

A G E N D A

FINANCE AND GOVERNANCE CABINET ADVISORY BOARD

Tuesday 7 March 2023 at 6.30 pm
Council Chamber, Town Hall, Royal Tunbridge Wells, TN1 1RS

Members: Councillor Hall (Chair), Councillors Sankey (Vice-Chair), Brice, Dawlings, Goodship, Knight, Morton, Pound, Rogers, Hickey and Fairweather

Quorum: 3 Members

- | | | |
|----------|---|-----------------|
| 1 | Apologies To receive any apologies for absence. | (Page 5) |
| 2 | Declarations of Interests To receive any declarations of interest by members in items on the agenda. For any advice on declarations of interest, please contact the Monitoring Officer before the meeting. | (Page 6) |
| 3 | Notification of Persons Wishing to Speak To note any visiting Members and members of the public wishing to speak, of which due notice has been given in accordance with Council Meeting Procedure Rule 18 and 19 and which items they wish to speak on. | (Page 7) |
| 4 | Minutes of the meeting dated 24 January 2023 To approve the minutes of a previous meeting as a correct record. The only issue relating to the minutes that can be discussed is their accuracy. | (Pages 8 - 15) |
| 5 | Forward Plan as at 15 February 2023 To note forthcoming items as set out in the Forward Plan | (Pages 16 - 33) |
| 6 | Capital Management Report Quarter 3 To consider and provide a recommendation to Cabinet on the proposals set out in the attached report. | (Pages 34 - 75) |
| 7 | Revenue Management Report Quarter 3 To consider and provide a recommendation to Cabinet on the proposals set out in the attached report. | (Pages 76 - 96) |

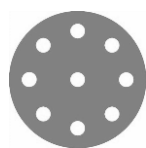
- 8 Treasury and Prudential Indicator Management Report Quarter 3** (Pages 97 - 110)
To consider and provide a recommendation to Cabinet on the proposals set out in the attached report.
- 9 Performance Summary Quarter 3** (Pages 111 - 170)
To consider and provide a recommendation to Cabinet on the proposals set out in the attached report.
- 10 Urgent Business** (Page 171)
To consider any other items which the Chairman decides are urgent, for the reasons to be stated, in accordance with Section 100B(4) of the Local Government Act 1972.
- 11 Date of the Next Meeting** (Page 172)
To note that the date of the next scheduled meeting is Tuesday 6 June 2023 at 6.30pm, Town Hall, Tunbridge Wells.

Democratic Services Team

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**Town Hall
ROYAL TUNBRIDGE WELLS
Kent TN1 1RS**



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Options that the Cabinet Advisory Board Can Consider

The Cabinet Advisory Board is asked to consider each report and in each case come to a consensus and advise the Cabinet which one of the three options identified below it supports:

- 1) The Cabinet Advisory Board supports the recommendation(s) in the report.
or
- 2) The Cabinet Advisory Board supports the recommendation(s) subject to the issues it has identified being taken into account by the Cabinet (any issues identified should be stated and recorded).
or
- 3) The Cabinet Advisory Board does not support the recommendation(s) on at least one of the following grounds
 - 3.1 Inadequate consultation with stakeholders; and/or
 - 3.2 Inadequate evidence on which to base the decision; and/or
 - 3.3 Insufficient consideration of legal and financial information; and/or
 - 3.4 Another reason, as decided by the meeting of the Cabinet Advisory Board.

In each case the final Cabinet report will be amended to outline the option selected by the Cabinet Advisory Board and explain why this option was selected.

Attending Meetings

Meetings are held in the town hall and are webcast live online.

Any member of the public may attend to watch/listen in person or online live via our website on the relevant committee's meeting page. A recording of the meeting will also be available shortly after the end of the meeting.

All meetings and agenda are open to the public except where confidential information is being discussed. The agenda of the meeting will identify whether any meeting or part of the meeting is not open to the public and explain why.

Speaking at Meetings

Members of the public are encouraged to participate and may speak to the Council directly on any item on the agenda for up to 3 minutes. Members of the public (and any members of the Council who are not members of the committee) will need to register with Democratic Services in advance. Please see the agenda item titled **Notification of Persons Registered to Speak** for more details.

Coming to the Town Hall

All visitors attending a public meeting at the Town Hall should report to Reception via the side entrance in Monson Way no earlier than 15 minutes before the start of the meeting.

Seating will be allocated on a first-come-first-serve basis. The Council may alter the number and location of available seats if necessary on safety or public health grounds.

The public proceedings of this meeting will be recorded and made available for playback on the Tunbridge Wells Borough Council website. Any other third party may also record or film meetings, unless exempt or confidential information is being considered, but are requested as a courtesy to others to give notice of this to the Clerk before the meeting. The Council is not liable for any third party recordings.

Further details are available on the website www.tunbridgewells.gov.uk/meetings or from Democratic Services.

If you require this information in another format, please contact us, call 01892 526121 or email committee@tunbridgewells.gov.uk

Apologies for Absence

For Finance and Governance Cabinet Advisory Board on Tuesday 7 March 2023

Procedural Item

To receive any apologies for absence.

Declarations of Interest

For Finance and Governance Cabinet Advisory Board on Tuesday 7 March 2023

Procedural Item

To receive any declarations of interest by members in items on the agenda in accordance with the Members' Code of Conduct. For any advice on declarations of interest, please contact the Monitoring Office before the meeting.

Notification of Persons Registered to Speak

For Finance and Governance Cabinet Advisory Board on Tuesday 7 March 2023

Procedural Item

To note any visiting Members or members of the public wishing to speak, of which due notice has been given in accordance with Council Procedure 18, and which items they wish to speak on.

Information for members of the public wishing to speak.

Members of the public are encouraged to participate and those wishing to comment on an agenda item will need to register with Democratic Services in advance. Registration opens when the agenda is published and closes at 4pm on the last working day before the meeting.

There may be up to 4 speakers per agenda item and a maximum of 3 minutes is permitted per speaker. Places are allocated on a first come first serve basis.

TUNBRIDGE WELLS BOROUGH COUNCIL

FINANCE AND GOVERNANCE CABINET ADVISORY BOARD

MINUTES of the meeting held at the Council Chamber, Town Hall, Royal Tunbridge Wells, TN1 1RS, at 6.30 pm on Tuesday, 24 January 2023

Present: Councillor Christopher Hall (Chair)

Councillors Sankey (Vice-Chair), Brice, Dawlings, Goodship, Knight, Morton, Pound, Hickey and Fairweather

Officers in Attendance: Lee Colyer (Director of Finance, Policy and Development (Section 151 Officer)), David Candlin (Head of Economic Development and Property), Max Horgan, Dan Hutchins (Procurement Manager), Claudette Valmond (Head of Legal Partnership and Interim Monitoring Officer) and Caroline Britt (Democratic Services Officer)

Other Members in Attendance: Councillors Bailey and Chapelard

APOLOGIES

FG67/22 Apologies were received from Councillor Rogers.

DECLARATIONS OF INTERESTS

FG68/22 There were no disclosable pecuniary or other significant interests declared at the meeting.

NOTIFICATION OF PERSONS WISHING TO SPEAK

FG69/22 Councillor Matthew Bailey had registered to speak on Agenda Item 9 – Asset Management Plan 2023/24.

MINUTES OF THE MEETING DATED 15 NOVEMBER 2022

FG70/22 No amendments were proposed.

RESOLVED – That the minutes of the meeting dated 15 November 2022 be approved as a correct record.

FORWARD PLAN AS AT 12 JANUARY 2023

FG71/22 No amendments were proposed.

RESOLVED – That the Forward Plan as at 12 January 2023 be noted.

BOROUGH PARTNERSHIP PLAN: BUILDING A BETTER BOROUGH

FG72/22 Councillor Ben Chapelard, Leader of the Council introduced the report set out in the agenda.

Discussion and questions from Members included the following:

- The Plan, whether the 5-year plan or an Interim Plan was the purview of the Council, not the administration. This had been raised at Overview and Scrutiny and would be taken back to Cabinet Members and considered before going forward to Cabinet.

- The version of the plan was a final version for the purposes of presenting it to the Cabinet Advisory Boards. The document was a live document and would be updated as projects were started/taken forward.
- A draft Strategic Plan would be available by spring 2024.
- The Plan should read towns not town and this would be rectified for the next version.
- It was hoped that staff would be comfortable approaching Members to discuss and share their roles. A number of days had already been spent back on the 'shop floor' to gain a better understanding of what officers did.
- The Council was hoping to recruit a new Head of Human Resources that would look at how to better recruit, support and develop staff.
- How the Council handled enquiries etc. was currently done in person by Call Centre staff. Consideration would be given as to whether this was the most effective way of handling calls or whether the Council should consider giving higher permissions to the Call Centre staff to see whether this would make the system more efficient.
- An example of where cost efficiencies had been achieved was the de-carbonisation of the Weald Sports Centre.
- Following the submission of the draft Local Plan, the Council had now received an initial findings letter from the Inspector. The letter included a number of modifications which the Inspector had suggested either needed to be adopted or considered by the Council. The Council now had time to consider the modifications before submitting a revised draft Plan. Due to the complex nature of this work there was currently no timescale, but work was ongoing.
- The Community Safety Unit (CSU) was not included as a specific priority but would continue 'business as usual'.
- Reference was made to the Budget Report (Agenda Item 7) and in particular paragraphs 2.65 and 2.66. Paragraph 2.65 gave details of three improvement recommendations made by the external auditors:
 - o A new corporate plan be brought forward, this will provide the focus required to help meet the challenges ahead.
 - o In line with the new corporate plan, the Council should develop a long-term savings plan, failure to do so could lead to an unsustainable financial position developing; and
 - o A Human Resources Strategy should be prepared, formally approved; and circulated to appropriate officers.
- Paragraph 2.66 stated that the recommendations were welcomed and would address the issues faced by the Council without a Corporate Plan.
- It was suggested that the auditors would want the Council to produce an Interim Plan, pending the creation of a new 5-Year Plan. It was further suggested the Interim Plan should show continuity with matters that had been included in the budget for 2022/23. Items included co-working, Local Plan, Neighbourhood Development Plans, Town Centre Area Plan Carbon Reduction Plan and Social Housing.
- The report should look to address the financial challenges ahead, addressing the inflationary pressures, how to increase income and reduce costs. It also needed to ensure resources were sufficient to match the needs for delivery.
- It was suggested the Report in its current form was not what was envisaged by the auditors. The Report should come from the Council, not the administration.
- The Report should be redrafted along the lines of what the auditors

would expect.

- A request was made for an alternative recommendation to be put forward, that the report should be redrafted so that it delivered the three recommendations that the auditors had proposed (as detailed in Paragraph 2.65 and 2.66 of the Budget Report at Agenda Item 7).
- It was made clear that the comments raised at the meeting could be taken forward and considered prior to the final version being submitted.
- On the basis that the comments and concerns raised would be addressed, the suggested amended recommendation was withdrawn.

A Recorded Vote was requested:

For: Cllrs Brice, Dawlings, Fairweather, Goodship, Hickey, Knight, Morton, Pound, Sankey and Hall - 10

Against: 0

Abstain: 0

RESOLVED: That the recommendations to Cabinet be supported subject to the issues it has identified being taken into account by the Cabinet. Those issues related to the need to redraft the Plan so that it delivered the three improvement recommendations as detailed by the auditors:

- A new corporate plan be brought forward, this will provide the focus required to help meet the challenges ahead.
- In line with the new corporate plan, the Council should develop a long-term savings plan, failure to do so could lead to an unsustainable financial position developing: and
- A Human Resources Strategy should be prepared, formally approved, and circulated to appropriate officers.

***BUDGET 2023/24 AND MEDIUM TERM FINANCIAL STRATEGY**

FG73/22 Lee Colyer, Director of Finance, Policy and Development introduced the report set out in the agenda.

A verbal summary of the results of the budget survey were provided. Full details would be included in the report going forward to Cabinet and Full Council.

- The budget survey closed on Friday 20 January 2023.
- 1,160 people responded to the survey, which made the budget survey statistically significant.
- Rubbish and recycling came top of the list of statutory services residents valued the most. Housing and Street Cleansing were 2nd and 3rd respectively.
- Residents were asked to allocate funding across the services to see how they compared to what had been included in the draft budget. The areas residents were most likely to reduce the budget were:
 - o The Amelia Scott
 - o Property

- Assembly Hall Theatre
- The public were also asked to weight the Focus on Five – Vibrant and Safer Towns and Villages and Safeguarding Finances came out on top.
- 68% of residents replied that they thought the Council provided value for money.
- 57% supported an increase in Council Tax. However 67% were not prepared to make voluntary contributions on Council Services.

Discussion and questions from Members included the following:

- The £17.2m of employee costs shown on the graph on Page 54 of the budget report was the cost of a fully costed establishment i.e. it included all the current staff vacancy costs.
- Staffing levels at the Council was currently running at about 85%. The Council was currently experiencing very difficult staff retention issues, with a current staff turnover rate of about 25%.
- The information included in the Core Spending Power (Page 58) came from Central Government. The graph summarised the amount of income available from Council Tax and Government Grants. TWBC had been locked into a very low level of Council Tax rate, which when you multiplied it by the Council Tax Base, you then got the total Council Tax income. As an example, TWBC received between £2-3m less than Sevenoaks and Tonbridge and Malling, but were very similar types of authority.
- The 2022-23 budget was prepared following the pandemic which had significantly impacted on the Council's finances. The financial focus was therefore more to see how income levels would recover and at what levels they would plateau before consideration should be given to addressing any deficit.
- It had been suggested that the Council's finances were in a shambolic state and this was refuted by some Members. The Council had received 13 consecutive years of unqualified audit reports which was a remarkable achievement.
- All local authorities were financially stretched, however TWBC were in a better position than most. At Quarter 2, the Council was showing signs of recovery, with increases in car parking revenue and investment income.
- Inflationary pressures, especially increasing energy costs and the inflators built into contracts were a major concern. However the rush to implement higher fees and charges particularly in car parks was insensitive, especially for businesses.
- The in-year budget review did not attempt to reduce the Council's expenditure but instead moved money to the Community Support Fund.
- There were encouraging signs that income levels would recover and it was still hoped that there would not be a revenue deficit by the end of 2022/23.
- It was hoped that shortfalls would be addressed by the co-working arrangements for the Town Hall that would both provide an income and enable the Council to share maintenance and running costs.
- For 2023/24 the revenue deficit was now expected to be £943k. This was now a structural deficit. The inflationary pressures on outgoings were now outstripping the Council's income. There were currently no plans in the 2023/24 budget that provided details of how this issue was to be addressed.

- The impact on the High Street had been affected significantly by the decisions made in Central Government and much less by what was happening at a local level.
- The Council had to focus on reducing its expenditure and not get distracted by other events, such as elections or projects.
- TWBC had a stagnant population and was the only district in Kent where the 25 to 49 year old population was declining. The Council had both a structural and strategic deficit which was why housing was a fundamental component which would help to lift both the spending power, infrastructure and economic development across the Borough.
- Before the budget progressed to Cabinet, consideration should be given to how savings and addressing the structural deficit would be taken forward, with the emphasis on how those savings would be delivered.
- It was suggested that this had already been included in the report as part of the savings plan that was already being worked up.

A vote was taken by a show of hands:

For: 7

Against: 1

Abstain: 2

RESOLVED – that the recommendations to Cabinet as set out in the report be supported

PROPERTY TRANSACTION REPORT JULY TO DECEMBER 2022

FG74/22 David Candlin, Head of Economic Development and Property introduced the report set out in the agenda.

Discussion and questions from Members included the following:

- As set out in the Constitution, the Council employed independent, external valuers to determine the value of an asset.
- Leases, once in place were based on 'upwards only' with increases bases on RPI (Retail Price Index).

To note, the matter was decided in taking the exempt information set out in the report as read.

RESOLVED – That the recommendations to Cabinet as set out in the report be supported.

*ASSET MANAGEMENT PLAN 2023/24

FG75/22 Councillor Matthew Bailey had registered to speak which included the following:

- The decision by the administration to declare the Wesley Centre in Paddock as surplus asset and to consider it for sale or development.
- The Wesley Centre was a historic building and was still widely used by children, youth and adult community groups and would be a big loss to these groups if it were no longer there.
- The Wesley Centre was one of only two Council owned community facilities in Paddock Wood, the other being the Day Centre on

- Commercial Road which was very small.
- The loss of the Wesley Centre would reduce the ability to properly manage the current needs of the town and future needs as the town expanded.
- There existed a small green space behind the Wesley Centre which the Council had previously considered for possible residential development.
- This was not the appropriate time to sell off a small piece of Council land for housing, given the amount of greenspace already being lost in the area.
- The provision for new housing was already unpopular in the area, and the loss of more greenspace in the town would further despair the local community.
- Paddock Wood Town Council and the Borough Councillors for Paddock Wood were opposed to the selling of the Wesley Centre or developing the land to the rear of the building. This position was also backed by Heritage Wood and by many local residents.
- It was understood that the Town Council had today written to the Portfolio Holder and further correspondence would be received in due course.

David Candlin, Head of Economic Development and Property, introduced the report as set out in the agenda.

- The Asset Management Plan (AMP) was still out to consultation, with a closing date of 9 February 2023. Verbal updates of the responses received would be given to both the CAB and at Cabinet. Full details would be submitted for Full Council.
- To give an update of the responses received to date:
 - o 85 people had read the AMP, of which 44 had left comments.
 - o 7 comments were related to car parks in Tunbridge Wells.
 - o 1 comment on the Civic Complex
 - o 3 comments on the Council's disposal policy
 - o 33 comments on an asset in Paddock Wood
 - o All comments rested on assets not being disposed.

Discussion and questions from Members included the following:

- Under the section titled 'Assets Declared Surplus 2023/24' the wording to be amended to read 'The following assets have been declared surplus and identified for *potential/possible* disposal in 2023/24'.
- Although the AMP was still out to consultation, it was possible to make a recommendation to Full Council, as the assets would still be reviewed before any decisions were taken.
- The AMP gave details of the procedures and mechanisms in place where assets were being considered for disposal. This included the Property Asset Oversight Panel which it was hoped would be re-established soon.
- The term 'disposal' had different outcomes, and could mean either the sale or lease of an asset.
- Car parks would be looked at in broad terms as part of the car parking strategy and would not be considered in isolation.
- The report sought to identify sites for review. It was recognised that not all would be actioned in 2023/24.
- Appendix 1 of the Draft Asset Management Plan (Appendix A – page

93 of the agenda pack) set out the key principles when consideration was given to the disposal of assets. It further stated that the Council would ensure that decisions for the strategic management of Council owned assets were made on a case-by-case basis based on comprehensive options analysis (bullet point 4, page 94 refers).

- The AMP allowed the Council to start to look at its assets. More detail would be forthcoming as the work developed.
- The decision whether to sell or lease an asset would be open for discussion.

A vote was taken by a show of hands:

For: 9

Against: 1

Abstain: 0

RESOLVED – that the recommendations to Cabinet as set out in the report be supported

***TREASURY MANAGEMENT POLICY AND STRATEGY**

FG76/22 Lee Colyer, Director of Finance, Policy and Development introduced the report set out in the agenda.

RESOLVED – That the recommendations to Cabinet as set out in the report be supported.

***CAPITAL STRATEGY**

FG77/22 Lee Colyer, Director of Finance, Policy and Development introduced the report set out in the agenda.

RESOLVED – That the recommendations to Cabinet as set out in the report be supported.

DISPOSAL OF LAND AND PUBLIC CONVENIENCES IN BRENCHLEY AND MATFIELD

FG78/22 Max Horgan, Estates Surveyor introduced the report set out in the agenda.

Discussion and questions from Members included the following:

- It was current Council policy to transfer the freehold rather than lease the property. The Council had already transferred 6 public conveniences.
- Parish Councils had the capacity to take on these properties and as long as the assets were kept for community use, this policy would continue to be promoted.
- One of the first public conveniences transferred was in Hawkhurst where the Parish Council subsequently decided to close the facility. The Parish Council were able to provide facilities elsewhere and the site had now been redeveloped. The money received from the disposal of the asset was being used in the community.
- There were examples of when assets had been taken over and then closed. There was no requirement for Parish Councils to provide

- public conveniences.
- Brenchley and Matfield had indicated that they intended to retain the buildings as public conveniences. However there was the freedom in the future for them to change the use, at which time the Council's clawback would come into effect.
- The public conveniences in Pennington Road was listed back in 2013 as a Council asset for disposal. Southborough Town Council were asked to submit a business case to take on this asset, but the request was declined. As such Cabinet at the time decided to dispose of the asset via an open auction.
- Ultimately it was the decision of the Town or Parish Council as to whether they wanted to take on the asset.
- Clawback was based on 100% valuation. As such if the asset was converted for any other use (residential, commercial etc.) that didn't fit into the Community use bracket, then the Council would clawback 100% of the value.

RESOLVED – That the recommendations to Cabinet as set out in the report be supported.

PROCUREMENT PROCESS AND POLICY UPDATES

FG79/22 Dan Hutchins, Procurement Manager introduced the report set out in the Agenda.

RESOLVED – That the recommendations to Cabinet as set out in the report be supported.

URGENT BUSINESS

FG80/22 There was no urgent business.

DATE OF THE NEXT MEETING

FG81/22 The next meeting is scheduled for Tuesday 7 March 2023 at 6:30pm

NOTES:
The meeting concluded at 8.10 pm.

FORWARD PLAN

www.tunbridgewells.gov.uk/forwardplan



Notice of Key Decisions / Notice of Private Meetings

Pursuant to the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

This Plan gives at least 28 days notice if the Cabinet of Tunbridge Wells Borough Council intends to make a key decision¹ or make a decision in private². Other decisions by the executive are also included on the Plan wherever possible.

Relevant documents can be downloaded from the Council's website or are available on request from: Democratic Services, Town Hall, Royal Tunbridge Wells, TN1 1RS or committee@tunbridgewells.gov.uk. Documents may be submitted to the decision maker via Democratic Services.

If it is necessary to hold a meeting in private, the reasons for this are stated alongside the decision. These reasons are prescribed by Schedule 12A of the Local Government Act 1972 (as amended) and summarised at the back of this Plan.

Representations against the intention to make a decision in private can be submitted in writing to Democratic Services no less than ten working days before the meeting date.

If the Council is unable to give 28 days notice, it will publish the reasons for this on its website and at its offices.

Councillor Ben Chapelard
Leader of the Council

Publication Date: 15 February 2023
The most recent version of the Plan supersedes all previously issued versions
Guidance notes are provided at the back of this document

Members of the Cabinet and their respective Cabinet Responsibilities

Councillor Ben Chapelard Leader of the Council

- Communications and public relations
- Consultations and engagement
- Strategic policy

Councillor Wendy Fitzsimmons Leisure, Wellbeing and Culture

- Culture, Leisure and the Arts
- Assembly Hall Theatre and the Ice Rink
- The Amelia Scott
- Events
- Sports and Leisure Centres
- Grounds Maintenance
- Health
- Customer Access

Councillor Justine Rutland Tunbridge Wells Town and Local Areas

- Royal Tunbridge Wells, Southborough and Rusthall
- Economic Development
- Tourism
- Business Engagement
- Town Centre
- Transportation
- Parking (on and off street)

Councillor Nancy Warne Deputy Leader and Rural Communities

- Rural Communities
- Parish Charter
- Community Safety and CCTV
- Community Centres and Hubs
- Community Partnerships
- Assets of Community Value
- Younger and Older People
- Equalities and Equal Access
- Community Grants
- Cost of Living Crisis

Councillor Luke Everitt Environment, Sustainability and Carbon Reduction

- Parks
- Cemetery and crematorium
- Recycling and waste collection
- Street cleansing and littering
- Environmental Protection
- Environmental Health
- Corporate Health and Safety
- Licensing
- Sustainability and Carbon Reduction

Councillor Hugo Pound Housing and Planning

- Planning Policy
- Strategic Sites and Delivery
- Development Management
- Heritage and Conservation
- Planning Enforcement
- Land Charges
- Building Control
- Housing (incl Private Sector and Housing Needs)
- Homelessness Prevention

Councillor David Hayward Governance and Transparency

- Democratic Services
- Transparency
- ICT Demand
- Legal Services
- Freedom of Information and Data Protection
- Complaints
- Constitution
- Alternative Service Delivery
- Procurement Policy and Strategy
- Devolution

Councillor Christopher Hall Finance and Performance

- Finance
- Revenues and Benefits
- Internal Audit and Risk Management
- Mid Kent Services
- Property and Estates
- Facilities
- Human Resources
- Performance and Project Management
- Technology and Digital Transformation

Leader of the Council – Councillor Ben Chapelard

| Date of decision/ Decision maker | Full Council | Advisory Board | Report Title, Summary and Ward | Consultation Details | Relevant Officer | Key? ¹ | Private? ² |
|-------------------------------------|------------------------|--|---|--|--|-------------------|-----------------------|
| 09/02/23 Cabinet | Full Council 1/3/23 | 23/01/23 Communities and Economic Development Cabinet Advisory Board, Finance and Governance Cabinet Advisory Board, Planning and Transportation Cabinet Advisory Board | Borough Partnership Plan: Building a Better Borough To agree the Borough Partnership Plan and refer the document to Full Council for approval as a new corporate strategy document. <i>(All Wards)</i> | The Cabinet Advisory Boards will be consulted. | Jane Clarke, Head of Policy and Governance | No | Open |
| 22/06/23 Cabinet | | | Appointments to Working Groups of Cabinet To appoint Borough Councillors to the following working groups of Cabinet: <ul style="list-style-type: none"> - Community Grants Assessment Panel - Housing Advisory Panel - Joint Transportation Board - Planning Policy Working Group - Public Transport Forum - Property Asset Oversight Panel <i>(All Wards)</i> | All Members will have been consulted. | Renee Dillon, Democratic and Executive Support Manager | No | Open |
| 22/06/23 Cabinet | | | Appointments to Outside Bodies To appoint representatives to the Council's outside bodies. <i>(All Wards)</i> | All Members will have the opportunity to nominate representatives. | Caroline Britt, Democratic Services Officer | No | Open |

Finance and Performance - Councillor Christopher Hall

| Date of decision/ Decision maker | Full Council | Advisory Board | Report Title, Summary and Ward | Consultation Details | Relevant Officer | Key? ¹ | Private? ² |
|-------------------------------------|------------------------|--|--|---|--|-------------------|-----------------------|
| 09/02/23 Cabinet | Full Council 1/3/23 | 24/01/23 Finance and Governance Cabinet Advisory Board | Procurement Process and Policy Updates Proposed changes to Contract Procedure Rules, and introduction of a Sustainable Procurement Policy and Modern Slavery Statement for the Council. <i>(All Wards)</i> | The Finance and Governance CAB will be consulted. | Dan Hutchins, Procurement Manager | No | Open |
| 09/02/23 Cabinet | | 24/01/23 Finance and Governance Cabinet Advisory Board | Property Transaction Report July to December 2022 This report informs Cabinet of the property transactions completed under delegated authority between 1 July 2022 and 31 December 2022. <i>(All Wards)</i> | The Finance and Governance CAB will be consulted | David Candlin, Head of Economic Development and Property | No | Part |
| 09/02/23 Cabinet | Full Council 1/3/23 | 24/01/23 Finance and Governance Cabinet Advisory Board | *Asset Management Plan 2023/24 To recommend to Full Council the revised Asset Management Plan following public consultation. <i>(All Wards)</i> | Public Consultation January 2023. The Finance and Governance CAB will be consulted. | David Candlin, Head of Economic Development and Property | No | Open |
| 09/02/23 Cabinet | Full Council 1/3/23 | 24/01/23 Finance and Governance Cabinet Advisory Board | *Budget 2023/24 and Medium Term Financial Strategy To recommend to Full Council the Council's budget and the revised Medium Term Financial Strategy for 2023/24 following public consultation (Stage 4 of 4 in setting the forthcoming year's budget). <i>(All Wards)</i> | The Finance and Governance CAB will be consulted. | Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer) | No | Open |
| 09/02/23 Cabinet | Full Council 1/3/23 | 24/01/23 Finance and Governance Cabinet Advisory Board | *Treasury Management Policy and Strategy To recommend to Full Council the Treasury Management Policy and Strategy to set the parameters and key information regarding the Council's treasury activity, with specific regards to investments and cash flow. <i>(All Wards)</i> | The Finance and Governance CAB will be consulted. | Clare Hazard, Accountancy Manager | No | Open |

Finance and Performance - Councillor Christopher Hall

| Date of decision/ Decision maker | Full Council | Advisory Board | Report Title, Summary and Ward | Consultation Details | Relevant Officer | Key? ¹ | Private? ² |
|-------------------------------------|------------------------|--|---|---|---|-------------------|-----------------------|
| 09/02/23 Cabinet | Full Council 1/3/23 | 24/01/23 Finance and Governance Cabinet Advisory Board | *Capital Strategy To recommend to Full Council the Council's Capital Strategy for 2023/24. (All Wards) | The Finance and Governance CAB will be consulted. | Clare Hazard, Accountancy Manager | No | Open |
| 09/02/23 Cabinet | | 24/01/23 Finance and Governance Cabinet Advisory Board | Disposal of Land and Public Conveniences in Brenchley and Matfield Approval is sought for the potential transfer of two public convenience sites in Brenchley and Matfield to Brenchley and Matfield Parish Council (BMPC). Since 2010 Tunbridge Wells Borough Council have transferred six public convenience sites to Town and Parish Councils around the Borough. BMPC have submitted a suitable business case which states the Parish wish to continue running these two public convenience buildings. The transfer of these two sites will reduce the Borough Council's maintenance liability and will allow the Parish Council to manage and operate these property assets within their locality. (Brenchley & Horsmonden) | The Finance and Governance CAB will be consulted. | Max Horgan | No | Open |
| 23/03/23 Cabinet | | 07/03/23 Finance and Governance Cabinet Advisory Board | Performance Summary Quarter 3 To consider an outline of the Council's performance against key strategic indicators. Measures prescribed by central government through the Single Data List (SDL) and the progress against each of the strategic projects as at end of December 2022. (All Wards) | The Finance and Governance CAB will be consulted. | Pamela Grover- Morgan, Performance and Governance Manager | No | Open |

Finance and Performance - Councillor Christopher Hall

| Date of decision/ Decision maker | Full Council | Advisory Board | Report Title, Summary and Ward | Consultation Details | Relevant Officer | Key? ¹ | Private? ² |
|-------------------------------------|--------------|--|--|--|--|-------------------|-----------------------|
| 23/03/23 Cabinet | | 07/03/23 Finance and Governance Cabinet Advisory Board | Revenue Management Report Quarter 3 To receive the financial position as at the end of December 2022. (All Wards) | The Finance and Governance CAB will be consulted. | Jane Fineman, Head of Finance and Procurement | No | Open |
| 23/03/23 Cabinet | | 07/03/23 Finance and Governance Cabinet Advisory Board | Capital Management Report Quarter 3 To receive the financial position as at the end of December 2022. (All Wards) | The Finance and Governance CAB will be consulted. | Jane Fineman, Head of Finance and Procurement | No | Open |
| 23/03/23 Cabinet | | 07/03/23 Finance and Governance Cabinet Advisory Board | Treasury and Prudential Indicator Management Report Quarter 3 To receive the financial position as at the end of December 2022. (All Wards) | The Finance and Governance CAB will be consulted. | Jane Fineman, Head of Finance and Procurement | No | Open |
| 22/06/23 Cabinet | | 06/06/23 Finance and Governance Cabinet Advisory Board | Consideration of a new lease or freehold disposal of land at Tunbridge Wells Rugby Club Tunbridge Wells Rugby Club have requested that the Council grant them a new longer lease or land or consider a freehold disposal of land at the Rugby Club. (Pantiles & St Mark's) | The Finance and Governance Cabinet Advisory Board will be consulted. | David Candlin, Head of Economic Development and Property | No | Full |
| 22/06/23 Cabinet | | 06/06/23 Finance and Governance Cabinet Advisory Board | Performance Summary Quarter 4 To consider an outline of the Council's performance against key strategic indicators. Measures prescribed by central government through the Single Data List (SDL) and the progress against each of the strategic projects as at end of March 2023. (All Wards) | The Finance and Governance CAB will be consulted. | Pamela Grover-Morgan, Performance and Governance Manager | No | Open |

Finance and Performance - Councillor Christopher Hall

| Date of decision/ Decision maker | Full Council | Advisory Board | Report Title, Summary and Ward | Consultation Details | Relevant Officer | Key? ¹ | Private? ² |
|-------------------------------------|--------------|--|---|---|---|-------------------|-----------------------|
| 22/06/23 Cabinet | | 06/06/23 Finance and Governance Cabinet Advisory Board | Complaints Summary Quarters 3 and 4 A review of the complaints received under the Council's complaints procedure between 1 October 2022 and 31 March 2023. <i>(All Wards)</i> | The Finance and Governance CAB will be consulted. | Pamela Grover-Morgan, Performance and Governance Manager | No | Open |
| 22/06/23 Cabinet | | 06/06/23 Finance and Governance Cabinet Advisory Board | Revenue Management Quarter 4 To receive the financial position as at the end of March 2023. <i>(All Wards)</i> | The Finance and Governance CAB will be consulted. | Jane Fineman, Head of Finance and Procurement | No | Open |
| 22/06/23 Cabinet | | 06/06/23 Finance and Governance Cabinet Advisory Board | Capital Management Report Quarter 4 To receive the financial position as at the end of March 2023. <i>(All Wards)</i> | The Finance and Governance CAB will be consulted. | Jane Fineman, Head of Finance and Procurement | No | Open |
| 22/06/23 Cabinet | | 06/06/23 Finance and Governance Cabinet Advisory Board | Treasury and Prudential Indicator Management Report Quarter 4 To receive the financial position as at the end of March 2023. <i>(All Wards)</i> | The Finance and Governance CAB will be consulted. | Jane Fineman, Head of Finance and Procurement | No | Open |
| 22/06/23 Cabinet | | 22/06/23 Finance and Governance Cabinet Advisory Board | Strategic Risk Register To approve the annual review of the Council's Strategic Risk Register. <i>(All Wards)</i> | The Finance and Governance CAB will be consulted. | Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer) | No | Open |
| 27/07/23 Cabinet | | 12/07/23 Finance and Governance Cabinet Advisory Board | Property Transaction Report January to June 2023 This report informs Cabinet of the property transactions completed under delegated authority between 1 January and 30 June 2023. <i>(All Wards)</i> | The Finance and Governance CAB will be consulted. | David Candlin, Head of Economic Development and Property | No | Part |

Finance and Performance - Councillor Christopher Hall

| Date of decision/ Decision maker | Full Council | Advisory Board | Report Title, Summary and Ward | Consultation Details | Relevant Officer | Key? ¹ | Private? ² |
|-------------------------------------|--------------|--|---|---|---|-------------------|-----------------------|
| 27/07/23 Cabinet | | 11/07/23 Finance and Governance Cabinet Advisory Board | Budget Projection and Strategy 2024/25 To consider proposals for the draft budget. (Stage 1 of 4 in setting the forthcoming year's budget). (All Wards) | The Finance and Governance CAB will be consulted. | Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer) | No | Open |
| 27/07/23 Cabinet | | 11/07/23 Finance and Governance Cabinet Advisory Board | Draft Council Tax Reduction Scheme 2024/25 To note the progress that has been made on the review of the scheme (jointly commissioned with other Kent authorities) and provide options for public consultation on the scheme for 2024/25. (All Wards) | The Finance and Governance CAB will be consulted. | Zoe Kent, Interim Head of Revenues and Benefits | No | Open |
| 27/07/23 Cabinet | | 11/07/23 Finance and Governance Cabinet Advisory Board | Annual Corporate Health and Safety Report To note the contents of the report, along with the work undertaken to secure a safe and healthy working environment. (All Wards) | | Mike Catling, Corporate Health and Safety Advisor | No | |

Deputy Leader and Rural Communities - Councillor Nancy Warne

| Date of decision/ Decision maker | Full Council | Advisory Board | Report Title, Summary and Ward | Consultation Details | Relevant Officer | Key? ¹ | Private? ² |
|-------------------------------------|------------------------|---|---|---|--|-------------------|-----------------------|
| 23/03/23 Cabinet | Full Council 5/4/23 | 08/03/23 Communities and Economic Development Cabinet Advisory Board | *Community Safety Partnership 2023/24 To recommend to Full Council the annual Community Safety Partnership Plan for approval. The Plan presents data on crime and anti-social behaviour within Tunbridge Wells Borough and provides an update on solutions provided to ensure the safety of residents. (All Wards) | The Communities and Economic Development CAB will be consulted. | Terry Hughes, Community Safety Manager | No | Open |
| 22/06/23 Cabinet | | 07/06/23 Communities and Economic Development Cabinet Advisory Board | Annual Report on the use of RIPA To consider and note details on the use of covert surveillance under the Regulation of Investigatory Powers Act by Tunbridge Wells Borough Council. (All Wards) | The Communities and Economic Development CAB will be consulted. | Gary Rowland | Yes | Open |

Tunbridge Wells Town and Local Areas – Councillor Justine Rutland

| Date of decision/ Decision maker | Full Council | Advisory Board | Report Title, Summary and Ward | Consultation Details | Relevant Officer | Key? ¹ | Private? ² |
|-------------------------------------|--------------|---|---|---|---|-------------------|-----------------------|
| 23/03/23 Cabinet | | 08/03/23 Communities and Economic Development Cabinet Advisory Board | Economic Development Strategy An updated Economic Development Strategy is being prepared and will be consulted on before adoption. (All Wards) | Public Consultation Mid Feb-April 2023. The Communities and Economic Development CAB will be consulted. | Hilary Smith, Economic Development Manager | No | Open |

Environment, Sustainability and Carbon Reduction – Councillor Luke Everitt

| Date of decision/ Decision maker | Full Council | Advisory Board | Report Title, Summary and Ward | Consultation Details | Relevant Officer | Key? ¹ | Private? ² |
|-------------------------------------|--------------|---|--|---|--|-------------------|-----------------------|
| 09/02/23 Cabinet | | 08/03/23 Communities and Economic Development Cabinet Advisory Board | Household Recycling and Waste Collection Service A report to consider changes to the collection vehicle fleet, associated contract issues and payments. (All Wards) | The Communities and Economic Development CAB will be consulted. | Gary Stevenson, Head of Housing, Health and Environment | No | Open |
| 23/03/23 Cabinet | | 08/03/23 Communities and Economic Development Cabinet Advisory Board | Draft air quality Action Plan for Hawkhurst AQMA To approve and finalise the draft action plan for the Hawkhurst AQMA. (Hawkhurst & Sandhurst) | The Communities and Economic Development CAB will be consulted. | Stuart Maxwell, Senior Scientific Officer | No | Open |
| 23/03/23 Cabinet | | 08/03/23 Communities and Economic Development Cabinet Advisory Board | Re-tender Tunbridge Wells Car Club Re-tender and procurement of the Tunbridge Wells car club – concessions contract, in accordance with the Council's standing orders. The current car club contract is due to expire in the summer of 2023. The car club is a membership scheme that offers people use of a car on a pay-as-you-go basis. The car club has proved very popular and as from end of October 2022 there were a total of 550 members. Car clubs provide socially inclusive, low emission mobility which helps to break dependency on private car ownership. It also assists policy makers in meeting their targets on emissions reduction, easing parking pressures and reduce congestion, improvements to air quality and encouraging individuals to increase their use of sustainable transport modes. (Culverden; Pantiles & St Mark's; St James'; St John's) | The Communities and Economic Development CAB will be consulted. | Karin Grey, Sustainability Manager | No | Open |

Housing and Planning - Councillor Hugo Pound

| Date of decision/ Decision maker | Full Council | Advisory Board | Report Title, Summary and Ward | Consultation Details | Relevant Officer | Key? ¹ | Private? ² |
|---|--------------|---|--|---|--|-------------------|-----------------------|
| Not before 27/01/23 Cabinet Member for Housing and Planning | | | Release of s106 money collected under planning application 14/504140 - Church Farm, Paddock Wood Release of s106 money collected under planning application 14/504140, Church Farm, Paddock Wood. (Paddock Wood (East)) | Report to be published before decision is made. | David Scully, Landscape and Biodiversity Officer | No | Open |
| Not before 01/02/23 Cabinet Member for Housing and Planning | | | Levelling Up and Regeneration Bill: reforms to national planning policy The report sets out the Draft changes to national planning policy, shown in the tracked change version of the National Planning Policy Framework (NPPF) and provides a suggested response on behalf of Tunbridge Wells Borough Council to the Government consultation on these proposed changes to national planning policy. (All Wards) | Report to be published before decision is made. | Ellen Gilbert, Principal Planning Officer | No | Open |
| Not before 08/02/23 Cabinet Member for Housing and Planning | | | TWBC Representations to the Reg 16 Consultation on the Pembury Neighbourhood Development Plan To submit the TWBC representations to the Regulation 16 consultation on the Pembury Neighbourhood Plan (as set out in Appendix A). (Pembury) | Report to be published before decision is made. | Deborah Dixon, Principal Planning Officer | No | Open |
| 09/02/23 Cabinet | | 25/01/23 Communities and Economic Development Cabinet Advisory Board | Temporary Suspension of the Housing Register To obtain Cabinet approval to close the housing register for one month from 1 June 2023 to 1 July 2023 or dates close to those so that the new IT system can be implemented. (All Wards) | The Communities and Economic Development CAB will be consulted. | Stuart Clifton, Housing Services Manager | Yes | Open |

Housing and Planning - Councillor Hugo Pound

| Date of decision/ Decision maker | Full Council | Advisory Board | Report Title, Summary and Ward | Consultation Details | Relevant Officer | Key? ¹ | Private? ² |
|---|--------------|---|--|--|--|-------------------|-----------------------|
| Not before 13/02/23 Cabinet Member for Housing and Planning | | | Release of S106 Monies collected under Planning Applications 14/506766 Mascalls Court Farm and 17/03480 Mascalls Farm Proposed release of s106 monies to Paddock Wood Town Council collected under Planning Applications 14/506766 Mascalls Court Farm and 17/03480 Mascalls Farm. <i>(Paddock Wood (East); Paddock Wood (West))</i> | Report to be published before decision is made. | David Scully, Landscape and Biodiversity Officer | No | Open |
| 23/03/23 Cabinet | | 23/01/23 Planning and Transportation Cabinet Advisory Board | Horsmonden Neighbourhood Development Plan The Horsmonden Neighbourhood Development Plan (HNDP) has been successful at examination, with the independent examiner recommending that the HNDP should proceed to referendum, subject to a number of recommended modifications. <i>(Brenchley & Horsmonden)</i> | The Planning and Transportation CAB will be consulted. | Deborah Dixon, Principal Planning Officer | No | Open |
| 23/03/23 Cabinet | | 08/03/23 Communities and Economic Development Cabinet Advisory Board | Local Authority Housing Fund Application The report will seek authority to participate in the Department for Levelling-Up, Housing and Communities' Local Authority Housing Fund (LAHF) to access funding of £1.96m to provide accommodation to families with housing needs who have arrived in the UK via Ukrainian and Afghan resettlement and relocation schemes. <i>(All Wards)</i> | The Housing Advisory Panel and the Communities and Economic Development CAB will be consulted. | Gary Stevenson, Head of Housing, Health and Environment | Yes | Open |

Housing and Planning - Councillor Hugo Pound

| Date of decision/ Decision maker | Full Council | Advisory Board | Report Title, Summary and Ward | Consultation Details | Relevant Officer | Key? ¹ | Private? ² |
|-------------------------------------|----------------------------|---|--|---|-------------------------------|-------------------|-----------------------|
| 22/06/23 Cabinet | Full Council - 5/7/2023 | 06/06/23 Planning and Transportation Cabinet Advisory Board | *Main Modifications Consultation of Local Plan 2020-2038, and Sustainability Appraisal To consult on the Main Modifications of the emerging Tunbridge Wells Borough Council Local Plan and Sustainability Appraisal for a 6 week period. <i>(All Wards)</i> | A statutory period of 6 weeks consultation is required. Dates to be confirmed. The Planning and Transportation CAB will be consulted. | Carlos Hone, Head of Planning | Yes | Open |

Leisure, Wellbeing and Culture - Councillor Wendy Fitzsimmons

| Date of decision/ Decision maker | Full Council | Advisory Board | Report Title, Summary and Ward | Consultation Details | Relevant Officer | Key? ¹ | Private? ² |
|--|--------------|---|--|--|--|-------------------|-----------------------|
| Not before 08/02/23 Cabinet Member for Leisure, Wellbeing and Culture | | | Release of Section 106 Funds to Pembury Parish Council for Improvements to Facilities in the Lower Green Recreation Ground The release of s106 funds held by Tunbridge Wells Borough Council totalling £10,815.00 from the development in Henwood Green Road (Planning Ref: 17/00756) as a contribution towards improvements of Youth and Adult facilities. (Pembury) | Report to be published before decision is made. | Gary Stevenson, Head of Housing, Health and Environment | No | Open |
| 23/03/23 Cabinet | | 08/03/23 Communities and Economic Development Cabinet Advisory Board | The Ice Rink The report is intended to give Cabinet information to make a decision on whether to continue to support the provision of an ice rink in Tunbridge Wells. (All Wards) | The Communities and Economic Development CAB will be consulted. | Dawn Gabriel, Operations and Events Manager | No | Part |
| 23/03/23 Cabinet | | 08/03/23 Communities and Economic Development Cabinet Advisory Board | Grounds Maintenance Contract Extension This report will seek approval to extend the existing contract for a period of 3 or 4 years. It will set out proposed changes to the service to reduce carbon dioxide emissions from the operations and to avoid significant increases in costs. (All Wards) | Information will be drawn from previous consultations and current consultations in relation to the budget and Dunorlan car park charges. The Communities and Economic Development CAB will be consulted. | Gary Stevenson, Head of Housing, Health and Environment | Yes | Part |

Leisure, Wellbeing and Culture - Councillor Wendy Fitzsimmons

| Date of decision/ Decision maker | Full Council | Advisory Board | Report Title, Summary and Ward | Consultation Details | Relevant Officer | Key? ¹ | Private? ² |
|-------------------------------------|--------------|---|---|---|--|-------------------|-----------------------|
| 23/03/23 Cabinet | | 08/03/23 Communities and Economic Development Cabinet Advisory Board | Health Inequalities Action Plan 2023-25 The Health Inequalities Action Plan 2015-19 was developed in 2015 by Tunbridge Wells Borough Council in partnership with members of the Tunbridge Wells Action Team (HAT). A review of the existing plan has been completed with many of the actions closed, and considered alongside public health indicators. An updated Health Inequalities Action Plan has been written in partnership with HAT, highlighting 5 new priority areas. <i>(All Wards)</i> | The Communities and Economic Development CAB will be consulted. | Rebecca Bowers, Health Improvement Team Leader | No | Open |

Governance and Transparency - Councillor David Hayward

| Date of decision/ Decision maker | Full Council | Advisory Board | Report Title, Summary and Ward | Consultation Details | Relevant Officer | Key? ¹ | Private? ² |
|-------------------------------------|--------------|-------------------|--------------------------------|----------------------|------------------|-------------------|-----------------------|
|-------------------------------------|--------------|-------------------|--------------------------------|----------------------|------------------|-------------------|-----------------------|

There are no items within the designated timeframe

Guidance Notes

Note 1: KEY DECISIONS

A “key decision” means a decision which is to be taken by the executive of the Council which is likely to:

- (a) result in the Council incurring expenditure which is, or the making of savings which are over £250,000 as well as otherwise being significant having regard to the Council’s budget for the service or function to which the decision relates; or
- (b) be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Borough of Tunbridge Wells.

Note 2: REASONS A MEETING MAY BE HELD IN PRIVATE

In accordance with section 100A(4) of the Local Government Act 1972 (as amended), the public may be excluded from a meeting on the grounds that it may involve the disclosure of exempt information as defined in Schedule 12A of the Act. The exemption must be by virtue of one or more specified paragraphs which are shown on the meeting agenda (giving 5 days notice) and, in the case of the Cabinet, on the Forward Plan (giving 28 days notice). The exemptions are summarised as follows:

Paragraph (1) - Information relating to any individual.

Paragraph (2) - Information which is likely to reveal the identity of an individual.

Paragraph (3) - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Paragraph (4) - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office-holders under, the authority.

Paragraph (5) - Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

Paragraph (6) - Information which reveals that the authority proposes –

- (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
- (b) to make an order or direction under any enactment.

Paragraph (7) - Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

QUALIFICATIONS:

(8) Information falling within paragraph (3) above is not exempt information by virtue of that paragraph if it is required to be registered under –

- (a) the Companies Act 1985;
- (b) the Friendly Societies Act 1974;
- (c) the Friendly Societies Act 1992;
- (d) the Industrial and Provident Societies Acts 1965 to 1978;
- (e) the Building Societies Act 1986; or
- (f) the Charities Act 1993.

(9) Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.

(10) Information which –

- (a) falls within any of paragraphs 1 to 7 above; and
- (b) is not prevented from being exempt by virtue of paragraph 8 or 9 above,

is exempt information if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Quarter 3 – Capital Management to 31 December 2022

For Cabinet on 23 March 2023

Summary

Lead Member: Councillor Christopher Hall (Cabinet Member for Finance and Performance)

Lead Director: Lee Colyer, Director of Finance, Policy & Development

Head of Service: Jane Fineman, Head of Finance, Procurement & Parking

Report Author: Zoe Jagniaszek, Service Accountant

Classification: Public document (non-exempt)

Wards Affected: All

| Approval Timetable | Date |
|---|------------------|
| Management Board | 20 February 2023 |
| Portfolio Holder | |
| Finance & Governance Cabinet Advisory Board | 7 March 2023 |
| Cabinet | 23 March 2023 |

Recommendations

Officer / Committee recommendations as supported by the Portfolio Holder:

1. That Cabinet note the actual gross and net expenditure for the year and the sources of finance, as shown in Appendices B to D.
2. That Cabinet approve the proposed variations to the Capital programme, set out in notes 4.3 to 4.9.
3. That Cabinet note the inclusion of new schemes into the capital programme as set out in notes 4.10 to 4.11.

Agenda Item 6

4. That Cabinet approve the proposed movement between years set out in note 4.12.

1. Introduction and Background

- 1.1 This report summarises the actual and forecast outturn expenditure on capital schemes as at the 31 December 2022. The total capital expenditure is forecast to be £8,374,000, a net decrease of £2,182,000 from the previously approved budgets. This consists of a decrease of £1,844,000 in spending rescheduled to 2023/24 and a net decrease in the forecast projected spend of £338,000.

2. Capital Management to 31 December 2022

- 2.1 At their meeting on 17 March 2022, Cabinet approved schemes to be met from the Capital Programme for the years 2022/23 to 2024/25.
- 2.2 The figures approved by Cabinet were on the basis of the net cost after specific funding to be met by the Council, either from reserves or from the sale of existing assets. The total approved spending was £12,110,000 during that period, of which £10,402,000 was to be spent during 2022/23.
- 2.3 As shown in Appendix A, the approved programme for 2022/23 moved to £18,982,000 by the end of the 2021/22 financial year, accounting for new schemes, deletions and deferrals into future years and was approved by Cabinet on 23 June 2022.
- 2.4 As the Capital Programme is a 4 year rolling plan an additional £1,280,000 was approved in Quarter 2, for 2025/26. This consists of Disabled Facilities Grants and Housing Renewal advances.
- 2.5 New movements for 2022/23 are now forecasting an outturn of £8,374,000.
- 2.6 Appendices B and C set out in gross and net terms the actual spend and amounts approved against the forecast outturn to 31 March 2023, while Appendix D summarises the movement in approvals and in sources of finance for the year.
- 2.7 Approval is sought for a net decrease in the capital programme of £338,000 for 2022/23 (see notes 4.3 to 4.10).
- 2.8 Approval is also sought for £1,844,000 gross expenditure to be deferred into 2023/24 (see note 4.12).
- 2.9 There may be small differences in the figures within the report and appendices due to rounding.

3. Options Considered

- 3.1 Retain the approved rolling capital programme as at the end of Quarter 2 2022/23. This would not reflect delays, advancements, underspends or new schemes and therefore provide an inaccurate forecast to the end of the financial year.
- 3.2 Amend the rolling capital programme to reflect changes since the end of Quarter 2 2022/23. These projections help to manage the public finances effectively which support the objectives and priorities of the Council.

4. Preferred Option and Reason

New Budget Approvals

- 4.1 Appendix A shows how the approved capital expenditure has evolved since the programme was first agreed (CAB 148/21). The amounts approved for schemes at the June, September and December Cabinet meetings have been added to the figure then reported as total approvals as at Quarter 2.

Projected capital expenditure and funding for 2022/23

- 4.2 Appendices B and C set out the actual expenditure and income to date and the projection for the year for gross and net capital expenditure. Depending upon the progress of the capital programme throughout the year it can be seen that £3,989,000 will be required from earmarked reserves, Usable Capital Receipts Reserve, Sale of Fixed Assets, or further borrowed funds to deliver the complete capital programme of £8,374,000.

Variations requiring approval

- 4.3 The Single Customer Account (TGQ) systems are now in place and therefore the remaining budget of £3,000 is no longer required.
- 4.4 The Affordable Housing Grant (THS) has been reduced by £292,000. The funding had been previously approved by Cabinet to support the provision of five social rental units on a site. However, the developer elected instead to provide five units of shared ownership properties to comply with the affordable housing requirement of the planning consent reference 20/01807/FULL. The scheme has been removed from the capital programme, the budget has been reduced accordingly and the section 106 developer funding retained for future use to fund the provision of affordable housing.

- 4.5 The Town Hall Roof (TKL) works are now complete, and the amount allowed for as a contingency was not required, resulting in an underspend of £100,000. The amount required from borrowing used to fund this scheme will reduce accordingly.
- 4.6 The Assembly Hall Roof (TKO) was also completed without the need to use the contingency budget of £9,000, which will also reduce borrowing.
- 4.7 Further investigations into the works required in the Warwick Road Car Park (TLA) have shown the initial of budget of £50,000 to be insufficient. Additional budget of £115,000 is needed to carry out the works.
- 4.8 The Town Hall Yard Car Park (TLB) was underbudget by £66,000 and therefore can now be removed as the works are finished.
- 4.9 A new Parking Electric Van (TLH) was purchased at a cost £4,000 over the approved budget. This is to be funded by the On Street Parking reserve.

New Proposed Schemes

- 4.10 Part of the UK Shared Prosperity Fund (TLO), received from the DLUHC, has been allocated for capital spending. £15,000 is due to be spent in the current financial year with the remaining £230,000 to be spent in the subsequent two. This will be used to improve town centres, high streets and local sports facilities. Approval for this was provided at Cabinet meeting dated 20 July 2022 (CAB 31/22).
- 4.11 The following new schemes for 2023/24 have been approved by Cabinet as part of the budget and will be considered by Full Council on the 1 March 2023. They will now be included in the Capital programme:
 - IT Strategy (TIF); a budget of £80,000 to replace laptops and network switches. Details of this can be found in Appendix E.
 - Crematorium Welfare Facility (TLP); £23,000 for a container unit providing shower and changing facilities for staff members, as shown in Appendix F.
 - Crescent Road Car Park Cladding (TLQ); a total of £2,090,000 to carry out the installation of resin ties to all concrete cladding panels and installation of a new guardrail. £455,000 of this will be spent in 2023/24 and the remainder in 2024/25, as detailed in Appendix G.
 - Crescent Road Car Park Switchgear (TLR); £35,000 for the replacement of the head end power supply switchgear, which is now obsolete. See Appendix H.

Schemes deferred to future years

- 4.12 There are nine projects where implementation has been rescheduled, and Cabinet approval is requested to defer these budgets to 2023/24 (see Appendix B):
- £127,000 for the Housing Renewal Advances (TAD) specific to the energy efficiency scheme, of which demand is likely to increase in 2023/24 in light of increased energy costs households are facing.
 - The Benhall Mill Depot (TJH) replacement has been deferred whilst a decision is made on the scheme and its funding. The budget of £177,000 has been rescheduled and will be added to the £600,000 already moved forward in the Quarter 1 report.
 - £730,000 for the RVP Car Park Refurbishment (TJW), leaving a budget of £100,000 to cover consultancy in the current financial year.
 - A scheme is currently being developed for the Cinderhill Site which will incorporate the Cinderhill Sewerage System (TKD) if approved. The budget of £32,000 will be moved forward to 2023/24.
 - The future use of 9/10 Calverley Terrace has not been decided yet, therefore the budget of £211,000 has been moved accordingly.
 - The Southwood Road Field Drainage (TKT) is to be completed once the football season has ended in May, in addition to the normal end of season renovations. The budget of £17,000 is to be moved to 2023/24.
 - The Cinderhill Water Meters (TKV) will also be incorporated into the larger scheme, as per the point above, so the £20,000 budget is to be moved to 2023/24.
 - £29,000 for the North Farm Lane Resurfacing (TKZ), which is on hold whilst a decision is made on the scope of the improvements.
 - Due to deferrals in the Town Hall Conversion (TLN), £500,000 of the budget is to be moved to 2023/24.

Capital Disposals

- 4.13 There have been no capital disposals up to Quarter 2.
- 4.14 During Quarter 3 a payment for the removal of a restrictive covenant for the land at 4 Barnetts Way of £40,000 was received.
- This amount was transferred to the capital receipts reserve and used to finance capital projects, as can be seen in Appendix D.
- 4.15 The usable capital receipts unspent at the end of 2021/22 were £1,200,130, which will now be used to fund the capital programme for the coming year.

Housing renewal Advances

- 4.16 Housing Renewal Advances (TAD) are discretionary loans given to vulnerable householders, owners of empty properties and accredited landlords to help improve the living conditions in the Borough. £29,600 has been distributed this year, with £3,600 of this amount specifically for the Energy Efficiency scheme, while £68,100 has been received year to date from repayments of previous loans.
- 4.17 As approved by Cabinet in September 2012, a Housing Renewal Reserve was set up to capture all loan repayments. It was intended that in the future Cabinet would use these sums to fund new loans, reducing or removing the necessity to draw from other Council reserves for funding. From 2016/17 we have utilised this reserve and will for all future advances. Appendix I gives a summary of expenditure and receipts over the last 6 years.

Section 106 Developer Funding

- 4.18 Section 106 of the Town and Country Planning Act 1990 allows a Local Planning Authority (LPA) to enter into a legally-binding agreement or planning obligation with a developer in association with the granting of planning permission. Total Section 106 monies unspent and available as at 31 December 2022 is £9,763,000. Of this sum, £1,656,000 has been approved and allocated by Cabinet for various capital projects.
- 4.19 It should be noted that a number of these agreements are required to be repaid should the Council not find appropriate projects upon which the monies can be spent within the agreed time period. Appendix J summarises the allocation of Section 106 money and also analyses the dates on which these agreements expire.
- 4.20 The expired contribution of £47,000 from 2019/20 relates to transport improvements in the vicinity of Fountains Retail Park. The Council has sought the developers' approval to undertake an alteration or addendum to the S106 agreement to use this funding for a similar purpose at a later date and is currently awaiting a response.
- 4.21 There is one amount that was committed prior to its expiry in 2021/22 of £51,000, which has been committed to spending on an affordable housing project, and is expected to be spent before 31 March 2023.

5. Consultation on Options

- 5.1 All capital adjustments have been discussed with the appropriate Officers responsible for each scheme. Management Board have also reviewed these proposals and consider them appropriate.

Recommendation from Cabinet Advisory Board

- 5.2 The Finance & Governance Cabinet Advisory Board were consulted on 7 March 2023 and agreed the following:

Insert text from Cabinet Advisory Board minute, or request text from Democratic Services Officer.

6. Implementation

- 6.1 The decision will be published on the Council's website.

7. Appendices and Background Documents

Appendices:

- Appendix A: Gross capital expenditure previously approved
- Appendix B: Gross capital budgets and actual expenditure for Quarter 3 2022/23
- Appendix C: Net capital budgets and payments for Quarter 3 2022/23
- Appendix D: Summary of expenditure and funding for the 4 years to 2025/26
- Appendix E: Capital application form 2023/24 ICT
- Appendix F: Capital application form 2023/24 Crematorium Welfare Facility
- Appendix G: Capital application form 2023/24 Crescent Road CP Cladding
- Appendix H: Capital application form 2023/24 Crescent Road CP Switch Gear
- Appendix I: Housing Renewal Grants – Summary of loans issued and repaid
- Appendix J: Funding from Section 106 Agreements

Background Papers:

- Budget 2022/23 and Medium-Term Financial Strategy – CAB 130/21
https://democracy.tunbridgewells.gov.uk/documents/s59490/8%20Budget%20FC%202022_23.pdf
- Quarter 3 2021/22 Capital Management to 31 December 2021 – CAB 148/21
<https://democracy.tunbridgewells.gov.uk/documents/s60127/Capital%20Q3%20Cabinet%20report%20202122.pdf>
- Quarter 4 2021/22 Capital Management to 31 March 2022 – CAB 14/22
<https://democracy.tunbridgewells.gov.uk/documents/s61796/Capital%20Q4%20Cabinet%20report%20202122.pdf>

Agenda Item 6

- In-Year Budget Review 2022/23 – CAB 28/22
<https://democracy.tunbridgewells.gov.uk/ieListDocuments.aspx?CId=118&MId=5183&Ver=4>
- Quarter 1 2022/23 Capital Management to 30 June 2022 – CAB 44/22
<https://democracy.tunbridgewells.gov.uk/documents/s63177/Capital%20Q1%20Cabinet%20report%20202223.pdf>
- UK Shared Prosperity Fund – CAB 31/22
<https://democracy.tunbridgewells.gov.uk/documents/s62399/Shared%20Prosperity%20Fund%20Report.pdf>
- Quarter 2 2022/23 Capital Management to 30 September 2022 – CAB 95/22
<https://democracy.tunbridgewells.gov.uk/documents/s64388/Capital%20Q2%20Cabinet%20report%20202223.pdf>
- Budget 2023/24 and Medium-Term Financial Strategy
https://democracy.tunbridgewells.gov.uk/documents/s64871/Budget%20FC%202023_24.pdf

8. Cross Cutting Issues

A. Legal (including the Human Rights Act)

Under section 151 of the local government act (LGA 1972), the Section 151 Officer has statutory duties in relation to the financial administration and stewardship of the authority, including advising on the corporate financial position and providing financial information.

Claudette Valmond, Head of Legal Partnership

B. Finance and Other Resources

The report updates on the Authority's capital programme and sets out whether capital expenditure is incurred within approvals by Cabinet.

Jane Fineman, Head of Finance, Procurement & Parking

C. Staffing

None

Jane Fineman, Head of Finance, Procurement & Parking

D. Risk Management

To ensure that spending on the capital programme is in line the Council's Medium Term Financial Strategy.

Jane Fineman, Head of Finance, Procurement & Parking

E. Environment and Sustainability

No implications

Jane Fineman, Head of Finance, Procurement & Parking

F. Community Safety

No implications

Jane Fineman, Head of Finance, Procurement & Parking

G. Equalities

No implications

Jane Fineman, Head of Finance, Procurement & Parking

H. Data Protection

No implications

Jane Fineman, Head of Finance, Procurement & Parking

I. Health and Safety

No implications

Jane Fineman, Head of Finance, Procurement & Parking

J. Health and Wellbeing

No implications

Jane Fineman, Head of Finance, Procurement & Parking

Appendix A: Schemes Approved and Awaiting Approval

| | | 2022/23 | 2023/24 | 2024/25 | 2025/26 | Total | |
|-----|--|----------------|---------------|--------------|--------------|----------------|-------------------|
| | | £000 | £000 | £000 | £000 | £000 | |
| | Original Gross Approvals | 10,402 | 854 | 854 | - | 12,110 | CAB 148/21 |
| | Re-scheduled To/From 2021/22 | 2,241 | - | - | - | 2,241 | CAB 14/22 |
| THP | The Amelia Scott | 658 | | | | 658 | CAB 14/22 |
| TKL | Town Hall Roof | 37 | | | | 37 | CAB 14/22 |
| TKO | Assembly Hall Theatre Roof | 29 | | | | 29 | CAB 14/22 |
| TLL | Town Hall Windows | 505 | | | | 505 | CAB 14/22 |
| TLM | Assembly Hall Theatre Windows | 110 | | | | 110 | CAB 14/22 |
| TLN | Town Hall Conversion | 5,000 | | | | 5,000 | CAB 14/22 |
| | Total Approvals as at 1st April 2022 | 18,982 | 854 | 854 | - | 20,690 | |
| TAC | Disabled Facilities Grants | 464 | 426 | 426 | 1,250 | 2,566 | CAB 46/22 |
| TAD | Housing Renewal Advances | | | | 30 | 30 | CAB 46/22 |
| TDI | Asset Acquisition Fund | 2,500 | | | | 2,500 | CAB 46/22 |
| THY | Torrington Car Park LED Lighting | (3) | | | | (3) | CAB 46/22 |
| TLN | Town Hall Conversion | (2,500) | | | | (2,500) | CAB 46/22 |
| TJE | Assembly Hall Means Of Escape | (192) | 192 | | | - | CAB 46/22 |
| TJH | Benhall Mill Depot | (600) | 600 | | | - | CAB 46/22 |
| TJN | Calverley Grounds Tennis & Gym | (23) | 23 | | | - | CAB 46/22 |
| TKN | Great Hall Car Park | (800) | 800 | | | - | CAB 46/22 |
| TKW | Great Hall Car Park Ventilation | (35) | 35 | | | - | CAB 46/22 |
| | Total Approvals at Quarter 1 | (1,189) | 2,076 | 426 | 1,280 | 2,593 | |
| TJA | 21st Century Way Cycle Route | (56) | | | | (56) | CAB95/22 |
| TLG | Theatre Lighting Desk | 12 | | | | 12 | CAB95/22 |
| TAC | Disabled Facilities Grants | (1,702) | 1,702 | | | - | CAB95/22 |
| TJI | Power Supply Ice Rink | (176) | 176 | | | - | CAB95/22 |
| TJX | Car Parks CCTV | (80) | 80 | | | - | CAB95/22 |
| TDD | Street Lighting Columns | (151) | 151 | | | - | CAB95/22 |
| TDI | Asset Acquisition Fund | (2,500) | 2,500 | | | - | CAB95/22 |
| TJR | Acquisition Sites Sports Strategy | (1,083) | 1,083 | | | - | CAB95/22 |
| TLN | Town Hall Conversion | (1,500) | 1,500 | | | - | CAB95/22 |
| | Total approvals at Quarter 2 | (7,237) | 7,193 | - | - | (44) | |
| TGQ | Single Customer Account | (3) | | | | (3) | |
| THS | Affordable Housing Grant | (292) | | | | (292) | |
| TKL | Town Hall Roof | (100) | | | | (100) | |
| TKO | Assembly Hall Theatre Roof | (9) | | | | (9) | |
| TLA | Warwick Road Car Park | 115 | | | | 115 | |
| TLB | Town Hall Yard Car Park | (66) | | | | (66) | |
| TLH | Parking Electric Van | 4 | | | | 4 | |
| TLO | UK Shared Prosperity Fund | 15 | 35 | 195 | | 245 | |
| | Total approvals at Quarter 3 | (338) | 35 | 195 | - | (108) | |
| | Capital Schemes for 2023/24 | | | | | | |
| TIF | IT Strategy | | 80 | | | 80 | |
| TLP | Crematorium Welfare Facility | | 23 | | | 23 | |
| TLQ | Crescent Road Car Park Cladding | | 455 | 1,635 | | 2,090 | |
| TLR | Crescent Road Car Park Switchgear | | 35 | | | 35 | |
| | Movements between years in Quarter 3 report | | | | | | |
| TAD | Housing Renewal Advances | (127) | 127 | | | - | |
| TJH | Benhall Mill Depot | (177) | 177 | | | - | |
| TJW | RVP Car Park Refurbishment | (730) | 730 | | | - | |
| TKD | Cinderhill Sewerage System | (32) | 32 | | | - | |
| TKP | 9/10 Calverley Terrace | (211) | 211 | | | - | |
| TKT | Southwood Road Field Drainage | (17) | 17 | | | - | |
| TKV | Cinderhill Water Meters | (20) | 20 | | | - | |
| TKZ | North Farm Lane Resurfacing | (29) | 29 | | | - | |
| TLN | Town Hall Conversion | (500) | 500 | | | - | |
| | Total Approvals | 8,374 | 12,594 | 3,110 | 1,280 | 25,359 | |

Appendix B: CAPITAL MONITORING - Gross capital budgets and payments for 2022/23

| Code | Scheme | Open/ Closed | FY Original Budget £000 | Amendments to budget £000 | FY Revised Budget £000 | Actual £000 | Forecast £000 | Difference £000 | Re-scheduled To/From 2021/22 £000 | New Schemes £000 | Over/Under Budget £000 |
|---|--------------------------------------|-----------------|-------------------------------|---------------------------------|------------------------------|----------------|------------------|--------------------|--|---------------------|------------------------------|
| Finance and Performance | | | | | | | | | | | |
| TGQ | SINGLE CUSTOMER ACCOUNT | O | - | 18 | 18 | 15 | 15 | (3) | | | (3) |
| THF | CARD PAYMENT SOFTWARE | O | - | 7 | 7 | - | 7 | - | | | - |
| TIF | IT STRATEGY | O | - | 161 | 161 | 41 | 161 | - | | | - |
| TJH | BENHALL MILL DEPOT | O | 700 | (528) | 172 | (5) | (5) | (177) | (177) | | - |
| TKA | ESTORE UPGRADE | O | - | 5 | 5 | 3 | 5 | - | | | - |
| TKI | RVP CHANGING PLACES | O | 67 | - | 67 | 28 | 67 | - | | | - |
| TKL | TOWN HALL ROOF | O | 320 | (160) | 160 | 45 | 60 | (100) | | | (100) |
| TKP | 9/10 CALVERLEY TERRACE | O | 212 | (0) | 211 | - | - | (211) | (211) | | - |
| TKU | FMS UPGRADE | O | 47 | - | 47 | - | 47 | - | | | - |
| TKZ | NORTH FARM LANE RESURFACING | O | 25 | 4 | 29 | - | - | (29) | (29) | | - |
| TLC | CIVICA UPGRADE | O | - | 48 | 48 | 14 | 48 | - | | | - |
| TLF | CAMDEN CENTRE ROOF | O | 204 | - | 204 | - | 204 | - | | | - |
| TLL | TOWN HALL WINDOWS | O | - | 505 | 505 | 253 | 505 | - | | | - |
| TLN | TOWN HALL CONVERSION | O | - | 1,000 | 1,000 | 34 | 500 | (500) | (500) | | - |
| Finance and Performance Total | | | 1,575 | 1,060 | 2,634 | 427 | 1,614 | (1,021) | (917) | - | (103) |
| Tunbridge Wells Town and Local Areas | | | | | | | | | | | |
| TGX | CAR PARKS PAYMENT SYSTEM | O | - | 8 | 8 | 2 | 8 | - | | | - |
| THY | TORRINGTON CAR PARK LED LIGHTING | O | - | (3) | (3) | (3) | (3) | - | | | - |
| THZ | CRESCENT ROAD CAR PARK REFURBISHMENT | O | - | - | - | (4) | - | - | | | - |
| TIN | WEST STATION COACH PARK | O | - | 44 | 44 | - | 44 | - | | | - |
| TJA | 21ST CENTURY WAY CYCLE ROUTE | O | 56 | (56) | - | - | - | - | | | - |
| TJW | RVP CAR PARK REFURBISHMENT | O | 730 | 100 | 830 | - | 100 | (730) | (730) | | - |
| TKN | GREAT HALL CAR PARK | O | 850 | (800) | 50 | - | 50 | - | | | - |
| TKW | GREAT HALL CAR PARK VENTILATION | O | 35 | (35) | - | - | - | - | | | - |
| TLA | WARWICK ROAD CAR PARK | O | 35 | 6 | 41 | 0 | 156 | 115 | | | 115 |
| TLB | TOWN HALL YARD CAR PARK | C | - | 90 | 90 | 23 | 23 | (66) | | | (66) |
| TLD | PUBLIC REALM 2 CCTV | O | - | 34 | 34 | 0 | 34 | - | | | - |
| TLH | PARKING ELECTRIC VAN | O | 25 | - | 25 | 28 | 28 | 4 | | | 4 |
| TLO | UK SHARED PROSPERITY FUND | O | - | - | - | - | 15 | 15 | | | 15 |
| Tunbridge Wells Town and Local Areas Total | | | 1,731 | (614) | 1,117 | 47 | 455 | (662) | (730) | - | 68 |

Appendix B: CAPITAL MONITORING - Gross capital budgets and payments for 2022/23

| Code | Scheme | Open/ Closed | FY Original Budget £000 | Amendments to budget £000 | FY Revised Budget £000 | Actual £000 | Forecast £000 | Difference £000 | Re-scheduled To/From 2021/22 £000 | New Schemes £000 | Over/Under Budget £000 |
|---|--------------------------------------|-----------------|-------------------------------|---------------------------------|------------------------------|----------------|------------------|--------------------|--|---------------------|------------------------------|
| Leisure, Wellbeing and Culture | | | | | | | | | | | |
| THP | THE AMELIA SCOTT | O | - | 2,084 | 2,084 | 429 | 2,084 | - | | | - |
| THX | HILBERT FOOTBALL PITCH DRAINAGE | O | 49 | - | 49 | - | 49 | - | | | - |
| TJE | ASSEMBLY HALL MEANS OF ESCAPE | O | 150 | (150) | - | - | - | - | | | - |
| TJI | POWER SUPPLY ICE RINK | O | 176 | (176) | - | - | - | - | | | - |
| TJN | CALVERLEY GROUNDS TENNIS & GYM | O | 23 | (23) | - | - | - | - | | | - |
| TJR | ACQUISITION SITES SPORTS STRATEGY | O | 1,083 | (1,083) | - | - | - | - | | | - |
| TKH | BAYHAM CHANGING FACILITIES | O | 75 | - | 75 | - | 75 | - | | | - |
| TKJ | BAYHAM DRAINAGE | O | 35 | - | 35 | - | 35 | - | | | - |
| TKO | ASSEMBLY HALL THEATRE ROOF | O | - | 29 | 29 | 13 | 20 | (9) | | | (9) |
| TKT | SOUTHWOOD ROAD FIELD DRAINAGE | O | 17 | - | 17 | - | - | (17) | (17) | | - |
| TKX | HAWKENBURY PITCH LIGHTING | O | 15 | - | 15 | - | 15 | - | | | - |
| TLG | THEATRE LIGHTING DESK | O | 32 | 12 | 44 | 3 | 44 | - | | | - |
| TLI | ASSEMBLY HALL LED LIGHTING | O | 88 | - | 88 | - | 88 | - | | | - |
| TLM | ASSEMBLY HALL THEATRE WINDOWS | O | - | 110 | 110 | 74 | 110 | - | | | - |
| Leisure, Wellbeing and Culture Total | | | 1,743 | 804 | 2,547 | 518 | 2,520 | (27) | (17) | - | (9) |
| Environment, Sustainability and Carbon Reduction | | | | | | | | | | | |
| TDD | STREET LIGHTING COLUMNS | O | 169 | (154) | 15 | 3 | 15 | - | | | - |
| TKR | DUNORLAN PARK PLAY AREA | O | 20 | - | 20 | - | 20 | - | | | - |
| TLJ | NORTH FARM DEPOT DECARBONISATION | O | 410 | - | 410 | 11 | 410 | - | | | - |
| TLK | WEALD LEISURE CENTRE DECARBONISATION | O | 1,417 | - | 1,417 | 148 | 1,417 | - | | | - |
| Environment, Sustainability and Carbon Reduction Total | | | 2,016 | (154) | 1,863 | 162 | 1,863 | - | - | - | - |
| Housing and Planning | | | | | | | | | | | |
| TAC | DISABLED FACILITIES GRANTS | O | 2,204 | (1,004) | 1,200 | 570 | 1,200 | - | | | - |
| TAD | HOUSING RENEWAL ADVANCES | O | 178 | 9 | 187 | 30 | 60 | (127) | (127) | | - |
| THS | AFFORDABLE HOUSING GRANT | C | 956 | - | 956 | 613 | 664 | (292) | | | (292) |
| TKD | CINDERHILL SEWERAGE SYSTEM | O | - | 32 | 32 | - | - | (32) | (32) | | - |
| TKV | CINDERHILL WATER METERS | O | - | 20 | 20 | - | - | (20) | (20) | | - |
| Housing and Planning Total | | | 3,337 | (942) | 2,395 | 1,213 | 1,924 | (472) | (179) | - | (292) |
| Total Projects | | | 10,402 | 154 | 10,556 | 2,367 | 8,374 | (2,182) | (1,844) | - | (338) |

Appendix C: CAPITAL MONITORING - Net capital budgets and payments for 2022/23

| Code | Scheme | Open/ Closed | FY Original Budget £000 | Amendments to budget £000 | FY Revised Budget £000 | Actual £000 | Forecast £000 | Difference £000 | Re-scheduled To/From 2021/22 £000 | New Schemes £000 | Over/Under Budget £000 |
|---|--------------------------------------|-----------------|-------------------------------|---------------------------------|------------------------------|----------------|------------------|--------------------|--|---------------------|------------------------------|
| Finance and Performance | | | | | | | | | | | |
| TDI | ASSET ACQUISITION FUND | O | - | - | - | - | - | - | - | - | - |
| TGQ | SINGLE CUSTOMER ACCOUNT | O | - | 18 | 18 | 15 | 15 | (3) | - | - | (3) |
| THF | CARD PAYMENT SOFTWARE | O | - | 7 | 7 | - | 7 | - | - | - | - |
| TIF | IT STRATEGY | O | - | 161 | 161 | 41 | 161 | - | - | - | - |
| TJH | BENHALL MILL DEPOT | O | 700 | (528) | 172 | (5) | (5) | (177) | (177) | - | - |
| TKA | ESTORE UPGRADE | O | - | 5 | 5 | 3 | 5 | - | - | - | - |
| TKI | RVP CHANGING PLACES | O | 67 | - | 67 | 13 | 52 | (15) | - | - | (15) |
| TKL | TOWN HALL ROOF | O | - | - | - | - | - | - | - | - | - |
| TKP | 9/10 CALVERLEY TERRACE | O | - | - | - | - | - | - | - | - | - |
| TKU | FMS UPGRADE | O | 47 | - | 47 | - | 47 | - | - | - | - |
| TKZ | NORTH FARM LANE RESURFACING | O | 25 | 4 | 29 | - | - | (29) | (29) | - | - |
| TLC | CIVICA UPGRADE | O | - | 48 | 48 | 14 | 48 | - | - | - | - |
| TLF | CAMDEN CENTRE ROOF | O | 204 | - | 204 | - | 204 | - | - | - | - |
| TLL | TOWN HALL WINDOWS | O | - | 505 | 505 | 253 | 505 | - | - | - | - |
| TLN | TOWN HALL CONVERSION | O | - | 1,000 | 1,000 | 34 | 500 | (500) | (500) | - | - |
| Finance and Performance Total | | | 1,043 | 1,220 | 2,263 | 367 | 1,539 | (725) | (706) | - | (18) |
| Tunbridge Wells Town and Local Areas | | | | | | | | | | | |
| TGX | CAR PARKS PAYMENT SYSTEM | O | - | 8 | 8 | 2 | 8 | - | - | - | - |
| THY | TORRINGTON CAR PARK LED LIGHTING | O | - | (3) | (3) | (3) | (3) | - | - | - | - |
| THZ | CRESCENT ROAD CAR PARK REFURBISHMENT | O | - | - | - | (4) | - | - | - | - | - |
| TIN | WEST STATION COACH PARK | O | - | 44 | 44 | - | 44 | - | - | - | - |
| TJA | 21ST CENTURY WAY CYCLE ROUTE | O | - | - | - | - | - | - | - | - | - |
| TJW | RVP CAR PARK REFURBISHMENT | O | 730 | 100 | 830 | - | 100 | (730) | (730) | - | - |
| TKN | GREAT HALL CAR PARK | O | - | - | - | - | - | - | - | - | - |
| TKW | GREAT HALL CAR PARK VENTILATION | O | 35 | (35) | - | - | - | - | - | - | - |
| TLA | WARWICK ROAD CAR PARK | O | 35 | 6 | 41 | 0 | 156 | 115 | - | - | 115 |
| TLB | TOWN HALL YARD CAR PARK | C | - | 46 | 46 | - | 1 | (44) | - | - | (44) |
| TLD | PUBLIC REALM 2 CCTV | O | - | 34 | 34 | 0 | 34 | - | - | - | - |
| TLH | PARKING ELECTRIC VAN | O | 25 | - | 25 | 28 | 28 | 4 | - | - | 4 |
| TLO | UK SHARED PROSPERITY FUND | O | - | - | - | - | - | - | - | - | - |
| Tunbridge Wells Town and Local Areas Total | | | 824 | 199 | 1,023 | 23 | 368 | (655) | (730) | - | 75 |

Appendix C: CAPITAL MONITORING - Net capital budgets and payments for 2022/23

| Code | Scheme | Open/ Closed | FY Original Budget £000 | Amendments to budget £000 | FY Revised Budget £000 | Actual £000 | Forecast £000 | Difference £000 | Re-scheduled To/From 2021/22 £000 | New Schemes £000 | Over/Under Budget £000 |
|---|--------------------------------------|-----------------|-------------------------------|---------------------------------|------------------------------|----------------|------------------|--------------------|--|---------------------|------------------------------|
| Leisure, Wellbeing and Culture | | | | | | | | | | | |
| THP | THE AMELIA SCOTT | O | (718) | 2,084 | 1,366 | - | 1,366 | - | - | - | - |
| THX | HILBERT FOOTBALL PITCH DRAINAGE | O | 4 | - | 4 | - | 4 | - | - | - | - |
| TJE | ASSEMBLY HALL MEANS OF ESCAPE | O | 150 | (150) | - | - | - | - | - | - | - |
| TJI | POWER SUPPLY ICE RINK | O | 176 | (176) | - | - | - | - | - | - | - |
| TJN | CALVERLEY GROUNDS TENNIS & GYM | O | - | - | - | - | - | - | - | - | - |
| TJR | ACQUISITION SITES SPORTS STRATEGY | O | 298 | (298) | - | - | - | - | - | - | - |
| TKH | BAYHAM CHANGING FACILITIES | O | - | - | - | - | - | - | - | - | - |
| TKJ | BAYHAM DRAINAGE | O | - | - | - | - | - | - | - | - | - |
| TKO | ASSEMBLY HALL THEATRE ROOF | O | - | - | - | - | - | - | - | - | - |
| TKT | SOUTHWOOD ROAD FIELD DRAINAGE | O | 7 | - | 7 | - | - | (7) | (7) | - | - |
| TKX | HAWKENBURY PITCH LIGHTING | O | 15 | - | 15 | - | 15 | - | - | - | - |
| TLG | THEATRE LIGHTING DESK | O | 32 | 12 | 44 | 3 | 44 | - | - | - | - |
| TLJ | NORTH FARM DEPOT DECARBONISATION | O | 168 | - | 168 | 11 | 168 | - | - | - | - |
| TLM | ASSEMBLY HALL THEATRE WINDOWS | O | - | 110 | 110 | 74 | 110 | - | - | - | - |
| Leisure, Wellbeing and Culture Total | | | 132 | 1,582 | 1,714 | 87 | 1,708 | (7) | (7) | - | - |
| Environment, Sustainability and Carbon Reduction | | | | | | | | | | | |
| TDD | STREET LIGHTING COLUMNS | O | 169 | (154) | 15 | 3 | 15 | - | - | - | - |
| TKR | DUNORLAN PARK PLAY AREA | O | 1 | - | 1 | - | 1 | - | - | - | - |
| TLI | ASSEMBLY HALL LED LIGHTING | O | 88 | - | 88 | - | 88 | - | - | - | - |
| TLK | WEALD LEISURE CENTRE DECARBONISATION | O | 240 | - | 240 | - | 240 | - | - | - | - |
| Environment, Sustainability and Carbon Reduction Total | | | 498 | (154) | 345 | 3 | 345 | - | - | - | - |
| Housing and Planning | | | | | | | | | | | |
| TAC | DISABLED FACILITIES GRANTS | O | - | - | - | - | - | - | - | - | - |
| TAD | HOUSING RENEWAL ADVANCES | O | 130 | - | 130 | 26 | 30 | (100) | (100) | - | - |
| THS | AFFORDABLE HOUSING GRANT | C | - | - | - | - | - | - | - | - | - |
| TKD | CINDERHILL SEWERAGE SYSTEM | O | - | 32 | 32 | - | - | (32) | (32) | - | - |
| TKV | CINDERHILL WATER METERS | O | - | 20 | 20 | - | - | (20) | (20) | - | - |
| Housing and Planning Total | | | 130 | 52 | 182 | 26 | 30 | (152) | (152) | - | 0 |
| Total Projects | | | 2,628 | 2,900 | 5,528 | 507 | 3,989 | (1,539) | (1,595) | - | 56 |

Appendix D

Summary of Expenditure and funding for the 4 years programme to 2025/26

| | Original £000 | Extra Items | | | | | | |
|-------------------------------------|----------------------|--------------|--------------|-------------|------------|-------------------------|--|-----------------------|
| | | Approved | Approved | Approved | Approved | Proposed | Proposed | Projected |
| | | Q1 £000 | Q2 £000 | Q3 £000 | Q4 £000 | Adjustmts Q3 £000 | Movements between Yrs Q3 £000 | Outturn Q3 £000 |
| All years | | | | | | | | |
| 2022/23 | 10,402 | 8,580 | (1,189) | (7,237) | | (338) | (1,844) | 8,374 |
| 2023/24 | 854 | - | 2,076 | 7,193 | | 628 | 1,844 | 12,594 |
| 2024/25 | 854 | - | 426 | - | | 1,830 | - | 3,110 |
| 2025/26 | - | - | 1,280 | - | | - | - | 1,280 |
| Gross Expenditure | 12,110 | 8,580 | 2,593 | (44) | - | 2,120 | - | 25,359 |
| Government Grants | 5,271 | 235 | 2,566 | - | - | 260 | - | 8,332 |
| Section 106 contributions | 2,004 | - | - | (56) | - | (292) | - | 1,656 |
| Other external Contributions | 765 | 53 | - | - | - | (22) | - | 797 |
| External and Internal Borrowing | 1,382 | (131) | - | - | - | (109) | - | 1,141 |
| Sale of Fixed Assets | - | - | - | - | - | 40 | - | 40 |
| Usable Capital Receipts Reserve | - | - | 1,200 | - | - | - | - | 1,200 |
| RVP Car Park Maintenance Reserve | 666 | - | - | - | - | - | - | 666 |
| On Street Parking Reserve | 88 | 214 | - | - | - | 4 | - | 306 |
| Invest to Save Reserve | 103 | 61 | - | - | - | - | - | 164 |
| ICT MKIP Partnership Reserve | - | 161 | (98) | - | - | - | - | 62 |
| Housing Renewal Reserve | 190 | - | 30 | - | - | - | - | 220 |
| Ice Rink Reserve | 176 | - | - | - | - | - | - | 176 |
| Capital and Rev Initiatives Reserve | 1,464 | 7,989 | (1,105) | 12 | - | 2,240 | - | 10,600 |
| Total Funding | 12,110 | 8,580 | 2,593 | (44) | - | 2,120 | - | 25,359 |

Appendix D

Summary of Expenditure and funding for 2022/23

| | Original | Extra Items | | | | | | Year End Projected Outturn Q3 £000 |
|-------------------------------------|---------------|--------------|----------------|----------------|------------|-------------------------|--|--|
| | | Approved | Approved | Approved | Approved | Proposed | Proposed | |
| | | Q1 £000 | Q2 £000 | Q3 £000 | Q4 £000 | Adjustmts Q3 £000 | Movements between Yrs Q3 £000 | |
| Gross expenditure | 10,402 | 8,580 | (1,189) | (7,237) | | (338) | (1,844) | 8,374 |
| Government Grants | 3,623 | 235 | 464 | (1,702) | - | 30 | - | 2,649 |
| Section 106 contributions | 2,004 | - | (23) | (842) | - | (292) | (11) | 837 |
| Other external Contributions | 765 | 53 | - | - | - | (22) | (27) | 770 |
| External and Internal Borrowing | 1,382 | (131) | (800) | - | - | (109) | (211) | 130 |
| Sale of Fixed Assets | - | - | - | - | - | 40 | - | 40 |
| Usable Capital Receipts Reserve | - | - | 1,200 | - | - | - | - | 1,200 |
| RVP Car Park Maintenance Reserve | 666 | - | - | - | - | - | (666) | - |
| On Street Parking Reserve | 88 | 214 | - | (80) | - | 4 | (64) | 162 |
| Invest to Save Reserve | 103 | 61 | - | - | - | - | (52) | 111 |
| ICT MKIP Partnership Reserve | - | 161 | (98) | - | - | - | - | 62 |
| Housing Renewal Reserve | 130 | - | - | - | - | - | (100) | 30 |
| Ice Rink Reserve | 176 | - | - | (176) | - | - | - | - |
| Capital and Rev Initiatives Reserve | 1,464 | 7,989 | (1,932) | (4,437) | - | 12 | (713) | 2,383 |
| Total Funding | 10,402 | 8,580 | (1,189) | (7,237) | - | (338) | (1,844) | 8,374 |

Capital Programme Application Form



| | |
|--|--|
| Corporate Priority | Our Services - to provide digital choice, to provide quality services, to provide responsive services |
| Proposed Scheme | To replace infrastructure hardware, making our network more resilient and client hardware such as laptops. |
| Outline of Proposal, including timescales | Over the past five years ICT have avoided the need to apply for capital by building up an IT reserve to fund replacements and upgrades. 2023/24 will require the replacement a large portion of our laptop estate (168 devices) and a small number of network switches will require replacement even accepting Town Square will be providing replacement for the bulk of the building. |
| Sources of funding | Capital & Revenue Initiatives Reserve |
| Objectives | Maintain and update IT hardware client and infrastructure |
| Benefits | Increased resilience, upgrading old kit. Increased productivity for our users as many of the laptops are five years old or more. |
| How will the proposal contribute towards: Corporate Priority? Local Area Agreement? Asset Management Plan? Other plans and strategies (please specify)? | It will enable the council to continue to deliver our services. |

Capital Programme Application Form



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|--|--|
| Constraints (e.g. time, reliance on external funding, legal or technical factors) | The hardware is reaching end of life and support. |
| Is this scheme already in the Capital Programme? (If so, has the work started or has the contract been let?) | No |
| Does this scheme create new assets, which the Council will need to replace in due course? If so, please give the asset life expectancies. | Yes, we will be replacing laptops which will likely need refreshing in 5/6years and switches which would need to be refreshed in 10 years. |
| Have Accountancy agreed that the proposed expenditure should correctly be treated as capital? | Yes |

Capital Programme Application Form



| | |
|---|--|
| Implications of proposal being rejected | We will not be able to replace old hardware for our users meaning their tasks take longer. An increase in the risk of an unresolvable catastrophic failure of the hardware resulting downtime on our IT network |
| Implications of proposal being delayed | An increase in the risk of an unresolvable catastrophic failure of the hardware resulting downtime on our IT network |
| Alternative solutions (If capital funding not available) | Carry on with the hardware we have in the hope that we do not have a failure. |
| Risks (outline risks and action required to meet them) | Purchasing the hardware and we are not able to rollout the new kit due to staffing constraints or if we were to go into another lockdown not having access to the building to install the hardware. |
| How does this proposal impact on equalities? | It does not have an impact. |
| Are there any VAT implications? | No |

Capital Programme Application Form



| Capital Costs | | | | |
|--|----------------|---------|---------|---------|
| Expenditure | 2023/24 | 2024/25 | 2025/26 | 2026/27 |
| Site Acquisition | | | | |
| Construction | | | | |
| Structural Maintenance | | | | |
| Fees | | | | |
| Vehicles, Plant, Furniture and Equipment | | | | |
| Grants and Contributions | | | | |
| Other expenditure | £80,000 | | | |
| Total | £80,000 | | | |
| Less external grants and contributions | | | | |
| Less sales of related fixed assets | | | | |
| Net cost to Tunbridge Wells Borough Council | £80,000 | | | |

Capital Programme Application Form



| Revenue Effects of Capital Expenditure | | | | |
|--|---------------|---------|---------|---------|
| Expenditure / Income | 2023/24 | 2024/25 | 2025/26 | 2026/27 |
| Loss of Interest (3% of net cost) | £2,400 | | | |
| Additional revenue costs (please specify) | | | | |
| Reduced revenue costs (please specify) | | | | |
| Additional income (please specify) | | | | |
| Net cost to Tunbridge Wells Borough Council | £2,400 | | | |

| | |
|---|--|
| Net Present Value (Please speak with Finance if you are unsure what this is) | |
|---|--|

Date the scheme discussed by the Head of Service with the relevant Portfolio Holder: 17 January 2023

Supply email endorsing their support for the approval of funding by Cabinet.

Work must not commence without budgetary approval from Cabinet (or s151 in an emergency)

Capital Programme Application Form



| | |
|--|---|
| Corporate Priority | |
| Proposed Scheme | Capital project for bathroom and changing unit at the Crematorium |
| Outline of Proposal, including timescales | <p>A new male and female shower and changing unit is required for the crematorium and cemetery staff to work safely and comfortably. A container unit is considered to be the best option as it can be delivered to site fully assembled and as the future development of the site is uncertain it could be sold again in the future when no longer required.</p> <p>In the course of their duties, staff are expected to undertake a variety of tasks, roughly evenly split between the Crematorium Chapel, Crematory and within the grounds of the Crematorium. In the Cemetery Chapel, staff must professionally represent the Council to mourners, funeral directors and celebrants. They must wear a suit, with blouse or shirt and clean business shoes. Tasks in the crematory involve the cremation of coffins and require wearing appropriate PPE, including steel toe-cap boots, overalls, masks and gauntlets. In the grounds, staff will be digging holes, clearing floral tributes and marking graves etc. In the autumn and winter, wellington boots and waterproof jackets are necessary to protect their overalls from the elements.</p> <p>The rota is organised such that swapping tasks is minimised as much as possible but common circumstances such as staff absence or the use of both chapels necessitates staff changing their outfits. The facilities provided in the Crematory for up to 6 members of staff to store their clothing, footwear and for getting changed in are not fit for purpose for the following reasons:</p> <ul style="list-style-type: none"> • Only one person can get changed at a time • Facilities are not male / female segregated • It is a cramped space, with only just sufficient space for a chair and a small standing area in front of it. • Staff lockers are in the changing area, such that they cannot be accessed if someone is getting changed. |

Capital Programme Application Form



| | |
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| | <ul style="list-style-type: none"> • The space is so cramped that mud is often transferred onto chapel duty clothes • There is no drying area for wet clothes • Washing facilities are limited, and surrounded by cleaning equipment <p>These facilities fail to fulfil the basic need of providing a dignified and private area in which to change outfits. Such facilities impact on the mental health of staff members undertaking an already emotionally draining job.</p> <p>It is assumed that the Council will continue to hold the cemetery and crematorium in the portfolio, and it is therefore anticipated that these assets will continue to be held until at least 2025.</p> <p>On this assumption the purchase of the welfare unit should be proceeded with in order to ensure compliance with Health and Safety regulations and to maximise staff welfare. Works to be undertaken in 2023/2024 would simply mean the delivery of the finished unit to site with connections to existing services to be carried out by TWBC term contractors.</p> |
| Sources of funding | Capital & Revenue Initiatives Reserve |
| Objectives | To improve staff welfare, cleanliness and to comply with health and safety regulations. |
| Benefits | To improve the shower, changing and drying facilities at the crematorium for staff so that they can wash, maintain clean and dry clothes and can change in single sex areas. To maintain staff on a high turnover site. |
| How will the proposal contribute towards: Corporate Priority? | <p>The upgrading of the cleaning and drying facilities for staff will improve the image of the crematorium as staff will be always presentable. This will contribute to the delivery of a good experience for visitors and staff alike. It will reflect the corporate priority of being a prosperous borough.</p> <p>The proposed work is aligned with the Asset Management Plan which has the maintenance, care and upgrade of Council owned assets as its core principle.</p> |

Capital Programme Application Form



| | |
|---|--|
| Local Area Agreement? Asset Management Plan? Other plans and strategies (please specify)? | |
| Constraints (e.g. time, reliance on external funding, legal or technical factors) | The properties are fully owned by the Council with no third-party ownership issues. |
| Is this scheme already in the Capital Programme? (If so, has the work started or has the contract been let?) | No. This is a new scheme |
| Does this scheme create new assets, which the Council will need to replace in due course? If so, | Yes. The welfare unit will become an asset of the council and has a life expectancy of around 25 years if regularly maintained. The unit has residual value and so if development of the site takes place during the next 25 years it could be sold on to recoup some of the initial outlay. |

Capital Programme Application Form



| | |
|--|--|
| please give the asset life expectancies. | |
| Have Accountancy agreed that the proposed expenditure should correctly be treated as capital? | |
| Implications of proposal being rejected | This will impact on the Council staff's ability to perform their functions and lead to potential failure in service provision to residents of the Borough. Staff turnover will remain high, leading to a lower skilled and less experienced workforce. There would be a loss of earnings for the council through falling bookings caused by the poor experience of customers |
| Implications of proposal being delayed | As above with greater costs to carry out the work when eventually commissioned. |
| Alternative solutions (If capital funding not available) | Greater clarification of the Council's longer-term intentions in terms of occupation and development of the property may generate potential alternative remedies to the current issues that this Capital Bid seeks to resolve. |
| Risks (outline risks and action required to meet them) | <p>High Staff turnover leading to poor staff knowledge and experience</p> <p>Health & Safety issues arising from current washing and changing arrangements</p> <p>Legal compensation claims arising from 2</p> <p>Reputational loss – less likely to attract investment, new companies and residents to the area</p> |
| How does this proposal impact on equalities? | This capital bid seeks to address sexual equality and the rights of staff to change their clothes and wash in safety and without embarrassment. |

Capital Programme Application Form



| | |
|---------------------------------|----|
| Are there any VAT implications? | No |
|---------------------------------|----|

Capital Programme Application Form



| Capital Costs | | | | |
|--|----------------|---------|---------|---------|
| Expenditure | 2023/24 | 2024/25 | 2025/26 | 2026/27 |
| Site Acquisition | | | | |
| Construction | £5,000 | | | |
| Structural | | | | |
| Fees | | | | |
| Vehicles, Plant, Furniture and Equipment | £15,000 | | | |
| Grants and Contributions | | | | |
| Other expenditure – 15% contingency | £3,000 | | | |
| Total | £23,000 | | | |
| Less external grants and contributions | | | | |
| Less sales of related fixed assets | | | | |
| Net cost to Tunbridge Wells Borough Council | £23,000 | | | |

Capital Programme Application Form



| Revenue Effects of Capital Expenditure | | | | |
|--|-------------|---------|---------|---------|
| Expenditure / Income | 2023/24 | 2024/25 | 2025/26 | 2026/27 |
| Loss of Interest (3% of net cost) | £690 | | | |
| Additional revenue costs (please specify) | | | | |
| Reduced revenue costs (please specify) | | | | |
| Additional income (please specify) | | | | |
| Net cost to Tunbridge Wells Borough Council | £690 | | | |

| | |
|---|--|
| Net Present Value (Please speak with Finance if you are unsure what this is) | |
|---|--|

Date the scheme discussed by the Head of Service with the relevant Portfolio Holder: 4 October 2022

Supply email endorsing their support for the approval of funding by Cabinet.

Work must not commence without budgetary approval from Cabinet (or s151 in an emergency)

Capital Programme Application Form



| | |
|---|--|
| Corporate Priority | |
| Proposed Scheme | Crescent Road Car Park Remedial Works to Concrete Cladding |
| Outline of Proposal, including timescales | <p>Carry out installation of resin ties to all concrete cladding panels over entire car park. A number of panels have moved in the extreme hot weather summer 2022. Structural engineer recommendations have been obtained.</p> <p>Redesign and install new guardrail to replace existing guardrails to reduce the risk of damage to the cladding panels.</p> <p>The panels that are already showing signs of movement will have the remedial work carried out during 2023, the remainder in 2024.</p> |
| Sources of funding | Capital & Revenue Initiatives Reserve |
| Objectives | To reduce the potential for the existing cladding panels to become unstable and pose a health and safety risk to users and the public. |
| Benefits | Reduce the potential risk to health and safety. |
| How will the proposal contribute towards: Corporate Priority? Local Area Agreement? Asset Management Plan? | <p>The proposed work is aligned with the Asset Management Plan which has the maintenance, care, and upgrade of Council owned assets as its core principle.</p> |

Capital Programme Application Form



| | |
|--|---|
| Other plans and strategies (please specify)? | |
| Constraints (e.g. time, reliance on external funding, legal or technical factors) | The existing car park is fully owned by the Council with no third-party ownership issues. |
| Is this scheme already in the Capital Programme? (If so, has the work started or has the contract been let?) | No. |
| Does this scheme create new assets, which the Council will need to replace in due course? If so, please give the asset life expectancies. | No. The work is required to protect existing assets. |
| Have Accountancy agreed that the proposed expenditure should | |

Capital Programme Application Form



| | |
|---|---|
| correctly be treated as capital? | |
| Implications of proposal being rejected | The cladding panels and guardrails will continue to deteriorate resulting in their potential failure and may mean that the car park will have to close for health and safety reasons resulting in a disruption or loss of parking within Tunbridge Wells town centre. |
| Implications of proposal being delayed | As above with a greater risk to health and safety of users and the public. Some areas of the car park may need to close to reduce health and safety risks. |
| Alternative solutions (If capital funding not available) | Monitor the cladding panels and guardrails and if and where necessary close parts of the car park or provide temporary protection. This may result in a loss of revenue and Council reputation. |
| Risks (outline risks and action required to meet them) | <p>Continued deterioration of the cladding panels and guardrails.</p> <p>Health & Safety issues arising from panel failure.</p> <p>Legal compensation claims arising from any injuries to the users and public due falling panels and guardrails and/ or potential damage to vehicles.</p> <p>Closure of all or part of the car park.</p> <p>Reputational loss – less likely to attract investment, new companies, and residents to the area.</p> |
| How does this proposal impact on equalities? | No impact on equalities. |
| Are there any VAT implications? | No |

Capital Programme Application Form



| Capital Costs | | | | |
|--|-----------------|-------------------|---------|---------|
| Expenditure | 2023/24 | 2024/25 | 2025/26 | 2026/27 |
| Site Acquisition | | | | |
| Construction | £15,000 | £185,000 | | |
| Structural Maintenance | £400,000 | £1,300,000 | | |
| Fees | £40,000 | £150,000 | | |
| Vehicles, Plant, Furniture and Equipment | | | | |
| Grants and Contributions | | | | |
| Other expenditure | | | | |
| Total | £455,000 | £1,635,000 | | |
| Less external grants and contributions | | | | |
| Less sales of related fixed assets | | | | |
| Net cost to Tunbridge Wells Borough Council | £455,000 | £1,635,000 | | |

Capital Programme Application Form



| Revenue Effects of Capital Expenditure | | | | |
|--|----------------|----------------|---------|---------|
| Expenditure / Income | 2023/24 | 2024/25 | 2025/26 | 2026/27 |
| Loss of Interest (3% of net cost) | £13,650 | £49,050 | | |
| Additional revenue costs (please specify) | | | | |
| Reduced revenue costs (please specify) | | | | |
| Additional income (please specify) | | | | |
| Net cost to Tunbridge Wells Borough Council | £13,650 | £49,050 | | |

| | |
|---|--|
| Net Present Value (Please speak with Finance if you are unsure what this is) | |
|---|--|

Date the scheme discussed by the Head of Service with the relevant Portfolio Holder: 4 October 2022

Supply email endorsing their support for the approval of funding by Cabinet.

Work must not commence without budgetary approval from Cabinet (or s151 in an emergency)

Capital Programme Application Form



| | |
|--|--|
| Corporate Priority | |
| Proposed Scheme | Replacement of Obsolete Electrical Switchgear Crescent Road Car Park |
| Outline of Proposal, including timescales | Head end power supply switch gear replacement as existing is obsolete. Duration is estimated at 1 month including 1 week shutdown (but the works can be phased in a number of ways). |
| Sources of funding | Capital & Revenue Initiative Reserve |
| Objectives | To ensure continuity in power supply to car park building |
| Benefits | Extend the life of the property. Avoid enforced shutdown due to failure of existing. Avoid potential H&S issues – e.g. Fire Risk from component failure. |
| How will the proposal contribute towards: Corporate Priority? Local Area Agreement? Asset Management Plan? Other plans and strategies (please specify)? | To support a prosperous borough, provide quality services, to ensure we operate in a business like way. |
| Constraints | The equipment is obsolete and although running without issue is beyond its lifecycle and due for replacement. No additional constraints considered. |

Capital Programme Application Form



| | |
|--|--|
| (e.g. time, reliance on external funding, legal or technical factors) | |
| Is this scheme already in the Capital Programme? (If so, has the work started or has the contract been let?) | No |
| Does this scheme create new assets, which the Council will need to replace in due course? If so, please give the asset life expectancies. | No, replacement only |
| Have Accountancy agreed that the proposed expenditure should correctly be treated as capital? | No |
| Implications of proposal being rejected | Potential of component failure resulting in power failure full or partial requiring limiting the use of the car park or closing due to power failure. Components are obsolete and so repair may not be possible. |

Capital Programme Application Form



| | |
|---|--|
| Implications of proposal being delayed | Same as above |
| Alternative solutions (If capital funding not available) | None |
| Risks (outline risks and action required to meet them) | Power outage due to component failure. Replacement of existing is the only option. It is no longer possible to source new spares, we have to try to source used spares which are neither readily available nor reliable. |
| How does this proposal impact on equalities? | None |
| Are there any VAT implications? | No |

Capital Programme Application Form



| Capital Costs | | | | |
|--|----------------|---------|---------|---------|
| Expenditure | 2023/24 | 2024/25 | 2025/26 | 2026/27 |
| Site Acquisition | | | | |
| Construction | | | | |
| Structural Maintenance | | | | |
| Fees | £5,000 | | | |
| Vehicles, Plant, Furniture and Equipment | £30,000 | | | |
| Grants and Contributions | | | | |
| Other expenditure | | | | |
| Total | | | | |
| Less external grants and contributions | | | | |
| Less sales of related fixed assets | | | | |
| Net cost to Tunbridge Wells Borough Council | £35,000 | | | |

Capital Programme Application Form



| Revenue Effects of Capital Expenditure | | | | |
|--|---------------|---------|---------|---------|
| Expenditure / Income | 2023/24 | 2024/25 | 2025/26 | 2026/27 |
| Loss of Interest (3% of net cost) | £1,050 | | | |
| Additional revenue costs (please specify) | | | | |
| Reduced revenue costs (please specify) | | | | |
| Additional income (please specify) | | | | |
| Net cost to Tunbridge Wells Borough Council | £1,050 | | | |

| | |
|---|--|
| Net Present Value (Please speak with Finance if you are unsure what this is) | |
|---|--|

Date the scheme discussed by the Head of Service with the relevant Portfolio Holder: 4 October 2022

Supply email endorsing their support for the approval of funding by Cabinet.

Work must not commence without budgetary approval from Cabinet (or s151 in an emergency)

Appendix I: Quarter 3 - Capital Management to 31 December 2022

Housing Renewal Grants - summary of loans issued and repaid

| | 2022/23 | 2021/22 | 2020/21 | 2019/20 | 2018/19 | 2017/18 | 2016/17 |
|--------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Advances made during the year | 26,035.88 | 4,000.00 | 2,635.20 | 61,853.71 | 45,050.44 | 9,591.35 | 516.00 |
| Energy Efficiency Advances | 3,565.63 | 20,658.87 | 14,385.81 | 7,843.94 | | | |
| Repayment of loans received | (68,096.35) | (33,485.18) | (54,489.92) | (15,267.32) | (70,502.21) | (95,445.95) | (50,738.69) |
| Other contributions | | | (6,700.00) | 100,000.00 | | 100,000.00 | |
| Energy Efficiency Funding | (3,565.63) | (20,658.87) | (14,385.81) | (107,843.94) | | | |
| Transferred to/(from) the reserve | 42,060.47 | 29,485.18 | 58,554.72 | (46,586.39) | 25,451.77 | (14,145.40) | 50,222.69 |
| Net position | | - | - | - | - | - | - |
| Housing Renewal Grants | (325,416.05) | (283,355.58) | (253,870.40) | (195,315.68) | (241,902.07) | (216,450.30) | (230,595.70) |

Quarter 3 - Capital Management to 31 December 2022
S106 as at 31 December 2022

| Allocated to schemes in capital programme: | £000's | £000's |
|--|--------|--------------|
| Calverley Tennis Court scheme | 23 | |
| Hilbert Football Pitch Drainage | 44 | |
| Acquisition Sites Sports Strategy | 786 | |
| Bayham Drainage | 35 | |
| Bayham Changing Facilities | 75 | |
| Affordable Housing Grant | 663 | |
| Dunorlan Play Park | 19 | |
| Southwood Road Drainage | 11 | 1,656 |
| Reserved for purposes set out in Section 106 agreements: | | |
| Youth and Adult recreation | 2,291 | |
| Childrens Playspace | 242 | |
| Cycleways/Highways & Transport | 941 | |
| Car Parking | 82 | |
| Air Quality & Renewable Energy | 80 | |
| Landscape and Biodiversity | 96 | |
| Public Art | 31 | |
| Affordable Housing | 4,344 | 8,217 |
| Total Section 106 contributions in hand as at 31 March 2023 | | 9,763 |

These contributions expire in the following years:

| | |
|------------------------------------|-------|
| 2019/20 | 47 |
| 2021/22 | 51 |
| 2022/23 | 44 |
| 2023/24 | 161 |
| 2024/25 | 102 |
| 2025/26 | 753 |
| 2026/27 | 706 |
| 2027/28 | 1,885 |
| 2028/29 | 127 |
| 2029/30 | 2,555 |
| 2030/31 | 127 |
| 2031/32 | 1,339 |
| 2032/33 | 250 |
| 2037/38 | 23 |
| Contributions without expiry dates | 1,592 |

| | |
|--|--------------|
| Total Section 106 contributions in hand as at 31 March 2023 | 9,763 |
|--|--------------|

Revenue Management: Quarter 3 (to 31 December 2022)

For Cabinet on 23 March 2023

Summary

Lead Member: Councillor Christopher Hall (Cabinet Member for Finance & Performance)

Lead Director: Lee Colyer, Director of Finance, Policy & Development

Head of Service: Jane Fineman, Head of Finance, Procurement & Parking

Report Author: Clare Hazard, Accountancy Manager

Classification: Public document (non-exempt)

Wards Affected: All

| Approval Timetable | Date |
|---|------------------|
| Management Board | 20 February 2023 |
| Cabinet Member | |
| Finance & Governance Cabinet Advisory Board | 7 March 2023 |
| Cabinet | 23 March 2023 |

Recommendations

Officer / Committee recommendations as supported by the Cabinet Member:

1. That Cabinet note the Quarter 3 net expenditure on services year to date was £10,361,000, £741,000 less than budget.
2. That Cabinet note that by year end the Council anticipates net expenditure of £15,278,000 on services. This forecast is £144,000 under budget, an improvement of £656,000 on Quarter 2.
3. That Cabinet note that by year end the Council anticipates receiving an increase in funding of £1,150,000, due to additional investment interest, an improvement of £400,000 since Quarter 2. Overall, this means an underspend compared to

budget of £1,294,000, an improvement of £1,056,000, since Quarter 2. This will fund the budget deficit of £944,000, that was to be met from reserves, with the additional £350,000 being available to be transferred to reserves.

4. That Cabinet approve a new charge for bay suspensions to be implemented from 1 April 2023.

1. Introduction and Background

- 1.1 This report shows the actual expenditure on services compared to the revised budget for the period ended 31 December 2022, and the forecast outturn position, highlighting significant variances from the revised annual budget.
- 1.2 The net expenditure on services for the year is forecast to be £15,278,000 which is an underspend against budget of £144,000.
- 1.3 The funding income the Council expects to receive has increased by £1,150,000, due to an increase in the investment interest forecast, which means an overall improvement to budget of £1,294,000.

2. Revenue Management to 31 December 2022

Summary Outturn – Appendix A

- 2.1 Appendix A shows the overall income and expenditure on services forecast outturn position as at 31 December 2022. Total income and expenditure on services can be seen in greater detail within Appendix B, which provides information per service area. The approved budget was set by Full Council on 23 February 2022 and does not change. The revised budget is used to record virements amongst service areas and from reserves, whilst the forecast outturn is used to record the reporting of savings, overspends and allocations from reserves.
- 2.2 The forecast outturn for expenditure on services is £15,278,000, which is £144,000 under budget. The various movements to forecast can be seen in Appendix C. It can also be seen that the funding for the year has increased by £1,150,000 which is from additional investment interest.
- 2.3 Investment interest and income is forecast to be £1,150,000 over budget, which is due to an increase in interest rates and more funds being available for investment. The base rate has increased from 0.75% at the start of the year to 4.00% in February 2023, with rates expected to increase further by the end of the March 2023. Average funds for 2022/23 are assumed to be £69.5 million, and are forecast to fall to £46.2 million in 2023/24, as reserves are spent and cash is returned to Government. The Council's investment in the Property Fund has generated a net return of 4.81% to the end of Quarter 3.

Usable Reserves – Appendix D

- 2.4 Appendix D shows all usable reserves including the earmarked reserves. Usable reserves are those that the Council can use to provide services, subject to the need to maintain an overall prudent level of reserves. Earmarked reserves are amounts set aside to meet identified, and sometimes committed, future liabilities.
- 2.5 As shown in Appendix D the Council had £32,493,000 of usable reserves as at 1 April 2021, including £22,677,000 of earmarked reserves. It should be noted that the Grant Volatility Reserve holds £6,911,000 which will be used to fund the Council's share of the deficit currently held on the Collection Fund, £5,610,000 in this financial year and £1,301,000 in 2023/24. It is committed and not available to spend despite being held in a usable reserve.
- 2.6 The Capital and Revenue Initiatives Reserve is generally used to finance the capital programme, where it is financed from TWBC resources, the property development programme and revenue expenditure for the Amelia Scott project. The funding currently required from the reserve in 2022/23 is £2,420,000 comprising of £2,384,000 for the capital projects, £35,000 for the Amelia Scott and £1,000 for the development programme.
- 2.7 The capital programme is also funded from other specific earmarked reserves, and this totals £365,000 for 2022/23. This comprises of £162,000 from the On Street Parking reserve, £111,000 from the Invest to Save reserve, £62,000 from the ICT MKS partnership reserve and £30,000 from the Housing Renewal reserve.
- 2.8 When the 2022/23 budget was set there was a deficit of £944,000 to be funded from reserves, but this withdrawal is now not required. There is a further £350,000 surplus, due to the improvement in forecast against budget, and it is assumed at present that it will be transferred to the General Fund, although the allocation to reserves may change once the actual position is known at year end.

Financial Performance of Major Expenditure Accounts – Appendix E

- 2.9 External contract payments are forecast to be £223,000 over budget this year. Of this increase £215,000 relates to an increase in payments for the recycling and waste collection service, which will be paid in Quarter 4. At its meeting of 9 February 2023 Cabinet agreed the provision of limited financial assistance to Urbaser Ltd and Urbaser SA for the contract, and a forecast of £165,000 has been included for this payment. The remaining £50,000 increase in the contract costs is due to two additional, royalty related bank holidays during 2022.
- 2.10 Grants are forecast to be £100,000 overspent for the year. At its meeting of 27 October 2022 (CAB 63/22) Cabinet approved that £100,000 would be added to fund the Community Support Fund. The Community Support Fund was established to help those in the Borough who are most in need by providing

financial assistance to organisations within the Community that are working hard to support our residents. Following an application process in January 2023, the £100,000 of grants, was paid out in February 2023.

- 2.11 Other Supplies and Services are forecast to be £102,000 underspent, a reduction of £111,000 this quarter. The decrease includes a reduction of £65,000 for the costs of the rent deposit and advance scheme, as the scheme is recovering more loan debt which can be reused to finance the scheme, and a reduction of £50,000 contingency budget, which was for the pandemic but has not needed to be utilised.

Employee Related Costs – Appendix F and G

- 2.12 Staffing costs are now forecast to be £1,044,000 under budget, a further reduction of £470,000 since Quarter 2. Of this £260,000 will meet the contribution to the vacancy factor for the year. The vacancy factor is an amount which at the start of the year is already assumed will be saved whilst budgeted posts are vacant.
- 2.13 The main projected changes for staffing this quarter are a saving of £146,000 for Planning Services, £59,000 for The Amelia, £55,000 for Parking, £55,000 for Housing, £24,000 for Property and £22,000 for Policy and Governance. There are also savings projected for two of the MKS partnerships, Legal Services and Revenues and Benefits of £50,000 each.

Income Streams– Appendix H

- 2.14 Off Street Parking income is forecast to be £473,000 overachieved for the year, an additional £180,000 this quarter. This is due to increased prices, implemented from December onwards, and an increase in visitor numbers to the car parks.
- 2.15 Crematorium income is forecast to be £100,000 overachieved for the year, an additional £65,000 this quarter. The forecast reflects the increase in cremation prices from October onwards, in response to the increase in energy costs being incurred, and an increase in webcasting income that has continued seeing increased take up following the period of the pandemic.
- 2.16 Planning income is forecast to be £192,000 overachieved, a further £95,000 this quarter. This consists of £155,000 from an increase in planning application income, £20,000 from viability appraisal fees and £17,000 from S106 monitoring fees.
- 2.17 Waste collection income is forecast to be overachieved by £140,000 this quarter, which consists of an increase in income of £220,000 for performance payments, less a decrease in income for green waste collections of £80,000. The increase in performance payments is due to extra tonnages being recycled and an increase in the price of cardboard. The decrease in green waste collection is due to a lower number of customers renewing their subscription compared to budget.

- 2.18 The forecast for Other Income has been reduced this quarter by a further £80,000. This mainly consists of a decrease of £100,000 for charges for Council Tax summonses and liability orders. Following the pandemic period it has taken a while for courts to be fully operational again resulting in a backlog of arrears.

Variances by Cabinet Member– Appendix I

- 2.19 The table in Appendix I shows variances by Cabinet Member.

Update to Fees and Charges

- 2.20 A bay suspension is a change to normal parking arrangements to allow the placement of a skip, materials or vehicles, to facilitate works to an area of the highway or to allow for temporary traffic diversions to take place. The present charge for a bay suspension is £80 for 1 week and then £20 for each additional day.
- 2.21 It is proposed to amend the charging for bay suspensions. The proposal is to charge a £100 administration fee and then £10 per day for a 6 metre length of bay. A benchmarking exercise of charges in Kent has shown a variety of charges and whilst this is not the most expensive (Dover and Folkestone & Hythe charge slightly more) it is felt to be competitive and commensurate with the cost of providing the service. It should also incentivise customers to minimise the number of days and bays they use as it is important to keep disruption to a minimum for other residents who need to park.

Council Tax and Business Rates

- 2.22 The Council is a billing authority for Council Tax, which is collected on behalf of precepting bodies including Kent County Council, Kent Police and the Kent and Medway Fire & Rescue Services along with Town and Parish Councils. The total due for 2022/23 is £94.3 million of which £9.005 million is due to this Council.
- 2.23 The Council is also the billing authority for Business Rates which are collected on behalf of the Government, TWBC, Kent County Council and the Kent and Medway Fire & Rescue Services. The total due for 2022/23 is in the region of £50 million with the Council receiving back from government £2.375 million in redistributed business rates (4.7% of business rates billed).
- 2.24 The table below shows the Quarter 3 recovery rate for Council Tax to be 0.38% below target and 0.42% below the collection rate last year. The table shows the Quarter 3 recovery rate for business rates to be above target by 1.60% and 4.32% above the collection rate last year. It should be noted that the collection profile for business rates for 2021/22 was unusual. It was skewed by expanded retail discount being applied at 100% for April to June and 66% for July to March,

meaning businesses were able to pay their bill over the last 9 months, rather than in equal instalments.

| Revenue Billing Stream | 2022/23 Collection as at 31/12/2022 | 2022/23 Target as at 31/12/2022 | 2021/22 Collection as at 31/12/2021 |
|------------------------|---|---------------------------------------|---|
| Council Tax | 83.14% | 83.52% | 83.56% |
| Business Rates | 83.60% | 82.00% | 79.28% |

3. Options Considered

- 3.1 This report is essentially for information.
- 3.2 Cabinet can approve the new charge for bay suspensions or refuse.

4. Preferred Option and Reason

- 4.1 That Members acknowledge the forecast outturn position for the year and the variances to the revised budget and forecast outturn as at Quarter 3.
- 4.2 That it is noted that the expected withdrawal from reserves of £944,000, to balance the 2022/23 budget, is no longer required. A surplus to budget of £350,000 is forecast as at Quarter 3, and it is assumed at present that this will be transferred to the General Fund.
- 4.3 That Members approve the new charge for bay suspensions to be implemented from 1 April 2023.

5. Consultation on Options

- 5.1 The budget was approved by Full Council on 23 February 2022. Finance Officers have liaised with Heads of Service and where appropriate cost centre managers, to ensure that the information provided is robust.

Recommendation from Cabinet Advisory Board

- 5.2 The Finance & Governance Cabinet Advisory Board were consulted on 7 March 2023 and agreed the following:

Insert text from Cabinet Advisory Board minute, or request text from Democratic Services Officer.

6. Implementation

6.1 The decision will be published on the Council's website.

7. Appendices and Background Documents

Appendices:

- Appendix A: Overall Income and Expenditure in Services
- Appendix B: Net Expenditure on Services
- Appendix C: Key Variances
- Appendix D: Usable Reserves
- Appendix E: Financial Performance of Major Expenditure Accounts
- Appendix F: Employee Related Costs
- Appendix G: Headcount by Service
- Appendix H: Income Streams
- Appendix I: Variance by Cabinet Member

Background Papers:

- Budget 2022/23 and Medium-Term Financial Strategy Update – CAB130/21
https://democracy.tunbridgewells.gov.uk/documents/s59490/8%20Budget%20FC%202022_23.pdf
- Revenue Management: Quarter 1 (to 30 June 2022) – CAB45/22
<https://democracy.tunbridgewells.gov.uk/documents/s63167/Quarter%201%20Revenue%20Management%20202223.pdf>
- Revenue Management: Quarter 2 (to 30 September 2022) – CAB96/22
<https://democracy.tunbridgewells.gov.uk/documents/s64395/Quarter%202%20Revenue%20Management%20202223.pdf>

8. Cross Cutting Issues

A. Legal (including the Human Rights Act)

Under section 151 of the local government act (LGA 1972), the Section 151 Officer has statutory duties in relation to the financial administration and stewardship of the authority, including advising on the corporate financial position and providing financial information.

Claudette Valmond, Head of Legal Partnership

B. Finance and Other Resources

The report updates on the Authority's forecast outturn net revenue position compared to revised budget. The strain on the council's finances will be felt for some time and the ability of the council to finance new commitments is severely limited.

Jane Fineman, Head of Finance, Procurement & Parking

C. Staffing

The report monitors the establishment to the post occupied.

Jane Fineman, Head of Finance, Procurement & Parking

D. Risk Management

To ensure that the unaudited outturn net revenue remains within the Council's Medium Term Financial Strategy.

Jane Fineman, Head of Finance, Procurement & Parking

E. Environment and Sustainability

There are no specific implications that arise from the process of Revenue Management over the fact that the budget supports the Council's priorities.

Jane Fineman, Head of Finance, Procurement & Parking

F. Community Safety

There are no specific implications that arise from the process of Revenue Management over the fact that the budget supports the Council's priorities.

Jane Fineman, Head of Finance, Procurement & Parking

G. Equalities

There are no specific implications that arise from the process of Revenue Management over the fact that the budget supports the Council's priorities.

Jane Fineman, Head of Finance, Procurement & Parking

H. Data Protection

There are no specific implications that arise from the process of Revenue Management over the fact that the budget supports the Council's priorities.

Jane Fineman, Head of Finance, Procurement & Parking

I. Health and Safety

There are no specific implications that arise from the process of Revenue Management over the fact that the budget supports the Council's priorities.

Jane Fineman, Head of Finance, Procurement & Parking

J. Health and Wellbeing

There are no specific implications that arise from the process of Revenue Management over the fact that the budget supports the Council's priorities.

Jane Fineman, Head of Finance, Procurement & Parking

Appendix A

Appendix A - Overall Revenue and Net Expenditure on Services Financial Year 2022/23

| | Forecast to 31/12/22 | Actuals to 31/12/23 | Variance to 31/12/22 Increase/ (Decrease) | Full Year Revised Budget | Full Year Forecast Outturn as at Q3 | Full Year Variance to Revised Budget Increase/ (Decrease) |
|--|-------------------------|------------------------|--|-----------------------------|---|---|
| | £000's | £000's | £000's | £000's | £000's | £000's |
| NET EXPENDITURE ON SERVICES-ORIGINAL BUDGET | | | | 14,950 | 14,950 | 0 |
| Forecast Outturn Increase funded from Reserves | | | | 132 | 432 | 300 |
| NET EXPENDITURE ON SERVICES-QTR 1 | | | | 15,082 | 15,382 | 300 |
| Forecast Outturn Increase funded from Reserves | | | | 163 | 375 | 212 |
| NET EXPENDITURE ON SERVICES-QTR 2 | | | | 15,245 | 15,757 | 512 |
| Forecast Outturn Increase funded from Reserves | | | | 177 | (479) | (656) |
| NET EXPENDITURE ON SERVICES-QTR 3 | | | | 15,422 | 15,278 | (144) |
| Comprised of: | | | | | | |
| Chief Executive | 142 | 141 | (1) | 188 | 188 | 0 |
| D Of Finance, Policy & Development | 113 | 113 | 0 | 149 | 149 | 0 |
| Finance, Procurement & Parking | (278) | (447) | (169) | (457) | (619) | (162) |
| Mid Kent Services Client | 2,216 | 2,228 | 12 | 2,155 | 2,255 | 100 |
| Economic Development & Property | (86) | (164) | (78) | 307 | 228 | (79) |
| Planning | 927 | 861 | (66) | 1,425 | 1,031 | (394) |
| Policy & Governance | 1,063 | 1,104 | 41 | 1,428 | 1,404 | (24) |
| D Of Change & Communities | 104 | 103 | (1) | 137 | 137 | 0 |
| HR, Cust Service & Culture | 1,760 | 1,574 | (186) | 2,380 | 2,405 | 25 |
| Housing, Health & Environment | 3,521 | 3,287 | (234) | 5,768 | 5,813 | 45 |
| Facilities & Community Hubs | 1,083 | 982 | (101) | 1,349 | 1,505 | 156 |
| Digital Services & Communications | 602 | 579 | (23) | 853 | 782 | (71) |
| Vacancy Factor | (65) | 0 | 65 | (260) | 0 | 260 |
| Total Cost of Services | 11,102 | 10,361 | (741) | 15,422 | 15,278 | (144) |
| Funded by: | | | | | | |
| Net Interest & Investment Income | | | | (556) | (1,706) | (1,150) |
| Parish Precepts & Levies | | | | 2,987 | 2,987 | 0 |
| Central Government & Other Grants | | | | (2,341) | (2,341) | 0 |
| Business Rates | | | | (2,375) | (2,375) | 0 |
| Council Tax Precepts | | | | (12,137) | (12,137) | 0 |
| Capital Expenditure from Revenue | | | | 2,749 | 2,749 | 0 |
| Minimum Revenue Provision | | | | 324 | 324 | 0 |
| Transfer to & From Earmarked Reserves | | | | (3,129) | (3,129) | 0 |
| Transfer From Earmarked Reserves (to balance budget) | | | | (944) | 0 | 944 |
| Transfer To & From General Fund | | | | 0 | 350 | 350 |
| TOTAL FUNDING | | | | (15,422) | (15,278) | 144 |
| (SURPLUS)/DEFICIT | | | | 0 | 0 | 0 |

Net Direct Expenditure on Services**Appendix B****Chief Executive**

| HEAD OF SERVICE | Revised YTD Budget £ | Actual £ | Revised YTD Budget Variance £ | Full Year Revised Budget £ | Full Year Budget Projection £ | Variance Full Yr Bud £ |
|------------------------|-------------------------|----------------|----------------------------------|-------------------------------|----------------------------------|---------------------------|
| Direct Expenditure | 141,710 | 141,835 | 125 | 187,940 | 187,940 | 0 |
| Direct Income | 0 | (576) | (576) | 0 | 0 | 0 |
| CHIEF EXECUTIVE | 141,710 | 141,259 | (451) | 187,940 | 187,940 | 0 |
| Director Total: | 141,710 | 141,259 | (451) | 187,940 | 187,940 | 0 |

Finance, Policy & Development

| HEAD OF SERVICE | Revised YTD Budget £ | Actual £ | Revised YTD Budget Variance £ | Full Year Revised Budget £ | Full Year Budget Projection £ | Variance Full Yr Bud £ |
|--------------------------------|-------------------------|------------------|----------------------------------|-------------------------------|----------------------------------|---------------------------|
| Direct Expenditure | 113,280 | 112,572 | (708) | 149,130 | 149,130 | 0 |
| Direct Income | 0 | 0 | 0 | 0 | 0 | 0 |
| D OF FINANCE, POLICY & DEVELOP | 113,280 | 112,572 | (708) | 149,130 | 149,130 | 0 |
| Direct Expenditure | 4,549,110 | 4,527,100 | (22,010) | 5,758,930 | 6,069,930 | 311,000 |
| Direct Income | (4,827,370) | (4,973,576) | (146,206) | (6,215,840) | (6,688,840) | (473,000) |
| FINANCE, PROCUREMENT & PARKING | (278,260) | (446,477) | (168,217) | (456,910) | (618,910) | (162,000) |
| Direct Expenditure | 24,158,070 | 24,087,976 | (70,094) | 34,139,910 | 34,039,910 | (100,000) |
| Direct Income | (21,941,650) | (21,860,268) | 81,382 | (31,985,450) | (31,785,450) | 200,000 |
| MID KENT CLIENT SERVICES | 2,216,420 | 2,227,707 | 11,287 | 2,154,460 | 2,254,460 | 100,000 |
| Direct Expenditure | 1,101,560 | 1,002,722 | (98,838) | 1,714,400 | 1,645,400 | (69,000) |
| Direct Income | (1,187,885) | (1,167,152) | 20,733 | (1,405,850) | (1,415,850) | (10,000) |
| ECONOMIC DEV & PROPERTY | (86,325) | (164,430) | (78,105) | 308,550 | 229,550 | (79,000) |
| Direct Expenditure | 2,271,560 | 2,161,734 | (109,826) | 3,035,570 | 2,833,570 | (202,000) |
| Direct Income | (1,344,370) | (1,300,957) | 43,413 | (1,611,510) | (1,803,510) | (192,000) |
| PLANNING | 927,190 | 860,777 | (66,413) | 1,424,060 | 1,030,060 | (394,000) |
| Direct Expenditure | 1,064,370 | 1,107,278 | 42,908 | 1,430,130 | 1,406,130 | (24,000) |
| Direct Income | (1,680) | (3,536) | (1,856) | (2,250) | (2,250) | 0 |
| POLICY & GOVERNANCE | 1,062,690 | 1,103,742 | 41,052 | 1,427,880 | 1,403,880 | (24,000) |
| Director Total: | 3,954,995 | 3,693,891 | (261,104) | 5,007,170 | 4,448,170 | (559,000) |

Change & Communities

| HEAD OF SERVICE | Revised YTD Budget £ | Actual £ | Revised YTD Budget Variance £ | Full Year Revised Budget £ | Full Year Budget Projection £ | Variance Full Yr Bud £ |
|-----------------------------------|-------------------------|------------------|----------------------------------|-------------------------------|----------------------------------|---------------------------|
| Direct Expenditure | 103,740 | 103,180 | (560) | 137,470 | 137,470 | 0 |
| Direct Income | 0 | 0 | 0 | 0 | 0 | 0 |
| D OF CHANGE & COMMUNITIES | 103,740 | 103,180 | (560) | 137,470 | 137,470 | 0 |
| Direct Expenditure | 4,434,020 | 4,447,602 | 13,582 | 6,183,340 | 6,296,340 | 113,000 |
| Direct Income | (2,673,570) | (2,873,247) | (199,677) | (3,803,420) | (3,891,420) | (88,000) |
| HR, CUSTOMER SERVICE & CULTURE | 1,760,450 | 1,574,355 | (186,095) | 2,379,920 | 2,404,920 | 25,000 |
| Direct Expenditure | 8,601,850 | 8,362,865 | (238,985) | 13,326,190 | 13,517,190 | 191,000 |
| Direct Income | (5,080,850) | (5,076,201) | 4,649 | (7,558,770) | (7,704,770) | (146,000) |
| HOUSING, HEALTH & ENVIRONMENT | 3,521,000 | 3,286,665 | (234,335) | 5,767,420 | 5,812,420 | 45,000 |
| Direct Expenditure | 1,714,470 | 1,650,323 | (64,147) | 2,100,560 | 2,249,560 | 149,000 |
| Direct Income | (631,370) | (667,999) | (36,629) | (752,120) | (745,120) | 7,000 |
| FACILITIES & COMMUNITY HUBS | 1,083,100 | 982,324 | (100,776) | 1,348,440 | 1,504,440 | 156,000 |
| Direct Expenditure | 751,980 | 710,210 | (41,770) | 1,049,890 | 979,890 | (70,000) |
| Direct Income | (149,580) | (130,860) | 18,720 | (196,690) | (197,690) | (1,000) |
| DIGITAL SERVICES & COMMUNICATIONS | 602,400 | 579,350 | (23,050) | 853,200 | 782,200 | (71,000) |
| Director Total: | 7,070,690 | 6,525,872 | (544,818) | 10,486,450 | 10,641,450 | 155,000 |

Vacancy Factor

| HEAD OF SERVICE | Revised YTD Budget £ | Actual £ | Revised YTD Budget Variance £ | Full Year Revised Budget £ | Full Year Budget Projection £ | Variance Full Yr Bud £ |
|------------------------|-------------------------|----------|----------------------------------|-------------------------------|----------------------------------|---------------------------|
| Direct Expenditure | (65,000) | 0 | 65,000 | (260,000) | 0 | 260,000 |
| Direct Income | 0 | 0 | 0 | 0 | 0 | 0 |
| VACANCY FACTOR | (65,000) | 0 | 65,000 | (260,000) | 0 | 260,000 |
| Director Total: | (65,000) | 0 | 65,000 | (260,000) | 0 | 260,000 |

| | | | | | | |
|---------------------|-------------------|-------------------|------------------|-------------------|-------------------|------------------|
| Grand Total: | 11,102,395 | 10,361,022 | (741,373) | 15,421,560 | 15,277,560 | (144,000) |
|---------------------|-------------------|-------------------|------------------|-------------------|-------------------|------------------|

Note: There may be small rounding differences compared to the Core Paper.

Key Variances

| | Quarter 1 £000's | Quarter 2 £000's | Quarter 3 £000's |
|--|---------------------|---------------------|---------------------|
| Quarter 1 – Reported Saving/Increase in income (Services) | | | |
| Additional income - Off Street Parking income | (293) | | |
| Saving in staff costs - Environmental Health | (152) | | |
| Additional income - The Amelia Scott recharges | (83) | | |
| Additional income - Planning | (62) | | |
| Saving in staff costs - Digital Services | (41) | | |
| Saving in staff costs - Planning | (38) | | |
| Saving in staff costs - Parking | (25) | | |
| Additional income - On Street Parking Income | (20) | | |
| Saving in staff costs - Policy & Governance | (12) | | |
| Saving in travel costs - Environmental Health | (2) | | |
| | <hr/> | | |
| | (728) | | |
| Quarter 1 – Reported Overspend/ Decline in income (Services) | | | |
| Additional costs - Energy costs | 520 | | |
| Additional costs - Car park service charges | 240 | | |
| Reduction in income - Environmental Health recharges | 100 | | |
| Vacancy factor - Quarter 1 | 65 | | |
| Additional costs - Cleaning costs for The Amelia Scott | 62 | | |
| Additional costs - Business rates for The Amelia Scott | 21 | | |
| Reduction in income - Littering | 20 | | |
| | <hr/> | | |
| | 1,028 | | |
| Quarter 1 – Reported Saving/Increase in income (Funding) | | | |
| Additional income - Investment interest | (300) | | |
| | <hr/> | | |
| | (300) | | |
| Net Deficit/(Surplus) for Quarter 1 | <hr/> | <hr/> | <hr/> |
| | 0 | 0 | 0 |

Quarter 2 – Reported Saving/Increase in income

| | |
|---|-------|
| Saving in staff costs - Culture | (86) |
| Saving in staff costs - Assembly Hall Theatre | (45) |
| Saving in staff costs - Planning | (44) |
| Saving in staff costs - Environmental Health | (40) |
| Additional income - Planning | (35) |
| Additional income - Crematorium | (35) |
| Saving in staff costs - Housing | (25) |
| Saving in staff costs - Digital Services | (24) |
| Saving in staff costs - Parking | (20) |
| Saving in staff costs - Policy & Governance | (12) |
| Saving in supplies and services costs - Assembly Hall Theatre | (12) |
| Saving in staff costs - MKS Director | (10) |
| Additional income - Rental income | (10) |
| Additional income - Street naming and numbering | (7) |
| | <hr/> |
| | (405) |

Quarter 2 – Reported Overspend/ Decline in income

| | |
|---|-------|
| Additional costs - Energy costs | 300 |
| Reduction in income - Court Cost income | 100 |
| Additional costs - Grounds Maintenance Contract | 70 |
| Vacancy factor - Quarter 2 | 65 |
| Additional costs - Planning Inquiry | 36 |
| Additional costs - Business rates | 22 |
| Additional costs - Local magazine | 14 |
| Reduction in income - Digital staff recharge | 10 |
| | <hr/> |
| | 617 |

Quarter 2 – Reported Saving/Increase in income (Funding)

| | |
|---|-------|
| Additional income - Investment interest | (450) |
| | <hr/> |
| | (450) |

| | | |
|---|--------------|--------------|
| Net Deficit/(Surplus) reported for Quarter 2 | (238) | (238) |
|---|--------------|--------------|

Quarter 3 – Reported Saving/Increase in income

| | |
|--|-------|
| Additional income - Waste performance payments | (220) |
| Additional income - Off Street Parking income | (180) |
| Saving in staff costs - Planning | (146) |
| Additional income - Planning | (95) |
| Saving in costs - Housing rent guarantee scheme | (65) |
| Additional income - Crematorium income | (65) |
| Saving in premises costs - Bed and breakfast costs | (60) |
| Saving in staff costs - The Amelia | (59) |
| Saving in staff costs - Parking | (55) |
| Saving in staff costs - Housing | (55) |
| Saving in costs - Revenues & Benefits partnership | (50) |
| Saving in costs - Legal Services partnership | (50) |
| Saving in costs - Release pandemic contingency | (50) |
| Saving in costs - Property consultants | (36) |
| Saving in costs - Assembly Hall Theatre | (30) |
| Saving in staff costs - Property | (24) |
| Saving in staff costs - Policy & Governance | (22) |

Appendix C

| | |
|---|---------|
| Additional income - Community Centre room hire | (22) |
| Additional income - Legal Services income | (20) |
| Saving in costs - Public Conveniences | (17) |
| Saving in costs - Homelessness expenses | (15) |
| Saving in costs - Housing contract costs | (15) |
| Saving in costs - Housing partnership | (13) |
| Saving in staff costs - Community Safety | (12) |
| Saving in staff costs - Digital Services | (10) |
| Saving in staff costs - Economic Development | (10) |
| Saving in costs - Agricultural advice | (10) |
| Saving in costs - Sustainability projects costs | (6) |
| Saving in costs - Crematorium costs | (6) |
| Saving in costs - Communications promotion | (6) |
| Additional income - Parks income | (6) |
| Saving in costs - Training costs | (5) |
| Additional income - Assembly Hall Theatre | (5) |
| Additional income - Communications recharges | (4) |
| Saving in costs - Digital Services training | (3) |
| Saving in costs - Community Centre costs | (2) |
| Saving in staff costs - Community Centres | (1) |
| | <hr/> |
| | (1,450) |

Quarter 3 – Reported Overspend/ Decline in income

| | |
|---|-------|
| Additional Costs - Waste Contract additional contract payment | 165 |
| Vacancy factor - Quarters 3 & 4 | 130 |
| Additional Costs - Community Support Fund Grants | 100 |
| Reduction in income - Court Cost income | 100 |
| Reduction in income - Green Waste subscription income | 80 |
| Additional Costs - Waste Contract additional bank holidays | 50 |
| Additional staff costs - Agency staff at Crematorium | 45 |
| Additional Premises costs - Water costs at Crematorium | 30 |
| Additional Costs - Car Park Security costs | 23 |
| Additional Costs - Election costs | 22 |
| Reduction in income - Debt Recovery Service | 20 |
| Reduction in income - Town Hall room hire | 16 |
| Reduction in income - Public Conveniences recharges | 10 |
| Reduction in income - Calverley Terrace rent | 3 |
| | <hr/> |
| | 794 |

Quarter 3 – Reported Saving/Increase in income (Funding)

| | |
|---|-------|
| Additional income - Investment interest | (400) |
| | <hr/> |
| | (400) |

| | |
|---|----------------|
| Net Deficit/(Surplus) reported for Quarter 3 | (1,294) |
|---|----------------|

| | |
|---|-----|
| Projected transfer from reserves (to balance budget) - not required | 944 |
|---|-----|

| | |
|---|--------------|
| Net Deficit/(Surplus) reported for Quarter 3 | (350) |
|---|--------------|

Appendix D

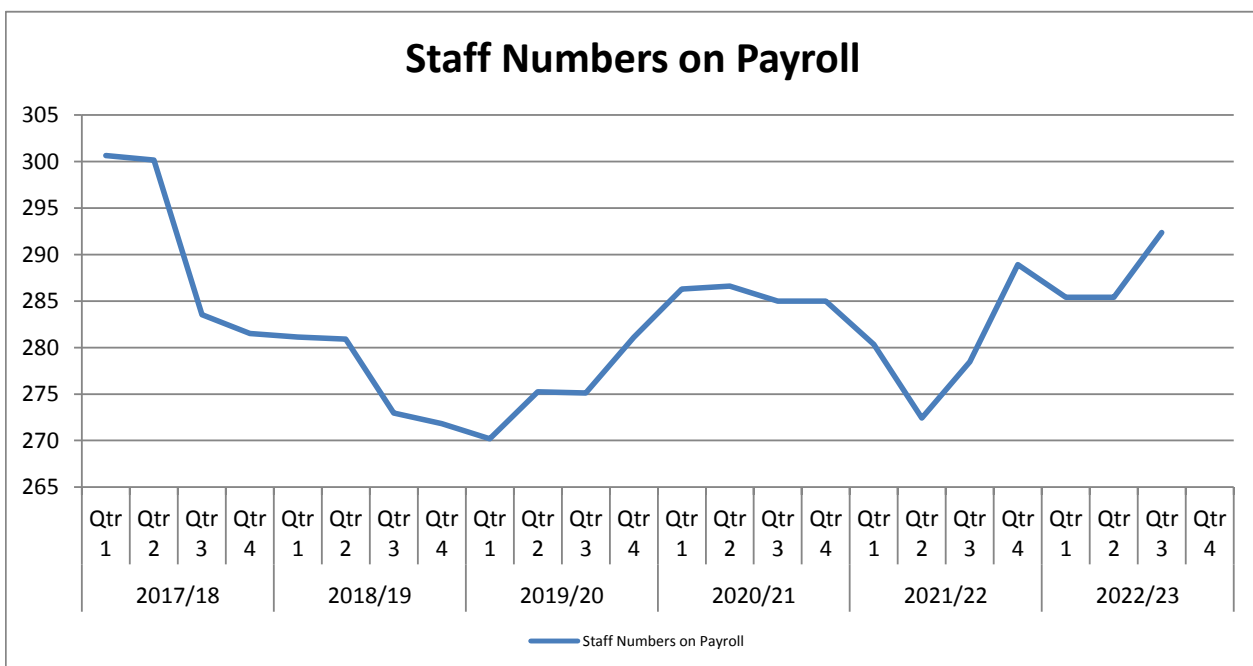
| Usable Reserves | Balance | | | Balance |
|--|---------------|------------|----------------|----------------|
| | 01/04/22 | Receipts | Payments | 31/03/23 |
| | £000's | £000's | £000's | £000's |
| General Fund | 4,336 | 350 | 0 | 4,686 |
| Capital Grants & Contributions | 3,280 | 0 | 0 | 3,280 |
| Capital Receipts | 2,200 | 40 | (1,240) | 1,000 |
| Earmarked Reserves | | | | |
| Capital and Revenue Initiatives | 4,839 | 0 | (2,420) | 2,419 |
| On Street Parking | 913 | 0 | (162) | 751 |
| Local Plan | 1,026 | 0 | (255) | 771 |
| Section 106 Interest | 42 | 0 | 0 | 42 |
| Maintenance of Garden of Remembrance | 4 | 0 | 0 | 4 |
| Strategic Plan | 1,353 | 0 | 0 | 1,353 |
| Royal Victoria Place Car Park Maintenance | 1,497 | 0 | 0 | 1,497 |
| Government Grants | 707 | 0 | (80) | 627 |
| Invest to Save | 681 | 0 | (111) | 570 |
| Cultural | 298 | 0 | 0 | 298 |
| Housing Renewal | 283 | 0 | (30) | 253 |
| Insurance | 341 | 25 | 0 | 366 |
| Grant Volatility | 1,623 | 0 | (25) | 1,598 |
| Grant Volatility (to be used for the Collection Fund) | 6,911 | 0 | 0 | 6,911 |
| Grant Volatility (to be used for the Revenue Deficit) | 944 | 0 | 0 | 944 |
| ICT MKIP Partnership | 62 | 0 | (62) | 0 |
| Establishment | 364 | 0 | 0 | 364 |
| Ice Rink | 219 | 0 | (7) | 212 |
| Digital Transformation | 25 | 0 | 0 | 25 |
| Traveller Protocol | 15 | 0 | (2) | 13 |
| Land Charges Transition after loss of income | 60 | 0 | 0 | 60 |
| Rent Advance and Deposit | 470 | 0 | 0 | 470 |
| Earmarked Reserves | 22,677 | 25 | (3,154) | 19,548 |
| TOTAL USABLE RESERVES | 32,493 | 415 | (4,394) | 28,514 |
| Grant Volatility (to be used for the Collection Fund) 2022/23 | | | | (5,610) |
| Committed to Revenue Projects 2022/23 | | | | (522) |
| TOTAL USABLE RESERVES 2022/23 | | | | 22,382 |
| Committed to Capital/Revenue Projects 2023/24 onwards | | | | (17,699) |
| TOTAL RESERVES 2026/27 | | | | 4,683 |
| Outstanding Financing/Internal Borrowing (projects not yet financed) | | | | (5,857) |
| TOTAL UNFINANCED (DEFICIT) | | | | (1,174) |

Financial Performance of Major Expenditure Accounts

| | Forecast to 31/12/22 | Actuals to 31/12/22 | Variance to 31/12/22 Increase/ (Decrease) | Full Year Revised Budget | Full Year Forecast Outturn as at Q3 | Full Year Variance to Revised Budget Increase/ (Decrease) |
|------------------------------|-------------------------|------------------------|--|-----------------------------|--|--|
| | £000's | £000's | £000's | £000's | £000's | £000's |
| Building Maintenance/Repairs | 489 | 490 | 1 | 1,464 | 1,464 | 0 |
| Grounds Maintenance | 1,035 | 989 | (46) | 1,414 | 1,484 | 70 |
| Business Rates/Council Tax | 1,457 | 1,448 | (9) | 1,563 | 1,606 | 43 |
| Utility Bills | 789 | 722 | (67) | 701 | 1,541 | 840 |
| Other Premises Costs | 1,475 | 1,465 | (10) | 1,555 | 1,798 | 243 |
| Transport | 102 | 86 | (16) | 151 | 149 | (2) |
| External Contract Payments | 2,883 | 2,838 | (45) | 4,580 | 4,803 | 223 |
| IT & Communications | 1,097 | 1,102 | 5 | 1,386 | 1,343 | (43) |
| Grants | 221 | 234 | 13 | 317 | 417 | 100 |
| Consultants/Legal Fees | 626 | 577 | (49) | 817 | 810 | (7) |
| Other Fees | 1,220 | 1,157 | (63) | 1,621 | 1,599 | (22) |
| Members Allowances | 288 | 300 | 12 | 385 | 385 | 0 |
| Other Supplies & Services | 1,719 | 1,879 | 160 | 3,019 | 2,917 | (102) |
| Net Benefits Income | 1,272 | 1,273 | 1 | 200 | 200 | 0 |
| TOTAL | 14,673 | 14,560 | (113) | 19,173 | 20,516 | 1,343 |

Employee Related Costs

| | Forecast to 31/12/22 | Actuals to 31/12/22 | Variance to 31/12/22 Increase/ (Decrease) | Full Year Revised Budget | Full Year Forecast Outturn as at Q3 | Full Year Variance to Revised Budget Increase/ (Decrease) |
|-----------------------------|-------------------------|------------------------|--|-----------------------------|---|--|
| | £000's | £000's | £000's | £000's | £000's | £000's |
| Salaries & Casual Hours | 8,136 | 7,928 | (208) | 11,520 | 10,800 | (720) |
| National Insurance | 922 | 836 | (86) | 1,290 | 1,197 | (93) |
| Pension Costs | 2,094 | 2,014 | (80) | 2,969 | 2,844 | (125) |
| Severance Costs | 0 | 0 | 0 | 0 | 0 | 0 |
| Training | 136 | 114 | (22) | 209 | 201 | (8) |
| Other Employee Costs | 1,840 | 1,760 | (80) | 3,216 | 3,118 | (98) |
| Vacancy Factor | (65) | 0 | 65 | (260) | 0 | 260 |
| TOTAL EMPLOYEE COSTS | 13,063 | 12,652 | (411) | 18,944 | 18,160 | (784) |



The 2017/18 Quarter 1 figure onwards include the MKS Environmental Health Service Partnership where staff from Maidstone and Swale transferred to Tunbridge Wells.

FULL TIME EQUIVALENTS IN POST AS AT 31 DECEMBER 2022

Appendix G

| Service | Budget FTE's as at 1 Apr 2022 | FTE's in Post as at 31 Dec 2022 | Key Variances |
|-----------------------------------|-------------------------------------|---------------------------------------|--|
| Chief Executive | 1.00 | 1.00 | - No variance |
| Chief Executive | 1.00 | 1.00 | |
| Director of Finance, Policy & Dev | 1.00 | 1.00 | - No variance |
| Finance & Procurement | 53.91 | 48.58 | - Civil Enforcement Officer (4.00 FTE less) - Traffic Technician Career (1.00 FTE less) - Accountancy Officer (0.14 FTE less) - Financial Systems Officer (0.19 FTE less) |
| Economic Dev & Property | 17.00 | 14.00 | - Corporate Property Manager (1.00 FTE less) - Estates Manager (1.00 FTE less) - Property Development Manager (1.00 FTE less) |
| Planning | 51.67 | 39.77 | - Technical Officer (1.00 FTE less) - Scanning Assistant (1.14 FTE less) - Principal Planning Officer (1.76 FTE less) - Planning Officer (1.00 FTE less) - Tree Officer (1.00 FTE less) - Planning Compliance Officer (0.74 FTE less) - Planning Investigations Officer (1.00 FTE less) - Condition & S106 Officer (1.00 FTE less) - Planning Environmental Officer (0.61 FTE less) - Senior Planning Officer (0.65 FTE less) - Information Officer (1.00 FTE less) - Assistant Building Control Surveyor (1.00 FTE less) |
| Policy & Governance | 16.90 | 16.71 | - Democratic Services Officer (0.19 FTE less) |
| Finance, Policy & Development | 140.48 | 120.06 | |

Appendix G

| Service | Budget FTE's as at 1 Apr 2022 | FTE's in Post as at 31 Dec 2022 | Key Variances |
|--------------------------------|-------------------------------------|---------------------------------------|--|
| Director of Change & Comm | 1.00 | 1.00 | - No variance |
| HR, Customer Service & Culture | 62.05 | 60.92 | <ul style="list-style-type: none"> - Ice Rink Manager (1.00 FTE more) - Ice Rink Deputy Manager (1.00 FTE more) - Amelia Co-Ordinator (0.92 FTE less) - Cultural Projects Manager (1.00 FTE less) - Learning & Engagement Assistant (1.00 FTE less) - Amelia Customer Experience Officer (1.00 FTE more) - Amelia Customer Experience Advisor (3.07 FTE less) - Well-Being Projects Officer (0.50 FTE more) - Theatre Technician (3.00 FTE less) - Theatre Marketing Assistant (1.00 FTE less) - Assistant House Manager (0.46 FTE more) - Fund-Raising Manager (1.61 FTE more) - Ukrainian Project Support posts (3.29 FTE more) |
| Housing, Health & Environment | 89.74 | 79.11 | <ul style="list-style-type: none"> - Senior Housing Options Advisor (0.81 FTE less) - Housing Options Advisor (2.26 FTE less) - Housing Support Officer (1.00 FTE less) - Environmental Protection Team Leader (1.00 FTE less) - Air Quality Monitoring Officer (1.00 FTE less) - Senior Environmental Health Officer (3.32 FTE less) - Environmental Health Apprentice (1.00 FTE more) - Environmental Health Officer (1.00 FTE less) - Food & Safety Officer (0.11 FTE less) - Parks & Sports Administration (1.00 FTE less) - Bereavement Services Officer (1.00 FTE less) - Senior Crematorium Technician (1.00 FTE less) - Bereavement Services Assistant (0.65 more) - Crematorium Technician (1.00 FTE less) - Health & Well-Being Advisor (2.22 FTE more) |
| Facilities & Community Hubs | 12.91 | 12.64 | - Community Safety Assistant (0.27 less) |
| Digital Services & Commun | 19.21 | 17.62 | <ul style="list-style-type: none"> - Senior Marketing Officer (1.00 FTE less) - Data Analytics/Business Intelligence Placement (1.00 FTE more) - Business Analyst (1.00 FTE less) - Project Manager (0.59 less) |
| Change & Communities | 184.91 | 171.29 | |
| Total | 326.39 | 292.35 | |
| Variance | | (34.04) | |

Income Streams

| | Forecast to 31/12/22 | Actuals to 31/12/22 | Variance to 31/12/22 Increase/ (Decrease) | Full Year Revised Budget | Full Year Forecast Outturn as at Q3 | Full Year Variance to Revised Budget Increase/ (Decrease) |
|----------------------|-------------------------|------------------------|--|-----------------------------|---|--|
| | £000's | £000's | £000's | £000's | £000's | £000's |
| Off Street Parking | (3,596) | (3,705) | (109) | (4,493) | (4,966) | (473) |
| On Street Parking | (1,194) | (1,222) | (28) | (1,565) | (1,585) | (20) |
| Assembly Hall | (1,866) | (1,921) | (55) | (2,394) | (2,399) | (5) |
| Grants | (1,191) | (1,252) | (61) | (1,486) | (1,486) | 0 |
| Rents | (1,639) | (1,714) | (75) | (2,078) | (2,091) | (13) |
| Crematorium Income | (1,297) | (1,368) | (71) | (1,777) | (1,877) | (100) |
| Revenue Contribution | (1,776) | (1,719) | 57 | (3,086) | (3,039) | 47 |
| Planning Income | (1,344) | (1,301) | 43 | (1,592) | (1,784) | (192) |
| Land Charges | (215) | (216) | (1) | (287) | (287) | 0 |
| Waste Collection | (938) | (831) | 107 | (1,862) | (2,002) | (140) |
| Other Income | (1,578) | (1,602) | (24) | (2,075) | (1,882) | 193 |
| TOTAL INCOME | (16,634) | (16,851) | (217) | (22,695) | (23,398) | (703) |

Variances by Cabinet Member

| | | Forecast to 31/12/22 | Actuals to 31/12/22 | Variance to 31/12/22 Increase/ (Decrease) | Full Year Revised Budget | Full Year Forecast Outturn as at Q3 | Full Year Variance to Revised Budget Increase/ (Decrease) |
|-----------------------------------|-----------|-------------------------|------------------------|--|-----------------------------|---|---|
| | | £000's | £000's | £000's | £000's | £000's | £000's |
| Leader of the Council | By Law | 182 | 164 | (18) | 258 | 226 | (32) |
| Rural Communities | By Choice | 482 | 413 | (69) | 548 | 644 | 96 |
| Finance and Performance | By Law | 4,372 | 4,466 | 94 | 4,896 | 5,025 | 129 |
| Finance and Performance | By Choice | 640 | 530 | (110) | 1,357 | 1,362 | 5 |
| TW Town and Local Areas | By Law | (219) | (310) | (91) | (145) | (245) | (100) |
| TW Town and Local Areas | By Choice | (1,520) | (1,605) | (85) | (2,406) | (2,518) | (112) |
| Leisure, Well-Being and Culture | By Choice | 1,233 | 1,088 | (145) | 1,792 | 1,833 | 41 |
| Env, Sustain and Carbon Reduction | By Law | 2,555 | 2,582 | 27 | 3,322 | 3,300 | (22) |
| Env, Sustain and Carbon Reduction | By Choice | 1,126 | 1,035 | (91) | 1,499 | 1,781 | 282 |
| Governance and Transparency | By Law | 1,237 | 1,196 | (41) | 1,854 | 1,768 | (86) |
| Governance and Transparency | By Choice | 202 | 199 | (3) | 263 | 263 | 0 |
| Housing and Planning | By Law | 869 | 595 | (274) | 2,370 | 1,765 | (605) |
| Housing and Planning | By Choice | 8 | 8 | 0 | 74 | 74 | 0 |
| Vacancy Factor | By Choice | (65) | 0 | 65 | (260) | 0 | 260 |
| TOTAL | | 11,102 | 10,361 | (741) | 15,422 | 15,278 | (144) |

Treasury and Prudential Indicator Management: Quarter 3 (to 31 December 2022)

For Cabinet on 23 March 2023

Summary

Lead Member: Councillor Christopher Hall (Cabinet Member for Finance & Performance)

Lead Director: Lee Colyer, Director of Finance, Policy & Development

Head of Service: Jane Fineman, Head of Finance, Procurement & Parking

Report Author: Clare Hazard, Accountancy Manager

Classification: Public document (non-exempt)

Wards Affected: All

| Approval Timetable | Date |
|---|------------------|
| Management Board | 22 February 2023 |
| Cabinet Member | |
| Finance & Governance Cabinet Advisory Board | 7 March 2023 |
| Cabinet | 23 March 2023 |

Recommendations

Officer / Committee recommendations as supported by the Cabinet Member:

1. That Cabinet note the Treasury Management and Prudential Indicator position for 2022/23.
2. That Cabinet note the forecast for investment and bank interest is £1,595,000, an increase of £1,150,000 from the approved budget of £445,000, and a further improvement of £400,000 from the Quarter 2 projection.

1. Introduction and Background

- 1.1 This report monitors compliance with the Treasury Management Policy & Strategy 2022/23 for the period 1 April 2022 to 31 December 2022.
- 1.2 The report updates Members on investments held by the Council and informs that interest from investments and bank interest for 2022/23 is forecast to be £1,595,000, an increase of £1,150,000, on the approved budget of £445,000.

2. Treasury Management and Prudential Indicator Management

- 2.1 Under its Financial Procedure Rules, the Council delegates responsibility for the implementation and monitoring of its treasury management policies and practices to Cabinet.
- 2.2 This report monitors, for the period 1 April 2022 to 31 December 2022, compliance with the Treasury Management Policy and Strategy 2022/23 recommended by Cabinet at its meeting 10 February 2022 (CAB133/21/20) and approved by Full Council at its meeting of 23 February 2022 (FC80/21).

Current Investments

- 2.3 The 2022/23 approved limits on the amount of money and the time period the Council can invest with any given counterparty is shown in **Appendix A**.
- 2.4 As at 31 December 2022 the Council had £72 million of investments and bank account money. The institution categories and the maturity profile of these are shown in **Appendix B**.

Interest Rate Forecast

- 2.5 The bank interest rate was cut to 0.10% in March 2020 when it became clear that the coronavirus pandemic would pose a huge threat to the economy. It remained unchanged until December 2021 when it was increased by 0.15% to 0.25%. At each subsequent meeting, the Bank of England has increased the rate again, with the latest increase, on 2 February 2023, being an increase of 0.50% to take the rate from 3.50% to 4.00%.
- 2.6 Link Asset Services, who are the Council's treasury advisors, regularly review interest rates and produce a forecast of the rate over future years. They currently

forecast that the rate will increase to 4.25% by the end of March 2023, with a further increase by June 2023 to reach a peak rate of 4.50%. They forecast that at the start of 2024 the rate will start to fall slowly, back to 4.00% by March 2024 and to 2.50% by March 2025. They expect the Bank of England to continue its efforts to squeeze inflation out of the economy but, mindful of the cost-of-living crisis, will be keen to lower rates when the worst of the inflationary pressures are over.

Cash Balances

- 2.7 The 2022/23 budget was set based on average funds expected to be available for investments during the year of £40.8 million.
- 2.8 The opening cash balance position was much higher than forecast at budget setting due to several reasons including:
- The funding for business grants schemes provided by the Government, to support businesses during the pandemic, was provided up front and at year end the Council held a balance of £1.597 million for these which will be returned to Government.
 - The Council received £5.025 million for the Government Energy Rebate Scheme on 30 March 2022. This was paid to residents during April to September 2022 with the balance held short term until it was passed on.
 - Capital projects totalling £9.613 million were rescheduled during 2021/22 into the 2022/23 financial year.
 - The Council was able to close the 2021/22 financial year with a small surplus of £35,000 being returned to the general fund. At budget setting time it had been expected that reserves of £1.518 million would be needed to balance the budget.
- 2.9 The funds available for investment throughout 2022/23 are also expected to be higher than forecast due to several reasons including:
- The Government provided eligible retail, hospitality and leisure properties with business rates reliefs during 2021/22. The Council was compensated for this loss of income through Section 31 grants, paid throughout last year. As it is the billing authority, the Council suffered the full loss of business rates income in terms of cashflow, rather than just its 40% share and was compensated for this by receiving 100% of the Section 31 grants. It needs to repay Government the 60% that is due to the other preceptors, which is a sum of £12.465 million, but this will not be paid until February 2023, therefore increasing the average funds throughout the year.
 - Capital projects have been rescheduled during 2022/23. Projects totalling £8.842 million were rescheduled into 2023/24 by the end of Quarter 2, with a further £1.844 million being rescheduled in Quarter 3, as detailed in the Capital Management Report.

Investment and Bank Interest

- 2.10 The target interest rate to be earned from funds was set at 1.09%. Applying this to the budgeted funds available resulted in an interest budget of £445,000.
- 2.11 The amount of interest to be received from investments and bank balances is forecast to be £1,595,000, an increase of £1,150,000 on the approved budget, and a further improvement of £400,000 from the Quarter 2 projection. The increase is due to an increase in interest rates available, as explained in Note 2.5, and more funds being available for investment, as explained in Notes 2.8 and 2.9.
- 2.12 A summary of the forecast position is shown below:

| | Budget 2022/23 | Quarter 1 | Quarter 2 | Quarter 3 |
|-----------------------|-------------------|-------------|-------------|-------------|
| Equated Investments | £40,800,000 | £60,400,000 | £66,800,000 | £69,500,000 |
| Average Interest Rate | 1.09% | 1.23% | 1.79% | 2.29% |
| Total Interest | £445,000 | £745,000 | £1,195,000 | £1,595,000 |

- 2.13 The average rate of the entire portfolio is estimated to increase from 1.09% to 2.29%.

Treasury Management Strategy Prudential Indicators and Targets

- 2.14 Details of the Prudential Indicators and Treasury Management Targets compared to the position as at 31 December 2022 are set out in **Appendix C**.
- 2.15 None of the Prudential Indicators were breached during the quarter.

Local Authorities Property Fund

- 2.16 The Council purchased £9 million worth of units in The Local Authorities' Property Fund between 2013 and 2014. The Fund pays a dividend to the Council on a quarterly basis. The dividend paid for April to December was 5.67% although a management fee of 0.86% was paid back to the Fund resulting in a net interest rate of 4.81%.
- 2.17 The value of the investment is calculated at year end to be included in the Council's Financial Statements at its fair value or market price. The value of the Council's £9 million investment was £12,240,822 as at 31 March 2022. The value of the £9 million invested as at 31 December 2022 is £10,424,399, a decrease of £1,816,423 in 2022/23.

- 2.18 The difference in value at year end is held in an unusable reserve, set up specifically for this purpose, called the Financial Instrument Revaluation Reserve. This reserve will hold the £1,424,399 cumulative gain from the investment. The decrease during 2022/23 has no impact on the overall cost of services.

Other Interest and Investment Income Received

- 2.19 The Council receives interest and investment income in addition to investment interest as shown below:

| | Budget 2022/23 |
|----------------------------|-------------------|
| Investment Property Income | £45,000 |
| Mortgages | £2,500 |
| Total | £47,500 |

3. Options Considered

- 3.1 This report is essentially for information.

4. Preferred Option and Reason

- 4.1 That Members acknowledge the 2022/23 Treasury Management and Prudential Indicator position and note that investment and bank interest is forecast to be £1,595,000, an increase of £1,150,000 on the approved budget of £445,000, and a further improvement of £400,000 from the Quarter 2 projection.

5. Consultation on Options

- 5.1 The Council takes advice from Link Asset Services on all treasury management activities. The decision will be published on the Council's website.

Recommendation from Cabinet Advisory Board

- 5.2 The Finance & Governance Cabinet Advisory Board were consulted on 7 March 2023 and agreed the following:

Insert text from Cabinet Advisory Board minute, or request text from Democratic Services Officer.

6. Implementation

- 6.1 The investment interest and income are also included within the Quarter 3 Revenue Management report which is an accompanying report on this agenda.

7. Appendices and Background Documents

Appendices:

- Appendix A: Treasury Management Investment Limits
- Appendix B: Investments as at 31 December 2022
- Appendix C: Prudential Indicators and Treasury Management Targets

Background Papers:

- Treasury Management Policy and Strategy 2022/23 – CAB133/21
<https://democracy.tunbridgewells.gov.uk/documents/s59504/11%20Treasury%20Strategy%20202223.pdf>
- Treasury and Prudential Indicator Management: Quarter 1 (to 30 June 2022)
<https://democracy.tunbridgewells.gov.uk/documents/s63184/Quarter%201%20Treasury%20Management%20202223.pdf>
- Treasury and Prudential Indicator Management: Quarter 2 (to 30 September 2022)
<https://democracy.tunbridgewells.gov.uk/documents/s64405/Quarter%202%20Treasury%20Management%20202223.pdf>

8. Cross Cutting Issues

A. Legal (including the Human Rights Act)

Under Section 151 of the Local Government Act 1972 (LGA 1972) the Section 151 Officer has statutory duties in relation to the financial administration and stewardship of the authority, including securing effective arrangements for treasury management.

Claudette Valmond, Interim Head of Legal Partnership

B. Finance and Other Resources

The net investment interest is an important source of income for the Council's revenue budget.

Jane Fineman, Head of Finance, Procurement & Parking

C. Staffing

There are no specific implications that arise from the process of Treasury Management over the fact that the income is part of the budget which supports the Council's priorities.

Jane Fineman, Head of Finance, Procurement & Parking

D. Risk Management

The Treasury Management Policy and Strategy sets out how the Council aims to control the risks associated with treasury management. The security of the Council's investments is the top priority when making investments and is always considered before yield

Jane Fineman, Head of Finance, Procurement & Parking

E. Environment and Sustainability

There are no specific implications that arise from the process of Treasury Management over the fact that the income is part of the budget which supports the Council's priorities.

Jane Fineman, Head of Finance, Procurement & Parking

F. Community Safety

There are no specific implications that arise from the process of Treasury Management over the fact that the income is part of the budget which supports the Council's priorities.

Jane Fineman, Head of Finance, Procurement & Parking

G. Equalities

There are no specific implications that arise from the process of Treasury Management over the fact that the income is part of the budget which supports the Council's priorities.

Jane Fineman, Head of Finance, Procurement & Parking

H. Data Protection

There are no specific implications that arise from the process of Treasury Management over the fact that the income is part of the budget which supports the Council's priorities.

Jane Fineman, Head of Finance, Procurement & Parking

I. Health and Safety

There are no specific implications that arise from the process of Treasury Management over the fact that the income is part of the budget which supports the Council's priorities.

Jane Fineman, Head of Finance, Procurement & Parking

J. Health and Wellbeing

There are no specific implications that arise from the process of Treasury Management over the fact that the income is part of the budget which supports the Council's priorities.

Jane Fineman, Head of Finance, Procurement & Parking

APPENDIX A: Treasury Management Investments Limits**Banks/Building Societies**

| | Fitch Rating (minimum) | | Maximum Investment per Institution/ Group | Maximum Duration |
|-----------------------|------------------------|-----|---|------------------|
| | LT | ST | | |
| 1st tier institutions | AA+ AA AA- | F1+ | £20 million | 5 years |
| 2nd tier institutions | A+ A A- | F1 | £10 million | 3 years |

Nationalised/Part Nationalised Banks

| | Fitch Rating (minimum) | | Maximum Investment per Institution/ Group | Maximum Duration |
|-----------------------|------------------------|-----|---|------------------|
| | LT | ST | | |
| 1st tier institutions | AA+ AA AA- | F1+ | £20 million | 5 years |
| 2nd tier institutions | A+ A A- | F1 | £10 million | 3 years |

Lloyds Banking Group

| | Maximum Investment | Maximum Duration |
|----------------------|--------------------|------------------|
| Lloyds Banking Group | £20 million | 5 years |

Local Authorities/Debt Management Office

| | Maximum Investment | Maximum Duration |
|-------------------------------------|--------------------|------------------|
| Unitary Councils | £5 million | 5 years |
| County Councils | £5 million | 5 years |
| Police Authorities | £5 million | 5 years |
| Other Local Authorities | £5 million | 5 years |
| Government's Debt Management Office | £30 million | 5 years |

Money Market Funds

| | Maximum Investment | Maximum Duration |
|--------------------|--------------------|------------------|
| Money Market Funds | £5 million | 5 years |

Collective Investments Schemes (Pooled Funds)

| | Maximum Investment | Maximum Duration |
|---|--------------------|------------------|
| Collective Investments Schemes (Pooled Funds) | £10 million | - |

Organisations for the purposes of improving Council's Assets

| | Maximum Investment | Maximum Duration |
|--|--------------------|------------------|
| Organisations for the purposes of improving Council's Assets | £5 million | 5 years |

APPENDIX B: Investments as at 31 December 2022

| | Investments |
|-------------------------------|--------------------|
| Banks/Building Societies | 30,000,000 |
| Lloyds Banking Group | 4,000,000 |
| Debt Management Office | 29,000,000 |
| Other Local Authorities | 0 |
| Collective Investment Schemes | 9,000,000 |
| Total | 72,000,000 |

| | Investments |
|----------------|--------------------|
| On Call | 4,000,000 |
| 0 - 3 months | 54,000,000 |
| 4 - 6 months | 0 |
| 7 - 9 months | 0 |
| 10 - 12 months | 0 |
| 12 months + | 14,000,000 |
| Total | 72,000,000 |

APPENDIX C: Prudential Indicators and Treasury Management Targets

| | Budget/ Year End Position 2022/23 | Forecast/ Actual Quarter 3 | Forecast/ Actual Quarter 2 |
|---|--|---|---|
| Prudential Indicators | | | |
| 1 Capital Expenditure This indicator is a summary of The Council's capital expenditure plans. 2022/23 Estimate | £10,402,000 | £8,214,000 projected | £10,556,000 projected |
| 2 The Council's Borrowing Need This indicator is the Council's Capital Financing Requirement (CFR) which is the historic outstanding capital expenditure which has not yet been paid for either from revenue or capital resources. It is essentially a measure of the Council's indebtedness and so is its underlying borrowing need. Property Investment Dowding House Strategic Land Acquisition Property Purchase The Amelia Scott 2021/22 Actual @ Year End | £900,000 £1,870,000 £924,000 £468,000 £2,000,000 £6,162,000 | | |
| Property Investment Dowding House Strategic Land Acquisition Property Purchase The Amelia Scott Civic Site Essential Works 2022/23 Estimate @ Year End | | £855,000 £1,781,000 £882,000 £447,000 £2,000,000 £130,000 | £855,000 £1,781,000 £882,000 £447,000 £2,000,000 £451,000 |
| 3 Core Funds and Expected Investment Balances The application of resources to either finance capital expenditure or other budget decisions to support the revenue budget will have an ongoing impact on investments unless resources are supplemented each year from new sources. 2021/22 Closing Investments Amount 2022/23 Estimate Closing Investments Amount Note: Business rates income owed in relation to 2021/22, from Government and Preceptors, is being recovered on a monthly basis. However, the Section 31 grant, already received for this, will not be paid back to Government until March 2023. | £55,400,000 | £6,095,000 projected £49,400,000 projected (Quarter 3 end £72,000,000) | £6,416,000 projected £43,000,000 projected (Quarter 2 end £65,000,000) |

APPENDIX C: Prudential Indicators and Treasury Management Targets

| | Budget/ Year End Position 2022/23 | Forecast/ Actual Quarter 3 | Forecast/ Actual Quarter 2 |
|---|--|---|---|
| 4 Ratio of Financing Costs to Net Revenue Streams This indicator identifies trends in the cost of capital, borrowing and long term obligation costs of net investment income, against net revenue stream. Net Cost of Services Estimate Borrowing Costs Estimate Percentage | £14,950,000 £0 0.00% | £15,278,000 £0 0.00% projected | £15,757,000 £0 0.00% projected |
| Treasury Indicators | | | |
| 1 Authorised Limit for External Debt The Council is expected to set a maximum authorised limit for external debt. This limit should not be exceeded and is therefore calculated on the basis of the worst case scenario for cash flow requirements in the short term. Authorised limit for external debt Other long term liabilities (S106 with repayment conditions) Total | | £0 £8,171,000 | £0 £8,171,000 |
| | £25,000,000 | £8,171,000 actual | £8,171,000 actual |
| 2 Operational boundary for external debt The Council is required to set an operational boundary for external debt. This indicates the most likely maximum level of external debt for cash flow requirements in the short term. This indicator may be breached temporarily for operational reasons. Operational boundary for external debt Other long term liabilities (S106 with repayment conditions) Total | | £0 £8,171,000 | £0 £8,171,000 |
| | £25,000,000 | £8,171,000 actual | £8,171,000 actual |

APPENDIX C: Prudential Indicators and Treasury Management Targets

| | Budget/ Year End Position 2022/23 | Forecast/ Actual Quarter 3 | Forecast/ Actual Quarter 2 |
|--|--|----------------------------------|-------------------------------------|
| <u>Treasury Management Targets</u> | | | |
| 1 Target Investment Interest Rate Base Rate 0.75% from 17 Mar 22 to 4 May 22 Base Rate 1.00% from 5 May 22 to 15 Jun 22 Base Rate 1.25% from 16 Jun 22 to 3 Aug 22 Base Rate 1.75% from 4 Aug 22 to 21 Sep 22 Base Rate 2.25% from 22 Sep 22 onwards | 1.09% | 2.29% projected | 1.79% projected |
| 2 Longer term investment decisions Made in the context of a minimum investment rate of | 0.40% | £5m investment @ 5.48% | No long term Investments made |
| 3 Cash flow Overall cash flow to be managed to achieve a nil borrowing requirement although borrowing will be considered an option where it is prudent to do so | Nil | Nil | Nil |

APPENDIX C: Prudential Indicators and Treasury Management Targets

| | Budget/ Year End Position 2022/23 | Forecast/ Actual Quarter 3 | Forecast/ Actual Quarter 2 |
|---|--|---|---|
| <u>Other Key Data</u> | | | |
| 1 Estimated average equated sums for investment 2022/23 Total | £40,800,000 | £69,500,000 projected | £66,800,000 projected |
| 2 Investment Income Investment Income including investments and bank interest | £445,000 | £1,595,000 projected (Year to date £1,020,000) | £1,195,000 projected (Year to date £504,000) |

Performance Summary Q3 2022/23 (Oct-Dec 2022)

For Cabinet 23 March 2023

Summary

Lead Member: Councillor Christopher Hall

Lead Director: Lee Colyer, Director for Finance, Policy and Development

Report Author: Pamela Morgan, Performance and Governance Manager

Classification: Public document (non-exempt)

Wards Affected: All

| Approval Timetable | Date |
|----------------------------|------------------|
| Management Board | 20 February 2023 |
| Finance and Governance CAB | 7 March 2023 |
| Cabinet | 23 March 2023 |

Recommendations

Officer / Committee recommendations as supported by the Portfolio Holder:

1. That the Cabinet notes the summary of project performance over quarter three, 2022/23, at appendix A.
2. That the Cabinet notes the summary of service performance over quarter three, 2022/23, at appendix B.
3. That the Cabinet notes the Recovery Plans for quarter three, 2022/23, at appendices C-K.

1. Introduction and Background

- 1.1 This report summarises the performance of the Council's projects and services in quarter three, 2022/23. Appendix A provides a summary of projects in the Five Year Plan, the corporate plan for the previous administration. Where service under-performance is identified, Recovery Plans are included at appendices C-K to give details of actions to bring service performance back on track.
- 1.2 The performance management framework is part of the overall governance framework of the Council, which seeks to ensure that risks are managed whilst results are delivered. Quarterly performance reporting helps the Council to improve services and deliver better results for residents, and Cabinet Committee oversight ensures that the framework is robust, and that performance is open to challenge from those with political responsibility for the delivery of projects and services. A public report helps other Councillors, residents and stakeholders to engage with the work of the Council, and to provide further challenge where it is appropriate and effective to do so.
- 1.3 The summary report is divided into two main sections:
 - Project performance (appendix A).
 - Service performance (appendix B).
- 1.4 Delivery of projects is monitored on a weekly basis by the Project Management Office and is reviewed every month by the Programme Management Board, which consists of the Chief Executive and Directors. Progress is also monitored with Portfolio Holders at monthly meetings.
- 1.5 Service performance is monitored daily by line managers, reported to Heads of Service monthly, and Management Board (Chief Executive and Directors) on a quarterly basis.

2. Project Performance

- 2.1 There are four projects remaining active as part of the historic corporate plan, which are currently being performance assessed. Their status is as follows:

| Date | Red Status | Amber Status | Green Status |
|------------|------------|--------------|--------------|
| 2022/23 Q1 | 0 | 2 | 2 |
| 2022/23 Q2 | 0 | 3 | 1 |
| 2022/23 Q3 | 0 | 2 | 2 |

2.2 Detailed updates on the projects are available at appendix A.

3. Service Performance

3.1 The Council is reporting on 29 indicators for this year, 21 of which have targets.

3.5 Of those indicators with targets, 12 are performing and 9 are under performing.

| Date | Performing | Not Performing | Unavailable |
|------------|------------|----------------|-------------|
| 2022/23 Q1 | 17 | 4 | 1 |
| 2022/23 Q2 | 13 | 7 | 2 |
| 2022/23 Q3 | 12 | 9 | 0 |

Under-performing Indicators

3.6 There are 9 indicators which are underperforming.

- Number of households in temporary accommodation
- Number of homelessness acceptances
- Percentage of household waste recycled/composted
- Working days lost due to sickness
- Processing of minor planning applications within time
- Processing of other planning applications within time
- Performance on appeal – minor applications
- Performance on appeal – other applications
- Percentage of council tax collected

3.7 Recovery Plans for these indicators are attached at appendices C-K, and give more details about the reasons for underperformance, and the actions the service will take to bring performance back to target.

4. Options Considered

4.1 This report is for noting only, with no decisions being made as a result of the recommendations. As such there are no options available to Cabinet.

5. Preferred Option and Reason

- 5.1 Performance management is an important tool to use for organisations and businesses to assess their progress on desired aims and outcomes. To promote transparency and increase trust in how the Council spends public funds, performance information is published quarterly to allow for greater scrutiny of the Council's long-term ambitions and its day-to-day activities.
- 5.2 The recommendations are to note the factual information within this report. Any actions Cabinet committee may choose to take as a result of the information will be brought forwards in separate reports which will include options appraisals and decisions.

6. Consultation on Options

- 6.1 The information in this report is factual information and there are no direct decisions arising from the recommendations. As such, no public consultation has taken place.

Recommendation from Cabinet Advisory Board

- 6.2 The Finance and Governance Cabinet Advisory Board were consulted on 7 March 2023 and agreed the following:

To be updated following the meeting.

- 6.3 There are no decisions arising from this report and so no implementation period is necessary.

7 Appendices and Background Documents

Appendices:

- Appendix A: Project Summary
- Appendix B: Performance Indicator Outturn
- Appendix C-K: Under-performing Indicator Recovery Plans

8 Cross Cutting Issues

A. Legal (including the Human Rights Act)

There is no statutory duty to report regularly to Cabinet on the Council's performance. However, under Section 3 of the Local Government Act 1999 (as amended) a best value authority has a statutory duty to secure continuous improvement in the way in which its functions are exercised having regard to a combination of economy, efficiency and effectiveness.

One of the purposes of the Council's Corporate Priorities is to provide clear strategic direction in order to facilitate the improvement of the economy, efficiency and effectiveness of Council Services. Regular reports on the Council's performance assist in demonstrating best value and compliance with the statutory duty.

There are no consequences arising from the recommendation that adversely affect or interfere with individuals' rights and freedoms as set out in the Human Rights Act 1998.

Claudette Valmond, Interim Head of Legal Services, 10 February 2023

B. Finance and Other Resources

A number of these performance indicators and projects have financial implications and where appropriate these are covered in the Capital, Revenue and Treasury Monitoring Reports that accompany this report.

Jane Fineman, Head of Finance, Parking and Procurement, 10 February 2023

C. Staffing

This report demonstrates the vast proportion of work being undertaken by the Council's staff to provide services for the Borough and meet the projects within the Five Year Plan. Performance is monitored on a monthly basis by Heads of Service and is assessed against current staffing trends and issues to ensure staff resources are aligned with the Council's priorities.

Nicky Carter, Head of HR, Customers and Communities, 10 February 2023

D. Risk Management

All risks associated with this report are within the Council's current risk appetite and managed in accordance with its risk management strategy.

Lee Colyer, Director for Finance, Policy and Development

10 February 2023

E. Environment and Sustainability

This report and the action plans will have considered this aspect to ensure that the service areas and projects deliver the desired outcomes for Environment and Sustainability.

Section 40, National Environment and Rural Communities Act 2006

40(1) Every public authority must, in exercising its functions have regard so far as is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity.

Section 85, Countryside and Rights of Way Act 2000

85(1) In exercising or performing any functions in relation to, or so as to affect, land in an area of outstanding natural beauty, a relevant authority shall have regard to the purpose of conserving and enhancing the natural beauty of the area of outstanding natural beauty.

Gary Stevenson, Head of Environment, Housing and Health, 10 February 2023

F. Community Safety

There are no consequences arising from the recommendation that adversely affect community safety.

Section 17, Crime and Disorder Act 1998

17(1) Without prejudice to any other obligation imposed on it, it shall be the duty of each authority to which this section applies to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area.

Terry Hughes, Community Safety Manager, 10 February 2023

G. Equalities

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no apparent equality impact on end users.

Section 149, Equality Act 2010

149(1) A public authority must, in the exercise of its functions, have due regard to the need to –

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;*
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;*
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.*

Lee Colyer, Director for Finance, Policy and Development 10 February 2023

H. Data Protection

There are no data protection issues which need to be considered as a part of this report.

Article 5, General Data Protection Regulation 2016

1. Personal data shall be:

- (a) processed lawfully, fairly and in a transparent manner in relation to the data subject;*
- (b) collected for specific, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;*
- (c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;*
- (d) accurate and, where necessary, kept up to date;*
- (e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;*
- (f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.*

Jane Fineman, Data Protection Officer and Head of Finance, Parking and Procurement 10 February 2023

I. Health and Safety

There are no health and safety issues to consider as a part of this report and recommendations.

Mike Catling, Corporate Health and Safety Manager, 10 February 2023

J. Health and Wellbeing

There are no health and wellbeing issues to consider as a part of this report and recommendations.

1. *Areas of deprivation: Will the proposal have an impact (positive or negative) on those living in areas of deprivation within the borough (40% most deprived in the country). These are Sherwood, Southborough and High Brooms, Broadwater and Rusthall.*
2. *Healthier lifestyle opportunities: Will residents be more or less able to make healthier lifestyle choices such as physical activity (e.g. active travel, access to green spaces or access to leisure facilities), healthy eating (e.g. proximity or access to take away shops, allotments, food stores) and being smoke-free*
3. *Social and Community networks: Will the proposal make it easier for people to interact with one another e.g. encouraging community engagement*
4. *Living and Working Conditions: does to proposal improve work or home environments, increase job, education or training opportunities, improve access to health services or housing*
5. *General Socioeconomic, cultural and environmental conditions: Are there any other factors that may impact the above*

Tracey Beattie, Environmental Health Manager, 10 February 2023

Project Summary – Five Year Plan Projects

Q3 2022/23 (Oct-Dec 2022)

1. Project

Create a new Local Plan for the Borough.

Status

AMBER

The Local Plan has been submitted to the Secretary of State for Examination, in accordance with the latest timetable. A Planning Inspector has been appointed to undertake the Examination.

Examination Hearings were held in March and between May and July 2022. This varies slightly from the published timetable in the Local Development Scheme (October 2021) which had considered that these would be completed by April.

The Council has now received the Inspectors post-hearing Initial Findings letter which raises a number of matters that need resolving in order that the Local Plan can progress on to adoption. Officers are working on the matters with consultants and stakeholders and will present an update to members when the work is completed, which will be after the May elections. A review of the Local Development Scheme will be undertaken at the same time to set the timetable for the adoption of the Local Plan.

As a result of these additional requirements and the need for additional post hearing further work adoption of the Local Plan has been delayed.

2. Project

Create new sports facilities for the Borough.

Status

GREEN

Update

Currently awaiting outcome of Local Plan examination. From the Inspector's Initial Feedback it is agreed, as regards to Hawkenbury Recreation Ground (Policy AL/RTW 19), that it would be appropriate to consult on the road widening and re-provision of parking spaces that had been provided in a later evidence document provided to the Hearing.

3. Project

Support the development of community centres in the borough: Cranbrook

Status

AMBER

Update

The project has now received confirmation from the NHS that the GPs are on board and ready to lead the delivery of the new facility. Kent and Medway NHS have given us the specification of the facility in terms of size of building they believe the GPs require and the project is awaiting confirmation that the GPs agree with this analysis in order to finalise the brief for the Pre-Construction Services Agreement contract.

Work has been completed on the ground conditions which has confirmed that the cheaper pad foundations are suitable for the site. Costs have been updated on that basis but given inflationary costs increases, no changes have been made other than moving previous allowances from the foundations to the contingency.

The project continues to remain viable however the increases in the Bank of England borrowing rates which impact the Public Works Loan Board borrowing values is resulting in higher repayments costs on the projects. The current position is that starting construction at this time is not ideal. However given the need for c18-24 months' worth of design and planning works before construction can start, the economic environment may have improved by then, leaving the Council in a stronger position.

The parish council have confirmed that they support the use of the KCC framework to bring forward the Pre-Construction Services Agreement. Subject to KCC issuing the access agreement to the parish, this can now be done. The brief can then be finalised and tendered.

KCC has given the parish written confirmation that they are keen to see the project progress and that they would support the library moving in. KCC will consult with KCC Corporate Landlord to determine what degree of investment can be allowed for.

VAT report has concluded that there is a c£560k hit on the capital costs of the building and or a hit on the leasehold income to the council and/or a revenue impact to the NHS. The project can still stack up despite these additional costs, however the payback period goes beyond the 25 years initially desired by the Council.

4. Project

Support the development of community centres in the borough: Paddock Wood

Status

GREEN

Update

Construction is now all but complete on the Paddock Wood Community Centre and the building is due to be handed over on 3 March 2023.

The risk of the outstanding S106 payments has been contained by a 24 month loan from TWBC to cover the shortfall and the finances of the project remain tight but stable.

The final account with Baxall is still required to close out the construction element side of the project.

The town council has incorporated a charitable company to run the facility going forward and a lease has been prepared to transfer it over to the Company Limited by Guarantee on handover, which avoids any VAT on the construction element.

Marketing of the nursery/pre-school has started with lots of interest to date. A site manager is being recruited to run the centre with the facilities management contract being finalised for the first year.

Furniture fit out will soon commence, followed by an opening date to confirmed.

Tunbridge Wells Borough Council

Performance Report

Council Service Performance

Q3 (Oct-Dec 2022)

Published February 2023

For Cabinet 23 March 2023

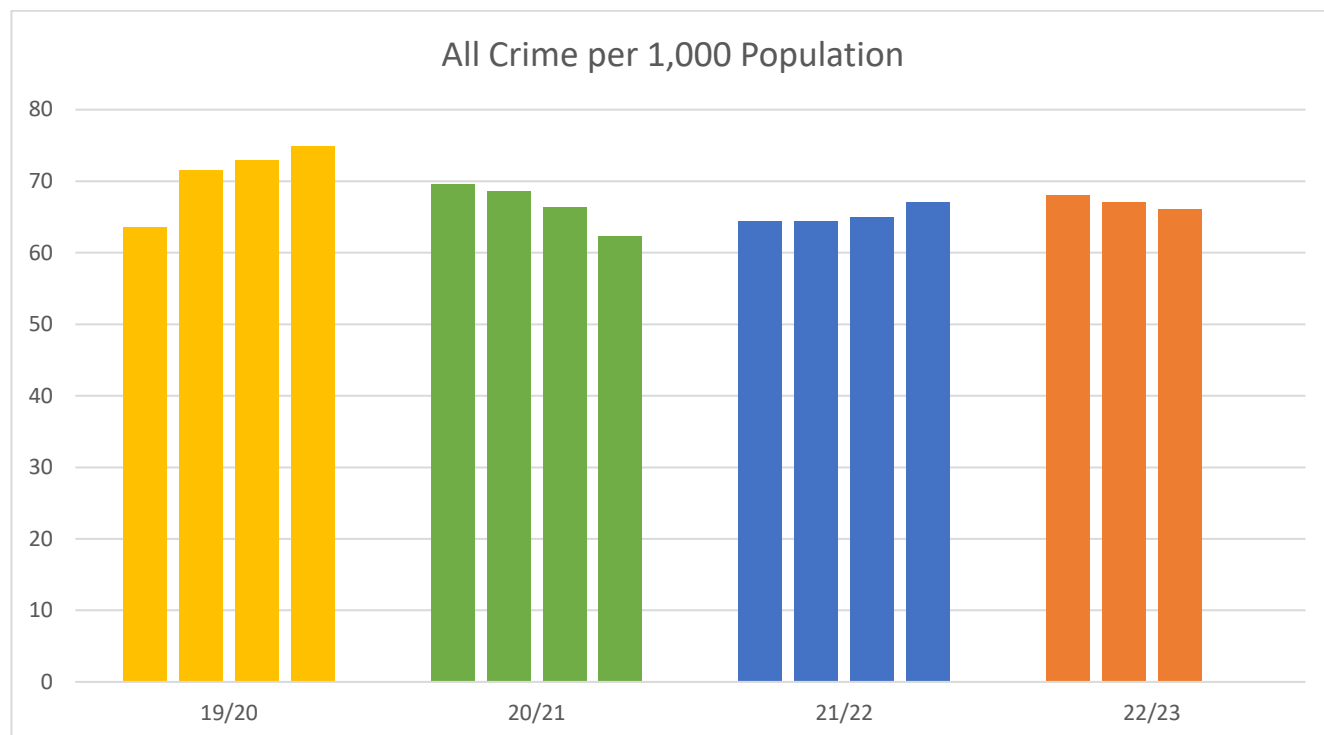


Indicator Results

Community Safety Unit

All Crimes per 1,000 Population

The outturn for this indicator is 66 for this quarter, which is consistent with the last 2 quarters.

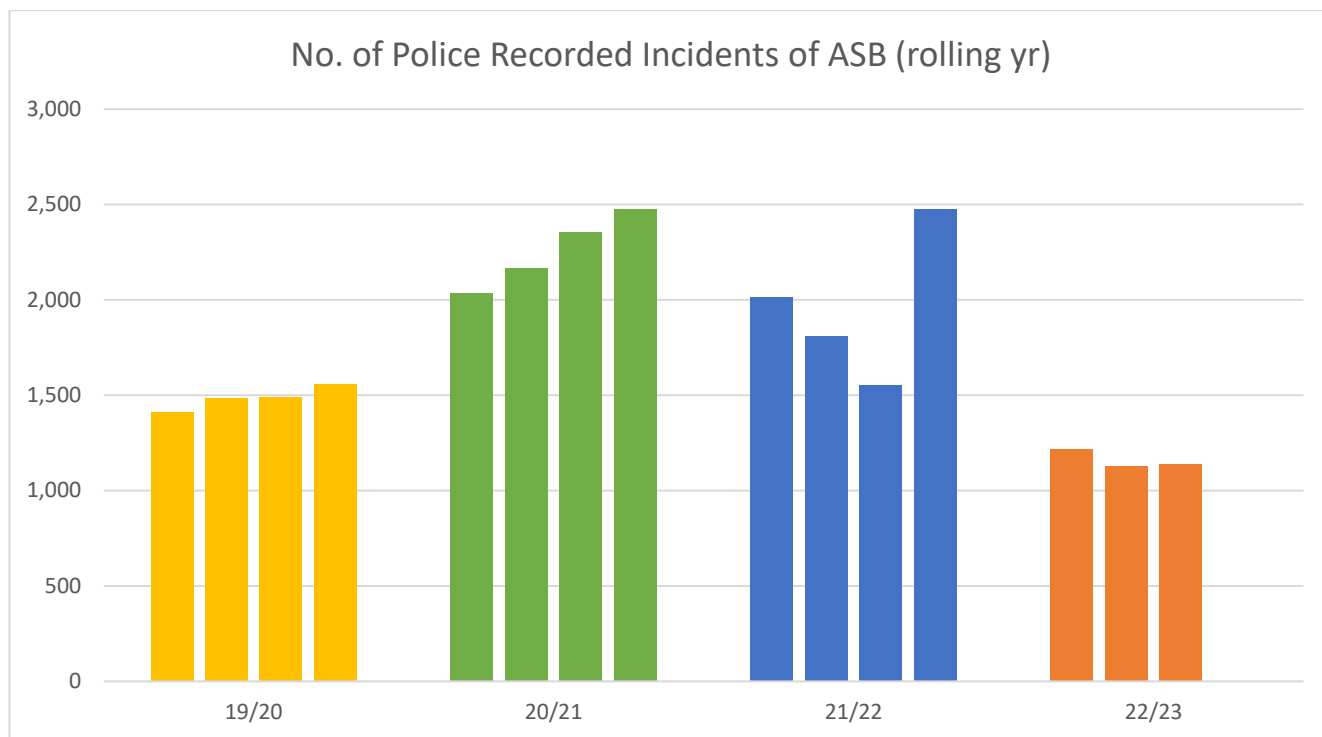


Performing or Underperforming Target

This performance indicator does not have a target.

Number of Police Recorded Incidents of Anti-Social Behaviour

The outturn for this indicator is 1,138 for this quarter, which is consistent with the previous quarter at 1,131.

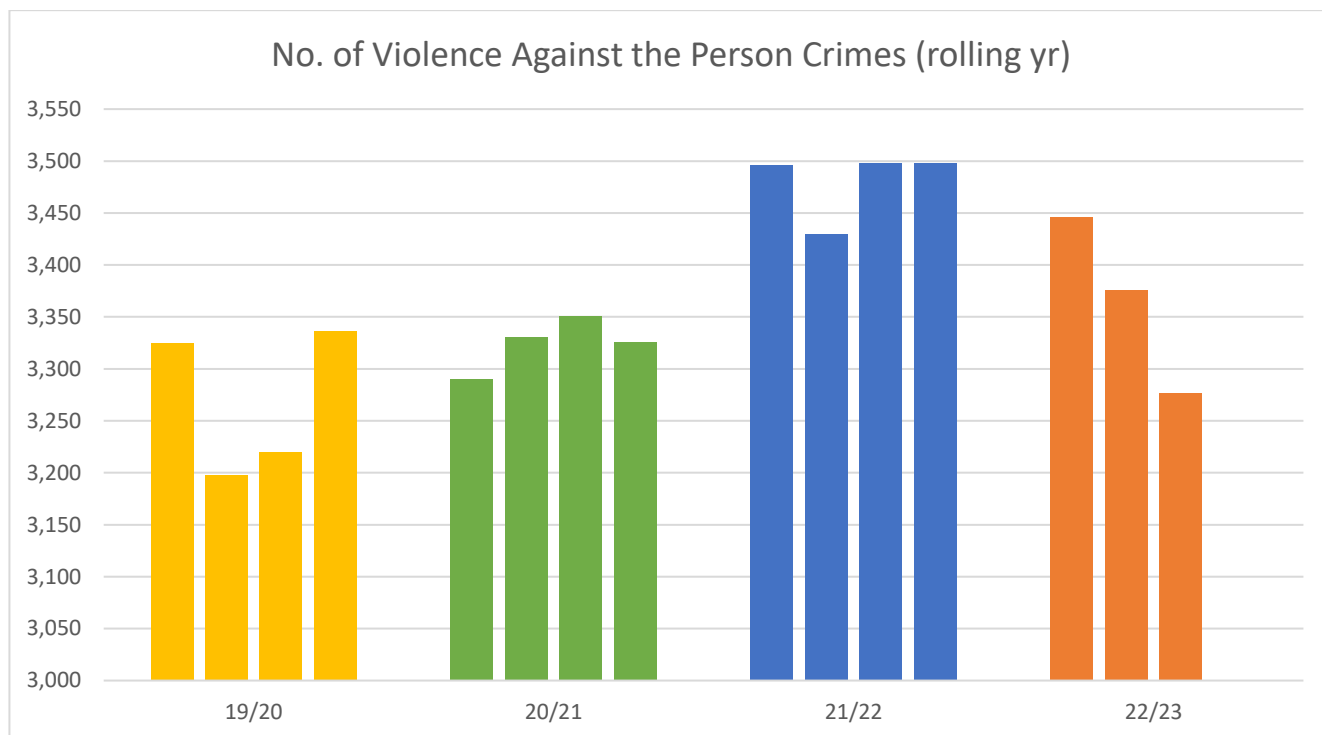


Performing or Underperforming Target

This performance indicator does not have a target.

Number of 'Violence Against the Person' Crimes

The outturn for this indicator is 3,277 for this quarter, which is lower than the previous two quarters at 3,446 and 3,376 respectively.

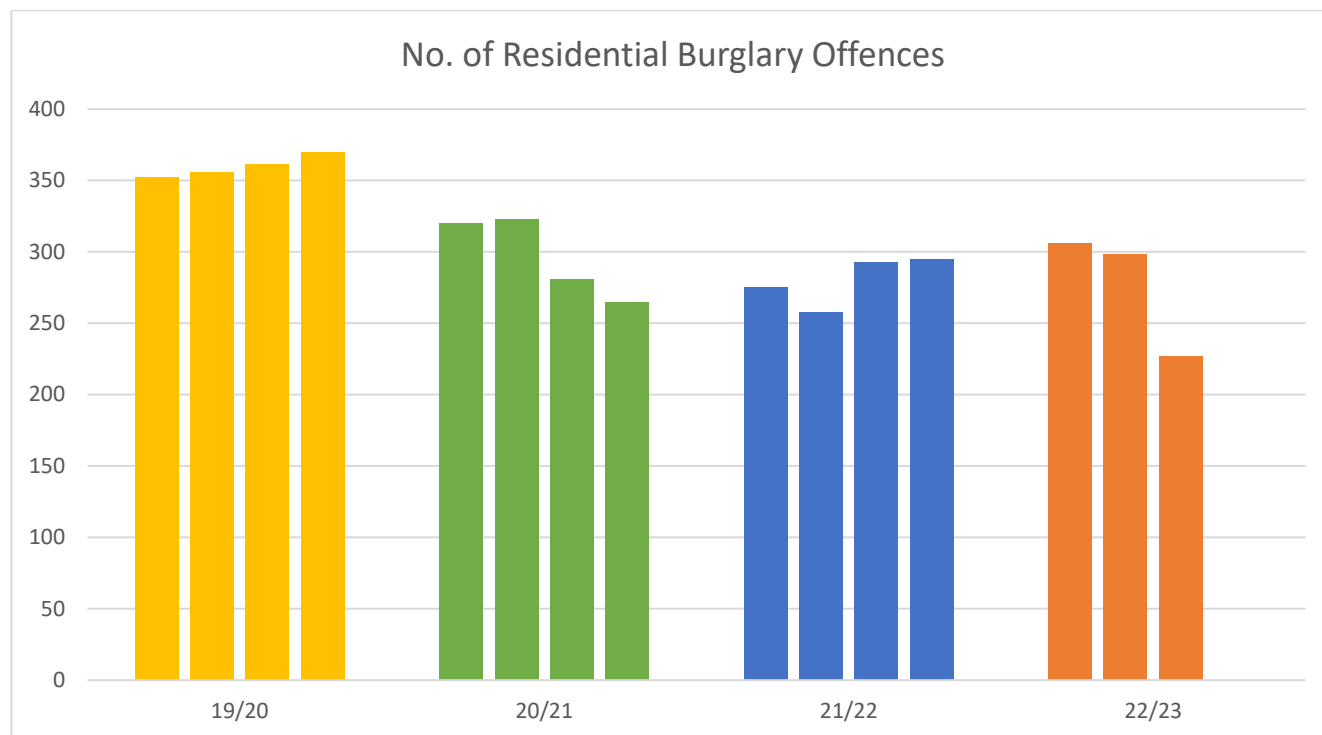


Performing or Underperforming Target

This performance indicator does not have a target.

Number of Residential Burglary Offences

The outturn for this indicator is 227 for this quarter, which is lower than the previous two quarters at 306 and 298 respectively.



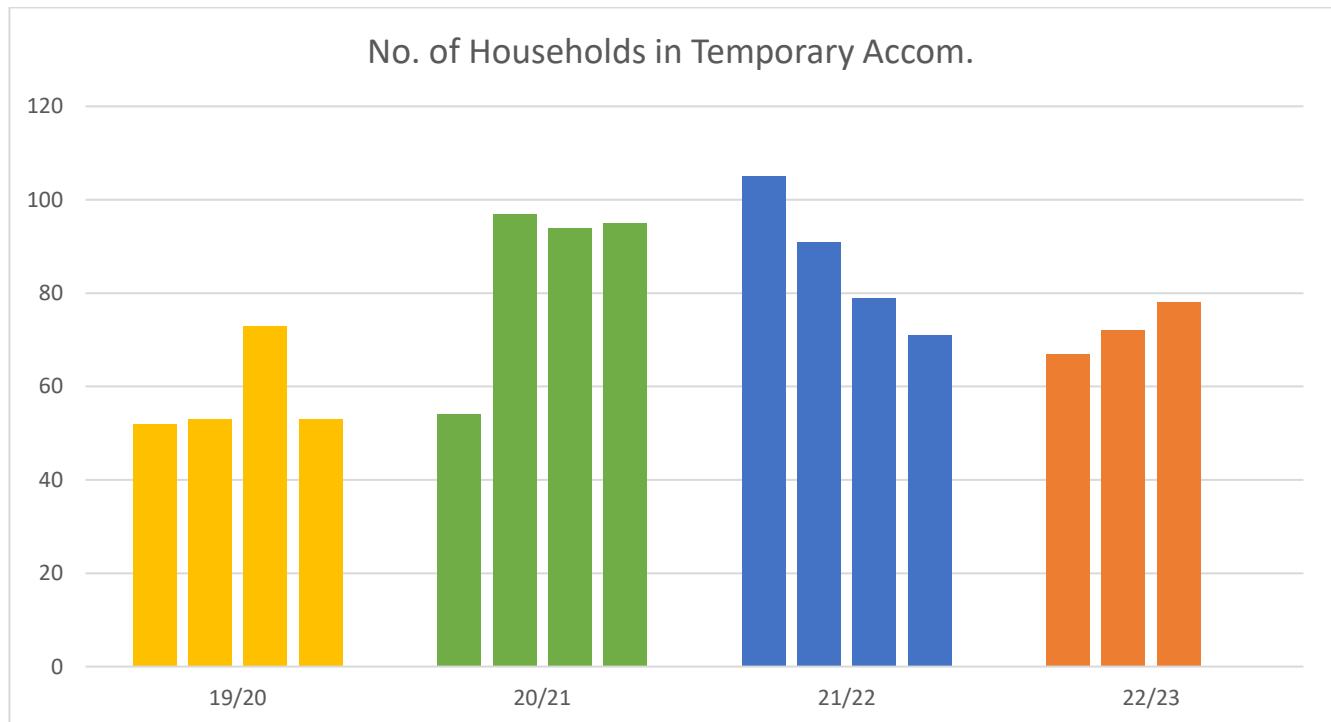
Performing or Underperforming Target

This performance indicator does not have a target.

Housing

Number of Households in Temporary Accommodation

The outturn for this indicator is 78 for this quarter, which is higher than the previous quarter at 72.



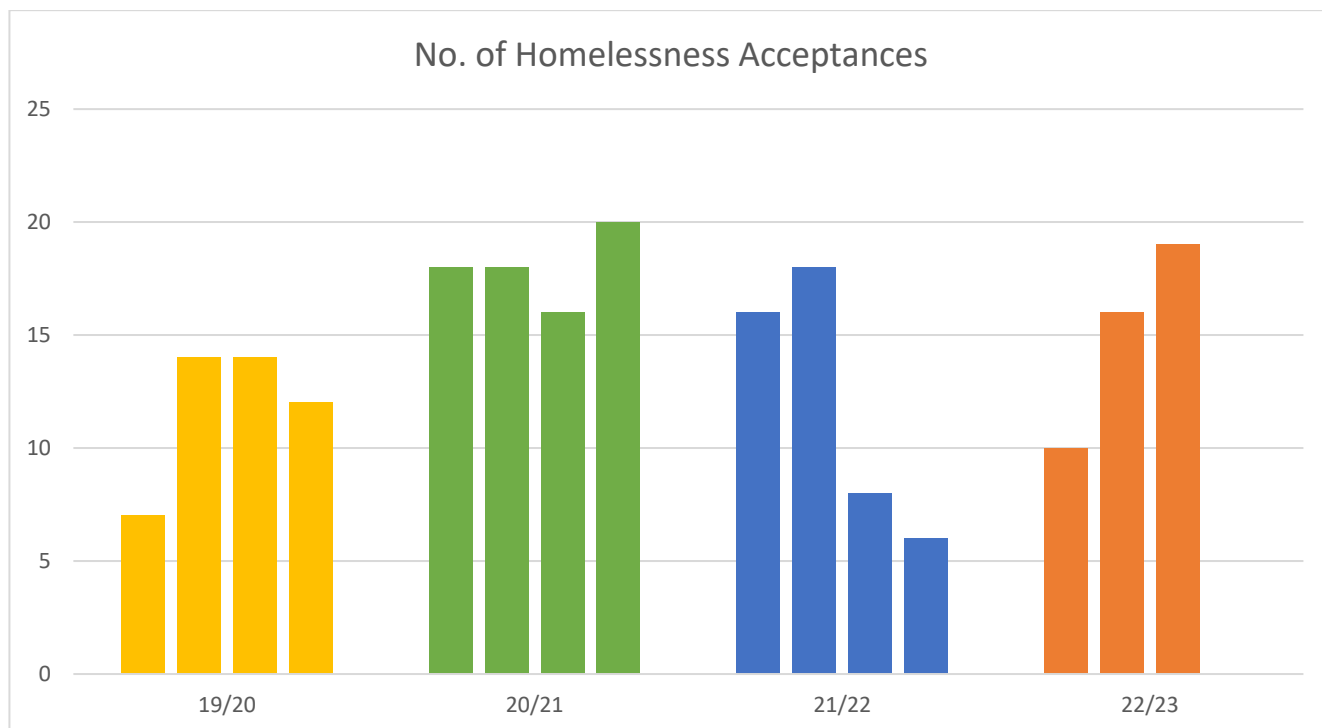
Performing or Underperforming Target

The target for this performance indicator is 70 or below, which means the indicator is:

Under Performing

Number of Homelessness Acceptances

The outturn for this indicator is 19 for this quarter, which is higher than the previous quarter at 16.



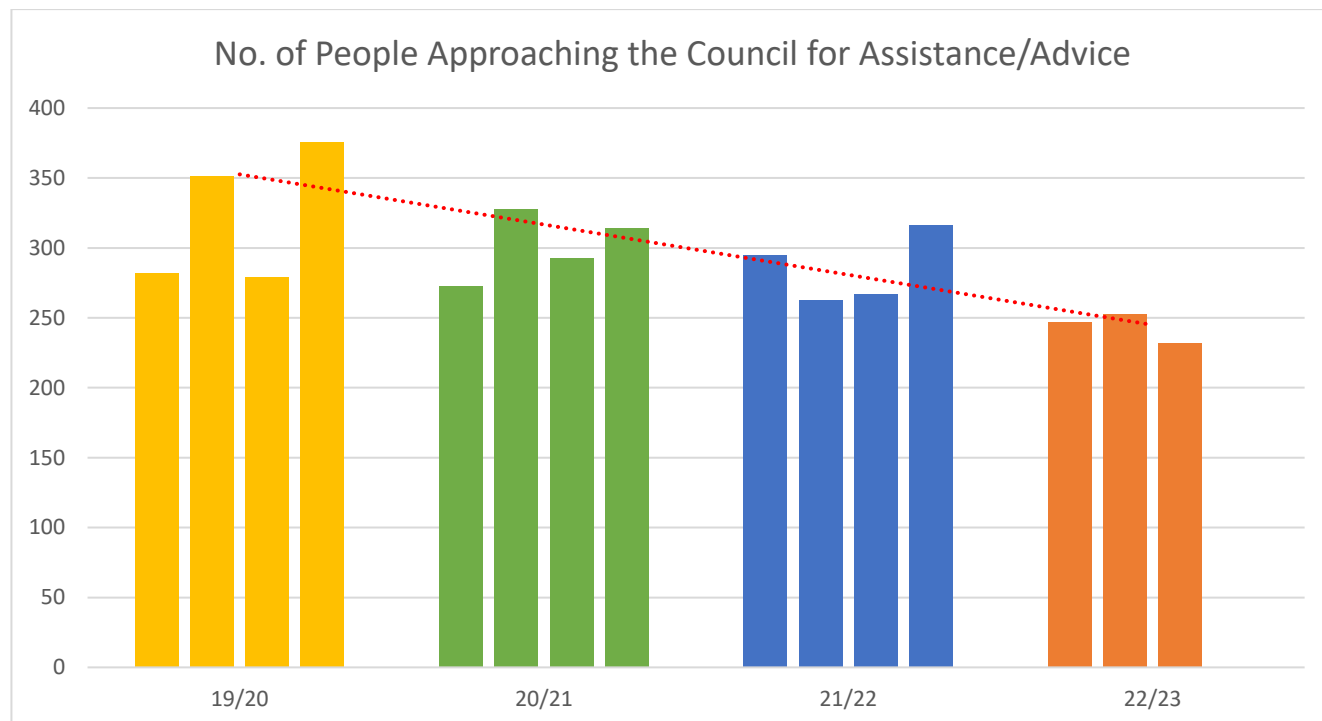
Performing or Underperforming Target

The target for this performance indicator is 18 or below, which means the indicator is:

Under Performing

Number of People Approaching the Council for Assistance and/or Advice

The outturn for this indicator is 232 for this quarter, which is slightly lower than the last quarter at 253.

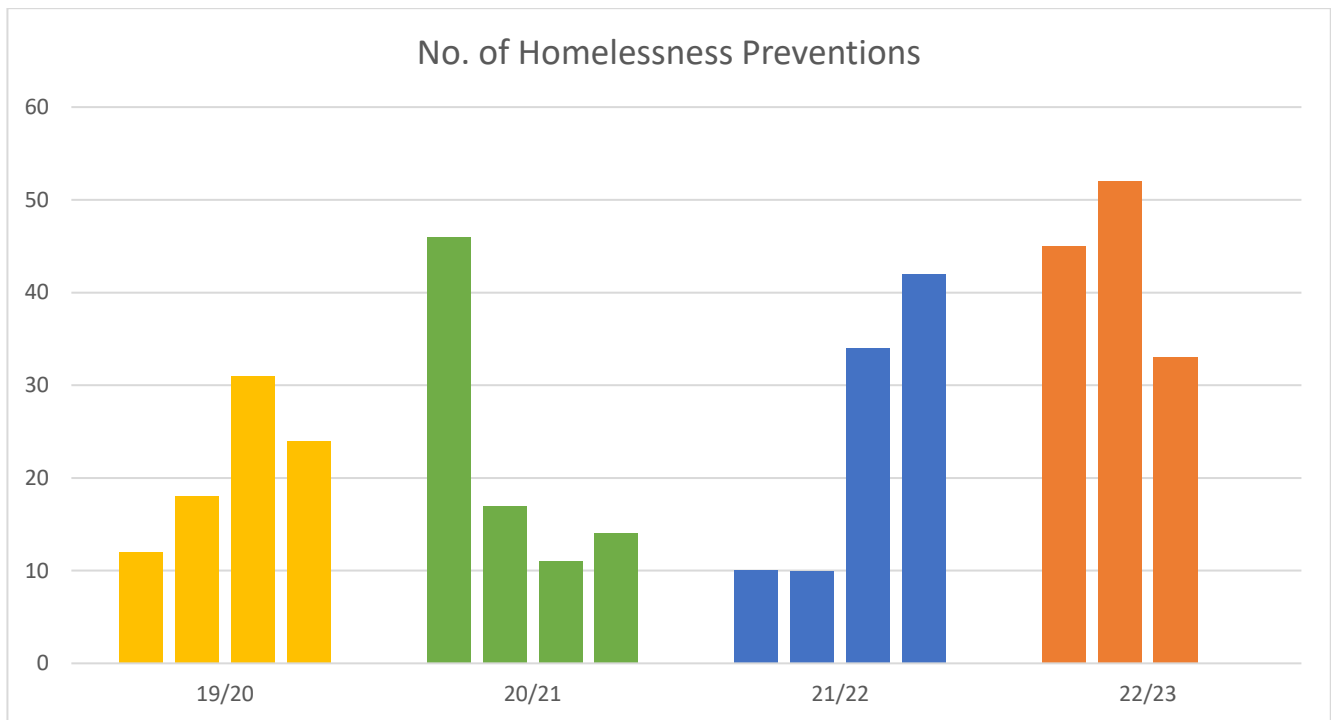


Performing or Underperforming Target

This performance indicator does not have a target.

Number of Homeless Preventions

The outturn for this indicator is 33 for this quarter, which is lower than the previous quarter at 52.



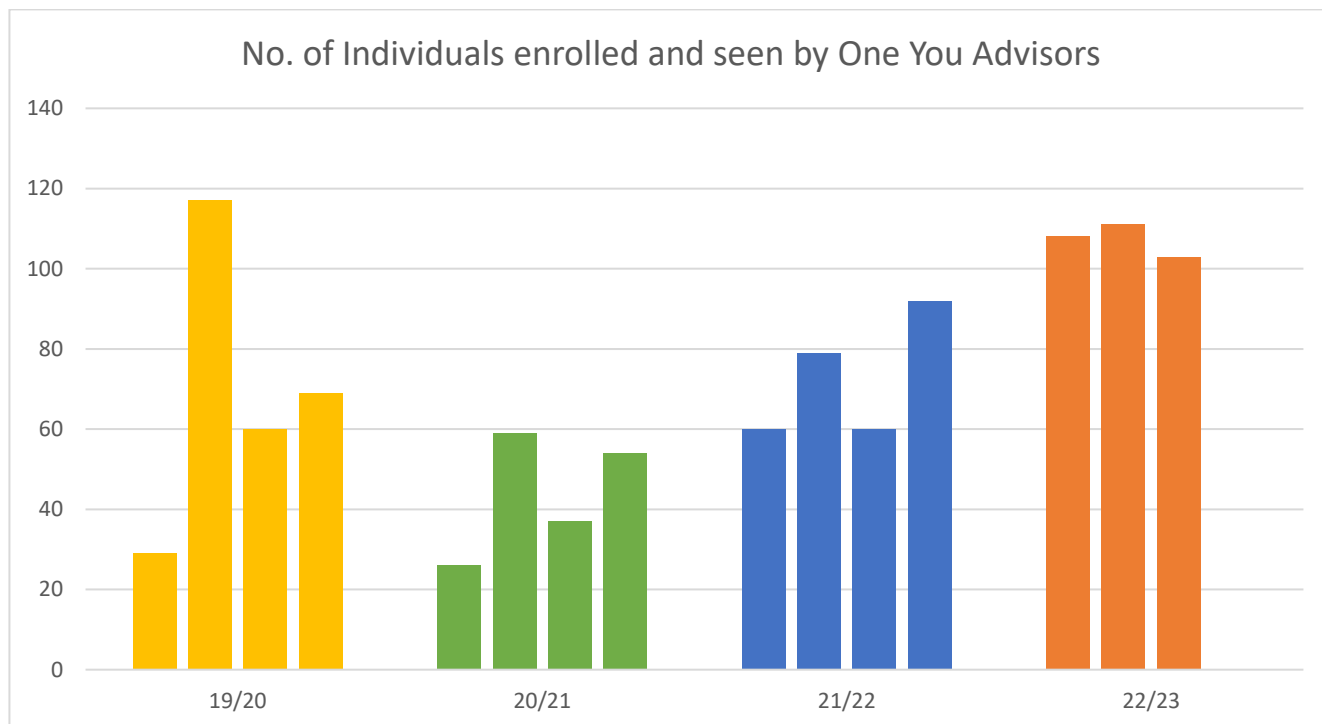
Performing or Underperforming Target

This performance indicator does not have a target.

Health

Number of People Engaged in Healthy Living Services

The outturn for this indicator is 103 for this quarter, which is slightly lower than the previous quarter at 111.



Performing or Underperforming Target

The target for this performance indicator is 52.5 or above, which means the indicator is:

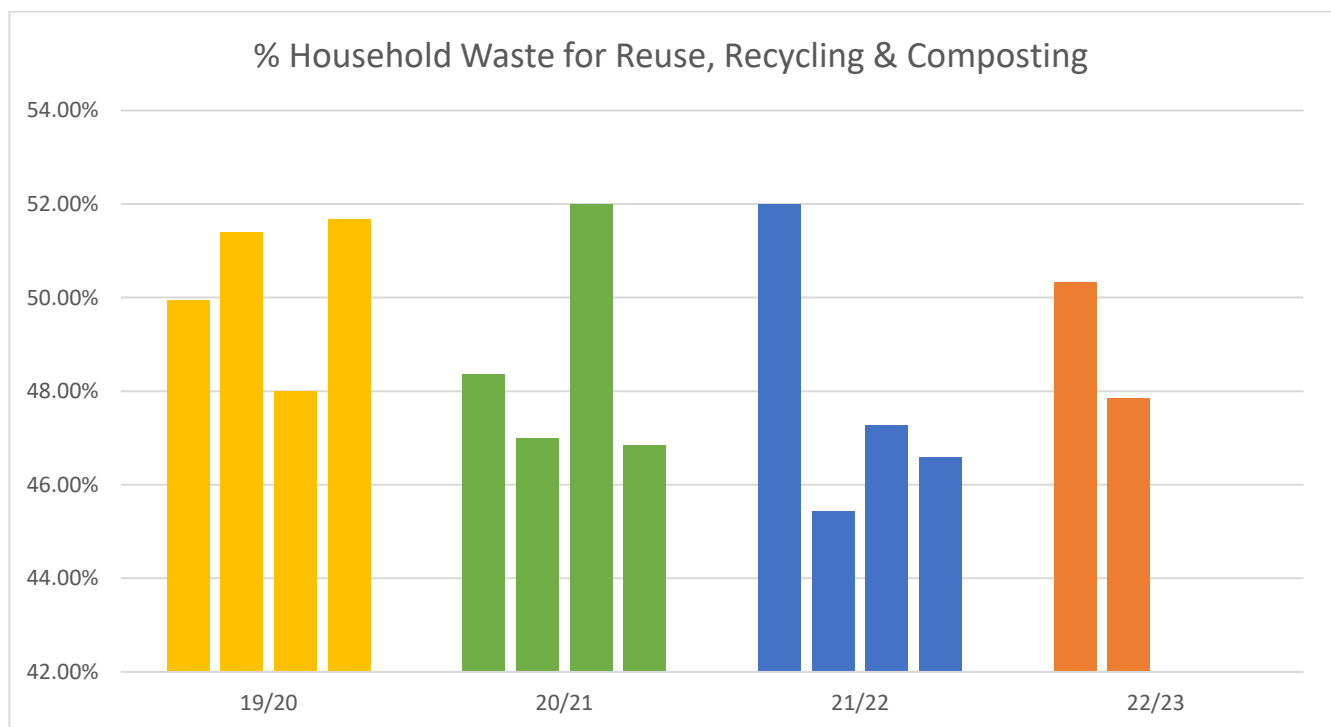
Performing

Environment

Percentage of Household Waste for Reuse, Recycling and Composting

Data for this indicator is assessed on the previous quarter's data. Quarter three data is unavailable as at the date of this report's publication.

The outturn for this indicator is 47.84% for quarter two and 50.32% for quarter one, both of which are higher than quarter four of 2021-22 at 46.59%.



Performing or Underperforming Target

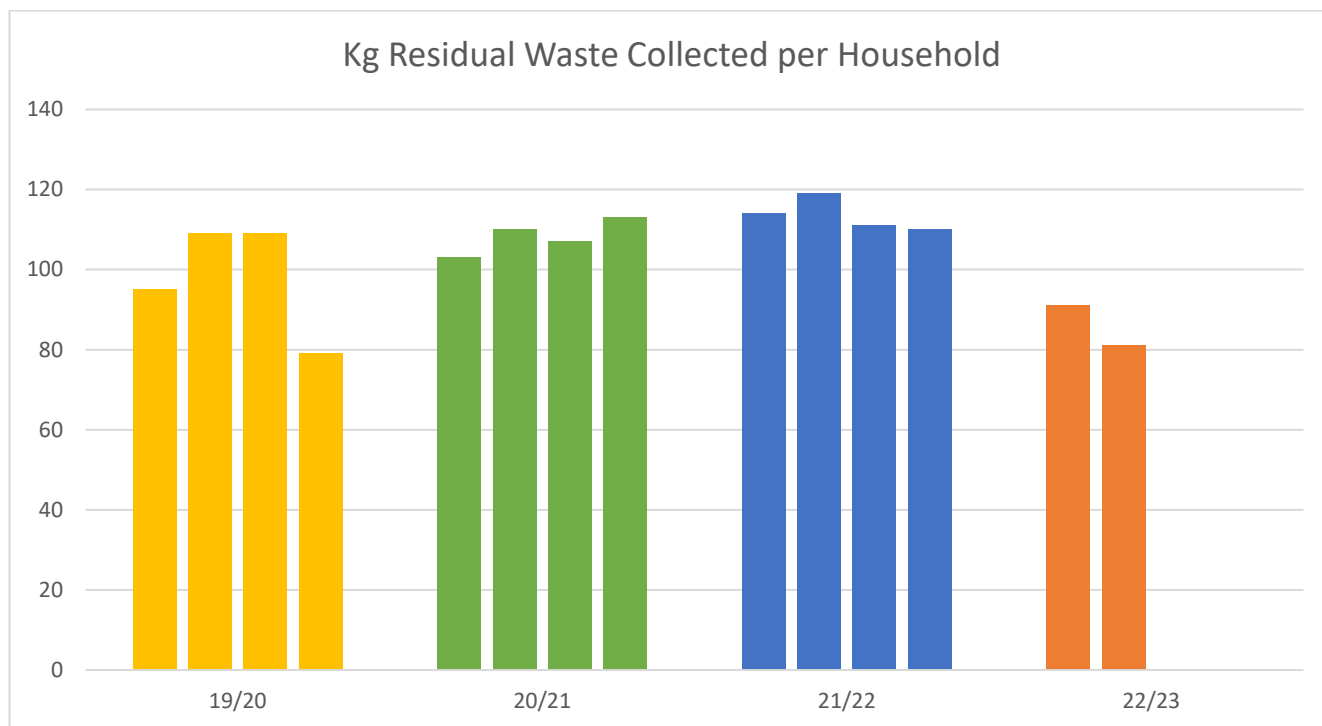
The target for this performance indicator is 48% or above, which means the indicator is:

Under Performing

Kilograms of Residual Waste Collected per Household

Data for this indicator is assessed on the previous quarter's data. Quarter three data is unavailable as at the date of this report's publication.

The outturns for this indicator are 91 for quarter one and 81 for quarter two.



Performing or Underperforming Target

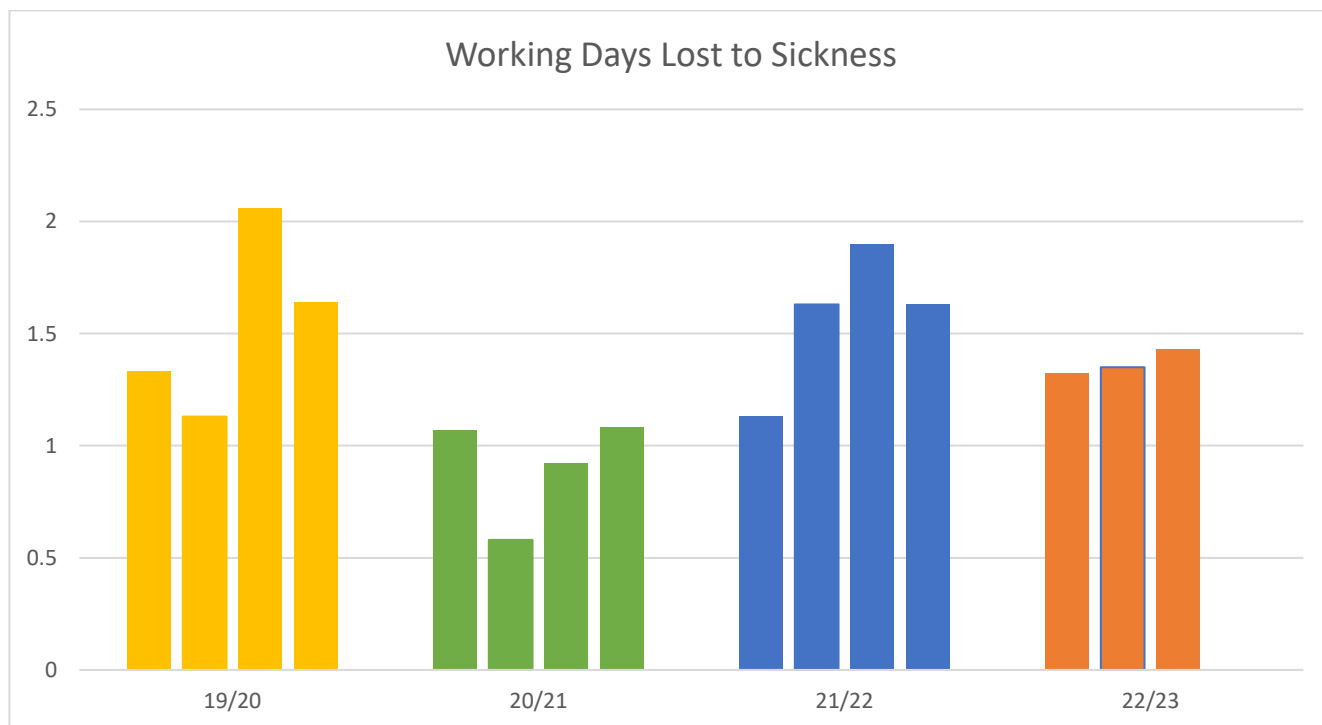
The target for this performance indicator is 127 or below, which means the indicator is:

Performing

HR

Working Days Lost Due to Sickness

The outturn for this indicator is 1.43 for this quarter, which is higher than the previous quarter at 1.35.



Performing or Underperforming Target

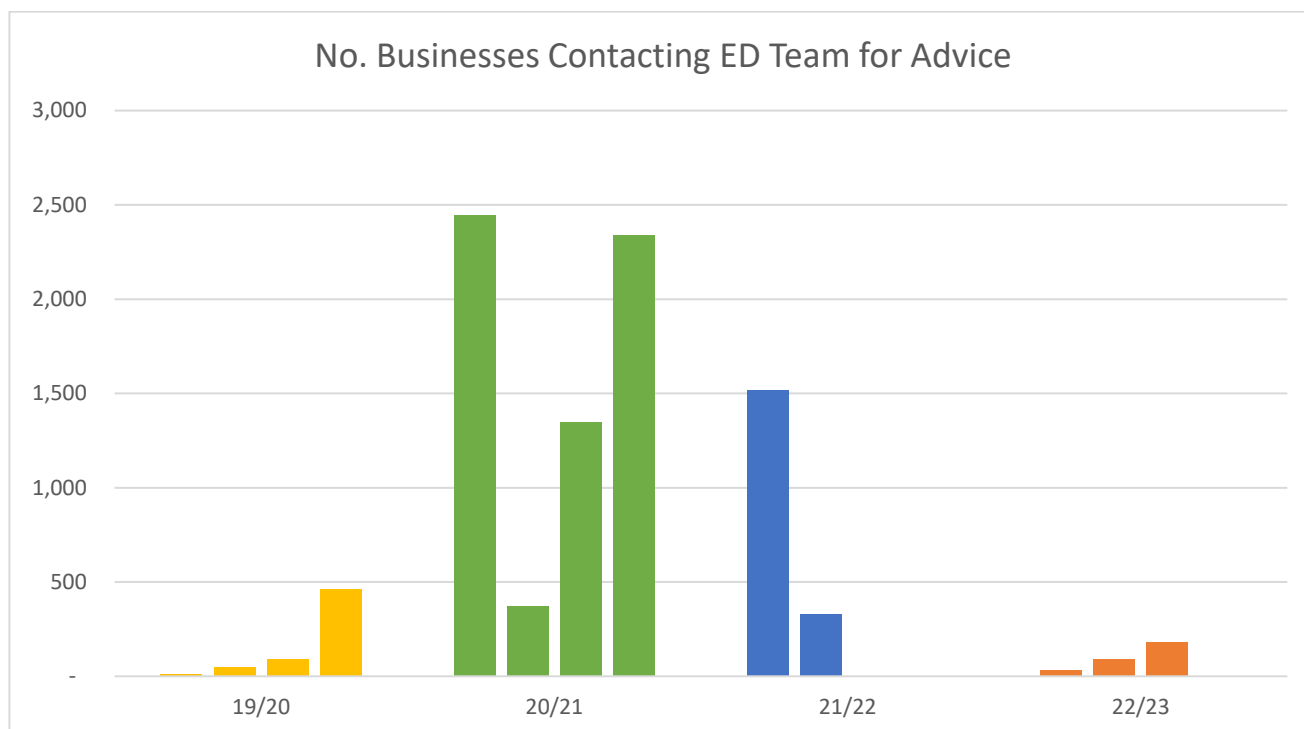
The target for this performance indicator is 1.375 or below, which means the indicator is:

Under Performing

Economic Development

Number of Businesses Contacting Economic Development Team for Advice

The outturn for this indicator is 182 for this quarter, which is higher than last quarter at 90.



Performing or Underperforming Target

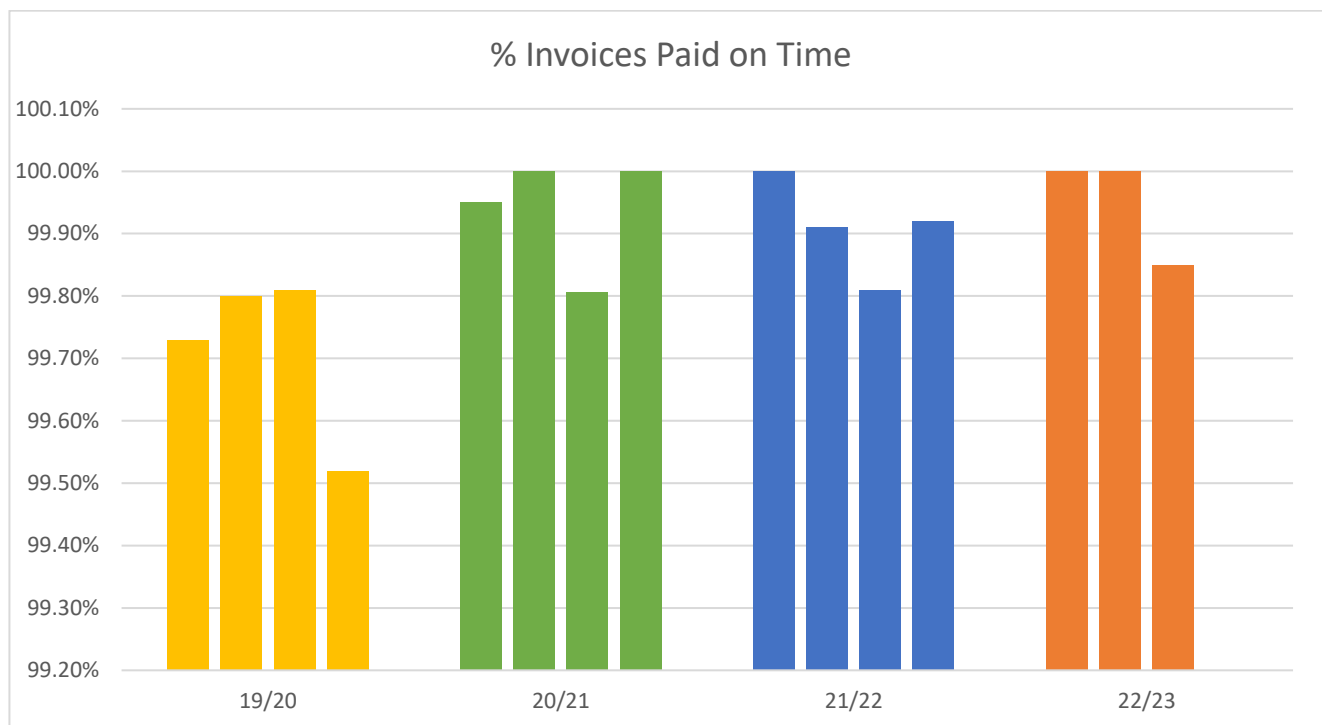
The target for this performance indicator is 30 or above, which means the indicator is:

Performing

Finance

Percentage of invoices paid on time

This quarter's outturn for this indicator is 99.85%.



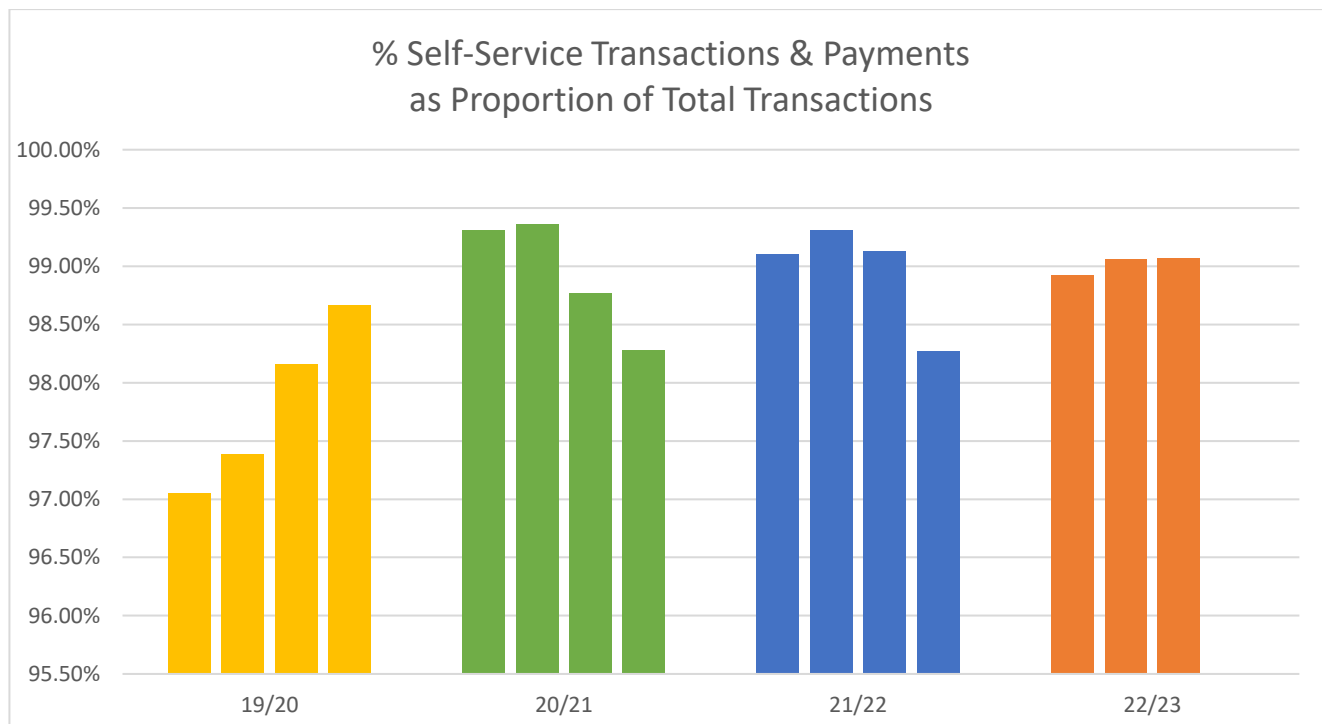
Performing or Underperforming Target

The target for this performance indicator is 99.8% or above, which means the indicator is:

Performing

Percentage of Self-Service Transactions and Payments as a Proportion of Total Transactions

The outturn for this indicator is 99.07% for this quarter, which is slightly higher than the previous quarter at 99.06%.



Performing or Underperforming Target

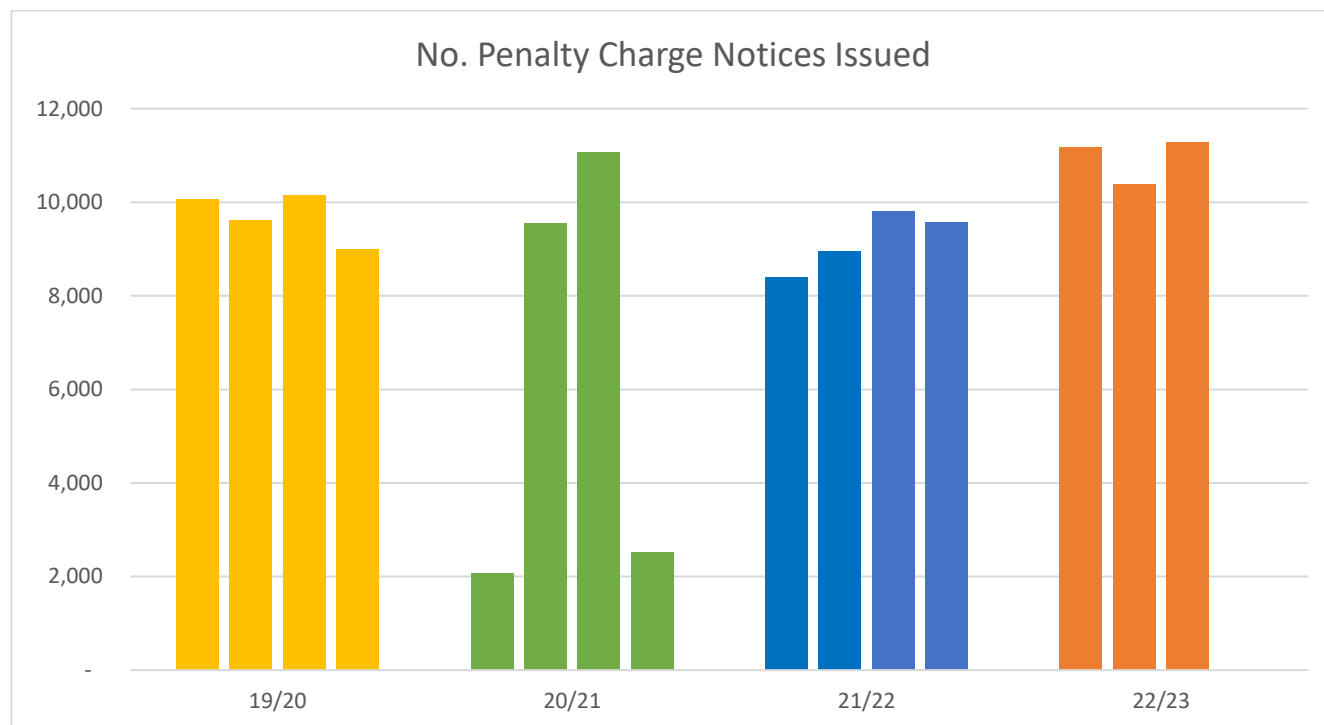
The target for this performance indicator is 92% or above, which means the indicator is:

Performing

Parking

Number of Penalty Charge Notices Issued

The outturn for this indicator is 11,290 for this quarter, which is higher than the previous quarter at 10,383.



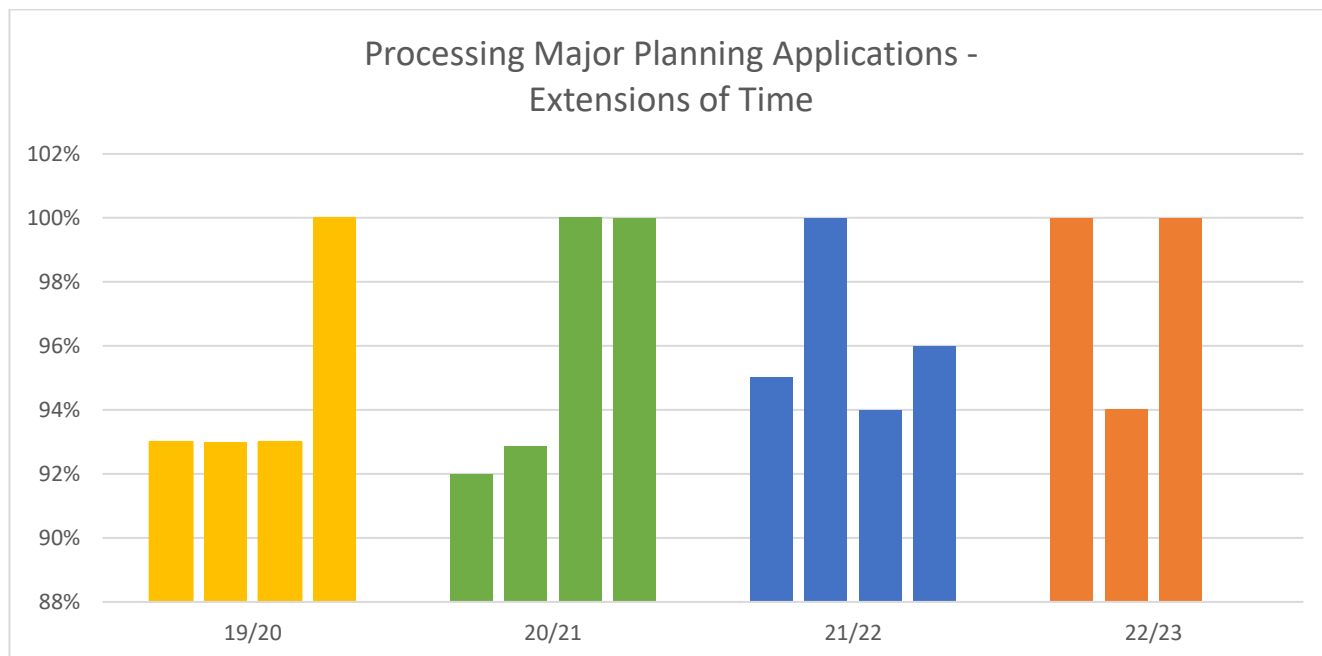
Performing or Underperforming Target

This performance indicator does not have a target.

Planning

Processing Major Planning Applications with Extensions of Time

The outturn for this indicator is 100% for this quarter, which is higher than the previous quarter at 94%.



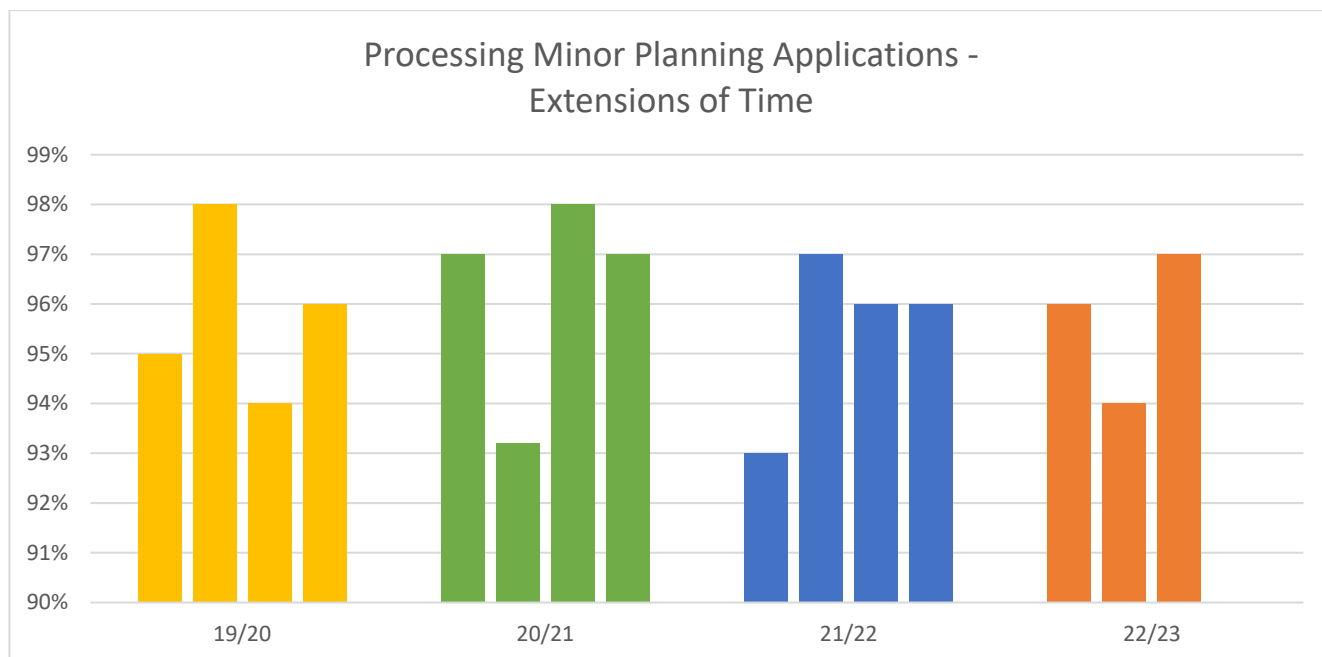
Performing or Underperforming Target

The target for this performance indicator is 80% or above, which means the indicator is:

Performing

Processing Minor Planning Applications with Extensions of Time

The outturn for this indicator is 97% for this quarter, compared to 94% in the previous quarter.



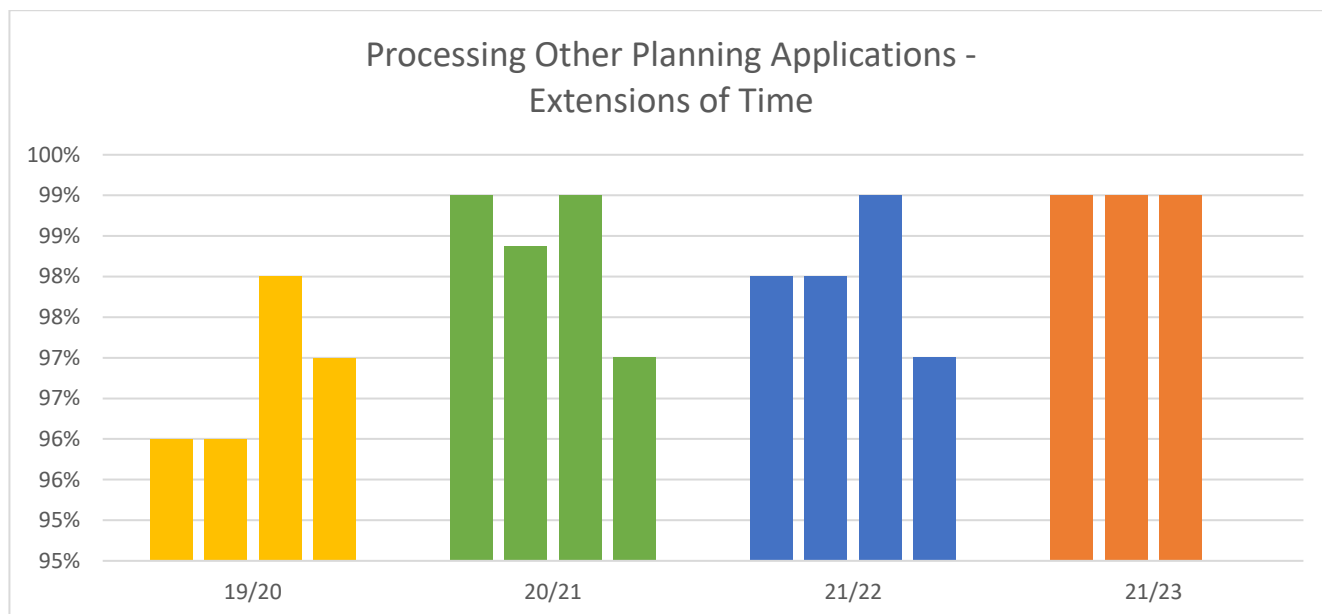
Performing or Underperforming Target

The target for this performance indicator is 85% or above, which means the indicator is:

Performing

Processing Other Planning Applications with Extensions of Time

The outturn for this indicator is 99% for this quarter, which is the same as the previous two quarters.



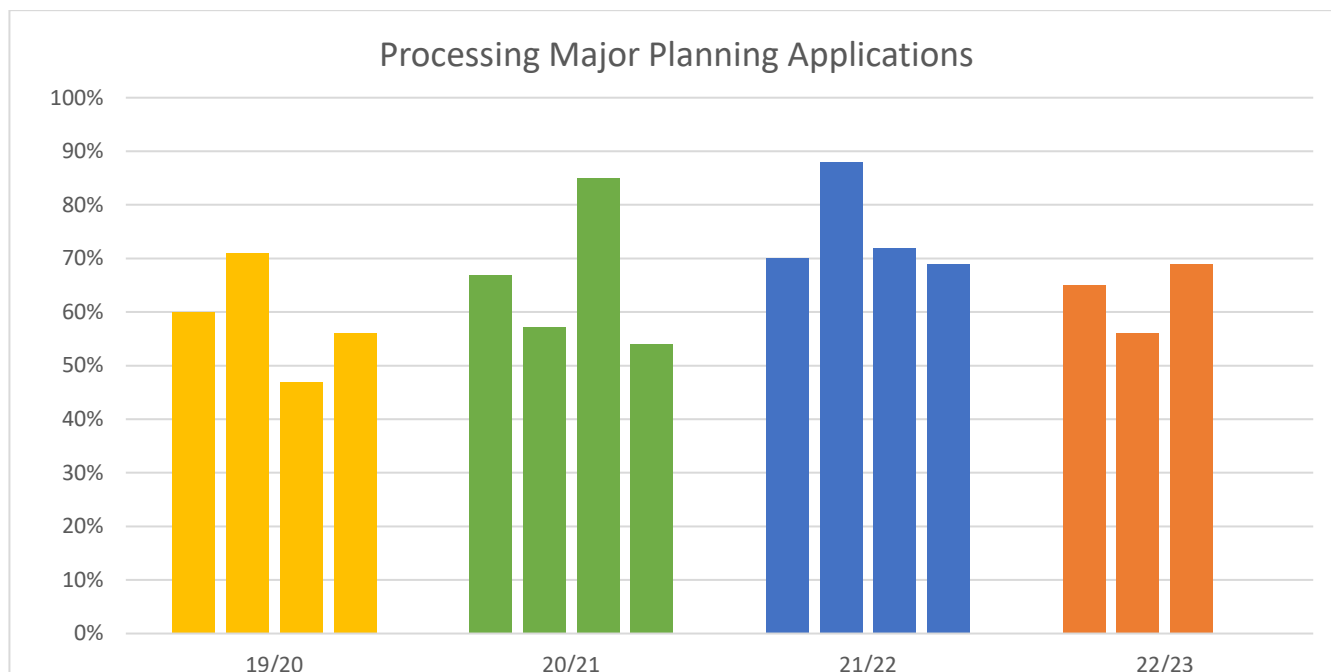
Performing or Underperforming Target

The target for this performance indicator is 90% or above, which means the indicator is:

Performing

Processing Major Planning Applications

The outturn for this indicator is 69% for this quarter, which is more than the previous quarter at 56%.



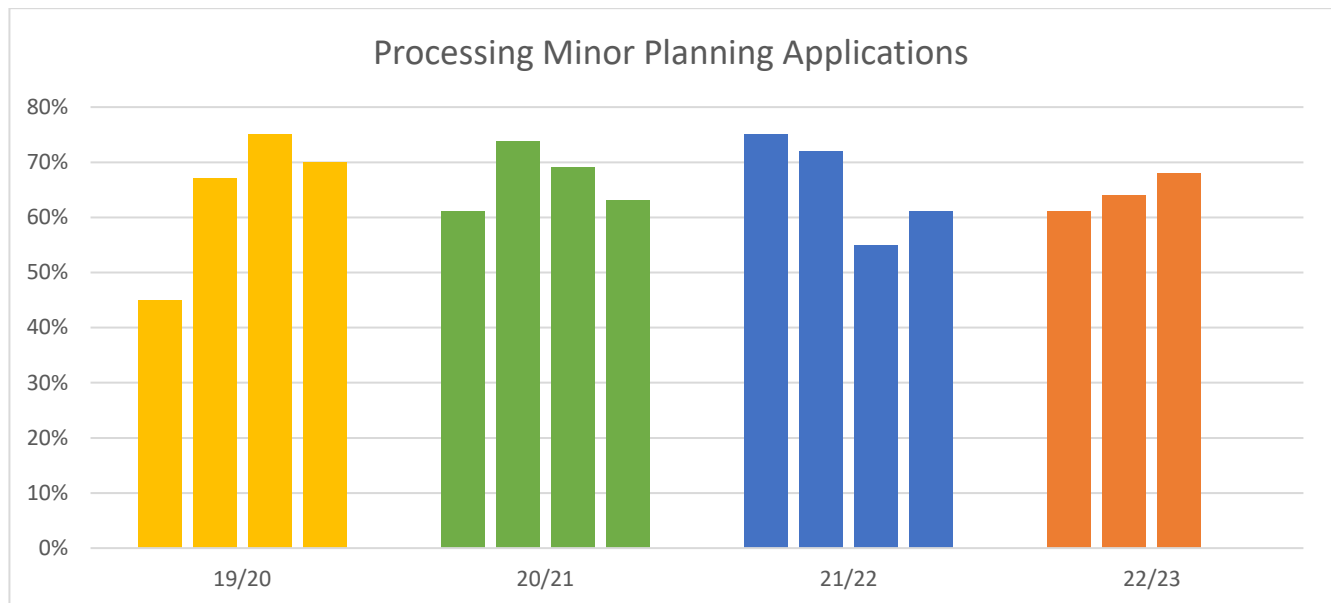
Performing or Underperforming Target

The target for this performance indicator is 65% or above, which means the indicator is:

Performing

Processing Minor Planning Applications

The outturn for this indicator is 68% for this quarter, which is higher as the previous quarter at 64%.



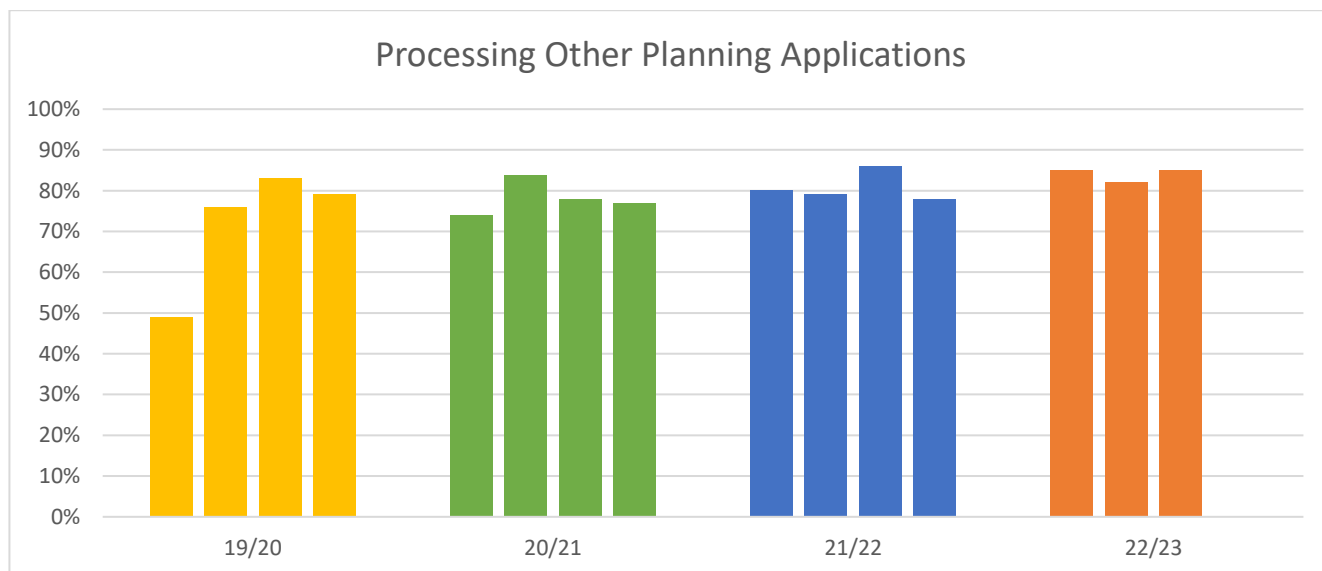
Performing or Underperforming Target

The target for this performance indicator is 75% or above, which means the indicator is:

Under Performing

Processing Other Planning Applications

The outturn for this indicator is 85% for this quarter, which is higher than the previous quarter at 82%.



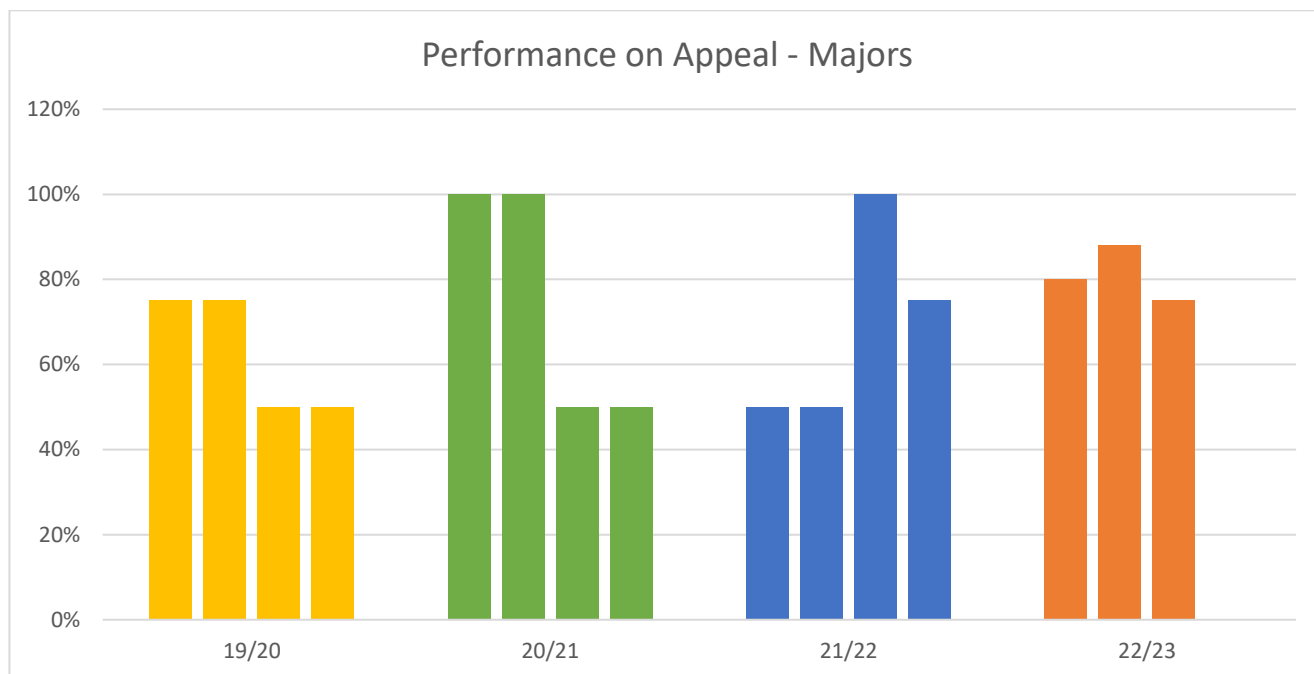
Performing or Underperforming Target

The target for this performance indicator is 88% or above, which means the indicator is:

Under performing

Performance on Appeals – Majors

The outturn for this indicator is 75% for this quarter, which is lower than the previous quarter at 88%.



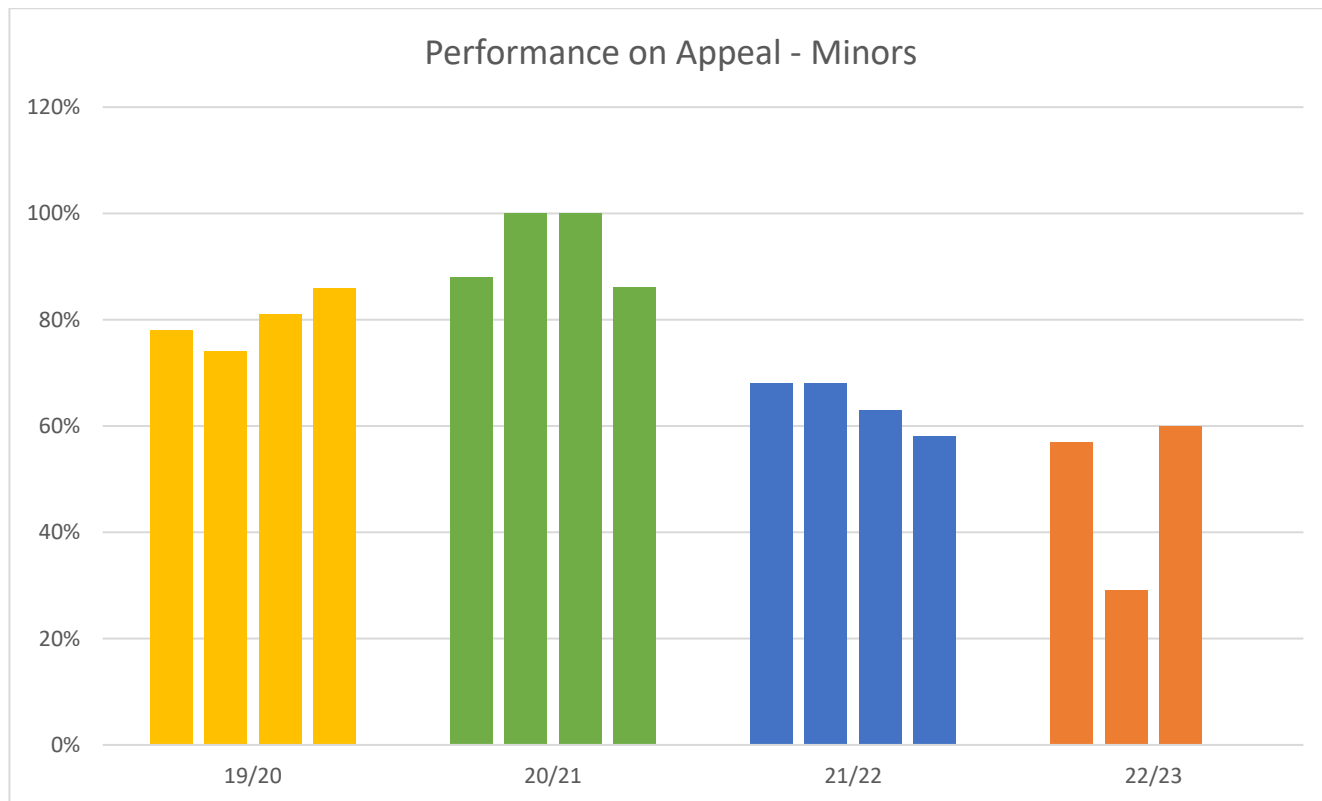
Performing or Underperforming Target

The target for this performance indicator is 65% or above, which means the indicator is:

Performing

Performance on Appeal - Minors

The outturn for this indicator is 60% for this quarter, which is higher than the previous quarter at 29%.



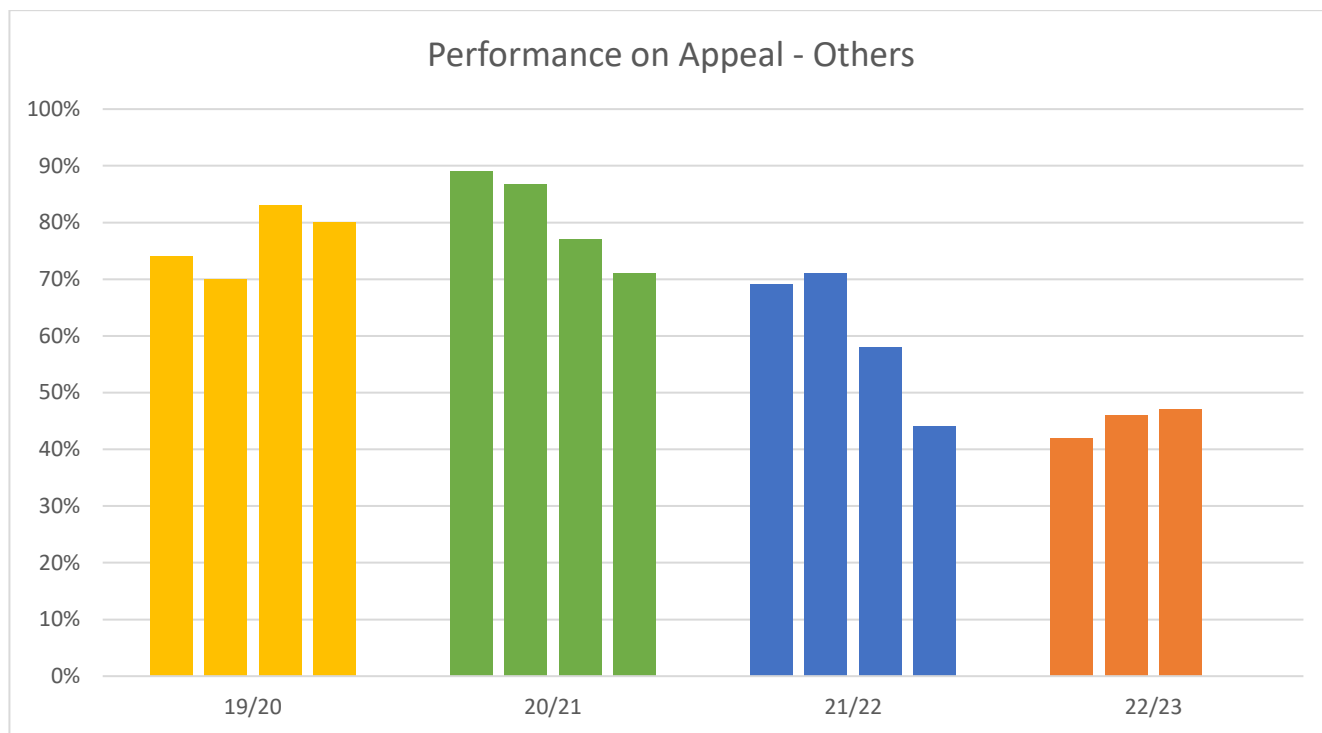
Performing or Underperforming Target

The target for this performance indicator is 65% or above, which means the indicator is:

Under performing

Performance on Appeal - Others

The outturn for this indicator is 47% for this quarter, which is slightly higher than the previous quarter at 46%.



Performing or Underperforming Target

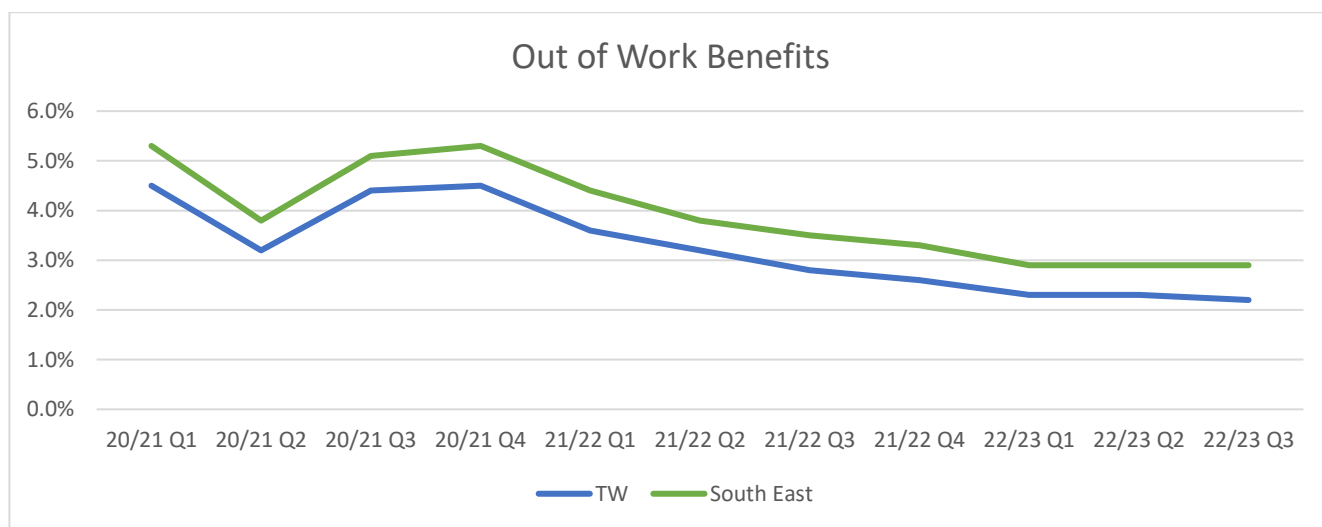
The target for this performance indicator is 65% or above, which means the indicator is:

Under performing

Policy

Residents in Receipt of Out of Work Benefits

The percentage of residents in receipt of out of work benefits was 2.3% at the end of Q3, compared with 2.9% for the Southeast. This is a snapshot figure for the last month in the quarter. The figure has not changed since the end of quarter two.



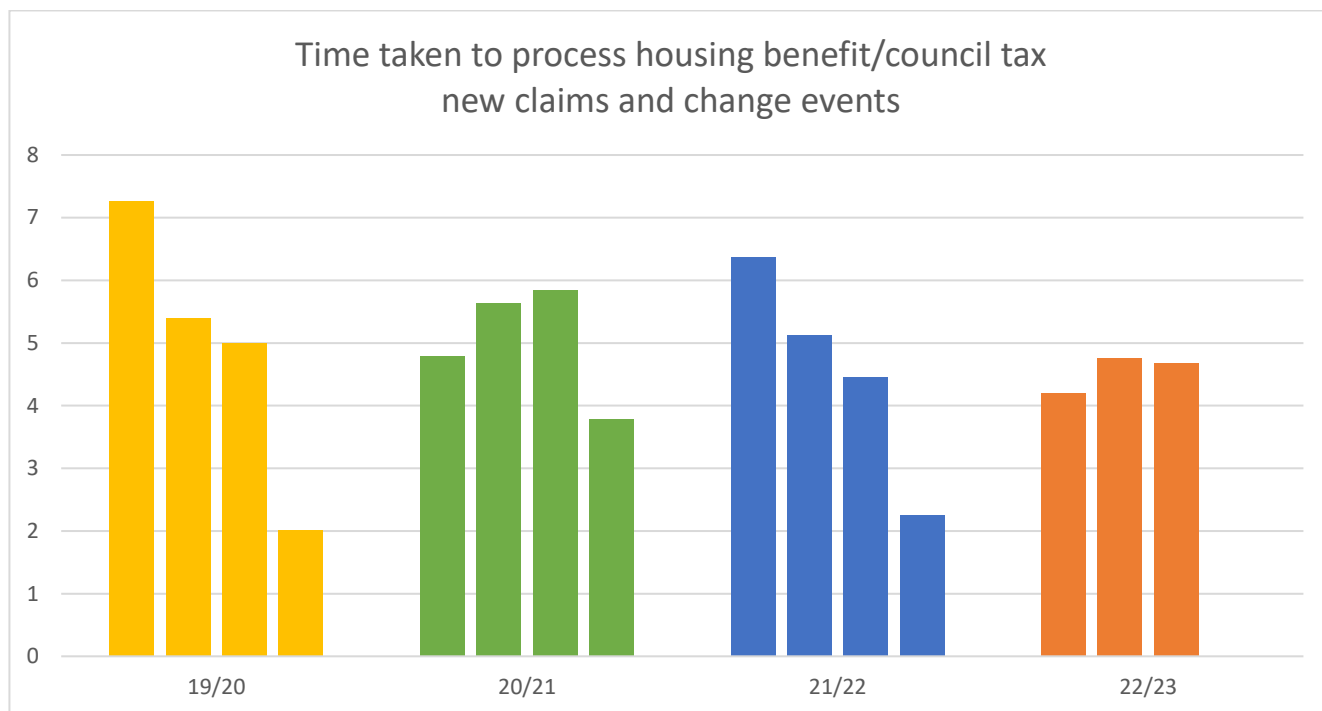
Performing or Underperforming Target

This performance indicator does not have a target.

Revenues and Benefits

Time Taken to Process Benefits New Claims and Change Events

The outturn for this indicator is 4.68 for this quarter, which is lower than the previous quarter at 4.76.



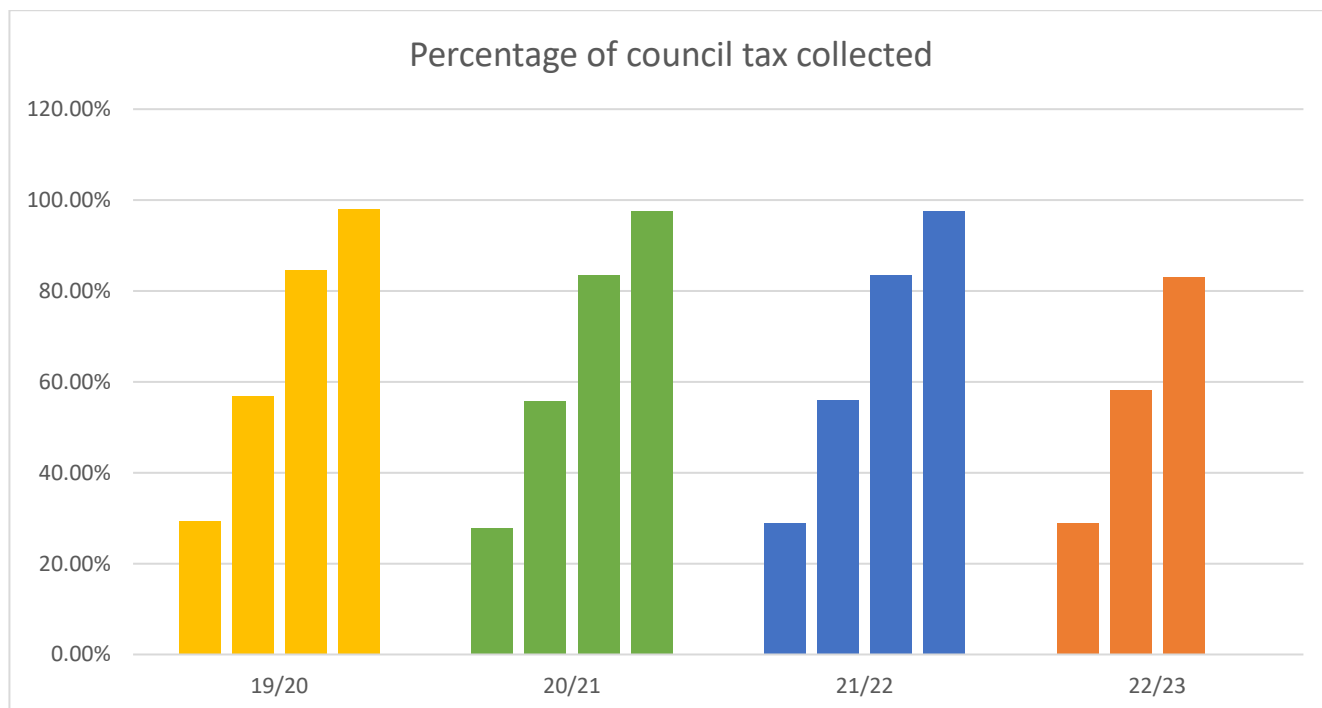
Performing or Underperforming Target

The target for this performance indicator is 10 or under, which means the indicator is:

Performing

Percentage of Council Tax Collected

The outturn for this indicator is 83.14% for quarter three, which is lower than the previous year in the same quarter at 83.56%.



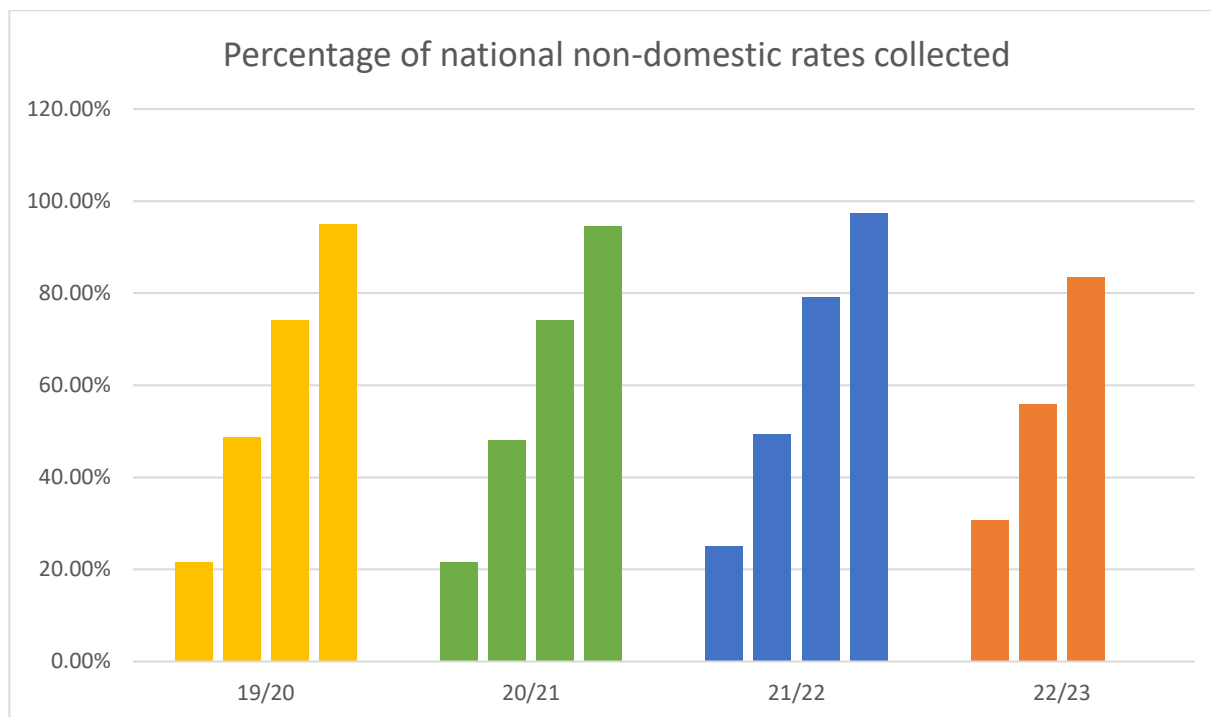
Performing or Underperforming Target

This quarter's target for this performance indicator is 83.52% or above, which means the indicator is:

Under Performing

Percentage of National Non-Domestic Rate Collected

The outturn for this indicator is 83.6% for quarter three, which is higher than the previous year for the same quarter at 79.28%.



Performing or Underperforming Target

This quarter's target for this performance indicator is 82% or above, which means the indicator is:

Performing

Under Performing Indicator Recovery Plan

2022/23 Quarter Three

Indicator Name

Households in temporary accommodation.

Current Performance

Target: 70

Performance: 78

Historic Performance

| Column1 | 18/19 | 19/20 | 20/21 | 21/22 | 22/23 |
|---------|-------|-------|-------|-------|-------|
| Q1 | 47 | 52 | 54 | 105 | 67 |
| Q2 | 67 | 53 | 97 | 91 | 72 |
| Q3 | 57 | 73 | 94 | 79 | 78 |
| Q4 | 52 | 53 | 95 | 71 | |

Reasons for Current Under Performance

There has been an 8% increase in the number of households in temporary accommodation since the last quarter. This is reflective of the national and regional upward trend of increasing numbers of households in TA.

Of these 78 households, 14 households were placed into B&B/nightly paid accommodation (6 of these placements were Rough Sleepers accommodated under discretionary powers and using RSI funding). Of the 78 households accommodated, 63

were households owed either the interim or main housing duty, and 15 households are rough sleepers being accommodated under a homelessness power in response to the ending rough sleeping initiative.

Actions to Improve Under Performance

(or reasons why this is not necessary)

There are no actions required to improve under performance. Of the 78 households provided with temporary accommodation, only 63 households are those owed a statutory accommodation duty by the Council. The remaining 15 households are rough sleepers provided with temporary accommodation under discretionary powers, as part of the Rough Sleeper Initiative and commitment to ending rough sleeping, for which there is specific grant funding to provide emergency accommodation.

Rough Sleepers accommodated under discretionary powers have only been recorded in the measure of temporary accommodation since March 2020. Excluding these placements yields a comparator closer to historic performance and the target, with 63 households provided with temporary accommodation under homelessness duties.

Under Performing Indicator Recovery Plan

2022/23 Quarter Three

Indicator Name

Number of Homeless acceptances.

Current Performance

Target: 18

Performance: 19

Historic Performance

| Column1 | 18/19 | 19/20 | 20/21 | 21/22 | 22/23 |
|---------|-------|-------|-------|-------|-------|
| Q1 | 1 | 7 | 18 | 16 | 10 |
| Q2 | 15 | 14 | 18 | 18 | 16 |
| Q3 | 17 | 14 | 16 | 8 | 19 |
| Q4 | 7 | 12 | 20 | 6 | |

Reasons for Current Under Performance

This indicator measures the number of customers who were unable to be relieved of homelessness within the 56-day relief duty, and have been determined to be eligible, in priority need, and not intentionally homeless. A lower figure is a positive representation, as it demonstrates that the prevention and relieve of homelessness is being successful.

The target for 18 full homelessness acceptances was set in some time prior to 2018, before there were significant changes to homelessness legislation. These changes significantly increased both the statutory homelessness duties and demands on Housing Options services and increased the period from which an application for

housing assistance was triggered from a threat of homelessness within 28-days to 56-days.

As a comparison, in 2017-18 the Council made only 82 decisions in respect of applications for homelessness assistance, with 43 applicants being accepted as being owed the main homelessness duty. However, in 2021-22 the total number of applications for housing assistance had increased almost six-fold to a figure of 488 applications. Not all these applications reach the stage of determining if the main housing duty is owed, as many applications are closed during the Prevention Duty and Relief Duty stages, or where neither of these duties are owed.

During this quarter 43 Relief Duties were ended, with there having been some targeted casework reviewing cases which were over the 56-day Relief duty. This resulted in an increase in applicants within the quarter being accepted as being owed the main housing duty, in comparison to previous quarters.

Actions to Improve Under Performance

(or reasons why this is not necessary)

Main duty housing acceptances can only be prevented through successful steps to prevent and relieve homelessness. Within the quarter a total of 98 Relief and Prevention duties were ended, with an additional 5 cases with decisions reached that no housing duty was owed.

Whilst the 19 main housing duties accepted in the quarter is a count of 1 above the target, this is representative of 18% of cases whereby a decision was reached in respect of an application where the Relief Duty had been ended during the quarter. In comparison across the year 2017-18, 52% of applicants became owed the main housing duty.

The Housing Options Service will continue with promoting early intervention to prevent homelessness and taking active steps to relieve homelessness.

Under Performing Indicator Recovery Plan

2022/23 Quarter Two

Indicator Name

Percentage of household waste sent for reuse, recycling and composting

Current Performance

Target: 48%

Performance: 47.84%

Historic Performance

| | 19/20 | 20/21 | 21/22 | 22/23 |
|----|--------|--------|--------|--------|
| Q1 | 49.94% | 48.36% | 52.00% | 50.32% |
| Q2 | 51.40% | 47% | 45.42% | 47.84% |
| Q3 | 47.99% | 52% | 47.27% | |
| Q4 | 51.68% | 46.85% | 46.59% | |

Reasons for Current Under Performance

Performance in Q2 is just 0.16% below target.

The cumulative performance for the year to the end of Q2 is above target at 49.2%.

There has been a reduction in the quantity of paper and cardboard collected year on year. The garden waste tonnages have also dropped year on year due to the impact of the dry spring and summer on the growth of vegetation.

Actions to Improve Under Performance

Information about recycling options will continue to be promoted. The changes proposed to the collection rounds and vehicle configurations in 2023/24 will provide an opportunity for a significant communications campaign and a re-launch of the separate food waste collections.

Under Performing Indicator Recovery Plan

2022/23 Quarter Three

Indicator Name

Working days lost to sickness

Current Performance

Target: 1.375

Performance: 1.43

Historic Performance

| | 19/20 | 20/21 | 21/22 | 22/23 |
|----|-------|-------|-------|-------|
| Q1 | 1.33 | 1.07 | 1.13 | 1.32 |
| Q2 | 1.13 | 0.58 | 1.63 | 1.35 |
| Q3 | 2.06 | 0.92 | 1.9 | 1.43 |
| Q4 | 1.64 | 1.08 | 1.63 | |

Reasons for Current Under Performance

There were an unusually high number of flu and cold short-term absence cases this quarter.

Actions to Improve Under Performance

(or reasons why this is not necessary)

HR will continue to monitor sickness absences and review whether the flu and cold cases in particular remain high in quarter 4.

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Under Performing Indicator Recovery Plan

2022/23 Quarter Three

Indicator Name

Processing of planning applications: Minor applications

Current Performance

Target: 75%

Performance: 68%

Historic Performance

| Column1 | 19/20 | 20/21 | 21/22 | 22/23 |
|---------|-------|--------|-------|-------|
| Q1 | 45% | 61% | 75% | 61% |
| Q2 | 67% | 73.78% | 72% | 64% |
| Q3 | 75% | 69% | 55% | 68% |
| Q4 | 70% | 63% | 61% | |

Reasons for Current Under Performance

Performance for Minors and Others in 8 weeks in Q3 continued to be impacted by delays in validation caused by staff shortages. Three new appointments have been made and they were in post by the end of November, which will reduce delays in validating moving forward.

The percentage in 8 weeks has increased to a higher level than those of the last 3 quarters (21/22 Q4 – 61%, 22/23 Q1 – 61% 22/23 Q2 – 64%). Those applications that are determined after the 8 week date are typically determined in weeks 9 or 10 following the expiry of consultations or receipt of amended plans. This ensures that a backlog of applications is not building up.

The longer timescales are typically agreed by the applicants as demonstrated by 97% of minor applications determined with 8 week or Agreed Extension of Time and are part of the department's proactive approach to engaging with applicants to find solutions to issues arising on applications as required by the National Planning Policy Framework (NPPF). These amendments often take longer than the statutory period to be submitted and in some instances reconsulted on.

Actions to Improve Under Performance

(or reasons why this is not necessary)

Continue the training programme for new starters and continue the improvement in performance levels.

Under Performing Indicator Recovery Plan

2022/23 Quarter Three

Indicator Name

Processing of planning applications: Other applications

Current Performance

Target: 88%

Performance: 85%

Historic Performance

| Column1 | 19/20 | 20/21 | 21/22 | 22/23 |
|---------|-------|--------|-------|-------|
| Q1 | 49% | 74% | 80% | 85% |
| Q2 | 76% | 83.74% | 79% | 82% |
| Q3 | 83% | 78% | 86% | 85% |
| Q4 | 79% | 77% | 78% | |

Reasons for Current Under Performance

Performance for Minors and Others in 8 weeks in Q3 continued to be impacted by delays in validation caused by staff shortages. Three new appointments have been made and they were in post by the end of November, which will reduce delays in validating moving forward.

The percentage in 8 weeks has increased to a higher level than those of the last 3 quarters (21/22 Q4 – 78%, 22/23 Q1 – 85% 22/23 Q2 – 82%). Those applications that are determined after the 8 week date are typically determined in weeks 9 or 10 following the expiry of consultations or receipt of amended plans. This ensures that a backlog of applications is not building up.

The longer timescales are typically agreed by the applicants as demonstrated by 99% of other applications determined with 8 week or Agreed Extension of Time and are part of the department's proactive approach to engaging with applicants to find solutions to issues arising on applications as required by the National Planning Policy Framework (NPPF). These amendments often take longer than the statutory period to be submitted and in some instances reconsulted on.

Actions to Improve Under Performance

(or reasons why this is not necessary)

Continue the training programme for new starters and continue the improvement in performance levels.

Under Performing Indicator Recovery Plan

2022/23 Quarter Three

Indicator Name

Performance on appeal: Minor applications

Current Performance

Target: 65%

Performance: 60%

Historic Performance

| Column1 | 19/20 | 20/21 | 21/22 | 22/23 |
|---------|-------|-------|-------|-------|
| Q1 | 78% | 88% | 68% | 57% |
| Q2 | 74% | 100% | 68% | 29% |
| Q3 | 81% | 100% | 63% | 60% |
| Q4 | 86% | 86% | 58% | |

Reasons for Current Under Performance

The rolling year performance for Minor appeals was 6 dismissed out of 10 appealed. However, all 5 of the minor appeal decisions received in Q3 were dismissed and therefore represented an improvement on the rolling year for the previous quarters (21/22 Q4 – 58%, 22/23 Q1 – 57% 22/23 Q2 – 29%). Of those appeals lost a number of these were minor dwelling appeals which have been allowed in locations outside of towns and villages due to a lack of a 5-year supply of housing.

Actions to Improve Under Performance

(or reasons why this is not necessary)

The monitoring of appeal decisions will continue to establish the trends and consider a re-calibration of decisions. However, the recent decisions on minor appeals have demonstrated that the previous conclusion not to recalibrate the assessment and make changes based on a small sample size was correct.

Under Performing Indicator Recovery Plan

2022/23 Quarter Three

Indicator Name

Performance on appeal: Other applications

Current Performance

Target: 65%

Performance: 47%

Historic Performance

| Column1 | 19/20 | 20/21 | 21/22 | 22/23 |
|---------|-------|--------|-------|-------|
| Q1 | 74% | 89% | 69% | 42% |
| Q2 | 70% | 86.66% | 71% | 46% |
| Q3 | 83% | 77% | 58% | 47% |
| Q4 | 80% | 71% | 44% | |

Reasons for Current Under Performance

The rolling year performance for Other appeals was 7 dismissed out of 15 appealed. This is considerably below the 65% target but a slight increase on the data from previous quarters (21/22 Q4 – 44%, 22/23 Q1 – 42% 22/23 Q2 – 46%). The number of decisions being issued by the Inspectorate is low and it is not possible to gauge the impact of the recalibration of decisions.

Actions to Improve Under Performance

(or reasons why this is not necessary)

The below were the actions from 22/23 Q1. The low number of decisions and the time taken from appeal to decision means that it is not yet possible to judge the impact of the recalibration. There has been a gradual improvement in the success performance of other appeals and there is an indication this will continue.

The monitoring of appeal decisions will continue and in recent months it has resulted in a re-calibration of the 'bar' at which a development is considered unacceptable. The Planning Inspectorate certainly have taken a more lenient view in this respect and as a result we have re-calibrated the level at which significant planning harm is caused. However, this will take time to filter through to the decisions that we are receiving from the Inspectorate as decisions on Householder appeals (the swiftest to determine) are currently taking approximately 7 months from the valid appeal being received by the Inspectorate.

Under Performing Indicator Recovery Plan

2022/23 Quarter Three

Indicator Name

Percentage of council tax collected

Current Performance

Target: 83.52%

Performance: 83.14%

Historic Performance

| | 19/20 | 20/21 | 21/22 | 22/23 |
|----|--------|--------|--------|--------|
| Q1 | 29.30% | 27.88% | 28.88% | 28.95% |
| Q2 | 56.80% | 55.80% | 56.10% | 58.29% |
| Q3 | 84.62% | 83.52% | 83.56% | 83.14% |
| Q4 | 98.09% | 97.50% | 97.6% | |

Reasons for Current Under Performance

Collection is harder due to the cost-of-living crisis.

Actions to Improve Under Performance

(or reasons why this is not necessary)

Collection for the end of quarter 3 was down by 0.38%. We are about to start further recovery action which should move the amount collected closer to the target. We are balancing helping residents on a low income and carrying out recovery action.

Urgent Business

For Finance and Governance Cabinet Advisory Board on Tuesday 7 March 2023

Procedural Item

To consider any other items which the Chairman decides are urgent, for the reasons to be stated, in accordance with Section 100B(4) of the Local Government Act 1972.

Date of the Next Meeting

For Finance and Governance Cabinet Advisory Board on Tuesday 7 March 2023

Procedural Item

To note that the next scheduled meeting is Tuesday 6 June 2023