

Financial Outturn Report 2016/17

Table of Contents

Table 1 –	Underspend by Service	Page 2
Table 2 –	Main variations by Service.....	Page 3
Table 3 –	Revenue rollover requests – operational.....	Page 12
Table 4 –	Revenue rollover requests – bids	Page 19
Table 5 –	Allocations from Funds	Page 20
Table 6 –	Revenue Reserves	Page 21
Table 7 –	General Fund Balances.....	Page 24
Table 8 –	Capital Programme.....	Page 25
Table 9 –	Capital Rollovers & Explanation of Variations....	Page 27

Table 1 – Underspend by Service

	Service Manager	Working Budget £	Outturn 2016/17 £	Variance £
Chief Executive	M. Radford	265,810	251,251	(14,559)
Policy	D. Clifford	222,560	197,942	(24,618)
Economy & Communities	C. Hudson	2,231,610	2,014,108	(217,502)
Communications	S. Toal	274,170	265,084	(9,086)
Resident Services	A. Christou	1,042,940	1,269,755	226,815
Planning	J. Freeman	1,134,340	1,018,637	(115,703)
Commissioning & Customer Contact	D. Thomas	5,867,110	4,808,826	(1,058,284)
Director of Corporate Services & Director of Regeneration	Vacant/E. Wiggins	436,700	380,009	(56,691)
Information Technology	C. Woodward	1,191,360	1,157,858	(33,502)
Audit	R. Clarke	161,990	161,488	(502)
Environmental Health	T. Beattie	515,790	500,304	(15,486)
Finance	N. Vickers	784,390	777,664	(6,726)
Human Resources	D. Smart	371,150	336,822	(34,328)
Legal	E. Culligan	395,640	426,825	31,185
Democratic Services	K. Bescoby	931,640	926,638	(5,002)
Property	A. Adams	801,000	566,676	(234,324)
Variations to be met from underspend		0	30,488	30,488
Corporate Items		1,822,800	1,941,568	118,768
NET REVENUE SERVICE EXPENDITURE		18,451,000	17,031,943	(1,419,057)
Financed by:				
Revenue Support Grant		(1,955,000)	(1,955,000)	0
Business Rates		(5,644,000)	(6,064,512)	(420,512)
New Homes Bonus		(3,482,000)	(3,482,000)	0
Collection Fund Surplus		(79,000)	(79,000)	0
Council Tax Requirement		(7,291,000)	(7,291,000)	0
NET EXPENDITURE		0	(1,839,569)	(1,839,569)
Put Business Rates Underspend to Economic Growth Reserve		0	420,512	420,512
TOTAL CONTRIBUTION TO GENERAL FUND		0	(1,419,057)	(1,419,057)

Table 2 – Main Variations by Service

Projected Net (Under)/Overspend / Income Shortfall as at end of March 2017		
Service – Cabinet Member (Head of Service)	£'000	Explanation
CHIEF EXECUTIVE – Cllr A. Bowles (Mark Radford)		
Chief Executive & Corporate Costs	(15)	£6k underspend on corporate costs. £9k net salary savings.
Policy	(25)	£9k net salary savings. £16k Sustainable Sheppey additional grant received.
TOTAL	(40)	(£16k is requested to roll forward into 2017/18 of unspent grants – refer to Table 3)
ECONOMY AND COMMUNITIES – Cllrs – All (Charlotte Hudson)		
Environmental	(65)	£53k net additional income from the Environmental Initiatives. £12k net savings.
Closed Circuit Television	12	£13k additional monitoring costs. £1k net savings.
Community Halls and Centres	(9)	£10k saving on Alexander Centre. £1k net costs.
Community Safety	(23)	£16k net salary savings. £5k Community Safety Partnership grant underspend. £2k net savings.
Economy & Community Services	(30)	Net salary savings.
LEF (Local Engagement)	(25)	Underspend of members' communities grants.
Youth	(5)	£5k net savings.
Learning, Business & Skills	(20)	£7k net underspend on grants. £13k net savings.
Regeneration	(8)	£4k underspend Coastal Communities Fund grant. £4k underspend High Street Innovation Fund grant.
Arts Events & Activities	(6)	£6k net underspend on WWI remembrance, projects and commemoration.
Markets	(20)	£17k savings on rates. £3k net additional income.
Sports Development	(19)	£8k net salary cost savings. £11k net savings and income.

Table 2 – Main Variations by Service

Projected Net (Under)/Overspend / Income Shortfall as at end of March 2017		
Service – Cabinet Member (Head of Service)	£'000	Explanation
TOTAL	(218)	(£108k is requested to roll forward into 2017/18 - refer to Table 3)
COMMUNICATIONS, PRINTING, ADVERTISING & PROMOTION – Cllr A. Bowles (Sara Toal)		
Communications	(9)	Net staff costs savings.
TOTAL	(9)	
RESIDENT SERVICES – Cllr K. Pugh (Amber Christou)		
Housing Development and Strategy	(10)	£10k net savings.
Private Sector Housing	(11)	£11k net savings and income.
Housing Options	411	<p>£473k costs over budget on the Temporary Accommodation budget due to further Welfare Reform changes reducing the amount that we can claim through Housing Benefits against the expenditure, and further increase in homelessness within Swale and a reduction in the availability of private and social rented accommodation leaving many homeless families in temporary accommodation for longer periods than usual. The budget has been increased for 2017/18 and additional, lower cost accommodation from a Housing Association Partner has been sourced to try and minimise spend on this budget.</p> <p>£56k reduced expenditure on Homelessness Prevention services due to lack of available rented housing.</p> <p>£35k underspend for homeless hostel budget.</p> <p>£2k lower than anticipated government homelessness grant</p> <p>£27k net costs.</p>

Table 2 – Main Variations by Service

Projected Net (Under)/Overspend / Income Shortfall as at end of March 2017		
Service – Cabinet Member (Head of Service)	£'000	Explanation
Housing Benefit and Council Tax Collection	(124)	<p>£78k staff cost savings, additional DWP Housing Benefits Additional Grant £78k, additional Universal Credit DWP Reimbursement £15k, offset by loss of Housing Benefit Subsidy Grant £179k.</p> <p>£77k saving on the Fraud Partnership shared service.</p> <p>£37k net saving on the Enforcement shared service.</p> <p>£79k Academy Recovery additional costs (bad debt).</p> <p>£5k court costs savings.</p> <p>£16k saving on card commissioning costs and bank charges.</p> <p>£11k saving on postage costs</p> <p>£30k underspend on Housing Benefits.</p> <p>£9k recovery of Council Tax Benefit overpaid.</p> <p>£26k net variance saving.</p>
Stay Put Scheme	(40)	<p>£48k additional Disabled Facilities Grant fee income.</p> <p>£8k net additional costs.</p>
TOTAL	226	(£48k is requested to roll forward into 2017/18 - refer to Table 3)
PLANNING – Cllr G. Lewin (James Freeman)		
Building Control	(6)	Saving on Building Control shared service.
Development Control	(157)	<p>£293k additional planning fee income has been secured from submission of increased number of significant 'major' planning applications primarily arising from applicants pre-empting emerging Local Plan allocations and developers testing Local Plan status given lack of five year housing supply with ad-hoc non allocated sites</p> <p>£85k overspend for court costs etc. – appeals.</p> <p>£39k loss of income – S106 developers fees.</p> <p>£28k loss of income – pre-application planning advice.</p> <p>£16k net underspend.</p>
Development Services	128	<p>£41k overspend on Development salaries.</p> <p>£65k additional spend on agency and contract staff.</p> <p>£22k net overspend.</p>

Table 2 – Main Variations by Service

Projected Net (Under)/Overspend / Income Shortfall as at end of March 2017		
Service – Cabinet Member (Head of Service)	£'000	Explanation
Local Land Charges	45	£34k loss of local land charges income. £11k overspend on shared service costs.
Local Planning & Conservation	(99)	£107k net underspend on local plan work. £8k other net overspends. NB. The underspend on the local plan has been transferred to the ring fenced reserve to be used solely to fund LDF associated work.
Mid Kent Planning Service (MKPS)	(27)	£23k underspend on MKPS. £4k additional income.
TOTAL	(116)	
COMMISSIONING & CUSTOMER CONTACT – Cllr D. Simmons (Martyn Cassell)		
Commissioning & Customer Contact, Client & Amenity Services and Customer Service Centre	(106)	£49k net staff savings. £37k Gateway fees & services savings. £20k other net savings.
Cemeteries and Closed Churchyards	(47)	£41k savings ground maintenance. £3k additional income. £3k net savings.

Table 2 – Main Variations by Service

Projected Net (Under)/Overspend / Income Shortfall as at end of March 2017		
Service – Cabinet Member (Head of Service)	£'000	Explanation
Parking Management	(471)	<p>£444k additional income from pay & display fees. Pay and display car parks have continued to operate well with good levels of demand and vehicle occupancy.</p> <p>The increased pay and display tariff applied in April 2016 had a significant impact on income levels which has exceeded original expectations.</p> <p>£46k additional income Penalty Charge Notices.</p> <p>£35k additional income parking permits.</p> <p>£16k season tickets additional income.</p> <p>£10k savings resurfacing.</p> <p>£9k additional costs re Christmas 'park & ride' schemes.</p> <p>£40k underachieved income on parking overpayments due to changes in parking fees.</p> <p>£11k additional costs road lining.</p> <p>£9k underspend on road signs..</p> <p>£17k additional costs re grounds maintenance.</p> <p>£12k net additional costs.</p> <p>NB. £57k has been transferred to the ring fenced off street parking account. The surplus in the decriminalisation fund is a requirement under section 55 of the Road Traffic Regulations Act 1984.</p>
Seafront, Harbour & Quays	(19)	<p>£7k additional beach huts income.</p> <p>£4k additional memorials (benches etc.) income.</p> <p>£8k net savings.</p>
Leisure, Sports, Open Spaces, Parks, Countryside and Allotments	(81)	<p>£68k saving on leisure contracts.</p> <p>£32k savings equipment maintenance.</p> <p>£11k recharged energy costs additional income re Central House.</p> <p>£30k net additional expenditure.</p>
Recycling & Waste Minimisation	(41)	<p>£39k income garden waste bins</p> <p>£2k recycled scrap metal additional income.</p>

Table 2 – Main Variations by Service

Projected Net (Under)/Overspend / Income Shortfall as at end of March 2017		
Service – Cabinet Member (Head of Service)	£'000	Explanation
Refuse Collection / Street Cleansing/ Public Conveniences	(188)	<p>£163k net estimated contract costs and contract variation savings.due to negative indexation of -2.012% against previous contract costs supported by higher than anticipated bulky waste collections.</p> <p>£75k wheeled bins expenditure overspend.</p> <p>£66k Waste/Recycling promotion underspend.</p> <p>£37k bulky waste collections additional income.</p> <p>£10k Clean Kent overspend.</p> <p>£17k net special collections and sale of litter bins additional income.</p> <p>£11k wheeled bins reduced sales income.</p> <p>£1k net savings.</p>
Highways SBC	(40)	<p>£21k street naming and numbering additional income.</p> <p>£10k net savings on GIA.</p> <p>£9k other net savings.</p>
Grounds Maintenance	(65)	£65k net savings.
TOTAL	(1,058)	(£208k is requested to roll forward into 2017/18 - refer to Table 3)
DIRECTOR OF CORPORATE SERVICES – Cllr D. Dewar-Whalley		
Corporate Costs	(7)	<p>£14k underspend on salary costs.</p> <p>£7k overspend on corporate costs.</p>
Licensing	(41)	<p>£24k underspend on salary costs.</p> <p>£12k additional licence fee income.</p> <p>£5k net savings.</p>
TOTAL	(48)	(£16k is requested to roll forward into 2017/18 - refer to Table 3)
EMERGENCY PLANNING – Cllr A. Bowles (Della Fackrell)		
Emergency Planning	4	Net overspend on salary costs.
TOTAL	4	
DIRECTOR OF REGENERATION – Cllr M. Cosgrove (Emma Wiggins)		
Strategic Director	(13)	Underspend on salary costs.
TOTAL	(13)	
IT SERVICES – Cllr D. Dewar-Whalley (Chris Woodward)		

Table 2 – Main Variations by Service

Projected Net (Under)/Overspend / Income Shortfall as at end of March 2017		
Service – Cabinet Member (Head of Service)	£'000	Explanation
IT MKS	(27)	Underspend on cost of shared services as a result of secondment and vacant posts.
IT Client side	(6)	£25k underspend on PC maintenance and software. 19k net overspend on telecommunications. NB. The underspend of £25k has been transferred to the ring fenced reserve to be used solely to fund PC related expenditure.
TOTAL	(33)	
ENVIRONMENTAL HEALTH – Cllr. D. Simmons (Tracey Beattie)		
Environmental Health MKS	(15)	£10k reduced charges from partners. £7k Additional income from food safety training and increase in tattooing registrations. £2k other net expenditure.
TOTAL	(15)	(£13k is requested to roll forward into 2017/18 - refer to Table 3)
INTERNAL AUDIT – Cllr D. Dewar-Whalley (Rich Clarke)		
Audit Services	(1)	Net saving.
TOTAL	(1)	
FINANCE – Cllr D. Dewar-Whalley (Nick Vickers)		
Financial Services	(7)	£7k net saving.
TOTAL	(7)	
HUMAN RESOURCES – Cllr D. Dewar-Whalley (Dena Smart)		
Human Resources	2	£12k under achievement of 16/17 savings resulting from the policy shift on Essential Car User allowance. £6k reimbursement of secondment has resulted in lower shared service costs. £4k net underspend.
Organisational Development	(36)	£26k underspend in corporate training. £10k underspend on health & safety.
TOTAL	(34)	(£20k is requested to roll forward into 2017/18 - refer to Table 3)
LEGAL – Cllr D. Dewar-Whalley (Estelle Culligan)		
Legal MKLS	44	As a result of increased usage of Legal MKLS services by Swale Borough Council.

Table 2 – Main Variations by Service

Projected Net (Under)/Overspend / Income Shortfall as at end of March 2017		
Service – Cabinet Member (Head of Service)	£'000	Explanation
External legal fees	70	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 complex planning inquiry/appeal costs relating to Seager Road, Pond Farm and New Rides Farm.
S106 Income	(83)	Additional income from S106 income and other fees.
TOTAL	31	
DEMOCRATIC SERVICES – Cllr A. Bowles (Katherine Bescoby)		
Democratic Process	(12)	£12k saving re staff costs and members training.
Other Democratic Costs	7	£7k net overspend.
TOTAL	(5)	
PROPERTY SERVICES – Cllr D. Dewar-Whalley (Anne Adams)		
Property Services	(40)	£10k underspend on salaries. £7k underspend on paper. £6k underspend on equipment maintenance. £17k Miscellaneous underspends.
Administrative Buildings	(24)	£4k savings on energy costs re Swale House. £14k additional rental income. £6k underspend on miscellaneous.
Property Management	(64)	£85k additional rental income. £34k net overspend on rates mainly due to empty rates charges for delayed demolition of depot. £13k savings on energy costs etc.
Health & Safety	(11)	£8k underspend on fees & services. £3k underspend on miscellaneous.
Building Maintenance	(95)	£95k has been transferred to the Buildings Maintenance Fund for future years.
TOTAL	(234)	(£15k is requested to roll forward into 2017/18 - refer to Table 3)
VARIANCES TO BE MET FROM UNDERSPEND		
Sittingbourne Town Centre Development	30	Additional consultancy fees re Sittingbourne Town Centre Project.

Table 2 – Main Variations by Service

Projected Net (Under)/Overspend / Income Shortfall as at end of March 2017		
Service – Cabinet Member (Head of Service)	£'000	Explanation
TOTAL	30	
NON-SERVICE BUDGETS		
Corporate Items	119	<p>£161k external interest additional income due to an increase in cash flow and an improved return on our investments.</p> <p>£7k costs re: Lower Medway Internal Drainage Board higher than budgeted.</p> <p>£108k additional Minimum Revenue Provision expenditure to correct omission in previous years.</p> <p>£111k corporate provision for bad debts net underspend due to improved debt collection.</p> <p>£438k net additional contributions to reserves (as detailed above).</p> <p>£37k net income.</p> <p>£125k Council Tax Grant from major preceptors.</p> <p>NB. The grant of £125k has been transferred to the ring fenced reserve to be used to support the Council's budget.</p>
TOTAL	119	(£50k is requested to roll forward into 2017/18 - refer to Table 3)
	(1,419)	NET EXPENDITURE (Underspend)

Table 3 – Revenue Rollover Requests – Operational

Head of Service	Funded from	Rollover Request £	Purpose of Rollover
Charlotte Hudson	Environmental Initiatives	40,000	*The income received is from the Fixed Penalty Notices (FPNs) and any money generated is used to create a cleaner and greener environment. This money will be used for Environmental Initiatives in 2017/18.
Charlotte Hudson	Culture	550	*Culture grant - we request the roll of £550 for one outstanding grant payment. This grant has been approved by the Cabinet Member for Finance and Performance but we await the return of the grant offer letter.
Charlotte Hudson	Members Communities Grants	25,350	*Members Communities Grants - we request to roll of £25,343. There are 32 applications that are already approved by the Cabinet Member for Finance and Performance but we are still waiting for their grant offer acceptance letters to be returned totalling £17,149 before we can make the payment. We request the balance of £8,194 to maintain the member grant allocation.
Charlotte Hudson	Sports Development	3,000	*We request the roll of £3k for three outstanding Sports and Physical Activity Grant awards. These have been authorised for payment by the Cabinet Member for Finance and Performance but we await the grant acceptance offer letters returned.
Charlotte Hudson	Business & Skills	7,400	*Business and skills - external funding received from KCC to deliver business support activity, jointly with Medway Council, which extends into 2017/18.
Charlotte Hudson	Regeneration	3,830	*Regeneration - external funding received on behalf of the Sheppey Coastal Community Team. SBC is the accountable body only.

Table 3 – Revenue Rollover Requests – Operational

Head of Service	Funded from	Rollover Request £	Purpose of Rollover
Charlotte Hudson	Youth Diversion Project	4,530	We request the roll forward of £4,530 for Youth Diversion Project. In 2016/17, there was a change in lead Member for this work stream and to date no decision has been taken by the Leader of the Council (new lead Member) on how the monies should be allocated. The monies are for delivery of Swale Youth Forum projects which are determined by the young people and signed off by lead Member. There is also a sum of money (£1,000 plus VAT) which is for The Teenage Market which is a Member-led approval as part of the new Sittingbourne Artisan Market which re-commenced from March 2017 (to December 2017). The Teenage Market is a one-off three-year contract to engage young people with entrepreneurial skills in trading at a specialist market.
Charlotte Hudson	Remembrance and Commemoration	4,250	Remembrance and Commemoration - we request the roll of £4,250 (the balance from the WW1 Centenary Grant Scheme) as discussed at the World War One Centenary Steering Group meetings.
Charlotte Hudson	Community Safety	4,000	Rollover to core Community Cohesion project. Match funding agreed as part of Arts Council bid.
Charlotte Hudson	CDRP	5,000	*Both a grant from the Police and Crime Commissioner and a Performance Fund Bid from SBC have been used to deliver activities within the Community Safety Plan (CSP) during 2016/17. The number of anticipated operations and activities delivered throughout the year had been fewer than planned and as such resulted in an underspend. It is requested that this underspend is rolled into 2017/18 to aid the delivery of the CSP during this year, which will include communication campaigns, operations relating to the CSP priorities, and estates action plans.

Table 3 – Revenue Rollover Requests – Operational

Head of Service	Funded from	Rollover Request £	Purpose of Rollover
Charlotte Hudson	High Street Innovation Fund	4,000	*High Street Innovation Fund - external funding for which SBC is the accountable body. The remaining money has been allocated through Sheerness Town Team as match funding for external funding bids in 2017/19.
Charlotte Hudson	Business & Skills	6,000	The apprentices working at SBC whose contracts do not finish until 5 September 2017.
SUB TOTAL		107,910	
Martyn Cassell	Sheerness Gateway	30,000	This underspend has occurred through the Gateway costs during 2015/16 which are determined within the partnership contract with Kent County Council in accordance with budget thresholds agreed. It is proposed that the underspend be rolled over and utilised in expanding our channel shift / transformation agenda.
Martyn Cassell	Car Parks	30,000	*The car park maintenance budget was significantly overspent during 2016/17 despite only carrying out urgent and necessary repairs. Further investment is required to bring the car parks up to standard and to improve services to our customers. Rolling over this funding of £30,000 will contribute to necessary works to car parks to ensure that our primary parking facilities are safe by reducing the risk of hazard and presented to a good standard to our customers.
Martyn Cassell	Cemeteries	11,200	Amendments needed to Bell Road Cemetery contractor storage following rebuild of Bell Tower building and additional amount required for the fencing boundary issue at Bell Road.

Table 3 – Revenue Rollover Requests – Operational

Head of Service	Funded from	Rollover Request £	Purpose of Rollover
Martyn Cassell	Cemeteries	400	Delay on order for new funeral matting due to consultation with suppliers. Budget very small each year so combination with next year budget will allow correct purchases to be made.
Martyn Cassell	Closed Churchyards and War Memorials	30,000	Ongoing approvals by the Diocese for crucial works to a number of features in closed churchyards.
Martyn Cassell	Milton Creek Country Park	1,400	To add to reserve being held for SBC's contribution to new access roadway to the Country Park. Delayed as awaiting KCC sale of adjacent land.
Martyn Cassell	Footway Lighting	2,570	To complete unplanned lighting repairs to Long Bridge in Faversham.
Martyn Cassell	Highways (SBC)	3,780	Waiting on a number of new on-street parking schemes to be agreed through Joint Transportation Board.
Martyn Cassell	Leisure Centres	10,880	To fund additional consultancy fees required to Leisure Centre Contract Review Project.
Martyn Cassell	Verge Maintenance	3,500	Additional planting on Swale owned land to offset reduced planting on KCC owned verges.
Martyn Cassell	Refuse & Recycling	65,980	The budget hasn't been spent during the previous financial year due to a prudent approach to communications and general promotions. However a concerted effort is required to promote and increase recycling throughout the borough. A consultant will be sought through the tendering process to promote recycling throughout the summer months.
Martyn Cassell	G.I.A Maintenance	8,580	*Roll forward of external funding for Rose Tinted Scheme lighting at Leysdown.

Table 3 – Revenue Rollover Requests – Operational

Head of Service	Funded from	Rollover Request £	Purpose of Rollover
Martyn Cassell	Seafront	10,000	Emergency repairs fund for repairs plus re-design of Welcome and Health and Safety signage on the main beaches.
SUB TOTAL		208,290	
Amber Christou	Council Tax Benefit	8,840	*Income recovered from overpaid Council Tax Benefit from prior years is now kept by each local authority following a change in legislation, so is additional income.
Amber Christou	Stay Put Scheme Grants	38,840	*This service is fully grant funded. However the balance left on the service Stay Put is additional income of £38,843.
SUB TOTAL		47,680	
Tracey Beattie	Contaminated Land	2,430	This money is needed to fund some contaminated land projects we will be carrying out this year. The roll over will contribute to the site investigations planned for 2017/18.
Tracey Beattie	Pollution Noise	2,360	Noise equipment is calibrated on a 2 year cycle and 2016/17 was the non calibration year. A review of demand and evaluation of the noise equipment used by the Environmental Pollution team identified that better, user-friendly equipment would assist in the investigation of noise complaints. The roll over will enable the service to upgrade one of our current two meters with the balance from the 2016/17 budget towards the purchase of a new meter.
Tracey Beattie	Pollution Air	7,760	This was carried over from the previous year. Some money has been spent, but this will be needed this financial year for further air quality initiatives. The roll over is needed to extend the monitoring of Air Quality in line with the Annual Status Report.

Table 3 – Revenue Rollover Requests – Operational

Head of Service	Funded from	Rollover Request £	Purpose of Rollover
SUB TOTAL		12,550	
Anne Adams	Property Services	12,270	This budget is for ongoing consultancy work relating to the income generation project and various structural engineering advice. Rolling forward this budget will reduce the need to identify new budgets during 17/18.
Anne Adams	Footway Lighting	2,840	Marine Parade Sheerness – contribute to replacement of current lighting that is beyond reasonable repair.
SUB TOTAL		15,110	
Mark Radford	Licensing	16,750	The Licensing Officer post was vacant for a number of months in 2016. The current post holder was seconded to this post in November 2016. The carry forward will be used to fund an extension to this post while the Licensing section workload and structure is reviewed.
Nick Vickers	Interest on balances	50,000	*£50k of the additional treasury investment income is set aside to continue to fund system developments 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.
David Clifford	Sustainable Sheppey	16,000	*This is a combination of grant overpayment and underspend on a £1m budget fully grant-funded by the Big Lottery Fund (BLF). We expected to have to repay this £16k but the BLF have now confirmed that this is not necessary. We would like to roll this amount forward to next year in order to facilitate the development of a second BLF funding bid for another project of a similar size to Sustainable Sheppey.

Table 3 – Revenue Rollover Requests – Operational

Head of Service	Funded from	Rollover Request £	Purpose of Rollover
Dena Smart	Corporate Training	20,000	There are several areas of training that have taken longer to design and procure during the year because of the additional demands on the Learning and Development Manager during the secondment of the Head of HR. These demands e.g. Customer Service training, management development, etc will need to be rolled forward to 2017/18. With the change in senior managers this carryforward will also act as a provision for any senior management development that may be required without having an impact on training provision for the rest of the organisation.
	TOTAL	494,290	

* rollovers of external funding, grants and use of additional income

Table 4 – Revenue Rollover Requests – Bids

Head of Service	Rollover Request £	Purpose of Rollover
Martyn Cassell	85,000	<p>Parking income is crucially important to future Council financial plans. This bid will ensure we protect or increase this income by improving the infrastructure of the car parks, upgrading restriction markings and investing in future technologies to keep up with the industry.</p> <p>The funding will be used to add to the operational rollover mentioned earlier to allow resurfacing, maintenance and improvements of off-street car parks. Clearly marking parking restrictions will enable effective enforcement under parking legislation to ensure the free flow of traffic and to control on-street parking. Finally investment in new technologies is suggested on a 'spend to save' basis. Looking at cashless parking opportunities and making it easier for customers will form part of this project.</p>
Martyn Cassell	7,400	Milton Creek Country Park Pond Lining – Dug and landscaped pond with dipping platform requires relining, currently limiting biodiversity value and ability to use for events/activities.
Martyn Cassell	8,200	New Road, Sheerness and Queenborough Park - Metal railing refurbishment and paint to maintain existing and prolong life.
Martyn Cassell	12,000	Oare Gunpowder Works Country Park – Significant replacement of timber fencing and boardwalk that has reached end of life. Needed to maintain Health and Safety and visitor satisfaction.
Martyn Cassell	25,000	Perry Wood, Selling – Funding for additional “ride management” to help meet requirements of Forestry Commission Woodland Grant Scheme, increase biodiversity and improve visitor experience in woodland.
Martyn Cassell	25,000	Replacement dog and litterbins in Greenspaces that have reached end of life throughout Borough (Purchase and installation) and affect the view of the public realm.
Martyn Cassell	5,000	Replacement of collapsed boundary wall at Halfway cemetery with alternative fencing.

Table 4 – Revenue Rollover Requests – Bids

Head of Service	Rollover Request £	Purpose of Rollover
Martyn Cassell	17,000	Bootcamp fitness unit – to pilot charging operators alongside our outdoor exercise class licensing scheme.
Martyn Cassell	20,000	Stonebridge Pond dredging project to restore waterway flow.
Martyn Cassell	30,000	Development Grant and Healthy Activity Project funding for Swale Community Leisure.
Charlotte Hudson	13,500	To continue to deliver the direct email channel launched in 2016/17 for community engagement during 2017/18.
Total	248,100	

Table 5 – Allocations from the Improvement and Regeneration Funds 2016/17

	Amount £
Performance Fund	
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
CCTV Recording System Upgrade	24,895
Additional Hours to Support Cabinet and Deputy Cabinet Members	3,326
Joint Kent Chiefs Digital Project	10,000
Temporary Planning Officers Positions	77,700
Extension of Safeguarding officer Post	16,614
IShare upgrade and implementation of Ishare maps for Swale BC	6,000
Deep Steam Cleaning to major High Streets	40,000
Total Approved as at March 2017	462,907
Regeneration Fund	
Sheerness Strategic Regeneration Framework	50,000
Sittingbourne Market - Themed	15,000
Faversham Place review and workshop	5,000
Compulsory purchase order, legal Advice	10,000
Conservation and design support service	85,000
Queenborough Harbour Trust Stage II	15,000
Sheerness Dockyard Preservation Trust	70,000
Economic Development Support Officer	42,157
Regeneration officer (Town Centres)	50,492
Visitor Economy Strategy (VES)	15,000
Specialist themed Markets – Sittingbourne	45,000
Total Approved as at March 2017	402,649
Communities Fund	
Communities fund for the 2017 Swale Awards	4,100
The Salt Giveaway 2016/17	1,350
Murston Old Church HLF	3,000
Total Approved as at March 2017	8,450

Table 6 – Revenue Reserves (prior to 2016/17 rollovers)

	Balance 31 March 2016 £'000	Transfers out 2016/17 £'000	Transfers in 2016/17 £'000	Balance 31 March 2017 £'000	Note
General Reserve	(3,088)	280	(110)	(2,918)	(a)
Business Rates Volatility Reserve	(2,649)	1,378	(154)	(1,425)	(b)
Building Maintenance	(818)	80	(196)	(934)	(c)
Performance Fund	(537)	302	(300)	(535)	(d)
Regeneration Fund	(362)	198	(523)	(687)	(e)
Business Rates Pool (Economic Development)	(328)	0	(420)	(748)	(f)
Communities Fund	(72)	9	(52)	(115)	(g)
Transformation Fund	(212)	40	(33)	(205)	(h)
Repairs & Renewals	(289)	110	(116)	(295)	(i)
Council Tax and Housing Benefits Reserve	(277)	5	(218)	(490)	(j)
Commuted Sums	(259)	50	(122)	(331)	(k)
Swale Local Loan Fund	(250)	50	0	(200)	(l)
Preceptors Council Tax Support Reserve	(250)	66	(125)	(309)	(m)
Housing	(198)	40	0	(158)	(n)
Stay Put Grants	(152)	9	(1)	(144)	(o)
Local Development Framework	(70)	0	(105)	(175)	(p)
Development Control Reserve	0	117	(117)	0	(q)
Emergency Accommodation	(35)	10	0	(25)	(r)
Miscellaneous	(1,208)	864	(1,224)	(1,568)	(s)
Total	(11,054)	3,608	(3,816)	(11,262)	

Table 6 – Revenue Reserves (prior to 2016/17 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.
(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 Communities 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 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	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 6 – Revenue Reserves (prior to 2016/17 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 7 – General Fund Balances 2016/17

	Working Budget £	2016/17 Outturn £	Variance £
Net Service Expenditure	18,451,000	17,031,943	(1,419,057)
Business rates variance	-	(420,512)	(420,512)
Transfer Business rates Underspend to Economic Growth Reserve	-	420,512	420,512
Contribution to General Fund Balance	-	1,419,057	1,419,057
Net Revenue Expenditure	18,451,000	18,451,000	-
Net Service Expenditure			
Net Service Expenditure	18,451,000	17,031,943	(1,419,057)
Less:			
Council Tax Requirement	(7,291,000)	(7,291,000)	-
Business Rates	(5,644,000)	(6,064,512)	(420,512)
Revenue Support Grant	(1,955,000)	(1,955,000)	-
Collection Fund Surplus	(79,000)	(79,000)	-
New Homes Bonus	(3,482,000)	(3,482,000)	-
Business rates underspend to Economic Growth Reserve	-	420,512	420,512
Net (Surplus) / Deficit on General Fund	-	(1,419,057)	(1,419,057)

Table 8 – Capital Programme 2016/17 Outturn

Capital Scheme	Funding SBC/P	2016/17 Original Budget £	2016/17 Revised Budget £	2016/17 Outturn £	2016/17 Variance £	Rollover Request £	Note No (See Table 10)
CCTV2 Initiative	SBC	15,000	15,000	0	(15,000)	0	
Meads Community Centre	SBC	0	11,060	15,505	4,445	0	
Meads Community Centre	P	0	6,800	6,800	0	0	
Faversham Football Club Loan	SBC	0	0	50,000	50,000	0	
S106 - Easthall Farm Community Centre	P	964,000	964,000	598,252	(365,748)	365,748	1
The Mill Project, Sittingbourne Skate Park	SBC	200,000	200,000	0	(200,000)	200,000	2(a)
The Mill Project, Sittingbourne Skate Park	P	0	40,000	0	(40,000)	40,000	2(b)
Faversham Creek Basin Regen Project (Swing bridge)	SBC	200,000	200,000	0	(200,000)	200,000	3
Total Economy & Communities		1,379,000	1,436,860	670,557	(766,303)	805,748	
Gunpowder Works Oare Faversham	P	0	9,000	0	(9,000)	9,000	4
New Play Area - Iwade Schemes	P	0	92,200	0	(92,200)	92,200	5
Cemeteries - (future burial provision)	SBC	0	22,040	31,550	9,510	0	
Bell Road Cemeteries	SBC	0	41,000	0	(41,000)	41,000	6
Car Park New Ticket Machines & Installation	SBC	15,000	45,000	30,960	(14,040)	14,000	7
Borden Playstool playground equipment	P	0	13,100	13,149	49	0	
Thistle Hill Community Woodland - Trim Trail	P	0	35,000	0	(35,000)	35,000	8
S106 - Play Area, Thistle Hill	P	0	180,500	469	(180,031)	180,000	9
Beach Huts, Leysdown, Sheppey	SBC	0	60,000	48,630	(11,370)	11,370	10
Minster Leas Promenade Resurfacing	P	0	255,000	150,344	(104,656)	104,656	11
Milton Creek Country Park Access Road	SBC	0	40,000	0	(40,000)	40,000	12
Exercise Floor Sheppey Leisure Centre	SBC	0	35,000	0	(35,000)	0	13
Bridge Deck Replacement at Bartons Point	SBC	0	14,000	0	(14,000)	14,000	14
King George V S/B - Disability Play Equipment	P	0	0	5,300	5,300	0	
Modular Toilet Kiosk	SBC	0	30,000	0	(30,000)	30,000	15

Table 8 – Capital Programme 2016/17 Outturn

Capital Scheme	Funding SBC/P	2016/17 Original Budget £	2016/17 Revised Budget £	2016/17 Outturn £	2016/17 Variance £	Rollover Request £	Note No (See Table 10)
Footpath, Milton Creek	SBC	0	16,190	0	(16,190)	16,190	16
Newington Car Park Wall	SBC	0	125,000	113,738	(11,262)	11,262	17
Coastal Monitoring Programme (Coast Protection)	P	0	0	57,271	57,271	0	
Pay & Display Information Boards	SBC	0	40,000	15,637	(24,363)	24,363	18
Total Commissioning & Customer Contact		15,000	1,053,030	467,048	(585,982)	623,041	
Air Pollution Monitoring Station	SBC	55,000	55,000	12,625	(42,375)	42,375	19
Environmental Services		55,000	55,000	12,625	(42,375)	42,375	
Cash Receipting System - Replacement	SBC	0	2,500	0	(2,500)	2,500	20
Total Finance		0	2,500	0	(2,500)	2,500	
Faversham Pool Refurbishment	SBC	150,000	150,000	150,000	0	0	
Total Property Services		150,000	150,000	150,000	0	0	
Uniform Licencing Implementation	SBC	0	17,000	17,000	0	0	
Total Commissioning & Customer Contact		0	17,000	17,000	0	0	
HRG'S - DFG Mandatory Grants	P	1,140,000	1,851,030	1,540,941	(310,089)	310,089	21
HRG'S - DFG Mandatory Grants	SBC	0	92,100	0	(92,100)	92,100	21
HRG - Housing Repair Grants Over 60	SBC	0	0	10,970	10,970	0	
RHB2 Decent Home Loans Owner Occupier	SBC	0	0	59,683	59,683	0	
Total Resident Services		1,140,000	1,943,130	1,611,594	(331,536)	402,189	
IT MKS Payment	SBC	0	0	25,397	25,397	0	
Information Technology		0	0	25,397	25,397	0	
Total Capital Programme (SBC funded)	SBC	635,000	1,210,890	581,695	(629,195)	739,160	
Total Capital Programme (Partnership funded)	P	2,104,000	3,446,630	2,372,526	(1,074,104)	1,136,693	
Total Capital Programme (Gross Total)	SBC & P	2,739,000	4,657,520	2,954,221	(1,703,299)	1,875,853	

Table 9 – Capital Rollover Requests and Explanation of Variations 2016/17

Note No	Service / Portfolio	Service Manager	Description	Amount £	Notes
1	Economy and Community Services	Charlotte Hudson	S106 – Easthall Farm Community Centre	365,748	Great East Hall Community Centre – the roll request is to pay for the retention and outstanding invoices against this project.
2(a)	Economy and Community Services	Charlotte Hudson	The Mill Project Sittingbourne Skate Park	200,000	The Mill Project – Sittingbourne Skate Park – the start of this project has been delayed.
2(b)	Economy and Community Services	Charlotte Hudson	The Mill Project Sittingbourne Skate Park	40,000	The Mill Project – Sittingbourne Skate Park – the start of this project has been delayed.
3	Economy and Community Services	Charlotte Hudson	Faversham Creek Basin Regen Project	200,000	Faversham Creek Basin Regeneration Project – the start of the project has been delayed. It is waiting for the Referendum Outcome before it can be progressed.
4	Commissioning & Open Spaces	Martyn Cassell	Gunpowder Works Oare Fav	9,000	Gunpowder works Oare Faversham – Section 106 funding awaiting decision on Scheme to spend on.
5	Commissioning & Open Spaces	Martyn Cassell	New Play Area – Iwade Schemes – RF	92,200	Iwade New Play Schemes – Some ordered and awaiting installation, balance being tendered.
6	Property	Anne Adams	Bell Road Cemeteries	41,000	Work ongoing and likely to be complete by end of May.
7	Parking Services	Jeff Kitson	New Ticket Machines	14,000	New Ticket Machines – parking services were able to negotiate a price for new pay units much lower than anticipated resulting in a saving of £14,000. Rollover is requested to be reinvested into both signage and highway remarking to enable parking restrictions to be clearly marked to enable parking regulations to be effectively enforced under parking legislation to ensure the free flow of traffic on the highway, to reduce instances of inconsiderate parking.
8	Commissioning & Open Spaces	Martyn Cassell	Thistle Hill Community Woodland – Trim Trail – PF	35,000	Thistle Hill Trim Trail – Ordered and awaiting installation.

Table 9 – Capital Rollover Requests and Explanation of Variations 2016/17

Note No	Service / Portfolio	Service Manager	Description	Amount £	Notes
9	Commissioning & Open Spaces	Martyn Cassell	S106 – Play Area, Thistle Hill	180,000	Thistle Hill Play Area – Ordered and awaiting Installation.
10	Commissioning & Open Spaces	Martyn Cassell	Beach Hut Leysdown Sheppey	11,370	Beach Huts Leysdown – majority of works completed, awaiting dates of installation of fencing.
11	Commissioning & Open Spaces	Martyn Cassell	Minster Lease Promenade Resurfacing	104,656	Minster Lease Promenade resurfacing – initial works completed. Tendering further works with agreement from Environment Agency to carry money over.
12	Commissioning & Open Spaces	Martyn Cassell	Milton Creek Country Park Access Road	40,000	Milton Creek Access Road – Awaiting Sale of KCC plot to be able to progress.
13	Property	Anne Adams	Exercise Floor Sheppey Leisure Centre	35,000	This has been funded from revenue reserves and has been treated as revenue expenditure.
14	Commissioning & Open Spaces	Martyn Cassell	Bridge Deck Replacement at Barton's Point	14,000	Barton's Point Bridge Deck – Ordered awaiting installation.
15	Commissioning & Open Spaces	Martyn Cassell	Modular Toilet Kiosk	30,000	Modular Toilet Kiosk – awaiting detailed plans for new block at Minster Lees.
16	Commissioning & Open Spaces	Martyn Cassell	Footpath, Milton Creek	16,190	Milton Creek, Viewing Platform – Ordered and awaiting installation.
17	Parking Services	Jeff Kitson	Newington Car Park Wall	11,262	Newington Car Park Wall – The full budget amount was not required following a change in design which resulted in savings of £11,262. Rollover is requested to be reinvested into both signage and highway remarking to enable parking restrictions to be clearly marked to enable parking regulations to be effectively enforced under parking legislation to ensure the free flow of traffic on the highway, to reduce instances of inconsiderate parking.

Table 9 – Capital Rollover Requests and Explanation of Variations 2016/17

Note No	Service / Portfolio	Service Manager	Description	Amount £	Notes
18	Parking Services	Jeff Kitson	Pay & Display Information Boards	24,363	Pay & Display Parking Boards – parking services were able to negotiate a price for information boards much lower than anticipated resulting in a saving of £24,363. Rollover is requested to be reinvested into both signage and highway remarking to enable parking restrictions to be clearly marked to enable parking regulations to be effectively enforced under parking legislation to ensure the free flow of traffic on the highway, to reduce instances of inconsiderate parking.
19	Environmental Protection	Tracey Beattie	Air Pollution Monitoring Station	42,375	This is the balance of a capital sum obtained previously to update Swale's air quality monitoring stations. Some money has been spent; more is in the pipeline for being spent very soon. The remainder will be used later this year.
20	Finance	Nick Vickers	Cash Receipting System	2,500	The final system changes to the cash receipting system have been put on hold due to the need to implement new arrangements arising from tendering the Council's Paypoint and Merchant services activities. The sum will be used to continue to enhance the Council's financial payments system.
21	Housing	Amber Christou	HRG'S – DFG Mandatory Grants	402,189	The Carry over relates to disabled facilities grants 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 chose when to start the work. The Council has no power to vary this date, it is set by statute. The carry forward amount is expected to be expended in the early part of the financial year.