

Public Document Pack



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Committee: Budget Planning Committee

Date: Tuesday 16 July 2024

Time: 6.30 pm

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

Membership

**Councillor Edward Fraser
Reeves (Chairman)**

Councillor Tom Beckett

Councillor Frank Ideh

Councillor Rob Parkinson

Councillor David Rogers

Councillor Dom Vaitkus

Councillor Matt Hodgson (Vice-Chairman)

Councillor Gordon Blakeway

Councillor Kieron Mallon

Councillor Rob Pattenden

Councillor Les Sibley

Councillor Sean Woodcock

AGENDA

1. Apologies for Absence and Notification of Substitute Members

2. Declarations of Interest

Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

3. Minutes (Pages 5 - 8)

To confirm as correct records the minutes of the meetings held on 5 March 2024 and 22 May 2024.

4. Chairman's Announcements

To receive communications from the Chairman.

5. Urgent Business

The Chairman to advise whether they have agreed to any item of urgent business being admitted to the agenda.

6. Council Tax Reduction Scheme 2025 - 26 (Pages 9 - 14)

Report of the Assistant Director of Finance

Purpose of report

To enable members to consider the proposed banded scheme for Council Tax Reduction (CTR) for 2025/26.

Recommendations

The Budget Planning Committee resolves:

- 1.1 To note the contents of the report, and any financial implications for the Council.
- 1.2 To recommend to Executive that the current scheme is retained for 2025/26.

7. Finance Monitoring Report End of Year 2023 - 2024 (Pages 15 - 52)

Report of Assistant Director of Finance (Section 151 Officer)

Purpose of report

To report to the committee the council's financial position at the end of the financial year 2023-2024.

Recommendations

The Budget Planning Committee resolves:

- 1.1 To consider and note the contents of the council's outturn for the financial year ended 31 March 2024.
- 1.2 To note the use of reserve requests held within Appendix 5.
- 1.3 To note the reserves movements made under the S151's delegated powers as part of the audit of prior years' statement of accounts at Appendix 5.
- 1.4 To note the reprofiled capital budget described in Appendix 1, including corresponding financing from capital reserves, and adjust the 2024/25 capital programme accordingly.
- 1.5 To note outturn for 2023/2024 which is a balanced position after a contribution to reserves of £4.461m.
- 1.6 To note the use of £0.285m of the Commercial Risk element of Policy Contingency to mitigate the delay in forecast lettings for some properties within 2023/24.

8. Review of Committee Work Plan (Pages 53 - 54)

To review the Committee Work Plan.

Councillors are requested to collect any post from their pigeon hole in the Members Room at the end of the meeting.

Information about this Meeting

Apologies for Absence

Apologies for absence should be notified to democracy@cherwell-dc.gov.uk or 01295 221534 prior to the start of the meeting.

Declarations of Interest

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

Evacuation Procedure

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the car park as directed by Democratic Services staff and await further instructions.

Access to Meetings

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

Mobile Phones

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

Webcasting and Broadcasting Notice

The meeting will be recorded by the council for live and/or subsequent broadcast on the council's website. The whole of the meeting will be recorded, except when confidential or exempt items are being considered. The webcast will be retained on the website for 6 months.

If you make a representation to the meeting, you will be deemed by the council to have consented to being recorded. By entering the Council Chamber, you are consenting to being recorded and to the possible use of those images for and sound recordings for webcasting and/or training purposes.

The council is obliged, by law, to allow members of the public to take photographs, film, audio-record, and report on proceedings. The council will only seek to prevent this should it be undertaken in a disruptive or otherwise inappropriate manner.

Queries Regarding this Agenda

Please contact Matt Swinford, Democratic and Elections Team democracy@cherwell-

dc.gov.uk, 01295 221534

Shiraz Sheikh
Monitoring Officer

Published on Monday 8 July 2024

Cherwell District Council

Budget Planning Committee

Minutes of a meeting of the Budget Planning Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 5 March 2024 at 6.30 pm

Present: Councillor Patrick Clarke (Chairman)
Councillor Douglas Webb (Vice-Chairman)
Councillor Becky Clarke MBE
Councillor David Hingley
Councillor Matt Hodgson
Councillor Simon Lytton
Councillor Adam Nell
Councillor Dorothy Walker
Councillor Barry Wood
Councillor Sean Woodcock

Substitute Members: Councillor George Reynolds (In place of Councillor Donna Ford)

Apologies for absence: Councillor Tom Beckett
Councillor Donna Ford

Officers: Joanne Kaye, Head of Finance and Deputy Section 151 Officer
Leanne Lock, Strategic Business Partner - Business Partnering & Controls
Natasha Clark, Governance and Elections Manager

44 **Declarations of Interest**

There were no declarations of interest.

45 **Minutes**

The Minutes of the meeting of the Committee held on 23 January 2024 were agreed as a correct record and signed by the Chairman.

46 **Chairman's Announcements**

There were no Chairman's announcements.

At the discretion of the Chairman, the Portfolio Holder for Finance addressed the meeting. The Portfolio Holder for Finance explained that this was the

Chairman, Councillor Patrick Clarke's last meeting at Cherwell District Council as he was standing down as a councillor at the May elections. The Portfolio Holder for Finance thanked the Chairman for his diligence and hard work as Chairman of Budget Planning Committee over the past year.

47 **Urgent Business**

There were no items of urgent business.

48 **Monthly Finance Performance Report**

The Assistant Director of Finance (Section 151 Officer) submitted a report which summarised Cherwell District Council's forecast revenue and capital outturn for 2023/2024 as at 31 January 2024 to give the Committee the opportunity to consider the finance aspects of the report.

In introducing the report, the Portfolio Holder for Finance advised that the Council's forecast outturn position for 2023/2024 was an underspend of (£0.059m). This was after an underspend within Policy contingency which would offset the lower than budgeted in-year income of S31 grant. The overall forecast position was an improvement of (£0.059m) over the previous month's forecast.

Resolved

- (1) That, having given due consideration, the finance performance update report be noted.

49 **Review of Committee Work Plan**

The Strategic Business Partner - Business Partnering & Controls gave an update on the Committee work plan.

The Strategic Business Partner - Business Partnering & Controls advised that the first meeting of the 2024/2025 municipal year was on 16 July. Prior to this, Local Government Finance training was scheduled on Tuesday 4 June.

Resolved

- (1) That the work programme update be noted.

The meeting ended at 6.50 pm

Chairman:

Date:

Cherwell District Council

Budget Planning Committee

Minutes of a meeting of the Budget Planning Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 22 May 2024 at 7.50pm

Present:

Councillor Edward Fraser Reeves (Chairman)
Councillor Matt Hodgson (Vice-Chairman)
Councillor Tom Beckett
Councillor Gordon Blakeway
Councillor Frank Ideh
Councillor Kieron Mallon
Councillor Rob Parkinson
Councillor Rob Pattenden
Councillor David Rogers
Councillor Les Sibley
Councillor Dom Vaitkus
Councillor Sean Woodcock

1 Appointment of Chairman for the municipal year 2024/2025

It was proposed by Councillor Mallon and seconded by Councillor Hodgson that Councillor Reeves be appointed Chairman of Budget Planning Committee for the municipal year 2024/2025.

There were no further nominations.

Resolved

- (1) That Councillor Reeves be elected Chairman of Budget Planning Committee for the municipal year 2024/2025.

2 Appointment of Vice-Chairman for the municipal year 2024/2025

It was proposed by Councillor Woodcock and seconded by Councillor Vaitkus that Councillor Hodgson be appointed Vice-Chairman of Budget Planning Committee for the municipal year 2024/2025.

There were no further nominations.

Resolved

- (1) That Councillor Hodgson be elected Vice-Chairman of Budget Planning Committee for the municipal year 2024/2025.

The meeting ended at 7.51 pm

Chairman:

Date:

This report is public.	
Council Tax Reduction Scheme 2025/26	
Committee	Budget Planning Committee
Date of Committee	16 July 2024
Portfolio Holder presenting the report	Portfolio holder for Finance and Resources, Councillor Lesley McLean
Date Portfolio Holder agreed report	8 July 2024
Report of	Assistant Director of Finance Michael Furness

Purpose of report

To enable members to consider the proposed banded scheme for Council Tax Reduction (CTR) for 2025/26.

1. Recommendations

The Budget Planning Committee resolves:

- 1.1 To note the contents of the report, and any financial implications for the Council.
- 1.2 To recommend to Executive that the current scheme is retained for 2025/26.

2. Executive Summary

To enable members to consider the proposed banded scheme for Council Tax Reduction for 2025-26.

The current scheme was introduced from April 2020 following a period of consultation and engagement. In general, it has been well received with limited contact from customers. It is proposed to continue with the current scheme updated for inflationary factors.

The scheme assesses the maximum level of Council Tax Reduction based on the net income of the applicant and household members; the main principles of the scheme remain unchanged. Pensioners are protected and continue to be eligible to receive 100% Council Tax Reduction.

If the applicant or partner is in receipt of a passported benefit such as Income Support Job Seekers Allowance (JSA), income based and income related Employment and Support Allowance (ESA) or receiving War widows or War disablement pensions they will be placed into the highest band and will receive 100% Council Tax Reduction. Working age households will receive a discount, depending on their level of income

and the band that they fall into. The current scheme is understood by customers and has enabled them to budget for their council tax payments, and this is reflected in the Council Tax collection rates with Cherwell being the highest performer across the county for 2023 -24. The current scheme reduces the number of changes that the customer will experience with less bills and notification letters generated and enables better personal budgeting. There is still a lot of financial uncertainty for many customers and in the current financial climate, it is therefore recommended that the existing scheme should be retained for 2025-26.

Implications & Impact Assessments

Implications	Commentary		
Finance	<p>The MTFs has assumed the current scheme will be retained. Any changes to the existing caseload will be accommodated as part of the budget process with final estimates included in the annual council tax base calculation.</p> <p>Kelly Wheeler, Finance Business Partner, 19/06/2024</p>		
Legal	<p>Since 1 April 2013, local authorities in England have been responsible for running their own local schemes for help with council tax. These are called Council Tax Reduction schemes.</p> <p>Section 13A of the Local Government Finance Act 1992 requires the Council as the billing authority to make a localised council tax reduction scheme in accordance with section 1A of the Act. Each financial year the council must consider whether it wants to revise the scheme, leave as is or replace it. Consultation must occur on any options required to change the scheme prior to introduction and is set out in Schedule 1A (3) of the Local Government Finance Act 1992. No changes to the scheme are being considered in this report.</p> <p>The 1992 Act provides that a billing authority's Council Tax Reduction Scheme must include prescribed matters set out in the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012. Therefore, the Council is required, without any exercise of discretion, to amend the CTR Scheme, to reflect any changes made to those regulations.</p> <p>Shahin Ismail, Interim Head of Legal Services, 18.06.2024</p>		
Risk Management	<p>There are no risk implications arising as a direct consequence of this report, if any arise, they will be managed through the service operational risk and escalated the leadership risk as and when deemed necessary.</p> <p>Celia Prado-Teeling, Performance Team Leader, 19 June 2024</p>		
Impact Assessments	Positive	Neutral	<p>Negative</p> <p>Commentary</p>

Equality Impact	x			<p>This report, and the proposal to continue the Council Tax Reduction Scheme have been developed with our most vulnerable residents in mind. Any equality and diversity concerns have been appropriately considered from the outset, if a new proposal arises this will be screened for relevance against our statutory duties to promote equality and an impact assessment will be completed.</p> <p>Celia Prado-Teeling, Performance Team Leader, 19 June 2024</p>
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?	x			
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		x		
Climate & Environmental Impact				<p>The reduction of bills and notification letters being issued because of the income bands is having a positive impact on the carbon footprint for Cherwell.</p> <p>Jo Miskin (he/him) Climate Action Manager 07900 227103</p>
ICT & Digital Impact				N/A
Data Impact				None required. The scheme uses only existing data held. No further personal data will be requested, obtained, held, or published.
Procurement & subsidy				N/A
Council Priorities				
Human Resources	N/A			
Property	N/A			
Consultation & Engagement	There are no proposed changes therefore no consultation is required.			

Supporting Information

3. Background

- 3.1 The Council Tax Reduction caseload has been monitored and there has been a reduction in the number of live cases from 6,109 in June 2023 to 6,035 in June 2024.
- 3.2 As customers transition onto Universal Credit customers are not always advised by the Department for Work and Pensions (DWP) that in order to make a claim for Council Tax Reduction (CTR), they will need to make this directly with the local authority, so in these circumstances we do see the caseload fluctuate when backdated requests for CTR are received throughout the year.
- 3.3 The in-year Council Tax collection rate for the 2021/22 financial year was 98.07% compared to 98.05% in 2022/23 and 98.02% for 2023/24, which remains the highest rate within the Oxfordshire authorities. In considering the CTR Scheme for 2025/26 members should be mindful that any changes to the scheme that reduce entitlement to CTRS could have an adverse impact on collection rates.

4. Details

- 4.1 Since the introduction of the CTRS the benefits landscape has drastically changed. Universal Credit (UC) is based on real time information which means that any change in income generates a change in CTR through data files received directly from the DWP. Residents were therefore, receiving multiple bills and letters during the year making the process a poor user experience and making budgeting for individuals very difficult.
- 4.2 In December 2019 the Council agreed to move to an income banded scheme for customers that were of working age. The scheme assesses the maximum level of CTR based on the net income of the applicant and household members, the main principles of the scheme are as follows:
- If the applicant or partner is in receipt of one of the passported benefits (Income Support, Job Seeker's Allowance Income Based and Income Related Employment and Support Allowance or receiving War Widows or War Disablement Pensions they will automatically be placed in the highest band of the scheme and will receive 100% support.
 - Working age households will receive a discount, depending on their level of income and the band that they fall into.
 - Under this scheme, as part of our ongoing commitment to support disabled people, we will continue to disregard Disability Living Allowance, Personal

Independence Payments, War Disablement Benefits and will also continue to disregard Child Benefit and child maintenance.

- As highlighted earlier in this report the introduction of Universal Credit and Real Time Information files means that customers can experience frequent changes in their Council Tax Reduction which in turn impacts on the amount of Council Tax payable. This makes budgeting for households more of a challenge and is impacting on our ability to collect Council Tax. The banded scheme is simpler for residents to understand and any future changes to the value of awards can be achieved by simply adjusting the banding thresholds.
- Residents experience less change in their CTR, and the scheme reduces the number of letters and Council Tax demands issued. The Council has seen an overall reduction in printed mail and dispatch of 27% over the 4 years since the introduction of the CTR scheme when comparing the last quarter of 2019 to the last quarter of 2023 and in April and May 2024 the printed mail packs have reduced further by 2164 packs.

4.3 The current scheme was introduced from April 2020 following a period of consultation and engagement. In general, it has been well received with limited contact from customers affected by the change.

4.4 There is a requirement to consult with the public, major preceptors, and other parties, who may have an interest in the CTR Scheme on any material changes to the scheme. If members would like to consider a change to the current banded scheme, then a full consultation will need to be undertaken.

4.5 Any amendments proposed to the scheme (other than uprating thresholds for inflation) would require significant consultation to take place. If any changes were made to the scheme, it is unlikely to generate significant additional resources to the Council.

5. Alternative Options and Reasons for Rejection

5.1 The alternative option is to undertake a review of the current CTRS scheme but 6.1 and 6.2 explains the rationale for not taking this course of action.

6 Conclusion and Reasons for Recommendations

6.1 The current scheme is understood by customers and has enabled them to budget for their council tax payments. One of the main advantages of the banded scheme is that it reduces the number of changes that the customer will experience enabling more effective personal budgeting.

6.2 There is still a lot of financial uncertainty for many customers and in the current financial climate with the ongoing cost of living crisis it is therefore recommended that the existing scheme should be retained for 2025/26.

Decision Information

Key Decision	N/A
Subject to Call in	N/A
If not, why not subject to call in	N/A
Ward(s) Affected	All

Document Information

Appendices	
Appendix 1	None
Background Papers	None
Reference Papers	None
Report Author	Sandra Ganpot
Report Author contact details	Sandra.ganpot@cherwell-dc.gov.uk Benefit Services and Performance Manager 01295 221 721

This report is public	
Finance Monitoring Report End of Year 2023 - 2024	
Committee	Budget Planning Committee
Date of Committee	16 July 2024
Portfolio Holder presenting the report	Portfolio holder for Finance and Resources, Councillor Lesley McLean
Date Portfolio Holder agreed report	28 May 2024
Report of	Assistant Director of Finance (Section 151 Officer), Michael Furness

Purpose of report

To report to the committee the council's financial position at the end of the financial year 2023-2024.

1. Recommendations

The Budget Planning Committee resolves:

- 1.1 To consider and note the contents of the council's outturn for the financial year ended 31 March 2024.
- 1.2 To note the use of reserve requests held within Appendix 5.
- 1.3 To note the reserves movements made under the S151's delegated powers as part of the audit of prior years' statement of accounts at Appendix 5.
- 1.4 To note the reprofiled capital budget described in Appendix 1, including corresponding financing from capital reserves, and adjust the 2024/25 capital programme accordingly.
- 1.5 To note outturn for 2023/2024 which is a balanced position after a contribution to reserves of £4.461m.
- 1.6 To note the use of £0.285m of the Commercial Risk element of Policy Contingency to mitigate the delay in forecast lettings for some properties within 2023/24.

2. Executive Summary

- 2.1 CDC monitors its financial position on a monthly basis. This report presents the year-end outturn position for the 2023/2024 financial year. We are reporting a balanced position for revenue £0.000m after transferring £4.461m to reserves, a capital in-year underspend of (£15.749m) and a total capital project underspend across all years of the programme totalling (£0.354m).

Implications & Impact Assessments

Implications	Commentary			
Finance	There are no financial implications arising directly from this report and is for information only. Joanne Kaye, Head of Finance, 14 June 2024			
Legal	There are no legal implications arising from the report. Shahin Ismail, Interim Legal Services Manager, 18 June 2024			
Risk Management	There are no risk implications arising directly from this report. Celia Prado-Teeling, Performance Team Leader, 17 June 2024			
Impact Assessments	Positive	Neutral	Negative	Commentary
Equality Impact		X		There are no equality implications arising directly as a consequence of this report
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
Climate & Environmental Impact		X		N/A
ICT & Digital Impact		X		N/A
Data Impact		X		N/A
Procurement & subsidy		X		N/A
Council Priorities	N/A			
Human Resources	N/A			
Property	N/A			

Consultation & Engagement	This report sets out the financial outturn for the financial year ended 31 March 2024, therefore no formal consultation or engagement is required.
--------------------------------------	--

Supporting Information

3. Background

- 3.1 The council actively and regularly monitors its performance, risk, and financial positions to ensure it can deliver its corporate priorities and respond effectively to emerging issues.
- 3.2 This monitoring takes place at least monthly for the finance element and quarterly for performance and risk, so the council can identify potential issues at the earliest opportunity and put measures in place to mitigate them.

4. Details

- 4.1 The council's outturn position for 2023/2024 is a balanced (£0.000m). This is subject to the agreement of the proposed transfers to reserves of £4.461m as detailed at the bottom of table 1.

Table 1: Year End Position

Service	Original Budget £m	Current Budget £m	March Outturn £m	March Variance (Under) / Over £m	% Variance to current budget %	January Variance (Under) / Over £m	Change since Previous (better) / worse £m	
HR & OD	0.807	0.958	0.960	0.002	0.2%	0.000	0.002	
Wellbeing & Housing	2.286	2.351	2.138	(0.213)	-9.1%	(0.200)	(0.013)	
Customer Focus	2.367	2.512	2.364	(0.148)	-5.9%	(0.130)	(0.018)	
Chief Executive	5.460	5.821	5.462	(0.359)	-6.2%	(0.330)	(0.029)	
Finance	3.303	3.560	3.547	(0.013)	-0.4%	(0.050)	0.037	
Legal, Democratic, Elections & Procurement	1.959	2.104	2.461	0.357	17.0%	0.345	0.012	
ICT	1.526	1.551	1.699	0.148	9.5%	0.025	0.123	
Property	(1.691)	(2.182)	(1.889)	0.293	-13.4%	0.152	0.141	
Resources	5.097	5.033	5.818	0.785	15.6%	0.472	0.313	
Planning & Development	1.890	1.989	1.710	(0.279)	-14.0%	0.231	(0.510)	
Growth & Economy	0.546	0.502	0.393	(0.109)	-21.7%	(0.090)	(0.019)	
Environmental	5.106	6.571	6.700	0.129	2.0%	0.072	0.057	

Regulatory	1.150	1.187	1.135	(0.052)	-4.4%	(0.024)	(0.028)	
Communities	8.692	10.249	9.938	(0.311)	-3.0%	0.189	(0.500)	
Subtotal for Directorates	19.249	21.103	21.218	0.115	0.5%	0.331	(0.216)	
Executive Matters	3.695	3.695	3.117	(0.578)	-15.6%	(0.048)	(0.530)	
Policy Contingency	5.229	3.485	0.352	(3.133)	-89.9%	(1.818)	(1.315)	
Total	28.173	28.283	24.687	(3.596)	-12.7%	(1.535)	(2.061)	
FUNDING								
	(28.173)	(28.283)	(29.148)	(0.865)	3.1%	1.476	(2.341)	
(Surplus)/Deficit Before proposed Transfers to reserves	0.000	0.000	(4.461)	(4.461)		(0.059)	(4.402)	
Planning monies returned to Reserve				0.209				
Move to Interest Reserve				2.400				
Balance to Market Risk Reserve				1.852				
(Surplus)/Deficit				0.000				

Note: A positive variance is an overspend or a reduction in forecast income and a (negative) is an underspend or extra income received. Green represents an underspend and red represents a overspend for the current month's forecast.

Table 2: Analysis of Forecast Variance – March 2024

Breakdown of current month forecast	March 2024 Forecast	Base Budget Over/ (Under)	Savings Non-Delivery
	£m	£m	£m
Chief Executive	(0.359)	(0.403)	0.044
Resources	0.785	0.634	0.151
Communities	(0.311)	(0.314)	0.003
Subtotal Directorates	0.115	(0.083)	0.198
Executive Matters	(0.578)	(0.578)	0.000
Policy Contingency	(3.133)	(3.133)	0.000
Total	(3.596)	(3.794)	0.198
FUNDING	(0.865)	(0.865)	0.000

(Surplus)/Deficit	(4.461)	(4.659)	0.198
--------------------------	----------------	----------------	--------------

Table 3: Budget compared with Outturn

The graph below shows the change from January's forecast to March's outturn position for the financial year.

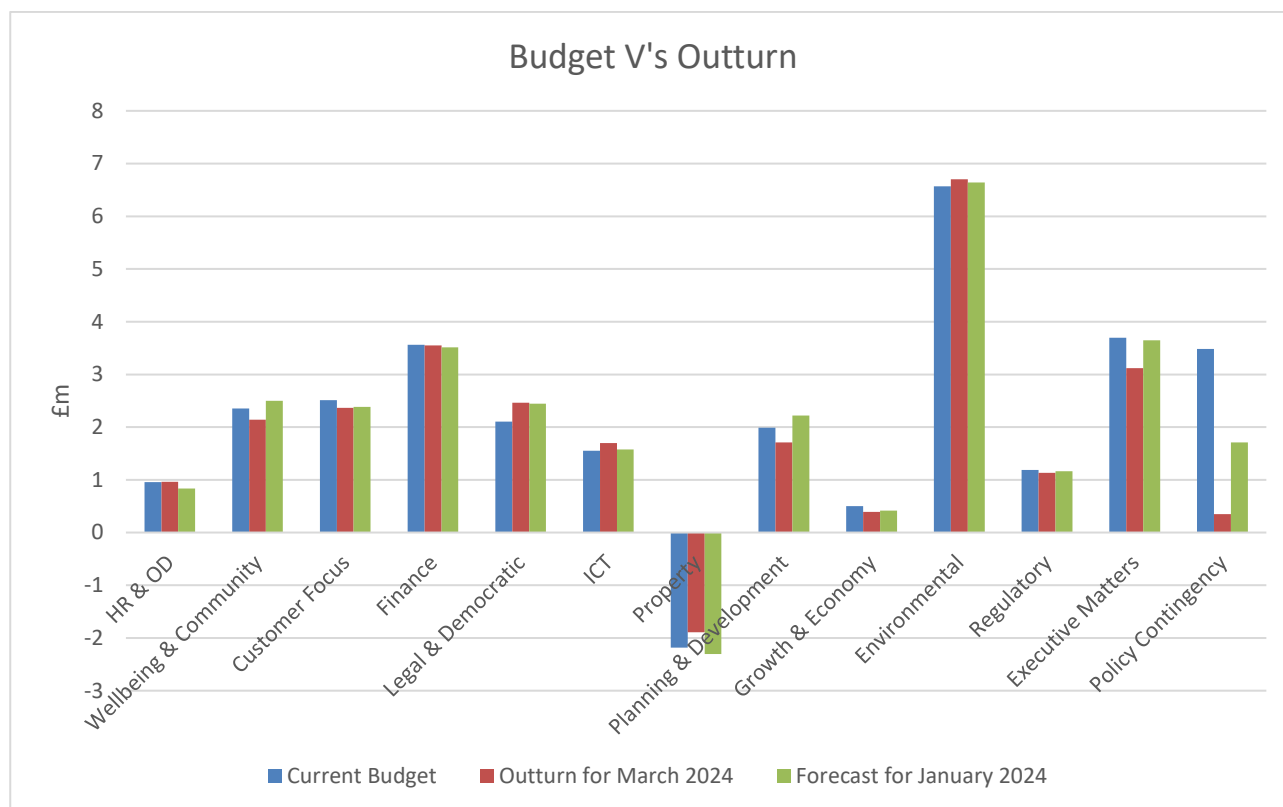


Table 4: Top Major Variances:

Service	Current Budget	Variance	% Variance
Property	(1.889)	0.293	-15.5%
Legal, Democratic, Elections & Procurement	2.104	0.357	17.0%
Planning & Development	1.989	(0.279)	-14.0%
Policy Contingency	3.770	(3.418)	-90.7%
Executive Matters	3.695	(0.578)	-15.6%
Total	9.669	(3.625)	

Property – Overspend £0.293m (January's Variance Underspend (£0.152m))

The £0.253m overspend in Property is largely as a result of dependency on agency £0.064m, additional surveys and consulting services £0.085m, car park under recovery of income and additional management costs £0.068m. There has also been an increase on spend on repairs and maintenance £0.036m. The £0.068m overspend relating to car parks

is a result of historical pressures which have since been identified following the movement of the service in November 2024.

The £0.040m shift mainly comprises higher operational costs than anticipated. Due to some lettings taking longer to conclude than anticipated the Commercial Policy Contingency will be used to mitigate against this income that has not been received, subject to approval. Going forward work continues to maintain and improve income across our properties including Castle Quay where several tenants have agreed terms to renew leases, the final unit at Castle Quay 2 is under offer and marketing is underway to attract pop-up units into some vacant units.

Legal, Democratic, Elections & Procurement Overspend £0.357m (January's Variance Overspend £0.345m)

Overspend is due to:

- 1) higher than anticipated costs of delivering the District Elections
- 2) an unavoidable reliance on agency staff whilst we continue with recruitment for permanent staff.
- 3) Legal fees and license charges for case management system.
- 4) Under recovery of income due to decrease in s106 fees (because of work being carried out externally).
- 5) The increase in demand for legal services in areas of Planning, Contracts, and Information.

The overspend from last month is largely driven by increased agency costs.

Planning & Development underspend (£0.279m) (January's Overspend £0.231m)

Planning and Development's end of year outturn is (£0.279m) which is 14% under budget. Costs in some areas exceeded budget (e.g. agency staffing and planning appeal costs) and income was lower than expected for Building Control and planning pre-application advice. However, this was offset by income from Planning Performance Agreements and other fee receipts, some Government grant, and periodic vacancies. Spend on consultancy and legal fees was also lower than expected in-year for Planning Policy.

Policy Contingency underspend (£3.113m) (January's underspend (£1.818m))

Inflation Contingency had a budget of (£3.755m) of which £1.001m was allocated leaving (£2.754m)

- Commercial Risk had a budget of (£1.100m) of which only £0.445m was allocated leaving £0.655m
- General Contingency had a budget of £0.375m of which £0.298m was allocated leaving £0.077m
- A general overspend of £0.352m detailed in appendix 2.

All allocations of policy contingency were notified to Executive throughout the year and are detailed in Appendix 2.

Executive Matters underspend (£0.578m) (January's forecast underspend £0.048m)

There is an underspend on Minimum Revenue Provision (MRP) due to the change in methodology that has been adopted as part of the revised MRP policy for 2023/24, which was agreed by Council at the February 2024 meeting. This accounts for (£1.215m).

The council has also received a (£0.500m) dividend payment from Graven Hill as a result of the profits the company has generated. The council had not budgeted to receive this income.

The Council maintains a number of bad debt provisions in the anticipation that debts will become bad and these once agreed are charged to the relevant provision or cost centre, this year we have increased the provision by £0.424m.

The Council has also set aside £0.828m of interest for ringfenced accounts that must be uplifted in line with interest rates until they have been spent.

Other minor underspends in this area totalling (£0.115m)

Funding overachieved (£0.865m) (January's forecast balanced)

The council is part of the Oxfordshire Business Rates Pool. This aims to minimise the tariff the council pays on its retained business rates. The higher than anticipated outcome of business rates pooling for 2023/24 offset lower than expected S31 grants which resulted in a net balance of (£0.865m).

Table 5: Earmarked Reserves:

Reserves	Balance 1 April 2023	Original Budgeted use/ (contribution)	Changes agreed since budget setting	Changes proposed March 2024	Balance 31 March 2024
	£m	£m	£m	£m	£m
General Balance	(6.150)	0.000	0.000	0.000	(6.150)
Earmarked	(19.898)	(2.469)	(0.912)	(5.045)	(28.324)
Ringfenced Grant	(3.771)	0.711	0.552	(0.044)	(2.552)
Subtotal Revenue	(29.819)	(1.758)	(0.360)	(5.089)	(37.026)
Capital*	(5.849)	1.000	0.000	(1.444)	(6.293)
Total	(35.668)	(0.758)	(0.360)	(6.533)	(43.329)

*According to the Reserves Policy Executive are only required to approve uses of Capital Reserves, not contributions.

Also provided in Appendix 5 is a summary of the reserves movements made as a result of the audit of prior years' statement of accounts under the S151's delegated powers. The Reserves Policy requires that these are reported to the Executive following the statement of accounts being finalised; the 2021/22 accounts were signed off by external audit in March 2024

4.2 Capital

There is an in-year underspend of (£15.749m), of which £15.395m is to be reprofiled into future years.

Directorate	Budget £m	Actual Spend 2023/24 £m	Re-profiled beyond 2023/24 £m	Variance to Budget £m	Prior Month Variance to Budget £m
Chief Executives	12.066	7.616	4.286	(0.164)	(0.103)
Resources	13.222	4.547	8.541	(0.134)	(0.134)
Communities	3.782	1.158	2.568	(0.057)	(0.164)
Total	29.070	13.321	15.395	(0.354)	(0.401)

For further detail please view Appendix 1.

Table 7: How the Capital Programme is financed

Financing	23/24 Budget £m	Future Years £m	Total
Borrowing	19.542	12.527	32.069
Grants	9.528	9.006	18.534
Capital Receipts	0.000	1.175	1.175
	29.070	22.708	51.778

Table 8: Total Capital Project Outturn

Directorate	Budget £m	Total 2023/24 £m	Variance to Budget £m	Prior Month Variance to Budget £m
Chief Executives	20.290	19.376	(0.914)	(0.851)
Resources	14.432	14.298	(0.134)	0.143
Communities	17.056	16.999	(0.057)	(0.046)
Total	51.778	50.674	(1.104)	(0.754)

Table 9: Top 5 in-year variances: -

Code	Top 5 In-Year Variances	Budget Total £'000	Reprofile beyond 23/24 £'000	% of in year Budget Variance
40278	Development of New Land Bicester Depot	2.775	2.759	99.42%
40144	Castle Quay	2.795	2.733	97.77%
40028	Vehicle Replacement Programme	1.731	1.162	67.13%
40300	S106 - Bicester Leisure Centre Extension	1.154	1.154	100.00%

40286	Transforming Market Square Bicester	1.000	0.985	98.49%
		9.455	8.793	

Development of New Land Bicester Depot: -

A project team has been established to design and refurbish the site being acquired.

Castle Quay: -

As part of the Castle Quay Development and the regeneration of Banbury, the Council is working closely and in partnership with a number of public and private organisations to repurpose parts of Castle Quay Shopping Centre to deliver a number of complimentary uses enabling the regeneration of Banbury. Once each element has been contractually agreed, work can commence. The Council needs to reprofile because we are continuing discussions with potential occupiers as part of the refocus of the centre from pure retail to mixed uses.

Vehicle Replacement Programme: -

Reprofiling of £1.162m is required in to 2024/25. A review of the programme is continuously undertaken. Nationally there are delays in vehicle supply and thus delivery. Delivery times have risen from 6 months to approximately 12-18 months for small vehicles. Budget re-profiling is required as a result.

S106 – Bicester Leisure Centre Extension: -

Initial stages of feasibility have been completed with high level costings received to deliver the project. Further stages required including detailed business case. Re-profiled beyond 2024-25 as not all S106 funding received so budget not fully available.

Bicester East Community Centre: -

Consultants appointed March 2024 and programme of design and stakeholder consultation to be delivered during Q1-Q3 2024-2025. The remaining budget of £0.985m for 2023-24 to be profiled to allow for delivery of consultancy project in 2024-2025 and consider the construction phase.

5. Alternative Options and Reasons for Rejection

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

Option 1: This report summarises the council's financial position as at 31 March 2024, the end of the 2023/2024 financial year, therefore there are no alternative options to consider. However, members may wish to request further information from officers for inclusion.

6 Conclusion and Reasons for Recommendations

6.1 This report provides a summary of the council's delivery against its business plan priorities including its, risk, and financial positions for the 2023/24 financial year.

Decision Information

Key Decision	N/A
Subject to Call in	N/A
If not, why not subject to call in	N/A
Ward(s) Affected	All

Document Information

Appendices	
Appendix 1	Capital March 2024
Appendix 2	Detailed Revenue Narrative on Outturn March 2024
Appendix 3	Virements and Aged Debt March 2024
Appendix 4	Funding March 2024
Appendix 5	Use of reserves and grant funding March 2024
Background Papers	None
Reference Papers	None
Report Author	Leanne Lock, Strategic Business Partner – Business Partnering & Controls
Report Author contact details	Leanne.lock@cherwell-dc.gov.uk 01295 227098

Appendix 1 - CHERWELL CAPITAL EXPENDITURE

Cost Centre	DESCRIPTION	BUDGET	YTD ACTUAL	RE-PROFILED BEYOND 2023/24	RE-PROFILED BEYOND 2024/25	Current month Variances £000	Prior month Variances £000	Forecast Narrative
40010	North Oxfordshire Academy Astroturf	183	49	134		(0)	-	Good progress made to date on scale,scope and nature of the project. Close working with the school. Next steps are to apply for pre-application planning advice and complete project costings. Re-profiled into 2024-25 due to cost implications of the proposed site, looking at alternative options on existing site that requires less infrastructure.
40019	Bicester Leisure Centre Extension	79	0	0	79	-	-	The current budget is for preparatory works to identify the business case for operation ahead of S106 monies coming in from developments. Budget requires reprofiling as scheme is outlined for build in 2027-28
40083	Disabled Facilities Grants	1,566	1,533	33		0	-	£108k additional funding from DLUHC was confirmed in September and has been added to the budget.
40084	Discretionary Grants Domestic Properties	140	25	0		(115)	(50)	This budget covers small repairs and larger essential repairs to vulnerable households and some grants for landlords. Demand for essential repairs is typically heavily weighted towards the
40160	Housing Services - capital	160	0	160		-	-	NW Bicester Developer milestone for payment not yet met therefore final payment will be made in 2024/25.
40251	Longford Park Art	45	0	45		-	-	The final delivery of the public art programme is dependent on overall site handover which has been delayed by the developers. The remaining spend on the public art programme has been reprofiled to acknowledge this.
40262	Town Centre House Purchase and Repair	4,750	4,418	332		(0)	-	The purchase of TCH completed in November. The tender for improvement works has concluded with works due to begin on site in February with final completion in 2024/25.
40275	UKSPF - CDC community facilities x 3	30	30	0		-	-	Projects completed
40131	S106 Capital Costs	15	11	0		(4)	(4)	S106 funding has been identified for projects that have proceeded this year and there will be no overspend at year end
40294	S106 - Ambrosden Community Facility Project	20	0	20		-	-	Parish Council has a variety of projects they are looking to bring forward to increase capacity at the village hall. Re-profiled to 2024-25 as still awaiting project details
40295	S106 - Ambrosden Indoor Sport Project	65	0	65		-	-	Indoor Sport Project involving upgrades to a portacabin building. Re-profiled to 2024-25 as still awaiting project details.
40296	S106 - Ambrosden Outdoor Sports	130	0	130		-	-	Site to be confirmed before project can move forward; options appraisal underway. Re-profiled to 2024-25 as still awaiting project details and confirmation of transfer of land

40297	S106 - Ardley & Fewcott Play Area Project	15	0	15		-	-	Awaiting direction from the parish council regarding further play area investment. Re-profiled to 2024-25 as still awaiting project details for remaining S106 monies. Initial project cost less than initially expected.
40298	S106 - Ardley & Fewcott Village Hall Project	9	6	3		0	-	Village Hall project for chairs and tables submitted, S106 spend approved. Re-profiled remaining £3K to 2024-25. Awaiting project details for remaining S106 spend
40299	S106 - Banbury Indoor Tennis Centre	55	65	0		10	5	The project is being considered with stakeholders to assess whether any indoor tennis provision is possible given the finance available. Feasibility study costs were higher than anticipated.
40300	S106 - Bicester Leisure Centre Extension	1,154	0	0	1,154	-	-	Initial stages of feasibility have been completed with high level costings received to deliver the project. Further stages required including detailed business case. Re-profiled beyond 2024-25 to when S106 funding is received and fully available.
40301	S106 - Graven Hill Outdoor Sport Project	52	0	52		-	-	Initial discussions around delivery model and engagement to move forward with the project have begun. Re-profiled to 2024-25 as a new framework has been identified to assist with
40302	S106 - Grimsbury Community Centre Projects	20	0	20		-	-	The Grimsbury Community Centre project was funded from UK Prosperity funding and therefore releasing the S106 funding for Playzone project in 2024-25
40303	S106 - Hanwell Fields Community Centre Projects	180	0	180		-	-	No decision at present on capital project to be brought forward. Re-profiled to 2024-25, currently awaiting building surveyor to assess costs for Mezzanine Project.
40304	S106 - Hook Norton Sport And Social Club Project	80	0	0	80	-	-	The scale and scope of the project is yet to be confirmed and therefore reprofiled to 2025/26
40305	S106 - Horley Cricket Club Pavilion Project	110	0	110		-	-	Horley Cricket Club in contact with CDC, looking at a staged project due to cost increases for a new build. Actively working with the club to finalise project details. Re-profiled to 2024-25 as still awaiting project details, cricket club has been asked for project details following a meeting with the club
40306	S106 - Improvements to Bloxham Recreation Ground	35	34	0		(1)	(1)	Project for works to the roof at the changing room pavilion received and S106 spend approved,
40307	S106 - Kidlington & Gosford Leisure Centre	20	0	0	20	-	-	No detailed projects as yet therefore S106 funding to be reprofiled beyond 2024-25
40308	S106 - Milton Road Community Facility and Sports Pitch Project	479	8	471		(0)	-	Significant progress made by the Parish Council. Additional fundraising required. Re-profiled to 2024-25, this project is led by the Parish Council, awaiting further details and confirmation of additional project funding.
40309	S106 - NOA Improvements	700	22	678		0	-	High level costings/detailed plans have now been received for this project, further works required to developing the business cases/other stages of feasibility
40310	S106 - Spiceball Leisure Centre Improvements	14	0	14		-	-	Budget required to be reprofiled to 2024-25, for works on the glulam beams taking place in December to January during off peak.
40311	S106 - The Hill Improvements Project	50	0	0	50	-	-	Awaiting details of projects funded by S106 funding already received, therefore budget request to reprofile beyond 2024-25

40312	S106 - Whitelands Farm Sports Ground (Pedestrian crossing and various works)	60	28	32		0	-	Installation of the floodlighting approved but delayed due to ground conditions. The new pedestrian crossing reprofiled in to 2024-25 and works to be tendered for.
40313	S106 - Woodgreen Leisure Centre Improvements	47	0	47		-	-	Plans in development stage relating to the modernisation of the changing facilities. Re-profiled to 2024-25, works to be tendered for in spring / summer 2024.
40314	S106 - Deddington Parish Council Projects	40	23	17		(0)	-	Re-profiled to 2024-25, S106 allocated to Deddington Projects, spend approved, project to be completed summer 2024.
40315	S106 - Longford Park Sport Pitches	50	40	10		(0)	-	Re-profiled to 2024-25 with spend expected in 2024-25.
40318	S106 - Steeple Aston Parish Council Village Hall Sports and Recreation Centre	11	10	0		(1)	-	Outstanding Steeple Aston village hall improvement project works completed
40319	Local Authority Housing Fund R2	1,672	1,337	335		0	-	Grant agreements have been concluded with two registered providers of social housing, Sanctuary Housing and South Oxfordshire Housing Association (SOHA) to bring homes forward for clients within resettlement scheme. Grants to be paid in this financial year
	Wellbeing & Community	12,036	7,639	2,903	1,383	(111)	(50)	
40208	HR Payroll System	0	(23)	0		(23)	(23)	The project has been completed with an underspend.
40292	iTrent HR System Upgrades	30	0	0		(30)	(30)	We have completed the overall implementation now so no longer have a need for the capital.
	HR & OD	30	(23)	0	0	(53)	(53)	
	Chief Executive	12,066	7,616	2,903	1,383	(164)	(103)	
40111	Admiral Holland Redevelopment Project (phase 1b)	61	61	0		(0)	-	Completed
40139	Banbury Health Centre - Refurbishment of Ventilation, Heating & Cooling Systems	130	1	129		(0)	-	Work is scheduled for delivery in Q1 24/25. Reason for re-profile: Revised proposals to ensure the building is watertight for a minimum of 5 years
40141	Castle Quay Waterfront	0	41	0		41	-	Project Complete
40144	Castle Quay	2,795	62	2,733		(0)	(0)	As part of the Castle Quay Development and the regeneration of Banbury, the Council is working closely and in partnership with a number of public and private organisations to repurpose parts of Castle Quay Shopping Centre to deliver a number of complimentary uses enabling the regeneration of Banbury. Once each element has been contractually agreed, work can commence. We need to reprofile because we are continuing discussions with potential occupiers as part of the refocus of the centre from pure retail to mixed uses.
40162	Housing & IT Asset System joint CDC/OCC	26	0	26		-	-	Needs profiling because it is part of wider transformation work currently being carried out
40167	Horsefair, Banbury	55	24	20		(11)	-	The works design is now completed for paving to the footpath on Horsefair. Works due to complete May 24.

40191	Bodicote House Fire Compliance Works	149	0	60	0	(89)	(89)	Assessment completed, with works being developed and scoped from the assessment. Reprofing needed to enable the works to be risk assessed and for safe use and occupation of the buiding to be maintained at all times.
40201	Works From Compliance Surveys	99	0	0		(99)	(99)	Works complete - funds no longer required
40203	CDC Feasibility of utilisation of proper Space	100	108	0		8	78	Project complete
40219	Community Centre - Works	54	5	49		0	-	Design works complete, Contractor appointed, contracts need to be drawn up before works proceed, hence the application to reprofile
40224	Fairway Flats Refurbishment	356	4	200	138	(14)	(146)	This project is within the asset review which will be completed in Q4 of the financial year 2023/24. Some works to be reprofile. Reason for reprofiling: we will be progressing this but need to obtain planning permission first. Works anticipated on site later this year.
40226	Thorpe Lane Depot - Decarbonisation Works	0	(1)	0		(1)	-	Completed
40227	Banbury Museum - Decarbonisation Works	0	20	0		20	20	End of defects period retention payments due
40232	Kidlington Leisure Centre - Decarbonisation Works	0	(9)	0		(9)	(5)	On target
40239	Bicester East Community Centre	1,371	686	685		0	-	Now on site for a 35 week project. £1.371m of capital funding remains allocated to deliver this bespoke community centre for local residents. Some spend requiring to be reprofiled to 2024/25 because works due to complete on 26th July 2024
40241	Thorpe Place Roof Works	35	6	29		0	-	Carrying out drone survey of roof to identify condition ready for scoping and design. We are reprofiling 29K because we have had to determine the appropriate solution as need to avoid closure of the units impacting on tenants ability to trade.
40242	H&S Works to Banbury Shopping Arcade	127	5	122		0	-	The £0.122m will need to be carried forward as this is doing the actual construction work, the £0.005m this year was for the design for this work.
40246	Banbury Museum Pedestrian Bridge	3	3	0		0	-	Retention payment made, therefore the project is complete
40249	Retained Land	260	4	50	206	0	-	Reason for reprofiling: The surveys of all areas of retained land are complete. They have categorised the risks on each item identified and we have carried out some random checks on various areas to assess how urgent these works are. The retained lands will need to be constantly reviewed and repairs undertaken whenever they are identified, and therefore an ongoing budget needs to be provided for this purpose.

40252	Expiring Energy Performance Certificates plus Associated works	96	0	96		-	-	Works instructed and surveys complete. This needs reprofiling as working on the recommendations for any improvement works to maintain a compliant EPC
40253	Energy Performance Certificates Gov't Implementation of target B - Strategic Plan	60	0	60		-	(16)	EPC property surveys have been completed - needs reviewing in order to consider phasing and delivery programme.
40254	Thorpe Lane Depot - Renewal of Electrical Incoming Main	171	2	169		(0)	-	Works are currently designed pending tender of the Electrical supply infrastructure. Works to be coordinated with the District Network Operator to install the new sub station, who are engaged. Waiting for dates from the District Network Operator. Ongoing discussions with third parties have delayed this installation.
40255	Installation of Photovoltaic at CDC Property	79	0	79		-	-	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery quarter one of the financial year 2024/25.
40263	Kidlington Leisure New Electrical Main	20	0	20		-	-	Works are currently designed pending tender of the Electrical supply infrastructure. Works to be coordinated with the District Network Operator (DNO) to install the new sub station, who are engaged. Waiting for dates from the DNO. Planned delivery expected to be Q2 2024/25. There are 3 leases and sub leases to be amended before this can proceed.
40264	Sunshine Centre	190	8	182		0	-	New Heating Boilers and LED lighting are required at the property. The specification has been completed and is ready for tendering.
40279	Spiceball Sports Centre - Solar PV Car Ports	180	7	173		0	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery quarter one of the financial year 2024/25
40280	Kidlington Sports Centre - Solar PV Car Ports	137	0	137		-	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Work cannot start until electrical mains installed (dependant on DNO). Planned delivery Q2 2024/25
40281	North Oxfordshire Academy - Solar Panels	18	0	18		-	0	Reprofiling because we are preparing scope so that feasibilities can be carried out to maximise potential PV to the site.
40282	Community Centre Solar Panels	108	0	108		-	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery in Q3/Q4 of 24/25. Part of EPC work, community centres will need to agree.
40283	Thorpe Lane - Solar Panels	34	0	34		-	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Carrying out feasibility work - this will be in Q1
40284	Thorpe Lane - Heater Replacement (Gas to Electric)	28	4	24		0	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery is Q2 2024/25. Without the extra electric (40254) we do not have the power on site to power these, so works cannot proceed.

40015	Car Park Refurbishments	46	0	46		-	-	This to continue the projects of pay on exit sites across the district and upgrading of pay machines from 3G to 4G. Requirement to carry this work out in 24/25 because 3G will become obsolete. Delay in identifying the best supplier to carry out the upgrade of the car park ticket machines from 3G to 4G has meant the works have will be carried out at the beginning of 2024-25.
40026	Off Road Parking	18	0	0		(18)	(18)	Budget no longer required - saving.
40217	Car Parking Action Plan Delivery	18	0	18		-	-	Project is part of ongoing review of Car Park Action Plan. Reprofiled into beyond 23/24.
40260	Land for New Bicester Depot	2,989	3,130	0		141	141	Project completed. Purchase of site finalised in quarter 3.
40278	Development of New Land Bicester Depot	2,775	16	2,759		0	0	Monies need reprofiling due to time taken to agree client service space and facility requirements in the new depot. As a result procurement of design team and associated works will commence later than originally anticipated.
40317	Cope Road, Banbury	30	1	29	0	0	-	Design work completed pending tendering. Contractor now appointed and starts in 4 weeks on site.
Property		12,618	4,191	8,055	344	(29)	(134)	
40256	Processing Card Payments & Direct Debits	20	0	20		0	-	This is being rolled into 24/25 as this project is linked to upgrades on another Finance system
Finance		20	0	20	0	0	0	
40237	Council Website & Digital Service	122	0	122		-	-	Work underway to select a product to form basis of Unified CRM Platform.
40274	Digital Futures Programme	112	147	0		35	-	Continuation of Flytipping AI and RPA proof of concepts. Futurework/pilots will fall under Digital Futures Programme.
40285	Digital Strategy	350	209	0		(141)	-	Year one of the Digital Future strategy looks to: 1) Implemented a Data Lakehouse platform as a foundation to the Data and Analytics strategy . 2)Improve cyber security by aligning with a standard framework and implementing additional security measures 3) Move all online files to sharepoint to reduce hosting costs
ICT		584	356	122	0	(106)	0	
Resources		13,222	4,547	8,197	344	(134)	(134)	
40062	East West Railways	137	108	29		-	-	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. The Digital Enhancement Project (£0.133m) is a small element of CDC's commitment, involving the transfer of funds in four stages to reflect Network Rail's delivery of the digital infrastructure. The fourth invoice was expected in March 2024 but is awaited and expected to be received by the end of Q1 2024/25, dependent upon practical progress.

40286	Transforming Market Square Bicester	1,000	15	985		-	-	Consultants appointed March 24 and programme of design and stakeholder consultation to be delivered during Q1-Q3 2024. The remaining budget of £985K for 23/24 to be profiled to allow for delivery of consultancy project in 24/25 and consider the construction phase. Construction phase likely to extend to 2026
40287	UK Shared Prosperity Fund (UK SPF) Year Two Investment Plan Programme	82	32	50		-	-	UKSPF capital grant spent in 2023/24 on the following: £0.030m improvement to town centres & high streets £0.002m Bridge Street Community Garden £0.050m contribution to floodlights at Whitelands Sport ground carried over to 2024/25 completion.
40288	UKSPF Rural Fund	167	154	13		-	(118)	£154,000 in Capital grants for infrastructure improvements were awarded to 15 village and rural community halls, following a grant application process. The remaining £13,000 funding will fund Active Travel schemes in rural villages in 2024/25.
Growth & Economy		1,386	309	1,077	0	0	(118)	
40028	Vehicle Replacement Programme	1,731	569	1,162		0	0	Reprofiling of £1.162m is required in to 2024/25. A review of the programme is continuously undertaken. Nationally there is delays in vehicle supply and thus delivery. Delivery times have risen from 6 months to approximately 12-18 months for small vehicles. Budget re-profiling is required as a result.
40186	Commercial Waste Containers	25	25	0		-	0	Project completed in 2023/24.
40187	On Street Recycling Bins	18	0	18		-	-	Reprofiling of £0.018m in to 2024/25. Funds earmarked for street furniture but delays to spend a result of Extended Producer Responsibility - EPR and the uncertainty around the requirements involved when implemented.
40188	Thorpe Lane Depot Capacity Enhancement	0	7	0		7	7	Retention payments paid in 2023/24
40216	Street Scene Furniture and Fencing project	48	45	3		0	0	Reprofiling of £0.003m is required in to 2024/25. This is for various play and open spaces and is an ongoing project.
40218	Depot Fuel System Renewal	35	0	35		-	-	Reprofiling of £0.035m required in to 2024/25. This will be reviewed as the new Bicester Depot site progresses.
40220	Horsefair Public Conveniences	0	(10)	0		(10)	-	Credit a result of over accruing against purchase order, invoice received for less than anticipated.
40222	Burnehyll- Bicester Country Park	159	35	124		(0)	-	Reprofiling of £0.124m is required into 2024/25 to continue the development of the country park. Use of the budget will be reviewed when the new Climate and Natural Habitat Officer is in post in early 2024/25.

40248	Solar Panels at Castle Quay	53	0	0		(53)	(53)	Budget no longer required. Delivery and scope of project to be reviewed and new bid submitted when review completed.
40257	Additional Commercial Waste Containers	10	6	4		0	0	Reprofiling of £0.004m required in to 2024/25 for ongoing commercial waste container purchases for new customers.
40258	Kidlington Public Convenience Refurbishment	90	0	90		-	-	Reprofiling of £0.090m required in to 2024/25. A re-tender is required.
40259	Market Equipment Replacement	15	0	15		-	-	Reprofiling of £0.015m required in to 2024/25. Order placed in March 2024, expected to be received by end of Q2 2024/25
40289	Computer Software Upgrade for Vehicle Management	12	12	0		(0)	0	Project completed in 2023/24
40291	New Commercial Waste IT System	25	0	25		-	0	Reprofiling of £0.025m required in to 2024/25. Order placed in March 2024, expected to be received by end of Q1 2024/25
	Environmental Services	2,221	688	1,476	0	(57)	(46)	
40245	Enable Agile Working	15	0	15		-	0	This funding is still intended to be used to purchase the IT hardware required to enable the teams in Regulatory Services to use the case management system whilst 'on-site' carrying out inspection work, etc. The release of the app that will support mobile working continues to be delayed but is progressing. we expect the app to be released live in summer 2024.
	Regulatory Services	15	0	15	0	0	0	
40293	Planning - S106 Projects	160	160	0		-	0	S106 Funded contribution towards the construction and mechanisation of bridge over Oxford Canal (Canal and River Trust)
	Planning and Development	160	160	0	0	0	0	
	Communities	3,782	1,158	2,568	0	(57)	(164)	
	Capital	29,070	13,321	13,668	1,727	(354)	(401)	

CHERWELL TOTAL CAPITAL PROJECT EXPENDITURE

CODE	DESCRIPTION	Total 23/24 Project Budget	YTD Actual	RE-PROFILED BEYOND 2023/24	23/24 Variance	Future Years Budget	Project Total Budget	Project Total forecast	Project Total Variance	Narrative
40010	North Oxfordshire Academy Astrotrurf	183	49	134	(0)	0	183	183	(0)	Good progress made to date on scale,scope and nature of the project. Close working with the school. Next steps are to apply for pre-application planning advice and complete project costings. Re-profiled into 2024-25 due to cost implications of the proposed site, looking at alternative options on existing site that requires less infrastructure.
40019	Bicester Leisure Centre Extension	79	0	79	0	0	79	79	0	The current budget is for preparatory works to identify the business case for operation ahead of S106 monies coming in from developments. Budget requires reprofiling as scheme is outlined for build in 2027-28
40083	Disabled Facilities Grants	1,566	1,533	33	0	4,956	6,522	6,522	0	£108k additional funding from DLUHC was confirmed in September and has been added to the budget.
40084	Discretionary Grants Domestic Properties	140	25	0	(115)	600	740	625	(115)	This budget covers small repairs and larger essential repairs to vulnerable households and some grants for landlords. Demand for essential repairs is typically heavily weighted towards the winter months. Private rented sector market forces have led to lower than usual uptake of landlord grants, resulting in an underspend at year end. Range of grants offered is being reviewed to ensure correct targeting and full spend next year.
40160	Housing Services - capital	160	0	160	0	0	160	160	0	NW Bicester Developer milestone for payment not yet met therefore final payment will be made in 2024/25.
40251	Longford Park Art	45	0	45	0	0	45	45	0	The final delivery of the public art programme is dependent on overall site handover which has been delayed by the developers. The remaining spend on the public art programme has been reprofiled to acknowledge this.
40262	Town Centre House Purchase and Repair	4,750	4,418	332	(0)	2,548	7,298	6,548	(750)	Latest estimated spend following the tender process and finalised costs of purchase.
40275	UKSPF - CDC community facilities x 3	30	30	0	0	0	30	30	0	Projects completed
40131	S106 Capital Costs	15	11	0	(4)	0	15	11	(4)	S106 funding has been identified for projects that have proceeded this year and there will be no overspend at year end
40294	S106 - Ambrosden Community Facility Project	20	0	20	0	0	20	20	0	Parish Council has a variety of projects they are looking to bring forward to increase capacity at the village hall. Re-profiled to 2024-25 as still awaiting project details
40295	S106 - Ambrosden Indoor Sport Project	65	0	65	0	0	65	65	0	Indoor Sport Project involving upgrades to a portacabin building. Re-profiled to 2024-25 as still awaiting project details.
40296	S106 - Ambrosden Outdoor Sports	130	0	130	0	0	130	130	0	Site to be confirmed before project can move forward; options appraisal underway. Re-profiled to 2024-25 as still awaiting project details and confirmation of transfer of land
40297	S106 - Ardley & Fewcott Play Area Project	15	0	15	0	0	15	15	0	Awaiting direction from the parish council regarding further play area investment. Re-profiled to 2024-25 as still awaiting project details for remaining S106 monies. Initial project cost less than initially expected.
40298	S106 - Ardley & Fewcott Village Hall Project	9	6	3	0	0	9	9	0	Village Hall project for chairs and tables submitted, S106 spend approved. Re-profiled remaining £3K to 2024-25. Awaiting project details for remaining S106 spend
40299	S106 - Banbury Indoor Tennis Centre	55	65	0	10	0	55	65	10	The project is being considered with stakeholders to assess whether any indoor tennis provision is possible given the finance available. Feasibility study costs were higher than anticipated.
40300	S106 - Bicester Leisure Centre Extension	1,154	0	1,154	0	0	1,154	1,154	0	Initial stages of feasibility have been completed with high level costings received to deliver the project. Further stages required including detailed business case. Re-profiled beyond 2024-25 to when S106 funding is received and fully available.
40301	S106 - Graven Hill Outdoor Sport Project	52	0	52	0	0	52	52	0	Initial discussions around delivery model and engagement to move forward with the project have begun. Re-profiled to 2024-25 as a new framework has been identified to assist with procurement of specialist support and an application to join is being evaluated.
40302	S106 - Grimsbury Community Centre Projects	20	0	20	0	0	20	20	0	The Grimsbury Community Centre project was funded from UK Prosperity funding and therefore releasing the S106 funding for Playzone project in 2024-25

40303	S106 - Hanwell Fields Community Centre Projects	180	0	180	0	0	180	180	0	No decision at present on capital project to be brought forward. Re-profiled to 2024-25, currently awaiting building surveyor to assess costs for Mezzanine Project.
40304	S106 - Hook Norton Sport And Social Club Project	80	0	80	0	0	80	80	0	The scale and scope of the project is yet to be confirmed and therefore reprofiled to 2025/26
40305	S106 - Horley Cricket Club Pavilion Project	110	0	110	0	0	110	110	0	Horley Cricket Club in contact with CDC, looking at a staged project due to cost increases for a new build. Actively working with the club to finalise project details. Re-profiled to 2024-25 as still awaiting project details, cricket club has been asked for project details following a meeting with the club
40306	S106 - Improvements to Bloxham Recreation Ground	35	34	0	(1)	0	35	34	(1)	Project for works to the roof at the changing room pavilion received and S106 spend approved,
40307	S106 - Kidlington & Gosford Leisure Centre	20	0	20	0	0	20	20	0	No detailed projects as yet therefore S106 funding to be reprofiled beyond 2024-25
40308	S106 - Milton Road Community Facility and Sports Pitch Project	479	8	471	(0)	0	479	479	(0)	Significant progress made by the Parish Council. Additional fundraising required. Re-profiled to 2024-25, this project is led by the Parish Council, awaiting further details and confirmation of additional project funding.
40309	S106 - NOA Improvements	700	22	678	0	0	700	700	0	High level costings/detailed plans have now been received for this project, further works required to developing the business cases/other stages of feasibility
40310	S106 - Spiceball Leisure Centre Improvements	14	0	14	0	0	14	14	0	Budget required to be reprofiled to 2024-25, for works on the glulam beams taking place in December to January during off peak.
40311	S106 - The Hill Improvements Project	50	0	50	0	0	50	50	0	Awaiting details of projects funded by S106 funding already received, therefore budget request to reprofile beyond 2024-25
40312	S106 - Whitelands Farm Sports Ground (Pedestrian crossing and various works)	60	28	32	0	0	60	60	0	Installation of the floodlighting approved but delayed due to ground conditions. The new pedestrian crossing reprofiled in to 2024-25 and works to be tendered for.
40313	S106 - Woodgreen Leisure Centre Improvements	47	0	47	0	0	47	47	0	Plans in development stage relating to the modernisation of the changing facilities. Re-profiled to 2024-25, works to be tendered for in spring / summer 2024.
40315	S106 - Longford Park Sport Pitches	50	40	10	(0)	0	50	50	(0)	Re-profiled to 2024-25 with spend expected in 2024-25.
40314	S106 - Deddington Parish Council Projects	40	23	17	(0)	0	40	40	(0)	Re-profiled to 2024-25, S106 allocated to Deddington Projects, spend approved, project to be completed summer 2024.
40318	S106 - Steeple Aston Parish Council Village Hall Sports and Recreation Centre	11	10	0	(1)	0	11	10	(1)	Outstanding Steeple Aston village hall improvement project works completed
40319	Local Authority Housing Fund R2	1672	1,337	335	0	0	1,672	1,672	0	Grant agreements have been concluded with two registered providers of social housing, Sanctuary Housing and South Oxfordshire Housing Association (SOHA) to bring homes forward for clients within resettlement scheme. Grants to be paid in this financial year
Wellbeing & Community		12,036	7,639	4,286	(111)	8,104	20,140	19,279	(861)	
40208	HR Payroll System	0	(23)	0	(23)	0	0	(23)	(23)	The project has been completed with an underspend.
40292	iTrent HR System Upgrades	30	0	0	(30)	120	150	120	(30)	We have completed the overall implementation now so no longer have a need for the capital.
HR & OD		30	(23)	0	(53)	120	150	97	(53)	
Chief Executives		12,066	7,616	4,286	(164)	8,224	20,290	19,376	(914)	
40111	Admiral Holland Redevelopment Project (phase 1b)	61	61	0	(0)	0	61	61	(0)	Completed
40139	Banbury Health Centre - Refurbishment of Ventilation, Heating & Cooling Systems	130	1	129	(0)	0	130	130	(0)	Work is scheduled for delivery in Q1 24/25. Reason for re-profile: Revised proposals to ensure the building is watertight for a minimum of 5 years
40144	Castle Quay	2,795	62	2,733	(0)	0	2,795	2,795	(0)	As part of the Castle Quay Development and the regeneration of Banbury, the Council is working closely and in partnership with a number of public and private organisations to repurpose parts of Castle Quay Shopping Centre to deliver a number of complimentary uses enabling the regeneration of Banbury. Once each element has been contractually agreed, work can commence. We need to reprofile because we are continuing discussions with potential occupiers as part of the refocus of the centre from pure retail to mixed uses.
40162	Housing & IT Asset System joint CDC/OCC	26	0	26	0	0	26	26	0	Needs profiling because it is part of wider transformation work currently being carried out
40167	Horsefair, Banbury	55	24	20	(11)	0	55	44	(11)	The works design is now completed for paving to the footpath on Horsefair. Works due to complete May 24.

40191	Bodicote House Fire Compliance Works	149	0	60	(89)	0	149	60	(89)	Assessment completed, with works being developed and scoped from the assessment. Reproofing needed to enable the works to be risk assessed and for safe use and occupation of the building to be maintained at all times.
40197	Corporate Asbestos Surveys	0	0	0	0	0	0	0	0	No longer needed
40201	Works From Compliance Surveys	99	0	0	(99)	0	99	0	(99)	Works complete - funds no longer required
40203	CDC Feasibility of utilisation of proper Space	100	108	0	8	0	100	108	8	Project complete
40219	Community Centre - Works	54	5	49	0	0	54	54	0	Design works complete, Contractor appointed, contracts need to be drawn up before works proceed, hence the application to reprofile
40224	Fairway Flats Refurbishment	356	4	338	(14)	0	356	342	(14)	This project is within the asset review which will be completed in Q4 of the financial year 2023/24. Some works to be reprofile. Reason for reprofiling: we will be progressing this but need to obtain planning permission first. Works anticipated on
40227	Banbury Museum - Decarbonisation Works	0	20	0	20	0	0	20	20	End of defects period retention payments due
40239	Bicester East Community Centre	1,371	686	685	0	0	1,371	1,371	0	Now on site for a 35 week project. £1.371m of capital funding remains allocated to deliver this bespoke community centre for local residents. Some spend requiring to be reprofiled to 2024/25 because works due to complete on 26th July 2024
40241	Thorpe Place Roof Works	35	6	29	0	0	35	35	0	Carrying out drone survey of roof to identify condition ready for scoping and design. We are reprofiling 29K because we have had to determine the appropriate solution as need to avoid closure of the units impacting on tenants ability to trade.
40242	H&S Works to Banbury Shopping Arcade	127	5	122	0	0	127	127	0	The £0.122m will need to be carried forward as this is doing the actual construction work, the £0.005m this year was for the design for this work.
40246	Banbury Museum Pedestrian Bridge	3	3	0	0	0	3	3	0	Retention payment made, therefore the project is complete
40249	Retained Land	260	4	256	0	0	260	260	0	Reason for reprofiling: The surveys of all areas of retained land are complete. They have categorised the risks on each item identified and we have carried out some random checks on various areas to assess how urgent these works are. The retained lands will need to be constantly reviewed and repairs undertaken whenever they are identified, and therefore an ongoing budget needs to be provided for this purpose.
40252	Expiring Energy Performance Certificates plus Associated works	96	0	96	0	0	96	96	0	Works instructed and surveys complete. This needs reprofiling as working on the recommendations for any improvement works to maintain a compliant EPC
40253	Energy Performance Certificates Gov't Implementation of target B - Strategic Plan	60	0	60	0	0	60	60	0	EPC property surveys have been completed - needs reviewing in order to consider phasing and delivery programme.
40254	Thorpe Lane Depot - Renewal of Electrical Incoming Main	171	2	169	(0)	0	171	171	(0)	Works are currently designed pending tender of the Electrical supply infrastructure. Works to be coordinated with the District Network Operator to install the new sub station, who are engaged. Waiting for dates from the District Network Operator. Ongoing discussions with third parties have delayed this installation.
40255	Installation of Photovoltaic at CDC Property	79	0	79	0	0	79	79	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery quarter one of the financial year 2024/25.
40263	Kidlington Leisure New Electrical Main	20	0	20	0	0	20	20	0	Works are currently designed pending tender of the Electrical supply infrastructure. Works to be coordinated with the District Network Operator (DNO) to install the new sub station, who are engaged. Waiting for dates from the DNO. Planned delivery expected to be Q2 2024/25. There are 3 leases and sub leases to be amended before this can proceed.
40264	Sunshine Centre	190	8	182	0	0	190	190	0	New Heating Boilers and LED lighting are required at the property. The specification has been completed and is ready for tendering.
40279	Spiceball Sports Centre - Solar PV Car Ports	180	7	173	0	0	180	180	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery quarter one of the financial year 2024/25
40280	Kidlington Sports Centre - Solar PV Car Ports	137	0	137	0	0	137	137	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Work cannot start until electrical mains installed (dependant on DNO). Planned delivery Q2 2024/25
40281	North Oxfordshire Academy - Solar Panels	18	0	18	0	0	18	18	0	Reprofiling because we are preparing scope so that feasibilities can be carried out to maximise potential PV to the site.
40282	Community Centre Solar Panels	108	0	108	0	0	108	108	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery in Q3/Q4 of 24/25. Part of EPC work, community centres will need to agree.
40283	Thorpe Lane - Solar Panels	34	0	34	0	0	34	34	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Carrying out feasibility work - this will be in Q1

40284	Thorpe Lane - Heater Replacement (Gas to Electric)	28	4	24	0	0	28	28	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery is Q2 2024/25. Without the extra electric (40254) we do not have the power on site to power these, so works cannot proceed.
40015	Car Park Refurbishments	46	0	46	0	0	46	46	0	This to continue the projects of pay on exit sites across the district and upgrading of pay machines from 3G to 4G. Requirement to carry this work out in 24/25 because 3G will become obsolete. Delay in identifying the best supplier to carry out the upgrade of the car park ticket machines from 3G to 4G has meant the works have will be carried out at the beginning of 2024-25.
40026	Off Road Parking	18	0	0	(18)	0	18	0	(18)	Budget no longer required - saving.
40217	Car Parking Action Plan Delivery	18	0	18	0	0	18	18	0	Project is part of ongoing review of Car Park Action Plan. Reprofiled into beyond 23/24.
40260	Land for New Bicester Depot	2,989	3,130	0	141	10	2,999	3,140	141	Project completed. Purchase of site finalised in quarter 3.
40278	Development of New Land Bicester Depot	2,775	16	2,759	0	1,200	3,975	3,975	0	Monies need reprofiling due to time taken to agree client service space and facility requirements in the new depot. As a result procurement of design team and associated works will commence later than originally anticipated.
40317	Cope Road, Banbury	30	1	29	0	0	30	30	0	Design work completed pending tendering. Contractor now appointed and starts in 4 weeks on site.
Property		12,618	4,191	8,399	(29)	1,210	13,828	13,800	(29)	
40256	Processing Card Payments & Direct Debits	20	0	20	0	0	20	20	0	This is being rolled into 24/25 as this project is linked to upgrades on another Finance system
Finance Total		20	0	20	0	0	20	20	0	
40237	Council Website & Digital Service	122	0	122	0	0	122	122	0	Work underway to select a product to form basis of Unified CRM Platform.
40274	Digital Futures Programme	112	147	0	35	0	112	147	35	Continuation of Flytipping AI and RPA proof of concepts. Futurework/pilots will fall under Digital Futures Programme.
40285	Digital Strategy	350	209	0	(141)	0	350	209	(141)	Year one of the Digital Future strategy looks to: 1) Implemented a Data Lakehouse platform as a foundation to the Data and Analytics strategy . 2)Improve cyber security by aligning with a standard framework and implementing additional security measures 3) Move all online files to sharepoint to reduce hosting costs
ICT		584	356	122	(106)	0	584	478	(106)	
Resources		13,222	4,547	8,541	(134)	1,210	14,432	14,298	(134)	
40062	East West Railways	137	108	29	0	4,189	4,326	4,326	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. The Digital Enhancement Project (£0.133m) is a small element of CDC's commitment, involving the transfer of funds in four stages to reflect Network Rail's delivery of the digital infrastructure. The fourth invoice was expected in March 2024 but is awaited and expected to be received by the end of Q1 2024/25, dependent upon practical progress.
40286	Transforming Market Square Bicester	1,000	15	985	0	3,250	4,250	4,250	0	Consultants appointed March 24 and programme of design and stakeholder consultation to be delivered during Q1-Q3 2024. The remaining budget of £985K for 23/24 to be profiled to allow for delivery of consultancy project in 24/25 and consider the construction phase.Construction phase likely to extend to 2026
40287	UK Shared Prosperity Fund (UK SPF) Year Two Investment Plan Programme	82	32	50	0	162	244	244	0	UKSPF capital grant spent in 2023/24 on the following: £0.030m improvement to town centres & high streets £0.002m Bridge Street Community Garden £0.050m contribution to floodlights at Whitelands Sport ground carried over to 2024/25 completion.
40288	UKSPF Rural Fund	167	154	13	0	395	562	562	0	£154,000 in Capital grants for infrastructure improvements were awarded to 15 village and rural community halls, following a grant application process. The remaining £13,000 funding will fund Active Travel schemes in rural villages in 2024/25.
Growth & Economy		1,386	309	1,077	-	7,996	9,382	9,382	0	
40028	Vehicle Replacement Programme	1,731	569	1,162	0	5,242	6,973	6,973	0	Full spend anticipated by March 2028.
40186	Commercial Waste Containers	25	25	0	0	0	25	25	0	Project completed in 2023/24.
40187	On Street Recycling Bins	18	0	18	0	0	18	18	0	Full spend anticipated by March 2025.
40188	Thorpe Lane Depot Capacity Enhancement	0	7	0	7	0	0	7	7	Delayed retention payments made.

40216	Street Scene Furniture and Fencing project	48	45	3	0
40218	Depot Fuel System Renewal	35	0	35	0
40222	Burnehyll- Bicester Country Park	159	35	124	(0)
40248	Solar Panels at Castle Quay	53	0	0	(53)
40257	Additional Commercial Waste Containers	10	6	4	0
40258	Kidlington Public Convenience Refurbishment	90	0	90	0
40259	Market Equipment Replacement	15	0	15	0
40289	Computer Software Upgrade for Vehicle Management	12	12	0	(0)
40291	New Commercial Waste IT System	25	0	25	0
Environmental		2,221	688	1,476	(57)
40245	Enable Agile Working	15	0	15	0
Regulatory Services		15	0	15	0
40293	Planning - S106 Projects	160	160	0	0
Planning and Development		160	160	0	0
Communities		3,782	1,158	2,568	(57)
Capital Total		29,070	13,321	15,395	(354)

12	60	60	0	Full spend anticipated by March 2026.
24	59	59	0	Full spend anticipated by March 2025.
0	159	159	(0)	Full spend anticipated by March 2025.
0	53	0	(53)	Budget no longer required for this financial year. It is believed the bid/project is out of date so a review of the requirements on site is required and a new bid to be submitted when review completed.
0	10	10	0	Full spend anticipated by March 2025.
0	90	90	0	Full spend anticipated by March 2025.
0	15	15	0	Full spend anticipated by March 2025.
0	12	12	(0)	Project completed in 2023/24.
0	25	25	0	Full spend expected by end of quarter 1 2024/25.
5,278	7,499	7,442	(57)	
0	15	15	0	This funding is still intended to be used to purchase the IT hardware required to enable the teams in Regulatory Services to use the case management system whilst 'on-site' carrying out inspection work, etc. The release of the app that will support mobile working continues to be delayed but is progressing. we expect the app to be released live in summer 2024.
0	15	15	0	
0	160	160	0	S106 Funded contribution towards the construction and mechanisation of bridge over Oxford Canal (Canal and River Trust)
0	160	160	0	
13,274	17,056	16,999	(57)	
22,708	51,778	50,674	(1,104)	

This page is intentionally left blank

Appendix 2 - Report Details – Additional Revenue narrative

Chief Executive

Chief Executives are reporting an underspend of (£0.359m) against a budget of £5.821m (-6.2%).

The Directorate continues to provide critical, high-quality services to support both our residents and staff. We continue to seek ways to deliver services efficiently and within budget.

HR & OD

Variations £0.002m At year end HR report an overspend of £0.002m. This overspend was due to unforeseen learning and development costs that were unavoidable due to business need.

Variation to January's
Forecast
£0.002m

Wellbeing & Housing

Variation (£0.213m) Proactive work from the team has increased income. Particularly in the areas of housing standards, where enforcement actions to improve homes in the rented sector have increased income. There has also been better use of external funding received.

Variation to January's
Forecast
(£0.013m)

Customer Focus

Variation (£0.148m) underspend Through managing vacancies and operational costs to offset the reduction in land charges income caused by volatile market conditions we have achieved a (£0.148m) saving at year-end.

Variation to January's
Forecast
(£0.018m) We found an additional (£0.018m) of savings from staffing efficiencies to increase our year-end position to an underspend of (£0.148m).

Resources

Resources are reporting a £0.785m overspend against a budget of £5.033m (15.6%).

Within Legal, Democratic, Elections & Procurement there have been recruitment challenges and therefore a lot of interims in post, but we are seeking to change this in 2024/2025. Property has had instability within the team but now have a permanent team in place and are therefore looking to come in on budget in 24/25. The IT overspend was mainly due to a one-off technical accounting issue which offsets between revenue and capital spend, so shouldn't reoccur next year.

Finance

Variation (£0.013m) underspend	Final outturn is a small underspend of (£0.013m). Variations across the services were contained within an overall minor variance.
--------------------------------	---

Variation to January's Forecast £0.037m	The overall movement of £0.037m from period 10 was due to minor variations across all service areas.
---	--

Legal, Democratic, Elections & Procurement

Variation £0.357m Overspend	Overspend is due to: 1) Higher than anticipated costs of delivering the District Elections. 2) An unavoidable reliance on agency staff whilst we continue with recruitment for permanent staff. 3) Legal fees and license charges for case management system. 4) Under recovery of income due to decrease in s106 fees (because of work being carried out externally). 5) The increase in demand for legal services in area of Planning, Contracts and Information.
-----------------------------	--

Variation to January's Forecast £0.012m	The increased overspend from last month is largely driven by increased agency costs.
---	--

ICT

Variation £0.148m overspend	The bulk of the £0.148m overspend is because, following review, it was found that some costs allocated to capital schemes are not eligible for capitalisation under accounting regulations. As a result, these costs must be
-----------------------------	--

	charged to revenue. The equivalent amount will be recorded as an underspend in capital, leading to an overall increase in revenue and a corresponding decrease in capital expenditure.
Variation to January's Forecast £0.123m	Overspend due to further costs being moved from Capital to Revenue.

Property

Variation
£0.293m Overspend

The £0.253m overspend in Property is largely as a result of dependency on agency £0.064m, additional surveys and consulting services £0.085m, car park under recovery of income and additional management costs £0.068m. There has also been an increase on spend on repairs and maintenance £0.036m. The £0.068m overspend relating to car parks is a result of historical pressures which have since been identified following the movement of the service in November 2024.

The £0.040m shift mainly comprises higher operational costs than anticipated. Due to some lettings taking longer to conclude than anticipated the Commercial Policy Contingency will be used to mitigate against this income that has not been received, subject to approval. Going forward work continues to maintain and improve income across our properties including Castle Quay where several tenants have agreed terms to renew leases, the final unit at Castle Quay 2 is under offer and marketing is underway to attract pop-up units into some vacant units.

Variation to January's Forecast
£0.141m

The main variation from January is due to additional surveys and consulting services £0.085m, higher operational costs £0.040m than anticipated and minor variations across the service £0.016m.

Communities

Communities are reporting an underspend of (£0.311m) against a budget of £10.249m, (-3.0%).

The Directorate has looked carefully across all the service budget areas to identify savings to support the external cost pressures in Environmental services and Planning and Development for appeal costs that haven't been accounted for. The directorate have delivered a programme of Homes England funded garden town activity to support strategic infrastructure, together with the UK Shared Prosperity Funding packages for economic and community development across the district in support of the Councils priorities.

Planning
Development

&

Variation
(£0.279m)
underspend

Planning and Development's end of year outturn is (£0.279m) which is 14% under budget. Costs in some areas exceeded budget (e.g. agency staffing and planning appeal costs) and income was lower than expected for Building Control and planning pre-application advice. However, this was offset by income from Planning Performance Agreements and other fee receipts, some government grant, and periodic vacancies. Spend on consultancy and legal fees was also lower than expected in-year for Planning Policy.

Variation to January's
Forecast
(£0.510m)

The end of year position of (£0.279m) is a change of (£0.510m) from the previously reported overspend forecast of £0.231m. This is largely due to firstly, in-year planning appeal costs being lower than forecast (a reserve sum of (£0.209m) did not need to be spent) and secondly, lower Local Plan spend in-year on external technical work (£0.177m). The remaining change of (£0.124m) comprises some additional income received by Development Management and Building Control, some grant received for Neighbourhood Planning and lower net costs overall.

Growth & Economy

Variation
(£0.109m)
Underspend

The UK Shared Prosperity grant received for 2023/24 has been utilised to support the services in delivering the Councils priorities allowing for Council resource to be diverted to support other services within the Communities directorate.

Variation to January's
Forecast
(£0.019m)

Environmental

Variation
£0.129m
Overspend

The overspend of £0.129m within Environmental Services is primarily due to changes in the global market for recycled materials falling as recycling processing costs have increased.
Increased vehicle maintenance costs due to an ageing fleet have also contributed to the pressure.

Variation to January's Forecast £0.057m	The movement of £0.057m is partially a result of a lower than predicted take up for garden waste subscriptions in March 2024 due to poor weather conditions in February/March. In addition, increased vehicle maintenance costs due to an ageing fleet and accident damage are part offset by other additional income streams across the services.
--	---

Regulatory

Variation (£0.052m) Underspend	Regulatory Services and Community Safety outturn includes an underspend of £0.052m. The underspend is as a result of savings delivered through holding vacancies open and a small increase in income received across the service area.
-----------------------------------	--

Variation to January's Forecast (£0.028m)	
--	--

Executive Matters

Executive Matters is forecasting an underspend of (£0.878m) against the budget of £3.695m (-23.8%).

Executive Matters

Variation (£0.878m) underspend	There is an underspend on Minimum Revenue Provision (MRP) due to the change in methodology that has been adopted as part of the revised MRP policy for 2023/24, which was agreed by Council at the February 2024 meeting. This accounts for (£1.215m).
--------------------------------	--

The council has also received a (£0.500m) dividend payment from Graven Hill as a result of the profits the company has generated. The council had not budgeted to receive this income.

The Council maintains a number of bad debt provisions in the anticipation that debts will become bad and these once agreed are charged to the relevant provision or cost centre, this year we have increased the provision by £0.424m.

The Council has also set aside £0.828m of interest for ringfenced accounts that must be uplifted in line with interest rates until they have been spent.

Other minor underspends in this area totalling (£0.115m)

Variation to January's Forecast (£0.830m)

Policy Contingency

Policy Contingency is reporting an underspend of (£3.133m) against a budget of £3.485m, (-89.9%). The movement in Policy Contingency is shown in the table below: -

Policy Contingency	Budget	Expenditure	Notes
Original Budget	(5.229)		
General	0.036		NED costs for Graven Hill from Policy Contingency
General	0.161		Pension Strain
General	0.056		Policy Contingency to support Procurement function
General	0.045		Other minor variations agreed throughout the year
Inflation	0.190		Utilities for Leisure Centre
Inflation	0.811		Cost of living allocation and other minor pay related items
Commercial Risk	(0.276)		TCH unspent budget back to Policy Contingency
Commercial Risk	0.084		Policy Contingency release to mitigate the current fuel cost challenges within Environmental services
Commercial Risk	0.352		Use of Policy Contingency to cover overspend on Gate Fees
Commercial Risk	0.285		Use of Policy Contingency to cover lettings taking longer to conclude on certain properties
		0.500	Transformation Implementation reserve underspend - declared in December moved to reserve
		(0.097)	OCC Council Tax Hardship
		(0.051)	Other minor income adjustments
	(3.485)	0.352	

Appendix 3 - Virement Summary

Virement Movement

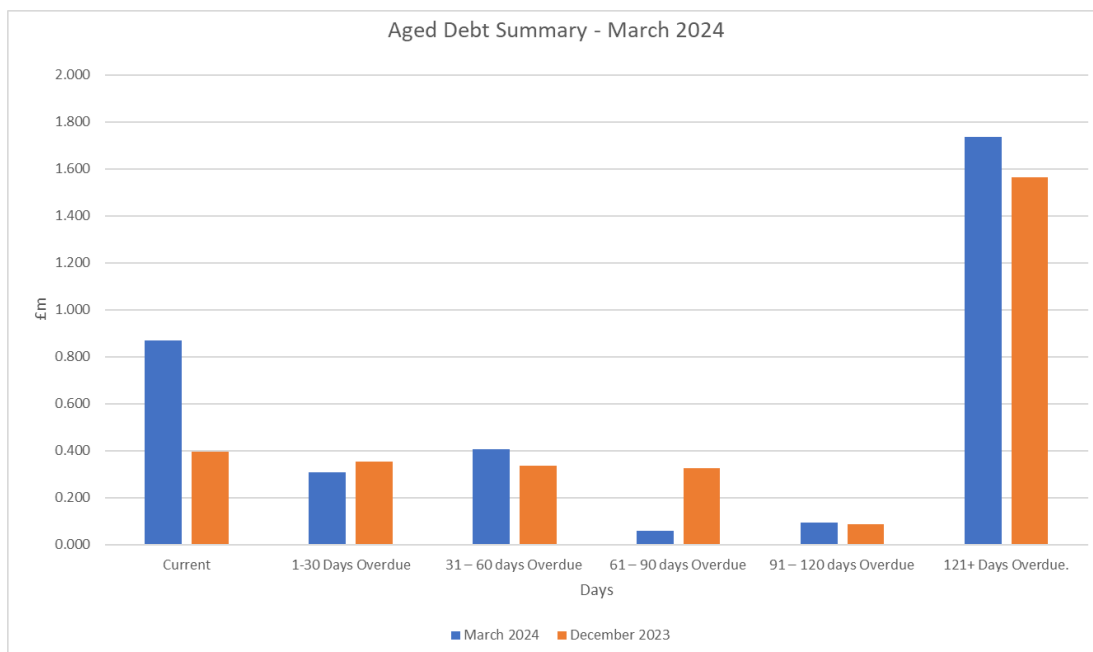
This table shows the movement in Net Budget from January 2024 to March 2024.

Virements - Movement in Net Budget	£m
Directorate Net Budget - January 2024	21.062
Directorate Net Budget - March 2024	21.103
Movement	0.041

Breakdown of Movements	£m
Policy Contingency:	
Return unspent budget from Town Centre House	(£0.276)
Return Cost of Living Budget from Policy Contingency	(£0.117)
Pension past service lump sum funded from Policy Contingency	£0.162
Bodicote House Rates	(£0.013)
Use of Policy Contingency to cover lettings taking longer to conclude on certain properties	0.285
Total	0.041

Aged Debt Summary

The below graph shows the movement in sundry aged debt from December 2023 to March 2024.



The financial regulations make provision for writing off debts that are bad, uneconomical to collect or irrecoverable. The Council maintains a number of bad debt provisions in the anticipation that debts will become bad and these once agreed are charged to the relevant provision or cost centre.

There is a provision within the council for sundry bad debt that is sufficient and by writing off the amount of debt mentioned in this report will not cause the provision to be exceeded. This provision is reviewed on a regular basis to ensure that we have sufficient within it.

Aged Debt Write Off Summary:

	£m
Sundry Debts previously written off	0.000
Sundry Debts written off in Quarter 4 to March 2024 under S151 delegation	0.000
Sundry Debts over £0.005m for write off	0.002
Total write offs in financial year 2023/2024	0.784

Housing Benefit Write off Summary:

	£m
Housing Benefit previously written off	0.013
Housing Benefit Overpayments written off in Quarter 4 to March 2024 under S151 Delegation	0.040
Housing Benefit Overpayments to be written off via committee App	0.000
Total write offs in financial year 2023/2024	0.053

Council Tax Write off Summary:

	£m
Council Tax previously written off	1.037
Council Tax written off in Quarter 4 to March 2024 under S151 Delegation	0.155
Council Tax to be written off via Committee Approval	0.000

Total write offs in financial year 2023/2024	1.192
---	--------------

Non-Domestic Rates Write off Summary:

	£m
Non-Domestic Rates previously written off	1.034
Non-Domestic Rates written off in Quarter 4 to March 2024 under S151 Delegation	0.000
Non-Domestic Rates written off via Committee Approval	0.000
Total write offs in financial year 2023/2024	1.034

This page is intentionally left blank

Appendix 4 - Funding for 2023/24

Specific Funding received since budget was set

Dept.	Grant Name	Funding
		£
DLUHC	Elections New Burdens	71,283
DLUHC	Homelessness Prevention Grant	761,091
DLUHC	Local Council Tax Support Scheme Grant	168,669
DLUHC	Domestic Abuse Grant	36,284
DLUHC	Rough Sleepers Initiative	93,110
DLUHC	Pavement Licensing New Burdens	1,000
DLUHC	Tenant satisfaction measures new burdens	5,172
DLUHC	Transparency Code New Burdens	8,103
DLUHC	Neighbourhood Planning Grant	20,000
DLUHC	Re-opening High Streets Safely Fund	36,858
Home Office	Afghan relocations and assistance policy	651,608
Home Office	Syrian Resettlement Scheme	135,753
Home Office	Young Women & Girls Funding	41,467
BEIS	Energy Bills Support Scheme New Burdens	37,040
DEFRA	Biodiversity Net Gain Grant	52,683
		2,120,120

This page is intentionally left blank

Appendix 5 - Reserves and Grant Funding

Uses of/ (Contributions to) Reserves

Specific requests

Directorate	Type	Description	Reason	Amount £m
Communities	Earmarked	Licensing	The surplus of licensing budget must be ringfenced for future fee setting.	(0.025)
Communities	Earmarked	Planning	Return unspent to reserves	(0.209)
Chief Executive	Earmarked	Transformation	Return unused reserves to Transformation for future projects	(0.284)
Resources	Earmarked	Projects	Moving Usher drive amount to S106 reserve below for Hanwell field 95/01117/OUT	0.029
Resources	Earmarked	Market Risk	To be used to manage the in-year budget if market pressures arise.	(1.856)
Communities	Earmarked	Development Management Casework	Return unspent reserve monies, £150K to help fund Ecologist for the next 3 years.	(0.150)
Communities	Earmarked	Banbury Health Centre Sinking Fund	A sinking fund from service charges for Banbury health centre for major repairs and maintenance	(0.073)
Communities	Earmarked	Works in Default	Ringfenced fines income for use on Housing standards	(0.077)
Resources	Earmarked	Interest Rate Equalisation Reserve	To be used to manage interest rate and other treasury management risks.	(2.400)
			Total Earmarked Reserves	(5.045)
Communities	Grants	Hanwell Fields S106 funding revenue	Return unspent S106 to ringfenced grant	(0.029)
Communities	Grants	Hanwell Fields S106 funding revenue	Reserve for unspent S106 funding from agreement 95-01117-OUT in regards to Hanwell Fields	0.008
Communities	Grants	Community Initiative Fund (S106)	Return unspent S106 to ringfenced grant	(0.028)
Communities	Grants	Milton Road, Ayres Drive S106 funding revenue	S106 to ringfenced grant	0.005
			Ringfenced Grants	(0.044)

Summary of reserve movements as a result of the prior year statement of accounts: -

Type	Reserve	2020/21 (and previous years) £m	2021/22 £m	2022/23 £m	Total £m	Reason
General Earmarked	Pension Deficit reserve		1.729	0.224	1.953	MRP corrections
General Earmarked	Capital Reserve	3.000		3.200	6.200	MRP corrections
General Earmarked	Market Risk Reserve	2.344	0.694	(3.039)	-	MRP corrections
Revenue Grant	S31 Reserve			0.822	0.822	MRP corrections
Revenue Grant	Land at White Post Road S106 funding revenue			(0.049)	(0.049)	No clawback clause, therefore, audit identified in 21/22 that this should be held as a reserve rather than a receipt in advance, however only corrected in 22/23 as not material
Revenue Grant	Milton Road, Ayres Drive S106 funding revenue			(0.217)	(0.217)	No clawback clause, therefore, audit identified in 21/22 that this should be held as a reserve rather than a receipt in advance, however only corrected in 22/23 as not material
		5.344	2.423	0.941	8.709	

Agenda Item 8

Budget Planning Committee	
Work Programme 2024/2025	
Date	Agenda Items
17 September 2024	Finance Monitoring Report - Q1 June 2024
	Work Programme Update
29 October 2024	Finance Monitoring Report – Q2 September 2024
	FM Code Update
	Work Programme Update
10 December 2024	25/26 Budget Proposals – Revenue and Capital
	Work Programme Update
21 January 2025	Draft 2025/26 Capital and Investment Strategy
	Draft 2025/26 Reserves Strategy and Medium Term Reserves Plan
	Work Programme Update
4 March 2025	Finance Monitoring Report - Q3 December 2024
	Work Programme Update

This page is intentionally left blank