

# **Cherwell District Council**

## **Overview and Scrutiny Committee**

**12 January 2021**

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

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

This report is public

#### **Purpose of report**

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

#### **1.0 Recommendations**

The meeting is recommended:

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

#### **2.0 Introduction**

- 2.1 The Council is committed to performance, risk and budget management and reviews progress against its corporate priorities on a monthly basis.
- 2.2 This report provides an update on progress made during October 2020 to deliver the Council's priorities through reporting on Performance, the Leadership Risk Register and providing an update on the financial position.
- 2.3 The Council's performance management framework sets out the key actions, projects and programmes of work that contribute to the delivery of the 2020-21 business plan and the priorities of the Council. These measures and key performance indicators are reported on a monthly basis to highlight progress, identify areas of good performance and actions that have been taken to address underperformance or delays.
- 2.4 As part of monthly reporting the Insight Team provides the Senior Management Team with a corporate complaints report, complaints received during the month are monitored and analysed. The mandatory lessons learned data have been implemented for more than a year now and we are starting to see a decrease in the number of upheld complaints. Lessons learned are reported to CEDR (Chief Executive Direct Reports) and progress is monitored to ensure actions are implemented to avoid the same complaint being reported.

2.5 The Council maintains a Leadership Risk Register that is reviewed on a monthly basis. The latest available version of the risk register at the date this report is published is included in this report.

2.6 The report details section is split into three parts:

- Performance Update
- Leadership Risk Register Update
- Finance Update

2.7 There are two appendices to this report:

- Appendix 1 - 2020/21 Business Plan
- Appendix 2 - Monthly Performance Report




### 3.0 Report Details

3.1 The Council's performance management framework sets out the key actions, projects and programmes of work that contribute to the delivery of the 2020-21 business plan (see Appendix 1) and the priorities of the Council.

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

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

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

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

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

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

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

**Homes improved through enforcement action** is reporting Amber for October and Year to Date (8 against a target of 9). The team's interventions have resulted in eight homes being improved through completed works this month against a target of nine, three of which involved energy efficiency standards.



**New innovative housing delivered in Banbury** - Seven families have recently been given the keys to their new homes at our Build! team's Admiral Holland site in Banbury. They had been selected from over 50 applicants for each of the homes advertised on our choice-based lettings system. The response from the new residents has been very positive. "It's lovely" and "it's

much bigger than I thought it would be", were just some of the comments received. Build! is also getting feedback on the energy efficiency of the homes, each of which has photovoltaic panels to help reduce the energy costs, with one resident quoting a 23p daily running cost and the homes feeling warm and well insulated. Six one-bedroom flats and one three-bedroom house are also available at the site for those interested in the shared ownership scheme. Build! has already taken some reservations through the Help to Buy agent platform.

**% of Major applications overturned at appeal** is reporting Red for October and Green for Year to Date. Two Major Planning Applications, both previously refused at Planning Committee, were overturned by the Planning Inspectorate, during October. Therefore, the % of Major Planning Applications overturned at Appeal, this month, was set against the number of Major applications determined of 40%.

**Number of people helped to live independently through use of DFG & other grants/loans** – The team provided help to 52 households in the District during October against a target of 45; 16 of them required major adaptations and 36 were smaller works.

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

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

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



**Reduction of fuel consumption used by fleet** is reporting Green for October (37,712 against a target of 39,227) and Amber for Year to Date. There has been a slight decrease in fuel usage in comparison with the same time last year, even with the increased in the tonnage of waste collected, 1% more than the same time last year.

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

**Cherwell launches zero carbon action plan** - Reaching zero carbon by 2030 is a key aim of Cherwell District Council's coronavirus recovery, says a new climate action plan. A meeting of the council's executive on Monday 5 October approved the 2020 Climate Action Framework, which describes how the authority will transform the way it works in order to "systematically drive lower-carbon outcomes". Among the council's immediate goals are, ensuring green power for its offices and other buildings; continuing to replace fossil fuelled vehicles with electric ones where possible; and introducing rigorous energy management processes. To cut transport emissions, staff will be encouraged to continue to work remotely and supported in switching to electric vehicles. Longer-term aspirations, which Cherwell aims to deliver by 2030, include low carbon replacements for the waste collection trucks. These currently only exist as prototypes and are not yet suitable for UK roads. If they develop as hoped, it will allow the council to address the source of around a quarter of its emissions.



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

3.8 The Council is committed to support business retention and growth, developing skills and generating enterprise; also, securing infrastructure to support growth in the district and securing investment in our town centres. This priority also contributes towards making communities thrive and businesses grow promoting the

district as a visitor destination, committing to work with businesses to ensure compliance and promote best practice.

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

**% of Council Tax collected, increase Council Tax Base** is reporting Amber for October and Year to Date. The team has achieved a cumulative collection rate of 64.37%, against a target of 67.75%. The shortfall equates to approx. £2.6m. We are issuing smaller batches of reminders in accordance with guidance from the Magistrates Court and whilst the numbers issued are vastly reduced, the reminders have a positive impact on payments received. We will continue to issue reminder notices to customers in arrears and will signpost customers to relevant organisations, should they have been adversely affected by the pandemic.



**Average time taken to process Housing Benefit change events** - The average time taken to assess change events, during October, was 4.65 days against a target of 8 days. The Team's performance continues to be strong, ensuring our most vulnerable residents are receiving the correct level of support with their rent and Council Tax.

**Promote the district as a visitor destination-** Hospitality venues and visitor attractions are both facing significant difficulties. These sectors were among the last to benefit from lockdown arrangements being lifted in the summer and the national restrictions as of 5th November, which will have a further severe impact and additional knock-on effects for the supply chains serving the visitor economy. Officers are working closely with Experience Oxfordshire (EO) who are, in turn, working with VisitEngland and VisitBritain to help the local visitor economy sectors meet the challenges involved.

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

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

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

**Enhanced Community Resilience** - During October, the focus for emergency planning works continued to relate to COVID-19, providing support to our communities and working with partners on the response and recovery from the pandemic. In addition, the team have responded to the recent flooding in Kidlington, delivering on an action plan to reduce the potential for further similar flooding and making changes to improve our response arrangements.

The **Play-Full initiative** was delivered once again in the Brighter Future Wards in Banbury during October's half term (from 26<sup>th</sup> to 30<sup>th</sup> October), providing food and



adequate nutrition for children who receive free meals at school during term times. Also, the Online Holiday Hubs were available to families, providing ideas and activities for children of all ages to keep during the half term, including a competition sharing photos using our virtual holiday hub to win a health and wellbeing prize courtesy of the FAST programme.

**The 'COVID-19 Councillors Priority Grant' and the 'Community Hubs Emergency Relief Grant'** schemes keep support voluntary and community



organisations during October, delivering grassroots responses to the COVID-19 pandemic. The Community Hub telephone service takes referrals from people required to self-isolate (either through Track & Trace notification or registration as Clinically Extremely Vulnerable) who need extra assistance to meet their basic needs during these challenging times.

**Quick and easy booking of Sports facilities in Cherwell** - Our on-line booking platform for sports pitches and facilities at the Cooper Sports Facility (Bicester) and North Oxfordshire Academy has now gone live, with the majority of all users/organisations signed up to manage their bookings this way.

**Supporting walking and cycling with the StreetTag app** – Street Tag is a family-friendly game app that rewards primary school pupils, communities and schools for physical activity such as walking, running, cycling, among a number of other fitness activities. Following the successful launch of the community competition in the summer, a competition for schools started in October with 29 primary schools signing up in Cherwell. Engagement has been excellent with 1,784 individuals in the District walking, cycling and running over 61,000 miles during October.



**Summary of Performance**

3.12 The Council reports monthly on performance against 39 Business Plan Measures (41 reported quarterly), with 22 Programme Measures and 17 Key Performance Indicators. The full details, including commentary against each measure and key performance indicator can be found in Appendix 2.

**Programme Measures and Key Performance Indicators (39)**

Status	Description	October	%	DoT	YTD
Green	On target	33	85%	↓	27
Amber	Slightly off target	4	9%	↑	9
Red	Off target	1	3%	↓	2
	No data	1	3%	NA	1

Please note that the KPI measure “High risk food businesses inspected” will no longer be relevant this year due to the Food Standards Agency changing the

national food law enforcement programme as a consequence of COVID-19. Food safety will be assured through alternative, targeted measures.

## **Risk Update**

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

### **Risk Scorecard – Residual Risks**

		Probability				
		1 - Remote	2 - Unlikely	3 - Possible	4 - Probable	5 - Highly Probable
Impact	5 - Catastrophic			L09		
	4 - Major			L04, L07, L11, L12 & L21	L01, L17, L19 & L20	
	3 - Moderate		L16	L02, L05, L14, L15 & L18	L08	
	2 - Minor				L10	
	1 - Insignificant					

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

Leadership Risk	Score	Direction	Latest Update
<b>L01</b> Financial Resilience	16 High risk	↔	Risk reviewed 09/11 – Comments updated
<b>L02</b> Statutory functions	9 Low risk	↔	Risk Reviewed 12/11 – No changes
<b>L04</b> CDC Local Plan	12 Medium risk	↔	Risk Reviewed 11/11 – Comments updated
<b>L05</b> Business Continuity	9 Low risk	↔	Risk Reviewed 10/11 – Comments updated
<b>L07</b> Emergency Planning	12 Medium risk	↔	Risk Reviewed 10/11 – Comments updated
<b>L08</b> Health & Safety	12 Medium risk	↔	Risk Reviewed 09/11 – No changes
<b>L09</b> Cyber Security	15 Medium risk	↔	Risk Reviewed 12/11 – Mitigating actions updated

<b>L10</b> Safeguarding the Vulnerable	8 Low risk	↔	Risk Reviewed 10/11 – No changes
<b>L11</b> Sustainability of Council owned companies and delivery of planned financial and other objectives.	12 Medium risk	↔	Risk Reviewed 09/11 – No changes
<b>L12</b> Financial sustainability of third-party suppliers including contractors and other partners	12 Medium risk	↔	Risk Reviewed 10/11 – Risk Owner updated, and Mitigating Actions added.
<b>L14</b> Corporate Governance	9 Low risk	↔	Risk reviewed 12/11/20 - Controls, Mitigating Actions and Comments updated
<b>L15</b> Oxfordshire Growth Deal	9 Low risk	↔	Risk Reviewed 09/11 – No changes
<b>L16</b> Joint Working	6 Low risk	↔	Risk Reviewed 09/11 – No changes
<b>L17</b> Separation	16 High risk	↔	Risk Reviewed 09/11 – No changes
<b>L18</b> Workforce Strategy	9 Low risk	↔	Risk reviewed 09/11/2020 - Mitigating actions updated.
<b>L19</b> Covid19 Community and Customers	16 High risk	↔	Risk reviewed 11/11/20 - Amendments to Mitigating Actions and Comments.
<b>L20</b> Covid19 Business Continuity	16 High risk	↑	Risk reviewed 09/11/20 – Rating increased
<b>L21</b> Post Covid19 Recovery	12 Medium Risk	↑	Risk reviewed 09/11/20 - Commentary updated and rating increased

During October the leadership risk had two score changes L20 Covid19 Business Continuity (12 to 16) and L21 Post Covid19 Recovery (9 to 12), both have increased their scores. Please note that L17 Separation increased its residual risk from 12 to 16 during September, amendments have been made to the gross risk score (before controls) from 12 to 16.

## Finance Update

3.16 The Council's forecast financial position up to the end of October shows a forecast overspend of £0.015m. This is made up of a £3.337m overspend related to Covid-19 costs (para 3.19), offset by a (£3.322m) underspend on business as usual costs (para 3.17).

3.17 Before taking into account funding held for Covid costs, the directorate revised budgets have forecast a net overspend of £1.276m. This is mainly driven by a £1.464m forecast overspend in Wellbeing. There is £1.164m budget available within the Executive Matters Budget to offset costs when they are incurred. Taking this into account, there is an overall overspend of £0.112m across the services.



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

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

It should be noted that the forecast has not taken into account all potential impacts of the latest national lockdown that began on 5 November and some forecasts had been estimated before this. An updated assessment of the implications of the latest lockdown will be included within the November forecast.

3.19 Applying these assumptions gives a forecast cost of Covid-19 of £6.610m for 2020/21. This is a combination of additional costs and loss of income arising from the impact of the Covid-19 pandemic on Council services. This is partially met by Covid-19 support grant funding of £2.073m and an estimated grant of £1.200m to partially meet income losses. This reduces the in-year Covid-19 pressure to £3.337m.

3.20 For more detail on the movements across all budgets please see Table 1 showing the forecast variances by Directorate in 2020/21.

3.21 On 7<sup>th</sup> September 2020, Council approved a revised 2020/21 budget to ensure it will meet an expected funding shortfall for this financial year after government funding is taken into consideration.

## 3.22 Report Details

**Table 1: Forecast Revenue Outturn**

<b>Revenue Monitoring</b>	<b>Revised Budget £m</b>	<b>BAU £m</b>	<b>Covid £m</b>	<b>Total Forecast Outturn £m</b>	<b>Variance to Budget £m</b>	<b>Prior Month Forecast £m</b>	<b>Change in Forecast £m</b>
<b>Communities</b>	<b>7.937</b>	<b>6.768</b>	<b>1.319</b>	<b>8.087</b>	<b>0.150</b>	<b>7.985</b>	<b>0.102</b>
<b>Place and Growth</b>	<b>3.906</b>	<b>3.294</b>	<b>0.652</b>	<b>3.946</b>	<b>0.040</b>	<b>3.918</b>	<b>0.028</b>
<b>Customers and Org. Dev.</b>	<b>3.808</b>	<b>3.605</b>	<b>0.126</b>	<b>3.731</b>	<b>-0.077</b>	<b>3.736</b>	<b>-0.005</b>
<b>Adults and Housing Services</b>	<b>3.025</b>	<b>2.606</b>	<b>0.354</b>	<b>2.960</b>	<b>-0.065</b>	<b>2.883</b>	<b>0.077</b>
<b>Public Health and Wellbeing</b>	<b>2.911</b>	<b>2.654</b>	<b>1.721</b>	<b>4.375</b>	<b>1.464</b>	<b>4.143</b>	<b>0.233</b>
<b>Commercial Development</b>	<b>4.131</b>	<b>1.457</b>	<b>2.438</b>	<b>3.895</b>	<b>-0.236</b>	<b>3.836</b>	<b>0.059</b>

<b>Assets and Inv.</b>							
<b>Total Directorates</b>	<b>25.718</b>	<b>20.384</b>	<b>6.610</b>	<b>26.994</b>	<b>1.276</b>	<b>26.501</b>	<b>0.494</b>
<b>Executive Matters</b>	<b>3.062</b>	<b>1.898</b>	<b>0.000</b>	<b>1.898</b>	<b>-1.164</b>	<b>1.885</b>	<b>0.013</b>
<b>Total Cost of Services</b>	<b>28.780</b>	<b>22.282</b>	<b>6.610</b>	<b>28.892</b>	<b>0.112</b>	<b>28.386</b>	<b>0.507</b>
<b>Total Income</b>	<b>-28.780</b>	<b>- 25.604</b>	<b>-3.273</b>	<b>-28.877</b>	<b>-0.097</b>	<b>-28.658</b>	<b>-0.219</b>
<b>(Surplus)/Deficit</b>	<b>0.000</b>	<b>-3.322</b>	<b>3.337</b>	<b>0.015</b>	<b>0.015</b>	<b>-0.273</b>	<b>0.288</b>

**Please note:**

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

## **Communities**

Communities predicts an overspend of £0.150m against a revised budget of £7.937m (1.9%).

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Environmental Services	The £0.134m overspend is mainly due to pressures in employment costs due to sickness and the requirement of agency staff cover and salary review £0.302m. Offsetting this (£0.149m) reduction in transport/contractor costs for gate & transfer fees and a reduction in tonnage of waste recycling/disposal costs. Car park, vehicle repairs and street scene income are also expected to be (£0.074m) higher. Premises costs, supplies and services are expected to be higher by £0.055m.
Variation £0.134m overspend	
Variance to last month's forecast £0.095m	

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Regulatory Services	The overspend of £0.016m is a result of salary pressures due to grade changes and an unbudgeted post - however these are partially offset by a post vacated in year which will not be recruited to.
Variation £0.016m overspend	
Variance to last month's forecast £0.007m	

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## **Place and Growth**

Place and Growth predict an overspend of £0.040m against a revised budget of £3.906m (1.0%).

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Planning & Development	Building Control have forecast an increased £0.021m loss of Building Regs income due to Covid and lockdown 2. This and an increase in agency fees have been mostly offset by salary savings due to delays in recruiting to vacant posts and have had the effect of reducing the forecast underspend by £0.008m from last month.
Variation -£0.010m underspend	
Variance to last month's forecast £0.008m	

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Growth & Economy	As of October, Build are forecasting £0.050m overspend on consultancy fees relating to the Build review taking place. All other departments within this service area are on budget.
Variation	

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£0.050m  
overspend

Variance to  
last month's  
forecast  
£0.020m

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## **Customers and Organisational Development**

Customers & Organisational Development predict an underspend of £0.077m against a revised budget of £3.808m (-2.0%).

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Customers &  
Organisational  
Dev.

On target with the exception of Land Charges which is showing a £0.077m underspend as income appears to be recovering faster than expected.

Variation  
-£0.077m  
underspend

Variance to last  
month's  
forecast  
-£0.005m

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## **Adults and Housing Services**

Adults and Housing Services predict an underspend of £-0.065m against a revised budget of £3.025m, (-2.1%).

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Housing &  
Social Care

September's underspend of £0.065m is due £0.030m saving on consultancy budget relating to the Growth Deal, £0.010m saving on a new Debt & Money advice service contract, £0.010m saving on for the Arbritas (Storage) contract, £0.007m Transport costs and the remainder due to remote working.

Variation  
-£0.065m  
underspend

Variance to last  
month's  
forecast  
£0.077m

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## **Public Health & Wellbeing**

Public Health & Wellbeing predict an overspend of £1.464m against a budget of £2.911m (50.3%).

Wellbeing	The forecast overspend of £1.464m is a direct result of Covid-19. The main cost is the contractual relief payments made to support the survival of the leisure operator during the pandemic and a loss of income from holiday hubs and hiring of sports facilities. Budget to cover £1.163m of this cost is held in Executive matters and will be transferred when costs are realised.
Variation £1.464m overspend	
Variance to last month's forecast £0.235m	
Healthy Place Shaping	Healthy Place Shaping are on budget
Variation £0.000m overspend	
Variance to last month's forecast -£0.002m	

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

Comm. Dev. Assets and Invests. predicts an underspend of £0.236m against a revised budget of £4.131m (-5.7%).

Property	£0.441m underspend against the revised budget relates to Castle Quay Shopping Centre and the new Waterside Development (£0.111m). Since the revised budget was looked at in June the year end forecast position for CQ has improved. Also included are the apparent savings on the running costs of the Council Offices (including the Stables) as a result of lower occupancy as well as savings of approximately (£0.178m) relating to a reduction in utilities, security and repairs & maintenance. Pioneer square is showing savings mostly due to rental income of (£0.137m). Finally, other minor savings totalling (£0.015m).
Variation -£0.441m underspend	
Variance to last month's forecast -£0.002m	
	£0.261m of budget for 'cost of dilapidations work if cannot recharge to outgoing tenants' is proposed to be transferred to reserves at year end to offset anticipated pressures in 2021/22
Finance and Procurement	The October forecast for Finance predicts an overspend of £0.118m. Finance staffing and

Variation £0.185m overspend	agency costs of £0.115m linked to developing capacity for the closure of accounts and anticipated additional work linked to the November national lockdown and other minor variations of £0.003m.
Variance to last month's forecast £0.081m	Procurement: £0.067m overspend relates to consultant costs.
Law and Governance	£0.020m overspend is due to use of agency staff covering vacant posts
Variation £0.020m overspend	
Variance to last month's forecast -£0.020m	

### **Executive Matters**

Executive Matters predicts an underspend of £1.164m against the budget of £3.062m (-38.0%).

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

There is a forecast in-year underspend of £25.664m, of which £22.145m is anticipated to be reprofiled in future years. There is an overall forecast reduction in the total cost of schemes of £3.519m. A review of the capital programme will be undertaken as part of the budget process to consider what schemes the Council will progress in the future.

**Table 2: Forecast Capital Outturn**

<b>Directorate</b>	<b>Budget £000</b>	<b>Outturn £000</b>	<b>Re- profiled beyond 2020/21 £000</b>	<b>Variance to Budget £000</b>	<b>Prior Month Variance £000</b>
<b>Housing Total</b>	2,252	1,383	490	(379)	(429)
<b>Comm Dev Assets total</b>	62,745	49,865	12,211	(669)	(592)
<b>Communities Total</b>	1,864	1,201	662	(1)	(1)
<b>Customers, Org Dev total</b>	696	593	0	(103)	7
<b>Finance Total</b>	3,559	3,559	-	-	-
<b>Place and Growth Total</b>	34,344	23,551	8,442	(2,351)	(2,247)
<b>Public Health Wellbeing Total</b>	717	361	340	(16)	(16)
<b>Total</b>	<b>106,177</b>	<b>80,513</b>	<b>22,145</b>	<b>(3,519)</b>	<b>(3,278)</b>

### **3.24 Current Period Variances**

#### **Adult Housing:**

Housing: are forecasting (£0.379m) underspend due to reduced activity in delivering Disabled Facilities Grant works during the pandemic (£0.375m), plus a small projected underspend (£0.004m) against the Civica Arbitas upgrade project.

#### **Comm Dev Assets:**

Property are forecasting (£0.669m) underspend. The largest savings are against the refurbishment of Banbury Health Centre (£0.153m) due to ongoing discussions with the tenant regarding the extension of the lease which may affect the scope of the project. Also, the refurbishment of the Mill (£0.250m) as similarly there are ongoing discussion with Oxfordshire County Council on the continuation of the purchase of this property. General savings of (£0.266m) across the remaining capital schemes.

#### **Communities:**

Environmental Services: are forecasting (£0.001m) underspend

#### **Customers & Org Development:**

Human Resources: are forecasting £0.008m overspend for the HR/Payroll system

ICT: are forecasting £0.111m underspend £0.100m no longer required for Legacy iworld system migration, £0.010 no longer required for Bodicote House meeting room Audio Visual. The remaining £0.001m underspend is for Land & Property harmonisation.

### **Place and Growth:**

Build Phase 1 is reporting unbudgeted spend of £0.188m. Build Phase 1b is forecasting to spend £1.307m in this financial year and reprofiling the remaining budget into 2021/22 to complete the programme. Build Phase 2 programme is forecasting to spend £0.674m in this financial year. However, as a result of certain schemes no longer progressing (Trades & Labour Club, Nizewell Head, Park Road and Wykham lane) a saving of (£2.126m) is now being forecast. The majority of the spend against the remaining programme will be reprofiled in to 2021/22. The agreed capital programme does overlap financial years. The Hill Community centre project is now complete with only retention payments owing to Edgar Taylor of £0.045m. This is an underspend of (£0.184m)

### **Public Health & Wellbeing:**

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

## **3.25 Re-profile beyond 2020/21**

### **Adult Housing**

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

### **Comm Dev Assets**

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

### **Communities**

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

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

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



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

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

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

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

### **Place & Growth:**

£0.607m Phase 1b Bicester Library is in the early stages of development. Planning permission is being considered at Planning Committee on 5th November. Actual site work is due to commence in January 2021 with likely completion by the end of 2021. Admiral Holland works formally completed end of September 2020 but CDC will have to budget for retention payments due in September 2021 of £0.065m.

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

### **Public Health & Wellbeing:**

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

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

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

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

**Annex  
COVID Funding  
Specific Funding**

<b>Date</b>	<b>Dept.</b>	<b>Grant Name</b>	<b>Schemes</b>	<b>Funding</b>
				<b>£</b>
<b>March</b>	MHCLG	Business Grants	Main scheme & discretionary scheme - Forecast	27,655,250
<b>March</b>	MHCLG	Hardship Fund	To provide £150 reduction to Council Tax bills for those in receipt of Council Tax Support.	818,000
<b>March</b>		Emergency Response for Rough Sleeper		8,250
<b>May</b>	MHCLG	Reopening High Streets Safely Fund	MHCLG allocation of ERDF funding. Awaiting funding agreement to be put in place.	133,843
<b>July</b>	DEFRA	Emergency Assistance Grant for Food and Essential Supplies	Allocation from OCC	116,326
<b>September</b>		Next Steps Accommodation Programme		120,400
<b>September</b>	DHSC	Test & Trace Isolation Payments	Main scheme	54,000
			Discretionary Scheme	32,647
<b>October</b>	MHCLG	Compliance & Enforcement Fund	£60m national fund of which £30m allocated to district & unitary authorities to spend on C-19 compliance & enforcement activity	65,251
<b>November</b>	MHCLG	Business Support (Additional Restrictions Grant)	£20 per head of population for discretionary business grant scheme – funding for 2020/21 and 2021/22-	3,010,060

<b>November</b>	MHCLG	Local Restrictions Support Grant (Closed)	Mandatory business grants scheme distributed to business premises forced to close due to lockdown restrictions <ul style="list-style-type: none"> <li>• rateable value £15k or under, grants to be £1,334 per four weeks;</li> <li>• rateable value between £15k-£51k grants to be £2,000 per four weeks;</li> <li>• rateable value £51k or over grants to be £3,000 per four weeks.</li> </ul>	2,664,504
<b>TOTAL</b>				<b>34,678,531</b>

## General Funding

Decription	£
<b>Tranche 1</b>	67,257
<b>Tranche 2</b>	1,459,014
<b>Tranche 3</b>	229,391
<b>Tranche 4</b>	316,992
	2,072,654
<b>Forecast Sales, Fees &amp; Charges compensation</b>	1,200,000
<b>Total Grant Funding</b>	<b>3,272,654</b>

## 4.0 Conclusion and Reasons for Recommendations

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

## 5.0 Consultation

5.1 This report sets out performance, risk and budgetary information for the first quarter of this financial year and as such no formal consultation on the content or recommendations is required.

## 6.0 Alternative Options and Reasons for Rejection

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

Option 1: This report illustrates the Council's performance against the 2020-21 business plan. As this is a monitoring report, no further options have been considered. However, members may wish to request that officers provide additional information.

## 7.0 Implications

### Financial and Resource Implications

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

Comments checked by:

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

### Legal Implications

- 7.2 There are no legal implications from this report.

Comments checked by:

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

### Risk Implications

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

Comments checked by:

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

## 8.0 Decision Information

**Key Decision** N/A as not an Executive Report

Financial Threshold Met: No

Community Impact Threshold Met: No

### Wards Affected

All

### Links to Corporate Plan and Policy Framework

All

### **Lead Councillor**

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

### **Document Information**

#### **Appendix number and title**

Appendix 1 2020/21 Business Plan  
Appendix 2 Monthly Performance Report

#### **Background papers**

None

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

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