of return and utilisation of cash resource to fund investment acquisitions and capital programme have led to low returns. SDC is just starting a Multi-asset investment fund selection process which will improve future returns

FINANCIAL RESULTS 2021/22 - TO THE END OF JANUARY 2022

Finance and Investment Advisory Committee - 24 March 2022

Report of: Deputy Chief Executive and Chief Officer - Finance & Trading

Status: For Consideration

Also considered by: Cabinet - 21 April 2022

Key Decision: No

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

Portfolio Holder: Cllr. Matthew Dickins

Contact Officers: Alan Mitchell, Ext. 7483

Adrian Rowbotham, Ext. 7153

Recommendation to Finance and Investment Advisory Committee:

That the report be noted, and any comments forwarded to Cabinet.

Recommendation to Cabinet:

Cabinet considers any comments from Finance and Investment Advisory Committee and notes the report.

Reason for recommendation:

Sound financial governance of the Council.

Introduction and Background

- 1 The year-end position at the end of January 22 was forecast to be an unfavourable variance of £6,000 against a net revenue budget of £17.015m.
- 2 During September 2020 the Government issued the first COVID-19 Sales, Fees and Charges Compensation Scheme as part of the Governments COVID-19 support. The scheme was due to be limited to 2020/21 but was extended to the first quarter for 2021/22. The claim for the first quarter of 2021/22 has been submitted for £381,000.

Year to Date - Areas of Note

Agenda Item 7

- 3 The financial impact of pay costs - the expenditure forecasts on staff costs is £199,000 below budget. There are currently vacancies within Direct Services, Housing, Contact Centre, Transformation & Strategy and Revenue & Benefits and Planning Services. However, some of these, in particular Direct Services are currently being filled by agency staff. The impact of salary variances are included within the Chief Officer commentaries.
- 4 The 2021/22 pay award has just been agreed at 1.75% and therefore a saving, approx. £42,000 will be realised in the outturn as the budget assumption was 2%.
- 5 Income - the Council receives a number of different income streams to help balance the budget; section 8 of the monitoring pack provides details in relation to the main streams. At the end of January, income as detailed within the report is still below budget in some areas such as Car Parks, Taxi Licensing and Land Charges but other areas such as Car Parking - On Street ,Planning - Development Management and Building Control are ahead of budget.
- 6 Investment Returns - the return to date on the treasury management investments held by the Council is lower than budget with interest received totalling £25,000 compared to a budget of £164,000 for the year to date. This is due to a number of factors. Firstly, the current interest rate on investments remains very low, secondly the available cash which we can invest is greatly reduced from previous years due to the funding of the capital programme, Quercus 7 acquisitions and also COVID-19. The interest from Quercus 7 is due to be in excess of £275,000 this year. In order to increase future investment returns the Council is currently going through the selection process in order to invest in Multi-Asset Investment Funds.
- 7 Retained Business Rates - Income of £2.182m forms part of the 2021/22 budget; any receipts over and above this amount, including those that result from being a beneficiary of the Kent Business Rates Pool, will be transferred to the Budget Stabilisation Reserve. The additional rates we expect to receive from the business rates pool is forecast to be £285,000. Regular monitoring takes place, with any amendments feeding into the outturn forecasts.

Year End Forecast

- 8 The year-end forecast position is an unfavourable variance of £6,000 (including the Covid-19 Sales, Fees and Charges Compensation Scheme) . In paragraphs 9 to 16 there are details of the larger variances, both favourable and unfavourable.

Net Service Expenditure - Larger Favourable Variances

- 9 Within Miscellaneous Finance, the forecasted favourable variance of £715,000 is the first quarter claim for the Covid-19 Sales, Fees and Charges Compensation Scheme and the general COVID Grant is offsetting additional costs incurred in other areas.

- 10 Within Benefits Admin, New Burdens grant was received that was not known at the time the budget was set and this is leading to a favourable variance of £214,000. Any surplus may be transferred to reserves at the year end.
- 11 Corporate Management are forecasting a favourable variance of £76,000 following a salary budget re-alignment and lower spend on bought in services.
- 12 Members allowances are forecasting a favourable variance of £45,000 due to changes in roles as only one Special Responsibility Allowance is payable. Also reduced expenditure on travel and training.
- 13 Building Control and Development Management are both showing favourable variances, £31,000 and £52,000 respectively due to an increased number of applications and associated income.

Net Service Expenditure - Larger Unfavourable Variances

- 14 Homeless is forecasting an adverse variance of £300,000 which is the additional cost being incurred relating to an increased number of people being put in temporary accommodation and the cost of that accommodation versus the recovery from Government . The homelessness funding is currently being reviewed in order to assess the impact in future years.
- 15 Local Tax is forecasting an unfavourable variance of £146,000 due to enforcement income being lower than budget expectations. In addition, the levels of fee recovery are low as a result of COVID-19.
- 16 Direct Services are forecasting an unfavourable variance of £600,000 due to the additional cost of agency staff due to COVID-19 and now to cover delayed staff leave. The underachievement of income on trade waste as businesses recover from COVID-19, the requirement to hire vehicles where existing vehicles are being repaired and the cost of repairing vehicles as wear and tear levels have dramatically risen due to the increased refuse loads.
- 17 Planning Appeals are forecasting an unfavourable variance £43,000 due to incurring legal fees in connection to planning appeals.

Other Variances

- 18 Interest Receipts - current levels of investment returns and possible rates going forward, along with reduced cash levels due to ongoing loss of income, have resulted in an unfavourable variance of £163,000 being forecast.
- 19 Investment Property Income - The majority of properties held within the Property Investment Strategy continue to achieve the income levels predicted but there is a favourable variance of £49,000 due to loss of income offset by additional loan interest from Quercus 7.

Future Issues and Risk Areas

Agenda Item 7

- 20 Chief Officers have considered the future issues and risk areas for their services and the impacts these may have on the Council's finances as follows:
- COVID-19 continues to affect the entire authority and is being closely monitored. As part of the 10-year budget process the expected financial impacts will continue to be reviewed.
 - Ongoing impact of COVID-19 on the leisure industry and Council owned leisure facilities.
 - There remains the risk that planning decisions and enforcement action will be challenged, either at appeal or through the Courts.
 - Within many services including Development & Conservation, recruiting to vacant posts continues to be difficult.
 - The financial impact of proposed changes to the Planning System will need to be carefully considered.
 - Car parking customer numbers are increasing but it is uncertain what the impact will be for the rest of the year. Note that the car parking income budget was reduced by 25% in 2021/22.
 - Ongoing Temporary Accommodation (TA) costs within the district due to increases in homelessness. All Covid-19 placements ended on 30 June 2021 and a TA Charging Policy came into effect from 1 August.
 - IT Asset Maintenance spend as per 10-year plan resulting in draw down from reserves in current year.

Key Implications

Financial

The financial implications are set out elsewhere in 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.

Detailed budget monitoring is completed on a monthly basis where all variances are explained. Future risk items are also identified.

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.

Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

Appendices

Appendix A - January 2022 Budget Monitoring Commentary

Appendix B - January 2022 Financial Information

Background Papers

None

Adrian Rowbotham

Deputy Chief Executive and Chief Officer - Finance & Trading

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	Budget to Date £'000	Forecast Outturn £'000	Actual to end of January 22 £'000	Variance to date £'000	Annual Forecast Variance due to COVID-19 £'000	Annual Forecast Variance due to other factors £'000	Total Annual Forecast Variance £'000	Explanation for year end variances greater than £10k (starred items)
People and Places								
Contain Outbreak Management Fund 2021/22	0	0	86	86			0	External grant funding for Town Centre Ambassador posts to be drawn down from first tranche of funding.
Leisure Contract	73	46	33	-40		-27	-27	Sencio have not signed 2021 annual contract in order to release Management Fee, therefore this will be an underspend. Additional legal consultancy costs for the new leisure operator contract will be forthcoming.
Leisure Development	21	21	10	-11			0	Sencio has not claimed for Q3 and Q4 advantage payment for 2021 and therefore invoice is currently outstanding.
Local Strategic Partnership	0	0	15	15			0	The LSP Community Wellbeing Fund supports Covid-19 related priorities and will be funded through the relevant reserve.
Tourism	27	27	-153	-181			0	Grants received ahead of spend.
West Kent Enterprise Advisor Network	8	8	45	37			0	Spend ahead of grant claim.
West Kent Kick Start	0	0	-23	-23			0	Grants received ahead of spend.
Youth	41	41	27	-15			0	Current underspend due to projects being delayed until April 2022 due to previous Covid restrictions and rescheduling. Carry Forward request will be submitted.
Future Issues/Risk Areas	Ongoing impact of COVID-19 on the leisure industry and Council owned leisure facilities - consultancy review completed.							

	Budget to Date £'000	Actual to end of January 22 £'000	Variance to date £'000	Annual Forecast Variance due to COVID-19 £'000	Annual Forecast Variance due to other factors £'000	Total Annual Forecast Variance £'000	Explanation for year end variances greater than £10k (starred items)
Development and Conservation							
Building Control	-108	-156	-48		-31	-31	Over Recovery of Income in fees, any continual over recovery transferred to reserves at year end for reinvestment in the service. Variances due to extended decoupling of partnership.
Conservation	105	120	15			0	Additional Investment in the delivery of the service.
Planning Policy	345	374	29		5	5	Payment for costs relating to Local Plan Judicial review.
LDF Expenditure	0	35	35			0	This will be transferred from the Local Plan reserve.
Planning - Appeals	173	236	63		43	43	Legal fees in relation to the successful defence of the appeal at Broke Hill.
Planning - CIL Administration	-22	-50	-28		-34	-34	Underspend due to current vacant positions.
Planning - Development Management	-82	-28	55		-52	-52	Small number of high fee applications in first two quarters in addition to an uplift in general case numbers.
Planning - Enforcement	238	301	64		25	25	Additional Investment in the delivery of the service.
Planning Performance Agreement	0	31	31			0	Additional Investment in the delivery of the service.
Planning - Development Management - Software Project	0	-150	-150			0	Project Funding received in Q3. Funding should be utilised and apportioned over the life of the project.
Administrative Expenses - Building Control	10	-1	-11			0	This results from the partnership decoupling.
Administrative Expenses - Planning Services	34	99	65			0	Education and Training costs recharged at year end.
Future Issues/Risk Areas	There remains the risk that planning decisions and enforcement action will be challenged, either at appeal or through the Courts. Recruiting to vacant posts continues to be difficult. The financial impact of proposed changes to the Planning System will need to be carefully considered.						

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	Budget to Date £'000	Forecast Outturn	Actual to end of January 22 £'000	Variance to date £'000	Annual Forecast Variance due to COVID-19 £'000	Annual Forecast Variance due to other factors £'000	Total Annual Forecast Variance £'000	Explanation for year end variances greater than £10k
Finance and Investments								
Asset Maintenance Direct Services	35	88	95	61		53	53	Overspend due to depot refurbishment works.
Asset Maintenance Public Toilets	13	-2	0	-13		-15	-15	No spend required year to date.
Benefits Admin	206	-8	-77	-283		-214	-214	Additional New Burdens funding received that was un budgeted for.
Dartford Rev&Ben Partnership Hub (SDC costs)	1,683	1,683	1,457	-226			0	Underspends on part year vacancies.
Dartford Audit Partnership Hub (SDC Costs)	188	188	166	-22			0	Underspends on part year vacancies which will be offset by an adjustment to recharges.
Local Tax	-99	47	-156	-57		146	146	Annual variances due to enforcement income not in line with budgeted expectation as highlighted in high level commentary at the beginning of the year. Current fee recovery levels are highly variable as a result of COVID impact affecting court availability. These levels are expected to rise but are likely to remain under normals levels by year end.
Misc. Finance	1,224	509	786	-437		-715	-715	Covid-19 grants received. This will offset spend on this and other lines.
Administrative Expenses - Finance	19	39	46	27		20	20	Additional licence requirement for the Agresso finance system following licence audit.
Support - Exchequer and Procurement	133	143	148	15		10	10	Overspend on salaries offset by underspend on other lines.
Support - Finance Function	213	203	204	-9		-10	-10	Underspend on salaries offset by overspend on other lines.
Support - Legal Function	215	206	193	-22		-9	-9	Underspend on salaries to be offset mainly by Locum cost
Treasury Management	100	107	126	26		7	7	Overspend on Treasury Management borrowing costs and bank charges. Current overspends due to credit card bill to be charged to other codes.
Future Issues/Risk Areas	Covid-19 continues to have a potential impact on income levels and expenditure.							

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	Budget to Date £'000	Forecast Outturn £'000	Actual to end of January 22 £'000	Variance to date £'000	Annual Forecast Variance due to COVID-19 £'000	Annual Forecast Variance due to other factors £'000	Total Annual Forecast Variance £'000	Explanation for year end variances greater than £10k
Cleaner and Greener								
Asset Maintenance Argyle Road	66	41	24	-41		-25	-25	Spend currently behind profile.
Asset Maintenance Other Corporate Properties	29	49	55	26		20	20	Urgent works to Fircroft residents association hall.
Asset Maintenance Hever Road	33	43	49	16		10	10	Urgent repair works due to vandalism required additional expenditure.
Asset Maintenance Leisure	158	203	235	77		45	45	New air handling units required at Sevenoaks Leisure Centre.
Asset Maintenance Support & Salaries	76	46	45	-31		-30	-30	Spend currently behind profile.
Car Parks	-1,239	-1,239	-990	249			0	Parking income is currently behind profile. As restrictions lift monthly income is improving and it is anticipated it will recover to the level of the budget by year end.
CCTV	199	199	247	47			0	Invoices to partner organisations to be raised to recover costs. Control room costs billed in advance will be carried forward to next year.
Civil Protection	42	30	32	-10		-11	-11	Underspend on salaries following restructure.
Car Parking - On Street	-247	-247	-230	17			0	Parking income is currently behind profile. As restrictions lift monthly income is improving and it is anticipated it will recover to the level of the budget by year end.
EH Commercial	255	255	231	-24			0	This is a profiling issue and underspend is expected to be consumed by year end.
Emergency	68	56	57	-10		-12	-12	Underspend on salaries following restructure.
Parking Enforcement - Tandridge DC	-22	-22	-192	-171			0	Income collected on behalf of Tandridge to be paid over.
Estates Management - Buildings	11	-3	-40	-52		-14	-14	Unbudgeted rates bills for meeting point refunded following demolition.
Estates Management - Grounds	104	114	122	18		10	10	Spend relating to hedge cutting costs and essential maintenance work.
Housing Premises	9	-7	-8	-16		-16	-16	Underspend due to reduced emptying of cesspools based on usage.
Kent Resource Partnership	-56	-56	5	61			0	Funding received ahead of expenditure. The Kent Resource Partnership is transferring to Kent County Council. All balances will be transferred leaving no variance at year end.
Licensing Partnership Hub (Trading)	19	16	8	-11		-4	-4	Underspend on salary budget due to vacancies earlier in the year.
Licensing Regime	44	19	-7	-52		-26	-26	Premises Licences Annual Fees Received earlier than budgetted, expected incomes exceeding current budget. Underspend on Salary Due to partial vacancy.
Parks - Greensand Commons Project	0	0	31	31			0	Externally funded project. Spend will be reclaimed.
Parks and Recreation Grounds	108	108	40	-68			0	KCC Grant received will be spent by year end.
Parks - Rural	134	134	177	44			0	Income from coppiced timber sales due later in the year.
Refuse Collection	2,451	2,401	2,389	-62		-50	-50	Previously contracted service emptying paper/card banks covered by in house staff. Offsets overspends elsewhere.
Administrative Expenses - Direct Services	0	0	12	12			0	Overspend against profile on training and staff advertising relating to the restructure.
Street Cleansing	1,283	1,250	1,296	13		-33	-33	Binrastructure Grant received ahead of spend. Salaries underspent.
Support - Central Offices	442	442	428	-13			0	Spend currently behind profile. Planned works mean there is no variance projected at year end.
Support - Central Offices - Facilities	223	187	178	-44		-35	-35	Underspend due to reduction in staffing and overtime costs.
Support - General Admin (Post/Scanning)	181	191	184	3		10	10	Forecast overspend on central postage to be reviewed in line with service postage budgets, partly offset by underspend due to staff restructure

	Budget to Date £'000	Forecast Outturn £'000	Actual to end of January 22 £'000	Variance to date £'000	Annual Forecast Variance due to COVID-19 £'000	Annual Forecast Variance due to other factors £'000	Total Annual Forecast Variance £'000	Explanation for year end variances greater than £10k
Cleaner and Greener								
Support - Direct Services	39	68	71	32		29	29	Overspend against profile on training and staff advertising relating to the restructure.
Direct Services Trading account	-506	94	313	819	640	-40	600	<p>There is currently an overspend on agency staff in this area, and although a project team has now bought forward a recruitment drive to reduce this, which came into effect from November 2021 the winter period of staff absences has regrettably increased agency staff use. This situation is made considerably worse by the accumulation of outstanding leave during the pandemic. Agency staff use is required in order to maintain service levels to cover the general service, but also to deal with the huge increase on collected weights, which stands at around a 20% increase on last year, as well as leave and sickness. Due to the ageing fleet and lack of the substantial replacement of vehicles there have been multiple breakdowns resulting in substantial additional hire and repair costs to maintain the service and fleet. The forecast for this is an overspend for £150,000. As the pressures build on services due to the pandemic this situation may change for the worse, but will be kept under review.</p> <p>There is ongoing work on estimation for commercial income at the depot, initial focus has been undertaken on commercial waste. This will enable a greater focus on building up new customers later in the year. It is currently anticipated that despite the positive work carried out by the Business Development Team there will be a shortfall in income targets of around £240,000 due to the pandemic.</p> <p>To help mitigate this worsening situation we have instigated tight budget management, putting off planned larger spends and reviewing projects that can be delayed, while only ordering basic service requirements. We are also looking at the option of moving staff from other service areas to support waste collection to reduce agency spend, although this would result in the reduction and/or suspension of some service areas.</p>
Taxis	9	24	5	-4		14	14	Under Recovery of fees compared to budget. Underspend on Salary Due to partial vacancy.
Future Issues/Risk Areas	Covid-19 continues to have a potential impact on income levels and expenditure.							

	Budget to Date £'000	Forecast Outturn £'000	Actual to January 22 21 £'000	Variance to date £'000	Annual Forecast Variance due to COVID-19 £'000	Annual Forecast Variance due to other factors £'000	Total Annual Forecast Variance £'000	Explanation for year end variances greater than £10k
Housing and Health								
Contain Outbreak Management Fund 2021/22	0	0	-107	-107				External grant funding received in advance mainly to support vulnerable groups.
Domestic Abuse Duty	0	0	-24	-24				External funding received in advance from Kent County Council towards Domestic Abuse Housing Co-ordinator post. Funding to be spent by 31/3/22 and awaiting to hear whether funding will be extended into 2022/23.
Homeless	349	649	657	308		300		Lack of affordable move on and social/rented accommodation in the district is preventing move on from temporary and emergency accommodation. Housing Benefit reclaims for the period are pending. Block accommodation bookings are now secured at more competitive rates. Additional staffing costs incurred as a result of external funding not yet drawn down.
Housing Clinically Extremely Vulnerable 21/22	0	0	-76	-76				External funding for fixed term One You Plus Officer, which is currently vacant. Due to funding restrictions, the funding will be reallocated to the voluntary sector to provide the One You Plus service.
Kent Housing Group Grant	0	0	-126	-126				Monies received in advance from Kent Housing Group to support private rented sector arrears.
Housing	151	151	129	-22				Staff underspend relating to vacant Housing Strategy Manager and Housing Team Leader posts (now recruited to). Citizens Advice SLA now signed and funding released. Housing Strategy phased consultancy costs remain outstanding.
Housing Pathway Co-ordinator	0	0	12	12				External funding received from MHCLG towards Rough Sleeper Initiative. Position now recruited to. Funding yet to be drawn down.
Housing Energy Retraining Options (HERO)	110	110	54	-55				Staff underspend due to vacant HERO Officer post. The post is currently in the process of being recruited to.
KCC Household Support Fund	0	0	23	23				External funding received from Kent County Council, which is paid in arrears in two tranches and supports winter warmth, fuel and food costs over the Winter period. An element of this funding will contribute to homeless overspend.
KCC Helping Hands	0	0	-45	-45				External funding received in advance from Kent County Council towards COVID-19 Digital Inclusion project being led by Housing team.
Private Sector Housing	237	237	224	-13				Underspend on salaries due to Private Sector Housing Officer vacancy, which is now filled.
Rough Sleepers Initiative (4)	0	0	-129	-129				External funding received in advance from MHCLG towards Rough Sleeper Initiative 4.
One You KPH	-20	-20	-4	16				External funding received from Kent Public Health - planned overspend for shared Support Officer post.
One You Health Checks	18	18	-15	-33				External funding for Kent Housing Group Housing and Health Project Officer hosted by SDC.
Homelessness Funding	-412	-412	-390	21				Funding to be drawn down for homeless prevention funded staffing posts.
KCC Specialist Weight Management	0	0	-33	-33				Health funding received in advance to support BAME community health interventions. Post currently being recruited to.
Future Issues/Risk Areas								Ongoing Temporary Accommodation costs within the district due to increases in homelessness. Recruitment to vacant posts being completed, all Covid-19 placements ended on 30 June 2021 and a TA Charging Policy to come into effect from October.

Improvement and Innovation	Budget to Date £'000	Forecast Outturn £'000	Actual to January 22 £'000	Variance to date £'000	Annual Forecast Variance due to COVID-19 £'000	Annual Forecast Variance due to other factors £'000	Total Annual Forecast Variance £'000	Explanation for year end variances greater than £10k (starred items)
Asset Maintenance IT	246	246	611	365			0	Spend as per Asset Maintenance Plan.
Corporate Management	868	792	783	-84		-76	-76	It is currently forecast that there will be an underspend within the Corporate Management budget for this year, which includes a revised salary budget and lower expenditure on bought-in services.
Corporate Projects	59	34	37	-22		-25	-25	Current salary underspend to be offset by overspend elsewhere.
Corporate - Other	50	30	0	-50		-20	-20	An underspend is forecast on spending on responding to legislation and savings generated from vacant posts is expected to exceed the budget level.
Democratic Services	140	116	114	-25		-24	-24	Underspend due to staffing turnover.
Economic Development	30	37	63	33		7	7	Place campaign to be funded from reserves.
Economic Development Property	495	495	453	-42			0	Salary underspend due to vacancies now filled. Agency staffing cover required will offset this by year end. Grant funding to be spent.
Elections	111	111	270	159			0	The current overspend is due to income outstanding relating to the PCC, KCC and District Elections and the additional costs of unscheduled District by-elections. PCC and KCC accounts have been submitted to the County Council and the government's Elections Claims Unit, but are unlikely to be settled during this financial year.
External Communications	194	184	172	-22		-10	-10	Year-end variance forecast as expenditure on website support lower than budgeted amount for this year.
Land Charges	-98	-78	-84	14		20	20	Annual variances due to enforcement income not in line with budgeted expectation as highlighted in high level commentary at the beginning of the year. Current fee recovery levels are highly variable as a result of COVID impact affecting court availability. These levels are expected to rise but are likely to remain under normals levels by year end.
Members	393	348	353	-40		-45	-45	Members allowances lower than budgeted levels due to changes in roles as only one Special Responsibility Allowance is payable. Also reduced expenditure on travel and training.
Register of Electors	179	179	159	-19			0	Delay in the receipt of invoices from suppliers has created the current underspend. The underspend will reduce as these are paid in the coming weeks.
Administrative Expenses - Human Reso	8	21	20	12		14	14	Forecast overspend due to external advice costs.
Support - Contact Centre	712	667	652	-60		-45	-45	Current underspend due to staffing changes currently under review.
Support - General Admin (Print Shop)	-27	28	-8	19		55	55	Highlighted as a financial risk throughout this year, income from external customers is below the budgeted level for this financial year as events and other activities continue to be impacted by the Covid pandemic.
Support - Human Resources	344	362	352	8		18	18	One off expenditure on South East Employer Annual Membership and upfront Payroll Consultancy Payment.
Future Issues/Risk Areas	<p>IT Asset Maintenance spend as per 10 year plan resulting in draw down from reserves in current year.</p> <p>Lower income for Print Studio services from both internal and external customers.</p> <p>Costs of unscheduled District Council by-elections.</p>							

	Budget to Date £'000	Forecast Outturn £'000	Actual to January 22 £'000	Variance to date £'000	Annual Forecast Variance due to COVID-19 £'000	Annual Forecast Variance due to other factors £'000	Total Annual Forecast Variance £'000	Explanation for year end variances greater than £10k (starred items)
Improvement and Innovation								

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Position as at the end of January 22	Y-T-D Actual £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Annual Variance £'000	Annual Variance %
People and Places	356	591	555	(35)	(6.0)
Development and Conservation	812	886	842	(44)	(5.0)
Finance and Investments	3,442	3,074	2,319	(755)	(24.5)
Cleaner and Greener	4,949	5,641	6,091	450	8.0
Housing and Health	252	988	1,285	298	30.2
Improvement and Innovation	5,134	5,835	5,704	(131)	(2.2)
Services Total	14,944	17,015	16,797	(218)	(1.3)
Adjustments to Reconcile to amount to be met from reserves: Capital Charges outside the General Fund	(50)	(60)	(60)	0	0.0
Adjustments to Reconcile to amount to be met from reserves: Support Services outside the General Fund	(144)	(172)	(172)	0	0.0
Redundancy Costs	80	0	0		-
NET SERVICE EXPENDITURE	14,832	16,783	16,565	(218)	(1.3)
New Homes Bonus	(963)	(1,155)	(1,155)	0	0.0
Retained Business Rates	(1,818)	(2,182)	(2,467)	(285)	(13.1)
Council Tax	(9,536)	(11,443)	(11,443)	0	(0.0)
Contribution from Collection Fund	14	17	17	0	0.0
Local Council Tax Support (LCTS)	(245)	(245)	(245)	0	
Lower Tier Services Grant	(69)	(98)	(98)		
Summary excluding Investment Income	2,215	1,677	1,174	(503)	(30.0)

Investment Property Income	(1,194)	(1,372)	(1,323)	49	3.6
Interest Receipts	(25)	(188)	(25)	163	(86.7)
OVERALL TOTAL	996	117	(174)	(291)	(249.3)
Planned Appropriation to/(from) Reserves	(1,346)	(1,615)	(1,615)	0	
Other Reserve Movements	0	1,498	1,783	285	
Supplementary Estimates	0	0	0	0	
(Surplus)/Deficit	(351)	(0)	(6)	(6)	

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Appendix B : Summary by Service

Position as at the end of January 22	Y-T-D Actual £'000	Budget to Date £'000	Variance £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
People & Places SDC Funded	£'000	£'000	£'000	£'000	£'000	£'000
All Weather Pitch	(4)	(4)	(0)	(5)	(5)	-
Community Safety	126	134	(8)	160	160	-
Community Development Service Provisions	(6)	(6)	-	(6)	(6)	-
The Community Plan	14	18	(3)	21	17	(4)
Grants to Organisations	175	180	(5)	185	181	(4)
Leisure Contract	33	73	(40)	112	85	(27)
Leisure Development	10	21	(11)	21	21	-
Admin Expenses - People & Places Communities	21	16	5	22	22	-
Tourism	(153)	27	(181)	30	30	-
West Kent Partnership	(2)	(5)	3	-	-	-
Youth	27	41	(15)	50	50	-
Total People & Places SDC Funded	241	495	(254)	591	555	(35)
People & Places Externally Funded	£'000	£'000	£'000	£'000	£'000	£'000
Practical Support Self-Isolating COVID 19	(6)	-	(6)	-	-	-
Compliance & Enforcement	(1)	-	(1)	-	-	-
Contain Outbreak Management Fund 2021/22	86	-	86	-	-	-
Local Strategic Partnership	15	-	15	-	-	-
Partnership - Home Office	2	(0)	2	-	-	-
Police & Crime Commissioners (PCCs)	1	-	1	-	-	-
Community Sports Activation Fund	(10)	-	(10)	-	-	-
Sportivate Inclusive Archery Project	0	-	0	-	-	-
West Kent Business Rates Retention	5	-	5	-	-	-
West Kent Enterprise Advisor Network	45	8	37	-	-	-
West Kent Kick Start	(23)	-	(23)	-	-	-

Position as at the end of January 22	Y-T-D Actual £'000	Budget to Date £'000	Variance £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
West Kent Partnership Business Support	1	-	1	-	-	-
People & Places Externally Funded	115	8	107	-	-	-
Total People & Places	356	503	(147)	591	555	(35)
Development and Conservation	£'000	£'000	£'000	£'000	£'000	£'000
Building Control Partnership Members	(0)	-	(0)	-	-	-
Building Control Partnership Hub (SDC Costs)	0	-	0	-	-	-
Building Control	(156)	(108)	(48)	(130)	(161)	(31)
Conservation	120	105	15	120	120	-
Dangerous Structures	-	2	(2)	3	3	-
Planning Policy	374	345	29	483	487	5
LDF Expenditure	35	-	35	-	-	-
Planning - Appeals	236	173	63	202	245	43
Planning - CIL Administration	(50)	(22)	(28)	(66)	(100)	(34)
Planning - Counter	(1)	(5)	4	(6)	(6)	-
Planning - Development Management	(28)	(82)	55	(69)	(121)	(52)
Planning - Enforcement	301	238	64	289	314	25
Planning Performance Agreement	31	-	31	-	-	-
Planning - Development Management - Software Project	(150)	-	(150)	-	-	-
Administrative Expenses - Building Control	(1)	10	(11)	12	12	-
Administrative Expenses - Planning Services	99	34	65	49	49	-
Total Development and Conservation	812	691	121	886	842	(44)
Finance and Investments	£'000	£'000	£'000	£'000	£'000	£'000
Asset Maintenance CCTV	9	15	(6)	18	9	(9)
Asset Maintenance Countryside	2	7	(5)	9	2	(7)

Position as at the end of January 22	Y-T-D Actual £'000	Budget to Date £'000	Variance £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
Asset Maintenance Direct Services	95	35	61	42	95	53
Asset Maintenance Playgrounds	4	13	(9)	16	4	(12)
Asset Maintenance Public Toilets	0	13	(13)	16	1	(15)
Benefits Admin	(77)	206	(283)	141	(73)	(214)
Benefits Grants	(23)	(21)	(2)	(25)	(25)	-
Corporate Management	1	-	1	-	-	-
Dartford Rev&Ben Partnership Hub (SDC costs)	1,457	1,683	(226)	-	-	-
Dartford Audit Partnership Hub (SDC Costs)	166	188	(22)	-	-	-
Housing Advances	-	1	(1)	1	1	-
Local Tax	(156)	(99)	(57)	(85)	61	146
Misc. Finance	786	1,224	(437)	1,580	865	(715)
Administrative Expenses - Chief Executive	3	11	(8)	20	20	-
Administrative Expenses - Finance	46	19	27	26	46	20
Administrative Expenses - Revenues and Benefits	0	-	0	-	-	-
Administrative Expenses - Strategic Property	6	-	6	-	-	-
Support - Rev & Ben Control	186	186	-	224	224	-
Support - Counter Fraud	43	43	0	52	52	-
Support - Audit Function	168	159	8	187	187	-
Support - Exchequer and Procurement	148	133	15	158	168	10
Support - Finance Function	204	213	(9)	256	246	(10)
Support - Legal Function	193	215	(22)	259	249	(9)
Support - Procurement	7	5	1	7	7	-
Support - Property Function	47	43	4	52	52	-
Treasury Management	126	100	26	123	130	7
Total Finance and Investments	3,442	4,395	(952)	3,074	2,319	(755)
Cleaner and Greener	£'000	£'000	£'000	£'000	£'000	£'000
Asset Maintenance Argyle Road	24	66	(41)	79	54	(25)

Position as at the end of January 22	Y-T-D Actual £'000	Budget to Date £'000	Variance £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
Asset Maintenance Other Corporate Properties	55	29	26	35	55	20
Asset Maintenance Hever Road	49	33	16	40	50	10
Asset Maintenance Leisure	235	158	77	190	235	45
Asset Maintenance Support & Salaries	45	76	(31)	138	108	(30)
Asset Maintenance Sewage Treatment Plants	0	8	(7)	9	9	-
Bus Station	11	8	3	8	8	-
Car Parks	(990)	(1,239)	249	(1,198)	(1,198)	-
CCTV	247	199	47	262	262	-
Civil Protection	32	42	(10)	49	38	(11)
Dartford Environmental Hub (SDC Costs)	(0)	(0)	(0)	-	-	-
Car Parking - On Street	(230)	(247)	17	(245)	(245)	-
EH Commercial	231	255	(24)	304	304	0
EH Animal Control	12	17	(4)	22	29	6
EH Environmental Protection	282	285	(3)	346	346	(0)
Emergency	57	68	(10)	81	69	(12)
Parking Enforcement - Tandridge DC	(192)	(22)	(171)	(39)	(39)	-
Estates Management - Buildings	(40)	11	(52)	(16)	(30)	(14)
Estates Management - Grounds	122	104	18	125	135	10
Housing Other Income	(13)	(12)	(2)	(14)	(14)	-
Housing Premises	(8)	9	(16)	16	0	(16)
Kent Resource Partnership	5	(56)	61	-	-	-
Licensing Partnership Hub (Trading)	8	19	(11)	-	(4)	(4)
Licensing Partnership Members	-	-	-	-	-	-
Licensing Regime	(7)	44	(52)	44	18	(26)
Asset Maintenance Operatives	12	4	8	5	5	-
Markets	(194)	(184)	(10)	(217)	(247)	(30)
Decarbonisation Fund Net ZERO 2030	0	-	0	-	-	-
Parks - Greensand Commons Project	31	-	31	-	-	-
Parks and Recreation Grounds	40	108	(68)	132	132	-

Position as at the end of January 22	Y-T-D Actual £'000	Budget to Date £'000	Variance £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
Parks - Rural	177	134	44	165	165	-
Public Transport Support	-	0	(0)	0	0	-
Refuse Collection	2,389	2,451	(62)	2,913	2,863	(50)
Administrative Expenses - Direct Services	12	0	12	-	-	-
Administrative Expenses - Health	13	4	10	5	5	-
Administrative Expenses - Licensing	0	5	(5)	7	7	-
Administrative Expenses - Property	9	3	6	3	3	-
Administrative Expenses - Transport	4	5	(1)	7	7	-
Street Cleansing	1,296	1,283	13	1,539	1,506	(33)
Support - Central Offices	428	442	(13)	483	483	-
Support - Central Offices - Facilities	178	223	(44)	279	243	(35)
Support - General Admin	-	4	(4)	5	0	(5)
Support - General Admin (Post/Scanning)	184	181	3	219	229	10
Support - Health and Safety	0	6	(6)	8	4	(4)
Support - Direct Services	71	39	32	50	79	29
Direct Services Trading account	313	(506)	819	(253)	347	600
Taxis	5	9	(4)	11	26	14
Public Conveniences	43	40	3	47	47	-
Total Cleaner and Greener	4,949	4,106	843	5,641	6,091	450
Housing and Health	£'000	£'000	£'000	£'000	£'000	£'000
Contain Outbreak Management Fund 2021/22	(107)	-	(107)	-	-	-
Domestic Abuse Duty	(24)	-	(24)	-	-	-
Gypsy Sites	(7)	(9)	3	(10)	(10)	-
Health Improvements	38	40	(2)	48	46	(2)
Homeless	657	349	308	429	729	300
Housing Clinically Extremely Vulnerable 21/22	(76)	-	(76)	-	-	-
Housing Register	25	31	(5)	37	37	-

Position as at the end of January 22	Y-T-D Actual £'000	Budget to Date £'000	Variance £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
Kent Housing Group Grant	(126)	-	(126)	-	-	-
Disabled Facilities Grant Administration	-	-	-	(50)	(50)	-
Housing	129	151	(22)	186	186	-
Housing Initiatives	47	46	1	55	55	-
Next Steps Accommodation Programme	(0)	-	(0)	-	-	-
Housing Pathway Co-ordinator	12	-	12	-	-	-
Homelessness Prevention	(5)	-	(5)	-	-	-
Needs and Stock Surveys	0	-	0	-	-	-
Housing Energy Retraining Options (HERO)	54	110	(55)	130	130	-
KCC- Household Support Fund	23	-	23	-	-	-
KCC Helping Hands	(45)	-	(45)	-	-	-
Private Sector Housing	224	237	(13)	284	284	-
Rough Sleepers Initiative (4)	(129)	-	(129)	-	-	-
Admin Expenses - People & Places Housing	9	-	9	-	-	-
One You - Your Home Project	0	-	0	-	-	-
One You KPH	(4)	(20)	16	-	-	-
One You Health Checks	(15)	18	(33)	-	-	-
Homelessness Funding	(390)	(412)	21	(122)	(122)	-
PCT Initiatives	(7)	-	(7)	-	-	-
KCC Specialist Weight Management	(33)	-	(33)	-	-	-
Total Housing and Health	252	540	(289)	988	1,285	298
Improvement and Innovation	£'000	£'000	£'000	£'000	£'000	£'000
Action and Development	4	7	(3)	8	8	-
Asset Maintenance IT	611	246	365	296	296	-
Civic Expenses	16	17	(1)	17	17	-
Consultation and Surveys	10	-	10	4	9	5
Corporate Management	783	868	(84)	1,146	1,070	(76)

Position as at the end of January 22	Y-T-D Actual £'000	Budget to Date £'000	Variance £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
Corporate Projects	37	59	(22)	71	46	(25)
Corporate - Other	-	50	(50)	175	155	(20)
Democratic Services	114	140	(25)	167	143	(24)
Economic Development	63	30	33	38	45	7
Economic Development Property	453	495	(42)	442	442	-
Elections	270	111	159	125	125	-
External Communications	172	194	(22)	222	212	(10)
Land Charges	(84)	(98)	14	(118)	(98)	20
Members	353	393	(40)	473	428	(45)
Performance Improvement	8	7	1	(0)	(0)	-
Register of Electors	159	179	(19)	204	204	-
Administrative Expenses - Corporate Services	18	18	1	23	23	-
Administrative Expenses - Legal and Democratic	61	63	(3)	72	68	(4)
Administrative Expenses - Transformation and Strategy	3	4	(1)	5	5	-
Administrative Expenses - Human Resources	20	8	12	9	23	14
Street Naming	1	1	(0)	2	2	-
Support - Contact Centre	652	712	(60)	855	810	(45)
Support - General Admin	12	15	(4)	178	178	-
Support - General Admin (Print Shop)	(8)	(27)	19	(49)	6	55
Support - IT	1,052	1,051	0	1,071	1,071	-
Support - Local Offices	0	-	0	-	-	-
Support - Nursery	1	-	1	-	-	-
Support - Human Resources	352	344	8	397	415	18
Total Improvement and Innovation	5,134	4,887	246	5,835	5,704	(131)
Total SDC	14,944	15,122	(178)	17,015	16,797	(218)

Appendix B : Salaries

Position as at the end of January 22	Y-T-D Actual £'000	Annual Budget £'000	Annual Forecast £'000	Annual Variance £'000	Annual Variance %
Development and Conservation					
Building Control	296	381	381	0	0%
Planning Services	1,659	1,893	1,893	0	0%
	1,954	2,274	2,274	0	0%
Finance and Investments					
Chief Executive	177	216	216	0	0%
Finance	753	937	937	0	0%
Revenues and Benefits	1,300	1,653	1,653	0	0%
Strategic Property	508	607	607	0	0%
	2,737	3,413	3,413	0	0%
Cleaner and Greener					
Direct Services	3,336	4,339	4,339	0	0%
Health	487	681	681	0	0%
Licensing	374	481	481	0	0%
Property	382	481	446	(35)	-7%
Transport	483	500	500	0	0%
	5,061	6,482	6,447	(35)	-1%
Housing and Health					
Places Housing	673	865	865	0	0%
	673	865	865	0	0%
Improvement and Innovation					
Corporate Services	1,463	1,861	1,775	(86)	-5%
Legal and Democratic	489	628	591	(37)	-6%
Transformation and Strategy	494	660	619	(41)	-6%
Human Resources	331	387	387	0	0%
	2,778	3,536	3,372	(164)	-5%
People and Places					
Places Communities	241	295	295	0	0%
	241	295	295	0	0%
Sub Total	13,445	16,865	16,666	(199)	-1%
Council Wide - Vacant Posts	0	31	31	0	0%
Staff Recruitment and Retention	0	73	73	0	0%
TOTAL SDC Funded Salary Costs	13,445	16,969	16,770	(199)	-1%
Places Communities*	368	264	264	0	0%
Direct Services*	20	126	126	0	0%
Places Housing*	224	149	149	0	0%
Externally Funded Total	611	540	540	0	0%
TOTAL Salary Costs	14,056	17,508	17,309	(199)	-1%

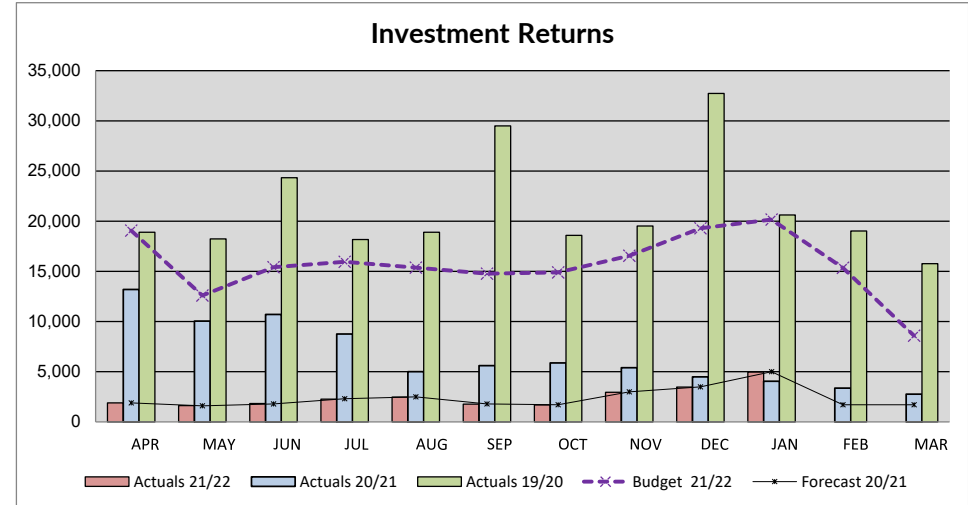
*Externally Funded & Funded from other sources (gross figures). Overspendings here are matched by external funding and represent additional resources secured for the Council since the budget was set.

Agenda Item 7

Appendix B : Staffing Stats - Position as at the end of January 22	Budget FTE*	Staff FTE	Agency FTE	Casual FTE	January 2022 Total	December 2022 Total	
Development and Conservation							
Building Control	8.00	6.00			6.00	6.00	2.00
Planning Services	41.47	38.47			38.47	39.47	3.00
Finance and Investments							
Chief Executive	1.00	1.00			1.00	1.00	0.00
Finance	16.08	15.81			15.81	17.31	0.27
Revenues and Benefits	43.33	40.84		0.26	41.10	42.20	2.23
Strategic Property	10.00	14.57	1.00		15.57	16.24	-5.57
Cleaner and Greener							
Direct Services	125.97	116.68	18.26		134.94	139.66	-8.97
Health	12.57	9.38	1.00	0.28	10.66	9.38	1.91
Licensing	10.59	10.80			10.80	10.78	-0.21
Property	6.65	4.65			4.65	4.65	2.00
Transport	14.00	16.59			16.59	16.59	-2.59
Housing and Health							
Housing	15.20	16.70	1.00		17.70	18.70	-2.50
Improvement and Innovation							
Corporate Services	50.75	50.84			50.84	50.84	-0.09
Legal and Democratic	7.50	6.00			6.00	7.00	1.50
Transformation and Strategy	20.35	18.16			18.16	18.16	2.19
Human Resources	8.00	8.76			8.76	8.76	-0.76
People and Places							
Communities & Business	5.00	5.35			5.35	4.68	-0.35
Sub Total	396.46	380.60	21.26	0.54	402.40	411.42	-5.94
Externally Funded							
People & Places	6.08	7.11			7.11	8.05	-1.03
People & Places - Housing	4.00	6.11	1.00		7.11	6.11	-3.11
KRP	2.00	0.00			0.00	0.00	2.00
Sub total	12.08	13.22	1.00	0.00	14.22	14.16	
Total	408.54	393.82	22.26	0.54	416.62	425.58	
Number of staff paid in January 22: 427 permanent, 2 casuals							

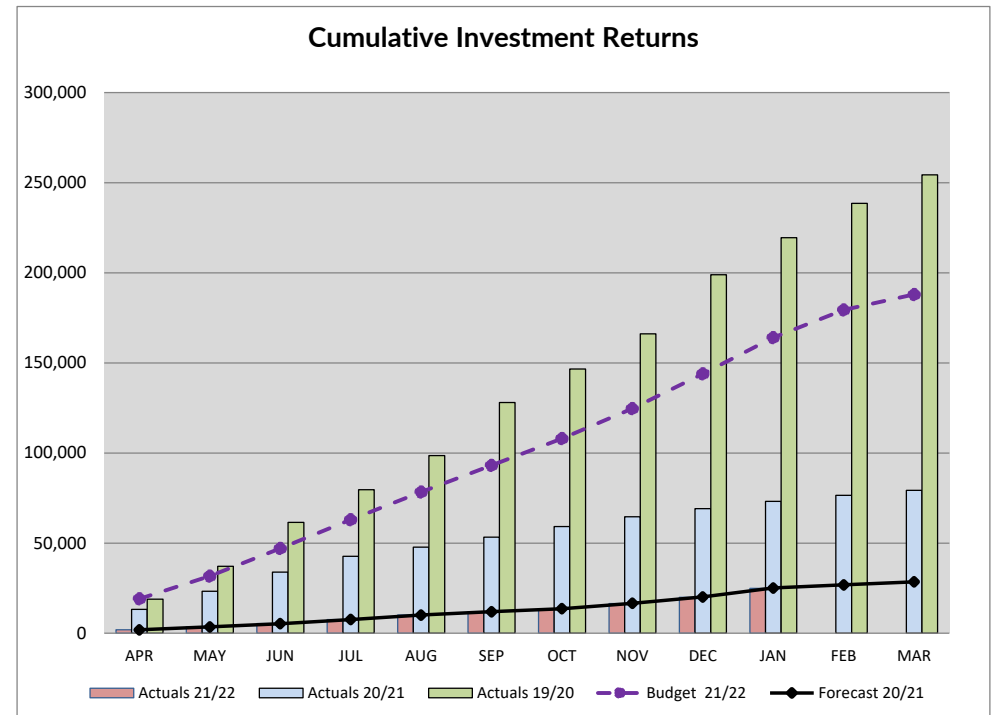
6 Investment Returns

	Actuals 19/20	Actuals 20/21	Actuals 21/22	Budget 21/22	Variance	Forecast 20/21
APR	18,908	13,190	1,900	19,058	-17,158	1,900
MAY	18,243	10,041	1,620	12,595	-10,975	1,600
JUN	24,341	10,719	1,829	15,424	-13,595	1,800
JUL	18,166	8,761	2,261	15,947	-13,686	2,300
AUG	18,891	5,010	2,471	15,365	-12,894	2,500
SEP	29,495	5,612	1,774	14,773	-12,999	1,800
OCT	18,586	5,867	1,696	14,889	-13,193	1,700
NOV	19,520	5,397	2,963	16,555	-13,592	3,000
DEC	32,723	4,484	3,467	19,286	-15,819	3,500
JAN	20,620	4,060	4,958	20,166	-15,208	5,000
FEB	19,034	3,367		15,345		1,700
MAR	15,768	2,769		8,597		1,700
TOTAL	254,295	79,277	24,939	188,000	-139,119	28,500



INVESTMENT RETURNS (CUMULATIVE)

	Actuals 19/20	Actuals 20/21	Actuals 21/22	Budget 21/22	Variance	Forecast 20/21
APR	18,908	13,190	1,900	19,058	-17,158	1,900
MAY	37,151	23,231	3,520	31,653	-28,133	3,500
JUN	61,492	33,950	5,349	47,077	-41,728	5,300
JUL	79,658	42,711	7,610	63,024	-55,414	7,600
AUG	98,549	47,721	10,081	78,389	-68,308	10,100
SEP	128,044	53,333	11,855	93,162	-81,307	11,900
OCT	146,630	59,200	13,551	108,051	-94,500	13,600
NOV	166,150	64,597	16,514	124,606	-108,092	16,600
DEC	198,873	69,081	19,981	143,892	-123,911	20,100
JAN	219,493	73,141	24,939	164,058	-139,119	25,100
FEB	238,527	76,508		179,403		26,800
MAR	254,295	79,277		188,000		28,500



BUDGET FOR 20/21 188,000
 FORECAST OUTTURN 28,500

CODE:- YHAA 96900

N.B.

These are the gross interest receipts rather than the interest remaining in the General Fund

Fund Average 0.1117%
 7 Day LIBID -0.0530%
 3 Month LIBID -0.0170%

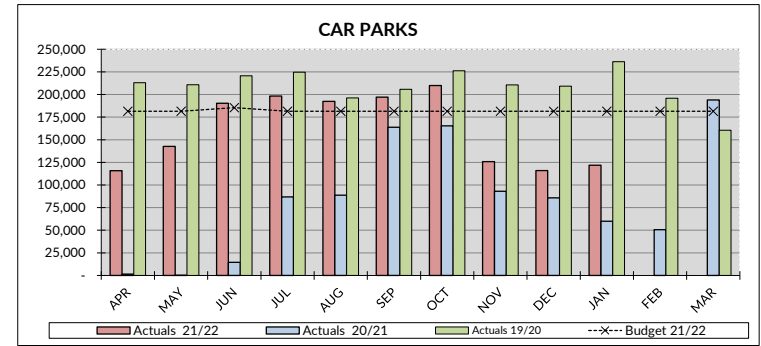
**Position as at the end of January 2022
(Period 202210)**

	21/22 Opening Balance	Position as at the end of January 2022 (Period 202210)	21/22 Cumulative Movement to Date
BS360 E Earmarked Reserve - Budget Stabilisation	(9,820)	(9,820)	-
BS510 E Earmarked Reserve - NNDR Safety Net Deficit Reserve	(8,071)	(8,071)	-
BS380 E Earmarked Reserve - Financial Plan	(2,653)	(2,653)	-
BS030 E Earmarked Reserve - Carry Forward Items (DAC)	(1,218)	(1,218)	-
BS045 E Earmarked Reserve - IT Asset Maintenance	(779)	(779)	-
BS010 E Earmarked Reserve - Vehicle Renewal (DAA)	(696)	(696)	-
BS600 E Earmarked Reserve - Housing & Commercial Growth Fund	(566)	(566)	-
BS250 E Earmarked Reserve - DWP Hsg Benefit Subsidy	(550)	(550)	-
BS035 E Earmarked Reserve - Capital Expenditure Reserve	(500)	(500)	-
BS500 E Earmarked Reserve - Pension Fund Valuation Adj.	(441)	(441)	-
BS470 E Earmarked Reserve - New Homes Bonus Reserve	(406)	(406)	-
BS260 E Earmarked Reserve - Local Plan/LDF	(318)	(318)	-
BS300 E Earmarked Reserve - Action and Development	(296)	(296)	-
BS120 E Earmarked Reserve - Vehicle Insurance (DAZ)	(258)	(258)	-
BS540 E Earmarked Reserve - Property Investment Strategy Maintenance Reserve	(233)	(233)	-
BS330 E Earmarked Reserve - Capital Financing	(221)	(221)	-
BS520 E Earmarked Reserve - Corporate Project Support Reserve	(212)	(179)	34
BS400 E Earmarked Reserve - Community Development Reserve	(204)	(185)	19
BS570 E Earmarked Reserve - Community Infrastructure Levy Administration (CIL)	(185)	(185)	-
BS410 E Earmarked Reserve - Development Services Reserve	(113)	(113)	-
Total	(27,742)	(27,689)	52
Other Earmarked Reserves (balances <£100k)	(647)	(720)	(73)
Total Earmarked Reserves	(28,388)	(28,409)	(21)
BW020 General Fund	(1,700)	(1,700)	-
Total Reserves	(30,089)	(30,109)	(21)

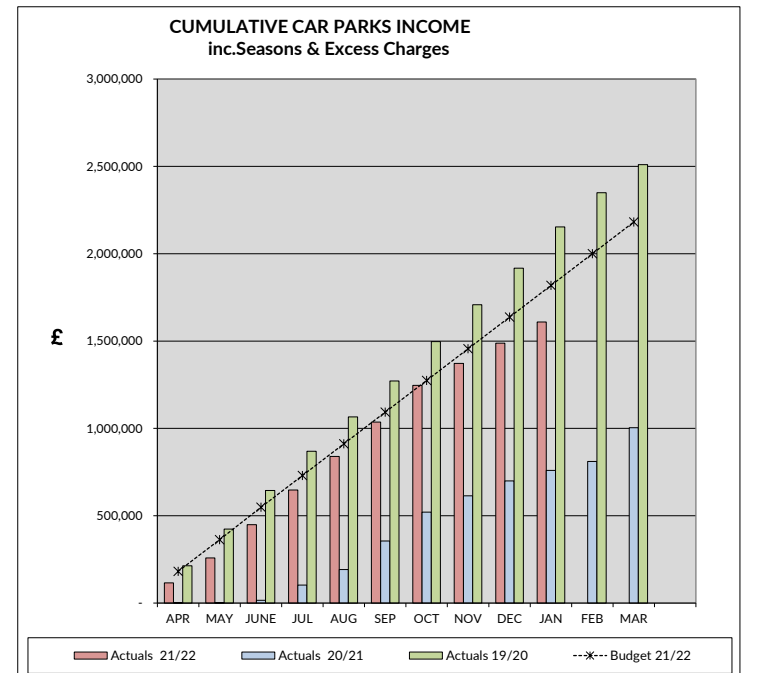
Appendix B : Income Graphs Summary

	ACTUAL	Previous Year comparatives	Budget YTD	Variance YTD - brackets show underachievement	Annual Budget
Car Parks	1,609,600	759,687	1,818,731	(209,131)	2,181,677
Car Parking - On Street	760,646	372,856	693,851	66,796	832,621
Licensing Regime	109,631	89,372	74,629	35,002	99,148
Taxis	101,303	87,913	121,148	(19,845)	145,377
Land Charges	131,436	139,153	183,978	(52,542)	220,773
Planning - Development Management	827,975	880,088	823,517	4,458	988,220
Building Control	466,400	431,385	419,307	47,094	503,168
Total	4,006,990	2,760,453	4,135,159	(128,168)	4,970,984

Appendix B: CAR PARKS (HWCARPK)	Actuals 19/20	Actuals 20/21	Actuals 21/22	Increase / (decrease) from 20/21 to 21/22	Budget 21/22	Variance (Budget-Actuals)	Manager's Forecast
APR	213,119	1,513	115,730	114,217	181,473	(65,743)	-
MAY	210,813	158	142,691	142,533	181,473	(38,782)	-
JUN	220,637	14,588	190,284	175,696	185,473	4,811	-
JUL	224,678	86,759	198,274	111,516	181,473	16,801	-
AUG	196,164	88,754	192,326	103,572	181,473	10,852	-
SEP	205,737	163,789	196,998	33,209	181,473	15,525	-
OCT	226,210	165,320	209,840	44,519	181,473	28,367	-
NOV	210,651	93,081	125,825	32,743	181,473	(55,649)	-
DEC	209,265	85,779	115,877	30,099	181,473	(65,596)	-
JAN	236,228	59,945	121,754	61,809	181,473	(59,719)	-
FEB	195,940	50,624	-	-	181,473	-	-
MAR	160,439	193,889	-	-	181,473	-	-
Total	2,509,881	1,004,200	1,609,600	849,913	2,181,677	(209,131)	-

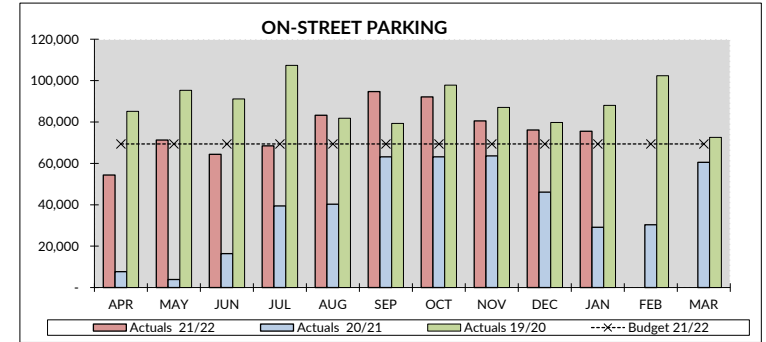


CAR PARKS (CUMULATIVE)	Actuals 19/20	Actuals 20/21	Actuals 21/22	Increase / (decrease) from 20/21 to 21/22	Budget 21/22	Variance (Budget-Actuals)	Manager's Forecast
APR	213,119	1,513	115,730	114,217	181,473	(65,743)	-
MAY	423,932	1,671	258,422	256,750	362,946	(104,525)	-
JUNE	644,570	16,260	448,706	432,446	548,419	(99,713)	-
JUL	869,247	103,018	646,980	543,962	729,892	(82,912)	-
AUG	1,065,411	191,772	839,306	647,534	911,365	(72,060)	-
SEP	1,271,148	355,561	1,036,304	680,743	1,092,838	(56,534)	-
OCT	1,497,358	520,882	1,246,144	725,262	1,274,312	(28,168)	-
NOV	1,708,009	613,963	1,371,968	758,006	1,455,785	(83,816)	-
DEC	1,917,274	699,741	1,487,846	788,104	1,637,258	(149,412)	-
JAN	2,153,502	759,687	1,609,600	849,913	1,818,731	(209,131)	-
FEB	2,349,442	810,311	-	-	2,000,204	-	-
MAR	2,509,881	1,004,200	-	-	2,181,677	-	-

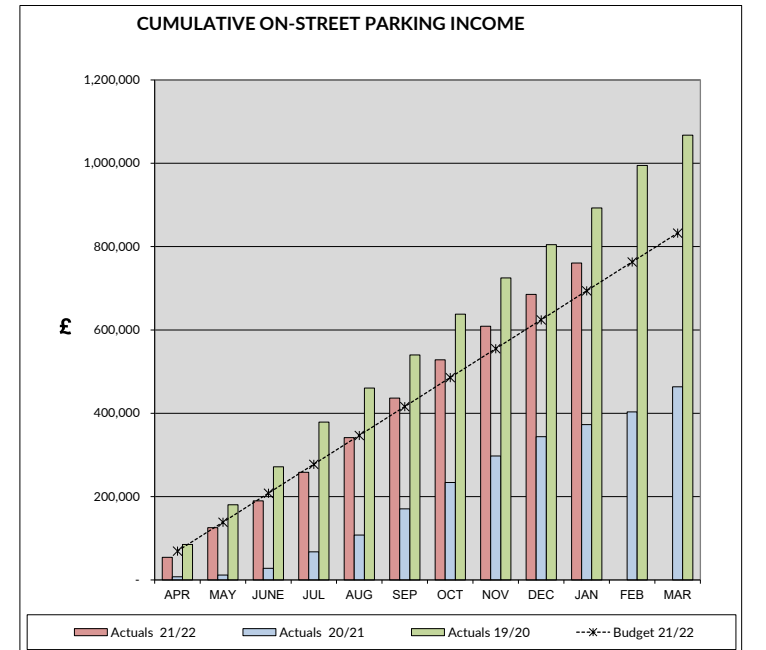


CUMULATIVE BREAKDOWN - HWCARPK	Code	Actual (Cumulative)	Budget	(Monthly)
DAY TICKETS	3300	1,406,678	1,567,570	108,526
EXCESS / PENALTY CHARGES	***1***3	-	-	-
SEASON TICKETS	3310 ***2	187,380	229,053	11,977
SEASON TICKET CAR PARK	3310	-	-	-
OTHER	9999, 34**	217	5,608	-
WAIVERS	3404	-	-	-
RENT	86**	15,325	16,500	1,252
Business Permits	3406 /3408	-	-	-
Total		1,609,600	1,818,731	121,754

Appendix B: ON-STREET PARKING (HWDCRIM / HWENFORC)	Actuals 19/20	Actuals 20/21	Actuals 21/22	Increase / (decrease) from 20/21 to 21/22	Budget 21/22	Variance (Budget-Actuals)	Manager's Forecast
APR	85,115	7,676	54,350	46,674	69,385	(15,035)	-
MAY	95,338	3,884	71,258	67,374	69,385	1,873	-
JUN	91,102	16,355	64,364	48,009	69,385	(5,022)	-
JUL	107,391	39,461	68,471	29,010	69,385	(914)	-
AUG	81,797	40,276	83,237	42,961	69,385	13,852	-
SEP	79,308	63,135	94,718	31,583	69,385	25,333	-
OCT	97,818	63,193	92,091	28,898	69,385	22,706	-
NOV	87,032	63,639	80,534	16,895	69,385	11,149	-
DEC	79,729	46,090	76,142	30,052	69,385	6,757	-
JAN	88,036	29,146	75,481	46,335	69,385	6,096	-
FEB	102,372	30,326	-	-	69,385	-	-
MAR	72,578	60,489	-	-	69,385	-	-
Total	1,067,616	463,670	760,645	387,790	832,620	66,794	-

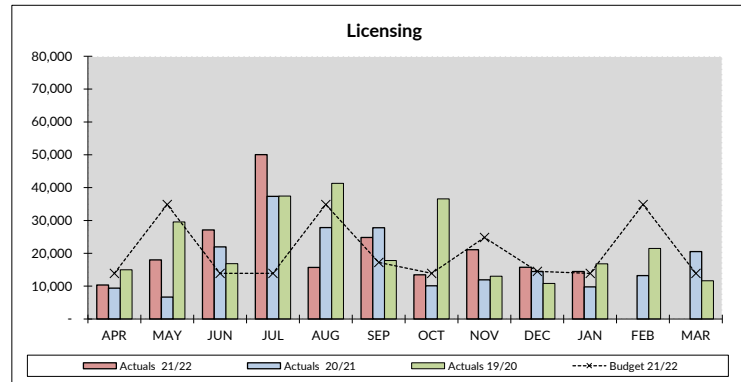


ON-STREET PARKING (CUMULATIVE)	Actuals 19/20	Actuals 20/21	Actuals 21/22	Increase / (decrease) from 20/21 to 21/22	Budget 21/22	Variance (Budget-Actuals)	Manager's Forecast
APR	85,115	7,676	54,350	46,674	69,385	(15,035)	-
MAY	180,453	11,560	125,609	114,049	138,770	(13,161)	-
JUNE	271,555	27,915	189,972	162,057	208,155	(18,183)	-
JUL	378,946	67,376	258,443	191,067	277,540	(19,097)	-
AUG	460,743	107,652	341,680	234,028	346,925	(5,245)	-
SEP	540,051	170,787	436,399	265,612	416,310	20,088	-
OCT	637,869	233,980	528,490	294,510	485,696	42,794	-
NOV	724,901	297,619	609,024	311,405	555,081	53,943	-
DEC	804,630	343,709	685,166	341,457	624,466	60,700	-
JAN	892,666	372,855	760,646	387,791	693,851	66,796	-
FEB	995,038	403,181	-	-	763,236	-	-
MAR	1,067,616	463,670	-	-	832,621	-	-

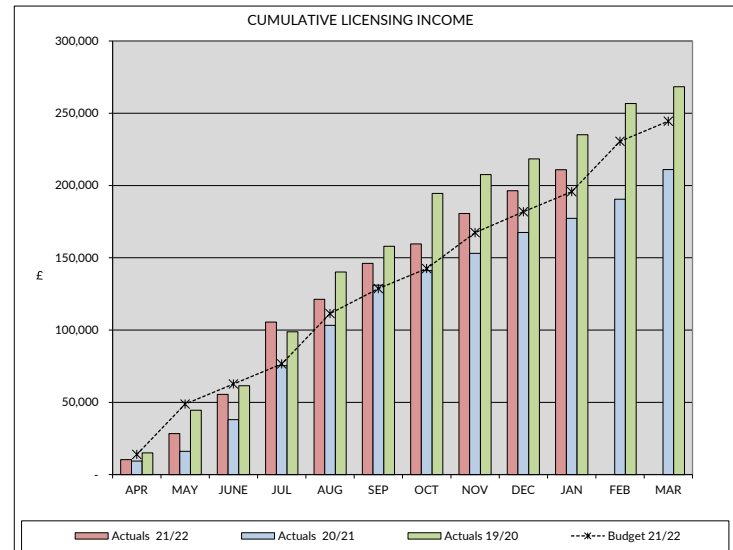


CUMULATIVE BREAKDOWN - HWDCRIM / HWENFORC	Code	Actual (Cumulative)	Budget	(Monthly)
ON STREET PARKING	3300	288,599	358,330	18,570
PENALTY NOTICES	3403	344,657	229,036	45,819
WAIVERS	3404	28,100	9,428	4,072
Driveway Access Protection Lines	3405	1,343	-	120
RESIDENTS PERMITS	3406	70,550	45,257	6,900
BUSINESS PERMITS	3408	3,553	51,800	-
OTHER	9999	23,844	-	-
Total		760,646	693,851	75,481

Appendix B: Licensing (EHLICREG & DSTAXIL)	Actuals 19/20	Actuals 20/21	Actuals 21/22	Increase / (decrease) from 20/21 to 21/22	Budget 21/22	Variance (Budget-Actuals)	Manager's Forecast
APR	14,991	9,404	10,356	952	13,909	(3,553)	-
MAY	29,570	6,655	18,021	11,366	34,839	(16,818)	-
JUN	16,865	21,969	27,128	5,159	13,909	13,219	-
JUL	37,419	37,346	50,067	12,721	13,909	36,157	-
AUG	41,305	27,847	15,709	(12,138)	34,839	(19,130)	-
SEP	17,814	27,783	24,814	(2,969)	17,221	7,592	-
OCT	36,559	10,099	13,479	3,380	13,909	(431)	-
NOV	13,047	11,939	21,101	9,162	24,839	(3,738)	(8,525)
DEC	10,833	14,460	15,776	1,316	14,489	1,286	-
JAN	16,790	9,782	14,483	4,701	13,909	574	-
FEB	21,506	13,232	-	-	34,839	-	-
MAR	11,638	20,550	-	-	13,909	-	-
Total	268,337	211,066	196,450	28,948	244,525	14,584	(8,525)

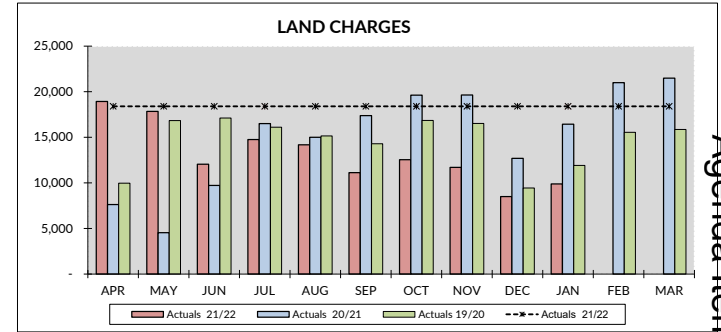


Licensing (CUMULATIVE)	Actuals 19/20	Actuals 20/21	Actuals 21/22	Increase / (decrease) from 20/21 to 21/22	Budget 21/22	Variance (Budget-Actuals)	Manager's Forecast
APR	14,991	9,404	10,356	952	13,909	(3,553)	-
MAY	44,561	16,059	28,377	12,318	48,749	(20,372)	-
JUNE	61,426	38,028	55,505	17,477	62,658	(7,153)	-
JUL	98,845	75,374	105,572	30,198	76,568	29,004	-
AUG	140,150	103,221	121,281	18,060	111,407	9,874	-
SEP	157,964	131,004	146,095	15,091	128,629	17,466	-
OCT	194,523	141,103	159,573	18,470	142,538	17,035	-
NOV	207,570	153,042	180,675	27,633	167,377	13,297	(8,525)
DEC	218,403	167,502	196,450	28,948	181,867	14,584	-
JAN	235,193	177,284	210,933	33,649	195,776	15,157	-
FEB	256,699	190,516	-	-	230,616	-	-
MAR	268,337	211,066	-	-	244,525	-	-

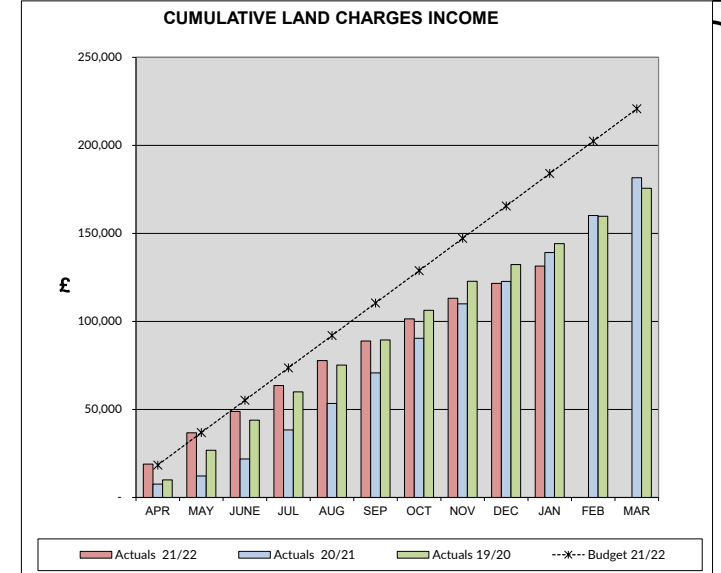


CUMULATIVE BREAKDOWN - EHLICREG/DSTAXIL	Code	Actual (Cumulative)	Budget	(Monthly)
Pre-application advice	EHLICREG/2189	-243	-	-
Personal Licences	EHLICREG/2190	2,288	1,850	107
Premises Licence Annual Fee/Premises New/Premises Variation	EHLICREG/2192/21	94,762	61,957	1,460
Temporary Event Notice	EHLICREG/2193	4,956	3,509	231
Gambling Act Permits/Lottery	EHLICREG/2196/7/	5,715	6,733	120
Other	9999	-364	-	-
Pavement Licence	EHLICREG/2222	1,600	-	-
Scrap Metal Dealers	EHLICREG/2241	917	580	917
Taxi Licensing	94300/DSTAXIL	87,833	121,148	9,868
Other	94300/DSTAXIL/99	13,470	-	1,781
Total		210,933	195,776	14,483

Appendix B: LAND CHARGES (LPLNDCH)				Increase / (decrease)	Variance (Budget- Manager's		
	Actuals 19/20	Actuals 20/21	Actuals 21/22	from 20/21 to 21/22	Budget 21/22	Actuals	Forecast
APR	9,967	7,630	18,930	11,300	18,398	532	-
MAY	16,828	4,532	17,846	13,314	18,398	(551)	-
JUN	17,112	9,717	12,054	2,337	18,398	(6,344)	-
JUL	16,113	16,500	14,749	(1,751)	18,398	(3,648)	-
AUG	15,149	14,999	14,184	(815)	18,398	(4,213)	-
SEP	14,286	17,377	11,125	(6,252)	18,398	(7,273)	-
OCT	16,854	19,628	12,546	(7,082)	18,398	(5,851)	-
NOV	16,519	19,636	11,699	(7,937)	18,398	(6,699)	-
DEC	9,444	12,692	8,507	(4,185)	18,398	(9,890)	-
JAN	11,917	16,441	9,881	(6,560)	18,398	(8,517)	-
FEB	15,554	20,998	-	-	18,398	-	-
MAR	15,857	21,489	-	-	18,398	-	(50,000)
Total	175,600	181,639	131,436	(7,716)	220,773	(52,542)	(50,000)

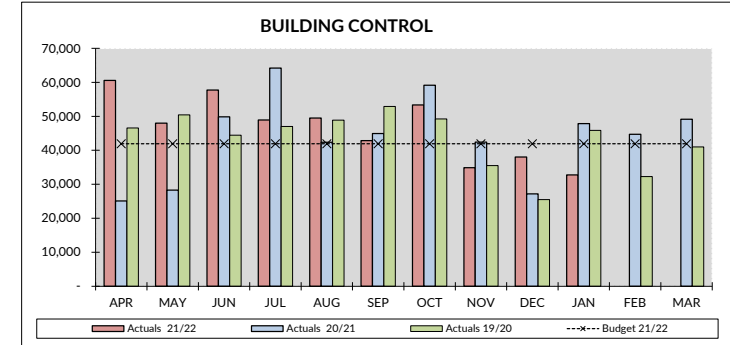


LAND CHARGES (CUMULATIVE)				Increase / (decrease)	Variance (Budget- Manager's		
	Actuals 19/20	Actuals 20/21	Actuals 21/22	from 20/21 to 21/22	Budget 21/22	Actuals	Forecast
APR	9,967	7,630	18,930	11,300	18,398	532	-
MAY	26,795	12,162	36,776	24,614	36,796	(20)	-
JUNE	43,907	21,879	48,830	26,951	55,193	(6,364)	-
JUL	60,020	38,379	63,579	25,200	73,591	(10,012)	-
AUG	75,169	53,378	77,763	24,385	91,989	(14,225)	-
SEP	89,455	70,755	88,888	18,133	110,387	(21,498)	-
OCT	106,309	90,383	101,435	11,052	128,784	(27,350)	-
NOV	122,828	110,019	113,133	3,114	147,182	(34,049)	-
DEC	132,272	122,711	121,641	(1,070)	165,580	(43,939)	-
JAN	144,188	139,152	131,436	(7,716)	183,978	(52,542)	-
FEB	159,742	160,150	-	-	202,375	-	-
MAR	175,599	181,639	-	-	220,773	-	(50,000)

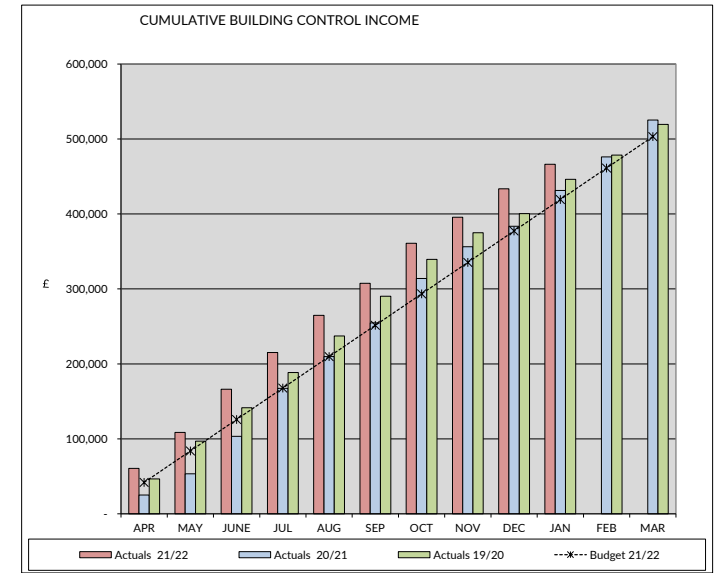


CUMULATIVE BREAKDOWN - LPLNDCH	Received (Month)	Percentage (Month)	Percentage (Month 20/21)	Percentage (Cumulative)
Searches Received - Paper	0	0%	0%	2
Searches Received - Electronic	79	100%	87%	1,016
Searches Received - Personal	0	0%	13%	155
Total	79	100%	100%	1,173

Appendix B: BUILDING CONTROL (DVBCFEE)				Increase / (decrease) from			Variance	Manager's
	Actuals 19/20	Actuals 20/21	Actuals 21/22	20/21 to 21/22	Budget 21/22	(Budget- Actuals)	Forecast	
APR	46,552	25,107	60,545	35,438	41,931	18,614	-	
MAY	50,427	28,305	47,988	19,683	41,931	6,057	-	
JUN	44,461	49,857	57,741	7,884	41,931	15,811	-	
JUL	47,025	64,205	48,928	(15,277)	41,931	6,997	-	
AUG	48,869	42,367	49,476	7,109	41,931	7,545	38,000	
SEP	52,900	44,930	42,851	(2,079)	41,931	920	-	
OCT	49,220	59,144	53,334	(5,810)	41,931	11,403	-	
NOV	35,500	42,429	34,867	(7,562)	41,931	(7,064)	-	
DEC	25,489	27,203	38,039	10,836	41,931	(3,891)	-	
JAN	45,849	47,838	32,755	(15,083)	41,931	(9,176)	-	
FEB	32,288	44,709	-	-	41,931	-	-	
MAR	40,975	49,136	-	-	41,931	-	-	
Total	519,555	525,230	466,400	35,015	503,168	47,094	38,000	

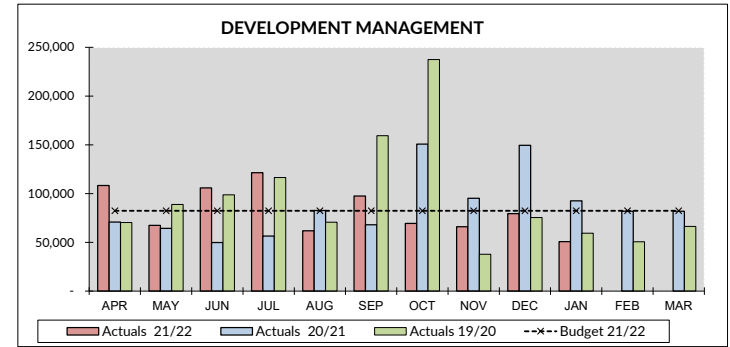


BUILDING CONTROL (CUMULATIVE)				Increase / (decrease) from			Variance	Manager's
	Actuals 19/20	Actuals 20/21	Actuals 21/22	20/21 to 21/22	Budget 21/22	(Budget- Actuals)	Forecast	
APR	46,552	25,107	60,545	35,438	41,931	18,614	-	
MAY	96,979	53,412	108,533	55,121	83,861	24,671	-	
JUNE	141,440	103,269	166,274	63,005	125,792	40,482	-	
JUL	188,465	167,474	215,202	47,728	167,723	47,479	-	
AUG	237,334	209,841	264,678	54,837	209,653	55,024	38,000	
SEP	290,234	254,771	307,529	52,758	251,584	55,945	-	
OCT	339,454	313,915	360,863	46,948	293,515	67,348	-	
NOV	374,954	356,344	395,730	39,385	335,445	60,284	-	
DEC	400,443	383,547	433,645	50,098	377,376	56,269	-	
JAN	446,292	431,385	466,400	35,015	419,307	47,094	-	
FEB	478,580	476,094	-	-	461,237	-	-	
MAR	519,555	525,230	-	-	503,168	-	-	

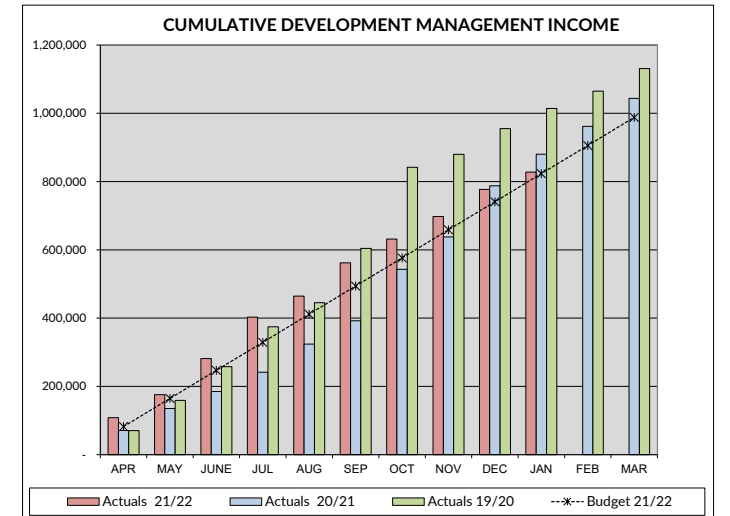


CUMULATIVE BREAKDOWN	Code	Actual (Cumulative)	Budget	(Monthly)
Plan Fee	3066	297,709	260,290	23,200
Inspection Fee	3067	165,462	159,017	8,731
Other	9999	3,230	-	824
New Burdens Grant	3905	0	-	-
Total		466,400	419,307	32,755

Appendix B: DEVELOPMENT MANAGEMENT (DVDEVCT/DVDEVRND)				Increase / (decrease) from	Variance	Manager's
	Actuals 19/20	Actuals 20/21	Actuals 21/22	20/21 to 21/22	(Budget-Actuals)	Forecast
APR	70,363	70,765	108,220	37,455	82,352	25,869
MAY	88,827	64,358	67,370	3,012	82,352	(14,982)
JUN	98,710	49,790	105,814	56,024	82,352	23,462
JUL	116,501	56,443	121,474	65,031	82,352	39,122
AUG	70,614	82,700	61,771	(20,930)	82,352	(20,581)
SEP	159,361	68,065	97,539	29,474	82,352	15,187
OCT	237,506	150,748	69,405	(81,343)	82,352	(12,947)
NOV	37,774	95,145	66,081	(29,064)	82,352	(16,270)
DEC	75,475	149,560	79,495	(70,065)	82,352	(2,857)
JAN	59,329	92,513	50,807	(41,706)	82,352	(31,545)
FEB	50,534	81,896	-	-	82,352	-
MAR	66,253	81,833	-	-	82,352	-
Total	1,131,247	1,043,816	827,976	(52,112)	988,223	4,458



DEVELOPMENT MANAGEMENT (CUMULATIVE)				Increase / (decrease) from	Variance	Manager's
	Actuals 19/20	Actuals 20/21	Actuals 21/22	20/21 to 21/22	(Budget-Actuals)	Forecast
APR	70,363	70,765	108,220	37,455	82,352	25,869
MAY	159,190	135,123	175,590	40,467	164,703	10,887
JUNE	257,900	184,913	281,404	96,491	247,055	34,349
JUL	374,401	241,356	402,878	161,522	329,407	73,471
AUG	445,015	324,056	464,648	140,592	411,758	52,890
SEP	604,376	392,121	562,187	170,066	494,110	68,077
OCT	841,882	542,869	631,592	88,722	576,462	55,130
NOV	879,656	638,014	697,673	59,659	658,813	38,860
DEC	955,131	787,574	777,168	(10,407)	741,165	36,003
JAN	1,014,460	880,087	827,975	(52,113)	823,517	4,458
FEB	1,064,994	961,983	-	-	905,868	-
MAR	1,131,247	1,043,816	-	-	988,220	-



CUMULATIVE BREAKDOWN: DVDEVCT/DVDEVRND	Code	Actual	Budget	(Monthly)
		(Cumulative)		
Planning Application Fees	3009	700,315	728,441	45,882
Other	9999	10,443	7376	(480)
Planning Performance Agreements	3012	50,000	0	0
Pre-application Fees	8329	2,483	0	0
Pre-application Fees	8330	61,434	77,726	5,105
Monitoring Fees	3106	3,300	9,974	300
RECH-Other A/C/S	98100	-	-	-
Total		827,975	823,517	50,807

CARRY FORWARD REQUESTS 2021/22

Finance & Investment Advisory Committee - 24 March 2022

Report of: Deputy Chief Executive and Chief Officer - Finance & Trading

Status: For Consideration

Also considered by: Cabinet - 21 April 2022

Key Decision: No

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

Portfolio Holder: Cllr. Matthew Dickins

Contact Officers: Alan Mitchell, Ext. 7483

Adrian Rowbotham, Ext. 7153

Recommendation to Finance and Investment Advisory Committee:

That the recommendations below to Cabinet, be endorsed.

Recommendation to Cabinet:

- (a) the Revenue carry forward requests totalling up to £771,000 as set out in paragraph 3 of the report be approved, subject to any amendments suggested by the Finance and Investment Advisory Committee;
- (b) The Capital carry forward request totalling £731,000 as set out in paragraph 4 of the report be approved, subject to any amendments suggested by the Finance and Investment Advisory Committee.

Introduction and Background

- 1 In order to meet the committee deadlines and to help facilitate a shorter final accounts process these requests for specific unspent budgets to be placed in an earmarked reserve for spending in a subsequent year (the 'carry forward' reserve) have been brought to this meeting rather than waiting until the final outturn results are available.
- 2 As was the case in 2020/21 any other variances at year end are transferred to the Budget Stabilisation Reserve.

Agenda Item 8

Revenue Carry Forward Items

- 3 There are two specific Revenue carry forward requests, summarised in table 1. Further details including the implications of not carrying forward these budgets are set out in the Appendix A.

Table 1 - Revenue Carry Forward Requests

No	Item	Chief Officer	Amount (up to) £
R1	Revenue & Benefits	Customer & Resources	622,000
R2	Asset Maintenance	Strategic Head Commercial and Property	149,000
	TOTAL		771,000

Capital Carry Forward Items

- 4 There is two Capital carry forward request, summarised in table 2. Further details including the implications of not carrying forward these budgets are set out in the Appendix A.

Table 2 - Capital Carry forward Request

No	Item	Chief Officer	Amount (up to) £
C1	Vehicle replacement fund	Finance and Trading	43,000
C2	Disabled Facilities Grant	People and Places	688,000
	TOTAL		731,000

Key Implications

Financial

The financial implications are set out elsewhere in 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.

Detailed budget monitoring is completed on a monthly basis where all variances are explained. Future risk items are also identified.

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.

Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

Appendices

Appendix A - Budget Carry Forward Requests Background Papers

Background Papers

None

Adrian Rowbotham

Deputy Chief Executive and Chief Officer - Finance & Trading

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Budget Carry Forward Request 2021/22

R1

Chief Officer :	Jim Carrington-West
Budget description :	Revenues & Benefits
Type of expenditure:	Revenue
Cost Centre & Account code :	FSBENGT, FSCTADM, FSLTHSB,

	Up to £
Budget forecast to be unspent at 31/3/22:	Actuals at P11 (-£373,783)
Amount requested for carry forward:	Up to £622,000

Reason for request:

The following grants were received in 2021/22:
 £113,327 - Local Council Tax Support (LCTS)
 £245,206 Final Local Council Tax Support (LCTS) 21/22
 £5,000 - Council Tax Hardship Relief Support
 £166,800 - New Burdens 3
 £73,000 - New Burdens 4
 £18,600 - New Burdens 5

During the year the Council has received a number of new burdens grants from the Government Departments to perform additional tasks in relation to COVID. Responding to COVID restricted the Revenues and Benefits department in performing some of its normal tasks this year, i.e. debt enforcement and recovery. It is anticipated, that additional resources will be required in the following years to address the backlog. The costs of Revenues and Benefits are shared with Dartford BC. Some of the above funding has already been spent but when the partnership accounts for the year are confirmed between the two partners, it is expected that some of the above funding will not have been used in the year.

Agenda Item 8

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

It will reduce the funding available to address required workloads and to deliver the improvements and efficiencies planned for the service.

Budget Carry Forward Request 2021/22

Chief Officer :	Detlev Munster
Budget description :	Asset Maintenance - Various
Type of expenditure: Revenue or Capital	Revenue
Cost Centre & Account code :	LPEMBUL 30200 XBXC 30200 YMAA 30200 YMKAG 30200

	Up to £
Budget forecast to be unspent at 31/3/22:	£149,000
Amount requested for carry forward:	£149,000

Reason for request: Due to investigation of development opportunities only necessary maintenance has been carried out. We anticipate that there will be a catch up period for planned maintenance required in order to maintain the value and use of our assets.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets and also include if there is any net zero impact by either carry forward or not carrying forward this budget):


Budgets for next year may not be sufficient to cover the required works in order to maintain Council assets. Maintenance budgets are expected to be under pressure next year as it may need to pick-up expenditure from areas that were previously not budgeted for in other Service Areas.

If works are not carried out there would be a negative impact on Net Zero due to energy reduction inefficiencies.

Chief Officer :	Adrian Rowbotham
Budget description :	Vehicle replacement fund
Type of expenditure: Revenue or Capital	Capital
Cost Centre & Account code :	YLLP 40000

	Up to £
Budget forecast to be unspent at 31/3/22:	£43,000
Amount requested for carry forward:	£43,000

Reason for request:



To purchase a telehandler

Implications of not carrying forward this budget is operational needs at the Dunbrik depot and at Otford road site taking in deliveries and maintenance work at both sites.

Budget Carry Forward Request 2021/22

Chief Officer :	Sarah Robson
Budget description :	Better Care Fund
Type of expenditure: Revenue or Capital	Capital
Cost Centre & Account code :	YLTB (Sevenoaks Grants) YLTC (Other Agency Grants i.e. Peabody HIA or other miscellaneous spend or other initiatives funded through the Better Care Fund) YLPT (West Kent HA Grants)

	Up to £
Budget forecast to be unspent at 31/3/22:	£688,000
Amount requested for carry forward:	Up to £688,000

Reason for request:

Grant received initially = £1,303,129
Carry forward from 2020-2021 = £533,595.21

Therefore, overall funding available for 2021-2022 = £1,836,724.21.

Less KCC 'top slicing' of £174,914.00 and £50,000 Administration, leaving an overall budget of £1,611,810.21.

As at 2 March 2022 spend = £923,417.49 with £662,000 of approved but not paid works (committed).

Total spend + committed = £1,585,417.49

Carry forward is therefore £1,611,810 - £923,417 = £688,393

Remainder of the budget will be spent and/or is committed to Safe and Secure Grants, Hospital Discharge Grants and Handy Person materials.

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Agenda Item 8

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets and also include if there is any net zero impact by either carry forward or not carrying forward this budget):

If the carry forward is not approved, there will be no funding in place to support mandatory grants already approved and this funding would need to be resourced from elsewhere.

Finance and Investment Advisory Committee Work Plan (as at 24/02/2022)

24 March 2022

- Financial Performance Indicators 2021/22 - to the end of January 2022
- Financial Results 2021/22 - to the end of January 2022
- Carry Forward Requests 2021/22

16 June 2022

- Financial Performance Indicators 2021/22 - to the end of March 2022
- Financial Results 2021/22 - to the end of March 2022

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