

23 March 2023 at 7.00 pm

Council Chamber, Argyle Road, Sevenoaks

Published: 15.03.23



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# Finance & Investment Advisory Committee

## Membership:

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

Cllrs. Abraham, Bayley, Clack, Clayton, Penny Cole, Griffiths, Hogarth, Reay and Williams

## 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 Committee held on 10 January 2023, as a correct record.	(Pages 1 - 6)	
2. <b>Declarations of Interest</b> Any interests not already registered.		
3. <b>Actions from Previous Meeting (if any)</b>	(Pages 7 - 8)	
4. <b>Update from Portfolio Holder</b>		
5. <b>Referral from Cabinet or the Audit Committee (if any)</b>		
6. <b>Financial Monitoring 2022/23 - to the end of January 2023</b>	(Pages 9 - 46)	Alan Mitchell Tel: 01732 227483
7. <b>Financial Performance Indicators 2022/23 - to the end of January 2023</b>	(Pages 47 - 54)	Alan Mitchell Tel: 01732 227483
8. <b>Carry forward requests 2022/23</b>	(Pages 55 - 72)	Alan Mitchell Tel: 01732 227483

9. **Work Plan**

(Pages 73 - 74)

**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).

FINANCE & INVESTMENT ADVISORY COMMITTEE

Minutes of the meeting held on 10 January 2023 commencing at 7.00 pm

Present: Cllr. Grint (Chairman)

Cllr. Dickins (Vice Chairman)

Cllrs. Abraham, Bayley, Clack, Clayton, Penny Cole, Griffiths, Reay and Williams

Apologies for absence were received from Cllr. Hogarth

Cllr. Perry Cole was also present.

32. Minutes

Resolved: That the Minutes of the meeting held on 3 November 2022 be signed by the Chairman as a correct record.

33. Declarations of Interest

There were none.

34. Actions from Previous Meeting

There were none.

35. Update from Portfolio Holder

The Portfolio Holder for Finance & Investment provided an update on the services within his portfolio. Work continued on the 2023/24 budget, and he thanked officers and members for their work during the budget setting process. The budget would be presented to Council on 21 February 2023.

36. Referral from Cabinet or the Audit Committee

There were none.

37. Discretionary Rate Relief

The Business Rates Manager presented the report which set out the proposals for awarding discretionary rate relief for 2023/2024. Discretionary rate relief could be awarded in isolation or given to supplement a mandatory award.

## Agenda Item 1

### Finance & Investment Advisory Committee - 10 January 2023

She advised members that the gross relief granted was estimated to be £227,253 but that this figure did not take into account new reliefs as the Council were awaiting further guidance. This was an increase from an increase of £31,618 from 2022/23, largely due to the change in the rateable value of the new Swanley Leisure Centre.

She drew Members' attention to Seal supermarket, which was no longer eligible for the rate relief it previously received, and the recommendation that it receive 80% discretionary relief. She further highlighted three other shops that were no longer eligible for mandatory rural rate relief, but were recommended to receive 100% discretionary rural rate relief for their importance to their communities.

Resolved: That it be recommend that Cabinet approve the proposals for granting relief from business rates for 2023/2024 set out in Appendix B.

#### 38. Financial Monitoring 2022/23 - to the end of November 2022

The Head of Finance presented the report, which outlined the Council's financial position to November 2022 and the forecast position as at 31 March 2023, which was an estimated unfavourable variance of £242,000.

Parking and Development Management incomes were expected to exceed budget. Investment returns were ahead of budget due to the Council's investing in Multi-Asset Income Funds. These favourable variances were offset by forecast unfavourable variances from land charges, the Print shop, Direct Services, and investment property income.

The Committee discussed the impact of agency staff costs on the variance for Direct Services, as well as the underachievement of income targets and the impact of the pay award. They further discussed avenues for increasing income from the Print shop, through stronger marketing towards the organisations the Council is able to serve.

*Action: Head of Finance to provide a costing comparison between employed and agency staff for a selection of roles.*

Resolved: That the report be noted.

#### 39. Financial Performance Indicators 2022/23 - to the end of November 2022

The Head of Finance presented the report, which outlined the Financial Performance Indicators to the end of November 2022. He highlighted some of the indicators for the Committee.

He explained that the latest information showed that the Audit Actions indicator was above target, but that its year-to-date performance was below. This was due to deferred implementation dates as agreed with managers, and he explained that the work had been carried out in agreement with the plan. The Treasury

Management indicator showed the effect of low interest rates and low cash balances, as cash resources were used to fund investment acquisitions and the capital programme. He clarified that the indicator showed an upward projection from May 2022.

Resolved: That the report be noted.

40. Budget 2023/24: Review of Service Dashboards and Service Change Impact Assessments (SCIAs)

The Head of Finance presented the report which set out updates to the 2023/24 budget process within the existing financial strategy. SDC is not immune from the financial challenges affecting the country therefore this budget process is expected to be particularly challenging.

No changes had been made to future assumptions at the stage which would be reviewed during the budget process, as usual. However, due to the April 2022 pay award being higher than previously assumed and an annual savings target of £100,000 already included, an annual budget gap of £735,000 was currently reported.

The report presented growth and savings/additional income proposals that had been identified which needed to be considered. It requested further suggestions from Members before finalising the budget for 2023/24. Informed by the latest information from Government and discussions with Cabinet, it is proposed that the Council once again sets a balanced 10-year budget and continues to aim to be financially self-sufficient.

The Committee considered the growth and savings/additional income proposals identified in Appendices E & F to the report. Further consideration was given to additional uses of the Council's buildings, such as photovoltaic panels, hosting telecom masts, and renting out portions of the office space.

Public Sector Equality Duty

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

Resolved:

(a) That it be recommended to Cabinet that the growth proposals (SCIA's 21,22,23) and savings/additional income proposal (SCIA 5) identified in Appendices E & F to the report applicable to this Advisory Committee, be considered.

(b) That it be recommended to Cabinet that consideration be given to the following further suggestions:

Savings/additional income

(i) Additional uses of the Council's buildings

## Agenda Item 1

### Finance & Investment Advisory Committee - 10 January 2023

#### 41. Treasury Management Strategy 2023/24

The Head of Finance presented the report which outlined the Council's Policies for borrowing and managing its investments, and for giving priority to the security and liquidity of those investments.

He outlined the prudential indicators, the borrowing and repayment strategy, and the investment strategy for 2023/24. There were no major changes to the investment strategy. Multi Asset Income Funds were highlighted as a successful implementation of this strategy.

Resolved: That the report be noted.

#### 42. Property Investment Strategy Update

The Head of Finance presented the report, which updated Members on the progress of the Property Investment Strategy to date and its future direction.

He advised the Committee that changes in government regulations and CIPFA prudential code meant that the Council could no longer borrow to make property investment purely for yield. He explained that the Investment Property income budget was derived from income from investment properties owned by the Council, interest from loans to Quercus 7, and dividends from Quercus 7.

The Committee discussed the restrictions on using Public Works Loans Board funding for property investment.

Resolved: That the report be noted.

#### 43. Capital Programme and Asset Maintenance 2023-26

The Head of Finance presented the report, which outlined the Council's Capital and Asset Maintenance programmes for 2023/26. The Capital Strategy set out how the Council would manage the investment and financing of capital resources that contribute towards the achievement of its key objectives and priorities.

He explained that £631,000 had been recommended as the Asset Maintenance budget for 2023/24, which would result in the programme being 64% funded.

Resolved: That the report be noted.

#### 44. Risk and Assumptions for Budget 2023/24

The Head of Finance presented the report, which outlined the key assumptions and risks within the 2023/24 draft budget, as well as any mitigating factors.

In response to questions, the Chief Officer for Finance & Trading clarified that assumptions of 2% inflation for pay costs, and 2.25% for non-pay costs, were measures against overcompensating for inflation. They would be re-examined when there was more certainty regarding future inflation rates, and adjustments

could be made in future years if necessary. He further clarified that the draft budget did compensate for inflation rates of over 2.25% in some ways, such as SCIA 21 (Utility costs).

Resolved: That the Committee were content with the risks and assumptions contained within the report and appendices.

45. Work Plan

The Work Plan was noted.

THE MEETING WAS CONCLUDED AT 8.08 PM

CHAIRMAN

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**Action(s) from the meeting held on 10 January 2023 (as at 13/01/2023)**

Action	Description	Status	Contact Officer
Action 1	For the Head of Finance to provide a costing comparison between employed and agency staff for a selection of roles.	An email was sent to Committee Members providing the requested costing comparison.	Alan Mitchell Ext: 7483

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

**Finance and Investment Advisory Committee - 23 March 2023**

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

**Status:** For Consideration

**Also considered by:** Cabinet - 20 April 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.
- b) Approve the changes to reserves set out in the report
- c) To approve the creation of the Building Control Reserve

**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 of 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 For the future expenditure (i.e. 2023/24 onwards), this is being addressed through the 2023/24 budget setting process, adopting the same approach which has seen the authority successfully meet other financial challenges.

#### **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 initial estimate, but it is expected to be approximately £250,000.
- 9 Pay costs - the expenditure forecasts on staff costs total £449,000 above budget. The agency staff costs are forecasting by an unfavourable variance of £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 several services to offset the forecasted unfavourable position.
- 12 Support services, Audit and legal functions are forecasting a favourable variance of £23,000 & £36,000 respectively. This is due savings 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.

## Agenda Item 6

- 14 Corporate management is forecasting a favourable variance of £166,000. This is mainly the Government Grant (£140,000) that was received to offset the cost of the additional employers NI from April to November, when the rate changed from 13.8% to 15.05% before being return to 13.8% from December. The cost for the period April to December is shown within the individual services, 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 favourable variances of £224,000. The budget was reduced by 20% compared to the budget prior to the pandemic and has been revised by 5% 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 vehicle 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 the 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.

### Reserves

- 27 A review of reserves was undertaken as part of the budget process and within the Carry Forward Reserve £69,000 was identified as no longer required so will be transferred to the Budget Stabilisation Reserve.
- 28 The Building Control Service is not permitted to make a surplus over a rolling 3 year period. Historically we have rolled balances over financial years but this can be difficult to monitor. Therefore to assist officers with the effective monitoring and utilisation of multi-year balances it is proposed to create a new Building Control Reserve, ringfenced for reinvestment in the delivery of the service.

### Future Issues and Risk Areas

- 29 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 Senico.
  - 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.

## Agenda Item 6

- 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.

### **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**

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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. <ul style="list-style-type: none"> <li>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.</li> </ul>
Future Issues/Risk Areas						Impact on rising utility costs relating to leisure centres, may see an impact on smaller leisure trusts, such as Senico.

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	-
<b>Total People &amp; Places</b>	<b>436</b>	<b>536</b>	<b>(100)</b>	<b>823</b>	<b>821</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
<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)	(1)
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)	-
Housing	151	132	19	162	174	12
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)	-	-	-
Total Housing and Health	305	752	(446)	1,223	1,278	55
Improvement and Innovation	£'000	£'000	£'000	£'000	£'000	£'000
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>	<b>14,698</b>	<b>17,140</b>	<b>17,488</b>	<b>348</b>	<b>2%</b>
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					

## Agenda Item 6

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 Januray 23: 419 permanent, 3 casuals						

6 Investment Returns

	<i>Actuals</i> 20/21	<i>Actuals</i> 21/22	<i>Actuals</i> 22/23	<i>Budget</i> 22/23	<i>Variance</i>	<i>Forecast</i> 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	78,253	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>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)

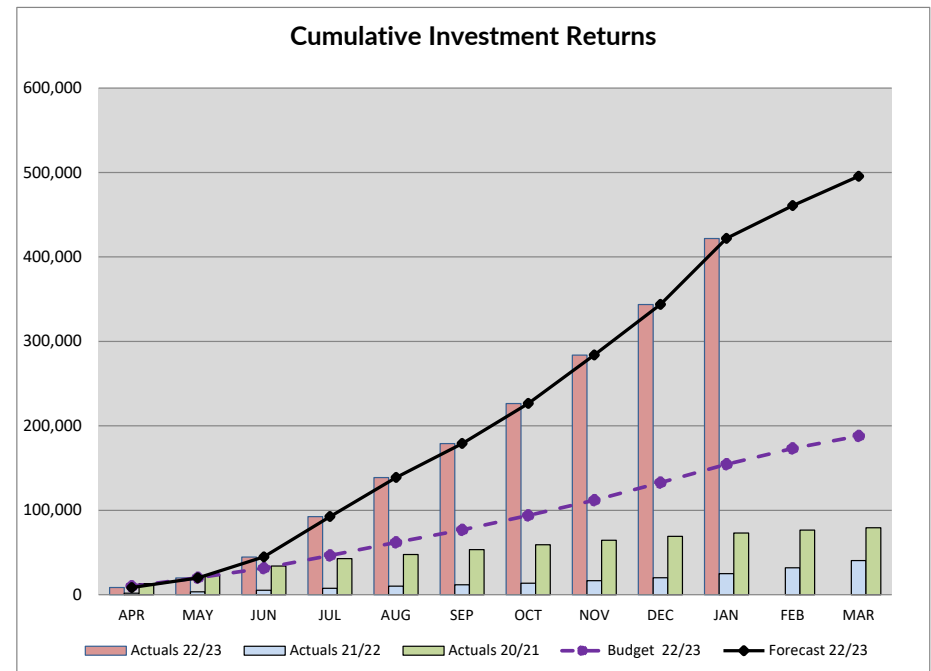
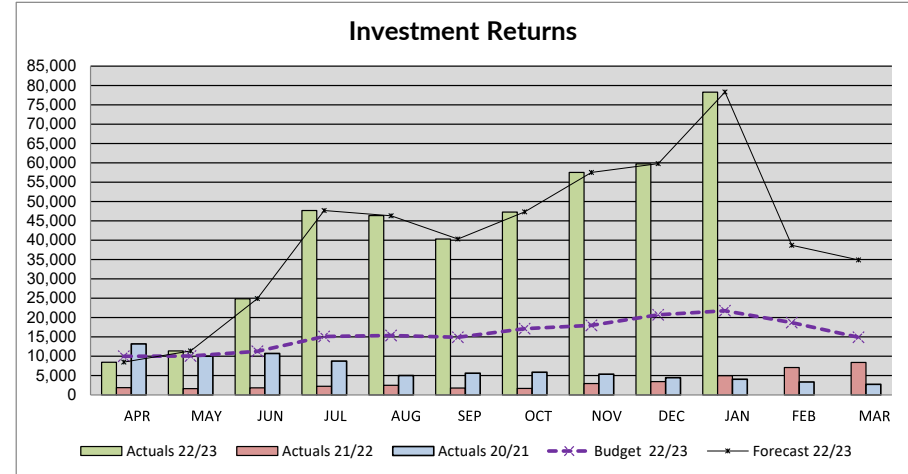
	<i>Actuals</i> 20/21	<i>Actuals</i> 21/22	<i>Actuals</i> 22/23	<i>Budget</i> 22/23	<i>Variance</i>	<i>Forecast</i> 22/23
APR	13,190	1,900	8,467	9,994	-1,527	8,500
MAY	23,231	3,520	19,872	20,054	-182	19,900
JUN	33,950	5,349	44,715	31,355	13,360	44,800
JUL	42,711	7,610	92,378	46,494	45,884	92,500
AUG	47,721	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 OUTFURN 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%



<b>Position as at the end of January 2023 (Period 202310)</b>	<b>22/23 Opening Balance</b>	<b>Position as at the end of January 2023 (Period 202310)2</b>	<b>22/23 Cumulative Movement to Date</b>
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>

Capital Monitoring Dashboard - January 23

Description Of Scheme	Funding Source	Approved Gross Cost of Scheme	Total Expenditure from date of adoption to 31 March 2022	2022/2023		Forecast Outturn	Forecast Variance 2022/2023	Spend Forecast for Later Years			Total Project Expenditure	Total Project Variance
				Budget	Spend YTD			2023/2024	2024/2025	2025/2026 and future years		
		£	£	£	£	£	£	£	£	£	£	£
White Oak Leisure Centre	External Borrowing & Capital Receipts	22,865,378	19,002,027	3,565,351	2,015,915	2,901,558	(663,793)	298,000	0	0	22,201,585	(663,793)
White Oak Leisure centre - Orchards Academy	Capital Receipts	130,000	17,523	100,000	0	112,477	12,477	0	0	0	130,000	0
Burlington Mews	Capital Receipts	95,000		8,000	0	87,000	79,000	8,000	0	0	95,000	0
27-37 Swanley High street (meeting Point)	Capital Receipts & External funding	6,114,000	142,070	4,106,000	2,910,649	5,846,930	1,740,930	125,000	0	0	6,114,000	0
White Oak Residential	Capital Receipts	20,189,000	0	0	95,996	5,000,000	5,000,000	8,000,000	8,000,000	811,000	21,000,000	0
Affordable Housing	External Borrowing	1,050,000		1,050,000		0	(1,050,000)				0	(1,050,000)
Bevan Place	Mixed	27,305,836	951,037	380,000	381,154	1,593,530	1,213,530	16,508,972	12,229,387	509,930	31,792,856	3,977,090
Edenbridge	Mixed	0		0	0	20,000	20,000	0	0	0	20,000	20,000
Sevenoaks Town Centre Regeneration	Mixed	2,850,000		2,636,000	2,673,915	2,850,000	214,000	0	0	0	2,850,000	0
Hollybush	Mixed	0		0		0	0	0	0	0	0	0
Spitalcross	Mixed	0		0		0	0	0	0	0	0	0
Otford Park & Ride	Mixed	0		0		0	0	4,349,432	383,651	(4,733,083)	4,733,083	4,733,083
Westerham	Mixed	0		0		0	0	0	0	0	0	0
Kemsing	Mixed	0		0		0	0	0	0	0	0	0
Lullingstone	Mixed	0		0		20,000	20,000	0	0	0	0	0
Other Feasibility & Due Dilliegence costs	Mixed	1,220,000		200,000	90,696	220,000	20,000	650,000	350,000	0	1,220,000	0
Sewage Treatment Plant - replacement	Mixed	30,000		30,000	0	30,000	0	0	0	0	0	0
Farmstead Drive (Spitals Cross)	Mixed	7,609,620	915	2,169,623	157,536	99,085	(2,070,538)	7,125,969	383,651	0	7,609,620	(0)
Stangrove Estate	Mixed	4,312,743	130,282	2,309,387	990,613	2,179,105	(130,282)	1,948,297	55,059	0	4,312,743	0
<b>Total for People &amp; Places</b>		<b>93,771,577</b>	<b>20,243,854</b>	<b>16,554,361</b>	<b>9,316,473</b>	<b>20,959,685</b>	<b>4,405,324</b>	<b>39,013,670</b>	<b>21,401,748</b>	<b>(3,412,153)</b>	<b>102,078,887</b>	<b>7,016,380</b>
Commercial vehicle replacements	Vehicle Renewal Res.	2,328,000		582,000	446,159	582,000	0	582,000	582,000	0	1,164,000	0
Disabled Facilities Grants (gross)	Better Care Fund	4,512,000	0	1,128,000	1,196,348	1,128,000	1,620,396	1,128,000	1,128,000	1,128,000	5,004,396	492,396
							0					
<b>Total for Finance &amp; Trading</b>		<b>6,840,000</b>	<b>0</b>	<b>1,710,000</b>	<b>1,642,507</b>	<b>1,710,000</b>	<b>1,620,396</b>	<b>1,710,000</b>	<b>1,710,000</b>	<b>1,128,000</b>	<b>6,168,396</b>	<b>492,396</b>
<b>Grand total</b>		<b>100,611,577</b>	<b>20,243,854</b>	<b>18,264,361</b>	<b>10,958,980</b>	<b>22,669,685</b>	<b>6,025,720</b>	<b>40,723,670</b>	<b>23,111,748</b>	<b>(2,284,153)</b>	<b>108,247,283</b>	<b>7,508,776</b>
Memo												
Qrcus Housing	£15m over 10 years no profiling set		15,000,000									
Quercus 7	SDC Debt (60%) / Equity (40%)		4,061,164	5,629,982.00		#####					9,691,146.00	0
Croft Road			536,444									
Plot 2 Canterbury Business Park			2,292,120									
10 -14 Gladedale House			1,232,600									
Loampit Vale, Lewisham			1,829,982									
3 - 4 Hilton Road, Ashford			3,800,000									



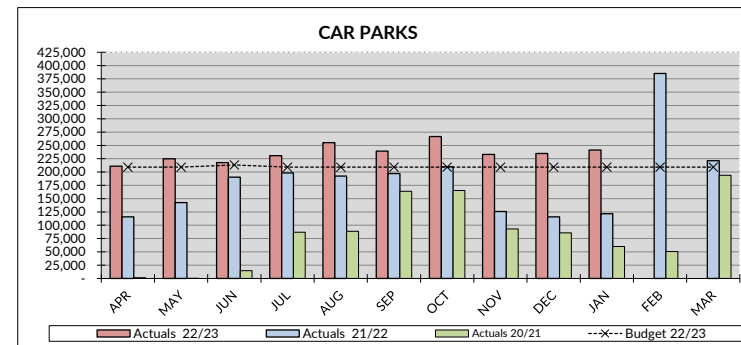
**Appendix B : Income Graphs Summary**

	<b>ACTUAL</b>	<b>Previous Year comparatives</b>	<b>Budget YTD</b>	<b>Variance YTD - brackets show underachievement</b>	<b>Annual Budget</b>
Car Parks	2,354,570	448,706	2,096,318	258,251	2,514,782
Car Parking - On Street	793,917	173,238	658,587	135,331	790,304
Off-Street Enforcement	179,172	16,734	106,353	72,819	127,624
Licensing Regime	104,695	30,583	101,789	2,906	123,349
Taxis	117,965	24,922	133,280	(15,315)	159,936
Land Charges	98,190	48,830	188,577	(90,386)	222,292
Planning - Development Management	1,051,202	281,404	846,727	204,475	1,016,072
Building Control	387,533	166,274	433,737	(46,204)	520,484
	<b>5,087,244</b>	<b>1,190,691</b>	<b>4,565,368</b>	<b>521,877</b>	<b>5,474,843</b>

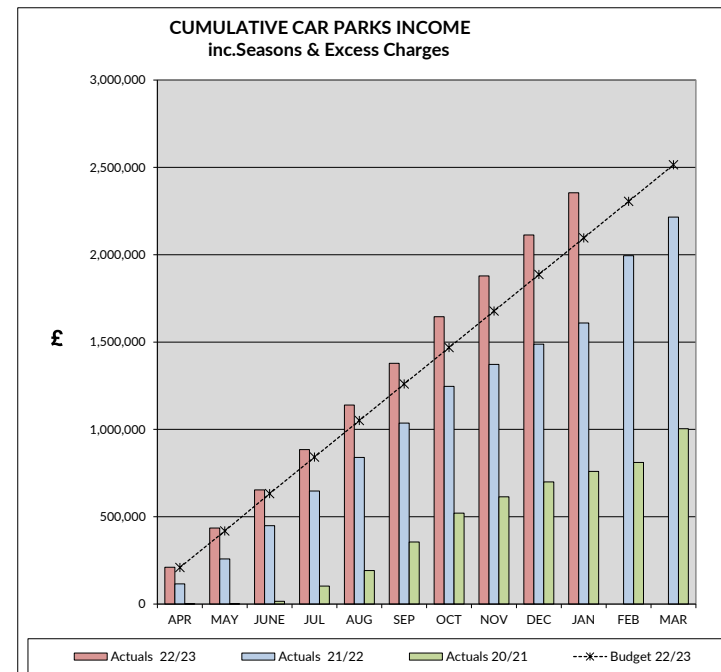
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Appendix B: CAR PARKS (HWCARPK)	Actuals 20/21	Actuals 21/22	Actuals 22/23	Increase / (decrease) from 22/22 to 22/23	Budget 22/23	Variance (Budget-Actuals)	Manager's Forecast
APR	1,513	115,730	210,882	95,151	209,232	1,650	-
MAY	158	142,691	224,840	82,149	209,232	15,608	-
JUN	14,588	190,284	217,774	27,490	213,232	4,542	-
JUL	86,759	198,274	230,741	32,467	209,232	21,509	-
AUG	88,754	192,326	255,282	62,957	209,232	46,051	-
SEP	163,789	196,998	239,148	42,150	209,232	29,916	-
OCT	165,320	209,840	266,643	56,804	209,232	57,411	-
NOV	93,081	125,825	232,942	107,117	209,232	23,710	-
DEC	85,779	115,877	234,867	118,989	209,232	25,635	-
JAN	59,945	121,754	241,450	119,696	209,232	32,218	-
FEB	50,624	385,058	-	-	209,232	-	-
MAR	193,889	221,161	-	-	209,232	-	361,301
<b>Total</b>	<b>1,004,200</b>	<b>2,215,818</b>	<b>2,354,570</b>	<b>744,970</b>	<b>2,514,782</b>	<b>258,251</b>	<b>361,301</b>

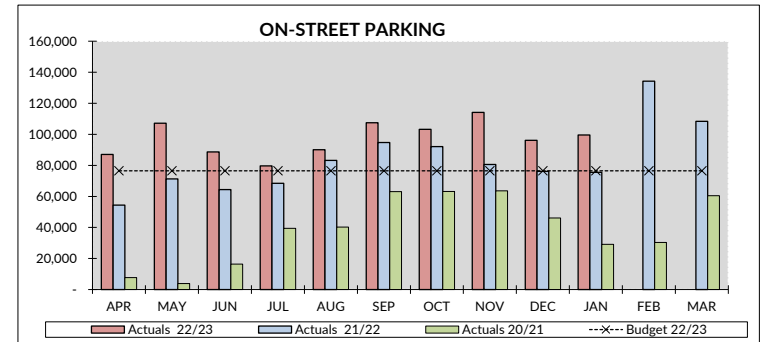


CAR PARKS (CUMULATIVE)	Actuals 20/21	Actuals 21/22	Actuals 22/23	Increase / (decrease) from 22/22 to 22/23	Budget 22/23	Variance (Budget-Actuals)	Manager's Forecast
APR	1,513	115,730	210,882	95,151	209,232	1,650	-
MAY	1,671	258,422	435,722	177,301	418,464	17,258	-
JUNE	16,260	448,706	653,496	204,790	631,696	21,801	-
JUL	103,018	646,980	884,237	237,257	840,927	43,310	-
AUG	191,772	839,306	1,139,520	300,214	1,050,159	89,360	-
SEP	355,561	1,036,304	1,378,668	342,364	1,259,391	119,277	-
OCT	520,882	1,246,144	1,645,311	399,167	1,468,623	176,688	-
NOV	613,963	1,371,968	1,878,253	506,284	1,677,855	200,398	-
DEC	699,741	1,487,846	2,113,119	625,274	1,887,087	226,033	-
JAN	759,687	1,609,600	2,354,570	744,970	2,096,318	258,251	-
FEB	810,311	1,994,658	0	-	2,305,550	-	-
MAR	1,004,200	2,215,818	0	-	2,514,782	-	361,301

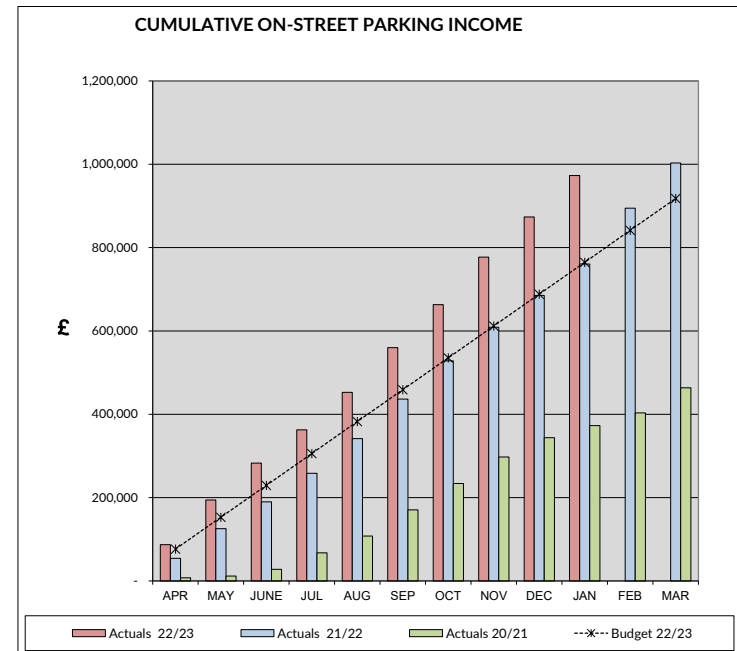


CUMULATIVE BREAKDOWN - HWCARPK	Code	Actual (Cumulative)	Budget	(Monthly)
DAY TICKETS	3300	2,089,138	1,805,770	220,844
EXCESS / PENALTY CHARGES	****1/****3			
SEASON TICKETS	3310, ****2	247,000	265,248	19,355
SEASON TICKET CAR PARK	3310			
OTHER	9999, 34**	605	5,941	-
WAIVERS	3404			-
RENT	86**	17,826	16,500	1,252
BUSINESS PERMITS	3406 /3408			
Other			2,859	
<b>Total</b>		<b>2,354,570</b>	<b>2,096,318</b>	<b>241,450</b>

Appendix B: ON-STREET PARKING (HWDCRIM / HWENFORC)	Actuals 20/21	Actuals 21/22	Actuals 22/23	Increase / (decrease) from 21/22 to 22/23	Budget 22/23	Variance (Budget-Actuals)	Manager's Forecast
APR	7,676	54,350	87,024	32,674	76,494	10,530	-
MAY	3,884	71,258	107,176	35,918	76,494	30,682	-
JUN	16,355	64,364	88,652	24,288	76,494	12,158	-
JUL	39,461	68,471	79,690	11,220	76,494	3,196	-
AUG	40,276	83,237	90,070	6,833	76,494	13,576	-
SEP	63,135	94,718	107,460	12,742	76,494	30,966	-
OCT	63,193	92,091	103,196	11,105	76,494	26,702	-
NOV	63,639	80,534	114,098	33,563	76,494	37,604	-
DEC	46,090	76,142	96,176	20,035	76,494	19,682	-
JAN	29,146	75,481	99,546	24,065	76,494	23,052	-
FEB	30,326	134,205	-	-	76,494	-	-
MAR	60,489	108,390	-	-	76,494	-	246,000
<b>Total</b>	<b>463,670</b>	<b>1,003,242</b>	<b>973,089</b>	<b>212,443</b>	<b>917,928</b>	<b>208,150</b>	<b>246,000</b>

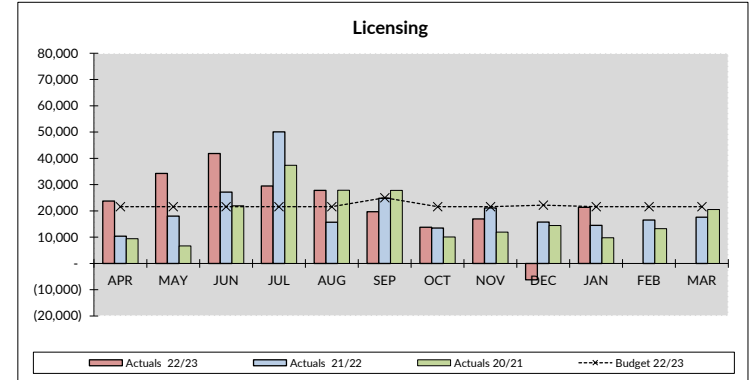


ON-STREET PARKING (CUMULATIVE)	Actuals 20/21	Actuals 21/22	Actuals 22/23	Increase / (decrease) from 21/22 to 22/23	Budget 22/23	Variance (Budget-Actuals)	Manager's Forecast
APR	7,676	54,350	87,024	32,674	76,494	10,530	
MAY	11,560	125,609	194,200	68,591	152,988	41,212	
JUNE	27,915	189,972	282,852	92,880	229,482	53,370	
JUL	67,376	258,443	362,542	104,099	305,976	56,566	
AUG	107,652	341,680	452,613	110,932	382,470	70,143	
SEP	170,787	436,399	560,073	123,674	458,964	101,109	
OCT	233,980	528,490	663,269	134,780	535,458	127,811	
NOV	297,619	609,024	777,367	168,343	611,952	165,415	
DEC	343,709	685,166	873,544	188,378	688,446	185,098	
JAN	372,855	760,646	973,089	212,443	764,940	208,150	
FEB	403,181	894,852	-	-	841,434	-	
MAR	463,670	1,003,242	-	-	917,928	-	246,000

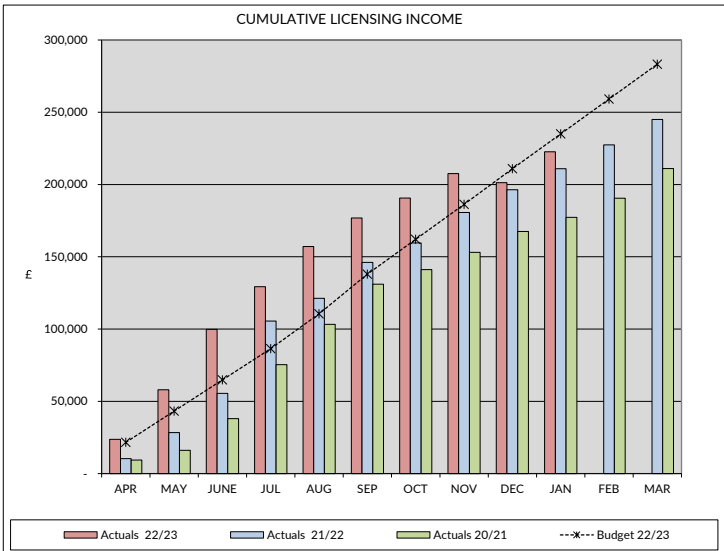


CUMULATIVE BREAKDOWN - HWDCRIM / HWENFORC	Code	Actual (Cumulative)	Budget	(Monthly)
ON STREET PARKING	3300	468,477	404,420	48,787
PENALTY NOTICES	3403	385,480	242,758	42,407
WAIVERS	3404	25,638	9,900	807
Driveway Access Protection Lines	3405	800	-	245
RESIDENTS PERMITS	3406	87,554	47,520	6,599
BUSINESS PERMITS	3408	3,453	60,343	700
OTHER	9999	1,689	-	-
<b>Total</b>		<b>973,089</b>	<b>764,940</b>	<b>99,546</b>

Appendix B: Licensing (EHLICREG & DSTAXIL)	Actuals 20/21	Actuals 21/22	Actuals 22/23	Increase / (decrease) from 21/22 to 22/23	Budget 22/23	Variance (Budget-Actuals)	Manager's Forecast
APR	9,404	10,356	23,747	13,391	21,608	2,139	-
MAY	6,655	18,021	34,255	16,234	21,608	12,647	-
JUN	21,969	27,128	41,816	14,688	21,608	20,208	-
JUL	37,346	50,067	29,492	(20,574)	21,608	7,884	-
AUG	27,847	15,709	27,787	12,078	21,608	3,680	-
SEP	27,783	24,814	19,713	(5,101)	25,003	(7,790)	-
OCT	10,099	13,479	13,797	318	21,608	(10,311)	-
NOV	11,939	21,101	16,939	(4,162)	21,608	(7,169)	-
DEC	14,460	15,776	(6,238)	(22,014)	22,203	(30,941)	-
JAN	9,782	14,483	21,352	6,869	21,608	(2,756)	-
FEB	13,232	16,499	-	-	21,608	-	-
MAR	20,550	17,577	-	-	21,608	-	700
<b>Total</b>	<b>211,066</b>	<b>245,010</b>	<b>222,660</b>	<b>11,727</b>	<b>263,285</b>	<b>(12,409)</b>	<b>700</b>

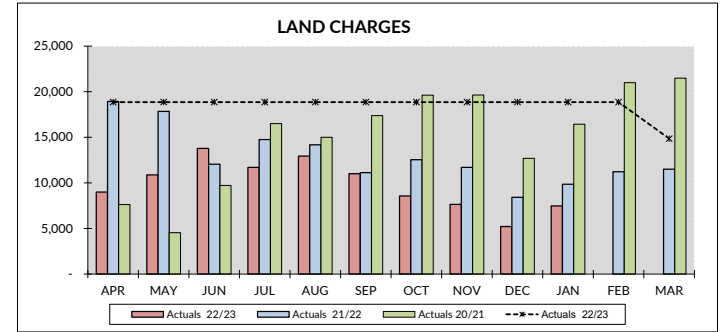


Licensing (CUMULATIVE)	Actuals 20/21	Actuals 21/22	Actuals 22/23	Increase / (decrease) from 21/22 to 22/23	Budget 22/23	Variance (Budget-Actuals)	Manager's Forecast
APR	9,404	10,356	23,747	13,391	21,608	2,139	-
MAY	16,059	28,377	58,002	29,625	43,216	14,786	-
JUNE	38,028	55,505	99,818	44,313	64,824	34,994	-
JUL	75,374	105,572	129,310	23,738	86,432	42,878	-
AUG	103,221	121,281	157,098	35,817	110,540	46,558	-
SEP	131,004	146,095	176,811	30,716	138,042	38,768	-
OCT	141,103	159,573	190,607	31,034	162,150	28,457	-
NOV	153,042	180,675	207,547	26,872	186,258	21,288	-
DEC	167,502	196,450	201,308	4,858	210,961	(9,653)	-
JAN	177,284	210,933	222,660	11,727	235,069	(12,409)	-
FEB	190,516	227,433	-	-	259,177	-	-
MAR	211,066	245,010	-	-	283,285	-	700

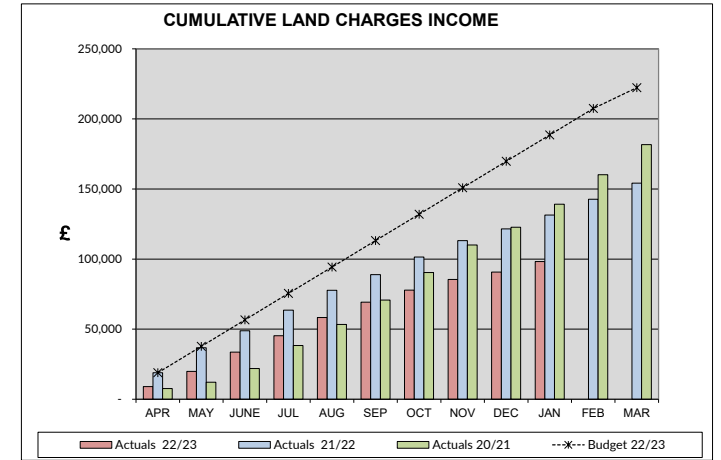


CUMULATIVE BREAKDOWN - EHLICREG/DSTAXIL	Code	Actual (Cumulative)	Budget	(Monthly)
Pre-application advice	EHLICREG/2189	86	-	-
Personal Licences	EHLICREG/2190	1,790	1,850	122
Premises Licence Annual Fee/Premises New/Premises Variation	EHLICREG/2192/21	87,746	85,600	3,523
Temporary Event Notice	EHLICREG/2193	8,337	6,843	546
Gambling Act Permits/Lottery	EHLICREG/2196/7/	5,240	6,902	270
Other	9999	(540)	-	-
Pavement Licence	EHLICREG/2222	700	-	-
Scrap Metal Dealers	EHLICREG/2241	1,337	595	830
Taxi Licensing	94300/DSTAXIL	96,920	133,280	12,768
Other	94300/DSTAXIL/99	21,045	-	3,295
<b>Total</b>		<b>222,660</b>	<b>235,069</b>	<b>21,352</b>

Appendix B: LAND CHARGES (LPLNDCH)				Increase / (decrease)	Variance (Budget- Manager's		
	Actuals 20/21	Actuals 21/22	Actuals 22/23	from 21/22 to 22/23	Budget 22/23	Actuals	Forecast
APR	7,630	18,930	8,992	(9,938)	18,858	(9,866)	-
MAY	4,532	17,846	10,870	(6,976)	18,858	(7,988)	-
JUN	9,717	12,054	13,787	1,733	18,858	(5,071)	-
JUL	16,500	14,749	11,694	(3,055)	18,858	(7,163)	-
AUG	14,999	14,184	12,946	(1,238)	18,858	(5,911)	-
SEP	17,377	11,125	11,016	(109)	18,858	(7,842)	-
OCT	19,628	12,546	8,560	(3,987)	18,858	(10,298)	-
NOV	19,636	11,699	7,642	(4,057)	18,858	(11,216)	-
DEC	12,692	8,422	5,213	(3,209)	18,858	(13,644)	-
JAN	16,441	9,857	7,471	(2,386)	18,858	(11,387)	-
FEB	20,998	11,230	-	-	18,858	-	-
MAR	21,489	11,502	-	-	14,858	-	(100,000)
<b>Total</b>	<b>181,639</b>	<b>154,144</b>	<b>98,190</b>	<b>(33,222)</b>	<b>222,292</b>	<b>(90,388)</b>	<b>(100,000)</b>

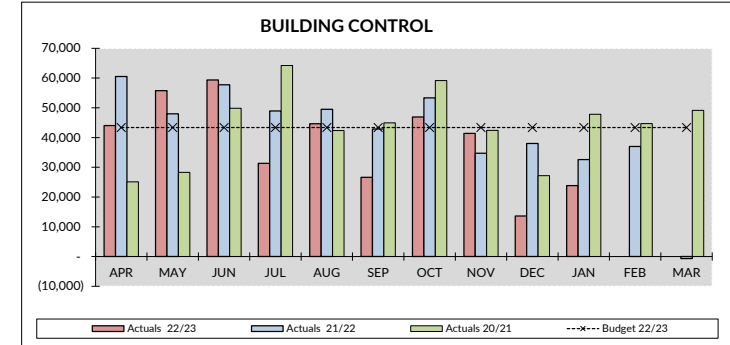


LAND CHARGES (CUMULATIVE)				Increase / (decrease)	Variance (Budget- Manager's		
	Actuals 20/21	Actuals 21/22	Actuals 22/23	from 21/22 to 22/23	Budget 22/23	Actuals	Forecast
APR	7,630	18,930	8,992	(9,938)	18,858	(9,866)	-
MAY	12,162	36,776	19,862	(16,914)	37,715	(17,854)	-
JUNE	21,879	48,830	33,649	(15,181)	56,573	(22,924)	-
JUL	38,379	63,579	45,343	(18,236)	75,431	(30,088)	-
AUG	53,378	77,763	58,289	(19,474)	94,288	(35,999)	-
SEP	70,755	88,888	69,305	(19,583)	113,146	(43,841)	-
OCT	90,383	101,435	77,865	(23,570)	132,004	(54,139)	-
NOV	110,019	113,133	85,506	(27,627)	150,861	(65,355)	-
DEC	122,711	121,555	90,719	(30,836)	169,719	(79,000)	-
JAN	139,152	131,412	98,190	(33,222)	188,577	(90,386)	-
FEB	160,150	142,642	-	-	207,434	-	-
MAR	181,639	154,144	-	-	222,292	-	(100,000)

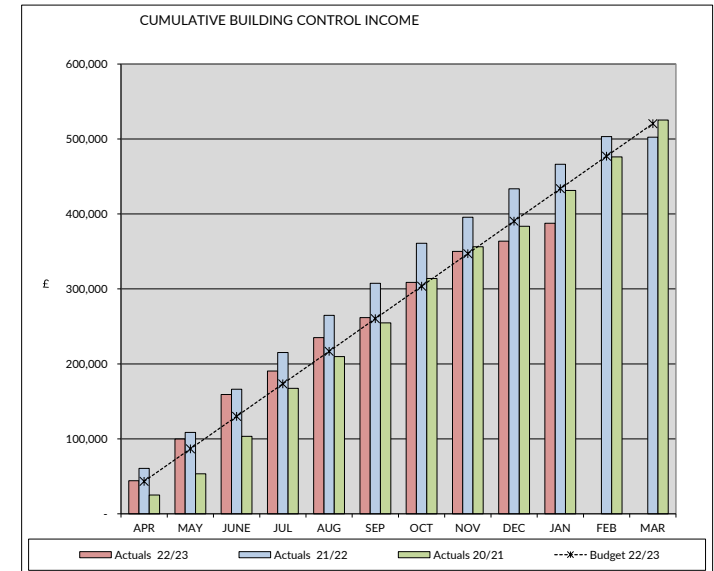


10/06/23

Appendix B: BUILDING CONTROL (DVBCFEE)				Increase / (decrease) from	Variance		Manager's Forecast
	Actuals 20/21	Actuals 21/22	Actuals 22/23	21/22 to 22/23	(Budget- Actuals)	Budget 22/23	
APR	25,107	60,545	44,057	(16,488)	43,374	683	-
MAY	28,305	47,988	55,758	7,770	43,374	12,385	-
JUN	49,857	57,741	59,365	1,624	43,374	15,991	-
JUL	64,205	48,928	31,337	(17,591)	43,374	(12,037)	-
AUG	42,367	49,476	44,627	(4,848)	43,374	1,254	-
SEP	44,930	42,851	26,627	(16,225)	43,374	(16,747)	-
OCT	59,144	53,334	46,897	(6,437)	43,374	3,523	-
NOV	42,429	34,743	41,421	6,678	43,374	(1,952)	-
DEC	27,203	38,039	13,617	(24,423)	43,374	(29,757)	-
JAN	47,838	32,591	23,827	(8,764)	43,374	(19,546)	-
FEB	44,709	36,979	-	-	43,374	-	-
MAR	49,136	(680)	-	-	43,374	-	(46,204)
<b>Total</b>	<b>525,230</b>	<b>502,536</b>	<b>387,533</b>	<b>(78,704)</b>	<b>520,484</b>	<b>(46,204)</b>	<b>(46,204)</b>

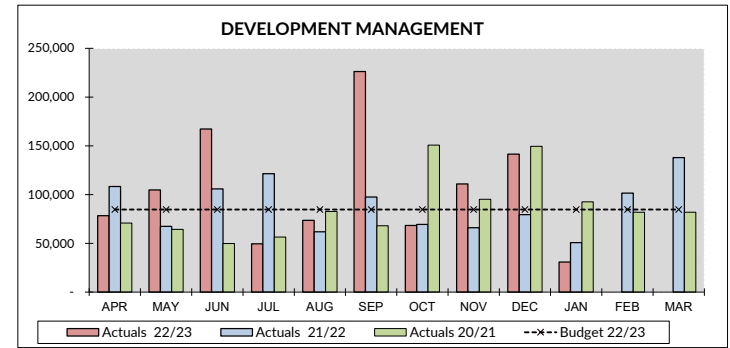


BUILDING CONTROL (CUMULATIVE)				Increase / (decrease) from	Variance		Manager's Forecast
	Actuals 20/21	Actuals 21/22	Actuals 22/23	21/22 to 22/23	(Budget- Actuals)	Budget 22/23	
APR	25,107	60,545	44,057	(16,488)	43,374	683	-
MAY	53,412	108,533	99,815	(8,718)	86,747	13,068	-
JUNE	103,269	166,274	159,180	(7,094)	130,121	29,059	-
JUL	167,474	215,202	190,517	(24,685)	173,495	17,022	-
AUG	209,841	264,678	235,144	(29,534)	216,868	18,276	-
SEP	254,771	307,529	261,771	(45,758)	260,242	1,529	-
OCT	313,915	360,863	308,667	(52,195)	303,616	5,052	-
NOV	356,344	395,606	350,089	(45,517)	346,989	3,099	-
DEC	383,547	433,645	363,705	(69,940)	390,363	(26,658)	-
JAN	431,385	466,236	387,533	(78,704)	433,737	(46,204)	-
FEB	476,094	503,216	-	-	477,110	-	-
MAR	525,230	502,536	-	-	520,484	-	(46,204)

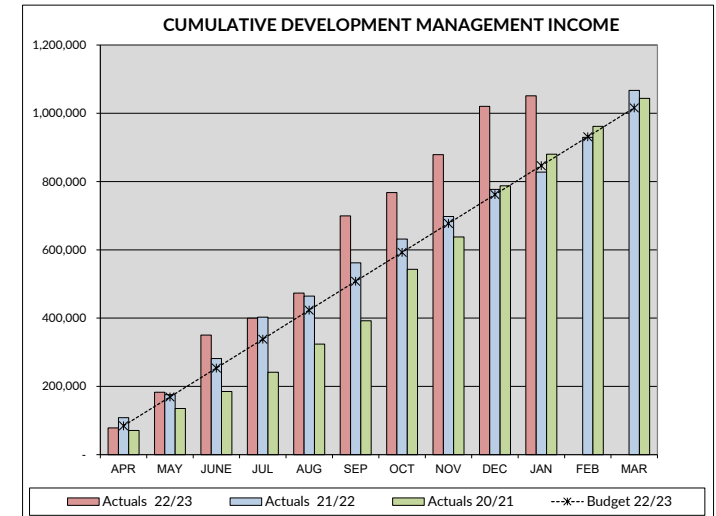


CUMULATIVE BREAKDOWN	Code	Actual (Cumulative)	Budget	(Monthly)
Plan Fee	3066	246,396	270,744	21,586
Inspection Fee	3067	137,516	162,993	2,241
Other	9999	3,620	-	-
New Burdens Grant	3905	-	-	-
<b>Total</b>		<b>387,533</b>	<b>433,737</b>	<b>23,827</b>

Appendix B: DEVELOPMENT MANAGEMENT (DVDEVCT/DVDEVRND)				Increase / (decrease) from	Variance (Budget-Actuals)	Manager's Forecast
	Actuals 20/21	Actuals 21/22	Actuals 22/23	21/22 to 22/23	Budget 22/23	
APR	70,765	108,220	78,359	(29,862)	84,673	(6,314)
MAY	64,358	67,370	104,712	37,343	84,673	20,040
JUN	49,790	105,814	167,284	61,470	84,673	82,611
JUL	56,443	121,474	49,510	(71,964)	84,673	(35,163)
AUG	82,700	61,771	73,509	11,739	84,673	(11,163)
SEP	68,065	97,539	226,234	128,696	84,673	141,561
OCT	150,748	69,405	68,366	(1,039)	84,673	(16,307)
NOV	95,145	66,081	110,993	44,911	84,673	26,320
DEC	149,560	79,495	141,473	61,978	84,673	56,800
JAN	92,513	50,807	30,762	(20,045)	84,673	(53,911)
FEB	81,896	101,458	-	-	84,673	-
MAR	81,833	137,915	-	-	84,673	(199,982)
<b>Total</b>	<b>1,043,816</b>	<b>1,067,348</b>	<b>1,051,202</b>	<b>223,227</b>	<b>1,016,072</b>	<b>204,475</b>



DEVELOPMENT MANAGEMENT (CUMULATIVE)				Increase / (decrease) from	Variance (Budget-Actuals)	Manager's Forecast
	Actuals 20/21	Actuals 21/22	Actuals 22/23	21/22 to 22/23	Budget 22/23	
APR	70,765	108,220	78,359	(29,862)	84,673	(6,314)
MAY	135,123	175,590	183,071	7,481	169,345	13,726
JUNE	184,913	281,404	350,355	68,951	254,018	96,337
JUL	241,356	402,878	399,865	(3,013)	338,691	61,174
AUG	324,056	464,648	473,375	8,726	423,363	50,011
SEP	392,121	562,187	699,609	137,422	508,036	191,573
OCT	542,869	631,592	767,975	136,383	592,709	175,266
NOV	638,014	697,673	878,967	181,294	677,381	201,586
DEC	787,574	777,168	1,020,440	243,272	762,054	258,386
JAN	880,087	827,975	1,051,202	223,227	846,727	204,475
FEB	961,983	929,433	-	-	931,399	-
MAR	1,043,816	1,067,348	-	-	1,016,072	(199,982)



CUMULATIVE BREAKDOWN: DVDEVCT/DVDEVRND	Code	Actual (Cumulative)	Budget	(Monthly)
Planning Application Fees	3009	974,615	749,274	185,42
Other	9999	(375)	7560	160
Planning Performance Agreements	3012	5,000	-	-
Pre-application Fees	8329	1,375	-	-
Pre-application Fees	8330	63,559	79,669	59,33
Monitoring Fees	3106	7,027	10,223	6,127
<b>Total</b>		<b>1,051,202</b>	<b>846,727</b>	<b>30,762</b>

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**FINANCIAL PERFORMANCE INDICATORS 2022/23 - TO THE END OF JANUARY 2023**

**Finance & Investment Advisory Committee - 23 March 2023**

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

**Status:** For Consideration

**Key Decision:** No

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

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

**Portfolio Holder:** Cllr. Matthew Dickins

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

Adrian Rowbotham Ext. 7153

**Recommendation to Finance & Investment Committee:**

- a) That the report be noted

**Reason for recommendation:**

This recommendation supports the sound control of the Council's finances.

## Agenda Item 7

### Introduction and Background

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

### Key Implications

#### Financial

None.

#### Legal Implications and Risk Assessment Statement.

There are no legal or human rights issues.

#### Equality Assessment

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

#### 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 - Performance Indicators


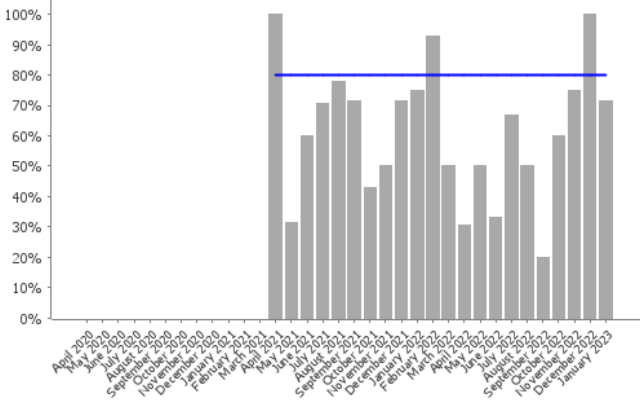

#### **Background Papers**

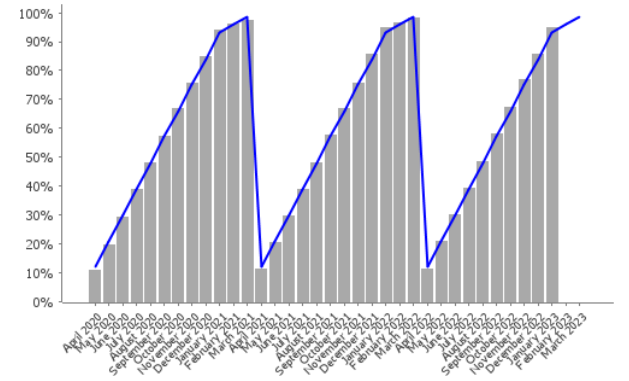

None

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

# Finance & Investment Advisory Committee - Performance report

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

Code	Description	Current Value	Current Target	Current Status	Performance Chart	Year to Date Value 2022/23	Year to Date Target 2022/23	Year to Date Status	Commentary
LPI_A UL1	Sevenoaks: Audit actions fully implemented within agreed timescales	71.4%	80%			53.7%	80%		<p>This KPI is set using expected delivery however where those actions are delayed they show an achievement compared to target. Internal Audit are working with SMT to implement robust deadlines for 'High' and 'Medium' priority actions. There are currently 3 outstanding actions</p>

Code	Description	Current Value	Current Target	Current Status	Performance Chart	Year to Date Value 2022/23	Year to Date Target 2022/23	Year to Date Status	Commentary
LPI_B R 04	The percentage of business rates collected in-year (Cumulative)	89.4%	91%			89.4%	91%		Removal of small business rate relief has temporarily affected in-year collection. This is expected to be back on target by the end of the financial year.
LPI_C T 04	The percentage of council tax collected in-year (cumulative)	95%	93%			95%	93%		

Code	Description	Current Value	Current Target	Current Status	Performance Chart	Year to Date Value 2022/23	Year to Date Target 2022/23	Year to Date Status	Commentary
LPI_FS 001	The percentage of undisputed invoices paid within 30 days or agreed terms	99.5%	99%	✔		99.2%	99%	✔	
LPI_FS 003	Sundry debts outstanding more than 60 days	£32,021	£40,000	✔		£32,021	£40,000	✔	

Code	Description	Current Value	Current Target	Current Status	Performance Chart	Year to Date Value 2022/23	Year to Date Target 2022/23	Year to Date Status	Commentary
LPI_H B 02	Average number of days to process a new claim for Housing Benefit (Monthly)	21	22	✔		19	22	✔	
LPI_H B 04	Average number of days to process a change in circumstances for Housing Benefit (monthly)	10	8	✘		7	8	✔	The days to process a change of circumstances had increased as we have had some system problems due to moving our system over to the cloud In December . We have had issues with system slowness and errors which had a knock on

Code	Description	Current Value	Current Target	Current Status	Performance Chart	Year to Date Value 2022/23	Year to Date Target 2022/23	Year to Date Status	Commentary
									effect on our processing times. These issues have now been resolved .
TM FS	Treasury Management - Actual vs Budget + Forecast	£421,833	£154,382	🟢		£421,833	£154,382	🟢	
TM FS 02	Treasury Management - Investment returns vs RPI vs CPI	3.1%	10%	🔴		3.1%	10%	🔴	Low rates of return and utilisation of cash resource to fund investment acquisitions and capital programme have led to low returns. SDC started using Multi-asset

Code	Description	Current Value	Current Target	Current Status	Performance Chart	Year to Date Value 2022/23	Year to Date Target 2022/23	Year to Date Status	Commentary
									income funds in May 2022 which are helping to improve returns. Due to the unusually high levels of RPI and CPI currently the inflationary target is not achievable.



**CARRY FORWARD REQUESTS 2022/23**

**Finance & Investment Advisory Committee - 23 March 2023**

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

**Status:** For Consideration

**Also considered by:** Cabinet - 20 April 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.

## Agenda Item 8

- 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	People & Places	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

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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 8

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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**Finance and Investment Advisory Committee Work Plan (as at 15/02/2023)**

**19 June 2023**

Financial Monitoring 2022/23 – Draft Outturn March 2023

Financial Performance Indicators 2022/23 – to the end of March 2023

**5 September 2023**

Financial Monitoring 2023/24 – to the end of July 2023

Financial Performance Indicators 2023/24 – to the end of July 2023

Treasury Management Annual Report 2022/23

**2 November 2023**

Financial Monitoring 2023/24 – to the end of September 2023

Financial Performance Indicators 2023/24 – to the end of September 2023

Treasury Management Mid-Year Update 2023/24

Financial Prospects and Budget Strategy 2024/25 and Beyond

**11 January 2024**

Financial Monitoring 2023/24 – to the end of November 2023

Financial Performance Indicators 2023/24 – to the end of November 2023

Budget 2024/25: Review of Service Dashboards and Service Change Impact Assessments (SCIAs)

Treasury Management Strategy 2024/25

Property Investment Strategy Update

Capital Programme and Asset Maintenance 2024-27

Risks and Assumptions for Budget 2024/25

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### **21 March 2024**

Financial Monitoring 2023/24 – to the end of January 2024

Financial Performance Indicators 2023/24 – to the end of January 2024

Carry Forward Requests 2023/24