

12 January 2023 at 7.00 pm

Council Chamber, Argyle Road, Sevenoaks

Published: 04.01.23



This meeting will also be livestreamed to YouTube here:

https://www.youtube.com/channel/UCIT1f_F5OfvTzxjZk6Zqn6g

Cabinet

Membership:

Chairman, Cllr. Fleming; Vice-Chairman, Cllr. Dickins
Cllrs. Dyball, Maskell, McArthur 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 8 December 2022, as a correct record	(Pages 1 - 6)	
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)		
5. Budget update 2023/24	(Pages 7 - 92)	Adrian Rowbotham Tel: 01732 227153
6. Calculation of Council Tax Base and Other Tax Setting Issues	(Pages 93 - 104)	Jessica Booth Tel: 01732227436




REPORTS ALSO CONSIDERED BY THE CABINET ADVISORY COMMITTEES

7. Scrap Metal Dealer Licence Fees 2023/24	(Pages 105 - 112)	Sharon Bamborough Tel: 01732227325
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|-----|---|-------------------|-----------------------------------|
| 8. | The Education People - next steps | (Pages 113 - 118) | Simon Harris Tel:
01732 227347 |
| 9. | Discretionary Rate Relief | (Pages 119 - 144) | Sue Cressall
Tel: 01732 227041 |
| 10. | Financial Monitoring 2022/23 - to the end of
November 2022 | (Pages 145 - 182) | 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 8 December 2022 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)

Cllr. Dickins (Vice Chairman)

Cllrs. Dyball, Maskell, McArthur and Thornton

61. Minutes

Resolved: That the Minutes of the meeting held on 10 November 2022, be approved and signed as a correct record.

62. Declarations of interest

No additional declarations of interest were made.

63. Questions from Members (maximum 15 minutes)

There were no questions from Members.

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

a) In-Depth Scrutiny - Covid-19 working group

Members considered the report from the Scrutiny Committee. At its meeting on 9 November 2021, the Scrutiny Committee resolved to set up an In-depth Scrutiny Working Group to evaluate the effectiveness of the Council's response to the COVID-19 pandemic. The Working Group considered the actions taken in response to the pandemic and considered the effectiveness of the Council's Emergency Plan.

Resolved: That

- a) a peer review of the Emergency Plan be undertaken by the Kent Resilience Forum;
- b) the Emergency Plan be reviewed by the Chief Executive annually to ensure it remains up-to-date;
- c) a report on the Emergency Plan produced by the Chief Executive be considered by Cabinet every four years;

- d) the process for recruiting volunteers continues, allowing the Council to access a body of trained volunteers;
- e) scenario exercises be undertaken every 4 years in the absence of an actual event, with the involvement of Gold and Silver Commanders;
- f) the inventory of the District Emergency Centre be regularly audited.

65. Changes to Appointments to Other Organisations

The report set out the proposed change to the appointments of Outside Organisations which Cabinet was asked to agree.

Resolved: That Cllr Streatfeild be appointed to Becket Trust Housing Association.

66. Infrastructure Funding Statement

The Portfolio Holder for Development and Conservation presented the report, which outlined the proposed priorities for the Council's new Infrastructure Funding Statement (IFS) which the Council was required to report to the Government by the end of the year. The Development & Conservation Advisory Committee had considered the same report and recommended it for adoption by Cabinet.

The Strategic Planning Manager explained that local authorities were not bound by the priorities detailed in the IFS but it provides transparency to developers and the community as to what the Council's infrastructure funding priorities were.

Members were advised by the Infrastructure Delivery Officer of the current priorities for allocating CIL and Section 106 (s106) monies, including projects being identified within the Infrastructure Development Plan (IDP), and that the projects are related to new development. It was explained that from 2014 to date, 64% of CIL Funding was allocated to Community Facilities, and 92% of Section 106 funding was allocated to Affordable Housing.

The Infrastructure Delivery Officer advised that the proposed priorities within the IFS were controlled by the existing evidence base and the IDP. Infrastructure projects to support major development sites were also a consideration for the IFS priorities. The priorities were largely unchanged from last year, including Health and Social Care, and Highways and Transport, but Education was newly identified as a key infrastructure type for the upcoming year.

The Deputy Chief Executive and Chief Officer - Planning and Regulatory Services updated Members on a recent appeal decision at Pinehurst House Care Home. He in particular advised Members that the KCC request (albeit then withdrawn) - that the planning obligation included developer contributions towards primary and secondary education, libraries, community learning, youth services, social care and waste - was considered by the Inspector to not satisfy the tests for planning obligations as they were not necessary to make the proposal acceptable in planning terms.

Resolved: That

- a) the criteria for prioritising infrastructure projects for funding in the Infrastructure Funding Statement, as set out below, remain:
 - The projects fall with the infrastructure types/projects identified in the IFS report;
 - The projects have been identified in our Infrastructure Delivery Plan. (This ensures that the infrastructure prioritised supports the Local Plan);
 - The projects support and are clearly related to proposed or allocated development in the District. They therefore provide a strong link between development and the proposed project;
 - That there is a strong social, environmental or economic justification for the scheme;
 - That projects have not received CIL previously;
 - The scheme has support from infrastructure providers;
 - That there is a need or it will be expected to be delivered within the next 5 years;
 - That it is identified as having a critical or high need where the project has to be delivered prior to any development to support it;
 - Where it is likely that the infrastructure project can be delivered within the plan period as there are little or no issues with funding or landownership;
 - Where there is a clear plan as to how the project would be funded; and
- b) the specific projects and types of Infrastructure recommended in paragraphs 25 - 34 of the report, be identified in the Infrastructure Funding Statement as having a priority for full or partial funding.

67. Making Best Use of The Social Housing Stock - Under Occupation Initiative

The Portfolio Holder for Housing & Health presented the report which advised Members that the Housing Strategy 2022-2027 highlighted the importance of making the best use of existing social housing. The Head of Housing set out that approval was being sought to introduce an under occupation initiative which was open to all Registered Provider partners with family sized housing stock located in the District. The proposed initiative could be funded from available S106 affordable housing monies for an initial 2 year period, from April 2023 to March 2025, subject to Portfolio Holder approval for the use of these funds.

The Housing & Health Advisory Committee had considered the same report and supported the recommendations to Cabinet.

Public Sector Equality Duty

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

Resolved: that

- a) the introduction of a new under occupation initiative, be agreed; and
- b) following consultation with the Portfolio Holder of Housing & Health, the Housing Strategy Manager, be delegated authority to finalise details of the initiative in collaboration with Registered Provider partners to make any minor amendments.

68. Private Sector Housing Assistance Policy

The Portfolio Holder for Housing & Health presented the report which set out how the Council's Private Sector Housing Assistance Policy 2017 would provide assistance to homeowners and private tenants to enable them to keep their homes in good repair and free of hazards and enable them to live as independently as possible. The Housing & Health Advisory Committee had considered the same report and were in support of the recommendation to Cabinet.

The Head of Housing further advised that the Policy set out the assistance available to disabled people to help them adapt, improve or repair their homes. The levels of discretionary grant assistance contained within the Policy were regularly reviewed to ensure they remained fit for purpose. The last review was undertaken, in consultation with the Portfolio Holder, in June 2022. The next full review was to take place in 2025, unless there were legislative changes then a review would take place sooner.

Public Sector Equality Duty

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

Resolved: That the updated levels of discretionary grant assistance available under the Private Sector Housing Assistance Policy, be noted.

69. Empty Homes Strategy and Action Plan

The Portfolio Holder for Housing & Health presented the report which set out that the Housing Strategy 2022 - 2027 included the theme of promoting quality and optimising range and suitability of new and existing homes, which included an objective of fewer empty homes.

The Head of Housing set out that the Housing & Health Advisory Committee had considered the same report and were in support of the recommendation to Cabinet. The purpose of the Strategy was to create a database, send out surveys and by this means provide assistance to customers.

Public Sector Equality Duty.

Members gave consideration to impacts under the Public Sector Equality Duty.

Resolved: That the Empty Homes Strategy and Action Plan 2022- 2028, be adopted.

70. Summary of the Emerging Homelessness and Rough Sleeper Strategy

The Portfolio Holder for Housing and Health presented the report which set out the Homelessness review and a draft Sevenoaks District Council emerging Homelessness and Rough Sleeper Strategy 2023- 2028 for consultation. The Housing & Health Advisory Committee had considered the same report and were in support of the recommendation to Cabinet.

The Head of Housing advised that the Housing Strategy 2022-2027 was approved in July 2022 contained 4 key themes of focus for the District Council's housing service over the next 5 years. It included reducing homelessness and improving routes into permanent accommodation.

The Council had a statutory duty under the Homelessness Act 2002, to have a Homelessness and Rough Sleepers Strategy. The Strategy must be renewed at least every 5 years.

The Strategy must set out the Council's plans for the continued work towards:

- prevention of homelessness
- provision of sufficient accommodation/sustainable solutions
- support to be available for people who become homeless or who are at risk

The Council were required to undertake a Homelessness Service Review to inform the Strategy. The review provided information on the needs of people who had approached the Council's housing service for help since the last Homelessness Strategy was adopted. It considered what the Council had achieved, successful funding bids to widen service provision and the delivery of additional affordable housing units through Quercus Housing.

The objectives of the draft Strategy would cover prevention, interventions and sustainable solutions detailed on page 146 and the actions to be taken to deliver these in the Action Plan page 192.

Members were advised of the consultation timetable and the feedback from the consultation would come back to the Committee on 7 February 2023.

Public Sector Equality Duty

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

Resolved: That

- a) the outcome of the Homelessness Review, the draft Homelessness and Rough Sleeper Strategy and the proposed timetable for consultation and implementation, be considered; and
- b) the first draft of the emerging Homelessness and Rough Sleeper Strategy for public consultation, subject to any required amendment, be approved.

71. Mill Pond Capital Works

The Portfolio Holder presented the report, which outlined the capital work plan for Mill Pond, Sevenoaks.

The Head of Direct Services explained that the Council were working on alternatives for the pond, as the pollution was likely to reoccur, but in the meantime the Council had a statutory duty to maintain it as the landowner.

The Cleaner & Greener Advisory Committee had considered the same report and recommended it Cabinet.

Resolved: the Mill Pond Capital Works plan be considered, and support for a capital bid be developed as part of the 2023/24 budget setting process.

72. West Kent CCTV Control Room Hub

The Head of Direct Services advised that following publication of the agenda, it had been agreed by the Partners that the project for combining the three CCTV Control Centres would not proceed due to the significant costs. Officers would now continue to upgrade and improve the existing CCTV service with a replacement of our operating system which was coming to the end of its life to a new digital system. This would be completed within existing budgets in the same way control monitors and cameras across the district had been replaced.

Resolved: that it be noted the Council's CCTV service played a critical role in making our communities and public spaces safer and that the Cabinet wished to continue to support the service.

IMPLEMENTATION OF DECISIONS

This notice was published on 9 December 2022 . The decisions contained in Minutes 64, 65, 67, 68 and 72 take effect immediately. The decisions contained in Minutes 66, 70 and 71 take effect on 19 December 2022. The decision contained in Minute 69 is a reference to Council.

THE MEETING WAS CONCLUDED AT 19.41

CHAIRMAN

BUDGET UPDATE 2023/24

Cabinet - 12 January 2023

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

Status: For Decision

Key Decision: No

Executive Summary:

The Council has an excellent track record in identifying, planning for and addressing financial challenges. In light of the challenging financial position facing all authorities eleven years ago, for 2011/12 the Council produced a 10-year budget together with a savings plan for the first time. This method provides the Council with a stable basis for future years.

This report sets out progress made in preparing the 2023/24 budget and updates Members on key financial information.

The position in this report shows a budget gap of £126,000 per annum (£1.258m over the 10-year budget period) if the SCIA's included in this report are accepted. Work will continue to reduce this gap including looking for further savings and reviewing reserves held. It is recognised that inflationary pressures are likely to continue to fluctuate in a number of areas including pay and energy costs therefore further decisions may be required in the budget process next year when there may be greater certainty regarding the longer term effects.

The Cabinet will make its final recommendation on the budget at its meeting on 9 February 2023, after taking into account any updated information available at that date.

Portfolio Holder: Cllr. Matthew Dickins

Contact Officer(s): Adrian Rowbotham, Ext. 7153

Alan Mitchell, Ext. 7483

Recommendation to Cabinet:

- (a) Consider and respond to comments and recommendations of the Advisory Committees regarding the growth and savings/additional income proposals (SCIAs) listed in Appendix D and detailed in Appendix E.
- (b) Look at the further growth and savings/additional income suggestions put forward by the Advisory Committees listed in Appendix F and decide one of the following options for each suggestion:
 - (i) Consider within this budget cycle and ask for SCIAs to be presented to Cabinet in January.
 - (ii) Ask that the Portfolio Holder has further discussions with the Chief Officer.
 - (iii) Do not take any further.
- (c) Recommend a Council Tax increase for 2023/24
- (d) Depending on the budget position following the recommendations above, provide officers with any further instructions.

Reason for recommendation: It is important that the views of the Advisory Committees are taken into account in the budget process to ensure that the Council's resources are used in the most suitable manner.

Introduction and Background

- 1 The Council's financial strategy continues to aim for long-term financial health and continues to work towards improving financial sustainability. It has been successful through the use of a number of actions including:
 - implementing efficiency initiatives.
 - significantly reducing the back-office function.
 - improved value for money.
 - maximising external income.
 - the movement of resources away from low priority services.

- an emphasis on statutory rather than non-statutory services.
- 2 Over this period the Council has focused on delivering high quality services based on Members' priorities and consultation with residents and stakeholders.
 - 3 Using the data sources available to the Council, this report sets out a budget over the 10-year period but recognises that it is possible that more accurate data will become available before the budget is approved and current assumptions may need to be updated.
 - 4 In setting its budget for 2011/12 onwards, the Council recognised the need to address both the immediate reduction in Government funding as well as the longer-term need to reduce its reliance on reserves. The outcome was a 10-year budget, together with a four-year savings plan, that ensured the Council's finances were placed on a stable footing but that also allowed for flexibility between budget years.
 - 5 With the Revenue Support Grant provided by Government having ceased from 2017/18 it is important that the council remains financially self-sufficient by having a financial strategy that is focused on local solutions. These solutions include:
 - continuing to deliver financial savings and service efficiencies.
 - growing the council tax base.
 - generating more income.
 - 6 At the Cabinet meeting on 3 November 2022, Members considered a report setting out the Council's financial prospects for 2023/24 and beyond. That report set out the major financial pressures the Council is likely to face, together with a proposed strategy for setting a balanced and sustainable budget for 2023/24 and beyond.
 - 7 As part of the budget process officers put forward their Service Dashboards to the Advisory Committees between November and January, which set out a summary of current and future challenges and risks. The Advisory Committees recommended new growth and savings items which will be considered at this meeting.

Financial Strategy

- 8 In order to maintain a viable Council that continues to deliver on its main priorities and the services it provides to its residents, the Council continues to adopt a Financial Strategy that embraces the following principles:
 - Remain financially self-sufficient.
 - Be clear about the Council's future financial prospects, with a ten-year budget as an integral part.
 - Ensure a strategic approach is taken to the management of the Council's

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finances, Council Tax, and budget setting.

- Make effective use of reserves and capital receipts.
- Manage our money carefully, monitor monthly and constantly strive for better value from our spending.

9 A summary of the Financial Strategy can be found at **Appendix G**.

Review of the 10-year Budget Process

10 An audit of the 10-year budget process was completed by Mazars (working for Internal Audit) in 2021 and their findings were that the Council has adequate, effective and reliable controls in place over budget setting and long-term financial planning.

Financial Self-Sufficiency

11 The Council's Corporate Plan 2013-2018 set out an ambition for the Council to become financially self-sufficient which was achieved in 2016/17. The current Council Plan aims to continue with this approach. This means that the Council no longer requires direct funding from Government, through Revenue Support Grant or New Homes Bonus, to deliver its services.

12 This approach was adopted in response to the financial challenges the Country was faced with in bringing its public spending down to ensure it was able to live within its means. In practice this has seen Government funding to local authorities dramatically reduced since 2010/11 with Sevenoaks District Council receiving no Revenue Support Grant from 2017/18.

13 The decision to become financially self-sufficient is intended to give the Council greater control over its services, reducing the potential for decision making to be influenced by the level of funding provided by government to local authorities.

14 The Local Government Association's Corporate Peer Challenge in December 2021 commented that 'Sevenoaks District Council takes a long-term view of financial planning with a focus on self-sufficiency. The council's 10-year budget is innovative, an example for the sector and supports long-term decision making. This extended financial framework provides an excellent platform which has supported effective budget management and planned, long-term, decision making.'

15 With the Council receiving no Revenue Support Grant from 2017/18 and New Homes Bonus reducing from 2018/19, this approach remains appropriate. The attached 10-year budget assumes no new Revenue Support Grant funding or New Homes Bonus. Any funding received from these sources will be put into the Financial Plan Reserve which can be used to support the 10-year budget.

16 Cabinet are keen to remain financially self-sufficient which has served the Council well and ensured it is one of the most financially stable local authorities in the country. In the 2020/21 budget, a new target was set to

replace reliance on Business Rates income over the coming years. However, due to the impact of Covid-19, inflationary increases and the greater uncertainty as Government reviews have been deferred, this remains a future aim. This ambition will allow this Council to move ahead in the knowledge that this council has the financial resources to provide the services that the district's residents need into the future.

Updates to the Financial Prospects Report

- 17 The following sections provide the latest information on the major income and expenditure streams together with details of the assumptions included in the attached 10-year budget.
- 18 The Provisional Local Government Finance Settlement (LGFS) for 2023/24 was announced on 19 December 2022. The changes resulting from the LGFS are included below.

Income

- 19 **Government Support: Revenue Support Grant (RSG)** (£nil received in 2022/23) - This formula-based grant has significantly reduced since 2010/11 as the emphasis of Government Support has changed, in fact this council has received no RSG since 2017 and was not expected to receive any in future years.
- 20 The previous 10-year budget assumed no RSG. However, the recent LGFS does include RSG of £186,000 in 2023/24 but it is important to highlight that this is not new or additional funding. The reason for this is that a number of previously separate grants have been rolled into RSG. For this Council they are:
 - Local Council Tax Support Subsidy of £111,000.
 - Family Annexe Council Tax Discount Grant of £75,000.
- 21 Due to the way RSG is calculated, it is expected that this amount will disappear in future years.
- 22 Negative RSG (i.e. where councils pay government) has previously been proposed by government. It has not been implemented but remains a threat going forward.
- 23 Local Government Funding reform was due to take place in 2019/20 but has been delayed for a number of reasons.
- 24 Two one-off grants were included in the LGFS as follows which are not expected to continue in future years:
 - Lower Tier Services Grant of £90,000, down from £159,000 in 2022/23.

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- Funding Guarantee of £912,000. This grant is intended to provide a funding floor for all local authorities, so that no local authority would see an increase in Core Spending Power that is lower than 3% (before assumptions on council tax rate increases, but includes those on Council Tax base). Core Spending Power is a Government calculation including a number of funding streams. This amount is largely due to the reduction in New Homes Bonus.

- 25 **New Homes Bonus (NHB)** (£0.8m received in 2022/23 but not used to fund the revenue budget) - the Government started this new funding stream in 2011/12 from funds top sliced from RSG with the intention that local authorities would be rewarded for new homes being built over a six-year period. The basis of NHB was changed with effect from 2017/18. Previously it was based on cumulative figures for 6 years, but this was reduced to 5 years from 2017/18 and 4 years from 2018/19. In addition, NHB is only received on tax base growth above 0.4% instead of on all growth (known as the deadweight). Legacy payments relating to previous years are no longer included therefore the amount for 2023/24 has reduced to £184,000.
- 26 It is likely that NHB will eventually be replaced by a different method to incentivise housing growth.
- 27 **Council Tax** (£11.8m) - The Government referendum limit has initially been set at 2% in recent years although it has been changed later in the process to the higher of 2% or £5 for a Band D property. The LGFS has stated that the referendum limit in 2023/24 and 2024/25 for district councils will be the higher of 3% or £5 (3% is higher for SDC). The assumptions in the 10-year budgets have been amended to assume a 3% increase in both years.
- 28 The Band D Council Tax in 2022/23 is £229.86. The impact of the above change in 2023/24 is as follows:

2023/24 Council Tax	Previous Assumption	Current Assumption
% increase	2%	3%
£ increase (Band D pa)	£4.60	£6.84
£ (Band D pa)	£234.46	£236.70

- 29 Due to the uncertainty of future Council Tax increase referendum limits, if maximum increases are not taken there will be an ongoing detrimental impact on the ability to increase Council Tax in future years.
- 30 The tax base increases each year due to the general increase in the number of residential properties and future developments as well as the continuing

change in the number of Council Tax discounts awarded. The tax base increase in 2023/24 is less than previously assumed. This is due to a number of reasons included the low number of new properties built and the increase in single person discounts.

- 31 This decrease has been partially compensated by increasing later year assumptions to reflect the 13,000 additional properties required by 2040. Therefore, the assumption for later years is an annual increase of 730 Band D equivalent properties.
- 32 The Council Tax Collection Rate has been increased from 98.9% to 99.4% from 2023/24. This increases the Collection Rate back to pre-pandemic levels as actual collection levels are continuing to improve.
- 33 **Business Rates Retention** (£2.3m) - The basis for allocating Government Support from 2013/14 changed to the Business Rates Retention Scheme. This scheme initially allows billing authorities, such as this council, to keep 40% of Business Rates received. However, tariffs and top ups are applied to ensure that the funding received by each local authority is not significantly different to pre 2013/14 amounts. This council is due to collect £36m of Business Rates in 2022/23.
- 34 A Business Rates Pool operates in Kent and Medway which generally results in councils retaining more Business Rates than if they were not in the pool. There is an optimum level of pool membership, so this council and some others are not currently part of the pool but do benefit as if they were in the pool. The Government has agreed that the pool arrangement will continue in 2023/24.
- 35 Due to the current uncertainties and the limited opportunities to increase the number of businesses in the district, the assumption in the 10-year budget remains at the safety-net level, which is the amount of business rates the council is assured of retaining in the current scheme if it were not in a pool. However, the LGFS included an 'Updated Safety Net and Under indexing Compensation' amount to reflect actual inflationary increases. This results in £2.618m of Business Rates Retention being included for 2023/24. It has been assumed that this will continue until 2025/26 when a Business Rates Reset is due to take place.
- 36 Any increased Business Rates retained in 2023/24 due to being linked to the Kent and Medway Pool has been included in the budget rather than it being transferred to the Budget Stabilisation Reserve as in previous years.
- 37 A reset could alter the distribution of Business Rates and it is hoped that transitional arrangements would be included so that any financial impact is minimised in the short term but there remains a risk that this council may no longer retain any Business Rates in the future. This would result in a funding gap that would need to be replaced by additional income or further savings.

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- 38 **Interest receipts** (£0.2m) - following the investment in Multi-Asset Income Funds (MAIF) in May 2022, interest receipts in 2022/23 are higher than budgeted. As the intention is for the MAIF investments to be for a five year period, the interest receipts assumptions for 2023/24 to 2026/27 have been increased to £288,000 with later years remaining at £188,000 as the amounts available to invest are expected to be lower
- 39 It should also be noted that funds lent to Quercus 7 are at rates of over 4.5%. However, this income is reported under Property Investment Strategy income rather than Interest Receipts.
- 40 The Bank of England Base Rate is currently 3.5%. Assumptions will continue to be reviewed based on advice from our treasury advisors and discussions with the Finance and Investment Advisory Committee during the budget process.
- 41 **Property Investment Strategy** - The strategy was approved by Council on 22 July 2014 with the intention of building on an approach of property-based investment in order to deliver increased revenue income. This was set against a background of reducing Government Support and continued low rates of return through existing treasury management arrangements.
- 42 Six assets have been purchased or built to date, including the Sevenoaks Premier Inn Hotel, at a cost of £25m.
- 43 As well as the £25m above, £10m has been spent by Quercus 7 Ltd on five assets. Quercus 7 is intending to start paying a dividend of £50,000 per year from 2023/24 and the annual assumptions have been increased to reflect this.
- 44 Property Investment Strategy income assumptions:
- 2023/24 - 2025/26 £1.618m per annum
- 2026/27 - 2028/29 £1.715m per annum
- 2029/30 - 2032/33 £1.756m per annum
- 45 Members should be aware that the Government and CIPFA are continuing to implement ways to limit Council's ability to make commercial property investments. This has stopped the Council's ability to borrow for investments made purely for yield which was the principal purpose of the Property Investment Strategy.
- 46 To enable other capital schemes to progress, the Property Investment Strategy removed from the capital programme as agreed by Council on 16 November 2021. Therefore, currently no further investments within the strategy are able to take place.
- 47 A Property Investment Strategy Update report will be presented to Finance Advisory Committee in January and Cabinet on 12 February 2023.

- 48 **Variable fees and charges** - the Council receives income in fees and charges from a number of sources.
- 49 The assumption is currently for a 2.5% increase for all years except for off-street car parking which is 3.5% for five years (2019/20 - 2023/24). The additional 1% for car parking is one of the funding streams for the development of Sevenoaks Town (formerly Buckhurst 2) Car Park as agreed by Council on 22 November 2016.
- 50 The Finance Team in conjunction with service managers have completed a significant exercise during this budget process by reviewing all fees and charges across the council. Existing income budgets have been challenged and by using non-financial information, there is now greater certainty that the budgets are set at appropriate levels.
- 51 **External Funding** - the Council has been very successful in securing external funding across a range of services, based on it delivering a wide range of innovative services to local residents, often in partnership with other agencies. The Council's officers continue to seek new opportunities for funding.
- 52 **Shared working** - Various services have included savings from shared working in previous years budgets. The Council successfully works in partnership with other authorities in a number of areas, including Revenues, Benefits, Internal Audit, Counter Fraud, Finance, Licensing, Civil Enforcement (Parking) and CCTV.
- 53 The largest savings were achieved when each shared service started, some of which were in 2010. The viability of continuing to share these services is reviewed on a regular basis to ensure that this Council receives value for money and the service standards it requires.
- 54 **Use of reserves** - One of the principles of the Financial Strategy is to make more effective use of the remaining earmarked reserves. When this strategy was first used in 2011/12 the Budget Stabilisation Reserve was set up to manage the fluctuations between years to ensure that an overall balanced budget remained for the 10-year period. This reserve has been increased by surpluses achieved on the revenue budget in recent years.
- 55 A review of the reserves held is carried out each year as part of the budget process and that will take place again this year.
- 56 When the budget is set, the balance in the Budget Stabilisation Reserve must be sufficient to support the 10-year budget.

Expenditure

- 57 **Pay** costs total £18m. The National Employers for local government services final offer for 2022/23 of £1,925 per person was accepted by the unions and implemented in December 2022. This equates to an average increase of 5.8% in the Council's staff costs against a figure of 2% in the ten year

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budget. In cash terms, this is £643,000 above the budgeted assumption. It should be recognised that the current cost of living crisis has had a severe effect on colleagues on lower salary grades.

- 58 An approach to address this increase in 2022/23 was approved by Members. £390,000 of the increase was funded by the Budget Stabilisation Reserve but on the assumption that the reserve would be reimbursed over the 10-year budget period. This is included in **Appendix D**. It was agreed to address the ongoing impact as part of this budget process.
- 59 Negotiations regarding the 2023/24 pay award have not yet commenced and as inflationary pressures continue to fluctuate it is proposed to keep the assumption for future year increases at 2% but recognising that any change above 2% will need to be addressed in year and as part of the 2024/25 budget setting process.
- 60 Members previously agreed that a budget would be set aside to address any recruitment and retention difficulties or challenges that arise going forward. This remains in place and will be used as required.
- 61 **Superannuation fund** - the latest pension fund triennial valuation by the actuaries Barnett Waddingham has recently taken place.
- 62 The funding level has increased from 86.6% to 93.1% since the previous valuation in 2019. The 10-year budget includes the contribution amounts set by the actuaries for 2023/24 to 2025/26 and includes an additional £50,000 from 2026/27 when the next triennial valuation will come into effect.
- 63 **Non-pay costs** - The budget assumes non-pay costs will increase by an average of 2.25% in all years. In practice, items such as rates and energy costs often rise at a higher rate, so other non-pay items have been allowed a much lower inflation increase. Inflation is currently at 10.7% (CPI) (as at November 2022).
- 64 **Asset Maintenance** - Any asset maintenance expenditure is funded by the revenue budget each year. Asset maintenance expenditure can fluctuate as the demand for programmed and ad hoc work varies across sites. A detailed review of the asset maintenance requirements for council owned properties was carried out in 2018/19. The asset maintenance budgets are regularly reviewed, and the average yearly liability covered by the budget continues to be 64%.
- 65 **Annual Savings** - an annual Net Savings/Additional Income assumption of £100,000 is included for all years in the 10-year budget.
- 66 **Unavoidable service pressures** - One of the lessons to be learnt from previous financial strategies is that there is always a likelihood of unavoidable service pressures and there needs to be a clear strategy for dealing with these. These are identified in the Service Change Impact

Assessments (SCIAs) that can be reported to the Advisory Committees between November and December or to Cabinet in later budget reports.

- 67 These additional service pressures will, where possible, be absorbed within existing budgets. However, there is some likelihood that some pressures will be difficult to absorb, and Members will need to give these consideration as part of the budget process. However, it should be recognised that by having a 10-year budget there is greater scope to deal with these pressures and therefore have less impact on current services whereas other councils who only have single year budgets would have to make larger immediate savings.
- 68 **Progress on the savings plan** - 2023/24 will be the thirteenth year of using the 10-year budget. During this period, 198 savings/additional income items have been identified totalling £8.6m. The majority of these savings/additional income items have already been achieved and Portfolio Holders, Chief Officers, Heads of Service and Service Managers have worked closely to deliver these savings.
- 69 **Changes since the 10-year budget started** - The table below shows how the Net Service Expenditure has changed since 2010/11. This shows that the budget has reduced by £3.9m (23%) in real terms.

Net Service Expenditure	£000
2010/11 (budget)	16,711
2022/23 (2010/11 budget +2% inflation per year)	21,194
2022/23 (budget)	17,297
Difference	3,897

- 70 **Appendix C** sets out a summary of the savings and growth items approved by Council since the 10-year budget strategy was first used in 2011/12. This has allowed the Council to deliver a 10-year balanced budget.
- 71 Savings proposals were presented to the Advisory Committees between November and January. An additional proposal (SCIA24) has been added since the Advisory Committees. These proposals are listed in **Appendix D** and further details supporting each proposal are contained in the Service Change Impact Assessments (SCIAs) in **Appendix E**.

Feedback from the Advisory Committees

- 72 To assist the Advisory Committees in making additional suggestions for growth or savings for Cabinet to consider, Members were given a Service

Agenda Item 5

Dashboard and budget details for the services within their terms of reference.

- 73 Each Committee then decided which suggestions would be passed to Cabinet.
- 74 Provided at **Appendix F** is a list of the additional growth and savings suggestions from the Advisory Committees.
- 75 Members have previously been provided with training on the budget process. If Members required any further training or required any additional details on the content of the budget reports and appendices, they were advised to contact Adrian Rowbotham or Alan Mitchell.

Current 10-year Budget Position

- 76 All changes to the budget since the Financial Prospects and Budget Strategy report are listed in **Appendix D**. These are also included in the 10-year budget set out in **Appendix B**.
- 77 The current growth and savings proposals are listed in **Appendix D** and a Service Change Impact Assessment (SCIA) for each proposal is included in **Appendix E**.
- 78 The current position is a budget gap of £126,000 per annum (£1.258m over the 10-year budget period) if all SCIA's are accepted.
- 79 Work will continue to reduce this gap including looking for further savings and reviewing reserves held. It is recognised that inflationary pressures are likely to continue to fluctuate in a number of areas including pay and energy costs therefore further decisions may be required in the budget process next year when there may be greater certainty regarding the longer term effects.
- 80 The further suggestions made by the Advisory Committees are listed at **Appendix F**. Service Change Impact Assessments (SCIA's) will be produced for any of these suggestions that Cabinet wish to support and will be included in the Budget Update report to Cabinet on 9 February 2023.
- 81 The Cabinet will make its final recommendation on the 2023/24 budget at its meeting on 9 February 2023, after taking account of the latest information available at that date.
- 82 When looking at prospects for year 11 onwards, there is still likely to be a need to take further actions as these years come into the rolling 10-year period.

Collection Fund and Tax Base

- 83 The 2023/24 tax base will be presented at Cabinet on 12 January 2023. At the same time, Members will be presented with an estimate of the Collection Fund balance as at 31 March 2023.

Capital

- 84 A separate report on the capital programme has been presented to the Finance and Investment Advisory Committee and the details will be included in the budget report to Cabinet and Council in February. This will include recommended future capital schemes and changes to ongoing schemes.

2022/23 Outturn

- 85 Supported by the Finance and Investment Advisory Committee, tight financial monitoring and control has been in place for a number of years and again for 2022/23. Given the constraints being placed on all budgets, and the savings planned, it will be essential to continue on this basis.
- 86 The latest 2022/23 monitoring report shows an unfavourable forecast position of £242,000 against a net revenue budget of £17.528m.

Key Implications

Financial

All financial implications are covered elsewhere in this report.

Legal Implications and Risk Assessment Statement.

There are no legal implications.

For the effective management of our resources and in order to achieve a sustainable budget it is essential that all service cost changes and risks are identified and considered.

Challenges and risks were included in the Service Dashboards presented to the Advisory Committees and each Service Change Impact Assessment (SCIA) includes the likely impacts including a risk analysis.

A separate Risks and Assumptions report will be presented to the Finance and Investment Advisory Committee and Cabinet.

Equality Assessment

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups.

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Individual equality impact assessments have been completed for all Service Change Impact Assessments (SCIAs) to ensure the decision-making process is fair and transparent.

Net Zero Implications

Members are reminded of the Council's stated ambition to be Net Zero with regards to carbon emissions by 2030.

Individual net zero implication assessments have been completed for all Service Change Impact Assessments (SCIAs).

Conclusions

The Financial Strategy and 10-year budget process have ensured that the Council follows a logical and well considered process and approach in dealing with the many difficult financial challenges that it has faced. They have also helped to ensure that the Council is well placed in dealing with more immediate and longer-term challenges.

By becoming financially self-sufficient at an early stage, this Council has become much more in control of its own destiny.

This report shows that this Council is aiming to continue to be financially stable going into the future with a level of assurance that any council would aspire to, but further work is required to achieve this before the budget is set in February.

This budget process will once again be a challenge for a Council that already provides value for money services to a high standard; and ensuring that these proposals lead to an achievable 10-year budget, Members will need to consider the impact on service quality, staff and well-being.

Appendices

Appendix A - Budget Timetable

Appendix B - 10-year Budget

Appendix C - Summary of the Council's agreed savings and growth items

Appendix D - Changes to the 10-year Budget

Appendix E - Service Change Impact Assessment forms (SCIAs) for the growth and savings proposals in Appendix D

Appendix F - Further growth and savings suggestions from the Advisory Committees

Appendix G - Financial Strategy

Background Papers

Financial Prospects and Budget Strategy 2023/24 and Beyond - Cabinet 10 November 2022

Budget 2023/24: Service Dashboards and Service Change Impact Assessments (SCIAs): Housing and Health Advisory Committee 22 November 2022, Improvement and Innovation Advisory Committee 24 November 2022, People and Places Advisory Committee 29 November 2022, Development and Conservation Advisory Committee 1 December 2022, Cleaner and Greener Advisory Committee 6 December 2022, Finance and Investment Advisory Committee 10 January 2023

Adrian Rowbotham

Deputy Chief Executive and Chief Officer - Finance & Trading

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2023/24 Budget Setting Timetable

Stage 1: Financial Prospects and Budget Strategy 2023/24 and Beyond

3 November - Finance & Investment AC

10 November - Cabinet

Stage 2: Review of Service Dashboards and Service Change Impact Assessments (SCIAs)

22 November - Housing and Health AC

24 November - Improvement & Innovation AC

29 November - People & Places AC

1 December - Development & Conservation AC

6 December - Cleaner & Greener AC

10 January - Finance & Investment AC

Stage 3: Budget Update (incl. Service Change Impact Assessments (SCIAs), feedback from Advisory Committees)

12 January - Cabinet

Stage 4: Budget and Council Tax Setting Meeting (Recommendations to Council)

9 February - Cabinet

Stage 5: Budget and Council Tax Setting Meeting (incl. Council Tax setting)

21 February - Council

Note: The Scrutiny Committee may 'call in' items concerning the budget setting process.

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	Budget 2022/23	Plan 2023/24	Plan 2024/25	Plan 2025/26	Plan 2026/27	Plan 2027/28	Plan 2028/29	Plan 2029/30	Plan 2030/31	Plan 2031/32	Plan 2032/33
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Expenditure											
Net Service Expenditure c/f	16,783	17,297	18,535	17,878	18,070	18,302	18,922	19,502	20,084	20,750	21,242
Inflation	510	1,188	557	545	554	562	573	582	593	603	613
Superannuation Fund deficit	0	(270)	0	0	50	0	0	0	0	0	0
Net growth/(savings) (approved in previous yrs)	4	(250)	(686)	(240)	(266)	63	16	0	75	(111)	90
New growth	0	890	(431)	(13)	(6)	95	91	100	98	100	100
New savings/Income	0	(320)	(98)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)
Net Service Expenditure b/f	17,297	18,535	17,878	18,070	18,302	18,922	19,502	20,084	20,750	21,242	21,945
Financing Sources											
Govt Support: Revenue Support Grant	0	(186)	0	0	0	0	0	0	0	0	0
: Funding Guarantee	0	(912)	0	0	0	0	0	0	0	0	0
: Lower Tier Services Grant	(103)	0	0	0	0	0	0	0	0	0	0
: Services Grant	(159)	(90)	0	0	0	0	0	0	0	0	0
New Homes Bonus	0	0	0	0	0	0	0	0	0	0	0
Council Tax	(11,841)	(12,231)	(12,848)	(13,285)	(13,735)	(14,197)	(14,672)	(15,161)	(15,663)	(16,180)	(16,711)
Business Rates Retention	(2,226)	(2,868)	(2,670)	(2,723)	(2,409)	(2,457)	(2,506)	(2,556)	(2,607)	(2,659)	(2,712)
Collection Fund Deficit/(Surplus)	(27)	4	0	0	0	0	0	0	0	0	0
Interest Receipts	(188)	(288)	(288)	(288)	(288)	(188)	(188)	(188)	(188)	(188)	(188)
Property Investment Strategy Income	(1,518)	(1,618)	(1,618)	(1,618)	(1,715)	(1,715)	(1,715)	(1,756)	(1,756)	(1,756)	(1,756)
Contributions to/(from) Reserves	(189)	(131)	(568)	215	215	215	215	215	215	215	187
Total Financing	(16,251)	(18,320)	(17,992)	(17,699)	(17,932)	(18,342)	(18,866)	(19,446)	(19,999)	(20,568)	(21,180)
Budget Gap (surplus)/deficit	1,046	215	(114)	371	370	580	636	638	751	674	765
Contribution to/(from) Stabilisation Reserve	(1,046)	(215)	114	(371)	(370)	(580)	(636)	(638)	(751)	(674)	(765)
Unfunded Budget Gap (surplus)/deficit	0	0	0	0	0	0	0	0	0	0	0

Assumptions

Revenue Support Grant:	The amount in 23/24 is not new funding. The Govt has rolled in two grants that were previously separate. Nil in all later years
Business Rates Retention:	Business Rates Retention safety-net plus 2% per year. Also 'Updated safety net and underindexing compensation' until 25/26 when a Business Rates reset is due to take place. Business Rates Retention Pool income in 23/24 only.
Council Tax:	3% in 23/24 and 24/25, 2% in later years
Council Tax Base:	Increase of 730 Band D equivalent properties p.a. from 23/24, 580 p.a. from 27/28, 530 p.a. from 31/32, 480p.a. from 32/33
Interest Receipts:	£288,000 in 23/24 to 26/27 and £188,000 in later years
Property Investment Strategy:	£1.618m from 23/24, £1.715m from 26/27, £1.756m from 29/30
Pav award:	2% in all years
Other costs:	2.25% in all years
Income:	2.5% in all years except for off-street car parks which are an average of 3.5% per annum from 19/20 - 23/24.

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Year	SCIA No.	Description	2011/12 - 2022/23 £000	2023/24 £000	Later Years £000	Total £000
		Cleaner and Greener Advisory Committee				
2021/22	-	Car Parking: assumed 25% reduction in 21/22 income improving by 5% per year	823	(206)	(617)	
2022/23	6	Direct Services: Swanley Sunday Market six month trial (reversal of temporary savings item)		94		
		Development and Conservation Advisory Committee				
2022/23	9	Development Management: additional application fee income (reversal of temporary savings item)			25	
		Finance and Investment Advisory Committee				
2020/21	10	Insurance contract renewal (reversal of temporary savings item)		87		
2022/23	7	Internal Audit: audit software upgrade (reversal of temporary growth item)		(16)		
2022/23	-	Health and Social Care Levy (reversal of temporary growth item)		(140)		
		Housing and Health Advisory Committee				
2022/23	1	Housing: Temporary accommodation (reversal of temporary growth item)			(300)	
		Improvement and Innovation Advisory Committee				
2020/21	1	Apprenticeship Levy (reversal of temporary growth item)		(50)		
		People and Places Advisory Committee				
2022/23	-	New White Oak Leisure Centre	235	(19)	(216)	
		Minor movements between years		0	0	
		Total Savings/additional income	(8,646)	181	25	(8,440)
		Total Growth	4,016	(431)	(1,133)	2,452
		Net Savings	(4,630)	(250)	(1,108)	(5,988)

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Changes to the 10-year Budget

SCIA No.	Service Area	Adv Ctte	Description	2023/24 £000	10-yr Budget £000
	Financial Prospects Report (Cabinet 10/11/22)				
			Net savings assumption	100	1,000
			Pay award - April 2022 (estimate)	600	6,698
			Reimburse Budget Stabilisation Reserve for 2022/23 impact of April 2022 pay award estimate	35	350
			Sub Total	735	8,048
	Service Change Impact Assessments (SCIAs)				
	Growth				
1	Housing	HHAC	Temporary Accommodation occupation charge	36	36
3	Corporate Management	IIAC	Apprenticeship Levy	55	55
6	CCTV	CGAC	Loss of income due to TMBC stopping Out of Hours contract	12	120
7	Direct Services	CGAC	Garden Waste: increased cost of sacks	17	170
8	Direct Services	CGAC	Car Parking Enforcement: end of Tandridge DC contract	80	800
9	Environmental Health	CGAC	Review of income	10	100
14	Environmental Health	CGAC	Stray dog kennelling contract	14	140
19	Development Management	DCAC	Various minor changes	2	20
20	Environmental Health	CGAC	Air quality monitoring	24	42
21	Utility costs	FIAC	Utility Costs	180	180
22	Property & Commercial	FIAC	Meeting Point Business Hub	60	136
23	Council Tax Income	FIAC	Eco building standard Council Tax discount	2	14
			Sub Total	492	1,813
	Savings				
2	Corporate Management	IIAC	Reduction of reactive budgets	- 41	- 410
4	IT	IIAC	Saving on Service Desk Software	- 10	- 100
5	Revs & Bens	FIAC	Revs & Bens - Remove vacant post	- 17	- 170
10	Health & Communities	PPAC	Savings on transport, activities and partnership projects	- 8	- 80
11	Health & Communities	PPAC	Reduction in youth funding associated to removal of van	- 6	- 42
12	Health & Communities	PPAC	Communities: reduction in equipment and maintenance	- 2	- 20
13	Health & Communities	PPAC	Continuation of community grants budgets	- 10	- 100
15	CCTV	CGAC	Reduced transmission costs	- 30	- 300

SCIA No.	Service Area	Adv Ctte	Description	2023/24 £000	10-yr Budget £000
16	Direct Services	CGAC	Swanley Sunday market	- 160	- 1,600
17	Licensing	CGAC	Increased net income	- 7	- 70
18	Environmental Health	CGAC	Out of hours reactive service	- 13	- 130
24	Development Management	Cabinet	Staffing restructure	- 16	- 160
			Sub Total	- 320	- 3,182
	Council Tax				
	Council Tax		2023/24 increase: inc from 2% to 2.98%	- 117	- 1,355
	Council Tax		2024/25 increase: inc from 2% to 2.99%	-	- 1,242
	Council Tax		Tax Base: increase lower than assumed	120	1,310
	Council Tax		Tax Base: increase later years as 13,000 additional properties required by 2040	-	- 903
			Sub Total	3	- 2,190
	Local Government Finance Settlement				
	Grant		Funding Guarantee	- 912	- 912
	Grant		Services Grant	- 90	- 90
	Grant		Revenue Support Grant (now incorporates Local Council Tax Support Subsidy Grant)	- 186	- 186
	Grant		Local Council Tax Support Subsidy (removed as rolled into RSG)	111	111
	Grant		Family Annexe Council Tax Discount Grant (removed from CT income as rolled into RSG)	75	75
	Business Rates		Updated Safety Net and Under Indexing Compensation (assumed until 25/26: BR reset due)	- 347	- 1,062
			Sub Total	- 1,349	- 2,064
	Other Changes				
	Business Rates		Business Rates Retention Pool 2023/24 excess only (estimated)	- 250	- 250
	Interest Receipts		Interest receipts	- 100	- 400
	Property Investment Strategy		Quercus 7 dividend	- 50	- 500
			Pay award - April 2022 (adj. for actual)	56	481
			Reimburse Budget Stabilisation Reserve for 2022/23 impact of April 2022 pay award estimate (adj. for actual)	4	40
			Superannuation Fund: impact of triennial valuation	- 83	- 538
			Sub Total	- 423	- 1,167
			Current position (if SCIA's are supported): Budget gap/(surplus)	- 862	1,258
			Budget gap/(surplus) per annum		126

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 01 (23/24)

Chief Officer: Sarah Robson
Service: Housing
Activity: Emergency Accommodation
No. of Staff: 5.8 FTE

Activity Budget Change	Cost Centre & Account Code of Budget	2023/24 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Homeless households placed in temporary accommodation will be charged a nominal rate to cover occupation/utilities based on the property type they are offered.	94300/ HSHOMFM /9999	36	One-off

Reasons for and explanation of proposed change in service

In 2021, the Housing team proposed to introduce a small charge to households in emergency accommodation to contribute towards their accommodation/utility costs (gas, water, electric and TV licences) etc.

Whilst a Charging Policy (adopted by Cabinet) and Charging Schedule is in place, the process has not commenced as anticipated. Therefore, we have been unable to realise income in year and hence added as growth item. This is expected to start properly during 2023.

Key Stakeholders Affected:

None

Likely impacts and implications of the change in service (include Risk Analysis)

None

SERVICE CHANGE IMPACT ASSESSMENT

Risk to Service Objectives (High / Medium / Low)

Low

2022/23 Budget (£'000)

Operational Cost	846
Income	(175)
Net Cost	671

Performance Indicators

N/A

Actual	N/A
Target	N/A

Equality Impacts

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.

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 02 (23/24)

Chief Officer: Lee Banks

Service: Assistant Chief Execs

Activity: Corporate Management

No. of Staff: N/a

Activity Budget Change	Cost Centre & Account Code of Budget	2023/24 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Corporate Management	CXCRPMG 60000	(15)	Ongoing
Corporate Management	CXCRPMG 60800	(20)	Ongoing
Legislation	PPEQUAL 68300	(6)	Ongoing

Reasons for and explanation of proposed change in service

Budgets reduced as a result of the financial pressures facing the Council. These savings will reduce the flexibility that the Council has in-year to take up opportunities to meet costs that would contribute to service improvement initiatives.

Key Stakeholders Affected:

Customers

Likely impacts and implications of the change in service (include Risk Analysis)

The risk to maintaining existing service standards is low. However, the ability to take opportunities that arise in-year to invest in improving services would be reduced.

Risk to Service Objectives (High / Medium / Low)

SERVICE CHANGE IMPACT ASSESSMENT

Medium. The ability to deliver new initiatives that arise in-year to improve services would be reduced.

2022/23 Budget (£'000)

Operational Cost	68
Income	(0)
Net Cost	68

Performance Indicators

N/A

Equality Impacts

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups.

The decisions recommended through this budget proposal 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 budget proposal 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.

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 03 (23/24)

Chief Officer: Lee Banks

Service: Assistant Chief Execs

Activity: Apprenticeship Levy

No. of Staff: N/a

Activity Budget Change	Cost Centre & Account Code of Budget	2023/24 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Apprenticeship Levy	CXCRPMG 58800	55	One-off

Reasons for and explanation of proposed change in service

The Apprenticeship Levy continues to be applied by Government at the rate of 0.5% of the overall pay bill. Whilst it was first introduced in 2016, there is uncertainty about the future funding model as the country enters a likely period of recession and the Government develops its policy agenda. It is possible that additional growth will also be required in future year budgets.

Key Stakeholders Affected:

None

Likely impacts and implications of the change in service (include Risk Analysis)

It is a statutory requirement to pay the apprenticeship levy and it is appropriate that the Council budgets allow for that cost.

SERVICE CHANGE IMPACT ASSESSMENT

Risk to Service Objectives (High / Medium / Low)

Low.

2022/23 Budget (£'000)

Operational Cost	55
Income	(0)
Net Cost	55

Performance Indicators

N/A

Equality Impacts

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups.

The decisions recommended through this budget proposal 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 budget proposal 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.

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 04 (23/24)

Chief Officer: Jim Carrington-West
Service: IT Services
Activity: IT Support
No. of Staff: 12.99 FTE

Activity Budget Change	Cost Centre & Account Code of Budget	2023/24 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Service Desk Software	XAXJ 56900 4932	(10)	Ongoing

Reasons for and explanation of proposed change in service

A change in platform for the IT Service Desk software is expected to realise cost savings of £10k per year.

Key Stakeholders Affected:

All Council staff.

Likely impacts and implications of the change in service (include Risk Analysis)

This is a low risk change with the required functionality expected to be delivered through the low-code platform currently being used to simplify a number of other processes and forms across the Council.

Risk to Service Objectives (High / Medium / Low)

Low - No perceived risk to service objectives

2022/23 Budget (£'000)

SERVICE CHANGE IMPACT ASSESSMENT

Operational Cost	1,149
Income	(28)
Net Cost	1,121

Performance Indicators

N/A

Equality Impacts

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

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 05 (23/24)

Chief Officer: Jim Carrington-West

Service: Benefits (Revs & Bens)

Activity: Relinquished Benefit Officer Post

No. of Staff: 27 FTE Shared service split SDC 16.57/ DBC 10.43

Activity Budget Change	Cost Centre & Account Code of Budget	2023/24 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Benefit Officer Vacancy - relinquished. Recharge to SDC	60404 FSLTHSB	(17)	Ongoing

Reasons for and explanation of proposed change in service

Benefit Officer Vacancy - Relinquished from shared service structure and using money from DWP to fund an equivalent FTE Officer.

We currently receive funding from DWP to process VEP alerts & Housing Benefit Award Accuracy (HBAA) work. This is extra work given to us on top our normal work to improve the accuracy of the Housing Benefit claims before they finally migrate across to Universal Credit. The DWP are aiming for the end of 2024 for all of the Working Age Housing Benefit claims to be migrated. The DWP funding was secured in the Spring Budget 2020 for 5 years up to and including 2024-25. DWP cannot provide LAs with a 5-year funding settlement because individual LA allocations may vary over time depending on the volumes of types of work. These volumes will shift over time as the reduction in the HB caseload may affect each LA differently. However, LAs should plan on the basis that funding for mandatory activities will continue for at least 5 years and secure their staff resources accordingly

With this in mind as we have a vacancy, and we are receiving funding from DWP it seemed like an opportunity to consider not filling this vacancy but instead using the money to fund an equivalent FTE Officer over the next 2 years at least from a remote processing company e.g. Meritec. It is becoming very difficult to find experience officers to fill these vacancies and inevitable with Housing Benefit cases moving across to Universal Credit (UC) we will need to look at resources anyway.

SERVICE CHANGE IMPACT ASSESSMENT

Key Stakeholders Affected:

none

Likely impacts and implications of the change in service (include Risk Analysis)

<p>Low impact and implication of the change in service</p> <p>Risks: (1) securing offsite company to carry out the work (2) DWP stopping or not covering the FTE hours</p> <p>How likely and what impact?: (1) Low - Already work with a company and other companies available (2) Low - this should coincide with reduction in HB claims due to UC migration. Also, the benefit service continues to implement more automation.</p>
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Risk to Service Objectives (High / Medium / Low)

Low

2022/23 Budget (£'000)

Operational Cost	569
Income	(521)
Net Cost	48

Performance Indicators

<p>LPI HB002 - Ave no of days to process new Applications</p> <p>LPI HB006 - Ave no of days to process change events</p>
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Actual	LPI HB002 17 days
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SERVICE CHANGE IMPACT ASSESSMENT

	LPI HB006 7 days
Target	LPI HB002 22 days LPI HB006 8 Days

Equality Impacts

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.

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 06 (23/24)

Chief Officer: Adrian Rowbotham
Service: Direct Services
Activity CCTV Out of Hours Service
No. of Staff: 6 FTE

Activity Budget Change	Cost Centre & Account Code of Budget	2023/24 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Loss of external income	DSCCTV 69000	12	Ongoing

Reasons for and explanation of proposed change in service

The out of hour’s contract with Tonbridge & Malling Borough Council (TMBC) ends on the 1st November 2022. This is because TMBC now receives free out of hours services as part of their overall CCTV agreement with Tunbridge Wells Borough Council.

Key Stakeholders Affected:

Internal, police and out of district customers

Likely impacts and implications of the change in service (include Risk Analysis)

The impact is purely financial due to the loss of external income.

Risk to Service Objectives (High / Medium / Low)

Medium.

SERVICE CHANGE IMPACT ASSESSMENT

2022/23 Budget (£'000)

Operational Cost	320
Income	(48)
Net Cost	272

Performance Indicators

N/A

Equality Impacts

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.

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 07 (23/24)

Chief Officer: Adrian Rowbotham
Service: Direct Services
Activity Garden Waste Collections
No. of Staff: 12 FTE

Activity Budget Change	Cost Centre & Account Code of Budget	2023/24 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Market paper Increases of 25% in the cost of buying garden waste sacks.	FAC 50800	17	Ongoing

Reasons for and explanation of proposed change in service

The paper making industry has seen significant increases in production costs, which have resulted in two price increases in 2022. The manufacturer had indicated that there would be further price increases in 2023/24.

Key Stakeholders Affected:

Garden Waste customers.

Likely impacts and implications of the change in service (include Risk Analysis)

The impact and implications are minor as there would be no change to existing service delivery.

Risk to Service Objectives (High / Medium / Low)

Medium.

SERVICE CHANGE IMPACT ASSESSMENT

2022/23 Budget (£'000)

Operational Cost	869
Income	(843)
Net Cost	26

Performance Indicators

N/A

Equality Impacts

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.

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 08 (23/24)

Chief Officer: Adrian Rowbotham
Service: Direct Services
Activity: Parking Enforcement
No. of Staff: 16 FTE

Activity Budget Change	Cost Centre & Account Code of Budget	2023/24 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Loss of external income	HWTANDRI 92300	144	On-going
Salary savings	HWTANDRI 20500	(64)	On-going
Total		80	

Reasons for and explanation of proposed change in service

The parking enforcement contract with Tandridge District Council ends on 31st March 2023. This is because Surrey County Council have decided to bring all enforcement across Surrey in-house.

Key Stakeholders Affected:

Internal only

Likely impacts and implications of the change in service (include Risk Analysis)

The impact is purely financial due to the loss of external income; however, we will also lose two members of staff through TUPE, which will reduce the impact of the overall loss of income.

Risk to Service Objectives (High / Medium / Low)

High.

SERVICE CHANGE IMPACT ASSESSMENT

2022/23 Budget (£'000)

Operational Cost	144
Income	(64)
Net Cost	80

Performance Indicators

N/A

Equality Impacts

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.

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 09 (23/24)

Chief Officer: Richard Morris
Service: Environmental Health
Activity Unachievable Income
No. of Staff: 11.72 FTE

Activity Budget Change	Cost Centre & Account Code of Budget	2023/24 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Food Hygiene Courses	94300 EHCOMM 2043	1	Ongoing- these cost more to operate in staff resourcing than is achieved via the fees
Skin Piercing Fees	94300 EHCOMM 2148	2	Ongoing- expected income is unachievable. Fee is dictated by number of businesses and operators providing skin piercing activities
Environmental Health Fixed Penalties	94300 EHDOGWD 2007	1	Ongoing- unable to achieve budget level.
Microchipping of dogs	94300 EHDOGWD 2008	1	Ongoing- SDC unable to microchip dogs at a competitive price compared to vets etc and cover costs.
LAPPC (Local Air Pollution Prevention and Control)	94300 EHPROT 2044	3	Ongoing- Annual income is set by DEFRA based on number and type of installations. SDC have seen the closure of several sites and can no longer realise anticipated income.
Other Environmental Protection Fees (undetermined)	94300 EHPROT 9999	2	EP do not currently generate any fees on a routine basis that would fall within this category
Total		10	

SERVICE CHANGE IMPACT ASSESSMENT

Reasons for and explanation of proposed change in service

This SCIA is to ensure budgets more accurately reflect the achievable income within the Environmental Health Service.

Key Stakeholders Affected:

None

**Likely impacts and implications of the change in service
(include Risk Analysis)**

No impact to current operation of the EH service. Changes requested to reflect currently achievable income.

Risk to Service Objectives (High / Medium / Low)

Low

2022/23 Budget (£'000)

Operational Cost	753
Income	(36)
Net Cost	717

Performance Indicators

N/A

Equality Impacts

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]

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 10 (23/24)

Chief Officer: Sarah Robson
Service: Health and Communities
Activity partnerships: Communities - staff transport, activities and
No. of Staff: 1.71 FTE

Activity Budget Change	Cost Centre & Account Code of Budget	2023/24 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Communities - staff transport running costs	CDDEVLP 42000	(2)	Ongoing
Communities services - activities	CDDEVLP 60501	(5)	Ongoing
Partnership projects	CDDEVLP 65700	(1)	Ongoing

Reasons for and explanation of proposed change in service

The Communities team no longer has a van under its ownership for use at community events and activities. The team is able to reduce its Partnership Projects budget, as it has a good track record of bringing in external funding to support partnership projects. The saving is a minimal amount, which would not impact the delivery of any projects.

Key Stakeholders Affected:

None

Likely impacts and implications of the change in service (include Risk Analysis)

None

SERVICE CHANGE IMPACT ASSESSMENT

Risk to Service Objectives (High / Medium / Low)

Low

2022/23 Budget (£'000)

Operational Cost	130
Income	(0)
Net Cost	130

Performance Indicators

N/A

Actual	N/A
Target	N/A

Equality Impacts

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

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 11 (23/24)

Chief Officer: Sarah Robson
Service: Health and Communities
Activity: Partnership Projects
No. of Staff: 0.46 FTE

Activity Budget Change	Cost Centre & Account Code of Budget	2023/24 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Services	CDYOUTH 60000	(2)	One-off
Transport running costs	CDYVAN 42000	(4)	Ongoing

Reasons for and explanation of proposed change in service

The Council no longer has a staff community van, therefore, there are no running costs.

The team is able to reduce its Youth Funding, as it has been successful in securing external funding for the current and new financial year - and will therefore, not impact delivery of service or local communities.

Key Stakeholders Affected:

None

Likely impacts and implications of the change in service (include Risk Analysis)

None

Risk to Service Objectives (High / Medium / Low)

Low

SERVICE CHANGE IMPACT ASSESSMENT

2022/23 Budget (£'000)

Operational Cost	66
Income	(0)
Net Cost	66

Performance Indicators

N/A

Actual	N/A
Target	N/A

Equality Impacts

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

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 12 (23/24)

Chief Officer: Sarah Robson
Service: Health and Communities
Activity: Communities equipment
No. of Staff: 0.36 FTE

Activity Budget Change	Cost Centre & Account Code of Budget	2023/24 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Communities equipment, furniture and mats - maintenance	CDCOMP/ 50000	(2)	Ongoing

Reasons for and explanation of proposed change in service

The amount of equipment, furniture and mats owned by the Communities team over the past few years has reduced, therefore, maintenance costs have reduced in line.

Key Stakeholders Affected:

None

Likely impacts and implications of the change in service (include Risk Analysis)

None

Risk to Service Objectives (High / Medium / Low)

Low

SERVICE CHANGE IMPACT ASSESSMENT

2022/23 Budget (£'000)

Operational Cost	38
Income	(0)
Net Cost	38

Performance Indicators

N/A

Actual	N/A
Target	N/A

Equality Impacts

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

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 13 (23/24)

Chief Officer: Sarah Robson
Service: Health and Communities
Activity: Grants - Voluntary Bodies
No. of Staff: 0.7 FTE

Activity Budget Change	Cost Centre & Account Code of Budget	2023/24 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Grants - voluntary bodies	CDGRNTS 67100	(10)	Ongoing

Reasons for and explanation of proposed change in service

No change to the overall Community Grants, however no inflationary increase will be applied. Therefore, there is no impact on potential grant recipients or the community.

Key Stakeholders Affected:

None

Likely impacts and implications of the change in service (include Risk Analysis)

None

Risk to Service Objectives (High / Medium / Low)

Low

SERVICE CHANGE IMPACT ASSESSMENT

2022/23 Budget (£'000)

Operational Cost	200
Income	(0)
Net Cost	200

Performance Indicators

N/A

Actual	N/A
Target	N/A

Equality Impacts

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

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 14 (23/24)

Chief Officer: Richard Morris
Service: Environmental Health
Activity: Stray Dog Kennelling Contract
No. of Staff: N/A

Activity Budget Change	Cost Centre & Account Code of Budget	2023/24 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Increased cost of stray dog kennelling contract	60000 EHDOGWD 2001	11	Ongoing
Reduction in income from strays returned to owners	94300 EHDOGWD 2003	3	Ongoing
Total		14	

Reasons for and explanation of proposed change in service

Following a procurement (European Tender) exercise the Council procured a new contract for the provision of our stray dog kennelling services. Previously this contract was procured jointly with Dartford BC but following the end of the EH Partnership this arrangement was no longer possible.

At the same time, the Council is not realising the level of income from strays collected and returned to owners (budget -£3672). This is believed to result from the ongoing cost of living crisis meaning that more dog owners are unable to afford to keep their animals (increased levels of dog abandonment) and new dog owners who acquired animals during the pandemic, which they are no longer able to take care off after they have returned to work.

Key Stakeholders Affected:

Residents/ Council Officers/ Animal Welfare Officer

SERVICE CHANGE IMPACT ASSESSMENT

**Likely impacts and implications of the change in service
(include Risk Analysis)**

Statutory Service- The Council is required to provide a 24hr/ 365 days per year reception point for stray dogs found within the district. The Council is required to hold found strays for a period of 7 days before it becomes legally responsible for their disposal. Therefore, it would be unlawful for the Council not to maintain suitable kennels for the delivery of the service.

The current contractor is required to house all strays found for the required period and re-home any dogs not collected by owners within the contract value.

Risk to Service Objectives (High / Medium / Low)

High

2022/23 Budget (£'000)

Operational Cost	753
Income	(36)
Net Cost	717

Performance Indicators

N/A

Equality Impacts

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this paper directly impact on end users. The impact has been analysed and does not vary between groups of people. Regardless

SERVICE CHANGE IMPACT ASSESSMENT

of different groups of people, all customers have to be consistently supported in line with Housing legislation.

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]

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 15 (23/24)

Chief Officer: Adrian Rowbotham
Service: Direct Services
Activity CCTV
No. of Staff: 6 FTE

Activity Budget Change	Cost Centre & Account Code of Budget	2023/24 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Reduction in CCTV transmission costs	DSCCTV 56300	(30)	Ongoing

Reasons for and explanation of proposed change in service

The maintenance contract for CCTV can be combined with the Optic Fibre transmissions costs to release a saving.

Key Stakeholders Affected:

Internal, police and out of district customers

Likely impacts and implications of the change in service (include Risk Analysis)

The impact and implications are minor as there would be no change to the existing service.

Risk to Service Objectives (High / Medium / Low)

Medium.

SERVICE CHANGE IMPACT ASSESSMENT**2022/23 Budget (£'000)**

Operational Cost	320
Income	(48)
Net Cost	272

Performance Indicators

N/A

Equality Impacts

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.

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 16 (23/24)

Chief Officer: Adrian Rowbotham
Service: Direct Services
Activity Markets
No. of Staff: 0 FTE

Activity Budget Change	Cost Centre & Account Code of Budget	2023/24 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Estimated Income from Swanley Sunday Market	LPMRKTS 94500 8601	(160)	Ongoing

Reasons for and explanation of proposed change in service

The estimated additional income from a Sunday Swanley street market day. A report on a permanent market will be presented to Members and contractors will then be invited to bid. Any difference in the estimated amount and actual contract sum will be included in the budget process for the following year.

Key Stakeholders Affected:

Contractor and customers.

Likely impacts and implications of the change in service (include Risk Analysis)

The impact and implications are minor as there would be no change to the existing service following a successful pilot scheme.

Risk to Service Objectives (High / Medium / Low)

Medium.

SERVICE CHANGE IMPACT ASSESSMENT**2022/23 Budget (£'000)**

Operational Cost	113
Income	(497)
Net Cost	(384)

Performance Indicators

N/A

Equality Impacts

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.

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 17 (23/24)

Chief Officer: Richard Morris
Service: Licensing
Activity increased income/additional salary costs
No. of Staff: 13 FTE

Activity Budget Change	Cost Centre & Account Code of Budget	2023/24 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
SDC premises licensing annual fees - increase budgeted income by £20k	94300 EHLICREG 2192	(20)	Ongoing
Hub recharge to SDC licensing (taxis)	60401 DSTAXIL	8	Ongoing (permanent increase in staff)
Hub recharge to SDC licensing (premises)	60401 EHLICREG	5	Ongoing (permanent increase in staff)
Total		(7)	

Reasons for and explanation of proposed change in service

To amend current budgets and ongoing to reflect changes in income and resourcing.

- Annual fees - income collection is consistently achieving £20k more than existing budget due to prioritisation of income generation
- Licensing Hub salaries - recent partnership board decision to add to the resourcing of the hub team due to a sustained period of growth and additional income to match. Additional resource cost to be shared between SDC, Tunbridge Wells and Maidstone borough councils.
- SDC licensing - their share of the new salary cost for hub team will be approx. £13k. this is to be split between the two areas licensing - taxis and premises licensing.

Key Stakeholders Affected:

n/a

SERVICE CHANGE IMPACT ASSESSMENT

**Likely impacts and implications of the change in service
(include Risk Analysis)**

Will lead to more stable staffing levels to deliver the statutory service and allow for more work on projects to deliver efficient savings

Risk to Service Objectives (High / Medium / Low)

Low

2022/23 Budget (£'000)

Operational Cost	159
Income	(123)
Net Cost	36

Performance Indicators

n/a

Equality Impacts

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

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 18 (23/24)

Chief Officer: Richard Morris
Service: Environmental Health
Activity Out of Hours Reactive Service
No. of Staff: 11.72 FTE

Activity Budget Change	Cost Centre & Account Code of Budget	2023/24 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Discontinuation of the EH OOH Service	20500 EHPROT 8025 / 20500 EHCOMM 8025	(13)	Ongoing

Reasons for and explanation of proposed change in service

Currently residents can contact the Council on a Friday and Saturday evening and will receive a reactive response to environmental health enquiries from the on duty officer.

This Service is non-statutory function of the Environmental Health Team.

Many other local authorities have chosen to discontinue their OOH services and instead rely on proactive monitoring techniques (including noise monitoring equipment/ proactive visits etc).

The OOH duty officers work alone. They must therefore consider the health and safety implications of lone working and must not put themselves at risk. This can limit the effectiveness of the OOH service to resolve complaints to the satisfaction of residents. The service is unable to approach and stop/ reduce the noise from 'one off' parties for this reason.

EH struggle to get enough volunteers to fully staff the service throughout the year.

Key Stakeholders Affected:

Residents and Staff

SERVICE CHANGE IMPACT ASSESSMENT

**Likely impacts and implications of the change in service
(include Risk Analysis)**

On average 54 calls are received through the Friday/ Saturday duty EHO system. These customers will no longer receive an immediate reactive response.

The team are able to use alternative monitoring techniques and methods to either support or replace investigations currently undertaken by the OOH Service. These will ensure the service provided continues to be high quality.

This option would affect the District Council’s ability to reactively respond to some complaint types (notably noise from licensed premises). This may result in formal complaints about the service offered by Environmental Health. However, discussions with other Council’s indicate that they have received minimal complaint after removing their OOH service.

Loss of income for staff within the team which supports their salary.

Risk to Service Objectives (High / Medium / Low)

Low

2022/23 Budget (£’000)

Operational Cost	753
Income	(36)
Net Cost	717

Performance Indicators

N/A

Equality Impacts

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good

SERVICE CHANGE IMPACT ASSESSMENT

relations between people from different groups. The decisions recommended through this paper directly impact on end users. The impact has been analysed and does not vary between groups of people. Regardless of different groups of people, all customers have to be consistently supported in line with Housing legislation.

Net Zero Implications

Members are reminded of the Council's stated ambition to be Net Zero with regards to carbon emissions by 2030. The decisions recommended in this paper directly impact on this ambition. The impact has been reviewed and there will be a decrease on carbon emissions produced in the district as a result of this decision.

It is anticipated that removing the OOH provision will slightly decrease mileage undertaken by Environmental Health staff (i.e. out of hour visits to customer homes).

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 19 (23/24)

Chief Officer: Richard Morris
 Service: DM & Enforcement
 Activity Various
 No. of Staff:

Activity Budget Change	Cost Centre & Account Code of Budget	2023/24 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Peoplesafe contract	56380 YCKK	1	Annual rise
KCC Ecology SLA	60000 DVDEVCT 3011	2	Annual rise and ad hoc hours as needed
Planning information service	94300 DVCOUN 3002	3	Income not now expected
Agricultural Advice - Consultant retired.	60000 DVDEVCT 3008	(4)	Consultant retired March 2022
Total		2	

Reasons for and explanation of proposed change in service

Contracts and SLAs are subject to annual increases

The income for answering planning information queries has not materialised as customers are self-serving the information via our website. We introduced a charge to cover the cost of providing information which was already available.

The pre-app service is currently being discussed by officers. If an increase in fees is identified this will be put forward through the Advisory committee process

SERVICE CHANGE IMPACT ASSESSMENT

Key Stakeholders Affected:

Planning applicants may be affected if there is an increase in pre-application advice fees

Likely impacts and implications of the change in service (include Risk Analysis)

N/A

Risk to Service Objectives (High / Medium / Low)

Low - Applicants may not engage early on in application process if pre-app fees rise by 10%. This is a small uplift in the overall cost of submitting an application.

2022/23 Budget (£'000)

Operational Cost	15
Income	(102)
Net Cost	(87)

Performance Indicators

Determination of Planning applications within agreed targets - performance as at end Sept in brackets

Major 80% - within 13 weeks (100%)

Minor 80% - within 8 weeks (87%)

Other 90% - within 8 weeks (91.95%)

Defend appeals against refusal of planning permission

75% dismissed (66.67%)

Enforcement - speed of investigations commenced

SERVICE CHANGE IMPACT ASSESSMENT

Cat A 95% - within 1 working day (100%)

Cat B 85% - within 5 working days (90.91%)

Cat C 75% - within 10 working days (97%)

Equality Impacts

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.

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 20 (23/24)

Chief Officer: Richard Morris
Service: Environmental Health
Activity Air Quality Monitoring
No. of Staff: NIL

Activity Budget Change	Cost Centre & Account Code of Budget	2023/24 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Purchase of replacement NOx analyser for the Bat & Ball Air Quality Station	50100 EHPROT 2036	16	One-off - Replacement for existing analyser which has failed. Lifespan approximately 15 years
Purchase of calibration gas and calibration gas cylinders	50100 EHPROT 2036	2	Ongoing- increased charges and no longer included with calibration contract
Essential maintenance to Air Quality Station (required for safety)	50100 EHPROT 2036	6	One-Off- essential repairs

Reasons for and explanation of proposed change in service

Two SCIA's have been combined to produce this single SCIA.

- 1) The first part is the replacement of a NOx analyser located at the Bat & Ball Air Quality Station which has failed and cannot be repaired. In order to continue to monitor Nitrogen Dioxide at the Bat & Ball junction, this analyser will need to be replaced.
- 2) The second part is for:
 - Additional costs for the provision of calibration gas and cylinders.
 - Works to upgrade and repair electrical installation at air quality stations, install ventilation and emergency lighting. Other minor safety improvements to ensure compliance with current H&S requirements.

Key Stakeholders Affected:

Imperial ERG/ DEFRA/ Public.

SERVICE CHANGE IMPACT ASSESSMENT**Likely impacts and implications of the change in service
(include Risk Analysis)**

- 1) The NO_x analyser measures concentrations of nitrogen dioxide within the A25 Air Quality Management Area (AQMA) at the Bat & Ball Junction. An AQMA is declared where air pollution exceeds national objective levels and this AQMA is declared for exceedances of NO₂. NO₂ emissions in this location are primarily caused by emissions from the exhaust of vehicles.

The Council has committed within its Air Quality Action Plan to reducing concentrations of NO₂ as far as possible within its AQMA.

Unfortunately, the existing analyser has failed and is now beyond economic repair.

- 2) The Air Quality Station at Greatness Park measures background concentrations of PM₁₀ (small particulates), NO₂ (nitrogen dioxide) and Ozone. The Air Quality Station at Bat & Ball measures roadside concentrations of PM₁₀ and NO₂.

Sevenoaks have declared a number of Air Quality Management Areas for exceedances of national objective levels for NO₂ and have made commitments within our Air Quality Action Plan to reduce concentrations as far as practicable.

Both AQ stations use electricity to power the analysers, pumps and air conditioning units. As a result of increases in standing charges and kWh the cost of electricity is anticipated to have increased by £10,000 annually (on top of the existing budget of £3,892). This cost has been included within the Utility cost SCIA which will be presented to the Finance and Investment Committee in January.

Owing to increases in the cost of specialised gasses, these are no longer provided within our existing calibration and data services contract. The cost of purchasing these specialised calibration gases includes the gas & cylinder rental for both AQ stations (£2,000 annually).

A recent Health and Safety Audit of the Greatness Air Quality Station has identified a number of issues. This station is now more than 20 years old, and its structure is deteriorating. In order to continue the operation of the Greatness AQ Station these essential repairs are required (Cost approximately £6,000).

Please also see (part (1) of this SCIA) in relation to replacement of the NO_x analyser at Bat & Ball.

SERVICE CHANGE IMPACT ASSESSMENT

If this SCIA is not granted, then the Council will need to close the Bat & Ball and Greatness Air Quality Stations.

The closure of these air quality stations will stop the Council measuring concentrations of NO₂ and PM₁₀ in ‘real time’ at either location. The Council will no longer be able to undertake local bias adjustment (calibration of diffusion tube measurements) and will need to rely on national adjustment factors.

Whilst neither station currently measures exceedances of either pollutant, the Greatness AQ station is considered strategically important for Sevenoaks and the whole region. This site is one of the few that measures Ozone (not a national objective pollutant) but is critical to public health as it has a multiplying effect on NO₂. The site at Greatness helps inform the national Ozone picture for the South East/ UK and so has significant scientific value.

If the Bat & Ball AQ station were to be closed then budget savings could be made. These are estimated at approximately £8,000 for electricity (£2,000 existing budget + £6,000 increase proposed via SCIA) , £1,000 for calibration gas (as a result of this SCIA), £2,914 for calibration and data services & £2637 for maintenance and engineering. TOTAL= £14,551 (£7,551 from existing budgets)

If the Greatness AQ station were to be closed the budget savings could be made. These are estimated at approximately £8,000 for electricity (£2,000 existing budget + £6,000 increase proposed via SCIA). £1,000 for calibration gas (as a result of this SCIA), £2,914 for calibration and data services & £2,637 for maintenance and engineering. TOTAL= £14,551 (£7,551 from existing budgets) per annum.

In addition, we could save one off costs of £6,000 as per this SCIA.

Risk to Service Objectives (High / Medium / Low)

Low

2022/23 Budget (£'000)

Operational Cost	385
Income	(11)
Net Cost	374

SERVICE CHANGE IMPACT ASSESSMENT

Performance Indicators

Available data captured from AQ Monitoring Stations

Actual	80%
Target	90%

Equality Impacts

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

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 21 (23/24)

Chief Officer: Detlev Munster/Adrian Rowbotham/Richard Morris
Service: Entire Council
Activity: Utility Costs
No. of Staff: NIL

Activity Budget Change	Cost Centre & Account Code of Budget	2023/24 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
			All one-off, to be reviewed again next year
Argyle Road		90	As a result of global prices increases
Electricity for AQ stations	31200 EHPROT 9999	10	Caused by increases in energy currently being seen extrapolated for 12 months (current budget £3892)
CCTV - Market energy prices have increased around 25%.	DSCCTV 31200	32	As a result of global prices increases
Car parks - Market energy prices have increased around 25%.	HWCARPK 31200	48	As a result of global prices increases

Reasons for and explanation of proposed change in service

<p>Combined growth of all utility costs throughout the council</p> <p>Due to the global events the wholesale price of gas and electricity has seen a dramatic increase. The values used above are best estimates as revised prices has still not been received</p> <p>The final cost have been taken from several SCIA's and combined into one to give a holistic appraisal. Budget have not been included in E as this would combine several budgets.</p>
--

Key Stakeholders Affected:

Both internal & external customers

SERVICE CHANGE IMPACT ASSESSMENT

**Likely impacts and implications of the change in service
(include Risk Analysis)**

The impact on each of the services listed is minimal
--

Risk to Service Objectives (High / Medium / Low)

Low

2022/23 Budget (£'000)

Operational Cost	
Income	
Net Cost	

Performance Indicators

Available data captured from AQ Monitoring Stations	
Actual	
Target	

Equality Impacts

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.

SERVICE CHANGE IMPACT ASSESSMENT

SCIA _22_ (23/24)

Chief Officer: Detlev Munster

Service: Property and Commercial, Economic Development

Activity: Meeting Point Business Hub

No. of Staff: 2FTE

Activity Budget Change	Cost Centre & Account Code of Budget	2023/24 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Meeting Point Business Hub	CBBHUB	60	-Ongoing but reducing (as follows) as the hub becomes established 2024/25 33 2025/26 20 2026/27 14 2027/28 9

A. Reasons for and explanation of proposed change in service

Sevenoaks DC has undertaken the creation and ongoing management of a business work hub (Meeting Point, Swanley High Street) providing a flexible workspace for local businesses and providing a location for the establishment of a business community in this part of the district. This is part of the Council's wider Economic Development Strategy, published in 2022. The space will be managed by the SDC Economic Development Team, with the creation of two new FTE posts required to run the business hub centre:

A detailed business plan was prepared earlier in the year and approved by SMT (include date). SMT agreed a working capital allocation of £50,000 per annum. The business plan will be refined prior to operation and continuously updated during the first three years of operation with an annual review being submitted to SMT.

The work hub is due to open in February 2023

SERVICE CHANGE IMPACT ASSESSMENT

The net cost will reduce year-on-year in line with our projections for increased occupancy of the Meeting Point (as set out below), with the centre almost breaking even by Year 5.

2023/24 60% occupancy

2024/25 80%

2025/26 90%

2026/27 95%

2027/28 100%

B. Key Stakeholders Affected:

Externally, our key stakeholders are local businesses based in Swanley and the northern parishes, the wider Sevenoaks District and its neighbouring environs. Other stakeholders include the wider Swanley community and local groups who will be able to hire the premises for community meetings and events. The premises is also likely to be used for training and adult learning opportunities.

C. Likely impacts and implications of the change in service (include Risk Analysis)

The decision was taken for the hub to be operated by a dedicated team within the SDC Economic Development Team after significant market testing.

Advantages

- SDC retains ownership and manages hub within existing team, albeit with additional staff, which allows the ED Team to provide support and engage with the business support elements of hub delivery.
- Staff appointments to be Council employees on a fixed term contract. A Council employment contract is likely to be perceived as beneficial to that of a newly formed enterprise and could therefore help to recruit applicants of the right calibre. The added value of Council terms and conditions, training etc will be a benefit.
- Business Hub Manager post will boost the capacity within the ED team, and can be easily scaled up and down dependent on demand and providing additional resource to deliver the workhub strategy for the district.
Economies of scale using existing SDC teams to support services to the hub and the potential to use existing SDC contracts where appropriate to supply the hub.
- All Council policies will apply to the hub reducing the administrative burden of setting up a new operation and benefiting from the 'in house' expertise.

SERVICE CHANGE IMPACT ASSESSMENT

- More cost effective for SDC to run the hub and will keep momentum of the project going and avoid potentially empty building.
- Council control allows model to develop for workhub strategy across the district.

Risks

- Council staff may create higher budget requirement mitigated by the advantages of having Council employees who can provide additional resource allowing flexibility in approach dependent on demand.
- A council run hub may not have the same appeal. This, however, can be mitigated by developing a strong independent brand for the hub and ensuring it does not have the Council look and feel.

D. Risk to Service Objectives Medium

Risks and Exit Strategy

Managing Meeting Point comes with risks such as lack of demand leading to potential financial risk

Despite significant market testing there is no guarantee that the demand for the hub will be sufficient, and the profit and loss indicates that break-even may take some time to achieve. If demand for facilities is not as expected the Council could face financial risk by having to subsidise the operation.

Minimising risk: The Council running the hub directly will allow reduced costs using existing council systems and procedures, as well as the benefit of internal expertise and use of existing supply contracts within procurement policies.

The demand for facilities in the local area is likely to increase as knowledge of the hub grows

Working with other operators across Kent is key to both promoting the hub and understanding the market, should the Council no longer wish to run the hub, it is possible that, dependent on market conditions at the time, an alternative operator could be sought.

Should the hub be under-utilised then staffing could easily be redirected to other Council projects. Other items purchased for the hub could be used in the Council offices should there no longer be a requirement for them within the hub.

The flexibility of the space means that should one area of the business be more popular than others then changes could be made for example the boardroom could be let as a shared office space and the small offices as meeting rooms. The shared space could be a number of alternative uses.

SERVICE CHANGE IMPACT ASSESSMENT

The hub demonstrates Sevenoaks District Council’s willingness to test the market for workhubs locally as part of a wider strategy for the creation of a network of hubs within the local area.

The development of a business hub in Swanley shows a clear intent of the Council to support small business development. It demonstrates the Council’s willingness to invest to stimulate the local economy, whilst also creating a culture where failure is sometimes an inevitable part of the learning curve, something which many entrepreneurs will relate to.

Exit Strategy

If at an agreed point the Council felt that Meeting Point was not performing adequately the space could easily be diverted into a number of uses

- An operator could be sought for the hub with a similar business model but as part of an existing network of centres. Continued dialogue with operators will take place.
- The space could be divided to provide commercial office space, either for Council staff or to let to single or multiple businesses.
- The use class and location of the building would mean that conversion to commercial retail space was also a possibility or alternative community uses would also be possible should there be demand.
- Consideration could also be given to changing to residential use, currently possible under permitted development rights.
- Hub staff employed by the Council would be on fixed term contracts providing the ability to extend if the project is successful and an end point if it is not.
- Many fixtures and fittings would be useable either by other local businesses or in other Council buildings and therefore minimising any waste.

E. 2022/23 Budget (£'000)

Operational Cost	-
Income	-
Net Cost	-

F. Performance Indicators

SERVICE CHANGE IMPACT ASSESSMENT

Key targets and benchmarks will be set for the management and operation of Meeting Point KPIs will cover amongst others:

- Users reporting satisfaction with hub facilities and willing to recommend to others
- Users reporting increased business, jobs created, increased wellbeing
- A varied events programme supporting a range of stakeholders
- 60% small offices and 40% fixed desks let by summer 2023
- Wider business and community use of facilities
- Connections and collaboration achieved
- Business support delivered on site

The operation of the hub will be reported bi-annually to Sevenoaks District Council SMT and to the People and Places and Innovation and Improvement Advisory Committees. An annual report will be submitted to Cabinet.

Meeting Point will be subject to audit as per other Council owned premises and Council-run services.

G. Equality Impacts

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this paper directly impact on end users. The impact has been analysed and does not vary between groups of people. Regardless of different groups of people, all customers have to be consistently supported in line with Housing legislation.

H. 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]

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 23 (23/24)

Chief Officer: Adrian Rowbotham
Service: Council Tax Income
Activity: Council Tax Discount
No. of Staff: nil FTE

Activity Budget Change	Cost Centre & Account Code of Budget	2023/24 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Provide a one year 100% reduction on the District Council element of Council Tax for new certified Passivhaus ‘Classic’, ‘Plus’ & ‘Premium’ homes built in the District, in any year until 2030		2	2023/24 until 2029/30 (7 years)

Reasons for and explanation of proposed change in service

As per the Net Zero actions endorsed by Council, it is proposed that new certified Passivhaus ‘Classic’, ‘Plus’ & ‘Premium’ homes built in the District, in any year until 2030, receive a one year 100% reduction on the District Council element of their Council Tax.

The number of new properties of this type is unknown but the loss of Council Tax income amounts above are based on ten new Band D equivalent properties per year.

It is likely that the emerging Local Plan will include a policy to encourage new development “to use nationally recognised eco building standards such as Passivhaus and Breeam and to meet the Future Homes standard as a minimum”.

This proposed change to the SDC portion of the Council Tax could be made under section 13a Local Government Finance Act 1992.

Key Stakeholders Affected:

Occupiers of new certified Passivhaus ‘Classic’, ‘Plus’ & ‘Premium’ homes

SERVICE CHANGE IMPACT ASSESSMENT

**Likely impacts and implications of the change in service
(include Risk Analysis)**

It is hoped the discount will further incentivise the development of homes with a lower than usual, or even a positive, environmental impact.

Each claim would see a loss of Council Tax income at a time when the budget is facing a greater number of pressures than usual.

Risk to Service Objectives (High / Medium / Low)

Low

2022/23 Budget (£'000)

Operational Cost	-
Income	(11,841)
Net Cost	(11,841)

Performance Indicators

N/A

Equality Impacts

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

Members are reminded of the Council's stated ambition to be Net Zero with regards to carbon emissions by 2030. The decisions recommended in this paper directly impact on this ambition. The impact has been reviewed and there should be a decrease on carbon emissions produced in the district as a result of this decision.

Certified nationally recognised eco building standard homes such as Passivhaus produce fewer carbon emissions than traditional build homes.

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 24 (23/24)

Chief Officer: Richard Morris

Service: Development Management

Activity: Staffing structure

No. of Staff:

Activity Budget Change	Cost Centre & Account Code of Budget	2023/24 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Deletion of a post	20100 YCKKB	(16)	Ongoing

Reasons for and explanation of proposed change in service

Salary saving from an in-year restructure

Key Stakeholders Affected:

None

Likely impacts and implications of the change in service (include Risk Analysis)

None - the restructure has already been implemented

Risk to Service Objectives (High / Medium / Low)

Low - there has been no measurable negative impact on service objectives

2022/23 Budget (£'000)

Operational Cost	940
Income	(1,016)

SERVICE CHANGE IMPACT ASSESSMENT

Net Cost	(76)
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Performance Indicators

N/A

Equality Impacts

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

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Further Growth and Savings Suggestions made by the Advisory Committees

Housing and Health Advisory Committee

Savings (reduced expenditure/increased income)

Income from a council energy saving advice service

Improvement and Innovation Advisory Committee

Savings (reduced expenditure/increased income)

Replicate Environmental Health's working practices and structural changes across other services

Continue to review the Council's energy use in the Argyle Road building

Examine the cost savings that daytime committee meetings could bring

People and Places Advisory Committee

None

Development and Conservation Advisory Committee

None

Cleaner and Greener Advisory Committee

None

Finance and Investment Advisory Committee

Meeting on 10/01/23

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Financial Strategy

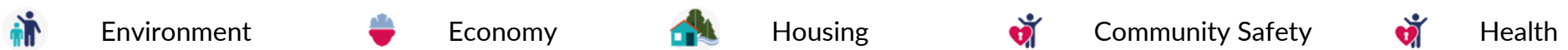


INTRODUCTION

In the years preceding this Strategy Sevenoaks District Council has proven itself to be highly successful in some of the most austere and challenging times faced by local government. This was only possible because of our award winning financial strategy and the achievement of a self-sufficient balanced budget within our unique 10-year budget framework.

With the cost of living crisis and events around the world, it will be important to have clear plans in place that may require difficult but necessary savings proposals.

Our Financial Strategy enables the Council to deliver its services effectively, in accordance with the priorities set out in the Corporate Strategy. At the same time, it ensures that our spending is prioritised to deliver the promises our Members set out in the **Council Plan themes**:



OUR FINANCES

Our Vision

Long-term financial health to deliver exceptional services and achieve the promises set out in the Council Plan.

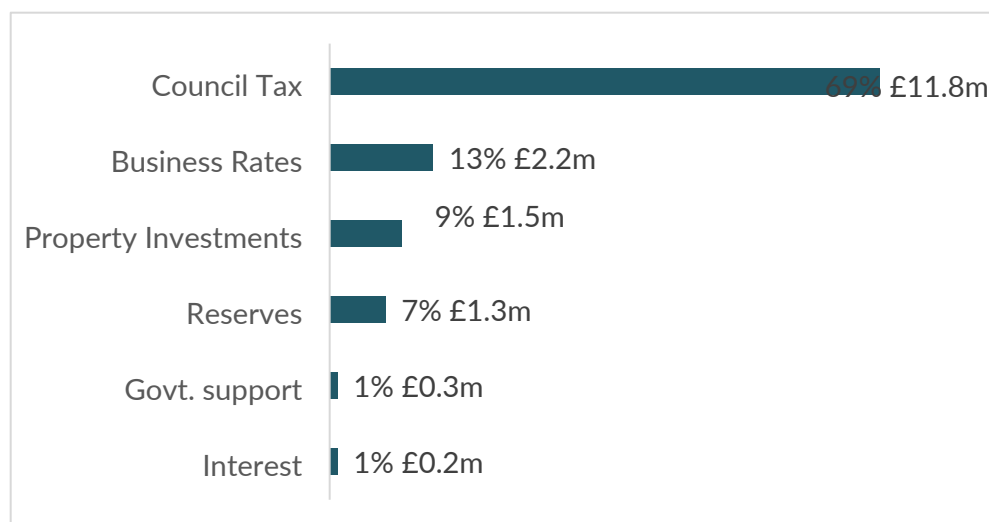
What's important to us:

- Our budget supports the Council's vision and priorities
- Taxpayers and customers receive quality services and value for money
- Innovation, efficiency and cost-effectiveness
- Maximising income from grants and other funding opportunities
- Taking a commercial approach where it will benefit our budgets and our residents and local businesses
- Good quality, risk managed investments to generate more income for local priorities

To be successful, we must:

- Remain financially self-sufficient
- Be clear about the Council's future financial prospects, with a ten-year budget as an integral part
- Ensure a strategic approach is taken to the management of the Council's finances, Council Tax, and budget setting
- Make effective use of reserves and capital receipts
- Manage our money carefully, monitor monthly and constantly strive for better value from our spending

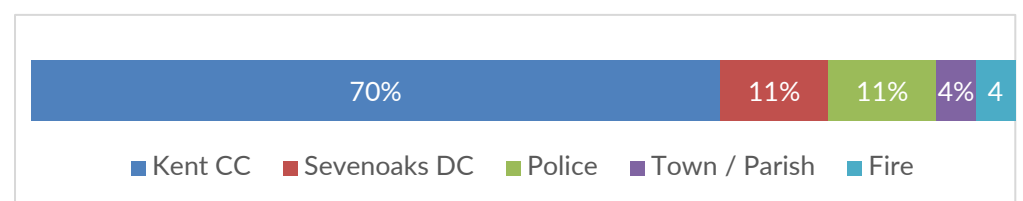
WHERE OUR MONEY COMES FROM



COUNCIL TAX

Sevenoaks District Council collects the Council Tax charge for itself but also for Kent County Council, Kent Fire & Rescue Service, Kent Police & Crime Commissioner and all the local town and parish councils. Each authority sets its own charge that contributes to the total.

Sevenoaks District Council's part of the charge at Band D is £229.86, 11% of the total. Council Tax contributes about £11.8million to District Council services.



WHERE OUR MONEY IS SPENT

In 2022/23 the Council will spend about £17.3million on services for local people

	Cleaner & Greener £5.3m
	Development & Conservation £0.9m
	Housing & Health £1.2m
	People & Places £0.9m

	Finance & Investment £3.2m
	Improvement & Innovation £6.0m
	Other £-0.2m

OUR PRIORITIES | By keeping a focus on our priorities we will deliver our vision

Financial self-sufficiency



No longer relying on direct government funding gives greater certainty to our financial planning. It allows for long-term plans to be developed over our 10-year budget period.

- We will produce high quality financial reports and monitor our budgets every month
- We will address growth items and service pressures annually through the budget planning process
- We will manage inflationary pressures and prudent assumptions about future pressures and keep them under regular review

Savings & reserves



Creating a culture where there is a continuous drive for better value in our spend helps to create savings to balance our budgets. Alongside flexible and effective use of reserves, it allows for sustainable solutions to financial pressures

- We will seek to deliver a minimum of £100,000 in savings annually
- We will regularly review the use of reserves and maintain a minimum balance of 10% of the Net Service Expenditure budget.
- We will make flexible use of the Budget Stabilisation Reserve to increase resilience in the budget setting process

Income & investments



Making best use of the Council's reserves and carefully managed borrowing. Seeking new opportunities for funding from grants and investments is increasingly essential to the Council's financial sustainability.

- We will bid for external funding
- We will adopt a commercial approach where it will be of benefit to our budgets and support the delivery of Council priorities
- We will make investments to bring in income to support the delivery of Council services

Delivering our Financial Strategy

Our Financial Strategy is supported by a number of related strategies and an action plan to help us achieve our vision and to deliver the ambitions set out by Members in the Council Plan.

How we work as a team of officers is critical to the success of the organisation and to help us achieve our aims, the Financial Strategy seeks to unite us all behind the same priorities and approach.

The outcomes we hope to achieve and the measures that will help us to determine whether we have been successful are set out below.



Outcomes and success measures

Financial self-sufficiency					
	Financial plans ensure there are no unplanned reductions to Council services		Overall proportion of Council budgets funded by income from council tax does not increase		A balanced 10-year budget is delivered annually
Savings & Reserves					
	Annual savings exceed the £100,000 target whilst continuing to protect services		The General Fund reserves retains at least 10% of the Net Service Expenditure budget		Specific savings agreed as part of the annual budget process are achieved as planned.
Income & Investments					
	Successful bids for external funding generate new income and opportunities for the Council		Income from paid for services is in accordance with budget costs, is comparable to neighbouring authorities and is considered to provide value for money		Treasury Management, Property and commercial investments exceed expected yield

CALCULATION OF COUNCIL TAX BASE AND OTHER TAX SETTING ISSUES

Cabinet - 12 January 2023

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

Status: For Decision

Also considered by:

- Council - 21 February 2023

Key Decision: No

Executive Summary: This report sets out details of the calculation of the District's tax base for council tax setting purposes. These figures are used to determine tax rates for each of the council tax bands once the Council's budget requirement is known. The report also advises Members of the timetable for setting the 2023/24 council tax.

This report supports the Key Aim of: efficient management of the Council's resources.

Portfolio Holder: Cllr. Matthew Dickins

Contact Officer: Jessica Booth, Ext. 7436

Recommendation to Cabinet:

That it be recommended to Council that:

- (a) the report of the Deputy Chief Executive and Chief Officer - Finance & Trading for the calculation of the Council's tax base for the year 2023/24 be approved;
- (b) pursuant to the report of the Deputy Chief Executive and Chief Officer - Finance & Trading and in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended) the amount calculated by the Sevenoaks District Council as its council tax base for the whole area for the year 2023/24 shall be 51,990.30;

- (c) pursuant to the report of the Deputy Chief Executive and Chief Officer - Finance & Trading and in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended) the amount calculated by the Sevenoaks District Council as the council tax base for 2023/24 for the calculation of local precepts shall be:

<u>Parish</u>	<u>Tax Base</u>
Ash-cum-Ridley	2,483.11
Badgers Mount	337.07
Brasted	790.33
Chevening	1,458.10
Chiddingstone	619.26
Cowden	449.59
Crockenhill	659.42
Dunton Green	1,347.57
Edenbridge	3,891.91
Eynsford	956.23
Farningham	679.90
Fawkham	306.55
Halstead	811.60
Hartley	2,560.84
Hever	646.99
Hextable	1,692.19
Horton Kirby & South Darent	1,293.29
Kemsing	1,871.11
Knockholt	642.62
Leigh	952.95
Otford	1,735.72
Penshurst	839.73
Riverhead	1,270.73
Seal	1,345.48
Sevenoaks Town	9,844.68
Sevenoaks Weald	629.00
Shoreham	718.66
Sundridge	944.90
Swanley	5,710.83
Westerham	2,091.38
West Kingsdown	2,408.56

- (d) any expenses incurred by the Council in performing in part of its area a function performed elsewhere in its area by a parish or community council or the chairman of a parish meeting shall not be treated as special expenses for the purposes of section 35 of the Local Government Finance Act 1992.

Recommendation to Council: That the various calculations detailed above be approved.

Reason for recommendation: As part of the tax setting process for 2023/24, the Council needs to formally approve the tax base at individual town and parish level as well as for the District as a whole.

Introduction and Background

- 1 The Local Authorities (Calculation of Council Tax Base) Regulations 1992, made under powers of the Local Government Finance Act 1992, specify formulae for calculating the council tax base which must be set between 1 December and 31 January.
- 2 The council tax base is a measure of the number of dwellings to which council tax is chargeable in an area or part of an area. It is used for the purposes of calculating a billing authority's and other precepting authorities' band D council tax. The amounts payable in the other bands are expressed as a proportion of the band D figure and these are shown in Appendix A.
- 3 Under the regulations, the council tax base is the aggregate of the relevant amounts calculated for each valuation band multiplied by the Council's estimated collection rate for the year.
- 4 The Council is required to calculate a tax base figure for the Department for Levelling Up, Housing & Communities (DLUHC). This is based on the valuation list as at 13 September 2022 and occupancy information at 4 October 2022. The tax base for tax setting purposes is based on information available in December 2022. In addition, other factors may be taken into account to reflect likely changes to the tax base during 2023/24. These factors include:-
 - An allowance for changes in the amount of disabled relief
 - An allowance for changes in the number of exempt properties
 - An estimate of the number of new properties liable to council tax
 - An estimate of the number of properties ceasing to be liable to council tax
 - An allowance for changes in the number of single person discounts
 - An allowance for changes in the level of Council Tax Reduction Scheme payments
 - An allowance for the effect of appeals by taxpayers on the banding of their properties

Agenda Item 6

- 5 It has always been the practice to assume that these items will be self-balancing and hence no adjustment to the overall tax base was made other than the usual allowance for non-collection. Over the last few years the tax base has been rising due to new properties being built.

Detailed Tax Base Calculations

- 6 The current year's tax base calculation assumes a 98.9% collection rate, which also allows for some movement in the items mentioned in Paragraphs 4 & 5. It had been increased from 98.4% in 2021/22. As the effect of the COVID-19 pandemic on collection rates seems to have eased, it is considered appropriate to increase the assumed collection rate up to 99.4% for 2023/24. This represents a return to pre COVID-19 projections.
- 7 The second column of the table below sets out the number of band D equivalents based on the valuation list and occupancy information at 1 December 2022 for each parish, together with a summary for the District. The figures are then subjected to the collection rate adjustment in column 3 to arrive at the tax base for council tax setting purposes appearing in column 4. The corresponding figures for 2022/23 appear in column 5.

<u>(1)</u> Parish	<u>(2)</u> Band D Equivalents	<u>(3)</u> Collection Rate Multipliers	<u>(4)</u> Tax base 2023/24	<u>(5)</u> Tax base 2022/23
Ash-cum-Ridley	2,498.10	0.994	2,483.11	2,444.31
Badgers Mount	339.10	0.994	337.07	331.71
Brasted	795.10	0.994	790.33	781.61
Chevening	1,466.90	0.994	1,458.10	1,450.67
Chiddingstone	623.00	0.994	619.26	609.13
Cowden	452.30	0.994	449.59	440.01
Crockenhill	663.40	0.994	659.42	655.21
Dunton Green	1,355.70	0.994	1,347.57	1,343.85
Edenbridge	3,915.40	0.994	3,891.91	3,819.62
Eynsford	962.00	0.994	956.23	951.52
Farningham	684.00	0.994	679.90	669.26
Fawkham	308.40	0.994	306.55	297.59
Halstead	816.50	0.994	811.60	778.64
Hartley	2,576.30	0.994	2,560.84	2,556.47
Hever	650.90	0.994	646.99	638.60
Hextable	1,702.40	0.994	1,692.19	1,693.66
Horton Kirby & S Darenth	1,301.10	0.994	1,293.29	1,277.99
Kemsing	1,882.40	0.994	1,871.11	1,854.08
Knockholt	646.50	0.994	642.62	633.16
Leigh	958.70	0.994	952.95	966.25
Otford	1,746.20	0.994	1,735.72	1,721.95
Penshurst	844.80	0.994	839.73	840.95
Riverhead	1,278.40	0.994	1,270.73	1,258.50
Seal	1,353.60	0.994	1,345.48	1,343.85
Sevenoaks Town	9,904.10	0.994	9,844.68	9,766.28
Sevenoaks Weald	632.80	0.994	629.00	626.83
Shoreham	723.00	0.994	718.66	701.30
Sundridge	950.60	0.994	944.90	941.03
Swanley	5,745.30	0.994	5,710.83	5,665.09
Westerham	2,104.00	0.994	2,091.38	2,079.47
West Kingsdown	2,423.10	0.994	2,408.56	2,375.68
TOTALS	52,304.10		51,990.30	51,514.27

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- 8 The Council has previously resolved that its expenses are to be treated as general expenses. In addition the Council has formally to approve what are to be regarded as special expenses now that parish precepts are treated as part of the District Council's general fund and therefore its budget requirement.

Timetable for Setting the Tax

- 9 The County Council, Police & Crime Commissioner and Fire and Rescue Service have advised me of their budget meeting dates for 2022/23:
- County Council - 9 February 2023
 - Police & Crime Commissioner - 1 February 2023 - TBC
 - Fire & Rescue Service - 17 February 2023 - TBC
- 10 The council tax for the Sevenoaks area cannot be set before the County, Police and Fire precepts have been ratified. There are several dates laid down in regulations on, or by which, certain tasks in relation to the budget process and tax setting have to be carried out. These key dates appear in Appendix B.
- 11 As part of the tax setting process, the Council is required to make an estimate of the collection fund surplus or deficit at 15 January 2023 or the first working day after this, for the year ending 31 March 2023.
- 12 The amount of any surplus or deficit which a billing authority estimates in its collection fund will not remain in the collection fund but will be shared and taken into account by both billing and major precepting authorities in calculating their basic amounts of council tax for 2023/24.
- 13 As a result of the COVID-19 pandemic, the rules were changed regarding recovery of an estimated deficit on the collection fund in relation to the year 2020/21. In simple terms, rather than the full amount of an estimated deficit being taken into account by the billing and precepting authorities in 2021/22, it had to be spread equally over 2021/22 and the following two financial years. This was designed to reduce the effect on an authority's General Fund. The rules do not apply to an estimated surplus, the full amount of which gets taken into account by the billing and precepting authorities.
- 14 An authority's share of any surplus or deficit relating to council tax is to be in the same proportion as its demand bears to the total demand and precepts on the collection fund for 2022/23. Payment is to be made during 2023/24 on the same dates as precept payments.

Key Implications

Financial

There are no financial implications.

Legal Implications and Risk Assessment Statement

Calculation of the tax base for the District is a statutory requirement. The information is used by other authorities in setting their precepts. The actual tax base will vary during the year as new properties are built and exemptions and discounts are granted or withdrawn. Any difference in the revenue raised to that needed to pay precepts remains in the collection fund to be distributed to or collected from the billing and major precepting authorities in the following year.

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.

Conclusions

Members are asked to approve the calculation of the District's tax base for council tax setting purposes and to note the timetable for setting the 2022/23 council tax.

Appendices

Appendix A - Council tax valuation bands

Appendix B - Key dates in the council tax setting process

Background Papers

None

Adrian Rowbotham

Deputy Chief Executive and Chief Officer - Finance & Trading

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COUNCIL TAX VALUATION BANDS

To calculate the relative value of dwellings for council tax purposes each dwelling is placed on a valuation list in one of eight bands ranging from A to H. Within a local area, the amount of council tax payable will vary between the different bands according to proportions laid down by law. The bands are based on property values as at April 1991.

Band	Value	Proportion
A*	Up to £40,000	5/9
A	Up to £40,000	6/9
B	Over £40,000 and up to £52,000	7/9
C	Over £52,000 and up to £68,000	8/9
D	Over £68,000 and up to £88,000	9/9
E	Over £88,000 and up to £120,000	11/9
F	Over £120,000 and up to £160,000	13/9
G	Over £160,000 and up to £320,000	15/9
H	Over £320,000	18/9

Band A* is applicable to recipients of a Disabled Persons Reduction who would otherwise be in Band A.

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KEY DATES IN THE COUNCIL TAX SETTING PROCESS

- i) By 15 October 2022 Notify tax base for grant settlement purposes to the Department for Levelling Up, Housing & Communities (DLUHC)
- ii) During December 2022 DLUHC notifies schedule of payment dates for Revenue Support Grant (RSG) and Non-Domestic Rates (NDR). DLUHC notifies the NDR multiplier (rate in £) for 2023/24
- iii) By 31 December 2022 Issue proposed schedule of payment dates to precepting authorities
- iv) By 31 January 2023 Agree actual schedule of precept payment dates
- v) Between 1 December 2022 and 31 January 2023 Notify tax base for tax setting purposes to KCC, Fire & Rescue Service and Police & Crime Commissioner
- vi) On 17 January 2023 Estimate collection fund surplus or deficit for year and calculate the amount to be shared between SDC, KCC, Fire and Police (where applicable)
- vii) By 24 January 2023 Notify KCC, Fire and Police of their shares of the surplus or deficit and when amounts are to be paid or transferred during 2023/24 (where applicable)
- viii) During January and February 2023 Notify Town/Parish Councils of tax bases for their areas within 10 days of them making such a request
- ix) During February 2023 DLUHC notifies entitlements and payment dates of Formula Spending Share (FSS), RSG and NDR
- x) By 1 March 2023 KCC, Fire & Rescue Service, Police & Crime Commissioner and Town/Parish Councils issue their precepts
- xi) By 11 March 2023 District sets council tax for 2023/24, taking account of its own budget requirement and those of the precepting authorities.

Item 07 - Scrap Metal Dealer Fees

The attached report was considered by the Cleaner & Greener Advisory Committee on 6 December 2022. The relevant Minute extract is below.

Cleaner & Greener Advisory Committee (6 December 2022, Minute 32)

The Head of Licensing Partnership presented the report, which set out the proposed fees for applications for Scrap Metal licences. They explained the fees were set out on a cost recovery basis, and provided the authority with the funding needed to administer the legislation and ensure compliance. The 5% increase in fees would come into effect in April 2023.

Resolved: That it be recommended to Cabinet that the fees as below be approved:

Type of Application	2022/2023 Current Fee	2023/2024 Proposed Fee
Site Licence - Grant (3 years)	£507	£532
Site Licence - Renewal (3 years)	£428	£449
Collectors Licence Grant/Renewal (3 years)	£309	£324
Minor administrative change to licence	£34	£36
Variation - change of site manager	£184	£193
Variation from collector to site licence	£219	£230
Variation from site to collector licence	£142	£149

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SCRAP METAL DEALER LICENCE FEES 2023-2024

Cabinet - 12 January 2022

Report of: Chief Officer, Planning & Regulatory Services

Status: For consideration and decision

Also considered by:

- Cleaner & Greener Advisory Committee - 6 December

Key Decision: No

This report supports the Key Aim of: Safe Communities to aid in the reduction of crime within the District

Portfolio Holder: Cllr. Margot McArthur

Contact Officer: Jessica Foley, Senior Licensing Officer Ext. 7480

Recommendation to Cleaner & Greener Advisory Committee:

That Cabinet be recommended to approve the appropriate fee levels as set out in paragraph 25 of the report.

Recommendation to Cabinet:

That, subject to the comments of the Cleaner & Greener Advisory Committee, the fees set out in paragraph 25 of the report be approved.

Reason for recommendation: To ensure that the Council complies with its Statutory duty under the Scrap Metal Dealers Act 2013 and ensure that the licensing of Scrap Metal Dealers is self-financing, in accordance with the Council's Service and Budget Plan.

Introduction and Background

- 1 The Scrap Metal Dealers Act 2013 repealed the Scrap Metal Dealers Act 1964 (and related legislation) and Part 1 of the Vehicles (Crime) Act 2001, creating a revised regulatory regime for the scrap metal recycling and vehicle dismantling industries. The Act maintains local authorities as the principal regulator, but gives them the power to better regulate these industries by allowing them to refuse to grant a licence to 'unsuitable' applicants and a power to revoke licences if the dealer becomes 'unsuitable'.
- 2 The licensing regime introduced by the Act is very similar to the

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licensing of taxi drivers and the issuing of Personal Licences under the Licensing Act. The suitability of applicants is based on a number of factors as outlined in the Act, including any unspent relevant criminal convictions. Whilst it is expected that straightforward applications will be decided under delegation to Officers, any applications with objections where the applicant wishes to make representations would need to be heard at a hearing, with an option to appeal their decision to the Magistrates' Court.

- 3 It had been expected that the Home Office would make regulations about the new Scrap Metal Dealer Act which would allow the Council to manage the licensing process in the same way it manages its other licensing functions, namely to delegate them to the Licensing Committee. Although the Act has come into force these regulations have not been made. This means that these matters are the responsibility of Cabinet rather than Council and the Licensing Committee. Delegations from the Leader to the relevant Officers are made separately.

Licences

- 4 Under the Act there are two types of licence; a site licence and a collector's licence, which are both administered by the local authority. Site managers need to be named on site licences. Collectors need a licence in each local authority area in which they collect. Both types of licence last for three years.
- 5 The local authority must be satisfied that the applicant is a suitable person to hold a licence before it can grant a licence. The scope of this requirement will include applicants, site managers, directors, secretaries and shadow directors of companies.
- 6 The Council requires a photograph to accompany the application for a Collector's Licence. The photograph forms part of the licence document and enables Officers to identify licensed collectors.

Determining Applications

- 7 Section 3 of the Act states that a Council must not issue a licence unless it is satisfied the applicant is a suitable person to carry on a business as a scrap metal dealer, identified via a 'suitability test'. In the case of a partnership, the suitability of each partner will be assessed. In the case of a company, it means assessing the suitability of any directors, company secretaries, or shadow directors.
- 8 In assessing an applicant's suitability, the Council can consider any information considered relevant. The Council will be in a stronger position to defend any challenges to a decision to refuse a licence where the decision is based on the factors specifically listed in legislation, which includes whether:

- 9 The applicant or site manager has been convicted of a relevant offence or subject to any relevant enforcement action.
- 10 The applicant has previously been refused a scrap metal dealers licence or an application to renew a licence has been refused.
- 11 The applicant will be required to complete an application and declare that the information provided is correct. The applicant will commit an offence under the Act should they make a false statement, or recklessly make a statement which is false in a material way.
- 12 The authority will want to satisfy itself that an applicant is suitable by checking they do not have a previous relevant conviction, have not been the subject of enforcement action, or have been refused a licence. There is no requirement under the Act for applicants to provide a Basic Disclosure Certificate (BDC). However, this authority requires applicants to submit a Basic Disclosure Certificate provided by Basic Disclosure Scotland as part of the application process. The Council will require the certificate to be within 30 days of its issue when presented with the application.
- 13 Should an applicant refuse to supply a BDC this would be grounds for the Council to consider what further information was needed to judge whether the applicant was suitable to hold a licence. Refusal to submit a BDC would be grounds for the Council to decline to proceed with the application.
- 14 The Council requires an applicant to provide a Basic Disclosure Certificate (including standard and enhanced disclosures) that are no more than one month old at the time the application is submitted. The authority recognises that a Basic Disclosure Certificate will reveal only any unspent convictions on the Police national computer. The Certificate will not provide details of convictions for relevant offences secured by the Environment Agency or equivalent, or other local authorities. For any new applications, the authority will consult with the Environment Agency or equivalent and the Police. The authority will reserve the right to also contact any other local authority it feels necessary to determine the suitability of an applicant(s).
- 15 In the case where a Basic Disclosure Certificate highlights a relevant conviction the authority will seek further information from the Police to enable the authority to better assess the applicant(s) suitability. The authority will also check public records held by the Environment Agency or equivalent to assess if any enforcement action has been taken against an individual. In certain circumstances it may be necessary to make direct contact with the above to assess if any on-going enforcement action is pending, which may not be held on a public register at the time of application.
- 16 If the Council should receive information that an applicant(s) has

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been convicted of a relevant offence, a judgement will be made whether to refuse or grant the licence. The Council will take into account any information received by an applicant or other bodies. The Council will consider the nature of the offence or enforcement action, the gravity of the offence or enforcement action, when the enforcement action was taken, or any other relevant information as defined by the Act.

Representations

- 17 In the case where the authority rejects an application(s), or revokes, or varies a licence, the Council will notify the applicant or licence holder by way of a written Notice. The Council will advise the applicant(s) or licence holder what the authority proposes to do and the reasons behind the action. The Notice will stipulate that the applicant/licence holder has the opportunity to make a representation, or let the authority know that they wish to. The applicant/licence holder has up to 14 days from the date of the Notice to respond.
- 18 If the applicant/licence holder does not make a representation, or does not say that they wish to in that time period, then the Council can refuse the application, or revoke, or vary the licence. Where the applicant states they want to make representations, the authority will provide a further reasonable period in which to do so. If the applicant fails to provide a representation within the agreed period then the authority will refuse the application, or revoke, or vary the licence.

Hearings

- 19 Where the applicant makes representations, the authority has to consider them in accordance with the Act. If the applicant wishes to make oral representations the authority will arrange a hearing. It is anticipated that these hearings will follow the procedures for hearings under the Licensing Act 2003. The Council anticipates that further guidance on hearings will be issued.
- 20 Should the Council refuse an application, revoke or vary a licence the applicant/licence holder will receive a Notice of Decision, which will set out the Council's reasons for its decision. The Notice will inform the applicant, or licence holder of their right to appeal to the Magistrates' Court and, where the licence has been revoked or varied, the date under which that comes into effect.

Conditions

- 21 In cases where the applicant or any site manager has been convicted of a relevant offence, or where the authority is revoking a licence, the authority can impose conditions on the licence. The authority can impose one or both of two conditions, these conditions specify that:
 - The dealer can receive scrap metal only between 9.00am and

5.00pm on any day, in effect limiting the dealer’s operating hours; and/or

- Any scrap metal received has to be kept in the form the dealer received it for a set period of time, which cannot be more than 72 hours.

22 There is no equivalent set of conditions for collectors.

Fees

23 The Act provides that an application for a licence must be accompanied by a fee. The fee will be set locally by each local authority on a cost recovery basis. Local authorities will have a duty to have regard to guidance issued by the Secretary of State which outlines the issues that should be considered when setting the fee and what activities the fee can cover. This fee will be an essential component of the new regime as it will provide local authorities with the funding they need to administer the legislation and ensure compliance.

24 There are currently 2 site licences in Sevenoaks District.

25 The fees have been set for 2023-2024 to include a 5% increase set by Sharon Bamborough, Head of Licensing Partnership in liaison with Sevenoaks District Council’s Finance team.

Proposed Fee(s)

Type of Application	2022/2023 Current Fee	2023/2024 Proposed Fee
Site Licence - Grant (3 years)	£507	£532
Site Licence - Renewal (3 years)	£428	£449
Collectors Licence Grant/Renewal (3 years)	£309	£324
Minor administrative change to licence	£34	£36
Variation - change of site manager	£184	£193
Variation from collector to site licence	£219	£230
Variation from site to collector licence	£142	£149

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Other options Considered and/or rejected

If Cabinet were minded not to approve these fees the Council would not be able to meet the Council's Service and Budget Plan or ensure the licensing of Scrap Metal Sites and Mobile Collectors was self-financing.

Key Implications

Financial

There are no financial implications resulting from this report. The cost of licence fees takes into account the need to maintain a 'self-financing' position for the service. The proposals contained in this report will achieve this.

Legal Implications and Risk Assessment Statement

Should parts of industry believe the authority's fees are at a level which is greater than the costs of the statutory functions then it would be open to them to undertake a 'judicial review proceeding'. Should this arise, the authority would need to evidence how it arrived at the fee levels to demonstrate that they have been calculated on a cost recovery basis only.

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

Richard Morris
Chief Officer Planning and Regulatory Services

Item 08 - The Education People - Next Steps

The attached report was considered by the People & Places Advisory Committee on 29 November 2022. The relevant Minute extract is below.

People & Places Advisory Committee (29 November 2022, Minute 33)

Members considered a report which provided an update on the transfer of educational services from West Kent Enterprise Advisory Network (WKEAN) to the Kent County owned The Education People (TEP).

Prior to August 2022, Sevenoaks District Council was the accountable body for the WKEAN, which was responsible for assisting schools in West Kent with career advice services that were closely aligned with the economic needs of the district and future career opportunities. In August 2022, this service was transferred to TEP, a fully owned Kent County Council company providing similar services to the rest of Kent. The Council would continue to co-ordinate with and monitor TEP using the Gatsby Benchmarks which formed the quantitative benchmarks against which progress could be measured.

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 Cabinet that

- a) the Education People continue to deliver the WKEAN which would be monitored by the Council.
- b) Sevenoaks District Council encourage staff to volunteer time to support local schools in connection with Careers Hub activities and events.

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THE EDUCATION PEOPLE - NEXT STEPS

Cabinet - 12 January 2023

Report of: West Kent Enterprise Adviser Network (WKEAN)

Status: For noting

Also considered by:

People & Places Advisory Committee - 29 November 2022

Key Decision: no

Executive Summary: Prior to August 2022, Sevenoaks District Council was the accountable body for the West Kent Enterprise Advisory Network, which was responsible for assisting schools in West Kent with career advice services that were closely aligned with the economic needs of the district and future career opportunities. In August, this service was transferred to The Education People, a fully owned Kent County Council company providing similar services to the rest of Kent. This report provides an update on the new arrangements in place and the role that the Council will be undertaking.

This report supports the Key Aim of: Building on the District's thriving economy through the regeneration of our market towns, and by enhancing both the visitor and rural economies.

Portfolio Holder: Cllr. L. Dyball

Contact Officer: Simon Harris, Ext. 7347

Recommendation to People and Places Advisory Committee:

That comments on recommendations (a) and (b) are passed to Cabinet.

Recommendation to Cabinet:

- (a) Cabinet notes that The Education People will continue to deliver the WKEAN within an expanded Kent & Medway Careers Hub, and this will be monitored by the Council.
- (b) That Sevenoaks District Council continues to play a role by encouraging staff to volunteer time to support local schools in connection with Careers Hub activities and events.

Reason for recommendation: The Education People has recruited Enterprise Coordinators to cover the whole of Kent & Medway, including Sevenoaks and West Kent. Legacy projects will be delivered in West Kent.

Introduction and Background

- 1) For five school-years the WKEAN was delivered through the West Kent Partnership. Sevenoaks District Council (SDC) was the accountable body and employed two Enterprise Co-ordinators. Activities were funded using revenue from the Business Rate Retention pilot.
- 2) 35 schools including grammar, non-selective, and special educational needs were supported during the five years. The primary objective was to match each school with a voluntary Enterprise Adviser who would help make career strategies fit for purpose in order to prepare students for the future world of work. This applied to all students from age 11-18 (25 with SEN) and every young person was involved in multiple encounters with the world of work, activities connected therefrom, events and activities. Students from age 14-18 were also involved in workplace visits / experiences. The activities were created in response to the strategic plans created by the schools with the support of Enterprise Advisers and included stereotype busting exercises for the younger students, mock interviews in the middle years and business focus groups for the older ones. Greg Clark MP attended such a focus group.
- 3) The WKEAN has now been transferred to The Education People (TEP). This transfer was necessitated through an evolution of the Careers & Enterprise Company's (CEC) model to that of Careers Hubs and the allocating of leadership of this in Kent & Medway to The Education People (TEP), a trading company wholly owned by KCC. A single entity across the County was considered to be in the best interest of schools, young people and employers.
- 4) TEP has appointed a dedicated Enterprise Coordinator covering West Kent and a further operational hub lead. They will be responsible for the building of business networks and recruitment of Enterprise Advisers.
- 5) The Council has had several meetings with TEP to ensure that service provision is at the same standard (or better) to that which was delivered by SDC and that there is appropriate service coverage in West Kent. Comprehensive handover notes were shared with TEP.
- 6) The Council will be monitoring this service by establishing clear KPIs and also by retaining a role as an Enterprise Adviser, thereby allowing the Council to be fully connected with what is happening in mainstream and special educational needs locally. As such it will be possible to challenge TEP if the overall service became of concern.
- 7) West Kent schools are now absorbed into the Kent & Medway Careers Hub, which means that they are receiving comprehensive support to achieve all

eight Gatsby Benchmarks. These benchmarks were formulated by the Gatsby Foundation following years of extensive research into what works best in careers for schools in other OECD countries. They were subsequently adopted by the DfE and the Careers & Enterprise Company in 2018. They formed the quantitative benchmark against which we helped the schools measure impact. The DfE reduced its targets against the benchmarks during the pandemic but we saw some recovery in the last year. Gatsby Benchmarks will continue to form the KPIs against which TEP's service will be monitored. Gatsby Benchmark scores will need to be submitted to SDC at the end of each school-term so that we are able to see evidence of continuing progress.

- 8) Two schools remained outside the Network at handover. These are Orchards Academy and Tunbridge Wells Grammar School for Boys. Orchards has now reached out to the Careers & Enterprise Company (CEC) with a request to join the new Careers Hub, and TEP will be following up this request with a Memorandum of Understanding and an undertaking to provide an Enterprise Adviser. TWGSB was approached within recent months to ask whether they were in a position to re-join and indicated that they were. Again, The Education People will be following up on this.

Other options Considered and/or rejected

Maintain status quo: This would have involved the Council continuing to provide the service for West Kent. This was not considered possible given the CEC's revised delivery model and were the Council to continue this Service, funding would not have been made available to the West Kent Partnership area. The partnership would have had to have sought alternative funding. The transfer of the service to TEP, however, has the added benefit in ensuring all eight Gatsby Benchmarks can be applied to schools in West Kent. This is a great level of service that can be provided more effectively and efficiently through a central Careers Hub in Kent.

Do nothing: This would result in the service discontinuing in West Kent and Sevenoaks District in particular to the detriment of our local schools and residents.

Key Implications

Financial

1. Revenue from Business Rate Retention continues to fund a skills specialism within the economic development team. This is supplemented by the contributions of the three West Kent authorities so that this function is combined with the role of West Kent Partnership Manager.
2. The business rate retention revenue expires at the end of May 2024. Some legacy projects are under development and more funding will need to be secured to protect the skills specialism in the future.

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Legal Implications and Risk Assessment Statement.

None directly arising from this report.

Equality Assessment

The Careers Hub is providing a DfE programme and as such will need to be aligned with the equalities duty stipulated by Government. The Hub is expected to have a positive impact on all young people regardless of background and overtly challenges stereotypes and promotes social mobility. This includes activities, events and experiences that encourage gender equality and the participation of young people with disabilities in work where appropriate. The Gatsby Benchmarks incorporate an element of evaluation in this regard and TEP will continue to monitor through these and also its engagement between Enterprise Coordinators, Enterprise Advisers and school careers leaders and governors.

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

Conclusions

The Education People will be delivering a comprehensive Careers Hub for the whole of Kent. SDC, on behalf of the West Kent Partnership will continue to monitor The Education People performance, which will be evidenced against the Gatsby Benchmarks.

Appendices - None

Background Papers - None

Detlev Munster

Strategic Head, Commercial & Property

Item 09 - Discretionary Rate Relief

The attached report was considered by the Finance & Investment Advisory Committee on 10 January 2023. The relevant Minute extract was not available prior to the printing of these papers and will follow when available.

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DISCRETIONARY RATE RELIEF

Cabinet - 12 January 2023

Report of: Deputy Chief Executive and Chief Officer - Customer and Resources

Status: For Decision

Also considered by:

- Finance & Investment Advisory Committee - 10 January 2023

Key Decision: No

Executive Summary: The Council requires potential recipients of discretionary rate relief to submit a formal application every two years. This report sets out the proposals for awarding discretionary rate relief for 2023/2024 to ratepayers who have submitted applications or will have done so by 28 February 2023.

This report supports the Key Aim of: Supporting and developing the local economy and providing value for money.

Portfolio Holder: Cllr. Dickins

Contact Officer(s): Sue Cressall, Ext. 7041

Paula Porter, Ext. 7277

Recommendation to Finance & Investment Advisory Committee: members are asked to recommend that Cabinet approve the proposals for granting relief from business rates for 2023/2024 set out in Appendix B.

Recommendation to Cabinet: members are asked to approve the proposals for granting relief from business rates for 2023/2024 set out in Appendix B.

Reason for recommendation: Relief from business rates provides organisations with valuable support and contributes to the Council's commitment to supporting and developing the local economy.

Introduction and Background

- 1 Charities and sports organisations that have charitable status currently receive 80% mandatory relief. In order to qualify for the mandatory relief the organisation must be established for charitable purposes only and the premises must be wholly or mainly used for charitable purposes. Sports clubs registered with HMRC as community amateur sports clubs are also entitled to 80% mandatory relief.

Certain types of business in rural villages may qualify for 50% mandatory rate relief subject to the rateable value of the property being under specified limits.

- 2 Section 47 of the Local Government Finance Act 1988 (as amended by s69 of the Localism Act 2011) provides local authorities with powers to grant discretionary rate relief of up to 100% to any ratepayer.
- 3 Discretionary rate relief can be awarded in isolation or given to ‘top-up’ a mandatory award.
- 4 However, unless one of the following apply, authorities may only grant discretionary rate relief if satisfied that it would be reasonable to do so, having regard to the interests of the council tax payers:
 - The ratepayer is a charity or trustees for a charity, and the property is wholly or mainly used for charitable purposes; or
 - The ratepayer is a community amateur sports club and the property is wholly or mainly used for the purpose of the club and other such clubs; or
 - The ratepayer is entitled to mandatory rural rate relief; or
 - All or part of the property is occupied by non-profit making organisations whose main objects are charitable or are otherwise philanthropic or religious or concerned with education, social welfare, science, literature or the fine arts; or
 - The property is occupied by a club, society or other non-profit making organisation and it is wholly or mainly used for purposes of recreation.
- 5 Authorities should have easily understood guidelines for deciding whether or not to grant relief and for determining the amount of relief which should be based on the consideration of the merits of each individual case. However, as the range of bodies that may be eligible for discretionary rate relief is wide, not all the suggested criteria will be applicable in each case.
- 6 The Council currently grants discretionary rate relief over the following categories:
 - Discretionary rate relief up to 100% of rates bill (but usual award is 80%);

- Village Shop rate relief at 50% of rates bill;
 - Hardship relief up to 80% of rates bill; and
 - Discretionary 'top-up' relief to take total relief up to 100% of the rates bill.
- 7 Members reviewed the criteria for granting discretionary rate relief to charities, not for profit organisations, discretionary rural rate relief and hardship relief in February 2013 and this is attached at Appendix A.
- 8 The Government announced the intention to double mandatory rural rate relief to 100% from 1 April 2018 onwards. However, this still requires an amendment to primary legislation which cannot be implemented by 1 April 2022. Local Authorities are advised to use discretionary powers to award the additional 50% relief which will be reimbursed by way of a section 31 grant.
- 9 Officers also recommend the award of discretionary rural rate relief to those businesses offering some or all of the service of a Post Office, General Store or food shop which is essential to the community but do not qualify for mandatory rural rate relief because of the rateable value.
- 10 The recommendation is to award discretionary rural rate relief after application of other reliefs so as to give the ratepayers 100% relief from business rates.
- 11 Applications from ratepayers falling outside of these criteria will be considered on their merits and individual recommendations will be made having regard to the interests of the District's council tax payers.

Approach taken to reviewing applications

- 12 The full list of applications, together with officer recommendations, is attached at Appendix B. Each application has been considered on its own merits, however in reviewing applications against the criteria, similar organisations were considered together, to ensure consistency of approach.
- 13 The criteria was applied as follows for discretionary rate relief and discretionary top-up relief:
- Links to Council priorities - the extent to which the activities supported the Council's priorities was assessed, including support/activities for vulnerable or socially excluded groups.
 - Evidence of financial need including reserve levels and assets - all organisations were requested to provide financial information and reserve levels were compared to annual expenditure, to assess financial need. The ability to generate income was also considered. In addition, for sports clubs, consideration was given to whether they had applied to become community amateur sports clubs (CASCs).

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- Membership within the District - where it appeared that a substantial proportion of the membership was from outside the District, this was taken into account in putting forward a recommendation.
 - Membership open to all - where membership is restricted to a particular group or locations, or is dependent on recommendations from existing members this has been taken into account, as not all residents would be able to benefit from the relief granted.
 - Membership fee levels - fee levels were assessed to consider whether they were so high that they could exclude some in the local community.
 - Bar activity and profits - if the bar is the main activity an organisation was unlikely to be recommended for relief. Any profits are expected to be used to fund club expenses.
- 14 For discretionary village shop relief, officers considered the benefits of the shop/business to the local community when compared with the cost of the relief. It is recommended that the village shops receive relief due to the benefit they provide to local communities.
- 15 Where a ratepayer receives 100% small business rate relief the recommendation is for no discretionary rate relief or village shop relief to be granted, since the businesses already receive maximum support.
- 16 There is no formal appeals process against the Council's decisions on the discretionary reliefs referred to in this report. The current approach is however to re-consider decisions in the light of any representations made by the ratepayers.

Applications for 2023/2024

- 17 Appendix B contains the details of each applicant to be considered for relief for 2023/2024 and recommendations of the level of relief to be applied. All applicants fall to be considered under the criteria set out in Appendix A.
- 18 In the Autumn Statement on 17 November 2022 the Chancellor announced a multiplier freeze for 2023/2024. Although still subject to final confirmation, it is anticipated that the small business non-domestic rating multiplier will be set at 49.9p and the standard non-domestic rating multiplier will be set at 51.2p.
- 19 The draft rating list containing rateable values that are due to take effect from 1 April 2023 was published on 17 November 2022.
- 20 The estimated level of relief is based upon the multipliers set out in paragraph 17 and the rateable values published in the draft list on 17 November 2022. Ultimately, should the multipliers or the rateable values change a further report setting out the revised relief awards will be submitted.

- 21 Further reliefs were also announced in the Autumn statement which may impact on the estimated level of relief recommended. As the guidance surrounding these reliefs has not yet been published, the recommendations take no account of the potential effect and the final relief may be less.
- 22 If applications are approved, the estimated total gross relief granted would be £227,253.42.
- 23 Members should be aware that the requirement for relief can change during the financial year as a result of rateable value changes, vacations etc. Therefore, some of these awards may not ultimately require full funding.

Other options Considered and/or rejected

- 24 Members have discretion not to grant rate relief or to vary the amount of relief awarded. No recommendation is being made to reduce or remove relief because relief from business rates provides organisations with valuable support and contributes to the Council's commitment to supporting and developing the local economy.

Key Implications

Financial

- 25 Since 1 April 2013 all discretionary relief granted has come under the provisions of the business rate retention scheme.
- 26 The cost of relief is initially shared between central government (50%) and local authorities (50%). Of this Sevenoaks District Council is required to fund 40%. However, due to the complexities of business rates retention, the actual impact is likely to be significantly lower.
- 27 Appendix B only refers to the gross discretionary rate relief proposed.
- 28 S31 grants will be made to compensate for the top-up to mandatory rural rate relief.

Legal Implications and Risk Assessment Statement

- 29 There are no legal issues.

Risk Assessment Statement

- 30 New organisations may request relief after the deadline for receipt of applications and so would not be able to receive discretionary relief until the next annual review. In order to address urgent cases the Deputy Chief Executive - Chief Officer for Customer and Resources determines any relief to be awarded under delegated authority. These organisations would then apply in the usual way for the next round.
- 31 A biennial application process may seem to be an additional burden for businesses, many of whom are small. Officers have taken account of this in

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designing the application process so as to minimise the administrative burden on applicants.

Equality Assessment

- 32 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

- 33 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.

Conclusions

- 34 There are clear benefits to the business community of awarding discretionary rate relief and therefore the proposals are submitted for endorsement as per Appendix B.

Appendices

Appendix A - Policy for considering applications for Discretionary Rate Relief

Appendix B - List of organisations proposed to receive relief

Background Papers

None

Jim Carrington-West

Deputy Chief Executive and Chief Officer - Customer & Resources

Policy for considering applications for Discretionary Rate Relief

Charitable and not for profit organisations

Under National Non-Domestic Rate (NNDR) legislation the Council has the power to award discretionary rate relief to certain charitable or not for profit organisations where the following conditions are satisfied.

All or part of the property is occupied by one or more institutions or organisations which are:

- Not established for profit, **and**
- Whose main objects are charitable or are otherwise philanthropic or religious or concerned with education, social welfare, science, literature or the fine arts; or
- Used wholly or mainly for recreation by a not-for-profit club or society.

Discretionary rate relief cannot be awarded if the ratepayer is a billing or precepting authority.

The process for considering applications is as follows:

- Not-for-profit organisations are asked to apply for discretionary rate relief (in isolation or as ‘top-up’ every two years, all applications to be considered at the same time.
- Cabinet to decide annually which organisations are to receive relief based on criteria including how the organisation assists the Council to achieve its priorities (see below). This includes deciding the level of relief to be granted in each case.

Criteria	Explanation
Links to Council priorities	The extent to which the activities of the organisation support the Council’s priorities as set out in the Corporate Plan, and specifically supporting and developing the local economy and providing good value for money through a balanced budget.
Evidence of financial need including reserve levels and assets	Organisations with high levels of reserves (covering more than 12 months’ expenditure) or who cannot demonstrate a financial need would not be a priority for rate relief.

Membership within District	As 40% of the relief is funded by SDC taxpayers priority will be given to those organisations with a high proportion of members from within the District.
Membership open to all	To give all residents an opportunity to benefit from the rate relief, priority should be given to organisations where membership is open to all.
Membership fee levels	Where membership fees are charged they should not be so high as to exclude any of the community.
Extent to which activity is based around Bar and use of profits from it	Priority would not be given to those organisations where the bar is the main activity. It would be expected that any profits from the bar would be put back to fund club expenses.

Discretionary rural rate relief

Certain types of business in rural villages, with a population below 3,000, may qualify for rate relief of 50%. Businesses that qualify for this relief are the sole general store and the sole post office in the village, provided it has a rateable value of up to £8,500, any food shop with a rateable value of up to £8,500 and the sole pub and the sole petrol station in the village provided it has a rateable value of up to £12,500. The Council has discretion to give further relief on the remaining bill on such property.

The Council may decide to give up to 100% relief to any other business in such a rural village, with a rateable value of up to £16,500, if it is satisfied that the business is of benefit to the community and having regard to the interests of its council tax payers.

Hardship Relief

Hardship relief is granted in exceptional circumstances, any business can apply for hardship relief if they can show the following:

- The business would suffer hardship if relief was not granted; and
- It is in the interests of council tax payers for relief to be granted.

An application needs to be supported by current trading figures as well as previous audited accounts or accounts accepted by HMRC. In assessing an

application regard will be had to employment issues for the company or any related business and the impact that the loss of business would have on the local area. The current approval process is that the Finance Team carries out a review of the business's accounts and the Chief Finance Officer decides whether hardship relief is appropriate based on each case's merits. In practice hardship relief has been granted in only exceptional cases to date.

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Reference	Organisation name and property description/address	Property Type	Parish	% for 2023/24	Estimated Relief for 2023/24	Recommendation/comments
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DISCRETIONARY RELIEF						
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30556849	Hospices of Hope Trading Ltd 11-13 High Street, Otford TN14 5PG	Shop	Otford	80	£12,509.93	Recommended
30733226	Kent Downs AONB Unit The Tea Barn, Shoreham TN14 7UB	Office	Shoreham	80	£3,982.02	Recommended
30570319	New Ash Green Village Assoc Ltd Ash Road, New Ash Green DA3 8HH	Hall	Ash	80	£3,395.20	Recommended
30557491	New Ash Green Village Assoc Ltd Punch Croft, New Ash Green DA3 8HR	Sports Ground	Ash	80	£8,732.50	Recommended
30578788	New Ash Green Village Assoc Ltd Centre Road, New Ash Green DA3 8HH	Office	Ash	80	£6,156.41	Recommended
30553475	New Ash Green Village Assoc Ltd Ash Road, New Ash Green DA3 8JY	Workshop	Ash	80	£7,204.31	Recommended
30709346	RACDV Sales Ltd 36 Swanley Centre, Swanley BR8 7TL	Shop	Swanley	80	£8,320.83	Recommended
30602841	Seal Supermarket Ltd 21 High Street, Seal TN15 0AN	Shop	Seal	80	£6,078.06	Applied for discretionary rural rate relief. No longer eligible due to revaluation. 80% discretionary rate relief recommended as still of benefit to local community as a general store

Ref	Organisation name and property description/address	Property Type	Parish	% for 2023/24	Relief for 2023/24	Recommendation/comments
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TOP-UP RELIEF						
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30550568	10th Sevenoaks (Weald's Own) Scout Group R/O 13-16 Glebe Road, Weald TN14 6PB	Hall	Weald	20	£322.56	Recommended
30562165	15th Sevenoaks (Otford) Scout Group Station Road, Otford TN14 5QU	Hall	Otford	20	£330.92	Recommended
30569944	16th Sevenoaks (Ide Hill) Scout Group Camberwell Lane, Ide Hill TN14 6JL	Hall	Sundridge	20	£134.28	Recommended
30565195	17th Sevenoaks (Westerham) Scout Group Hortons Way, Westerham TN16 1BT	Hall	Westerham	20	£249.34	Recommended
30557095	1st Crockenhill Scout Group Stones Cross Road, Swanley BR8 8LT	Hall	Swanley	20	£195.38	Recommended
30561414	1st Edenbridge Scout Group Station Road, Edenbridge TN8 5HP	Hall	Edenbridge	20	£239.79	Recommended
30558593	1st Eynsford & Farningham Scout Group Priory Lane, Eynsford DA4 0AY	Hall	Eynsford	20	£264.02	Recommended
30565812	1st Horton Kirby Scout Group	Hall	Horton Kirby	20	£248.32	Recommended

	Horton Road, Horton Kirby DA4 9BN					
30558555	1st Sevenoaks Scout Group 57 Oakhill Road, Sevenoaks TN13 1NT	Hall	Sevenoaks	20	£392.75	Recommended
30562080	3rd Sevenoaks (Riverhead) Scout Group Bradbourne Vale Road, Sevenoaks TN13 3QQ	Hall	Sevenoaks	20	£240.64	Recommended

Ref	Organisation name and property description/address	Property Type	Parish	% for 2023/24	Relief for 2023/24	Recommendation/comments
30567641	4th Sevenoaks (St Johns) Scout Group Mill Lane, Sevenoaks TN14 5BU	Hall	Sevenoaks	20	£552.96	Recommended
30573417	6th Sevenoaks (Kemsing) Scout Group Heaverhad Road, Kemsing TN15 6NE	Hall	Kemsing	20	£199.68	Recommended
30566792	7th Sevenoaks (Halstead) Scout Group Shoreham Lane, Halstead TN14 7BY	Hall	Halstead	20	£119.10	Recommended
30556245	7th Tonbridge (Eden Valley) Scout Group Kiln Lane, Leigh TN11 8RT	Hall	Leigh	20	£250.88	Recommended
30638543	Age UK Sevenoaks & Tonbridge The Old Meeting House, St Johns Road, Sevenoaks TN13 3LR	Hall	Sevenoaks	20	£2,069.86	Recommended
30748907	Archbishop's Palace Conservation Trust The Gatehouse, Otford Palace TN14 5PD	Hall	Otford	20	£142.94	Recommended
30612176	Badgers Mount Memorial Hall Highland Road, Badgers Mount TN14 7BA	Hall	Badgers Mount	20	£433.20	Recommended
30741845	Chiddingstone Nursery School Hill Hoath Road, Chiddingstone TN8 7AD	Day Nursery	Chiddingstone	20	£880.64	Recommended

30735406	Citizens Advice in North & West Kent 38 Swanley Centre, Swanley BR8 7TQ	Shop	Swanley	20	£1,200.79	Recommended
30769775	Citizens Advice in North & West Kent 1st Floor 5 Blighs Court Sevenoaks TN13 1DD	Offices	Sevenoaks	20	£2,267.17	Recommended

Ref	Organisation name and property description/address	Property Type	Parish	% for 2023/24	Relief for 2023/24	Recommendation/comments
30604373	Eden Valley Museum Trust Church House, R/O 72 High Street Edenbridge TN8 5AR	Museum	Edenbridge	20	£153.60	Recommended
30693953	Edenbridge & Westerham Citizens Advice Bureau The Eden Centre, Edenbridge TN8 6BY	Office	Edenbridge	20	£1,888.97	Recommended
30569890	Farningham Village Hall High Street, Farningham DA4 0DH	Hall	Farningham	20	£433.98	Recommended
30558982	Fawkham Village Hall Valley Road, Fawkham DA3 8NA	Hall	Fawkham	20	£656.38	Recommended
30554416	Halstead Village Hall Knockholt Road, Halstead TN14 7EX	Hall	Halstead	20	£332.80	Recommended
30675078	Hartley Village Hall Ash Road, Hartley DA3 8EL	Hall	Hartley	20	£307.20	Recommended
30774777	Heart Cells Foundation Office 4 at Mill Court, Edenbridge TN8 5DB	Office	Edenbridge	20	£804.05	Recommended
30721865	Hextable Community Collective 39 Egerton Avenue, Hextable BR8 7LG	School	Hextable	20	£2,867.20	Recommended
30555785	Ide Hill Village Hall Management Ide Hill, Sevenoaks TN14 6JG	Store	Sundridge	20	£240.70	Recommended

30570296	Ide Hill Village Hall Management Ide Hill, Sevenoaks TN14 6JG	Hall	Sundridge	20	£306.58	Recommended
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Ref	Organisation name and property description/address	Property Type	Parish	% for 2023/24	Relief for 2023/24	Recommendation/comments
30775480	Imago Community Unit 1 South Block Ash House New Ash Green, Longfield DA3 8JF	Office	Ash	20	£738.57	Recommended
30702369	Kingsdown Village Hall Gamecock Meadow, London Road West Kingsdown TN15 6BZ	Hall	West Kingsdown	20	£2,073.60	Recommended
30658332	Longfield & Hartley Scout Group Larkwell Lane, Hartley DA3 7EQ	Club House	Hartley	20	£522.24	Recommended
30557156	Otford Village Memorial Hall High Street, Otford TN14 5PQ	Hall	Otford	20	£771.31	Recommended
30643088	Riverside Players Unit 11 Furlongs Farm, Riverside Eynsford DA4 0AE	Store	Eynsford	20	£246.46	Recommended
30758171	Samaritans of East Surrey 105 St Johns Hill, Sevenoaks TN13 3PE	Office	Sevenoaks	20	£1,075.85	Recommended
30744370	Second Chance Animal Rescue Bournewoods, Stones Cross Road Swanley BR8 8LT	Animal Sanctuary	Swanley	20	£1,280.00	Recommended
30575161	Sevenoaks District Scout Council School Lane, Seal TN15 0BE	Hall	Seal	20	£209.92	Recommended
30607556	Sevenoaks Leisure Ltd	Leisure Centre	Sevenoaks	20	£29,440.00	Recommended

	Buckhurst Lane, Sevenoaks TN13 1LW					
30607570	Sevenoaks Leisure Ltd Lullingstone Golf Club, Orpington BR6 7PX	Restaurant	Shoreham	20	£1,013.76	Recommended

Ref	Organisation name and property description/address	Property Type	Parish	% for 2023/24	Relief for 2023/24	Recommendation/comments
30607563	Sevenoaks Leisure Ltd Edenbridge Leisure Centre TN8 5LU	Leisure Centre	Edenbridge	20	£25,600.00	Recommended
30734694	Sevenoaks Leisure Ltd Edenbridge Local Office TN8 5LU	Office	Edenbridge	20	£684.88	Recommended
30550339	Shoreham Village Hall 25 High Street, Shoreham TN14 7TB	Hall	Shoreham	20	£394.24	Recommended
30671342	Stag Community Arts Centre Stag Theatre, Sevenoaks TN13 1ZZ	Theatre & Cinema	Sevenoaks	20	£5,273.60	Recommended
30556276	Sundridge Village Hall Main Road, Sundridge TN14 6EJ	Hall	Sundridge	20	£323.60	Recommended
30720022	Swanley & District Foodbank 11 Lynden Way, Swanley BR8 7DN	Shop	Swanley	20	£566.49	Recommended
30756144	The Cottage Community Cottage Day Centre, Fawkham DA3 8PU	Community Centre	West Kingsdown	20	£297.40	Recommended
30719305	The Kent Firefighting Museum Woodlands Nurseries, Ash TN15 7EG	Museum	Ash	20	£0.11	Recommended - RV reduced to 1 in 2023 list
30772344	The SLM Community Leisure Charitable Trust Whiteoak Leisure Centre, Swanley BR8 7BT	Leisure Centre	Swanley	20	£60,928.00	Recommended

30569487	Ash Village Hall The Street, Ash TN15 7HA	Hall	Ash	20	£290.73	Recommended
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Ref	Organisation name and property description/address	Property Type	Parish	% for 2023/24	Relief for 2023/24	Recommendation/comments
30554812	West Kent Mind Day Centre, Glen Dunlop House St Johns Road, Sevenoaks TN13 3LW	Day Centre	Sevenoaks	20	£445.44	Recommended

Ref	Organisation name and property description/address	Property Type	Parish	% for 2023/24	Relief for 2023/24	Recommendation/comments
RURAL RATE RELIEF						
30697481	Ide Hill Community Shop CIC Ide Hill Village Hall, Ide Hill TN14 6JG	Shop	Sundridge	100	£5,370.49	No longer eligible for mandatory rural rate relief due to revaluation. 100% discretionary rural rate relief recommended as still of importance to rural area
30551899	Mr Alan Johnson Park View, High Street, Leigh TN11 8RL	Shop	Leigh	50	£1,673.00	Recommended 50% to top up mandatory rural rate relief - fully funded by grant
30756564	Mr Robert G Martin 27 High Street, Seal TN15 0AN	Shop	Seal	100	£4,586.83	No longer eligible for mandatory rural rate relief due to revaluation. 100% discretionary rural rate relief recommended. Appendix A refers.
30556207	Penshurst Place Forge Garage, High Street Penshurst, TN11 8BU	Petrol Filling Station	Penshurst	50	£3,008.00	Recommended 50% to top up mandatory rural rate relief - fully funded by grant
30669516	Rafferty Investments Ltd Darenth House, Eynsford DA4 0AA	Shop	Eynsford	100	£5,332.96	No longer eligible for mandatory rural rate relief due to revaluation. 100% discretionary rural rate relief recommended. Appendix A refers.

Discretionary Rate Relief		Number	Relief 2023/24
Total Officer Recommended		8	£56,379.26
Total Officer Rejected		0	£0.00
Top-Up Relief		Number	Amount
Total Officer Recommended		51	£150,902.88
Total Officer Rejected		0	£0.00
Rural Rate Relief		Number	Amount
Total Officer Recommended		5	£19,971.28
Total Officer Rejected		0	£0.00

Item 10 - Financial Monitoring 2022/23 to the end of November 2022

The attached report was considered by the Finance & Investment Advisory Committee on 10 January 2023. The relevant Minute extract was not available prior to the printing of these papers and will follow when available.

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FINANCIAL MONITORING 2022/23 - TO THE END OF NOVEMBER 2022

Finance and Investment Advisory Committee - 10 January 2023

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

Status: For Consideration

Also considered by: Cabinet - 12 January 2023

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 both in terms of higher costs but also higher demand on its services.

During the pandemic, the financial strength and flexibility afforded by the Council's still unique rolling ten 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.

This report updates Members on the authority's forecast financial position and sets out measures proposed to address the challenges being faced.

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:

- a) That the report be noted, and any comments be forwarded to Cabinet

Recommendation to Cabinet:

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

Reason for recommendation:

Sound financial governance of the Council.

It is important that Members and officers alike should continue to be 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 approach was recognised and praised in the recent independent LGA Corporate Peer Challenge.

Introduction and Background

- 1 The forecasted year-end position as at 30 November 2022 is estimated to be an unfavourable variance of £242,000 against a net revenue budget of £17.528m.
- 2 Earlier in the year reports have been presented to this committee that showed significant in year financial challenges, including the national pay award which on its own resulted in an additional cost of £629,000. During the year significant progress has been made to identify in year savings and Officers continue to work on solutions to resolve the current forecasted unfavourable position.

Staff Pay Costs

- 3 The National Employers for local government services final offer of £1,925 per person, an average increase of 5.8% was accepted. The cost of this offer has now been included in the forecast.
- 4 It was agreed in September that the funding of this pay award be treated as two separate requirements. First, offsetting the increase in staff costs with

any net surplus that may arise from our membership of the Kent and Medway Business Rates Pool - based on previous years, this is estimated to be £250,000. Second, drawing £379,000 from the Budget Stabilisation Reserve.

- 5 Both steps are consistent with the principles which govern the use of the funds since, in the case of the former, the receipts are ordinarily treated as a windfall and therefore committed to reserves to meet future expenditure and, with the latter, the Budget Stabilisation Reserve's purpose is to assist in smoothing out peaks and troughs over the course of the ten year budget period.
- 6 Furthermore, to ensure there is no long term impact on the Budget Stabilisation Reserve, it was proposed that a corresponding savings or income item be identified as part of the 2023/24 Budget which can replenish the Reserve over the course of the ten year budget - in other words, committing to reserves an anticipated £38,000 per year.
- 7 For the future expenditure (i.e. 2023/24 onwards), this is being addressed through the 2023/24 budget setting process, adopting the same approach which has seen the authority successfully meet other financial challenges.

Other Areas of Note

- 8 Members will note from the appendices that the challenges and areas of potential impact remain broadly as set out in the Financial Monitoring 2022/23 - Early Indications report, with some likely to prove transitory, others potentially mitigatable, and others more structural and have been brought forward into the budget setting process.

Net Service Expenditure - Favourable Variances

- 9 Retained Business Rates - Income of £2.476m forms part of the 2022/23 budget. In previous years any receipts over and above this amount, including those that result from being a beneficiary of the Kent Business Rates Pool have been transferred to the Budget Stabilisation Reserve, but it has been agreed that this year it is used to help offset any overspend. We are currently waiting for the initial estimate, but it is expected to be approximately £250,000.
- 10 Pay costs - the expenditure forecasts on staff costs total £322,000 below budget, however this is being offset by an unfavourable variance of £766,000 on agency costs.
- 11 Within Development Management is a favourable variance of £150,000 being forecast due to increased fee applications and prior year receipts in advance.

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- 12 Miscellaneous Finance is forecasting a favourable variance of £140,000. This is the in year saving achieved across a number of services to offset the forecasted unfavourable position.
- 13 Corporate Management is showing as a favourable variance of £166,000 which includes the unspent grant allocated to fund the employers increased National Insurance costs. The Government has since reversed this increase.
- 14 Corporate Other is showing a favourable variance of £116,000 which is the additional savings from the vacancy savings budget.
- 15 Income - the Council receives a number of different income streams to help balance the budget and details in relation to the main streams are included in Appendix B. At the end of November, income as detailed within the report is below budget in some areas such as Land Charges but positively is above budget in areas such as Taxi Licensing, Car Parking - On Street & Car Parks, Planning - Development Management and Building Control.
- 16 Car Parking income are recovering well and are forecasting favourable variances of £270,000 and £64,000, respectively. The budget was reduced by 20% compared to the budget prior to the pandemic and has being revised by 5% to reflect the anticipated rate of recovery.
- 17 Investment Returns - the return to date on the treasury management investments held by the Council is above budget with interest received totalling £284,000 compared to a budget of £112,000 for the year to date. This is due to the interest rates being far higher than they have been for some years and also due to the income being received from the Multi-asset Income Funds. In addition to this, the capital programme continues to be funded and Quercus 7 acquisitions have been funded in the most advantageous way possible which includes internal borrowing.

Net Service Expenditure - Unfavourable Variances

- 18 Land Charges are forecasting an unfavourable variance of £62,000 due to a downturn in volumes of searches and corresponding income.
- 19 Print Shop is forecasting an unfavourable variance of £68,000 due to underachievement of income due to the reduction of external business demand.
- 20 Direct Services are forecasting an unfavourable variance of £1,076,000. This includes £331,000 due to the pay award being higher than budgeted as explained above. The remaining variance is due to a number of reasons including the higher refuse volumes than pre pandemic which has contributed to the additional cost of agency staff and the requirement to hire vehicle where existing vehicles are being repaired due to the increased wear and tear. There has also been an underachievement of the increased income budget for trade waste as businesses recover from COVID-19.

- 21 Within Support - Central Offices an unfavourable variance of £90,000 is being forecasted. This is to reflect the increase in utility costs caused by world events. This is an estimation as utility bills will be received shortly.
- 22 Investment Property Income is forecasting an unfavourable variance of £265,000. This reflects the current occupation levels of the portfolio and the income that will not be received together with the Business Rates costs.

Future Issues and Risk Areas

- 23 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:
- A future pressure on homelessness may be seen once current host placements end for the Government's Homes for Ukraine Scheme. Additional funding for homelessness pressures arising from the Homes for Ukraine Scheme has been allocated by KCC, which could potentially contribute to temporary accommodation costs.
 - Lower income for Print Studio services from both internal and external customers.
 - Land Charges income to be kept under review throughout the year due to the current market downturn.
 - The ongoing effects of Covid-19 continue to have an impact on income levels and expenditure. Service pressures and vehicle hire and repairs continue to cause issues for Direct Services.
 - 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.
 - Cost of living impact on service demands.
 - Volatility in the markets around utility prices.
 - Rental income pressures due to market volatility.

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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 - November 2022 Budget Monitoring Commentary

Appendix B - November 2022 Financial Information

Background Papers

None

Adrian Rowbotham

Deputy Chief Executive and Chief Officer - Finance & Trading

People and Places	Budget to Date £'000	Forecast difference at year end	Forecast Outturn £'000	Actual to end of November 22 £'000	Variance to date £'000	Total Annual Forecast Variance £'000	Explanation for year end variances greater than £10k (starred items)
Contain Outbreak Management Fund 2021/22 - P&P	0	0	0	15	15	0	Pending payment of outstanding funding allocation re. COMF
Domestic Abuse Duty	0	0	0	-23	-23	0	Government funding received in advance for DA Co-ordinator post
KCC Helping Hands	0	0	0	-30	-30	0	Funding received in advance from the Kent County Council (KCC) for Helping Hands Projects
Leisure Contract	84	0	84	63	-21	0	Payment of Sencio's management fee is subject to the previous year's audited accounts being provided by the Trust, which are currently outstanding.
Leisure Development	16	0	16	0	-16	0	Payment of Sencio's Advantage payment is subject to the previous year's audited accounts being provided by the Trust, which are currently outstanding.
Tourism	18	0	18	-166	-184	0	Grants received ahead of spend.
West Kent Partnership	-24	0	-24	-2	23	0	External funding not yet received.
Youth	36	-1	35	25	-11	-1	Grant received in advance from KCC as part of Local Childrens Partnership Group
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	Forecast difference at year end	Forecast Outturn	Actual to end of November 22 £'000	Variance to date £'000	Total Annual Forecast Variance £'000	Explanation for year end variances greater than £10k (starred items)
Development and Conservation							
Building Control	-94	-10	-104	-89	5	-10	Fee income behind profile
Conservation	75	26	101	112	37	26	Additional investment in the delivery of the service.
Planning Policy	226	23	248	240	14	23	Additional investment in the delivery of the service.
Local Plan Expenditure	0	0	0	167	167	0	Spend to be funded from reserves.
Planning - Appeals	142	15	157	121	-21	15	Salary underspend offset against salary overspend elsewhere
Planning - CIL Administration	-31	-1	-32	18	50	-1	Achieved fees entered every six months (twice yearly). Fee yet to be entered.
Planning - Development Management	-57	-150	-207	-183	-126	-150	Planning fee applications prior year receipts in advance allocated to the period
Planning - Enforcement	199	39	238	230	31	39	Additional investment in the delivery of the service.
Planning - Development Management - Software Project	0	0	0	-120	-120	0	External funding received ahead of spend.
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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Finance and Investments	Budget to Date £'000	Forecast difference at year end	Forecast Outturn	Actual to end of November 22 £'000	Variance to date £'000	Total Annual Forecast Variance £'000	Explanation for year end variances greater than £10k
Asset Maintenance Direct Services	25	0	25	3	-22	0	Spend behind profile
Benefits Admin	207	7	214	188	-19	7	New burdens funding and grants received ahead of spend.
Dartford Rev&Ben Partnership Hub (SDC costs)	1,174	0	1,174	1,192	18	0	Additional software costs to be covered by drawn down from reserves.
Dartford Audit Partnership Hub (SDC Costs)	128	-2	126	97	-31	-2	Salary underspend due to vacancy.
Local Tax	-117	30	-87	-31	85	30	Adverse variance due to write-offs on court costs and unachievable enforcement income.
Misc. Finance	828	-142	686	933	105	-142	Variance due to in-year saving budgets moved to Misc. Finance. Also a underspend on cleaning materials for Covid and timing difference with Pension payment.
Support - Legal Function	155	0	155	139	-16	0	Current underspend due to vacant post being recruited to
Treasury Management	77	17	94	87	10	17	Rise in the costs of bank charges and charge for Multi Asset Income Fund initial fee.
Future Issues/Risk Areas	Covid-19 continues to have a potential impact on income levels and expenditure.						

	Budget to Date £'000	Forecast difference at year end	Forecast Outturn £'000	Actual to end of November 22 £'000	Variance to date £'000	Total Annual Forecast Variance £'000	Explanation for year end variances greater than £10k
Cleaner and Greener							
Asset Maintenance Argyle Road	47	0	47	37	-10	0	Spend currently behind profile.
Asset Maintenance Other Corporate Properties	21	0	21	36	15	0	Overspend offset by underspends elsewhere.
Asset Maintenance Leisure	113	0	113	79	-34	0	Spend currently behind profile.
Asset Maintenance Support & Salaries	56	0	56	25	-31	0	Spend currently behind profile.
Car Parks	-925	-237	-1,162	-1,021	-95	-237	Parking charge income improving based on three months of new charges.
CCTV	152	40	192	204	52	40	Increase in utilities bills and annual payments ahead of profile has caused an unfavourable variance
Car Parking - On Street	-188	-50	-238	-254	-66	-50	Parking charge income improving based on three months of new charges.
EH Commercial	184	-29	155	174	-10	-29	Salary underspend offset against salary overspend elsewhere
EH Animal Control	10	11	20	4	-5	11	Underspend due to a contract renewal later in the year.
EH Environmental Protection	218	17	235	267	49	17	Salary overspend offset against salary underspend elsewhere
Parking Enforcement - Tandridge DC	-10	0	-10	-122	-112	0	Income collected on behalf of Tandridge to be paid over.
Housing Premises	1	0	1	-9	-10	0	Income exceeding budget.
Licensing Partnership Hub (Trading)	11	-26	-15	-5	-16	-26	Salary underspend due to vacancy. Currently recruiting.
Licensing Regime	24	3	26	-14	-38	3	Income ahead of profile relating to Premises licenses
Markets	-256	0	-256	-276	-19	0	£25k Grant agreed by Cabinet for Swanley Town Council and to come from the additional income from Swanley Sunday market.
Parks - Greensand Commons Project	0	0	0	51	51	0	Externally funded project. Spend will be reclaimed.
Refuse Collection	1,712	0	1,712	1,675	-37	0	An underspend on refuse sacks. A price increase is likely to see expenditure on budget.
Street Cleansing	914	29	942	939	25	29	Increase costs relating to fly tipping and unachieved income.
Support - Central Offices	399	90	489	417	18	90	Variance projected for utility bills which come in later in the year.
Support - General Admin (Post/Scanning)	148	-14	134	147	-2	-14	Forecast underspend based on staff turnover. EOY position pending impact of pay award.
Support - Direct Services	38	0	38	52	14	0	Variance due to recruitment and postage costs.

	Budget to Date £'000	Forecast difference at year end	Forecast Outturn £'000	Actual to end of November 22 £'000	Variance to date £'000	Total Annual Forecast Variance £'000	Explanation for year end variances greater than £10k
Cleaner and Greener							
Direct Services Trading account	-405	469	64	-28	377	469	There is an on-going overspend on agency staff in this area, and a project team brought forward a recruitment drive to reduce this, which came into effect from November 2021, however on-going delivery pressures and staff absences have regrettably increased agency staff use. This situation was made considerably worse by the accumulation of outstanding leave during the pandemic and a resurgence of Covid cases. Agency staff has been required in order to maintain service levels to cover the general service, but also to deal with the huge increase in collected curbside weights, which stands at around an extra 20% compared to last year. Due to the ageing fleet and increased collected weights, there have been multiple breakdowns resulting in substantial additional hire and repair costs to maintain the service and fleet. Commercial income has been impacted by Covid-19 due to the effect on businesses throughout the year. Despite the positive work carried out by the Business Development Team there was a significant shortfall in income against increased budgets, although a slight and slow recovery is taking place. During this quarter tight budget management and a moratorium on some budget spending has been instigated, putting off planned larger spends and reviewing projects that could be delayed, while only ordering basic service requirements.
Taxis	4	3	7	-8	-12	3	Revenue generated by new statutory practice. Over-recovery reinvested in additional staff to deliver the service.
Future Issues/Risk Areas	Covid-19 continues to have a potential impact on income levels and expenditure.						

		Forecast difference at year end	Forecast Outturn £'000	Actual to end of November 22 £'000	Variance to date £'000	Total Annual Forecast Variance £'000	Explanation for year end variances greater than £10K
Housing and Health	Budget to Date £'000						
Gypsy Sites	-4	28	24	12	15	28	As a result of closure order on site due to criminal damage, rents and HB reclaims has reduced due to tenancy evictions.
Homeless	364	0	364	406	42	0	Number of TA/Emergency Accommodation placements continues to reduce. Staff underspend and TA Charging Schedule income unachieved, as Finance unable to progress direct debit requirement.
Housing Energy Retraining Options (HERO)	38	2	40	2	-36	2	Grant received in advance for Accommodation for Ex Offenders funding.
Homes for the Ukrainians	0	0	0	-445	-445	0	First quarter funding received in advance from KCC for Homes for Ukraine Scheme.
KCC- Household Support Fund	0	0	0	302	302	0	All funding to be spent by 30 September 2022 in line with funding criteria - expenditure on track and final expenditure submitted to KCC.
KCC Helping Hands	0	0	0	-19	-19	0	Funding received in advance from the Kent County Council (KCC) for Helping Hands Projects
Private Sector Housing	154	7	161	117	-37	7	Dept for Business Energy and Industrial Strategy (BEIS) (Home Upgrade Grant) HUG1 grant received in advance for staffing post.
Rough Sleepers Initiative 2022-25	0	0	0	-125	-125	0	First tranche of funding paid in advance.
Homelessness Funding	-345	0	-345	-307	39	0	Funding to be drawn down for homeless prevention funded staffing posts.
KCC Specialist Weight Management	0	0	0	-20	-20	0	Health funding received in advance to support Black and Minority Ethnic (BAME) community health interventions.
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 difference at year end	Forecast Outturn £'000	Actual to November 22 £'000	Column 3	Variance to date £'000	Total Annual Forecast Variance £'000	Explanation for year end variances greater than £10k (starred items)
Asset Maintenance IT	176	0	176	136		-40	0	Spend as per asset maintenance plan
Corporate Management	699	-36	663	559		-140	-36	Underspend due to the costs of the NHS & Social Care Levy still to be met by new burdens funding.
Corporate - Other	97	-66	31	0		-97	-66	Additional savings generated from vacant posts exceeding budget.
Economic Development	27	20	47	34		7	20	Costs associated with investment zones.
Economic Development Property	361	19	380	362		1	19	Costs related to agency fees.
Elections	48	18	66	73		25	18	Overspend due to unscheduled By-Elections and invoicing for the costs of a Town Council Election
Land Charges	-69	62	-7	-24		45	62	Forecast adverse variance due to downturn in volumes of searches and corresponding income
Members	281	-25	256	262		-19	-25	Underspend projected due to reduced member travel claims and training. Members allowances lower than budgeted levels.
Register of Electors	133	-18	115	77		-56	-18	Spend behind budget, with invoices for annual canvass still to be received.
Support - Contact Centre	494	-28	467	448		-46	-28	Forecast underspend based on staff turnover. EOY position pending impact of pay award.
Support - General Admin (Print Shop)	-8	50	42	51		59	50	Income from both external and internal customers is below the budgeted level for this first quarter.
Support - IT	755	-8	747	745		-10	-8	Forecast underspend based on staff turnover. EOY position pending impact of pay award.
Future Issues/Risk Areas	IT Asset Maintenance spend as per 10 year plan resulting in draw down from reserves in current year. Lower income for Print Studio services from both internal and external customers. Costs of unscheduled District Council by-elections.							

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Position as at the end of November 22	Y-T-D Actual £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Annual Variance £'000	Annual Variance %
People and Places	199	823	827	4	0.5
Development and Conservation	582	904	875	(29)	(3.2)
Finance and Investments	3,606	3,242	3,234	(8)	(0.2)
Cleaner and Greener	3,276	5,217	6,167	950	18.2
Housing and Health	11	1,223	1,281	58	4.7
Improvement and Innovation	3,903	6,119	6,000	(119)	(1.9)
Services Total	11,579	17,528	18,386	857	4.9
Adjustments to Reconcile to amount to be met from reserves: Capital Charges outside the General Fund	(40)	(60)	(60)	0	0.0
Adjustments to Reconcile to amount to be met from reserves: Support Services outside the General Fund	(115)	(172)	(172)	0	0.0
NET SERVICE EXPENDITURE	11,423	17,296	18,153	857	5.0
New Homes Bonus	(473)	(810)	(810)	0	0.0
Retained Business Rates	(1,484)	(2,226)	(2,476)	(250)	(11.2)
Council Tax	(7,894)	(11,841)	(11,841)	0	(0.0)
Contribution from Collection Fund	(16)	(27)	(27)	0	0.0
Local Council Tax Support (LCTS)	(245)	(110)	(110)	0	0.0
Services Grant	(39)	(159)	(159)	0	0.0
Lower Tier Services Grant	(82)	(103)	(103)	0	0.0
Summary excluding Investment Income	1,191	2,020	2,628	607	30.0

Investment Property Income	(950)	(1,517)	(1,252)	265	17.5
Interest Receipts	(226)	(188)	(440)	(252)	134.5
OVERALL TOTAL	16	315	936	621	197.5
Planned Appropriation to/(from) Reserves	(823)	(1,235)	(1,235)	0	
Other Reserve Movements	0	920	541	(379)	
Supplementary Estimates	0	0	0	0	
(Surplus)/Deficit	(808)	(0)	242	242	

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Appendix B : Summary by Service

Position as at the end of November 22	Y-T-D Actual £'000	Budget to Date £'000	Variance £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
People & Places SDC Funded	£'000	£'000	£'000	£'000	£'000
All Weather Pitch	(4)	(3)	(0)	(5)	-
Community Safety	89	83	6	124	2
Community Development Service Provisions	(6)	(6)	0	(6)	-
The Community Plan	22	24	(2)	37	1
Grants to Organisations	182	186	(4)	201	1
Leisure Contract	69	93	(24)	342	1
Leisure Development	-	16	(16)	21	-
Admin Expenses - People & Places Communities	10	8	2	16	-
Tourism	(161)	21	(182)	34	1
West Kent Partnership	2	(19)	21	-	-
Youth	28	41	(13)	59	(1)
Total People & Places SDC Funded	231	443	(212)	823	4
People & Places Externally Funded	£'000	£'000	£'000	£'000	£'000
Youth Mentoring Projects	4	-	4	-	-
Compliance & Enforcement	0	-	0	-	-
Contain Outbreak Management Fund 2021/22 - P&P	15	-	15	-	-
Domestic Abuse Duty	(12)	-	(12)	-	-
KCC Helping Hands	(26)	-	(26)	-	-
Local Strategic Partnership	-	4	(4)	4	-
Partnership - Home Office	4	-	4	-	-
Police & Crime Commissioners (PCCs)	(20)	(17)	(2)	-	-

Position as at the end of November 22	Y-T-D Actual £'000	Budget to Date £'000	Variance £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
Community Sports Activation Fund	(7)	-	(7)	-	-
Sportivate Inclusive Archery Project	(0)	-	(0)	-	-
West Kent Enterprise Advisor Network	17	16	1	-	-
West Kent Partnership Business Support	(6)	-	(6)	-	-
People & Places Externally Funded	(32)	2	(33)	4	-
Total People & Places	199	445	(245)	827	4
Development and Conservation	£'000	£'000	£'000	£'000	£'000
Building Control Partnership Hub (SDC Costs)	(1)	-	(1)	-	-
Building Control	(99)	(107)	8	(194)	(33)
Conservation	128	86	42	187	58
Dangerous Structures	1	2	(1)	3	-
Planning Policy	268	253	15	476	4
LDF Expenditure	181	-	181	-	-
Planning - Appeals	143	157	(14)	235	21
Planning - CIL Administration	(28)	(29)	1	(50)	17
Planning - Counter	-	(4)	4	-	6
Planning - Development Management	(216)	(65)	(150)	(226)	(150)
Planning - Enforcement	280	227	53	397	56
Planning Performance Agreement	13	-	13	-	-
Planning - Development Management - Software Project	(120)	-	(120)	-	-
Administrative Expenses - Building Control	1	7	(7)	4	(8)
Administrative Expenses - Planning Services	30	21	9	44	(1)
Total Development and Conservation	582	548	34	875	(29)

Position as at the end of November 22	Y-T-D Actual £'000	Budget to Date £'000	Variance £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
Finance and Investments	£'000	£'000	£'000	£'000	£'000
Asset Maintenance CCTV	18	13	6	19	-
Asset Maintenance Countryside	1	6	(5)	9	-
Asset Maintenance Direct Services	3	28	(25)	42	-
Asset Maintenance Playgrounds	6	11	(4)	16	-
Asset Maintenance Public Toilets	-	11	(11)	-	(16)
Benefits Admin	235	254	(19)	62	14
Benefits Grants	(21)	(17)	(4)	(25)	-
Corporate Management	0	-	0	-	-
Dartford Rev&Ben Partnership Hub (SDC costs)	1,365	1,338	27	(1)	-
Dartford Audit Partnership Hub (SDC Costs)	111	147	(36)	(0)	-
Housing Advances	-	1	(1)	1	-
Local Tax	(22)	(109)	87	(8)	70
Misc. Finance	949	959	(10)	1,603	(142)
Administrative Expenses - Chief Executive	4	9	(5)	28	8
Administrative Expenses - Finance	27	17	10	25	-
Administrative Expenses - Revenues and Benefits	0	-	0	-	-
Administrative Expenses - Strategic Property	10	-	10	-	-
Support - Rev & Ben Control	155	155	0	231	(1)
Support - Counter Fraud	35	35	0	54	2
Support - Audit Function	134	142	(9)	212	(1)
Support - Exchequer and Procurement	132	138	(6)	240	33
Support - Finance Function	172	165	7	262	18
Support - Legal Function	155	178	(23)	256	(10)
Support - Procurement	5	4	1	7	-

Position as at the end of November 22	Y-T-D Actual £'000	Budget to Date £'000	Variance £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
Support - Property Function	39	36	3	56	1
Treasury Management	92	87	5	144	18
Total Finance and Investments	3,606	3,608	(2)	3,234	(8)
Cleaner and Greener	£'000	£'000	£'000	£'000	£'000
Asset Maintenance Argyle Road	39	54	(15)	80	-
Asset Maintenance Other Corporate Properties	40	24	16	35	-
Asset Maintenance Hever Road	34	27	6	41	-
Asset Maintenance Leisure	86	129	(43)	193	-
Asset Maintenance Support & Salaries	28	64	(36)	143	1
Asset Maintenance Sewage Treatment Plants	2	6	(5)	9	-
Bus Station	16	9	7	11	3
Car Parks	(1,241)	(1,125)	(116)	(1,765)	(270)
CCTV	240	169	71	338	66
Civil Protection	31	36	(5)	55	2
Car Parking - On Street	(309)	(215)	(94)	(336)	(64)
EH Commercial	197	210	(13)	306	(14)
EH Animal Control	5	13	(7)	43	20
EH Environmental Protection	306	248	58	406	31
Emergency	48	55	(8)	73	(10)
Parking Enforcement - Tandridge DC	(137)	(2)	(135)	(42)	(7)
Estates Management - Buildings	7	4	3	(13)	-
Estates Management - Grounds	96	89	7	141	8
Housing Other Income	(10)	(9)	(0)	(14)	-
Housing Premises	(9)	3	(12)	17	-
Licensing Partnership Hub (Trading)	(8)	13	(21)	(2)	-

Position as at the end of November 22	Y-T-D Actual £'000	Budget to Date £'000	Variance £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
Licensing Partnership Members	-	-	-	-	-
Licensing Regime	(6)	26	(33)	23	(12)
Asset Maintenance Operatives	(4)	4	(8)	6	-
Markets	(319)	(311)	(8)	(384)	(0)
Decarbonisation Fund Net ZERO 2030	(8)	-	(8)	56	(9)
Parks - Greensand Commons Project	88	-	88	-	-
Parks and Recreation Grounds	93	92	1	139	-
Parks - Rural	120	112	9	166	(8)
Public Transport Support	-	0	(0)	0	-
Refuse Collection	1,944	1,965	(21)	2,868	-
Administrative Expenses - Direct Services	1	-	1	-	-
Administrative Expenses - Health	5	3	3	5	-
Administrative Expenses - Licensing	0	4	(4)	7	-
Administrative Expenses - Property	0	2	(1)	3	-
Administrative Expenses - Transport	3	4	(0)	7	-
Street Cleansing	1,069	1,044	25	1,591	27
Support - Central Offices	435	420	14	586	90
Support - Central Offices - Facilities	133	139	(6)	222	(3)
Support - General Admin	0	1	(1)	1	-
Support - General Admin (Post/Scanning)	145	168	(23)	247	1
Support - Health and Safety	2	5	(3)	5	-
Support - Direct Services	57	44	14	83	14
Direct Services Trading account	38	(459)	497	767	1,076
Taxis	(9)	5	(14)	15	8
Public Conveniences	28	26	2	36	-
Total Cleaner and Greener	3,276	3,093	183	6,167	950

Position as at the end of November 22	Y-T-D Actual £'000	Budget to Date £'000	Variance £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
Housing and Health	£'000	£'000	£'000	£'000	£'000
Contain Outbreak Management Fund 2021/22 - Housing	2	-	2	-	-
Gypsy Sites	14	(4)	18	21	27
Health Improvements	21	22	(2)	35	1
Homeless	416	415	1	616	(23)
Housing Clinically Extremely Vulnerable 21/22	0	-	0	-	-
Housing Register	49	43	6	71	25
Kent Housing Group Grant	7	-	7	-	-
Disabled Facilities Grant Administration	0	-	0	(50)	-
Housing	125	112	13	175	13
Housing Initiatives	54	44	10	65	2
Housing Pathway Co-ordinator	1	-	1	-	-
Needs and Stock Surveys	1	-	1	-	-
Housing Energy Retraining Options (HERO)	(26)	43	(69)	64	-
Homes for the Ukrainians	(743)	-	(743)	-	-
KCC- Household Support Fund	311	-	311	-	-
KCC Helping Hands	(15)	-	(15)	-	-
Private Sector Housing	135	177	(42)	278	13
Rough Sleepers Initiative 2022-25	(65)	-	(65)	-	-
Rough Sleepers Initiative (4)	0	-	0	-	-
Admin Expenses - People & Places Housing	9	4	5	6	-
One You - Your Home Project	0	-	0	-	-
One You KPH	(8)	(10)	2	-	-
Dementia Area Project - Run Walk Push	0	-	0	-	-
One You Health Checks	15	15	0	-	-

Position as at the end of November 22	Y-T-D Actual £'000	Budget to Date £'000	Variance £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
Homelessness Funding	(282)	(332)	50	-	-
PCT Initiatives	10	-	10	-	-
KCC Specialist Weight Management	(19)	-	(19)	-	-
Total Housing and Health	11	527	(516)	1,281	58
Improvement and Innovation	£'000	£'000	£'000	£'000	£'000
Action and Development	1	5	(4)	8	-
Asset Maintenance IT	136	202	(65)	280	-
Civic Expenses	17	17	(1)	18	-
Consultation and Surveys	-	-	-	0	(4)
Corporate Management	633	793	(160)	1,118	(166)
Corporate Projects	-	(0)	0	(0)	-
Corporate - Other	-	114	(114)	120	(116)
Democratic Services	107	115	(8)	169	(3)
Economic Development	34	28	6	59	20
Swanley Meeting Point	8	-	8	1	1
Economic Development Property	394	406	(12)	437	1
Elections	79	55	24	145	21
External Communications	176	173	3	229	2
Land Charges	(22)	(81)	60	(47)	67
Members	298	321	(22)	448	(35)
Performance Improvement	6	7	(1)	(0)	-
Register of Electors	113	146	(33)	180	(22)
Administrative Expenses - Corporate Services	6	13	(7)	21	-
Administrative Expenses - Legal and Democratic	45	45	(0)	58	-
Administrative Expenses - Transformation and Strategy	5	4	2	6	-

Position as at the end of November 22	Y-T-D Actual £'000	Budget to Date £'000	Variance £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
Administrative Expenses - Human Resources	8	7	1	9	-
Street Naming	3	1	2	2	-
Support - Contact Centre	521	564	(44)	863	17
Support - Customer Insights	119	137	(18)	181	(18)
Support - General Admin	12	15	(4)	182	-
Support - General Admin (Print Shop)	58	(14)	72	27	68
Support - IT	825	818	7	1,058	25
Support - Nursery	0	-	0	-	-
Support - Human Resources	319	326	(7)	427	24
Total Improvement and Innovation	3,903	4,217	(313)	6,000	(119)
Total SDC	11,579	12,438	(860)	18,386	857

Appendix B : Salaries

Position as at the end of November 22	Y-T-D Actual £'000	Annual Budget £'000	Annual Forecast £'000	Annual Variance £'000	Annual Variance %
Development and Conservation					
Building Control	224	348	371	24	7%
Planning Services	1,407	1,976	2,132	156	8%
	1,632	2,324	2,503	179	8%
Finance and Investments					
Chief Executive	145	220	220	0	0%
Finance	633	1,004	1,018	13	1%
Revenues and Benefits	1,055	1,693	1,717	24	1%
Strategic Property	435	608	614	6	1%
	2,268	3,525	3,569	44	1%
Cleaner and Greener					
Direct Services	2,858	4,400	4,552	152	3%
Health	424	646	669	22	3%
Licensing	308	499	498	(1)	0%
Property	299	467	466	(1)	0%
Transport	423	624	661	37	6%
	4,312	6,636	6,846	209	3%
Housing and Health					
Places Housing	538	843	836	(7)	-1%
	538	843	836	(7)	-1%
Improvement and Innovation					
Corporate Services	1,155	1,809	1,834	25	1%
Legal and Democratic	374	638	603	(35)	-6%
Transformation and Strategy	417	662	656	(6)	-1%
Human Resources	276	420	438	18	4%
	2,222	3,529	3,531	2	0%
People and Places					
Places Communities	214	330	336	6	2%
	214	330	336	6	2%
Sub Total	11,186	17,188	17,620	432	3%
Council Wide - Vacant Posts	0	106	(4)	(110)	-103%
Staff Recruitment and Retention	0	73	73	0	0%
TOTAL SDC Funded Salary Costs	11,186	17,367	17,690	322	2%
Places Communities*	139	136	136	0	0%
Places Housing*	250	154	154	0	0%
Strategic Property*	89	216	216	0	0%
Externally Funded Total	477	506	506	0	0%
TOTAL Salary Costs	11,664	17,873	18,196	322	2%

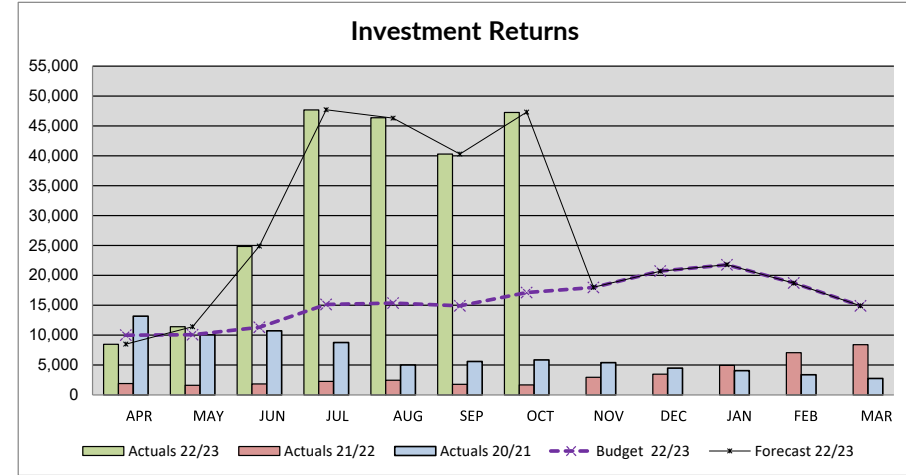
*Externally Funded & Funded from other sources (gross figures). Overspendings here are matched by external funding and represent additional resources secured for the Council since the budget was set.

Agenda Item 10

Appendix B : Staffing Stats - Position as at the end of November 22	Budget FTE*	Staff FTE	Agency FTE	Casual FTE	November 2022 Total	October 2022 Total
Development and Conservation						
Building Control	7.00	7.00			7.00	7.00
Planning Services	40.75	39.05			39.05	39.68
Finance and Investments						
Chief Executive	1.00	1.00			1.00	1.00
Finance	17.81	16.00			16.00	16.81
Revenues and Benefits	43.78	40.24		0.14	40.38	40.35
Strategic Property	10.00	7.86	1.00		8.86	9.86
Cleaner and Greener						
Direct Services	124.68	115.28	24.75	0.45	140.48	140.29
Health	11.72	12.19			12.19	12.19
Licensing	10.59	10.80			10.80	10.80
Property	5.00	4.82			4.82	5.00
Transport	16.62	17.38			17.38	17.38
Housing and Health						
Housing	17.31	15.53		0.40	15.93	17.74
Improvement and Innovation						
Corporate Services	50.85	46.73			46.73	47.73
Legal and Democratic	7.50	6.00			6.00	6.00
Transformation and Strategy	19.35	18.16			18.16	18.16
Human Resources	9.37	8.76			8.76	7.76
People and Places						
Communities & Business	4.50	4.50			4.50	4.50
Sub Total	397.83	371.30	25.75	0.99	398.04	402.25
Externally Funded						
People & Places	3.35	4.19			4.19	5.19
People & Places - Housing	4.00	10.62	0.25		10.87	8.00
Strategic Property (Ext)	4.95	1.54			1.54	1.54
Sub total	12.30	16.35	0.25	0.00	16.60	14.73
Total	410.13	387.65	26.00	0.99	414.64	416.98
Number of staff paid in November 22: 423 permanent, 5 casuals						

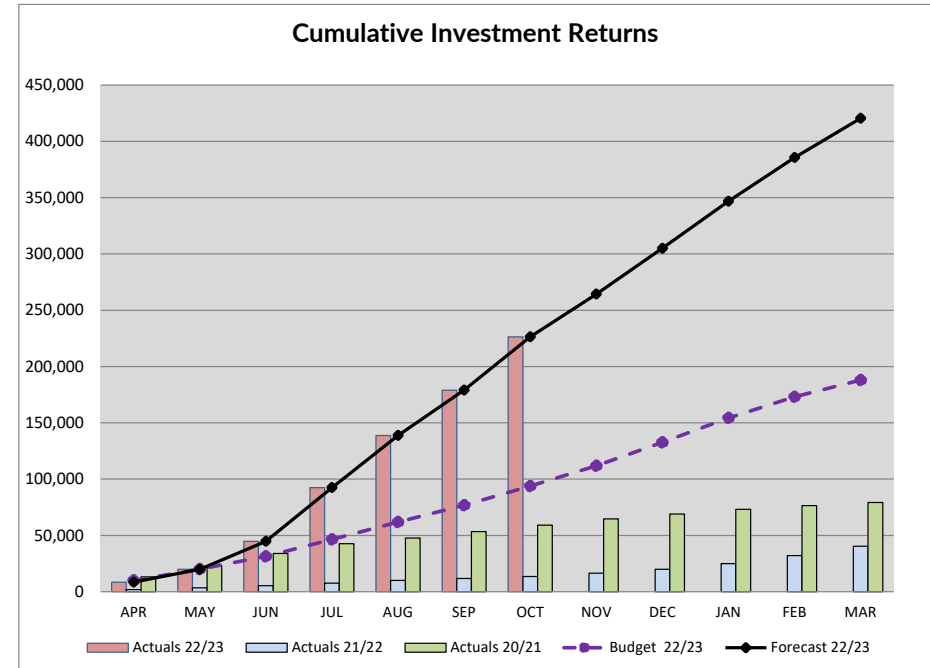
6 Investment Returns

	Actuals 20/21	Actuals 21/22	Actuals 22/23	Budget 22/23	Variance	Forecast 22/23
APR	13,190	1,900	8,467	9,994	-1,527	8,500
MAY	10,041	1,620	11,405	10,060	1,345	11,400
JUN	10,719	1,829	24,843	11,301	13,542	24,900
JUL	8,761	2,261	47,663	15,139	32,524	47,700
AUG	5,010	2,471	46,360	15,358	31,002	46,300
SEP	5,612	1,774	40,302	14,911	25,391	40,300
OCT	5,867	1,696	47,257	17,143	30,114	47,300
NOV	5,397	2,963		17,986		18,000
DEC	4,484	3,467		20,724		20,700
JAN	4,060	4,958		21,766		21,800
FEB	3,367	7,065		18,718		18,700
MAR	2,769	8,424		14,900		14,900
	79,277	40,428	226,297	188,000	132,391	320,500



INVESTMENT RETURNS (CUMULATIVE)

	Actuals 20/21	Actuals 21/22	Actuals 22/23	Budget 22/23	Variance	Forecast 22/23
APR	13,190	1,900	8,467	9,994	-1,527	8,500
MAY	23,231	3,520	19,872	20,054	-182	19,900
JUN	33,950	5,349	44,715	31,355	13,360	44,800
JUL	42,711	7,610	92,378	46,494	45,884	92,500
AUG	47,721	10,081	138,738	61,852	76,886	138,800
SEP	53,333	11,855	179,040	76,763	102,277	179,100
OCT	59,200	13,551	226,297	93,906	132,391	226,400
NOV	64,597	16,514		111,892		264,400
DEC	69,081	19,981		132,616		305,100
JAN	73,141	24,939		154,382		346,900
FEB	76,508	32,004		173,100		385,600
MAR	79,277	40,428		188,000		420,500



BUDGET FOR 22/23 **188,000**
 FORECAST OUTTURN **320,500**

CODE:- **YHAA 96900**

N.B.

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

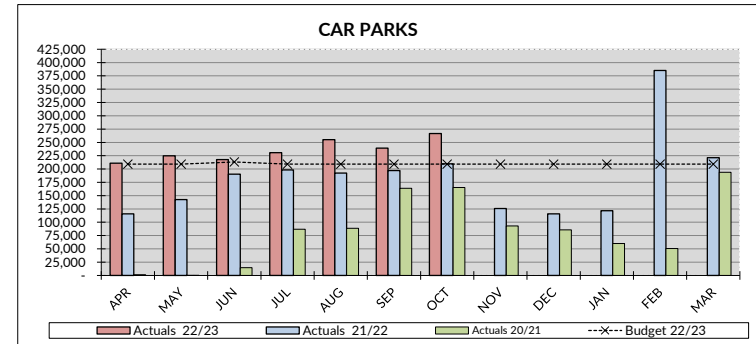
Fund Average **2.0535%**
 7 Day SONIA (compounded) **1.1933%**
 3 Month SONIA (compounded) **0.9183%**

Position as at the end of Novemberr 2022 (Period 202307)	22/23 Opening Balance	Position as at the end of November 2022 (Period 202308)	22/23 Cumulative Movement to Date
E Earmarked Reserve - Budget Stabilisation	(7,966)	(7,587)	(379)
E Earmarked Reserve - NNDR Safety Net Deficit Reserve	(4,280)	(4,280)	-
E Earmarked Reserve - Financial Plan	(3,482)	(3,482)	-
E Earmarked Reserve - Carry Forward Items (DAC)	(1,356)	(1,246)	109
E Earmarked Reserve - Vehicle Renewal (DAA)	(919)	(919)	-
E Earmarked Reserve - Housing & Commercial Growth Fund	(566)	(566)	-
E Earmarked Reserve - Capital Expenditure Reserve	(500)	(500)	-
E Earmarked Reserve - IT Asset Maintenance	(440)	(440)	-
E Earmarked Reserve - New Homes Bonus Reserve	(406)	(406)	-
E Earmarked Reserve - Homelessness Prevention	(536)	(402)	134
E Earmarked Reserve - Pension Fund Valuation Adj.	(359)	(359)	-
E Earmarked Reserve - Capital Financing	(328)	(328)	-
E Earmarked Reserve - Property Investment Strategy Maintenance Reserve	(310)	(310)	-
E Earmarked Reserve - Action and Development	(296)	(296)	-
E Earmarked Reserve - Local Plan/LDF	(285)	(285)	-
E Earmarked Reserve - Vehicle Insurance (DAZ)	(266)	(266)	-
E Earmarked Reserve - Community Development Reserve	(166)	(156)	10
E Earmarked Reserve - Community Infrastructure Levy Administration (CIL)	(152)	(152)	-
E Earmarked Reserve - District Elections (DAZ)	(134)	(134)	-
E Earmarked Reserve - RHB repayable Assistance	(109)	(125)	(16)
E Earmarked Reserve - DWP Hsg Benefit Subsidy	(123)	(123)	-
E Earmarked Reserve - NETZERO	(108)	(108)	-
E Earmarked Reserve - Corporate Project Support Reserve	(100)	(100)	-
	(23,188)	(22,950)	(142)
Other Earmarked Reserves (balances <£100k)	(439)	(439)	-
Total Earmarked Reserves	(23,627)	(23,390)	(142)
General Fund	(1,700)	(1,700)	-
Total Reserves	(25,327)	(25,090)	(142)

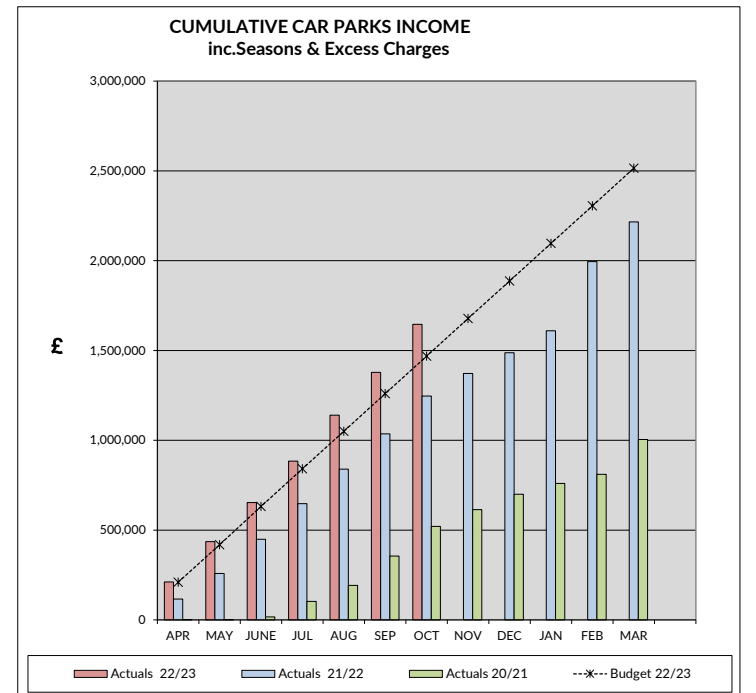
Appendix B : Income Graphs Summary

	ACTUAL	Previous Year comparatives	Budget YTD	Variance YTD - brackets show underachievement	Annual Budget
Car Parks	1,645,311	448,706	1,468,623	176,688	2,514,782
Car Parking - On Street	663,269	189,972	535,458	127,811	917,928
Licensing Regime	91,626	30,583	68,854	22,771	123,349
Taxis	98,981	24,922	93,296	5,685	159,936
Land Charges	77,865	48,830	132,004	(54,139)	222,292
Planning - Development Management	767,975	281,404	592,709	175,266	1,016,072
Building Control	308,667	166,274	303,616	5,052	520,484
	3,653,694	1,190,691	3,194,559	459,135	5,474,843

Appendix B: CAR PARKS (HWCARPK)	Actuals 20/21	Actuals 21/22	Actuals 22/23	Increase / (decrease) from 22/22 to 22/23	Budget 22/23	Variance (Budget-Actuals)	Manager's Forecast
APR	1,513	115,730	210,882	95,151	209,232	1,650	-
MAY	158	142,691	224,840	82,149	209,232	15,608	-
JUN	14,588	190,284	217,774	27,490	213,232	4,542	-
JUL	86,759	198,274	230,741	32,467	209,232	21,509	-
AUG	88,754	192,326	255,282	62,957	209,232	46,051	-
SEP	163,789	196,998	239,148	42,150	209,232	29,916	-
OCT	165,320	209,840	266,643	56,804	209,232	57,411	-
NOV	93,081	125,825	-	-	209,232	-	-
DEC	85,779	115,877	-	-	209,232	-	-
JAN	59,945	121,754	-	-	209,232	-	-
FEB	50,624	385,058	-	-	209,232	-	-
MAR	193,889	221,161	-	-	209,232	-	303,000
Total	1,004,200	2,215,818	1,645,311	399,167	2,514,782	176,688	303,000

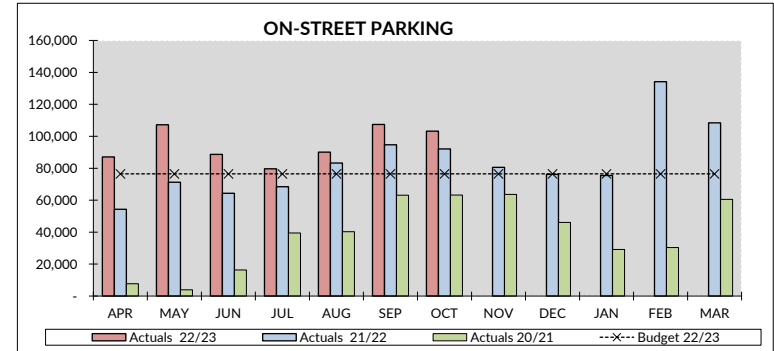


CAR PARKS (CUMULATIVE)	Actuals 20/21	Actuals 21/22	Actuals 22/23	Increase / (decrease) from 22/22 to 22/23	Budget 22/23	Variance (Budget-Actuals)	Manager's Forecast
APR	1,513	115,730	210,882	95,151	209,232	(114,080)	-
MAY	1,671	258,422	435,722	177,301	418,464	(241,163)	-
JUNE	16,260	448,706	653,496	204,790	631,696	(426,905)	-
JUL	103,018	646,980	884,237	237,257	840,927	(603,670)	-
AUG	191,772	839,306	1,139,520	300,214	1,050,159	(749,945)	-
SEP	355,561	1,036,304	1,378,668	342,364	1,259,391	(917,027)	-
OCT	520,882	1,246,144	1,645,311	399,167	1,468,623	(1,069,456)	-
NOV	613,963	1,371,968	0	0	1,677,855	-	-
DEC	699,741	1,487,846	0	0	1,887,087	-	-
JAN	759,687	1,609,600	0	0	2,096,318	-	-
FEB	810,311	1,994,658	0	0	2,305,550	-	-
MAR	1,004,200	2,215,818	0	0	2,514,782	-	303,000

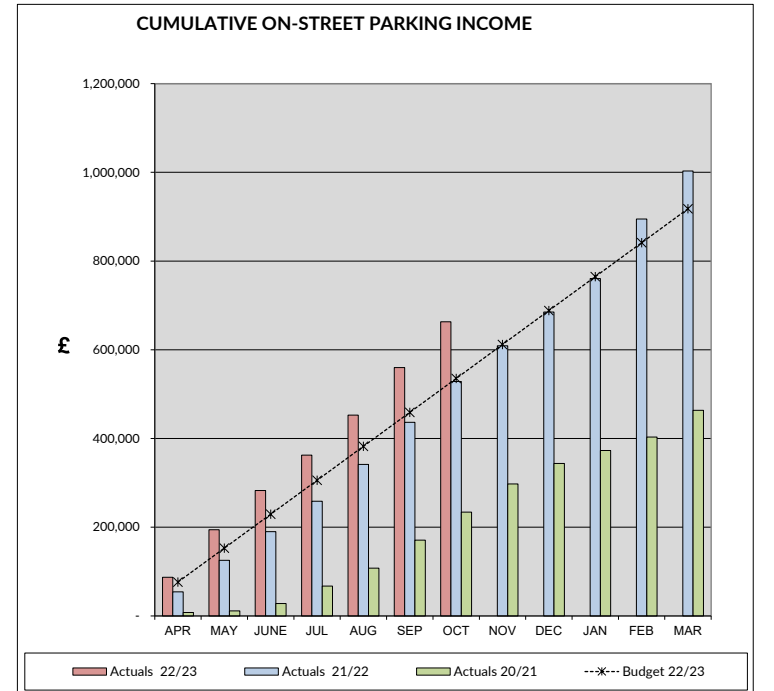


CUMULATIVE BREAKDOWN - HWCARPK	Code	Actual (Cumulative)	Budget	(Monthly)
DAY TICKETS	3300	1,416,773	1,264,039	232,424
EXCESS / PENALTY CHARGES	****1****3			
SEASON TICKETS	3310 ***2	214,039	185,674	27,667
SEASON TICKET CAR PARK	3310			
OTHER	9999, 34**	424	4,159	-
WAIVERS	3404			
RENT	86**	14,075	12,750	6,553
Business Permits	3406 /3408			
Other			2,001	
Total		1,645,311	1,468,623	266,643

Appendix B: ON-STREET PARKING (HWDCRIM / HWENFORC)	Actuals 20/21	Actuals 21/22	Actuals 22/23	Increase / (decrease) from 21/22 to 22/23	Budget 22/23	Variance (Budget-Actuals)	Manager's Forecast
APR	7,676	54,350	87,024	32,674	76,494	10,530	-
MAY	3,884	71,258	107,176	35,918	76,494	30,682	-
JUN	16,355	64,364	88,652	24,288	76,494	12,158	-
JUL	39,461	68,471	79,690	11,220	76,494	3,196	-
AUG	40,276	83,237	90,070	6,833	76,494	13,576	-
SEP	63,135	94,718	107,460	12,742	76,494	30,966	-
OCT	63,193	92,091	103,196	11,105	76,494	26,702	-
NOV	63,639	80,534	-	-	76,494	-	-
DEC	46,090	76,142	-	-	76,494	-	-
JAN	29,146	75,481	-	-	76,494	-	-
FEB	30,326	134,205	-	-	76,494	-	-
MAR	60,489	108,390	-	-	76,494	-	141,000
Total	463,670	1,003,242	663,269	134,780	917,928	127,811	141,000

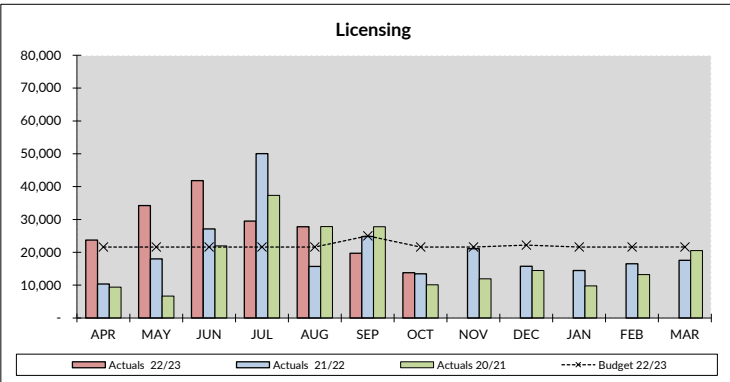


ON-STREET PARKING (CUMULATIVE)	Actuals 20/21	Actuals 21/22	Actuals 22/23	Increase / (decrease) from 21/22 to 22/23	Budget 22/23	Variance (Budget-Actuals)	Manager's Forecast
APR	7,676	54,350	87,024	32,674	76,494	10,530	-
MAY	11,560	125,609	194,200	68,591	152,988	41,212	-
JUNE	27,915	189,972	282,852	92,880	229,482	53,370	-
JUL	67,376	258,443	362,542	104,099	305,976	56,566	-
AUG	107,652	341,680	452,613	110,932	382,470	70,143	-
SEP	170,787	436,399	560,073	123,674	458,964	101,109	-
OCT	233,980	528,490	663,269	134,780	535,458	127,811	-
NOV	297,619	609,024	-	-	611,952	-	-
DEC	343,709	685,166	-	-	688,446	-	-
JAN	372,855	760,646	-	-	764,940	-	-
FEB	403,181	894,852	-	-	841,434	-	-
MAR	463,670	1,003,242	-	-	917,928	-	141,000

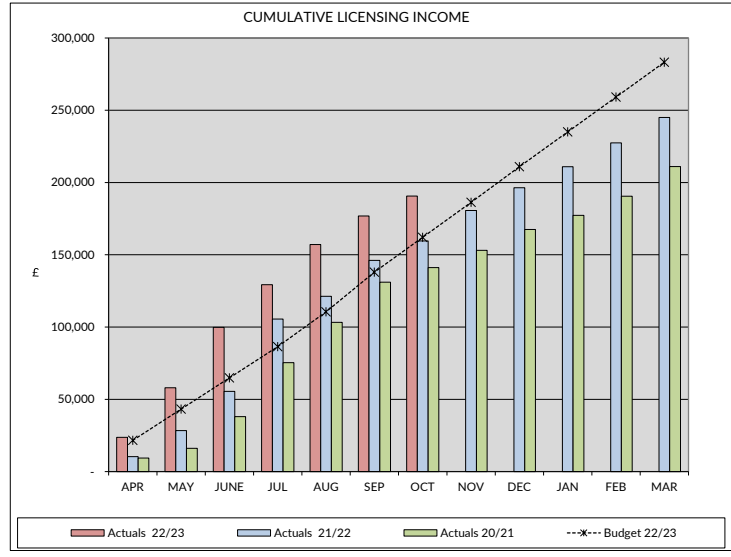


CUMULATIVE BREAKDOWN - HWDCRIM / HWENFORC	Code	Actual (Cumulative)	Budget	(Monthly)
ON STREET PARKING	3300	314,571	283,094	55,636
PENALTY NOTICES	3403	261,588	169,930	34,359
WAIVERS	3404	20,483	6,930	3,209
Driveway Access Protection Lines	3405	555	-	105
RESIDENTS PERMITS	3406	63,462	33,264	9,888
BUSINESS PERMITS	3408	653	42,240	-
OTHER	9999	1,958	-	-
Total		663,269	535,458	103,196

Appendix B: Licensing (EHLICREG & DSTAXIL)	Actuals 20/21	Actuals 21/22	Actuals 22/23	Increase / (decrease) from 21/22 to 22/23	Budget 22/23	Variance (Budget-Actuals)	Manager's Forecast
APR	9,404	10,356	23,747	13,391	21,608	2,139	-
MAY	6,655	18,021	34,255	16,234	21,608	12,647	-
JUN	21,969	27,128	41,816	14,688	21,608	20,208	-
JUL	37,346	50,067	29,492	(20,574)	21,608	7,884	-
AUG	27,847	15,709	27,787	12,078	21,608	3,680	-
SEP	27,783	24,814	19,713	(5,101)	25,003	(7,790)	-
OCT	10,099	13,479	13,797	318	21,608	(10,311)	-
NOV	11,939	21,101	-	-	21,608	-	-
DEC	14,460	15,776	-	-	22,203	-	-
JAN	9,782	14,483	-	-	21,608	-	-
FEB	13,232	16,499	-	-	21,608	-	-
MAR	20,550	17,577	-	-	21,608	-	-
Total	211,066	245,010	190,607	31,034	263,285	28,457	-

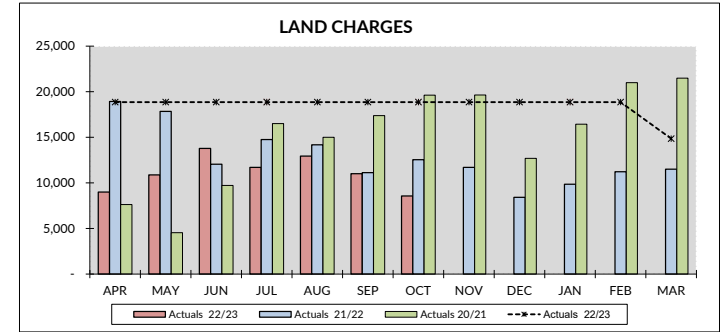


Licensing (CUMULATIVE)	Actuals 20/21	Actuals 21/22	Actuals 22/23	Increase / (decrease) from 21/22 to 22/23	Budget 22/23	Variance (Budget-Actuals)	Manager's Forecast
APR	9,404	10,356	23,747	13,391	21,608	2,139	-
MAY	16,059	28,377	58,002	29,625	43,216	14,786	-
JUNE	38,028	55,505	99,818	44,313	64,824	34,994	-
JUL	75,374	105,572	129,310	23,738	86,432	42,878	-
AUG	103,221	121,281	157,098	35,817	110,540	46,558	-
SEP	131,004	146,095	176,811	30,716	138,042	38,768	-
OCT	141,103	159,573	190,607	31,034	162,150	28,457	-
NOV	153,042	180,675	-	-	186,258	-	-
DEC	167,502	196,450	-	-	210,961	-	-
JAN	177,284	210,933	-	-	235,069	-	-
FEB	190,516	227,433	-	-	259,177	-	-
MAR	211,066	245,010	-	-	283,285	-	-

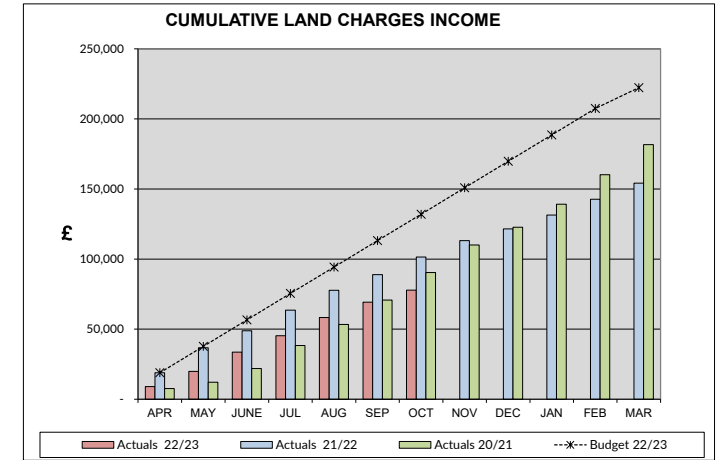


CUMULATIVE BREAKDOWN - EHLICREG/DSTAXIL	Code	Actual (Cumulative)	Budget	(Monthly)
Pre-application advice	EHLICREG/2189	86	-	-
Personal Licences	EHLICREG/2190	1,347	1,295	95
Premises Licence Annual Fee/Premises New/Premises Variation	EHLICREG/2192/21	78,724	56,920	1,293
Temporary Event Notice	EHLICREG/2193	6,510	4,790	777
Gambling Act Permits/Lottery	EHLICREG/2196/7/	4,440	5,850	410
Other	9999	(180)	-	-
Pavement Licence	EHLICREG/2222	700	-	(200)
Scrap Metal Dealers	EHLICREG/2241	-	-	-
Taxi Licensing	94300/DSTAXIL	86,193	93,296	8,659
Other	94300/DSTAXIL/99	12,789	-	2,763
Total		190,607	162,150	13,797

Appendix B: LAND CHARGES (LPLNDCH)	Actuals 20/21	Actuals 21/22	Actuals 22/23	Increase / (decrease) from 21/22 to 22/23	Budget 22/23	Variance (Budget- Actuals)	Manager's Forecast
APR	7,630	18,930	8,992	(9,938)	18,858	(9,866)	-
MAY	4,532	17,846	10,870	(6,976)	18,858	(7,988)	-
JUN	9,717	12,054	13,787	1,733	18,858	(5,071)	-
JUL	16,500	14,749	11,694	(3,055)	18,858	(7,163)	-
AUG	14,999	14,184	12,946	(1,238)	18,858	(5,911)	-
SEP	17,377	11,125	11,016	(109)	18,858	(7,842)	-
OCT	19,628	12,546	8,560	(3,987)	18,858	(10,298)	-
NOV	19,636	11,699	-	-	18,858	-	-
DEC	12,692	8,422	-	-	18,858	-	-
JAN	16,441	9,857	-	-	18,858	-	-
FEB	20,998	11,230	-	-	18,858	-	-
MAR	21,489	11,502	-	-	14,858	-	(90,000)
Total	181,639	154,144	77,865	(23,570)	222,292	(54,139)	(90,000)

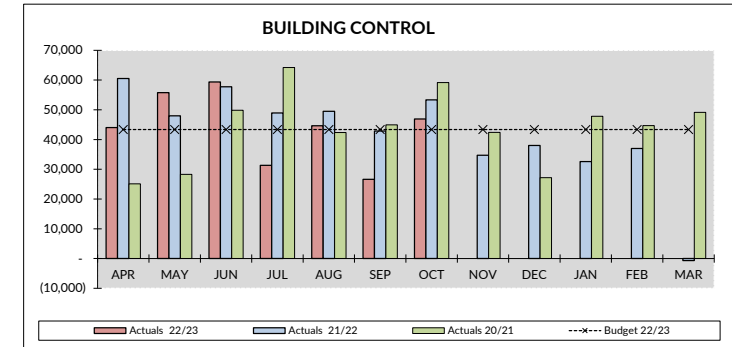


LAND CHARGES (CUMULATIVE)	Actuals 20/21	Actuals 21/22	Actuals 22/23	Increase / (decrease) from 21/22 to 22/23	Budget 22/23	Variance (Budget- Actuals)	Manager's Forecast
APR	7,630	18,930	8,992	(9,938)	18,858	(9,866)	-
MAY	12,162	36,776	19,862	(16,914)	37,715	(17,854)	-
JUNE	21,879	48,830	33,649	(15,181)	56,573	(22,924)	-
JUL	38,379	63,579	45,343	(18,236)	75,431	(30,088)	-
AUG	53,378	77,763	58,289	(19,474)	94,288	(35,999)	-
SEP	70,755	88,888	69,305	(19,583)	113,146	(43,841)	-
OCT	90,383	101,435	77,865	(23,570)	132,004	(54,139)	-
NOV	110,019	113,133	-	-	150,861	-	-
DEC	122,711	121,555	-	-	169,719	-	-
JAN	139,152	131,412	-	-	188,577	-	-
FEB	160,150	142,642	-	-	207,434	-	-
MAR	181,639	154,144	-	-	222,292	-	(90,000)

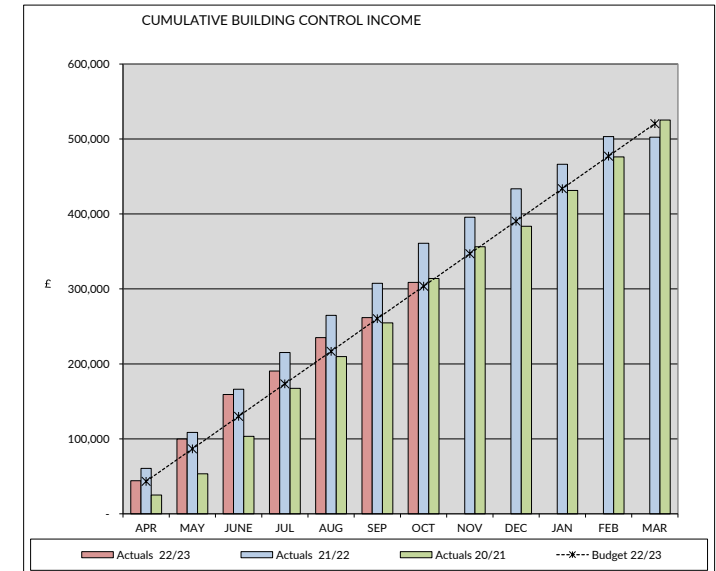


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Appendix B: BUILDING CONTROL (DVBCFEE)	Actuals 20/21	Actuals 21/22	Actuals 22/23	Increase / (decrease) from 21/22 to 22/23	Budget 22/23	Variance (Budget-Actuals)	Manager's Forecast
APR	25,107	60,545	44,057	(16,488)	43,374	683	-
MAY	28,305	47,988	55,758	7,770	43,374	12,385	-
JUN	49,857	57,741	59,365	1,624	43,374	15,991	-
JUL	64,205	48,928	31,337	(17,591)	43,374	(12,037)	-
AUG	42,367	49,476	44,627	(4,848)	43,374	1,254	-
SEP	44,930	42,851	26,627	(16,225)	43,374	(16,747)	-
OCT	59,144	53,334	46,897	(6,437)	43,374	3,523	-
NOV	42,429	34,743	-	-	43,374	-	-
DEC	27,203	38,039	-	-	43,374	-	-
JAN	47,838	32,591	-	-	43,374	-	-
FEB	44,709	36,979	-	-	43,374	-	-
MAR	49,136	(680)	-	-	43,374	-	-
Total	525,230	502,536	308,667	(52,195)	520,484	5,052	-

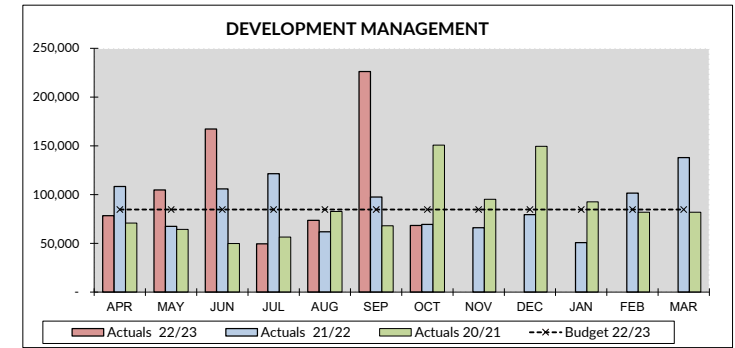


BUILDING CONTROL (CUMULATIVE)	Actuals 20/21	Actuals 21/22	Actuals 22/23	Increase / (decrease) from 21/22 to 22/23	Budget 22/23	Variance (Budget-Actuals)	Manager's Forecast
APR	25,107	60,545	44,057	(16,488)	43,374	683	-
MAY	53,412	108,533	99,815	(8,718)	86,747	13,068	-
JUNE	103,269	166,274	159,180	(7,094)	130,121	29,059	-
JUL	167,474	215,202	190,517	(24,685)	173,495	17,022	-
AUG	209,841	264,678	235,144	(29,534)	216,868	18,276	-
SEP	254,771	307,529	261,771	(45,758)	260,242	1,529	-
OCT	313,915	360,863	308,667	(52,195)	303,616	5,052	-
NOV	356,344	395,606	-	-	346,989	-	-
DEC	383,547	433,645	-	-	390,363	-	-
JAN	431,385	466,236	-	-	433,737	-	-
FEB	476,094	503,216	-	-	477,110	-	-
MAR	525,230	502,536	-	-	520,484	-	-

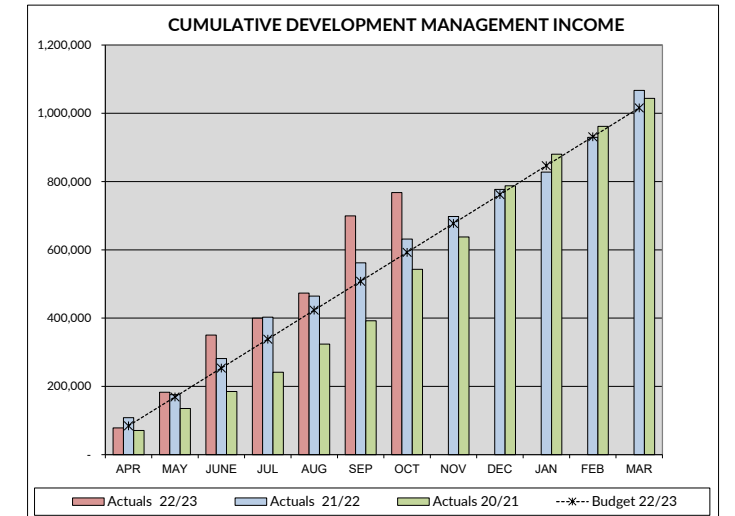


CUMULATIVE BREAKDOWN	Code	Actual (Cumulative)	Budget	(Monthly)
Plan Fee	3066	192,381	189,521	26,254
Inspection Fee	3067	113,486	114,095	20,008
Other	9999	2,801	-	635
New Burdens Grant	3905	-	-	-
Total		308,667	303,616	46,897

Appendix B: DEVELOPMENT MANAGEMENT (DVDEVCT/DVDEVRND)				Increase / (decrease) from	Variance (Budget-Actuals)	Manager's Forecast
	Actuals 20/21	Actuals 21/22	Actuals 22/23	21/22 to 22/23	Budget 22/23	
APR	70,765	108,220	78,359	(29,862)	84,673	(6,314)
MAY	64,358	67,370	104,712	37,343	84,673	20,040
JUN	49,790	105,814	167,284	61,470	84,673	82,611
JUL	56,443	121,474	49,510	(71,964)	84,673	(35,163)
AUG	82,700	61,771	73,509	11,739	84,673	(11,163)
SEP	68,065	97,539	226,234	128,696	84,673	141,561
OCT	150,748	69,405	68,366	(1,039)	84,673	(16,307)
NOV	95,145	66,081	-	-	84,673	-
DEC	149,560	79,495	-	-	84,673	-
JAN	92,513	50,807	-	-	84,673	-
FEB	81,896	101,458	-	-	84,673	-
MAR	81,833	137,915	-	-	84,673	140,000
Total	1,043,816	1,067,348	767,975	136,383	1,016,072	175,266



DEVELOPMENT MANAGEMENT (CUMULATIVE)				Increase / (decrease) from	Variance (Budget-Actuals)	Manager's Forecast
	Actuals 20/21	Actuals 21/22	Actuals 22/23	21/22 to 22/23	Budget 22/23	
APR	70,765	108,220	78,359	(29,862)	84,673	(6,314)
MAY	135,123	175,590	183,071	7,481	169,345	13,726
JUNE	184,913	281,404	350,355	68,951	254,018	96,337
JUL	241,356	402,878	399,865	(3,013)	338,691	61,174
AUG	324,056	464,648	473,375	8,726	423,363	50,011
SEP	392,121	562,187	699,609	137,422	508,036	191,573
OCT	542,869	631,592	767,975	136,383	592,709	175,266
NOV	638,014	697,673	-	-	677,381	-
DEC	787,574	777,168	-	-	762,054	-
JAN	880,087	827,975	-	-	846,727	-
FEB	961,983	929,433	-	-	931,399	-
MAR	1,043,816	1,067,348	-	-	1,016,072	140,000



CUMULATIVE BREAKDOWN: DVDEVCT/DVDEVRND	Code	Actual (Cumulative)	Budget	(Monthly)
Planning Application Fees	3009	716,291	524,492	63,184
Other	9999	(375)	5,292	-
Planning Performance Agreements	3012	-	-	-
Pre-application Fees	8329	1,375	-	-
Pre-application Fees	8330	50,084	55,768	5,182
Monitoring Fees	3106	600	7,156	0
RECH-Other A/C/S	98100	-	-	-
Total		767,975	592,709	68,366

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