

# Public Document Pack



**Cherwell**

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

**Committee:** Budget Planning Committee

**Date:** Tuesday 8 March 2022

**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 - 12)

To confirm as a correct record the minutes of the meeting held on 25 January 2022.

### 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. Monthly Performance, Finance and Risk Monitoring Report (Pages 13 - 52)**

Report of Director of Finance

### **Purpose of report**

This report summarises Cherwell District Council's (CDC's) forecast revenue and capital outturn position for 2021/22 as at January 2022 to give the Committee the opportunity to consider the financial aspects of the report.

### **Recommendations**

1.1 To note the contents of the report.

## **7. Review of Committee Work Plan**

The Assistant Director of Finance to give a verbal update on the Committee Work Plan for 2022/2023.

The next meeting of the Committee will be on Tuesday 7 June 2022.

**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](mailto: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**

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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](mailto: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](mailto:democracy@cherwell-dc.gov.uk), 01295 221591

**Yvonne Rees**  
**Chief Executive**

Published on Monday 28 February 2022

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## **Cherwell District Council**

### **Budget Planning Committee**

Minutes of a meeting of the Budget Planning Committee held at Virtual meeting, on 25 January 2022 at 6.30 pm

Present Virtually:

Councillor Nicholas Mawer (Chairman)

Councillor Phil Chapman  
Councillor John Donaldson  
Councillor David Hughes  
Councillor Andrew McHugh  
Councillor Douglas Webb  
Councillor Fraser Webster  
Councillor Lucinda Wing  
Councillor Sean Woodcock

Substitute Members Present Virtually:

Councillor Andrew Beere (In place of Councillor Shaida Hussain)  
Councillor Maurice Billington (In place of Councillor Carmen Griffiths)

Also Present Virtually:

Councillor Tony Ilott – Lead Member for Finance and Governance

Apologies for absence:

Councillor Carmen Griffiths  
Councillor Conrad Copeland  
Councillor Shaida Hussain

Officers Present Virtually:

Bill Cotton, Corporate Director Environment and Place  
Anita Bradley, Director Law and Governance & Monitoring Officer  
Steve Jorden, Corporate Director Commercial Development, Assets & Investment  
Vic Kurzeja, Director of Joint Property  
Tim Spiers, Director of Digital & IT  
Michael Furness, Assistant Director of Finance & S151 Officer  
Vicki Jessop, Interim Assistant Director Housing and Social Care Commissioning  
Robert Jolley, Assistant Director: Growth & Economy  
Joanne Kaye, Strategic Business Partner  
Stuart Parkhurst, Special Projects Manager  
Nicola Riley, Assistant Director: Wellbeing  
Natasha Clark, Governance and Elections Manager

Lesley Farrell, Democratic and Elections Officer

32 **Declarations of Interest**

There were no declarations of interest.

33 **Minutes**

The Committee endorsed the Minutes of the meeting of the 9 December 2021 as a correct record. The Chairman advised that the minutes would be formally agreed and signed at the next in person meeting of the Committee.

34 **Chairman's Announcements**

There were no Chairman's announcements.

35 **Urgent Business**

There were no items of urgent business.

36 **Reserves Review**

The Director of Finance submitted a report which updated the Budget Planning Committee on the Review of Reserves that had taken place in the preparation of the budget for 2022/2023 and the Medium Term Financial Strategy 2022/2023 – 2026/2027.

In response to Members' queries regarding if there were sufficient funds in reserves for potential transformation and redundancy costs arising from the recent announcement, pending formal decision, that Cherwell District Council (CDC) and Oxfordshire County Council were mutually ending their formal partnership working arrangements, the Assistant Director for Finance explained that any costs were currently unknown. The Assistant Director for Finance assured the Committee that any costs arising from the separation could be made available from reserves in 2022/2023. If any potential ongoing costs of separation were identified these would be picked up as part of the 2023/2024 budget process and a further review of the level of reserves held by the Council would take place.

In response to Members' comments regarding Growth Deal Reserves, the Assistant Director for Planning and Economy explained that the Growth Deal was a £215m, five year contract with Government to accelerate the delivery of housing in Oxfordshire and due to end on 31 March 2023. CDC was part of the Future Oxfordshire Partnership which included 4 workstreams: Affordable Housing, Oxfordshire Plan 2050, Infrastructure and Productivity. £150m of the £215m was for Infrastructure but was not allocated to a specific project.

The funds helped ensure that CDC contributed fully to the Oxfordshire system to deliver the contract.

### **Resolved**

- (1) That the outcome of the review of reserves and the forecast over the Medium Term Financial Statement be noted.
- (2) That the following feedback be given to Executive:
  - That having enquired if sufficient reserves were held to mitigate transformation and redundancy costs involved in light of the separation of joint services between Cherwell District Council and Oxfordshire County Council, the Committee was assured that the costs of separation, if any, were currently unknown and if necessary, funds could be made available from reserves to support costs of separation in 2022/23. If any potential ongoing costs of separation were identified, these would be picked up as part of the 2023/24 budget process and a further review of the level of reserves held by the Council would also take place.

## 37 **2021/22 Capital Programme**

The Director of Finance submitted a report for the Committee to consider the 2021/2022 Capital Programme and discuss further the larger schemes and those with little spend so far in the financial year identified by the Committee Chairman.

In introducing the report, the Assistant Director of Finance explained that a total of 28 such schemes had been identified with a budget of £18.0m. As at 30 November 2021 there was total spend of £1.8m whilst the forecast for the year was £15.5m. Of the remaining £2.5m, £2.0m is forecast to be reprofiled into future years and £0.5m is expected to be an underspend against the total cost of the schemes.

The Assistant Director of Finance gave an overview of the schemes and was supported by the relevant lead officer to answer Members' questions on particular schemes.

**Admiral Holland** – Redevelopment Project - The Assistant Director for Planning and Economy explained that whilst construction was formally completed in September 2020, it was necessary to budget for retention which would be paid in September 2022 and had been reprofiled beyond the 2021/2011 financial year.

**Garden Town** – (Banbury Road roundabout, Bicester) – In response to Member's comments highlighting that Oxfordshire County Council (OCC) did not own all the land for the Banbury Road roundabout project and querying the impact if the owners would not sell the land, the Assistant Director for

Planning and Economy explained that this was an OCC project and CDC had not been informed of any issues. Homes England had informed CDC that the funds would be transferred by the middle of February 2022. These funds would then be transferred to OCC and would be considered spent by CDC in this financial year.

**Bicester Library** – In response to the Committee’s comments regarding the delays with the Bicester Library project and request for an update on progress, the Assistant Director for Planning and Economy explained that Bicester Library had been a very challenging project and issues still remained. There had been difficulties with archaeology on the site, although planning permission had now been granted for three affordable houses on the site. There were also ongoing problems with anti-social behaviour for which a solution needed to be found.

**Build Team – Essential Repairs** - In response to Members’ queries regarding why reserves had been marked for essential repairs and they had not been carried out the Assistant Director for Planning and Economy explained that repairs were required due to the Structural Integrity of the roof and CDC were currently in legal discussions with the owner of Town Centre House and the repairs could not be carried out until resolved.

**Orchard Lodge, Phase 1, Newton Close, Phase I and Bullmarsh Close, Phase II** – The Committee noted the updates.

**On Street Recycling Bins** – In response to Members’ comments regarding non-delivery of the on street recycling bins, the Director for Environment and Place undertook to circulate a response to Committee Members outside of the Committee.

**Vehicle Replacement Programme** – The Committee sought assurance that with the non-replacement of vehicles, services would not be compromised and requested an update as to when vehicles could be replaced.

The Director of Environment and Place advised the Committee that there was a well-known issue with a shortage of chips and this had extended the procurement process. The new green waste collection vehicles would be available within the next couple of weeks and would not cause a delay to the roll out of this service. With regard to the wider fleet, vehicles would be kept in good order until electric vehicles became more affordable.

**Thorpe Lane Depot Capacity Enhancement** - The Committee noted that the majority of the reserves had been reprofiled. In response to Members’ request for the current position, the Director of Environment and Place explained that technical solutions were being sought and a consultation report was expected within the next two months. The Assistant Director of Environmental Services would update the Committee when technical solutions had been found.

**Burnehyll – Bicester Country Park** - In response to Members comments that very little work had been carried out on this project and queries , the

Committee was concerned that the reserves would not be spent and there had been no decision to reprofile. The Director of Environment and Place explained to the Committee that there had been problems with staffing and the recruitment process was ongoing. Once the post was filled the project would progress. Noting the comments of Committee regarding the decision not to reprofile the scheme, the Director of Environment and Place advised he would ask the Assistant Director Environmental Services to update the Committee on the decision of re-profiling.

**Chargeable Garden and Food Waste** – In response to the Committee’s request for an update on the progress of the new waste collection systems which would come into force in March, The Director of Environment and Place updated the Committee on the progress of the project. The uptake of second bins had been better than expected and the project was expected to complete on time.

**Disabled Facilities Grant** – In response to Members’ comments about the potential implications on disabled facilities grants by the end of the formal partnership working arrangements with Oxfordshire County Council, the Interim Assistant Director Housing and Social Care Commissioning explained that there was an expectation to deliver £1.7m of disabled facilities grants and the team was on track to complete 200 adaptations this year. CDC would continue to operate a home improvement agency with OCC after the end of formal partnership.

In response to some members of the Committee querying if the Disabled Facilities Grant procedure was out of date and required review and updating, the Interim Assistant Director Housing and Social Care Commissioning confirmed that the Disabled Adaptations Policy had been updated in March 2021.

**North Oxfordshire Academy Astro turf** – In response to Members’ comments regarding the length of time this project had been running and that it was still not complete, the Assistant Director for Wellbeing explained that funds for the project were from Section 106 agreements, the United Learning Trust and CDC. All monies would have to be in place before procurement could take place. It was very complex but was expected to be delivered in 2022.

**Bicester Leisure Centre Extension** – In response to Members’ comments regarding no reserves having been spent, The Assistant Director for Wellbeing explained that a feasibility study was being completed to assess the possibility of an indoor learner pool being built in the area of the closed bowling alley. This would not increase the footprint of the Leisure Centre.

In response to questions from the Committee regarding the financial impact of the end of formal partnership working arrangements with OCC, the Corporate Director Commercial Development, Assets and Investment explained that the financial implications were currently unknown and any costs relevant to the work of the Committee would be submitted to the Budget Planning Committee at the appropriate time.

**Resolved**

- (1) That, having given due consideration, the 2021/2022 Capital Programme be noted.

38

**Draft 2022/23 Capital and Investment Strategy**

The Director of Finance submitted a report giving details of the draft Capital and Investment Strategy for 2022-23. This report was produced annually and gave details of how capital decisions were made and anticipated how the capital programme would be funded. It also gave details of borrowing limits and budget implications of the capital plans. The report contained an investment strategy which set out how the council made its investments and highlighted that the council was aware and considered risks when making investments.

In response to questions from the Committee the Assistant Director of Finance explained that the capital budget was as stated and that Cherwell District Council did not hold substantial amounts of capital. Any additional capital expenditure required would need to be funded through additional borrowing.

**Resolved**

- (1) That the draft Capital and Investment Strategy for 2022/23 be recommended to Full Council for adoption.

39

**Covid-19 Business Grants**

The Director of Finance submitted a report which provided the Committee with an update on the total amount of grants paid out to businesses in Cherwell to support them during the pandemic up to 31 December 2021.

In response to Members' comments regarding the amount of money written off by the government for loans given out during the pandemic and request for information on efforts made prior to the monies being written off into recovery of the loans given out within the Cherwell district, the Assistant Director of Finance explained that these were grants allocated to businesses and the loan monies written off were a separate matter. The Council had been given access to a government system and it was necessary for checks on businesses applying for grants to be made through this system or they could not be reclaimed. All necessary checks to prevent fraud were in place.

In response to questions from the Committee the Assistant Director of Finance explained that information on court action and fraud recovery would be circulated to Committee Members outside of the Committee.

**Resolved**

- (1) That the number and value of Covid-19 Business Grants paid out by Cherwell District Council to local businesses during the course of the pandemic to 31 December 2021 be noted.

40 **Review of Committee Work Plan**

The Committee considered its Work Plan.

**Resolved**

- (1) That the Committee Work Plan be noted.

The meeting ended at 8.10 pm

Chairman:

Date:

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## **Cherwell District Council**

### **Budget Planning Committee**

**Date of Meeting 8 March 2022**

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

#### **Report of Director of Finance**

This report is public

#### **Purpose of report**

This report summarises Cherwell District Council's (CDC's) forecast revenue and capital outturn position for 2021/22 as at January 2022 to give the Committee the opportunity to consider the financial aspects of the report.

#### **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 forecast outturn position for the year end based on the position as at January of 2022.

#### **3.0 Report Details**

##### **Revenue Budget**

- 3.1 CDC's revenue forecast financial position up to the end of September 2021 shows a forecast underspend of £0.1m. This is split between a £0.2m forecast underspend related to service delivery costs, £0.8m forecast under delivery of savings agreed as part of the 2021/22 budget, offset by £0.7m mitigations identified.
- 3.2 The largest overspend is forecast in Environment and Place (£1.3m). This is offset by underspends across the rest of the Council.
- 3.3 The main driver behind the Environment and Place forecast overspend is in the Environment and Waste Service with a forecast £1.0m reduction in car park income, partly due to the impacts of Covid-19, compared to the budgeted levels and £0.1m pressure on business rates payable in car parks.

- 3.4 Adults and Housing Services forecast underspend has increased to £0.3m, mainly due to allocating additional grant funding of £0.2m. The Commercial Development, Assets and Investment underspend is driven by improved commercial income forecasts compared to budget of £0.4m.
- 3.5 The underspend within Executive Matters is linked to interest costs being lower than anticipated (£0.4m).
- 3.6 The September revenue forecast is a £0.3m improvement compared to November's forecast.

### **Capital Budget**

- 3.8 The capital budget for 2021/22 is £44.1m. Forecast spend for the year is £31.3m, a 28.9% reduction. There is an overall forecast reduction in the spend on capital schemes of £1.6m (3.7%). There is a further £11.1m (25.2%) forecast spend to be reprofiled into future years.
- 3.9 Spend to be reprofiled into later years mainly relates to:
- Castle Quay (£3.8m)
  - PSDS Projects (£3.3m)
  - Bicester Library Phase 1b (£0.7m)
  - Other Build schemes (£0.3m)
  - Vehicle replacement programme (£0.4m)
  - Along with other smaller reprofiled amounts

### **Balance Sheet**

- 3.10 CIPFA's Financial Management (FM) Code recommends that as well as monitoring revenue and capital budgets, that balance sheet items are also monitored. In the Council's self-assessment against the requirements of the FM Code, carried out as part of the 2021/22 budget setting process, monitoring of balance sheet items was RAG rated as Amber. The Council has sort to address this through its monitoring of debt and reserves.
- 3.11 The Council forecasts that it will have £32.4m of reserves available at 31 March 2022. There is now a clear reporting of reserves the Council originally planned to use during the year, what has subsequently been agreed and any further changes requested.
- 3.12 As at 31 January 2022 the Council had outstanding debt of £3.5m (£4.2m 30 September 2021), of which £0.2m is current debt and £3.2m is in recovery. Of the £3.2m in recovery, £2.0m (£2.8m 30 September 2021) is over 120 days old. A review of debt is currently underway.

## **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 forecast revenue and capital position for 2021/22. 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 as a result of this report.

Comments checked by:

Sukdave Ghuman, Head of Legal Services & Deputy Monitoring Officer, 07551 680591  
sukdave.ghuman@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

### **Equalities and Inclusion Implications**

- 7.4 There are no equalities implications arising directly as a result of this report. Any service or policy review required to support any reprofiled spend will have an accompanying Equalities Impact Assessment as needed.

Comments checked by:

Emily Schofield, Acting Head of Strategy, 07881 311707,  
emily.schofield@cherwell-dc.gov.uk

### **Sustainability Implications**

- 7.5 There are no direct sustainability implications as a result of this report. Some elements of the capital budget being reprofiled into later years – PSDS-funded projects and vehicle replacement programme – are central to the council's decarbonisation plan and their delivery must be closely monitored to ensure CDC is meeting its commitment to become net zero by 2030 in its estate and operations.

Comments checked by:  
Sandra Fisher-Martins, Climate Action Mobilisation Manager, 07584 174682,  
sandra.fisher-martins@cherwell-dc.gov.uk

## 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

### Lead Councillor

N/A

## Document Information

### Background papers

None

## Document Information

### Appendix number and title

- Appendix 1 – Executive Monthly Performance, Risk and Finance Monitoring Report
- Appendix 2 – Capital Expenditure 2021-22
- Appendix 3 - Virements and Aged Debt Summary
- Appendix 4 – Covid funding
- Appendix 5 – Use of Reserves

### Report Author and contact details

Leanne Lock ACCA, Strategic Business Partner – Business Support & Reporting  
Finance & Procurement. Telephone: 01295 227098  
Email: Leanne.lock@cherwell-dc.gov.uk

## **Cherwell District Council**

### **Executive**

**7 March 2022**

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

#### **Report of Assistant 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 January 2022.

#### **1.0 Recommendations**

The meeting is recommended:

- 1.1 To note the monthly Performance, Risk and Finance Monitoring Report.
- 1.2 To approve the proposed changes in use of reserves at Appendix 7.
- 1.3 To approve the revised fees and charges schedule at Appendix 8.

#### **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, however due to redeployment of resources supporting Omicron variant there was no report during December 2021.
- 2.2 This report provides an update on progress made during January 2022, to deliver the Council's priorities through reporting on Performance, the Leadership Risk Register and providing an update on the financial position.
- 2.3 The Council's performance management framework sets out the key actions, projects and programmes of work that contribute to the delivery of the 2021-22 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.

## Appendix 1- To Budget Planning Committee Report

- 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 closely monitored and analysed. The mandatory lessons learned data continues to be implemented and we are starting to see a decrease in the number of upheld complaints. Lessons learned are reported to ELT (Extended Leadership Team) 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. The Leadership Risk Register and strategy are reviewed on an annual basis as part of the budget and business planning process, reflecting on the priorities of the council for the forthcoming year. The Leadership Risks reflected in this report have been thoroughly reviewed by ELT and will continue to be updated on a monthly basis.
- 2.6 The main report details section is split into three parts:
- Performance Update
  - Leadership Risk Register Update
  - Finance Update
- 2.7 There are 9 appendices to this report:
- Appendix 1 – 2021/22 Business Plan
  - Appendix 2 – Monthly Performance Report – January 2022
  - Appendix 3 – Leadership Risk Register
  - Appendix 4 – Finance Capital January 2022
  - Appendix 5 – Virements and Aged Debt
  - Appendix 6 – COVID funding – January 2022
  - Appendix 7 – Use of Reserves
  - Appendix 8 – Con29 Charges 2022-23
  - Appendix 9 – Service in Focus – Wellbeing Initiatives

### 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 refreshed 2021-22 business plan (see Appendix 1) and the priorities of the Council.
- 3.2 The 2021-22 business plan sets out four strategic priorities:
- Housing that meets your needs
  - Leading on 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.

## Appendix 1- To Budget Planning Committee Report

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

### Priority: Housing that meets your needs

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

**Homes Improved through enforcement action** reported Green for January and Green for year to date. We were able to complete the improvement of 4 homes in January 2022, during December 2021 24 homes were improved through interventions. To date, we have facilitated the improvement of 120 homes through interventions, exceeding the annual target of 90.



**Average time taken to process Housing Benefit New Claims** reported Red for January and Green for year to date (17.78 average days against target of 15). This month's performance is slightly under target as the team has been working on reducing the backlog of work due to the transition from CSN and recruitment and training of new staff.

**Homelessness Prevention** reported Amber for January and for year to date, the number of cases approaching crisis has been rising and is expected to continue over the coming weeks and months. The team efforts to prevent homelessness in many cases is increased by the lack of options for families on low income or benefits. Rents in the private sector are beyond reach and waiting times on the Housing Register, for social housing, are increasing. Resources are focused in providing assistance at the earliest opportunity, but evictions which were delayed still as a result of COVID-19 and are now being actioned, this will result in rise in temporary accommodation placements.

## Appendix 1- To Budget Planning Committee Report

### Priority: Leading on 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:



**% of Waste Recycled and Composted** reported Red for January and Amber for year to date (54% against target of 56%). Dry recycling and residual tonnage is comparable to last years with garden waste, and down over 600 tonnes. Recycling is on track to reach its 56% at the end of year. Street sweeping is also down over 200 tonnes due to a reduction in service. The main reason this month, and next few months, is going to record lower figures is because of reduction of garden waste, in winter.

**High Quality Waste and recycling service to residents to support a sustainable lifestyle** reported Amber for January and Green for year to date. Overall waste started to reduce, compared to last year, as more people got back to the workplace, recycling rate was 33.72% for January against a target of 56%, this is due low garden waste collected, as per usual for this season. Over 35,000 residents have had their new caddies, liners and leaflets for the new food waste service and chargeable garden waste social media posts are reaching our residents, with 18,000 of them signing up for their first subscription.

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

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

3.9 Overview of our performance against this strategic priority:

**% of Council Tax Collected, increase of Council Tax Base**, reported Red for January and Amber for year to date (8.87% against target of 10.75%). As at 1.2.2022 the amount of council tax due to be collected is just over £117.6m due to further growth within the district. Whilst the year-to-date collection rate of 92.57% is slightly lower than the target of 95.75%, this year's collection rates are higher than this time last year. The amount collected, in December, remained similar to previous months, however, payments



## Appendix 1- To Budget Planning Committee Report

received during January decreased slightly due to the ongoing pandemic and Christmas. Reminder notices have been issued to customers in arrears by £15.00 or more and should payment not be forthcoming, formal recovery action through the courts will commence.

**Development of the Recovery and Prosperity Strategy for Cherwell (RPS) for Cherwell** reported Amber for January and Amber for year to date, and it has been paused while urgent COVID-19 response work was prioritised. The adoption of a strategy to the governance cycle will be reprogrammed.

### 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** reported Green for January and year to date. The community safety team continued joint working with Thames Valley Police to tackle anti-social behaviour last month, with the issue of 3 community behaviour orders relating to persistent anti-social behaviour, joint visits to residents affected by anti-social behaviour, and our team providing input into a Police training day. Planned community safety



activity for February includes with hi-visibility patrols in town centres to raise awareness of the support our community safety team can provide residents and to deter business related crimes. The team will also be supporting a schools

programme promoting personal safety in the community.

**Number of visits/usages of District Leisure Centre Usage** reported Green for January and year to date. The visits to our leisure centres and facilities are up against the previous month of December 2021, though this is expected as introduction of new year business in January. As the Centres were closed due to the pandemic in January 2021 there is no data to compare this to. The current figures are at a level of pre Covid usage, reflecting perhaps a quicker recovery in outdoor sports settings.

### Summary of Performance

3.12 The Council reports monthly on performance against **27** monthly Business Plan Measures, with **12** Programme Measures and **15** Key Performance Indicators. Full details, including commentary against each measure and key performance indicator can be found in **Appendix 2**.

## Appendix 1- To Budget Planning Committee Report

### Programme Measures and Key Performance Indicators (27)

Status	Description	January	%	YTD	%
Green	On target	21	78%	22	81%
Amber	Slightly off target	3	11%	5	19%
Red	Off target	3	11%	0	0%

### 3.13 Climate Action Programme

This report updates Executive on the delivery of the 22 Cherwell District Council and joint (with Oxfordshire County Council) priority actions set by the Climate Action Programme Board for 2021/22. By the end of January, actions were rated as follows:

Status	Description	January	January %
Green	On target	11	50%
Amber	Slightly off target	7	32%
Red	Off target	1	4%
Completed		3	14%

#### January highlights:

- The joint project Oxfordshire Treescape Opportunity Map is now complete; farmers and landowners can use the tool to identify the right places to plan treescapes to address biodiversity loss, capture carbon, reduce flooding and contribute to human wellbeing
- New Design Standards for New Build and Refurbishment, also a joint project, was completed
- Air source heat pumps are being installed at Leisure Centres, funded by Public Sector Decarbonisation Scheme

### 3.14 Service in Focus – Wellbeing Initiatives

Cherwell's **FAST** programme continues to grow and make physical activity easier for families who really need it. Initially based in targeted wards of Banbury, and due to its success, has been expanded to targeted wards of Bicester and Kidlington. FAST now has 7,500 individuals and 2,900 families on the programme, has prompted Public Health to use the concept to expand family provision across the county. The programme offers activities for families based at Schools, Parks and Community settings as well as offering discounts, through FAST card, such as £3 family swim instead of the £13 charged. The programme is also being held up as best practice by Sport England.



## Appendix 1- To Budget Planning Committee Report

Also, the Move Together Programme funded by the Clinically Extremely Vulnerable pot of funding to offer adults disproportionately affected by the pandemic and with a long-term condition, have easier access to physical activity, offers motivational support to everybody who signs up along with tailored home activity packs, equipment and discounted opportunities in the community. There is the option to either join specific Move Together Seated Exercises, Walking, Yoga and much more, taking advantage of the 50% discount with a Move Together card, for activities such as swimming or exercise at home, and where a bespoke plan would be designed. So far, 225 adults have joined the programme, by referral through a health professional or by self-referral with intervention, having a huge impact, with 76% of people on the programme having more than one long-term condition and 62% of participants claiming that the programme has enabled them to be more active.



The Holiday Hubs Programme has changed focus, this year, and delivered activities for children who are eligible for Free School Meals accessing both physical activity and lunch, free of charge. During 2021, over 11,000 attendances had access to free holiday provision and food. This was made possible through grant funding obtained through central government, as part for the Holiday Activity Fund – Overall £120k was obtained.

School Provision, where in 2021, the Youth Activators Programme had over 14,000 attendances on various opportunities to work with schools and offer children who need more support for physical activity, provision that may not have been accessible through traditional curriculum activities. The programme has also worked in partnership with British Cycling to offer children in primary schools more confidence on their bikes, with over 150 children accessing additional training.



Top Up Swimming has focussed on offering children who had no opportunity to swim, 25 metres lessons before leaving primary school, due to COVID-19 shutting facilities and families unable to afford those lessons. The Top Up Swimming programme offered intensive swimming tuition for 210 children, so far, to achieve their 25 metres and improve water safety skills.

And, finally, the Active Reach Programme, funded through the Tackling Inequalities Fund from Sport England, centred on people living in high deprivation areas, in Banbury, and engaging with the ethnic diverse community, through insight physical activity levels; have been adversely affected by the pandemic. Local groups were offered a range of different activities to suit their cultural needs, including boxercise, swimming, gym use, personal training, cricket, fencing and much more. The programme saw 324 individuals take part, with 61% being from an Asian or Asian-British background, 22% from Black-British or Black background. The programme has also built an excellent relationship with Banbury Mosque, where training

## Appendix 1- To Budget Planning Committee Report

has been put in place so members can deliver activities such as Swimming, Football, Cricket and personal training so that access to physical activity is sustainable. More exciting projects, such as, learn to swim, family and a bike library have grown as a result of all these programmes.

### Risk Update

3.15 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.

3.16 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			L07		
	4 - Major		L06- L08	L03 - L04 - L05 - L10 – L15	L01 - L16	
	3 - Moderate		L09 -	L02 - L11 - L13 - L17-L18	L19	L12
	2 - Minor	L14				
	1 - Insignificant					

3.17 The table below provides an overview of the Leadership Risk Register 21/22

### Risk Update

The leadership risk register has been thoroughly reviewed as part of the monthly reporting process.

Leadership Risk	Score	Direction of travel	Latest Update
L01 Financial Resilience	16 High Risk	↔	07/02/22 - Mitigations and Comments updated.
L02 Statutory functions	9 Low Risk	↔	11/02/2022 - Controls, Mitigating Actions and Comments Updated
L03 CDC Local Plan	12 Medium Risk	↔	10/02/2022 - Comments Updated
L04 Business Continuity	12 Medium Risk	↔	08/02/2022 - Mitigating Actions Updated
L05 Emergency Planning	12 Medium Risk	↔	08/02/2022 - Comments Updated
L06 Health & Safety	8 Low Risk	↔	03/02/2022 - Comments Updated
L07 Cyber Security	15 Medium Risk	↔	21/02/2022 - Risk Reviewed - Potential Impact, Control, Mitigating Actions and Comments Updated
L08 Safeguarding the Vulnerable	8 Low Risk	↔	02/02/2022 - Comments Updated
L09 Sustainability of Council owned companies and delivery of planned financial and other objectives.	6 Low Risk	↔	17/02/2022 – Risk manager updated

## Appendix 1- To Budget Planning Committee Report

L10 Financial sustainability of third-party suppliers and contractors	12 Medium Risk	↔	01/02/2022 - No changes
L11 Corporate Governance	9 Low Risk	↔	11/02/2022 - Controls, Mitigating Actions and Comments Updated
L12 Oxfordshire Growth Deal	15 Medium Risk	↔	04/02/21 – No changes
L13 Joint Working	9 Low Risk	↔	21/01/2022 – Risk closure proposed
L14 Legacy Shared Services Partnership – West Northamptonshire Council	2 Low Risk	↓	21/01/2022 - Residual Risk reduced. Risk closure proposed
L15 Workforce Strategy	12 Medium Risk	↑	03/02/22 – Residual Risk Level increased and Comments Updated
L16 COVID-19 Community and Customers	16 High Risk	↔	08/02/2022 - Mitigating Actions and Comments updated
L17 COVID-19 Business Continuity	9 Low Risk	↔	07/02/2022 - Comments and Inherent Scoring Updated
L18 Post COVID-19 Recovery	9 Low Risk	↔	07/02/22 - Mitigating Action and Control Updated
L19 Cessation of joint working between CDC and OCC	12 Medium Risk	NEW	16/02/22 – Risk description, manager, controls, mitigating actions and comments updated. Created on 17/01/2022

During January the leadership risk register had two score changes:

L15 Workforce Strategy from 8 Low Risk to 12 Medium Risk.

L14 Legacy Shared Services Partnership – West Northamptonshire Council from 4 to 2 Low Risk.

L13 Joint working and L14 Legacy Shared Services Partnership – West Northamptonshire Council are proposed to be closed

L19 Cessation of joint working has been added to the leadership risk register.

## Appendix 1- To Budget Planning Committee Report Finance Update

3.18 The Council's forecast position for 2021/22 at the end of January shows a (£0.116m) underspend as shown in Table 1. This is made up of potential non-delivery of savings targets of £0.846m, mitigations of (£0.748m) and an underspend of (£0.214m) on business-as-usual costs as shown in Table 2.

### 3.19 Report Details

Table 1: Forecast Year End Position

Forecast overview - January 2022	Original Budget	Current Budget	Year End Position at January	January Variance (Under) / Over	% Variance to current budget	November variance (Under) / Over	Change since November (better) / worse
	£m	£m	£m	£m	%	£m	£m
Environment and Place	6.699	10.073	11.323	1.250	12.4%	1.102	0.148
Customers, Org. Dev. And Resources	5.682	6.280	6.302	0.022	0.4%	0.036	(0.014)
Adults and Housing Services	1.844	2.224	1.909	(0.315)	-14.2%	(0.100)	(0.215)
Public Health and Wellbeing	1.816	3.696	3.562	(0.134)	-3.6%	0.000	(0.134)
Comm. Dev. Assets and Inv.	0.076	1.438	0.953	(0.485)	-33.7%	(0.463)	(0.022)
<b>Subtotal Directorates</b>	<b>16.117</b>	<b>23.711</b>	<b>24.049</b>	<b>0.338</b>	<b>1.4%</b>	<b>0.575</b>	<b>(0.237)</b>
Executive Matters	2.769	(3.439)	(3.762)	(0.321)	-9.3%	(0.321)	0.000
Policy Contingency	3.487	2.101	1.968	(0.133)	-6.3%	(0.099)	(0.034)
<b>Total</b>	<b>22.373</b>	<b>22.373</b>	<b>22.256</b>	<b>(0.116)</b>	<b>-0.5%</b>	<b>0.155</b>	<b>(0.271)</b>
<b>FUNDING</b>	<b>(22.373)</b>	<b>(22.373)</b>	<b>(22.373)</b>	<b>0.000</b>	<b>0.0%</b>	<b>0.000</b>	<b>0.000</b>
(Surplus)/Deficit	0.000	(0.000)	(0.116)	(0.116)		0.155	(0.271)

**Table 2: Analysis of Forecast Variance – January**

Breakdown of current month forecast	Forecast Variance	Forecast Base Budget Over/ (Under)	Mitigations	Savings Non-Delivery
	£m	£m	£m	£m
Environment and Place	1.250	0.935	(0.218)	0.533
Customers, Org. Dev. And Resources	0.022	(0.042)	(0.112)	0.176
Adults and Housing Services	(0.315)	(0.250)	(0.095)	0.030
Public Health and Wellbeing	(0.134)	(0.041)	(0.150)	0.057
Comm. Dev. Assets and Inv.	(0.485)	(0.362)	(0.173)	0.050
<b>Subtotal Directorates</b>	<b>0.338</b>	<b>0.240</b>	<b>(0.748)</b>	<b>0.846</b>
Executive Matters	(0.321)	(0.321)	0.000	0.000
Policy Contingency	(0.133)	(0.133)	0.000	0.000
<b>Total</b>	<b>(0.116)</b>	<b>(0.214)</b>	<b>(0.748)</b>	<b>0.846</b>
<b>FUNDING</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>
<b>(Surplus)/Deficit</b>	<b>(0.116)</b>	<b>(0.214)</b>	<b>(0.748)</b>	<b>0.846</b>

3.20 Of the £0.846m savings not expected to be delivered in 2021/22, £0.627m of this is also not expected to be delivered in future years.

To partly address against the forecast base budget, overspend and non-delivery of savings, £0.748m mitigations have been identified and are detailed below.

### **Environment and Place**

**Environmental Services** - £0.088m identified as mitigation in relation to waste collection “gate fee” reductions, car park management fee reduction and a landscape post vacancy.

**Growth & Economy** have identified £0.050m of in year savings (£0.030m on vacancy and £0.020m on Recovery Prosperity Strategy).

**Planning & Development** have identified additional pre-planning advice income £0.080m).

**Customers, Organisational Development & Resources** have identified £0.112m of in year savings in relation to recharging appropriate costs to CSN Resources (£0.056m), a reduction in payments for joint OCC staff (£0.016m) and training budget savings (£0.040m).

## Appendix 1- To Budget Planning Committee Report

**Adults and Housing Services** - £0.095m identified as mitigation due to a restructure and staff retirement as well as the use of the Homelessness Prevention Reserve.

**Public Health and Wellbeing** - £0.150 identified as mitigation from benchmarking income from leisure contract, additional Sports Development Grant, OCC Self Isolation funding support to be received and savings on project and initiative funding.

**Commercial Development Assets & Investments** - £0.173m identified as mitigation relating to rental income from the Eco Business Centre, staff savings and the Growth and Commercial Director vacancy.

- 3.21 The Council has incurred costs and lost income during 2021/22 in relation to Covid-19 across all areas of the Council. However, there are some areas where there may be a prolonged change in behaviour. In particular lost income is forecast until the end of the financial year in car parking.
- 3.22 When the Council set its budget for 2021/22 the likely financial impact of Covid-19 was taken into consideration and budget provisions were made accordingly. The policy contingency budget of £2.112m includes funding for anticipated lost income and additional costs of Covid-19 in the 2021/22 financial year. In addition, the Council received £0.720m in Covid-19 grant and expects to claim £0.113m from the Sales, Fees and Charges compensation for the period to 30 June 2021. The forecast financial costs and loss of income associated with Covid-19 continue to be recorded and are shown in Table 3 as a memorandum item. These impacts are assumed within the overall forecast.

**Table 3: Covid Impacts included in the 2021/22 Outturn Forecast**

<b>Covid Costs 2021/22</b>	<b>£m</b>
Environment and Place	0.688
Customers, Org. Dev. And Resources	0.019
Adults and Housing Services	0.000
Public Health and Wellbeing	0.074
Comm. Dev. Assets and Inv.	2.299
<b>Subtotal Directorates</b>	<b>3.080</b>
Executive Matters	(0.833)
Policy Contingency	0.000
<b>Total</b>	<b>2.247</b>

Note: Executive Matters holds the General Covid funding received.

## Appendix 1- To Budget Planning Committee Report

### 3.23 Report Details

#### Environment and Place

Environment and Place have forecast an overspend of £1.100m against a budget of £10.073m (10.9%). This forecast overspend includes £0.785m expected base budget costs, £0.533m in potential savings non-delivery and (£0.218m) of mitigations detailed in table 2 above.

Environment and Waste	The forecast variance for Environmental Services for January is due to continued pressure within Car Parks. There is a £0.995m reduction in anticipated car parks income, (£0.616m of the deterioration is estimated to be due to the impact of COVID-19). There is also a £0.098m increase in national non-domestic rates and supplies and services. There is a delay in the delivery of £0.030m saving on fuel and vehicle maintenance for the parked up mechanical sweepers due to increased fuel costs.
Variation £1.159m overspend	
Variance to November's forecast £0.083m	
	The pressure within Waste and Recycling has been altered to reflect the start date of the food and garden waste roll out. The collection start date is confirmed as 1st March.
	The anticipated income is expected to see a £0.538m reduction, this is partially offset by (£0.521m) saving in employee costs due to non-recruitment to posts, refuse disposal charges and reductions in recycling gate fees plus other small variances across the service of £0.049m.
Planning & Development	Planning & Development are forecasting an underspend of (£0.079m) which is made up of (£0.075m) committed savings. Additional agency costs have been negated by increased income and various underspends totalling (£0.004m).
Variation (£0.079m) underspend	
Variance to November's forecast (£0.005m)	
Growth & Economy	Growth and Economy are forecasting £0.170m overspend which is made up of £0.040m Build! review consultancy costs, £0.160m associated relocation costs and loss of rental income of Town Centre House, £0.055m corporate costs in relation to Oxford to Cambridge ARC and the annual Growth board contribution, £0.030m on Shared Ownership property repair and maintenance costs and £0.055m overspend on the Build! service.
Variation £0.170m overspend	

## Appendix 1- To Budget Planning Committee Report

	Offsetting the overspends are (£0.040m) of staff savings, (£0.100m) cessation of the Kidlington Masterplan and (£0.030m) savings within the Recovery and Prosperity Strategy. These underspends have been managed in order to offset the non-delivery of saving proposals relating to officer recharges to the capital programme and unexpected spend on repairs and maintenance at Town Centre House.
Variance to November's forecast £0.070m	£0.030m less officer time to recharge to the capital programme and £0.040m further expense on repairs and maintenance across the whole portfolio of properties

### **Customers, Organisational Development and Resources**

Customers, Organisational Development and Resources have forecast an overspend of £0.022m against a budget of £6.280m (0.4%). This forecast overspend includes £0.027m base budget costs, savings of £0.107m at risk of delivery and mitigations of (£0.112m) detailed in table 2.

HR/IT/Comms/Cultural Services	An underspend in HR of (£0.040m) has been offered up as a mitigation to the overall in year Council overspend. Apart from this, they are reporting on target, the underspend reported last month is now expected to be utilised due to increased agency costs.
Variation £0.007m overspend	
Variance to November's forecast (£0.014m)	Customer Services and Land Charges are largely on target, with further salary savings now offsetting any previous minor overspends.  Communications, Strategy and Insight are showing a (£0.090m) underspend due to making in year savings (£0.016m) further in year savings (mitigation to the overall in year overspend for the Council). (£0.074m) further savings due to a reduction in the amount forecasted to pay over to OCC for joint staff. There is £0.079m non delivery of savings as the planned extent of the restructure was not possible following HR and Legal advice. However, this has been mitigated by underspends elsewhere.
	An overspend of £0.137m within IT is due to pressures on the delivery of savings required of £0.097m which is due to actuals varying from estimates provided due to IT separation, small overspends across the service of £0.025m and COVID costs of approximately £0.015m due to supplier shortages and associated rising costs.

## Appendix 1- To Budget Planning Committee Report

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Variation  
£0.015m  
overspend  
Variance to  
November's  
forecast  
(£0.000m)

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### **Adults and Housing Services**

Adults and Housing Services have forecast an underspend of (£0.315m) against a budget of £2.224m, (14.2%). This forecast underspend includes (£0.250m) base budget costs, £0.030m in potential savings non-delivery and mitigations of (£0.095m) detailed in table 2 above.

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Housing & Social Care	Housing is forecasting an underspend of (£0.315m) mainly due to the use of grants to fund the Debt and Money Advice contract (£0.215m) and the use of the Homelessness Prevention Grant to fund the Connections Outreach contract (£0.050m). Savings have also been achieved on salaries and mileage due to staff retirement and restructure (£0.030m) and finally the receipt of greater than expected Housing Benefit payments in relation to temporary accommodation (£0.020m).
Variation (£0.315m) underspend	
Variance to November's forecast (£0.215m)	Grant funding has been applied to fund the Debt & Money advice contract held with Citizens Advice Bureau thus releasing (£0.215m) of base budget

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### **Public Health & Wellbeing**

Public Health & Wellbeing have forecast an underspend of (£0.134m) against a budget of £3.696m (3.6)%. This forecast includes (£0.041m) within the base budget costs, £0.057m in savings non-delivery and mitigations totalling (£0.150m) detailed in table 2 above.

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Wellbeing	Wellbeing is forecasting an underspend of (£0.134m) consisting of savings on Parkwood's contract fees for Woodgreen Leisure centre (£0.065m), salary savings including mileage (£0.069m). This underspend has been managed in order to offset the non - delivery of saving proposals relating to Stratfield Brake and North Oxfordshire Academy.
Variation (£0.134m)	Furthermore, the Council has made provision from Policy Contingency to offset the loss of income of £0.074m as a result of Covid and £0.520m additional utility costs.
Variance to November's forecast (£0.134m)	Since November's reporting Leisure have received an additional (£0.030m) benchmarking income, (£0.030m) profit share income and (£0.040m) Utility benchmarking payment (dating back to 19/20) from Parkwood.

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## Appendix 1- To Budget Planning Committee Report

Plus (£0.034m) additional savings across the department

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Healthy Place Shaping

Healthy Place Shaping are currently projecting to be on target.

Variation  
£0.000m

Variance to  
November's  
forecast  
£0.000m

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

The Directorate is forecasting an underspend of (£0.485m) against a budget of £1.438m 33.7%. This forecast underspend includes (£0.362m) base budget costs, £0.050m in potential savings non-delivery and mitigations of (£0.173m) detailed in table 2 above.

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Property  
  
Variation  
(£0.383m)  
underspend

Castle Quay is anticipating a net overspend of £0.067m. Of the overall overspend, £0.450m is due to loss of commercial income alongside additional void costs for empty units following construction delays in the delivery of Premier Inn and the car park beneath Lidl resulting in a delay to rental being received and other income; plus £0.069m net loss from Lock29 due to additional government restrictions in 2021 following new Covid variant resulting in lower-than-expected footfall at the centre. Mitigating this are potential savings of (£0.452m) on other costs.

Variance to  
November's  
forecast  
£0.062m

The rest of the Property service area is forecasting an underspend of (£0.450m) mainly due to improved commercial income (£0.350m), staff savings (£0.025m), reduced occupancy of municipal buildings (£0.055m) and various underspends within the department (£0.020m).

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Procurement  
  
Variation  
(£0.004m)  
underspend

Procurement is forecasting to have a small underspend against budget.

Variance to  
November's  
forecast  
(£0.000m)

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## Appendix 1- To Budget Planning Committee Report

Law and Governance	There is a £0.067m pressure on income recovery and £0.010m minor overspends in supplies and services. Income recovery has improved significantly since last month, (£0.029m) of this can be offset by an underspend elsewhere within the service. An additional of £0.002 costs are Covid related
Variation £0.005m overspend	
Variance to November's forecast (£0.034m)	
Growth and Commercial	The underspend forecast is due to savings on a vacant post.
Variation (£0.048m) underspend	
Variance to November's forecast £0.000m	
Regulatory Services	Regulatory Services is forecasting an underspend of (£0.100m) resulting from savings on staff costs due to vacant posts and reduced mileage (£0.150m) and more discretionary income than anticipated (£0.035m). This is offset by £0.085m forecast loss of licensing income due to the impact of Covid.
Variation (£0.100m) underspend	
Variance to November's forecast (£0.050m)	

### **Executive Matters**

Executive Matters forecast is an underspend of (£0.321m) against the budget of (£3.441m) (9.3%).

Interest	There is positive variance forecast against the budget, mostly as a result of lower interest rate on borrowings.
Variation (£0.270m) underspend	
Variance to November's forecast £0.000m	

## Appendix 1- To Budget Planning Committee Report

Corporate	The council is forecasting receipt of (£0.113m) Covid-19 funding as 75% compensation for lost Sales Fees and Charges Income from the Government for the period to 30 June 2021.
Variation (£0.125m) underspend	£0.074m Wellbeing covid related loss of income (£0.004m holiday clubs, £0.015m recharge Parkwood for solar energy and £0.055m loss of benchmarking income).
Variance to November's forecast £0.025m	External Audit fees are anticipated to be £0.062m more than budgeted due to higher-than-expected final 2019/20 audit fees and an increase in forecast for this year's audit.

### Policy Contingency

Policy contingency will meet the (£0.074m) shortfall in Leisure Contract benchmarking payments, along with (0.520m) in relation to utility costs within Leisure. There remains (£1.073m) unallocated after these assumptions are taken into account. £1.603m has been transferred to the Castle Quay budget to partially offset the net loss of Castle Quay income. Of the £1.073m unallocated it is forecast that (£0.133m) can be released to support the overall budget position.

### 3.24 Forecast Earmarked Reserves and General Balances at January 2022

The table below is a summary of the level of reserves the council holds.

Reserves	Balance 1 April 2021  £m	Original Budgeted use/ (contribution ) £m	Changes agreed since budget setting  £m	Changes proposed January 2022  £m	Forecast Balance 31 March 2022  £m
General Balance	(5.520)	0.000	0.000	0.000	(5.520)
Earmarked	(21.328)	(0.461)	0.386	(0.147)	(21.550)
Ringfenced Grant	(31.556)	22.073	5.033	(0.169)	(4.619)
<b>Subtotal Revenue</b>	<b>(58.404)</b>	<b>21.612</b>	<b>5.419</b>	<b>(0.316)</b>	<b>(31.689)</b>
Capital	(0.756)	0.000	0.000	0.000	(0.756)
<b>Total</b>	<b>(59.160)</b>	<b>21.612</b>	<b>5.419</b>	<b>(0.316)</b>	<b>(32.445)</b>

### 3.25 Government Grants

Omicron Hospitality and Leisure Grant of £1.422m as well as £0.104m Protect & Vaccinate – Rough sleeping Response received during December and January 2022.

### 3.26 Aged Debt

As at 31 January 2022 the Council had outstanding debt of £3.509m (£4.167m 30 September 2021), of which £0.305m is current and £3.204 is in recovery. Of the

## Appendix 1- To Budget Planning Committee Report

£3.204m in recovery, £2.040m is over 120 days old (£2.811m 30 September 2021). A review of debt is currently underway.

### 3.27 Capital

There is a forecast in-year underspend of £12.779m, of which £11.110m is anticipated to be reprofiled in future years. There is an overall forecast decrease in the total cost of schemes of (£1.644m).

#### Forecast Capital Spend 2021/22

Directorate	Budget £m	Forecast Spend 2021/22 £m	Re-profiled beyond 2021/22 £m	Variance to Budget £m	Prior Month Variance £m
Housing Total	4.215	3.551	0.289	(0.375)	(0.332)
Comm Dev Assets total	28.577	19.439	8.138	(1.000)	(0.408)
Customers, Org Dev & Resources Total	1.314	0.725	0.490	(0.074)	(0.030)
Environment and Place Total	9.308	7.171	1.946	(0.191)	(0.188)
Public Health Wellbeing Total	0.708	0.457	0.247	(0.004)	(0.004)
<b>Total</b>	<b>44.122</b>	<b>31.343</b>	<b>11.110</b>	<b>(1.644)</b>	<b>(0.962)</b>

### 3.28 Forecast Variances

#### Housing:

Housing is forecasting to spend £1.820m on DFG and discretionary grants by year end, funded from the Better Care Fund and £1.731m on Growth Deal Affordable Housing delivery, funded through Growth Deal grant received from OCC and S106 commuted sums. The underspend of (£0.375m) of base budget is due to utilisation of the Better Care Fund in the first instance.

#### Commercial Development, Assets & Investments:

Property are forecasting to spend £19.439m by year end. It is anticipated that there will be an underspend of (£1.000m) due to certain schemes no longer progressing from the PSDS works of (£0.752m).

The remaining saving is mainly on corporate assessments (£0.214m). Most schemes are still anticipating full utilisation of budget but with the possibility that the budget is reprofiled to 2022/2023.

#### Customers, Organisational Development & Resources:

ICT are currently forecasting a £0.020m overspend against the Land and Property Harmonisation Scheme. However, the budget is applying to repurpose some of the budget relating to one of the other schemes - so the net effect of this will be zero. The

## Appendix 1- To Budget Planning Committee Report

budget for Customer Excellence and Digital Transfer (£0.030m) and Legacy Iworld System Migration (£0.050m) are no longer needed

Finance is forecasting to be (£0.010m) underspent at year end

### **Environment and Place:**

Growth and Economy are forecasting to spend £4.678m by year end. There is an underspend of (£0.197m) mainly as a result of releasing capital budget for the Cropredy Shared Ownership property, which can be funded from a capital reserve if the need arose to repurchase the property. Offsetting the underspend is £0.078m of retention payments due to be paid to developers next year.

Environmental Services are forecasting to spend £2.493m across various capital schemes by year end.

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

Wellbeing are forecasting spend of £0.457m of which the majority of spend is S106 funded.

## **3.29 Re-profile beyond 2021/22**

### **Housing**

£0.093m Discretionary grants - This budget supports a number of discretionary grants, all of which are reactive/demand led. Landlords Home Improvement Grants (which secure nomination-rights over improved private rented accommodation for otherwise homeless households) are responsible for the largest spend, but we are currently experiencing lower demand at this stage of the year than expected.

£0.196m unspent DFG to be reprofiled to continue to support the programme alongside future Better Care Fund allocations

### **Commercial Development, Assets & Investments:**

£3.823m Castle Quay - reprofiling of the budget beyond 2021/2022 is necessary because retention payments will be due following the 12 month defect period from September 2021. Also delays to the project caused by Brexit and reduced productivity to maintain social distancing.

£0.100m Banbury Health Centre - refurbishment of ventilation, heating & cooling system. Engagement with the tenant was required, and due to pressures with the decarbonisation works the delivery of this project has been delayed.

£0.100m Housing & IT Asset system (joint with OCC) - The IT spend will only happen once the restructure of the joint team comes to that stage that we can start procuring our joint system called 'Single View of Assets'. This is likely to happen next financial year.

£0.055m Horsefair, Banbury - Due to pressures with the Decarbonisation works the delivery of this project has been delayed.

## Appendix 1- To Budget Planning Committee Report

£0.071m Bodicote House Fire Compliance - Work on hold due to political pressures with Bodicote House.

£0.050m Corporate Asbestos Surveys - Final phase of works need to be carried out but due to the pressures with the decarbonisation works the delivery of this project has been delayed.

£0.147m Works from Compliance Surveys - due to pressures with the decarbonisation works, delivery of this project has been delayed.

£0.100m Feasibility of utilisation of proper space - Bodicote House plans are being considered due to complexities that have been identified in the project

£0.020m Community Centre Works - 3 remaining projects postponed to 2022/2023 due to weather as mainly roofing works.

£0.074m Bicester East Community Centre - works on track just reprofiled some monies not required this year.

£0.035m Thorpe Place Roof Works - Due to pressures with the Decarbonisation works, delivery of this project has been delayed.

£0.127m H&S Works to Banbury Shopping Arcade - Due to pressures with the Decarbonisation works, delivery of this project has been delayed.

£0.048m Banbury Museum Pedestrian Bridge - Slight delay caused by decarbonisation works but works instructed for March 2022 start (roofing works put back due to winter weather).

£0.070m Retained Land - works are being carried out in 2022/2023

£3.303m PSDS projects - All works have now been instructed and are on site and completion on the leisure centres due June 2022 (with Salix approval)

£0.015m Enable Agile Working - despite work commencing, the capital budget allocated specifically for the new equipment required to enable agile working has not been decided upon. Therefore, the funding will be required in 2022/2023.

## **Environment and Place:**

### **Growth and Economy**

£0.155m BUILD! Essential Repairs & Improvement (Town Centre Affordable Rent roof repairs) - A new structural engineer consultant has been appointed and further survey work is required to establish the specification for the tender documents. It is still anticipated that the insurance or warranty will cover the cost.

£0.017m Phase 2 - Bullmarsh Close formally completed early May 2021 and therefore retention payment is due 12 months later in May 2022.

£0.713m Phase 1b - Admiral Holland formally completed September 2020 and retention payment is due September 2022 (£0.061m). Bicester Library received planning consent at September's Planning Committee, as a result 98% of the budget has been reprofiled beyond 2021/22. This will be continually reviewed in line with the project programme

## Appendix 1- To Budget Planning Committee Report

£0.115m Fairway Flats Refurbishment - Planning have endorsed the proposed scheme and have recommended formal submission for planning consent which is likely to be obtained before 31st March 2022. Therefore, the main capital expenditure will happen when works commence in 2022/2023.

### **Environmental Services**

£0.050m Car Park Refurbishments - Reprofiting of this budget in to 2022/2023 is required due to delays as a result of covid-19, staffing and progression of pay on exit sites and additional sites slower than anticipated.

£0.018m Off Road Parking - Reprofiting of this budget in to 2022/2023 is required due to delays as a result of covid, staffing and progression of pay on exit sites and additional sites slower than anticipated.

£0.365m Vehicle Replacement Programme - Reprofiting of the remainder of this budget in to 2022/2023 is required to allow for further investigation into electric vehicles, decarbonisation of the fleet and correct infrastructure implemented. Events vehicle commitment delayed until 2022/2023 due to delivery lead times.

£0.018m On Street Recycling Bins - Reprofiting of this budget is to allow for a review of current on street containers in urban centres and due to delivery lead times.

£0.161m Thorpe Lane Depot Capacity Enhancement - Due to delays of the food and garden waste roll out, slippage of this budget is required in to 2022/2023 to allow for further development of site requirements.

£0.024m Street Scene Fencing Street Furniture - Reprofiting of this budget in to 2022/2023 is a consequence of ongoing lease and landowner issues.

£0.095m Car Park Action Plan Delivery - Reprofiting of this budget in to 2022/2023 is required due to delays as a result of covid, staffing and progression of pay on exit sites and additional sites slower than anticipated.

£0.035m Depot Fuel System Renewal - Reprofiting in to 2022/2023 is required due to delays with Bicester depot redevelopment.

£0.122m Burehyll - Bicester Country Park - Reprofiting in to 2022/2023 is required due to delays in recruitment; halting progression and further development.

£0.053m Solar Panels at Castle Quay - Reprofiting in to 2022/2023 is required due to resources being limited, the project is being led by the joint climate action team.

### **Customers, Org Dev & Resources:**

£0.075m IT Council Website & Digital Service - the programme of work is currently expected to complete in June 2022

£0.150m IT Shared Services - the programme of work is to extend into 2022/2023 Financial Year. The supplier payment will be aligned with timeline.

### **Wellbeing:**

£0.005m Physical Activity & Inequalities Insight - the remaining capital to be used for further insight work to add layers into story map.

## Appendix 1- To Budget Planning Committee Report

£0.183m North Oxfordshire Academy AstroTurf - The delivery of a new AstroTurf pitch at North Oxfordshire Academy has been complicated by issues arising from securing appropriate and timely developer contributions. Officers are working closely with colleagues in planning to finalise the position and determine the most appropriate course of action and funding.

£0.009m Bicester Leisure Centre Extension - The majority of the spend will take place before year end but some final costs likely to roll in to 2022/2023.

£0.005m Spiceball Leisure Centre Bridge Resurfacing - Bridge now open but there may be some residual costs that fall in to 2022/2023.

£0.045m Corporate Booking System - Approval has been given by S151 Officer to repurpose the capital budget for future funding of Longford Park public art works in 2022/2023.

### 4.0 Conclusion and Reasons for Recommendations

This report provides an update on progress made during January 2022, to deliver the Council's priorities through reporting on Performance, Leadership Risk Register and providing an update on the Financial Position. The Council is committed to performance, risk and budget management and reviews progress against its corporate priorities on a monthly basis. Executive is recommended to agree a change in the use of reserves in accordance with the Council's Reserves Policy and to agree the revised Con29 Fee for 2022/23 as set by Oxfordshire County Council.

### 5.0 Consultation

- 5.1 This report sets out performance, risk, and budgetary information for the tenth month 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 2021-22 Business Plan. Regarding the monitoring aspects of the report, no further options have been considered. However, members may wish to request that officers provide additional information. Regarding the recommendation to approve changes in use of reserves, members could choose not to reject the change of use, however, the request is in accordance with the council's Reserves Policy and within existing budgets. If members chose not to agree to the changes in transfers to reserves then this would mean resource would need to be found for these projects separately in future years.

### 7.0 Implications

#### Financial and Resource Implications

- 7.1 Financial and Resource implications - Are detailed within section 3.18 to 3.29 of this report.

## Appendix 1- To Budget Planning Committee Report

Comments checked by:

Michael Furness, Director of Finance / Section 151, Tel: 01295 221845

[Michael.Furness@cherwell-dc.gov.uk](mailto:Michael.Furness@cherwell-dc.gov.uk)

### Legal Implications

- 7.2 There are no legal implications from this report.

Comments checked by:

Sukdave Ghuman, Head of Legal and Deputy Monitoring Officer,

[Sukdave.Ghuman@cherwell-dc.gov.uk](mailto:Sukdave.Ghuman@cherwell-dc.gov.uk)

### Risk Implications

- 7.3 This report contains a full update with regards to the Council's risk position at the end of January 2022.

Comments checked by:

Celia Prado-Teeling, Performance Team Leader, Tel: 01295 221556

[Celia.prado-teeling@cherwell-dc.gov.uk](mailto:Celia.prado-teeling@cherwell-dc.gov.uk)

### Equalities and Inclusion Implications

- 7.4 Equalities and Inclusion Implications - The report must show how "in planning, delivering, monitoring and evaluating our work, equality and diversity issues are appropriately considered from the outset". New proposals must be screened for relevance against our statutory duties to promote equality and where relevant an impact assessment.

Comments checked by:

Emily Schofield, Acting Head of Strategy, Tel: 07881 311707

[Emily.Schofield@cherwell-dc.gov.uk](mailto:Emily.Schofield@cherwell-dc.gov.uk)

## 8.0 Decision Information

### Key Decision

**Financial Threshold Met:** No

**Community Impact Threshold Met:** No

### Wards Affected

All

**Links to Corporate Plan and Policy Framework**  
Page 40

This report supports all Corporate Priorities

## Appendix 1- To Budget Planning Committee Report

### **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 – 2021/22 Business Plan
- Appendix 2 – Monthly Performance Report – January 2022
- Appendix 3 – Leadership Risk Register
- Appendix 4 – Finance Capital January 2022
- Appendix 5 – Virements and Aged Debt
- Appendix 6 – COVID funding – January 2022
- Appendix 7 – Use of Reserves
- Appendix 8 – Con29 Charges 2022-23
- Appendix 9 – Service in Focus - Wellbeing Initiatives

#### **Background papers**

None

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

Louise Tustian – Head of Insight and Corporate Programmes

[Louise.tustian@cherwell-dc.gov.uk](mailto:Louise.tustian@cherwell-dc.gov.uk)

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## Appendix 2 -CHERWELL CAPITAL EXPENDITURE 2021-22

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	Outturn	RE-PROFILED BEYOND 2021/22	Current Month Variances £000	Prior Month Variances £000	OUTTURN NARRATIVE
40062	Andrew Bowe/Tony Brummell	East West Railways	10	2	5	5	-	-	The capital fund has been set up to enable the Council's costs to be recharged when responding to enquiries and regulatory applications, involving for example environmental and land drainage matters, made in connection with the EWR project. The quantum and timing of recharges are entirely reactive to the volume and nature of the enquiries made by EWR, and because of this, there has been slippage and £5k has been reprofiled into 22/23.
40206	Robert Jolley	Garden Town Capital Funding	4,550	0	4,550	0	-	-	This is the major infrastructure scheme in Bicester's Banbury Road roundabout. Planning permission has recently been received and a request for the grant to be released has been made.
40100	Jane Norman	Orchard Lodge (Phase 1)	0	(77)	0	0	-	-	£77k relates to sale proceeds to be transferred to capital receipts
40103	Jane Norman	Old Place Yard (Phase 1)	0	0	0	0	-	-	
40106	Jane Norman	Coach House Mews (Phase 1)	0	(94)	(7)	0	(7)	(7)	£87.5k is the disposal proceeds of no. 5 Worcester House (will be moved to Capital Receipts). The £7k credit is the balance of an accrual
40108	Jane Norman	Banbury Ambulance Station (Phase 1)	0	0	0	0	-	-	
40109	Jane Norman	Fairway Methodist Church (Phase 1) Hope House	0	0	0	0	-	-	
40114	Jane Norman	Cher Com Led Prog Banbury Supported Hsg	0	0	0	0	-	-	
40125	Jane Norman	Newton Close (Phase 1)	0	(220)	0	0	-	-	£220k relates to sale proceeds to be transferred to capital receipts
40124	Jane Norman	Spring Gardens (Phase 1)	0	0	0	0	-	-	
40121	Jane Norman	Bicester Library (phase 1b)	664	8	12	652	-	-	<b>Bicester Library:</b> The project received planning consent in September 2021. The overall viability of the project is currently being reviewed. Current FY expenditure has been reduced to £12k with the remaining budget reprofiled - this will be continually reviewed against project programme and scheme decision.
40111	Jane Norman	Admiral Holland Redevelopment Project (phase 1b)	0	(327)	8	61	69	67	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. Although 'Budget Total' is noted as 0 the aforementioned retention has been noted as a future liability 'reprofiled beyond FY 2021/22'. Actuals include a credit of (£327k) which relates to capital receipts from the sale of property and will be transferred out at year end.
40118	Jane Norman	Creampot Crescent Croprey (phase 1b)	6	(17)	0	0	(6)	(6)	Creampot Crescent - Although the home is complete and has been sold under shared ownership, CDC are still holding retention money and are in the final stages of negotiations with the developer with the works associated with the retention due. This will definitely be paid before year end.
40214	Jane Norman	Creampot Crescent Croprey Repurchase contingency	350	0	0	0	(350)	(350)	Budget not required as it is a risk that can be funded from a capital reserve if required.
40172	Jane Norman	Bretch Hill Reservoir (Thames Water Site) (Phase 2)	0	0	0	0	-	-	
40173	Jane Norman	Trades & Labour Club (Phase 2)	0	0	0	0	-	-	
40174	Jane Norman	Angus Close (Phase 2)	0	0	0	0	-	-	
40175	Jane Norman	Nizewell Head (Phase 2)	0	0	0	0	-	-	
40176	Jane Norman	Leys Close (Phase 2)	0	0	0	0	-	-	
40177	Jane Norman	Bullmarsh Close (Phase 2)	0	(6)	80	17	97	102	With construction formally completed early May 2021 there is the need to budget for retention which CDC will have to pay in May 2022 - the retention is £17k. Although 'Budget Total' is noted as 0 the aforementioned retention has been noted as a future liability 'reprofiled beyond FY 2021/22'.
40178	Jane Norman	Buchanan Road/Woodpiece Road (Phase 2)	0	0	0	0	-	-	
40179	Jane Norman	Park Road (Phase 2)	0	0	0	0	-	-	
40180	Jane Norman	Wykham Lane (Phase 2)	0	0	0	0	-	-	
40155	Jane Norman	Build Programme (Phase 2)	0	0	0	0	-	-	
40213	Jane Norman	Build Team Essential Repairs & Improvements	160	0	5	155	-	-	In preparation for the tender process further structural surveys have been carried out which have revealed additional work required. We are currently in discussion with the Freeholder regarding a possible revised warranty claim
40224	Jane Norman	Fairway Flats Refurbishment	140	7	25	115	-	-	We have worked proactively with the Planning Department to agree the scope and details of the project. Planning have endorsed the proposed scheme and have recommended we formally submit the scheme for planning consent, which is likely to be received in February 2022. The main capital expenditure is likely to happen when works commence in FY22-23. The proposed carry forward is £115k.
<b>Growth &amp; Economy Total</b>			<b>5,880</b>	<b>(724)</b>	<b>4,678</b>	<b>1,005</b>	<b>(197)</b>	<b>(194)</b>	
40015	Ed Potter	Car Park Refurbishments	79	5	29	50	-	-	£50k slippage required in to 22/23. £24k commitment expected in quarter 4. In conjunction with projects 40026 Off Road Parking & 40217 Car Park Action Plan Delivery.
40026	Ed Potter	Off Road Parking	18	0	0	18	-	-	£18k slippage required in to 22/23. This project is in conjunction with Car Park Refurbishments project CC 40015 and 40217.
40028	Ed Potter	Vehicle Replacement Programme	1,268	653	903	365	-	-	£365k slippage required in to 22/23 to allow for further investigation in to electric vehicles/decarbonisation of fleet and extension of useful life of current fleet. Currently showing a commitment of £250k. The Events vehicle hoped to have been purchased in 21/22 has now slipped due to vehicle delivery times.

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	Outturn	RE-PROFILED BEYOND 2021/22	Current Month Variances £000	Prior Month Variances £000	OUTTURN NARRATIVE
40031	Ed Potter	Urban City Electricity Installations	15	0	15	0	-	-	This project is for the refurbishment of electric sockets in Bicester town centre. The Full £15k is expected to be spent in early part of quarter 4, awaiting additional quotation before progressing.
40186	Ed Potter	Commercial Waste Containers	25	12	25	0	0	0	Full spend is expected in quarter 4 of 21/22.
40187	Ed Potter	On Street Recycling Bins	22	4	4	18	-	-	No further spend anticipated in 21/22. £18k slippage required in to 22/23.
40188	Ed Potter	Thorpe Lane Depot Capacity Enhancement	174	3	13	161	-	-	£161k slippage required in to 22/23, £10k currently showing as a commitment - requirement of space and infrastructure is still being reviewed. Commitments expected in early 2022/23 - project also delayed due to heating improvements and disruption at Thorpe Lane Depot taking place during quarter 4 of 2021/22.
40216	Ed Potter	Street Scene Furniture and Fencing project	24	0	0	24	-	-	Full £24k to be slipped in to 22/23. This project is for repairing/replacing metal steps at Kirtlington Quarry. Issues with the expiring lease, landowner and covid has resulted in delays. Building Control have visited the site and deemed no immediate work required until lease ownership resolved.
40217	Ed Potter	Car Parking Action Plan Delivery	175	0	80	95	-	-	Currently showing a commitment of £80k for 21/22, no further spend anticipated. £95k slippage required in to 22/23. Projects in conjunction with 40015 & 40026. Slippage has been mainly delayed due to covid restrictions, in addition the vacant street scene and landscape manger post who would originally lead has not been filled, resources are limited.
40218	Ed Potter	Depot Fuel System Renewal	50	15	15	35	-	-	£35k slippage required in to 22/23 due to delays with progression of redevelopment of Bicester depot. Spend ytd is for Thorpe lane depot, the decision was taken to put Highfield depot on hold until further along in the redevelopment plans.
40220	Ed Potter	Horsefair Public Conveniences	150	3	156	0	6	6	Currently showing a £153k commitment. Anticipating outturn at £156k for 21/22. Changing places grant applied for - still awaiting result of applications.
40222	Ed Potter	Burnehyll- Bicester Country Park	175	7	53	122	-	-	Slippage of £122k expected in to 22/23. Currently showing a £16k commitment and a further £30k expected in period 12. Delays to recruitment of Country Park projects officer and Landscape Architect have delayed progress with project.
40248	Ed Potter	Solar Panels at Castle Quay	53	0	0	53	-	-	Full slippage of £53k expected in to 22/23. Resources have been limited. This project is being led by the joint Climate Action Team.
40235	Ed Potter	Chargeable Garden & Food Waste	1,200	197	1,200	0	-	-	Full spend is expected in 21/22. Currently showing a commitment of £904k. Final spend of £99k to be committed in period 12 - this is for delivery of food waste caddies, liners, literature before scheme begins.
<b>Environment and Waste Total</b>			<b>3,428</b>	<b>898</b>	<b>2,493</b>	<b>941</b>	<b>6</b>	<b>6</b>	
<b>Environment and Place total</b>			<b>9,308</b>	<b>174</b>	<b>7,171</b>	<b>1,946</b>	<b>(191)</b>	<b>(188)</b>	
40081	Robert Fuzesi	Bicester Town Centre Redevelopment	0	16	0	0	-	-	Works have been charged to revenue.- project closed
40092	Chris Hipkiss	Spiceball Riverbank Reinstatement	0	0	0		-	-	This virement has been actioned and the £50k moved to Castle Quay2
40139	Stuart Parkhurst	Banbury Health Centre - Refurbishment of Ventilation, Heating & Cooling Systems	100	(4)	0	100	-	-	Tenders now complete and currently engaging with the tenants. Expect full utilisation of the £100k by July 2022
40141	Chris Hipkiss	Castle Quay 2	17,459	12,527	15,600	1,859	(0)	(0)	Final construction payment to McLaren scheduled in June23
40144	Chris Hipkiss	Castle Quay 1	3,303	89	1,339	1,964	(0)	(0)	£3.3m budgeted for works on Castle Quay Shopping centre excluding M&S unit
40162	Robert Fuzesi	Housing & IT Asset System joint CDC/OCC	100	0	0	100	-	-	CDC and OCC are working jointly to purchase an overarching property system (aka project 'Single View of Assets') that would provide the IT background/database for FM and Estate Management. Currently both Councils use their own not-fit-for-purpose or non-existing systems and with the set up of the Joint Property Services the decision was made that a joint IT solution should be purchased. The £100k has been set aside in CDC's capital budget for the contribution of the joint system purchase together with OCC.
40167	Stuart Parkhurst	Horsefair, Banbury	55	0	0	55	-	-	The works design is now completed, pending tender. Expect full utilisation of budget by July 2022
40190	Stuart Parkhurst	Banbury Museum Upgrade of AHU	35	12	12		(23)	-	All specialist parts now have arrived from Germany and installed. No further works required. Project completed.
40191	Stuart Parkhurst	Bodicote House Fire Compliance Works	71	(8)	0	71	-	-	£141k c/fwd from 20/21. £70k budget held back and will be loaded in to 22/23
40192	Stuart Parkhurst	The Fairway Garage Demolition	0	1	1	0	1	1	Review of scope being carried out to ascertain actual requirements. Spend will not take place until 22/23
40196	Stuart Parkhurst	Pioneer Square Fire Panel	0	(3)	(3)	0	(3)	(3)	Project not going ahead. Credit of £-3k relates to an unmatched accrual to a PO rolled over from 20/21
40197	Stuart Parkhurst	Corporate Asbestos Surveys	160	6	6	50	(104)	(54)	Surveys are now complete and assessments are being carried out to formulate the works programme. This project is linked to 'Works from Compliance Surveys' project. Anticipated saving of £104k
40198	Stuart Parkhurst	Corporate Fire Risk Assessments	80	0	0	0	(80)	(80)	Fire risk assessments are now completed resulting in a saving of £80k
40200	Stuart Parkhurst	Corporate Reinstatement Cost Assessments	12	(18)	(18)	0	(30)	(30)	No further costs are expected. The project is complete and closed from a delivery perspective. The accrual of £18k will remain unmatched in this year
40201	Stuart Parkhurst	Works From Compliance Surveys	147	0	0	147	-	-	Works planned over 2 years with additional delays caused by covid 19. Full spend anticipated by March 2023 which has slipped from original planned delivery of March 22 due to delays relating to the delivery of the PSDS works.
40203	Robert Fuzesi	CDC Feasibility of utilisation of proper Space	100	0	0	100	-	-	The £100k will have to be reprofiled to 2022/23 financial year. This amount has been set aside to consider the future office space of the Council
40219	Stuart Parkhurst	Community Centre - Works	197	166	166	20	(11)	-	£130k c/fwd from 20/21. Year 2 budget allocation of £190k = £320k total. £110k budget held back and will be loaded in to 22/23. Related works have now been instructed. There are 3 projects remaining that have been postponed to 22/23 due to weather (as works are mainly roofing) and delayed receipt of the licence from British Waterways

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	Outturn	RE-PROFILED BEYOND 2021/22	Current Month Variances £000	Prior Month Variances £000	OUTTURN NARRATIVE	
40239	Stuart Parkhurst	Bicester East Community Centre	210	0	136	74	-	-	2 year scheme - £210k in yr1 and £1240k in yr 2. <b>Preparing final design including planning application ready for planning. Working with the tenant on their design requirements to ensure smooth transition in to the new premises</b>	
40240	Stuart Parkhurst	Bicester Dovecote	53	3	53	0	-	-	<b>Works on site. Completion mid March 2022</b>	
40241	Stuart Parkhurst	Thorpe Place Roof Works	35	0	0	35	-	-	Currently scoping the works which will be complete by March 2023	
40242	Stuart Parkhurst	H&S Works to Banbury Shopping Arcade	127	0	0	127	-	-	Currently scoping the works which will be completed by March 2023	
40243	Stuart Parkhurst	West Bicester Community Centre Car Park	35	24	24	0	(11)	-	<b>works completed. Project closed</b>	
40244	Stuart Parkhurst	Flood Defence Works Hanwell Fields Community Centre	20	29	29	0	9	(1)	<b>works completed. Project closed</b>	
40246	Stuart Parkhurst	Banbury Museum Pedestrian Bridge	78	0	30	48	-	-	Works have been instructed pending start date, delays from British Waterways for licence to deliver works over canal. <b>Start date on site March 2022</b>	
40247	Stuart Parkhurst	Service Yard at Hart Place Bicester	28	32	32	0	4	4	<b>Works now completed</b>	
40249	Stuart Parkhurst	Retained Land	170	0	100	70	-	-	2 year scheme - £170k in yr1 and £130k in yr 2. Retained land surveys now instructed for delivery. <b>Once surveys are completed a works plan will be created. Full spend anticipated by March 2023</b>	
40225	Stuart Parkhurst	Drayton Pavillion - Decarbonisation Works	86	7	0	0	(86)	(86)	This scheme is no longer proceeding	
40229	Stuart Parkhurst	Stratfield Brake Sports Ground - Decarbonisation Works	159	14	0	0	(159)	(159)	This scheme is no longer proceeding	
40226	Stuart Parkhurst	Thorpe Lane Depot - Decarbonisation Works	595	30	503	0	(92)	-	Funds are from Salix decarbonisation grant and budget has been allocated to the individual projects to manage and monitor spend at each site. In principal, the PSDS works should be treated as one budget and despite some schemes appearing to have overspent, overall there is expected to be an underspend which will require repayment to Salix. All works have been instructed and are on site and completion due by April 2022 except at the leisure centres where Salix have given the option to extend until June 2022.	
40227	Stuart Parkhurst	Banbury Museum - Decarbonisation Works	324	19	410	0	86	-		
40228	Stuart Parkhurst	Franklins House - Decarbonisation Works	106	23	206	0	100	-		
40230	Stuart Parkhurst	Whitelands - Decarbonisation Works	123	10	388	0	265	-		
40231	Stuart Parkhurst	Bicester Leisure Centre - Decarbonisation Works	1,401	82	123	1,238	(40)	-		
40232	Stuart Parkhurst	Kidlington Leisure Centre - Decarbonisation Works	1,087	48	100	677	(310)	-		
40233	Stuart Parkhurst	Spiceball Leisure Centre - Decarbonisation Works	1,311	62	118	830	(363)	-		
40234	Stuart Parkhurst	Woodgreen Leisure Centre - Decarbonisation Works	795	40	84	558	(153)	-		
40245	Richard Webb	Enable Agile Working	15	0	0	15	-	-		The agile working project has started (the £15k capital budget relates to this project) but we may not reach the point that we have decided what new equipment is required and have ordered it by the end of March. If we can have the option to utilise that funding in 2022/23 it will help us make sure we don't rush into the wrong decisions.
<b>Community Development Assets and Investment</b>			<b>28,577</b>	<b>13,210</b>	<b>19,439</b>	<b>8,138</b>	<b>(1,000)</b>	<b>(408)</b>		
<b>Comm Dev Assets total</b>			<b>28,577</b>	<b>13,210</b>	<b>19,439</b>	<b>8,138</b>	<b>(1,000)</b>	<b>(408)</b>		
40204	Michael Furness	Finance Replacement System	215	197	205	0	(10)	-	<b>Project completion in March 2022 with £10k savings forecast.</b>	
40250	Michael Furness	Cashier Finance System Project	45	0	20	25	-	-	Tender process has started however not all funds are expected to be fully spent by March 2022. Go live date is June 2022.	
<b>Finance Total</b>			<b>260</b>	<b>197</b>	<b>225</b>	<b>0</b>	<b>(10)</b>	<b>-</b>		
40208	Karen Edwards	Project Manager for HR/Payroll system	100	4	100	0	-	-	Remaining 96k to be spent on further implementation of I Trent.	
<b>HR Total</b>			<b>100</b>	<b>4</b>	<b>100</b>	<b>0</b>	<b>-</b>	<b>-</b>		
40054	Tim Spiers	Land & Property Harmonisation	0	42	20	0	20	22	<b>On target to complete February 2022. Budget variance to be covered from 40211.</b>	
40056	Tim Spiers	5 Year Rolling HW / SW Replacement Prog	50	0	0	50	-	-	<b>Budget required for hardware refresh, delayed due to Co-Vid and council wide remote working.</b>	
40170	Tim Spiers	Customer Excellence & Digital Transfer	30	0	0	0	(30)	(30)	<b>Budget no longer needed</b>	
40210	Tim Spiers	CDC & OCC Technology Alignment	4	142	0	0	(4)	(0)	<b>£4k under spend, budget no longer needed.</b>	
40211	Tim Spiers	Legacy Iworld System Migration	50	0	0	0	(50)	(22)	<b>Budget no longer required. £20k to be used to cover overspend on Land &amp; Property 40054.</b>	

CODE	PROJECT MANAGER / SERVICE OWNER	DESCRIPTION	BUDGET TOTAL	YTD ACTUAL	Outturn	RE-PROFILED BEYOND 2021/22	Current Month Variances £000	Prior Month Variances £000	OUTTURN NARRATIVE
40212	Tim Spiers	Procurement of Joint Performance system	20	(17)	20	0	-	-	Budget required for further system enhancements, Expected Q3 FY2023
40237	Tim Spiers	Council Website & Digital Service	250	26	50	200	-	-	Programme of work currently expected to complete June 2022. Supplier payments to be aligned with timeline
40238	Tim Spiers	IT Shared Services	550	165	310	240	-	-	Programme of work to extend into 22/23 financial year. Supplier payments to be aligned with timeline
<b>ICT and Digital Total</b>			<b>954</b>	<b>359</b>	<b>400</b>	<b>490</b>	<b>(64)</b>	<b>(30)</b>	
<b>Customers, Org Dev &amp; Resources total</b>			<b>1,314</b>	<b>560</b>	<b>725</b>	<b>490</b>	<b>(74)</b>	<b>(30)</b>	
40083	Frances Evans	Disabled Facilities Grants	2,271	1,269	1,700	196	(375)	(375)	The budget comprises £1,240k Better Care Fund (approved at Full Council 18/10/21), £656k reprofiled from last year and £375k base budget (to be offered up as a saving), giving a total of £2,271k. Our current projection is that we shall spend £1,700k (which includes £60k as yet unpaid Occupational Therapist funding for Qs 3-4)
40160	Frances Evans	Housing Services - capital	1,731	43	1,731		-	43	£43k Station Rd, Ardley (Platform Housing Group) funded from Growth Deal funds £1385k 90% NW Bicester (Growth Deal grant) £55k 90% NW Bicester (CDC top up grant) £248k 90% Stanbridge House (Growth Deal grant - no CDC top-up)
40084	Frances Evans	Discretionary Grants Domestic Properties	213	88	120	93	-	-	The 5 year capital scheme for Discretionary grants is £150k pa and runs until 2023-24. Total budget comprises: £150k base budget, £63k reprofiled budget from 20/21. Projected spend of £120k and £93k to be reprofiled to 22/23
<b>Housing Services Total</b>			<b>4,215</b>	<b>1,401</b>	<b>3,551</b>	<b>289</b>	<b>(375)</b>	<b>(332)</b>	
<b>Housing Total</b>			<b>4,215</b>	<b>1,401</b>	<b>3,551</b>	<b>289</b>	<b>(375)</b>	<b>(332)</b>	
40005	Tom Darlington	Whitelands Farm Sports ground	0	0	0	0	-	-	Funded from S106 held for scheme completion.
40006	Nicola Riley	Community Centre Refurbishments	9	0	9	0	-	-	External lighting project has been delayed as contractors have struggled to get materials delivered but should be fitted in the next few weeks
40009	Tom Gubbins	Physical Activity and Inequalities Insight	12	7	7	5	-	-	First phase of insight work completed. Second and final phase will be completed by March 2022.
40010	Liam Didcock	North Oxfordshire Academy Astro turf	183	0	0	183	-	-	The delivery of a new Astro turf pitch at North Oxfordshire Academy has been complicated by issues arising from securing appropriate and timely developer contributions. Officers are working closely with colleagues in planning to finalise the position and determine the most appropriate course of action and funding. A report will determine the profile and scale of spending on this programme.
40019	Liam Didcock	Bicester Leisure Centre Extension	34	5	25	9	-	-	£84k budget reprofiled from 20/21. £34k budget allocated to 21/22 and the remaining £50k allocated to 22/23. Detailed feasibility work now starting on the development of a learner pool in Bicester including environmental impact assessment
40020	Liam Didcock	Spiceball Leis Centre Bridge Resurfacing	30	0	25	5	-	-	Spend will take place when Castle Quay Waterside is completed and bridge reinstated in this financial year. All works are solely in relation to bridge resurfacing.
40035	Nicola Riley	Corporate Booking System	45	0	0	45	-	-	Approval has been given by the S151 officer to repurpose this capital budget for Longford Park public art work in FY22/23
40131	Tom Darlington	S106 Capital Costs	368	368	368	0	-	0	funded from S106
40152	Kevin Larner	Community Capital Grants	15	25	25	0	10	10	Projected overspend of £10k which is offset by underspend declared in 20/21
40215	Liam Didcock	North Oxford Academy Upgrade existing Fa	0	0	0	0	-	-	
<b>Leisure and Sport Total</b>			<b>696</b>	<b>405</b>	<b>459</b>	<b>247</b>	<b>10</b>	<b>10</b>	
40181	Stuart Parkhurst	Sunshine Centre (new extension to the front of the site)	12	(2)	(2)	0	(14)	(14)	works are now completed and out of the defect period
<b>Wellbeing Total</b>			<b>12</b>	<b>(2)</b>	<b>(2)</b>	<b>0</b>	<b>(14)</b>	<b>(14)</b>	
<b>Public Health Wellbeing Total</b>			<b>708</b>	<b>403</b>	<b>457</b>	<b>247</b>	<b>(4)</b>	<b>(4)</b>	
<b>Capital Total</b>			<b>44,122</b>	<b>15,747</b>	<b>31,343</b>	<b>11,110</b>	<b>(1,644)</b>	<b>(962)</b>	

## Appendix 3 - Virement Summary

### Virement Movement

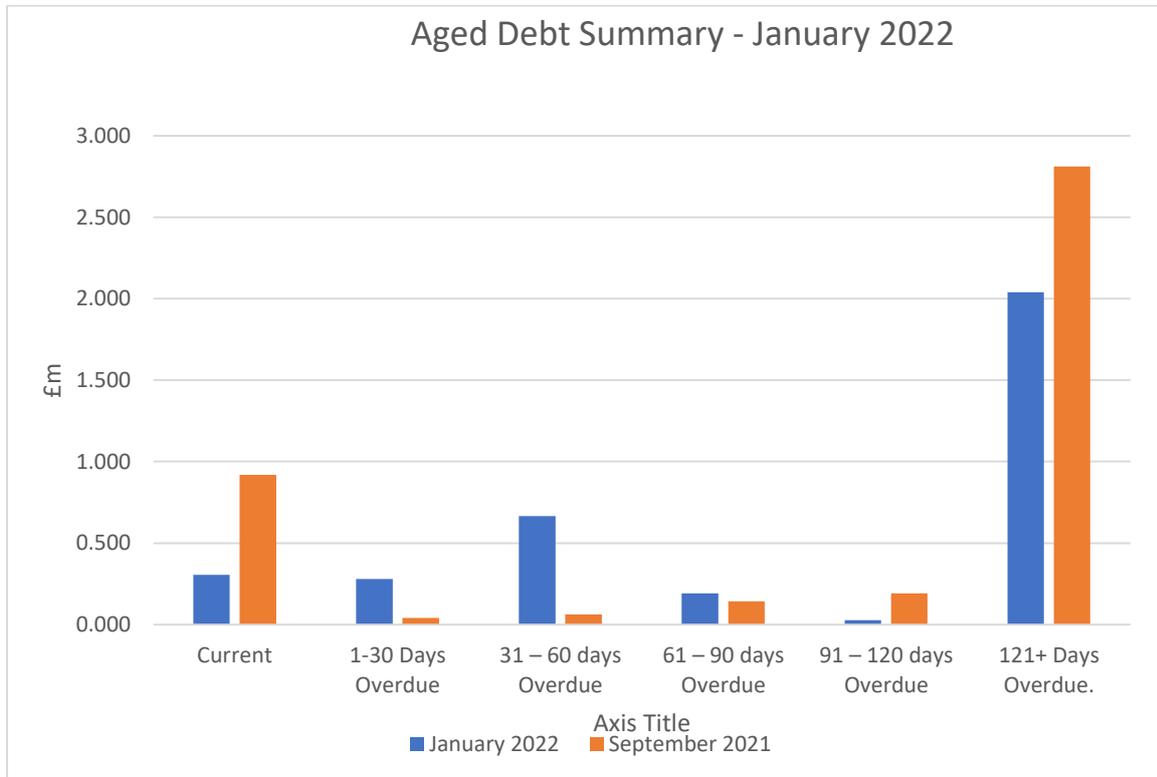
This table shows the movement in Net Budget from November to January 2022.

<b>Virements - Movement in Net Budget</b>	<b>£m</b>
Directorate Net Budget - January 2022	23.711
Directorate Net Budget - November 2021	23.598
<b>Movement</b>	<b>0.113</b>

<b>Breakdown of Movements</b>	<b>£m</b>
<b>Allocations from/to Reserves</b>	
tfr Growth Deal top up to reserve	(£0.742)
Transformation Reserve - Finance	£0.047
Early retirement reserve - Housing	£0.011
Tfr Sport & Physical Activity to reserve - Wellbeing	(£0.055)
<b>Other</b>	
tfr COMF tranche 2 & 3 to Wellbeing	£0.545
tfr COMF tranche 3 to HPS	£0.227
tfr COMF tranche 3 to Housing	£0.040
tfr COMF tranche 3 to Finance	£0.040
<b>Total</b>	<b>£0.113</b>

## Aged Debt Summary

The graph below shows a comparison of the aged debt between September 2021 and January 2022, you can see from the graph that there has been a reduction in debt over 120+ days.



## Appendix 4 - COVID Funding for 2021/22

### Specific Funding

Dept.	Grant Name	Funding
		£
OCC	District Winter Grant	59,004
DOHSC	COMF	185,742
MHCLG	Welcome Back Fund	133,843
MHCLG	Restart Grant	8,304,156
MHCLG	ARG Top up	1,588,950
MHCLG	New Burdens	122,240
MHCLG	Test and Trace + Admin Fee	336,743
MHCLG	Omicron Hospitality & Leisure	1,422,090
MHCLG	Protect & Vaccinate - Rough Sleeping Response	104,149
		<b>12,256,917</b>

### General Funding

Description	£
Forecast Sales, Fees & Charges compensation	113,000
Covid Grant	720,000
<b>Total Grant Funding</b>	<b>833,000</b>

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**Use of Reserves****Specific requests**

<b>Directorate</b>	<b>Type</b>	<b>Description</b>	<b>Reason</b>	<b>Amount £m</b>
Planning & Development	Earmarked	Local Plan Reserves	Estimated underspend to top up Local Plan	(0.150)
Legal	Earmarked	Election Reserve	Estimated amount to be moved in from Election Reserve	0.110
CSC	Earmarked	Carry forward from 20/21 - project	An estimated 42K will not be spend this year so needs to go back into Reserves	(0.042)
Environment & Place	Earmarked	Country Parks Reserve	To be used for infrastructure at Country Parks	(0.050)
Environment & Place	Earmarked	Bicester Depot Redevelopment	To be used for consultancy costs to find new site	(0.015)
Wellbeing	Revenue Grants	Cherwell Lottery-Playwell in Cherwell	Working in partnership with the Town Council to deliver the project in Spring 2022	(0.165)
Finance	Revenue Grants	COMF Unallocated		(0.004)
			<b>Total Earmarked Reserves</b>	<b>(0.316)</b>

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