

	Budget to Date	Actual to P8	Variance to date	Annual Forecast Variance due to COVID-19	Annual Forecast Variance due to other factors	Total Annual Forecast Variance	Explanation for year end variances greater than £10k ( <i>starred items</i> )
	£'000	£'000	£'000				
<b>People and Places</b>							
Compliance & Enforcement	0	-48	-48			0	* External funding received from Government for recruiting Town Centre Ambassadors.
Community Safety	139	138	-1	-22		-22	Invoicing raised in duplicate for Kent Police and Police and Crime Commissioner - being reviewed. Any underspend over what is forecast will contribute towards project support for communities based projects.
Leisure Contract	55	72	17			0	* Sencio annual Management Fee paid upfront for full year (approved by Cabinet), rather than the quarterly payments, to enable business resilience during leisure centre closures.
Tourism	22	-28	-51			0	* Income received from partners ahead of spend.
Community Sports Activation Fund	13	26	13			0	* Salary costs for Communities Officer which will be drawn down from Reserves to cover.
West Kent Enterprise Advisor Network	24	54	29			0	* West Kent Partnership expenditure to be offset by funding received in advance.
Youth	34	21	-13	-9		-9	* Youth delivery is being reviewed due to COVID restrictions on hosting external events. Any savings could contribute towards wider overspends in the department (e.g. homelessness).

	Budget to Date £'000	Actual to P8 £'000	Variance to date £'000	Annual Forecast Variance due to COVID-19	Annual Forecast Variance due to other factors	Total Annual Forecast Variance	Explanation for year end variances greater than £10k (starred items)
<b>Housing and Health</b>							
Housing Register	45	59	14			0 *	Due to additional costs required on the Housing Register to address the inherited application backlog, temporary staffing resource was put in place to address. This additional resource will be offset by existing reserves in the department.
Next Steps Accommodation Programme	-138	-134	4	16		16	External funding received from MHCLG Next Steps Accommodation Fund for COVID rough sleepers.
Housing Pathway Co-ordinator	0	-23	-23			0 *	External funding received from MHCLG towards Rough Sleeper Initiative
Homelessness Prevention	0	127	127	129		129 *	Government's Everyone In initiative has created unplanned expenditure, which is estimated at £240k net (minus HB) for the year which has now been split across MHCLG's Next Steps Accommodation Programme and part of this cost will be funded from the funding . This is being reviewed on an ongoing basis however it is difficult to accurately predict final spend. This overspend will need to be offset and funded from either Govt's COVID grant or central reserves.
One You - Your Home Project	0	-30	-30			0 *	External funding received in advance from Age UK towards project costs. End of year will be as per budget.
PCT Health Checks	-1	-25	-24			0 *	External funding received in advance from Kent Public Health.
Homelessness Funding	74	62	-12			0 *	External funding (FHSG - staff related spend).
PCT Initiatives	17	-25	-41			0 *	External funding received in advance towards various One You Projects (e.g. West Kent One Systems for Health). End of year will be as per budget.

**Future Issues/Risk Areas**

	Budget to Date £'000	Forecast difference at year end	Forecast Outturn £'000	Actual to P8 £'000	Variance to date £'000	Annual Forecast Variance due to COVID-19	Annual Forecast Variance due to other factors	Total Annual Forecast Variance	Explanation for year end variances greater than £10k (starred items)
<b>Finance and Investments</b>									
Asset Maintenance Argyle Road	51	0	51	76	24			0	* Car park resurfacing work undertaken.
Asset Maintenance CCTV	12	0	12	1	-11			0	* Behind profile due to COVID-19 restrictions but expected to catch up during the year.
Asset Maintenance Direct Services	27	0	27	12	-15			0	* Depot improvement works have been delayed, however the outstanding amount will be spent by the end of the calendar year.
Asset Maintenance Leisure	124	0	124	74	-50			0	* Leisure centres have experienced closures due to COVID-19 which has delayed spend. However proactive maintenance is planned and expected to bring this area back on budget.
Asset Maintenance Support & Salaries	126	0	126	28	-99			0	* Behind profile due to COVID-19 and restrictions on contractors being onsite. Some external works carried out and likely to catch up during the year.
Benefits Admin	312	-33	279	280	-33		-33	-33	* Grant received is higher than budgeted.
Dartford Rev&Ben Partnership Hub (SDC costs)	1,240	0	1,240	1,192	-48			0	* Grants to be carried forward to support reducing grants in future years.
Dartford Audit Partnership Hub (SDC Costs)	148	0	148	113	-34			0	* Underspend due to the vacant Lead Auditor Post now filled.
Estates Management - Buildings	19	50	69	82	63		50	50	* Swanley Meeting Point rates bill not budgeted as commencement of development of the site has taken longer than anticipated. Development of the site will start shortly.
Local Tax	-117	339	222	129	246	336	3	339	* Due to COVID £326,000 loss of court costs recovery at 100% for the first 9 months, and at 50% for the last 3 months; total loss of income on Enforcement is estimated to be £90,000, which is £10,000 higher than last year due to COVID. - This is expected to be offset by money recouped from Government support.
Misc. Finance	914	-2,261	-1,347	-169	-1,083	-2,261		-2,261	* COVID-19 Grant offset by additional COVID-19 related expenditure. The remainder will offset forecast loss of income due to COVID-19 on other lines. The forecast has been adjusted to account for Tranche 4 of the COVID-19 Grant and the first payment of the income compensation scheme.
Support - Audit Function	124	-8	116	131	7		-8	-8	Underspend due to the vacant Lead Auditor Post now filled.
Support - Legal Function	170	-23	147	142	-28		-23	-23	* Staff turnover and underspend on specialist advice.

**Future Issues/Risk Areas**

	Budget to Date £'000	Actual to P8 £'000	Variance to date £'000	Annual Forecast Variance due to COVID-19	Annual Forecast Variance due to other factors	Total Annual Forecast Variance	Explanation for year end variances greater than £10k ( <i>starred items</i> )
<b>Cleaner and Greener</b>							
Car Parks	-1,233	-70	1,163	1,672	60	1,732	* Suspension of parking charges due to COVID-19 has had a significant impact on income during the first quarter of the year. Although charges have been reintroduced usage is lower than usual due to COVID-19 and is only projected to reach 70% capacity by March. Forecasts have been adjusted to take account of receipts to the end of October and a reduced level of usage in November due to national COVID-19 restrictions. This has resulted in a net worsening of the forecast of £12,000. In addition the reduction in parking charges for December as agreed by members is expected to result in a further loss of income of £60,000.
CCTV	195	211	17			0	* Annual payments, partially relating to 21/22 are causing an adverse variance. Will be corrected at year end.
Civil Protection	47	32	-14			0	* Spend behind profile. Expected to be on profile at year end.
Dartford Environmental Hub (SDC Costs)	469	438	-30			0	* Staff budget savings will be utilised to offset the DBC support charge.
Car Parking - On Street	-354	115	469	574		574	* Suspension of parking charges and reduced income on PCN's due to COVID-19. Forecasts have been adjusted to take account of receipts to the end of November, including the period relating to national COVID-19 restrictions.
EH Commercial	188	192	5	3	24	27	Loss of income due to COVID.
EH Animal Control	-1	9	10	4	10	14	* Loss of income due to COVID and historically low collection of kennel fees.
EH Environmental Protection	248	208	-40	4	19	23	* Loss of income due to COVID; Agency staff costs partially offset by salaries budget in EH Commercial team.
Parking Enforcement - Tandridge DC	-15	-101	-87		-40	-40	* Additional income relating to the new contract with Tandridge District Council forecast, partially offset by the additional cost of transferred staff and running the service.
Kent Resource Partnership	-111	-156	-45			0	* Funding received ahead of expenditure.
Licensing Partnership Hub (Trading)	18	42	23			0	* Overspend is due to 2 temporary staff, it will be funded by the HUB surpluses from previous years.
Licensing Regime	-33	-15	18	29	-7	22	* Loss of income due to COVID; spare hours staff budgets savings.
Markets	-93	-121	-28			0	* Income currently showing ahead of budget. However loss of income due to COVID-19 closures is still a risk therefore no variance is forecast.
Parks - Greensand Commons Project	0	37	37			0	* Claim made but not yet paid for costs from Heritage Lottery Fund (HLF).
Parks - Rural	107	127	20			0	* Maintenance works required at Mill Pond are expected to result in an overspend of £6,000 at year end. Other expenditure on this code will be offset by sales of wood from coppicing which has been delayed by the weather.
Refuse Collection	1,884	1,863	-21	25		25	* Recycling: Glass income is lower than budget due to both volume and price, and is not expected to fully recover during the year.
Administrative Expenses - Health	6	1	-5		-9	-9	Admin budget saving due to costs being charged to the EH Partnership.
Administrative Expenses - Licensing	5	0	-5		-7	-7	Admin budget saving due to costs being charged to the LIC Partnership.
Support - Central Offices	411	388	-23			0	* Behind profile due to COVID-19 and restrictions on contractors being onsite.
Support - General Admin (Post/Scanning)	126	104	-22	-10	-5	-15	* Reduced postage costs including summons and reminders not being sent out.

	Budget to Date	Actual to P8	Variance to date	Annual Forecast Variance due to COVID-19	Annual Forecast Variance due to other factors	Total Annual Forecast Variance	Explanation for year end variances greater than £10k ( <i>starred items</i> )
Direct Services Trading account	-157	-47	110	117	28	145 *	<p>Bulky waste - collections were suspended for a period due to Covid. Despite this Income this year to date exceeds the same period last year to date £58,000 against £53,000 last year. As from the 28 September 2020 the number of days available for collections has increased. We are now finding that not all collection days are full so we may consider reducing the number of collection days available each week therefore lowering the cost of agency labour and transport. We are still not providing any Saturday bulky collections for parishes or larger bulky waste quotes.</p> <p>Trade Waste - income this year to date is £208,000 and last year to date was £297,000. A few customers have ceased trading, a number are closed, and some have re-opened are on reduced frequency. This lost income will not be recovered this year. The large difference against budget is because this was increased on the assumption that we would actively seek more trade customers this year (extra £102,000 income target).</p> <p>Street Cleaning Other - reduction to cleaning services for Bligh's at client's request however this has now been fully reinstated. Private street cleaning work has started to pick up.</p> <p>Green Waste - There have been an additional 1,408 customers since April 2020 however income levels are about on target as the budget was increased this year.</p> <p>MOT Tests - loss of around £5,000 as the service was suspended. Now fully operational but the loss will not be recovered this year.</p> <p>Taxi Tests loss of around £10,000 Income as service was suspended. Now fully operational but the loss will not be recovered this year.</p> <p>Pest Control - the loss of income continues due in part to suspension of service April - July. The service is still not operating fully as operatives are not entering customer</p>
Taxis	14	20	7	37	-37	0	Loss of income due to COVID; spare hours, staff budgets savings and savings on running costs.

#### Future Issues/Risk Areas

	Budget to Date £'000	Actual to P8 £'000	Variance to date £'000	Annual Forecast Variance due to COVID-19	Annual Forecast Variance due to other factors	Total Annual Forecast Variance	Explanation for year end variances greater than £10k ( <i>starred items</i> )
<b>Improvement and Innovation</b>							
Asset Maintenance IT	193	101	-92			0	* Spend as per 10-year asset maintenance plan - Any surplus to IT Asset Maintenance reserve at year end agreed.
Corporate Management	672	596	-75		-55	-55	* It is currently forecast that there will be an underspend within the Corporate Management budgets for this year, which includes less expenditure on bought-in external services and some minor proportions on salaries which are attributed the corporate management of the organisation.
Corporate - Other	-49	0	49		53	53	* The savings made on vacant posts are currently lower than the budget profiled for the year to date. Under the current circumstances it is anticipated that staff turnover will reduce this year and that the vacant posts savings will not be achieved.
Economic Development Property	305	368	63			0	* High Street Swanley costs to be moved to Capital. Future cost reduction relating to 27-37 High Street following handover of site.
Elections	68	94	25		1	1	* Recharges to other Local Authorities raised as part of elections in 2019, to be offset by reversal of relevant expenditure accruals. Any remaining underspend will be transferred to the reserve for the District Council election costs.
External Communications	150	118	-32	-11	-9	-20	* The current variance relates to the costs of production of the Council's In Shape magazine. Late invoicing and planned charges for the production of the December issue of In Shape will reduce the current underspend.
Land Charges	-70	-32	39	50	20	70	* COVID-19 impacts in first half of the year, some recovery evident at present - to be monitored as year progresses.
Members	308	281	-27	-20	-10	-30	* Underspend projected due to reduced member travel claims and training. Members allowances lower than budgeted levels.
Register of Electors	173	146	-27		-27	-27	* EOY Forecast underspend due to vacant post and maternity leave.
Administrative Expenses - Corporate Services	14	2	-11	-15		-15	* Underspend on training budget due to current environment.
Administrative Expenses - Legal and Democratic	57	37	-20	-10		-10	* EOY forecast underspend due to reduction in internal printing which will be offset by reduction in income for the Print Studio. Current underspend position also includes invoices awaited.
Support - Contact Centre	448	432	-16		-10	-10	* Underspend due to staff turnover, end of year position being monitored.
Support - General Admin (Print Shop)	-1	36	37	73	-9	64	* Current print income is on target against the profiled budget. However the impact of Covid-19 has reduced income on internal Print Charges over the year to date. Some of the loss will be offset by savings on internal printing budgets within the service areas and a reduction in the costs of consumables.
Support - Human Resources	266	303	37		21	21	* Forecast overspend due to recruitment costs, and currently looking at adjustment for Salary Sacrifice schemes

**Future Issues/Risk Areas**

	Budget to Date £'000	Actual to P8 £'000	Variance to date £'000	Annual Forecast Variance due to COVID-19	Annual Forecast Variance due to other factors	Total Annual Forecast Variance	Explanation for year end variances greater than £10k <i>(starred items)</i>
<b>Development and Conservation</b>							
Building Control	-85	-114	-29			0	* Loss of income due to COVID is not expected; any income above the budget is planned to be carry forward for reinvesting into the service
Conservation	79	90	11		17	17	* Increase in staff costs due to an increase in hours; the variance is offset by staff budget savings in other areas.
Planning Policy	293	267	-26		-64	-64	* Staff budget savings utilised to cover staff budget overspends in other areas and career training.
LDF Expenditure	0	77	77			0	* Legal Fees re Local Plan challenge, will be funded rom the Local Plan reserve.
Planning - Appeals	126	123	-2		9	9	Staff costs over budget due to planned restructure, offset by staff savings in other areas.
Planning - CIL Administration	-28	-16	12	20	4	24	* Loss of income due to COVID.
Planning - Counter	-4	0	4	4		4	Loss of income due to COVID.
Planning - Development Management	73	100	27	53	16	69	* Loss of income due to COVID, however a favourable revision by 44k due to income collection being slightly better than expected last month, and major applications received.
Planning - Enforcement	196	226	30		73	73	* Staff costs over budget due to additional resource invested.
Planning Performance Agreement	0	32	32			0	* Urban Designer post costs, which will be offset by drawdown from allocated reserves (PPAs fees).
Administrative Expenses - Building Control	8	1	-7		-10	-10	Admin budget saving due to costs being charged to the BC Partnership.
Administrative Expenses - Planning Services	19	35	16	5	27	32	* COVID related - tablets for the team; non-COVID related - career training, offset by staff budget savings.

**Future Issues/Risk Areas**