

Budget Carry Forward Request 2018/19

R1

Chief Officer : Adrian Rowbotham

Appendix A

Budget description : Internal audit

Type of expenditure: Revenue

Cost Centre & Account code : YPAA

Budget forecast to be unspent at 31/3/19: £ 48,000

Amount requested for carry forward: £ 16,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2018/19 and timescales for expenditure in 2019/20 :

There is an underspend on the staffing budget in 2018/19 due to the vacant posts being held prior to the new staffing structure being implemented. It is proposed to carry forward part of that underspend to fund the difference between the budgeted salary for the Audit Manager and the direct costs of the secondment for 2019/20.

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

The Council is currently holding the Audit Manager vacancy to allow for service improvement work to be led by the secondment and it is anticipated that a decision will be able to be made on the full time appointment and the future method of service provision over the course of 2019/20.

Chief Officer : Adrian Rowbotham

Budget description : Internal audit

Type of expenditure: Revenue

Cost Centre & Account code : YPAA

Budget forecast to be unspent at 31/3/19: £ 48,000

Amount requested for carry forward: £ 9,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2018/19 and timescales for expenditure in 2019/20 :

To carry forward funds to enable the purchase and implementation of new IT hardware to support the ongoing service improvement work across the Partnership:

- Tablet devices: Surface Pro 6 + accessories; or
- Laptops: Dell XPS 13 + accessories

We had anticipated to utilise some of the underspend on internal audit to support the purchase of new IT for the Partnership following completion of the service review. While significant steps have been taken, this work won't finish until early 2019/20.

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

The Council is currently holding the Audit Manager vacancy to allow for service improvement work to be led by the secondment and it is anticipated that a decision will be able to be made on the full time appointment and the future method of service provision over the course of 2019/20.

The External Quality Assessment follow-up in 2017, highlighted the need to invest in better IT hardware to enable the service to achieve greater efficiency when working across multiple sites. The work undertaken in the service over 2018/19 was directed at addressing the outstanding actions from the EQA but also undertaking a review of the service.

Chief Officer :	Pav Ramewal
Budget description :	Customer Redesign Project
Type of expenditure:	Revenue
Cost Centre & Account code :	69006 PPSAVING
Budget forecast to be unspent at 31/3/19:	£180,000 (up to)
Amount requested for carry forward:	£180,000 (up to)

**Reason for request, including the benefits of this expenditure, why the budget was not spent in 2018/19 and timescales for expenditure in 2019/20:**

In the 2018/19 budget, funding was put aside for corporate projects and staff recruitment and retention.

The Council's new Council Plan was recently launched. In order to achieve the effective delivery of the Council Plan, some services are being redesigned so that they are better aligned to customer needs and with a much stronger emphasis on wrapping services around the customer.

In order to achieve this, the new Customer Solutions Centre is now operating. The Customer Solutions Centre is resourced with a wider skill set to deal with more interactions at first point of contact and in parallel more effective processing is being investigated. As stated in the Budget Update report to Cabinet on 10/01/19, it is anticipated that the cost of these changes can be met within approved budgets and therefore a SCIA was not required.

By carrying forward the above amount, it will enable more services to be brought into the Customer Solutions Centre.

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

The ability to progress with the Customer Redesign Project would be impacted and the benefits to customers may be reduced or delayed.

Chief Officer : Richard Wilson

Budget description : Asset Maintenance Argyle Road

Type of expenditure: Flooring & Security Door Replacement Revenue

Cost Centre & Account code : 30200 YMKAG 9999

Budget forecast to be unspent at 31/3/19: £

Amount requested for carry forward: Up to £ 30,000.00

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2018/19 and timescales for expenditure in 2019/20 :

**Flooring**

Contractor delays due to material supplies + because of the nature of the works and locations weekend working is necessary resulting in Contractor labour being limited.

**Security Doors**

The works order for these doors was raised several weeks ago, unfortunately, there is a delay with the supply of the specifically needed locks, this in turn is causing a manufacturing delay as the manufacturer is unable to proceed with the cutting of the doors without the locks.

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

**Flooring**

There are increasingly Health & Safety risks with this not being undertaken i.e. trip hazards etc.

**Security Doors**

There is a potential security risk to the building without these doors, which impacts on Health & Safety issues for all.

Chief Officer :	Adrian Rowbotham
Budget description :	Revenues and Benefits
Type of expenditure:	Revenue
Cost Centre & Account code :	FSLTHSB, XBAF
Budget forecast to be unspent at 31/3/19:	£79,000 (up to)
Amount requested for carry forward:	£79,000 (up to)

**Reason for request, including the benefits of this expenditure, why the budget was not spent in 2018/19 and timescales for expenditure in 2019/20:**

The following grants were received in 2018/19:

- KCC - Counter Fraud work to Council Tax £46,490
- DWP - Benefits Cap £11,913
- DWP - Universal Credit £24,198
- DWP - Local Authority Data Sharing £15,558
- DWP - Verify Earnings and Pensions Alerts Service £35,977
- DWP - others £21,511

With welfare reform changes continuing to occur following the Local Council Tax Support Scheme replacing Council Tax Benefit from 2013/14, several grants have been received.

The largest item above is from Kent County Council for fraud work. As the largest recipient of Council Tax, it is in their best interests for as much Council Tax to be collected as possible and therefore they have provided funding for the Counter Fraud Team to help achieve this. Sevenoaks and Dartford (as a shared service) were the first council's in Kent to get this agreement in place and to start to receive this extra funding.

A restructure of Revenues and Benefits took place in 2018. Improvements and efficiencies have already taken place which have used some of the above grants but more work is planned to improve the service further. There will be one off items of expenditure that will help to facilitate these changes and the grants received could be used to fund these items.

The costs of Revenues and Benefits are shared with Dartford BC. Some of the above funding has already been spent but when the partnership accounts for the year are confirmed between the two partners, it is expected that some of the above funding will not have been used in the year.

It is requested that any unspent grant funding is carried forward to 2019/20.

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

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

Chief Officer : Richard Wilson

Budget description : Vehicle Replacement Fund

Type of expenditure: Capital

Cost Centre & Account code :YLLP 9999

Budget forecast to be unspent at 31/3/19: £8,689

Amount requested for carry forward: £8,689 or remaining unspent balance.

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2018/19 and timescales for expenditure in 2019/20 :

The annual vehicle replacement programme is supported by a rolling, renewing capital vehicle replacement fund. Expenditure on vehicles is repaid through depreciation payments made to the Vehicle Replacement Fund (VRF) over the life of each vehicle. Savings or 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 approved vehicle replacement budget for 2018/19 amounted to £548,000. Vehicle depreciation payments into the VRF for 2018/19 are estimated to be £520,000. Anticipated actual expenditure on 2018/19 purchases, after vehicle disposal credits, amounts to £756,000. This figure includes expenditure of £237,000 on one new glass recycling truck and one new caged truck, which were ordered for delivery in 2017/18 as part of that years replacement programme but were delivered and paid for in May 2018.

The Portfolio-holder has authorised the vehicle replacement programme for 2019/20 and agreed expenditure of £549,000.

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

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

The Council also has an obligation to reduce carbon emissions including those from its 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.