



AGENDA

SCRUTINY COMMITTEE MEETING

Date: Wednesday, 3 July 2019

Time: 7.00pm

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

Membership:

Councillors Lloyd Bowen (Chairman), Steve Davey, Mike Dendor (Vice-Chairman), Tim Gibson, Alastair Gould, James Hall, Carole Jackson, Elliott Jayes, Denise Knights, Lee McCall, Pete Neal, Ken Pugh and Paul Stephen.

Quorum = 4

Pages

1. Emergency 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 5 June 2019 (Minute Nos. 24 - 33) 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 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 Management Report

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The Committee is asked to consider the Financial Management Year End Report 2018/19.

Part Two - Business Items

6. Reviews Paused during 2018/19

The Committee is asked to consider updates on:

Development Management; and
Regeneration Review.

7. Cabinet Forward Plan

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

8. Urgent Business Requests

The Committee is asked to consider any requests from Committee Members to commence a review.

9. Committee Work Programme

The Committee is asked to note the Committee's Work Programme for the remainder of the year.

Issued on Tuesday, 25 June 2019

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**Chief Executive Swale Borough Council,
Swale House, East Street, Sittingbourne, Kent, ME10 3HT**

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Agenda Item 5

Scrutiny	Agenda Item:
Meeting Date	3 July 2019
Report Title	Financial Management Report – Outturn 2018/19
Cabinet Member	Cllr Roger Truelove, Leader and Cabinet Member for Finance
SMT Lead	Nick Vickers, Chief Financial Officer
Head of Service	Nick Vickers, Chief Financial Officer
Lead Officer	Phil Wilson, Financial Services Manager
Key Decision	Yes
Classification	Open
Forward Plan	Reference number:
Recommendations	<ol style="list-style-type: none"> 1. To note the gross revenue underspend of £930,800. 2. To consider the revenue service rollovers of £722,500 and the setting up of new reserves as set out in in Appendix I Table 11 for approval. 3. To set up a new fund called ‘Special Projects’ to replace the Regeneration Fund and to agree to topping up this Fund by £1m per annum from reserves. 4. To consider reinstating the car park concession at the Swallows and Sheerness Leisure Centres from July 2019 at an estimated cost of £90,000 in 2019/20 funded from the underspend in 2018/19. 5. To implement the Real Living Wage for SBC staff at a cost of £68,000 per annum funded from the underspend in 2018/19. 6. To delegate to the Chief Financial Officer the allocation of uncommitted underspends to reserve funds. 7. To note the capital expenditure of £18,870,571, as detailed in paragraph 8 and Appendix I Table 14. 8. To consider the capital rollovers of £2,862,822, as detailed in Appendix I Table 15 for approval.

1. Purpose of Report and Executive Summary

- 1.1 This report sets out the revenue and capital outturn position for 2018/19.
- 1.2 Whilst the report refers to “underspends”, this actually consists of two quite separate issues; underspends against expenditure budgets, and additional income compared to budget. The net effect is an underspend against the agreed Council budget.

- 1.3 This report shows that the Council has been able to achieve a significant underspend in the year. With a well-known flightpath of reduced funding into the medium term, the Council has 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, with Government funding continuing to decline and the Council being more dependent on its own resources. The scope of management efficiency savings and for savings on major contracts is also much reduced given the successful work to date. The rollover approach seeks to combine and continue to fund service initiatives and create funding sources to help us achieve a balanced budget position in the next two years. Balancing the budget therefore becomes much more about generating income, via business rates in particular.
- 1.5 The headline figures are:
- total revenue underspend of £930,800 including £1,027,000 of additional income – Table 10 in Appendix I;
 - £722,500 revenue rollover requests from Heads of Service – Table 11 in Appendix I;
 - capital underspend of £1,476,009 – Table 14 in Appendix I; and
 - £2,862,822 rollover requests of capital underspends – Table 15 in Appendix I.
 - An increase of £4m in the Council's reserves – Table 13 in Appendix I.

2. Background

- 2.1 The Council operates a budget monitoring process at Head of Service level, with regular reports to the Cabinet Member for Finance and 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 last reported variance to Cabinet covering April to December for net revenue service expenditure was an underspend of £270,950 and the equivalent outturn figure shown in Table 3 is an underspend of £615,648, which represents a movement of £344,698 on a budget of £18.578 million. Table 1 below details the significant movements and is based on Table 10 in Appendix I.

Table 1 – Net Revenue Service Expenditure - Movement from April to December Forecast to Outturn

Net Revenue Service Expenditure	£'000
Variance reported to Cabinet for April to December	(271)
Housing Benefit net movements (total gross payments and grant income £43m)	(141)
Leisure, Sports, Open Spaces, Parks, Countryside and Allotments, due to identified leisure contract savings and open spaces additional income	(77)
Additional income from net interest on management of surplus funds due to improved net interest returns (average total investment £28m)	(73)
Additional income due from Gravesham Borough Council for Stay Put services and additional Stay Put works reimbursed from grants	(60)
Net income from previous elections was confirmed for Council use but this can only be used to support future election related costs	(55)
Net other items	61
Variance reported to Cabinet for 2018/19 Outturn	(616)

3.2 Unusually the movement consists of a large number of changes, which overall were favourable since the previous quarter. It is essential that budget managers produce realistic forecasts of the year end outturn as early as possible in the financial year. Finance will be working with budget managers to ensure forecasts which are closer to outturn are prepared.

3.3 Table 2 below provides more details on the outturn position by service, grouped by reason for variance (e.g. additional income, additional costs, etc.) Table 3 summarises the outturn position by Head of Service. Appendix I provides more details on the Council's outturn for 2018/19 including revenue, capital, reserves and requested rollovers.

Table 2: Service Movements

Service/Contract	Reason for Variance	Working Budget £'000	Outturn Variance to Budget £'000
Additional Income (brackets in variance mean additional income)			
Parking Management	Additional income from pay & display fees	(1,941)	(52)
	Additional income from parking permits and Penalty Charge Notices (PCNs) – on street parking	(390)	(66)
Beach Huts	Additional income	(22)	(2)
Seafront	Additional income – memorials	(25)	(17)
Planning	Fees – additional planning income	(952)	(287)
	Fees – pre-application planning advice	(90)	(10)
	Fees – S106 monitoring fees	(65)	(36)
Licensing	Licensing income	(100)	(22)
	Taxi Licensing – additional income	(64)	(48)
Highways	Street naming	(36)	(40)

Service/Contract	Reason for Variance	Working Budget £'000	Outturn Variance to Budget £'000
Housing – Stay Put Scheme	Disabled facilities grant fees	(143)	(57)
Homelessness	New Burdens Grant (Homelessness Case Level Information Collection)	-	(12)
Property Management	Rental income	(362)	(28)
Leisure	Central House utility costs recharge	-	(11)
Sports Development	Additional grant income	-	(19)
Tourism	Additional grant income	-	(15)
Democratic Services	Additional grant income from KCC	-	(55)
Revenue Services	Council Tax – recovery of Council Tax Benefit overpaid	(413)	(128)
Corporate	Net investment income	(30)	(156)
Loss of Income:			
Parking Management	Penalty Charge Notices	(239)	6
Land Charges	Loss of income (net)	(225)	69
Housing Benefit & Council Tax	Loss of admin grant	(757)	66
Refuse & Recycling	Sale of brown bins	(816)	13
External Legal Fees	S106 fee income	(99)	4
Licensing	Gambling licence fees	(41)	20
Other Net Income	Net additional income	(990)	(144)
Total Net Income			(1,027)
Procurement/Shared Service Savings/Costs: (brackets in variance mean underspend)			
Public conveniences/ street cleansing and refuse collection	Contract costs	3,720	(31)
Democratic Services	MKS corporate shared service costs	74	(34)
Sheerness Gateway	Savings on KCC contract for fees & services	54	(38)
Leisure Services	Leisure contract savings on operating fees and utilities subsidy	698	(30)
Leisure Services	Contract & concessionary charges	14	(14)
Council Tax	Fraud partnership shared service	(33)	(14)
Planning	Reduced costs building control	79	(5)
Parking	Additional costs shared service	134	88
Parking	Reduced contract costs	397	(15)
Planning	Additional costs shared service	172	24
CCTV	Reduced contract costs	261	(4)
HR Shared Service	Reduced costs shared service	257	(35)
Audit Shared Service	Additional costs shared service	176	4
Land Charges	Reduced costs of shared service	69	(4)
Legal Shared Service	Additional staff costs shared service	484	7
IT Shared Service	Reduced costs shared service	502	(26)
IT Shared Service	Telephony savings	44	(13)
Environmental Health Shared Service	Additional savings shared service	515	(50)

Service/Contract	Reason for Variance	Working Budget £'000	Outturn Variance to Budget £'000
Enforcement Service – Council Tax	Additional profit share shared service	(75)	(58)
	Other	-	2
Total Procurement/Shared Service Savings/Costs			(246)
Additional Costs:			
Revenues & Benefits	Lower recovery of benefits overpayments than budgeted	(652)	285
Homelessness	Net bed and breakfast costs	561	44
	Homelessness houses	-	44
Refuse Collection	Purchase of wheeled bins (net)	117	13
Corporate	Princes Street Retail Park – additional consultancy costs	-	16
	Sittingbourne Town Centre – additional consultancy costs	-	50
	Minimum Revenue Provision (MRP) – confirmation of timing of MRP costs from treasury advisers	231	207
Planning	Local Plan – additional costs	181	29
	Development management & enforcement	42	81
Parking	Car Parks – rates/water rates	211	12
	Cash security & licences	57	51
Total Additional Costs			832
Underspends:			
(brackets in variance mean additional underspend)			
Salaries	Net employee costs (incl. agency)	11,304	(389)
Markets	Savings on rates	25	(16)
Corporate items	Pension enhancements	248	(18)
Property	Underspend on building maintenance	238	(24)
Finance	External audit fee	61	(14)
IT shared services	Savings on computer maintenance & software	687	(107)
Revenues & Benefits	Reduced expenditure on net housing benefits		(151)
Chief Executive	Reduction in number of special projects	53	(23)
Communications	Advertising & promotion savings	26	(22)
Corporate	Provision for bad debts	231	(39)
Legal	External legal fees	61	(14)
Democratic Services	Members allowances and travel	444	(37)
Total Underspends			(854)
Total Variance			(1,295)
Movement on reserves			692
Set aside to fund 2019/20 budget			74
Other Net Underspends			(86)
Net Revenue Service Expenditure Total Variance			(615)
Transfer to/ from General Fund Reserve			(316)
Net Expenditure Total Variance			(931)

Table 3: Projected Variance by Service

	Service Manager	Working Budget £	Outturn 2018/19 £	Outturn Variance £
Chief Executive	M. Radford	336,630	290,138	(46,492)
Democratic Services	K. Bescoby	993,140	847,676	(145,464)
Policy, Communications & Customer Services	D. Clifford	1,200,490	1,112,959	(87,531)
Director of Regeneration	E. Wiggins	255,000	266,567	11,567
Commissioning, Environment & Leisure	M. Cassell	5,530,960	5,151,688	(379,272)
Planning	J. Freeman	1,019,080	884,562	(134,518)
Housing, Economy & Community Services	C. Hudson	3,293,690	3,170,013	(123,677)
Property	A. Adams	564,460	476,476	(87,984)
Finance	N. Vickers	764,690	748,057	(16,633)
Revenues & Benefits	Z. Kent	37,890	(267,990)	(305,880)
Licensings & Resilience	D. Fackrell	41,390	(14,938)	(56,328)
Information Technology	C. Woodward	1,231,830	1,087,368	(144,462)
Audit	R. Clarke	200,260	203,878	3,618
Environmental Health	T. Beattie	561,110	505,918	(55,192)
Human Resources	B. Sandher	379,170	329,259	(49,911)
Legal	P. Narebor	437,390	426,038	(11,352)
Princes Street Retail Park	N. Vickers	(438,610)	(422,841)	15,769
Sittingbourne Regeneration	N. Vickers	0	50,609	50,609
Corporate Items	N. Vickers	2,169,430	3,116,915	947,485
NET REVENUE SERVICE EXPENDITURE		18,578,000	17,962,352	(615,648)
Transfer to/ from General Fund Reserve		316,000	0	(316,000)
Financed by:				
Revenue Support Grant		0	0	0
Business Rates		(8,441,000)	(8,441,000)	0
New Homes Bonus		(2,046,000)	(2,045,600)	400
Collection Fund Surplus		(178,000)	(178,000)	0
Council Tax Requirement		(7,913,000)	(7,912,514)	486
TOTAL FINANCING		(18,578,000)	(18,577,114)	886
NET EXPENDITURE		316,000	(614,762)	(930,762)

4. Proposed Revenue Rollovers and Outturn Variance

- 4.1 The use of rollovers is important for the overall financial management of the Council.
- 4.2 Service requests for rollovers at an operational level are detailed in Table 11 in Appendix I. These total £722,500;
- 4.3 The proposed rollovers would be funded from the 2018/19 underspend and the General Fund as required.

4.4 In addition, the following bids are made against the 2018/19 underspend: -

- To reinstate free car parking at the Swallow Leisure Centre (at a cost of £90,000) in 2019/20;
- To implement the Real Living Wage for Swale Borough Council staff (at a cost of £68,000).

5. Business Rates

5.2 In total the Council collected £50.9m of business rates in 2018/19. After the complicated system of levies and tariffs has been accounted for, the Council received £11.8m.

5.3 In 2018/19, the Government postponed the full localisation of business rates nationally but did agree for it to be trialled by a number of pilots. A bid to be a pilot by all the Kent authorities was successful so that they retained the levy previously paid to the Government and all growth above the baseline. The Kent authorities agreed a method of sharing this additional growth. The result was a growth in the business rates income for the Council in 2018/19 which has been allocated to reserves. Unfortunately, Kent was not selected to be one of the pilots for 2019/20.

5.4 The business rates reserves increased by £3 million in 2018/19:

- £890,000 increase in the Business Rates Volatility Reserve. This was a result of the allocation of additional business rates arising from the 2018/19 Kent Business Rates Pilot as part of the Financial Sustainability Fund.
- £846,000 increase in the North Kent Housing and Commercial Growth Fund. This Fund was set up as a result of the 2018/19 Kent Business Rates Pilot. The Council has not yet agreed how this fund will be used. However, there is a 'bidding process' set-up to enable authorities across North Kent, including Kent County Council (KCC), to present potential initiatives to the North Kent Leaders and the appropriate representative from the County Council for approval. The stated purpose of the fund is to support future delivery, where outcomes can be better achieved by local authorities working together across a wider area. This will include, for example, investment in measures to unlock housing development, measures to unlock commercial development, promoting investment and trade, speeding up the planning process.

- £754,000 increase in the Kent Pool Economic Development Reserve. This reserve was established as a result of the Council joining the Kent Business Rates Pool in 2015/16, and this continued into 2018/19 as part of the Kent Business Rates Pilot. It is to fund economic development as agreed by the Council and KCC. To date the following sums have been committed from this fund: £250,000 for the Visitor Economy Framework for 2018 - 2023 (min 475/02/2018); £250,000 for the Isle of Sheppey Lower Road; £800,000 for M2 junction 5.
- £738,000 increase in the Business Rates Volatility Reserve as a result of additional business rates arising from the opening of a major supermarket's distribution centre and the greater use of the site to store goods than originally forecast, material increases in rateable value for a handful of major sites (with some being backdated to 2017) agreed from January 2019, and a change in the method of calculating the money set aside as a provision for future business rate appeals, which was agreed across Kent.
- There was also a transfer from the Business Rates Volatility Reserve of £375,000 in 2018/19 to top up the regeneration reserve and the communities fund as agreed by Cabinet (min 112/02/2018).
- There were also minor movements with a net increase of £98,000 on the Business Rates Volatility Reserve.

5.5 At 31 March 2019 the balances on the business rates reserves were as follows:

- £4.935m Business Rates Volatility Reserve
- £2.065m Kent Business Rates Pool Economic Development Reserve
- £0.846m North Kent Housing and Commercial Growth Fund

5.6 The actual amount of business rates collected can be affected by a wide range of variables including: new businesses opening, existing businesses growing, closure of businesses, rating appeals and collection rates. The localisation of business rates introduced a new area of volatility in the Council's finances and therefore Council agreed to the establishment of a Business Rates Volatility Reserve.

5.7 The Council has benefitted very significantly from the localisation of business rates. However, we should bear in mind the if there is a resetting of business rates in April 2020, this could take away the benefits moving forward.

5.8 The Council has set aside £10m for business rate appeals, of which the Council's share is £4m. This indicates how business rate income can vary greatly as a result of a decision made on business rate appeals.

6. Improvement and Regeneration Funds

6.1 Table 4 below details the outturn position on a number of reserve funds.

Table 4: Improvement and Regeneration Funds

	Balance as at 1 April 2018	Transfers from reserve (Expenditure) in year	Transfers to reserve (Income) in year	Balance as at 31 March 2019	Balance unallocated as at 31 March 2019
Funds:	£	£	£	£	£
Performance	316,134	(122,293)	300,000	493,841	230,999
Regeneration	349,724	(212,710)	300,000	437,014	169,818
Communities	111,367	(65,023)	75,000	121,344	68,916
Pension & Redundancy	205,142	(369,123)	250,000	86,019	86,019
Local Loan Fund	200,000	(24,999)	0	175,001	175,001
TOTAL	1,182,367	(794,148)	925,000	1,313,219	730,753

6.2 Table 12 in appendix I details the allocations from the above funds during 2018/19.

6.3 Previously the Council has had a Regeneration Fund and the current unallocated balance is £170k. It is proposed to replace this fund with a new Special Projects Fund and that £1m per annum from reserves (to be determined by the Chief Financial Officer) will be transferred to this fund starting in 2019/20, as well as moving over the unallocated balance of the Regeneration Fund. This fund will focus on projects which are of direct benefit to the residents of the Borough. Items would include real improvements on a meaningful scale to play areas, improving the public realm, funding new initiatives to promote social inclusion (particularly on the Isle of Sheppey and rural areas). Use of the Council's very significantly increased reserves in this way will have no impact on the underlying financial position of the Council.

7. Usable Reserves

7.1 Table 5 below summarises the usable reserves balance as at 31 March 2019.

Table 5: Usable Reserves

Reserve:	Balance as at 1 April 2018 £'000	Transfers from reserve in year £'000	Transfers to reserve in year £'000	Balance as at 31 March 2019 £'000
Total Earmarked Revenue Reserves	(13,774)	2,663	(6,720)	(17,831)
General Fund	(4,695)	952	(615)	(4,358)
Capital Grants Unapplied	(326)	78	(81)	(329)
Usable Capital Receipts	(1,081)	438	(722)	(1,365)
TOTAL	(19,876)	4,131	(8,138)	(23,883)

7.2 Table 13 in appendix I details the earmarked revenue reserves as at 31 March 2019.

8. Capital Expenditure

8.1 This section of the report details actual capital expenditure and highlights any variations between the revised 2018/19 capital budget and the outturn.

8.2 Actual expenditure to end of March 2019 was £18,870,571. This represents 93% of the revised budget. There remains an underspend of £1,476,009. Further details are set out in Table 14 of Appendix I.

8.3 Table 6 below summarises the capital underspend of £1,476,009.

Table 6: Capital Programme Expenditure

	2018/19 Revised Budget	2018/19 Outturn	2018/19 Outturn Variance
	£'000	£'000	£'000
Housing, Economy & Community Services	17,631	17,321	(310)
Commissioning, Environment & Leisure	2,526	1,403	(1,123)
Property Services	81	81	0
Environmental Health	57	8	(49)
Finance	25	20	(5)
Information Technology	27	38	11
Total SBC funded	16,681	16,942	261
Total Partnership funded	3,666	1,929	(1,737)
Total Capital Programme	20,347	18,871	(1,476)
% Spent to date compared to Revised Budget		93%	

8.4 Heads of Service have submitted a number of capital rollover requests totalling £2,862,822 to be spent in 2019/20 to be released from the underspend of 2018/19. The requests are listed in Table 15 Appendix I, with an explanation provided by the service manager. Of these requests, £1,624,272 is linked with partnership funding, as explained in the notes, leaving £1,238,550 to be met from internal resources. The largest items of rollover are:

- Disabled Facilities Grant (external funding) - £1,613,927
- Leisure Centres - £1,079,000

9. Funding of the 2018/19 Capital Programme

9.1 The 2018/19 capital programme expenditure of £18,870,571 was funded as set out in Table 7 below.

Table 7: Capital Programme Funding

	2018/19 Outturn
	£'000
Capital grants and other contributions	2,382
Capital receipts	438
Earmarked reserves	359
Internal borrowing (i.e. reducing the Council's cash balances)	15,692
Total Capital Funding	18,871

9.2 The Sittingbourne Town Centre Project and Leisure Centres are being funded from internal borrowing. Officers are working with Arlingclose the Council's treasury adviser, to develop an optimised long-term financing strategy.

9.3 Capital receipts from sale of assets in 2018/19 were £607,000. Capital receipts from repayment of grants and loans were £115,000.

10. Payment of Creditors

10.1 The outturn for payment of creditors for 2018/19 was 99% paid within 30 days of receipt of invoice, against the target of 97%.

11. Sundry Debtors

11.1 Tables 8 and 9 below analyse the sundry debt outstanding. The total shown against 2-6 months of £284k includes £218k relating a Housing Association and £57k relating to one company. The £218k has been paid.

Table 8: Sundry Debt Outstanding by Due Date

	March 2019 £'000	December 2018 £'000
Not Due	590	221
1-2 Months	9	368
2-6 months	284	48
6-12 months	60	78
1-2 years	40	28
2-3 years	14	17
3-4 years	14	31
4-5 years	25	6
5-6 years	5	3
6 years +	33	34
Total	1,074	834
Total over two months	475	245
% Total over two months	44%	29%

Table 9: Sundry Debt Outstanding by Head of Service

	March 2019 £'000	December 2018 £'000
Property	200	191
Commissioning, Environment & Leisure	77	366
Housing, Economy & Communities	116	115
Environmental Health	4	1
Planning	7	7
Finance	8	3
Legal	362	37
Other	300	114
Total	1,074	834

11.2 It should be noted that these tables include debts raised for all our grants receivable from Kent County Council, the NHS, etc.

11.3 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.

12. Alternative Options

12.1 None identified – this report is largely for information.

13. Consultation Undertaken or Proposed

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

14. Implications

Issue	Implications
Corporate Plan	Good financial management is key to supporting the Corporate Plan objectives.
Financial, Resource and Property	As detailed in the report
Legal and Statutory	The implications for this category will be dependent upon the decisions of Cabinet on the approval of rollovers and will be provided by the relevant Head of Service.
Crime and Disorder	The implications for this category will be dependent upon the decisions of Cabinet on the approval of rollovers and will be provided by the relevant Head of Service.
Environmental Sustainability	The implications for this category will be dependent upon the decisions of Cabinet on the approval of rollovers and will be provided by the relevant Head of Service.

Issue	Implications
Health & Wellbeing	The implications for this category will be dependent upon the decisions of Cabinet on the approval of rollovers and will be provided by the relevant Head of Service.
Risk Management and Health and Safety	The implications for this category will be dependent upon the decisions of Cabinet on the approval of rollovers and will be provided by the relevant Head of Service.
Equality and Diversity	The implications for this category will be dependent upon the decisions of Cabinet on the approval of rollovers and will be provided by the relevant Head of Service.
Privacy and Data Protection	The implications for this category will be dependent upon the decisions of Cabinet on the approval of rollovers and will be provided by the relevant Head of Service.

15. Appendices

15.1 The following documents are published with this report and form part of the report:

- Appendix I: Financial Outturn Report 2018/19

16. Background Papers

16.1 [The Budget 2018/19 and Medium Term Financial Strategy 2018/19 to 2020/21.](#)

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Financial Outturn Report 2018/19

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Table 10 – Main Variations by Service

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

Table 10 – Main Variations by Service

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

Table 10 – Main Variations by Service

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

Table 10 – Main Variations by Service

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

Table 10 – Main Variations by Service

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

Table 10 – Main Variations by Service

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

Table 10 – Main Variations by Service

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

Table 10 – Main Variations by Service

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

Table 11 – Revenue Rollover Requests

No.	Head of Service	Funded from	Rollover Request £	Purpose of Rollover
1	Anne Adams	Property Services	22,000	This underspend is due to the post of Building Surveyor being vacant for part of the year. The intention is to leave this post vacant for a few more months and the underspend will be needed to provide external support. It is therefore requested that this is rolled into the 2019/20 consultancy budget.
2	Anne Adams	Property Services	42,000	The underspend on the service (apart from building maintenance) is requested to be transferred to the Building Maintenance Reserve for the funding of building maintenance in future years.
		Total	64,000	
Page 29	Baljinder Sandher	HR Shared Service	35,000	The underspend relates mainly to the MKS HR service.
	Baljinder Sandher	HR Shared Service	15,000	Underspend on training budget to address the B-Heard survey feedback and are planning to use the budget for training at the manager/supervisor level as well as at the Leadership level. The type of training we are planning will be carried out by an external provider and this budget will help us to cover the costs of the training.
		Total	50,000	
5	Charlotte Hudson	Housing Strategy	4,000	An insurance rebate received through the Better Homes Active Lives (BHAL) programme partnership with Kent County Council and other councils (relates to the delivery of a Private Finance Initiative contract). Part of the BHAL contract includes reviewing and renegotiating the associated insurances every 2 years, with any savings, or additional costs being shared between the partners. There is a chance that we could repay this rebate if there is any downturn with the insurance market or any other associated costs increase unexpectedly.

Table 11 – Revenue Rollover Requests

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

Table 11 – Revenue Rollover Requests

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

Table 11 – Revenue Rollover Requests

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

Table 11 – Revenue Rollover Requests

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

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Table 11 – Revenue Rollover Requests

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

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Table 11 – Revenue Rollover Requests

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

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Table 11 – Revenue Rollover Requests

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

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

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

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

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

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

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

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

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

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

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

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

Ref	Reserve	Description
(i)	Business Rates Volatility Reserve	To assist the Council in managing the volatility of business rate income as a result of business rate localisation.
(ii)	General Reserve	The use of this reserve is subject to the approval of Members.
(iii)	Business Rates Pool (Economic)	This fund has been established as a result of the Council joining the Kent Business Rates Pool. It is to fund economic development as agreed by the Council and KCC.
(iv)	Building Maintenance	To meet items of backlog building maintenance as identified in the Council's medium-term maintenance plan as well as urgent or unexpected items. Each year the reserve is topped up by any underspend on the building maintenance revenue budget.
(v)	Preceptors Council Tax Support	Paid by KCC, Police and Fire to reflect the costs of Council Tax support localisation.
(vi)	Housing Benefits	Savings made in the Benefits section, including unspent grants were transferred to this reserve. This is used to cover the shortfall in grant.
(vii)	Regeneration	To fund regeneration projects in the Borough. Officers can submit bids to this reserve.
(viii)	Performance	To improve overall performance. Officers can submit a bidding list of proposals.
(ix)	Civil Parking Enforcement Reserve	Any surplus from on street parking is transferred to the ring fenced on-street parking account under Section 55 of the Road Traffic Act 1984.
(x)	Commuted Sums	This reserve will be used to fund play area and open space maintenance in future years.
(xi)	Local Plan	Any underspend or overspend on this service on the General Fund will be transferred to this fund and used solely to fund Local Plan associated work.
(xii)	Pension & Redundancy	To meet the cost of releasing the Pension Fund benefits to staff who have taken early retirement and to fund all other redundancy costs.
(xiii)	Local Loan Fund	To support voluntary, community or not-for-profit organisations and town and parish councils in Swale to enable management and delivery of local services and facilities.

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

Notes

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

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

Ref	Reserve	Description
(xxvi)	Cemeteries	Used to cover the costs of purchasing a new electronic burial records system as part of the transformation review recommendations and further expected costs at the new Iwade burial site.
(xxvii)	Faversham Recreation HLF Bid	Following a second phase of the Heritage Lottery Fund parks for people programme, detailed plans for improvements and enhancements at Faversham Rec have been submitted and will be subject to a final decision in June 2018. If successful in achieving the £1.9m bid, SBC have committed to provide some match-funding to undertake complimentary improvements to items outside the scope of the HLF criteria. This bid is to provide the funds to meet this commitment.
(xxviii)	Milton Creek Access Road	Reserve will be used for new access road to Milton Country Park and increased security around the car park to stop unauthorised encampments.
(xxix)	Environmental Initiatives	Income from fixed Penalty notices used to support various environmental initiatives. It is a requirement of the legislation that any money generated is used to create a cleaner and greener environment.
(xxx)	Disabled Facilities Grants (Revenue)	This reserve is related to the Better Care Fund (BCF) incorporating Disabled Facilities Grants (DFG). Funding is from the Government and administered via KCC. The balance of the BCF to carry over as agreed by Strategic Management Team and used for new or committed work to support the DFG service.
(xxxi)	Faversham Creek Footpath	Footpath in Faversham - part of the regeneration of the Faversham Creek.
(xxxii)	Insurance Funds	The purpose of the reserve is to fund Insurance claims that fall below £1,000 which will reduce our number of claims.
(xxxiii)	Car Parking Equipment	This reserve is made up of approved rollovers from previous financial years and will be used to fund car parking equipment replacement and use of new technology.
(xxxix)	Miscellaneous	This is made up of the earmarked reserves that are less than £50,000. A full list of these reserves is available upon request.

Table 14 – Capital Programme 2018/19 Outturn

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

Table 14 – Capital Programme 2018/19 Outturn

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

Table 15 - Capital Rollovers & Explanation of Variations

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

Table 15 - Capital Rollovers & Explanation of Variations

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

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

July 2019 - October 2019

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 Roger Truelove – Leader and Cabinet Member for Finance
Councillor Mike Baldock – Deputy Leader and Cabinet Member for Planning
Councillor Richard Palmer – Cabinet Member for Community
Councillor Monique Bonney - Cabinet Member for Economy and Property
Councillor Tim Valentine - Cabinet Member for Environment
Councillor Harrison – Cabinet Member for Health and Wellbeing
Councillor Ben J Martin – Cabinet Member for Housing

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 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
	Recommendations from the Local Plan Panel held on 6 June 2019	Cabinet 12 June 2019	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
	Queenborough and Rushenden Regeneration Scheme funding agreement amount increase Delegated authority was given in December 2018 for a funding agreement of £3.5 million. Subsequent market testing has shown the land raising costs to have increased significantly due to market shortages in materials. Homes England have provided us with the opportunity to bid for additional funding to cover this expected price increase.	Cabinet 12 June 2019	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.	Open		Cabinet Member for Community Kieren Mansfield
	Outside Bodies Nominations to be made by Cabinet Cabinet are asked to appoint Members to outside bodies for the 2019/20 Municipal Year.	Cabinet 12 June 2019	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	Open		Leader Philippa Davies

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
			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.			
	Living Wage To consider implementing the Living wage for Swale employees and major contractors.	Cabinet 10 July 2019	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 Finance 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>Sittingbourne Town Centre Scheme</p> <p>To review progress regarding the scheme</p>	Cabinet 10 July 2019	<p>Key</p> <p>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>	Open		<p>Cabinet Member for Economy and Property</p> <p>Emma Wiggins</p>
	<p>Contract awards - parking operations</p> <p>Cabinet report to provide authority to complete contract documentation for two parking services.</p>	Cabinet 10 July 2019	<p>Key</p> <p>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>	Open		<p>Cabinet Member for Housing</p> <p>Martyn Cassell</p>
	<p>Interim revisions to Corporate Plan (decision title TBA)</p> <p>This report will provide an addendum or similar to the corporate plan adopted by Council in April 2019, in order to</p>	Cabinet 10 July 2019	<p>Non-Key</p> <p>This is not a key decision as it will be considered and decided by full Council.</p>	Open		<p>Leader</p> <p>David Clifford davidclifford@swale.gov.uk</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
	update it to reflect the new coalition administration's political priorities.					
	<p>Requirement for Members to undergo equality and diversity training before being eligible to sit on committees</p> <p>This report will propose that a minimum training requirement in respect of equality and diversity be met in order for Members to be eligible to sit on certain committees.</p>	Cabinet 10 July 2019	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Cabinet Member for Planning David Clifford davidclifford@swale.gov.uk
	<p>Public Space CCTV Strategy Adoption</p> <p>This report is to seek approval from Cabinet to adopt the Public Space CCTV Strategy, following its consultation.</p>	Cabinet 10 July 2019	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.	Open		Councillor Alan Horton AlanHorton@swale.gov.uk Steph Curtis

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 Housing, Homelessness and Rough Sleeping Strategy 2019 – 2023</p> <p>The Housing, Homelessness and Rough Sleeping Strategy sets out the priorities for the Council over the next 4 years. Following the public consultation Cabinet is requested to formally adopt the Strategy.</p>	Cabinet 10 July 2019	<p>Key</p> <p>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>	Open		<p>Cabinet Member for Housing</p> <p>Charlotte Hudson</p>
	<p>Disposal of 17/17A Station Street, Sittingbourne</p> <p>This report is to consider the potential disposal of the property formerly occupied by the Citizens Advice Service and is now surplus to requirements.</p>	Cabinet 10 July 2019	<p>Key</p> <p>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>	Part exempt		<p>Cabinet Member for Finance</p> <p>Kent Parker</p>
	<p>Financial Management report - financial outturn report 2018/19</p> <p>Cabinet is asked to consider this report which shows the revenue and capital outturn for 2018/19 and to approve rollovers into</p>	Cabinet 10 July 2019	<p>Key</p> <p>It is likely to result in the Council incurring expenditure above £100,000 or the making of</p>	Open		<p>Cabinet Member for Finance</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
	2019/20.		savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates.			
	Recommendations from the Local Plan Panel held on 27 June 2019	Cabinet 10 July 2019	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
	Recommendations from the Swale Joint Transportation Board meeting held on 24 June 019	Cabinet 10 July 2019	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			Cabinet Member for Community

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
			more wards or electoral divisions in the area of the local authority.			
	Recommendations from the Swale Joint Transportation Board meeting held on 9 September 2019	Cabinet 25 September 2019	Non-Key	Open		
	Financial Management Report: April - June 2019 This report shows the revenue and capital projected outturn for 2019/20 as at the end of period 3, covering the period from April to June 2019.	Cabinet 25 September 2019	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Finance Nick Vickers
	Recommendations from the Local Plan Panel meeting held on 25 July 2019	Cabinet 25 September 2019	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 Councillor Tim Gibson
	Review of Fees and Charges The report invites Cabinet to consider the proposals for the level of fees and charges to be levied for the next financial year	Cabinet 30 October 2019	Key It is likely to result in the Council incurring expenditure above £100,000	Open		Cabinet Member for Finance 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
	2020/21 for submission to Council. Charges will take effect from 1 April 2020.		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.			
	Recommendations from the Local Plan Panel meeting held on 17 October 2019	Cabinet 30 October 2019	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 Councillor Tim Gibson
	Financial Management Report April to September 2019 This report shows the revenue and capital projected outturn for 2019/20 as at the end of period 6, covering the period from April to September 2019.	Cabinet 11 December 2019	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Finance Nick Vickers
	Medium Term Financial Plan and 2020/21 Budget This report sets out the Council's Medium Term Financial Plan and	Cabinet 11 December 2019	Non-Key This is not a key decision as it will be considered and decided by	Open		Cabinet Member for Finance 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
	proposals for the 2020/02 Budget.		full Council.			
	<p>Treasury Management Strategy Statement and Investment Strategy 2020/21</p> <p>This report sets out and seeks approval of the proposed Treasury Management Strategy and Investment Strategy for the Council in 2020/21. It will be proposed to Council at the meeting on 26 February 2020.</p>	Cabinet 12 February 2020	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Cabinet Member for Finance Nick Vickers
	<p>Medium Term Financial Plan and 2020/21 Budget</p> <p>This report sets out the Council's Medium Term Financial Plan and proposals for the 2020/21 Budget.</p>	Cabinet 12 February 2020	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Cabinet Member for Finance Nick Vickers
	<p>Financial Management Report: April - December 2019</p> <p>This report show the revenue and capital projected outturn for 2019/20 as at the end of period 9, covering the period from April to December 2019.</p>	Cabinet 18 March 2020	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Finance 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>Warden Bay Land (junction Imperial Drive and Cliff Drive) Community Asset Transfer Date for decision to be confirmed.</p> <p>This report seeks approval for the community asset transfer of land located on the junction of Imperial Drive and Cliff Drive, Warden Bay to the Warden Bay Parish Council.</p>	Cabinet	<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>	Open		<p>Cabinet Member for Finance Sophia Ramm</p>
	<p>Corporate performance indicators and targets 2019/2022</p> <p>This report proposes additions and deletions to the set of KPIs and targets used to manage and monitor corporate performance for 2019 - 2022.</p> <p>Meeting date to be confirmed.</p>	Cabinet	<p>Non-Key This is not a key decision as it will be considered and decided by full Council.</p>	Open		<p>Cabinet Member for Finance Tony Potter</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>Council Beach Hut Policy</p> <p>The report sets out the future policies for the Council to support investment to increase beach hut provision in Swale, improved localised infrastructure which will help grow our tourism offer and operational and charging policies for hut users.</p> <p>Decision date to be agreed.</p>	Cabinet	<p>Key</p> <p>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>	Open		<p>Cabinet Member for Community</p> <p>Mike Marsh</p>