

# Public Document Pack



**Cherwell**

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

**Committee: Budget Planning Committee**

**Date: Tuesday 10 November 2020**

**Time: 6.30 pm**

**Venue: Virtual meeting**

## **Membership**

### **Councillor Nicholas Mawer (Chairman)**

Councillor Nathan Bignell  
Councillor Conrad Copeland  
Councillor Andrew McHugh  
Councillor Douglas Webb  
Councillor Lucinda Wing

### **Councillor Carmen Griffiths (Vice-Chairman)**

Councillor Phil Chapman  
Councillor David Hughes  
Councillor Barry Richards  
Councillor Fraser Webster  
Councillor Sean Woodcock

## **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. Minutes (Pages 5 - 8)**

To confirm as a correct record the minutes of the meeting held on 29 September 2020.

### **4. Chairman's Announcements**

To receive communications from the Chairman.

### **5. Urgent Business**

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

## **6. Monthly Performance, Finance and Risk Monitoring Report (Pages 9 - 36)**

Report of Director of Finance

### **Purpose of report**

This report summarises Cherwell District Council's (CDC's) forecast revenue and capital outturn position for 2020/21 as at September 2020.

### **Recommendations**

The meeting is recommended:

- (1) to note the contents of the report.

## **7. CIPFA Financial Management Code**

A presentation from the Director of Finance on the recently introduced Financial Management Code, to bring the Committee up-to-date with its requirements.

## **8. Review of Committee Work Plan (Pages 37 - 38)**

To review the Committee Work Plan.

## **Information about this Meeting**

### **Apologies for Absence**

Apologies for absence should be notified to [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk) or 01295 221953 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.

### **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 Emma Faulkner, Democratic and Elections [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk) , 01295 221953

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

Published on Monday 2 November 2020

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## **Cherwell District Council**

### **Budget Planning Committee**

Minutes of a meeting of the Budget Planning Committee held as a Virtual meeting, on 29 September 2020 at 6.30 pm

#### Present:

Councillor Nicholas Mawer (Chairman)  
Councillor Carmen Griffiths (Vice-Chairman)  
Councillor Nathan Bignell  
Councillor Phil Chapman  
Councillor Conrad Copeland  
Councillor David Hughes  
Councillor Barry Richards  
Councillor Douglas Webb  
Councillor Fraser Webster  
Councillor Lucinda Wing  
Councillor Sean Woodcock

#### Substitute Members:

Councillor Tony Ilott (In place of Councillor Andrew McHugh)

#### Also Present:

Councillor Hugo Brown  
Councillor Ian Middleton

#### Apologies for absence:

Councillor Andrew McHugh

#### Officers:

Lorna Baxter, Director of Finance & Section 151 Officer  
Michael Furness, Assistant Director Finance  
Claire Taylor, Corporate Director Customers and Organisational Development  
Steve Jordan, Corporate Director Commercial Development, Assets & Investment & (Interim) Monitoring Officer  
Aaron Hetherington, Democratic and Elections Team Leader  
Emma Faulkner, Democratic and Elections Officer

## 12 **Declarations of Interest**

There were no declarations of interest.

13 **Minutes**

The Minutes of the meeting of the Committee held on 18 August 2020 were confirmed as a correct record, to be signed by the Chairman in due course.

14 **Chairman's Announcements**

There were no Chairman's announcements.

15 **Urgent Business**

There were no items of urgent business.

16 **Budget and Business Planning Process 2021/22 - 2025/26**

The Committee considered a report from the Director of Finance which detailed the proposed Budget and Business Planning Process for 2021/22 – 2025/26.

The report was being considered by Executive at its meeting on 5 October and Budget Planning Committee had been asked to provide their comments.

The Director of Finance advised the Committee that since the report had been published, the Government had announced that the Autumn Budget from the Chancellor would not be taking place in November as had been scheduled.

With regards to the already delayed Government Spending Review, the Director of Finance advised that a further announcement was anticipated during November 2020. If the review were to be further delayed, a one year spending review could be announced rather than a three year review.

The Director of Finance explained that due to the current uncertainty around Government funding, and the current funding gap for 2021/22, a savings target of £9.5million pounds had been set for 2021/22. Should the Business Rates reset be delayed, the funding gap arising from this would apply to the council in the 2022/23 year rather than 2021/22 as set out in the existing Medium Term Financial Strategy.

With regards to the proposed timetable for the Budget and Business Planning Process, the Committee requested that the timetable be reviewed to see if it would be possible for Budget Planning Committee to consider the Capital Bids earlier than currently planned.

**Resolved**

- (1) That the Budget and Business Planning Process 2021/22 – 2025/26 Executive Report be noted

- (2) That the Capital Bids element of the timetable be reviewed to establish whether it would be possible for Budget Planning Committee to consider them earlier in the Budget Planning Process

## 17 **Cherwell District Council Reserves Policy**

The Committee considered a report from the Director of Finance that detailed a proposed Draft Reserves Policy, for Budget Planning Committee to comment on ahead of its consideration by Executive as part of the suite of budget papers later in the financial year.

The Assistant Director – Finance explained that there were currently around 60 different reserves held, some of which had been in place for a number of years without a specific purpose. The reserves currently in place would be reviewed with the directorates that held them, to identify if there were any that could be used for alternative purposes. Once the policy was approved an annual review would take place, as part of the Budget and Business Planning Process to ensure that reserves were being held in line with the policy.

The Chairman encouraged all Committee Members to review the list of existing reserves, and feedback to officers any information which may be useful during the review.

### **Resolved**

- (1) That the Draft Reserves Policy be noted

## 18 **Review of Committee Work Plan**

The Committee considered the indicative work programme for 2020/2021.

### **Resolved**

- (1) That the verbal update be noted

The meeting ended at 7.20 pm

Chairman:

Date:

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## **Cherwell District Council**

### **Budget Planning Committee**

**10 November 2020**

### **Monthly Performance, Finance and Risk Monitoring Report**

### **Report of Director of Finance**

This report is public

#### **Purpose of report**

This report summarises Cherwell District Council's (CDC's) forecast revenue and capital outturn position for 2020/21 as at September 2020.

#### **1.0 Recommendations**

The meeting is recommended:

- 1.1 to note the contents of the report.

#### **2.0 Introduction**

- 2.1 CDC monitors its financial position on a monthly basis. This report provides the forecast outturn position for the year end based on the position as at Quarter 2 of 2020/21.

#### **3.0 Report Details**

- 3.1 2020/21 has been a challenging year for all local authorities given the significant disruption of Covid-19 and the associated financial impacts it has brought. In September 2020 CDC approved a Revised Budget for 2020/21 in order to address these financial challenges, including identifying £2.4m of in-year savings from the Directorates. This is the first budget monitoring report produced against that revised budget.
- 3.2 CDC's revenue forecast financial position up to the end of September shows a forecast underspend of £0.3m. This is made up of a £3.4m overspend related to Covid-19 costs, offset by a £3.7m underspend on business as usual costs.
- 3.3 The September revenue forecast is an improvement of £0.5m compared to the previous month, primarily driven by improved forecasts in Wellbeing (£0.2m) and Property (£0.4m).

- 3.4 The capital budget for 2020/21 is £106.0m. Forecast spend for the year is £80.7m, a 24% reduction. There is an overall forecast reduction in the spend on capital schemes of £3.3m (3%). There is a further £22.0m (21%) forecast spend to be reprofiled into future years.

## **4.0 Conclusion and Reasons for Recommendations**

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

## **5.0 Consultation**

None required.

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

- 6.1 The report sets out CDC's forecast revenue and capital position for 2020/21. No alternative options have been considered.

## **7.0 Implications**

### **Financial and Resource Implications**

- 7.1 There are no direct financial considerations as a result of this report. The monitoring position will be considered as part of the budget process for 2021/22.

Comments checked by:

Michael Furness, Assistant Director of Finance, 01295 221845,  
[michael.furness@cherwell-dc.gov.uk](mailto:michael.furness@cherwell-dc.gov.uk)

### **Legal Implications**

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

Comments checked by:

Richard Hawtin, Team Leader – Non-contentious, Tel: 01295 221695, Email:  
[richard.hawtin@cherwell-dc.gov.uk](mailto:richard.hawtin@cherwell-dc.gov.uk)

### **Risk Implications**

- 7.3 There are no risk implications arising directly as a result of this report. Any risks will be managed as part of the operational risk register and escalated as and when necessary to the Leadership Risk Register.

Comments checked by:

Louise Tustian, Head of Insight and Corporate Programmes 01295 221786  
[Louise.tustian@cherwell-dc.gov.uk](mailto:Louise.tustian@cherwell-dc.gov.uk)

## 8.0 Decision Information

### Key Decision

**Financial Threshold Met:** N/A as not an Executive report

**Community Impact Threshold Met:** N/A as not an Executive report

### Wards Affected

All

### Links to Corporate Plan and Policy Framework

All

### Lead Councillor

Cllr Ilott, Lead Member for Financial Management and Governance

## Document Information

### Appendix number and title

- Annex 1 – Monthly Performance, Risk and Finance Monitoring Report and Finance Appendix

### Background papers

None

### Report Author and contact details

Michael Furness, Assistant Director of Finance, 01295 221845,  
[michael.furness@cherwell-dc.gov.uk](mailto:michael.furness@cherwell-dc.gov.uk)

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# **\*\*\*Annexe to Budget Planning Committee Report\*\*\***

## **Cherwell District Council**

### **Executive**

**2 November 2020**

## **Monthly Performance, Risk and Finance Monitoring Report**

### **Report of: Director of Finance, and Head of Insight and Corporate Programmes**

This report is public

### **Purpose of report**

This report summarises the Council's Performance, Risk and Finance monitoring position as at the end of September 2020.

## **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 during September 2020 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 2020-21 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 As part of monthly reporting the Insight Team provides the Senior Management Team with a corporate complaints report, complaints received during the month are monitor and analysed. The mandatory lessons learned data have been implemented for more than a year now and we are starting to see a decrease in the number of upheld complaints. Lessons learned are reported to CEDR (Chief

Executive Direct Reports) and progress is monitored to ensure actions are implemented to avoid the same complaint being reported.

2.5 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.

2.6 The Report details section is split into three parts:

- Performance Update
- Leadership Risk Register Update
- Finance Update

2.7 There are four appendices to this report:

- Appendix 1 - 2020/21 Business Plan
- Appendix 2 - Monthly Performance Report
- Appendix 3 - Leadership Risk Register
- Appendix 4 - Finance




### 3.0 Report Details

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 2020-21 business plan (see Appendix 1) and the priorities of the Council.

3.2 The 2020-21 business plan set out four strategic priorities:

- Housing that meets your needs.
- Leading in environmental sustainability.
- An enterprising economy with strong and vibrant local centres.
- Healthy, resilient and engaged communities.

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

### **Priority: Housing that meets your needs**

3.4 The Council is committed to deliver affordable housing, raising the standard of rented housing and find new and innovative ways to prevent homelessness. Also, to promote innovative housing schemes, deliver the local plan and supporting the most vulnerable people in the District.

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

**Number of Housing Standards interventions** is reporting Red for September and Amber for Year to Date (49 against a target of 55). Although the team's ability to carry out visits in response to service requests from tenants and other parties is increasing, the ability to carry out proactive and unannounced visits to properties is still significantly restricted by COVID-19 which is limiting the number of enforcement interventions they can deliver. The situation is expected to improve if COVID-19 restrictions ease.

**The number of residents placed into temporary accommodation** has reduced during September due to the work of the Housing Team to move on clients accommodated during the pandemic as quickly as possible. Since March lockdown, advice and accommodation has been provided to all rough sleepers; over 40 people placed have also been offered move-on accommodation. The team has given priority to homeless households, where appropriate, to secure settled accommodation via the Housing Register or Private Rented homes through the Cherwell Bond Scheme. Some people, 8 currently, are still reported as rough sleeping in Cherwell, the Outreach Team is working together with the Housing Options Team to verify individual circumstances, offering assessment and support to make suitable offers of accommodation.

**Maintain 5 Year Land Supply (Quarterly)** is reporting Red for September and Year to Date (4.40 against a target of 5). The 2019 Annual Monitoring Report (AMR) reports a dip below 5 years (to 4.4 years). However, confirmed housing delivery in 2019/20 (1,159) was higher than our annualised plan requirement (1,142) and the Government has provided the Oxfordshire authorities with a 3-year flexibility while the Oxfordshire Plan is produced.

**Net Additional Housing Completions (Quarterly)** is reporting Red for September and Year to Date (190 against a target of 285). Provisional quarterly net housing completions (Q2) are 190 (figures are verified at the end of the Financial Year). Year to date figure (Q1 & Q2) is 408. Delivery is lower than required due to the national working & economic conditions Housing projections are being reviewed for the December Annual Monitoring Report.

**Homelessness prevention** – The COVID-19 emergency has changed working practices and presentations seen by the Housing Options Team. More single people have approached the council in crisis, which has required a shift in the way we respond to emergency situations rather than upstream work to prevent homelessness. 85 clients have been assisted



since the March lockdown started and the Government required local housing authorities to accommodate rough sleepers. Many clients have been helped to secure move-on accommodation and the number of single clients in emergency accommodation has now reduced to 8 placements. The team has continued to provide advice and prevent homelessness wherever possible and the number of households with children approaching the council remains low. The stay on evictions until 21st September has helped with this.

**Deliver Innovative and Effective Housing Schemes** is reporting Amber for September and Year to Date. All 'Hope Close' completions were achieved in September. The handover of 14 units at Admiral Holland were achieved on 24th September, also, 7 rented houses were let by the end of September. The 'Bullmarsh Close' scheme started on site 28th September.

### **Priority: Leading in environmental sustainability**

3.6 The Council is committed to deliver on our commitment to be carbon neutral by 2030, to promote the Green Economy and increase recycling across the district. This priority includes the protection of our natural environment and our built heritage, working in partnership to improve air quality in the district and the reduction of environmental crime.

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



During September residents of north Oxfordshire, who are keen to keep their neighbourhood neat and tidy, were offered help to get involved in the **Keep Britain Tidy Great British September Clean** initiative. The event ran from 11<sup>th</sup> to 27<sup>th</sup> September and Cherwell District Council offered gloves, hi-viz jackets, litter pickers and rubbish

sacks to local people who wanted to be involved. Also, the council picked up the rubbish collected.

**Reduction of fuel consumption used by fleet** is reporting Red for September and Amber for Year to Date (39,878 against a target of 32,627). Tonnages collected are 13% higher than last year, with more vehicles being used. Extra rounds are being done due to the growth in the district, there are more commercial and bulky waste customers than last year meaning, more income for the Council, but also more fuel usage.

**Reduce Environmental Crime** - Interviews under caution are able to restart now at Bodicote House; a risk assessment has been put in place for this to be possible and the interview room is COVID-19 compliant.

**Protect the Built Heritage** is reporting Amber for September and Year to Date. The Team continues to Work on Conservation Area Appraisals (Bloxham and Grimsbury). A number of officer reports on completed Conservation Area Appraisals require finalisation. Heritage advice continues to be provided to inform Development Management decision making.



**The percentage of Waste Recycled & Composted** during September was 58.13% (against a target of 56%). During the first six months of the year 1,971 tonnes of Recycling and 1,699 tonnes of Residual waste were collected. This is a 13.4% increase in waste and recycling collected. In a normal year we would expect to collect less than 1% extra in 12 months.



**Priority: An enterprising economy with strong and vibrant local centres**

3.8 The Council is committed to support business retention and growth, developing skills and generating enterprise; also, securing infrastructure to support growth in the district and securing investment in our town centres. This priority also contributes towards making communities thrive and businesses grow promoting the district as a visitor destination, committing to work with businesses to ensure compliance and promote best practice.

3.9 **Overview of our performance against this strategic priority:**

**% of Council Tax collected, increase Council Tax Base** – Is reporting Green for September and Amber for Year to Date. The team have achieved a cumulative collection rate of 55.14% against a target of 57.00%. The shortfall equates to approximately £2m, which is lower than last month's shortfall, this is due to the commencement of reminder notices. The team has been issuing smaller batches of reminders, in accordance with guidance from the Magistrates Court; whilst the numbers issued are vastly reduced the reminders increased our in month collection by £300k. Summonses for these reminders will be issued in October.



**% of Business Rates collected, increasing NNDR Base** - Is reporting Green for September and Amber for Year to Date. We have achieved a collection rate of 56.44% as at end of September against a target of 58.50%. Whilst the collection rates are still slightly short of our cumulative target, the shortfall reduced from £2.4m last month to just under £1m this month. We issued summonses during September with court on early October. We will continue to monitor accounts with large overdue balances and will proactively chase debtors via email and telephone calls as well as issuing formal reminder notices, final notices and summonses to prompt payment.

Work continues to support the **Development Our Town Centres**, a review has been made on the impact of COVID-19 on the district's urban centres. Also, a study on Bicester Footfall has been undertaken to monitor the town centre vitality, and work continues with the Bicester Town Centre Task Force to develop projects which will help mitigate the impact of the pandemic.



The team continues to **Support Business Enterprise, Retention, Growth and to Promote Inward Investment**, providing support for the implementation of the COVID-19 Government grant schemes (Small Business Grant Fund; Retail, Hospitality and Leisure Grant Fund; and Discretionary Grant Fund) to local businesses, working in close liaison with colleagues at local authorities in

Oxfordshire, with OxLEP and Government departments to ensure support to businesses during the COVID-19 pandemic.

### **Priority: Healthy, resilient and engaged communities**

3.10 The Council is committed to enable all residents to lead an active life, improving and developing the quality of local sports and leisure facilities, promoting health and wellbeing in our communities. Also, supporting community and cultural development; working with our partners to address the causes of health inequalities and deprivation, and to reduce crime and anti-social behaviour.

#### **3.11 Overview of our performance against this strategic priority:**

As part of our efforts to **Improve Leisure & Communities Facilities**, works had commenced in relation to the feasibility studies for Leisure provision within the District linked to our Active Communities Strategy. Consultation has commenced with some stakeholders and two workshops were held in September with the consultants supporting on the project and Council Officers.

Following the success of **StreetTag in Cherwell**, funding has been secured to launch it across Oxfordshire and to promote a competition between schools to promote active travel to school. Street Tag is a family friendly initiative that rewards families and individuals for their physical activities such as walking, running, cycling,



among a host of other fitness activities. Street Tag brings people together to participate in outdoor physical activities, by turning streets into a giant virtual playground, and increasing their outdoor experiences. Extra points are offered to families by signing up with their FAST (Families Active Sporting Together) card number.

The 'Community Hubs Emergency Relief Grant' was launched with a budget of £70k, By the end of September £15k of funding has been awarded.

During September **the Community Safety team continued to deliver core community safety work in the district**, including contributing with the Police led "Operation Stronghold week", seeking to disrupt organised crime, Cherwell officers supported this week through late night operations around the NightTime Economy. Also, Community Safety and Licensing teams' members carried out evening visits to licensed premises to monitor compliance with COVID-19 control measures and guidance.

## Summary of Performance

- 3.12 The Council reports monthly on performance against 41 Business Plan Measures, with 22 Programme Measures and 19 Key Performance Indicators. The full details, including commentary against each measure and key performance indicator can be found in Appendix 2.

### Programme Measures and Key Performance Indicators (41)

Status	Description	September	%	DoT	YTD
Green	On target	34	83%	↑	27
Amber	Slightly off target	2	5%	↓	8
Red	Off target	4	10%	↑	5
	No data	1	2%	NA	1

Please note that the KPI measure “High risk food businesses inspected” will no longer be relevant this year due to the Food Standards Agency changing the national food law enforcement programme as a consequence of COVID-19. Food safety will be assured through alternative, targeted measures.

### Risk Update

- 3.13 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.
- 3.14 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			L09		
	4 - Major			L04, L07, L11 & L12	L01, L17, L19	
	3 - Moderate		L16	L02, L05, L14, L15, L18, & L21	L08 & L20	
	2 - Minor				L10	
	1 - Insignificant					

3.15 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.

<b>Leadership Risk</b>	<b>Score</b>	<b>Direction</b>	<b>Latest Update</b>
<b>L01</b> Financial Resilience	16 High risk	↔	Risk reviewed 07/10 – Comments updated
<b>L02</b> Statutory functions	9 Low risk	↔	Risk Reviewed 07/10 – No changes
<b>L04</b> CDC Local Plan	12 Medium risk	↔	Risk Reviewed 07/10 – Comments updated
<b>L05</b> Business Continuity	9 Low risk	↔	Risk Reviewed 08/10 – Comments updated
<b>L07</b> Emergency Planning	12 Medium risk	↔	Risk Reviewed 08/10 – Comments updated
<b>L08</b> Health & Safety	12 Medium risk	↔	Risk Reviewed 08/10 – No changes
<b>L09</b> Cyber Security	15 Medium risk	↔	Risk Reviewed 08/10 – Mitigating actions updated
<b>L10</b> Safeguarding the Vulnerable	8 Low risk	↔	Risk Reviewed 08/10 – No changes
<b>L11</b> Sustainability of Council owned companies and delivery of planned financial and other objectives.	12 Medium risk	↔	Risk Reviewed 05/10 – Comments updated
<b>L12</b> Financial sustainability of third-party suppliers including contractors and other partners	12 Medium risk	↔	Risk Reviewed 01/10 – No changes
<b>L14</b> Corporate Governance	9 Low risk	↔	Risk Reviewed 08/10 – Comments updated
<b>L15</b> Oxfordshire Growth Deal	9 Low risk	↑	Risk Reviewed 05/10 – Score, mitigating actions and comments updated
<b>L16</b> Joint Working	6 Low risk	↔	Risk Reviewed 06/10 – No changes
<b>L17</b> Separation	16 High risk	↔	Risk Reviewed 06/10 – No changes.
<b>L18</b> Workforce Strategy	9 Low risk	↔	Risk Reviewed 06/10 – Comments updated
<b>L19</b> Covid19 Community and Customers	16 High risk	↔	Risk Reviewed 08/10 – Mitigating actions updated.
<b>L20</b> Covid19 Business Continuity	12 Medium risk	↔	Risk Reviewed 06/10 – No changes
<b>L21</b> Post Covid19 Recovery	9 Low Risk	↔	Risk Reviewed 06/10 – No changes.

During September the leadership risk had one score change L15 Oxfordshire Growth Deal (see Appendix 3 for details)

## **Finance Update**

3.16 The Council's forecast financial position up to the end of September shows a forecast underspend of £0.3m. This is made up of a £3.4m overspend related to Covid-19 costs (para 3.19), offset by a £3.7m underspend on business as usual costs (para 3.17).

3.17 Before taking into account funding held for Covid costs, the directorate revised budgets have forecast a net overspend of £0.8m. This is mainly driven by a £1.2m forecast overspend in Leisure. There is £1.2m budget available within the Executive Matters Budget to offset costs when they are incurred. Taking this into account, there is an overall underspend of £0.4m across the services.

3.18 The following assumptions have been made in assessing the costs of Covid-19 to the Council:

- Phased reopening of businesses from June to August
- All businesses able to reopen from September
- Full economic recovery does not happen before the end of financial year
- Contract support to some service providers will continue until the end of October in line with Government guidance.

3.19 Applying these assumptions gives a forecast cost of Covid-19 of £6.5m for 2020/21. This is a combination of additional costs and loss of income arising from the impact of the Covid-19 pandemic on Council services. This is partially met by Covid-19 support grant funding of £1.8m and an estimated grant of £1.3m to partially meet income losses. This reduces the in-year Covid-19 pressure to £3.4m.

3.20 For more detail on the movements across all budgets please see Table 1 showing the main reasons for the variances in 2020/21.

3.21 CDC has identified options for how it will meet any funding shortfall that may remain for 2020/21 which were considered by the Executive on 20<sup>th</sup> August and approved by the Council on 7<sup>th</sup> September.

3.22 There are further risks to the forecasts for service delivery such as the possibility of a second period of lockdown, either nationally or locally, to respond to a second peak in Covid-19 cases. This scenario is difficult to model as this would impact different services to different degrees with some services forecasting higher costs in the recovery phase than the response phase.

### 3.23 Report Details

Table 1: Forecast Revenue Outturn

Revenue Monitoring	Revised Budget £m	BAU £m	Covid £m	Total Forecast Outturn £m	Variance to Budget £m	Prior Month Forecast £m	Forecast movement £m
Communities	7.937	6.666	1.319	7.985	0.048	7.954	0.031
Place and Growth	3.906	3.288	0.630	3.918	0.012	3.937	-0.019
Customers and Org. Dev.	3.808	3.610	0.126	3.736	-0.072	3.730	0.007
Adults and Housing Services	3.025	2.529	0.354	2.883	-0.142	2.962	-0.079
Public Health and Wellbeing	2.911	2.422	1.721	4.143	1.232	4.319	-0.177
Comm. Dev. Assets and Inv.	4.131	1.478	2.358	3.836	-0.295	4.054	-0.218
<b>Total Directorates</b>	<b>25.718</b>	<b>19.993</b>	<b>6.508</b>	<b>26.501</b>	<b>0.783</b>	<b>26.955</b>	<b>-0.455</b>
Executive Matters	3.061	1.885	0.000	1.885	-1.176	1.845	0.040

Total Cost of Services	28.779	21.878	6.508	28.386	-0.394	28.800	-0.415
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Total Income	-28.779	-25.604	-3.054	-28.658	0.121	-28.600	-0.058
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(Surplus)/Deficit	0.000	-3.727	3.454	-0.273	-0.273	0.200	-0.473
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**Please note:**

1. This assumes the Government will compensate partially for losses of sales, fees and charges income for the full year.
2. Some numbers may not agree to paragraphs 3.16 and 3.19 due to rounding.

## Communities

Communities predicts an overspend of £0.048m against a revised budget of £7.937m (0.6%).

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Environmental Services	The £0.039m overspend is mainly due to pressures in employment costs due to sickness and the requirement of agency staff cover and salary review (£0.266m). Offsetting this is £0.138m reduction in transport and contractor costs relating to gate and transfer fees not being as high as expected and a reduction in tonnage of waste recycling/disposal costs. In addition, car park, vehicle repairs and street scene income is expected to be £0.114m higher. There is an expected increase in premises costs of £0.025m
Variation £0.039m overspend	
Variance to last month's forecast £0.009m	

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Regulatory Services	Regulatory services are reporting a small overspend this month to the revised budget. Some forecast increase in supplies and services costs have been mostly offset by a new vacant post which will not be recruited to in 2020/21
Variation £0.009m overspend	
Variance to last month's forecast £0.022m	

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## Place and Growth

Place and Growth predict an overspend of £0.012m against a revised budget of £3.906m (0.3%).

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Planning & Development	The forecast £0.018m underspend against the revised budget is an improvement of £0.035m from the August forecast. This improvement relates to additional salary savings from not filling vacant posts and an improvement in Building Reg fee income.
Variation -£0.018m underspend	
Variance to last month's forecast -£0.035m	

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Growth &	As of September, Build are currently forecasting
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Economy	£0.030m overspend on consultancy fees relating to the Build review taking place. All other departments within this service area are on budget.
Variation £0.030m overspend	
Variance to last month's forecast £0.016m	

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### **Customers and Organisational Development**

Customers & Organisational Development predict an underspend of £0.072m against a revised budget of £3.808m (-1.9%).

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Customers & Organisational Dev.	On target with the exception of Land Charges which is showing a £0.072m underspend as income appears to be recovering faster than expected.
Variation -£0.072m underspend	
Variance to last month's forecast £0.007m	

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Adults and Housing Services predict an underspend of £-0.142m against a revised budget of £3.025m, (-4.7%).

Housing & Social Care	September's underspend of £0.142m is due to the receipt of a £0.120m grant which partially offsets the previously reported £0.150m allocated by the council to help with move-on for rough sleepers accommodated during the pandemic. There is also a £0.030m saving on consultancy budget relating to the Growth Deal.
Variation -£0.142m underspend	
Variance to last month's forecast -£0.79m	

### **Public Health & Wellbeing**

Public Health & Wellbeing predict an overspend of £1.232m against a budget of £2.911m (42.3%).

Wellbeing	The forecast overspend of £1.2m is a direct result of Covid-19. The main cost is the contractual relief payments made to support the survival of the leisure operator during the pandemic. Budget to cover this cost is held in Executive matters and will be transferred when costs are realised.
Variation £1.230m overspend	
Variance to last month's forecast -£0.172m	
Healthy Place Shaping	Healthy Place Shaping are on budget
Variation £0.002m overspend	
Variance to last month's forecast -£0.005m	

### **Commercial Development, Assets and Investments**

Comm. Dev. Assets and Invests. predicts an underspend of £0.295m against a revised budget of £4.131m (-7.1%).

Property	£0.170m underspend against the revised budget relates to Castle Quay Shopping Centre and the new Waterside Development. Since the revised budget was looked at in June the year end forecast position for CQ has improved. Also included are the apparent savings on the running costs of the Council Offices (including the Stables) as a result of lower occupancy as well as savings of approximately £0.175m relating to a reduction in utilities, security and repairs & maintenance. Finally, there are forecast savings of £0.035m attributed to salaries due to a vacancy, £0.054m of General Equipment and £4k on refreshments
Variation -£0.439m underspend	
Variance to last month's forecast -£0.386m	
	£261k of budget for 'cost of dilapidations work if cannot recharge to outgoing tenants' is proposed to be transferred to reserves at year end to offset anticipated pressures in 2021/22
Finance and Procurement	The forecast outturn for Finance and Procurement has improved by £0.011 since August. There is an overall forecast overspend against the revised budget of £0.104m. Finance's £0.056m overspend is primarily due to the requirement of agency staff required for completion of the accounts. Revs & Bens are now forecasting on budget. Procurement: £0.047m overspend relates to consultant costs.
Variation £0.104m overspend	
Variance to last month's forecast £0.081m	
Law and Governance	£0.040m overspend is due to use of agency staff covering vacant posts
Variation £0.040m overspend	
Variance to last month's forecast £0.040m	

Executive Matters predicts an underspend of £1.176m against the budget of £3.061m (-38.4%).

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Interest Costs

There is now an overall positive variance of £0.013m on interest payable/receivable against the revised budget.

Corporate

£1.163m budget is being held to cover Leisure Management and will be drawn upon when required to meet the costs surrounding Covid-19

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### 3.24 Capital

There is a forecast in-year underspend of £25.321m, of which £22.043m is anticipated to be reprofiled in future years. There is an overall forecast reduction in the total cost of schemes of £3.278m. A review of the capital programme will be undertaken as part of the budget process to consider what schemes the Council will progress in the future.

Directorate	Budget £000	Outturn £000	Re- profiled beyond 2020/21 £000	Current Period Variances £000	Prior Period Variances £000
Adult Housing Total	2,177	1,258	490	(429)	(429)
Comm Dev Assets total	62,665	49,962	12,111	(592)	(336)
Communities Total	1,864	1,201	662	(1)	(1)
Customers, Org Dev total	696	703	0	7	7
Finance Total	3,559	3,559	-	-	0
Place and Growth Total	34,344	23,657	8,440	(2,247)	(102)
Public Health Wellbeing Total	717	361	340	(16)	(16)
<b>Total</b>	<b>106,022</b>	<b>80,701</b>	<b>22,043</b>	<b>(3,278)</b>	<b>(877)</b>

**Please note:**

1. This table now reflects the current structure and prior period figures have been adjusted accordingly

### 3.25 Current Period Variances

## **Adult Housing:**

Housing: are forecasting (£0.429m) underspend due to significantly reduced activity with regards to Disabled Facilities Grant (£0.375m), (£0.004m) for the Arbritas upgrade and Discretionary grants works (£0.050m) as a result of COVID.

## **Comm Dev Assets:**

Property: are forecasting (£0.592m) underspend. The largest savings are against the refurbishment of Banbury Health Centre (£0.153m) due to ongoing discussions with the tenant regarding the extension of the lease which may affect the scope of the project. And also, the refurbishment of the Mill (£0.250m) as similarly there are ongoing discussions around the purchase of this property. General savings of (£0.189m) across the remaining capital schemes.

## **Communities:**

Environmental Services: are forecasting (£0.001m) underspend

## **Customers & Org Development:**

Human Resources: are forecasting £0.007m overspend for the HR/Payroll system

## **Place and Growth:**

Build Phase 1 is reporting unbudgeted spend of £0.109m. Build Phase 1b is forecasting to spend £1.361m in this financial year and reprofiling the remaining budget into 2021/22 to complete the programme. Build Phase 2 programme is forecasting to spend £0.674m in this financial year. However, as a result of certain schemes no longer progressing (Trades & Labour Club, Nizewell Head, Park Road and Wykham lane) a saving of £2.126m is now being forecast. The majority of the spend against the remaining programme will be reprofiled in to 2021/22. The agreed capital programme does overlap financial years. The Hill Community centre has a £0.229m underspend that is currently being investigated.

## **Public Health & Wellbeing:**

Wellbeing are forecasting a small saving of £0.016m, (£0.008m) against Physical Activities programme and (£0.008m) against the Sunshine Centre programme for extension to the front of the site as the projects have reached completion.

## **Adult Housing**

£0.490m Disabled Facilities Grant capital - Covid significantly reduced activity in the first 6 months of the year but activity has begun to increase. As a result, not all of the Better Care Fund will be spent in this financial year and will be reprofiled into 2021/22

## **Comm Dev Assets**

Castle Quay Shopping Centre (£2.771m) and Castle Quay Waterside (£9.240m). These are ongoing schemes that straddle several financial years

## **Communities**

£0.100m Thorpe Lane Depot Capacity Enhancement - anticipating slippage in to 2021/22 as a result of awaiting approval of other capital schemes.

£0.055m Bicester Country Park - Covid delayed the purchasing and progression of the country park, remaining spend to be reprofiled into 2021/22.

£0.275m Vehicle replacement Programme - currently under review, further investigation needed into larger electric vehicles before committing to diesel equivalents. Remaining spend to be reprofiled into 2021/22.

£0.045m Car Park Refurbishments - Covid significantly delayed progression on the installation of pay on exit barriers. Remaining spend will take place in 2021/22.

£0.012m On Street Recycling Bins - purchases are expected in 20/21 but delivery and installation is anticipated in early 2021/22.

£0.125m Car Park Action Plan - there are no costs anticipated in this financial year but spend is anticipated in 2021/22.

£0.050m Depot Fuel System Renewal - commitments are expected in 2020/21 but installation is anticipated in early 2021/22.

## **Place & Growth:**

£0.672m Phase 1b Bicester Library is in the early stages of development. Planning permission is being considered at Planning Committee on 5th November. Actual site work is due to commence in January 2021 with likely completion by the end of 2021. Admiral Holland works formally completed end of September 2020 but CDC will have to budget for retention payments due in September 2021 of £0.065m.

£7.768m Phase 2. We are still working on the land assembly for Bretch Hill and are about to submit a pre-application to planning. Leys Close is also under discussion with the planners as they have issues relating to parking.

## **Public Health Wellbeing:**

£0.183m North Oxfordshire Academy Astroturf capital scheme - currently under discussion with United learning Trust regarding the outstanding planning application and their contribution.

£0.043m Energy Efficiency schemes at leisure centres - there are no costs anticipated in this financial year but spend is anticipated in 2021/22 on Energy Efficiency schemes.

£0.084m Bicester Leisure Centre extension capital scheme - spend to date on a feasibility study but no other spend anticipated this year. Remaining spend will take place in 2021/22.

£0.030m Spiceball Leisure Centre bridge resurfacing capital scheme - No spend is expected this financial year but will take place in 2021/22 on completion of Castle Quay Waterside and reinstatement of the bridge.

## **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 for the first quarter of this financial year 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 2020-21 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**

7.1 Financial implications are detailed within section 3.16 to 3.25 of this report.

Comments checked by:

Lorna Baxter, Executive Director Finance, 07393 001218, Lorna.Baxter@cherwell-dc.gov.uk

Legal Implications

7.2 There are no legal implications from this report.

Comments checked by:  
Sukdave Ghuman, Head of Legal and Deputy Monitoring Officer,  
[Sukdave.Ghuman@cherwell-dc.gov.uk](mailto:Sukdave.Ghuman@cherwell-dc.gov.uk)

- 7.3 This report contains a full update with regards to the Council's risk position at the end of September 2020. A risk management strategy is in place and the risk register has been fully reviewed.

Comments checked by:

Celia Prado-Teeling, Performance Team Leader, 01295 221556, [Celia.prado-teeling@cherwell-dc.gov.uk](mailto:Celia.prado-teeling@cherwell-dc.gov.uk)

## 8.0 Decision Information

**Key Decision** (Executive reports only; state N/A if not Executive report)

Financial Threshold Met: No

Community Impact Threshold Met: No

### Wards Affected

All

### Links to Corporate Plan and Policy Framework

All

### Lead Councillor

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

### Document Information

#### Appendix number and title

Appendix 1 2020/21 Business Plan  
Appendix 2 Monthly Performance Report  
Appendix 3 Leadership Risk Register  
Appendix 4 Capital Budget Monitoring

### Background papers

None

### Report Author and contact details

Louise Tustian – Head of Insight and Corporate Programmes  
Tel: 01295 221786  
[Louise.tustian@cherwell-dc.gov.uk](mailto:Louise.tustian@cherwell-dc.gov.uk)

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CHERWELL CAPITAL EXPENDITURE 2020-21

£000's										
CODE	PROJECT MANAGER / SERVICE OWNER		DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	YTD COMMITMENTS	Forecast Outturn	RE-PROFILED BEYOND 2020/21	Current Month Variances £000	OUTTURN NARRATIVE
40062	Andrew Bowe		East West Railways	1,731	0	0	1,731	0	-	EW railways programme
40107	Jane Norman		The Hill Community Centre	229	(55)	55		0	(229)	emailed JK 01/1020
40093	Dean Fischer		Bicester Community Building	0	0	4	0		-	
40094	Joanne Kaye		Graven Hill - Loans and Equity	16,500	0	0	16,500	0	-	emailed JK 01/1020
40206	Dean Fischer		Garden Town Capital Funding	2,946	0	0	2,946		-	This is for feasibility and design work for three major infrastructure schemes in Bicester (Ploughley Lane, Banbury Road and Pioneer roundabout). Costings still to be finalised however forecast that all will be expended this FY.
40100	Jane Norman	Phase 1	Orchard Lodge (Phase 1)	0	0	1	1	0	1	<p><b>Old Place Yard:</b> The external surveyor has confirmed that there is a final balance to be paid to Willmott Dixon of approximately £50k. Willmott Dixon are not yet entitled to this payment, but they will be entitled in this Financial Year. <b>Spring Gardens:</b> The project lead has confirmed that there is a final balance outstanding to the main contractor Engie (Keepmoat), which is approximately £60k. They are not yet entitled but are likely to be this financial year (this has been accrued)</p>
40103	Jane Norman		Old Place Yard (Phase 1)	0	(77)	75	50	0	50	
40106	Jane Norman		Coach House Mews (Phase 1)	0	(82)	82	0	0	-	
40108	Jane Norman		Banbury Ambulance Station (Phase 1)		0	6	6	0	6	
40109	Jane Norman		Fairway Methodist Church (Phase 1) Hope House	0	49	2	52	0	52	
40114	Jane Norman		Cher Com Led Prog Banbury Supported Hsg	0	(1)	0	(1)		(1)	
40125	Jane Norman		Newton Close (Phase 1)	0	0	0	0	0	-	
40124	Jane Norman		Spring Gardens (Phase 1)	0	(60)	60	0	0	-	
40121	Jane Norman	Phase 1b	Bicester Library (phase 1b)	757	24	40	150	607	-	Bicester Library is in the early stages of development, typically pre-construction activities including design and tender document compilation. The Planning application for the three new build dwellings is being considered at 5 <sup>th</sup> November 2020 planning committee - after this the Main Contract tender will be issued to shortlisted Contractors for competitive tender. Actual site works is planned to commence January 2021 – with the construction likely to complete late 2021. The bulk of the budget expenditure will be between early and late 2021 hence the need to reprofile budget.
40111	Jane Norman		Admiral Holland Redevelopment Project (phase 1b)	1,103	503	136	1,038	65	-	With construction formally completed end of September 2020 there will be the need to budget for retention which CDC will have to pay in September 2021 – the retention will be approximately 65k.
40118	Jane Norman		Creampot Crescent Cropredy (phase 1b)	0	(17)	11	0	0	-	Project completed
40214	Jane Norman		Creampot Crescent Cropredy Repurchase co	350	0	0	350	0	-	This budget will only be required if CDC buy back the property if the current owner can no longer afford the property
40172	Jane Norman	Phase 2	Bretch Hill Reservoir (Thames Water Site) (Phase 2)	6,958	0	0	18	6,940	(0)	<p>The Trades and Labour Club, Nizewell Head, Park Road and Wykham Lane are unlikely to be developed so will need to be removed from the capital budget. St Edith's Way needs approval to be included in the capital budget as it is part of a package of garage sites being purchased from Sanctuary HA(which includes Angus Close and Buchanan Road). We are still working on the land assembly for Bretch Hill and are about to submit a pre-application to planning Leys Close is also under discussion with the planners as they have issues relating to parking.</p>
40173	Jane Norman		Trades & Labour Club (Phase 2)	1,542	0	0	0	0	(1,542)	
40174	Jane Norman		Angus Close (Phase 2)	344	0	0	12	332	(0)	
40175	Jane Norman		Nizewell Head (Phase 2)	198	0	0	0	0	(198)	
40176	Jane Norman		Leys Close (Phase 2)	261	0	0	12	249	(0)	
40177	Jane Norman		Bullmarsh Close (Phase 2)	592	14	686	620	0	28	
40178	Jane Norman		Buchanan Road/Woodpiece Road (Phase 2)	163	0	0	12	151	0	
40179	Jane Norman		Park Road (Phase 2)	196	0	0	0	0	(196)	
40180	Jane Norman		Wykham Lane (Phase 2)	189	0	0	0	0	(189)	
40155	Jane Norman		Build Programme (Phase 2)	124	0	0	0	96	(28)	
40213	Jane Norman		Build Team Essential Repairs & Improve C	160	0	0	160	0	-	We should know the situation by the end of September- just waiting for a loss adjustor to assess our claim ( delayed due to covid) so please include the whole amount for the rest of the year.
<b>Growth &amp; Economy Total</b>				<b>34,344</b>	<b>298</b>	<b>1,159</b>	<b>23,657</b>	<b>8,440</b>	<b>(2,247)</b>	
<b>Place and Growth total</b>				<b>34,344</b>	<b>298</b>	<b>1,159</b>	<b>23,657</b>	<b>8,440</b>	<b>(2,247)</b>	
40142	Belinda Green		Academy Harmonisation	79	25	0	79	0	-	The capital pot was established to support the project to transfer the CDC Revs and Bens data from the legacy software system, Northgate, to the Academy system. Although the data migration took place in 2017 there are a number of modules (which came as part of the original system contract) that are still to be implemented including OD customer portal, automation of new claims for benefits and CT discounts/exemptions, templating. These are all in the work plan for 19/20. £57k reprofiled from 18/19
40204	Michael Furness		Finance Replacement System	980	219	29	980	0	-	
40223			Bespoke/Custom Build Bridge Loan Scheme	2,500	0	0	2,500		-	
<b>Finance Total</b>				<b>3,559</b>	<b>244</b>	<b>29</b>	<b>3,559</b>	<b>-</b>	<b>-</b>	
<b>Finance total</b>				<b>3,559</b>	<b>244</b>	<b>29</b>	<b>3,559</b>	<b>-</b>	<b>-</b>	
40067	Stuart Parkhurst		Bradley Arcade Roof Repairs	8	0	0	8	0	-	Works partially completed in prior years, further site investigation to be carried out in order to spend the full £8k

CHERWELL CAPITAL EXPENDITURE 2020-21

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	£000's						OUTTURN NARRATIVE
			BUDGET TOTAL	YTD ACTUAL	YTD COMMITMENTS	Forecast Outturn	RE-PROFILED BEYOND 2020/21	Current Month Variances £000	
40081	Robert Fuzesi	Bicester Town Centre Redevelopment	0	26	3	29	0	29	This amount is continuously growing. This is not a direct rechargeable cost but it forms part of the financial claim against Sainsbury's. So we expect recovery of these costs in principle dependent on the outcome of the court case. This will definitely not happen in 2020/21 and have a good potential to extend until 2021/22 or even beyond.
40092	Chris Hipkiss	Spiceball Riverbank Reinstatement	50	0	0	50	0	-	The budget was prepared some time ago and got delayed due to the commencement of CQ2. The works are now part of the CQ2 and also includes the bridge too. It will than likely be absorbed into the main CQ2 budget cost and will be spent during
40139	Stuart Parkhurst	Banbury Health Centre - Refurbishment of Ventilation, Heating & Cooling Systems	253	(10)	10	100	0	(153)	In design stage, works progressing. Discussions between CDC and tenant regarding extension of the lease. The result of which may affect scope of the project. Project currently paused until resolved. The £100k outturn is for works on the roof. The remaining £153k has been offered up as a saving
40141	Chris Hipkiss	Castle Quay 2	55,513	16,858	353	46,273	9,240	-	Forecast figures taken from latest AY variance analysis (see WK email 01/10/20)
40144	Chris Hipkiss	Castle Quay 1	5,041	1,127	636	2,270	2,771	-	Forecast figures taken from latest AY variance analysis (see WK email 01/10/20)
40159	Chris Hipkiss	Wildmere Industrial Estate	0	31	5	28	0	28	This relates to an investment purchase we backed out. We spent this money on DD work leading up to Mid March 2020. When Covid 19 hit, Yvonne / Steve together with Members decided to pull the purchase. See CH email 01/10/20
40162	Stuart Parkhurst	Housing & IT Asset System joint CDC/SNC	50	0	0	0	0	(50)	Possible harmonisation project will overtake and therefore this budget/project will move over. Project on hold until decision made. See RF email 01/10/20
40163	Stuart Parkhurst	Orchard Way - external decorations	0	(9)	9	0	0	-	Project completed
40183	Stuart Parkhurst	The Mill	250	0	0	0	0	(250)	Decision still ongoing as to whether we purchase the Mill from OCC - this budget has been offered up as an in year saving (see RF email 01/10/20)
40167	Stuart Parkhurst	Horsefair, Banbury	55	0	0	55	0	-	Currently scoping ready for tender
40190	Stuart Parkhurst	Banbury Museum Upgrade of AHU	106	(3)	19	36	0	(70)	Works have been ordered and outturn of £36k expected. £70k is a saving against this particular scheme
40191	Stuart Parkhurst	Bodicote House Fire Compliance Works	141	(6)	13	141	0	-	Order raised for design. Waiting on FRA then works will begin
40192	Stuart Parkhurst	The Fairway Garage Demolition	49	77	13	70	0	21	Forecasting overspend of £21k - balances out with savings elsewhere in property. Scheme now complete awaiting retention
40194	Stuart Parkhurst	Compliance Works with Energy Performance	39	6	2	39	0	-	In the final phase of compliance works that have been instructed over the past 2 years. Full spend anticipated
40195	Stuart Parkhurst	Ferriston Roof Covering	93	3	0	45	0	(48)	Works approaching completion. £48k saving anticipated
40196	Stuart Parkhurst	Pioneer Square Fire Panel	17	(3)	3	3	0	(14)	Project on hold. The £3k commitment is for design work. £14k savings anticipated
40197	Stuart Parkhurst	Corporate Asbestos Surveys	210	15	51	160	0	(50)	Works are progressing and outturn of £160k anticipated leaving £50k as saving
40198	Stuart Parkhurst	Corporate Fire Risk Assessments	80	20	25	80	0	-	Full spend anticipated in this financial year
40199	Stuart Parkhurst	Corporate Water Hygiene Legionella Asses	35	0	0	0	0	(35)	Works have been charged to revenue therefore this is a saving of £35k
40200	Stuart Parkhurst	Corporate Reinstatement Cost Assessments	12	(18)	15	12	0	-	Full spend anticipated in this financial year
40201	Stuart Parkhurst	Works From Compliance Surveys	260	83	40	260	0	-	Full spend anticipated in this financial year
40202	Stuart Parkhurst	Thorpe Place 18_19	38	37	1	38	0	-	Works completed no further costs expected
40203	Robert Fuzesi	CDC Feasibility of utilisation of proper	100	0	0	0	100	-	project slipped until 21/22 (see RF email 01/10/20)
40205	Stuart Parkhurst	Orchard Way Fire Safety Works	25	7	0	25	0	-	Full spend anticipated in this financial year
40207	Stuart Parkhurst	Bridge Street Toilets Demolition	45	40	0	45	0	-	Works completed no further costs expected
40219	Stuart Parkhurst	Community Centre - Works	195	0	10	195	0	-	2 year scheme - £195k in yr1 and £190k in yr 2.
<b>Property Investment Total</b>			<b>62,665</b>	<b>18,280</b>	<b>1,207</b>	<b>49,962</b>	<b>12,111</b>	<b>(592)</b>	
<b>Comm Dev Assets total</b>			<b>62,665</b>	<b>18,280</b>	<b>1,207</b>	<b>49,962</b>	<b>12,111</b>	<b>(592)</b>	
40060	Karen Edwards	HR / Payroll System replacement	43	44	157	44	0	1	Commitment relates to old PO - need to cancel
40208	Karen Edwards	Project Manager for HR/Payroll system	50	25	15	57	0	7	Recharge to SNC for Q1 now in
<b>HR Total</b>			<b>93</b>	<b>69</b>	<b>171</b>	<b>101</b>	<b>0</b>	<b>8</b>	
40054	Rakesh Kumar	Land & Property Harmonisation	146	91	21	192	0	46	Potentially 20K coming in from OCC
40056	Tim Spiers	5 Year Rolling HW / SW Replacement Prog	71	0	0	51	0	(20)	offsetting 46K above
40057	Tim Spiers	Business Systems Harmonisation Programme	52	0	0	25	0	(27)	offsetting 46K above
40059		Website Redevelopment	0	0	0	0	0	-	
40148	Tim Spiers	IT Strategy Review	0	(0)	47	0	0	-	Old commitment to cancel?
40170	Tim Spiers	Customer Excellence & Digital Transfer	59	12	13	59	0	-	Spacecraft and Jadu
40171	Hedd Vaughan-Evans	Unified Communications	0	0	0	0	0	-	Close cc
40209	Tim Spiers	Bodicote House Meeting Room Audio Visual	10	0	0	10	0	-	
40210	Tim Spiers	CDC & OCC Technology Alignment	100	0	18	100	0	-	
40211	Tim Spiers	Legacy Iworld System Migration	100	0	0	100	0	-	
40212	Tim Spiers	Procurement of Joint Performance system	65	0	0	65	0	-	
42010	Hedd Vaughan-Evans	WIFI Replacement	0	0	0	0	0	-	close cc - WIFI now to be coded to 21773
<b>ICT and Digital Total</b>			<b>603</b>	<b>103</b>	<b>99</b>	<b>602</b>	<b>0</b>	<b>(1)</b>	
<b>Customers, Org Dev total</b>			<b>696</b>	<b>171</b>	<b>270</b>	<b>703</b>	<b>0</b>	<b>7</b>	

CHERWELL CAPITAL EXPENDITURE 2020-21

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	£000's							OUTTURN NARRATIVE
			BUDGET TOTAL	YTD ACTUAL	YTD COMMITMENTS	Forecast Outturn	RE-PROFILED BEYOND 2020/21	Current Month Variances £000		
40015	Ed Potter	Car Park Refurbishments	145	0	35	100	45	-	This project is concentrating on installing pay on exit barriers at the car park at Compton Road. Due to covid the works have been delayed and now require £45k to be slipped in to 21/22 to complete works.	
40021	Ed Potter	Energy Efficiency Projects	4	0	3	3	0	(1)		
40025	Ed Potter	Public Conveniences	0	0	0	0	0	-	This project was completed in 19/20.	
40026	Ed Potter	Off Road Parking	18	0	0	18	0	-	This project is in conjunction with Car Park Refurbishments project CC 40015 and is expecting to be fully spent in 20/21.	
40028	Ed Potter	Vehicle Replacement Programme	1,175	28	654	900	275	-	2 x sweepers and 1 x electric vehicle still to be ordered, commitment expected by end of November 2020 and received by March 2021. Slippage required of £275k in to 21/22 as further investigation wanted on larger electric vehicles before committing to diesel equivalents.	
40031	Ed Potter	Urban City Electricity Installations	15	0	0	15	0	-	This project is for the refurbishment of electric sockets in Bicester centre, awaiting quotes but expecting full spend in 20/21.	
40156	Ed Potter	Container Bin Replacement	5	13	0	5	0	-	Fully committed in 20/21. Overspend to be journalled to revenue CC 25802.	
40186	Ed Potter	Commercial Waste Containers	26	18	1	26	0	-	Fully committed in 20/21.	
40187	Ed Potter	On Street Recycling Bins	34	12	0	22	12	-	£10k to be utilised/committed for urban centre recycling bins in 20/21, the remainder £12k to slip in to 21/22 to replenish on street recycling bins stock.	
40188	Ed Potter	Thorpe Lane Depot Capacity Enhancement	175	6	10	75	100	-	Anticipating commitments in quarter 3. £100k to be slipped in to 21/22 for preparation if separate food and garden waste implemented.	
40216	Ed Potter	Street Scene Fencing Street Furniture &	12	0	0	12	0	-	This project is for metal steps at Kirtlington Quarry. The lease runs out in March 2021. Awaiting to hear if lease extended by Christmas 2020 to whether purchases are required. Confirmation in period 10.	
40217	Ed Potter	Car Parking Action Plan Delivery	125	0	0	0	125	-	Member sign off on action plan is now not due until 2nd November, delays due to covid now require slippage in to 21/22.	
40218	Ed Potter	Depot Fuel System Renewal	50	0	0	0	50	-	Awaiting specification and liasing with procurement requirement, installation unlikely before April 2021 but commitments expected in 20/21.	
40222	Ed Potter	Bicester Country Park	80	0	0	25	55	-	£25k outturn is for bridges, signage, bins etc - this will be received by March 2021, delays due to covid now require slippage of £55k in to 21/22.	
<b>Environment and Waste Total</b>			<b>1,864</b>	<b>78</b>	<b>704</b>	<b>1,201</b>	<b>662</b>	<b>(1)</b>		
<b>Communities Total</b>			<b>1,864</b>	<b>78</b>	<b>704</b>	<b>1,201</b>	<b>662</b>	<b>(1)</b>		
40083	Tim Mills	Disabled Facilities Grants	1,965	299	10	1,100	490	(375)	Total budget comprises: £375k base budget, £497k reprofiled budget from 19/20 and £1,093k BFC contribution from County. Anticipated full year spend is £1,100k. As previously acknowledged, the inclusion of the base budget was an error. The effective budget is therefore £1,590k. Covid significantly reduced activity in the first quarter and although delivery is now picking up, we are not expecting to be able to recover the lost ground.	
40158	Frances Evans	Abritas Upgrade	12	4	0	8	0	(4)	Of the £12k budget, £4k has been spent to date, and a further £4k committed to be spent by September 2020 on a small works order/amendments to Abritas. There are no plans in place currently to spend the remaining £4k by March 2021.	
40084	Tim Mills	Discretionary Grants Domestic Properties	200	53	0	150	0	(50)	Total budget comprises: £150k base budget, £50k reprofiled budget from 19/20. Anticipated full year spend is £150k. Covid has significantly reduced discretionary grant activity and likely spend remains uncertain.	
<b>Housing Services Total</b>			<b>2,177</b>	<b>356</b>	<b>10</b>	<b>1,258</b>	<b>490</b>	<b>(429)</b>		
<b>Adult Housing Total</b>			<b>2,177</b>	<b>356</b>	<b>10</b>	<b>1,258</b>	<b>490</b>	<b>(429)</b>		
40005	Tom Darlington	Whitelands Farm Sports ground	0	2	0	0	0	-	funded from S106	
40006	Nicola Riley	Community Centre Refurbishments	11	0	0	11	0	-		
40007	Liam Didcock	Solar Photovoltaics at Sports Centres	43	0	0	0	43	-	No spend anticipated in 20/21 but budget to be utilised on energy efficiency scheme in 21/22	
40009	Tom Gubbins	Physical Activity and Inequalities Insight	20	4	0	12	0	(8)	£12k spend on Story Map insight work	
40010	Liam Didcock	North Oxfordshire Academy Astroturf	183	0	0	0	183	-	Currently in discussions with United Learning Trust regarding outstanding planning application and their contribution. Spend likely to be delayed until 21/22	

CHERWELL CAPITAL EXPENDITURE 2020-21

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	£000's							OUTTURN NARRATIVE
			BUDGET TOTAL	YTD ACTUAL	YTD COMMITMENTS	Forecast Outturn	RE-PROFILED BEYOND 2020/21	Current Month Variances £000		
40019	Liam Didcock	Bicester Leisure Centre Extension	122	11	38	38	84	-	FMG Consulting fee of £37,750 for leisure centre feasibility works. Remaining spend likely to take place in 21/22	
40020	Liam Didcock	Spiceball Leis Centre Bridge Resurfacing	30	11	0	0	30	-	Spend will not take place until 21/22 when Castle Quay Waterside is completed and bridge reinstated	
40035	Rebecca Dyson	Corporate Booking System	60	2	0	60	0	-	Delay due to corporate pressure on IT service.	
40131	Tom Darlington	S106 Capital Costs	0	137	127	0	-	-	Adderbury PC Milton Rd Project - Expecting to pay the remaining amount of the existing PO for the completion of drainage works (£28,465); Bloxham PC Jubilee Hall Project - Expecting to pay the remaining amount of the existing PO for the completion of the project. Awaiting news of possible request for further s106 funds to address the rectification of the roof (£44,126.33); Cooper School Project - Contribution towards the refurbishment of the changing rooms (£12,050)(Liam leading). Bloxham Ex-Servicemen's Hall Project - Expecting to pay the outstanding amount of the existing PO (£20,530.87). NOA Athletics Track Improvements - Awaiting invoices (£5,340); Bicester Festival - Website build (£1,232)(Tara leading).	
40152	Kevin Larnar	Community Capital Grants	128	42	61	128	0	-	£126,461.17 committed on Civica, £42,304 spent with balance of £85,157.37 and leaving a non-committed underspend of £806.03	
40215	Liam Didcock	North Oxford Academy Upgrade existing Fa	60	0	0	60	0	-	Forward funded by S106 as TrackMark was required before this financial year.	
40221	Liam Didcock	Cooper School Re-Development/Refurb work	40	37	5	40	0	-	Majority of works now completed, some potential spend in Oct. Full spend is anticipated in this financial year.	
<b>Leisure and Sport Total</b>			<b>697</b>	<b>247</b>	<b>231</b>	<b>349</b>	<b>340</b>	<b>(8)</b>		
40181	Stuart Parkhurst	Sunshine Centre (new extension to the front of the site)	20	(12)	12	12	0	(8)	Scheme was approved 02/07/18 for £372k (made up of £252k S106 and £120k CDC funding) However when the potential o/spend was discussed with Nicola it was discovered that S106 funds were actually £360k plus an additional £72k giving a total of S106 £432k. Plus £8k CDC funding gives a total budget of £440k. G/2 Stuart to chase final invoice	
<b>Wellbeing Total</b>			<b>20</b>	<b>(12)</b>	<b>12</b>	<b>12</b>	<b>0</b>	<b>(8)</b>		
<b>Public Health Wellbeing Total</b>			<b>717</b>	<b>235</b>	<b>243</b>	<b>361</b>	<b>340</b>	<b>(16)</b>		
<b>Capital Total</b>			<b>106,022</b>	<b>19,662</b>	<b>3,622</b>	<b>80,701</b>	<b>#VALUE!</b>	<b>#VALUE!</b>	<b>52858.53439 - Under Spend</b>	

# Agenda Item 8

## Budget Planning Committee Work Programme 2019/20 and 2020/21

Date	Agenda Items
15 December 2020	2021/22 Budget Consultation Work Programme Update
19 January 2021	Performance, Finance and Risk Monitoring Report - Q3 - December 2020 Draft Treasury Management Strategy Work Programme Update

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