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Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Committee: Budget Planning Committee

Date: Tuesday 25 October 2022

Time: 6.30 pm

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

Membership

**Councillor Patrick Clarke
(Chairman)**

Councillor Hugo Brown

Councillor John Donaldson

Councillor David Hingley

Councillor Angus Patrick

Councillor Fraser Webster

Councillor Douglas Webb (Vice-Chairman)

Councillor Phil Chapman

Councillor Donna Ford

Councillor Matt Hodgson

Councillor Chris Pruden

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 26 July 2022.

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 Assistant Director of Finance

Purpose of report

This report summarises Cherwell District Council's (CDC's) forecast revenue and capital outturn for 2022/2023 as at 31 August 2022 to give the Committee the opportunity to consider the finance aspects of the report.

Recommendations

The meeting is recommended:

- 1.1 To note the contents of this report.

7. Financial Management Code - Forecast Self-Assessment Update (Pages 37 - 44)

Report of Assistant Director of Finance and S151 Officer

Purpose of report

To update the Committee on the Council's forecast self-assessment position at February 2023 against the requirements of CIPFA's Financial Management Code.

Recommendations

The meeting is recommended to:

- 1.1 Note the Council's forecast self-assessment position at February 2023 against the requirements of CIPFA's Financial Management Code.

8. Review of Committee Work Plan

Verbal update by Strategic Finance Business Partner

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 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

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

Queries Regarding this Agenda

Please contact Democratic and Elections Team democracy@cherwell-dc.gov.uk, 01295 221591

Yvonne Rees
Chief Executive

Published on Monday 17 October 2022

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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 26 July 2022 at 6.30 pm

Present:

Councillor Patrick Clarke (Chairman)
Councillor Douglas Webb (Vice-Chairman)
Councillor Hugo Brown
Councillor Phil Chapman
Councillor John Donaldson
Councillor Donna Ford
Councillor David Hingley
Councillor Matt Hodgson
Councillor Chris Pruden
Councillor Sean Woodcock

Also Present:

Councillor Adam Nell, Portfolio Holder - Finance

Apologies for absence:

Councillor Angus Patrick
Councillor Fraser Webster

Officers:

Stephen Hinds, Corporate Director Resources
Joanne Kaye, Strategic Finance Business Partner
Leanne Lock, Strategic Business Partner - Business Support and Reporting
Jacey Scott, Revenues and Benefits Manager
Sandra Ganpot, Benefits and Performance Manager
Emma Faulkner, Democratic and Elections Officer

3 Declarations of Interest

There were no declarations of interest.

4 Minutes

The Minutes of the meetings of the Committee held on 8 March and 18 May 2022 were confirmed as correct records and were signed by the Chairman.

5 **Chairman's Announcements**

There were no Chairman's announcements.

6 **Urgent Business**

There were no items of urgent business.

7 **Council Tax Reduction Scheme 2023 - 24**

The Committee considered a report from the Assistant Director of Finance that detailed the existing Council Tax Reduction Scheme (CTRS) and outlined options regarding the scheme for the 2023/24 financial year.

The Revenues and Benefits Manager explained that since the existing income banded scheme was introduced in April 2020, annual Council Tax collection rates had increased and 98% of Council Tax had been collected during the 2021/2022 financial year.

A banded scheme also helped reduce the amount of letters being sent to residents, as previously every change in income for a resident had a knock-on effect to their council tax bill and benefits. Print and postage costs for the first quarter of 2022 were 27% lower than the first quarter in 2019, when the previous scheme was in place.

The Revenues and Benefits Manager explained that the existing scheme was understood by customers and provided more effective personal budgeting, which was extremely important in the current financial climate.

In response to questions from the Committee regarding a possible increase in workload related to the current financial climate, the Revenues and Benefits Manager advised that a help page had been set up on the council's website to signpost various support schemes and advisory authorities that residents may find useful.

It was proposed by Councillor Donna Ford and seconded by Councillor Douglas Webb that Executive be recommended to retain the current Council Tax Reduction scheme for 2023/24.

Resolved

- (1) That the report and financial implications for the Council be noted.
- (2) That Executive be recommended to retain the current Council Tax Reduction scheme for 2023/24.

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

The Committee considered a report from the Assistant Director of Finance that summarised the council's revenue and capital outturn position for 2021/22.

The Strategic Business Partner – Business Support and Reporting explained that Budget Planning Committee focussed on the financial aspects of the monitoring. Accounts, Audit and Risk Committee looked at risk elements, and Overview and Scrutiny looked at performance.

The Strategic Business Partner – Business Support and Reporting explained that the council had monitored the budget closely during the 2021/22 financial year, acting in a financially responsible way. The outturn position showed an overall underspend of £430,000, which had been achieved against the financial difficulties of the ongoing covid pandemic.

The Capital budget had ended the year with a £25m underspend, however £15m of this was re-profiled into future years, as a result of scheduling changes to projects.

In response to the following questions from the Committee, the Strategic Business Partner – Business Support and Reporting advised that further information would be sought from relevant officers and circulated after the meeting:

- Details regarding the surplus amount identified in the 'year end position' table.
- The calculations behind the capital spend 2021/22 variance figure of £0.133 in Customers, Organisational Development & Resources total.
- Clarity regarding the Garden Town roundabout capital funding (reference 40206), and the involvement of CDC rather than OCC as highways authority.

In response to a question regarding aged debt, the Strategic Business Partner – Business Support and Reporting explained that a review into the debts was ongoing, and a report would be submitted to Executive later in the year.

Resolved

- (1) That the report be noted.

9 **Review of Committee Work Plan**

The Committee considered the indicative work programme for 2022/23.

The Strategic Business Partner – Business Support and Reporting advised the Committee that due to changes in government it was now unlikely that the Settlement Consultation would be available for consideration in September.

The Assistant Director of Finance was monitoring the item and would keep the Chairman updated.

In response to comments from the Committee regarding the full performance monitoring report and the need for Budget Planning Committee to focus on financial elements, the Chairman agreed to feedback the comments to relevant officers so that discussions could take place regarding a possible change of approach.

Resolved

- (1) That the Committee work plan be noted.

The meeting ended at 6.53 pm

Chairman:

Date:

Cherwell District Council

Budget Planning Committee

25 October 2022

Monthly Performance, Finance and Risk Monitoring Report

Report of Assistant Director of Finance

This report is public

Purpose of report

This report summarises Cherwell District Council's (CDC's) forecast revenue and capital outturn for 2022/2023 as at 31 August 2022 to give the Committee the opportunity to consider the finance 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 31 August 2022.

Revenue Budget

- 2.2 CDC's revenue financial position for July 2022 forecasts an overspend for the year of £0.512m. This is made up of £0.653m savings non-delivery and business as usual underspends of £0.141m.

Capital Budget

- 2.4 The capital budget for 2022/23 is £27.229m. Forecast spend for the year is £22.156m, and £4.238m is to be reprofiled into future years. There is an overall forecast reduction in the spend on capital schemes of £0.835m.
- 2.5 The total capital budget across multiple years is £36.541m. Spend on the total budget is forecast at £35.706m

3.0 Report Details

3.1 The Council is forecasting an overspend of £0.512m for 2022/23 as shown in Table 1. The majority of the forecast overspend is due to the continued impacts of the Covid-19 pandemic relating to commercial and car parking income streams and the cost-of-living crisis linked to increasing fuel costs.

Report Details

Table 1: Forecast Year End Position

Service	Original Budget	Current Budget	Forecast August 2022	August Variance (Under) /Over	% Variance to current budget	July Variance (Under) / Over	Change since Previous (better) / worse	
	£m	£m	£m	£m	%	£m	£m	
HR & OD	0.822	0.826	0.826	0.000	0.0%	0.000	0.000	
Wellbeing & Housing	3.339	4.374	4.674	0.300	6.9%	0.225	0.075	
Customer Focus	1.606	1.684	1.727	0.043	2.6%	0.061	(0.018)	
Chief Executive	5.767	6.884	7.227	0.343	5.0%	0.286	0.057	
Finance	2.850	3.220	3.231	0.011	0.3%	0.000	0.011	
Legal & Democratic	1.709	1.849	1.928	0.079	4.3%	0.051	0.028	
ICT	1.235	1.253	1.439	0.186	14.8%	0.223	(0.037)	
Property	(3.196)	(2.983)	(3.113)	(0.130)	4.4%	(0.108)	(0.022)	
Resources	2.598	3.339	3.485	0.146	4.4%	0.166	(0.020)	
Planning & Development	1.752	2.147	2.116	(0.031)	-1.4%	(0.036)	0.005	
Growth & Economy	0.336	0.403	0.323	(0.080)	-19.9%	(0.050)	(0.030)	
Environmental	4.057	4.182	4.801	0.619	14.8%	0.623	(0.004)	
Regulatory	1.112	1.286	1.286	0.000	0.0%	0.000	0.000	
Communities	7.257	8.018	8.526	0.508	6.3%	0.537	(0.029)	
Subtotal for Directorates	15.622	18.241	19.238	0.997	5.5%	0.989	0.008	
Executive Matters	4.316	2.186	2.491	0.305	-14.0%	0.393	(0.088)	
Policy Contingency	3.554	3.065	2.275	(0.790)	-25.8%	(0.332)	(0.458)	
Total	23.492	23.492	24.004	0.512	2.2%	0.061	(0.546)	

FUNDING	(23.492)	(23.492)	(23.492)	0.000	0.0%	0.000	0.000
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(Surplus)/Deficit	0.000	0.000	0.512	0.512	1.050	(0.538)
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Note: A positive variance is a forecast overspend and a negative is a forecast underspend. Green represents an improvement and red represents a decline compared to the previous month's forecast.

Table 2: Analysis of Forecast Variance – August 2022

Breakdown of current month forecast	Forecast Variance	Forecast Base Budget Over/ (Under)	Savings Non-Delivery
	£m	£m	£m
Chief Executive	0.343	0.243	0.100
Resources	0.146	(0.076)	0.222
Communities	0.508	0.177	0.331
Subtotal Directorates	0.997	0.344	0.653
Executive Matters	0.305	0.305	0.000
Policy Contingency	(0.790)	(0.790)	0.000
Total	0.512	(0.141)	0.653

FUNDING	0.000	0.000	0.000
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(Surplus)/Deficit	0.512	(0.141)	0.653
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Table 3 – Budget compared with Forecast

The graph below shows the Forecast for August and July compared to budget for the financial year.

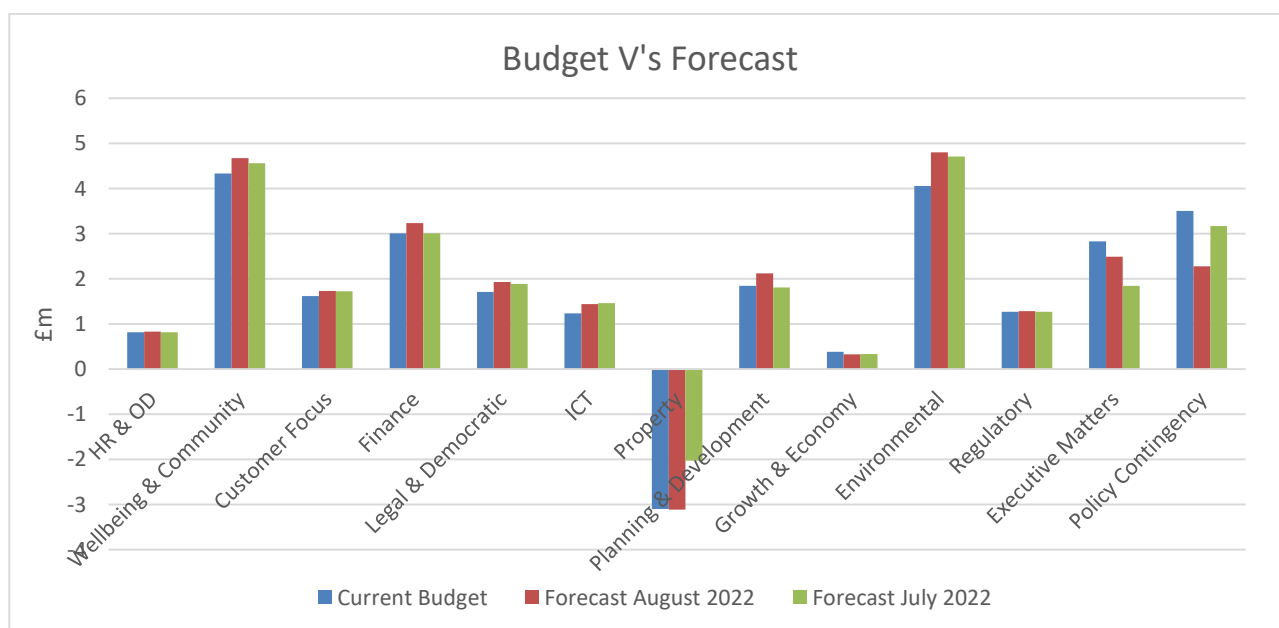


Table 4: Top Five Major Variances:

Portfolio	Current Budget	Variance	% Variance
Car Parks	2.327	0.458	19.7%
Interest	2.376	0.305	12.8%
Leisure	0.697	0.225	32.3%
Waste & Recycling	0.369	0.127	34.4%
ICT Services	(0.077)	0.093	-120.8%
Total	5.692	1.208	

Car Parks: -

There is a £0.458m reduction in anticipated car park income largely due to reduced demand.

Usage has yet to return to pre pandemic levels. The charges increase of 25% last year, produced an increase in income of 16-18%. A further 10% rise in car park charges in July 2022 is not anticipated to increase income by a further 10%.

Interest: -

Interest rates have continued to rise and the cost to carry (difference between what it costs to lend the money and what we can earn by investing the surplus funds) has reduced because of this.

The Council had held a significant amount of it's borrowing as short-term loans due to interest rates being very low. However, given the instability and uncertainty surrounding interest rates the Council has worked closely with its external treasury management advisers to understand forecasts of where the Bank of England base rate and hence short-term borrowing rates could lead to.

Therefore, the Council has taken out long-term borrowing, over periods ranging between five and ten years, at rates lower than the forecast interest rates. This means that interest payments are now certain and also less than they would be if borrowing was secured later in the year when interest rates are forecast to be at their peak.

Taking out this fixed borrowing at higher than budgeted interest rates creates a budget pressure. The Council is mitigating this by taking the additional cash it now holds and investing this in line with its Investment Strategy. A strategy is being implemented to allow the Council to take advantage of increasing interest rates by investing the surplus cash it holds to reduce the impact in 2022/23.

Leisure: -

The overspend is predominantly caused by greater than anticipated utility costs. It is expected the extensive decarbonisation works undertaken at the Leisure Centres will have a positive impact on utility costs, but it is too soon to say what the scale of that impact will be over the remainder of the year. The forecast overspend also includes a pressure from a slower than anticipated progress on a possible new 3G pitch at North Oxfordshire Academy. The overspend is being offset to some extent by increased income from joint use contributions in Leisure and also fines issued by the Housing Standards team to landlords for failure to register HMO properties.

Waste & Recycling: -

The forecasted pressure of £0.127m within Waste and Recycling is as a result of multiple factors. This is largely due to a pressure of £0.094m in employee costs due to agency staff for backfilling vacant posts and several long-term sick. An increase of £0.066m in additional transports costs, largely fuel, is offset by savings on vehicle maintenance and mileage

ICT Services: -

Consisting of under recovery of income and consultant fees attributable to the decoupling of the IT service and establishing a stand-alone IT service and a new Digital Strategy for Cherwell.

For further details of forecast variances please see appendix 2

Policy Contingency

Policy Contingency is planned to meet affordable housing, commercial pressures, costs of decoupling from OCC and inflation. There is a currently projected release of (£0.790m) for inflation to partially mitigate some of the inflationary costs that the Council is experiencing and car parking income challenges.

Table 5 - Earmarked Reserves and General Balances at August 2022

The table below is a summary of the level of reserves the council holds.

Reserves	Balance 1 April 2022	Original Budgeted use/ (contribution)	Changes agreed since budget setting	Changes proposed August 2022	Forecast Balance 31 March 2023
	£m	£m	£m	£m	£m
General Balance	(5.950)	(0.500)	0.000	0.000	(6.450)
Earmarked	(23.691)	2.262	(1.372)	0.711	(22.090)
Ringfenced Grant	(16.215)	11.205	1.168	0.000	(3.842)
Subtotal Revenue	(45.856)	12.967	(0.204)	0.711	(32.382)
Capital	(8.049)	0.000	0.000	0.000	(8.049)
Total	(53.905)	12.967	(0.204)	0.711	(40.431)

For further detail on the reserves please see Appendix 5.

4.2 Capital

There is a forecast in-year underspend of (£5.073m), of which £4.238m is to be reprofiled in future years. There is an overall forecast decrease in the total cost of schemes of (£0.835m).

A new capital scheme is required at Kidlington Leisure Centre in order to accommodate a new mains electrical connection to accommodate the newly installed Air Source Heat Pump (ASHP) at Kidlington Leisure Centre. The estimated cost of this works is £200,000.

Table 6 - Capital Spend 2022/2023

Directorate	Budget £m	Outturn 2022/23 £m	Re-profiled beyond 2022/23 £m	Variance to Budget £m	Prior Month Variance to Budget £m
Chief Executives	4.445	4.102	0.341	(0.002)	(0.002)
Resources	15.134	12.123	2.158	(0.853)	(0.948)
Communities	7.650	5.931	1.739	0.020	(0.016)
Total	27.229	22.156	4.238	(0.835)	(0.966)

Table 7 – How the Capital Programme is financed

Financing	22/23 Budget	Future Years
Borrowing	12,818	5,658
Reserves	1,200	0
Capital Receipts - Repayment of Loan Principal	6,000	3,654
External Financing - Capital Grants and S106	7,081	0
	27,099	9,312

Table 8 – Total Capital Project Forecast

There is a total capital project forecast for the council of £35.706m resulting in an underspend of (£0.835m).

Directorate	Budget £m	Total Outturn 2022/23 £m	Variance to Budget £m	Prior Month Variance to Budget £m
Chief Executives	5.165	5.163	(0.002)	(0.002)
Resources	15.134	14.281	(0.853)	2.424
Communities	16.242	16.262	0.020	(0.019)
Total	36.541	35.706	(0.835)	2.403

For further detail please view appendix 1 Finance Capital August 2022.

Table 9 - Top Five in Year Capital Variances: -

Code	Assistant Director	Top 5 In-Year Variances	Budget Total £'000	Reprofile to 23/24 £'000	% of in year Budget Variance
40144	Andrew Low	Castle Quay	3,257	1,052	32.30%
40141	Andrew Low	Castle Quay Waterfront	4,438	500	11.27%
40239	Andrew Low	Bicester East Community Centre	1,450	500	34.48%
40262	Robert Jolley	Affordable Housing	1,200	600	50.00%
40028	Ed Potter	Vehicle Replacement Programme	1,166	566	48.54%
			11,511	3,218	

Castle Quay: -

A number of Capital Projects are being reviewed to ensure they meet the strategic direction for Castle Quay and remain relevant to meet the challenges of the changing retail market. This has resulted in reprofiling a number of projects that will be delivered in 2023/2024.

Castle Quay Waterfront: -

Budget reprofiled from 2021/2022 as a result delays to completion of Main Contract works for Castle Quay Waterfront following supply chain challenges. This has resulted in a knock-on effect and re-profiling the budget.

Bicester East Community Centre: -

Preparing final design. Planning application submitted mid-August. Working with the tenant on their design requirements to ensure smooth transition into the new premises. £0.500m slippage as works will not be on site until the end of Q4 2022/2023 for a 9-month project completion in Q3 2023/2024.

Affordable Housing: -

The expenditure on this project depends upon the outcome of survey work which will commence during the summer. The current forecast is the best we can project given current information prior to receiving the report for the survey work which is due in the autumn.

Vehicle Replacement Programme: -

£0.566m is required to be slipped in to 2023/24 due to supply chain issues impacting the availability of electric vehicles.

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 revenue and capital outturn position for 2021/22. 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.

Comments checked by:

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

Legal Implications

7.2 There are no legal implications arising directly as a result of this report.

Comments checked by:

Shahin Ismail, Interim Monitoring Officer, Legal Services
shahin.ismail@cherwell-dc.gov.uk

Risk Implications - Mandatory paragraph

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:

Celia Prado-Teeling, Interim Assistant Director – Customer Focus, 01295 221556
Celia.prado-teeling@cherwell-dc.gov.uk

Equalities and Inclusion Implications

7.4 There are no equalities implications arising directly as a result of this report. Any service or policy review required to support any reprofiled spend will have an accompanying Equalities Impact Assessment as needed.

Comments checked by:

Celia Prado-Teeling, Interim Assistant Director – Customer Focus, 01295 221556
Celia.prado-teeling@cherwell-dc.gov.uk

Sustainability Implications

7.5 There are no direct sustainability implications as a result of this report.

Comments checked by:

Ed Potter, Assistant Director Environmental Services, 01295 221574,
ed.potter@cherwell-dc.gov.uk

8.0 Decision Information

Key Decision

Financial Threshold Met: N/A

Community Impact Threshold Met: N/A

Wards Affected

All

Links to Corporate Plan and Policy Framework

All

Document Information

Appendix number and title

- Appendix 1 – Finance Capital Forecast August 2022
- Appendix 2 – Revenue Forecast Detailed Narrative August 2022
- Appendix 3 – Virements August 2022
- Appendix 4 – Funding August 2022
- Appendix 5 – Use of Reserves August 2022

Report Author and contact details

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CHERWELL TOTAL CAPITAL PROJECT EXPENDITURE

CODE	ASSISTANT DIRECTOR	DESCRIPTION	Total 22/23 Project Budget	22/23 Forecast	RE-PROFILED BEYOND 2022/23	22/23 Variance	Future Years Budget	Project Total Budget	Project Total forecast	Project Total Variance	Narrative
40083	Nicola Riley	Disabled Facilities Grants	1,811	1,811	0	0	0	1,811	1,811	0	This budget comprises £1.239m Better Care Fund allocation, £0.375m CDC base budget and £0.196m reprofiled from 2021/22. Projected spend has been increased from £1.700m to £1.800m to reflect increasing demand and persistent inflation of construction costs. No carry forward into 2023/24 anticipated.
40160	Nicola Riley	Housing Services - capital	190	190	0	0	0	190	190	0	This is unspent Growth Deal funding reprofiled from 2021/22 due to delays on some development sites and other sites not being due for completion until 2022/23. Full spend anticipated in 2022/23 however, this will depend on the progress made on sites and some units may not complete until 2023/24.
40084	Nicola Riley	Discretionary Grants Domestic Properties	253	120	133	0	600	853	853	0	This budget comprises £0.150m core funding and £0.103m reprofiled from 2021/22. Projected spend for 2022/23 is circa £0.120m. Anticipated carry-forward into 2023/24 is £0.133m, but demand for these grants can fluctuate so this could vary.
40010	Nicola Riley	North Oxfordshire Academy Astro turf	183	50	133	0	0	183	183	0	Re-profiled from 2021/22. Delivery linked to external partners approval so spend maybe beyond March 2023
40019	Nicola Riley	Bicester Leisure Centre Extension	79	47	32	0	0	79	79	0	Re-profiled from 2021/22 - full spend on feasibility studies expected prior to 31st March 2023
40131	Nicola Riley	S106 Capital Costs	1,744	1,744	0	0	0	1,744	1,744	0	Spending on track for various schemes across the district in line with S106 agreements.
40181	Nicola Riley	Sunshine Centre (new extension to the front of the site)	0	(2)	0	(2)	0	0	(2)	(2)	Project completed in 2021/22
40251	Nicola Riley	Longford Park Art	45	2	43	0	0	45	45	0	Potential for slippage as no further Public Art spend possible until the Country Park is transferred from the developer
40261	Nicola Riley	Replacement Pool Covers at Woodgreen Open Air Pool	40	40	0	0	0	40	40	0	New Scheme for 2022/23 - full spend expected prior to 31st March 2023
Wellbeing & Community			4,345	4,002	341	(2)	600	4,945	4,943	(2)	
40208	Claire Cox	Project Manager for HR/Payroll system	100	100	0	0	120	220	220	0	£0.100m required for HR system improvements, project expected to conclude end Q3 2022/23. The future years budget of £0.120m is £0.030m per year for 4 years from 2023/24 and will be used for system improvements
HR & OD			100	100	0	0	120	220	220	0	
Chief Executives			4,445	4,102	341	(2)	720	5,165	5,163	(2)	
40139	Andrew Low	Banbury Health Centre - Refurbishment of Ventilation, Heating & Cooling Systems	100	100	0	0	0	100	100	0	Full spend anticipated by March 2023
40141	Andrew Low	Castle Quay 2	4,438	3,938	500	0	0	4,438	4,438	0	Budget reprofiled from 2021/22 as a result delays to completion of Main Contract works for Castle Quay Waterfront following supply chain challenges. This has resulted in a knock on effect and re-profiling the budget.
40144	Andrew Low	Castle Quay 1	3,257	2,205	1,052	0	0	3,257	3,257	0	A number of Capital Projects are being reviewed to ensure they meet the strategic direction for Castle Quay and remain relevant to meet the challenges of the changing retail market. This has resulted in reprofiling a number of projects that will be delivered in 2023/24.
40162	Andrew Low	Housing & IT Asset System joint CDC/OCC	8	2	6	0	0	8	8	0	Joint project with OCC for Property software. The initial set up cost was charged in to 2021/22 of which the remaining balance of £0.048m was reprofiled into this year to fund contract maintenance costs of £0.002m per year for 3 years, yielding a £0.040m saving.
40167	Andrew Low	Horsefair, Banbury	55	55	0	0	0	55	55	0	Full spend anticipated by March 2023
40191	Andrew Low	Bodicote House Fire Compliance Works	141	141	0	0	0	141	141	0	Full spend anticipated by March 2023
40197	Andrew Low	Corporate Asbestos Surveys	50	50	0	0	0	50	50	0	Full spend anticipated by March 2023
40201	Andrew Low	Works From Compliance Surveys	122	122	0	0	0	122	122	0	Full spend anticipated by March 2023
40203	Andrew Low	CDC Feasibility of utilisation of proper Space	100	100	0	0	0	100	100	0	This amount has been set aside to consider the future office space of the Council
40219	Andrew Low	Community Centre - Works	130	130	0	0	0	130	130	0	Full spend anticipated by March 2023
40239	Andrew Low	Bicester East Community Centre	1,450	950	500	0	0	1,450	1,450	0	Full spend of the budget anticipated. Planned completion due Q3 2023/24
40240	Andrew Low	Bicester Dovecote	27	27	0	0	0	27	27	0	Full spend anticipated by August 2022
40241	Andrew Low	Thorpe Place Roof Works	35	35	0	0	0	35	35	0	Full spend anticipated by March 2023
40242	Andrew Low	H&S Works to Banbury Shopping Arcade	127	127	0	0	0	127	127	0	Full spend anticipated by March 2023
40246	Andrew Low	Banbury Museum Pedestrian Bridge	77	77	0	0	0	77	77	0	Full spend anticipated by August 2022
40249	Andrew Low	Retained Land	286	186	100	0	0	286	286	0	Full spend anticipated by Q2 23/24
40225	Andrew Low	Drayton Pavillion - Decarbonisation Works	86	0	0	(86)	0	86	0	(86)	

40229	Andrew Low	Stratfield Brake Sports Ground - Decarbonisation Works	159	0	0	(159)	0	159	0	(159)	
40226	Andrew Low	Thorpe Lane Depot - Decarbonisation Works	250	143	0	(107)	0	250	143	(107)	
40227	Andrew Low	Banbury Museum - Decarbonisation Works	264	360	0	96	0	264	360	96	
40228	Andrew Low	Franklins House - Decarbonisation Works	0	81	0	81	0	0	81	81	
40230	Andrew Low	Whitelands - Decarbonisation Works	0	91	0	91	0	0	91	91	
40231	Andrew Low	Bicester Leisure Centre - Decarbonisation Works	604	729	0	125	0	604	729	125	
40232	Andrew Low	Kidlington Leisure Centre - Decarbonisation Works	675	348	0	(327)	0	675	348	(327)	
40233	Andrew Low	Spiceball Leisure Centre - Decarbonisation Works	991	780	0	(211)	0	991	780	(211)	
40234	Andrew Low	Woodgreen Leisure Centre - Decarbonisation Works	692	336	0	(356)	0	692	336	(356)	
40245	Richard Webb	Enable Agile Working	15	15	0	0	0	15	15	0	Full spend anticipated by March 2023
40252	Andrew Low	Expiring Energy Performance Certificates plus Associated works	96	96	0	0	0	96	96	0	Full spend anticipated by March 2023
40253	Andrew Low	Energy Performance Certificates Gov't Implementation of target B - Strategic Plan	60	60	0	0	0	60	60	0	Full spend anticipated by March 2023
40254	Andrew Low	Thorpe Lane Depot - Renewal of Electrical Incoming Main	270	270	0	0	0	270	270	0	Full spend anticipated by March 2023
40255	Andrew Low	Installation of PV at CDC Property	79	79	0	0	0	79	79	0	Full spend anticipated by March 2023
Property			14,644	11,633	2,158	(853)	0	14,644	13,791	(853)	
40256	Michael Furness	Processing Card Payments & Direct Debits	20	20	0	0	0	20	20	0	£35k of budget not longer required
Finance Total			20	20	0	0	0	20	0.00	0	
40056	Tim Spiers	5 Year Rolling HW / SW Replacement Prog	50	50	0	0	0	50	50	0	Budget required for hardware refresh, delayed due to Co-Vid and council wide remote working. Anticipate refresh Q3 2022/23
40212	Tim Spiers	Procurement of Joint Performance system	20	20	0	0	0	20	20	0	Budget required for further system enhancements, Expected Q3 2022/23
40237	Tim Spiers	Council Website & Digital Service	162	162	0	0	0	162	162	0	Project now expected to conclude at end of Q3 2022/23.
40238	Tim Spiers	IT Shared Services	238	238	0	0	0	238	238	0	Project in final stages and expected to conclude Q2 2022/23.
ICT			470	470	0	0	0	470	470	0	
Resources			15,134	12,123	2,158	(853)	0	15,134	14,261	(853)	
40062	Robert Jolley	East West Railways	118	138	0	20	4,189	4,307	4,327	20	The capital fund has been set up to enable the Council's costs to be recharged when responding to enquiries and regulatory applications, involving for example environmental and land drainage matters, made in connection with the EWR project. In partnership with England's Economic Heartland, Cherwell will be contributing towards fibre connectivity 2022/23.
40121	Robert Jolley	Bicester Library (phase 1b)	645	645	0	0	0	645	645	0	This project is currently being reviewed as part of the work relating to housing management and construction.
40111	Robert Jolley	Admiral Holland Redevelopment Project (phase 1b)	61	61	0	0	0	61	61	0	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.
40118	Robert Jolley	Creampot Crescent Cropredy (phase 1b)	(10)	(10)	0	0	0	(10)	(10)	0	The retention payment for Creampot has now been paid resulting in a saving as the payment was less than the accrued amount.
40177	Robert Jolley	Bullmarsh Close (Phase 2)	17	17	0	0	0	17	17	0	With construction formally completed early May 2021 there is the need to budget for retention which CDC will have to pay in 2022/23
40213	Robert Jolley	Build Team Essential Repairs & Improvements	149	0	149	0	0	149	149	0	Work is currently underway and it is likely that all capital expenditure will take place during financial year 2022/23
40224	Robert Jolley	Fairway Flats Refurbishment	362	0	362	0	0	362	362	0	Planning consent was received in May 2022. The main capital expenditure is likely to be split equally over the two years 2022/23 and 2023/24. As this is also part of the work relating to housing management and construction it is possible that the balance may change and this will become clearer as we move through the year.
40262	Robert Jolley	Affordable Housing	1,200	600	600	0	0	1,200	1,200	0	The expenditure on this project depends upon the outcome of survey work which will commence during the summer. The current forecast is the best we can project given current information prior to receiving the report for the survey work which is due in the autumn.
Growth & Economy			2,542	1,451	1,111	20	4,189	6,731	6,751	20	
40015	Ed Potter	Car Park Refurbishments	74	48	26	0	0	74	74	0	Full spend anticipated by March 2024
40026	Ed Potter	Off Road Parking	18	0	18	0	0	18	18	0	Full spend anticipated by March 2024

All projects are at practical completion. Under the grant conditions we will be returning unspent grant which is in the region of £0.800m. There was a need for the Council to bid for the funding at short notice and after receiving the grant and fully investigating the schemes, realised some were not affordable but were able to redirect some of the resource onto other schemes

40028	Ed Potter	Vehicle Replacement Programme	1,166	600	566	0
40031	Ed Potter	Urban City Electricity Installations	15	15	0	0
40187	Ed Potter	On Street Recycling Bins	25	0	0	(25)
40186	Ed Potter	Commercial Waste Containers	18	25	18	25
40188	Ed Potter	Thorpe Lane Depot Capacity Enhancement	158	158	0	0
40216	Ed Potter	Street Scene Furniture and Fencing project	36	36	0	0
40217	Ed Potter	Car Parking Action Plan Delivery	175	175	0	0
40218	Ed Potter	Depot Fuel System Renewal	35	35	0	0
40220	Ed Potter	Horsefair Public Conveniences	0	0	0	0
40222	Ed Potter	Burnehyll- Bicester Country Park	220	220	0	0
40248	Ed Potter	Solar Panels at Castle Quay	53	53	0	0
40235	Ed Potter	Chargeable Garden & Food Waste	0	0	0	0
40257	Ed Potter	Additional Commercial Waste Containers	10	10	0	0
40258	Ed Potter	Kidlington Public Convenience Refurbishment	90	90	0	0
40259	Ed Potter	Market Equipment Replacement	15	15	0	0
40260	Ed Potter	Land for New Bicester Depot	3,000	3,000	0	0
Environmental			5,108	4,480	628	-
Communities			7,650	5,931	1,739	20
Capital Total			27,229	22,156	4,238	(835)

4,344	5,510	5,510	0	Full spend anticipated by March 2025. Additional bids anticipated as further electric vehicles are introduced to the fleet.
0	15	15	0	Full spend anticipated by March 2023
0	25	0	(25)	Full spend anticipated by March 2024
25	43	68	25	Full spend anticipated by March 2024
0	158	158	0	Full spend anticipated by March 2023
24	60	60	0	Potential for slippage in to 23/24 as works identified at multiple locations but lease issue with landowner at Kirtlington Quarry is still ongoing
0	175	175	0	Full spend anticipated by March 2023
0	35	35	0	Full spend anticipated by March 2023
0	0	0	0	This project was completed in 2021/22
0	220	220	0	Full spend anticipated by March 2023
0	53	53	0	Full spend anticipated by March 2023
0	0	0	0	This project was completed in 2021/22
10	20	20	0	Full spend anticipated by March 2024
0	90	90	0	Full spend anticipated by March 2023
0	15	15	0	Full spend anticipated by March 2023
0	3,000	3,000	0	Potential for slippage in to 2023/24 and 2024/25 as the search for a suitable site for a new Bicester depot continues and spend will be dependant on type of land acquired. A multiple of options will be considered. Eg. Land to be developed - what to include, existing site with buildings but in need of refurbishment.
4,403	9,511	9,511	-	
8,592	16,242	16,262	20	
9,312	36,541	35,686	(835)	

CHERWELL CAPITAL EXPENDITURE 2022-23

CODE	ASSISTANT DIRECTOR	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	PO COMMITMENTS	Outturn	RE-PROFILED BEYOND 2022/23	Current month Variances £000	Prior Month Variances £000	OUTTURN NARRATIVE
40083	Nicola Riley	Disabled Facilities Grants	1,811	576	64	1,811	0	-	-	This budget comprises £1.239m Better Care Fund allocation, £0.375m CDC base budget and £0.196m reprofiled from 2021/2022. Projected spend has been increased from £1.700m to £1.800m to reflect increasing demand and persistent inflation of construction costs. No carry forward into 2023/2024 anticipated.
40160	Nicola Riley	Housing Services - capital	190	(761)	0	190	0	-	-	The (£0.761m) in YTD is an accrual for a grant payable to Heylo for x18 affordable housing units due to be paid 15th July. The budget allocation is unspent Growth Deal funding reprofiled from 2021/2022 due to delays on some development sites and other sites not being due for completion until 2022/2023. Full spend anticipated in 2022/2023 however, this will depend on the progress made on sites and some units may not complete until 2023/2024.
40084	Nicola Riley	Discretionary Grants Domestic Properties	253	61	0	120	133	-	-	This budget comprises £0.150m core funding and £0.103m reprofiled from 2021/2022. Projected spend for 2022/2023 is circa £0.120m. Anticipated carry-forward into 2023/2024 is £0.133m, but demand for these grants can fluctuate so this could vary.
40010	Nicola Riley	North Oxfordshire Academy Astrotruf	183	0	0	50	133	-	-	The delivery of a new Astrotruf pitch at North Oxfordshire Academy has been complicated by issues arising from securing appropriate and timely developer contributions. Officers are working closely with colleagues in planning to finalise the position and determine the most appropriate course of action and funding. Meetings took place with United Learning Trust on 11th July and 3rd August to move project forward
40019	Nicola Riley	Bicester Leisure Centre Extension	79	0	0	47	32	-	-	£0.029m budget reprofiled from 2021/2022. Detailed feasibility work now starting on the development of a learner pool in Bicester including environmental impact assessment
40131	Nicola Riley	S106 Capital Costs	1,744	(23)	39	1,744	0	-	-	£0.480m Adderbury PC Milton Rd community Facility & Sport Pitch project, £215k Ambrosden Community facility project £0.030m Banbury indoor tennis centre, £0.360m artificial pitch at NOA £0.014m Spiceball leisure centre, £0.050m Bicester leisure Centre, £0.100m Woodgreen leisure centre, £0.020m Kidlington leisure centre improvements £0.110m Horley Cricket club pavilion project, £0.052m Graven Hill sport project, £0.035m Improvement to Bloxham recreation ground, £0.060m Whitelands Sports ground improvements, £0.010m Launton Playing field association £0.014m Ardley & Fewcott village hall project, £0.020m Grimsby Community Centre, £0.174m Hanwell Fields Community centre projects
40181	Nicola Riley	Sunshine Centre (new extension to the front of the site)	0	(2)	0	(2)	0	(2)	(2)	Project completed in 2021/2022
40251	Nicola Riley	Longford Park Art	45	0	0	2	43	0	0	There is a hold on any Public Art delivery on Longford at the moment due to developers refusing artists permission to carry out installation of art until the country park is approved complete and been handed over to the Council.
40261	Nicola Riley	Replacement Pool Covers at Woodgreen Open Air Pool	40	0	0	40	0	0	0	Quotations received for works and now entering into case study review/evaluation. Works to be completed October/November 2022
Wellbeing & Community			4,345	(148)	104	4,002	341	(2)	(2)	
40208	Claire Cox	Project Manager for HR/Payroll system	100	0	0	100	0	0	0	£0.100m required for HR system improvements, project expected to conclude end Q3 2022/2023
HR & OD			100	0	0	100	0	0	0	
Chief Executive			4,445	(148)	104	4,102	341	(2)	(2)	
40139	Andrew Low	Banbury Health Centre - Refurbishment of Ventilation, Heating & Cooling Systems	100	(4)	6	100	0	-	-	£0.100m reprofiled from 2021/2022. Tenders now complete and currently engaging with the tenants. Expect full utilisation of the £0.100m by Q4
40081	Andrew Low	Bicester Town Centre Redevelopment	0	12	0	0	-	-	-	
40141	Andrew Low	Castle Quay 2	4,438	2,476	10	3,938	500	-	-	Budget reprofiled from 2021/2022 as a result delays to completion of Main Contract works for Castle Quay Waterfront following supply chain challenges. This has resulted in a knock on effect and re-profiling the budget.
40144	Andrew Low	Castle Quay 1	3,257	31	53	2,205	1,052	-	(2)	A number of Capital Projects are being reviewed to ensure they meet the strategic direction for Castle Quay and remain relevant to meet the challenges of the changing retail market. This has resulted in reprofiling a number of projects that will be delivered in 2023/2024.
40162	Andrew Low	Housing & IT Asset System joint CDC/OCC	8	(18)	0	2	6	-	(40)	£0.100m allocated project budget of which £0.048m has been reprofiled from 2021/2022. Initial set up cost of £0.052m with £0.002m cost per annum for hosting and software support costs for 3 years (2022/2023 to 2024/2025).
40167	Andrew Low	Horsefair, Banbury	55	0	0	55	0	-	-	The works design is now completed, pending tender. Expect full utilisation of budget by Q4 2022/2023
40191	Andrew Low	Bodicote House Fire Compliance Works	141	(8)	15	141	0	-	-	Reviewing scope of work to ascertain actual requirements so that specification can be written. Once specification complete works are to be tendered.
40197	Andrew Low	Corporate Asbestos Surveys	50	1	0	50	0	-	-	£0.050m reprofiled from 2021/2022. Surveys are now complete and assessments are being carried out to formulate the works programme. This project is linked to 'Works from Compliance Surveys' project.
40201	Andrew Low	Works From Compliance Surveys	122	23	0	122	0	-	-	£0.122m reprofiled from 2021/2022. Works planned over 2 years with additional delays caused by covid 19. Full spend anticipated by March 2023.
40203	Andrew Low	CDC Feasibility of utilisation of proper Space	100	0	0	100	0	-	-	This amount has been set aside to consider the future office space of the Council. Awaiting development of agile working policy to determine the council's space requirement needs moving forward. Anticipated viability works will commence this financial year.
40219	Andrew Low	Community Centre - Works	130	4	80	130	0	-	-	Full spend anticipated by March 2023.
40239	Andrew Low	Bicester East Community Centre	1,450	10	111	950	500	-	-	Preparing final design. Planning application submitted mid August with expected approval by mid November. Working with the tenant on their design requirements to ensure smooth transition in to the new premises. £0.500m slippage as works will not be on site until the end of Q4 2022/2023 for a 9 month project completion in Q3 2023/2024
40240	Andrew Low	Bicester Dovecote	27	(1)	25	27	0	-	-	Works 95% complete pending attendance from District Network Operator (DNO). Completion due end of September 2022
40241	Andrew Low	Thorpe Place Roof Works	35	0	0	35	0	-	-	£0.035m reprofiled from 2021/2022. Currently scoping the works which will be completed by March 2023
40242	Andrew Low	H&S Works to Banbury Shopping Arcade	127	0	0	127	0	-	-	£0.127m reprofiled from 2021/2022. Currently scoping the works which will be completed by March 2023
40246	Andrew Low	Banbury Museum Pedestrian Bridge	77	0	76	77	0	-	-	£0.077m reprofiled from 2021/2022. Works are complete pending completion certificate and final invoice
40249	Andrew Low	Retained Land	286	8	81	186	100	-	-	£0.156m reprofiled from 2021/2022. 2 year scheme - £0.170m in yr1 and £130k in yr 2. Retained land surveys now instructed for delivery. Once surveys are completed a works plan will be created. There is a possibility that works may be completed in year but due to PSDS project, some projects have been delayed. Progress will be reviewed monthly and changed if progress is better than expected. Full spend anticipated by Q2 2023
40225	Andrew Low	Drayton Pavilion - Decarbonisation Works	86	0	0	0	0	(86)	(86)	£0.086m reprofiled from 2021/2022. PSDS Project, Scheme Withdrawn. - In principal, the PSDS works should be treated as one budget and despite some schemes appearing to have overspent, overall there is expected to be an underspend which will require repayment to Salix.
40229	Andrew Low	Stratfield Brake Sports Ground - Decarbonisation Works	159	0	0	0	0	(159)	(159)	£0.159m reprofiled from 2021/2022. PSDS Project, Scheme Withdrawn. - In principal, the PSDS works should be treated as one budget and despite some schemes appearing to have overspent, overall there is expected to be an underspend which will require repayment to Salix.
40226	Andrew Low	Thorpe Lane Depot - Decarbonisation Works	250	131	12	143	0	(107)	(126)	PSDS Project - Project completed. In retention
40227	Andrew Low	Banbury Museum - Decarbonisation Works	264	335	783	360	0	96	96	PSDS Project - Works at practical completion at 95% pending commissioning of plant.
40228	Andrew Low	Franklins House - Decarbonisation Works	0	77	4	81	0	81	82	PSDS Project - Project completed. In retention
40230	Andrew Low	Whitelands - Decarbonisation Works	0	81	5	91	0	91	91	PSDS Project - Project completed. In retention

40231	Andrew Low	Bicester Leisure Centre - Decarbonisation Works	604	693	56	729	0	125	125	PSDS Project - Works at practical completion at 97.5% pending commissioning of plant.
40232	Andrew Low	Kidlington Leisure Centre - Decarbonisation Works	675	324	80	348	0	(327)	(327)	PSDS Project - Works at practical completion at 95% pending commissioning of plant and works by district networks operator. Potential £200k for additional project costs to accommodate new electrical mains (not included in outturn).
40233	Andrew Low	Spiceball Leisure Centre - Decarbonisation Works	991	733	39	780	0	(211)	(211)	PSDS Project - Works at practical completion at 97.5% pending commissioning of plant.
40234	Andrew Low	Woodgreen Leisure Centre - Decarbonisation Works	692	330	53	336	0	(356)	(356)	PSDS Project - Works at practical completion at 97.5% pending commissioning of plant.
40252	Andrew Low	Expiring Energy Performance Certificates plus Associated works	96	0	0	96	0	-	-	Works currently being formally scoped ready for tendering.
40253	Andrew Low	Energy Performance Certificates Gov't Implementation of target B - Strategic Plan	60	0	0	60	0	-	-	Works currently being formally scoped ready for tendering.
40254	Andrew Low	Thorpe Lane Depot - Renewal of Electrical Incoming Main	270	0	0	270	0	-	-	Works are currently with consultant for formal design and engaged with District Network Operator to instal the new sub station.
40255	Andrew Low	Installation of Photovoltaic at CDC Property	79	0	93	79	0	-	-	Full spend expected in 2022/2023
40245	Richard Webb	Enable Agile Working	15	0	0	15	0	-	-	Full spend expected in 2022/2023
Property			14,644	5,238	1,583	11,633	2,158	(853)	(913)	
40256	Michael Furness	Processing Card Payments & Direct Debits	20	0	0	20	0	-	(35)	£35k budget not required
Finance			20	-	-	20	0	-	(35)	
40056	Tim Spiers	5 Year Rolling HW / SW Replacement Prog	50	0	0	50	0	-	-	Budget required for hardware refresh, delayed due to Co-Vid and council wide remote working. Anticipate refresh Q3 2022/2023
40212	Tim Spiers	Procurement of Joint Performance system	20	0	0	20	0	-	-	Budget required for further system enhancements. Expected Q3 2022/2023
40237	Tim Spiers	Council Website & Digital Service	162	6	25	162	0	-	-	Project now expected to conclude at end of Q3 2022/2023 .
40238	Tim Spiers	IT Shared Services	238	(25)	5	238	0	-	-	Project in final stages and expected to conclude Q2 FY 2022/2023 .
ICT			470	(20)	30	470	0	-	-	
Resources			15,134	5,218	1,612	12,123	2,158	(853)	(948)	
40062	Robert Jolley	East West Railways	118	0	0	138	0	20	-	The capital fund has been set up to enable the Council's costs to be recharged when responding to enquiries and regulatory applications, involving for example environmental and land drainage matters, made in connection with the EWR project. In partnership with England's Economic Heartland, Cherwell will be contributing towards fibre connectivity 2022/2023 .
40121	Robert Jolley	Bicester Library (phase 1b)	645	2	12	645	0	-	-	This project is currently being reviewed as part of the work relating to housing management and construction.
40111	Robert Jolley	Admiral Holland Redevelopment Project (phase 1b)	61	(185)	0	61	0	-	-	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 £0.061m.
40106	Robert Jolley	Cher Com Led Prog Coach House Mews	0	(58)	0	0	0	-	-	
40118	Robert Jolley	Creampot Crescent Crepreddy (phase 1b)	(10)	(10)	0	(10)	0	-	(16)	Retention payment now paid.
40177	Robert Jolley	Bullmarsh Close (Phase 2)	17	(5)	0	17	0	-	-	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 £0.017m.
40213	Robert Jolley	Build Team Essential Repairs & Improvements	149	33	22	0	149	-	-	Work is currently underway and it is likely that all capital expenditure will take place during financial year 2023/24 . Need to combine this with the Affordable Housing capital budget.
40224	Robert Jolley	Fairway Flats Refurbishment	362	0	7	0	362	-	-	Planning consent was received in May 2022. This project is scheduled to commence 2023/24
40262	Robert Jolley	Affordable Housing	1,200	0	0	600	600	-	-	The expenditure on this project depends upon the outcome of survey work which will commence during the summer. The current forecast is the best we can project given current information prior to receiving the report for the survey work which is due in the autumn.
Growth & Economy			2,542	(223)	42	1,451	1,111	20	-16	
40015	Ed Potter	Car Park Refurbishments	74	0	28	48	26	-	-	This project relates to introduction of pay on exits sites across the district, Claremont in Bicester now identified. Commitment expected in quarter 3 for bay relining. £0.026m is required to be slipped in to 2023/24.
40026	Ed Potter	Off Road Parking	18	0	0	0	18	-	-	£0.018m is required to be slipped in to 2023/24. This project relates to LED lighting at various sites.
40028	Ed Potter	Vehicle Replacement Programme	1,166	87	450	600	566	0	-	£0.566m is required to be slipped in to 2023/24 due to supply chain issues and availability of electric vehicles
40031	Ed Potter	Urban City Electricity Installations	15	9	0	15	0	-	-	Further commitment expected in quarter 3
40186	Ed Potter	Commercial Waste Containers	25	0	0	25	0	-	-	The business waste service is continuing to grow with 8-10 new customers per month. Each new customer requires a set of bins (recycling & residual). Depending on the size of the customer, often this funds 660 & 1100 litre bins. This capital scheme aim is to provide new bins for new customers (typically the income from a new customer after costs (collection & disposal costs) will fund the capital cost in 12-18 months.
40187	Ed Potter	On Street Recycling Bins	18	0	0	0	18	-	-	£18k required to be slipped in to 2023/24.
40188	Ed Potter	Thorpe Lane Depot Capacity Enhancement	158	79	73	158	0	-	-	Full spend anticipated in 2022/23. Expecting further commitment in quarter 3.
40216	Ed Potter	Street Scene Furniture and Fencing project	36	0	0	36	0	0	-	Ongoing issues with lease and land ownership. Optimistic will be resolved and commitment and work carried out in late 2022/23.
40217	Ed Potter	Car Parking Action Plan Delivery	175	0	138	175	0	-	-	Anticipating full spend in 2022/23.
40218	Ed Potter	Depot Fuel System Renewal	35	0	0	35	0	-	-	Anticipating full spend in 2022/23.
40220	Ed Potter	Horsefair Public Conveniences	0	(14)	0	0	0	-	-	Outstanding invoices due for 2021/22
40222	Ed Potter	Burnehyll- Bicester Country Park	220	35	14	220	0	0	-	Anticipating full spend in 2022/23. Further commitments expected in quarter 3.
40248	Ed Potter	Solar Panels at Castle Quav	53	0	0	53	0	-	-	Anticipating full spend in 2022/23 but dependant on recruitment to Climate Action Manager post. currently out for recruitment.
40235	Ed Potter	Chargeable Garden & Food Waste	0	(22)	0	0	0	-	-	Outstanding invoices due for 2021/22.
40257	Ed Potter	Additional Commercial Waste Containers	10	0	0	10	0	-	-	Anticipating full spend in 2022/23.
40258	Ed Potter	Kidlington Public Convenience Refurbishment	90	0	0	90	0	-	-	Anticipating full spend in 2022/23. Commitments expected in quarter 3
40259	Ed Potter	Market Equipment Replacement	15	0	0	15	0	-	-	Anticipating full spend in 2022/23. Quotes currently being obtained, commitments expected in quarter 3.
40260	Ed Potter	Land for New Bicester Depot	3,000	0	2	3,000	0	-	-	Potential for slippage in to 2023/24 and 2024/25. However discussions currently taking place for a prospective site.
Environmental			5,108	173	706	4,480	628	-	-	
Communities			7,650	(49)	748	5,931	1,739	20	(16)	
Capital Total			27,229	5,020	2,464	22,156	4,238	(835)	(966)	

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Appendix 2 - Report Details – Additional Revenue narrative on Forecast

Chief Executive

Chief Executives are forecasting an overspend of £0.343m against a budget of £6.884m (5.0%).

HR & OD	HR are forecasting to remain in budget at present.
£0.000m Variance	
Variance to July's forecast £0.000m	
Wellbeing & Community/Housing	The overspend is predominantly caused by greater than anticipated utility costs. It is expected the extensive decarbonisation works undertaken at the Leisure Centres will have a positive impact on utility costs, but it is too soon to say what the scale of that impact will be over the remainder of the year. The forecast overspend also includes a pressure from a slower than anticipated progress on a possible new 3G pitch at North Oxfordshire Academy. The overspend is being offset to some extent by increased income from joint use contributions in Leisure and also fines issued by the Housing Standards team to landlords for failure to register HMO properties.
Variation £0.300m Overspend	
Variation to July's Forecast £0.075m	
Customer Focus	Customer Focus is projecting an overspend of £0.043m as a result of decoupling the service delivery from OCC. The service is going through a process of transformation, in order that is resourced correctly to continue to provide an excellent customer experience.
Variation £0.043m overspend	
Variation to July's Forecast (£0.018m)	Comms Strategy & Insight are reporting on target.

Resources

Resources are reporting an overspend of £0.146m against a budget of £3.339m (4.4%).

Finance	Small overspend due to minor variances across the service.
Variation £0.011m Overspend	
Variation to July's Forecast (£0.011m)	
Legal & Democratic	Legal & Democratic are reporting a £0.079m overspend. £0.037m is within legal/information governance (extra staff costs as a result of decoupling plus minor overspends of £0.012m. These are partially offset by an anticipated over recovery of income of (£0.041m) and a budget of £0.023m for Information Governance.
Variation £0.079m overspend	
Variation to July's Forecast £0.028m	The remaining £0.042m relates to overspends in Governance, largely due to increased staff costs within democratic process
ICT	ICT are report a £0.186m overspend. The projected overspend within IT is made up of £0.124m (consisting of £0.020m under recovery of income and £0.104m consultant fees) attributable to the decoupling of the IT service and establishing a stand-alone IT service and a new Digital Strategy for Cherwell, £0.047m attributable to increased supplier costs and £0.015m minor overspends.
Variation £0.186m overspend	
Variation to July's forecast (£0.037m)	
Property	Property are reporting a (£0.130m) underspend. This is a result of (£0.240m) of additional rent which is predicted as being achieved ahead of forecast, despite tricky economic conditions, we are predicting spending -£0.160m less on consultancy fees than anticipated during the year. However, this is offset by an overspend of £0.065m on utilities due to rising energy prices, £0.160m on staff costs (partly as a result of interim staff being required due to decoupling) and £0.045m increased costs of operational costs (including repairs & maintenance and security combined).
Variation (£0.130m) underspend	
Variation to July's forecast (£0.022m)	

Communities

Communities are forecasting an overspend of £0.508m against a budget of £8.018m, (6.3%).

Planning & Development	The current budget of £2.1m includes an in-year uplift for the Development Management service to support staffing levels and improvement work in the context of high workloads.
Variation (£0.031m) underspend	Agency staff are being used to support service delivery with the additional cost being largely offset by higher-than-expected fee income and the budget uplift. An underspend of circa £0.022m is presently forecast for Development Management for the end of the financial year.
Variance to July's forecast £0.005m	The Planning Policy and Conservation service is presently expecting to be just within budget at the yearend (£0.002m). However, the situation in both services is presently fluid due to persistent recruitment challenges.
	Development Management income will also fluctuate. The Building Control, Dangerous Structures, Street-naming and Land Drainage services are presently forecast to be within budget at year end circa (£0.010m), with additional fee income offsetting some agency costs. Overall, the current forecast of being within budget by –(£0.031m) is comparable to last month's forecast (£0.036m).

Growth & Economy	The Growth and Economy department is forecasting, for August 2022, an overall underspend of £0.080m which consists of £0.120m overspend on the Build team and an underspend of (£0.200m) on staff savings. Within these numbers are some 'savings non-deliverables' which amount to a total of £0.129m consisting of Dovecote £0.031m, Bicester recharges £0.028m and £0.070m for overspend in Build. The first two will be mitigated by absorbing the costs within this year's budget whilst the Build overspend will be addressed as part of a short transitional period which is currently being undertaken within the organisation.
Variation (£0.080) Underspend	
Variance to July's forecast (£0.030m)	

Environmental	The forecast variance for Environmental Services for August is £0.619m.
Variation £0.619m Overspend	This is largely due to the continued pressure within Car Parks. There is a £0.458m reduction in anticipated car park income largely due to reduced demand. Footfall has yet to return to pre pandemic levels. The charges increase of 25% last year, produced an increase in income of 16-18%. A further 10% rise in July 2022 is not anticipated to increase income by 10%.
Variance to July's forecast (£0.004m)	The forecasted pressure of £0.127m within Waste and Recycling is as a result of multiple factors. This is largely due to a pressure of £0.094m in employee costs due to agency staff for backfilling vacant posts and several long-term sick. An increase of £0.066m in additional transports costs largely fuel is offset by savings on vehicle maintenance and mileage. An increase of £0.081m on gate fees for glass recycling & food waste being a higher rate per tonne. However additional income due to the higher than anticipated take up of garden waste subscriptions offsets under recovery on credits, sale of materials, bulky waste collections and sale of trade sacks by (£0.175m) This forecast is all made up of other minor variances across the service totalling £0.034m.
Regulatory	Regulatory Services is on target with a small overspend due to reduced income in Licensing offset by savings from vacant posts.
Variation £0.000m	
Variance to July's forecast £0.000m	

Executive Matters

Executive Matters is forecasting an overspend of £0.305m against the budget of £2.186m, (14.0%).

Interest	Interest rates have continued to rise and the cost to carry (difference between what it costs to lend the money and what we can earn by investing the surplus funds) has reduced because of this.
Variation £0.305m overspend	

Variance to July's forecast (£0.088m)	The Council had held a significant amount of its borrowing as short-term loans due to interest rates being very low. However, given the instability and uncertainty surrounding interest rates the Council has worked closely with its external treasury management advisers to understand forecasts of where the Bank of England base rate and hence short-term borrowing rates could lead to.
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Therefore, the Council has taken out long-term borrowing, over periods ranging between five and ten years, at rates lower than the forecast interest rates. This means that borrowing costs are now both certain and less than they would be if they were secured when loans need to be renewed as interest rates are forecast to be at their peak then.

Taking out this fixed borrowing at higher than budgeted interest rates creates a budget pressure. The Council is mitigating this by taking the additional cash it now holds and investing this in line with its Investment Strategy. A strategy is being implemented to allow the Council to take advantage of increasing interest rates by investing the surplus cash it holds to reduce the impact in 2022/23.

Since the Council locked in fixed rates, interest rates have increased by a further 1% meaning the interest costs being paid are lower than they otherwise would be.

Policy Contingency

Policy Contingency is forecasting an underspend of (£0.790m) against a budget of £3.065m, (25.8%).

Policy Contingency	Policy Contingency is planned to meet affordable housing, commercial pressures, separation costs and inflation. There is a currently projected release of (£0.790m) for inflation to partially mitigate some of the inflationary costs that the Council is experiencing and car parking income challenges.
Variation (£0.790m) underspend	
Variance to July's forecast (£0.458m)	

Appendix 3 - Virement Summary

Virement Movement

This table shows the movement in Net Budget from July to August 2022.

Virements - Movement in Net Budget	£m
Directorate Net Budget - July 2022	18.136
Directorate Net Budget - Aug 2022	18.241
Movement	0.105

Breakdown of Movements	£m
Allocations from/to Reserves	
Other	
Costs of decoupling transferred from Policy Contingency to Finance	£0.180
Transfer of unrequired funding from Planning and Development to Policy Contingency	(£0.075)
Total	£0.105

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Appendix 4 - Funding for 2022/23

Specific Funding

Dept.	Grant Name	Funding
		£
MHCLG	Council Rebate - Discretionary Element	235,800
MHCLG	New Burdens Funding for Council Tax Rebate	78,207
MHCLG	Domestic Abuse Grant	34,413
Home Office	Asylum Seekers	22,500
MHCLG	Test & Trace	41,469
		412,389

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Appendix 5 - Reserves and Grant Funding

Uses of/ (Contributions to) Reserves

Specific requests

Directorate	Type	Description	Reason	Amount £m
Communities	Earmarked	Works in Default	An allocation of Reserves is required to enable the Housing Standards Team carry out Works in Default in order to meet Housing Authority duties for the protection of public health and abatement of nuisances and other duties as prescribed in legislation.	0.040
Communities	Earmarked	Castle Quay	Use of reserve to allocate to Castle Quay. This income had previously been budgeted to be used for capital adaptations at Castle Quay.	0.671
Total Earmarked Reserves				0.711

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Cherwell District Council

Budget Planning Committee

25 October 2022

Financial Management Code – Forecast Self-Assessment Update

Report of Assistant Director of Finance and S151 Officer

This report is public

Purpose of report

To update the Committee on the Council's forecast self-assessment position at February 2023 against the requirements of CIPFA's Financial Management Code.

1.0 Recommendations

The meeting is recommended to:

- 1.1 Note the Council's forecast self-assessment position at February 2023 against the requirements of CIPFA's Financial Management Code.

2.0 Introduction

- 2.1 The Financial Management (FM) Code was introduced by the Chartered Institute of Public Finance and Accountancy in 2019 in the context of increasing concerns about the financial resilience and sustainability of local government. The FM Code clarifies how Chief Finance Officers should satisfy their responsibility for good financial administration as required in Section 151 of the Local Government Act 1972.

3.0 Report Details

- 3.1 As part of setting the Council's budget each year the Section 151 Officer must prepare a Section 25 Statement to consider the robustness of the budget and the Council's finances. The February 2022 S25 assessment included an opinion of how prepared the Council was for the adoption of the FM Code; the conclusion was that the Council was in a good position to comply with all areas of the FM Code.
- 3.2 Since the self-assessment was last updated in October 2021, the Council's external auditors have introduced a Value for Money assessment as part of the annual audit. This significantly bolsters Section 1A of the CIPFA self-assessment as the auditor's conclusion was that the Council does provide value for money.

- 3.3 Section 2 of the self-assessment relates to Governance and Financial Management Style. The evidence for compliance with this section has previously relied upon the existence of the Corporate Governance and Assurance Group (CGAG). CGAG was formed during our partnership with Oxfordshire County Council (OCC) to ensure good governance and internal control, including driving the production of the Annual Governance Statement (AGS) and monitoring against the Action Plan.
- 3.4 Since the decoupling from OCC, a new Cherwell-specific process will be implemented. Work is underway to develop a CDC-only process that will report into the Corporate Leadership Team (CLT). This will ensure that the Council continues to produce the AGS and effectively monitor against the Action Plan approved in 2021/22.
- 3.5 Section 3 of the self-assessment relates to Long to Medium-Term Financial Management. Since the last self-assessment, the Council has expanded its capital programme from three to five years to be in line with the revenue medium-term financial strategy and mechanisms for monitoring against approved savings proposals have been introduced.
- 3.6 Section 6 of the self-assessment relates to Monitoring Financial Performance and actions have been taken since February to enhance the capital reporting and regular reporting of aged debt.
- 3.6 The Council considers that, once processes previously carried out jointly are effectively incorporated and reported into CLT in the coming months, then it will continue to fully comply with all aspects of the FM Code which will be reflected in the assessment when setting the budget in February 2023. The Council will always drive continuous improvement and look for ways to improve. Some of these are identified in the Council's self-assessment at Appendix 1.

4.0 Conclusion and Reasons for Recommendations

- 4.1 The Council considers that it will continue to be fully compliant with all aspects of the FM Code when the budget is set in February 2023

5.0 Consultation

None required.

6.0 Alternative Options and Reasons for Rejection

- 6.1 There are no alternative options.

7.0 Implications

Financial and Resource Implications

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

Comments checked by:

Joanne Kaye, Strategic Finance Business Partner, 01295 221545,
joanne.kaye@cherwell-dc.gov.uk

Legal Implications

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

Comments checked by:

Shahin Ismael, Interim Monitoring Officer
shahin.ismael@cherwell-dc.gov.uk

Risk Implications

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

Comments checked by:

Celia Prado-Teeling, Interim Assistant Director – Customer Focus,
Tel: 01295 221556
Celia.prado-teeling@cherwell-dc.gov.uk

Equalities and Inclusion Implications

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

Comments checked by:

Celia Prado-Teeling, Interim Assistant Director – Customer Focus,
Tel: 01295 221556
Celia.prado-teeling@cherwell-dc.gov.uk

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 – FM Code Self-Assessment

Background papers

None

Report Author and contact details

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

Appendix 1 – Summary Financial Management Code Assessment

Ref	CIPFA Financial Management Standards	Current Status	Further Work	Status
1.	Responsibilities of the CFO and Leadership Team			
A	The leadership team is able to demonstrate that the services provided by the authority provide value for money	All services reviewed to ensure being delivered efficiently and appropriate savings identified. All tenders consider VfM by considering the quality of service and not just price.	Develop a statement of how proposals in Executive Reports will deliver value for money where appropriate	
B	The authority complies with the CIPFA “Statement of the Role of the CFO in Local Government”	The CFO is a qualified accountant with significant experience working as an active member of the leadership team. The CFO is a member of CLT (Corporate Leadership Team) and has an influential role with members of the Executive, Accounts, Audit & Risk Committee and lead opposition members.	Review annually the statement of roles and responsibilities of CFO, CLT and the Exec.	
	Governance and Financial Management Style			
Page 41	The Leadership Team demonstrates in its actions and behaviours responsibility for governance and internal control	While operating in partnership with Oxfordshire County Council, a Corporate Governance and Assurance Group (CGAG) was set up to ensure good governance and internal control, including driving the production of the Annual Governance Statement (AGS) and Action Plan through the completion of Professional Lead Statements and engagement with Corporate Directors. Following decoupling from OCC this function will sit with CLT so that the AGS process will be owned by the most senior officers in the Council with a CDC-specific process.	The AGS process previously led by CGAG will be incorporated into CLT.	
D	The authority applies the CIPFA/SOLACE “Delivering Good Governance in Local Government: Framework (2016)”	Annual Governance Statement includes audit opinion on effectiveness of internal control environment and systems of internal control.	Continue to enhance and develop the AGS through CLT. Reporting to AARC has been enhanced to include regular reports on FOI,	

Ref	CIPFA Financial Management Standards	Current Status	Further Work	Status
			data subject access requests, EIR requests and RIPA approvals, to give visibility and assurance on regulatory compliance.	
E	The Financial Management style of the authority supports financial sustainability	The Council has adopted a Business Partnering model that supports managers to deliver financially sustainable services by providing strategic advice and support. This is underpinned by a Corporate Function that manages the strategic financing issues and provides the budget setting and accounting framework for the organisation.	Continue to develop the skills of managers to ensure that they have access to performance and financial information that enables them to deliver services that are financially sustainable.	
3. Long to Medium-Term Financial Management				
F Page 42	The authority has carried out a credible and transparent financial resilience assessment	A Financial Resilience assessment is included within the Budget Documents. The assessment is consistent with the Medium-Term Financial Strategy (MTFS) assumptions.		
	The authority understands its prospects for financial sustainability in the longer term and has reported this clearly to members	MTFS far more transparent than in previous years clearly outlining the financial challenges facing CDC in the Budget and Business Planning Process 2022/23 – 2026/27 Report	Continue to update CLT and the Executive throughout year and within Budget/MTFS documents	
H	The authority complies with the CIPFA “Prudential Code for Capital Finance in Local Authorities”	Capital Strategy is produced. Quarterly Treasury Management monitoring considered at the Accounts, Audit and Risk Committee. a profiled five-year capital programme was approved by Council in Feb 2022.	. Provide quarterly TM and Prudential Indicator updates as part of monitoring reports.	
I	The authority has a rolling multi-year medium-term financial plan consistent with sustainable service plans	CDC has an Integrated Business Planning and Budget Process with a five-year MTFS.	Continue to ensure services are aware of future savings plans committed to and savings are implemented. Encourage ‘early alert’ if future savings are at risk.	
4. The Annual Budget				
J	The authority complies with its statutory obligations in respect of the budget setting process	The Council produces its annual balanced budget and supporting documentation.		

Ref	CIPFA Financial Management Standards	Current Status	Further Work	Status
K	The budget report includes a statement by the CFO on the robustness of the estimates and a statement on the adequacy of the proposed financial reserves	S25 report accompanies the suite of Budget documents. Enhanced by including an assessment of readiness for implementing the FM Code		
5. Stakeholder Engagement and Business Plans				
L	The authority has engaged where appropriate with key stakeholders in developing its long-term financial strategy, medium-term financial plan and annual budget	Significant consultation on the budget proposals as well as ensuring carry out the statutory business rate payers' consultation.	Continue with corporate and directorate consultation where appropriate.	
M	The authority uses an appropriate documented options appraisal methodology to demonstrate the value for money of its decisions	A business case is required for all capital schemes which sets out alternative options, the reasons for discounting them and benefits of progressing with the scheme. All tenders consider VfM by considering the quality of service and not just price – the appraisal process is documented. The Strategic Place Shaping Programme Board implemented a Gateway process for evaluation of projects which considers factors such as vfm, business need.	Agree consistent business case templates from outline through to full for both revenue and capital schemes for all strategic boards.	
6. Monitoring Financial Performance				
N	The Leadership Team takes action using reports enabling it to identify and correct emerging risks to its budget strategy and financial sustainability	The monthly Performance, Risk and Financial Monitoring Report to Executive enables CLT and Executive to respond to emerging risks – the effectiveness was evidenced during 2020/21 as the Council agreed an in-year budget to respond to the financial impact of COVID-19. Enhancements to capital reporting have been introduced to now include analysis of variances to the total cost of the scheme rather than comparison to in-year profiled budget.	The Capital Programme monitoring element requires enhancement to: <ul style="list-style-type: none"> • better reflect performance and the delivery of outcomes linked to the completion of capital schemes. • Ensure all capital schemes are monitored by a strategic board or specific DLT where a strategic board doesn't exist to that type of 	

Ref	CIPFA Financial Management Standards	Current Status	Further Work	Status
			scheme.	
O	The Leadership Team monitors the elements of its balance sheet that pose a significant risk to financial sustainability	Reserves and balances are monitored monthly and changes in budgeted use require appropriate approvals before they can be assumed. Debtor monitoring takes place quarterly identifying aged debt of Council debt. Aged debt was recently reviewed en masse which resulted in significant debt being written off.	Continue to review aged debt to consider the collectability of this. Take proposed write-offs to Exec regularly.	
7. External Financial Reporting				
P	The CFO has personal and statutory responsibility for ensuring that the statement of accounts produced by the local authority complies with the reporting requirements of the "Code of Practice on Local Authority Accounting in the United Kingdom"	The annual accounts are produced in compliance with the CIPFA Code.		
	The presentation of the final outturn figures and variations from budget allows the leadership team to make strategic financial decisions	CLT and Executive consider outturn report and year end variances enabling strategic financial decisions to be made as necessary.		