

Financial Outturn Report 2015/16

Table of Contents

Table 1 – Underspend by ServicePage 2

Table 2 – Main variations by Service.....Page 3

Table 3 – Revenue rollover requests – specific.....Page 10

Table 4 – Revenue rollover requests – operational.....Page 13

Table 5 – Revenue rollover – bids.....Page 18

Table 6 – Allocations from Funds.....Page 21

Table 7 – Revenue Reserves.....Page 23

Table 8 – General Fund Balances.....Page 26

Table 9 – Capital Programme.....Page 28

Table 10 – Capital RolloversPage 30

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
GROSS REVENUE SERVICE EXPENDITURE		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
NET REVENUE SERVICE EXPENDITURE AFTER ROLL FORWARDS		17,926,000	16,324,250	(1,601,750)
Financed by:				
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
NET EXPENDITURE		(58,000)	(3,257,151)	(3,199,151)
Put Business Rates Underspend to Volatility Reserve and Economic Growth Reserve		0	1,597,401	1,597,401
TOTAL CONTRIBUTION TO GENERAL FUND		(58,000)	(1,659,750)	(1,601,750)

Table 2 – Main Variations by Service

Net (Under)/Overspend / Income Shortfall as at end of March 2016		
Service – Cabinet Member (Head of Service)	£'000	Explanation
CHIEF EXECUTIVE - Cllr A. Bowles (Abdool Kara)		
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
TOTAL	(50)	
ECONOMY AND COMMUNITIES – Cllrs M. Cosgrove, M. Whiting & K. Pugh (Emma Wiggins)		
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
TOTAL	(209)	(£41k is requested to rollover into 2016/17 of unspent ring fenced grants – refer to Table 3)

Table 2 – Main Variations by Service

Net (Under)/Overspend / Income Shortfall as at end of March 2016		
Service – Cabinet Member (Head of Service)	£'000	Explanation
COMMUNICATIONS, PRINTING, ADVERTISING & PROMOTION – Cllrs M. Cosgrove, M. Whiting & K. Pugh (Sara Toal)		
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
TOTAL	(35)	
RESIDENT SERVICES – Cllr J. Wright (Amber Christou)		
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

Net (Under)/Overspend / Income Shortfall as at end of March 2016		
Service – Cabinet Member (Head of Service)	£'000	Explanation
TOTAL	(246)	(£44k is requested to rollover into 2016/17 of unspent ring fenced grants – refer to Table 3)
PLANNING – Cllr G. Lewin (James Freeman)		
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
TOTAL	28	
COMMISSIONING & CUSTOMER CONTACT – Cllrs D. Simmons & M. Whiting (Dave Thomas)		
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

Net (Under)/Overspend / Income Shortfall as at end of March 2016		
Service – Cabinet Member (Head of Service)	£'000	Explanation
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
TOTAL	(1,026)	

Table 2 – Main Variations by Service

Net (Under)/Overspend / Income Shortfall as at end of March 2016		
Service – Cabinet Member (Head of Service)	£'000	Explanation
DIRECTOR OF CORPORATE SERVICES – Cllrs D. Dewar-Whalley (Mark Radford)		
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
TOTAL	(63)	
EMERGENCY PLANNING – Cllr A. Bowles (Della Fackrell)		
Emergency Planning	(8)	Minor underspend on supplies and services
TOTAL	(8)	
DIRECTOR OF REGENERATION – Cllr M. Cosgrove (Kathryn Carr)		
Strategic Director	10	Net miscellaneous overspend
TOTAL	10	
IT SERVICES – Cllr D. Dewar-Whalley (Andy Cole)		
IT MKIP	(21)	Lower than expected MKIP charges
IT Clientside	(3)	Net underspend on supplies & services
TOTAL	(24)	
ENVIRONMENTAL HEALTH – Cllr. D. Simmons (Tracey Beattie)		
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
TOTAL	(39)	(£13k is requested to rollover into 2016/17 of unspent ring fenced grants – refer to Table 3)
INTERNAL AUDIT – Cllr D. Dewar-Whalley (Rich Clarke)		
Audit Services	(15)	14/15 reimbursement from Maidstone BC for shared service £9k Underspend on shared service £7k
TOTAL	(15)	
FINANCE – Cllr D. Dewar-Whalley (Nick Vickers)		
Financial Services	(6)	Net miscellaneous underspend
TOTAL	(6)	

Table 2 – Main Variations by Service

Net (Under)/Overspend / Income Shortfall as at end of March 2016		
Service – Cabinet Member (Head of Service)	£'000	Explanation
HUMAN RESOURCES – Cllr D. Dewar-Whalley (Dena Smart)		
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
TOTAL	(14)	
LEGAL – Cllr D. Dewar-Whalley (John Scarborough)		
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
TOTAL	(47)	
DEMOCRATIC SERVICES – Cllr A. Bowles (Katherine Bescoby)		
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
TOTAL	(59)	
PROPERTY – Cllr D. Dewar-Whalley (Anne Adams)		
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

Net (Under)/Overspend / Income Shortfall as at end of March 2016		
Service – Cabinet Member (Head of Service)	£'000	Explanation
Health & Safety	(4)	Savings on books and e-resources
TOTAL	(117)	
OTHER VARIANCES (TO BE MET FROM TOTAL UNDERSPEND)		
Remembrance & Commemoration	14	Commemorations in respect of the 30,000 th Last Post
MKIP Shared Service	26	SBC share of the cost of the MKIP Director
TOTAL	40	
NON-SERVICE BUDGETS		
KCC 2 nd 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
	(1,958)	TOTAL BEFORE ROLLOVER REQUESTS
	99	Ring Fenced Grant Rollover Requests
	40	Other Grant Requests
	48	Commutated Sum – Play Equipment
	170	Transfer to reserves to meet 16/17 budget
	(1,601)	TOTAL UNDERSPEND AFTER PROPOSED ROLLOVER OF GRANTS & OTHER APPROVED ROLLOVERS

Table 3 – Revenue Rollover Requests – Specific and Other Grants

Head of Service	Description	Rollover Request £	Purpose of Rollover
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.
Total Ring-fenced Grants		98,634	
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

Head of Service	Description	Rollover Request £	Purpose of Rollover
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.
Total Non Ring-fenced Grants		39,622	
Total Grants		138,256	

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	<p>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.</p> <p>A grant of £900 has been approved to Sheppey United Youth Disability, but we are waiting for their final paperwork before making the payment.</p>

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.
Total - Other Rollovers		754,515	

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

Head of Service	Rollover Request £	Purpose of Rollover
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.
Total	443,993	

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

	Amount £
Performance Fund	
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
Total Approved 2015/16	288,401

	Amount £
Regeneration Fund	
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
Total Approved 2015/16	176,763

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

	Amount £
Communities Fund	
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
Total Approved 2015/16	55,623

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

	Balance 31 March 2015 £'000	Transfers out 2015/16 £'000	Transfers in 2015/16 £'000	Balance 31 March 2016 £'000	Note
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)
Total	(8,713)	1,851	(4,193)	(11,055)	

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

Notes

Ref	Reserve	Description
(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

	Working Budget £	2015/16 Outturn £	Variance £
Net Service Expenditure	17,926,000	15,968,000	(1,958,000)
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
Net Service Expenditure after Specific Grant and other Grant Rollovers	17,926,000	16,324,250	(1,601,750)
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
Net Revenue Expenditure	17,984,000	17,984,000	-
Net Service Expenditure			
Net Service Expenditure	17,926,000	15,968,000	(1,958,000)
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
Net (Surplus) / Deficit on General Fund	(58,000)	(1,659,750)	(1,601,750)

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	
Total Commissioning & Customer Contact		48,000	322,730	541,239	218,509	174,430	
Wylie Court Slabbing over gas main – Earmarked reserve	SBC	0	119,680	119,678	(2)	0	
Total Development Control		0	119,680	119,678	(2)	0	
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)
Total Resident Services		1,040,000	1,332,060	1,079,746	(252,314)	278,365	
Finance							
Cash Receipting System – Capital Receipts	SBC	0	22,760	20,213	(2,547)	2,500	(m)
Total Finance		0	22,760	20,213	(2,547)	2,500	
Other							
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	
Total Economy & Communities		15,000	580,840	547,795	(33,045)	17,863	
TOTAL CAPITAL PROGRAMME							
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	
TOTAL CAPITAL PROGRAMME		1,103,000	2,378,070	2,308,671	(69,399)	473,158	

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.
TOTAL			473,158	