

Ebbfleet Development Corporation

Board Meeting Part One

Date of meeting :	19 July 2017	Paper Number:	EDC 017/050
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Title of paper	Finance and Operations Report – as at 30 June 2017
Presented by	Gerard Whiteman, Director of Finance
Sub-committee	Not applicable

Purpose of Paper and Executive Summary	
An update on EDC budgets, workforce and other operational issues.	
EDC business plan and KPIs	Operational and capital activities to enable the EDC 17/18 Business Plan / KPIs to be achieved
Recommendation	FOR INFORMATION The Board is invited to note the report.
Annexes	Annex A - 2017/18 Operational Budget
Delegation	Not applicable

Financial impact	As outlined in the report
Legal impact	None
Stakeholder impact	As outlined in the report
Sponsor impact	Budgets confirmed by DCLG

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Introduction

1.1. This paper updates the Board on budgets, workforce and other operational issues for the month of June 2017 and the 2017/18 forecast outturn.

2. 17/18 Operational Budget.

2.1 The detail of the budget is shown at **Annex A**. The net operational budget for 17/18 has been approved by DCLG at £3,853,000 which compares to a net budget of £3,744,000 for 2016/17. The Pay element of the budget has been reduced since last year to reflect a reduced need for temporary/ agency staff. Additionally, as part of the net operational budget available to the corporation we are forecasting planning fee income of £297k against a target of £60k for the year. This is subject to several large planning applications coming forward as anticipated.

2.2 Any underspends accruing in year within the Pay budget (e.g. arising from staff vacancies) will be reallocated to the Agency Staff budget to cover the costs of any temporary staff required to infill those posts.

2.3 The lease extension for the existing office space at the North Kent Police Station has recently been approved by the Government Property Unit. The lease extension covers the 12 month period until mid-June 2018.

3 17/18 Project Budget

3.1 The EDC continues to review its programme of investment, with £41,776k of spend currently planned for 2017/18. The agreement between the EDC and UKPN for forward-funding of electricity infrastructure has now been concluded and the initial deposit payment was made in June. Discussions regarding the spend profile and the total investment over the remainder of the Spending Review period between the EDC and DCLG remain ongoing.

3.2 The EDC programme of investment is organised around five sub-programmes (pillars) that focus on specific projects that can be delivered at pace and that demonstrate value for money.

3.3 Infrastructure Delivery Plan – Programme Summary

Pillar	DESCRIPTION SUMMARY
Housing Programme	To complement the EDC's activities in bringing forward developer activity that will deliver additional housing in the garden city at pace.

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Commercial Programme	Working with landowners and investors to provide commercial space and employment opportunities fostering both local and inward investment whilst capitalising on the Enterprise Zone status and unlocking the development of Ebbfleet Central.
Utilities Programme	To provide a co-ordinated strategic utility network across the Garden City focusing on opportunities for collaborative working and best practice. Establishing shared utility corridors and advancing the provision of strategic infrastructure.
Transport Programme	To enable safe and integrated highway systems, Investment in strategic highways infrastructure and local road improvements including the Springhead Bridge, and proposals to upgrade the Fastrack bus service.
Green Corridors Programme	Improving connectivity between the existing and new communities and creating “green corridor” routes for pedestrians and cyclists to minimise car travel within the garden city. To also include the provision of additional green public realm space.

3.4 The 2017/18 project expenditure to date:

Pillar	Year to Date
	£'000
Housing Programme	0
Commercial Programme	52
Utilities Programme	2,328
Transport Programme	105
Green Corridors	0
	2,485

4. Staffing Structure and Recruitment

4.1 The EDC has delegated authority to manage its own headcount in 17/18 as long as the costs of doing so can be accommodated within the EDC’s budget allocation for pay. With several projects now firmly in delivery mode, EDC staff salaries (and those of external contractors) will be capitalised when it is legitimate to do so, hence maximising the revenue budget available.

4.2 As of the end of June 2017, the EDC had 23.2 FTE permanent appointments in post.

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- 4.3 The Chief Executive post continues to be covered on an interim basis. The recruitment to the permanent role was delayed by the general election. DCLG and the Chairman are considering the next steps in the process in order to set out a revised timetable. The current post holder has been extended to the end of September 17 to provide cover.
- 4.4 The new Project Manager (Utilities), Nicola Coppen joined the EDC on the 5th June.
- 4.5 The newly recruited Senior Planner will start on 29th August.
- 4.6 The newly recruited Policy & Performance Manager will start at the beginning of September.
- 4.7 A new Planning Registrations Officer has been appointed and is expected to start in September.
- 4.8 The Project Manager (Transport & Infrastructure Delivery) who was temporarily in post has resigned with immediate effect on personal/health grounds. A part-time Interim candidate has been brought in to provide cover and to specifically progress the Springhead Bridge project.
- 4.9 The former Commercial Director left the corporation at the end of June. A consultant is taking up some of the role in progressing the options analysis for Ebbsfleet Central.
- 4.10 The former Programme Manager also left at the end of June and the post is being back-filled by a part-time Interim.
- 4.11 The Senior Development Manager has resigned, with effect from 1st August.
- 4.12 With the appointments and interim arrangements as set out above the headcount as at the 30th June 2017 was 25 FTE.
- 4.13 The request for a 1% inflationary uplift to pay (relating to April 2016 base pay rates) for eligible Senior Civil Service-equivalent staff is still awaiting approval by DCLG.

5 Board appointments

- 5.1 Recruitment to the vacant Board Member position has been delayed due to the General Election.
- 5.2 The temporary appointment to the Board of Cllr David Turner, as the representative of Gravesham Borough Council, was approved by the DCLG Secretary of State; however, the formalities of his permanent appointment in his capacity as Leader of the Council have been delayed due to the General Election.