

# Draft Revenue Estimates

2015/16



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

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

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

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

**Finance, Innovation and Property Advisory Board 7 January 2015**

**General Fund Revenue Estimates 2015/16**

**EARMARKED RESERVES**

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

**CORPORATE SERVICES**

**SUMMARY**

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

**CORPORATE SERVICES**

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

### **SALARIES**

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

### **TERMINATION PAYMENTS**

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

### **RECRUITMENT & TRAINING**

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

**CORPORATE SERVICES**

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



## CORPORATE SERVICES

### COUNCIL OFFICES

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

**CORPORATE SERVICES**

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

## **CORPORATE SERVICES**

### **PRINTING SECTION & MULTI FUNCTION DEVICES**

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

**CORPORATE SERVICES**

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

## **CORPORATE SERVICES**

### **CUSTOMER SERVICES**

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

**CORPORATE SERVICES**

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

## **CORPORATE SERVICES**

### **GENERAL ADMINISTRATION**

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

**CORPORATE SERVICES**

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

### **DEPARTMENTAL ADMINISTRATION**

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

**CORPORATE SERVICES**

	<b>2014/15</b>	<b>2015/16</b>
	<b>ORIGINAL ESTIMATE</b>	<b>REVISED ESTIMATE</b>
	<b>£</b>	<b>£</b>
		<b>ESTIMATE</b>
		<b>£</b>
<b>2    <u>OVERHEAD EXPENSES- Continued</u></b>		
<b>(f)    <u>SNACK FACILITIES</u></b>		
<b>Supplies &amp; Services</b>		
Drinks Machine Purchases	5,600	5,600
Maintenance of Equipment	150	150
	<hr/>	<hr/>
	5,750	5,750
<b>Less Income</b>		
Customer & Client Receipts	(200)	(200)
Recharges to Other Services	(9,000)	- <b>a)</b>
	<hr/>	<hr/>
<b><u>Sub-total</u></b>	(3,450)	5,550
<b>Central, Departmental &amp; Technical Support Services</b>		
Central Salaries & Administration	3,550	3,000
<b>Depreciation &amp; Impairment</b>		
Non-Current Asset Depreciation	2,300	200
	<hr/>	<hr/>
	<b>2,400</b>	<b>8,750</b>
	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	0.12	0.11
		<hr/>
		<b>9,800</b>

## CORPORATE SERVICES

### SNACK FACILITIES

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

**CORPORATE SERVICES**

	<b>2014/15</b>	<b>2015/16</b>	
	<b>ORIGINAL ESTIMATE</b>	<b>REVISED ESTIMATE</b>	
	<b>£</b>	<b>£</b>	
		<b>ESTIMATE</b>	
		<b>£</b>	
<b>2    <u>OVERHEAD EXPENSES-Continued</u></b>			
<b>(g)   <u>INFORMATION TECHNOLOGY SERVICES</u></b>			
<b>Employees</b>			
Salaries	830,100	837,900	830,600
<b>Transport Related Expenses</b>			
Public Transport	250	250	250
<b>Supplies &amp; Services</b>			
Equipment - Purchases	4,000	3,000	3,000
Equipment - Maintenance	66,850	81,500 a)	75,000 a)
Printing & Stationery	6,000	7,000	7,000
Insurance	7,100	7,550	7,850
Reference Books & Publications	100	100	100
Subsistence Allowances	450	450	450
Other Expenses	9,350	1,700 b)	1,700
Software Support, Hire & Maintenance	407,850	460,000 c)	430,000 d)
Telephone leased lines and modems	40,850	45,350 e)	46,350 e)
Kent Connects	20,000	20,000	20,000
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	1,392,900	1,464,800	1,422,300
<b>Central, Departmental &amp; Technical Support Services</b>			
Office Accommodation	110,150	111,100	93,550 f)
Central Salaries & Administration	38,750	23,250 g)	14,850 g)
Departmental Administrative Expenses	87,300	97,150	100,850
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	355,300	358,200	346,800
	<hr/>	<hr/>	<hr/>
	<b>1,984,400</b>	<b>2,054,500</b>	<b>1,978,350</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	19.19	19.08	19.12

## **CORPORATE SERVICES**

### **INFORMATION TECHNOLOGY SERVICES**

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

**CORPORATE SERVICES**

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

**CORPORATE SERVICES**

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

**Memorandum**

# Service Salary & Overhead Allocations to Democratic Administration

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

a) Reduction in printing costs attributable to Members.

**CORPORATE SERVICES**

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

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

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



**CORPORATE SERVICES**

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

a) Reduction in usage of mayoral car for functions.

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

**CORPORATE SERVICES**

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

**CORPORATE SERVICES**

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

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

**CORPORATE SERVICES**

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

**Memorandum**

**# Service Allocations to Capital Programme**

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

**EMPLOYEES - SALARIES**

**SERVICE ANALYSIS OF EXPENDITURE**

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

**CHIEF EXECUTIVE**

**SUMMARY**

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

**CHIEF EXECUTIVE**

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

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

**CHIEF EXECUTIVE**

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

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

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

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

d) Equipment purchased from Government grant to facilitate IER.



**CHIEF EXECUTIVE**

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

a) Election equipment funded from reserves.

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

**CHIEF EXECUTIVE**

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

a) Final round of Community Enhancement Fund bids.

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

**CHIEF EXECUTIVE**

**5 ECONOMIC DEVELOPMENT & REGENERATION**

**Employees**

Salaries

ORIGINAL ESTIMATE £	2014/15 REVISED ESTIMATE £	2015/16 ESTIMATE £
24,400	40,750 a)	50,600 a)
<b>Supplies &amp; Services</b>		
4,000	4,000	4,000
5,000	5,000	10,000 b)
Business Support		
2,500	2,500	2,500
5,700	5,700	5,700
-	222,000 c)	-
-	27,350 d)	-
<b><u>Sub-total</u></b>		
41,600	307,300	72,800
<b>Central, Departmental &amp; Technical Support Services</b>		
2,350	4,600	4,600
50	50	50
9,350	13,200 a)	15,150 a)
<b><u>TO SUMMARY</u></b>		
53,350	325,150	92,600
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>		
0.53	0.86	1.08

**Supplies & Services**

Economic Development Expenses

Area Investment Framework

Business Support

Grants

Accommodation / Parking

Severe Weather Recovery

Local Retail Centres Support

**Sub-total**

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

**TO SUMMARY**

**Full Time Equivalent Number of Staff**

(including Support Service Staff)

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

**DIRECTOR OF CENTRAL SERVICES**

**SUMMARY**

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

**DIRECTOR OF CENTRAL SERVICES**

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

**DIRECTOR OF CENTRAL SERVICES**

**TONBRIDGE CASTLE GATEHOUSE**

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

**DIRECTOR OF CENTRAL SERVICES**

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

## **DIRECTOR OF CENTRAL SERVICES**

### **COMMUNITY SAFETY**

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

### **INFORMATION & PUBLICITY**

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



**DIRECTOR OF CENTRAL SERVICES**

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

**Memorandum**

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

a) Transmission fee discount was discontinued in October 2014.

b) Highways information has been provided in-house in current financial year, part of the saving is being used to fund a temporary member of staff in order to maintain turnaround time.

c) Changes to the Con29 form from 01 April 2015 will result in additional requests to Kent County Council to answer questions relating to Public Rights of Way, Common Land and Village Greens. The fees charged for these requests is not known at present.

**DIRECTOR OF CENTRAL SERVICES**

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

a) Backdated rental payment following completion of new lease.

**DIRECTOR OF CENTRAL SERVICES**

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

**DIRECTOR OF CENTRAL SERVICES**

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

**DIRECTOR OF CENTRAL SERVICES**

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

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

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

**DIRECTOR OF CENTRAL SERVICES**

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

**DIRECTOR OF CENTRAL SERVICES**

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

**DIRECTOR OF CENTRAL SERVICES**

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

**LICENCES - FEE PAYING / NON FEE PAYING**

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



**DIRECTOR OF FINANCE & TRANSFORMATION**

**SUMMARY**

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

**DIRECTOR OF FINANCE & TRANSFORMATION**

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

**DIRECTOR OF FINANCE & TRANSFORMATION**

**HOUSING ADVANCES**

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

**DIRECTOR OF FINANCE & TRANSFORMATION**

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

## **DIRECTOR OF FINANCE & TRANSFORMATION**

### **HOUSING BENEFITS & COUNTER FRAUD**

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

**DIRECTOR OF FINANCE & TRANSFORMATION**

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

**(b) FRAUD PREVENTION**

**Employees**

Salaries

71,850

79,550 a)

74,850 a)

**Supplies & Services**

Other Expenses

3,000

3,000

3,000

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74,850

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82,550

---

77,850

**Less Income**

Administration Grant

(70,900)

(70,900)

(69,100) b)

Administrative Penalty

(1,000)

(1,000)

(1,000)

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(71,900)

---

(71,900)

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(70,100)

**Sub-total**

2,950

10,650

7,750

**Central, Departmental & Technical  
Support Services**

Central Salaries & Administration

15,850

15,050

15,050

Information Technology Expenses

3,800

4,450

4,300

Departmental Administrative Expenses

82,900

90,150 a)

87,200 a)

---

**105,500**

---

**120,300**

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**114,300**

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

3.83

3.96

3.72

**SUMMARY**

(a) HOUSING BENEFITS

323,700

479,750

421,450

(b) FRAUD PREVENTION

105,500

120,300

114,300

**TO SUMMARY**

---

**429,200**

---

**600,050**

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**535,750**

**DIRECTOR OF FINANCE & TRANSFORMATION**

**FRAUD PREVENTION**

- a) Revised and forward estimates reflect changes to allocations from the Fraud Prevention Section. Forward estimate reflects the full year effect of an establishment change.
  
- b) Actual Administration Grant awarded by DWP for 2015/16 (an overall cut of 10.4%).

**DIRECTOR OF FINANCE & TRANSFORMATION**

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



## **DIRECTOR OF FINANCE & TRANSFORMATION**

### **LOCAL REVENUE & NNDR COLLECTION**

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

**DIRECTOR OF FINANCE & TRANSFORMATION**

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

## **DIRECTOR OF FINANCE & TRANSFORMATION**

### **COUNCIL TAX SUPPORT**

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

**DIRECTOR OF FINANCE & TRANSFORMATION**

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

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

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

**DIRECTOR OF FINANCE & TRANSFORMATION**

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

a) Actual levies payable.

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

**DIRECTOR OF FINANCE & TRANSFORMATION**

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

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

**DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

**SUMMARY**

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

**DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

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

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



**DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

**2. CONSERVATION**

**Employees**

Salaries

44,850

42,200

43,450

**Supplies & Services**

Archaeological Advice

7,800

7,800

7,800

**Sub-total**

52,650

50,000

51,250

**Central, Departmental & Technical**

**Support Services**

Central Salaries & Administration

1,600

1,400

1,400

Information Technology Expenses

1,100

50

50

Departmental Administrative Expenses

16,750

16,750

15,750

**TO SUMMARY**

**72,100**

**68,200**

**68,450**

**Full Time Equivalent Number of Staff**

(including Support Service Staff)

1.30

1.25

1.24

**DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

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

**BUILDING CONTROL**

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

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

**DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

**4. PLANNING POLICY**

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

**Employees**

Salaries

	2014/15 ESTIMATE ORIGINAL £	REVISED £	2015/16 ESTIMATE £
Salaries	172,900	173,500	171,250
<b>Local Development Framework Expenses</b>			
Other LDF Expenses	30,000	30,000	30,000
	<hr/>	<hr/>	<hr/>
	202,900	203,500	201,250
<b>Less Income</b>			
Sales - Publications - Local Plan	(100)	-	-
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	202,800	203,500	201,250
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	2,800	2,300	2,250
Information Technology Expenses	4,450	300	300
Departmental Administrative Expenses	58,550	60,550	56,850
	<hr/>	<hr/>	<hr/>
	<b>268,600</b>	<b>266,650</b>	<b>260,650</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	4.35	4.27	4.24

**Local Development Framework Expenses**

Other LDF Expenses

**Less Income**

Sales - Publications - Local Plan

**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)

**DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

**4. PLANNING POLICY**  
**(continued)**

**(b) PLANNING POLICY**

**Employees**

Salaries

143,100

145,150

142,150

**Supplies & Services**

AONB Management

4,500

4,500

4,500

Local Wildlife Sites Register Update

2,900

2,850

2,950

**Sub-total**

150,500

152,500

149,600

**Central, Departmental & Technical  
Support Services**

Central Salaries & Administration

2,000

1,850

1,850

Information Technology Expenses

2,900

2,350

2,300

Departmental Administrative Expenses

49,250

50,850

47,650

**204,650**

**207,550**

**201,400**

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

3.64

3.64

3.60

**PLANNING POLICY**

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

268,600

266,650

260,650

**(b) PLANNING POLICY**

204,650

207,550

201,400

**TO SUMMARY**

473,250

474,200

462,050

**DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

**5. PARKING SERVICES**

**(a) OFF-STREET**

**Employees**

Salaries	179,450	168,450 a)	177,700 b)
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**Premises Related Expenses**

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

**Transport Related Expenses**

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

**Supplies & Services**

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

**Carried Forward**

1,336,450	1,302,100	1,296,400
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## **DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

### **PARKING SERVICES - OFF-STREET**

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

**DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

**5. PARKING SERVICES (continued)**

**(a) OFF-STREET (continued)**

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



**DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

**PARKING SERVICES - OFF-STREET (continued)**

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

**DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

**5. PARKING SERVICES (continued)**

**(b) ON-STREET**

**Employees**

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

**Premises Related Expenses**

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

**Transport Related Expenses**

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

Licences 250 250 250

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

Transport Insurance 1,200 1,100 1,100

**Supplies & Services**

Purchases - Equipment & Materials 500 1,000 500

Mobile Communications 1,100 1,100 1,100

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

Uniforms 900 750 900

Stationery 500 1,000 500

Cash Collection 550 550 550

Advertising 1,000 1,000 1,000

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

Mobile Telephones 500 500 500

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

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353,300 318,250 284,650

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**Less Income**

**Fees & Charges**

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

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

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

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

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

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

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(239,000) (236,000) (241,000)

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**Sub-total Carried Forward**

114,300 82,250 43,650

**DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

**5. PARKING SERVICES (continued)**

**(b) ON-STREET (continued)**

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

**PARKING SERVICES**

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

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

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

**DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

**6. TRANSPORTATION**

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

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

**DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

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

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

**DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

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

**Employees**

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

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

b) Increased staff time delivering capital plan schemes.

**DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

**9. CIVIL CONTINGENCIES**

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

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

**DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

**10. HOUSING STRATEGY  
& ENABLING ROLE**

**(a) HOUSING STRATEGY**

**Employees**

Salaries

2014/15 ESTIMATE		2015/16 ESTIMATE
ORIGINAL	REVISED	ESTIMATE
£	£	£
54,450	55,300	55,800
<b>Supplies &amp; Services</b>		
Publicity & Promotion	750	750
Energy Efficiency Initiatives	3,100	3,100
Support for External Agencies	6,500	6,500
Capital Grants & Contributions (RECS)	-	36,000 a)
<hr/>		
<b>Sub-total</b>	64,800	101,650
<b>Central, Departmental &amp; Technical Support Services</b>		
Central Salaries & Administration	16,650	13,800
Information Technology Expenses	650	700
Departmental Administrative Expenses	18,250	19,400
<hr/>		
<b>100,350</b>	<b>135,550</b>	<b>98,550</b>
<hr/>		
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	1.80	1.79
		1.74

**Supplies & Services**

Publicity & Promotion

Energy Efficiency Initiatives

Support for External Agencies

Capital Grants & Contributions (RECS)

**Sub-total**

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

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

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



**DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

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

**(b) HOUSING REGISTER**

**Employees**

Salaries

127,500

127,150

127,700

**Supplies & Services**

Tracing Services

-

1,900 a)

1,900 a)

**Third Party Payments**

Choice Based Lettings

7,000

7,000

7,000

**Sub-total**

134,500

136,050

136,600

**Central, Departmental & Technical  
Support Services**

Central Salaries & Administration

12,900

11,850

11,450

Information Technology Expenses

1,850

2,000

1,950

Departmental Administrative Expenses

48,300

49,900

47,000

**197,550**

**199,800**

**197,000**

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

4.34

4.29

4.21

**HOUSING STRATEGY & ENABLING ROLE**

**(a) HOUSING STRATEGY**

**100,350**

**135,550**

**98,550**

**(b) HOUSING REGISTER**

**197,550**

**199,800**

**197,000**

**TO SUMMARY**

**297,900**

**335,350**

**295,550**

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

**DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

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

**HOMELESSNESS**

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

**DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

**12. HOUSING ADVICE**

**Employees**

Salaries

**Central, Departmental & Technical  
Support Services**

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

**TO SUMMARY**

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

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

**DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

**13. HOME SAFETY**

**Employees**  
Salaries

**Central, Departmental & Technical  
Support Services**

Central Salaries & Administration  
Departmental Administrative Expenses

**TO SUMMARY**

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

	2014/15 ESTIMATE		2015/16
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
	2,200	2,200	2,150
	550	450	450
	750	800	750
	<hr/>	<hr/>	<hr/>
	<b>3,500</b>	<b>3,450</b>	<b>3,350</b>
	<hr/>	<hr/>	<hr/>
	0.07	0.07	0.07

**DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

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

a) Increase reflects underspend brought forward from 2013/14 in respect of Disabled Facilities Grant.

b) Budgets reflect additional Disabled Facilities Grant subsidy awarded for 2015/16 from the Better Care Fund.

**DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

**15. PRIVATE SECTOR  
HOUSING STANDARDS**

**Employees**

Salaries

2014/15 ESTIMATE		2015/16 ESTIMATE
ORIGINAL	REVISED	ESTIMATE
£	£	£
59,000	58,750	58,650
<b>Supplies &amp; Services</b>		
Private Sector House Condition Survey		
3,000	- a)	- a)
<hr/>	<hr/>	<hr/>
62,000	58,750	58,650
<b>Less Income</b>		
Houses in Multiple Occupation Licences		
(400)	(400)	(400)
<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	58,350	58,250
<b>Central, Departmental &amp; Technical Support Services</b>		
Central Salaries & Administration		
1,600	1,300	1,250
Information Technology Expenses		
3,400	3,950	3,800
Departmental Administrative Expenses		
19,400	20,150	19,050
<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>83,750</b>	<b>82,350</b>
<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	1.51	1.50

Private Sector House Condition Survey

- a)

58,750

58,650

**Less Income**

Houses in Multiple Occupation Licences

(400)

**Sub-total**

58,350

58,250

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

1,600

1,300

1,250

Information Technology Expenses

3,400

3,950

3,800

Departmental Administrative Expenses

19,400

20,150

19,050

**TO SUMMARY**

**86,000**

**83,750**

**82,350**

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

1.53

1.51

1.50

a) Survey concluded during 2013/14.

**DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

**16. HOME IMPROVEMENT AGENCY**

**Employees**

Salaries

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

**Supplies & Services**

Professional Fees

500	500	500
-----	-----	-----

Miscellaneous Insurance

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

**Sub-total**

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

**Central, Departmental & Technical Support Services**

Information Technology Expenses

-	50	50
---	----	----

Departmental Administrative Expenses

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

**TO SUMMARY**

<b>9,900</b>	<b>10,000</b>	<b>9,800</b>
--------------	---------------	--------------

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

0.17	0.17	0.17
------	------	------



**DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

**17. PUBLIC HEALTH ACT 1984**

**Employees**

Salaries

850

850

850

**Third Party Payments**

Funeral Expenses

2,500

2,500

2,500

**Sub-total**

3,350

3,350

3,350

**Central, Departmental & Technical  
Support Services**

Central Salaries & Administration

550

450

450

Departmental Administrative Expenses

300

300

300

**TO SUMMARY**

**4,200**

**4,100**

**4,100**

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

0.03

0.03

0.03

**DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

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

**Employees**

Salaries

24,550

25,800

25,550

**Less Income**

Fees & Charges

(14,500)

(11,300) a)

(11,300) a)

**Sub-total**

10,050

14,500

14,250

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

1,400

1,150

1,100

Information Technology Expenses

4,900

5,650

5,450

Departmental Administrative Expenses

9,150

9,700

9,050

**TO SUMMARY**

25,500

31,000

29,850

**Full Time Equivalent Number of Staff**

(including Support Service Staff)

0.73

0.71

0.73

**Memorandum**

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

Total from above

25,500

31,000

29,850

Share of:

Democratic Administration

5,400

5,500

5,550

Corporate Management

2,150

2,300

2,300

Non Distributed Costs

2,550

3,200

3,400

Full Cost of LAPPC / LA-IPPC

35,600

42,000

41,100

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

**DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

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

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

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

**DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

**20. FOOD & SAFETY**

**(a) GENERAL**

**Employees**

Salaries

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

**Less Income**

Choosing Health / Public Health Funding

(72,300) - a)

**Sub-total**

142,200 128,750 129,000

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

10,850 9,950 9,850

Information Technology Expenses

8,900 11,200 10,900

Departmental Administrative Expenses

67,650 56,600 a) 52,650

**229,600 206,500 202,400**

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

4.81 3.81 3.75

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

**DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

**20. FOOD & SAFETY (continued)**

**(b) FOOD SAFETY**

**Employees**

Salaries

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

**Supplies & Services**

Health General

500                                      500                                      500

Other Expenses

500                                      500                                      500

**Third Party Payments**

Food Sampling

200                                      400                                      200

153,700                                      112,450                                      112,450

**Less Income**

Court Costs

(500)                                      (500)                                      (500)

Fees & Charges

Food Inspection

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

Training Courses

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

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

**Sub-total**

149,450                                      109,350                                      108,200

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

3,300                                      9,050                                      9,050

Information Technology Expenses

9,200                                      10,650                                      10,350

Departmental Administrative Expenses

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

224,900                                      179,300                                      174,400

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

4.40                                      3.39                                      3.34

**FOOD & SAFETY**

**(a) GENERAL**

229,600                                      206,500                                      202,400

**(b) FOOD SAFETY**

224,900                                      179,300                                      174,400

**TO SUMMARY**

454,500                                      385,800                                      376,800

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

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

**DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

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

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

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

**DIRECTOR OF STREET SCENE AND LEISURE**

**SUMMARY**

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

**DIRECTOR OF STREET SCENE AND LEISURE**

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



## **DIRECTOR OF STREET SCENE AND LEISURE**

### **REFUSE COLLECTION**

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

**DIRECTOR OF STREET SCENE AND LEISURE**

**2. RECYCLING**

**Employees**

Salaries

2014/15 ESTIMATE		2015/16 ESTIMATE
ORIGINAL	REVISED	ESTIMATE
£	£	£
116,500	117,000	115,500
<b>Premises Related Expenses</b>		
Recycling Centres - Servicing		
3,000	17,000 a)	17,000 a)
Rates		
1,000	950	950
<b>Transport Related Expenses</b>		
Vehicle Maintenance / Fuel etc		
60,000	60,000	60,000
Vehicle Driver / Insurance / Licence		
80,650	80,650	82,650 b)
<b>Supplies &amp; Services</b>		
Publicity & Promotion		
9,450	25,600 c)	25,600 c)
Emergency Arrangements		
250	200	200
Contribution to Kent Resource Partnership		
5,000	3,000 d)	5,000
Other Expenses		
3,300	3,300	3,300
<b>Third Party Payments</b>		
Recycling Collection Contract		
454,400	451,600	462,900 b)
Green Waste Collection Contract		
834,600	834,600	864,100 e)
Oil Recycling		
1,500	1,000	1,000
Plastic Recycling		
111,800	109,300	109,800 f)
School Initiatives		
1,050	1,050	1,050
<b><u>Carried Forward</u></b>		
1,682,500	1,705,250	1,749,050

**Premises Related Expenses**

Recycling Centres - Servicing

3,000 17,000 a) 17,000 a)

Rates

1,000 950 950

**Transport Related Expenses**

Vehicle Maintenance / Fuel etc

60,000 60,000 60,000

Vehicle Driver / Insurance / Licence

80,650 80,650 82,650 b)

**Supplies & Services**

Publicity & Promotion

9,450 25,600 c) 25,600 c)

Emergency Arrangements

250 200 200

Contribution to Kent Resource Partnership

5,000 3,000 d) 5,000

Other Expenses

3,300 3,300 3,300

**Third Party Payments**

Recycling Collection Contract

454,400 451,600 462,900 b)

Green Waste Collection Contract

834,600 834,600 864,100 e)

Oil Recycling

1,500 1,000 1,000

Plastic Recycling

111,800 109,300 109,800 f)

School Initiatives

1,050 1,050 1,050

**Carried Forward**

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

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

**DIRECTOR OF STREET SCENE AND LEISURE**

**2. RECYCLING (continued)**

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

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

**DIRECTOR OF STREET SCENE AND LEISURE**

**3. STREET SCENE**

**Employees**

Salaries	145,500	130,600 a)	127,850 a)
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**Supplies & Services**

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

**Third Party Payments**

Amenity & Street Cleansing Contract	1,216,400	1,229,900 g)	1,268,650 h)
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<hr/>	<hr/>	<hr/>
1,482,600	1,482,500	1,520,500
<hr/>	<hr/>	<hr/>

**Less Income**

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

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

**Sub-total**

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

**Central, Departmental & Technical Support Services**

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

**TO SUMMARY**

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

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

4.33	4.13	4.06
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## DIRECTOR OF STREET SCENE AND LEISURE

### STREET SCENE

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

**DIRECTOR OF STREET SCENE AND LEISURE**

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

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

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

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

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

**DIRECTOR OF STREET SCENE AND LEISURE**

**5. PEST CONTROL**

**Employees**

Salaries

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

**Supplies & Services**

Emergency Arrangements

450                              450                              450

**Financial Hardship Subsidy**

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

**Sub-total**

18,750                              12,850                              12,450

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

4,400                              3,750                              3,700

Information Technology Expenses

5,550                              5,300                              5,250

Departmental Administrative Expenses

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

**TO SUMMARY**

36,250                              25,950                              25,100

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

0.66                              0.49                              0.42

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

**DIRECTOR OF STREET SCENE AND LEISURE**

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

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



**DIRECTOR OF STREET SCENE AND LEISURE**

**7. LARKFIELD LEISURE CENTRE**

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

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



**DIRECTOR OF STREET SCENE AND LEISURE**

**9. TONBRIDGE SWIMMING POOL**

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

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

**DIRECTOR OF STREET SCENE AND LEISURE**

**10. POULT WOOD GOLF CENTRE**

**Employees**

Salaries

51,050                      4,200 **a)**                      3,850 **a)**

**Premises Related Expenses**

Building Repairs Expenditure

18,000                      23,000 **b)**                      20,150 **c)**

Premises Insurance

4,250                      4,050                      5,250 **d)**

**Transport Related Expenses**

Transport Insurance

3,800                      3,650                      3,700

**Sub-total**

77,100                      34,900                      32,950

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

22,450                      7,300 **e)**                      7,200 **e)**

Information Technology Expenses

2,350                      1,850                      1,800

Departmental Administrative Expenses

32,000                      20,650 **f)**                      20,300 **f)**

Capital Programme Revenue Expenses

850                      600                      550

**Depreciation & Impairment**

Non-Current Asset Depreciation

105,900                      112,700 **g)**                      119,250 **g)**

**TO SUMMARY**

**240,650                      178,000                      182,050**

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

2.06                      0.24                      0.23

## **DIRECTOR OF STREET SCENE AND LEISURE**

### **POULT WOOD GOLF CENTRE**

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

**DIRECTOR OF STREET SCENE AND LEISURE**

**11. SPORTS GROUNDS**

**Employees**

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

**Premises Related Expenses**

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

**Transport Related Expenses**

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

**Supplies & Services**

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

**Third Party Payments**

Ground Maintenance Contract	251,850	243,500 c)	224,000 c)
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	<hr/> 330,500	<hr/> 320,900	<hr/> 305,950
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**Less Income**

Rents - Land	(9,600)	(9,600)	(11,100) d)
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**Sub-total Carried Forward**

	<hr/> 320,900	<hr/> 311,300	<hr/> 294,850
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- a) Includes servicing of plant and equipment (£3,750) and calorifier isolation works (£1,500).
- b) Includes servicing of plant and equipment (£3,750) and external decoration (£2,000).
- c) Savings arising from new Ground Maintenance Contract commencing 1 January 2015, as reported to Cabinet on 8 October 2014.
- d) Income returns to normal levels in 2015/16 after works at Avebury Avenue bridge.

**DIRECTOR OF STREET SCENE AND LEISURE**

**11. SPORTS GROUNDS (continued)**

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

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

**DIRECTOR OF STREET SCENE AND LEISURE**

**12. PLEASURE GROUNDS & OPEN SPACES**

**(a) TONBRIDGE CASTLE GROUNDS**

**Employees**

Salaries	16,550	16,800	16,600
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**Premises Related Expenses**

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

**Supplies & Services**

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

**Third Party Payments**

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

	147,850	140,000	121,850
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**Less Income**

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

	(6,550)	(5,150)	(5,150)
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**Sub-total**

	141,300	134,850	116,700
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**Central, Departmental & Technical Support Services**

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

**Depreciation & Impairment**

Non-Current Asset Depreciation	14,250	10,550	13,300
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	<b>164,950</b>	<b>153,900</b>	<b>138,150</b>
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**Full Time Equivalent Number of Staff**  
(Including Support Service Staff)

0.51	0.53	0.55
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**DIRECTOR OF STREET SCENE AND LEISURE**

**PLEASURE GROUNDS & OPEN SPACES - TONBRIDGE CASTLE GROUNDS**

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

**DIRECTOR OF STREET SCENE AND LEISURE**

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

**(b) HAYSDEN COUNTRY PARK**

**Employees**

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

**Premises Related Expenses**

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

**Supplies & Services**

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

	111,300	106,850	101,200
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**Less Income**

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

	(40,350)	(39,450)	(39,150)
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**Sub-total Carried Forward**

	70,950	67,400	62,050
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- a) Renewal of roof covering (£6,000) postponed until 2016/17.
- b) Savings arising from new Ground Maintenance Contract commencing 1 January 2015, as reported to Cabinet on 8 October 2014.

**DIRECTOR OF STREET SCENE AND LEISURE**

	2014/15 ESTIMATE		2015/16
	ORIGINAL £	REVISED £	ESTIMATE £
<b>12. <u>PLEASURE GROUNDS &amp; OPEN SPACES</u></b> <b><u>(continued)</u></b>			
<b>(b) <u>HAYSDEN COUNTRY PARK (continued)</u></b>			
<u>Sub-total Brought Forward</u>	70,950	67,400	62,050
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	2,850	2,350	2,350
Information Technology Expenses	1,650	1,550	1,500
Departmental Administrative Expenses	13,850	13,750	13,000
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	16,250	17,600	17,300
	<hr/>	<hr/>	<hr/>
	<b>105,550</b>	<b>102,650</b>	<b>96,200</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (Including Support Service Staff)	1.17	1.27	1.28

**DIRECTOR OF STREET SCENE AND LEISURE**

	2014/15 ESTIMATE		2015/16
	ORIGINAL £	REVISED £	ESTIMATE £
<b>12. PLEASURE GROUNDS &amp; OPEN SPACES</b>			
<b>(continued)</b>			
<b>(c) OPEN SPACES</b>			
<b>&amp; AMENITY AREAS BOROUGH - WIDE</b>			
<b>Employees</b>			
Salaries	51,000	54,050	53,500
<b>Premises Related Expenses</b>			
Building Repairs Expenditure	1,000	1,000	1,000
Maintenance of Grounds	29,650	29,650	29,650
Maintenance of Play Equipment	6,000	6,000	6,000
Electricity	600	600	600
Premises Insurance	2,150	2,100	2,150
<b>Supplies &amp; Services</b>			
Purchases - Equipment & Materials	800	800	800
Security Services	400	400	400
Dog Bin Emptying	300	300	300
Rodent Control	250	250	250
Telephones	100	100	100
Capital Grants & Contributions (RECS)	802,000	135,000 a)	692,000 a)
<b>Third Party Payments</b>			
Ground Maintenance Contract	154,250	143,050 b)	119,850 b)
	<hr/>	<hr/>	<hr/>
	1,048,500	373,300	906,600
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Interest Receipts	(3,900)	(3,900)	(4,000)
Rents			
Land	(14,300)	(7,500) c)	(14,600)
Wayleave Agreement	(1,250)	(1,250)	(1,250)
Capital Grants Received (RECS)	(492,000)	- a)	(492,000) a)
	<hr/>	<hr/>	<hr/>
	(511,450)	(12,650)	(511,850)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total Carried Forward</u></b>	537,050	360,650	394,750

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

**DIRECTOR OF STREET SCENE AND LEISURE**

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

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

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

**DIRECTOR OF STREET SCENE AND LEISURE**

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

**(d) PATROLLING**

**Employees**

Salaries	4,650	5,050	5,000
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**Transport Related Expenses**

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

**Supplies & Services**

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

**Sub-total**

8,750	9,100	9,050
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**Central, Departmental & Technical Support Services**

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

<b>12,100</b>	<b>12,150</b>	<b>11,950</b>
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**Full Time Equivalent Number of Staff**  
(Including Support Service Staff)

0.17	0.18	0.18
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**DIRECTOR OF STREET SCENE AND LEISURE**

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

**(e) COUNTRYSIDE / WOODLAND**  
**MANAGEMENT**

**Employees**

Salaries	9,600	14,750 a)	14,400 a)
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**Premises Related Expenses**

Maintenance of Grounds	14,700	14,700	14,700
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Tree Planting Schemes	2,300	2,300	2,300
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**Supplies & Services**

Purchases - Equipment & Materials	500	500	500
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Health & Safety - Trees	7,000	7,000	7,000
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Miscellaneous Insurance	50	50	50
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**Third Party Payments**

Medway Valley Countryside Partnership	10,000	10,000	10,000
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**Sub-total**

44,150	49,300	48,950
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**Central, Departmental & Technical**  
**Support Services**

Central Salaries & Administration	6,800	5,650	5,500
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Information Technology Expenses	150	250	200
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Departmental Administrative Expenses	3,950	5,250 a)	4,850 a)
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<b>55,050</b>	<b>60,450</b>	<b>59,500</b>
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**Full Time Equivalent Number of Staff**  
(Including Support Service Staff)

0.41	0.55	0.54
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- a) Adjustment in salary allocation to give more accurate reflection of time spent on service by the Outdoor Leisure team.

**DIRECTOR OF STREET SCENE AND LEISURE**

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

**(f) LEYBOURNE LAKES COUNTRY PARK**

**Employees**

Salaries	67,150	70,200 a)	70,200 a)
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**Premises Related Expenses**

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

**Transport Related Expenses**

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

**Supplies & Services**

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

<hr/>	111,050	110,400	115,100
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**Less Income**

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

<hr/>	(66,650)	(65,150)	(66,450)
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**Sub-total Carried Forward**

<hr/>	44,400	45,250	48,650
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**DIRECTOR OF STREET SCENE AND LEISURE**

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

**(f) LEYBOURNE LAKES COUNTRY PARK**  
**(continued)**

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

**PLEASURE GROUNDS & OPEN SPACES**

<b>(a) TONBRIDGE CASTLE GROUNDS</b>	<b>164,950</b>	<b>153,900</b>	<b>138,150</b>
<b>(b) HAYSDEN COUNTRY PARK</b>	<b>105,550</b>	<b>102,650</b>	<b>96,200</b>
<b>(c) OPEN SPACES &amp; AMENITY AREAS</b>	<b>676,200</b>	<b>499,600</b>	<b>527,300</b>
<b>(d) PATROLLING</b>	<b>12,100</b>	<b>12,150</b>	<b>11,950</b>
<b>(e) COUNTRYSIDE / WOODLAND MANAGE'T</b>	<b>55,050</b>	<b>60,450</b>	<b>59,500</b>
<b>(f) LEYBOURNE LAKES COUNTRY PARK</b>	<b>98,000</b>	<b>103,750</b>	<b>105,800</b>
	<b>1,111,850</b>	<b>932,500</b>	<b>938,900</b>
<b><u>TO SUMMARY</u></b>			

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

**DIRECTOR OF STREET SCENE AND LEISURE**

**13. ALLOTMENTS**

**Employees**

Salaries

500                      300                      300

**Premises Related Expenses**

Premises Insurance

100                      100                      100

**Third Party Payments**

Management Fee to T.A.G.A.

5,100                      5,100                      5,100

5,700                      5,500                      5,500

**Less Income**

Rents

(50)                      (50)                      (50)

**Sub-total**

5,650                      5,450                      5,450

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

450                      450                      450

Information Technology Expenses

-                      50                      50

Departmental Administrative Expenses

200                      100                      100

Capital Programme Revenue Expenses

900                      950                      1,850

**Depreciation & Impairment**

Non-Current Asset Depreciation

3,850                      4,250                      3,550

**TO SUMMARY**

11,050                      11,250                      11,450

**Full Time Equivalent Number of Staff**

(Including Support Service Staff)

0.05                      0.04                      0.07

**DIRECTOR OF STREET SCENE AND LEISURE**

**14. CHURCHYARDS**

**Employees**

Salaries

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

**Premises Related Expenses**

Maintenance of Grounds

2014/15 ESTIMATE		2015/16 ESTIMATE
ORIGINAL	REVISED	£
£	£	£
7,500	7,250 a)	7,000 a)

2014/15 ESTIMATE		2015/16 ESTIMATE
ORIGINAL	REVISED	£
£	£	£
9,650	9,600	9,250

**Less Income**

Contributions from Other Bodies

2014/15 ESTIMATE		2015/16 ESTIMATE
ORIGINAL	REVISED	£
£	£	£
(50)	(50)	(50)

**Sub-total**

2014/15 ESTIMATE		2015/16 ESTIMATE
ORIGINAL	REVISED	£
£	£	£
9,600	9,550	9,200

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

2014/15 ESTIMATE		2015/16 ESTIMATE
ORIGINAL	REVISED	£
£	£	£
1,150	950	950

Information Technology Expenses

2014/15 ESTIMATE		2015/16 ESTIMATE
ORIGINAL	REVISED	£
£	£	£
50	100	100

Departmental Administrative Expenses

2014/15 ESTIMATE		2015/16 ESTIMATE
ORIGINAL	REVISED	£
£	£	£
800	750	700

**TO SUMMARY**

2014/15 ESTIMATE		2015/16 ESTIMATE
ORIGINAL	REVISED	£
£	£	£
11,600	11,350	10,950

**Full Time Equivalent Number of Staff**

(Including Support Service Staff)

2014/15 ESTIMATE		2015/16 ESTIMATE
ORIGINAL	REVISED	£
£	£	£
0.08	0.08	0.08

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

**DIRECTOR OF STREET SCENE AND LEISURE**

**15. CEMETERY**

**Employees**

Salaries

2014/15 ESTIMATE		2015/16 ESTIMATE
ORIGINAL	REVISED	ESTIMATE
£	£	£
24,400	24,650	24,050
<b>Premises Related Expenses</b>		
Building Repairs Expenditure	6,300	6,500 a)
Maintenance of Grounds	5,600	6,700 b)
Electricity	800	800
Rates	6,900	2,900 c)
Water Charges (Metered)	100	100
Sewerage & Environmental Services	1,350	(4,200) d)
Premises Insurance	1,000	750
<b>Supplies &amp; Services</b>		
Purchases - Equipment & Materials	1,950	1,950
Laundry	50	50
Telephones	100	100
<b>Third Party Payments</b>		
Ground Maintenance Contract	68,350	63,350 e)
<b><u>Carried Forward</u></b>	<b>116,900</b>	<b>103,650</b>
		<b>104,450</b>

**Premises Related Expenses**

Building Repairs Expenditure

Maintenance of Grounds

Electricity

Rates

Water Charges (Metered)

Sewerage & Environmental Services

Premises Insurance

**Supplies & Services**

Purchases - Equipment & Materials

Laundry

Telephones

**Third Party Payments**

Ground Maintenance Contract

**Carried Forward**

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

**DIRECTOR OF STREET SCENE AND LEISURE**

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

**f)** Higher than anticipated requests for service.

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

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

**DIRECTOR OF STREET SCENE AND LEISURE**

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

## DIRECTOR OF STREET SCENE AND LEISURE

### YOUTH & PLAY DEVELOPMENT

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

**DIRECTOR OF STREET SCENE AND LEISURE**

	2014/15 ESTIMATE		2015/16
	ORIGINAL £	REVISED £	ESTIMATE £
<b>17. <u>SPORTS DEVELOPMENT</u></b>			
<b>Employees</b>			
Salaries	38,300	41,250 a)	37,900
<b>Supplies &amp; Services</b>			
Sports Development Programme	5,000	8,500 b)	5,000
	<hr/>	<hr/>	<hr/>
	43,300	49,750	42,900
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Fees & Charges	-	(450)	-
Contributions from Other Bodies	(500)	(4,000) b)	(500)
	<hr/>	<hr/>	<hr/>
	(500)	(4,450)	(500)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	42,800	45,300	42,400
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	1,750	1,450	1,400
Information Technology Expenses	450	750	750
Departmental Administrative Expenses	15,700	16,850	15,400
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>60,700</b>	<b>64,350</b>	<b>59,950</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (Including Support Service Staff)	1.06	1.03	1.02

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



**DIRECTOR OF STREET SCENE AND LEISURE**

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

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

**DIRECTOR OF STREET SCENE AND LEISURE**

**19. TONBRIDGE CHRISTMAS LIGHTING**

**Employees**

Salaries

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

**Supplies & Services**

Tonbridge Christmas Lighting

16,000	16,000	16,000
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**Sub-total**

19,000	19,000	18,850
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**Central, Departmental & Technical Support Services**

Central Salaries & Administration

650	500	500
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Information Technology Expenses

-	200	200
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Departmental Administrative Expenses

1,350	1,150	1,050
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**Depreciation & Impairment**

Non-Current Asset Depreciation

5,300	5,300	7,150
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**TO SUMMARY**

<b>26,300</b>	<b>26,150</b>	<b>27,750</b>
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**Full Time Equivalent Number of Staff**

(Including Support Service Staff)

0.09	0.09	0.08
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**DIRECTOR OF STREET SCENE AND LEISURE**

**20. LEISURE STRATEGY / MANAGEMENT**

**Employees**

Salaries

**2014/15 ESTIMATE**

**ORIGINAL  
£**

**REVISED  
£**

**2015/16  
ESTIMATE  
£**

86,900

94,500 a)

87,200 b)

**Supplies & Services**

Maintenance - General

500

500

500

Professional Fees

-

900

-

Market Research / Audit Programme

4,500

4,500

4,500

Communication Expenses

50

50

50

Subscriptions

3,650

3,650

3,650

Tourism & Promotion of Facilities

28,050

28,050

28,050

Capital Grants & Contributions (RECS)

8,000

37,000 c)

8,000

**Sub-total**

131,650

169,150

131,950

**Central, Departmental & Technical  
Support Services**

Central Salaries & Administration

30,550

30,250

28,950

Information Technology Expenses

4,300

600 d)

600 d)

Departmental Administrative Expenses

31,950

29,500

26,800

**Depreciation & Impairment**

Non-Current Asset Depreciation

2,900

2,900

550

**TO SUMMARY**

**201,350**

**232,400**

**188,850**

**Full Time Equivalent Number of Staff**

(Including Support Service Staff)

2.83

2.76

2.64

Analysis of Salaries:-

Tourism & Promotion

£

£

£

21,350

22,600

21,450

Leisure Planning / Policy

37,000

41,250

36,600

Market Research

1,550

1,650

1,600

Liaison with Outside Bodies

27,000

29,000

27,550

86,900

94,500

87,200

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