

16 June 2021 at 7.00 pm

Council Chamber, Argyle Road, Sevenoaks  
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# Finance & Investment Advisory Committee

## Supplementary Agenda

	Pages	Contact
9. Provisional Outturn 2020/21	(Pages 1 - 8)	Alan Mitchell Tel: 01732227483

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	Annual Budget £'000	Forecast Outturn £'000	Actual Outturn £'000	Difference between Budget and Draft Outturn £'000	Explanation for year end variances greater than £10k	Difference between February forecast and Draft outturn £'000	Explanation for large differences between February forecast outturn and actual outturn
People and Places							
Community Safety	209	184	190	-19	Staff vacancy and post changes due to People and Places management restructure. Any other underspend, is offsetting all corporate costs incurred by all involved departments (e.g. Planning, Legal etc.) for the Convent of Mercy.	5	
The Community Plan	60	46	47	-13	Staff underspend due to People and Places recent management restructure.	1	

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<b>Development and Conservation</b>							
Conservation	118	134	134	16	Increase in staff costs due to an increase in hours; the variance is offset by staff budget savings in other areas.	-0	
Planning Policy	556	492	476	-80	Staff budget savings utilised to cover staff budget overspends in other areas and career training.	-16	Forecasted Grants paid to External bodies less than Outturn Figures.
Planning - CIL Administration	-67	-52	-51	16	Loss of income due to COVID-19.	1	
Planning - Development Management	109	60	38	-71	Loss of income reversed as major applications received.	-22	Levels of fees and charges received greater than forecasted values.
Planning - Enforcement	275	355	357	82	Staff costs over budget due to additional resource invested.	1	
Administrative Expenses - Building Control	12	2	2	-10	Admin budget saving due to costs being charged to the BC Partnership.	-0	
Administrative Expenses - Planning Services	48	80	55	7	COVID related - tablets for the team; non-COVID-19 related - career training, offset by staff budget savings.	-25	PET Training levels significantly lower than forecast.

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<b>Finance and Investments</b>							
Asset Maintenance Direct Services	41	41	58	17	Redevelopment of the depot offices commenced at the end of the year.	17	Redevelopment of the depot offices commenced at the end of the year.
Benefits Admin	52	-45	-45	-97	Grant received is higher than budgeted.	0	
Benefits Grants	-25	-25	-36	-10	Area was forecast on Budget. Actual recovery showed a slightly improved net position.	-10	Area was forecast on Budget. Actual recovery showed a slightly improved net position (Not forecasted).
Local Tax	-98	359	359	458	Due to COVID £372,000 loss of court costs recovery at 100% for the whole year plus £40,000 write offs for courts costs raised in previous years; total underachievement of income on Enforcement is estimated to be £100,000, which is £20,000 higher than last year due to COVID. - This is expected to be offset by money recouped from Government support. Part of variance relates to costs for Kent Intelligence Network which is offset by additional income from Business rates.	0	
Misc. Finance	1,485	-2,405	-2,030	-3,514	COVID-19 Grants. This is offset by additional COVID-19 related expenditure and loss of income on other lines.	376	Final COVID-19 Sales Fees and Charges Compensation Claim now made. Movement in year end bad debt provision.
Administrative Expenses - Finance	26	41	51	25	Additional costs relating to works carried out to improve the Finance IT system, including works on replacement of the Task system.	10	Additional costs relating to works carried out to improve the Finance IT system, including works on replacement of the Task system.
Support - Finance Function	224	212	214	-11	Vacant post for part of the year.	1	
Support - Legal Function	255	224	219	-35	Staff turnover and underspend on specialist advice.	-4	

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<b>Cleaner and Greener</b>							
Asset Maintenance Leisure	186	186	202	17	Leisure centres have experienced closures due to COVID-19 which has delayed spend. However proactive maintenance is planned including boiler replacement and remaining funds will be required.	17	Asset maintenance spend offset by underspend on Asset Maintenance Support and Salaries. Carry forward of net figure agreed.
Asset Maintenance Support & Salaries	236	236	192	-44	Behind profile due to COVID-19 and restrictions on contractors being onsite. Some external works carried out and remaining funds will be required.	-44	Remaining underspend to offset asset maintenance spend on other codes.
Car Parks	-1,985	86	50	2,036	Suspension of parking charges and the general impact of COVID-19 has significantly reduced income. Although charges have been reintroduced usage was lower than usual due to COVID-19 and further lockdowns continued to have a negative impact. There was also an impact of the reduction in parking charges for December as agreed by members.	-36	Income slightly better than expected as restrictions eased.
Civil Protection	69	56	47	-21	Underspend on salaries due to restructure.	-8	
Car Parking - On Street	-480	223	184	664	Suspension of parking charges and reduced income on PCN's due to COVID-19.	-39	Income slightly better than expected as restrictions eased.
EH Commercial	281	310	253	-28	Loss of income due to COVID & legal costs. KCC £50,000 Test & Trace grant will be carried forward to the next financial year to be spent in line with grant conditions.	-57	Expected Legal costs not incurred to the level forecast In addition to Test and Trace Funding received but not forecast.
EH Environmental Protection	387	396	371	-16	Loss of income due to COVID; Agency staff costs partially offset by salaries budget in EH Commercial team.	-25	S106 Air Quality funding was unaccounted for in Forecasting.
Parking Enforcement - Tandridge DC	-29	-69	-80	-51	Additional income relating to the new contract with Tandridge District Council received, partially offset by the additional cost of transferred staff and running the service.	-11	Lower costs than expected.
Estates Management - Buildings	-2	48	69	70	Swanley Meeting Point rates bill not budgeted as commencement of development of the site has taken longer than anticipated. Development of the site will start shortly.	20	Asset maintenance spend offset by underspend on Asset Maintenance Support and Salaries. Carry forward of net figure agreed.
Estates Management - Grounds	125	138	139	13	Overspend relating to hedge cutting costs and essential maintenance work.	0	
Housing Premises	16	3	-0	-16	Income received above budgeted levels.	-3	
Licensing Partnership Hub (Trading)	0	0	-11	-11	Overspend is due to 2 temporary staff, it will be funded by the Partnership Hub surpluses from previous years.	-11	Forecasts eliminated after aforementioned transfers took place.
Licensing Regime	-8	30	17	24	Loss of income due to COVID; staff budgets variance due to a change in salaries allocations.	-13	Income received on Personal Licences higher than expected.
Markets	-192	-112	-111	81	Loss of income due to COVID-19 closures with the variance representing the weeks that Swanley market has been closed. Reopened 12th April.	1	
Parks - Rural	163	178	185	22	Additional vehicle costs and health and safety tree works. Income from coppiced timber sales will be delayed until the new financial year.	7	
Refuse Collection	2,826	2,851	2,808	-18	Recycling: Glass income is lower than budget due to both volume and price. Recycling banks previously emptied by a contractor are now emptied by in house teams.	-43	Recycling banks previously emptied by a contractor are now emptied by in house teams.
Support - Central Offices	488	488	504	16	Underspend due to staff turnover.	16	Historical budget not adjusted for KCC rental when lease ended.
Support - General Admin (Post/Scanning)	189	170	173	-17	Reduced postage costs including summons and reminders not being sent out.	2	

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Cleaner and Greener							
Direct Services Trading account	-109	211	217	326	<p>Agency Use - This has had to be increased greatly due to severe staff shortages due to Covid-19 positive infections and is continued because although staff returned to work they then took annual leave, which was not possible earlier.</p> <p>Bulky waste - collections were suspended for a period over Christmas due to Covid-19 lockdown restrictions. The number of collections was restricted to 30 addresses per collection, previously there was no limit. As from the 28 September 2020 we increased the number of days available for collections and this has resulted in increased income.</p> <p>Trade Waste - A number of customers have ceased trading, and a number were closed due to lockdown restrictions.</p> <p>Street Cleaning Other - reduction to cleaning services and private work due to these staff supporting domestic waste collections due to staff shortages for Covid-19.</p> <p>Green Waste - There have been an additional 1,634 customers since April 2020 and income levels were slightly ahead of target despite the budget increase this year and</p> <p>MOT Tests - loss of around £5,000 as the service was suspended. Operational again since 11th January 2021 but the loss will not be recovered this year.</p> <p>Taxi Tests loss of around £15,000 Income as service was suspended. Service operational again since 11th January 2021 but the loss will not be recovered this year.</p>	6	
Direct Services Trading account (cont)					<p>Taxi Tests loss of around £15,000 Income as service was suspended. Service operational again since 11th January 2021.</p> <p>Pest Control – the loss of income was due in part to suspension of service April – July 2020. The service continued to be impacted by Covid-19 restrictions.</p>		
Taxis	34	14	8	-27	Loss of income due to COVID; staff budgets variance due to a change in salaries allocations.	-7	

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<b>Improvement and Innovation</b>							
Corporate Management	1,085	1,006	1,008	-77	Underspend within the Corporate Management budgets for this year, which includes less expenditure on bought-in external services and some minor proportions on salaries which are attributed the corporate management of the organisation.	2	
Corporate - Other	87	109	30	-57	The savings made on vacant posts are currently lower than the budget profiled for the year to date.	-79	This underspend is offsetting the Performance Related Pay on the other lines.
Elections	145	140	135	-10	Recharges to other Local Authorities raised as part of elections in 2019, to be offset by reversal of relevant expenditure accruals. Any remaining underspend will be transferred to the reserve for the District Council election costs.	-5	
External Communications	216	194	192	-24	The variance relates to the costs of production of the Council's In Shape magazine. One issue was cancelled during the financial year due to the onset of the Covid-19 pandemic.	-2	
Land Charges	-108	-53	-55	52	COVID-19 impacts in first half of the year, some recovery evident at present	-2	
Members	464	424	421	-43	Underspend projected due to reduced member travel claims and training. Members allowances lower than budgeted levels due to changes in roles as only one Special Responsibility Allowance is payable.	-3	
Register of Electors	237	220	237	0		17	Expenditure on postage and IT greater than expected.
Administrative Expenses - Corporate Services	23	6	6	-16	Underspend on training budget due to current environment.	1	
Administrative Expenses - Legal and Democratic	70	57	58	-12	EOY forecast underspend due to reduction in internal printing which will be offset by reduction in income for the Print Studio.	1	
Support - Contact Centre	715	695	703	-13	Underspend due to staff turnover.	7	
Support - General Admin (Print Shop)	-34	34	50	83	External print income is on target against the profiled budget. However the impact of Covid-19 has reduced income on internal Print Charges over the year to date. Some of the loss will be offset by savings on internal printing budgets within the service areas and a reduction in the costs of consumables.	15	Expenditure on printing greater than expected.
Support - Human Resources	367	406	414	47	Overspend due to recruitment costs, and central training costs to be offset by underspend on training within services.	8	



Housing and Health	Annual Budget £'000	Forecast Outturn £'000	Actual Outturn £'000	Column2	Difference between Budget and Final Outturn £'000	Explanation for year end variances greater than £10k	Difference between February forecast and final outturn £'000	Explanation for large differences between February forecast outturn and actual outturn
Health Improvements	52	45	42		-11	Underspend mainly due to activities not able to take place due to COVID-19 lockdown/restrictions and staff salary underspend as a result of People and Places restructure.		
Homeless	233	333	427		194	Demand for temporary/emergency accommodation has increased significantly during the year. This overspend will need to be offset and funded from either Govt's COVID grant, other external grants or central reserves.	94	Additional costs on temporary/emergency accommodation due to general and COVID-19 pressures on homelessness, plus additional spend from Contain Outbreak Management Fund (grant shown in Finance COVID-19)
Next Steps Accommodation Programme	0	16	20		20	External funding received from MHCLG Next Steps Accommodation Fund for COVID rough sleepers, funding for this is shown in COVID grant income.	4	
Homelessness Prevention	0	129	128		128	Government's Everyone In initiative has created unplanned expenditure for the year which has now been split across MHCLG's Next Steps Accommodation Programme and part of this cost will be funded from this strand of funding . The overspend will need to be offset and funded from either Govt's COVID grant, other external grants or central reserves.	-1	

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