

26 May 2022 at 7.00 pm

Council Chamber, Argyle Road, Sevenoaks

Published: 18.05.22



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Cabinet

Membership:

Chairman, Cllr. Fleming; Vice-Chairman, Cllr. Dickins
Cllrs. McArthur, Dyball, Maskell and Thornton

Agenda

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

	Pages	Contact
Apologies for Absence		
1. Minutes To agree the Minutes of the meeting of the Committee held on 21 April 2022 and Special Cabinet held on 10 May 2022, as a correct record	(Pages 1 - 8)	
2. Declarations of interest Any interests not already registered		
3. Questions from Members (maximum 15 minutes)		
4. Matters referred from Council, Audit Committee, Scrutiny Committee, CIL Spending Board or Cabinet Advisory Committees (if any)		
REPORTS ALSO CONSIDERED BY THE CABINET ADVISORY COMMITTEES		
5. Provisional Outturn 2021/22	(Pages 9 - 10)	Alan Mitchell Tel: 01732227483
6. Financial Monitoring 2022/23 - Early Indications	(Pages 11 - 14)	Alan Mitchell Tel: 01732227483

 Indicates a Key Decision

 indicates a matter to be referred to Council

EXEMPT INFORMATION

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

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

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

CABINET

Minutes of the meeting held on 21 April 2022 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)

Cllr. Dickins (Vice Chairman)

Cllrs. McArthur, Dyball and Thornton

Apologies for absence were received from Cllr. Maskell

Cllr. Pender was also present.

94. Minutes

Resolved: That the Minutes of the meeting of Cabinet held on 17 March 2022, be approved and signed by the Chairman as a correct record.

95. Declarations of interest

There were none.

96. Questions from Members (maximum 15 minutes)

There were none.

97. Matters referred from Council, Audit Committee, Scrutiny Committee, CIL Spending Board or Cabinet Advisory Committees (if any)

There were none.

98. Movement Strategy

The Portfolio Holder for Cleaner & Greener presented the report which set out the Council's Movement Strategy. The Cleaner & Greener Advisory Committee had also considered the same report and supported the recommendation.

The Planning Policy Team Leader advised that the aim of the Strategy was to co-ordinate all the issues and needs to ensure that movement across the District was easier, healthier, safer and sustainable. The Strategy showed that the Council wanted to work proactively in the right partnerships and set clear priorities regarding all movement. The document also set clear priorities for the Council to work towards and set goals that were achievable and measurable.

The strategy set out priorities for movement for the following 5-10 years. These included health and wellbeing, cycling and walking, public transport and sustainable movement.

Public Sector Equality Duty

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

Resolved: That the Movement Strategy, be adopted.

99. Net Zero 2030 - Actions 2022/23

The Portfolio Holder for Cleaner & Greener presented the report which set out the Net Zero 2030 Actions for 2022-23. The Net Zero 2030 actions were revised annually to take account of new opportunities, innovations and feasibility. The Cleaner & Greener Advisory Committee had considered the same report and supported the recommendations.

Members were advised by the Net Zero Project Co-ordinator that the Net Zero Member Working Group and the Net Zero Officer Working Group were involved in drafting the actions to ensure they reflected the aspirations and priorities of the Council.

The actions for 2022-23 incorporated the agreed themes and had been organised into seven categories. Officers would continue to assess and implement the actions via the delivery projects and investigate new opportunities to deliver the Net Zero 2030 commitment.

Public Sector Equality Duty

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

Resolved: That the Net Zero Actions for 2022-23 as set out in Appendix A of the report, be agreed.

100. Financial Results 2021/22 to the end of January 2022

The Portfolio Holder for Finance & Investment presented the report which set out the financial results 2021/22 to the end of January 2022.

The Deputy Chief Executive and Chief Officer - Finance & Trading further explained the report, including that the largest favourable variance was for the Income Compensation Scheme and the largest unfavourable variances were for homelessness and Direct Services.

He advised that that the end of year position was forecast to be very close to a balanced position, but noted that this was subject to change until the final outturn position was known.

Resolved: That the report be noted.

101. Carry forward requests 2021/22

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The Portfolio Holder for Finance & Investment presented the report which set out the revenue and capital carry forward requests.

The Deputy Chief Executive and Chief Officer - Finance & Trading advised that to help facilitate a shorter final accounts process the requests for specific unspent budgets to be placed in an earmarked reserve for spending in a subsequent year had been brought forward rather than waiting until the final outturn results were available. He advised that there were two specific revenue carry forward requests, with the implications of not carrying forward these requests as set out in Appendix A of the report.

There were also a further two capital carry forward requests and the implications of not carrying forward these budgets were set out Appendix A.

Public Sector Equality Duty

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

Resolved: That

- a) The revenue carry forward requests totalling up to £771,000 as set out in paragraph 3 of the report be approved; and
- b) The capital carry forward request totalling £731,000 as set out in paragraph 4 of the report be approved.

102. Air Quality Action Plan Consultation and Request to Adopt

The Portfolio Holder for Cleaner & Greener presented the report which summarised the outcome of the public consultation of the Air Quality Action Plan (AQAP) 2022- 2027. As a result of the consultation, a number of changes to the draft were proposed and summarised within the report.

The Environmental Health Manager advised that appropriate amendments had been made to the draft AQAP to reflect comments made by stakeholders. Throughout the consultation period, social media was used to promote the consultation including the use of paid promotion. The District Council received 27 responses to its consultation. A response was received from DEFRA on 18 March 2022 and the AQAP had been amended to reflect these comments.

The Environmental Health Manager answered questions from a Member and explained that there were no coercive elements to the proposed Action Plan.

Members were advised that the AQAP was a working document and would be subject to regular revision and update. A dedicated Air Quality Officer had been recruited to support the Environmental Health Team and Council would be asked to delegate authority to the Environmental Health Manager following consultation with the Portfolio Holder to ensure it remained relevant and effective for its duration.

Public Sector Equality Duty

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

Resolved: That it be recommended to Council that

- a) the results of the statutory consultation, be noted;
- b) the proposed changes made to the draft Air Quality Action Plan, following consultation, be noted;
- c) the adoption of the Air Quality Action Plan and its publication, be supported; and
- d) the Environmental Health Manager be delegated authority to agree future amendments and changes to the Air Quality Action Plan following consultation with the Portfolio Holder, to ensure it remained relevant and effective for its stated duration.

103. Environmental Health Enforcement Policy

The Portfolio Holder for Cleaner & Greener presented the report which proposed a new and updated Enforcement Policy. The Cleaner & Greener Advisory Committee had considered and supported the same report.

The Environmental Health Manager advised that the policy outlined the statutory and non-statutory duties of the Environmental Health Team and how they would be carried out. The updated policy also reflected various changes to legislation and incorporated the return of environmental health to Sevenoaks as an 'in house' service.

Members considered the report.

Public sector equality duty

Members noted that consideration had been given to impacts under the public sector equality duty.

Resolved: That it be recommended to Council that the contents of the Environmental Health Enforcement Policy be noted and its adoption, be supported.

104. Dunbrik Depot Refurbishment & Development Programme

The Portfolio Holder for Cleaner & Greener presented the report which advised Members on the refurbishment and re-development plans for the Council's main Dunbrik Depot. Members were advised that the Cleaner & Greener Advisory Committee had also considered the same report and were in support.

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The Head of Direct Services advised that the continued development and refurbishment of the Dunbrik depot was vital to improving internal infrastructure, and modernising staffing facilities to ensure the depot was fit for purpose and future proofed for essential statutory front line services. The proposed refurbishment and development would also free up further space required for any future infrastructure development, such as electric vehicle charging.

Public Sector Equality Duty

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

Resolved: That the Dunbrik Development Plan as proposed, be approved.

105. Waste & Recycling Collection Round Review 2022

The Portfolio Holder for Cleaner & Greener presented the report which advised Members on the operational change to the waste and recycling collection rounds and proposed a new collection round working model. Members were advised that the Cleaner & Greener Advisory Committee had considered the same report, noting an issue with fly tipping, but nonetheless were in support of the proposals.

The Head of Direct Services advised that the reconfiguration of the rounds aimed to maximise efficiencies and reduce fuel and carbon emissions, whilst meeting weekly waste collection needs and delivering excellent customer service.

The collection round review had been undertaken within the context of significant changes to housing/population growth, road and traffic alterations across the District, and changes to equipment and vehicles. It was estimated that a more efficient and effective waste collection round would reduce the total amount of vehicles used, reduce fuel consumption and overall reduce the Council's carbon footprint by approximately 5%.

The new collection round approach would give residents the same collection day for all waste services, garden, clinical, bulky etc. The new collection round approach would result in an estimated annual saving of £126,000. In response to a question the Head of Direct Services explained that the new model would more easily allow rounds to catch up in the event of a missed collection day. He explained his view that the proposals would bring about an improvement in service.

Public Sector Equality Duty

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

Resolved: That the Waste & Recycling collection round review proposal, be approved.

106. Annual Review of Parking Management 2022/23

The Portfolio Holder for Cleaner & Greener presented the report which updated Members on the annual review of parking management (fees and charges) for 2022/23. It proposed for consultation, changes to the tariffs in on and off-street parking schemes. The Cleaner & Greener Advisory Committee had considered the same report and were in support of the recommendations.

The Head of Direct Services advised that the proposals in the report had been developed to support the local economy, further advance the District Council's move to Net Zero 2030, and embraced the most up-to-date thinking on parking management. The proposal was expected to meet the increased income assumptions agreed by Council as part of the 10-year budget on 22 February 2022. This gave a total pressure of £207,639, which would need to be generated within the financial year 2022/23.

Public Sector Equality Duty

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

Resolved: That the car park management proposal, be considered and approved prior to consultation.

IMPLEMENTATION OF DECISIONS

This notice was published on 22 April 2022. The decisions contained in Minute 100 and 101 take effect immediately. The decisions contained in Minute 98, 99, 104, 105 and 106, take effect on 2 May 2022. The decisions contained in Minute 102 and 103 are references to Council.

THE MEETING WAS CONCLUDED AT 8.16 PM

CHAIRMAN

CABINET

Minutes of the meeting held on 10 May 2022 commencing at 7.34 pm

Present: Cllr. Fleming (Chairman)

Cllr. Dickins (Vice Chairman)

Cllrs. McArthur, Dyball, Maskell and Thornton

1. Declarations of interest

There were none.

2. Sub Committee Terms of Reference

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

Resolved: That

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

3. Appointments to Advisory Committees and Boards for the municipal year 2022/23

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

Resolved: That the memberships for the municipal year 2022/23, as set out in the Appendix to the report, be agreed.

4. Appointments to other organisations 2022/23 - Executive

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

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Resolved: That the appointments to other organisations for the municipal year 2022/23 as set out in the Appendix to the report, be agreed.

THE MEETING WAS CONCLUDED AT 7.37 PM

CHAIRMAN

FINANCIAL RESULTS 2021/22 - DRAFT OUTTURN MARCH 2022

Cabinet -26 May 2022

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

Status: For Consideration

Also considered by: Finance & Investment Advisory Committee - 24 May 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. Work is currently ongoing to produce the Outturn position due to information from external sources not yet being available and also as a result of significant staff pressures within the Finance team.
2. The draft outturn report will be issued prior to the committee meeting.

Key Implications

Financial

All financial implications are included within the content of this report.

Legal Implications and Risk Assessment Statement.

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There are no legal implications.

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.

<p>Appendices</p>
<p>None</p>
<p>Background Papers</p>
<p>None</p>

Adrian Rowbotham

Deputy Chief Executive and Chief Officer - Finance & Trading

FINANCIAL MONITORING 2022/23 - EARLY INDICATIONS

Cabinet - 26 May 2022

Report of: Chief Officer - Finance and Trading

Status: For Information

Also considered by:

Finance & Investment Advisory Committee - 24 May 2022

Key Decision: No

Executive Summary: The economic consequences of the recent pandemic, alongside other global events, has seen inflation rise to a thirty year high, with households across the District feeling the effects of a rise in the cost of living. Sevenoaks District Council is not immune to these economic pressures.

During the pandemic the financial strength and flexibility afforded by the Council's still unique 10-year budget meant that the Council was able to take sound financial decisions to minimise the impact as much as possible. This means the authority remains in a far stronger position than much of the rest of local government.

Portfolio Holder: Cllr. Matthew Dickins

Contact Officers: Adrian Rowbotham, Ext. 7153, Alan Mitchell, Ext 7483

Recommendation to Finance and Investment Advisory Committee:

- (a) To note this report and forward any comments to Cabinet.

Recommendation to Cabinet:

- (a) To note this report and consider any comments from the Finance and Investment Advisory Committee.

Introduction and Background

- 1 As part of the recent budget setting process, Members considered the challenges that lay ahead. Nevertheless, in a rapidly moving financial environment it is even more important than normal that Members and officers alike continue to be ever mindful of those areas in which risks and opportunities may arise so the Council can continue to thrive financially and, in so doing, deliver valued services for the District's residents, such as its trademark weekly rubbish and recycling collection. Indeed, this

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approach was recognised and praised in the recent independent LGA Corporate Peer Challenge.

- 2 The first round of monitoring does not historically happen until June due to the additional work required to produce the previous year's outturn position. In order to maintain sound financial controls and being aware of the current financial landscape an early Financial Impact Review has been undertaken to identify areas that could have a significant financial impact on the Council.

Areas of significant potential financial impact

- 3 Set out below are what are currently understood to be the principal anticipated areas of financial risk to the authority for this year. These will be considered further and addressed as appropriate as the year progresses

Direct Services (Cleaner & Greener)

- 4 Within Direct Services, it is anticipated there will be overspends on agency staff as well as fuel and vehicle costs, with commercial income down too. Together, these could amount to £696,000.
- 5 However, it should be noted that the new collection rounds approved by Cabinet are expected to save £126,000 in a full year, which is not included in the figure above.

Agency Staff Costs

- 6 Members will recall there was an unfavourable variance on agency staff use in 2021/22 mainly due to COVID-19, albeit with some offset by underspend on salaries due to vacancies. Given the continued pressure on the service, a backlog of leave to be taken, and sickness absences, agency use is still required in order to protect the current high service levels, notably the weekly rubbish and recycling collections.
- 7 Work is being undertaken to address this position, for example by reviewing the use of agency staff and exploring options to tender for their provision.

Fuel and vehicle costs

- 8 Transport costs are higher than anticipated for a number of reasons. First, the price of fuel. Although, by virtue of the volume of fuel it purchases, the Council does not pay pump prices for diesel, it is still exposed to the global increase in prices and the Council has seen a 40% increase since May 2021. Second, with home working increasingly the norm, the volumes of waste being collected are at an all time high, increasing wear and tear on the vehicles and fuel consumption. Thirdly, the cost of parts has increased and availability decreased.
- 9 A Vehicle Replacement Strategy is currently being developed which is seeking to replace the existing fleet with a younger and more

environmentally friendly one, compatible with the Council's Net Zero commitment and is anticipated to reduce maintenance and operating costs.

Commercial Income

- 10 On commercial income, Members will be aware that the budget has been significantly increased in recent budget setting processes. Officers expect income to be around 15% lower than budget this year, with budgeted levels being met next financial year.
- 11 As the economy recovers following the pandemic, the Direct Services Business Development Team is focussing on increasing customers for commercial trade waste as well as exploring opportunities for securing improvements to garden waste subscriptions and markets income. A review of fees and charges is also due to be carried out.

Utilities (Finance & Trading)

- 12 There is no commercial equivalent to the energy price cap which affords a degree of protection from price increases to domestic users. The Council is always looking to reduce its energy consumption, however, as the owner of many properties across the District requiring energy - from lighting in our car parks to heating our buildings - the Council is exposed to increased costs in this area, with a variance of £317,000 anticipated this year.
- 13 The Council's electricity and gas supply is managed through contracts. To mitigate the impact of rising prices and afford price certainty, contracts were renegotiated earlier this year to forward purchase fifty percent of our requirement at a fixed rate.

Other

- 14 The ten-year budget already includes inflation assumptions for both staff and non-staff costs. The current figure for the pay award is 2% each year. For 2020/21 the final pay award was 1.75% and resulted in a £42,000 saving. Every percentage point rise equates to £119,000. For non-staff costs the current assumption is 2.25%, with every percentage point rise equating to £117,000.
- 15 The cost of finance and building materials are rising. These could have an impact on the Council's capital programme. Any necessary amendments to the programme will be presented to Members for their consideration.

Way forward

- 16 From this initial review it is clear that there is potentially a financial impact on the 2022/23 budget position and possibly into future years.
- 17 Additional work is being undertaken to provide greater risk certainty and develop mitigations. Members will be kept abreast of developments in future financial monitoring reports and the annual budget setting process.

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Key Implications

Financial

All financial implications are included within the content of this report.

Legal Implications and Risk Assessment Statement.

There are no legal implications.

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

None

Background Papers

None

Adrian Rowbotham

Deputy Chief Executive and Chief Officer - Finance & Trading