

Cherwell District Council

Accounts, Audit and Risk Committee

17 March 2021

Monthly Performance, Risk and Finance Monitoring Report – January 2021

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 January 2021. The Committee will focus on the risk elements of the report.

1.0 Recommendations

The meeting is recommended:

- 1.1 To note risk 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 January 2021 to deliver the Council's priorities through reporting on Performance, the Leadership Risk Register and providing an update on the financial position.
- 2.3 The Council's performance management framework sets out the key actions, projects and programmes of work that contribute to the delivery of the 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 is one appendix to this report:
- Appendix 1 – CDC Leadership Risk Register January 2021

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:**

Number of people helped to live independently through use of DFG & other grants/loans is reporting Red for January and Amber for Year to Date (36 against a target of 45). The team provided help to 36 households this month; 12 by means of major adaptations and 24 by means of smaller works. The service continues to be disrupted by COVID-19 which is restricting access to clients' homes for survey and works.

Preventing homelessness - The Housing Options Team is still offering a prevention focused service, with most cases open to the service being supported to retain accommodation or secure alternative accommodation, before they reach crisis. However, there is an increase in clients presenting in crisis, dominated by single people. The funding secured, under the Next Steps Accommodation Programme grant, is being used to secure up to 17 new units of accommodation in Cherwell, for those with a history of rough sleeping or homelessness. A Cold Weather service has also been procured to provide emergency winter beds and additional support for anyone placed as a result of severe weather or COVID-19.



Homes improved through enforcement action is reporting Red for January and Red for Year to Date (7 against a target of 9). The team's interventions have resulted in 7 homes being improved through works completed this month, against a target of 9. This month's figure, again, reflects the continuing restrictions on inspections imposed because of COVID-19. The monthly average, for the year to-date, is 8.1.

Number of affordable homes delivered including CDC and Growth Deal targets is reporting Red for January and Green for Year to Date (9 against a target of 25). There were 9 affordable rented units completed in January 2021. Whilst this figure is below the monthly target for affordable housing delivery, it follows a high number of completions in the previous month (in excess of the Dec 2020 target) and keeps us on track to deliver the expected yearly outturn.

Average time taken to process Housing Benefit New Claims - The average time taken to assess new claims for benefits is 13.79 days, against our local target of 15 days and a national performance figure of 20 days. This is an improvement, on December's performance, of 14.6 days. The year to date figure is 13.13 days. This performance continues to be good despite the general impact on workloads from the COVID-19 pandemic.

Number of Housing Standards interventions is reporting Red for January and Amber for Year to Date (37 against a target of 55). We have recorded 37 interventions this month against our target of 55. Our ability to carry out, both, responsive and proactive visits to rented properties continues to be significantly restricted by COVID-19, which reduces our ability to implement formal enforcement activity.

Average time taken to process Housing Benefit change events is reporting Amber for January and Green for Year to Date (8.14 against a target of 8). The average time taken to assess change events is slightly above target, for the month of January, at 8.14 days



against a target of 8 days. Performance has been impacted slightly during January, as a new workplan was introduced to clear some of the outstanding work. The year to date performance figure is good, at 5.32 days.

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:**



Community Nature Plan approved for future generations - The plan, which sets out aims, actions and targets relating to key council services in terms of their impact on the health of the natural environment, was reviewed by an Executive meeting of Cherwell District Council on Monday evening (4 January). The importance the environment has played in supporting people's wellbeing during the coronavirus pandemic was particularly highlighted. Cherwell's Community Nature Plan aims to enhance the natural environment for its intrinsic value; the services it provides; the health and wellbeing of people; its contribution to action on climate change and the economic prosperity that it brings.

% Waste Recycled & Composted is reporting Red for January and Green for Year to Date (48.12% against a target of 56%). Recycling rate, currently, 0.6% and up on 2019/20, which will give a recycling average rate of approximately 56%, at year end. The lower results for the month of January, as per the previous month, are due to the seasonality in the collection rates, during the winter months the percentage of garden waste is considerably smaller than the rest of the year.

Reduction of fuel consumption used by fleet is reporting Green for January and Amber for Year to Date. Slightly less fuel used during the month in comparison with this time last year, even when they're more vehicles in the road. This reduction is a result of a combination of several factors such as improved driving, due to telematics changing driver behaviour, less idling and the use of night heaters.



Protect the Built Heritage is reporting Amber for January and Year to Date. The team continues working on Conservation Area Appraisals (in Bloxham and Grimsbury) and consultation for Grimsbury is to be undertaken in due course. Also, officer reports, on completed Conservation Area Appraisals, require finalisation. Heritage advice continues to be provided to inform Development Management decision making.

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 Business Rates collected, increasing NNDR Base is reporting Green for January and Amber for Year to Date (8.30% against a target of 7.75%). The team has achieved an in-month collection of 8.30% and accumulative collection rate of 91.19%, against a target of 93.75%. The shortfall equates to approximately £1.2m. Formal recovery action is still taking place with reminder and final notices being issued and, should debts remain unpaid, then liability orders will be granted. We are proactively chasing all outstanding balances by telephoning debtors and, during these conversations, are discussing any entitlement to a reduction in rates payable. The pandemic had a huge impact on collection rates, as this time last year we achieved a collection of 92.79%.

% of Council Tax collected, increase Council Tax Base is reporting Red for January and Amber for Year to Date (9.03% against a target of 10.75%). The team have achieved an in-month collection of 9.03% and a cumulative collection rate of 91.56%, at end of January 2021. The shortfall between what we have collected, so far, against the target equates to approximately £4.6m. The pandemic had a huge impact on Council Tax collection rates, despite our best efforts and despite issuing reminder notices, final notices, summonses and obtaining liability orders through the Magistrates Court, as well as, outbound calls. Collection rates remain lower this year, compared to same time last year, by 1.35%. During January, we issued more than 3,600 reminder notices, to increase collection rates, of which, only 1,600 reminders were paid in full. Due to limitations set down by the Magistrates Court during this pandemic, numbers of reminders and final notices have been limited to the number of cases that could be heard at the Magistrates Court.



Develop Our Town Centres - Cherwell continues to progress with early work on the 'Meanwhile in Oxfordshire' countywide partnership project, a Government-funded scheme for the refurbishment and reoccupation of vacant retail units in urban centres. Also, the team continues to provide support to Banbury BID (Business Improvement District) in the delivery of projects to support town centre vitality, whilst working closely with officer groups and external partners, during the COVID-19 pandemic, to ensure continued safety on the high streets within the district.

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:

Winter Support Grant scheme - Cherwell District Council has been working with Oxfordshire County Council and other district councils to distribute nearly £1.4m, given to Oxfordshire by the Department for Work and Pensions in December to address food and fuel poverty. The main part of this grant has been used to make sure children in the county have access to free school meals over the school holiday periods of Christmas, February half-term and Easter. The remaining funds have been allocated to councils to offer support to households that struggling to afford food or pay their fuel bills because of the coronavirus pandemic. The distribution of the grant is being managed by the council in partnership with Citizens Advice. Cherwell has been allocated £118,000. Citizens Advice is delivering the support as part of a wider assessment of residents' needs. Support will be offered in the form of help with food and fuel costs alongside advice to ensure that residents are aware of any other help they may be able to access. The Winter Support Grant scheme launched on Monday 11 January and will close on 31 March 2021.



Number of visits/usages of District Leisure Centre is reporting Red for January and Green for Year to Date (0 against a target of 33,333). All Leisure Centres and joint use facilities were closed during January.



Winter Warmer initiative – Working in partnership with The Hill, Royal Voluntary Service centre and Age UK; the initiative will deliver a hot meal to isolated older people in Banbury and information to support them to access food and the options available locally for delivery.

Summary of Performance

3.12 The Council reports monthly on performance against 39 Business Plan Measures, 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	January	%	DoT	YTD
Green	On target	29	75%	↓	30
Amber	Slightly off target	2	5%	↑	7
Red	Off target	7	18%	↑	1
	No data	1	2%	NA	1

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

Risk Update

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

3.14 The heat map below shows the overall position of all risks contained within the Leadership Risk Register.

Risk Scorecard – Residual Risks

		PROBABILITY				
		1 - Remote	2 - Unlikely	3 - Possible	4 - Probable	5 - Highly Probable
IMPACT	5 - Catastrophic			L09		
	4 - Major			L04, L07, L11, L12, L21 & L22	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
L01 Financial Resilience	16 High risk	↔	Risk reviewed 10/02 – No changes
L02 Statutory functions	9 Low risk	↔	Risk Reviewed 17/02 – Risk owner, mitigating actions and comments updated
L04 CDC Local Plan	12 Medium risk	↔	Risk Reviewed 09/02 – No changes
L05 Business Continuity	9 Low risk	↔	Risk Reviewed 09/02 – Mitigating actions and comments updated
L07 Emergency Planning	12 Medium risk	↔	Risk Reviewed 09/02 – Comments amended
L08 Health & Safety	12 Medium risk	↔	Risk Reviewed 09/02 – Mitigating Actions updated
L09 Cyber Security	15 Medium risk	↔	Risk Reviewed 10/02 – No changes

L10 Safeguarding the Vulnerable	8 Low risk	↔	Risk Reviewed 03/02 – No changes
L11 Sustainability of Council owned companies and delivery of planned financial and other objectives.	12 Medium risk	↔	Risk Reviewed 08/02 – Comments updated
L12 Financial sustainability of third-party suppliers including contractors and other partners	12 Medium risk	↔	Risk Reviewed 11/02 – Comments updated
L14 Corporate Governance	9 Low risk	↔	Risk reviewed 04/02 – Comments updated
L15 Oxfordshire Growth Deal	9 Low risk	↔	Risk Reviewed 03/02 – Comments updated
L16 Joint Working	6 Low risk	↔	Risk Reviewed 15/02 – Mitigating actions and Comments updated
L17 Separation	16 High risk	↔	Risk Reviewed 09/02 – Controls, mitigating actions and comments updated
L18 Workforce Strategy	9 Low risk	↔	Risk reviewed 10/02 – No changes
L19 Covid19 Community and Customers	16 High risk	↔	Risk reviewed 04/02 – Comments updated.
L20 Covid19 Business Continuity	16 High risk	↔	Risk reviewed 09/02 – Mitigating actions updated
L21 Post Covid19 Recovery	12 Medium risk	↔	Risk reviewed 09/02 – Comments updated
L22 Elections May 2021	12 Medium risk	New	Risk reviewed 17/02 - New risk – Comments updated

During January the leadership risk had no score changes, a new risk has been added **L22 Elections May 2021** (see Appendix 3 for details).

Finance Update

3.16 The Council's forecast financial position up to the end of January shows a forecast breakeven position after assuming use of reserves of £0.143m. The £3.800m overspend related to Covid-19 costs (para 3.19), is offset by a £3.800m 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 £1.025m. This is partly driven by a £0.684m forecast overspend in Wellbeing. There is £0.465m budget available within Executive Matters to offset costs when they are incurred. In addition, loss of income from Planning Application fees and Car Park income are driving the forecast overspend in Environment and Place. Taking this and the latest assessment of interest costs into account, there is an overall overspend of £0.518m across the services.

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

- The national lockdowns and subsequent business restrictions have a significant effect until the end of the financial year
- Car parking income will be significantly impacted as will Planning Application fee income
- Support for leisure services will continue until the end of the financial year

3.19 Applying these assumptions gives a forecast cost of Covid-19 of £7.494m 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 income of £1.621m to partially meet income losses. This reduces the net in-year Covid-19 pressure to £3.800m.

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 September 2020, Council approved a revised 2020/21 budget to help it meet an expected funding shortfall for this financial year after government funding is taken into consideration.

3.22 The Council introduced a new structure in December 2020. This report has been prepared on the basis of the new permanent structure that has been put in place.

3.23 Report Details

Table 1: Forecast Revenue Outturn

Revenue Monitoring	Revised Budget £m	BAU £m	Covid £m	Total Forecast Outturn £m	Variance to Budget £m	Prior Month Forecast £m	Change in Forecast £m
Environment and Place	10.558	8.831	2.424	11.255	0.697	11.038	0.217
Customers and Org. Dev. And Resources	6.966	6.359	0.652	7.011	0.045	6.983	0.028
Adults and Housing Services	3.025	2.512	0.343	2.855	-0.170	2.975	-0.120
Public Health and Wellbeing	3.584	2.496	1.772	4.268	0.684	4.365	-0.097
Comm. Dev. Assets and Inv.	2.284	-0.250	2.302	2.052	-0.232	2.157	-0.105
Total Directorates	26.416	19.948	7.494	27.441	1.025	27.518	-0.077

Executive Matters	2.364	1.857	0.000	1.857	-0.507	1.987	-0.130
Total Cost of Services	28.780	21.805	7.494	29.298	0.518	29.505	-0.207
Total Income	-28.780	-25.604	-3.694	-29.298	-0.518	-29.102	-0.196
(Surplus)/Deficit	0.000	-3.800	3.800	-0.000	0.000	0.403	-0.403

Environment and Place

Environment and Place predict an overspend of £0.697m against a revised budget of £10.558m (6.6%).

<p>Environment and Waste</p> <p>Variation £0.388m overspend</p> <p>Variance to last month's forecast -£0.011m</p>	<p>The £0.388m overspend is mainly due to pressures in employment costs due to sickness and the requirement of agency staff cover £0.421m. Offsetting this (£0.050m) reduction in transport/contractor costs for gate & transfer fees and a reduction in tonnage of waste recycling/disposal costs. Car park, premises and supplies and services costs are expected to be higher by £0.070m. An additional (£0.053m) in income is anticipated as a result to car parks income not as low as expected in lockdown 3 and additional recycling tonnage collected due to residents working from home.</p> <p>This forecast also includes a budget virement of £0.100m for the Bicester Depot Redevelopment from reserve.</p>
<p>Planning & Development</p> <p>Variation £0.309m overspend</p>	<p>There is a forecast £0.309m overspend against the revised budget which has increased by £0.268m from last month. The whole movement this month is due to reforecasting planning application fee income which has been reduced and is directly related to Covid. Other movements within the service this month have a net effect of zero. The forecast £0.309m overspend is mostly due to the £0.268m of Covid-19 related income loss and</p>

Variance to last month's forecast £0.268m	£0.094m Agency costs in Development Management. These are offset in part by salary savings of (£0.065m) across Planning Policy and Development management with the other £0.012m costs spread over the service.
Growth & Economy Variation £0.000m overspend Variance to last month's forecast -£0.040m	Growth & Economy are forecasting on target this month. This forecast assumes a carry forward request to 2021/22 of £0.033m to fund a required post is approved.

Customers and Organisational Development

Customers & Organisational Development predict an overspend of £0.045m against a revised budget of £6.966m (0.6%).

HR/IT/Comms/Cultural Services Variation -£0.130m underspend Variance to last month's forecast -£0.038m	All are on target with the exception of Land Charges which is showing a £0.130m underspend as income recovers faster than expected.
Finance Variation £0.175m overspend Variance to last month's forecast £0.066m	The January forecast for Finance predicts an overspend of £0.143m. This is mainly due to finance staffing and agency costs linked to developing capacity for the closure of accounts and anticipated additional work linked to the national lockdown. Revs and Bens are forecasting an overspend of £0.032m. An increase in income due to new burdens grant and DHP receipts of (£0.179m) are offset by reduction in anticipated court cost income of £0.102m, £0.079 Contractor payments and £0.030m other minor overspends including computer software/licences. The movement this month can mainly be put to the reduction in expected court cost income offset in

part by savings in other areas.

Adults and Housing Services

Adults and Housing Services predict an underspend of £-0.170m against a revised budget of £3.025m, (-5.6%).

Housing & Social Care	January's underspend of £0.170m is mostly due to £0.120m additional income for the Next Steps Accommodation Programme, following a successful Government grant application for this amount. The remaining forecast underspend is made up of £0.030m saving on Growth Deal Consultants fees, £0.010m saving as a result of a new contract for the Debt and Money advice service, £0.010m saving against a storage contract.
Variation -£0.170m underspend	
Variance to last month's forecast -£0.120m	

Public Health & Wellbeing

Public Health & Wellbeing predict an overspend of £0.684m against a budget of £3.584m (19.1%).

Wellbeing	The forecast overspend of £0.684m 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. Remaining budget to cover £0.465m of this cost is held in Executive matters and will be transferred when costs are realised.
Variation £0.684m overspend	
Variance to last month's forecast -£0.087m	

Healthy Place Shaping	Healthy Place Shaping is forecasting to be on budget taking in to account a request to carry forward £50k unspent budget to a reserve to continue the funding of the Wayfinding scheme in 2021/22 due to Covid delays
Variation £0.000m overspend	
Variance to last month's forecast -£0.010m	

Commercial Development, Assets and Investments

Comm. Dev. Assets and Invests. predicts an underspend of £0.232m against a revised budget of £2.284m (-10.2%).

<p>Property</p> <p>Variation -£0.220m underspend</p> <p>Variance to last month's forecast -£0.080m</p>	<p>Property are forecasting a (£0.220m) underspend against the revised budget. This is made up of Castle Quay shopping centre forecasting an under recovery of commercial income of £0.300m as a result of the current economic climate but conversely there is a saving of £0.178m on professional fees resulting in a net overspend of £0.122m. Offsetting this is a more favourable recovery of rental income from other CDC owned properties of (£0.060m) as well as forecast savings of (£0.193m) as a result of reduced occupancy of Council premises and remote working. Staff vacancies have resulted in a (£0.039m) underspend, alongside underspends on operational budgets of (£0.041m) on equipment purchasing and (£0.009m) saving on Professional fees.</p> <p>The movement from last month is explained by increased savings on Castle Quay management fees (£0.137m) offset in part by other costs spread over the service area.</p> <p>£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</p>
<p>Procurement</p> <p>Variation £0.090m overspend</p> <p>Variance to last month's forecast £0.00m</p>	<p>The overspend relates to consultant costs.</p>
<p>Law and Governance</p> <p>Variation £0.018m overspend</p> <p>Variance to last month's forecast £0.000m</p>	<p>£0.018m overspend is due to use of agency staff covering vacant posts</p>

Growth and Commercial	The £0.020m underspend is due to a vacant post.
Variation -£0.020m underspend	
Variance to last month's forecast £0.000m	
Regulatory Services	Regulatory Services and Community Safety are forecasting an underspend of £0.100m made up of £0.025m underspend on vacant posts, £0.040m higher than forecast income and cost recovery for some discretionary services and £0.035m on reduced spending on contractor costs.
Variation -£0.100m underspend	
Variance to last month's forecast -£0.025m	

Executive Matters

Executive Matters predicts an underspend of £0.507m against the budget of £2.364m (-21.4%).

Corporate	£0.465m budget is remaining from the original £1.163m being held to cover costs of Leisure Management and will be drawn upon when required to meet the costs relating to Covid-19
Interest	There is an adverse variance of £0.101m due to a further delay in drawing down £4m loan funds, originally expected in October and includes a potential of £0.025m additional interest.
Use of Reserves	There is a £0.143m use of reserves required to balance the budget for 2020/21

Income

Income: £0.518m underspend - The underspend is due to additional Covid related Sales, Fees and Charges loss of income than forecast that CDC has been able to recover.

3.23 Capital

Against the budget of £105.956m, there is a forecast in-year underspend of £33.468m, of which £22.291m is anticipated to be reprofiled in future years. There is an overall forecast reduction in the total cost of schemes of £11.177m. 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

Directorate	Budget £000	Outturn £000	Re- profiled beyond 2020/21 £000	Variance to Budget £000	Prior Month Variance £000
Housing	2,252	1,083	790	(379)	(379)
Comm Dev, Assets & Investments	62,745	46,811	15,137	(797)	(727)
Customers, Org Dev & Resources	4,255	4,146	0	(109)	(109)
Environment and Place	35,987	20,134	6,012	(9,841)	(9,872)
Public Health Wellbeing	717	314	352	(51)	(18)
Total	105,956	72,488	22,291	(11,177)	(11,105)

3.24 Current Period Variances

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 Arbritas upgrade project.

Commercial Development, Assets & Investments:

Property are forecasting (£0.797m) underspend across the various projects, some as a result of the pandemic and others as a result of more effective working. One of the largest savings is the refurbishment of Banbury Health Centre (£0.153m). Due to ongoing discussions with the tenant regarding the extension of the lease, the scope of the project has been affected and as a result the full budget allocation may not be required. The Joint Housing & Asset IT system (£0.100m) has been put on hold due to a possible harmonisation project implementation and this budget may be redeployed to fund the new scheme. A (£0.090m) saving has also been achieved on works relating to the roofing of Ferriston parade due to more efficient delivery of the project, including merging contracts with a similar project (Orchard Exterior Redecoration) resulting in savings on professional fees, preliminaries and more efficient scope for delivering the work. A (£0.070m) saving on the Banbury Museum AHU upgrade has also been achieved because original plans suggested replacement of the plant but on further investigation, this was not

necessary, and refurbishment was carried out. General savings of £0.384m) across the remaining capital schemes.

Customers Organisational Development & Resources:

Human Resources: are forecasting £0.001m overspend for the HR/Payroll system with no more costs expected.

ICT: are forecasting £0.110m underspend £0.100m no longer required for Legacy iworld system migration due to project no longer being required, £0.010 no longer required for Bodicote House meeting room Audio Visual.

Environment and Place:

Growth and Economy Build Phase 1 is reporting unbudgeted spend of £0.094m. Build Phase 1b is forecasting an overspend of £0.145m after reprofiling the remaining budget into 2021/22 to complete the programme. Build Phase 2 as a result of certain schemes no longer progressing or have been pipelined an underspend of (£9.895m) is forecast. The Hill Community centre project is now complete with only retention payments owing of £0.045m. This is an underspend of (£0.184m).

Environmental Services: are forecasting (£0.001m) underspend as a result of energy efficiency projects which were committed in late 2019/20.

Public Health & Wellbeing:

Wellbeing are forecasting a saving of (£0.051m). This is made up of underspends across various projects including North Oxford Academy Facilities Upgrade (£0.026m), an underspend of (£0.008m) against the Sunshine Centre programme for the extension to the front of the site, (£0.015m) underspend against the Corporate Booking System and finally a small saving of (£0.002m) against Community Grants with £0.126m forecast spend.

3.25 Re-profile beyond 2020/21

Housing:

£0.790m Disabled Facilities Grant capital – Covid-19 significantly reduced activity in the first 6 months of the year and despite activity increasing throughout the summer months, due to recent national restrictions the service is once again heavily constrained. As a result, the full allocation will not be spent in this financial year and will be reprofiled into 2021/22.

Commercial Development, Assets & Investments:

The following schemes are expected to slip in part into 2021/22

£0.050m Spiceball Riverbank Reinstatement - works are now part of CQ2 which will take place in 2021/22

£1.949m Castle Quay Shopping Centre - delayed works due to COVID-19

£12.465m Castle Quay Waterside - ongoing scheme over several years

£0.141m Bodicote House Fire Compliance Works - on hold due to project viability

£0.100m Corporate Asbestos Survey - Works progressing and will complete in 2021/22.

Anticipated spend of £0.160m in total releasing a (£0.050m) saving

£0.036m Corporate Fire Risk Assessments - Works progressing but will complete in to 2021/22. Full spend anticipated

£0.147m Works from Compliance Surveys - Works progressing but will complete in to 2021/22. Full spend anticipated.

£0.100m CDC Feasibility of Utilisation of Proper Space - Project on hold

£0.055m Horsefair, Banbury - delayed works on paving outside Horsefair, Banbury Cross due to Covid-19

£0.094m Corporate Asbestos Survey - Works progressing and will compete in 2021/22. Anticipated spend of £0.160m in total releasing a (£0.050m) saving

Environment and Place:

Environmental Services

£0.125m Thorpe Lane Depot Capacity Enhancement - anticipating slippage in to 2021/22 as a result of awaiting approval of other capital schemes.

£0.080m Bicester Country Park – Covid-19 resulted in a delay in the purchasing and progression of the country park, remaining spend to be reprofiled into 2021/22.

£0.304m 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.

£0.035m Car Park Refurbishments – Covid-19 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 2020/21 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.

Growth and Economy

£1.726m EWR2 - comprises the introduction of direct passenger and freight services between Oxford/Aylesbury and Milton Keynes/Bedford by reconstructing and upgrading the railway between Bicester-Bletchley-Bedford and Aylesbury-Claydon Junction routes, approval for which was originally agreed in October 2013 of a contribution of £4.35m towards the scheme. It was agreed that this could be paid over a 15 year period.

£0.956m Phase 1b - Bicester Library is in the early stages of development with actual site work commencing early 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 £0.061m along with £0.006m retention payment owing for Creampot Crescent

£2.500m Garden Town Capital Funding - The funding is for feasibility and design work on three major infrastructure schemes in Bicester. OCC and Graven Hill Development Company are incurring costs on the initial feasibility work. Once the financial agreements are signed, they will

begin invoicing Cherwell for the costs incurred. The majority of the spend will therefore take place in 2021/22 and for a further 2 -3 years.

£0.160m BUILD! Essential Repairs & Improvement (Town Centre Affordable Rent roof repairs) - Loss adjustor negotiations still ongoing but hopeful the repairs are covered by warranty. However, reprofiling of budget in case this is not the case.

Public Health & Wellbeing:

£0.183m North Oxfordshire Academy Astroturf capital scheme - currently under discussion with United learning Trust.

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

£0.084m Bicester Leisure Centre extension capital scheme - spend to date on a feasibility study. 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.

£0.012m Physical Activity & Inequalities Insight - evaluation funding for Active Reach project paused due to Covid-19 national restrictions

Annex

COVID Funding

Specific Funding

Date	Dept.	Grant Name	Schemes	Funding £
March	MHCLG	Business Grants	Main scheme & discretionary scheme - Forecast	27,655,250
March	MHCLG	Hardship Fund	To provide £150 reduction to Council Tax bills for those in receipt of Council Tax Support.	818,000
March		Emergency Response for Rough Sleeper		8,250
July	DEFRA	Emergency Assistance Grant for Food and Essential Supplies	Allocation from OCC	116,326
September		Next Steps Accommodation Programme		120,400
September	DHSC	Test & Trace Isolation Payments	Main scheme	59,500
			Discretionary Scheme	81,500
October	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
November	MHCLG	Business Support (Additional Restrictions Grant)	£20 per head of population for discretionary business grant scheme – funding for 2020/21 and 2021/22 – including one-off payments	4,347,029

November	MHCLG	Local Restrictions Support Grant (Closed) Addendum - Lockdown 2	Mandatory business grants scheme distributed to business premises forced to close due to lockdown restrictions <ul style="list-style-type: none"> • rateable value £15k or under, grants to be £1,334 per four weeks; • rateable value between £15k-£51k grants to be £2,000 per four weeks; • rateable value £51k or over grants to be £3,000 per four weeks. 	2,664,504
	BEIS	Local Restrictions Support Grant (Closed) Addendum - Lockdown 3	As above	3,996,756
December	MHCLG	New Burdens Grant	Business Rate	11,700
			Council Tax	11,788
December	MHCLG	New Burdens Grant 2	To support making grant payments	58,500
	BEIS	Christmas Support Payment	Wet Led Pubs including off-setting payment	166,400
	BEIS	Local Restrictions (Open)	Discretionary Grant for period 2-18 December 2020 + 20 December - 4 Jan	481,280
	BEIS	Local Restrictions (Closed)	Mandatory business grants scheme for period 2-18 December 2020 + 20Dec - 4 Jan distributed to business premises forced to close Tiers 2 - 4 <ul style="list-style-type: none"> • rateable value £15k or under, grants to be £667 per 2 weeks; • rateable value between £15k-£51k grants to be 	1,001,012

			£1,000 per 2 weeks; •rateable value £51k or over grants to be £1,500 per 2 weeks.	
	BEIS	Closed Business Lockdown - Mandatory Lockdown 3	Funding received TBC One off grants awarded to be RV below £15k: £4,000 RV £15k - £51k: £6,000 RV above £51k: £9,000	7,992,000
	OCC	Winter Support	From OCC	59,004
	OCC	COMF (Control Outbreak Management Fund)	To fund ongoing public health and outbreak management costs	912,000
TOTAL				50,626,450

General Funding

Description	£
Tranche 1	67,257
Tranche 2	1,459,014
Tranche 3	229,391
Tranche 4	316,992
Total	2,072,654
Forecast Sales, Fees & Charges compensation	1,621,000
Total General Grant Funding	3,693,654

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

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

Risk Implications

7.3 This report contains a full update with regards to the Council's risk position at the end of January 2021. 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

8.0 Decision Information

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

Financial Threshold Met: No

Community Impact Threshold Met: No

Wards Affected

All

Links to Corporate Plan and Policy Framework

All

Lead Councillor

Councillor Richard Mould – Lead member for Performance Management

Councillor Tony Ilott – Lead member for Finance and Governance

Document Information

Appendix number and title

Appendix 1 Leadership Risk Register

Background papers

None

Report Author and contact details

Louise Tustian – Head of Insight and Corporate Programmes

Tel: 01295 221786

Louise.tustian@cherwell-dc.gov.uk