

Ebbsfleet Development Corporation

Board Meeting Part	One
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Date of meeting :	15 July 2020	Paper Number:	EDC 020/069
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Title of paper	Finance and Operations Report – as at 30 June 2020
Presented by	Gerard Whiteman, Director of Finance
Sub-committee	Not applicable

Purpose of Paper and Executive Summary	
To inform the Board of the EDC 20/21 EDC budget, workforce and other operational issues	
EDC business plan and KPIs	Operational and capital activities to enable the EDC 20/21 Business Plan / KPIs to be achieved
Recommendation	FOR INFORMATION – The Board is invited to NOTE the report
Annexes	Annex A - 2020/21 Operational Budget
Delegation	
Financial impact	As outlined in the report
Legal impact	
Stakeholder impact	As outlined in the report
Sponsor impact	Revenue budget funding for 20/21 not yet formally confirmed by MHCLG

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Highlights

- All EDC staff continue to work from home in line with current Government guidelines
- Total Admin & Programme Revenue spend for June is £341.7k
- Programme Capital spend for June is £12.167m
- Several successful recruitment campaigns completed and under way despite COVID-19 measures.

Introduction

1. This paper updates the Board on the current 20/21 budget position, workforce and other operational issues for the month of June 2020.

20/21 Operational Budget.

2. The EDC has been notified that the indicative revenue funding allocation from MHCLG for 2020/21 is £5,821,000 (19/20 - £5,743,000). However, the indicative funding will be regularly reviewed by both parties in light of the impact of the COVID-19 pandemic, any wider changes in the economy, and any in-year requests from Government relating to economic recovery work.
3. Following the Office for National Statistics (ONS) classification change, the EDC's (indicative) RDEL funding allocation from MHCLG for 20/21 will no longer be formally split between Pay, Non Pay and Programme (as the EDC will receive a single RDEL funding amount), however, for consistency, the 20/21 revenue budget continues to be presented across those headings.
4. The (indicative) single revenue funding allocation does not currently include a budget for Income/ Receipts, and for prudence, as a result of the COVID-19 pandemic, no income 'target' has yet been agreed with MHCLG.
5. Revenue receipts are generated via planning fee income, and from rental income from EDC owned land / sites. To date, £231k income has been received. Approval to retain/ utilise these receipts will need to be obtained from MHCLG before the actual/forecast income can be built into the working budget.

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6. EDC's revenue pay budget includes various assumptions around making some additions to the EDC staffing complement during the year. It also includes assumptions on office space and home working. The EDC office remains closed and all EDC staff are working from home in line with Government guidelines. The EDC is planning for how and when the office might be able to reopen (when the government guidelines permit) and the number of staff who would be able to work safely in that environment. A full risk assessment and return-to-office strategy has been formulated to cover all aspects of a potential return to 'normality' to include provision for safe distancing, review of cleaning regimes, and all matters pertaining to staff health and safety, and is being continually reviewed. The timing and any budget implications will continue to be monitored and reported.

19/20 Annual Report and Accounts

7. It has now been confirmed that due to factors outside of their control, the external audit team will not be able to sign off the audit of the 19/20 annual report and accounts before September 2020. A revised draft is being presented to Board this month in Part 2.

20/21 Capital Budget

8. The current forecast position for 20/21 is for a capital spending requirement of up to £41m for the year.
9. The EDC's overall capital programme of investment has previously been organised around five sub-programmes (pillars). Given EDC's recent land acquisitions, the investment programme is now being monitored under six activity headings. These are listed below along with the current forecast of how the £41m will be invested / spent during 20/21.

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20/21 Capital forecast:

	Full Year Budget/ Forecast Outturn £ m	Year To Date Actual £m
Central Area	1.5	0.008
Northfleet Riverside	1.7	1.523
Thames Way Development Area	1.5	0.015
Civic	9.3	0
Transport	22.0	10.967
Utilities	5.0	0
Total	41.0	12.513

Staffing Structure and Recruitment

10. The EDC has delegated authority to manage its own headcount as long as the costs of doing so can be accommodated within the EDC's total budget allocation.
11. The Chief Executive is currently on secondment from Homes England until March 2021.
12. Several external Project Managers are in post to lead work on Transport, Parks & Open Spaces, Green Corridors, Civic Buildings, Stewardship, Procurement & Utilities.
13. Three external staff are providing professional services to the Springhead Bridge project during the final stages of the construction phase (Project Manager, Quantity Surveyor, and EDC Site Supervisor).
14. An Asset/ Facilities Manager has started in post on a fixed-term basis to provide an in-house resource to manage the EDC's office and growing portfolio of assets.
15. The Programme Manager role is being covered in-house on a temporary basis, with backfill being provided by other team members.
16. The Cultural Development Manager and Community Building Manager (Healthy Placemaking) roles have now been recruited to.

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17. The recruitment of a Senior Development Surveyor is just about to go to interview stage.
18. Recruitment is in progress for two new additions to the Planning Team, being a Planning Enforcement & Compliance Monitoring Officer, and another Planning Officer.
19. With the appointments and interim arrangements as set out above the headcount as at the 30th June 2020 was 40.4 FTE.

Board and Recruitment

20. There is still no further progress to report this month regarding the recruitment of two new Board members by MHCLG.