

Ebbsfleet Development Corporation

Board Meeting Part	One
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Date of meeting :	18 May 2016	Agenda item :	EDC 016/038
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Title of paper	Finance and Operations Report – as at 30 April 2016
Presented by	Gerard Whiteman, Director of Finance
Sub-committee	Not applicable

Purpose of Paper and Executive Summary	
An update on budget, workforce and other operational issues.	
EDC business plan and KPIs	Operational activities to enable the Business Plan / KPIs to be achieved
Recommendation	FOR INFORMATION The Board is invited to NOTE the update.
Annexes	ANNEX A – 2016/17 Operational Budget
Delegation	Not applicable

Financial impact	As outlined in the report
Legal impact	None
Stakeholder impact	As outlined in the report
Sponsor impact	Budget to be confirmed by DCLG

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1. Introduction

1.1. This paper updates the Board on budget, workforce and other operational issues for the month of April 2016.

2. 16/17 Operational Budget.

2.1. The detail of the budget is shown at **Annex A**. The operational budget for 16/17 has not yet been formally agreed / approved by DCLG. The indicative amount is £3,744,000 which compares to a budget £3,430,000 for the 15/16 financial year (from 20 April 2015). The increase reflects the full year impact of the cost of the 28 FTE permanent staff.

3. 15/16 Annual Report and Accounts

3.1. A draft version of the 15/16 Annual Report and Accounts was presented to the Audit and Risk Committee in April 2016. The NAO commenced their audit on the 18 April 2016. As planned, the audit is ongoing.

3.2. A revised draft version of the document will be available shortly and this will be circulated to Board members via email.

3.3. The document will be presented to the June Audit and Risk Committee on 9 June and subsequently to the June Board meeting for approval.

4. Staffing Structure and Recruitment

4.1. The EDC has an approved headcount of 28FTE staff. As of the end of April 2016, the EDC has 19 permanent appointments in post. There is also one post being filled by a long term secondment.

4.2. Janet Davies joined the Land and Regeneration team as Project Manager on the 3rd May.

The following appointments are in progress:

- Michael Jessop will be joining on the 16th May as a Principal Planning Officer.
- Anastasia Barnard will be joining as Senior Planning Officer on the 23rd June.
- Helen Hensel will be joining as Senior Property Manager on the 27th June.

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4.3. Two of the newly appointed roles (above) are currently being covered by Interims / short term secondees. In addition, there are a further 3 roles currently being covered by Interims (the Chief Executive, Programme & Performance Manager, and Community / Engagement Manager). The recruitment for the permanent Chief Executive is anticipated to commence in the coming months.

5. EDC Office

5.1. The current office space at the North Kent Police Station is leased until mid-June 2016. Discussions have commenced with the Police regarding the potential to extend the lease for a further period whilst the longer term office solution for the EDC is resolved.

5.2 Landline telephones have now been installed for the EDC at the Police Station. The main office telephone is: 0303 4448831. (NB - an 0303 number is a special type of landline-rate phone number used by government bodies, the public sector, charities and not-for-profit organisations. All numbers that start with 03 are charged at the same rate as normal local or national landline numbers that start with '01' or '02')