

Financial Outturn Report 2018/19

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Table 10 – Main Variations by Service

Net (under)/overspend / income shortfall for 2018/19 by service		
Service – Cabinet Member (Head of Service)	£'000	Explanation
CHIEF EXECUTIVE – Cllr R Truelove (Mark Radford)		
Chief Executive & Corporate Costs	(46)	(£36k) Underspend – net staff costs; (£14k) Underspend – special projects; £4k Net additional costs.
TOTAL	(46)	
POLICY, COMMUNICATIONS AND CUSTOMER SERVICES – Cllr R Truelove (David Clifford)		
Policy	(30)	(£28k) Underspend – net staff costs; (£2k) Net underspend.
Communications	(43)	(£21k) Underspend – net staff costs; (£22k) Underspend - advertising & promotion.
Customer Services	(99)	(£54k) Underspend – net staff costs; (£38k) Underspend – KCC Sheerness Gateway contract; (£7k) Net underspend.
Information Governance	22	£22k Overspend – net staff costs.
Transformation Project	62	£62k Net additional staff costs. These costs are offset by staff savings in Revenues & Benefits and Customer Services.
TOTAL	(88)	(£30k is requested to roll forward into 2019/20 – refer to Table 11).
HOUSING, ECONOMY AND COMMUNITY SERVICES – Cllr B Martin, Cllr T Valentine, Cllr R Palmer, Cllr M Bonney, Cllr A Harrison (Charlotte Hudson)		
Economy & Community Services:-		
CCTV	(4)	£11k Additional contract costs; (£15k) Line rental savings.
Community Halls and Centres	6	£6k Net additional costs.
Community Safety	(27)	(£24k) Net staff cost savings; (£3k) Net savings.
Economy & Community Services, Cultural & Economic Development	(26)	(£19k) Net staff cost savings; (£7k) Net savings.
Learning, Business & Skills	19	£29k Additional cost of apprentices; (£10k) Savings licence cost.

Table 10 – Main Variations by Service

Net (under)/overspend / income shortfall for 2018/19 by service		
Service – Cabinet Member (Head of Service)	£'000	Explanation
Tourism & Heritage	(8)	(£15k) additional grant; £8k Additional net salary costs; (£1k) Net additional savings.
Arts Events & Activities	3	£3k Net additional costs.
Markets	(18)	(£16k) net business rates savings; (£2k) Net additional savings/income.
Sports Development	(43)	(£19k) additional grant; (£7k) Net salary savings; (£17k) Net additional savings/income.
Sub-total	(98)	(£26k is requested to roll forward into 2019/20 – refer to Table 11).
Housing:-		
Homelessness Temporary Accommodation	44	£44k Net additional homelessness costs.
Homelessness Temporary Houses	44	£30k Additional repairs and maintenance costs; £11k Loss of rental income; £3k Net additional costs.
Housing Advice / Options	12	(£4k) Net salary savings; £16k Net additional costs.
Housing Development and Strategy	(11)	(£5k) Net salary savings; (£6k) Net additional savings/income.
Private Sector Housing	(35)	(£9k) Net salary savings; (£20k) Net additional income; (£6k) Net additional savings/income.
Stay Put Scheme	(80)	(£16k) Net salary savings; (£57k) Disabled Facility Grants (DFG) additional income; (£7k) Net additional savings/income.
Sub-total	(26)	(£103k is requested to roll forward into 2019/20 – refer to Table 11).
TOTAL HOUSING, ECONOMY & COMMUNITY SERVICES	(124)	

Table 10 – Main Variations by Service

Net (under)/overspend / income shortfall for 2018/19 by service		
Service – Cabinet Member (Head of Service)	£'000	Explanation
PLANNING – Cllr M Baldock (James Freeman)		
Building Control/Dangerous Structures	(6)	(£9k) Partnership – underspend; £3k Additional costs – dangerous structures.
Development Control	(209)	(£287k) Additional income – planning fees – increase in applications; (£36k) Additional income - S106 monitoring fees; (£10k) Additional income – Pre-application advice; £66k Additional costs – legal fees / planning consultancy advice; £51k Additional net salary costs; £7k Net savings/underspend.
Development Services	9	(£14k) Reduced net salary costs; £23k Net additional expenditure.
Local Land Charges	65	£69k reduced income from land charges; (£4k) reduced costs – Mid Kent Planning Service.
Local Planning & Conservation	(18)	£27k Additional costs – Local Plan; (£5k) Staff cost savings; (£19k) Reduced costs – planning consultancy/advice; (£21k) Reduced costs net. N.B. The overspend on the local plan has been transferred to the ring-fenced reserve to be used solely to fund Local Plan associated work.
Mid Kent Planning Service (MKPS)	24	£24k Additional costs – Mid Kent Planning Service.
TOTAL PLANNING	(135)	(£109k is requested to roll forward into 2019/20 – refer to Table 11).
COMMISSIONING, ENVIRONMENT AND LEISURE – Cllr A Harrison, Cllr T Valentine (Martyn Cassell)		
Commissioning, Contracts and Procurement	(55)	(£41k) Savings salary costs; (£14k) Net miscellaneous savings.
Client & Amenity Services and Technical Services	(60)	(£47k) Savings salary costs; (£13k) Net miscellaneous savings.

Table 10 – Main Variations by Service

Net (under)/overspend / income shortfall for 2018/19 by service		
Service – Cabinet Member (Head of Service)	£'000	Explanation
Refuse Collection / Street Cleansing / Public Conveniences / Recycling & Waste Minimisation	(22)	(£31k) Contract costs savings; (£64k) Additional income wheeled bins; £77k Wheeled bins costs additional expenditure; (£10k) Net additional income Special Collections, including A249 litter picking; £13k Reduced income – garden waste collection; (£7k) Net additional savings/income.
Environmental Response Team	(79)	(£28k) Net additional anti-littering penalty savings; (£13k) Staff cost savings; (£11k) Savings re dog kennelling and returned dogs additional income; (£6k) Net Animal Welfare costs; (£3k) Additional income – pest control commission; (£16k) Savings – staff travel etc; (£2k) Savings – use of skips;
Parking Management	(27)	(£7k) Staff cost savings; (£47k) Net additional income – pay and display fees and season tickets; (£40k) Additional Income – Penalty Charge Notice (PCN) on-street parking; (£25k) Additional Income – Residents Parking; £44k Additional costs – Parking Partnership (Maidstone Borough Council); £52k Additional costs – cash security costs and increased use of cashless parking option RingGo. Offset by additional income; (£15k) Reduced expenditure – Parking Management Company; £12k Additional costs – business rates and water rates; (£1k) Other net savings/income N.B. The surplus relating to on-street parking has been transferred to the ring fenced on-street parking account under Section 55 of the Road Traffic Act 1984.
Seafront and Harbour & Quays	(12)	(£15k) Additional income memorial benches; (£3k) Additional income beach huts; £2k Additional cost RNLI contract; £4k Other net costs.

Table 10 – Main Variations by Service

Net (under)/overspend / income shortfall for 2018/19 by service		
Service – Cabinet Member (Head of Service)	£'000	Explanation
Cemeteries and Closed Churchyards	(20)	(£9k) Additional income internments; (£11k) Other net costs.
Highways	(30)	(£40k) Street naming & numbering fees additional income; £10k Additional expenditure street furniture and lighting.
Leisure, Sports, Open Spaces, Parks, Countryside and Allotments	(74)	(£72k) Leisure centres net operating and management contracts costs savings; (£17k) Open Spaces additional income; £15k Other net costs.
TOTAL	(379)	(£128k is requested to roll forward into 2019/20 – refer to Table 11).
REGENERATION – Cllr M Bonney (Emma Wiggins)		
Regeneration	11	£11k Additional net salary costs.
TOTAL	11	
IT SERVICES – Cllr R Truelove (Chris Woodward)		
Telecommunications	(11)	(£11k) Savings on equipment maintenance and line rental.
IT Maintenance and Software	(107)	(£107k) Underspend on IT maintenance and software. This variance has been transferred to the ring-fenced reserve to be used solely to fund IT related expenditure in future years.
Mid Kent ICT	(26)	(£26k) Savings on Mid Kent ICT service with Maidstone Borough Council.
TOTAL	(144)	
ENVIRONMENTAL HEALTH – Cllr T Valentine (Tracey Beattie)		
Environmental Health Mid Kent Service	(50)	(£50k) Underspend on shared service as a result of vacant posts.
Environmental Services	(5)	(£5k) Net underspend/additional income on client side.
TOTAL	(55)	(£55k is requested to roll forward into 2019/20 – refer to Table 11).
INTERNAL AUDIT – Cllr R Truelove (Rich Clarke)		
Mid Kent Audit Services	4	£4k Additional costs on shared service with Maidstone Borough Council.
TOTAL	4	

Table 10 – Main Variations by Service

Net (under)/overspend / income shortfall for 2018/19 by service		
Service – Cabinet Member (Head of Service)	£'000	Explanation
FINANCE – Cllr R Truelove (Nick Vickers)		
Financial Services	(17)	(£17k) Reduced net expenditure.
TOTAL	(17)	(£13k is requested to roll forward into 2019/20 – refer to Table 11).
REVENUES & BENEFITS – Cllr R Truelove (Nick Vickers)		
		<p>£305k Reduction in Benefit Admin Subsidy; (£230k) Additional Department for Works and Pensions (DWP) Housing Benefit Grant; (£225k) Staff cost savings; (£55k) Additional grant from KCC; (£9k) Additional DWP grant income; N.B. The net saving of (£214k) detailed above has been transferred to reserves.</p> <p>£285k Additional expenditure – from under recovery of over payments of Housing Benefits (please note that this is offset by £190k which is included under corporate costs); (£151k) Reduced expenditure on net Housing Benefits; (£128k) Additional income – recovery of Council Tax benefit overpaid (please note that this is offset by £110k set aside for bad debts which is included under corporate costs); (£14k) Reduced costs Fraud Partnership with Maidstone Borough Council; (£58k) Additional income MKS Debt Enforcement Partnership share of surplus; (£32k) Additional staff cost savings offsetting overspend in Transformation Team; £6k Net additional costs.</p>
TOTAL	(306)	
HUMAN RESOURCES – Cllr R Truelove (Bal Sandher)		
Mid Kent Human Resources	(35)	(£35k) Reduced costs on shared service with Maidstone Borough Council.
Organisational Development	(15)	(£8k) Reduced expenditure – corporate training; (£7k) Reduced expenditure net.
TOTAL	(50)	(£50k is requested to roll forward into 2019/20 – refer to Table 11).

Table 10 – Main Variations by Service

Net (under)/overspend / income shortfall for 2018/19 by service		
Service – Cabinet Member (Head of Service)	£'000	Explanation
LICENSING & RESILIENCE PLANNING – Cllr R Palmer (Della Fackrell)		
Licensing & Resilience	(56)	(£48k) Additional income – Hackney Carriage licences; £20k Reduced income – Gambling licence fees; (£20k) Additional income – legal fees; (£8k) Net savings. N.B. £6k net underspend on Hackney Carriage has been transferred to the ring-fenced reserve to be used to fund Hackney Carriage related expenditure in future years.
TOTAL	(56)	(£45k is requested to roll forward into 2019/20 – refer to Table 11).
LEGAL – Cllr R Truelove (Patricia Narebor)		
Legal MKLS	7	£7k Additional costs on shared service.
External Legal Fees	(23)	(£23k) Underspend on external legal fees.
S106 Income	5	£5k Reduced income
TOTAL	(11)	
DEMOCRATIC SERVICES – Cllr R Truelove (Katherine Bescoby)		
Democratic Process	(56)	(£13k) Underspend net salary costs; (£37k) Underspend – members' allowances and travel; (£6k) Reduced expenditure net.
MKS Shared Service Corporate Costs	(34)	(£34k) Underspend on corporate costs of MKS shared service costs from Maidstone Borough Council as a result of an underspend in 2017/18;
Elections & Electoral Registration	(55)	£3k Additional net salary costs; (£55k) Additional income from KCC; (£3k) Additional fees and charges income.
TOTAL	(145)	(£100k is requested to roll forward into 2019/20 – refer to Table 11).
PROPERTY SERVICES – Cllr M Bonney (Anne Adams)		
Property Services	4	(£19k) Underspend net salary costs; offset by £27k Additional consultancy costs; (£4k) Reduced expenditure net.
Administrative Buildings	(34)	(£22k) Underspend net salary costs; (£12k) Reduced expenditure net.

Table 10 – Main Variations by Service

Net (under)/overspend / income shortfall for 2018/19 by service		
Service – Cabinet Member (Head of Service)	£'000	Explanation
Property Management	(34)	(£28k) Additional income – rental income; (£8k) Savings on utility costs at Sheerness District Office; £2k Additional net costs.
Building Maintenance	(24)	N.B. (£24k) Variance on building maintenance has been transferred to the ring-fenced reserve to be used solely to fund building maintenance expenditure in future years.
TOTAL	(88)	(£64k is requested to roll forward into 2019/20 – refer to Table 11).
NON-SERVICE BUDGETS		
Sittingbourne Town Centre	50	Consultants and specialist advice for regeneration works.
Princes Street Retail Park	16	Additional consultancy costs.
Corporate	948	(£158k) Increase in cash flow and an improved return on our investments; £207k Minimum Revenue Provision (MRP) which is the cost to revenue of internally borrowing to fund capital expenditure. Outturn is after confirmation of timing of MRP costs from treasury advisers. £74k Transfer to reserves to support 2019/20 budget; £254k Council Tax Grant contribution to reserves; £104k Contributions from reserves not required; £455k Net contribution to reserves from ring fenced services as detailed in table above; £293k Net other movement on reserves (£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); (£27k) Net additional underspends.
	(615)	NET REVENUE SERVICE EXPENDITURE (Underspend)
Transfer to/ from General Fund Reserve	(316)	Budget originally assumed a contribution from the General Fund
	(931)	NET EXPENDITURE (Underspend)

Table 11 – Revenue Rollover Requests

No.	Head of Service	Funded from	Rollover Request £	Purpose of Rollover
1	Anne Adams	Property Services	22,000	This underspend is due to the post of Building Surveyor being vacant for part of the year. The intention is to leave this post vacant for a few more months and the underspend will be needed to provide external support. It is therefore requested that this is rolled into the 2019/20 consultancy budget.
2	Anne Adams	Property Services	42,000	The underspend on the service (apart from building maintenance) is requested to be transferred to the Building Maintenance Reserve for the funding of building maintenance in future years.
		Total	64,000	
3	Baljinder Sandher	HR Shared Service	35,000	The underspend relates mainly to the MKS HR service.
4	Baljinder Sandher	HR Shared Service	15,000	Underspend on training budget to address the B-Heard survey feedback and are planning to use the budget for training at the manager/supervisor level as well as at the Leadership level. The type of training we are planning will be carried out by an external provider and this budget will help us to cover the costs of the training.
		Total	50,000	
5	Charlotte Hudson	Housing Strategy	4,000	An insurance rebate received through the Better Homes Active Lives (BHAL) programme partnership with Kent County Council and other councils (relates to the delivery of a Private Finance Initiative contract). Part of the BHAL contract includes reviewing and renegotiating the associated insurances every 2 years, with any savings, or additional costs being shared between the partners. There is a chance that we could repay this rebate if there is any downturn with the insurance market or any other associated costs increase unexpectedly.

Table 11 – Revenue Rollover Requests

No.	Head of Service	Funded from	Rollover Request £	Purpose of Rollover
6	Charlotte Hudson	Staying Put	29,200	Additional Disabled Facility Grant (DFG) income made during the year, less agency staffing costs that are covered directly from DFG Fee income made from the Council works.
7	Charlotte Hudson	Staying Put	21,500	Additional DFG works undertaken in Swale and in Gravesham Borough Council. This is now our main funding stream (direct funding from health ceased 31 March 2018) and both stay put rollovers are required to continue to manage the service and pay towards staff costs.
8	Charlotte Hudson	Private Sector Housing	11,300	Income derived from a pilot partnership with Gravesham Borough Council for technical advice and administrative services (that has now finished) and a government grant to investigate breaches of the letting agency redress scheme called - Licencing of Houses in Multiple Occupation (HMO's). These fees will be used towards administering the licencing scheme over the period of the licence which is generally five years.
9	Charlotte Hudson	Private Sector Housing	6,800	Staff within the Private Sector Housing Team are on long-term sickness. This had an impact on work and workload of others and the absence of both officers will continue into 2019/20. In order to ensure adequate cover a rollover is requested to fund the extension of a temporary contract to assist with the workload.
10	Charlotte Hudson	Private Sector Housing	1,200	To fund the extension of a temporary contract and help to deal with the backlog of work and to allow investigations into letting agents redress scheme compliance and to find new licensable HMO's which will provide an income to the Council.

Table 11 – Revenue Rollover Requests

No.	Head of Service	Funded from	Rollover Request £	Purpose of Rollover
11	Charlotte Hudson	Sports Development	18,100	This rollover is requested as the balance remaining from the Sports England grant (£7k) and Satellite funding (£11,100). Sport England funding is the underspend from the Community Sports Activation Fund (CSAF) project and we only had confirmation in October 2018 that it wouldn't be recalled. A developing programme of work with health partners is planned to motivate inactive residents in 2019 and will utilise this money. Satellite funding secured to assist school and club links and developing work with primary and secondary school calendar of activities will be supported.
12	Charlotte Hudson	Tourism	7,500	This rollover is requested as it is the balance of the grant we received from KCC for the Cycling and Walking Infrastructure Plan for Faversham and Isle of Sheppey. A first stage payment for the initial work has been paid and the balance will fund the remaining work to be undertaken.
13	Charlotte Hudson	Homelessness Temporary Accommodation	29,600	The Homeless Reduction Act that came into force on 3 April 2018 has made significant changes to Housing legislation and introduced new duties for Local Authorities. The changes include statistical reporting required by Government and this has necessitated a change in software. Local authorities across the County all use the same IT provider (Locata Housing). More work will be required and therefore we are requesting the remaining balance from the Homelessness New Burdens grant and Homelessness Case Level Information Collection (H-CLIC) Stats Processing grant to be rolled over.
		Total	129,200	
14	David Clifford	Customer Services	10,000	This underspend has occurred through the Gateway costs during 2018/19 which are determined within the partnership contract with KCC in accordance with budget thresholds agreed. It is proposed that the underspend be rolled over and utilised in expanding our channel shift agenda.

Table 11 – Revenue Rollover Requests

No.	Head of Service	Funded from	Rollover Request £	Purpose of Rollover
15	David Clifford	Communications	8,600	This was funding earmarked for projects not completed in financial year 2018/19 due to staff shortage and changes. The rollover is requested to cover the potential costs of a peer review and implementing any recommendations.
16	David Clifford	Communications	6,000	Underspend as held back funds to support schemes that were ultimately funded elsewhere. The rollover is requested to support Visitor Economy Strategy marketing activity.
17	David Clifford	Communications	5,400	Underspend as we held back spending to ensure we could cover higher than budgeted contract for printing Inside Swale. Additional advertising revenue covered this, but final figure was unknown until March edition. The rollover is requested to cover the potential costs of a peer review and implementing any recommendations.
		Total	30,000	
18	Della Fackrell	Resilience	2,100	Kent Resilience Forum (KRF) charge reduced due to an underspend held but will be going up from 2019/20. This rollover could support the one-off charge for purchasing an Event App for the Safety Advisory Group process.
19	Della Fackrell	Licensing	42,700	Additional income on Hackney Carriages due to a change in the policy to three-year renewal rather than one year. Part of this will be used to fund a new taxi badge printer to find a suitable replacement as soon as possible.
		Total	44,800	

Table 11 – Revenue Rollover Requests

No.	Head of Service	Funded from	Rollover Request £	Purpose of Rollover
20	James Freeman	Enforcement	10,000	Ongoing / recurrence of unauthorised activity at Spade Lane site. £30K was rolled over last year to meet anticipated costs of planning enforcement-related work on this and one other challenging site. There is still an underspend in 2018-19 and we wish to roll-over £10K of the unspent allocated amount into 2019-20 to pay for external legal firms providing enforcement advice/action/training.
21	James Freeman	Development Management	50,000	This rollover would be used to meet the costs of handling delays to determining major applications submitted in 2018/19 and which are adding to the workload of the team in 2019/20.
22	James Freeman	Spatial Planning	18,000	Rollover to meet the additional costs of employing planning consultants following inability to recruit to Principal Planning officer post.
23	James Freeman	Appeals	12,000	Rollover to meet the additional cost of handling planning appeal work following failure to meet housing delivery test.
24	James Freeman	Conservation and Design	19,000	Rollover to meet the costs of handling the delay to bringing forward Heritage Strategy related work.
		Total	109,000	
25	Katherine Bescoby	Electoral Registration	53,900	Election funds transfer to reserve to fund future election costs with regards to the expected spend in 2019/20 for the Council rather than via a growth to the base budget during the budget setting process.
26	Katherine Bescoby	General Democratic Costs	37,200	Underspend on members' allowances and travel to fund new members costs.
27	Katherine Bescoby	Mayoral and Ceremonial	8,400	Salary underspend to cover costs for overtime for work on election and registration.
		Total	99,500	

Table 11 – Revenue Rollover Requests

No.	Head of Service	Funded from	Rollover Request £	Purpose of Rollover
28	Martyn Cassell	Environmental Initiatives	2,100	This has been awarded to successful Environmental Grant bids under the recently launched initiative by the Council. Most of the bids have been paid already, but three are still outstanding but will be paid in early 2019/20.
29	Martyn Cassell	Animal Welfare	6,000	More income has been generated this year due to new legislation coming into force regarding Animal Licensing. Licences are now issued on a three-year basis. We request this rollover to help with years two and three where less income may be forthcoming.
30	Martyn Cassell	Environmental Protection Dog Warden	6,000	This is to enable us to help cover the costs of our apprentice in the Environmental team for 2019/20.
31	Martyn Cassell	Close Churchyard	3,800	This is to fund continuing substantial works at St Marys closed churchyard. Awaited heritage advice and Dioceses' approval, quarter 2 works planned.
32	Martyn Cassell	Leisure Centres	16,900	Leisure Centres as approved by Cabinet 30/5/18, phase 2 future of Leisure consultancy work to be commissioned in second quarter 2, 2019. Delayed start due to focus on Leisure Centre improvements.
33	Martyn Cassell	Leisure Centres	7,000	Concessionary use to cover possible loss of income claims during leisure centre closures for works.
34	Martyn Cassell	Leisure Centres	5,000	Variations to Leisure Contract to cover possible loss of income claims during leisure centre closures for works.
35	Martyn Cassell	Leisure & Sports Centres	28,000	To cover possible loss of income claims during leisure centre closures for works.

Table 11 – Revenue Rollover Requests

No.	Head of Service	Funded from	Rollover Request £	Purpose of Rollover
36	Martyn Cassell	Refuse and Collection	23,700	Savings made from the street cleansing budget, indexation was lower than expected in 2018/19. Street cleansing contract is currently going through a review and core costs are expected to rise for 2019/20, rollover request to assist with covering these costs.
37	Martyn Cassell	Contracts and Procurement	20,000	Savings from the vacant post of Senior Manager to fund consultant support for review of waste and street cleansing contract and also to undertake projects that have been delayed by vacancy.
38	Martyn Cassell	Open Spaces	3,100	Income requested to be rolled forward to utilise in new financial year for Faversham Recreation Ground project to improve parks and open spaces.
39	Martyn Cassell	Highways SBC	1,000	Fixed fees per lighting unit paid to KCC as part of re-negotiated service agreement. The remaining funding was planned for use to undertake required structural and electrical survey of all Council lighting assets, but as KCC cannot undertake this work we are working with an external contractor.
40	Martyn Cassell	Highways SBC	1,400	Costs are anticipated to be in excess of the budget, so request to roll over the remaining 2018/19 budget to put towards these costs and ensure compliance of highway health and safety policies.
41	Martyn Cassell	Highways SBC	4,000	Rollover requested to fund the Leysdown Rose Tinted Scheme (Leysdown Xmas Lights payment).
		Total	128,000	
42	Phil Wilson	Finance	13,000	An underspend on staffing costs and fees is requested to be rolled forward to fund the development of modules to support digitised tax returns, data security and other processes.
		Total	13,000	

Table 11 – Revenue Rollover Requests

No.	Head of Service	Funded from	Rollover Request £	Purpose of Rollover
43	Tracey Beattie	Contaminated land	4,300	It was not possible during 2018/19 to carry out the work which was planned re contaminated land which has resulted in the lack of spending for sampling and charging fees for our work.
44	Tracey Beattie	Air quality	2,600	It is a high-profile area of work and it is important to rollover the underspend from last year to assist us with future challenges.
45	Tracey Beattie	Food and Health and Safety	48,100	As a result of uncertainty revolving around the EU Exit date there has been an underspend in these services. In addition, we have been exceptionally busy with introducing the Request for Rescore scheme and the increasing number of poorly rated premises. This has meant that not all of the budgets in the other areas have been spent. We have also been holding 1 ½ vacancies for much of the year which has also impacted on some of these spend. These vacancies will be filled in the next few months and with the EU exit date it is essential this amount is rolled forward. It is also likely we will need to extend the contract with our contractor to ensure we meet Council Key Performance Indicators as well as our statutory duties.
		Total	55,000	
	TOTAL ROLLOVER REQUESTS		722,500	

Table 12 – Allocations from the Improvement and Regeneration Funds 2018/19

	Amount £
Performance Fund	
Housing Register Apprentice	9,895
Best Companies B-Heard Survey 2018/19	12,000
Transformation Team	17,812
Independent Housing Consultant	20,000
Council High Priority Projects in The Leisure Section	46,500
Landlord Introduction Scheme – Temporary Housing Finance Officer	13,415
Total Approved as at March 2019	119,622

	Amount £
Regeneration Fund	
Member Grants	47,000
Delivering for You	
- Public realm improvements, Faversham	7,310
- Town & Borough sign replacement	18,000
- New litter bins	25,000
- Bus shelters refurbishment	11,886
- Flood lane space refurbishment	2,550
- Street name places	8,307
- Floral planters	3,800
- Public realm improvements, Sheerness	42,879
Regeneration Officers (Town Centre)	52,755
Economic Development Support Officer	44,166
Total Approved as at March 2019	263,653

Table 12 – Allocations from the Improvement and Regeneration Funds 2018/19

	Amount £
Communities Fund	
The Mount Garden	5,000
Dolphin Sailing Barge Museum	35,000
Feasibility Works for TS Hasarde	13,700
Sittingbourne Orpheus Choral Society	3,000
Sittingbourne and Milton Swimming Club	4,000
Volunteer Swale Awards 2019	4,900
Salt Giveaway 2018/19	3,807
Catenary Wires in Sheerness	1,842
Historic Swale CIO & Swale CVS Support	600
Community Heritage Event Ltd	5,216
Total Approved as at March 2019	77,065

	Amount £
Total All Fund Approved as at March 2019	460,340

Table 13 – Revenue Reserves (prior to 2018/19 rollovers)

	Balance 31 March 2018 £'000	Transfers out 2018/19 £'000	Transfers in 2018/19 £'000	Balance 31 March 2019 £'000	Note
Business Rates Volatility	(3,549)	426	(1,812)	(4,935)	(i)
General Reserve	(3,015)	906	(77)	(2,186)	(ii)
Business Rates Pool (Economic Development)	(1,346)	35	(754)	(2,065)	(iii)
Building Maintenance	(824)	81	(154)	(897)	(iv)
Preceptors Council Tax Support	(563)	0	(254)	(817)	(v)
Housing Benefits	(416)	0	(214)	(630)	(vi)
Regeneration	(350)	213	(300)	(437)	(vii)
Performance	(316)	122	(300)	(494)	(viii)
Civil Parking Enforcement	(153)	0	(82)	(235)	(ix)
Commuted Sums	(258)	14	(22)	(266)	(x)
Local Plan	(237)	29	0	(208)	(xi)
Pension & Redundancy	(205)	369	(250)	(86)	(xii)
Local Loan Fund	(200)	25	0	(175)	(xiii)
Repairs & Renewals	(186)	61	(149)	(274)	(xiv)
Financial Services	(184)	25	(25)	(184)	(xv)
Stay Put Grants	(183)	18	(67)	(232)	(xvi)
Housing	(167)	30	0	(137)	(xvii)
Wheeled Bins	(146)	0	(35)	(181)	(xviii)
Communities Fund	(112)	66	(76)	(122)	(xix)
Sittingbourne Town Centre (STC) Retail Park	0	0	(439)	(439)	(xx)
North Kent Housing and Commercial Growth Fund	0	0	(846)	(846)	(xxi)
Electoral Registration	(89)	0	0	(89)	(xxii)
Information and Communication Technology Reserve	(44)	0	(11)	(55)	(xxiii)
Refuse and Recycling	(105)	9	(36)	(132)	(xxiv)
Tree Survey and Works in Closed Churchyards	(38)	0	(25)	(63)	(xxv)

Table 13 – Revenue Reserves (prior to 2018/19 rollovers)

	Balance 31 March 2018 £'000	Transfers out 2018/19 £'000	Transfers in 2018/19 £'000	Balance 31 March 2019 £'000	Note
Cemeteries	(55)	10	(15)	(60)	(xxvi)
Faversham Recreation Heritage Lottery Fund (HLF) Bid	0	0	(80)	(80)	(xxvii)
Milton Creek Access Road	(75)	0	0	(75)	(xxviii)
Environmental Initiatives	(49)	0	(28)	(77)	(xxix)
Disabled Facilities Grants (Revenue)	0	7	(92)	(85)	(xxx)
Faversham Creek Footpath	(60)	0	0	(60)	(xxxi)
Insurance Funds	(91)	3	0	(88)	(xxxii)
Car Parking Equipment	(68)	0	(35)	(103)	(xxxiii)
Miscellaneous	(690)	214	(542)	(1,018)	(xxxix)
Sub Total Earmarked Reserves	(13,774)	2,663	(6,720)	(17,831)	
Capital Receipts Reserve	(1,081)	438	(722)	(1,365)	
Capital Grants Unapplied Account	(326)	78	(81)	(329)	
General Fund	(4,695)	952	(615)	(4,358)	
Total Reserves	(19,876)	4,131	(8,138)	(23,883)	

Table 13 – Revenue Reserves (prior to 2018/19 rollovers)**Notes**

Ref	Reserve	Description
(i)	Business Rates Volatility Reserve	To assist the Council in managing the volatility of business rate income as a result of business rate localisation.
(ii)	General Reserve	The use of this reserve is subject to the approval of Members.
(iii)	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.
(iv)	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.
(v)	Preceptors Council Tax Support	Paid by KCC, Police and Fire to reflect the costs of Council Tax support localisation.
(vi)	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.
(vii)	Regeneration	To fund regeneration projects in the Borough. Officers can submit bids to this reserve.
(viii)	Performance	To improve overall performance. Officers can submit a bidding list of proposals.
(ix)	Civil Parking Enforcement Reserve	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.
(x)	Commutated Sums	This reserve will be used to fund play area and open space maintenance in future years.
(xi)	Local Plan	Any underspend or overspend on this service on the General Fund will be transferred to this fund and used solely to fund Local Plan associated work.
(xii)	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.
(xiii)	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 13 – Revenue Reserves (prior to 2018/19 rollovers)

Notes

Ref	Reserve	Description
(xiv)	Repairs & 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.
(xv)	Financial Services	To fund continuous system developments for the financial systems, and meeting the costs of the professional advice and staff development on accounting, taxation, payments, etc.
(xvi)	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.
(xvii)	Housing	To fund the homelessness service in future years.
(xviii)	Wheeled Bins	To fund the new wheeled bins purchases and replacements.
(xix)	Communities Fund	This is to support the Council's Localism Agenda.
(xx)	STC Retail Park	This reserve is for the accounting adjustment between the value of income received and the value included in the accounts.
(xxi)	North Kent Housing & Commercial Growth Fund	Under the Kent Business Rates 2018/19 Pilot there was to be an allocation of funds called the Housing and Commercial Growth Fund which was allocated among "clusters" of authorities for each cluster to determine the final allocation. SBC is in the "North Kent" cluster.
(xxii)	Electoral Registration	To fund one-off costs of Local Authority elections in future years.
(xxiii)	Information and Communication Technology Reserve	This is the net ICT underspend and will be used to fund IT equipment in future years.
(xxiv)	Refuse and Recycling	To fund on-going review of additional roads from new developments to be added on to Biffa contract and services including clinical, bulky and weekly collections.
(xxv)	Tree Survey and Works in Closed Churchyards	Funding required to appoint consultants to undertake a tree condition survey across the Council's Green Spaces and to fund a rolling programme of tree works.

Table 13 – Revenue Reserves (prior to 2018/19 rollovers)

Notes

Ref	Reserve	Description
(xxvi)	Cemeteries	Used 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.
(xxvii)	Faversham Recreation HLF Bid	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.
(xxviii)	Milton Creek Access Road	Reserve will be used for new access road to Milton Country Park and increased security around the car park to stop unauthorised encampments.
(xxix)	Environmental Initiatives	Income from fixed Penalty notices used to support various environmental initiatives. It is a requirement of the legislation that any money generated is used to create a cleaner and greener environment.
(xxx)	Disabled Facilities Grants (Revenue)	This reserve is related to the Better Care Fund (BCF) incorporating Disabled Facilities Grants (DFG). Funding is from the Government and administered via KCC. The balance of the BCF to carry over as agreed by Strategic Management Team and used for new or committed work to support the DFG service.
(xxxi)	Faversham Creek Footpath	Footpath in Faversham - part of the regeneration of the Faversham Creek.
(xxxii)	Insurance Funds	The purpose of the reserve is to fund Insurance claims that fall below £1,000 which will reduce our number of claims.
(xxxiii)	Car Parking Equipment	This reserve is made up of approved rollovers from previous financial years and will be used to fund car parking equipment replacement and use of new technology.
(xxxix)	Miscellaneous	This is made up of the earmarked reserves that are less than £50,000. A full list of these reserves is available upon request.

Table 14 – Capital Programme 2018/19 Outturn

Capital Scheme	Funding SBC/ Partnership (P)	2018/19 Original Budget £	2018/19 Revised Budget £	2018/19 Outturn £	2018/19 Variance £	Rollover Request £	Note No (See Table 15)
CCTV - Reserves - Repairs & Renewals	SBC	15,000	15,000	0	(15,000)	15,000	1
The Mill Project, Sittingbourne Skate Park - S106	P	0	4,020	2,675	(1,345)	1,345	2
The Mill Project, Sittingbourne Skate Park - Capital Receipts	SBC	0	50,000	0	(50,000)	50,000	2
Sittingbourne Town Centre - Retail Properties	SBC	720,130	720,130	1,427,069	706,939	0	
Sittingbourne Town Centre - Other Assets	SBC	59,740	59,740	497,701	437,961	0	
Sittingbourne Town Centre - Multi Storey Car Park	SBC	3,532,210	3,532,210	3,955,140	422,930	0	
Sittingbourne Town Centre - Regeneration	SBC	26,521,830	8,671,780	8,099,662	(572,118)	0	
Land to front of Sittingbourne Train Station	SBC	0	0	430,000	430,000	0	
Borden Sport Ltd Loan	SBC	0	0	24,999	24,999	0	
Disabled Facilities Grants - External Grant	P	1,664,800	3,158,960	1,545,035	(1,613,925)	1,613,927	3
Dolphin Yard Sailing Barge Museum – S106	P	0	70,000	70,000	0	0	
Dolphin Yard Sailing Barge Museum - Reserves	SBC	0	35,000	35,000	0	0	
Easthall Farm Community Centre - S106	P	0	158,170	0	(158,170)	0	
Former Bus Depot, East Street - Internal / External Borrowing	SBC	0	1,155,690	1,155,694	4	0	
Housing Renovation Grants Over 60	SBC	0	0	3,500	3,500	0	
Winter Warmth Grants	SBC	0	0	20,185	20,185	0	
Decent Home Loans Owner Occupier	SBC	0	0	54,790	54,790	0	
Total Housing, Economy & Community Services		32,513,710	17,630,700	17,321,450	(309,250)	1,680,272	
Cemeteries	SBC	0	41,000	0	(41,000)	0	
Faversham Recreation Ground Improvement	P	0	161,390	179,642	18,252	0	
Gunpowder Works Oare Faversham	P	0	9,000	0	(9,000)	9,000	4
New Play Area - Iwade Scheme	P	0	5,000	5,000	0	0	
Leisure Centres	SBC	1,000,000	2,000,000	920,724	(1,079,276)	1,079,000	5
Thistle Hill New Play Area	P	0	26,380	26,382	2	0	
Nursery Close/Queenborough Lines Bridge Replacement	SBC	0	400	400	0	0	

Table 14 – Capital Programme 2018/19 Outturn

Capital Scheme	Funding SBC/ Partnership (P)	2018/19 Original Budget £	2018/19 Revised Budget £	2018/19 Outturn £	2018/19 Variance £	Rollover Request £	Note No (See Table 15)
Open Spaces Play Equipment	P	100,000	14,000	0	(14,000)	0	
Play Area, Windermere, Faversham	P	0	13,890	13,892	2	0	
Play Area Refurbishment – Milton Recreation Ground	P	0	45,190	45,185	(5)	0	
Play Improvements	SBC	0	40,307	0	(40,307)	40,300	6
Faversham Pool Play Area Improvement	SBC	0	54,836	54,836	0	0	
Rectory Playing Field Play Area Improvement	SBC	0	5,678	5,678	0	0	
Beachfields Park Play Area Improvement	SBC	0	49,179	49,179	0	0	
Queensborough Causeway Hard	SBC	0	60,000	60,000	0	0	
Resurfacing Promenade, The Leas	P	0	30	0	(30)	0	
Coastal Monitoring Programme (Coast Protection)	P	0	0	41,513	41,513	0	
Total Commissioning, Environment & Leisure		1,100,000	2,526,280	1,402,431	(1,123,849)	1,128,300	
Swale House – Lifts Refurbishment	SBC	0	80,960	80,955	(5)	0	
Total Property Services		0	80,960	80,955	(5)	0	
Replacement of Air Pollution Monitoring Station	SBC	0	56,640	7,595	(49,045)	49,045	7
Total Environmental Health		0	56,640	7,595	(49,045)	49,045	
Agresso Upgrade	SBC	0	25,000	19,795	(5,205)	5,205	8
Total Finance		0	25,000	19,795	(5,205)	5,205	
ICT infrastructure and equipment replacement	SBC	103,400	27,000	38,345	11,345	0	
Total Information Technology		103,400	27,000	38,345	11,345	0	
Total Capital Programme (SBC funded)	SBC	31,952,310	16,680,550	16,941,247	260,697	1,238,550	
Total Capital Programme (Partnership funded)	P	1,764,800	3,666,030	1,929,324	(1,736,706)	1,624,272	
Total Capital Programme	SBC & P	33,717,110	20,346,580	18,870,571	(1,476,009)	2,862,822	

Table 15 - Capital Rollovers & Explanation of Variations

Note No	Service / Portfolio	Service Manager	Description	Amount £	Notes
Rollover Requests:-					
1	Economy & Communities	Charlotte Hudson	CCTV - Reserves - Repairs & Renewals	15,000	CCTV Repair and Renewal Reserves funding requested to be rolled into 2019/20 as no overspend in 2018/19 due to fibre lines being cancelled.
2	Economy & Communities	Charlotte Hudson	The Mill Project, Sittingbourne Skate Park	51,345	Skatepark - the contractors have failed to start on the agreed date and hence the expected expenditure has not been spent.
3	Economy & Communities	Charlotte Hudson	DFG Mandatory Grants	1,613,927	Funding is from Central Government and administered via KCC the money is part of the Better Care Fund (BCF) which incorporates aspects of health and our Disabled Facilities Grants (DFG) which are mandatory. The Government also provided additional funding of £150k in Jan 2019 to be spent by end March 2019 on DFG's and they recommend any BCF monies to be rolled so that the £150k could be spent within the year. All grant requests have been catered for and there are no waiting lists. The number of grants and spend is dependent on the need of the applicant and grants can vary from £1k to £30k. Once a grant is approved the applicant has 12 months to complete the work therefore the DFG is a rolling process that crosses financial periods. The rollover will be expended in the year on existing committed grant approvals and pre-existing applications in the system and new government funding will be utilised to provide Staying Put with the finance needed (an initial £100k) to undertake discretionary work under the housing assistance policy and to continue with an agreement with KCC to provide the dedicated professional services of an occupational therapist to allow progress of DFG's and to enable the best use of all funding when assessing DFG's to help people live independently for longer in their homes.
4	Commissioning & Customer Contact	Martyn Cassell	Gunpowder Works Oare Faversham	9,000	Replacement bridge, awaiting Historic England formal approval of plans. Works planned July to December 2019.

Table 15 - Capital Rollovers & Explanation of Variations

Note No	Service / Portfolio	Service Manager	Description	Amount £	Notes
5	Leisure Centre	Martyn Cassell	Leisure Centres	1,079,000	Sheppey and Swallow leisure centres refurbishment.
6	Play Areas	Martyn Cassell	Play Areas	40,300	Play area budget underspend and roll over is requested to continue improvements.
7	Environmental Services	Tracey Beattie	Air Pollution Monitoring Station	49,045	Budget was approved at Cabinet on February 2018 - additional £50k Minute 472/02.2018. Rollover requested for the balance to 2019/20. The out turn for 2018 /19 has been used to purchase new monitoring for St Paul's Air Quality Monitoring Station. The rollover capital is required to complete the feasibility study for the proposed Low Emissions Zone for the A2 as determined in the Strategic Air Quality Action Plan 2018 – 2022 and other projects identified by the Air Quality Steering Group.
8	Financial Services	Phil Wilson	Agresso Upgrade (Milestone 7)	5,205	The financial system was upgraded in 2018/19 but the upgrade includes modules which will enable complying with the HMRC "Making Tax Digital" request for digital monthly tax returns and for a module to improve compliance with information regulations. These will be implemented in 2019/20 and the rollforward of the budget will enable this implementation.
TOTAL				£2,862,822	