

Financial Outturn Report 2017/18

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Table 1 – Underspend by Service

	Service Manager	Working Budget £	Outturn 2017/18 £	Variance £
Chief Executive	M. Radford	390,180	370,464	(19,716)
Policy	D. Clifford	218,310	205,802	(12,508)
Economy & Communities	C. Hudson	2,412,060	2,220,789	(191,271)
Communications	S. Toal	291,150	277,009	(14,141)
Resident Services	A. Christou	1,132,170	1,073,092	(59,078)
Planning	J. Freeman	958,040	968,622	10,582
Commissioning & Customer Contact	M. Cassell	5,727,700	5,073,346	(654,354)
Director of Corporate Services & Director of Regeneration	Vacant/E. Wiggins	369,480	224,839	(144,641)
Licensing	D. Fackrell	(33,630)	(78,246)	(44,616)
Emergency Planning	D. Fackrell	82,570	84,206	1,636
Information Technology	C. Woodward	1,201,180	1,119,947	(81,233)
Audit	R. Clarke	164,380	174,817	10,437
Environmental Health	T. Beattie	547,250	492,279	(54,971)
Finance	N. Vickers	778,770	769,470	(9,300)
Human Resources	B. Sandher	381,000	314,394	(66,606)
Legal	P. Narabor	437,490	545,104	107,614
Democratic Services	K. Bescoby	970,260	943,747	(26,513)
Property	A. Adams	599,700	563,086	(36,614)
Sittingbourne Regeneration	E. Wiggins	0	142,285	142,285
Corporate Items	N. Vickers	1,493,940	1,808,006	314,066
NET REVENUE SERVICE EXPENDITURE		18,122,000	17,293,058	(828,942)
Financed by:				
Revenue Support Grant		(1,238,000)	(1,238,108)	(108)
Business Rates		(6,416,000)	(6,416,000)	0
New Homes Bonus		(2,743,000)	(2,742,330)	670
Collection Fund Surplus		(140,000)	(140,400)	(400)
Council Tax Requirement		(7,469,000)	(7,469,046)	(46)
TOTAL FINANCING		(18,006,000)	(18,005,884)	116
NET EXPENDITURE		116,000	(712,826)	(828,826)

Table 2 – Main variations by Service

Projected Net (Under)/Overspend / Income Shortfall as at end of March 2018		
Service – Cabinet Member (Head of Service)	£'000	Explanation
CHIEF EXECUTIVE – Cllr A. Bowles (Mark Radford)		
Chief Executive & Corporate Costs	(80)	(£42k) Underspend – net staff costs. (£24k) Underspend – corporate costs. (£12k) Underspend – special project costs. (£2k) Net Underspend.
Transformation Project	61	£61k Additional costs – net staff costs due to extension of Project Team. This is offset by underspends in Revenues and Customer Service Centre.
TOTAL	(19)	
POLICY – Cllr A. Bowles (David Clifford)		
Policy	(13)	(£16k) Underspend – net staff costs. £3k Additional costs.
TOTAL	(13)	
ECONOMY AND COMMUNITIES – Cllrs - All (Charlotte Hudson)		
Environmental	(5)	£83k Additional costs - Environmental Initiatives, offset by: (£77k) Additional income - Fixed Penalty Notice fees received. (£6k) Additional income Pest Control service. £12k Overspend – Salaries. (£13k) Underspend dog kennelling service. (£3k) Underspend unauthorised encampment clearance. (£1k) Underspend – net.
CCTV	4	£14k Overspend on monitoring service offset by: (£9k) Additional grant/contributions income. (£1k) Saving – net.
Community Halls and Centres	(55)	(£49k) Underspend – no grant due to Alexander Centre this year. (£6k) Underspend – net.
Community Safety	(40)	(£38k) Underspend – net staff costs. (£2k) Underspend – net of external grants.

Table 2 – Main variations by Service

Projected Net (Under)/Overspend / Income Shortfall as at end of March 2018		
Service – Cabinet Member (Head of Service)	£'000	Explanation
Economy & Community Services, Cultural & Economic	(51)	(£27k) Underspend – net staff costs. (£9k) Underspend – transport costs. (£3k) Additional income. (£12k) Underspend – net.
Members' Grants	(8)	(£8k) Underspend Localism grants.
Economic Development	7	£4k Overspend - net agency staff costs. £3k Overspend – consultancy costs.
Learning, Business & Skills	4	£14k Overspend – net salary costs. (£10k) Underspend – net.
Tourism	0	£6k Overspend – salary costs. (£1k) Increased income. £5k Saving – net.
Arts Events & Activities	(5)	(£14k) Underspend Remembrance and Commemoration budget. £9k Overspend – net.
Markets	(15)	(£17k) Saving on rates. (£17k) Increased income re Sittingbourne and Faversham. £13k Reduced income Sheerness. £6k Overspend – net.
Sports Development	(27)	(£14k) Underspend – grants. (£8k) Saving – salary costs. (£5k) Saving – net.
TOTAL	(191)	(£32k is requested to roll forward into 2018/19 – refer to Table 3)
COMMUNICATIONS, PRINTING, ADVERTISING & PROMOTION – Cllr A. Bowles (Sara Toal)		
Communications	(14)	(£13k) Underspend – advertising and promotion budget. (£6k) Underspend – printing. (£6k) Underspend – Visitor Economy Strategy. £15k Additional costs - net staff costs. (£4k) Net underspend.
TOTAL	(14)	(£28k is requested to roll forward into 2018/19 – refer to Table 3).

Table 2 – Main variations by Service

Projected Net (Under)/Overspend / Income Shortfall as at end of March 2018		
Service – Cabinet Member (Head of Service)	£'000	Explanation
RESIDENT SERVICES – Cllrs K. Pugh and D. Dewar-Whalley (Amber Christou)		
Housing Options	245	<p>£229k Additional net costs Homelessness Temporary Accommodation, being:</p> <p>£343k net additional accommodation costs, offset by-</p> <p>(£29k) net savings from underspend of Homelessness Prevention Grant;</p> <p>(£87k) net savings from underspend of New Burdens Grant;</p> <p>£2k residual Homelessness costs.</p> <p>£10k Additional costs re Homelessness Houses.</p> <p>£6k Overspend other Housing Options net costs.</p>
Housing Development and Strategy	(11)	<p>(£6k) Savings net staff costs.</p> <p>(£5k) Net other savings.</p>
Private Sector Housing	(24)	<p>£6k Overspend net staff costs.</p> <p>(£27k) Additional income, recovery of costs.</p> <p>(£3k) Net other savings.</p>
Stay Put Scheme	(53)	<p>(£73k) Additional income - Disabled Facility Grant fees.</p> <p>£6k Additional costs – net staff and agency staff.</p> <p>(£2k) Additional income – donations received for 'Keep-Safe' works re domestic abuse victims.</p> <p>£16k Net additional costs.</p>

Table 2 – Main variations by Service

Projected Net (Under)/Overspend / Income Shortfall as at end of March 2018		
Service – Cabinet Member (Head of Service)	£'000	Explanation
Housing Benefit and Council Tax Collection	(216)	<p>(£195k) Additional income Council Tax Support grant; (£129k) Additional income DWP Housing Benefit grant; £433k Loss of income Housing Benefit Admin Subsidy; (£43k) staff cost savings. N.B. The additional cost of £66k detailed above has been met from reserves).</p> <p>(£118k) Additional income – from recovery of over payments of Housing Benefits. (£84k) Additional income – MKS Debt Enforcement Partnership surplus for 2017/18. (£27k) Additional income – recovery of Council Tax Benefit overpaid.</p> <p>(£41k) Underspend on staff to be offset against overspend in Transformation Team. (£21k) Underspend – Housing Benefits.</p> <p>(£18k) Savings – External audit and bank charges. £27k Additional costs – net.</p>
TOTAL	(59)	(£97k is requested to roll forward into 2018/19 – refer to Table 3).
PLANNING – Cllr G. Lewin (James Freeman)		
Building Control/Dangerous Structures	(3)	<p>(£6k) Underspend on contract costs. £3k Additional expenditure – dangerous structures.</p>
Development Control	78	<p>(£192k) Additional income – planning fees. £107k Additional costs – staffing costs (to be met from planning income). £90k Additional costs – agency costs (to be met from planning income). £77k Additional costs - planning specialists for planning appeals. (£4k) Saving – planning advertising.</p>
Development Services	(22)	<p>(£44k) Saving – staffing costs. £9k Additional costs – recruitment. £13k Additional costs – net.</p>

Table 2 – Main variations by Service

Projected Net (Under)/Overspend / Income Shortfall as at end of March 2018		
Service – Cabinet Member (Head of Service)	£'000	Explanation
Local Land Charges	25	£27k Additional costs - shared service. (£37k) Additional income – contribution from provision. (£14k) Additional income – New Burdens Grant. £49k Reduced income – local land charges.
Local Planning & Conservation	(89)	(£24k) Underspend – net. (£65k) Additional income – grants. N.B. The underspend on the local plan has been transferred to the ring fenced reserve to be used solely to fund LDF associated work.
Mid Kent Planning Service (MKPS)	22	£22k Additional costs on shared service.
TOTAL	11	
COMMISSIONING & CUSTOMER CONTACT – Cllr D. Simmons (Martyn Cassell)		
Highways SBC	(12)	(£3k) Saving – footway lighting electricity costs. £13k Additional expenditure – contractor costs. (£22k) Additional income – fees and contributions.
Commissioning & Customer Contact, Client & Amenity Services, Customer Service Centre and Technical Services	(140)	(£46k) Saving – staff costs re Transformation Project Team. These savings offset cost of Transformation Project under Chief Executive. (£41k) Underspend - net staff costs savings. (£37k) Underspend – KCC Gateway contract. (£16k) Underspend – net.

Table 2 – Main variations by Service

Projected Net (Under)/Overspend / Income Shortfall as at end of March 2018		
Service – Cabinet Member (Head of Service)	£'000	Explanation
Parking Management	(257)	<p>(£317k) Additional income – pay & display fees. (£76k) Additional income – on street parking - permits and suspended parking bays etc. (£16k) Additional income – season tickets.</p> <p>£24k Additional expenditure – planned Christmas park & ride schemes. £12k Additional expenditure – car park rates and water rates. £59k Additional expenditure – cash security and licences. £32k Additional expenditure – shared service. £15k Additional expenditure – parking contractor. £10k Additional expenditure – net.</p> <p>NB. The surplus of £64k re on-street parking will be transferred to the ring fenced on-street parking account under Section 55 of the Road Traffic Act 1984.</p>
Seafront and Harbour & Quays	(32)	<p>(£23k) Additional income – beach hut licences/rental. (£9k) saving – net.</p>
Cemeteries and Closed Churchyards	(61)	<p>(£19k) Underspend – unfinished works on trees and monuments in closed churchyards. (£36k) Additional income – burials charges. (£6k) Savings – net.</p>
Grounds Maintenance	(61)	<p>(£61k) Underspend – grounds maintenance.</p>
Contracts and Procurement	2	<p>£10k Additional expenditure – net staff costs. (£8k) Saving – net.</p>
Recycling & Waste Minimisation	(60)	<p>(£58k) Additional Income – garden waste bins. (£2k) Additional income – scrap metal.</p>
Leisure, Sports, Open Spaces, Parks, Countryside and Allotments	(44)	<p>(£11k) Additional income - utility costs recharge for Central House. (£63k) Contract savings - leisure centres maintenance. £2k Reduced income – sports facilities. £30k Additional expenditure – parks & open spaces. (£2k) Additional income - misc.</p>

Table 2 – Main variations by Service

Projected Net (Under)/Overspend / Income Shortfall as at end of March 2018		
Service – Cabinet Member (Head of Service)	£'000	Explanation
Refuse Collection / Street Cleansing/ Public Conveniences	11	<p>£134k Additional expenditure - programmed wheeled bin replacement.</p> <p>(£51k) Contract savings – £44k re procurement of public conveniences cleaning and £32k street cleansing contract offset by additional refuse contract costs £25k.</p> <p>(£22k) Additional income – special collections and sales.</p> <p>(£10k) Additional income – bulky waste collections.</p> <p>(£4k) Savings – A249 litter picking contract.</p> <p>(£3k) Savings – equipment - litter bins.</p> <p>(£33k) Savings – net.</p>
TOTAL	(654)	(£161k is requested to roll forward into 2018/19 – refer to Table 3).
DIRECTOR OF CORPORATE SERVICES/REGENERATION – Cllrs D. Dewar-Whalley, A. Bowles and M. Cosgrove.		
Director of Corporate Services	(122)	<p>(£117k) Underspend – salaries.</p> <p>(£5k) Underspend – net.</p>
Director of Regeneration	(22)	<p>(£11k) Underspend – salaries.</p> <p>(£11k) Underspend – net.</p>
Emergency Planning	2	£2k Additional Expenditure – net.
Licensing	(45)	<p>£5k Additional staff costs net.</p> <p>(£49k) Additional income – licences.</p> <p>(£1k) Additional Savings –net.</p>
TOTAL	(187)	
IT SERVICES – Cllr D. Dewar-Whalley (Chris Woodward)		
IT MKS	(81)	<p>(£48k) Saving - shared service.</p> <p>(£19k) Saving – IT maintenance & software.</p> <p>(£15k) Saving – Swale House telephones.</p> <p>£1k Net additional costs.</p> <p>N.B. The underspend of £19k at year-end on IT maintenance & software has been transferred to the ring fenced reserve to be used solely to fund IT related expenditure in future years.</p>

Table 2 – Main variations by Service

Projected Net (Under)/Overspend / Income Shortfall as at end of March 2018		
Service – Cabinet Member (Head of Service)	£'000	Explanation
TOTAL	(81)	
ENVIRONMENTAL HEALTH – Cllr. D. Simmons (Tracey Beattie)		
Environmental Health MKS	(55)	(£43k) Reduced cost re MKS charge. (£3k) Saving – contaminated land. (£6k) Saving – air quality project. (£3k) Net reduced costs.
TOTAL	(55)	(£17k is requested to roll forward into 2017/18 – refer to Table 3).
INTERNAL AUDIT – Cllr D. Dewar-Whalley (Rich Clarke)		
Audit Services	10	£10k Additional costs - shared service.
TOTAL	10	
FINANCE – Cllr D. Dewar-Whalley (Nick Vickers)		
Financial Services	(9)	(£9k) Net savings – contracts.
TOTAL	(9)	(£9k is requested to roll forward into 2018/19 – refer to Table 3).
HUMAN RESOURCES – Cllr D. Dewar-Whalley (Bal Sandher)		
Human Resources	(57)	(£57k) Saving – shared service.
Organisational Development	(10)	(£7k) Saving – corporate training. (£3k) Net saving.
TOTAL	(67)	(£46k is requested to roll forward into 2018/19 – refer to Table 3).
LEGAL – Cllr D. Dewar-Whalley (Patricia Narebor)		
Legal MKLS	64	£64k Additional costs on shared service.
External Legal Fees	97	£97k Additional expenditure – mainly planning legal costs.
S106 Income	(54)	(£54k) Additional income from S106 legal work.
TOTAL	107	
DEMOCRATIC SERVICES – Cllr A. Bowles (Katherine Bescoby)		
Democratic Process	(37)	(£29k) Underspend – members’ allowances mainly the special responsibility allowance. (£12k) Underspend – members’ travel. (£8k) Underspend – members’ training. £12k Net additional costs.

Table 2 – Main variations by Service

Projected Net (Under)/Overspend / Income Shortfall as at end of March 2018		
Service – Cabinet Member (Head of Service)	£'000	Explanation
Elections & Electoral Registration	11	(£22k) Additional grant income offset by, £18k Additional costs equipment maintenance. £16k Additional costs fees & services. £8k Additional costs external printing. (£9k) Net underspend.
TOTAL	(26)	(£1k is requested to roll forward into 2018/19 – refer to Table 3).
PROPERTY SERVICES – Cllr D. Dewar-Whalley (Anne Adams)		
Property Services	(3)	£13k Additional costs – salaries net. (£4k) Additional income – printing. (£6k) Savings – consultancy work – re income generation project & structural engineering advice. (£6k) Savings – net.
Administrative Buildings	(27)	£9k Additional costs – water at Swale House 16/17 and 17/18. (£6k) Savings – Utility costs. (£4k) Savings – salaries net. (£21k) Additional income – rental. (£5k) Savings – net.
Property Management	(69)	(£63k) Additional income – rental income and back dated rent. (£6k) Reduced expenditure.
Building Maintenance	62	£62k variance at year-end has been met from the buildings maintenance fund. The overspend is due to a number of unplanned maintenance items including the heating of Swale House, roof repairs at the Health Living Centre and the bell tower at Bell Road cemetery.
TOTAL	(37)	(£96k is requested to roll forward into 2018/19 – refer to Table 3).
NON-SERVICE BUDGETS		
Sittingbourne Town Centre	82	£82k Cancellation of sundry debtor raised in 2016/17 relating to Sittingbourne Town Centre regeneration.
Variance to be met from underspend – Sittingbourne Town Centre	59	Additional consultancy fees re Sittingbourne Town Centre.

Table 2 – Main variations by Service

Projected Net (Under)/Overspend / Income Shortfall as at end of March 2018		
Service – Cabinet Member (Head of Service)	£'000	Explanation
Corporate Items	314	<p>(£254k) Council Tax Grant from major preceptors. This has been transferred to the ring fenced reserve to be used to support the Council's budget).</p> <p>(£154k) Additional income – external interest (net). Increase in cash flow and an improved return on our investments.</p> <p>£29k Additional expenditure – insurance premiums. Our public liability premium has increased as a result of changes announced by the Government in February 2017 to the discount rate used by courts to determine future losses in personal injury and fatal accident cases. In addition based on advice from our Insurers our employer and public liability levels have increased. The insurance of property has also increased.</p> <p>£255k NNDR contribution from reserves not required. £254k Council Tax Grant contribution to reserves. £86k Net contribution to reserves from ring fenced services as detailed in table above. £88k Contributions from reserves not required. Total movement £683k</p> <p>£10k Net recharges.</p>
TOTAL	455	
	(829)	NET EXPENDITURE (Underspend)

Table 3 – Revenue Rollover Requests

Head of Service	Funded from	Rollover Request £	Purpose of Rollover
Anne Adams	Property Services	6,400	This budget is for ongoing consultancy work relating to the income generation project and various structural engineering advices. Rolling forward this budget will reduce the need to identify new budgets during 18/19.
Anne Adams	Property Services	89,600	This underspend in the budget mainly relates to additional rental income. It is requested that this is rolled into the Building Maintenance reserve. This will reduce the impact of the building maintenance budget overspends.
Baljinder Sandher	HR Shared Service	46,290	This underspend in the budget mainly relates to the income generated by the former Head of Service on secondment to Tower Hamlets. This will be used to implement the new workforce strategy at the council in 2018/19 and the underspend will be used to develop current systems, implement new systems and processes to support some of the changes agreed as part of the strategy.
Charlotte Hudson	Remembrance and Commemoration	14,110	Remembrance and Commemoration - as agreed at the World War One Centenary Steering Group meeting held on Tuesday 6 March 2018 the Cabinet Member for Finance and Performance agreed that the small sum remaining could be rolled over to the next financial year.
Charlotte Hudson	Heritage Grants	500	Heritage Grants - to roll £500 for one outstanding grant payment. This grant has been approved by the Cabinet Member for Finance and Performance but we await the return of the grant acceptance letter.
Charlotte Hudson	Sports Development	2,400	The roll of £2,400 for three outstanding Sports and Physical Activity Grant awards which have been authorised for payment by the Cabinet Member for Finance and Performance but await the grant acceptance offer letters returned.

Table 3 – Revenue Rollover Requests

Head of Service	Funded from	Rollover Request £	Purpose of Rollover
Charlotte Hudson	Environmental Initiatives	5,000	Environmental Initiatives - request the roll of £5,000 from the Fixed Penalty Notices (FPNs). It is a requirement of the legislation that any money generated is used to create a cleaner and greener environment. This money will be used for Environmental Initiatives in 2018/19.
Charlotte Hudson	Members Localism Grant	8,370	Members Localism Grant - there are 12 applications that have been approved by the Cabinet Member for Finance and Performance but still waiting for their grant offer acceptance letters to be returned totalling £4,060 before we can make the payment. We also request the balance of £4,310 to maintain the member grant allocation.
Charlotte Hudson	Business and Skill	1,800	Business and Skills - contribution of up to £1,800 is planned towards a project commissioned through Canterbury and Mid-Kent Colleges to develop the business case for future Further Education provision in Sittingbourne. The colleges have delayed the start from January to March but it is now commissioned, with the bulk of the study to take place during 2018/19.
Della Fackrell	Licensing	14,300	Net surplus on Hackney licences to be transferred to ring fenced account to meet possible future deficits. We have also changed from issuing a 1-year badge previously to issuing a 3-year badge during 2017/18, which increased our income. However, this will likely result in our income for 2018/19 reducing.
Emma Wiggins	Housing Private Sector	15,000	It is requested that the income derived from a pilot partnership with Gravesham Borough Council for technical and administrative services within private sector housing is rolled forward.
Emma Wiggins	Stay Put Scheme	67,280	Part of the money is for Community Safety Unit (CSU) cases given to us for our handyperson to visit and carry out secure checks.

Table 3 – Revenue Rollover Requests

Head of Service	Funded from	Rollover Request £	Purpose of Rollover
Emma Wiggins	Housing Strategy and Development	11,290	The request to rollover the staffing costs underspend is due to the need to allocate funds to enable the appointment of a specialist consultant to undertake and deliver the statutory Homelessness and Housing Strategy required for 2018. The underspend as a result of a secondment and temporary cover.
Emma Wiggins	Better Homes Active Lives	3,350	This will be put towards the appointment of a specialist consultant who will undertake the statutory Homelessness and Housing Strategy required for delivery this year 2018.
Jeff Kitson	Parking Services	35,000	The Service Plan for Parking Services sets out development within the pay and display car parks to provide greater efficiency, resilience and service improvement. I therefore request a rollover of £20,000 from the 2017/18 pay and display income surplus to fund three new pay units trialling the latest technology to improve services to our customers by providing Near Field Communication (NFC) for parking payments, ticketless systems and a "Check in Check Out" method of transaction which has proved successful within the parking industry. The Service Plan for Parking Services also sets out development within the pay and display car parks to renew two dual Electric Vehicle (EV) charging points in Sittingbourne and the installation of two dual EV points in Faversham and a further two dual EV points in Sheerness at prime locations. I therefore request a rollover of £15,000 from the 2017/18 pay and display income surplus as EV technology is developing rapidly requiring an improvement in parking infrastructure to meet increasing demand.
Katherine Bescoby	Mayor Civic Functions and Hospitality	1,390	This budget is for the Mayor (civic functions and hospitality), and the Mayoral year runs until the Annual Council meeting on 15 May 2018.

Table 3 – Revenue Rollover Requests

Head of Service	Funded from	Rollover Request £	Purpose of Rollover
Martyn Cassell	Head of Commissioning and Customer Contact	10,500	Salary underspend in Head of Commissioning and Customer Contact cost centre – to be used to cover the additional learning costs for two apprentices in the service who have excelled in their qualifications.
Martyn Cassell	Customer Service Staff	15,000	Underspend due to vacancy savings in the customer services team. As we move from phase 1 of the transfer to a new customer relationship management system (CRM) to the more detailed phase 2 which will help streamline how residents contact us. We may need some external support from digital specialists / IT developers.
Martyn Cassell	Public Conveniences Cleaning	44,000	Underspend on public conveniences cleaning. Rollover to fund full review of public toilets and some physical improvements to the facilities.
Martyn Cassell	Biffa Contract	15,440	On-going review of additional roads from new developments to be added on to contract - possible back payment to Biffa for those added in 17/18.
Martyn Cassell	Refuse and Recycling	20,000	On-going review of services including clinical, bulky and weekly collections - requesting rollover to cover any subsequent payments on completion of this review.
Martyn Cassell	A249 Litter Picking	4,000	On-going issues with high speed road cleaning, rollover requested to allow further temporary closures and cleansing.
Martyn Cassell	Street Cleansing	16,000	Rollover requested to allow for further resources to put out for key high speed roads such as A2, Thanet Way and A249.

Table 3 – Revenue Rollover Requests

Head of Service	Funded from	Rollover Request £	Purpose of Rollover
Martyn Cassell	Cemeteries	15,000	Over achievement of burial charges. Use to cover the costs of purchasing a new electronic burial records system as part of the transformation review recommendations and further expected costs at the new Iwade burial site.
Martyn Cassell	Closed Churchyard and War Memorial	18,000	Rollover request made due to unfinished major works on trees and monuments in closed churchyards.
Martyn Cassell	Leisure Centre Review	12,000	Rollover request for next stage of leisure centre review.
Phil Wilson	Treasury Investment Income	25,000	£25k of the additional treasury investment income is set aside to fund an upgrade to the finance system to the latest version to ensure continued support.
Phil Wilson	Finance	9,300	The savings are on contracts. The rollover would be to fund a formal review of the Council's card payments processes by an approved Payment Card industry Data Security Standard (PCI DSS) assessor, and to fund a review of reconciliation processes so they are fully automated where possible.
Sara Toal	Advertising and Promotion	13,260	We request the roll of £13,260 from the Advertising and Promotion budget to continue to deliver improved digital communications for community engagement during 2018/19.
Sara Toal	Visitor Economy Strategy	5,880	We request the roll of £5,880 from the Signage budget to support the Visitor Economy Strategy to help pay for the signage in the towns.
Sara Toal	Inside Swale	5,600	We request the roll of £5,600 from the Printing budget towards increased costs for Inside Swale following the previous supplier going into administration and re-tendering.

Table 3 – Revenue Rollover Requests

Head of Service	Funded from	Rollover Request £	Purpose of Rollover
Tracey Beattie	Contaminated Land	3,000	Due to staffing resource in the Environmental Protection Team no contaminated land investigations could be undertaken in 2017/18. We have two projects to investigate and the rollover of revenue will resource the initial survey of the land.
Tracey Beattie	Food Safety	11,500	The detailed costs associated with the new sampling contract with the Port of London have yet to be completed. Sampling charges for 2017/18 have been reduced as a result.
Tracey Beattie	Air Quality Programme	6,100	The residual amount in the budget will supplement the air quality monitoring programme in 2018-19 and any recommended actions from the Strategic Air Quality Action Plan 2018-2022.
	TOTAL	571,660	

Table 4 – Revenue Operational Bid Requests

Head of Service	Rollover Request £	Purpose of Rollover
Martyn Cassell	38,500	Underspend on leisure centre contract payment to SCL. However awaiting possible loss of income claim from them relating to outstanding maintenance issue in 17/18. Rollover requested to cover this should it be upheld. Furthermore there will be closures required in 2018 for the capital improvement works and so this money is requested to help cover future loss of income.
Martyn Cassell	9,000	As above, there will be closures required in 2018 at the leisure centre for the capital improvement works and so this money is requested to help cover future loss of income.
Martyn Cassell	8,000	Oare Gunpowder Works: Country Park – Interpretation Panel Replacement. Oare Gunpowder Works Country Park was officially opened 13 years ago with the various functions of the old Gunpowder works uncovered and presented in a sympathetic way in which through interpretation allows the site to be enjoyed as both a site for education and leisure visitors. The ten original interpretative signs around the site are in a poor state, some are faded and need updating and replacing with new signs. The Country Park was awarded a Green Flag this year and one of the key judging criteria is visible interpretation.
Martyn Cassell	15,000	Leysdown Coastal Park – Resurfacing and marking of Roadside Parking Area. Leysdown Coastal Park is a well-used facility but there has been an ongoing management issues of the entrance area and car park being used as a turning point for towed caravans, damaging the surfacing and creating traffic issues, To prevent this requires resurfacing and marking of roadside parking area.
Martyn Cassell	20,000	The rear of Delemark Road, Sheerness, close by to the Leisure Centre, is used daily by local businesses and visitors for unofficial ‘free’ parking. This creates traffic flow problems for users of Beachfields. The proposed works will be to resurface the road and then create a Traffic Order to displace the vehicles into using the nearby SBC paid and display car parks and provide extra spaces generating income. This will also improve the traffic flow in the area.
Martyn Cassell	10,000	Faversham Recreation Ground – Replacement Light Column Heads. Re: Replacement of the 23-year old Light Column Heads with more energy efficient and brighter units to assist in improving community safety and to support the HLF bid further.
Martyn Cassell	25,000	An invest to save request to address possible health & safety issues and to prevent future insurance liability claims: a comprehensive borough wide Tree audit was undertaken last year of trees in the Council’s ownership. A rolling programme of tree works has commenced. So far we have carried out work to approx. 140 trees with a priority grading of up to 1 year. There are circa 850 identified with works still required, with a priority up to three years which requires further budget allocation.

Table 4 – Revenue Operational Bid Requests

Head of Service	Rollover Request £	Purpose of Rollover
Martyn Cassell	50,000	Cabinet received a report at its meeting on the 30 May proposing a short-term solution for leisure centres of a 5.5-year contract extension. The funding requested will facilitate work on future leisure options and a report to come back by Spring 2019 with a detailed appraisal of options for long term provision for Swale’s leisure centres.
Martyn Cassell	80,000	Following a second phase of the Heritage Lottery Fund parks for people programme, detailed plans for improvements and enhancements at Faversham Rec have been submitted and will be subject to a final decision in June 2018. If successful in achieving the £1.9m bid, SBC have committed to provide some match-funding to undertake complimentary improvements to items outside the scope of the HLF criteria. This bid is to provide the funds to meet this commitment.
Martyn Cassell	10,000	Following a feasibility study/costings and as identified at Council February 2018, additional funding required to enable replacement of a pedestrian bridge at Oare Gunpowder Works Country Park. This will increase visitor access, particularly to a wetland habitat area of the park, not previously accessible to all. Part funded from S106 contributions, but with the requirement for a further £10,000 to enable replacement.
Rich Clarke	11,560	MKS Audit received consent to procure a new Audit Management Software which required a one-off increase in audit contribution which was agreed separately with all the S151 officers. This £7,710 to Swale based on its usual contribution. In addition, the 18/19 budget was based on a 1% pay increase which was then the guidance being issued by MBC finance for budgeting. However, the final settlement was a 2% increase.
Chris Woodward	11,000	The current annual revenue cost of our Microsoft licences (including Skype for Business) is due to increase from £174k to £375k per annum in total for all three authorities due to the removal of the 45% public sector discount plus a further price increase. An alternative is to move from using the current premises based product which is installed locally to the cloud based Microsoft 365. The cost of this move is estimated to be £208k which is an extra £11k per annum cost per partner but significantly cheaper than if we were to maintain the status quo.
Total	288,060	

Table 5 – Allocations from the Improvement and Regeneration Funds 2017/18

	Amount £
Performance Fund	
Payment Card Industry Data Security Standard Compliance	83,726
Safeguarding Database Upgrade	14,250
CCTV Consultancy	8,250
Air Quality	16,608
Transformation Team	91,560
General Data Protection Regulations	19,800
Total Approved as at March 2018	234,194

	Amount £
Regeneration Fund	
Housing & Infrastructure Fund Submission	8,000
Economic Development Support Officer	43,024
Regeneration Officer (Town Centres)	51,784
Member Grants	47,000
Total Approved as at March 2018	149,808

	Amount £
Communities Fund	
Heritage Training	3,500
The Salt Giveaway	3,489
Volunteer Swale Awards	4,900
Survey Work at T S Hasarde	950
Car Park Charges re Faversham Transport Weekend	2,000
Total Approved as at March 2018	14,839

	Amount £
Total Approved as at March 2018	398,841

Table 6 – Revenue Reserves (prior to 2017/18 rollovers)

	Balance 31 March 2017 £'000	Transfers out 2017/18 £'000	Transfers in 2017/18 £'000	Balance 31 March 2018 £'000	Note
Business Rates Volatility	(1,425)	25	(2,149)	(3,549)	(a)
General Reserve	(2,918)	435	(532)	(3,015)	(b)
Business Rates Pool (Economic Developm	(748)	0	(598)	(1,346)	(c)
Building Maintenance	(934)	122	(12)	(824)	(d)
Preceptors Council Tax Support	(309)	0	(254)	(563)	(e)
Housing Benefits	(490)	136	(62)	(416)	(f)
Regeneration	(687)	337	0	(350)	(g)
Repairs & Renewals	(183)	73	(76)	(186)	(h)
Performance	(535)	372	(153)	(316)	(i)
Parking	(113)	1	(193)	(305)	(j)
Commuted Sums	(331)	92	(19)	(258)	(k)
Local Development Framework	(175)	0	(62)	(237)	(l)
Pension and Redundancy	(205)	0	0	(205)	(m)
Local Loan Fund	(200)	0	0	(200)	(n)
Financial Services	(134)	0	(50)	(184)	(o)
Stay Put Grants	(144)	0	(39)	(183)	(p)
Housing	(182)	134	(119)	(167)	(q)
Wheeled Bins	(111)	0	(35)	(146)	(r)
Communities Fund	(116)	6	(2)	(112)	(s)
Miscellaneous	(1,321)	644	(535)	(1,212)	(t)
Total	(11,261)	2,377	(4,890)	(13,774)	

Table 6 – Revenue Reserves (prior to 2017/18 rollovers)

Notes

Ref	Reserve	Description
(a)	Business Rates Volatility Reserve	To assist the Council in managing the volatility of business rate income as a result of business rate localisation.
(b)	General Reserve	The use of this reserve is subject to the approval of members.
(c)	Business Rates Pool (Economic)	This fund has been established as a result of the Council joining the Kent Business Rates Pool. It is to fund economic development as agreed by the Council and KCC.
(d)	Building Maintenance	To meet items of backlog building maintenance as identified in the Council's medium term maintenance plan as well as urgent or unexpected items. Each year the reserve is topped up by any underspend on the building maintenance revenue budget.
(e)	Preceptors Council Tax Support Reserve	Paid by KCC, Police and Fire to reflect the costs of council tax support localisation.
(f)	Housing Benefits	Savings made in the Benefits section, including unspent grants were transferred to this reserve. This is used to cover the shortfall in grant.
(g)	Regeneration	To fund regeneration projects in the Borough. Officers can submit bids to this reserve.
(h)	Repairs and Renewals	Regular contributions are made to this fund from the general fund for a number of services to fund the future cost of significant items of expenditure.
(i)	Performance	To improve overall performance. Officers are invited to submit a bidding list of proposals.
(j)	Parking	Any surplus from on street parking is transferred to the ring fenced on-street parking account under Section 55 of the Road Traffic Act 1984.
(k)	Commuted Sums	Set up to meet Grant Thornton UK LLP recommendations on accounting treatment. This reserve will be used to fund play area and open space maintenance in future years.
(l)	Local Development Framework	Any underspend or overspend on this service on the general fund will be transferred to this fund and used solely to fund Local Development Framework associated work.
(m)	Pension & Redundancy	To meet the cost of releasing the Pension Fund benefits to staff who have taken early retirement and to fund all other redundancy costs.
(n)	Local Loan Fund	To support voluntary, community or not-for-profit organisations and town and parish councils in Swale to enable management and delivery of local services and facilities.

Table 6 – Revenue Reserves (prior to 2017/18 rollovers)

Notes

Ref	Reserve	Description
(o)	Financial Services	To fund system developments to ensure that financial systems remain up to date and meeting the costs of the professional advice and staff development on accounting, taxation, payments, etc required to maintain the high standard of performance.
(p)	Stay Put Fund	To support the Council's Stay Put service which offers advice, support and help to the elderly and disabled, who are owner occupiers or private tenants and who need practical assistance to repair, adapt or improve their homes.
(q)	Housing	The Housing reserves will help to fund the homelessness service in future years.
(r)	Wheeled Bins	This reserve is to fund the new wheeled bins purchases and replacements.
(s)	Communities Fund	To support the Council's commitment to the voluntary community sector.
(t)	Miscellaneous	This is made up of the earmarked reserves that are less than £100,000. A full list of these reserves is available upon request.

Table 7 – General Fund Balances 2017/18

	Working Budget £	2017/18 Outturn £	Variance £
Net Service Expenditure	18,122,000	17,293,007	(828,993)
Contribution (from) / to General Fund Balance	(116,000)	712,877	828,877
Net Revenue Expenditure	18,006,000	18,005,884	(116)
Net Service Expenditure			
Net Service Expenditure	18,122,000	17,293,007	(828,993)
Less:			
Council Tax Requirement	(7,469,000)	(7,469,046)	(46)
Business Rates	(6,416,000)	(6,416,000)	-
Revenue Support Grant	(1,238,000)	(1,238,108)	(108)
Collection Fund Surplus	(140,000)	(140,400)	(400)
New Homes Bonus	(2,743,000)	(2,742,330)	670
Net Deficit / (Surplus) on General Fund	116,000	(712,877)	(828,877)

Table 8 – Capital Programme 2017/18 Outturn

Capital Scheme	Funding SBC/P	2017/18 Original Budget £	2017/18 Revised Budget £	2017/18 Outturn £	2017/18 Variance £	Rollover Request £	Note No (See Table 9)
CCTV2-Repairs and Renewals	SBC	15,000	15,000	0	(15,000)	0	
Easthall Farm Community Centre	P	0	507,743	304,954	(202,789)	158,165	1
The Mill Project, Sittingbourne Skate Park	SBC	0	200,000	0	(200,000)	200,000	2a
The Mill Project, Sittingbourne Skate Park	P	0	40,000	20,983	(19,017)	19,017	2b
Faversham Creek Basin Regeneration Project (Swing Bridge)	SBC	0	200,000	0	(200,000)	200,000	3
Sittingbourne Town Centre	SBC	0	7,282,885	8,855,292	1,572,407	0	4
Total Economy & Communities		15,000	8,245,628	9,181,229	935,601	577,182	
Cemeteries	SBC	0	41,000	0	(41,000)	41,000	5
Thistle Hill Community Woodland - Trim Trail	P	0	35,000	35,012	12	0	
New Play Area - Iwade Schemes	P	0	150,000	145,988	(4,012)	0	
Sheerness Paddling Pool, Beachfields Park	SBC	0	12,526	12,526	0	0	
Play Area Queenborough Lines Nursery Close	P	0	6,515	27,575	21,060	0	
Milton Creek Footpath & Viewing Platform	SBC	0	17,386	17,351	(35)	0	
Gunpowder Works Oare Faversham	P	0	9,000	0	(9,000)	9,000	6
Faversham Recreation Ground Improvements	P	0	145,440	128,761	(16,679)	16,679	7
Newington Car Park Wall	SBC	0	11,260	0	(11,260)	0	
Car Park New Ticket Machines & Installation	SBC	0	14,000	0	(14,000)	0	
Kemsley Recreation Ground - Sports Improvements	P	0	20,640	20,546	(94)	0	
Resurfacing Promenade, The Leas	P	0	104,660	19,757	(84,903)	85,000	8
Car Park Information Boards	SBC	0	24,360	800	(23,560)	0	
Stonebridge Pond Timber Bridge, Faversham	SBC	0	20,765	23,340	2,575	0	
Modular Toilet Kiosks	SBC	0	30,000	0	(30,000)	30,000	9
Milton Creek Access Road	SBC	0	40,000	0	(40,000)	40,000	10
Bridge Deck Replacement at Barton's Point Coast Park, Queenborough Lines	SBC	0	18,860	18,860	0	0	
New Play Area - Thistle Hill	P	0	180,000	177,467	(2,533)	2,533	11

Table 8 – Capital Programme 2017/18 Outturn

Capital Scheme	Funding SBC/P	2017/18 Original Budget £	2017/18 Revised Budget £	2017/18 Outturn £	2017/18 Variance £	Rollover Request £	Note No (See Table 9)
Nursery Close/Queenborough Lines Bridge Replacement	SBC	0	1,735	1,735	0	0	
Iwade Recreation Ground Sports Provision	P	0	280,325	0	(280,325)	0	12
Coastal Monitoring Programme (Coast Protection)	P	0	0	56,608	56,608	0	13
Play Area - Castle Site Queenborough	P	0	0	14,896	14,896	0	
Beach Huts, Leysdown	SBC	0	19,259	19,595	336	0	
Total Commissioning & Customer Contact		0	1,182,731	720,817	(461,914)	224,212	
Air Pollution Monitoring Station	SBC	35,000	77,380	20,742	(56,638)	56,638	14
Environmental Services		35,000	77,380	20,742	(56,638)	56,638	
Swale House Lift Conversion	SBC	0	0	48,793	48,793	0	
Total Property Services		0	0	48,793	48,793	0	
Housing Renewal Grants (HRGs) – Disabled Facilities Grant (DFGs) Mandatory Grants	P	1,664,800	2,405,890	1,328,050	(1,077,840)	1,077,840	15a
HRG'S - DFG Mandatory Grants	SBC	0	92,100	0	(92,100)	92,100	15b
HRG - Housing Repair Grants Over 60	P	0	0	7,304	7,304	0	
Regional Housing Board 2 (RHB2) Decent Home Loans Owner Occupier	SBC	0	0	36,831	36,831	0	
Total Resident Services		1,664,800	2,497,990	1,372,185	(1,125,805)	1,169,940	
Adelante Payment Card Software	SBC	0	82,500	67,718	(14,782)	0	
Total Finance		0	82,500	67,718	(14,782)	0	
IT MKS Payment	SBC	0	0	79,960	79,960	0	16
Total Information Technology		0	0	79,960	79,960	0	
Total Capital Programme (SBC funded)	SBC	50,000	8,201,016	9,203,543	1,002,527	659,738	
Total Capital Programme (Partnership funded)	P	1,664,800	3,885,213	2,287,901	(1,597,312)	1,368,234	
Total Capital Programme (Gross Total)	SBC & P	1,714,800	12,086,229	11,491,444	(594,785)	2,027,972	

Table 9 – Capital Rollover Requests and Explanation of Variations 2017/18

Note No	Service / Portfolio	Service Manager	Description	Amount £	Notes
Rollover Requests:-					
1	Economy & Communities	Charlotte Hudson	Easthall Farm Community Centre	(158,165)	This rollover request is to pay for retention monies held.
2(a)	Economy & Communities	Charlotte Hudson	The Mill Project – Sittingbourne Skate Park	(200,000)	This rollover request is as a result of the delayed start date.
2(b)	Economy & Communities	Charlotte Hudson	The Mill Project – Sittingbourne Skate Park	(19,017)	
3	Economy & Communities	Charlotte Hudson	Faversham Creek Basin Regeneration Project (Swing Bridge)	(200,000)	Carry over is required until decision made on requirement for new bridge.
5	Commissioning & Customer Contact	Martyn Cassell	Cemeteries	(41,000)	Rollover has been requested to allow the various projects that make up this total, to be completed. The overarching aim is for improvements to cemeteries.
6	Commissioning & Customer Contact	Martyn Cassell	Gunpowder Works Oare	(9,000)	Rollover requested for feasibility for replacement bridge at Oare Gun Powder Works completed, but works held up due to need for additional funding to complete the work and requirement for English Heritage consent.
7	Commissioning & Customer Contact	Martyn Cassell	Faversham Recreation Ground Improvements	(16,679)	Second round bid to Heritage Lottery Fund (HLF) completed with procured consultant costs for development stage less than estimated. Rollover budget will be used for delivery of the improvement project
8	Commissioning & Customer Contact	Martyn Cassell	The Leas Promenade Resurfacing Scheme	(85,000)	There has been a spend of £170,000 of the £255,000 grant leaving a capital budget of £85,000 to carry over to 2018/19.

Table 9 – Capital Rollover Requests and Explanation of Variations 2017/18

Note No	Service / Portfolio	Service Manager	Description	Amount £	Notes
9	Commissioning & Customer Contact	Martyn Cassell	Modular Toilets	(30,000)	This requires rolling over as due to resources the full feasibility of the toilet block at Minster beach huts has not been completed. Initial work is suggesting more capital will be required but it forms an important part of the tourism agenda as we look to extend the current beach hut scheme
10	Commissioning & Customer Contact	Martyn Cassell	Milton Creek Access Road	(40,000)	Requires rolling forwards as SBC has been awaiting the outcome of the sale and build out of the area directly next to the country park. This will free up the required land under agreement with KCC to complete the vehicle access to the park
11	Commissioning & Customer Contact	Martyn Cassell	New Play Area - Thistle Hill	(2,533)	Play area and trim trail installation completed, small residue for additional play elements if snagging not required
14	Environmental Services	Tracey Beattie	Air Pollution Monitoring Station	(56,638)	A number of factors have caused the delay in the replacement of QA equipment. The continuation of building works in Ospringe has slowed the commissioning of new AQ equipment until the work is complete (due to the sensitivity of the monitoring equipment). The relocation of the St Paul's station was delayed due to installation of a metered electrical supply to the station. The new equipment will be commissioned early 2018/19. The development and review of a Strategic AQAP in 2017-18 has also meant postponing the decision to commit to additional equipment until the longer term strategic measures have been agreed.

Table 9 – Capital Rollover Requests and Explanation of Variations 2017/18

Note No	Service / Portfolio	Service Manager	Description	Amount £	Notes
15a	Resident Services	Glyn Pritchard	HRG'S - DFG Mandatory Grants	(1,077,840)	The carry over relates to Better Care fund (BCF) incorporating disabled facilities grants. Funding is from the Government and administered via KCC. In January, we received an additional £230,000 direct from DCLG on top of our original funding to spend by the end of March. DCLG monies are to be accounted for in the January to March spending. Leaving the BCF to carry over as agreed by Strategic Management Team and used for new or committed work which has either not yet commenced or not yet been completed where interim payments have been made. Cumulative cases offered DFG, currently stands at £1,966,632 with approximately £328,000 to £230,000 further cases in the system
15b	Resident Services	Glyn Pritchard	HRG'S - DFG Mandatory Grants	(92,100)	
TOTAL				2,027,972	

Explanation of other variations:-					
4	Economy & Communities	Charlotte Hudson	Sittingbourne Town Centre	1,572,406	The Retail, early phase highways works and the Multi Storey Car Park will be funded from internal borrowing. Officers are working with Arlingclose, the Council's treasury adviser, to develop an optimised long-term borrowing strategy.
12	Commissioning & Customer Contact	Martyn Cassell	Iwade Recreation Ground Sports Provision	(280,325)	This scheme was originally part of the Capital programme. However, the Section 106 monies were repaid to the developer along with responsibility for construction.
13	Commissioning & Customer Contact	Martyn Cassell	Coastal Monitoring Programme (Coast Protection)	56,608	This is the Swale element of the national coastal monitoring programme that is paid by the Environment Agency. This is administered by New Forest District Council.
16	Information Technology	Chris Woodward	IT MKS Payment	79,960	This is the capital element of Information Technology that is funded through Revenue.