

<b>Cabinet</b>	<b>Agenda Item: 6</b>
<b>Meeting Date</b>	7 December 2016
<b>Report Title</b>	Financial Management Report – April – September 2016
<b>Cabinet Member</b>	Cllr Duncan Dewar-Whalley, Cabinet Member for Finance & Performance
<b>SMT Lead</b>	Nick Vickers, Head of Finance
<b>Head of Service</b>	Nick Vickers, Head of Finance
<b>Lead Officer</b>	Phil Wilson, Chief Accountant
<b>Key Decision</b>	Yes
<b>Classification</b>	Open
<b>Forward Plan</b>	Reference number: 11
<b>Recommendations</b>	<ol style="list-style-type: none"> <li>1. To note the projected net revenue underspend on services of £617,700</li> <li>2. To note the capital expenditure of £831,704 to end of September 2016</li> <li>3. To approve £76,000 of funding for two new capital schemes as detailed in paragraph 3.12.</li> </ol>

## **Purpose of Report and Executive Summary**

1.1 This report shows the revenue and capital projected outturn activity for 2016/17 as at the end of September 2016. The report is based on service activity up to the end of September 2016 and is collated from monitoring returns from budget managers.

1.2 The headline figures are:

- Total forecast revenue underspend of £617,700;
- Capital expenditure of £831,704.

## **2. Background**

2.1 The Council operates a monthly budget monitoring process at Head of Service level, which reports each month to the Strategic Management Team.

2.2 Financial monitoring reports are presented to Cabinet on a quarterly basis, as well as to Scrutiny Committee.

### 3. Proposals

#### Revenue Outturn

3.1 As at the end of September 2016 the total forecast revenue underspend is £617,700. The last reported variance to Cabinet in September 2016 (to end of period 3 - June) was an underspend of £199,900. This represents a movement of £417,800. As set out below the main reason for this position is the additional income which the Council has generated.

3.2 There are a number of service movements within the projected revenue outturn, and the most significant of these are summarised below in Table 1.

**Table 1: Service Movements**

Service/Contract	Reason for Variance	Working Budget £'000	Projected Variance (period 3) £'000	Projected Variance (period 6) £'000
<b>Additional Income/Loss of income:</b>				
<b>Fees &amp; Charges set by SBC:</b>				
Parking	Additional income from parking fees	(1,625)	(165)	(250)
	Parking Permits	(97)	-	(20)
	Season Tickets	(50)	-	(7)
Recycling & Waste Management & Street Cleansing	Additional income from garden waste collections (brown bins)	(368)	(11)	(20)
	Residential wheeled bins	(21)	-	5
Cemeteries	Additional income	(115)	-	-
Planning	Pre-application advice	(60)	-	25
Sea Front	Memorials	(1)	-	(5)
Sea Front	Beach huts	(8)	-	(6)
Highways	Additional Income	(15)	-	(37)
Legal	Additional income from S106 fees	(29)	(11)	(28)
Planning	S106 Monitoring Fees	(65)	-	25
Other		(67)	-	(8)
<b>Other Income:</b>				
Corporate Items	Additional external interest income	(93)	(134)	(134)
Parking	PCN's	(251)	-	(20)

<b>Service/Contract</b>	<b>Reason for Variance</b>	<b>Working Budget £'000</b>	<b>Projected Variance (period 3) £'000</b>	<b>Projected Variance (period 6) £'000</b>
Planning	Fees – Additional income	(672)	100	(105)
Recycling & Waste Management & Street Cleansing	Special collections and sale of litter bins	(25)	(6)	(10)
<b>Total Net Additional Income</b>			<b>(227)</b>	<b>(595)</b>
<b>Procurement/Shared Service Savings/Additional Costs:</b>				
Refuse Collection/Street Cleansing	Street Cleansing Contract	884	(30)	(53)
	Refuse & Recycling Contract	2,401	(17)	(50)
Leisure & Sport	Net contract savings	226	(2)	(9)
Parking	Debt recovery service	-	-	-
Planning MKS	Reduced MKS costs	251	13	(22)
Legal	Additional costs to SBC – MKLS	(1,040)	-	28
Audit Shared Service	Additional shared service costs	157	1	1
Benefits	Fraud Prevention savings	93	(19)	(50)
Public Conveniences	Net contract savings	250	(5)	(7)
<b>Total Procurement/Shared Service Savings</b>			<b>(59)</b>	<b>(162)</b>
<b>Overspends:</b>				
Homelessness	Net Bed and Breakfast budget	111	119	176
Parking	Grounds maintenance	12	-	30
Commissioning & Contracts	Purchase of wheeled bins	62	-	40
	Clean Kent overspend highways	5	-	10
Corporate	Sittingbourne Master Plan – Legal Costs	-	-	10
Planning	Court Costs	-	-	82
Legal	External Legal Fees	35	-	36

<b>Service/Contract</b>	<b>Reason for Variance</b>	<b>Working Budget £'000</b>	<b>Projected Variance (period 3) £'000</b>	<b>Projected Variance (period 6) £'000</b>
<b>Total Overspends</b>			<b>119</b>	<b>384</b>
<b>Underspends:</b>				
Salaries	Net Employee Costs (variance represents 1.1% of budget)	12,830	-	(144)
Council Tax Collection	Court Costs	24	-	(9)
Homelessness	Homelessness Prevention Service	74	-	(30)
Homelessness	Homeless Hostel	-	-	(35)
Corporate Items	Bad Debts Provision	-	-	(30)
<b>Total Underspends</b>			<b>-</b>	<b>(248)</b>
<b>Other Net Underspends/Overspends</b>			<b>(33)</b>	<b>3</b>
<b>Total Variance</b>			<b>(200)</b>	<b>(618)</b>
<b>Movement</b>				<b>(418)</b>

3.3 Table 2 below shows the outturn position by service. The line-by-line variations are explained in Table 3.

**Table 2: Underspend by Service**

	<b>Service Manager</b>	<b>Working Budget</b>	<b>Projected Outturn 2016/17</b>	<b>Projected Variance</b>
		<b>£</b>	<b>£</b>	<b>£</b>
Chief Executive	A. Kara	265,810	234,710	(31,100)
Policy	D. Clifford	213,860	213,160	(700)
Economy & Communities	C. Hudson	2,066,690	2,033,790	(32,900)
Communications	S. Toal	234,770	234,770	0
Resident Services	A. Christou	1,654,760	1,661,760	7,000
Planning	J. Freeman	935,730	979,030	43,300
Commissioning & Customer Contact	D. Thomas	5,486,430	5,037,630	(448,800)
Director of Corporate Services & Director of Regeneration	M. Radford / E. Wiggins	361,850	362,850	1,000
Information Technology	A. Cole	1,081,500	1,081,500	0
Audit	R. Clarke	156,990	157,790	800
Environmental Health	T. Beattie	507,050	484,950	(22,100)
Finance	N. Vickers	1,452,480	1,444,280	(8,200)
Human Resources	D. Smart	342,010	342,010	0
Legal	E. Culligan	395,640	431,540	35,900
Democratic Services	K. Bescoby	914,720	908,420	(6,300)
Property	A. Adams	574,930	560,130	(14,800)
Variances to be met from underspend		0	10,000	10,000
Corporate Items		1,806,048	1,655,248	(150,800)
<b>NET REVENUE SERVICE EXPENDITURE</b>		<b>18,451,268</b>	<b>17,833,568</b>	<b>(617,700)</b>
<b>Financed by:</b>				
Revenue Support Grant		(2,033,950)	(2,033,950)	0
Business Rates		(5,643,950)	(5,643,950)	0
New Homes Bonus		(3,482,000)	(3,482,000)	0
Collection Fund Surplus		(260,970)	(260,970)	0
Council Tax Requirement		(7,030,398)	(7,030,398)	0
<b>TOTAL CONTRIBUTION TO GENERAL FUND</b>		<b>0</b>	<b>(617,700)</b>	<b>(617,700)</b>

**Table 3: Main Variations by Service**

<b>Projected Net (Under)/Overspend / Income Shortfall as at end of September 2016</b>		
<b>Service – Cabinet Member (Head of Service)</b>	<b>£'000</b>	<b>Explanation</b>
<b>CHIEF EXECUTIVE – Cllr A. Bowles (Abdool Kara)</b>		
Chief Executive & Corporate Costs	(31)	£11k underspend on corporate costs. £20k other net savings.
Policy	(1)	£6k net staff costs savings. £5k Sustainable Sheppey over-received grant repayable.
<b>TOTAL</b>	<b>(32)</b>	
<b>ECONOMY AND COMMUNITIES – Cllrs M. Cosgrove &amp; A. Horton (Charlotte Hudson)</b>		
Environmental	0	The new Environmental Initiatives are expected to be cost neutral as they are funded directly from ring-fenced FPN payments.
Economic Development and Learning & Skills	(14)	£9k salary savings arising from maternity leave. £5k savings from reduced take-up of business support service, change in future provision of business support service and more cautious approach to marketing apprenticeships to local employers in Q3 and Q4, set against national changes.
Closed Circuit Television	4	Loss of income on third party CCTV contracts.
Community Halls and Centres	6	£3k overspend on utilities and rates - continued use of Quinton Hall. £3k overspend - funding required for additional spend on The Meads Community Centre.
Arts Events & Activities	(5)	Underspend on WWI grants.
Community Safety	(14)	Net salary costs savings (officer acting up).
Economy & Community Services	(10)	Salary costs savings (officer acting up).
Markets	0	Anticipated additional specialist markets on Saturday may generate additional income. However, contract terms are still being negotiated and it is too early to estimate any additional costs or savings.
<b>TOTAL</b>	<b>(33)</b>	

<b>Projected Net (Under)/Overspend / Income Shortfall as at end of September 2016</b>		
<b>Service – Cabinet Member (Head of Service)</b>	<b>£'000</b>	<b>Explanation</b>
<b>COMMUNICATIONS, PRINTING, ADVERTISING &amp; PROMOTION – Cllrs M. Cosgrove &amp; A. Horton (Sara Toal)</b>		
Communications	0	Nil variance reported at this stage.
<b>TOTAL</b>	<b>0</b>	
<b>RESIDENT SERVICES – Cllr K. Pugh (Amber Christou)</b>		
Housing Development and Strategy	(6)	£5k net staff costs underspend. £1k net other savings.
Private Sector Housing	(7)	£2k net underspend on staff costs. £2k mileage underspend. £2k fines additional income. £1 net other savings.
Housing Options	106	£177k overspend on the Bed & Breakfast budget. £35k underspend for homeless hostel budget. £6k net underspend projected on staff costs including agency staff. £2k reduced income from government homelessness grant. £30k reduced expenditure on Homelessness Prevention services. £2k net miscellaneous underspend. (Note: use of Reserves will fund £17k other expenditure.)
Housing Benefit and Council Tax Collection	(86)	£50k projected underspend on the Fraud Partnership shared service. £27k projected staff costs saving (including Maternity leave and officer acting up). £8k court costs savings. £3k overspend for grants. £6k underspend on mileage. £2k net other additional costs. (Note: use of Reserves will fund £1k other expenditure.)
Council Tax Benefit	0	Nil Variance reported at this stage.

<b>Projected Net (Under)/Overspend / Income Shortfall as at end of September 2016</b>		
<b>Service – Cabinet Member (Head of Service)</b>	<b>£'000</b>	<b>Explanation</b>
Stay Put Scheme	0	Nil variance reported at this stage. (Note: use of Reserves will fund £4k other expenditure.)
<b>TOTAL</b>	<b>7</b>	
<b>PLANNING – Cllr G. Lewin (James Freeman)</b>		
Building Control	(3)	Saving on Building Control shared service.
Development Control	54	£105k additional planning fee income. £3k miscellaneous additional income. £82k overspend for court costs - appeals. £25k overspend consultancy costs – appeals. £5k overspend for enforcement salaries. £25k loss of income – pre-application planning advice. £25k loss of income – S106 fees.
Development Services	14	Additional agency costs.
Local Land Charges	0	Nil Variance reported at this stage.
Local Planning & Conservation	0	Nil Variance reported at this stage.
Mid Kent Planning Service (MKPS)	(22)	Underspend on MKPS.
<b>TOTAL</b>	<b>43</b>	
<b>COMMISSIONING &amp; CUSTOMER CONTACT – Cllr D. Simmons (Dave Thomas)</b>		
Commissioning & Customer Contact, Client & Amenity Services and Customer Service Centre	(57)	£49k net staff costs savings. £2k mileage costs savings. £4k postage costs savings. £2k net miscellaneous other costs savings.
Parking Management	(265)	£250k additional net pay & display fees. £30k additional grounds maintenance costs being carried out to maintain public safety. £20k additional income PCNs. £20k additional income parking permits. £7k additional income season tickets. £2k additional net expenditure.



<b>Projected Net (Under)/Overspend / Income Shortfall as at end of September 2016</b>		
<b>Service – Cabinet Member (Head of Service)</b>	<b>£'000</b>	<b>Explanation</b>
Cemeteries and Closed Churchyards	(1)	£1k net additional internment income.
Seafront and Harbour & Quays	6	£4 reduced casual mooring fees income. £5k additional memorials (benches etc.) income. £6k additional beach huts income. £12k overspend non-contract grounds maintenance. £1k overspend other costs.
Leisure, Sports, Open Spaces, Parks, Countryside and Allotments	(5)	£11k recharged energy costs additional income regarding Central House. £2k Serco credit sale agreement saving (repayments lower than budgeted). £3k net reduced rents/fees/charges income. £5k overspend non-contract grounds maintenance. (Note: use of Reserves to £94k will fund additional expenditure on Consultancy advice, non-contract Grounds Maintenance and play equipment maintenance.)
Cleansing	(1)	Net staff costs savings.
Recycling & Waste Minimisation	(21)	Net Garden Waste bins and recycled scrap metal additional income.
Refuse Collection / Street Cleansing/ Public Conveniences	(68)	£106k net estimated contract costs and contract variation savings. £4k Public Conveniences's rates savings. £40k wheeled bins overspend. £10k overspend on Kent Resource Partnership project budget contribution. £10k additional special collections income, including A249 collections. £2k net other overspends. (Note – contract costs for current year are still being negotiated).
Highways SBC	(38)	Street naming and numbering additional income.
Grounds Maintenance	1	Reduced recovery of costs.
<b>TOTAL</b>	<b>(449)</b>	

<b>Projected Net (Under)/Overspend / Income Shortfall as at end of September 2016</b>		
<b>Service – Cabinet Member (Head of Service)</b>	<b>£'000</b>	<b>Explanation</b>
<b>DIRECTOR OF CORPORATE SERVICES – Cllr D. Dewar-Whalley (Mark Radford)</b>		
Corporate Costs	0	Nil variance.
Licensing	0	Nil variance.
<b>TOTAL</b>	<b>0</b>	
<b>EMERGENCY PLANNING – Cllr A. Bowles (Della Fackrell)</b>		
Emergency Planning	(1)	Minor underspend.
<b>TOTAL</b>	<b>(1)</b>	
<b>DIRECTOR OF REGENERATION – Cllr M. Cosgrove (Emma Wiggins)</b>		
Strategic Director	2	Minor overspend.
<b>TOTAL</b>	<b>2</b>	
<b>IT SERVICES – Cllr D. Dewar-Whalley (Andy Cole)</b>		
IT MKS	0	Nil variance.
IT Client side	0	Nil variance.
<b>TOTAL</b>	<b>0</b>	
<b>ENVIRONMENTAL HEALTH – Cllr. D. Simmons (Tracey Beattie)</b>		
Environmental Health MKS	(22)	£10k Savings on MKS Charges for Environmental Shared Services £8k Savings on withdrawing market supplements £7k Additional income expected from food safety training and increase in tattooing registrations £3k Additional cost due to increased cost from Port of London for sampling and monitoring and additional mileage expenses
<b>TOTAL</b>	<b>(22)</b>	
<b>INTERNAL AUDIT – Cllr D. Dewar-Whalley (Rich Clarke)</b>		
Audit Services	1	Small increase in the recharge for the MKS Audit service due to new pay scales at MBC.
<b>TOTAL</b>	<b>1</b>	
<b>FINANCE – Cllr D. Dewar-Whalley (Nick Vickers)</b>		
Financial Services	(8)	Net minor variances.
<b>TOTAL</b>	<b>(8)</b>	

<b>Projected Net (Under)/Overspend / Income Shortfall as at end of September 2016</b>		
<b>Service – Cabinet Member (Head of Service)</b>	<b>£'000</b>	<b>Explanation</b>
<b>HUMAN RESOURCES – Cllr D. Dewar-Whalley (Dena Smart)</b>		
Human Resources	0	Nil variance.
Organisational Development	0	Nil variance.
<b>TOTAL</b>	<b>0</b>	
<b>LEGAL – Cllr D. Dewar-Whalley (Estelle Culligan)</b>		
Legal MKLS	28	As a result of increased usage of MKLS services by Swale BC.
External legal fees	36	Higher numbers of non-payment of littering fixed penalty notices going to court results in higher levels of barrister costs. It is expected that the majority of such costs will be recovered.  In addition there are planning inquiry/appeal costs relating to Seager Road and New Rides Farm.
S106 Income	(28)	Additional income from S106 legal fees and other fees.
<b>TOTAL</b>	<b>36</b>	
<b>DEMOCRATIC SERVICES – Cllr A. Bowles (Katherine Bescoby)</b>		
Democratic Process	(0)	Nil variance reported.
Other Democratic Costs	(6)	£6k registration canvassing fees savings.
<b>TOTAL</b>	<b>(6)</b>	
<b>PROPERTY SERVICES – Cllr D. Dewar-Whalley (Anne Adams)</b>		
Property Services	(11)	Net underspends.
Administrative Buildings	(2)	Miscellaneous small underspends.
Property Management	(2)	£2k pressure on rental income. £4k underspend on rates.
Health & Safety	0	Nil variance.
<b>TOTAL</b>	<b>(15)</b>	
<b>VARIANCES TO BE MET FROM UNDERSPEND</b>		
Sittingbourne Town Centre Development	10	Additional Legal Fees re Sittingbourne Town Centre Project. As in previous years, it is requested that this be funded from the anticipated final total underspend.
<b>TOTAL</b>	<b>10</b>	

<b>Projected Net (Under)/Overspend / Income Shortfall as at end of September 2016</b>		
<b>Service – Cabinet Member (Head of Service)</b>	<b>£'000</b>	<b>Explanation</b>
<b>NON-SERVICE BUDGETS</b>		
Corporate Items	(151)	£134k external interest additional income. £7k additional costs re: Lower Medway Internal Drainage Board. £30k corporate provision for bad debts – net underspend due to additional income in Housing Benefit overpayments debts raised, partially offset by an increase in the provision for bad debt. £6k miscellaneous additional costs.
	<b>(618)</b>	<b>NET EXPENDITURE (PROJECTED VARIANCE)</b>

## **Business Rates**

3.4 The headline figures for total Business Rates income are:

- 2015/16 NNDR3 (outturn) £45,081,000
- 2016/17 Budget £46,422,000
- 2016/17 NNDR1 (Forecast) £47,542,000

3.5 The Council retains about 10% of total business rates and 40% of any growth over the 1 April 2013 base position. The Council has agreed that any surplus goes into the Business Rates Volatility Reserve. The reserve currently stands at £2.6m and any surplus business rates for 2016/17 will be put to this reserve in order to be able to address any future volatility of income.

3.6 The Council has set aside £8.1m for business rate appeals. This indicates how business rate income can vary greatly as a result of a decision made on business rate appeals.

3.7 The Council has responded to the DCLG consultation papers, “*Self-sufficient local government: 100% Business Rates Retention*” and “*Fair Funding Review: Call for evidence on needs and redistribution*”. These papers sought views regarding the implementation of 100% Business Rates Retention for local government which government intends to introduce to local government by the end of the Parliament and on the review of the Baseline Need figure. There will also be a revaluation of business rates as at 1 April 2017.

3.8 Swale is a member of a business rate pool for 2016/17 consisting of KCC and ten district / borough councils (Sevenoaks and Dover have decided not to join).

## **Improvement and Regeneration Funds**

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

**Table 4: Improvement and Regeneration Funds**

<b>Funds:</b>	<b>Balance as at 1 April 2016 £</b>	<b>Transfers from reserve (Expenditure) in year £</b>	<b>Transfers to reserve (Income) in year £</b>	<b>Forecast Balance as at March 2017 £</b>
Performance	536,417	(153,516)	0	382,901
Regeneration	362,649	(90,832)	522,000	793,817
Communities	71,913	(143)	50,000	121,770
Pension & Redundancy	212,142	0	0	212,142
Local Loan Fund	250,000	0	0	250,000
<b>TOTAL</b>	<b>1,433,121</b>	<b>(244,491)</b>	<b>572,000</b>	<b>1,760,630</b>

3.10 Appendix II details the allocations from the above funds during 2016/17.

### **Capital Expenditure**

3.11 This section of the report details actual capital expenditure and highlights any variations between the revised 2016/17 capital budget and the projected outturn.

3.12 Requests are made to fund the following new capital projects:

- Sheppey Leisure Centre - £35,000 – strengthening the exercise studio floor - to be funded from the Building Maintenance Reserve;
- Bell Road Cemetery - £41,000 – take down and rebuild bell tower - to be funded 50% from the Building Maintenance Reserve and 50% from the General Reserve.

3.13 There will be a separate report to Cabinet in January requesting funding of approximately £95,000 for the construction of a piled retaining wall at Minster Abbey Churchyard due to the structural movement of retaining wall between the churchyard and adjacent pub. This will be funded from either reserves or capital receipts.

3.14 Actual expenditure to end of September 2016 is £831,704. This represents 21.1% of the revised budget. Further details are set out in Appendix III.

3.15 The 2016/17 capital programme expenditure of £831,704 is funded as set out in Table 5.

**Table 5: Capital Programme Funding**

	<b>2016/17 Revised Budget £</b>	<b>2016/17 Actual to end of September 2016 £</b>
Partnership funding (including S106 Grants)	3,050,125	705,658
Earmarked Reserves	253,065	95,160
Long Term Debtors / Third Party Loans	0	30,886
Capital Receipts	645,730	0
<b>Total Funded</b>	<b>3,948,920</b>	<b>831,704</b>

**Payment of Creditors**

3.16 The payment of creditors to end of September 2016 is 99% paid in 30 days against the target of 97%.

**Debtors**

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

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

	<b>September 2016 (period 6) £'000</b>	<b>June 2016 (period 3) £'000</b>	<b>September 2015 (period 6) £'000</b>
Not Due	141	112	289
1-2 Months	63	440	94
2-6 Months	45	46	65
6-12 Months	16	11	20
1-2 Years	17	19	10
2-3 Years	6	4	4
3-4 Years	4	6	9
4-5 Years	8	7	25
5-6 Years	14	14	10
6 Years +	24	23	15
<b>Total</b>	<b>338</b>	<b>682</b>	<b>541</b>
<b>Total Due</b>	<b>197</b>	<b>570</b>	<b>252</b>
<b>% Total Due</b>	<b>58%</b>	<b>84%</b>	<b>47%</b>

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

	<b>September 2016 (period 6) £'000</b>	<b>June 2016 (period 3) £'000</b>	<b>September 2015 (period 6) £'000</b>
Not Due	141	114	289
1-2 Months	69	440	99
2-6 Months	51	56	73
6-12 Months	22	23	31

	<b>September 2016 (period 6) £'000</b>	<b>June 2016 (period 3) £'000</b>	<b>September 2015 (period 6) £'000</b>
1-2 Years	39	33	33
2-3 Years	27	38	24
3-4 Years	23	11	15
4-5 Years	12	15	46
5-6 Years	30	43	154
6 Years +	84	94	15
<b>Total</b>	<b>498</b>	<b>867</b>	<b>779</b>
<b>Total Due</b>	<b>357</b>	<b>753</b>	<b>490</b>
<b>% Total Due</b>	<b>72%</b>	<b>87%</b>	<b>63%</b>

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

	<b>September 2016 (period 6) £'000</b>	<b>June 2016 (period 3) £'000</b>	<b>September 2015 (period 6) £'000</b>
Rent Deposit Scheme	160	185	238
Commissioning & Customer Contact	48	58	137
Property	191	157	168
Residents Services	46	49	59
Legal MKLS	1	5	1
Economy & Communities	12	14	13
Planning	14	3	10
Communications	0	0	2
Environmental Health	1	14	2
Policy	11	1	2
Other	14	381	147
<b>Total</b>	<b>498</b>	<b>867</b>	<b>779</b>

3.18 The debt over six years old relates to charges on property, i.e. where the debt cannot be collected until the property concerned is sold.

3.19 Table 9 below analyses the debt outstanding for housing benefit overpayments. The overall Housing Benefit debt has reduced because the Housing Benefit team have been proactively contacting customers to obtain details of their changes in income for example pension and wage increases. The proactive work increased the year 1-2 figures due to the fact we had received a large amount of claims however the amount of new overpayments raised over the past year has reduced. This has given the overpayments team more time to concentrate on the older overpayments.

**Table 9: Debt outstanding – Housing Benefit Overpayments**

	<b>September 2016 (period 6) £'000</b>	<b>June 2016 (period 3) £'000</b>	<b>September 2015 (period 6) £'000</b>
0-12 Months	963	867	1268
1-2 Years	491	532	275
2-3 Years	206	216	195

	<b>September 2016 (period 6) £'000</b>	<b>June 2016 (period 3) £'000</b>	<b>September 2015 (period 6) £'000</b>
3-4 Years	142	154	196
4-5 Years	155	160	187
5-6 Years	159	164	127
6 Years +	414	432	368
<b>Total</b>	<b>2,530</b>	<b>2,525</b>	<b>2,616</b>

3.20 Table 10 below analyses the debt outstanding for Council Tax Debt.

**Table 10: Debt outstanding – Council Tax**

	<b>September 2016 (period 6) £'000</b>	<b>June 2016 (period 3) £'000</b>	<b>September 2015 (period 6) £'000</b>
1 Year	1,511	1,347	1,382
2 Years	716	781	791
3 Years	466	503	421
4 Years	259	272	309
5 Years	196	209	217
6 Years	134	143	165
7 Years	104	109	127
8 Years	85	88	85
9 Years	53	55	45
10 Years +	83	88	112
<b>Total</b>	<b>3,607</b>	<b>3,595</b>	<b>3,654</b>

3.21 Table 11 below analyses the debt outstanding for Business Rates. The main reduction is the writing off of £1.25m for TS Sheerness Steel Ltd. We have been actively monitoring all other debts to ensure they are being chased.

**Table 11: Debt outstanding – Business Rates**

	<b>September 2016 (period 6) £'000</b>	<b>June 2016 (period 3) £'000</b>	<b>September 2015 (period 6) £'000</b>
1 Year	309	356	903
2 Years	145	154	722
3 Years	90	93	297
4 Years	113	114	124
5 Years	65	71	48
6 Years	33	36	28
7 Years	18	18	17
8 Years +	9	18	12
<b>Total</b>	<b>782</b>	<b>860</b>	<b>2,181</b>

## **4 Alternative Options**

4.1 None identified – this report is largely for information.



## 5 Consultation Undertaken or Proposed

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

## 6 Implications

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

## 7 Appendices

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

- Appendix I: Fees & Charges Projected Income 2016/17
- Appendix II: Improvement & Regeneration Fund allocations as at the end of September 2016
- Appendix III: Capital Programme – Projected outturn as at end of September 2016

## 8 Background Papers

8.1 The Budget 2016/17 and Medium Term Financial Strategy 2016/17 to 2018/19.

### Fees & Charges Projected Income 2016/17 (fees set by SBC)

Charge	2015/16 Outturn	2016/17 Original Budget	2016/17 Projected Outturn	Projected Variance
	£	£	£	£
<b>Commissioning &amp; Customer Contact</b>				
Car parks and season tickets	1,702,515	1,674,900	1,931,900	257,000
Garden waste collections (brown bins)	336,107	367,500	387,415	19,915
Residents parking permits (including voucher parking for visitors parking in residential bays)	125,495	97,000	117,000	20,000
Cemeteries burial fees	124,077	114,960	118,960	4,000
Bulky waste collections	60,086	57,000	57,000	0
Residential wheeled bins	35,776	20,500	15,500	(5,000)
Street naming and numbering	19,560	15,000	52,460	37,460
Beach hut charges	12,217	7,500	13,400	5,900
Seafront memorial bench	11,971	1,000	6,000	5,000
Travelling fetes & fairs and access over open space licence	11,005	11,780	13,280	1,500
Sports facilities	7,376	11,500	5,870	(5,630)
Allotments	1,798	1,000	550	(450)
Radar keys for disabled toilets	486	210	310	100
Harbour facilities and town quays	0	5,500	1,500	(4,000)
<b>Corporate Services</b>				
Legal services charges, including S106 application fees	38,986	28,660	56,660	28,000
Hire of meeting rooms at Swale House	80	100	3,200	3,100
<b>Economic &amp; Cultural Services</b>				
King George's Pavilion	18,806	13,980	13,980	0
Advertising fees for Inside Swale	10,952	5,000	5,000	0
Annual animal licences	10,856	10,500	10,500	0
Stray dog collection	9,490	9,000	9,000	0
Pest control treatments	5,267	2,000	2,000	0
Alleygate key	54	50	50	0
Guildhall	0	600	600	0
<b>Housing</b>				
Houses in multiple occupation	2,480	500	500	0
Stayput handyperson charges	2,367	2,200	2,200	0
Home inspection for immigration application fee	75	100	100	0

### Fees & Charges Projected Income 2016/17 (fees set by SBC)

Charge	2015/16 Outturn £	2016/17 Original Budget £	2016/17 Projected Outturn £	Projected Variance £
<b>Mid-Kent Environmental Health Service</b>				
CIEH Level 2 Award Training in Food Safety in Catering	4,305	500	3,500	3,000
Registration fee under the Local Government (Misc Provisions) Act	3,968	1,500	5,000	3,500
Request for environmental information	1,977	1,000	1,200	200
Food export certificate	460	100	420	320
<b>Planning</b>				
Local land charges	220,933	210,000	210,000	0
Pre-application planning advice fees	49,269	60,000	35,000	(25,000)
S106 Monitoring fees	31,144	65,000	40,000	(25,000)
Photocopying charges	91	2,000	3,900	1,900
Sale of Ordnance Survey plans	0	1,050	50	(1,000)
<b>TOTAL</b>	<b>2,860,029</b>	<b>2,799,190</b>	<b>3,124,005</b>	<b>324,815</b>

**Improvement and Regeneration Fund Allocations to the end of September 2016**

	<b>Amount £</b>
<b>Performance Fund</b>	
Community Safety Operational Pot	5,000
Transformation Project	120,000
Data Quality Project	25,000
Transitional Review into Future Delivery of DFG's	4,000
Consultancy support for renegotiation of Grounds Maintenance contract	20,000
Smarter Digital Services	20,000
Additional hours to support Cabinet and Deputy Cabinet Members	1,600
Website Development	5,000
Digital Service Development - GovDelivery implementation	3,320
Website re-design	49,000
Pilot project for website self service	10,260
Local Area Perception Survey	12,000
Leisure Centre Conditions Surveys, Swallows Leisure Centre & Faversham Pools	9,192
<b>Total Approved as at September 2016</b>	<b>284,372</b>
<b>Regeneration Fund</b>	
Sheerness Strategic Regeneration Framework	15,000
Faversham Place review and workshop	5,000
Compulsory purchase order, legal Advice	10,000
<b>Total Approved as at September 2016</b>	<b>30,000</b>
<b>Communities Fund</b>	
<b>Total Approved as at September 2016</b>	<b>0</b>

## Capital Programme 2016/17

	Funding SBC / Partnership SBC/ P	2016/17 Original Budget £	Other Adjustments £	2016/17 Working Budget £	2016/17 Actual to End of September 2016 £	2016/17 Variance £
<b>SUMMARY</b>						
<b><u>PARTNERSHIP FUNDING SCHEMES</u></b>						
Economy & Communities	P	964,000	6,795	970,795	51,327	-919,468
Commissioning & Customer Contact	P	0	136,200	136,200	13,149	-123,051
Resident Services	P	1,140,000	803,130	1,943,130	641,182	-1,301,949
<b>TOTAL PARTNERSHIP FUNDING SCHEMES</b>	<b>P</b>	<b>2,104,000</b>	<b>946,125</b>	<b>3,050,125</b>	<b>705,658</b>	<b>-2,344,468</b>
<b><u>SWALE BOROUGH COUNCIL FUNDING SCHEMES</u></b>						
Commissioning & Customer Contact	SBC	15,000	233,230	248,230	84,000	-164,230
Corporate Services	SBC	0	17,000	17,000	8,500	-8,500
Environmental Health	SBC	55,000	0	55,000	0	-55,000
Economy & Communities	SBC	415,000	11,065	426,065	2,660	-423,405
Resident Services	SBC	0	0	0	30,886	30,886
Finance	SBC	0	2,500	2,500	0	-2,500
Property Services	SBC	150,000	0	150,000	0	-150,000
<b>TOTAL SBC FUNDING SCHEMES</b>	<b>SBC</b>	<b>635,000</b>	<b>263,795</b>	<b>898,795</b>	<b>126,046</b>	<b>-772,749</b>
<b>TOTAL CAPITAL PROGRAMME</b>		<b>2,739,000</b>	<b>1,209,920</b>	<b>3,948,920</b>	<b>831,704</b>	<b>-3,117,217</b>

## Capital Programme 2016/17

	Funding SBC / Partnership SBC/ P	2016/17 Original Budget £	Other Adjustments £	2016/17 Working Budget £	2016/17 Actual to End of September 2016 £	2016/17 Variance £
<b><u>ECONOMY &amp; COMMUNITIES - E.WIGGINS</u></b>						
CCTV - Repairs & Renewals Reserve	SBC	15,000	0	15,000	0	-15,000
Easthall Farm Community Centre - S106	P	964,000	0	964,000	39,666	-924,334
The Mill Project, Sittingbourne Skate Park - Capital Receipts	SBC	200,000	0	200,000	0	-200,000
Faversham Creek Basin Regeneration Project (swing bridge) - Capital Receipts	SBC	200,000	0	200,000	0	-200,000
Kemsley Community Facilities (S106)	P	0	0	0	4,866	4,866
The Meads Community Centre- S106	P	0	6,795	6,795	6,795	0
The Meads Community Centre- Regeneration Fund	SBC	0	11,065	11,065	2,660	-8,405
<b>TOTAL ECONOMY &amp; COMMUNITIES</b>		<b>1,379,000</b>	<b>17,860</b>	<b>1,396,860</b>	<b>53,987</b>	<b>-1,342,873</b>
<b><u>COMMISSIONING &amp; CUSTOMER CONTACT - D.THOMAS</u></b>						
Cemeteries - future burial provision in the borough - Capital Receipts	SBC	0	22,040	22,040	0	-22,040
Thistle Hill Community Woodland - Trim Trail - S106	P	0	35,000	35,000	0	-35,000
New Play Area - Iwade Schemes - S106	P	0	92,200	92,200	0	-92,200
Milton Creek Footpath & Viewing platform - Capital Receipts	SBC	0	16,190	16,190	0	-16,190
Borden Playstool Playground Equipment (S106)	P	0	0	0	13,149	13,149
Oare Gunpowder Works - S106	P	0	9,000	9,000	0	-9,000
Newington Car Park Wall	SBC	0	125,000	125,000	84,000	-41,000
Car Park Machines - Reserves	SBC	15,000	30,000	45,000	0	-45,000
Car Park Information Boards	SBC	0	40,000	40,000	0	-40,000
<b>TOTAL COMMISSIONING &amp; CUSTOMER CONTACT</b>		<b>15,000</b>	<b>369,430</b>	<b>384,430</b>	<b>97,149</b>	<b>-287,281</b>

## Capital Programme 2016/17

	Funding SBC / Partnership SBC/ P	2016/17 Original Budget £	Other Adjustments £	2016/17 Working Budget £	2016/17 Actual to End of September 2016 £	2016/17 Variance £
<b><u>CORPORATE SERVICES - MARK RADFORD</u></b>						
Uniform Licencing Implementation	SBC	0	17,000	17,000	8,500	-8,500
<b>TOTAL CORPORATE SERVICES</b>		<b>0</b>	<b>17,000</b>	<b>17,000</b>	<b>8,500</b>	<b>-8,500</b>
<b><u>ENVIRONMENTAL HEALTH - T.BEATTIE</u></b>						
Replacement of Air Quality Stations - Capital Receipts	SBC	55,000	0	55,000	0	-55,000
<b>TOTAL ENVIRONMENTAL HEALTH</b>		<b>55,000</b>	<b>0</b>	<b>55,000</b>	<b>0</b>	<b>-55,000</b>
<b><u>RESIDENT SERVICES - A. CHRISTOU</u></b>						
<i>DFG Mandatory Grants (CLG)</i>	<i>P</i>	1,140,000	803,130	1,943,130	636,094	-1,307,036
<i>HRG - Housing Repair Grants Over 60</i>	<i>P</i>	0	0	0	5,088	5,088
RHB2 - Decent Home Loans Owner Occupier	SBC	0	0	0	30,886	30,886
<b>TOTAL RESIDENT SERVICES</b>		<b>1,140,000</b>	<b>803,130</b>	<b>1,943,130</b>	<b>672,068</b>	<b>-1,271,062</b>
<b><u>FINANCE - N. VICKERS</u></b>						
Cash Receipting System - Replacement - Capital Receipts	SBC	0	2,500	2,500	0	-2,500
<b>TOTAL FINANCE AND PERFORMANCE PORTFOLIO</b>		<b>0</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>-2,500</b>
<b><u>PROPERTY SERVICES – A. ADAMS</u></b>						
Faversham Pools Refurbishment - Capital Receipts	SBC	150,000	0	150,000	0	-150,000
<b>TOTAL PROPERTY SERVICES</b>		<b>150,000</b>	<b>0</b>	<b>150,000</b>	<b>0</b>	<b>-150,000</b>