

Draft Revenue Estimates

2016/17



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Finance, Innovation and Property Advisory Board 13 January 2016
General Fund Revenue Estimates 2016/17
PROVISIONAL SUMMARY

	2015/16 ESTIMATE		2016/17
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
Corporate Services	3,072,200	2,585,800	2,581,450
Chief Executive	825,700	931,000	756,000
Director of Central Services	24,650	(46,550)	68,100
Director of Finance & Transformation	2,052,300	2,092,050	2,306,700
Director of Planning, Housing & Environmental Health	3,899,450	4,180,100	4,151,750
Director of Street Scene, Leisure & Technical Services	8,019,400	8,116,300	8,229,650
Sub Total	17,893,700	17,858,700	18,093,650
Capital Accounting Reversals			
Non-Current Asset Depreciation	(2,508,750)	(2,581,650)	(2,641,200)
Non-Current Asset Impairment	-	(5,300)	-
Contributions to / (from) Reserves			
Building Repairs Reserve			
Withdrawals to fund expenditure	(459,700)	(575,250)	(715,650)
Contribution to Reserve	500,000	850,000	525,000
Earmarked Reserves (see page S 2)			
Contributions from Reserves	(1,287,500)	(1,035,400)	(783,400)
Contributions to Reserves	65,000	151,000	65,000
Revenue Reserve for Capital Schemes			
Withdrawals to fund expenditure			
Non-Current Assets	(1,391,000)	(1,247,000) #	(2,301,000) #
Revenue Expenditure Funded from Capital	(478,000)	(428,000) #	(292,000) #
Other contributions to / (from) Reserve (net)	789,000	766,000	1,075,000
Capital Expenditure Charged to General Fund	1,391,000	1,247,000 #	2,301,000 #
International Accounting Standard 19			
Retirement Benefit Costs	4,148,000	4,203,000	4,276,000
Employers Pension Contributions	(2,507,000)	(2,448,000)	(2,528,000)
Contribution to / (from) Pensions Reserve	(1,641,000)	(1,755,000)	(1,748,000)
Government Grants			
New Homes Bonus	(3,101,150)	(3,101,150)	(3,843,100)
New Homes Bonus Returned In-Year	-	(6,700)	-
Right to Move New Burden Grant	-	(3,050)	-
Contributions from KCC	(116,250)	(166,350)	(85,000)
Sub Total	11,296,350	11,722,850	11,398,300
National Non-Domestic Rates			
Share of National Non-Domestic Rates	(21,454,885)	(21,583,285)	
Tariff / (Top Up)	20,150,220	20,150,220	
Levy / (Safety Net)	-	(413,400)	
Flood Relief Grant	-	100	
Small Business Rate Relief Grant	(371,000)	(358,800)	
Retail Relief Grant	(270,100)	(227,400)	
Empty Property Re-occupation Relief Grant	(143,350)	(5,200)	
New Build Empty Property Relief Grant	-	(78,700)	
Revenue Support Grant	(1,589,484)	(1,589,484)	
Collection Fund Adjustments			
Council Tax (Surplus) / Deficit	(92,290)	(92,290)	
National Non-Domestic Rates (Surplus) / Deficit	1,195,290	1,195,290	
Sub Total	8,720,751	8,719,901	
Contribution to / (from) General Revenue Reserve	73,550	74,400	To Be Determined
Balance to be met from Council Tax Payers	8,794,301	8,794,301	To Be Determined

Based on the Capital Plan (List A) position as reported to Finance, Innovation and Property Advisory Board on 13 January 2016. 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.

General Fund Revenue Estimates 2016/17

EARMARKED RESERVES

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
Contributions from Earmarked Reserves			
Business Rates Retention Scheme Reserve	(1,100,000)	(653,450)	-
Community Development Reserve	-	(60,250)	-
Economic Development Reserve	-	(58,000)	-
Election Expenses Reserve	(133,000)	(125,100)	-
Flood Recovery & Defence Reserve	-	(75,000)	(25,000)
Local Development Framework Reserve	(30,000)	(30,000)	(30,000)
Planning Inquiries Reserve	(18,600)	(22,500)	(22,500)
Repossessions Prevention Fund Reserve	(4,000)	(4,000)	(4,000)
River Wall at Wouldham Reserve	-	-	(700,000)
Social Housing Fraud Initiative Reserve	(1,900)	(1,900)	(1,900)
Tonbridge Town Centre Reserve	-	(5,200)	-
	(1,287,500)	(1,035,400)	(783,400)
Contributions to Earmarked Reserves			
Election Expenses Reserve	25,000	25,000	25,000
Invest to Save Reserve	-	50,000	-
Local Development Framework Reserve	40,000	40,000	40,000
Transformation Reserve	-	36,000	-
	65,000	151,000	65,000

CORPORATE SERVICES

SUMMARY

	2015/16	2016/17	
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
1 SALARIES AND ONCOSTS	11,482,800	11,372,300	11,500,200
2 OVERHEAD EXPENSES	3,954,800	4,169,850	4,257,100
3 RECHARGES TO SERVICE BUDGETS	(14,506,650)	(15,074,300)	(15,374,550)
	<hr/>	<hr/>	<hr/>
NON DISTRIBUTED COSTS	930,950	467,850	382,750
4 DEMOCRATIC REPRESENTATION	1,502,250	1,483,600	1,533,500
5 CORPORATE MANAGEMENT	629,800	630,450	654,400
6 CAPITAL PROGRAMME - REVENUE EXP.	9,200	3,900	10,800
	<hr/>	<hr/>	<hr/>
	3,072,200	2,585,800	2,581,450
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Full Time Equivalent Number of Staff (including Support Service Staff)	25.20	24.26	24.02

CORPORATE SERVICES

	2015/16		2016/17
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
1 <u>SALARIES AND ONCOSTS</u>			
(a) <u>Salaries</u>			
Salaries (see analysis on page CS 17)	8,094,300	7,978,450 a)	7,858,450 b)
Employers' National Insurance Contributions	601,450	580,800 a)	748,150 b)
Employers' Superannuation Contributions	1,108,200	1,067,150 a)	1,073,950 b)
Superannuation Backfunding Lump Sum	1,388,000	1,381,000	1,443,000 c)
Staff Turnover Saving	(140,000)	(80,000) d)	(100,000) d)
Apprenticeship Scheme	16,500	12,600 e)	12,750 e)
Ring-fenced sums (Establishment Reviews)	-	-	98,500 f)
	<hr/>	<hr/>	<hr/>
	11,068,450	10,940,000	11,134,800
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	246.79	245.00	236.72
(b) <u>Termination Payments</u>			
Additional Annual Pension Contributions	302,400	288,300 g)	287,150
Long Service Awards	-	1,500 h)	-
Capitalised Pension Contributions	18,650	19,800	-
Redundancy Payments	10,050	35,950 i)	-
	<hr/>	<hr/>	<hr/>
	331,100	345,550	287,150
	<hr/>	<hr/>	<hr/>
(c) <u>Recruitment & Training</u>			
Advertising & Other Recruitment Costs	1,500	5,000 j)	1,500
Training - Course Fees & Expenses	75,000	75,000	70,000 k)
Health Screening & Miscellaneous	4,750	4,750	4,750
Employee Support Scheme	2,000	2,000	2,000
	<hr/>	<hr/>	<hr/>
	83,250	86,750	78,250
	<hr/>	<hr/>	<hr/>
	11,482,800	11,372,300	11,500,200
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CORPORATE SERVICES

SALARIES

- a) Revised estimate reflects savings accruing during the first part of the current financial year and part year effect of establishment changes.
- b) Forward estimate reflects the full year effect of establishment changes approved during the current financial year, provision for a pay award and increased national insurance contributions payable following the introduction of a flat rate pension scheme from April 2016.
- c) Annual uplift in respect of superannuation back funding payment attributable to the General Fund.
- d) Revised estimate reflects projected savings arising from staff turnover for the remainder of the financial year. Forward estimate reflects a reduction in the savings target following establishment reviews.
- e) Provision retained for employing two apprentices.
- f) Ring-fenced sums following establishment reviews retained for future operational adjustments in Land Charges Section (£10,000) and Technical Services (£88,500).

TERMINATION PAYMENTS

- g) Reduction in the level of retirement allowances payable.
- 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 13 November 2014 and 29 June 2015 refer.

RECRUITMENT & TRAINING

- j) Additional recruitment expenditure is funded from management savings.
- k) Reduction in provision following a review of budgets in order to address the funding gap.

CORPORATE SERVICES

	2015/16		2016/17
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
2 OVERHEAD EXPENSES			
(a) COUNCIL OFFICES			
Employees			
Salaries	135,000	154,900 a)	159,150
Premises Related Expenses			
Maintenance of Grounds	6,000	6,000	6,000
Energy Costs :			
Electricity	87,150	75,000 b)	75,000
Gas	27,300	28,000	28,000
Rates	244,800	244,350	246,300
Water Services :			
Water Charges (metered)	4,400	4,400	4,500
Sewerage & Environmental Services	6,400	6,400	6,500
Fixture & Fittings	3,000	4,000	3,000
Cleaning & Domestic Supplies	5,500	5,500	5,500
Insurance	19,550	19,300	20,600
Repairs expenditure	158,500	172,100 c)	188,050 d)
Supplies & Services			
Equipment, Furniture & Materials	1,400	1,400	1,400
Clothing, Uniforms & Laundry	5,450	5,650	5,650
Trade Refuse Charges	9,300	12,200 e)	9,300
Security / Cleaning	10,500	12,100	12,100
Miscellaneous Services	8,350	8,350	8,350
Licences	-	-	2,100 f)
	<hr/>	<hr/>	<hr/>
	732,600	759,650	781,500
Less Income			
Customer & Client Receipts	(3,000)	(3,000)	(3,000)
Solemnization of Marriages	(15,000)	(15,000)	(15,000)
Hire of Tonbridge Council Chamber	(2,500)	(600)	(600)
Police Accommodation Licence Fee	(26,100)	(25,700)	(25,950)
	<hr/>	<hr/>	<hr/>
	(46,600)	(44,300)	(44,550)
	<hr/>	<hr/>	<hr/>
Sub-total	686,000	715,350	736,950
Central, Departmental & Technical Support Services			
Central Salaries & Administration	27,550	26,800	28,600
Information Technology Expenses	4,600	3,750	3,950
Departmental Administrative Expenses	24,500	28,400	29,200
Depreciation & Impairment			
Non-Current Asset Depreciation	148,350	149,650	149,650
	<hr/>	<hr/>	<hr/>
	891,000	923,950	948,350
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	5.27	5.85	5.79

CORPORATE SERVICES

COUNCIL OFFICES

- a)** Re-assessment of staff allocations from Caretaking & Courier Section.
- b)** Energy price fluctuations associated with mild winter and LASER PWP flexible procurement contract.
- c)** Includes cost of removing asbestos from garages to the rear of Gibson West.
- d)** Includes a provision for removal of the Sports & Social Club building.
- e)** Additional charges associated with clearing of garages to the rear of Gibson West prior to asbestos removal works / redeployment of garages.
- f)** Renewal of Kent County Council wedding licence payable every three years.

CORPORATE SERVICES

2 OVERHEAD EXPENSES-Continued

(b) PRINTING SECTION & MULTI FUNCTION DEVICES

Employees

Salaries	76,250	81,100	83,050
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Supplies & Services

Purchases	2,000	2,000	2,000
Print Room Maintenance & Copy Charges	36,000	30,000 a)	30,000
Multi Function Device Copy Charges	18,000	18,500	18,500
Paper	24,350	24,350	24,350

-----	156,600	155,950	157,900
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Less Income

Sales	(26,050)	(26,050)	(26,050)
Leisure Trust Receipts	(3,000)	(4,500)	(4,500)
Recharges to Other Services	(2,500)	(12,000) b)	(12,000)

-----	(31,550)	(42,550)	(42,550)
-----			-----

Sub-total

-----	125,050	113,400	115,350
-----			-----

Central, Departmental & Technical Support Services

Office Accommodation	31,800	36,600 c)	37,950
Central Salaries & Administration	16,750	15,150	15,900
Information Technology Expenses	4,600	6,350	6,900
Departmental Administrative Expenses	14,250	14,100	14,200

Depreciation & Impairment

Non-Current Asset Depreciation	29,150	22,250 d)	32,650
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-----	221,600	207,850	222,950
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Full Time Equivalent Number of Staff
(including Support Service Staff)

2.91	2.87	2.85
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CORPORATE SERVICES

PRINTING SECTION & MULTI FUNCTION DEVICES

- a) Reduction in the level and cost of in-house printing.
- b) Estimate now includes recharged election related material.
- c) Increased office accommodation costs attributable to the Print Section (see page CS 3).
- d) Replacement of the two high volume black and white copiers and collator delayed to 2016/17.

CORPORATE SERVICES

	2015/16	2016/17
	ORIGINAL ESTIMATE	REVISED ESTIMATE
	£	£
	ESTIMATE	ESTIMATE
	£	£
2 <u>OVERHEAD EXPENSES-Continued</u>		
(c) <u>CUSTOMER SERVICES</u>		
Employees		
Salaries	311,700	325,900 a)
Premises Related Expenses		
Rent	5,200	5,200
Supplies & Services		
Purchases	650	400
Uniforms	500	250
Stationery	400	100
Community Outreach	12,000	12,000
Postage	600	100
Mobile Telephones	1,000	700
Office Security	34,000	36,900 b)
	<hr/>	<hr/>
	366,050	381,550
Less Income		
Tonbridge Gateway Agreement / Licence	(120,000)	(140,700) c)
Gateway Partner Receipts	(700)	(500)
	<hr/>	<hr/>
<u>Sub-total</u>	245,350	240,350
Central, Departmental & Technical Support Services		
Central Salaries & Administration	44,150	45,550
Information Technology Expenses	4,200	5,700
Departmental Administrative Expenses	117,750	136,950 d)
	<hr/>	<hr/>
	411,450	428,550
	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	10.71	11.25
	<hr/>	<hr/>
		10.79

a) Reflects an increase in employer superannuation contributions charged to budgets under International Accounting Standard 19 "Employee Benefits".

b) Increase charges for providing a security service at Tonbridge Gateway.

c) Increased contribution due from Kent County Council following review of service budgets.

d) Increased cost of IT equipment attributable to Customer Services Section.

CORPORATE SERVICES

	2015/16	2016/17
	ORIGINAL ESTIMATE	REVISED ESTIMATE
	£	£
		ESTIMATE
		£
2 <u>OVERHEAD EXPENSES-Continued</u>		
(d) <u>GENERAL ADMINISTRATION</u>		
Employees		
Salaries	16,400	4,800 a)
Supplies & Services		
Insurance	100,500	98,950
Office Removals	-	1,300 b)
First Aid Supplies	150	150
Copyright Licence	3,000	2,800
Equality Issues	300	300
	<hr/>	<hr/>
	120,350	108,300
Less Income		
Old Plant & Equipment	(150)	(150)
	<hr/>	<hr/>
<u>Sub-total</u>	120,200	108,150
Central, Departmental & Technical Support Services		
Central Salaries & Administration	16,250	14,550
Departmental Administrative Expenses	2,200	600 a)
	<hr/>	<hr/>
	138,650	123,300
	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.77	0.27
		0.19

a) Re-assessment of staff allocations from Caretaking & Courier Section.

b) Costs associated with relocating the Parking Section to the Kings Hill site.

CORPORATE SERVICES

	2015/16		2016/17
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
2 OVERHEAD EXPENSES-Continued			
(e) DEPARTMENTAL ADMINISTRATION			
Staff Transport Related Expenses			
Car & Travelling Allowances	248,300	228,750 a)	221,000
Supplies & Services			
Equipment, Furniture & Materials	10,850	14,150 b)	14,050
Office Equipment - Maintenance	4,100	2,700	2,700
Protective Clothing	1,000	1,000	1,000
External Printing & Stationery	12,750	7,850 b)	7,850
Reference Books & Publications	26,900	26,800	24,300
Legal Expenses	57,000	44,500 d)	44,500 d)
Contracted Services	2,750	2,750	2,750
Health & Safety	-	1,200	1,200
Advertising	800	800	800
Postage	39,550	36,350	33,200
Telephones - Calls	8,000	6,500	6,600
Telephones - Other Costs	38,800	47,450 c)	34,200
Mobile Telephones & Pagers	4,500	4,750	4,750
Subsistence Allowances	2,250	2,000	2,000
Professional Membership Fees	16,000	19,000	19,000
Subscriptions to Organisations	19,600	20,600	20,600
Insurance & Other Expenses	800	800	3,800 e)
Data Protection Act Registration	2,550	2,550	2,550
	<hr/>	<hr/>	<hr/>
	496,500	470,500	446,850
	<hr/>	<hr/>	<hr/>
Less Income			
Recovery of Court Costs	(2,000)	(2,000)	(2,000)
Customer & Client Receipts	(4,000)	(4,000)	(4,000)
Partnership Receipts	(53,750)	(42,850 f)	(47,200 f)
Leisure Trust Receipts	(152,500)	(102,750 g)	(33,600 g)
	<hr/>	<hr/>	<hr/>
	(212,250)	(151,600)	(86,800)
	<hr/>	<hr/>	<hr/>
Sub-total	284,250	318,900	360,050
Depreciation & Impairment			
Non-Current Asset Depreciation	19,700	15,550 h)	18,950
Non-Current Asset Impairment	-	5,300 h)	-
	<hr/>	<hr/>	<hr/>
	303,950	339,750	379,000
	<hr/>	<hr/>	<hr/>

CORPORATE SERVICES

DEPARTMENTAL ADMINISTRATION

- a)** Overall reduction in the number of leased cars.
- b)** Increased provision offset by a reduction in external printing and stationery.
- c)** Extension of maintenance agreement following delay in implementation of new telephony and customer call centre systems.
- d)** Reduced level of external legal assistance associated with planning inquiries.
- e)** Budget for counter fraud related expenditure has been transferred from Finance & Transformation Services budget (see page FT 4).
- f)** 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.
- g)** A number of services provided by the Council to the new Leisure Trust have ceased from 1st November 2015. The Council continues to provide IT services to the Leisure Trust.
- h)** Depreciation associated with the existing exchange based telephone system has been reclassified as impairment following its replacement during 2015/16 with a VOIP system.

CORPORATE SERVICES

2 OVERHEAD EXPENSES- Continued

(f) SNACK FACILITIES

Supplies & Services

Drinks Machine Purchases
Maintenance of Equipment

5,600
150

5,800
150

- **a)**
-

5,750

5,950

-

Less Income

Customer & Client Receipts

(200)

(200)

(200)

Sub-total

5,550

5,750

(200)

Central, Departmental & Technical Support Services

Central Salaries & Administration

2,950

3,000

3,050

Depreciation & Impairment

Non-Current Asset Depreciation

1,300

500

350

9,800

9,250

3,200

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

0.10

0.10

0.10

CORPORATE SERVICES

SNACK FACILITIES

- a) Drinks machines provided for use at meetings to be discontinued from April 2016.

CORPORATE SERVICES

	2015/16	2016/17
	ORIGINAL ESTIMATE	REVISED ESTIMATE
	£	£
		ESTIMATE
		£
2 <u>OVERHEAD EXPENSES-Continued</u>		
(g) <u>INFORMATION TECHNOLOGY SERVICES</u>		
Employees		
Salaries	830,600	922,350 a)
Transport Related Expenses		
Public Transport	250	850
Supplies & Services		
Equipment - Purchases	3,000	3,000
Equipment - Maintenance	75,000	81,000 c)
Printing & Stationery	7,000	3,000
Insurance	7,850	10,650
Reference Books & Publications	100	-
Subsistence Allowances	450	-
Other Expenses	1,700	1,500
Software Support, Hire & Maintenance	430,000	454,500 e)
Telephone leased lines and modems	46,350	53,350 f)
Kent Connects	20,000	25,000 g)
	<hr/>	<hr/>
	1,422,300	1,555,200
Less Income		
Government Grant	-	(7,150) h)
Contributions from Other Bodies	-	-
	<hr/>	<hr/>
	1,422,300	1,548,050
<u>Sub-total</u>	1,422,300	1,548,050
Central, Departmental & Technical Support Services		
Office Accommodation	93,550	108,500 j)
Central Salaries & Administration	14,850	15,300
Departmental Administrative Expenses	100,850	113,250
Depreciation & Impairment		
Non-Current Asset Depreciation	346,800	352,100
	<hr/>	<hr/>
	1,978,350	2,137,200
	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	19.12	20.90
		21.44

CORPORATE SERVICES

INFORMATION TECHNOLOGY SERVICES

- a) Reflects an increase in employer superannuation contributions charged to budgets under International Accounting Standard 19 "Employee Benefits" and the part year effect of establishment changes reported to General Purposes Committee 05 October 2015.
- b) Reflects increased national insurance contributions payable, provision for a pay award and full year effect of establishment changes.
- c) Additional one-off maintenance cost in current year associated with new Storage Area Network.
- d) Reflects cessation of Océ printer hire and maintenance contract.
- e) Revised estimate reflects additional one-off software charges and upgrades. Forward estimate reflects software and support contract reductions either due to discontinuation of software packages no longer required or replaced with alternative solutions. Estimate also includes a provision for inflation.
- f) Revised and forward estimates anticipate increase in Kent Public Services Network charges due to increased bandwidth usage.
- g) Contribution to county-wide project commissioned by Kent Joint Chief Executives.
- h) Government grant received from DEFRA to meet costs associated with 'Inspire Annex III Obligations'.
- i) Contributions from Dartford BC, Gravesham BC and Sevenoaks DC towards the costs associated with hosting their web sites, together with a contribution from Gravesham BC towards the cost of hosting their payroll system on the Councils servers.
- j) Increased office accommodation costs attributable to IT Services (see page CS 3).

CORPORATE SERVICES

	2015/16	2016/17	
	ORIGINAL ESTIMATE	REVISED ESTIMATE	
	£	£	
3 <u>SALARIES & OVERHEADS</u>		ESTIMATE	
		£	
Salaries & Oncosts	11,482,800	11,372,300	11,500,200
Overheads			
(a) Council Offices	891,000	923,950	948,350
(b) Printing & Multi Function Devices	221,600	207,850	222,950
(c) Customer Services	411,450	428,550	437,900
(d) Administration - General	138,650	123,300	128,450
(e) Administration - Departmental	303,950	339,750	379,000
(f) Snack Facilities	9,800	9,250	3,200
(g) Information Technology Services	1,978,350	2,137,200	2,137,250
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	15,437,600	15,542,150	15,757,300
Less Recharge to :	<hr/>	<hr/>	<hr/>
Planning, Housing & Environmental Health	(5,495,750)	(4,788,800)	(4,885,950)
Street Scene, Leisure & Technical	(1,758,150)	(2,734,600)	(2,817,200)
Central Services	(859,200)	(947,750)	(925,750)
Finance & Transformation	(2,278,800)	(2,283,450)	(2,284,950)
Corporate Services	(1,762,500)	(1,777,550)	(1,811,900)
Chief Executive	(460,650)	(477,650)	(494,200)
Other Services	(850)	(900)	(950)
Holding Accounts	(1,890,750)	(2,063,600)	(2,153,650)
	<hr/>	<hr/>	<hr/>
	(14,506,650)	(15,074,300)	(15,374,550)
	<hr/>	<hr/>	<hr/>
	930,950	467,850	382,750
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	930,950	467,850	382,750
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	930,950	467,850	382,750
	<hr/>	<hr/>	<hr/>

CORPORATE SERVICES

	2015/16		2016/17
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
4 <u>DEMOCRATIC REPRESENTATION & MANAGEMENT</u>			
(a) <u>DEMOCRATIC ADMINISTRATION</u>			
Employees			
# Salaries	347,900	355,550	367,950
Premises Related Expenses			
Accommodation Expenses (Forum/Area1)	8,500	8,050	8,500
Supplies & Services			
Twining Committee Expenses	3,000	500	500
Remuneration Panel Expenses	2,000	2,000	2,000
<u>Sub-total</u>	361,400	366,100	378,950
Central, Departmental & Technical Support Services			
Accommodation & Printing Services	61,200	50,850	53,600
# Central Salaries & Administration	275,200	278,450	293,200
Information Technology Expenses	18,800	23,950	24,050
# Departmental Administrative Expenses	115,700	116,300	120,400
	832,300	835,650	870,200
Full Time Equivalent Number of Staff (including Support Service Staff)	14.08	13.41	13.18

Memorandum

Service Salary & Overhead Allocations to Democratic Administration

Administration & Property Services	308,200	308,350	318,900
Chief Executives' Service	70,800	76,000	83,150
Environmental Health & Hsg Services	20,850	22,650	22,500
Financial Services	70,250	75,250	79,550
Legal Services	3,150	4,900	5,150
Personnel Services	7,700	8,100	8,750
Planning Services	113,550	112,900	120,150
Street Scene & Leisure Services	94,450	98,550	101,000
Technical Services	49,850	43,600	42,400
	738,800	750,300	781,550

CORPORATE SERVICES

	2015/16	2016/17
	ORIGINAL ESTIMATE	REVISED ESTIMATE
	£	£
(b) <u>PAYMENTS TO MEMBERS</u>		
Transport Related Expenses		
Members' Travel & Subsistence	10,000	8,000
Supplies and Services		
Basic Allowance	279,600	277,250
Special Responsibility Allowance	129,850	108,500 a)
Mayors' and Deputy Mayors' Allowance	7,400	7,400
Members' National Insurance	11,000	9,500
Carers' Allowance	800	300
	<hr/>	<hr/>
<u>Sub-total</u>	438,650	410,950
Central, Departmental & Technical Support Services		
Central Salaries & Administration	23,650	26,500
Information Technology Expenses	3,150	2,950
	<hr/>	<hr/>
	465,450	440,400
	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.55	0.53

a) Savings generated from a reduction in the number of Cabinet members and reduction in the number of Advisory Boards as reported to Council 19 May 2015.

b) Forward estimate allows for an inflationary increase.

CORPORATE SERVICES

	2015/16		2016/17
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
(c) <u>MAYORAL & OTHER MEMBER SUPPORT (INC. MEMBER TRAINING)</u>			
Employees			
Salaries	45,600	47,050	48,050
Transport Related Expenses			
Mayors' Transport Allowance	19,500	19,500	19,500
Supplies and Services			
Stationery	-	100	100
Subscriptions	20,600	16,000 a)	16,000
Insurance	50	50	200
Civic Hospitality	7,000	7,000	7,000
Mobile Telephones	-	150	150
Other Expenses	1,500	1,500	1,500
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	94,250	91,350	92,500
Central, Departmental & Technical Support Services			
Central Salaries & Administration	64,700	65,950	68,700
Information Technology Expenses	24,900	26,050	26,100
Departmental Administrative Expenses	20,650	24,200	25,250
	<hr/>	<hr/>	<hr/>
	204,500	207,550	212,550
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	2.63	2.65	2.62
 <u>SUMMARY</u>			
(a) DEMOCRATIC ADMINISTRATION	832,300	835,650	870,200
(b) PAYMENTS TO MEMBERS	465,450	440,400	450,750
(c) MAYORAL & OTHER MEMBER SUPPORT INC. MEMBER TRAINING	204,500	207,550	212,550
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	1,502,250	1,483,600	1,533,500
	<hr/>	<hr/>	<hr/>

a) Savings resulting from the decision to no longer subscribe to South East Employers.

CORPORATE SERVICES

	2015/16		2016/17
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
5 <u>CORPORATE MANAGEMENT</u>			
(a) <u>CORPORATE POLICY</u>			
Employees			
# Salaries	88,700	79,150	86,000
Supplies and Services			
Consultation & Other Expenses	500	500	500
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	89,200	79,650	86,500
Central, Departmental & Technical Support Services			
# Central Salaries & Administration	385,650	393,050	405,100
# Departmental Administrative Expenses	22,300	20,250	21,050
	<hr/>	<hr/>	<hr/>
	497,150	492,950	512,650
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	6.58	6.36	6.32
(b) <u>PUBLIC ACCOUNTABILITY</u>			
Supplies and Services			
Professional Fees	2,900	2,900	2,900
Advertising	350	200	200
External Audit Fees	56,750	56,750	56,750
Central, Departmental & Technical Support Services			
Central Salaries & Administration	72,650	77,600	81,850
Information Technology Expenses	-	50	50
	<hr/>	<hr/>	<hr/>
	132,650	137,500	141,750
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.24	1.24	1.24
<u>SUMMARY</u>			
(a) CORPORATE POLICY	497,150	492,950	512,650
(b) PUBLIC ACCOUNTABILITY	132,650	137,500	141,750
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	629,800	630,450	654,400
	<hr/>	<hr/>	<hr/>

CORPORATE SERVICES

	2015/16		2016/17
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
Memorandum			
# Service Allocations to Corporate Policy			
Admin & Property Services	75,200	57,600	59,800
Chief Executives' Service	192,300	209,150	211,500
Environmental Health & Housing Services	14,550	15,600	15,700
Financial Services	115,850	123,950	131,300
Legal	1,200	1,200	1,300
Personnel Services	1,100	1,150	1,250
Planning Services	65,400	58,500	65,100
Street Scene & Leisure Services	28,950	23,400	24,200
Technical Services	2,100	1,900	2,100
	<hr/>	<hr/>	<hr/>
	496,650	492,450	512,250
	<hr/>	<hr/>	<hr/>

CORPORATE SERVICES

	2015/16		2016/17
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
6 CAPITAL PROGRAMME REVENUE EXP.			
Employees			
# Salaries	108,600	107,150	76,000 a)
Central, Departmental & Technical Support Services			
# Central Salaries & Administration	35,050	36,600	39,500
Information Technology Expenses	5,200	5,750	5,950
# Departmental Administrative Expenses	42,900	40,150	36,850
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	191,750	189,650	158,300
	<hr/>	<hr/>	<hr/>
Less Recharges to :			
Planning, Housing & Environmental Health	(105,200)	-	-
Street Scene, Leisure & Technical	(77,350)	(185,750)	(147,500)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	9,200	3,900	10,800
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	3.37	2.95	2.59
Less FTE recharged to Services	(3.25)	(2.90)	(2.46)
	<hr/>	<hr/>	<hr/>
Net FTE retained on Corporate Services	0.12	0.05	0.13

Memorandum

Service Allocations to Capital Programme

Administration & Property Services	7,650	7,950	8,250
Financial Services	25,000	26,150	28,650
Legal Services	2,400	2,450	2,600
Planning Services	11,850	11,350	12,600
Street Scene & Leisure Services	19,750	29,200	30,150
Technical Services	119,900	106,800	70,100
	<hr/>	<hr/>	<hr/>
	186,550	183,900	152,350
	<hr/>	<hr/>	<hr/>

a) Reduction in staff costs following restructure in Technical Services.

EMPLOYEES - SALARIES

SERVICE ANALYSIS OF EXPENDITURE

	Basic Salaries	Overtime	Temporary Staff	Total Salaries	Council Contributions Nat. Ins.	Supern.	Total Salaries & Oncosts
	£	£	£	£	£	£	£
<u>2015/16 ESTIMATE</u>							
Original Estimate	7,774,300	35,300	284,700	8,094,300	601,450	1,108,200	9,803,950
Revised Estimate	7,549,000	42,100	387,350	7,978,450	580,800	1,067,150	9,626,400
<u>2016/17 ESTIMATE</u>							
Service							
Administration & Property	638,600	15,100	1,000	654,700	61,400	92,850	808,950
Environmental Health & Housing	986,150	5,700	1,000	992,850	96,150	140,250	1,229,250
Executive	374,900	1,900	10,000	386,800	43,550	54,150	484,500
Finance	1,367,950	3,050	86,900	1,457,900	132,400	190,750	1,781,050
Information Technology	676,400	1,200	43,400	721,000	73,900	93,800	888,700
Legal	337,850	600	-	338,450	33,350	46,700	418,500
Personnel	371,250	-	60,000	431,250	28,850	54,550	514,650
Planning	1,445,900	1,500	-	1,447,400	146,400	206,300	1,800,100
Street Scene & Leisure	917,750	900	50,100	968,750	88,950	135,950	1,193,650
Technical	458,550	800	-	459,350	43,200	58,650	561,200
	7,575,300	30,750	252,400	7,858,450	748,150	1,073,950	9,680,550

CHIEF EXECUTIVE

SUMMARY

	2015/16	2016/17
	ORIGINAL ESTIMATE	ESTIMATE
	£	£
1 COMMUNITY DEVELOPMENT	99,550	125,800
2 ELECTIONS	459,400	363,550
3 GRANTS & PAYMENTS	165,000	162,000
4 CLIMATE CHANGE	9,150	-
5 ECONOMIC DEVELOPMENT & REGENER'N	92,600	104,650
	825,700	756,000
Full Time Equivalent Number of Staff (including Support Service Staff)	8.09	7.97

CHIEF EXECUTIVE

	2015/16	2016/17
	ORIGINAL ESTIMATE	REVISED ESTIMATE
	£	£
	2015/16	2016/17
	ORIGINAL ESTIMATE	REVISED ESTIMATE
	£	£
	2015/16	2016/17
	ORIGINAL ESTIMATE	REVISED ESTIMATE
	£	£
1 <u>COMMUNITY DEVELOPMENT</u>		
Employees		
Salaries	46,900	51,100
Supplies & Services		
Local Strategic Partnership	5,000	6,000
Community Development Partnership	15,000	15,000
Troubled Families Initiatives	10,150	10,150
Capital Grants and Contributions (RECS)	-	2,000 a)
	<hr/>	<hr/>
	77,050	84,250
Less Income		
Contributions from Other Bodies	(10,150)	(10,150)
	<hr/>	<hr/>
<u>Sub-total</u>	66,900	74,100
Central, Departmental & Technical Support Services		
Central Salaries & Administration	18,000	19,300
Departmental Administrative Expenses	14,650	16,500
	<hr/>	<hr/>
<u>TO SUMMARY</u>	99,550	109,900
	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.19	1.24
	<hr/>	<hr/>
	1.23	

- a) Community Partnership Initiatives and remaining Local Strategic Partnership projects have been re-profiled to 2015/16 and 2016/17. Please see the Capital Plan for further details.

CHIEF EXECUTIVE

2 ELECTIONS

(a) ELECTORAL REGISTRATION

Employees

Salaries	63,450	66,950	68,100
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Supplies & Services

Equipment & Materials - Purchases	17,000	17,000	17,000
Stationery	150	150	100
Reference Books & Publications	1,000	1,500	1,000
Postages	53,000	50,250	53,000
Advertising	200	50	-

134,800	135,900	139,200
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Less Income

Government Grant	(39,000)	(59,150) a)	(20,000) b)
Sale of Registers	(1,000)	(1,000)	(1,000)

Sub-total	94,800	75,750	118,200
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Central, Departmental & Technical Support Services

Central Salaries & Administration	55,500	54,050	56,250
Information Technology Expenses	32,900	38,750 c)	40,500
Departmental Administrative Expenses	35,250	31,750	33,000

Depreciation & Impairment

Non-Current Asset Depreciation	6,000	5,000	5,000
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224,450	205,300	252,950
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Full Time Equivalent Number of Staff (including Support Service Staff)	3.71	3.59	3.64
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a) Reflects additional grant funding received to meet costs associated with the maximisation of voter registration.

b) A provisional estimate for grant funding has been included in the forward estimates to meet the ongoing costs of Individual Electoral Registration. It is not yet known if Government grant will be provided.

c) Increased IT staffing costs attributable to the Electoral Register system.

CHIEF EXECUTIVE

	2015/16		2016/17
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
(b) <u>CONDUCT OF ELECTIONS</u>			
Employees			
Salaries	17,000	17,850	17,900
Premises Related Expenses			
Rent	10,400	14,000 a)	-
Supplies & Services			
Equipment & Materials - Purchases	6,500	12,000 a)	-
External Printing	15,000	8,000 a)	-
Stationery	100	100 a)	-
Polling & Postal Vote Fees	90,000	81,000 a)	-
Postage	20,000	10,000 a)	-
	<hr/>	<hr/>	<hr/>
	159,000	142,950	17,900
Less Income			
Fees & Charges	(5,000)	- a)	-
Contributions from Other Bodies	(4,000)	- a)	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	150,000	142,950	17,900
Central, Departmental & Technical Support Services			
Central Salaries & Administration	63,000	66,850	69,000
Information Technology Expenses	12,750	14,550	15,150
Departmental Administrative Expenses	9,200	8,250	8,550
	<hr/>	<hr/>	<hr/>
	234,950	232,600	110,600
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.77	1.76	1.76
 <u>ELECTIONS</u>			
<u>SUMMARY</u>			
(a) ELECTORAL REGISTRATION	224,450	205,300	252,950
(b) CONDUCT OF ELECTIONS	234,950	232,600	110,600
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	459,400	437,900	363,550
	<hr/>	<hr/>	<hr/>

a) Costs attributable to Borough elections held in May 2015 are met from an earmarked reserve.

CHIEF EXECUTIVE

	2015/16		2016/17
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
3 GRANTS & PAYMENTS			
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	-	60,250 a)	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	151,000	211,250	151,000
Central, Departmental and Technical Support Services			
Central Salaries & Administration	13,950	15,000	10,650
Information Technology Expenses	50	300	350
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	165,000	226,550	162,000
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.21	0.21	0.15
4 CLIMATE CHANGE			
Employees			
Salaries	5,650	-	-
Supplies & Services			
LA21 Initiatives	1,500	-	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	7,150	-	-
Central, Departmental & Technical Support Services			
Central Salaries & Administration	200	-	-
Departmental Administrative Expenses	1,800	-	-
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	9,150	-	-
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.13	0.00	0.00

a) Payment of grant awarded as part of the final bidding round met from an earmarked reserve.

CHIEF EXECUTIVE

5 ECONOMIC DEVELOPMENT & REGENERATION

Employees

Salaries

50,600

54,050

60,550

Supplies & Services

Economic Development Expenses

4,000

4,000

4,000

Area Investment Framework

10,000

10,000

10,000

Business Support

Grants

2,500

2,500

- a)

Accommodation / Parking

5,700

5,700

5,700

Local Retail Centres Support

-

58,000 b)

-

Sub-total

72,800

134,250

80,250

Central, Departmental & Technical Support Services

Central Salaries & Administration

4,600

4,900

5,100

Information Technology Expenses

50

400

400

Departmental Administrative Expenses

15,150

17,100

18,900

TO SUMMARY

92,600

156,650

104,650

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

1.08

1.12

1.19

- a) Provision no longer required following a review of budgets in order to address the funding gap.
- b) Grant funding to support measures to help boost trade in the Borough's local retail centres, to be met from an earmarked reserve.

DIRECTOR OF CENTRAL SERVICES

SUMMARY

	2015/16		2016/17
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
1 TONBRIDGE CASTLE GATEHOUSE	27,500	17,250	11,250
2 COMMUNITY SAFETY	155,250	185,800	184,400
3 INFORMATION & PUBLICITY	132,800	141,950	146,000
4 LOCAL LAND CHARGES	(85,450)	(175,500)	(87,750)
5 PUBLIC RIGHTS OF WAY	800	850	900
6 INDUSTRIAL ESTATE	(66,850)	(66,600)	(66,300)
7 COMMERCIAL PROPERTY	(252,200)	(251,250)	(244,450)
8 VALE RISE DEPOT	-	-	-
9 LAND REVIEW	56,050	55,800	71,500
10 BOROUGH CHRISTMAS LIGHTING	16,950	16,950	17,000
11 LICENCES	39,800	28,200	35,550
	24,650	(46,550)	68,100
Full Time Equivalent Number of Staff (including Support Service Staff)	16.56	17.83	16.71

DIRECTOR OF CENTRAL SERVICES

	2015/16		2016/17
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
1 <u>TONBRIDGE CASTLE GATEHOUSE</u>			
Employees			
Salaries	6,900	7,250	7,350
Premises Related Expenses			
Building Repairs Expenditure	19,950	5,950 a)	3,150
Rates	200	200	200
Premises Insurance	5,700	5,650	6,000
Supplies & Services			
Purchases - Equipment & Materials	850	850	500
Maintenance - General	3,000	3,000	3,000
Streamline Service	500	500	500
Marketing	6,000	6,000	6,000
Subscriptions	200	200	200
	<hr/>	<hr/>	<hr/>
	43,300	29,600	26,900
Less Income			
Fees & Charges			
Weddings / Hire of Gatehouse	(4,000)	(2,000) b)	(4,000)
Commission	(1,500)	(1,500)	(1,500)
Tonbridge Castle Attraction	(22,000)	(20,000) c)	(22,000)
Profit on Stock Sales	(2,000)	(3,500)	(3,500)
	<hr/>	<hr/>	<hr/>
	(29,500)	(27,000)	(31,000)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	13,800	2,600	(4,100)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	7,450	7,800	8,350
Information Technology Expenses	1,900	2,100	2,200
Departmental Administrative Expenses	2,600	3,000	3,050
Depreciation & Impairment			
Non-Current Asset Depreciation	1,750	1,750	1,750
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	27,500	17,250	11,250
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.38	0.38	0.37

DIRECTOR OF CENTRAL SERVICES

TONBRIDGE CASTLE GATEHOUSE

- a) Works to roof water canopy have been removed from current plan.
- b) Reduction in bookings in the current year for Gatehouse weddings.
- c) Unpredictable market has resulted in the Castle attraction not doing as well as anticipated.

DIRECTOR OF CENTRAL SERVICES

	2015/16		2016/17
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
2 <u>COMMUNITY SAFETY</u>			
Employees			
Salaries	101,650	122,850 a)	120,200
Supplies & Services			
Other Community Safety Initiatives	32,200	32,200	32,200
	<hr/>	<hr/>	<hr/>
	133,850	155,050	152,400
Less Income			
Contribution to Community Safety Staffing	(34,850)	(34,850)	(34,850)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	99,000	120,200	117,550
Central, Departmental & Technical Support Services			
Central Salaries & Administration	10,100	9,450	9,900
Information Technology Expenses	3,650	1,400 b)	-
Departmental Administrative Expenses	42,500	54,750 a)	56,950 b)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	155,250	185,800	184,400
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	3.59	3.84	3.83
3 <u>INFORMATION & PUBLICITY</u>			
Employees			
Salaries	82,500	86,100	88,200
Supplies & Services			
Information and Publicity	12,000	12,000	12,000
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	94,500	98,100	100,200
Central, Departmental & Technical Support Services			
Central Salaries & Administration	7,700	7,800	8,050
Information Technology Expenses	4,800	5,600	5,900
Departmental Administrative Expenses	25,800	30,450	31,850
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	132,800	141,950	146,000
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	2.21	2.24	2.25

DIRECTOR OF CENTRAL SERVICES

COMMUNITY SAFETY

- a) Re-assessment of management support from Licensing and Community Safety Manager.
- b) Software support and maintenance charge for Anti Social Behaviour module ceased during 2015/16.

DIRECTOR OF CENTRAL SERVICES

	2015/16		2016/17
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
4 LOCAL LAND CHARGES			
Employees			
Salaries	125,750	148,550 a)	109,550 b)
Supplies & Services			
Insurance	4,300	4,300	4,400
Kent Highways	21,500	5,000 c)	21,500 c)
	<hr/>	<hr/>	<hr/>
	151,550	157,850	135,450
	<hr/>	<hr/>	<hr/>
Less Income			
Government Grant	-	(73,100) d)	-
Fees & Charges	(315,000)	(355,000) e)	(315,000)
Local Land Charges - Cancellation Fees	(100)	(100)	(100)
	<hr/>	<hr/>	<hr/>
	(315,100)	(428,200)	(315,100)
	<hr/>	<hr/>	<hr/>
Sub-total	(163,550)	(270,350)	(179,650)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	13,600	19,300 f)	20,650
Information Technology Expenses	20,100	26,050 g)	26,200
Departmental Administrative Expenses	44,400	49,500	45,050
	<hr/>	<hr/>	<hr/>
TO SUMMARY	(85,450)	(175,500)	(87,750)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	3.90	4.93	3.83

Memorandum

Surplus from above	(85,450)	(175,500)	(87,750)
Share of:			
Democratic Administration	28,350	32,250	25,350
Corporate Management	11,800	13,700	10,800
Non Distributed Costs	17,450	11,300	10,500
	<hr/>	<hr/>	<hr/>
Deficit (Surplus) for Trading Purposes	(27,850)	(118,250)	(41,100)

DIRECTOR OF CENTRAL SERVICES

LOCAL LAND CHARGES

- a) Additional short term temporary staff requirement to maintain turnaround time following establishment changes. Report to GP Committee 02 February 2015 refers.
- b) Reflects full year effect of establishment changes.
- c) Highways information continues to be provided in-house in current financial year. Provision retained in forward estimate to meet anticipated changes to the Con29 form likely to result in additional requests to Kent County Council to answer questions relating to Public Rights of Way, Common Land and Village Greens.
- d) New burdens Government grant received following settlement of property search fees claim.
- e) Additional fee income reflects increased level of searches.
- f) Re-assessment of management support from Principal Solicitor.
- g) Increased IT staffing costs attributable to the Uniform system.

DIRECTOR OF CENTRAL SERVICES

	2015/16		2016/17
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
5 <u>PUBLIC RIGHTS OF WAY</u>			
Employees			
Salaries	250	300	300
Central, Departmental & Technical Support Services			
Central Salaries & Administration	450	450	500
Departmental Administrative Expenses	100	100	100
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	800	850	900
	<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	1,800	1,900	1,900
	<hr/>	<hr/>	<hr/>
	1,800	1,900	1,900
Less Income			
Rents	(71,850)	(71,850)	(71,850)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(70,050)	(69,950)	(69,950)
Central, Departmental and Technical Support Services			
Central Salaries & Administration	2,300	2,350	2,600
Information Technology Expenses	100	150	150
Departmental Administrative Expenses	800	850	900
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	(66,850)	(66,600)	(66,300)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.09	0.09	0.09

DIRECTOR OF CENTRAL SERVICES

	2015/16	2016/17
	ORIGINAL ESTIMATE	REVISED ESTIMATE
	£	£
7 <u>COMMERCIAL PROPERTY</u>		ESTIMATE
		£
Employees		
Salaries	5,550	5,800
Premises Related Expenses		
Insurance	250	200
Rates	800	800
Repairs Expenditure	6,300	8,900 a)
	<hr/>	<hr/>
	12,900	15,700
	<hr/>	<hr/>
Less Income		
Rents - Land	(7,000)	(7,000)
- Shops & Maisonettes	(231,850)	(231,850)
- Offices	(33,300)	(35,800) b)
	<hr/>	<hr/>
	(272,150)	(274,650)
	<hr/>	<hr/>
<u>Sub-total</u>	(259,250)	(258,950)
Central, Departmental and Technical Support Services		
Central Salaries & Administration	3,700	4,050
Information Technology Expenses	550	750
Departmental Administrative Expenses	2,800	2,900
	<hr/>	<hr/>
<u>TO SUMMARY</u>	(252,200)	(251,250)
	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.22	0.22
		0.21

a) Increase reflects cost of renewing one flat roof at Martin Square, Larkfield.

b) Short term lease granted in respect of 29 Martin Square, Larkfield until 31st May 2016. Report to Finance, Innovation & Property Advisory Board 07 January 2015 refers.

DIRECTOR OF CENTRAL SERVICES

	2015/16		2016/17
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
8 VALE RISE DEPOT			
Employees			
Salaries	6,050	6,350	6,550
Premises Related Expenses			
Premises Insurance	150	150	150
Rates	14,200	14,150	14,300
Repairs Expenditure	2,000	3,500	2,000
	<hr/>	<hr/>	<hr/>
	22,400	24,150	23,000
Less Recharges to Other Services	(33,900)	(35,750)	(34,750)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(11,500)	(11,600)	(11,750)
Central, Departmental and Technical Support Services			
Central Salaries & Administration	700	700	750
Departmental Administrative Expenses	1,950	2,050	2,150
Depreciation & Impairment			
Non-Current Asset Depreciation	8,850	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	0.14	0.14

DIRECTOR OF CENTRAL SERVICES

DIRECTOR OF CENTRAL SERVICES

	2015/16		2016/17
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
9 LAND REVIEW			
Employees			
Salaries	39,450	41,350	42,750
Premises Related Expenses			
Depots held pending disposal / development	1,450	1,500	1,450
Estate Management	600	600	600
Rates	1,700	1,700	1,700
Water Services	550	550	550
Insurance	1,350	1,250	1,350
Repairs Expenditure	14,300	12,800	27,350 a)
Supplies & Services			
Professional Fees	6,000	6,000	5,000
Tonbridge Town Centre	-	5,200 b)	-
	<hr/>	<hr/>	<hr/>
	65,400	70,950	80,750
Less Income			
Fees & Charges - General	(1,000)	(1,000)	(1,000)
De-Minimus Capital Receipts	-	(4,500) c)	-
River Walk Rent	(25,150)	(25,900)	(25,900)
Castle Lodge Rent	(5,500)	(5,500)	(5,500)
Wayleaves	(500)	(850)	(500)
	<hr/>	<hr/>	<hr/>
	(32,150)	(37,750)	(32,900)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	33,250	33,200	47,850
Central, Departmental and Technical Support Services			
Central Salaries & Administration	2,450	2,350	2,550
Information Technology Expenses	1,300	250	250
Departmental Administrative Expenses	19,050	20,000	20,850
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	56,050	55,800	71,500
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.97	0.94	0.93

a) External redecoration of the Six in One Club Association building slipped to 2016/17.

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,

c) Reflects the sale of a piece of land no longer required.

DIRECTOR OF CENTRAL SERVICES

10 BOROUGH CHRISTMAS LIGHTING

Supplies & Services

Borough Christmas Lighting

16,000

16,000

16,000

Sub-total

16,000

16,000

16,000

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration
Information Technology Expenses

900

900

950

50

50

50

TO SUMMARY

16,950

16,950

17,000

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

0.02

0.02

0.02

DIRECTOR OF CENTRAL SERVICES

	2015/16		2016/17
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
(b) <u>NON FEE PAYING</u>			
Employees			
Salaries	18,800	21,350	22,150
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,950	2,800	3,200
Departmental Administrative Expenses	8,350	9,150	9,550
	<hr/>	<hr/>	<hr/>
	30,100	33,300	34,900
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.57	0.62	0.62
 <u>LICENCES</u>			
<u>SUMMARY</u>			
(a) FEE PAYING	9,700	(5,100)	650
(b) NON FEE PAYING	30,100	33,300	34,900
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	39,800	28,200	35,550
	<hr/>	<hr/>	<hr/>

LICENCES - FEE PAYING / NON FEE PAYING

- a) Increase reflects purchase of card printer.
- b) The Council is responsible for paying for Disclosure and Barring Service (DBS) checks but the cost of these checks are recouped through fee income - see note c.
- c) Increases in levels of taxi licences following deregulation and improvement of the economy, plus new method of DBS checks.
- d) Includes proposed increases in fees from April 2016, approved by Licensing and Appeals Committee on 2 December 2015.

DIRECTOR OF FINANCE & TRANSFORMATION

SUMMARY

	2015/16		2016/17
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
1 HOUSING ADVANCES	4,100	4,600	4,950
2 HOUSING BENEFITS & COUNTER FRAUD	535,750	570,350	625,650
3 LOCAL REVENUE & NNDR COLLECTION	542,800	544,550	614,750
4 COUNCIL TAX SUPPORT	343,050	320,250	398,900
5 INTEREST & TRANSFERS	(50,600)	(66,800)	(68,850)
6 DRAINAGE BOARDS SPECIAL LEVIES	387,900	387,900	391,450
7 FINANCIAL ARRANGEMENTS WITH PARISH COUNCILS	226,800	227,250	231,350
8 GENERAL ADVICE TO PARISH COUNCILS	57,500	98,950	103,500
	<hr/>	<hr/>	<hr/>
ANNUAL ESTIMATES	2,047,300	2,087,050	2,301,700
9 CONTRIBUTIONS TO PROVISIONS	5,000	5,000	5,000
	<hr/>	<hr/>	<hr/>
	2,052,300	2,092,050	2,306,700
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	51.15	49.09	47.69

DIRECTOR OF FINANCE & TRANSFORMATION

	2015/16	2016/17	
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
1 HOUSING ADVANCES			
Premises Related Expenses			
Insurance	300	250	300
Supplies & Services			
Contract Services	2,900	3,150	3,200
	<hr/>	<hr/>	<hr/>
	3,200	3,400	3,500
Less Income			
Interest	(900)	(750)	(750)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	2,300	2,650	2,750
Central, Departmental & Technical Support Services			
Central Salaries & Administration	1,750	1,900	2,150
Information Technology Expenses	50	50	50
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	4,100	4,600	4,950
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.04	0.04	0.04

DIRECTOR OF FINANCE & TRANSFORMATION

DIRECTOR OF FINANCE & TRANSFORMATION

	2015/16		2016/17
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
2 HOUSING BENEFITS & COUNTER FRAUD			
(a) HOUSING BENEFITS			
Employees			
Salaries	338,900	327,950	306,450
Supplies & Services			
Purchases	-	600	-
Printing & Stationery	1,800	1,250	1,250
Reference Books & Publications	400	400	400
Storage Facilities	300	300	300
Bailiffs Commission	2,500	1,500	1,500
Audit Fee	16,200	16,200	16,200
Postages	10,200	10,200	10,200
Subscriptions	250	250	250
Other Expenses	-	250	-
Housing Benefits			
Rent Allowances	36,322,150	35,476,800 a)	35,226,800 b)
Non HRA Rent Rebates	216,000	247,200 a)	247,200 b)
Local Scheme	100,000	90,000 a)	90,000 b)
Discretionary Housing Payments	165,500	141,000 a)	141,000 b)
Overpayments	(950,000)	(1,100,000) a)	(1,100,000) b)
Contribution to Bad Debt Provision	290,000	400,000 a)	460,000 b)
Compensation Scheme	100	100	100
	<hr/>	<hr/>	<hr/>
	36,514,300	35,614,000	35,401,650
Less Income			
Government Grant	-	(27,600) c)	-
Rent Allowance Subsidy	(35,802,450)	(34,831,300) a)	(34,581,300) b)
Non HRA Rent Rebate Subsidy	(130,000)	(135,000) a)	(135,000) b)
Local Scheme Subsidy	(69,450)	(67,500) a)	(67,500) b)
Discretionary Housing Payment Contribution	(165,500)	(141,000) a)	(141,000) b)
Administration Grant	(268,900)	(268,900)	(242,750) d)
Contributions from Other Bodies	-	(3,000) e)	-
	<hr/>	<hr/>	<hr/>
	(36,436,300)	(35,474,300)	(35,167,550)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	78,000	139,700	234,100
Central, Departmental & Technical Support Services			
Central Salaries & Administration	101,800	113,200	129,500
Information Technology Expenses	44,250	48,500	55,200
Departmental Administrative Expenses	197,400	199,600	206,850
	<hr/>	<hr/>	<hr/>
	421,450	501,000	625,650
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	16.06	15.56	15.29

DIRECTOR OF FINANCE & TRANSFORMATION

HOUSING BENEFITS & COUNTER FRAUD

- a) Revised estimates reflect current levels of benefit payments and subsidy due, together with a reassessment of the bad debts provision on overpayments, having regard to the age and size of the debt and level of write-offs. The levels of overpayments continue to increase, due largely to government initiatives such as data matching and sharing of Real Time Information (RTI) with Her Majesty's Revenue and Customs. Overall the budget is £103,950 more than the 2015/16 original estimate.
- b) Social housing rents are expected to decrease in 2016/17. Overall the budget is £163,950 more than the 2015/16 original estimate.
- c) The Council has been awarded several grants from the Department for Work and Pensions (DWP) to assist with new burdens arising from welfare reform and Fraud and Error Reduction Incentive Scheme (FERIS). £12,450 has been used for additional temporary staff provision and the remaining £15,000 is to be transferred to an earmarked reserve for use on transformation initiatives.
- d) Anticipated reduction in Administration Grant awarded by DWP for 2016/17.
- e) Contribution from Kent County Council for additional work undertaken in respect of the Troubled Families programme.

DIRECTOR OF FINANCE & TRANSFORMATION

	2015/16		2016/17
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
3 LOCAL REVENUE & NNDR COLLECTION			
Employees			
Salaries	413,950	404,550	408,450
Supplies & Services			
Equipment, Furniture & Materials - Purchases	500	1,500	500
Direct Debit / Bank Charges	3,200	2,800	2,800
Giro / Swipe Card Charges	14,900	15,600	15,600
Court Fees	20,000	20,000	16,000 a)
Bailiffs Commission	750	2,000	1,000
Other Expenses	6,000	6,650	11,000 a)
External Printing & Stationery	4,100	3,600	3,650
Reference Books & Publications	200	300	300
Storage Facilities	50	600	600
Tracing Services	8,000	8,000	8,000
Advertising	350	350	350
Postages	49,800	47,550	42,550 b)
Subscriptions	700	700	700
Compensation Scheme	100	100	100
	<hr/>	<hr/>	<hr/>
	522,600	514,300	511,600
	<hr/>	<hr/>	<hr/>
Less Income			
Government Grants			
- Allowances for Cost of NNDR Collection	(168,000)	(168,000)	(168,000)
Summons Costs Recovered	(250,000)	(250,000)	(250,000)
	<hr/>	<hr/>	<hr/>
	(418,000)	(418,000)	(418,000)
	<hr/>	<hr/>	<hr/>
	104,600	96,300	93,600
	<hr/>	<hr/>	<hr/>
Central, Departmental & Technical Support Services			
Central Salaries & Administration	120,500	128,350	184,300 c)
Information Technology Expenses	110,200	119,100	126,950
Departmental Administrative Expenses	207,500	200,800	209,900
	<hr/>	<hr/>	<hr/>
	542,800	544,550	614,750
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	18.97	18.42	19.26

a) Reflects transfer of £4,000 to meet annual support and maintenance fees associated with additional Northgate recovery modules.

b) Anticipated savings following the introduction of e-billing.

c) Re-assessment of Counter Fraud Section staff allocations.

DIRECTOR OF FINANCE & TRANSFORMATION

	2015/16		2016/17
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
4 COUNCIL TAX SUPPORT			
(a) ADMINISTRATION			
Employees			
Salaries	250,000	240,800	225,100
Supplies & Services			
Equipment, Furniture & Materials - Purchases	-	2,500 a)	-
Postage	14,000	14,000	14,000
Subscriptions	250	250	250
Council Tax Support Scheme Consultation	-	-	10,000 b)
	<hr/>	<hr/>	<hr/>
	264,250	257,550	249,350
	<hr/>	<hr/>	<hr/>
Less Income			
Government Grants			
Administration			
- Department for Work and Pensions	(65,400)	(65,400)	(69,650)
- Department for Communities and Local Gov't	(103,150)	(103,050)	(92,750) c)
Other	-	(21,400) d)	-
Administrative Penalty	-	-	(1,000)
Contributions from Other Bodies	(125,000)	(125,000)	(125,000)
	<hr/>	<hr/>	<hr/>
	(293,550)	(314,850)	(288,400)
	<hr/>	<hr/>	<hr/>
Sub-total	(29,300)	(57,300)	(39,050)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	16,150	16,500	64,950 e)
Information Technology Expenses	35,400	38,650	44,500
Departmental Administrative Expenses	146,850	148,450	153,850
	<hr/>	<hr/>	<hr/>
TO SUMMARY	169,100	146,300	224,250
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	10.29	9.93	10.66
(b) PAYMENTS TO PARISH COUNCILS			
Parish Council Allocation	173,950	173,950	174,650
	<hr/>	<hr/>	<hr/>
	173,950	173,950	174,650
	<hr/>	<hr/>	<hr/>
SUMMARY			
(a) ADMINISTRATION	169,100	146,300	224,250
(b) PAYMENTS TO PARISH COUNCILS	173,950	173,950	174,650
	<hr/>	<hr/>	<hr/>
TO SUMMARY	343,050	320,250	398,900
	<hr/>	<hr/>	<hr/>

DIRECTOR OF FINANCE & TRANSFORMATION

COUNCIL TAX SUPPORT

- a)** Purchase of Northgate Council Tax Support financial modelling tool required for analysis of changes to scheme.
- b)** A fundamental review of the Council Tax Support scheme will take place in 2016/17. Changes will require a full scale consultation and possible assistance by external consultants.
- c)** Anticipated reduction in Administration Grant awarded by the Department for Communities and Local Government for 2016/17.
- d)** New burdens grant following introduction of Local Council Tax Support Scheme - to be transferred to an earmarked reserve for use on transformation initiatives.
- e)** Increase reflects re-assessment of Counter Fraud Section staff allocations.

DIRECTOR OF FINANCE & TRANSFORMATION

	2015/16		2016/17
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
5 <u>INTEREST & TRANSFERS</u>			
Employees			
Salaries	26,950	28,900	30,550
Supplies & Services			
Treasury Advisor & Dealing Fees	9,700	9,700	9,800
Credit / Debit Card Charges	20,600	25,000	25,000
Bank / Swipe Card Charges	30,200	28,350	28,950
Other Hired and Contracted Services	2,700	2,500	2,550
Transfers in Lieu of Interest	16,200	13,700 a)	21,850 a)
	<hr/>	<hr/>	<hr/>
	106,350	108,150	118,700
	<hr/>	<hr/>	<hr/>
Less Income			
Interest on Investments & Cash Flow	(167,500)	(190,000) b)	(206,000) b)
Other Miscellaneous Interest	(7,000)	(4,350) c)	(2,800) c)
Credit Card Fee	(5,700)	(5,700)	(5,700)
	<hr/>	<hr/>	<hr/>
	(180,200)	(200,050)	(214,500)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(73,850)	(91,900)	(95,800)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	6,350	6,950	7,950
Information Technology Expenses	4,700	5,200	5,400
Departmental Administrative Expenses	12,200	12,950	13,600
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	(50,600)	(66,800)	(68,850)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.92	0.92	0.92

- a) Reflects balances held on which interest is payable together with the effect of predicted levels of investment rate returns.
- b) Increase for revised estimate reflects better than expected performance in the first half of the financial year due to higher cash balances. The forward estimate assumes a return of 0.75% on cashflow investments and 1.0% on core fund investments.
- c) Reduction in the number of outstanding car loans.

DIRECTOR OF FINANCE & TRANSFORMATION

	2015/16		2016/17
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
6 <u>DRAINAGE BOARDS SPECIAL LEVIES</u>			
Payments to Drainage Boards	387,600	387,600	391,100 a)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	300	300	350
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	387,900	387,900	391,450
	<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	222,100	222,100	225,950 b)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	4,600	4,950	5,200
Information Technology Expenses	100	200	200
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	226,800	227,250	231,350
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.08	0.08	0.08
8 <u>GENERAL ADVICE TO PARISH COUNCILS</u>			
Employees			
Salaries	32,100	47,950 c)	50,800
Central, Departmental & Technical Support Services			
Central Salaries & Administration	14,150	35,800 c)	36,950
Departmental Administrative Expenses	11,250	15,200 c)	15,750
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	57,500	98,950	103,500
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.06	1.43	1.43

a) Actual levies payable.

b) Reflects recommendation of Finance, Innovation & Property Advisory Board 23 September 2015 and subsequent decision of Cabinet 07 October 2015.

c) Increase reflects re-assessment of Corporate Management Team staff allocations.

DIRECTOR OF FINANCE & TRANSFORMATION

9 CONTRIBUTIONS TO PROVISIONS

General Bad Debts Provision

TO SUMMARY

	2015/16	2016/17
ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
5,000	5,000	5,000
5,000	5,000	5,000

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

SUMMARY

	2015/16 ESTIMATE		2016/17
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
1. DEVELOPMENT CONTROL	1,140,850	1,121,000	1,182,800
2. CONSERVATION	68,450	69,050	71,950
3. BUILDING CONTROL	112,500	121,100	120,300
4. PLANNING POLICY	462,050	501,850	511,100
5. HOUSING STRATEGY & ENABLING ROLE	295,550	328,250	318,650
6. HOMELESSNESS	273,650	286,150	279,550
7. HOUSING ADVICE	205,350	229,300	222,800
8. HOME SAFETY	3,350	3,550	3,650
9. PRIVATE SECTOR HOUSING RENEWAL	445,100	559,500	460,250
10. PRIVATE SECTOR HOUSING STANDARDS	82,350	85,950	85,500
11. HOME IMPROVEMENT AGENCY	9,800	9,650	9,800
12. PUBLIC HEALTH ACT 1984	4,100	7,450	4,350
13. ENVIRONMENTAL PROTECTION ACT - PART 1	29,850	35,650	36,650
14. ENVIRONMENTAL PROTECTION	301,250	320,150	324,300
15. FOOD & SAFETY	376,800	374,900	399,200
16. PUBLIC HEALTH	88,450	126,600	120,900
	3,899,450	4,180,100	4,151,750
Full Time Equivalent Number of Staff (including Support Service Staff)	87.76	88.74	87.47

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
1. <u>DEVELOPMENT CONTROL</u>			
Employees			
Salaries	1,111,900	1,108,700	1,165,000 a)
Supplies & Services			
Microfilming & Storage Facilities	7,000	7,000	5,000
Professional Fees	3,600	1,000 b)	1,000 b)
Application & Appeals	45,000	20,000 c)	20,000 c)
Advertising	9,000	9,000	9,000
	<hr/>	<hr/>	<hr/>
	1,176,500	1,145,700	1,200,000
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges			
Planning Applications	(640,000)	(660,000 d)	(660,000 d)
Pre-Planning Advice	(11,000)	(12,000)	(20,000 e)
S.106 Agreements	(7,000)	- f)	- f)
	<hr/>	<hr/>	<hr/>
	(658,000)	(672,000)	(680,000)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	518,500	473,700	520,000
Central, Departmental & Technical Support Services			
Central Salaries & Administration	146,200	135,600 g)	142,600
Information Technology Expenses	76,500	104,300 h)	97,900 h)
Departmental Administrative Expenses	399,650	407,400 i)	422,300 i)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	1,140,850	1,121,000	1,182,800
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	33.36	33.23	33.16

DEVELOPMENT CONTROL

- a) Reflects provision for pay award and increased national insurance contributions payable following the introduction of a flat rate pension scheme from April 2016.
- b) Legislative and national policy changes have reduced the need for agricultural advice.
- c) Reduced due to bringing traveller assessments in house and development viability assessment costs being passed to developers.
- d) The volatility of the development environment has made it difficult to predict precisely the demand for development control services and associated income levels.
- e) Includes proposed increase in fees from April 2016 considered by Planning and Transportation Advisory Board on 12 January 2016.
- f) No longer required as legal fees to be managed within legal services.
- g) Decreased use of external legal counsel for planning inquiries.
- h) Increased software support costs associated with the Uniform system attributable to Development Control. The revised estimate also includes a number of additional software upgrades including Planning Public Access module.
- i) Primarily an increase in the cost of IT equipment attributable to Development Control Section.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

2. CONSERVATION

Employees

Salaries

43,450 43,550 45,700

Supplies & Services

Archaeological Advice

7,800 7,800 7,800

Sub-total

51,250 51,350 53,500

Central, Departmental & Technical

Support Services

Central Salaries & Administration

1,400 1,500 1,600

Information Technology Expenses

50 50 100

Departmental Administrative Expenses

15,750 16,150 16,750

TO SUMMARY

68,450 69,050 71,950

Full Time Equivalent Number of Staff

(including Support Service Staff)

1.24 1.22 1.22

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
3. <u>BUILDING CONTROL</u>			
Employees			
Salaries	286,200	291,650	298,800 a)
Supplies & Services			
Microfilming & Storage Facilities	4,000	4,000	4,000
Professional Fees	4,750	4,750	4,750
Advertising - Promotional Expenses	500	500	500
Subscriptions	2,700	2,700	2,700
Discretionary Services	500	- b)	- b)
Other Expenses	1,400	1,400	1,400
Third Party Payments			
Building Control Partnership	14,150	10,000	10,000
	<hr/>	<hr/>	<hr/>
	314,200	315,000	322,150
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges			
Building Regulations	(340,000)	(340,000)	(350,000) c)
Discretionary Services	(1,000)	- b)	- b)
	<hr/>	<hr/>	<hr/>
	(341,000)	(340,000)	(350,000)
	<hr/>	<hr/>	<hr/>
	<u>Sub-total</u>	(26,800)	(27,850)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	11,700	12,650	13,800
Information Technology Expenses	28,150	32,400	29,700
Departmental Administrative Expenses	99,450	101,050	104,650
	<hr/>	<hr/>	<hr/>
	<u>TO SUMMARY</u>	112,500	120,300
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	7.25	7.24	7.20

- a) Reflects an increase in employer superannuation contributions charged to budgets under International Accounting Standard 19 "Employee Benefits" and increased national insurance contributions payable following the introduction of a flat rate pension scheme from April 2016.
- b) Services no longer provided.
- c) Includes proposed increase in fees from April 2016 considered by Planning and Transportation Advisory Board on 12 January 2016.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

4. PLANNING POLICY

(a) PREPARATION OF LOCAL DEVELOPMENT FRAMEWORK

Employees

Salaries

171,250 194,150 **a)** 199,650 **b)**

Local Development Framework Expenses

Other LDF Expenses

30,000 30,000 30,000

Sub-total

201,250 224,150 229,650

Central, Departmental & Technical Support Services

Central Salaries & Administration

2,250 2,450 2,650

Information Technology Expenses

300 200 400

Departmental Administrative Expenses

56,850 57,350 58,300

260,650 284,150 291,000

Full Time Equivalent Number of Staff

(including Support Service Staff)

4.24 4.39 4.27

a) Increase reflects changes to the planning policy establishment approved by General Purposes Committee on 5 October 2015.

b) Reflects provision for pay award and increased national insurance contributions payable following the introduction of a flat rate pension scheme from April 2016.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

4. PLANNING POLICY (continued)

(b) PLANNING POLICY

Employees

Salaries

2015/16 ESTIMATE		2016/17 ESTIMATE
ORIGINAL	REVISED	ESTIMATE
£	£	£
142,150	159,050 a)	160,850
Supplies & Services		
AONB Management		
4,500	4,450	4,450
Local Wildlife Sites Register Update		
2,950	2,950	2,950
Sub-total		
149,600	166,450	168,250
Central, Departmental & Technical Support Services		
Central Salaries & Administration		
1,850	2,050	2,250
Information Technology Expenses		
2,300	2,700	2,500
Departmental Administrative Expenses		
47,650	46,500	47,100
201,400	217,700	220,100
Full Time Equivalent Number of Staff (including Support Service Staff)		
3.60	3.66	3.53

Supplies & Services

AONB Management

Local Wildlife Sites Register Update

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)

PLANNING POLICY

(a) PREPARATION OF LOCAL DEVELOPMENT FRAMEWORK

(b) PLANNING POLICY

TO SUMMARY

a) Increase reflects changes to the planning policy establishment approved by General Purposes Committee on 5 October 2015.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

**5. HOUSING STRATEGY
& ENABLING ROLE**

(a) HOUSING STRATEGY

Employees

Salaries	55,800	63,900 a)	62,550
----------	--------	-----------	--------

Supplies & Services

Publicity & Promotion	750	750	400
Energy Efficiency Initiatives	3,100	3,100	3,100
Support for External Agencies	6,500	6,500	5,000
Capital Grants & Contributions (RECS)	-	25,000 b)	-

<hr/>	66,150	<hr/>	99,250	<hr/>	71,050
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Less Income

Contribution from Other Bodies	-	(9,650) c)	-
Capital Grants Received (RECS)	-	(9,000) b)	-

<hr/>	66,150	<hr/>	80,600	<hr/>	71,050
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Sub-total

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	13,500	14,500	15,350
Information Technology Expenses	650	700	750
Departmental Administrative Expenses	18,250	19,500	20,400

<hr/>	98,550	<hr/>	115,300	<hr/>	107,550
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Full Time Equivalent Number of Staff
(including Support Service Staff)

1.74	1.80	1.80
------	------	------

- a) Revised estimate reflects employment of temporary staff to cover vacant posts pending a full staff review.
- b) Renewable Energy Schemes and Winter Warmth capital plan schemes slipped from 2014/15 to 2015/16.
- c) Savings in insurance costs of the Better Homes Active Lives PFI scheme redistributed amongst partner authorities.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

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

(b) HOUSING REGISTER

Employees

Salaries

2015/16 ESTIMATE		2016/17 ESTIMATE
ORIGINAL	REVISED	ESTIMATE
£	£	£
127,700	144,050 a)	137,750

Supplies & Services

Tracing Services

1,900	1,900	1,900
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Third Party Payments

Choice Based Lettings

7,000	7,000	7,300 b)
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Sub-total

136,600	152,950	146,950
---------	---------	---------

Central, Departmental & Technical Support Services

Central Salaries & Administration

11,450	9,150	11,000
--------	-------	--------

Information Technology Expenses

1,950	2,000	2,050
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Departmental Administrative Expenses

47,000	48,850	51,100
--------	--------	--------

197,000	212,950	211,100
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Full Time Equivalent Number of Staff
(including Support Service Staff)

4.21	4.16	4.18
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HOUSING STRATEGY & ENABLING ROLE

(a) HOUSING STRATEGY

98,550	115,300	107,550
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(b) HOUSING REGISTER

197,000	212,950	211,100
---------	---------	---------

TO SUMMARY

295,550	328,250	318,650
---------	---------	---------

a) Revised estimate reflects employment of temporary staff to cover vacant posts pending a full staff review.

b) Assumes 4.0% increase for inflation.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
6. <u>HOMELESSNESS</u>			
Employees			
Salaries	152,700	168,700 a)	160,150
Supplies & Services			
Bed & Breakfast Charges	175,000	285,000 b)	285,000 b)
Storage of Furniture, Transport, etc.	250	250	250
Repossession Prevention Fund	4,000	4,000	4,000
Rent Deposits / Rent in Advance - Payments to Landlords	33,550	15,000 c)	33,550
Publicity & Promotion	300	300	0
Contribution to Bad Debt Provision	20,000	10,000 d)	10,000 d)
Third Party Payments			
Medical Assessments	2,000	1,500	1,500
	<hr/>	<hr/>	<hr/>
	387,800	484,750	494,450
	<hr/>	<hr/>	<hr/>
Less Income			
Rent Deposits / Rent in Advance - Recharges to Tenants	(33,550)	(15,000) c)	(33,550)
Customer & Client Receipts - Accommodation	(166,000)	(270,000) b)	(270,000) b)
Customer & Client Receipts - Service Charge	(9,000)	(15,000) b)	(15,000) b)
	<hr/>	<hr/>	<hr/>
	(208,550)	(300,000)	(318,550)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	179,250	184,750	175,900
Central, Departmental & Technical Support Services			
Central Salaries & Administration	27,950	29,700 e)	32,400 e)
Information Technology Expenses	9,450	14,200	14,700
Departmental Administrative Expenses	57,000	57,500	56,550
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	273,650	286,150	279,550
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	5.20	5.20	5.05

HOMELESSNESS

- a) Revised estimate reflects employment of temporary staff to cover vacant posts pending a full staff review.
- b) Significant increase in caseload arising from welfare reform. Offset by increase in recharges.
- c) Demand for service remains high due to welfare reform. However, demand for rental accommodation is outstripping supply enabling landlords to be selective with clients and increase charges.
- d) Reduced contribution to bad debt provision required.
- e) Re-assessment of Exchequer Services staff allocations.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

7. 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)

	2015/16 ESTIMATE		2016/17 ESTIMATE
	ORIGINAL £	REVISED £	ESTIMATE £
Salaries	139,350	160,200 a)	150,250
Central Salaries & Administration	8,500	8,600	9,050
Information Technology Expenses	5,100	5,900	6,350
Departmental Administrative Expenses	52,400	54,600	57,150
	<hr/>	<hr/>	<hr/>
	205,350	229,300	222,800
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	4.72	4.75	4.76

- a) Revised estimate reflects employment of temporary staff to cover vacant posts pending a full staff review.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

8. 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)

	2015/16 ESTIMATE		2016/17 ESTIMATE
	ORIGINAL £	REVISED £	£
	2,150	2,300	2,350
	450	500	550
	750	750	750
	<hr/>	<hr/>	<hr/>
	3,350	3,550	3,650
	<hr/>	<hr/>	<hr/>
	0.07	0.07	0.06

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
9. PRIVATE SECTOR			
<u>HOUSING RENEWAL</u>			
Employees			
Salaries	146,600	155,050 a)	158,250 a)
Supplies & Services			
Professional Fees	300	300	300
Capital Grants & Contributions (RECS)	755,000	860,000 b)	755,000
No Use Empty Loan Scheme	2,000	2,000	2,000
	<hr/>	<hr/>	<hr/>
	903,900	1,017,350	915,550
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges	(100)	(50)	(50)
Contribution from Other Bodies	(2,000)	(2,000)	(2,000)
Capital Grants Received (RECS)	(520,000)	(520,000)	(520,000)
	<hr/>	<hr/>	<hr/>
	(522,100)	(522,050)	(522,050)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	381,800	495,300	393,500
Central, Departmental & Technical Support Services			
Central Salaries & Administration	3,950	4,200	4,400
Information Technology Expenses	9,550	10,800	11,150
Departmental Administrative Expenses	49,800	49,200	51,200
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	445,100	559,500	460,250
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	3.92	3.93	3.95

- a) Reflects an increase in employer superannuation contributions charged to budgets under International Accounting Standard 19 "Employee Benefits" and increased national insurance contributions payable following the introduction of a flat rate pension scheme from April 2016.
- b) Increase reflects slippage brought forward from 2014/15 in respect of Disabled Facilities Grant.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

10. PRIVATE SECTOR
HOUSING STANDARDS

Employees

Salaries

2015/16 ESTIMATE		2016/17 ESTIMATE
ORIGINAL	REVISED	ESTIMATE
£	£	£
58,650	62,000 a)	63,350 a)
(400)	(550)	(3,350) b)
Sub-total	61,450	60,000
1,250	1,350	1,450
3,800	4,250	4,400
19,050	18,900	19,650
<u>TO SUMMARY</u>	85,950	85,500
1.50	1.51	1.51

Less Income

Houses in Multiple Occupation /
Caravan Site Licences

**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) Reflects an increase in employer superannuation contributions charged to budgets under International Accounting Standard 19 "Employee Benefits" and increased national insurance contributions payable following the introduction of a flat rate pension scheme from April 2016.
- b) Anticipated renewals of HMO licences and proposed increase in fees from April 2016 considered by Housing and Environment Services Advisory Board on 9 November 2015.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

11. HOME IMPROVEMENT AGENCY

Employees

Salaries

2015/16 ESTIMATE		2016/17 ESTIMATE
ORIGINAL	REVISED	ESTIMATE
£	£	£
6,500	6,900	7,000

Supplies & Services

Professional Fees

500	-	-
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Miscellaneous Insurance

550	550	550
-----	-----	-----

Sub-total

7,550	7,450	7,550
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Central, Departmental & Technical Support Services

Information Technology Expenses

50	-	-
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Departmental Administrative Expenses

2,200	2,200	2,250
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TO SUMMARY

9,800	9,650	9,800
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Full Time Equivalent Number of Staff
(including Support Service Staff)

0.17	0.17	0.17
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DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

12. PUBLIC HEALTH ACT 1984

Employees

Salaries

2015/16 ESTIMATE		2016/17 ESTIMATE
ORIGINAL	REVISED	ESTIMATE
£	£	£
850	900	950
<hr/>		
2,500	5,700 a)	2,500
<hr/>		
3,350	6,600	3,450
<hr/>		
450	500	550
-	50	50
300	300	300
<hr/>		
4,100	7,450	4,350
<hr/>		
0.03	0.03	0.03

Third Party Payments

Funeral Expenses

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) Higher than anticipated demand for service. Reflects two additional public health funerals.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

13. ENVIRONMENTAL PROTECTION ACT - PART 1

Employees

Salaries

25,550

28,050

28,450

Less Income

Fees & Charges

(11,300)

(9,500) a)

(9,650) a)

Sub-total

14,250

18,550

18,800

Central, Departmental & Technical Support Services

Central Salaries & Administration

1,100

1,200

1,300

Information Technology Expenses

5,450

6,400

6,650

Departmental Administrative Expenses

9,050

9,500

9,900

TO SUMMARY

29,850

35,650

36,650

Full Time Equivalent Number of Staff

(including Support Service Staff)

0.73

0.74

0.75

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

29,850

35,650

36,650

Share of:

Democratic Administration

5,550

5,800

6,050

Corporate Management

2,300

2,450

2,600

Non Distributed Costs

3,400

2,000

2,500

Full Cost of LAPPC / LA-IPPC

41,100

45,900

47,800

ENVIRONMENTAL PROTECTION ACT - PART 1

- a) Fee structure set nationally with no increase in last few years.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

14. ENVIRONMENTAL PROTECTION

Employees

Salaries	186,750	200,500 a)	204,450 a)
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Supplies & Services

Purchases - Equipment & Materials	500	500	500
Maintenance - Calibration of Instruments	1,000	1,500	1,000
Miscellaneous Insurance	400	400	400
Emergency Arrangements	4,000	3,950	3,950
Capital Grants & Contributions (RECS)	-	-	150,000 b)

Third Party Payments

Water Sampling	1,000	1,000	1,000
General	750	750	750
Landfill & Pollution Monitoring	2,000	2,000	500
Air Quality	45,750	65,750 b)	11,750
Contaminated Land - Site Inspections	500	500	500

242,650	276,850	374,800
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Less Income

Fees & Charges			
Water Sampling	(1,550)	(1,550)	(1,650)
Provision of Information	(2,500)	(2,000)	(2,000)
Contribution from Other Bodies	(33,000)	(53,000) b)	-
Capital Grants Received (RECS)	-	-	(150,000) b)

(37,050)	(56,550)	(153,650)
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Sub-total

205,600	220,300	221,150
---------	---------	---------

Central, Departmental & Technical Support Services

Central Salaries & Administration	11,700	12,100	12,950
Information Technology Expenses	10,550	12,250	12,700
Departmental Administrative Expenses	70,300	72,700	75,750

Depreciation & Impairment

Non-Current Asset Depreciation	3,100	2,800	1,750
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TO SUMMARY

301,250	320,150	324,300
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Full Time Equivalent Number of Staff
(including Support Service Staff)

5.25	5.19	5.20
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ENVIRONMENTAL PROTECTION

- a) Reflects an increase in employer superannuation contributions charged to budgets under International Accounting Standard 19 "Employee Benefits" and increased national insurance contributions payable following the introduction of a flat rate pension scheme from April 2016.
- b) 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.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

15. FOOD & SAFETY

(a) GENERAL

Employees

Salaries

2015/16 ESTIMATE		2016/17 ESTIMATE
ORIGINAL	REVISED	ESTIMATE
£	£	£
126,150	115,500 a)	122,350 b)

Supplies & Services

Purchases - Equipment & Materials

-	7,000 c)	-
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Protective Clothing

200	200	200
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Health Education

600	600	600
-----	-----	-----

Health General

400	-	-
-----	---	---

Miscellaneous Insurance

1,250	1,350	1,350
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Third Party Payments

Port Health Authority

400	450	450
-----	-----	-----

129,000	125,100	124,950
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Less Income

Contribution from Other Bodies

-	(7,000) c)	-
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Sub-total

129,000	118,100	124,950
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Central, Departmental & Technical Support Services

Central Salaries & Administration

9,850	10,200	10,800
-------	--------	--------

Information Technology Expenses

10,900	12,250	12,650
--------	--------	--------

Departmental Administrative Expenses

52,650	49,150	51,050
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202,400	189,700	199,450
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Full Time Equivalent Number of Staff
(including Support Service Staff)

3.75	3.42	3.44
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DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

FOOD & SAFETY - GENERAL

- a) Adjustment of staff allocations between general safety and food safety cost centres.
- b) Reflects provision for pay award and increased national insurance contributions payable following the introduction of a flat rate pension scheme from April 2016.
- c) Expenditure on "Better Business for All" project, funded by contribution from the Department for Business, Innovation and Skills.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

15. FOOD & SAFETY (continued)

(b) FOOD SAFETY

Employees

Salaries

111,250 119,800 **a)** 127,100 **b)**

Supplies & Services

Health General

500 400 400

Other Expenses

500 1,500 1,300

Third Party Payments

Food Sampling

200 200 200

112,450 121,900 129,000

Less Income

Court Costs

(500) (500) (500)

Fees & Charges

Food Inspection

(2,000) (3,750) (1,000) **c)**

Training Courses

(1,750) (4,500) **d)** (3,000) **d)**

(4,250) (8,750) (4,500)

Sub-total

108,200 113,150 124,500

Central, Departmental & Technical Support Services

Central Salaries & Administration

9,050 9,200 10,000

Information Technology Expenses

10,350 12,100 12,500

Departmental Administrative Expenses

46,800 50,750 52,750

174,400 185,200 199,750

Full Time Equivalent Number of Staff

(including Support Service Staff)

3.34 3.50 3.51

FOOD & SAFETY

(a) GENERAL

202,400 189,700 199,450

(b) FOOD SAFETY

174,400 185,200 199,750

TO SUMMARY

376,800 374,900 399,200

FOOD & SAFETY - FOOD SAFETY

- a) Adjustment of staff allocations between general safety and food safety cost centres.
- b) Reflects provision for pay award and increased national insurance contributions payable following the introduction of a flat rate pension scheme from April 2016.
- c) Includes proposed decrease in fees from April 2016 considered by Housing and Environment Services Advisory Board on 9 November 2015.
- d) Increase in in-house training courses provided for businesses.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
16. <u>PUBLIC HEALTH</u>			
Employees			
Salaries	113,600	158,450 a)	143,850 a)
Supplies & Services			
Healthy Living Initiatives	83,200	55,750 b)	42,100 b)
	<hr/>	<hr/>	<hr/>
	196,800	214,200	185,950
	<hr/>	<hr/>	<hr/>
Less Income			
Contribution from Other Bodies	(3,000)	(16,000 c)	-
Public Health Funding	(152,150)	(138,950 d)	(127,050 e)
	<hr/>	<hr/>	<hr/>
	(155,150)	(154,950)	(127,050)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	41,650	59,250	58,900
Central, Departmental & Technical Support Services			
Central Salaries & Administration	3,500	3,600	3,800
Information Technology Expenses	-	450	450
Departmental Administrative Expenses	43,300	63,300 a)	57,750 a)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	88,450	126,600	120,900
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	3.44	4.53	3.68

- a) Increase reflects regrading of Health Living Co-ordinator post and temporary increase in the hours worked by the two Health Improvement Assistant posts, as approved by General Purposes Committee on 29 June 2015, and additional temporary staff resources.
- b) Increased use of Council staff to deliver initiatives rather than outsourcing to other organisations.
- c) Reflects contribution from Maidstone Borough Council to deliver Counterweight programme.
- d) In year reduction of 10% to core funding from Kent County Council (KCC).
- e) Assumes a further 10% reduction to core funding from KCC.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

SUMMARY

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
1. REFUSE COLLECTION	1,355,000	1,342,350	1,378,750
2. RECYCLING	1,066,550	1,291,050	1,351,200
3. STREET SCENE	1,407,700	1,396,700	1,435,100
4. PUBLIC CONVENIENCES	218,550	243,700	236,850
5. PEST CONTROL	25,100	27,350	28,350
6. TONBRIDGE & MALLING LEISURE TRUST	301,000	300,000	282,600
7. LARKFIELD LEISURE CENTRE	904,650	1,012,300	1,014,350
8. ANGEL CENTRE	316,850	334,600	330,950
9. TONBRIDGE SWIMMING POOL	516,250	585,250	702,650
10. POULT WOOD GOLF CENTRE	182,050	177,450	184,400
11. SPORTS GROUNDS	429,650	427,150	447,600
12. PLEASURE GROUNDS & OPEN SPACES	938,900	775,450	737,650
13. ALLOTMENTS	11,450	12,100	12,000
14. CHURCHYARDS	10,950	11,200	11,500
15. CEMETERY	83,200	83,550	82,050
16. YOUTH & PLAY DEVELOPMENT	165,450	174,300	158,500
17. SPORTS DEVELOPMENT	59,950	59,250	62,150
18. ARTS PROGRAMME	78,650	82,000	83,350
19. TONBRIDGE CHRISTMAS LIGHTING	27,750	23,300	21,200
20. LEISURE STRATEGY / MANAGEMENT	188,850	192,400	192,200
21. PARKING SERVICES	(661,500)	(865,600)	(921,950)
22. TRANSPORTATION	135,700	112,650	106,600
23. SECURITY SERVICES MANAGEMENT (CCTV)	80,150	77,350	75,400
24. BOROUGH DRAINAGE & LAND DRAINAGE RELATED WORK	86,950	155,700	132,250
25. CIVIL CONTINGENCIES	89,600	84,750	83,950
	8,019,400	8,116,300	8,229,650
Full Time Equivalent Number of Staff (Including Support Service Staff)	57.99	57.10	56.15

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
1. <u>REFUSE COLLECTION</u>			
Employees			
Salaries	117,750	121,750 a)	126,650 a)
Premises Related Expenses			
Vale Rise Depot Recharge	31,050	32,900	31,850
Supplies & Services			
Purchases - Equipment & Materials	3,000	3,000	3,000
Emergency Arrangements	950	800	800
Information Leaflets	2,000	2,000	2,000
Other Expenses	2,200	2,200	2,200
Third Party Payments			
Refuse Collection Contract	1,104,000	1,108,550 b)	1,130,950 c)
Bulky Household Refuse Collection	36,950	36,950	37,500 c)
	<hr/>	<hr/>	<hr/>
	1,297,900	1,308,150	1,334,950
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges			
Bulky Household Refuse Collection	(41,750)	(46,000) d)	(47,650) e)
Additional Collections	-	(550)	(550)
Contributions from Other Bodies	(22,900)	(38,300) f)	(33,200) f)
	<hr/>	<hr/>	<hr/>
	(64,650)	(84,850)	(81,400)
	<hr/>	<hr/>	<hr/>
	1,233,250	1,223,300	1,253,550
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>			
Central, Departmental & Technical Support Services			
Central Salaries & Administration	10,650	11,150	12,150
Information Technology Expenses	16,200	8,350 g)	8,300 g)
Departmental Administrative Expenses	52,650	55,250	57,400
Capital Programme Revenue Expenses	800	800	900
Depreciation & Impairment			
Non-Current Asset Depreciation	41,450	43,500 h)	46,450 h)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	1,355,000	1,342,350	1,378,750
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	4.32	4.00	4.01

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

REFUSE COLLECTION

- a) Reflects an increase in employer superannuation contributions charged to budgets under International Accounting Standard 19 "Employee Benefits" and increased national insurance contributions payable following the introduction of a flat rate pension scheme from April 2016.
- b) Extension of Waste Electrical and Electronic Equipment (WEEE) service to September 2016 (see note f), off-set by lower than anticipated increase for inflation in February 2015. Budget has also been increased to reflect costs of delivering bins to new properties, funded by reductions in the Green Waste Bins Growth/Replacement and Refuse Bins Growth/Replacement capital plan provisions.
- c) Assumes 1.5% increase for inflation in line with contract conditions, plus provision for new housing developments.
- d) Higher than anticipated demand for service
- e) Includes proposed increase in fees from April 2016 considered by Housing and Environment Services Advisory Board on 9 November 2015.
- f) Increase reflects contribution from the Department for Innovation and Skills to fund the WEEE service from July 2015 to September 2016. Please see report to Housing and Environment Services Advisory Board on 20 July 2015.
- g) IT system costs attributable to Waste Customer Relationship Management system have been re-apportioned to other service budgets including Recycling and Street Scene.
- h) Increase reflects purchase of wheeled bins for new properties and replacement/renewal of existing wheeled bins.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

2. RECYCLING

Employees

Salaries

115,500 117,600 **a)** 122,300 **a)**

Premises Related Expenses

Recycling Centres - Servicing
Rates

17,000 17,000 17,000
950 950 950

Transport Related Expenses

Vehicle Maintenance / Fuel etc
Vehicle Driver / Insurance / Licence

60,000 60,000 60,000
82,650 72,600 **b)** 73,700 **c)**

Supplies & Services

Publicity & Promotion
Emergency Arrangements
Contribution to Kent Resource Partnership
Other Expenses

25,600 39,850 **d)** 9,450
200 100 100
5,000 5,000 5,000
3,300 3,300 1,300

Third Party Payments

Recycling Collection Contract
Green Waste Collection Contract
Oil Recycling
Plastic Recycling
Paper Recycling
School Initiatives

462,900 460,650 **e)** 467,550 **c)**
864,100 856,050 **e)** 877,400 **f)**
1,000 1,000 1,000
109,800 99,100 **b)** 93,100 **g)**
- 7,500 **h)** 7,800 **h)**
1,050 1,050 1,050

Carried Forward

1,749,050 1,741,750 1,737,700

- a) Reflects an increase in employer superannuation contributions charged to budgets under International Accounting Standard 19 "Employee Benefits" and increased national insurance contributions payable following the introduction of a flat rate pension scheme from April 2016.
- b) Reduced costs as a result of removal of recycling site at the Aylesford branch of Sainsbury's from June 2015. Please see report to Housing and Environment Services Advisory Board on 20 July 2015.
- c) Assumes 1.5% increase for inflation in line with contract conditions.
- d) 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.
- e) Lower than anticipated increase for inflation in February 2015, off-set by increases to reflect costs of delivering bins to new properties, funded by reductions in the Green Waste Bins Growth/Replacement and Refuse Bins Growth/Replacement capital plan provisions.
- f) Assumes 1.5% increase for inflation in line with contract conditions, plus provision for new housing developments.
- g) Assumes 1.0% increase for inflation in line with contract conditions.
- h) Alternative arrangements for recycling paper via recycling sites following Aylesford Newsprint going into administration in February 2015.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

2. RECYCLING (continued)

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
<u>Brought Forward</u>	1,749,050	1,741,750	1,737,700
Less Income			
Glass Recycling	(88,200)	(6,800) i)	(6,800) i)
Can Recycling	(24,000)	(20,000) j)	(18,000) j)
Textile Recycling	(21,200)	(20,850)	(20,850)
Paper Recycling	(241,800)	(49,450) k)	(50,950) k)
Recycling Credits - Disposal	(399,000)	(400,000)	(373,500) l)
Contributions from Other Bodies	(42,650)	(94,700) m)	(62,550) m)
	<hr/>	<hr/>	<hr/>
	(816,850)	(591,800)	(532,650)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	932,200	1,149,950	1,205,050
Central, Departmental & Technical Support Services			
Central Salaries & Administration	8,150	8,550	9,250
Information Technology Expenses	1,100	7,800 n)	7,700 n)
Departmental Administrative Expenses	51,200	52,650	54,700
Capital Programme Revenue Expenses	1,700	1,850	2,050
Depreciation & Impairment			
Non-Current Asset Depreciation	72,200	70,250	72,450
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	1,066,550	1,291,050	1,351,200
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	3.98	3.79	3.79

- i)** Reduction in prices for glass and impact of removal of recycling site at the Aylesford branch of Sainsbury's. Partly off-set by increased contribution from Tunbridge Wells Borough Council - see note m.
- j)** Reduction in price for cans.
- k)** Following Aylesford Newsprint going into administration in February 2015 the Council had to find an alternate outlet for paper recyclate which resulted in a significant reduction in price.
- l)** Impact of removal of recycling site at the Aylesford branch of Sainsbury's and anticipated reduction in tonnages, partly off-set by 3% increase in recycling credit from April 2016.
- m)** Increased contribution from Tunbridge Wells Borough Council as a result of reduction in glass income. 2015/16 estimates include contribution from Kent Resource Partnership towards marketing Council's recycling services.
- n)** Reflects the re-apportionment of Waste Customer Relationship Management system costs.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
3. STREET SCENE			
Employees			
Salaries	127,850	124,650	129,800 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	33,100	33,100	33,600 b)
Graffiti Removal	4,000	4,000	4,000
Dog Warden	61,200	61,200	61,800 c)
Emergency Arrangements	700	550	550
Third Party Payments			
Amenity & Street Cleansing Contract	1,268,650	1,173,450 d)	1,196,050 e)
	<hr/>	<hr/>	<hr/>
	1,520,500	1,421,950	1,450,800
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges			
Amenity Cleansing for Russet Homes	(69,900)	(68,850)	(69,900)
Recharge to Utility Companies	(750)	-	-
Stray Dogs Redemption Fees	(9,000)	(10,000)	(10,150)
Fixed Penalty Notices	(7,000)	(7,000)	(7,000)
Recharge to Other Accounts	(86,700)	(7,000) d)	(7,000)
	<hr/>	<hr/>	<hr/>
	(173,350)	(92,850)	(94,050)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	1,347,150	1,329,100	1,356,750
Central, Departmental & Technical Support Services			
Central Salaries & Administration	8,250	8,650	17,500 f)
Information Technology Expenses	1,750	8,500 g)	8,400 g)
Departmental Administrative Expenses	50,550	50,450	52,450
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	1,407,700	1,396,700	1,435,100
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	4.06	3.80	3.95

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

STREET SCENE

- a) Reflects an increase in employer superannuation contributions charged to budgets under International Accounting Standard 19 "Employee Benefits" and increased national insurance contributions payable following the introduction of a flat rate pension scheme from April 2016.
- b) Assumes 1.5% increase for inflation in line with contract conditions.
- c) Assumes 1.0% increase for inflation in line with contract conditions.
- d) Budgets amalgamated for ease of administration. Overall saving due to lower than anticipated increase for inflation in February 2015.
- e) Assumes 1.5% increase for inflation in line with contract conditions, plus provision for new housing developments.
- f) Support from counter fraud.
- g) Reflects the re-apportionment of Waste Customer Relationship Management system costs.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

4. PUBLIC CONVENIENCES

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
Employees			
Salaries	15,200	18,050	18,750
Premises Related Expenses			
Building Repairs Expenditure	24,700	25,400 a)	16,150 b)
Electricity	9,500	9,500	9,500
Rates	18,500	18,400	18,600
Water Charges (Metered)	7,500	7,500	7,500
Sewerage & Environmental Services	9,000	9,000	9,000
Premises Insurance	3,000	2,950	3,150
Third Party Payments			
Public Convenience Cleansing Contract	62,000	61,650	62,250 c)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	149,400	152,450	144,900
Central, Departmental & Technical Support Services			
Central Salaries & Administration	5,150	5,500	5,900
Information Technology Expenses	400	600	600
Departmental Administrative Expenses	6,650	8,150	8,450
Depreciation & Impairment			
Non-Current Asset Depreciation	56,950	77,000 d)	77,000 d)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	218,550	243,700	236,850
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.60	0.65	0.65

- a) Includes decorations (£7,500) and general response work (£6,000).
- b) Includes general response work (£6,000).
- c) Assumes 1.0% increase for inflation in line with contract conditions.
- d) Reflects revaluations of Council's public conveniences in 2014/15.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
5. <u>PEST CONTROL</u>			
Employees			
Salaries	8,450	8,150	8,500
Supplies & Services			
Emergency Arrangements	450	450	450
Financial Hardship Subsidy	3,550	3,000	3,000
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	12,450	11,600	11,950
Central, Departmental & Technical Support Services			
Central Salaries & Administration	3,700	3,950	4,300
Information Technology Expenses	5,250	8,050	8,200
Departmental Administrative Expenses	3,700	3,750	3,900
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	25,100	27,350	28,350
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.42	0.43	0.43

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
6. <u>TONBRIDGE & MALLING LEISURE TRUST</u>			
Employees			
Salaries	52,300	50,250	51,100
Third Party Payments			
Service Fee	179,800	177,300 a)	158,150 b)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	232,100	227,550	209,250
Central, Departmental & Technical Support Services			
Central Salaries & Administration	7,500	9,400	9,750
Information Technology Expenses	-	50	50
Departmental Administrative Expenses	61,400	63,000	63,550
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	301,000	300,000	282,600
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.25	1.55	1.54

- a) Service fee reduced by £15,000 per annum from February 2016 following refurbishment of the health suite at Larkfield Leisure Centre. Revised estimate reflects part year impact.
- b) Full year impact of health suite refurbishment, 5% efficiency taper, partly off-set by a 1.0% increase for inflation in line with the Management Agreement.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

7. LARKFIELD LEISURE CENTRE

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
Employees			
Salaries	2,550	1,400	1,450
Premises Related Expenses			
Building Repairs Expenditure	81,000	113,400 a)	126,150 b)
Premises Insurance	23,600	22,700	23,900
Supplies & Services			
Miscellaneous Insurance	150	1,000 c)	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	107,300	138,500	151,500
Central, Departmental & Technical Support Services			
Central Salaries & Administration	14,650	15,450	16,200
Information Technology Expenses	400	450	450
Departmental Administrative Expenses	73,800	76,550	76,700
Capital Programme Revenue Expenses	1,900	9,450 d)	4,000
Depreciation & Impairment			
Non-Current Asset Depreciation	706,600	771,900 e)	765,500 e)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	904,650	1,012,300	1,014,350
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.32	1.02	0.95

- a) Includes servicing of plant and equipment (£41,500), relining/refilling filters (£9,000) and plant renewals (£8,000).
- b) Includes servicing of plant and equipment (£36,000), wave machine and kitchen control panel replacements (£20,000), office air handling alterations (£20,000), public areas carpeting/flooring (£10,000) and plant renewals (£8,000).
- c) Excess payable by Council in respect of an employer's liability claim.
- d) Increased staff time on Refurbishment of Lifestyles Health Suite capital plan scheme.
- e) Reflects revaluations of Council's leisure premises during 2014/15, health suite refurbishment and pool disinfectant / backwashing system enhancement.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
8. <u>ANGEL CENTRE</u>			
Employees			
Salaries	3,850	2,700	2,900
Premises Related Expenses			
Building Repairs Expenditure	25,450	45,550 a)	31,350 b)
Premises Insurance	11,350	10,900	11,550
Supplies & Services			
Miscellaneous Insurance	50	-	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	40,700	59,150	45,800
Central, Departmental & Technical Support Services			
Central Salaries & Administration	7,500	7,900	8,300
Information Technology Expenses	450	400	450
Departmental Administrative Expenses	51,100	52,850	53,000
Capital Programme Revenue Expenses	1,900	350	350
Depreciation & Impairment			
Non-Current Asset Depreciation	215,200	213,950	223,050 c)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	316,850	334,600	330,950
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.25	0.64	0.65

- a) Includes servicing of plant and equipment (£23,800).
- b) Includes servicing of plant and equipment (£17,900).
- c) Increase reflects ongoing capital renewals programme.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

9. TONBRIDGE SWIMMING POOL

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
Employees			
Salaries	3,850	2,700	2,900
Premises Related Expenses			
Building Repairs Expenditure	80,700	117,200 a)	228,650 b)
Premises Insurance	18,250	17,600	18,650
Supplies & Services			
Miscellaneous Insurance	100	-	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	102,900	137,500	250,200
Central, Departmental & Technical Support Services			
Central Salaries & Administration	10,850	11,450	12,000
Information Technology Expenses	400	400	400
Departmental Administrative Expenses	44,150	45,650	45,750
Capital Programme Revenue Expenses	2,000	350	350
Depreciation & Impairment			
Non-Current Asset Depreciation	355,950	389,900 c)	393,950 c)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	516,250	585,250	702,650
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.30	0.63	0.64

- a) Includes servicing of plant and equipment (£32,500), relining/refilling filters (£12,500), plant renewals (£10,000), pool tile repairs (£7,550), outdoor pool leak repair (£7,000), inspection of glulam beams (£6,000) and window/door repairs (£6,000).
- b) Includes main roof tile repairs (£60,000), spa replacement (£60,000), external decoration (£33,000), servicing of plant and equipment (£27,000), plant renewals (£10,000) and pool tile repairs (£10,000).
- c) Reflects revaluations of Council's leisure premises in 2014/15.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

10. POULT WOOD GOLF CENTRE

Employees

Salaries

2015/16 ESTIMATE		2016/17 ESTIMATE
ORIGINAL	REVISED	ESTIMATE
£	£	£
3,850	2,800	2,900
Premises Related Expenses		
20,150	41,900 a)	42,400 b)
5,250	4,350	4,700
Transport Related Expenses		
3,700	3,600	3,850
<hr/>		
Sub-total	52,650	53,850
Central, Departmental & Technical Support Services		
7,200	7,550	7,950
1,800	150	150
20,300	20,900	21,000
550	650	750
Depreciation & Impairment		
119,250	95,550 c)	100,700 c)
<hr/>		
TO SUMMARY	177,450	184,400
<hr/>		
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.36	0.36

Premises Related Expenses

Building Repairs Expenditure

Premises Insurance

Transport Related Expenses

Transport Insurance

Sub-total

Central, Departmental & Technical Support Services

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

Capital Programme Revenue Expenses

Depreciation & Impairment

Non-Current Asset Depreciation

TO SUMMARY

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

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

POULT WOOD GOLF CENTRE

- a) Includes servicing of plant and equipment (£12,950) and flat bathroom replacement (£7,200).
- b) Includes repairing/waterproof coating to roof (£22,000) and servicing of plant and equipment (£11,250).
- c) Reflects revaluations of Council's leisure premises in 2014/15.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
11. <u>SPORTS GROUNDS</u>			
Employees			
Salaries	37,950	39,600	40,600
Premises Related Expenses			
Building Repairs Expenditure	14,950	16,850 a)	24,350 b)
Maintenance of Grounds	20,650	20,650	20,650
Electricity	250	250	250
Rates	200	500	500
Premises Insurance	2,250	2,100	2,300
Transport Related Expenses			
Repairs & Maintenance	350	350	350
Licences	150	150	150
Petrol / Oil	750	750	750
Car Allowances	250	250	250
Transport Insurance	550	550	600
Supplies & Services			
Clothing, Uniform & Laundry	150	150	150
Stationery	50	50	50
Gates / Security	2,000	2,000	2,000
Honoraria	1,100	1,100	1,100
Postages	50	50	50
Telephones	200	150	150
Licences	100	100	100
Third Party Payments			
Ground Maintenance Contract	224,000	224,000	226,200 c)
	<hr/>	<hr/>	<hr/>
	305,950	309,600	320,550
Less Income			
Rents - Land	(11,100)	(7,100) d)	(11,100)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	294,850	302,500	309,450
Central, Departmental & Technical Support Services			
Central Salaries & Administration	11,700	12,350	13,300
Information Technology Expenses	450	650	650
Departmental Administrative Expenses	13,050	15,050	15,700
Capital Programme Revenue Expenses	3,700	2,800	3,100
Depreciation & Impairment			
Non-Current Asset Depreciation	105,900	93,800 e)	105,400 e)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	429,650	427,150	447,600
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.47	1.49	1.49

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

SPORTS GROUNDS

- a) Includes plant renewals (£4,500), servicing of plant and equipment (£3,750) and external decoration (£2,000).
- b) Includes decoration (£9,500) and servicing of plant and equipment (£3,750).
- c) Assumes 1.0% increase for inflation in line with contract conditions.
- d) Rent waived due to replacement of Avebury Avenue bridge.
- e) Renewal of play equipment at Tonbridge Racecourse Sports Ground deferred to 2016/17.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

12. PLEASURE GROUNDS & OPEN SPACES

(a) TONBRIDGE CASTLE GROUNDS

Employees

Salaries	16,600	17,250	17,850
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Premises Related Expenses

Maintenance of Grounds	4,500	4,500	4,500
Electricity	500	500	500
Rates	1,600	700	1,600
Premises Insurance	50	50	50

Supplies & Services

Purchases - Equipment & Materials	10,000	10,000	10,000
Licences	300	300	300

Third Party Payments

Ground Maintenance Contract	80,300	80,300	75,100 a)
Tonbridge in Bloom	8,000	8,000	5,000

<hr/>	121,850	121,600	114,900
<hr/>			

Less Income

Fees & Charges - Mooring Fees	(50)	(50)	(50)
Rents			
Land	(100)	(100)	(100)
Mobile Catering Concession	(5,000)	(5,000)	(5,000)

<hr/>	(5,150)	(5,150)	(5,150)
<hr/>			

Sub-total

116,700	116,450	109,750
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Central, Departmental & Technical Support Services

Central Salaries & Administration	2,350	2,500	2,700
Information Technology Expenses	350	500	500
Departmental Administrative Expenses	5,450	6,100	6,400

Depreciation & Impairment

Non-Current Asset Depreciation	13,300	16,500 b)	17,200 b)
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<hr/>	138,150	142,050	136,550
<hr/>			

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

0.55	0.57	0.57
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PLEASURE GROUNDS & OPEN SPACES - TONBRIDGE CASTLE GROUNDS

- a) Assumes 1.0% increase for inflation in line with contract conditions.
- b) Increase reflects river bank stabilisation work at Tonbridge Castle.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(b) HAYSDEN COUNTRY PARK

Employees

	2015/16 ESTIMATE ORIGINAL £	REVISED £	2016/17 ESTIMATE £
Salaries	37,650	39,000	40,050

Premises Related Expenses

Building Repairs Expenditure	2,900	4,800	8,200 a)
Maintenance of Grounds	26,200	8,550 b)	8,550 b)
Maintenance of Play Equipment	6,750	6,750	6,800 c)
Electricity	700	850	850
Water Charges (Metered)	50	50	50
Sewerage & Environmental Services	400	400	400
Cleaning & Domestic Supplies	5,600	5,600	5,650 c)
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	2,400	2,400	2,400
Trade Refuse Charges	600	600	600
Dog Bin Emptying	600	600	600
Gates / Security	6,900	6,900	6,900
Rodent Control	450	450	450
Litter Collection	5,500	5,500	5,550 c)
Advertising	700	700	700
Telephones	500	500	500

Third Party Payments

Ground Maintenance Contract	-	17,650 b)	17,850 c)
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Carried Forward

101,200	104,600	109,400
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- a) Includes renewal of roof covering (£6,000).
- b) Ground Maintenance Contract part of the maintenance of grounds budget now shown separately. No overall change.
- c) Assumes 1.0% increase for inflation in line with contract conditions.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(b) HAYSDEN COUNTRY PARK (continued)

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
<u>Brought Forward</u>	101,200	104,600	109,400
Less Income			
Fees & Charges			
Car Parking Fees	(24,000)	(26,000)	(29,700) d)
Car Park Season Tickets	(3,000)	(2,500)	(2,850) d)
Rents			
Rights over Water	(5,250)	(5,150)	(5,150)
Mobile Catering Concession	(6,900)	(6,750)	(6,800)
	<hr/>	<hr/>	<hr/>
	(39,150)	(40,400)	(44,500)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	62,050	64,200	64,900
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,350	2,500	2,700
Information Technology Expenses	1,500	1,800	1,900
Departmental Administrative Expenses	13,000	14,600	15,250
Depreciation & Impairment			
Non-Current Asset Depreciation	17,300	20,000 e)	20,600 e)
	<hr/>	<hr/>	<hr/>
	96,200	103,100	105,350
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	1.28	1.28	1.29

d) Includes estimated increase in fees from April 2016.

e) Reflects revaluations of Council's public conveniences in 2014/15.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
12. PLEASURE GROUNDS & OPEN SPACES			
(continued)			
(c) OPEN SPACES			
& AMENITY AREAS BOROUGH - WIDE			
Employees			
Salaries	53,500	55,600	57,000
Premises Related Expenses			
Building Repairs Expenditure	1,000	2,000	1,000
Maintenance of Grounds	29,650	29,650	25,450
Maintenance of Play Equipment	6,000	6,000	6,000
Electricity	600	600	600
Premises Insurance	2,150	2,150	2,250
Supplies & Services			
Purchases - Equipment & Materials	800	800	800
Security Services	400	400	400
Dog Bin Emptying	300	300	300
Rodent Control	250	150	150
Miscellaneous Insurance	-	200	300
Telephones	100	100	100
Capital Grants & Contributions (RECS)	692,000	745,000	-
Third Party Payments			
Ground Maintenance Contract	119,850	119,850	120,900 a)
	<hr/>	<hr/>	<hr/>
	906,600	962,800	215,250
	<hr/>	<hr/>	<hr/>
Less Income			
Interest Receipts	(4,000)	(3,150)	(3,200)
Rents			
Land	(14,600)	(16,600) b)	(16,850) b)
Wayleave Agreement	(1,250)	(1,250)	(1,250)
Capital Grants Received (RECS)	(492,000)	(730,000) c)	-
	<hr/>	<hr/>	<hr/>
	(511,850)	(751,000)	(21,300)
	<hr/>	<hr/>	<hr/>
<u>Sub-total Carried Forward</u>	394,750	211,800	193,950

a) Assumes 1.0% increase for inflation in line with contract conditions.

b) Includes backdated inflationary increase in line with contract conditions.

c) Increased contribution from the Environment Agency towards the Tonbridge Town Lock capital plan scheme.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

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

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
<u>Sub-total Brought Forward</u>	394,750	211,800	193,950
Central, Departmental & Technical Support Services			
Central Salaries & Administration	5,850	6,100	6,500
Information Technology Expenses	650	750	750
Departmental Administrative Expenses	18,600	21,200	22,150
Capital Programme Revenue Expenses	59,750	61,000	43,700 c)
Depreciation & Impairment			
Non-Current Asset Depreciation	47,700	43,950 d)	39,200 e)
	527,300	344,800	306,250
Full Time Equivalent Number of Staff (Including Support Service Staff)	2.89	2.77	2.64

- c)** Reduced staff time on the Tonbridge Town Lock capital plan scheme.
- d)** Lower than anticipated expenditure on the Open Spaces Site Improvements capital plan schemes.
- e)** Play equipment at Scotchers Field fully depreciated by end of 2015/16. Renewal due in 2019/20.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(d) PATROLLING

Employees

Salaries	5,000	5,250	5,400
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Transport Related Expenses

Repairs & Maintenance	400	400	400
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Licences	100	100	100
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Petrol / Oil	750	750	750
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Transport Insurance	550	550	550
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Supplies & Services

Clothing, Uniform & Laundry	150	150	150
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Gates / Security	2,000	2,000	2,000
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Telephones	100	100	100
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Sub-total

9,050	9,300	9,450
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Central, Departmental & Technical Support Services

Central Salaries & Administration	1,100	1,150	1,250
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Information Technology Expenses	100	100	100
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Departmental Administrative Expenses	1,700	1,950	2,050
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11,950	12,500	12,850
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Full Time Equivalent Number of Staff
(Including Support Service Staff)

0.18	0.18	0.18
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DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(e) COUNTRYSIDE / WOODLAND
MANAGEMENT

Employees

Salaries	14,400	15,050	15,450
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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
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Sub-total

48,950	49,600	50,000
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**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	5,500	5,900	6,250
Information Technology Expenses	200	300	350
Departmental Administrative Expenses	4,850	5,550	5,800

59,500	61,350	62,400
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Full Time Equivalent Number of Staff
(Including Support Service Staff)

0.54	0.55	0.55
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DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(f) LEYBOURNE LAKES COUNTRY PARK

Employees

	2015/16 ESTIMATE ORIGINAL £	REVISED £	2016/17 ESTIMATE £
Salaries	70,200	68,400	69,550

Premises Related Expenses

Building Repairs Expenditure	6,100	3,000 a)	6,450 a)
Maintenance of Grounds	12,050	12,050	12,050
Electricity	2,800	2,800	2,800
Rates	50	50	50
Water Charges (Metered)	400	400	400
Sewerage & Environmental Services	500	500	500
Cleaning & Domestic Supplies	5,600	5,600	5,650
Premises Insurance	400	400	400

Transport Related Expenses

Repairs & Maintenance	550	550	550
Transport Insurance	200	200	200

Supplies & Services

Purchases - Equipment & Materials	850	850	850
Clothing, Uniforms & Laundry	600	500	500
Printing & Stationery	700	700	700
Professional Fees	-	5,350 b)	-
Cash Collection	2,000	2,000	2,000
Trade Refuse Charges	1,600	1,600	1,600
Dog Bin Emptying	450	450	450
Gates / Security	7,650	11,750 c)	11,750 c)
Pest Control	250	250	250
Wildlife Monitoring	400	400	400
Hall Hire for User Group	100	100	100
Car Park Management Charges	950	1,000	1,000
Telephones	700	700	700

	115,100	119,600	118,900
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Less Income

Car Parking Fees	(17,500)	(17,000)	(19,400) d)
Car Park Season Tickets	(300)	(550)	(550)
Educational Visits	(250)	(250)	(250)
Interest Receipts	(5,600)	(4,600)	(7,100)
Rents			
Land	(350)	(350)	(350)
Mobile Catering Concession	(4,600)	(4,500)	(4,550)
Windsurfing / Diving Concession	(8,400)	(7,750)	(7,800)
Fishing Concession	(18,450)	(18,750)	(19,000)
Contributions from Other Bodies	(11,000)	(10,000) e)	(9,000) e)
Developer Contributions	-	(5,350) b)	-

	(66,450)	(69,100)	(68,000)
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Sub-total Carried Forward

	48,650	50,500	50,900
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DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(f) LEYBOURNE LAKES COUNTRY PARK
(continued)

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
<u>Sub-total Brought Forward</u>	48,650	50,500	50,900
Central, Departmental & Technical Support Services			
Central Salaries & Administration	3,300	3,550	3,850
Information Technology Expenses	1,300	1,700	1,750
Departmental Administrative Expenses	26,650	25,000	26,150
Capital Programme Revenue Expenses	3,200	2,450	2,750
Depreciation & Impairment			
Non-Current Asset Depreciation	22,700	28,450 f)	28,850 f)
	<hr/>	<hr/>	<hr/>
	105,800	111,650	114,250
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	2.89	2.52	2.52

PLEASURE GROUNDS & OPEN SPACES

(a) TONBRIDGE CASTLE GROUNDS	138,150	142,050	136,550
(b) HAYSDEN COUNTRY PARK	96,200	103,100	105,350
(c) OPEN SPACES & AMENITY AREAS	527,300	344,800	306,250
(d) PATROLLING	11,950	12,500	12,850
(e) COUNTRYSIDE / WOODLAND MANAGE'T	59,500	61,350	62,400
(f) LEYBOURNE LAKES COUNTRY PARK	105,800	111,650	114,250
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	938,900	775,450	737,650
	<hr/>	<hr/>	<hr/>

- a) External decoration (£3,000) postponed until 2016/17.
- b) Cost of preparing plans for proposed visitor centre and catering facilities. Funded entirely from developer contribution.
- c) Increased use of external contractor for gates opening/closing and security work. Off-set by reduction in temporary staff provision.
- d) Includes estimated increase in fees from April 2016.
- e) Further reductions in support from Snodland Town Council.
- f) Reflects revaluations of Council's public conveniences and leisure premises in 2014/15.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
13. ALLOTMENTS			
Employees			
Salaries	300	300	350
Premises Related Expenses			
Premises Insurance	100	100	100
Third Party Payments			
Management Fee to T.A.G.A.	5,100	5,100	5,100
	<hr/>	<hr/>	<hr/>
	5,500	5,500	5,550
Less Income			
Rents	(50)	(50)	(50)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	5,450	5,450	5,500
Central, Departmental & Technical Support Services			
Central Salaries & Administration	450	450	500
Information Technology Expenses	50	50	50
Departmental Administrative Expenses	100	100	100
Capital Programme Revenue Expenses	1,850	1,900	2,100
Depreciation & Impairment			
Non-Current Asset Depreciation	3,550	4,150	3,750
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	11,450	12,100	12,000
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.07	0.06	0.06

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

14. CHURCHYARDS

Employees

Salaries

2015/16 ESTIMATE		2016/17 ESTIMATE
ORIGINAL	REVISED	ESTIMATE
£	£	£
2,250	2,350	2,400

Premises Related Expenses

Maintenance of Grounds

7,000	7,000	7,100
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9,250	9,350	9,500
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Less Income

Contributions from Other Bodies

(50)	(50)	(50)
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Sub-total

9,200	9,300	9,450
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Central, Departmental & Technical Support Services

Central Salaries & Administration

950	1,000	1,100
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Information Technology Expenses

100	100	150
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Departmental Administrative Expenses

700	800	800
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TO SUMMARY

10,950	11,200	11,500
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Full Time Equivalent Number of Staff
(Including Support Service Staff)

0.08	0.08	0.08
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DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

15. CEMETERY

Employees

Salaries

2015/16 ESTIMATE		2016/17 ESTIMATE
ORIGINAL	REVISED	ESTIMATE
£	£	£
24,050	25,150	25,800
Premises Related Expenses		
Building Repairs Expenditure	1,700	1,900
Maintenance of Grounds	5,600	5,600
Electricity	800	800
Rates	5,650	5,700
Water Charges (Metered)	100	100
Sewerage & Environmental Services	500	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	63,200	63,850
<u>Carried Forward</u>	104,450	109,200

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 external decoration (£2,500).

b) Assumes 1.0% increase for inflation in line with contract conditions.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
15. <u>CEMETERY (continued)</u>			
<u>Brought Forward</u>	104,450	105,700	109,200
Less Income			
Fees & Charges			
Graves - Annual Maintenance	(500)	(450)	(450)
Graves - Exclusive Right of Burial	(18,200)	(23,000)	(25,100)
Interments	(23,200)	(17,000)	(18,600)
Memorials - Erection	(2,700)	(4,000)	(4,400)
Memorials - Inscription	(1,900)	(3,000)	(3,300)
Register Search	(1,000)	(800)	(900)
Memorial Garden - Lease of Tablet / Vault	(8,400)	(12,000)	(13,100)
Memorial Garden - Plaque / Inscription	(3,400)	(2,500)	(2,700)
Use of Chapel	(1,500)	(1,500)	(1,600)
	<hr/>	<hr/>	<hr/>
	(60,800)	(64,250) c)	(70,150) d)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	43,650	41,450	39,050
Central, Departmental & Technical Support Services			
Central Salaries & Administration	5,850	6,250	6,700
Information Technology Expenses	1,200	1,400	1,450
Departmental Administrative Expenses	8,000	9,150	9,550
Depreciation & Impairment			
Non-Current Asset Depreciation	24,500	25,300	25,300
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	83,200	83,550	82,050
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.85	0.86	0.86

c) Higher than anticipated demand for services.

d) Includes proposed increase in fees from April 2016 considered by Communities Advisory Board on 11 January 2016.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
16. <u>YOUTH & PLAY DEVELOPMENT</u>			
Employees			
Salaries	78,900	75,950 a)	70,550 b)
Premises Related Expenses			
Rent	9,750	9,750	9,750
Transport Related Expenses			
Hire of Transport	1,000	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	30,500	37,300 a)	30,500
Telephones	150	150	150
Registration & Inspection of Centres	300	300	300
Youth Development			
Activate	23,500	23,500	23,500
Youth Development Initiatives	9,000	9,000	9,000
	<hr/>	<hr/>	<hr/>
	165,300	169,150	156,950
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges			
Playscheme Registration Fees	(31,150)	(26,550) c)	(31,150)
Activate	(9,400)	(9,400)	(9,400)
Contributions from Other Bodies			
Playscheme - Parish Councils	(12,050)	(11,850)	(12,050)
	<hr/>	<hr/>	<hr/>
	(52,600)	(47,800)	(52,600)
	<hr/>	<hr/>	<hr/>
	112,700	121,350	104,350
	<hr/>	<hr/>	<hr/>
Central, Departmental & Technical Support Services			
Central Salaries & Administration	12,950	14,200 d)	15,850 d)
Information Technology Expenses	8,100	8,600	8,900
Departmental Administrative Expenses	31,700	30,150	29,400
	<hr/>	<hr/>	<hr/>
	165,450	174,300	158,500
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>			
	165,450	174,300	158,500
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	2.24	2.12	1.88

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

YOUTH & PLAY DEVELOPMENT

- a) Reduction in temporary staff provision to reflect use of external organisation to provide East Malling playscheme.
- b) Temporary 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.
- c) Reduction in income partly due to not providing playscheme at East Peckham.
- d) Re-assessment of Exchequer Services staff allocations.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
17. <u>SPORTS DEVELOPMENT</u>			
Employees			
Salaries	37,900	37,000	39,300
Supplies & Services			
Sports Development Programme	5,000	6,500 a)	5,000
	<hr/>	<hr/>	<hr/>
	42,900	43,500	44,300
Less Income			
Contributions from Other Bodies	(500)	(2,000) a)	(500)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	42,400	41,500	43,800
Central, Departmental & Technical Support Services			
Central Salaries & Administration	1,400	1,550	1,700
Information Technology Expenses	750	750	800
Departmental Administrative Expenses	15,400	15,450	15,850
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	59,950	59,250	62,150
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	1.02	0.96	0.94

a) Additional expenditure off-set by contribution from Street Games UK.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
18. <u>ARTS PROGRAMME</u>			
Employees			
Salaries	30,950	32,250	32,750
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	2,600	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>	63,750	65,050	65,550
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,550	2,750	3,000
Information Technology Expenses	650	750	800
Departmental Administrative Expenses	11,700	13,450	14,000
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	78,650	82,000	83,350
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.89	0.88	0.87

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
19. <u>TONBRIDGE CHRISTMAS LIGHTING</u>			
Employees			
Salaries	2,850	2,950	3,050
Supplies & Services			
Tonbridge Christmas Lighting	16,000	16,000	16,000
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	18,850	18,950	19,050
Central, Departmental & Technical Support Services			
Central Salaries & Administration	500	550	600
Information Technology Expenses	200	200	250
Departmental Administrative Expenses	1,050	1,250	1,300
Depreciation & Impairment			
Non-Current Asset Depreciation	7,150	2,350 a)	- a)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	27,750	23,300	21,200
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.08	0.08	0.08

- a) Christmas lights purchased in 2010 and 2011 fully depreciated by end of 2015/16. Renewal deferred to 2017/18.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

20. LEISURE STRATEGY / MANAGEMENT

Employees

Salaries

2015/16 ESTIMATE		2016/17 ESTIMATE
ORIGINAL	REVISED	ESTIMATE
£	£	£
87,200	88,050	89,650

Supplies & Services

Maintenance - General

500	500	500
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Market Research / Audit Programme

4,500	4,500	4,500
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Communication Expenses

50	50	50
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Subscriptions

3,650	3,650	3,650
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Tourism & Promotion of Facilities

28,050	28,050	28,050
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Capital Grants & Contributions (RECS)

8,000	12,000	10,000
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131,950	136,800	136,400
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Less Income

Box Office

-	(5,350) a)	(6,500) a)
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Sub-total

131,950	131,450	129,900
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Central, Departmental & Technical

Support Services

Central Salaries & Administration

28,950	31,200	31,750
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Information Technology Expenses

600	700	700
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Departmental Administrative Expenses

26,800	28,500	29,500
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Depreciation & Impairment

Non-Current Asset Depreciation

550	550	350
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TO SUMMARY

188,850	192,400	192,200
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Full Time Equivalent Number of Staff

(Including Support Service Staff)

2.64	2.60	2.54
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Analysis of Salaries:-

Tourism & Promotion

£ 21,450	£ 21,700	£ 21,850
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Leisure Planning / Policy

36,600	36,400	37,500
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Market Research

1,600	1,650	1,700
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Liaison with Outside Bodies

27,550	28,300	28,600
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87,200	88,050	89,650
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a) New income stream from open air cinema at Tonbridge Castle.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

21. PARKING SERVICES

(a) OFF-STREET

Employees

Salaries	177,700	174,700	186,850 a)
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Premises Related Expenses

Maintenance of Grounds	52,500	50,000	50,750 b)
Repairs & Maintenance	28,000	30,000	30,000
Winter Maintenance	12,000	8,000 c)	8,000 c)
Electricity	850	1,250	1,250
Rates	209,900	209,600	211,400 d)
Premises Insurance	1,700	1,650	1,650

Transport Related Expenses

Repairs & Maintenance	1,200	1,200	1,200
Licences	250	450	450
Petrol / Oil	3,000	2,500	2,500
Transport Insurance	1,100	1,900	2,300

Supplies & Services

Purchases - Equipment & Materials	1,000	1,000	1,000
Mobile Communications	1,050	1,050	1,050
Maintenance - General	24,000	24,000	24,000
Uniforms	1,000	1,000	1,000
Stationery	3,000	3,000	3,000
Cash Collection	41,000	41,000	41,600 b)
Payment to Principals / Ticket Refunds	512,000	528,000 e)	565,000 f)
Advertising	1,000	1,000	1,000
Miscellaneous Insurance	500	500	500
Adjudication & Enforcement Services	5,000	5,000	5,000
Mobile Telephones	1,800	1,800	1,800
Emergency Arrangements	150	150	150
Security Services Mgt. Recharge (CCTV)	216,700	209,150 g)	203,800 g)

Carried Forward

1,296,400	1,297,900	1,345,250
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DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

PARKING SERVICES - OFF-STREET

- a) Reflects provision for pay award and increased national insurance contributions payable following the introduction of a flat rate pension scheme from April 2016.
- b) Assumes 1.5% increase for inflation in line with contract conditions.
- c) Reduction assumes no significant impact by severe weather.
- d) Assumes NNDR "multiplier" increases by 0.8% in April 2016.
- e) Increase in refunds arising from greater use of Council car parks - see note j.
- f) Includes estimated increase in fees from April 2016.
- g) Savings arising from changes to Technical Services establishment approved by General Purposes Committee on 29 June 2015 - please see page SSLTS 37.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
21. <u>PARKING SERVICES (continued)</u>			
(a) <u>OFF-STREET (continued)</u>			
<u>Brought Forward</u>	1,296,400	1,297,900	1,345,250
Less Income			
Fees & Charges			
Car Park Season Tickets	(155,000)	(189,000) h)	(166,000) i)
Short Stay Parking	(1,540,000)	(1,600,000) j)	(1,710,000) i)
Long Stay Parking	(530,000)	(600,000) j)	(640,000) i)
Penalty Charge Notices	(95,000)	(90,000) k)	(90,000) k)
General	(1,450)	(4,500) l)	(4,550) l)
Management of Angel / Botany Car Parks	(93,600)	(92,950)	(94,350)
Rent - Snodland Town Market / Sunday Farmers' Market	(7,000)	(7,900) m)	(7,500) m)
	<hr/>	<hr/>	<hr/>
	(2,422,050)	(2,584,350)	(2,712,400)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(1,125,650)	(1,286,450)	(1,367,150)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	23,750	26,250 n)	29,300 n)
Information Technology Expenses	35,650	40,300 o)	41,700 o)
Departmental Administrative Expenses	65,400	62,300	66,000
Capital Programme Revenue Expenses	28,450	27,800	15,500 p)
Depreciation & Impairment			
Non-Current Asset Depreciation	84,600	78,050 q)	83,650 r)
	<hr/>	<hr/>	<hr/>
	(887,800)	(1,051,750)	(1,131,000)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	8.10	7.94	7.79

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

PARKING SERVICES - OFF-STREET (continued)

- h) Revised estimate includes bulk purchase of season tickets by one business customer which are not expected to be renewed.
- i) Includes estimated increase in fees from April 2016.
- j) Reflects higher than anticipated demand for parking.
- k) Lower than anticipated PCNs issued for off-street parking. Off-set by increased issue for on-street parking - see page SSLTS 34.
- l) New arrangements with ticket suppliers for sharing advertising income.
- m) Backdated rent increase in respect of Sovereign Way Sunday Farmers' Market.
- n) Re-assessment of Exchequer Services staff allocations.
- o) Reflects increased salary costs and office accommodation expenses attributable to IT Services, which are re-apportioned across service budgets (see Corporate Services page CS 9).
- p) Reduced staff time on the Car Parks Rolling Improvement Programme capital plan scheme.
- q) Reduced depreciation in respect of the Angel car park following revaluation in 2014/15.
- r) Increase reflects anticipated renewal of pay and display ticket machines in 2016/17.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

21. PARKING SERVICES (continued)

(b) ON-STREET

Employees

Salaries	238,450	237,300	253,200 a)
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Premises Related Expenses

Repairs & Maintenance	10,000	10,000	15,000 b)
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Transport Related Expenses

Repairs & Maintenance	1,000	3,000 c)	1,000
Licences	250	250	250
Petrol / Oil	2,800	2,800	2,800
Transport Insurance	1,100	1,100	1,150

Supplies & Services

Purchases - Equipment & Materials	500	500	500
Mobile Communications	1,100	1,100	1,100
Maintenance - General	6,500	6,500	6,500
Uniforms	900	900	900
Stationery	500	1,500	500
Cash Collection	550	600	650
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)	15,000	24,000	14,000

<hr/>	284,650	295,550	303,550
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Less Income

Fees & Charges

Business Parking Permits	(24,000)	(24,000)	(26,000) d)
Residents Parking Permits	(95,000)	(98,000) e)	(105,000) d)
Visitors Parking Permits	(14,000)	(16,000) e)	(17,000) d)
Dispensations	(10,000)	(10,000)	(11,000) d)
On-street Parking	(13,000)	(13,000)	(14,000) d)
Penalty Charge Notices	(85,000)	(125,000) f)	(105,000) f)

<hr/>	(241,000)	(286,000)	(278,000)
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Sub-total Carried Forward

<hr/>	43,650	9,550	25,550
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DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

21. PARKING SERVICES (continued)

(b) ON-STREET (continued)

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
<u>Sub-total Brought Forward</u>	43,650	9,550	25,550
Central, Departmental & Technical Support Services			
Central Salaries & Administration	17,300	18,800 g)	21,200 g)
Information Technology Expenses	20,850	24,300 h)	25,050 h)
Departmental Administrative Expenses	84,550	80,750	85,600
Capital Programme Revenue Expenses	49,300	43,800 i)	45,600 i)
Depreciation & Impairment			
Non-Current Asset Depreciation	10,650	8,950	6,050 j)
	<hr/>	<hr/>	<hr/>
	226,300	186,150	209,050
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	10.64	10.43	10.38

PARKING SERVICES

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

TO SUMMARY

(887,800)	(1,051,750)	(1,131,000)
226,300	186,150	209,050
<hr/>	<hr/>	<hr/>
(661,500)	(865,600)	(921,950)
<hr/>	<hr/>	<hr/>

- a) Reflects provision for pay award and increased national insurance contributions payable following the introduction of a flat rate pension scheme from April 2016.
- b) Increased maintenance required to ensure legitimacy of PCNs.
- c) Increase reflects use of hire vehicle following arson attack on Council owned vehicle.
- d) Includes estimated increase in fees from April 2016.
- e) Higher than anticipated demand for permits
- f) Higher than anticipated PCNs issued for on-street parking. Partly off-set by reduced issue for off-street parking - see page SSLTS 33.
- g) Re-assessment of Exchequer Services staff allocations.
- h) Reflects increased salary costs and office accommodation expenses attributable to IT Services, which are re-apportioned across service budgets (see Corporate Services page CS 9).
- i) Reduced staff time on the Car Parking Action Plan capital plan schemes.
- j) Expenditure related to local parking plans incurred in 2006/07 fully depreciated by end of 2015/16.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
22. <u>TRANSPORTATION</u>			
Employees			
Salaries	77,850	65,150 a)	63,000 a)
Premises Related Expenses			
Repairs, Alterations & Maintenance	16,000	16,000	16,000
Electricity	200	400	400
Vale Rise Depot Recharge	1,400	1,350	1,450
Premises Insurance	100	100	100
Supplies & Services			
Purchases - Equipment & Materials	5,500	5,500	5,500
In-House Sign Provision	500	500	500
Public Transport Initiatives	4,000	15,000 b)	-
Advertising	4,000	3,000	3,000
Emergency Arrangements	100	100	100
Capital Grants & Contributions (RECS)	-	9,000	-
	<hr/>	<hr/>	<hr/>
	109,650	116,100	90,050
Less Income			
Fees & Charges			
Street / House Naming & Numbering	(25,000)	(50,000) c)	(30,000) c)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	84,650	66,100	60,050
Central, Departmental & Technical Support Services			
Central Salaries & Administration	12,650	13,350	14,300
Information Technology Expenses	1,400	1,300	1,350
Departmental Administrative Expenses	31,200	26,100 a)	26,250 a)
Capital Programme Revenue Expenses	250	250	250
Depreciation & Impairment			
Non-Current Asset Depreciation	5,550	5,550	4,400
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	135,700	112,650	106,600
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	2.24	1.83	1.75

- a) Savings arising from changes to Technical Services establishment approved by General Purposes Committee on 29 June 2015.
- b) Increase reflects design costs of the Tonbridge Station Interchange Improvement works. To be funded by a reduction in the Local Transport Plan Partnership Programme capital plan provision.
- c) Higher than anticipated demand for service.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
23. SECURITY SERVICES MANAGEMENT			
Employees			
Salaries	41,700	37,550 a)	35,150 a)
Premises Related Expenses			
Electricity	1,200	200	200
Supplies & Services			
Purchases - Equipment & Materials	700	700	700
Maintenance - General	15,000	12,000 b)	12,000 b)
Miscellaneous Insurance	4,100	4,100	4,200
Emergency Arrangements	50	50	50
Third Party Payments			
CCTV Monitoring Station	168,500	168,500	161,050 c)
	<hr/>	<hr/>	<hr/>
	231,250	223,100	213,350
Less Income			
Recharge to Parking Services	(216,700)	(209,150)	(203,800)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	14,550	13,950	9,550
Central, Departmental & Technical Support Services			
Central Salaries & Administration	4,300	4,550	4,850
Information Technology Expenses	650	650	700
Departmental Administrative Expenses	18,850	16,900	17,050
Capital Programme Revenue Expenses	9,100	7,750	7,850
Depreciation & Impairment			
Non-Current Asset Depreciation	32,700	33,550	35,400
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	80,150	77,350	75,400
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.46	1.17	1.10

a) Savings arising from changes to Technical Services establishment approved by General Purposes Committee on 29 June 2015.

b) Assumes continued requirement for low levels of maintenance.

c) Assumes 1.5% pay increase for monitoring station staff.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
24. <u>BOROUGH DRAINAGE & LAND DRAINAGE RELATED WORK</u>			
Employees			
Salaries	29,600	28,100	15,200 a)
Supplies & Services			
Purchases - Equipment & Materials	750	750	750
Structural Investigations	1,000	1,000	1,000
Emergency Arrangements	150	100	100
Capital Grants & Contributions (RECS)	20,000	267,000 b)	17,000
Other Expenses	-	75,000 c)	25,000 c)
Third Party Payments			
Contract Payments	3,000	3,000	3,000
	<hr/>	<hr/>	<hr/>
	54,500	374,950	62,050
Less Income			
Capital Grants Received (RECS)	-	(257,000) b)	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	54,500	117,950	62,050
Central, Departmental & Technical Support Services			
Central Salaries & Administration	1,550	1,700	1,900
Information Technology Expenses	300	300	300
Departmental Administrative Expenses	12,500	11,200	9,750
Capital Programme Revenue Expenses	18,100	24,550 d)	18,250
Depreciation & Impairment			
Non-Current Asset Depreciation	-	-	40,000 e)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	86,950	155,700	132,250
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.09	0.98	0.78

- a) Savings arising from changes to Technical Services establishment approved by General Purposes Committee on 29 June 2015.
- b) Repair and Renew Grants scheme extended to 30 June 2015. Expenditure fully reimbursed by grants from the Department for Environment, Food and Rural Affairs.
- c) Contribution towards the Medway Flood Storage Area study. Funded entirely from an earmarked reserve.
- d) Increased staff time on Wouldham River Wall capital plan scheme.
- e) Reflects Wouldham River Wall capital plan scheme.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2015/16 ESTIMATE		2016/17
	ORIGINAL £	REVISED £	ESTIMATE £
25. <u>CIVIL CONTINGENCIES</u>			
Employees			
Salaries	27,550	23,850 a)	21,900 a)
Supplies & Services			
Purchases - Equipment & Materials	500	500	500
Provision of Sandbags	500	500	500
Maintenance - General	500	500	500
Staff Telephone Expenses	250	250	250
Mobile Telephones	400	400	400
Out of Hours Call Service	12,950	13,000	13,200 b)
Other Expenses	400	400	400
Civil Defence Planning	19,000	19,000	19,000
	<hr/>	<hr/>	<hr/>
	62,050	58,400	56,650
Less Income			
Recharge to Other Accounts	(6,350)	(6,500)	(6,500)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	55,700	51,900	50,150
Central, Departmental & Technical Support Services			
Central Salaries & Administration	20,550	21,800	22,750
Information Technology Expenses	1,500	850	900
Departmental Administrative Expenses	11,850	10,200	10,150
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	89,600	84,750	83,950
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.06	0.88	0.83

a) Savings arising from changes to Technical Services establishment approved by General Purposes Committee on 29 June 2015.

b) Assumes 1.5% increase for inflation in line with contract conditions.

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