

# TONBRIDGE & MALLING BOROUGH COUNCIL



## EXECUTIVE SERVICES

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### Chief Executive

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**NB - This agenda contains proposals, recommendations and options. These do not represent Council policy or decisions until they have received proper consideration through the full decision making process.**

Contact: Committee Services  
[committee.services@tmbc.gov.uk](mailto:committee.services@tmbc.gov.uk)

15 July 2014

To: MEMBERS OF THE FINANCE, INNOVATION AND PROPERTY ADVISORY BOARD

(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the Finance, Innovation and Property Advisory Board to be held in the Civic Suite, Gibson Building, Kings Hill, West Malling on Wednesday, 23rd July, 2014 commencing at 7.30 pm

Yours faithfully

JULIE BEILBY

Chief Executive

## A G E N D A

### PART 1 - PUBLIC

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To confirm as a correct record the Notes of the meeting of the Finance, Innovation and Property Advisory Board held on 14 May 2014

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Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

**Matters for consideration in Private**

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The Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any items the publication of which would disclose exempt information.

**PART 2 - PRIVATE**

**Matters for Recommendation to the Cabinet**

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Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

## **MEMBERSHIP**

Cllr H S Rogers (Chairman)  
Cllr R Taylor (Vice-Chairman)

Cllr J Atkins  
Cllr O C Baldock  
Cllr T Bishop  
Cllr P F Bolt  
Cllr D A S Davis  
Cllr M O Davis

Cllr S R J Jessel  
Cllr Mrs F A Kemp  
Cllr Miss A Moloney  
Cllr C P Smith  
Cllr A K Sullivan

Apologies for absence

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Declarations of interest

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## TONBRIDGE AND MALLING BOROUGH COUNCIL

### FINANCE, INNOVATION AND PROPERTY ADVISORY BOARD

Wednesday, 14th May, 2014

**Present:** Cllr H S Rogers (Chairman), Cllr R Taylor (Vice-Chairman), Cllr J Atkins, Cllr O C Baldock, Cllr T Bishop, Cllr P F Bolt, Cllr S R J Jessel and Cllr A K Sullivan

Councillors J A L Balcombe, M A C Balfour, M A Coffin, N J Heslop, Mrs S Murray and M R Rhodes were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors D A S Davis, M O Davis and C P Smith

#### PART 1 - PUBLIC

##### **FIP 14/18 DECLARATIONS OF INTEREST**

There were no declarations of interest made in accordance with the Code of Conduct.

##### **FIP 14/19 MINUTES**

**RESOLVED:** That the Minutes of the meeting of the Finance, Innovation and Property Advisory Board held on 8 January 2014 be approved as a correct record and signed by the Chairman subject to correction of a typographical error in the attendance list to refer to 'Council Procedure Rule No 15.21'.

#### MATTERS FOR RECOMMENDATION TO THE CABINET

##### **FIP 14/20 NATIONAL NON-DOMESTIC RATES - NEW BUILD EMPTY PROPERTY RELIEF AND REOCCUPATION RELIEF**

Decision Notice D14049MEM

The report of the Director of Finance and Transformation gave details of the Government's schemes for new-build empty property relief and reoccupation relief which were open for adoption by the Council. It was noted that the Government would reimburse local authorities in full for any relief granted under the schemes.

**RECOMMENDED:** That

(1) a scheme of new-build empty property relief be adopted as described in the guidance issued by the Department for Communities and Local Government (set out at Annex 1 to the report);

(2) a scheme of reoccupation relief be adopted as described in the guidance issued by the Department for Communities and Local Government (set out at Annex 2 to the report); and

(3) authority be delegated to the Director of Finance and Transformation to grant relief in accordance with the adopted schemes subject to any disputed entitlement to relief being referred to the Finance, Innovation and Property Advisory Board.

#### **FIP 14/21 CORPORATE DEBT RECOVERY POLICY**

Decision Notice D140050MEM

Further to Decision No D120099MEM, the report of the Director of Finance and Transformation gave details of the outcome of the latest review of the Council's Corporate Debt Recovery Policy. Whilst no fundamental changes were necessary, a number of minor revisions had been made to reflect administrative changes.

**RECOMMENDED:** That the revised Corporate Debt Recovery Policy set out at Annex 1 to the report be approved.

#### **FIP 14/22 ADMINISTRATION OF BUSINESS RATES**

Decision Notice D140051MEM

Consideration was given to suggested responses to questions posed in the Government's consultation paper on the administration of business rates in England.

**RECOMMENDED:** That

The Director of Finance and Transformation be authorised to respond to the questions in the consultation paper on the basis outlined in the report subject to:

(1) rewording of the answers where no response is proposed to "we have no comment";

(2) amendment of the response to question 5 to suggest that the Government may wish to consider the valuation of public houses in the light of the number of closures occurring; and

(3) strengthening of the response to question 12 to reflect the challenges faced by businesses in understanding the complexities of the business rates system and inclusion of a preamble to the effect that the consultation does not address business concerns about the lack of

correlation between business rates and the services received from the local authority.

### **FIP 14/23 APPLICATIONS FOR DISCRETIONARY RATE RELIEF**

Decision Notice D140052MEM

Details were given of new applications for discretionary rate relief which were considered in accordance with the previously agreed criteria for determining such applications. The particular circumstances relating to the Charity Bank application were explained in as far as the loss of charitable status, as recognised by the Charity Commission, was caused by a technicality relating to the treatment of capital. However, the Bank's aims and objectives remained of a charitable nature.

**RECOMMENDED:** That the new applications for discretionary rate relief be determined as follows:

- (1) Roselands Pre-school, Higham School Road, Tonbridge – 20% discretionary relief be awarded time limited to 31 March 2015;
- (2) Healthy Planet Foundation, Unit 5, Burnt Ash Road, Quarry Wood Industrial Estate, Aylesford – no discretionary relief be awarded;
- (3) The Charity Bank Ltd, 194 High Street, Tonbridge – 80% discretionary relief be awarded time limited to 31 March 2015.

### **FIP 14/24 FINANCIAL PLANNING AND CONTROL**

Decision Notice D140053MEM

The report of the Director of Finance and Transformation provided information on the Council's key budget areas of salaries, major income streams, investment income and the trading position of the Leisure Services Business Unit. It also gave an update on the variations agreed in relation to the revenue budget, summarised to provide an indicative overall outturn position for 2013/14 which showed an updated net favourable variance of £225,000.

In addition details were given of variations identified through revenue budget monitoring in respect of 2014/15 together with an update on capital expenditure and variations agreed in relation to the capital plan.

**RECOMMENDED:** That the contents of the report be noted and endorsed.

## **MATTERS SUBMITTED FOR INFORMATION**

### **FIP 14/25 E-BILLING UPDATE**

Members received a presentation updating progress with delivery of an option for council tax and business rates billing and account information to be available to customers via the Council's website. It was noted that the facilities would be available by signing up to 'My Account' and it was anticipated that the e-billing option would be available by the autumn.

### **FIP 14/26 FLOOD SUPPORT SCHEMES UPDATE**

The report gave an update on the four flood support schemes administered by the Council. It was noted that the processing of applications had been made as simple as possible and officers were commended for their positive approach to making available information to residents and businesses.

### **FIP 14/27 PUBLICATION OF ALLOWANCES PAID TO MEMBERS DURING THE FINANCIAL YEAR 2013/14**

The Advisory Board received a copy of the statement of the actual allowances paid to Members during the financial year 2013/14 which had been published in accordance with Regulation 15(3) of the Local Authorities (Members Allowance) (England) Regulations 2003.

### **FIP 14/28 BENEFITS UPDATE**

Members were advised of current issues arising in the benefits field including performance and workload of the Benefits Service and progress with various aspects of welfare reform.

### **FIP 14/29 COUNCIL TAX AND BUSINESS RATES UPDATE**

The report gave details of recent developments in respect of council tax and business rates including collection rates.

### **FIP 14/30 FRAUD UPDATE**

The report gave details of work carried out by the Fraud Investigation Team during 2013/14, progress with the introduction of the Single Fraud Investigation Service and its potential impact on the Council. Members were advised that the Council would continue to require a level of investigation skills in the future and a further report would be presented on the level of provision, how it should be supplied and financed.

**MATTERS FOR CONSIDERATION IN PRIVATE**

**FIP 14/31 EXCLUSION OF PRESS AND PUBLIC**

The Chairman moved, it was seconded and

**RESOLVED:** That as public discussion would disclose exempt information, the following matters be considered in private.

**PART 2 - PRIVATE**

**MATTERS FOR RECOMMENDATION TO THE CABINET**

**FIP 14/32 DEBTS FOR WRITE OFF  
(LGA 1972 Sch 12A Paragraph 2 – Information likely to reveal  
information about an individual)**

Decision Notice D140054MEM

The report of the Director of Finance and Transformation recommended approval of the writing-off of debts considered to be irrecoverable. Details were also given of debts under £1,000 which had been written-off in accordance with Financial Procedure Rule 17.2 together with cumulative totals of debts in the current and previous financial years and information on budgeted bad debt provision.

**RECOMMENDED:** That the 26 items shown in the schedule of amounts over £1,000, totalling £200,654.32 be written-off for the reasons stated within the schedule.

**FIP 14/33 PROPOSED TERMS OF NEW LEASE FOR STORAGE CONTAINER  
AT LEYBOURNE LAKES  
(LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of  
any particular person)**

Decision Notice D140055MEM

The report of the Director of Central Services gave details of proposed terms and conditions for a new lease of a container at Leybourne Lakes for use by a triathlon company.

**RECOMMENDED:** That a new lease be granted of the storage container under the terms and conditions detailed in the report.

**FIP 14/34 PROPOSED LEASE RENEWAL OF SHOP AT LODGE OAK LANE,  
TONBRIDGE  
(LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of  
any particular person)**

Decision Notice D140056MEM

Consideration was given to proposed terms and conditions for a lease renewal of shop premises at Lodge Oak Lane, Tonbridge.

**RECOMMENDED:** That a new lease be approved on the terms and conditions outlined in the report.

**FIP 14/35 LICENCE AGREEMENT WITH KENT COUNTY COUNCIL FOR  
PERMISSIVE FOOTPATH AT MEDWAY WHARF ROAD,  
TONBRIDGE  
(LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of  
any particular person)**

Decision Notice D140057MEM

The report of the Director of Central Services gave details of a licence agreement with Kent County Council for use of land owned by the Borough Council as a permissive footpath.

**RECOMMENDED:** That approval be given for a licence to Kent County Council for a permissive footpath at Medway Wharf Road, Tonbridge as identified in the report.

**FIP 14/36 PROPOSED RENT REVIEW CHANGE TO LEASE OF RIVER WALK  
OFFICES, TONBRIDGE  
(LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of  
any particular person)**

Decision Notice D140058MEM

Consideration was given to a proposed rent review for office premises at River Walk, Tonbridge.

**RECOMMENDED:** That the proposed new rental and delayed implementation date be approved as set out in the report.

**FIP 14/37 PROPOSED NEW TERMS FOR LEASE OF CAR PARK TO  
TONBRIDGE FARMERS MARKET  
(LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of  
any particular person)**

Decision Notice D140059MEM

The report of the Director of Central Services gave details of proposed terms for a new lease of Sovereign Way Mid Car Park, Tonbridge, for use by the Tonbridge Farmers' Market.

**RECOMMENDED:** That a new lease be granted on the terms and conditions outlined in the report.

**FIP 14/38 TRANSFER OF LAND AT TONBRIDGE SPORTSGROUND  
(LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of  
any particular person)**

Decision Notice D140060MEM

Consideration was given to the proposed transfer of a small area of land at Tonbridge Sportsground to UK Power Networks to expand the existing substation and undertake flood alleviation works.

**RECOMMENDED:** That the small area of land required by UK Power Networks be transferred to them on the basis detailed in the report.

The meeting ended at 8.52 pm

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## TONBRIDGE & MALLING BOROUGH COUNCIL

### FINANCE, INNOVATION and PROPERTY ADVISORY BOARD

23 July 2014

#### Report of the Director of Finance and Transformation

#### Part 1- Public

**Matters for Recommendation to Cabinet - Non-Key Decision (Decision may be taken by the Cabinet Member)**

#### **1 FINANCIAL PLANNING AND CONTROL**

**This report brings together information on the Council's key budget areas of Salaries, Major Income Streams and Investment Income. The performance of the key budget areas, together with the approved variations to the revenue budget and areas identified through revenue budget monitoring are then summarised to provide an indicative overall budget position for the year. The report also updates members on capital expenditure and variations that have been agreed in relation to the capital plan.**

#### **1.1 Salaries Monitoring Statement**

1.1.1 Appended for information at **[Annex 1]** is a budgetary control statement that compares actual expenditure on basic salaries, temporary staff, overtime, superannuation and national insurance to the end of June 2014, with the appropriate proportion of the original estimate for 2014/15. The statement identifies **net management savings of £4,950** have been achieved.

#### **1.2 Income Monitoring Statement**

1.2.1 Appended for information at **[Annex 2]** is a budgetary control statement that compares actual income from fees and charges to the end of June 2014, with the appropriate proportion of the original estimate for 2014/15.

1.2.2 Members will note that overall income to the end of June is **£400 less** than anticipated.

### 1.3 Treasury Management

#### *Externally Managed Funds*

- 1.3.1 The Council's Fund Manager achieved a gross return of 0.62% for the period ended June 2014, compared to a 7-day LIBID benchmark of 0.41%. Investment income achieved for the period ended June 2014 is £20,550 excluding unrealised losses on recent UK Gilt purchases.
- 1.3.2 At the end of June 2014 the value of the fund stood at £13.4m. This was invested at an average rate of 0.60% and an average maturity of 0.75 years.

#### *Internally Managed Cash flow Funds*

- 1.3.3 The Council achieved a return of 0.69% on its internal cash flow investments for the period ended June 2014, compared to a 7-day LIBID benchmark of 0.41%. Investment income achieved for the period ended June 2014 is £17,200.
- 1.3.4 In cash terms, the value of internally managed investments at the end of June 2014 was £7.3m. This was invested at an average rate of 0.78% and an average maturity of 0.22 years.

#### *All investments*

- 1.3.5 The combined return figure for externally and internally managed investments is compared with the original estimate for 2014/15 later in this report.

### 1.4 Approved Variations to the Revenue Budget

- 1.4.1 Listed below are the variations that have been agreed to the revenue budget. It has been based upon those variations approved by Portfolio Holders, Committees, Cabinet and Council up to the meeting of Cabinet on 25 June 2014.
- 1.4.2 Local Environmental Management Advisory Board 27 May 2014
- Recommended that the Waste Electrical and Electronic Equipment recycling pilot be extended to 30 June 2015. The cost of extension is £19,000 of which £6,000 is being funded by a contribution from Kent County Council and the remainder from existing revenue budgets and an earmarked reserve.
- 1.4.3 General Purposes Committee 23 June 2014
- Approved various establishment changes which will generate permanent savings of £86,000 per annum. In addition, there are time limited costs of £33,100 and a one-off redundancy cost of £30,700.

- 1.4.4 A summary of the approved variations to the revenue budget is given in the table below.

<b>Description</b>	<b>Paragraph Reference</b>	<b>2014/15 £</b>	<b>2015/16 £</b>
Waste Electrical and Electronic Equipment	1.4.2	-	-
Establishment Changes – Permanent	1.4.3	(64,500)	(86,000) *
Establishment Changes – Time Limited Costs	1.4.3	33,100	18,200
Establishment Changes – Redundancy	1.4.3	30,700	-
<b>Total</b>		<b>(700)</b>	<b>(67,800)</b>

Those items marked with an asterisk\* will need to be considered and reflected as appropriate in updating the Medium Term Financial Strategy.

## **1.5 Virements**

- 1.5.1 At the time of writing this report there are no virements to the original revenue estimates for 2014/15 that were approved by Council on 18 February 2014.

## **1.6 Revenue Budget Monitoring**

- 1.6.1 As part of our budgetary monitoring and control arrangements Chief Officers confirm that budgetary control has been undertaken within the Service areas under their control each month and at the same time highlight those areas, if any, that they wish to bring to the attention of the Director of Finance and Transformation. In addition, the Accountancy Section also monitors budgetary performance across the whole range of services during the year. At the time of writing this report the following areas have been brought to my attention.
- 1.6.2 The RPI increase from 1 March 2014 in respect of the Refuse Collection and Recycling and Amenity and Street Cleansing contracts was 0.3% less than estimated. As a consequence the contract payments will be in the order of £11,000 less than the current estimate.
- 1.6.3 Paper recycling income is now expected to be £50,000 less than that estimated (£5,500 of which is reflected in the Income Monitoring Statement above) following reduction in the price paid for paper and tonnages collected.
- 1.6.4 Telephone (landline) allowances are no longer paid to key staff who may be called 'out of hours'. This will produce annual savings of £4,500.

1.6.5 The Council has been awarded the following grants from central government and other public bodies. It is anticipated that these grants will be used to fund as yet unbudgeted expenditure. Any residual balance at the year-end will be transferred to reserves.

- Discretionary Housing Payments £75,494 (in addition to budgeted £90,000)
- Welfare Reform Grant £18,015
- New Homes Bonus Adjustment £6,845
- Localising Council Tax Support New Burdens Grant £75,660
- Individual Electoral Registration Grant £20,370 (in addition to budgeted £25,000)
- Housing Benefits Grants £2,365
- Public Health Funding £79,853 (in addition to budgeted £72,300)

1.6.6 The Council has received a one-off payment of £25,000 in respect of the new ground lease granted at Vale Rise, Tonbridge, as reported to this Board on 22 May 2013.

1.6.7 The Council has paid Tonbridge and Malling Leisure Trust £6,250 for supporting the delivery of Capital Plan schemes in 2013/14. Future payments are the subject of discussion.

1.6.8 A summary of the items identified through budgetary control is given in the table below.

Description	Paragraph Reference	2014/15 £	2015/16 £
Environmental Health Contracts RPI Increase	1.6.2	(11,000)	(11,000) *
Paper Recycling	1.6.3	44,500	50,000 *
Telephone Allowances	1.6.4	(4,500)	(4,500) *
Central Government Grants	1.6.5	-	-
One-off Payment for Vale Rise, Tonbridge	1.6.6	(25,000)	-
Capital Plan Support by TMLT	1.6.7	6,250	-
<b>Total</b>		<b>10,250</b>	<b>34,500</b>

Those items marked with an asterisk\* will need to be considered and reflected as appropriate in updating the Medium Term Financial Strategy.

## 1.7 Revenue Budget Summary

- 1.7.1 The table below brings together information on the Council's key budget areas, the variations agreed to the revenue budget and items identified through budgetary control to provide a broad overview of the expected financial performance for the year.

Description	Budget to June £	Actual to June £	Variance £
Salaries Monitoring Statement	2,419,500	2,414,550	(4,950)
Income Monitoring Statement	(1,089,050)	(1,088,650)	400
Treasury Management	(41,650)	(37,750)	3,900
Approved Variations to the Revenue Budget			(700)
Revenue Budgetary Control			10,250
<b>Net Adverse Variance</b>			<b>8,900</b>

- 1.7.2 This would mean that rather than having to draw down £1,076,850 (original estimate for 2014/15) from the General Revenue Reserve to support our budget in 2014/15 as anticipated when the budget was set in February 2014, if nothing else changed, we would draw down in the order of £1,086,000.

## 1.8 Medium Term Financial Strategy

- 1.8.1 Members will recall that the projected funding gap identified (albeit this is a forever moving target) as part of the 2014/15 budget setting process was £1.875m. As in previous iterations of the Medium Term Financial Strategy the savings target was initially broken down into tranches (tranche one £650,000, tranche two £700,000 and tranche three £525,000) to be achieved by the start of the year 2016/17, 2017/18 and 2019/20 respectively.
- 1.8.2 However, in order to maintain momentum and focus, a savings target for this year of £200,000 was set by breaking out the first savings tranche into two parts – i.e. £200,000 followed by £450,000. From the information given in the tables above net savings of around £50,000 have been identified to date. There are a number of initiatives in the 'pipeline', e.g. proposed building control shared service and bringing back in-house externally managed funds that can contribute towards meeting the savings target; and Management Team continue to explore further opportunities to meet the savings target for this year.

## 1.9 Capital Monitoring Statement

- 1.9.1 Appended for information at **[Annex 3]** is a capital monitoring statement which compares actual capital expenditure for the period 1 April 2014 to 30 June 2014 with the 2014/15 Capital Plan.

- 1.9.2 The Capital Plan for 2014/15 is based on the 2014/15 budgets that were approved by Council on 18 February 2014, amended for slippage from 2013/14.
- 1.9.3 Prior year's expenditure is only shown for finite schemes for which there is a budget in 2014/15. Where schemes are of a rolling programme nature, prior year's expenditure has not been shown in order to avoid large, generally meaningless, totals building up.
- 1.9.4 Capital Plan schemes which are scheduled to start after 2014/15 have not been shown. The budget profile for these schemes can be found in the 2014/15 Budget Book. Members will note that at the end of June net expenditure of £227,000 has been incurred against an amended 2014/15 net expenditure budget of £2.9m.

## **1.10 Approved Variations to the Capital Plan**

- 1.10.1 A report detailing the use of the urgency procedure to create a new Capital Plan scheme was submitted to the June 2014 meeting of Overview and Scrutiny Committee. The scheme, funded in full by Government, has enabled the Council to comply with the requirement to introduce individual electoral registration from June 2014.
- 1.10.2 Members at the September 2013 meeting of Overview and Scrutiny Committee recommended the introduction of a Capital Plan scheme to enable committee agendas to be viewed electronically during meetings using tablet computers. The initial scheme to provide tablet computers for Members and Chief Officers has proved a success. Management Team, under delegated authority, approved a virement of £11,000 to enable the scheme to be expanded so that officers attending meetings can view agendas electronically.
- 1.10.3 The Government announced a number of schemes to support businesses and home owners recover from the impact of the recent flooding. The Repair and Renewals Grant scheme is deemed capital expenditure and appears within the Corporate Services section of the capital monitoring statement. Expenditure incurred thus far of £16,000 has been reimbursed in full by Government.

## **1.11 Capital Plan Issues**

- 1.11.1 The capital plan monitoring statement, as presented to this Board, is essentially aimed at monitoring the financial performance of the capital plan overall and on a Service and scheme basis. Notes have been provided to supply further information where this is felt to be particularly relevant. Other monitoring reports, which provide greater information about individual schemes, are presented by the Services to the relevant Advisory Board.

## **1.12 Legal Implications**

- 1.12.1 This report fulfils the requirement of the Local Government Act 2003 which places a statutory duty on the authority to monitor income and expenditure against budget and to take action if overspends or shortfalls in income emerge. If

monitoring establishes that the budget situation has deteriorated, authorities are required to take such action as they consider necessary. This might include action to reduce spending in the rest of the year, to increase income or to finance all or part of the shortfall from reserves.

### 1.13 Financial and Value for Money Considerations

1.13.1 As set out above.

### 1.14 Risk Assessment

1.14.1 Budgetary control is a prerequisite of good financial management, financial planning and control and needs to be reviewed to ensure it remains effective and relevant.

### 1.15 Equality Impact Assessment

1.15.1 See 'Screening for equality impacts' table at end of report

### 1.16 Recommendations

1.16.1 Members are asked to **note** and **endorse** the contents of the report.

The Director of Finance and Transformation confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and policy Framework.

Background papers:

contact: Neil Lawley

Nil

Sharon Shelton

Director of Finance and Transformation

Screening for equality impacts:		
Question	Answer	Explanation of impacts
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	Report details results of internal budget monitoring regime.

<b>Screening for equality impacts:</b>		
<b>Question</b>	<b>Answer</b>	<b>Explanation of impacts</b>
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	No	See comment above.
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		Not applicable.

*In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.*



**Salaries Budgetary Control Monitoring Statement**

Annex 1

**Period Ended Last Day of June 2014****2014/15 Financial Year**

	<b>Annual Budget 2014/15</b>	<b>Budget to end of June (a)</b>	<b>Actual to end of June (b)</b>	<b>Above (Below) Budget (b - a)</b>
<b>Service</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Central</b>				
Administrative & Property	710,000	177,200	169,350	(7,850)
Legal	323,100	80,750	83,900	3,150
Personnel	649,150	162,350	155,850	(6,500)
<b>Executive</b>				
Executive	597,900	145,700	140,350	(5,350)
Information Technology	781,100	195,300	194,500	(800)
<b>Finance</b>	2,015,350	503,500	491,000	(12,500)
<b>Planning, Housing &amp; Environmental Health</b>				
Environmental Health & Housing	1,175,500	285,850	291,450	5,600
Planning	1,867,850	466,350	428,150	(38,200)
Transportation	704,900	176,050	141,800	(34,250)
<b>Street Scene &amp; Leisure</b>	1,151,400	287,050	290,600	3,550
Management Savings	9,976,250	2,480,100	2,386,950	(93,150)
Shared Working Arrangements	(102,150)	(25,600)	(12,900)	12,700
Sub-total	9,874,100	2,454,500	2,374,050	(80,450)
Payments outstanding for the period to the end of June				16,500
2014/15 pay award yet to be actioned				24,000
Budgeted management savings to the end of June				35,000
<b>Net Management Savings</b>				<b>(4,950)</b>

Financial Services  
7 July 2014



**Income Budgetary Control Monitoring Statement**

Annex 2

**Period Ended Last Day of June 2014****2014/15 Financial Year**

	<b>Annual Budget 2014/15</b>	<b>Budget to end of June (a)</b>	<b>Actual to end of June (b)</b>	<b>(Above) Below Budget (b - a)</b>
<b>Service</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Central</b>				
Land Charges	(273,600)	(70,100)	(74,300)	(4,200)
Licensing	(221,100)	(49,050)	(55,350)	(6,300)
	-----	-----	-----	-----
Sub-Total	(494,700)	(119,150)	(129,650)	(10,500)
	-----	-----	-----	-----
<b>Planning, Housing &amp; Environmental Health</b>				
Planning Fees	(620,000)	(155,000)	(160,550)	(5,550)
Building Regulations	(330,000)	(95,000)	(94,350)	650
Short Stay Car Parking	(1,528,000)	(377,000)	(380,300)	(3,300)
Long Stay Car Parking	(544,500)	(132,000)	(134,050)	(2,050)
Penalty Charge Notices	(205,000)	(51,250)	(36,150)	15,100
Car Parks Season Tickets	(140,750)	(22,000)	(23,200)	(1,200)
Residents Parking Permits	(92,000)	(26,000)	(26,100)	(100)
	-----	-----	-----	-----
Sub-Total	(3,460,250)	(858,250)	(854,700)	3,550
	-----	-----	-----	-----
<b>Street Scene &amp; Leisure</b>				
Recycling	(883,300)	(111,650)	(104,300)	7,350
	-----	-----	-----	-----
Sub-Total	(883,300)	(111,650)	(104,300)	7,350
	-----	-----	-----	-----
<b>Grand Total</b>	<b>(4,838,250)</b>	<b>(1,089,050)</b>	<b>(1,088,650)</b>	<b>400</b>
	-----	-----	-----	-----



**CAPITAL PLAN MONITORING STATEMENT 2014/15 TO 30 JUNE 2014**  
**SUMMARY OF SERVICES**

	Expenditure To 31/03/14	2014/15 Estimate Inc Prior Year Slippage	2014/15 Actual to 30 June 2014
	£'000	£'000	£'000
<b>Capital Plan Schemes</b>			
Planning, Housing & Environmental Health	635	829	34
Street Scene & Leisure	543	734	87
Corporate	71	124	20
Sub-total	1,249	1,687	141
<b>Capital Renewals</b>			
Planning, Housing & Environmental Health	n/a	50	11
Street Scene & Leisure	n/a	665	22
Corporate	n/a	454	53
Sub-total	n/a	1,169	86
<b>Total</b>	1,249	2,856	227

**CAPITAL PLAN MONITORING STATEMENT 2014/15 TO 30 JUNE 2014**  
**PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

	Expenditure To 31/03/14	2014/15 Estimate Inc Prior Year Slippage	2014/15 Actual to 30 June 2014
	£'000	£'000	£'000
<b>Capital Plan Schemes</b>			
Car Parking	90	104	0
Transportation	362	38	0
Environmental Improvements	80	320	23
Land Drainage / Flood Defence	29	43	0
Housing Investment Programme	74	324	11
Environmental Health	0	0	0
Sub-total	635	829	34
<b>Capital Renewals</b>	n/a	50	11
<b>Total Planning, Housing and Environmental Health</b>	635	879	45

**CAPITAL PLAN MONITORING STATEMENT 2014/15 TO 30 JUNE 2014**  
**PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

	Code	Expenditure To 31/03/14	2014/15 Estimate Inc Prior Year Slippage	2014/15 Actual to 30 June 2014
		£'000	£'000	£'000
<b>Car Parking</b>				
(a) Improvement Programme for Existing Car Parks				
(i) Rolling Programme	P01AB	59	52	
(b) Car Parking Action Plan				
(i) Phase 6	P01MA	32	6	
(ii) Phase 7	P01MB	(1)	26	
(iii) Phase 8	P01AV		20	
Total Car Parking to Summary		90	104	0
<b>Transportation</b>				
(a) Local Transport Plan Partnership Programme Less Grants & Contributions	P01ED	201 (9)	34	
Sub-total		192	34	0
(b) Community Partnership Initiatives	P06FE	170	4	
Total Transportation to Summary		362	38	0

**CAPITAL PLAN MONITORING STATEMENT 2014/15 TO 30 JUNE 2014**  
**PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

	Code	Expenditure To 31/03/14	2014/15 Estimate Inc Prior Year Slippage	2014/15 Actual to 30 June 2014
		£'000	£'000	£'000
<b>Environmental Improvements</b>				
(a) Tonbridge Town Centre Enhancement - Phase 1	P01FH	80	20	23
(b) Tonbridge Town Lock Less Developer Contributions Environment Agency Other Grants and Contributions	P01LD		792 (260) (230) (2)	
Sub-total		0	300	0
Total Environmental Improvements to Summary		80	320	23
<b>Land Drainage / Flood Defence</b>				
(a) Drainage				
(i) Drainage Improvement Programme Less DEFRA Grant	P01HR	57 (28)	43	
Sub-total		29	43	0
Total Land Drainage / Flood Defence to Summary		29	43	0



**CAPITAL PLAN MONITORING STATEMENT 2014/15 TO 30 JUNE 2014**  
**PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

	Code	Expenditure To 31/03/14	2014/15 Estimate Inc Prior Year Slippage	2014/15 Actual to 30 June 2014	
		£'000	£'000	£'000	
<b>Housing Investment Programme</b>					
(a) House Renovation Grants					
(i) Disabled Facilities Grants - Mandatory Less Grant Repayments Less Government Grant	P03AC	n/a n/a n/a	652  (424)	70 (12) (37)	
Sub-total		n/a	228	21	
(ii) Housing Assistance Less Grant Repayments	P03AD	n/a n/a	90 (30)	5 (15)	
Sub-total		n/a	60	(10)	
<b>Sustainable Communities Programme</b>					
(i) Renewable Energy Schemes	P03AM	74	36		
<b>Total Housing Investment Programme to Summary</b>		74	324	11	
<b>Environmental Health</b>					
(a) Air Quality Impact Study Less Government Grant	P02BE		150 (150)		
Sub-total		0	0	0	
<b>Total Environmental Health to Summary</b>		0	0	0	

Reflects the new Housing Assistance funding arrangements recommended by Overview and Scrutiny Committee, 28 January 2014. Provisions supported by an earmarked reserve

**CAPITAL PLAN MONITORING STATEMENT 2014/15 TO 30 JUNE 2014**  
**PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

	Code	Expenditure To 31/03/14	2014/15 Estimate Inc Prior Year Slippage	2014/15 Actual to 30 June 2014
		£'000	£'000	
<b>Capital Renewals</b>				
(a) CCTV Capital Renewals	P01BA	n/a	40	
(b) Car Parking	P01JF	n/a	9	5
(c) Environmental Protection	P02EB CR01	n/a	8	6
Provision for Inflation / Savings Target	P01JZ/P02EZ	n/a	(7)	
Total Capital Renewals to Summary		n/a	50	11

**CAPITAL PLAN MONITORING STATEMENT 2014/15 TO 30 JUNE 2014**  
**STREET SCENE & LEISURE**

	Expenditure To 31/03/14	2014/15 Estimate Inc Prior Year Slippage	2014/15 Actual to 30 June 2014
	£'000	£'000	£'000
<b>Capital Plan Schemes</b>			
Street Scene	n/a	83	13
Larkfield Leisure Centre	0	280	4
Tonbridge Swimming Pool	0	92	0
Sports Grounds	20	125	7
Open Spaces	10	15	0
Capital Grants	398	25	25
Other Schemes	115	114	38
Sub-total	543	734	87
<b>Capital Renewals</b>	n/a	665	22
<b>Total Street Scene and Leisure</b>	543	1,399	109

**CAPITAL PLAN MONITORING STATEMENT 2014/15 TO 30 JUNE 2014**  
**STREET SCENE & LEISURE**

	Code	Expenditure To 31/03/14	2014/15 Estimate Inc Prior Year Slippage	2014/15 Actual to 30 June 2014
		£'000	£'000	£'000
<b>Street Scene</b>				
(a) Green Waste Bins Growth / Replacement	P02BC	n/a	52	12
(b) Refuse Bins Growth / Replacement	P02DA	n/a	31	1
Total Street Scene to Summary		n/a	83	13
<b>Larkfield Leisure Centre</b>				
(a) Refurbishment of Lifestyles Health Suite	P05LL		240	4
(b) Energy Saving Measures Phase 3	P05LM		40	
Total Larkfield Leisure Centre to Summary		0	280	4
<b>Tonbridge Swimming Pool</b>				
(a) Car Park Improvement / Extension	P05CM		92	
Total Tonbridge Swimming Pool to Summary		0	92	0

**CAPITAL PLAN MONITORING STATEMENT 2014/15 TO 30 JUNE 2014**  
**STREET SCENE & LEISURE**

	Code	Expenditure To 31/03/14	2014/15 Estimate Inc Prior Year Slippage	2014/15 Actual to 30 June 2014
		£'000	£'000	£'000
<b>Sports Grounds</b>				
(a) Tonbridge Racecourse Sportsground				
(i) Bridge Renewal Repair	P05DT	20	125	7
(ii) Improvement Works - Phase 2 Less Contribution from Developers	P05DZ		65 (65)	
Sub-total		0	0	0
(iii) Flood Lighting Less Grants and Contributions	P05DA	8 (8)	12 (12)	
Sub-total		0	0	0
Total Sports Grounds to Summary		20	125	7
<b>Open Spaces</b>				
(a) East Malling & Larkfield PC - Recreation Ground Improved Play Facilities	P05FR	10	15	
(b) Open Spaces Site Improvements - Phase 1 Less Developer Contributions	P05FT	68 (68)	31 (31)	
Sub-total		0	0	0
(c) Open Spaces Site Improvements - Phase 2 Less Developer Contributions	P05FV	56 (56)	13 (13)	
Sub-total		0	0	0
Total Open Spaces to Summary		10	15	0

**CAPITAL PLAN MONITORING STATEMENT 2014/15 TO 30 JUNE 2014**  
**STREET SCENE & LEISURE**

	Code	Expenditure To 31/03/14	2014/15 Estimate Inc Prior Year Slippage	2014/15 Actual to 30 June 2014
		£'000	£'000	£'000
<b>Capital Grants</b>				
(a) Capital Grants to Organisations 2003/04 to 2008/09 Schemes	P05HK	395	25	25
Plaques	P05HZ	3		
Sub-total		398	25	25
Total Capital Grants to Summary				
		398	25	25
<b>Other Schemes</b>				
(a) Tonbridge Cemetery				
(i) Memorial Safety	P05KV	86	7	
(b) Memorial Garden Improvement Less Fund Raising & Developer Contributions	P05KA	49 (20)	230 (135)	89 (52)
Sub-total		29	95	37
(c) Community Group Funding	P05KS	n/a	12	1
Total Other Schemes to Summary				
		115	114	38

**CAPITAL PLAN MONITORING STATEMENT 2014/15 TO 30 JUNE 2014**  
**STREET SCENE & LEISURE**

	Code	Expenditure To 31/03/14	2014/15 Estimate Inc Prior Year Slippage	2014/15 Actual to 30 June 2014
		£'000	£'000	£'000
<b>Capital Renewals</b>				
(a) Recycling Initiatives	P02EBCR02	n/a	51	14
(b) Sports Grounds & Open Spaces	P05KGBC05	n/a	215	
(c) Angel Centre	P05KGBC01	n/a	133	
(d) Larkfield Leisure Centre	P05KGBC02	n/a	181	2
(e) Tonbridge Swimming Pool	P05KGBC04	n/a	92	5
Poult Wood Golf Course:				
Clubhouse	P05KGBC03	n/a	38	1
Grounds Maintenance	P05KGBC06	n/a	26	
Course	P05KGBC07	n/a	18	
Provision for Inflation / Savings Target	P05KZ	n/a	(89)	
<b>Total Capital Renewals to Summary</b>		n/a	665	22

**CAPITAL PLAN MONITORING STATEMENT 2014/15 TO 30 JUNE 2014**  
**CORPORATE**

	Expenditure To 31/03/14	2014/15 Estimate Inc Prior Year Slippage	2014/15 Actual to 30 June 2014
	£'000	£'000	£'000
<b>Capital Plan Schemes</b>			
Land and Property	10	60	0
Information Technology Initiatives	75	50	21
Other Schemes	(14)	14	(1)
Sub-total	71	124	20
<b>Capital Renewals</b>	n/a	454	53
<b>Total Corporate</b>	71	578	73



**CAPITAL PLAN MONITORING STATEMENT 2014/15 TO 30 JUNE 2014**  
**CORPORATE**

	Code	Expenditure To 31/03/14	2014/15 Estimate Inc Prior Year Slippage	2014/15 Actual to 30 June 2014	
<b>Land and Property</b>		£'000	£'000	£'000	
(a) Tonbridge Castle Offices: Re-tile Roof	P06AA	10	60		
Total Land and Property to Summary		10	60	0	
<b>Information Technology Initiatives</b>					
(a) General IT Developments	P06DA	n/a	30	10	
(b) Document Management System Expansion	P06DE	51	9		
(c) Tablets Computers for Members / Senior Officers	P06DC	24	11	11	
Total Information Technology Initiatives to Summary		75	50	21	
<b>Other Schemes</b>					
(a) Local Strategic Partnership Less Performance Reward Grant	P06FJ	135 (149)	14		
Sub-total		(14)	14	0	
(b) Electoral Voters Registration Less Government Grant	P06FK		30 (30)	30 (31)	
Sub-total		0	0	(1)	
(c) Flood Repair and Renewal Less Government Grant	P06FM			16 (16)	
Sub-total		0	0	0	
Total Other Schemes to Summary		(14)	14	(1)	

2014/15 provision of £11,000 represents an extension of the original scheme supported by Overview and Scrutiny Committee, 10 Sept 2013. A further 35 tablet computers have been acquired to enable all officers attending meetings to have access to paperless copies of agendas. Funded by virement approved by Management Team under delegated authority from the IT Capital Renewals underspend in 2013/14.

Scheme introduced to enable the Council to comply with the requirement to implement Individual voter registration commencing June 2014. See report to Overview and Scrutiny Committee, 11 June 2014

Government funded scheme to enable business and homeowners to make flood damaged properties more resilient in the future.

**CAPITAL PLAN MONITORING STATEMENT 2014/15 TO 30 JUNE 2014**  
**CORPORATE**

	Code	Expenditure To 31/03/14	2014/15 Estimate Inc Prior Year Slippage	2014/15 Actual to 30 June 2014
		£'000	£'000	£'000
<b><u>Capital Renewals</u></b>	P06FA			
(i) General				
Departmental Administration	GR01	n/a	96	
Council Offices	GR02	n/a		
Print Unit	GR03	n/a	89	
Photocopiers	GR04	n/a		
Telephones	GR05	n/a	74	
Snack Facilities	GR06	n/a	13	
Tonbridge Christmas Lighting	GR09	n/a		
	Sub-total	n/a	272	0
(ii) Information Technology	P06FB	n/a	258	53
Provision for Inflation / Savings Target	P06FZ	n/a	(76)	
Total Capital Renewals to Summary		n/a	454	53

## TONBRIDGE & MALLING BOROUGH COUNCIL

### FINANCE, INNOVATION and PROPERTY ADVISORY BOARD

23 July 2014

#### Report of the Director of Finance and Transformation

#### Part 1- Public

#### Matters for Recommendation to Cabinet - Non-Key Decision (Decision may be taken by the Cabinet Member)

#### 1 COUNCIL TAX DISCOUNTS

**A report seeking the views of Members as to whether there should be any change to certain council tax discounts with effect from 1 April 2015.**

#### 1.1 Introduction

- 1.1.1 Councils have the power to amend the level of certain discounts that may be granted to those liable to pay council tax. In addition, the Council may resolve, in the case of domestic properties that have been unoccupied for longer than two years, to charge a council tax premium (in effect a reverse discount).
- 1.1.2 This Council resolved in 2012 that the value of some discounts should be reduced but that the value of others should not be changed. Furthermore, the Council determined that no premium should be charged in respect of properties unoccupied for longer than two years.
- 1.1.3 Those determinations were made as part of the decision-making process in respect of the introduction of our local council tax reduction scheme. Last October the Council reviewed the operation of our council tax reduction scheme. As part of that review, your Board recommended to Cabinet that no changes be made to the current discounts in preparation for the financial year 2014/15 but the possibility of further amendments be considered in due course [**Decision FIP 13/049**]. That recommendation was approved by Cabinet on 9 October 2013 [**Decision D130130CAB**].
- 1.1.4 This report takes forward Cabinet's wish that further amendments be considered in due course.

#### 1.2 Discounts – the current position

- 1.2.1 There are four areas in which Members have discretion. These are:

- 1) **Second-homes and long-term empty properties.** Such properties used to benefit from a 10% discount. However, Members resolved to remove the discount with effect from April 2013. There is no scope to make further amendments.
- 2) **Vacant and substantially unfurnished properties.** Until April 2013, no council tax was charged for the first six months during which the property was vacant and substantially unfurnished. Members determined that the six month period should be reduced to three months as from April 2013.
- 3) **Uninhabitable properties and properties undergoing repair.** Such properties have attracted a 100% discount for a period of one year. Members have not previously chosen to reduce the level of discount but may, if they wish, reduce it to 0%. It is not possible to amend the period for which a discount is given.
- 4) **Properties that have been empty for longer than two years.** These properties are subject to the full council tax charge. However, the Council may resolve to levy a premium of up to 50% in such cases.

### 1.3 Discounts – options for change – financial considerations

1.3.1 In my report to your Board of 9 October last year, I set out the financial implications of amending the level of discounts. Those were:

#### 1) **Vacant and substantially unfurnished properties**

If Members were inclined to reduce the period of no charge from three months to two months, the additional income generated would be in the region of £41,000 and a reduction of the period to one month would generate additional income of circa £98,000 (October 2013 figures). It is important to note that any additional income would have to be shared with the precepting authorities; our share being approximately 15%.

#### 2) **Uninhabitable properties and properties undergoing repair**

If Members reduced the discount to 75%, the additional income generated would be in the order of £25,000. A reduction of the discount to 50% would produce additional income of around £49,000 (October 2013 figures). In other words, each 1% reduction in the discount rate would produce additional income of about £1,000. As I stated above, any additional income would have to be shared with the precepting authorities.

#### 3) **Properties that have been empty for longer than two years**

If Members decided to charge a 50% premium on long-term empty properties, additional income, to be shared with the precepting authorities, would amount to some £82,000 (October 2013 figure).

- 1.3.2 The maximum, potential income that would be generated, for Tonbridge and Malling, from the above equates to about just over £34,000 at October 2013 figures ( $[\pounds 98,000 + \pounds 49,000 + \pounds 82,000] \times 15\%$ ). However, Kent County Council has offered to share with districts 25% of the additional revenue accruing to the County from changes to discounts. Therefore, in addition to the £34,000 mentioned above, we could receive, approximately, an extra £42,000; giving a total of £76,000.
- 1.3.3 Although this might not seem a significant figure in terms of the Council's overall budget, Members will be very aware of the Council's budget position and the requirement, because of reductions in the level of Government grant, to make ever greater budget savings. In addition, I anticipate that the Government will continue to restrict the amount by which the council tax can be increased each year.

#### **1.4 Non-financial considerations**

- 1.4.1 There are, of course, reasons why Members might not wish to alter the council tax discounts or might not wish to change them in such a way as to produce the maximum financial gain. For instance, in the case of landlords, there will almost inevitably be a period of vacancy between lets, either to find new tenants and/or to redecorate the property. Therefore members might consider that a shortening of the period for which a 100% discount is given to one month might be too severe. In the case of uninhabitable properties or those undergoing repair, if Members decided to reduce the discount to less than 25%, then there would be an advantage in the taxpayer saying that the property was occupied by one person as a 25% single occupancy discount could then be claimed.

#### **1.5 Neighbouring authorities**

- 1.5.1 I have asked our neighbouring authorities what decisions they have made in respect of discounts and their responses are shown in the following table:

Authority	Vacant & Unfurnished discount – period at 100%	Uninhabitable/Undergoing repair discount (%) over 12 months	Premium %
Ashford	6 weeks	100	50
Canterbury	None	100	0
Dartford	3 months	100	50
Dover	None	100	0
Gravesham	1 month	100	50
Maidstone	1 month	100	50
Medway	3 months	100	0
Sevenoaks	3 months	100	50
Shepway	None	0	50
Swale	3 months	100	0
Thanet	None	100	0
Tunbridge Wells	1 month as from April 2015 (previously 2 months)	25% as from April 2015 (previously 50%)	50
Tonbridge and Malling	3 months	100	0

1.5.2 As can be seen from the above:

- 1) **in respect of those properties that are vacant and unfurnished:** four other authorities give no discount; three – from April next year – will give a discount for one month; one will give a discount for six weeks; and four will give a discount for three months. Thus the authorities giving a discount of three months are in the minority.
- 2) **in respect of properties that are uninhabitable or undergoing repair,** we are in line with the majority of Kent authorities in allowing a 100% discount for twelve months.

- 3) **in respect of properties empty for longer than two years**, there is an even split between those other authorities charging a 50% premium and those not charging a premium.

## **1.6 The way forward**

- 1.6.1 When I reported on this subject in October last year, Members did not consider that they wished to amend discounts in respect of the year 2014/15 but wished to reconsider the issue for future years. Now appears to be an appropriate time to do so if Members do wish to make changes for the years 2015/16 onwards.
- 1.6.2 In the light of the foregoing information, I should be grateful if Members would give me guidance as to which discounts they might wish to amend and whether they are minded to charge a premium for properties empty for longer than two years.
- 1.6.3 In the light of Members' guidance, I can then refine my calculations as to the financial impact of those changes and present my findings to your Board in September for decision by Cabinet in October. By taking my findings to your Board in September, this will allow me time to 'consult' our residents via the website on any amendments to the discounts proposed by Members. The results of that 'consultation' will be available to inform Member's decision-making in September/October.

## **1.7 Legal Implications**

- 1.7.1 None at this stage

## **1.8 Financial and Value for Money Considerations**

- 1.8.1 None at this stage but ultimately any decision made has an effect on the Council's budget.

## **1.9 Risk Assessment**

- 1.9.1 None at this stage but in due course a decision to decrease the value of discounts and/or to charge a premium, will have a negative financial effect on those liable to pay council tax, either through charging them when previously no charge was due or increasing the amount they are liable to pay.

## **1.10 Equality Impact Assessment**

- 1.10.1 See 'Screening for equality impacts' table at end of report

## 1.11 Recommendations

1.11.1 Members' guidance is **REQUESTED** as to :

- 1) those discounts that they believe should be amended and the extent to which they should be amended for the financial year 2015/16 and beyond; and
- 2) whether the Council should charge a premium on properties that have been empty for longer than two years and, if so, the percentage premium to be charged for the financial year 2015/16 and beyond .

1.11.2 Subject to the above, the Director of Finance & Transformation be **AUTHORISED** to place relevant information on the Council's website seeking comments prior to the next meeting of this Advisory Board.

The Director of Finance & Transformation confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and Policy Framework.

Background papers:

Nil

contact: Paul Griffin  
email:  
paul.griffin@tmbsc.gov.uk

Sharon Shelton  
Director of Finance and Transformation

Screening for equality impacts:		
Question	Answer	Explanation of impacts
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	Report merely seeks guidance from Members as to how they might wish to amend discounts for future years.
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	No	Report merely seeks guidance from Members as to how they might wish to amend discounts for future years.
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		Not applicable.

*In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.*



## TONBRIDGE & MALLING BOROUGH COUNCIL

### FINANCE, INNOVATION and PROPERTY ADVISORY BOARD

23 July 2014

#### Joint Report of the Director of Planning, Housing and Environmental Health and the Director of Finance and Transformation

#### Part 1- Public

#### Matters for Recommendation to Cabinet - Non-Key Decision (Decision may be taken by the Cabinet Member)

#### 1 PROPOSED BUILDING CONTROL SHARED SERVICE

##### Background

In June a report to the Planning and Transport Advisory Board described the progress that had been made towards a shared Building Control Service with Sevenoaks District Council as the preferred option for future service delivery. Since then work has been carried out to further develop these proposals, with this report providing a business case and dealing with financial matters. The consideration of such a model positively reflects the Council's transformation agenda and will deliver a number of benefits as outlined in this report.

##### 1.1 Introduction

1.1.1 Following a report to the Planning and Transportation Advisory in June, it was agreed in principle to establish a shared service arrangement with Sevenoaks District Council as the preferred way of delivering, sustaining and improving Building Control Services.

1.1.2 The Building Control Service is a front line activity, providing services to external and internal customers, fulfilling a number of statutory functions as well as providing a range of consultancy services to local residents, builders and developers. Typically 70 per cent of the work of the Building Control team involves the receipt, processing and assessment of applications made under the Building Regulations, for which a fee is payable in the majority of instances.

1.1.3 A range of non-chargeable Statutory functions must also be delivered by the Service and these include:

- Control of unauthorised works and enforcement proceedings;
- Disabled adaptation applications;

- Temporary structures and grandstands – requiring representation on Safety Advisory Groups;
  - Dealing with Dangerous Structures;
  - Demolition Notice procedures.
- 1.1.4 The Service provides technical support to a number of other Council Services such as Development Control, Environmental Health, Private Sector Housing, Licensing and Land Charges.
- 1.1.5 Consultancy Services are an additional aspect of the Service for which fee income is received and includes work involving advice on the Code for Sustainable Homes, Domestic Energy Assessments and Fire Risk Assessments.
- 1.1.6 Between September 2011 and September 2013 the Service benefitted from a shared management arrangement with Sevenoaks. This arrangement served us very well and was only terminated as a result of the holder of the shared building control manager being appointed to a senior post within Sevenoaks District Council. It has however, provided a sound platform for the investigation into the potential for a full shared service. These investigations have been ongoing for the last six months and have included a detailed review of the implications of such a step, including staffing arrangements, service delivery standards and finance as well as considering other options for the future of the service.
- 1.1.7 Currently, the management of the service is provided at a strategic level by the Chief Environmental Health Officer, supported on operational matters by the Principal Building Control Officer. Following the termination of the shared manager arrangement we are holding vacant a half a full time equivalent (FTE) Building Control Manager post in addition to a FTE Building Control Surveyor. Sevenoaks are holding three FTE vacancies; two FTE surveyors and one technical support officer, which both Councils have had difficulty in recruiting to. This current staffing situation, although challenging provides helpful flexibility in moving forward on a shared basis.

## **1.2 Business Case**

- 1.2.1 Prior to focussing on the development of a shared service, alternative options were considered for the future of the service including an internal re-organisation. Whilst this remains a viable solution it will not realise the wider benefits that a shared service will offer the Council, its residents and local developers and builders. Delivering the Building Control Service in partnership with Sevenoaks District Council will increase resilience and capacity, offer future growth potential as well as identifying immediate cashable savings. Further detail is provided as follows:
- The choice of Sevenoaks District Council as a potential partner developed from the success of the shared management arrangement two years ago.

Both Teams share a similar ethos and culture towards the quality of service delivery and are closely aligned in many areas including fee structures;

- Building Control is unusual amongst local authority services, in that it operates in a competitive environment and over recent years it has become apparent that competition from Approved Inspectors is expanding further into the traditional local authority sector. The proposed shared service will provide a number of opportunities to enhance current service delivery models, as well as improving its competitiveness against the private sector. This includes achieving greater consistency for customers over a wider area; the development of a wider range of fee earning consultancy services than currently offered and facilitating a stronger basis for marketing the service, with the opportunity to consider future expansion of the partnership.
- A shared service has the advantage of combining a variety of different skill sets held by staff in both authorities that increase the overall range of expertise that can be applied to the service. This will improve our service ability, capacity and resilience in responding to all aspects of the service, including out of hours emergency capacity.
- The financial model described in section 1.5 of this report demonstrates year on year cashable savings of at least £25,000 for the Borough Council. Further savings will be identified through shared subscriptions and licenses. In the longer term there are possibilities of rationalising office space and other support costs to release further increase savings.

**1.3** The shared service will generate a number of efficiencies and service improvements. Information technology can be used very effectively to facilitate data sharing, manage performance and support flexible and remote working, through mobile technology. Sharing and implementing best practice, including avoiding the duplication of guidance notes, policies and procedures, will also benefit from a shared working arrangement. It is intended that the shared service would have its own service plan that is endorsed by both Councils.

## **1.4 Staffing**

1.4.1 In evaluating these proposals Members will be keen to understand the position of our staff within the Service. An important aspect of our consideration has been to minimise the impact on staff and to adopt a way forward that sustains the service. The Personnel Manager has been engaged at each stage of the process, has provided extremely valuable guidance throughout and has coordinated the approach to staffing matters with counterparts at Sevenoaks.

1.4.2 The current and proposed staffing structures are tabled in **[Annex 1]**. We are pleased to confirm that the proposed structure can accommodate all the existing staff from both Councils. We will continue to employ our existing staff, as will

Sevenoaks, and although there are some differences in terms and conditions between the two Councils these are not significant and managers have made every effort to ensure transparency with all of the staff involved around this aspect of change.

- 1.4.3 A real benefit of a shared service is that the new structure will be managed by a professional Building Control Manager, who will report directly to the Sevenoaks Head of Surveying and Parking and our Chief Environmental Health Officer. There will be a recruitment and selection process for this position and the two Team Leader posts. It is important to stress that the management and accountability mechanisms will be clear and the benefits of the building control service to other aspects of the Borough Council's functions will not be diluted.
- 1.4.4 One of the key aspects of the operation of the shared service will be flexibility, in terms of geographical areas of work for the surveyors and a move towards benefits of flexible and remote working, using many of the bases of both Councils across the whole area. Nevertheless, there is a need to have an administrative hub and there are a number of factors that support its location at Sevenoaks District Council offices:
- Sevenoaks District Council is already involved in a number of partnerships e.g. Licensing and Revenues and Benefits. Through this experience they have systems in place that can support the proposed shared service, such as IT infrastructure, use of electronic forms and a partnership invoicing interface with financial systems.
  - Their contact centre has a number of staff experienced in handling building control calls, which will relieve pressure on the administration team and through their Netcall system will be able to book appointments for surveyors and communicate directly with them through mobile technology whilst they are on site. This has the potential to achieve improved response times and service delivery and increase resilience within the administration Team.
  - The IT Managers at both Councils have discussed the requirements of the proposed service and it is clear that the Sevenoaks IT Service is in a better position with existing IT infrastructure to support those requirements. This will reduce the burden on our own service and realise some savings in the set up costs, although there will be an ongoing involvement by our IT colleagues in overseeing and ensuring the IT solutions are appropriately maintained.
- 1.4.5 All staff in the Building Control Service have been fully engaged and consulted about the proposals as have Unison representatives. The support of staff has been developed through bi-weekly meetings and workshops with which surveyors have engaged positively and been actively involved in the review of service delivery and the development of enhanced service delivery processes, as well as

identifying efficiencies. This has been a most beneficial and important aspect of our work and we are grateful for the positive approach that colleagues have taken towards the proposed changes.

## **1.5 Legal Implications**

1.5.1 To safeguard the interests of both parties there will be a Memorandum of Understanding in place, which is in the process of being drafted by legal officers of both Councils. This will include, the following matters:

- Length of the initial shared service arrangement to be 3 years subject to extension by agreement of both authorities;
- An exit strategy to be based upon termination of the arrangements with a 6 month notice period with all termination costs being met by the terminating party,
- Arrangements for the sharing of costs and income, financial reporting and overall budgetary control,
- Details of governance arrangements, including the responsibilities of the Partnership Board (to be formed of appropriate senior officers of both Councils) in being accountable for the overall functioning of the shared arrangements including annual budget setting, overseeing the performance of the shared service arrangements and handling any disputes;
- To provide clarity on the delegation of decision making for the shared service arrangements;
- To provide the appropriate basis and authority for cross border working by officers managing and delivering the shared service.

1.5.2 The Council's insurers have been consulted on this latter point and have not raised any concerns as to how this can be accommodated within our current arrangements.

1.5.3 The project plan has identified a potential commencement date of 1<sup>st</sup> October 2014 and we are working towards that aim. This is entirely dependent on the final detail of the financial arrangements and the Memorandum of Understanding being agreed and practical service arrangements being in place. On these matters we recommend that delegated authority be given to ensure these matters are satisfactory.

## **1.6 Financial and Value for Money Considerations**

1.6.1 Direct costs associated with the partnership will be pooled and shared between the authorities on the basis of income generated by each authority in the 2013/14

Financial Year. This equates to a 45:55 split TMBC:SDC and would be adopted as a model for the first three years of the partnership.

- 1.6.2 Some initial one-off expenditure in the region of £20,000 will be needed to establish common practices on IT and mobile working. These costs would be shared costing the Council £10,000. It is anticipated that this will be funded from the 'invest to save' reserve.
- 1.6.3 The Government has established the Transformation Challenge Award to encourage councils to carry out joint working to reduce costs in the longer term. An application for the award has been submitted on the basis of the proposed partnership in order to provide an improved IT infrastructure base for the new partnership moving forward. This is not essential immediately, as a practical solution can be found to provide satisfactory system links, but is a move that would be beneficial to the service in due course.
- 1.6.4 Some additional costs will be charged to the Hub via Sevenoaks DC who have agreed to deal with invoicing and income recording, IT and Customer Support. The specific costs have been identified and agreed at £15,000, split equally between the two Councils. Costs currently allocated to the building control service by support services from this Council will need to be taken into account as we review the position overall on central support costs in due course.
- 1.6.5 As the proposed partnership involves the centralisation of administrative staff to Sevenoaks Offices some 'Appendix E' payments will be required to compensate for staff travel to work changes. In accordance with Council guidelines these could amount to £7,500 for the staff concerned.
- 1.6.6 The two authorities currently deal with emergency working outside of office hours on differing bases. Sevenoaks DC currently pay surveyors an additional out of hours rate to be on call to deal with dangerous structures which is a statutory requirement. The out of hours system at TMBC is through an informal cascade system with no additional payment. In order to strengthen the resilience of the service the preferred position is to move to a formal standby rota system with surveyors in the scheme paid a standby rate. There are three surveyors employed by this Council who would be paid a rate of £1,500 per annum, plus employer's on-costs.
- 1.6.7 The current establishment of both councils is 15.5 FTE's and salaries with allowances and on-costs amount to £623,000 based upon current estimates at both authorities. The new establishment reflected in the partnership reduces the staffing to 12 FTE's with salaries, allowances and on-costs mentioned above amounting to £549,000; a net saving in the region of £74,000. This initial saving estimated for year 1 will be split on the basis outlined in paragraph 1.6.1. Taking into account support costs the saving to Tonbridge and Malling will be in the region of £25,000.

## 1.7 Risk Assessment

- 1.7.1 The risks associated with our current arrangements include lack of service resilience and the threat of losing market share and income. The implementation of a shared service will reduce these current risks. Through the development of a comprehensive and robust legal agreement between the two partners and the management mechanisms for monitoring service delivery, performance, reviewing income and costs and handling disputes, that any risks of shared working can be minimised.
- 1.7.2 As both Councils are insured by Zurich Municipal all officers are covered under the reciprocal arrangement scheme in order to carry out work in the area of either local authority. The Memorandum of Understanding will need to cover the financial arrangements if a claim is made against the professional advice and decisions of an officer.

## **1.8 Equality Impact Assessment**

- 1.8.1 See 'Screening for equality impacts' table at end of report

## **1.9 Recommendations**

- 1.9.1 It is recommended that:
- 1.9.2 The establishment of a shared Building Control Service, with the Administration base at Sevenoaks District Council, is approved subject to the Director of Finance and Transformation and Director of Planning, Housing and Environmental Health being satisfied with the detailed financial and service arrangements respectively.
- 1.9.3 The Council enter into a Memorandum of Understanding to include the matters summarised at paragraph 1.5.1 of this report to the satisfaction of the Director of Central Services.
- 1.9.4 A sum of £10,000 from the 'invest to save' reserve is allocated to support the initial implementation costs of the new shared service.

The Director of Planning, Housing and Environmental Health and Director of Finance and Transformation confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and Policy Framework.

Background papers:

Nil

Steve Humphrey

Director of Planning, Housing and Environmental Health

Sharon Shelton

Director of Finance and Transformation

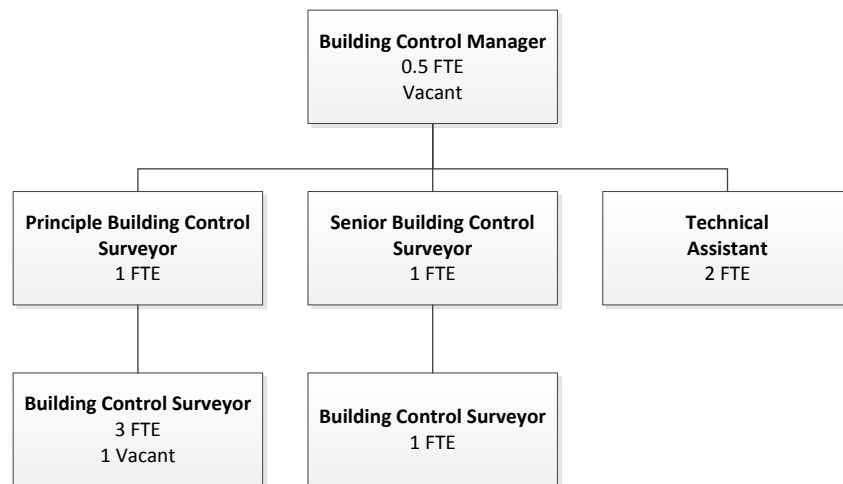
contact: Jane Heeley  
Steve Humphrey

<b>Screening for equality impacts:</b>		
<b>Question</b>	<b>Answer</b>	<b>Explanation of impacts</b>
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	The report relates to internal arrangements rather than service delivery.
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	No	As Above
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		

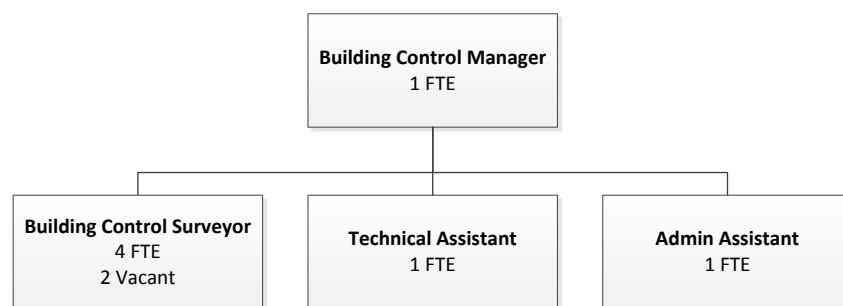
*In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.*



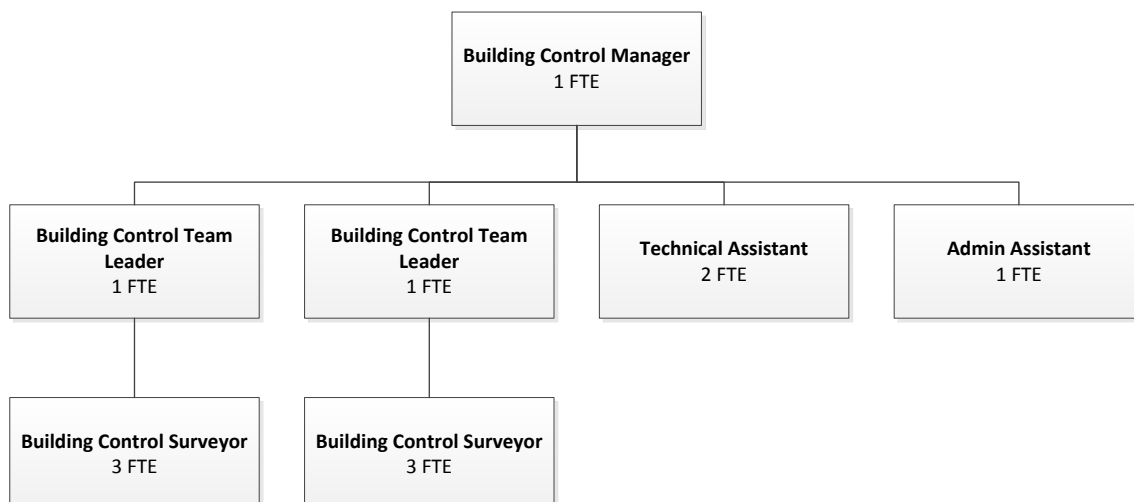
**Tonbridge & Malling Borough Council**  
Current Building Control Structure



**Sevenoaks District Council**  
Current Building Control Structure



**Shared Service**  
Proposed Shared Service Structure



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**TONBRIDGE & MALLING BOROUGH COUNCIL**  
**FINANCE, INNOVATION AND PROPERTY ADVISORY BOARD**

23<sup>rd</sup> July 2014

**Report of the Director of Finance & Transformation**

**Part 1- Public**

**Matters for Information**

**1. T&MBC WEB SITE DESIGN UPDATE**

**1.1 Summary**

1.1.1 This report updates Members on the planned improvements to the Council's web site designed to ensure that it remains fit for users' purpose as user preferences and technology changes.

**1.2 Introduction**

1.2.1 Members will recall that the current web site went 'live' over 2 years ago and, before that, it had been in 'production' for at least 18 months.

1.2.2 During that time there has been significant change in computing technology and in user preference for mobile internet access (smartphones and tablets). According to a recent (April 2014) OfCom (independent regulator and competition authority for the UK communications industries) report, overall internet use rose from 79% of adults in 2012 to 83% in 2013, and nearly two-thirds (59%) of people accessed the internet through a mobile phone (53% in 2012), and use of tablet computers to access the internet among adults has almost doubled from 16% in 2012 to 30% in 2013.

1.2.3 98% of users aged under 35 are on-line and the proportion of people aged over 65 that are accessing the web reached 42% in 2013, which is a 27% increase over the year mainly due to an increase in the use of tablet computers by people aged 65-74.

1.2.4 The graph at Attachment 1 shows that, next year, the use of mobile devices such as smartphones and tablets is expected to overtake use of PC's.

1.2.5 The growth of internet usage continues and users, of all ages, appear to prefer to go on-line using mobile technology.

**1.3 The T&MBC website**

1.3.1 T&MBC's site is responsive (screen resolution and layout changes to fit the devices' screen size) to a degree but the site was designed for PC's and then made responsive. In order to ensure that the site remains fit for purpose and,

more pressingly, that it becomes a preferred method of contacting the Council for as many people as possible, we need to ensure that it will present itself to mobile technology first and foremost.

1.3.2 The site was also developed to embrace the Top Task approach, giving users 'short cuts' to the most popular services, and this continues to be a focus for most recently designed local government sites (Manchester, Birmingham, Harrow, Kent, Lambeth) many of who have followed the Gov.uk 'look' – minimising content to allow clarity of navigation through the site; an aspiration for any modern, user-focussed site.

#### **1.4 The focus for a re-design**

1.4.1 The T&MBC site should be one that:

- users **choose** to use over other forms of contact.
- is **easy to access** irrespective of the preferred technology.
- focuses on the services that **users want** to access.
- is underwritten by a Digital Inclusion initiative to **assist and support** as many citizens as possible to go on-line.

1.4.2 We hope that this can be achieved by:

- having a design that is **simple** (in order that any mobile devices can be used to access services quickly) **and easy to use** (so that users get where they want to get to without the necessity to ring or email for assistance).
- ensuring that users can achieve a task quickly and simply so that they will choose to use that channel again.
- ensuring that the user gets an improved service by transacting through the web site.

1.4.3 The challenges will be to:

- ensure that navigation is made as simple as possible and that it works first time.
- recognise that the user's opinion is paramount to the success of the design if the site is to become the preferred way to access service delivery.
- allow this to be an on-going project that will facilitate change to the design over time.

#### **1.4. A concept to start the re-design process**

1.4.1 The first step is to address the issue of site navigation that gets the user to where they want to be as simply and quickly as possible.

1.4.2 Having considered modifications to the existing 'Search' facility (which was found to be an unrealistic idea due to the resource required to program it) and

the possible confusion of having at least 4 different ways to navigate from the Home page, we felt that what the user required, quite simply, was the opportunity to state what they wanted to do or find.

1.4.3 The next step was to consider if we could take a leaf out of Google's example and give the user a box into which they could type what they are looking for, receive prompts or suggestions from which to select (as Google provides in a drop down menu) and be taken from there direct to the web page/task that they have specified. Unlike Google, where you are presented with a list of search results, this innovation will take you to where you want to be with one click.

1.4.4 This is a rudimentary development at present to demonstrate a concept which will be at the core of a wider re-design which will emerge over time, and the visual design will follow. We are confident that we can have this initial 'tool' up and running by 1<sup>st</sup> April 2015.

## **1.5 The user perspective**

1.5.1 Having sought Management Team's approval to the approach, the concept was first shared with the staff and then with groups of external users drawn from subscribers to My Account, the result of which is that, at the time of writing, all have given positive feedback on the concept.

## **1.6 Summary**

1.6.1 In the face of overwhelming evidence of change in internet technology and use, the current web site needs to be re-designed to meet user expectations if the site is to be their preferred channel for transacting with the Council in the future.

1.6.2 The concept of providing a means for the user to navigate quickly and simply to exactly where they want to be appears to be well supported and is achievable both within existing budget provision and in a reasonable timescale.

1.6.3 The challenge which will emerge, assuming this concept is successful, will be to ensure that, having navigated quickly and easily, the user finds a service/content that works for them and that they will choose to return to.

1.6.4 The ultimate aim of having a site that users choose to access Council services through will be supported by digital inclusion projects in order to allow as many citizen's as possible to transact with the Council in this way.

## **1.7 Legal Implications**

1.7.1 There are no implications.

## **1.8 Financial and Value for Money Considerations**

1.8.1 Since the major part of the implementation of this initial design concept will be undertaken in house and a provision for external consultancy of £2,000 has been identified from existing web development budgets, there is no financial implication beyond the existing budget.

## **1.9 Risk Assessment**

1.9.1 Risks identified are limited to reputational risk in the event of web site 'downtime' caused by any design implementation but these have been assessed as minimal.

Background papers:  
Nil

contact: Charlie Steel

Sharon Shelton  
Director of Finance & Transformation

# Mobile Users > Desktop Internet Users Within 5 Years

Global Mobile vs. Desktop Internet User Projection, 2007 – 2015E



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## TONBRIDGE & MALLING BOROUGH COUNCIL

### FINANCE, INNOVATION and PROPERTY ADVISORY BOARD

23 July 2014

#### Report of the Director of Finance & Transformation

#### Part 1- Public

#### Matters for Information

#### 1 BENEFITS UPDATE

**A report advising Members of current issues arising in the benefits field**

#### 1.1 Performance and Workload of the Benefits Service

- 1.1.1 Since the start of the financial year, new claims for housing benefit and council tax support have been processed in an average of 30.7 days. Changes in circumstances took 10.2 days. There has been a backlog of work due to a very busy period in April and May. At its peak this equated to nearly 25 days' worth of work, which, at the time of writing this report, has been brought down to 14 days.
- 1.1.2 Over this period there was also a national breakdown in the 'Atlas' service. This is the process whereby changes of entitlement to national benefits and tax credits are electronically sent to Councils by the Department for Work & Pensions (DWP). Atlas was out of service for almost 10 days due to a technical fault, significantly hampering our performance for changes in circumstances and presenting a large amount of unprocessed data when the fault was eventually rectified.
- 1.1.3 The number of households in the Borough receiving housing benefit remains fairly static. Since April the caseload has increased by 15 homes. However, the trend of non-working households moving into lower paid or part-time jobs continues with an increase of over 40 'in-work' claims.
- 1.1.4 In mid June, we introduced a 'fast-track' claim process. The objective being for a dedicated officer to assess new claims for housing benefit and / or council tax support, that are received with sufficient information and supporting evidence, within two working days. The fast track process will be run for eight weeks, at which time it will be reviewed and decisions taken based on its success and continuation.
- 1.1.5 Our customer service and benefits staff have been encouraged to take every opportunity to promote the fast track service when handing out, sending, receiving and assisting claimants with new claims. In addition, Russet Homes officers have been briefed on the new process as their tenants make the majority of new benefit claims.

1.1.6 The fast track service is a departure from the date driven prioritisation of workflow that everyone has been used to. Careful monitoring and recording is taking place over the trial period. Although there will be a marked service improvement for customers whose claims are handled through fast tracking it is also important to assess any negative impacts elsewhere. The system cuts the double or triple handling that we frequently experience when assessing new claims. That 'freed up' resource is used to assess the fast tracked cases.

## **1.2 Discretionary Housing Payments (DHP)**

1.2.1 At the time of writing this report over 200 applications for DHP have been received and processed since the start of the financial year. Many of the applications have an urgent nature and for that reason they are processed as a priority and kept up to date as far as possible.

1.2.2 Of those applications, 66 are repeat claims, 55 of which have been granted (6 of those were refused previously), 10 have been refused and one case was refused in both years. There are relatively few appeals against the decisions to make awards.

1.2.3 Approximately 70% of successful applications are from households with social sector size criteria restrictions to benefit.

1.2.4 So far, £51,003.52 of the £165,494 annual DHP fund has been allocated.

## **1.3 Universal Credit**

1.3.1 The timetable for the introduction of Universal Credit remains unchanged since it was reset last December when Lord Freud stated Universal Credit will be available across the country during 2016, with the conversion of most existing benefit claims taking place in 2016 and 2017. The gradual roll-out of trial sites continues with testing of joint claims about to start.

1.3.2 The DWP has recently published a 'Q&A' style document specifically relating to housing costs and Universal Credit. It can be found at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/325324/universal-credit-and-rented-housing.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/325324/universal-credit-and-rented-housing.pdf)

1.3.3 The document does not provide any new information.

The Party in opposition has announced that, if successful at next year's election, the Universal Credit programme would be suspended and thoroughly reviewed to assess value for money. If it then goes ahead, it is likely to do so with some big changes.

## **1.4 Direct Payment Demonstration Project**

- 1.4.1 A key aspect of Universal Credit is that the benefit will be paid monthly, straight to the claimant to mimic salary payments. The intention being to encourage personal financial responsibility and budgeting and to make the transition into, or out of, work that much simpler.
- 1.4.2 Direct payments, including an element for housing costs which will be wrapped up into Universal Credit, mark for a serious change to the way housing benefit is paid to the majority of social tenants. Housing benefit legislation allows for claimants in social sector (housing association) accommodation to choose whether to have payments made to themselves or to their landlord. In approximately 95% of cases payment is made directly to the landlord.
- 1.4.3 Understandably, the policy change to make payments directly to claimants carries significant risk for both landlords and tenants. To learn more of the impact of such a change the Government set up six pilot projects to test direct payments and establish what may be necessary to make them work. The projects concluded in December 2013 and a final report has been published with the findings. The report can be found at:
- [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/325389/direct-payment-demo-figures-may-2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/325389/direct-payment-demo-figures-may-2014.pdf)
- 1.4.4 The work done by the pilots is welcomed and appears thorough. The report not only identifies issues, as we probably already knew, but also their scale. For the administration of direct payments to work, it is clear that there will be significant resourcing implications for the DWP when Universal Credit is rolled out. Without sufficient support and resource there is a threat that local Councils will be left to pick up the pieces.
- 1.4.5 The provision of support and assistance for claimants making and maintaining Universal Credit claims is proposed through Local Support Services Frameworks (LSSF). The frameworks will take the form of structured partnership agreements between local Councils, the DWP and other such organisations relevant to meet local needs. It looks likely that local Councils will bear the duty to commission and maintain LSSF, with a funding arrangement provided by Government. The inherent risks of direct payment, amongst several others, provide a strong incentive for local Councils to ensure establish adequate arrangements under LSSF to support Universal Credit.

## **1.5 Legal Implications**

- 1.5.1 None

## **1.6 Financial and Value for Money Considerations**

- 1.6.1 The cost and performance of the Service continues to be monitored

## **1.7 Risk Assessment**

1.7.1 No current risks to report

Background papers:

contact: A Rosevear

Nil

Sharon Shelton

Director of Finance & Transformation

**TONBRIDGE & MALLING BOROUGH COUNCIL**  
**FINANCE, INNOVATION and PROPERTY ADVISORY BOARD**

**23 July 2014**

**Report of the Director of Finance and Transformation**

**Part 1- Public**

**Matters for Information**

**1 COUNCIL TAX AND BUSINESS RATES UPDATE REPORT**

**A report detailing recent developments in respect of council tax and business rates.**

**1.1 Collection of council tax**

1.1.1 As at 30 June 2014, the collection rate for council tax stood at 26.8%. For the same period in the year 2013/14, the collection rate was 26.98%.

1.1.2 The change to the council tax reduction scheme, in that working age claimants are now paying 18.5% compared to 8.5% in 2013/14, may be having an effect on the collection rate this financial year.

1.1.3 Members will be aware that recovery work has increased substantially since the council tax reduction scheme (CTRS) was introduced in April 2013. For information, **[Annex 1]** sets out a comparison of recovery notices issued in 2013/14 compared to the previous year 2012/13.

**1.2 Collection of business rates**

1.2.1 As at 30 June 2014, the collection rate for business rates stood at 31.96%. For the same period in the year 2013/14, the collection rate was 35.63%.

1.2.2 With regards to the decrease in business rate collection, I believe this may be due to the effect of businesses now having the statutory option to pay their rates over a twelve month period (compared to the previous statutory, default requirement to pay ten, monthly instalments). Although the final collection rate should hopefully be comparable to the previous year's level, the current cash flow is reduced. I shall continue to monitor this during the year and shall update Members accordingly should the rate change more significantly.

**1.3 Legal Implications**

1.3.1 Nil.

**1.4 Financial and Value for Money Considerations**

1.4.1 The percentage of council tax and business rates collected during the year impacts on the Council's finances and, consequently, on the level of council tax for future years.

**1.5 Risk Assessment**

1.5.1 Nil.

Background papers:

contact: Glen Pritchard  
01732 876146

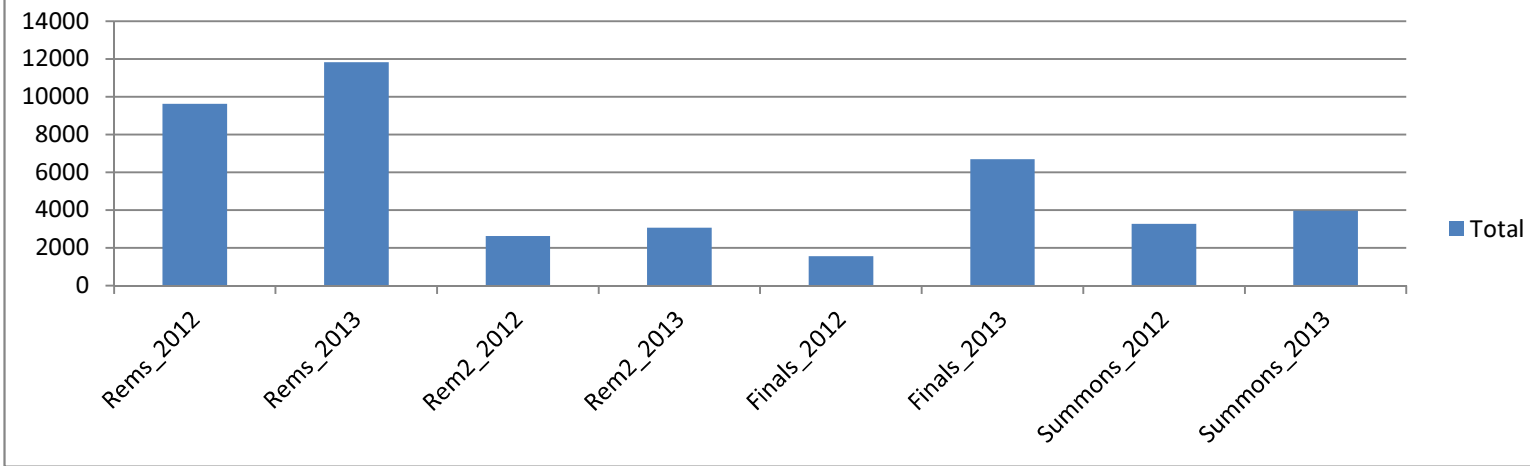
Nil

Sharon Shelton  
Director of Finance and Transformation

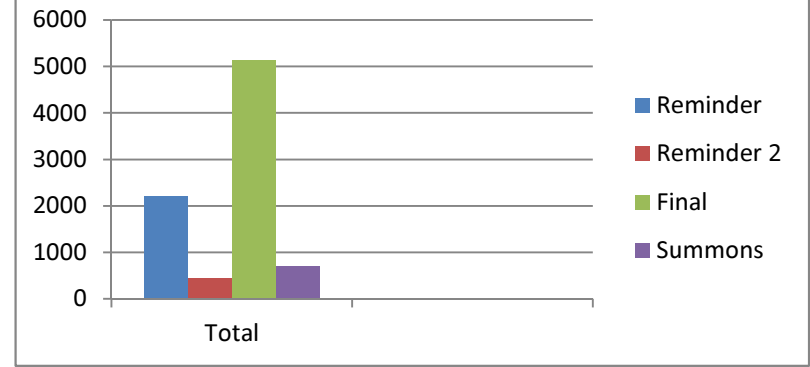
	Rems_2012	Rems_2013	Rem2_2012	Rem2_2013	Finals_2012	Finals_2013	Summons_2012	Summons_2013
Total	9614	11824	2623	3062	1552	6691	3267	3960
<b>Total</b>	<b>9614</b>	<b>11824</b>	<b>2623</b>	<b>3062</b>	<b>1552</b>	<b>6691</b>	<b>3267</b>	<b>3960</b>

Movement	Reminder	Reminder 2	Final	Summons
<b>Total</b>	<b>2210</b>	<b>439</b>	<b>5139</b>	<b>693</b>

Recovery Notices issued



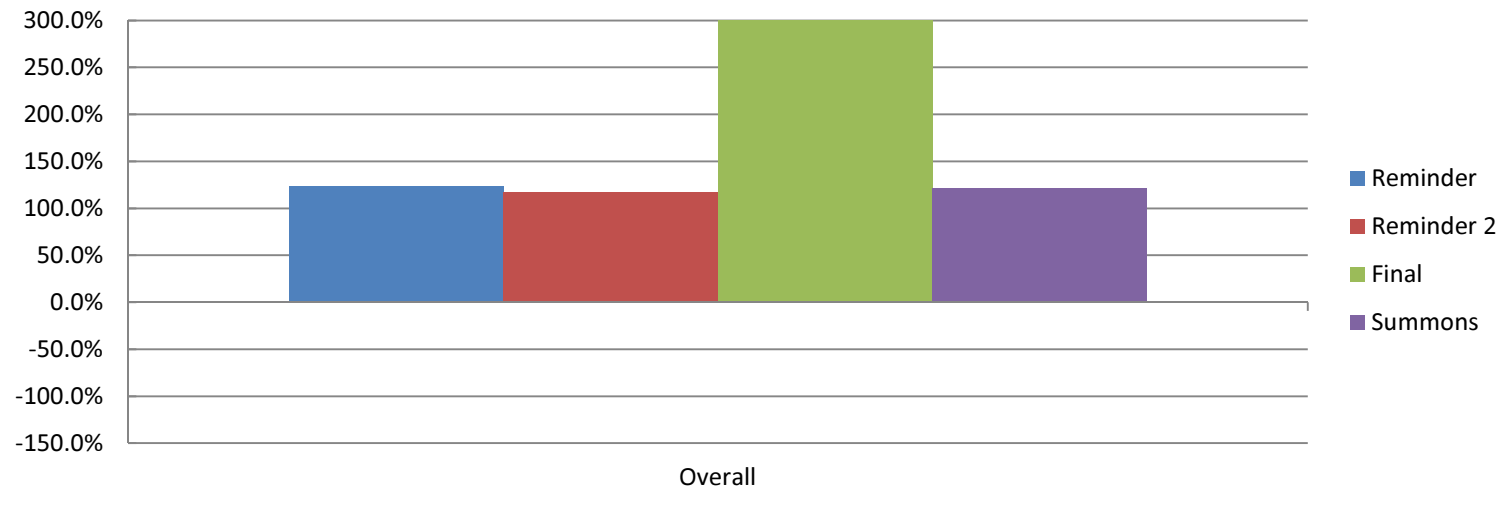
Variance (number) in recovery notices issued 2013 compared to 2012



Page 71

%	Reminder	Reminder 2	Final	Summons
<b>Overall</b>	<b>123.0%</b>	<b>116.7%</b>	<b>431.1%</b>	<b>121.2%</b>

Variance (%) in recovery notices issued 2013 compared to 2012



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## TONBRIDGE & MALLING BOROUGH COUNCIL

### FINANCE, INNOVATION and PROPERTY ADVISORY BOARD

23 July 2014

#### Report of the Director of Finance and Transformation

#### Part 1- Public

#### Matters for Information

#### 1 CAPITAL PROGRAMME: POST IMPLEMENTATION REVIEWS MONITORING REPORT

**This report identifies the post implementation reviews carried out since the meeting of this Board in July 2013 and the capital plan schemes for which reviews will be due.**

#### 1.1 Background

- 1.1.1 The Council's Capital Strategy provides for the reporting of post implementation reviews to demonstrate the effectiveness of capital expenditure. A system for monitoring post implementation reviews for capital projects was endorsed by this Board on 5 October 2005 and since then monitoring reports have been presented to meetings of the Board.

#### 1.2 Progress

- 1.2.1 Capital projects for which a post implementation review has been carried out since the meeting of this Board on 24 July 2013 are detailed in **[Annex 1]**. The Annex covers the following schemes:

Tonbridge Racecourse Sportsground Improvement Plan Phase 1 (LAAB 16 September 2013)

Tonbridge Farm Sportsground Pavilion Refurbishment (LAAB 9 December 2013)

Larkfield Leisure Centre Energy Saving Measures Phase 2 (LAAB 12 March 2014)

Larkfield and Angel Leisure Centres Enhancement to Fitness Suites (LAAB 12 March 2014)

Haysden Country Park Bridge Repairs (LAAB 12 March 2014)

Larkfield Leisure Centre New Dance / Exercise Studio (LAAB 10 June 2014).

1.2.2 The schedule of outstanding post implementation reviews, most of which are current capital plan schemes, is provided at **[Annex 2]**. The schedule comprises 39 schemes. For Members' information, a post implementation review in respect of the scheme highlighted in red is to be reported to the next meeting of this Board.

### **1.3 Legal Implications**

1.3.1 None.

### **1.4 Financial and Value for Money Considerations**

1.4.1 The reporting of post implementation reviews is important for testing the effectiveness of the Council's capital expenditure and is in accordance with the Council's Capital Strategy.

### **1.5 Risk Assessment**

1.5.1 There is a risk that not carrying out post implementation reviews may lead to the repetition of capital expenditure which is not effective or does not provide value for money.

### **1.6 Policy Considerations**

1.6.1 Capital Strategy.

Background papers:

contact: Mike Withey

Nil

Sharon Shelton  
Director of Finance and Transformation

## Capital PIRs - Completed Reviews July 2014

Post Implementation Review Monitoring: Completed Reviews		Notes
<b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision</b> <b>Completion Date:</b> <b>Final Cost:</b> <b>Post-implementation review (PIR):</b>  <b>Criteria for judging success:</b>  <b>PIR reported: Body / Date</b>	Leisure: Sports Grounds Tonbridge Racecourse Improvement Plan Phase 1 LAAB / 18 May 2010 / Recommended for List A 2010/11 / £98,000 increased to £107,000 CPR 2011/12 December 2011 (final payment) £113,433 12 Months after completion  The scheme will be judged against: - Access to new and improved facilities at Tonbridge Racecourse; - Positive local feedback,  <b>Leisure and Arts Advisory Board / 16 September 2013</b>	To improve facilities at Tonbridge Racecourse Sportsground including a new picnic area, the provision of additional teenage facilities (skate park / youth shelter / swings) and refurbishment of the centre path.  A recent user survey (2012) highlighted overall satisfaction with the site of 99%. Specific satisfaction rating for the Picnic Area had risen 21% since the last survey in 2009 from 72% to 97%, the Children's Play Area had risen 20% from 77% to 97% and the Condition of Path had risen 7% to 95%  Modest overspend against revised budget related to additional turfing / seeding. Budget increase, which was met by virement, related to urgent health and safety repairs to the Memorial Garden bridge.
<b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision</b> <b>Completion Date:</b> <b>Final Cost:</b> <b>Post-implementation review (PIR):</b>  <b>Criteria for judging success:</b>  <b>PIR reported: Body / Date</b>	Leisure: Sports Grounds Tonbridge Farm Sportsground Pavilion Refurbishment F&PAB / 5 January 2010 / Selected for List B 2010/11 / £73,000 increased to £88,000 CPR 2011/12 June 2011 (final payment) £88,679 12 Months after completion  The scheme will be judged against: - Improved customer satisfaction; - Increased lifespan of the facility; - Improved disabled access.  <b>Leisure and Arts Advisory Board / 9 December 2013</b>	The scheme included refurbishment to the exterior of the building, improvements to shower facilities and kitchen area, plus works to enable the facility to meet the requirements of the Equality Act.  The scheme has achieved the outcomes highlighted by providing facility improvements and increasing accessibility.  Project completed in-line with revised budget. Budget increase which was met by virement, related to additional works associated with tiling of the shower floors, guttering and down pipe renewal, asbestos works and minor works to the part of the building occupied by KCC delivering the ground maintenance contract.
<b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision</b> <b>Completion Date:</b> <b>Final Cost:</b> <b>Post-implementation review (PIR):</b>  <b>Criteria for judging success:</b>  <b>PIR reported: Body / Date</b>	Leisure: Larkfield Leisure Centre Energy Saving Measures Phase 2 F&PAB / 5 January 2011 / Selected for List B 2011/12 / £40,000 increased to £42,000 CPR 2011/12 March 2013 (final payment) £41,529 12 Months after completion  The scheme will be judged against: - Reduction in energy costs - Improved customer satisfaction;  <b>Leisure and Arts Advisory Board / 12 March 2014</b>	The replacement of the single automated entry doors with a new arrangement that provides a draught lobby. The scheme is designed to further improve the energy efficiency of the centre and responds to adverse customer comment.  The scheme has improved both the energy efficiency of the building and the working environment for reception staff  Project completed within revised budget. Additional budget provision met by virement.

## Capital PIRs - Completed Reviews July 2014

Post Implementation Review Monitoring: Completed Reviews		Notes
<b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision</b> <b>Completion Date:</b> <b>Final Cost:</b> <b>Post-implementation review (PIR):</b>  <b>Criteria for judging success:</b>  <b>PIR reported: Body / Date</b>	Leisure: Larkfield and Angel Leisure Centres Enhancement to Fitness Suites Cabinet / 10 October 2012 / Recommended for List A 2012/13 / £76,000 March 2013 (final payment) £77,576 12 Months after completion  The scheme will be judged against: - Increased financial return; - Increased usage of fitness facilities; - Introduction of franchised Personal Training; - Enhanced customer satisfaction.  <b>Leisure and Arts Advisory Board / 12 March 2014</b>	The scheme is designed to bring functional training opportunities and to enhance the gym environment at both centres with improved lighting, fitness specific flooring and design features such as graphic panels and screens.  Both the fitness suites have seen an increase in membership income and the improvements have been well received by customers.  Marginal overspend against budget
<b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision</b> <b>Completion Date:</b> <b>Final Cost:</b> <b>Post-implementation review (PIR):</b>  <b>Criteria for judging success:</b>  <b>PIR reported: Body / Date</b>	Leisure: Open Spaces Haysden Country Park - Bridge Repairs F&PAB / 4 January 2012 / Selected for List B 2012/13 / £8,000 August 2012 (final payment) £7,800 12 Months after completion  The scheme will be judged against: - Maintain safe public access.  <b>Leisure and Arts Advisory Board / 12 March 2014</b>	To repair / re-deck the Shallows Bridge at Haysden Country Park to maintain safe access for visitors to the site.  Targets met.  Project completed within budget
<b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision</b> <b>Completion Date:</b> <b>Final Cost:</b> <b>Post-implementation review (PIR):</b>  <b>Criteria for judging success:</b>  <b>PIR reported: Body / Date</b>	Leisure: Larkfield Leisure Centre New Dance / Exercise Studio F&PAB / 4 January 2012 / Selected for List B 2012/13 / £100,000 increased to £104,000 CPR 2012/13 March 2014 £111,025 12 Months after completion  The scheme will be judged against: - Increased Lifestyles Health & Fitness annual membership sales; - Increased availability of group exercise opportunities per customer; - Increased numbers of participants in group exercise programme; - Overall positive impact on Leisure Centre revenue / trading position; - Reduced membership attrition rates.  <b>Leisure and Arts Advisory Board / 10 June 2014</b>	To convert two squash courts into a fitness studio to increase the capacity of group exercise classes and meet expressed business need and potential for increased income.  <ul style="list-style-type: none"> <li>• Lifestyles membership increased from 04/13 to 04/14 from 1330 total to 1756 total (+32%)</li> <li>• Available exercise class spaces grew from 1804 per week to 2224 per week (+23%)</li> <li>• Actual exercise attendance grew from 41,982 in 12/13 to 53,675 in 13/14 (+28%)</li> <li>• Attrition fell from monthly average of 3.4% in 12/13 to 2.9% in 13/14 (reduction of 6% per annum)</li> </ul> Overspend against budget related to essential repairs to adjacent walkway.

Capital PIRs - Outstanding Reviews July 2014

Annex 2

Post Implementation Review Monitoring: Outstanding Reviews		Notes	Current if listed in the 2014/15 Capital Plan or year last payment made
<b>Service:</b> Planning & Transportation <b>Scheme Category:</b> Car Parking <b>Scheme Title:</b> Car Parking Enhancement Programme Phase 2 <b>Evaluation Meeting: Body / Date / Action</b> F&PAB / 03 Jan 07 / Selected for List B <b>Capital Plan Year / Provision</b> 2007/08 / £69,000	} } } }	} Schemes merged in 2010/11 Capital Plan Review and gross budget confirmed at £209,000.	Last payment 2012/13 Total spend £211,000  (Green)
<b>Service:</b> Planning & Transportation <b>Scheme Category:</b> Car Parking <b>Scheme Title:</b> Car Parking Enhancement Programme Phase 4 <b>Evaluation Meeting: Body / Date / Action</b> F&PAB / 07 Jan 09 / Selected for List B <b>Capital Plan Year / Provision</b> 2009/10 / £70,000	} }		
<b>Service:</b> Planning & Transportation <b>Scheme Category:</b> Car Parking <b>Scheme Title:</b> Car Parking Enhancement Programme Phase 3 <b>Evaluation Meeting: Body / Date / Action</b> F&PAB / 05 Jan 10 / Selected for List B <b>Capital Plan Year / Provision</b> 2010/11 / £70,000	} } }		
<b>Service:</b> Planning & Transportation <b>Scheme Category:</b> Car Parking <b>Scheme Title:</b> Car Parking Enhancement Programme Phase 5 <b>Evaluation Meeting: Body / Date / Action</b> F&PAB / 04 Jan 12 / Selected for List B <b>Capital Plan Year / Provision</b> 2012/13 / £50,000		Budget amended to £48,000 2013/14 Capital Plan Review	Current
<b>Service:</b> Planning & Transportation <b>Scheme Category:</b> Car Parking <b>Scheme Title:</b> Parking Action Plan - Phase 6 <b>Evaluation Meeting: Body / Date / Action</b> F&PAB / 03 Jan 07 / Selected for List B <b>Capital Plan Year / Provision</b> 2007/08 / £25,000		Budget amended to £38,000 2010/11 Capital Plan Review.	Current
<b>Service:</b> Planning & Transportation <b>Scheme Category:</b> Car Parking <b>Scheme Title:</b> Parking Action Plan Phase 7 <b>Evaluation Meeting: Body / Date / Action</b> F&PAB / 07 Jan 09 / Selected for List B <b>Capital Plan Year / Provision</b> 2007/08 / £25,000			Current
<b>Service:</b> Planning & Transportation <b>Scheme Category:</b> Car Parking <b>Scheme Title:</b> Parking Action Plan Phase 8 <b>Evaluation Meeting: Body / Date / Action</b> F&PAB / 04 Jan 06 / Selected for List B <b>Capital Plan Year / Provision</b> 2006/07 / £20,000			Current
<b>Service:</b> Planning & Transportation <b>Scheme Category:</b> Transportation Initiatives <b>Scheme Title:</b> Local Transport Plan Partnership Programme <b>Evaluation Meeting: Body / Date / Action</b> Various <b>Capital Plan Year / Provision:</b> 2001/02 to 2008/09 / £318,000.		Gross budget amended to £235,000 offset by £9,000 in external funding 2013/14 Capital Plan Review.	Current
<b>Service:</b> Planning & Transportation <b>Scheme Category:</b> Transportation Initiatives <b>Scheme Title:</b> Community Partnership Initiatives <b>Evaluation Meeting: Body / Date / Action</b> Commencing Cabinet / 08 Feb 2005 / Selected for List A <b>Capital Plan Year / Provision:</b> 2005/06 / £100,000, 2006/07 £100,000, 2007/08 £100,000		Budget total reduced to £228,000 in the 2008/09 Capital Plan Review and £215,000 2010/11 Capital Plan Review..	Current

GREEN = Complete 1 year ago (2012/13)

ORANGE = Completed 2 years ago (2011/12)

RED = Completed 3 or more years ago (2010/11 or before)

Capital PIRs - Outstanding Reviews July 2014

Annex 2

Post Implementation Review Monitoring: Outstanding Reviews		Notes	Current if listed in the 2014/15 Capital Plan or year last payment made
<b>Service:</b> <b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision</b>	Planning & Transportation Land Drainage / Flood Defence Drainage Improvement Programme F&PAB / 02 Jan 08 / Selected for List B 2007/08 / £15,000 and £20,000 per annum from 2008/09	Post implementation review to be undertaken after 4 years. Budget provision limited to a total of £72,000 in the 2008/09 Capital Plan Review. Gross budget increased to £100,000 offset by £28,000 funding from DEFRA in the 2010/11 Capital Plan Review	Current
<b>Service:</b> <b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision</b>	Planning & Transportation Land Drainage / Flood Defence East Peckham Flood Alleviation Cabinet / 08 Jan 03 / Selected for List A 2003/04 / £250,000	Net cost to Council increased to £271,000 2013/14 Capital Plan Review.	Current
<b>Service:</b> <b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision</b>	Planning & Transportation Land Drainage / Flood Defence Wouldham River Wall FIPAB / 08 Jan 14 / Selected for List B 2015/16 / £700,000		Current
<b>Service:</b> <b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision:</b>	Planning & Transportation Other Schemes Tonbridge Castle East Curtain Wall F&PAB / 05 Jan 10 / Selected for List B 2010/11 / £50,000		Last payment 2012/13 Total spend £72,000 (Green)
<b>Service:</b> <b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision</b>	Planning & Transportation Environmental Improvements Tonbridge Town Lock F&PAB / 07 Jan 09 / Selected for List B 2012/13 / £792,000	Scheme part funded by Developer and other contributions of £492,000 reducing the net cost to the Council to £300,000.	Current
<b>Service:</b> <b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision:</b>	Environmental Health Environmental Protection Air Quality Impact Study LEMAB / 04 March 2013 / Recommended for List A 2013/14 / £150,000	Funded in full by Government grant.	Current
<b>Service:</b> <b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision:</b>	Housing Sustainable Communities Programme Renewable Energy Schemes Cabinet / 10-Feb-04 / Selected for List A 2004/05 / £100,000	Budget increased to £110,000 in the 2007/08 Capital Plan Review.	Current
<b>Service:</b> <b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision</b>	Leisure Larkfield Leisure Centre Refurbishment of Lifestyles Health Suit FIPAB / 08 Jan 14 / Selected for List B 2014/15 / £240,000		Current

GREEN = Complete 1 year ago (2012/13)

ORANGE = Completed 2 years ago (2011/12)

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Capital PIRs - Outstanding Reviews July 2014

Annex 2

Post Implementation Review Monitoring: Outstanding Reviews		Notes	Current if listed in the 2014/15 Capital Plan or year last payment made
<b>Service:</b> <b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision</b>	Leisure Larkfield Leisure Centre Energy Saving Measure Phase 3 FIPAB / 08 Jan 14 / Selected for List B 2014/15 / £40,000		Current
<b>Service:</b> <b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision</b>	Leisure Tonbridge Swimming Pool Outdoor Pool Remedial Treatment L&AAB / 15 March 2010 / Recommended for List A 2010/11 / £146,000	Budget increased to £172,000 F&PAB September 2010.	Last payment 2011/12 Total spend £176,000  (Orange)
<b>Service:</b> <b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision</b>	Leisure Tonbridge Swimming Pool Changing Village Floor F&PAB / 04 January 2012 / Selected for List B 2012/13 / £20,000	Budget increased to £22,000 in the 2012/13 Capital Plan Review.	Last payment 2012/13 Total spend £22,000  (Green)
<b>Service:</b> <b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision</b>	Leisure Tonbridge Swimming Pool Car Park Improvement / Extension F&PAB / 09 January 2013 / Selected for List B 2013/14 / £75,000	Budget increased to £92,000 in the 2013/14 Capital Plan Review.	Current
<b>Service:</b> <b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision:</b>	Leisure Tonbridge Racecourse Sportsground Bridge Renewals / Repair F&PAB / 05 January 2010 / Selected for List B 2010/11 / £75,000	Budget increased to £145,000 in the 2013/14 Capital Plan Review.	Current
<b>Service:</b> <b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision</b>	Leisure Tonbridge Racecourse Sportsground Improvement Works Phase 2 F&PAB / 4 January 2012 / Selected for List B 2012/13 / £65,000	Funded in full by developer contributions	Current
<b>Service:</b> <b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision</b>	Leisure Tonbridge Racecourse Sportsground Flood Lighting F&PAB / 15 May 2012 / Selected for List B 2012/13 / £20,000	Funded in full by grants and other contributions.	Current
<b>Service:</b> <b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision</b>	Leisure Open Spaces Hill Top / Priory Wood Children's Play Equipment F&PAB / 05 January 2010 / Selected for List B 2010/11 / £20,000		Last payment 2012/13 Total spend £14,000  (Green)
<b>Service:</b> <b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision:</b>	Leisure Open Spaces Larkfield Recreation Ground Play Improvements Cabinet / 13 October 2010 / Recommended for List A 2010/11 / £25,000		Current

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Capital PIRs - Outstanding Reviews July 2014

Annex 2

Post Implementation Review Monitoring: Outstanding Reviews		Notes	Current if listed in the 2014/15 Capital Plan or year last payment made
<b>Service:</b> <b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision:</b>	Leisure Open Spaces Site Improvements Phase 1 F&PAB / 05 January 2010 / Selected for List B 2010/11 / £99,000	Funded in full by developer contributions	Current
<b>Service:</b> <b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision:</b>	Leisure Open Spaces Site Improvements Phase 2 F&PAB / 04 January 2012 / Selected for List B 2012/13 / £69,000	Funded in full by developer contributions	Current
<b>Service:</b> <b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision</b>	Leisure Other Schemes Tonbridge - Penshurst Cycle Way Phase 2 F&PAB / 13 July 05 / Selected for List B 2006/07 £42,000 (expanded to £74,000 following Interreg grant of £26,000 & EDF contribution £6,000).	Decision Notice : D080090MEM. As no suitable option for an additional off road section existed at the present time the scheme be removed from Capital Plan and a proportion of the funding be used to progress works associated with the existing cycle route (L&AAB 20 May 2008) . Scheme re-titled to Haysden Country Park - Improvements in the 2008/09 Capital Plan Review. Budget reduced to £22,000 2010/11 Capital Plan Review.	Last payment 2011/12 Total spend £21,000  (Orange)
<b>Service:</b> <b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision</b>	Leisure Other Schemes Tonbridge Cemetery Path Improvements F&PAB / 04 January 2012 / Selected for List B 2012/13 / £12,000	Gross budget increased to £15,000 2013/14 Capital plan review. Part funded (£12,000) by developer contributions.	Current
<b>Service:</b> <b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision</b>	Leisure Other Schemes Tonbridge Memorial Garden Vaults F&PAB / 09 January 2013 / Selected for List B 2013/14 / £35,000		Current
<b>Service:</b> <b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision</b>	Leisure Other Schemes Tonbridge Memorial Garden Improvements CAB / 26 March 2013 / Recommended for List A 2013/14 / £100,000	Gross scheme budget £250,000 2013/14 Capital Plan Review. Part funded (£155,000) by developer and other contributions.	Current
<b>Service:</b> <b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision:</b>	Leisure Other Schemes Leisure Facilities - General: Disability Discrimination Act Improvements Phase 3 F&PAB / 03 Jan 07 / Selected for List B 2007/08 / £47,000	£19,000 wired to Larkfield Leisure Centre Health & Fitness Improvement scheme (F&PAB 8/7/09). Further £5,000 wired to Angel Centre Changing / Toilets / Meeting Room scheme 2011/12 Capital Plan Review. Scheme total now £23,000.	Last payment 2011/12 Total spend £19,000  (Green)
<b>Service:</b> <b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision:</b>	Corporate Land and Buildings Improvements to Reception Areas at Gibson (East) and Tonbridge Castle Cabinet / 05 April 2006 / Selected for List A 2006/07 / £756,000 (refer to Capital Plan notes for funding details)	Part funded by KCC £250,000 and PDG £38,000.	Last Payment 2010/11 Gross spend £755,000 less contributions of £38,000 HPDG and £250,000 KCC (Red)

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Capital PIRs - Outstanding Reviews July 2014

Annex 2

Post Implementation Review Monitoring: Outstanding Reviews		Notes	Current if listed in the 2014/15 Capital Plan or year last payment made
<b>Service:</b> <b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision:</b>	Corporate Land and Buildings Gibson Building West Renewal of Heating System Cabinet / 07 February 2012 / Selected for List A 2012/13 / £160,000		Last payment 2012/13 Total spend £161,000  (Green)
<b>Service:</b> <b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision:</b>	Corporate Land and Buildings Health and Safety Building Improvements Cabinet / 15 May 2012 / Selected for List A 2012/13 / £25,000		Last payment 2012/13 Total spend £25,000  (Green)
<b>Service:</b> <b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision:</b>	Corporate Information Technology Initiatives Implementing Electronic Government: Phase 1 2002/03 / £200,000 Phase 2 2003/04 / £140,000 Phase 3 2004/05 / £350,000 Phase 4 2005/06 / £150,000	Fully funded from grant aid from ODPM. Returns for phases 1 & 2 have been audited by the Audit Commission.	Last payment 2012/13 Total spend £158,000  (Green)
<b>Service:</b> <b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision:</b>	Corporate Information Technology Initiatives Document Management System Expansion F&PAB / 05 January 2010 / Selected for List B 2011/12 / £60,000		Current
<b>Service:</b> <b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision:</b>	Corporate Information Technology Initiatives Cash Receipting System F&PAB / 18 July 2012 / Recommended for List A 2012/13 / £50,000	Budget increased to £65,000 in the 2013/14 Capital Plan Review.	Current
<b>Service:</b> <b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision:</b>	Corporate Information Technology Initiatives Tablet Computer for Members and Officers Cabinet / 9 October 2013 / Recommended for List A 2013/14 / £23,000		Current
<b>Service:</b> <b>Scheme Category:</b> <b>Scheme Title:</b> <b>Evaluation Meeting: Body / Date / Action</b> <b>Capital Plan Year / Provision:</b>	Corporate Other Schemes Christmas Displays Capital Grant F&PAB / 23 May 2007 / Selected for List B 2007/08 / £6,000 pa to 2010/11	Total budget provision confirmed at £24,000 2009/10 Capital Plan Review.	Current

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# Agenda Item 11

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

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# Agenda Item 12

The Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any items the publication of which would disclose exempt information.

**ANY REPORTS APPEARING AFTER THIS PAGE CONTAIN EXEMPT  
INFORMATION**

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# Agenda Item 17

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

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