

20 April 2023 at 7.00 pm

Council Chamber, Argyle Road, Sevenoaks

Published: 12.04.23



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[https://www.youtube.com/channel/UCIT1f\\_F5OfvTzjZk6Zqn6g](https://www.youtube.com/channel/UCIT1f_F5OfvTzjZk6Zqn6g)

## Cabinet

### Membership:

Chairman, Cllr. Fleming; Vice-Chairman, Cllr. Dickins  
Cllrs. Dyball, Maskell, McArthur and Thornton


### Agenda

There are no fire drills planned. If the fire alarm is activated, which is a continuous siren with a flashing red light, please leave the building immediately, following the fire exit signs.

	Pages	Contact
Apologies for Absence		
1. <b>Minutes</b> To agree the Minutes of the meeting of the Cabinet held on 16 March 2023, and 23 March 2023 as a correct record	(Pages 1 - 10)	
2. <b>Declarations of interest</b> Any interests not already registered		
3. <b>Questions from Members (maximum 15 minutes)</b>		
4. <b>Matters referred from Council, Audit Committee, Scrutiny Committee, CIL Spending Board or Cabinet Advisory Committees (if any)</b>		
REPORTS ALSO CONSIDERED BY THE CABINET ADVISORY COMMITTEES		
5. <b>Financial Monitoring 2022/23 - to the end of January 2023</b>	(Pages 11 - 40)	Alan Mitchell Tel: 01732227483
6. <b>Carry Forward Requests 2022/23</b>	(Pages 41 - 60)	Alan Mitchell Tel: 01732227483



Indicates a Key Decision

 indicates a matter to be referred to Council

#### EXEMPT INFORMATION

At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227000 or [democratic.services@sevenoaks.gov.uk](mailto:democratic.services@sevenoaks.gov.uk).

CABINET

Minutes of the meeting held on 16 March 2023 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)

Cllr. Dickins (Vice Chairman)

Cllrs. Dyball, Maskell, McArthur and Thornton

Cllr. Eyre was also present.

96. Minutes

Resolved: That the Minutes of the Cabinet meeting held on 9 February 2023, be approved and signed by the Chairman as a correct record.

97. Declarations of interest

No additional declarations of interest were made.

98. Questions from Members (maximum 15 minutes)

There were no questions from Members.

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

There were none.

100. Environmental Protection Service Plan

The Portfolio Holder for Cleaner & Greener presented the report, which outlined how the Environmental Health Team intended to meet and discharge its statutory obligations with regards to Statutory Nuisance, Animal Welfare, and Licensing and Environmental Permitting Regulations for the upcoming year.

The Environmental Protection Team Leader set out that the Cleaner & Greener Advisory Committee considered the same report and recommended its adoption. He explained that the report also outlined the volume of work undertaken by the team and how it had streamlined its processes with technology to cope with increase workloads with current resources.

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 Council that the Environmental Protection Service Plan 2023-2024 be adopted.

101. Licensing Pre-Application Advice Charges Review and Introduction of Other Admin Fees

The Portfolio Holder for Cleaner & Greener presented the report which set out the restructured fees for Licensing pre-application advice and the introduction of some new smaller admin fees to cover the resourcing costs of providing the services. The Cleaner & Greener Advisory Committee supported the recommendations.

The Head of Licensing Partnership further advised that by re-structuring the fees it was hoped it would lead to an increased uptake of the service. The 'check and send' fees were also proposed to be increased, and a similar fees structure for work on temporary event notices were to be introduced. Due to an increase demand on the services, an introduction of smaller admin fees for updating contact details for lottery registrations, and replacement invoices for the statutory annual fee was also proposed.

Public Sector Equality Duty

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

Resolved: That

- a) the restructured fees for Licensing pre-application advice as set out in Appendix B, be approved; and
- b) the introduction of some new smaller admin fees to cover the resourcing cost of providing the service as set out in Appendix B, be approved.

102. Community Grant Scheme Draft Allocations 2023/24

The Portfolio Holder for People & Places presented the report which outlined the 2023/24 Community Grant Scheme draft allocations. She advised that Officers carried out a full appraisal alongside herself and the Deputy Portfolio Holder, reviewing applications on how they supported the scheme's priorities, amongst other criteria. The People & Places Advisory Committee considered the same report.

The Community Projects & Funding Officer advised that in total 31 applications were received, with a total grant request of £116,000 against £49,800 that was available for the scheme. They outlined some of the applications received which highlighted the diversity of projects supported.

## Cabinet - 16 March 2023

Members considered the applications received and asked questions of clarification, noting the recommended conditions.

Public Sector Equality Duty

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

Resolved: That the grants as set out in Appendix C to the report, be approved subject to the conditions set out below:

- that performance indicators as set out in the application forms are adhered to and monitored;
- that appropriate Safeguarding policies and arrangements are in place, where necessary;
- that appropriate recognition of this Council's funding contribution is made in all their publicity; and
- where services are provided over a wider area than the District boundaries, organisations will be required to hold grant aid from this council in a restricted fund for the benefit of Sevenoaks District residents.

103. 2023-24 Sevenoaks District Health & Wellbeing Action Plan

The Portfolio Holder for Housing and Health outlined the Health and Wellbeing Action Plan for 2023/24, which was built on the current Action Plan and feedback from Partners and Stakeholders regarding the scope and opportunities for collaborative work. The Housing and Health Advisory Committee had considered and supported the report.

The Deputy Chief Executive and Chief Officer – People & Places advised that the Action Plan proposed a new population health approach to planning, with an emphasis on reducing health inequalities as well as improving overall health. The four main pillars for this were the wider determinants of health, health behaviours and lifestyle, places and communities, and the integrated health and care systems.

Members considered the report.

Public Sector Equality Duty

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

Resolved: That the 2023-24 Sevenoaks District Health & Wellbeing Action Plan be approved.

104. Sevenoaks District Community Safety Partnership Strategy & Action Plan 2023-24

The Portfolio Holder for People & Places presented the report which set out the 2023-24 Sevenoaks District Community Safety Strategy and Action Plan.

The Deputy Chief Executive and Chief Officer – People & Places set out that the Strategy had seven priorities which were built on the Strategic Assessment and local data from Partner Organisations. The Community Safety Unit would work alongside these priorities in day-to-day work, with dedicated actions to reduce, enforce and education around each priority. The People & Places Advisory Committee had supported the report.

#### Public Sector Equality Duty

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

Resolved: That it be recommended to Council that the 2023-24 Sevenoaks District Community Safety Strategy and Action Plan be adopted.

#### 105. UKSPF Update Report

The Portfolio Holder for Improvement and Innovation presented the report which updated Members on the key programme to be delivered via the UK Shared Prosperity Fund (UKSPF). The Council was allocated £1,000,000 for the period 2022-2025. The Improvement and Innovation Advisory Committee had considered the same report.

The Economic Development Officer further advised that the programme included a range of projects working with other Council Teams and external partnerships, emphasising building upon existing activity and groups. Some projects would be delivered across the West Kent Partnership. All funding for Sevenoaks District would only be used to support organisations within the District.

Moving onto Rural England Prosperity Fund, Members were advised that funding would be offered to rural businesses to provide a West Kent grant scheme for rural businesses and community groups, building on the successes from the former West Kent Leader scheme. The Council was currently awaiting approval for spending from the REPF.

Resolved: That the update on the key programme to be delivered via the UK Shared Prosperity Fund, including the Rural England Prosperity fund proposals, be noted.

#### 106. White Oak Residential

The Portfolio Holder for Improvement & Innovation Advisory Committee updated Members on the development proposal for White Oak Leisure Centre Residential Scheme. Particular emphasis was given to the decreased density from 81 to 61 units, to create a better-quality environment and more family houses. The Improvement

and Innovation Advisory Committee had considered the same report and endorsed the recommendations to Cabinet and Council.

The Regeneration Development Project Manager further advised Cabinet that the procurement approach had been updated to reflect the needs of modern methods of construction. The Council had successfully obtained £840,000 of Brownfield Land Release grant funding for the site, and had a guaranteed fixed works price from its contractor, which gave the cost plan a high degree of certainty.

Members were advised this will be the Council's first modern methods of construction scheme that will deliver high quality, environmentally efficient and sustainable homes with new open space, trees and enhanced landscaping.

Members discussed the report.

#### Public Sector Equality Duty

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

Resolved: That

- a) the receipt of £840,000 grant funding from the One Public Estate Brownfield Land Release Fund which has required the need to adopt an accelerated procurement process, be noted;
- b) this would be the Council's first modern methods of construction (MMC) scheme that would deliver 61 new high quality, environmentally efficient and sustainable homes and that the Council has procured a preferred contractor in compliance with procurement regulations and the Council's standing orders, be noted;
- c) the development site as outlined red in Plan A (appendix E) be appropriated for planning purposes in accordance with the section 122 of the Local Government Act 1972 (in reliance on section 227 of the Town and Country Planning Act 1990) consequentially facilitating the Council's powers under sections 203 to 206 of the Housing & Planning Act 2016 to override any outstanding interests, be agreed;
- d) the Strategic Head of Property and Commercial in consultation with the Chief Officer Finance and Trading and the Head of Legal and Democratic Services, be delegated authority to submit a planning application and to enter into any necessary contracts to facilitate the development and construction of the proposed scheme in accordance with the Council's Contracts Procedure Rules and for the disposal of the residential units to be developed;
- e) the Strategic Head of Property and Commercial and the Chief Officer Finance and Trading, following consultation with the Cabinet Member for Finance & Investments, be delegated authority, to undertake further

detailed design and feasibility work and to proceed with the scheme subject to final scheme viability; subject to Council's approval of the capital provision of £21,852,476; and

- f) it be recommended to Council that the total project budget be increased to £21,852,476 and that the Capital Programme, be accordingly amended to deliver the scheme, which was to be funded as set out in the Financial Implications of the report, be approved.

#### IMPLEMENTATION OF DECISIONS

This notice was published on 17 March 2023. The decisions contained in Minutes 101 and 105 take effect immediately. The decisions contained in Minutes 102 and 103 take effect on 27 March 2023. The decisions contained in Minutes 100, 104 and 106 are references to Council.

THE MEETING WAS CONCLUDED AT 7.41PM

CHAIRMAN



CABINET

Minutes of the meeting held on 23 March 2023 commencing at 5.00 pm

Present: Cllr. Fleming (Chairman)

Cllr. Dickins (Vice Chairman)

Cllrs. Maskell and Thornton

Apologies for absence were received from Cllrs. McArthur and Dyball

Cllrs. Clayton, Penny Cole, Perry Cole, Grint, Purves and Reay were also present.

Cllr McArthur was also present via a virtual media platform which was not recognised as attendance under the Local Government Act 1972.

REASONS FOR URGENCY

The meeting had been called as a matter of urgency in accordance with Section 100B(4) of the Local Government Act 1972. The Chairman had agreed to accept the urgent matter which had missed the statutory despatch deadline, but had been circulated.

The matter was urgent as the Council needed to agree a way forward with a new leisure operator to ensure protection of its leisure facilities in the District.

107. Declarations of interest

There were no additional declarations of interest.

108. Response To Sencio Community Leisure Insolvency Position - Sevenoaks District Council Leisure Sites

The Chairman set out that the report, which updated Members on the provision of leisure services in the Sevenoaks District following the appointment of an Insolvency Practitioner by Sencio Community Leisure (Sencio) and to agree a way forward for the reopening of leisure facilities in the District. Sevenoaks District Council own three leisure facilities and a golf course, operated and maintained under contracted lease agreements. The Council was the landlord for these sites and therefore the Council's influence over Sencio was limited to the lease and funding arrangements it had in place.

As a leisure management company, Sencio operated as a business with its own Board of Trustees and Management Team and was governed and traded independently and

in its own right. Sencio's Board Members were representatives of the local community and comprised of persons with a broad range of skills, likely to contribute to the company's success. The day-to-day management, including business and financial planning was delegated to the Chief Executive of Sencio.

The Chief Officer for People & Places advised that as recently as January this year, Sencio's Senior Management had presented to the Council's Scrutiny Committee, noting their positive performance plans for the future. It now appeared that Sencio had accumulated significant liabilities in recent months, exacerbated by an insufficient cash flow since January.

In March 2023, Sencio's Management Team and its Board Members made the difficult decision to appoint an Insolvency Practitioner to act as Administrator as the Trust considered itself unable to continue trading when it realised it could no longer meet its financial liabilities obligations for March 2023.

Once provided with the full scale of the financial position by Sencio's Senior Management Team, the Board immediately stepped in and made the urgent decision to cease trading, appointing Evelyn Partners as Insolvency Practitioner, advising staff, customers and suppliers of their decision on 17 March 2023.

The Chief Officer expressed how the Council's thoughts and concerns were with Sencio's staff, customers and suppliers impacted by the decision. Leisure was incredibly important in helping to connect communities bringing people together through sport and physical activities. There were many clubs and groups, businesses and local people that depended on the facilities being open.

Members were advised that the Council's main priority was to gain access to the leisure premises at Sevenoaks, Edenbridge and Lullingstone from the Insolvency Practitioner and to open those facilities under a new operator as a matter of urgency. The Council, wished to limit the time the centres were closed to avoid existing users joining other centres and the negative health impacts on residents and local communities.

Due to the community need and extreme urgency to activate the Council's leisure facilities as soon as practical, it was intended to let a shorter-term contract rather than undergo a full procurement process at this time.

The Council was actively engaging with the insolvency practitioner appointed by Sencio, seeking to negotiate and enable a smooth transition to an interim operator. At the same time, Officers were negotiating with the Chair of Sencio, who were effectively still under lease with the Council and obliged and liable to undertake a duty of care for the Council's buildings. The Council was able and willing to take on the full responsibility and liability for each of its buildings to enable their swift reopening, but it required Sencio to fully and successfully surrender its lease to the Council.

## Cabinet - 23 March 2023

She advised that further delay in Sencio making this decision was only causing further stress and impact to not only the local community, but Sencio's staff, suppliers, and members, who no doubt would wish to see the facilities reopen as soon as possible.

Members thanked the Chief Officer for her report.

The Chairman noted his thanks to Cllrs Clack and McArthur for being appointed to the Board for their concerns to be taken to the Management Team. He noted that other news articles highlighted the struggles that the Leisure services were facing around the UK. Members discussed the report giving consideration to the Council's robust financial framework which enabled the proposed budget for recommendation b.

The Chairman used his discretion and opened the meeting to Councillors to ask questions. In response Members were advised that the full breakdown of costs were not currently known but the Council was working with Max Associates a leisure consultancy firm, to ensure there was value for money. As part of using open book accounting there would be a greater level of transparency as records needed to show how money had been spent and the level of income. Members were also advised that a Council loan to Sencio had been to improve the building and therefore the investment had been made to the Council's own asset. He stressed the importance of getting the centres open as quickly as possible so residents could start using the facilities again.

#### Public Sector Equality Duty

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

Resolved: That

- a) the events and progress to date outlined within the report, be noted;
- b) it be recommended to Council that a budget as set out in Appendix A, of up to £1.83million, be agreed for
  - i) expenditure associated with supporting the oversight, maintenance and safety of Council owned leisure facilities, whilst negotiations with the Insolvency Practitioner were finalised;
  - ii) an interim leisure operator to oversee the Council's leisure facilities for a period of two years (or until the procurement of a new operator was completed).
  - iii) Delegated authority to the Chief Officer, People & Places and Chief Officer, Finance & Trading to investigate an interim leisure operator and enter into a contact subject to consultation with the Portfolio Holder for People & Places and Portfolio Holder for Finance & Investments.

- c) the funding be borrowed from earmarked reserves in the short-term and would need to be repaid. A solution to repay the reserves would need to be agreed before the conclusion of the 2024/25 budget setting process.

IMPLEMENTATION OF DECISIONS

This notice was published on 24 March 2023. The decisions contained in Minutes 108 are references to Council.

THE MEETING WAS CONCLUDED AT 5.28 PM

CHAIRMAN

**Item 06 – Financial Monitoring 2022/23 – to the end of January 2023**

The attached report was considered by the Finance & Investment Advisory Committee on 23 March 2023. The relevant Minute extract is below.

**Finance & Investment Advisory Committee (23 March 2023, Minute 51)**

The Head of Finance presented the report, which set out the Council's forecast financial position as at 31 January 2023. There was a forecast unfavourable variance of £188,000, down from £242,000 as estimated in November. Favourable variances were predicted from retained business rates, pay costs, Development Management, and support services. Car Parking income was recovering from the pandemic. Investment Returns were performing well, due to high interest rates, as were returns from Multi-asset Income Funds.

Unfavourable variances were forecast for Direct Services, Conservation, Local Tax, Land Charges, and the Print Shop. Increases in the cost of utilities meant that CCTV and central offices were also presenting unfavourable variances.

In response to questions, the Officer advised that the outlook from February's monitoring was in line with the position in the report.

Resolved: That the report be noted.

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FINANCIAL MONITORING 2022/23 - TO THE END OF JANUARY 2023

Cabinet - 20 March 2023

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

**Status:** For Consideration

**Also considered by:** Finance and Investment Advisory Committee - 23 March 2023

**Key Decision:** No

**Executive Summary:**

The economic consequences of the recent pandemic, alongside other global events, has seen inflation rise to a thirty-year high, with households across the district feeling the effects of a rise in the cost of living. Sevenoaks District Council is not immune to these economic pressures both in terms of higher costs but also higher demand on its services.

During the pandemic, the financial strength and flexibility afforded by the Council's still unique rolling ten year budget meant that the Council was able to take sound financial decisions to minimise the impact as much as possible. This means the authority remains in a far stronger position than much of the rest of local government.

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

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

**Portfolio Holder:** Cllr. Matthew Dickins

**Contact Officers:** Alan Mitchell, Ext. 7483

Adrian Rowbotham, Ext. 7153

**Recommendation to Finance and Investment Advisory Committee:**

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

**Recommendation to Cabinet:**

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

**Reason for recommendation:**

Sound financial governance of the Council.

It is important that Members and officers alike should continue to be mindful of those areas in which risks and opportunities may arise so the Council can continue to thrive financially and, in so doing, deliver valued services for the district's residents, such as its trademark weekly rubbish and recycling collection. Indeed, this approach was recognised and praised in the recent independent LGA Corporate Peer Challenge.

**Introduction and Background**

- 1 The forecasted year-end position as at 31 January 2023 is estimated to be an unfavourable variance of £188,000 against a net revenue budget of £17.528m.
- 2 Earlier in the year reports have been presented to this committee that showed significant in year financial challenges, including the national pay award which on its own resulted in an additional cost of £629,000. During the year significant progress has been made to identify in year savings and Officers continue to work on solutions to resolve the current forecasted unfavourable position.

**Staff Pay Costs**

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



Business Rates Pool - based on previous years, this is estimated to be £250,000. Second, drawing £379,000 from the Budget Stabilisation Reserve.

- 5 Both steps are consistent with the principles which govern the use of the funds since, in the case of the former, the receipts are ordinarily treated as a windfall and therefore committed to reserves to meet future expenditure and, with the latter, the Budget Stabilisation Reserve's purpose is to assist in smoothing out peaks and troughs over the course of the ten year budget period.
- 6 Furthermore, to ensure there is no long term impact on the Budget Stabilisation Reserve, it was proposed that a corresponding savings or income item be identified as part of the 2023/24 Budget which can replenish the Reserve over the course of the ten year budget - in other words, committing to reserves an anticipated £38,000 per year.
- 7 The above and the ongoing impacts were included in the 2023/24 budget approved by Council in February.

#### **Net Service Expenditure - Favourable Variances**

- 8 Retained Business Rates - Income of £2.476m forms part of the 2022/23 budget. In previous years any receipts over and above this amount, including those that result from being a beneficiary of the Kent Business Rates Pool have been transferred to the Budget Stabilisation Reserve, but it has been agreed that this year it is used to help offset any overspend. We are currently waiting for the latest estimate, but it is expected to be approximately £250,000.
- 9 Pay costs - the expenditure forecasts on staff costs total £449,000 above budget and £783,000 on agency costs.
- 10 Within Development Management is a favourable variance of £25,000 being forecast due to increased fee applications and prior year receipts in advance.
- 11 Miscellaneous Finance is forecasting a favourable variance of £142,000. This is the in year saving achieved across a number of services to offset the forecasted unfavourable position.
- 12 Support services, Audit and legal functions are forecasting favourable variances of £23,000 & £36,000 respectively. This is due to underspends on staff costs in both areas.
- 13 Corporate Other is showing a favourable variance of £141,000 which is the additional savings from the vacancy savings budget.

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- 14 Corporate management is forecasting a favourable variance of £166,000. This offsets the cost of the additional employers NI that has been incurred within the services of £70,000 and the balance of the £140,000 grant received plus underspend on consultants of £25,000.
- 15 Income - the Council receives a number of different income streams to help balance the budget and details in relation to the main streams are included in Appendix B. At the end of January, income as detailed within the report is below budget in some areas such as Land Charges but positively is above budget in areas such as Taxi Licensing, Car Parking - On Street & Car Parks, Planning - Development Management and Building Control.
- 16 Car Parking income continues to recover well and are forecasting a favourable variance of £224,000. The budget was reduced by 20% compared to the budget prior to the pandemic and increases by 5% each year to reflect the anticipated rate of recovery. Off-Street Enforcement is forecasting a favourable variance of £64,000 as PCN's exceed the budgeted levels.
- 17 Investment Returns - the return to date on the treasury management investments held by the Council is above budget with interest received totalling £308,000 compared to a budget of £112,000 for the year to date. This is due to the interest rates being far higher than they have been for some years and also due to the income being received from the Multi-asset Income Funds. In addition to this, the capital programme continues to be funded and Quercus 7 acquisitions have been funded in the most advantageous way possible which includes internal borrowing.

### **Net Service Expenditure - Unfavourable Variances**

- 18 Conservation is forecasting an unfavourable variance of £57,000 due to the additional investment required to deliver the service.
- 19 Local Tax is forecasting an unfavourable variance of £104,000 due to the write off of court costs and not being able to meet the enforcement income budget.
- 20 Land Charges are forecasting an unfavourable variance of £77,000 due to a downturn in volumes of searches and corresponding income.
- 21 CCTV is forecasting an unfavourable variance of £66,000 due to the increase in utility costs.
- 22 Print Shop is forecasting an unfavourable variance of £78,000 due to underachievement of income due to the reduction of external business demand.
- 23 Direct Services are forecasting an overall unfavourable variance of £1,099,000. This includes £331,000 due to the pay award being higher than budgeted as explained above. The remaining variance is due to a number of reasons including the higher refuse volumes than pre pandemic which has contributed to the additional cost of agency staff and the requirement to hire vehicles where existing vehicles are being repaired due to the increased wear

and tear. There has also been an underachievement of the increased income budget for trade waste as businesses recover from COVID-19.

- 24 Swanley meeting point - Business Hub is forecasting an unfavourable variance due to set up costs being incurred which were not in the 22/23 budget.
- 25 Within Support - Central Offices an unfavourable variance of £60,000 is being forecasted. This is to reflect the increase in utility costs caused by world events.
- 26 Investment Property Income is forecasting an unfavourable variance of £265,000. This reflects the current occupation levels of the portfolio and the income that will not be received together with the Business Rates costs.

### **Future Issues and Risk Areas**

- 27 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:
- Impact on rising utility costs relating to leisure centres, may see an impact on smaller leisure trusts, such as Sencio.
  - There remains the risk that planning decisions and enforcement action will be challenged, either at appeal or through the Courts.
  - Recruiting to vacant posts continues to be difficult.
  - The financial impact of proposed changes to the Planning System will need to be carefully considered.
  - Covid-19 continues to have a potential impact on income levels and expenditure.
  - Potential staff salary budget pressure due to staff absences. Additional pressures from the leisure centres due to air handling units. Argyle Road boilers are at end of life with increased risk of failure over the winter months.
  - Rental pressures due to cost of living crisis, request for rent holidays.
  - Predictions for a recession and cost of living pressures, will all have a direct impact on rising homelessness and demand for emergency accommodation.
  - budget pressure expected on leisure centres maintenance budget.

## Agenda Item 5

### **Key Implications**

#### Financial

The financial implications are set out elsewhere in this report.

#### Legal Implications and Risk Assessment Statement

Under Section 151 of the Local Government Act 1972, the Section 151 officer has statutory duties in relation to the financial administration and stewardship of the authority.

Detailed budget monitoring is completed on a monthly basis where all variances are explained. Future risk items are also identified.

#### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

#### Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

#### **Appendices**

Appendix A - January 2023 Budget Monitoring Commentary

Appendix B - January 2023 Financial Information

#### **Background Papers**

None

**Adrian Rowbotham**

**Deputy Chief Executive and Chief Officer - Finance & Trading**

People and Places	Budget to Date £'000	Actual to end of January 23 £'000	Variance to date £'000	Annual Forecast (Including Accruals) £'000	Forecast Annual Variance £'000	Explanation for year end variances greater than £10k (starred items)
Contain Outbreak Management Fund 2021/22 - P&P	0	121	121	0	0	Awaiting KCC's payment of invoice to cover outstanding COMF balance.
KCC Helping Hands	0	-17	-17	0	0	Funding received in advance from the Kent County Council (KCC) for Helping Hands Projects
Leisure Contract	118	98	-20	119	1	Payment of Sencio's management fee is subject to the previous year's audited accounts being provided by the Trust. Unlikely to be paid, to be reviewed next month.
Leisure Development	21	0	-21	21	0	Payment of Sencio's Advantage fee is subject to the previous year's audited accounts being provided by the Trust. Unlikely to be paid, to be reviewed next month.
Local Strategic Partnership	4	14	11	4	0	Sevenoaks District Local Strategic Partnership Community Wellbeing Fund, supports related priorities and will be funded through the relevant reserve
Police & Crime Commissioners (PCCs)	-9	-19	-11	-9	0	Funding received in advance from PCC. Awaiting approval for final quarter spend profile.
Tourism	27	-148	-175	28	1	Grants received ahead of spend.
West Kent Partnership	-10	11	20	-10	0	External funding not yet received.
Youth	50	38	-12	49	-1	Grant received in advance from KCC as part of Local Children's Partnership Group
Tourism	17	-18	-35	17	17	Grant funding received in advance. We anticipate spend to accelerate within Q2 with no variance to the full year effect.
Property Investment Strategy	-1,006	-887	119	-870	-870	Reduction in rental income due to COVID-19. Payment plans are in place and the majority of the shortfall will be recovered. 96 High Street is showing a 100% variance as no income has been received resulting in a £96.4k reduction in income. In addition the Council will become liable for Business Rates for properties that may go into distress. • For the remaining rental income, repayment plans are being negotiated with a forecast 20% reduction for Q2, but repayment plans starting to kick in with the variance being recuperated by 80% towards the end of the financial year.
Future Issues/Risk Areas						Impact on rising utility costs relating to leisure centres, may see an impact on smaller leisure trusts, such as Sencio.

Development and Conservation	Budget to Date £'000	Actual to end of January 23 £'000	Variance to date £'000	Annual Forecast (Including Accruals) £'000	Forecast Annual Variance £'000	Explanation for year end variances greater than £10k (starred items)
Building Control	-134	-117	17	-137	-3	Fee income behind profile.
Conservation	108	159	51	165	57	Additional investment in the delivery of the service.
Planning Policy	307	384	77	303	-4	Additional investment in the delivery of the service.
Planning - Appeals	186	190	4	208	22	Salary underspend offset against salary overspend elsewhere.
Planning - Development Management	-66	-60	5	-77	-25	Overachievement on application income due to a small number of large fee submissions
Planning - Enforcement	284	371	87	354	70	Additional investment in the delivery of the service.
Planning Performance Agreement	0	22	22	0	0	Recruitment and salary cost for public practice.
Planning - Development Management - Software Project	0	-120	-120	0	0	External funding received ahead of spend.
Administrative Expenses - Planning Services	31	48	17	30	-1	Advertising expenditure for vacant posts
Future Issues/Risk Areas						There remains the risk that planning decisions and enforcement action will be challenged, either at appeal or through the Courts. Recruiting to vacant posts continues to be difficult. The financial impact of proposed changes to the Planning System will need to be carefully considered.

Finance and Investments	Budget to Date £'000	Actual to end of January 23 £'000	Variance to date £'000	Annual Forecast (Including Accruals) £'000	Forecast Annual Variance £'000	Explanation for year end variances greater than £10k
Asset Maintenance Direct Services	35	4	-31	15	-20	Spend behind profile
Asset Maintenance Public Toilets	13	0	-13	-3	-16	No spend required on public toilets in 22/23.
Dartford Rev&Ben Partnership Hub (SDC costs)	1,666	1,751	85	1,666	0	Additional software costs to be covered by draw downs from reserves.
Dartford Audit Partnership Hub (SDC Costs)	183	142	-42	183	0	Salary underspend on the hub due to staff vacancies, recruitment is currently taking place.
Local Tax	-93	-12	82	11	104	Adverse variance due to write-offs on court costs and unachievable enforcement income.
Misc. Finance	1,221	1,216	-5	1,078	-142	Variance due to in-year saving budgets moved to Misc. Finance. Also a underspend on cleaning materials.
Administrative Expenses - Finance	18	32	15	30	13	Spend on consultant works and staff advertising has caused an adverse variance.
Administrative Expenses - Strategic Property	0	12	12	0	0	Costs relating to staff advertising.
Support - Audit Function	178	167	-11	155	-23	SDC share of the combined partnership underspend.
Support - Finance Function	209	217	8	220	11	Adverse forecast due to an overspend on salaries and pay award 22/23.
Support - Legal Function	222	189	-33	186	-36	Current underspend due to vacant post being recruited to and the 22/23 annual pay award has now been included in the EOY Position
Treasury Management	107	127	21	125	18	Rise in the costs of bank charges and charge for Multi Asset Income Fund initial fee.
Future Issues/Risk Areas						Covid-19 continues to have a potential impact on income levels and expenditure.

Finance and Investments	Budget to Date £'000	Actual to end of January 23 £'000	Variance to date £'000	Annual Forecast (Including Accruals) £'000	Forecast Annual Variance £'000	Explanation for year end variances greater than £10k
Asset Maintenance Argyle Road	67	53	-14	67	0	Spend currently behind profile.
Asset Maintenance Other Corporate Properties	30	45	15	30	0	Overspend offset by underspends elsewhere.
Asset Maintenance Leisure	161	203	42	161	0	Spend currently ahead of profile.
Asset Maintenance Support & Salaries	79	36	-43	80	1	Spend currently behind profile.
Car Parks	-1,511	-1,643	-132	-1,735	-224	Day tickets charge income is exceeding budget but season tickets is below budget.
CCTV	220	319	98	286	66	Adverse forecast due to pay award 22/23 and increase in utilities bills. Annual payments relating to part 23/24 to be accrued.
Car Parking - On Street	-330	-392	-62	-330	0	Parking charge income continues to exceed budget.
Refuse Collection	52	503	451	642	590	Increased agency and salary costs due to sickness, outstanding holiday leave and pay award.
Trade Waste	-156	26	182	123	279	Increasing income, but behind budget target. Waste disposal charges have increased by on average £5k per month.
Green Waste	12	57	45	64	51	Agency costs and a reduction in income have caused an adverse variance.
Street Cleansing	-70	-151	-81	-139	-69	Increased recharges for services.
Transport Workshop	-5	77	82	66	71	Agency costs and a reduction in income due to staffing issues have caused an adverse variance.
Cesspool Emptying	-75	-16	59	0	75	Down on budgeted income.
Pest Control	-42	12	54	14	56	Down on budgeted income.
Fly Tipping	-38	2	40	-5	34	Major repairs to vehicles
Fleet	-149	-145	4	-168	-19	Underspend on salaries offset by overspend on internal recharges.
Depots	-67	29	96	-14	53	Transport repairs and income reduction.
Grounds Maintenance	-26	-43	-16	-48	-22	Underspend on services due to bad weather.
EH Commercial	263	254	-8	246	-16	Salary underspend offset against salary overspend elsewhere
EH Animal Control	17	8	-9	35	18	Underspend due to a contract renewal later in the year.
EH Environmental Protection	309	388	80	334	25	Salary overspend offset against salary underspend elsewhere.
Parking Enforcement - Tandridge DC	-19	-191	-173	-12	7	Income collected on behalf of Tandridge to be paid over.
Estates Management - Buildings	-11	-32	-21	-19	-8	Exceeding budget due to RPI increase for Town Centre management.
Estates Management - Grounds	111	123	12	119	8	Grass maintenance and hedge cutting no budgeted for.
Housing Premises	9	-8	-17	3	-6	Overachieved income on sewage treatment plant costs.
Licensing Partnership Hub (Trading)	17	1	-16	17	0	Salary underspend due to vacancy. Currently recruiting.
Licensing Regime	31	10	-21	18	-13	Income ahead of profile relating to Premises licences.



Finance and Investments	Budget to Date £'000	Actual to end of January 23 £'000	Variance to date £'000	Annual Forecast (Including Accruals) £'000	Forecast Annual Variance £'000	Explanation for year end variances greater than £10k
Markets	-372	-387	-16	-372	-0	£25k Grant agreed by Cabinet for Swanley Town Council and to come from the additional income from Swanley Sunday market.
Off-Street Enforcement	62	11	-51	-2	-64	Parking Charge Notice (PCN) income exceeding budget.
Parks - Greensand Commons Project	0	88	88	0	0	Externally funded project. Spend will be reclaimed.
Refuse Collection	2,382	2,329	-53	2,382	0	An underspend on refuse sacks. A price increase is likely to see expenditure on budget. Income received ahead to budget.
Street Cleansing	1,304	1,331	28	1,331	27	Increase costs relating to fly tipping and unachieved income.
Support - Central Offices	453	459	6	513	60	Variance projected for utility bills which come in later in the year.
Support - Central Offices - Facilities	176	161	-15	173	-3	Plus the 22/23 annual pay award has now been included in the EOY Position
Support - General Admin (Post/Scanning)	207	230	23	208	1	Underspend based on staff turnover however the 22/23 annual pay award has now been included for EOY position
Support - Direct Services	55	67	12	69	14	Variance due to recruitment and postage costs.
Taxis	6	-12	-17	13	7	Revenue generated by new statutory practice. Over-recovery reinvested in additional staff to deliver the service.
Future Issues/Risk Areas						High inflation, the cost of living and changes resulting from the Covid-19 pandemic continue to have a impact on income levels and expenditure. Service pressures and vehicle hire and repairs continue to cause issues at Dunbrik.
						Potential staff salary budget pressure due to staff absences. Additional pressures from the leisure centres due to air handling units. Argyle Road boilers are at end of life with increased risk of failure over the winter months. Rental pressures due to cost of living crisis, request for rent holidays.

Housing and Health	Budget to Date £'000	Actual to end of January 23 £'000	Variance to date £'000	Annual Forecast (Including Accruals) £'000	Forecast Annual Variance £'000	Explanation for year end variances greater than £10k
Gypsy Sites	-5	18	23	22	27	As a result of closure order on site due to criminal damage, rents and HB reclaims has reduced due to tenancy evictions.
Homeless	519	576	57	506	-13	Forecast underspend based on staff turnover and number of TA/Emergency Accommodation placements continues to reduce.
Housing Register	54	60	6	79	25	The 22/23 annual pay award has now been included and the Housing Register funding offset by vacancy from other service areas.
Housing	132	151	19	144	12	Increased professional practice counselling support required to support housing officers as they deal with higher case complexity and customer needs. Interim acting up payment for Head of Housing in first half of year - allocations to be reviewed. Kickstarter costs will be offset by funding received.
Accommodation Service	53	66	12	55	2	The 22/23 annual pay award has now been included and additional support which will be funded from external funding
Housing Energy Retraining Options (HERO)	54	8	-45	54	0	Grant received in advance for Accommodation for Ex Offenders funding. Officer costs for supporting Ex-Offender cohort to be offset against the funding received.
Homes for the Ukrainians	0	-714	-714	0	0	Two quarters funding received in advance from KCC for Homes for Ukraine Scheme.
KCC- Household Support Fund	0	373	373	0	0	All funding spent by 30 September 2022 in line with KCC funding criteria. Funding claim submitted and outstanding balance to be paid.
KCC Helping Hands	0	-18	-18	0	0	Funding received in advance from the Kent County Council (KCC) for Helping Hands Projects
Private Sector Housing	221	198	-23	224	3	Dept for Business Energy and Industrial Strategy (BEIS) (Home Upgrade Grant) HUG1 grant received in advance for staffing post.
Rough Sleepers Initiative 2022-25	0	-161	-161	0	0	First tranche of funding paid in advance.
Rough Sleepers Programme	0	-41	-41	0	0	Rough Sleeping Accommodation Programme Funding received in advance for support element provided by Look Ahead for Vine Court Road and Orchard Close.
Housing and Health Project	18	-0	-19	18	0	Kent Housing Group funded post. Post currently vacant and awaiting confirmation it will be recruited to.
Homelessness Funding	-307	-231	76	-307	0	Funding to be drawn down for homeless prevention funded staffing posts. Salaries to be drawn down from Homelessness Prevention Fund.
KCC Specialist Weight Management	0	-19	-19	0	0	Health funding received in advance to support Black and Minority Ethnic (BAME) community health interventions.

Housing and Health	Budget to Date £'000	Actual to end of January 23 £'000	Variance to date £'000	Annual Forecast (Including Accruals) £'000	Forecast Annual Variance £'000	Explanation for year end variances greater than £10k
Future Issues/Risk Areas						<p>Although new placements into Temporary and Emergency Accommodation continue to decrease, securing affordable move on accommodation in the district for existing placements, continues to impact the budget. The acquisition by Quercus Housing of 11-13 High Street, Swanley and joint work with WKHA regarding Vine Court Road and Orchards Close has brought on board 26 new units in the district. Quercus Housing is progressing with the purchase of 17 units at 27-37 High Street, Swanley, due to complete in February 2023. The Council has worked with the Heart Foundation to secure the lease of a rental property (Stay Green House) in the district. The Out of Area Placement Policy and revised Housing Allocation Scheme were approved by Council in July 2022, which will help strengthen our processes. A review of all Emergency Accommodation provider contracts and rates is being undertaken to ensure value for money. Recruitment to vacant posts has been completed.</p>
						<p>A future pressure on homelessness may be seen once current host placements end for Govt's Homes for Ukraine Scheme. Additional funding for homelessness pressures arising from the Homes for Ukraine Scheme has been allocated by KCC, which could potentially contribute to temporary accommodation costs.</p>
						<p>As a result of closure order on the Hever Road Gypsy and Traveller site due to criminal damage, rents and HB reclaims has reduced due to x7 tenancy evictions.</p>
						<p>Income projection for Temporary Accommodation Charging Schedule unlikely to be achieved, due to issue with charging via direct debit facility.</p>
						<p>The rising cost of living is impacting households in the district and we are starting to see homeless presentations from working households, who are unable to afford rising rental costs, utility and food costs.</p>
						<p>Although the council is predicting to come in on budget for this current financial year for emergency accommodation spend, it should be highlighted as a potential risk for 2023/24, as predictions for a recession and cost of living pressures, will all have a direct impact on rising homelessness and demand for emergency accommodation.</p>

Improvement and Innovation	Budget to Date £'000	Actual to January 23 £'000	Variance to date £'000	Annual Forecast (Including Accruals) £'000	Forecast Annual Variance £'000	Explanation for year end variances greater than £10k (starred items)
Asset Maintenance IT	252	155	-97	252	0	Spend as per asset maintenance plan
Corporate Management	982	830	-151	815	-166	Underspend due to the costs of the NHS & Social Care Levy still to be met by new burdens funding.
Corporate - Other	166	0	-166	25	-141	Additional savings generated from vacant posts exceeding budget.
Swanley Meeting Point	0	23	23	40	40	Salary costs unbudgeted for in 22/23.
UK Share Prosperity Fund	0	-88	-88	0	0	Grant received ahead of spend.
Elections	108	114	6	129	21	Overspend due to unscheduled By-Elections. S31 grant received to provide support for scheduled polls in May 2023.
Land Charges	-100	-14	86	-22	77	Forecast adverse variance due to downturn in volumes of searches and corresponding income and the 22/23 annual pay award has now been included in EOY Position
Members	401	389	-12	382	-19	Underspend projected due to reduced member travel claims and training. Members allowances lower than budgeted levels.
Register of Electors	174	141	-33	152	-22	Spend behind budget, with invoices for annual canvass still to be received.
Support - Contact Centre	706	694	-12	685	-21	Forecast underspend based on staff turnover and plus the 22/23 annual pay award has now been included in the EOY Position
Support - General Admin (Print Shop)	-19	80	99	59	78	Income from both external and internal customers is below the budgeted level.
Support - IT	943	979	35	968	25	The 22/23 annual pay award has now been included in the EOY Position
Support - Human Resources	409	425	15	437	28	The 22/23 annual pay award has now been included in the EOY Position
Future Issues/Risk Areas						Land Charges income to be kept under review throughout the year due to current market downturn. Likely under achievement on enforcement income currently under review.
						IT Asset Maintenance spend as per 10 year plan resulting in draw down from reserves in current year.
						Additional budget pressure expected on leisure centres maintenance budget. Significant cost expected due to the need to replace clarifiers and piping.

Position as at the end of January 23	Y-T-D Actual £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Annual Variance £'000	Annual Variance %
People and Places	436	823	821	(1)	(0.1)
Development and Conservation	862	904	1,030	125	13.9
Finance and Investments	4,693	3,240	3,140	(100)	(3.1)
Cleaner and Greener	4,262	5,185	6,168	983	19.0
Housing and Health	305	1,223	1,278	55	4.5
Improvement and Innovation	4,901	6,154	6,065	(89)	(1.4)
<b>Services Total</b>	<b>15,460</b>	<b>17,528</b>	<b>18,502</b>	<b>974</b>	<b>5.6</b>
Adjustments to Reconcile to amount to be met from reserves: Capital Charges outside the General Fund	(50)	(60)	(60)	0	0.0
Adjustments to Reconcile to amount to be met from reserves: Support Services outside the General Fund	(144)	(172)	(172)	0	0.0
Redundancy Costs	68	0	0		-
<b>NET SERVICE EXPENDITURE</b>	<b>15,334</b>	<b>17,296</b>	<b>18,270</b>	<b>974</b>	<b>5.6</b>
New Homes Bonus	(675)	(810)	(810)	0	0.0
Retained Business Rates	(1,855)	(2,226)	(2,476)	(250)	(11.2)
Council Tax	(9,868)	(11,841)	(11,841)	0	(0.0)
Contribution from Collection Fund	(23)	(27)	(27)	0	0.0
Local Council Tax Support (LCTS)	(245)	(110)	(110)	0	0.0
Services Grant	(39)	(159)	(159)	0	0.0
Lower Tier Services Grant	(82)	(103)	(103)	0	0.0
<b>Summary excluding Investment Income</b>	<b>2,548</b>	<b>2,020</b>	<b>2,744</b>	<b>724</b>	<b>35.8</b>
Investment Property Income	(1,259)	(1,517)	(1,266)	251	16.6
Interest Receipts	(422)	(188)	(496)	(308)	164.3
<b>OVERALL TOTAL</b>	<b>867</b>	<b>315</b>	<b>982</b>	<b>667</b>	<b>211.7</b>
Planned Appropriation to/(from) Reserves	(1,029)	(1,235)	(1,235)	0	
Other Reserve Movements	0	920	441	(479)	
Supplementary Estimates	0	0	0	0	
<b>(Surplus)/Deficit</b>	<b>(162)</b>	<b>(0)</b>	<b>188</b>	<b>188</b>	

## Appendix B : Summary by Service

Position as at the end of January 23	Y-T-D Actual £'000	Budget to Date £'000	Variance £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
	£'000	£'000	£'000	£'000	£'000	£'000
<b>People &amp; Places SDC Funded</b>						
All Weather Pitch	(4)	(4)	(0)	(5)	(5)	-
Communities	110	103	7	123	124	2
Communities	(6)	(6)	0	(6)	(6)	-
The Community Plan	29	30	(2)	36	35	(1)
Grants to Organisations	190	193	(3)	200	198	(2)
Leisure Contract	98	118	(20)	341	342	1
Leisure Development	-	21	(21)	21	21	-
Admin Expenses - People & Places Communities	11	10	1	16	16	-
Tourism	(148)	27	(175)	33	34	1
West Kent Partnership	11	(10)	20	-	-	-
Youth	38	50	(12)	60	59	(1)
<b>Total People &amp; Places SDC Funded</b>	<b>329</b>	<b>533</b>	<b>(205)</b>	<b>819</b>	<b>818</b>	<b>(1)</b>

Position as at the end of January 23	Y-T-D Actual £'000	Budget to Date £'000	Variance £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
People & Places Externally Funded	£'000	£'000	£'000	£'000	£'000	£'000
Business Area Improvement Fund	3	-	3	-	-	-
Youth Mentoring Projects	7	-	7	-	-	-
Compliance & Enforcement	0	-	0	-	-	-
Contain Outbreak Management Fund 2021/22 - P&P	121	-	121	-	-	-
Domestic Abuse Duty	(7)	-	(7)	-	-	-
KCC Helping Hands	(17)	-	(17)	-	-	-
Local Strategic Partnership	14	4	11	4	4	-
Partnership - Home Office	6	-	6	-	-	-
Police & Crime Commissioners (PCCs)	(19)	(9)	(11)	-	-	-
Community Sports Activation Fund	(11)	-	(11)	-	-	-
Sportivate Inclusive Archery Project	(0)	-	(0)	-	-	-
West Kent Enterprise Advisor Network	18	8	10	-	-	-
West Kent Partnership Business Support	(6)	-	(6)	-	-	-
People & Places Externally Funded	107	3	104	4	4	-
Total People & Places	436	536	(100)	823	821	(1)

Position as at the end of January 23	Y-T-D Actual £'000	Budget to Date £'000	Variance £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
<b>Development and Conservation</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Building Control	(117)	(134)	17	(161)	(163)	(3)
Conservation	159	108	51	129	187	57
Dangerous Structures	1	2	(1)	3	3	-
Planning Policy	384	307	77	472	468	(4)
LDF Expenditure	-	-	-	-	-	-
Planning - Appeals	190	186	4	214	237	22
Planning - CIL Administration	(18)	(23)	5	(68)	(58)	10
Planning - Counter	-	(5)	5	(6)	-	6
Planning - Development Management	(60)	(66)	5	(76)	(102)	(25)
Planning - Enforcement	371	284	87	341	411	70
Planning Performance Agreement	22	-	22	-	-	-
Planning - Development Management - Software Project	(120)	-	(120)	-	-	-
Administrative Expenses - Building Control	1	9	(8)	12	4	(8)
Administrative Expenses - Planning Services	48	31	17	44	44	(1)
<b>Total Development and Conservation</b>	<b>862</b>	<b>699</b>	<b>163</b>	<b>904</b>	<b>1,030</b>	<b>125</b>
<b>Finance and Investments</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Asset Maintenance CCTV	18	16	2	19	19	-
Asset Maintenance Countryside	1	8	(7)	9	9	-
Asset Maintenance Direct Services	4	35	(31)	42	22	(20)
Asset Maintenance Playgrounds	8	13	(5)	16	16	-
Asset Maintenance Public Toilets	-	13	(13)	16	-	(16)
Benefits Admin	366	365	2	48	46	(2)
Benefits Grants	(21)	(21)	(0)	(25)	(25)	-
Corporate Management	0	-	0	-	-	-
Dartford Rev&Ben Partnership Hub (SDC costs)	1,751	1,666	85	(3)	(3)	-
Dartford Audit Partnership Hub (SDC Costs)	142	183	(42)	(0)	(0)	-



Position as at the end of January 23	Y-T-D Actual £'000	Budget to Date £'000	Variance £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
Housing Advances	-	1	(1)	1	1	-
Local Tax	(12)	(93)	82	(78)	26	104
Misc. Finance	1,216	1,221	(5)	1,745	1,603	(142)
Administrative Expenses - Chief Executive	5	11	(6)	20	14	(6)
Administrative Expenses - Finance	32	18	15	25	38	13
Administrative Expenses - Revenues and Benefits	0	-	0	-	-	-
Administrative Expenses - Strategic Property	12	-	12	-	-	-
Support - Rev & Ben Control	187	194	(6)	232	227	(6)
Support - Counter Fraud	43	43	0	52	52	0
Support - Audit Function	167	178	(11)	214	191	(23)
Support - Exchequer and Procurement	183	181	3	207	211	4
Support - Finance Function	217	209	8	245	256	11
Support - Legal Function	189	222	(33)	267	230	(36)
Support - Procurement	5	6	(0)	7	7	-
Support - Property Function	51	45	6	55	56	1
Treasury Management	127	107	21	126	144	18
<b>Total Finance and Investments</b>	<b>4,693</b>	<b>4,620</b>	<b>73</b>	<b>3,240</b>	<b>3,140</b>	<b>(100)</b>
Cleaner and Greener	£'000	£'000	£'000	£'000	£'000	£'000
Asset Maintenance Argyle Road	53	67	(14)	80	80	-
Asset Maintenance Other Corporate Properties	45	30	15	35	35	-
Asset Maintenance Hever Road	39	34	5	41	41	-
Asset Maintenance Leisure	203	161	42	193	193	-
Asset Maintenance Support & Salaries	36	79	(43)	142	143	1
Asset Maintenance Sewage Treatment Plants	2	8	(6)	9	9	-
Bus Station	16	8	8	8	11	3
Car Parks	(1,643)	(1,511)	(132)	(1,495)	(1,719)	(224)
CCTV	319	220	98	272	338	66
Civil Protection	39	44	(5)	52	50	(3)

Position as at the end of January 23	Y-T-D Actual £'000	Budget to Date £'000	Variance £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
Car Parking - On Street	(392)	(330)	(62)	(345)	(345)	-
Refuse Collection	503	52	451	130	721	590
Trade Waste	26	(156)	182	(183)	96	279
Green Waste	57	12	45	26	78	51
Street Cleansing	(151)	(70)	(81)	(49)	(118)	(69)
Transport Workshop	77	(5)	82	5	75	71
Cesspool Emptying	(16)	(75)	59	(75)	0	75
Pest Control	12	(42)	54	(48)	8	56
Fly Tipping	2	(38)	40	(46)	(12)	34
Fleet	(145)	(149)	4	(14)	(33)	(19)
Depots	29	(67)	96	(40)	13	<del>53</del>
Emergency	(30)	(24)	(7)	(17)	(18)	<del>(1)</del>
Grounds Maintenance	(43)	(26)	(16)	(30)	(52)	<del>(22)</del>
Environmental Enforcement	1	-	1	-	-	-
EH Commercial	254	263	(8)	320	303	(16)
EH Animal Control	8	17	(9)	23	41	18
EH Environmental Protection	388	309	80	375	400	25
Emergency	60	69	(9)	83	73	(10)
Parking Enforcement - Tandridge DC	(191)	(19)	(173)	(35)	(28)	7
Estates Management - Buildings	(32)	(11)	(21)	(13)	(21)	(8)
Estates Management - Grounds	123	111	12	133	141	8
Housing Other Income	(14)	(12)	(2)	(14)	(14)	-
Housing Premises	(8)	9	(17)	17	11	(6)
Licensing Partnership Hub (Trading)	1	17	(16)	(2)	(2)	-
Licensing Partnership Members	0	-	0	-	-	-
Licensing Regime	10	31	(21)	36	23	(13)
Asset Maintenance Operatives	(2)	5	(7)	6	6	-
Markets	(387)	(372)	(16)	(384)	(384)	(0)
Decarbonisation Fund Net ZERO 2030	39	40	(1)	65	65	-
Off-Street Enforcement	11	62	(51)	74	10	(64)

Position as at the end of January 23	Y-T-D Actual £'000	Budget to Date £'000	Variance £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
Parks - Greensand Commons Project	88	-	88	-	-	-
Parks and Recreation Grounds	122	115	7	139	139	-
Parks - Rural	135	141	(6)	174	166	(8)
Public Transport Support	-	0	(0)	0	0	-
Refuse Collection	2,329	2,382	(53)	2,868	2,868	-
Administrative Expenses - Direct Services	1	-	1	-	-	-
Administrative Expenses - Health	8	3	5	5	5	-
Administrative Expenses - Licensing	0	5	(5)	7	7	-
Administrative Expenses - Property	0	2	(2)	3	3	-
Administrative Expenses - Transport	4	5	(1)	7	7	-
Street Cleansing	1,331	1,304	28	1,564	1,591	27
Support - Central Offices	459	453	6	496	556	60
Support - Central Offices - Facilities	161	176	(15)	225	222	(3)
Support - General Admin	0	1	(1)	1	1	-
Support - General Admin (Post/Scanning)	230	207	23	246	247	1
Support - Health and Safety	2	7	(5)	5	5	-
Support - Direct Services	67	55	12	69	83	14
Taxis	(12)	6	(17)	7	14	7
Public Conveniences	36	31	6	36	36	-
Total Cleaner and Greener	4,262	3,634	628	5,185	6,168	983
Housing and Health	£'000	£'000	£'000	£'000	£'000	£'000
Contain Outbreak Management Fund 2021/22 - Housing	2	-	2	-	-	-
Gypsy Sites	18	(5)	23	(6)	21	27
Community Health and Wellbeing	27	28	(1)	34	33	(1)
Homeless	576	519	57	639	626	(13)
Housing Clinically Extremely Vulnerable 21/22	0	-	0	-	-	-
Housing Register	60	54	6	46	71	25
Kent Housing Group Grant	0	-	0	-	-	-

Position as at the end of January 23	Y-T-D Actual £'000	Budget to Date £'000	Variance £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
Disabled Facilities Grant Administration	0	-	0	(50)	(50)	-
<b>Housing</b>	<b>151</b>	<b>132</b>	<b>19</b>	<b>162</b>	<b>174</b>	<b>12</b>
Accommodation Service	66	53	12	63	65	2
Housing Pathway Co-ordinator	9	-	9	-	-	-
Needs and Stock Surveys	1	-	1	-	-	-
Housing Energy Retraining Options (HERO)	8	54	(45)	64	64	-
Homes for the Ukrainians	(714)	-	(714)	-	-	-
KCC- Household Support Fund	373	-	373	-	-	-
KCC Helping Hands	(18)	-	(18)	-	-	-
Private Sector Housing	198	221	(23)	265	268	3
Rough Sleepers Initiative 2022-25	(161)	-	(161)	-	-	-
Rough Sleepers Initiative (4)	0	-	0	-	-	-
Rough Sleepers Programme	(41)	-	(41)	-	-	-
Admin Expenses - People & Places Housing	9	5	4	6	6	-
One You - Your Home Project	0	-	0	-	-	-
One You KPH	(18)	(20)	2	-	-	-
Dementia Area Project - Run Walk Push	0	-	0	-	-	-
Housing and Health Project	(0)	18	(19)	-	-	-
Homelessness Funding	(231)	(307)	76	-	-	-
PCT Initiatives	10	-	10	-	-	-
KCC Specialist Weight Management	(19)	-	(19)	-	-	-
<b>Total Housing and Health</b>	<b>305</b>	<b>752</b>	<b>(446)</b>	<b>1,223</b>	<b>1,278</b>	<b>55</b>
<b>Improvement and Innovation</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Action and Development	3	7	(3)	8	8	-
Asset Maintenance IT	155	252	(97)	280	280	-
Civic Expenses	18	17	0	18	18	-
Consultation and Surveys	-	-	-	4	0	(4)
Corporate Management	830	982	(151)	1,285	1,118	(166)

Position as at the end of January 23	Y-T-D Actual £'000	Budget to Date £'000	Variance £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
Corporate Projects	-	(0)	0	(0)	(0)	-
Corporate - Other	-	166	(166)	283	142	(141)
Democratic Services	140	143	(3)	172	169	(3)
Economic Development	34	31	4	39	48	9
Swanley Meeting Point	23	-	23	-	40	40
Economic Development Property	488	497	(9)	437	437	1
UK Share Prosperity Fund	(88)	-	(88)	-	-	-
Elections	114	108	6	118	138	21
External Communications	215	205	9	227	229	2
Land Charges	(14)	(100)	86	(114)	(37)	77
Members	389	401	(12)	483	464	(19)
Performance Improvement	6	7	(1)	(0)	(0)	-
Register of Electors	141	174	(33)	196	174	(22)
Administrative Expenses - Corporate Services	14	16	(2)	21	21	-
Administrative Expenses - Legal and Democratic	53	50	3	58	58	-
Administrative Expenses - Transformation and Strategy	7	5	3	6	6	-
Administrative Expenses - Human Resources	11	8	3	9	9	-
Street Naming	5	1	3	2	2	-
Support - Contact Centre	694	706	(12)	846	825	(21)
Support - Customer Insights	169	164	5	199	206	7
Support - General Admin	12	16	(4)	182	182	-
Support - General Admin (Print Shop)	80	(19)	99	(41)	37	78
Support - IT	979	943	35	1,033	1,058	25
Support - Nursery	0	-	0	-	-	-
Support - Human Resources	425	409	15	403	431	28
Total Improvement and Innovation	4,901	5,190	(289)	6,154	6,065	(89)
<b>Total SDC</b>	<b>15,460</b>	<b>15,430</b>	<b>30</b>	<b>17,528</b>	<b>18,502</b>	<b>974</b>

**Appendix B : Salaries**

Position as at the end of January 23	Y-T-D Actual £'000	Annual Budget £'000	Annual Forecast £'000	Annual Variance £'000	Annual Variance %
<b>Development and Conservation</b>					
Building Control	290	348	351	3	1%
Planning Services	1,839	1,976	2,139	163	8%
	2,129	2,324	2,490	166	7%
<b>Finance and Investments</b>					
Chief Executive	182	220	220	0	0%
Finance	821	1,004	990	(14)	-1%
Revenues and Benefits	1,405	1,691	1,685	(6)	0%
Strategic Property	546	608	614	6	1%
	2,953	3,523	3,509	(14)	0%
<b>Cleaner and Greener</b>					
Direct Services	3,801	4,368	4,564	196	4%
Health	553	646	660	14	2%
Licensing	407	499	496	(3)	-1%
Property	403	467	466	(1)	0%
Transport	566	624	647	23	4%
	5,729	6,604	6,833	229	3%
<b>Housing and Health</b>					
Places Housing	701	843	836	(7)	-1%
	701	843	836	(7)	-1%
<b>Improvement and Innovation</b>					
Corporate Services	1,523	1,809	1,821	12	1%
Legal and Democratic	481	626	570	(55)	-9%
Transformation and Strategy	544	662	656	(6)	-1%
Human Resources	363	420	438	18	4%
	2,911	3,517	3,485	(31)	-1%
<b>People and Places</b>					
Places Communities	275	330	336	6	2%
	275	330	336	6	2%
<b>Sub Total</b>					
	14,698	17,140	17,488	348	2%
Council Wide - Vacant Posts	0	154	19	(135)	-88%
Staff Recruitment and Retention	0	73	73	0	0%
<b>TOTAL SDC Funded Salary Costs</b>	<b>14,698</b>	<b>17,367</b>	<b>17,580</b>	<b>213</b>	<b>1%</b>
Places Communities*	171	136	182	46	34%
Places Housing*	323	154	344	190	124%
Strategic Property*	109	216	216	0	0%
<b>Externally Funded Total</b>	<b>602</b>	<b>506</b>	<b>742</b>	<b>236</b>	<b>47%</b>
<b>TOTAL Salary Costs</b>	<b>15,300</b>	<b>17,873</b>	<b>18,321</b>	<b>449</b>	<b>3%</b>

\*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.

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Appendix B : Staffing Stats - Position as at the end of January 2023	Budget FTE*	Staff FTE	Agency FTE	Casual FTE	January 2023 Total	December 2022 Total2
<b>Development and Conservation</b>						
Building Control	7.00	7.00			7.00	7.00
Planning Services	40.75	36.05			36.05	36.05
<b>Finance and Investments</b>						
Chief Executive	1.00	1.00			1.00	1.00
Finance	17.81	17.00			17.00	17.00
Revenues and Benefits	43.78	40.24		0.05	40.29	40.31
Strategic Property	10.00	6.86			6.86	6.86
<b>Cleaner and Greener</b>						
Direct Services	124.68	115.28	20.18	0.48	135.94	140.49
Health	11.72	12.19			12.19	12.19
Licensing	10.59	11.80			11.80	11.80
Property	5.00	4.81			4.81	4.81
Transport	16.62	18.38			18.38	18.38
<b>Housing and Health</b>						
Housing	17.31	14.53			14.53	14.53
<b>Improvement and Innovation</b>						
Corporate Services	50.85	50.97			50.97	50.97
Legal and Democratic	7.50	6.00			6.00	6.00
Transformation and Strategy	19.35	17.16			17.16	17.16
Human Resources	9.37	8.76			8.76	8.76
<b>People and Places</b>						
Communities & Business	4.50	4.50			4.50	4.50
<b>Sub Total</b>	<b>397.83</b>	<b>372.53</b>	<b>20.18</b>	<b>0.53</b>	<b>393.24</b>	<b>397.81</b>
<b>Externally Funded</b>						
People & Places	3.35	4.12			4.12	4.12
People & Places - Housing	4.00	11.62			11.62	11.62
Strategic Property (Ext)	4.95	2.54			2.54	2.54
<b>Sub total</b>	<b>12.30</b>	<b>18.28</b>	<b>0.00</b>	<b>0.00</b>	<b>18.28</b>	<b>18.28</b>
<b>Total</b>	<b>410.13</b>	<b>390.81</b>	<b>20.18</b>	<b>0.53</b>	<b>411.52</b>	<b>416.09</b>
Number of staff paid in January 23: 419 permanent, 3 casuals						

### 6 Investment Returns

	Actuals 20/21	Actuals 21/22	Actuals 22/23	Budget 22/23	Variance	Forecast 22/23
APR	13,190	1,900	8,467	9,994	-1,527	8,500
MAY	10,041	1,620	11,405	10,060	1,345	11,400
JUN	10,719	1,829	24,843	11,301	13,542	24,900
JUL	8,761	2,261	47,663	15,139	32,524	47,700
AUG	5,010	2,471	46,360	15,358	31,002	46,300
SEP	5,612	1,774	40,302	14,911	25,391	40,300
OCT	5,867	1,696	47,257	17,143	30,114	47,300
NOV	5,397	2,963	57,529	17,986	39,543	57,500
DEC	4,484	3,467	59,754	20,724	39,030	59,800
JAN	4,060	4,958	78253	21,766	56,487	78,300
FEB	3,367	7,065		18,718		38,700
MAR	2,769	8,424		14,900		34,900
<b>TOTAL</b>	<b>79,277</b>	<b>40,428</b>	<b>421,833</b>	<b>188,000</b>	<b>267,451</b>	<b>495,600</b>

### INVESTMENT RETURNS (CUMULATIVE)

	Actuals 20/21	Actuals 21/22	Actuals 22/23	Budget 22/23	Variance	Forecast 22/23
APR	13,190	1,900	8,467	9,994	-1,527	8,500
MAY	23,231	3,520	19,872	20,054	-182	19,900
JUN	33,950	5,349	44,715	31,355	13,360	44,800
JUL	42,711	7,610	92,378	46,494	45,884	92,500
AUG	47,721	10,081	138,738	61,852	76,886	138,800
SEP	53,333	11,855	179,040	76,763	102,277	179,100
OCT	59,200	13,551	226,297	93,906	132,391	226,400
NOV	64,597	16,514	283,826	111,892	171,934	283,900
DEC	69,081	19,981	343,580	132,616	210,964	343,700
JAN	73,141	24,939	421,833	154,382	267,451	422,000
FEB	76,508	32,004		173,100		460,700
MAR	79,277	40,428		188,000		495,600

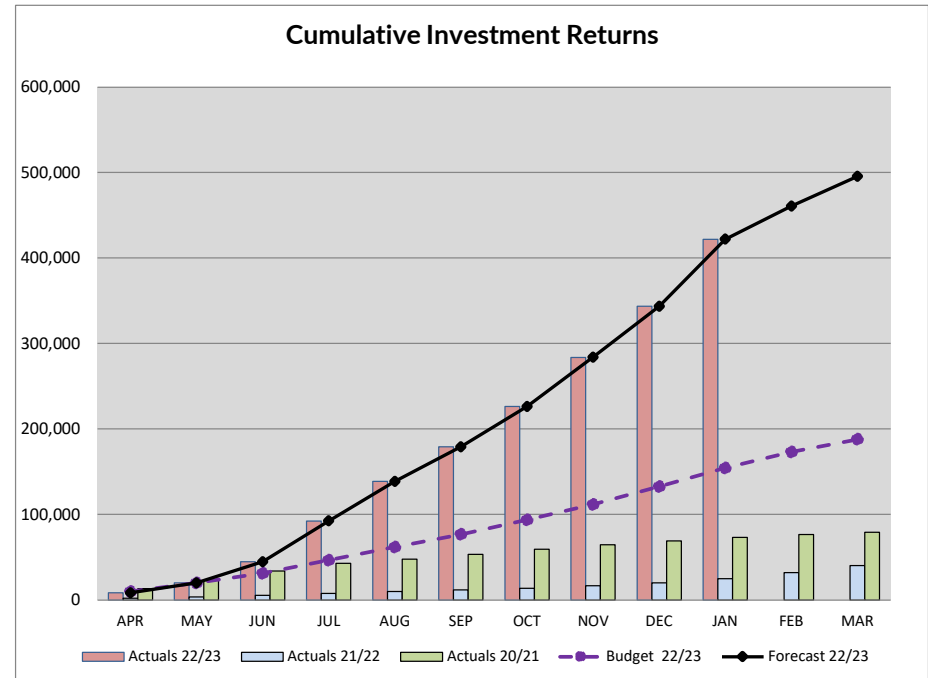
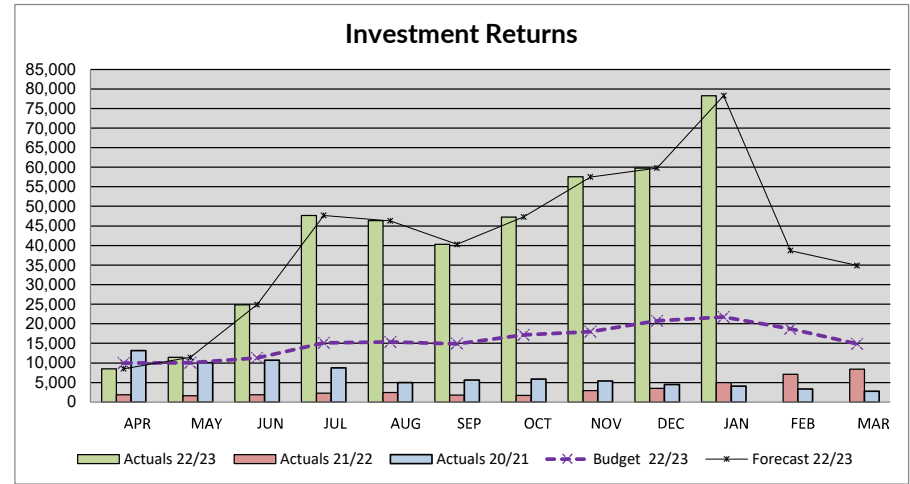
BUDGET FOR 22/23 **188,000**  
 FORECAST OUTTURN **495,600**

CODE:- **YHAA 96900**

N.B.

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

Fund Average **2.4910%**  
 7 Day SONIA (compounded) **1.6956%**  
 3 Month SONIA (compounded) **1.3189%**





Position as at the end of January 2023 (Period 202310)	22/23 Opening Balance	Position as at the end of January 2023 (Period 202310)2	22/23 Cumulative Movement to Date
E Earmarked Reserve - Budget Stabilisation	(7,932)	(7,553)	379
E Earmarked Reserve - NNDR Safety Net Deficit Reserve	(4,280)	(4,280)	-
E Earmarked Reserve - Financial Plan	(3,356)	(3,356)	-
E Earmarked Reserve - Carry Forward Items (DAC)	(1,356)	(1,246)	109
E Earmarked Reserve - Vehicle Renewal (DAA)	(919)	(919)	-
E Earmarked Reserve - Housing & Commercial Growth Fund	(566)	(566)	-
E Earmarked Reserve - Capital Expenditure Reserve	(500)	(500)	-
E Earmarked Reserve - IT Asset Maintenance	(440)	(440)	-
E Earmarked Reserve - New Homes Bonus Reserve	(406)	(406)	-
E Earmarked Reserve - Homelessness Prevention	(536)	(401)	135
E Earmarked Reserve - Pension Fund Valuation Adj.	(359)	(359)	-
E Earmarked Reserve - Capital Financing	(328)	(344)	(16)
E Earmarked Reserve - Property Investment Strategy Maintenance Reserve	(310)	(210)	100
E Earmarked Reserve - Action and Development	(296)	(296)	-
E Earmarked Reserve - Vehicle Insurance (DAZ)	(266)	(266)	-
E Earmarked Reserve - Local Plan/LDF	(285)	(222)	64
E Earmarked Reserve - District Elections (DAZ)	(134)	(176)	(42)
E Earmarked Reserve - Community Development Reserve	<b>(166)</b>	<b>(156)</b>	<b>10</b>
E Earmarked Reserve - Community Infrastructure Levy Administration (CIL)	(152)	(152)	-
E Earmarked Reserve - RHB repayable Assistance	(109)	(125)	(16)
E Earmarked Reserve - DWP Hsg Benefit Subsidy	(123)	(123)	-
E Earmarked Reserve - NETZERO	(108)	(108)	-
E Earmarked Reserve - Corporate Project Support Reserve	(100)	(100)	-
	(23,028)	(22,405)	723
Other Earmarked Reserves (balances <£100k)	(439)	(439)	71
<b>Total Earmarked Reserves</b>	<b>(23,467)</b>	<b>(22,844)</b>	<b>794</b>
General Fund	(1,700)	(1,700)	-
<b>Total Reserves</b>	<b>(25,167)</b>	<b>(24,544)</b>	<b>794</b>

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**Item 07 – Carry Forward Requests 2022/23**

The attached report was considered by the Finance & Investment Advisory Committee on 23 March 2023. The relevant Minute extract is below.

**Finance & Investment Advisory Committee (23 March 2023, Minute 53)**

The Head of Finance presented the report, which detailed the revenue and capital carry forward requests from the 2022/23 budget to 2023/24. These figures were prepared before the final outturn and were thus not exact.

The Committee discussed the report, and were advised that the capital carry forward for vehicle purchase was due to delays with delivery.

Resolved: That it be recommended to Cabinet that:

- (a) the Revenue carry forward requests totalling up to £340,000 as set out in paragraph 3 of the report be approved;
- (b) The Capital carry forward requests totalling £919,000 as set out in paragraph 4 of the report be approved.

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**CARRY FORWARD REQUESTS 2022/23**

**Cabinet - 20 April 2023**

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

**Status:** For Consideration

**Also considered by:** Finance & Investment Advisory Committee - 23 March 2023

**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 new Revenue carry forward requests totalling up to £340,000 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 £919,000 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.

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- 2 As was the case in 2021/22 any other variances at year end are transferred to the Budget Stabilisation Reserve.

### Revenue Carry Forward Items

- 3 There Revenue carry forward requests are 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**

Form reference	Chief Officer	Budget description	up to £
R1	Finance & Trading	Internal Audit	44,000
R2	Finance & Trading	Internal Audit	16,000
R3	Customer & Resources	Revenue & Benefits Grants	TBC
R4	Customer & Resources	IT	10,000
R5	Strategic Head Commercial and Property	Asset Maintenance - Various	80,000
R6	People & Places	Leisure Contract	20,000
R7	Planning & Regulatory	Development Management	120,000
R8	Planning & Regulatory	Development Management	50,000
Total			340,000

### Capital Carry Forward Items

- 4 There is two 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 C.

**Table 2 - Capital Carry forward Request**

Form reference	Chief Officer	Budget description	up to £
C1	Finance & Trading	Vehicle Replacement	594,000
C2	People & Places	Better Care Fund	325,000
Total			919,000

## **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.

### Net Zero Implications

Each Carry forward request considers the Net Zero Implications.

#### **Appendices**

Appendix A - Budget Carry Forward Requests - New

Appendix B - Budget Carry Forward Requests - Capital

#### **Background Papers**

None

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

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Budget Carry Forward Request 2022/23

R\_\_1\_\_

Chief Officer :	Adrian Rowbotham
Budget description :	Internal Audit contractor fund
Type of expenditure:	Revenue
Cost Centre & Account code :	68300 YPAA

	Up to £
Budget forecast to be unspent at 31/3/23:	£44,000
Amount requested for carry forward:	£44,000

Reason for request:  
 Salary underspend this year has led to a delay in the audit plan being delivered. This will be used to pay for a temporary auditor to assist in getting the plan back on track.

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.

**Equality Impacts**

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

**Net Zero Implications**

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment

## Agenda Item 6

Budget Carry Forward Request 2022/23

R\_\_2\_\_

Chief Officer :	Adrian Rowbotham
Budget description :	Internal Audit IT systems
Type of expenditure:	Revenue
Cost Centre & Account code :	56900 XBAJ

	Up to £
Budget forecast to be unspent at 31/3/23:	£16,000
Amount requested for carry forward:	£16,000

### Reason for request:

IT carry forward from previous year is still needed for new audit management system procurement which is currently being progressed but the outcome will not be known until after the new financial year.

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.

### Equality Impacts

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

### Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no **perceived impact** regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment

Budget Carry Forward Request 2022/23

R\_\_3\_\_

Chief Officer :	Jim Carrington-West
Budget description :	Revenues & Benefits
Type of expenditure:	Revenue
Cost Centre & Account code :	FSBENGT, FSCTADM, FSNDRAD, FSLTHSB, YPAC,YPAB, YPAE,YPAD, YPAJ

	Up to £
Budget forecast to be unspent at 31/3/23:	This has not been forecast as an underspend due to Expected Carry Forward
Amount requested for carry forward:	Unconfirmed but determined at year end.

Reason for request:

The following grants were received in 2022/23:

£109,816.71 - Local Council Tax Support (LCTS)  
 £12,400.00 - New Burdens 5  
 £47,129.00 - New Burdens Council Tax Rebate  
 £5,638.02 - SATA CRS SA/TA MI REQ SHBE TC1  
 £16,847.71 - Verify Earnings New Burdens Grant S8/2022  
 £13,341.24 - DWP HB Aword Acc Initl Fund TC1 S7/2022  
 £5,537.83 - LA Data Sharing Programme: Payment for IT costs  
 £21,012.00 - DWP HNBS4 New Burdens partnership  
 £445.00 - ONS New Burdens for supply of council tax data  
 £42,397.00 - Fraud Retriever Costs Resources Cost  
 TBC - New Burdens - Energy Bill Support Scheme Alternative Funding - EBSS AF  
 TBC - New Burdens - Alternative Fuel Payment Alternative Fund - AFP AF  
 TBC - New Burdens - Council Tax Support Fund

During the year the Council has received a number of new burdens grants from the Government Departments to perform additional tasks in relation to the service and to cover the extra cost incurred due to the implementation. It is anticipated, that additional resources will be required in the following years to continue with the required provision.

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

## Agenda Item 6

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.

Three additional New Burdens grants will be received in March 2023. At the time of this carry forward submission the amount of the grants have not been determined but they will required to be carried forward as the service will be implemented in the new financial year.

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

This funding is needed to allow for the replacement of existing obsolete noise nuisance recorders. If these units are not replaced, then the viability of the noise service will be compromised and the Environmental Protection Team may be unable to undertake its statutory duties.

### **Equality Impacts**

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

### **Net Zero Implications**

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment

Budget Carry Forward Request 2022/23

R\_\_4\_\_

Chief Officer :	Jim Carrington-West
Budget description :	(IT) Equip.Furniture.Mats - Maintenance
Type of expenditure:	MFDs
Cost Centre & Account code :	XAXC 50000 4825

	Up to £
Budget forecast to be unspent at 31/3/23:	13,000
Amount requested for carry forward:	10,000

Reason for request: The replacement of the copiers has been delayed, due to resource.

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.

**Equality Impacts**

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

**Net Zero Implications**

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment

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Budget Carry Forward Request 2022/23

R\_5\_\_

Chief Officer :	Detlev Munster
Budget description :	Asset Maintenance - Various
Type of expenditure:	Revenue
Cost Centre & Account code :	YMKAG 30200 XBXC 30200 LPEMBUL 30200 YMAA 30200

	Up to £
Budget forecast to be unspent at 31/3/23:	£80,000
Amount requested for carry forward:	£80,000

Reason for request: Due to investigation of development opportunities only necessary maintenance has been carried out. We anticipate that there will be a catch up period for planned maintenance required in order to maintain the value and use of our assets.

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. Maintenance budgets are expected to be under pressure next year as it may need to pick-up expenditure from areas that were previously not budgeted for in other Service Areas.

If works are not carried out there would be a negative impact on Net Zero due to energy reduction inefficiencies.

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

**Equality Impacts**

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

**Net Zero Implications**

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

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Budget Carry Forward Request 2022/23

R\_6\_\_\_\_\_

Chief Officer :	Sarah Robson
Budget description :	Leisure Contract
Type of expenditure:	Leisure Contract
Cost Centre & Account code :	LSLCONT 680000

	Up to £
Budget forecast to be unspent at 31/3/23:	£20,000
Amount requested for carry forward:	£20,000

### Reason for request:

The Leisure Contract (Sencio) annual payment was not awarded in 2022/23 due to Sencio's accounts not being available. However, the Council has been required to undertake further consultancy work with Max Associates to update the existing options and risks report for the year ahead - this work is not in budget for 2023/24.

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

It will create a budget pressure on the new financial year if not awarded, as this work is not in budget.

### Equality Impacts

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

### Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.



Budget Carry Forward Request 2022/23

R\_\_7\_\_

Chief Officer :	Richard Morris
Budget description :	DM Pathfinder funding
Type of expenditure:	
Cost Centre & Account code :	DVDSOFT 92300 9999

	Up to £
Budget forecast to be unspent at 31/3/23:	120,000
Amount requested for carry forward:	120,000

Reason for request: The DM Pathfinder software project funding from DLUHC is now committed to the furtherance of the roll out of the project, to include enabling customers to report issues with trees within the District and to look at our considerable amount of ancient woodland, neither of which were included in the original project scope but we feel will bring significant additional benefit.

Implications of not carrying forward this budget:  
  
It will reduce the funding available to address required workloads and to deliver the improvements and efficiencies planned for the service.

**Equality Impacts**

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

**Net Zero Implications**

The decisions recommended through this paper have a remote or low relevance to the council’s ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment

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Budget Carry Forward Request 2022/23

R\_\_8\_\_

Chief Officer :	Richard Morris
Budget description :	Green Belt Enforcement funding
Type of expenditure:	
Cost Centre & Account code :	

	Up to £
Budget forecast to be unspent at 31/3/23:	50,000
Amount requested for carry forward:	50,000

Reason for request: An application was made to DLUHC for Planning Enforcement Funding during 2019-20. An award of £50k was made to be used in respect of taking timely and appropriate action or regularising breaches of planning control to protect the Green Belt. This funding is still required for this purpose. Costs have previously been covered by unexpected underspends from staff turnover.

Implications of not carrying forward this budget:

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

### Equality Impacts

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

### Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment

Budget Carry Forward Request 2022/23

C1\_\_\_\_\_

Chief Officer :	Adrian Rowbotham
Budget description :	Vehicle Replacement
Type of expenditure:	Capital
Cost Centre & Account code :	YLLP

	Up to £
Budget forecast to be unspent at 31/3/23:	594,000
Amount requested for carry forward:	594,000

Reason for request: late delivery of vehicles ordered
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Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):none  It will reduce the funding available to address required workloads and to deliver the improvements and efficiencies planned for the service.
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**Equality Impacts**

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

OR:

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The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

### **Net Zero Implications**

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

Budget Carry Forward Request 2022/2023

Chief Officer :	Sarah Robson
Budget description :	Better Care Fund
Type of expenditure:	Capital
Cost Centre & Account code :	YLTB (Sevenoaks Grants) YLTC (Other Agency Grants i.e. Peabody HIA or other miscellaneous spend or other initiatives funded through the Better Care Fund) YLPT (West Kent HA Grants)

	Up to £
Budget forecast to be unspent at 31/3/23:	£325,000
Amount requested for carry forward:	Up to £325,000

Reason for request:

Grant received initially = £1,303,129

Carry forward from 2021-2022 = £542,180.75

Therefore, overall funding available for 2022-2023 - £1,845,309.75

Less KCC 'top slicing' of £174,914.00 and £50,000 Administration, leaving an overall budget of £1,620,395.75

As at 24/01/2023 spend = £1,144,900.32 with £475,495.43 of approved but not paid works (committed).

Total spend + committed = £1,620,395.75

As at 24/01/2023 all budget is spent or committed with £475,495.43 of approved but not paid works remaining. It is estimated that payment of a further £150,000 will be made before end March 2023, leaving an estimated carry forward of £325,000.

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