

Sevenoaks District Council

Budget 2011/2012



Budget 2011/2012

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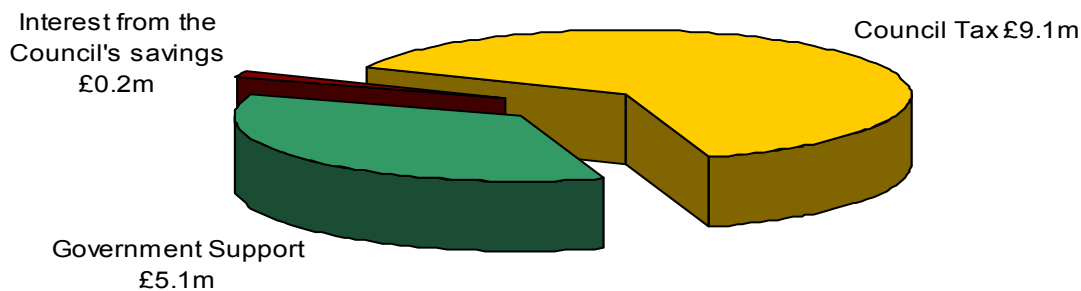
Introduction

The 2011/12 budget process started in summer 2010 and included a review of all services and scrutiny by Councillors. Sevenoaks District Council set its budget for 2010/11 at a meeting of the Council on 16 December 2010. Overall the Council's net revenue budget has decreased from £16.7 million in 2010/11 to £13.8 million in 2011/12.

A new element of the process was the setting of a ten-year budget with the key requirement being that over the ten-year period, although there will be fluctuations, the overall budget would be balanced. This continues to meet the primary financial objective of reducing reliance on reserves, whilst enabling the Council to invest in priority services.

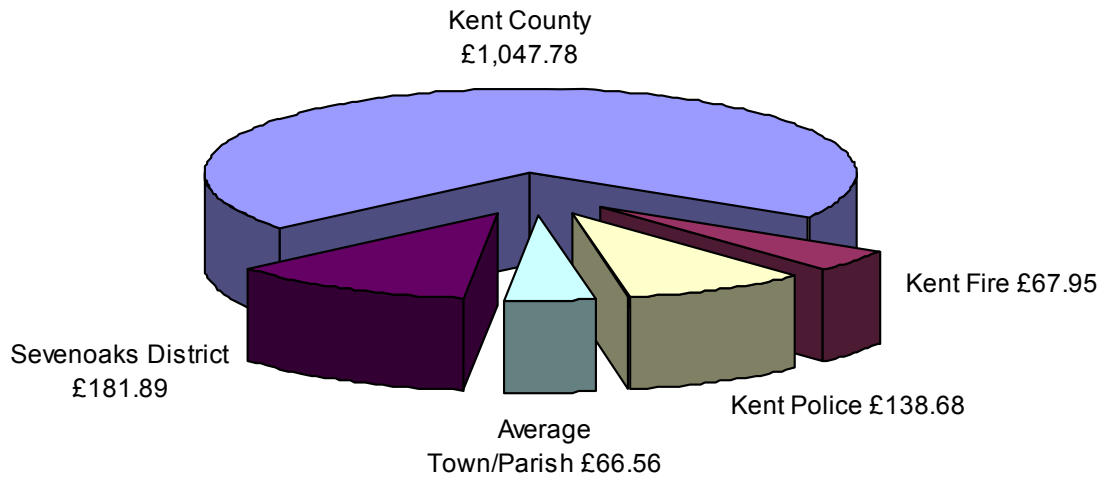
Government Grant has significantly reduced by 17% in 2011/12. The Council aims to make £2.5 million of savings in 2011/12 which has enabled the Council Tax to be frozen.

Sevenoaks District Council's Funding 2011/12



Against this backdrop, Sevenoaks' Council Tax has been frozen for 2011/12 at £181.89 for Band D properties. After taking account of the changes in the tax elements for the County Council, Kent Fire Service and Kent Police the headline total for Council Tax for 2011/12, including an average Parish figure, is £1,502.86 at Band D.

Share of Band D Council Tax 2011/12



This book shows the agreed Revenue Budget and the Council's Capital Budget. Additional information relating to the Council's financial position in 2011/12 and the Council Tax, with Parish Precept information, is also included.

The revenue budget for 2011/12 is in the form of a summary for the whole authority, followed by an analysis for each Council service by responsible manager.

It is hoped this document is informative and easy to read. If you have any questions or would like to suggest ways to improve the document's content or layout, please contact Adrian Rowbotham, Finance Manager, Council Offices, Argyle Road, Sevenoaks, TN13 1HG (01732 227153, finance@sevenoaks.gov.uk).

Users Guide

10 Year Budget and Financial Plan

This looks beyond the next financial year by predicting the financial position of the Council after allowing for known and predicted changes.

Reserves Statement

Several provisions and reserves exist for specific purposes and this document forecasts the annual balances for them all going forward ten years.

The General Fund Reserve is also included which is the balance of Council monies that are not allocated for specific purposes.

Summary of Council Expenditure and Council Tax

This shows the net expenditure budget for the Council and how it is being funded. The Band D Council Tax of the District Council as well as the precepting authorities is also shown.

Net Service Expenditure analysed by budget area

A page for each Head of Service that shows the budget analysed by service area.

Net Service Expenditure analysed subjectively

A page for each Head of Service that shows the budget analysed by subjective category.

Support Services Allocations

Budgets for Support Services have to be allocated to front line services to arrive at the true full cost of providing those services. This method complies with the CIPFA Best Value Accounting Code of Practice.

Pay Cost Estimates Summary

The pay budgets and staff numbers analysed by the management structure. This differs from the pay costs shown on the Net Service Expenditure pages which shows staff costs reallocated by service area.

Asset Maintenance

The allocation of these budgets to individual areas is made in accordance with the asset maintenance plan, reflecting backlog maintenance, health & safety and income generation as priorities. Asset maintenance was funded from a separate earmarked reserve until 2010/11.

Capital Programme

This shows the capital programme for the next three years including the funding sources. The expected balance of unused capital receipts is also included.

Town/Parish Council Precepts

The precept, tax base and Band D charge for every town and parish.

Ten Year Budget - Revenue

	Budget 2010/11 £000	Plan 2011/12 £000	Plan 2012/13 £000	Plan 2013/14 £000	Plan 2014/15 £000	Plan 2015/16 £000
Expenditure						
Net Service Expenditure c/f	16,711	16,711	13,771	13,162	13,223	14,200
Inflation		442	507	547	611	589
Pension Fund deficit: actuarial increase		-220	0	0	520	
Net savings (approved in previous years)		-71	34	-25	-75	
Concessionary Fares reduction		-699				
Expenditure previously classified as capital		100				
Net savings (NEW)		-2,492	-1,150	-461	-79	
Net Service Expenditure b/f	16,711	13,771	13,162	13,223	14,200	14,789
Financing Sources						
Government Support	-6,348	-5,358	-4,632	-4,251	-3,870	-3,986
Govt Support - Conc. Fares reduction		446	446	446	446	459
Govt Support to offset C Tax freeze	0	-229	-229	-229	-229	0
Council Tax	-9,172	-9,199	-9,199	-9,475	-9,759	-10,149
Interest Receipts	-192	-153	-289	-594	-714	-662
Contributions to Reserves	716	471	330	430	330	330
Contributions from Reserves	-1,715	-14	-645	-645	-645	-645
Total Financing	-16,711	-14,036	-14,218	-14,318	-14,441	-14,653
Contribution to/(from) Stabilisation Reserve		265	1,056	1,095	241	-136
Budget Gap	0	0	0	0	0	0

Ten Year Budget - Revenue continued

	Plan 2016/17 £000	Plan 2017/18 £000	Plan 2018/19 £000	Plan 2019/20 £000	Plan 2020/21 £000
Expenditure					
Net Service Expenditure c/f	14,789	15,379	15,971	16,565	17,158
Inflation	590	592	594	593	593
Pension Fund deficit: actuarial increase					
Net savings (approved in previous years)					
Concessionary Fares reduction					
Expenditure previously classified as capital*					
Net savings (NEW)					
Net Service Expenditure b/f	15,379	15,971	16,565	17,158	17,751
Financing Sources					
Government Support	-4,106	-4,229	-4,356	-4,487	-4,622
Govt Support - Conc. Fares reduction	473	487	502	517	533
Govt Support to offset C Tax freeze	0	0	0	0	0
Council Tax	-10,555	-10,977	-11,416	-11,873	-12,348
Interest Receipts	-596	-529	-462	-397	-353
Contributions to Reserves	330	330	330	330	330
Contributions from Reserves	-645	-645	-645	-645	-645
Total Financing	-15,099	-15,563	-16,047	-16,555	-17,105
Contribution to/(from) Stabilisation Reserve	-280	-408	-518	-603	-646
Budget Gap	0	0	0	0	0
Cumulative 10 year position (surplus)/deficit:					-66

Financial Plan 31/03/10 - 31/03/20
Balance Sheet

		31/3/10	31/3/11	31/3/12	31/3/13	31/3/14	31/3/15
	Note	Actual £000	Plan £000	Plan £000	Plan £000	Plan £000	Plan £000
Long Term Assets							
Fixed Assets	1	20,989	20,793	20,205	17,909	17,713	17,517
Long-term Investments	2	739	0	0	0	0	0
Long Term Debtors	3	403	364	325	286	248	223
		<u>22,131</u>	<u>21,157</u>	<u>20,530</u>	<u>18,195</u>	<u>17,961</u>	<u>17,740</u>
Current Assets							
Short-term Investments	2	18,667	14,637	15,567	16,967	18,483	17,705
Debtors		6,211	3,879	3,879	3,879	3,879	3,879
Other		241	241	241	241	241	241
		<u>25,119</u>	<u>18,757</u>	<u>19,687</u>	<u>21,087</u>	<u>22,603</u>	<u>21,825</u>
Current Liabilities							
Deferred Creditors		-5,224	-4,954	-4,955	-4,956	-4,957	-4,958
Provisions:							
Edenbridge Relief Road Comp		-1,565	0	0	0	0	0
Redundancies		0	0	0	0	0	0
First Time Sewerage		-904	0	0	0	0	0
		<u>-2,469</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Grants Deferred Account		-289	-132	-129	-126	-123	-120
Pensions Liabilities	4,5	-58,904	-57,494	-56,084	-54,674	-53,264	-51,854
TOTAL ASSETS LESS LIABILITIES		<u>-20,007</u>	<u>-23,036</u>	<u>-21,320</u>	<u>-20,842</u>	<u>-18,147</u>	<u>-17,733</u>
Deferred Capital Receipts							
Capital Adjustment Account		17,543	17,504	16,919	14,626	14,433	14,240
Revaluation Reserve		3,306	3,306	3,306	3,306	3,306	3,306
Financial Instruments Adj Account		-211	-211	-211	-211	-211	-211
Collection Fund Adj Account		0	0	0	0	0	0
Usable Capital Receipts Reserve		537	924	1,624	2,413	2,995	2,895
Earmarked Reserves:							
Action and Development		349	349	300	300	300	300
Asset Maintenance		4,721	4,105	1,000	1,000	1,000	1,000
Budget Stabilisation		1,846	0	341	1,225	2,226	2,335
Capital		0	0	0	0	0	0
Carry Forward Items		240	0	0	0	0	0
Employer's Superannuation		3,511	2,569	0	0	0	0
Housing Benefit subsidy		851	776	701	626	551	476
Local Plan / LDF		538	264	267	118	158	158
Re-organisation		359	9	75	0	0	0
Transportation		80	80	0	0	0	0
Vehicle Insurance		246	246	246	246	246	246
Vehicle Renewal		608	608	608	608	608	608
Others		605	367	322	337	352	367
		<u>13,954</u>	<u>9,373</u>	<u>3,860</u>	<u>4,460</u>	<u>5,441</u>	<u>5,490</u>
Pensions Reserve	4,5	-58,904	-57,494	-56,084	-54,674	-53,264	-51,854
General Fund Reserve		3,713	3,521	3,427	3,367	3,354	3,354
TOTAL NET WORTH		<u>-20,007</u>	<u>-23,036</u>	<u>-27,132</u>	<u>-26,700</u>	<u>-23,946</u>	<u>-22,780</u>

Notes to Balance Sheet

- 1 Fixed Assets assumptions: property will depreciate and will not be replaced, vehicles will depreciate and be replaced.
- 2 Investments: £1m invested in Landsbanki is still included based on latest advice from CIPFA. The year end position is based on the level of reserves and provisions.
- 3 Long Term Debtors: Sencio received a £250,000 loan on 29/04/08 to be repaid over 10 years.

Balance Sheet continued		31/3/16	31/3/17	31/3/18	31/3/19	31/3/20
		Plan	Plan	Plan	Plan	Plan
	Note	£000	£000	£000	£000	£000
Long Term Assets						
Fixed Assets	1	17,321	17,125	16,929	16,733	16,537
Long-term Investments	2	0	0	0	0	0
Long Term Debtors	3	198	173	148	142	142
		<u>17,519</u>	<u>17,298</u>	<u>17,077</u>	<u>16,875</u>	<u>16,679</u>
Current Assets						
Short-term Investments	2	16,274	14,842	13,397	11,971	10,576
Debtors		3,879	3,879	3,879	3,879	3,879
Other		241	241	241	241	241
		<u>20,394</u>	<u>18,962</u>	<u>17,517</u>	<u>16,091</u>	<u>14,696</u>
Current Liabilities						
Deferred Creditors		-4,959	-4,960	-4,961	-4,751	-4,752
Provisions:						
Edenbridge Relief Road Comp		0	0	0	0	0
Redundancies		0	0	0	0	0
First Time Sewerage		0	0	0	0	0
		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Grants Deferred Account		-117	-114	-111	-108	-105
Pensions Liabilities	4,5	-50,444	-49,034	-47,624	-46,214	-44,804
TOTAL ASSETS LESS LIABILITIES		<u>-17,972</u>	<u>-18,212</u>	<u>-18,465</u>	<u>-18,469</u>	<u>-18,647</u>
Deferred Capital Receipts						
Capital Adjustment Account		14,047	13,854	13,661	13,468	13,275
Revaluation Reserve		3,306	3,306	3,306	3,306	3,306
Financial Instruments Adj Account		-211	-211	-211	0	0
Collection Fund Adj Account		0	0	0	0	0
Usable Capital Receipts Reserve		2,795	2,695	2,595	2,495	2,395
Earmarked Reserves:						
Action and Development		300	300	300	300	300
Asset Maintenance		1,000	1,000	1,000	1,000	1,000
Budget Stabilisation		2,091	1,737	1,295	787	239
Capital		0	0	0	0	0
Carry Forward Items		0	0	0	0	0
Employer's Superannuation		0	0	0	0	0
Housing Benefit subsidy		401	326	251	176	101
Local Plan / LDF		158	158	158	158	158
Re-organisation		0	0	0	0	0
Transportation		0	0	0	0	0
Vehicle Insurance		246	246	246	246	246
Vehicle Renewal		608	608	608	608	608
Others		322	337	352	367	322
		<u>5,126</u>	<u>4,712</u>	<u>4,210</u>	<u>3,642</u>	<u>2,974</u>
Pensions Reserve	4,5	-50,444	-49,034	-47,624	-46,214	-44,804
General Fund Reserve		3,354	3,354	3,354	3,354	3,354
TOTAL NET WORTH		<u>-22,027</u>	<u>-21,324</u>	<u>-20,709</u>	<u>-19,949</u>	<u>-19,500</u>

4 Pensions liability decrease due to payments being made to reduce the deficit.

5 Pensions figures are based on the actual FRS17 figures required to be included in the statutory accounts. An actuarial revaluation is completed every three years which is used to calculate the true position of the pension scheme.

Summary of Council Expenditure & Council Tax

	2010/11 Budget Net Expenditure £	2011/12 Budget Net Expenditure £
Service expenditure before Support Services and Capital Charges including trading accounts	16,974,438	14,038,808
Capital Charges and Support Services charged outside the General Fund	-263,000	-267,427
Sub Total	16,711,438	13,771,381
Non allocated expenditure:		
Collection Fund adjustment	-	-
Net Service Expenditure excluding Capital Charges	<u>16,711,438</u>	<u>13,771,381</u>
Government Grant	-6,348,311	-5,611,998
Government Grant - Concessionary Fares reduction		699,780
Council Tax Requirement - Sevenoaks DC	-9,172,076	-9,199,009
Government support to offset Council Tax freeze		-229,154
Grant & Council Tax income	<u>-15,520,387</u>	<u>-14,340,381</u>
Net Expenditure after Grant & Council Tax, before interest	1,191,051	-569,000
Less: Interest and Investment income	-192,000	-153,000
Amount to be met from Reserves	<u>999,051</u>	<u>-722,000</u>
Contributions (to) / from reserves		
Earmarked Reserves		
Pension Fund Deficit	942,000	-
Asset Maintenance	478,000	-
Capital	-455,949	-330,000
Action and Development	35,000	14,000
Reorganisation	-	-141,000
Budget Stabilisation	-	-265,000
Planned contribution from General Fund Reserve	-	-
	<u>999,051</u>	<u>-722,000</u>

	2009/10	2010/11	2011/12	
Taxbase	50,021	50,427	50,427	
	£	£	£	
Council Tax @ Band D	176.76	181.89	181.89	

Council Tax Summary

Band D charge

			%		%
Kent County	1,026.27	1,047.78	69.79	1047.78	69.72
Kent Fire	66.06	67.95	4.53	67.95	4.52
Kent Police	134.65	138.68	9.24	138.68	9.23
	<u>1,226.98</u>	<u>1,254.41</u>	<u>83.56</u>	<u>0.00</u>	<u>83.47</u>
Sevenoaks District	176.76	181.89	12.12	181.89	12.10
Average Town/Parish	62.30	64.91	4.32	66.56	4.43
	<u>1,466.04</u>	<u>1,501.21</u>	<u>100.00</u>	<u>1502.86</u>	<u>100.00</u>

Interest Receipts Summary

Investment interest	225,000	-120,000
Mortgage and other interest	2,000	2,000
Allocations to Provisions	<u>-35,000</u>	<u>-35,000</u>
Net Revenue contribution	<u>192,000</u>	<u>-153,000</u>

Net Service Expenditure analysed by Head of Service

	Actuals 09/10	Budget 10/11	Budget 11/12
	£	£	£
Community Development	1,361,496	1,275,852	1,165,699
Development Services	1,723,708	1,829,041	1,411,426
Environmental and Operations	4,253,797	4,037,361	2,862,456
Finance and Human Resources	5,017,961	5,646,883	4,823,377
Housing and Communications	984,013	1,026,029	926,406
IT and Facilities Management	1,677,501	1,749,073	1,631,415
Legal and Democratic Services	1,573,353	1,473,699	1,291,529
	<u>16,591,830</u>	<u>17,037,938</u>	<u>14,112,308</u>

Direct Services	-89,879	-63,500	-73,500
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Total Service Expenditure before re-allocation of Support Services and Capital Charges

	<u>16,501,951</u>	<u>16,974,438</u>	<u>14,038,808</u>
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	Actuals 09/10	Budget 10/11	Budget 11/12
	£	£	£
Pay Costs	10,774,869	10,606,996	9,636,225
Pay Costs Externally Funded	143,452	152,426	72,565
Premises and Grounds	1,494,283	1,181,757	1,186,545
Transport	95,191	65,212	60,047
Supplies and Services	2,720,693	2,714,977	2,584,226
Agency and Contracted	4,763,051	4,052,450	3,669,792
Agency and Contracted - Direct Services	3,985,770	3,977,800	3,477,629
Transfer Payments - Benefits	30,559,671	29,685,972	29,685,972
Transfer Payments - Other	535,046	589,033	82,148
Departmental Management and other Heads of Service	687,364	686,062	666,522
Funds drawn from/to Reserves	-641,057	170,125	75,125
Impairment Loss	598,687	-	-
Income	-8,446,256	-7,163,195	-7,415,058
Income - Housing Benefits	-31,202,935	-30,345,319	-30,345,319
Recharges	-101,894	-74,358	-56,623
Trading Account - Pay	3,176,519	3,296,642	2,778,952
Trading Account - Expenditure	3,868,457	3,747,975	3,628,064
Trading Account - gross income	-7,134,855	-7,108,117	-6,480,516
Asset Maintenance	348,839	413,800	318,798
Asset Maintenance - IT	139,292	213,365	316,237
Asset Maintenance - Agency and Contractd	46,337	15,200	15,385
Asset Maintenance - Pay Costs	56,430	57,635	43,628
Asset Maintenance - Support	35,000	38,000	38,463
Total Service expenditure before re-allocation of Support Services and Capital Charges	<u>16,501,951</u>	<u>16,974,438</u>	<u>14,038,808</u>

Net Service Expenditure detailed by Services

Net Service Expenditure analysed by Head of Service

	Actuals 09/10 £	Budget 10/11 £	Budget 11/12 £
Community Development			
8 to 12 project	24,684	23,380	22,738
Arts Development	7,119	5,358	-
All Weather Pitch	-2,080	-2,000	-2,000
Community Safety	188,698	176,415	205,202
The Community Plan	67,223	53,980	55,937
Economic Development	719,284	21,182	44,407
Grants to Organisations	258,523	226,839	185,855
Health Improvements	51,974	55,942	39,494
Healthy Lifestyles (SDC)	-	-	-
Leisure Contract	418,987	398,135	330,468
Leisure Development	20,000	21,259	21,790
Local Strategic Partnership	-	-	-
Sporting Services	-758,969	-	-
Partnership - Child	-	-	-
Partnership - Home Office	-	-	-
Administrative Expenses - Community Development *	8,514	13,980	13,682
STAG Community Arts Centre	166,845	100,000	100,000
Sustainability	21,499	25,333	16,615
Tourism	40,596	39,262	55,310
Choosing Health WK PCT	-	-	-
Falls Prevention	-	-	-
Future Jobs (Ext Funded)	-	-	-
Kent Community Alcohol Partnership	-	-	-
Healthy Lifestyles	-	-	-
Local Strategic Partnership (Ext Funded)	-	-	-
PCT Initiatives	-	-	-
External Partnership - Childrens Play	-	-	-
Skateboarding	-	-	-
West Kent Partnership	-	-	-
Youth	128,599	116,787	76,200
Total Service Expenditure	1,361,496	1,275,852	1,165,699

Service Description

Providing a service working in partnership to promote community safety, provision for children and young people, community involvement, support to the voluntary sector, arts, tourism, leisure, economic development, health and well being to achieve the aims of the Sevenoaks District Sustainable Community Plan.

* Recharged to Services

	Actuals 09/10 £	Budget 10/11 £	Budget 11/12 £
Community Development			
Pay Costs	472,978	453,255	432,088
Pay Costs Externally Funded	143,452	152,426	72,565
Premises and Grounds	695,183	57,123	58,549
Transport	12,098	8,191	8,396
Supplies and Services	141,868	133,962	142,448
Agency and Contracted	1,475,803	826,006	721,784
Departmental Management and other Heads of Service	29,286	29,133	29,383
Funds drawn from/to Reserves	78,310	-	-
Impairment Loss	66,246	-	-
Income	-1,753,728	-384,244	-299,514
Asset Maintenance	-	-	-
Service expenditure before re-allocation of Support Services and Capital charges	1,361,496	1,275,852	1,165,699

Analysis of budget changes between 10/11 and 11/12

Base Budget 2010/11		1,275,852
Inflation		34,464
Planned Savings agreed previous years		
08/09 Savings	Grants	-13,000
08/09 Savings	Various	-7,000
SCIAs 2011/12		
SCIA 1	Arts Development	-5,000
SCIA 2	Community Safety External grants risk	56,000
SCIA 3	Grants	-25,000
SCIA 4	Health - reduced activity	-17,000
SCIA 5	Asset Maint - see Financial Services	
SCIA 6	Leisure Reduced management fees	-80,000
SCIA 7	Sustainability	-4,000
SCIA 9	West Kent Partnership	-2,000
SCIA 10	Youth - reduce activity	-20,000
Other minor adjustments including removal of market supplements		-27,617
Approved Budget 2011/12		1,165,699

Net Service Expenditure analysed by Head of Service

	Actuals 09/10	Budget 10/11	Budget 11/12
Development Services	£	£	£
Bridleways / Footpath Diversions	2,726	1,575	1,614
Conservation	116,204	84,039	49,631
Local Development Framework (LDF)	522,512	516,000	441,157
LDF Expenditure	-	-	-
Planning - Appeals	218,073	207,229	158,221
Planning - Counter	-842	-600	-615
Planning - Development Control	557,961	697,085	463,863
Planning - Enforcement	269,744	291,961	263,952
Fort Halstead	-	-	-
Planning - Office Refurbishment	214	-	-
Administrative Expenses - Development Control *	36,629	31,752	33,602
Administrative Expenses - Policy and Environment *	487	-	-
Total Service Expenditure	1,723,708	1,829,041	1,411,426

Service Description

The Management of development so as to support the local Sustainable Community Plan. The statutory functions of the Planning Act – the preparation of Planning Policy and the determination of planning applications, as well as the associated appeal and enforcement activities.

*Recharged to Services

	Actuals 09/10	Budget 10/11	Budget 11/12
Development Services	£	£	£
Pay Costs	1,751,578	2,066,030	1,753,960
Premises and Grounds	13,107	1,018	1,043
Transport	706	375	384
Supplies and Services	144,173	74,922	72,843
Agency and Contracted	379,712	85,889	62,788
Departmental Management and other Heads of Service	64,446	65,587	65,643
Funds drawn from/to Reserves	127,910	140,000	70,000
Income	-757,924	-604,780	-615,236
Service expenditure before re-allocation of Support Services and Capital charges	1,723,708	1,829,041	1,411,426

Analysis of budget changes between 10/11 and 11/12

Base Budget 2010/11			1,829,041
Inflation			33,933
Planned Savings agreed previous years			
08/09 Savings	Staff Savings		-41,000
08/09 Savings	PPS Local Plan		22,500
10/11 Savings	Staff Savings		-20,000
SCIAs 2011/12			
SCIA 12a	Conservation - consultants		-11,000
SCIA 12b	Appeals - cease external legal		-10,000
SCIA 12c	Appeals - reduce consultants		-6,000
SCIA 13	DC Review processes/structures		-131,000
SCIA 14b	S.106 Charging Developers		-50,000
SCIA 15	LDF cost reduction		-70,000
Other minor adjustments inc removal of market supplements			-135,048
Approved Budget 2011/12			1,411,426

Net Service Expenditure analysed by Head of Service

	Actuals 09/10 £	Budget 10/11 £	Budget 11/12 £
Environmental and Operations			
Asset Maintenance Car Parks	15,850	11,000	8,300
Asset Maintenance CCTV	11,877	15,000	10,700
Asset Maintenance Countryside	4,957	8,000	5,900
Asset Maintenance Direct Services	15,935	30,800	22,000
Asset Maintenance Playgrounds	16,692	19,000	13,300
Asset Maintenance Public Toilets	14,316	20,000	14,100
Building Control	-7,860	-54,133	-122,971
Car Parks	-1,295,794	-1,427,732	-1,551,650
CCTV	322,418	276,272	229,788
Clean Air	91,801	117,158	115,776
Contaminated Land	51,955	54,062	50,973
Dangerous Structures	19,655	24,181	21,547
On-Street Parking	-171,295	-247,845	-344,756
Edenbridge Community Warden	-421	-	-
Emergency	54,859	57,787	58,507
Estates Management - Grounds	-1,549	90,322	91,360
Licensing Health	36,624	35,290	34,586
Licensing Partnership Hub (Trading)	-19,748	-	-
Licensing Regime	38,709	18,109	3,305
Minibus	332,448	333,212	8,572
Noise Control	89,127	110,745	88,148
Parks and Recreation Grounds	121,982	108,949	88,387
Parks - Rural	149,725	93,490	80,916
Pest Control	3,726	5,982	-
Public Health	513,649	538,285	393,126
Public Transport Support	1,162	1,480	1,464
Refuse Collection	2,244,476	2,181,501	2,157,263
Administrative Expenses - Building Control *	8,234	8,743	9,300
Administrative Expenses - Community Director *	9,708	15,212	15,526
Administrative Expenses - Direct Services *	-	-	-
Administrative Expenses - Health *	15,662	23,046	23,397
Administrative Expenses - Transport and Parking*	6,411	9,754	9,956
Street Naming	46,575	10,985	12,575
Street Cleansing	1,368,869	1,399,549	1,226,458
Support - Direct Services *	41,954	50,297	51,286
Taxis	-11,543	-15,824	-13,904
Public Conveniences	112,650	114,684	49,223
Air Quality (Ext Funded)	-	-	-
Smokefree Sevenoaks (Ext Funded)	-	-	-
Total Service Expenditure	4,253,797	4,037,361	2,862,456

Service Description

Providing services covering the following key objectives in the Community Plan, of safe and caring communities; green and healthy environment and dynamic and sustainable economy. Covers, Direct Services, Licensing, Environmental Health, Building Control and Parking and Amenity Services.

* Recharged to Services

	Actuals 09/10	Budget 10/11	Budget 11/12
	£	£	£
Environmental and Operations			
Pay Costs	2,444,068	2,660,407	2,412,146
Premises and Grounds	477,203	406,465	387,106
Transport	58,946	28,979	29,703
Supplies and Services	515,304	566,262	568,093
Agency and Contracted	347,904	584,647	488,624
Agency and Contracted - Direct Services	3,885,827	3,876,658	3,390,304
Departmental Management and other Heads of Service	38,398	39,137	39,174
Funds drawn from/to Reserves	16,791	-	-
Impairment Loss	69,091	-	-
Income	-3,679,361	-4,228,994	-4,526,994
Asset Maintenance	79,628	103,800	74,299
Service expenditure before re-allocation of Support Services and Capital charges	4,253,797	4,037,361	2,862,456

Analysis of budget changes between 10/11 and 11/12

Base Budget 2010/11			4,037,361
Inflation			82,433
Planned Savings agreed previous years	10/11	Building Control	-5,000
	10/11	CCTV	-45,000
	10/11	Home Survey (one off)	15,000
	10/11	Licensing Partnership	-15,000
SCIAS 2011/12	SCIA 16a	Shared Building Control Manager	-34,000
	SCIA 16b	BC Team Re-structure	-17,000
	SCIA 16c	BC Delete Admin Post	-23,000
	SCIA 18a	Deletion Purchasing Supervisor Post	-28,000
	SCIA18b	Deletion Cleansing Supervisor Post	-38,000
	SCIA 18c	Savings on Recycling	-13,000
	SCIA 18d	Deletion Monitoring Officer post (part)	-9,000
	SCIA 19	Pest Control Service and subsidy (part)	-6,000
	SCIA 20	Shared Working Dartford	-150,000
	SCIA 21	Discretionary Minibus	-333,000
	SCIA 22a	Shared Traffic Engineer	-26,000
	SCIA 22c	Civil Enforcement Supervisor	-34,000
	SCIA 22d	Hollybush Ownership etc	-20,000
	SCIA 22e	Transfer of Land (Parks etc)	-15,000
	SCIA 23	Sencio Parking Fees	-26,000
	SCIA 24	Parking - additional income	-43,000
	SCIA 25	On street parking - income	-35,000
	SCIA 26	Closure of Conveniences	-62,000
	SCIA 27	Street Cleansing Reduction	-124,000
	SCIA 28	Asset Maintenance	-31,000
Other minor adjustments inc removal of market supplements			-140,338
Approved Budget 2011/12			2,862,456

Net Service Expenditure analysed by Head of Service

	Actuals 09/10	Budget 10/11	Budget 11/12
	£	£	£
Finance and Human Resources			
Asset Maintenance Argyle Road	64,391	50,000	50,800
Asset Maintenance Other Corporate Properties	20,856	30,000	30,300
Asset Maintenance Leisure	203,166	220,000	153,300
Asset Maintenance Police Co-location	-	-	-
Asset Maintenance Support & Salaries	119,248	124,200	113,714
Asset Maintenance Sewage Treatment Plants	5,786	10,000	10,100
Benefits Admin	900,199	939,573	914,094
Benefits Grants	-643,264	-659,347	-659,347
Bus Station	9,578	12,003	12,302
Civic Expenses	61,224	44,111	13,748
Civil Protection	36,712	42,785	10,603
Concessionary Fares	312,785	433,220	0
EstMan - Buildings	-78,020	-65,657	-92,097
Housing Advances	5,345	5,702	4,407
Housing Premises	-7,209	-9,340	-9,576
Local Tax	186,652	279,566	233,195
Markets	-189,626	-187,941	-193,737
Members	279,780	334,805	342,681
Misc. Finance	1,634,785	1,874,548	2,031,480
Revenues and Benefits Partnership	-	-	-250,000
Administrative Expenses - Corporate Director *	9,717	4,816	4,888
Administrative Expenses - Chief Executive *	8,086	21,080	21,397
Administrative Expenses - Finance *	39,681	37,851	38,675
Administrative Expenses - Personnel *	16,466	12,972	13,271
Administrative Expenses - Property *	1,427	4,548	4,640
Support - Audit Function *	133,131	151,664	161,259
Support - Central Offices *	407,249	405,999	411,131
Support - Contact Centre *	419,398	460,269	477,050
Support - Exchequer and Procurement *	175,929	197,217	138,925
Support - Finance Function *	247,671	256,042	230,879
Support - General Admin *	207,929	192,922	147,569
Support - Health and Safety *	51,966	54,697	15,527
Support - Local Offices *	46,076	46,735	47,879
Support - Nursery *	2,600	-	-
Support - Personnel *	138,763	144,954	199,115
Support - Property Function *	76,150	83,272	106,856
Treasury Management	95,402	93,617	88,347
Additional Admin Subsidy	17,932	-	-
Local Housing Allowance	-	-	-
Total Service Expenditure	5,017,961	5,646,883	4,823,377

Service Description

Finance and HR : Collection of local taxes, administration of benefits and concessionary fares, first point of contact for the public through reception and contact centre services and the provision of financial and HR services to the organisation

* Recharged to services

	Actuals 09/10	Budget 10/11	Budget 11/12
	£	£	£
Finance and Human Resources			
Pay Costs	3,511,960	2,954,505	2,788,085
Premises and Grounds	210,610	663,566	675,126
Transport	13,221	14,988	5,233
Supplies and Services	810,296	827,102	749,316
Agency and Contracted	2,022,001	1,990,553	1,881,522
Agency and Contracted - Direct Services	43,032	41,879	42,368
Transfer Payments - Benefits	30,559,671	29,685,972	29,685,972
Transfer Payments - Other	457,217	508,885	-
Departmental Management and other Heads of Service	-6	-	-
Funds drawn from/to Reserves	-875,232	-	-
Impairment Loss	463,350	-	-
Income	-1,360,609	-1,092,772	-979,545
Income - Housing Benefits	-31,202,935	-30,345,319	-30,345,319
Recharges	-48,061	-36,676	-37,594
Asset Maintenance	292,117	310,000	244,499
Asset Maintenance - IT	15,580	13,365	16,237
Asset Maintenance - Agency and Contracted	14,321	15,200	15,385
Asset Maintenance - Pay Costs	56,430	57,635	43,628
Asset Maintenance - Support	35,000	38,000	38,463
Service expenditure before re-allocation of Support Services and Capital charges	5,017,961	5,646,883	4,823,377

Analysis of budget changes between 10/11 and 11/12

Base Budget 2010/11		5,646,883
Inflation		232,470
Planned Savings agreed previous years		
Growth 10/11	Members Allowances	45,000
Growth 10/11	Audit Partnership	10,000
Savings 10/11	Concessionary Fares - reduced costs	60,000
Savings 10/11	Partnership working	-200,000
Financial Plan changes	Actuarial Increase	-
	Concessionary Fares service	-502,927
SCIAs 2011/12		
SCIA 5	Asset Maintenance - Leisure	-70,000
SCIA 30a	Finance -restructure	-40,000
SCIA 32	see Legal and Democratic	
SCIA 33	Members allowances - next phase	-45,000
SCIA 34	Central Offices target saving	-5,000
SCIA 35	Property - processes and team	-70,122
SCIA 36	Property - income from Tandridge	-13,000
SCIA 37	Revs and Bens Partnership	-50,000
SCIA 39	Civic Expenditure (part)	-31,000
SCIA 40	Leased Cars scheme administration	-10,000
SCIA 41	Training Budget	-50,000
Other minor adjustments inc removal of market supplements		-83,927
Approved Budget 2011/12		4,823,377

Net Service Expenditure analysed by Head of Service

	Actuals 09/10	Budget 10/11	Budget 11/12
	£	£	£
Housing and Communications			
Home Improvement Agency (prev. Care and Repair)	53,359	57,830	58,502
Consultation and Surveys	15,909	16,604	17,019
Energy Efficiency	37,521	17,797	4,229
External Communications	136,587	140,941	127,526
Gypsy Sites	14,789	-	-11,676
Homeless	125,987	138,970	119,348
Housing	411,652	411,805	341,456
Housing Initiatives	14,817	9,264	19,565
Homelessness Prevention	-1,970	-	-
Needs and Stock Surveys	-	15,000	15,000
Housing Option - Trailblazer	-957	-	-
KCC Loan Scheme	-	-	-
Private Sector Housing	207,430	199,393	216,776
Administrative Expenses - Housing *	11,062	13,465	13,780
Support - General Admin *	-45,317	-	-
Homelessness Funding	-1,563	-	-
Leader Programme	4,707	4,960	4,882
Total Service Expenditure	984,013	1,026,029	926,406

Service Description

This covers being proactive to avoid homelessness with appropriate advice and support, dealing with homelessness, monitoring the Housing Register, Energy Conservation, Gypsy/travellers, licensing of mobile homes/caravans, fitness rating of properties including 'decent homes' standards. Grants (mainly to provide aids and adaptations for older and disabled people), paupers funerals and housing policy/enabling.

Responsibility for internal and external communications functions and the publication and circulation of the Councils paper In Shape transferred from Policy and Performance from 2011/12.

* Recharged to Services

	Actuals 09/10 £	Budget 10/11 £	Budget 11/12 £
Housing and Communications			
Pay Costs	751,009	790,229	674,938
Premises and Grounds	56,318	28,263	28,968
Transport	267	86	88
Supplies and Services	75,117	92,956	96,888
Agency and Contracted	218,258	222,745	219,126
Agency and Contracted - Direct Services	-	-	-
Transfer Payments - Other	54,483	80,148	82,148
Departmental Management and other Heads of Service	22,899	22,714	23,080
Funds drawn from/to Reserves	46,466	30,125	50,125
Impairment Loss	-	-	-
Income	-240,803	-220,655	-248,956
Income - Housing Benefits	-	-	-
Recharges	-	-20,582	-
Asset Maintenance	-	-	-
Service expenditure before re-allocation of Support Services and Capital charges	984,013	1,026,029	926,406

Analysis of budget changes between 10/11 and 11/12

Base Budget 2010/11			1,026,029
Inflation			17,443
Planned Savings agreed previous years			
	10/11	Support Gypsy Traveller Liaison Officer	7,000
	10/11	Deposit Bonds	10,000
	10/11	Rent in Advance	10,000
	10/11	Support Under 18s	14,500
SCIAs 2011/12	SCIA 42	Deletion of Admin Support	-28,000
	SCIA 43	External Funding Climate Change Officer	-23,000
	SCIA 45	Deletion of Service Manager Post	-55,000
Other minor adjustments including removal of market supplements			-52,566
Approved Budget 2011/12			926,406

Net Service Expenditure analysed by Head of Service

	Actuals 09/10	Budget 10/11	Budget 11/12
IT and Facilities Management	£	£	£
Asset Maintenance IT	132,822	200,000	300,000
Administrative Expenses - IT *	27,755	24,994	25,594
Support - Central Offices - Facilities *	245,218	262,230	237,647
Support - General Admin *	307,367	283,032	278,640
Support - IT *	964,339	978,817	789,534
Total Service Expenditure	1,677,501	1,749,073	1,631,415

Service Description

This service includes the support and implementation of all technology based systems, print services, post room, microfilming, scanning and facilities functions.

* Recharged to Services

	Actuals 09/10	Budget 10/11	Budget 11/12
	£	£	£
IT and Facilities Management			
Pay Costs	842,563	920,461	803,690
Pay Costs Externally Funded	-	-	-
Premises and Grounds	14,034	19,322	14,753
Transport	4,109	7,194	7,237
Supplies and Services	824,620	825,147	739,952
Agency and Contracted	63,258	63,520	45,488
Departmental Management and other Heads of Service	44,885	46,391	41,105
Funds drawn from/to Reserves	10,000	-	-
Income	-258,790	-332,962	-320,810
Asset Maintenance	132,822	200,000	300,000
Service expenditure before re-allocation of Support Services and Capital charges	1,677,501	1,749,073	1,631,415

Analysis of budget changes between 10/11 and 11/12

Base Budget 2010/11		1,749,073
Inflation		32,317
Planned Savings agreed previous years		-
SCIAs 2011/12		
SCIA 35	Property - processes and team (part)	-4,878
SCIA 48	Internet provision charges	-40,000
SCIA 49	Reduction in staff IT Support	-30,000
SCIA 50	Reduction in support level/contracts	-41,000
SCIA 51	Reduction in Support level	-23,000
SCIA 52	Review Facilities Management staffing	-45,000
SCIA 53	Savings in cleaning/microfilming	-25,000
Financial Plan	Expenditure previously classed as Capital	100,000
Other minor adjustments	Reduction in internal printing	20,000
	Other, inc Mkt Supplement removal	-61,097
Approved Budget 2011/12		1,631,415

Net Service Expenditure analysed by Head of Service

	Actuals 09/10	Budget 10/11	Budget 11/12
	£	£	£
Legal and Democratic Services			
Action and Development	10,425	16,179	6,179
Corporate Grants	-	-316	-
Corporate Management	997,032	1,103,601	959,555
Corporate Savings	-	-260,552	-166,544
Committee Admin	116,714	129,349	88,728
Elections	56,964	60,569	65,946
Equalities Legislation	22,350	15,828	16,224
Land Charges	-125,614	-124,466	-113,341
Performance Improvement	29,472	25,285	917
Register of Electors	114,119	131,431	138,629
Administrative Expenses - Legal and Democratic *	76,190	95,081	72,622
Support - Legal Function *	275,701	281,710	222,614
Total Service Expenditure	1,573,353	1,473,699	1,291,529

Service Description

Legal Services provide legal and administrative services to the Council in addition to providing Electoral and Land Charges services.

Responsibility for Corporate activities including developing, managing and implementing key corporate initiatives in response to Central Government requirements or internal policy direction e.g. Comprehensive Area Assessment, Equalities agenda, Value for Money, Use of Resources and Internal Service Inspections, and the councils performance management arrangements, transferred from Policy and Performance from 2011/12

*Recharged to Services

	Actuals 09/10 £	Budget 10/11 £	Budget 11/12 £
Legal and Democratic Services			
Pay Costs	1,000,713	762,109	771,318
Pay Costs Externally Funded	-	-	-
Premises and Grounds	27,829	6,000	21,000
Transport	5,844	5,399	9,005
Supplies and Services	209,315	194,626	214,686
Agency and Contracted	313,026	338,353	295,415
Departmental Management and other Heads of Service	487,456	483,100	468,137
Funds drawn from/to Reserves	-21,956	-	-45,000
Income	-448,875	-315,888	-443,032
Service expenditure before re-allocation of Support Services and Capital charges	1,573,353	1,473,699	1,291,529

Analysis of budget changes between 10/11 and 11/12

Base Budget 2010/11		1,473,699
Inflation		14,559
Planned Savings agreed previous years		
08/09 Savings	Staff savings	-17,000
08/09 Savings	Partnership Working	-67,000
08/09 Savings	Team tasks	-35,000
SCIAs 2011/12		
SCIA 54	Joint Working TMBC	-25,000
SCIA 55	Share Manager with Dartford	-20,000
SCIA 56	Personal Search Income	22,000
SCIA 57	Income Planning Agreements	-30,000
SCIA 32	Reduction 2 posts	-41,000
SCIA 39 (part)	Deletion support role	-37,000
SCIA 58	Review communications etc	-35,000
SCIA 59	Review senior management	-75,000
SCIA 60	Market Supplements - Phased removal	-100,000
SCIA 62	Outer Fringe Allowance (deferred)	-
Other minor adjustments		
	Reduction in internal printing	-20,000
	Other inc Mkt Supplement removal	283,271
Approved Budget 2011/12		1,291,529

Direct Services - Trading Accounts

	Actuals 09/10 £	Budget 10/11 £	Budget 11/12 £
Premises	204,817	207,261	215,944
Transport	2,288,262	2,376,480	2,296,369
Supplies & Services	1,172,367	960,913	925,800
Pay costs	3,176,519	3,296,642	2,778,952
Support Services	156,058	155,924	142,554
Capital	46,953	47,397	47,397
Income	-7,134,855	-7,108,117	-6,480,516
Total Service Expenditure	-89,879	-63,500	-73,500

Direct Services - Trading Accounts	Actuals 09/10	Budget 10/11	Budget 11/12
INCOME	£	£	£
Refuse Collection	2,136,867	2,046,814	2,050,552
Street Cleaning	1,288,266	1,304,191	1,150,891
Transport Workshop	589,316	591,623	608,833
Pest Control	66,009	76,982	79,928
Premises Cleaning	266,929	288,371	257,859
Cesspool Emptying	266,129	275,000	280,000
Green Waste	339,929	361,851	376,394
Trade Waste	343,014	387,023	390,000
Grounds Maintenance	132,000	133,660	135,000
Fleet Management	795,333	838,628	816,080
Depot	344,801	344,635	290,000
Emergency	43,836	44,459	44,979
Minibus	440,288	414,880	0
Clean Kent	82,138	0	0
Total Income	7,134,855	7,108,117	6,480,516

SDC	4,600,199	4,561,089	4,010,671
External	1,394,522	1,523,765	1,523,765
Overheads	1,140,134	1,023,263	946,080

EXPENDITURE	£	£	£
Refuse Collection	2,104,060	2,046,325	2,151,154
Street Cleaning	1,376,251	1,367,573	1,223,449
Transport Workshop	553,622	577,204	579,489
Pest Control	85,079	89,266	79,928
Premises Cleaning	292,274	312,546	242,666
Cesspool Emptying	217,285	217,319	217,121
Green Waste	259,915	294,987	292,800
Trade Waste	371,934	373,159	343,995
Grounds Maintenance	134,570	138,969	143,734
Fleet Management	789,586	838,628	816,080
Depot	313,501	351,127	270,094
Emergency	44,465	37,574	46,506
Minibus	417,470	399,940	0
Clean Kent	84,964	0	0
Total Service Expenditure	7,044,976	7,044,617	6,407,016
	-89,879	-63,500	-73,500

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Supporting Information

Support Service Allocations

Summary	Actuals 09/10	Budget 10/11	Budget 11/12
	£	£	£
Community Development	289,427	318,626	303,463
Development Services	950,358	922,411	928,844
Environmental and Operations	1,098,487	1,171,504	1,264,497
Finance and Human Resources	877,543	909,115	937,076
Housing and Communications	335,856	353,796	336,351
Legal and Democratic Services	466,336	520,273	483,364
Total	4,018,008	4,195,725	4,253,595

Community Development

8 to 12 project	-	12,590	13,541
Community Safety	111,171	115,915	122,799
Economic Development	809	1,929	1,088
Grants to Organisations	18,513	12,539	8,288
Health Improvements	25,345	33,833	26,611
Leisure Contract	21,334	27,746	33,717
Sustainability	9,939	13,206	11,567
The Community Plan	28,566	24,941	39,372
Tourism	9,580	10,826	1,088
West Kent Partnership	4,301	4,995	5,826
Youth	59,869	60,106	39,566
	289,427	318,626	303,463

Development Services

Conservation	1,669	23,981	19,610
Local Development Framework	141,596	122,539	141,484
Planning - Appeals	85,358	112,405	103,600
Planning - Dev. Control	596,010	529,874	522,623
Planning - Enforcement	125,724	133,612	141,527
	950,358	922,411	928,844

	Actuals 09/10	Budget 10/11	Budget 11/12
	£	£	£
Environmental and Operations			
Building Control	159,475	148,319	181,716
Car Parks	63,237	74,220	90,030
CCTV	36,724	39,984	46,696
Clean Air	29,625	31,688	36,449
Contaminated Land	20,695	22,931	25,554
Dangerous Structures	7,828	8,341	9,163
Edenbridge Community Warden	4,658	-	-
Estates Management - Grounds	1,549	1,817	2,036
Licensing Health	19,267	21,195	24,977
Licensing Partnership Hub (Trading)	19,748	11,141	11,141
Licensing Regime	50,495	72,983	49,197
Noise Control	44,174	47,426	44,105
On-Street Parking	91,797	109,839	126,906
Parks - Rural	24,117	20,080	22,519
Parks and Rec.Grds	3,201	3,750	4,202
Public Conveniences	24,194	23,850	25,160
Public Health	225,858	248,864	272,080
Public Transport Support	406	476	534
Refuse Collection	159,004	174,154	177,170
Street Cleansing	91,812	92,127	97,070
Street Naming	10,366	2,495	3,888
Taxis	10,255	15,824	13,904
	1,098,487	1,171,504	1,264,497

Finance and Human Resources

Benefits Admin	413,379	428,334	449,700
Civil Protection	13,957	12,657	-
Concessionary Fares	2,762	2,852	-
Estates Management - Buildings	20,530	18,409	20,619
Housing Advances	667	675	-
Local Tax	257,941	265,105	266,478
Markets	5,245	4,160	6,918
Members	142,938	156,762	174,943
Treasury Management	20,125	20,161	18,418
	877,543	909,115	937,076

	Actuals 09/10	Budget 10/11	Budget 11/12
	£	£	£
Housing and Communications			
Energy Efficiency	14,098	14,281	19,281
External Comms	31,432	33,801	30,970
Gypsy Sites	16,207	18,164	12,109
Home Improvement Agency (prev. Care and Repair)	6,804	8,090	8,744
Homeless	37,887	40,850	35,352
Homelessness Funding	13,570	13,404	20,448
Housing	126,792	133,435	133,159
Housing Option - Trailblazer	-	11,394	5,694
Leader Programme	2,110	2,076	2,242
Private Sector Housing	86,956	78,301	68,352
	335,856	353,796	336,351
Legal and Democratic Services			
Committee Admin	45,030	48,612	49,391
Corporate Management	297,048	341,298	307,279
Elections	14,293	15,251	20,840
Land Charges	88,426	92,845	76,593
Register of Electors	21,540	22,267	29,261
	466,336	520,273	483,364
Total allocations to General Fund	4,018,008	4,195,725	4,253,595
Allocations to Direct Services Trading Account		155,924	142,554
Allocations to Capital Projects		22,381	15,958
Allocations to Asset Maintenance		38,000	38,463
Support Services within net expenditure		4,412,030	4,450,570

PAY COST ESTIMATES SUMMARY 2011/2012

Line No.		2010/11 BUDGET	2011/12 BUDGET	2010/11 FTE	2011/12 FTE
Chief Executive's Department					
1	Chief Executive, P.A. & Secretarial	254,703	216,219	3.61	3.61
2	Policy & Performance	241,287	-	5.81	-
		495,990	216,219	9.42	3.61
Corporate Resources Department					
3	Director, P.A. & Secretarial	312,177	271,178	7.50	5.50
4	Finance & Human Resources	3,097,318	2,908,097	85.94	82.42
5	Legal & Democratic Services	667,433	698,169	15.05	17.12
6	Information Technology & Facilities Management	920,461	803,690	27.15	24.46
		4,997,389	4,681,135	135.64	129.50
Community & Planning Services Department					
7	Director, P.A. & Secretarial	165,814	168,186	2.00	2.00
8	Community Development	454,577	435,721	9.71	10.74
9a	Operational Services	531,643	504,136	17.01	9.15
9b	Operational Services (TASK)	3,302,901	2,924,865	123.57	110.95
10	Environmental Health	795,637	722,322	17.01	16.01
11	Licensing	367,797	317,793	11.00	9.01
12	Development Services	2,069,810	1,757,590	55.34	51.34
13	Building Control	394,348	354,393	11.81	7.81
14	Housing and Communications	697,298	650,719	15.95	15.17
15	Parking & Amenity Services	560,376	515,916	18.86	16.86
		9,340,200	8,351,639	282.26	249.06
Other Salary Costs					
16	Vacancy Savings	-100,000	-100,000		
17	Performance Award Contingency	48,000	48,000		
18	Market Premium Review	-150,000	52,272		
	SUB-TOTAL	14,631,580	13,249,264	427.32	382.17
19	Community Development (Ext Funded)	169,506	72,565	4.97	2.04
20	Operational Services (Ext Funded)	-	-	-	-
21	Operational Services TASK (Ext Funded)	-	-	-	-
22	Development Services (Ext Funded)	-	-	-	-
23	Housing (Ext Funded)	109,404	106,296	2.91	3.41
	GRAND TOTAL	14,910,490	13,428,125	435.20	387.62

NOTES

- Externally funded posts (lines 19 to 23) have been excluded from earlier lines. The income will show elsewhere in the 2011/12 budget. Note that the figures in the above table may vary slightly from the detailed analysis sheets because of this.
- Market Premium budgets were held in service budgets in 2010/11. They have been removed to line (18) in 2011/12.

Asset Maintenance 2011-14

Head of Service/Scheme	Budget 2010/11 £000	Forecast 2010/11 £000	Budget 2011/12 £000	Budget 2012/13 £000	Budget 2013/14 £000
Community Development					
Leisure	220	220	153		
Direct Services					
CCTV	15	15	11		
Playgrounds	19	1	13		
Public Conveniences	20	20	14		
Depot	31	40	22		
Environmental and Operational Services					
Car Parks	11	11	8		
Countryside	8	5	6		
Sewerage Treatment Plants	10	10	10		
Finance and Human Resources					
Argyle Road	50	50	51		
Support and Salaries	124	124	114		
Other	30	30	30		
IT and Facilities Management					
Information Technology maintenance	200	200	200		
Corporate - to be allocated					
35% 10 year assessment				572	581
	738	726	632	572	581

Capital Programme 2011-14 (proposed programme)

Head of Service/Scheme	Scheme Cost £000	2010/11			2011/12 £000	2012/13 £000	2013/14 £000
		Budget £000	Fore- cast £000	Likely C/F £000			
Chief Executive							
Blighs phase two		175	75	100	0	0	0
Information Technology							
Information Technology - development		119	119	0	0	0	0
Community Development							
Parish projects		73	73	0	0	0	0
Environmental and Operational Services							
Commercial vehicle replacements		1,099	1,099	0	700	700	700
Licensing partnership	54	13	13	0	0	0	0
Playground Improvement programme	215	63	63	0	0	0	0
Housing							
Improvement Grants							
Gross cost		726	726	0	674	674	674
Government DFG Subsidy		-347	-347	0	-347	-347	-347
Hever Road Gypsy/Traveller site							
Gross cost	1,309	1,292	792	500	0	0	0
CLG Grant	-1,309	-1,292	-792	-500	0	0	0
Legal and Democratic Services							
Modern Government doc. mgt. system		0	0	0	16	0	0
TOTAL		1,921	1,821	100	1,043	1,027	1,027

The 2010/11 budget includes amounts carried forward from 2009/10.

Internal Funding

Vehicle Renewal Fund	1,099	700	700	700
Capital reserve	456	330	327	327
Capital receipts	266	13	0	0
	1,821	1,043	1,027	1,027

Capital Receipts

Balance at 1st April	537	1,031	1,624	2,413
Expected new receipts	760	606	789	582
Capital Financing	-266	-13	0	0
Balance at 31st March	1,031	1,624	2,413	2,995

Capital Reserve

Balance at 1st April	0	0	0	3
Contributions to the reserve	456	330	330	330
Capital Financing	-456	-330	-327	-327
Balance at 31st March	0	0	3	6

PARISH PRECEPTS				
Parish	2010/11 Precept	2011/12 Precept	2011/12 Tax Base	2011/12 Band D Charge
Ash-cum-Ridley	65,500	67,000	2,555.06	26.22
Brasted	29,000	29,000	755.90	38.36
Chevening	50,300	59,809	1,459.17	40.99
Chiddingstone	28,500	28,500	593.92	47.99
Cowden	16,000	16,720	410.64	40.72
Crockenhill	54,068	57,800	703.96	82.11
Dunton Green	48,000	56,130	900.08	62.36
Edenbridge	435,538	435,324	3,624.98	120.09
Eynsford	66,500	67,800	944.85	71.76
Farningham	33,300	33,800	629.64	53.68
Fawkham	6,800	7,004	286.66	24.43
Halstead	40,275	40,275	764.96	52.65
Hartley	108,500	112,000	2,591.48	43.22
Hever	18,500	24,000	616.30	38.94
Hextable	135,948	135,907	1,712.10	79.38
Horton Kirby & S Darent	88,000	88,000	1,342.85	65.53
Kemsing	75,000	79,000	1,861.65	42.44
Knockholt	35,767	35,767	614.91	58.17
Leigh	18,500	18,500	844.76	21.90
Otford	104,550	125,000	1,743.54	71.69
Penshurst	21,060	20,745	823.66	25.19
Riverhead	48,500	48,000	1,242.36	38.64
Seal	58,680	59,680	1,231.81	48.45
Sevenoaks Town	715,000	715,000	9,226.73	77.49
Sevenoaks Weald	35,700	35,700	626.55	56.98
Shoreham	43,500	45,000	1,021.17	44.07
Sundridge	51,500	53,000	945.45	56.06
Swanley	603,500	632,300	6,050.79	104.50
Westerham	150,000	152,500	2,049.40	74.41
West Kingsdown	87,000	87,000	2,399.24	36.26
Totals	3,272,986	3,366,261	50,574.57	
Average				66.56

Glossary of Terms

Accounting Period The period of time covered by the accounts, normally 12 months starting on 1st April for local authority accounts.

Accrual Item relating to, and accounted for in, one period but actually paid in another.

Actual The final amount of expenditure or income which is recorded in the Council's accounts.

Agency and Contracted Services Services purchased from another public body or external organisation and subject to a contract. Includes the services provided by Direct Services.

Budget A statement of the Council's plans for net revenue and capital expenditure over a specified period of time.

Budget Requirement Broadly the authority's estimated net revenue expenditure after allowing for movement in reserves and the addition of parish precepts, to be met from revenue support grant, redistributed non-domestic rates and council tax income.

Capital Expenditure The acquisition, construction, enhancement or replacement of tangible fixed assets (i.e. land buildings, structures etc.), the acquisition of investments and the making of grants, advances or other financial assistance towards expenditure by other persons on tangible fixed assets or investments.

Capital Financing Charges The annual charge to revenue expenditure in respect of interest and principal repayments of money borrowed to finance capital expenditure.

Capital Programme The capital projects the Council proposes to undertake over a set period of time.

Capital Receipts Money obtained on the sale of a capital asset.

Collection Fund The fund into which council tax and non-domestic rates are paid, and from which we meet demands by County and District Councils and payments to the non-domestic rates pool.

Corporate and Democratic Core Costs involved in corporate policy making, representing local interests (including civic ceremonials), support to elected bodies and duties arising from public accountability.

Cost Centre An individual unit to which items of income or expenditure are charged for managerial or control purposes.

Council Tax A local tax set by Councils to help pay for local services. There is one bill per dwelling based on its relative value compared to others in the area. There are discounts, including where only one adult lives in the dwelling. Bills will also be reduced for properties with people on low incomes, some people with disabilities and some other special cases.

Council Tax Base The measure of the taxable capacity of an area. It represents the estimated full year equivalent number of chargeable dwellings in an area, expressed as the equivalent number of band D dwellings, after allowing for disabled reduction (relief) and discounts, adjusted for an allowance for non-collection.

Creditors People or firms from whom we have received goods or services and as a consequence owe money to.

Debtors People or firms who owe money to the Council.

Deferred Charges Expenditure which can be deferred but which does not result in a tangible asset, e.g. Improvement grants.

Employee Costs This includes the full costs of employees including salaries, employers contributions to national insurance and superannuation, and costs of leased cars.

Fees and Charges In addition to income from council tax payers and business ratepayers and the government, local authorities charge for some services, e.g. local land charge searches and car parking.

General Fund (GF) The main revenue fund of the Council from which payments are made to provide services and into which receipts are paid, including the District Council's share of council tax.

Government Grants Payments by government towards either the revenue or capital cost of local authority services. These may be either in respect of particular services called specific grants, e.g. housing benefits or in aid of local services generally, e.g. revenue support grant.

Leasing A method of financing the acquisition of equipment, vehicles etc. The items concerned do not belong to the user (or lessee) but are the property of the lessor to whom the lessee pays an annual rental for a specific period of time.

National Non-Domestic Rate (NNDR) Non-domestic rates are levied at a uniform rate in the pound (the NNDR) set by the Government. The proceeds are pooled nationally and then redistributed to each Local Authority in proportion to residential population.

Precept The demand on the collection fund by one authority (e.g. Kent County Council) which is collected from the council tax payer by another (e.g. Sevenoaks). Precepts on Sevenoaks are also made by Town Parish Councils in the District. These are charged to the General Fund.

Premises Expenses Includes expenditure on repairs, buildings, grounds and plant maintenance, energy, rents, rates, water services and cleaning of council buildings.

Recharges The transfer of costs from one account to another.

Reserves The general capital and revenue balances of the Council. There are two types of reserves which might be described as either available or not available to finance expenditure. Revenue reserves which result from monies being set aside or surpluses or delayed expenditure can be spent or earmarked at the discretion of the Council. The useable capital receipts reserve is also available to the extent allowed for by statute. However, other capital reserves

are not available to meet expenditure, e.g. the reserves brought about by the new capital accounting system namely the fixed asset restatement reserve and the capital financing reserve.

Revenue Expenditure Expenditure to meet the continuing cost of services including wages and salaries, purchase of materials and financing charges on capital expenditure.

Revenue Support Grant (RSG) The general Government grant to local authorities. It is payable to all local authorities in support of expenditure in their area.

Revised Estimates The approved estimates for the current year as amended e.g. by supplementary estimates and virement.

SAPPs Service and Performance Plans

SCIA Service Change Impact Assessment

Specific Grant Government grant for specific purposes. The authority does not have the power to apply such grants for other purposes

Standard Spending Assessment (SSA) The amount of revenue expenditure, net of Specific Grants, which it is appropriate for each authority to incur in providing a common level of service consistent with the aggregate figure of Total Standard Spending. The sum of all authorities' Standard Spending Assessments is equal to Total Standard Spending less the total of Specific Grants.

Standard Spending Grant (SSG) An informal alternative name for Revenue Support Grant, which helps to make it clear that the grant is paid in support of expenditure at the level of the Standard Spending Assessment.

Supplies and Services Includes expenditure on equipment and materials.

Support Services The charges made by central services for the services they provide to other departments. These are services which support the provision of services to the public, other support services and the corporate and democratic core. This includes the provision of accommodation, IT, administrative items purchased centrally, (e.g. telephones, stationery and bank charges), central professional services (Personnel, Legal and Property, and Financial Services support) and the cost of providing some centrally provided support service e.g. cashiers, post distribution and contact centre.

Total Standard Spending (TSS) The amount of revenue expenditure which the Secretary of State considers it is appropriate for all local authorities in England to incur in the provision of services and the financing of expenditure.

Transfer Payments Payments to other bodies where no goods or services are received in return by the Authority, e.g. Housing Benefit grants.

Valuation Bands To calculate the relative value of dwellings for council tax purposes each dwelling is placed on a valuation list in one of eight bands ranging from A to H. Within a local area, the Council tax will vary between the different bands according to proportions laid down by law.

Band	Value	Proportion
A	Up to £40,000	6/9
B	Over £40,000 and up to £52,000	7/9
C	Over £52,000 and up to £68,000	8/9
D	Over £68,000 and up to £88,000	9/9
E	Over £88,000 and up to £120,000	11/9
F	Over £120,000 and up to £160,000	13/9
G	Over £160,000 and up to £320,000	15/9
H	Over £320,000	18/9

Virement The transfer of Budget provision from one service to another.

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