

**FINANCE ADVISORY GROUP – 15 JUNE 2011**

**PROVISIONAL OUTTURN 2010/11 AND CARRY FORWARD REQUESTS**

Report of the: Deputy Chief Executive and Director of Corporate Resources

Also considered by: Cabinet – 23 June 2011

Status: For Decision

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**Executive Summary:** This report sets out the provisional outturn for 2010/11 and requests to carry forward budgets into 2011/12.

Since the February forecast, the Council has successfully obtained a VAT refund of £364,000 which has significantly improved the position for the year.

Compared to the revised budget (i.e. including supplementary estimates), the overall result was a favourable variance of £527,000 after allowing for carry-forward requests.

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**This report supports the Key Aim of effective management of Council resources.**

**Portfolio Holder** Cllr. Ramsay

**Head of Service** Head of Finance and Human Resources – Mrs. Tricia Marshall

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**Recommendation:** It be RESOLVED that:

- (a) The Revenue 'carry forward' requests totalling £217,894 as set out in paragraph 13 of the report be approved, subject to any amendments suggested by the Finance Advisory Group; and
- (b) the Asset Maintenance 'carry forward' requests totalling £71,599 set out in paragraph 14 of the report also be approved.

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**Introduction**

1. Provisional Financial Outturn figures for 2010/11 are attached at Appendix A. These results will be scrutinised by the Finance Advisory Group at its meeting on 15<sup>th</sup> June.
2. The report also sets out the requests to carry forward unspent budgets into 2011/12 for Revenue and Asset Maintenance items. In practice any Revenue items agreed for carry forward will be set aside in an Earmarked Reserve to be used to finance those costs in 2011/12.

### Overall Financial Position

3. 2010/11 was the third year of the Council's four-year savings plan, which set out to achieve savings of £2 million over that period. It is pleasing to report to Members that a provisional favourable variance of £745,000 has been achieved. Revenue carry forwards of £218,000 have been requested; if these are approved the favourable variance will reduce to £527,000.
4. At the end of February the forecast outturn (which took account of likely carry forward requests) was a favourable variance of £81,000. Since then a VAT refund of £364,000 has been received making an amended February forecast favourable variance of £445,000. Therefore the provisional outturn position is £82,000 better than the February forecast.
5. The figures above all take into account the supplementary budget of £13,000 approved during the year for Christmas car parking.
6. It was approved by Cabinet on 13<sup>th</sup> December 2010 that any favourable variance achieved on the 2010/11 budget be put to the Budget Stabilisation Reserve.

### High Level Analysis of Results

7. **VAT refund** (£364,000 income): This relates to sports tuition and sports courses. Following on from the successful primary claim of £1.8m for over paid VAT which was repaid in 2009/10, HMRC have now agreed to the second part of the claim for £364,000. The primary claim for 1990 - 1994 was for admissions and courses. The second claim for the period 1978 - 1989 (and part of 1994) was purely for courses and the incorrect treatment of courses VAT during the period.
8. **Pay costs** (£275,000 underspent): Some vacant posts were held open as they were deleted on 1 April or because staff displaced through the budget process are being redeployed into them.
9. **Income** (£1,003,000 favourable): This relates to the VAT refund explained above, Development Control income, external funding which is offset by expenditure in 'Other Costs' and partnership income.
10. **Direct Service Trading Accounts** show a surplus of £17,000 at the year end, which is £47,000 lower than the budgeted surplus due to increased fuel costs.
11. **Interest and Investment Income** was £122,000 better than budget (excluding interest relating to the VAT refund). This was due to the Council holding higher balances than budgeted, which has increased investment income.
12. The latest information from CIPFA regarding the £1m Landsbanki investment is that authorities should account for a 95% return although this will continue to be reviewed.

### Revenue Carry Forward Items

**Item No. 6**

13. There are 16 Revenue carry forward requests. Further details including the implications of not carrying forward this budget are set out at the end of this report.

<b>No.</b>	<b>ITEM</b>	<b>HEAD OF SERVICE</b>	<b>£</b>
A1	Support Paralympics cycling event	Comm. Dev.	35,000
A2	Street Cleansing – counsel appeal	Env. & Ops	6,595
A3	Licensing – delayed partnership expansion	Env. & Ops	8,335
A4	Env. Health – healthy eating	Env. & Ops	1,700
A5	Staff training	Fin. & HR	7,768
A6	Civic expenses	Fin. & HR	5,737
A7	Concessionary fares – potential bus operator appeals	Fin. & HR	18,000
A8	Local Tax - staffing	Fin. & HR	7,500
A9	Members training	Fin. & HR	4,985
A10	Argyle Road - energy	Fin. & HR	19,300
A11	Argyle Road – fabric and plant	Fin. & HR	23,100
A12	Health and safety	Fin. & HR	2,624
A13	Virtual agent	Fin. & HR	19,250
A14	Communications – training and development	Hsg & Comms	10,000
A15	Document management equipment maintenance	IT & FM	15,000
A16	IT – Licensing partnership	IT & FM	33,000

	<b>Total</b>		<b>217,894</b>
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### Asset Maintenance Carry Forward Items

14. Asset Maintenance budgets were underspent by £139,000. Therefore the 7 carry forward items totalling £71,599 listed below can be funded from the Asset Maintenance Reserve.

<b>No.</b>	<b>ITEM</b>	<b>AMOUNT</b> £
B1	Car Parks – replace ticket machines	11,000
B2	Argyle Road	19,233
B3	Countryside	4,679
B4	Leisure	11,487
B5	Public Toilets	13,700
B6	Sewage Treatment Works	6,500
B7	IT	5,000
	<b>Total</b>	<b>71,599</b>

### Capital Programme

15. The following capital schemes were underspent at the year end. These relate to partially completed previously approved projects.

<b>No.</b>	<b>SCHEME</b>	<b>AMOUNT</b> £
C1	Playground improvement programme	59,000
C2	Vehicle replacement programme	566,000
C3	Disabled facilities grants	25,000
C4	IT development	38,000
	<b>Total</b>	<b>688,000</b>

## **Key Implications**

### Financial

16. All financial implications are covered elsewhere in the report.

### Community Impact and Outcomes

17. None

### Legal, Human Rights etc.

18. None

### Value For Money and Asset Management

19. Asset management implications are covered elsewhere in the report.

## **Conclusions**

20. Both Members and Officers were fully aware that 2010/11 would be an extremely challenging year. However, in light of the financial pressures arising during the year it is pleasing to report to Members a positive year end position.

21. The outturn position could not have been achieved without the commitment and hard work of both Members and Officers, in particular the Heads of service and the Finance Advisory Group, who have played an essential challenge, advisory and scrutiny role reviewing not only the budget but also the corrective action planning.

22. The 2011/12 budget includes savings totalling £2.5m. Achieving this ambitious level of savings whilst managing the financial risks will require continued close and proactive financial management during 2011/12.

## **Risk Assessment Statement**

The approval of these carry forward requests should reduce the risk of the Council exceeding its planned expenditure in 2011/12.

These results are provisional and may change due to issues arising from the closure of the Council's accounts, which will be completed by 30 June.

**Sources of Information:** Provisional Outturn results 31<sup>st</sup> March 2010/11  
Carry Forward Requests

**Contact Officer(s):** Tricia Marshall Ext. 7205

Adrian Rowbotham Ext. 7153

**Dr. Pav Ramewal**  
**Deputy Chief Executive and Director of Corporate Resources**

**Budget Carry Forward Request 2010/11****A1****Head of Service : Lesley Bowles****Budget description :** Health improvement, Sustainability and Youth transport**Type of expenditure:** Revenue**Cost Centre code :** CDHLTPR, CDAGE21 and CDYOUTH**Budget unspent at 31/3/11:** £35,000**Amount requested for carry forward:** £35,000**Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:**

These savings were due to:

- maternity leave of the Health Promotion Officer during the year (£5K),
- a reduction in time spent on sustainability projects (£3K)
- additional external income (£25K) and
- an under spend on transport for young people (£2K).

A carry forward is requested to support new activity relating to the Paralympics cycling event in the District. Any additional activity or promotion undertaken by the Council in relation to the Paralympics event is likely to have a positive effect on health, sustainability and young people.

Although the Paralympics event does not take place until 2012/13, it would be beneficial to undertake some work in 2011/12, for example with disabled people in the District, the local Sports Council, the Parish Council, voluntary organisations and Sencio Community Leisure in the run up to the Olympics. This could include promotion of cycling, helping disabled children within the District to access sport and generally raising the profile of disability and sport across the District through local activity.

It is not possible, before the announcement of the Events, to discuss with partners the potential for this work. However, it is envisaged that the carried forward funding would contribute to hire of venues, specialist coaching, hire of equipment and promotional materials.

Members approval of expenditure would be sought once a suitable work programme has been developed.

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

There are no implications for existing service delivery.

However, no additional funding is identified for work on the Paralympics and, if we are to use the Paralympics in a positive way in the District, some proactive work will be desirable.

Any funding unspent in 2011/12 could be carried forward to 2012/13 to form a contingency fund for the Council's responsibilities in the Paralympics event. Any unspent funds thereafter would be returned to reserves.



**Budget Carry Forward Request 2010/11**

**A2**

**Head of Service :** Richard Wilson  
**Budget description :** Street Cleansing  
**Type of expenditure:** Revenue  
**Cost Centre code :** DSSTCLN  
**Budget unspent at 31/3/11:** £6,595  
**Amount requested for carry forward:** £6,595

**Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:**

Request to carry forward the under spend on the Street Cleaning budget to offset the cost of employing Counsel to appeal against the HSE Improvement Notice following the Road Traffic fatality involving SDC mechanical sweeper last autumn should the cost not be met by our insurers Zurich Municipal.

These costs were not included in any budget as they are exceptional and were not anticipated.

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

If this budget carry forward is not approved, then should our insurers not meet Counsel's costs, the money will have to come from 2011/12 budgets and no provision has been made for this expenditure.

Item No. 6

**Budget Carry Forward Request 2010/11** **A3**

**Head of Service :** **Richard Wilson**

**Budget description :** **Licensing Partnership Hub (Trading)**

**Type of expenditure:** **Revenue**

**Cost Centre code :** **EHLICHUB**

**Budget unspent at 31/3/11:** **£27,784**

**Amount requested for carry forward:** **£8,335**

**Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:**

The Budget underspend of £27,784 is made up of money paid in by all three partners (Sevenoaks, Tunbridge Wells and Maidstone). The £27,784 will be split by three resulting in £11,308 Maidstone, £8,141 Tunbridge Wells and £8,335 Sevenoaks.

I request the amount of £8,335 be transferred to Licensing Regime EHLICREG

This is the first year that the Licensing Central Administration has been operating for a full year within a full SDC Financial cycle. The £8,335 is requested to fund completing infrastructure for the delayed licensing partnership expansion.

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

Without this funding being carried forward, it will place additional pressure on existing budgets when completing the infrastructure for the delayed licensing partnership expansion.

**Budget Carry Forward Request 2010/11****A4**

**Head of Service :** Richard Wilson

**Budget description :** Environmental & Operations

**Type of expenditure:** Revenue

**Cost Centre code :** 60000 EHFDHYG 2043

**Budget unspent at 31/3/11:** £1,700

**Amount requested for carry forward:** £1,700

**Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:**

Funds were transferred from Community Development to help us engage in a proposed Kent-wide 'Healthy Eating' project. 4 Officers have received Health & Nutrition training.

The remaining funding was intended to contribute towards the cost of implementing a Healthy Options Award scheme for food businesses in the district. As it has not been possible to secure additional external funding this proposal is now on hold. This funding is not financial year dependant.

It is now intended to use this funding for additional officer training in Healthier Food and Special Diets and to enable the team to be more proactive in local initiatives relating to helping consumers to choose a healthy diet. This is one of the Food Standards Agency's key aims.

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

The Public Health budget for 2011/12 has been reduced by £150,000 in relation to savings to be realised from shared working with Dartford Borough Council. Although £70,000 of saving have already been identified by deleting 2 vacant posts in the team, this leaves a shortfall in budget of £80,000 until the shared working arrangements are fully implemented.

The training identified above will most likely have to be undertaken as it is one of the FSA's key aims. If the carry forward is not agreed, the training will have to be done from within existing budgets, which are already under substantial pressure as indicated above.

**Budget Carry Forward Request 2010/11**

**A5**

**Head of Service :** Tricia Marshall  
**Budget description :** Training Budget  
**Type of expenditure:** Revenue  
**Cost Centre code :** 58200 various  
**Budget unspent at 31/3/11:** £7,768  
**Amount requested for carry forward:** £7,768

**Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:**

Related to training requested by staff and booked months in advance to take advantage of early booking cheaper rate etc.

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

Possible over spend on this years budget or impact on other staff's training requirement for 2011/12 .

**Budget Carry Forward Request 2010/11**

**A6**

**Head of Service :** Finance and HR

**Budget description :** Civic Expenses

**Type of expenditure:** Revenue

**Cost Centre code :** CXCIVEX

**Budget unspent at 31/3/11:** £5,737

**Amount requested for carry forward:** £5,737

**Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:**

This underspend has arisen due to below budget spending on events etc in 2010/11. In 2011/12, except for the Chairman's and Vice-Chairman's allowances, there is no other budget available for the Chairman. It is proposed that this underspend be put in a reserve to provide a small amount of funding for future Chairmen for expenses.

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

No flexibility for Chairman in terms of small items of expenditure.

**Budget Carry Forward Request 2010/11**

**A7**

**Head of Service :** Finance and HR  
**Budget description :** Concessionary Fares  
**Type of expenditure:** Revenue  
**Cost Centre code :** FSCONF  
**Budget unspent at 31/3/11:** £18,000  
**Amount requested for carry forward:** £18,000

**Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:**

Responsibility for concessionary fares passed to KCC from 1 April 2011, however there are still some outstanding appeals by bus companies relating to earlier years that are yet to be decided. It would therefore be prudent to put aside some funding in case the appeals are not decided in the Council's favour.

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

Any appeals would have to be funded from the General Fund Reserve.

**Budget Carry Forward Request 2010/11**

**A8**

**Head of Service :** Finance and HR  
**Budget description :** Local Tax staffing  
**Type of expenditure:** Revenue  
**Cost Centre code :** FSCTADM  
**Budget unspent at 31/3/11:** £17,867  
**Amount requested for carry forward:** £7,500

**Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:**

Due to a vacancy in the Team there was an underspend against staff costs for 2010/11, however a long term sickness absence has put considerable pressure on the Team and it is proposed to use this budget to bring in extra resources to assist the Team over the next few months.

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

Essential work will not be completed, with a potential impact on collection rates for Council Tax and Business Rates.

**Budget Carry Forward Request 2010/11**

**A9**

**Head of Service :** Finance and HR  
**Budget description :** Members - Training  
**Type of expenditure:** Revenue  
**Cost Centre code :** FSMEMB  
**Budget unspent at 31/3/11:** £4,985  
**Amount requested for carry forward:** £4,985

**Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:**

This budget was not fully spent in 2010/11 due to the limited benefit of carrying out training just before the District Council election. It is proposed that these funds are used to enhance the training available for Members of the new Council after the elections in May.

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

Would not be able to provide Members with the training they need to fulfil their responsibilities.



**Budget Carry Forward Request 2010/11****A10**

**Head of Service :** Tricia Marshall

**Budget description :** Argyle Road, Energy, Electricity

**Type of expenditure:** Revenue

**Cost Centre code :** XBXC

**Budget unspent at 31/3/11:** £19,300

**Amount requested for carry forward:** £19,300

**Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:**

Over the recent years the Council has introduced various energy saving initiatives relating to the main plant operation within the Argyle Road offices. All the major plant, heating and air handling equipment is controlled by a central building management system (BMS), part hardware and software of which are now long since obsolete and unsupported. Over the last 2 years various renewals have been undertaken within existing budgets and the final phase of renewing the system is to replace all the remaining controllers at a cost of £36,000, the balance of the cost being funded from the 2011/12 Argyle Road asset maintenance budget.

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

By completing the upgrade of the BMS system the energy efficiency of the building can continue to be maintained and monitored, hence the request to put the energy savings from the 2010/11 budget to complete this project.

**Budget Carry Forward Request 2010/11**

**A11**

**Head of Service :** Tricia Marshall

**Budget description :** Argyle Road, Fabric & Plant

**Type of expenditure:** Revenue

**Cost Centre code :** XBXC

**Budget unspent at 31/3/11:** Fabric £19,500, Plant £3,600

**Amount requested for carry forward: £23,100**

**Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:**

The Council had undertaken a review of the fire alarm system at the Argyle Road offices and identified some £22,000 of work to improve compliance with best practice. During preparing the specification it was found that it would be advisable to upgrade the lower ground floor alarm system (a high risk area) to the new British Standard and therefore avoid future costly upgrades. The total cost of the project will be £42,500 (see subsequent asset maintenance carry forward request for the balance of this funding).

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

The system does not comply with the new British Standards which, although not compulsory in respect of existing systems, is advisable as best practice and will be a requirement at a future date.

**Budget Carry Forward Request 2010/11**

**A12**

**Head of Service :** Richard Wilson

**Budget description :** Health & Safety

**Type of expenditure:** Revenue

**Cost Centre code :** XBBB

**Budget unspent at 31/3/11:** £2,624

**Amount requested for carry forward:** £2,624

**Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:**

The Council's Building and Health & Safety Advisor has left the Council and the responsibilities have been transferred from Finance and Human Resources to Environmental & Operational Services. This budget meets the cost of various training requirements and equipment related to health & safety and it is requested that the unspent 2010/11 budget be carried forward to meet the cost identified in any review of health and safety practices and procedures by the new operating department.

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

The cost of any revised practices or procedures will have to be met from the very limited 2011/12 revenue allocation.

**Budget Carry Forward Request 2010/11**

**A13**

**Head of Service :** Tricia Marshall

**Budget description :** Customer Services and Exchequer

**Type of expenditure:** Revenue

**Cost Centre code :** XBEF, XBAA, XCAA

**Budget unspent at 31/3/11:** £26,000 (combined)

**Amount requested for carry forward:** £19,250

**Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:**

In order to achieve staff savings from Customer Services in 2012/13 and to improve customer access, automated payment agents are being introduced to take high volume payment calls. The advantage to customers is that payments can be made outside normal office hours.

An automated agent has already been implemented to take council tax, NNDR and benefits payments; this proposal extends automated payments and bookings to green wheelie bins –for new bins and renewals.

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

Not implementing this automated service will make it more difficult to achieve the savings planned from Customer Services in 2012/13 without a significant deterioration in response times to phone calls and visitors to reception.

**Budget Carry Forward Request 2010/11****A14**

**Head of Service :** Pat Smith

**Budget description :** Communications

**Type of expenditure:** Revenue

**Cost Centre code :** 58200 YCKE

**Budget unspent at 31/3/11:** £10,000

**Amount requested for carry forward:** £10,000

**Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:**

The saving of £24,000 was created because of efficiencies in the team, resulting from the recent review. £14,000 of related review costs were met from these savings leaving £10,000.

I wish to carry forward the £10,000 to cover more training (associated with the Manager , Apprentice and Graduate)and further development of the service which includes redesigning of In Shape and a reputation tracker. This training along with the redevelopment will greatly improve the performance of the Communications service and generate further savings/efficiencies. We are committed to pay for the training which has commenced.

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

If it is not carried forward I will have to find the funding from other budgets and this will create an overspend. The training is underway and we are committed to complete it. The redevelopment of the service will create more savings.

**Budget Carry Forward Request 2010/11**

**A15**

**Head of Service :** Jim Carrington-West

**Budget description :** Document Management Equipment Maintenance

**Type of expenditure:** Revenue

**Cost Centre code :** XAXH

**Budget unspent at 31/3/11:** £19,305

**Amount requested for carry forward:** £15,000

**Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:**

Replacement of key Document Management equipment required for the continuation of the existing service.

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

We would not be able to continue the current services we provide to our customers without replacing this key equipment.

The equipment we are currently operating is at the end of its life and no longer supported.

Failure of this equipment will also reduce the capability to access historical information which forms part of a statutory requirement.

**Budget Carry Forward Request 2010/11****A16**

<b>Head of Service :</b>	<b>Jim Carrington-West</b>
<b>Budget description :</b>	<b>IT Revenue - Licensing</b>
<b>Type of expenditure:</b>	<b>Revenue</b>
<b>Cost Centre code :</b>	<b>XAXJHUB</b>
<b>Budget unspent at 31/3/11:</b>	<b>£33,189</b>
<b>Amount requested for carry forward:</b>	<b>£33,000</b>

**Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:**

A number of work items originally planned to have been completed during 2010/11 remain outstanding. This is due the combined factors of; lack of available resources from all parties and additional work needed to be undertaken before the work item can be completed.

These work items include:

- Development of integration between UNI-form and Agresso
- Resources for data reconciliation between Maidstone's M3 and Tunbridge Wells' UNI-form systems and the Licensing Partnership's UNI-form database
- Consultancy services for GIS development for the Licensing Partnership
- Enhanced IDOX DMS integration following full integration of all partners scanned information

It is anticipated that these work items will now be completed before October 2011.

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

Unable to deliver agreed targets for the Licensing Partnership and resulting impact on service to the public from Sevenoaks, Maidstone and Tunbridge Wells.

**Budget Carry Forward Request 2010/11**

**B1**

**Head of Service :** Richard Wilson  
**Budget description :** Car Parks  
**Type of expenditure:** Asset Maintenance  
**Cost Centre code :** YMGBK  
**Budget unspent at 31/3/11:** £11,000  
**Amount requested for carry forward:** £11,000

**Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:**

The Council ordered three replacement car park ticket machines towards the end of 2010/11 at a cost of £10,734. These were delivered in April after the accruals deadline for payments for last year and will therefore need to be paid out of this year's budget.

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

The 2011/12 car parks budget allocation is required for urgent surfacing repairs in car parks in Sevenoaks town centre and in Westerham.

Should this budget not be carried forward, the expenditure already committed will place additional pressures on this year's budget and could effect the likelihood of achieving the budget target for 2011/12.



Item No. 6

**Budget Carry Forward Request 2010/11****B2**

**Head of Service :** Tricia Marshall

**Budget description :** Argyle Road

**Type of expenditure:** Asset Maintenance

**Cost Centre code :** YMKAD

**Budget unspent at 31/3/11:** £19,233

**Amount requested for carry forward:** £19,233

**Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:**

The Council had undertaken a review of the fire alarm system at the Argyle Road offices and identified some £22,000 of work to improve compliance with best practice. During preparing the specification it was found that it would be advisable to upgrade the lower ground floor alarm system (a high risk area) to the new British Standard and therefore avoid future costly upgrades. The total cost of the project will be £42,500 (see subsequent Argyle Road revenue carry forward request for the balance of this funding) .

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

The system does not comply with the new British Standards which, although not compulsory in respect of existing systems, is advisable as best practice and will be a requirement at a future date.

**Item No. 6**

**Budget Carry Forward Request 2010/11**

**B3**

**Head of Service :** Richard Wilson  
**Budget description :** Countryside  
**Type of expenditure:** Asset Maintenance  
**Cost Centre code :** YMLAN  
**Budget unspent at 31/3/11:** £4,679  
**Amount requested for carry forward:** £4,679

**Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:**

The Council is in the process of replacing the obsolete sewage treatment plant located in Shoreham Woods. The work could not be undertaken during 2010/11 as the necessary Environment Agency Licence was not received in time to enable the necessary planning consent to be sought. During this period planning permission for the proposal was sought and it is anticipated that a decision on that will be made on the 9<sup>th</sup> June, following which the work can be commissioned.

The total cost of the replacement will be £10,000 of which two thirds will be recovered from the 2 private users of the plant.

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

The plant is inefficient and failing. Unless replaced a compliance letter will be served under Section 59 of the Building Act 1984.

Item No. 6

**Budget Carry Forward Request 2010/11****B4**

**Head of Service :** Tricia Marshall

**Budget description :** Leisure

**Type of expenditure:** Asset Maintenance

**Cost Centre code :** YMDZZA

**Budget unspent at 31/3/11:** £11,487

**Amount requested for carry forward:** £11,487

**Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:**

The Council had identified essential repairs to the all weather pitch surface and drainage at Edenbridge Leisure Centre at a cost of £26,500. It had not proved possible to undertake the work during the last quarter of 2010/11 due to weather conditions and pitch bookings. A major plant failure occurred in another leisure centre early in 2011 and funding was diverted from this project to undertake an essential boiler replacement leaving the above balance unspent but the commitment to undertake the all weather pitch repairs remaining. The work is to be undertaken during May 2012. The balance of the cost will be met from the 2011/12 leisure asset maintenance allocation.

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

The all weather pitch surface is coming to the end of its useful life and there are concerns that league sports will not be permitted on the pitch without essential repairs. This would impact on the revenue generation afforded by the pitch. The proposal is to undertake repairs by a specialist company, a full refurbishment would cost approximately £220,000.

**Budget Carry Forward Request 2010/11**

**B5**

**Head of Service :** Richard Wilson  
**Budget description :** Public Toilets  
**Type of expenditure:** Asset Maintenance  
**Cost Centre code :** YMBAL  
**Budget unspent at 31/3/11:** £13,700  
**Amount requested for carry forward:** £13,700

**Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:**

The Council is in the process of investigating the transfer of a number of public toilets to the relevant town and parish councils and it is proposed that this unspent budget from 2010/12 be carried forward to form a reserve fund to undertake and repair/ renewal work necessary to enable any transfers to take place.

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

Should this budget carry forward not be agreed any repair/renewal work necessary to enable the future transfer of public toilets will need to be funded from the current public toilets asset maintenance allocation which may impact of the operation of the remaining toilets.

Item No. 6

**Budget Carry Forward Request 2010/11****B6**

**Head of Service :** Tricia Marshall

**Budget description :** Sewage Treatment Plants

**Type of expenditure:** Asset Maintenance

**Cost Centre code :** YMKZL

**Budget unspent at 31/3/11:** £6,500

**Amount requested for carry forward:** £6,500

**Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:**

Bough Beech sewage treatment plant (STP) serves 38 houses and the operating costs are reclaimed from the users annually. During routine maintenance and renewal during 2010/11 improvements were identified to improve the efficiency of the plant and to improve the remote monitoring of its performance. The work is best undertaken during periods of low rainfall and it did not prove advisable to commission these works during the winter period.

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

Failure of the plant and the recording of its performance can lead to discharge of polluted water into the water courses leading to action being taken by the Environment Agency who licence and test the discharge fluids.

**Budget Carry Forward Request 2010/11**

**B7**

**Head of Service :** Jim Carrington-West

**Budget description :** IT Asset Maintenance

**Type of expenditure:** Asset Maintenance

**Cost Centre code :** YLRN

**Budget unspent at 31/3/11:** £5,000

**Amount requested for carry forward:** £5,000

**Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:**

IT Capital and Asset Replacement are now profiled according to a 10 year programme meaning that the expenditure is not even across years but is accounted for over the full life of the programme.

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

If this money is not carried forward, it would leave a significant shortfall in the 10 year programme which would prevent the replacement/deployment of key planned infrastructure affecting all service areas.

**Budget Carry Forward Request 2010/11**

C1

**Head of Service :** Richard Wilson**Budget description :** Playgrounds**Type of expenditure:** Capital**Cost Centre code :** YLCA**Budget unspent at 31/3/11:** £59,000**Amount requested for carry forward:** £59,000**Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:**

The refurbishment of Stangrove estate play area was delayed whilst local residents association sought additional external funding from BIFFA Awards. Funding has now been agreed and this project will go ahead during 2011/12. This refurbishment would have been undertaken in 2010/11 utilising the Council's capital budget, however we have awaited the decision on the external funding before the scheme commenced. The addition of the external funding will considerably enhance the scale of the improvements to this site.

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

Stangrove estate play area would not be refurbished and will be the only one in the district not to have been improved. It is currently in very poor condition.

**Budget Carry Forward Request 2010/11****C2****Head of Service :** Richard Wilson**Budget description :** Vehicle Replacement Fund**Type of expenditure:** Capital**Cost Centre code :** YLLP**Budget unspent at 31/3/11:** £566,000**Amount requested for carry forward:** £566,000**Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:**

The annual vehicle replacement programme is supported by a rolling, self-renewing capital fund. Expenditure on vehicles is repaid through depreciation payments made to the Vehicle Replacement Fund (VRF) over the life of each vehicle. Slippage in expenditure in any one year keeps the balance in the VRF higher, which should remain available for expenditure in the following year.

The slippage results primarily from the deferment of three vehicle purchases from 10/11 to 11/12. The purchases deferred are a split bodied refuse freighter, delayed by prolonged vehicle build time; A 'Beavertail' flat bed for transport of Grounds Maintenance mowers and other equipment delayed by specification detail and prolonged vehicle build time; A replacement Land Rover for the Countryside Ranger delayed to realise 'in year' budget savings.

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

The annual vehicle replacement programme underpins the ongoing delivery of efficient services that are generally highly regarded by residents. These services have challenging performance targets and the rolling vehicle replacement is crucial to continuous improvement of each service.

The Council also has an obligation to reduce carbon emissions including those from it's own commercial vehicle fleet. The Vehicle Replacement Fund allows for purchase of cleaner, fuel-efficient vehicles, manufactured to meet ever higher European emissions standards, so reducing fuel costs and vehicle emissions as well as ensuring the commercial fleet remains operationally effective.



**Budget Carry Forward Request 2010/11****C3**

**Head of Service :** Pat Smith

**Budget description :** Disabled Facility Grants

**Type of expenditure:** Capital

**Cost Centre code :** 67000 YLTB(HIA) / 67000 YLPT(WKHA)

**Budget unspent at 31/3/11:** £25,000

**Amount requested for carry forward:** £25,000

**Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:**

**£15,986.69 - 98 Crouch House Rd, Edenbridge** refers to 1 Disabled Facilities Grant (DFG) case that was formally approved during Quarter 1 2010/11. Due to contractor problems only one payment has been made, totalling £2500. It is anticipated that completion and final payment will occur during May 2011. (HIA)

**£4,044.27 - 16 Park Lane, Swanley** refers to 1 Disabled Facilities Grant (DFG) cases that was formally approved during Quarter 2 2010/11 (re 3 Valley Park). No payments have yet been released since the works were not completed as at 31 March 2011 because of applicant/contractor issues. It is anticipated that works will be completed and the payment released during May 2011. (HIA)

**£4,054.81 - 3 Bowers Road, Shoreham** refers to 1 Disabled Facilities Grant (DFG) case that was formally approved during Quarter 4 2010/11. No payments have yet been made and it is anticipated that works will be completed and the payment released during 2011 (WKHA)

**£1,325.20 (Part of £4,576.14) - 1 Bullfinch Dene, Sevenoaks** refers to 1 Disabled Facilities Grant (DFG) case that was formally approved during Quarter 3 2010/11. No payments have yet been made and it is anticipated that works will be completed and the payment released during 2011 (WKHA).

In accordance with guidance issued by Department for Communities and Local Government (DCLG), such funding commitments are able to be carried forward.

All DFG must be completed within 12 months of approval.

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

If not carried forward, the under spend for 2010/11 would need to be repaid to DCLG and the above commitment would need to be funded from the DFG allocation for 2011/12. It is possible that this would have a negative impact upon:-

- the Council's ability to fund adaptations for the benefit of disabled persons during 2011/12;
- the Council's performance in meeting its target in relation to the number of DFGs completed; and
- the outcome of future funding bids if previous allocations have not been fully utilised.

**Budget Carry Forward Request 2010/11**

**C4**

**Head of Service :** Jim Carrington-West

**Budget description :** IT Capital

**Type of expenditure:** Capital

**Cost Centre code :** YLKW

**Budget unspent at 31/3/11:** £38,000

**Amount requested for carry forward:** £38,000

**Reason for request, including the benefits of this expenditure, why the budget was not spent in 2010/11 and timescales for expenditure in 2011/12:**

IT Capital and Asset Replacement are now profiled according to a 10 year programme meaning that the expenditure is not even across years but is accounted for over the full life of the programme.

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

If this money is not carried forward, it would leave a significant shortfall in the 10 year programme which would prevent the replacement/deployment of key planned infrastructure affecting all service areas.

