

## Appendix A

### Budget Monitoring for November 2019

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### People and Places - November 2019 Commentary

Service	Variance to date £000	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Administrative Expenses - Communities & Business	9	10	This is due to advertisements for staff including the Chief Officer for People and Places and the Strategic Head Commercial and Property.
Community Safety	13	15	Additional expenditure has been necessary to bring the Convent of Mercy in Swanley under control. It was agreed that all corporate costs relating to the Convent of Mercy including legal and planning enforcement costs are being charged to this budget. There will be an attempt to recover some costs from the landowner.
Community Sports Activation Fund	(14)		External funding received in advance. Will be zero at year end.
Dunton Green Projects - S106	20		External funding received in advance and held in an earmarked reserve. Finance will be drawing this down to offset the expenditure and this will be on target at year end.
West Kent Kick Start	(10)		External funding received in advance

#### Future Issues/Risk Areas

Lesley Bowles  
 Chief Officer - People & Places  
 December 2019

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### Housing and Health - November 2019 Commentary

Service	Variance to date £000	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Housing Energy Retraining Options (HERO)	18		To be drawn down from earmarked reserve at year end.
Gypsy Sites	11		Overspend due to rent arrears which are actively being pursued
Private Sector Housing	(47)		Mainly due to savings on salaries due to vacancies which are now filled. In addition, income is ahead of profile. The salaries variance will offset other additional housing salaries costs and should be on budget at year end.
Choosing Health WK PCT	(19)		External funding received in advance. Will be zero at year end.
Dunton Green Projects - S106	20		External funding received in advance and held in an earmarked reserve. Finance will be drawing this down to offset the expenditure and this will be on target at year end.
PCT Health Checks	(14)		External funding received in advance
PCT Initiatives	(22)		External funding received in advance

#### Future Issues/Risk Areas

The Homelessness budget is under pressure because of additional responsibilities under the Homelessness Reduction Act, resulting in additional demand for emergency accommodation. The Government's Flexible Homelessness Grant is made annually and is sufficient to cover the projected additional expenditure for the year. This is held in an earmarked reserve and transferred into the Homelessness budget at intervals during the year. This is being carefully monitored with action taken to minimise the Nightly Paid Accommodation costs.

Lesley Bowles Chief Officer - People & Places, December 2019

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### Finance & Investment - November 2019 Commentary

Service	Variance to date £'000	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Misc. Finance	17		Check transactions in Nov as profile may need to change and therefore remove this line
Administrative Expenses - Finance	39	20	Works carried out to improve the Finance IT system.
Support - Exchequer and Procurement	18	5	Temporary staffing to cover vacancies
Dartford Audit Partnership Hub (SDC Costs)	(63)		This is aggregated with the Dartford Hub costs and the Sevenoaks share of any total underspend is shown in the 'Support - Audit Function' line
Support - Audit Function	7	(15)	Vacant posts due to the staffing restructure that is taking place.
Dartford Rev&Ben Partnership Hub (SDC costs)	(32)		Current underspend due to staff turnover but likely to be offset by new staff and backfilling of resources.
Local Tax	36	50	A new enforcement service is being trialled for a year and is currently not expected to achieve the full £100,000 in the year. The future service provision will be reviewed during the year. £50,000 has been spent with business rates valuation experts and is shown as a cost here. A corresponding amount of additional income is shown on the Business Rates line.
Support - Legal Function	(32)	(11)	Underspend due to staff turnover. Underspend likely to cover external advice required.

*For noting, figures in brackets represent a favourable variance*

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### **Future Issues/Risk Areas**

**Adrian Rowbotham  
Chief Officer - Finance & Trading  
December 2019**

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### Improvement and Innovation - November 2019 Commentary

Service	Variance to Date £000	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Members	(21)	(13)	<i>This is due to the gap between the election and appointment to roles. Members are only paid one Special Responsibility Allowance.</i>
Economic Development Property	98	10	<i>This relates to feasibility and other work in the lead up to a number of property investments. Most of this will be capitalised as projects proceed and start to attract an income. This is an ongoing situation. Finance undertake the capitalisation work towards the end of the financial year. This also includes additional salaries costs to fill Head of Service post with interim staff, pending permanent appointment and the advert costs for the Strategic Head of Service for Commercial and Property.</i>
Asset Maintenance IT	(75)		Spend as per 10-year asset maintenance plan - surplus to IT Asset Maintenance reserve at year end as agreed
Elections	46		Current overspend due to income outstanding relating to the EU Parliamentary and local Elections. The remaining 25% of the fees will be recovered once accounts are signed off by the Electoral Claims Unit (ECU)
Land Charges	26	30	Current underachievement in income is due to a reduced volume of search requests received. This will be monitored monthly and potentially offset by increased volumes in later periods.
Support - Contact Centre	(10)		Underspend due to staff turnover, end of year position expected on target.
Support - IT	34		Includes payment in advance for 2020/21 Agresso maintenance - to be adjusted accordingly
Corporate Management	(9)	38	Government provided additional funding to support the Council to meet any costs that may arise as a result of leaving the EU. It is currently projected that this funding will not be committed in full during this financial year.
Corporate - Other	(29)		The savings made from vacant posts are currently ahead of profile for the year to date.

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*For noting, figures in brackets represent a favourable variance*

### Future Issues/Risk Areas

**Jim Carrington-West**  
**Chief Officer - Customer & Resources**  
**December 2019**

Feasibility costs for property investments and development of council owned assets increase with the number of projects worked on and it is possible that this will exceed the budget at the year end. This is carefully monitored.

**Lesley Bowles**  
**Chief Officer - People & Places**  
**December 2019**

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### Cleaner and Greener - November 2019 Commentary

Service	Variance to date £'000	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Car Parks	210	179	Business Rates increases (growth SCIA included in 2020/21 budget process) and increased Electricity Costs are causing overspends. Additionally parking income is below target.
CCTV	1	15	Full income budget will not be realised (growth SCIA to reduce income budget included in 2020/21 budget process).
Asset Maintenance Argyle Road	11		Expenditure ahead of profiled budget.
Asset Maintenance Direct Services	(15)		Works due to be completed at Mill Pond and Mildmay Depot, Shoreham.
Asset Maintenance Support & Salaries	(13)		Budget includes the additional £150,000 towards asset maintenance agreed as part of the 2019/20 budget setting process. Part of this amount has been spent on a new emergency generator and on works required at depots and car parks.
Estates Management - Buildings	40	40	Business Rates bills paid including for Meeting Point building in Swanley. This will continue to be paid until the building is demolished - £50,000. Additional rental income has been received for SDC owned buildings.
Estates Management - Grounds	20	15	Essential tree work undertaken. Legal fees paid for transferring land to Swanley Town Council.
Markets	(11)	(30)	Increased income, following re-tendering for Sevenoaks and Swanley markets.



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Service	Variance to date £'000	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Parks - Rural	(15)		Income received for coppiced timber. Additional works in woodlands is being carried out.
Support - Central Offices	(12)	(10)	Reduced energy costs.
Support - Central Offices - Facilities	16	28	Facilities Management relies heavily on overtime to maintain building opening times and also manage the asset maintenance service. Levels do fluctuate but overtime for cover will continue to be required. At the current rate and in view of the general election in December, it is forecast that there will be a further £12,000 overspend for the rest of the financial year.
Support - General Admin (Post/Scanning)	(24)	(15)	Savings on Salaries and postage costs
Support - Direct Services	14	14	Additional staff training.
Direct Services - Trading Accounts	27	44	Income £29,000 below profile. Expenditure £15,000 above profile. Profiled surplus £179,000. Actual surplus £135,000.
EH Environmental Protection	(27)	(10)	Expenditure is below profile on air quality monitoring, but will be required later in the year. This also reflects a reduction in the payment of hub costs, agreed with DBC.
Licensing Partnership Hub (Trading)	(20)		This is the result of an overachievement in fee income that will be reinvested in the recent service restructure.
Licensing Regime	(17)	(17)	This is the result of exceeding income targets for premises licensing.

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**Future Issues/Risk Areas**

Risk of higher diesel prices.

**Adrian Rowbotham**  
**Chief Officer - Finance & Trading**  
**December 2019**

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### Development and Conservation - November 2019 Commentary

Service	Variance to date £'000	Forecast Annual Variance £000	Explanation of variance and action planned (including changes from previous month)
Administrative Expenses - Planning Services	42	36	This is a result of staff training and development, including university fees.
Planning Performance Agreement (PPA)	35	42	This is our Urban Designer post costs, which will be offset by an underspend on salaries due to vacant posts in the department.
Conservation	(9)	(13)	This results from an underspend on salaries due to vacant posts
LDF Expenditure	79		The funds to cover the expenditure will be drawdown from the Local Plan reserve.
Planning Policy	(33)		This relates to a vacant post. Any underspend can form part of the Local Plan reserve.
Planning - Appeals	28	37	This is the result of an award of costs at Fircroft Way, Edenbridge. Additional costs will be forthcoming following the U+I appeal in Swanley.
Planning - CIL Administration	(14)	(11)	This results from an underspend on salaries due to the temporary staff being on a lower grade than provided in the budget
Planning - Development Management	(298)	(287)	This results from an underspend on salaries due to vacant posts, which are proving difficult to fill, and an overachievement on fee income due to a small number of high fee applications.
Planning - Enforcement	52	84	This is due to increased enforcement activity, including the successful serving of Injunctions, associated costs and the salary cost of our temporary officers.
Building Control	(63)	3	Overachievement on fee income is planned to be reinvested in future periods and to offset an increased staff costs of the partnership.

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### Future Issues/Risk Areas

There remains the risk that planning decisions and enforcement action will be challenged, either at appeal or through the Courts.

The U+I Public Inquiry has taken place and a cost award was successful. The effect of that will be reported in future months as we are still awaiting final costs.

Staff turnover remains high and recruiting to vacant posts continues to be difficult.

The Local Plan process has generated the submission of a small number of high fee applications. The effect of the emerging Plan on Development Management will be closely monitored.

**Richard Morris**

**Chief Officer Planning & Regulatory Services**

**December 2019**