

2018-19 Provisional outturn including all sundry creditors

| | Annual Budget | Forecast Outturn | Actual Outturn | Difference between Budget and Final Outturn | Explanation for year end variances greater than £10k (starred items) | Difference between February forecast and final outturn | Explanation for large differences between forecast outturn and actual outturn (starred items) |
|--|---------------|------------------|----------------|---|--|--|---|
| | £'000 | £'000 | £'000 | £'000 | | £'000 | |
| Communities & Business | | | | | | | |
| All Weather Pitch | -5 | -5 | -5 | -0 | | -0 | |
| Business Area Improvement Fund | 0 | 0 | 0 | 0 | | 0 | |
| Community Safety | 190 | 206 | 235 | 45 * | Additional expenditure has been necessary to bring the Convent of Mercy in Swanley under control including legal costs, physical costs of closing the building and other expenses. There will be an attempt to recover some costs from the defendants. It has been agreed that all corporate costs relating to the Convent of Mercy will be charged to this budget. This is so that the expenditure can be identified in one place. This means that legal work on, for example, planning enforcement will be charged here. This has resulted in an overspend on this cost centre. | 29 * | It has been agreed that all corporate costs relating to the Convent of Mercy will be charged to this budget. This is so that the expenditure can be identified in one place. This means that legal work on, for example, planning enforcement will be charged here. Additional expenditure on including legal costs, physical costs of closing the building and other expenses and an overspend has been forecast on a monthly basis and it was always known that further costs would be incurred. Since the latest forecast, further court hearings have taken place resulting in additional expenditure of £28,990. |
| Community Development Service Provisions | -6 | -5 | -4 | 1 | | 0 | |
| The Community Plan | 56 | 56 | 57 | 1 | | 1 | |
| Dunton Green Projects - S106 | 0 | 0 | 0 | 0 | | 0 | |
| Dunton Green Projects | 0 | 0 | 0 | 0 | | 0 | |
| Economic Development | 58 | 58 | 48 | -9 | | -9 | |
| Economic Development Property | 279 | 314 | 315 | 36 * | This relates to additional staff costs and expenditure on feasibility work for a range of potential capital investment projects. | 1 | |
| Grants to Organisations | 184 | 176 | 174 | -10 | | -2 | |
| Health Improvements | 47 | 47 | 46 | -0 | | -0 | |
| Healthy Lifestyles (SDC) | 0 | 0 | 0 | 0 | | 0 | |
| Homeless | 132 | 134 | 134 | 2 | | -0 | |
| Housing | 207 | 215 | 215 | 8 | | 0 | |
| Housing Initiatives | 53 | 53 | 56 | 2 | | 2 | |
| Homelessness Prevention | 0 | 0 | 0 | 0 | | 0 | |
| Housing Energy Retraining Options (HERO) | 37 | 37 | 37 | 0 | | 0 | |
| Leisure Contract | 169 | 161 | 144 | -25 * | £47k White Oak project transferred to capital and a c/f 20k drawdown for Leisure projects. This offsets some of the Economic Development Property feasibility and other costs overspend. | -17 * | £47k White Oak project transferred to capital and a c/f 20k drawdown for Leisure projects. This offsets some of the Economic Development Property feasibility and other costs overspend. |
| Leisure Development | 20 | 20 | 20 | 0 | | 0 | |
| Partnership - Home Office | 0 | 0 | -0 | -0 | | -0 | |
| Private Sector Housing | 0 | 0 | 0 | 0 | | 0 | |
| Administrative Expenses - Communities & Business | 26 | 26 | 31 | 5 | | 5 | |
| Administrative Expenses - Housing | 0 | 0 | 0 | 0 | | 0 | |
| Tourism | 32 | 32 | 26 | -6 | | -6 | |
| One You - Your Home Project | 0 | 0 | 0 | 0 | | 0 | |
| Choosing Health WK PCT | 1 | 1 | 1 | 0 | | 0 | |
| Community Sports Activation Fund | 0 | 0 | 0 | 0 | | 0 | |
| Dementia Area Project - Run Walk Push | 0 | 0 | 0 | 0 | | 0 | |
| Falls Prevention | 0 | 0 | 0 | 0 | | 0 | |

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|--|---------------|------------------|----------------|---|--|--|---|
| Repair & Renew Flood Support Scheme | 0 | 0 | 0 | 0 | | 0 | |
| PCT Health Checks | 0 | 0 | 0 | 0 | | 0 | |
| Homelessness Funding | 0 | 0 | -0 | -0 | | -0 | |
| Leader Programme | 5 | 5 | 5 | 0 | | 0 | |
| New Ash Green | 0 | 0 | 0 | 0 | | 0 | |
| PCT Initiatives | 0 | 0 | 0 | 0 | | 0 | |
| Sportivate Inclusive Archery Project | 0 | 0 | 0 | 0 | | 0 | |
| Sportivate Cycling Club | 0 | 0 | 0 | 0 | | 0 | |
| Sport Satellite Clubs | 0 | 0 | 0 | 0 | | 0 | |
| Troubled Families Project | 0 | 0 | 0 | 0 | | 0 | |
| West Kent Business Rates Retention | 0 | 0 | 0 | 0 | | 0 | |
| West Kent Enterprise Advisor Network | 0 | 0 | 0 | 0 | | 0 | |
| West Kent Kick Start | 0 | 0 | 0 | 0 | | 0 | |
| West Kent Partnership | 0 | 0 | 0 | -0 | | -0 | |
| West Kent Partnership Business Support | 0 | 0 | 0 | 0 | | 0 | |
| Youth | 34 | 34 | 36 | 2 | | 2 | |
| | <u>1,518</u> | <u>1,564</u> | <u>1,570</u> | <u>52</u> | | <u>6</u> | |

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|--|------------------------|---------------------------|-------------------------|--|--|---|--|
| Corporate Services | | | | | | | |
| Asset Maintenance IT | 277 | 277 | 277 | 0 | | 0 | |
| Civic Expenses | 16 | 18 | 17 | 0 | | -2 | |
| Corporate Projects | 98 | 92 | 92 | -5 | | 1 | |
| Democratic Services | 147 | 147 | 146 | -1 | | -1 | |
| Elections | 132 | 138 | 142 | 10 | * The overspend in Elections is covered by underspend in Register of Electors with the overall result in Electoral Department being zero | 4 | |
| Land Charges | -103 | -30 | -26 | 77 | * Variance due to difference in cost vs income for the provision of the Land Charges Service. Will be addressed through a review of Land Charges Fees | 4 | |
| Register of Electors | 238 | 232 | 227 | -10 | * The overspend in Elections is covered by underspend in Register of Electors with the overall result in Electoral Department being zero (After transfer to reserves has been made in order to balance expenditure over multiple years) | -4 | |
| Administrative Expenses - Finance | 0 | 0 | 0 | 0 | | 0 | |
| Administrative Expenses - Corporate Services | 25 | 21 | 20 | -5 | | -1 | |
| Administrative Expenses - Legal and Democratic | 51 | 66 | 68 | 17 | * Unachievable savings from previous years, due to be rectified in 2019/20 budget | 2 | |
| Administrative Expenses - Human Resources | 5 | 13 | 15 | 10 | | 2 | |
| Street Naming | 5 | -13 | -10 | -15 | * Income to be offset by related staff costs which are reported elsewhere | 3 | |
| Support - Contact Centre | 463 | 456 | 456 | -6 | | 1 | |
| Support - General Admin | 33 | 27 | 29 | -4 | | 2 | |
| Support - IT | 1,042 | 993 | 995 | -48 | * Due to one off reductions in expenditure | 1 | |
| Support - Legal Function | 211 | 193 | 196 | -15 | * Due to Court Cost income and currently vacant post | 3 | |
| Support - Local Offices | 31 | 26 | 26 | -5 | | -0 | |
| Support - Nursery | 0 | 2 | 2 | 2 | | 0 | |
| Support - Human Resources | 278 | 329 | 326 | 48 | * Salaries overspend from staff turnover, partially offset by contributions to vacancy pot, and need to fill post immediately. This figure include 7k in Admin expenses budget heading. Also training costs are disproportionately recorded against this budget area based on current allocations. Higher training expenditure within Planning due to staff turnover offset by underspend on salaries in that area. This has been looked at Corporately and will be addressed in the 2019/20 allocations | -3 | |
| Website | 0 | 0 | 0 | 0 | | 0 | |
| | 2,949 | 2,987 | 2,998 | 48 | | 10 | |

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| Environmental & Operational Services | | | | | | | |
| Asset Maintenance Argyle Road | 108 | 108 | 120 | 12 | * Actual spend lower than profile. Budget used for essential maintenance | 12 | * Actual spend lower than profile. Budget used for essential maintenance |
| Asset Maintenance Car Parks | 0 | 0 | 0 | 0 | | 0 | |
| Asset Maintenance CCTV | 17 | 17 | 15 | -2 | | -2 | |
| Asset Maintenance Countryside | 8 | 3 | 2 | -7 | | -2 | |
| Asset Maintenance Other Corporate Properties | 48 | 48 | 68 | 20 | * Part costs of Planned Preventative Maintenance surveys charged to this budget | 20 | * Part costs of Planned Preventative Maintenance surveys charged to this budget |
| Asset Maintenance Direct Services | 39 | 29 | 19 | -20 | * Additional expenditure incurred in March | -10 | |
| Asset Maintenance Hever Road | 38 | 38 | 38 | 1 | | 1 | |
| Asset Maintenance Leisure | 178 | 178 | 189 | 11 | * Urgent unforeseen works carried out to Edenbridge L.C. showers in March | 11 | * Urgent unforeseen works carried out to Edenbridge L.C. showers in March |
| Asset Maintenance Playgrounds | 8 | 8 | 7 | -1 | | -1 | |
| Asset Maintenance Support & Salaries | 83 | 83 | 49 | -34 | * Salary Adjustments in March allocating costs to appropriate services | -34 | * Salary Adjustments in March allocating costs to appropriate services |
| Asset Maintenance Sewage Treatment Plants | 8 | 1 | 2 | -7 | | 0 | |
| Asset Maintenance Public Toilets | 7 | 2 | 2 | -5 | | -0 | |
| Bus Station | 17 | 15 | 12 | -5 | | -3 | |
| Car Parks | -1,893 | -1,793 | -1,770 | 122 | * Although income £13,000 above profile, rent for new Bligh's car park paid up to March and rates paid for temporary site of Morewood Close for temporary parking whilst Buckhurst 2 being developed. NNDR bills over budget, plus NNDR bill for new Bradbourne car park | 22 | * Contribution made to Property investment in respect of land at rear of 96 High Street |
| CCTV | 259 | 281 | 268 | 9 | | -13 | * Adjustment made in respect of BT transmission costs into 2019/20 |
| Civil Protection | 49 | 59 | 61 | 12 | * Over budget on salaries and extensive range of training carried out to increase resilience | 2 | |
| Car Parking - On Street | -495 | -495 | -495 | 0 | | 0 | |
| EH Commercial | 281 | 295 | 303 | 22 | * SDC's share of partnership costs | 8 | |
| EH Animal Control | 1 | 6 | 7 | 6 | | 1 | |

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| EH Environmental Protection | 389 | 376 | 353 | -35 | * Income for LAPC inspections will not be realised due to number of premises | -22 | * Recharges from Hub [DBC] not charged until March so impossible to forecast |
| Emergency | 66 | 66 | 65 | -1 | | -1 | |
| Parking Enforcement - Tandridge DC | 0 | -30 | -18 | -18 | * Income received from contract for enforcement activity on Tandridge DC's car parks | 12 | * Income from final quarter not included |
| Energy Efficiency | 29 | 24 | 20 | -9 | | -4 | |
| Estates Management - Buildings | -18 | -3 | 1 | 19 | * NNDR paid on meeting point building in Swanley which will continue until demolished [£49K]. Savings made elsewhere | 4 | |
| Estates Management - Grounds | 113 | 113 | 121 | 8 | | 8 | |
| Gypsy Sites | -26 | -17 | -15 | 11 | * KCC Peoples Places grant ended | 2 | |
| Disabled Facilities Grant Administration | -20 | -20 | -20 | 0 | | 0 | |
| Housing Premises | 1 | 1 | 2 | 1 | | 1 | |
| Kent Resource Partnership | 1 | 1 | 0 | -1 | | -1 | |
| Licensing Partnership Hub (Trading) | 3 | 3 | 0 | -3 | | -3 | |
| Licensing Partnership Members | 0 | 0 | 0 | 0 | | 0 | |
| Licensing Regime | -0 | -10 | -16 | -15 | * Fee income above profile | -5 | |
| Private Sector Housing Maintenance Operatives | 1 | 6 | -5 | -6 | | -11 | * Forecast a small loss. Actually made a small surplus |
| Markets | -182 | -194 | -191 | -10 | | 2 | |
| Parks - Greensand Commons Project | 0 | 0 | 2 | 2 | | 2 | |
| Parks and Recreation Grounds | 116 | 121 | 126 | 10 | | 5 | |
| Parks - Rural | 115 | 130 | 153 | 38 | * Expenditure on coppicing works to be recovered by income from sale of timber but this is received after costs are incurred. | 23 | * Expenditure on coppicing works to be recovered by income from sale of timber in 2019/20 |
| Private Sector Housing | 200 | 170 | 168 | -33 | * Savings on salaries due to vacancies | -3 | |
| Public Transport Support | 0 | 0 | 0 | -0 | | -0 | |
| Refuse Collection | 2,689 | 2,734 | 2,710 | 21 | * Income less than profile on recycled material, particularly glass. Transition grant from KCC for Sainsbury's recycling banks credits now ended. Recycling credit income forecast to be above budget | -24 | * Income less than profile on recycled material, particularly glass. Transition grant from KCC for Sainsbury's recycling banks credits now ended. Actual Recycling credit income on glass above budget and forecast. At end of February only quarters 1 and 2 recycling credit income included. 4th quarter estimated. |

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| Administrative Expenses - Health | 12 | 7 | 1 | -10 | * Savings on training and subsistence costs | -5 | |
| Administrative Expenses - Licensing | 10 | 5 | 2 | -8 | | -3 | |
| Administrative Expenses - Property | 4 | 4 | 5 | 0 | | 0 | |
| Administrative Expenses - Transport | 8 | 8 | 9 | 1 | | 1 | |
| Street Cleansing | 1,416 | 1,411 | 1,404 | -12 | * New litter bins to be ordered | -7 | |
| Support - Central Offices | 450 | 450 | 449 | -1 | | -1 | |
| Support - Central Offices - Facilities | 292 | 272 | 276 | -16 | * Savings on salaries and increased income from sale of garden sacks | 4 | |
| Support - General Admin | 235 | 175 | 171 | -64 | * Savings on salaries due to vacancy and on postage, and scanning equipment | -4 | |
| Support - Health and Safety | 17 | 17 | 15 | -3 | | -3 | |
| Support - Direct Services | 58 | 48 | 45 | -14 | * Savings on internal printing, mobile phones and training | -4 | |
| Support - Procurement | 6 | 6 | 7 | 1 | | 1 | |
| Support - Property Function | 49 | 49 | 56 | 7 | | 7 | |
| Sevenoaks Switch and Save | 0 | 0 | 0 | 0 | | 0 | |
| Taxis | -11 | -11 | -8 | 3 | | 3 | |
| Public Conveniences | 46 | 61 | 61 | 15 | * Income not to be recovered | -0 | |
| Air Quality (Ext Funded) | 0 | 0 | 0 | 0 | | 0 | |
| | 4,833 | 4,859 | 4,846 | 13 | | -13 | |

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|---|------------------------|---------------------------|-------------------------|--|--|---|--|
| Financial Services | | | | | | | |
| Action and Development | 7 | 7 | 0 | -7 | | -7 | |
| Benefits Admin | 165 | 168 | 222 | 58 | * Part of Partnership arrangement with Dartford BC - additional resources required to improve performance which has been offset by underspends elsewhere in the partnership. | 54 | * Part of Partnership arrangement with Dartford BC - additional resources required to improve performance which has been offset by underspends elsewhere in the partnership. |
| Benefits Grants | -25 | -25 | -26 | -0 | | -0 | |
| Consultation and Surveys | 4 | 4 | 0 | -4 | | -4 | |
| Corporate Management | 996 | 999 | 996 | 0 | | -3 | |
| Corporate - Other | 220 | 200 | 127 | -93 | * The savings the Council is able to derive from vacant posts has exceeded that anticipated. | -73 | * The savings the Council is able to derive from vacant posts has exceeded that anticipated. |
| Dartford Partnership Hub (SDC costs) | 0 | 0 | 0 | 0 | | 0 | |
| Equalities Legislation | 19 | 0 | 0 | -19 | * The Council no longer belongs to the West Kent Equalities arrangement, as services are provided in-house. | 0 | |
| External Communications | 187 | 187 | 185 | -1 | | -1 | |
| Housing Advances | 1 | 1 | 1 | 0 | | -0 | |
| Local Tax | -21 | 66 | 69 | 90 | * New enforcement arrangements have not been in place for the full year, impacting on income expectations. Payments to an external company to maximise Business Rates income (the income is not included in this section). | 3 | |
| Members | 428 | 428 | 428 | 0 | | 0 | |
| Misc. Finance | 1,734 | 1,713 | 1,700 | -34 | * Various underspends including business rates and pension costs. | -13 | * Various underspends including business rates and pension costs. |
| Dartford Partnership Implementation & Project Costs | 0 | 0 | 0 | 0 | | 0 | |
| Performance Improvement | -1 | -1 | -0 | 1 | | 1 | |
| Administrative Expenses - Chief Executive | 30 | 17 | 15 | -15 | * Underspends across various cost codes. | -2 | |
| Administrative Expenses - Finance | 33 | 35 | 46 | 13 | * Installation of updates to the finance general ledger system. | 10 | * Installation of updates to the finance general ledger system. |
| Administrative Expenses - Transformation and Strategy | 5 | 5 | 3 | -2 | | -2 | |
| Support - Counter Fraud | 53 | 53 | 35 | -18 | * (Part of Partnership arrangement with Dartford) - reward from KCC for additional fraud identification | -18 | * (Part of Partnership arrangement with Dartford) - reward from KCC for additional fraud identification |
| Support - Audit Function | 169 | 165 | 169 | 0 | | 4 | |
| Support - Exchequer and Procurement | 103 | 130 | 127 | 24 | * Additional agency staff to cover maternity leave and other staff absence | -2 | |
| Support - Finance Function | 213 | 211 | 214 | 1 | | 3 | |
| Support - General Admin | 111 | 119 | 138 | 27 | * Charges for Public Notices were not passed on to other services. | 19 | * Charges for Public Notices were not passed on to other services. |
| Treasury Management | 114 | 109 | 106 | -9 | | -4 | |
| | 4,545 | 4,591 | 4,556 | 11 | | -35 | |

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| Planning Services | | | | | | | |
| Building Control Discretionary Work | 0 | 0 | 0 | 0 | | 0 | |
| Building Control Partnership Members | 0 | 0 | 0 | 0 | | 0 | |
| Building Control | -111 | -113 | -155 | -45 | * Income exceeded budget, and partnership costs were less than anticipated | -42 | * Income exceeded forecast, and partnership costs were less than anticipated |
| Community Housing Fund | 0 | 0 | 0 | 0 | | 0 | |
| Conservation | 92 | 100 | 96 | 5 | | -3 | |
| Dangerous Structures | 3 | 1 | 1 | -1 | | 1 | |
| Housing | 0 | 0 | 0 | 0 | | 0 | |
| Needs and Stock Surveys | 0 | 0 | 0 | 0 | | 0 | |
| Planning Policy | 624 | 584 | 581 | -43 | * This relates to an underspend on Salaries due to vacancies earlier in the year. | -3 | |
| LDF Expenditure | 0 | 0 | 0 | 0 | | 0 | |
| Planning - Appeals | 196 | 235 | 214 | 19 | * This is mainly due to a costs award at Broom Hill, Swanley | -20 | * Reduced expenditure due to a differed Inquiry. No carry forward as budget already exceeded. |
| Planning - CIL Administration | -49 | -79 | -49 | 0 | | 30 | * There was an underspend on salary and this was forecast, however legislation restrictions mean this must be reinvested through the CIL reserve |
| Planning - Counter | 0 | 0 | -0 | -0 | | -0 | |
| Planning - Development Management | 158 | 239 | 217 | 59 | * The outturn is mainly due to underachievement of planning application fee income partly offset by salary underspend due to staffing vacancies. The fee income is kept under continuous review | -22 | * Actual position on income was better than forecast |
| Planning - Enforcement | 279 | 254 | 264 | -15 | * This is an underspend on salary which will offset legal costs arising from more active planning enforcement work in the Courts. | 10 | * Some additional specialist advice sought, linked to a more proactive approach to planning enforcement |
| Planning Performance Agreement | 0 | 0 | 0 | 0 | | 0 | |
| Administrative Expenses - Building Control | 11 | 7 | 5 | -6 | | -2 | |
| Administrative Expenses - Planning Services | 44 | 79 | 85 | 42 | * This is the result of office maintenance, recruitment costs and investment in new staff training | 7 | |
| | <u>1,245</u> | <u>1,305</u> | <u>1,261</u> | <u>16</u> | | <u>-45</u> | |