

Classification: Public

Key Decision: No

Gravesham Borough Council

Report to: Cabinet
Finance & Audit Committee

Date: 9 September 2019 / 10 September 2019

Reporting officer: Assistant Director (Corporate Services)

Subject: Budget Monitoring Report 2019/20 – Quarter One

Purpose and summary of report:

To provide Members with information on actual performance against the approved Revenue and Capital budgets for 2019/20, including known variances agreed or identified through budgetary control activity.

To update Members on other key areas of financial performance that may impact on the Council's Medium Term Financial Strategy, Medium Term Financial Plan, HRA Business Plan or Financial Statements.

Recommendations:

1. This report is for information only.

1. INTRODUCTION

- 1.1. The Constitution of the council requires Members to receive reports in respect of the council's finances and financial performance. This report therefore provides an assessment of performance against approved budgets for the 2019/20 financial year for the first quarter to 30 June 2019 as well as updating Members on other key areas of financial performance.
- 1.2. The council continues to operate robust budgetary control actions to ensure good financial governance and respond to the pressures on the council's finances. In addition to the reporting of financial performance through regular budget monitoring reports, these actions include:
 - Requiring all financial decisions and major acquisitions to be brought to Management Team for discussion and approval;
 - Appropriate controls in approving purchase orders;
 - Requiring recruitment activity (relating to both permanent and temporary appointments, and including use of overtime) to be considered and approved by Management Team;
 - Monitoring the delivery of activity under the council's *Bridging the Gap* Strategy, as set out in the current Medium Term Financial Strategy (MTFS).

2. EXECUTIVE SUMMARY

General Fund (Revenue)

- 2.1. At the end of Quarter One there is projected underspend for the year of £194,260. Movements affecting the forecast position against the original budget for the year in the main pertain to continued implementation of *Bridging the Gap* activity.
- 2.2. Because the council ended 2018/19 in a favourable position, budgets totalling £184,670 were approved for carry forward into 2019/20.
- 2.3. The level of Working Balances at year-end are projected to be £9.35m, constituted of the minimum working balances of £1.25m, the General Fund reserve of £4m and usable Working Balances of £4.10m.
- 2.4. Movements in the year are projected to result in a net decrease in reserves of £0.7m, with the level of reserves being £11.2m at start of year and projected to be £10.5m at year- end.
- 2.5. Significant risks to the General Fund's financial position continue to come from the lack of clarity regarding the future of local government funding.

2.6. General Fund (Capital)

- 2.7. The revised budget of the General Fund Capital Programme for the year is £23.93m, including £11.68m to support furtherance of the council's land and commercial property portfolio and £8.27m to fund the initial works to redevelop the St George's Shopping Centre. Actual spend to the end of Quarter One was £0.43m.

HRA (Revenue)

- 2.8. At the end of Quarter One income and expenditure for the year remains balanced, albeit with an increased anticipated contribution from reserves to fund projected revenue expenditure for the year. The main variance within the forecast position compared to the original budget is an increased contribution to meet carry-forwards from 2018/19 within the Capital Programme. There are also projected underspends within salaries and repairs and maintenance.
- 2.9. The level of Working Balances at year-end are projected to be £3.0m, at the minimum level of Working Balances for the HRA. Movements in the year are projected to result in a net decrease in the General HRA Reserves of £3.83m, with the level of reserves being £6.09m at start of year and projected to be £2.26m at year-end.
- 2.10. As with the GF, the significant risk to the HRA's financial position continues to be the lack of clarity regarding funding and regulatory reform.

Housing Capital

- 2.11. The revised budget for the Housing Capital Programme for the year is £18.6m, with expenditure and commitments to the end of Quarter One of £7.4m.

3. GENERAL FUND (REVENUE)

3.1. Budget 2019/20

3.1.1. The approved Original Budget Requirement for 2019/20 was £11,474,270, funded by retained Non-Domestic Rates, New Homes Bonus, Council Tax and use of £742,500 Usable Working Balances, in accordance with the Medium Term Financial Strategy.

3.1.2. The table below sets out the current assessment of performance against the Original Budget by Directorate, based on known variances as at 30 June 2019.

Directorate / Budget Heading	Original Budget 2019/20 (£)	Forecast 2019/20 (£)	Variation 2019/20 (£)
Chief Executive	28,000	28,000	0
Communities	3,793,880	3,489,630	(304,250)
Corporate Services	3,682,040	3,682,040	0
Environment & Operations	2,608,450	2,608,770	320
Housing & Regeneration	2,148,620	2,148,620	0
Items Carried Forward from 2018-19	0	184,670	184,670
Non-Directorate Specific	1,134,900	1,134,900	0
Interest and Investment Income	(843,720)	(918,720)	(75,000)
Government Grant Funding	(1,213,840)	(1,213,840)	0
Transfers to/ (from) reserves	(622,740)	(690,630)	(67,890)
Transfers to/ (from) balances	611,150	611,150	0
Transactions below the line	147,530	215,420	67,890
BUDGET REQUIREMENT	11,474,270	11,280,010	(194,260)
Business Rates Income	(3,085,050)	(3,085,050)	0
Council Tax Income	(6,892,290)	(6,892,290)	0
Parish Precepts	(339,740)	(339,740)	0
New Homes Bonus	(611,150)	(611,150)	0
Transfers to/(from) the Collection Fund	196,460	196,460	0
Use of Working Balances	(742,500)	(742,500)	0
BUDGET SHORTFALL/(UNDERSPEND)	0	(194,260)	(194,260)

Table 1: General Fund Revenue Outturn by Directorate / Budget heading

3.2. CHIEF EXECUTIVE'S DIRECTORATE – NIL VARIANCE

3.2.1 There are no significant variances to report.

3.3. COMMUNITIES DIRECTORATE – £304k FAVOURABLE VARIANCE

3.3.1. **Acquisition of Units at Springhead Park: £235k favourable variance** – as part of the Council's continuing Property Acquisition Programme, the purchase of several industrial units at Springhead Park was completed in February 2019. Due to the timing of this acquisition compared to budget-setting arrangements, this was not able to be reflected in the 2019/20 original budget and therefore there is now a current year favourable variance of £235k to report.

- 3.3.2. **Acquisition of site at 35-36 New Road, Gravesend: £56k favourable variance** – as part of the same strategy described in paragraph 3.3.1., the council acquired in January 2019 the site at 35-36 New Road, Gravesend, currently tenanted by Bon Marche. This was also not completed in time to be reflected in the 2019/20 original budget and therefore there is now additional income of £56k to report.
- 3.3.3. **Member Allowances: £13k favourable variance** – following the local elections in May 2019 a revised cabinet and committee structure has been established by the new administration. The result of this in terms of allowances payable is a reduction of £13k compared to the original budget.
- 3.3.4. **Safer Stronger Communities: Neutral variance** – the council has successfully secured grant funding of around £30k from the Police and Crime Commissioner to support Community Safety Unit (CSU) activity that will assist with intelligence and evidence gathering particularly to help reduce organised crime, offending related to drug supply and environmental crime such as fly-tipping. Most of the funding awarded has been used to purchase three state-of-the-art rapid deployment CCTV cameras, which also have Automatic Number Plate Recognition (ANPR) capacity. These will be deployed across the Borough for short periods of time as an additional tool to support multi-agency/joint operations. A small amount of funding has also been set aside as a contingency pot to enable the CSU to respond to any emerging priorities that come to light during the course of the year.

3.4 **CORPORATE SERVICES DIRECTORATE – NEUTRAL VARIANCE**

- 3.4.1 **Making Tax Digital: neutral variance** – as the result of an HMRC directive requiring organisations to report VAT and Corporation Tax returns using automated internet submissions, £14k of reserve funding has been made available to support this workstream. This budget will finance the purchase and implementation for a new Civica module to facilitate digital transfers between the Council and HMRC.
- 3.4.2 **Income Cash Management System: neutral variance** – the Council's Income Cash Management system enables a range critical functions of be delivered such as the receipting of income payments across all departments, and facilitates the bank reconciliation process. In order to ensure the most recent version is used, and remains supported by the provider, Capita, it is now necessary to upgrade the current version of software used. Reserve funding of £11k has been made available to finance this upgrade and the support necessary from Capita to enable this to take place.
- 3.4.3 **Corporate Debt Pilot System: neutral variance** – funding from the Corporate Priorities Reserve of £8k has been made available to support a pilot project for the central collation, analysis and management of debt across the council. The project involves utilising specialist software to draw account balance data from different council systems, carry out matching activity and guide officers in determining specific courses of action for individual owing amounts to the council.

3.5 **ENVIRONMENT & OPERATIONS DIRECTORATE – NEUTRAL VARIANCE**

- 3.5.1 **Controlled Parking Zone Review: £15k favourable variance** –the Service Review process identified a need to update some aspects of the existing Controlled Parking Zones. Implementation of the new arrangements went live in May 2019; as result of moving away from 5-year permits to a system of annual permit renewal, a favourable variance has been realised in 2019/20 of £15k.

3.5.2 **Waste Management System: £15.3k adverse variance** – the capital purchase of a new Waste Management system designed to assist in managing a range of refuse and recycling services from the Brookvale depot has required an annual subscription charge to be payable from the Council's revenue budget of £15.3k. Moving forwards, it is anticipated that the new software will play a key role in implementing some of the other income generation options the Council has been looking at, for example commercialisation opportunities identified within the Service Review process.

3.5.3 **Parking equipment: neutral variance** – funding of £33k has been transferred from the Service Review Reserve in order to finance the purchase of new equipment and signage to enable the operation of new parking schemes within the town centre.

3.6 **HOUSING & REGENERATION – NEUTRAL VARIANCE**

3.6.1 There are no significant variances to report.

3.7 ITEMS CARRIED FORWARD FROM 2018/19 – £185k

3.7.1 The following items from 2018/19 have been approved for carry forward to 2019/20 by the Section 151 Officer and the Council's Management Team:

Summary of General Fund Revenue 2018/19 year-end carry forward requests			
Directorate	Service	Amount	Reason for carry-forward request into 2019/20
Communities	Regeneration	£980	Maintenance works are required on the town pier access system, this budget is required to offset the cost of this work.
Communities	Younger Persons Fund	£1,810	Unspent budget to be rolled forward to pay for grant funded projects already identified in 2019/20.
Communities	Older Persons Fund	£2,050	To be rolled forward to pay for various projects which have already been identified. These include a TV for Portreeve Resident's Association and Defibrillator's at Meopham Parish Council, Istead Rise Memorial Hall and Vigo Village Hall.
Communities	Property Services	£5,000	The final 2018/19 service charge for St John's House has not yet been received. As the building was empty for a few months this charge may exceed the original estimate. As such this budget carry forward is being requested to cover that eventuality as a one off event.
Communities	Community Engagement	£7,610	Unspent MOD grant to be rolled forward. The MOD have agreed that this money can be carried forward and used against an appropriate project next year.
Communities	Woodville Halls	£10,000	Equipment for market café. Spotlites are interested in taking on a unit in the market to provide the café there. This approach will give the market a much needed offer and ensure there is the provision needed. Spotlites will be able to use staff & stock across both sites making this a cost-effective second business for them. To do this, there will be a need to purchase equipment including fridges, hot warmers, tea/coffee machine. In the very unlikely event the offer did not work, the equipment would be reused in the main Spotlites kitchen.
Communities	Community Engagement	£10,590	To support a range of initiatives for next year – community cohesion, tackling hate crime, building footfall in the town etc. This will be linked to ongoing work and the Altogether Stronger project that the council has just received approval for.
Communities	Woodville Halls	£22,000	The auditorium floor needs repairing, sanding and varnishing each year. However, as this has not been undertaken for a number of years, replacement of the floor is now required.
Communities	Woodville Halls	£23,000	This budget will pay for the introduction of a second till at Spotlites and a redesign of the counter to accommodate this. This will enable the team to better serve customers, particularly during busy times.
Communities	Woodville Halls	£70,000	The current dimmer rack responsible for the auditorium lighting needs to be replaced; however, a survey is required to ascertain whether this is the most appropriate route or whether a change to the overall lighting installation is more appropriate / cost effective. Ring-fencing the balance of savings (£70k) is expected to cover the majority of the cost of this work.
Corporate Services	Corporate Performance	£1,520	The Corporate Plan as a project operates over a rolling four year basis. In years 2 and 3 virtually no monies are committed. However, year 4 (2018/19) has a sizeable portion spent as we carry out preparatory work on the new plan and year 1 (2019/20) will likely see all monies spent. The bulk of the budget will be committed to the various communication and promotional aspects of the new Corporate Plan; imagery, printing etc.
Environment and Operations	Horticulture	£3,450	Some of the Playground budget was set aside to fund the cost of the replacement parts at Woodlands Park Play Area. The replacement head unit was not received by 31/03/19 due to a delay with the delivery. The budget now needs to be used to offset this cost in 2019/20.
Environment and Operations	Car Parking	£26,660	The underspend achieved in 2018/19 is needed to supply & install CPZ Parking Signs in 2019/20.
Total carry-forward requests		£184,670	

Table 2: Items Carried Forward from 2018/19

3.8 **INTEREST AND INVESTMENT INCOME – £75k FAVOURABLE VARIANCE**

- 3.8.1 **Interest & Investment Income: £75k favourable variance** – when setting the investment income budget for the Multi Asset Funds, a prudent view of a 3% return was assumed given that at that time, the investment had only been held for approximately nine months. However we are currently seeing dividend returns of around 4% from the Multi Asset Funds.
- 3.8.2 When setting the investment income budget for Property Funds, whilst the investments had been held since 2016, a prudent view was taken that returns would be around 3% given the uncertain economic conditions surrounding Brexit. Whilst we have seen a small decrease in the Net Asset Value of our Investment as a result of these uncertainties, dividend returns are holding at around 4%.
- 3.8.3 The combined effect of the above are favourable variances of £45k and £30k respectively, thus giving an overall projected benefit of £75k for 2019/20.

3.9 **FUNDING STREAMS – NEUTRAL VARIANCE**

- 3.9.1 **Transfers to/(from) reserves & Transactions below the line: net neutral variance** – under accounting arrangements the corresponding entries relating to reserve-funded expenditure within services (the drawdown from the reserve and the transfer into the specific service) are shown here. The total of £68k relates to projected reserve funded items as described within the Communities, Corporate Services, and Environment and Operations Directorate sections.

3.10 **Other Variances and Risks not reflected in the Current Budget**

- 3.10.1 **Staffing Budgets** – the General Fund staffing budget for 2019/20 incorporates a vacancy allowance of £350k for the year. It is anticipated that this will occur throughout the establishment as a whole from natural staff turnover within day-to-day business activities as well as posts being held vacant pending the re-design of services. For the first quarter to 30 June 2019, actual staffing spend was £106k lower than budgeted.
- 3.10.2 **Fees and Charges (General)** – Income received from fees and charges supports the annual budget. Monitoring to the end of June indicates that income streams are generally performing well against budget; monitoring will continue during the year with any known variances reported through budget monitoring reports.
- 3.10.3 **Homelessness** – During the first quarter of 2019/20, 357 people approached the housing needs service for advice and assistance. Although this figure is lower than Quarter Four 2018/19, the increased demand for the service throughout 2018/19 following the introduction of the Homelessness Reduction Act in April 2018 is continuing. Homelessness has been prevented for 51 households, and relieved homelessness for a further 24 households, by securing alternative accommodation for at least 6 months.
- 3.10.4 The numbers of households living in temporary accommodation increased during the quarter but by the end of the period had fallen slightly to 103, from 105 at the end of 2018/19, and this reduction is expected to continue. As at the middle of August, the number of households in Temporary Accommodation has fallen to 91, with 24 of these being in nightly paid accommodation.

3.10.5 Number of households in temporary accommodation at the end of the month:

TA	April	May	June
GBC stock	67	67	70
Nightly paid	44	41	33
Total	111	108	103

3.10.6 At the end of Quarter One, 33 homeless households were living in nightly paid temporary accommodation in the private sector, of which 12 were living outside the borough. This is a significant improvement on the previous quarter when 39 homeless households were living in nightly paid temporary accommodation in the private sector, of which 18 were living outside the borough. This reduction in the use of expensive nightly paid accommodation is a result of targeted action by the housing options team to reduce temporary accommodation and relocate those temporarily displaced from the borough. A target of zero households in nightly paid temporary accommodation by the end of 2019/20 has been set, although out of hours placements will continue to be placed into nightly paid accommodation until the next working day.

3.10.7 During the first 3 months of 2019/20, there has been total actual and committed expenditure of £95.1k on temporary accommodation placements in the private sector, an average of £31.7k per calendar month. However, once compensating Housing Benefit receipts are taken into consideration, the net expenditure for this period is around £32k.

3.10.8 Following the introduction of the Temporary Accommodation Reduction Strategy seven additional units of two and three bedroom general needs housing have been added to the temporary accommodation stock, and eleven families (who had been living in temporary accommodation for more than two years) moved into social housing by way of direct lets with a further three families with properties identified. Refurbishment of the two general needs properties used for shared temporary accommodation is nearing completion, and this will reduce the need for emergency placements into the private sector. Households resident in the 14 temporary accommodation units at Valley Drive have all been reassessed and given an updated action plan to ensure that they will be moved on before the proposed demolition work commences. However, as the majority will need further temporary accommodation, officers are identifying further suitable properties within the general needs stock rather than nightly paid to minimise any additional costs.

3.11 Working Balances and Reserves

3.11.1 The variances and Carried Forward items outlined in this report have the following effect upon the General Fund working balances:

Working Balances	£
Balance Brought Forward from 2018/19	9,287,850
New Homes Bonus (Straight to working balances)	611,150
Budgeted use of Working Balances to support the General Fund	(742,500)
Variances per budget report (Incl.items Bfwd from 2018/19)	194,260
Forecast Working Balances C/Fwd (as at 30 June 2019) including Minimum GF Working Balance	9,350,760
Less: Minimum GF balance	(1,250,000)
Less: Additional General Fund Reserve	(4,000,000)
Forecast Usable Working Balances C/Fwd (as at 30 June 2019)	4,100,760

Table 3: Effect on General Fund Balances

3.11.2 The general working balance is supplemented by specific reserves, established to assist with future funding obligations or initiatives. The table below provides a summary of the forecast movements on these specific reserves during the year.

General Fund Earmarked Reserves	Opening Balance 01/04/2019 £'000	Forecast Use of Reserve (Expenditure) £'000	Forecast Contributions (Income) £'000	Forecast Balance 31/03/2020 £'000
Planning Policy Reserve	420		50	470
Asset Enhancement Reserve	1,377	(608)	300	1,069
Spend to Save Reserve	157		2	159
Leisure Centres Reserve	1,326	(75)	356	1,607
Corporate Priorities Reserve	310	(10)		300
Town Pier Pontoon Reserve	99		12	111
Local Authority Mortgage Scheme (LAMS)	50	(25)		25
Elections Reserve	172	(120)		52
NNDR Collection Fund Equalisation Reserve	666	(166)		500
IT Infrastructure Reserve	305		75	380
DSO Vehicle Capital Reserve	414	(435)	105	84
Freighter Replacement Reserve	780		232	1,012
NNDR Growth Fund Reserve	478	(235)	220	463
Lower Thames Crossing Reserve	150			150
Woodville Repairs Reserve	170		57	227
Investment Interest Equalisation Reserve	500			500
Housing & Commercial Growth Fund	700			700
St George's Income Protection Reserve	422			422
Commercial Income Protection Reserve	424		60	484
Service Review Reserve	247	(83)		164
Playgrounds Reserve	167	(100)		67
Decriminalisation Reserve	85	(100)	100	85
Sub-total - Specific Earmarked Reserves	9,419	(1,957)	1,569	9,031
Revenue Grants not yet applied	1,819	(341)		1,478
Total - All Earmarked Reserves	11,238	(2,298)	1,569	10,509

Table 4: Analysis of Specific Reserves

3.11.3 Significant or new approved use of reserves include:

3.11.4 **Corporate Priorities Reserve** – £8k Corporate Debt Pilot Systems (Corporate Services), £2k Safer Place Officers' equipment (Communities).

3.11.5 **Service Review Reserve** – £33k Parking equipment (Environment & Operations).

3.11.6 **Revenue Grants not yet applied** – £14k Making Tax Digital, £11k Income Cash Management System (both Corporate Services).

3.12 **Medium Term Financial Planning**

3.13 The Medium Term Financial Plan (MTFP) is reviewed on an ongoing basis in order to take into account longer-term assumptions around inflation rates, central government grants and energy prices, together with building in all known variances to the Council's budget as a result of Management Team and Cabinet decisions. The latest version of the Medium Term Financial Plan is attached to this report at Appendix Two.

3.14 There continues to be little clarity on the future of local government funding post-2020. On 8 August 2019 HM Treasury announced that there would be a one-year Spending Round, to be carried out by September 2019, which will specify the level of funding available for government departments' activities during 2020/21. The announcement set out that in 2020, a full Spending Review will be held which will review public spending as a whole and setting multi-year budgets for government departments.

3.15 The release of this information should now enable the detail on when the planned Fair Funding Review and redesign of Business Rates will be implemented i.e. whether these will take effect from April 2020 or be delayed until April 2021, after the full Spending Review in 2020.

4. GENERAL FUND CAPITAL PROGRAMME

4.1 The following table details the position of General Fund Capital Programme as at the end of Quarter One. This includes the revised original budget for 2019/20, taking into consideration adjustments for carried forward items as approved by the Section 151 Officer and the Council's Management Team.

Scheme	2019/20 Original Budget inc C/Fwd £	2019/20 Approved Adjustments £	2019/20 Working Budget £	2019/20 Actual Expenditure Qtr 1 £	Outstanding Balance £
Essential Repairs to Buildings	465,400	0	465,400	1,680	(463,720)
Gravesend Cemetery Improvements	21,580	0	21,580	6,750	(14,830)
Parrock St Car Park - resurfacing	0	150,000	150,000	0	(150,000)
Purchase of Vehicles (DSO Fleet)	535,000	52,870	587,870	211,060	(376,810)
Gatekeeper Replacement	50,000	0	50,000	0	(50,000)
New Wheeled Bins for Flat Recycling	100,000	0	100,000	0	(100,000)
Waste & Horticulture back office system	192,950	0	192,950	78,920	(114,030)
Replacement Playground Programme	185,300	0	185,300	0	(185,300)
IT Equipment Air Conditioning Unit	40,000	0	40,000	0	(40,000)
Brookvale Office Accommodation	1,400,000	(37,100)	1,362,900	5,160	(1,357,740)
Property Acquisition Programme	2,328,600	958,380	3,286,980	0	(3,286,980)
Land Acquisiton Programme	3,658,810	0	3,658,810	0	(3,658,810)
Land at Dering Way	4,735,000	0	4,735,000	3,360	(4,731,640)
Heritage Quarter - St George's Centre	5,461,640	2,810,370	8,272,010	121,370	(8,150,640)
Cascades Replacement Flumes	0	100,000	100,000	0	(100,000)
AV Equipment, Council Chamber	0	0	0	0	0
Roller Brake Testing	0	0	0	0	0
Replacement Artificial Sports Pitches	50,000	0	50,000	0	(50,000)
Heritage Assets	328,500	0	328,500	1,940	(326,560)
Back up Generator	75,000	0	75,000	0	(75,000)
Envelope Filling Equipment	20,000	0	20,000	0	(20,000)
Parking Machines	251,200	0	251,200	0	(251,200)
	19,898,980	4,034,520	23,933,500	430,240	(23,503,260)

Table 5: General Fund Capital Programme 2019//20

- **Essential Repairs to Buildings** – there are various work streams currently underway:
 - replacement of water heating plant to Kings Farm changing rooms, including cost and energy saving measures
 - annual window servicing and follow-up repairs to Civic Centre windows
 - rebuilding of boundary wall at St Peter & St Paul's Church due to commence later this year.
- **Gravesend Cemetery Improvements** – the new cemetery management software is currently being implemented.
- **Parrock Street Carpark resurfacing** – following a meeting with representatives from Kent County Council Highways, officers are currently awaiting a quotation for the works from a Kent County Council contractor.
- **Purchase of Vehicles (DSO Fleet)** – fourteen new vans are due for delivery during the summer of 2019. Officers are currently reviewing the fleet replacement plan to assess the timescales for further purchases.
- **Gatekeeper Replacement** – a number of options are currently being considered to deliver this option identified as part of the Service Review process.

- **New Wheeled Bins for Flat Recycling** – a review is currently taking place considering blocks of flats to determine the number of bins required before any orders are placed.
- **Waste & Horticulture Back Office System** – the first stage implementing information systems for bin deliveries, domestic, and garden waste has been completed. The second stage of implementation, focusing on trade waste, is due to commence in the autumn.
- **Replacement Playground Programme** – contractors are currently tendering for the replacement of play sites at Central Avenue, Durndale Lane and Waterton Avenue. It is intended that these sites will be installed by April 2020.
- **IT Equipment air conditioning unit** – a way forward has now been agreed on the replacement of the server room air conditioning unit, and Property Services have obtained quotes for the work, on behalf of IT.
- **Brookvale Office Accommodation** – demolition works in respect of structures at the Brookvale Depot have been completed. External consultants are currently undertaking a feasibility study for the development and their report is awaited.
- **Property Acquisition Programme** – there has been no activity under this programme in the first quarter of the year. The council continues to be pro-active in identifying suitable acquisition opportunities to add to its commercial property portfolio.
- **Land Acquisition Programme** – there has been no activity under this programme in the first quarter of the year. The council continues to maintain an overview of strategic land sites in the borough so that, as sites come to the market, their acquisition can be considered as a means of delivering development and revenue generating opportunities for the council and the wider borough in the future.
- **Land at Dering Way** - The scheme is currently on hold pending the outcome of a wider master planning exercise for the various landholdings under the ownership of the Council in the Denton area. This master planning exercise will seek to consider complementary uses of the adjacent land holdings to ensure that development in that area maximises benefits to the Council and to the wider community, taking advantage of opportunities to improve access to and provision of services, green space and high quality housing.
- **Heritage Quarter (St George's Centre)** – work commenced on the re-enlivenment of the mall areas of the centre in March 2019, with new paving laid and removal of some of the non-structural canopies throughout the centre. Construction is also underway by Reef Estates to improve the two mall entrances with the overall programme of works expected to be completed in the next few months.
- **Cascades Replacement Flumes** – a structural steel survey and flume survey have been completed in partnership with GCLL. An updated survey of condition has been received from original manufacturer, as well as programme of works and associated options to internal and external flume areas. This is to be discussed with GCLL in due course.
- **Replacement Artificial Sports Pitches** – the Gravesend Rugby Football Club site was highlighted within the Gravesham 2016 Playing Pitch Strategy as strategically important to the local area but in need of refurbishment. Gravesham Sports Trust have now raised the additional external funding required to complete replacement carpet works at site.

Currently, the Trust is awaiting a start date for works, which are anticipated to commenced in late July/early August.

- **Heritage Assets** – St Andrews Arts Centre – river wall specification is being prepared for the tendering process which will complete in early 2020. Site works have been deferred to 2020/21 as they need to be carried out in warmer months, due to the materials being used. Further works are being evaluated at Gravesend Cemetery, Blockhouse and New Tavern Fort.
- **Back-up Generator** – tender documents to procure a back-up generator have been prepared. The project manager is currently making arrangements for the tendered to be issued.
- **Envelope Filling Equipment** – discussions have been held with a number of suppliers to ‘test the market’ and understand the different types of functionality/equipment available. The Reprographics Team are currently in the process of tendering for the council’s printer/copier devices, so it anticipated that the Envelope Filling Equipment renewal will not commence until that project is completed.
- **Parking Machines** – to ensure that the new parking machines fully meet customer needs both now and in the future, officers are currently exploring the products available on the market and the different solutions they offer.

4.2 Capital Resources

4.2.1 The table below shows the General Fund resources available to fund capital projects in the future:

General Fund Capital Resources	Opening Balance 01/04/2019 £	Actual Income 2019/20 £	Anticipated Use of Funding 2019/20 £	Projected Balance 31/03/2020 £
Capital Receipts	(988,020)	(6,670)	407,480	(587,210)
S106 Capital Contributions	(531,060)	0	0	(531,060)
Capital Grants unapplied	(330,290)	0	273,250	(57,040)
Total Capital Resources	(1,849,370)	(6,670)	680,730	(1,175,310)

Table 6: General Fund Capital Resources 2019/20

Capital Grants Unapplied	Opening Balance 01/04/2019 £	Actual Income 2019/20 £	Use of Funding 2019/20 £	Projected Balance 31/03/2020 £
Transport Quarter Stage 3	(179,160)	0	0	(179,160)
Localised Council Tax Support	(89,220)	0	0	(89,220)
Local Enterprise Partnership Funding	(6,910)	0	0	(6,910)
Land at South of Hever Court Road	(55,000)	0	0	(55,000)
Total Capital Grants Unapplied	(330,290)	0	0	(330,290)

Table 7: Capital Grants Unapplied 2019/20

4.2.2 The table below lists the S106 developer contributions currently held by the council. These contributions are treated as specific grants as they have conditions attached to their use.

S106 Developer Contributions	General Fund £	HRA £	Third Party Contributions £	Total S106 Income 2019/20 £	Purpose of S106
Infrastructure Maintenance Depot (IMD) Compensation fund	(2,590)	0	0	(2,590)	This grant fund was established by money secured from Union Rail the developers of the Channel Tunnel Rail Link. The original contribution was £242,000. Its aim is to support the delivery of landscape access, wildlife and recreation schemes in the Wards and Parishes affected by the development.
Land at the South of Hever Court Road	0	0	(80,000)	(80,000)	Highways contribution.
Whitehill Open Space	(52,000)	0	0	(52,000)	Towards qualitative improvements to the wider Whitehill amenity space. These funds might be put towards a number of potential opportunities including, for example, new seating, footpath improvements, new planting and/or the levelling of the retained amenity space to the north of the proposed development.
Land South of Dalefield Way, Dering Way	(67,000)	0	0	(67,000)	Flood Risk Management - £12,000, Bus Shelter - £5,000, £50,000 Cascades Leisure Contribution.
Whitehill Road	0	0	(1,000)	(1,000)	Highways contribution
Springhead Leisure Contribution	(150,000)	0	0	(150,000)	To provide additional and/or improved play facilities at the Recreational ground and if not expended in 7 years after payment any unspent sum should be repaid
Bluewater - Gravesend Town Centre Improvements	(259,460)			(259,460)	A scheme to improve or enhance the environmental setting, visitor and shopper experience, and / or attractiveness of Gravesend Town Centre.
Total S106 Contributions	(531,050)	0	(81,000)	(612,050)	

Table 8: S106 Contributions 2019/20

5 HOUSING REVENUE ACCOUNT

5.1 Budget 2019/20

- 5.1.1 The table below sets out the current forecast spend against the original budget for the Housing Revenue Account (HRA), based on variances to 30 June 2019. As at 30 June 2019, the forecast reflects a saving of £93k against the original budgets within Supervision and Management and Repairs and Maintenance. However, this figure is offset by the increase to Capital Financing in order to meet the costs of the carry forward capital programme from 2018/19. The net effect is an adverse variance to original budget of £319,810.

Description	Original Budget 2019/20 (£)	Forecast 2019/20 (£)	Variation (£)
Supervision and Management	5,357,200	5,314,200	(43,000)
Repairs and Maintenance	7,618,140	7,568,140	(50,000)
Depreciation	6,911,810	6,911,810	0
Intensive Management Fund - Expenditure	667,490	667,490	0
Capital Finance	10,189,750	10,602,560	412,810
Sub Total Expenditure	30,744,390	31,064,200	319,810
Rents of Dwellings	(25,031,400)	(25,031,400)	0
Other Rental Income	(29,300)	(29,300)	0
Service Charges	(1,399,800)	(1,399,800)	0
Non Dwelling Income	(140,000)	(140,000)	0
Intensive Management Fund - Income	(521,480)	(521,480)	0
Other Income	(112,450)	(112,450)	0
Sub Total Income	(27,234,430)	(27,234,430)	0
Contributions to/(from) reserves	(3,509,960)	(3,829,770)	(319,810)

Table 9: Housing Revenue Account 2019/20

5.2 SUPERVISION & MANAGEMENT – £43k FAVOURABLE VARIANCE

- 5.2.1 **Vacancy Management: £43k favourable variance** – the HRA staffing budget for 2019/20 incorporates a vacancy allowance of £100k for the year. It is anticipated that this will occur throughout the establishment as a whole from natural staff turnover within day-to-day business activities, as well as posts held vacant pending the re-design of services. The current year-end projection is an underspend of £143k, therefore giving rise to the net favourable variance of £43k.

5.3 REPAIRS & MAINTENANCE – £50k FAVOURABLE VARIANCE

- 5.3.1 **Repairs & Maintenance: £50k – favourable variance** – The Responsive Repairs Team continue to deliver efficiencies and savings in its operations whilst providing a service that meets the council's objectives as a landlord as well as managing tenant expectations. Whilst the current projected underspend is likely, it is important to remember that this budget funds a reactive service where demand naturally fluctuates in response to factors outside of the council's control.

5.4 CAPITAL FINANCING – £413k ADVERSE VARIANCE

- 5.4.1 **Capital Financing – £413k – adverse variance** - In Quarter One an adverse variance has been identified due to monies being used from the revenue reserve to meet the needs of the carry forward capital programme.

5.5 Working Balances and Reserves

- 5.5.1 The variances outlined in this report have the following effect upon HRA working balances:

Working Balances	£
Balance Brought Forward from 2018/19	3,000,000
Forecast Outturn position 2019/20	(3,829,770)
Forecast working balances C/Fwd (as at 30 June 2019) including minimum HRA Working Balance	(829,770)
Add: Transfer from HRA General Reserve (Revenue)	3,829,770
Forecast Usable Working Balances C/fwd (as at 30 June 2019)	3,000,000

Table 10: Effect on Housing Revenue Account Working Balances

- 5.5.2 The working balances are supplemented by specific reserves established to assist with future funding obligations or initiatives. The table below provides a summary of the forecast movements on these specific reserves during the year.

HRA Specific Reserves	Opening Balance 01/04/2019 £'000	Forecast Contributions (Income) £'000	Forecast Use of Reserve (Expenditure) £'000	Forecast Balance 31/03/2020 £'000
HRA General Reserve (Revenue)	(6085)	0	(3830)	(2255)
Total	(6085)	0	(3830)	(2255)

Table 11: Analysis of Specific Reserves – HRA

5.6 HRA Business Planning

- 5.6.1 The HRA Business Plan is reviewed on an ongoing basis in order to take into account longer-term assumptions around inflation rates, central government grants and energy prices, together with building in all known variances to the budget resulting from Management Team and Cabinet decisions.
- 5.6.2 The HRA Business Plan reflects the current and future financial spend profiles identified in the recent Stock Condition Survey produced by Penningtons in July 2018. It also reflects future forecasts of the New Build Programme beyond the existing three year scheme based on the current assumption of the sale of 30 Council Houses per annum.
- 5.6.3 The latest version of the HRA Business Plan is attached to this report at Appendix Three.

6 HOUSING CAPITAL PROGRAMME

6.1 The Housing Capital programme for 2019/20 is £18,632,520 of which £17,106,120 relates to HRA capital schemes and £1,526,400 relates to non-HRA capital schemes. These budgets include £1,216,890 and £693,600, respectively that are carried forward from 2018/19.

6.2 The HRA capital schemes continue to focus on maintaining the minimum decent homes standard for the Council's stock in 2019/20, with £8,763,820 earmarked for this purpose within the Replacement, Improvement and Health & Safety Works Programmes. The council also continues its commitment to build new homes with £7,662,300 allocated for this purpose.

HOUSING CAPITAL PROGRAMME				
Ref No:	Project	Original Budget 2019-20 inc CFwd (£)	Expenditure Including Commitments (£)	Balance Outstanding (£)
A	Replacement Programmes	4,920,550	2,894,970	(2,025,580)
B	Improvement Programmes	2,069,290	725,350	(1,343,940)
C	Health & Safety Works	1,773,980	1,186,100	(587,880)
D	New Build & Acquisitions	7,662,300	2,325,500	(5,336,800)
E	Housing Computer Systems	600,000	0	(600,000)
F	Replacement Play Equipment	80,000	0	(80,000)
	Sub Total (HRA Capital Programme)	17,106,120	7,131,920	(9,974,200)
G	Disabled Facilities Grant	1,526,400	284,984	(1,241,416)
	Total (HRA & GF Capital Programme)	18,632,520	7,416,904	(11,215,616)

Table 12: Housing Capital Programme 2019/20

6.3 The following works were undertaken or completed by the end of Quarter One 2019/20:

6.3.1 Replacement Programmes (Ref A)

- 46 kitchen replacements;
- 24 bathroom replacements;
- 49 properties had new window and door replacements;
- 80 properties had electrical tests and/or remedial works including rewiring, minor works and upgrades to consumer units;
- 1 block has had communal electrical tests and/or remedial works completed;
- 2 residential blocks had the roofing completely replaced;
- 12 domestic properties have had roof renewals

6.3.2 Improvement Programmes (Ref B)

- 177 properties had new central heating systems installed;
- 9 properties had new storage heating installed;
- 20 properties had level access showers/wet rooms installed;
- A major refurbishment project commenced at Park Place comprising of 6 blocks. This includes the renewal of flat roofs, upgrades to the stairways, handrails, balustrades and new/re-surfacing to walkways which is due to complete in Quarter Two of 2019/20.

6.3.4 Health & Safety Works (Ref C)

- 1 passenger lift situated in Wallis Park has had major modernisation works carried out;
- Retrofitting of a Fire Sprinkler system is in progress at Homemead and 90% complete, due for practical completion in Q2;
- Mobilisation works commenced for the retro fitting of a fire sprinkler system at Gravesham Court.

6.4 New Build (Ref D)

6.4.1 The authority signed an agreement with the DCLG to retain part of the Right To Buy (RTB) receipts and use them as part-funding of new build and/or acquisition of additional social housing. The following is the reported position at the end of Quarter One:

- Construction continues at St Hilda's Way with the housing scheme is expecting to be completed by the end of 2019. The scheme is set to deliver 10 x 1 and 2 bed flats, 4 x 2 bed maisonettes and 32 x 2 bed houses;
- Westridge Construction Limited are on site at the former Whitehill Tenants Associations Club site where they are constructing 24 x 1 and 2 bed flats and 8 x 3 bed houses;
- Planning permission has been granted for the demolition of bedsits at Valley drive and the construction of 32 x 1 bed flats for over 55's and 16 x 1, 2 and 3 bed general needs flats. The scheme will be tendered via the South east Consortium in August and we expect to be in contract by the end of the year;
- A planning application has been submitted for 23 x 1 and 2 bed flats on the land at St Patrick's Gardens. The proposal will be considered at Regulatory Board on 23 July 2019;
- Further planning applications for smaller sites are anticipated in the coming weeks and continued consideration is being given to other sites across the borough to enable the delivery of new Council homes.

6.4.2 The council is permitted to retain part of the RTB receipts to repay the debt incurred in 2012 as part of HRA self-financing. As at 1 April 2019, the balance on the RTB Allowable Debt reserve fund stood at £438,550. The proposal is to use the RTB Allowable Debt reserve to help fund the New Build projects as this can either be used to repay debt or finance the capital programme. This will ensure that the revenue being generated can be moved to a general HRA reserve available for future use against either revenue or capital and that monies are only borrowed once all available resources have been utilised.

6.4.3 Table 13 summarises the one for one receipts retained from the sale of Right To Buy properties, since 2012, along with the level of GBC's contributions required to deliver the New Build programme and a summary of when expenditure needs to be delivered to avoid having to return funds to Central Government.

	One for one receipts retained	GBC 70% contribution to new build	Value of new build expenditure expected	Cumulative value of new build expenditure expected	Date of new build expected by
	£	£	£	£	
2012-15 c/f	3,330,320	7,770,750	11,101,070	51,278,050	31-Mar-17
2015-16					
Q1	124,270	289,960	414,230	11,515,300	30-Jun-18
Q2	233,510	544,870	778,380	12,293,680	30-Sep-18
Q3	589,670	1,375,910	1,965,580	14,259,260	31-Dec-18
Q4	650,580	1,518,010	2,168,590	16,427,860	31-Mar-19
2016-17					
Q1	697,650	1,627,850	2,325,500	18,753,360	30-Jun-19
Q2	205,200	478,790	683,990	19,437,350	30-Sep-19
Q3	541,710	1,263,990	1,805,700	21,243,060	31-Dec-19
Q4	532,670	1,242,890	1,775,560	23,018,620	31-Mar-20
2017-18					
Q1	351,150	819,350	1,170,500	24,189,120	30-Jun-20
Q2	296,150	691,020	987,170	25,176,290	30-Sep-20
Q3	730,460	1,704,420	2,434,880	27,611,170	31-Dec-20
Q4	433,800	1,012,210	1,446,010	29,057,180	01-Jan-21
2018-19					
Q1	694,160	1,619,710	2,313,870	31,371,040	30-Jun-21
Q2	484,630	1,130,800	1,615,430	32,986,460	30-Sep-21
Q3	379,770	886,130	1,265,900	34,252,360	31-Dec-21
Q4	238,610	556,760	795,370	35,047,730	31-Mar-22
2019-20					
Q1	383,470	894,760	1,278,230	36,325,960	30-Jun-22
	10,897,780	25,428,180	36,325,960		

Table 13: New Build

Housing Computer System (Ref E)

- 6.4.4 Officers have undertaken due diligence on the proposed replacement Housing Computer System and as a consequence it has been agreed to review the procurement options, available to the Council. A separate report will be presented to a future meeting of the Cabinet which will provide further information.

6.6 Replacement Playground Equipment (Ref G)

- 6.6.1 A review of the housing play sites has been completed in 2018/19 and a draft action plan has been drawn up to establish the current needs in the form of a play-site replacement programme. Once approved, the capital funding will be allocated against the areas that have been identified as the highest priority.

6.7 Disabled Facility Grants (DFGs) (Ref I)

- 6.7.1 The grant funding awarded to the Council, via the Better Care Fund, in 2019/20 was £832,800. The total funding available is £1,526,430 which includes carry forward from 2018/19 of £693,630.

- 6.7.2 The Council continues to offer the Disabled Facility Grant programme to homes eligible for assistance that comply with the wider remit of the Better Care. In Quarter One of 2019/20 a total of 90 cases have been processed, of which the breakdown is as follows:

- 22 grant cases were approved
- 19 households had works completed
- 5 applications were cancelled due to changes in the client's circumstances
- 44 grant cases are awaiting approval

- 6.7.3 The Council distributed £92,710 to private homeowners within the borough who qualify for Disabled Facility Grant assistance and additional grants totalling £192,300 have been approved in principal.

- 6.7.4 A total of 39 people have benefited from the Private Sector Housing Assistance Policy which enables people to gain access to funding which otherwise would not have been available. It has assisted eight people to have better managed hospital discharges and a further 31 people have been discharged from hospital into a safer home environment.

6.8 Capital Resources

6.8.1 The table below shows the resources available to fund capital projects in future.

Housing Capital Resources	Opening Balance 01/04/2019 (£)	Income 2019/20 (£)	Use of Funding 2019/20 (£)	Projected Balance 31/03/2020 (£)
Capital Receipts - HRA	(1,318,810)	(257,300)	1,099,970	(476,140)
Capital Receipts - GF Housing	(68,900)	0	0	(68,900)
Capital Receipts - PV Panels	(3,573,000)	0	0	(3,573,000)
Major Repairs Reserve - Dwellings	(1,402,480)	(6,911,810)	8,314,290	0
Major Repairs Reserve - Non Dwellings	(652,030)	0	652,030	0
New Build Reserve: 1-4-1 Receipts	(5,544,950)	(1,016,620)	2,298,690	(4,262,880)
Right to Buy Allowable Debt Reserve	(438,550)	(717,020)	1,155,570	0
Disabled Facility Grants	(693,640)	(832,800)	1,526,400	(40)
Christianfields Overage	(766,000)	0	0	(766,000)
Total	(14,458,360)	(9,735,550)	15,046,950	(9,146,960)

Table 14: HRA and General Fund Housing Capital Resources 2019/20

6.8.2 Projected Capital Expenditure and funding requirements for the HRA can be found at Appendix Four to this report.

7 TREASURY MANAGEMENT

- 7.1 The Council has adopted the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management, which sets out the principles and guidelines to be followed in borrowing and investment operations undertaken by Local Authorities. On 26 February Full Council approved the Treasury Management Strategy Statement for 2018-19, based on the Code. The authority's Annual Investment Strategy is incorporated in the TMSS and outlines the authority's investment priorities as being:
- Security of Capital
 - Liquidity
 - Yield
- 7.2 An update on Treasury Management performance is provided to Members through budget monitoring reports, with more detailed reporting of treasury management activity to the Finance & Audit Committee every six months. A full list of internally managed investments held by the Council at 30 June 2019 can be found at Appendix Five of this report.
- 7.3 The Council currently pursues a variety of investment opportunities within its Treasury Management strategy:
- a) Around £10m is invested in Externally Managed Property Funds generating returns in the region of 3-5%
 - b) A further £10m is invested in three Multi-Asset funds generating returns of around 3-4%.
 - c) Remaining cash balances are generally invested in short-term deposits and overnight money market funds currently generating returns of around 0.62%.
 - d) A total of £19.3m has been expended purchasing Investment Properties (including acquisitions and external professional support) from which initial yields have typically been upwards of 6%.
- 7.4 The following summary of Key economic developments within this reporting period has been provided by Link Asset Services, the authority's Treasury Management.
- 7.5 **UK** - After only annual economic growth of 1.4% in 2018, growth in quarter 1 was unexpectedly strong at 0.5%. However, this was boosted by stock building ahead of the original March Brexit deadline so quarter 2 is now expected to be zero or slightly negative.
- 7.6 The Monetary Policy Committee has not increased Bank Rate since August 2018 and it is unlikely there will be any further changes uncertainties over Brexit clear. If there were a no deal exit, it is likely that Bank Rate would be cut in order to support growth. Nevertheless, the MPC is concerned over the trend in wage inflation which peaked at a 3.5%, (excluding bonuses), in the three months to December before falling marginally to 3.4% more recently. Growth in employment fell to only 32,000 in the three months to April, well below the 2018 average, while the unemployment rate remained at 3.8 percent, its lowest rate since 1975. Correspondingly, the total level of vacancies has risen to new highs.
- 7.7 CPI inflation rose slightly to 2.1% in April before falling back again to 2.0% in May, and is likely to remain around this level over the next two years. If there was a no deal Brexit though, it could rise towards 4%, primarily as a result of imported inflation on the back of a weakening pound.

- 7.8 The rise in wage inflation and fall in CPI inflation is good news for **consumers** as their spending power is improving. Given the UK economy is very much services sector driven, an increase in household spending power is likely to feed through into providing some support to the overall rate of economic growth in the coming months.
- 7.9 **USA** - The easing of fiscal policy in 2018 fuelled a temporary boost in consumption in 2018, which generated an upturn in the rate of growth to 2.9% for 2018, just below his target of 3%. Growth in quarter 1 of 2019 was a strong 3.1% but current expectations are for this to weaken considerably in quarter 2. The strong growth in employment numbers during 2018 has faded more recently, indicating that the economy is cooling, while inflationary pressures are also weakening. After the Fed increased rates by 0.25% in December to between 2.25% and 2.50%, market expectations have swung to now expecting the Fed to cut rates by 1.0% - 1.25% in total to counter the expected downturn in growth. Financial markets have priced in a first cut of 0.25% for July.
- 7.10 **EUROZONE** - The annual rate of growth for 2018 was 1.8% but it is expected to fall to possibly around half that rate in 2019. The downturn in growth in the second half of 2018 and into 2019, together with inflation falling well below target has prompted the ECB to take new measures to stimulate growth. It is expected to leave interest rates at their present levels but that is of little help to boosting growth in the near term. Consequently, it announced a third round of providing banks with cheap borrowing every three months from September 2019 until March 2021, which means that, although they will have only a two-year maturity, the Bank is making funds available until 2023, two years later than under its previous policy.

The background papers to this report are held within the Accountancy Section

IMPLICATIONS	APPENDIX 1
Legal	There are no specific legal matters arising from this report.
Finance and Value for Money	The financial implications are contained within the body of this report.
Risk Assessment	The purpose of this report is to demonstrate financial performance as at 30 June against the original budget set for the 2019/20 financial year, and illustrate how this affects the Working Balances and Earmarked Reserves held by the Council.
Data Protection Impact Assessment	<i>A data protection impact assessment (DPIA) should be carried out at the start of any major project involving the use of personal data or if you are making a significant change to an existing process.</i>
	<p>a. Does the project/change being recommended through this paper involve the processing of personal data or special category data or criminal offence data?</p> <p>A definition of each type of data can be found on the Information Commissioner’s Office website via the above links.</p> <p>N/A</p>
	<p>b. If yes to question a, have you completed and attached a DPIA including Data Protection Officer advice?</p> <p>N/A</p>
<p>c. If no to question b, please seek advice from your nominated DPIA assessor or the Information Governance Team at gdpr@medway.gov.uk.</p> <p>N/A</p>	
Equality Impact Assessment	<p>a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community? If yes, please explain answer.</p> <p>No decision – paper is for information only.</p>
	<p>b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality? If yes, please explain answer.</p> <p>N/A</p>
	<i>In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above</i>
Corporate Plan	Strategic Objective 4 - Sound & self-sufficient council.
Crime and Disorder	No direct implications.

Digital and website implications	No direct implications.
Safeguarding children and vulnerable adults	No direct implications.

