

Draft Revenue Estimates

2015/16



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Finance, Innovation and Property Advisory Board 7 January 2015
General Fund Revenue Estimates 2015/16
PROVISIONAL SUMMARY

| | 2014/15 ESTIMATE | | 2015/16 |
|---|------------------|------------------|-------------------------|
| | ORIGINAL £ | REVISED £ | ESTIMATE £ |
| Corporate Services | 2,915,350 | 3,006,000 | 3,072,200 |
| Chief Executive | 763,100 | 1,209,600 | 825,700 |
| Director of Central Services | 236,650 | 45,950 | 24,650 |
| Director of Finance & Transformation | 1,972,250 | 2,172,300 | 2,052,300 |
| Director of Planning, Housing & Environmental Health | 4,069,750 | 3,903,950 | 3,630,350 |
| Director of Street Scene & Leisure | 8,327,450 | 8,348,900 | 8,288,500 |
| Sub Total | 18,284,550 | 18,686,700 | 17,893,700 |
| Capital Accounting Reversals | | | |
| Non-Current Asset Depreciation | (2,502,550) | (2,533,700) | (2,508,750) |
| Contributions to / (from) Reserves | | | |
| Building Repairs Reserve | | | |
| Withdrawals to fund expenditure | (646,800) | (715,450) | (459,700) |
| Contribution to Reserve | 650,000 | 750,000 | 500,000 |
| Earmarked Reserves (see page S 2) | | | |
| Contributions from Reserves | (353,500) | (767,900) | (187,500) |
| Contributions to Reserves | 765,000 | 765,000 | 65,000 |
| Revenue Reserve for Capital Schemes | | | |
| Withdrawals to fund expenditure | | | |
| Non-Current Assets | (1,507,750) | (1,351,000) # | (1,353,000) # |
| Revenue Expenditure Funded from Capital | (693,250) | (595,000) # | (478,000) # |
| Other contributions to / (from) Reserve (net) | 450,000 | 390,000 | 789,000 |
| Capital Expenditure Charged to General Fund | 1,507,750 | 1,351,000 # | 1,353,000 # |
| International Accounting Standard 19 | | | |
| Retirement Benefit Costs | 3,778,000 | 4,035,000 | 4,148,000 |
| Employers Pension Contributions | (2,359,200) | (2,411,000) | (2,507,000) |
| Contribution to / (from) Pensions Reserve | (1,418,800) | (1,624,000) | (1,641,000) |
| Government Grants | | | |
| New Homes Bonus | (2,395,850) | (2,395,850) | (3,101,150) |
| Community Right to Challenge New Burden Grant | (8,550) | (8,550) | - |
| Community Right to Bid New Burden Grant | (7,850) | (7,850) | - |
| New Homes Bonus Returned In-Year | - | (6,850) | - |
| Contributions from KCC | (122,000) | (116,250) | (116,250) |
| VAT Refund | - | (63,950) | - |
| Release of Provision | - | (20,000) | - |
| Sub Total | 13,419,200 | 13,360,350 | 12,396,350 |
| National Non-Domestic Rates | | | |
| Share of National Non-Domestic Rates | (21,822,349) | (21,237,103) | |
| Tariff / (Top Up) | 19,772,404 | 19,772,404 | |
| Flood Relief Grant | - | (33,650) | |
| Small Business Rate Relief Grant | - | (353,094) | |
| Empty Property Re-occupation Relief Grant | - | (20,494) | |
| Retail Relief Grant | - | (178,008) | |
| Revenue Support Grant | (2,307,173) | (2,307,173) | |
| Collection Fund Adjustments | | | |
| Council Tax (Surplus) / Deficit | (96,803) | (96,803) | |
| National Non-Domestic Rates (Surplus) / Deficit | 532,727 | 532,727 | |
| Sub Total | 9,498,006 | 9,439,156 | |
| Contribution to / (from) General Revenue Reserve | (1,076,850) | (1,018,000) | To Be Determined |
| Balance to be met from Council Tax Payers | 8,421,156 | 8,421,156 | To Be Determined |

Based on the Capital Plan (List A) position as reported to Finance, Innovation and Property Advisory Board on 8 January 2015. The figures will need to be amended to reflect the impact of any new schemes added to the Plan.

This statement is **PROVISIONAL** at this stage and is designed to give an indication of the overall position.

Finance, Innovation and Property Advisory Board 7 January 2015

General Fund Revenue Estimates 2015/16

EARMARKED RESERVES

| | 2014/15 ESTIMATE | | 2015/16 |
|--|------------------|------------------|------------------|
| | ORIGINAL £ | REVISED £ | ESTIMATE £ |
| Contributions from Earmarked Reserves | | | |
| Borough Signage Reserve | - | (1,200) | - |
| Business Support Scheme Reserve | - | (222,000) | - |
| Community Enhancement Fund Reserve | (100,000) | (230,000) | - |
| Democratic Representation Reserve | - | (5,000) | - |
| Election Expenses Reserve | - | (2,200) | (133,000) |
| Environmental Health Initiatives Reserve | - | (5,000) | - |
| Flood Recovery & Defence Reserve | - | (65,550) | - |
| High Street Innovation Fund Reserve | - | (27,350) | - |
| Housing & Welfare Reform Reserve | - | (9,450) | - |
| Housing Survey Reserve | (3,000) | - | - |
| Invest to Save Reserve | - | (1,900) | - |
| Local Development Framework Reserve | (30,000) | (30,000) | (30,000) |
| Local Strategic Partnership Reserve | - | (4,500) | - |
| Planning Inquiries Reserve | (35,000) | (35,000) | (18,600) |
| Repossessions Prevention Fund Reserve | (5,500) | (4,000) | (4,000) |
| Social Housing Fraud Initiative Reserve | - | (1,900) | (1,900) |
| Tonbridge Environmental Schemes Reserve | (100,000) | (100,000) | - |
| Tonbridge Town Centre Reserve | (80,000) | (22,850) | - |
| | (353,500) | (767,900) | (187,500) |
| Contributions to Earmarked Reserves | | | |
| Election Expenses Reserve | 25,000 | 25,000 | 25,000 |
| Local Development Framework Reserve | 40,000 | 40,000 | 40,000 |
| River Wall at Wouldham Reserve | 700,000 | 700,000 | - |
| | 765,000 | 765,000 | 65,000 |

CORPORATE SERVICES

SUMMARY

| | 2014/15 | | 2015/16 |
|--|----------------------|---------------------|------------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE | ESTIMATE |
| | £ | £ | £ |
| 1 SALARIES AND ONCOSTS | 11,597,000 | 11,539,550 | 11,482,800 |
| 2 OVERHEAD EXPENSES | 4,232,000 | 4,301,550 | 3,954,800 |
| 3 RECHARGES TO SERVICE BUDGETS | (15,092,500) | (14,974,600) | (14,506,650) |
| | <hr/> | <hr/> | <hr/> |
| NON DISTRIBUTED COSTS | 736,500 | 866,500 | 930,950 |
| 4 DEMOCRATIC REPRESENTATION | 1,557,000 | 1,501,800 | 1,502,250 |
| 5 CORPORATE MANAGEMENT | 618,050 | 628,450 | 629,800 |
| 6 CAPITAL PROGRAMME - REVENUE EXP. | 3,800 | 9,250 | 9,200 |
| | <hr/> | <hr/> | <hr/> |
| | 2,915,350 | 3,006,000 | 3,072,200 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 25.78 | 25.13 | 25.20 |

CORPORATE SERVICES

| | 2014/15 | | 2015/16 |
|--|---------------------------|--------------------------|-------------------|
| | ORIGINAL ESTIMATE £ | REVISED ESTIMATE £ | ESTIMATE £ |
| 1 <u>SALARIES AND ONCOSTS</u> | | | |
| (a) <u>Salaries</u> | | | |
| Salaries (see analysis on page CS 17) | 8,279,650 | 8,125,500 a) | 8,094,300 b) |
| Employers' National Insurance Contributions | 620,400 | 593,850 a) | 601,450 b) |
| Employers' Superannuation Contributions | 1,076,200 | 1,088,650 a) | 1,108,200 b) |
| Superannuation Backfunding Lump Sum | 1,322,000 | 1,322,000 | 1,388,000 c) |
| Senior Management Restructure Phase 2 | 32,500 | - d) | - |
| Staff Turnover Saving | (140,000) | (80,000) e) | (140,000) |
| Apprenticeship Scheme | 16,500 | 11,200 f) | 16,500 f) |
| | <hr/> | <hr/> | <hr/> |
| | 11,207,250 | 11,061,200 | 11,068,450 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 253.11 | 252.16 | 246.79 |
| (b) <u>Termination Payments</u> | | | |
| Additional Annual Pension Contributions | 303,000 | 295,000 g) | 302,400 g) |
| Long Service Awards | - | 1,650 h) | - |
| Capitalised Pension Contributions | - | - | 18,650 i) |
| Redundancy Payments | - | 91,450 i) | 10,050 i) |
| | <hr/> | <hr/> | <hr/> |
| | 303,000 | 388,100 | 331,100 |
| | <hr/> | <hr/> | <hr/> |
| (c) <u>Recruitment & Training</u> | | | |
| Advertising & Other Recruitment Costs | 1,500 | 8,500 j) | 1,500 |
| Training - Course Fees & Expenses | 80,000 | 75,000 k) | 75,000 |
| Health Screening & Miscellaneous | 3,250 | 4,750 | 4,750 |
| Employee Support Scheme | 2,000 | 2,000 | 2,000 |
| | <hr/> | <hr/> | <hr/> |
| | 86,750 | 90,250 | 83,250 |
| | <hr/> | <hr/> | <hr/> |
| | 11,597,000 | 11,539,550 | 11,482,800 |
| | <hr/> | <hr/> | <hr/> |

CORPORATE SERVICES

SALARIES

- a) Revised estimate reflects savings accruing during the first part of the current financial year and the part year effect of establishment changes, offset by additional temporary staff in the Housing Benefit Section to assist with increased workload.
- b) Forward estimate reflects full year effect of establishment changes approved during the current financial year and a provision for a pay award. An additional £50,000 is included in the Housing Benefit Section temporary staff budget for a further year.
- c) Superannuation backfunding payment attributable to the General Fund following 5% uplift.
- d) Senior management restructure now completed and included within salary estimates.
- e) Reflects projected savings arising from staff turnover for the remainder of the financial year.
- f) Reflects current level of payments to Apprentices. Forward estimate reflects the full year cost of employing three Apprentices.

TERMINATION PAYMENTS

- g) Revised estimate reflects current level of retirement allowances payable in the current financial year. Forward estimate includes a provision for annual pensions increase.
- h) Long service awards payable following staff retirements.
- i) Termination costs payable following changes to the permanent establishment arising from ongoing reviews of service delivery. Reports to General Purposes Committee 23 June 2014, 01 September 2014 and 13 November 2014 refer.

RECRUITMENT & TRAINING

- j) Reflects provision for recruitment expenditure not being met from management savings.
- k) Reduction in provision following a review of budgets in order to address the funding gap.

CORPORATE SERVICES

| | 2014/15 | | 2015/16 |
|--|----------------------|---------------------|----------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE | ESTIMATE |
| | £ | £ | £ |
| 2 <u>OVERHEAD EXPENSES</u> | | | |
| (a) <u>COUNCIL OFFICES</u> | | | |
| Employees | | | |
| Salaries | 141,650 | 138,450 | 135,000 |
| Premises Related Expenses | | | |
| Maintenance of Grounds | 5,900 | 5,900 | 6,000 |
| Energy Costs : | | | |
| Electricity | 83,000 | 83,000 | 87,150 |
| Gas | 30,000 | 26,000 | 27,300 |
| Rates | 240,450 | 238,850 | 244,800 a) |
| Water Services : | | | |
| Water Charges (metered) | 4,000 | 4,400 | 4,400 |
| Sewerage & Environmental Services | 5,900 | 6,400 | 6,400 |
| Fixture & Fittings | 3,000 | 3,000 | 3,000 |
| Cleaning & Domestic Supplies | 5,000 | 5,500 | 5,500 |
| Insurance | 19,350 | 19,000 | 19,550 |
| Repairs expenditure | 323,700 | 334,450 | 158,500 b) |
| Supplies & Services | | | |
| Equipment, Furniture & Materials | 900 | 1,400 | 1,400 |
| Clothing, Uniforms & Laundry | 4,850 | 5,450 | 5,450 |
| Trade Refuse Charges | 9,000 | 9,300 | 9,300 |
| Security / Cleaning | 10,000 | 10,500 | 10,500 |
| Miscellaneous Services | 8,400 | 8,350 | 8,350 |
| | <hr/> | <hr/> | <hr/> |
| | 895,100 | 899,950 | 732,600 |
| Less Income | | | |
| Customer & Client Receipts | (1,800) | (3,000) | (3,000) |
| Solemnization of Marriages | (12,000) | (14,000) | (15,000) |
| Hire of Tonbridge Council Chamber | (2,500) | (2,500) | (2,500) |
| Police Accommodation Licence Fee | (25,750) | (25,450) | (26,100) |
| | <hr/> | <hr/> | <hr/> |
| | (42,050) | (44,950) | (46,600) |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 853,050 | 855,000 | 686,000 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 31,300 | 27,150 | 27,550 |
| Information Technology Expenses | 4,650 | 4,700 | 4,600 |
| Departmental Administrative Expenses | 27,350 | 25,850 | 24,500 |
| Depreciation & Impairment | | | |
| Non-Current Asset Depreciation | 148,750 | 148,750 | 148,350 |
| | <hr/> | <hr/> | <hr/> |
| | 1,065,100 | 1,061,450 | 891,000 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 5.77 | 5.40 | 5.27 |

CORPORATE SERVICES

COUNCIL OFFICES

- a) NNDR "multiplier" rate assumes an increase for inflation of 2.5%.
- b) Includes provision to remove the Sports and Social Club due to asbestos.

CORPORATE SERVICES

| | 2014/15 | | 2015/16 |
|---|---------------------------|--------------------------|------------------|
| | ORIGINAL ESTIMATE £ | REVISED ESTIMATE £ | ESTIMATE £ |
| 2 <u>OVERHEAD EXPENSES-Continued</u> | | | |
| (b) <u>PRINTING SECTION & MULTI FUNCTION DEVICES</u> | | | |
| Employees | | | |
| Salaries | 99,700 | 93,700 | 76,250 a) |
| Supplies & Services | | | |
| Purchases | 3,200 | 2,000 | 2,000 |
| Print Room Maintenance & Copy Charges | 36,000 | 36,000 | 36,000 |
| Multi Function Device Copy Charges | 21,000 | 18,000 | 18,000 |
| Paper | 23,350 | 24,350 | 24,350 |
| | <hr/> | <hr/> | <hr/> |
| | 183,250 | 174,050 | 156,600 |
| | ----- | ----- | ----- |
| Less Income | | | |
| Sales | (31,550) | (26,050) b) | (26,050) |
| Leisure Trust Receipts | (3,000) | (3,000) | (3,000) |
| Recharges to Other Services | - | (11,500) c) | (2,500) |
| | <hr/> | <hr/> | <hr/> |
| | (34,550) | (40,550) | (31,550) |
| | ----- | ----- | ----- |
| <u>Sub-total</u> | 148,700 | 133,500 | 125,050 |
| Central, Departmental & Technical Support Services | | | |
| Office Accommodation | 38,750 | 39,300 | 31,800 d) |
| Central Salaries & Administration | 19,100 | 17,400 | 16,750 |
| Information Technology Expenses | - | 4,700 e) | 4,600 |
| Departmental Administrative Expenses | 15,600 | 14,700 | 14,250 |
| Depreciation & Impairment | | | |
| Non-Current Asset Depreciation | 38,400 | 37,400 | 29,150 f) |
| | <hr/> | <hr/> | <hr/> |
| | 260,550 | 247,000 | 221,600 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 3.90 | 3.34 | 2.91 |

CORPORATE SERVICES

PRINTING SECTION & MULTI FUNCTION DEVICES

- a)** Reduction in staffing costs following a redundancy.
- b)** Reduction in work undertaken for outside organisations following reduction of full time staff within Print Section.
- c)** Revised estimate includes recharges associated with recent elections.
- d)** Building repairs expenditure in respect of Council Offices has returned to a normal level (see page CS 3).
- e)** IT Services support for multi-function devices.
- f)** Some print room equipment has reached the end of its useful life.

CORPORATE SERVICES

| | 2014/15 | 2015/16 | |
|--|--------------------------|-------------------------|----------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE | |
| | £ | £ | |
| | | ESTIMATE | |
| | | £ | |
| 2 <u>OVERHEAD EXPENSES-Continued</u> | | | |
| (c) <u>CUSTOMER SERVICES</u> | | | |
| Employees | | | |
| Salaries | 320,850 | 316,950 | 311,700 |
| Premises Related Expenses | | | |
| Rent | 5,200 | 5,200 | 5,200 |
| Supplies & Services | | | |
| Purchases | 650 | 650 | 650 |
| Uniforms | 800 | 500 | 500 |
| Stationery | 500 | 400 | 400 |
| Community Outreach | 18,000 | 12,000 a) | 12,000 |
| Postage | 600 | 700 | 600 |
| Mobile Telephones | 1,000 | 1,000 | 1,000 |
| Office Security | 34,000 | 34,000 | 34,000 |
| | <hr/> | <hr/> | <hr/> |
| | 381,600 | 371,400 | 366,050 |
| Less Income | | | |
| Tonbridge Gateway Agreement / Licence | (132,550) | (133,600) | (120,000) b) |
| Gateway Partner Receipts | (12,900) | (4,100) c) | (700) c) |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 236,150 | 233,700 | 245,350 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 47,650 | 43,450 | 44,150 |
| Information Technology Expenses | 71,050 | 44,350 d) | 4,200 d) |
| Departmental Administrative Expenses | 100,000 | 111,150 e) | 117,750 e) |
| | <hr/> | <hr/> | <hr/> |
| | 454,850 | 432,650 | 411,450 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 11.53 | 11.29 | 10.71 |

CORPORATE SERVICES

CUSTOMER SERVICES

- a) Reduction in marketing and community outreach activity following review of service budgets.
- b) Reduction in contribution from Kent County Council following review of service budgets.
- c) HMRC are no longer using the space at Tonbridge Gateway.
- d) Re-assessment of IT Services support following cessation of current Customer Relationship Management software licence and replacement with an alternative solution.
- e) Increased cost of IT equipment attributable to Customer Services Section.

CORPORATE SERVICES

| | 2014/15 | 2015/16 | |
|---|------------------------------|-----------------------------|----------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE | |
| | £ | £ | |
| | | ESTIMATE | |
| | | £ | |
| 2 <u>OVERHEAD EXPENSES-Continued</u> | | | |
| (d) <u>GENERAL ADMINISTRATION</u> | | | |
| Employees | | | |
| Salaries | 17,100 | 16,850 | 16,400 |
| Supplies & Services | | | |
| Insurance | 99,900 | 104,650 a) | 100,500 |
| Advertising | 350 | - | - |
| Post Delivery Guarantee | 3,000 | - | - |
| Council Diaries & Handbooks (Net Cost) | 350 | - | - |
| Miscellaneous Services | 300 | - | - |
| First Aid Supplies | 400 | 150 | 150 |
| Copyright Licence | 2,350 | 3,000 c) | 3,000 |
| Equality Issues | 1,000 | 1,000 | 300 |
| | <hr/> | <hr/> | <hr/> |
| | 124,750 | 125,650 | 120,350 |
| Less Income | | | |
| Old Plant & Equipment | (150) | (150) | (150) |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 124,600 | 125,500 | 120,200 |
| | | | |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 29,400 | 35,950 | 16,250 d) |
| Departmental Administrative Expenses | 2,700 | 2,400 | 2,200 |
| | <hr/> | <hr/> | <hr/> |
| | 156,700 | 163,850 | 138,650 |
| | <hr/> | <hr/> | <hr/> |
| | | | |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 1.10 | 1.11 | 0.77 |

CORPORATE SERVICES

GENERAL ADMINISTRATION

- a) Increased public liability and employers liability insurance renewal premiums.
- b) Service ceased following review of Courier arrangements.
- c) Increased provision required for newspaper copyright licence.
- d) Re-assessment of staff allocations from Improvement and Development Unit.

CORPORATE SERVICES

| | 2014/15 | | 2015/16 |
|---|---------------------------|--------------------------|----------------|
| | ORIGINAL ESTIMATE £ | REVISED ESTIMATE £ | ESTIMATE £ |
| 2 <u>OVERHEAD EXPENSES-Continued</u> | | | |
| (e) <u>DEPARTMENTAL ADMINISTRATION</u> | | | |
| Staff Transport Related Expenses | | | |
| Car & Travelling Allowances | 258,850 | 254,250 | 248,300 |
| Supplies & Services | | | |
| Equipment, Furniture & Materials | 11,100 | 19,750 a) | 10,850 |
| Office Equipment - Maintenance | 4,500 | 4,100 | 4,100 |
| Protective Clothing | 550 | 1,000 | 1,000 |
| External Printing & Stationery | 14,400 | 12,750 | 12,750 |
| Postage | 42,600 | 39,650 | 39,550 |
| Telephones - Calls | 10,000 | 8,000 | 8,000 |
| Telephones - Other Costs | 52,150 | 50,300 | 38,800 b) |
| Mobile Telephones & Pagers | 5,850 | 4,500 | 4,500 |
| Subscriptions to Organisations | 21,900 | 19,600 | 19,600 |
| Reference Books & Publications | 27,500 | 26,900 | 26,900 |
| Subsistence Allowances | 5,750 | 2,250 | 2,250 |
| Legal Expenses | 57,000 | 57,000 | 57,000 |
| Fees | 16,100 | 16,000 | 16,000 |
| Insurance & Other Expenses | 1,100 | 800 | 800 |
| Contracted Services | 2,750 | 2,750 | 2,750 |
| Data Protection Act Registration | 2,550 | 2,550 | 2,550 |
| Advertising | - | 800 | 800 |
| | <hr/> | <hr/> | <hr/> |
| | 534,650 | 522,950 | 496,500 |
| | <hr/> | <hr/> | <hr/> |
| Less Income | | | |
| Recovery of Court Costs | (2,000) | (2,000) | (2,000) |
| Customer & Client Receipts | (5,000) | (4,000) | (4,000) |
| Partnership Receipts | (102,150) | (54,550) c) | (53,750) c) |
| Leisure Trust Receipts | (149,500) | (149,500) | (152,500) |
| | <hr/> | <hr/> | <hr/> |
| | (258,650) | (210,050) | (212,250) |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 276,000 | 312,900 | 284,250 |
| Depreciation & Impairment | | | |
| Non-Current Asset Depreciation | 32,000 | 20,450 d) | 19,700 |
| | <hr/> | <hr/> | <hr/> |
| | 308,000 | 333,350 | 303,950 |
| | <hr/> | <hr/> | <hr/> |

CORPORATE SERVICES

DEPARTMENTAL ADMINISTRATION

- a) Reflects purchase and installation of replacement payment kiosks.
- b) Maintenance of old telephone system no longer required following switch to new Lync telephony system.
- c) Revised and forward estimates reflect partnership arrangements with:
 - 1) Gravesham Borough Council for shared cost of Principal Revenue Officer; and
 - 2) Gravesham Borough Council for shared cost of Contaminated Land Officer.
- d) Some Planning and Transportation plan printers scheduled for replacement and now included within IT Services renewals budgets. Revised estimate also anticipates longer life attributable to replacement telephone system.

CORPORATE SERVICES

| | 2014/15 | 2015/16 |
|---|----------------------|---------------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE |
| | £ | ESTIMATE £ |
| 2 <u>OVERHEAD EXPENSES- Continued</u> | | |
| (f) <u>SNACK FACILITIES</u> | | |
| Supplies & Services | | |
| Drinks Machine Purchases | 5,600 | 5,600 |
| Maintenance of Equipment | 150 | 150 |
| | <hr/> | <hr/> |
| | 5,750 | 5,750 |
| Less Income | | |
| Customer & Client Receipts | (200) | (200) |
| Recharges to Other Services | (9,000) | - a) |
| | <hr/> | <hr/> |
| <u>Sub-total</u> | (3,450) | 5,550 |
| Central, Departmental & Technical Support Services | | |
| Central Salaries & Administration | 3,550 | 3,000 |
| Depreciation & Impairment | | |
| Non-Current Asset Depreciation | 2,300 | 200 |
| | <hr/> | <hr/> |
| | 2,400 | 8,750 |
| | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 0.12 | 0.11 |
| | | 0.10 |

CORPORATE SERVICES

SNACK FACILITIES

- a) Reflects a change in the way these costs are recharged to service budgets.

CORPORATE SERVICES

| | 2014/15 | 2015/16 |
|---|--------------------------|-------------------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE |
| | £ | £ |
| | | ESTIMATE |
| | | £ |
| 2 <u>OVERHEAD EXPENSES-Continued</u> | | |
| (g) <u>INFORMATION TECHNOLOGY SERVICES</u> | | |
| Employees | | |
| Salaries | 830,100 | 837,900 |
| Transport Related Expenses | | |
| Public Transport | 250 | 250 |
| Supplies & Services | | |
| Equipment - Purchases | 4,000 | 3,000 |
| Equipment - Maintenance | 66,850 | 81,500 a) |
| Printing & Stationery | 6,000 | 7,000 |
| Insurance | 7,100 | 7,550 |
| Reference Books & Publications | 100 | 100 |
| Subsistence Allowances | 450 | 450 |
| Other Expenses | 9,350 | 1,700 b) |
| Software Support, Hire & Maintenance | 407,850 | 460,000 c) |
| Telephone leased lines and modems | 40,850 | 45,350 e) |
| Kent Connects | 20,000 | 20,000 |
| | <hr/> | <hr/> |
| <u>Sub-total</u> | 1,392,900 | 1,464,800 |
| Central, Departmental & Technical Support Services | | |
| Office Accommodation | 110,150 | 111,100 |
| Central Salaries & Administration | 38,750 | 23,250 g) |
| Departmental Administrative Expenses | 87,300 | 97,150 |
| Depreciation & Impairment | | |
| Non-Current Asset Depreciation | 355,300 | 358,200 |
| | <hr/> | <hr/> |
| | 1,984,400 | 2,054,500 |
| | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff | 19.19 | 19.08 |
| (including Support Service Staff) | | 19.12 |

CORPORATE SERVICES

INFORMATION TECHNOLOGY SERVICES

- a) Increased maintenance requirement following replacement of Storage Area Network. The revised estimate also includes cost of emergency repairs to the generator.
- b) Budget for software asset management subscription now included within software support, hire & maintenance.
- c) Reflects additional software charges and a change in the accounting treatment of some software licences.
- d) Various software and support contract reductions due to discontinuation of software packages no longer required or replaced with alternative solutions. Estimate also includes provision for inflation (2.5%).
- e) Revised and forward estimates anticipate increase in Kent Public Services Network charges due to increased bandwidth usage. Charges are expected to reduce from 2016/17 following award of new contract.
- f) Building repairs expenditure in respect of Council Offices has returned to a normal level (see page CS 3).
- g) Re-assessment of staff allocations from Customer Services.

CORPORATE SERVICES

| | 2014/15 | 2015/16 | |
|--|------------------------------|-----------------------------|--------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE | |
| | £ | £ | |
| 3 <u>SALARIES & OVERHEADS</u> | | ESTIMATE | |
| | | £ | |
| Salaries & Oncosts | 11,597,000 | 11,539,550 | 11,482,800 |
| Overheads | | | |
| (a) Council Offices | 1,065,100 | 1,061,450 | 891,000 |
| (b) Printing & Multi Function Devices | 260,550 | 247,000 | 221,600 |
| (c) Customer Services | 454,850 | 432,650 | 411,450 |
| (d) Administration - General | 156,700 | 163,850 | 138,650 |
| (e) Administration - Departmental | 308,000 | 333,350 | 303,950 |
| (f) Snack Facilities | 2,400 | 8,750 | 9,800 |
| (g) Information Technology Services | 1,984,400 | 2,054,500 | 1,978,350 |
| | <hr/> | <hr/> | <hr/> |
| | 15,829,000 | 15,841,100 | 15,437,600 |
| Less Recharge to : | <hr/> | <hr/> | <hr/> |
| Planning, Housing & Environmental Health | (5,730,150) | (5,586,200) | (5,495,750) |
| Street Scene & Leisure | (1,799,150) | (1,834,050) | (1,758,150) |
| Central Services | (939,800) | (890,050) | (859,200) |
| Finance & Transformation | (2,326,600) | (2,425,100) | (2,278,800) |
| Corporate Services | (1,815,250) | (1,785,850) | (1,762,500) |
| Chief Executive | (443,850) | (443,050) | (460,650) |
| Other Services | (1,000) | (850) | (850) |
| Holding Accounts | (2,036,700) | (2,009,450) | (1,890,750) |
| | <hr/> | <hr/> | <hr/> |
| | (15,092,500) | (14,974,600) | (14,506,650) |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 736,500 | 866,500 | 930,950 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 736,500 | 866,500 | 930,950 |
| | <hr/> | <hr/> | <hr/> |

CORPORATE SERVICES

| | 2014/15 | | 2015/16 |
|--|---------------------------|--------------------------|----------------|
| | ORIGINAL ESTIMATE £ | REVISED ESTIMATE £ | ESTIMATE £ |
| 4 <u>DEMOCRATIC REPRESENTATION & MANAGEMENT</u> | | | |
| (a) <u>DEMOCRATIC ADMINISTRATION</u> | | | |
| Employees | | | |
| # Salaries | 361,100 | 354,550 | 347,900 |
| Premises Related Expenses | | | |
| Accommodation Expenses (Forum/Area1) | 7,500 | 7,500 | 7,500 |
| Supplies & Services | | | |
| Members' Meeting Expenses | 2,500 | 2,000 | 1,000 |
| Twinning Committee Expenses | 4,000 | 4,000 | 3,000 |
| Remuneration Panel Expenses | 2,800 | 2,000 | 2,000 |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 377,900 | 370,050 | 361,400 |
| Central, Departmental & Technical Support Services | | | |
| Accommodation & Printing Services | 98,750 | 71,100 a) | 61,200 a) |
| # Central Salaries & Administration | 274,700 | 271,900 | 275,200 |
| Information Technology Expenses | 16,050 | 14,600 | 18,800 |
| # Departmental Administrative Expenses | 126,050 | 121,800 | 115,700 |
| | <hr/> | <hr/> | <hr/> |
| | 893,450 | 849,450 | 832,300 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 15.01 | 14.11 | 14.08 |

Memorandum

Service Salary & Overhead Allocations to Democratic Administration

| | | | |
|-------------------------------------|---------|---------|---------|
| Administration & Property Services | 314,900 | 311,450 | 308,200 |
| Chief Executives' Service | 69,100 | 62,700 | 70,800 |
| Environmental Health & Hsg Services | 20,850 | 21,100 | 20,850 |
| Financial Services | 68,850 | 71,950 | 70,250 |
| Legal Services | 2,600 | 3,150 | 3,150 |
| Street Scene & Leisure Services | 106,550 | 103,650 | 94,450 |
| Personnel Services | 9,950 | 10,100 | 7,700 |
| Planning & Transportation Services | 169,050 | 164,150 | 163,400 |
| | <hr/> | <hr/> | <hr/> |
| | 761,850 | 748,250 | 738,800 |
| | <hr/> | <hr/> | <hr/> |

a) Reduction in printing costs attributable to Members.

CORPORATE SERVICES

| | 2014/15 | | 2015/16 |
|---|------------------------------|-----------------------------|-----------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE | ESTIMATE |
| | £ | £ | £ |
| (b) <u>PAYMENTS TO MEMBERS</u> | | | |
| Transport Related Expenses | | | |
| Members' Travel & Subsistence | 12,000 | 10,000 | 10,000 |
| Supplies and Services | | | |
| Basic Allowance | 271,750 | 269,700 | 279,600 a) |
| Special Responsibility Allowance | 136,700 | 125,900 b) | 129,850 b) |
| Mayors' and Deputy Mayors' Allowance | 7,400 | 7,400 | 7,400 |
| Members' National Insurance | 12,000 | 11,000 | 11,000 |
| Carers' Allowance | 800 | 800 | 800 |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 440,650 | 424,800 | 438,650 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 21,750 | 23,550 | 23,650 |
| Information Technology Expenses | 3,150 | 3,250 | 3,150 |
| | <hr/> | <hr/> | <hr/> |
| | 465,550 | 451,600 | 465,450 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 0.59 | 0.54 | 0.55 |

a) An additional allowance will be payable after the May 2015 Borough election. Estimate also allows for an inflationary increase.

b) Savings reflect one less Cabinet Member allowance being paid. Forward estimate allows for an inflationary increase.

CORPORATE SERVICES

| | 2014/15 | | 2015/16 |
|---|------------------------------|-----------------------------|------------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE | ESTIMATE |
| | £ | £ | £ |
| (c) <u>MAYORAL & OTHER MEMBER SUPPORT (INC. MEMBER TRAINING)</u> | | | |
| Employees | | | |
| Salaries | 45,550 | 45,650 | 45,600 |
| Transport Related Expenses | | | |
| Mayors' Transport Allowance | 21,500 | 15,000 a) | 19,500 |
| Supplies and Services | | | |
| Stationery | 100 | - | - |
| Subscriptions | 20,350 | 20,600 | 20,600 |
| Insurance | 50 | 50 | 50 |
| Civic Hospitality | 7,000 | 7,000 | 7,000 |
| Mobile Telephones | 50 | - | - |
| Other Expenses | 1,500 | 1,500 | 1,500 |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 96,100 | 89,800 | 94,250 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 67,950 | 63,150 | 64,700 |
| Information Technology Expenses | 10,100 | 25,200 b) | 24,900 |
| Departmental Administrative Expenses | 23,850 | 22,600 | 20,650 |
| | <hr/> | <hr/> | <hr/> |
| | 198,000 | 200,750 | 204,500 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 2.62 | 2.58 | 2.63 |
| <u>SUMMARY</u> | | | |
| (a) DEMOCRATIC ADMINISTRATION | 893,450 | 849,450 | 832,300 |
| (b) PAYMENTS TO MEMBERS | 465,550 | 451,600 | 465,450 |
| (c) MAYORAL & OTHER MEMBER SUPPORT INC. MEMBER TRAINING | 198,000 | 200,750 | 204,500 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 1,557,000 | 1,501,800 | 1,502,250 |
| | <hr/> | <hr/> | <hr/> |

a) Reduction in usage of mayoral car for functions.

b) Increased IT equipment costs attributable to Members met from the savings generated by not printing agendas.

CORPORATE SERVICES

| | 2014/15 | | 2015/16 |
|--|----------------------|---------------------|----------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE | ESTIMATE |
| | £ | £ | £ |
| 5 <u>CORPORATE MANAGEMENT</u> | | | |
| (a) <u>CORPORATE POLICY</u> | | | |
| Employees | | | |
| # Salaries | 87,550 | 90,750 | 88,700 |
| Supplies and Services | | | |
| Consultation & Other Expenses | 1,000 | 300 | 500 |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 88,550 | 91,050 | 89,200 |
| Central, Departmental & Technical Support Services | | | |
| # Central Salaries & Administration | 369,350 | 380,100 | 385,650 |
| # Departmental Administrative Expenses | 21,650 | 23,900 | 22,300 |
| | <hr/> | <hr/> | <hr/> |
| | 479,550 | 495,050 | 497,150 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 6.28 | 6.54 | 6.58 |
| (b) <u>PUBLIC ACCOUNTABILITY</u> | | | |
| Supplies and Services | | | |
| Professional Fees | - | 2,900 a) | 2,900 |
| Advertising | - | 350 | 350 |
| External Audit Fees | 64,650 | 56,750 b) | 56,750 b) |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 73,850 | 73,400 | 72,650 |
| | <hr/> | <hr/> | <hr/> |
| | 138,500 | 133,400 | 132,650 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 1.22 | 1.24 | 1.24 |
| <u>SUMMARY</u> | | | |
| (a) CORPORATE POLICY | 479,550 | 495,050 | 497,150 |
| (b) PUBLIC ACCOUNTABILITY | 138,500 | 133,400 | 132,650 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 618,050 | 628,450 | 629,800 |
| | <hr/> | <hr/> | <hr/> |

CORPORATE SERVICES

| | 2014/15 | | 2015/16 |
|--|----------|----------|----------|
| | ORIGINAL | REVISED | ESTIMATE |
| | ESTIMATE | ESTIMATE | |
| | £ | £ | £ |
| Memorandum | | | |
| # Service Allocations to Corporate Policy | | | |
| Admin & Property Services | 81,350 | 74,850 | 75,200 |
| Chief Executives' Service | 159,600 | 175,800 | 192,300 |
| Environmental Health & Housing Services | 14,150 | 14,550 | 14,550 |
| Financial Services | 114,350 | 115,100 | 115,850 |
| Street Scene & Leisure Services | 28,450 | 32,150 | 28,950 |
| Legal | 1,650 | 1,200 | 1,200 |
| Personnel Services | 12,350 | 13,100 | 1,100 |
| Planning & Transportation Services | 66,650 | 68,000 | 67,500 |
| | <hr/> | <hr/> | <hr/> |
| | 478,550 | 494,750 | 496,650 |
| | <hr/> | <hr/> | <hr/> |

- a) Professional Fees now include the sums payable under the National Fraud Initiative.
- b) Reflects the inclusion of the NNDR audit as part of the main audit fee, a rebate for 2014/15 and a reduction in fees for 2015/16.

CORPORATE SERVICES

| | 2014/15 | | 2015/16 |
|--|----------------------|---------------------|--------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE | ESTIMATE |
| | £ | £ | £ |
| 6 CAPITAL PROGRAM REVENUE EXP. | | | |
| Employees | | | |
| # Salaries | 116,900 | 114,000 | 108,600 |
| Central, Departmental & Technical Support Services | | | |
| # Central Salaries & Administration | 38,000 | 35,300 | 35,050 |
| Information Technology Expenses | 6,500 | 5,300 | 5,200 |
| # Departmental Administrative Expenses | 52,450 | 45,750 | 42,900 |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 213,850 | 200,350 | 191,750 |
| | <hr/> | <hr/> | <hr/> |
| Less Recharges to : | | | |
| Planning, Housing & Environmental Health | (110,950) | (99,650) | (105,200) |
| Street Scene & Leisure | (99,100) | (91,450) | (77,350) |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 3,800 | 9,250 | 9,200 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 3.61 | 3.50 | 3.37 |
| Less FTE recharged to Services | (3.55) | (3.38) | (3.25) |
| | <hr/> | <hr/> | <hr/> |
| Net FTE retained on Corporate Services | 0.06 | 0.12 | 0.12 |

Memorandum

Service Allocations to Capital Programme

| | | | |
|------------------------------------|---------|---------|---------|
| Administration & Property Services | 7,850 | 7,750 | 7,650 |
| Financial Services | 30,150 | 25,150 | 25,000 |
| Legal Services | - | 2,450 | 2,400 |
| Street Scene & Leisure Services | 19,300 | 20,500 | 19,750 |
| Planning & Transportation Services | 150,050 | 139,200 | 131,750 |
| | <hr/> | <hr/> | <hr/> |
| | 207,350 | 195,050 | 186,550 |
| | <hr/> | <hr/> | <hr/> |

EMPLOYEES - SALARIES

SERVICE ANALYSIS OF EXPENDITURE

| | Basic Salaries | Overtime | Temporary Staff | Total Salaries | Council Contributions Nat. Ins. | Supern. | Total Salaries & Oncosts |
|--------------------------------|----------------|----------|-----------------|----------------|------------------------------------|-----------|-----------------------------|
| | £ | £ | £ | £ | £ | £ | £ |
| <u>2014/15 ESTIMATE</u> | | | | | | | |
| Original Estimate | 7,865,700 | 31,950 | 382,000 | 8,279,650 | 620,400 | 1,076,200 | 9,976,250 |
| Revised Estimate | 7,625,100 | 48,100 | 452,300 | 8,125,500 | 593,850 | 1,088,650 | 9,808,000 |
| <u>2015/16 ESTIMATE</u> | | | | | | | |
| Service | | | | | | | |
| Administration & Property | 558,300 | 14,900 | 500 | 573,700 | 43,850 | 82,350 | 699,900 |
| Environmental Health & Housing | 980,750 | 2,500 | 1,000 | 984,250 | 72,300 | 141,350 | 1,197,900 |
| Executive | 510,250 | 2,250 | 6,000 | 518,500 | 42,500 | 76,000 | 637,000 |
| Finance | 1,523,750 | 6,250 | 108,650 | 1,638,650 | 114,400 | 214,500 | 1,967,550 |
| Information Technology | 608,550 | 1,200 | 43,250 | 653,000 | 52,200 | 85,250 | 790,450 |
| Legal | 254,850 | 2,600 | 16,000 | 273,450 | 20,750 | 38,150 | 332,350 |
| Personnel | 409,450 | - | 60,000 | 469,450 | 25,950 | 54,150 | 549,550 |
| Planning & Transportation | 2,003,250 | 4,700 | - | 2,007,950 | 159,000 | 279,650 | 2,446,600 |
| Street Scene & Leisure | 925,150 | 900 | 49,300 | 975,350 | 70,500 | 136,800 | 1,182,650 |
| | 7,774,300 | 35,300 | 284,700 | 8,094,300 | 601,450 | 1,108,200 | 9,803,950 |

CHIEF EXECUTIVE

SUMMARY

| | 2014/15 | | 2015/16 |
|--|------------------------------|-----------------------------|-----------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE | ESTIMATE |
| | £ | £ | £ |
| 1 COMMUNITY DEVELOPMENT | 93,350 | 127,450 | 99,550 |
| 2 ELECTIONS | 334,400 | 355,150 | 459,400 |
| 3 GRANTS & PAYMENTS | 262,450 | 393,400 | 165,000 |
| 4 CLIMATE CHANGE | 19,550 | 8,450 | 9,150 |
| 5 ECONOMIC DEVELOPMENT & REGENER'N | 53,350 | 325,150 | 92,600 |
| | <hr/> | <hr/> | <hr/> |
| | 763,100 | 1,209,600 | 825,700 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 7.64 | 7.74 | 8.09 |

CHIEF EXECUTIVE

| | 2014/15 | 2015/16 |
|--|------------------------------|-----------------------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE |
| | £ | £ |
| | | ESTIMATE |
| | | £ |
| 1 <u>COMMUNITY DEVELOPMENT</u> | | |
| Employees | | |
| Salaries | 43,600 | 40,400 |
| | | 46,900 |
| Supplies & Services | | |
| Local Strategic Partnership | 5,000 | 5,000 |
| Community Development Partnership | 15,000 | 23,500 a) |
| Troubled Families Initiatives | - | 19,150 b) |
| Capital Grants and Contributions (RECS) | - | 18,000 c) |
| | <hr/> | <hr/> |
| | 63,600 | 106,050 |
| | | 77,050 |
| Less Income | | |
| Contributions from Other Bodies | - | (10,150) b) |
| | <hr/> | <hr/> |
| | 63,600 | 95,900 |
| | | 66,900 |
| <u>Sub-total</u> | <hr/> | <hr/> |
| | 63,600 | 95,900 |
| | | 66,900 |
| Central, Departmental & Technical Support Services | | |
| Central Salaries & Administration | 13,250 | 17,850 |
| Departmental Administrative Expenses | 16,500 | 13,700 |
| | <hr/> | <hr/> |
| | 93,350 | 127,450 |
| | | 99,550 |
| <u>TO SUMMARY</u> | <hr/> | <hr/> |
| | 93,350 | 127,450 |
| | | 99,550 |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 1.08 | 1.05 |
| | | 1.19 |

- a)** Additional contribution required to meet the shortfall in partner funding for this financial year, partly met by an earmarked reserve. Service provision and funding to be reviewed for 2015/16 onwards.
- b)** Increased provision for troubled families initiatives met from funding not used in previous financial year, held in an earmarked reserve.
- c)** Underspends relating to Community Partnership Initiatives and remaining Local Strategic Partnership projects have been re-profiled to 2014/15. Please see the Capital Plan for further details.

CHIEF EXECUTIVE

| | 2014/15 | | 2015/16 |
|--|----------------------|---------------------|----------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE | ESTIMATE |
| | £ | £ | £ |
| 2 ELECTIONS | | | |
| (a) ELECTORAL REGISTRATION | | | |
| Employees | | | |
| Salaries | 64,900 | 60,150 | 63,450 |
| Supplies & Services | | | |
| Equipment & Materials - Purchases | 18,500 | 17,000 | 17,000 |
| Stationery | 150 | 150 | 150 |
| Reference Books & Publications | 1,000 | 1,000 | 1,000 |
| Postages | 35,900 | 82,000 a) | 53,000 a) |
| Advertising | - | - | 200 |
| | <hr/> | <hr/> | <hr/> |
| | 120,450 | 160,300 | 134,800 |
| Less Income | | | |
| Government Grant | (25,000) | (45,350) | (39,000) b) |
| Sale of Registers | (1,000) | (1,000) | (1,000) |
| | <hr/> | <hr/> | <hr/> |
| Sub-total | 94,450 | 113,950 | 94,800 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 59,000 | 58,500 | 55,500 |
| Information Technology Expenses | 28,150 | 33,900 | 32,900 |
| Departmental Administrative Expenses | 46,400 | 39,150 c) | 35,250 c) |
| Depreciation & Impairment | | | |
| Non-Current Asset Depreciation | - | 6,000 d) | 6,000 |
| | <hr/> | <hr/> | <hr/> |
| | 228,000 | 251,500 | 224,450 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 3.74 | 3.78 | 3.71 |

a) The introduction of Individual Electoral Registration (IER) has increased considerably the volume of post sent, due to legislated requirements.

b) Government grant for 2015/16 is not yet known.

c) Primarily a reduction in IT equipment costs charged to Electoral Registration Section.

d) Equipment purchased from Government grant to facilitate IER.

CHIEF EXECUTIVE

| | 2014/15 | | 2015/16 |
|---|----------------------|---------------------|-------------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE | ESTIMATE |
| | £ | £ | £ |
| (b) <u>CONDUCT OF ELECTIONS</u> | | | |
| Employees | | | |
| Salaries | 16,700 | 15,550 | 17,000 |
| Premises Related Expenses | | | |
| Rent | - | 200 | 10,400 b) |
| Supplies & Services | | | |
| Equipment & Materials - Purchases | - | 2,000 a) | 6,500 b) |
| External Printing | - | - | 15,000 b) |
| Stationery | - | - | 100 b) |
| Polling & Postal Vote Fees | - | - | 90,000 b) |
| Postage | - | - | 20,000 b) |
| | <hr/> | <hr/> | <hr/> |
| | 16,700 | 17,750 | 159,000 |
| Less Income | | | |
| Fees & Charges | - | - | (5,000) b) |
| Contributions from Other Bodies | - | - | (4,000) b) |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 16,700 | 17,750 | 150,000 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 67,100 | 62,800 | 63,000 |
| Information Technology Expenses | 10,750 | 13,100 | 12,750 |
| Departmental Administrative Expenses | 11,850 | 10,000 | 9,200 |
| | <hr/> | <hr/> | <hr/> |
| | 106,400 | 103,650 | 234,950 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 1.79 | 1.76 | 1.77 |
| <u>ELECTIONS</u> | | | |
| <u>SUMMARY</u> | | | |
| (a) ELECTORAL REGISTRATION | 228,000 | 251,500 | 224,450 |
| (b) CONDUCT OF ELECTIONS | 106,400 | 103,650 | 234,950 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 334,400 | 355,150 | 459,400 |
| | <hr/> | <hr/> | <hr/> |

a) Election equipment funded from reserves.

b) Borough elections to be held in May 2015 and met from an earmarked reserve.

CHIEF EXECUTIVE

| | 2014/15 | | 2015/16 |
|--|------------------------------|-----------------------------|-----------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE | ESTIMATE |
| | £ | £ | £ |
| 3 <u>GRANTS & PAYMENTS</u> | | | |
| Supplies & Services | | | |
| Grants to Citizens Advice Bureaux | 111,000 | 111,000 | 111,000 |
| Grants to Other Charitable & Voluntary Org. | 37,500 | 37,500 | 37,500 |
| Tonbridge Historic Society Accommodation | 2,500 | 2,500 | 2,500 |
| Community Enhancement Fund | 100,000 | 230,000 a) | - |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 251,000 | 381,000 | 151,000 |
| Central, Departmental and Technical Support Services | | | |
| Central Salaries & Administration | 11,250 | 12,350 | 13,950 |
| Information Technology Expenses | 200 | 50 | 50 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 262,450 | 393,400 | 165,000 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 0.18 | 0.18 | 0.21 |
| 4 <u>CLIMATE CHANGE</u> | | | |
| Employees | | | |
| Salaries | 12,500 | 5,050 b) | 5,650 |
| Supplies & Services | | | |
| LA21 Initiatives | 1,500 | 1,500 | 1,500 |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 14,000 | 6,550 | 7,150 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 550 | 200 | 200 |
| Departmental Administrative Expenses | 5,000 | 1,700 b) | 1,800 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 19,550 | 8,450 | 9,150 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 0.32 | 0.11 | 0.13 |

a) Final round of Community Enhancement Fund bids.

b) Re-assessment of staff allocations due to reduction in level of climate change related activities.

CHIEF EXECUTIVE

5 ECONOMIC DEVELOPMENT & REGENERATION

Employees

Salaries

| | 2014/15 | 2015/16 |
|----------|------------------|-----------|
| | REVISED ESTIMATE | ESTIMATE |
| | £ | £ |
| Salaries | 40,750 a) | 50,600 a) |

Supplies & Services

Economic Development Expenses

| | | | |
|-------------------------------|-------|-------|-------|
| Economic Development Expenses | 4,000 | 4,000 | 4,000 |
|-------------------------------|-------|-------|-------|

Area Investment Framework

| | | | |
|---------------------------|-------|-------|-----------|
| Area Investment Framework | 5,000 | 5,000 | 10,000 b) |
|---------------------------|-------|-------|-----------|

Business Support

Grants

| | | | |
|--------|-------|-------|-------|
| Grants | 2,500 | 2,500 | 2,500 |
|--------|-------|-------|-------|

Accommodation / Parking

| | | | |
|-------------------------|-------|-------|-------|
| Accommodation / Parking | 5,700 | 5,700 | 5,700 |
|-------------------------|-------|-------|-------|

Severe Weather Recovery

| | | | |
|-------------------------|---|------------|---|
| Severe Weather Recovery | - | 222,000 c) | - |
|-------------------------|---|------------|---|

Local Retail Centres Support

| | | | |
|------------------------------|---|-----------|---|
| Local Retail Centres Support | - | 27,350 d) | - |
|------------------------------|---|-----------|---|

Sub-total

| | | | |
|------------------|---------------|----------------|---------------|
| Sub-total | 41,600 | 307,300 | 72,800 |
|------------------|---------------|----------------|---------------|

Central, Departmental & Technical Support Services

Central Salaries & Administration

| | | | |
|-----------------------------------|-------|-------|-------|
| Central Salaries & Administration | 2,350 | 4,600 | 4,600 |
|-----------------------------------|-------|-------|-------|

Information Technology Expenses

| | | | |
|---------------------------------|----|----|----|
| Information Technology Expenses | 50 | 50 | 50 |
|---------------------------------|----|----|----|

Departmental Administrative Expenses

| | | | |
|--------------------------------------|-------|-----------|-----------|
| Departmental Administrative Expenses | 9,350 | 13,200 a) | 15,150 a) |
|--------------------------------------|-------|-----------|-----------|

TO SUMMARY

| | | | |
|-------------------|---------------|----------------|---------------|
| TO SUMMARY | 53,350 | 325,150 | 92,600 |
|-------------------|---------------|----------------|---------------|

Full Time Equivalent Number of Staff
(including Support Service Staff)

| | | | |
|--|------|------|------|
| Full Time Equivalent Number of Staff (including Support Service Staff) | 0.53 | 0.86 | 1.08 |
|--|------|------|------|

- a) Increased staff allocations from Corporate Services Section focussing on the delivery of one of the Council's key priorities.
- b) Increased budget provision required to meet revised annual costs of West Kent Partnership, reported to Economic Regeneration Advisory Board 03 June 2014.
- c) Business support scheme grants to assist with recovery from severe weather conditions met from a Government grant.
- d) Grant funding to support measures to help boost trade in the Borough's local retail centres, to be met from the Government's Innovation Fund as reported to Economic Regeneration Advisory Board 12 November 2013.

DIRECTOR OF CENTRAL SERVICES

SUMMARY

| | 2014/15 | | 2015/16 |
|--|------------------------------|-----------------------------|-----------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE | ESTIMATE |
| | £ | £ | £ |
| 1 TONBRIDGE CASTLE GATEHOUSE | 22,900 | 11,300 | 27,500 |
| 2 COMMUNITY SAFETY | 200,050 | 159,900 | 155,250 |
| 3 INFORMATION & PUBLICITY | 139,300 | 138,850 | 132,800 |
| 4 LOCAL LAND CHARGES | (41,900) | (77,250) | (85,450) |
| 5 PUBLIC RIGHTS OF WAY | 850 | 800 | 800 |
| 6 INDUSTRIAL ESTATE | (66,100) | (91,850) | (66,850) |
| 7 COMMERCIAL PROPERTY | (250,750) | (249,550) | (252,200) |
| 8 VALE RISE DEPOT | - | - | - |
| 9 LAND REVIEW | 138,900 | 89,950 | 56,050 |
| 10 ITINERANTS | 3,600 | - | - |
| 11 BOROUGH CHRISTMAS LIGHTING | 17,050 | 16,650 | 16,950 |
| 12 LICENCES | 72,750 | 47,150 | 39,800 |
| | 236,650 | 45,950 | 24,650 |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 17.46 | 16.82 | 16.56 |

DIRECTOR OF CENTRAL SERVICES

| | 2014/15 | | 2015/16 |
|---|------------------------------|-----------------------------|-----------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE | ESTIMATE |
| | £ | £ | £ |
| 1 <u>TONBRIDGE CASTLE GATEHOUSE</u> | | | |
| Employees | | | |
| Salaries | 7,350 | 7,250 | 6,900 |
| Premises Related Expenses | | | |
| Building Repairs Expenditure | 18,200 | 5,450 a) | 19,950 |
| Rates | 200 | 200 | 200 |
| Premises Insurance | 5,300 | 5,250 | 5,700 |
| Supplies & Services | | | |
| Purchases - Equipment & Materials | 1,000 | 850 | 850 |
| Maintenance - General | 3,000 | 3,000 | 3,000 |
| Streamline Service | 500 | 500 | 500 |
| Marketing | 6,500 | 6,000 | 6,000 |
| Subscriptions | 300 | 200 | 200 |
| | <hr/> | <hr/> | <hr/> |
| | 42,350 | 28,700 | 43,300 |
| Less Income | | | |
| Fees & Charges | | | |
| Weddings / Hire of Gatehouse | (4,000) | (8,000) b) | (4,000) |
| Commission | (1,000) | (1,500) | (1,500) |
| Tonbridge Castle Attraction | (25,000) | (20,000) c) | (22,000) c) |
| Profit on Stock Sales | (4,500) | (2,000) | (2,000) |
| | <hr/> | <hr/> | <hr/> |
| | (34,500) | (31,500) | (29,500) |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 7,850 | (2,800) | 13,800 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 8,450 | 7,500 | 7,450 |
| Information Technology Expenses | 1,900 | 2,000 | 1,900 |
| Departmental Administrative Expenses | 2,700 | 2,600 | 2,600 |
| Depreciation & Impairment | | | |
| Non-Current Asset Depreciation | 2,000 | 2,000 | 1,750 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 22,900 | 11,300 | 27,500 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 0.41 | 0.39 | 0.38 |

DIRECTOR OF CENTRAL SERVICES

TONBRIDGE CASTLE GATEHOUSE

- a) Works to roof water canopy re-profiled to 2015/16.
- b) Unpredictable market resulting in late bookings for Gatehouse weddings.
- c) Unpredictable market resulted in the Castle attraction not doing as well as anticipated.

DIRECTOR OF CENTRAL SERVICES

| | 2014/15 | | 2015/16 |
|--|----------------------|---------------------|----------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE | ESTIMATE |
| | £ | £ | £ |
| 2 <u>COMMUNITY SAFETY</u> | | | |
| Employees | | | |
| Salaries | 65,000 | 102,200 a) | 101,650 |
| Supplies & Services | | | |
| Other Community Safety Initiatives | 32,200 | 32,200 | 32,200 |
| Crime & Disorder Initiatives | 20,000 | - b) | - |
| | <hr/> | <hr/> | <hr/> |
| | 117,200 | 134,400 | 133,850 |
| Less Income | | | |
| Contribution to Community Safety Staffing | (34,850) | (34,850) | (34,850) |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 82,350 | 99,550 | 99,000 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 75,800 | 10,250 a) | 10,100 |
| Information Technology Expenses | 2,650 | 3,650 | 3,650 |
| Departmental Administrative Expenses | 39,250 | 46,450 a) | 42,500 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 200,050 | 159,900 | 155,250 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 3.65 | 3.62 | 3.59 |
| 3 <u>INFORMATION & PUBLICITY</u> | | | |
| Employees | | | |
| Salaries | 77,650 | 82,450 c) | 82,500 |
| Supplies & Services | | | |
| Information and Publicity | 12,000 | 12,000 | 12,000 |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 89,650 | 94,450 | 94,500 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 15,750 | 11,350 d) | 7,700 d) |
| Information Technology Expenses | 3,300 | 4,900 | 4,800 |
| Departmental Administrative Expenses | 30,600 | 28,150 | 25,800 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 139,300 | 138,850 | 132,800 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 2.20 | 2.26 | 2.21 |

DIRECTOR OF CENTRAL SERVICES

COMMUNITY SAFETY

- a) Reflects staff allocations as the cost of the Safer and Stronger Communities Manager is now included solely within the Crime & Disorder Section.
- b) Reduction in budget provision following a review of Community Safety Partnership projects. An earmarked reserve will be used to fund some of the project expenditure.

INFORMATION & PUBLICITY

- c) Re-assessment of staff allocations from Media & Communications Section.
- d) Reduction in allocation from Corporate Management Section following change in line management.

DIRECTOR OF CENTRAL SERVICES

| | 2014/15 | | 2015/16 |
|--|----------------------|---------------------|-----------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE | ESTIMATE |
| | £ | £ | £ |
| 4 LOCAL LAND CHARGES | | | |
| Employees | | | |
| Salaries | 131,500 | 131,400 | 125,750 |
| Supplies & Services | | | |
| NLIS Transmission Fee | 20,000 | 12,250 a) | - |
| Insurance | 4,200 | 4,200 | 4,300 |
| Kent Highways | 21,500 | 6,000 b) | 21,500 c) |
| | <hr/> | <hr/> | <hr/> |
| | 177,200 | 153,850 | 151,550 |
| | <hr/> | <hr/> | <hr/> |
| Less Income | | | |
| Fees & Charges | (315,000) | (315,000) | (315,000) |
| Local Land Charges - Cancellation Fees | (100) | (100) | (100) |
| | <hr/> | <hr/> | <hr/> |
| | (315,100) | (315,100) | (315,100) |
| | <hr/> | <hr/> | <hr/> |
| Sub-total | (137,900) | (161,250) | (163,550) |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 7,250 | 15,850 | 13,600 |
| Information Technology Expenses | 32,750 | 20,750 | 20,100 |
| Departmental Administrative Expenses | 56,000 | 47,400 | 44,400 |
| | <hr/> | <hr/> | <hr/> |
| TO SUMMARY | (41,900) | (77,250) | (85,450) |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 4.26 | 3.98 | 3.90 |

Memorandum

| | | | |
|--|----------|----------|----------|
| Surplus from above | (41,900) | (77,250) | (85,450) |
| Share of: | | | |
| Democratic Administration | 28,950 | 29,450 | 28,350 |
| Corporate Management | 11,400 | 12,350 | 11,800 |
| Non Distributed Costs | 13,600 | 17,000 | 17,450 |
| | <hr/> | <hr/> | <hr/> |
| Deficit (Surplus) for Trading Purposes | 12,050 | (18,450) | (27,850) |

- a) Transmission fee discount was discontinued in October 2014.
- b) Highways information has been provided in-house in current financial year, part of the saving is being used to fund a temporary member of staff in order to maintain turnaround time.
- c) Changes to the Con29 form from 01 April 2015 will result in additional requests to Kent County Council to answer questions relating to Public Rights of Way, Common Land and Village Greens. The fees charged for these requests is not known at present.

DIRECTOR OF CENTRAL SERVICES

| | 2014/15 | | 2015/16 |
|--|----------------------|---------------------|-----------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE | ESTIMATE |
| | £ | £ | £ |
| 5 <u>PUBLIC RIGHTS OF WAY</u> | | | |
| Employees | | | |
| Salaries | 200 | 250 | 250 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 550 | 450 | 450 |
| Departmental Administrative Expenses | 100 | 100 | 100 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 850 | 800 | 800 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 0.02 | 0.02 | 0.02 |
| 6 <u>INDUSTRIAL ESTATE</u> | | | |
| Employees | | | |
| Salaries | 1,650 | 1,750 | 1,800 |
| | <hr/> | <hr/> | <hr/> |
| | 1,650 | 1,750 | 1,800 |
| Less Income | | | |
| Rents | (71,850) | (96,850) a) | (71,850) |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | (70,200) | (95,100) | (70,050) |
| Central, Departmental and Technical Support Services | | | |
| Central Salaries & Administration | 3,100 | 2,300 | 2,300 |
| Information Technology Expenses | 100 | 100 | 100 |
| Departmental Administrative Expenses | 900 | 850 | 800 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | (66,100) | (91,850) | (66,850) |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 0.11 | 0.09 | 0.09 |

a) Backdated rental payment following completion of new lease.

DIRECTOR OF CENTRAL SERVICES

| | 2014/15 | | 2015/16 |
|--|------------------------------|-----------------------------|------------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE | ESTIMATE |
| | £ | £ | £ |
| 7 <u>COMMERCIAL PROPERTY</u> | | | |
| Employees | | | |
| Salaries | 5,200 | 5,400 | 5,550 |
| Premises Related Expenses | | | |
| Insurance | 200 | 200 | 250 |
| Rates | 800 | 800 | 800 |
| Repairs Expenditure | 6,300 | 8,800 | 6,300 |
| | <hr/> | <hr/> | <hr/> |
| | 12,500 | 15,200 | 12,900 |
| | <hr/> | <hr/> | <hr/> |
| Less Income | | | |
| Rents - Land | (7,000) | (7,000) | (7,000) |
| - Shops & Maisonettes | (230,800) | (231,700) | (231,850) |
| - Offices | (33,300) | (33,300) | (33,300) |
| | <hr/> | <hr/> | <hr/> |
| | (271,100) | (272,000) | (272,150) |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | (258,600) | (256,800) | (259,250) |
| Central, Departmental and Technical Support Services | | | |
| Central Salaries & Administration | 4,300 | 3,750 | 3,700 |
| Information Technology Expenses | 500 | 600 | 550 |
| Departmental Administrative Expenses | 3,050 | 2,900 | 2,800 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | (250,750) | (249,550) | (252,200) |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 0.23 | 0.22 | 0.22 |

DIRECTOR OF CENTRAL SERVICES

| | 2014/15 | | 2015/16 |
|---|------------------------------|-----------------------------|-----------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE | ESTIMATE |
| | £ | £ | £ |
| 8 VALE RISE DEPOT | | | |
| Employees | | | |
| Salaries | 6,250 | 6,450 | 6,050 |
| Premises Related Expenses | | | |
| Premises Insurance | 150 | 150 | 150 |
| Rates | 13,950 | 13,850 | 14,200 |
| Repairs Expenditure | 2,000 | 2,000 | 2,000 |
| | <hr/> | <hr/> | <hr/> |
| | 22,350 | 22,450 | 22,400 |
| Less Recharges to Other Services | (33,650) | (34,100) | (33,900) |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | (11,300) | (11,650) | (11,500) |
| Central, Departmental and Technical Support Services | | | |
| Central Salaries & Administration | 800 | 700 | 700 |
| Departmental Administrative Expenses | 2,200 | 2,100 | 1,950 |
| Depreciation & Impairment | | | |
| Non-Current Asset Depreciation | 8,300 | 8,850 | 8,850 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | - | - | - |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 0.15 | 0.15 | 0.15 |

DIRECTOR OF CENTRAL SERVICES

| | 2014/15 | | 2015/16 |
|--|------------------------------|-----------------------------|-----------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE | ESTIMATE |
| | £ | £ | £ |
| 9 <u>LAND REVIEW</u> | | | |
| Employees | | | |
| Salaries | 36,800 | 38,300 | 39,450 |
| Premises Related Expenses | | | |
| Depots held pending disposal / development | 1,400 | 1,450 | 1,450 |
| Estate Management | 600 | 600 | 600 |
| Maintenance of Grounds | 500 | - | - |
| Rates | 1,650 | 1,650 | 1,700 |
| Water Services | 1,100 | 550 | 550 |
| Insurance | 1,150 | 1,250 | 1,350 |
| Repairs Expenditure | 17,800 | 26,300 a) | 14,300 |
| Supplies & Services | | | |
| Professional Fees | 6,000 | 6,000 | 6,000 |
| Tonbridge Town Centre | 80,000 | 22,850 b) | - |
| | <hr/> | <hr/> | <hr/> |
| | 147,000 | 98,950 | 65,400 |
| | <hr/> | <hr/> | <hr/> |
| Less Income | | | |
| Fees & Charges - General | (1,000) | (1,000) | (1,000) |
| River Walk Rent | (25,150) | (25,150) | (25,150) |
| Castle Lodge Rent | (5,500) | (5,500) | (5,500) |
| Wayleaves | (500) | (800) | (500) |
| Contributions from Other Bodies | - | (350) | - |
| | <hr/> | <hr/> | <hr/> |
| | (32,150) | (32,800) | (32,150) |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 114,850 | 66,150 | 33,250 |
| Central, Departmental and Technical Support Services | | | |
| Central Salaries & Administration | 3,000 | 2,500 | 2,450 |
| Information Technology Expenses | 200 | 1,400 | 1,300 |
| Departmental Administrative Expenses | 20,850 | 19,900 | 19,050 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 138,900 | 89,950 | 56,050 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 0.99 | 0.98 | 0.97 |

a) External redecoration of the Six in One Club Association building.

b) A review of Council assets in Tonbridge is being undertaken to enable options to be considered for the economic regeneration of Tonbridge Town Centre, cost met from an earmarked reserve,

DIRECTOR OF CENTRAL SERVICES

| | 2014/15 | | 2015/16 |
|--|----------------------|---------------------|---------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE | ESTIMATE |
| | £ | £ | £ |
| 10 <u>ITINERANTS</u> | | | |
| Employees | | | |
| Salaries | 2,350 | - | - |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 350 | - | - |
| Departmental Administrative Expenses | 900 | - | - |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 3,600 | - | - |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 0.07 | 0.00 | 0.00 |
| 11 <u>BOROUGH CHRISTMAS LIGHTING</u> | | | |
| Supplies & Services | | | |
| Borough Christmas Lighting | 16,000 | 15,700 | 16,000 |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 16,000 | 15,700 | 16,000 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 1,050 | 900 | 900 |
| Information Technology Expenses | - | 50 | 50 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 17,050 | 16,650 | 16,950 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 0.02 | 0.02 | 0.02 |

DIRECTOR OF CENTRAL SERVICES

| | 2014/15 | | 2015/16 |
|---|------------------------------|-----------------------------|-----------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE | ESTIMATE |
| | £ | £ | £ |
| 12 LICENCES | | | |
| (a) FEE PAYING | | | |
| Employees | | | |
| Salaries | 152,000 | 149,900 | 147,700 |
| Premises Related Expenses | | | |
| Rents | 50 | 50 | 50 |
| Supplies & Services | | | |
| Purchases - Equipment & Materials | 5,000 | 2,500 | 2,500 |
| Professional Fees | 1,000 | 1,500 | 1,000 |
| Advertising | 300 | 300 | 300 |
| | <hr/> | <hr/> | <hr/> |
| | 158,350 | 154,250 | 151,550 |
| | <hr/> | <hr/> | <hr/> |
| Less Income | | | |
| Licence Fees | | | |
| Animal Boarding Establishments | (2,050) | (2,550) | (2,100) |
| Pet Shops | (1,500) | (1,500) | (1,500) |
| Hackney Carriages & Private Hire | (116,000) | (128,150) a) | (121,750) |
| Riding Establishments | (2,050) | (2,050) | (2,050) |
| Alcohol & Entertainment - Premises | (82,000) | (80,050) | (88,400) b) |
| Acupuncture / Tattooing / Ear Piercing | - | (150) | - |
| Pleasure Boats & Boatmen | (200) | - | - |
| Street Trading | (900) | (1,200) | (1,200) |
| Alcohol & Entertainment - Personal | (3,400) | (3,350) | (3,350) |
| Sex Establishments / Sexual Entertainment | (2,000) | (2,000) | (2,000) |
| Dangerous Wild Animals | - | - | (800) |
| Gambling | (11,000) | (10,350) | (8,400) |
| Scrap Metal Dealers | - | (250) | - |
| Zoo Licences | - | (750) | - |
| | <hr/> | <hr/> | <hr/> |
| | (221,100) | (232,350) | (231,550) c) |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | (62,750) | (78,100) | (80,000) |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 10,550 | 9,000 | 8,950 |
| Information Technology Expenses | 11,100 | 14,550 | 14,100 |
| Departmental Administrative Expenses | 80,500 | 70,850 | 66,650 |
| | <hr/> | <hr/> | <hr/> |
| | 39,400 | 16,300 | 9,700 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 4.72 | 4.50 | 4.44 |

DIRECTOR OF CENTRAL SERVICES

| | 2014/15 | | 2015/16 |
|---|------------------------------|-----------------------------|-----------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE | ESTIMATE |
| | £ | £ | £ |
| (b) <u>NON FEE PAYING</u> | | | |
| Employees | | | |
| Salaries | 20,050 | 19,000 | 18,800 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 3,150 | 2,900 | 2,950 |
| Departmental Administrative Expenses | 10,150 | 8,950 | 8,350 |
| | <hr/> | <hr/> | <hr/> |
| | 33,350 | 30,850 | 30,100 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 0.63 | 0.59 | 0.57 |
| <u>LICENCES</u> | | | |
| <u>SUMMARY</u> | | | |
| (a) FEE PAYING | 39,400 | 16,300 | 9,700 |
| (b) NON FEE PAYING | 33,350 | 30,850 | 30,100 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 72,750 | 47,150 | 39,800 |
| | <hr/> | <hr/> | <hr/> |

LICENCES - FEE PAYING / NON FEE PAYING

- a) Higher number of new applications and renewals.
- b) Anticipates new premises licence applications and an increased number of temporary event notices being issued.
- c) Includes proposed increases in fees from April 2015, reported to Licensing & Appeals Committee 03 December 2014.

DIRECTOR OF FINANCE & TRANSFORMATION

SUMMARY

| | | 2014/15 | 2015/16 |
|----|--|-------------------------|------------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE | ESTIMATE |
| | £ | £ | £ |
| 1 | HOUSING ADVANCES | 7,700 | 4,100 |
| 2 | HOUSING BENEFITS & COUNTER FRAUD | 429,200 | 600,050 |
| 3 | LOCAL REVENUE & NNDR COLLECTION | 569,650 | 593,900 |
| 4 | COUNCIL TAX SUPPORT | 328,100 | 338,750 |
| 5 | INTEREST & TRANSFERS | (34,050) | (39,300) |
| 6 | DRAINAGE BOARDS SPECIAL LEVIES | 381,050 | 381,000 |
| 7 | FINANCIAL ARRANGEMENTS WITH PARISH COUNCILS | 226,100 | 224,550 |
| 8 | GENERAL ADVICE TO PARISH COUNCILS | 59,500 | 59,250 |
| | | | |
| | ANNUAL ESTIMATES | 1,967,250 | 2,162,300 |
| 9 | CONTRIBUTIONS TO PROVISIONS | 5,000 | 5,000 |
| 10 | ITEMS FUNDED FROM RESERVES | - | 5,000 |
| | | | |
| | | 1,972,250 | 2,172,300 |
| | | | |
| | Full Time Equivalent Number of Staff (including Support Service Staff) | 50.47 | 53.65 |
| | | | 51.15 |

DIRECTOR OF FINANCE & TRANSFORMATION

| | 2014/15 | | 2015/16 |
|--|----------------------|---------------------|--------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE | ESTIMATE |
| | £ | £ | £ |
| 1 <u>HOUSING ADVANCES</u> | | | |
| Premises Related Expenses | | | |
| Insurance | 350 | 300 | 300 |
| Supplies & Services | | | |
| Contract Services | 2,900 | 2,900 | 2,900 |
| | <hr/> | <hr/> | <hr/> |
| | 3,250 | 3,200 | 3,200 |
| Less Income | | | |
| Interest | (1,000) | (900) | (900) |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 2,250 | 2,300 | 2,300 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 5,250 | 1,750 a) | 1,750 |
| Information Technology Expenses | 200 | 50 | 50 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 7,700 | 4,100 | 4,100 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 0.10 | 0.04 | 0.04 |

DIRECTOR OF FINANCE & TRANSFORMATION

HOUSING ADVANCES

- a) Re-assessment of staff allocations within Financial Services.

DIRECTOR OF FINANCE & TRANSFORMATION

| | 2014/15 | | 2015/16 |
|---|------------------------------|-----------------------------|-----------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE | ESTIMATE |
| | £ | £ | £ |
| 2 <u>HOUSING BENEFITS & COUNTER FRAUD</u> | | | |
| (a) <u>HOUSING BENEFITS</u> | | | |
| Employees | | | |
| Salaries | 336,900 | 371,400 a) | 338,900 a) |
| Supplies & Services | | | |
| Printing & Stationery | 1,800 | 1,800 | 1,800 |
| Reference Books & Publications | 400 | 400 | 400 |
| Storage Facilities | - | 300 | 300 |
| Consultancy Fees | - | 450 | - |
| Bailiffs Commission | 3,000 | 3,000 | 2,500 |
| Audit Fee | 14,000 | 24,100 b) | 16,200 |
| Postages | 10,250 | 10,200 | 10,200 |
| Subscriptions | 250 | 250 | 250 |
| Other Expenses | - | 5,400 c) | - |
| Housing Benefits | | | |
| Rent Allowances | 33,928,000 | 35,093,600 d) | 36,322,150 e) |
| Non HRA Rent Rebates | 160,000 | 216,000 f) | 216,000 f) |
| Local Scheme | 77,000 | 100,000 | 100,000 |
| Discretionary Housing Payments | 90,000 | 165,500 | 165,500 |
| Overpayments | (500,000) | (1,050,000) g) | (950,000) g) |
| Contribution to Bad Debt Provision | 180,000 | 390,000 h) | 290,000 h) |
| Compensation Scheme | 100 | 100 | 100 |
| | <hr/> | <hr/> | <hr/> |
| | 34,301,700 | 35,332,500 | 36,514,300 |
| Less Income | | | |
| Government Grant | - | (25,000) c) | - |
| Rent Allowance Subsidy | (33,844,000) | (34,519,700) d) | (35,802,450) e) |
| Non HRA Rent Rebate Subsidy | (64,000) | (130,000) f) | (130,000) f) |
| Local Scheme Subsidy | (58,000) | (69,300) | (69,450) |
| Discretionary Housing Payment Contribution | (90,000) | (165,500) | (165,500) |
| Administration Grant | (299,050) | (299,050) | (268,900) i) |
| Contributions from Other Bodies | - | (3,000) j) | - |
| | <hr/> | <hr/> | <hr/> |
| | (34,355,050) | (35,211,550) | (36,436,300) |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | (53,350) | 120,950 | 78,000 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 152,150 | 102,700 k) | 101,800 k) |
| Information Technology Expenses | 39,950 | 45,950 | 44,250 |
| Departmental Administrative Expenses | 184,950 | 210,150 k) | 197,400 k) |
| | <hr/> | <hr/> | <hr/> |
| | 323,700 | 479,750 | 421,450 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 15.95 | 16.42 | 16.06 |

DIRECTOR OF FINANCE & TRANSFORMATION

HOUSING BENEFITS & COUNTER FRAUD

- a) Increased salary allocations as the Benefit Overpayment Recovery team is now part of the Benefits & Verification Section, estimates also include temporary staff required to assist with increased caseload. Forward estimate reflects a reduction in the level of external assistance.
- b) Revised estimate now includes that element of the audit fee previously allocated to Local Council Tax Support.
- c) There have been a number of changes to benefits regulations which have required upgrades to the Revenue & Benefits IT system. This has been funded in full by grants from the Department for Work and Pensions (DWP).
- d) Revised estimates reflect current levels of benefit payments and subsidy due. The ratio of subsidy to payments has fallen primarily as a result of the increase in overpayments (see note g) below) which attract a lower rate of subsidy than normal payments. The increase in overpayments appears to have plateaued and is expected to decline in proportion to payments next year.
- e) Reflects anticipated increase in rents and subsidy due.
- f) Homeless households are remaining in temporary accommodation for longer periods as a result of various factors (report to Strategic Housing Advisory Board on 10 November 2014). The Council is obliged to pay housing benefits to these households but the amount of subsidy that can be claimed from the DWP is restricted through a complex mechanism for re-imbursment equating to around 45% of expenditure.
- g) Overpayment levels have risen sharply due to a number of reasons including data matching, sharing of Real Time Information (RTI) with Her Majesty's Revenue and Customs, claimants moving into work in an improving economy and variable rate hours employment contracts.
- h) Reassessment of the bad debts provision on overpayments, having regard to the age and size of the debt and level of write-offs.
- i) Actual Administration Grant awarded by DWP for 2015/16 (an overall cut of 10.4%).
- j) Contribution from Kent County Council for additional work undertaken in respect of the Troubled Families programme.
- k) Reflects changes to salary allocations as the Benefit Overpayment Recovery team is now part of the Benefits & Verification Section.

DIRECTOR OF FINANCE & TRANSFORMATION

**2 HOUSING BENEFITS
& COUNTER FRAUD (continued)**

(b) FRAUD PREVENTION

Employees

Salaries

71,850

79,550 a)

74,850 a)

Supplies & Services

Other Expenses

3,000

3,000

3,000

74,850

82,550

77,850

Less Income

Administration Grant

(70,900)

(70,900)

(69,100) b)

Administrative Penalty

(1,000)

(1,000)

(1,000)

(71,900)

(71,900)

(70,100)

Sub-total

2,950

10,650

7,750

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

15,850

15,050

15,050

Information Technology Expenses

3,800

4,450

4,300

Departmental Administrative Expenses

82,900

90,150 a)

87,200 a)

105,500

120,300

114,300

Full Time Equivalent Number of Staff
(including Support Service Staff)

3.83

3.96

3.72

SUMMARY

(a) HOUSING BENEFITS

323,700

479,750

421,450

(b) FRAUD PREVENTION

105,500

120,300

114,300

TO SUMMARY

429,200

600,050

535,750

DIRECTOR OF FINANCE & TRANSFORMATION

FRAUD PREVENTION

- a) Revised and forward estimates reflect changes to allocations from the Fraud Prevention Section. Forward estimate reflects the full year effect of an establishment change.

- b) Actual Administration Grant awarded by DWP for 2015/16 (an overall cut of 10.4%).

DIRECTOR OF FINANCE & TRANSFORMATION

| | 2014/15 | | 2015/16 |
|--|------------------------------|-----------------------------|-----------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE | ESTIMATE |
| | £ | £ | £ |
| 3 LOCAL REVENUE & NNDR COLLECTION | | | |
| Employees | | | |
| Salaries | 411,150 | 400,650 a) | 413,950 a) |
| Supplies & Services | | | |
| Equipment, Furniture & Materials - Purchases | 500 | 1,500 | 500 |
| Direct Debit / Bank Charges | 3,100 | 3,100 | 3,200 |
| Giro / Swipe Card Charges | 14,500 | 14,500 | 14,900 |
| Court Fees | 20,000 | 20,000 | 20,000 |
| Bailiffs Commission | 500 | 750 | 750 |
| Other Expenses | - | 6,000 b) | 6,000 |
| Council Tax - Flooding Relief | - | 137,500 c) | - |
| External Printing & Stationery | 4,000 | 4,000 | 4,100 |
| Reference Books & Publications | 450 | 200 | 200 |
| Storage Facilities | 50 | 50 | 50 |
| Tracing Services | 7,500 | 7,500 | 8,000 |
| Advertising | 350 | 350 | 350 |
| Postages | 45,200 | 48,550 d) | 49,800 |
| Subscriptions | 700 | 700 | 700 |
| Compensation Scheme | 100 | 100 | 100 |
| | <hr/> | <hr/> | <hr/> |
| | 508,100 | 645,450 | 522,600 |
| | <hr/> | <hr/> | <hr/> |
| Less Income | | | |
| Government Grants | | | |
| - Allowances for Cost of NNDR Collection | (168,000) | (168,000) | (168,000) |
| - Other | - | (137,500) c) | - |
| Summons Costs Recovered | (230,000) | (250,000) e) | (250,000) |
| | <hr/> | <hr/> | <hr/> |
| | (398,000) | (555,500) | (418,000) |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 110,100 | 89,950 | 104,600 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 140,400 | 124,150 f) | 120,500 |
| Information Technology Expenses | 95,700 | 114,100 g) | 110,200 |
| Departmental Administrative Expenses | 223,450 | 265,700 h) | 207,500 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 569,650 | 593,900 | 542,800 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 19.01 | 20.60 | 18.97 |

DIRECTOR OF FINANCE & TRANSFORMATION

LOCAL REVENUE & NNDR COLLECTION

- a) Savings in 2014/15 as a result of current staffing arrangements in the Revenue Section. Forward estimate assumes full establishment.
- b) Reflects software licence fee for Analyse Local to assist with completion of NNDR returns.
- c) Flood relief discount following severe weather in December 2013 to February 2014 met in full from a Government grant.
- d) Reduction in Council Tax support has resulted in additional recovery notices being issued.
- e) Increased recovery action following reduction in Council Tax support, based on average collection rates over the last few years.
- f) Reflects the effect of staffing changes in the Exchequer Services Section.
- g) Increased cost of IT systems primarily the Revenue & Benefits system.
- h) Includes a direct allocation for support provided by the Finance Administration Section to assist with document scanning and indexing in the current financial year.

DIRECTOR OF FINANCE & TRANSFORMATION

| | 2014/15 | | 2015/16 |
|---|----------------------|---------------------|--------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE | ESTIMATE |
| | £ | £ | £ |
| 4 <u>COUNCIL TAX SUPPORT</u> | | | |
| (a) <u>ADMINISTRATION</u> | | | |
| Employees | | | |
| Salaries | 254,700 | 274,550 a) | 250,000 a) |
| Supplies & Services | | | |
| Printing & Stationery | 500 | - | - |
| Reference Books & Publications | 300 | - | - |
| Storage Facilities | - | 300 | - |
| Postage | 14,000 | 14,000 | 14,000 |
| Subscriptions | 250 | 250 | 250 |
| Audit Fees | 8,000 | - | - |
| Localisation of Council Tax Benefits | - | 2,000 c) | - |
| | <hr/> | <hr/> | <hr/> |
| | 277,750 | 291,100 | 264,250 |
| Less Income | | | |
| Government Grants | | | |
| Administration | | | |
| - Department for Work and Pensions | (80,300) | (80,300) | (65,400) d) |
| - Department for Communities and Local Gov't | (108,900) | (108,900) | (103,150) e) |
| Other | - | (19,000) f) | - |
| Contributions from Other Bodies | (125,000) | (125,000) | (125,000) |
| | <hr/> | <hr/> | <hr/> |
| | (314,200) | (333,200) | (293,550) |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | (36,450) | (42,100) | (29,300) |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 17,050 | 15,950 | 16,150 |
| Information Technology Expenses | 31,300 | 36,750 | 35,400 |
| Departmental Administrative Expenses | 144,450 | 156,400 a) | 146,850 a) |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 156,350 | 167,000 | 169,100 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 9.52 | 10.54 | 10.29 |
| (b) <u>PAYMENTS TO PARISH COUNCILS</u> | | | |
| Parish Council Allocation | 171,750 | 171,750 | 173,950 |
| | <hr/> | <hr/> | <hr/> |
| | 171,750 | 171,750 | 173,950 |
| | <hr/> | <hr/> | <hr/> |
| <u>SUMMARY</u> | | | |
| (a) ADMINISTRATION | 156,350 | 167,000 | 169,100 |
| (b) PAYMENTS TO PARISH COUNCILS | 171,750 | 171,750 | 173,950 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 328,100 | 338,750 | 343,050 |
| | <hr/> | <hr/> | <hr/> |

DIRECTOR OF FINANCE & TRANSFORMATION

COUNCIL TAX SUPPORT

- a) Additional temporary staff required to assist with increased caseload. Forward estimate reflects a reduction in the level of external assistance.
- b) The audit fee has been combined with the Housing Benefits element (see page FT 3).
- c) Purchase of Council Tax reduction modelling tool for 2014/15.
- d) Actual Administration Grant awarded by DWP for 2015/16 (an overall cut of 10.4%).
- e) Actual Administration Grant awarded by DCLG for 2015/16 (a cut of 5.3%).
- f) Remainder of new burdens grant following introduction of local Council Tax support scheme.

DIRECTOR OF FINANCE & TRANSFORMATION

| | 2014/15 | | 2015/16 |
|--|------------------------------|-----------------------------|-----------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE | ESTIMATE |
| | £ | £ | £ |
| 5 <u>INTEREST & TRANSFERS</u> | | | |
| Employees | | | |
| Salaries | 27,000 | 27,150 | 26,950 |
| Supplies & Services | | | |
| Fund Manager & Treasury Advisor Fees | 24,700 | 17,000 a) | 9,700 a) |
| Credit / Debit Card Charges | 20,600 | 19,000 | 20,600 |
| Bank / Swipe Card Charges | 29,600 | 29,600 | 30,200 |
| Other Hired and Contracted Services | 2,700 | 2,700 | 2,700 |
| Transfers in Lieu of Interest | 19,500 | 14,000 b) | 16,200 b) |
| | <hr/> | <hr/> | <hr/> |
| | 124,100 | 109,450 | 106,350 |
| | <hr/> | <hr/> | <hr/> |
| Less Income | | | |
| Interest on Investments & Cash Flow | (167,000) | (160,150) | (167,500) |
| Other Miscellaneous Interest | (7,000) | (7,000) | (7,000) |
| Credit Card Fee | (5,500) | (5,700) | (5,700) |
| | <hr/> | <hr/> | <hr/> |
| | (179,500) | (172,850) | (180,200) |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | (55,400) | (63,400) | (73,850) |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 7,500 | 6,350 | 6,350 |
| Information Technology Expenses | 3,550 | 4,850 | 4,700 |
| Departmental Administrative Expenses | 10,300 | 12,900 | 12,200 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | (34,050) | (39,300) | (50,600) |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 0.86 | 0.92 | 0.92 |

a) Saving in external fees following transfer of core cash to in-house management.

b) Reflects the effect of predicted levels of investment rate returns.

DIRECTOR OF FINANCE & TRANSFORMATION

| | 2014/15 | | 2015/16 |
|--|------------------------------|-----------------------------|-----------------|
| | ORIGINAL ESTIMATE | REVISED ESTIMATE | ESTIMATE |
| | £ | £ | £ |
| 6 <u>DRAINAGE BOARDS SPECIAL LEVIES</u> | | | |
| Payments to Drainage Boards | 380,700 | 380,700 | 387,600 a) |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 350 | 300 | 300 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 381,050 | 381,000 | 387,900 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 0.01 | 0.01 | 0.01 |
| 7 <u>FINANCIAL ARRANGEMENTS WITH PARISH COUNCILS</u> | | | |
| Payments to Parish Councils | 219,700 | 219,700 | 222,100 b) |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 6,300 | 4,700 | 4,600 |
| Information Technology Expenses | 100 | 150 | 100 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 226,100 | 224,550 | 226,800 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 0.11 | 0.08 | 0.08 |
| 8 <u>GENERAL ADVICE TO PARISH COUNCILS</u> | | | |
| Employees | | | |
| Salaries | 31,900 | 32,900 | 32,100 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 15,450 | 14,150 | 14,150 |
| Departmental Administrative Expenses | 12,150 | 12,200 | 11,250 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 59,500 | 59,250 | 57,500 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 1.08 | 1.08 | 1.06 |

a) Actual levies payable.

b) Reflects recommendation of Finance, Innovation & Property Advisory Board 24 September 2014 and subsequent decision of Cabinet 08 October 2014.

DIRECTOR OF FINANCE & TRANSFORMATION

| | 2014/15 | 2015/16 | |
|---|---------------------------|--------------------------|---------------|
| | ORIGINAL ESTIMATE £ | REVISED ESTIMATE £ | ESTIMATE £ |
| 9 <u>CONTRIBUTIONS TO PROVISIONS</u> | | | |
| General Bad Debts Provision | 5,000 | 5,000 | 5,000 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 5,000 | 5,000 | 5,000 |
| | <hr/> | <hr/> | <hr/> |
| 10 <u>ITEMS FUNDED FROM RESERVES</u> | | | |
| Commonwealth Baton Event | - | 5,000 a) | - |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | - | 5,000 | - |
| | <hr/> | <hr/> | <hr/> |

a) Balance of costs associated with the Queens Baton Relay event are being met from reserves.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

SUMMARY

| | 2014/15 ESTIMATE | | 2015/16 |
|--|------------------|------------------|------------------|
| | ORIGINAL £ | REVISED £ | ESTIMATE £ |
| 1. DEVELOPMENT CONTROL | 1,233,500 | 1,133,800 | 1,140,850 |
| 2. CONSERVATION | 72,100 | 68,200 | 68,450 |
| 3. BUILDING CONTROL | 156,450 | 113,950 | 112,500 |
| 4. PLANNING POLICY | 473,250 | 474,200 | 462,050 |
| 5. PARKING SERVICES | (516,650) | (588,800) | (661,500) |
| 6. TRANSPORTATION | 216,150 | 178,200 | 135,700 |
| 7. SECURITY SERVICES MANAGEMENT (CCTV) | 95,450 | 83,350 | 80,150 |
| 8. BOROUGH DRAINAGE & LAND DRAINAGE RELATED WORK | 98,350 | 83,250 | 86,950 |
| 9. CIVIL CONTINGENCIES | 97,100 | 115,850 | 89,600 |
| 10. HOUSING STRATEGY & ENABLING ROLE | 297,900 | 335,350 | 295,550 |
| 11. HOMELESSNESS | 279,900 | 277,250 | 273,650 |
| 12. HOUSING ADVICE | 204,550 | 208,450 | 205,350 |
| 13. HOME SAFETY | 3,500 | 3,450 | 3,350 |
| 14. PRIVATE SECTOR HOUSING RENEWAL | 475,600 | 502,350 | 445,100 |
| 15. PRIVATE SECTOR HOUSING STANDARDS | 86,000 | 83,750 | 82,350 |
| 16. HOME IMPROVEMENT AGENCY | 9,900 | 10,000 | 9,800 |
| 17. PUBLIC HEALTH ACT 1984 | 4,200 | 4,100 | 4,100 |
| 18. ENVIRONMENTAL PROTECTION ACT - PART 1 | 25,500 | 31,000 | 29,850 |
| 19. ENVIRONMENTAL PROTECTION | 302,500 | 311,250 | 301,250 |
| 20. FOOD & SAFETY | 454,500 | 385,800 | 376,800 |
| 21. PUBLIC HEALTH | - | 89,200 | 88,450 |
| | 4,069,750 | 3,903,950 | 3,630,350 |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 116.10 | 114.70 | 112.35 |

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

| | 2014/15 ESTIMATE | | 2015/16 |
|--|------------------|------------------|------------------|
| | ORIGINAL £ | REVISED £ | ESTIMATE £ |
| 1. <u>DEVELOPMENT CONTROL</u> | | | |
| Employees | | | |
| Salaries | 1,120,850 | 1,079,800 a) | 1,111,900 b) |
| Supplies & Services | | | |
| Microfilming & Storage Facilities | 7,000 | 7,000 | 7,000 |
| Professional Fees - Agricultural Advice | 3,600 | 3,600 | 3,600 |
| Application & Appeals | 45,000 | 45,000 | 45,000 |
| Advertising | 9,000 | 9,000 | 9,000 |
| | <hr/> | <hr/> | <hr/> |
| | 1,185,450 | 1,144,400 | 1,176,500 |
| | <hr/> | <hr/> | <hr/> |
| Less Income | | | |
| Fees & Charges | | | |
| Planning Applications | (620,000) | (640,000) c) | (640,000) c) |
| Pre-Planning Advice | (10,000) | (11,000) | (11,000) |
| S.106 Agreements | (7,000) | (7,000) | (7,000) |
| | <hr/> | <hr/> | <hr/> |
| | (637,000) | (658,000) | (658,000) |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 548,450 | 486,400 | 518,500 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 161,200 | 146,700 d) | 146,200 d) |
| Information Technology Expenses | 110,250 | 78,500 e) | 76,500 e) |
| Departmental Administrative Expenses | 413,600 | 422,200 f) | 399,650 g) |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 1,233,500 | 1,133,800 | 1,140,850 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 34.41 | 33.50 | 33.36 |

- a) Savings arising from changes in hours approved by General Purposes Committee on 23 June 2014, vacant posts and reduced hours.
- b) Assumes full establishment.
- c) Higher than anticipated demand for services. The volatility of the development environment has made it difficult to predict precisely the demand for development control services and associated income levels.
- d) Review of support by Legal Services.
- e) Reduced GIS cost allocation.
- f) Increased IT equipment attributable to the Development Control section.
- g) Reduced office accommodation costs - please see page CS 3 for further details.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

2. CONSERVATION

Employees

Salaries

44,850

42,200

43,450

Supplies & Services

Archaeological Advice

7,800

7,800

7,800

Sub-total

52,650

50,000

51,250

Central, Departmental & Technical

Support Services

Central Salaries & Administration

1,600

1,400

1,400

Information Technology Expenses

1,100

50

50

Departmental Administrative Expenses

16,750

16,750

15,750

TO SUMMARY

72,100

68,200

68,450

Full Time Equivalent Number of Staff

(including Support Service Staff)

1.30

1.25

1.24

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

| | 2014/15 ESTIMATE | | 2015/16 |
|--|------------------|----------------|----------------|
| | ORIGINAL £ | REVISED £ | ESTIMATE £ |
| 3. BUILDING CONTROL | | | |
| Employees | | | |
| Salaries | 319,800 | 285,100 a) | 286,200 a) |
| Supplies & Services | | | |
| Purchases - Equipment & Materials | 400 | - | - |
| Microfilming & Storage Facilities | 4,000 | 4,000 | 4,000 |
| Professional Fees | 6,250 | 4,750 | 4,750 |
| Advertising - Promotional Expenses | 500 | 500 | 500 |
| Subscriptions | 750 | 2,700 | 2,700 |
| Discretionary Services | 1,000 | 500 | 500 |
| Other Expenses | 1,400 | 1,400 | 1,400 |
| Third Party Payments | | | |
| Building Control Partnership | - | 5,650 b) | 14,150 b) |
| | <hr/> | <hr/> | <hr/> |
| | 334,100 | 304,600 | 314,200 |
| | <hr/> | <hr/> | <hr/> |
| Less Income | | | |
| Fees & Charges | | | |
| Building Regulations | (330,000) | (340,000) c) | (340,000) c) |
| Discretionary Services | (5,000) | (1,000) d) | (1,000) d) |
| | <hr/> | <hr/> | <hr/> |
| | (335,000) | (341,000) | (341,000) |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | (900) | (36,400) | (26,800) |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 18,100 | 11,850 e) | 11,700 e) |
| Information Technology Expenses | 23,900 | 28,900 f) | 28,150 f) |
| Departmental Administrative Expenses | 115,350 | 109,600 a) | 99,450 g) |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 156,450 | 113,950 | 112,500 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 8.67 | 7.71 | 7.25 |

BUILDING CONTROL

Revised and forward estimates reflect new Building Control Partnership with Sevenoaks District Council (SDC) commencing 1 October 2014. The partnership is expected to generate net savings of £25,000 per annum for the Council, as reported to Finance, Innovation and Property Advisory Board on 23 July 2014.

- a) Savings arising from deletion of Building Control Technician post approved by General Purposes Committee on 1 September 2014 and vacant Shared Building Control Manager post.
- b) Payment due to SDC under the partnership agreement.
- c) Increase in workload.
- d) Reduction in request for services.
- e) Reduced support required from Financial Services.
- f) Additional software system charge for Uniform Public Planning Access module.
- g) Reduced office accommodation costs - please see page CS 3 for further details.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

4. PLANNING POLICY

(a) PREPARATION OF LOCAL DEVELOPMENT FRAMEWORK

Employees

Salaries

| 2014/15 ESTIMATE | | 2015/16 ESTIMATE |
|------------------|---------|------------------|
| ORIGINAL | REVISED | ESTIMATE |
| £ | £ | £ |
| 172,900 | 173,500 | 171,250 |

Local Development Framework Expenses

Other LDF Expenses

| | | |
|--------|--------|--------|
| 30,000 | 30,000 | 30,000 |
|--------|--------|--------|

| | | |
|---------|---------|---------|
| 202,900 | 203,500 | 201,250 |
|---------|---------|---------|

Less Income

Sales - Publications - Local Plan

| | | |
|-------|---|---|
| (100) | - | - |
|-------|---|---|

Sub-total

| | | |
|---------|---------|---------|
| 202,800 | 203,500 | 201,250 |
|---------|---------|---------|

Central, Departmental & Technical Support Services

Central Salaries & Administration

| | | |
|-------|-------|-------|
| 2,800 | 2,300 | 2,250 |
|-------|-------|-------|

Information Technology Expenses

| | | |
|-------|-----|-----|
| 4,450 | 300 | 300 |
|-------|-----|-----|

Departmental Administrative Expenses

| | | |
|--------|--------|--------|
| 58,550 | 60,550 | 56,850 |
|--------|--------|--------|

| | | |
|----------------|----------------|----------------|
| 268,600 | 266,650 | 260,650 |
|----------------|----------------|----------------|

Full Time Equivalent Number of Staff
(including Support Service Staff)

| | | |
|------|------|------|
| 4.35 | 4.27 | 4.24 |
|------|------|------|

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

4. PLANNING POLICY
(continued)

(b) PLANNING POLICY

Employees

Salaries

143,100

145,150

142,150

Supplies & Services

AONB Management

4,500

4,500

4,500

Local Wildlife Sites Register Update

2,900

2,850

2,950

Sub-total

150,500

152,500

149,600

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

2,000

1,850

1,850

Information Technology Expenses

2,900

2,350

2,300

Departmental Administrative Expenses

49,250

50,850

47,650

204,650

207,550

201,400

Full Time Equivalent Number of Staff
(including Support Service Staff)

3.64

3.64

3.60

PLANNING POLICY

**(a) PREPARATION OF LOCAL
DEVELOPMENT FRAMEWORK**

268,600

266,650

260,650

(b) PLANNING POLICY

204,650

207,550

201,400

TO SUMMARY

473,250

474,200

462,050

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

5. PARKING SERVICES

(a) OFF-STREET

Employees

| | | | |
|----------|---------|------------|------------|
| Salaries | 179,450 | 168,450 a) | 177,700 b) |
|----------|---------|------------|------------|

Premises Related Expenses

| | | | |
|------------------------|---------|-----------|------------|
| Maintenance of Grounds | 45,300 | 49,300 c) | 52,500 d) |
| Repairs & Maintenance | 28,000 | 41,500 e) | 28,000 |
| Winter Maintenance | 15,000 | 12,000 f) | 12,000 f) |
| Electricity | 850 | 850 | 850 |
| Rents | 4,500 | 3,400 g) | - |
| Rates | 208,400 | 205,600 | 209,900 h) |
| Premises Insurance | 1,650 | 1,650 | 1,700 |

Transport Related Expenses

| | | | |
|-----------------------|-------|-------|-------|
| Repairs & Maintenance | 1,500 | 1,000 | 1,200 |
| Licences | 200 | 200 | 250 |
| Petrol / Oil | 3,000 | 3,000 | 3,000 |
| Transport Insurance | 1,200 | 1,100 | 1,100 |

Supplies & Services

| | | | |
|--|---------|------------|------------|
| Purchases - Equipment & Materials | 1,000 | 1,000 | 1,000 |
| Mobile Communications | 1,050 | 1,050 | 1,050 |
| Maintenance - General | 22,500 | 22,500 | 24,000 i) |
| Uniforms | 1,600 | 750 | 1,000 |
| Stationery | 3,000 | 3,000 | 3,000 |
| Cash Collection | 40,000 | 40,000 | 41,000 j) |
| Payment to Principals / Ticket Refunds | 512,000 | 512,000 | 512,000 |
| Advertising | 1,000 | 1,000 | 1,000 |
| Miscellaneous Insurance | 450 | 500 | 500 |
| Adjudication & Enforcement Services | 5,000 | 5,000 | 5,000 |
| Mobile Telephones | 1,500 | 1,800 | 1,800 |
| Emergency Arrangements | 150 | 150 | 150 |
| Security Services Mgt. Recharge (CCTV) | 258,150 | 225,300 k) | 216,700 k) |

Carried Forward

| | | |
|-----------|-----------|-----------|
| 1,336,450 | 1,302,100 | 1,296,400 |
|-----------|-----------|-----------|

PARKING SERVICES - OFF-STREET

- a) Savings arising from vacant Civil Enforcement Officer posts.
- b) Reflects a full establishment and a more accurate balance of Civil Enforcement Officer time between off and on street work, partly off-set by savings arising from changes to the Parking Services establishment approved by General Purposes Committee on 13 November 2014.
- c) Increased need for maintenance work.
- d) New Ground Maintenance Contract commencing 1 January 2015, as reported to Cabinet on 8 October 2014.
- e) Increase reflects flood related repairs to car parks, funded from government grant received in 2013/14 which was set aside in an earmarked reserve.
- f) Reduced based on experience in previous years (excluding flood issues) but subject to variations in weather.
- g) Lease of Wrotham Car Park is expected to be assigned to Wrotham Parish Council, as reported to Finance, Innovation and Property Advisory Board on 23 July 2014.
- h) Assumes NNDR "multiplier" increases by 2.3% in April 2015.
- i) Anticipated increase in general maintenance.
- j) Assumes 2.5% increase for inflation in line with contract conditions.
- k) Anticipated digital monitoring station upgrade no longer taking place plus reduction in capital renewal spend - please see page PHEH 12 for further details.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

5. PARKING SERVICES (continued)

(a) OFF-STREET (continued)

| | 2014/15 ESTIMATE | | 2015/16 |
|---|------------------|---------------------|---------------------|
| | ORIGINAL £ | REVISED £ | ESTIMATE £ |
| <u>Brought Forward</u> | 1,336,450 | 1,302,100 | 1,296,400 |
| Less Income | | | |
| Fees & Charges | | | |
| Car Park Season Tickets | (140,750) | (170,000) l) | (155,000) m) |
| Short Stay Parking | (1,528,000) | (1,540,000) | (1,540,000) |
| Long Stay Parking | (544,500) | (530,000) n) | (530,000) n) |
| Penalty Charge Notices | (110,000) | (80,000) o) | (95,000) o) |
| General | (450) | (1,450) | (1,450) |
| Management of Angel / Botany Car Parks | (91,100) | (91,350) | (93,600) j) |
| Rent - Snodland Town Market / Sunday Farmers' Market | (7,000) | (7,000) | (7,000) |
| | <hr/> | <hr/> | <hr/> |
| | (2,421,800) | (2,419,800) | (2,422,050) |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | (1,085,350) | (1,117,700) | (1,125,650) |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 29,350 | 24,050 p) | 23,750 p) |
| Information Technology Expenses | 26,250 | 36,700 q) | 35,650 q) |
| Departmental Administrative Expenses | 72,650 | 66,450 r) | 65,400 r) |
| Capital Programme Revenue Expenses | 27,200 | 25,550 | 28,450 |
| Depreciation & Impairment | | | |
| Non-Current Asset Depreciation | 86,300 | 91,100 | 84,600 |
| | <hr/> | <hr/> | <hr/> |
| | (843,600) | (873,850) | (887,800) |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 7.64 | 7.50 | 8.10 |

PARKING SERVICES - OFF-STREET (continued)

- l)** Revised estimate includes bulk purchase of season tickets by one business customer which are not expected to be renewed.
- m)** Assumes additional sale of season tickets arising from development of Sovereign House.
- n)** Anticipated extension of the Deaconsfield car park not being progressed.
- o)** Improved parking discipline (and consequently fewer PCNs) achieved through clarity in new parking regimes and high profile enforcement presence in car parks.
- p)** Staff cost centre changes and review of allocations by Financial Services.
- q)** Reflects higher apportionment of Integra ledger system charges due to significant increase in transactions.
- r)** Reduction in IT equipment attributable to the Parking Administration section.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

5. PARKING SERVICES (continued)

(b) ON-STREET

Employees

Salaries 289,750 264,000 a) 238,450 b)

Premises Related Expenses

Repairs & Maintenance 10,000 10,000 10,000

Transport Related Expenses

Repairs & Maintenance 1,000 1,000 1,000

Licences 250 250 250

Petrol / Oil 2,800 1,000 2,800

Transport Insurance 1,200 1,100 1,100

Supplies & Services

Purchases - Equipment & Materials 500 1,000 500

Mobile Communications 1,100 1,100 1,100

Maintenance - General 6,500 6,500 6,500

Uniforms 900 750 900

Stationery 500 1,000 500

Cash Collection 550 550 550

Advertising 1,000 1,000 1,000

Adjudication & Enforcement Services 4,500 4,500 4,500

Mobile Telephones 500 500 500

Capital Grants & Contributions (RECS) 32,250 24,000 c) 15,000 c)

353,300

318,250

284,650

Less Income

Fees & Charges

Business Parking Permits (23,000) (24,000) (24,000)

Residents Parking Permits (92,000) (95,000) (95,000)

Visitors Parking Permits (13,000) (14,000) (14,000)

Dispensations (3,000) (10,000) d) (10,000) d)

On-street Parking (13,000) (13,000) (13,000)

Penalty Charge Notices (95,000) (80,000) e) (85,000) e)

(239,000)

(236,000)

(241,000)

Sub-total Carried Forward

114,300

82,250

43,650

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

5. PARKING SERVICES (continued)

(b) ON-STREET (continued)

| | 2014/15 ESTIMATE | | 2015/16 |
|--|------------------|------------------|------------------|
| | ORIGINAL £ | REVISED £ | ESTIMATE £ |
| <u>Sub-total Brought Forward</u> | 114,300 | 82,250 | 43,650 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 20,750 | 17,400 f) | 17,300 f) |
| Information Technology Expenses | 18,450 | 21,450 g) | 20,850 g) |
| Departmental Administrative Expenses | 106,300 | 99,350 h) | 84,550 b) |
| Capital Programme Revenue Expenses | 60,800 | 53,950 | 49,300 |
| Depreciation & Impairment | | | |
| Non-Current Asset Depreciation | 6,350 | 10,650 | 10,650 |
| | <hr/> | <hr/> | <hr/> |
| | 326,950 | 285,050 | 226,300 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 12.24 | 12.06 | 10.64 |

PARKING SERVICES

- (a) OFF-STREET**
(b) ON-STREET

| | | | |
|--------------------------|------------------|------------------|------------------|
| | (843,600) | (873,850) | (887,800) |
| | 326,950 | 285,050 | 226,300 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | (516,650) | (588,800) | (661,500) |
| | <hr/> | <hr/> | <hr/> |

- a)** Savings arising from vacant Civil Enforcement Officer posts.
- b)** Savings arising from changes to the Parking Services establishment approved by General Purposes Committee on 13 November 2014, and a more accurate balance of Civil Enforcement Officer time between off and on street work.
- c)** Reprofitting of expenditure associated with Car Parking Action Plan capital plan schemes.
- d)** Reflects new arrangements for parking dispensations and charges.
- e)** Improved parking discipline (and consequently fewer PCNs) achieved through clarity in new parking regimes and high profile enforcement presence in key on-street locations.
- f)** Staff cost centre changes and review of allocations by Financial Services.
- g)** Reflects higher apportionment of Integra ledger system charges due to significant increase in transactions.
- h)** Reduction in IT equipment attributable to the Parking Administration section.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

| | 2014/15 ESTIMATE | | 2015/16 |
|--|------------------|--------------|---------------|
| | ORIGINAL £ | REVISED £ | ESTIMATE £ |
| 6. <u>TRANSPORTATION</u> | | | |
| Employees | | | |
| Salaries | 87,900 | 82,450 a) | 77,850 a) |
| Premises Related Expenses | | | |
| Repairs, Alterations & Maintenance | 16,000 | 16,000 | 16,000 |
| Electricity | 200 | 200 | 200 |
| Vale Rise Depot Recharge | 1,300 | 1,400 | 1,400 |
| Premises Insurance | 50 | 50 | 100 |
| Supplies & Services | | | |
| Purchases - Equipment & Materials | 5,500 | 5,500 | 5,500 |
| In-House Sign Provision | 500 | 500 | 500 |
| Public Transport Initiatives | 4,000 | 4,000 | 4,000 |
| Advertising | 4,000 | 4,000 | 4,000 |
| Emergency Arrangements | 100 | 100 | 100 |
| Capital Grants & Contributions (RECS) | 49,000 | 34,000 | - b) |
| | <hr/> | <hr/> | <hr/> |
| | 168,550 | 148,200 | 109,650 |
| Less Income | | | |
| Fees & Charges | | | |
| Street / House Naming & Numbering | (20,000) | (25,000) c) | (25,000) c) |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 148,550 | 123,200 | 84,650 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 19,200 | 12,850 d) | 12,650 d) |
| Information Technology Expenses | 4,350 | 1,400 | 1,400 |
| Departmental Administrative Expenses | 36,800 | 32,750 | 31,200 |
| Capital Programme Revenue Expenses | 250 | 250 | 250 |
| Depreciation & Impairment | | | |
| Non-Current Asset Depreciation | 7,000 | 7,750 | 5,550 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 216,150 | 178,200 | 135,700 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 2.55 | 2.35 | 2.24 |

- a) Savings arising from deletion of Technical Assistant and Transportation Engineer posts approved by General Purposes Committee on 23 June 2014 and 13 November 2014.
- b) Local Transport Plan Partnership Programme capital plan scheme expected to conclude during 2014/15.
- c) Increased demand for service.
- d) Review of support by Legal Services.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

| | 2014/15 ESTIMATE | | 2015/16 |
|--|------------------|---------------|---------------|
| | ORIGINAL £ | REVISED £ | ESTIMATE £ |
| 7. <u>SECURITY SERVICES MANAGEMENT</u> | | | |
| Employees | | | |
| Salaries | 52,150 | 46,750 a) | 41,700 a) |
| Premises Related Expenses | | | |
| Electricity | 1,200 | 1,200 | 1,200 |
| Supplies & Services | | | |
| Purchases - Equipment & Materials | 700 | 700 | 700 |
| Maintenance - General | 22,000 | 15,000 b) | 15,000 b) |
| Stationery | 150 | - | - |
| Miscellaneous Insurance | 4,050 | 4,100 | 4,100 |
| Emergency Arrangements | 50 | 50 | 50 |
| Third Party Payments | | | |
| CCTV Monitoring Station | 166,000 | 166,000 | 168,500 c) |
| | <hr/> | <hr/> | <hr/> |
| | 246,300 | 233,800 | 231,250 |
| Less Income | | | |
| Recharge to Parking Services | (258,150) | (225,300) | (216,700) |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | (11,850) | 8,500 | 14,550 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 5,200 | 4,350 | 4,300 |
| Information Technology Expenses | 1,450 | 650 | 650 |
| Departmental Administrative Expenses | 25,400 | 21,200 | 18,850 |
| Capital Programme Revenue Expenses | 11,850 | 10,150 | 9,100 |
| Depreciation & Impairment | | | |
| Non-Current Asset Depreciation | 63,400 | 38,500 d) | 32,700 d) |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 95,450 | 83,350 | 80,150 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 1.73 | 1.65 | 1.46 |

- a) Savings arising from deletion of Technical Assistant and Transportation Engineer posts approved by General Purposes Committee on 23 June 2014 and 13 November 2014.
- b) Reduced need for repairs over recent years.
- c) Assumes 1.5% pay increase for monitoring station staff.
- d) Anticipated digital monitoring station upgrade no longer taking place plus reduction in capital renewal spend.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

**8. BOROUGH DRAINAGE
& LAND DRAINAGE RELATED WORK**

Employees

| | 2014/15 ESTIMATE ORIGINAL £ | REVISED £ | 2015/16 ESTIMATE £ |
|--|-----------------------------------|---------------|--------------------------|
| Salaries | 31,400 | 30,700 | 29,600 |
| Supplies & Services | | | |
| Purchases - Equipment & Materials | 750 | 750 | 750 |
| Structural Investigations | 1,000 | 1,000 | 1,000 |
| Emergency Arrangements | 150 | 150 | 150 |
| Capital Grants & Contributions (RECS) | 33,000 | 573,000 a) | 20,000 |
| Third Party Payments | | | |
| Contract Payments | 3,000 | 3,000 | 3,000 |
| | <hr/> | <hr/> | <hr/> |
| | 69,300 | 608,600 | 54,500 |
| Less Income | | | |
| Capital Grants Received (RECS) | - | (550,000) a) | - |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 69,300 | 58,600 | 54,500 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 1,900 | 1,550 | 1,550 |
| Information Technology Expenses | 1,300 | 300 | 300 |
| Departmental Administrative Expenses | 15,000 | 13,050 | 12,500 |
| Capital Programme Revenue Expenses | 10,850 | 9,750 | 18,100 b) |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 98,350 | 83,250 | 86,950 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 1.02 | 0.96 | 1.09 |

a) Increase reflects Repair and Renew Grants to businesses and homeowners affected by flooding to pay for improvement works to withstand future flooding. Expenditure will be fully reimbursed by grants from the Department for Environment, Food and Rural Affairs.

b) Increased staff time delivering capital plan schemes.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

| | 2014/15 ESTIMATE | | 2015/16 |
|--|------------------|----------------|---------------|
| | ORIGINAL £ | REVISED £ | ESTIMATE £ |
| 9. <u>CIVIL CONTINGENCIES</u> | | | |
| Employees | | | |
| Salaries | 32,550 | 30,000 a) | 27,550 a) |
| Supplies & Services | | | |
| Purchases - Equipment & Materials | 500 | 3,000 b) | 500 |
| Provision of Sandbags | 500 | 18,200 b) | 500 |
| Maintenance - General | 500 | 500 | 500 |
| Staff Telephone Expenses | 250 | 250 | 250 |
| Mobile Telephones | 400 | 400 | 400 |
| Out of Hours Call Service | 12,650 | 12,650 | 12,950 c) |
| Other Expenses | 400 | 400 | 400 |
| Civil Defence Planning | 19,000 | 21,850 b) | 19,000 |
| | <hr/> | <hr/> | <hr/> |
| | 66,750 | 87,250 | 62,050 |
| Less Income | | | |
| Recharge to Other Accounts | (6,700) | (6,350) | (6,350) |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 60,050 | 80,900 | 55,700 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 21,650 | 20,500 | 20,550 |
| Information Technology Expenses | 450 | 1,550 | 1,500 |
| Departmental Administrative Expenses | 14,950 | 12,900 | 11,850 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 97,100 | 115,850 | 89,600 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 1.16 | 1.14 | 1.06 |

- a) Savings arising from deletion of Technical Assistant and Transportation Engineer posts approved by General Purposes Committee on 23 June 2014 and 13 November 2014.
- b) Increase reflects expenditure on flood warden kits, flood forums and sandbags, funded from government grant received in 2013/14 which was set aside in an earmarked reserve.
- c) Assumes 2.5% increase for inflation in line with contract conditions.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

**10. HOUSING STRATEGY
& ENABLING ROLE**

(a) HOUSING STRATEGY

Employees

Salaries

| 2014/15 ESTIMATE | | 2015/16 ESTIMATE |
|------------------|---------|------------------|
| ORIGINAL | REVISED | ESTIMATE |
| £ | £ | £ |
| 54,450 | 55,300 | 55,800 |

Supplies & Services

Publicity & Promotion

| | | |
|-----|-----|-----|
| 750 | 750 | 750 |
|-----|-----|-----|

Energy Efficiency Initiatives

| | | |
|-------|-------|-------|
| 3,100 | 3,100 | 3,100 |
|-------|-------|-------|

Support for External Agencies

| | | |
|-------|-------|-------|
| 6,500 | 6,500 | 6,500 |
|-------|-------|-------|

Capital Grants & Contributions (RECS)

| | | |
|---|-----------|---|
| - | 36,000 a) | - |
|---|-----------|---|

Sub-total

| | | |
|--------|---------|--------|
| 64,800 | 101,650 | 66,150 |
|--------|---------|--------|

Central, Departmental & Technical Support Services

Central Salaries & Administration

| | | |
|--------|--------|--------|
| 16,650 | 13,800 | 13,500 |
|--------|--------|--------|

Information Technology Expenses

| | | |
|-----|-----|-----|
| 650 | 700 | 650 |
|-----|-----|-----|

Departmental Administrative Expenses

| | | |
|--------|--------|--------|
| 18,250 | 19,400 | 18,250 |
|--------|--------|--------|

| | | |
|----------------|----------------|---------------|
| 100,350 | 135,550 | 98,550 |
|----------------|----------------|---------------|

Full Time Equivalent Number of Staff
(including Support Service Staff)

| | | |
|------|------|------|
| 1.80 | 1.79 | 1.74 |
|------|------|------|

- a) Renewable Energy Schemes capital plan scheme slipped from 2013/14 to 2014/15.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

**10. HOUSING STRATEGY
& ENABLING ROLE (continued)**

(b) HOUSING REGISTER

Employees

Salaries

127,500

127,150

127,700

Supplies & Services

Tracing Services

-

1,900 a)

1,900 a)

Third Party Payments

Choice Based Lettings

7,000

7,000

7,000

Sub-total

134,500

136,050

136,600

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

12,900

11,850

11,450

Information Technology Expenses

1,850

2,000

1,950

Departmental Administrative Expenses

48,300

49,900

47,000

197,550

199,800

197,000

Full Time Equivalent Number of Staff
(including Support Service Staff)

4.34

4.29

4.21

HOUSING STRATEGY & ENABLING ROLE

(a) HOUSING STRATEGY

100,350

135,550

98,550

(b) HOUSING REGISTER

197,550

199,800

197,000

TO SUMMARY

297,900

335,350

295,550

a) Residency checking of housing register applicants, to be funded from an earmarked reserve in the short term.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

| | 2014/15 ESTIMATE | | 2015/16 |
|---|------------------|--------------|---------------|
| | ORIGINAL £ | REVISED £ | ESTIMATE £ |
| 11. <u>HOMELESSNESS</u> | | | |
| Employees | | | |
| Salaries | 150,950 | 152,050 | 152,700 |
| Supplies & Services | | | |
| Bed & Breakfast Charges | 150,000 | 175,000 a) | 175,000 a) |
| Storage of Furniture, Transport, etc. | 250 | 250 | 250 |
| Repossession Prevention Fund | 5,500 | 4,000 | 4,000 |
| Rent Deposits / Rent in Advance - Payments to Landlords | 33,550 | 33,550 | 33,550 |
| Publicity & Promotion | 300 | 300 | 300 |
| Contribution to Bad Debt Provision | 20,000 | 20,000 | 20,000 |
| Third Party Payments | | | |
| Medical Assessments | 4,000 | 2,000 b) | 2,000 b) |
| | <hr/> | <hr/> | <hr/> |
| | 364,550 | 387,150 | 387,800 |
| | <hr/> | <hr/> | <hr/> |
| Less Income | | | |
| Rent Deposits / Rent in Advance - Recharges to Tenants | (33,550) | (33,550) | (33,550) |
| Customer & Client Receipts - Accommodation | (145,000) | (166,000 a) | (166,000 a) |
| Customer & Client Receipts - Service Charge | (5,000) | (9,000 a) | (9,000 a) |
| | <hr/> | <hr/> | <hr/> |
| | (183,550) | (208,550) | (208,550) |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 181,000 | 178,600 | 179,250 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 33,250 | 28,450 c) | 27,950 c) |
| Information Technology Expenses | 7,450 | 9,650 | 9,450 |
| Departmental Administrative Expenses | 58,200 | 60,550 | 57,000 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 279,900 | 277,250 | 273,650 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 5.36 | 5.31 | 5.20 |

HOMELESSNESS

- a) Significant increase in workload arising from welfare reform. Offset by increase in recharges.
- b) Reduction in requests for service.
- c) Staff cost centre changes and review of allocations by Financial Services.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

12. HOUSING ADVICE

Employees
Salaries

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration
Information Technology Expenses
Departmental Administrative Expenses

TO SUMMARY

Full Time Equivalent Number of Staff
(including Support Service Staff)

| | 2014/15 ESTIMATE | | 2015/16 ESTIMATE |
|--|------------------|----------------|------------------|
| | ORIGINAL £ | REVISED £ | £ |
| | 138,650 | 139,050 | 139,350 |
| | 7,500 | 8,650 | 8,500 |
| | 4,550 | 5,300 | 5,100 |
| | 53,850 | 55,450 | 52,400 |
| | 204,550 | 208,450 | 205,350 |
| | 4.79 | 4.77 | 4.72 |

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

13. HOME SAFETY

Employees

Salaries

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

Departmental Administrative Expenses

TO SUMMARY

Full Time Equivalent Number of Staff
(including Support Service Staff)

| | 2014/15 ESTIMATE | | 2015/16 |
|--------------------------------------|------------------|--------------|--------------|
| | ORIGINAL | REVISED | ESTIMATE |
| | £ | £ | £ |
| Salaries | 2,200 | 2,200 | 2,150 |
| Central Salaries & Administration | 550 | 450 | 450 |
| Departmental Administrative Expenses | 750 | 800 | 750 |
| | <hr/> | <hr/> | <hr/> |
| | 3,500 | 3,450 | 3,350 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff | 0.07 | 0.07 | 0.07 |
| (including Support Service Staff) | | | |

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

| | 2014/15 ESTIMATE | | 2015/16 |
|--|------------------|----------------|----------------|
| | ORIGINAL £ | REVISED £ | ESTIMATE £ |
| 14. PRIVATE SECTOR | | | |
| <u>HOUSING RENEWAL</u> | | | |
| Employees | | | |
| Salaries | 149,600 | 147,550 | 146,600 |
| Supplies & Services | | | |
| Professional Fees | 300 | 300 | 300 |
| Capital Grants & Contributions (RECS) | 715,000 | 742,000 a) | 755,000 b) |
| No Use Empty Loan Scheme | 1,000 | 2,000 | 2,000 |
| | <hr/> | <hr/> | <hr/> |
| | 865,900 | 891,850 | 903,900 |
| | <hr/> | <hr/> | <hr/> |
| Less Income | | | |
| Fees & Charges | (100) | (100) | (100) |
| Contribution from Other Bodies | (1,000) | (2,000) | (2,000) |
| Capital Grants Received (RECS) | (454,000) | (454,000) | (520,000) b) |
| | <hr/> | <hr/> | <hr/> |
| | (455,100) | (456,100) | (522,100) |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 410,800 | 435,750 | 381,800 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 4,700 | 4,100 | 3,950 |
| Information Technology Expenses | 8,400 | 9,850 | 9,550 |
| Departmental Administrative Expenses | 51,700 | 52,650 | 49,800 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 475,600 | 502,350 | 445,100 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 4.04 | 3.97 | 3.92 |

- a) Increase reflects underspend brought forward from 2013/14 in respect of Disabled Facilities Grant.
- b) Budgets reflect additional Disabled Facilities Grant subsidy awarded for 2015/16 from the Better Care Fund.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

**15. PRIVATE SECTOR
HOUSING STANDARDS**

Employees

Salaries

| 2014/15 ESTIMATE | | 2015/16 ESTIMATE |
|--------------------------|---------------|------------------|
| ORIGINAL | REVISED | ESTIMATE |
| £ | £ | £ |
| 59,000 | 58,750 | 58,650 |
| 3,000 | - a) | - a) |
| <hr/> | <hr/> | <hr/> |
| 62,000 | 58,750 | 58,650 |
| (400) | (400) | (400) |
| <hr/> | <hr/> | <hr/> |
| Sub-total | 58,350 | 58,250 |
| 1,600 | 1,300 | 1,250 |
| 3,400 | 3,950 | 3,800 |
| 19,400 | 20,150 | 19,050 |
| <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 83,750 | 82,350 |
| <hr/> | <hr/> | <hr/> |
| 1.53 | 1.51 | 1.50 |

Supplies & Services

Private Sector House Condition Survey

Less Income

Houses in Multiple Occupation Licences

Sub-total

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

TO SUMMARY

Full Time Equivalent Number of Staff
(including Support Service Staff)

a) Survey concluded during 2013/14.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

16. HOME IMPROVEMENT AGENCY

Employees

Salaries

| 2014/15 ESTIMATE | | 2015/16 ESTIMATE |
|------------------|---------|------------------|
| ORIGINAL | REVISED | ESTIMATE |
| £ | £ | £ |
| 6,550 | 6,550 | 6,500 |

Supplies & Services

Professional Fees

| | | |
|-----|-----|-----|
| 500 | 500 | 500 |
|-----|-----|-----|

Miscellaneous Insurance

| | | |
|-----|-----|-----|
| 550 | 550 | 550 |
|-----|-----|-----|

Sub-total

| | | |
|-------|-------|-------|
| 7,600 | 7,600 | 7,550 |
|-------|-------|-------|

Central, Departmental & Technical Support Services

Information Technology Expenses

| | | |
|---|----|----|
| - | 50 | 50 |
|---|----|----|

Departmental Administrative Expenses

| | | |
|-------|-------|-------|
| 2,300 | 2,350 | 2,200 |
|-------|-------|-------|

TO SUMMARY

| | | |
|--------------|---------------|--------------|
| 9,900 | 10,000 | 9,800 |
|--------------|---------------|--------------|

Full Time Equivalent Number of Staff
(including Support Service Staff)

| | | |
|------|------|------|
| 0.17 | 0.17 | 0.17 |
|------|------|------|

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

17. PUBLIC HEALTH ACT 1984

Employees

Salaries

850

850

850

Third Party Payments

Funeral Expenses

2,500

2,500

2,500

Sub-total

3,350

3,350

3,350

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

550

450

450

Departmental Administrative Expenses

300

300

300

TO SUMMARY

4,200

4,100

4,100

Full Time Equivalent Number of Staff
(including Support Service Staff)

0.03

0.03

0.03

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

18. ENVIRONMENTAL PROTECTION ACT - PART 1

Employees

Salaries

24,550

25,800

25,550

Less Income

Fees & Charges

(14,500)

(11,300) a)

(11,300) a)

Sub-total

10,050

14,500

14,250

Central, Departmental & Technical Support Services

Central Salaries & Administration

1,400

1,150

1,100

Information Technology Expenses

4,900

5,650

5,450

Departmental Administrative Expenses

9,150

9,700

9,050

TO SUMMARY

25,500

31,000

29,850

Full Time Equivalent Number of Staff
(including Support Service Staff)

0.73

0.71

0.73

Memorandum

Full cost of Local Authority Pollution Prevention Control (LAPPC) and Local Authority Integrated Pollution Prevention and Control (LA-IPPC) duties under Pollution Prevention and Control (PPC) Regulations 2000:-

Total from above

25,500

31,000

29,850

Share of:

Democratic Administration

5,400

5,500

5,550

Corporate Management

2,150

2,300

2,300

Non Distributed Costs

2,550

3,200

3,400

Full Cost of LAPPC / LA-IPPC

35,600

42,000

41,100

a) Reduction in nationally set fee structure and fewer companies requiring permits.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

| | 2014/15 ESTIMATE | | 2015/16 |
|--|------------------|----------------|----------------|
| | ORIGINAL £ | REVISED £ | ESTIMATE £ |
| 19. ENVIRONMENTAL PROTECTION | | | |
| Employees | | | |
| Salaries | 187,250 | 186,750 | 186,750 |
| Supplies & Services | | | |
| Purchases - Equipment & Materials | 500 | 500 | 500 |
| Maintenance - Calibration of Instruments | 1,000 | 1,000 | 1,000 |
| Miscellaneous Insurance | 400 | 400 | 400 |
| Emergency Arrangements | 3,800 | 3,900 | 4,000 |
| Capital Grants & Contributions (RECS) | - | 150,000 a) | - |
| Third Party Payments | | | |
| Water Sampling | 550 | 1,000 | 1,000 |
| General | 750 | 750 | 750 |
| Landfill & Pollution Monitoring | 2,000 | 2,000 | 2,000 |
| Air Quality | 12,750 | 37,750 a) | 45,750 a) |
| Contaminated Land - Site Inspections | 500 | 500 | 500 |
| | <hr/> | <hr/> | <hr/> |
| | 209,500 | 384,550 | 242,650 |
| | <hr/> | <hr/> | <hr/> |
| Less Income | | | |
| Fees & Charges | | | |
| Water Sampling | (1,100) | (1,550) | (1,550) |
| Provision of Information | (1,000) | (2,500) | (2,500) |
| Contribution from Other Bodies | - | (20,000) a) | (33,000) a) |
| Capital Grants Received (RECS) | - | (150,000) a) | - |
| | <hr/> | <hr/> | <hr/> |
| | (2,100) | (174,050) | (37,050) |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 207,400 | 210,500 | 205,600 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 9,600 | 11,700 | 11,700 |
| Information Technology Expenses | 9,800 | 10,850 | 10,550 |
| Departmental Administrative Expenses | 72,800 | 75,300 | 70,300 b) |
| Depreciation & Impairment | | | |
| Non-Current Asset Depreciation | 2,900 | 2,900 | 3,100 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 302,500 | 311,250 | 301,250 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 5.32 | 5.35 | 5.25 |

a) Increase reflects costs of A20 Air Quality Project, funded from contributions from the Department for Environment, Food and Rural Affairs, Kent County Council and Maidstone Borough Council. Revised estimate includes use of contractors to support investigations of odours in Tonbridge, £5,000 of which is to be funded from an earmarked reserve.

b) Reduced office accommodation costs - please see page CS 3 for further details.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

20. FOOD & SAFETY

(a) GENERAL

Employees

Salaries

| 2014/15 ESTIMATE | | 2015/16 ESTIMATE |
|--|----------------|------------------|
| ORIGINAL | REVISED | ESTIMATE |
| £ | £ | £ |
| 170,600 | 125,800 a) | 126,150 a) |
| Supplies & Services | | |
| Protective Clothing | 200 | 200 |
| Health Education | 500 | 600 |
| Health General | 500 | 400 |
| Miscellaneous Insurance | 1,300 | 1,350 |
| Healthy Living Initiatives | 41,000 | - a) |
| Third Party Payments | | |
| Port Health Authority | 400 | 400 |
| <hr/> | <hr/> | <hr/> |
| 214,500 | 128,750 | 129,000 |
| Less Income | | |
| Choosing Health / Public Health Funding | (72,300) | - a) |
| <hr/> | <hr/> | <hr/> |
| Sub-total | 142,200 | 128,750 |
| Central, Departmental & Technical Support Services | | |
| Central Salaries & Administration | 10,850 | 9,950 |
| Information Technology Expenses | 8,900 | 11,200 |
| Departmental Administrative Expenses | 67,650 | 56,600 a) |
| <hr/> | <hr/> | <hr/> |
| 229,600 | 206,500 | 202,400 |
| <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 4.81 | 3.81 |
| | | 3.75 |

Supplies & Services

Protective Clothing

Health Education

Health General

Miscellaneous Insurance

Healthy Living Initiatives

Third Party Payments

Port Health Authority

Less Income

Choosing Health / Public Health Funding

Sub-total

Central, Departmental & Technical Support Services

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

Full Time Equivalent Number of Staff

(including Support Service Staff)

- a) Income and expenditure on public health initiatives shown in new cost centre - please see page PHEH 28.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

20. FOOD & SAFETY (continued)

(b) FOOD SAFETY

Employees

Salaries

152,500 111,050 a) 111,250 a)

Supplies & Services

Health General

500 500 500

Other Expenses

500 500 500

Third Party Payments

Food Sampling

200 400 200

153,700 112,450 112,450

Less Income

Court Costs

(500) (500) (500)

Fees & Charges

Food Inspection

(2,000) (2,000) (2,000)

Training Courses

(1,750) (600) b) (1,750) b)

(4,250) (3,100) (4,250)

Sub-total

149,450 109,350 108,200

Central, Departmental & Technical Support Services

Central Salaries & Administration

3,300 9,050 9,050

Information Technology Expenses

9,200 10,650 10,350

Departmental Administrative Expenses

62,950 50,250 a) 46,800 a)

224,900 179,300 174,400

Full Time Equivalent Number of Staff

(including Support Service Staff)

4.40 3.39 3.34

FOOD & SAFETY

(a) GENERAL

229,600 206,500 202,400

(b) FOOD SAFETY

224,900 179,300 174,400

TO SUMMARY

454,500 385,800 376,800

a) Income and expenditure on public health initiatives shown in new cost centre - please see page PHEH 28.

b) Courses no longer provided at West Kent College. Training now undertaken within service.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

| | 2014/15 ESTIMATE | | 2015/16 |
|---|------------------|---------------|---------------|
| | ORIGINAL £ | REVISED £ | ESTIMATE £ |
| 21. <u>PUBLIC HEALTH</u> | | | |
| Employees | | | |
| Salaries | - | 108,000 | 113,600 |
| Supplies & Services | | | |
| Health Living Initiatives | - | 86,400 | 83,200 |
| | ----- | ----- | ----- |
| | - | 194,400 | 196,800 |
| | ----- | ----- | ----- |
| Less Income | | | |
| Contribution from Other Bodies | - | (3,000) | (3,000) |
| Public Health Funding | - | (152,150) | (152,150) a) |
| | ----- | ----- | ----- |
| | - | (155,150) | (155,150) |
| | ----- | ----- | ----- |
| <u>Sub-total</u> | - | 39,250 | 41,650 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | - | 3,550 | 3,500 |
| Departmental Administrative Expenses | - | 46,400 | 43,300 |
| | ----- | ----- | ----- |
| <u>TO SUMMARY</u> | - | 89,200 | 88,450 |
| | ----- | ----- | ----- |
| Full Time Equivalent Number of Staff (including Support Service Staff) | - | 3.50 | 3.44 |

New cost centre to capture Council expenditure on public health initiatives.

a) Funding for 2015/16 assumed to be the same as 2014/15.

DIRECTOR OF STREET SCENE AND LEISURE

SUMMARY

| | 2014/15 ESTIMATE | | 2015/16 |
|--|-------------------------|------------------|------------------|
| | ORIGINAL | REVISED | ESTIMATE |
| | £ | £ | £ |
| 1. REFUSE COLLECTION | 1,304,200 | 1,322,650 | 1,355,000 |
| 2. RECYCLING | 960,800 | 1,011,600 | 1,066,550 |
| 3. STREET SCENE | 1,399,400 | 1,377,550 | 1,407,700 |
| 4. PUBLIC CONVENIENCES | 225,050 | 210,000 | 218,550 |
| 5. PEST CONTROL | 36,250 | 25,950 | 25,100 |
| 6. TONBRIDGE & MALLING LEISURE TRUST | 178,650 | 324,950 | 301,000 |
| 7. LARKFIELD LEISURE CENTRE | 891,450 | 933,900 | 904,650 |
| 8. ANGEL CENTRE | 338,500 | 343,750 | 316,850 |
| 9. TONBRIDGE SWIMMING POOL | 509,150 | 540,900 | 516,250 |
| 10. POULT WOOD GOLF CENTRE | 240,650 | 178,000 | 182,050 |
| 11. SPORTS GROUNDS | 464,600 | 457,850 | 429,650 |
| 12. PLEASURE GROUNDS & OPEN SPACES | 1,111,850 | 932,500 | 938,900 |
| 13. ALLOTMENTS | 11,050 | 11,250 | 11,450 |
| 14. CHURCHYARDS | 11,600 | 11,350 | 10,950 |
| 15. CEMETERY | 111,850 | 92,600 | 83,200 |
| 16. YOUTH & PLAY DEVELOPMENT | 160,700 | 169,650 | 165,450 |
| 17. SPORTS DEVELOPMENT | 60,700 | 64,350 | 59,950 |
| 18. ARTS PROGRAMME | 83,350 | 81,550 | 78,650 |
| 19. TONBRIDGE CHRISTMAS LIGHTING | 26,300 | 26,150 | 27,750 |
| 20. LEISURE STRATEGY / MANAGEMENT | 201,350 | 232,400 | 188,850 |
| | 8,327,450 | 8,348,900 | 8,288,500 |
| Full Time Equivalent Number of Staff (Including Support Service Staff) | 34.60 | 34.09 | 33.40 |

DIRECTOR OF STREET SCENE AND LEISURE

| | 2014/15 ESTIMATE | | 2015/16 |
|--|------------------|--------------------|---------------------|
| | ORIGINAL £ | REVISED £ | ESTIMATE £ |
| 1. <u>REFUSE COLLECTION</u> | | | |
| Employees | | | |
| Salaries | 117,800 | 119,750 | 117,750 |
| Premises Related Expenses | | | |
| Vale Rise Depot Recharge | 30,950 | 31,250 | 31,050 |
| Supplies & Services | | | |
| Purchases - Equipment & Materials | 3,000 | 3,000 | 3,000 |
| Emergency Arrangements | 1,100 | 950 | 950 |
| Information Leaflets | 1,200 | 2,000 | 2,000 |
| Other Expenses | 3,000 | 2,200 | 2,200 |
| Third Party Payments | | | |
| Refuse Collection Contract | 1,065,950 | 1,065,950 | 1,104,000 a) |
| Bulky Household Refuse Collection | 36,050 | 36,050 | 36,950 a) |
| | <hr/> | <hr/> | <hr/> |
| | 1,259,050 | 1,261,150 | 1,297,900 |
| | <hr/> | <hr/> | <hr/> |
| Less Income | | | |
| Fees & Charges | | | |
| Bulky Household Refuse Collection | (40,700) | (40,700) | (41,750) b) |
| Contributions from Other Bodies | (22,900) | (28,900) c) | (22,900) |
| | <hr/> | <hr/> | <hr/> |
| | (63,600) | (69,600) | (64,650) |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 1,195,450 | 1,191,550 | 1,233,250 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 9,800 | 10,750 | 10,650 |
| Information Technology Expenses | 3,100 | 23,400 d) | 16,200 e) |
| Departmental Administrative Expenses | 56,700 | 57,000 | 52,650 f) |
| Capital Programme Revenue Expenses | 650 | 750 | 800 |
| Depreciation & Impairment | | | |
| Non-Current Asset Depreciation | 38,500 | 39,200 | 41,450 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 1,304,200 | 1,322,650 | 1,355,000 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 4.07 | 4.46 | 4.32 |

DIRECTOR OF STREET SCENE AND LEISURE

REFUSE COLLECTION

- a) Assumes 2.5% increase for inflation in line with contract conditions, plus provision for new housing developments.
- b) Includes proposed increase in fees from April 2015 to be considered by Finance, Innovation and Property Advisory Board on 7 January 2015.
- c) Increase reflects one-off contribution from Kent County Council towards Waste Electrical & Electronic Equipment (WEEE) Recycling pilot which is currently due to finish on 30 June 2015 and will be reviewed (as reported to Local Environmental Management Advisory Board on 27 May 2014).
- d) Increase reflects development of new Waste Customer Relationship Management system and implementation costs associated with a new system to link to the Uniform system.
- e) Includes ongoing costs of new system.
- f) Reduced office accommodation costs - please see page CS 3 for further details.

DIRECTOR OF STREET SCENE AND LEISURE

2. RECYCLING

Employees

Salaries

| 2014/15 ESTIMATE | | 2015/16 ESTIMATE |
|------------------|---------|------------------|
| ORIGINAL | REVISED | ESTIMATE |
| £ | £ | £ |
| 116,500 | 117,000 | 115,500 |

Premises Related Expenses

Recycling Centres - Servicing

| | | |
|-------|-----------|-----------|
| 3,000 | 17,000 a) | 17,000 a) |
|-------|-----------|-----------|

Rates

| | | |
|-------|-----|-----|
| 1,000 | 950 | 950 |
|-------|-----|-----|

Transport Related Expenses

Vehicle Maintenance / Fuel etc

| | | |
|--------|--------|--------|
| 60,000 | 60,000 | 60,000 |
|--------|--------|--------|

Vehicle Driver / Insurance / Licence

| | | |
|--------|--------|-----------|
| 80,650 | 80,650 | 82,650 b) |
|--------|--------|-----------|

Supplies & Services

Publicity & Promotion

| | | |
|-------|-----------|-----------|
| 9,450 | 25,600 c) | 25,600 c) |
|-------|-----------|-----------|

Emergency Arrangements

| | | |
|-----|-----|-----|
| 250 | 200 | 200 |
|-----|-----|-----|

Contribution to Kent Resource Partnership

| | | |
|-------|----------|-------|
| 5,000 | 3,000 d) | 5,000 |
|-------|----------|-------|

Other Expenses

| | | |
|-------|-------|-------|
| 3,300 | 3,300 | 3,300 |
|-------|-------|-------|

Third Party Payments

Recycling Collection Contract

| | | |
|---------|---------|------------|
| 454,400 | 451,600 | 462,900 b) |
|---------|---------|------------|

Green Waste Collection Contract

| | | |
|---------|---------|------------|
| 834,600 | 834,600 | 864,100 e) |
|---------|---------|------------|

Oil Recycling

| | | |
|-------|-------|-------|
| 1,500 | 1,000 | 1,000 |
|-------|-------|-------|

Plastic Recycling

| | | |
|---------|---------|------------|
| 111,800 | 109,300 | 109,800 f) |
|---------|---------|------------|

School Initiatives

| | | |
|-------|-------|-------|
| 1,050 | 1,050 | 1,050 |
|-------|-------|-------|

Carried Forward

| | | |
|-----------|-----------|-----------|
| 1,682,500 | 1,705,250 | 1,749,050 |
|-----------|-----------|-----------|

- a) Increase reflects provision for repairing and maintaining glass/can recycling banks which previously had been replaced by new banks. Increase more than off-set by reduction in capital renewal provision.
- b) Assumes 2.5% increase for inflation in line with contract conditions.
- c) Increase reflects marketing aimed at increasing awareness of the Council's recycling services, focusing on increasing material recycled and reducing residual waste. To be funded from a contribution from the Kent Resource Partnership as reported to Local Environmental Management Advisory Board on 27 May 2014. See note m).
- d) Reduction in fee towards Kent Resource Partnership agreed only for 2014/15.
- e) Assumes 2.5% increase for inflation in line with contract conditions, plus provision for new housing developments.
- f) Assumes 2.0% increase for inflation in line with contract conditions.

DIRECTOR OF STREET SCENE AND LEISURE

2. RECYCLING (continued)

| | 2014/15 ESTIMATE | | 2015/16 |
|--|------------------|---------------------|---------------------|
| | ORIGINAL £ | REVISED £ | ESTIMATE £ |
| <u>Brought Forward</u> | 1,682,500 | 1,705,250 | 1,749,050 |
| Less Income | | | |
| Glass Recycling | (109,000) | (88,250) g) | (88,200) g) |
| Can Recycling | (26,000) | (24,000) | (24,000) |
| Textile Recycling | (25,000) | (23,100) h) | (21,200) h) |
| Paper Recycling | (294,700) | (257,000) i) | (241,800) j) |
| Recycling Credits - Disposal | (415,000) | (398,500) k) | (399,000) l) |
| Contributions from Other Bodies | (13,600) | (43,900) m) | (42,650) m) |
| | <hr/> | <hr/> | <hr/> |
| | (883,300) | (834,750) | (816,850) |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 799,200 | 870,500 | 932,200 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 28,400 | 8,200 n) | 8,150 n) |
| Information Technology Expenses | 2,150 | 1,150 | 1,100 |
| Departmental Administrative Expenses | 52,250 | 55,300 | 51,200 o) |
| Capital Programme Revenue Expenses | 1,050 | 1,250 | 1,700 |
| Depreciation & Impairment | | | |
| Non-Current Asset Depreciation | 77,750 | 75,200 | 72,200 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 960,800 | 1,011,600 | 1,066,550 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 3.98 | 4.02 | 3.98 |

- g)** Reduction in prices, partly off-set by increased contribution from Tunbridge Wells Borough Council - see note m).
- h)** Reduction in prices.
- i)** Reduction in prices and tonnages collected.
- j)** Assumes further reduction in tonnages of paper being collected.
- k)** Reduction in tonnages collected.
- l)** 3% increase in recycling credit from April 2015, off-set by predicted reduction in tonnages.
- m)** Increased contribution required from Tunbridge Wells Borough Council as a result of reduction in glass income, plus contribution from Kent Resource Partnership towards marketing Council's recycling services.
- n)** Review of support by Legal Services.
- o)** Reduced office accommodation costs - please see page CS 3 for further details.

DIRECTOR OF STREET SCENE AND LEISURE

3. STREET SCENE

Employees

| | | | |
|----------|---------|------------|------------|
| Salaries | 145,500 | 130,600 a) | 127,850 a) |
|----------|---------|------------|------------|

Supplies & Services

| | | | |
|-------------------------------------|--------|-----------|-----------|
| Purchases - Equipment & Materials | 10,000 | 10,000 | 10,000 |
| Abatement Initiatives (Self Help) | 15,000 | 15,000 | 15,000 |
| Responsible Dog Ownership | 32,300 | 32,300 | 33,100 b) |
| Graffiti Removal | 5,500 | 4,000 c) | 4,000 c) |
| Dog Warden | 54,200 | 60,000 d) | 61,200 e) |
| Emergency Arrangements | 700 | 700 | 700 |
| Contribution to Clean Kent Campaign | 3,000 | - f) | - f) |

Third Party Payments

| | | | |
|-------------------------------------|-----------|--------------|--------------|
| Amenity & Street Cleansing Contract | 1,216,400 | 1,229,900 g) | 1,268,650 h) |
|-------------------------------------|-----------|--------------|--------------|

| | | |
|-----------|-----------|-----------|
| <hr/> | <hr/> | <hr/> |
| 1,482,600 | 1,482,500 | 1,520,500 |
| <hr/> | <hr/> | <hr/> |

Less Income

| | | | |
|------------------------------------|----------|------------|------------|
| Fees & Charges | | | |
| Amenity Cleansing for Russet Homes | (64,800) | (68,200 i) | (69,900 b) |
| Court Costs | - | (100) | - |
| Recharge to Utility Companies | (1,150) | (750) | (750) |
| Stray Dogs Redemption Fees | (5,000) | (9,000 j) | (9,000 j) |
| Fixed Penalty Notices | (5,500) | (7,000 k) | (7,000 k) |
| Recharge to Other Accounts | (76,200) | (84,600 l) | (86,700 b) |

| | | |
|-----------|-----------|-----------|
| <hr/> | <hr/> | <hr/> |
| (152,650) | (169,650) | (173,350) |
| <hr/> | <hr/> | <hr/> |

Sub-total

| | | |
|-----------|-----------|-----------|
| 1,329,950 | 1,312,850 | 1,347,150 |
|-----------|-----------|-----------|

Central, Departmental & Technical Support Services

| | | | |
|--------------------------------------|--------|--------|-----------|
| Central Salaries & Administration | 7,000 | 8,300 | 8,250 |
| Information Technology Expenses | 2,850 | 1,800 | 1,750 |
| Departmental Administrative Expenses | 59,600 | 54,600 | 50,550 m) |

TO SUMMARY

| | | |
|-----------|-----------|-----------|
| <hr/> | <hr/> | <hr/> |
| 1,399,400 | 1,377,550 | 1,407,700 |
| <hr/> | <hr/> | <hr/> |

Full Time Equivalent Number of Staff
(including Support Service Staff)

| | | |
|------|------|------|
| 4.33 | 4.13 | 4.06 |
|------|------|------|

DIRECTOR OF STREET SCENE AND LEISURE

STREET SCENE

- a) Review of support by Environmental Health Services.
- b) Assumes 2.5% increase for inflation in line with contract conditions.
- c) Reduced requests for service.
- d) Greater than anticipated requests to collect stray dogs out of hours. Partly off-set by increase in stray dog redemption fees - see note j).
- e) Assumes 2.0% increase for inflation in line with contract conditions.
- f) Kent County Council have ended campaign.
- g) Increase in costs partly off-set by increase in recharge for works - see notes i) and l).
- h) Assumes 2.5% increase for inflation in line with contract conditions, plus provision for new housing developments.
- i) Increased requests for work in Russet Homes areas.
- j) Higher than anticipated stray dog collections during out of hours.
- k) Increased enforcement activity has resulted in additional FPNs.
- l) Increased requests for work in other areas.
- m) Reduced office accommodation costs - please see page CS 3 for further details.

DIRECTOR OF STREET SCENE AND LEISURE

| | 2014/15 ESTIMATE | | 2015/16 |
|--|------------------|--------------|---------------|
| | ORIGINAL £ | REVISED £ | ESTIMATE £ |
| 4. <u>PUBLIC CONVENIENCES</u> | | | |
| Employees | | | |
| Salaries | 14,350 | 15,300 | 15,200 |
| Premises Related Expenses | | | |
| Building Repairs Expenditure | 24,400 | 16,900 a) | 24,700 b) |
| Electricity | 9,500 | 9,500 | 9,500 |
| Rates | 18,300 | 18,200 | 18,500 |
| Water Charges (Metered) | 8,500 | 7,500 | 7,500 |
| Sewerage & Environmental Services | 9,000 | 9,000 | 9,000 |
| Premises Insurance | 2,950 | 2,900 | 3,000 |
| Third Party Payments | | | |
| Public Convenience Cleansing Contract | 62,800 | 60,800 | 62,000 c) |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 149,800 | 140,100 | 149,400 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 6,000 | 5,250 | 5,150 |
| Information Technology Expenses | 250 | 400 | 400 |
| Departmental Administrative Expenses | 7,000 | 7,150 | 6,650 |
| Depreciation & Impairment | | | |
| Non-Current Asset Depreciation | 62,000 | 57,100 d) | 56,950 d) |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 225,050 | 210,000 | 218,550 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | 0.59 | 0.60 | 0.60 |

a) Includes general response work (£6,000).

b) Includes decorations (£7,500) and general response work (£6,000).

c) Assumes 2.0% increase for inflation in line with contract conditions.

d) Reflects the closure of Lamberts Yard and Ridgeway public conveniences.

DIRECTOR OF STREET SCENE AND LEISURE

5. PEST CONTROL

Employees

Salaries

13,800 8,900 a) 8,450 a)

Supplies & Services

Emergency Arrangements

450 450 450

Financial Hardship Subsidy

4,500 3,500 b) 3,550 b)

Sub-total

18,750 12,850 12,450

Central, Departmental & Technical Support Services

Central Salaries & Administration

4,400 3,750 3,700

Information Technology Expenses

5,550 5,300 5,250

Departmental Administrative Expenses

7,550 4,050 a) 3,700 a)

TO SUMMARY

36,250 25,950 25,100

Full Time Equivalent Number of Staff
(including Support Service Staff)

0.66 0.49 0.42

- a) Reduced management and administration required for new contract.
- b) Reduced requests for services from residents receiving Council Tax Reduction.

DIRECTOR OF STREET SCENE AND LEISURE

| | 2014/15 ESTIMATE | | 2015/16 |
|--|------------------|----------------|----------------|
| | ORIGINAL £ | REVISED £ | ESTIMATE £ |
| 6. <u>TONBRIDGE & MALLING LEISURE TRUST</u> | | | |
| Employees | | | |
| Salaries | - | 57,100 a) | 52,300 b) |
| Third Party Payments | | | |
| Service Fee | 178,650 | 194,000 c) | 179,800 d) |
| General Payments | - | 2,800 e) | - |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 178,650 | 253,900 | 232,100 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | - | 7,500 f) | 7,500 f) |
| Departmental Administrative Expenses | - | 63,550 a) | 61,400 g) |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 178,650 | 324,950 | 301,000 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (including Support Service Staff) | - | 1.29 | 1.25 |

- a) Reflects greater focus by Council staff on Leisure Trust activities.
- b) Savings arising from changes in Street Scene and Leisure Management approved by General Purposes Committee on 23 June 2014.
- c) The service fee has been increased by £10,000 per annum to reflect time spent by Trust staff on delivering capital plan schemes. Revised estimate includes a payment £6,250 in respect of the previous year.
- d) 5% efficiency taper, partly off-set by an increase for inflation in line with the Management Agreement
- e) Reflects compensation for flood affected sports clubs, funded from government grant received in 2013/14 which was set aside in an earmarked reserve.
- f) Reflects time spent by Central Services and Financial Services liaising with Trust management.
- g) Reduced office accommodation costs - please see page CS 3 for further details.

DIRECTOR OF STREET SCENE AND LEISURE

7. LARKFIELD LEISURE CENTRE

| | 2014/15 ESTIMATE | | 2015/16 |
|--|------------------|----------------|----------------|
| | ORIGINAL £ | REVISED £ | ESTIMATE £ |
| Employees | | | |
| Salaries | 8,100 | 2,800 a) | 2,550 a) |
| Premises Related Expenses | | | |
| Building Repairs Expenditure | 89,050 | 117,100 b) | 81,000 c) |
| Premises Insurance | 24,450 | 23,350 | 23,600 |
| Supplies & Services | | | |
| Consultancy Fees | - | 1,500 | - |
| Miscellaneous Insurance | 550 | 150 | 150 |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 122,150 | 144,900 | 107,300 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 16,000 | 14,850 | 14,650 |
| Information Technology Expenses | 5,000 | 400 | 400 |
| Departmental Administrative Expenses | 92,000 | 74,700 d) | 73,800 d) |
| Capital Programme Revenue Expenses | 2,050 | 2,150 | 1,900 |
| Depreciation & Impairment | | | |
| Non-Current Asset Depreciation | 654,250 | 696,900 e) | 706,600 e) |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 891,450 | 933,900 | 904,650 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (Including Support Service Staff) | 0.57 | 0.32 | 0.32 |

- a) Reduction in direct Council management of Larkfield Leisure Centre following the transfer of management to Tonbridge and Malling Leisure Trust.
- b) Includes servicing of plant and equipment (£54,300), plant renewals (£14,000), pool tile repairs (£7,000), IEE testing (£7,000) and renewal of fire alarm/emergency light batteries (£6,000).
- c) Includes servicing of plant and equipment (£27,700), public areas carpeting/flooring (£10,000), relining/refilling filters (£9,000) and plant renewals (£8,000).
- d) Reflects review and re-apportionment of attributable IT equipment used at individual leisure sites.
- e) Reflects revaluations of Council's leisure premises and renewal of equipment.

DIRECTOR OF STREET SCENE AND LEISURE

8. ANGEL CENTRE

Employees

Salaries

7,550

2,800 **a)**3,850 **a)****Premises Related Expenses**

Building Repairs Expenditure

33,100

53,450 **b)**25,450 **c)**

Premises Insurance

12,300

11,750

11,350

Supplies & Services

Miscellaneous Insurance

200

50

50

Sub-total

53,150

68,050

40,700

Central, Departmental & Technical Support Services

Central Salaries & Administration

15,250

7,600 **d)**7,500 **d)**

Information Technology Expenses

3,850

450

450

Departmental Administrative Expenses

40,750

51,400 **e)**51,100 **e)**

Capital Programme Revenue Expenses

11,750

2,150 **f)**1,900 **f)****Depreciation & Impairment**

Non-Current Asset Depreciation

213,750

214,100

215,200

TO SUMMARY**338,500****343,750****316,850****Full Time Equivalent Number of Staff**

(Including Support Service Staff)

0.64

0.20

0.25

- a)** Reduction in direct Council management of Angel Centre following the transfer of management to Tonbridge and Malling Leisure Trust.
- b)** Includes servicing of plant and equipment (£21,700), fire door upgrade works (£10,000) and IEE testing (£6,000).
- c)** Includes servicing of plant and equipment (£16,700).
- d)** Reduced support required from Financial Services and Central Services following the transfer of management to Tonbridge and Malling Leisure Trust.
- e)** Reflects review and re-apportionment of attributable IT equipment used at individual leisure sites.
- f)** Reduced staff time on Bradford Street Leisure Centre project.

DIRECTOR OF STREET SCENE AND LEISURE

9. TONBRIDGE SWIMMING POOL

| | 2014/15 ESTIMATE | | 2015/16 |
|--|------------------|--------------|---------------|
| | ORIGINAL £ | REVISED £ | ESTIMATE £ |
| Employees | | | |
| Salaries | 5,100 | 2,800 a) | 3,850 a) |
| Premises Related Expenses | | | |
| Building Repairs Expenditure | 80,350 | 103,650 b) | 80,700 c) |
| Premises Insurance | 18,100 | 17,650 | 18,250 |
| Supplies & Services | | | |
| Miscellaneous Insurance | 300 | 50 | 100 |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 103,850 | 124,150 | 102,900 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 12,100 | 11,000 | 10,850 |
| Information Technology Expenses | 3,800 | 400 | 400 |
| Departmental Administrative Expenses | 36,950 | 44,350 d) | 44,150 d) |
| Capital Programme Revenue Expenses | 1,900 | 2,200 | 2,000 |
| Depreciation & Impairment | | | |
| Non-Current Asset Depreciation | 350,550 | 358,800 | 355,950 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 509,150 | 540,900 | 516,250 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (Including Support Service Staff) | 0.40 | 0.25 | 0.30 |

- a) Reduction in direct Council management of Tonbridge Swimming Pool following the transfer of management to Tonbridge and Malling Leisure Trust.
- b) Includes servicing of plant and equipment (£28,000), flood risk assessments and works (£18,000), plant renewals (£10,000), pool tile repairs (£10,000), IEE testing (£6,200) and inspection of glulam beams (£6,000).
- c) Includes servicing of plant and equipment (£27,000), relining/refilling filters (£12,500) and plant renewals (£10,000).
- d) Reflects review and re-apportionment of attributable IT equipment used at individual leisure sites.

DIRECTOR OF STREET SCENE AND LEISURE

10. POULT WOOD GOLF CENTRE

Employees

Salaries

| 2014/15 ESTIMATE | | 2015/16 ESTIMATE |
|------------------|----------|------------------|
| ORIGINAL | REVISED | ESTIMATE |
| £ | £ | £ |
| 51,050 | 4,200 a) | 3,850 a) |

Premises Related Expenses

Building Repairs Expenditure

| | | |
|--------|-----------|-----------|
| 18,000 | 23,000 b) | 20,150 c) |
|--------|-----------|-----------|

Premises Insurance

| | | |
|-------|-------|----------|
| 4,250 | 4,050 | 5,250 d) |
|-------|-------|----------|

Transport Related Expenses

Transport Insurance

| | | |
|-------|-------|-------|
| 3,800 | 3,650 | 3,700 |
|-------|-------|-------|

Sub-total

| | | |
|--------|--------|--------|
| 77,100 | 34,900 | 32,950 |
|--------|--------|--------|

Central, Departmental & Technical Support Services

Central Salaries & Administration

| | | |
|--------|----------|----------|
| 22,450 | 7,300 e) | 7,200 e) |
|--------|----------|----------|

Information Technology Expenses

| | | |
|-------|-------|-------|
| 2,350 | 1,850 | 1,800 |
|-------|-------|-------|

Departmental Administrative Expenses

| | | |
|--------|-----------|-----------|
| 32,000 | 20,650 f) | 20,300 f) |
|--------|-----------|-----------|

Capital Programme Revenue Expenses

| | | |
|-----|-----|-----|
| 850 | 600 | 550 |
|-----|-----|-----|

Depreciation & Impairment

Non-Current Asset Depreciation

| | | |
|---------|------------|------------|
| 105,900 | 112,700 g) | 119,250 g) |
|---------|------------|------------|

TO SUMMARY

| | | |
|---------|---------|---------|
| 240,650 | 178,000 | 182,050 |
|---------|---------|---------|

Full Time Equivalent Number of Staff
(Including Support Service Staff)

| | | |
|------|------|------|
| 2.06 | 0.24 | 0.23 |
|------|------|------|

DIRECTOR OF STREET SCENE AND LEISURE

POULT WOOD GOLF CENTRE

- a) Reduction in direct Council management of Poulton Wood Golf Centre following the transfer of management to Tonbridge and Malling Leisure Trust.
- b) Includes servicing of plant and equipment (£15,200).
- c) Includes servicing of plant and equipment (£9,850).
- d) Increase reflects insurance of the driving range.
- e) Reduced support required from Financial Services following the transfer of management to Tonbridge and Malling Leisure Trust.
- f) Reduction in allocations from Street Scene & Leisure Services following transfer of management to TMLT, together with a review and re-apportionment of attributable IT equipment used at individual leisure sites.
- g) Reflects renewal of equipment.

DIRECTOR OF STREET SCENE AND LEISURE

11. SPORTS GROUNDS

Employees

| | 2014/15 ESTIMATE ORIGINAL £ | REVISED £ | 2015/16 ESTIMATE £ |
|----------|-----------------------------------|--------------|--------------------------|
| Salaries | 36,950 | 37,850 | 37,950 |

Premises Related Expenses

| | | | |
|------------------------------|--------|-----------|-----------|
| Building Repairs Expenditure | 12,650 | 10,650 a) | 14,950 b) |
| Maintenance of Grounds | 20,650 | 20,650 | 20,650 |
| Electricity | 500 | 250 | 250 |
| Rates | - | 200 | 200 |
| Premises Insurance | 2,250 | 2,100 | 2,250 |

Transport Related Expenses

| | | | |
|-----------------------|-----|-----|-----|
| Repairs & Maintenance | 350 | 600 | 350 |
| Licences | 150 | 150 | 150 |
| Petrol / Oil | 250 | 750 | 750 |
| Car Allowances | 150 | 250 | 250 |
| Transport Insurance | 600 | 550 | 550 |

Supplies & Services

| | | | |
|-----------------------------|-------|-------|-------|
| Clothing, Uniform & Laundry | 150 | 150 | 150 |
| Stationery | 50 | 50 | 50 |
| Gates / Security | 2,500 | 1,750 | 2,000 |
| Honoraria | 1,100 | 1,100 | 1,100 |
| Postages | 50 | 50 | 50 |
| Telephones | 200 | 200 | 200 |
| Licences | 100 | 100 | 100 |

Third Party Payments

| | | | |
|-----------------------------|---------|------------|------------|
| Ground Maintenance Contract | 251,850 | 243,500 c) | 224,000 c) |
|-----------------------------|---------|------------|------------|

| | | | |
|--|---------------|---------------|---------------|
| | <hr/> 330,500 | <hr/> 320,900 | <hr/> 305,950 |
|--|---------------|---------------|---------------|

Less Income

| | | | |
|--------------|---------|---------|-------------|
| Rents - Land | (9,600) | (9,600) | (11,100) d) |
|--------------|---------|---------|-------------|

Sub-total Carried Forward

| | | | |
|--|---------------|---------------|---------------|
| | <hr/> 320,900 | <hr/> 311,300 | <hr/> 294,850 |
|--|---------------|---------------|---------------|

- a) Includes servicing of plant and equipment (£3,750) and calorifier isolation works (£1,500).
- b) Includes servicing of plant and equipment (£3,750) and external decoration (£2,000).
- c) Savings arising from new Ground Maintenance Contract commencing 1 January 2015, as reported to Cabinet on 8 October 2014.
- d) Income returns to normal levels in 2015/16 after works at Avebury Avenue bridge.

DIRECTOR OF STREET SCENE AND LEISURE

11. SPORTS GROUNDS (continued)

| | 2014/15 ESTIMATE | | 2015/16 |
|---|------------------|----------------|----------------|
| | ORIGINAL £ | REVISED £ | ESTIMATE £ |
| <u>Sub-total Brought Forward</u> | 320,900 | 311,300 | 294,850 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 13,700 | 15,500 | 11,700 |
| Information Technology Expenses | 450 | 500 | 450 |
| Departmental Administrative Expenses | 14,950 | 13,700 | 13,050 |
| Capital Programme Revenue Expenses | 6,650 | 6,650 | 3,700 c) |
| Depreciation & Impairment | | | |
| Non-Current Asset Depreciation | 107,950 | 110,200 | 105,900 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 464,600 | 457,850 | 429,650 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff | 1.44 | 1.53 | 1.47 |

- c) Decrease reflects completion of Tonbridge Racecourse Sports Ground Bridge Renewal / Repair capital plan scheme.

DIRECTOR OF STREET SCENE AND LEISURE

12. PLEASURE GROUNDS & OPEN SPACES

(a) TONBRIDGE CASTLE GROUNDS

Employees

| | | | |
|----------|--------|--------|--------|
| Salaries | 16,550 | 16,800 | 16,600 |
|----------|--------|--------|--------|

Premises Related Expenses

| | | | |
|------------------------|-------|-------|-------|
| Maintenance of Grounds | 4,500 | 4,500 | 4,500 |
| Electricity | 750 | 500 | 500 |
| Rates | 1,100 | 1,550 | 1,600 |
| Premises Insurance | 50 | 50 | 50 |

Supplies & Services

| | | | |
|-----------------------------------|--------|-----------|--------|
| Purchases - Equipment & Materials | 10,000 | 11,200 a) | 10,000 |
| Licences | 300 | 300 | 300 |

Third Party Payments

| | | | |
|-----------------------------|---------|-----------|-----------|
| Ground Maintenance Contract | 106,600 | 97,100 b) | 80,300 b) |
| Tonbridge in Bloom | 8,000 | 8,000 | 8,000 |

| | | | |
|--|---------|---------|---------|
| | <hr/> | <hr/> | <hr/> |
| | 147,850 | 140,000 | 121,850 |
| | <hr/> | <hr/> | <hr/> |

Less Income

| | | | |
|-------------------------------|---------|---------|---------|
| Fees & Charges - Mooring Fees | (100) | (50) | (50) |
| Rents | | | |
| Land | (100) | (100) | (100) |
| Landing Stage | (1,350) | - c) | - c) |
| Mobile Catering Concession | (5,000) | (5,000) | (5,000) |

| | | | |
|--|---------|---------|---------|
| | <hr/> | <hr/> | <hr/> |
| | (6,550) | (5,150) | (5,150) |
| | <hr/> | <hr/> | <hr/> |

Sub-total

| | | | |
|--|---------|---------|---------|
| | 141,300 | 134,850 | 116,700 |
|--|---------|---------|---------|

Central, Departmental & Technical Support Services

| | | | |
|--------------------------------------|-------|-------|-------|
| Central Salaries & Administration | 2,850 | 2,350 | 2,350 |
| Information Technology Expenses | 250 | 350 | 350 |
| Departmental Administrative Expenses | 6,300 | 5,800 | 5,450 |

Depreciation & Impairment

| | | | |
|--------------------------------|--------|--------|--------|
| Non-Current Asset Depreciation | 14,250 | 10,550 | 13,300 |
|--------------------------------|--------|--------|--------|

| | | | |
|--|----------------|----------------|----------------|
| | <hr/> | <hr/> | <hr/> |
| | 164,950 | 153,900 | 138,150 |
| | <hr/> | <hr/> | <hr/> |

Full Time Equivalent Number of Staff
(Including Support Service Staff)

| | | | |
|--|------|------|------|
| | 0.51 | 0.53 | 0.55 |
|--|------|------|------|

DIRECTOR OF STREET SCENE AND LEISURE

PLEASURE GROUNDS & OPEN SPACES - TONBRIDGE CASTLE GROUNDS

- a) Increase reflects purchase and installation of new noticeboard at the Watergate, to be funded from an earmarked reserve.
- b) Savings arising from new Ground Maintenance Contract commencing 1 January 2015, as reported to Cabinet on 8 October 2014.
- c) Reflects cancellation of licence.

DIRECTOR OF STREET SCENE AND LEISURE

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(b) HAYSDEN COUNTRY PARK

Employees

| | 2014/15 ESTIMATE ORIGINAL £ | REVISED £ | 2015/16 ESTIMATE £ |
|----------|-----------------------------------|--------------|--------------------------|
| Salaries | 34,500 | 37,550 | 37,650 |

Premises Related Expenses

| | | | |
|-----------------------------------|--------|-----------|-----------|
| Building Repairs Expenditure | 9,900 | 4,400 a) | 2,900 |
| Maintenance of Grounds | 30,100 | 29,000 b) | 26,200 b) |
| Maintenance of Play Equipment | 8,000 | 7,700 b) | 6,750 b) |
| Electricity | 700 | 700 | 700 |
| Water Charges (Metered) | 50 | 50 | 50 |
| Sewerage & Environmental Services | 700 | 400 | 400 |
| Cleaning & Domestic Supplies | 5,650 | 5,450 | 5,600 |
| Premises Insurance | 100 | 100 | 100 |

Supplies & Services

| | | | |
|-----------------------------------|-------|----------|----------|
| Purchases - Equipment & Materials | 2,850 | 2,850 | 2,850 |
| Maintenance - General | 300 | 300 | 300 |
| Clothing, Uniforms & Laundry | 50 | 50 | 50 |
| Cash Collection | 1,900 | 2,400 | 2,400 |
| Trade Refuse Charges | 800 | 700 b) | 600 b) |
| Dog Bin Emptying | 550 | 550 | 600 |
| Gates / Security | 6,750 | 6,750 | 6,900 |
| Rodent Control | 650 | 450 | 450 |
| Litter Collection | 6,450 | 6,250 b) | 5,500 b) |
| Advertising | 800 | 700 | 700 |
| Telephones | 500 | 500 | 500 |

| | | | |
|--|---------|---------|---------|
| | 111,300 | 106,850 | 101,200 |
|--|---------|---------|---------|

Less Income

| | | | |
|----------------------------|----------|----------|----------|
| Fees & Charges | | | |
| Car Parking Fees | (24,000) | (24,000) | (24,000) |
| Car Park Season Tickets | (5,000) | (3,000) | (3,000) |
| Rents | | | |
| Rights over Water | (5,000) | (5,700) | (5,250) |
| Mobile Catering Concession | (6,350) | (6,750) | (6,900) |

| | | | |
|--|----------|----------|----------|
| | (40,350) | (39,450) | (39,150) |
|--|----------|----------|----------|

Sub-total Carried Forward

| | | | |
|--|--------|--------|--------|
| | 70,950 | 67,400 | 62,050 |
|--|--------|--------|--------|

- a) Renewal of roof covering (£6,000) postponed until 2016/17.
- b) Savings arising from new Ground Maintenance Contract commencing 1 January 2015, as reported to Cabinet on 8 October 2014.

DIRECTOR OF STREET SCENE AND LEISURE

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(b) HAYSDEN COUNTRY PARK (continued)

| | 2014/15 ESTIMATE | | 2015/16 |
|--|------------------|----------------|---------------|
| | ORIGINAL £ | REVISED £ | ESTIMATE £ |
| <u>Sub-total Brought Forward</u> | 70,950 | 67,400 | 62,050 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 2,850 | 2,350 | 2,350 |
| Information Technology Expenses | 1,650 | 1,550 | 1,500 |
| Departmental Administrative Expenses | 13,850 | 13,750 | 13,000 |
| Depreciation & Impairment | | | |
| Non-Current Asset Depreciation | 16,250 | 17,600 | 17,300 |
| | 105,550 | 102,650 | 96,200 |
| Full Time Equivalent Number of Staff (Including Support Service Staff) | 1.17 | 1.27 | 1.28 |

DIRECTOR OF STREET SCENE AND LEISURE

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(c) OPEN SPACES
& AMENITY AREAS BOROUGH - WIDE

Employees

| | | | |
|----------|--------|--------|--------|
| Salaries | 51,000 | 54,050 | 53,500 |
|----------|--------|--------|--------|

Premises Related Expenses

| | | | |
|-------------------------------|--------|--------|--------|
| Building Repairs Expenditure | 1,000 | 1,000 | 1,000 |
| Maintenance of Grounds | 29,650 | 29,650 | 29,650 |
| Maintenance of Play Equipment | 6,000 | 6,000 | 6,000 |
| Electricity | 600 | 600 | 600 |
| Premises Insurance | 2,150 | 2,100 | 2,150 |

Supplies & Services

| | | | |
|---------------------------------------|---------|------------|------------|
| Purchases - Equipment & Materials | 800 | 800 | 800 |
| Security Services | 400 | 400 | 400 |
| Dog Bin Emptying | 300 | 300 | 300 |
| Rodent Control | 250 | 250 | 250 |
| Telephones | 100 | 100 | 100 |
| Capital Grants & Contributions (RECS) | 802,000 | 135,000 a) | 692,000 a) |

Third Party Payments

| | | | |
|-----------------------------|---------|------------|------------|
| Ground Maintenance Contract | 154,250 | 143,050 b) | 119,850 b) |
|-----------------------------|---------|------------|------------|

| | | | | | | |
|-------|-----------|-------|---------|-------|---------|-------|
| <hr/> | 1,048,500 | <hr/> | 373,300 | <hr/> | 906,600 | <hr/> |
|-------|-----------|-------|---------|-------|---------|-------|

Less Income

| | | | |
|--------------------------------|-----------|-----------|-------------|
| Interest Receipts | (3,900) | (3,900) | (4,000) |
| Rents | | | |
| Land | (14,300) | (7,500 c) | (14,600) |
| Wayleave Agreement | (1,250) | (1,250) | (1,250) |
| Capital Grants Received (RECS) | (492,000) | - a) | (492,000 a) |

| | | | | | | |
|-------|-----------|-------|----------|-------|-----------|-------|
| <hr/> | (511,450) | <hr/> | (12,650) | <hr/> | (511,850) | <hr/> |
|-------|-----------|-------|----------|-------|-----------|-------|

Sub-total Carried Forward

| | | |
|---------|---------|---------|
| 537,050 | 360,650 | 394,750 |
|---------|---------|---------|

- a) Tonbridge Town Lock capital plan scheme partly slipped from 2014/15 to 2015/16.
- b) Savings arising from new Ground Maintenance Contract commencing 1 January 2015, as reported to Cabinet on 8 October 2014.
- c) Rent waived due to flooding of indoor bowls facility, funded from government grant received in 2013/14 which was set aside in an earmarked reserve.

DIRECTOR OF STREET SCENE AND LEISURE

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(c) OPEN SPACES
& AMENITY AREAS BOROUGH - WIDE
(continued)

| | 2014/15 ESTIMATE | | 2015/16 |
|--|------------------|----------------|----------------|
| | ORIGINAL £ | REVISED £ | ESTIMATE £ |
| <u>Sub-total Brought Forward</u> | 537,050 | 360,650 | 394,750 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 6,150 | 5,900 | 5,850 |
| Information Technology Expenses | 350 | 650 | 650 |
| Departmental Administrative Expenses | 20,850 | 19,950 | 18,600 |
| Capital Programme Revenue Expenses | 65,400 | 66,300 | 59,750 |
| Depreciation & Impairment | | | |
| Non-Current Asset Depreciation | 46,400 | 46,150 | 47,700 |
| | 676,200 | 499,600 | 527,300 |
| Full Time Equivalent Number of Staff (Including Support Service Staff) | 2.87 | 2.98 | 2.89 |

DIRECTOR OF STREET SCENE AND LEISURE

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(d) PATROLLING

Employees

| | | | |
|----------|-------|-------|-------|
| Salaries | 4,650 | 5,050 | 5,000 |
|----------|-------|-------|-------|

Transport Related Expenses

| | | | |
|-----------------------|-----|-----|-----|
| Repairs & Maintenance | 400 | 650 | 400 |
| Licences | 100 | 100 | 100 |
| Petrol / Oil | 250 | 750 | 750 |
| Transport Insurance | 600 | 550 | 550 |

Supplies & Services

| | | | |
|-----------------------------|-------|-------|-------|
| Clothing, Uniform & Laundry | 150 | 150 | 150 |
| Gates / Security | 2,500 | 1,750 | 2,000 |
| Telephones | 100 | 100 | 100 |

Sub-total

| | | |
|-------|-------|-------|
| 8,750 | 9,100 | 9,050 |
|-------|-------|-------|

Central, Departmental & Technical Support Services

| | | | |
|--------------------------------------|-------|-------|-------|
| Central Salaries & Administration | 1,350 | 1,100 | 1,100 |
| Information Technology Expenses | 100 | 100 | 100 |
| Departmental Administrative Expenses | 1,900 | 1,850 | 1,700 |

| | | |
|---------------|---------------|---------------|
| 12,100 | 12,150 | 11,950 |
|---------------|---------------|---------------|

Full Time Equivalent Number of Staff
(Including Support Service Staff)

| | | |
|------|------|------|
| 0.17 | 0.18 | 0.18 |
|------|------|------|

DIRECTOR OF STREET SCENE AND LEISURE

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(e) COUNTRYSIDE / WOODLAND
MANAGEMENT

Employees

| | | | |
|----------|-------|-----------|-----------|
| Salaries | 9,600 | 14,750 a) | 14,400 a) |
|----------|-------|-----------|-----------|

Premises Related Expenses

| | | | |
|------------------------|--------|--------|--------|
| Maintenance of Grounds | 14,700 | 14,700 | 14,700 |
| Tree Planting Schemes | 2,300 | 2,300 | 2,300 |

Supplies & Services

| | | | |
|-----------------------------------|-------|-------|-------|
| Purchases - Equipment & Materials | 500 | 500 | 500 |
| Health & Safety - Trees | 7,000 | 7,000 | 7,000 |
| Miscellaneous Insurance | 50 | 50 | 50 |

Third Party Payments

| | | | |
|---------------------------------------|--------|--------|--------|
| Medway Valley Countryside Partnership | 10,000 | 10,000 | 10,000 |
|---------------------------------------|--------|--------|--------|

Sub-total

| | | |
|--------|--------|--------|
| 44,150 | 49,300 | 48,950 |
|--------|--------|--------|

Central, Departmental & Technical Support Services

| | | | |
|--------------------------------------|-------|----------|----------|
| Central Salaries & Administration | 6,800 | 5,650 | 5,500 |
| Information Technology Expenses | 150 | 250 | 200 |
| Departmental Administrative Expenses | 3,950 | 5,250 a) | 4,850 a) |

| | | |
|---------------|---------------|---------------|
| 55,050 | 60,450 | 59,500 |
|---------------|---------------|---------------|

Full Time Equivalent Number of Staff
(Including Support Service Staff)

| | | |
|------|------|------|
| 0.41 | 0.55 | 0.54 |
|------|------|------|

a) Adjustment in salary allocation to give more accurate reflection of time spent on service by the Outdoor Leisure team.

DIRECTOR OF STREET SCENE AND LEISURE

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(f) LEYBOURNE LAKES COUNTRY PARK

Employees

| | 2014/15 ESTIMATE ORIGINAL £ | REVISED £ | 2015/16 ESTIMATE £ |
|----------|-----------------------------------|--------------|--------------------------|
| Salaries | 67,150 | 70,200 a) | 70,200 a) |

Premises Related Expenses

| | | | |
|-----------------------------------|--------|--------|----------|
| Building Repairs Expenditure | 4,050 | 1,800 | 6,100 b) |
| Maintenance of Grounds | 12,050 | 12,050 | 12,050 |
| Electricity | 3,800 | 2,800 | 2,800 |
| Rates | 50 | 50 | 50 |
| Water Charges (Metered) | 400 | 400 | 400 |
| Sewerage & Environmental Services | 300 | 500 | 500 |
| Cleaning & Domestic Supplies | 5,450 | 5,450 | 5,600 |
| Premises Insurance | 400 | 400 | 400 |

Transport Related Expenses

| | | | |
|-----------------------|-----|-----|-----|
| Repairs & Maintenance | 550 | 550 | 550 |
| Petrol / Oil | 100 | - | - |
| Transport Insurance | 250 | 200 | 200 |

Supplies & Services

| | | | |
|-----------------------------------|-------|-------|-------|
| Purchases - Equipment & Materials | 850 | 850 | 850 |
| Clothing, Uniforms & Laundry | 600 | 600 | 600 |
| Printing & Stationery | 700 | 700 | 700 |
| Professional Fees | - | - | - |
| Cash Collection | 2,000 | 2,000 | 2,000 |
| Trade Refuse Charges | 1,550 | 1,550 | 1,600 |
| Dog Bin Emptying | 450 | 450 | 450 |
| Gates / Security | 7,950 | 7,450 | 7,650 |
| Pest Control | 250 | 250 | 250 |
| Wildlife Monitoring | 400 | 400 | 400 |
| Hall Hire for User Group | 100 | 100 | 100 |
| Car Park Management Charges | 950 | 950 | 950 |
| Telephones | 700 | 700 | 700 |

| | | | |
|--|---------------|---------------|---------------|
| | <hr/> 111,050 | <hr/> 110,400 | <hr/> 115,100 |
|--|---------------|---------------|---------------|

Less Income

| | | | |
|---------------------------------|----------|-------------|-------------|
| Car Parking Fees | (18,000) | (17,500) | (17,500) |
| Car Park Season Tickets | (300) | (300) | (300) |
| Educational Visits | (250) | (250) | (250) |
| Interest Receipts | (6,300) | (4,900) | (5,600) |
| Rents | | | |
| Land | (250) | (350) | (350) |
| Mobile Catering Concession | (7,500) | (4,500) c) | (4,600) c) |
| Windsurfing / Diving Concession | (7,950) | (8,200) | (8,400) |
| Fishing Concession | (15,100) | (18,150) d) | (18,450) d) |
| Contributions from Other Bodies | (11,000) | (11,000) | (11,000) |

| | | | |
|--|----------------|----------------|----------------|
| | <hr/> (66,650) | <hr/> (65,150) | <hr/> (66,450) |
|--|----------------|----------------|----------------|

Sub-total Carried Forward

| | | | |
|--|--------|--------|--------|
| | 44,400 | 45,250 | 48,650 |
|--|--------|--------|--------|

DIRECTOR OF STREET SCENE AND LEISURE

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(f) LEYBOURNE LAKES COUNTRY PARK
(continued)

| | 2014/15 ESTIMATE | | 2015/16 |
|--|------------------|----------------|----------------|
| | ORIGINAL £ | REVISED £ | ESTIMATE £ |
| <u>Sub-total Brought Forward</u> | 44,400 | 45,250 | 48,650 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 4,100 | 3,350 | 3,300 |
| Information Technology Expenses | 1,300 | 1,300 | 1,300 |
| Departmental Administrative Expenses | 22,750 | 27,900 | 26,650 |
| Capital Programme Revenue Expenses | 3,300 | 3,350 | 3,200 |
| Depreciation & Impairment | | | |
| Non-Current Asset Depreciation | 22,150 | 22,600 | 22,700 |
| | 98,000 | 103,750 | 105,800 |
| Full Time Equivalent Number of Staff (Including Support Service Staff) | 2.78 | 2.88 | 2.89 |

PLEASURE GROUNDS & OPEN SPACES

| | | | |
|--|------------------|----------------|----------------|
| (a) TONBRIDGE CASTLE GROUNDS | 164,950 | 153,900 | 138,150 |
| (b) HAYSDEN COUNTRY PARK | 105,550 | 102,650 | 96,200 |
| (c) OPEN SPACES & AMENITY AREAS | 676,200 | 499,600 | 527,300 |
| (d) PATROLLING | 12,100 | 12,150 | 11,950 |
| (e) COUNTRYSIDE / WOODLAND MANAGEMENT | 55,050 | 60,450 | 59,500 |
| (f) LEYBOURNE LAKES COUNTRY PARK | 98,000 | 103,750 | 105,800 |
| <u>TO SUMMARY</u> | 1,111,850 | 932,500 | 938,900 |

- a) Increase reflects pension contributions in respect of employee previously not part of pension scheme.
- b) Includes external decoration (£3,000).
- c) New three year licence commencing 1 April 2014 following early termination by previous contractor, as reported to Leisure and Arts Advisory Board on 9 December 2013.
- d) Three new five-year licences commencing 1 April 2014, as reported to Finance, Innovation and Property Advisory Board on 8 January 2014.

DIRECTOR OF STREET SCENE AND LEISURE

13. ALLOTMENTS

Employees

Salaries

500

300

300

Premises Related Expenses

Premises Insurance

100

100

100

Third Party Payments

Management Fee to T.A.G.A.

5,100

5,100

5,100

5,700

5,500

5,500

Less Income

Rents

(50)

(50)

(50)

Sub-total

5,650

5,450

5,450

Central, Departmental & Technical Support Services

Central Salaries & Administration

450

450

450

Information Technology Expenses

-

50

50

Departmental Administrative Expenses

200

100

100

Capital Programme Revenue Expenses

900

950

1,850

Depreciation & Impairment

Non-Current Asset Depreciation

3,850

4,250

3,550

TO SUMMARY

11,050

11,250

11,450

Full Time Equivalent Number of Staff

(Including Support Service Staff)

0.05

0.04

0.07

DIRECTOR OF STREET SCENE AND LEISURE

14. CHURCHYARDS

Employees

Salaries

| 2014/15 ESTIMATE | | 2015/16 ESTIMATE |
|------------------|---------|------------------|
| ORIGINAL | REVISED | £ |
| £ | £ | |
| 2,150 | 2,350 | 2,250 |

Premises Related Expenses

Maintenance of Grounds

| | | |
|-------|----------|----------|
| 7,500 | 7,250 a) | 7,000 a) |
|-------|----------|----------|

| | | |
|-------|-------|-------|
| 9,650 | 9,600 | 9,250 |
|-------|-------|-------|

Less Income

Contributions from Other Bodies

| | | |
|------|------|------|
| (50) | (50) | (50) |
|------|------|------|

Sub-total

| | | |
|-------|-------|-------|
| 9,600 | 9,550 | 9,200 |
|-------|-------|-------|

Central, Departmental & Technical Support Services

Central Salaries & Administration

| | | |
|-------|-----|-----|
| 1,150 | 950 | 950 |
|-------|-----|-----|

Information Technology Expenses

| | | |
|----|-----|-----|
| 50 | 100 | 100 |
|----|-----|-----|

Departmental Administrative Expenses

| | | |
|-----|-----|-----|
| 800 | 750 | 700 |
|-----|-----|-----|

TO SUMMARY

| | | |
|---------------|---------------|---------------|
| 11,600 | 11,350 | 10,950 |
|---------------|---------------|---------------|

Full Time Equivalent Number of Staff

(Including Support Service Staff)

| | | |
|------|------|------|
| 0.08 | 0.08 | 0.08 |
|------|------|------|

- a) Savings arising from new Ground Maintenance Contract commencing 1 January 2015, as reported to Cabinet on 8 October 2014.

DIRECTOR OF STREET SCENE AND LEISURE

15. CEMETERY

Employees

Salaries

| 2014/15 ESTIMATE | | 2015/16 ESTIMATE |
|-----------------------------------|----------------|------------------|
| ORIGINAL | REVISED | ESTIMATE |
| £ | £ | £ |
| 24,400 | 24,650 | 24,050 |
| Premises Related Expenses | | |
| Building Repairs Expenditure | 6,500 a) | 1,700 |
| Maintenance of Grounds | 6,700 b) | 5,600 |
| Electricity | 800 | 800 |
| Rates | 2,900 c) | 5,650 c) |
| Water Charges (Metered) | 100 | 100 |
| Sewerage & Environmental Services | (4,200) d) | 500 |
| Premises Insurance | 750 | 750 |
| Supplies & Services | | |
| Purchases - Equipment & Materials | 1,950 | 1,950 |
| Laundry | 50 | 50 |
| Telephones | 100 | 100 |
| Third Party Payments | | |
| Ground Maintenance Contract | 63,350 e) | 63,200 e) |
| <u>Carried Forward</u> | 116,900 | 104,450 |

Premises Related Expenses

Building Repairs Expenditure

Maintenance of Grounds

Electricity

Rates

Water Charges (Metered)

Sewerage & Environmental Services

Premises Insurance

Supplies & Services

Purchases - Equipment & Materials

Laundry

Telephones

Third Party Payments

Ground Maintenance Contract

Carried Forward

- a) Includes internal decoration (£5,000).
- b) Increase reflects flood related works at cemetery, funded from government grant received in 2013/14 which was set aside in an earmarked reserve.
- c) Reduction in rateable value following successful appeal. Revised estimate includes a refund in respect of previous years.
- d) Reflects refunds in respect previous years following appeal on costs for gatekeeper's cottage.
- e) Savings arising from new Ground Maintenance Contract commencing 1 January 2015, as reported to Cabinet on 8 October 2014.

DIRECTOR OF STREET SCENE AND LEISURE

| | 2014/15 ESTIMATE | | 2015/16 |
|--|------------------|--------------------|--------------------|
| | ORIGINAL £ | REVISED £ | ESTIMATE £ |
| 15. <u>CEMETERY (continued)</u> | | | |
| <u>Brought Forward</u> | 116,900 | 103,650 | 104,450 |
| Less Income | | | |
| Fees & Charges | | | |
| Graves - Annual Maintenance | (500) | (500) | (500) |
| Graves - Exclusive Right of Burial | (16,750) | (17,750) | (18,200) |
| Interments | (20,600) | (22,600) | (23,200) |
| Memorials - Erection | (2,650) | (2,650) | (2,700) |
| Memorials - Inscription | (1,850) | (1,850) | (1,900) |
| Register Search | (1,000) | (1,000) | (1,000) |
| Memorial Garden - Lease of Tablet / Vault | (7,200) | (8,200) | (8,400) |
| Memorial Garden - Plaque / Inscription | (3,300) | (3,300) | (3,400) |
| Use of Chapel | (1,450) | (1,450) | (1,500) |
| | <hr/> | <hr/> | <hr/> |
| | (55,300) | (59,300) f) | (60,800) g) |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 61,600 | 44,350 | 43,650 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 6,550 | 5,900 | 5,850 |
| Information Technology Expenses | 900 | 1,250 | 1,200 |
| Departmental Administrative Expenses | 10,400 | 8,600 | 8,000 |
| Capital Programme Revenue Expenses | 4,600 | 5,100 | - h) |
| Depreciation & Impairment | | | |
| Non-Current Asset Depreciation | 27,800 | 27,400 | 24,500 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 111,850 | 92,600 | 83,200 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (Including Support Service Staff) | 1.02 | 0.99 | 0.85 |

f) Higher than anticipated requests for service.

g) Includes proposed increase in fees from April 2015 considered by Leisure and Arts Advisory Board on 8 December 2014.

h) Decrease reflects completion of Memorial Garden Improvement capital plan scheme.

DIRECTOR OF STREET SCENE AND LEISURE

| | 2014/15 ESTIMATE | | 2015/16 |
|--|------------------|----------------|----------------|
| | ORIGINAL £ | REVISED £ | ESTIMATE £ |
| 16. <u>YOUTH & PLAY DEVELOPMENT</u> | | | |
| Employees | | | |
| Salaries | 71,400 | 79,350 a) | 78,900 a) |
| Premises Related Expenses | | | |
| Rent | 9,500 | 9,500 | 9,750 b) |
| Transport Related Expenses | | | |
| Hire of Transport | 1,500 | 1,000 | 1,000 |
| Supplies & Services | | | |
| Purchases - Equipment & Materials | 5,200 | 5,200 | 5,200 |
| Printing & Stationery | 3,500 | 3,500 | 3,500 |
| Shows & Performances | 3,500 | 3,500 | 3,500 |
| Partnership Fees | 29,750 | 29,750 | 30,500 b) |
| Telephones | 150 | 150 | 150 |
| Registration & Inspection of Centres | 350 | 300 | 300 |
| Youth Development | | | |
| Activate | 23,500 | 23,500 | 23,500 |
| Youth Development Initiatives | 9,000 | 9,000 | 9,000 |
| | <hr/> | <hr/> | <hr/> |
| | 157,350 | 164,750 | 165,300 |
| | <hr/> | <hr/> | <hr/> |
| Less Income | | | |
| Fees & Charges | | | |
| Playscheme Registration Fees | (30,900) | (30,250) | (31,150) c) |
| Activate | (8,500) | (9,400) d) | (9,400) d) |
| Contributions from Other Bodies | | | |
| Playscheme - Parish Councils | (11,500) | (11,750) | (12,050) b) |
| | <hr/> | <hr/> | <hr/> |
| | (50,900) | (51,400) | (52,600) |
| | <hr/> | <hr/> | <hr/> |
| | 106,450 | 113,350 | 112,700 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 15,400 | 13,000 | 12,950 |
| Information Technology Expenses | 7,650 | 8,400 | 8,100 |
| Departmental Administrative Expenses | 31,200 | 34,900 | 31,700 e) |
| | <hr/> | <hr/> | <hr/> |
| | 160,700 | 169,650 | 165,450 |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 160,700 | 169,650 | 165,450 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (Including Support Service Staff) | 1.80 | 2.27 | 2.24 |

DIRECTOR OF STREET SCENE AND LEISURE

YOUTH & PLAY DEVELOPMENT

- a) Increase reflects increase of hours for Youth and Play Officer and re-grading of Leisure Development Assistant post approved by General Purposes Committee on 23 June 2014, plus increased temporary staff provision.
- b) Assumes 2.5% increase for inflation.
- c) Includes proposed increase in fees from April 2015 considered by Leisure and Arts Advisory Board on 8 December 2014.
- d) Increased demand for activities.
- e) Reduced office accommodation costs - please see page CS 3 for further details.

DIRECTOR OF STREET SCENE AND LEISURE

17. SPORTS DEVELOPMENT

Employees

Salaries

38,300 41,250 **a)** 37,900

Supplies & Services

Sports Development Programme

5,000 8,500 **b)** 5,000

43,300 49,750 42,900

Less Income

Fees & Charges

- (450) -

Contributions from Other Bodies

(500) (4,000) **b)** (500)

(500) (4,450) (500)

Sub-total

42,800 45,300 42,400

Central, Departmental & Technical Support Services

Central Salaries & Administration

1,750 1,450 1,400

Information Technology Expenses

450 750 750

Departmental Administrative Expenses

15,700 16,850 15,400

TO SUMMARY **60,700** **64,350** **59,950**

Full Time Equivalent Number of Staff

(Including Support Service Staff)

1.06 1.03 1.02

- a)** Temporary increase in hours worked by Sports Development Officer due to involvement in high profile events.
- b)** Additional funding and expenditure on "Street Games UK" initiative.

DIRECTOR OF STREET SCENE AND LEISURE

| | 2014/15 ESTIMATE | | 2015/16 |
|--|------------------|---------------|---------------|
| | ORIGINAL £ | REVISED £ | ESTIMATE £ |
| 18. <u>ARTS PROGRAMME</u> | | | |
| Employees | | | |
| Salaries | 30,900 | 32,800 | 30,950 |
| Supplies & Services | | | |
| West Kent Arts Group | 6,000 | 6,000 | 6,000 |
| Events Support | 12,000 | 12,000 | 12,000 |
| Arts for Special Needs Groups | 2,000 | 2,000 | 2,000 |
| Publicity & Promotion | 2,000 | 2,000 | 2,000 |
| Subscriptions | 2,200 | 2,200 | 2,200 |
| Licences | 3,600 | 2,600 | 2,600 |
| Youth Art Initiatives | 1,000 | 1,000 | 1,000 |
| Third Party Payments | | | |
| Festival of Music | 5,000 | 5,000 | 5,000 |
| | <hr/> | <hr/> | <hr/> |
| <u>Sub-total</u> | 64,700 | 65,600 | 63,750 |
| Central, Departmental & Technical Support Services | | | |
| Central Salaries & Administration | 3,150 | 2,550 | 2,550 |
| Information Technology Expenses | 400 | 650 | 650 |
| Departmental Administrative Expenses | 15,100 | 12,750 a) | 11,700 a) |
| | <hr/> | <hr/> | <hr/> |
| <u>TO SUMMARY</u> | 83,350 | 81,550 | 78,650 |
| | <hr/> | <hr/> | <hr/> |
| Full Time Equivalent Number of Staff (Including Support Service Staff) | 1.02 | 0.91 | 0.89 |

a) Reduced printing and support from the Leisure Administration team.

DIRECTOR OF STREET SCENE AND LEISURE

19. TONBRIDGE CHRISTMAS LIGHTING

Employees

Salaries

| 2014/15 ESTIMATE | | 2015/16 ESTIMATE |
|------------------|---------|------------------|
| ORIGINAL | REVISED | ESTIMATE |
| £ | £ | £ |
| 3,000 | 3,000 | 2,850 |

Supplies & Services

Tonbridge Christmas Lighting

| | | |
|--------|--------|--------|
| 16,000 | 16,000 | 16,000 |
|--------|--------|--------|

Sub-total

| | | |
|--------|--------|--------|
| 19,000 | 19,000 | 18,850 |
|--------|--------|--------|

Central, Departmental & Technical Support Services

Central Salaries & Administration

| | | |
|-----|-----|-----|
| 650 | 500 | 500 |
|-----|-----|-----|

Information Technology Expenses

| | | |
|---|-----|-----|
| - | 200 | 200 |
|---|-----|-----|

Departmental Administrative Expenses

| | | |
|-------|-------|-------|
| 1,350 | 1,150 | 1,050 |
|-------|-------|-------|

Depreciation & Impairment

Non-Current Asset Depreciation

| | | |
|-------|-------|-------|
| 5,300 | 5,300 | 7,150 |
|-------|-------|-------|

TO SUMMARY

| | | |
|---------------|---------------|---------------|
| 26,300 | 26,150 | 27,750 |
|---------------|---------------|---------------|

Full Time Equivalent Number of Staff

(Including Support Service Staff)

| | | |
|------|------|------|
| 0.09 | 0.09 | 0.08 |
|------|------|------|

DIRECTOR OF STREET SCENE AND LEISURE

20. LEISURE STRATEGY / MANAGEMENT

Employees

| | | | |
|----------|--------|-----------|-----------|
| Salaries | 86,900 | 94,500 a) | 87,200 b) |
|----------|--------|-----------|-----------|

Supplies & Services

| | | | |
|---------------------------------------|--------|-----------|--------|
| Maintenance - General | 500 | 500 | 500 |
| Professional Fees | - | 900 | - |
| Market Research / Audit Programme | 4,500 | 4,500 | 4,500 |
| Communication Expenses | 50 | 50 | 50 |
| Subscriptions | 3,650 | 3,650 | 3,650 |
| Tourism & Promotion of Facilities | 28,050 | 28,050 | 28,050 |
| Capital Grants & Contributions (RECS) | 8,000 | 37,000 c) | 8,000 |

Sub-total

| | | |
|---------|---------|---------|
| 131,650 | 169,150 | 131,950 |
|---------|---------|---------|

Central, Departmental & Technical Support Services

| | | | |
|--------------------------------------|--------|--------|--------|
| Central Salaries & Administration | 30,550 | 30,250 | 28,950 |
| Information Technology Expenses | 4,300 | 600 d) | 600 d) |
| Departmental Administrative Expenses | 31,950 | 29,500 | 26,800 |

Depreciation & Impairment

| | | | |
|--------------------------------|-------|-------|-----|
| Non-Current Asset Depreciation | 2,900 | 2,900 | 550 |
|--------------------------------|-------|-------|-----|

TO SUMMARY

| | | |
|----------------|----------------|----------------|
| 201,350 | 232,400 | 188,850 |
|----------------|----------------|----------------|

Full Time Equivalent Number of Staff
(Including Support Service Staff)

| | | |
|------|------|------|
| 2.83 | 2.76 | 2.64 |
|------|------|------|

| | | | |
|-----------------------------|---------------|---------------|---------------|
| Analysis of Salaries:- | £ | £ | £ |
| Tourism & Promotion | 21,350 | 22,600 | 21,450 |
| Leisure Planning / Policy | 37,000 | 41,250 | 36,600 |
| Market Research | 1,550 | 1,650 | 1,600 |
| Liaison with Outside Bodies | 27,000 | 29,000 | 27,550 |
| | <u>86,900</u> | <u>94,500</u> | <u>87,200</u> |

- a) Increase reflects greater focus by Street Scene and Leisure Management on strategic leisure issues and re-grading of Leisure Development Assistant post approved by General Purposes Committee on 23 June 2014.
- b) Savings arising from changes in Street Scene and Leisure Management approved by General Purposes Committee on 23 June 2014.
- c) Capital grant to Rock UK for the sports and multi-purpose hall at Carroty Wood slipped from 2013/14 to 2014/15 (grant paid April / June 2014).
- d) Software fee no longer charged for Heart of Kent tourism system.

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