

Public Document Pack



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Committee: Budget Planning Committee
Date: Tuesday 13 July 2021
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, Oxon OX15 4AA

Membership

Councillor Nicholas Mawer (Chairman)

Councillor Phil Chapman
Councillor John Donaldson
Councillor Shaida Hussain
Councillor Douglas Webb
Councillor Lucinda Wing

Councillor Carmen Griffiths (Vice-Chairman)

Councillor Conrad Copeland
Councillor David Hughes
Councillor Andrew McHugh
Councillor Fraser Webster
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 - 10)

To confirm as correct records the minutes of the meetings held on 9 March 2021 and 19 May 2021.

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 2022-23 (Pages 11 - 14)

Report of the Director of Finance.

Purpose of Report

To enable members to consider the current banded scheme for Council Tax Reduction.

Recommendations

The meeting is recommended:

- 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, and that no consultation takes place.

7. Monthly Finance Monitoring Report – Quarter 4 2020-21 (Pages 15 - 58)

Report of the Director of Finance.

Purpose of Report

This report summarises Cherwell District Council's (CDC's) revenue and capital outturn position for 2020/21. The Committee is responsible for monitoring the finance elements of the report.

Recommendations

The meeting is recommended:

- 1.1 To note the finance elements of the report.

8. Review of the 2021-22 Budget Process (Pages 59 - 62)

Report of the Finance Director.

Purpose of Report

To provide the Budget Planning Committee with a review of the 2021/22 Budget Process.

Recommendations

The meeting is recommended:

- 1.1 To note the review of the 2021/22 Budget and Business Planning Process.
- 1.2 To recommend to the Executive that the proposed improvements at section 3.9 be incorporated into the 2022/23 Budget and Business Planning Process.

9. Review of Committee Work Plan

To review the Committee Work Plan.

Verbal update from the Director of Finance.

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

Information about this Meeting

Apologies for Absence

Apologies for absence should be notified to democracy@cherwell-dc.gov.uk or 01295 221591 prior to the start of the meeting.

Declarations of Interest

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

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

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

Evacuation Procedure

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.

Watching Meetings

Please note that Council meetings are currently taking place in person (not virtually) with social distancing at the meeting. Meetings will continue to be webcast and individuals who wish to view meetings are strongly encouraged to watch the webcast to minimise the risk of COVID-19 infection.

Places to watch meetings in person are very limited due to social distancing requirements. If you wish to attend the meeting in person, you must contact the Democratic and Elections Team democracy@cherwell-dc.gov.uk who will advise if your request can be

accommodated and of the detailed COVID-19 safety requirements for all attendees.

Please note that in line with Government guidance, all meeting attendees are strongly encouraged to take a lateral flow test in advance of the meeting.

Mobile Phones

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

Queries Regarding this Agenda

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

Yvonne Rees
Chief Executive

Published on Monday 5 July 2021

Cherwell District Council

Budget Planning Committee

Minutes of a meeting of the Budget Planning Committee held as a Virtual meeting, on 9 March 2021 at 6.30 pm

Present:

Councillor Nicholas Mawer (Chairman)
Councillor Carmen Griffiths (Vice-Chairman)
Councillor Nathan Bignell
Councillor Phil Chapman
Councillor Conrad Copeland
Councillor David Hughes
Councillor Andrew McHugh
Councillor Barry Richards
Councillor Douglas Webb
Councillor Fraser Webster
Councillor Lucinda Wing
Councillor Sean Woodcock

Officers:

Lorna Baxter, Director of Finance & Section 151 Officer
Michael Furness, Assistant Director Finance
Emma Faulkner, Democratic and Elections Officer
Natasha Clark, Governance and Elections Manager

48 **Declarations of Interest**

There were no declarations of interest.

49 **Minutes**

The minutes of the meeting of the Committee held on 19 January 2021 were confirmed as a correct record, to be signed by the Chairman in due course.

50 **Chairman's Announcements**

The Chairman made one announcement:

Following feedback being submitted to the Chairman regarding the budget setting process as a whole, the Director of Finance and Assistant Director of Finance had been requested to review the role of the Budget Planning Committee, with a view to identifying any areas of improvement to ensure that the Committee add value to the process and are fully engaged.

The Director of Finance confirmed that a lessons learnt item would be added to the work programme for the 2021/22 Municipal Year.

51 **Urgent Business**

There were no items of urgent business.

52 **Monthly Finance Monitoring Report - Quarter 3 2020/21**

The Committee considered a report from the Director of Finance that summarised the Council's forecast revenue and capital outturn position for 2020/21 as at December 2020.

The report detailed a forecast overspend of £0.4 million. This was anticipated as a result of an increase in net costs relating to Covid amounting to £3.7 million, and an underspend in business as usual costs amounting to £3.3 million.

In response to questions from the Chairman regarding the percentage of business rates collected, the Assistant Director of Finance clarified that the Council would not face any form of penalty for not collecting the business rates in the correct year, and confirmed that measures to collect all business rates owed continued in to the new financial year.

With regard to the Discretionary Grants scheme available to businesses affected by Covid, the Assistant Director of Finance explained that the Government had made an amount of money available and the Council had developed relevant policies regarding the criteria for qualifying for a grant. Businesses that met the criteria could apply for the grant, and once the Government money had run out the grants would end. The Assistant Director of Finance confirmed that it was possible to have money left over from the scheme, if some businesses decided not to apply for a grant.

In response to questions regarding capital bids 40006, Community Centre refurbishments, and 40007, Solar photovoltaics at sports centres, the Assistant Director of Finance confirmed that he had spoken to both budget holders and updated information on the bids would be included in the next performance report.

Resolved

- (1) That the report be noted.

53 **New Homes Bonus Consultation 2021**

The Committee considered a report from the Director of Finance that gave an overview of a Government consultation on the future of New Homes Bonus,

and outlined the areas that the Council's response to the consultation would cover.

The Director of Finance explained that New Homes Bonus (NHB) had been a stable and reliable source in income for the Council in previous years, with payments being made over a four year period. In two tier areas such as Oxfordshire the NHB was split between County and District Councils, with Districts receiving 80%.

The government had indicated that so called legacy payments would not form part of the revised NHB scheme, which could impact on the stability of local government finance.

In response to questions from the Committee the Director of Finance explained that a general reference regarding the need for sufficient funding for local government was included every time a consultation response was submitted to Government, and similar comments would be included in this response.

With regard to whether modern methods of construction should be considered when awarding grant allocations, the Committee agreed that outcomes should be prioritised over process, such as new homes being built to as high an ecological or 'green' standard as possible.

Resolved

- (1) That the Government's consultation on the New Homes Bonus be noted.
- (2) That, subject to the inclusion of points regarding:
 - i. the long-term funding strategy for Local Government; and
 - ii. a request for outcomes to be prioritised over process;

the following principles be endorsed to form the basis of the Council's response to the consultation;

- New Homes Bonus is made as stable and certain as possible potentially by paying grant based on an average of the previous three years growth
- New Homes Bonus is paid in a way so that it offers a material incentive and can have a material impact on the services councils can provide – and so maintain the 80:20 split between Districts and Counties
- In order to make the grant provide a realistic incentive to all, support the hybrid option of low growth areas receiving grant based exceeding the lower of the two thresholds of exceeding historic growth and exceeding the current absolute threshold of 0.4% growth before grant is awarded.
- Reward councils with higher payments where a local plan is in place and housing growth is approved in line with the strategic plan for the area

- Continuing to reward councils that are able to bring long-term empty properties back into use
- Continuing to pay a premium for affordable homes that have been developed

54 **Review of Committee Work Plan**

The Assistant Director – Finance provided a verbal update regarding the Committee work plan for the first meeting of the 2021/2022 Municipal Year.

It was anticipated that the following items would be considered at the next meeting of the Committee on 8 June 2021:

- Performance, Finance and Risk Monitoring for Quarter Four
- Review of the 21/22 Budget Process and improvements

Resolved

(1) That the verbal update be noted.

The meeting ended at 7.24 pm

Chairman:

Date:

Cherwell District Council

Budget Planning Committee

Minutes of a meeting of the Budget Planning Committee held at Spiceball Leisure Centre, Cherwell Drive, Banbury, OX16 2BW, on 19 May 2021 at 7.33 pm

Present:

Councillor Nicholas Mawer (Chairman)

Councillor Phil Chapman
Councillor Conrad Copeland
Councillor John Donaldson
Councillor David Hughes
Councillor Shaida Hussain
Councillor Douglas Webb
Councillor Fraser Webster
Councillor Lucinda Wing
Councillor Sean Woodcock

Apologies for absence:

Councillor Carmen Griffiths
Councillor Andrew McHugh

1 Appointment of Chairman for the municipal year 2021/22

Resolved

- (1) That Councillor Nick Mawer be appointed Chairman of the Budget Planning Committee for the municipal year 2021/22.

2 Appointment of Vice-Chairman for the municipal year 2021/22

Resolved

- (1) That Councillor Carmen Griffiths be appointed Vice-Chairman of the Budget Planning Committee for the municipal year 2021/22.

The meeting ended at 7.34 pm

Chairman:

Date:

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Cherwell District Council

Budget Planning Committee

13 July 2021

Council Tax Reduction Scheme 2022/23

Report of Director of Finance

This report is public

Purpose of report

To enable members to consider the current banded scheme for Council Tax Reduction.

1.0 Recommendations

The meeting is recommended:

- 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, and that no consultation takes place.

2.0 Introduction

- 2.1 The Council Tax Reduction caseload has been monitored and there has been an increase in the number of live cases from 6,457 in June 2019 to 6,573 in June 2020 and 6,743 in June 2021. This increase in caseload is due to the impact from the Covid-19 crisis which saw a sharp increase in the number of new applications during the first lockdown. The caseload has continued to rise due to the impact of the pandemic on employment and subsequent lockdowns.

3.0 Report Details

- 3.1 Since the introduction of the Council Tax Reduction Scheme (CTRS) the landscape has drastically changed. Universal Credit is based on real time information which means that any change in income generates a change in Council Tax Reduction through data files received directly from the Department for Work and Pensions. Residents were therefore, receiving multiple bills and letters during the year making the process a poor user experience and making budgeting very difficult.
- 3.2 In December 2019 the Council agreed a move to a new income banded scheme for those of working age. 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 are as follows:

- If the applicant or partner is in receipt of one of the main 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.
- A banded scheme will be simpler for residents to understand and any future changes to the value of awards can be achieved by simply adjusting the banding thresholds. This will also mean that residents will experience less change in their Council Tax Reduction and will reduce the number of letters and Council Tax demands.

The new 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. Members also agreed a hardship fund to assist those people who are negatively impacted by the new scheme but, to date, no applications for assistance have been received. A central government Covid Hardship scheme was implemented in June 2020, whereby all customers in receipt of CTRS received an additional amount of up to £150.00 support. This scheme has benefitted 3536 households during 2020-21. Although collection rates are slightly down on the same time last year this is attributable to the impacts from Covid-19 crisis rather than the new banded scheme.

Consultation

There is a requirement to consult with the public, major preceptors and other parties who may have an interest in the Council Tax Reduction Scheme on any material changes to the scheme. It is considered that this does not include changes for annual uprating in accordance with Government Regulations.

If members would like to consider a change to the banded scheme, then full consultation will need to be undertaken.

4.0 Conclusion and Reasons for Recommendations

- 4.1 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. A revision to the scheme would yield a limited financial benefit to the Council but would increase the customer's council tax payable. There is still a degree of financial uncertainty for some customers and in the current financial climate the existing scheme should be retained.

5.0 Consultation

None

6.0 Alternative Options and Reasons for Rejection

- 6.1 The alternative option is to undertake a review of the current CTRS but paragraph 4.1. explains the rationale for not taking this course of action.

7.0 Implications

Financial and Resource Implications

- 7.1 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.

Comments checked by:

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

Legal Implications

- 7.2 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.

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.

Comments checked by:

Richard Hawtin, Team Leader – Non-contentious, Email: richard.hawtin@cherwell-dc.gov.uk; Tel: 01295 221695

Risk Implications

7.3 There are not any risk implications.

Comments checked by:

Louise Tustian Head of Insight and Corporate Programmes Telephone: 01295 221786

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8.0 Decision Information

Key Decision

Financial Threshold Met: N/A for others

Community Impact Threshold Met: N/A for others

Wards Affected

All

Links to Corporate Plan and Policy Framework

Serve the residents and the business

Lead Councillor

N/A

Document Information

Appendix number and title

None

Background papers

None

Report Author and contact details

Kerry Macdermott Interim Assistant Director-Revenues and Benefits

Kerry.Macdemott@Cherwell-DC.Gov.uk Telephone-01295 753717

Cherwell District Council

Budget Planning Committee

13 July 2021

Monthly Finance Monitoring Report – Quarter 4 2020/21

Report of Director of Finance

This report is public

Purpose of report

This report summarises Cherwell District Council's (CDC's) revenue and capital outturn position for 2020/21.

1.0 Recommendations

The meeting is recommended:

- 1.1 to note the contents of the report.

2.0 Introduction

- 2.1 CDC monitors its financial position on a monthly basis. This report provides the final outturn position for 2020/21.

3.0 Report Details

- 3.1 2020/21 has been a challenging year for all local authorities given the significant disruption of Covid-19 and the associated financial impacts it has brought. In September 2020 CDC approved a Revised Budget for 2020/21 in order to address these financial challenges, including identifying £2.4m of in-year savings from the Directorates.
- 3.2 CDC's revenue financial position for the year-end shows an underspend of £0.1m. This is made up of a net £3.7m overspend related to Covid-19 costs, offset by a £3.8m underspend on business as usual costs.
- 3.3 The final revenue outturn is an improvement of £0.1m compared to the previous month, primarily driven by improvements compared to the previous forecasts in Environment and Place (£1.1m improvement mainly linked to higher than forecast income being generated), Customers, Organisational Development and Resources (£0.7m improvement mainly linked to additional grant income and lower than anticipated contributions to earmarked reserves) and Public Health and Wellbeing

(£0.4m improvement due to budget allocated from Executive Matters). This was offset by Executive Matters (£1.3m primarily due to reductions in planned use of reserves and budget transferred to the Wellbeing Service) and Funding (£0.7m due to lower than expected income linked to business rates – this is mainly offset by additional grant compensation provided by the Government)

- 3.4 The capital budget for 2020/21 is £95.5m. Spend for the year is £56.8m, 40.5% below budget. There is an overall forecast reduction in the spend on capital schemes of £11.1m (11.6%). There is a further £27.6m (28.9%) forecast spend to be reprofiled into future years.

4.0 Conclusion and Reasons for Recommendations

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

5.0 Consultation

None required.

6.0 Alternative Options and Reasons for Rejection

- 6.1 The report sets out CDC's revenue and capital outturn position for 2020/21. No alternative options have been considered.

7.0 Implications

Financial and Resource Implications

- 7.1 There are no direct financial considerations as a result of this report.

Comments checked by:

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

Legal Implications

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

Comments checked by:

Richard Hawtin, Team Leader – Non-contentious, Tel: 01295 221695, Email:
richard.hawtin@cherwell-dc.gov.uk

Risk Implications

- 7.3 There are no risk implications arising directly as a result of this report. Any risks will be managed as part of the operational risk register and escalated as and when necessary to the Leadership Risk Register.

Comments checked by:
Louise Tustian, Head of Insight and Corporate Programmes 01295 221786
Louise.tustian@cherwell-dc.gov.uk

8.0 Decision Information

Key Decision N/A as not an Executive report

Financial Threshold Met: N/A

Community Impact Threshold Met: N/A

Wards Affected

All

Links to Corporate Plan and Policy Framework

All

Document Information

Appendix number and title

- Appendix 1 – Monthly Performance, Risk and Finance Monitoring Report and Finance appendix as submitted to Executive.

Background papers

None

Report Author and contact details

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

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Cherwell District Council

Executive

07 June 2021

Monthly Performance, Risk and Finance Monitoring Report

Report of: Director of Finance and Head of Insight and Corporate Programmes

This report is public.

Purpose of report

This report summarises the Council's Performance, Risk and Finance monitoring positions as at the end of March 2021.

1.0 Recommendations

The meeting is recommended:

- 1.1 To note the monthly Performance, Risk and Finance Monitoring Report.
- 1.2 To note the Annual Performance report 2020/21

2.0 Introduction

- 2.1 The Council is committed to performance, risk and budget management and reviews progress against its corporate priorities on a monthly basis.
- 2.2 This report provides an update on progress made during March 2021 and also reflects on the past 12 months (annual review – Appendix 5) in delivering the Council's priorities through reporting on Performance, the Leadership Risk Register and providing an update on the financial position.
- 2.3 The Council's performance management framework sets out the key actions, projects and programmes of work that contribute to the delivery of the 2020-21 business plan and the priorities of the Council. These measures and key performance indicators are reported on a monthly basis to highlight progress, identify areas of good performance and actions that have been taken to address underperformance or delays.
- 2.4 As part of monthly reporting, the Insight Team provides the Senior Management Team with a corporate complaints report. Complaints received during the month are monitored and analysed. The mandatory lessons learned data have been implemented for more than a year now and we are starting to see a decrease in the number of upheld complaints. Lessons learned are reported to CEDR (Chief Executive Direct Reports) and

progress is monitored to ensure actions are implemented to avoid the same complaint being reported.

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

2.6 The report details section is split into three parts:

- Performance Update
- Leadership Risk Register Update
- Finance Update

2.7 There are four appendices to this report: [please note only appendix 4 is attached for Budget Planning Committee]

- Appendix 1 - 2020/21 Business Plan
- Appendix 2 - Monthly Performance Report
- Appendix 3 - Leadership Risk Register
- Appendix 4 - Finance
- Appendix 5 – Annual review 2020/21

3.0 Report Details

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

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

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

3.3 This report provides a summary of the Council's performance in delivering against each strategic priority. To measure performance a 'traffic light' system is used. Where performance is on or ahead of target it is rated green, where performance is slightly behind the target it is rated amber. A red rating indicated performance is off target. The 2020/21 annual review is a reflection of the last 12months and highlights some of the successes achieved during a year of challenge and through a pandemic. This annual review spans all the services supporting the delivery of the priorities.

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

Priority: Housing that meets your needs

- 3.4 The Council is committed to deliver affordable housing, raising the standard of rented housing and find new and innovative ways to prevent homelessness. Also, to promote innovative housing schemes, deliver the local plan and supporting the most vulnerable people in the District.
- 3.5 **Overview of our performance against this strategic priority:**



Number of Homeless Households living in Temporary Accommodation is reporting Green for March and Amber for year end, with numbers of homeless people being placed in temporary accommodation increasing to 31. Of those, 14 single clients have been accommodated as result of COVID-19. Further plans are to accommodate people out of the hotel placements and concerns increase as Courts and eviction proceedings are to resume which may see numbers of families seeking emergency placement also increasing. Overall, 145 individuals have been accommodated by CDC as a result of the COVID-19 emergency. Of those, 56 moved from hotels to supported housing, 32 moved into permanent accommodation and 14 remain in hotels, however, 9 of those have an identified move-on plan.

Number of Housing Standards interventions is reporting Green for March and Amber for year end, with 78 interventions recorded against a target of 55 in March and 676 interventions against 660 for the year. Of those were 118 enforcement notices, 457 service requests and 101 proactive interventions. Regardless, the ability to carry out responsive or proactive visits to rented properties has been restricted and the ability to implement formal enforcement has been reduced due to COVID-19.

Average time taken to process Housing Benefit New Claims is reporting Green for March and year end, which was excellent on a 10 days average mark against a target of 15 days for March and 13 days out of target of 15 days for the year. COVID-19 presented

a challenge as we registered a sharp increase on the number of new claims, but our team has delivered outstandingly delivering below the national average of 20 days.

Deliver Innovative and Effective Housing Schemes is reporting Amber for March and Green for Year end. Two shared ownerships, at Admiral Holland, have been completed. Sales have been going well, at Admiral Holland, as well as the development of three bungalows, at Bullmarsh Close, which is due and on target for May.

Number of people helped to live independently through use of DFG & other grants/loans is reporting Amber for March and Amber for Year end. 43 Households have been provided with help. Of those, 17 with major adaptations, 26 with smaller works done to the property. Despite the team efforts under COVID-19 rules, it is still a challenge to perform because measures remain in place for the security of staff and contractors and to safeguard elderly and vulnerable people which restricts access to client's homes to undertake surveys and works.



Delivering the Local Plan is reporting Amber for March and Year end. With the continued preparatory Plan on its way to the next stage for the District wide Local Plan Review and providing input for the Oxfordshire Plan process, the timetable of the latter is being reviewed to assess delays. An application of the Statutory Review for the adoption of the Local Plan Partial Review, which is a legal challenge, has been logged with the Planning Court and served to Council Court hearings are expected in June.

Number of people helped to live independently through use of DFG & other grants/loans is reporting Amber for March and Year end with 43 households supported. Of the households helped, 17 were by major adaptations and 26 by smaller works done to the property. There is still restricted access to homes experienced by our team and contractors as a result of measures in place due to COVID-19. Both surveys and works needing undertaking are affected by this, especially with the compliance to protect our elderly and most vulnerable clients.

Maintain 5 Year Land Supply is reporting Amber for March and Red for Year end. We registered a 4.7-year average, out of the targeted 5, in the Annual Monitoring Report. Slightly under the target, however, there is a predicted 1,172 completions which account for 13 more housing completions than last year and 30 more than the Local Plan requirement for Cherwell, which is due to be confirmed later. The monitoring period, for the five-year supply for Oxford's needs, commenced on 1st April 2021.

Homes improved through enforcement action is reporting Red for March and Year end. Only 3 out of our target of 9 homes have been improved by means of enforcement action with 2 requiring work-in-default (where the Council organises work at the expense of notice of recipients who have failed to act), which are underway. COVID-19 limitations to inspect and investigate premises contributed on reducing the ability of contractors to undertake works and staff ability to inspect and investigate premises.

Number of affordable homes delivered including CDC and Growth Deal targets is reporting Red for March and Amber for Year end. 11 affordable homes have been completed against a target of 25, for March. 9 by affordable rent and 2 by shared ownership tenure, none delivered via Growth Deal funding. Some completions have been delayed because of knock-on effects caused by site closures as a result of earlier

lockdown measures. Also, some developers have shifted build schedules to focus on market properties whilst market sales are going well.

Priority: Leading in environmental sustainability

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

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

Delivering high Quality Waste & Collection Service to all Properties is reporting Green for March and Year end. We have managed collection of an additional 7,000 tons of waste, during this pandemic and preparations for development of separate food waste collections from this Autumn is well under way.



Ensure Clean & Tidy Streets is reporting Green for March and Year end. All areas have been covered, despite occurrences of staff self-isolating. All staff are now back at work and able to assist with distribution of litter-picking equipment, this way persons wishing to litter-pick in their local areas, including the collection of waste and recyclable materials, can do so.

Protect Our Natural Environment and Promote Environmental Sustainability is reporting Green for March and Year end. The application for an air quality grant (from the Department for Environment Food and Rural Affairs) was successful, and we have received £17,300 to purchase monitors and promotional material which have been used on projects that increase awareness and encourage changes to improve air quality, along with monitors that will be acquired for schools, doctors' surgeries and hospitals.

Protect the Built Heritage is reporting Amber for March and Year end. Conservation advice continues to be provided to inform Development Management decision making. Conservation Area Appraisals require finalisation as higher caseloads are being experienced

Waste Recycled & Composted is reporting Amber for March and Year end. With the tonnage increased by 0.5% (a good achievement in difficult times), 7,067 additional tons of waste have been collected (10 times the annual increase) which equals 10 more bins collected per household in Cherwell. 677 additional journeys have been completed and still residents received uninterrupted service throughout.



Reduction of fuel consumption used by fleet is reporting Red for March and Amber for Year end. We have consumed slightly more fuel used than this time last year. Although our recycling numbers have increased, and 7,067 additional tons of waste has been collected with 677 additional journeys.

Priority: An enterprising economy with strong and vibrant local centres

- 3.8 The Council is committed to support business retention and growth, developing skills and generating enterprise; also, securing infrastructure to support growth in the district and securing investment in our town centres. This priority also contributes towards making communities thrive and businesses grow promoting the district as a visitor destination, committing to work with businesses to ensure compliance and promote best practice.
- 3.9 **Overview of our performance against this strategic priority:**

Support Business Enterprise, Retention, Growth and Promote Inward Investment is reporting Green for March and Year end. Support has been maintained by updated webpages, directly with enterprises and collaborations. The focus was COVID-19 and EU transition. Collaboration with Oxford County Council and partners continued enabling enhancement of digital infrastructure throughout the district. 98% of premises, in the district, can access Superfast Broadband services.



Deliver the Growth Deal is reporting Green for March and Year end. We are still engaged and active participants in the Oxfordshire Housing and Growth Deal. A local officer Programme Board has been established for Cherwell, which is reviewed on a monthly basis, covering the four workstreams of affordable housing. In this 5-year programme Cherwell enters year four and has plans to progress through the Council's officer decision-making process.

Develop Our Town Centres is reporting Green for March and Year end. Works are under way to deliver on progress of key elements of delivering outlined plans to town centres vitality and ensure continued safety on high streets within the district. Our team continues to review the impact of COVID-19 in our urban centres and will work closely with officer groups and partners to ensure that high streets reopen safely, once restrictions are lifted.



% of Council Tax collected, increase Council Tax Base is reporting Green for March and Amber for Year end. Collection, for March, on the mark of 3% against 1% target, and running slightly behind in the annual figure at 97.46% against 97.75%, accounts for a shortfall of £1.88m. This is due to the huge impact COVID-19 restrictions have had on collection rates despite the team efforts issuing reminder notices, final notices, summonses and obtaining liability orders through the Magistrates Court, and outbound calls. Also, summonses given to those Council taxpayers who had not paid their reminder notices and the reduced number of reminders and final notices restricted to the number of cases that could be heard at the Magistrates Court. A local officer Programme Board has been established for Cherwell, which reviews monthly the four workstreams of affordable housing.

% of Business Rates collected, increasing NNDR Base is reporting Green for March and Amber for Year end. With a 3.31% above the target for March, of 2.5%, and just behind annual target at 97.61%, of 98.5% target. Shortfall equates to approximately £408K. Still, despite the limitations caused by COVID-19 restrictions, all outstanding

balances have been chased by telephoning debtors, with conversations discussing possible entitlements to reduction in rates payable. Businesses that still had debts outstanding were issued with summons, if the reminder or final notice remained unpaid.

Priority: Healthy, resilient and engaged communities

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

3.11 Overview of our performance against this strategic priority:

Support Community Safety and Reduce Anti-Social Behaviour is reporting Green for March and Amber for Year end. Commitments to reduce crime and anti-social behaviour include; patrols around schools and parks, responding to claims of bullying raised by parents, concerns of drug dealings, off-road motorbikes and anti-social behaviour in general. Seizure of an illegal scrap metal collector van was featured by the Banbury Guardian and social media communications, with crime prevention advice and information sharing, which was read by over 25,000 people, although cycling initiatives are still pending due to discussions with Oxford County Council. The focus now is to oversee the distribution of an additional £50,000 in winter support grant.

Support the Voluntary Sector is reporting Green for March and Amber for Year end. Several events have been successfully supported to mention Cherwell Food Network, North Banbury Network partnership, Age Friendly Banbury partnership, with Community Link March publication distributed to voluntary organisations and two new older people's information & activity sheets produced. Activities and partnerships that bring together key stakeholders and voluntary organisations, to work on initiatives together with us and support people specially during lockdown restrictions.

Enhanced Community Resilience is reporting Green for March and Amber for Year end. With continued work with our partners in response to the pandemic, offering support to people who needed to isolate or shield. Also, supporting the vaccination programme by visiting the addresses of people that had not responded to invitations to book a vaccination.

Number of visits / usages of District Leisure Centre is reporting Red for March and Year end. The usage figures are considerably down for the same period of last year. This was expected as the Centres were still open in March, but remained closed due to the Government restrictions at some period in March, however, outdoor 'organised' sport was allowed to return and some utilisation figures for Stratfield Brake, Whitelands, North Oxfordshire Academy and Cooper School have been registered. In addition, the Outdoor Pool at Woodgreen Leisure Centre was able to re-open for the same period.



Summary of Performance

3.12 The Council reports monthly on performance against 41 Business Plan Measures, with 22 Programme Measures and 19 Key Performance Indicators. Full details, including commentary against each measure and key performance indicator can be found in Appendix 2.

Programme Measures and Key Performance Indicators (41)

Status	Description	March	%	DoT	YTD	YTD %
Green	On target	30	73%	↑	28	68%
Amber	Slightly off target	6	14%	↔	9	22%
Red	Off target	4	10%	↓	3	7%
	No data	1	3%	NA	1	3%

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

Risk Update

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

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

Risk Scorecard – Residual Risks

		Probability				
		1 - Remote	2 - Unlikely	3 - Possible	4 - Probable	5 - Highly Probable
Impact	5 - Catastrophic			L09		
	4 - Major			L04, L07, L11, L12, L21 & L22	L01, L17, L19 & L20	
	3 - Moderate		L16	L02, L05, L14, L15 & L18	L08	
	2 - Minor				L10	
	1 - Insignificant					

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

Leadership Risk	Score	Direction	Latest Update
L01 Financial Resilience	16 High risk	↔	Risk reviewed 15/04 – Mitigations and comments updated
L02 Statutory functions	9 Low risk	↔	Risk Reviewed 15/04 – Comments updated
L04 CDC Local Plan	12 Medium risk	↔	Risk Reviewed 09/04 – Risk owner and comments updated
L05 Business Continuity	9 Low risk	↔	Risk Reviewed 12/04 – No changes
L07 Emergency Planning	12 Medium risk	↔	Risk Reviewed 12/04 - Controls assessment and comments amended.
L08 Health & Safety	12 Medium risk	↔	Risk Reviewed 07/04 – Risk manager, mitigating actions and comments updated
L09 Cyber Security	15 Medium risk	↔	Risk Reviewed 13/04 - No changes
L10 Safeguarding the Vulnerable	8 Low risk	↔	Risk Reviewed 12/04 – Mitigating actions updated
L11 Sustainability of Council owned companies and delivery of planned financial and other objectives.	12 Medium risk	↔	Risk Reviewed 15/04 - Potential Impact updated
L12 Financial sustainability of third-party suppliers including contractors and other partners	12 Medium risk	↔	Risk Reviewed 15/04 – No changes
L14 Corporate Governance	9 Low risk	↔	Risk reviewed 15/04 – Comments updated
L15 Oxfordshire Growth Deal	9 Low risk	↔	Risk Reviewed 14/04 - Comments updated
L16 Joint Working	6 Low risk	↔	Risk Reviewed 15/04 – No changes
L17 Separation	16 High risk	↔	Risk Reviewed 15/04 – No changes
L18 Workforce Strategy	9 Low risk	↔	Risk reviewed 10/03 – No changes
L19 Covid19 Community and Customers	16 High risk	↔	Risk reviewed 08/03 - Comments updated
L20 Covid19 Business Continuity	16 High risk	↔	Risk reviewed 15/04 – No changes
L21 Post Covid19 Recovery	12 Medium risk	↔	Risk reviewed 15/04 – No changes

L22 Elections May 2021	12 Medium risk	↔	Risk reviewed 15/04 – Mitigating actions and comments updated
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During March the leadership risk had no score changes.

Finance Update

- 3.16 The Council's financial position for 2020/21 at the end of March shows a £0.087m underspend. This is made up of a £3.744m overspend related to Covid-19 costs (para 3.19), which is offset by a £3.831m underspend on business as usual costs.
- 3.17 The Council has incurred costs and lost income during 2002/21 in relation to Covid-19 across all areas of the Council. In particular costs and lost income have been incurred in the following areas:
- Car parking income
 - Planning Application fee income
 - Support for leisure services
- 3.18 The overall cost of Covid-19 was £7.423m for 2020/21. This is partially met by Covid-19 support grant funding of £2.045m in 2020/21 and an estimated income of £1.634m from the Sales, Fees and Charges Income Guarantee scheme towards income losses. This reduces the net in-year Covid-19 financial pressure to £3.744m.
- 3.19 On 7 September 2020, Council approved a revised 2020/21 budget to help it meet the expected funding shortfall for the 2020/21 financial year after government funding is taken into consideration.
- 3.20 The proposed transfer of funding to reserves to be used 2021/2022 has been included in appendix 6 to this report. The Executive is recommended to approve these transfers in line with the descriptions provided.

3.21 Report Details

Table 1: Forecast Revenue Outturn

Revenue Monitoring	Revised Budget £m	BAU £m	Covid £m	Total Outturn £m	Variance to Budget £m	Prior Month Forecast £m	Change in Forecast £m
Environment and Place	6.435	6.733	-0.825	5.908	-0.527	6.961	-1.053
Customers and Org. Dev. And Resources	6.520	5.643	0.446	6.089	-0.431	6.786	-0.697
Adults and Housing Services	1.577	1.181	0.215	1.396	-0.181	1.397	-0.001

Public Health and Wellbeing	3.453	2.014	1.679	3.693	0.240	4.123	-0.430
Comm. Dev. Assets and Inv.	-1.479	-4.013	2.743	-1.270	0.209	-1.270	0.000
Total Directorates	16.506	11.558	4.258	15.816	-0.690	17.879	-2.063
Executive Matters	9.098	9.565	-0.514	9.051	-0.047	7.732	1.319
Total Cost of Services	25.604	21.123	3.744	24.867	-0.737	25.611	-0.744
Total Income	-25.604	-24.954	0.000	-24.954	0.650	-25.604	0.650
(Surplus)/Deficit	0.000	-3.831	3.744	-0.087	-0.087	0.000	-0.094

Note:

1. Prior month forecast adjusted to take account of use of reserves to make forecast figures comparable
2. The numbers contained in this report are subject to change with the finalisation of the accounts
3. There was a £21.551m underspend on income due to grants being received before they needed to be spent. This has been transferred to reserves.

Environment and Place

Environment and Place have an underspend of (£0.527m) against a revised budget of £6.435m (8.2%).

Environment and Waste

Variation (£0.001m) underspend

Variance to last month's forecast (£0.338m)

There is a (£0.001m) underspend reported this year. The main pressures have been in employment costs due to significant sickness and the requirement of agency staff cover £0.439m. Offsetting this is a (£0.139m) reduction in transport/contractor costs for gate & transfer fees and a reduction in commercial waste costs. Premises costs were higher than expected by £0.031m and there was a (£0.013m) saving on supplies and services. On the revised budget (£0.319m) more income than expected was received from car parks, refuse bin contributions and a review of S106 commuted

sums.

The S106 income is the main reason for the movement from the February forecast.

Planning &
Development

Variation
(£0.372m)
underspend

Variance to
last month's
forecast
(£0.531m)

Planning have reported an underspend of (£0.372m). (£0.400m) of this variation is reduced expenditure on Consultancy of which (£0.180m) had previously been forecast to be carry forward and

A legal case resulted in (£0.048m) reduction in spend due to the final costs being less than expected. Staff cost savings of (£0.092m) were offset by an overspend of £0.157m on Agency costs across the service. Building Regulations fee income was (£0.031m) higher than expected whilst planning application fee income was £0.169m less than budgeted. There were further savings of (£0.067m) on professional fees and (£0.060m) other savings across the service.

The (£0.531m) change from the February forecast is made up of (£0.317m) underspend on Planning Policy Consultants due to removal of the carry forward request. (£0.095m) saving in legal fees while (£0.075m) more income was received than forecast and (£0.044m) other savings were achieved across the service.

Growth &
Economy

Variation
(£0.154m)
underspend

Variance to
last month's
forecast
(£0.184m)

Growth & Economy is reporting an underspend of (£0.154m). This is made up of the following overspends: £0.035m due to the cessation of the Transport Strategy joint working agreement with South Northamptonshire. £0.100m overspend in Build! made up the Sanctuary rent collection service, consultancy/professional fees and lower than expected recharge of officer time to the capital programme. Offsetting these there were underspends of (£0.013m) income from support provided to develop the Park & Charge project, (£0.100m) on the Kidlington masterplan programme (delays due to Covid-19), (£0.044m) saving in consultancy costs and (£0.132m) saving on Senior Management Team joint working costs.

The (£0.184m) movement to the February forecast is reduced expenditure on a growth deal post and the Kidlington masterplan that was forecast to carry forward to 2021/22 offset in part by a recharge to revenue for officer time on a capital project and higher than expected rent and repair costs

Growth and Economy's have Covid-19 grant income of (£3.065m) which includes funding received from the Government to pay out to businesses in the local community. This income that is yet to be spent has been recognised here but is included in Executive Matters as a transfer to reserves at year end to be released against spend in 2021/22

Customers and Organisational Development

Customers & Organisational Development have an underspend of (£0.431m) against a revised budget of £6.520m (6.6%).

HR/IT/Comms/Cultural Services	The underspend in Customer Services (£0.207m) is mostly due to Land Charges as income recovered faster than expected.
Variation (£0.407m) underspend	Comms are showing an underspend of (£0.140m). This underspend and movement from last month is mainly due to carry forward request of £0.136m from consultants and professional fees savings being built into the forecast that are no longer assumed.
Variance to last month's forecast (£0.267m)	HR now show an underspend of (£0.072m) across Occupational Health, Computer Software and Training due to a carry forward previously being assumed.
	IT offset part of the above underspends with a £0.012m overspend.

Finance	Finance are reporting on target with an overspend of £0.002m. Finance staffing and agency costs linked to developing capacity for the closure of accounts and additional work linked to the national lockdown have been offset by additional income from new burdens funding.
Variation (£0.024m) underspend	
Variance to last month's forecast (£0.430m)	Revenues and Benefits have an underspend of (£0.026m). Within this, there was an overspend of £0.022m in Council Tax driven mostly from unbudgeted costs on contractor revenue payments and Computer Software licensing offset in part by additional income received. Rent Allowances achieved a (£0.041m) underspend made up of additional income from Department of Work and Pensions and New Burdens funding (£0.253m) was offset in part by additional contractor payments £0.098m, Housing Benefit Rent allowance £0.107m and £0.007m other overspends. There were (£0.007m) other minor underspends across the service.

The main movements from last month are mostly from (£0.320m) additional income from new burdens funding, court costs and overpayments recovered being higher than expected. In addition, the new finance system savings of (£0.043m) and (£0.067m) cost savings across the service

Adults and Housing Services

Adults and Housing Services have an underspend of (£0.181m) against a revised budget of £1.577m, (11.5%).

Housing & Social Care	The reported underspend of (£0.181m) is mainly due to (£0.120m) additional income for the Next Steps Accommodation Programme, following a successful Government grant application for this amount, (£0.031m) saving on Consultants fees, (£0.010m) saving as a result of a new contract for the Debt and Money advice service, (£0.010m) income from fines and HMO licences and a (£0.010m) saving against a storage contract.
Variation (£0.181m) underspend	
Variance to last month's forecast (£0.001m)	

Public Health & Wellbeing

Public Health & Wellbeing show an overspend of £0.240m against a budget of £3.453m 7.0%

Wellbeing	The forecast overspend of £0.296m is a result of the impact of Covid-19 on leisure. The main cost is the contractual relief payments made to support the leisure operator during the pandemic and a loss of income from holiday hubs and hiring of sports facilities.
Variation £0.296m overspend	
Variance to last month's forecast (£0.374m)	The movement of (£0.374m) from February is mainly due to the budget previously being held in Executive matters being transferred to offset actual costs incurred with the leisure operator.

Healthy Place Shaping	The underspend of (£0.056m) relates to staff cost savings from joint working.
Variation (£0.056m)	

underspend

Variance to last
month's forecast
(£0.056m)

Commercial Development, Assets and Investments

Comm. Dev. Assets and Invests. have an overspend of £0.209m against a revised budget of - £1.479m 14.1%.

Property	Property is forecasting a £0.480m overspend. The impact of Covid-19 has seen the Council's commercial properties lose rental income and incur additional costs from empty properties which has resulted in a £0.650m overspend. Conversely, as a result of the pandemic, savings of (£0.170m) have arisen due to reduced occupancy of Council premises and remote working.
Variation £0.480m overspend	
Variance to last month's forecast £0.240m	The £0.240m movement this month is mostly due to an increase in estimated Castle Quay lost income and void costs.

Procurement	The underspend (£0.048) is due to shared salary cost being less than expected offset in part by an overspend on agency costs
Variation (£0.048m) underspend	
Variance to last month's forecast (£0.138m)	The (£0.138m) movement from last month is due to the shared salary cost previously forecast not being as expected

Law and Governance	£0.012m overspend is due to use of agency staff partly offset by underspends in elections
Variation £0.012m overspend	
Variance to last month's forecast (£0.006m)	

Growth and Commercial	The underspend is mostly due to a vacant post not being filled.
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Variation
(£0.036m)
underspend

Variance to last
month's
forecast
(£0.017m)

Regulatory
Services

Variation
(£0.199m)
underspend

Variance to last
month's forecast
(£0.079m)

The reported outturn is an underspend of (£0.199m); resulting from (£0.040m) underspend on staff costs (£0.020m) higher than forecast income and cost recovery for discretionary services, (£0.050m) saving on professional/consultant's fees, Licensing income exceeding revised budget by (£0.060m) and other (£0.029m) savings across the service.

The movement from last month is due to salary savings

Executive Matters

Executive Matters has an underspend of (£0.047m) against the budget of £9.098m (0.5%).

Covid Grant
Funding

Funding received as Covid-19 Grants is (£0.504m) higher than anticipated when the revised budget was set which is an increase of (£0.030m) from last month.

Interest

There is an adverse variance of £0.207m due to a delay in drawing down £4m loan funds and S106 interest costs.

This is a £0.107m movement from the forecast in February.

Bad Debt

A year end adjustment to the Bad Debt provision has been made at £0.095m which wasn't reflected in the February forecast.

MRP

There is underspend of (£0.541m) in respect of the amount required to be set aside for the Minimum Revenue Provision which is more than anticipated in February by (£0.123m)

Reserves	<p>The council has used £0.784m less reserves than budgeted. This was previously forecast with a £0.000m variance to budget.</p> <p>The budget included (£0.230m) for Canalside which wasn't drawn upon in 2020/21, also included was a budget for Growth Deal for (£1.217m) of which only £0.742m was transferred leaving a variance of £0.475m. The remaining variance of £0.079m is made up over the other reserves that were planned to used.</p>
Pension Costs	<p>Pension costs are £0.016m higher than budgeted and then shown in last month's forecast.</p>
Corporate	<p>Corporate costs are showing a (£0.105m) underspend, this is due to (£0.065m) budgeted spend being held here for Wellbeing support that was not required, (£0.041m) funding from S106 being recognised and other minor variances.</p> <p>The movement from last month of £0.360m is mostly budget being held here for Wellbeing to meet costs being transferred to the service</p>

Income

Council income has an overspend of £0.650m against the budget of -£25.604m (2.5%).

2020/21 has been a particularly challenging year for businesses. However, they have received significant levels of support from the Government. Many businesses classified as "non-essential" qualified for up to 100% reductions in their business rates liability. Growth in the businesses was also not as high as expected when the budget was set. These reductions in liability and reductions in business growth mean that associated S31 Grant income is at £0.394m lower to that originally assumed.

Due to the reduction in growth of businesses, the benefits from the Council's business rates pool are also £0.256k lower than anticipated.

3.23 Capital

Capital expenditure in 2020/21 was £56.773m. This gives rise to an in-year underspend of £38.732m, of which £27.645m is requested to be reprofiled in future years. There is an overall forecast reduction in the total programme of £11.087m.

Table 2: Forecast Capital Outturn

Directorate	Budget £000	Outturn £000	Re- profiled beyond 2020/21 £000	Variance to Budget £000	Prior Month Variance £000
Housing	3,782	2,684	719	(379)	(379)
Comm Dev Assets & Investments	62,745	40,191	21,822	(731)	(812)
Customers, Org Dev & Resources	1,755	1,138	541	(76)	(109)
Environment and Place	26,350	12,395	4,172	(9,783)	(9,637)
Public Health & Wellbeing	873	365	390	(118)	(93)
Total	95,505	56,773	27,645	(11,087)	(11,030)

3.24 Outturn Variances

Housing:

Housing report a (£0.379m) underspend due to reduced activity in delivering Disabled Facilities Grant works during the Covid-19 pandemic (£0.375m), plus a small projected underspend (£0.004m) against the Civica Arbritas upgrade project.

Commercial Development, Assets & Investments:

Property is reporting a final outturn of (£0.731m) underspend across the various projects, some as a result of the Covid-19 pandemic and others as a result of more effective working. One of the largest savings is the refurbishment of Banbury Health Centre (£0.153m). Due to ongoing discussions with the tenant regarding the extension of the lease, the scope of the project has been amended and as a result the full budget allocation is not required. (£0.090m) saving has also been achieved on works relating to the roofing of Ferriston parade due to efficient delivery of the project. A (£0.070m) saving on the Banbury Museum Air Handling Unit upgrade has also been achieved because original plans suggested replacement of the plant but on further investigation, this was not necessary, and refurbishment was carried out. Corporate Asbestos Surveys Works have a (£0.050m) saving to expected costs this year and a further (£0.078m) savings have been made with the Compliance Works with Energy Performance, Pioneer Square Fire Panel and Corporate Water Hygiene projects. There have also been (£0.290m) across the remaining capital schemes.

Customers Organisational Development & Resources:

There is a £0.001m overspend on the HR/Payroll system with no more costs expected.

ICT are forecasting a (£0.059m) underspend. (£0.050m) for Legacy iworld system migration but £0.050m has been reprofiled to 2021/22 with a view to repurposing it for a new project for members subject to approval. (£0.010m) no longer required for Bodicote House meeting room Audio Visual and £0.001m overspend across the other capital projects in this area.

Finance: The Academy Harmonisation project was underspent by (£0.016m)

Environment and Place:

Growth and Economy Build Phase 1 is reporting unbudgeted spend of £0.103m. Build Phase 1b is forecasting an overspend of £0.236m after reprofiling the remaining budget into 2021/22 to complete the programme. Build Phase 2 as a result of certain schemes no longer progressing or being pipelined has generated an underspend of (£9.891m). The Hill Community centre project is now complete with an underspend of (£0.229m).

Environmental Services: are forecasting (£0.002m) underspend as a result of energy efficiency projects which were committed in late 2019/20.

Public Health & Wellbeing:

Wellbeing are showing a saving of (£0.118m). This is made up of (£0.020m) North Oxford Academy Facilities Upgrade, (£0.008m) against the Sunshine Centre programme for the extension to the front of the site, (£0.015m) underspend against the Corporate Booking System, (£0.025m) against Community Grants, (£0.007m) against the Story Book Map insight work and finally (0.043m) on Solar Photovoltaics at Sport Centres which has been completely delivered and finalised.

3.25 Re-profile beyond 2020/21

Housing:

£0.656m Disabled Facilities Grant capital – Covid-19 significantly reduced activity due to the various lockdowns throughout the year. As a result, not all of the Better Care Fund will be spent in this financial year and will be reprofiled into 2021/22

£0.063m Discretionary grants - Significantly reduced activity due to the lockdowns throughout the year delaying the progressing of reactive landlord grants.

Commercial Development, Assets & Investments:

£0.050m Spiceball Riverbank Reinstatement - works are now part of Castle Quay 2 which will take place in 2021/22

£0.100m Banbury Health Centre refurbishment - project has been delayed due to issues with the lease agreement with the tenant.

£20.712m Castle Quay - delayed works due to Covid-19

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

£0.035m Banbury Museum Air Handling Unit - supply issues are being encountered which are causing delays

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

£0.160m Corporate Asbestos Survey - Works progressing and will carry on into 2021/22. Anticipated spend of £0.160m in total releasing a (£0.050m) saving
£0.080m Corporate Fire Risk Assessment - works are progressing but will carry over in to 2021/22. Full spend expected.
£0.147m Works from Compliance Surveys - Works progressing but will carry on into 2021/22. Full spend anticipated.
£0.100m CDC Feasibility of Utilisation of Proper Space - Project on hold
£0.130m Community Centre works on phase 1 has slight delays and will carry over into 2021/22

Environment and Place:

Environmental Services

£0.174m Thorpe Lane Depot Capacity Enhancement - slippage in to 2021/22 as a result of proposed separate garden and food waste rollout.

£0.080m Bicester Country Park – Covid-19 delayed the purchasing and progression of the country park also resulting in community planting unable to take place until later in 2021, all spend to be slipped in to 2021/22.

£0.422m Vehicle replacement Programme - currently under review, further investigation needed into larger electric vehicles before committing to diesel equivalents. Remaining spend to be reprofiled into 2021/22.

£0.079m Car Park Refurbishments – Covid-19 significantly delayed progression on the installation of pay on exit barriers. Remaining spend will take place in 2021/22.

£0.022m On Street Recycling Bins - purchases are expected in 20/21 but delivery and installation are anticipated in early 2021/22.

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

£0.018m Off Road Parking – Covid-19 delayed the progression of the car park refurbishments. All spend will take place in 2021/22.

£0.012m Street Scene Fencing Street Furniture - Issues with an expiring lease and delays due to Covid-19 have resulted in all spend to be slipped in to 2021/22.

£0.015m Urban Centre Electricity Installations - Issues with contractor delayed commitments, all spend to be slipped in to 2021/22.

£0.050m Depot Fuel System Renewal – Covid-19 delayed the progression of this project, all spend to be slipped in to 2021/22.

Growth and Economy

£1.713m East West Rail 2 - comprises the introduction of direct passenger and freight services between Oxford/Aylesbury and Milton Keynes/Bedford by reconstructing and upgrading the railway between Bicester-Bletchley-Bedford and Aylesbury-Claydon Junction routes, approval for which was originally agreed in October 2013 of a contribution of £4.35m towards the scheme. It was agreed that this could be paid over a 15 year period.

£0.952m Build Phase 1b - Bicester Library is in the early stages of development with actual site work commencing early 2021 with likely completion by the end of 2021. Admiral Holland works formally completed end of September 2020 but CDC will have to budget for retention payments due in September 2021 of £0.061m along with £0.006m retention payment owing for Creampot Crescent

£0.350m Creampot Crescent Repurchase contingency - this budget is for the purpose of repurchasing the property if the owner can no longer afford the property.

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

Public Health & Wellbeing:

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

£0.183m North Oxfordshire Academy Astro turf capital scheme. Currently under discussion regarding the outstanding planning application and third party contribution.

£0.045m Corporate online booking system delay

£0.084m Bicester Leisure Centre extension - spend to date on feasibility studies. Remaining funds needed for professional fees to progress recommendations resulting from the feasibility studies. Remaining spend will take place in 2021/22.

£0.030m Spiceball Leisure Centre bridge resurfacing - No spend in 2020/21 but will take place in 2021/22 on completion of Castle Quay Waterside and reinstatement of the bridge.

£0.015m Community Capital grants - Reprofile of £0.015m required to meet commitments in 2021/22

£0.009m Community Centre Refurbishment - Reprofile of £0.009m required to meet commitments in 2021/22 for external lighting project

£0.012m Sunshine Centre - Reprofile of £0.012m required to meet commitments in 2021/22

Customers, Org Dev & Resources:

£0.335m Finance - work on the new finance system will continue into 2021/22

£0.025m Human Resources - Further implementation of Itrent

£0.050m IT 5 Year rolling hardware/software replacement program

£0.030m IT Customer Excellence & Digital Transfer – phase 2

£0.004m IT CDC & OCC Technology Alignment

£0.050m IT Legacy Iworld System Migration – to be repurposed for new project on members IT

£0.020m IT Procurement of Joint Performance system

£0.027m IT Land & Property Harmonisation

Annex

COVID Funding

Specific Funding

Date	Dept.	Grant Name	Schemes	Funding £
March	MHCLG	Business Grants	Main scheme & discretionary scheme - Forecast	27,655,250
March	MHCLG	Hardship Fund	To provide £150 reduction to Council Tax bills for those in receipt of Council Tax Support.	818,000
March		Emergency Response for Rough Sleeper		8,250
July	DEFRA	Emergency Assistance Grant for Food and Essential Supplies	Allocation from OCC	116,326
September		Next Steps Accommodation Programme		120,400
September - March	DHSC	Test & Trace Isolation Payments	Main scheme	245,000
			Discretionary Scheme	171,500
October	MHCLG	Compliance & Enforcement Fund	£60m national fund of which £30m allocated to district & unitary authorities to spend on C-19 compliance & enforcement activity	65,251
November	MHCLG	Business Support (Additional Restrictions Grant)	£20 per head of population for discretionary business grant scheme – funding for 2020/21 and 2021/22 - including one-off payments	4,347,029

November	MHCLG	Local Restrictions Support Grant (Closed) Addendum - Lockdown 2	Mandatory business grants scheme distributed to business premises forced to close due to lockdown restrictions <ul style="list-style-type: none"> • rateable value £15k or under, grants to be £1,334 per four weeks; • rateable value between £15k-£51k grants to be £2,000 per four weeks; • rateable value £51k or over grants to be £3,000 per four weeks. 	2,664,504
	BEIS	Local Restrictions Support Grant (Closed) Addendum - Lockdown 3 to 31/03/21	As above	8,183,834
December	MHCLG	New Burdens Grant	Business Rate	11,700
			Council Tax	11,788
December	MHCLG	New Burdens Grant 2	To support making grant payments	58,500
	BEIS	Christmas Support Payment	Wet Led Pubs including off-setting payment	89,600
	BEIS	Local Restrictions (Open)	Discretionary Grant for period 2-18 December 2020 + 20 December - 4 Jan	481,280
	BEIS	Local Restrictions (Closed)	Mandatory business grants scheme for period 2-18 December 2020 + 20Dec - 4 Jan distributed to business premises forced to close Tiers 2 - 4 <ul style="list-style-type: none"> • rateable value £15k or under, grants to be £667 per 2 weeks; • rateable value between £15k-£51k grants to be £1,000 per 2 weeks; • rateable value £51k or over grants to be £1,500 per 2 weeks. 	1,001,012

	BEIS	Closed Business Lockdown - Mandatory Lockdown 3	Funding received TBC One off grants awarded to be RV below £15k: £4,000 RV £15k - £51k: £6,000 RV above £51k: £9,000	7,992,000
	OCC	Winter Support	From Oxfordshire County Council	59,004
	OCC	COMF (Control Outbreak Management Fund)	To fund ongoing public health and outbreak management costs	912,000
TOTAL				55,012,228

General Funding

Description	£
Tranche 1**	67,257
Tranche 2	1,499,041
Tranche 3	229,391
Tranche 4	316,992
	Total
	2,112,681
Forecast Sales, Fees & Charges compensation	1,633,125
Total General Grant Funding	3,745,806

** Note: Tranche 1 was received in 2019/20 and so is shown as a use of reserves in 2020/21.

4.0 Conclusion and Reasons for Recommendations

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

5.0 Consultation

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

6.0 Alternative Options and Reasons for Rejection

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

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

7.0 Implications

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

Comments checked by:

Lorna Baxter, Executive Director Finance, 07393 001218, Lorna.Baxter@cherwell-dc.gov.uk

Legal Implications – Mandatory paragraph

- 7.2 There are no legal implications from this report.

Comments checked by:

Sukdave Ghuman, Head of Legal and Deputy Monitoring Officer, Sukdave.Ghuman@cherwell-dc.gov.uk

- 7.3 This report contains a full update with regards to the Council's risk position at the end of March 2021. A risk management strategy is in place and the risk register has been fully reviewed.

Comments checked by:

Celia Prado-Teeling, Performance Team Leader, 01295 221556, Celia.prado-teeling@cherwell-dc.gov.uk

8.0 Decision Information

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

Financial Threshold Met: No

Community Impact Threshold Met: No

Wards Affected

All

Links to Corporate Plan and Policy Framework

All

Lead Councillor

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

Document Information

Appendix number and title

Appendix 1 2020/21 Business Plan

Appendix 2 Monthly Performance Report

Appendix 3 Leadership Risk Register

Appendix 4 Capital Budget Monitoring – Attached for Budget Planning Committee

Appendix 5 Annual review

Background papers

None

Report Author and contact details

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CHERWELL CAPITAL EXPENDITURE 2020-21

£000's

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	YTD COMMITMENTS	Outturn	RE-PROFILED BEYOND 2020/21	Current Month Variances £000	Prior Month Variances £000	OUTTURN NARRATIVE
40062	Andrew Bowe/Tony Brummell	East West Railways	1,731	18	0	18	1,713	(0)	-	Cherwell's involvement is now principally regulatory in the form of considering, inter alia, planning land drainage and environmental applications with a view to issuing consents for both temporary works (covering the construction phase only) and the permanent works. The times spent on the project are largely reactive to its progress and requirements.
40107	Jane Norman	The Hill Community Centre	229	0	0	0	0	(229)	(229)	Project now complete.
40206	Dean Fischer	Garden Town Capital Funding	9,809	9,809	0	9,809	0	0	-	This is for feasibility and design work for three major infrastructure schemes in Bicester (Ploughley Lane, Banbury Road and Pioneer roundabout). The schemes are active and progressing. Spend will be mainly on feasibility, tech support and appointment of contractors to bring the schemes forward. OCC and Graven Hill Dev't Co. (delivering the infrastructure on behalf of Garden Town) are incurring costs on initial feasibility work - the finance agreements are being finalised now and signed before year end and at that point both OCC and Graven Hill will begin invoicing CDC. The schemes will roll on for a further 2-3 years, so reprofiling of budget will be necessary.
40100	Jane Norman	Orchard Lodge (Phase 1)	0	0	0	0	0	-	-	Coach House Mews: There is a final main contract payment of retention (£34k) It is anticipated that this will be paid before 31st March 21 (accrued)
40103	Jane Norman	Old Place Yard (Phase 1)	0	0	0	0	-	-		
40106	Jane Norman	Coach House Mews (Phase 1)	0	3	0	3	0	3	2	
40108	Jane Norman	Banbury Ambulance Station (Phase 1)	0	27	0	27	0	27	31	Fairway Methodist Church (Hope Close) - This payment was to Oxford & District Building

CHERWELL CAPITAL EXPENDITURE 2020-21

£000's

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	YTD COMMITMENTS	Outturn	RE-PROFILED BEYOND 2020/21	Current Month Variances £000	Prior Month Variances £000	OUTTURN NARRATIVE
40109	Jane Norman	Fairway Methodist Church (Phase 1) Hope House	0	73	0	73	0	73	53	payment was to Oxford & District Building Services (ODBS), a contractor working on The Fairway, Hope Close development. Their scope of work was related to the construction of 11 new dwellings together with associated external works; typically including house foundations, provision of water, electricity and drainage to homes as well as estate road and car park for adjacent church (car park owned by CDC and leased to the church). ODBS completed their works late 2019 (the dwellings were not marketed for sale until Sept 2019) which was followed by an extremely contentious period of about 6 months of claims
40114	Jane Norman	Cher Com Led Prog Banbury Supported Hsg	0	0	0	0		-	-	
40125	Jane Norman	Newton Close (Phase 1)	0	0	0	0	0	-	-	
40124	Jane Norman	Spring Gardens (Phase 1)	0	0	0	0	0	-	7	
40121	Jane Norman	Bicester Library (phase 1b)	970	84	0	84	885	(0)	0	Bicester Library: Intent was for demolition / site works to commence January 2021 with construction completing late 2021- previous expenditure considered this intent. Recently received feedback from Planning means we think that we have 3-4 months negotiation with Oxfordshire County Council Archaeology before we will get a Planning Permission, so we will not be able to carry out demolition until April 2021 at the earliest, with the main contract following on in June / July 2021, again, at earliest. Forecast Outturn is limited to Acrual + Commitments with the majority of the budget reprofiled due to <u>Planning delay</u>
40111	Jane Norman	Admiral Holland Redevelopment Project (phase 1b)	669	838	0	838	61	230	257	With construction formally completed end of September 2020 there is the need to budget for retention which CDC will have to pay in September 2022 – the retention is £60.5k.
40118	Jane Norman	Creampot Crescent Cropredy (phase 1b)	0	0	0	0	6	6	6	Creampot Crescent - Although the home is complete, sold under shared ownership basis CDC are still holding retention money. The amount is £5,750 which will not be due for payment until October 2021

CHERWELL CAPITAL EXPENDITURE 2020-21

£000's

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	YTD COMMITMENTS	Outturn	RE-PROFILED BEYOND 2020/21	Current Month Variances £000	Prior Month Variances £000	OUTTURN NARRATIVE
40214	Jane Norman	Creampot Crescent Cropredy Repurch	350	0	0	0	350	-	-	This budget will only be required if CDC buy back the property if the current owner can no longer afford the property. Need to reprofile to 21/22
40172	Jane Norman	Bretch Hill Reservoir (Thames Water Site) (Phase 2)	6,958	0	0	0	0	(6,958)	(6,940)	we are still working on the land assembly for Bretch Hill and the pre-application was submitted to planning in October 2020. The Trades and Labour Club, Nizewell Head, Park Road and Wykham Lane are unlikely to be developed so will need to be removed from the capital budget. The Trades and Labour Club was under discussion as they wanted to replace their current club house with a new, smaller facility which would have then released land for housing. They have decided not to go ahead due to club members opposition. Park Road is a small site that has a covenant attached for recreational use and is currently leased to the adjacent owner for garden
40173	Jane Norman	Trades & Labour Club (Phase 2)	1,542	0	0	0	0	(1,542)	(1,542)	
40174	Jane Norman	Angus Close (Phase 2)	344	0	0	0	0	(344)	(332)	
40175	Jane Norman	Nizewell Head (Phase 2)	198	0	0	0	0	(198)	(198)	
40176	Jane Norman	Leys Close (Phase 2)	261	0	0	0	0	(261)	(249)	
40177	Jane Norman	Bullmarsh Close (Phase 2)	592	678	0	678	0	86	158	
40178	Jane Norman	Buchanan Road/Woodpiece Road (Phase 2)	163	0	0	0	0	(163)	(151)	
40179	Jane Norman	Park Road (Phase 2)	196	0	0	0	0	(196)	(196)	
40180	Jane Norman	Wykham Lane (Phase 2)	189	0	0	0	0	(189)	(189)	
40155	Jane Norman	Build Programme (Phase 2)	124	0	0	0	0	(124)	(124)	
40213	Jane Norman	Build Team Essential Repairs & Improve C	160	0	0	0	160	-	-	Loss adjustor negotiation still progressing - we are hopeful that Town Centre roof repairs will be covered by warranty. £160k to be reprofiled in case warranty claim unsuccessful.
Growth & Economy Total			24,486	11,530	0	11,530	3,175	(9,781)	(9,636)	
40015	Ed Potter	Car Park Refurbishments	145	66	0	66	79	0	-	This project is concentrating on installing pay on exit barriers at the car park at Compton Road/Cherwell Drive. Due to covid the committed works have been delayed and there will be a requirement to slip £79k in to 21/22 to complete works. Variance of (£38k) to P11 reporting is a result of main contractor with who commitment was made was unable to complete works before end of March 2021 and key staff leaving who were leading the project.
40021	Ed Potter	Energy Efficiency Projects	4	0	0	0	0	(4)	(1)	This budget is not required. Project can be closed.

CHERWELL CAPITAL EXPENDITURE 2020-21

£000's

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	YTD COMMITMENTS	Outturn	RE-PROFILED BEYOND 2020/21	Current Month Variances £000	Prior Month Variances £000	OUTTURN NARRATIVE
40025	Ed Potter	Public Conveniences	0	0	0	0	0	-	-	This project was completed in 19/20.
40026	Ed Potter	Off Road Parking	18	0	0	0	18	-	-	This project is in conjunction with Car Park Refurbishments project CC 40015 and the full £18k will be required to slip in to 21/22.
40028	Ed Potter	Vehicle Replacement Programme	1,175	753	0	753	422	(0)	-	Slippage required of £422k in to 21/22 as further investigation wanted on larger electric vehicles before committing to diesel equivalent as a result this slippage is required to fund said vehicles when needed. Variance of (£107k) to P11 reporting is a result of the delayed delivery of a Hi-ab vehicle for street scene team by supplier until April 2021.
40031	Ed Potter	Urban City Electricity Installations	15	0	0	0	15	-	-	This project is for the refurbishment of electric sockets in Bicester town centre. Quotes obtained but issues with electrical contractor delayed committing spend until April 2021 are the reason for the variance in to P11. The Full £15k is required to slip in to 21/22 to cover this work.
40156	Ed Potter	Container Bin Replacement	5	7	0	7	0	2	-	This project is complete.
40186	Ed Potter	Commercial Waste Containers	26	26	0	26	0	0	-	This project is complete.
40187	Ed Potter	On Street Recycling Bins	34	12	0	12	22	0	-	Due to severe delays with worldwide production of plastic and metal bins the decision was made to put the ordering of the bins for the urban centres on hold until 21/22 and is the reason for the (£10k) variance to
40188	Ed Potter	Thorpe Lane Depot Capacity Enhancement	175	1	0	1	174	(0)	-	£174k is required to be slipped in to 21/22 for preparation of separate food and garden waste implementation. Additional food waste vehicles means the use of the site is being
40216	Ed Potter	Street Scene Fencing Street Furniture &	12	0	0	0	12	-	-	This project is for repairing/replacing metal steps at Kirtlington Quarry. Issues with the expiring lease, landowner and covid has resulted in delays. Full £12k to be slipped in to 21/22.

CHERWELL CAPITAL EXPENDITURE 2020-21

£000's

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	YTD COMMITMENTS	Outturn	RE-PROFILED BEYOND 2020/21	Current Month Variances £000	Prior Month Variances £000	OUTTURN NARRATIVE
40217	Ed Potter	Car Parking Action Plan Delivery	125	0	0	0	125	-	-	Member sign off on action plan was not signed off until 2nd November, delays due to covid
40218	Ed Potter	Depot Fuel System Renewal	50	0	0	0	50	-	-	Awaiting specification and liasing with procurement requirement, installation unlikely before April 2021. Full £50k to be slipped in to 21/22.
40222	Ed Potter	Barnhill - Bicester Country Park	80	0	0	0	80	-	-	Full slippage of £80k required in to 2020/21 due to delays for covid and community planting unable to take place until later in 2021. (Description should be Burnehyll)
Environment and Waste Total			1,864	865	0	865	997	(2)	(1)	
Environment and Place total			26,350	12,395	0	12,395	4,172	(9,783)	(9,637)	
40067	Stuart Parkhurst	Bradley Arcade Roof Repairs	8	0	0	0	0	(8)	(6)	Works now complete and project closed
40081	Robert Fuzesi	Bicester Town Centre Redevelopment	0	0	0	0	0	-	-	Works have been charged to revenue.- project closed
40092	Chris Hipkiss	Spiceball Riverbank Reinstatement	50	0	0	0	50	-	-	The budget was prepared some time ago and got delayed due to the commencement of CQ2. The works are now part of the CQ2 and also includes the bridge too. It will then likely
40139	Stuart Parkhurst	Banbury Health Centre - Refurbishment of Ventilation, Heating & Cooling Systems	253	0	0	0	100	(153)	(153)	In design stage, works progressing. Project was delayed due to issues with lease agreement with tenant. The £100k reprofile is for works on the roof. The remaining £153k has been offered up as a saving
40141	Chris Hipkiss	Castle Quay 2	55,513	38,104	0	38,104	17,409	-	-	Balance to be re-profiled for delayed project works due to COVID-19. Works programmed, but not engaged
40144	Chris Hipkiss	Castle Quay 1	5,041	1,738	0	1,738	3,303	-	-	Balance to be re-profiled for delayed project works due to COVID-19. Works programmed, but not engaged.
40159	Chris Hipkiss	Wildmere Industrial Estate	0	0	0	0	0	-	31	This relates to an investment purchase we backed out. We spent this money on DD work leading up to Mid March 2020. When Covid 19 hit, Senior staff together with Members decided to pull the purchase.
40162	Stuart Parkhurst	Housing & IT Asset System joint CDC/SNC	100	0	0	0	100	-	(100)	CDC contribution to new joint IT asset system

CHERWELL CAPITAL EXPENDITURE 2020-21

£000's

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	YTD COMMITMENTS	Outturn	RE-PROFILED BEYOND 2020/21	Current Month Variances £000	Prior Month Variances £000	OUTTURN NARRATIVE
40163	Stuart Parkhurst	Orchard Way - external decorations	0	(5)	0	(5)	0	(5)	-	Project completed
40183	Stuart Parkhurst	The Mill	250	0	0	0	0	(250)	(250)	A refurbishment budget may no longer be required
40167	Stuart Parkhurst	Horsefair, Banbury	55	0	0	0	55	-	-	Works on paving outside Horsefair, Banbury Cross. Project delayed due to Covid. Currently scoping ready for tender.
40190	Stuart Parkhurst	Banbury Museum Upgrade of AHU	106	1	0	1	35	(70)	(70)	Works relate to Air Handling unit at Banbury museum. Work have been ordered. Materials ordered from Germany but due to BREXIT supply issues are being encountered. £70k is a saving against this particular scheme
40191	Stuart Parkhurst	Bodicote House Fire Compliance Works	141	0	0	0	141	-	-	Order raised for design however project is on hold due to viability of project.
40192	Stuart Parkhurst	The Fairway Garage Demolition	49	67	0	67	0	18	18	Demolition og garages and asbestos removal now complete - Project closed
40194	Stuart Parkhurst	Compliance Works with Energy Performance	39	13	0	13	0	(26)	(26)	Works on energy performance certification (EPC) for corporate properties now complete - project closed
40195	Stuart Parkhurst	Ferriston Roof Covering	93	3	0	3	0	(90)	(90)	Works on Ferriston roof have now been completed.
40196	Stuart Parkhurst	Pioneer Square Fire Panel	17	0	0	0	0	(17)	(20)	Project closed
40197	Stuart Parkhurst	Corporate Asbestos Surveys	210	0	0	0	160	(50)	(50)	Works are progressing, planned to be completed over 2 years with delays being caused by covid 19. £160k will need to be reprofiled into 21/22. Anticipated saving of £50k
40198	Stuart Parkhurst	Corporate Fire Risk Assessments	80	0	0	0	80	-	-	Full spend anticipated however £80k to be reprofiled into 21/22.
40199	Stuart Parkhurst	Corporate Water Hygiene Legionella Asses	35	0	0	0	0	(35)	(35)	Works have been charged to revenue therefore this is a saving of £35k - project closed

CHERWELL CAPITAL EXPENDITURE 2020-21

£000's

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	YTD COMMITMENTS	Outturn	RE-PROFILED BEYOND 2020/21	Current Month Variances £000	Prior Month Variances £000	OUTTURN NARRATIVE
40200	Stuart Parkhurst	Corporate Reinstatement Cost Assessments	12	0	0	0	12	-	(15)	Full spend anticipated. £15k to be reprofiled 21/22
40201	Stuart Parkhurst	Works From Compliance Surveys	260	113	0	113	147	0	-	Works planned over 2 years with additional delays caused by covid 19. Full spend anticipated however £147k to be reprofiled into 21/22.
40202	Stuart Parkhurst	Thorpe Place 18_19	68	38	0	38	0	(30)	(30)	Works completed no further costs expected - project closed
40203	Robert Fuzesi	CDC Feasibility of utilisation of proper Space	100	0	0	0	100	-	-	project slipped until 21/22
40205	Stuart Parkhurst	Orchard Way Fire Safety Works	25	12	0	12	0	(13)	(13)	Project closed. £13k saving against this project
40207	Stuart Parkhurst	Bridge Street Toilets Demolition	45	42	0	42	0	(3)	(3)	Project closed. £3k saving
40219	Stuart Parkhurst	Community Centre - Works	195	65	0	65	130	0	-	2 year scheme - £195k in yr1 and £190k in yr 2.
Property Investment Total			62,745	40,191	0	40,191	21,822	(731)	(812)	
Comm Dev Assets total			62,745	40,191	0	40,191	21,822	(731)	(812)	
40142	Belinda Green	Academy Harmonisation	79	63	0	63	0	(16)	-	The capital pot was established to support the project to transfer the CDC Revs and Bens data from the legacy software system, Northgate, to the Academy system. Although the data migration took place in 2017 there are a number of modules (which came as part of the original system contract) that are still to be implemented including OD customer portal, automation of new claims for benefits and CT discounts/exemptions, templating. These are all in the work plan for 19/20. £57k reprofiled from 18/19
40204	Michael Furness	Finance Replacement System	980	645	0	645	335	0	0	
Finance Total			1,059	708	0	708	335	(16)	0	
40060	Karen Edwards	HR / Payroll System replacement	43	42	0	42	0	(1)	1	No more costs expected

CHERWELL CAPITAL EXPENDITURE 2020-21

£000's

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	YTD COMMITMENTS	Outturn	RE-PROFILED BEYOND 2020/21	Current Month Variances £000	Prior Month Variances £000	OUTTURN NARRATIVE
40208	Karen Edwards	Project Manager for HR/Payroll system	50	25	0	25	25	(0)	-	Remaining 25K to be spent on further implementation of I Trent.
HR Total			93	67	0	67	25	(1)	1	
40054	Tim Spiers	Land & Property Harmonisation	146	195	0	195	27	76	52	27K for PM resource needed for April and May due to project delays as a result of Covid impact on Project Team
40056	Tim Spiers	5 Year Rolling HW / SW Replacement Prog	71	0	0	0	50	(21)	(25)	50K needed for Hardware replacement in 2022
40057	Tim Spiers	Business Systems Harmonisation Programme	52	12	0	12	0	(40)	(27)	offsetting 46K above
40059		Website Redevelopment	0	0	0	0	0	-	-	
40148	Tim Spiers	IT Strategy Review	0	0	0	0	0	-	-	
40170	Tim Spiers	Customer Excellence & Digital Transfer	59	29	0	29	30	0	-	Digital customer Phase 2

CHERWELL CAPITAL EXPENDITURE 2020-21

£000's

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	YTD COMMITMENTS	Outturn	RE-PROFILED BEYOND 2020/21	Current Month Variances £000	Prior Month Variances £000	OUTTURN NARRATIVE
40171	Tim Spiers	Unified Communications	0	0	0	0	0	-	-	Close cc
40209	Tim Spiers	Bodicote House Meeting Room Audio Visual	10	0	0	0	0	(10)	(10)	No longer required
40210	Tim Spiers	CDC & OCC Technology Alignment	100	96	0	96	4	0	-	
40211	Tim Spiers	Legacy Iworld System Migration	100	0	0	0	50	(50)	(100)	Repurpose for new project on members IT
40212	Tim Spiers	Procurement of Joint Performance system	65	32	0	32	20	(13)	-	20K needed for PM resource
42010	Tim Spiers	WIFI Replacement	0	0	0	0	0	-	-	close cc - WIFI now to be coded to 21773
ICT and Digital Total			603	363	0	363	181	(59)	(110)	
Customers, Org Dev & Resources total			1,755	1,138	0	1,138	541	(76)	(109)	
40083	Tim Mills	Disabled Facilities Grants	2,112	1,081	0	1,081	656	(375)	(375)	Total budget comprises: £375k base budget, £497k reprofiled budget from 19/20 and £1,093k BFC contribution from County. As previously acknowledged, the inclusion of the base budget was an error. The effective budget is therefore £1,590k. Covid continues to significantly limit activity and although progress was being made in the summer, after the first lockdown, service is once again heavily constrained. We shall be unable to recover the lost ground and there will be a significant underspend to reprofile into 2021-22.
40158	Tim Mills	Abritas Upgrade	12	8	0	8	0	(4)	(4)	Of the £12k budget, £8k has been spent to date. There are no plans in place currently to spend the remaining £4k by March 2021.

CHERWELL CAPITAL EXPENDITURE 2020-21

£000's

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	YTD COMMITMENTS	Outturn	RE-PROFILED BEYOND 2020/21	Current Month Variances £000	Prior Month Variances £000	OUTTURN NARRATIVE
40160	Tim Mills	Housing Services - capital	1,458	1,458	0	1,458	0	-	-	OAHP funding at Camp Rd, Heyford and Oak Farm Drive, Milcombe. The Affordable Houses will not be owned by Cherwell District Council but owned, let and managed by Heyford Regeneration and Paradigm Housing respectively.
40084	Tim Mills	Discretionary Grants Domestic Properties	200	137	0	137	63	0	-	The 5 year capital scheme for Discretionary grants is £150k pa and runs until 2023-24. Total budget comprises: £150k base budget, £50k reprofiled budget from 19/20. full year spend is £137k. The third lockdown has delayed progress with a number of reactive landlords' grants which will not now progress until next year. (We recommend that any underspend is reprofiled into 2021-22.)
Housing Services Total			3,782	2,684	0	2,684	719	(379)	(379)	
Housing Total			3,782	2,684	0	2,684	719	(379)	(379)	
40005	Tom Darlington	Whitelands Farm Sports ground	0	0	0	0	0	-	-	Funded from S106 held for scheme completion.
40006	Nicola Riley	Community Centre Refurbishments	11	0	0	0	9	(2)	(2)	Remaining funds from The Hill capital project. Required for professional fees and external lighting project.
40007	Liam Didcock	Solar Photovoltaics at Sports Centres	43	0	0	0	0	(43)	(43)	Project completed resulting in £43k underspend
40009	Tom Gubbins	Physical Activity and Inequalities Insight	20	0	0	0	12	(8)	-	£8k spent on Story Map insight work. Remaining £12k funds identified as evaluation funding for Active Reach project which has paused due to Covid National restrictions and will need to be rolled into 21/22

CHERWELL CAPITAL EXPENDITURE 2020-21

£000's

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	YTD COMMITMENTS	Outturn	RE-PROFILED BEYOND 2020/21	Current Month Variances £000	Prior Month Variances £000	OUTTURN NARRATIVE
40010	Liam Didcock	North Oxfordshire Academy Astro turf	183	0	0	0	183	-	-	Currently in discussions with United Learning Trust regarding outstanding planning application and their contribution. Spend delayed until 21/22. Report due to outline the options to CEDR/Members on the approach to any failure to adhere to the aforementioned planning application
40019	Liam Didcock	Bicester Leisure Centre Extension	122	38	0	38	84	(0)	-	FMG Consulting fee of £38k for leisure centre feasibility works. Remaining spend likely to take place in 21/22. Feasibility studies have been taken to Place Programme Board prior to Member workshops. Remaining funds needed for professional fees to progress recommendations of the studies. Further Capital bids will be required for work in 22/23 to forward fund the works alongside S106 funds already held.
40020	Liam Didcock	Spiceball Leis Centre Bridge Resurfacing	30	0	0	0	30	-	-	Spend will not take place until 21/22 when Castle Quay Waterside is completed and bridge reinstated. Potential for this budget to be utilised to resurface remainder of bridge/redecoration and inspection works
40035	Rebecca Dyson	Corporate Booking System	60	0	0	0	45	(15)	(15)	Delay due to corporate pressure on IT service. Not expected to require all Capital however seeking to Capitalise the 'contract' with the 3rd party platform currently delivering the online service. Remaining capital to support the development of on-line holiday activity booking process.

CHERWELL CAPITAL EXPENDITURE 2020-21

£000's

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	YTD COMMITMENTS	Outturn	RE-PROFILED BEYOND 2020/21	Current Month Variances £000	Prior Month Variances £000	OUTTURN NARRATIVE
40131	Tom Darlington	S106 Capital Costs	156	156	0	156		0	-	Adderbury PC Milton Rd Project - Expecting to pay the remaining amount of the existing PO for the completion of drainage works (£28,465); Bloxham PC Jubilee Hall Project - Expecting to pay the remaining amount of the existing PO for the completion of the project. Awaiting news of possible request for further s106 funds to address the rectification of the roof (£44,126.33); Cooper School Project - Contribution towards the refurbishment of the changing rooms (£12,050). Bloxham Ex-Servicemen's Hall Project - Expecting to pay the outstanding amount of the existing PO (£20,530.87). NOA Athletics Track Improvements - Awaiting invoices (£5,340); Bicester Festival - Website build (£1,232).
40152	Kevin Larnar	Community Capital Grants	128	88	0	88	15	(25)	(2)	Funds claimed to date £88k. Project has been delayed due to COVID. The scheme is now closed and any underspends from the CICG funded projects will go back into the CDC capital pot. No further grant applications will be invited or considered.
40215	Liam Didcock	North Oxford Academy Upgrade existing Fa	60	40	0	40	0	(20)	(26)	Forward funded by S106 as TrackMark was required before this financial year. Spend is likely to be circa £30 - £35k - awaiting transference of funds which is being dealt with by Capital Accountants
40221	Liam Didcock	Cooper School Re-Development/Refurb work	40	43	0	43	0	3	3	Works fully completed
Leisure and Sport Total			853	365	0	365	378	(110)	(85)	
40181	Stuart Parkhurst	Sunshine Centre (new extension to the front of the site)	20	0	0	0	12	(8)	(8)	Scheme was approved 02/07/18 for £372k (made up of £252k S106 and £120k CDC funding) However when the potential o/spend was discussed with Nicola it was discovered that S106 funds were actually £360k plus an additional £72k giving a total of S106 £432k. Plus £8k CDC funding gives a total budget of £440k.

CHERWELL CAPITAL EXPENDITURE 2020-21

£000's

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	YTD COMMITMENTS	Outturn	RE- PROFILED BEYOND 2020/21	Current Month Variances £000	Prior Month Variances £000	OUTTURN NARRATIVE
	Wellbeing Total		20	0	0	0	12	(8)	(8)	
	Public Health Wellbeing Total		873	365	0	365	390	(118)	(93)	
	Capital Total		95,505	56,773	0	56,773	27,645	(11,087)	(11,030)	

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Cherwell District Council

Budget Planning Committee

13 July 2021

Review of the 2021/22 Budget Process

Report of Director of Finance

This report is public

Purpose of report

To provide the Budget Planning Committee with a review of the 2021/22 Budget Process

1.0 Recommendations

The meeting is recommended:

- 1.1 to note the review of the 2021/22 Budget and Business Planning Process.
- 1.2 To recommend to the Executive that the proposed improvements at section 3.9 be incorporated into the 2022/23 Budget and Business Planning Process.

2.0 Introduction

- 2.1 The budget process for 2021/22 took place in a very different scenario to recent budget processes for the Council for two key reasons:
 - The country was in the grip of the Covid-19 pandemic, causing in-year budget pressures, which resulted in a revised 2020/21 budget being developed and approved by the Council; and
 - The Council was required to identify significant levels of savings in order to set a balanced budget
- 2.2 Despite these challenges, the Council was able to operate a budget process that included £4.4m savings in 2021/22 in order to set a balanced budget. The supporting information was transparent in demonstrating how the Council intended to use its resources over the medium-term planning period.

3.0 Report Details

- 3.1 The process for the development of the budget for 2021/22 began in February 2020 when the Medium-Term Financial Strategy (MTFS) identified significant level of savings would be required in 2021/22. Further in year savings were also identified

as a result of the Districts council's response to and support for our communities during the Covid-19 pandemic. The process was further challenged by being delivered with covid restrictions in place.

- 3.2 The Committee received a report at its meeting on 29 September 2020 to note the 2021/22 Budget and Business Planning Process. At the meeting a request was made to bring the consideration of capital bids forward from the proposed 19 January 2021 meeting. The capital bids were considered at an additional Committee meeting on 5 January 2021.
- 3.3 Primarily due to the financial impacts of the Covid-19 pandemic and the anticipated business rates reset, the Council was in a situation of having to identify savings in order to balance its budget. Due to its success in growing its business rates income in recent years, the Council has not had to identify significant savings proposals, so this became a new element to the process for the 2021/22 budget.
- 3.4 The Council also recognised that there was considerable financial uncertainty and so understanding the reserves available was essential to be able to react to financial shocks. The Council prioritised reviewing its reserves policy and moved to holding its reserves in a more strategic way where there were no specific future commitments against them. The Committee was able to review and comment on both the revised reserves policy (29 September 2020) and the review of reserves (19 January 2021) prior to them being adopted by the Council.
- 3.5 As the Council had identified that it needed significant revenue savings, the focus of the budget process fell onto the revenue budget. The Council issued a budget consultation in December 2020 on £4.3m new savings proposals for 2021/22. Budget Planning Committee had the opportunity to consider the savings proposals at its meeting on 15 December 2020. Corporate Directors attended the Committee to provide additional information around the savings proposals where members of the committee had questions. The equality impact assessments on the savings proposals were published alongside the papers considered by the Executive in February 2021.
- 3.6 The consultation on the budget ran from 8 December 2020 to 8 January 2021. 388 responses were received in total. The responses to the consultation, as well as feedback from the Committee, were taken into account by the Executive when proposing its budget for Council to consider. The Executive amended the savings proposals by deferring a proposal to increase rents for affordable homes and shared ownership properties by 1 year.
- 3.7 As the focus of the process had concentrated on the revenue budget, the capital proposals were issued for consideration later in the process. An additional Budget Planning Committee was scheduled to consider the capital bids on 5 January 2021. Again, the Committee's feedback on the capital bids was considered by the Executive in proposing its budget for Council to consider.
- 3.8 Overall the 2021/22 Budget and Business Planning process was able to identify sufficient savings proposals to balance its budget for 2021/22 and was able to engage far more residents with the budget proposals than it has been able to in the past.

2022/23 Process – Suggested Improvements

3.9 As with all processes, following review there are potential improvements that can be identified. These improvements are made in the context of the Council identifying that £7.3m savings will be required when setting its 2022/23 budget. Proposed improvements for the 2022/23 Budget and Business Planning Process are:

- **Review how the Council allocates its resources to ensure they are aligned with the Council's priorities**

The Medium-Term Financial Strategy (MTFS), approved as part of the 2021/22 Budget, suggested a review of the Council's priorities for 2022/23 and beyond and alignment of the Council's resources in order to maximise delivery against these.

- **Carry out additional engagement with residents on the Council's priorities and services it provides to inform savings proposals**

The MTFS proposed that the Council should consider the changing needs of its residents when considering the services it should provide. Early engagement on the priorities of the Council and how they fit with residents in a "post Covid" era will help to inform the Council on where it should focus its limited resources.

- **Look to ensure that the Capital Budget proposals are developed to the same timeline as the revenue budget proposals**

Capital expenditure has an important role to play in the delivery of the Council's priorities over the medium and long term. Therefore, in order to make informed decisions about how resources are allocated in order to maximise the delivery of the Council's priorities all proposals should be considered together.

4.0 Conclusion and Reasons for Recommendations

4.1 Improvements to the budget process have been identified and are proposed to be incorporated into the 2022/23 process.

5.0 Consultation

This report sets out a review of the 2021/22 budget setting process. As such no formal consultation on the content or recommendations is required.

6.0 Alternative Options and Reasons for Rejection

6.1 There are no alternative options to this report.

7.0 Implications

Financial and Resource Implications

7.1 There are no financial implications arising from this report.

Comments checked by:
Michael Furness, Assistant Director of Finance, 01295 221845,
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Legal Implications

7.2 There are no legal implications associated with this report.

Comments checked by:
Richard Hawtin, Team Leader – Non-contentious, Tel 01295 221695, Email:
richard.hawtin@cherwell-dc.gov.uk

Risk Implications

7.3 There are no risk implications associated directly with this report.

Comments checked by:
Louise Tustian, Head of Insight and Corporate Programmes 01295 221786
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8.0 Decision Information

Key Decision N/A

Financial Threshold Met: N/A

Community Impact Threshold Met: N/A

Wards Affected

All

Links to Corporate Plan and Policy Framework

All

Document Information

Appendix number and title

- None

Background papers

None

Report Author and contact details

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