

# Public Document Pack



**Cherwell**

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

**Committee: Budget Planning Committee**

**Date: Tuesday 14 September 2021**

**Time: 6.30 pm**

**Venue: Bodicote House, Bodicote, Banbury, Oxon OX15 4AA**

## **Membership**

**Councillor Nicholas Mawer  
(Chairman)**

Councillor Phil Chapman  
Councillor John Donaldson  
Councillor Shaida Hussain  
Councillor Douglas Webb  
Councillor Lucinda Wing

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

Councillor Conrad Copeland  
Councillor David Hughes  
Councillor Andrew McHugh  
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 13 July 2021.

**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 - 48)**

Report of the Director of Finance

**Purpose of report**

This report summarises Cherwell District Council's (CDC's) forecast revenue and capital outturn position for 2021/22 as at July 2021 to give the Committee the opportunity to consider the financial aspects of the report.

**Recommendations**

The meeting is recommended:

1.1 to note the contents of this report

**7. Review of Committee Work Plan (Pages 49 - 50)**

To review the Committee Work Plan.

**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@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk) or 01295 221591 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.

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Places to watch meetings in person are very limited due to social distancing requirements. If you wish to attend the meeting in person, you must contact the Democratic and Elections Team [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk) who will advise if your request can be accommodated and of the detailed COVID-19 safety requirements for all attendees.

Please note that in line with Government guidance, all meeting attendees are strongly encouraged to take a lateral flow test in advance of the meeting.

**Mobile Phones**

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

**Queries Regarding this Agenda**

Please contact Lesley Farrell, Democratic and Elections [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk), 01295 221591

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

Published on Monday 6 September 2021

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## **Cherwell District Council**

### **Budget Planning Committee**

Minutes of a meeting of the Budget Planning Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 13 July 2021 at 6.30 pm

Present:

Councillor Nicholas Mawer (Chairman)

Councillor Phil Chapman  
Councillor Conrad Copeland  
Councillor John Donaldson  
Councillor Shaida Hussain  
Councillor Andrew McHugh  
Councillor Douglas Webb  
Councillor Fraser Webster  
Councillor Sean Woodcock

Also Present:

Councillor Barry Wood – Leader of the Council.

Apologies for absence:

Councillor Carmen Griffiths  
Councillor David Hughes  
Councillor Lucinda Wing

Officers:

Michael Furness, Assistant Director Finance  
Kerry MacDermott, Interim Assistant Director for Revenues and Benefits Services  
Anita Bradley, Director Law and Governance & Monitoring Officer  
Natasha Clark, Governance and Elections Manager  
Lesley Farrell, Democratic and Elections Officer

#### **1       Declarations of Interest**

There were no declarations of interest.

#### **2       Minutes**

The minutes of the meetings of the Committee on 9 March 2021 and 19 May 2021 were confirmed as a correct record and signed by the Chairman.

3 **Chairman's Announcements**

There were no Chairman's announcements.

4 **Urgent Business**

There were no items of urgent business.

5 **Council Tax Reduction Scheme 2022-23**

The Director of Finance submitted a report which enabled members to consider the current banded scheme for Council Tax Reduction.

In response to questions from the Committee the Interim Assistant Director for Revenues and Benefits Services explained that the hardship fund would still be available in 2022-23. A proactive view had been taken in 2020-2021 and maximum grants were applied where applicable and this approach would continue.

In response to comments regarding the extent of advertising the hardship fund, the Interim Assistant Director for Revenues and Benefits Services undertook to advise Committee Members outside of the meeting with details of where information was made available.

**Resolved**

- (1) That the contents of the report and any financial implications to the Council be noted.
- (2) That it be recommended to Executive that the current Council Tax Reduction Scheme be retained for 2022-2023.
- (3) That no consultation take place, due to the recommendation to retain the current scheme.

6 **Monthly Finance Monitoring Report – Quarter 4 2020-21**

The Director of Finance submitted a report which summarised Cherwell District Council's revenue and capital outturn position for 2020/21.

**Resolved**

- (1) That the finance elements of the report be noted.

## 7 **Review of the 2021-22 Budget Process**

The Director of Finance submitted a report which provided the Budget Planning Committee with a review of the 2021/22 Budget Process.

In considering the report, some Members commented on the timing of the Committee's review of Capital Bids. Members requested that they should be considered earlier in the process alongside Revenue Proposals. Members also suggested that consideration should be given to a mechanism to enable urgent items to be considered outside the normal budget planning process.

In response to questions from the Committee the Assistant Director of Finance explained that the residents survey on the Council's priorities and services was in the planning stage and was expected to be carried out during the summer.

### **Resolved**

- (1) That the review of the 2021-2022 Budget and Business Planning Process be noted.
- (2) That Executive be recommended to incorporate the following proposed improvements into the 2022-2023 Budget and Business Planning Process;
  - Review how the Council allocates its resources to ensure they are aligned with the Council's priorities;
  - Carry out additional engagement with residents on the Council's priorities and services it provides to inform savings proposals;
  - Look to ensure that the Capital Budget proposals are developed to the same timeline as the revenue budget proposals and that these are considered earlier in the financial year;
- (3) That it be recommended to Executive that a process be introduced for urgent Capital Bids to be considered outside of the normal budget planning process.

## 8 **Review of Committee Work Plan**

The Assistant Director – Finance gave a verbal update regarding the work plan.

In response to questions from the Committee, the Chairman advised that items to be considered for the workplan should be emailed to the Chairman and the Director of Finance.

### **Resolved**

- (1) That the verbal update be noted.

The meeting ended at 7.10 pm

Chairman:

Date:



## **Cherwell District Council**

### **Budget Planning Committee**

**Date of Meeting 14 September 2021**

### **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 2021/22 as at July 2021 to give the Committee the opportunity to consider the financial aspects of the report.

#### **1.0 Recommendations**

The meeting is recommended:

- 1.1 to note the contents of this 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 July of 2021.

#### **3.0 Report Details**

##### **Revenue Budget**

- 3.1 CDC's revenue forecast financial position up to the end of July 2021 shows a forecast overspend of £1.2m. This is split between a £0.6m forecast overspend related to service delivery costs, and a £0.6m forecast under delivery of savings agreed as part of the 2021/22 budget.
- 3.2 The largest overspends are forecast in Environment and Place (£1.2m), Customers, Organisational Development and Resources (CODR) (£0.6m) and Commercial Developments, Assets and Investments (CDAI) (£1.0m). These are offset by forecast underspends in Executive Matters (£0.5m) and Policy Contingency (£1.4m).
- 3.3 The main drivers behind the Environment and Place forecast overspend is in the Environment and Waste Service with a forecast £0.7m reduction in car park income,

partly due to the impacts of Covid-19, compared to the budgeted levels and additional costs of agency staff within the waste and recycling of £0.2m.

- 3.4 The forecast overspend in CODR is mainly related to the Revenues and Benefits service and relates to project costs for bringing the service “in-house” (£0.1m) and overpayments of Housing Benefit (£0.2m). In addition there are forecast overspends in Finance due to agency staff costs and increasing insurance premiums (£0.1m).
- 3.5 CDAI’s forecast overspend is mainly linked to Castle Quay (£1.2m) and is linked to reductions in commercial income and void costs. It should be noted that this overspend had been expected and funding set aside within the Policy Contingency budget; £1.2m of the Policy Contingency underspend is to offset this overspend.
- 3.6 The underspend within Executive Matters is linked to interest costs being lower than anticipated (£0.4m).
- 3.7 The July revenue forecast is a deterioration of £0.3m compared to the previous month, primarily driven by deteriorations in the forecasts in Environment and Place (£0.1m) and Customers, Organisation Design and Resources (£0.2m). The deteriorations in Public Health and Wellbeing (£0.2m) and Commercial Developments, Assets and Investments (£0.7m) are largely offset by anticipated releases within the policy contingency budget (£0.9m) to mitigate these.

### **Capital Budget**

- 3.8 The capital budget for 2021/22 is £40.9m. Forecast spend for the year is £38.1m, a 7% reduction. There is an overall forecast reduction in the spend on capital schemes of £0.3m (0.6%). There is a further £2.6m (6.4%) forecast spend to be reprofiled into future years.
- 3.9 Spend to be reprofiled into later years mainly relates to:
- Castle Quay (£1.8m)
  - Bicester Library Phase 1b (£0.3m)
  - Build Essential Repairs (£0.2m)
  - IT Shared Services (£0.2m)

### **Balance Sheet**

- 3.10 CIPFA’s Financial Management (FM) Code recommends that as well as monitoring revenue and capital budgets, that balance sheet items are also monitored. In the Council’s self-assessment against the requirements of the FM Code, carried out as part of the 2021/22 budget setting process, monitoring of balance sheet items was RAG rated as Amber. The Council has sort to address this through its monitoring of debt and reserves.
- 3.11 The Council forecasts that it will have £30.9m of reserves available at 31 March 2022. There is now a clear reporting of reserves the Council originally planned to use during the year, what has subsequently been agreed and any further changes requested.
- 3.12 As at 30 June 2021 the Council had outstanding debt of £4.9m, of which £2.1m is current debt and £2.8m is in recovery. Of the £2.9m in recovery, £0.9m is over 120 days old. A review of debt over 120 days old will be carried out.

## **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 Business  
richard.hawtin@cherwell-dc.gov.uk 01295 221695

### **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  
louise.tustian@cherwell-dc.gov.uk 01295 221786

### **Equalities and Inclusion Implications**

7.4 There are no equalities and inclusion implications arising directly from this report.

Comments checked by:

Louise Tustian, Head of Insight and Corporate Programmes  
louise.tustian@cherwell-dc.gov.uk 01295 221786

## **Sustainability Implications**

7.5 There are no sustainability implications arising directly from this report.

Comments checked by:

Louise Tustian, Head of Insight and Corporate Programmes

louise.tustian@cherwell-dc.gov.uk      01295 221786

## **8.0 Decision Information**

**Key Decision**      **N/A**

**Financial Threshold Met:**      **N/A**

**Community Impact Threshold Met:**      **N/A**

### **Wards Affected**

All

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

All

### **Lead Councillor**

N/A

## **Document Information**

### **Appendix number and title**

- Appendix 1 – Monthly Performance, Risk and Finance Monitoring Report
- Appendix 2 – Capital Budget
- Appendix 3 – Covid Funding
- Appendix 4 – use of reserves and grant funding
- Appendix 5 – Aged Debt

### **Background papers**

List any non-published documents

### **Report Author and contact details**

Michael Furness, Assistant Director of Finance, 01295 221845,  
michael.furness@cherwell-dc.gov.uk

# **Appendix 1 to Budget Planning Committee Report Cherwell District Council**

## **Executive**

**06 September 2021**

## **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 positions as at the end of July 2021.

### **1.0 Recommendations**

The meeting is recommended:

- 1.1 To note the monthly Performance, Risk and Finance Monitoring Report and the quarterly Climate and Equality, Diversity and Inclusion action plans.
- 1.2 To approve use of reserves requested in Appendix 6.
- 1.3 To recommend to Council to include £1.240m Disabled Facilities Grant received and increase the associated scheme in the capital programme as shown in paragraph 3.23 and Appendix 6.




### **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 July 2021, 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 2021-22 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 closely monitored and analysed. The mandatory lessons learned data continues to be implemented 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. The Leadership Risk Register and strategy are reviewed on an annual basis as part of the budget and business planning process, reflecting on the priorities of the council for the forthcoming year. The Leadership Risks reflected in this report have been thoroughly reviewed by CEDR and will continue to be updated on a monthly basis.
- 2.6 The main report details section is split into three parts:
- Performance Update
  - Leadership Risk Register Update
  - Finance Update
- 2.7 There are seven appendices to this report:
- Appendix 1 – 2021/22 Business Plan
  - Appendix 2 – Monthly Performance Report
  - Appendix 3 – Leadership Risk Register
  - Appendix 4 – Finance – Capital July
  - Appendix 5 – COVID Funding
  - Appendix 6 – Use of Reserves and Grant Funding
  - Appendix 7 – Aged Debt

### **3.0 Report Details**

- 3.1 The Council's performance management framework sets out key actions, projects and programmes of work that contribute to deliver the refreshed 2021-22 business plan (see Appendix 1) and the priorities of the Council.
- 3.2 The 2021-22 business plan sets out four strategic priorities:
- Housing that meets your needs
  - Leading on 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	Tolerances for Business Plan Measures	Tolerances for 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 / 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:**

**Homeless Prevention** is recording Amber for July and for year to date. Due to the courts resuming eviction hearings the council has seen an increase in the number of families requiring emergency accommodation. As per the countywide Homelessness and Rough Sleeping Strategy, approved by Executive on 05<sup>th</sup> July, the team continues to be focused on early intervention to prevent homelessness.



**Average time taken to process Housing Benefit change events** is reporting Amber for July and Green for year to date (running slightly above target of 8.06 against target of 8.00 days). Due to one claim having a high number of days when assessed (over 1000 days). However, the target should be back to below target figures next month.

**% of major planning applications determined to National Indicator** is reporting Green for July and year to date. Another improvement from recorded Red, for both, month and year to date, last month. Whereas last month one major appeal was overturned, no major planning appeals were determined by the Planning Inspectorate, during July 2021.



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

- 3.6 The Council is committed to deliver on sustainability and in the commitment to be carbon neutral by 2030, promotes the Green Economy and increases recycling across the district.

This priority includes the protection of our natural environment and our built heritage, working in partnerships to improve air quality in the district and the reduction of environmental crime.

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

**Develop the Country Parks to support good lifestyle choices** is reporting Amber for July and year to date. Project Manager recruitment process is in place. The team is unable to quantify progress at this stage. Social media will be used to promote progress of the country park.

**Reduction of fuel consumption used by fleet** is reporting Green for July and Amber for year to date (40,257 against a target of 40,422 tonnes). An incredible recovery from last month's Red and Amber reported, thanks to a slight decrease in fuel usage, against the same time last year.

**High Quality Waste and recycling service to residents to support a sustainable lifestyle** is recording residual waste and dry recycling at the same levels as last year, continuing to show the team's commitment to providing a consistently high quality service delivery throughout the pandemic. As people continue working from home, the percentage of household waste recycled continues to be high, delivering at 57.5% against a national average of 46.2% (UK figure for 2019 published in July 2021 by DEFRA).



## **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:

**Develop a Recovery and Prosperity Strategy (RPS)** is reporting Green for July and year to date. Running slightly behind as the emerging ten-year Economic Strategy, for Cherwell, which has been reframed and refocused, as a ten-year post-COVID-19 Recovery and Prosperity strategy. A draft is being reviewed and prepared for consultation.



**% of Council Tax collected, and Council Tax Base** is reporting Amber for July and year to date (9.04% against target of 9.50%), slightly behind from last month's recorded target. The amount of Council Tax collected (2021/22) has risen to just over £116.3m, with recorded figure of 38.66% against a target of 39% collection, for the year. Whilst the in-month collection and year to date figures are both slightly short target, recovery action remains ongoing. Reminder notices continued to be issued and customers who have remained in arrears are being pursued through court action.



**% of Business Rates collected, increasing NNDR Base** is reporting Green for July and Red for year to date (9.78% against a target of 9.00%), a considerable recovery from last month's recorded target. The amount of business rates due in 2021/22, now, stands at £82.9m. The amount due has decreased from last month following contact from businesses either applying or requesting the removal of the expanded retail relief. These late notifications have impacted the collection rates, as changes to instalment-plans require 14 days-notice, therefore, businesses didn't pay July instalment, waiting for their account to be adjusted. We continue to formally recover arrears by issuing reminder notices and taking court action where appropriate.



Digital Consultation launched to shape the future of the OxCam Arc. The Oxford-Cambridge (OxCam) Arc is the name given to the area identified by government as a key economic priority with the potential to be one of the most prosperous, innovative and sustainable economic areas in the world. Made of five ceremonial counties: Oxfordshire, Bedfordshire, Buckinghamshire, Cambridgeshire, and Northamptonshire. People across the Oxford Cambridge Arc, and all with an interest in the area, will have the opportunity to contribute having their say to the long-term development of the area. Part of a government consultation initiative, with focus (by the panel) between Bedford and Cambridge, where the government is examining opportunities to bring forward well-designed, inclusive and sustainable places, for work and living.

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

3.10 The Council is committed to enabling all residents to lead an active life, improving and developing the quality of local sports and leisure facilities and 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:**

**Report points the way to a zero carbon Oxfordshire.** We are one of the organisations involved in commissioning the report committed to playing its role in delivering a zero carbon Cherwell and using its influence on cut emissions. The report acknowledges that Oxfordshire made rapid progress reducing carbon emissions, over the last decade, but with this momentum, is committed to facing challenges and building the work on zero carbon initiatives by reviewing report's findings with other Oxfordshire partner organisations.

**Spiceball Leisure Centre footbridge reopens for summer.** The footbridge over the River Cherwell linking Spiceball Leisure Centre to Spiceball Road has reopened after its closure during the development of Castle Quay Waterfront and it is the latest milestone achieved in the regeneration of this canal side destination, in Banbury, and will greatly improve public access to Spiceball Leisure Centre.



## **Summary of Performance**

3.12 The Council reports monthly on performance against 28 Business Plan Measures, with 13 Programme Measures and 15 Key Performance Indicators. Full details, including commentary against each measure and key performance indicator can be found in Appendix 2.

### **Programme Measures and Key Performance Indicators (28)**

<b>Status</b>	<b>Description</b>	<b>July</b>	<b>%</b>	<b>YTD</b>	<b>%</b>
Green	On target	24	86%	23	82%
Amber	Slightly off target	4	14%	4	14%
Red	Off target	0	0%	1	4%

## **Service in Focus - Housing & Social Care Commissioning**

At Cherwell DC Executive on 5 July 2021 a countywide Homelessness and Rough Sleeping Strategy for 2021-26 was approved. It sets out early intervention to prevent homelessness and, also, commits to engage with people who have lived experience of homelessness to design and deliver homelessness prevention and support services in future, with:

- Vulnerable single adults - 9 additional units of accommodation provided for people that were homeless or at risk of rough sleeping. Using RSI 4, we continued the enhance outreach service and commissioned 16 'Housing First'<sup>1</sup> homes, extending the cold weather service until March 22, to provide emergency accommodation.
- Families and resettlement - 14 families supported to settle in the Cherwell, under the Vulnerable Persons Resettlement Scheme, with a further 4, by the end of March 2022. Feedback has been very positive about the Cherwell vulnerable persons resettlement service.
- Providing more affordable homes - Maximised Oxfordshire growth deal affordable housing programme funding 125 additional affordable homes to be delivered and launched a new draft Tenancy Strategy and Affordability Statement 2021, for public consultation, which sets out our expectations of Registered Providers to deliver more social rent and lifetime tenancies.
- Improving housing conditions and standards - Lunched a new Housing Standards Enforcement Policy to set out powers for the Council to regulate and improve housing and its approach to enforcement<sup>2</sup>. Working cross authority with OCC trading standards on a new regulatory data management system Idox Cloud. Concluding two significant work-in-default jobs totalling £15k. Finally, we continue to advise landlord and tenants on responsibilities and tenancy relations through targeted emails and landlords' newsletter, with 1 illegal eviction case nearing completion.
- Helping people to stay independent at home - A new Disabled Adaptations Policy was approved, in March, resulting in 119 major disabled adaptations and 93 minor adaptations completed, such as, fitting 114 key-safes and 129 homes and repairs through the small repairs service.

<sup>1</sup><https://www.gov.uk/government/publications/housing-first-pilot-national-evaluation-reports/mobilising-housing-first-toolkit-from-planning-to-early-implementation>

<sup>2</sup>(Public Pack) Agenda Document for Executive, 05/07/2021 18:30 (cherwell.gov.uk)

## **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
<b>Impact</b>	<b>5 - Catastrophic</b>			L07		
	<b>4 - Major</b>		L08 - L15	L03 - L04 - L05 - L06 - L10	L01 - L16	
	<b>3 - Moderate</b>		L09	L02 - L11 - L13 - L17	L14 - L18	L12
	<b>2 - Minor</b>					
	<b>1 - Insignificant</b>					

- 3.15 The table below provides an overview of the Leadership Risk Register 21/22. This section of the report will update any significant changes on a monthly basis.

<b>Leadership Risk</b>	<b>Score</b>	<b>Direction of travel</b>	<b>Latest Update</b>
L01 Financial Resilience	16 High Risk	↔	Risk reviewed 30/07/21 - Potential impact and comments updated
L02 Statutory functions	9 Low Risk	↔	Risk reviewed 20/08/21 - Comments updated
L03 CDC Local Plan	12 Medium Risk	↔	Risk reviewed 10/08/21 - Comments updated
L04 Business Continuity	12 Medium Risk	↔	Risk Reviewed 09/08/21 – Comments updated
L05 Emergency Planning	12 Medium Risk	↔	Risk Reviewed 09/08/21 – No changes
L06 Health & Safety	12 Medium Risk	↔	Risk reviewed 30/07/21 – No changes
L07 Cyber Security	15 Medium Risk	↔	Risk Reviewed 30/07/21 - Mitigating actions updated
L08 Safeguarding the Vulnerable	8 Medium Risk	↔	Risk reviewed 11/08/21 - Risk owner updated
L09 Sustainability of Council owned companies and delivery of planned financial and other objectives.	6 Low Risk	↔	Risk reviewed 11/08/21 - Risk Manager updated

L10 Financial sustainability of third-party suppliers and contractors	12 Medium Risk	↔	Risk reviewed 11/08/21 - No changes
L11 Corporate Governance	9 Low Risk	↔	Risk reviewed 20/08/21- Mitigating actions and comments updated
L12 Oxfordshire Growth Deal	15 Medium Risk	↔	Risk reviewed 10/08/21 - Risk Manager and Comments updated
L13 Joint Working	9 Low Risk	↔	Risk reviewed 11/08/21 - No Update
L14 Legacy Shared Services Partnership – West Northamptonshire Council	12 Medium Risk	↔	Risk reviewed 11/08/21 - No Update
L15 Workforce Strategy	8 Medium Risk	↔	Risk reviewed 11/08/21- Comments updated
L16 Covid19 Community and Customers	16 High Risk	↔	Risk reviewed 24/08/21 – Comments updated
L17 Covid19 Business Continuity	9 Low Risk	↔	Risk reviewed 11/08/21 – No changes
L18 Post Covid19 Recovery	12 Medium Risk	↔	Risk reviewed 11/08/21 - No Update

During July the leadership risk register had no score changes. “L19 Elections May 2021” has been closed.

## Finance Update

3.16 The Council's forecast position for 2021/22 at the end of July shows a £1.191m overspend as shown in Table 1. This is made up of potential non-delivery of savings targets of £0.566m and an overspend of £0.625m on business as usual costs as shown in Table 2.

## 3.17 Report Details

**Table 1: Forecast Year End Position**

Forecast overview - July 2021	Original Budget £m	Current Budget £m	Year End Position at July £m	July Variance (Under)/ Over £m	% Variance to current budget %	July Forecast Over / (Under) £m	Change since July (better) / worse £m
Environment and Place	6.699	9.970	11.205	1.235	12.4%	1.103	0.132
Customers, Org. Dev. And Resources	5.682	5.939	6.544	0.605	10.2%	0.429	0.176
Adults and Housing Services	1.844	2.957	2.977	0.020	0.7%	0.020	0.000
Public Health and Wellbeing	1.816	2.969	3.169	0.200	6.7%	(0.040)	0.240
Comm. Dev. Assets and Inv.	0.076	0.290	1.273	0.983	339.0%	0.268	0.715

<b>Subtotal Directorates</b>	<b>16.117</b>	<b>22.125</b>	<b>25.168</b>	<b>3.043</b>	<b>13.8%</b>	<b>1.780</b>	<b>1.263</b>
Executive Matters	2.769	(3.467)	(3.927)	(0.460)	(13.3%)	(0.477)	0.017
Policy Contingency	3.487	3.715	2.323	(1.392)	(37.5%)	(0.450)	(0.942)
<b>Total</b>	<b>22.373</b>	<b>22.373</b>	<b>23.564</b>	<b>1.191</b>	<b>5.3%</b>	<b>0.853</b>	<b>0.338</b>

<b>FUNDING</b>	<b>(22.373)</b>	<b>(22.373)</b>	<b>(22.373)</b>	<b>0.000</b>	<b>0.0%</b>	<b>0.000</b>	<b>0.000</b>
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<b>(Surplus)/Deficit</b>	<b>0.000</b>	<b>0.000</b>	<b>1.191</b>	<b>1.191</b>		<b>0.853</b>	<b>0.338</b>
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**Table 2: Analysis of Forecast Variance – July**

<b>Breakdown of current month forecast</b>	<b>Forecast Variance</b>	<b>Forecast Base Budget Over/ (Under)</b>	<b>Savings Non-Delivery</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>
Environment and Place	1.235	0.838	0.397
Customers, Org. Dev. And Resources	0.605	0.570	0.035
Adults and Housing Services	0.020	(0.020)	0.040
Public Health and Wellbeing	0.200	0.171	0.029
Comm. Dev. Assets and Inv.	0.983	0.918	0.065
<b>Subtotal Directorates</b>	<b>3.043</b>	<b>2.477</b>	<b>0.566</b>
Executive Matters	(0.460)	(0.460)	0.000
Policy Contingency	(1.392)	(1.392)	0.000
<b>Total</b>	<b>1.191</b>	<b>0.625</b>	<b>0.566</b>

<b>FUNDING</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>
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<b>(Surplus)/(Deficit)</b>	<b>1.191</b>	<b>0.625</b>	<b>0.566</b>
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3.18 Of the £0.566m savings not expected to be delivered in 2021/22, £0.497m of this is also not expected to be delivered in future years.

3.19 The Council is incurring costs and lost income during 2021/22 in relation to COVID-19 across all areas of the Council. The assumption is that costs/losses of income will be incurred generally until late July when COVID-19 restrictions will be lifted. However, there are some areas where there may be a prolonged change in behaviour. In particular lost income is forecast until the end of the financial year in car parking.

3.20 When the Council set its budget for 2021/22 the likely financial impact of COVID-19 was taken into consideration and budget provisions were made accordingly. The policy contingency budget of £3.715m includes funding for anticipated lost income and additional costs of COVID-19 in the 2021/22 financial year. In addition, the Council received £0.720m in COVID-19 grant and expects to claim £0.095m from the Sales, Fees and Charges compensation scheme which is open until the end of July. The forecast financial costs and loss of income associated with COVID-19 continue to be recorded and are shown in Table 3 as a memorandum item. These impacts are assumed within the overall forecast.

**Table 3: COVID-19 Impacts included in the 2021/22 Outturn Forecast**

COVID-19 Impacts 2021/22	£m
Environment and Place	0.425
Customers, Org. Dev. And Resources	0.004
Adults and Housing Services	0.000
Public Health and Wellbeing	0.230
Comm. Dev. Assets and Inv.	1.649
<b>Subtotal Directorates</b>	<b>2.308</b>
Executive Matters	(0.815)
Policy Contingency	0.000
<b>Total</b>	<b>1.493</b>

Note: Executive Matters holds the General COVID-19 funding received.

### 3.21 Report Details

#### Environment and Place

Environment and Place have forecast an overspend of £1.235m against a budget of £9.970m (12.4%). This forecast overspend includes £0.838m expected base budget costs and £0.397m in potential savings non-delivery

Environment and Waste	The forecast variance for Environmental Services for July is mostly due to continued pressure within Car Parks, £0.747m reduction in anticipated car parks income, (of which £0.353m is due to the impact of COVID-19). There is also a £0.107m increase in national non-domestic rates. Waste and recycling staffing cost due to the necessary use of agency staff is impacting outturn by £0.233m, there is a £0.049m reduction in expected income and fuel costs are expected to be £0.052m higher. This is offset in part by (£0.158m) savings on refuse disposal charges and a
Variation £1.062m overspend	
Variance to last month's forecast £0.107	

	reduction in gate fees plus other small variances across the service of £0.032m.
	The movement from July is due to an increase in staffing costs due to the required use of agency staff plus business waste and bulky collections and car park income levels are lower than expected.
Planning & Development	Planning and Development are forecasting a £0.083m overspend due to agency costs with other minor overspends of £0.005m across the service.
Variation £0.088m overspend	
Variance to last month's forecast £0.00m	
Growth & Economy	Growth and Economy's forecast of £0.085m overspend is made up of £0.030m consultancy costs and £0.055m corporate costs in relation to Oxford to Cambridge ARC and the annual Growth board contribution
Variation £0.085m overspend	
Variance to last month's forecast £0.025m	

## **Customers and Organisational Development**

Customers & Organisational Development have forecast an overspend of £0.605m against a budget of £5.939m (10.2%). This forecast overspend includes £0.570m base budget costs and savings of £0.152m at risk of delivery.

HR/IT/Comms/Cultural Services	The forecast overspend of £0.121m in IT is due to a pressure on the delivery of savings required of £0.117m and small overspends across the service of £0.004m. A full review is underway to identify in-year mitigations including a review of joint working costs and potential savings through working with OCC, and the legacy costs associated with delivery of service to what was South Northants Council
Variation £0.185m overspend	
Variance to last month's forecast £(0.002m)	
	There is a pressure of £0.035m in the Comms Strategy and Insight savings proposal to deliver business administrative support to directors through a shared provision with OCC.
	HR and Cultural Services are largely on target with combined minor overspends totalling £0.029m



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## Finance

Variation  
£0.420m  
overspend

Variance to last  
month's forecast  
£0.178m

There is a forecast overspend for Revenue and Benefits due to £0.174m recovery of overpaid Housing Benefit subsidy by the Department of Works and Pensions. Project and recruitment costs relating to the establishment of the new Revenues and Benefits team has resulted in a forecast one-off overspend of £0.104m. In addition, a £0.048m overspend on insurance premiums, a £0.068m overspend on agency costs in Finance and £0.026m other small overspends across the service.

The movement of £0.178m from last month is due to the project and recruitment costs associated with the creation of the new Revenues and Benefits team.

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## **Adults and Housing Services**

Adults and Housing Services have forecast an overspend of £0.020m against a budget of £2.957m, (0.7%). This forecast overspend includes £0.020m base budget savings and £0.040m in potential savings non-delivery

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Housing &  
Social Care

The forecast outturn for Housing is expected to be largely on track with £0.020m overspends across the service

Variation  
£0.020m  
overspend

Variance to last  
month's  
forecast  
£0.00m

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## **Public Health & Wellbeing**

Public Health & Wellbeing forecast an overspend of £0.200m against a budget of £2.969m (6.7%) This forecast overspend includes £0.171m within the base budget and £0.029m in potential savings non-delivery

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Wellbeing

Wellbeing is forecasting an overspend of £0.200m. This is made up of £0.230m COVID-19 costs of which £0.180m relates to loss of benchmarking income in relation to the leisure contract. In addition, there are other savings of (£0.030m) across the service.

Variation  
£0.200m  
overspend

Variance to last  
month's forecast  
£0.240m

The Council has set aside a contingency for the COVID-19 costs, which will be brought into the accounts once the final outturn is known. The assumption within Policy Contingency is an underspend of £0.230m to offset this forecast overspend.

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	The movement this month is due to the recognition of COVID-19 costs and other minor variances.
Healthy Place Shaping	Healthy Place Shaping are currently projecting to be on target.
Variation £0.000m	
Variance to last month's forecast £0.00m	

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

The Directorate is forecasting an overspend of £0.983m against a budget of £0.290m (339.0%). This forecast overspend includes £0.918m base budget costs and £0.065m in potential savings non-delivery

Property	Castle Quay is anticipating a net overspend of £1.162m. £1.495m is due to loss of commercial income alongside additional void costs for empty units. Mitigating this slightly are potential savings of (£0.333m) on professional fees.
Variation £1.012m overspend	
Variance to last month's forecast £0.752m	The Council has set aside a contingency of up to £1.603m for these costs, which will be brought into the accounts once the final outturn is known. The assumption within Policy Contingency is an underspend of £1.162m to offset this forecast overspend which is an overall improved position of £0.441m.
	The movement from last month of £0.712m is following a review of anticipated Castle Quay income, and the forecast has been adjusted to reflect that the projected income not as high as previously expected.
	The rest of the Property service area is forecasting an underspend of (£0.150m). This is as a result of improved commercial income of (£0.085m) and staff savings of (£0.065m). This is a movement of £0.040m from July's forecast.
Procurement	Procurement are forecasting on track with budget
Variation (£0.000m) underspend	
Variance to last month's forecast £0.00m	
Law and Governance	Law and Governance's forecast overspend is due to £0.077m salary and employee cost pressures.

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Variation  
£0.077m  
overspend

Variance to last  
month's forecast  
£0.001m

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Growth and  
Commercial

The underspend forecast is due to savings on a vacant post.

Variation  
(£0.051m)  
underspend

Variance to last  
month's forecast  
(£0.038m)

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Regulatory  
Services

The Regulatory Services forecast underspend is due to (£0.115m) underspend on staff costs and vacant posts offset by £0.065m forecast loss of licensing income plus other minor savings across the service.

Variation  
(£0.055m)  
underspend

Variance to last  
month's forecast  
£0.000m

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## **Executive Matters**

Executive Matters forecast is an underspend of (£0.460m) against the budget of (£3.467m) (-37.5%).

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Interest

There is an underspend forecast against the budget of £0.435m for 2021/22 mostly as a result of lower interest rate on borrowings.

Variation  
(£0.435m)  
underspend

Variance to last  
month's forecast  
£0.000m

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Corporate

The council is forecasting receipt of £0.095m COVID-19 funding as 75% compensation for lost Sales Fees and Charges Income from the Government for the period to 30<sup>th</sup> July 2021

Variation  
(£0.095m)  
underspend

Variance to last  
month's forecast

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£0.017m

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External Audit Fees

External Audit fees are anticipated to be £0.070m more than budgeted due to higher than expected final 2019/20 audit fees and an increase in forecast for this year's audit.

Variation  
£0.070m  
overspend

Variance to last  
month's forecast  
£0.000m

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### **Policy Contingency**

Policy contingency is planned to meet the reduction in commercial income in Commercial Development, Assets and Investments and is forecasting an underspend of (£0.1162m), in addition (£0.230m) is forecast for the Leisure Contract benchmarking payments. There remains £1.392m unallocated after these assumptions are taken into account.

### **3.22 Forecast Earmarked Reserves and General Balances at July 2021**

The table below is a summary of the level of reserves the council holds. Details of the proposed changes for June and July 2021 are set out in Appendix 6

<b>Reserves</b>	<b>Balance 1 April 2021</b>	<b>Original Budgeted use/ (contribution)</b>	<b>Changes agreed since budget setting</b>	<b>Changes Proposed July 2021</b>	<b>Forecast Balance 31 March 2022</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
General Balance	(5.087)				(5.087)
Earmarked	(21.328)	(0.577)	1.276	0.048	(20.581)
Ringfenced Grant	(31.556)	22.073	4.934		(4.549)
<b>Subtotal Revenue</b>	<b>(57.971)</b>	<b>21.496</b>	<b>6.210</b>	<b>0.048</b>	<b>(30.217)</b>
Capital	(0.676)		0.020		(0.656)
<b>Total</b>	<b>(58.647)</b>	<b>21.496</b>	<b>6.230</b>	<b>0.048</b>	<b>(30.873)</b>

### **3.23 Government Grants**

Appendix 6 sets out details of grant funding received by the Council in July 2021. As the value is in excess of £50,000, the Executive is asked to recommend to Council to include this funding and associated scheme in the Capital Programme:

- £1.240m Disabled Facilities Grant

### **3.2.4 Aged Debt**

As at 30 June 2021 the Council had outstanding debt of £4.9m, of which £2.1m is current debt and £2.8m is in recovery. Of the £2.8m in recovery, £0.9m is over 120 days old. A review of debt over 120 days old will be carried out. Appendix 5 shows the profile of the Council's aged debt.

### 3.25 Capital

There is a forecast in-year underspend of (£2.854m), of which £2.604m is anticipated to be reprofiled in future years. There is an overall forecast decrease in the total cost of schemes of (£0.250m).

#### Forecast Capital Spend 2021/22

Directorate	Budget £m	Forecast Spend 2021/22 £m	Re- profiled beyond 2021/22 £m	Variance to Budget £m	Prior Month Variance £m
Housing Total	1.244	0.869	0.000	(0.375)	0.000
Comm Dev Assets total	28.630	26.767	1.809	(0.054)	(0.054)
Customers, Org Dev & Resources Total	1.314	1.126	0.225	0.037	0.038
Environment and Place Total	9.255	8.831	0.570	0.146	0.078
Public Health Wellbeing Total	0.505	0.501	0.000	(0.004)	0.014
<b>Total</b>	<b>40.948</b>	<b>38.095</b>	<b>2.604</b>	<b>(0.250)</b>	<b>0.076</b>

### 3.26 Forecast Variances

#### Housing:

Housing are forecasting an underspend of (£0.375m) due to reduced activity in delivering Disabled Facilities Grant works during the pandemic. Once approval has been given by Council, the capital programme will increase by £1.240m to reflect the 2021/22 DFG allocation as part of the broader Better Care Fund.

#### Commercial Development, Assets & Investments:

Property is forecasting to spend £26.752m across various capital schemes. Currently it is anticipated that only one project will recognise a saving and this is the Corporate Asbestos survey at (£0.054m). All other schemes are anticipating full utilisation of budget although some budget may need to be reprofiled into 2022/23 depending on progress made.

## **Customers Organisational Development & Resources:**

ICT are currently forecasting a £0.037m overspend against the Land and Property Harmonisation Scheme. However, it is proposed to repurpose some of the budget relating to one of the other schemes – subject to approval.

## **Environment and Place:**

Growth and Economy are forecasting to spend £5.546m by year end. This is an overspend of £0.146m of which £0.078m relates to retention payments due next year.

## **Public Health & Wellbeing:**

Wellbeing are forecasting spend of £0.501m which is £0.010m over budget in relation to Community grants.

## **3.27 Re-profile beyond 2021/22**

## **Commercial Development, Assets & Investments:**

£1.809m Castle Quay Waterside - reprofiling of the budget beyond 2021/22 is necessary because retention payments will be due following the 12-month defect period from September 2021.

## **Environment and Place:**

### **Growth and Economy**

£0.160m BUILD! Repairs & Improvement (Town Centre Affordable Rent roof repairs) - further survey work is required to establish the specification for the necessary work. In preparation for the tender process structural surveys have revealed further work is required. Discussions are taking place with the freeholder regarding a revised warranty claim.

£0.017m Phase 2 - Bullmarsh Close formally completed early May 2021 and therefore retention payment is due 12 months later in May 2022.

£0.393m Phase 1b - Admiral Holland formally completed September 2020 and retention payment is due September 2022 (£0.061m). Bicester Library planning drawings will be discussed at September's Planning Committee, as a result 50% of the budget has been reprofiled beyond 2021/22. (£0.332m). This will be continually reviewed in line with Planning submission and outcome, approval to proceed and project programme.

## **Customers, Org Dev & Resources:**

£0.075m IT Council Website & Digital Service - the programme of work is currently expected to complete in June 2022

£0.150m IT Shared Services - the programme of work is to extend into 2022/23 Financial Year. The supplier payment will be aligned with timeline

## **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 forth month 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 2021-22 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 Financial implications are detailed within section 3.16 to 3.26 of this report.

Comments checked by:

Lorna Baxter, Executive Director Finance, 07393 001218, [Lorna.Baxter@cherwell-dc.gov.uk](mailto: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)

### **Risk Implications**

7.3 This report contains a full update with regards to the Council's risk position at the end of July 2021. A revised and refreshed risk management strategy is in place and the Leadership 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 – 2021/22 Business Plan
- Appendix 2 – Monthly Performance Report
- Appendix 3 – Leadership Risk Register
- Appendix 4 – Finance – Capital July
- Appendix 5 – COVID Funding
- Appendix 6 – Use of Reserves and Grant Funding
- Appendix 7 – Aged Debt

### **Background papers**

None

### **Report Author and contact details**

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Appendix 2

CHERWELL CAPITAL EXPENDITURE 2021-22

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	YTD COMMITMENTS	Outturn	RE-PROFILED BEYOND 2021/22	Current Month Variances £000	OUTTURN NARRATIVE
40062	Andrew Bowe/Tony Brummell	East West Railways	10	0	0	10	0	-	Cherwell's involvement is now principally regulatory in the form of considering, inter alia, planning land drainage and environmental applications with a view to issuing consents for both temporary works (covering the construction phase only) and the permanent works. The times spent on the project are largely reactive to its progress and requirements.
40206	Robert Jolley	Garden Town Capital Funding	4,550	0	0	4,550	0	-	This is the major infrastructure scheme in Bicester's Banbury Road roundabout.
40106	Jane Norman	Coach House Mews (Phase 1)	0	(34)	0	0	0	-	
40121	Jane Norman	Bicester Library (phase 1b)	664	(2)	9	332	332	-	<b>Bicester Library:</b> The first archaeological investigations have been completed and information sent to the County archaeologist for approval to proceed. The demoliton contract has been re-tendered as the 3 month time limit had been reached. Planning drawings have now been amended to take account of some minor value engineering amendments; the planning application may be discussed at the September Planning Committee, although it may fall to October. 50% of the budget has been reprofiled beyond 2021/22 - this will be continually reviewed in line with Planning submission and outcome, approval to proceed, and project programme.

CHERWELL CAPITAL EXPENDITURE 2021-22

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	YTD COMMITMENTS	Outturn	RE-PROFILED BEYOND 2021/22	Current Month Variances £000	OUTTURN NARRATIVE
40111	Jane Norman	Admiral Holland Redevelopment Project (phase 1b)	0	3	0	3	61	64	With construction formally completed end of September 2020 there is the need to budget for retention which CDC will have to pay in September 2022 – the retention is £60.5k. Although 'Budget Total' is noted as 0 the aforementioned retention has been noted as a future liability 'reprofiled beyond FY 2021/22'.
40118	Jane Norman	Creampot Crescent Cropredy (phase 1b)	6	(17)	0	6	0	-	Creampot Crescent - Although the home is complete, sold under shared ownership basis CDC are still holding retention money. The amount is £5,750 which will not be due for payment until October 2021
40214	Jane Norman	Creampot Crescent Cropredy	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.
40177	Jane Norman	Bullmarsh Close (Phase 2)	0	65	0	65	17	82	With construction formally completed early May 2021 there is the need to budget for retention which CDC will have to pay in May 2022 - the retention is £17k. Although 'Budget Total' is noted as 0 the aforementioned retention has been noted as a future liability 'reprofiled beyond FY 2021/22'.
40213	Jane Norman	Build Team Essential Repairs & Improve C	160	0	0	0	160	-	In preparation for the tender process further structural surveys have been carried out which have revealed additional work required. We are currently in discussion with the freeholder regarding a possible revised warranty claim.
40236	Jane Norman	Fairway Flats Upgrade	140	0	0	140	0	-	The approved budget for the project is deemed to be £384k (CAP2117). The balance £244k funding will be released in FY 22/23.
<b>Growth &amp;</b>			<b>5,880</b>	<b>14</b>	<b>9</b>	<b>5,456</b>	<b>570</b>	<b>146</b>	

CHERWELL CAPITAL EXPENDITURE 2021-22

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	YTD COMMITMENTS	Outturn	RE-PROFILED BEYOND 2021/22	Current Month Variances £000	OUTTURN NARRATIVE
40015	Ed Potter	Car Park Refurbishments	79	5	0	79	0	-	Expecting full spend in 21/22. In conjunction with projects 40026 Off Road Parking & 40217 Car Park Action Plan Delivery.
40026	Ed Potter	Off Road Parking	18	0	0	18	0	-	This project is in conjunction with Car Park Refurbishments project CC 40015 and the full £18k will be committed in 21/22.
40028	Ed Potter	Vehicle Replacement Programme	1,268	7	178	1,268	0	-	Full spend is expected in 21/22. Programme will be reviewed after current vehicle purchases/commitments are made.
40031	Ed Potter	Urban City Electricity Installations	15	0	0	15	0	-	This project is for the refurbishment of electric sockets in Bicester town centre. The Full £15k is expected to be spent in 21/22.
40186	Ed Potter	Commercial Waste Containers	25	0	12	25	0	0	Full spend is expected in 21/22
40187	Ed Potter	On Street Recycling Bins	22	4	0	22	0	-	Full spend is expected in 21/22
40188	Ed Potter	Thorpe Lane Depot Capacity Enhancement	174	3	0	174	0	-	Additional food waste vehicles means the use of the site and it's infrastructure is being reviewed. Anticipating full spend in 21/22.
40216	Ed Potter	Street Scene Fencing Street Furniture &	24	0	0	24	0	-	This project is for repairing/replacing metal steps at Kirtlington Quarry. Issues with the expiring lease, landowner and covid has resulted in delays. Full spend is expected in 21/22.

CHERWELL CAPITAL EXPENDITURE 2021-22

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	YTD COMMITMENTS	Outturn	RE-PROFILED BEYOND 2021/22	Current Month Variances £000	OUTTURN NARRATIVE
40217	Ed Potter	Car Parking Action Plan Delivery	175	0	80	175	0	-	Full spend is expected in 21/22
40218	Ed Potter	Depot Fuel System Renewal	50	0	0	50	0	-	Full spend is expected in 21/22
40220	Ed Potter	Horsefair Public Conveniences	150	0	7	150	0	-	Full spend is expected in 21/22
40222	Ed Potter	Barnhill - Bicester Country Park	175	0	4	175	0	-	Expected full spend in 21/22. (Description should be Burnehyll) To review as project develops.
40235	Ed Potter	Chargeable Garden & Food Waste	1,200	0	1,063	1,200	0	-	Full spend is expected in 21/22
<b>Environment and Waste Total</b>			<b>3,375</b>	<b>18</b>	<b>1,343</b>	<b>3,375</b>	<b>-</b>	<b>0</b>	
<b>Environment and Place total</b>			<b>9,255</b>	<b>32</b>	<b>1,352</b>	<b>8,831</b>	<b>570</b>	<b>146</b>	
40081	Robert Fuzesi	Bicester Town Centre Redevelopment	0	8	0	0	0	-	Works have been charged to revenue.- project closed
40092	Chris Hipkiss	Spiceball Riverbank Reinstatement	50	0	0	50		-	
40139	Stuart Parkhurst	Banbury Health Centre - Refurbishment of Ventilation, Heating & Cooling Systems	100	(4)	0	100		-	The works design is now completed, now at tender stage. Expect full utilisation of the £100k
40141	Chris Hipkiss	Castle Quay 2	17,409	5,468	25	15,600	1,809	(0)	Includes £1.9m refund of s278 Highways Bond Final construction payment to McLaren scheduled in May23

CHERWELL CAPITAL EXPENDITURE 2021-22

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	YTD COMMITMENTS	Outturn	RE-PROFILED BEYOND 2021/22	Current Month Variances £000	OUTTURN NARRATIVE
40144	Chris Hipkiss	Castle Quay 1	3,303	53	21	3,303	0	(0)	£3m budgeted for works on M&S unit
40162	Robert Fuzesi	Housing & IT Asset System joint CDC/SNC	100	0	0	100		-	CDC contribution to new joint IT asset system - uncertainty of timelines and funds may need to be reprofiled into next year
40167	Stuart Parkhurst	Horsefair, Banbury	55	0	0	55		-	The works design is now completed, pending tender. Expect full utilisation of budget
40190	Stuart Parkhurst	Banbury Museum Upgrade of AHU	35	8	0	35		-	Works relate to Air Handling unit at Banbury museum. All specialist parts now have arrived from Germany. Pending installation but expect full utilisation of the £35k
40191	Stuart Parkhurst	Bodicote House Fire Compliance Works	71	(13)	0	71	0	-	£141k c/fwd from 20/21. £70k budget held back and will be loaded in to 22/23 Review of scope being carried out to ascertain actual requirements. Possibly reprofile funds into next year.
40197	Stuart Parkhurst	Corporate Asbestos Surveys	160	6	0	106		(54)	Works are progressing, planned to be completed over 2 years with delays being caused by covid 19. Anticipated saving of £54k
40198	Stuart Parkhurst	Corporate Fire Risk Assessments	80	0	0	80		-	Full spend anticipated - SP to review scope with supplier
40200	Stuart Parkhurst	Corporate Reinstatement Cost Assessments	12	(18)	0	12		-	Full spend anticipated - SP to review scope with supplier
40201	Stuart Parkhurst	Works From Compliance Surveys	147	0	0	147		-	Works planned over 2 years with additional delays caused by covid 19. Full spend anticipated
40203	Robert Fuzesi	CDC Feasibility of utilisation of proper Space	100	0	0	100		-	SP - feasibility to be carried out with Robert Fuzesi

CHERWELL CAPITAL EXPENDITURE 2021-22

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	YTD COMMITMENTS	Outturn	RE-PROFILED BEYOND 2021/22	Current Month Variances £000	OUTTURN NARRATIVE
40219	Stuart Parkhurst	Community Centre - Works	209	98	69	209		-	£130k c/fwd from 20/21. Year 2 budget allocation of £190k = £320k total. £110k budget held back and will be loaded in to 22/23. Full spend anticipated
40239	Stuart Parkhurst	Bicester East Community Centre	210	0	0	210		-	2 year scheme - £210k in yr1 and £1240k in yr 2. Feasibility has been carried out now pending fee proposal for design from consultant. Full spend anticipated
40240	Stuart Parkhurst	Bicester Dovecote	41	0	5	41		-	Listed building consent submitted with full specification in progress - Full spend anticipated.
40241	Stuart Parkhurst	Thorpe Place Roof Works	35	0	0	35		-	Currently scoping the works.
40242	Stuart Parkhurst	H&S Works to Banbury Shopping Arcade	127	0	0	127		-	Currently scoping the works.
40243	Stuart Parkhurst	West Bicester Community Centre Car Park	35	0	0	35		-	Currently reviewing tenders received with instruction imminent. Full spend anticipated
40244	Stuart Parkhurst	Flood Defence Works Hanwell Fields Community Centre	20	0	0	20		-	Currently reviewing tenders received with instruction imminent. Full spend anticipated
40246	Stuart Parkhurst	Banbury Museum Pedestrian Bridge	78	0	0	78		-	Works currently out to tender pending review of costs returned. potential delays from British Waterways for licence to deliver works over canal. Full Spend anticipated.
40247	Stuart Parkhurst	Service Yard at Hart Place Bicester	28	0	0	28		-	Currently reviewing tenders received with instruction imminent. Full spend anticipated
40248	Chris Hipkiss	Solar Panels at Castle Quay	53	0	0	53		-	
40249	Stuart Parkhurst	Retained Land	170	0	60	170		-	2 year scheme - £170k in yr1 and £130k in yr 2. Retained land surveys now instructed for delivery. Full spend anticipated
40225	Stuart Parkhurst	Drayton Pavillion - Decarbonisation Works	86	1	12	86		-	Funds are from Salix decarbonisation grant fund. Project has time limit for completion Q4. Works currently in design with tender Aug 21. Full spend anticipated by March'22

CHERWELL CAPITAL EXPENDITURE 2021-22

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	YTD COMMITMENTS	Outturn	RE-PROFILED BEYOND 2021/22	Current Month Variances £000	OUTTURN NARRATIVE
40226	Stuart Parkhurst	Thorpe Lane Depot - Decarbonisation Works	595	1	36	595		-	Funds are from Salix decarbonisation grant fund. Projecct has time limit for completion Q4. Works currently in design with tender Aug 21. Full spend anticipated by March'22
40227	Stuart Parkhurst	Banbury Museum - Decarbonisation Works	324	1	28	324		-	Funds are from Salix decarbonisation grant fund. Projecct has time limit for completion Q4. Works currently in design with tender Aug 21. Full spend anticipated by March'22
40228	Stuart Parkhurst	Franklins House - Decarbonisation Works	106	1	14	106		-	Funds are from Salix decarbonisation grant fund. Projecct has time limit for completion Q4. Works currently in design with tender Aug 21. Full spend anticipated by March'22
40229	Stuart Parkhurst	Stratfield Brake Sports Ground - Decarbonisation Works	159	1	19	159		-	Funds are from Salix decarbonisation grant fund. Projecct has time limit for completion Q4. Works currently in design with tender Aug 21. Full spend anticipated by March'22
40230	Stuart Parkhurst	Whitelands - Decarbonisation Works	123	1	14	123		-	Funds are from Salix decarbonisation grant fund. Projecct has time limit for completion Q4. Works currently in design with tender Aug 21. Full spend anticipated by March'22
40231	Stuart Parkhurst	Bicester Leisure Centre - Decarbonisation Works	1,401	12	49	1,401		-	Funds are from Salix decarbonisation grant fund. Projecct has time limit for completion Q4. Works currently in design with tender Aug 21. Full spend anticipated by March'22
40232	Stuart Parkhurst	Kidlington Leisure Centre - Decarbonisation Works	1,087	5	47	1,087		-	Funds are from Salix decarbonisation grant fund. Projecct has time limit for completion Q4. Works currently in design with tender Aug 21. Full spend anticipated by March'22
40233	Stuart Parkhurst	Spiceball Leisure Centre - Decarbonisation Works	1,311	11	47	1,311		-	Funds are from Salix decarbonisation grant fund. Projecct has time limit for completion Q4. Works currently in design with tender Aug 21. Full spend anticipated by March'22
40234	Stuart Parkhurst	Woodgreen Leisure Centre - Decarbonisation Works	795	5	35	795		-	Funds are from Salix decarbonisation grant fund. Projecct has time limit for completion Q4. Works currently in design with tender Aug 21. Full spend anticipated by March'22
40245	Richard Webb	Enable Agile Working	15	0	0	15		-	

CHERWELL CAPITAL EXPENDITURE 2021-22

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	YTD COMMITMENTS	Outturn	RE-PROFILED BEYOND 2021/22	Current Month Variances £000	OUTTURN NARRATIVE
<b>Community Development Assets and</b>			<b>28,630</b>	<b>5,642</b>	<b>483</b>	<b>26,767</b>	<b>1,809</b>	<b>(54)</b>	
<b>Comm Dev Assets total</b>			<b>28,630</b>	<b>5,642</b>	<b>483</b>	<b>26,767</b>	<b>1,809</b>	<b>(54)</b>	
40204	Michael Furness	Finance Replacement System	260	104	30	260	0	-	
<b>Finance Total</b>			<b>260</b>	<b>104</b>	<b>30</b>	<b>260</b>	<b>0</b>	<b>-</b>	
40208	Karen Edwards	Project Manager for HR/Payroll system	100	4	4	100	0	-	Remaining 100K to be spent on further implementation of I Trent.
<b>HR Total</b>			<b>100</b>	<b>4</b>	<b>4</b>	<b>100</b>	<b>0</b>	<b>-</b>	
40054	Tim Spiers	Land & Property Harmonisation	0	38	18	37	0	37	PM resource - will be applying for another project to be repurposed
40056	Tim Spiers	5 Year Rolling HW / SW Replacement Prog	50	0	0	50	0	-	50K needed for Hardware replacement in 2022
40170	Tim Spiers	Customer Excellence & Digital Transfer	30	0	0	30	0	-	Digital customer Phase 2
40210	Tim Spiers	CDC & OCC Technology Alignment	4	81	62	4	0	-	
40211	Tim Spiers	Legacy Iworld System Migration	50	0	0	50	0	-	Repurpose for new project on members IT
40212	Tim Spiers	Procurement of Joint Performance system	20	(17)	0	20	0	-	20K needed for PM resource
40237	Tim Spiers	Council Website & Digital Service	250	0	0	175	75	-	
40238	Tim Spiers	IT Shared Services	550	78	0	400	150	-	
<b>ICT and Digital</b>			<b>954</b>	<b>180</b>	<b>80</b>	<b>766</b>	<b>225</b>	<b>37</b>	
<b>Customers, Org Dev &amp;</b>			<b>1,314</b>	<b>288</b>	<b>114</b>	<b>1,126</b>	<b>225</b>	<b>37</b>	



CHERWELL CAPITAL EXPENDITURE 2021-22

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	YTD COMMITMENTS	Outturn	RE-PROFILED BEYOND 2021/22	Current Month Variances £000	OUTTURN NARRATIVE
40083	Tim Mills	Disabled Facilities Grants	1,031	361	0	656	0	(375)	Expect full utilisation of the £656k reprofiled budget from 20/21 plus £650k from the BCF allocation 21/22 to give a total spend of £1.3m. This will mean that £596k will need to be reprofiled in to 22/23. The core budget of £375k is not required as is therefore a saving
40084	Tim Mills	Discretionary Grants Domestic Properties	213	22	0	213	0	-	The 5 year capital scheme for Discretionary grants is £150k pa and runs until 2023-24. Total budget comprises: £150k base budget, £63k reprofiled budget from 20/21
<b>Housing Services Total</b>			<b>1,244</b>	<b>383</b>	<b>0</b>	<b>869</b>	<b>0</b>	<b>(375)</b>	
<b>Housing Total</b>			<b>1,244</b>	<b>383</b>	<b>0</b>	<b>869</b>	<b>0</b>	<b>(375)</b>	
40006	Nicola Riley	Community Centre Refurbishments	9	0	0	9	0	-	Remaining funds from The Hill capital project. Required for professional fees and external lighting project.
40009	Tom Gubbins	Physical Activity and Inequalities Insight	12	0	0	12	0	-	Insight work and evaluation will be completed by March 2022
40010	Liam Didcock	North Oxfordshire Academy Astro turf	183	0	0	183	0	-	
40019	Liam Didcock	Bicester Leisure Centre Extension	34	0	0	34	0	-	£84k budget reprofiled from 20/21. £34k budget allocated to 21/22 and the remaining £50k will be reprofiled in to 22/23
40020	Liam Didcock	Spiceball Leis Centre Bridge Resurfacing	30	0	0	30	0	-	Spend will take place when Castle Quay Waterside is completed and bridge reinstated. Potential for this budget to be utilised to resurface remainder of bridge/redecoration and inspection works
40035	Rebecca Dyson	Corporate Booking System	45	0	0	45	0	-	capital to support the development of on-line holiday activity booking process.
40131	Tom Darlington	S106 Capital Costs	165	32	133	165	0	0	funded from S106
40152	Kevin Larnar	Community Capital Grants	15	25	0	25	0	10	Projected overspend of £10k due to P.O. incorrectly cancelled in 2020/21
<b>Leisure and Sport Total</b>			<b>493</b>	<b>58</b>	<b>133</b>	<b>503</b>	<b>0</b>	<b>10</b>	

CHERWELL CAPITAL EXPENDITURE 2021-22

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	YTD COMMITMENTS	Outturn	RE-PROFILED BEYOND 2021/22	Current Month Variances £000	OUTTURN NARRATIVE
40181	Stuart Parkhurst	Sunshine Centre (new extension to the front of the site)	12	(2)	0	(2)	0	(14)	<i>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.</i>
<b>Wellbeing Total</b>			<b>12</b>	<b>(2)</b>	<b>0</b>	<b>(2)</b>	<b>0</b>	<b>(14)</b>	
<b>Public Health Wellbeing</b>			<b>505</b>	<b>56</b>	<b>133</b>	<b>501</b>	<b>0</b>	<b>(4)</b>	
<b>Capital Total</b>			<b>40,948</b>	<b>6,402</b>	<b>2,082</b>	<b>38,095</b>	<b>2,604</b>	<b>(250)</b>	

## COVID Funding for 2021/22

### Specific Funding

Dept.	Grant Name	Funding
		£
OCC	District Winter Grant	59,004
DOHSC	COMF	185,742
MHCLG	Welcome Back Fund	133,843
MHCLG	Restart Grant	8,304,156
		<b>8,682,745</b>

### General Funding

Decription	£
Forecast Sales, Fees & Charges compensation	95,000
Covid Grant Funding	720,000
<b>Total Grant Funding</b>	<b>815,000</b>

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## Reserves and Grant Funding

### Use of Reserves

#### Specific requests

Directorate	Type	Description	Reason	Amount £m
Finance	Earmarked	New Projects	To facilitate the cancellation of the CSN contract, CDC used PwC's professional service	0.120
Environment & Place	Earmarked	New Projects	Funding for CDC's contribution to the OVO Women's Cycling Tour for 2019 and 2021	0.060
Planning and Development	Earmarked	Local Plan Charges	Costs associated with a legal challenge to the adoption of a local plan	0.048
<b>Total Earmarked Reserves</b>				<b>0.228</b>

#### Requests to use grant funding

The council has received the following grant funding and is asking Executive to recommend to Council to include the following grant funded schemes in the Capital Programme:

Directorate	Type	Description	Reason	Amount £m
<b>Capital</b>	Housing	DFG allocation 21-22	Disabled facilities grant allocation from BCF (Better Care Fund) for FY2122	1.240

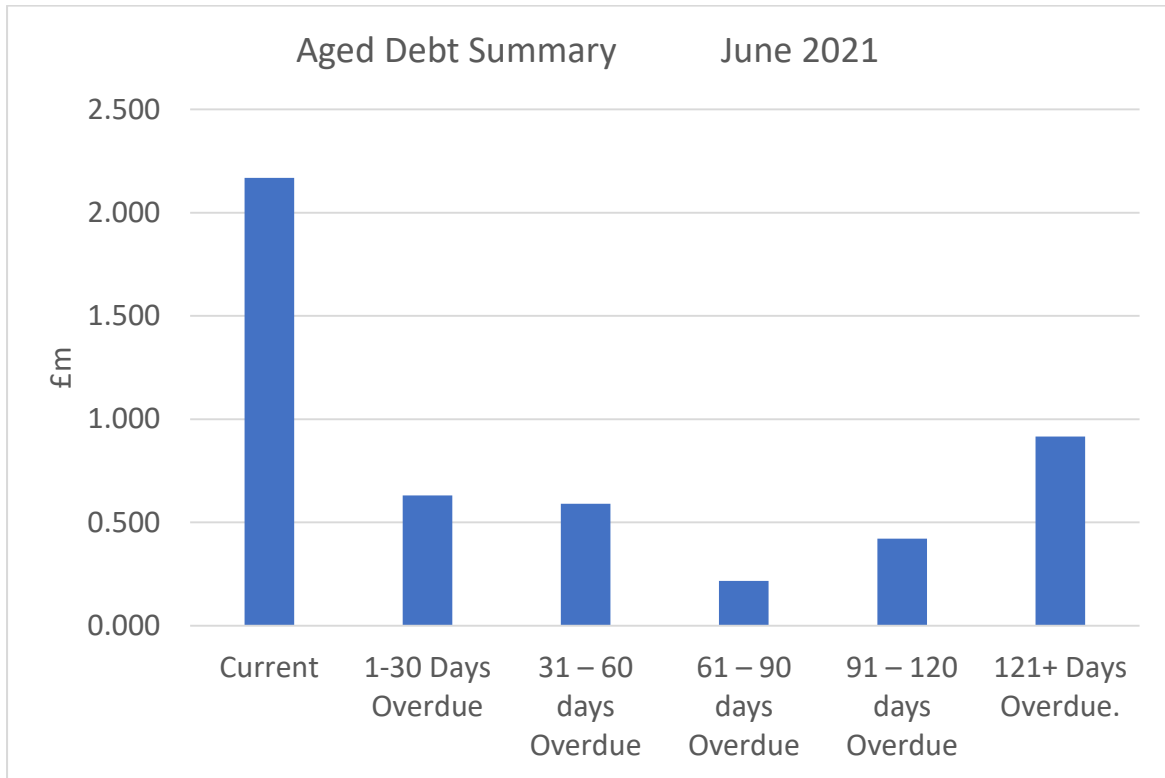
### Notification of grant funding received

The following grants have been approved to spend has been granted under delegated powers.

AD	Type	Directorate	Description	Reason	Amount £m
Gillian Douglas	Revenue	Housing	Homelessness Prevention Grant	Grant from MHCLG to provide support to LAs in preventing and dealing with homelessness	0.490
Nicola Riley	Revenue	Wellbeing	Cycling Grant		0.015
Gillian Douglas	Revenue	Housing	Local Authority Embedded Hospital worker	To improve the health, mental health and housing outcomes for people who are homeless, or at risk of homelessness, whilst they are in hospital and through the discharge from hospital process	0.061
Ed Potter	Revenue	Environment and Waste	Heat Networks Delivery Unit (HNDU)	Grant from Dept for Business, Energy and Industrial Strategy (BEIS) has established a HNDU with the objective to develop new heating/cooling networks	0.027
Nicola Riley	Revenue	Wellbeing	COMF 'Move Together'	Move Together is about targeting residents who are Clinically Extremely Vulnerable both with motivational support and specific physical activity opportunities to help move and interact more in their local community	0.055
Nicola Riley	Revenue	Wellbeing	DWP Winter Support Grant	To give vulnerable households peace of mind in the run up to Christmas and over the Winter months during the pandemic by helping those who need it to have food on the table and other essentials, so every child will be warm and	0.057
Nicola Riley	Revenue	Wellbeing	CEV funding	Funding to support clinically extremely vulnerable individuals	0.093
<b>Total</b>					<b>0.798</b>

## Aged Debt Summary

The graph shows the profiling of the aged debt across the council. In future there will be a quarter by quarter comparison.



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## Budget Planning Committee Forward Plan

Date	Agenda Items
26 October 2021	Performance, Finance and Risk Monitoring Report – Q2 – September 2020  FM Code Update
9 December 2021	2022/2023 Budget Proposals – Revenue and Capital

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