

Draft Revenue Estimates

2021/22

Index

	Page
Provisional Summary	S 1 - S 2
Corporate Services	CS 1 - CS 17
Chief Executive	CE 1 - CE 6
Director of Central Services	CEN 1 - CEN 11
Director of Finance & Transformation	FT 1 - FT 7
Director of Planning, Housing & Environmental Health	PHEH 1 - PHEH 20
Director of Street Scene, Leisure & Technical Services	SSLTS 1 - SSLTS 37

Finance, Innovation and Property Advisory Board 6 January 2021
General Fund Revenue Estimates 2020/21
PROVISIONAL SUMMARY

	2020/21 ESTIMATE		2021/22
	ORIGINAL £	REVISED £	ESTIMATE £
Corporate Services	3,568,250	3,305,850	3,478,350
Chief Executive	968,750	(543,200)	2,544,300
Director of Central Services	458,150	637,950	298,100
Director of Finance & Transformation	1,404,150	1,707,750	1,847,800
Director of Planning, Housing & Environmental Health	4,306,900	4,382,950	4,682,500
Director of Street Scene, Leisure & Technical Services	6,794,800	9,782,050	8,012,700
Sub Total	17,501,000	19,273,350	20,863,750
Capital Accounting Reversals			
Non-Current Asset Depreciation	(3,165,850)	(2,860,800)	(2,966,650)
Contributions to / (from) Reserves			
Building Repairs Reserve			
Withdrawals to fund expenditure	(1,410,400)	(1,352,900)	(809,400)
Contribution to Reserve	1,075,000	1,075,000	725,000
Earmarked Reserves (see page S 2)			
Contributions from Reserves	(912,450)	(1,209,200)	(11,554,600)
Contributions to Reserves	3,949,300	13,240,250	1,942,000
Revenue Reserve for Capital Schemes			
Withdrawals to fund expenditure			
Non-Current Assets	(2,587,000)	(2,241,000) #	(2,151,000) #
Revenue Expenditure Funded from Capital	(155,000)	(30,000) #	(655,000) #
Other contributions to / (from) Reserve (net)	850,000	1,407,000	792,000
Capital Expenditure Charged to General Fund	2,587,000	2,241,000 #	2,151,000 #
Government Grants			
New Homes Bonus	(3,375,050)	(3,375,050)	(2,209,800)
Under-indexing Business Rates Multiplier	(92,250)	(92,250)	(119,950)
Covid-19 Support Grant	-	(1,736,000)	(605,150)
Income Compensation Scheme	-	(1,200,000)	(200,000)
Sharing of Collection Fund Deficits	-	(200,000)	-
Lower Tier Services Grant	-	-	(665,500)
Contributions from KCC	-	(200,000)	-
Sub Total	14,264,300	22,739,400	4,536,700
National Non-Domestic Rates			
Share of National Non-Domestic Rates	(22,918,471)	(22,918,471)	(22,402,055)
Tariff	21,310,255	21,310,255	21,310,255
Safety Net	22,100	(282,300)	-
Business Rates Pool	100,850	-	-
Small Business Rate Relief Grant	(931,000)	(1,139,450)	(1,047,967)
Covid-19 Business Rates Relief Measures	-	(7,874,300)	-
Retail Relief Grant	(281,800)	(281,800)	-
Supporting Small Business Grant	(11,250)	(6,400)	-
Public House Relief Grant	-	(200)	-
Discretionary Relief Grant	(17,950)	(1,100)	-
Collection Fund Adjustments			
Council Tax (Surplus) / Deficit	(66,826)	(66,826)	(8,074)
National Non-Domestic Rates (Surplus) / Deficit	(823,094)	(823,094)	8,505,787
Sub Total	10,647,114	10,655,714	10,894,646
Contribution to / (from) General Revenue Reserve	371,950	363,350	To Be Determined
Balance to be met from Council Tax Payers	11,019,064	11,019,064	To Be Determined

Based on the Capital Plan (List A) position as reported to Finance, Innovation and Property Advisory Board on 6 January 2021. The figures will need to be amended to reflect the impact of any new schemes added to the Plan.

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

Finance, Innovation and Property Advisory Board 6 January 2021

General Fund Revenue Estimates 2020/21

EARMARKED RESERVES

	2020/21 ESTIMATE		2021/22
	ORIGINAL £	REVISED £	ESTIMATE £
Contributions from Earmarked Reserves			
Additional Restrictions Support Reserve	-	-	(1,321,500)
Asset Review Reserve	-	(3,000)	-
Business Rates Retention Scheme Reserve	(190,400)	(112,700)	(8,937,150)
Climate Change Reserve	-	(17,000)	(50,000)
Covid-19 Reserve	-	(40,550)	(15,000)
Economic Development Reserve	(5,900)	(7,250)	-
Homelessness Reserve	(116,500)	(462,000)	(293,550)
Housing Assistance Reserve	(91,600)	-	-
Housing Survey Reserve	-	(26,450)	-
Invest to Save Reserve	(45,000)	(83,450)	-
Local Development Framework Reserve	(317,500)	(316,200)	(214,500)
Public Health Reserve	(5,550)	(17,150)	(20,900)
Repossessions Prevention Fund Reserve	(2,000)	(2,000)	(2,000)
Tonbridge & Malling Leisure Trust Reserve	(138,000)	(59,500)	(700,000)
Transformation Reserve	-	(39,350)	-
Waste & Street Scene Initiatives Reserve	-	(22,600)	-
	(912,450)	(1,209,200)	(11,554,600)
Contributions to Earmarked Reserves			
Additional Restrictions Support Reserve	-	1,321,500	-
Budget Stabilisation Reserve	3,500,000	2,000,000	1,500,000
Business Rates Retention Scheme Reserve	75,650	9,166,000	-
Covid-19 Reserve	-	15,000	-
Election Expenses Reserve	25,000	25,000	25,000
Homelessness Reserve	268,650	562,750	187,000
Invest to Save Reserve	-	-	150,000
Local Development Framework Reserve	80,000	80,000	80,000
Transformation Reserve	-	70,000	-
	3,949,300	13,240,250	1,942,000

CORPORATE SERVICES

SUMMARY

		2020/21		2021/22
		ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
		£	£	£
1	SALARIES AND ONCOSTS	12,190,100	12,260,150	12,515,250
2	OVERHEAD EXPENSES	4,415,950	4,253,350	4,504,400
3	RECHARGES TO SERVICE BUDGETS	(14,962,100)	(14,967,050)	(15,496,600)
NON DISTRIBUTED COSTS		1,643,950	1,546,450	1,523,050
4	DEMOCRATIC REPRESENTATION	1,332,250	1,226,950	1,346,550
5	CORPORATE MANAGEMENT	592,050	532,450	608,750
6	CAPITAL PROGRAMME - REVENUE EXP.	-	-	-
		3,568,250	3,305,850	3,478,350
Full Time Equivalent Number of Staff (including Support Service Staff)		20.20	19.36	20.81

CORPORATE SERVICES

1 SALARIES AND ONCOSTS

(a) Salaries

Salaries (see analysis on page CS 17)	8,284,950	8,452,750 a)	8,532,150 b)
Employers' National Insurance Contributions	804,150	798,150 a)	825,150 b)
Employers' Superannuation Contributions	1,434,050	1,431,100 a)	1,487,950 b)
Superannuation Backfunding Lump Sum	1,290,000	1,290,000	1,336,000 c)
Staff Turnover Saving	(120,000)	(100,000) d)	(120,000)
Apprenticeship Scheme / Levy	42,500	27,000 e)	45,000
Ring-fenced sums (Establishment Reviews)	105,650	49,350 f)	84,900 g)

11,841,300

11,948,350

12,191,150

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

237.29

239.26

241.17

(b) Termination Payments

Additional Annual Pension Contributions	254,100	238,000 h)	231,000 h)
---	---------	------------	------------

254,100

238,000

231,000

(c) Recruitment & Training

Advertising & Other Recruitment Costs	9,250	7,250	6,500
Training - Course Fees & Expenses	80,000	60,000 i)	80,000
Health Screening & Miscellaneous	2,450	3,500	3,500
Employee Support Scheme	3,000	3,050	3,100

94,700

73,800

93,100

12,190,100

12,260,150

12,515,250

CORPORATE SERVICES

SALARIES

- a) Revised estimate reflects savings accruing during the first part of the current financial year and part year effect of establishment changes.
- b) Forward estimate reflects the full year effect of establishment changes approved during the current financial year together with provision for a pay award.
- c) Annual uplift in respect of superannuation back funding payment.
- d) Revised estimate reflects projected savings arising from staff turnover for the remainder of the financial year.
- e) Provision for apprentices not retained in current year.
- f) Ring-fenced sums following establishment reviews retained for future operational adjustments in Personnel Services (£22,450), Electoral Registration Team (£5,350) Revenue & Benefits (£3,750), Leisure Development Team (£7,800 balance) and Land Charges (£10,000).
- g) Ring-fenced sums following establishment reviews retained for future operational adjustments in Personnel Services (£22,450), Corporate Services (£39,300), Electoral Registration Team (£5,350), Leisure Development Team (£7,800 balance) and Land Charges (£10,000).

TERMINATION PAYMENTS

- h) Reflects anticipated level of retirement allowances payable in the current and next financial year.

RECRUITMENT & TRAINING

- i) Reduction in training courses attended due to Covid-19.

CORPORATE SERVICES

2 OVERHEAD EXPENSES

(a) COUNCIL OFFICES

Employees

Salaries	145,550	131,300 a)	155,350 a)
----------	---------	------------	------------

Premises Related Expenses

Maintenance of Grounds	4,150	2,000	4,150
Energy Costs :			
Electricity	112,000	80,000 b)	112,000
Gas	27,000	25,000	27,000
Rates	317,000	316,500	317,150
Water Services :			
Water Charges (metered)	11,250	9,600	11,250
Sewerage & Environmental Services	12,250	10,400	12,250
Fixture & Fittings	3,000	1,500	3,000
Cleaning & Domestic Supplies	5,000	6,000	6,000
Insurance	23,750	23,900	24,150
Repairs expenditure	184,350	167,450 c)	109,650 d)

Supplies & Services

Equipment, Furniture & Materials	1,350	1,100	1,350
Clothing, Uniforms & Laundry	6,450	4,250	4,250
Trade Refuse Charges	9,100	8,700	9,100
Security / Cleaning	10,500	42,000 e)	10,500
Miscellaneous Services	7,300	7,300	7,300

Third Party Payments

Ground Maintenance Contract	2,000	1,950	2,000
	<hr/>	<hr/>	<hr/>
	882,000	838,950	816,450
	<hr/>	<hr/>	<hr/>

Less Income

Customer & Client Receipts	(2,000)	-	(2,000)
Solemnization of Marriages	(10,000)	(2,850) f)	(10,000)
Hire of Tonbridge Council Chamber	(6,000)	(4,500)	(6,000)
Police Accommodation Licence Fee	(29,550)	(29,400)	(29,700)
Rent - Gibson Building	(6,950)	(6,900)	(7,100)
Rent - Tonbridge Castle	(24,300)	(24,100)	(24,400)
	<hr/>	<hr/>	<hr/>
	(78,800)	(67,750)	(79,200)
	<hr/>	<hr/>	<hr/>

Sub-total

803,200	771,200	737,250
---------	---------	---------

Central, Departmental & Technical Support Services

Central Salaries & Administration	30,150	29,800	30,650
Information Technology Expenses	2,450	2,500	2,550
Departmental Administrative Expenses	32,200	30,000	33,250

Depreciation & Impairment

Non-Current Asset Depreciation	154,650	150,400	150,750
	<hr/>	<hr/>	<hr/>
	1,022,650	983,900	954,450

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

5.87	5.49	5.91
------	------	------

CORPORATE SERVICES

COUNCIL OFFICES

- a) Savings arising from vacant posts within Caretaking section. Forward estimate reflects full establishment and provision for a pay award.
- b) Reflects current working arrangements where majority of staff are working from home.
- c) Internal decoration (£54k) and carpet laying in public areas (£20k) in the Gibson buildings has been deferred. Includes provision for the internal and external decoration of Tonbridge Castle offices (£54k).
- d) Provision for normal cyclical, routine and legislative maintenance work.
- e) Increased cost due to the impact of Covid-19.
- f) Reflects the adverse impact of Covid-19 on income levels.

CORPORATE SERVICES

2 OVERHEAD EXPENSES-Continued

(b) PRINTING SECTION & MULTI FUNCTION DEVICES

Employees

Salaries

80,850

76,700

83,300

Supplies & Services

Purchases

1,000

2,300

1,000

Print Room Maintenance & Copy Charges

25,000

10,000 a)

20,000

Multi Function Device Copy Charges

9,000

6,000

9,000

Multi Function Device Leasing Charges

11,200

11,150

11,150

Paper

20,000

12,000 a)

19,000

147,050

118,150

143,450

Less Income

Sales

(25,000)

(5,000) a)

(20,000)

Recharges to Other Services

(17,000)

(10,000) a)

(14,000)

(42,000)

(15,000)

(34,000)

Sub-total

105,050

103,150

109,450

Central, Departmental & Technical Support Services

Office Accommodation

40,000

38,900

36,100

Central Salaries & Administration

7,400

7,200

7,700

Information Technology Expenses

10,650

10,700

10,750

Departmental Administrative Expenses

9,900

9,600

10,400

Depreciation & Impairment

Non-Current Asset Depreciation

16,900

14,500

20,800

189,900

184,050

195,200

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

2.70

2.68

2.71

a) Impact of Covid-19 on both costs and income.

CORPORATE SERVICES

2 OVERHEAD EXPENSES-Continued

(c) CUSTOMER SERVICES

Employees

Salaries

	2020/21 ORIGINAL ESTIMATE £	2020/21 REVISED ESTIMATE £	2021/22 ESTIMATE £
Salaries	248,100	264,800 a)	264,950
Supplies & Services			
Purchases	650	1,350	650
Uniforms	100	-	-
Stationery	-	50	50
Postage	50	50	50
Mobile Telephones	650	750	750
Office Security	36,000	36,000	36,000
	285,550	303,000	302,450
Less Income			
Tonbridge Gateway Agreement / Licence	(130,000)	(130,000)	(130,000)
Gateway Partner Receipts	(11,300)	(5,000) b)	(5,000)
	144,250	168,000	167,450
Sub-total			
	144,250	168,000	167,450
Central, Departmental & Technical Support Services			
Central Salaries & Administration	16,300	16,500	16,600
Information Technology Expenses	4,350	4,350	4,350
Departmental Administrative Expenses	157,750	143,600 c)	175,700 d)
	322,650	332,450	364,100
Full Time Equivalent Number of Staff (including Support Service Staff)	9.70	10.18	9.87

- a) Reflects the full year effect of establishment changes in Customer Services Section.
- b) Reduction in income as partners not using space at Tonbridge Gateway for face to face meetings.
- c) Readjustment of staff allocations from Customer Services Section.
- d) Reflects increased costs attributable to IT Services (see page CS 9).

CORPORATE SERVICES

2 OVERHEAD EXPENSES-Continued

(d) GENERAL ADMINISTRATION

Employees

Salaries

4,450

3,750

4,700

Supplies & Services

Insurance

98,650

97,850

99,700

Copyright Licence

2,100

2,100

2,100

Equality Issues

350

-

-

105,550

103,700

106,500

Less Income

Fees & Charges

(100)

(100)

(100)

Sub-total

105,450

103,600

106,400

Central, Departmental & Technical Support Services

Central Salaries & Administration

4,300

4,250

4,350

Departmental Administrative Expenses

600

550

550

110,350

108,400

111,300

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

0.19

0.17

0.19

CORPORATE SERVICES

2 OVERHEAD EXPENSES-Continued

(e) DEPARTMENTAL ADMINISTRATION

Staff Transport Related Expenses

Car & Travelling Allowances	199,000	171,850 a)	188,850 a)
-----------------------------	---------	------------	------------

Supplies & Services

Equipment, Furniture & Materials	17,100	13,000	13,300
Office Equipment - Maintenance	2,500	2,300	2,350
Protective Clothing	1,000	300	550
First Aid Supplies	250	200	250
Stationery	8,500	5,650	6,500
Reference Books & Publications	25,600	25,250	25,250
Legal Expenses	50,000	50,000	50,000
Contracted Services	1,800	1,700	1,700
Health & Safety	7,200	7,700	7,700
Postage	20,050	11,150 b)	16,600 b)
Telephones - Calls	2,700	5,300	5,300
Telephones - Other Costs	33,200	32,100	32,200
Mobile Telephones	8,050	9,050	9,050
Subsistence Allowances	100	50	100
Professional Membership Fees	14,850	16,200	16,200
Subscriptions to Organisations	23,800	24,700	26,400
Insurance & Other Expenses	2,500	1,950	1,850
Data Protection Act Registration	5,050	3,000	3,000

423,250

381,450

407,150

Less Income

Recovery of Court Costs	(5,000)	(1,000)	(5,000)
Customer & Client Receipts	(5,000)	(5,000)	(5,000)
Partnership Receipts	(25,900)	(20,850)	(26,700)

(35,900)

(26,850)

(36,700)

Sub-total

387,350

354,600

370,450

Depreciation & Impairment

Non-Current Asset Depreciation	13,450	16,400	16,400
--------------------------------	--------	--------	--------

400,800

371,000

386,850

CORPORATE SERVICES

DEPARTMENTAL ADMINISTRATION

- a) Reduction in cost of the leased car scheme, and additional savings in the current year due to a lower level of mileage claims.
- b) Reflects a change in working practices including shift to e-communications. Forward estimate includes provision for additional postage associated with the requirement to consult on new parking charges.

CORPORATE SERVICES

2 OVERHEAD EXPENSES-Continued

(f) DRINKS MACHINES

Supplies & Services

Drinks Machine Purchases

1,500

1,500

1,500

1,500

1,500

1,500

Less Income

Customer & Client Receipts

(200)

(50)

(200)

1,300

1,450

1,300

Sub-total

Central, Departmental & Technical Support Services

Central Salaries & Administration

2,950

2,600

3,100

Depreciation & Impairment

Non-Current Asset Depreciation

750

550

750

5,000

4,600

5,150

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

0.10

0.09

0.10

CORPORATE SERVICES

2 OVERHEAD EXPENSES-Continued

(g) INFORMATION TECHNOLOGY SERVICES

Employees

	2020/21 ORIGINAL ESTIMATE £	REVISED ESTIMATE £	2021/22 ESTIMATE £
Salaries	924,050	919,950	1,069,650 a)

Transport Related Expenses

Public Transport	1,500	-	1,500
------------------	-------	---	-------

Supplies & Services

Equipment - Purchases	6,000	10,000	10,000
Equipment - Maintenance	93,000	88,000	93,000
Printing Consumables	2,500	1,200	2,500
Insurance	7,300	6,850	6,800
Professional Services / Consultancy	15,000	15,000	15,000
Other Expenses	8,400	6,200	7,400
Software Support, Hire & Maintenance	660,000	660,000	685,000 b)
Telephone leased lines and modems	8,600	500 c)	15,000 d)
Kent Connects	20,000	20,000	20,000

	1,746,350	1,727,700	1,925,850
--	-----------	-----------	-----------

Less Income

Contributions from Other Bodies	-	(3,000)	-
---------------------------------	---	---------	---

Sub-total

	1,746,350	1,724,700	1,925,850
--	-----------	-----------	-----------

Central, Departmental & Technical Support Services

Office Accommodation	113,250	108,850	105,900
Central Salaries & Administration	60,900	63,800	66,650
Departmental Administrative Expenses	87,550	87,700	102,450 a)

Depreciation & Impairment

Non-Current Asset Depreciation	356,550	283,900 e)	286,500
--------------------------------	---------	------------	---------

	2,364,600	2,268,950	2,487,350
--	-----------	-----------	-----------

Full Time Equivalent Number of Staff (including Support Service Staff)	20.85	20.61	22.93
--	-------	-------	-------

CORPORATE SERVICES

INFORMATION TECHNOLOGY SERVICES

- a) Reflects establishment changes in IT Development Section approved by General Purposes Committee 06 October 2020.
- b) Reflects software and support contract changes following transition to "cloud" based services, including Disaster Recovery and replacement Council web site.
- c) Write back of sundry creditor provision no longer required.
- d) Contract charge for resilient connections at Gibson Building and Tonbridge Castle.
- e) Reflects transition to "cloud" based services.

CORPORATE SERVICES

		2020/21	2021/22
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
3 <u>SALARIES & OVERHEADS</u>			
Salaries & Oncosts	12,190,100	12,260,150	12,515,250
Overheads			
(a) Council Offices	1,022,650	983,900	954,450
(b) Printing & Multi Function Devices	189,900	184,050	195,200
(c) Customer Services	322,650	332,450	364,100
(d) Administration - General	110,350	108,400	111,300
(e) Administration - Departmental	400,800	371,000	386,850
(f) Drinks Machines	5,000	4,600	5,150
(g) Information Technology Services	2,364,600	2,268,950	2,487,350
	<hr/>	<hr/>	<hr/>
	16,606,050	16,513,500	17,019,650
Less Recharge to :	<hr/>	<hr/>	<hr/>
Planning, Housing & Environmental Health	(4,975,150)	(4,761,650)	(5,081,750)
Street Scene, Leisure & Technical	(2,573,750)	(3,196,300)	(2,866,250)
Central Services	(984,900)	(1,027,850)	(1,080,300)
Finance & Transformation	(2,276,550)	(2,257,650)	(2,264,200)
Corporate Services	(1,610,550)	(1,300,850)	(1,463,750)
Chief Executive	(557,000)	(464,700)	(550,700)
Other Services	(500)	(650)	(650)
Holding Accounts	(1,983,700)	(1,957,400)	(2,189,000)
	<hr/>	<hr/>	<hr/>
	(14,962,100)	(14,967,050)	(15,496,600)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	1,643,950	1,546,450	1,523,050
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	1,643,950	1,546,450	1,523,050
	<hr/>	<hr/>	<hr/>

CORPORATE SERVICES

		2020/21		2021/22
		ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
4	<u>DEMOCRATIC REPRESENTATION & MANAGEMENT</u>			
(a)	<u>DEMOCRATIC ADMINISTRATION</u>			
	Employees			
	# Salaries	317,050	303,550 a)	332,150 a)
	Premises Related Expenses			
	Accommodation Expenses (Forum/Area1)	7,000	- b)	7,000
	Supplies & Services			
	Twinning Committee Expenses	500	-	500
	Subscriptions	16,650	17,200	17,200
		<hr/>	<hr/>	<hr/>
	<u>Sub-total</u>	341,200	320,750	356,850
	Central, Departmental & Technical Support Services			
	Accommodation & Printing Services	44,450	41,500	40,900
	# Central Salaries & Administration	250,550	225,400 c)	255,650
	Information Technology Expenses	15,100	12,550	12,550
	# Departmental Administrative Expenses	115,350	113,100	119,950
		<hr/>	<hr/>	<hr/>
		766,650	713,300	785,900
		<hr/>	<hr/>	<hr/>
	Full Time Equivalent Number of Staff (including Support Service Staff)	11.17	11.00	11.54

Memorandum

Service Salary & Overhead Allocations to Democratic Administration

Administration & Property Services	267,750	249,400	276,500
Chief Executives' Service	71,650	47,400	71,500
Environmental Health & Hsg Services	22,600	25,100	24,000
Financial Services	79,600	75,450	78,800
Legal Services	6,800	12,550	12,650
Personnel Services	2,250	2,050	2,100
Planning Services	117,150	113,300	121,350
Street Scene & Leisure Services	97,600	98,150	102,500
Technical Services	17,550	18,650	18,350
	<hr/>	<hr/>	<hr/>
	682,950	642,050	707,750
	<hr/>	<hr/>	<hr/>

- a) Savings arising from a vacant post in Committee Administration team. Forward estimate reflects changed staffing arrangements for the team.
- b) Council meetings held online in 2020/21.
- c) Officer time redirected to the Council's Covid-19 response and support work.

CORPORATE SERVICES

		2020/21	2021/22
		ORIGINAL ESTIMATE £	ESTIMATE £
(b)	<u>PAYMENTS TO MEMBERS</u>		
	Transport Related Expenses		
	Members' Travel & Subsistence	3,500	2,100
	Supplies and Services		
	Basic Allowance	276,750	279,500
	Special Responsibility Allowance	108,950	110,050
	Mayors' and Deputy Mayors' Allowance	7,400	7,400
	Members' National Insurance	7,500	7,000
	Carers' Allowance	300	50
	<u>Sub-total</u>	404,400	406,100
	Central, Departmental & Technical Support Services		
	Central Salaries & Administration	16,350	16,750
	Information Technology Expenses	1,750	1,100
		422,500	423,950
	Full Time Equivalent Number of Staff (including Support Service Staff)	0.31	0.31

CORPORATE SERVICES

		2020/21		2021/22
		ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
		£	£	£
(c)	<u>MAYORAL & OTHER MEMBER SUPPORT (INC. MEMBER TRAINING)</u>			
	Employees			
	Salaries	8,050	1,150 a)	1,600
	Transport Related Expenses			
	Mayors' Transport Allowance	10,000	5,000	10,000
	Supplies and Services			
	Stationery	100	100	100
	Insurance	250	200	250
	Civic Hospitality	5,000	3,000	5,000
	Mobile Telephones	150	150	150
	Other Expenses	1,500	1,500	1,500
	<u>Sub-total</u>	25,050	11,100	18,600
	Central, Departmental & Technical Support Services			
	Central Salaries & Administration	89,900	69,400 b)	86,250
	Information Technology Expenses	27,750	28,350	31,450
	Departmental Administrative Expenses	400	300	400
		143,100	109,150	136,700
	Full Time Equivalent Number of Staff (including Support Service Staff)	1.78	1.52	1.79
	<u>SUMMARY</u>			
(a)	DEMOCRATIC ADMINISTRATION	766,650	713,300	785,900
(b)	PAYMENTS TO MEMBERS	422,500	404,500	423,950
(c)	MAYORAL & OTHER MEMBER SUPPORT INC. MEMBER TRAINING	143,100	109,150	136,700
	<u>TO SUMMARY</u>	1,332,250	1,226,950	1,346,550

a) Provision for ad-hoc Mayoral support no longer required.

b) Reduced requirement for Mayoral support during 2020/21 due to Covid-19 pandemic.

CORPORATE SERVICES

	2020/21		2021/22
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
5 <u>CORPORATE MANAGEMENT</u>			
(a) <u>CORPORATE POLICY</u>			
Employees			
# Salaries	69,750	67,200	71,900
Central, Departmental & Technical Support Services			
# Central Salaries & Administration	375,300	319,650 a)	385,750
# Departmental Administrative Expenses	19,200	18,300	20,450
	<hr/>	<hr/>	<hr/>
	464,250	405,150	478,100
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	5.70	5.32	5.92
(b) <u>PUBLIC ACCOUNTABILITY</u>			
Supplies and Services			
Professional Fees	750	750	750
Advertising	250	250	250
External Audit Fees	42,750	42,750	42,750
Central, Departmental & Technical Support Services			
Central Salaries & Administration	84,000	83,500	86,850
Information Technology Expenses	50	50	50
	<hr/>	<hr/>	<hr/>
	127,800	127,300	130,650
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.24	1.23	1.25
<u>SUMMARY</u>			
(a) CORPORATE POLICY	464,250	405,150	478,100
(b) PUBLIC ACCOUNTABILITY	127,800	127,300	130,650
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	592,050	532,450	608,750
	<hr/>	<hr/>	<hr/>

a) Officer time redirected to the Council's Covid-19 response and support work.

CORPORATE SERVICES

Memorandum

Service Allocations to Corporate Policy

Admin & Property Services
 Chief Executives' Service
 Environmental Health & Housing Services
 Financial Services
 Legal
 Personnel Services
 Planning Services
 Street Scene & Leisure Services

	2020/21	2021/22
ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
60,000	58,750	61,050
180,300	114,200	176,400
11,800	11,950	12,200
120,300	114,600	126,050
1,250	1,250	1,250
13,500	30,850	21,000
51,750	46,750	52,700
25,350	26,800	27,450
<hr/>	<hr/>	<hr/>
464,250	405,150	478,100
<hr/>	<hr/>	<hr/>

CORPORATE SERVICES

6 CAPITAL PROGRAMME REVENUE EXP.

Employees

Salaries

94,700

-

-

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

35,500

-

-

Information Technology Expenses

5,750

-

-

Departmental Administrative Expenses

39,600

-

-

Sub-total

175,550

-

-

Less Recharge to :

Street Scene, Leisure & Technical

(174,300)

-

-

Central Services

(1,250)

-

-

TO SUMMARY

-

-

a)

-

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

2.78

Less FTE recharged to Services

(2.78)

Net FTE retained on Corporate Services

0.00

Memorandum

Service Allocations to Capital Programme

Administration & Property Services

10,150

-

-

Financial Services

23,200

-

-

Legal Services

2,150

-

-

Street Scene & Leisure Services

49,100

-

-

Technical Services

85,200

-

-

169,800

-

-

a) Capital Programme allocations are now charged directly to Service budgets.

EMPLOYEES - SALARIES

SERVICE ANALYSIS OF EXPENDITURE

	Basic Salaries	Overtime	Temporary Staff	Total Salaries	Council Contributions Nat. Ins.	Supern.	Total Salaries & Oncosts
	£	£	£	£	£	£	£
<u>2020/21 ESTIMATE</u>							
Original Estimate	8,175,700	21,850	87,400	8,284,950	804,150	1,434,050	10,523,150
Revised Estimate	7,988,800	81,950	382,000	8,452,750	798,150	1,431,100	10,682,000
<u>2021/22 ESTIMATE</u>							
Service							
Administration & Property	684,700	11,100	500	696,300	65,750	122,650	884,700
Environmental Health & Housing	1,128,850	9,000	4,000	1,141,850	109,750	208,050	1,459,650
Executive	410,100	-	2,000	412,100	45,700	75,000	532,800
Finance	1,325,900	2,000	65,650	1,393,550	131,800	236,150	1,761,500
Information Technology	831,600	1,200	-	832,800	90,700	149,100	1,072,600
Legal	415,050	7,200	-	422,250	41,650	75,950	539,850
Personnel	387,750	4,750	4,000	396,500	28,700	69,800	495,000
Planning	1,567,350	-	50,000	1,617,350	159,600	283,850	2,060,800
Street Scene & Leisure	1,051,800	-	9,250	1,061,050	103,500	188,500	1,353,050
Technical	557,850	550	-	558,400	48,000	78,900	685,300
	8,360,950	35,800	135,400	8,532,150	825,150	1,487,950	10,845,250

CHIEF EXECUTIVE

SUMMARY

		2020/21		2021/22
		ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
		£	£	£
1	COMMUNITY DEVELOPMENT	101,050	66,250	92,450
2	ELECTIONS	397,150	304,400	389,250
3	GRANTS & PAYMENTS	124,450	122,050	121,900
4	CLIMATE CHANGE	41,150	70,050	105,500
5	ECONOMIC DEVELOPMENT & REGENER'N	304,950	(1,105,950)	1,835,200
		<hr/>	<hr/>	<hr/>
		968,750	(543,200)	2,544,300
		<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)		8.29	7.65	8.79

CHIEF EXECUTIVE

1 COMMUNITY DEVELOPMENT

Employees

Salaries

43,700

27,150 a)

44,150

Supplies & Services

West Kent Leader

5,000

5,000

5,000

Community Development Partnership

15,000

7,500 b)

15,000

Safeguarding Children Board

1,500

1,500

1,500

Sub-total

65,200

41,150

65,650

Central, Departmental & Technical

Support Services

Central Salaries & Administration

18,650

13,550 c)

8,850 c)

Departmental Administrative Expenses

17,200

11,550 a)

17,950

TO SUMMARY

101,050

66,250

92,450

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

1.11

0.84

1.11

a) Officer time redirected to the Council's Covid-19 response and support work.

b) Reflects impact of Covid-19 on outreach work.

c) Re-assessment of staff allocations from Chief Executive following establishment changes.

CHIEF EXECUTIVE

2 ELECTIONS

(a) ELECTORAL REGISTRATION

Employees

Salaries

114,050

92,100 a)

108,200 b)

Supplies & Services

Equipment & Materials - Purchases

1,000

1,000

1,000

Maintenance

2,800

2,800

750

Printing

7,500

5,000

5,000

Stationery

5,000

3,500

3,500

Reference Books & Publications

1,600

1,600

1,600

Electronic Elector Registration Responses

5,500

7,000

7,000

Postages

53,000

49,000

49,000

190,450

162,000

176,050

Less Income

Government Grant

(15,000)

(9,550)

-

Sale of Registers

(3,000)

(3,000)

(3,000)

Sub-total

172,450

149,450

173,050

Central, Departmental & Technical Support Services

Central Salaries & Administration

13,850

13,650

14,250

Information Technology Expenses

33,200

27,400

27,100

Departmental Administrative Expenses

47,550

40,650

48,600

267,050

231,150

263,000

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

3.27

2.94

3.31

a) Officer time redirected to the Council's Covid-19 response and support work, together with a reduction in temporary staff requirement following changes to the annual Canvass.

b) Reduction in temporary staff requirement following changes to the annual Canvass introduced in 2020/21.

CHIEF EXECUTIVE

	2020/21		2021/22
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
(b) <u>CONDUCT OF ELECTIONS</u>			
Employees			
Salaries	52,300	32,050 a)	49,350
Premises Related Expenses			
Rent	-	-	-
Supplies & Services			
Equipment & Materials - Purchases	-	-	-
Printing	-	-	-
Polling Fees & Postal Vote Processing	-	-	-
Postage	-	-	-
	<hr/>	<hr/>	<hr/>
	52,300	32,050	49,350
Less Income			
Fees & Charges	-	-	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	52,300	32,050	49,350
Central, Departmental & Technical Support Services			
Central Salaries & Administration	42,050	15,200 b)	43,100
Information Technology Expenses	14,150	12,050	11,900
Departmental Administrative Expenses	21,600	13,950 a)	21,900
	<hr/>	<hr/>	<hr/>
	130,100	73,250	126,250
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.98	1.21	2.00
 <u>ELECTIONS</u>			
<u>SUMMARY</u>			
(a) ELECTORAL REGISTRATION	267,050	231,150	263,000
(b) CONDUCT OF ELECTIONS	130,100	73,250	126,250
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	397,150	304,400	389,250
	<hr/>	<hr/>	<hr/>

a) Officer time redirected to the Council's Covid-19 response and support work.

b) Reassessment of support service allocations due to no elections being held in the current year.

CHIEF EXECUTIVE

	2020/21		2021/22
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
3 GRANTS & PAYMENTS			
Supplies & Services			
Grants to Citizens Advice Bureaux	95,000	95,000	95,000
Grants to Other Charitable & Voluntary Org.	20,800	19,500	19,500
Local Emergency Assistance Grants	-	47,350 a)	-
Tonbridge Historic Society Accommodation	2,000	2,000	2,000
	117,800	163,850	116,500
Less Income			
Contributions from Other Bodies	-	(47,350) a)	-
	117,800	116,500	116,500
<u>Sub-total</u>	117,800	116,500	116,500
Central, Departmental and Technical Support Services			
Central Salaries & Administration	6,600	5,550	5,400
Information Technology Expenses	50	-	-
	124,450	122,050	121,900
<u>TO SUMMARY</u>	124,450	122,050	121,900
Full Time Equivalent Number of Staff (including Support Service Staff)	0.08	0.08	0.07
4 CLIMATE CHANGE			
Employees			
Salaries	26,350	34,500 b)	32,650
Supplies & Services			
Initiatives	-	20,000 c)	50,000 c)
	26,350	54,500	82,650
Less Income			
Contributions from Other Bodies	-	(3,000) c)	-
	26,350	51,500	82,650
<u>Sub-total</u>	26,350	51,500	82,650
Central, Departmental and Technical Support Services			
Central Salaries & Administration	4,450	4,450	9,650 b)
Departmental Administrative Expenses	10,350	14,100 b)	13,200
	41,150	70,050	105,500
<u>TO SUMMARY</u>	41,150	70,050	105,500
Full Time Equivalent Number of Staff (including Support Service Staff)	0.61	0.90	0.85

a) Grants to community groups to provide local support during the pandemic to vulnerable households.

b) Increase in officer time directed to the Climate Change agenda.

c) Initiatives in support of the Climate Change Strategy funded from an earmarked reserve.

CHIEF EXECUTIVE

	2020/21	2021/22
	ORIGINAL ESTIMATE	REVISED ESTIMATE
	£	£
5 <u>ECONOMIC DEVELOPMENT & REGENERATION</u>		
Employees		
Salaries	62,900	56,600
Supplies & Services		
Economic Development Expenses	4,000	3,000
Business Growth Programme	10,000	10,000
Local Retail Centres Support	5,900	7,250
Economic Development & Reg'n Initiatives	190,400	42,000 a)
Discretionary Business Support Grants	-	1,024,000 b)
Re-opening High Streets Safely	-	24,500 a)
Additional Restrictions Grants	-	1,321,550 b)
Visit Kent	3,750	4,000
	<hr/>	<hr/>
	276,950	2,492,900
Less Income		
Government Grant - Covid 19		
Discretionary Business Support Grant	-	(1,006,000) b)
Additional Restrictions Grant	-	(2,643,050) b)
	<hr/>	<hr/>
<u>Sub-total</u>	276,950	(1,156,150)
Central, Departmental & Technical Support Services		
Central Salaries & Administration	4,750	28,150 c)
Information Technology Expenses	200	200
Departmental Administrative Expenses	23,050	21,850
	<hr/>	<hr/>
<u>TO SUMMARY</u>	304,950	(1,105,950)
	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.24	1.45

- a) Support for economic development and regeneration initiatives funded from the 2018/19 Kent and Medway 100% Business Rates Retention Pilot reserve and or Kent Business Rates Pool reserve. Further detail can be found in the relevant report presented to the Economic Regeneration Advisory Board on 3 November 2020.
- b) Payments made and or anticipated under the Discretionary Business Grant Fund, Additional Restrictions Grant Fund, and associated grant allocation. Balance met from the Kent and Medway 100% Business Rates Retention Pilot reserve.
- c) Officer time redirected to the Council's Covid-19 response and support work.

DIRECTOR OF CENTRAL SERVICES

SUMMARY

		2020/21		2021/22
		ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
		£	£	£
1	TONBRIDGE CASTLE GATEHOUSE	60,350	93,500	26,800
2	COMMUNITY SAFETY	150,150	160,550	164,000
3	MEDIA & COMMUNICATIONS	177,250	218,750	241,850
4	LOCAL LAND CHARGES	(48,350)	21,050	(30,250)
5	INDUSTRIAL ESTATE	(70,950)	(71,100)	(70,900)
6	COMMERCIAL PROPERTY	35,900	15,900	(229,300)
7	VALE RISE DEPOT	-	-	-
8	LAND REVIEW	91,850	113,850	92,950
9	BOROUGH CHRISTMAS LIGHTING	40,000	46,100	46,700
10	LICENCES	21,950	39,350	56,250
		<hr/>	<hr/>	<hr/>
		458,150	637,950	298,100
		<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)		17.54	18.93	19.00

DIRECTOR OF CENTRAL SERVICES

	2020/21		2021/22
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
1 <u>TONBRIDGE CASTLE GATEHOUSE</u>			
Employees			
Salaries	5,500	6,200	5,800
Premises Related Expenses			
Building Repairs Expenditure	43,150	46,400 a)	3,150
Rates	250	250	250
Premises Insurance	8,400	12,000	13,300
Supplies & Services			
Purchases - Equipment & Materials	1,000	1,000	1,000
Purchases - Exhibits	2,000	2,000	2,000
Maintenance - General	4,500	4,500	4,500
Streamline Service	800	600	800
Marketing	7,000	7,000	7,000
Subscriptions	200	200	200
	<hr/>	<hr/>	<hr/>
	72,800	80,150	38,000
Less Income			
Fees & Charges			
Weddings / Hire of Gatehouse	(4,000)	(1,200)	(3,000)
Commission	(750)	-	(750)
Tonbridge Castle Attraction	(25,000)	(3,800)	(25,000)
Profit / Loss on Stock Sales	(3,500)	(2,000)	(3,500)
	<hr/>	<hr/>	<hr/>
	(33,250)	(7,000) b)	(32,250)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	39,550	73,150	5,750
Central, Departmental & Technical Support Services			
Central Salaries & Administration	15,050	15,150	15,600
Information Technology Expenses	1,850	1,000	950
Departmental Administrative Expenses	3,150	3,200	3,500
Depreciation & Impairment			
Non-Current Asset Depreciation	750	1,000	1,000
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	60,350	93,500	26,800
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.48	0.51	0.48

a) Includes the renewal of lighting in the Great Hall.

b) Reflects the adverse impact of Covid-19 on income levels.

DIRECTOR OF CENTRAL SERVICES

	2020/21		2021/22
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
2 <u>COMMUNITY SAFETY</u>			
Employees			
Salaries	87,700	97,500 a)	98,900
Supplies & Services			
Other Community Safety Initiatives	14,100	14,100	14,100
	<hr/>	<hr/>	<hr/>
	101,800	111,600	113,000
Less Income			
Anti Social Behaviour Fixed Penalty Notice	(100)	(400)	(200)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	101,700	111,200	112,800
Central, Departmental & Technical Support Services			
Central Salaries & Administration	3,250	3,250	3,400
Information Technology Expenses	50	-	-
Departmental Administrative Expenses	45,150	46,100	47,800
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	150,150	160,550	164,000
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	2.71	2.82	2.80
3 <u>MEDIA & COMMUNICATIONS</u>			
Employees			
Salaries	106,450	136,350 b)	158,050 b)
Supplies & Services			
Media & Communications	12,000	15,000 c)	7,000
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	118,450	151,350	165,050
Central, Departmental & Technical Support Services			
Central Salaries & Administration	7,600	7,400	7,750
Information Technology Expenses	4,800	3,950	3,950
Departmental Administrative Expenses	46,400	56,050 b)	65,100 b)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	177,250	218,750	241,850
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	2.94	3.66	4.16

a) Primarily increased staffing costs attributable to the Community Safety team.

b) Reflects creation of a Digital Content Editor post within Media & Communications Team as reported to General Purposes Committee 17 June 2020.

c) Cost associated with delaying the launch of the new web site as reported elsewhere on agenda.

DIRECTOR OF CENTRAL SERVICES

4 LOCAL LAND CHARGES

Employees

Salaries

112,900

111,900

115,400

Supplies & Services

Insurance

2,100

2,000

1,950

Kent Highways

8,000

5,000

7,000

123,000

118,900

124,350

Less Income

Fees & Charges

(270,000)

(190,000) a)

(250,000) a)

(270,000)

(190,000)

(250,000)

Sub-total

(147,000)

(71,100)

(125,650)

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

18,300

18,300

18,900

Information Technology Expenses

29,700

22,700

22,200

Departmental Administrative Expenses

50,650

51,150

54,300

TO SUMMARY

(48,350)

21,050

(30,250)

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

3.81

3.78

3.84

Memorandum

Surplus from above

(48,350)

21,050

(30,250)

Share of:

Democratic Administration

19,900

17,800

19,900

Corporate Management

8,800

7,700

9,000

Non Distributed Costs

23,900

21,900

24,350

Deficit (Surplus) for Trading Purposes

4,250

68,450

23,000

- a) Reflects the adverse impact of Covid-19 on income levels and anticipated market demand for property searches in 2021/22.

DIRECTOR OF CENTRAL SERVICES

5 INDUSTRIAL ESTATE

Employees
Salaries

1,650

1,600

1,650

1,650

1,600

1,650

Less Income
Rents

(75,950)

(75,950)

(75,950)

Sub-total

(74,300)

(74,350)

(74,300)

**Central, Departmental and Technical
Support Services**

Central Salaries & Administration

2,350

2,300

2,450

Information Technology Expenses

50

50

50

Departmental Administrative Expenses

950

900

900

TO SUMMARY

(70,950)

(71,100)

(70,900)

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

0.08

0.07

0.08

DIRECTOR OF CENTRAL SERVICES

	2020/21		2021/22
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
6 <u>COMMERCIAL PROPERTY</u>			
Employees			
Salaries	5,100	4,850	5,150
Premises Related Expenses			
Insurance	600	500	500
Rates	1,000	1,000	1,000
Repairs Expenditure	302,000	282,900 a)	37,050
	<hr/>	<hr/>	<hr/>
	308,700	289,250	43,700
	<hr/>	<hr/>	<hr/>
Less Income			
Rents - Land	(5,500)	(5,500)	(5,500)
- Shops & Maisonettes	(230,050)	(230,050)	(230,050)
- Offices	(45,750)	(46,000)	(46,000)
	<hr/>	<hr/>	<hr/>
	(281,300)	(281,550)	(281,550)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	27,400	7,700	(237,850)
Central, Departmental and Technical Support Services			
Central Salaries & Administration	3,900	3,850	4,050
Information Technology Expenses	550	350	350
Departmental Administrative Expenses	3,400	3,350	3,500
Depreciation & Impairment			
Non-Current Asset Depreciation	650	650	650
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	35,900	15,900	(229,300)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.19	0.19	0.19

a) Renewal of the flat roof at 2-4 Twisden Road has been deferred to 2021/22.

DIRECTOR OF CENTRAL SERVICES

	2020/21		2021/22
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
7 VALE RISE DEPOT			
Employees			
Salaries	4,650	5,050	4,950
Premises Related Expenses			
Premises Insurance	200	150	150
Rates	14,400	14,350	14,400
Repairs Expenditure	2,000	2,000	2,000
	<hr/>	<hr/>	<hr/>
	21,250	21,550	21,500
Less Recharges to Other Services	(36,200)	(36,550)	(36,550)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(14,950)	(15,000)	(15,050)
Central, Departmental and Technical Support Services			
Central Salaries & Administration	750	750	750
Departmental Administrative Expenses	2,000	2,050	2,100
Depreciation & Impairment			
Non-Current Asset Depreciation	12,200	12,200	12,200
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	-	-	-
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.11	0.12	0.11

DIRECTOR OF CENTRAL SERVICES

8 LAND REVIEW

Employees

Salaries	40,000	38,300	40,300
----------	--------	--------	--------

Premises Related Expenses

Depot	1,900	1,850	1,900
Estate Management	650	2,000 a)	1,000
Rates	10,150	20,150 a)	10,100
Insurance	750	1,300 a)	700
Repairs Expenditure	12,600	7,600 b)	13,100

Supplies & Services

Professional Fees	5,000	7,250	5,000
Asset Review	-	25,000 c)	-

71,050	103,450	72,100
--------	---------	--------

Less Income

Fees & Charges - General	(1,000)	(1,000)	(1,000)
De-Minimus Capital Receipts	-	(9,350) d)	-
Castle Lodge Rent	(7,000)	(7,000)	(7,000)
Wayleaves	(500)	(500)	(500)

(8,500)	(17,850)	(8,500)
---------	----------	---------

Sub-total

62,550	85,600	63,600
--------	--------	--------

Central, Departmental and Technical Support Services

Central Salaries & Administration	2,450	2,450	2,550
Information Technology Expenses	350	150	150
Departmental Administrative Expenses	26,500	25,650	26,650

TO SUMMARY

91,850	113,850	92,950
---------------	----------------	---------------

Full Time Equivalent Number of Staff (including Support Service Staff)	0.95	0.96	0.96
--	------	------	------

a) Assumes the sale of River Walk Offices is concluded part way through the year 2021/22.

b) Reduced requirement for maintenance work on Community Areas.

c) External advice on asset related matters funded from earmarked reserves.

d) Fee agreed for release of a covenant.

DIRECTOR OF CENTRAL SERVICES

	2020/21		2021/22
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
9 <u>BOROUGH CHRISTMAS LIGHTING</u>			
Employees			
Salaries	550	5,650 a)	5,950
Supplies & Services			
Borough Christmas Lighting	32,000	32,000	32,000
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	32,550	37,650	37,950
Central, Departmental & Technical Support Services			
Central Salaries & Administration	1,450	1,450	1,500
Information Technology Expenses	150	150	200
Departmental Administrative Expenses	150	2,400 a)	2,600
Capital Programme Revenue Expenses	1,250	-	-
Depreciation & Impairment			
Non-Current Asset Depreciation	4,450	4,450	4,450
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	40,000	46,100	46,700
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.06	0.16	0.16

a) Reassessment of staff allocations from Engineering & Security Team.

DIRECTOR OF CENTRAL SERVICES

		2020/21		2021/22
		ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
		£	£	£
10 LICENCES				
(a)	<u>FEE PAYING</u>			
	Employees			
	Salaries	200,400	200,300	202,250
	Premises Related Expenses			
	Rents	100	100	100
	Supplies & Services			
	Purchases - Equipment & Materials	7,000	13,500 a)	7,000
	Professional Fees	15,000	6,000 b)	15,000
	Advertising	300	300	300
		<hr/>	<hr/>	<hr/>
		222,800	220,200	224,650
		<hr/>	<hr/>	<hr/>
	Less Income			
	Licence Fees			
	Animal Boarding Establishments	(4,400)	(4,400)	(4,400)
	Dog Breeding	(750)	(750)	(750)
	Selling Animals as Pets	(2,550)	(2,550)	(2,550)
	Hackney Carriages & Private Hire	(230,000)	(196,800) c)	(200,700) c)
	Hiring Out Horses	(2,900)	(2,550)	(2,550)
	Alcohol & Entertainment - Premises	(93,000)	(85,000) c)	(93,000)
	Acupuncture / Tattooing / Ear Piercing	(1,750)	(1,500)	(1,750)
	Pleasure Boats & Boatmen	(350)	-	(350)
	Street Trading	(1,300)	(1,300)	(1,300)
	Pavement Licences	-	(600)	(600)
	Alcohol & Entertainment - Personal	(2,500)	(1,600)	(2,500)
	Sex Establishments/Sexual Entertainment	(2,000)	(2,000)	(2,000)
	Dangerous Wild Animals	(800)	(200)	(200)
	Gambling	(7,050)	(5,850)	(5,850)
	Scrap Metal Dealers	(550)	(300)	(550)
	Contributions from Other Bodies			
	Covid-19 - Test & Trace	-	(21,500) d)	-
		<hr/>	<hr/>	<hr/>
		(349,900)	(326,900)	(319,050)
		<hr/>	<hr/>	<hr/>
	<u>Sub-total</u>	(127,100)	(106,700)	(94,400)
	Central, Departmental & Technical Support Services			
	Central Salaries & Administration	8,950	8,700	9,300
	Information Technology Expenses	12,750	8,000	7,700
	Departmental Administrative Expenses	87,400	89,300	91,850
		<hr/>	<hr/>	<hr/>
		(18,000)	(700)	14,450
		<hr/>	<hr/>	<hr/>
	Full Time Equivalent Number of Staff	5.50	5.90	5.49
	(including Support Service Staff)			

DIRECTOR OF CENTRAL SERVICES

	2020/21		2021/22
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
(b) <u>NON FEE PAYING</u>			
Employees			
Salaries	26,100	26,050	26,950
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,250	2,250	2,350
Departmental Administrative Expenses	11,600	11,750	12,500
	<hr/>	<hr/>	<hr/>
	39,950	40,050	41,800
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.71	0.76	0.73
 <u>LICENCES</u>			
<u>SUMMARY</u>			
(a) FEE PAYING	(18,000)	(700)	14,450
(b) NON FEE PAYING	39,950	40,050	41,800
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	21,950	39,350	56,250
	<hr/>	<hr/>	<hr/>

LICENCES - FEE PAYING / NON FEE PAYING

- a) Increase reflects Covid-19 test and trace support work funded in full by KCC - see note d) below.
- b) No Licensing Appeals held at Court in current year as a result of Covid-19.
- c) Reflects the adverse impact of Covid-19 on income levels and proposed increase in fees from April 2021 approved by the Licensing and Appeals Committee on 17 November 2020.
- d) Contribution from Kent County Council to fund Covid-19 test and trace support work.

DIRECTOR OF FINANCE & TRANSFORMATION

SUMMARY

		2020/21	2021/22
		ORIGINAL ESTIMATE £	ESTIMATE £
1	HOUSING BENEFITS	465,250	520,000
2	LOCAL REVENUE & NNDR COLLECTION	564,300	673,500
3	COUNCIL TAX SUPPORT	222,100	219,300
4	TREASURY MANAGEMENT & BANKING	(381,250)	(112,450)
5	DRAINAGE BOARDS SPECIAL LEVIES	431,850	450,400
6	GENERAL ADVICE TO PARISH COUNCILS	85,100	88,850
7	STREET NAMING & NUMBERING	11,800	3,200
ANNUAL ESTIMATES		1,399,150	1,842,800
8	CONTRIBUTIONS TO PROVISIONS	5,000	5,000
		1,404,150	1,847,800
Full Time Equivalent Number of Staff (including Support Service Staff)		46.90	46.09

DIRECTOR OF FINANCE & TRANSFORMATION

	2020/21	2021/22
	ORIGINAL ESTIMATE	REVISSED ESTIMATE
	£	£
1 HOUSING BENEFITS		
Employees		
Salaries	309,650	269,950 a)
Supplies & Services		
Stationery	1,000	1,000
Reference Books & Publications	1,200	1,200
Legal Fees	200	200
Bailiffs Commission	200	200
Audit Fee	16,000	18,300
Postages	6,000	6,000
Subscriptions	450	450
Compensation Scheme	100	100
Other Expenses	-	6,350 b)
Standard Self Isolation Payments	-	45,500 c)
Discretionary Self Isolation Payments	-	27,450 c)
Housing Benefits		
Rent Allowances	27,116,000	26,552,000 d)
Non HRA Rent Rebates	250,000	900,000 d)
Local Scheme	75,000	75,000 d)
Discretionary Housing Payments	180,000	313,450 d)
Overpayments	(525,000)	(150,000) d)
Contribution to Bad Debt Provision	175,000	(110,000) d)
	<hr/>	<hr/>
	27,605,800	27,957,150
	<hr/>	<hr/>
Less Income		
Government Grant	-	(77,800) f)
Government Grant - Covid 19		
Standard Self Isolation Payments	-	(45,500) c)
Discretionary Self Isolation Payments	-	(27,450) c)
New Burdens Grant	-	(26,750) g)
Rent Allowance Subsidy	(26,847,000)	(26,390,000) d)
Non HRA Rent Rebate Subsidy	(225,000)	(750,000) d)
Local Scheme Subsidy	(40,000)	(40,000) d)
Discretionary Housing Payment Contribution	(180,000)	(313,450) d)
Administration Grant	(218,450)	(218,450)
	<hr/>	<hr/>
	(27,510,450)	(27,889,400)
	<hr/>	<hr/>
<u>Sub-total</u>	95,350	183,700
Central, Departmental & Technical Support Services		
Central Salaries & Administration	133,750	126,100 a)
Information Technology Expenses	63,400	48,050 i)
Departmental Administrative Expenses	172,750	144,500 a)
	<hr/>	<hr/>
<u>TO SUMMARY</u>	465,250	386,400
	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	14.55	12.43
	<hr/>	<hr/>
	12.47	

DIRECTOR OF FINANCE & TRANSFORMATION

HOUSING BENEFITS

- a) Reflects, in the main, a reallocation of officer time spent on the budget heads Housing Benefits, Local Revenue & NNDR Collection and Council Tax Support by the Revenues and Benefits Team.
- b) Upgrades to the Revenues & Benefits IT system following changes to benefits regulations. Funded in full by government grant - see note f).
- c) Reflects anticipated self isolation payments and associated grant allocation in respect of the Self Isolation Payments Scheme.
- d) Revised estimates reflect current levels of benefit payments and subsidy due, together with a reassessment of the bad debts provision on overpayments, having regard to the age and size of the debt and level of write-offs. Overall the budget is £108,000 more than the 2020/21 original estimate. This is largely due to the continued increase in the number of households in temporary accommodation (see page PHEH 9).
- e) Reflects anticipated reduction in rent allowances as existing working age housing benefits claimants move onto Universal Credit. Overall the budget is £118,000 more than the 2020/21 original estimate as the number of claimants in temporary accommodation is not expected to decrease in the short term (see page PHEH 9).
- f) Grants awarded to assist with the administrative costs of implementing welfare reform and other changes. £6,350 has been used on upgrades to the IT system - see note b). The balance is transferred to an earmarked reserve for use on transformation initiatives.
- g) New Burdens Grant received to meet the cost of administering the Self Isolation Payments Scheme.
- h) Anticipated reduction in the Administration Grant to be awarded by the DWP in 2021/22.
- i) Reflects changes to corporate IT software maintenance budgets and a lower amount of depreciation chargeable to IT Services.

DIRECTOR OF FINANCE & TRANSFORMATION

2 LOCAL REVENUE & NNDR COLLECTION

Employees

Salaries

374,950

298,900 a)

359,350 a)

Supplies & Services

Equipment, Furniture & Materials - Purchases

500

500

500

Direct Debit / Bank Charges

2,600

2,500

2,500

Court Fees

3,000

3,000

3,000

Debt Recovery Fees

7,000

- b)

7,000

Other Expenses

6,500

11,500 c)

6,500

Stationery

4,750

4,750

4,800

Reference Books & Publications

400

400

400

Tracing Services

12,000

14,000

14,000

Advertising

400

400

450

Postages

44,600

46,600

50,600 d)

Compensation Scheme

100

100

100

Small Business Support

-

19,175,000 e)

-

Local Restrictions Support

-

1,413,400 e)

-

456,800

20,971,050

449,200

Less Income

Government Grant

- Allowances for Cost of NNDR Collection

(161,150)

(157,400)

(157,400)

Government Grant - Covid 19

- Business Support Grants

-

(19,175,000) e)

-

- Local Restrictions Support Grant

-

(1,413,400) e)

-

- New Burdens Grant

-

(150,000) f)

-

Summons Costs Recovered

(245,000)

- g)

(245,000)

Civil Penalty

(3,000)

(3,000)

(3,000)

Contributions from Other Bodies

(31,450)

(33,900)

- h)

(440,600)

(20,932,700)

(405,400)

Sub-total

16,200

38,350

43,800

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

171,100

359,600 a)

268,800 a)

Information Technology Expenses

126,400

102,400 i)

99,300

Departmental Administrative Expenses

250,600

219,550 a)

261,600 a)

TO SUMMARY

564,300

719,900

673,500

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

19.32

19.63

20.49

DIRECTOR OF FINANCE & TRANSFORMATION

LOCAL REVENUE & NNDR COLLECTION

- a) Reflects, in the main, a reallocation of officer time spent on the budget heads Housing Benefits, Local Revenue & NNDR Collection and Council Tax Support by the Revenues and Benefits Team.
- b) Recovery action on hold due to the Covid-19 pandemic.
- c) Reflects potential cost of externally printing the annual bills.
- d) Includes provision for a price increase, increase in property numbers and potential higher level of recovery action next year.
- e) Payments made and or anticipated under the Small Business Grant Fund, the Retail, Hospitality and Leisure Sector Grant Fund and the Local Restrictions Support Grant Fund administered by the local authority on behalf of central government.
- f) New Burdens Grant received and or anticipated to meet the cost of administering the Small Business Grant Fund, the Retail, Hospitality and Leisure Sector Grant Fund and the Local Restrictions Support Grant Fund.
- g) Court hearings on hold due to the Covid-19 pandemic.
- h) On-going contribution from major precepting authorities towards software costs and additional investigation resources yet to be confirmed.
- i) Reflects changes to corporate IT software maintenance budgets and a lower amount of depreciation chargeable to IT Services.

DIRECTOR OF FINANCE & TRANSFORMATION

3 COUNCIL TAX SUPPORT

Employees

Salaries	226,300	247,350 a)	233,100 a)
----------	---------	------------	------------

Supplies & Services

Equipment, Furniture & Materials - Purchases	1,000	3,750	-
Stationery	1,250	1,250	1,250
Postages	2,500	2,500	2,500
Council Tax Support Scheme	4,600	4,500	- b)
Council Tax Covid-19 Hardship Fund	-	866,850 c)	-

235,650	1,126,200	236,850
---------	-----------	---------

Less Income

Government Grants			
Administration			
- Dept. for Work and Pensions	(52,250)	(52,250)	(48,550) d)
- Ministry of Housing, Communities and Local Government	(101,850)	(111,200) e)	(103,350) d)
Government Grant - Covid 19			
Council Tax Covid-19 Hardship Fund	-	(866,850) c)	-
New Burdens Grant	-	(20,000) f)	-
Contributions from Other Bodies	(120,900)	(124,500)	(124,500)

(275,000)	(1,174,800)	(276,400)
-----------	-------------	-----------

Sub-total

(39,350)	(48,600)	(39,550)
----------	----------	----------

Central, Departmental & Technical Support Services

Central Salaries & Administration	82,000	86,900 a)	84,150 a)
Information Technology Expenses	51,650	39,300 g)	39,200
Departmental Administrative Expenses	127,800	135,250 a)	135,500 a)

TO SUMMARY

222,100	212,850	219,300
---------	---------	---------

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

10.44	11.01	10.40
-------	-------	-------

DIRECTOR OF FINANCE & TRANSFORMATION

COUNCIL TAX SUPPORT

- a) Reflects, in the main, a reallocation of officer time spent on the budget heads Housing Benefits, Local Revenue & NNDR Collection and Council Tax Support by the Revenues and Benefits Team.
- b) Development of an in-house modelling solution to be pursued.
- c) Reflects anticipated council tax hardship fund payments and associated grant allocation in respect of the Council Tax Covid-19 Hardship Fund.
- d) Anticipated reduction in the Administration Grant to be awarded by the DWP and MHCLG in 2021/22.
- e) Grant award more than budgeted in 2020/21.
- f) Anticipated New Burdens Grant to meet the cost of administering the Council Tax Hardship Fund.
- g) Reflects changes to corporate IT software maintenance budgets and a lower amount of depreciation chargeable to IT Services.

DIRECTOR OF FINANCE & TRANSFORMATION

**4 TREASURY MANAGEMENT
& BANKING ARRANGEMENTS**

Employees

Salaries

31,100

31,000

31,800

Supplies & Services

Treasury Advisor & Dealing Fees

10,900

10,000

11,000

Credit / Debit Card Charges

35,700

35,700

35,700

Bank Charges

26,000

26,000

26,250

Other Hired and Contracted Services

2,750

750

2,750

Transfers in Lieu of Interest

14,400

2,800 a)

2,850 a)

120,850

106,250

110,350

Less Income

Interest on:

Cash Flow Investments

(105,000)

(42,000) b)

(31,000) c)

Core Cash Investments

(209,000)

(90,000) b)

(49,000) c)

Long Term Investments

(211,000)

(156,000) d)

(170,000) d)

(525,000)

(288,000)

(250,000)

Sub-total

(404,150)

(181,750)

(139,650)

Central, Departmental & Technical

Support Services

Central Salaries & Administration

6,950

8,000

10,650

Information Technology Expenses

1,250

750

700

Departmental Administrative Expenses

14,700

14,850

15,850

TO SUMMARY

(381,250)

(158,150)

(112,450)

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

0.85

0.86

0.92

DIRECTOR OF FINANCE & TRANSFORMATION

TREASURY MANAGEMENT & BANKING ARRANGEMENTS

- a) Reflects balances held on which interest is payable, together with the effect of predicted levels of investment rate returns.
- b) Reflects the cut in Bank Rate from 0.75% to 0.10% in March 2020.
- c) Combination of the lower 0.10% Bank Rate which is expected to continue throughout 2021/22 and reducing cash balances available for investment.
- d) Reflects the delay in the receipt of proceeds from the sale of River Walk offices which were due to be applied to new property fund investments and a small reduction in dividends anticipated from existing property fund investments due to Covid-19 impacts.

DIRECTOR OF FINANCE & TRANSFORMATION

	2020/21		2021/22
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
5 <u>DRAINAGE BOARDS SPECIAL LEVIES</u>			
Payments to Drainage Boards	431,550	431,550	450,100 a)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	300	250	300
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	431,850	431,800	450,400
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.00	0.00	0.00
 6 <u>GENERAL ADVICE TO PARISH COUNCILS</u>			
Employees			
Salaries	41,700	42,900	44,100
Central, Departmental & Technical Support Services			
Central Salaries & Administration	28,450	27,900	28,600
Departmental Administrative Expenses	14,950	15,400	16,150
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	85,100	86,200	88,850
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.20	1.25	1.24
 7 <u>STREET NAMING & NUMBERING</u>			
Income			
Street / House Naming & Numbering	(35,000)	(25,000) b)	(35,000)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	700	700	750
Information Technology Expenses	46,100	38,050	37,450
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	11,800	13,750	3,200
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.54	0.54	0.57

a) Reflects actual levies payable.

b) Reflects the adverse impact of Covid-19 on income levels.

DIRECTOR OF FINANCE & TRANSFORMATION

8 CONTRIBUTIONS TO PROVISIONS

General Bad Debts Provision

TO SUMMARY

	2020/21	2021/22
ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
5,000	15,000 a)	5,000
<hr/>	<hr/>	<hr/>
5,000	15,000	5,000
<hr/>	<hr/>	<hr/>

- a) Increase in the contribution to the bad debts provision due to the unusual level of outstanding debt including recharges for works in default, clearance of debris as part of planning enforcement and non-payment of rent.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

SUMMARY

	2020/21 ESTIMATE		2021/22
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
1. DEVELOPMENT MANAGEMENT	975,050	867,900	945,750
2. CONSERVATION	68,900	68,250	71,200
3. BUILDING CONTROL	61,850	160,650	53,100
4. PLANNING POLICY	944,400	916,100	839,000
5. HOUSING STRATEGY & ENABLING ROLE	263,000	264,700	246,300
6. HOMELESSNESS	371,000	1,020,600	973,500
7. HOUSING ADVICE & PREVENTION	194,400	137,100	162,600
8. HOME SAFETY	3,400	3,550	3,700
9. PRIVATE SECTOR HOUSING RENEWAL	484,400	204,500	403,900
10. PRIVATE SECTOR HOUSING STANDARDS	81,050	100,250	81,100
11. PUBLIC HEALTH ACT 1984	4,200	11,550	7,650
12. ENVIRONMENTAL PROTECTION ACT - PART 1	33,850	26,450	34,050
13. ENVIRONMENTAL PROTECTION	323,100	290,200	328,800
14. FOOD & SAFETY	368,200	250,100	376,550
15. PUBLIC HEALTH	130,100	61,050	155,300
	<hr/>	<hr/>	<hr/>
	4,306,900	4,382,950	4,682,500
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	90.36	85.52	90.97

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

1. DEVELOPMENT MANAGEMENT

Employees

Salaries

1,062,100

1,056,700

1,107,400 a)

Supplies & Services

Microfilming & Storage Facilities

15,000

- b)

- b)

Professional Fees

9,000

4,000 c)

9,000

Planning Enforcement Fund

37,500

10,000 d)

40,000 d)

Application & Appeals

21,000

35,000 e)

21,000

Advertising

13,000

13,000

13,000

1,157,600

1,118,700

1,190,400

Less Income

Fees & Charges

Planning Applications

(792,000)

(792,000) f)

(792,000)

Pre-Planning Advice

(76,500)

(67,000) g)

(76,500) h)

Planning Performance Agreements

-

(50,000) i)

(50,000) i)

Viability Assessments

(9,100)

(4,050) c)

(9,100)

(877,600)

(913,050)

(927,600)

Sub-total

280,000

205,650

262,800

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

144,000

131,100

132,600

Information Technology Expenses

96,200

83,300

75,450

Departmental Administrative Expenses

454,850

447,850

474,900

TO SUMMARY

975,050

867,900

945,750

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

32.81

32.68

32.92

DEVELOPMENT MANAGEMENT

- a) Reflects provision for a pay award and use of temporary staff to administer the Planning Performance Agreements service - see note i below.
- b) In-service scanning/microfiching will no longer be required following implementation of corporate Document Management System, as reported to the Finance, Innovation and Property Advisory Board on 16 September 2020.
- c) Lower than anticipated demand for viability assessments.
- d) Project to tackle illegal development delayed. Funded in full from Ministry of Housing, Communities and Local Government grant received in 2019/20.
- e) Increase reflects anticipated external consultant support in respect of the Land West of Winterfield Lane, East Malling (Forty Acres) planning appeal.
- f) Planning applications have remained steady with several large applications being submitted, e.g. Aylesford Newsprint, Oakhill House, Hildenborough (Fidelity Insurance) and East Malling Research Station.
- g) Lower than anticipated level of pre-planning applications.
- h) Assumes income returns to normal levels.
- i) Income from new Planning Performance Agreements service, as reported to the Planning and Transportation Advisory Board on 13 November 2019. Off-set by use of temporary staff to administer the service.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

2. CONSERVATION

Employees

Salaries

41,400

41,000

42,850

Supplies & Services

Archaeological Advice

7,800

7,800

7,800

Sub-total

49,200

48,800

50,650

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

1,500

1,450

1,550

Information Technology Expenses

50

50

50

Departmental Administrative Expenses

18,150

17,950

18,950

TO SUMMARY

68,900

68,250

71,200

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

1.21

1.21

1.22

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

3. BUILDING CONTROL

Employees

Salaries

259,550

255,150

257,350

Supplies & Services

Microfilming & Storage Facilities

4,000

- a)

- a)

Third Party Payments

Building Control Partnership

45,000

45,000

45,000

308,550

300,150

302,350

Less Income

Fees & Charges

Building Regulations

(400,000)

(290,000) b)

(404,000) c)

(400,000)

(290,000)

(404,000)

Sub-total

(91,450)

10,150

(101,650)

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

12,150

12,050

12,850

Information Technology Expenses

27,600

24,250

21,850

Departmental Administrative Expenses

113,550

114,200

120,050

TO SUMMARY

61,850

160,650

53,100

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

6.96

6.99

7.05

- a) In-service scanning/microfiching will no longer be required following implementation of corporate Document Management System, as reported to Finance, Innovation and Property Advisory Board on 16 September 2020.
- b) Building regulation work significantly impacted by Covid-19.
- c) Assumes workload returns to pre-Covid-19 levels and includes proposed increase in fees from April 2021 recommended by the Planning and Transportation Advisory Board on 11 November 2020.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

4. PLANNING POLICY

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

Employees

Salaries

249,650

245,700

255,800 a)

Supplies & Services

Local Development Framework Expenses

180,000

172,000

150,000 b)

Sub-total

429,650

417,700

405,800

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

2,550

2,550

2,650

Information Technology Expenses

450

400

400

Departmental Administrative Expenses

77,750

75,600

80,250

510,400

496,250

489,100

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

5.23

5.20

5.24

a) Reflects a full establishment and provision for a pay award.

b) Anticipated level of expenditure on finalising local plan, including public examination costs.
Expenditure funded in full from an earmarked reserve.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

4. PLANNING POLICY (continued)

(b) PLANNING POLICY

Employees

Salaries

Supplies & Services

Transport Policy Consultancy

Borough Green Gardens

Walking and Cycling Audit

AONB Management

Local Wildlife Sites Register Update

Sub-total

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

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

2020/21 ESTIMATE		2021/22 ESTIMATE
ORIGINAL	REVISED	£
£	£	
207,200	206,300	213,550 a)
30,000	15,000 b)	15,000 b)
100,000	100,000 c)	24,500 c)
-	8,700 d)	-
4,450	4,450	4,450
3,450	3,450	3,550
345,100	337,900	261,050
20,200	15,550 e)	18,500
2,500	2,200	2,000
66,200	64,200	68,350
434,000	419,850	349,900
4.73	4.65	4.73

PLANNING POLICY

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

(b) PLANNING POLICY

TO SUMMARY

510,400	496,250	489,100
434,000	419,850	349,900
944,400	916,100	839,000

- a) Reflects a full establishment and provision for a pay award.
- b) Estimates revised to reflect historic levels of spend.
- c) Borough Green Gardens project delayed due to Covid-19. Funded in full from Ministry of Housing, Communities and Local Government grant received in 2019/20. Remainder of grant (£25,500) to be used to fund staff resources in respect of the project.
- d) Conclusion of walking and cycling audit on behalf of Kent County Council. Funded in full from contribution received in 2019/20.
- e) Support from Corporate Services refocused on Council's response to Covid-19.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

**5. HOUSING STRATEGY
& ENABLING ROLE**

(a) HOUSING STRATEGY

Employees

Salaries

53,550

63,800 a)

58,900 b)

Supplies & Services

Publicity & Promotion

300

100

100

Support for External Agencies

4,500

3,500

3,500

Sub-total

58,350

67,400

62,500

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

3,650

3,600

3,800

Information Technology Expenses

1,200

500

500

Departmental Administrative Expenses

18,150

18,350

19,800

81,350

89,850

86,600

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

1.40

1.42

1.46

a) Reflects use of temporary staff pending new staff structure within Housing Services.

b) Reflects new staff structure within Housing Services as reported to the General Purposes Committee on 6 October 2020.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

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

(b) HOUSING REGISTER

Employees

Salaries

120,850

124,300 a)

108,300 b)

Third Party Payments

Choice Based Lettings

6,500

5,950

5,950

Sub-total

127,350

130,250

114,250

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

5,550

6,350

5,750

Information Technology Expenses

3,000

1,400

1,350

Departmental Administrative Expenses

45,750

36,850

38,350

181,650

174,850

159,700

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

3.56

2.91

2.88

HOUSING STRATEGY & ENABLING ROLE

(a) HOUSING STRATEGY

81,350

89,850

86,600

(b) HOUSING REGISTER

181,650

174,850

159,700

TO SUMMARY

263,000

264,700

246,300

a) Reflects use of temporary staff pending new staff structure within Housing Services.

b) Reflects new staff structure within Housing Services as reported to the General Purposes Committee on 6 October 2020.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

6. HOMELESSNESS

Employees

Salaries

231,850

359,600 a)

285,400 b)

Premises Related Expenses

Repairs & Maintenance to Buildings

22,500

6,100 c)

18,000 d)

Maintenance of Grounds

2,500

- c)

2,500

Electricity

300

400

600

Rates

-

250

1,000

Council Tax

500

6,700 e)

2,000

Fixtures & Fittings

4,500

2,000 c)

4,500

Premises Insurance

-

1,000

1,400

Transport Related Expenses

Public Transport

300

150

200

Supplies & Services

Purchases - Equipment & Materials

3,500

2,500 c)

3,500

Maintenance - General

-

300

1,200

Professional Fees

1,000

17,500 f)

22,500 f)

Rough Sleeping Initiative

-

164,500 g)

-

Temporary Accommodation

560,000

1,650,000 h)

1,500,000 i)

Storage of Furniture, Transport, etc.

1,500

1,500

500

Repossession Prevention Fund

5,000

5,000

5,000

Rent Deposits / Rent in Advance - Payments

33,550

33,550

33,550

Homelessness Reduction Initiatives

25,000

15,000 j)

25,000

Landlord Incentive Initiative

-

45,000 k)

-

Contribution to Bad Debt Provision

5,000

50,000 l)

25,000 l)

Third Party Payments

Medical Assessments

200

200

200

Carried Forward

897,200

2,361,250

1,932,050

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

HOMELESSNESS

- a) Reflects use of temporary staff pending new staff structure within Housing Services.
- b) Reflects new staff structure within Housing Services as reported to the General Purposes Committee on 6 October 2020.
- c) Delay in conversion of houses at Pembury Road, Tonbridge into temporary accommodation units. It was originally assumed the units would be available for occupation by October 2020 but now anticipated to be April 2021.
- d) Ongoing costs of Council owned properties lower than anticipated.
- e) Increase primarily reflects council tax on houses at Pembury Road awaiting conversion, including empty home premium.
- f) Reflects use of third party to manage clients in leased temporary accommodation.
- g) Partnership with Porchlight and Look Ahead to reduce rough sleeping. Funded in full by grant from the Ministry of Housing, Communities and Local Government (MHCLG) (see note m).
- h) The number of households in temporary accommodation (TA) continues to increase. As at 30 September 2020 the total number of households in TA stood at 132 (60 at 30 September 2019). Of these 78 were relief duty(s.188 Housing Act 1996), 29 were main duty (s.193 Housing Act 1996) and 25 were rough sleepers accommodated under the government's "*Everyone In*" response to Covid-19. £84,600 of expenditure in 2020/21 will be funded from additional grants from the MHCLG's Next Steps Accommodation Programme (£80,100) and Homelessness and Rough Sleeping Covid-19 Contingency Fund (£4,500) (see note m).
- i) Expenditure on TA is expected to fall as the new units at Pembury Road come into service. There are a number of initiatives in progress aimed at reducing expenditure (e.g. use of framework to procure private TA, use of additional units provided by Registered Social Landlords and private sector landlord offer) but these are expected to take some time to deliver cost savings. In addition, in the short-term any saving will be off-set by further increases in caseload and difficulty in moving clients into permanent private accommodation. £153,000 of expenditure in 2021/22 will be funded from anticipated Flexible Homelessness Support Grant.
- j) Budget vired to capital plan for installation of CCTV at the ground floor office, 47 High Street, Tonbridge. Please see report to Council on 27 October 2020.
- k) Project to provide incentives to landlords to facilitate moving clients from temporary accommodation to the Private Rented Sector, as reported to the Communities and Housing Advisory Board on 10 November 2020. Funded in full from the MHCLG's Next Steps Accommodation Programme grant (see note m).
- l) Increased homeless caseload, including several clients who have not claimed housing benefits and are accruing large levels of debt. Levels of bad debt expected to fall in 2021/22 as a result of reduction in expenditure and as new processes are put in place to manage debt.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

6. HOMELESSNESS (continued)

	2020/21 ESTIMATE		2021/22 ESTIMATE
	ORIGINAL £	REVISED £	£
<u>Brought Forward</u>	897,200	2,361,250	1,932,050
Less Income			
Government Grant	(304,850)	(598,950) m)	(223,200) n)
Repossession Prevention Fund - Recharges	(3,000)	(3,000)	(3,000)
Rent Deposits/Rent in Advance - Recharges	(33,550)	(33,550)	(33,550)
Customer & Client Receipts - Accommodation	(293,500)	(860,000) h)	(780,000) i)
Customer & Client Receipts - Service Charge	(6,500)	(19,000) h)	(17,250) i)
Rent of Temporary Accommodation	(87,500)	(56,800) c)	(120,400) o)
	<hr/>	<hr/>	<hr/>
	(728,900)	(1,571,300)	(1,177,400)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	168,300	789,950	754,650
Central, Departmental & Technical Support Services			
Central Salaries & Administration	36,600	43,150 p)	37,900
Information Technology Expenses	20,950	14,100 q)	13,750 q)
Departmental Administrative Expenses	84,450	107,950 a)	101,750 b)
Depreciation & Impairment			
Non-Current Asset Depreciation	60,700	65,450 r)	65,450 r)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	371,000	1,020,600	973,500
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	7.13	8.75	7.95

Memorandum

Cost of temporary accommodation including net deficit on non-HRA rent rebates reflected in the Housing Benefits budget on page FT 2.

Temporary Accommodation	560,000	1,650,000	1,500,000
Customer & Client Receipts - Accommodation	(293,500)	(860,000)	(780,000)
Customer & Client Receipts - Service Charge	(6,500)	(19,000)	(17,250)
Non HRA Rent Rebates	250,000	900,000	800,000
Non HRA Rent Rebate Subsidy	(225,000)	(750,000)	(680,000)
	<hr/>	<hr/>	<hr/>
Total including non-HRA rent rebates	285,000	921,000	822,750
	<hr/>	<hr/>	<hr/>

HOMELESSNESS (continued)

- m)** Increase reflects additional grants from the MHCLG - Rough Sleeping Initiative (£164,500), Next Steps Accommodation Programme (£125,100) and Homelessness & Rough Sleeping Covid-19 Contingency Fund (£4,500).
- n)** Anticipated Flexible Homelessness Support Grant (£189,200) and Homelessness Reduction Act New Burdens Grant (£34,000) for 2021/22.
- o)** Assumes 50% occupancy of Pembury Road units in the first three months of 2021/22 and 100% thereafter.
- p)** Additional support required from the Benefits Team in respect of homelessness activity in 2020/21.
- q)** Reflects a reduction in the amount of depreciation charged to Housing Services IT systems.
- r)** Cost of converting houses at Pembury Road, Tonbridge into twelve temporary accommodation units higher than originally anticipated. Please see report to Council on 27 October 2020.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

7. HOUSING ADVICE & PREVENTION

Employees

Salaries

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

TO SUMMARY

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

2020/21 ESTIMATE		2021/22
ORIGINAL	REVISED	ESTIMATE
£	£	£
130,400	94,850 a)	109,650 b)
8,900	9,050	9,150
7,500	5,100	5,050
47,600	28,100	38,750
<hr/>	<hr/>	<hr/>
194,400	137,100	162,600
<hr/>	<hr/>	<hr/>
3.85	2.29	2.99

- a)** Reduction reflects redeployment of staff from the Housing Needs and Strategy Team to support the Council's Community Hub activities - see page SSLTS 37.
- b)** Reflects new staff structure within Housing Services as reported to the General Purposes Committee on 6 October 2020.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

8. HOME SAFETY

Employees

Salaries

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

Departmental Administrative Expenses

TO SUMMARY

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

2020/21 ESTIMATE		2021/22
ORIGINAL	REVISED	ESTIMATE
£	£	£
2,150	2,350	2,350
500	500	500
750	700	850
<hr/>	<hr/>	<hr/>
3,400	3,550	3,700
<hr/>	<hr/>	<hr/>
0.06	0.06	0.07

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

9. PRIVATE SECTOR
HOUSING RENEWAL

Employees

Salaries

Supplies & Services

Purchases - Equipment & Materials

Professional Fees

Better Care Fund Initiatives

Occupational Therapist

Housing & Health Co-ordinator (Pembury)

Housing & Health Co-ordinator (Maidstone)

Handy Person Service (Pembury)

Handy Person Service (Boroughwide)

One You Your Home

Minimum Energy Efficiency Project

Energy Efficiency Initiatives

Capital Grants & Contributions (RECS)

Less Income

Government Grant

Fees & Charges

Capital Grants Received (RECS)

Sub-total

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

TO SUMMARY

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

2020/21 ESTIMATE		2021/22
ORIGINAL	REVISED	ESTIMATE
£	£	£
162,250	156,400 a)	169,200 b)
250	250	250
250	250	250
-	c)	c)
26,000	-	-
7,600	11,500	11,500
17,000	32,100	32,100
12,600	28,400	29,400
8,500	17,000	17,000
19,900	16,600	-
-	50,000 d)	-
1,000	4,000 e)	4,000 e)
1,221,000	960,000 f)	1,298,000 g)
1,476,350	1,276,500	1,561,700
-	(205,600) h)	(90,000) i)
(1,250)	(4,250) e)	(4,250) e)
(1,066,000)	(930,000) f)	(1,143,000) g)
(1,067,250)	(1,139,850)	(1,237,250)
409,100	136,650	324,450
9,200	10,100	10,500
11,700	8,200	8,150
54,400	49,550 a)	60,800 b)
484,400	204,500	403,900
3.88	3.76	4.48

PRIVATE SECTOR HOUSING RENEWAL

- a) Reduction reflects redeployment of staff from the Private Sector Housing Team to support the Council's Community Hub activities - see page SSLTS 37.
- b) Reflects new staff structure within Housing Services as reported to the General Purposes Committee on 6 October 2020.
- c) Better Care Fund (BCF) revenue initiatives in 2020/21 and 2021/22 are to be funded from the 2020/21 BCF as reported to the Communities and Housing Advisory Board on 10 November 2020.
- d) The Council has received £100,000 from the Department for Business, Energy and Industrial Strategy (BEIS) to explore the use of an enforcement toolkit on improving minimum energy efficiency standards. Remainder of grant (£50,000) to be used to fund additional temporary staff for the project.
- e) Additional income and expenditure related to the new Solar Together Project.
- f) Mandatory disabled facilities grants budget reduced as a result of a slowdown of adaptations due to Covid-19. This will allow the revenue initiatives to be funded from BCF in 2020/21 and 2021/22 - see note c) above.
- g) 2021/22 BCF is expected to be £1,026,000, the same as 2020/21 and £77,000 of the 2020/21 BCF will be carried forward to 2021/22. Also includes a contribution from the Council's own resources in that year of £125,000.
- h) Reflects 2020/21 BCF (£105,600) and PRS Minimum Standards Compliance and Enforcement Grant from BEIS (£100,000).
- i) Reflects 2020/21 BCF (£90,000).

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

10. PRIVATE SECTOR
HOUSING STANDARDS

Employees

Salaries

58,800

54,300 a)

61,200 b)

Supplies & Services

Professional Fees

-

26,450 c)

-

58,800

80,750

61,200

Less Income

Houses in Multiple Occupation /
Caravan Site Licences

(3,300)

(1,850) d)

(6,000) e)

Sub-total

55,500

78,900

55,200

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

1,450

1,450

1,500

Information Technology Expenses

4,850

3,200

3,150

Departmental Administrative Expenses

19,250

16,700 a)

21,250 b)

TO SUMMARY

81,050

100,250

81,100

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

1.37

1.24

1.54

- a) Reduction reflects redeployment of staff from the Private Sector Housing Team to support the Council's Community Hub activities - see page SSLTS 37.
- b) Reflects new staff structure within Housing Services as reported to the General Purposes Committee on 6 October 2020.
- c) Work on Private Sector Housing Stock Condition Modelling Exercise continued into 2020/21. Expenditure funded in full from an earmarked reserve.
- d) Houses in Multiple Occupation licences last five years and none are due for renewal in 2020/21.
- e) Based on anticipated renewals and new applications, as reported to the Communities and Housing Advisory Board on 10 November 2020.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

11. PUBLIC HEALTH ACT 1984

Employees

Salaries

Third Party Payments

Funeral Expenses

Sub-total

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

TO SUMMARY

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

2020/21 ESTIMATE		2021/22 ESTIMATE
ORIGINAL	REVISED	
£	£	£
850	1,550	1,550
2,500	9,000 a)	5,000
<hr/>	<hr/>	<hr/>
3,350	10,550	6,550
500	500	500
50	-	-
300	500	600
<hr/>	<hr/>	<hr/>
4,200	11,550	7,650
<hr/>	<hr/>	<hr/>
0.03	0.04	0.05

a) Increased number of funerals in 2020/21.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

**12. ENVIRONMENTAL
PROTECTION ACT - PART 1**

Employees

Salaries

26,500

20,950 a)

26,850

Less Income

Fees & Charges

(9,750)

(9,350)

(9,050)

Sub-total

16,750

11,600

17,800

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

1,250

1,250

1,300

Information Technology Expenses

5,900

4,600

4,600

Departmental Administrative Expenses

9,950

9,000

10,350

TO SUMMARY

33,850

26,450

34,050

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

0.74

0.68

0.74

Memorandum

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

Total from above

33,850

26,450

34,050

Share of:

Democratic Administration

4,350

3,150

4,350

Corporate Management

1,950

1,350

1,950

Non Distributed Costs

5,250

3,850

5,300

Full Cost of LAPPC / LA-IPPC

45,400

34,800

45,650

a) Reflects management savings arising from vacant posts.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

13. ENVIRONMENTAL PROTECTION

Employees

Salaries	195,250	163,750 a)	197,950
----------	---------	------------	---------

Supplies & Services

Purchases - Equipment & Materials	1,000	1,000	1,000
Maintenance - Calibration of Instruments	2,000	1,500	2,000
Miscellaneous Insurance	900	850	900

Third Party Payments

Water Sampling	750	500	750
General	1,250	1,250	1,250
Air Quality	11,750	10,750	11,750
Contaminated Land - Site Inspections	1,500	10,000 b)	2,000

214,400

189,600

217,600

Less Income

Fees & Charges			
Water Sampling	(750)	(500)	(750)
Provision of Information	(2,000)	(1,500)	(1,500)

(2,750)

(2,000)

(2,250)

Sub-total

211,650

187,600

215,350

Central, Departmental & Technical Support Services

Central Salaries & Administration	17,200	17,200	17,600
Information Technology Expenses	11,800	9,300	9,300
Departmental Administrative Expenses	78,100	70,700 a)	81,150

Depreciation & Impairment

Non-Current Asset Depreciation	4,350	5,400	5,400
--------------------------------	-------	-------	-------

TO SUMMARY

323,100

290,200

328,800

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

5.37

5.03

5.40

a) Reflects management savings arising from vacant posts.

b) Increase reflects continuation of landfill gas investigation and risk assessment work at Priory Wood which commenced during 2019/20, as reported to the Street Scene and Environment Services Advisory Board on 11 June 2019.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

14. FOOD & SAFETY

(a) GENERAL

Employees

Salaries

2020/21 ESTIMATE ORIGINAL £	2020/21 ESTIMATE REVISED £	2021/22 ESTIMATE £
107,600	77,200 a)	109,100

Supplies & Services

Protective Clothing

150	150	150
-----	-----	-----

Health General

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

Miscellaneous Insurance

950	600	650
-----	-----	-----

109,700	78,450	110,400
---------	--------	---------

Less Income

Fees & Charges

Health & Safety

(1,000)	-	(500)
---------	---	-------

Sub-total

108,700	78,450	109,900
---------	--------	---------

Central, Departmental & Technical

Support Services

Central Salaries & Administration

9,550	9,600	9,850
-------	-------	-------

Information Technology Expenses

11,450	9,050	9,000
--------	-------	-------

Departmental Administrative Expenses

52,250	35,300 a)	54,550
--------	-----------	--------

181,950	132,400	183,300
---------	---------	---------

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

3.15	2.24	3.16
------	------	------

- a) Reduction reflects redeployment of staff from the Food and Safety Team to support the Council's Community Hub activities - see page SSLTS 37.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

FOOD & SAFETY - GENERAL

- a) Reduction reflects redeployment of staff from the Food and Safety Team to support the Council's Community Hub activities - see page SSLTS 37.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

14. FOOD & SAFETY (continued)

(b) FOOD SAFETY

Employees

Salaries

2020/21 ESTIMATE ORIGINAL £	REVISED £	2021/22 ESTIMATE £
115,400	85,400 a)	120,800

Supplies & Services

Health General

400 400 400

Other Expenses

1,300 6,800 b) 1,300

Third Party Payments

Food Sampling

100 200 200

117,200	92,800	122,700
---------	--------	---------

Less Income

Food Hygiene Rating Systems Re-inspections

(300) (300) (350)

Court Costs

(500) - (500)

Fees & Charges

Food Inspection

(1,300) (1,300) (1,350)

Training Courses

(3,000) (1,000) (3,000)

Contribution from Other Bodies

- (28,500 c) -

(5,100)	(31,100)	(5,200)
---------	----------	---------

Sub-total

112,100	61,700	117,500
---------	--------	---------

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

7,800 7,800 8,000

Information Technology Expenses

11,800 9,150 9,150

Departmental Administrative Expenses

54,550 39,050 a) 58,600

186,250	117,700	193,250
---------	---------	---------

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

3.24	2.42	3.34
------	------	------

FOOD & SAFETY

(a) GENERAL

181,950	132,400	183,300
---------	---------	---------

(b) FOOD SAFETY

186,250	117,700	193,250
---------	---------	---------

TO SUMMARY

368,200	250,100	376,550
---------	---------	---------

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

FOOD & SAFETY - FOOD SAFETY

- a)** Reduction reflects redeployment of staff from the Food and Safety Team to support the Council's Community Hub activities - see page SSLTS 37.
- b)** Increase reflects Covid-19 test and trace support work funded in full by KCC - see note c) below.
- c)** Contribution from Kent County Council to fund Covid-19 test and trace support work.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

15. PUBLIC HEALTH

Employees

Salaries

168,350 113,550 **a)**

175,400

Supplies & Services

Healthy Living Initiatives

10,000 10,000

10,000

178,350 123,550

185,400

Less Income

Contribution from Other Bodies

(9,000) - **b)**

- **b)**

Public Health Funding

(125,150) (120,700) **c)**

(120,700) **c)**

(134,150) (120,700)

(120,700)

Sub-total

44,200 2,850

64,700

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

1,950 1,950

2,050

Information Technology Expenses

250 300

300

Departmental Administrative Expenses

83,700 55,950 **a)**

88,250

TO SUMMARY

130,100 61,050

155,300

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

5.64 3.95

5.75

- a)** Reduction reflects redeployment of staff from the Healthy Living Team to support the Council's Community Hub activities - see page SSLTS 37.
- b)** Reflects cessation of workplace health programme service on behalf of Sevenoaks District Council.
- c)** Reduction in funding from Kent County Council due to cessation of workplace health programme service.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

SUMMARY

	2020/21 ESTIMATE		2021/22
	ORIGINAL £	REVISED £	ESTIMATE £
1. REFUSE COLLECTION	1,321,350	1,448,550	1,411,900
2. RECYCLING	296,150	828,750	251,050
3. STREET SCENE	1,072,900	1,023,750	1,082,350
4. PUBLIC CONVENIENCES	311,750	340,050	191,850
5. PEST CONTROL	22,750	21,450	22,150
6. TONBRIDGE & MALLING LEISURE TRUST	113,750	1,123,700	833,850
7. LARKFIELD LEISURE CENTRE	1,334,150	1,170,250	999,350
8. ANGEL CENTRE	468,900	445,150	448,800
9. TONBRIDGE SWIMMING POOL	922,700	785,700	652,800
10. POULT WOOD GOLF CENTRE	213,250	192,500	232,200
11. SPORTS GROUNDS	637,050	454,850	638,600
12. PLEASURE GROUNDS & OPEN SPACES	704,900	747,700	800,850
13. ALLOTMENTS	9,200	7,400	7,350
14. CHURCHYARDS	10,700	10,800	11,800
15. CEMETERY	86,750	78,350	85,100
16. YOUTH PARTNERSHIPS	69,400	45,000	61,900
17. SPORTS PARTNERSHIPS	64,400	58,850	66,450
18. EVENTS DEVELOPMENT	130,200	99,550	106,100
19. LEISURE STRATEGY	93,350	73,650	97,650
20. PARKING SERVICES	(1,512,700)	(101,450)	(933,000)
21. TRANSPORTATION	130,700	146,250	145,550
22. SECURITY SERVICES MANAGEMENT (CCTV)	73,000	63,800	66,050
23. BOROUGH DRAINAGE & LAND DRAINAGE RELATED WORK	75,200	72,250	568,150
24. CIVIL CONTINGENCIES	145,000	645,200	163,850
	6,794,800	9,782,050	8,012,700
Full Time Equivalent Number of Staff (Including Support Service Staff)	53.99	62.08	55.48

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

1. REFUSE COLLECTION

Employees

Salaries

122,350

167,750 a)

139,800 b)

Premises Related Expenses

Vale Rise Depot Recharge

32,450

32,800

32,800

Supplies & Services

Purchases - Equipment & Materials

3,000

3,000

3,000

Publicity & Promotion

10,000

8,000 c)

2,000 c)

Emergency Arrangements

150

150

150

Information Leaflets

2,000

1,000

1,000

Other Expenses

2,200

2,200

2,200

Third Party Payments

Residual Waste Collection

1,118,000

1,208,000 d)

1,204,000 e)

Commercial Waste Collection

400

400

400

1,290,550

1,423,300

1,385,350

Less Income

Fees & Charges

Bulky Waste Collection

(97,850)

(120,000) f)

(120,000) g)

Additional Collections

(400)

(50)

(200)

Commercial Waste Collection

(400)

(200)

(400)

Contributions from Other Bodies

(7,500)

(7,500)

(2,500)

(106,150)

(127,750)

(123,100)

Sub-total

1,184,400

1,295,550

1,262,250

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

9,550

9,600

10,100

Information Technology Expenses

9,050

6,300

6,000

Departmental Administrative Expenses

64,050

80,050 a)

74,750 b)

Capital Programme Revenue Expenses

50

-

-

Depreciation & Impairment

Non-Current Asset Depreciation

54,250

57,050 h)

58,800 h)

TO SUMMARY

1,321,350

1,448,550

1,411,900

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

3.78

4.95

4.27

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

REFUSE COLLECTION

- a) Increase reflects extension to October 2020/May 2021 of temporary additional resources, as reported to the General Purposes Committee on 18 June 2019, required in the lead up to and mobilisation of new waste collection service, and diversion of staff resources from street scene due to issues with contractor performance.
- b) Reflects new staff structure within Waste and Street Scene Services as reported to the General Purposes Committee on 6 October 2020.
- c) Members approved one-off increases in marketing / communication budget in 2019/20 and 2020/21 to publicise and promote the new enhanced service.
- d) A review of the number of properties receiving household waste collection services found that the numbers billed by the contractor had been understated. The revised estimate includes a backdated payment for the period up to 31 March 2020 plus a number of one-off corrections to previous year's billing. In addition, the Council is seeing increased demand for household bulky waste collection (see note f below). Partly off-set by lower than anticipated inflationary increase in April 2020 and suspension of the Saturday Freighter Service due to Covid-19.
- e) Assumes 0.0% increase for inflation from April 2021 in line with contract conditions plus provision for waste collection from new housing developments (additional 500 properties per annum).
- f) Demand for household bulky waste collection, like other domestic waste collections, increased during the Covid-19 lockdown and has remained high after the easing of restrictions in the summer.
- g) Assumes additional income from proposed increase in fees from April 2021, as recommended by the Street Scene and Environment Services Advisory Board on 8 December 2020, off-set by reduction in demand for service.
- h) Additional bins purchased on introduction of new kerbside waste collection service.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

2. RECYCLING

Employees

Salaries

120,600 234,100 **a)** 159,300 **b)**

Premises Related Expenses

Recycling Centres - Servicing

2,000 15,000 **c)** 2,000

Rates

1,000 1,000 1,000

Transport Related Expenses

Vehicle Fuel and Maintenance

- 3,500 **d)** -

Vehicle Contract Costs and Licences

- 33,000 **d)** -

Supplies & Services

Purchases - Equipment & Materials

2,000 2,000 2,000

Direct Debit / Bank Charges

200 200 200

Credit / Debit Card Charges

4,000 4,000 4,000

Publicity & Promotion

39,450 31,450 **e)** 7,450 **e)**

Emergency Arrangements

50 50 50

Contribution to Kent Resource Partnership

15,000 15,000 15,000

Other Expenses

6,300 7,600 1,300 **f)**

Third Party Payments

Kerbside Waste Collection

Dry Recycling

909,000 912,000 **g)** 903,000 **h)**

Mixed Food / Garden Waste Recycling

- - -

Food Recycling

345,000 348,000 **g)** 345,000 **h)**

Garden Waste Recycling

328,000 373,000 **i)** 326,000 **h)**

Bring Sites Waste Collection

Plastic Recycling

- 55,750 **d)** -

Paper Recycling

- 7,200 **d)** -

Mixed Dry Recycling

46,000 - **d)** 46,000

School Initiatives

1,050 - -

Carried Forward

1,819,650 2,042,850 1,812,300

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

RECYCLING

- a) Increase reflects extension to October 2020/May 2021 of temporary additional resources, as reported to the General Purposes Committee on 18 June 2019, required in the lead up to and mobilisation of new waste collection service, and diversion of staff resources from street scene due to issues with contractor performance.
- b) Reflects new staff structure within Waste and Street Scene Services as reported to the General Purposes Committee on 6 October 2020.
- c) Increase reflects costs associated with removing old recycling banks prior to implementation of new bring sites service.
- d) Delay in moving to new bring sites service which is now expected to occur in April 2021.
- e) Members approved one-off increases in marketing / communication budget in 2019/20 and 2020/21 to publicise and promote the new enhanced service.
- f) Reduced resources required following 'bedding in' of new services.
- g) A review of the number of properties receiving household waste collection services found that the numbers billed by the contractor had been understated. The revised estimate includes a backdated payment for the period up to 31 March 2020 plus a number of one-off corrections to previous year's billing. Partly off-set by lower than anticipated inflationary increase in April 2020.
- h) Assumes 0.0% increase for inflation from April 2021 in line with contract conditions plus provision for waste collection from new housing developments (additional 500 properties per annum).
- i) Increase reflects use of additional crews to meet increased tonnages. Partly off-set by a contribution from Kent Resource Partnership - see note m).

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

2. RECYCLING (continued)

	2020/21 ESTIMATE		2021/22 ESTIMATE
	ORIGINAL £	REVISED £	£
<u>Brought Forward</u>	1,819,650	2,042,850	1,812,300
Less Income			
Garden Waste Collection	(1,010,000)	(995,000) j)	(1,175,000) k)
Textile Recycling	(5,000)	(2,000) l)	(10,000) l)
De-minimis Capital Receipts	-	(4,000)	-
Contributions from Other Bodies	-	(17,000) m)	-
Performance Payment	(690,000)	(450,000) n)	(590,000) o)
	<hr/>	<hr/>	<hr/>
	(1,705,000)	(1,468,000)	(1,775,000)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	114,650	574,850	37,300
Central, Departmental & Technical Support Services			
Central Salaries & Administration	7,550	9,300	10,600
Information Technology Expenses	6,500	27,200 p)	26,450 p)
Departmental Administrative Expenses	61,750	111,400 a)	77,850 b)
Capital Programme Revenue Expenses	4,250	-	-
Depreciation & Impairment			
Non-Current Asset Depreciation	101,450	106,000 q)	98,850 r)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	296,150	828,750	251,050
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	3.66	7.09	4.77

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

RECYCLING (continued)

- j) Reduction in income due to an assumed level of non-renewals and extension of renewal by two months following suspension of service due to Covid-19. Partly off-set by higher than anticipated level of new subscriptions during the year.
- k) End of "early bird" discount rate and proposed increase in fees from April 2021 as recommended by the Street Scene and Environment Services Advisory Board on 8 December 2020.
- l) Textile collections suspended during lockdown and reduced use thereafter. Assumes return to historic levels in 2021/22.
- m) Contribution from Kent Resource Partnership towards additional garden waste crews.
- n) Levels of tonnages have increased across all waste streams due to Covid-19. This has increased waste disposal costs incurred by Kent County Council and consequently reduced the performance payment received by the Council.
- o) It has been assumed that some of the increased tonnages will be permanent due to societal changes.
- p) Redistribution of IT costs associated with the cash receipting and financial ledger systems.
- q) Additional bins purchased on introduction of new kerbside waste collection service.
- r) Some bins now fully depreciated.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

3. STREET SCENE

Employees

Salaries

127,950

108,700 a)

142,700 b)

Supplies & Services

Purchases - Equipment & Materials

10,000

9,000

10,000

Abatement Initiatives (Self Help)

15,000

5,000 c)

15,000

Responsible Dog Ownership

11,000

11,000

11,000

Graffiti Removal

4,000

2,000

4,000

Dog Warden

73,450

65,500 d)

65,500 d)

Emergency Arrangements

150

150

150

Third Party Payments

Amenity & Street Cleansing

804,000

794,000 e)

801,000 f)

1,045,550

995,350

1,049,350

Less Income

Fees & Charges

Amenity Cleansing for Clarion Homes

(26,800)

(26,800)

(26,800)

Stray Dogs Redemption Fees

(7,000)

(5,000 g)

(6,000)

Fixed Penalty Notices

(6,250)

(500 g)

(8,000)

Clearance Costs and Contributions from

(6,800)

(600 g)

(6,800)

Other Bodies

(46,850)

(32,900)

(47,600)

Sub-total

998,700

962,450

1,001,750

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

8,700

8,650

9,050

Information Technology Expenses

6,000

4,600

4,400

Departmental Administrative Expenses

59,500

48,050 a)

67,150 b)

TO SUMMARY

1,072,900

1,023,750

1,082,350

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

3.65

3.18

3.99

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

STREET SCENE

- a) Staff resources diverted to waste collection due to issues with contractor performance.
- b) Reflects new staff structure within Waste and Street Scene Services as reported to the General Purposes Committee on 6 October 2020.
- c) Reduction in community group action due to Covid-19.
- d) Reduction in kennelling/vets costs in respect of stray dogs.
- e) Primarily due to lower than anticipated inflationary increase in April 2020.
- f) Assumes 0.0% increase for inflation from April 2021 in line with contract conditions plus provision for cleansing of new housing developments.
- g) Reduced enforcement activity due to Covid-19 and diversion of staff resources to waste collection.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

4. PUBLIC CONVENIENCES

Employees

Salaries	18,550	23,600	20,450
----------	--------	--------	--------

Premises Related Expenses

Building Repairs Expenditure	74,900	90,800 a)	11,400 b)
Electricity	12,000	18,000 c)	6,500 d)
Water Charges (Metered)	12,500	12,500	5,700 d)
Sewerage & Environmental Services	15,000	18,000 e)	8,500 d)
Premises Insurance	3,100	3,150	3,250 d)

Supplies & Services

Contribution to Other Bodies	-	-	54,000 f)
------------------------------	---	---	-----------

Third Party Payments

Public Convenience Cleansing	82,850	73,050 g)	25,000 h)
------------------------------	--------	-----------	-----------

	218,900	239,100	134,800
--	---------	---------	---------

Less Income

Fees & Charges			
Radar Keys	(50)	(50)	(50)

Sub-total

	218,850	239,050	134,750
--	---------	---------	---------

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	5,500	5,400	5,750
Information Technology Expenses	600	400	400
Departmental Administrative Expenses	9,800	11,350	11,000

Depreciation & Impairment

Non-Current Asset Depreciation	77,000	83,850 i)	39,950 d)
--------------------------------	--------	-----------	-----------

TO SUMMARY

	311,750	340,050	191,850
--	---------	---------	---------

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

	0.63	0.76	0.68
--	------	------	------

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

PUBLIC CONVENIENCES

- a) Includes upgrade/refurbishment works (£65,000), general response work (£4,000), drain/gully cleaning/jetting (£4,000) and servicing of plant and equipment (£3,050).
- b) Includes general response work (£3,000), drain/gully cleaning/jetting (£3,000) and servicing of plant and equipment (£1,950).
- c) Increase in costs following change of supplier to KCC Laser.
- d) Assumes public conveniences in parished areas will transfer to parish councils or close from April 2021.
- e) Reflects current usage levels.
- f) One-off payment to six parish councils in 2020/21 on transfer of public conveniences.
- g) Cost lower than anticipated following extension of contract.
- h) Assumes public conveniences in parished areas will transfer to parish councils or close from April 2021. Partly off-set by assumed increase in costs, due to fewer facilities, when the contract is retendered.
- i) Reflects revaluation of Council's public conveniences in 2019/20.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

5. PEST CONTROL

Employees

Salaries

Financial Hardship Subsidy

Sub-total

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

TO SUMMARY

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

2020/21 ESTIMATE		2021/22
ORIGINAL	REVISED	ESTIMATE
£	£	£
7,550	8,550	8,450
1,500	750	1,000
<hr/>	<hr/>	<hr/>
9,050	9,300	9,450
2,250	2,200	2,350
7,350	5,850	5,750
4,100	4,100	4,600
<hr/>	<hr/>	<hr/>
22,750	21,450	22,150
<hr/>	<hr/>	<hr/>
0.35	0.36	0.38

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

		2020/21 ESTIMATE		2021/22 ESTIMATE
		ORIGINAL	REVISED	£
		£	£	
6. <u>TONBRIDGE & MALLING LEISURE TRUST</u>				
Employees				
Salaries		43,200	44,200	44,650
Supplies & Services				
Legal Fees		-	7,700 a)	-
Third Party Payments				
Employers' Superannuation Costs		41,300	40,800	56,500 b)
General / Management Fee		-	1,200,000 c)	700,000 d)
		<hr/>	<hr/>	<hr/>
		84,500	1,292,700	801,150
Less Income				
Government Grant - Covid 19		-	(200,000) e)	-
		<hr/>	<hr/>	<hr/>
	<u>Sub-total</u>	84,500	1,092,700	801,150
Central, Departmental & Technical Support Services				
Central Salaries & Administration		9,150	11,850	12,250
Information Technology Expenses		50	50	50
Departmental Administrative Expenses		20,050	19,100	20,400
		<hr/>	<hr/>	<hr/>
	<u>TO SUMMARY</u>	113,750	1,123,700	833,850
		<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff		1.27	1.31	1.33
(including Support Service Staff)				

- a) External advice on the financial arrangements to support TMLT as a result of Covid-19.
- b) Phased increase in the employers' pension contribution rate following the recent triennial valuation and in turn the payment due to TMLT under the management agreement. 2021/22 is year 2 of 3.
- c) Council on 14 July 2020 approved a supplementary budget of £1m to support TMLT as a result of Covid-19. Increase reflects the imposition of a further national lockdown in November 2020.
- d) Assumed support will continue to be required in 2021/22 to allow income to recover to pre Covid-19 levels. Funded from an earmarked reserve.
- e) Notional grant allocation from the National Leisure Recovery Fund established to support local authority leisure centres.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

7. LARKFIELD LEISURE CENTRE

Employees

Salaries

1,100

1,150

1,150

Premises Related Expenses

Building Repairs Expenditure

168,000

262,500 a)

132,750 b)

Premises Insurance

25,350

25,550

26,450

Third Party Payments

Loss of Income Claims

238,000

59,500 c)

-

Sub-total

432,450

348,700

160,350

Central, Departmental & Technical Support Services

Central Salaries & Administration

15,200

15,000

15,950

Information Technology Expenses

150

150

200

Departmental Administrative Expenses

400

400

400

Capital Programme Revenue Expenses

19,500

- d)

- d)

Depreciation & Impairment

Non-Current Asset Depreciation

866,450

806,000 e)

822,450 f)

TO SUMMARY

1,334,150

1,170,250

999,350

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

0.58

0.26

0.26

- a) Includes servicing of plant and equipment (£77,000), relining/refilling filters (£39,000), sports hall stores retaining wall replacement (£35,000), pool tile repairs (£26,500), legionella works (£20,000) IEE testing (£12,000), plant renewals (£12,000) and BMS system maintenance/upgrade (£7,000).
- b) Includes servicing of plant and equipment (£50,700), BMS system maintenance/upgrade (£12,000), Prima dance studio toilet refurbishment (£10,000), plant renewals (£10,000), duct cleaning (£9,000) and dry change repairs (£8,000).
- c) Lower than anticipated loss of income claim due to the ventilation, boiler and pool hall roof works being finished when the centre was closed due to Covid-19. Funded from an earmarked reserve.
- d) Costs now allocated directly to service budgets.
- e) Reflects revaluation of Council's leisure centres in 2019/20.
- f) Renewal of various equipment deferred from 2020/21 to 2021/22.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

8. ANGEL CENTRE

Employees

Salaries

Premises Related Expenses

Building Repairs Expenditure

Premises Insurance

Sub-total

Central, Departmental & Technical Support Services

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

Capital Programme Revenue Expenses

Depreciation & Impairment

Non-Current Asset Depreciation

TO SUMMARY

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

2020/21 ESTIMATE		2021/22 ESTIMATE
ORIGINAL	REVISED	
£	£	£
3,000	2,800	3,050
78,850	104,650 a)	89,000 b)
12,400	12,450	12,900
94,250	119,900	104,950
6,200	6,100	6,550
150	100	150
750	700	800
5,100	- c)	- c)
362,450	318,350 d)	336,350 e)
468,900	445,150	448,800
0.27	0.18	0.19

- a) Includes servicing of plant and equipment (£35,250), changing room works (£25,000), ventilation control panel replacement (£15,000) and carpet/floor laying to public areas (£12,000).
- b) Includes gym flat roof renewal (£30,000), servicing of plant and equipment (£22,200), duct cleaning (£10,000), and IEE testing (£7,000).
- c) Costs now allocated directly to service budgets.
- d) Reflects revaluation of Council's leisure centres in 2019/20.
- e) Renewal of various equipment deferred from 2020/21 to 2021/22.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

9. TONBRIDGE SWIMMING POOL

Employees

Salaries

Premises Related Expenses

Building Repairs Expenditure

Premises Insurance

Sub-total

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

Capital Programme Revenue Expenses

Depreciation & Impairment

Non-Current Asset Depreciation

TO SUMMARY

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

	2020/21 ESTIMATE		2021/22 ESTIMATE
	ORIGINAL £	REVISED £	£
Salaries	3,000	2,800	3,050
Building Repairs Expenditure	354,350	317,950 a)	168,600 b)
Premises Insurance	19,250	19,450	20,100
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	376,600	340,200	191,750
Central Salaries & Administration	10,950	10,700	11,550
Information Technology Expenses	150	150	150
Departmental Administrative Expenses	750	700	800
Capital Programme Revenue Expenses	1,200	-	-
Non-Current Asset Depreciation	533,050	433,950 c)	448,550 d)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	922,700	785,700	652,800
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff	0.28	0.26	0.26
(Including Support Service Staff)			

- a)** Includes servicing of plant and equipment (£118,000), main roof repairs (£112,000), BMS system maintenance/upgrade (£34,750), pool hall lighting maintenance (£13,750) and plant renewals (£10,000).
- b)** Includes glulam beams repairs (£50,000), servicing of plant and equipment (£35,600), pool control panel renewals (£20,000), pool tile repairs (£10,000), plant renewals (£10,000), duct cleaning (£10,000) and BMS system maintenance/upgrade (£7,000).
- c)** Reflects revaluation of Council's leisure centres in 2019/20.
- d)** Renewal of various equipment deferred from 2020/21 to 2021/22.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

10. POULT WOOD GOLF CENTRE

Employees

Salaries

Premises Related Expenses

Building Repairs Expenditure

Maintenance of Grounds

Premises Insurance

Transport Related Expenses

Transport Insurance

Sub-total

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

Capital Programme Revenue Expenses

Depreciation & Impairment

Non-Current Asset Depreciation

TO SUMMARY

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

2020/21 ESTIMATE		2021/22 ESTIMATE
ORIGINAL	REVISED	
£	£	£
1,400	1,450	1,450
38,050	29,450 a)	50,950 b)
950	900	900
5,000	4,900	5,100
6,250	5,600	5,900
<hr/>	<hr/>	<hr/>
51,650	42,300	64,300
7,400	7,250	7,800
100	100	100
550	550	600
850	-	-
152,700	142,300 c)	159,400 c)
<hr/>	<hr/>	<hr/>
213,250	192,500	232,200
<hr/>	<hr/>	<hr/>
0.16	0.15	0.15

a) Includes servicing of plant and equipment (£15,000) and general response work (£4,000).

b) Includes external decoration (£22,300), servicing of plant and equipment (£12,450) and IEE testing (£7,000).

c) Renewal of various equipment deferred from 2020/21 to 2021/22.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

11. SPORTS GROUNDS

Employees

Salaries	38,150	38,350	41,350
----------	--------	--------	--------

Premises Related Expenses

Building Repairs Expenditure	144,050	23,250 a)	175,500 b)
Maintenance of Grounds	20,650	18,650	20,650
Rates	550	550	550
Premises Insurance	2,350	2,300	2,400

Transport Related Expenses

Repairs & Maintenance	200	200	200
Licences	150	150	150
Petrol / Oil	600	600	600
Car Allowances	400	400	400
Transport Insurance	250	200	200

Supplies & Services

Clothing, Uniform & Laundry	150	150	150
Stationery	50	50	50
Gates / Security	2,000	2,000	2,000
Honoraria	1,100	1,100	1,100
Postages	50	50	50
Telephones	100	100	100
Capital Grants & Contributions (RECS)	-	21,000 c)	-
Licences	100	100	100

Third Party Payments

Grounds Maintenance Contract	246,200	242,950	244,150 d)
------------------------------	---------	---------	------------

457,100	352,150	489,700
---------	---------	---------

Less Income

Rents			
Rents	(14,850)	(15,200)	(15,200)
Capital Grants Received (RECS)	-	(21,000) c)	-

Sub-total

442,250	315,950	474,500
---------	---------	---------

Central, Departmental & Technical Support Services

Central Salaries & Administration	12,150	12,050	12,650
Information Technology Expenses	750	550	550
Departmental Administrative Expenses	17,250	17,550	19,250
Capital Programme Revenue Expenses	27,450	- e)	-

Depreciation & Impairment

Non-Current Asset Depreciation	137,200	108,750 f)	131,650 f)
--------------------------------	---------	------------	------------

TO SUMMARY

637,050	454,850	638,600
---------	---------	---------

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

1.82	1.38	1.43
------	------	------

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

SPORTS GROUNDS

- a) Includes legionella works (£10,300) and servicing of plant and equipment (£6,750).
- b) Includes replacement roof for Tonbridge Farm Pavilion (£160,000) and servicing of plant and equipment (£3,750).
- c) Improvement works to the Tonbridge School Athletics clubhouse slipped from 2019/20 to 2020/21. Funded entirely from developer contribution.
- d) Assumes 0.5% increase for inflation in line with contract conditions.
- e) Costs now allocated directly to service budgets.
- f) Renewal of various equipment, Racecourse Riverside Revetment and Rugby Pitch Drainage works deferred from 2020/21 to 2021/22.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

12. PLEASURE GROUNDS & OPEN SPACES

(a) TONBRIDGE CASTLE GROUNDS

Employees

Salaries

15,850

15,700

17,250

Premises Related Expenses

Maintenance of Grounds

4,500

4,000

4,500

Electricity

1,000

1,000

1,000

Rates

1,250

1,250

1,300

Premises Insurance

50

50

50

Supplies & Services

Purchases - Equipment & Materials

10,000

8,500

10,000

Licences

400

400

400

Third Party Payments

Grounds Maintenance Contract

85,400

84,500

84,950 a)

Tonbridge Hanging Baskets

5,000

5,000

5,000

123,450

120,400

124,450

Less Income

Fees & Charges - Mooring Fees

(150)

(150)

(300)

Rents

-

(200)

-

Mobile Catering Concession

(2,000)

- b)

(2,000)

Rights over Water

(2,150)

(350)

(2,300)

Sub-total

121,300

120,050

122,150

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

2,550

2,500

2,650

Information Technology Expenses

400

250

200

Departmental Administrative Expenses

6,550

6,550

7,400

Depreciation & Impairment

Non-Current Asset Depreciation

14,100

7,600 c)

11,500 c)

144,900

136,950

143,900

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

0.52

0.52

0.55

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

PLEASURE GROUNDS & OPEN SPACES - TONBRIDGE CASTLE GROUNDS

- a) Assumes 0.5% increase for inflation in line with contract conditions.
- b) Service not operational during the summer due to Covid-19.
- c) Renewal of various equipment deferred from 2020/21 to 2021/22.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(b) HAYSDEN COUNTRY PARK

Employees

Salaries	37,800	39,400	41,300
----------	--------	--------	--------

Premises Related Expenses

Building Repairs Expenditure	2,300	10,900 a)	5,000 b)
Maintenance of Grounds	9,250	8,000	9,250
Electricity	1,500	1,500	1,500
Water Charges (Metered)	50	50	50
Sewerage & Environmental Services	900	900	900
Cleaning & Domestic Supplies	6,000	6,700	6,800
Premises Insurance	350	300	300

Supplies & Services

Purchases - Equipment & Materials	2,850	2,500	2,850
Maintenance - General	1,850	1,800	1,950
Clothing, Uniforms & Laundry	50	50	50
Cash Collection	1,400	1,200	1,450
Trade Refuse Charges	650	650	650
Dog Bin Emptying	750	300	300
Gates / Security	9,100	7,200	8,500
Rodent Control	450	450	1,000
Litter Collection	6,250	6,450	5,550
Advertising	700	500	700

Third Party Payments

Grounds Maintenance Contract	26,200	25,750	25,850 c)
------------------------------	--------	--------	-----------

Carried Forward

108,400	114,600	113,950
---------	---------	---------

a) Includes renewal of roof covering to toilet block (£7,000) and legionella works (£1,600).

b) Includes decoration (£3,200).

c) Assumes 0.5% increase for inflation in line with contract conditions.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

**12. PLEASURE GROUNDS & OPEN SPACES
(continued)**

(b) HAYSDEN COUNTRY PARK (continued)

	2020/21 ESTIMATE		2021/22 ESTIMATE
	ORIGINAL £	REVISED £	£
<u>Brought Forward</u>	108,400	114,600	113,950
Less Income			
Fees & Charges			
Car Parking Fees	(72,000)	(70,000)	(63,000) d)
Car Park Season Tickets	(3,100)	(12,000) e)	(16,000) f)
Educational Visits	(350)	-	(350)
Rents			
Rights over Water	(5,300)	(5,300)	(5,300)
Mobile Catering Concession	(7,900)	(7,800)	(7,850)
	<hr/>	<hr/>	<hr/>
	(88,650)	(95,100)	(92,500)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	19,750	19,500	21,450
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,550	2,500	2,650
Information Technology Expenses	1,750	1,150	1,150
Departmental Administrative Expenses	17,100	17,850	19,200
Capital Programme Revenue Expenses	4,200	-	-
Depreciation & Impairment			
Non-Current Asset Depreciation	31,500	32,900	35,000
	<hr/>	<hr/>	<hr/>
	76,850	73,900	79,450
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	1.31	1.30	1.32

- d)** Assumes usage returns to pre-Covid-19 levels and includes proposed increase in fees from April 2021.
- e)** Most country parks season tickets income was previously shown under Off-Street Parking (page SSLTS 31) but new Permit Smarti system implemented in late 2019 allows this income to be identified separately.
- f)** Includes proposed increase in fees from April 2021.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

**12. PLEASURE GROUNDS & OPEN SPACES
(continued)**

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

Employees

Salaries

55,000

61,700 a)

70,050 a)

Premises Related Expenses

Building Repairs Expenditure

1,000

1,000

1,000

Maintenance of Grounds

27,400

25,000

27,400

Maintenance of Play Equipment

7,500

7,500

7,500

Bridge Maintenance

5,000

32,500 b)

10,500 c)

Electricity

3,100

3,100

3,100

Premises Insurance

1,950

1,900

2,000

Supplies & Services

Purchases - Equipment & Materials

800

4,350 d)

800

Professional Fees

-

-

10,000 e)

Dog Bin Emptying

350

150

150

Rodent Control

150

150

200

Miscellaneous Insurance

150

150

150

Telephones

150

150

150

Third Party Payments

Grounds Maintenance Contract

133,900

134,150

134,850 f)

Carried Forward

236,450

271,800

267,850

- a) Re-allocation of resources by Engineering and Security Team to reflect time spent managing Council owned bridges.
- b) Increased costs to catch up with backlog of health and safety work required following structural safety inspections.
- c) Reflects cost of anticipated annual inspections and repairs.
- d) Increase reflects purchase of Covid-19 related signage for the Council's open spaces.
- e) Use of external consultant to evaluate the River Medway Riverside Environmental Improvements, Tonbridge capital plan scheme.
- f) Assumes 0.5% increase for inflation in line with contract conditions.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

**12. PLEASURE GROUNDS & OPEN SPACES
(continued)**

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

	2020/21 ESTIMATE		2021/22 ESTIMATE
	ORIGINAL £	REVISED £	£
<u>Brought Forward</u>	236,450	271,800	267,850
Less Income			
Interest Receipts	(3,450)	(3,450)	(2,850)
Rents			
Land	(19,150)	(18,750)	(18,850)
Wayleave Agreement	(1,250)	(1,250)	(1,250)
	<hr/>	<hr/>	<hr/>
	(23,850)	(23,450)	(22,950)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	212,600	248,350	244,900
Central, Departmental & Technical Support Services			
Central Salaries & Administration	5,400	5,850	6,250
Information Technology Expenses	1,200	950	900
Departmental Administrative Expenses	25,250	28,400 a)	32,900 a)
Depreciation & Impairment			
Non-Current Asset Depreciation	38,500	29,000 g)	34,800 g)
	<hr/>	<hr/>	<hr/>
	282,950	312,550	319,750
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	1.81	2.01	2.16

g) Renewal of various equipment deferred from 2020/21 to 2021/22.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(d) PATROLLING

Employees

Salaries	5,150	5,400	5,650
----------	-------	-------	-------

Transport Related Expenses

Repairs & Maintenance	200	200	200
Licences	100	100	100
Petrol / Oil	650	650	650
Transport Insurance	200	200	200

Supplies & Services

Clothing, Uniform & Laundry	150	150	150
Gates / Security	2,000	2,000	2,000
Telephones	50	50	50

Sub-total

8,500	8,750	9,000
-------	-------	-------

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	1,200	1,200	1,250
Information Technology Expenses	150	100	100
Departmental Administrative Expenses	2,300	2,400	2,600

12,150	12,450	12,950
---------------	---------------	---------------

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

0.17	0.18	0.19
------	------	------

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

**12. PLEASURE GROUNDS & OPEN SPACES
(continued)**

**(e) COUNTRYSIDE / WOODLAND
MANAGEMENT**

Employees

Salaries

13,850

14,450

15,200

Premises Related Expenses

Maintenance of Grounds

12,500

13,050

12,500

Tree Planting Schemes

2,300

-

2,300

Supplies & Services

Purchases - Equipment & Materials

300

300

300

Health & Safety - Trees

30,000

50,000 a)

40,000 a)

Miscellaneous Insurance

50

50

50

Third Party Payments

Medway Valley Countryside Partnership

9,000

6,650

9,000

68,000

84,500

79,350

Less Income

Partnership Funding

-

(550)

-

Sub-total

68,000

83,950

79,350

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

6,100

6,050

6,350

Information Technology Expenses

1,100

950

950

Departmental Administrative Expenses

6,250

6,600

7,050

81,450

97,550

93,700

Full Time Equivalent Number of Staff

(Including Support Service Staff)

0.53

0.56

0.56

a) Increased levels of urgent works to make trees safe.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(f) LEYBOURNE LAKES COUNTRY PARK

Employees

Salaries	72,150	68,000	72,150
----------	--------	--------	--------

Premises Related Expenses

Building Repairs Expenditure	2,700	4,200	2,950
Maintenance of Grounds	12,050	12,050	12,050
Electricity	3,600	2,000	2,500
Drainage Rates	50	50	50
Water Charges (Metered)	1,750	2,000	2,000
Sewerage & Environmental Services	1,000	1,000	1,000
Cleaning & Domestic Supplies	5,700	6,500	6,550
Premises Insurance	650	600	600

Transport Related Expenses

Repairs & Maintenance	250	250	250
Transport Insurance	450	400	400

Supplies & Services

Purchases - Equipment & Materials	850	1,000	850
Maintenance - General	1,250	1,200	1,300
Clothing, Uniforms & Laundry	500	750	500
Printing & Stationery	700	500	700
Professional Fees	5,000	5,000	-
Cash Collection	1,150	800	1,150
Trade Refuse Charges	2,100	1,950	2,000
Dog Bin Emptying	500	300	300
Gates / Security	9,950	22,250 a)	9,950
Pest Control	200	200	300
Wildlife Monitoring	400	350	350
Hall Hire for User Group	100	-	100
Telephones	700	1,100	1,100

Carried Forward

123,750	132,450	119,100
---------	---------	---------

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

PLEASURE GROUNDS & OPEN SPACES - LEYBOURNE LAKES COUNTRY PARK

- a) Increase reflects additional security patrols during the summer to enforce Covid-19 regulations.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(f) LEYBOURNE LAKES COUNTRY PARK
(continued)

	2020/21 ESTIMATE		2021/22
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
<u>Brought Forward</u>	123,750	132,450	119,100
Less Income			
Car Parking Fees	(45,000)	(48,000)	(42,000) b)
Car Park Season Tickets	(550)	(200)	(200)
Educational Visits	(450)	-	(450)
Interest Receipts	(6,650)	(1,500)	(1,500)
Rents - Land	(350)	(350)	(350)
Mobile Catering Concession	(5,350)	(5,250)	(5,300)
Windsurfing / Diving Concession	(6,650)	(6,000)	(6,000)
Fishing Concession	(20,800)	(21,250)	(21,250)
Contributions from Other Bodies	(6,000)	(7,500)	(6,000)
	<hr/>	<hr/>	<hr/>
	(91,800)	(90,050)	(83,050)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	31,950	42,400	36,050
Central, Departmental & Technical Support Services			
Central Salaries & Administration	3,600	4,650	4,900
Information Technology Expenses	1,600	1,050	1,050
Departmental Administrative Expenses	36,500	31,850	37,850
Capital Programme Revenue Expenses	4,100	-	-
Depreciation & Impairment			
Non-Current Asset Depreciation	28,850	34,350 c)	71,250 d)
	<hr/>	<hr/>	<hr/>
	106,600	114,300	151,100
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	2.80	2.45	2.76

PLEASURE GROUNDS & OPEN SPACES

(a) TONBRIDGE CASTLE GROUNDS	144,900	136,950	143,900
(b) HAYSDEN COUNTRY PARK	76,850	73,900	79,450
(c) OPEN SPACES & AMENITY AREAS	282,950	312,550	319,750
(d) PATROLLING	12,150	12,450	12,950
(e) COUNTRYSIDE / WOODLAND MANAGEMENT	81,450	97,550	93,700
(f) LEYBOURNE LAKES COUNTRY PARK	106,600	114,300	151,100
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	704,900	747,700	800,850
	<hr/>	<hr/>	<hr/>

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

PLEASURE GROUNDS & OPEN SPACES - LEYBOURNE LAKES COUNTRY PARK (continued)

- b)** Assumes usage returns to pre-Covid-19 levels and includes proposed increase in fees from April 2021.
- c)** Reflects revaluation of wardens' hut and public convenience in 2019/20.
- d)** Reflects purpose built lakeside facility as reported to the Finance, Innovation and Property Advisory Board on 16 September 2020.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

13. ALLOTMENTS

Employees

Salaries

300

500

500

Premises Related Expenses

Drainage Rates

50

50

50

Premises Insurance

100

100

100

Third Party Payments

Management Fee to T.A.G.A.

5,100

5,100

5,100

Sub-total

5,550

5,750

5,750

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

400

350

400

Information Technology Expenses

50

-

-

Departmental Administrative Expenses

100

200

250

Capital Programme Revenue Expenses

2,000

-

-

Depreciation & Impairment

Non-Current Asset Depreciation

1,100

1,100

950

TO SUMMARY

9,200

7,400

7,350

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

0.05

0.02

0.02

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

14. CHURCHYARDS

Employees

Salaries

2,300

2,800

3,100

Premises Related Expenses

Maintenance of Grounds

2,150

1,600

2,150

Third Party Payments

Grounds Maintenance Contract

4,300

4,250

4,250

8,750

8,650

9,500

Less Income

Contributions from Other Bodies

(50)

(50)

(50)

Sub-total

8,700

8,600

9,450

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

950

950

1,000

Information Technology Expenses

150

100

100

Departmental Administrative Expenses

900

1,150

1,250

TO SUMMARY

10,700

10,800

11,800

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

0.08

0.09

0.09

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

15. CEMETERY

Employees

Salaries	24,600	24,800	26,000
----------	--------	--------	--------

Premises Related Expenses

Building Repairs Expenditure	2,100	1,850	7,300 a)
Maintenance of Grounds	5,600	5,600	5,600
Electricity	1,300	2,000	2,000
Rates	8,900	8,850	9,900
Water Charges (Metered)	200	200	200
Sewerage & Environmental Services	100	150	150
Premises Insurance	750	750	800

Supplies & Services

Purchases - Equipment & Materials	1,950	1,950	1,950
-----------------------------------	-------	-------	-------

Third Party Payments

Grounds Maintenance Contract	63,050	57,000 b)	57,300 c)
------------------------------	--------	-----------	-----------

108,550	103,150	111,200
---------	---------	---------

Less Income

Fees & Charges			
Graves - Exclusive Right of Burial	(18,450)	(20,000)	(20,200)
Interments	(21,400)	(25,000)	(25,300)
Memorials - Erection	(2,150)	(2,200)	(2,200)
Memorials - Inscription	(4,000)	(1,500)	(1,500)
Register Search	(950)	(500)	(500)
Memorial Garden - Lease of Tablet / Vault	(13,650)	(12,500)	(12,600)
Memorial Garden - Plaque / Inscription	(1,400)	(5,000)	(5,100)
Use of Chapel	(2,550)	(1,500)	(1,500)

(64,550)	(68,200 d)	(68,900 e)
----------	------------	------------

Sub-total

44,000	34,950	42,300
--------	--------	--------

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	5,950	5,800	6,300
Information Technology Expenses	1,300	800	800
Departmental Administrative Expenses	10,600	10,800	11,550
Capital Programme Revenue Expenses	300	-	-

Depreciation & Impairment

Non-Current Asset Depreciation	24,600	26,000	24,150
--------------------------------	--------	--------	--------

TO SUMMARY

86,750	78,350	85,100
--------	--------	--------

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

0.83	0.84	0.85
------	------	------

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

CEMETERY

- a) Includes internal decoration (£6,000).
- b) Reduction in number of interments and lower than anticipated inflationary increase in January 2020.
- c) Assumes 0.5% increase for inflation in line with contract conditions.
- d) Budget reflects current levels of income.
- e) Includes an inflationary uplift in fees from April 2021.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

16. YOUTH PARTNERSHIPS

Employees

Salaries

Supplies & Services

Leisure Pass Subsidy

Playscheme Plus

Marketing

Youth Forum

Youth Development Initiatives

Less Income

Fees & Charges

Activate

Sub-total

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

TO SUMMARY

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

2020/21 ESTIMATE		2021/22 ESTIMATE
ORIGINAL	REVISED	
£	£	£
28,600	25,150	30,700
8,000	3,000 a)	8,000
500	- a)	-
6,000	- a)	1,000 b)
2,900	- a)	- c)
3,600	- a)	2,000
<hr/>	<hr/>	<hr/>
49,600	28,150	41,700
-	-	(100)
<hr/>	<hr/>	<hr/>
49,600	28,150	41,600
4,000	3,950	4,200
2,600	1,950	2,300
13,200	10,950	13,800
<hr/>	<hr/>	<hr/>
69,400	45,000	61,900
<hr/>	<hr/>	<hr/>
0.86	0.75	0.90

- a) Youth activities curtailed in 2020 due to Covid-19.
- b) Marketing activities to be primarily digital in future.
- c) Youth Forum to remain a mostly virtual format.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

17. SPORTS PARTNERSHIPS

Employees

Salaries

39,300

37,350

41,150

Supplies & Services

Sports Development Programme

5,000

3,100

5,000

44,300

40,450

46,150

Less Income

Contributions from Other Bodies

(500)

-

(500)

Sub-total

43,800

40,450

45,650

Central, Departmental & Technical

Support Services

Central Salaries & Administration

1,500

1,450

1,550

Information Technology Expenses

500

300

300

Departmental Administrative Expenses

18,600

16,650

18,950

TO SUMMARY

64,400

58,850

66,450

Full Time Equivalent Number of Staff

(Including Support Service Staff)

1.11

1.04

1.13

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

18. EVENTS DEVELOPMENT

Employees

Salaries	49,250	46,900	53,850
----------	--------	--------	--------

Supplies & Services

Poster Sites	2,000	700 a)	- b)
Arts Support	8,150	- a)	- b)
Events Support	20,200	3,000 a)	22,000 b)
Marketing	4,000	- a)	4,000
Publicity & Promotion	1,600	- a)	- b)
Licences	1,850	1,000	1,000 b)
Tourism & Promotion of Facilities	11,500	- a)	- b)

Less Income

Events Income	(20,000)	(1,500) a)	(30,000) c)
---------------	----------	------------	-------------

Sub-total

78,550	50,100	50,850
--------	--------	--------

Central, Departmental & Technical Support Services

Central Salaries & Administration	29,150	29,150	31,150
Information Technology Expenses	650	500	550
Departmental Administrative Expenses	21,850	19,800	23,550

TO SUMMARY

130,200	99,550	106,100
----------------	---------------	----------------

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

1.94	1.89	2.03
------	------	------

- a) Events curtailed in 2020 due to Covid-19.
- b) Budgets have been reviewed and adjusted to more accurately reflect work.
- c) Assumes return of all events in 2021.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

19. LEISURE STRATEGY

Employees

Salaries

59,900 51,950 a) 63,000

Supplies & Services

Market Research / Audit Programme

4,250 - b) 4,250

Community Group Funding

8,000 3,850 c) 8,000

Sub-total

72,150 55,800 75,250

Central, Departmental & Technical Support Services

Central Salaries & Administration

1,250 1,200 1,250

Departmental Administrative Expenses

19,950 16,650 a) 21,150

TO SUMMARY

93,350 73,650 97,650

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

1.23 1.07 1.29

Analysis of Salaries:-

Leisure Planning / Policy

£ £ £
30,400 26,100 31,100

Market Research

1,600 - 1,700

Liaison with Outside Bodies

27,900 25,850 30,200

59,900 51,950 63,000

- a) Reduction reflects redeployment of staff from the Leisure Development Team to support the Council's Community Hub activities - see page SSLTS 37.
- b) Market research work suspended due to Covid-19.
- c) Community funding reduced due to Covid-19.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

20. PARKING SERVICES

(a) OFF-STREET

Employees

Salaries

194,750

203,200 a)

227,650 b)

Premises Related Expenses

Maintenance of Grounds

207,000

203,750 c)

204,800 d)

Repairs & Maintenance

30,000

105,000 e)

30,000

Winter Maintenance

5,000

5,000

5,000

Electricity

2,300

2,300

2,300

Rates

264,600

263,500

269,000 f)

Premises Insurance

2,650

2,350

2,100

Transport Related Expenses

Repairs & Maintenance

1,200

4,000 g)

1,200

Licences

450

650

650

Petrol / Oil

3,000

3,000

3,000

Transport Insurance

900

800

800

Supplies & Services

Purchases - Equipment & Materials

2,000

2,000

2,000

Maintenance - General

25,200

20,350 h)

22,150 h)

Uniforms

1,000

1,000

1,000

Stationery

10,000

10,000

10,000

Cash Collection

53,500

45,000 i)

50,000

Payment to Principals / Ticket Refunds

492,000

284,000 j)

438,000 k)

Advertising

1,000

500

1,000

Adjudication & Enforcement Services

6,000

4,750

6,000

Security Services Mgt. Recharge (CCTV)

197,450

172,450 l)

178,650 l)

Carried Forward

1,500,000

1,333,600

1,455,300

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

PARKING SERVICES - OFF-STREET

- a) Staff time spent on delivering capital plan schemes now shown under salaries - see note s). Partly off-set by management savings arising from vacant posts and redeployment of staff from the Engineering and Security and Parking Enforcement Teams to support the Council's Community Hub activities - see page SSLTS 37.
- b) Staff time spent on delivering capital plan schemes now shown under salaries - see note s). Partly off-set by re-allocation of resources by the Engineering and Security Team to reflect time spent managing Council owned bridges - see page SSLTS 17.
- c) Lower than anticipated inflationary increase in April 2020.
- d) Assumes 0.5% increase for inflation in line with contract conditions.
- e) Increase reflects works at Angel East car park. Costs fully recharged to Sainsbury's.
- f) Reduction in transitional relief following revaluation in April 2017.
- g) Higher than anticipated repairs on one of the Council owned vehicles.
- h) Cost of new Permit Smarti system now shown under Information Technology Services (page CS 9).
- i) Primarily reflects suspension of charging due to Covid-19.
- j) Reflects suspension of charging due to Covid-19 and ongoing reduced usage.
- k) Assumes a reduced usage but allows for proposed fee increase from April 2021.
- l) Reduced maintenance costs under new contract - see page SSLTS 35.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

20. PARKING SERVICES (continued)

(a) OFF-STREET (continued)

	2020/21 ESTIMATE		2021/22
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
<u>Brought Forward</u>	1,500,000	1,333,600	1,455,300
Less Income			
Fees & Charges			
Car Park Season Tickets	(257,000)	(79,000) m)	(166,000) n)
Short Stay Parking	(1,983,000)	(1,040,000) m)	(1,640,000) n)
Long Stay Parking	(795,000)	(380,000) m)	(620,000) n)
Penalty Charge Notices	(110,000)	(79,000) o)	(98,000) o)
General	(14,200)	(9,000) p)	(13,000)
Management of Angel / Botany Car Parks	(106,200)	(175,100) e)	(100,600)
Rent - Snodland Town Market / Tonbridge	(18,200)	(24,100) q)	(28,400) r)
Saturday Market / Tonbridge Sunday			
Farmers' Market			
	<hr/>	<hr/>	<hr/>
	(3,283,600)	(1,786,200)	(2,666,000)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(1,783,600)	(452,600)	(1,210,700)
Central, Departmental & Technical			
Support Services			
Central Salaries & Administration	25,150	24,600	26,400
Information Technology Expenses	45,600	31,700 s)	31,400 s)
Departmental Administrative Expenses	58,350	64,450 a)	74,200 b)
Capital Programme Revenue Expenses	69,900	- t)	- t)
Depreciation & Impairment			
Non-Current Asset Depreciation	101,250	103,450	110,750 u)
	<hr/>	<hr/>	<hr/>
	(1,483,350)	(228,400)	(967,950)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff	8.45	7.41	7.93
(including Support Service Staff)			

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

PARKING SERVICES - OFF-STREET (continued)

- m)** Impact of Covid-19 on income levels and increase in fees and introduction of new charges deferred
- n)** Incorporates increase in usage plus proposed increase in fees from April 2021.
- o)** Impact of Covid-19 on income levels.
- p)** Reduction in ticket advertising revenue due to reduced usage of car parks.
- q)** Higher than anticipated rental income in respect of River Lawn Car Park.
- r)** Includes income from relocation of Tonbridge Saturday market to Sovereign Way Mid Car Park.
- s)** Redistribution of IT costs associated with the cash receipting and financial ledger systems.
- t)** Costs now allocated directly to service budgets.
- u)** Reflects proposed improvement works to Aylesford, Martin Square and Snodland car parks.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

20. PARKING SERVICES (continued)

(b) ON-STREET

Employees

Salaries

286,350

284,700

302,600 a)

Premises Related Expenses

Repairs & Maintenance

15,000

15,000

15,000

Car Parking Action Plans

15,000

15,000

15,000

Transport Related Expenses

Repairs & Maintenance

1,500

1,500

1,500

Licences

250

250

250

Petrol / Oil

3,000

3,000

3,000

Transport Insurance

1,350

1,200

1,200

Supplies & Services

Purchases - Equipment & Materials

1,950

1,250

1,950

Maintenance - General

5,250

3,750

5,200

Uniforms

1,500

1,500

1,500

Stationery

3,000

1,000

1,000

Cash Collection

2,000

1,000

2,000

Advertising

1,000

1,000

1,000

Adjudication & Enforcement Services

6,100

4,850

6,100

343,250

335,000

357,300

Less Income

Fees & Charges

Business Parking Permits

(39,000)

(28,000) b)

(37,000) c)

Residents Parking Permits

(148,000)

(113,000) b)

(140,000) c)

Visitors Parking Permits

(39,000)

(21,000) b)

(33,000) c)

Dispensations

(4,000)

(7,000)

(6,000)

On-street Parking

(94,000)

(34,000) b)

(72,500) c)

Penalty Charge Notices

(205,000)

(140,000) b)

(175,000) b)

(529,000)

(343,000)

(463,500)

Sub-total Carried Forward

(185,750)

(8,000)

(106,200)

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

20. PARKING SERVICES (continued)

(b) ON-STREET (continued)

<u>Sub-total Brought Forward</u>	(185,750)	(8,000)	(106,200)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	17,500	17,100	18,350
Information Technology Expenses	31,650	23,650	23,450
Departmental Administrative Expenses	86,100	88,300	94,700 a)
Capital Programme Revenue Expenses	15,250	- d)	- d)
Depreciation & Impairment			
Non-Current Asset Depreciation	5,900	5,900	4,650
	<u>(29,350)</u>	<u>126,950</u>	<u>34,950</u>
Full Time Equivalent Number of Staff (including Support Service Staff)	10.38	10.06	10.40

PARKING SERVICES

(a) OFF-STREET

(b) ON-STREET

TO SUMMARY

2020/21 ESTIMATE		2021/22 ESTIMATE
ORIGINAL	REVISED	
£	£	£
(1,483,350)	(228,400)	(967,950)
(29,350)	126,950	34,950
<u>(1,512,700)</u>	<u>(101,450)</u>	<u>(933,000)</u>

- a) Staff time spent on delivering capital plan schemes now shown under salaries.
- b) Impact of Covid-19 on income levels.
- c) Incorporates increase in take-up and proposed increase in fees from April 2021.
- d) Costs now allocated directly to service budgets.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

21. TRANSPORTATION

Employees

Salaries

70,400

82,700 a)

80,350 a)

Premises Related Expenses

Repairs, Alterations & Maintenance

17,000

17,000

17,000

Electricity

300

400

400

Vale Rise Depot Recharge

1,850

1,900

1,850

Premises Insurance

100

100

100

Supplies & Services

Purchases - Equipment & Materials

5,000

5,000

5,000

Sub-total

94,650

107,100

104,700

Central, Departmental & Technical

Support Services

Central Salaries & Administration

6,450

6,450

6,800

Information Technology Expenses

2,100

2,050

2,050

Departmental Administrative Expenses

25,200

28,600 a)

30,650 a)

Capital Programme Revenue Expenses

250

-

-

Depreciation & Impairment

Non-Current Asset Depreciation

2,050

2,050

1,350

TO SUMMARY

130,700

146,250

145,550

Full Time Equivalent Number of Staff

(including Support Service Staff)

1.70

1.89

1.92

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

TRANSPORTATION

- a) Re-assessment of allocations of time and workload by the Projects Team.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

22. SECURITY SERVICES MANAGEMENT

Employees

Salaries

30,200

30,350

30,800

Premises Related Expenses

Electricity

350

350

350

Supplies & Services

Purchases - Equipment & Materials

1,500

1,500

1,500

Maintenance - General

12,000

10,000

12,000

Miscellaneous Insurance

3,200

3,200

3,350

Third Party Payments

CCTV Monitoring Station

190,000

165,000 a)

165,000 a)

237,250

210,400

213,000

Less Income

Recharge to Parking Services

(197,450)

(172,450)

(178,650)

Sub-total

39,800

37,950

34,350

Central, Departmental & Technical Support Services

Central Salaries & Administration

4,700

4,700

4,900

Information Technology Expenses

850

800

800

Departmental Administrative Expenses

13,550

13,150

14,200

Capital Programme Revenue Expenses

6,300

-

-

Depreciation & Impairment

Non-Current Asset Depreciation

7,800

7,200

11,800 b)

TO SUMMARY

73,000

63,800

66,050

Full Time Equivalent Number of Staff

(including Support Service Staff)

0.90

0.81

0.82

- a) Under new maintenance contract the Council will be responsible for replacing faulty equipment. Partly off-set by increased capital renewal spend - see note b) below.
- b) Reflects increase in capital renewals to reflect equipment previously provided by maintenance contractor - see note a).

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

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

Employees

Salaries

34,200 43,950 **a)** 38,300

Supplies & Services

Purchases - Equipment & Materials

750 500 750

Professional Fees

5,000 5,400 5,400

Capital Grants & Contributions (RECS)

- - 500,000 **b)**

Third Party Payments

Contract Payments

3,000 3,000 3,000

Sub-total

42,950 52,850 547,450

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

1,650 1,650 1,750

Information Technology Expenses

550 550 550

Departmental Administrative Expenses

16,200 17,100 18,300

Capital Programme Revenue Expenses

13,600 - **c)** - **c)**

Depreciation & Impairment

Non-Current Asset Depreciation

250 100 100

TO SUMMARY

75,200 72,250 568,150

Full Time Equivalent Number of Staff

(including Support Service Staff)

1.10 0.91 0.93

- a)** Increased hours worked by Emergency Planning Officer.
- b)** Contribution towards the Environment Agency's Leigh Flood Storage Area Improvement project.
- c)** Costs now allocated directly to service budgets.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

24. CIVIL CONTINGENCIES

Employees

Salaries

Supplies & Services

Purchases - Equipment & Materials

Provision of Sandbags

Out of Hours Call Service

Other Expenses

Contribution to Kent Resilience Forum

Covid-19

Community Hub, etc.

Compliance and Enforcement

Containment Outbreak Management

Winter Grant Scheme

Clinically Extremely Vulnerable

Less Income

Government Grant - Covid 19

Contribution from Other Bodies

Donations

Sub-total

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

TO SUMMARY

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

2020/21 ESTIMATE		2021/22 ESTIMATE
ORIGINAL	REVISED	
£	£	£
60,850	245,500 a)	64,650
500	500	500
500	16,000 b)	500
14,850	14,750	14,900
250	250	250
17,150	6,950 c)	17,150
-	90,000 d)	-
-	54,850 e)	-
-	272,600 f)	-
-	58,000 f)	-
-	61,200 f)	-
94,100	820,600	97,950
-	(54,850) e)	-
-	(391,800) f)	-
-	(1,200) g)	-
94,100	372,750	97,950
21,450	177,350 a)	34,800
600	150	150
28,850	94,950 a)	30,950
145,000	645,200	163,850
1.77	8.40	1.92

- a) Reflects redeployment of staff from across the Council to support Community Hub activities.
- b) Replenishment of sandbag stock following high use over the winter of 2019/20.
- c) Some activities of the Kent Resilience Forum suspended due to Covid-19.
- d) Expenditure on Covid-19 including Community Hub, food deliveries and personal protective equipment.
- e) Compliance and enforcement activity funded by government grant.
- f) Covid-19 support work carried out on behalf of and funded by Kent County Council.
- g) Donations from local residents and businesses towards the Council's Covid-19 support work.