

**Committee:** Budget Planning Committee  
**Date:** Tuesday 24 July 2018  
**Time:** 6.30 pm  
**Venue:** Bodicote House, Bodicote, Banbury, OX15 4AA

### Membership

<b>Councillor Nicholas Mawer (Chairman)</b>	<b>Councillor Carmen Griffiths (Vice-Chairman)</b>
<b>Councillor Hugo Brown</b>	<b>Councillor David Hughes</b>
<b>Councillor Andrew McHugh</b>	<b>Councillor Tony Mepham</b>
<b>Councillor Barry Richards</b>	<b>Councillor Alaric Rose</b>
<b>Councillor Tom Wallis</b>	<b>Councillor Douglas Webb</b>
<b>Councillor Lucinda Wing</b>	<b>Councillor Sean Woodcock</b>

## AGENDA

- 1. Apologies for Absence and Notification of Substitute Members**
- 2. Declarations of Interest**

Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

- 3. Urgent Business**

The Chairman to advise whether they have agreed to any item of urgent business being admitted to the agenda.

- 4. Minutes (Pages 1 - 6)**

To confirm as a correct record the minutes of the meetings held on 27 February 2018 and 15 May 2018

- 5. Chairman's Announcements**

To receive communications from the Chairman.

## **6. 2017-2018 Outturn Report CDC (Pages 7 - 22)**

Report of the Executive Director – Finance and Governance

### **Purpose of report**

This report summarises the Cherwell District Council's (CDC) Revenue and Capital performance and the position of its Reserves for the financial year 2017/18. It represents the culmination of all work undertaken by the Council to deliver high quality services that represent good value for money for our residents and communities across the district.

In the interests of transparency and good governance, we are presenting the final outturn set out in this report. In future we will be introducing new ways to keep Members and the public more informed in a timelier manner. Alongside this final position the Council is required to deliver its draft Statement of Accounts which represents this same information in a slightly different way. New for 2017/18, the Council was required by central Government to complete its draft statement of accounts by 31 May 2018, which is earlier than previously and represents a commitment to provide financial statements in a timelier manner. CDC met this revised deadline. We are now in a position to present this final outturn.

### **Recommendations**

- 1.1 Committee note the outturn figures for the General Fund and the Capital Programme 2017/18.
- 1.2 Committee note the approved items of capital re-profiling detailed at Annex 1 which have been approved under financial procedure rule 2.4.6 (b).
- 1.3 Committee note the reserves position at Annex 2.
- 1.4 Cabinet delegate responsibility to the Executive Director – Finance and Governance, in consultation with Portfolio Holder for Finance and Governance, to consider and implement changes relating to all aspects of the closedown of the accounts for 2017/18 including: realigning reserves, the transfer of costs from revenue to capital, amendments to revenue and capital budgets accordingly.

## **7. Performance Finance and Risk Report - May 2018 (CDC) (Pages 23 - 38)**

Report of the Assistant Director – Finance and Procurement

### **Purpose of report**

This report summarises the Council's Performance, Risk and Finance monitoring position as at the end of each month.

### **Recommendations**

- 1.1 To note the contents of the report.

## **8. Council Tax Reduction Scheme 2019-2020 (Pages 39 - 44)**

Report of the Executive Director Finance and Governance

### **Purpose of report**

To provide members of the Budget Planning Committee with an update on the implications of the current Council Tax Reduction Scheme and the changes to discounts, including the impact on collection rates, and to provide members with options to consider for a Council Tax Reduction Scheme for 2019-2020.

### **Recommendations**

The meeting is recommended:

- 1.1 To note the contents of the report and any financial implications for the Council.
- 1.2 To recommend to Executive which option(s) should be considered for the Council Tax Reduction Scheme for 2019-2020.
- 1.3. If the option of no change to the current scheme is recommended to Executive members of this committee are requested to also recommend that no consultation takes place.

## **9. Review of Committee Work Plan (Pages 45 - 48)**

Report of the Executive Director – Finance and Governance

### **Purpose of report**

This report sets out the draft work programme for 2018/19.

### **Recommendations**

- 1.1 To review the work programme contained within this report.
- 1.2 Approve the work programme for 2018/19.

## **10. Exclusion of Press and public**

The following report(s) contain exempt information as defined in the following paragraph(s) of Part 1, Schedule 12A of Local Government Act 1972.

3– Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Members are reminded that whilst the following item(s) have been marked as exempt, it is for the meeting to decide whether or not to consider each of them in private or in public. In making the decision, members should balance the interests of individuals or the Council itself in having access to the information. In considering their discretion members should also be mindful of the advice of Council Officers.

Should Members decide not to make a decision in public, they are recommended to resolve as follows:

“That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item(s) of business on the grounds that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part I, Paragraph 3 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

#### **11. Medium Term Financial Strategy Presentation**

Exempt presentation from the Executive Director: Finance and Governance.

**Councillors are requested to collect any post from their pigeon hole in the Members Room at the end of the meeting.**

### **Information about this Meeting**

#### **Apologies for Absence**

Apologies for absence should be notified to [democracy@cherwellandsouthnorthants.gov.uk](mailto:democracy@cherwellandsouthnorthants.gov.uk) or 01295 221554 prior to the start of the meeting.

#### **Declarations of Interest**

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

#### **Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates**

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

#### **Evacuation Procedure**

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the car park as directed by Democratic Services staff and await further instructions.

#### **Access to Meetings**

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

#### **Mobile Phones**

Please ensure that any device is switched to silent operation or switched off.

## **Queries Regarding this Agenda**

Please contact Sharon Hickson, Democratic and Elections  
sharon.hickson@cherwellandsouthnorthants.gov.uk, 01295 221554

**Yvonne Rees**  
**Chief Executive**

Published on Monday 16 July 2018

This page is intentionally left blank

## Cherwell District Council

### Budget Planning Committee

Minutes of a meeting of the Budget Planning Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 27 February 2018 at 6.30 pm

Present: Councillor Nicholas Mawer (Chairman)  
Councillor Douglas Webb (Vice-Chairman)

Councillor Hugo Brown  
Councillor Ian Corkin  
Councillor David Hughes  
Councillor Andrew McHugh  
Councillor Barry Richards  
Councillor Tom Wallis  
Councillor Sean Woodcock

Substitute Members: Councillor Barry Wood (In place of Councillor Alan MacKenzie-Wintle)

Apologies for absence: Councillor David Anderson  
Councillor Carmen Griffiths  
Councillor Alan MacKenzie-Wintle

Officers: Yvonne Rees, Chief Executive  
Cecilie Booth, Interim Assistant Director of Finance  
Mandy Anderson, Financial Analyst  
Lesley Farrell, Democratic and Elections Officer

#### 11 **Declarations of Interest**

There were no declarations of interest.

#### 12 **Urgent Business**

There were no items of urgent business.

#### 13 **Minutes**

The minutes of the meeting of the Budget Planning Committee held on 30 January 2018 were agreed as a correct record and signed by the Chairman.

14 **Chairman's Announcements**

There were no Chairman's Announcements.

15 **Business Rates Monitoring 2017-2018**

The Executive Director for Finance and Governance submitted a report which provided an update on the business rates position as at the end of Quarter 3 of the 2017-2018 financial year.

In considering the report, members queried the uptake of business rate relief and the support given to local businesses.

The Financial Analyst explained that there were three specific schemes available but not all of the available relief had been used. Every effort had been given to ensuring businesses were aware of the relief available and encouragement given to take advantage of the schemes.

**Resolved**

- 1) That the report be noted.

16 **Review of Procurement Strategy Progress**

The Executive Director of Governance and Finance submitted a report which summarised the Council's Procurement Strategy progress for Q3 of the financial year 2017-18.

In considering the report members commented that the information presented was limited and questioned if it was still useful to the Committee.

The Chief Executive advised the Committee that procurement was part of the core strategy to ensure public value was always delivered and suggested that the information covered by this report could be delivered in a different way. Going forward there would continue to be a high value procurement team which would be integrated into the finance team. There was therefore an option to report procurement through the budget monitoring report.

**Resolved**

- 1) That the progress made during Quarter 3 2017-2018 in implementing the Council's Procurement Strategy be noted.

17 **Quarter 3 2017-18 - Performance, Budget and Risk Monitoring Report**

The Executive Director of Finance and Governance and Director of Customers and Service Development submitted a report which summarised the Council's Performance, Budget and Risk monitoring position as at the end



of the third quarter of the financial year 2017-18 with relevant projections for the full year.

In considering the report members commented on capital monitoring and enquired as to the status of 'The Hill' project as work had not yet commenced and once again slippage had occurred. The Committee were also concerned that there was slipping in the Disable Facilities Grants.

In response to member's comments, the Chief Executive advised that these matters would be investigated and an update sent to Members of the Committee and to relevant Ward Members outside of the meeting.

**Resolved**

- 1) That the projected revenue, capital and reserves position at December 2017 be noted.
- 2) That the performance position at the end of the third quarter be noted.
- 3) That the revised risk register be noted.

18 **Review of Committee Work Plan**

The Committee considered its work programme.

**Resolved**

- 1) That the Work Plan be noted.

The meeting ended at 7.55 pm

Chairman:

Date:

This page is intentionally left blank

## **Cherwell District Council**

### **Budget Planning Committee**

Minutes of a meeting of the Budget Planning Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 15 May 2018 at 6.30 pm

Present:

Councillor Carmen Griffiths (Vice-Chairman)

Councillor Hugo Brown  
Councillor David Hughes  
Councillor Andrew McHugh  
Councillor Tony Mepham  
Councillor Barry Richards  
Councillor Alaric Rose  
Councillor Tom Wallis  
Councillor Douglas Webb  
Councillor Lucinda Wing  
Councillor Sean Woodcock

Apologies for absence: Councillor Nicholas Mawer

Officers: Natasha Clark, Governance and Elections Manager

#### **1 Appointment of Chairman for the Municipal Year 2018-2019**

##### **Resolved**

That Councillor Nicholas Mawer be appointed Chairman of the Budget Planning Committee for the Municipal Year 2018-2019.

#### **2 Appointment of Vice-Chairman for the Municipal Year 2018-2019**

##### **Resolved**

That Councillor Carmen Griffiths be appointed Vice-Chairman of the Budget Planning Committee for the Municipal Year 2018-2019.

The meeting ended at 7.25 pm

Chairman:

Date:

This page is intentionally left blank

## Cherwell District Council

### Budget Planning Committee

24 July 2018

#### 2017/18 Revenue and Capital Outturn Report

### Report of the Executive Director – Finance and Governance

This report is public

#### Purpose of report

This report summarises the Cherwell District Council's (CDC) Revenue and Capital performance and the position of its Reserves for the financial year 2017/18. It represents the culmination of all work undertaken by the Council to deliver high quality services that represent good value for money for our residents and communities across the district.

In the interests of transparency and good governance, we are presenting the final outturn set out in this report. In future we will be introducing new ways to keep Members and the public more informed in a timelier manner. Alongside this final position the Council is required to deliver its draft Statement of Accounts which represents this same information in a slightly different way. New for 2017/18, the Council was required by central Government to complete its draft statement of accounts by 31 May 2018, which is earlier than previously and represents a commitment to provide financial statements in a timelier manner. CDC met this revised deadline. We are now in a position to present this final outturn.

#### 1.0 Recommendations

- 1.1 Committee note the outturn figures for the General Fund and the Capital Programme 2017/18.
- 1.2 Committee note the approved items of capital re-profiling detailed at Annex 1 which have been approved under financial procedure rule 2.4.6 (b).
- 1.3 Committee note the reserves position at Annex 2.
- 1.4 Cabinet delegate responsibility to the Executive Director – Finance and Governance, in consultation with Portfolio Holder for Finance and Governance, to consider and implement changes relating to all aspects of the closedown of the accounts for 2017/18 including: realigning reserves, the transfer of costs from revenue to capital, amendments to revenue and capital budgets accordingly.

#### 2.0 Introduction

- 2.1 The Council's outturn position sets out how the Council has spent resources to meet its objectives. The Council set out its corporate plan and priorities at the start of the year. Further information about the corporate plan can be found on the Council's website and in its Annual Report. It is also a primary source of information for the production of the Statement of Accounts and provides additional context.
- 2.2 Outturn 2017/18 is reported for the following and set out in detail in the paragraphs below:
- General Fund;
  - Capital Programme.
- 2.3 During 2017/18 the quarterly Cabinet budget monitoring reports have been based on Directorate and Service level budgets to provide a picture of the Council's financial position. The Council Directorates were restructured in January 2018 and this revised structure is reflected in the Outturn 2017/18.
- 2.4 The Council has demonstrated good financial management during 2017/18 through its continued focus on budget monitoring. This focus is continuing and improving into 2018/19 with the implementation of monthly monitoring and reporting. During 2018/19 the financial monitoring is being aligned with performance and risk reporting. This will further strengthen the way we report and will set out a fuller picture of the overall performance of the Council going forward.
- 2.5 We will continue to develop the way we report and the ease of access and understanding of information we provide to ensure Members, and the public, are fully aware of the financial position of the Council.

### 3.0 Report Details

#### GENERAL FUND OUTTURN 2017/18

- 3.1 The Council's provisional outturn position for the General Fund is set out in the table below.
- 3.2 During the course of the 2017/18 year, a number of changes have been made to the original 2017/18 revenue and capital budgets. The updates to the budget were approved during the year. The adjusted full-year budget represents: the original budget, as approved by the Council; the addition of supplementary revenue estimates approved during the year; agreed virements to existing budgets; and, the utilisation of appropriate reserves.

Revenue Outturn 2017-18 <i>(Brackets denotes an Underspend)</i>	Revised Budget £000's	Final Outturn £000's	Variance (Under) / Over £000's
Corporate Services	378	388	10
<b>CORPORATE SERVICES TOTAL</b>	<b>378</b>	<b>388</b>	<b>10</b>
Communities	1,739	1,720	(19)
Leisure & Sport	3,381	3,779	(52)
Housing	2,065	2,111	46
<b>WELLBEING TOTAL</b>	<b>7,635</b>	<b>7,610</b>	<b>(25)</b>

**Leisure & Sport (£52k)** Early retirement costs, agency fees and under recovery of holiday hub income has been offset by Sport achieving higher than budgeted sales income.

**Housing £46k** Costs relating to Home Office for Syrian Refugees (94k) have been paid in 17/18. These costs are monitored very closely and will be recovered in 18/19 as payments are made retrospectively. These additional costs in 17/18 have been partly offset by vacancy savings within the housing team.

Planning Policy & Development	1,572	1,671	99
Economy & Regeneration	1,553	1,285	(268)
<b>PLACE &amp; GROWTH TOTAL</b>	<b>3,125</b>	<b>2,956</b>	<b>(169)</b>

**Planning Policy & Development £99k** relates to increased employee costs due to staffing recruitment, restructuring, additional agency costs and professional fees for planning work.

**Economy & Regeneration (£268k)** relates to Bicester Garden Town regeneration where the project has experienced resourcing constraints and the reprioritising of the project has provided a reduction in spend.

Environmental Services	5,159	5,005	(154)
Environmental Health & Licensing	(804)	(664)	140
<b>ENVIRONMENT TOTAL</b>	<b>4,355</b>	<b>4,341</b>	<b>(14)</b>

**Environmental Services (£154k)** Street Cleansing and Public Services has a number of vacant posts. Waste & Recycling benefitted from reduced costs and increased incomes for additional collections, resulting in an overall underspend.

**Environmental Health & Licensing £140k** At the time of budget setting for 2017/18 the future of Bolton Rd car park was unknown. Therefore the budget remained as per the previous year. However, due to the demolition and development of the single level car park, we no longer received commercial rent from Bolton road and therefore the £90k income budget was not realised.

Law & Governance	1,000	1,031	31
Finance & Procurement	1,831	2,491	660
Property Investment & contract Mgt	(585)	(833)	(248)
<b>FINANCE &amp; GOVERNANCE TOTAL</b>	<b>2,246</b>	<b>2,689</b>	<b>443</b>

**Law & Governance £31k** Relates to an under recovery of Land charges income.

**Finance & Procurement £660k** The overspend relates to the one-off costs involved with setting up of CSN Resources Ltd, summons income was lower than budgeted, an increase in the bad debt provision for revenues and benefits and overtime due to insourcing of the contract. The bad debt provision will be reviewed closely during 18/19, particularly given the introduction of joint working via CSN and collection rates and processing times improving in the early stages of 18/19.

**Property Investment & Contract Management (£248k)** Savings resulting from reduced maintenance costs for Bodicote House. Income for Franklins and costs not being incurred for the Incubator Hub in 17/18 as expected.

Customers & IT services	2,656	2,713	57
Strategic Marketing & Communications	317	292	(25)
HR, OD & Payroll	401	497	96
Performance & Transformation	679	554	(125)
<b>CUSTOMERS &amp; SERVICE DEVELOPMENT TOTAL</b>	<b>4,053</b>	<b>4,056</b>	<b>3</b>

**Customers & IT Services £57k** Customer services overspend mainly relates to an additional Business Support Officer post required during the year. In IT Services we experienced an increased spend on consultants fees to support key projects.

**Strategic Marketing & Communications (£25k)** Additional income was recovered for work undertaken to support Graven Hill.

**HR, OD & Payroll £96k** relates to restructuring costs and agency resourcing in the short term.

<b>Performance &amp; Transformation (£125k) relates to vacant posts within the team.</b>			
<b>TOTAL DIRECTORATES</b>	<b>21,792</b>	<b>22,040</b>	<b>248</b>
<b>Draft Revenue Outturn 2017-18</b>	<b>Revised Budget £000's</b>	<b>Final Outturn £000's</b>	<b>Variance (Under) / Over £000's</b>
Use of Reserves	(2,802)	(1,478)	1,324
Interest on Investments	(1,204)	(1,178)	26
Non Distributed Costs	983	866	(117)
<b>EXECUTIVE MATTERS TOTAL</b>	<b>(3,023)</b>	<b>(1,790)</b>	<b>1,233</b>
<i><b>Use of Reserves £1,324k</b> See Annex 2. The use of reserves was agreed during the financial year and reflects expenditure in areas such as Bicester Town and Eco Town to support objectives of the Council.</i>			
<i><b>Interest on Investments £26k</b> Lower level of cash available due to capital programme schemes such as Crown House, Graven Hill, Build! and Castle Quay. Lower interest rates achieved as cash available for shorter periods, however rate increase in November 2017 slightly improved returns for remainder of the year.</i>			
<i><b>Non distributed costs (£117k)</b> by making additional payments for 3 years upfront of pension deficit payments, we have achieved a reduction in costs and increased capital costs resulted in an over recovery against budget to neutralise this cost which is not passed on to council tax payers.</i>			
<b>COST OF SERVICES</b>	<b>18,769</b>	<b>20,250</b>	<b>1,481</b>
<b>Adjustment for use of reserves</b>			<b>(1,324)</b>
<b>TOTAL COST OF SERVICES</b>			<b>157</b>
<b>FUNDING</b>			
<b>Formula Grant Equivalent</b>			
Business Rates Baseline	(3,564)	(3,564)	0
Revenue Support Grant	(1,105)	(1,105)	0
<b>Sub Total</b>	<b>(4,669)</b>	<b>(4,669)</b>	<b>0</b>
<b>Grants Awarded</b>			
Transfer to Parish Councils for CTRS	349	349	0
New Homes Bonus	(4,468)	(4,429)	39
<b>Sub Total</b>	<b>(4,119)</b>	<b>(4,080)</b>	<b>39</b>
<b>Business Rates Growth</b>			
	<b>(3,358)</b>	<b>(3,365)</b>	<b>(7)</b>
<b>Council Tax Income</b>			
Baseline	(6,377)	(6,377)	0
Collection Fund	(246)	(246)	0
<b>Sub Total</b>	<b>(6,623)</b>	<b>(6,623)</b>	<b>0</b>
<b>TOTAL INCOME</b>	<b>(18,769)</b>	<b>(18,737)</b>	<b>32</b>
<b>(Surplus)/Deficit</b>			<b>189</b>

### **Unspent Grants to be transferred to earmarked reserves**

- 3.5 As a result of complying with International Financial Reporting Standards (IFRS) any unspent grant received which has either no conditions attached to it, or where



all conditions have been met, should be transferred to an earmarked reserve. These are detailed in Annex 2.

## RESERVES AND BALANCES

3.6 The Council's earmarked reserves are presented at Annex 2. The Budget Planning Committee will be asked to consider a separate review of all reserves during 18/19.

## CAPITAL OUTTURN 2017/18

3.8 A summary of the capital expenditure in 2017/18 is set out in the table below. The detailed Capital Outturn and slippage requests by Capital Scheme are shown in Annex 1.

Directorate	BUDGET £000	ACTUAL £000	Re-Profiled into 18/19 £000	VARIANCE £000
Wellbeing	7,479	5,202	1,936	(341)
<i>North Oxfordshire Academy Astro turf (207k) 3G pitch work being undertaken in 18/19. Grants are required for Cherwell tenants, some delays required some of the <b>Disabled Facilities Grant (983k)</b> to be re-profiled into 18/19.</i>				
Place & Growth	35,774	32,423	5,277	1,926
<i>East West Railways (870k) capital contributions not yet required. Completion of <b>NW Bicester Eco Business Centre (2,236k)</b> expected in Summary 2018. Phase 1 of the <b>Build Programme (1,182k)</b> expected to complete in early 18/19. <b>The Hill Community Centre (989k)</b> is currently in tender stage, expected to commence during Q2 18/19.</i>				
Environment	2,098	1,251	855	8
<i>Car Park refurbishments (470k) and car park equipment replacement due in 18/19. <b>Wheeled Bin replacement scheme (125k)</b> continuing in 18/19.</i>				
Finance & Governance	73,976	64,713	1,753	(7,510)
<i>Franklins House project (783k) expenditure should have been profiled between 17/18 and 18/19, re-profile required to correct this. <b>Banbury Health Centre refurbishment (270k)</b> expected during 18/19 once property usage review completed.</i>				
Customers & Service Development	766	369	446	49
<i>Review of whole <b>IT capital programme (360k)</b> started during 17/18 and continuing into 18/19. Re-profile required to ensure can meet future needs.</i>				
<b>Total</b>	<b>120,093</b>	<b>103,958</b>	<b>10,267</b>	<b>(5,868)</b>

3.9 Where a capital project spans more than one financial year or there are delays to the project, re-phasing or re-profiling of expenditure will be needed. There has been some re-profiling of schemes caused by external factors which are set out above.

3.10 The overall capital programme has spent less than it anticipated by £16.1m out of £120m. A total of £5.8m is no longer required and will be returned to reserves. £10.3m is needed for future years and has been re-profiled into 2018/19. The total budgets for these capital projects have been previously been approved as part of the budget.

## **4.0 Conclusions and Reasons for Recommendations**

- 4.1 The committee is required to approve the revenue and capital outturn position to comply with the Council's Financial Procedure Rules (Paragraphs 2.4.5, 2.4.6 and 2.7.8).
- 4.2 The committee is required to approve a revision to the Council's 2017-18 capital programme necessitated by slippage in various Capital Schemes.
- 4.3 The financial performance in terms of both capital and revenue is within set tolerance targets (once capital slippage is processed). The performance demonstrates the Council's ability to respond positively and actively to changing economic circumstances and deliver sizeable capital programmes and effective financial management.

## **5.0 Consultation**

- 5.1 The outturn 2017-18 has been prepared by the Executive Director – Finance and Procurement in consultation with the Lead member for Financial Management & Governance.

## **6.0 Alternative Options and Reasons for Rejection**

- 6.1 This report illustrates the Council's performance against the 2017-18 Revenue and Capital Budgets and provides the Council's reserves position at the year-end.
- 6.2 Alternative options are:

To reject the current proposals and to make alternative recommendations or ask officers for further information.

## **7.0 Implications**

### **Financial and Resource Implications**

- 7.1 There are no financial implications arising directly from the production of this report. It should be noted that the information in this report is in the format used for budget monitoring purposes and, although adjustments have been made for the requirements of IFRS, it does not reflect the various accounting adjustments that are required to comply with the Statement of Recommended Practice (for example the various pension adjustments required by Financial Reporting Standard 17) nor is it in the same format as the statutory Financial Statement. It is therefore not a straightforward task to compare the figures in this report with the Council's Financial Statement for 2017-18 because the respective reports are each designed to serve different purposes.

Comments checked by:

Adele Taylor, Executive Director – Finance and Governance  
0300 003 0103

## Legal Implications

- 7.2 This report provides the information required to allow the Committee to discharge its responsibility for approving the outturn position for revenue, capital and reserves.

Comments checked by:

James Doble, Assistant Director – Law and Governance

01295 221587 [james.doble@cherwellsouthnorthants.gov.uk](mailto:james.doble@cherwellsouthnorthants.gov.uk)

## Risk Management

- 7.3 There are no risks arising directly from this report. Any increase in risk will be escalated through the leadership risk register.

Comments checked by: Louise Tustian

Louise Tustian, Team Leader - Insight Team 01295 221786

[louise.tustian@Cherwellandsouthnorthants.gov.uk](mailto:louise.tustian@Cherwellandsouthnorthants.gov.uk)

## Equality and Diversity

- 7.4 Impact assessments were carried out in advance of setting the 2017-18 budget.

Comments checked by:

Caroline French, Business Transformation Project Officer 01295 221586

[caroline.french@Cherwellandsouthnorthants.gov.uk](mailto:caroline.french@Cherwellandsouthnorthants.gov.uk)

## 8.0 Decision Information

### Wards Affected

All

### Links to Corporate Plan and Policy Framework

All

### Lead Councillor

Councillor Tony Illott, Lead member for Financial Management & Governance

## Document Information

Appendix No	Title
1	Capital Outturn
2	Earmarked Reserves
<b>Report Author</b>	
Kelly Watson, Assistant Director – Finance and Procurement	

**Contact  
Information**

Kelly Watson, Assistant Director – Finance and Procurement  
01295 221638  
[kelly.watson@cherwellandsouthnorthants.gov.uk](mailto:kelly.watson@cherwellandsouthnorthants.gov.uk)

### CHERWELL CAPITAL EXPENDITURE 2017/18

DESCRIPTION	BUDGET £000	ACTUAL £000	RE- PROFILED £000	VARIANCE £000	OUTTURN NARRATIVE
Community Centre Refurbishments	84	0	84	0	This budget re-profiled for the Hill Youth Centre fit out.
<b>Wellbeing - Communities</b>	<b>84</b>	<b>0</b>	<b>84</b>	<b>0</b>	
Biomass Heating Bicester Leisure Centre	14	0	14	0	This budget is re-profiled into 18/19 to cover health and safety changes requested by the new maintenance contractor.
Whitelands Farm Sports ground	3,638	3,613	25	0	This project is now nearing final account and is on budget. Final costs to be paid in 18/19.
Solar Photovoltaics at Sports Centre	80	0	80	0	This budget is for the replacement of the invertors as they incur. This is an unknown factor but anticipated as they have a limited lifespan. This budget needs to be re-profiled to cover the costs for replacement. To be placed into a reserve to be drawn down when necessary.
Football Development Plan in Banbury	20	0	20	0	Consultancy fees of £20k to be spent in 18/19. Project commenced in Q4 17/18
North Oxfordshire Academy Astro turf	490	283	207	0	Remaining costs including £150k for the 3G pitch will be re-profiled slip into 18/19.
Stratfield Brake Repair Works	22	10	12	0	Invoice not yet received. Re-profiled into 18/19.
Sports Centre Modernisation Programme	86	50	36	0	Re-profiled amount required for Woodgreen dilapidations.
Bicester Leisure Centre Extension	149	27	122	0	Feasibility studies have been delayed by the Sports Studies which will capture the facility deficiencies. Some early preparing works completed. This remaining budget needs to be re-profiled into 18/19.
Spiceball Leis Centre Bridge Resurfacing	30	0	30	0	Works to be determined post completion of formation of new bridge connection in 2018, as part of the CQ2 project. As a consequence, capital to be re-profiled into 2018/19.
Corporate Booking System	60	0	60	0	Budget to be transferred to 2018 and used for Digital Customer Portal project being initiated in Q1 2018
Woodgreen - Condition Survey Works	9	7	2	0	Ongoing project. Actuals to date in relation to rendering work at Woodgreen Leisure Centre.
Bicester Leisure Centre - Access Road Improvements	33	0	33	0	Works now complete awaiting invoice from OCC in 18/19.
Cooper School Performance Hall - Roof, Floor & Seating	136	98	38	0	Works to roof now completed, however works to the floor and seating has been delayed until summer 2018 as the school did not receive enough funding in 17/18.
North Oxfordshire Academy - Replacement Floodlights	95	75	20	0	Works now completed; invoices outstanding
North Oxfordshire Academy - Sports Pavilion Improvements	20	14	6	0	Some work already completed to complete in early 18/19.
<b>Wellbeing - Leisure and Sport</b>	<b>4,882</b>	<b>4,177</b>	<b>705</b>	<b>0</b>	
Empty Homes Work-in-Default Recoverable	100	0	100	0	This needs to remain at £100k per annum. Any unspent budget is to be re-profiled and topped up to £100k
Disabled Facilities Grants	1,798	815	983	0	Re-profile £983k to continue to implement proposals in 2018-19.
Discretionary Grants Domestic Properties	615	210	64	(341)	Commitments required of £64k in 2018/19. Therefore balance of can be returned to reserves.
<b>Wellbeing - Housing</b>	<b>2,513</b>	<b>1,025</b>	<b>1,147</b>	<b>(341)</b>	
<b>Wellbeing Total</b>	<b>7,479</b>	<b>5,202</b>	<b>1,936</b>	<b>(341)</b>	
East West Railways	870	0	870	0	There is a 5yr schedule of capital contributions to 2019/20, which have not yet been requested re-profile required.
Bicester Community Building	239	371	0	132	Franklins House completed several years ago but residual budget was retained for the downstairs units and the second floor. Exec approved the transformation of the ground floor units into Perch Coworking. The Perch project is within budget, but the Franklins House budget remains overspent overall due to construction delays.
Graven Hill - Loans and Equity	19,621	21,415	0	1,794	The Company has drawn down more in 17/18 than originally expected due revised business and delivery plan. This is within agreed overall project funding. This will have the effect of increasing the interest payable to the council and is all fully returned to the Council during the life of the project.

DESCRIPTION	BUDGET £000	ACTUAL £000	RE- PROFILED £000	VARIANCE £000	OUTTURN NARRATIVE
NW Bicester Eco Business Centre	4,301	2,065	2,236	0	The building construction is on budget and on target for completion in Summer 2018.
Build Programme Phase 1	9,754	8,572	1,182	(0)	All phase 1 properties will be complete by the end of the first quarter of 18/19. The total council investment (including previous years) in phase 1 is expected to be £15.4m which is an improvement on the budgeted investment of £16.7m. This is mainly due to improved sales values and percentages on shared ownership properties. Phase 1b and 2 have been incorporated into the 18/19 budget.
The Hill Youth Community Centre	989	0	989	0	A tender process is currently underway. Project expected to start during Q2 18/19.
<b>Place &amp; Growth - Economy &amp; Regeneration</b>	<b>35,774</b>	<b>32,423</b>	<b>5,277</b>	<b>1,926</b>	
<b>Place &amp; Growth Total</b>	<b>35,774</b>	<b>32,423</b>	<b>5,277</b>	<b>1,926</b>	
Car Park Refurbishments	650	183	467	0	CDC car parks are now outsourced under a new management contract with APCOA. Executive agreed to fund the capital set up costs for the new equipment required in the car parks. It is expected that the budget will be fully utilised but any underspend will need to be re-profiled for replacement equipment in the future.
Energy Efficiency Projects	28	0	28	0	Estimate of order for electric vehicle charging points within Q1 of 2018/19.
Glass Bank Recycling Scheme	0	0	8	8	Should have a budget of £8k, to be re-profiled into 2018/19.
Off Road Parking Facilities	18	0	18	0	Project has been delayed due to awaiting decisions on planning. Full £18k to be re-profiled in to 18/19
Vehicle Replacement Programme	1,087	983	104	0	Rolling replacement programme, re-profiling required.
Wheeled Bin Replacement Scheme	170	45	125	0	Rolling replacement programme, re-profiling required.
Urban Centre Electricity Installations	30	15	15	0	Project delayed due to concentration of team on new grounds maintenance contract. Any remaining budget to be re-profiled.
Bicester Cattle Market Car Park Phase 2	90	0	90	0	Project to commence in Q1 18/19.
<b>Environment - Environment</b>	<b>2,073</b>	<b>1,226</b>	<b>855</b>	<b>8</b>	
CCTV Equipment	25	25		0	Completed.
<b>Environment - Environmental Health &amp; Licensing</b>	<b>25</b>	<b>25</b>	<b>0</b>	<b>0</b>	
<b>Environment Total</b>	<b>2,098</b>	<b>1,251</b>	<b>855</b>	<b>8</b>	
Financial System Upgrade	0	10	0	10	Consultant engaged to review Civica functionality
<b>Finance &amp; Governance - Finance &amp; Procurement</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>10</b>	
Condition Survey Works	101	24	77	0	Works to be outsourced to specialist consultants (not SMBC). Aim to complete by August 2018, re-profile required.
Bradley Arcade Roof Repairs	88	3	85	0	Works planned and on schedule. Works at tender stage, order to be raised mid May 2018. Completion by August 2018.
Orchard Way Shopping Arcade Front Serv	310	290	20	0	Works are complete via Solihull Partnership, awaiting final payment to be made will take place in Q1 18/19.
Bicester Town Centre Redevelopment	(0)	130		130	Pioneer Square costs regarding defect issues. Some costs will be recovered as part of the ongoing legal challenge but amount is unknown at present. Capital project to be closed
Kidlington High Street Pedestrianisation	375	0		(375)	Monies to be returned to reserves.
Thorpe Lane Depot - CCTV Replacement	25	0		(25)	Works completed. Budget not needed, cost covered with other CCTV project.
Banbury Museum - Refurbishment Programme	38	3		(35)	Work completed via Solihull Partnership. Scheme can be closed
Community Buildings - Remedial Works	150	0	150	0	Planned work being prepared, scope finalised, order being raised in Q1 18/19 - Aim to be completed by August 2018.
Car Parks Resurfacing	(0)	3		3	Work completed via Solihull Partnership. Project closed.
Spiceball Riverbank Reinstatement	50	0	50	0	On hold pending CQ2
Bolton Road	74	102		28	Commitment relates to the Armac Group for Retention monies (CDC002158). Completed
Banbury - Antelope Garage	2,360	2,464		104	Project complete. Stamp duty higher than anticipated.

DESCRIPTION	BUDGET £000	ACTUAL £000	RE- PROFILED £000	VARIANCE £000	OUTTURN NARRATIVE
Banbury Health Centre - Refurbishment of Ventilation, Heating & Cooling Systems	270	0	270	0	Property usage under review, existing tenant may terminate lease. Budget to be re-profiled pending outcome, review in Q2/Q3 2018/19
Thorpe Way Industrial estate - Roof & Roof Lights	100	36	64	0	Phase 2 will commence 18/19, any unspent budget to be re-profiled.
Academy Harmonisation	200	81	119	0	Further modules to be added in 18/19. Re-profile required.
Castle Quay 1 and 2	68,500	61,150	0	(7,350)	Actual spend was less than the approved budget. Budget can be released as any future work on CQ1 expected to be funded by rental receipts and other funding.
Franklins House - Travelodge	1,200	417	783	0	As approved by Council. The project is on budget. The £1.2m represent the full budget and so the balance needs to be re-profiled into 18/19.
Bicester - Pioneer Square	135		135	0	Original budget of £135k, spend to take place in Q1 18/19.
<b>Finance &amp; Governance - Property, Investment &amp; Contract Management</b>	<b>73,976</b>	<b>64,703</b>	<b>1,753</b>	<b>(7,520)</b>	
<b>Finance &amp; Governance Total</b>	<b>73,976</b>	<b>64,713</b>	<b>1,753</b>	<b>(7,510)</b>	
Customer Self-Service Portal CRM Solutn	80	0	80	0	Budget to be re-profiled to 18/19 and used for Digital Customer Portal project being initiated in Q1 2018/19
IT Strategy Review	139	0	139	0	Budget to be re-profiled to 18/19 for IT Transformation programme as agreed.
ESXI PROD copy fwd. planning IT hardware	0	13		13	Iclipse upgrade
Land & Property Harmonisation	83	0	83	0	Budget to be re-profiled to 18/19 for IT Transformation programme as agreed.
5 Year Rolling HW / SW Replacement Prog	0	0		0	Budget to be re-profiled to 18/19 for Data Centre project as agreed.
Business Systems Harmonisation Programme	29	0	29	0	Budget to be re-profiled to 18/19 for Business Tools harmonisation project planned for Q1 & Q2 2018.
Upgrade Uninterrupted Pwr Supp Back up / Datacentre	387	272	115	0	Budget to be re-profiled to 18/19 for Data Centre project. Project planned for completion Q3 2018
Qualifies Replacement	11	11		0	Project complete.
<b>Customers Service Devt - Customers &amp; IT Services</b>	<b>729</b>	<b>296</b>	<b>446</b>	<b>13</b>	
HR / Payroll System replacement	37	73		36	Project complete.
<b>Customers &amp; Service Devt - HR, OD &amp; Payroll</b>	<b>37</b>	<b>73</b>	<b>0</b>	<b>36</b>	
<b>Customers &amp; Service Development Total</b>	<b>766</b>	<b>369</b>	<b>446</b>	<b>49</b>	
<b>Capital Total</b>	<b>120,093</b>	<b>103,958</b>	<b>10,267</b>	<b>(5,868)</b>	<b>£5,868 under budget</b>

This page is intentionally left blank



## Annex 2

### Cherwell District Council Earmarked Reserves 2017/18

	Balance at 1 April 2016	Transfers In 2016/17	Transfers Out 2016/17	Balance at 31 March 2017	Transfers In 2017/18	Transfers Out 2017/18	Balance at 31 March 2018
	£000	£000	£000	£000	£000	£000	£000
<b>General Fund Reserves:</b>							
Earmarked General Fund Reserves	(14,433)	0	548	<b>(13,885)</b>	(5,186)	6,020	<b>(13,051)</b>
Earmarked Reserves Grants & Cont.	(3,820)	(543)	1,041	<b>(3,322)</b>	(434)	1,114	<b>(2,642)</b>
<b>Total General Fund</b>	<b>(18,253)</b>	<b>(543)</b>	<b>1,589</b>	<b>(17,207)</b>	<b>(5,620)</b>	<b>7,134</b>	<b>(15,693)</b>

Earmarked Reserves	Narrative	2017-18
<b>General Fund:</b>		<b>£000</b>
Building Control	For use on the Building Control service	(24)
Country Park Reserve	This reserve is used to fund major improvement works at the County Parks	(100)
Elections	The reserve has been set up to protect the council from standalone district elections which are now annual in all wards	(261)
Environmental Warranties	The reserve is in place to protect the council against potential asbestos claims in Sanctuary Homes	(1,000)
Hanwell Fields Open Space	This reserve has been created from S106 monies and will be used towards the cost of the maintenance on Hanwell Fields open space as required	(79)
Housing Reserve	The reserve is to be used to support the development of a Single Person's Housing Strategy including the development and management of single person's housing units in Cherwell	(114)
Work in Default reserve	This reserve has been set up to cover the cost of emergency enforcement as required	(100)
Joint External Bid-writer	This reserve is for assisting with the cost of an external bid writer	(8)
Licensing	This reserve is to be used to balance License Fee Income to ensure that the council operates on a cost recovery basis.	(129)
Local Plan Charges	The reserve has been created to fund the one-off costs associated with the provision of the Local Plan	(124)
NHB - Affordable Housing	The reserve has been created from New Homes Bonus grant income and will be used on the strategic housing projects	(855)
NHB - Economic Development	The reserve has been created from New Homes Bonus grant income and will be used to fund the costs of Economic Growth projects across the district	(4,678)
NHB - Superfast Broadband	The reserve has been created from New Homes Bonus grant income and will be used to fund the costs associated with the Better Broadband for Oxfordshire programme	(727)

Planning Control	This reserve will be used to fund the costs associated with major planning applications where the costs fall over more than one financial year	(259)
Corporate Projects	The reserve has been created to cover the costs of strategic projects across the council.	(63)
Retained Business Rates	This is a volatility reserve to protect the council against any large movements in business rates	(2,205)
Primary Authority	This reserve is to fund the commercial projects within public protection	(55)
Self Insurance	This reserve holds self-insurance for small items that are otherwise not insured.	(137)
Transformation and Commercial	This reserve will be used to cover the costs of transformation projects across the council.	(103)
VAT Deminimus	This reserve has been set up to protect the council against the risk of breaching the VAT deminimus level of 5%	(500)
Welfare Reform	The reserve is to fund potential repayments of overpaid benefit subsidy and to cover any potential costs associated with Welfare reform and Benefits	(99)
Contributions to Health Bus	The reserve is for potential costs associated with the Health Bus	(40)
Heat Network	The reserve is for funding the cost of Heat Network projects	(50)
Devolution Viability Work	The reserve will be used to fund the cost of work associated with reorganisation within Oxfordshire	(53)
Healthy New Towns	The reserve has been created to fund the cost of the Healthy New Towns initiative	(6)
Horton General Towns	The reserve will be used to fund the cost of the Horton Hospital review	(84)
Museum development	Museum development funding	(30)
Pensions Deficit	The council is building a reserve for funding future pension payments	(343)
Car Parks APCOA Consultants fees	Reserve for consultants fees	(15)
Art Development	Art development reserve	(80)
CCTV	Support CCTV provision	(26)
Broadfield Road Yarnton Sports	Reserve held for sports provision	(4)
Castle Quay	The reserve is to manage the volatility of income and for reinvestment into Castle Quay	(700)
<b>Total Revenue Earmarked Reserves (General Fund)</b>		<b>(13,051)</b>

<b>Earmarked Reserves from Grants &amp; Contributions</b>		
Area Based Grant	This reserve supports the work in community consultation and engagement	(83)
Bicester Fields Main Park	The reserve has been generated from S106 monies and will be used as maintenance funds to be used on an ongoing basis	(97)

Brighter Futures - Skills Reward Grant	Projects for early years, employment support and skills, family support & young people, financial inclusion & housing, health & well-being, safer & stronger communities	(66)
Bicester Garden Town	The reserve is for initiatives and studies pertaining to the development of Bicester as a Garden Town	(955)
Bicester Youth Bus	Grants provided by the Police and Crime Commissioners to fund Community Safety Projects - Not to be spent without the permission of the Community Safety Partnership.	(65)
Courtyard Youth Arts	The reserve is used to fund projects at the Courtyard	(39)
Dovecote Milcombe	The reserve has been generated from S106 monies and will be used as maintenance funds to be used on an ongoing basis	(56)
Eco Town Revenue	The reserve is used to fund Eco Town project as monitored by Place Programme and Project Board	(30)
Flood Recovery Grant/Emergency Planning	The reserve has been created to cover the cost of emergency planning contingencies	(40)
Green Deal Pioneer Places	The reserve has been created from a ring fenced grant which is used on projects relating to the Government's Green Deal initiative	(67)
Home Improvement Agency	This reserve is for covering the costs of Home Improvement Agency Projects	(261)
Homelessness Prevention	The reserve has been created from ring fenced grant to be spent in conjunction with Service Level Agreements with partnerships in conjunction with Cherwell's Homeless Action Plan	(70)
New Burdens Grant	The reserve has been created from various government grants to fund any additional costs associated with administering new government initiatives	(248)
Performance Reward Grant ABG	This is CSP money that is not to be spent without the permission of the CSP.	(21)
Housing and Planning Initiatives	Required for future housing requirements and planning needs	(322)
PCC - Community Safety Grant	The reserve is created from ring-fenced grant to be spent on specific projects to be approved by the Community Safety Partnership	(64)
Thames Valley Police - this reserve is being used to fund CCTV replacement.	This reserve is being used to fund the cost of CCTV replacement.	(65)
Sportivate Grant	The reserve has been created from ring fenced grant received for Sportivate activities	(33)
Active Women Grant	The reserve has been created from ring fenced grant received for Active Women activities	(22)
Laburnham Cres Ambrosden	The reserve has been generated from S106 monies and will be used as maintenance funds to be used on an ongoing basis	(38)
<b>Reserves - Grants &amp; Contributions</b>		<b>(2,642)</b>
<b>Total Earmarked Reserves</b>		<b>(15,693)</b>

This page is intentionally left blank

## Cherwell District Council

### Budget Planning Committee

24 July 2018

<p><b>Monthly Performance, Risk and Finance Monitoring Report – May 2018</b></p>
--

### Report of the Assistant Director – Finance and Procurement

This report is public

#### Purpose of report

This report summarises the Council's Performance, Risk and Finance monitoring position as at the end of each month.

#### 1.0 Recommendations

- 1.1 To note the contents of the report.

#### 2.0 Introduction

- 2.1 The Council is committed to performance, risk and financial monitoring reviews on a monthly basis. This demonstrates an improvement from previous years where reporting has been quarterly.
- 2.2 Regular and timelier reporting is important and we are committed to improving this during 2018/19. The committee will be able to provide input into the way the reporting develops during the year.
- 2.3 This report has been presented to Executive on 2 July 2018.

#### 3.0 Report Details

- 3.1 In previous years financial reporting has been on a quarterly basis. This frequency of information is being improved during 2018/19. We have introduced monthly monitoring and reporting across the organisation. This improvement in reporting regularity will provide budget managers, senior leadership and members with more up to date information regarding the financial position and outlook for the Council.
- 3.2 The finance team has aligned itself with the business areas to provide better support, consistency and continuity of advice moving forward across both revenue and capital budgets in addition to managing any over funding levels.

- 3.3 It should be noted that due to the early position in the financial year limited financial reporting takes place at many organisation and the focus in on risk areas for budget monitoring. This is due to the relatively small amount of actual data available against planned budgets. From June onwards we will have more detailed monitoring at service level once a greater amount of actual data is available.

## **4.0 Conclusions and Reasons for Recommendations**

- 4.1 It is recommended that the contents of the report are noted.

## **5.0 Consultation**

- 5.1 The report sets out performance, risk and financial information from the previous month and as such no formal consultation on the content or recommendation is required.

## **6.0 Alternative Options and Reasons for Rejection**

- 6.1 This report sets out the performance against the 2018/19 plan. As this is a monitoring report, no further options have been considered. However, members may wish to request that officers provide additional information.

## **7.0 Implications**

### **Financial and Resource Implications**

- 7.1 There are no direct financial implications arising directly from the production of this report.

Comments checked by:

Adele Taylor, Executive Director – Finance and Governance

0300 003 0103

[adele.taylor@cherwellandsouthnorthants.gov.uk](mailto:adele.taylor@cherwellandsouthnorthants.gov.uk)

### **Legal Implications**

- 7.2 There are no legal implications arising from this report.

Comments checked by:

James Doble, Assistant Director – Law and Governance

01295 221587 [james.doble@cherwellsouthnorthants.gov.uk](mailto:james.doble@cherwellsouthnorthants.gov.uk)

### **Risk Management**

- 7.3 There are no risk management implications arising from this report.

Comments checked by: Louise Tustian  
Louise Tustian, Team Leader - Insight Team 01295 221786  
[louise.tustian@Cherwellandsouthnorthants.gov.uk](mailto:louise.tustian@Cherwellandsouthnorthants.gov.uk)

## 8.0 Decision Information

### Wards Affected

All

### Links to Corporate Plan and Policy Framework

All

### Lead Councillor

Councillor Peter Rawlinson, Portfolio Holder for Finance and Governance

### Document Information

Appendix No	Title
Annex 1	Cabinet Report, Monthly Performance, Risk and Finance Monitoring Report – May 2018
<b>Report Author</b>	Kelly Watson, Assistant Director – Finance and Procurement
<b>Contact Information</b>	Kelly Watson, Assistant Director – Finance and Procurement 01295 221638 <a href="mailto:kelly.watson@cherwellandsouthnorthants.gov.uk">kelly.watson@cherwellandsouthnorthants.gov.uk</a>

This page is intentionally left blank



# Cherwell District Council

## Executive

2 July 2018

<p><b>Monthly Performance, Risk and Finance Monitoring Report – May 2018</b></p>
--

### **Report of Assistant Director: Performance and Transformation and Assistant Director: Finance and Governance**

This report is public

#### **Purpose of report**

This report summarises the Council's Performance, Risk and Finance monitoring position as at the end of each month.

#### **1.0 Recommendations**

The meeting is recommended:

- 1.1 To note the monthly Performance, Risk and Finance Monitoring Report.

#### **2.0 Introduction**

- 2.1 The Council is committed to performance, risk and budget management and reviews progress against its corporate priorities on a monthly basis.
- 2.2 This report provides an update on progress made so far in 2018-19 to deliver the Council's priorities through reporting on performance, the Leadership Risk Register and providing an update on the financial position.
- 2.3 The Council's performance management framework sets out the key actions, projects and programmes of work that contribute to the delivery of the 2018-19 business plan and the priorities of the Council. These measures and key performance indicators are reported on a monthly basis to highlight progress, identify areas of good performance and actions that have been taken to address underperformance or delays.
- 2.4 The Council maintains a Leadership Risk Register that is reviewed on a monthly basis. The latest available version of the risk register at the date this report is published is included in this report.
- 2.5 The Report details section is split into three parts:
  - Performance Update
  - Leadership Risk Register Update

- Finance Update

2.6 There are three appendices to this report:

- Appendix 1 - Monthly Performance Report
- Appendix 2 – Leadership Risk Register
- Appendix 3 – 2018/19 Business Plan

Additional detailed appendices relating to finance will be presented from July 2018 onwards covering the year to date position.

### 3.0 Report Details




#### Performance Update

3.1 The Council's performance management framework sets out the key actions, projects and programmes of work that contribute to the delivery of the 2018-19 business plan (see Appendix 1) and the priorities of the Council.

3.2 The 2018-19 business plan set out three strategic priorities:

- Protected, Green and Clean;
- Thriving Communities and Wellbeing;
- District of Opportunity and Growth.

3.3 This report provides a summary of the Council's performance in delivering against each strategic priority. To measure performance a 'traffic light' system is used. Where performance is on or ahead of target it is rated green, where performance is slightly behind the target it is rated amber. A red rating indicated performance is off target.

Colour	Symbol	Meaning for Joint Business Plan Measures	Meaning for Joint Key Performance Measures (KPIs)
Red		Significantly behind schedule	Worse than target by more than 10%.
Amber		Slightly behind schedule	Worse than target by up to 10%.
Green		Delivering to plan	Delivering to target or ahead of it.

#### Priority: Protected, Green and Clean

3.4 The Council is committed to protecting the natural environment and ensuring the character of the district is preserved and enhanced. Our commitment included working to ensure the district has high standards of environmental cleanliness and greater waste and recycling services. Maintaining the district as a low crime area is another key part of this priority and the Council is committed to working in partnership to deliver against this objective.

### 3.5 Overview of our performance against this strategic priority:

- **Recycling rates improve in May – 61.43%** of waste was recycled and composted this month. This was an improvement on the previous month and above the target for May and an increase of 5% (56.6%) compared to this time last year (2017). Performance for the year to date is strong at 59.04% an increase of 1% compared to the YTD position this time last year (2017).  
Maintaining high quality waste and recycling services is a key part of our commitment to keeping the district green and clean. This month saw a number of successful free compost giveaway events. The events allow residents to take home a share of compost made from their own brown bin contents, while providing an opportunity for the Council to promote our recycling and waste services.
- **Strong commitment to reducing our carbon footprint and protecting the natural environment** – A Natural Environment and Community Nature Plan is being developed and will be presented to Executive in July. The Air Quality Action Plan has been updated and a review of the biodiversity action plan has taken place.
- **Maintaining the district as a low crime area** – Nationally crime figures have increased over the past few years. The Council is working with partners through the Community Safety Partnership to understand the picture across the County and the district and to identify where the focus of our work should be.
- **Conservation area reviews continue** – Research work has started on this year's conservation area appraisals and reviews. These document the character and importance of the area, including a management plan to help preserve and/or enhance the conservation area. All appraisals undergo public consultation so we can incorporate the views of people living and working in these areas; the appraisals are an important part of the planning process. We anticipate that two Conservation Reviews will be undertaken in September 2018, reports are expected to be submitted by November 2018. This is part of the Council's commitment to protecting the built heritage of the district.

#### Priority: Thriving Communities and Wellbeing

3.6 The Council is committed to supporting our communities to thrive and to promoting the wellbeing of our residents. This priority includes supporting health and wellbeing, improving leisure facilities and delivering leisure activities and working in partnership with voluntary organisations to deliver services in a manner that safeguards children, young people and vulnerable adults. Another key aspect of this priority is preventing homelessness, the delivery of affordable housing and improving the condition of residential properties.

### 3.7 Overview of our performance against this strategic priority:

- **Building on the success of our 'Healthy Placemaking' approach in Bicester** – This approach puts health and wellbeing at the centre of everything we do and has been in place as part of the Bicester Health New Town programme. The Council is committed to building on this best practice and incorporating this approach into our business planning process. This month we have also consulted with partners on the Health and Wellbeing action plan for 2018-19, looking at how we can enhance health and wellbeing within our communities through a wide range of prevention activities and interventions. The action plan

includes closer working with clinical commissioning groups, public health and primary care authorities engaging in a wide range of work to support improved outcomes for residents and businesses.

- **Supporting thriving communities** - the Countywide co-commissioned Domestic Abuse services contract has begun in Oxfordshire supporting the vulnerable in our district. Safeguarding training is being rolled out to all staff and Members ensuring levels of compliance across the organisation.
- **Housing benefit performance continues to improve** - The average time taken to process new benefit claims in CDC for May 2018 is excellent, reducing to 11.31 days against a target of 15 days. This is an improvement from April 2018 when the average time taken to process new claims was 17.43 days.

#### Priority: District of Opportunity and Growth

3.8 The Council is committed to developing the local economy, promoting inward investment and delivering sustainable growth. This priority also contributes towards making great places to live, work, visit and invest through economic development and working in partnership to deliver strategic transport infrastructure projects.

3.9 Overview of our performance against this strategic priority:

- **Working with local organisations to promote the district and increase tourism** – The Economic Growth Team work closely with local visitor attractions, accommodation, retailers and other organisations involved in promoting visitor economy in Cherwell. This month the Council has been promoting the first ever 'Bicester Festival' and the Town Centre Discovery Walks. To mark the 70th birthday of the National Health Service, Healthy Bicester is launching two new short Discovery Walks in the town centre. The Discovery Walks are designed to be accessible for all but it is hoped they will be used in particular by people who struggle to get the 10-30 minutes of exercise a day needed to keep healthy. New maps and market signs for Banbury are in development to enhance the market place in Banbury town centre.
- **Supporting improvements to private rented housing sector** - two landlord home improvement grants were concluded in May, with associated nomination rights for the Council.
- **Unemployment rate increases, but remains significantly below regional and national figures** – unemployment rose by 0.1% from April 2018 to 0.9%.
- **Council sponsors Cherwell Business Awards** – over 256 local business representatives attended the award ceremony to celebrate local success, share best practice and encourage innovation and growth.
- **£500k invested in superfast broadband** - 96.35% of residential and businesses premises now have access to superfast broadband following significant investment from the Council over the last two years.
- **The Partial Review of the Local Plan** was submitted to the Planning Inspectorate (Pins) for Examination on 5<sup>th</sup> March 2018. We are still awaiting the

dates for the public hearing, but the process of Examination has now formally commenced.

### Summary of Performance

- 3.10 The Council reports on performance against 20 joint business plan measures and 12 key performance indicators on a monthly basis. Performance for this month is summarised in the table below. The full details, including commentary against each measure and key performance indicator can be found in Appendix 1.

<b>Business Plan Measures and Key Performance Indicators</b>					
<b>Status</b>	<b>Description</b>	<b>May</b>	<b>%</b>	<b>YTD</b>	<b>%</b>
Green	On target	31	97%	30	94%
Amber	Slightly off target	1	3%	2	6%
Red	Off target	0	0%	0	0%

### 3.11 **Spotlight On: Financial sustainability**

Each month this report will focus on a theme or service provided by the Council, highlighting how this contributes to the delivery of the strategic priorities and the key achievements delivered to date.

As a Council, we recognise the importance of considering our financial sustainability going forwards. Our central government funding continues to reduce so it is important that we look at ways to both maximise the income that we have coming into the council through our fees, charges, council tax and business rates as well as look to find other innovative ways in which to raise potential other sources of income whilst acknowledging and balancing the risks of doing different things. Financial sustainability is a key theme that we need to consider when setting our future years budgets and this snapshot gives an initial view on our current performance as well as areas we are exploring to improve our sustainability moving forwards.

#### Council Tax

In 2017-2018, 97.87% of Council Tax was collected against a target of 98.25%. Although this is slightly below the target, it is a fantastic achievement given the challenges faced by the service area during the past 12 months. Performance for May 2018 is strong at 20.44% against a target of 20.50%

#### Business Rates Collection

In addition to Council Tax, we are also the billing authority responsible for Business rates collection and our performance in this area for 2017-2018 and following a very challenging 12 months was 92.31% against a target of 98.5%. Collection rates for May 2018 are excellent at 21.74% against a target of 21.25%.

#### Generating additional income

Alongside our consideration of how we maximise our income collection through Council tax, Business rates and other fees and charges, we are considering new ways of generating income. One of the most important aspects of this is to consider our investments. Alongside managing our cashflows, balancing our borrowing and

our financial investments, we are also considering spreading how and what we invest our money in. An investment strategy working group which considers opportunity to invest in property for commercial purposes (and subject to criteria already agreed at Council) will be meeting throughout 2018/19 to consider opportunities that arise. All of these would be subject to full due diligence to understand the balance between the opportunity and risks for each individual investment.

We have already made some significant investments with the purchase of Castle Quay 1 (a shopping centre at the heart of Banbury) and the plans around Castle Quay 2 (a new development with a mix of retail, leisure and food outlets) that complement what already exists in Castle Quay 1. The purchase of the site was principally as an investment although this also means that the Council can provide strong leadership in ensuring that this exciting development delivers improvements in the area. A full financial appraisal was undertaken but the investment of circa £60m will generate significant revenues in excess of £5m pa that will fund the costs of development as well as contribute to the wider costs of our services for all of our residents, businesses and visitors. This means that an investment of this type satisfies both our need to consider our financial sustainability going forward as well as contributes to our overall corporate priorities too.

## Risk Update

- 3.12 The Council maintains a Joint Leadership Risk Register that is reviewed on a monthly basis. The latest available version of the risk register at the date this report is published is included in this report.
- 3.13 The heat map below shows the overall position of all risks contained within the Leadership Risk Register.

Risk Scorecard – Residual Risks						
		Probability				
		1 - Remote	2 - Unlikely	3 - Possible	4 - Probable	5 - Highly Probable
Impact	5 - Catastrophic					
	4 - Major		L04, L11		L05	
	3 - Moderate			L01, L02, L03 L10, L12, L14	L06, L07, L08	L09, L13a, L13b
	2 - Minor					
	1 - Insignificant					

- 3.14 The table below provides an overview of changes made to the Leadership Risk Register during the past month. Any significant changes since the publication of the report will be reported verbally at the meeting.

Leadership Risk	Score	Direction	Latest Update
L01 Financial Resilience	9 Low risk	↔	Mitigation actions updated
L02 Statutory functions	9 Low risk	↔	Comments updated
L03 Lack of management Capacity	9 Low risk	↔	Comments updated
L04 CDC & SNC Local Plans	8 Low risk	↔	No change
L05 Business Continuity	16 High risk	↔	Comments updated
L06 Partnering	12 Medium risk	↔	Comments updated

<b>L07</b> Emergency Planning	12 Medium risk	↓	Residual risk score reduced from 16, controls and mitigation actions updated.
<b>L08</b> Health & Safety	12 Medium risk	↔	Mitigating Actions & Comments updated
<b>L09</b> Cyber Security	15 Medium risk	↔	Mitigating Actions Updated
<b>L10</b> Safeguarding the Vulnerable	8 Low risk	↔	No change
<b>L11</b> Income generation through council owned companies	8 Low risk	↔	Mitigating actions updated
<b>L12</b> Financial sustainability of third party third party suppliers	8 Low risk	↔	No change
<b>L13a</b> Local Government Reorganisation (CDC)	15 Medium risk	↔	Comments updated
<b>L13b</b> Local Government Reorganisation (SNC)	15 Medium risk	↔	Comments updated
<b>L14</b> Corporate Governance	9 Low risk	↔	No change

**L07 Emergency Planning** – The Residual risk score has been reduced from 16 (High Risk) to 12 (Medium Risk). Both authorities have active plans in place to ensure they are prepared for an emergency. These have recently been activated successfully. Further improvements are being made as a result of a review of these plans.

### **Finance Update**

- 3.15 In previous years financial reporting has been on a quarterly basis. This frequency of information is being improved during 2018/19. We have introduced monthly monitoring and reporting across the organisation. This improvement in reporting regularity will provide budget managers, senior leadership and members with more up to date information regarding the financial position and outlook for the Council.

The finance team has aligned itself with the business areas to provide better support and consistency and continuity of advice moving forward across both revenue and capital budget areas in addition to monitoring any over funding levels.

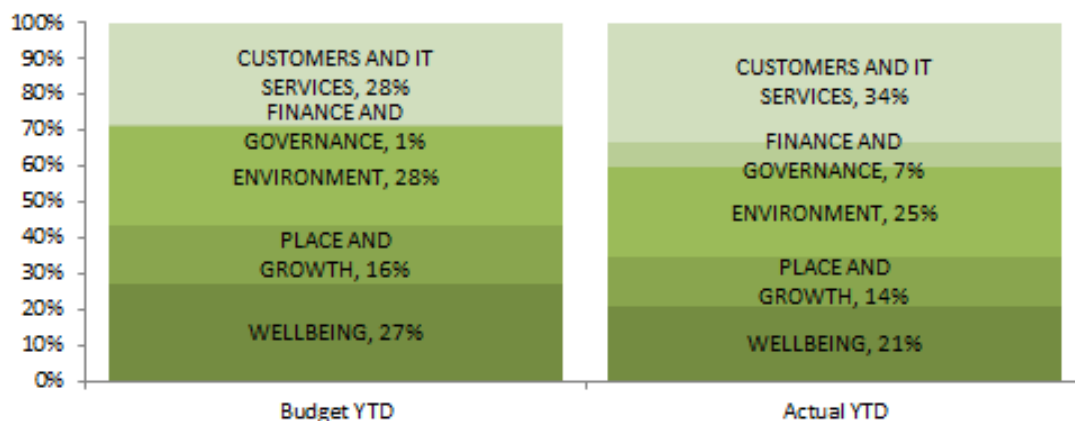
It should be noted that due to the early position in the financial year limited financial reporting takes place at many organisations and the focus is on risk areas for budget monitoring. This is due to the relatively small amount of actual data available against planned budgets. From June onwards we will have more detailed monitoring at service level once a greater amount of actual data is available.

### 3.16 **Revenue Position**

The 2018/19 revenue budget was approved in February 2018. The detailed financial monitoring information will be provided in future reports and will identify key variances across the organisation and highlight areas of financial risk and opportunity.

The risk based monitoring undertaken to date has not highlighted any areas of risk at this stage. The Council is currently forecasting to manage within its existing resources. Any variance and risk to this position will be highlighted and detailed in future reports.

The graph below sets out how the Council planned to spend during Apr and May compared to how it did spend during the first two months of the year. There is some variance regarding profile of spend compared to budget but this is not unusual. The main variances relates to Finance and Governance and Wellbeing. These are largely due to the Business Rates bill for Council offices being paid in one amount but the budget has been profiled across the whole year and for Wellbeing grants being received in advance of spend and therefore expenditure is lower at present.



### 3.17 Capital Programme

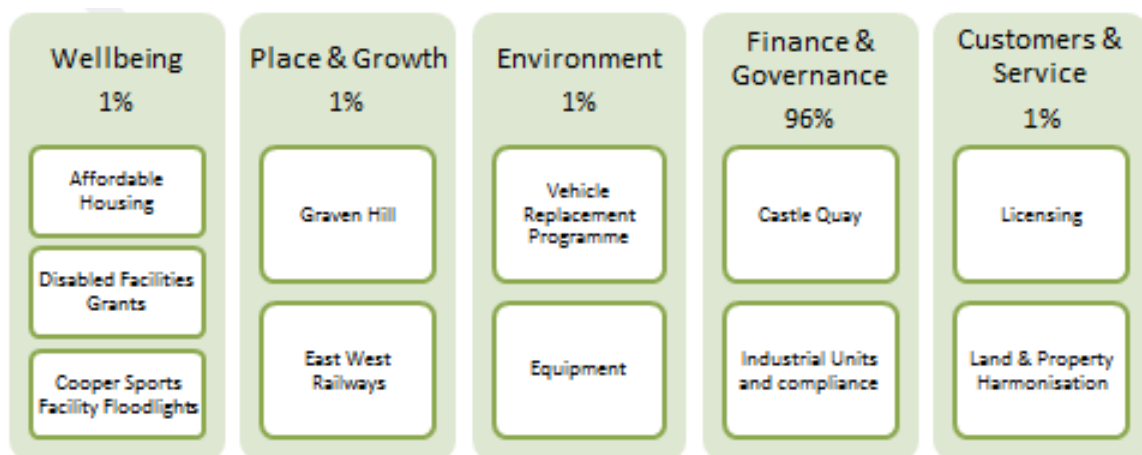
The 2018/19 capital programme was approved in February 2018. The capital programme monitoring information will be provided in future reports and will identify key variances across the organisation and highlight areas of financial risk and opportunity.

A capital programme working group has been set up to improve the governance surrounding the capital programme. This group has already met once with future meetings arranged to develop the oversight this group can provide. This group is made up of officers from across the organisation and the remit is to more closely monitor the projects within the capital programme, provide consistency of approach and better understanding of the whole programme. The output of this group will be reported via these monthly reports and will identify all areas of risk.

The group closely links to other boards and groups to ensure the financial risks and issues associated with all capital spend is consistently reported.

The graph below sets out how the Council plans to spend capital during the year and the major items of expenditure. Variances to this budget will be detailed in future reports.





#### 4.0 Conclusion and Reasons for Recommendations

4.1 It is recommended that the contents of this report are noted.

#### 5.0 Consultation

5.1 This report sets out performance, risk and budgetary information from the previous month and as such no formal consultation on the content or recommendations is required.

#### 6.0 Alternative Options and Reasons for Rejection

6.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: This report illustrates the Council's performance against the 2018-19 business plan. As this is a monitoring report, no further options have been considered. However, members may wish to request that officers provide additional information.

## 7.0 Implications

### Financial and Resource Implications

7.1 The financial implications are detailed within section 3.15 of this report.

Comments checked by:

Adele Taylor, Executive Director: Finance and Governance (Interim), 0300 003 0103, [Adele.taylor@cherwellandsouthnorthants.gov.uk](mailto:Adele.taylor@cherwellandsouthnorthants.gov.uk)

### Legal Implications

7.2 There are no legal implications from this report.

Comments checked by:

James Doble, Assistant Director: Law and Governance, 0300 003 0207  
[James.doble@cherwellandsouthnorthants.gov.uk](mailto:James.doble@cherwellandsouthnorthants.gov.uk)

### Risk management

7.3 This report contains a full update with regards to the Council's risk position at the end of the previous month. A risk management strategy is in place and the risk register has been fully reviewed.

Comments checked by:

Louise Tustian, Team Leader Insight Team, 01295 221786  
[Louise.tustian@cherwellandsouthnorthants.gov.uk](mailto:Louise.tustian@cherwellandsouthnorthants.gov.uk)

## 8.0 Decision Information

### Key Decision

**Financial Threshold Met: No**

**Community Impact Threshold Met: No**

### Wards Affected

All

### Links to Corporate Plan and Policy Framework

All

### Lead Councillors –

Councillor Richard Mould – Lead member for Performance Management  
Councillor Tony Ilott – Lead member for Finance and Governance

## Document Information

Appendix No	Title
Appendix 1	Monthly Performance Report
Appendix 2	Leadership Risk Register
Appendix 3	2018/19 Business Plan
Background Papers	
None	
Report Author	Hedd Vaughan-Evans – Assistant Director: Performance and Transformation Kelly Watson – Assistant Director: Finance and Governance
Contact Information	Tel: 0300 003 0111 <a href="mailto:hedd.vaughanEvans@cherwellandsouthnorthants.gov.uk">hedd.vaughanEvans@cherwellandsouthnorthants.gov.uk</a> Tel: 0300 003 0206 <a href="mailto:kelly.watson@cherwellandsouthnorthants.gov.uk">kelly.watson@cherwellandsouthnorthants.gov.uk</a>

This page is intentionally left blank

## South Northamptonshire Council

### Budget Planning Committee

24<sup>th</sup> July 2018

<b>Council Tax Reduction Scheme 2019-2020</b>
---

### Report of the Executive Director Finance and Governance

This report is public

#### Purpose of report

To provide members of the Budget Planning Committee with an update on the implications of the current Council Tax Reduction Scheme and the changes to discounts, including the impact on collection rates, and to provide members with options to consider for a Council Tax Reduction Scheme for 2019-2020.

#### 1.0 Recommendations

The meeting is recommended:

- 1.1 To note the contents of the report and any financial implications for the Council.
- 1.2 To recommend to Executive which option(s) should be considered for the Council Tax Reduction Scheme for 2019-2020.
- 1.3. If the option of no change to the current scheme is recommended to Executive members of this committee are requested to also recommend that no consultation takes place.

#### 2.0 Introduction

- 2.1 In December 2017 members approved a Council Tax Reduction Scheme (CTRS) for Cherwell District Council for the financial year 2018-2019. The scheme remained the same as in 2017-2018 and mirrored the previous Council Tax Benefit scheme.
- 2.2 The scheme for pensioners is set nationally and pensioners have not seen any change to the support they receive.
- 2.3 The Council Tax Reduction scheme is based on a fixed cash grant of approximately 90% of the previous Council Tax Benefit subsidy. This gives a funding shortfall for Cherwell of £742,430.
- 2.3 The funding shortfall is mostly offset by the changes to locally set Council Tax Discounts.

## **3.0 Report Details**

### **Position so far**

#### **Council Tax Reduction Scheme**

- 3.1 As the funding for CTRS is a fixed cash grant the cost of any increase in the level of demand will be borne by the Council. The Council Tax Reduction caseload has been monitored and there has been a decrease in the number of live cases from 7,087 in July 2017 to 6,607 in June 2018.

#### **Impact on Parish Councils**

- 3.4 Members may recall that the regulations for calculating the Council Tax Base were amended to reflect the Council Tax Reduction Scheme and had the affect of reducing the tax base for the billing authority, major preceptors and the Police and Crime Commissioner for Thames Valley and local preceptors. This is because Council Tax Reduction is a discount rather than a benefit and therefore we do not collect the full amount of Council Tax from tax payers who qualify for Council Tax Reduction. The impact of the reduced tax base was mitigated in part by changes made to discounts and exemptions. As this will be the seventh year of a Council Tax Reduction Scheme parish councils should now have a clear understanding of the impact of CTRS on their parish tax base.

#### **Impact of the changes to discounts and exemptions**

- 3.5 Members will also recall that the Local Government Finance Act 2012 abolished certain exemptions with effect from 1st April 2013 and replaced them with discounts which can be determined locally.
- 3.6 Council determined that furnished chargeable dwellings that are not the sole or main residence of an individual (i.e. second homes) should no longer receive a discount. They had previously received a discount of 10%. If we continue to set the discount at zero it is estimated that this will result in additional income of £84,782 for the 2019-2020 financial year.
- 3.7 Council also determined that the discount in respect of unoccupied and substantially unfurnished properties should be reduced to 25% for a period of six months and thereafter to zero. As at July 2018 it is estimated that the additional income from this will be £287,351.
- 3.8 Council further exercised its discretion to determine that chargeable dwellings which are vacant and undergoing major repair work to render them habitable should be given a discount of 25% for a period of 12 months. This is expected to result in additional income of £10,617.
- 3.9 Prior to 1<sup>st</sup> April 2013 billing authorities could charge up to a maximum of 100% council tax on dwellings that have been empty for more than two years. From April 2013 local authorities were given the powers to charge a premium of up to 50% of the council tax payable. The projected income for 2019-2020 from charging an Empty Homes Premium is £100,163.

## Impact of Council Tax Reduction Scheme on collection rates

A Council Tax collection rate of 97.8% was achieved for 2017-2018. Collection rates for the first two months of the 2018-2019 are also on target. In considering the Council Tax Reduction Scheme for 2019-2020 members should be mindful that any changes to the scheme that reduce entitlement to CTRS could have an adverse impact on collection rates and cost of collection.

## Council Tax Reduction Scheme 2019-2020

- 3.10 Members will be aware that the national 10% reduction in government funding for Council Tax Reduction Schemes over the last six years has been offset in part by the additional income generated by changes to discounts and exemptions.

The Government has not yet released indicative funding figures for 2019-2020. For the purposes of calculating the new Council Tax Reduction scheme for 2019-2020 an assumption has been made that funding will remain at the reduced rate

- 3.11 Financial modelling on the options for a new scheme for 2019-2020 has been undertaken as shown below:

### Options

**Option 1 – No change to current local Council Tax Reduction scheme or Council Tax discounts and uprating the Council Tax Regulations in line with DWP annual uprating.**

The ‘change nothing’ approach would mean retaining the current Council Tax Reduction Scheme. The only change required would be the minor changes to the Regulations.

**Option 2 – Revised Council Tax Reduction scheme with current Council Tax Discounts**

This option could include reducing support for working age people and would mean that all working age claimants would have to pay a percentage of their Council Tax liability regardless of their circumstances. Percentages of 100%, 91.5%, 90%, 85% and 80% have been modelled.

**Option 3: Combination of the options shown above**

### Financial Summary of options

	100%	91.5%	90%	85%	80%
	£	£	£	£	£000
Overall funding loss	742,430	742,430	742,430	742,430	742,430
Second homes income	-84,782	-84,782	-84,782	-84,782	-84,782
Empty homes income with discount of 25% for 6 months	-287,351	-287,351	-287,351	-287,351	-287,351

Uninhabitable homes discount of 25% for 12 months	-10,617	-10,617	-10,617	-10,617	-10,617
Long term empty premium at 50%	-100,163	-100,163	-100,163	-100,163	-100,163
Reduction in expenditure based on % liability	0	-405,594	-476,692	-712,566	-946,218
<b>Total funding gap/additional income</b>	259,517	-146,077	-217,175	-423,049	-686,701
<b>Funding gap/additional income for CDC based on 7%</b>	18,166	-10,225	-15,202	-31,713	-48,069

## 4.0 Conclusion and Reasons for Recommendations

- 4.1 From April 2013 Council Tax Benefit was abolished and replaced with a local Council Tax Reduction Scheme.
- 4.2 Members are now required to recommend to Executive a Council Tax Reduction Scheme for the 2019-2020 financial year.

## 5.0 Consultation

There is a requirement to consult with the public, major preceptors and other parties who may have an interest in the Council Tax Reduction Scheme on any material changes to the scheme. This does not include changes for annual uprating in accordance with Government Regulations.

If members are minded to recommend to Executive a no change scheme there will be no need to consult on the scheme for 2019-2020 and the Regulations will be updated to include appropriate text to make it clear that the Council will apply the uprating.

## 6.0 Alternative Options and Reasons for Rejection

- 6.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: To not recommend any of the options for a scheme for 2019-2020 This would have financial implications for the Council and those residents affected by Welfare Reform.

## 7.0 Implications



7.1 See table contained in this report.

Comments checked by:  
Kelly Watson Assistant Director Finance and Governance,  
Kelly.watson@cherwellandsouthnorthants.gov.uk

### **Legal Implications**

7.2 The Council is required to review its Council Tax Reduction Scheme on an annual basis and if it determines to make changes then it must consult on the revised scheme. Failure to do so will adversely affect the reputation of the Council and will have a financial implication for residents as well as exposing the Council to potential challenge for failing to comply with the legislative requirements of the Local Government Finance Act 1992.

Comments checked by:  
Christopher Mace, Solicitor, 01327 322125  
Christopher.mace@cherwellandsouthnorthants.gov.uk

## **8.0 Decision Information**

### **Key Decision**

**Financial Threshold Met:** Not applicable

**Community Impact Threshold Met:** Not applicable

### **Wards Affected**

All

### **Links to Corporate Plan and Policy Framework**

This links to the Council's priority of sound budgets and a customer focused Council

### **Lead Councillor**

Councillor Tony Ilott Lead Member for Financial Management

### **Document Information**

<b>Appendix No</b>	<b>Page</b>	<b>Title</b>
	Page 43	

<b>Background Papers</b>	
None	
<b>Report Author</b>	Belinda Green (Joint Revenues and Benefits Manager)
<b>Contact Information</b>	Belinda Green: 01327 322182 <a href="mailto:Belinda.green@cherwellandsouthnorthants.gov.uk">Belinda.green@cherwellandsouthnorthants.gov.uk</a>

## Cherwell District Council

### Budget Committee

24 July 2018

<b>2018/19 Work Programme</b>
-------------------------------

### Report of the Executive Director – Finance and Governance

This report is public

#### **Purpose of report**

This report sets out the draft work programme for 2018/19.

#### **1.0 Recommendations**

- 1.1 To review the work programme contained within this report.
- 1.2 Approve the work programme for 2018/19.

#### **2.0 Introduction**

- 2.1 At the start of each year it is good to review the whole work programme and set out the intended agenda for future meetings. This will assist with planning of work for the year.

#### **3.0 Report Details**

- 3.1 The table below sets out the items intended for discussion at the meetings of Budget and Financial Strategy Committee for the remainder of the municipal year.
- 3.2 During the year additional items may be brought to the committee as required.

<b>Year</b>	<b>Date</b>	<b>Agenda Items</b>
	29 August	<ul style="list-style-type: none"> <li>• Performance, Finance and Risk Monitoring 2018/19</li> <li>• S106 Monitoring</li> <li>• Write Offs</li> <li>• Medium Term Financial Strategy</li> </ul>
	25 September	<ul style="list-style-type: none"> <li>• Performance, Finance and Risk Monitoring 2018/19</li> <li>• Medium Term Financial Strategy</li> </ul>
	30 October	<ul style="list-style-type: none"> <li>• Performance, Finance and Risk Monitoring 2018/19</li> <li>• Budget 2019/20</li> <li>• Medium Term Financial Strategy</li> </ul>
	27 November	<ul style="list-style-type: none"> <li>• Performance, Finance and Risk Monitoring 2018/19</li> <li>• S106 Monitoring</li> <li>• Write Offs</li> <li>• CTRS</li> <li>• Medium Term Financial Strategy</li> </ul>
2019	29 January	<ul style="list-style-type: none"> <li>• Discretionary Rate Relief Policy</li> <li>• Local Government Settlement</li> <li>• Budget 2019/20</li> <li>• Fees &amp; Charges 2019/20</li> <li>• Medium Term Financial Strategy</li> </ul>
	26 February	<ul style="list-style-type: none"> <li>• Performance, Finance and Risk Monitoring 2018/19</li> <li>• S106 Monitoring</li> <li>• Write Offs</li> </ul>

#### **4.0 Conclusions and Reasons for Recommendations**

4.1 A plan and work programme for the year will assist with committee preparation.

#### **5.0 Consultation**

5.1 The draft work programme has been prepared by the Assistant Director, Finance and Procurement and Executive Director, Finance and Governance in consultation with the Portfolio Holder for Finance and Governance and brought to committee for review.

#### **6.0 Alternative Options and Reasons for Rejection**

6.1 None.

## 7.0 Implications

### Financial and Resource Implications

7.1 There are no financial implications arising directly from the production of this report.

Comments checked by:

Adele Taylor, Executive Director – Finance and Governance

0300 003 0103

[adele.taylor@cherwellandsouthnorthants.gov.uk](mailto:adele.taylor@cherwellandsouthnorthants.gov.uk)

### Legal Implications

7.2 This report provides the information required to allow the Committee to plan its activities for the year.

Comments checked by:

James Doble, Assistant Director – Law and Governance

01295 221587 [james.doble@cherwellsouthnorthants.gov.uk](mailto:james.doble@cherwellsouthnorthants.gov.uk)

### Risk Management

7.3 There are no risk management implications arising from this report.

Comments checked by: Louise Tustian

Louise Tustian, Team Leader - Strategic Intelligence and Insight Team 01295 221786

[louise.tustian@Cherwellandsouthnorthants.gov.uk](mailto:louise.tustian@Cherwellandsouthnorthants.gov.uk)

## 8.0 Decision Information

### Wards Affected

All

### Links to Corporate Plan and Policy Framework

All

### Lead Councillor

Councillor Tony Ilott, Portfolio Holder for Finance and Governance

### Document Information

Appendix No	Title
<b>Report Author</b>	Kelly Watson, Assistant Director – Finance and Procurement
<b>Contact Information</b>	Kelly Watson, Assistant Director – Finance and Procurement 01295 221638 <a href="mailto:kelly.watson@cherwellandsouthnorthants.gov.uk">kelly.watson@cherwellandsouthnorthants.gov.uk</a>

This page is intentionally left blank