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Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 3 July 2023 at 6.30 pm

Present:

Councillor Barry Wood (Chairman), Leader of the Council and Portfolio Holder for Policy and Strategy

Councillor Adam Nell (Vice-Chairman), Deputy Leader of the Council and Portfolio Holder for Finance

Councillor Sandy Dallimore, Portfolio Holder for Corporate Services

Councillor Donna Ford, Portfolio Holder for Regeneration

Councillor Nicholas Mawer, Portfolio Holder for Housing

Councillor Andrew McHugh, Portfolio Holder for Cleaner and Greener Communities

Councillor Eddie Reeves, Portfolio Holder for Property

Councillor Dan Sames, Portfolio Holder for Planning and Development

Apologies for absence:

Councillor Phil Chapman, Portfolio Holder for Healthy and Safe Communities

Councillor Nigel Simpson, Portfolio Holder for Sport and Leisure

Also Present:

Councillor John Broad, Chairman Overview and Scrutiny Committee

Officers:

Yvonne Rees, Chief Executive

Stephen Hinds, Corporate Director Resources

Michael Furness, Assistant Director Finance & S151 Officer

Shiraz Sheikh, Assistant Director Law, Governance & Democratic Services/Monitoring Officer

Aaron Hetherington, Principal Officer - Electoral Services Lead

Officers in attendance virtually:

Celia Prado-Teeling, Performance and Insight Manager

1 Declarations of Interest

There were no declarations of interest.

2 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

The Chairman welcomed Councillor Broad, Chairman of the Overview & Scrutiny Committee. Councillor Broad would be speaking on Item 6 – Performance, Risk and Finance Monitoring Report – End of Year 2022-23 and Item 7 – Performance, Risk and Finance Monitoring Report - May 2023.

3 **Minutes**

The minutes of the meeting held on 3 April 2023 were agreed as a correct record and signed by the Chairman.

4 **Chairman's Announcements**

There were no Chairman's announcements.

5 **Performance, Risk and Finance Monitoring Report End of Year 2022 - 2023**

The Assistant Director of Finance and Assistant Director – Customer Focus submitted a report which updated the Executive on the council's performance, risk, and financial positions for the period up to the end of the financial year 2022-2023.

Councillor Broad, Chairman of Overview & Scrutiny Committee addressed the Executive. Cllr Broad reported that the Overview & Scrutiny Committee had asked general questions of clarification on the report but had no specific comments to make to Executive and had noted the report.

Resolved

- (1) That the Performance, Risk and Finance Monitoring Report for End of year 2022- 2023 be noted.
- (2) That the Annual Report 2022 – 2023 be noted.
- (3) That the carry forward of funding into reserves be approved and the allocations being released for use in 2023/2024 (Annex to the Minutes as set out in the Minute Book) be agreed.
- (4) That the capital carry forwards (Annex to the Minutes as set out in the Minute Book) be approved.
- (5) That the Use of / Contributions to Reserves (Annex to the Minutes as set out in the Minute Book) be approved.

- (6) That the outturn underspend for 2022/2023 be noted.

Reasons

This report provides a summary of the council's delivery against its business plan priorities including its, risk, and financial positions for the 2022/23 financial year.

Alternative Options

This report summarises the council's performance, risk and financial positions for the 2022/23 financial year, therefore there are no alternative options to consider.

6 Monthly Performance, Risk and Finance Monitoring Report May 2023

The Assistant Director of Finance and Assistant Director – Customer Focus submitted a report to update the Executive on the council's performance, risk, and financial positions for the 2023/24 financial year to the end of May 2023.

Councillor Broad, Chairman of Overview and Scrutiny Committee addressed the Executive. Councillor Broad reported that the Overview and Scrutiny Committee had asked questions of clarification regarding the performance measures, and whether the quoted targets were local or national.

Regarding indicator BP4.1.02, Support Community Safety and Reduce Anti-Social Behaviour, the Overview and Scrutiny Committee had discussed whether the indicator should be geared towards the prevention of anti-social behaviour, rather than intervention.

The Overview and Scrutiny Committee resolved to make the following comment to Executive: 'That Executive give consideration to review the wording of measure BP4.1.02 Support Community Safety and Reduce Anti-Social Behaviour'.

Resolved

- (1) That the Performance, Risk and Finance Monitoring Report for May 2023 be noted.
- (2) That the Budget Management Report be noted.
- (3) That the proposed changes in use of reserves (Annex to the Minutes as set out in the Minute Book) be approved,
- (4) That the Virements agreed under Section 151 Officer delegations be noted.

Reasons

This report provides an update on progress made during May 2023, to deliver the council's priorities through reporting on its performance, risk and financial positions.

Alternative Options

This report summarises the council's performance, risk, and financial positions up to the end of May, therefore there are no alternative options to consider. However, members may wish to request further information from officers or for inclusion.

7 Cherwell Digital Futures Strategy

The ICT and Digital Lead submitted a report to present the Digital Futures Strategy, a forward-thinking blueprint designed to greatly improve the experience for all stakeholders - citizens, businesses, partners, visitors, staff, and elected members. The Strategy deviated from traditional IT strategies because instead of centring on specific technology implementations, it prioritised identifying innovative technologies and approaches that align with the ambition to become the best version of ourselves. The aim was to leverage digital advancements to foster an improved, engaging, and seamless experience for all.

Resolved

- (1) That the Digital Futures Strategy be approved.

Reasons

Embracing the digital approaches proposed in this strategy will align our services with the evolving expectations and daily digital interactions of our customers. By automating routine tasks, we empower our council officers to devote their expertise to more complex cases and to community members who would benefit from a more personal touch. Our commitment to gradual and strategic "evolution" rather than abrupt "revolution" allows us to manage the cost implications effectively. As such, most expenses related to the digital transformation will seamlessly integrate within our existing transformational budget or coincide with our planned system replacement schedules. This thoughtful approach ensures a smoother transition towards our digital future, minimising disruption while maximising benefits and value for our community.

Alternative Options

Option 1: To request the creation of a more traditional IT Strategy. Due to the drivers for transformation, a traditional IT Strategy would not provide the framework required to support radical change if needed.

8 Discretionary Housing Payments Policy reviewed 2023/2024

The Assistant Director of Finance submitted a report to inform the Executive of the reviewed policy for Discretionary Housing Payment (DHP) and proposed updates.

Resolved

- (1) That the contents of the reviewed policy for Discretionary Housing Payments be noted.
- (2) That policy for Discretionary Housing Payments be approved.

Reasons

Discretionary Housing Payments are vital for residents in the current economic climate and help to support our most vulnerable residents with housing costs. It is recommended that the policy is endorsed by Executive to continue delivering support to these customers.

Alternative Options

Option 1: Returning the funds to Department for Works and Pensions and Oxfordshire County Council has been rejected as this would not be in line with Cherwell's objectives of responding to the cost of living crisis and working to prevent homelessness.

9

Implementation of Car Parking Pricing

The Assistant Director Environmental Services submitted a report to inform Executive of the changes proposed to the implementation of car park price increases during summer 2023 and provided the rationale for the revised implementation.

The new scheme did not raise prices beyond those approved by Council. It set out an implementation plan which ensured the Council's car park charges strike a balance between the Medium Term Financial Plan (MTFP) priorities and being responsive to the current economic climate.

Resolved

- (1) That the following proposed car parking changes be noted:
 - Increase the 1st hour from £1.10 to £1.20. This will increase income broadly in line with inflation.
 - Keep the 2nd and 3rd hour unchanged as parking usage has demonstrated that use has declined and is not competitive with alternative car parking offers.
 - Increase the daily charge from £5.00 to £5.50 – an increase of 10p per hour - in line with inflation and as long stay car parks are showing increasing demand from increasing numbers of workers returning to office.

- Increase the ultra short stay from £1.10 to £1.20 for ½ hour. Increase the hour rate from £1.60 to £1.70 in ultra short stay car parks, where it is evidenced that there is increasing demand.

(2) That the publishing of the revised charges be approved.

Reasons

The proposed changes protect against inflation pressures of car parking operational costs and income, and to reflect market forces and changes in use.

Alternative Options

Option 1: To raise charges in line with the MTFP. This is not recommended as it is anticipated to have an adverse impact on use and therefore income due to competing offers from other car park providers in Banbury and Bicester, and to a lesser extent from competing towns outside of Cherwell.

10

Budget and Business Planning Process 2024/25 - 2028/29

The Assistant Director of Finance submitted a report to inform Executive of the proposed approach to the 2024/25 Budget and Business Planning Process and provided context and background information on the existing Medium-Term Financial Strategy and information on the latest Government announcements relevant to the Strategy.

Resolved

- (1) That the Budget and Business Planning Process for 2024/25 be approved.
- (2) That the base assumptions to be used for the 2024/25 budget be approved.
- (3) That a five-year period for the Medium-Term Financial Strategy to 2028/29 and five-year period for the Capital Programme to 2028/29 be approved.
- (4) That the revised Reserves Policy (Annex to the Minutes as set out in the Minute Book) be approved.

Reasons

The Council has a legal obligation to set a balanced budget and ensure it maintains a suitable level of reserves each year. The process laid out in this report will allow CDC to develop budget proposals that will allow it to meet these legal obligations.

Alternative Options

The Council has a legal obligation to set a balanced budget and evaluate its level of reserves to ensure they are held at a suitable level. Therefore, there are no alternative options other than to carry out a budget process that reviews the levels of reserves and identifies a budget proposal that can be delivered within the overall level of resources available to the Council.

11 **Award of Contract for the Repair and Refurbishment of Town Centre House**

The Assistant Director Wellbeing and Housing submitted a report to seek delegated authority to the Assistant Director Wellbeing and Housing to award the contract to the successful tender for the repair and refurbishment of Town Centre House.

Resolved

- (1) That authority be delegated to Assistant Director Wellbeing and Housing to award the contract for the repair and refurbishment of Town Centre House in consultation with the Monitoring Officer and s151 Officer.
- (2) That authority be delegated to the Monitoring Officer to enter into the agreement with the successful tenderer.

Reasons

To agree to delegating authority for procuring contractors and entering into a contract to complete the necessary works on Town Centre House following a competitive tendering exercise and formal costed evaluation of the bids received.

Alternative Options

Option 1: Do not award a contract over the summer. This option has been rejected because Cherwell District Council must meet its financial and housing obligations in order to receive the Local Authority Housing Fund (LAHF) grant.

Option 2: Not to take the LAHF grant This option has been rejected because Cherwell District Council is committed to supporting refugees as well as delivering where possible quality homes at local housing allowance rents.

12 **Updates to Terms of Reference of the Future Oxfordshire Partnership**

The Monitoring Officer submitted a report to set out and seek approval of adjustments to the Future Oxfordshire Partnership's Terms of Reference following recent changes to the programmes within the Oxfordshire Housing and Growth Deal.

Resolved

- (1) That the Future Oxfordshire Partnership's revised Terms of Reference and Memorandum of Understanding be approved.

Reasons

The revised governance documents are required to set out how the councils in the Future Oxfordshire Partnership will meet the requirements set out in the DLUHC letter dated 5 December 2022, securing the final £30 million of funding for infrastructure to support the accelerated delivery of new homes.

Alternative Options

Option 1: Do not approve the adjustments to the Terms of Reference. Rejected as it would not meet the requirements set out by central government to secure the funding for infrastructure. It would mean that the Council would not benefit from the opportunities that are presented from joint working with other councils in the Future Oxfordshire Partnership.

13

Pledges to Oxfordshire Inclusive Economy Partnership's Charter

The Assistant Director - Growth and Economy submitted a report that advised on the use of the delegated authority granted in January 2023 for the Council to make Pledges towards the implementation of the Oxfordshire Inclusive Economy Partnership (OIEP) Charter.

Resolved

- (1) That Cherwell District Council's commitment to the adoption of twelve pledges (Annex to the Minutes as set out in the Minute Book) aligned with Oxfordshire Inclusive Economy Partnership (OIEP) 2023-24 and to support delivery of the pledges through appropriate services areas.
- (2) That engagement with and membership of the OIEP Steering Group and Working Groups on behalf of the Council be delegated to the Corporate Director – Communities, in conjunction with the Portfolio Holder for Regeneration.

Reasons

The OIEP has developed a Charter as a statement of shared commitment to creating a more inclusive local economy, reflecting the ambitions of partners from throughout the county to enable everybody to be economically active within stronger, more sustainable communities. To enact the Charter, partners are invited to make pledges towards it and this Council has led by example.

The Council's Inclusive Communities plan will ensure that the Council can commit to delivering its pledges in 2023-24.

By implementing these pledges, the Council will demonstrate good practice and encourage other organisations and businesses through continuing its active participation in the OIEP.

Alternative Options

Option 1: Not to pledge towards delivering Oxfordshire Inclusive Economy Partnership's Charter. This was rejected because it would suggest that the Council is not committed to the creation of an inclusive economy. By not gaining external recognition of its own inclusive policies, it would also miss an opportunity to encourage others to engage and would therefore restrict its ambition to tackle the significant issues being faced by residents who are not currently benefitting as fully as they might from any increasing prosperity within the local economy.

Option 2: To make alternative pledges to Oxfordshire Inclusive Economy Partnership's Charter. This was rejected because the Council should firstly identify pledges that are realistically achievable within existing resources. It is expected that in future years, additional pledges could be considered, subject to resource availability.

14

Urgent Business

There were no items of urgent business.

The meeting ended at 7.11 pm

Chairman:

Date:

Appendix 6 - Transfers to reserves to be released in 23/24

Directorate	Type	Reserve	Description	Amount £m
Chief Executive	Earmarked	Projects	Works in default within the Housing Standards team continuing into 23/24	0.024
Communities	Earmarked	Projects	OxFutures and ISFB funding for Banbury regeneration	0.060
Communities	Earmarked	Planning Control	Smoothing of appeals budget	0.087
Communities	Earmarked	Development Management Casework	For ongoing development management casework	0.200
Resources	Earmarked	Garage Project and Canalside	For Garage projects and canalside continuing into 23/24	0.285
Resources	Earmarked	Revenues and benefits new burdens	New burdens funding for data storage costs	0.020
Resources	Earmarked	Town Centre House Reserve	To meet the financial pressure for Town Centre House Roof works	0.375
				1.051

Appendix 1 - CHERWELL TOTAL CAPITAL PROJECT EXPENDITURE

CODE	ASSISTANT DIRECTOR/RESPONSIBLE OFFICER	DESCRIPTION	Total 22/23 Project Budget	March Outturn	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	1,726	85	(0)	0	1,811	1,811	(0)	The outturn for 2022/23 is £1.726m. This is less than previously forecast due to some case complexity with individual grants. Therefore there is a need to reprofile the underspent budget to fund these works in 2023/24
40160	Nicola Riley	Housing Services - capital	345	182	160	(3)	0	345	342	(3)	Practical completion payment is still due for development at NW Bicester that will now be due in 2023/24
40084	Nicola Riley	Discretionary Grants Domestic Properties	253	142	108	(3)	600	853	850	(3)	The outturn for 2022/23 is a spend of £0.142m. Therefore a request to reprofile the unspent budget of £0.111m to offset the reduction in DFG core funding in 2023/24
40010	Nicola Riley	North Oxfordshire Academy Astro turf	183	0	183	0	0	183	183	0	Delivery linked to external partners approval so spend will now take place in 2023/24
40019	Nicola Riley	Bicester Leisure Centre Extension	79	0	79	0	0	79	79	0	Through the utilisation of UKSPF in 2022/23, the unspent core budget is required to be reprofiled to continue the development of a learner pool in Bicester.
40131	Nicola Riley	S106 Capital Costs	1,744	107	1,637	(0)	0	1,744	1,744	(0)	Regular communication with Parish Councils is allowing us to monitor the projects that make up this programme of works. Cherwell hold developer contributions for each project and release funds as requested by the parish. Some projects are taking parishes longer to complete than first anticipated which explains why the spending is slower.
40181	Nicola Riley	Sunshine Centre (new extension to the front of the site)	0	0	0	0	0	0	0	0	Project completed in 2021/22
40251	Nicola Riley	Longford Park Art	45	0	45	0	0	45	45	0	The request for budget to be reprofiled 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	Project complete
40276	Nicola Riley	UKSPF - Bridge Street Community Garden	2	2	0	0	0	2	2	0	Project complete
Wellbeing & Community			4,502	2,198	2,297	(6)	600	5,100	5,093	(6)	
40208	Claire Cox	Project Manager for HR/Payroll system	100	107	0	7	120	220	227	7	The project has concluded in Q4 2022/23
HR & OD			100	107	0	7	120	220	227	7	
Chief Executives			4,602	2,305	2,297	1	720	5,320	5,320	1	
40139	Andrew Low	Banbury Health Centre - Refurbishment of Ventilation, Heating & Cooling Systems	100	0	104	4	0	100	104	4	£0.100m reprofiled from 2021/22. New tender package is going out to suppliers shortly for commencement in Q1 2023/24
40141	Andrew Low	Castle Quay Waterfront	2,111	2,111	0	0	0	2,111	2,111	0	Project complete
40144	Andrew Low	Castle Quay	3,257	272	2,985	0	0	3,257	3,257	0	A number of Capital Projects have been paused whilst they are reviewed to ensure they will continue to meet the strategic direction for Castle Quay and remain relevant to meet the challenges of the changing retail market.
40162	Andrew Low	Housing & IT Asset System joint CDC/OCC	8	(18)	26	0	0	8	8	0	£0.100m allocated project budget of which £0.048m has been reprofiled from 2021/22. Initial set up cost of £0.052m with £0.002m cost per annum for hosting and software support costs for 3 years (2022/23 to 2024/25).
40167	Andrew Low	Horsefair, Banbury	55	0	55	0	0	55	55	0	The works design is now completed, pending tender. Tender went out in Feb 2023 for delivery in Q1 2023/24
40191	Andrew Low	Bodicote House Fire Compliance Works	141	0	149	8	0	141	149	8	Works are ready to be tendered, due to Bodicote House review we are re evaluating whether the works are now required.
40197	Andrew Low	Corporate Asbestos Surveys	50	0	50	0	0	50	50	0	Review of the work needs to be carried out and costs reassessed
40201	Andrew Low	Works From Compliance Surveys	122	23	99	(0)	0	122	122	(0)	Final phase now planned for Q1 2023/24
40203	Andrew Low	CDC Feasibility of utilisation of proper Space	100	0	100	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	76	54	0	0	130	130	0	Anticipated completion in Q1 2023/24
40239	Andrew Low	Bicester East Community Centre	1,450	79	1,371	(0)	0	1,450	1,450	(0)	Expected start date on site is Quarter 1 of 2023/24. £1.371m of capital funding from 22/23 remains allocated to deliver this bespoke community centre for local residents
40240	Andrew Low	Bicester Dovecote	27	3	0	(24)	0	27	3	(24)	Works complete - no more spend expected
40241	Andrew Low	Thorpe Place Roof Works	35	0	35	0	0	35	35	0	£0.035m reprofiled - project is to be reviewed as part of the portfolio assessment for 2023/24
40242	Andrew Low	H&S Works to Banbury Shopping Arcade	127	15	127	15	0	127	142	15	£0.127m reprofiled - project is to be reviewed as part of the portfolio assessment for 2023/24
40246	Andrew Low	Banbury Museum Pedestrian Bridge	77	73	3	(1)	0	77	76	(1)	£0.077m reprofiled from 2021/22. Works are complete - retention of £3.177 due to be released in Oct 2023

40249	Andrew Low	Retained Land	286	0	260	(26)	0	286	260	(26)	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 2023/24
40225	Andrew Low	Drayton Pavillion - Decarbonisation Works	0	0	0	0	0	0	0	0	
40229	Andrew Low	Stratfield Brake Sports Ground - Decarbonisation Works	0	0	0	0	0	0	0	0	
40226	Andrew Low	Thorpe Lane Depot - Decarbonisation Works	143	143	32	32	0	143	175	32	
40227	Andrew Low	Banbury Museum - Decarbonisation Works	374	349	25	0	0	374	374	0	
40228	Andrew Low	Franklins House - Decarbonisation Works	81	81	0	0	0	81	81	0	
40230	Andrew Low	Whitelands - Decarbonisation Works	91	91	0	0	0	91	91	0	
40231	Andrew Low	Bicester Leisure Centre - Decarbonisation Works	734	734	0	0	0	734	734	0	
40232	Andrew Low	Kidlington Leisure Centre - Decarbonisation Works	351	351	0	0	0	351	351	0	
40233	Andrew Low	Spiceball Leisure Centre - Decarbonisation Works	766	766	0	0	0	766	766	0	
40234	Andrew Low	Woodgreen Leisure Centre - Decarbonisation Works	338	338	0	(0)	0	338	338	(0)	
40252	Andrew Low	Expiring Energy Performance Certificates plus Associated works	96	0	96	0	0	96	96	0	
40253	Andrew Low	Energy Performance Certificates Gov't Implementation of target B - Strategic Plan	60	0	60	0	0	60	60	0	
40254	Andrew Low	Thorpe Lane Depot - Renewal of Electrical Incoming Main	270	99	171	0	0	270	270	0	
40255	Andrew Low	Installation of PV at CDC Property	79	0	79	0	0	79	79	0	
40277	Andrew Low	BEIS = Repayment of Decarbonisation Grant/Capital Grants repaid	0	64	0	64	0	0	64	64	
40263	Andrew Low	Kidlington Leisure New Electrical Main	200	180	20	0	0	180	200	20	
40121	Andrew Low	Bicester Library (phase 1b)	645	0	0	(645)	0	645	0	(645)	
40111	Andrew Low	Admiral Holland Redevelopment Project (phase 1b)	61	0	61	0	0	61	61	0	
40118	Andrew Low	Creampot Crescent Cropredy (phase 1b)	(10)	0	0	10	0	(10)	0	10	
40177	Andrew Low	Bullmarsh Close (Phase 2)	17	12	0	(5)	0	17	12	(5)	
40213	Andrew Low	Build Team Essential Repairs & Improvements	149	33	116	(0)	0	149	149	(0)	
40224	Andrew Low	Fairway Flats Refurbishment	362	0	362	0	0	362	362	0	
40262	Andrew Low/Nicola Riley	Affordable Housing	1,200	44	1,156	(0)	0	1,200	1,200	(0)	
Property			14,083	5,920	7,596	(566)	0	14,063	13,517	(546)	
40256	Michael Furness	Processing Card Payments & Direct Debits	20	0	20	0	0	20	20	0	
Finance Total			20	0	20	0	0	20	0	0	
40056	Mark Duff	5 Year Rolling HW / SW Replacement Prog	50	45	0	(5)	0	50	45	(5)	
40212	Mark Duff	Procurement of Joint Performance system	20	0	0	(20)	0	20	0	(20)	
40237	Mark Duff	Council Website & Digital Service	162	44	122	4	0	162	166	4	

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

Scopes reviewed - expected instruction shortly

Scopes reviewed - expected instruction shortly

Works are currently designed pending tender of the Electrical supply infrastructure. Works to be coordinated with the District Network Operator (Western Power) to instal the new sub station, who are engaged. Waiting for dates from the DNO. Reprofile balance of funds £0.171m into 2023/24

This will now take place along with the new capital works planned for 2023/24

Balance of payment back to Salix

Project to install new electrical main for kindlington leisure centre by Scottish and Southern Electricity. Expected to start Q1 2023/24 so balance expected to be spent during this period.

Capital project no longer required.

With construction formally completed end of September 2020 there is the need to budget for retention – the retention is £0.061m.

Retention payment now paid.

Retention payment now paid.

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.

Instructing the consultants shortly to progress the design ready for tendering

We have engaged design professionals to prepare the specification of works which are required to effect both the repair to the roof and the reinstatement of the living accommodation, which has been affected by the invasive investigative works which we have undertaken. The tender process will be completed in early 2023/24 with the aim being to complete the required works within the next 12 months.

The project has concluded in Q4 2022/23

Budget required for hardware refresh, delayed due to Co-Vid and council wide remote working. Project underway and on-track to complete early Q4 2022/2023

Budget not required post decoupling from OCC. Can be handed back.

2nd stage of project expected to conclude Q4 2022/2023. Further stages of work expected in 2023/2024, delayed from current stage due to other council priorities.

40238	Mark Duff	IT Shared Services	0	0	0	0	0	0	0	The Digital Futures programme is in the process of being established and work is underway to explore areas of improvement to reduce the demand on services and provide proactive services to our citizens.	
40274	Mark Duff	Digital Future Programme	236	124	0	(112)	0	236	124	(112)	Digital Futures Programme is progressing with pilot initiatives and discovery work.
ICT			468	213	122	(133)	0	468	335	(133)	
Resources			14,571	6,133	7,738	(700)	0	14,551	13,851	(680)	
40062	Robert Jolley	East West Railways	118	1	117	(0)	4,189	4,307	4,307	(0)	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. This is in partnership with England's Economic Heartland. Cherwell's contribution towards fibre connectivity will now take place in 2023/24 and therefore requires the remaining budget to be reprofiled
40109	Robert Jolley	Hope House	0	12	0	12	0	0	12	12	We commissioned the work to address two issues with the hardstandings at Hope Close and Fairway that were presenting health and safety issues.
Growth & Economy			118	13	117	12	4,189	4,307	4,319	12	
40015	Ed Potter	Car Park Refurbishments	74	28	46	(0)	0	74	74	(0)	£0.046m slippage required in to 2023/24. Full spend anticipated by March 2024
40026	Ed Potter	Off Road Parking	18	0	18	0	0	18	18	0	£0.018m slippage required in to 2023/24. Full spend anticipated by March 2024
40028	Ed Potter	Vehicle Replacement Programme	1,166	537	629	0	4,344	5,510	5,510	0	£0.629m slippage required in to 2023/24. Full spend anticipated by March 2025. Additional bids anticipated as further electric vehicles are introduced to the fleet.
40031	Ed Potter	Urban City Electricity Installations	15	9	0	(6)	0	15	9	(6)	Project completed in 2022/23.
40187	Ed Potter	On Street Recycling Bins	18	0	18	0	0	18	18	0	£0.018m slippage required in to 2023/24. Full spend anticipated by March 2024
40186	Ed Potter	Commercial Waste Containers	25	25	0	0	25	50	50	0	Full spend anticipated by March 2024
40188	Ed Potter	Thorpe Lane Depot Capacity Enhancement	158	165	0	7	0	158	165	7	Project completed in 2022/23.
40216	Ed Potter	Street Scene Furniture and Fencing project	36	0	36	0	24	60	60	0	£0.036m slippage required in to 2023/24, full spend anticipated by March 2026.
40217	Ed Potter	Car Parking Action Plan Delivery	175	157	18	0	0	175	175	0	£0.018m slippage required in to 2023/24. Full spend anticipated by March 2024
40218	Ed Potter	Depot Fuel System Renewal	35	0	35	0	0	35	35	0	£0.035m slippage required in to 2023/24. Full spend anticipated by March 2024
40220	Ed Potter	Horsefair Public Conveniences	0	0	0	0	0	0	0	0	Project completed in 2021/22. Retention payment still outstanding
40222	Ed Potter	Burnehyll- Bicester Country Park	220	61	159	(0)	0	220	220	(0)	£0.159m slippage required in to 2023/24, full spend anticipated by March 2024.
40235	Ed Potter	Chargeable Garden & Food Waste	0	0	0	0	0	0	0	0	Project completed in 2022/23.
40248	Ed Potter	Solar Panels at Castle Quay	53	0	53	0	0	53	53	0	£0.053m slippage required in to 2023/24, full spend anticipated by March 2024
40257	Ed Potter	Additional Commercial Waste Containers	10	11	0	1	10	20	21	1	Full spend anticipated by March 2024
40258	Ed Potter	Kidlington Public Convenience Refurbishment	90	0	90	0	0	90	90	0	£0.090m slippage required in to 2023/24, completed in Q1 2023/24
40259	Ed Potter	Market Equipment Replacement	15	0	15	0	0	15	15	0	£0.015m slippage required in to 2023/24, full spend anticipated by March 2024.
40260	Ed Potter	Land for New Bicester Depot	3,000	11	2,989	(0)	0	3,000	3,000	(0)	Due to rapid growth within the area the Council has identified a new site for the Bicester Depot and terms for the purchase are expected to be finalised early in 23/24. A project team has been established to develop the site under a separate capital scheme. The design is expected to maximise income opportunities in vehicle maintenance, energy cost reduction and which will greatly benefit the district and further our commitment to carbon reduction.
Environmental			5,108	1,004	4,106	2	4,403	9,511	9,513	2	
40245	Richard Webb	Enable Agile Working	15	0	15	0	0	15	15	0	The funding is intended to be used to purchase the technology needed to enable the teams to use our new case management system whilst 'on-site' carrying out inspection work, etc. We have trialled different tablets but have delayed the project since the release of the app that will support mobile working has been delayed by IDOX (the case management system provider). The app is now due for release in early summer.

	15	0	15	0
Communities	5,241	1,017	4,238	14
Capital Total	24,413	9,455	14,273	(685)

	0	15	15	0
	8,592	13,833	13,847	14
	9,312	33,703	33,019	(665)

CHERWELL CAPITAL EXPENDITURE 2022-23

CODE	ASSISTANT DIRECTOR/RES PONSIBLE OFFICER	DESCRIPTION	BUDGET	Outturn	RE-PROFILED BEYOND 2022/23	Current month Variances £000	Prior month Variances £000	OUTTURN NARRATIVE
40083	Nicola Riley	Disabled Facilities Grants	1,811	1,726	85	(0)	-	Final spend of £1.726m which is less than previously forecast due to some case complexity with individual grants. Therefore there is a need to reprofile the underspent budget to fund these works in 2023/24
40160	Nicola Riley	Housing Services - capital	345	182	160	(3)	-	Practical completion payment of £0.160m is still due for development at NW Bicester that will now be due in 2023/24
40084	Nicola Riley	Discretionary Grants Domestic Properties	253	142	108	(3)	-	Final spend of £0.142m. Therefore a request to reprofile the unspent budget of £0.111m to offset the reduction in DFG core funding in 2023/24
40010	Nicola Riley	North Oxfordshire Academy Astro turf	183	0	183	-	-	The delivery of a new Astro turf pitch at North Oxfordshire Academy has been complicated by issues arising from securing appropriate and timely developer contributions. Appointed external consultant to support with initial scope of works up to a point where a decision on planning permission is made and a detailed specification for the tendering of the works is ready to be advertised, this should happen in early 2023/24
40019	Nicola Riley	Bicester Leisure Centre Extension	79	0	79	-	-	Detailed feasibility work now started which have been funded through the utilisation of UKSPF in 2022/23. This has therefore resulted in the need to reprofile the unspent core budget to 2023/24 to continue the development of a learner pool in Bicester.
40131	Nicola Riley	S106 Capital Costs	1,744	107	1,637	(0)	-	The budget allocation is for 16 projects funded by S106. Due to the clauses of grant agreements, the passporting S106 funds is reliant upon timely project delivery by other bodies outside of the Council's control. Therefore, the majority of projects will be delivered in 2023/24.
40181	Nicola Riley	Sunshine Centre (new extension to the front of the site)	0	0	0	-	(2)	Project completed in 2021/22.
40251	Nicola Riley	Longford Park Art	45	0	45	-	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	40	0	-	0	Project completed in 2022/23
40276	Nicola Riley	UKSPF - Bridge Street Community Garden	2	2	0	-	0	Project completed in 2022/23
Wellbeing & Community			4,502	2,198	2,297	(6)	(2)	
40208	Claire Cox	Project Manager for HR/Payroll system	100	107	0	7	0	The project has concluded in Q4 2022/23
HR & OD			100	107	0	7	0	
Chief Executive			4,602	2,305	2,297	1	(2)	
40139	Andrew Low	Banbury Health Centre - Refurbishment of Ventilation, Heating & Cooling Systems	100	0	104	4	(4)	£0.100m reprofiled from 2021/22. New tender package is going out to suppliers shortly for commencement in Q1 2023/24
40081	Andrew Low	Bicester Town Centre Redevelopment	0	0	0	0	0	These cost are in connection with the solicitors advising on the latent defect in connection with the failing paintwork on the Sainsburys unit
40141	Andrew Low	Castle Quay Waterfront	2,111	2,111	0	0	0	Project complete
40144	Andrew Low	Castle Quay	3,257	272	2,985	0	0	A number of Capital Projects have been paused whilst they are reviewed to ensure they will continue to meet the strategic direction for Castle Quay and remain relevant to meet the challenges of the changing retail market.
40162	Andrew Low	Housing & IT Asset System joint CDC/OCC	8	(18)	26	0	0	£0.100m allocated project budget of which £0.048m has been reprofiled from 2021/22. Initial set up cost of £0.052m with £0.002m cost per annum for hosting and software support costs for 3 years (2022/23 to 2024/25).
40167	Andrew Low	Horsefair, Banbury	55	0	55	0	0	The works design is now completed, pending tender. Tender went out in Feb 2023 for delivery in Q1 2023/24
40191	Andrew Low	Bodicote House Fire Compliance Works	141	0	149	8	0	Works are ready to be tendered, due to Bodicote House review we are re evaluating whether the works are now required.
40197	Andrew Low	Corporate Asbestos Surveys	50	0	50	0	0	Review of the work needs to be carried out and costs reassessed
40201	Andrew Low	Works From Compliance Surveys	122	23	99	(0)	0	Final phase now planned for Q1 2023/24
40203	Andrew Low	CDC Feasibility of utilisation of proper Space	100	0	100	0	0	This amount has been set aside to consider the future office space of the Council.
40219	Andrew Low	Community Centre - Works	130	76	54	0	0	Anticipated completion in Q1 2023/24
40239	Andrew Low	Bicester East Community Centre	1,450	79	1,371	(0)	0	Expected start date on site is Quarter 1 of 2023/24. £1.371m of capital funding from 22/23 remains allocated to deliver this bespoke community centre for local residents
40240	Andrew Low	Bicester Dovecote	27	3	0	(24)	(24)	Works complete - no more spend expected
40241	Andrew Low	Thorpe Place Roof Works	35	0	35	0	0	£0.035m reprofiled - project is to be reviewed as part of the portfolio assessment for 2023/24
40242	Andrew Low	H&S Works to Banbury Shopping Arcade	127	15	127	15	0	£0.127m reprofiled - project is to be reviewed as part of the portfolio assessment for 2023/24

40246	Andrew Low	Banbury Museum Pedestrian Bridge	77	73	3	(1)	0	£0.077m reprofiled from 2021/22. Works are complete - retention of £3,177 due to be released in Oct 2023
40249	Andrew Low	Retained Land	286	0	260	(26)	0	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 2023/24
40225	Andrew Low	Drayton Pavilion - Decarbonisation Works	0	0	0	0	0	£0.086m reprofiled from 2021/22. 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	0	0	0	0	0	£0.159m reprofiled from 2021/22. 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	143	143	32	32	0	PSDS Project - Project completed. In retention
40227	Andrew Low	Banbury Museum - Decarbonisation Works	374	349	25	0	0	PSDS Project - Works at practical completion at 95% pending commissioning of plant.
40228	Andrew Low	Franklins House - Decarbonisation Works	81	81	0	0	0	PSDS Project - Project completed. In retention
40230	Andrew Low	Whitelands - Decarbonisation Works	91	91	0	0	0	PSDS Project - Project completed. In retention
40231	Andrew Low	Bicester Leisure Centre - Decarbonisation Works	734	734	0	0	0	PSDS Project - Works at practical completion at 97.5% pending commissioning of plant.
40232	Andrew Low	Kidlington Leisure Centre - Decarbonisation Works	351	351	0	0	0	PSDS Project - Works at practical completion at 95% pending commissioning of plant and works by district networks operator. £200k for additional project costs to accommodate new electrical mains as per cost centre 40263
40233	Andrew Low	Spiceball Leisure Centre - Decarbonisation Works	766	766	0	0	0	PSDS Project - Works at practical completion at 97.5% pending commissioning of plant.
40234	Andrew Low	Woodgreen Leisure Centre - Decarbonisation Works	338	338	0	(0)	77	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	96	0	0	Scopes reviewed - expected instruction shortly
40253	Andrew Low	Energy Performance Certificates Gov't Implementation of target B - Strategic Plan	60	0	60	0	0	Scopes reviewed - expected instruction shortly
40254	Andrew Low	Thorpe Lane Depot - Renewal of Electrical Incoming Main	270	99	171	0	0	Works are currently designed pending tender of the Electrical supply infrastructure. Works to be coordinated with the District Network Operator (Western Power) to instal the new sub station, who are engaged. Waiting for dates from the DNO. Reprofile balance of funds £0.171m into 2023/24
40255	Andrew Low	Installation of Photovoltaic at CDC Property	79	0	79	0	0	This will now take place along with the new capital works planned for 2023/24
40277	Andrew Low	BEIS = Repayment of Decarbonisation Grant/Capital Grants repaid	0	64	0	64	64	Balance of payment back to Salix
40121	Andrew Low	Bicester Library (phase 1b)	645	0	0	(645)	(635)	Capital project no longer required.
40263	Andrew Low	Kidlington Leisure New Electrical Main	200	180	20	0	0	Project to install new electrical main for kidlington leisure centre by Scottish and Southern Electricity. Expected to start Q1 2023/24 so balance expected to be spent during this period.
40111	Andrew Low	Admiral Holland Redevelopment Project (phase 1b)	61	0	61	0	-	With construction formally completed end of September 2020 there is the need to budget for retention – the retention is £0.061m.
40118	Andrew Low	Creampot Crescent Cropreddy (phase 1b)	(10)	0	0	10	-	Retention payment now paid.
40177	Andrew Low	Bullmarsh Close (Phase 2)	17	12	0	(5)	(5)	Retention payment now paid.
40213	Andrew Low	Build Team Essential Repairs & Improvements	149	33	116	(0)	-	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	Andrew Low	Fairway Flats Refurbishment	362	0	362	0	-	Instructing the consultants shortly to process the design ready for tendering
40262	Andrew Low/Nico	Affordable Housing	1,200	44	1,156	(0)	-	We have engaged design professionals to prepare the specification of works which are required to effect both the repair to the roof and the reinstatement of the living accommodation, which has been affected by the invasive investigative works which we have undertaken. The tender process will be completed in early 2023/24 with the aim being to complete the required works within the next 12 months.
Property			14,083	5,920	7,596	(566)	(527)	Did we start the tender process? This is as at 31 March - we should be able to say if it started, concluded etc.
40256	Michael Furness	Processing Card Payments & Direct Debits	20	0	20	0	0	
Finance			20	-	20	-	-	I believe its only just gone to tender!
40056	Mark Duff	5 Year Rolling HW / SW Replacement Prog	50	45	0	(5)	(5)	Refresh now completed, no further spend expected.
40212	Mark Duff	Procurement of Joint Performance system	20	0	0	(20)	(20)	Budget not required post decoupling from OCC. Can be handed back.
40237	Mark Duff	Council Website & Digital Service	162	44	122	4	0	2nd stage of project concluded January 2023. Budget reprofiled to support further improvements to be reviewed for delivery under the Digital Futures programme in 2023/24.
40238	Mark Duff	IT Shared Services	0	0	0	0	0	Budget transferred to Digital Futures programme.
40274	Mark Duff	Digital Futures Programme	236	124	0	(112)	0	Digital Futures Programme is progressing with pilot initiatives and discovery work.
ICT			468	213	122	(133)	(25)	
Resources			14,571	6,133	7,738	(699)	(552)	
40062	Robert Jolley	East West Railways	118	1	117	(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. This is in partnership with England's Economic Heartland. Cherwell's contribution towards fibre connectivity will now take place in 2023/24 and therefore requires the remaining budget to be reprofiled
40109	Robert Jolley	Hope House	0	12	0	12	0	We commissioned the work to address two issues with the hardstandings at Hope Close and Fairway that were presenting health and safety issues.
Growth & Economy			118	13	117	12	20	
40015	Ed Potter	Car Park Refurbishments	74	28	46	(0)	-	£0.046m slippage is required in to 2023/24 to continue the projects of pay on exits sites across the district and upgrading of pay machines from 3G to 4G/5G. This project is in conjunction with CC 40026 and 40217.
40026	Ed Potter	Off Road Parking	18	0	18	-	-	£0.018m slippage is required in to 2023/24 to continue the project of installing LED lighting at various sites. This project is in conjunction with CC 40015 and 40217.

40028	Ed Potter	Vehicle Replacement Programme	1,166	537	629	0	0	£0.629m slippage is required in to 2023/24 due to supply chain issues and availability of electric vehicles.
40031	Ed Potter	Urban City Electricity Installations	15	9	0	(6)	(5)	Project completed in 2022/23
40186	Ed Potter	Commercial Waste Containers	25	25	0	0	-	Project completed in 2022/23
40187	Ed Potter	On Street Recycling Bins	18	0	18	-	-	£0.018m slippage is required in to 2023/24 due to negotiations with external clients needed for their requirements and to identify sites in need of refurbishment.
40188	Ed Potter	Thorpe Lane Depot Capacity Enhancement	158	165	0	7	5	Project completed in 2022/23
40216	Ed Potter	Street Scene Furniture and Fencing project	36	0	36	0	0	£0.036m slippage is required in to 2023/24. Ongoing issues with lease and land ownership. Optimistic will be resolved in early 2023, this work is in addition to works at other sites.
40217	Ed Potter	Car Parking Action Plan Delivery	175	157	18	0	-	£0.018m slippage is required in to 2023/24 as part of ongoing review of Car Park Action Plan. This project is in conjunction with CC 40015 and 40026.
40218	Ed Potter	Depot Fuel System Renewal	35	0	35	-	-	£0.035m slippage required in to 2023/24 once more information on new Bicester Depot site site obtained.
40220	Ed Potter	Horsefair Public Conveniences	0	0	0	-	-	Retention payment still outstanding
40222	Ed Potter	Burnehyll- Bicester Country Park	220	61	159	0	0	£0.159m slippage is required in to 2023/24 to continue development of country park.
40248	Ed Potter	Solar Panels at Castle Quay	53	0	53	-	-	£0.053m slippage is required in to 2023/24. Project to commence in early 2023/24.
40235	Ed Potter	Chargeable Garden & Food Waste	0	0	0	-	-	Accruals now written off, project completed in 2022/23.
40257	Ed Potter	Additional Commercial Waste Containers	10	11	0	1	-	Project completed in 2022/23
40258	Ed Potter	Kidlington Public Convenience Refurbishment	90	0	90	-	-	£0.090m slippage is required in to 2023/24. Tenders returned higher than expected, design/specifications to be reviewed and re-tendered in quarter 1 2023/24.
40259	Ed Potter	Market Equipment Replacement	15	0	15	-	-	£0.015m slippage required in to 2023/24.
40260	Ed Potter	Land for New Bicester Depot	3,000	11	2,989	(0)	-	Due to rapid growth within the area the Council has identified a new site for the Bicester Depot and terms for the purchase are expected to be finalised early in 23/24. A project team has been established to develop the site under a separate capital scheme. The design is expected to maximise income opportunities in vehicle maintenance, energy cost reduction and which will greatly benefit the district and further our commitment to carbon reduction.
Environmental			5,108	1,004	4,106	2	(4)	
40245	Richard Webb	Enable Agile Working	15	0	15	-	-	The funding is intended to be used to purchase the technology needed to enable the teams to use our new case management system whilst 'on-site' carrying out inspection work, etc. We have trialled different tablets but have delayed the project since the release of the app that will support mobile working has been delayed by IDOX (the case management system provider). The app is now due for release in early summer 23/24.
Regulatory			15	0	15	0	0	
Communities			5,241	1,017	4,238	14	20	
Capital Total			24,413	9,455	14,273	(685)	(534)	

Appendix 5 (Reserves and Grant Funding)

Uses of/ (Contributions to) Reserves

Specific requests

Directorate	Type	Description	Reason	Amount £m
Executive Matters	General Fund	General Fund	To reduce the budgeted general fund contribution of £0.500m by £0.300m. This will still ensure the recommended minimum of £6.00m in the General Fund.	0.300
Total General Fund				0.300

Directorate	Type	Description	Reason	Amount £m
Communities	Earmarked	Local Plan	Returning of unspent reserves from the original allocation of £50K from local plan reserve for future resilience	(0.036)
Communities	Earmarked	Planning Control	Unspent budget carried over to help support future appeals and legal challenges.	(0.087)
Communities	Earmarked	Health & Safety (Public Food)	Unspent budget carried over for future resource requirement for primary authority work.	(0.036)
Chief Executives	Earmarked	Cherwell Lottery	lottery income is used to pay out awards to charities	(0.016)
Resources	Earmarked	Garage Project and Canalside	Returning unspent use of reserves, and additional contribution for Dover Garage demolition continuing into 23/24	(0.285)
Resources	Earmarked	Capital Reserve	Returning unspent £1.2m usage from budget, plus £2.154m contribution for Minimum Revenue Provision & £0.375m contribution to be used for Town Centre House in 23/24.	(3.739)
Resources	Earmarked	Projects Reserve	Returning unspent budgeted usage for Brighter Futures (£43k), SPARK (£9k) and Works in default (£24k).	(0.106)

			In addition, £60k contribution for Banbury regeneration consultancy work continuing in 23/24, and £30k usage for OVO women's cycling 22/23.	
Chief Executives	Earmarked	Home Improvement Agency	HIA surplus is ringfenced for future home improvements	(0.024)
Resources	Earmarked	Admin for CTAX rebate	Release of funds for administering council tax rebate scheme in 22/23	0.069
Communities	Earmarked	Public Food Safety	Use of new burdens funding for food allergen labelling.	0.005
Communities	Earmarked	Development Management Casework	Planning application fees paid in 22/23 but relate to work being carried out in 23/24.	(0.200)
Resources	Earmarked	Revenue & Benefits New Burdens	To fund the retention of data for grant payments held within an external system	(0.100)
Total Earmarked Reserves				(4.555)

Directorate	Type	Description	Reason	Amount £m
Executive Matters	Grant	S31 Reserve	Contribution to S31 reserve to meet 22/23 business rates variance impact in 24/25	(1.145)
Chief Executives	Grant	Covid Outbreak Management Fund General Allocation	COMF specific projects span over in to 23/24	(0.344)
Communities	Grant	Garden Community Capacity Funding	Bicester Garden Town is a grant from Homes England specifically for the development of Bicester as a garden town. The funding was awarded based a specific projects.	(0.042)
Chief Executives	Grant	Rough Sleepers Initiative	Homelessness grant from DLUHC specifically for the prevention of homelessness. This grant has future commitments to meet.	(0.016)

Chief Executives	Grant	Homelessness Prevention	Homelessness grant from DLUHC specifically for the prevention of homelessness. This grant has future commitments to meet.	(0.217)
Communities	Grant	Bicester Garden Town	Bicester Garden Town is a grant from Homes England specifically for the development of Bicester as a garden town. The funding was awarded based on specific projects.	(0.257)
Communities	S106	Hanwell Fields S106 Revenue	Use of S106 funding for Hanwell fields	0.006
Total Ringfenced Grants				(2.015)

Appendix 5 Reserves and Grant Funding

Uses of/ (Contributions to) Reserves

Specific requests

Directorate	Type	Description	Reason	Amount £m
Chief Executive	Grant	COMF Grant	Release unspent COMF into 2023/24	0.344
Total Ringfenced				0.344
Chief Executive	Earmarked Reserves	Transformation Reserve	Transformation Programme Manager post to be funded from Transformation reserve	0.071
Chief Executive	Earmarked Reserves	Annual Subscription	CFO insight annual subscription	0.008
Chief Executive	Earmarked Reserves	Cherwell Lottery Reserve	Release Cherwell lottery reserve for grants paid out in 23/24	0.016
Chief Executive	Earmarked Reserve	Transformation Programme	Release reserve for Transformation Programme spend 23/24	0.500
Chief Executive	Earmarked Reserve	Banbury Regeneration	Release reserve for Banbury Regeneration spend 23/24	0.125
Total Earmarked Reserves				0.720

CHERWELL DISTRICT COUNCIL RESERVES POLICY

1. Background

- 1.1. The purpose of this policy is to set out how Cherwell District Council (CDC) will determine and review its overall level of reserves and how it uses them.
- 1.2. Sections 31A and 42A of the Local Government Finance Act 1992 require authorities to have regard to the level of balances and reserves needed for meeting estimated future expenditure when calculating the council tax requirement.
- 1.3. CDC has usable reserves and unusable reserves on its Balance Sheet. The unusable reserves are as a result of accounting adjustments and are not therefore available to spend. This policy will concentrate on usable reserves.

2. General Policy

- 2.1. Usable reserves can be split into the following categories:
 - General Balances
 - Earmarked Reserves
 - Revenue Grant Related Reserves
 - Capital Reserves
- 2.2. CDC maintains usable reserves primarily for the following reasons:
 - The need to put aside sums in case of unexpected or unplanned events or emergencies.
 - To smooth out the impact of payments on the revenue account
 - To cover timing differences such as grant money received in any given year where expenditure takes place in a later year
 - To provide pump prime funding for projects to deliver changes in working practices on an invest to save basis. Any approved use on this basis must include an agreed repayment plan
 - A means of building up funds to meet known or predicted liabilities
- 2.3. Reserves can only be used on a one-off basis which means that their application does not offer a permanent solution to delivering savings or reductions in the level of expenditure.

3. Usable Reserves

3.1. General Balances

- 3.1.1. These are funds that do not have restrictions as to their use. CDC can use them for any purpose within the General Fund. The purpose of general

reserves is to manage the impact of exceptional emergencies and unforeseen events. Without such reserves the potential financial impact of these unforeseen events could cause a financial deficit in the General Fund, which would be severely disruptive to the effective operation of the authority.

3.2. Earmarked Reserves

3.2.1. Earmarked Reserves enable CDC to set aside sums to meet specific future anticipated liabilities. Funds could be set aside for items such as (but not limited to):

- cyclical maintenance,
- cyclical events such as elections,
- income generated that must be spent on specific purposes,
- managing market volatility (e.g. commercial rent)
- insurance.

3.2.2. Earmarked reserves should not be held for a sustained period of time as they are held for a specific purpose¹. Where earmarked reserves are no longer required for their original purpose or are not expected to be spent over the medium term they should be reviewed and a decision made on using for alternative purposes.

3.2.3. In line with financial regulations, where a service has generated a service underspend as part of its day to day running, this should not be requested to be set aside as an earmarked reserve without a specific purpose; it should contribute to the overall benefit of CDC's financial position and the achievement of its corporate objectives.

3.2.4. The request to use earmarked reserves, create new earmarked reserves or contribute to existing earmarked reserves (where not approved as part of the budget) must be approved by the Executive. The allocation of Earmarked Reserves will be made when services can demonstrate that the funding is required for that particular purpose.

3.3. Revenue Grant Related Reserves

3.3.1. These reserves relate to the unused element of grant support for which the conditions of the grant are expected to be met. The reserves will be used to meet future years' expenditure for the service for which the grant was awarded. These reserves are managed by Directors.

3.3.2. CDC holds various Section 106 reserves which were contributed by private companies to improve the local community. The fund must be used for the specific scheme and within the agreed timescale. If funds are not used they need to be returned back to the contributors.

¹ with the exception of insurance reserves held to manage risk for which it is difficult to forecast when they will be called upon

3.3.3. Use of these reserves should be planned as part of the budget setting process. Use of these reserves during the financial year requires approval by the Section 151 Officer.

3.4. Capital Reserves:

3.4.1. These are reserves that have been set aside to finance capital schemes and cannot be used to support revenue expenditure without the consent of the Secretary of State for Local Government. These reserves comprise:

- Capital Receipts Reserve reflects the income received from the disposal of capital assets prior to being used to fund future capital expenditure or for the redemption of debt. Capital receipts cannot be used to fund revenue expenditure except where allowed by statute. CDC will allocate resources from the Capital Receipts Reserve in line with its priorities
- Capital Grants Unapplied reflects the unused element of capital grants or capital contributions awarded to CDC, for which the conditions of the grant support are expected to be met or for which there are no conditions. The reserve will be used to meet future years' capital expenditure in a way which best fits with CDC's priorities.

4. **Determining the Level of General Balances and Earmarked Reserves**

4.1. CDC must maintain sufficient general balances and earmarked reserves to cover the key financial risks and contingencies.

4.2. Section 25 of the Local Government Finance Act 2003 requires that when a local authority is agreeing its annual budget and council tax precept, the Chief Finance Officer must report on the adequacy of the proposed financial reserves

4.3. As part of the budget setting process the Section 151 Officer will consider and assess the level of general balances and earmarked reserves. Consideration will be given to the strategic, operational and financial risks facing CDC.

4.4. Major factors to be considered when evaluating the level of general balances and earmarked reserves, include but are not limited to the following:

Budget Assumptions	Issues to Consider
Inflation and interest rate volatility	The overall financial standing of CDC
Scale of budget gap over the medium term	The trend of CDC's financial management and the robustness of the MTFS – i.e. is it balanced over the medium term and delivered annually?

Appendix 4

Savings delivery	Size, scale, complexity and pace of the savings programme and risks around slippage or non-delivery.
The availability of other funds to deal with major contingencies and the adequacy of provisions	The adequacy of CDC's arrangements to cover major unforeseen risks.
Income streams	Volatility in levels of income
Government funding	Political landscape and approach to allocating funding across local government

5. Governance and Review

- 5.1. The Council recognises the need to hold and maintain adequate reserves that meet the needs of the organisation. However, there is an opportunity cost as a result of the Council allocating resources away from other potential uses. It is therefore essential for the Section 151 Officer to regularly review the purpose and level of reserves.
- 5.2. All anticipated use of reserves should be understood and recognised as part of the budget setting process and agreed when Council approves the budget.
- 5.3. Any identified use of, or contribution to, reserves after the budget has been set should be approved by the Executive, or the Section 151 Officer in the case of grant reserves, prior to the budget being changed. Uses should be for specific purposes for which reserves have been set aside and not to address savings non-delivery or budget pressures. Contributions to reserves should be for specific costs expected to be incurred in the future.
- 5.4. The reserves position is reported quarterly as part of the revenue monitoring process. The planned usage of reserves is also included as part of the budget setting process. In addition the level and use of reserves is reported and reviewed during the closedown process.
- 5.5. The reserves policy will be reviewed annually as part of the budget setting process.

6. Use of Reserves Approval

- 6.1. Table 1 below shows the level of approval required to use or contribute to usable reserves.

Table 1 Level of approval required for requested use of or contribution to reserves

Type of Reserves	Level of Approval Required
General Reserves and Balances	Executive*
Earmarked Reserves	Executive*
Revenue and Capital Grant Related Reserves	Section 151 Officer
Capital Reserves**	Executive*

* Unless previously approved by Full Council as part of approval of the budget

** Approval required for contribution from reserves only

- 6.2 The current trend for external audits to extend beyond the end of the next financial accounting year can result in changes to the accounts which could have an impact on useable reserves. Therefore, for changes to and from useable reserves which come about as a result of external audit following the submission of the annual outturn report, the Section 151 Officer will have delegated authority, in consultation with the Portfolio Holder for Finance, to manage the impact on useable reserves of such changes to ensure the long-term resilience of the Council. Any such changes made under this delegated power will be reported to the Executive when the audit is complete.