

Ebbsfleet Development Corporation

Board Meeting Part One			
Date of meeting :	18/05/2015	Agenda item :	EDC 15 / 014
Title of paper	Finance and Operations Report April 2015		
Presented by	Nick Dawe, Interim Finance/Operations Director		
Sub-committee	Not applicable		

1. Introduction

This paper briefly updates the Board on budget, workforce and other operational issues for the April. In future months the report will be expanded to show a summary income and expenditure and cash flow statement and summary performance information indicating progress against the Annual Plan targets.

2. Budget

The Board approved an initial budget for 2015 at the April Board Meeting. This initial budget was subsequently submitted to DCLG for consideration and approval.

In general DCLG were happy with the initial budget and its component parts but wanted the budget to be segmented into three parts:

- Core expenditure
- Service provided by DCLG without recharge (Payroll and HR only)
- Items that would require separate business case approval before EDC could commit resource (e.g. Masterplan Exercise, Planning IT System).

Appropriate revisions were made to the budget to reflect this segmentation and other minor adjustments under delegation were made to reflect later and better cost information.

The net result of these changes was to:

- Increase the gross 2015/16 budget from £3.8m to £4.1m.
- To confirm that the core budget component amounted to £3.6m
- To alter cash flow predictions

Details of the revised budget are shown on the attached appendix.

Ebbsfleet Development Corporation

Board Meeting Part	One
---------------------------	------------

Date of meeting :	18/05/2015	Agenda item :	EDC 15 / 014
--------------------------	-------------------	----------------------	---------------------

3. Staffing Structure and Recruitment

The Board is due to further review the staffing structure in July. Pending this review and in light of the comments made to date by Board members the following should be noted:

- The Governance arm of Finance is in practice the general operational arm of the Corporation, with most time and resource being used to provide programme and project management support and support to day to day planning, engagement and other activities.
- The closing date for the permanent recruitment of the; Planning, Land and Regeneration and Finance posts has passed and short listing is taking place.
- Interim recruitment of the two principal infrastructure posts, and one (of the two) principal planning posts was launched last week, (target in post date late May).
- Permanent recruitment of the two principal infrastructure posts, the two principal planning posts and the Assistant Director of Planning posts will be launched this week, (target in post date September).
- Permanent recruitment of the Executive Assistant and at least three of the six business support posts will be launched later this week, (noting the business support posts will be offered as “apprenticeships”).

4. Finance and Payroll Systems

The finance system, “Sage One” has been set-up and is operational.

The Corporation has been asked by DCLG to operate a payroll system for Board salaries and expenses. “Sage One Payroll” has been secured and is in the process of being set up to allow payments to be made at the end of May.

5. Banking Arrangements

Banking arrangements have been secured from Handelsbanken. Accounts will be opened early this week.

6. Premises (Interim)

Business case approval has been granted by DCLG for the lease of space at North Kent Police Station. Legal due diligence and staff security checking means that the Corporation are likely to have access to the offices by the end of May.

Ebbsfleet Development Corporation

Board Meeting Part	One
---------------------------	------------

Date of meeting :	18/05/2015	Agenda item :	EDC 15 / 014
--------------------------	-------------------	----------------------	---------------------

An interim “pod office” on or close to Ebbsfleet station is being actively pursued as an opportunity and discussions are planned to be concluded with appropriate authorities by the end of May.

7. Communications and Engagement

With the cessation of purdah, communication and engagement activity can recommence. A verbal update of actions planned for May and early June will be provided at the Board meeting.

Ebbsfleet Development Corporation

Detailed Budget Build 2015/16

Created 7th April 2015 reflecting notified amendments and later and better figures. Orange items remain best possible estimates and may be subject to review and change in year within the overall parameters of the Budget



Ref	Main	Sub	Description Main	Description Sub	Start	End	15/16 %	FTE	Baseline Cost £	EDC Cost 15/16 £	EDC Cost 16/17 £	Basis of Costing 15/16
			Recruitment	Advertising	NA	NA	100%		13,500	13,500	-	27 staff below Director level at £500 average
			Recruitment	Other, e.g. panel/candidate costs	NA	NA	100%		2,700	2,700	-	27 staff below Director level at £100 average
Sub Total			Recruitment					0.00	16,200	16,200	-	
			Pay	Chairman	20/04/15	31/03/16	95%	NA	63,840	60,526	63,840	
			Pay	Deputy Chairman	20/04/15	31/03/16	95%	NA	20,520	19,455	20,520	
			Pay	Other Board Members	20/04/15	31/03/16	95%	NA	54,720	51,879	54,720	
			Pay	Independent Committee Members	20/04/15	31/03/16	95%	NA	13,680	12,970	13,680	Assumes 12 meetings two people £500 a day
			Pay	CEO	22/06/15	31/03/16	80%	1.00	159,600	127,680	159,600	£140,000 plus NI at 14%
			Pay	Executive Assistant CEO/Chairman	22/06/15	31/03/16	80%	1.00	45,600	36,480	45,600	£40,000 plus NI at 14%
			Pay	Strategy Director *	20/04/15	31/03/16	95%	1.00	102,600	97,274	102,600	£90,000 plus NI at 14%
			Pay	Principal Masterplanner	20/04/15	31/03/16	95%	1.00	79,800	75,657	79,800	£70,000 plus NI at 14%
			Pay	Principal Engagement Officer	20/04/15	31/03/16	95%	1.00	79,800	75,657	79,800	£70,000 plus NI at 14%
			Pay	Senior Masterplanner	01/08/15	31/03/16	67%	1.00	53,580	35,899	53,580	£47,000 plus NI at 14%
			Pay	Senior Communications Officer	01/08/15	31/03/16	67%	1.00	53,580	35,899	53,580	£47,000 plus NI at 14%
			Pay	Commercial Director *	20/04/15	31/03/16	95%	1.00	125,400	118,890	125,400	£110,000 plus NI at 14%
			Pay	Principal Land Officer	22/06/15	31/03/16	80%	1.00	79,800	63,840	79,800	£70,000 plus NI at 14%
			Pay	Principal Land Officer	20/04/15	31/03/16	95%	1.00	79,800	75,657	79,800	£70,000 plus NI at 14%
			Pay	Senior Commercial Officer	01/08/15	31/03/16	67%	1.00	53,580	35,899	53,580	£47,000 plus NI at 14%
			Pay	Senior Commercial Officer	01/08/15	31/03/16	67%	1.00	53,580	35,899	53,580	£47,000 plus NI at 14%
			Pay	Commercial Assistant	01/08/15	31/03/16	67%	1.00	45,600	30,552	45,600	£40,000 plus NI at 14%
			Pay	Commercial Assistant	01/08/15	31/03/16	67%	1.00	45,600	30,552	45,600	£40,000 plus NI at 14%
			Pay	Planning Director *	20/04/15	31/03/16	95%	1.00	102,600	97,274	102,600	£90,000 plus NI at 14%
			Pay	Principal Planning Officer	20/04/15	31/03/16	95%	1.00	79,800	75,657	79,800	£70,000 plus NI at 14%
			Pay	Principal Planning Officer	22/06/15	31/03/16	80%	1.00	79,800	63,840	79,800	£70,000 plus NI at 14%
			Pay	Senior Planning Officer	01/08/15	31/03/16	67%	1.00	53,580	35,899	53,580	£47,000 plus NI at 14%
			Pay	Senior Planning Officer	01/08/15	31/03/16	67%	1.00	53,580	35,899	53,580	£47,000 plus NI at 14%
			Pay	Planner	01/08/15	31/03/16	67%	1.00	45,600	30,552	45,600	£40,000 plus NI at 14%
			Pay	Planner	01/08/15	31/03/16	67%	1.00	45,600	30,552	45,600	£40,000 plus NI at 14%
			Pay	Finance Director *	20/04/15	31/03/16	95%	1.00	85,500	81,061	85,500	£75,000 plus NI at 14%
			Pay	Assistant Finance Director	20/04/15	31/03/16	95%	1.00	68,400	64,849	68,400	£60,000 plus NI at 14%
			Pay	Head of Governance	20/04/15	31/03/16	95%	1.00	68,400	64,849	68,400	£60,000 plus NI at 14%
			Pay	Principal Finance Officer	01/08/15	31/03/16	67%	1.00	57,000	38,190	57,000	£50,000 plus NI at 14%
			Pay	Principal Governance Officer	20/04/15	31/03/16	95%	1.00	57,000	54,041	57,000	£50,000 plus NI at 14%
			Pay	Business Officers (min 2 of 6 apprentices)	20/04/15	31/03/16	95%	1.00	28,500	27,020	28,500	£25,000 plus NI at 14%
			Pay	Business Officers (min 2 of 6 apprentices)	20/04/15	31/03/16	95%	1.00	28,500	27,020	28,500	£25,000 plus NI at 14%
			Pay	Business Officers (min 2 of 6 apprentices)	20/04/15	31/03/16	95%	1.00	28,500	27,020	28,500	£25,000 plus NI at 14%
			Pay	Business Officers (min 2 of 6 apprentices)	01/08/15	31/03/16	67%	1.00	28,500	19,095	28,500	£25,000 plus NI at 14%
			Pay	Business Officers (min 2 of 6 apprentices)	01/08/15	31/03/16	67%	1.00	28,500	19,095	28,500	£25,000 plus NI at 14%
			Pay	Business Officers (min 2 of 6 apprentices)	01/08/15	31/03/16	67%	1.00	28,500	19,095	28,500	£25,000 plus NI at 14%
			Pay	Interim Premium	NA	NA	100%	NA	90,488	90,488	-	Assumes 50% of basic day rate posts * 3 months
			Pay	Staff Provided Without Cost	20/04/15	31/03/16	95%	NA	-	-	-	Assumes no offsetting credit (Phillip from HMT)
			Pay	Staff Incentive Scheme	20/04/15	31/03/16	95%	NA	50,645	48,015	50,645	Assumes 2.5% of salary costs lines 11 through 46
			Pay	Employers Pension Contribution	20/04/15	31/03/16	95%	NA	326,781	274,751	326,781	Assumes 15% of salaries lines 15 through 46, subject to KCC confirmation
Sub Total			Pay					32.00	2,646,453	1,831,674	2,178,540	
			Travel / Expenses	Travel / Expenses Chair and Board	20/04/15	31/03/16	95%		12,000	11,377	12,000	£2,000 per board member
			Travel / Expenses	Travel / Expenses CEO and Directors	20/04/15	31/03/16	95%		15,000	14,221	15,000	£3,000 per FTE per year
			Travel / Expenses	Travel / Expenses Other Staff	20/04/15	31/03/16	95%		40,500	38,398	40,500	£1,500 per FTE per year
			Travel / Expenses	Excess Travel	20/04/15	31/03/16	95%		11,000	10,429	11,000	Per Alec
Sub Total			Travel / Expenses					0.00	67,500	63,996	67,500	
			Training	Training Chair and Board	20/04/15	31/03/16	95%		3,000	2,844	3,000	£500 per head
			Training	Training CEO and Directors	20/04/15	31/03/16	95%		7,500	7,111	7,500	£1500 per head
			Training	Training Other Staff	20/04/15	31/03/16	95%		40,500	38,398	40,500	£1500 per head
Sub Total			Training					0.00	51,000	48,352	51,000	
			Premises	Lease North Kent Police Station	NA	NA	100%		200,000	200,000	200,000	Based on initial estimate North Kent Police Station (or equivalent) rented for up to 1 year
			Premises	Service Charge					In above	-	-	
			Premises	Heat / Light / Power and Utilities					In above	-	-	
			Premises	Maintenance					In above	-	-	
			Premises	Rates					In above	-	-	
			Premises	IT Connection North Kent Police Station	NA	NA	100%		10,000	10,000	-	Subject to confirmation
			Premises	Casual Room Hire	NA	NA	100%		6,000	6,000	6,000	12 external venues at £500 per use
			Premises	Planning and Design Site 5	NA	NA	100%		10,000	10,000	-	Subject to confirmation
			Premises	IT Connection North Kent Police Station	NA	NA	100%		10,000	-	10,000	Subject to confirmation
			Premises	Purchase of Site 5 Modular Units					-	-	-	Capital item subject of separate bid
			Premises	Fitting Out Site 5					-	-	-	Capital item subject of separate bid
Sub Total			Premises					0.00	216,000	216,000	206,000	

		Vehicle	Operational Lease	NA	NA	100%		6,000	6,000	6,000	Operational lease of £25,000 worth vehicle
		Vehicle	Running Costs / Insurance / RF Tax	NA	NA	100%		5,000	5,000	5,000	10,000 miles per annum at 50p per mile
Sub Total		Vehicle					0.00	11,000	11,000	11,000	
		ICT	Business System	NA	NA	100%		2,320	2,320	2,320	Sage Finance and Expenses £20 a month
		ICT	Office Systems / Network/ Email	NA	NA	100%		40,000	40,000	40,000	Per DCLG quote
		ICT	Telephony	NA	NA	100%		38,400	38,400	38,400	Assumes £150 per FTE per month
		ICT	Planning Systems	NA	NA	100%		60,000	60,000	60,000	Per WNDG experience
		ICT	Website	NA	NA	100%		5,000	5,000	5,000	Assumed, hosting and development costs
Sub Total		ICT					0.00	145,720	145,720	145,720	
		Office	Consumables / Stationery	20/04/15	31/03/16	95%		1,200	1,138	1,200	Assumes £100 per month
		Office	Equipment Purchases (not capital)	20/04/15	31/03/16	95%		1,200	1,138	1,200	Assumes £100 per month
Sub Total		Office					0.00	2,400	2,275	2,400	
		Contracted Services	Planning Services	NA	NA	100%	2.50	90,000	90,000	-	As per original estimate
		Contracted Services	External Audit NAO	NA	NA	100%	0.09	20,000	20,000	20,000	Assumes 20 days at £1000 a day
		Contracted Services	Internal Audit GIA	NA	NA	100%	0.09	20,000	20,000	20,000	Assumes 20 days at £1000 a day
		Contracted Services	HR and Payroll DCLG	NA	NA	100%	1.00	50,000	50,000	50,000	Check
		Contracted Services	Pension Admission Charge	NA	NA	100%	1.00	5,000	5,000	5,000	Check
		Contracted Services	Legal (general)	NA	NA	100%	0.05	12,000	12,000	12,000	Assumes 12 days at £1000 a day
		Contracted Services	Procurement (general)	NA	NA	100%	0.02	4,000	4,000	4,000	Assumes 4 days at £1000 a day
		Contracted Services	HSE Support	NA	NA	100%	0.02	4,000	4,000	4,000	Assumes 4 days at £1000 a day
		Contracted Services	FOI Support	NA	NA	100%	0.02	4,000	4,000	4,000	Assumes 4 days at £1000 a day
Sub Total		Contracted Services					4.79	209,000	209,000	119,000	
		Delivery	Public and Business Engagement	NA	NA	100%		10,000	10,000	10,000	As per consultation exercise
		Delivery	Masterplanning Visualisations	NA	NA	100%		10,000	10,000	10,000	As per business plan
		Delivery	Planning Notices and Publication	NA	NA	25%		200,000	50,000	200,000	Review
		Delivery	Masterplanning Contract Phase 1	NA	NA	0%		150,000	-	-	Commissioned and paid for by DCLG
		Delivery	Masterplanning Contract Phase 2	NA	NA	100%		350,000	350,000	-	
		Delivery	Masterplanning Support	NA	NA	100%	0.50	88,000	88,000	88,000	110 man days at £800 a day
		Delivery	Prioritised Infrastructure / Cost Plan	NA	NA	100%	1.00	176,000	176,000	-	220 man days at £800 a day
		Delivery	Commercial opportunities	NA	NA	100%	2.00	352,000	352,000	352,000	440 man days at £800 a day
		Delivery	Contracts and tenders support	NA	NA	100%	0.50	88,000	88,000	88,000	110 man days at £800 a day
Sub Total		Delivery					4.00	1,424,000	1,124,000	748,000	
		Insurance	General Liability	NA	NA	100%		16,000	16,000	16,000	Estimated premium equating to £500 per employee
		Insurance	Specific Liability	NA	NA	100%		-	-	-	
Sub Total		Insurance					0.00	16,000	16,000	16,000	
		Interest	Interest Received					-	-	-	None envisaged this year
		Interest	Interest Paid					-	-	-	None envisaged this year
Sub Total		Interest					0.00	-	-	-	
		Income	Planning Fees					-	-	-	Review as income possible in Quarter 4
		Income	Other Income					-	-	-	None envisaged this year
Sub Total		Income					0.00	-	-	-	
		Unallocated	General Contingency					144,158	136,281	128,834	At 3%
		Unallocated	Specific Contingency					-	-	-	
Sub Total		Unallocated					0.00	144,158	136,281	128,834	
Grand Total							40.79	4,949,431	3,820,498	3,673,994	
Hadcount			Excluding consultancy and services				32.00				
Grant Call			Monthly					412,453	318,375	306,166	