

09 April 2024 at 7.00 pm

Council Chamber, Argyle Road, Sevenoaks

Published: 28.03.24



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# Finance & Investment Advisory Committee

## Membership:

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

Cllrs. Bayley, Clayton, Hogarth, Kitchener, Malone, Manston, James Morgan, Scott, Silander 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 11 January 2024, as a correct record.	(Pages 1 - 10)	
2. <b>Declarations of Interest</b> Any interests not already registered.		
3. <b>Actions from Previous Meeting</b>	(Pages 11 - 12)	
4. <b>Update from Portfolio Holder</b>		
5. <b>Referral from Cabinet or the Audit Committee (if any)</b>		
6. <b>Financial Monitoring 2023/24 - to the end of January 2024</b>	(Pages 13 - 44)	Alan Mitchell Tel: 01732 227483
7. <b>Financial Performance Indicators 2023/24 to the end of January 2024</b>	(Pages 45 - 52)	Alan Mitchell Tel: 01732 227483
8. <b>Carry Forward Requests</b>	(Pages 53 - 68)	Alan Mitchell Tel: 01732 227483

9. **Work Plan**

(Pages 69 - 70)

**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 11 January 2024 commencing at 7.00 pm

Present: Cllr. Grint (Chairman)

Cllr. Maskell (Vice-Chairman)

Cllrs. Bayley, Clayton, Lindop, Malone, James Morgan, Scott, Silander and Williams

Apologies for absence were received from Cllrs. Hogarth and Kitchener

Cllrs. Perry Cole, Purves, and White were also present.

35. Minutes

Resolved: That the minutes of the meeting held 2 November 2023 be approved, and signed by the Chairman as a correct record.

36. Declarations of Interest

There were none.

37. Actions from Previous Meeting

The Head of Finance updated the committee on Action 2 – That Officers provide the split between posts being held vacant and those that could not be filled. There were 23 Full-Time-Equivalent vacancies. Of these, five were actively out for recruitment, with the rest held as vacancies. Two services, Internal Audit and Building Control, had experienced difficulty filling their posts, though recruitment was ongoing.

38. Update from Portfolio Holder

The Portfolio Holder updated the Committee on the Treasury Management Training held for members on 3 January 2024. The session was well attended, and covered a wide range of topics, including the role of Treasury Management, risks and opportunities, skills & knowledge, the current integrated Strategy, balance sheets, and managing inflation and labour force factors.

Members provided feedback on the training. They found it interesting and informative, and requested that similar training be provided in the future.

CHANGE IN THE ORDER OF AGENDA ITEMS

The Chairman, with the Committee's agreement, brought forward consideration of Agenda Item 12 – Treasury Management Strategy.

39. Treasury Management Strategy 2024/25

The Senior Principal Accountant presented the report, which set out the proposed Treasury Management Strategy for 2024/25, as required by the Local Government Act 2003. The Strategy set out the Council's policy for borrowing and managing its investments, though not commercial initiatives and loans to third parties, which were generally classed as non-treasury activities. She outlined the prudential indicators, the borrowing and repayment strategy, and the investment strategy for 2024/25. There were no major changes to the investment strategy.

In response to questions, the officer explained that the treasury management consultants Link Treasury Services Ltd did not control the strategy, and were not involved in day-to-day management. They provided information such as live ratings for banks and templates for reports. Members discussed the risks of exposure to unrated entities within the Strategy. The officer explained that the provisions for non-rated institutions were for unrated subsidiaries of larger banks, which could provide guarantees. These provisions also avoided the risk of violating the Strategy should an institution become unrated whilst the Council held money with it. They did not allow for the Council to lend money to unrated institutions in any circumstance – they only applied in specific scenarios. Members requested that a detailed clarification regarding the conditions for lending to each category of institution be provided with the next Treasury Management Update.

Members further discussed the Council's lending and borrowing. The Chief Officer for Finance & Trading explained that the Council did occasionally lend to other local authorities. These loans had very little risk associated, as there was a statutory obligation to repay them. Members noted that the Council was projected to borrow significantly more in the future than it had previously due to the scale of the capital programme, detailed in a separate report. This would require disciplined management. The Council's risk appetite had increased in this regard, though it was still highly risk-averse.

The Head of Finance clarified for Members that the council had just under £13m in debt, and just under £23m in reserves. These reserves were not cash held by the council, and could not be used to cover services if all income ceased. Investments could be recalled should access to all income streams terminate, though it was emphasised that this was extremely unlikely.

Resolved: That:

- a) The report be noted, and the following comments be forwarded to Cabinet:

- Members would like further clarification regarding the Council's exposure to unrated organisations.
- The Council would be borrowing significantly more than it had in the past, and this would require diligent handling

40. Referral from Cabinet or the Audit Committee (if any)

There were none.

41. Discretionary Rate Relief

The Chief Officer for Customer & Resources presented the report, which set out the proposals for altering the criteria for awarding discretionary rate relief, and for continuing the awards from 2023/24 for a second year. The Non-Domestic Rating Act 2023 and associated regulations meant that rural rate relief cases no longer required "topping-up" from 50% relief, and thus the criteria only applied to rate relief for non-profit organisations, and top-up relief for charities and community amateur sport clubs. The total relief requested was around £212,000.

In response to questions, the officer clarified that applications for relief were made on a 2-yearly basis, but that the Chief Officer for Customer & Resources had delegated authority to field applications mid-year, if necessary.

Resolved: That

- a) It be recommended to Cabinet that the criteria for granting discretionary rate relief from 1 April 2024, as set out in the appendix to the minutes, be approved; and that
- b) It be recommended to Cabinet that the proposals for granting relief from business rates for 2024/25, as set out in the appendix to the minutes, be approved.

42. Cost Pressures and Cost Management of Capital Projects

The Portfolio Holder introduced the report, which outlined the cost pressures that the Council's capital projects had encountered, and the management measures enacted. Members had expressed concern regarding capital project overspend. The Portfolio Holder emphasised that much of this had come from unprecedented external factors that could not have been anticipated.

Members welcomed the report, and thanked the Portfolio Holder and the Strategic Head of Property and Commercial for preparing it.

The Construction Project Manager outlined the report, and corrected a typo in the fifth bullet point of Paragraph 3 – the total project cost for White Oak Leisure Centre was £22.27m. He set out some of the external factors that had impacted projects. These included the pandemic, Brexit, the Russo-Ukrainian War, high inflation, and rising labour and supply costs. Construction materials had undergone inflation of up

## Agenda Item 1

### Finance & Investment Advisory Committee - 11 January 2024

to 30%, and interest rates from the Public Works Loan Board had increased from 1.5% in November 2021 to 5% in October 2023.

Capital projects were managed by officers, who procured consultants, design teams, and contractors in accordance with the Public Contracts Regulations 2015. Project teams were created for each project, with officers and specialised external advisors and consultants. All changes and options were put through a formal change control process, and the projects were all submitted through the committee process, to field Member feedback.

In response to questions, the officer explained that there were construction industry guidelines for contingency allowances, which tended to reduce as a project progressed and more information became available. For each project the Council took advice from the project team, including cost consultants and quantity surveyors, regarding the level of contingency considered appropriate dependent on the specific project context and information available at the time. The Council sought realistic and robust contingency amounts - raising the allowance would make certain projects unviable. Members were advised that work was ongoing on completing a property register for the Council.

Members asked questions regarding considering ending development projects before they were finished. They were advised that projects were complex and usually lasted many years, and that various factors during the project lifecycle could influence the journey. For example, the Bevan Place project was denied planning permission, and thus had stopped whilst alternative options were explored for the site. The officer further clarified the process following the conclusion of a project. A project closure and lessons report was presented to the Corporate Programme Board and Capital Projects Progress Meeting for all finished schemes. Officers would investigate mechanisms for sharing this information with all Members.

Members discussed the report. They noted their interest for the proposed information session, and hoped that it would provide insight into the Council's control protocols. They further discussed the asymmetrical relationship between the Council and utility providers. Members queried how many of the projects were within their original estimate budget, and it was agreed that a response would be provided.

*Action: For the Construction Project Manager to provide Members with a list of which capital projects were within budget.*

Resolved: That it be recommended that Cabinet:

- (a) Notes the cost pressures SDC's capital projects have and can encounter as detailed in the report.
- (b) Notes the cost management measures SDC has in place as detailed in the report.

- (c) Endorses the continued use of the capital project cost management measures SDC employs.
- (d) An information session is offered to members to help better understand project management protocols and approaches that the Council uses for its capital projects.

43. 12 Otford Road, Sevenoaks - Business Park Development Project

The Property Investment & Development Surveyor presented the report, which set out the proposed mixed-use commercial development project at 12 Otford Road, Sevenoaks. The scheme would regenerate the site and support economic development, and would be funded through external borrowing. The Council were considering multiple exit strategies, including building and holding the site; this would be finalised closer to the completion of the project.

The officer outlined the scheme in further detail. The site would combine industrial usage and a café with a drive-through, as well as parking. The café would be the core income stream, with a 15-year lease, with the industrial element as speculative income. It was anticipated that the planning application for the site would be submitted by September 2024, with approval by December 2024. The scheme aimed to be completed by Summer 2025. Risks for the development included poor ground conditions at the site, which would be mitigated with an investment of £400,000 in assessing the area and installing deep foundations, and market risks, which necessitated regular reappraisals and detailed design work.

In response to questions, the officer explained that the site was 3.2 acres in size, with the development encompassing 1.2 acres only. This would allow for a green buffer to be provided between the development and the Site of Special Scientific Interest (SSSI) which bordered the site. The officer clarified that the scheme was primarily to regenerate the area. If the scheme were to become unviable, within the Member-approved budget, then it would be brought back through the committee system for re-evaluation.

Members discussed the proposal. They noted their concern that a drive through café did not support the Council's ambition for Net Zero. The officer advised them that the site would also receive significant foot traffic, due to its proximity to other sectors, and that the drive-through was an additional factor. The site's inclusion in the Sevenoaks Town Neighbourhood Plan as the access point for a walking & wheeling route to Dunton Green would be considered before the site was progressed.

They further expressed concern regarding the compounding risk of developments sharing risk factors, such as market pressures. They noted that as detail was added to the scheme, these risks could be better addressed. The officer clarified the checks and balances in place to mitigate this also. Members discussed the possible exit

## Agenda Item 1

### Finance & Investment Advisory Committee - 11 January 2024

strategies, and noted that it would be preferential for the Council to retain the site if possible.

Resolved: That it be recommended to Cabinet that:

- (a) It be recommended to Council that the capital funding of the scheme as outlined at Appendix B (Project Costs & Funding) be agreed and it be noted that the scheme will only progress subject to financial viability being confirmed and planning permission granted.
- (b) subject to approval of the recommendation by Council at (a) above, provision of the project cost estimated at £3,635,004 is made within the Capital Programme; and
- (c) subject to approval of the recommendation (a) by Council, authority be delegated to the Strategic Head of Property and Commercial, following consultation with the Head of Legal Services and the Chief Officer Finance and Trading, to enter into necessary professional appointments/contracts to deliver the scheme.

#### 44. Property Investment Strategy Update

The Chief Officer for Finance & Trading presented the report, which set out the progress of the Property Investment Strategy and its future direction. The Strategy was approved in 2014 to support the Council's aim to be more financially self-sufficient. Changes in regulations meant that the Strategy could no longer be included in the Capital Programme, and therefore the Council was not able to borrow to make more property investment purely for yield. Financial returns from the Strategy consisted of income from the properties owned by the Council, interest from loans to Quercus 7, and the dividend from Quercus 7, minus the annual contribution to the Investment Property Maintenance Reserve. Further investments were not possible at the time of the meeting.

In response to questions, the officer explained that the Council was not able to own housing for private rental, or invest in property outside of the district – these items were held by Quercus 7 to widen the portfolio. Car parks were not included in the Property Investment Strategy, as they were standalone capital schemes with their own budgets, and did not meet the criteria for the Strategy.

Members asked questions of clarification surrounding the disposal of properties within the Strategy. Any income from the sale of these assets could not be used for new investments made purely for yield. This would also mean that alternative income would need to be found to offset any reduction.

Resolved: That the report be noted.

#### 45. Financial Monitoring 2023/24 - to the end of November 2023



The Head of Finance presented the report, which set out the Council's financial position to November 2023, and the forecast position until March 2024. The forecast was for an unfavourable variance of £334,000, which represented a significant reduction from the unfavourable variance of £1.489m reported in July 2023.

The officer highlighted some of the variances. The 2023/24 pay award was for £1,925 per person up to a certain pay grade, and had been included in the forecast variance. Measures had been implemented to reduce the variance in Direct Services. Interest receipts had a favourable variance, as interest rates were high. Vacancies in positions that were not being filled were used to offset some other areas. £1.3m of the £1.8m budget for the interim leisure centre contract was forecast to arise this year, with the remainder to be accounted for in 2024/25, but this would have nil effect on the bottom line as the cost was being funded initially from the Budget Stabilisation Reserve.

The capital programme was forecast to be underspent by £22.4 million against a budget of £33m, mainly due to delays following the refusal of planning permission for the development at Bevan Place.

Members discussed the forecast unfavourable variance associated with Direct Services overall, which was around £1m. The officer explained the factors behind this. The pay award had a significant impact, as had increased agency costs. The volume of household waste collected remained increased, whilst the volume of trade waste collected was down.

To address the unfavourable variance, several actions had been put in place. Any spend of over £5,000 would require approval from the relevant Chief Officer. Some posts would not be recruited to and would remain open. Furthermore, all teams were expected to propose 3 savings suggestions for discussion.

Resolved: That the report be noted.

46. Financial Performance Indicators 2023/24 - to the end of October 2023

The Head of Finance presented the report, which presented figures on nine internally-set financial performance indicators covering activities that support information provided in regular financial monitoring statements to October 2023. Staff absence meant that the indicators for November could not be prepared in time for the committee, but the committee were informed that the data was similar. The officer explained that the time to process changes in circumstances for Housing Benefit was not within target, due to absences and vacancies within the team. The team faced high workloads with insufficient resource, and prioritised ensuring new claims were processed within the target time instead.

Resolved: That the report be noted.

47. Capital Programme and Asset Maintenance 2024-27

## Agenda Item 1

### Finance & Investment Advisory Committee - 11 January 2024

The Head of Finance presented the report, which set out the Capital Programme for the next three years. He corrected an error within Appendix B to the report – the figure of £31.853m listed as Internal Borrowing Repaid for 2025/26 was in fact the Short Term Repaid External Borrowing for that year. He outlined the approved and new capital bids, the disposals programme, and the Capital Strategy for 2024/25. Separate reports would be presented to members for schemes of significant size or importance. It was proposed that the Asset Maintenance Budget be agreed at £662,000.

In response to questions, the officer clarified that new schemes would be added to the capital programme if approved. Changes in circumstances for existing programmes would be reported to Members. Certain schemes were projected to finish in the next three years, and the capital receipts from those schemes were included in the forecast.

Resolved: That the report be noted.

#### 48. Fees & Charges Review 24/25

The Head of Finance presented the report, which set out the results of the first annual cross-organisation review of all fees and charges. This was the first time all fees and charges had been reviewed simultaneously; previously, most were only updated upon request. The fees had been adjusted where appropriate, based on both financial and non-financial considerations, such as central government restrictions, cost recovery, and the fees charged by other local authorities. It was anticipated that these adjustments would deliver additional income of £300,000 above the 2.5% budget assumption.

In response to questions, the officer explained that there was no blanket maximum increase – fees were modified to be appropriate considering service requirements and legal restrictions. Members noted their appreciation that a comprehensive review would be included in every year's budget process.

Resolved: that the report be noted.

#### 49. Risks and Assumptions for Budget 2024/25

The Head of Finance introduced the report, which set out the risks and assumptions for the 2024/25 budget.

Members asked questions of clarification regarding the assumptions for future pay awards. The Chief Officer – Finance & Trading explained that discussions on the pay award for 2024/25 had not yet commenced, and noted that inflation was dropping which may result in a reduced award. The assumption would be revised when a more accurate position could be established.

The officer further advised that the actuarial evaluation of the pension deficit had reduced over each of the three-year periods in which it was repaid. Some risks had

increased compared with previous years, but noted that others, such as Covid-19, had decreased significantly. Changes to the minimum wage would have a minimal budget impact to the Council, as there were few staff members within affected pay bands.

Resolved: That the risks and assumptions for the 2024/25 budget be noted.

50. Work Plan

The Work Plan was noted.

THE MEETING WAS CONCLUDED AT 9:04PM

CHAIRMAN

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**Action(s) from the meeting held on 11 January 2024**

Action	Description	Status	Contact Officer
Action	For the Construction Project Manager to provide Members with a list of which capital projects were within budget.	An update will be provided at the meeting.	Geoff Golledge

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**FINANCIAL MONITORING 2023/24: TO THE END OF JANUARY 2024**

**Finance and Investment Advisory Committee – 9 April 2024**

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

**Status:** For Consideration

**Also considered by:**

- Cabinet – 18 April 2024

**Key Decision:** No

**Executive Summary:** This report provides information on the current financial position of the authority and the forecast to March 2024.

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

**Portfolio Holder:** Cllr. Kevin Maskell

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

Adrian Rowbotham, Ext. 7153

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

To note this report and forward any comments to Cabinet.

**Recommendation to Cabinet:**

To note this report and consider any comments from Finance and Investment Advisory Committee.

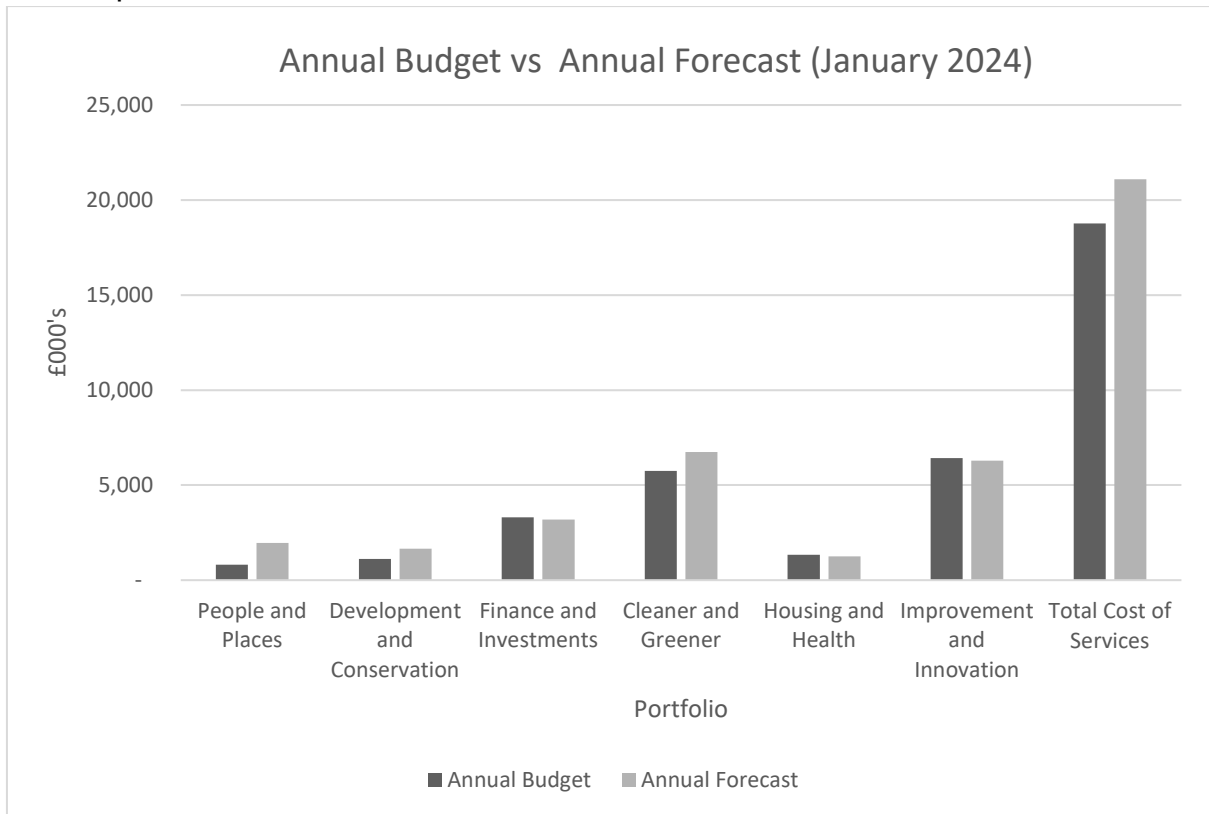
**Introduction and Background**

- 1 This report covers the period to January 2024 and the forecasted position as at March 2024.
- 2 During the reporting period the Council has encountered significant financial pressures including the 22/23 pay award at a cost of £597,000 above budget assumptions, which was only agreed in November 2023. The cost of delivering waste services in an economic climate where both collection and disposal costs have increased.

## Agenda Item 6

- 3 Officers have undertaken a number of actions to reduce the forecasted variance from the unfavourable variance of £1.489m reported in July 2023 to an unfavourable variance of £195,000 detailed in this report as at January 2024.
- 4 The graph below shows the Net Service Expenditure forecast against the budget for each portfolio.

Graph 1





- 5 The main areas for the current forecast are summarised in the table below and are detailed in the report.

Service	Summary	£000's
Pay award - April 2023	Pay increase above budget assumption	597
Direct Services	Net position of service	1,011
Planning	Appeals, Development Management & enforcement	391
Markets	Contract renewal	78
All services	Other smaller variances	(408)
Investments	Treasury Management	(563)
All services	Staff Vacancies	(791)
Planning	Supplementary estimates	(120)
		195

#### Areas of Note

- 6 Interest Receipts – The rise in interest rates and the decision to invest £5m for a 5-year period on multi-asset income funds has resulted in excellent returns resulting in a favourable forecast variance of (£563,000).
- 7 The interim Leisure Contract is showing an unfavourable forecast of £1.338m but as agreed by members in at Council in April 2023 this is part of the approved £1.83m budget over two years. This is being funded initially from the Budget Stabilisation Reserve, so the net effect is £0 on the bottom-line forecasted position.
- 8 Leisure Contracts is forecasting a favourable variance of £188,000 due to a grant of £132,000 received from the Government’s Swimming Pool Support Fund to contribute to running costs and income for the White Oak Leisure Centre contract.

#### Net Service Expenditure – Favourable Variances

- 9 There has been a number of staff vacancies this year (£791,000). These include General Admin (Post/Scanning) , Private Sector Housing, Economic Development and Support – Contact Centre. The savings forecasted are partly being used to offset agency costs to cover the vacancies and contribute to the overall financial position.
- 10 This saving is in addition to the £160,000 contribution to the vacancy pot budget. This is £90,000 above the budgeted contribution of £160,000.

#### Net Service Expenditure – Unfavourable Variances

- 11 Direct Services are reporting an overall unfavourable net variance of £1.1m after additional car parking income. This forecast reflects the cost of running the

## Agenda Item 6

service at current waste levels and service delivery standards. It reflects higher agency staff costs and commercial waste, pest control and cesspool emptying not achieving income targets and the cost of maintaining a large fleet. A number of actions have been implemented as part of the 24/25 budget process and Officers continue to monitor the situation.

- 12 Planning – Development Management are forecasting an unfavourable variance of £132,000 due to lower than budgeted income and the additional investment required to deliver the service.
- 13 Planning Appeals are forecasting an unfavourable variance of £139,000 due to the Council losing the appeal on the Oakhill Road planning application. Also £20,000 was spent to clear dangerous trees on the site due to the council owning the site for longer than planned. These costs are offset by the utilisation of a supplementary estimate which reflects that this expenditure is outside the scope of the budget process.
- 14 Print Shop is reporting an unfavourable variance of £49,000 due to underachievement of external business income.
- 15 Swanley Meeting Point – Business Hub is reporting an unfavourable variance of £60,000 due to an overspend of salaries as the hub and lower than budgeted income.

### **Capital Programme**

- 16 The Capital programme budget for 2023/24 is £33m. Current Progress on the projects is shown within Appendix B and the forecast position is currently £10.7m.
- 17 The difference between forecast and budget is due to revision of the timing of the Affordable Housing budget and a delay in the Bevan Place and White Oak Residential schemes.

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

- 18 Future issues and Risk Areas are detailed within each portfolio in Appendix A.

### **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 monthly 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 2024 Budget Monitoring Commentary

Appendix B – January 2024 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 24 £'000	Variance to date £'000	Total Annual Forecast Variance £'000	Explanation for year end variances greater than £10k
Domestic Abuse Duty	0	-11	-11	0	Home Office funding received in advance to support post salary and project budget. Post recently became vacant and has since been recruited to, with the postholder starting on 19 February 2024. Part of this funding will support increased temporary accommodation as a result of domestic abuse.
Leisure Contract	-250	-302	-52	-188	Quarterly management fee for White Oak Leisure Centre Quarters 1 and 2 paid, Quarter 3 raised and to be paid. Funding received in advance from successful bid to Swimming Pool Support Fund (Revenue) to support utility costs.
Leisure Contract - Interim	0	931	931	1,338	Impact of the interim leisure contract (Asset purchase, mobilisation, quarterly management fee and utilities).
Police & Crime Commissioners (PCCs)	0	-44	-44	0	Funding received in advance from Police and Crime Commissioner. On track to spend in full.
Tourism	26	-113	-139	0	Grant received ahead of spend.
Future Issues/Risk Areas					Impact of the interim leisure contract as part of an open book facility with Everyone Active continues to be monitored. A budget of £1.83m was agreed by Council in April 2023 for a 2 year period, which will need to be repaid. Currently £1.3m is the estimated cost for year 1, which has been forecast. It should be noted that in Quarter 1, the Council needed to negotiate the transfer of utilities (electricity and gas), following Sencio's administration. The utility provider held the Council on a standard tariff whilst it undertook the transfer of the utility contracts from Sencio, with this additional cost being borne by the Council.

Development and Conservation	Budget to Date £'000	Actual to end of January 24 £'000	Variance to date £'000	Total Annual Forecast Variance £'000	Explanation for year end variances greater than £10k
Building Control Non Fee	58	83	26	32	Forecast salary overspend due to pay award.
Building Control Fee	-183	-134	49	49	Forecast overspend due to the above and agency staff required due to staff vacancies.
Local Development Plan	0	188	188	0	Spend to be funded from Local Development Plan reserve.
Planning - Appeals	172	310	138	139	Expenditure on Hearings and Public Inquiries, including significant spend following an appeal hearing on Oakhill Rd
Planning - CIL Administration	-17	-10	7	20	Forecast unachievement on CIL Admin fees.
Planning - Development Management	-76	3	80	132	Incremental expenditure on software subscriptions for delivery of the service. Planning income behind budgeted profile.
Planning - Enforcement	271	392	120	120	Additional staffing costs due to contractors covering vacant posts.
Administrative Expenses - Planning Services	44	81	38	39	Recruitment advertising cost and training costs.
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.

Finance and Investment	Budget to Date £'000	Actual to end of January 24 £'000	Variance to date £'000	Total Annual Forecast Variance £'000	Explanation for year end variances greater than £10k
Asset Maintenance CCTV	16	4	-12	-15	No further spend required on CCTV at the depot.
Dartford Rev&Ben Partnership Hub (SDC costs)	1,719	1,829	109	0	Additional software costs to be covered by reserve. Additional resource to be partly funded by Dartford BC.
Dartford Audit Partnership Hub (SDC Costs)	196	157	-39	0	Underspend on salaries due to vacancy.
Local Tax	-41	-185	-143	-63	New Burdens funding ahead of spend for government new service implementation.
Misc. Finance	1,061	1,003	-58	-56	Balance of carry forwards not utilised in 2023/24. Also underspend on Covid 19 related cleaning materials.
Administrative Expenses - Finance	15	30	15	14	Additional expenditure on consultancy to implement Direct Debits
Support - Legal Function	243	271	28	21	Forecast overspend due to cost of specialist advice
Future Issues/Risk Areas					

Cleaner and Greener	Budget to Date £'000	Actual to end of January 24 £'000	Variance to date £'000	Total Annual Forecast Variance £'000	Explanation for year end variances greater than £10k
Asset Maintenance Argyle Road	68	35	-34	0	Spend currently behind profile.
Asset Maintenance Leisure	165	94	-70	0	Budget being treated as an emergency fund due to age of assets.
Asset Maintenance Support & Salaries	83	39	-44	4	Spend currently behind profile.
Car Parks	-1,680	-1,893	-213	-251	Day tickets charge income is exceeding budget but season tickets income is underachieving. Utilities bills higher than budget.
CCTV	245	320	74	81	Increased staffing costs to cover vacancies and training. Transmission cost savings not yet implemented due to market conditions. Cost review with BT (Supplier) underway.
Car Parking - On Street	-408	-446	-38	0	On Street day tickets exceeding budget.
Refuse Collection - Operational	218	703	485	560	High quantities of waste and recycling still continue. Increased agency and salary costs to cover sickness and annual leave, along with the 2023/24 pay award effect.
Trade Waste	-131	142	274	316	Income forecast lower than budget. Waste disposal charges per tonne have significantly increased.
Green Waste	-63	66	130	156	Income expected to be lower than budget. Underspend on vacant posts, offset by agency costs.
Street Cleansing - Operational	7	-24	-32	-43	Lower transport costs and increased recharges for services, along with lower repair costs.
Transport Workshop	53	80	27	43	Reduced income on repairs due to investment of new vehicles, offset by reduced expenditure across the services.
Cesspool Emptying	-77	4	80	90	Lower demand for service than budget assumption. Service making a loss.
Pest Control	-39	5	43	49	Lower demand for service than budget assumption. Service making a loss.
Fly Tipping	-38	-6	32	36	Service requiring major repairs to vehicles.
Fleet	-124	-158	-34	-44	Underspend due to a subsidised levy on testing HGV vehicles. This ended on 1st August 2023. Full costs are now being paid. Fleet servicing recharge lower due to the leasing of new vehicles.
Depots	-57	0	57	60	Internal recharges relating to work orders from other departments lower than budget. Also income reduction.
Emergency - Operational	-23	-37	-14	-14	Lower transport costs due to keeping vehicle and equipment longer.
Emergency	69	60	-9	-12	Standby has been quieter than usual this year so far.
Parking Enforcement - Tandridge DC	-1	-38	-37	-8	Work relating to 2022/23 still continuing for Tandridge DC for a fee. Income collected relating to 2022/23 to be paid over.
Housing Other Income	-12	-41	-29	-27	Overachieved income.
Markets	-380	-322	58	78	Contracts renewed in April 2023. Swanley Sunday market is not currently achieving target levels but being reviewed with the operator on a regular basis.
Off-Street Enforcement	51	14	-36	-48	Forecast for higher penalty notice income.
Parks - Greensand Commons Project	0	26	26	0	Externally funded project. Spend will be reclaimed.



Cleaner and Greener	Budget to Date £'000	Actual to end of January 24 £'000	Variance to date £'000	Total Annual Forecast Variance £'000	Explanation for year end variances greater than £10k
<b>Parks and Recreation Grounds</b>	118	103	-15	-15	Repairs and maintenance charges lower than budget.
<b>Parks - Rural</b>	157	187	29	34	Tree works on Oakhill Rd required due to extended SDC ownership following the Development Management Committee refusal. (£20k). Works to Mill Pond also contributing to the adverse forecast.
<b>Refuse Collection</b>	2,394	2,382	-11	-10	Income expected to exceed budgets.
<b>Street Cleansing</b>	1,307	1,323	16	21	Underachieved income.
<b>Support - Central Offices - Facilities</b>	199	174	-25	-23	Underspend due to invoices due from previous cleaning contract and current vacant posts
<b>Support - General Admin (Post/Scanning)</b>	201	131	-70	-50	Forecast EOY position due to underspend on salaries coupled with corporate economy of scale on postage
<b>Future Issues/Risk Areas</b>					Government changes to refuse collection and funding. Waste and recycling weight levels.

Housing and Health	Budget to Date £'000	Actual to end of January 24 £'000	Variance to date £'000	Total Annual Forecast Variance £'000	Explanation for year end variances greater than £10k
Homeless	569	591	23	-16	Increased demand on temporary accommodation, with less than 30% Housing Benefit able to be claimed.
Housing Energy Retraining Options (HERO)	50	-3	-53	-24	Salary underspend due to vacant posts - HERO Housing Team Leader current vacant, but an external appointment from existing staff is currently covering this post.
Homes for the Ukrainians	35	-574	-609	0	Funding received in advance from Kent County Council with property checks, housing and staffing resource in place. KCC has confirmed that any underspend can be carried forward into the new financial year to support the growing pressure on our homelessness services as a result of the Homes for Ukraine scheme.
KCC- Household Support Fund	0	201	201	0	KCC allocated funding. Phase 4 of the Household Support Fund has been drawn down and allocated to low-income households/pensioners to support the cost of living.
Private Sector Housing	181	152	-28	-56	Home Upgrade Grant salary cost received in advance. Salary underspend due to vacant posts - two Senior Private Sector Housing Officers since recruited to.
Rough Sleepers Initiative 2022-25	36	-144	-180	0	Rough Sleepers Initiative funding - received in advance. On track to spend in full.
Rough Sleepers Programme	0	-85	-85	0	Funding received in advance from Rough Sleeping Accommodation Programme and supporting staffing, customer support and accommodation support at Vine Court Road and Orchard Close.
One You - Kent Public Health	-20	13	33	0	Funding received from Dartford, Gravesham & Swanley Health and Care Partnership to support a recently recruited community and health projects officer. Post recruited to.
Housing and Health Project	20	0	-20	0	Externally funded project now evaluated and closed.
Homelessness Funding	-241	-228	13	0	Although demand for our homelessness services remains high, due to our approach to supporting the customer, preventing homelessness and utilising committed external funding, a zero forecast variance is expected.
Future Issues/Risk Areas					<p>New placements into Temporary and Emergency Accommodation has started to increase as a result of the impacts of the cost of living, increased Domestic Abuse approaches and increasing rents in the private rented sector. The acquisition by Quercus Housing of Gladedale House in Westerham, 27-29 High Street and 11-13 High Street, Swanley has brought forward 41 new affordable homes in the district. 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 2022.</p> <p>An ongoing pressure on homelessness and temporary accommodation is being seen as host placements end as part of Govt's Homes for Ukraine Scheme. Alongside pressures from other resettlement schemes, including the Afghan Resettlement Scheme is only serving to increase the pressure on homelessness and budget resources. The Council has received funding to support some costs associated with Homes for Ukraine, but this support ends on 31 March 2024. Capital funding secured by Quercus Housing via the Local Authority Housing Fund will also secure the acquisition of affordable housing to support refugee schemes - however, all funding must be spent by 31 March 2024.</p> <p>As a result of closure order on the Hever Road Gypsy and Traveller site due to criminal damage, rents and HB reclaiming has reduced due to x7 tenancy evictions. A new Allocations Policy was approved in July and funding was secured to bring x3 of the most damaged pitches and utility blocks back into use, with works being completed in November 2023 and the pitches allocated.</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 due to a combination of external funding, increased homelessness prevention and the delivery of new homes by Quercus Housing to alleviate homelessness pressures, it should continue to be highlighted as a potential risk, as the cost of living pressures continues to impact many households, resulting in increased homelessness and demand for emergency accommodation.</p>

Agenda Item 6

Page 24

Improvement and Innovation	Budget to Date £'000	Actual to January 24 £'000	Variance to date £'000	Total Annual Forecast Variance £'000	Explanation for year end variances greater than £10k
Asset Maintenance IT	233	139	-94	-100	Spend as per long term asset maintenance plan incorporating 100k one off saving contribution
Corporate Management	861	851	-10	-11	Underspend on consultants services.
Corporate - Other	88	0	-88	-90	Additional savings generated from vacant posts exceeding budget.
Swanley Meeting Point	50	97	47	60	Overspend on salaries and agency costs. Underachieving income.
Economic Development Property	529	464	-65	-79	Underspend on salaries.
UK Share Prosperity Fund	0	-101	-101	0	Grant received ahead of spend.
Elections	120	308	188	3	Costs of the May 2023 elections to be partially recharged to Town & Parish Councils. District costs to be met from earmarked elections reserve
External Communications	194	209	14	13	Costs to produce and distribute quarterly InShape Magazine higher than budget.
Land Charges	-41	9	50	45	Forecast underachievement on income of around £68k partially offset by a draw on previous grants received
Register of Electors	189	189	1	26	Forecast adverse variance at year-end related to costs of postage for household notification letter, to be met from earmarked reserve
Administrative Expenses - Legal and Democratic	63	45	-18	-19	Forecast underspend due to reduction in printing and Publications
Support - Contact Centre	639	620	-19	-27	Underspend on salaries due to staff turnover
Support - General Admin (Print Shop)	44	79	36	49	Underachieved income slightly offset by an underspend on vacant post and materials. Underachieved income from internal print charges off-set by corresponding underspends in service internal print budgets.
Support - IT	1,011	1,038	28	0	Overall end of year position forecast due to confirmation of 2023/24 contract prices
Support - Human Resources	505	480	-24	-23	Current variance due to review of training spend
Future Issues/Risk Areas					

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Appendix B : Summary

Position as at the end of January 2024	Y-T-D Actual £'000	Annual Budget £'000	Annual Forecast (including Accruals) £'000	Annual Variance £'000	Annual Variance %
People and Places	871	816	1,959	1,143	140.1
Development and Conservation	1,518	1,121	1,653	532	47.5
Finance and Investments	4,533	3,310	3,184	(126)	(3.8)
Cleaner and Greener	4,515	5,750	6,746	996	17.3
Housing and Health	300	1,342	1,253	(88)	(6.6)
Improvement and Innovation	5,291	6,427	6,293	(134)	(2.1)
<b>Services Total</b>	<b>17,030</b>	<b>18,765</b>	<b>21,089</b>	<b>2,323</b>	<b>12.4</b>
Adjustments to Reconcile the amount to be met from reserves: Capital Charges outside the General Fund	(50)	(60)	(60)	0	0.0
Adjustments to Reconcile the amount to be met from reserves: Support Services outside the General Fund	(144)	(172)	(172)	0	0.0
<b>NET SERVICE EXPENDITURE</b>	<b>16,837</b>	<b>18,533</b>	<b>20,857</b>	<b>2,323</b>	<b>12.5</b>
New Homes Bonus	(184)		0	0	-
Retained Business Rates	0	(2,868)	(2,959)	(91)	(3.2)
Council Tax	0	(12,231)	(12,231)	0	(0.0)
Rolled in Grants	(156)	(186)	(186)	0	(0.2)
Services Grant	(78)	(90)	(90)	0	0.0
Funding Guarantee	(757)	(912)	(912)	0	0.0
Contribution from Collection Fund	0	(214)	(214)	0	0.0
<b>Summary excluding Investment Income</b>	<b>15,662</b>	<b>2,032</b>	<b>4,265</b>	<b>2,232</b>	<b>109.8</b>
Investment Property Income	(1,701)	(1,618)	(1,604)	14	0.9
Interest Receipts	(788)	(288)	(851)	(563)	195.5
<b>OVERALL TOTAL</b>	<b>13,172</b>	<b>126</b>	<b>1,809</b>	<b>1,683</b>	
Planned Appropriation to/(from) Reserves	(165)	(126)	(126)	0	
Other Reserve Movements	165	0	(1,368)	(1,368)	
Supplementary Estimate	0	0	(120)	(120)	
<b>(Surplus)/Deficit</b>	<b>13,172</b>	<b>(0)</b>	<b>195</b>	<b>195</b>	

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## Appendix B : Summary by Service

Position as at the end of January 2024	Y-T-D Actual £'000	Budget to Date £'000	Variance £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
<b>People &amp; Places SDC Funded</b>	£'000	£'000	£'000	£'000	£'000
All Weather Pitch	(4)	(4)	(0)	(5)	-
Community Development Service Provisions	(6)	(6)	-	(6)	-
Community Housing Fund	(0)	-	(0)	-	-
Community Safety	110	110	0	132	0
The Community Plan	31	32	(1)	39	0
Grants to Organisations	192	193	(1)	202	1
Leisure Contract	(302)	(250)	(52)	142	(188)
Leisure Contract - Interim	931	-	931	1,338	1,338
Leisure Development	8	15	(8)	15	-
Admin Expenses - People & Places Communities	4	13	(9)	11	(8)
Tourism	(113)	26	(139)	35	-
West Kent Partnership	11	18	(7)	-	-
Youth	53	49	4	56	(1)
<b>Total People &amp; Places SDC Funded</b>	<b>913</b>	<b>195</b>	<b>719</b>	<b>1,959</b>	<b>1,143</b>

Position as at the end of January 2024	Y-T-D Actual £'000	Budget to Date £'000	Variance £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
People & Places Externally Funded	£'000	£'000	£'000	£'000	£'000
Youth Mentoring Projects	(1)	-	(1)	-	-
Compliance & Enforcement	0	-	0	-	-
Domestic Abuse Duty	(11)	-	(11)	-	-
KCC Helping Hands	(0)	-	(0)	-	-
Local Strategic Partnership	6	-	6	-	-
Police & Crime Commissioners (PCCs)	(44)	-	(44)	-	-
Community Sports Activation Fund	(3)	-	(3)	-	-
West Kent Enterprise Advisor Network	14	8	5	-	-
West Kent Partnership Business Support	(3)	-	(3)	-	-
People & Places Externally Funded	(42)	8	(50)	-	-
<b>Total People &amp; Places</b>	<b>871</b>	<b>203</b>	<b>668</b>	<b>1,959</b>	<b>1,143</b>

Position as at the end of January 2024	Y-T-D Actual £'000	Budget to Date £'000	Variance £'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>
Building Control Non Fee	83	58	26	98	32
Building Control Fee	(134)	(183)	49	(171)	49
Design and Conservation	133	133	-	159	-
Dangerous Structures	-	2	(2)	-	(3)
Planning Policy	471	471	0	562	-
Local Development Plan	188	-	188	-	-
Planning - Appeals	310	172	138	337	139
Planning - CIL Administration	(10)	(17)	7	(52)	20
Planning - Counter	(1)	-	(1)	-	6
Planning - Development Management	3	(76)	80	178	132
Planning - Enforcement	392	271	120	452	120
Planning - Development Management - Software Project	-	-	-	-	-
Administrative Expenses - Building Control	1	4	(3)	1	(3)
Administrative Expenses - Planning Services	81	44	38	89	39
<b>Total Development and Conservation</b>	<b>1,518</b>	<b>878</b>	<b>640</b>	<b>1,653</b>	<b>532</b>
<b>Finance and Investments</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Asset Maintenance CCTV	4	16	(12)	4	(15)
Asset Maintenance Countryside	2	8	(6)	4	(5)
Asset Maintenance Direct Services	32	36	(4)	39	(4)
Asset Maintenance Playgrounds	5	14	(8)	11	(5)
Asset Maintenance Public Toilets	12	13	(2)	12	(4)
Benefits Admin	319	311	8	190	3
Benefits Grants	(22)	(21)	(1)	(25)	-
Corporate Management	0	-	0	-	-
Dartford Rev&Ben Partnership Hub (SDC costs)	1,829	1,719	109	(3)	-
Dartford Audit Partnership Hub (SDC Costs)	157	196	(39)	(1)	0



Position as at the end of January 2024	Y-T-D Actual £'000	Budget to Date £'000	Variance £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
Housing Advances	-	1	(1)	1	-
Local Tax	(185)	(41)	(143)	(78)	(63)
Misc. Finance	1,003	1,061	(58)	1,449	(56)
Administrative Expenses - Chief Executive	5	11	(5)	14	(5)
Administrative Expenses - Finance	30	15	15	37	14
Administrative Expenses - Revenues and Benefits	(0)	-	(0)	-	-
Administrative Expenses - Strategic Property	8	3	5	3	-
Support - Rev & Ben Control	211	207	4	249	-
Support - Counter Fraud	53	53	(0)	64	-
Support - Audit Function	181	174	7	202	(9)
Support - Exchequer and Procurement	196	200	(4)	217	(8)
Support - Finance Function	245	239	6	283	7
Support - Legal Function	271	243	28	310	21
Support - Procurement	6	6	(0)	7	-
Support - Property Function	55	50	4	66	5
Treasury Management	118	112	6	130	(1)
<b>Total Finance and Investments</b>	<b>4,533</b>	<b>4,626</b>	<b>(92)</b>	<b>3,184</b>	<b>(126)</b>
<b>Cleaner and Greener</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Asset Maintenance Argyle Road	35	68	(34)	82	-
Asset Maintenance Other Corporate Properties	32	30	2	36	-
Asset Maintenance Hever Road	33	35	(2)	42	-
Asset Maintenance Leisure	94	165	(70)	197	-
Asset Maintenance Support & Salaries	39	83	(44)	153	4
Asset Maintenance Sewage Treatment Plants	-	8	(8)	0	(9)
Bus Station	9	9	(0)	9	-
Car Parks	(1,893)	(1,680)	(213)	(1,880)	(251)
CCTV	320	245	74	400	81
Civil Protection	40	44	(3)	48	(3)

Position as at the end of January 2024	Y-T-D Actual £'000	Budget to Date £'000	Variance £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
Car Parking - On Street	(446)	(408)	(38)	(352)	-
Refuse Collection - Operational	703	218	485	894	560
Trade Waste	142	(131)	274	163	316
Green Waste	66	(63)	130	113	156
Street Cleansing - Operational	(24)	7	(32)	2	(42)
Transport Workshop	80	53	27	120	43
Cesspool Emptying	4	(77)	80	15	90
Pest Control	5	(39)	43	4	49
Fly Tipping	(6)	(38)	32	(8)	37
Fleet	(158)	(124)	(34)	(27)	(42)
Depots	0	(57)	57	34	60
Emergency - Operational	(37)	(23)	(14)	(30)	(13)
Grounds Maintenance	(15)	(25)	10	(9)	18
Environmental Enforcement	1	5	(3)	3	(3)
EH Commercial	-	0	(0)	-	-
EH Animal Control	-	-	-	-	-
EH Environmental Protection	-	0	(0)	-	-
Environmental Health Services	653	655	(2)	776	(4)
Emergency	60	69	(9)	71	(12)
Parking Enforcement - Tandridge DC	(38)	(1)	(37)	(8)	(8)
Estates Management - Buildings	17	16	1	6	9
Estates Management - Grounds	113	112	0	135	0
Housing Other Income	(41)	(12)	(29)	(41)	(27)
Housing Premises	1	10	(9)	13	(5)
Licensing Partnership Hub (Trading)	(6)	(1)	(5)	1	1
Licensing Partnership Members	-	-	-	-	-
Licensing Regime	46	43	3	79	6
Asset Maintenance Operatives	13	11	2	9	(3)
Markets	(322)	(380)	58	(330)	78
	55	55	-	66	-

Position as at the end of January 2024	Y-T-D Actual £'000	Budget to Date £'000	Variance £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
Off-Street Enforcement	14	51	(36)	13	(48)
Parks - Greensand Commons Project	26	-	26	-	-
Parks and Recreation Grounds	103	118	(15)	128	(15)
Parks - Rural	187	157	29	228	34
Public Transport Support	-	0	(0)	0	-
Refuse Collection	2,382	2,394	(11)	2,848	(10)
Administrative Expenses - Direct Services	1	-	1	4	4
Administrative Expenses - Property (Facilities Management)	-	-	-	-	-
Administrative Expenses - Health	7	2	5	8	5
Administrative Expenses - Licensing	1	3	(3)	4	-
Administrative Expenses - Property	2	(0)	2	-	-
Administrative Expenses - Transport	8	5	3	7	-
Street Cleansing	1,323	1,307	16	1,590	21
Support - Central Offices	517	527	(10)	596	(4)
Support - Central Offices - Facilities	174	199	(25)	233	(23)
Support - General Admin	0	1	(1)	0	(1)
Support - General Admin (Post/Scanning)	131	201	(70)	190	(50)
Support - Health and Safety	-	5	(5)	1	(4)
Support - Direct Services	45	41	4	57	6
Taxis	(10)	(12)	2	22	(4)
Public Conveniences	30	31	(2)	34	(3)
Total Cleaner and Greener	4,515	3,912	603	6,746	996
Housing and Health	£'000	£'000	£'000	£'000	£'000
Gypsy Sites	1	(4)	5	6	10
Community Health and Wellbeing	29	30	(1)	37	0
Homeless	591	569	23	677	(16)
Housing Register	107	106	1	129	2
Disabled Facilities Grant Administration	-	-	-	(60)	(5)

Position as at the end of January 2024	Y-T-D Actual £'000	Budget to Date £'000	Variance £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
Housing	158	150	8	185	3
Accommodation Service	76	66	10	77	(2)
Housing Pathway Co-ordinator	0	-	0	-	-
Homelessness Prevention	(0)	-	(0)	-	-
Housing Energy Retraining Options (HERO)	(3)	50	(53)	37	(24)
Homes for the Ukrainians	(574)	35	(609)	-	-
KCC- Household Support Fund	201	-	201	-	-
Private Sector Housing	152	181	(28)	164	(56)
Rough Sleepers Initiative 2022-25	(144)	36	(180)	-	-
Rough Sleepers Programme	(85)	-	(85)	-	-
Admin Expenses - People & Places Housing	4	2	2	2	-
One You - Your Home Project	(0)	-	(0)	-	-
One You - Kent Public Health	13	(20)	33	-	-
Housing and Health Project	-	20	(20)	-	-
Homelessness Funding	(228)	(241)	13	-	-
KCC Specialist Weight Management	0	-	0	-	-
<b>Total Housing and Health</b>	<b>300</b>	<b>979</b>	<b>(679)</b>	<b>1,253</b>	<b>(88)</b>
<b>Improvement and Innovation</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Action and Development	2	7	(4)	8	-
Asset Maintenance IT	139	233	(94)	180	(100)
Civic Expenses	18	18	0	18	-
Consultation and Surveys	-	-	-	-	(4)
Corporate Management	851	861	(10)	1,143	(11)
Corporate - Other	-	88	(88)	117	(90)
Democratic Services	150	149	1	180	4
Economic Development	28	38	(10)	47	-
Swanley Meeting Point	97	50	47	120	60
Economic Development Property	464	529	(65)	405	(79)

Position as at the end of January 2024	Y-T-D Actual £'000	Budget to Date £'000	Variance £'000	Annual Forecast (including Accruals) £'000	Forecast Annual Variance £'000
UK Share Prosperity Fund	(101)	-	(101)	-	-
Elections	308	120	188	139	3
External Communications	209	194	14	246	13
Land Charges	9	(41)	50	(2)	45
Members	409	410	(1)	493	(1)
Performance Improvement	7	7	(0)	0	-
Register of Electors	189	189	1	248	26
Administrative Expenses - Legal and Democratic (Electoral)	-	-	-	-	-
Administrative Expenses - Corporate Services	13	11	2	15	2
Administrative Expenses - Legal and Democratic	45	63	(18)	51	(19)
Administrative Expenses - Transformation and Strategy	8	4	4	5	-
Administrative Expenses - Human Resources	6	2	4	5	2
Street Naming	(1)	(4)	3	2	6
Support - Contact Centre	620	639	(19)	730	(17)
Support - Customer Insights	210	207	3	252	3
Support - General Admin	12	16	(4)	236	(2)
Support - General Admin (Print Shop)	79	44	36	68	49
Support - IT	1,038	1,011	28	1,087	0
Support - Nursery	0	-	0	-	-
Support - Human Resources	480	505	(24)	499	(23)
Total Improvement and Innovation	5,291	5,350	(59)	6,293	(134)
<b>Total SDC</b>	<b>17,030</b>	<b>15,949</b>	<b>1,082</b>	<b>21,089</b>	<b>2,323</b>

Appendix B : Salaries

Position as at the end of January 2024	Y-T-D Actual £'000	Annual Budget £'000	Annual Forecast £'000	Annual Variance £'000	Annual Variance %
<b>Development and Conservation</b>					
Building Control	271	399	322	(77)	-19%
Planning Services	1,972	2,202	2,375	173	8%
	<b>2,243</b>	<b>2,601</b>	<b>2,697</b>	<b>96</b>	<b>4%</b>
<b>Finance and Investments</b>					
Chief Executive	189	226	234	8	4%
Finance	874	1,085	1,042	(43)	-4%
Revenues and Benefits	1,483	1,786	1,766	(19)	-1%
Strategic Property	568	689	677	(12)	-2%
	<b>3,113</b>	<b>3,785</b>	<b>3,719</b>	<b>(66)</b>	<b>-2%</b>
<b>Cleaner and Greener</b>					
Direct Services	4,073	4,872	4,910	38	1%
Property (Facilities Management)	217	287	259	(28)	-10%
Health	553	656	642	(14)	-2%
Licensing	481	591	578	(14)	-2%
Property	198	225	239	14	6%
Transport	523	621	632	11	2%
	<b>6,044</b>	<b>7,253</b>	<b>7,260</b>	<b>6</b>	<b>0%</b>
<b>Housing and Health</b>					
Places Housing	663	907	798	(110)	-12%
	<b>663</b>	<b>907</b>	<b>798</b>	<b>(110)</b>	<b>-12%</b>
<b>Improvement and Innovation</b>					
Legal and Democratic (Electoral)	219	249	260	11	4%
Corporate Services	1,519	1,808	1,812	3	0%
Legal and Democratic	389	437	455	18	4%
Transformation and Strategy	562	701	677	(23)	-3%
Human Resources	404	477	486	9	2%
	<b>3,093</b>	<b>3,672</b>	<b>3,690</b>	<b>18</b>	<b>1%</b>
<b>People and Places</b>					
Places Communities	294	351	356	5	1%
	<b>294</b>	<b>351</b>	<b>356</b>	<b>5</b>	<b>1%</b>
<b>Sub Total</b>	<b>15,451</b>	<b>18,570</b>	<b>18,519</b>	<b>(51)</b>	<b>0%</b>
Council Wide - Vacant Posts	0	80	(10)	(90)	-112%
Staff Recruitment and Retention	0	74	74	0	0%
<b>TOTAL SDC Funded Salary Costs</b>	<b>15,451</b>	<b>18,725</b>	<b>18,584</b>	<b>(141)</b>	<b>-1%</b>
Places Communities*	131	129	129	0	0%
Places Housing*	402	348	348	0	0%
Strategic Property*	139	229	229	0	0%
<b>Externally Funded Total</b>	<b>672</b>	<b>706</b>	<b>706</b>	<b>0</b>	<b>0%</b>
<b>TOTAL Salary Costs</b>	<b>16,123</b>	<b>19,513</b>	<b>19,290</b>	<b>(141)</b>	<b>-1%</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 2024	Budget FTE	Staff FTE	Agency FTE	Casual FTE	January 2024 Total	December 2023 Total2
<b>Development and Conservation</b>						
Building Control	7.00	6.41			6.41	6.41
Planning Services	40.76	47.31	1.00		48.31	46.31
<b>Finance and Investments</b>						
Chief Executive	1.00	1.00			1.00	1.00
Finance	18.00	16.61			16.61	16.00
Revenues and Benefits	42.30	37.61	0.50	0.28	38.39	39.42
Strategic Property	10.00	9.81			9.81	9.81
<b>Cleaner and Greener</b>						
Direct Services	125.68	115.28	14.77	0.35	130.40	133.93
Health	11.99	10.58	1.00		11.58	11.93
Licensing	12.20	11.80			11.80	11.80
Property	5.00	4.81			4.81	4.81
Transport	16.62	14.97			14.97	14.97
<b>Housing and Health</b>						
Housing	18.31	17.12			17.12	17.93
<b>Improvement and Innovation</b>						
Corporate Services	50.61	39.99			39.99	38.99
Legal and Democratic	7.00	5.00	0.25		5.25	6.00
Transformation and Strategy	19.35	17.35			17.35	17.35
Human Resources	8.76	8.76			8.76	8.76
<b>People and Places</b>						
Communities & Business	4.50	4.15			4.15	4.00
<b>Sub Total</b>	<b>399.08</b>	<b>368.56</b>	<b>17.52</b>	<b>0.63</b>	<b>386.71</b>	<b>389.42</b>
<b>Externally Funded</b>						
People & Places	2.95	3.31			3.31	3.31
People & Places - Housing	8.00	10.81			10.81	10.82
Strategic Property (Ext)	4.95	3.95			3.95	4.55
<b>Sub total</b>	<b>15.90</b>	<b>18.07</b>	<b>0.00</b>	<b>0.00</b>	<b>18.07</b>	<b>18.68</b>
<b>Total</b>	<b>414.98</b>	<b>386.63</b>	<b>17.52</b>	<b>0.63</b>	<b>404.78</b>	<b>408.10</b>
Number of staff paid in January 24: 414 permanent, Casuals 2						

## 6 Investment Returns

	<i>Actuals</i> 21/22	<i>Actuals</i> 22/23	<i>Actuals</i> 23/24	<i>Budget</i> 23/24	<i>Variance</i>	<i>Forecast</i> 23/24
APR	1,900	8,467	36,190	15,311	20,879	36,200
MAY	1,620	11,405	43,064	15,410	27,654	43,100
JUN	1,829	24,843	76,805	17,313	59,492	77,000
JUL	2,261	47,663	77,342	23,191	54,151	77,000
AUG	2,471	46,360	84,557	23,528	61,029	85,000
SEP	1,774	40,302	92,901	22,843	70,058	93,000
OCT	1,696	47,257	95,491	26,262	69,229	95,000
NOV	2,963	57,529	90,296	27,553	62,743	90,000
DEC	3,467	59,754	90,695	31,748	58,947	90,700
JAN	4,958	78,253	101,064	33,343	67,721	101,100
FEB	7,065	57,532		28,674		40,074
MAR	8,424	38,981		22,826		22,826
	40,428	518,346	788,405	288,002	551,903	851,000

### INVESTMENT RETURNS (CUMULATIVE)

	<i>Actuals</i> 21/22	<i>Actuals</i> 22/23	<i>Actuals</i> 23/24	<i>Budget</i> 23/24	<i>Variance</i>	<i>Forecast</i> 23/24
APR	1,900	8,467	36,190	15,311	20,879	36,200
MAY	3,520	19,872	79,254	30,721	48,533	79,300
JUN	5,349	44,715	156,059	48,034	108,025	156,300
JUL	7,610	92,378	233,401	71,225	162,176	233,300
AUG	10,081	138,738	317,958	94,753	223,205	318,300
SEP	11,855	179,040	410,859	117,596	293,263	411,300
OCT	13,551	226,297	506,350	143,858	362,492	506,300
NOV	16,514	283,826	596,646	171,411	425,235	596,300
DEC	19,981	343,580	687,342	203,159	484,183	687,000
JAN	24,939	421,833	788,405	236,502	551,903	788,100
FEB	32,004	479,365		265,176		828,174
MAR	40,428	518,346		288,002		851,000



Position as at the end of January 2024	23/24 Opening Balance	Position as at the end of January 2024	23/24 Cumulative Movement to Date
E Earmarked Reserve - Budget Stabilisation	(6,830)	(6,835)	(5)
E Earmarked Reserve - Financial Plan	(3,889)	(3,562)	327
E Earmarked Reserve - NNDR Safety Net Deficit Reserve	(2,564)	(2,564)	-
E Earmarked Reserve - Vehicle Renewal (DAA)	(1,395)	(1,395)	-
E Earmarked Reserve - Carry Forward Items (DAC)	(1,313)	(1,303)	10
E Earmarked Reserve - Housing & Commercial Growth Fund	(566)	(566)	-
E Earmarked Reserve - Homelessness Prevention	(541)	(541)	-
E Earmarked Reserve - IT Asset Maintenance	(598)	(516)	82
E Earmarked Reserve - Capital Expenditure Reserve	(500)	(500)	-
E Earmarked Reserve - Property Investment Strategy Maintenance Reserve	(311)	(455)	(144)
E Earmarked Reserve - Pension Fund Valuation Adj.	(339)	(348)	(9)
E Earmarked Reserve - Local Plan/LDF	(294)	(335)	(41)
E Earmarked Reserve - Action and Development	(296)	(296)	-
E Earmarked Reserve - Vehicle Insurance (DAZ)	(279)	(279)	-
E Earmarked Reserve - NETZERO	(134)	(177)	(44)
E Earmarked Reserve - District Elections (DAZ)	(176)	(176)	-
E Earmarked Reserve - Development Services Reserve	(35)	(169)	(134)
E Earmarked Reserve - Re-organisation	(164)	(164)	-
E Earmarked Reserve - Community Infrastructure Levy Administration (CIL)	(152)	(152)	-
E Earmarked Reserve - Capital Financing	-	(148)	(148)
E Earmarked Reserve - Community Development Reserve	(147)	(124)	23
	<b>(20,521)</b>	<b>(20,604)</b>	<b>(83)</b>
Other Earmarked Reserves (balances <£100k)	(532)	(448)	84
<b>Total Earmarked Reserves</b>	<b>(21,053)</b>	<b>(21,052)</b>	<b>1</b>
General Fund	(1,800)	(1,800)	-
<b>Total Reserves</b>	<b>(22,853)</b>	<b>(22,852)</b>	<b>1</b>

# Capital Monitoring Dashboard - January 2024

Description Of Scheme	Funding Source	Approved Gross Cost of Scheme	Total Expenditure from date of adoption to 31 March 2023	2023/2024				Spend Forecast for Later Years			Total Project Expenditure	Total Project Variance
				Budget	Spend YTD	Forecast Outturn	Forecast Variance 2023/2024	2024/2025	2025/2026	2026/2027 and future years		
		£	£	£	£	£	£	£	£	£	£	£
White Oak Leisure Centre	External Borrowing & Capital Receipts	22,866,000	21,814,485	298,000	350,289	350,289	52,289	0	0	0	22,164,774	(701,226)
White Oak Leisure centre - Orchards Academy	Capital Receipts	161,955	0	0	0	0	0	161,955	0	0	161,955	0
Burlington Mews	Capital Receipts	16,000	0	8,000	0	0	(8,000)	0	0	0	0	(16,000)
27-37 Swanley High street (meeting Point)	Capital Receipts & External funding	6,114,000	4,924,434	614,000	581,428	732,000	118,000	457,566	0	0	6,114,000	0
White Oak Residential Affordable Housing	Capital Receipts	21,484,000	161,955	8,000,000	289,254	400,045	(7,599,955)	9,500,000	9,500,000	1,922,000	19,562,000	0
	External Borrowing	16,050,000	0	1,500,000	0	0	(1,500,000)	1,500,000	1,500,000	13,050,000	0	0
Bevan Place	Mixed	27,306,000	1,109,809	14,022,000	2,540	2,540	(14,019,460)	10,229,000	510,000	15,454,651	27,306,000	0
Mill Pond	Mixed	60,000	0	60,000	61,750	61,750	1,750	0	0	(1,750)	61,750	1,750
Other Feasibility & Due Dilliegence costs	Mixed	1,600,000	0	1,450,000	31,771	1,450,000	0	150,000	0	0	1,600,000	0
Bradbourne Lakes	Mixed	60,000	0	60,000	0	60,000	0	0	0	0	0	0
Farmstead Drive (Spitals Cross)	Mixed	10,351,405	915	2,500,000	269,159	2,500,000	0	2,000,000	409,000	5,441,490	10,351,405	0
Stangrove Estate	Mixed	4,313,000	130,282	1,948,000	1,614,332	2,500,000	552,000	56,000	0	1,626,718	4,313,000	0
<b>Total for People &amp; Places</b>		<b>110,382,360</b>	<b>28,141,879</b>	<b>30,460,000</b>	<b>3,200,522</b>	<b>8,056,624</b>	<b>(22,403,376)</b>	<b>24,054,521</b>	<b>11,919,000</b>	<b>37,493,109</b>	<b>91,634,883</b>	<b>(715,476)</b>
Commercial vehicle replacements	Vehicle Renewal Res.	1,746,000	0	1,176,000	614,432	1,176,000	0	582,000	582,000	0	582,000	0
Disabled Facilities Grants (gross)	Better Care Fund	3,384,000	0	1,456,000	687,189	1,456,000	0	1,128,000	1,128,000	1,128,000	3,384,000	0
<b>Total for Finance &amp; Trading</b>		<b>5,130,000</b>	<b>0</b>	<b>2,632,000</b>	<b>1,301,621</b>	<b>2,632,000</b>	<b>0</b>	<b>1,710,000</b>	<b>1,710,000</b>	<b>1,128,000</b>	<b>3,966,000</b>	<b>0</b>
<b>Grand total</b>		<b>115,512,360</b>	<b>28,141,879</b>	<b>33,092,000</b>	<b>4,502,143</b>	<b>10,688,624</b>	<b>(22,403,376)</b>	<b>25,764,521</b>	<b>13,629,000</b>	<b>38,621,109</b>	<b>95,600,883</b>	<b>(715,476)</b>

Agenda Item 6

Memo											
Quercus Housing	£15m over 10 years	no profiling set	15,000,000								
Quercus 7	SDC Debt (60%) / Equity (40%)		9,691,146	0		0					9,691,146

- Croft Road
- Plot 2 Canterbury Business Park
- 10 -14 Gladedale House
- Loampit Vale, Lewisham
- 3 - 4 Hilton Road, Ashford

536,444
2,292,120
1,232,600
1,829,982
3,800,000

## 10 Income Graphs Summary

Action and Development	Assistant Chief Executive
Corporate Management	Assistant Chief Executive
Elections	Assistant Chief Executive
External Communications	Assistant Chief Executive
Register of Electors	Assistant Chief Executive
Support - General Admin (Print Shop)	Assistant Chief Executive

Actuals YTD	Previous YTD	Budget YTD	Variance YTD - brackets show underachievement	Annual Budget	Forecast Variance - brackets show underachievement	Prior year Outturn
-	-	-	-	-	-	-
-	4,358	-	-	-	-	11,424
-	-	-	-	-	-	-
15,340	9,460	10,518	4,822	12,622	-	14,483
4,335	3,892	-	4,335	-	4,335	3,892
99,632	87,971	155,855	(56,223)	187,026	(58,000)	122,079
<b>119,307</b>	<b>105,682</b>	<b>166,373</b>	<b>(47,067)</b>	<b>199,648</b>	<b>(53,665)</b>	<b>151,878</b>

Asset Maintenance IT	Customer & Resources
Benefits Admin	Customer & Resources
Civic Expenses	Customer & Resources
Democratic Services	Customer & Resources
Land Charges	Customer & Resources
Local Tax	Customer & Resources
Administrative Expenses - Human Resources	Customer & Resources
Street Naming	Customer & Resources
Support - Contact Centre	Customer & Resources
Support - Central Offices - Facilities	Customer & Resources
Support - Health and Safety	Customer & Resources
Support - IT	Customer & Resources
Support - Legal Function	Customer & Resources
Support - Human Resources	Customer & Resources

-	-	-	-	-	-	-
-	214	-	-	-	-	634
-	(80)	-	-	-	-	(80)
-	552	-	-	-	-	1,608
85,964	98,190	141,637	(55,674)	169,965	(68,000)	112,767
239,552	276,417	409,131	(169,579)	490,957	(169,579)	278,598
487	1,535	3,263	(2,776)	3,916	(3,000)	1,590
12,847	11,639	20,104	(7,257)	24,125	(10,000)	13,645
500	214	-	500	-	500	634
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	214	-	-	29,134	4,400	34,202
3,866	11,762	2,083	1,783	2,500	-	14,089
922	5,956	784	138	941	-	7,696
<b>344,138</b>	<b>406,612</b>	<b>577,003</b>	<b>(232,866)</b>	<b>721,538</b>	<b>(245,679)</b>	<b>465,381</b>

Car Parks	Finance & Trading
CCTV	Finance & Trading
Civil Protection	Finance & Trading
Car Parking - On Street	Finance & Trading
Refuse Collection - Operational	Finance & Trading
Trade Waste	Finance & Trading
Green Waste	Finance & Trading
Street Cleansing - Operational	Finance & Trading
Transport Workshop	Finance & Trading
Cesspool Emptying	Finance & Trading
Pest Control	Finance & Trading
Fly Tipping	Finance & Trading

2,579,502	2,354,570	2,367,830	211,672	2,803,521	256,605	2,827,522
23,188	31,849	28,824	(5,636)	34,589	-	39,472
-	361	-	-	-	-	980
862,821	793,917	809,716	53,105	971,659	133,000	966,923
134,697	120,178	99,996	34,701	119,995	21,000	152,336
447,754	448,916	615,856	(168,102)	739,027	(223,500)	529,887
771,909	726,307	864,076	(92,167)	1,011,472	(100,000)	862,250
56,769	47,583	97,299	(40,529)	120,743	(40,000)	64,902
50,943	42,567	66,073	(15,130)	79,287	(15,000)	53,701
140,095	134,448	223,395	(83,300)	268,074	(90,000)	160,444
34,873	27,685	67,428	(32,555)	80,881	(48,000)	31,395
1,300	3,430	2,693	(1,393)	3,231	-	4,530

Fleet	Finance & Trading	-	-	-	-	-	-	-
Depots	Finance & Trading	13,347	403	28,255	(14,908)	33,906	(18,009)	461
Grounds Maintenance	Finance & Trading	-	300	-	-	-	-	300
Parking Enforcement - Tandridge DC	Finance & Trading	17,888	182,459	-	17,888	-	-	176,847
Housing Advances	Finance & Trading	-	-	-	-	-	-	-
Kent Resource Partnership	Finance & Trading	-	-	-	-	-	-	-
Markets	Finance & Trading	376,940	472,549	435,382	(58,442)	522,458	(78,000)	555,493
Members	Finance & Trading	-	88	-	-	-	-	235
Misc. Finance	Finance & Trading	253	3,372	-	253	-	-	3,477
Off-Street Enforcement	Finance & Trading	169,592	179,172	129,905	39,687	155,886	60,000	215,803
Parks - Greensand Commons Project	Finance & Trading	23,200	10,229	-	23,200	-	-	74,725
Parks and Recreation Grounds	Finance & Trading	1	145	88	(88)	106	-	393
Parks - Rural	Finance & Trading	4,273	16,978	2,801	1,472	3,361	2,000	23,396
Public Transport Support	Finance & Trading	35,000	30,000	-	35,000	-	-	30,000
Refuse Collection	Finance & Trading	280,048	258,012	254,577	25,470	341,321	8,732	339,827
Administrative Expenses - Finance	Finance & Trading	-	-	3,302	(3,302)	3,962	(3,962)	-
Street Cleansing	Finance & Trading	-	289	24,465	(24,465)	29,358	(29,358)	784
Support - Audit Function	Finance & Trading	-	181	-	-	-	-	490
Support - Exchequer and Procurement	Finance & Trading	-	510	-	-	8,000	-	1,359
Support - Finance Function	Finance & Trading	-	2,180	-	-	7,993	-	5,045
Support - Direct Services	Finance & Trading	524	-	-	524	-	-	-
Public Conveniences	Finance & Trading	28	15	-	28	-	-	20
Treasury Management	Finance & Trading	-	222	-	-	-	-	506
		<b>6,024,943</b>	<b>5,888,917</b>	<b>6,121,959</b>	<b>(97,016)</b>	<b>7,338,830</b>	<b>(164,492)</b>	<b>7,123,500</b>
All Weather Pitch	People & Places	4,383	4,383	4,333	50	5,200	-	-
Community Development Service Provision	People & Places	6,308	6,145	6,308	-	6,308	-	6,145
Community Safety	People & Places	6,401	1,559	-	6,401	-	-	2,147
The Community Plan	People & Places	-	474	-	-	-	-	1,062
Dunton Green Projects - S106	People & Places	-	-	-	-	-	-	-
Grants to Organisations	People & Places	-	237	-	-	-	-	531
Gypsy Sites	People & Places	13,896	14,930	2,803	11,093	3,363	-	17,962
Community Health and Wellbeing	People & Places	-	474	-	-	-	-	1,062
Homeless	People & Places	-	474	-	-	-	-	1,062
Housing Register	People & Places	-	-	-	-	-	-	-
Disabled Facilities Grant Administration	People & Places	-	-	-	-	54,824	5,000	50,000
Housing	People & Places	-	3,702	-	-	-	-	3,702
Accommodation Service	People & Places	-	-	-	-	-	-	-
Next Steps Accommodation Programme	People & Places	-	-	-	-	-	-	-
Housing Pathway Co-ordinator	People & Places	-	-	-	-	-	-	-
Homelessness Prevention	People & Places	299	-	-	299	-	-	-

Housing Energy Retraining Options (HERO)	People & Places	-	-	-	-	-	-	-
Leisure Contract	People & Places	217,244	17,141	334,057	(116,813)	400,868	22,852	20,255
Partnership - Home Office	People & Places	-	-	-	-	-	-	-
Police & Crime Commissioners (PCCs)	People & Places	28,169	18,000	-	28,169	-	-	1,260
Private Sector Housing	People & Places	26,613	20,204	8,098	18,515	9,094	24,000	26,588
Rough Sleepers Initiative (4)	People & Places	-	-	-	-	-	-	-
Admin Expenses - People & Places Commu	People & Places	4,484	-	-	4,484	-	3,000	-
Sevenoaks Switch and Save	People & Places	-	-	-	-	-	-	-
One You - Your Home Project	People & Places	-	-	-	-	-	-	-
One You - Kent Public Health	People & Places	-	5,578	-	-	-	-	6,568
Community Sports Activation Fund	People & Places	1,600	-	-	1,600	-	-	-
Dementia Area Project - Run Walk Push	People & Places	-	1,286	-	-	-	-	1,286
Housing and Health Project	People & Places	-	-	-	-	-	-	-
Homelessness Funding	People & Places	-	-	-	-	-	-	626
PCT Initiatives	People & Places	-	(7)	-	-	-	-	(7)
Sportivate Inclusive Archery Project	People & Places	-	169	-	-	-	-	169
Youth	People & Places	-	4,124	-	-	-	-	4,712
		<b>309,396</b>	<b>98,874</b>	<b>355,598</b>	<b>(46,202)</b>	<b>479,657</b>	<b>54,852</b>	<b>145,130</b>

Building Control Partnership Members	Planning & Regulatory Services	-	-	-	-	-	-	-
Building Control Non Fee	Planning & Regulatory Services	-	-	-	-	-	-	(708)
Building Control Fee	Planning & Regulatory Services	413,723	387,533	444,580	(30,857)	533,496	(31,299)	539,894
Dangerous Structures	Planning & Regulatory Services	-	-	-	-	-	-	-
Dartford Environmental Hub (SDC Costs)	Planning & Regulatory Services	-	0	-	-	-	-	0
EH Commercial	Planning & Regulatory Services	-	4,548	(2)	2	(0)	-	4,763
EH Animal Control	Planning & Regulatory Services	-	12,505	0	(0)	0	-	15,349
EH Environmental Protection	Planning & Regulatory Services	-	23,649	(0)	0	(0)	-	25,299
Environmental Health Services	Planning & Regulatory Services	39,629	-	27,540	12,089	30,226	(6,645)	-
Licensing Partnership Hub (Trading)	Planning & Regulatory Services	217	107	-	217	-	97	160
Licensing Partnership Members	Planning & Regulatory Services	579,540	553,756	-	579,540	-	-	680,926
Licensing Regime	Planning & Regulatory Services	100,912	104,695	125,459	(24,546)	130,065	(25,831)	116,037
Planning Policy	Planning & Regulatory Services	180	40	4,167	(3,987)	5,000	(5,000)	40
Local Development Plan	Planning & Regulatory Services	71	20	-	71	-	71	20
	Planning & Regulatory Services	-	11,000	-	-	-	-	11,000
Planning - CIL Administration	Planning & Regulatory Services	48,836	50,611	55,000	(6,164)	110,000	(20,000)	89,397
Planning - Counter	Planning & Regulatory Services	550	-	-	550	6,000	(6,000)	-
Planning - Development Management	Planning & Regulatory Services	937,350	1,051,202	931,399	5,951	1,027,766	2,588	1,210,246
Planning - Enforcement	Planning & Regulatory Services	1,848	3,234	-	1,848	-	-	3,234
Planning Performance Agreement	Planning & Regulatory Services	-	-	-	-	-	-	-
Administrative Expenses - Building Control	Planning & Regulatory Services	-	-	-	-	-	-	-
Taxis	Planning & Regulatory Services	122,795	117,965	138,905	(16,111)	166,686	(24,727)	135,041

		2,245,652	2,320,864	1,727,047	518,604	2,009,239	(116,746)	2,830,696
Asset Maintenance Other Corporate Proper	Strategic Head Commercial and Property	-	-	-	-	-	-	-
Bus Station	Strategic Head Commercial and Property	7,238	6,200	8,817	(1,578)	11,200	-	6,200
Economic Development	Strategic Head Commercial and Property	-	-	-	-	-	-	-
Swanley Meeting Point	Strategic Head Commercial and Property	15,651	-	-	15,651	-	14,000	-
Economic Development Property	Strategic Head Commercial and Property	21,014	10,150	37,431	(16,417)	47,504	(10,000)	27,827
Estates Management - Buildings	Strategic Head Commercial and Property	117,402	142,746	99,665	17,737	124,808	2,700	154,658
Housing Other Income	Strategic Head Commercial and Property	40,742	13,719	11,750	28,992	14,122	26,600	16,029
Housing Premises	Strategic Head Commercial and Property	18,217	20,440	-	18,217	-	18,217	20,440
Asset Maintenance Operatives	Strategic Head Commercial and Property	-	-	-	-	-	-	-
Property Investment Strategy	Strategic Head Commercial and Property	1,662,858	1,354,287	1,620,410	42,448	1,620,410	41,360	1,646,401
Support - Central Offices	Strategic Head Commercial and Property	20,572	19,700	37,772	(17,200)	37,772	(15,000)	19,862
Tourism	Strategic Head Commercial and Property	-	-	-	-	-	-	-
West Kent Enterprise Advisor Network	Strategic Head Commercial and Property	-	14,631	-	-	-	-	18,604
West Kent Kick Start	Strategic Head Commercial and Property	-	-	-	-	-	-	7,335
West Kent Partnership	Strategic Head Commercial and Property	23,000	20,000	31,862	(8,862)	59,398	-	20,000
West Kent Partnership Business Support	Strategic Head Commercial and Property	-	6,000	-	-	-	-	6,000
		<b>1,926,694</b>	<b>1,607,873</b>	<b>1,847,707</b>	<b>78,988</b>	<b>1,915,214</b>	<b>77,877</b>	<b>1,943,356</b>

**FINANCIAL PERFORMANCE INDICATORS 2023/24 – TO THE END OF JANUARY 2024**

**Finance and Investment Advisory Committee – 9 April 2024**

**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. Kevin Maskell

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

Adrian Rowbotham Ext. 7153

**Recommendation to Finance & Investment Committee:**

That the report be noted

**Reason for recommendation:**

This recommendation supports the sound control of the Councils finances.

## 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 – January 2024

### **Background Papers**


None


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




# Finance & Investment Advisory Committee - Performance report


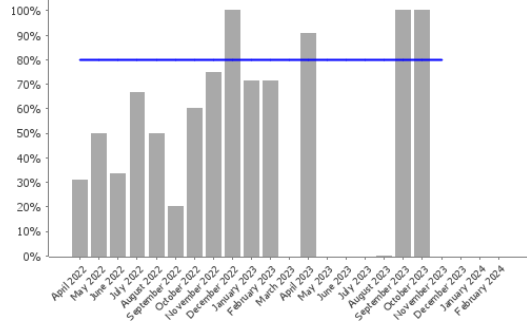

**Key:**


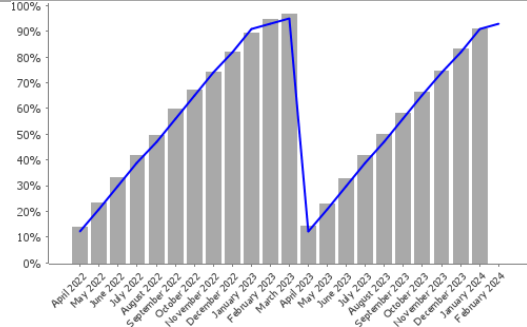


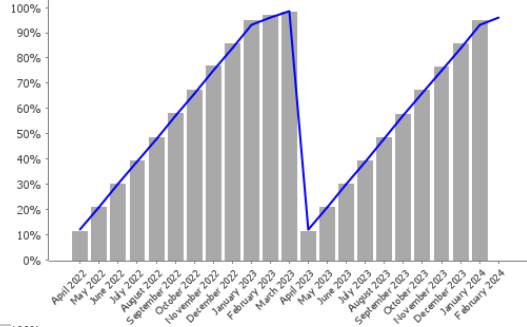


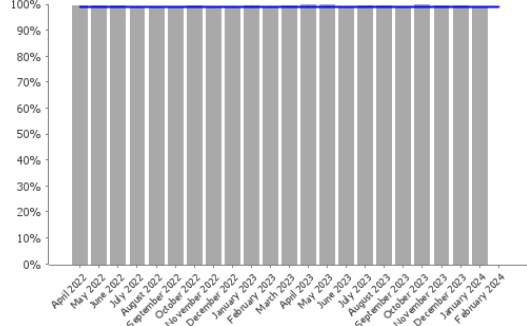

 Green – Performance is at or above target

 Amber – Performance is less than 10% below target


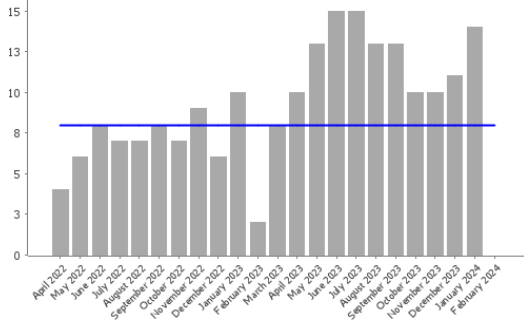

 Red – Performance is 10% or more below target

Page 47

Code	Description	Current Value	Current Target	Current Status	Performance Chart	Year to Date Value 2023/24	Year to Date Target 2023/24	Year to Date Status	Commentary
LPI_AUL01	Sevenoaks: Audit actions fully implemented within agreed timescales	72%	80%			72%	80%		No commentary required

Code	Description	Current Value	Current Target	Current Status	Performance Chart	Year to Date Value 2023/24	Year to Date Target 2023/24	Year to Date Status	Commentary
LPI_BR_04	The percentage of business rates collected in-year (Cumulative)	90.8 %	91%			90.8 %	91%		No commentary required
LPI_TL_48	The percentage of council tax collected in-year (cumulative)	94.7%	93%			94.7%	93%		No commentary required
LPI_FS_01	The percentage of undisputed invoices paid within 30 days or agreed terms	99%	99%			99.4%	99%		No commentary required

Code	Description	Current Value	Current Target	Current Status	Performance Chart	Year to Date Value 2023/24	Year to Date Target 2023/24	Year to Date Status	Commentary
LPI_FS03	Sundry debts outstanding more than 60 days	£34,887	£40,000	✔		£34,887	£40,000	✔	No commentary required
LPI_HB2	Average number of days to process a new claim for Housing Benefit (Monthly)	22	22	✔		22	22	✔	No commentary required

Code	Description	Current Value	Current Target	Current Status	Performance Chart	Year to Date Value 2023/24	Year to Date Target 2023/24	Year to Date Status	Commentary
	Average number of days to process a change in circumstances for Housing Benefit (monthly)	14	8			12	8		<p>The Team has experienced a number of absences related to ill-health. Work is prioritised to ensure new claims are assessed to target time. High workloads, coupled with insufficient resource has meant that not all changes to circumstances are assessed within the 8 day target.</p> <p>Between September and October performance had improved, however an increase in workload over the Christmas and new year period had a further impact on performance levels.</p>

Code	Description	Current Value	Current Target	Current Status	Performance Chart	Year to Date Value 2023/24	Year to Date Target 2023/24	Year to Date Status	Commentary
TM FS 01	Treasury Management - Actual vs Budget + Forecast	£788,405	£236,502	✔		£788,405	£236,502	✔	No commentary required
TM FS 02	Treasury Management - Investment returns vs RPI vs CPI	5.3%	4%	✔		5.3%	4%	✔	No commentary required

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**CARRY FORWARD REQUESTS 2024/25**

**Finance & Investment Advisory Committee – 9 April 2024**

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

**Status:** For Consideration

**Also considered by:** Cabinet – 18 April 2024

**Key Decision:** No

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

**Portfolio Holder:** Cllr. Kevin Maskell

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

Adrian Rowbotham, Ext. 7153

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

That the recommendations below to Cabinet, be endorsed.

**Recommendation to Cabinet:**

- (a) The Revenue carry forward requests totalling up to £908,000 as set out in Table 1 of the report be approved, subject to any amendments suggested by the Finance and Investment Advisory Committee;
- (b) The Capital carry forward request totalling £748,000 as set out in Table 2, 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 2023/24 any other variances at year end are transferred to or from the Budget Stabilisation Reserve unless specified otherwise.

### Revenue Carry Forward Items

- 3 The 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	Customer & Resources	Revenue & Benefit Grant Funding	723,000
R2	Finance & Trading	Internal Audit Contractor Funding	20,000
R3	Planning & Regulatory Services	Green Belt Enforcement Funding	50,000
R4	Planning & Regulatory Services	Maternity Cover	8,000
R5	Planning & Regulatory Services	Air Quality Monitoring Costs	20,000
R6	Strategic Head Commercial and Property	Asset Maintenance	87,000
Total			908,000

### Capital Carry Forward Items

- 4 There are two Capital carry forward requests, summarised in table 2. Further details including the implications of not carrying forward these budgets are set out in the Appendix B.

**Table 2 – Capital Carry forward Request**

Form reference	Chief Officer	Budget description	up to £
C1	Finance & Trading	Vehicle Replacement	45,000
C2	People & Places	Better Care Fund	703,000
Total			748,000



## **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 – Revenue

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 2023/24

R\_\_1\_\_

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 31/3/24:	This has not been forecast as an underspend due to Expected Carry Forward
Amount requested for carry forward:	723,000

Reason for request:

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 funding has already been spent but when the partnership accounts for the year are confirmed between the two partners, it is expected that some of the above funding will not have been used in the year.

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.

## Agenda Item 8

### **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 2023/24

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 31/3/24:	£20,000
Amount requested for carry forward:	£20,000

Reason for request:  
 Salary underspends this year have 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.

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

	Up to £
Budget forecast to be unspent at 31/3/24:	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 £50,000 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 2023/24

R\_\_4\_\_

Chief Officer :	Richard Morris
Budget description :	Licensing
Type of expenditure:	Additional Funding to Cover Maternity
Cost Centre & Account code :	20500 EHLICREG 8026

	Up to £
Budget forecast to be unspent at 31/3/24:	8,000
Amount requested for carry forward:	8,000

Reason for request:  
 Additional funding is required to cover a period of maternity. The funding will allow for additional hours to be made available to other members of staff to assist in ensuring the work is covered or the funding may provide an amount towards the recruitment of an additional temporary person.

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.

Chief Officer :	Richard Morris
Budget description :	Environmental Health
Type of expenditure:	Air Quality Monitoring
Cost Centre & Account code :	31200 EHSERVE 8561 31200 EHSERVE 9999 50100 EHSERVE 2036 60800 EHSERVE 2036 68300 EHSERVE 2035

	Up to £
Budget forecast to be unspent at 31/3/24:	20,000
Amount requested for carry forward:	20,000

Reason for request:  
 The Air Quality Monitoring Stations are in a period of planned obsolescence. Cabinet decided on 12<sup>th</sup> October 2023 that unless alternate funding can be identified by April 2024, that both AQS are close and instead there is an investment in a network of portable AQS to be strategically sited within Air Quality Management Areas.  
 There is the cost for any outstanding electricity in the period of discontinuation and the installation of the portable AQS equipment.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):  
 There will be insufficient budget to use against the cost of the electricity and installation of the new equipment. It will reduce the funding available to address required workloads and to deliver the improvements and efficiencies planned for the service.

**Equality Impacts**

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



**Net Zero Implications**

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

## Agenda Item 8

Budget Carry Forward Request 2024/25

R\_\_6\_\_

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 31/3/24:	87,000
Amount requested for carry forward:	87,000

<p>Reason for request: Funding to be earmarked to undertake further investigative and possible remedial works for the Sherlock Ave sinkhole. An assessment and quotation has been received but is being questioned and alternative specialist contractors are being sought.</p>
---

<p>Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):</p> <p>The 24/25 Budget is not sufficient to cover this work. These investigations and works will be required as a sinkhole is currently being carefully monitored, but we have now been doing so for last 2 years and the matter requires resolution.</p> <p>The area has been fenced off and is being monitored but it remains a serious health and safety liability.</p>
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**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 2023/24

C\_1\_\_\_\_\_

Chief Officer :	Adrian Rowbotham
Budget description :	Vehicle replacement
Type of expenditure:	Capital: Vehicle purchase/lease cost
Cost Centre & Account code :	YLLP

	Up to £
Budget forecast to be unspent at 31/3/24:	45,000
Amount requested for carry forward:	45,000

Reason for request: to continue with the vehicle replacement programme as required.

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

It will reduce the funding available for the vehicle replacement programme. And increase cost, repairing the older fleet.

**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 about carbon emissions by 2030. The decisions recommended in this paper directly impact on this ambition. The impact has been reviewed and there will be a decrease on carbon emissions produced in the district because of this decision.

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. Town and Country 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 period 10	703,000
Amount requested for carry forward:	703,000

Reason for request:  
 To carry forward 2023/24 Better Care Funding in order to deliver committed mandatory Housing Assistance grants during 2024/25 as detailed in the table below:  
 This leaves £702,987 to carry forward to 2024/25.  
 In accordance with guidance issued by DLUHC, such funding commitments are able to be carried forward.

**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.

**Finance and Investment Advisory Committee 2023/24 Work Plan**

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