

25 March 2021 at 7.00 pm

This meeting will be held virtually via Zoom,
and livestreamed here:

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

Published: 17.03.21



Finance & Investment Advisory Committee

Membership:

Chairman, Cllr. Grint; Vice-Chairman, Cllr. Dickins

Cllrs. Abraham, Bayley, Carroll, Clack, Clayton, Penny Cole, Harrison, Hogarth and Reay

	Pages	Contact
Apologies for Absence		
1. Minutes To agree the minutes of the meeting of the Committee held on 21 January 2021, as a correct record.	(Pages 1 - 6)	
2. Declarations of Interest Any interests not already registered.		
3. Actions from Previous Meeting (if any)	(Pages 7 - 8)	
4. Update from Portfolio Holder		
5. Referral from Cabinet or the Audit Committee (if any)		
6. Financial Performance Indicators 2020/21 - to the end of January 2021	(Pages 9 - 16)	Alan Mitchell Tel: 01732227483
7. Financial Results 2020/21 - to the end of January 2021	(Pages 17 - 54)	Alan Mitchell Tel: 01732227483
8. Carry Forward Requests 2020/21	(Pages 55 - 74)	Alan Mitchell Tel: 01732227483
9. Work Plan	(Pages 75 - 76)	
10. Disposal of Land	(Pages 77 - 86)	Detlev Munster Tel: 01732227099

EXEMPT INFORMATION

Consideration of Exempt Information

Recommendation: That, under section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting when considering Appendix A of the Agenda Item 10, on the grounds that likely disclosure of exempt information is involved as defined by Schedule 12A, paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)).

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.

FINANCE & INVESTMENT ADVISORY COMMITTEE

Minutes of the meeting held on 21 January 2021 commencing at 7.00 pm

Present: Cllr. Grint (Chairman)

Cllr. Dickins (Vice Chairman)

Cllrs. Abraham, Bayley, Carroll, Clack, Clayton, Penny Cole, Harrison, Hogarth and Reay

80. Minutes

Resolved: That the Minutes of the meeting of the Committee held on 21 October 2020 be approved and signed by the Chairman as a correct record.

81. Declarations of Interest

No additional declarations of interest were made.

82. Actions from Previous Meeting

There were none.

83. Update from Portfolio Holder

The Portfolio Holder gave an update on the Council's financial position in light of the COVID-19 pandemic. The Council was in a strong financial position and the Portfolio Holder was confident that the Council would have the resources to continue to serve the community. The budget setting process had been condensed but was not yet complete as the calculation of tax base setting and tax setting still needed completing.

The Council would respond to the open consultation on the proposed Right to Regenerate as it posed the risk of not allowing the Council to engage in placemaking and regeneration within the district.

On behalf of the Committee, the Portfolio Holder noted and thanked Cllr Reay for his apologies for the previous meeting.

In response to queries, Members were advised that the Council was currently delivering the latest scheme of grants to businesses following the recent lockdown restrictions.

The Committee requested their vote of thanks to be recorded to all staff involved in distributing business grants to acknowledge their hard work.

84. Referral from Cabinet or the Audit Committee

There were none.

85. Discretionary Rate Relief

The Business Rates Manager presented the report which advised that the Council required potential recipients of discretionary rate relief to submit a formal application every two years, and set out the proposals for awarding discretionary rate relief for 2021/2022 to ratepayers who had already submitted an application, or who were expected to have submitted an application by 1 March 2021.

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 the proposals for granting relief from business rates for 2021/2022 as set out in Appendix B to the report, be approved.

86. Treasury Management Strategy

The Principal Accountant presented the report which advised that the Local Government Act 2003 (the Act) and supporting regulations required the Council to 'have regard to' the Prudential Code and to set Prudential Indicators for the next three years to ensure that the Council's capital investment plans were affordable, prudent and sustainable. The Act therefore required the Council to set out its treasury strategy for borrowing and to prepare an Annual Investment Strategy (as required by investment guidance issued subsequent to the Act). The report set out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.

The Annual Investment Strategy remained largely the same as for 2020/21 with the addition of Bond, Property, Equity and Multi-Asset Funds as an alternative investment option. The effect of the proposals set out in the report allowed the Council to effectively and efficiently manage cash balances. In line with the revised CIPFA Code of Practice on Treasury Management, the Annual Treasury Strategy Statement had to be considered by Council and this was planned for its meeting on 23 February 2021. Given the current uncertainties in the financial markets and the implications of Brexit, the Council may need to consider amending its strategy during the year.

It was clarified to Members that there were currently no plans to invest in the new alternative investment options and further advice would be sought from the treasury advisors.

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 to recommend to Council, that the Treasury Management Strategy for 2021/22, be approved.

87. Financial Performance Indicators 2020/21 - to the end of November 2020

The Head of Finance presented the report which presented figures on nine internally set performance indicators covering activities that supported information provided in the regular financial monitoring statements. The Head of Finance drew attention to particular areas including sundry debts and treasury management.

Members queried if the COVID-19 pandemic had any impact on the average number of days to process a change in circumstances for Housing Benefit.

Action 1: The Head of Finance to report to Members if there had been any impact from COVID-19 on the average number of days to process a change in circumstances for Housing Benefit (monthly) (LPI_HB04).

Public Sector Equality Duty

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

Resolved: That the report be noted

88. Financial Results 2021/21 - to the end of November 2020

The Head of Finance presented the report which set out the year-end position at the end of November which was forecast to be an unfavourable variance of £22,000. The increase in expenditure or income losses which related to COVID-19 totalled £3.1m, representing 19.9% of the net service expenditure totalling £15.581m.

It was noted that a tenant went into administration as result of COVID-19, which was reflected in the unfavourable variance of £96,000 on investment property income. In response to queries, Members were advised this case was not covered by insurance.

Public Sector Equality Duty

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

Resolved: That

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- a) the report be noted; and
- b) it be suggested to Cabinet that insurance against property income loss be considered further.

89. Property Investment Strategy Update

The Deputy Chief Executive and Chief Officer, Finance & Trading presented the report which provided an update on the progress of the Property Investment Strategy to date and looked at the future direction of the strategy.

The Property Investment Strategy had been approved by Council on 22 July 2014, to support the aim of the council becoming more financially self-sufficient as Government Support continued to reduce. The acquisitions to date had helped the Council achieve this aim. The report also provided an update on those acquisitions.

The Government's Spending Review in November included changes to the Public Works Loan Board (PWLB) lending terms and were intended to stop councils that invested primarily for yield from borrowing from the PWLB. These changes would be monitored and might impact on the Council's future ability to undertake property investments. In a changing property market, it was important to review the criteria of the strategy on a regular basis. In acknowledgement of the position with Government Support and the continued low returns on investment of reserves, further investment in the Property Investment Strategy, if allowable, would continue to ensure that the Council remained financially self-sufficient.

Council had agreed that £50m could be spent on the strategy over four tranches and including the Sennocke Hotel, £31m of which had been spent.

Members asked questions and discussed the possible changes to the strategy criteria.

Public Sector Equality Duty

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

Resolved: That

- a) the report be noted; and
- b) the following changes to the Property Investment Strategy be recommended to Cabinet

Finance & Investment Advisory Committee - 21 January 2021

- i) all asset categories be included in the strategy subject to appropriate due diligence and ensuring no asset class exceeds 20% in total value of the approved funding; and
- ii) the location of potential investments be expanded to all of England.

90. Work Plan

The work plan was noted.

THE MEETING WAS CONCLUDED AT 8.07 PM

CHAIRMAN

ACTIONS FROM THE MEETING HELD ON 21 JANUARY 2021 (as at 1.02.21)

Action	Description	Status	Contact Officer
Action 1	The Head of Finance to report to Members if there had been any impact from COVID-19 on the average number of days to process a change in circumstances for Housing Benefit (monthly) (LPI_HB04).	The Head of Finance provided a response via email on 12/02/21.	Alan Mitchell Ext. 7483

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FINANCIAL PERFORMANCE INDICATORS 2020/21 - TO THE END OF JANUARY 2021

Finance & Investment Advisory Committee - 25 March 2021

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

Status: For Consideration

Key Decision: No

Executive Summary: This report sets out the internally agreed Financial Performance Indicators

This report support the Key Aim of: effective management of the Council's resources.

Portfolio Holder: Cllr. Matthew Dickins

Contact Officers: Alan Mitchell, Ext.7483

Adrian Rowbotham Ext. 7153

Recommendation to Finance & Investment Committee: That the report be noted

Reason for recommendation:

This recommendation supports the sound control of the Councils finances

Introduction and Background

- 1 This report presents figures on nine internally set performance indicators covering activities that support information provided in the regular financial monitoring statements.
- 2 Information is provided on targets for the financial year.
- 3 Use of these indicators assists management in highlighting areas where performance has an impact on the financial outturn for the authority.

Key Implications

Financial

None.

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Legal Implications and Risk Assessment Statement.

There are no legal or human rights issues.

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.

Appendices

Appendix A - Performance Indicators




Background Papers



None

Adrian Rowbotham,

Deputy Chief Executive and Chief Officer - Finance and Trading


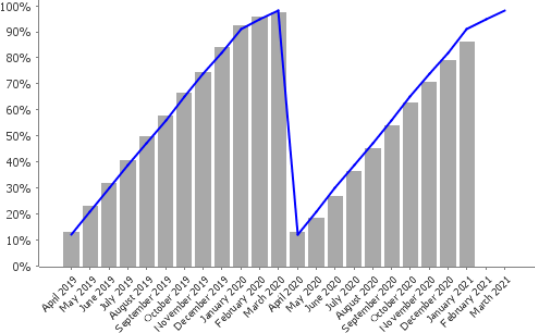


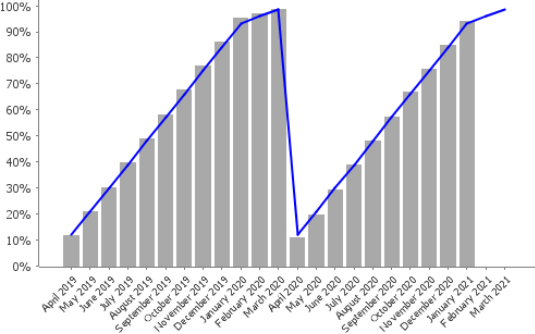

Finance & Investment Advisory Committee – Performance Report


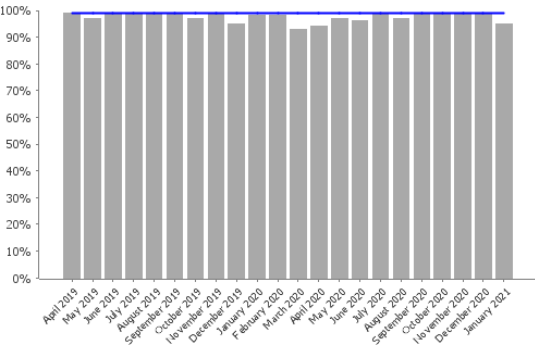


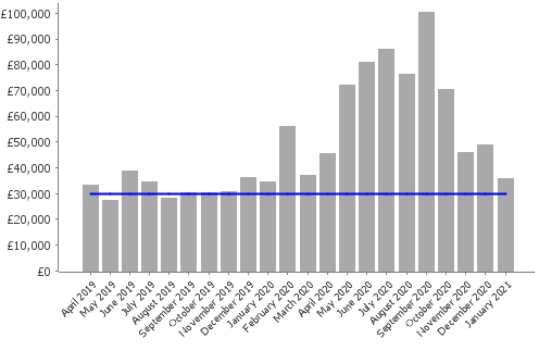

Status	Colour	Details
	Green	At or above target
	Amber	Less than 10% below target
	Red	10% or more below target


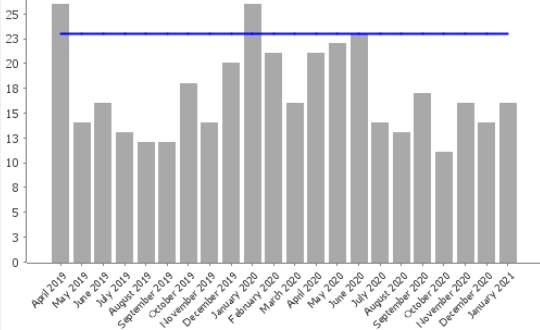


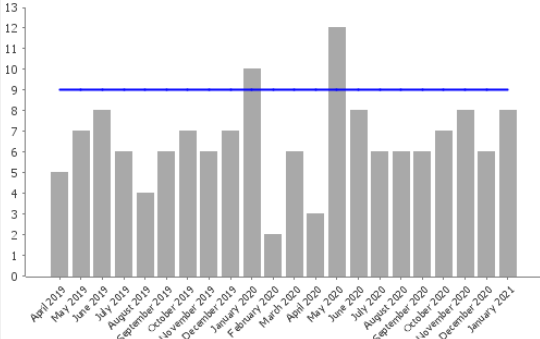

Page Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Year to date 2020/21 Value	Year to date Target	Year to date Status	Commentary
LPI_IA1a	Sevenoaks: Audit actions fully implemented within agreed timescales	100%	90%			100%	90%		


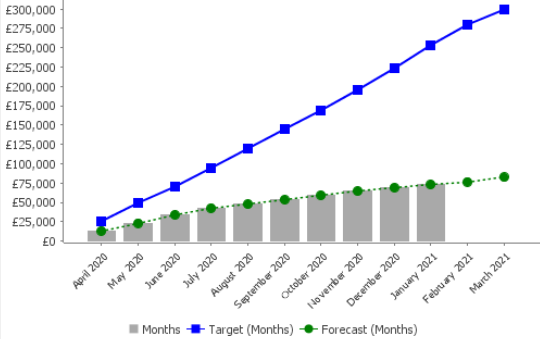


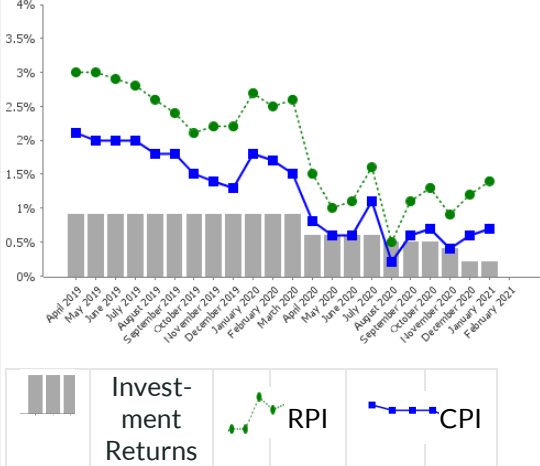

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Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Year to date 2020/21 Value	Year to date Target	Year to date Status	Commentary
LPI_BR 04	The percentage of business rates collected in-year (Cumulative)	86.2%	91%			86.2%	91%		
LPI_CT 04	The percentage of council tax collected in-year (cumulative)	94.2%	93%			94.2%	93%		

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Year to date 2020/21 Value	Year to date Target	Year to date Status	Commentary
LPI_FS 001	The percentage of undisputed invoices paid within 30 days or agreed terms	95%	99%			97.4%	99%		
LPI_FS 003	Sundry debts outstanding more than 61 days	£35,735	£30,000			£35,735	£30,000		Following Government guidance regarding COVID-19 and financial support SDC did not pursue sundry debts until recently. This, combined with the addition of Direct Services sundry debts now being included has led to a high debtor balance. The reminder process has now been reintroduced and is resulting in a reduction in the outstanding balances.

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Year to date 2020/21 Value	Year to date Target	Year to date Status	Commentary
LPI_HB 02	Average number of days to process a new claim for Housing Benefit (Monthly)	16	23			16	23		
LPI_HB 04	Average number of days to process a change in circumstances for Housing Benefit (monthly)	8	9			8	9		

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Year to date 2020/21 Value	Year to date Target	Year to date Status	Commentary
TM FS 01	Treasury Management - Actual vs Budget + Forecast	£73,100	£253,508			£73,100	£253,508		Investment Returns are significantly down due to low rates of return and also reduced cash balances because of higher capital expenditure as approved by Members.
Page 15 TM FS 02	Treasury Management - Investment returns vs RPI vs CPI	0.2%	0.7%			0.2%	0.7%		Investment Returns are significantly down due to low rates of return and also reduced cash balances

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FINANCIAL RESULTS 2020/21 - TO THE END OF JANUARY 2021

Finance & Investment Advisory Committee - 25 March 2021

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

Status: For Consideration

Also considered by: Cabinet - 18 April 2021

Key Decision: No

This report supports the Key Aim of: Effective Management of Council Resources

Portfolio Holder: Cllr. Matthew Dickins

Contact Officers: Alan Mitchell, Ext. 7483

Adrian Rowbotham, Ext. 7153

Recommendation to Finance and Investment Advisory Committee:

That the report be noted, and any comments forwarded to Cabinet.

Recommendation to Cabinet:

Cabinet considers the comments from Finance and Investment Advisory Committee and notes the report.

Reason for recommendation: Sound financial governance of the Council.

Introduction and Background

- 1 The year-end position at the end of January was forecast to be an unfavourable variance of £95,000 which represents 0.61% of net service expenditure totalling £15.581m.
- 2 The forecasted increase in expenditure or income losses which related to COVID-19 total £5.07m and the net impact after grants received from Government is £0.33m.
- 3 The table below sets out the current position in terms of the Government's Income Compensation Scheme. Two claims have been submitted to date, July and November with a further claim and reconciliation at the end of March 2021.

Table 1: COVID-19 Sales, Fees and Charges Compensation Scheme

	<u>£m</u>
Projected total net claim	2.436
Net claim to November 2020	1.573

- 4 The financial cost of the COVID-19 pandemic started at the very end of March 2020 and therefore the financial cost was limited in 2019/20 and has already been reported. However, as the current forecast position shows, a far greater impact will be incurred within the 2020/21 financial year. This and the future financial impact have been addressed through the 10-year budget process which was approved by Council on 17 November 2020.

Year to Date - Areas of Note

- 5 Pay costs - The expenditure to date on staff costs is £48,000 below budget. The current Full Time Equivalent position split between SDC staff, Agency and Casual staff is detailed within the staffing stats (section 5) and the impact of salary variances are included within the Chief Officer commentaries.
- 6 The 2020/21 pay award was approved at 2.75%, which is 0.75% higher than budgeted. This has cost an additional £130,000.
- 7 Income - the Council receives a number of different income streams to help balance the budget; section 8 of the monitoring pack provides details in relation to the main streams. At the end of January, income as detailed within the report is significantly below budget. Some of this will be mitigated by the COVID-19 Sales, Fees and Charges Compensation scheme as summarised in Table 1.
- 8 Investment Returns - the return to date on the treasury management investments held by the Council is lower than budget with interest received to date totalling £73,000 compared to a budget of £253,000 year to date. The forecasted income from investments is £215,000 below the £300,000 annual budget. This is due to very low interest rates being offered by counterparties and our cash balances being lower than in previous years due the impact of COVID-19 and planned use within the capital programme.
- 9 Council Tax - collection levels are expected to be below budgeted levels due to the impacts of COVID-19. Due to the way in which the Collection Fund is accounted for, this will not impact the Council until 2021/22.
- 10 Retained Business Rates - Income expectation of £2.139m forms part of the 2020/21 budget; any receipts over and above this amount, including those that result from being a beneficiary of the Kent Business Rates Pool, will be transferred to the Budget Stabilisation Reserve. Regular monitoring takes

place, with any amendments feeding into the outturn forecasts. The current projection is that £454,000 of additional receipts will be received.

Year End Forecast

- 11 The year-end forecast position is an unfavourable variance of £94,000 (after the inclusion of the Covid-19 Sales, Fees and Charges Compensation Scheme forecasted total claim).
- 12 In paragraphs 12 to 22 there are details of the larger variances, both favourable and unfavourable.

Net Service Expenditure - Favourable Variances

- 13 Within Miscellaneous Finance the forecasted favourable variance £3.9m which is made up of the receipt of a number of grants, including the Covid-19 Sales, Fees and Charges Compensation Scheme and the balance of the £1.57m Government COVID-19 grant which are offsetting additional costs or losses in income incurred in other areas.
- 14 Parking Enforcement is forecasting a favourable variance of £40,000 due to a new contract with Tandridge District Council.
- 15 Corporate Management is forecasting that there will be an underspend of £76,000 which as a result of reduced expenditure on bought-in external services and some minor proportions on salaries which are attributed to the corporate management of the organisation.
- 16 Planning Policy are forecasting a favourable variance of £64,000. Income has recovered extremely well and a number of large applications have meant the income budget will be exceeded. However, this is being used to offset other unfavourable variance as highlighted in paragraph 22

Net Service Expenditure - Unfavourable Variances

- 17 Homelessness prevention is forecasting an adverse variance of £129,000 which is the additional cost being incurred relating to an increased number of people being put in temporary accommodation This reduced from £240,000 following receipt of an additional Homelessness grant. The homelessness funding is currently being reviewed in order to fund the programme in future years.
- 18 Land charges fees were revised for 2019/20 but the number of searches has remained down compared to previous years. Due to COVID-19 the level of searches has dropped even lower leading to a £65,000 unfavourable forecast.
- 19 Local Tax is forecasting an unfavourable variance of £435,000 due to COVID-19 £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. The total underachievement of income on Enforcement is estimated to be £100,000, which is £20,000 higher than last year due to COVID.

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- 20 Car parking fees were suspended on the 23 March due to COVID-19 but were reintroduced in June, with some free parking. This coupled with the significant drop in car park usage has led to a significant loss of income with Car Parks forecasting an adverse variance of £2.047m. Similarly, with On-Street Car Parking which is also forecasting an unfavourable variance of £681,000. The loss of Car Parking income is the largest amount included in the COVID-19 Sales, Fees and Charges Compensation claim.
- 21 Direct Services are forecasting an unfavourable variance of £240,000 due to loss of income in areas such as bulky waste, trade waste, MOT's and pest control and increased costs such as the increased use of agency to cover staff shortages due to COVID-19.
- 22 Due to COVID-19 the Print Shop was unable to conduct business as normal for both internal and external customers. An unfavourable variance of £58,000 is forecast.
- 23 Within Development & Conservation there are a number of smaller variances some of which are losses of income due to COVID-19 with the overall variance being £75,000. Within the services there are some savings due to staff vacancies but these will be utilised to offset other staff budget overspends including career training.

Other Variances

- 24 Interest Receipts - current levels of investment returns and expected rates going forward, along with reduced cash levels due to ongoing loss of income, have resulted in an unfavourable variance of £215,000 being forecast.
- 25 Investment Property Income - forecasting an unfavourable variance of £136,000. The majority of properties held within the Property Investment Strategy continue to achieve the income levels predicted. Due to a tenant going into administration as a result of COVID-19 a single property has not produced income in line with budget and this loss of income is reflected in the unfavourable variance of £96,000 which has been addressed by 21/22 SCIA 13. In addition Business Rates have been charged in relation to the Burlington Mews show home.

Future Issues and Risk Areas

- 26 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:
 - COVID-19 continues to affect the entire authority and is being closely monitored. As part of the 10-year budget process the expected financial cost has been projected and solutions presented and approved
 - Ongoing impact of COVID-19 on the leisure industry and Council owned leisure facilities.

- Ongoing Temporary Accommodation costs within the district, excluding COVID-19 related costs.
- COVID-19 related risks are currently the greatest concern. Also, additional staffing costs for Direct Services are possible if a number of staff self-isolate as the intention is to continue at normal service levels wherever possible.
- The Environmental Partnership dissolution costs.
- Car parking customer numbers were increasing up to November, but it is uncertain what the impact will be for the rest of the year especially with subsequent local Tier restriction and further national lockdowns.
- The likely effect of the Government's Income Compensation scheme is included elsewhere in this report.
- Potential unknown liabilities associated with Business Rates relating to distressed leases. A systemic risk associated with the pandemic may result in further loss of income.
- Feasibility costs for property investments and development of council owned assets.
- Land Charges - being monitored, some positive impact from Stamp Duty holiday, budget also to be reviewed in 2021/22 in light of changes to the service with the Land Registry.
- There remains the risk that planning decisions and enforcement action will be challenged, either at appeal or through the Courts.
- The Local Plan legal challenge is ongoing
- The Building Control dissolutions costs
- The financial impact of proposed changes to the Planning System will need to be carefully considered.

27 The potential impact of Brexit is being monitored and addressed as part of the Council's risk management process.

Key Implications

Financial

The financial implications are set out elsewhere in this report.

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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.

Appendices

Appendix A - January 2021 Budget Monitoring Commentary

Appendix B - January 2021 Financial Information

Background Papers

None

Adrian Rowbotham

Deputy Chief Executive and Chief Officer - Finance & Trading

Service	Budget to Date £'000	Actual to January £'000	Variance to date £'000	Annual Forecast Variance due to COVID-19 £'000	Annual Forecast Variance due to other factors £'000	Total Annual Forecast Variance £'000	Explanation for year end variances greater than £10k (starred items)
People and Places							
Compliance & Enforcement	0	-37	-37			0	External funding received from Government for recruiting four Town Centre Ambassadors appointed in early December 2020.
Community Safety	174	170	-4		-25	-25	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.
The Community Plan	50	46	-5		-14	-14	Staff under spend due to People and Places recent management restructure.
Leisure Contract	71	84	13	6		6	Sencio annual Management Fee paid upfront for full year (approved by Cabinet), rather than the quarterly payments, to enable business resilience during leisure centre closures. Additional expenditure has been incurred to support external consultancy costs regarding the impact of COVID-19 on leisure.
Tourism	25	-29	-54			0	Income received from partners ahead of spend.
Community Sports Activation Fund	15	33	18			0	Salary costs for Communities Officer which will be drawn down from Reserves to cover.
West Kent Kick Start	0	-18	-18			0	Grant Funding received ahead of spend.
Youth	42	24	-18	-9		-9	Youth delivery is being reviewed due to COVID restrictions on hosting external events. Any savings could contribute towards wider overspends in the department.

Future Issues/Risk Areas

Ongoing impact of COVID-19 on the leisure industry and Council owned leisure facilities.

Service	Budget to Date £'000	Actual to January £'000	Variance to date £'000	Annual Forecast Variance due to COVID-19 £'000	Annual Forecast Variance due to other factors £'000	Total Annual Forecast Variance £'000	Explanation for year end variances greater than £10k (starred items)
Development and Conservation							
Building Control	-106	-123	-17			0	Loss of income due to COVID-19 is not expected; any income above the budget is planned to be carried forward for reinvesting into the service
Conservation	98	112	13		17	17	Increase in staff costs due to an increase in hours; the variance is offset by staff budget savings in other areas.
Planning Policy	366	333	-33		-64	-64	Staff budget savings utilised to cover staff budget overspends in other areas and career training.
LDF Expenditure	0	31	31			0	Legal Fees re Local Plan challenge, will be funded from the Local Plan reserve.
Planning - CIL Administration	-22	-12	11	20		20	Loss of income due to COVID-19.
Planning - Development Management	88	31	-57		-11	-11	Loss of income reversed as major applications received.
Planning - Enforcement	239	290	51		81	81	Staff costs over budget due to additional resource invested.
Planning Performance Agreement	0	40	40			0	Urban Designer post costs, which will be offset by drawdown from allocated reserves (PPAs fees).
Administrative Expenses - Building Control	10	1	-9		-10	-10	Admin budget saving due to costs being charged to the BC Partnership.
Administrative Expenses - Planning Services	29	44	15	5	27	32	COVID-19 related - tablets for the team; non-COVID-19 related - career training, offset by staff budget savings.

Future Issues/Risk Areas

There remains the risk that planning decisions and enforcement action will be challenged, either at appeal or through the Courts.
The Local Plan legal challenge is ongoing
Recruiting to vacant posts continues to be difficult.
The financial impact of proposed changes to the Planning System will need to be carefully considered.
BC Partnerships dissolution costs.

Area	Budget to Date £'000	Actual to January £'000	Variance to date £'000	Annual Forecast Variance due to COVID-19 £'000	Annual Forecast Variance due to other factors £'000	Total Annual Forecast Variance £'000	Explanation for year end variances greater than £10k (starred items)
Finance and Investments							
Asset Maintenance CCTV	15	5	-10			0	Behind profile due to COVID-19 restrictions but expected to catch up during the year.
Benefits Admin	422	290	-132		-97	-97	Grant received is higher than budgeted.
Dartford Rev&Ben Partnership Hub (SDC costs)	1,550	1,471	-79			0	Grants to be carried forward to support reducing grants in future years.
Dartford Audit Partnership Hub (SDC Costs)	184	146	-39			0	Underspend due to the vacant Lead Auditor Post now filled.
Local Tax	-103	253	356	392	43	435	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.
Misc. Finance	1,167	97	-1,070	-3,513		-3,513	COVID-19 Grant offset by additional COVID-19 related expenditure. The remainder will offset forecast loss of income due to COVID-19 on other lines. The forecast has been adjusted to account for Tranche 4 of the COVID-19 Grant and anticipated payments under the income compensation scheme.
Administrative Expenses - Finance	19	30	11		8	8	Additional costs relating to works carried out to improve the Finance IT system, including works on replacement of the Task system.
Support - Finance Function	195	181	-14		-12	-12	Underspend due to Assistant Accountant vacancy now filled.
Support - Legal Function	212	179	-34		-31	-31	Staff turnover and underspend on specialist advice.

Future Issues/Risk Areas

Covid-19 related risks are currently the greatest concern.

Service	Budget to Date £'000	Actual to January £'000	Variance to date £'000	Annual Forecast Variance due to COVID-19 £'000	Annual Forecast Variance due to other factors £'000	Total Annual Forecast Variance £'000	Explanation for year end variances greater than £10k (starred items)
Cleaner and Greener							
Asset Maintenance Argyle Road	64	93	29			0	Car park resurfacing work undertaken.
Asset Maintenance Leisure	155	102	-53			0	Leisure centres have experienced closures due to COVID-19 which has delayed spend. However proactive maintenance is planned including boiler replacement and is expected to bring this area back on budget.
Asset Maintenance Support & Salaries	158	35	-122			0	Behind profile due to COVID-19 and restrictions on contractors being onsite. Some external works carried out and likely to catch up during the year.
Car Parks	-1,695	-193	1,501	1,987	60	2,047	Suspension of parking charges due to COVID-19 had a significant impact on income during the first quarter of the year. Although charges have been reintroduced usage is lower than usual due to COVID-19 and further lockdowns continue to have a negative impact. Forecasts have been adjusted to take account of receipts to the end of January which were even lower than anticipated and a reduced level of usage in for the rest of the year due to national COVID-19 restrictions. This has resulted in a net worsening of the forecast of £134,000. The forecast incorporates the impact of the reduction in parking charges for December as agreed by members.
CCTV	247	279	33			0	Annual payments, partially relating to 21/22 are causing an adverse variance. Will be corrected at year end.
Civil Protection	58	42	-16			0	Expenditure behind profile. Expected to be on budget at year end.
Dartford Environmental Hub (SDC Costs)	586	550	-36			0	Staff budget savings will be utilised to offset the DBC support charge.
Car Parking - On Street	-442	133	574	681		681	Suspension of parking charges and reduced income on PCN's due to COVID-19. Forecasts have been adjusted to take account of receipts to the end of January, including the period relating to national COVID-19 restrictions.
EH Commercial	235	195	-39	3	31	34	Loss of income due to COVID & legal costs. KCC 50k Test & Trace grant will be carried forward to the next financial year to be spent in line with grant conditions.
EH Animal Control	-2	11	13	7	10	17	Loss of income due to COVID and historically low collection of kennel fees.
EH Environmental Protection	308	322	13	4	1	5	Loss of income due to COVID; Agency staff costs partially offset by salaries budget in EH Commercial team.
Parking Enforcement - Tandridge DC	-22	-84	-62		-40	-40	Additional income relating to the new contract with Tandridge District Council forecast, partially offset by the additional cost of transferred staff and running the service.

Service	Budget to Date £'000	Actual to January £'000	Variance to date £'000	Annual Forecast Variance due to COVID-19 £'000	Annual Forecast Variance due to other factors £'000	Total Annual Forecast Variance £'000	Explanation for year end variances greater than £10k (starred items)
Estates Management - Buildings	3	74	71		50	50	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.
Estates Management - Grounds	104	118	13		13	13	Overspend relating to hedge cutting costs and essential maintenance work.
Housing Premises	8	-3	-11			0	Income received above budgeted levels.
Kent Resource Partnership	-55	-124	-69			0	Funding received ahead of expenditure.
Licensing Partnership Hub (Trading)	21	43	22			0	Overspend is due to 2 temporary staff, it will be funded by the HUB surpluses from previous years.
Licensing Regime	-20	11	31	27	11	38	Loss of income due to COVID; staff budgets variance due to a change in salaries allocations.
Asset Maintenance Operatives	3	-10	-13			0	Expenditure behind profile. Expected to be on budget at year end.
Markets	-137	-177	-40	50	-25	25	Income currently showing ahead of budget. However loss of income due to COVID-19 closures is likely and a forecast represents the weeks that Swanley market has been closed.
Parks - Greensand Commons Project	0	24	24			0	Claim made but not yet paid for costs from Heritage Lottery Fund (HLF).
Parks - Rural	133	151	18		15	15	Additional vehicle costs and health and safety tree works. Income from coppiced timber sales will be delayed until the new financial year.
Refuse Collection	2,378	2,354	-24		25	25	Recycling: Glass income is lower than budget due to both volume and price, and is not expected to fully recover during the year.
Support - Central Offices	445	403	-42			0	Behind profile due to COVID-19 and restrictions on contractors being onsite.
Support - General Admin (Post/Scanning)	158	136	-22	-10	-5	-15	Reduced postage costs including summons and reminders not being sent out.

Service	Budget to Date £'000	Actual to January £'000	Variance to date £'000	Annual Forecast Variance due to COVID-19 £'000	Annual Forecast Variance due to other factors £'000	Total Annual Forecast Variance £'000	Explanation for year end variances greater than £10k (starred items)
Direct Services Trading account	-150	81	232	205	35	240	<p>Agency Use - This has had to be increased greatly due to severe staff shortages due to Covid-19 positive infections and is continuing because although staff have returned to work we have a high number now taking 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 is currently 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 it appears that this has resulted in increased income. We are now finding that not all collection days are full so we may consider reducing the number of collection days available each week therefore lowering the cost of agency labour and transport. We are still not providing any Saturday bulky collections for parishes or larger bulky waste quotes.</p> <p>Trade Waste - income this year to date is £254,000 and last year to date was £365,000. A few customers have ceased trading, a number have closed again due to the current lockdown restrictions. This lost income will not be recovered this year. The large difference against budget is because this was increased on the assumption that we would actively seek more trade customers this year (extra £102,000 income target). It is therefore estimated that we will only achieve £315,000 income on this account against a budget of £550,000.</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 1,520 customers since April 2020 and income levels are slightly ahead of target despite the budget increase this year and entering the quiet period for new customers.</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> <p>Pest Control - the loss of income continues due in part to suspension of service April - July 2020. The service is still not operating fully as operatives are not entering customer homes to carry out</p>
Taxis	19	5	-14	37	-57	-20	Loss of income due to COVID; staff budgets variance due to a change in salaries allocations.

Service	Budget to Date £'000	Actual to January £'000	Variance to date £'000	Annual Forecast Variance due to COVID-19 £'000	Annual Forecast Variance due to other factors £'000	Total Annual Forecast Variance £'000	Explanation for year end variances greater than £10k (starred items)
<p>Covid-19 related risks are currently the greatest concern. Car parking customer numbers are increasing but it is uncertain what the impact will be for the rest of the year especially with a second lockdown. Also additional staffing costs for Direct Services are possible if a number of staff self isolate as the intention is to continue at normal service levels wherever possible. EH Partnership dissolution costs.</p>							

Service	Budget to Date £'000	Actual to P10 £'000	Variance to date £'000	Annual Forecast Variance due to COVID-19 £'000	Annual Forecast Variance due to other factors £'000	Total Annual Forecast Variance £'000	Explanation for year end variances greater than £10k (starred items)
Housing and Health							
Homeless	183	317	134	94		94	Demand for temporary/emergency accommodation saw an increase in December. This budget is planned to be on target due to funding from reserves and external grants. This overspend will need to be offset and funded from either Govt's COVID grant, other external grants or central reserves.
Housing Register	49	72	23			0	Due to additional costs required on the Housing Register to address the inherited application backlog, temporary staffing resource was put in place to address. This additional resource will be offset by existing reserves in the department.
Next Steps Accommodation Programme	-48	-91	-43	16		16	External funding received from MHCLG Next Steps Accommodation Fund for COVID rough sleepers, funding for this is shown in COVID grant income.
Housing Pathway Co-ordinator	0	18	18			0	External funding received from MHCLG towards Rough Sleeper Initiative.
Homelessness Prevention	0	126	126	129		129	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 . This is being reviewed on an ongoing basis however it is difficult to accurately predict final spend. This overspend will need to be offset and funded from either Govt's COVID grant, other external grants or central reserves.
Private Sector Housing	245	263	18		11	11	Legal costs incurred by the Council in relation to a tribunal for a park home site in the district partially offset by staff underspends.
One You - Your Home Project	0	-10	-10			0	External funding received in advance from Age UK towards project costs. End of year will be as per budget.
PCT Health Checks	-3	-22	-19			0	External funding received in advance from Kent Public Health.
Homelessness Funding	92	76	-16			0	External funding (FHSG - staff related spend).
PCT Initiatives	21	-20	-41			0	External funding received in advance towards various One You Projects (e.g. West Kent One Systems for Health). End of year will be as per budget.

Future Issues/Risk Areas

Ongoing Temporary Accommodation costs within the district, excluding COVID-19 related cost.

Service	Budget to Date £'000	Actual to January £'000	Variance to date £'000	Annual Forecast Variance due to COVID-19 £'000	Annual Forecast Variance due to other factors £'000	Total Annual Forecast Variance £'000	Explanation for year end variances greater than £10k (starred items)
Improvement and Innovation							
Asset Maintenance IT	241	113	-128			0	Spend as per 10-year asset maintenance plan - Any surplus to IT Asset Maintenance reserve at year end agreed.
Corporate Management	834	762	-71		-75	-75	It is currently forecast that there will be an 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.
Corporate - Other	-35	0	35		38	38	The savings made on vacant posts are currently lower than the budget profiled for the year to date. Under the current circumstances it is anticipated that staff turnover will reduce this year and that the vacant posts savings will not be achieved.
Elections	128	148	21		-5	-5	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.
External Communications	188	157	-31	-11	-11	-22	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.

Service	Budget to Date £'000	Actual to January £'000	Variance to date £'000	Annual Forecast Variance due to COVID-19 £'000	Annual Forecast Variance due to other factors £'000	Total Annual Forecast Variance £'000	Explanation for year end variances greater than £10k (starred items)
Land Charges	-88	-39	49	50	15	65	COVID-19 impacts in first half of the year, some recovery evident at present - to be monitored as year progresses.
Members	385	350	-35	-30	-10	-40	Underspend projected due to reduced member travel claims and training. Members allowances lower than budgeted levels.
Register of Electors	207	170	-37		-27	-27	EOY Forecast underspend due to vacant post and maternity leave.
Administrative Expenses - Corporate Services	17	3	-14	-15		-15	Underspend on training budget due to current environment.
Administrative Expenses - Legal and Democratic	62	46	-16	-10		-10	EOY forecast underspend due to reduction in internal printing which will be offset by reduction in income for the Print Studio. Current underspend position also includes invoices awaited.
Support - Contact Centre	582	556	-26		-20	-20	Underspend due to staff turnover.
Support - General Admin (Print Shop)	-3	43	46	73	-15	58	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 a
Support - IT	1,066	1,021	-45	-7		-7	Forecast underspend due to reduction in copying costs, current variance due to outstanding invoices awaited.
Support - Human Resources	296	351	55		33	33	Forecast overspend due to recruitment costs, and currently looking at adjustment for Salary Sacrifice schemes

Future Issues/Risk Areas

IT - overspend on telephony offset by current underspend on salaries.
Land Charges - being monitored, some positive impact from Stamp Duty holiday, budget also to be reviewed in 2021/22 in light of changes to the service with the Land Registry.

Appendix B : Summary

	Y-T-D Actual £'000	Annual Budget £'000	ACTUAL Variance £'000	Annual Forecast (including Accruals) £'000	Annual Variance £'000	Annual Variance %
Position as at the end of January 2021						
People and Places	506	671	(165)	630	(42)	(6.2)
Development and Conservation	1,238	1,106	132	1,181	75	6.8
Finance and Investments	3,856	2,848	1,008	(746)	(3,595)	(126.2)
Cleaner and Greener	6,352	4,753	1,599	7,852	3,099	65.2
Housing and Health	1,006	829	177	1,073	244	29.4
Improvement and Innovation	4,355	5,604	(1,249)	5,567	(37)	(0.7)
Services Total	17,314	15,814	1,502	15,557	(256)	(1.6)
Adjustments to Reconcile to amount to be met from reserves: Capital Charges outside the General Fund	(50)	(60)	10	(60)	0	0.0
Adjustments to Reconcile to amount to be met from reserves: Support Services outside the General Fund	(144)	(172)	29	(172)	0	0.0
Redundancy Costs	99	0	99	0		-
NET SERVICE EXPENDITURE	17,220	15,582	1,639	15,325	(256)	(1.6)
	1,000	1,000	0			(100.0)
New Homes Bonus	(1,041)	(1,249)	208	(1,249)	0	0.0
Retained Business Rates	(1,783)	(2,139)	357	(2,593)	(454)	(21.2)
Council Tax	(9,387)	(11,264)	1,877	(11,264)	0	(0.0)
Summary excluding Investment Income	5,010	930	4,081	219	(710)	(76.4)
Investment Property Income	(1,028)	(1,428)	400	(1,292)	136	0.0
Interest Receipts	(73)	(300)	227	(85)	215	0.0
OVERALL TOTAL	3,909	(798)	4,708	(1,158)	(359)	45.0
Planned Appropriation to/(from) Reserves	(375)	(450)	75	(450)	0	
Other Reserve Movements	0	1,249	0	1,703	454	
Supplementary Estimates	0	0	0	0	0	
(Surplus)/Deficit	3,534	(0)	4,783	95	95	

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Appendix B : Summary by Service

	Y-T-D Actual £'000	Y-T-D Budget £'000	Y-T-D Variance as at y-t-d £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
Position as at the end of January 21						
People & Places SDC Funded	£'000	£'000	£'000	£'000	£'000	£'000
All Weather Pitch	(4)	(4)	(0)	(5)	(5)	-
Community Safety	170	174	(4)	209	184	(25)
Community Development Service Provisions	(6)	(6)	-	(6)	(6)	-
Community Housing Fund	6	-	6	-	-	-
The Community Plan	46	50	(5)	60	46	(14)
Grants to Organisations	177	176	1	180	180	-
Leisure Contract	84	71	13	108	114	6
Leisure Development	20	20	(0)	20	20	-
Administrative Expenses - Communities & Business	21	16	5	22	22	-
Tourism	(29)	25	(54)	27	27	-
Leader Programme	5	4	1	5	5	-
West Kent Partnership	(4)	(6)	2	-	-	-
Youth	24	42	(18)	51	42	(9)
Total People & Places SDC Funded	509	562	(53)	671	630	(42)
People & Places Externally Funded	£'000	£'000	£'000	£'000	£'000	£'000
Business Area Improvement Fund	1	-	1	-	-	-
Compliance & Enforcement	(37)	-	(37)	-	-	-
Dunton Green Projects - S106	(1)	-	(1)	-	-	-
Partnership - Home Office	(4)	(6)	1	-	-	-
Community Sports Activation Fund	33	15	18	-	-	-
Sportivate Inclusive Archery Project	(0)	-	(0)	-	-	-
Sport Satellite Clubs	(1)	-	(1)	-	-	-
Troubled Families Project	(2)	-	(2)	-	-	-

Position as at the end of January 21	Y-T-D Actual £'000	Y-T-D Budget £'000	Y-T-D Variance as at y-t-d £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
West Kent Business Rates Retention	1	-	1	-	-	-
West Kent Enterprise Advisor Network	29	28	1	-	-	-
West Kent Kick Start	(18)	-	(18)	-	-	-
West Kent Partnership Business Support	(5)	-	(5)	-	-	-
People & Places Externally Funded	(3)	38	(41)	-	-	-
Total People & Places	506	600	(94)	671	630	(42)

	Y-T-D Actual £'000	Y-T-D Budget £'000	Y-T-D Variance as at y-t-d £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
Position as at the end of January 21						
Development and Conservation	£'000	£'000	£'000	£'000	£'000	£'000
Building Control Partnership Members	-	-	-	-	-	-
Building Control Partnership Hub (SDC Costs)	333	331	2	-	-	-
Building Control	(123)	(106)	(17)	(127)	(127)	-
Conservation	112	98	13	118	134	17
Dangerous Structures	0	2	(2)	3	3	-
Planning Policy	333	366	(33)	535	471	(64)
LDF Expenditure	31	-	31	-	-	-
Planning - Appeals	157	166	(9)	207	214	7
Planning - CIL Administration	(12)	(22)	11	(67)	(47)	20
Planning - Counter	-	(5)	5	(6)	(2)	4
Planning - Development Management	31	88	(57)	109	98	(11)
Planning - Enforcement	290	239	51	275	355	81
Planning Performance Agreement	40	-	40	-	-	-
Administrative Expenses - Building Control	1	10	(9)	12	2	(10)
Administrative Expenses - Planning Services	44	29	15	48	80	32
Total Development and Conservation	1,238	1,196	42	1,106	1,181	75
Finance and Investments	£'000	£'000	£'000	£'000	£'000	£'000
Asset Maintenance CCTV	5	15	(10)	18	18	-
Asset Maintenance Countryside	8	7	1	9	9	-
Asset Maintenance Direct Services	27	34	(7)	41	41	-
Asset Maintenance Playgrounds	11	7	4	8	8	-
Asset Maintenance Public Toilets	-	6	(6)	7	7	-
Benefits Admin	290	422	(132)	52	(45)	(97)
Benefits Grants	479	479	0	(25)	(25)	-
Dartford Rev&Ben Partnership Hub (SDC costs)	1,471	1,550	(79)	-	-	-

	Y-T-D Actual £'000	Y-T-D Budget £'000	Y-T-D Variance as at y-t-d £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
Position as at the end of January 21						
Dartford Audit Partnership Hub (SDC Costs)	146	184	(39)	-	-	-
Housing Advances	-	1	(1)	1	1	-
Local Tax	253	(103)	356	(90)	345	435
Misc. Finance	97	1,167	(1,070)	1,485	(2,405)	(3,890)
Administrative Expenses - Chief Executive	5	14	(9)	22	22	-
Administrative Expenses - Finance	30	19	11	26	34	8
Administrative Expenses - Revenues and Benefits	(0)	-	(0)	-	-	-
Administrative Expenses - Strategic Property	0	-	0	-	-	-
Support - Rev & Ben Control	181	181	(0)	217	217	-
Support - Counter Fraud	47	47	-	56	56	-
Support - Audit Function	163	157	7	189	181	(8)
Support - Exchequer and Procurement	133	130	3	154	154	-
Support - Finance Function	181	195	(14)	235	223	(12)
Support - Legal Function	179	212	(34)	255	224	(31)
Support - Procurement	7	5	1	6	6	-
Support - Property Function	50	44	6	53	53	-
Treasury Management	97	104	(7)	128	128	-
Total Finance and Investments	3,856	4,876	(1,019)	2,848	(747)	(3,595)
Cleaner and Greener	£'000	£'000	£'000	£'000	£'000	£'000
Asset Maintenance Argyle Road	93	64	29	77	77	-
Asset Maintenance Other Corporate Properties	25	28	(3)	34	34	-
Asset Maintenance Hever Road	37	33	5	39	39	-
Asset Maintenance Leisure	102	155	(53)	186	186	-
Asset Maintenance Support & Salaries	35	158	(122)	236	236	-
Asset Maintenance Sewage Treatment Plants	-	7	(7)	9	9	-
Bus Station	17	8	9	7	7	-
Car Parks	(193)	(1,695)	1,501	(1,985)	62	2,047

	Y-T-D Actual £'000	Y-T-D Budget £'000	Y-T-D Variance as at y-t-d £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
Position as at the end of January 21						
CCTV	279	247	33	277	277	-
Civil Protection	42	58	(16)	69	69	-
Dartford Environmental Hub (SDC Costs)	550	586	(36)	-	-	-
Car Parking - On Street	133	(442)	574	(480)	202	681
EH Commercial	195	235	(39)	281	315	34
EH Animal Control	11	(2)	13	4	21	17
EH Environmental Protection	322	308	13	387	392	5
Emergency	58	58	0	69	69	-
Parking Enforcement - Tandridge DC	(84)	(22)	(62)	(29)	(69)	(40)
Estates Management - Buildings	74	3	71	(2)	48	50
Estates Management - Grounds	118	104	13	125	138	13
Housing Other Income	(19)	(12)	(7)	(14)	(14)	-
Housing Premises	(3)	8	(11)	16	16	-
Kent Resource Partnership	(124)	(55)	(69)	-	-	-
Licensing Partnership Hub (Trading)	43	21	22	-	-	-
Licensing Partnership Members	-	-	-	-	-	-
Licensing Regime	11	(20)	31	(7)	31	38
Asset Maintenance Operatives	(10)	3	(13)	4	4	-
Markets	(177)	(137)	(40)	(192)	(167)	25
Parks - Greensand Commons Project	24	-	24	-	-	-
Parks and Recreation Grounds	104	109	(6)	132	132	-
Parks - Rural	151	133	18	163	178	15
Public Transport Support	-	0	(0)	0	0	-
Refuse Collection	2,354	2,378	(24)	2,826	2,851	25
Administrative Expenses - Direct Services	0	-	0	-	-	-
Administrative Expenses - Health	-	7	(7)	9	0	(9)
Administrative Expenses - Licensing	0	6	(6)	8	1	(7)
Administrative Expenses - Property	1	3	(1)	3	3	-
Administrative Expenses - Transport	2	5	(2)	7	7	-

	Y-T-D Actual £'000	Y-T-D Budget £'000	Y-T-D Variance as at y-t-d £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
Position as at the end of January 21						
Street Cleansing	1,242	1,246	(4)	1,495	1,495	-
Support - Central Offices	403	445	(42)	488	488	-
Support - Central Offices - Facilities	216	220	(4)	275	275	-
Support - General Admin	1	4	(3)	5	5	-
Support - General Admin (Post/Scanning)	136	158	(22)	189	174	(15)
Support - Health and Safety	8	16	(8)	19	19	-
Support - Direct Services	43	38	4	49	49	-
Direct Services Trading account	81	(150)	232	(109)	131	240
Taxis	5	19	(14)	35	15	(20)
Public Conveniences	45	40	5	47	47	-
Total Cleaner and Greener	6,352	4,375	1,977	4,753	7,852	3,099
Housing and Health	£'000	£'000	£'000	£'000	£'000	£'000
Energy Efficiency	-	(0)	0	-	-	-
Gypsy Sites	2	(1)	3	(1)	1	2
Health Improvements	37	43	(7)	52	45	(7)
Homeless	317	183	134	233	327	94
Housing Register	72	49	23	51	51	-
Disabled Facilities Grant Administration	0	4	(4)	(50)	(50)	-
Housing	142	136	6	153	153	-
Housing Initiatives	36	41	(5)	49	45	(4)
Next Steps Accommodation Programme	(91)	(48)	(43)	-	16	16
Housing Pathway Co-ordinator	18	-	18	-	-	-
Homelessness Prevention	127	-	127	-	129	129
Housing Energy Retraining Options (HERO)	81	75	7	48	48	-
Private Sector Housing	261	245	16	294	304	11
Administrative Expenses - Housing	7	-	7	-	3	3
Sevenoaks Switch and Save	3	-	3	-	-	-

	Y-T-D Actual £'000	Y-T-D Budget £'000	Y-T-D Variance as at y-t-d £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
Position as at the end of January 21						
One You - Your Home Project	(10)	-	(10)	-	-	-
Choosing Health WK PCT	(30)	(20)	(10)	-	-	-
Dementia Area Project - Run Walk Push	(0)	-	(0)	-	-	-
PCT Health Checks	(22)	(3)	(19)	-	-	-
Homelessness Funding	76	92	(16)	-	-	-
PCT Initiatives	(20)	21	(41)	-	-	-
Total Housing and Health	1,006	817	189	829	1,073	244
Improvement and Innovation	£'000	£'000	£'000	£'000	£'000	£'000
Action and Development	1	6	(5)	8	8	-
Asset Maintenance IT	113	241	(128)	289	289	-
Civic Expenses	15	17	(2)	17	17	-
Consultation and Surveys	-	-	-	4	(0)	(4)
Corporate Management	762	834	(71)	1,107	1,032	(75)
Corporate Projects	86	85	1	102	102	-
Corporate - Other	-	(35)	35	64	102	38
Democratic Services	135	134	1	161	161	-
Economic Development	20	29	(10)	37	37	-
Economic Development Property	385	381	5	415	415	-
Elections	148	128	21	145	140	(5)
External Communications	157	188	(31)	216	194	(22)
Land Charges	(39)	(88)	49	(108)	(43)	65
Members	350	385	(35)	464	424	(40)
Performance Improvement	7	7	1	(0)	(0)	-
Register of Electors	170	207	(37)	237	210	(27)
Administrative Expenses - Corporate Services	3	17	(14)	23	8	(15)
Administrative Expenses - Legal and Democratic	46	62	(16)	70	60	(10)
Administrative Expenses - Transformation and Strategy	1	4	(3)	5	5	-

	Y-T-D Actual £'000	Y-T-D Budget £'000	Y-T-D Variance as at y-t-d £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
Position as at the end of January 21						
Administrative Expenses - Human Resources	9	8	1	9	9	-
Street Naming	(1)	1	(2)	1	(5)	(6)
Support - Contact Centre	556	582	(26)	715	695	(20)
Support - General Admin	12	16	(4)	174	174	-
Support - General Admin (Print Shop)	43	(3)	46	(34)	24	58
Support - IT	1,021	1,066	(45)	1,116	1,109	(7)
Support - Local Offices	0	-	0	-	-	-
Support - Nursery	1	-	1	-	-	-
Support - Human Resources	351	296	55	367	400	33
Total Improvement and Innovation	4,355	4,568	(213)	5,604	5,567	(37)
Total SDC	17,314	16,432	882	15,814	15,557	(256)

Appendix B : Salaries

Position as at the end of January 21	Y-T-D Actual £'000	Annual Budget £'000	Annual Forecast £'000	Annual Variance £'000	Annual Variance %
Building Control	304	373	366	(7)	-2%
Planning Services	1,750	2,049	2,073	25	1%
Development and Conservation Total					
	2,054	2,421	2,439	18	1%
Finance and Investments					
Chief Executive	177	210	210	0	0%
Finance	715	910	910	0	0%
Revenues and Benefits	1,303	1,618	1,618	0	0%
Strategic Property	369	447	447	0	0%
Finance and Investments Total					
	2,564	3,185	3,185	0	0%
Cleaner and Greener					
Direct Services	3,303	4,279	4,244	(35)	-1%
Health	545	696	652	(44)	-6%
Licensing	395	463	466	3	1%
Property	518	606	606	0	0%
Transport	461	501	501	0	0%
Cleaner and Greener Total					
	5,221	6,545	6,469	(76)	-1%
Housing and Health					
Housing	487	576	577	1	0%
Housing and Health Total					
	487	576	577	1	0%
Improvement and Innovation					
Corporate Services	1,437	1,759	1,730	(29)	-2%
Legal and Democratic	486	633	584	(49)	-8%
Transformation and Strategy	508	631	618	(14)	-2%
Human Resources	325	358	383	25	7%
Improvement and Innovation Total					
	2,756	3,381	3,314	(66)	-2%
People and Places					
Communities & Business	500	532	573	41	8%
People and Places Total					
	500	532	573	41	8%
Sub Total	13,582	16,640	16,557	(83)	0%
Council Wide - Vacant Posts	0	(61)	(3)	58	-95%
Staff Recruitment and Retention	0	72	72	0	0%
TOTAL SDC Funded Salary Costs	13,582	16,652	16,627	(25)	0%
Externally Funded Total					
Communities & Business*	386	448	463	15	3%
Direct Services*	102	123	123	0	0%
Housing*	190	236	229	(7)	-3%
Externally Funded Total	677	806	814	8	1%
TOTAL Salary Costs	14,260	17,458	17,441	(17)	0%

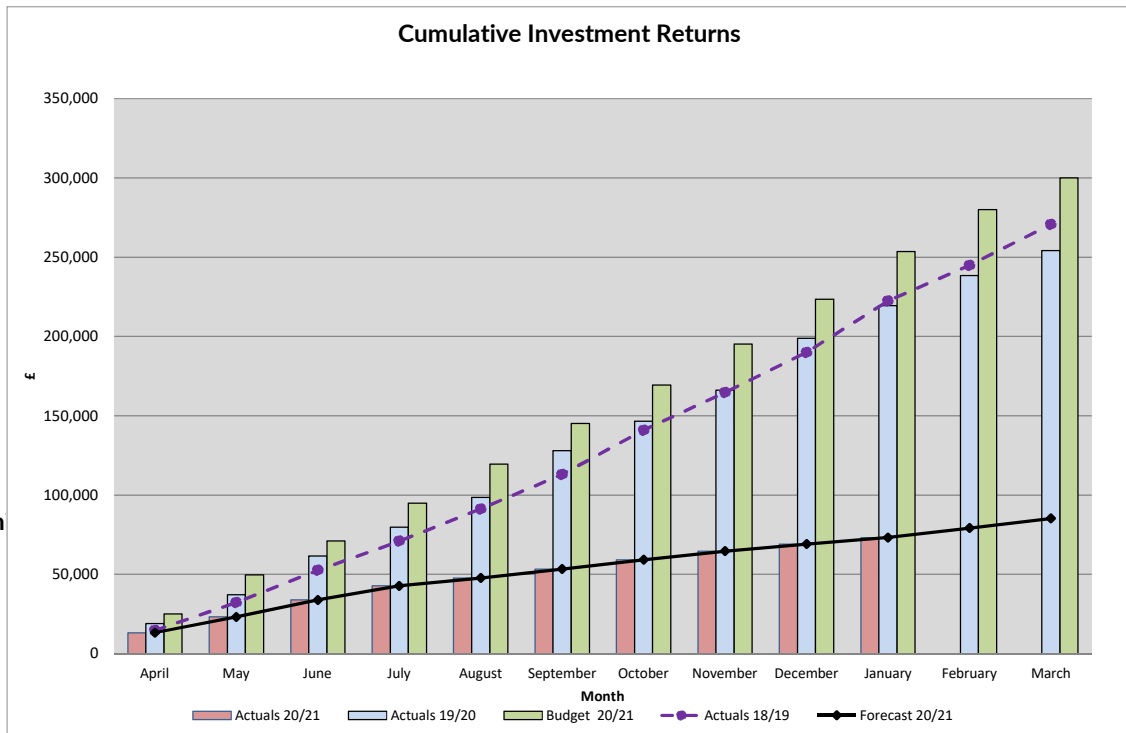
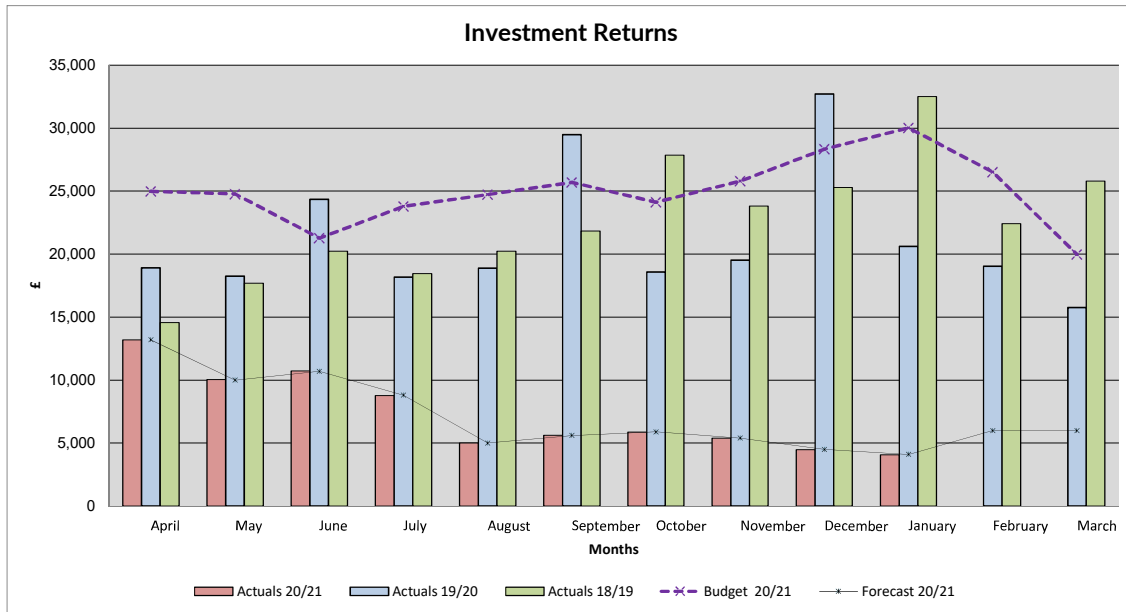
*Externally Funded & Funded from other sources (gross figures). Overspendings here are matched by external funding and represent additional resources secured for the Council since the budget was set.

Appendix B : Staffing Stats - Position as at the end of January 21	Budget FTE*	Staff FTE	Agency FTE	Casual FTE	Total	Decemb er 20 Total
Development and Conservation						
Building Control	8.00	7.00			7.00	7.00
Planning Services	43.47	39.66	3.00		42.66	41.66
Finance and Investments					0.00	0.00
Economic Development Property	9.65	10.19			10.19	7.55
Chief Executive	1.00	1.00			1.00	1.00
Finance	15.00	15.08			15.08	15.08
Property	13.33	11.03			11.03	13.68
Revenues and Benefits	43.14	39.85		0.55	40.40	40.56
Cleaner and Greener					0.00	0.00
Direct Services	127.16	106.59	22.83	0.38	129.80	139.37
Health	12.57	11.24	1.00		12.24	12.24
Licensing	10.59	10.19			10.19	10.19
Transport	13.00	12.97			12.97	12.97
Housing and Health					0.00	0.00
Housing	13.21	15.30			15.30	15.69
Improvement and Innovation					0.00	0.00
Corporate Services	44.66	43.38		0.43	43.81	43.85
Legal and Democratic	7.50	7.00			7.00	7.00
Transformation and Strategy	20.41	17.97			17.97	17.97
Human Resources	7.56	11.00			11.00	11.00
People and Places					0.00	0.00
Communities & Business	8.08	6.00			6.00	6.08
Sub Total	397.33	365.45	26.83	1.36	393.64	402.89
Externally Funded						
People & Places	12.96	11.57		0.53	12.10	9.48
People & Places - Housing	4.39	5.39			5.39	6.00
KRP	2.00	2.00			2.00	2.00
Sub total	19.35	18.96	0.00	0.53	19.49	17.48
Total	416.68	384.41	26.83	1.89	413.13	420.37
Number of staff paid in January 2021: 423 permanent, 5 casuals						
*FTE updated to reflect change in structure						

Appendix B : Investment Returns

Month	Actuals 18/19 £	Actuals 19/20 £	Actuals 21/21 £	Budget 20/21 £	Variance £	Forecas t 20/21 £
April	14,566	18,908	13,190	24,977	(11,787)	13,200
May	17,690	18,243	10,041	24,770	(14,729)	10,000
June	20,233	24,341	10,719	21,274	(10,555)	10,700
July	18,443	18,166	8,761	23,790	(15,029)	8,800
August	20,224	18,891	5,010	24,730	(19,720)	5,000

September	21,831	29,495	5,612	25,700	(20,088)	5,600
October	27,864	18,586	5,867	24,127	(18,260)	5,900
November	23,808	19,520	5,397	25,789	(20,392)	5,400
December	25,281	32,723	4,484	28,331	(23,847)	4,500
January	32,513	20,620	4,060	30,020	(25,960)	4,100
February	22,411	19,034		26,511		6,000
March	25,803	15,768		19,981		6,000
Total	270,667	254,295	73,141	300,000	(180,367)	85,200



Month	Actuals 18/19 £	Actuals 19/20 £	Actuals 21/21 £	Budget 20/21 £	Variance £	Forecas t 20/21 £
April	14,566	18,908	13,190	24,977	-11,787	13,200
May	32,256	37,151	23,231	49,747	-26,516	23,200
June	52,489	61,492	33,950	71,021	-37,071	33,900
July	70,932	79,658	42,711	94,811	-52,100	42,700
August	91,156	98,549	47,721	119,541	-71,820	47,700
September	112,987	128,044	53,333	145,241	-91,908	53,300
October	140,851	146,630	59,200	169,368	-110,168	59,200
November	164,659	166,150	64,597	195,157	-130,560	64,600
December	189,940	198,873	69,081	223,488	-154,407	69,100
January	222,453	219,493	73,141	253,508	-180,367	73,200
February	244,864	238,527		280,019		79,200
March	270,667	254,295		300,000		85,200

BUDGET FOR 2020/21 300,000
FORECAST OUTTURN 85,200

N.B.
 These are the gross interest receipts rather than the interest remain

Fund Average 0.3982%
 7 Day LIBID -0.0656%
 3 Month LIBID 0.0444%

Appendix B : Reserves

Position as at the end of January 21	20/21 Opening Balance	Position as at the end of January 2021	20/21 Cumulative Movement to Date	20/21 Annual Forecast Movement	Forecast Balance at 31 March 2021
Earmarked Reserve- Budget Stabilisation	(7,999)	(7,999)	-	322	(7,677)
Earmarked Reserve- Financial Plan	(1,714)	(1,714)	-	(721)	(2,435)
Earmarked Reserve- Capital Expenditure Reserve	(1,000)	(1,000)	-	-	(1,000)
Earmarked Reserve- Carry Forward Items (DAC)	(958)	(941)	17	(147)	(1,105)
Earmarked Reserve- IT Asset Maintenance	(725)	(725)	-	-	(725)
Earmarked Reserve- NNDR Safety Net Deficit Reserve	(719)	(719)	-	-	(719)
Earmarked Reserve- Vehicle Renewal (DAA)	(663)	(663)	-	-	(663)
Earmarked Reserve- Housing & Commercial Growth Fund	(566)	(566)	-	-	(566)
Earmarked Reserve- Pension Fund evaluation Adj.	(500)	(500)	-	114	(386)
Earmarked Reserve- New Homes Bonus Reserve	(406)	(406)	-	-	(406)
Earmarked Reserve- Action and Development	(396)	(396)	-	-	(396)
Earmarked Reserve- DWP Hsg Benefit Subsidy	(361)	(355)	6	245	(116)
Earmarked Reserve- Community Development Reserve	(323)	(251)	72	66	(257)
Earmarked Reserve- Re-organisation	(313)	(313)	-	-	(313)
Earmarked Reserve- Corporate Project Support Reserve	(303)	(246)	56	90	(213)
Earmarked Reserve- Local Plan/LDF	(285)	(285)	-	(45)	(330)
Earmarked Reserve- Vehicle Insurance(DAZ)	(248)	(248)	-	-	(248)
Earmarked Reserve- FTS (DAB)	(206)	(206)	-	-	(206)
Earmarked Reserve- Community Infrastructure Levy Administration (CIL)	(185)	(185)	-	-	(185)
Earmarked Reserve- Capital Financing	(159)	(159)	-	(148)	(307)
Earmarked Reserve- Property Investment Strategy Maintenance Reserve	(133)	(133)	-	(100)	(233)
Earmarked Reserve - Development Services Reserve	(129)	(189)	(60)	11	(119)
Earmarked Reserve - Homelessness Prevention	(118)	(302)	(184)	23	(95)
Net Zero Transition Reserve			-	(34)	(34)
Other Earmarked Reserves (balances <£100k)	(602)	(658)	(56)	(76)	(678)
Total Earmarked Reserves	(19,012)	(19,160)	(149)	(366)	(19,377)
General Fund	(1,500)	(1,500)	-	-	(1,500)
Total Reserves	(20,512)	(20,660)	(149)	(366)	(20,877)

Appendix B : Capital Monitoring Dashboard - January 21

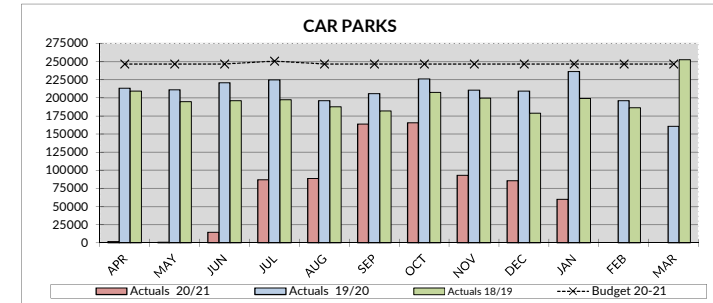
Description Of Scheme	Funding Source	Direcorate	Approved Gross Cost of Scheme £	Total Expenditure from date of adoption to 31 March 2020 £	2020/2021 Budget £	2020/2021 Spend / Income YTD £	2020/2021 Forecast Outturn (net income) / Expenditure £	Forecast Variance 2020/2021 £	2021/2022 Spend Forecast for Later Years £	2022/2023 Spend Forecast for Later Years £	2023/2024 Spend Forecast for Later Years £	Total Project Expenditure £	Total Project Variance £
White Oak Leisure Centre	External Borrowing & Capital Receipts	Communities & Business	20,000,000	719,284	7,244,000	5,510,548	7,987,948	743,948	10,631,000	1,575,000	0	7,244,000	913,232
SDC owned assets - disposal preparation costs	Capital Receipts	Communities & Business	0	291,084	0	0	0	0	0	0	0	291,084	0
Total for Communities & Business			20,000,000	1,010,368	7,244,000	5,510,548	7,987,948	743,948	10,631,000	1,575,000	0	7,535,084	913,232
Buckhurst 2 - Residential	Internal Borrowing	Environmental & Operational Services	6,472,000	5,791,423	534,000	1,099,770	1,020,770	486,770	79,000	8,000	8,000	6,812,193	340,193
Total for Environmental & Operational Services			6,472,000	5,791,423	534,000	1,099,770	1,020,770	486,770	79,000	8,000	8,000	6,812,193	340,193
Acquisition of Swanley WMC	Capital Receipts	Finance - Property Investment Strategy	11,250,000	1,250,000	0	0	0	0	0	0	0	0	0
Swanley WMC & meeting point demolition	Capital Receipts	Finance - Property Investment Strategy		142,000	0	0	0	0	0	0	0	0	0
Suffolk House enhancements	Capital Receipts & Financial Plan Reserve	Finance - Property Investment Strategy		586,778	0	0	0	0	0	0	0	0	0
Quercus 7 start up	Property Investment Reserve	Finance - Property Investment Strategy		13,000	0	0	0	0	0	0	0	0	0
26-28 Pembroke Road, Sevenoaks	Finanacial Plan Reserve & Capital Receipts	Finance - Property Investment Strategy		4,673,000	0	0	0	0	0	0	0	0	0
96 High Street, Sevenoaks	Internal Borrowing	Finance - Property Investment Strategy		4,336,000	0	0	0	0	0	0	0	0	0
Croft Road Option	Financial Plan Reserve	Finance - Property Investment Strategy		50,000	0	0	0	0	0	0	0	0	0
Suffolk House enhancements	Capital receipts	Finance - Property Investment Strategy		146,000	0	0	0	0	0	0	0	0	0
Sackville House	Capital receipts	Finance - Property Investment Strategy		217,150	0	0	0	0	0	0	0	0	0
Various projects (not yet committed)		Finance - Property Investment Strategy	23,265,018	0	3,170,018		3,170,018	0	5,000,000	15,095,000	0	23,265,018	0
Commercial vehicle replacements	Vehicle Renewal Res.		2,238,000	0	549,000	554,627	619,000	70,000	493,000	563,000	563,000	2,238,000	0
Total for Finance			36,753,018	11,413,928	3,719,018	554,627	3,789,018	70,000	5,493,000	15,658,000	563,000	25,503,018	0
Grand total			63,225,018	18,215,718	11,497,018	7,164,945	12,797,736	1,300,718	16,203,000	17,241,000	571,000	39,850,294	1,253,425
Memo													
Quercus 7	SDC Debt (60%) / Equity (40%)			4,061,164	1,829,982		1,829,982					5,891,146	0
Croft Road Plot 2 Canterbury Business Park				536,444									
10 -14 Gladedale House				2,292,120									
Loampit Vale, Lewisham				1,232,600									
				1,829,982									

Agenda Item 7

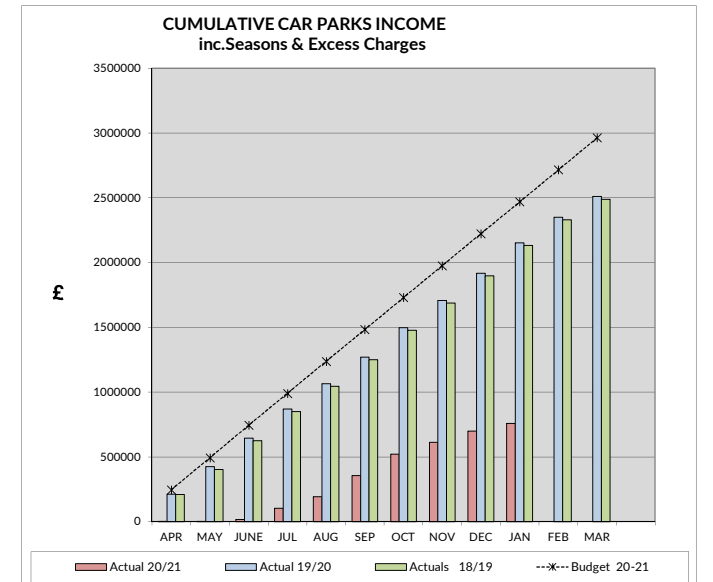
Appendix B : Income Graphs Summary

	ACTUAL	Previous Year comparatives	MANAGE R'S PROFILED BUDGET	Variance, where brackets are favourable	ANNUAL BUDGET 2019/20	Annual Forecast
CAR PARKS	759,687	2,153,502	2,470,031	1,710,344	2,963,237	(1,912,956)
ON-STREET PARKING	372,856	892,666	914,133	541,277	1,096,960	(627,145)
LICENSING	177,285	229,726	227,881	50,596	255,954	(66,000)
LAND CHARGES	139,152	144,188	179,490	40,338	215,388	(53,000)
BUILDING CONTROL	431,386	445,224	409,080	(22,306)	490,896	13,000
DEVELOPMENT MANAGEMENT	880,087	1,014,460	770,364	(109,723)	924,437	31,000
	2,760,452	4,879,766	4,970,979	2,210,527	5,946,872	(2,615,101)

Appendix B: CAR PARKS (HWCARPK)	Actuals 18/19	Actuals 19/20	Actuals 20/21	Increase / (decrease) from 19/20 to 20/21	Budget 20-21	Variance (Budget- Actuals)	Manager's Forecast
APR	209,387	213,119	1513	(211,606)	246,603	(245,090)	
MAY	194,451	210,813	158	(210,655)	246,603	(246,445)	
JUN	196,119	220,637	14588	(206,049)	246,603	(232,015)	
JUL	197,332	224,678	86759	(137,919)	250,603	(163,844)	
AUG	187,490	196,164	88754	(107,411)	246,603	(157,850)	
SEP	181,917	205,737	163789	(41,948)	246,603	(82,814)	
OCT	207,316	226,210	165320	(60,890)	246,603	(81,283)	
NOV	199,634	210,651	93081	(117,570)	246,603	(153,522)	
DEC	178,551	209,265	85779	(123,486)	246,603	(160,824)	
JAN	198,858	236,228	59945	(176,283)	246,603	(186,658)	
FEB	186,163	195,940			246,603		(1,912,956)
MAR	252,653	160,439			246,603		(1,912,956)
	2,389,870	2,509,881	759,687	(1,393,815)	2,963,237	(1,710,344)	(1,912,956)



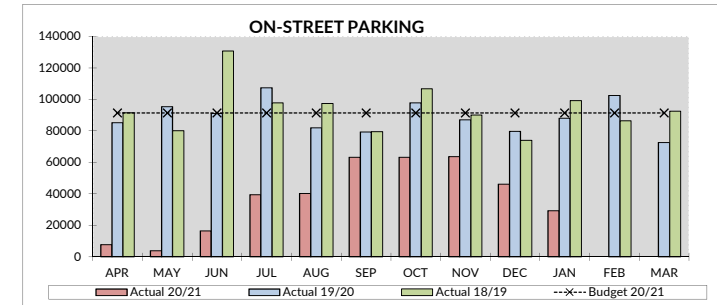
CAR PARKS (CUMULATIVE)	Actuals 18/19	Actuals 19/20	Actuals 20/21	Increase / (decrease) from 19/20 to 20/21	Budget 20-21	Variance (Budget- Actuals)	Manager's Forecast
APR	209,387	213,119	1513	(211,606)	246,603	(245,090)	
MAY	403,838	423,932	1671	(422,261)	493,206	(491,535)	
JUNE	624,475	644,570	16260	(628,310)	743,809	(727,549)	
JUL	849,153	869,247	103018	(766,229)	990,412	(887,394)	
AUG	1,045,317	1,065,411	191772	(873,639)	1,237,015	(1,045,243)	
SEP	1,251,053	1,271,148	355561	(915,587)	1,483,618	(1,128,057)	
OCT	1,477,263	1,497,358	520882	(976,476)	1,730,222	(1,209,340)	
NOV	1,687,914	1,708,009	613963	(1,094,046)	1,976,825	(1,362,862)	
DEC	1,897,180	1,917,274	699742	(1,217,532)	2,223,428	(1,523,686)	
JAN	2,133,408	2,153,502	759687	(1,393,815)	2,470,031	(1,710,344)	
FEB	2,329,348	2,349,442			2,716,634		(1,912,956)
MAR	2,489,787	2,509,881			2,963,237		(1,912,956)



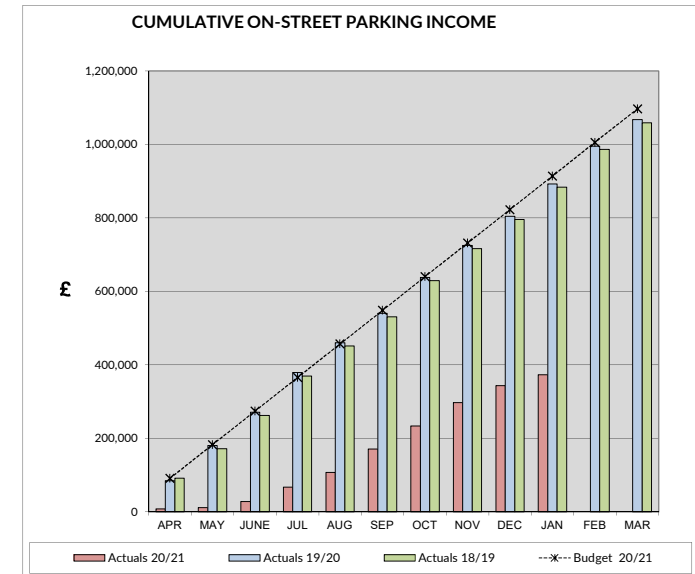
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Jan-21 CUMULATIVE BREAKDOWN - HWCARPK				
	Code	Actual (Cumulative)	Budget	(Monthly)
DAY TICKETS	3300	665,157	2,125,701	45,819
EXCESS / PENALTY CHARGES	***1/**3	-	-	-
SEASON TICKETS	***2	-	-	-
SEASON TICKET CAR PARK	3310	72,810	322,172	10,897
OTHER (inc.Res.Pkg)	***9	141	5,658	(76)
WAIVERS	3404	-	-	-
RENT	94500	21,579	16,500	3,305
Business Permits	3406 /3408	-	-	-
		759,687	2,470,031	59,945

Appendix B: ON-STREET PARKING (HWDCRIM / HWENFORC)	Actuals 18/19	Actuals 19/20	Actuals 20/21	Increase / (decrease) from 19/20 to 20/21	Budget 20-21	Variance (Budget-Actuals)	Manager's Forecast
APR	91,515	85,115	7676	(77,439)	91,413	(83,737)	
MAY	80,099	95,338	3884	(91,454)	91,413	(87,529)	
JUN	130,688	91,102	16355	(74,747)	91,413	(75,058)	
JUL	97,678	107,391	39461	(67,930)	91,413	(51,952)	
AUG	97,434	81,797	40276	(41,521)	91,413	(51,137)	
SEP	79,445	79,308	63135	(16,173)	91,413	(28,279)	
OCT	106,690	97,818	63193	(34,625)	91,413	(28,220)	
NOV	89,993	87,032	63639	(23,393)	91,413	(27,774)	
DEC	73,861	79,729	46090	(33,639)	91,413	(45,323)	
JAN	99,112	88,036	29146	(58,890)	91,413	(62,267)	
FEB	86,373	102,372			91,413		
MAR	92,426	72,578			91,413		(627,145)
TOTAL	1,125,314	1,067,616	372,856	(519,810)	1,096,960	(541,277)	(627,145)



ON-STREET PARKING (CUMULATIVE)	Actuals 18/19	Actuals 19/20	Actuals 20/21	Increase / (decrease) from 19/20 to 20/21	Budget 20-21	Variance (Budget-Actuals)	Manager's Forecast
APR	91,515	85,115	7,676	(77,439)	91,413	(83,737)	
MAY	171,613	180,453	11,560	(168,893)	182,827	(171,267)	
JUNE	262,715	271,555	27,915	(243,640)	274,240	(246,325)	
JUL	370,107	378,947	67,377	(311,570)	365,653	(298,276)	
AUG	451,904	460,744	107,653	(353,091)	457,067	(349,414)	
SEP	531,212	540,052	170,788	(369,264)	548,480	(377,692)	
OCT	629,030	637,870	233,981	(403,889)	639,893	(405,912)	
NOV	716,061	724,901	297,620	(427,281)	731,307	(433,687)	
DEC	795,790	804,630	343,710	(460,920)	822,720	(479,010)	
JAN	883,826	892,666	372,856	(519,810)	914,133	(541,277)	
FEB	986,198	995,038			1,005,547		
MAR	1,058,776	1,067,616			1,096,960		(627,145)



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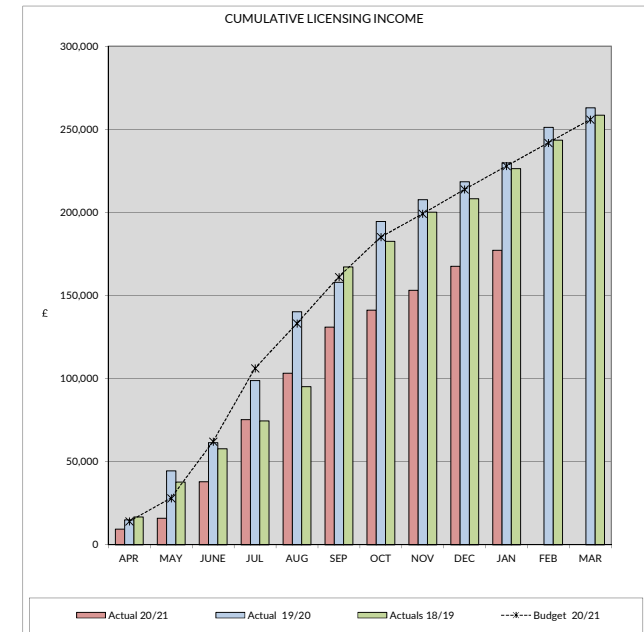
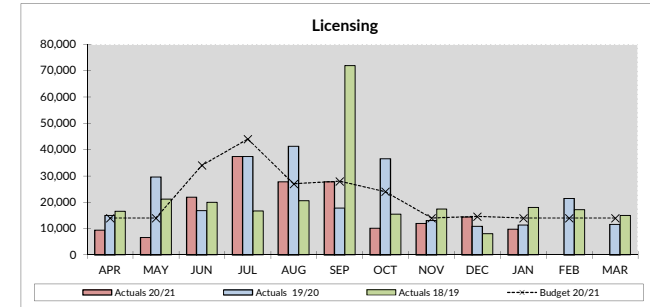
Jan-21 CUMULATIVE BREAKDOWN - HWDCRIM / HWENFORC			
	Code	Actual (Cumulative)	Budget (Monthly)
PENALTY NOTICES & EXCESS CHARGES	3403/**1	118,379	297,645
WAIVERS	3404	14,814	9,428
RESIDENTS PERMITS	3406	57,350	45,257
ON STREET PARKING	3300	164,193	483,547
BUSINESS PERMITS	3408	3,442	78,256
Driveway Access Protection Lines	3405	488	-
OTHER	9999	14,190	180
TOTAL		372,856	914,133

Appendix B: Licensing (EHLICREG & DSTAXIL)

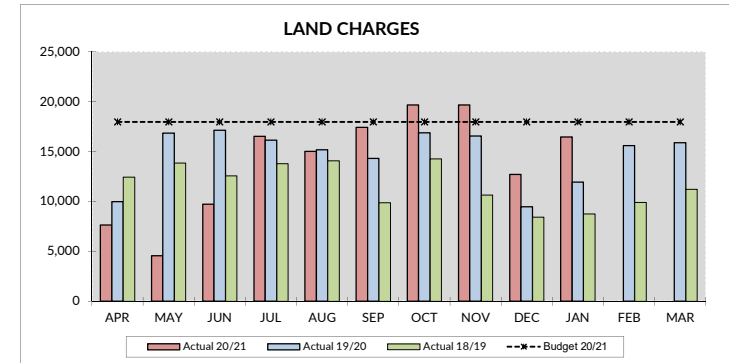
	Actuals 18/19	Actuals 19/20	Actuals 20/21	Increase / (decrease) from 19/20 to 20/21	Budget 20-21	Variance (Budget- Actuals) Forecast
APR	16,651	14,991	9,404	(5,587)	14,036	(4,633)
MAY	21,188	29,570	6,655	(22,915)	14,036	(7,381)
JUN	20,012	16,865	21,969	5,104	34,036	(12,068)
JUL	16,748	37,419	37,346	(73)	44,036	(6,690)
AUG	20,553	41,305	27,847	(13,458)	27,036	811
SEP	71,993	17,814	27,783	9,970	27,987	(204)
OCT	15,520	36,559	10,099	(26,459)	24,036	(13,937)
NOV	17,485	13,047	11,939	(1,107)	14,036	(2,097)
DEC	8,140	10,833	14,460	3,628	14,602	(142)
JAN	18,012	11,325	9,782	(1,543)	14,036	(4,254)
FEB	17,224	21,506			14,036	
MAR	15,015	11,638			14,036	
TOTAL	258,539	262,871	177,285	(52,441)	255,954	(50,596)

Licensing (CUMULATIVE)	Actuals 18/19	Actuals 19/20	Actuals 20/21	Increase / (decrease) from 19/20 to 20/21	Budget 20-21	Variance (Budget- Actuals) Forecast	Manager's Forecast
APR	16,651	14,991	9,404	(5,587)	14,036	(4,633)	
MAY	37,839	44,561	16,059	(28,502)	28,073	(12,014)	
JUNE	57,851	61,426	38,028	(23,398)	62,109	(24,081)	
JUL	74,598	98,844	75,374	(23,471)	106,146	(30,772)	
AUG	95,151	140,149	103,221	(36,928)	133,182	(29,961)	
SEP	167,144	157,963	131,004	(26,959)	161,169	(30,165)	
OCT	182,664	194,522	141,104	(53,418)	185,206	(44,102)	
NOV	200,148	207,568	153,043	(54,525)	199,242	(46,199)	
DEC	208,288	218,401	167,503	(50,898)	213,845	(46,342)	
JAN	226,300	229,726	177,285	(52,441)	227,881	(50,596)	
FEB	243,524	251,232			241,918		
MAR	258,539	262,871			255,954		(66,000)

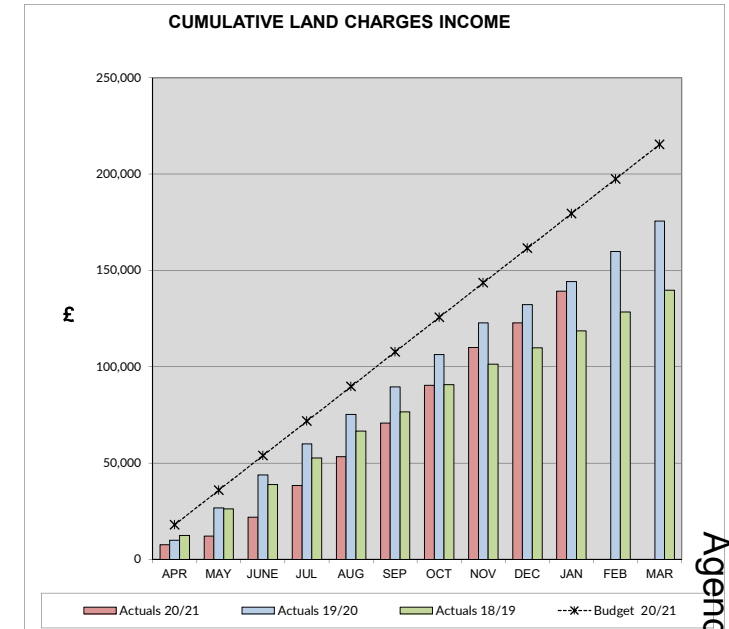
CUMULATIVE BREAKDOWN - EHLICREG/DSTAXIL				
	Code	Actual (Cumulative)	Budget	(Monthly)
Pre-application advice	EHLICREG/2189	133		
Personal Licences	EHLICREG/2190	1,526	1,850	122
Premises Licence Annual Fee/Premises New/Premises				
Variation	EHLICREG/2192/2194/2195	81,024	92,886	2,198
Temporary Event Notice	EHLICREG/2193	903	11,009	
Gambling Act Permits/Lottery	EHLICREG/2196/7/8/9/2205	5,186	6,569	100
Pavement Licence	EHLICREG/2222	600		
Scrap Metal Dealers	EHLICREG/2241		566	
Taxi Licensing	94300/DSTAXIL	87,913	115,001	7,362
TOTAL		177,285	227,881	9,782



Appendix B: LAND CHARGES (LPLNDCH)	Actuals 18/19	Actuals 19/20	Actuals 20/21	Increase / (decrease) from 19/20 to 20/21	Budget 20-21	Variance (Budget-Actuals)	Manager's Forecast
APR	12,416	9,967	7,630	(2,337)	17,949	(10,319)	
MAY	13,827	16,828	4,532	(12,296)	17,949	(13,417)	
JUN	12,546	17,112	9,717	(7,395)	17,949	(8,232)	
JUL	13,782	16,113	16,500	387	17,949	(1,449)	
AUG	14,070	15,149	14,999	(150)	17,949	(2,950)	
SEP	9,855	14,286	17,377	3,091	17,949	(572)	
OCT	14,249	16,854	19,628	2,774	17,949	1,679	
NOV	10,650	16,519	19,636	3,117	17,949	1,687	
DEC	8,425	9,444	12,692	3,248	17,949	-5,257	
JAN	8,755	11,917	16,441	4,524	17,949	-1,508	
FEB	9,882	15,554			17,949		
MAR	11,220	15,857			17,949		(53,000)
	139,678	175,599	139,152	(5,036)	215,388	(40,338)	(53,000)



LAND CHARGES (CUMULATIVE)	Actuals 18/19	Actuals 19/20	Actuals 20/21	Increase / (decrease) from 19/20 to 20/21	Budget 20-21	Variance (Budget-Actuals)	Manager's Forecast
APR	12,416	9,967	7,630	(2,337)	17,949	(10,319)	
MAY	26,244	26,795	12,162	(14,633)	35,898	(23,736)	
JUNE	38,789	43,907	21,879	(22,028)	53,847	(31,968)	
JUL	52,572	60,020	38,379	(21,641)	71,796	(33,417)	
AUG	66,641	75,169	53,378	(21,791)	89,745	(36,367)	
SEP	76,497	89,455	70,755	(18,700)	107,694	(36,939)	
OCT	90,746	106,309	90,383	(15,926)	125,643	(35,260)	
NOV	101,396	122,828	110,019	(12,809)	143,592	(33,573)	
DEC	109,821	132,272	122,711	(9,561)	161,541	(38,830)	
JAN	118,576	144,188	139,152	(5,036)	179,490	(40,338)	
FEB	128,457	159,742			197,439		
MAR	139,678	175,599			215,388		(53,000)

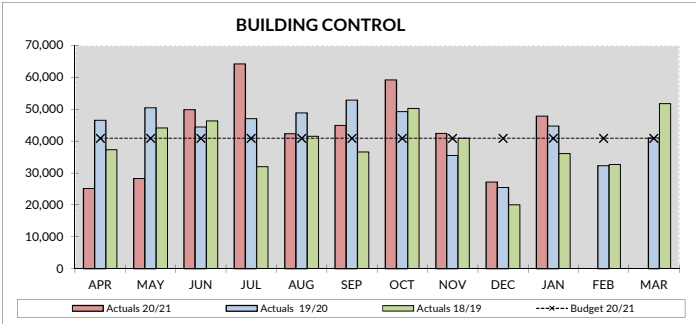


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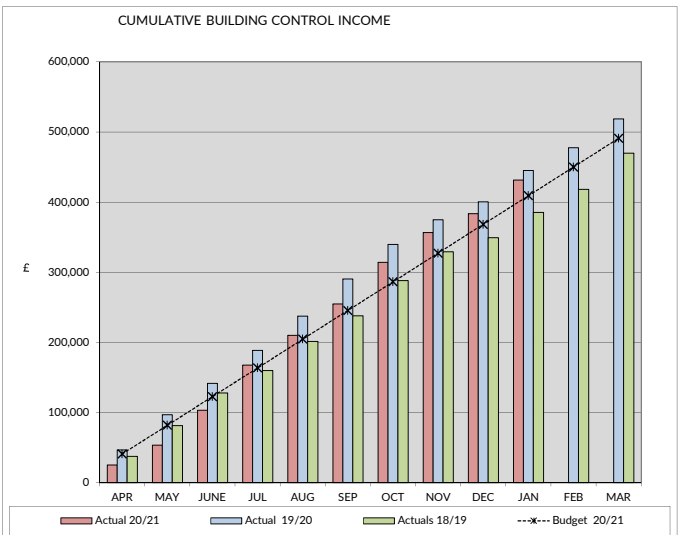
Agenda Item 7

Jan-21	Received (Month)	Percentage (Month)	Percentage (Month 20/21)	Percentage (Cumulative)
CUMULATIVE BREAKDOWN - LPLNDCH				
Searches Received - Paper	2	1%	1%	18
Searches Received - Electronic	107	40%	37%	910
Searches Received - Personal	160	59%	63%	1,559
	269	100%	100%	2,487

Appendix B: BUILDING CONTROL (DVBCFEE)	Actuals 18/19	Actuals 19/20	Actuals 20/21	Increase / (decrease) from 19/20 to 20/21	Budget 20-21	Variance (Budget-Actuals)	Manager's Forecast
APR	37,342	46,552	25,107	25,107 (21,445)	40,908	(15,801)	
MAY	44,099	50,427	28,305	28,305 (22,121)	40,908	(12,603)	
JUN	46,293	44,461	49,857	49,857 5,396	40,908	8,949	
JUL	32,009	47,025	64,205	64,205 17,180	40,908	23,297	
AUG	41,516	48,869	42,367	42,367 (6,502)	40,908	1,459	
SEP	36,624	52,900	44,930	44,930 (7,970)	40,908	4,022	
OCT	50,302	49,220	59,144	59,144 9,924	40,908	18,236	
NOV	40,944	35,500	42,429	42,429 6,929	40,908	1,521	
DEC	20,059	25,489	27,203	27,203 1,714	40,908	(13,705)	
JAN	36,097	44,780	47,838	47,838 3,058	40,908	6,930	
FEB	32,648	32,288			40,908		
MAR	51,799	40,975			40,908		13,000
TOTAL	469,732	518,487	431,386	(13,838)	490,896	22,306	13,000



BUILDING CONTROL (CUMULATIVE)	Actuals 18/19	Actuals 19/20	Actuals 20/21	Increase / (decrease) from 19/20 to 20/21	Budget 20-21	Variance (Budget-Actuals)	Manager's Forecast
APR	37,342	46,552	25,107	25,107 (21,445)	40,908	(15,801)	
MAY	81,441	96,978	53,412	53,412 (43,566)	81,816	(28,404)	
JUNE	127,734	141,439	103,269	103,269 (38,170)	122,724	(19,455)	
JUL	159,743	188,464	167,474	167,474 (20,991)	163,632	3,842	
AUG	201,259	237,334	209,841	209,841 (27,493)	204,540	5,301	
SEP	237,883	290,234	254,772	254,772 (35,462)	245,448	9,324	
OCT	288,185	339,454	313,916	313,916 (25,539)	286,356	27,560	
NOV	329,129	374,954	356,345	356,345 (18,610)	327,264	29,081	
DEC	349,188	400,444	383,548	383,548 (16,896)	368,172	15,376	
JAN	385,285	445,224	431,386	431,386 (13,838)	409,080	22,306	
FEB	417,933	477,512			449,988		
MAR	469,732	518,487			490,896		13,000



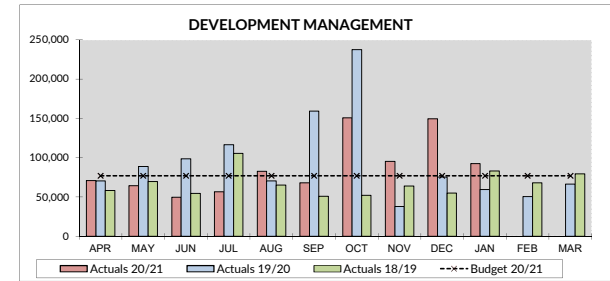
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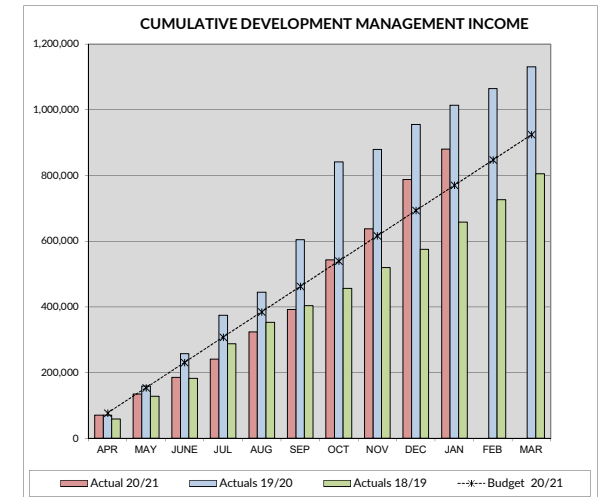
CUMULATIVE BREAKDOWN: DCode	Actual (Cumulative)	Budget (Monthly)
Plan Fee	3066 295,774	253,942 28,208
Inspection Fee	3067 135,612	155,138 19,630
Other	9999 0	-
New Burdens Grant	3905 0	-
TOTAL	431,386	409,080 47,838

Appendix B: DEVELOPMENT MANAGEMENT

(DVDEVCT/DVDEVRND)	Actuals 18/19	Actuals 19/20	Actuals 20/21	Increase / (decrease) from 19/20 to 20/21	Budget 20-21	Variance (Budget- Actuals)	Manager's Forecast
APR	58,404	70,363	70,765	402	77,036	(6,271)	
MAY	69,455	88,827	64,358	(24,469)	77,036	(12,678)	
JUN	54,668	98,710	49,790	(48,920)	77,036	(27,246)	
JUL	105,667	116,501	56,443	(60,058)	77,036	(20,593)	
AUG	64,977	70,614	82,700	12,086	77,036	5,664	
SEP	50,827	159,361	68,065	(91,296)	77,036	(8,971)	
OCT	51,985	237,506	150,748	(86,759)	77,036	73,711	
NOV	63,941	37,774	95,145	57,371	77,036	18,109	
DEC	54,926	75,475	149,560	74,085	77,036	72,524	
JAN	83,258	59,329	92,513	33,184	77,036	15,477	
FEB	67,922	50,534			77,036		
MAR	79,480	66,253			77,036		31,000
TOTAL	805,509	1,131,247	880,087	(134,373)	924,437	109,723	31,000



DEVELOPMENT MANAGEMENT (CUMULATIVE)	Actuals 18/19	Actuals 19/20	Actuals 20/21	Increase / (decrease) from 19/20 to 20/21	Budget 20-21	Variance (Budget- Actuals)	Manager's Forecast
APR	58,404	70,363	70,765	402	77,036	(6,271)	
MAY	127,859	159,190	135,123	(24,067)	154,073	(18,950)	
JUNE	182,526	257,900	184,913	(72,987)	231,109	(46,196)	
JUL	288,193	374,400	241,356	(133,044)	308,146	(66,790)	
AUG	353,170	445,014	324,056	(120,958)	385,182	(61,126)	
SEP	403,997	604,376	392,121	(212,255)	462,219	(70,097)	
OCT	455,982	841,882	542,869	(299,013)	539,255	3,614	
NOV	519,923	879,656	638,014	(241,642)	616,291	21,723	
DEC	574,849	955,131	787,574	(167,557)	693,328	94,246	
JAN	658,107	1,014,460	880,087	(134,373)	770,364	109,723	
FEB	726,029	1,064,994			847,401		
MAR	805,509	1,131,247			924,437		31,000



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CUMULATIVE BREAKDOWN:

DVDEVCT/DVDEVRND	Code	Actual (Cumulative)	Budget (Monthly)
Planning Application Fees	94300/3009	763,234	677,607
Other	94300/9999	305	7196
Planning Performance Agreements	94300/3012	35,000	0
Pre-application Fees	94301	78,548	75830
Monitoring Fees	94302	3,000	9731
RECH-Other A/C'S	98100		
TOTAL		880,087	770,364

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CARRY FORWARD REQUESTS 2020/21

Finance & Investment Advisory Committee - 25 March 2021

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

Status: For Consideration

Also considered by: Cabinet - 18 April 2021

Key Decision: No

This report supports the Key Aim of: Effective Management of Council Resources

Portfolio Holder: Cllr. Matthew Dickins

Contact Officers: Alan Mitchell, Ext. 7483

Adrian Rowbotham, Ext. 7153

Recommendation to Finance and Investment Advisory Committee:

That the recommendations below to Cabinet, be endorsed.

Recommendation to Cabinet:

- (a) the Revenue carry forward requests totalling up to £477,000 as set out in paragraph 3 of the report be approved, subject to any amendments suggested by the Finance and Investment Advisory Committee;
- (b) The Capital carry forward request totalling £524,000 as set out in paragraph 4 of the report be approved, subject to any amendments suggested by the Finance and Investment Advisory Committee.

Introduction and Background

- 1 In order to meet the committee deadlines and to help facilitate a shorter final accounts process these requests for specific unspent budgets to be placed in an earmarked reserve for spending in a subsequent year (the 'carry forward' reserve) have been brought to this meeting rather than waiting until the final outturn results are available.
- 2 As was the case in 2019/20 any other variances at year end are transferred to the Budget Stabilisation Reserve.

Agenda Item 8

Revenue Carry Forward Items

- 3 There are eight specific Revenue carry forward requests, summarised in table 1. Further details including the implications of not carrying forward these budgets are set out in the Appendix A.

Table 1 - Revenue Carry Forward Requests

No	Item	Chief Officer	Amount (up to) £
R1	Asset Maintenance	Strategic Head Commercial and Property	220,000
R2	Economic Development & Tourism	Strategic Head Commercial and Property	13,000
R3	Grants and Support to Voluntary Bodies	People and Places	10,000
R4	Youth Projects	People and Places	10,000
R5	Revenue & Benefits	Customer & Resources	165,000
R6	Building Control	Planning & Regulatory Services	29,000
R7	Customer Redesign Project	Assistant Chief Executive	30,000
	TOTAL		477,000

Capital Carry Forward Items

- 4 There is one Capital carry forward request, summarised in table 2. Further details including the implications of not carrying forward these budgets are set out in the Appendix A.

Table 2 - Capital Carry forward Request

No	Item	Chief Officer	Amount (up to) £
C1	Disabled Facilities Grant	People and Places	524,000
	TOTAL		524,000

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.

Appendices

Appendix A - Budget Carry Forward Requests Background Papers

Background Papers

None

Adrian Rowbotham
Deputy Chief Executive and Chief Officer - Finance & Trading

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Appendix A

Budget Carry Forward Request 2020/21 (R1)

Chief Officer: Detlev Munster

Budget description : Asset Maintenance - Various

Type of expenditure: Revenue

Cost Centre & Account code : YMAA 30200
 YMDZZD 30200
 XBXC 30200

Budget forecast to be unspent at 31/3/21: Up to £220,000

Amount requested for carry forward: Up to £ 220,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2020/21 and timescales for expenditure in 2021/22:

Spend on asset maintenance has been delayed due to initial restrictions to contractors being on site. Leisure centres have experienced closures due to COVID-19 which has delayed spend. However proactive maintenance is planned including essential roof repairs but is not expected to be completed by year end.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):
 Budgets for next year are not sufficient to cover the required works in order to maintain our assets.

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Budget Carry Forward Request 2020/21 (R2)

Chief Officer: Detlev Munster

Budget description: Economic Development & Tourism

Type of expenditure: Revenue
Cost Centre & Account code: 60501 PRECODV
60000 PRTOUR

Budget forecast to be unspent at 31/3/21: Up to £ 13,000

Amount requested for carry forward: Up to £ 13,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2020/21 and timescales for expenditure in 2021/22 :

Economic Development and Tourism work could not be undertaken during the 20/21 Financial Year due to the pandemic. In particular officer time had to be reallocated and the planned programme of work had to be delayed. The unspent items were to be used towards the preparation/refresh of the Economic Development Strategy and for the tourism website.

This funding will be spent in Spring/Summer 2021 to prepare the EDS in accordance with the revised workplan presented to the IIAC.

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

Budgets for next year will not be sufficient to cover the required works in order to complete the EDS and the new tourism website for the District.

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Budget Carry Forward Request 2020/21 (R3)

Chief Officer : Sarah Robson

Budget description : Grants and Support to Voluntary Bodies

Type of expenditure: Revenue

Cost Centre & Account code: CDGRNTS/67100

Budget forecast to be unspent at 31/3/21: up to £10,000

Amount requested for carry forward: up to £10,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2020/21 and timescales for expenditure in 2021/22:

Some initiatives funded by Community Grants scheme could not go ahead due to restrictions/lockdown. However, the grant recipients are able to deliver the projects in 2021 as Covid restrictions lift.

The portfolio holder has approved that they would like the funding to be carried forward and original grant allocation allocated to the original recipient to deliver the previously agreed project.

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

Community projects which will be key to the district's recovery and promote community empowerment and cohesion will not be delivered.

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<u>Budget Carry Forward Request 2020/21</u>	R4
Chief Officer:	Sarah Robson
Budget description:	Youth
Type of expenditure:	Revenue
Cost Centre & Account code :	CDYOUTH/60000
Budget forecast to be unspent at 31/3/21:	<u>£10,000</u>
Amount requested for carry forward:	<u>£10,000</u>

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2020/21 and timescales for expenditure in 2021/22 :

The Youth programme of projects, events and activities could not be delivered in 2020/21 due to Covid restrictions and lockdown.

The Communities team will be delivering its youth projects, events and activities programme in 2021/22, but will require an additional budget in place to allow for PPE and social distancing requirements.

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

If the carry forward is not approved, it will impact the Council's ability to aid the district's recovery, where a key focus will be on engaging young people, improving their mental and physical health and wellbeing.

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Appendix A

<u>Budget Carry Forward Request 2020/21</u>	R5
Chief Officer:	Jim Carrington-West
Budget description:	Revenues & Benefits
Type of expenditure:	Revenue
Cost Centre & Account code:	FSLTHSB, XBAF, FSCTADM
Budget forecast to be unspent at 31/3/21:	£ 165,000
Amount requested for carry forward:	£ 165,000 (up to)

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2020/21 and timescales for expenditure in 2021/22:

The following grants were received in 2020/21:

- KCC - Counter Fraud work to Council Tax £46,490
- KCC - Council Tax Support £109,509
- KCC - Incentive Fund £12,797
- DWP - Housing Benefit Award Accuracy Initiative 8,040
- DWP - Verify Earnings and Pensions Alerts Service £19,915
- BEIS - Post Payment Assurance & Debt Recovery - £76,500

During the year, as well as some grant funding from KCC, the Council has received a number of new burdens grants from the Government Departments to perform additional tasks in relation to COVID. Responding to COVID restricted the Revenues and Benefits department in performing some of its normal tasks this year, i.e. debt enforcement and recovery. It is anticipated, that additional resources will be required in the following years to address the backlog.

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.

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

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

<u>Budget Carry Forward Request 2020/21</u>	R6
Chief Officer:	Richard Morris
Budget description:	Building Control
Type of expenditure:	Revenue
Cost Centre & Account code:	DVBCFEE 94300
Budget forecast to be unspent at 31/3/21:	£ 29,000
Amount requested for carry forward:	£ 29,000 (up to)

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2019/20 and timescales for expenditure in 2020/21 :

The service achieved income above its targets and costs incurred. The department will be finalising the processes of BC partnership dissolution next year and additional expenditure is required to set up the system outside the HUB.

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

The legislation requires local authorities to charge for carrying out their building regulations chargeable service as nearly as possible equally to the cost incurred. Local authorities are required to take account of surpluses and deficits made in early years and to offset these against projected future costs resulting in reduced or increased charges, as appropriate, and income received for that year and subsequent years so that over a reasonable period income matches costs.

The Council would not be compliant with a legislative requirement.

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<u>Budget Carry Forward Request 2020/21</u>	R7
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 31/3/21:	£30,000 (up to)
Amount requested for carry forward:	£30,000 (up to)

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2020/21 and timescales for expenditure in 2021/22:

In the 2020/21 budget, funding was put aside for corporate projects and staff recruitment and retention.

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.

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.

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Budget Carry Forward Request 2020/21 C1

Chief Officer : Sarah Robson

Budget description : Disabled Facilities Grant

Type of expenditure: Capital

Cost Centre & Account code : YLTB/YLTC/YLPT

Budget forecast to be unspent at 31/3/21: £605,000

Amount requested for carry forward: £524,000 (up to)

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2020/21 and timescales for expenditure in 2021/22:

Covid-19 lockdown/tiers restricted access to people’s homes e.g. Occupational Health and contractors over the past 12 months, hence lower expenditure than originally planned.

Grant received initially was £1,148,482 with KCC top slicing £154k, Sevenoaks then received an additional £133k Feb 2021.

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

If the carry forward is not approved, there will be no funding in place to support undertaking the approved DFG projects from 2020/21.

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Finance & Investment Advisory Committee Work Plan 2020/21 (as at 24.02.21)

25 March 2021

- Financial Performance Indicators 2020/21 - to the end of January 2021
- Financial Results 2020/21 - to the end of January 2021
- Carry Forward Requests 2020/21
- Asset Disposals

25 May 2021

- Financial Performance Indicators 2020/21 - to the end of March 2021
- Provisional Outturn 2020/21
-

7 September 2021

- Treasury Management Annual Report 2020/21
- Financial Performance Indicators 2021/22 - to the end of July 2021
- Financial Results 2021/22 - to the end of July 2021
- Financial Prospects and Budget Strategy 2022/23
-

4 November 2021

- Budget 2022/23: Review of Service Dashboards and Service Change Impact Assessments (SCIAs)
- Treasury Management Mid-Year Update 2021/22
- Financial Performance Indicators 2021/22 - to the end of September 2021
- Financial Results 2021/22 - to the end of September 2021
-

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DISPOSAL OF LAND

Finance & Investment Advisory Committee - 25 March 2021

Report of: Strategic Head of Property and Commercial

Status: For Decision

Also considered by: Cabinet - 18 April 2021

Key Decision: Yes

Portfolio Holder: Cllr. Matthew Dickins

Contact Officer: Detlev Munster, Ext. 7099

Recommendation to Finance and Investment Advisory Committee:

That the report be noted any comments on the recommendation below be forwarded to Cabinet.

Recommendation to Cabinet:

- a) To declare the properties listed in recommendation b) below as surplus to the Council's requirements.
- b) To approve the disposal of:
 - a. land at Russett Way, Swanley by auction;
 - b. land east of 40 Alder Way, Swanley by private treaty;
 - c. Land at Oakhill Road, Sevenoaks by private treaty;
 - d. Land to rear of Sealcroft Cottages, Seal, by private treaty;
- c) To delegate authority to the Strategic Head of Property & Commercial in consultation with the Head of Democratic and Legal Services to undertake and to enter into the necessary agreements for the land transactions noted in the above recommendation.

Reason for recommendation:

To provide capital receipts to help deliver the Council's approved Capital Programme and to ensure best consideration for the disposal is obtained in all instances.

Introduction and Background

- 1 Sevenoaks District Council regularly reviews its property portfolio to ensure its land holdings meet its operational and strategic requirements.

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- 2 The current asset review process has identified several parcels of land (highlighted below) that are no longer required by the Council.
- 3 To enable the disposal of the identified sites, the Council is required to declare these sites as surplus (IFRS 13 purposes). Additionally, the Council is required under Section 123(2A) of the Local Government Act 1972 to advertise its intention to dispose of public open space in accordance with the legislation. This provision applies to the sites at Russett Way, Alder Way and Oakhill Road.
- 4 Valuation advice was sought, and the confidential Appendix A provides an outline of achievable values. Advice was also sought on the preferred disposal methods.

Disposal Sites

Russett Way, Swanley

- 5 This site of 1,277 sq.m is currently amenity land, an open space between the rear of properties to Conifer Way and Aspen Close and fronting on to Russett Way. It is located in the built-up area of Swanley town, not within the Green Belt.
- 6 In 2015 the site was identified as a potential development opportunity and in 2016 was assessed under SDC's call for sites programme, both in terms of the SHLAA (Strategic Housing Land Availability Assessment) and ELAA (Economic Land Availability Assessment) methodologies.
- 7 The conclusion was that the site was surplus to requirements and could be put forward for development. The site was included within the draft Local Plan as an allocation with a site capacity of seven units.
- 8 It was then tendered for valuation and development advice as part of the Small Sites Programme, following which options appraisals and feasibility studies were carried out. It was concluded that no more than 3 dwellings are likely to be accommodated on the site due to the desire to retain some of the amenity greenspace for the existing children's playground.
- 9 A planning application was submitted by the Council for the erection of 3no. 3-bedroom dwelling houses with improved children's playground facilities and approved under application Number: 19/01980/FUL on 18 October 2019.
- 10 It was originally envisaged that the Council would build out the dwellings but appraisals have indicated that it will cost SDC more to build these, depressing both land value and profit, than builders/developers bidding for the land

either by private treaty or at auction. The lot size would predominantly appeal to local builders.

- 11 The Council's intention to dispose and appropriate the site were advertised on 4 and 11 February in accordance with Local Government Act 1972. Comments from the consultation exercise were due to be reviewed, but none were received.
- 12 Officers therefore believe that the strategic objectives of the Council are best met by disposing of this site.

Land east Of 40 Alder Way

- 13 This site of 6,890 sq.m is currently amenity land. The north part of the site is trapezoidal with the south edge running along Alder Way. To the east and west are the existing properties of Alder Way and the north edge of this part of the site adjoins Swanley Park. The site is currently laid to grass and there is a substantial hedge on the eastern boundary that separates the site from the residential properties beyond. The site is located within the built-up area of Swanley town; not within the Green Belt.
- 14 In 2015 the site was identified as a potential development opportunity and in 2016 was also assessed under SDC's call for sites programme, considered as surplus to requirements and tendered for valuation and development advice. It was agreed that the site would offer 40% affordable housing, including one wheelchair accessible property.
- 15 A planning application was submitted by the council for the erection of 18no. 2 and 3 bedroom dwellings with new communal open space and a refurbished existing open space area including children's playground and was approved under application 20/00037/FUL on 21 August 2020.
- 16 It was evaluated as to whether SDC should build out the dwellings or sell the site. Three national agents and auctioneers were invited to provide recommendations on value and marketing. Their conclusions were that it would be best to market the site by private treaty as developers/builders would want to take their time assessing the community space and CIL elements of a bid and some might wish to amend the consent.
- 17 Given the open space associated with this site, the Council's intention to appropriate for planning purposes and dispose of the site was advertised on the 4th and 11 February in accordance with the Local Government Act 1972. There were no consultation responses.

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- 18 Given the improvement to the public play area as noted in the planning consent, it is considered that disposal of this site remains in the Council's best interest.

Oakhill Road, Sevenoaks

- 19 This 2.01 acre site is located at the rear of 7 Oakhill Road in a residential area of Sevenoaks. Oakhill Road is located immediately south of Sevenoaks station. The area is primarily a residential location, characterised by large detached houses. The Property is east of Oakhill Road, beyond an office building. The site is heavily vegetated with overgrown shrubs and self-seeded woodland and slopes steeply towards the railway line. The Property does not benefit from a planning consent and is held freehold under title number K470174.
- 20 As the site is disused and does not fulfil any operational requirement for the Council, it is considered surplus land. However, various options were considered for this site and an external registered valuer was commissioned to advise further and prepare a Red Book Valuation. The Council's intention to appropriate with a view to disposing of the site was advertised on 4th and 11 February and no consultation responses were received.
- 21 It was considered prudent for the Council to dispose of this site and realise a much needed capital receipt.

Land to the rear of Sealcroft Cottages, Seal

- 22 The site consists of a c.0.4 acre site in Seal to the rear of the Sealcroft Cottages. The Council holds the freehold under Title K907890.
- 23 The site has potential to accommodate up to 4 new dwellings, however, it is located within the Green Belt.
- 24 Officers consider that the best way to unlock the site's potential is as a Rural Exception Site (Core Strategy Policy SP4). It is also noted that Seal Parish Council has a housing needs requirement following a needs survey.
- 25 The Council's Housing Team identified this parcel of land to the rear of Sealcroft Cottages, Seal that could potentially be developed for much needed affordable housing. Discussions were held with the Parish Council and with a housing association.

- 26 The Council is in agreement to use this parcel of land for much needed housing, but wishes to ensure it is disposed of in accordance with the LGA 1972 and for outstanding matters to be addressed.
- 27 The site was advertised for disposal on 4th and 11th February and consultation responses were received from two neighbours who wished to purchase part or the whole of the site.
- 28 While this site should be disposed of at market value and in accordance with the LGA 1972, given the Council's desire to promote and increase affordable housing supply in the District and in particular tied to the local affordable needs of Seal Parish, disposing of the site at less than best consideration can be supported provided the disposal is appropriately conditioned to ensure the dwellings remain affordable units in perpetuity.

Other Options Considered

- 29 Given the planning status of the Russet Way and the Alder Way sites, consideration was given to these sites being developed directly by the Council or to be sold to Quercus 7 for market rent. Whilst the transfer to Quercus 7 would secure a capital receipt for the Council, it does have tax and legal implications and would be at valuation rather than market price with the risk of not realising best consideration for the land with planning permission. SDC, through its ownership of Quercus 7, would hold the risks relating to the changing market conditions, construction costs, profit margin, market lettings and potential voids.
- 30 Sale of either or both the Russet Way and Alder Way sites to Quercus Housing for affordable housing provision was also considered. This would entail a smaller capital receipt for the Council and Quercus Housing would still hold the risks relating to construction.
- 31 Given the complexities of the Oakhill Road site, despite several development options being considered for this site, it was considered too risky for the Council to take forward its own development on this site.
- 32 Alternative use and development options for the land to the Rear of Sealcroft were also considered, but the need for affordable housing in Seal Parish was considered pressing.
- 33 The disposal of these sites as proposed minimises the Council's risks and maximises capital receipts.

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Key Implications

Financial

The disposal of these sites will reduce the Council's land holding costs and other liabilities.

The sites are surplus to the Council's requirements and will be treated accordingly for accounting purposes.

Valuation advice was obtained and reserve thresholds have been established.

The envisaged capital receipts will be applied towards the Council's approved Capital Programme.

Legal Implications

The identified sites are within the freehold possession of the Council. There are no known title encumbrances that would prevent disposal. However, encroachment issues have been noted at several sites and these matters are being rectified and regularised.

The disposal of local authority land is legislated by the Local Government Act 1972. Amongst other key requirements, this legislation places an obligation on local authorities to seek best consideration and where there is an intention to dispose of public open space to advertise and consult with local residents.

The Council is required under Section 123 of the LGA 1972 to seek best consideration for a disposal. Disposal at less than best consideration is possible and permissible subject to the exceptions outlined in legislation.

With regards to land to the rear of Sealcroft Cottages, Seal, the General Disposal Consent 2003 and Government Circular 06/2003 allows the Council to dispose land at less than best consideration, where the Council considers it will help to secure the promotion or improvement of the economic, social or environmental well-being of its area.

Other legal implications are set out in the report.

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.

Conclusions

The sites identified in this report are surplus to the Council's requirements. Their disposal provides an opportunity to obtain capital receipts and to mitigate risks. The sites will be disposed of at the most opportune moment in 2021/22.

Appendices

Appendix A - Indicative Valuations - Exempt Information.

Background Papers

Kent Housing Group (May 2016): Rural Homes: Supporting Kent's Rural Communities.

Montagu Evans (Dec 2020): Redbook Valuation for Land to Rear of 7 Oakhill Road, Sevenoaks - Exempt Information

Detlev Munster

Strategic Head of Property & Commercial

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