

## AGENDA

### SCRUTINY COMMITTEE MEETING

Date: Wednesday, 20 July 2016

Time: 7.00 pm

Venue: Council Chamber, Swale House, East Street, Sittingbourne, Kent, ME10 3HT

Membership:

Councillors Mike Baldock, Andy Booth (Chairman), Lloyd Bowen (Vice-Chairman), Derek Conway, Mike Dendor, Mark Ellen, Mick Galvin, Mike Henderson, Ken Ingleton, Nigel Kay, Samuel Koffie-Williams, Peter Marchington and Ben Stokes

Quorum = 4

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1. Fire Evacuation Procedure

The Chairman will advise the meeting of the evacuation procedures to follow in the event of an emergency. This is particularly important for visitors and members of the public who will be unfamiliar with the building and procedures.

The Chairman will inform the meeting whether there is a planned evacuation drill due to take place, what the alarm sounds like (i.e. ringing bells), where the closest emergency exit route is, and where the second closest emergency exit route is, in the event that the closest exit or route is blocked.

The Chairman will inform the meeting that:

    - (a) in the event of the alarm sounding, everybody must leave the building via the nearest safe available exit and gather at the Assembly points at the far side of the Car Park; and
    - (b) the lifts must not be used in the event of an evacuation.

Any officers present at the meeting will aid with the evacuation.

It is important that the Chairman is informed of any person attending who is disabled or unable to use the stairs, so that suitable arrangements may be made in the event of an emergency.
  2. Apologies for Absence and Confirmation of Substitutes

3. Minutes

To approve the Minutes of the Meeting held on 9 June 2016 (Minute Nos. 727 - 735) as a correct record.

4. Declarations of Interest

Councillors should not act or take decisions in order to gain financial or other material benefits for themselves or their spouse, civil partner or person with whom they are living with as a spouse or civil partner. They must declare and resolve any interests and relationships.

The Chairman will ask Members if they have any interests to declare in respect of items on this agenda, under the following headings:

(a) Disclosable Pecuniary Interests (DPI) under the Localism Act 2011. The nature as well as the existence of any such interest must be declared. After declaring a DPI, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking.

(b) Disclosable Non Pecuniary (DNPI) under the Code of Conduct adopted by the Council in May 2012. The nature as well as the existence of any such interest must be declared. After declaring a DNPI interest, the Member may stay, speak and vote on the matter.

(c) Where it is possible that a fair-minded and informed observer, having considered the facts would conclude that there was a real possibility that the Member might be predetermined or biased the Member should declare their predetermination or bias and then leave the room while that item is considered.

**Advice to Members:** If any Councillor has any doubt about the existence or nature of any DPI or DNPI which he/she may have in any item on this agenda, he/she should seek advice from the Director of Corporate Services as Monitoring Officer, the Head of Legal or from other Solicitors in Legal Services as early as possible, and in advance of the Meeting.

**Part One - Substantive Items**

5. Financial Outturn Report 2015/16

1 - 44

The Committee is asked to consider the Financial Outturn Report for 2015/16.

The Head of Finance and the Cabinet Member for Finance and Performance have been invited to attend the meeting.

**Part Two - Business Items**

6. Reviews at Follow-up Stage and Log of Recommendations

45 - 46

The Committee is asked to review the updated log of recommendations (attached).

7. Other Review Progress Reports

The Committee is asked to consider updates on other reviews:

- Leisure and Tourism;
- Housing Services; and
- Development Management.

8. Cabinet Forward Plan

47 - 60

The Committee is asked to consider the Forward Plan with a view to identifying possible items for pre-decision scrutiny.

### Issued on Monday, 11 July 2016

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact DEMOCRATIC SERVICES on 01795 417330**. To find out more about the work of the Scrutiny Committee, please visit [www.swale.gov.uk](http://www.swale.gov.uk)

Director of Corporate Services, Swale Borough Council,  
Swale House, East Street, Sittingbourne, Kent, ME10 3HT

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<b>Cabinet</b>	
<b>Meeting Date</b>	<b>13 July 2016</b>
<b>Report Title</b>	<b>Financial Outturn Report 2015/16</b>
<b>Cabinet Member</b>	<b>Cllr Duncan Dewar-Whalley, Cabinet Member for Finance &amp; Performance</b>
<b>SMT Lead</b>	<b>Nick Vickers, Head of Finance</b>
<b>Head of Service</b>	<b>Nick Vickers, Head of Finance</b>
<b>Lead Officer</b>	<b>Phil Wilson, Chief Accountant</b>
<b>Key Decision</b>	<b>Yes</b>
<b>Classification</b>	<b>Open</b>
<b>Forward Plan</b>	<b>Reference number: 17</b>
<b>Recommendations</b>	<ol style="list-style-type: none"> <li>1. To note the gross revenue underspend on services of £1,958,000.</li> <li>2. To note the £138,250 rollover of specific and other grants, and a rollover of £48,000 due to an accounting adjustment re play areas.</li> <li>3. To note the approved rollover of £170,000 to meet the 2016/17 base budget as set out in paragraph 1.6.</li> <li>4. To note the net revenue underspend on services of £1,601,750.</li> <li>5. To approve the revenue rollover of specific and other grants of £138,250 as set out in Table 3 Appendix 1.</li> <li>6. To note the net revenue over-recovery on business rates of £1,744,380.</li> <li>7. To consider the further revenue service rollovers of £754,510 from 2015/16, and the setting up of new reserves as set out in Table 4 Appendix I for approval.</li> <li>8. To consider the revenue service bids of £443,990, as set out in Table 5 Appendix I for approval.</li> <li>9. To delegate to the Head of Finance the allocation of uncommitted underspends to reserve funds.</li> <li>10. To consider the capital rollovers of £473,160, as detailed in Table 10 Appendix I for approval.</li> </ol>

## 1. Purpose of Report and Executive Summary

1.1 This report sets out the revenue and capital outturn position for 2015/16.

- 1.2 Whilst the report refers to “underspends”, this actually consists of two quite separate issues; genuine underspends against expenditure budgets, and additional income. The net effect is an underspend against the agreed Council budget.
- 1.3 This report shows that once again the Council has been able to achieve a significant underspend in the year. This is primarily due to the higher savings on contracts, and higher income – these two areas account for 79% of the £1,958,000 underspend. With a well-known flightpath of reduced funding into the medium term, the Council has once again pre-empted future funding reductions by restricting expenditure in year.
- 1.4 The outturn position needs to be seen in the context of the Council’s medium term financial position, as set out in the February Council budget report. The Council currently has a funding gap of £966,000 in 2017/18, and £2,711,000 in 2018/19. The scope of management efficiency savings and for savings on major contracts is also much reduced given the successful work to date. Balancing the budget therefore becomes much more about generating income, via business rates and New Homes Bonus in particular.
- 1.5 Council on 17 February (report item 10) agreed to contribute £170,000 from the 2015/16 underspend to meet the 2016/17 funding gap.
- 1.6 The headline figures are:
- total revenue underspend of £1,958,000;
  - £138,250 rollover of specific and other grants;
  - £48,000 rollover due to an accounting adjustment;
  - £170,000 rollover to meet 16/17 funding gap;
  - £754,515 bid requests from heads of service – Table 4 in Appendix I;
  - £443,993 rollover requests of operational underspends – Table 5 in Appendix I;
  - net over-recovery on business rates of £1,744,381; and
  - capital underspend of £69,399.
- 1.7 The detailed outturn statements are detailed in Tables 1 and 2 in Appendix I.

## **2. Background**

- 2.1 The Council operates a monthly budget monitoring process at Head of Service level, with reports each month to the Strategic Management Team.
- 2.2 Financial monitoring reports are presented to Cabinet on a quarterly basis, as well as to Scrutiny Committee.

### 3. Proposals

#### Revenue Outturn

3.1 The third quarter (April – December) variance reported to Cabinet was an underspend of £943,000. Therefore, the movement since then totals £1,015,000. Table 1 details this movement (items over £30,000).

**Table 1: Movements since February Cabinet**

	£'000	£'000
<b>Variance to Cabinet (April to December)</b>		<b>(943)</b>
<b>Economy &amp; Communities</b>		
Sports Development	(33)	
Community Safety	(29)	
Learning & Skills	(22)	
Other (net)	(31)	<b>(115)</b>
<b>Resident Services</b>		
Bed & Breakfast Costs – Additional Expenditure	100	
Recovery of Council Tax Costs	48	
Windfall recovery of Council Tax Benefit Overpayment – a review of accounts of Collection Fund identified that repayments of overpaid Council Tax Benefit should be credited to the General Fund	(218)	
Other (net)	(43)	<b>(113)</b>
<b>Commissioning &amp; Customer Contact</b>		
Cemeteries	(45)	
Street Cleansing	(31)	
Waste & Recycling Promotion	(106)	
Grounds Maintenance Contract	(34)	
Commissioning & Customer Contact	(32)	
Car Park Income	(237)	
Leisure & Sports	(60)	
Net Commissioning	(78)	<b>(623)</b>
<b>Corporate Services</b>		
Corporate Director – net savings on external audit etc.		(23)
Licensing – fee income and salary underspends		(32)
MKIP Services - Environmental Health, IT, Legal and HR		(134)
Elections & Electoral Registration – additional contributions		(41)
Corporate Provision for Bad Debt		(65)
Corporate Items (net)		73
Net other movements		58
	<b>Total Movement</b>	<b>(1,015)</b>
	<b>Variance to Cabinet (April to March 2016)</b>	<b>(1,958)</b>

3.2 Table 1 in Appendix I shows the outturn position by service, with most services showing an underspend. The line-by-line variations are explained in Table 2 in Appendix I.

3.3 Within the total underspend are specific and other grants totalling £126,256. The principal grants are:

- Stay Put Health grant - £40,480;
- Troubled Families Grant - £21,847; and
- Air Quality Grant - £13,284.

3.4 There are a number of service movements within the overall revenue outturn, and the most significant of these are summarised below.

**Table 2: Service Movements**

<b>Service/Contract</b>	<b>Reason for variance</b>	<b>£'000</b>
<b>Additional Income:</b>		
Parking	Pay and Display and PCN income	(237)
Housing Benefit	The local council tax support scheme replaced council tax benefit in 2013. However, since then the Council received £218k income from the recovery of overpaid council tax benefit, which originally was paid into the Collection Fund but it should have been accounted for in the General Fund	(218)
	Recovery of Council Tax costs greater than expected	(32)
	Recovery of Housing Benefit overpayments	(75)
Corporate Items	Additional external interest income	(149)
	KCC 2 <sup>nd</sup> Homes Discount grant	(27)
	Reduction in bad debt due to improved collection	(65)
Recycling & Waste Management	Additional income from garden waste scheme	(75)
Parks & Open Spaces	Play Area Commuted Sums	(48)
Property Management	Additional depot rental income	(47)
Development Control	Additional Planning Income	(46)
Licensing	Additional licence fee income	(20)
Legal	Additional income from S106 fees	(19)



<b>Service/Contract</b>	<b>Reason for variance</b>	<b>£'000</b>
Refuse Collection / Street Cleansing	Net additional income special/bulky collections	(19)
	Net increased bin sales	(25)
Hackney Carriages	Additional licence fees income	(17)
Policy	Additional Big Lottery Funding to offset senior management time on Sustainable Sheppey project	(12)
Land Charges	Additional land charges income	(11)
Economy & Communities	Net fixed penalty notice income	(7)
	Additional advertising income	(6)
<b>Total Additional Income</b>		<b>(1,155)</b>
<b>Procurement/Shared Service Savings:</b>		
Leisure & Sport	Net leisure contract savings	(129)
Cleansing	Net waste contract savings	(106)
	Enabling payments additional income	(54)
Grounds Maintenance Contract	Savings on reduced area/no. of sports pitches, open spaces and cemeteries	(55)
Customer Service Centre	Gateway fees and services savings	(38)
IT MKIP	Lower than expected MKIP charges	(21)
Audit Shared Service	Reimbursement from Maidstone BC and underspend in 2015/16	(16)
Public Conveniences	Net contract savings	(12)
Building Control	Saving on Building Control shared service	(4)
<b>Total Procurement/Shared Service Savings</b>		<b>(435)</b>
<b>Staff Vacancies</b>		
Policy	Vacant post and secondment	(25)
Communications	Vacant posts	(27)
Resident Services	Vacant posts, mainly in Housing Development and Strategy	(31)
Commissioning & Customer Support	Vacant posts mainly in Commissioning and Contracts, and Client and Amenity	(127)
Licensing	Vacant posts	(17)
Property Services	Vacant post	(26)
Director of Regeneration	Vacant post	(38)
Other net	Net overspend	50

<b>Service/Contract</b>	<b>Reason for variance</b>	<b>£'000</b>
Recovery of staff costs	Recovery of costs of staff seconded to partner authorities	(77)
Corporate	Additional pension contributions to KCC	39
<b>Total Staff Vacancies</b>		<b>(279)</b>
<b>Delayed Projects:</b>		
Refuse Collection / Street Cleansing	Promotion / Communications budget. This was a bid against the 2015/16 projected underspend which was agreed in July 2015	(106)
Ring fenced grants	(Refer to Table 3 Appendix 1)	(126)
<b>Total Delayed Projects</b>		<b>(232)</b>
<b>Overspends:</b>		
Homelessness	Net bed and breakfast budget	139
Housing Benefit & Council Tax	Increased card commissioning costs and bank charges	30
	Empty Property Review	26
Refuse/Recycling	Purchase of additional wheeled bins (not covered by waste contract)	73
Planning	Shortfall on S106 monitoring fee income	34
<b>Total Overspends</b>		<b>302</b>
<b>Other Net Underspends</b>		<b>(159)</b>
<b>Total Variance</b>		<b>(1,958)</b>

### **Proposed Revenue Rollovers**

- 3.5 The use of rollovers is critical for the overall financial management of the Council. Their proposed use falls into three main categories:
- unspent ring-fenced grants where projects continue and the funds can only be spent for these purposes and other grants (Table 3 Appendix I);
  - service requests for rollovers at an operational level (Table 4 Appendix I); and
  - larger bids linked to the Council's priorities and the topping-up of specific reserve funds which it was not possible to do in the budget process (Table 5 Appendix I).
- 3.6 MKIP ICT have at Swale a repair and renewals reserve which is used to provide finance for the repair, maintenance and the replacement of IT software and equipment for the use of Swale services only. This is topped up by £40,000 annually which is charged to the Swale revenue budget. At 31 March

2015 it had a surplus of £108,000. MKIP ICT are also responsible for a Swale revenue budget of £614,390 on IT software and equipment for the use of Swale services only. It is recommended that any underspend or overspend on this revenue budget on the General Fund will be transferred to the MKIP ICT Swale repair and renewals fund at the end of each financial year. For 2015/16 this underspend is £18,129.

## Business Rates

- 3.7 In total the Council collected £46m of business rates in 2015/16. After the complicated system of levies and tariffs has been accounted for, the Council received £6.32m.
- 3.8 Council has previously agreed to the establishment of a Business Rates Volatility Reserve, in order to assist the Council in managing the anticipated volatility in business rate income resulting from the introduction of business rate localisation from 2013/14. There are a number of causes of this volatility, such as new businesses opening, existing business growing or closing, rating appeals, and collection rates.
- 3.9 The reserve has increased in 2015/16 due to the underspend on business rate relief (£147k), a higher level of business rates than budgeted (£1,311k), and work to increase the collectable rates £42k, so that at the end of year the balance is £2.649m.
- 3.10 In late 2014 the Council agreed to participate in a business rates pool with Kent CC, Kent Fire and Rescue, and 10 of the 12 District Councils. Maidstone BC, who act as accountable body for the scheme, has now finalised the 2015/16 outturn, and Swale was the largest beneficiary, with an additional business rates retained of £1.093m. This is split 30% direct to the Council (£328,000), 30% shared with KCC to be spent in the Borough, 30% to Kent CC, and 10% in the pool contingency fund. This was a risk which has been handsomely rewarded. The Council remains in the slightly re-formed pool for 2016/17.

## Improvement and Regeneration Funds

- 3.11 Table 3 below details the outturn position on a number of reserve funds.

**Table 3: Improvement and Regeneration Funds**

	<b>Balance as at 1 April 2015</b>	<b>Transfers from reserve (Expenditure) in year</b>	<b>Transfers to reserve (Income) in year</b>	<b>Balance as at March 2016</b>	<b>Balance unallocated as at 31 March 2016</b>
<b>Funds:</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Performance	746,911	(210,494)	0	536,417	255,807
Regeneration	311,421	(202,022)	253,250	362,649	175,951
Communities	48,563	(44,577)	67,927	71,913	39,395
Transformation	193,338	(81,196)	100,000	212,142	212,142
Local Loan Fund	250,000	0	0	250,000	193,805
<b>TOTAL</b>	<b>1,550,233</b>	<b>(538,289)</b>	<b>421,177</b>	<b>1,433,121</b>	<b>877,100</b>

- 3.12 As in previous years, the Regeneration Fund was topped up by £250,000 from the New Homes Bonus received for 2015/16. In addition, the Transformation Reserve was topped up by £100,000, and the Communities Fund was topped up by £50,000, both from the 2014/15 underspend.
- 3.13 Table 6 of Appendix I details the allocations from the above funds during 2015/16.

### Usable Reserves

- 3.14 Table 4 below summarises the usable reserves balance as at 31 March 2016.

**Table 4: Usable Reserves**

	<b>Balance as at 1 April 2015</b>	<b>Transfers from reserve in year</b>	<b>Transfers to reserve in year</b>	<b>Balance as at March 2016</b>
<b>Reserve</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Total Ring Fenced Revenue Reserves	8,713	(1,851)	4,193	11,055
General Fund	5,128	0	237	5,365
Capital Grants Unapplied	269	(52)	95	312
Usable Capital Receipts Reserve	911	(141)	357	1,127
<b>TOTAL</b>	<b>15,021</b>	<b>(2,044)</b>	<b>4,510</b>	<b>17,859</b>

- 3.15 Table 7 of Appendix I details the ring-fenced reserves as at 31 March 2016 after the transfers of specific grants.

### Capital Expenditure

- 3.16 This section of the report details actual capital expenditure and highlights any variations between the revised 2015/16 capital budget and the outturn.
- 3.17 Actual expenditure to end of March 2016 is £2,308,670. This represents 97% of the revised budget. There remains an underspend of £69,400. Further details are set out in Table 9 of Appendix I.
- 3.18 Heads of Service have submitted a number of capital rollover requests totalling £473,158 to be spent in 2016/17 to be released from the underspend of 2015/16. The requests are listed in Table 10 Appendix I, with an explanation provided by the service manager. Of these requests, £421,360 is linked with partnership funding as explained in the notes. The largest items of rollover are:
- Disabled Facilities Grant - £278,365 - committed for specific disabled works but not yet spent; and
  - Iwade play area £92,200 - land in the process of being transferred.

## Funding of the 2015/16 Capital Programme

3.19 The 2015/16 capital programme expenditure of £2,308,671 was funded as set out in Table 5.

**Table 5: Capital Programme Funding**

	<b>2015/16 Revised Budget £</b>	<b>2015/16 Outturn £</b>
Partnership funding (including S106 Grants)	1,814,710	1,436,293
Earmarked Reserves	399,680	348,848
Long Term Debtors / Third Party Loans	0	396,757
Capital Receipts	163,680	126,773
<b>Total Funded</b>	<b>2,378,070</b>	<b>2,308,671</b>

3.20 Capital receipts from sale of assets in 2015/16 were £256,667. Capital receipts from repayment of grants and loans were £100,133.

3.21 There are a number of revenue rollover bids from the 2015/16 underspend that potentially will be used to fund capital expenditure in 2016/17. These include:

- modular toilet kiosks at two beach hut sites - £30k;
- Milton Creek Country Park vehicle access road - £40k;
- Barton's Point bridge deck replacement - £14k; and
- Nursery Close bridge deck replacement - £7.5k.

## Payment of Creditors

3.22 The outturn for payment of creditors for 2015/16 was 98.86% against the target of 97%.

## Debtors

3.23 The Council has to date collected 92% of the debt raised during 2015/16.

3.24 Tables 6, 7 and 8 below analyse the debt outstanding.

**Table 6: Debt outstanding by due date (not including Rent Deposit Scheme)**

	<b>March 2016</b>	<b>March 2015</b>
	<b>£'000</b>	<b>£'000</b>
Not Due	340	726
0-2 Months	116	103
2-6 Months	37	71
6-12 Months	16	17

	<b>March 2016</b>	<b>March 2015</b>
	<b>£'000</b>	<b>£'000</b>
1-2 Years	20	7
2-3 Years	3	7
3-4 Years	6	19
4-5 Years	8	15
5-6 Years	15	11
6 Years +	16	12
<b>Total</b>	<b>577</b>	<b>988</b>
<b>Total over two months</b>	<b>237</b>	<b>262</b>
<b>% Total over two months</b>	<b>41%</b>	<b>27%</b>

**Table 7: Debt outstanding by due date (including Rent Deposit Scheme)**

	<b>March 2016</b>	<b>March 2015</b>
	<b>£'000</b>	<b>£'000</b>
Not Due	343	727
0-2 Months	121	112
2-6 Months	39	72
6-12 Months	28	(3)
1-2 Years	44	33
2-3 Years	29	11
3-4 Years	10	26
4-5 Years	16	216
5-6 Years	119	11
6 Years +	16	12
<b>Total</b>	<b>765</b>	<b>1,217</b>
<b>Total over two months</b>	<b>422</b>	<b>490</b>
<b>% Total over two months</b>	<b>55%</b>	<b>40%</b>

**Table 8: Debt outstanding (including Rent Deposit Scheme) by Head of Service**

	<b>March 2016</b>	<b>March 2015</b>
	<b>£'000</b>	<b>£'000</b>
Rent Deposit Scheme	188	229
Commissioning & Customer Contact	64	233
Property	159	184
Housing	54	100
Legal (MKLS)	44	264
Economy & Communities	94	26
Planning	26	53
Regeneration	55	49
Communications	3	4
Environmental Health	1	27
Policy	28	3
Other	49	45
<b>Total</b>	<b>765</b>	<b>1,217</b>

- 3.25 It should be noted that the number of debts raised is increasing as we are now required to formally raise debts for all of our grants receivable from Kent County Council, the NHS etc.
- 3.26 The debt over six years old relates to charges on property, i.e. where the debt cannot be collected until the property concerned is sold.
- 3.27 As can be clearly seen, on the measure of collectable debt less than two months old, the position has improved significantly. Although the % total over two months has increased from 27% to 41%, this is due to the total debt outstanding decreasing from £988k to £577k.

**4. Alternative Options**

- 4.1 None identified – this report is largely for information.

**5. Consultation Undertaken or Proposed**

- 5.1 Heads of Service and Strategic Management Team have been consulted in preparing this report.

**6. Implications**

Issue	Implications
Corporate Plan	Good financial management is key to achieving our Corporate Plan priority of being “A council to be proud of”
Financial, Resource and Property	As detailed in the report
Legal and Statutory	None identified at this stage
Crime and Disorder	None identified at this stage
Sustainability	None identified at this stage
Health & Wellbeing	None identified at this stage
Risk Management and Health and Safety	None identified at this stage
Equality and Diversity	None identified at this stage

**7. Appendices**

- 7.1 The following documents are published with this report and form part of the report:  
Appendix I: Financial Outturn 2015/16

**8. Background Papers**

- 8.1 The Budget 2015/16 and Medium Term Financial Strategy 2015/16 to 2017/18.

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# Financial Outturn Report 2015/16

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**Table 1 – Underspend by Service**

	Service Manager	Working Budget	Outturn 2015/16	Variance
		£	£	£
Chief Executive	A. Kara	258,450	237,930	(20,520)
Policy	D. Clifford	204,010	174,500	(29,510)
Economy & Communities	E. Wiggins	2,194,290	1,984,880	(209,410)
Communications	S. Toal	267,350	232,540	(34,810)
Resident Services	A. Christou	885,130	639,210	(245,920)
Planning	J. Freeman	882,940	910,670	27,730
Commissioning & Customer Contact	D. Thomas	5,807,520	4,781,730	(1,025,790)
Director of Corporate Services & Director of Regeneration	M. Radford / K. Carr	400,200	339,330	(60,870)
Information Technology	A. Cole	1,132,410	1,108,860	(23,550)
Audit	R. Clarke	155,520	140,260	(15,260)
Environmental Health	T. Beattie	472,820	434,040	(38,780)
Finance	N. Vickers	755,390	749,690	(5,700)
Human Resources	D. Smart	351,180	336,640	(14,540)
Legal	J. Scarborough	379,090	332,300	(46,790)
Democratic Services	K. Bescoby	956,450	897,270	(59,180)
Property	A. Adams	540,450	423,320	(117,130)
Variances to be met from underspend		0	40,385	40,385
KCC Second Homes Discount		(46,000)	(73,530)	(27,530)
Corporate Provision for Bad Debt		217,440	152,454	(64,986)
Corporate Items		2,111,360	2,125,521	14,161
<b>GROSS REVENUE SERVICE EXPENDITURE</b>		17,926,000	15,968,000	(1,958,000)
Rollover Specific Grants (See Table 3)		0	98,630	98,630
Rollover Other Grants (See Table 3)		0	39,620	39,620
Rollover Commuted Sums accounting adjustment		0	48,000	48,000
Rollover agreed by Cabinet to meet 2016/17 budget deficit		0	170,000	170,000
<b>NET REVENUE SERVICE EXPENDITURE AFTER ROLL FORWARDS</b>		17,926,000	16,324,250	(1,601,750)
<b>Financed by:</b>				
Revenue Support Grant		(2,929,000)	(2,929,000)	0
Business Rates		(5,053,000)	(6,650,401)	(1,597,401)
New Homes Bonus		(2,811,000)	(2,811,000)	0
Council Tax Freeze Grant		(159,000)	(159,000)	0
Council Tax Requirement		(7,032,000)	(7,032,000)	0
<b>NET EXPENDITURE</b>		<b>(58,000)</b>	<b>(3,257,151)</b>	<b>(3,199,151)</b>
<b>Put Business Rates Underspend to Volatility Reserve and Economic Growth Reserve</b>		<b>0</b>	<b>1,597,401</b>	<b>1,597,401</b>
<b>TOTAL CONTRIBUTION TO GENERAL FUND</b>		<b>(58,000)</b>	<b>(1,659,750)</b>	<b>(1,601,750)</b>

**Table 2 – Main Variations by Service**

<b>Net (Under)/Overspend / Income Shortfall as at end of March 2016</b>		
<b>Service – Cabinet Member (Head of Service)</b>	<b>£'000</b>	<b>Explanation</b>
<b>CHIEF EXECUTIVE - Cllr A. Bowles (Abdool Kara)</b>		
Chief Executive & Corporate Costs	(21)	Net savings £21k
Policy	(29)	£25k salary saving as result of vacant posts and staff secondment Additional spend on agency staff £8k offsetting vacant posts Additional Big Lottery Funding grant £12k to offset senior management time on Sustainable Sheppey project
<b>TOTAL</b>	<b>(50)</b>	
<b>ECONOMY AND COMMUNITIES – Cllrs M. Cosgrove, M. Whiting &amp; K. Pugh (Emma Wiggins)</b>		
CCTV	9	Additional monitoring costs and line rental £21k Additional fees & charges income £12k
Community Safety	(41)	Fees & charges savings £19k to offset overspend within CCTV Troubled Families grant unspent £22k
Regeneration	(16)	High Street Innovation Fund grant unspent £12k Coastal Community Team grant unspent £4k
Environmental	(26)	Overspend on salaries £10k Net savings on transport costs £6k Net savings on kennelling costs £10k Net fixed penalty notice income £7k Net other savings £13k
Learning & Skills	(27)	Underspend on salaries £5k Fees and services underspend £12k £10k KCC grant unspent
Markets	(15)	Net reduced rates
Remembrance & Commemoration – WW1 events	(11)	Underspends on WW1 Commemorative activities
Local Engagement Forum	(11)	Underspend of members' localism grants
Sports Development	(44)	Net staff savings £11k Additional fees & services £10k SD-KCC Satellite Club grant unspent and Sport England grant unspent £30k and sports grant unspent £13k
Various	(27)	Various minor underspends
<b>TOTAL</b>	<b>(209)</b>	(£41k is requested to rollover into 2016/17 of unspent ring fenced grants – refer to Table 3)

**Table 2 – Main Variations by Service**

<b>Net (Under)/Overspend / Income Shortfall as at end of March 2016</b>		
<b>Service – Cabinet Member (Head of Service)</b>	<b>£'000</b>	<b>Explanation</b>
<b>COMMUNICATIONS, PRINTING, ADVERTISING &amp; PROMOTION – Cllrs M. Cosgrove, M. Whiting &amp; K. Pugh (Sara Toal)</b>		
Communications	(35)	Net staff costs savings £27k Savings on advertising & promotion, signage and external printing £11k Additional advertising income £6k Additional postage costs £4k Various minor additional costs £5k
<b>TOTAL</b>	<b>(35)</b>	
<b>RESIDENT SERVICES – Cllr J. Wright (Amber Christou)</b>		
Council Tax Benefit	(218)	The local council tax support scheme replaced council tax benefit in 2013. However, since then the Council received £218k income from the recovery of overpaid council tax benefit, which originally was paid into the Collection Fund but it should have been accounted for in the General Fund
Housing Benefit and Council Tax	(34)	Additional external audit payments £6k Recovery of Council Tax costs greater than expected £32k Academy Recovery – additional income £75k Overspend on increased card commissioning costs and bank charges £30k Empty Property Review additional costs £26k Additional postage costs £20k MKS Debt Recovery shared services additional costs £14k Underspend on Housing Benefits £30k Net variance underspend £7k
Housing Development and Strategy	(42)	Staff costs savings due to vacant posts £44k Miscellaneous net overspend £2k
Private Sector Housing	(11)	Staff mileage underspend £9k Miscellaneous other savings £2k
Stay Put Scheme	(31)	Underspend on salaries £10k Overspend on the Disabled Facilities Grant fee income budget £15k Health Grants additional income £22k £14k miscellaneous other savings
Housing Options	90	Net overspend of £139k on bed & breakfast payments Underspend on homeless hostel costs £22k Additional grants £39k £12k miscellaneous costs

**Table 2 – Main Variations by Service**

<b>Net (Under)/Overspend / Income Shortfall as at end of March 2016</b>		
<b>Service – Cabinet Member (Head of Service)</b>	<b>£'000</b>	<b>Explanation</b>
<b>TOTAL</b>	<b>(246)</b>	(£44k is requested to rollover into 2016/17 of unspent ring fenced grants – refer to Table 3)
<b>PLANNING – Cllr G. Lewin (James Freeman)</b>		
Building Control	(7)	Saving on Building Control shared service £4k Underspend on dangerous structures £3k
Development Control	(7)	Additional planning fees income £46k Offset by shortfall on the S106 monitoring fee income of £34k Shortfall of pre-application planning advice fees £11k Advertising underspend £8k Appeals net overspend £15k Underspend on Enforcement salaries £12k Miscellaneous underspends £1k
Development Services	45	Overspend on agency staff £115k however £54k was funded from reserves leaving an overspend of £61k Additional cost of recruiting £10k Additional income for reimbursement of staff costs £26k
Local Land Charges	(9)	Additional land charges £11k Miscellaneous overspend £2k
Local Planning & Conservation	(2)	Underspend on spatial planning fees and services
Mid Kent Planning Service (MKPS)	8	Underspend on planning support £13k Additional land charges shared service fee £21k
<b>TOTAL</b>	<b>28</b>	
<b>COMMISSIONING &amp; CUSTOMER CONTACT – Cllrs D. Simmons &amp; M. Whiting (Dave Thomas)</b>		
Commissioning & Customer Contact, Client & Amenity Services and Customer Service Centre	(142)	Net staff savings £82k on a budget of £962k Gateway fees & services savings £38k Miscellaneous savings £22k
Parking Management	(242)	Additional net parking income: pay & display fees £176k, penalty charge notices £37k and season tickets, overpayments & other income £24k Parking shared service additional expenditure £1k Net miscellaneous income £6k
Cemeteries and Closed Churchyards	(23)	Additional income £9k Savings on grounds maintenance £10k Net miscellaneous savings £4k

**Table 2 – Main Variations by Service**

<b>Net (Under)/Overspend / Income Shortfall as at end of March 2016</b>		
<b>Service – Cabinet Member (Head of Service)</b>	<b>£'000</b>	<b>Explanation</b>
Harbour & Quays, Seafront & Coast Protection	19	Additional income from sale of memorial benches £11k Beach huts lower revenue income than expected due to capital sales £15k Lower income on harbour moorings than expected due to asset transfer £5k (however lower maintenance costs also incurred) Additional seafront grounds maintenance £9k Net miscellaneous expenditure £1k
Leisure & Sports	(159)	Net leisure contract savings £129k (projected at quarter 3 to Cabinet) Net miscellaneous savings £30k
Cleansing	(30)	Net staff savings
Refuse Collection / Street Cleansing	(212)	Net additional income special/bulky collections £19k Net waste contract savings £106k Purchase of additional wheeled bins (not covered by waste contract) £73k Net increased bin sales £25k Promotions/Communications budget unspent £106k (this was a bid against the 2015/16 underspend which was agreed end of July 2015) Net miscellaneous savings £29k
Public Conveniences	(17)	Savings on contract costs £12k Net miscellaneous savings £5k
Recycling & Waste Minimisation	(131)	Additional income from Garden Waste Scheme £75k Enabling Payments additional income £54k Net miscellaneous savings £2k
Highways	(23)	General Improvement Areas contractor costs savings £14k Highways additional income £5k Net miscellaneous savings £4k
Hackney Carriages	(11)	Additional licence fees income £17k Net miscellaneous expenditure £6k
Grounds Maintenance Contract	(55)	Savings on reduced area / no. of sports pitches, open spaces and cemeteries
<b>TOTAL</b>	<b>(1,026)</b>	

**Table 2 – Main Variations by Service**

<b>Net (Under)/Overspend / Income Shortfall as at end of March 2016</b>		
<b>Service – Cabinet Member (Head of Service)</b>	<b>£'000</b>	<b>Explanation</b>
<b>DIRECTOR OF CORPORATE SERVICES – Cllrs D. Dewar-Whalley (Mark Radford)</b>		
Corporate Costs	(23)	Savings on external audit fee £18k Other minor savings £5k
Licensing	(40)	Additional licensing fee income £20k Staff savings £17k as a result of vacant posts Net miscellaneous underspend £3k
<b>TOTAL</b>	<b>(63)</b>	
<b>EMERGENCY PLANNING – Cllr A. Bowles (Della Fackrell)</b>		
Emergency Planning	(8)	Minor underspend on supplies and services
<b>TOTAL</b>	<b>(8)</b>	
<b>DIRECTOR OF REGENERATION – Cllr M. Cosgrove (Kathryn Carr)</b>		
Strategic Director	10	Net miscellaneous overspend
<b>TOTAL</b>	<b>10</b>	
<b>IT SERVICES – Cllr D. Dewar-Whalley (Andy Cole)</b>		
IT MKIP	(21)	Lower than expected MKIP charges
IT Clientside	(3)	Net underspend on supplies & services
<b>TOTAL</b>	<b>(24)</b>	
<b>ENVIRONMENTAL HEALTH – Cllr. D. Simmons (Tracey Beattie)</b>		
Environmental Health MKIP	(39)	Savings on Swale BC staff costs £11k Underspend on Air Quality Scheme £13k Food safety training income £4k Savings on MKIP net cost from shared partners £8k Net miscellaneous underspend £3k
<b>TOTAL</b>	<b>(39)</b>	(£13k is requested to rollover into 2016/17 of unspent ring fenced grants – refer to Table 3)
<b>INTERNAL AUDIT – Cllr D. Dewar-Whalley (Rich Clarke)</b>		
Audit Services	(15)	14/15 reimbursement from Maidstone BC for shared service £9k Underspend on shared service £7k
<b>TOTAL</b>	<b>(15)</b>	
<b>FINANCE – Cllr D. Dewar-Whalley (Nick Vickers)</b>		
Financial Services	(6)	Net miscellaneous underspend
<b>TOTAL</b>	<b>(6)</b>	



**Table 2 – Main Variations by Service**

<b>Net (Under)/Overspend / Income Shortfall as at end of March 2016</b>		
<b>Service – Cabinet Member (Head of Service)</b>	<b>£'000</b>	<b>Explanation</b>
<b>HUMAN RESOURCES – Cllr D. Dewar-Whalley (Dena Smart)</b>		
Human Resources	16	Savings on MKIP charges for HR not achieved due to Tunbridge Wells BC not joining the HR shared service £15k Net additional expenditure £1k
Organisational Development	(30)	Corporate training underspend £18k Net additional savings £12k
<b>TOTAL</b>	<b>(14)</b>	
<b>LEGAL – Cllr D. Dewar-Whalley (John Scarborough)</b>		
Legal MKLS	(14)	As a result of vacant posts an underspend is reported
S106 Income	(19)	Additional income from S106 fees
External Legal Fees	(14)	Savings on external legal fees
<b>TOTAL</b>	<b>(47)</b>	
<b>DEMOCRATIC SERVICES – Cllr A. Bowles (Katherine Bescoby)</b>		
Democratic Process	14	Increased National Insurance on members travel following changes in HMRC taxation legislation £27k Net savings £13k
Other Democratic Costs	(73)	Underspend on borough elections £22k Underspend and additional income on electoral registration £30k Net additional savings £21k
<b>TOTAL</b>	<b>(59)</b>	
<b>PROPERTY – Cllr D. Dewar-Whalley (Anne Adams)</b>		
Property Services	(38)	Underspend on salaries due to vacant posts £26k Underspend on paper £5k Miscellaneous underspends £7k
Administrative Buildings	(10)	Equipment maintenance underspend £7k Additional income for the recharge of Swale House office space £5k Overspend on rates £5k Miscellaneous underspends £3k
Property Management	(65)	Additional rental income – Prince’s Street Depot £47k Rental income received for back rent £8k Additional licence fees income £3k Overspend on rates due to empty properties £3k Underspend on Sheerness District Office £6k Miscellaneous underspend £4k

**Table 2 – Main Variations by Service**

<b>Net (Under)/Overspend / Income Shortfall as at end of March 2016</b>		
<b>Service – Cabinet Member (Head of Service)</b>	<b>£'000</b>	<b>Explanation</b>
Health & Safety	(4)	Savings on books and e-resources
<b>TOTAL</b>	<b>(117)</b>	
<b>OTHER VARIANCES (TO BE MET FROM TOTAL UNDERSPEND)</b>		
Remembrance & Commemoration	14	Commemorations in respect of the 30,000 <sup>th</sup> Last Post
MKIP Shared Service	26	SBC share of the cost of the MKIP Director
<b>TOTAL</b>	<b>40</b>	
<b>NON-SERVICE BUDGETS</b>		
KCC 2 <sup>nd</sup> Homes Discount	(27)	Additional KCC Second Homes discount grant
Corporate Provision for bad debt	(65)	Net underspend due to additional income in Housing Benefit Overpayments debts raised, partially offset by an increase in the provision for bad debt
Corporate Items	14	Interest savings on finance leases £14k Net additional contribution to reserves £148k Insurance contract overspend £18k Additional external interest income £149k Additional pension adjustments £39k Commutated sums – play equipment underspend. To be transferred to reserves £48k Payment to HMRC concluding review of past termination payments £6k Net overspend £21k
	<b>(1,958)</b>	<b>TOTAL BEFORE ROLLOVER REQUESTS</b>
	99	Ring Fenced Grant Rollover Requests
	40	Other Grant Requests
	48	Commutated Sum – Play Equipment
	170	Transfer to reserves to meet 16/17 budget
	<b>(1,601)</b>	<b>TOTAL UNDERSPEND AFTER PROPOSED ROLLOVER OF GRANTS &amp; OTHER APPROVED ROLLOVERS</b>

**Table 3 – Revenue Rollover Requests – Specific and Other Grants**

<b>Head of Service</b>	<b>Description</b>	<b>Rollover Request £</b>	<b>Purpose of Rollover</b>
Tracey Beattie	Air Quality Grant	13,284	This grant is for a ring-fenced air quality freight project. Some work was completed in 2015/16 but the remainder needs to be carried forward into 2016/17. This rollover will pay for the remaining works we intend to do during the year.
Amber Christou	Stay Put Scheme – PCT Grant	40,480	Grant funding to be carried over to 2016/17.
Amber Christou	Discretionary Housing Payment	3,655	Unspent Discretionary Housing Payments (DHPs). Will need to be repaid to Department of Work and Pensions in 2016/17. We received repayments of overpaid DHPs near the end of the financial year, which then meant we had no longer overspent on the budget.
Emma Wiggins	Kent County Council Grant	4,500	Grant money for the Satellite Club as part of the Sport England proposal to create links between schools and community clubs during 2016/17.
Emma Wiggins	Sports England Grant	12,974	Grant received from Sport England to fund the health trainer project being managed and delivered by the Kent County Health Foundation Trust.
Emma Wiggins	Emerging Communities Project Fund	1,894	To continue working in Swale with Medway and Gravesham on the amended proposal, as agreed with Kent Police.
Emma Wiggins	Troubled Families Grant	21,847	We received a grant of £71,200 from Kent CC for the Troubled Families programme in Swale. Due to an underspend on the project we request the balance of the grant to roll forward. Kent CC have agreed that the grant can be utilised against project delivery in 2016/17 rather than returned to them based on the conditions of grant.
<b>Total Ring-fenced Grants</b>		<b>98,634</b>	
Amber Christou	Stay Put Scheme contributions	1,100	This is money given to us from Community Safety Unit and AmicusHorizon to carry out work for their clients.

**Table 3 – Revenue Rollover Requests – Specific and Other Grants**

<b>Head of Service</b>	<b>Description</b>	<b>Rollover Request £</b>	<b>Purpose of Rollover</b>
Amber Christou	Housing Private Sector DCLG grants	1,596	These grants relate to two payments received from the DCLG. The purpose of the grants is to provide support towards expenditure incurred in enforcing the new Smoke and Carbon Monoxide Alarm Regulations and The Redress Scheme for Letting Agency and Property Management Work Order. Members considered and set the level of penalties for this legislation at their Cabinet meeting in May 2016. It is intended to use these funds to further publicise and enforce this legislation during 2016/17.
Dave Thomas	Bus Shelter contributions	4,100	Income received from Kent CC and Members Grants for specific works to be carried out April - May 2016.
Dave Thomas	Milton Creek Country Park Landscaping Grant – Kent CC	6,000	Underspend due to not having officer in post for full year. We are awaiting final costings and a timetable from Kent CC for works that will remove the current vehicular access. Funding will be used for new access road to Milton Creek Country Park and increased security around the car park to stop unauthorised encampments.
Dave Thomas	Street Name Plates contribution	1,000	Funding received late in year. Members Grant income received for specific works to be carried out April - June 2016.
Emma Wiggins	Sheppey Coastal Team contribution	3,826	External funding received on behalf of the Sheppey Coastal Community Team. Swale BC is the accountable body.
Emma Wiggins	High Street Innovation	12,000	External funding for which SBC is the accountable body. Problems within the Sheerness Town Team has changed and delayed progress against projects.
Emma Wiggins	Kent CC Grant	10,000	External funding received from Kent CC to deliver business support activity, jointly with Medway Council, which extends into 2016/17.
<b>Total Non Ring-fenced Grants</b>		<b>39,622</b>	
<b>Total Grants</b>		<b>138,256</b>	

**Table 4 – Revenue Rollover Requests – Operational**

Head of Service	Funded from	Rollover Request £	Purpose of Rollover
Anne Adams	Property Services budget underspend	40,000	To refurbish Swale House lifts. This work was delayed due to a vacant post and no available resource to project-manage the work.
Anne Adams	Property Services budget underspend	40,000	Remedial works to historic wall within closed churchyard at Minster Abbey (cost could vary as final structural solution not yet agreed with Historic England).
Anne Adams	Property Services budget underspend	7,000	Staff vaccination programme. Provision of a Hepatitis (A and B) vaccination programme for staff with relevant job roles (as identified by a risk assessment).
Anne Adams	Property Services budget underspend	8,000	New Lone Worker system required following installation of new shared telephony system.
Anne Adams	Property Services budget underspend	22,132	To top up the Building Maintenance Reserve by the underspend on Property Services' budget after the above rollover requests. This includes the underspend on salaries, running expenses etc.
Tracey Beattie	Air Pollution unspent budget	5,500	This budget is primarily for the purchase of Nitrogen Dioxide Diffusion tubes. Usually these are ordered and paid for in March. Unfortunately, it was not possible to order these items in time within the financial year 2015/16 so that the order can be placed.
Tracey Beattie	Contaminated Land budget underspend	2,000	Fees analysis and monitoring for Contaminated Land. Due to time constraints and planning application responses the budget was not spent. A rollover of this resource would assist with the analysis costs relating to the Thames Steel site development during 2016/17.
Katherine Bescoby	Elections underspend due to the recovery of election costs	20,000	Given that the Borough elections were held on the same day as parliamentary and parish elections in 2015, the costs were apportioned, and so expenditure was not as much as if it had been a stand-alone election. The next Borough elections are due in 2019, so it is proposed that £20,000 is rolled forward to put towards paying for those elections, to reduce the necessity for growth bid for 2019.

**Table 4 – Revenue Rollover Requests – Operational**

Head of Service	Funded from	Rollover Request £	Purpose of Rollover
Amber Christou	Recovery of Council Tax overpayment	218,477	The local council tax support scheme replaced council tax benefit in 2013. However, since then the Council received £218k income from the recovery of overpaid council tax benefit, which originally was paid into the Collection Fund but it should have been accounted for in the General Fund. This will be used to support the service as a result of the reduction in admin support grant.
Rich Clarke	Audit Partnership underspend	5,675	The underspend noted is SBC's share of an overall underspend in the four-way audit partnership. The underspend arose because of staff vacancy (now filled) and lower than anticipated contractor replacement costs (following competitive tender). The underspend would be put to one of two uses to be agreed by the Cabinet Member for Finance and the Head of Internal Audit: (a) to create a budget from which the Council could draw specific specialist audit support; and/or, (b) exploratory work to fund development of income streams.
Andy Cole	ICT - reduced recharge from MBC	18,129	To deliver an improved user experience for remote network access using Microsoft Direct Access. The budget would be used to fund Swale BC's share of the costs associated with running a pilot (initially) of the new system which, if successful, MKIP ICT would expand the system to all MKIP Partners.
Dena Smart	Corporate Training budget underspend	14,784	<p>£5k for Customer Service training and £3k for Stress/Resilience training was agreed by SMT for the 2015/16 year. Unfortunately, due to lack of resources, these programmes were not delivered in 2015/16 but remain a priority, and so the carry forward is still intended to meet the costs of delivering these programmes in the 2016/17 year.</p> <p>It is requested to carry forward the remaining underspend of £6,784 to part-fund the Best Councils bi-annual Survey, which is due in the 2016/17 year. The 2014 survey was paid for from a Performance Fund Bid, but the carry forward will minimise an in-year bid for the remaining amount from the Performance Fund.</p>

**Table 4 – Revenue Rollover Requests – Operational**

Head of Service	Funded from	Rollover Request £	Purpose of Rollover
Dave Thomas	Commuted Sum additional income	50,000	Additional income received from section 106 funding, but a long term vacancy within the Greenspaces Team has led to build up of projects. This will be rolled into a reserve for draw down on maintenance/ reactionary repairs to existing playgrounds / open space.
Dave Thomas	Sheerness Gateway budget underspend	31,800	It is proposed that this underspend is rolled over and utilised in expanding our channel shift agenda.
Dave Thomas	Milton Creek Country Park budget underspend	11,440	Underspend due to not having officer in post for full year. We are awaiting final costings and a timetable from Kent CC for works that will remove the current vehicular access. Funding will be used for new access road to Milton Creek Country Park, and increased security around the car park to stop unauthorised encampments.
Dave Thomas	Seafront - additional income received from new concessions	573	The funding will be used to improve the areas around the concessions and towards new signage that will provide both a more welcoming approach to our seafronts, and also consolidate the various health and safety messages and prevent a patchwork effect.
Dave Thomas	Allotments unspent budget	1,793	Underspent arising as we are awaiting the outcomes of the asset transfers of allotments to the town councils. The money will be used for any remedial works needed to facilitate the final transfer.
Dave Thomas	Increased burial income	18,029	Work needed to improve visual appearance and health and safety at cemeteries, and to support implementation of the new regulations.
Dave Thomas	Cemeteries budget underspend	300	To be combined with 2016/17 budget to allow trial membership of the main national institute, who will help with creation of the new regulations.
Dave Thomas	Cemeteries budget underspend	1,300	This budget was not spent as the weather conditions made it too wet to plant. Rollover requested to improve the visual appearance of the cemeteries.

**Table 4 – Revenue Rollover Requests – Operational**

Head of Service	Funded from	Rollover Request £	Purpose of Rollover
Dave Thomas	Closed Churchyards unspent budget	9,000	To fund important works needed to improve health and safety of closed churchyards that Swale BC has inherited from the Church of England.
Dave Thomas	Leysdown Coastal Park underspend	4,553	We have been awaiting the outcome of the next phase of the beach huts initiative. Funding will be used to improve the entrance and car park to Leysdown Coastal Park, and to complement the next beach hut phase.
Dave Thomas	Leisure Centres budget underspend	6,000	Budget would be used for consultancy support for the new leisure centre contract options.
Dave Thomas	Footway lighting budget underspend	1,400	Rollover for additional repairs to Swale BC-owned lighting.
Dave Thomas	Highways – additional income	4,560	For new name plating and future parking issues on new developments.
Dave Thomas	Disabled Parking Bays / Traffic order works budget underspends	1,029	To complete Traffic Road Order work, currently 50% complete.
Dave Thomas	General Improvement Area (G.I.A.) budget underspend	8,575	Ring fenced budget for Leysdown Rose Tinted Scheme maintenance – carried over from previous years, to be carried over into next financial year.
Dave Thomas	G.I.A. budget underspend	5,206	Would look to spend £2,206 on repairs to Swale BC-owned lighting, plus £3,000 for increased bus shelter maintenance due to recent spate of vandalism.
Dave Thomas	Perry Woods budget underspend	500	Wet weather prevented Rhododendron eradication work, which can be carried out in 2016/17 instead.



**Table 4 – Revenue Rollover Requests – Operational**

Head of Service	Funded from	Rollover Request £	Purpose of Rollover
Dave Thomas	Refuse & Recycling budget underspend	106,260	Recycling promotion plan takes us through the winter of 2015/16 to Summer 2016 inclusive, as previously planned.
Dave Thomas	Refuse & Recycling budget underspend	42,878	Property count numbers and clear sack numbers are currently being challenged by Biffa. Therefore a contingency sum is required to cover any eventualities.
Nick Vickers	Financial Services budget underspend	6,000	Underspends achieved on bank charges, Minimum Revenue Provision (MRP), and staffing. The proposed rollover would be to continue to fund system development to ensure that financial systems meet the 'Digital by Default' standard wherever possible, and meeting the costs of the professional advice and staff development on accounting, taxation, payments, etc required to maintain the high standard of performance.
Emma Wiggins	Communications advertising underspend	10,000	We request the roll forward to support the development of new communication channels for community engagement during 2016/17.
Emma Wiggins	Remembrance and Commemoration budget underspend	7,800	We request the roll forward as agreed at the World War One Centenary Steering Group held on 19 January 2016 (Minute No. 5 – Budget Review). The meeting agreed the following: £2,500 for the Peace Project; £3,250 for the Orpheus Choral Society; and, £2,050 the outstanding balance from the WW1 Centenary Grant Scheme.
Emma Wiggins	Sports Development budget underspend	1,900	Medway Cares have been successful in gaining a Sport & Physical Activity Grant of £1,000 towards their programme of activity. However, the financial information provided showed a deficit in funding for the project. It has been agreed that Swale BC will retain the grant until Medway Cares are in a position to purchase and install the trampoline, anticipated during the first half of the financial year.  A grant of £900 has been approved to Sheppey United Youth Disability, but we are waiting for their final paperwork before making the payment.

**Table 4 – Revenue Rollover Requests – Operational**

Head of Service	Funded from	Rollover Request £	Purpose of Rollover
Emma Wiggins	Environmental Initiatives budget underspend	7,592	The income received is 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 2016/17.
Emma Wiggins	Members Localism Grants – budget underspend	6,800	To maintain the member grant allocation.
Emma Wiggins	Youth Diversion budget underspend	4,530	Focus in 2015/16 was concentrated on developing the forum and its engagement. As such the money which was earmarked for a participatory budgeting scheme was not spent. The aim is to deliver a scheme with greater impact in 2016/17, as a result of a larger budget topped up by the roll forward.
<b>Total - Other Rollovers</b>		<b>754,515</b>	

**Table 5 – Revenue Rollover Requests – Bids**

Head of Service	Rollover Request £	Purpose of Rollover
James Freeman	62,273	The request represents the outstanding amount unspent last year to cover the costs of agency staff and consultancies to handle the increased 'majors', plus workload and the back-log of case work arising from the inception of the new IT system and establishment of the MKIP Planning Support Service. The underspend has arisen from the difficulties in recruitment and retention of the above and staff as a whole within the Development Management Service. The use of the rollover monies should enable the DM Team to hit targets with a significant reduction in the use of extensions of time for 'minor' and 'other' planning applications – currently programmed for end June 2016.
James Freeman	40,000	To retain Planning agency staff until the new Senior Planning Officer post is filled, and two Senior Planning Officers return from maternity leave. This will also cover some additional consultancy work in order for the outstanding 'major' applications to be processed.
James Freeman	14,550	Additional Planning Technical Officer for six months.
Dena Smart	21,000	The MTFS factored 1% into the budget for the annual pay uplift, but in order to reach agreement there was a slightly higher offer, agreed by members, of 1.2% with the 0.2% to be paid for in the 2016/17 financial year as a non-consolidated payment, and to be funded from the Council's underspend.
Dave Thomas	30,000	Many off-street pay and display car parks have a single pay unit. Where this malfunctions (eg due to coin jam) the car park becomes unenforceable until the pay unit is repaired. Although response times are good, the pay unit may be out of service for a period due to a need for replacement parts, which results in a loss of income as there are no other pay units for the customers to purchase P&D tickets. Hence it is cost effective to provide a secondary pay unit in high demand car parks in order to maximise income efficiency. Additional funding will allow the provision and installation of six additional pay units in high demand locations, which will be repaid within two years.
Dave Thomas	40,000	The off-street car park maintenance budget is insufficient to maintain, develop and improve services to our customers. Additional funding in 2016/17 will allow the installation of pay and display information boards in all car parks. This will improve services to our customers and enable the tariff/terms and conditions to be clearly displayed to support civil parking enforcement requirements.
Dave Thomas	30,000	Licences to the beach huts suggest usage is between 5am and 11pm, which does not coincide with current toilet opening times. Installing modular toilet kiosks at the two beach hut sites will provide an alternative. Expenditure will only be undertaken if recommended following completion of the public conveniences review.

**Table 5 – Revenue Rollover Requests – Bids**

Head of Service	Rollover Request £	Purpose of Rollover
Dave Thomas	40,000	Milton Creek Country Park vehicle access road. Following the sale by Kent CC of land used to access the main car park at Milton Creek Country Park (MCCP), and issues with the legality of the current access point, Kent CC have written into the agreement that we have access rights over the land. As part of this, the new owner of the land will fund the access road to their site, and we will be required to fund the additional access road required for MCCP. This is an estimated figure as we await detailed drawings and cost estimates.
Dave Thomas	14,620	Independent safety inspections of Swale BC-owned playgrounds, and rectification works / play area painting. Whilst our insurer undertakes annual inspections of our playgrounds, an additional one-off inspection is taken by ROSPA to assess current state of the playground stock which will help to inform the new Open Space and Play Strategy as the inspections are more detailed. We anticipate that some remedial works will come out of this, and some general repainting of existing equipment will provide a positive visual impact for residents.
Dave Thomas	10,000	Resolution of fencing boundary dispute at Bell Road Cemetery. Fencing of one boundary at the cemetery is suffering from Japanese Knotweed, which has raised an additional responsibility of fencing in poor condition that appears on deeds as belonging to Swale BC. This funding is unlikely to do all of the run, but will allow progression of the areas that are in most need.
Dave Thomas	6,000	Bus stop replacement / maintenance. Swale BC has responsibility for approximately 30 bus shelters. Many are in a poor state of repair due to vandalism / lack of maintenance in previous years. This money, along with the rollover from within the cost centre budget lines, will allow us to resolve a backlog, and allow a more proactive maintenance regime in future.
Dave Thomas	14,000	Bridge deck replacement at Barton's Point Coastal Park. The bridge deck is a well-used route including with cyclists but has already received a couple of insurance claims. This will relieve growing health and safety concerns that are not possible to mitigate with control measures.
Dave Thomas	7,500	Replacement bridge at Nursery Close / Queenborough lines. The bridge deck is a well-used route including with cyclists but has already received a couple of insurance claims. Currently there are health and safety concerns as it is used for school pedestrians and others.
Dave Thomas	4,050	Replacement dog bins in open spaces. The last installation of bins in parks and leisure spaces was undertaken across the early/middle 1990s. These will improve visual appearance and allow easier emptying/control via contractors.

**Table 5 – Revenue Rollover Requests – Bids**

<b>Head of Service</b>	<b>Rollover Request £</b>	<b>Purpose of Rollover</b>
Nick Vickers	50,000	£50k of the additional treasury investment income is set aside to fund system upgrades and improvements, to ensure that our financial systems are operating efficiently.
Emma Wiggins	60,000	Footpath ZF5 in Faversham - part of the regeneration of the Faversham Creek.
<b>Total</b>	<b>443,993</b>	

**Table 6 – Allocations from the Improvement and Regeneration Funds 2015/16**

	<b>Amount £</b>
<b>Performance Fund</b>	
Fixed Penalty Notices pilot tackling anti-social behaviour	25,000
Cabinet Member ICT Equipment	9,000
Customer Service Excellence 2015/16	5,000
Investors in People Assessment January 2016	10,000
Leisure Development Officer	35,000
Kent Channel Shift Project 2015/16	5,000
Local Area Perception survey	12,000
Additional resources in licensing 2015/16	60,000
Additional resources for Mid Kent Legal Services	20,743
Review of Parking Fees & Charges	3,000
Annual contribution to MKIP 2015/16	35,200
Electric Car 2015/16 & 2016/17	3,000
Consolidation of Mail Software	8,014
Pilot project for website self service	2,850
New IDOX system support and Licensing officer	54,594
<b>Total Approved 2015/16</b>	<b>288,401</b>

	<b>Amount £</b>
<b>Regeneration Fund</b>	
Members Regeneration Grants	47,000
The Meads Community Centre	11,000
Further development of 'Swale Means Business' website	8,100
Small Business Saturday 2015	3,500
Taking North Kent to the next level	5,000
Swale Means Business Conference	7,206
Faversham Hop Festival	4,000
Regeneration Officer 2016/17	50,020
Economic Development Officer 2016/17	40,937
<b>Total Approved 2015/16</b>	<b>176,763</b>

**Table 6 – Allocations from the Improvement and Regeneration Funds 2015/16**

	<b>Amount £</b>
<b>Communities Fund</b>	
Swale Trustee Network Event 2015/16	4,400
Volunteers' Week Billboards 2015/16	1,168
Meads Community Centre Grant	22,500
Grantfinder Software – 3 year Licence	12,555
Culture Grants 2015/16	10,000
Sport in the Park - Hall Hire	250
Volunteer Swale Awards 2015/16	3,250
The Salt Giveaway 2015/16	1,500
<b>Total Approved 2015/16</b>	<b>55,623</b>

**Table 7 – Revenue Reserves (prior to 2015/16 rollovers)**

	<b>Balance 31 March 2015 £'000</b>	<b>Transfers out 2015/16 £'000</b>	<b>Transfers in 2015/16 £'000</b>	<b>Balance 31 March 2016 £'000</b>	<b>Note</b>
General Reserve	(3,087)	136	(137)	(3,088)	(a)
Business Rates Volatility Reserve	(1,233)	42	(1,458)	(2,649)	(b)
Building Maintenance	(627)	0	(191)	(818)	(c)
Performance Fund	(747)	210	0	(537)	(d)
Regeneration Fund	(311)	202	(253)	(362)	(e)
Business Rates Pool (Economic Development)	0	0	(328)	(328)	(f)
Communities Fund	(49)	45	(68)	(72)	(g)
Transformation Fund	(193)	81	(100)	(212)	(h)
Repairs & Renewals	(277)	81	(93)	(289)	(i)
Council Tax and Housing Benefits Reserve	(387)	110	0	(277)	(j)
Commuted Sums	0	0	(259)	(259)	(k)
Swale Local Loan Fund	(250)	0	0	(250)	(l)
Preceptors Council Tax Support Reserve	(125)	0	(125)	(250)	(m)
Housing	(181)	5	(22)	(198)	(n)
Stay Put Grants	(158)	6	0	(152)	(o)
Local Development Framework	(234)	163	0	(71)	(p)
Development Control Reserve	(122)	208	(86)	0	(q)
Emergency Accommodation	0	183	(218)	(35)	(r)
Miscellaneous	(732)	379	(855)	(1,208)	(s)
<b>Total</b>	<b>(8,713)</b>	<b>1,851</b>	<b>(4,193)</b>	<b>(11,055)</b>	



**Table 7 – Revenue Reserves (prior to 2015/16 rollovers)**

**Notes**

<b>Ref</b>	<b>Reserve</b>	<b>Description</b>
(a)	General Reserve	To fund revenue expenditure, its use is subject to the approval of Members.
(b)	Business Rates Volatility Reserve	To assist the Council in managing the volatility of business rate income as a result of business rate localisation.
(c)	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 any underspend or overspend on the building maintenance account codes either tops up or draws down from this reserve.
(d)	Performance Fund	To improve overall performance. Officers are invited to submit bids for individual proposals.
(e)	Regeneration Fund	To fund Regeneration Projects in the Borough. Topped up by £250,000 in 2015/16 as per the Budget.
(f)	Business Rates Pool (Economic Development)	This fund has been established as part of the agreement of the Council joining the Kent business fund. It is to fund economic development as agreed by the Council and Kent County Council
(g)	Communities Fund	To support the Council's Localism Agenda.
(h)	Transformation Fund	To meet the cost of releasing the Pension Fund benefits to staff who have taken early retirement, and to fund all other redundancy costs.
(i)	Repairs and Renewals	Regular contributions are made to this fund from the General Fund. Large items of expenditure are then charged to the service and funded from this reserve.
(j)	Council Tax and Housing Benefits Reserve	This will be used to cover the shortfall in Housing Benefit admin grant in future years.
(k)	Commuted Sums	Set up in 2014/15 due to an accounting adjustment to meet Grant Thornton recommendations. This reserve will be used to fund play area and open space maintenance in future years.
(l)	Swale Local Loan Fund	Set up in April 2012, its purpose is 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. So far two loans have been approved.
(m)	Preceptors Council Tax Support Reserve	Two payments received for £125k paid by KCC, Police and Fire to reflect the costs of council tax support localisation.

**Table 7 – Revenue Reserves (prior to 2015/16 rollovers)**

Ref	Reserve	Description
(n)	Housing	This is made up of a number of housing reserves, including Rent Deposit Scheme Bond Reserve, Empty Property Reserve, and the Supporting People Reserve. All these reserves will help to fund the homelessness service in future years.
(o)	Stay Put Grants	Ring-fenced external funding for health grants and supporting people grants.
(p)	Local Development Framework	Under the Planning and Compulsory Purchase Act 2004, district Local Plans were replaced with Local Development Documents (LDDs). Together, the LDDs will comprise a Local Development Framework (LDF) for the district authority area. Any underspend or overspend on this service on the General Fund will be transferred to this fund, and used solely to fund LDF associated work.
(q)	Development Control Reserve	This reserve was used in 2015/16 to meet the cost of additional agency staff and consultants to help clear the backlog of major planning applications.
(r)	Emergency Accommodation	Initially set up to meet the cost of a new homeless property in Sheerness. This reserve will continue to be used to fund any costs of maintaining our three emergency accommodation properties.
(s)	Miscellaneous	This is made up of the earmarked reserves that are less than £100,000. A breakdown is available upon request.

**Table 8 – General Fund Balances 2015/16**

	<b>Working Budget £</b>	<b>2015/16 Outturn £</b>	<b>Variance £</b>
<b>Net Service Expenditure</b>	<b>17,926,000</b>	<b>15,968,000</b>	<b>(1,958,000)</b>
Revenue rollover specific and other grants	-	138,250	138,250
Rollover Commuted Sums accounting adjustment	-	48,000	48,000
Rollover to meet 2016/16 deficit	-	170,000	170,000
<b>Net Service Expenditure after Specific Grant and other Grant Rollovers</b>	<b>17,926,000</b>	<b>16,324,250</b>	<b>(1,601,750)</b>
Business rates variance	-	(1,597,401)	(1,597,401)
Transfer Business rates Underspend to Volatility Reserve	-	1,597,401	1,597,401
Contribution to General Fund Balance	58,000	1,659,750	1,601,750
<b>Net Revenue Expenditure</b>	<b>17,984,000</b>	<b>17,984,000</b>	<b>-</b>
<b>Net Service Expenditure</b>			
<b>Net Service Expenditure</b>	<b>17,926,000</b>	<b>15,968,000</b>	<b>(1,958,000)</b>
Rollovers of specific, other grants and commuted sums	-	356,250	356,250
Less:			
Council Tax Requirement	(7,032,000)	(7,032,000)	-
Business Rates	(5,053,000)	(6,650,401)	(1,597,401)
Formula Grant	(2,929,000)	(2,929,000)	-
Council Tax Freeze Grant	(159,000)	(159,000)	-
New Homes Bonus	(2,811,000)	(2,811,000)	-
Business rates underspend to Volatility Reserve	-	1,597,401	1,597,401
<b>Net (Surplus) / Deficit on General Fund</b>	<b>(58,000)</b>	<b>(1,659,750)</b>	<b>(1,601,750)</b>

**Table 9 – Capital Programme 2015/16 Outturn**

	Funding SBC/P	2015/16 Original Budget £	2015/16 Revised Budget £	2015/16 Outturn £	2015/16 Variance £	Rollover Request £	Note
Cemeteries - future burial provision - Capital Receipts	SBC	0	22,040	0	(22,040)	22,040	(a)
Milton Creek Footpath & Viewing platform – Capital Receipts	SBC	0	16,190	0	(16,190)	16,190	(b)
Tree Works in Cemeteries – Capital Receipts	SBC	30,000	37,690	41,560	3,870	0	
Customer Service Centre telephony system - Capital	SBC	0	65,000	65,000	0	0	
Customer Service Centre telephony system – Earmarked	SBC	0	0	1,524	1,524	0	(c)
Thistle Hill Community Woodland - Trim Trail - S106	P	0	35,000	0	(35,000)	35,000	(d)
New Play Area - Iwade Schemes - S106	P	0	92,200	0	(92,200)	92,200	(e)
Faversham Recreation Ground Improvements - S106	P	0	2,610	2,607	(3)	0	
Oare Village Hall - S106 Parish Council	P	9,000	9,000	445	(8,555)	0	(f)
Oare Gunpowder Works - S106	P	9,000	9,000	0	(9,000)	9,000	(g)
Sheppey Dry Side Refurbishment – Long Term Debtor	SBC	0	0	101,000	101,000	0	(h)
Swallows Leisure Centre Refurbishment – Long Term Debtor	SBC	0	0	254,500	254,500	0	(h)
Coastal Monitoring Programme – External Grant	P	0	0	40,603	40,603	0	(i)
Eastchurch Coast Protection Grant – Earmarked Reserves	SBC	0	34,000	34,000	0	0	
<b>Total Commissioning &amp; Customer Contact</b>		<b>48,000</b>	<b>322,730</b>	<b>541,239</b>	<b>218,509</b>	<b>174,430</b>	
Wylie Court Slabbing over gas main – Earmarked reserve	SBC	0	119,680	119,678	(2)	0	
<b>Total Development Control</b>		<b>0</b>	<b>119,680</b>	<b>119,678</b>	<b>(2)</b>	<b>0</b>	
Emergency Accommodation House Purchase – Earmarked	SBC	0	200,000	173,714	(26,286)	0	(j)
Housing Repair Grants over 60 – External Funding	SBC	0	0	11,080	11,080	0	(k)

**Table 9 – Capital Programme 2015/16 Outturn**

	Funding SBC/P	2015/16 Original Budget £	2015/16 Revised Budget £	2015/16 Outturn £	2015/16 Variance £	Rollover Request £	Note
Decent Home Loans Owner Occupation – Long Term Debtor	SBC	0	0	41,257	41,257	0	(k)
Disabled Facilities Mandatory Grants – External Funding	P	1,040,000	1,132,060	853,695	(278,365)	278,365	(l)
<b>Total Resident Services</b>		<b>1,040,000</b>	<b>1,332,060</b>	<b>1,079,746</b>	<b>(252,314)</b>	<b>278,365</b>	
<b>Finance</b>							
Cash Receipting System – Capital Receipts	SBC	0	22,760	20,213	(2,547)	2,500	(m)
<b>Total Finance</b>		<b>0</b>	<b>22,760</b>	<b>20,213</b>	<b>(2,547)</b>	<b>2,500</b>	
<b>Other</b>							
CCTV - Repairs & Renewals	SBC	15,000	15,000	0	(15,000)	0	(n)
Meads Community Centre – S106	P	0	417,330	410,535	(6,795)	6,795	(o)
Meads Community Centre – KCC Grant	P	0	50,000	50,000	0	0	(o)
Meads Community Centre – Regeneration Fund	SBC	0	31,000	19,932	(11,068)	11,068	(o)
Easthall Farm Community Centre – S106	P	0	67,510	67,328	(182)	0	
<b>Total Economy &amp; Communities</b>		<b>15,000</b>	<b>580,840</b>	<b>547,795</b>	<b>(33,045)</b>	<b>17,863</b>	
<b>TOTAL CAPITAL PROGRAMME</b>							
TOTAL CAPITAL PROGRAMME	SBC	45,000	563,360	883,458	320,098	51,798	
TOTAL CAPITAL PROGRAMME	P	1,058,000	1,814,710	1,425,213	(389,497)	421,360	
<b>TOTAL CAPITAL PROGRAMME</b>		<b>1,103,000</b>	<b>2,378,070</b>	<b>2,308,671</b>	<b>(69,399)</b>	<b>473,158</b>	

**Notes**

- a) We are waiting on resolution of some snagging issues and asset transfer of neighbouring site in order to complete works. Remedial works needed for pathways, access and storage facilities.
- b) An officer vacancy delayed this work from being completed. We are also waiting for better weather conditions before we can complete this work.

## Table 9 – Capital Programme 2015/16 Outturn

- c) There was a small overspend on this project due to the purchase of new headsets. We have funded this from the Customer Services earmarked reserve.
- d) We are awaiting the arrival of the new Greenspaces Officer to lead on this project.
- e) We are awaiting the arrival of the new Greenspaces Officer to lead on this project.
- f) This capital expenditure was spent at the end of 2014/15 which was earlier than we had budgeted.
- g) We are assessing the need to use this as match funding for a larger bid or on-going operational works. Will look to use to resolve issue with neighbouring property which is currently being investigated.
- h) Equipment which has been supplied by Serco to the leisure centres in accordance with the capital investment programme entered into by the Council and Serco in 2004. A credit sale agreement was completed to cover the payments due for all tranches of equipment and works supplied which are paid by monthly invoices charged to revenue. As such, there are no capital budgets entered for these transactions and a variance to budget will accordingly be reported. To note, the final tranche is scheduled for December 2018.
- i) Our coastal monitoring programme is carried out by New Forest District Council as the lead authority for the South East Region.
- j) We have now purchased a new property for emergency accommodation in Sheerness. The remainder of the agreed funding will be used to carry out repairs and necessary modifications to this property, and furnish all three of our emergency accommodation properties as and when it is needed. This is unlikely to be capital expenditure so no roll-forward request has been received.
- k) Housing Repair Grants Over 60 / Decent Home Loans Owner Occupier.
- l) These grants are all committed, but the payments will be made early 2016/17.
- m) In 2016/17 Finance shall be using new software to assist the Department to record and calculate the capital accounting movements required by accounting regulations. The annual maintenance charge will be met from existing budgets, but this rollover will be used for the one-off implementation costs of this new software, which will be provided by the Chartered Institute of Public Finance and Accountancy (CIPFA).
- n) CCTV equipment has been treated as revenue expenditure in 2015/16.
- o) The outstanding budget is to pay for retention and an outstanding claim against this project.

**Table 10 – Capital Rollover Requests 2015/16**

Service/Portfolio	Service Manager	Description	£	Notes
Commissioning & Customer Contact	Dave Thomas	Cemeteries	22,040	Waiting on resolution of some snagging issues and asset transfer of neighbouring site in order to complete works. Remedial works needed for pathways, access, and storage facilities.
Commissioning & Customer Contact	Dave Thomas	Thistle Hill Community Centre	35,000	Awaiting arrival of new Greenspaces Officer to lead on project.
Commissioning & Customer Contact	Dave Thomas	New play area Iwade	92,200	Awaiting arrival of new Greenspaces Officer to lead on project.
Commissioning & Customer Contact	Dave Thomas	The Meads Community Centre	17,863	The roll forward request is to pay for retention and an outstanding claim against this project.
Commissioning & Customer Contact	Dave Thomas	Milton Creek Country park	16,190	Footpath and viewing platform. Officer vacancy and waiting for better weather conditions.
Commissioning & Customer Contact	Dave Thomas	Oare Gunpowder works	9,000	Assessing need to use as match funding for larger bid or on-going operational works. Will look to use to resolve issue with neighbouring property which is currently being investigated.
Housing	Amber Christou	Disabled Facilities Grant	278,365	The roll forward relates to DFGs committed but the work has either not yet commenced or has not yet been completed, although interim payments may have been made. Once a grant is approved, the applicant has 12 months to carry out the work, and can choose when to start the work. The Council has no power to vary this date - it is set by statute.
Financial Services	Nick Vickers	Cash receipting system	2,500	In 2016/17 Finance shall be using new software to assist the Department to record and calculate the capital accounting movements required by accounting regulations. The annual maintenance charge will be met from existing budgets, but this rollover will be used for the one off implementation costs of this new software, which will be provided by the Chartered Institute of Public Finance and Accountancy.
<b>TOTAL</b>			<b>473,158</b>	

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OVERVIEW AND SCRUTINY LOG OF RECOMMENDATIONS



Cttee	Review title	Rec #	Summary of recommendation	Status	Head of service	Implementation target date	Notes
Scrutiny	MKIP Governance and Communications	4	Creation of Mid Kent Services Director post should be considered favourably.	Accepted	A.Kara	Ongoing	The creation of a permanent, full-time MKSD position, line managed by the Chief Executive of MBC, was recommended by the MKIP Board at the meeting of 17 December and has now been agreed formally by each council through the annual budget process for 2016/17. All three authorities have also now formally made the decision to agree the MKSD collaboration agreement. Arrangements are currently being made to appoint an interim MKSD to cover the period between Paul Taylor ending his secondment (end July 2016) and the new postholder taking up the role.
Scrutiny	MKIP Governance and Communications	7	That a toolkit is created to assist managers in their role as internal clients of shared services.	Accepted	A.Kara	Ongoing	This is already happening through the maturing of the Shared Service Boards and the role of the Mid Kent Service Director. A review of the overarching governance document (including moving to the partnership existing in perpetuity with appropriate break clauses; changing the nam from MKIP to MKS; and changing the objectives and strategic priorities) and model collaboration agreement has taken place with those changes being formally approved at a co-located meeting on 4 July 2016.
Scrutiny	MKIP Governance and Communications	9	That a joint Communication Plan is developed.	Accepted	A. Kara	Ongoing	A plan has been developed and approved by the MKS Board. The Support Officer is currently undertaking, and updating the progress on, the agreed actions. The Annual Report 2014/15, Who's Who (2016) and partnership webpage on the SBC website have been completed with the SharePoint site nearing completion and due to be rolled-out in July 2016. Work on the Annual Report 2015/16 is ongoing. A Swale member briefing took place on 24 March in Swale. A Q+A document, following all three sets of briefings, has been produced and will be incorporated into the Annual Report.
Scrutiny	MKIP Governance and Communications	10	That the MKIP Board has responsibility for the effective implementation of an agreed Communication Plan and ensures its delivery is resourced appropriately.	Accepted	A. Kara	Ongoing	The Support Officer continues to provide updates on progress against actions as a standing item at Chief Executives' meetings and at MKS Board meetings (17 December 2015, 24 March 2016).
Scrutiny	MKIP Governance and Communications	13	That future MKIP Board meetings should be held and papers published in accordance with the appropriate local authority access to information regulations.	Rejected	A.Kara	N/A	MKS papers will only be placed on the internal Intranet facility (and new SharePoint site), not published via the Council's external website.

Key to status	
	<b>Pending:</b> Awaiting cabinet decision on whether to accept or reject.
	<b>Rejected:</b> Recommendation not accepted by cabinet.
	<b>Accepted:</b> Recommendation accepted, still within target date for implementation.
	<b>Implemented:</b> Recommendation accepted, implementation complete.
	<b>Overdue:</b> Recommendation accepted, target date for implementation exceeded.

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**SWALE BOROUGH COUNCIL  
FORWARD PLAN AND NOTICE OF KEY DECISIONS**

**August 2016 - November 2016**

**Notes:**

A key decision is defined as 'an Executive decision which is likely to (a) result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.'

The key decision threshold, confirmed by Council, is set at £100,000 (this relates to (a) of the definition above).

Where the decision will be made by Cabinet the Members of the Cabinet are:

**Councillor Andrew Bowles** - Leader

**Councillor Gerry Lewin** – Deputy Leader and Cabinet Member for Planning

**Councillor Duncan Dewar-Whalley** - Cabinet Member for Finance and Performance

**Councillor Mike Cosgrove** - Cabinet Member for Regeneration

**Councillor David Simmons** – Cabinet Member for Environment and Rural Affairs

**Councillor Alan Horton** – Cabinet Member for Safer Families and Communities

**Councillor Ken Pugh** – Cabinet Member for Housing and Wellbeing

Subject to any prohibition or restriction on their disclosure, copies or extracts of any documents listed below can be viewed at Swale House, East Street, Sittingbourne, Kent, ME10 3HT. Please contact Democratic Services to arrange a time to view the documents or to request copies by post by e-mailing [democraticservices@swale.gov.uk](mailto:democraticservices@swale.gov.uk) or by telephone on: 01795 417330. Fees may be charged in accordance with the Council's Fees and Charges policy.

Other documents relevant to the decision item may be submitted to the decision maker; please contact Democratic Services (contact details above) to request details of these documents as they become available.

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	<p>Limited Liability Partnership (LLP)</p> <p>To seek Cabinet approval to create a Limited Liability Partnership (LLP) between Swale Borough Council and Public Sector Plc to be used as a vehicle to unlock regeneration, assist the Council's asset management, offer an alternative to normal market disposal, and other potential individual asset arrangements enabling the Council to share in development profit, provide an additional option for its assets and land holdings, and maximise the Council's capital and revenue funding streams. The report is presented in two parts. The public report incorporates all the information that is considered appropriate to place in the public domain in order to inform the decision of members. The exempt report is considered necessary to deal with certain matters on a confidential basis in order to maintain commercial confidentiality. Once the</p>	<p>Cabinet 7 September 2016</p>	<p>Key It is likely to result in the Council incurring expenditure above £100,000 or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates. It is significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority..</p>	<p>Part exempt</p>		<p>Cabinet Member for Finance and Performance</p> <p>Mark Radford</p>

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	<p>partnership is established it would look for opportunities to pursue property related projects in the borough. The LLP itself is not a developer of property but a facilitator, acting as a forum to bring together expertise and ideas about the potential use of property assets, and then through agreed procedures approving projects to proceed.</p>					
	<p>Improvements to the A2500 Lower Road</p> <p>To agree the principle of contributing financially to improvements to the A2500 Lower Road, on the Isle of Sheppey.</p>	<p>Cabinet 7 September 2016</p>	<p>Key It is likely to result in the Council incurring expenditure above £100,000 or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates.</p>	<p>Open</p>		<p>Cabinet Member for Regeneration</p> <p>Kieren Mansfield</p>

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	<p>Adoption of the Voluntary Code of Conduct for Street Entertaining and Busking in Swale</p> <p>To adopt the Voluntary Code of Conduct for Street Entertaining and Buskers in Swale following a period of consultation with a review within two years during the initial trial period.</p>	<p>Cabinet 7 September 2016</p>	<p>Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p>	<p>Open</p>		<p>Cabinet Member for Housing and Wellbeing</p> <p>Lyn Newton</p>
	<p>4 Year Efficiency Plan</p> <p>The Government have introduced this as part of last year's Settlement Submitting a plan should give a higher degree of assurance about the level of RSG funding which will</p>	<p>Cabinet 7 September 2016</p>	<p>Non-Key This is not a key decision as it will be considered and decided by full Council.</p>	<p>Open</p>		<p>Cabinet Member for Finance and Performance</p> <p>Nick Vickers</p>

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	be received.					
	<p>Award of Merchant Services Contract</p> <p>To seek authorisation from Cabinet to agree award of the Merchant Services contract after a tendering exercise.</p>	<p>Cabinet 7 September 2016</p>	<p>Key It is likely to result in the Council incurring expenditure above £100,000 or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates.</p>	<p>Open</p>		<p>Cabinet Member for Finance and Performance</p> <p>Nick Vickers</p>
	<p>Proposal to move to a Single Employing Authority for the Mid Kent Environmental Health Service</p> <p>Co-located Meeting to be arranged.</p> <p>To consider adopting a single</p>	<p>Cabinet</p>	<p>Non-Key</p>	<p>Open</p>		<p>Cabinet Member for Environment and Rural Affairs</p> <p>Tracey Beattie</p>

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	employing authority for the Mid Kent Environmental Health Service (MKEH) to provide an effective platform for future service development whilst retaining existing two site model. It summarises the range of benefits of moving to a single employer and considers how this supports the priorities of Mid Kent Improvement Partnership.					
	Financial Management Report: April - June 2016  This report shows the revenue and capital projected outturn for 2016/17 as at the end of period 3, covering the period from April to June 2016.	Cabinet 7 September 2016	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Finance and Performance  Nick Vickers
	Business Rate Pooling  To seek cabinet agreement to participate in a business rate pool for 2017/18.	Cabinet 5 October 2016	Non-Key	Open		Cabinet Member for Finance and Performance  Nick Vickers
	Minutes of the South Thames Gateway Building Control Joint Committee held on 22 September 2016	Cabinet 5 October 2016	Non-Key This is not a key decision because is it not	Open		Cabinet Member for Planning  James Freeman



Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
			likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	Minutes of the Swale Joint Transportation Board meeting held on 12 September 2016	Cabinet 5 October 2016	Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to	Open		Cabinet Member for Regeneration  Dave Thomas

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
			be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	<p>Minutes of the Local Development Framework Panel on 22 September 2016</p> <p>This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by Full Council.</p>	Cabinet 5 October 2016	Non-Key This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by full Council.	Open		Cabinet Member for Planning  Gill Harris
	<p>Review of Fees and Charges</p> <p>The report invites Cabinet to consider the proposals for the level of fees and charges to be levied for the next financial year 2017/18 for submission to Council. Charges will take</p>	Cabinet 9 November 2016	Key It is likely to result in the Council incurring expenditure above £100,000 or the making of	Open		Cabinet Member for Finance and Performance  Nick Vickers

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	effect from 1 April 2017.		savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates.			
	<p>Minutes of the Local Development Framework Panel on 1 December 2016</p> <p>This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by Full Council</p>	Cabinet 7 December 2016	<p>Non-Key</p> <p>This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by full Council.</p>	Open		Cabinet Member for Planning Gill Harris
	<p>Financial Management Report - April to September 2016</p> <p>This report shows the revenue and capital projected outturn for 2016/17 as at the end of period 6, covering the period from April to September 2016.</p>	Cabinet 7 December 2016	<p>Non-Key</p> <p>This is not a key decision as it is for information only.</p>	Open		Cabinet Member for Finance and Performance Nick Vickers

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	<p>Medium Term Financial Plan and 2017/18 Budget</p> <p>This report sets out the Council's Medium Term Financial Plan and proposals for the 2017/18 Budget.</p>	<p>Cabinet 7 December 2016</p>	<p>Non-Key This is not a key decision as it will be considered and decided by full Council.</p>	<p>Open</p>		<p>Cabinet Member for Finance and Performance</p> <p>Nick Vickers</p>
	<p>Minutes of the South Thames Gateway Building Control Joint Committee held on 8 December 2016</p>	<p>Cabinet 11 January 2017</p>	<p>Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p>	<p>Open</p>		<p>Cabinet Member for Planning</p> <p>James Freeman</p>

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	Minutes of the Swale Joint Transportation Board meeting held on 19 December 2016	Cabinet 11 January 2017	Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.	Open		Cabinet Member for Regeneration  Dave Thomas
	Treasury Management Strategy Statement and Investment Strategy 2017/18  This report sets out and seeks approval of the proposed Treasury Management Strategy and Investment	Cabinet 1 February 2017	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Cabinet Member for Finance and Performance  Nick Vickers

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	Strategy for the Council in 2017/18. It will be proposed to Council at the meeting on 15 February 2017.					
	<p>Medium Term Financial Plan and 2017/18 Budget</p> <p>This report sets out the Council's Medium Term Financial Plan and proposals for the 2017/18 Budget.</p>	Cabinet 1 February 2017	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Cabinet Member for Finance and Performance  Nick Vickers
	<p>Financial Management Report: April - December 2016</p> <p>This report shows the revenue and capital projected outturn for 2016/17 as at the end of period 9, covering the period from April to December 2016.</p>	Cabinet 15 March 2017	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Finance and Performance  Nick Vickers
	Minutes of the Swale Joint Transportation Board meeting held on 6 March 2017	Cabinet 15 March 2017	Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in	Open		Cabinet Member for Regeneration  Dave Thomas

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
			excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	<p>Minutes of the Local Development Framework Panel on 9 February 2017</p> <p>This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by Full Council</p>	<p>Cabinet 15 March 2017</p>	<p>Non-Key This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by full Council.</p>	<p>Open</p>		<p>Cabinet Member for Planning  Gill Harris</p>
	<p>Minutes of the South Thames Gateway Building Control Joint Partnership held on 16 March 2017</p>	<p>Cabinet 24 May 2017</p>	<p>Non-Key This is not a key decision because is it not likely to result in the local</p>	<p>Open</p>		<p>Cabinet Member for Regeneration  James Freeman</p>

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
			<p>authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p>			