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Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Committee: Budget Planning Committee

Date: Tuesday 17 September 2024

Time: 6.30 pm

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

Membership

**Councillor Edward Fraser
Reeves (Chairman)**

Councillor Tom Beckett

Councillor Andrew Crichton

Councillor Kieron Mallon

Councillor Rob Pattenden

Councillor Les Sibley

Councillor Matt Hodgson (Vice-Chairman)

Councillor Gordon Blakeway

Councillor Frank Ideh

Councillor Rob Parkinson

Councillor David Rogers

Councillor Dom Vaitkus

AGENDA

1. Apologies for Absence and Notification of Substitute Members

2. Declarations of Interest

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

3. Minutes (Pages 5 - 8)

To confirm as a correct record the minutes of the meeting held on 16 July 2024.

4. Chairman's Announcements

To receive communications from the Chairman.

5. Urgent Business

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

6. **Budget and Business Planning Process 2025-26** (Pages 9 - 42)

Report of Assistant Director of Finance (Section 151 Officer)

Purpose of report

This report is to inform the Budget Planning Committee of the proposed approach to the 2025/26 Budget and Business Planning Process and provides context and background information on the existing Medium-Term Financial Strategy and information on latest government announcements relevant to the Strategy.

Recommendations

The Budget Planning Committee resolves:

- 1.1 To note the contents of Appendices 1-5.

7. **Monthly Performance Report** (Pages 43 - 76)

Report of Assistant Director of Finance (Section 151 Officer)

Purpose of report

This report summarises Cherwell District Council's (CDC's) forecast revenue and capital outturn for 2024/2025 as at 30 June 2024 to give the Committee the opportunity to consider the finance aspects of the report.

Recommendations

The Budget Planning Committee resolves:

- 1.1 To note the contents of this report.

8. **Review of Committee Work Plan** (Pages 77 - 78)

To review the Committee Work Plan.

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

Information about this Meeting

Apologies for Absence

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

Declarations of Interest

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

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

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

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Queries Regarding this Agenda

Please contact Matt Swinford, Democratic and Elections Team democracy@cherwell-dc.gov.uk, 01295 221534

Shiraz Sheikh
Monitoring Officer

Published on Monday 9 September 2024

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Cherwell District Council

Budget Planning Committee

Minutes of a meeting of the Budget Planning Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 16 July 2024 at 6.30 pm

Present: Councillor Edward Fraser Reeves (Chairman)
Councillor Matt Hodgson (Vice-Chairman)
Councillor Gordon Blakeway
Councillor Andrew Crichton
Councillor Rob Parkinson
Councillor Rob Pattenden
Councillor David Rogers
Councillor Les Sibley
Councillor Dom Vaitkus

Apologies for absence: Councillor Tom Beckett
Councillor Frank Ideh
Councillor Kieron Mallon

Also Present: Councillor Lesley McLean, Deputy Leader and Portfolio Holder for Finance and Resources

Officers: Joanne Kaye, Head of Finance and Deputy Section 151 Officer
Jacey Scott, Head of Revenues and Benefits
Leanne Lock, Strategic Business Partner - Business Partnering & Controls
Sandra Ganpot, Benefits Services and Performance Manager
Natasha Clark, Governance and Elections Manager

3 **Declarations of Interest**

There were no declarations of interest.

4 **Minutes**

The minutes of the meetings held on 5 March 2024 and 22 May 2024 were agreed as correct records and signed by the Chairman.

5 **Chairman's Announcements**

There were no Chairman's announcements.

6 **Urgent Business**

There were no items of urgent business.

7 **Council Tax Reduction Scheme 2025 - 26**

The Assistant Director of Finance submitted a report to enable Members to consider the proposed banded scheme for Council Tax Reduction (CTR) for 2025/26.

In response to questions from the Committee regarding promotion and awareness of the scheme, the Head of Revenues and Benefit Services and Benefit Services and Performance Manager explained that information was available online on the council website, leaflets were included in council tax bills and the Department for Work and Pensions, and the council's Customer Services team signposted and promoted the scheme. Customer Services advisors also assisted residents to fill in the application.

In response to Members' questions regarding how the scheme was funded, the Head of Revenues and Benefit Services advised that the scheme was not funded, rather there was less council tax income. The in-year Council Tax collection rate for the 2023/24 financial year was 98.02%, which was the highest rate within the Oxfordshire authorities.

Resolved

- (1) That the contents of the report and any financial implications for the council be noted.
- (2) That Executive be recommended to agree to retain the current scheme for 2025/26.

8 **Finance Monitoring Report End of Year 2023 - 2024**

The Assistant Director of Finance (Section 151 Officer) submitted a report on the council's financial position at the end of the financial year 2023-2024.

In response to Members' comments regarding reliance on agency staff resulting in overspends, the Strategic Business Partner – Business Partnering and Controls explained that there was an ongoing recruitment drive.

Resolved

- (1) That, having given due consideration, the contents of the council's outturn for the financial year ended 31 March 2024 report be noted.
- (2) That the use of reserve requests be noted.
- (3) That the reserves movements made under the Section 151 Officer's delegated powers as part of the audit of prior years' statement of accounts be noted.

- (4) That the reprofiled capital budget, including corresponding financing from capital reserves, and adjustments to the 2024/25 capital programme accordingly be noted.
- (5) That outturn for 2023/2024, which is a balanced position after a contribution to reserves of £4.461m, be noted.
- (6) That the use of £0.285m of the Commercial Risk element of Policy Contingency to mitigate the delay in forecast lettings for some properties within 2023/24 be noted.

9 **Review of Committee Work Plan**

The Head of Finance updated the Committee on the work plan.

Resolved

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

The meeting ended at 6.50 pm

Chairman:

Date:

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This report is public.	
Budget and Business Planning Process 2025-26	
Committee	Budget Planning Committee
Date of Committee	17 September 2024
Portfolio Holder presenting the report	Cllr McLean, Portfolio Holder for Finance and Resources
Date Portfolio Holder agreed report	27 August 2024
Report of	Assistant Director of Finance (S151 Officer), Michael Furness

Purpose of report

This report is to inform the Budget Planning Committee of the proposed approach to the 2025/26 Budget and Business Planning Process and provides context and background information on the existing Medium-Term Financial Strategy and information on latest government announcements relevant to the Strategy.

1.0 Recommendations

The Budget Planning Committee resolves:

- 1.1 To note the contents of Appendices 1-5.

2.0 Introduction

- 2.1 The report submitted to, and approved at, the 9 September 2024 Executive Committee at Appendix 1 summarises the approach the council intends to take in order to set its 2025/26 budget and 5-year MTFs for the period 2025/26 to 2029/30. It also proposes a revision to the Reserves Policy.

Implications & Impact Assessments

Implications	Commentary
Finance	There are financial implications as a result of this report. Joanne Kaye, Head of Finance, 7 August 2024
Legal	The Council legally has to set a balanced budget each year. Ensuring there is a robust process in place will help it to achieve that. Shahin Ismail, Interim Legal Services Manager, 7 August 2024
Risk Management	The Council faces significant risks given the scale of the financial challenge for 2025/26. Having a robust process in place to develop budget proposals and the associated Corporate Plan will

	help to mitigate these. These risks are managed as part of the operational and leadership risk register. Celia Prado-Teeling, Performance Team Leader, 28 August 2024			
Impact Assessments	Positive	Neutral	Negative	Commentary
Equality Impact		X		There are no Equality, Diversity and Inclusion implications arising as a direct consequence of this report. However, as per our equalities framework, all proposals are developed in line with the Equality Act 2010. Celia Prado-Teeling, Performance Team Leader, 28 August 2024
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
Climate & Environmental Impact		X		There are no sustainability implications arising directly from this report to initiate the budget process. However, the implications of proposals arising from the process will need to be reviewed to consider whether they have sustainability impacts. As the Council looks to reduce its spend it would be hoped that this would also lead to a reduction in carbon impact as well. Jo Miskin, Climate Action Manager, 6 August 2024
Council Priorities	All			
Consultation & Engagement	n/a			

Supporting Information

3.0 Report Details

- 3.1 The council must set a balanced revenue budget for 2025/26 and the MTFFS approved by Council in February 2024 identified a budget gap of £7m. The report to the Executive Committee appended sets out how the council will address this gap in setting the budget for 2025/26.
- 3.2 The recommendations within the report at Appendix 1 approved by Executive on 9 September 2024 are as follows:
- a. Approve the Budget and Business Planning Process for 2025/26
 - b. Approve the base assumptions to be used for the 2025/26 budget.
 - c. Approve a five-year period for the Medium-Term Financial Strategy to 2029/30 and five-year period for the Capital Programme to 2029/30.
 - d. Approve the revised Reserves Policy at Appendix 5
- 3.3 Section 3.4 of Appendix 1 sets out the base budgeting assumptions which were included in the MTFFS approved in February 2024. These include assumptions in relation rates of salary, contract and Fees & Charges inflation (section 3.4 – 3.6) and to Funding (section 3.7 - 3.11) in the form of expected levels of government grants and Council Tax rates.
- 3.4 Sections 3.12 to 3.13 of Appendix 1 forecast the level of earmarked reserves at the end of 2024/25 (£27.4m). The General Fund reserve recommended level of £6.2m remains as deemed prudent by the Section 151 Officer in the Section 25 report submitted with the February 2024 Council report.
- 3.5 Sections 3.14 to 3.16 of Appendix 1 explain the context for the proposed addition to the Reserves Policy of a paragraph giving the Section 151 Officer the delegated authority to approve movements associated with the Capital Receipts Reserve.
- 3.6 Sections 3.17 to 3.25 of Appendix 1 discuss the continuing impact of the Cost-of-Living Crisis and government announcements on the Council and its residents.
- 3.7 Sections 3.26 to 3.34 of Appendix 1 describe how the Council will approach breaching the budget gap and how the MTFFS will be used to deliver the strategic aims listed in the Council's Business Plan.
- 3.8 Sections 3.37 to 3.41 of Appendix 1 discuss the process for consultation and engagement and finally, the high-level timeline for the budget process is detailed in sections 3.42 to 3.47.
- 3.9 There were four appendices to the 9 September 2024 Executive report, including a summary of the savings and pressures included in the MTFFS approved in February

2024 (provided in Appendices 2 & 3 respectively), the timetable for the budget setting process (Appendix 4 to this report) and the revised Reserves Policy (found at Appendix 5).

4.0 Conclusion and Reasons for Recommendations

4.1 Budget Planning Committee are invited to note and comment on the contents of Appendices 1-5.

5.0 Consultation

None required.

6.0 Alternative Options and Reasons for Rejection

6.1 No alternative options have been considered.

Decision Information

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

Document Information

Appendices	
Appendix 1	Report to 9 September Executive: Budget and Business Planning Process 2025-26
Appendix 2	Previously agreed Savings 2024/25 – 2028/29
Appendix 3	Previously agreed Growth 2024/25 – 2028/29
Appendix 4	Budget and Business Planning Timetable for the 2025/26 Process
Appendix 5	Reserves Policy
Background Papers	None
Reference Papers	Council 26 February 2024: Budget Setting for 2024/25 and the Medium-Term Financial Strategy up to 2028/29

Report Author	Lynsey Parkinson, Strategic Finance Business Partner
Report Author contact details	lynsey.parkinson@cherwell-dc.gov.uk 01295 221739

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This report is public.	
Budget and Business Planning Process 2025-26	
Committee	Executive
Date of Committee	9 September 2024
Portfolio Holder presenting the report	Portfolio Holder for Finance, Property and Regeneration, Councillor Lesley McLean
Date Portfolio Holder agreed report	27 August 2024
Report of	Assistant Director of Finance (S151 Officer), Michael Furness

Purpose of report

To inform the Executive of the proposed approach to the 2025/26 Budget and Business Planning Process and provides context and background information on the existing Medium-Term Financial Strategy and information on latest government announcements relevant to the Strategy.

1.0 Recommendations

The Executive resolves:

- 1.1 To approve the Budget and Business Planning Process for 2025/26.
- 1.2 To approve the base assumptions to be used for the 2025/26 budget.
- 1.3 To approve a five-year period for the Medium-Term Financial Strategy to 2029/30 and five-year period for the Capital Programme to 2029/30.
- 1.4 To approve the revised Reserves Policy at Appendix 4.

2.0 Introduction

- 2.1 This report is the first in the series on the Transformation Budget and Business Planning process for the forthcoming year. It forms context and background information and is part of the process which will culminate in Council setting a budget for 2025/26; a medium-term financial strategy to 2029/30, the capital programme to 2029/30 and a Council Plan in February 2025.
- 2.2 The Council Plan will set out the council's vision and strategic priorities, aims and activities over a five-year period. It will be underpinned annually through the production of an Annual Delivery Plan, which will set out clearly the key objectives and deliverables for the year ahead. This will ensure there is a clear direction for the Council on an annual basis to support the delivery of its overarching vision and strategic priorities.

- 2.3 The Council Plan will inform the Medium-Term Financial Strategy, a key policy framework of the Council, through ensuring that the annual budget and Annual Delivery Plans are aligned. Therefore, Annual Delivery Plans will form part of the annual budget cycle and approval process for the Council.
- 2.4 The Medium-Term Financial Strategy (MTFS) to 2028/29, agreed by Council in February 2024, identified savings of £7.038m to be delivered in 2025/26. The MTFS also reflects expected growth for demographic and other additional directorate spending needs and inflationary costs plus impacts of agreed savings and other income growth.
- 2.5 Information on latest government announcements and their impact, as well as an overview of new and emerging pressures which will need addressing through the Budget and Business Planning process for 2025/26, are set out in the report.
- 2.6 There is uncertainty in government funding for 2025/26 and beyond; it is strongly suggested by our funding advisors that the 2025/26 finance settlement will largely be a rollover settlement and this is the base planning assumption. The Council does not expect to have received the Provisional Financial Settlement until December. In addition, announcements are awaited with regards to the introduction of a new Fairer Funding Formula, alongside a Business Rates Reset, and whether time limited grant funding will continue in future years. The updated planning assumption is for time limited grant funding to fall out in 2026/27 and a reset of business rates related income to be phased over three years, beginning in 2027/28 within the MTFS. This level of uncertainty remains as high as last year; however, in reviewing and updating the MTFS prudent assumptions will be made based on the latest information available and using scenarios and a sensitivity analysis to form a view.

Implications & Impact Assessments

Implications	Commentary			
Finance	There are no immediate financial implications associated with agreeing a budget process. Joanne Kaye, Head of Finance, 7 August 2024			
Legal	The Council legally has to set a balanced budget each year. Ensuring there is a robust process in place will help to achieve this. Shahin Ismail, Interim Head of Legal Services, 7 August 2024			
Risk Management	The Council faces significant risks given the scale of the financial challenge for 2024/25 and 2025/26. Having a robust process in place to develop budget proposals and the associated Corporate Plan will help to mitigate these. These risks are managed as part of the operational and leadership risk register. Celia Prado-Teeling, Performance Team Leader, 28 August 2024			
Impact Assessments	Positive	Neutral	Negative	Commentary

Equality Impact		X		There are no Equality, Diversity and Inclusion implications arising as a direct consequence of this report. However, as per our equalities framework, all proposals are developed in line with the Equality Act 2010. Celia Prado-Teeling, Performance Team Leader, 28 August 2024
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
Climate & Environmental Impact		X		There are no sustainability implications arising directly from this report to initiate the budget process. However, the implications of proposals arising from the process will need to be reviewed to consider whether they have sustainability impacts. As the Council looks to reduce its spend it would be hoped that this would also lead to a reduction in carbon impact as well. Jo Miskin, Climate Action Manager, 6 August 2024
Council Priorities	All			
Consultation & Engagement	See section 3.37 – 3.41			

Supporting Information

3.0 Report Details

- 3.1 This initial report sets the context and the timetable for the Budget and Business Planning process. It sets out the assumptions on which the existing MTFS agreed in February 2024 is based, information arising from government and other announcements plus new and emerging financial issues for 2025/26 and beyond which impact on the existing MTFS.

3.2 The following appendices are attached to this report:

- Appendix 1: Previously agreed Savings 2024/25 – 2028/29
- Appendix 2: Previously agreed Growth 2024/25 – 2028/29
- Appendix 3: Budget and Business Planning timetable for 2025/26
- Appendix 4: Reserves Policy

3.3 It is proposed that the MTFS continues to cover a five-year time frame given the financial challenges the Council is facing and is therefore extended by one year to cover 2029/30. It is also proposed that the Capital Programme also cover the same five-year period to 2029/30 as the MTFS.

Assumptions in the approved Medium-Term Financial Strategy

Additional Spending & Savings

3.4 The 2024/25 – 2028/29 MTFS agreed by Council in February 2024 identified the requirement for additional annual savings of £7.038m in 2025/26 to offset funding reductions and to meet additional expenditure needs – this is in addition to the £0.042m savings already planned for 2025/26. Delivery of savings identified in February 2024 for implementation in 2024/25 of £1.710m are being monitored through the monthly reporting to Executive throughout the financial year. To the extent that savings anticipated in 2024/25 are not delivered on an ongoing basis this will increase the level of savings required in 2025/26. The Council is working to minimise any ongoing savings non-delivery in 2024/25.

3.5 The existing MTFS has provided for inflation on pay, contracts, and fees and charges within the budget. It assumes that there will be 5 percent pay awards in the three years to 2025/26. In the remaining two years of the MTFS period pay awards are assumed to increase at 2.5 percent annually. Contract inflation had been provided for at 2 percent in 2024/25 in the February 2024 MTFS. Fees and charges have been reviewed and increased by around 10 percent for 2024/25 to reflect cost recovery and are then assumed to increase by 2 percent annually.

3.6 Details of the savings and growth assumed in the existing MTFS, approved by Council in February 2024, for 2024/25 to 2028/29 are set out in Appendix 1 and 2.

Funding

3.7 The MTFS for 2024/25 approved by Council in February 2024 identified temporary funding received as a result of the delay to the proposed reset of business rates growth within the Business Rates Retention System and a further one year payment of the New Home Bonus grant prior to its winding down. Despite this, the existing MTFS has a budget shortfall of £7.038m in 2025/26.

3.8 The business rates reset was expected to be delayed until 2025/26 and phased over 3 years. The income retained from the Business Rates Retention Scheme was forecast to reduce by £10.3m in 2025/26 on the assumption that growth in business rates above the baseline reduces with the expectation of a business rates reset in April 2025.

- 3.9 Revenue Support Grant, which was extended for another year in 2024/25, was expected to drop out in 2025/26. The continuing phased reduction of the New Homes Bonus grant assumed the payment would drop out in 2025/26.
- 3.10 Maximum council tax increases of £5 for a Band D property are assumed across all years of the existing MTFS. It is assumed the Council Tax base will increase 1.6% on average annually. Total income from Council Tax (not including collection surpluses) is estimated to be £10.7m a year by 2028/29.
- 3.11 Details of the MTFS approved in February 2024 are set out in Table 1 below.

Table 1: MTFS as approved February 2024

MTFS Movements	2024/25	2025/26	2026/27	2027/28	2028/29
	£m	£m	£m	£m	£m
Base budget buff	28.284	0.000	0.000	0.000	0.000
Service Pressures	0.608	(0.292)	0.172	(0.093)	0.001
Service Savings	(1.710)	(0.042)	(0.204)	(0.113)	(0.092)
Capital Impact	0.051	0.097	0.035	0.118	0.116
Corporate changes	(1.475)	(3.188)	0.778	0.469	0.066
Inflation	1.607	1.226	0.541	0.560	0.525
Use of reserves	0.117	0.749	0.472	0.050	0.000
Additional government grants	(0.494)	3.487	0.000	0.000	0.000
Net Budget Requirement	26.987	2.037	1.794	0.991	0.616
Revenue Support Grant	(0.328)	0.328	0.000	0.000	0.000
Council Tax	(9.318)	(0.149)	(0.404)	(0.440)	(0.452)
Business Rates	(15.966)	3.447	2.904	2.647	(1.026)
New Homes Bonus	(1.375)	1.375	0.000	0.000	0.000
Total Income	(26.987)	5.001	2.500	2.207	(1.478)
Funding Gap / (Surplus)	0.000	7.038	4.294	3.198	(0.862)

Earmarked Reserves and General Balances

- 3.12 When the Council set its budget in February 2024, earmarked reserves (reserves held for a specific purpose) were forecast to be £27.4m as at the end of 2024/25. The latest forecast estimates that general balances will remain around £6.2m at the end of 2024/25. As with general balances, the level of earmarked reserves is reviewed each year as part of the Budget and Business Planning process. A risk assessment to determine the level of appropriate balances will also be undertaken as part of the Budget & Business Planning process.
- 3.13 Executive approves the Reserves Policy (Appendix 4) which is reviewed periodically. Section 6.1 of the policy introduced far tighter restrictions on the ability to use reserves with the Executive being required to approve contributions to and from reserves where there is not a specific ringfence around how the money must be spent. In cases where such a ringfence exists, the S151 Officer is able to authorise expenditure in line with the specific ringfence.

- 3.14 The proposed amendment to section 6.1 is to also delegate authority to the S151 officer for the capital receipts reserve. The capital receipts reserve's primary use is to hold capital receipts received until the Council identifies a capital project to which the receipt can be applied as financing. Applying a capital receipt as financing for a project reduces the annual Minimum Revenue Provision (MRP) charge, and so improve the Council's revenue provision going forward. As such, there is little reason to not use capital receipts for financing as soon as possible and maximise the saving to the revenue budget.
- 3.15 The only alternative use for capital receipts is through the flexible use of capital receipts direction as laid out by the Ministry of Housing, Communities and Local Government. This flexibility allows certain revenue costs to be funded from capital receipts. The costs must be in relation to projects that deliver ongoing savings or improved efficiency.
- 3.16 To use this flexible use of capital receipts direction, full council must first approve a flexible use of capital receipts strategy outlining the intended usage. If the S151 officer feels there would be a benefit to using this direction then they must bring a proposed strategy for full council to approve before any use in line with the direction could take place.

Revised assumptions in the updated Medium Term Financial Strategy

- 3.17 The MTFS approved in February 2024, has now been reviewed and prudent assumptions made based on the latest information available and using scenarios and a sensitivity analysis to form a view.

Funding

- 3.18 The revised planning assumptions within the MTFS are:
- time limited grant funding to fall out in 2026/27.
 - the reset of business rates related income moves to 2027/28 and phased over three years.
 - 2.5% pay inflation in 2025/26 and thereafter.

Table 2: Revised MTFS

MTFS Movements	2025/26	2026/27	2027/28	2028/29	2029/30
	£m	£m	£m	£m	£m
Base budget b/f	26.987	0.000	0.000	0.000	0.000
Service Pressures	(0.292)	0.172	(0.093)	0.001	0.001
Service Savings	(0.042)	(0.204)	(0.113)	(0.092)	(0.102)
Capital Impact	0.112	0.093	0.209	0.166	0.211
Corporate changes	(3.356)	0.536	0.051	0.174	0.110
Inflation	0.976	0.816	0.835	0.800	0.800
Use of reserves	2.914	(1.693)	0.050	0.000	0.000
Additional government grants	0.026	3.461	0.000	0.000	0.000
Net Budget Requirement	27.325	3.181	0.939	1.049	1.020
Revenue Support Grant	(0.328)	0.328	0.000	0.000	0.000

Council Tax	(9.467)	(0.404)	(0.440)	(0.452)	0.000
Business Rates	(16.155)	(0.494)	3.656	3.593	3.586
New Homes Bonus	(1.375)	1.375	0.000	0.000	0.000
Total Income	(27.325)	0.805	3.216	3.141	3.586
Funding Gap / (Surplus)	0.000	3.986	4.155	4.190	4.606

Cost-of-Living Crisis

- 3.19 The economy is still feeling the impact of the cost-of-living crisis and the government's first steps are "to deliver economic stability with tough spending rules, so we can grow our economy and keep taxes, inflation, and mortgages as low as possible".
- 3.20 The government plans to introduce new legislation and regulatory reforms to significantly benefit small businesses. The details of these changes have not yet been released. It remains unclear whether businesses will be able to continue to operate and grow at the rates assumed in the MTFs. If the economic recovery is not swift enough, then some businesses may not continue in 2024/25 putting at risk the anticipated growth of business rates. In addition, if business rates growth is less than anticipated for 2024/25, this will result in a deficit to the Collection Fund which will have to be considered when setting the 2025/26 budget.
- 3.21 In addition to the reduced rates of growth in business rates, there is a risk that, as the cost-of-living crisis continues, levels of working age Council Tax Support could increase. This could have the impact of reducing levels of Council Tax that will be received by the Council compared to the MTFs.

Government Announcements

- 3.22 Since Council approved the 2024/25 budget, MTFs and Capital Programme, there has been a General Election and change in government. The new Chancellor announced there will be a Budget on 30 October 2024, in which one year budget allocations for 2025/26 will be announced. A multi-year spending review, covering at least 3 years from 2026/27, will be announced in Spring 2025. There remains uncertainty as to what funding reforms (if any) this government is considering. The introduction of any reforms will be difficult to implement unless it coincides with the start of longer-term settlements (e.g. 2026-27).
- 3.23 There have been no announcements on the following that will impact the Council:
- the government's manifesto pledge for a new business rates system designed to "raise the same revenue but in a fairer way"
 - the future of the NHB scheme
 - Extended Producer Responsibility – waste reforms and the impact this will have on the Council when collecting waste and recycling.

Further Medium-Term Uncertainty

- 3.24 There is uncertainty in government funding for 2025/26 and beyond, and it is suggested by our funding advisors that the 2025/26 finance settlement will largely be a rollover settlement. The Council does not expect to have received the Provisional Financial Settlement until December.

- 3.25 As there is so much uncertainty around future local government funding, in particular from 2025/26 onwards, the MTFS will continue to be updated based on the latest information available and using scenarios and a sensitivity analysis to form a view.

Savings Proposals

- 3.26 Given the challenging situation relating to funding and the high levels of uncertainty, the Council will undertake to identify savings options to address the MTFS gap should it materialise.
- 3.27 In line with the MTFS approved in February 2024 the Council will:
- Adopt a transformational approach to service delivery to shape the thinking for the future design of the Council.
 - Review the Council's service level priorities and alignment of resources to maximise delivery of priorities within the resources available
 - Maximise income opportunities
 - Continue to lobby policy makers
- 3.28 Savings proposals will take the form of both expenditure reduction and increases in income. These will take into account the impacts identified in the MTFS approved in February 2024, and the ongoing financial impact of the cost-of-living crisis. Assumptions will be revisited and revised as information becomes clearer, but it is important to note that the actual implications will not be known until very late in the Budget and Business Planning process.
- 3.29 The Budget and Business Planning Process will consider the impact that savings proposals may have on the strategic priorities of:
- Housing that meets your needs
 - Supporting environmental sustainability
 - An enterprising economy with strong and vibrant local centres
 - Healthy, resilient, and engaged communities
- 3.30 The strategy for identifying savings will be based on the plan to address the MTFS gap which was approved by Council in February 2024. The Council will look to identify what savings can be provided by services and how they impact on priorities. In addition, the Council will undertake a cross-cutting review of the Council's strategic delivery themes identified in the Business Plan. The council is enhancing the planning process by developing a baseline for service provision, which will allow the council to identify the implications of differing service level options in the future.

New Vision, Strategy and Council Plan

- 3.31 Work is currently underway to develop a new Council Plan that will reflect a refreshed vision and strategy for the council. It will set out the Strategic Outcomes we are seeking for the communities of Cherwell as well as the ways in which the council will work to deliver them.
- 3.34 When completed, the new Council Plan will drive the Annual Delivery Plan, the MTFS and business planning across the council.

Consultation and Engagement

- 3.37 Residents and service users expect to be consulted about council spending and council tax levels. There are no prescriptive guidelines on how and when councils should consult. Some councils prefer to consult early and explore the principles by which the council could approach balancing its budget i.e. on the 'shape of the budget', whereas others prefer to consult later and consult on the 'substance' of the budget when more formed proposals have been developed. Some council's do both and some do neither.
- 3.38 The common law duty to consult applies to budget consultation as residents' and service users' views and feedback could legitimately be expected to inform the council's budget setting process. There are also legal duties to consult residents and services users on the detail of specific service change proposals and particularly cuts, and these are judged on a case-by-case basis.
- 3.39 Under section 65 of the Local Government Finance Act 1992, billing authorities must 'consult persons or bodies appearing to be representative of persons subject to non-domestic rates under section 43 and 45 of the 1998 Act about the rateable value (hereditaments) of properties.' We will engage businesses in our autumn consultation set out below.

Formal consultation

- 3.40 A public consultation will be published at the end of November on the 'substance' of the budget, to give the wider population and stakeholders (including businesses to meet our statutory duty) the opportunity to feedback on the council's 'formed' budget proposals. It does not, however, replace the need to specifically consult on service change proposals relating to significant service changes and where there is a legal requirement to do so.
- 3.41 Our approach will be digital first, using Cherwell District Council's consultation platform, Citizens Space Cherwell. In line with our commitment to Equality, Diversity and Inclusion, paper copies of both the booklet and questionnaire will also be available and customer services will be fully briefed to support residents if they need to request materials in alternative formats A communications promotional plan will support this exercise.

Budget and Business Planning Timetable

- 3.42 An online public consultation on CDC's budget proposals will commence when the information is published at the end of November 2024, with Budget Planning Committee (BPC) considering the budget pressures, savings and Fees & Charges proposals on 10 December 2024. Comments from BPC, along with other responses, will feed into the final formulation of proposals. As in previous years, we will look to invite all members to BPC, so they have the opportunity to comment on the proposals, subject to the Committee Chair's approval for this approach.
- 3.43 Capital proposals will also be considered by Budget Planning Committee on 10 December 2024. The Capital & Investment Strategy which incorporates the Treasury Management Strategy will be considered at the meeting in January 2025.
- 3.44 At this time, there are no indications when we can expect the provisional local government finance settlement, though it is anticipated that it will be received in late December as in previous years. This will confirm the general Government funding

available to the Council for 2025/26 and the Council Tax referendum limit to be applied.

- 3.45 The Executive will take into consideration the comments from the BPC in December 2024 and comments from the public consultation alongside the funding available announced as part of the provisional settlement, at its meeting on 3 February 2025 in setting out its proposed budget to Council.
- 3.46 The Council meeting to agree the 2025/26 revenue budget, MTFs and capital programme will take place on 24 February 2025.
- 3.47 A timetable for the Budget and Business Planning process is attached at Appendix 3.

4.0 Conclusion and Reasons for Recommendations

- 4.1 The Council has a legal obligation to set a balanced budget and ensure it maintains a suitable level of reserves each year. The process laid out in this report will allow CDC to develop budget proposals that will allow it to meet these legal obligations.

5.0 Consultation

None required.

6.0 Alternative Options and Reasons for Rejection

- 6.1 The Council has a legal obligation to set a balanced budget and evaluate its level of reserves to ensure they are held at a suitable level. Therefore, there are no alternative options other than to carry out a budget process that reviews the levels of reserves and identifies a budget proposal that can be delivered within the overall level of resources available to the Council.

Decision Information

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

Document Information

Appendices	
Appendix 1	Previously agreed Savings 2024/25 – 2028/29
Appendix 2	Previously agreed Growth 2024/25 – 2028/29
Appendix 3	Budget and Business Planning Timetable for the 2025/26 Process
Appendix 4	Reserves Policy
Background Papers	None
Reference Papers	Council 26 February 2024: Budget Setting for 2024/25 and the Medium-Term Financial Strategy up to 2028/29
Report Author	Lynsey Parkinson, Strategic Finance Business Partner
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Appendix 2 - Savings Proposals 2024/25

Figures are shown as an incremental, year on year change to the budget

Chief Executive										
Reference	Existing, New or Efficiency	Service	Title	Description	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	2027/28 (£m)	2028/29 (£m)	Total MTF5 (£m)
SHUMR233	Existing	Human Resources	Back office efficiencies in HR	Full year impact of reviewing our back-office HR processes in 2023/24.	(0.050)	-	-	-	-	(0.050)
SPERF231	Existing	Performance	Performance System Contract	Our performance system contract needs to be renewed every other year	0.010	(0.010)	0.010	(0.010)	0.010	0.010
SMUSE221	Existing	Banbury Museum	Reduction in Banbury Museum grant	Reduce the grant funding to the Banbury Museum Trust - delayed by 1 year to 2025/26	(0.012)	(0.025)	(0.050)	-	-	(0.087)
SMUSE231	Existing	Banbury Museum	Gradual reduction in support to Banbury Museum	We are proposing a gradual reduction in the funding we give to Banbury Museum - delayed by 1 year to 2025/26	(0.013)	(0.020)	(0.025)	-	-	(0.058)
SAFFH232	Existing	Affordable Housing	Bringing Rent Collection in house	Savings by collecting the rent from council properties ourselves, instead of through a housing association.	(0.015)	-	-	-	-	(0.015)
SHOSD241	New	Housing Standards	Housing Standards additional income	To better reflect the service we provide, and changes in the housing market, increase the license fees for Houses in Multiple Occupation by 10%	(0.002)	-	-	-	-	(0.002)
SAFFH241	Efficiency Savings	Housing Assets	Bringing aspcts of responsive repairs in house	The existing small repairs service within the Grants Team, which completes private works as part of the Home Improvement Agency, is going to be used to carry out some minor repairs within the small housing stock portfolio of the Council. These are currently all contracted out to outside suppliers.	(0.007)	-	-	-	-	(0.007)
SHIA241	Efficiency Savings	Home Improvement Agency	Changing the administration process for Discretionary Grants	Changing the administration process for Discretionary Grants	(0.062)	-	-	-	-	(0.062)
SHIA242	Efficiency Savings	Home Improvement Agency	Reducing consultancy budget	The grants team use specialist outside consultants for complex works, such as architects for house extensions. The nature of works completed by the team and the surveying skills within the team has meant a reduction in reliance on consultancy.	(0.012)	-	-	-	-	(0.012)
SHIA243	Efficiency Savings	Home Improvement Agency	Increased grant contribution from Oxfordshire County Council for the Home Improvement Agency	Oxfordshire County Council have agreed to pay a grant contribution to Cherwell DC for the delivery of this service. A inflationary increase was not factored in, which is part of the contract terms	(0.009)	-	-	-	-	(0.009)
SHOAD241	Efficiency Savings	Housing Advice	Reduction in cost of Housing Advice contract	The amount in budget was set on a year one contract cost, this cost is not reflective of the ongoing years costs within the contract. The year one cost was higher than the remaining years. The budget can be profiled accordingly	(0.015)	-	-	-	-	(0.015)
SLEIS241	Efficiency Savings	Contracts and Community Sp	Insure our Leisure Centres through a group insurance policy	Make use of the contractors group insurance on all sites in the contract rather than procuring independently for each Leisure Centre	(0.060)	-	-	-	-	(0.060)
SPERF241	Efficiency Savings	Customer Focus	Non renewal of Performance System	As part of the transformation programme is possible that we would not renew our current performance system, which is due to be renew next year (two-year contract until Nov 2024). This proposal will depend on the proof of concept currently being undertaken as part of the digital transformation programme.	(0.009)	-	-	-	-	(0.009)
SWAST249	Efficiency Savings	Waste & Recycling	Further development of digitalisation of key service areas	Increasing level of services available online to residents to reduce quantity of offline administration required.	(0.010)	-	-	-	-	(0.010)
Total					(0.266)	(0.059)	(0.085)	(0.010)	0.010	(0.386)

Appendix 2 - Savings Proposals 2024/25

Figures are shown as an incremental, year on year change to the budget

Communities							2024/25	2025/26	2026/27	2027/28	2028/29	Total MTF5
Reference	Existing, New or Efficiency	Service	Title	Description	(£m)	(£m)	(£m)	(£m)	(£m)	(£m)		
SAV2145	Existing	Waste & Recycling	Garden Waste Service	Continued impact of introduction of the food waste collection service giving residents the opportunity to recycle their food waste on a weekly basis. This will reduce the amount of residual waste and increase CDC's recycling rate. Residents will still be able to subscribe to our current well used garden waste collection service, which will incur a charge.	(0.077)	-	-	-	-	(0.077)		
SBCON221	Existing	Building Control	Building Control fees	Increase Building Control fees	(0.001)	(0.001)	(0.001)	(0.001)	(0.001)	(0.005)		
SBCR231	Existing	Bicester Regeneration	Gradual reduction in grant to Bicester Vision	We currently contribute £15k towards the work on Bicester Vision, which is the only contribution we make to organisations leading similar projects across the district. By tapering this contribution off over three years as a saving we can ensure we are treating these organisations equally and provide resilience for Bicester Vision to adapt its funding streams.	(0.010)	(0.005)	-	-	-	(0.015)		
SECON233	Existing	Economic Growth	Cutting grant to Experience Oxfordshire	Continuation of phased reduction of grant to Experience Oxfordshire.	(0.006)	(0.005)	-	-	-	(0.011)		
SCLEA242	New	Street Cleansing	Street Cleansing Service	Changing the working pattern of our street cleansing service to ensure we maintain high standards but reduce operational costs.	(0.070)	-	-	-	-	(0.070)		
SCSAF241	New	Community Safety	Reducing CCTV coverage to reduce costs with the maintenance and monitoring of the CCTV network.	Reducing expenditure on CCTV across Cherwell District by reducing number of cameras, monitoring and maintenance costs.	(0.030)	-	-	-	-	(0.030)		
SPCON242	New	Public Conveniences	Public Conveniences	Only retain and maintain CDC owned public conveniences that are fully accessible. This would mean keeping the Changing Places facilities in Bicester, Banbury and Kidlington and closing the public conveniences at Banbury Bus Station that do not meet these standards.	(0.021)	-	-	-	-	(0.021)		
SSEN241	New	Environmental Services	Street Scene	Providing playground inspections internally	(0.025)	-	-	-	-	(0.025)		
SVEHM241	New	Vehicle Maintenance	Vehicle Maintenance	Generate additional income from inspecting Taxis by widening the MOT offer	(0.010)	-	-	-	-	(0.010)		
SWAST241	New	Waste & Recycling	Bulky Waste Service	To introduce a premium charge for collecting bulky waste.	(0.010)	-	-	-	-	(0.010)		
SWAST248	New	Waste & Recycling	Waste Collection Service	Ensuring those currently receiving weekly waste collections have the appropriate containers to move to fortnightly collections and in line with the rest of the district. This would reduce our operational costs, improve overall efficiency, and also encourage households to reduce the amount of waste they produce.	(0.035)	-	-	-	-	-0.035		
SADGE241	Efficiency Savings	Growth & Economy	Recharge staff time to projects	A proportion of staff time will be recharged, for the relevant financial year, to externally funded projects.	(0.017)	0.017	-	-	-	-		
SCLEA241	Efficiency Savings	Street Cleansing	Street Cleansing and Street Scene alignment	Bring the two teams under one manager.	(0.040)	-	-	-	-	(0.040)		
SCLEA244	Efficiency Savings	Street Cleansing	Removal of Banksman role at Banbury Bus Station	Removal of need for Banksman role at Banbury Bus Station by encouraging bus companies to use mirrors and in built cameras and increased signage.	(0.026)	-	-	-	-	(0.026)		
SDMAN242	Efficiency Savings	Development Management	National agreed increase in planning fees	National agreed increase in planning fees	(0.300)	(0.001)	(0.001)	(0.001)	(0.001)	(0.304)		
SDMAN243	Efficiency Savings	Development Management	Removal of vacant Technical Support Officer post from establishment	Removal of vacant Technical Support Officer post from the establishment as no longer needed	(0.021)	-	-	-	-	(0.021)		
SSAFE241	Efficiency Savings	Public Safety	Regulatory Services and Community Safety Restructure post-decoupling from Oxfordshire County Council	A new management structure for the department following the end of the shared working arrangements with Oxfordshire County Council.	(0.038)	-	-	-	-	(0.038)		
SECON241	Efficiency Savings	Economic Growth	One Year delay of Economic Prosperity Strategy	The proposal is to delay the Economic Prosperity Strategy for one year.	(0.042)	0.041	-	-	-	-0.001		
SECON242	Efficiency Savings	Economic Growth	Officer time recharged to projects	Selected and proportionate recharging of revenue costs to one off grants (Bicester Garden Town Capacity fund and UKSPF)	(0.127)	0.127	-	-	-	-		
SWAST242	Efficiency Savings	Waste & Recycling	Rebalancing Food Waste Rounds	To direct deliver more food waste from the Banbury area to the processing plant at Cassington rather than utilising the transfer station in Banbury.	(0.028)	-	-	-	-	(0.028)		
SWAST244	Efficiency Savings	Waste & Recycling	Contracts & Inflation	Generating savings as contracts are renewed	(0.050)	-	-	-	-	(0.050)		
SWAST246	Efficiency Savings	Waste & Recycling	Increasing Marketing & Promotion on side of Waste Collection collection vehicles	Utilising the panels on the side of our Waste Collection Vehicles for advertising for third parties.	(0.010)	-	-	-	-	(0.010)		
SWAST247	Efficiency Savings	Waste & Recycling	Development of inhouse pool of staff to reduce reliance on agency staff	Increase the number of staff on the establishment to reduce the need for agency staff	(0.035)	-	-	-	-	(0.035)		
SWAST249	Efficiency Savings	Waste & Recycling	Further development of digitilisation of key service areas	Increasing level of services available online to residents to reduce quantity of offline administration required.	(0.015)	-	-	-	-	(0.015)		
Total					(1.044)	0.173	(0.002)	(0.002)	(0.002)	(0.877)		

Appendix 2 - Savings Proposals 2024/25

Figures are shown as an incremental, year on year change to the budget

Resources										
Reference	Existing, New or Efficiency		Title	Description	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	2027/28 (£m)	2028/29 (£m)	Total MTF5 (£m)
SAV025 & SCARP222	Existing	Car Parking	Car park fees	Increase annual car parking charge of no more than 10p per hour	(0.145)	(0.100)	(0.100)	(0.100)	(0.100)	(0.545)
SELEC221	Existing	Elections	Parish Election Charges	Review of recharges to Parishes for CDC running Parish Elections	(0.001)	-	(0.002)	(0.001)		(0.004)
SFCOS231	Existing	Finance	Ensure services funded through external grants reflect the costs of support services required	Through adopting a new approach to allocating any grants we receive towards services we can deliver savings on existing and future grants by ensuring they take into account all the costs of providing the services	(0.040)	(0.080)	-	-		(0.120)
SINVP221	Existing	Property	Commercial Rents	Change in rental income from commercial council properties through contractual lease reviews	0.074	0.020	(0.035)	-		0.059
SFSUP241	Efficiency Savings	Finance - Corporate Support	Staff Budget Realignment	Realignment in staffing budgets following a review	(0.008)	-	-	-		(0.008)
SFREV241	Efficiency Savings	Finance - Revenues & Benefits	Increase overall court costs for Council Tax recovery action	We will increase the overall court costs incurred by the customer for the issuing of Council Tax Summons and Liability Orders	(0.161)	-	-	-		(0.161)
SFREV242	Efficiency Savings	Finance - Revenues & Benefits	Vacant Inspections Officer post deleted from establishment	Removing a vacant inspection officer post from the structure	(0.033)	-	-	-		(0.033)
SFREV247	Efficiency Savings	Finance - Revenues & Benefits	Increase overall court costs for Non-Domestic Rates recovery action	We will increase the overall court costs incurred by the business for the issue of Non Domestic Rates summons and Liability Orders.	(0.016)	-	-	-		(0.016)
SITBS241	Efficiency Savings	IT - Business Systems , Support & Infrastructure	Operational Efficiencies	By leveraging automation and enhancing vendor support, we can deliver revenue savings associated with back-end IT operations.	(0.070)	-	-	-		(0.070)
Total					(0.400)	(0.160)	(0.137)	(0.101)	(0.100)	(0.898)
Total Existing Savings					(0.286)	(0.220)	(0.203)	(0.112)	(0.091)	(0.912)
Total New Savings					(0.203)	-	-	-	-	(0.203)
Total Efficiency Savings					(1.221)	0.184	(0.001)	(0.001)	(0.001)	(1.040)
Total Savings					(1.730)	(0.042)	(0.204)	(0.113)	(0.092)	(2.151)

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Chief Executive										
Reference	Existing, Savings Non-Delivery, or New	Service	Title	Description	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	2027/28 (£m)	2028/29 (£m)	Total MTFS (£m)
PCOMM221	Existing	Community Engagement	Community engagement business system	Change in contract value for community engagement business system	(0.001)	-	-	-	-	(0.001)
PPERF221	Existing	Performance	Performance Management System	Funding for the council's performance management business system	0.010	-	-	-	-	0.010
PAFFH231	Existing	Affordable Housing	Repairs and Maintenance	Inflation costs mean we need a further £15k for essential repairs and maintenance	0.015	-	-	-	-	0.015
PAFFH232 & PAFFH242	Existing/New	Affordable Housing	Change in income	Revised profile of income due to the building being vacant whilst roof is repaired	(0.200)	(0.066)	-	-	-	(0.266)
SAFFH232	Savings Non-Delivery	Affordable Housing	Bringing Rent Collection in house	Savings by collecting the rent from council properties ourselves, instead of through a housing association.	0.015	-	-	-	-	0.015
				Total	(0.161)	(0.066)	-	-	-	(0.227)

Communities										
Reference	Existing, Savings Non-Delivery, or New	Service	Title	Description	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	2027/28 (£m)	2028/29 (£m)	Total MTFS (£m)
PEMPL231	Existing	Emergency Planning	Inflationary costs in relation to the Council's Emergency Planning responsibilities	Cherwell District Council is supported by Oxfordshire County Council to prepare for and respond to emergency incidents that may arise in the district. Cherwell District Council pays for this support through a service level agreement with the County Council which includes provision for the rise in staffing costs	0.001	0.001	0.001	0.001	-	0.004
PWAST231	Existing	Waste & Recycling	Additional crew and vehicle for growth of the district	Housing growth in the district is rising rapidly, which means a new waste crew is required approximately every 3 years. As this is entirely dependent on the level of housing growth we cannot predict exactly when this need will arise. We anticipate needing an additional crew in 2026/27 and we have identified an additional vehicle through the vehicle replacement programme.	-	-	0.170	-	-	0.170
SBCON221	Savings Non-Delivery	Building Control	Building Control fees	Increase Building Control fees	0.001	0.001	0.001	0.001	0.001	0.005
PENVT241	New	Env Strategies	Climate Change	Increasing the resources needed to support the delivery of the Council's Climate Change Agenda	0.045	-	-	-	-	0.045
PDMAN241	New	Development Management	Statutory requirement	Recruiting an additional ecologist to support new statutory requirements . To be offset initially by use of Development Mangement Casework reserve for 3 years (see Appendix 16).	0.080	-	-	-	-	0.080
PPPOL241	New	Planning Policy	Local Plan	Increasing the budget to reflect the true costs of Local Plan Examinations - to be offset by use of other reserves (see Appendix 16).	0.200	(0.125)	-	-	-	0.075
PPCON242	New	Public Conveniences	Public Conveniences	Additional cleaning contract to keep Pioneer Square public conveniences fully accessible.	0.020	-	-	-	-	0.020
MOTION	New	Planning Policy	Kidlington & Yarnton Vision 2050	To develop a holistic strategy for Kidlington's Infrastructure	0.115	(0.020)	-	(0.095)	-	0.000
MOTION	New	Environmental Strategies	Solar Energy Strategy	To commission a robust, research-based strategy for solar electricity production in Cherwell, in order to achieve the optimum balance of power generation by solar farms, by roof panels on new commercial and residential developments, and, crucially, their retrofitting on existing public, business and domestic buildings.	0.020	(0.020)	-	-	-	0.000
Total					0.482	(0.163)	0.172	(0.093)	0.001	0.399

Resources										
Reference	Existing, Savings Non-Delivery, or New	Service	Title	Description	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	2027/28 (£m)	2028/29 (£m)	Total MTFS (£m)
SAV2193	Existing	Property	Commercial Rent	Forecast change in rental incomes for Council owned properties	0.205	0.012	-	-	-	0.217
PFREV221	Existing	Finance - Revs & Bens	Housing Benefit Subsidy costs	Fallout of Housing Benefit Subsidy costs to the Council	(0.200)	-	-	-	-	(0.200)
PCARP231	Existing	Car Parks	Adjusting the Car Parks income budget from 2023/24	Car Parking income dropped significantly during the covid pandemic and has not returned to pre pandemic levels due to changes in work patterns, reduced retail offers in town centres and the current cost of living crisis. It is not anticipated that car parking income will return to previous levels and therefore the income target must be adjusted.	0.045	-	-	-	-	0.045
PDEMO233	Existing	Legal	Legal Team structure	Cost of establishing our own legal team following the decoupling with Oxfordshire County Council	(0.031)	-	-	-	-	(0.031)
PDEMO241	New	Democratic	Member Development	An annual Member induction programme is essential to support newly elected councillors following the district elections which are held every three years out of four. It is also essential that all councillors complete mandatory training in line with the Member Development Framework and Constituion.	0.003	-	-	-	-	0.003
PELEC241	New	Elections	Implementation of the Elections Act 2022	The Elections Act introduces significant changes to the UK electoral systems. These changes are underpinned by statutory instruments with different changes scheduled for different times	0.040	-	-	-	-	0.040
PELEC242	New	Elections	Local Elections	Meeting the increased cost of running local elections in light of supplier cost increases and ensuring compliance with legislative changes	0.070	-	-	-	-	0.070
PLEGL241	New	Legal	Case Management System	Case Management System for additional users and to comply with IT policy	0.017	-	-	-	-	0.017
PLEGL242	New	Legal	Legal Publications	Access to electronic books and publications as a result of increase in the establishment. Needed for lawyers to carry out their duties.	0.007	-	-	-	-	0.007
PITBS241	New	IT - Business Systems , Support & Infrastructure	Increased Cyber Security	Additional email security, and cyber awareness training to help prevent cyber attacks via email threats such as phishing.	0.014	-	-	-	-	0.014
PITBS242	New	IT - Business Systems , Support & Infrastructure	Increased disaster recover measure	Move back ups and archives to an alternative cloud based solution. This reduces the immediate need to increase online storage for older files, which can be achieved and retrieved as needed.	0.008	-	-	-	-	0.008
PITBS243	New	IT - Business Systems , Support & Infrastructure	Automatic patching of more systems	This new service will allow us to automatically schedule updates to a wider selection of systems and application, reducing the time taken and inturn the threat window (how long between threat indentified and patch applied)	0.010	-	-	-	-	0.010
PPROC241	New	Procurement	Procurement System	Licensing costs for the Council's procurement portal	0.009	-	-	-	-	0.009
PPREV241	New	Property	Asset Management Plan Condition Surveys	As part of the creation of the Council's property asset management plan condition surveys of all of the corporate and commercial property stock. To be offset by use of property reserve.	0.090	(0.075)	-	-	-	0.015
					0.287	(0.063)	-	-	-	0.224

Figures are shown as an incremental, year on year change to the budget

				Total Existing Pressures	(0.222)	0.013	0.171	0.001	-	(0.037)
				Total Savings Non-Delivery	0.016	0.001	0.001	0.001	0.001	0.020
				Total New Pressures	0.814	(0.306)	-	(0.095)	-	0.413
				Total Pressures	0.608	(0.292)	0.172	(0.093)	0.001	0.396

Budget and Business Planning Process High Level Timetable

Action	Date
Budget and Business Planning Process Report considered by Executive	9 September 2024
Budget Consultation Published	End November 2024
Budget Proposals considered by Budget Planning Committee	10 December 2024
Council Tax Reduction Scheme considered by Council	16 December 2024
Provisional Local Government Finance Settlement	Mid-December 2024
Council Tax Base considered by Executive	6 January 2025
Draft Treasury Management and Capital & Investment Strategies considered by Accounts, Audit and Risk Committee	15 January 2025
Draft Capital & Investment Strategies considered by Budget Planning Committee	21 January 2025
Proposed Budget from Executive	3 February 2025
Council to agree 2025/26 Budget	24 February 2025

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DOCUMENT CONTROL

Organisation(s)	Cherwell District Council (CDC)
Policy title	Reserves Policy
Owner	Finance
Date of implementation	February 2020

DOCUMENT APPROVALS

This document requires the following committee approvals:

Committee	Date of meeting pending approval
Executive	09 September 2024

DOCUMENT DISTRIBUTION

This document will be available on the Finance intranet page.

DATE FOR REVIEW

No later than 31 March annually but sooner if required.

REVISION HISTORY

Version	Revision date	Summary of revision
2.0	05 July 2023	Addition of section 6.2
2.1	09 September 2024	Amendment of section 6.1 to delegate authority of use of capital receipts reserve to the S151 officer

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CHERWELL DISTRICT COUNCIL RESERVES POLICY

1. Background

- 1.1. The purpose of this policy is to set out how Cherwell District Council (CDC) will determine and review its overall level of reserves and how it uses them.
- 1.2. Sections 31A and 42A of the Local Government Finance Act 1992 require authorities to have regard to the level of balances and reserves needed for meeting estimated future expenditure when calculating the council tax requirement.
- 1.3. CDC has usable reserves and unusable reserves on its Balance Sheet. The unusable reserves are as a result of accounting adjustments and are not therefore available to spend. This policy will concentrate on usable reserves.

2. General Policy

- 2.1. Usable reserves can be split into the following categories:
 - General Balances
 - Earmarked Reserves
 - Revenue Grant Related Reserves
 - Capital Reserves
- 2.2. CDC maintains usable reserves primarily for the following reasons:
 - The need to put aside sums in case of unexpected or unplanned events or emergencies.
 - To smooth out the impact of payments on the revenue account
 - To cover timing differences such as grant money received in any given year where expenditure takes place in a later year
 - To provide pump prime funding for projects to deliver changes in working practices on an invest to save basis. Any approved use on this basis must include an agreed repayment plan
 - A means of building up funds to meet known or predicted liabilities
- 2.3. Reserves can only be used on a one-off basis which means that their application does not offer a permanent solution to delivering savings or reductions in the level of expenditure.

3. Usable Reserves

3.1. General Balances

3.1.1. These are funds that do not have restrictions as to their use. CDC can use them for any purpose within the General Fund. The purpose of general reserves is to manage the impact of exceptional emergencies and unforeseen events. Without such reserves the potential financial impact of these unforeseen events could cause a financial deficit in the General Fund, which would be severely disruptive to the effective operation of the authority.

3.2. Earmarked Reserves

3.2.1. Earmarked Reserves enable CDC to set aside sums to meet specific future anticipated liabilities. Funds could be set aside for items such as (but not limited to):

- cyclical maintenance,
- cyclical events such as elections,
- income generated that must be spent on specific purposes,
- managing market volatility (e.g. commercial rent)
- insurance.

3.2.2. Earmarked reserves should not be held for a sustained period of time as they are held for a specific purpose¹. Where earmarked reserves are no longer required for their original purpose or are not expected to be spent over the medium term they should be reviewed and a decision made on using for alternative purposes.

3.2.3. In line with financial regulations, where a service has generated a service underspend as part of its day to day running, this should not be requested to be set aside as an earmarked reserve without a specific purpose; it should contribute to the overall benefit of CDC's financial position and the achievement of its corporate objectives.

3.2.4. The request to use earmarked reserves, create new earmarked reserves or contribute to existing earmarked reserves (where not approved as part of the budget) must be approved by the Executive. The allocation of Earmarked Reserves will be made when services can demonstrate that the funding is required for that particular purpose.

3.3. Revenue Grant Related Reserves

3.3.1. These reserves relate to the unused element of grant support for which the conditions of the grant are expected to be met. The reserves will be used to meet future years' expenditure for the service for which the grant was awarded. These reserves are managed by Directors.

3.3.2. CDC holds various Section 106 reserves which were contributed by private companies to improve the local community. The fund must be used for the

¹ with the exception of insurance reserves held to manage risk for which it is difficult to forecast when they will be called upon

specific scheme and within the agreed timescale. If funds are not used they need to be returned back to the contributors.

3.3.3. Use of these reserves should be planned as part of the budget setting process. Use of these reserves during the financial year requires approval by the Section 151 Officer.

3.4. Capital Reserves:

3.4.1. These are reserves that have been set aside to finance capital schemes and cannot be used to support revenue expenditure without the consent of the Secretary of State for Local Government. These reserves comprise:

- Capital Receipts Reserve reflects the income received from the disposal of capital assets prior to being used to fund future capital expenditure or for the redemption of debt. Capital receipts cannot be used to fund revenue expenditure except where allowed by statute. CDC will allocate resources from the Capital Receipts Reserve in line with its priorities
- Capital Grants Unapplied reflects the unused element of capital grants or capital contributions awarded to CDC, for which the conditions of the grant support are expected to be met or for which there are no conditions. The reserve will be used to meet future years' capital expenditure in a way which best fits with CDC's priorities.

4. **Determining the Level of General Balances and Earmarked Reserves**

4.1. CDC must maintain sufficient general balances and earmarked reserves to cover the key financial risks and contingencies.

4.2. Section 25 of the Local Government Finance Act 2003 requires that when a local authority is agreeing its annual budget and council tax precept, the Chief Finance Officer must report on the adequacy of the proposed financial reserves

4.3. As part of the budget setting process the Section 151 Officer will consider and assess the level of general balances and earmarked reserves. Consideration will be given to the strategic, operational and financial risks facing CDC.

4.4. Major factors to be considered when evaluating the level of general balances and earmarked reserves, include but are not limited to the following:

Budget Assumptions	Issues to Consider
Inflation and interest rate volatility	The overall financial standing of CDC

Scale of budget gap over the medium term	The trend of CDC's financial management and the robustness of the MTFS – i.e. is it balanced over the medium term and delivered annually?
Savings delivery	Size, scale, complexity and pace of the savings programme and risks around slippage or non-delivery.
The availability of other funds to deal with major contingencies and the adequacy of provisions	The adequacy of CDC's arrangements to cover major unforeseen risks.
Income streams	Volatility in levels of income
Government funding	Political landscape and approach to allocating funding across local government

5. Governance and Review

- 5.1. The Council recognises the need to hold and maintain adequate reserves that meet the needs of the organisation. However, there is an opportunity cost as a result of the Council allocating resources away from other potential uses. It is therefore essential for the Section 151 Officer to regularly review the purpose and level of reserves.
- 5.2. All anticipated use of reserves should be understood and recognised as part of the budget setting process and agreed when Council approves the budget.
- 5.3. Any identified use of, or contribution to, reserves after the budget has been set should be approved by the Executive, or the Section 151 Officer in the case of grant reserves, prior to the budget being changed. Uses should be for specific purposes for which reserves have been set aside and not to address savings non-delivery or budget pressures. Contributions to reserves should be for specific costs expected to be incurred in the future.
- 5.4. The reserves position is reported quarterly as part of the revenue monitoring process. The planned usage of reserves is also included as part of the budget setting process. In addition the level and use of reserves is reported and reviewed during the closedown process.
- 5.5. The reserves policy will be reviewed annually as part of the budget setting process.

6. Use of Reserves Approval

- 6.1. Table 1 below shows the level of approval required to use or contribute to usable reserves.

Table 1 Level of approval required for requested use of or contribution to reserves

Type of Reserves	Level of Approval Required*
General Reserves and Balances	Executive
Earmarked Reserves	Executive
Revenue and Capital Grant Related Reserves	Section 151 Officer
Capital Receipts Reserves	Section 151 Officer**

* Unless previously approved by Full Council as part of approval of the budget

** If the Section 151 officer feels there is benefit to using the flexible use of capital receipts direction to fund revenue costs then in line with the statutory guidance a flexible use of capital receipts strategy will be taken to full council for approval.

- 6.2 The current trend for external audits to extend beyond the end of the next financial accounting year can result in changes to the accounts which could have an impact on useable reserves. Therefore, for changes to and from useable reserves which come about as a result of external audit following the submission of the annual outturn report, the Section 151 Officer will have delegated authority, in consultation with the Portfolio Holder for Finance, to manage the impact on useable reserves of such changes to ensure the long-term resilience of the Council. Any such changes made under this delegated power will be reported to the Executive when the audit is complete.

This report is public	
Monthly Performance Report	
Committee	Budget Planning Committee
Date of Committee	17 September 2024
Portfolio Holder presenting the report	Portfolio Holder for Finance, Property & Regeneration, Councillor Lesley McLean
Date Portfolio Holder agreed report	20 August 2024
Report of	Assistant Director of Finance, Michael Furness

Purpose of report

This report summarises Cherwell District Council's (CDC's) forecast revenue and capital outturn for 2024/2025 as at 30 June 2024 to give the Committee the opportunity to consider the finance aspects of the report.

1. Recommendations

The Budget Planning Committee resolves:

- 1.1 To note the contents of this report.

2. Executive Summary

- 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 30 June 2024.

Implications & Impact Assessments

Implications	Commentary			
Finance	Financial and Resource implications are detailed within sections 4.1 and 4.2 of this report. The reserves policy requires Executive to agree transfers to and from earmarked reserves and general balances during the financial year. Joanne Kaye, Head of Finance, 29/08/2024			
Legal	There are no direct legal implications arising from this report. Shahin Ismail, Interim Head of Legal Services. Shahin.ismail@cherwell-dc.gov.uk			
Risk Management	There are no risk implications arising directly from this report Celia Prado-Teeling, Performance Team Leader, 27 August 2024			
Impact Assessments	Positive	Neutral	Negative	Commentary
Equality Impact		X		There are no equality implications arising directly as a consequence of this report

				Celia Prado-Teeling, Performance Team Leader, 27 August 2024
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
Climate & Environmental Impact		X		N/A
ICT & Digital Impact		X		N/A
Data Impact		X		N/A
Procurement & subsidy		X		N/A
Council Priorities	N/A			
Human Resources	N/A			
Property	N/A			
Consultation & Engagement	This report sets out the financial forecast for the financial year ended 31 March 2025, therefore no formal consultation or engagement is required.			

Supporting Information

3. Background

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

4. Details

4.1 The council's forecast outturn position for 2024/2025 is an overspend of £0.312m. The forecast overspend is due to pressures within certain services and further details can be found in Appendix 2. In line with the principles outlined in the Chief Finance Officer's Section 25 statement that accompanied the 2024/25 budget report, services that are forecasting an overspend are actively looking for solutions to mitigate this. Furthermore, services that are forecasting to operate within their budget are also looking for ways that they could reduce their net expenditure position. This will be supplemented by the Transformation Programme currently underway at the council. Where suitable proposals are identified that can be implemented before the start of the 2025/26 the council will consider this. As such the council is looking to manage the budget in a corporate way that minimises any impact on service provision.

Table 1: Year End Position

Forecast Outturn - June 2024	Original Budget	Current Budget	June Forecast Outturn	June Variance (Under) / Over	% Variance to current budget	May Variance (Under) / Over	Change since Previous (better) / worse
	£m	£m	£m	£m	%		
Chief Executive	5.337	5.379	5.349	(0.030)	-0.6%	0.025	(0.055)
Resources	4.382	4.422	4.651	0.229	5.2%	0.048	0.181
Communities	8.996	8.996	9.096	0.100	1.1%	0.000	0.100
Subtotal Directorates	18.715	18.797	19.096	0.299	5.7%	0.073	0.226
Executive Matters	4.293	4.293	4.306	0.013	-0.3%	0.000	0.013
Policy Contingency	3.979	3.897	3.897	0.000	0.0%	0.000	0.000
Total	26.987	26.987	27.299	0.312	1.2%	0.073	0.239
FUNDING	(26.987)	(26.987)	(26.987)	0.000	0.0%	0.000	0.000
(Surplus)/Deficit	0.000	0.000	0.312	0.312		0.073	0.239

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

Table 2: Analysis of Forecast Variance – June 2024

Breakdown of current month forecast	June 2024 Forecast	Base Budget Over/ (Under)	Savings Non-Delivery
	£m	£m	£m
Chief Executive	(0.030)	(0.120)	0.090
Resources	0.229	0.229	0.000
Communities	0.100	0.034	0.066

Subtotal Directorates	0.299	0.143	0.156
Executive Matters	0.013	0.013	0.000
Policy Contingency	0.000	0.000	0.000
Total	0.312	0.156	0.156

FUNDING	0.000	0.000	0.000
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(Surplus)/Deficit	0.312	0.156	0.156
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Table 3: Budget compared with Forecast

The graph below shows the Budget compared with the forecast to the end of the financial year.

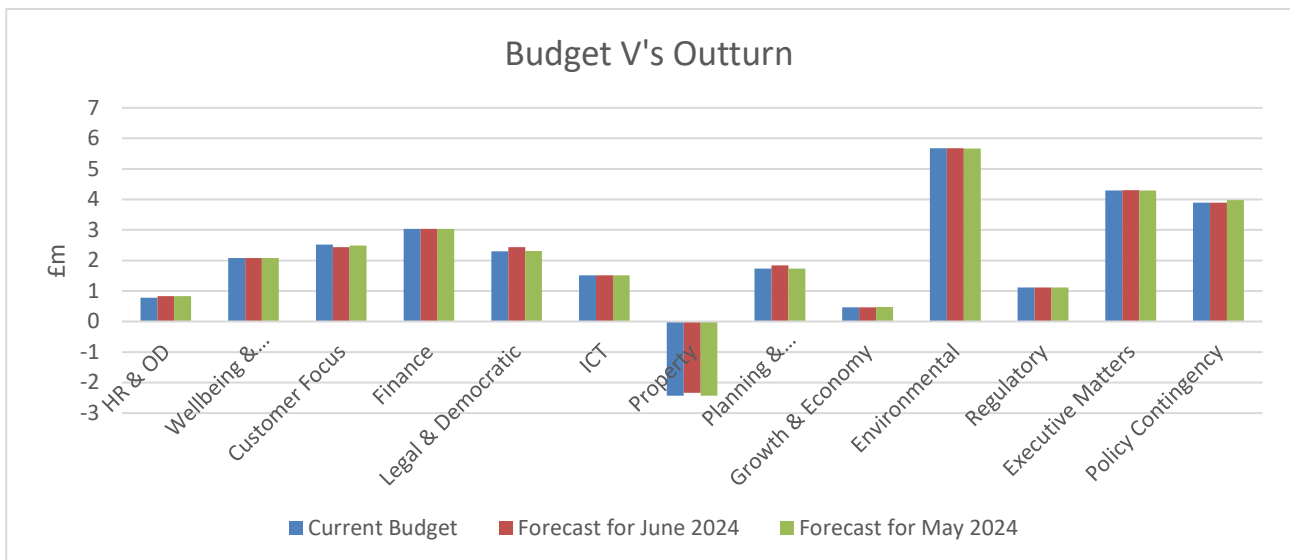


Table 4: Top Major Variances:

Service	Current Budget	Variance	% Variance
Legal, Democratic, Elections & Procurement	2.305	0.129	5.6%
Planning & Development	1.738	0.100	5.8%
Property	(2.432)	0.100	-4.1%
Total	1.611	0.329	

Legal, Democratic, Elections & Procurement – Overspend £0.129m (May 2024 variance £0.048m)

Professional support obtained through use of locum lawyers and other professional staff makes up the bulk of the overspend. The MO is responsible for securing appropriate and

suitable legal advice, investigating and reporting on anything the Council does that has the potential to be an illegal action or investigating and reporting on any action that might count as maladministration. However, the service recognises that it needs to operate within its budget, it has been actively trying to recruit to permanent positions together with demand management measures.

Planning & Development – Overspend £0.100m (May 2024 variance £0.000m)

Planning and Development is forecasting an overall overspend of £0.100m. The forecast for pre-application income has fallen and there are higher staffing costs (agency & consultancy). This is partly offset by income from Planning Performance Agreements and Building Control being higher than expected.

Property – Overspend £0.100m (May 2024 Variance overspend £0.000m)

The £0.100m overspend has occurred due to void costs of holding vacant units. Some units are under offer and lettings are expected to complete soon. This will have the impact of reducing the overspend as the financial year progresses.

Policy Contingency

The council has to fund the costs of a planning appeal that it lost for c£0.5m. These costs are expected to be able to be met from within policy contingency budgets available to the council.

Reserves

Allocations to and from reserves are made according to the Reserves Policy. Table 5 below summarises the movements which have been requested in June 2024, further detail is provided in Appendix 5.

Table 5: Earmarked Reserves:

Reserves	Balance 1 April 2024	Original Budgeted use/ (contribution)	Changes agreed since budget setting	Changes proposed June 2024	Balance 31 March 2025
	£m	£m	£m	£m	£m
General Balance	(6.153)	0.000	0.000	0.000	(6.153)
Earmarked	(28.325)	(0.776)	0.172	0.000	(28.929)
Ringfenced Grant	(2.552)	0.898	0.009	0.342	(1.303)
Subtotal Revenue	(37.030)	0.122	0.181	0.342	(36.385)
Capital	(6.293)	3.250	0.000	0.000	(3.043)
Total	(43.323)	3.372	0.181	0.342	(39.428)

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

Please see appendix 5 for reserve requests.

4.2 Capital

There is an in-year underspend of (£4.757m), of which £0.739m is to be reprofiled into future years.

Directorate	Budget £m	Forecast Spend 24/25 £m	Re-profiled beyond 2024/25 £m	Variance to Budget £m	Prior Month Variance to Budget £m
Chief Executives	6.957	6.519	0.000	(0.438)	(1.250)
Resources	10.204	9.959	0.000	(0.245)	(0.245)
Communities	8.057	3.983	0.739	(3.335)	0.000
Total	25.218	20.461	0.739	(4.018)	(1.495)

For further detail please view Appendix 1.

Table 7: How the Capital Programme is financed

Financing	24/25 Budget £m	Future Years £m	Total
Borrowing	16.839	8.254	25.093
Capital Grants	0.425	5.250	5.675
Capital Receipts	6.143	4.956	11.099
S106 Receipts	1.811	3.082	4.893
	25.218	21.542	46.760

Table 8: Total Capital Project Outturn

Directorate	Budget £m	Total Forecast 2024/25 £m	Variance to Budget £m	Prior Month Variance to Budget £m
Chief Executives	15.536	15.098	(0.438)	(1.250)
Resources	14.671	14.426	(0.245)	(0.245)
Communities	16.553	16.553	0.000	0.000
Total	46.760	46.077	(0.683)	(1.495)

Table 9: Top in-year variances: -

Code	Top In-Year Variances	Budget Total £'000	Reprofile to 24/25 £'000	% of in year Budget Variance
40286	Transforming Market Square Bicester	4.235	4.055	95.75%
40062	East West Railways	0.049	0.019	39.15%
		4.283	4.074	

40286 – Transforming Market Square Bicester - Market Square study to be completed in 2024/25, with approvals and procurement of contractor completed by early Q1 2025/26 and works implemented over Financial year's 2025/26 and 2026/27.

40062 – East West Railways – The capital fund has been set up to enable the Council's costs to be recharged when responding to enquiries and regulatory applications, involving for example environmental and land drainage matters, made in connection with the EWR project. This is in partnership with England's Economic Heartland. The Digital Enhancement Project is a small element of CDC's commitment, involving the transfer of funds in four stages to reflect Network Rail's delivery of the digital infrastructure. The fourth invoice of £26,500 is expected to be received by the end of Q1 2024/25, dependent upon practical progress.

5. Alternative Options and Reasons for Rejection

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

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

6 Conclusion and Reasons for Recommendations

6.1 It is recommended that the contents of the report are noted.

Decision Information

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

Document Information

Appendices	
Appendix 1	Capital June 2024
Appendix 2	Detailed Revenue Narrative on Forecast June 2024
Appendix 3	Virements June 2024
Appendix 4	Funding June 2024

Appendix 5	Use of Reserves and Grant Funding June 2024
Background Papers	N/A
Reference Papers	N/A
Report Author	Leanne Lock
Report Author contact details	Leanne.lock@cherwell-dc.gov.uk 01295 227098

APPENDIX 1

CHERWELL CAPITAL EXPENDITURE

Cost Centre	DESCRIPTION	BUDGET 2024/25	YTD ACTUAL	PO COMMITMENTS	Forecast	RE-PROFILED BEYOND 2024/25	RE-PROFILED BEYOND 2025/26	Current month Variances £000	Prior month Variances £000	Forecast Narrative (Public)
40083	Disabled Facilities Grants	1,384	176	0	1,384			0	0	Full spend anticipated
40084	Discretionary Grants Domestic Properties	150	42	0	150			0	0	Full spend anticipated
40160	Housing Services - capital	160	0	0	160			0	0	Forecasting in line with budget
40251	Longford Park Art	45	0	0	45			0	0	Artist will complete their commissions once the parkland has been handed over. This is dependent on the development reaching the required standard.
40262	Town Centre House Purchase and Repair	2,880	486	1,505	2,880			0	0	Project on track and due to complete in 2024/25
40294	S106 - Ambrosden Community Facility Project	20	0	0	20			0	0	Parish Council has a variety of projects they are looking to bring forward in 2024/25 to increase capacity at the village hall.
40295	S106 - Ambrosden Indoor Sport Project	65	0	0	65			0	0	Awaiting new project details.
40297	S106 - Ardley & Fewcott Play Area Project	15	0	0	15			0	0	Awaiting direction from the parish council regarding further play area investment.
40298	S106 - Ardley & Fewcott Village Hall Project	3	0	0	3			0	0	Porject details for replacement windows received. S106 spend approved.
40301	S106 - Graven Hill Outdoor Sport Project	52	0	0	52			0	0	Expected to commence works on the Graven Hill Project during 2024/25. Intention to secure services of project consultants to support on initial phases of the programme through to delivery
40302	S106 - Grimsbury Community Centre Projects	20	0	0	20			0	0	This S106 forms part of the Playzone Projects
40303	S106 - Hanwell Fields Community Centre Projects	180	0	0	180			0	0	S106 funding is allocated to Hanwell Fields Community Centre to enhance the existing facility with the intention of increasing opportunities for residents to take part in activities. This project is centred around the options for putting in a mezzanine floor in the current main hall area to give a split level facility. Currently working with Property Team around whether this is feasible and affordable with some cost estimates. Costs likely for architectural/structural support in Q2
40305	S106 - Horley Cricket Club Pavilion Project	110	0	0	110			0	0	The project is for improvements and enhancements to the Horley Cricket Club Pavilion. There have been contractors on site to price up the works, however nothing will happen until post September because of cricket season. There is an expectation that there will be spend in 2024/25
40308	S106 - Milton Road Community Facility and Sports Pitch Project	471	0	0	471			0	0	CDC hold the £471k of s106 for the Parish Council who are seeking additional grant funding from other sources to increase what they are aiming to deliver on
40310	S106 - Spiceball Leisure Centre Improvements	14	0	0	14			0	0	Options are being considered, project to be delivered 2024/25
40312	S106 - Whitelands Farm Sports Ground (Pedestrian crossing and various works)	82	16	82	82			0	0	Awaiting confirmation of how the pedestrian crossing is to be delivered. Project to be delivered upon in 2024/25
40313	S106 - Woodgreen Leisure Centre Improvements	47	0	0	47			0	0	Improvements planned to the Swimming Pool Changing Rooms. Expected to complete on works during February/March 2025
40314	S106 - Deddington Parish Council Projects	8	0	0	8			0	0	Awaiting project details for the remaining S106 spend.
40315	S106 - Longford Park Sport Pitches	10	0	0	10			0	0	Maintenance cost for the pitches and pavilion

40318	S106 - Steeple Aston Parish Council Village Hall Sports and Recreation Centre	0	(6)	0	0			0	0	Parish Council led projects towards improvements at the village hall, sports & recreation centre and playing fields.
40319	Local Authority Housing Fund R2	335	179	0	335			0	0	Grant agreements have been concluded with two registered providers of social housing, Sanctuary Housing and South Oxfordshire Housing Association (SOHA) to bring homes forward for clients within resettlement scheme. Grants to be paid in this financial year
40324	Development of Activity Play Zones	600	0	0	162			(438)	(438)	Application process for Football Foundation Funding has been completed and working with Football Foundation and Town Council on project delivery. Grant application has been accepted by the Football Foundation. Subject to Planning Permission works likely to commence late 2024/early 2025
40325	Graven Hill Community and Infrastructure Projects	80	0	0	80			0	0	Expected to commence works on the Graven Hill Project during 2024/25. Intention to secure services of project consultants to support on initial phases of the programme through to delivery
40328	S106 – Windmill Community and Sports Centre Tennis Courts	51	0	42	51			0	0	Mini tennis court project underway and full spend anticipated in 2024/25
40329	Spiceball Leisure Centre Structural Beams	100	0	0	100			0	0	Works expected to commence and complete end of December 2024
40330	Replacement of the Sports Hall Roof at Bicester Leisure Centre	45	0	0	45			0	0	Agreed at SPSPB that after receiving condition survey report into the roof that there were options to extend the lifespan by 5 to 10 years. The cost would fall within the budget allocation, however a new complete roof would fall outside of this requiring a request for additional funding. Tender documents due out within the next couple of weeks
	Wellbeing & Housing	6,927	893	1,629	6,489	0	0	(438)	(438)	
40292	iTrent HR System Upgrades	30	0	0	30			0	0	There are plans for future enhancements of the system
	HR & OD	30	0	0	30	0	0	0	0	
	Chief Executive	6,957	893	1,629	6,519	0	0	(438)	(438)	
40139	Banbury Health Centre - Refurbishment of roof covering and removal of redundant ventilation plant from roof	129	0	0	129			0	0	Work is scheduled for delivery in Q2 2024/25.
40144	Castle Quay	547	14	288	302			(245)	(245)	As part of the Castle Quay Development and the regeneration of Banbury, the Council is working closely and in partnership with a number of public and private organisations to repurpose parts of Castle Quay Shopping Centre to deliver a number of complimentary uses enabling the regeneration of Banbury. The underspend results from a cash flow and technical accounting adjustment per the requirements of the CIPFA code on Local Authority Accounting. These costs will instead be recognised as Revenue costs, spread over the life of the project
40162	Housing & IT Asset System joint CDC/OCC	26	0	0	26			0	0	Part of wider transformation work currently being carried out
40167	Horsefair, Banbury	20	(2)	0	20			0	0	Works complete
40191	Bodicote House Fire Compliance Works	60	0	0	56			(4)	(4)	Assessment completed, with works being developed and scoped from the assessment.
40219	Community Centre - Works	49	(4)	1	49			0	0	Design works complete and contractor appointed. Condition report on Museum to be considered and funding sought to rectify a number of elements.
40224	Fairway Flats Refurbishment	200	0	3	200			0	0	We have a current planning application submitted, so project should progress at pace once this is approved. This is another green energy project to decarbonise the flats

40232	Kidlington Leisure Centre - Decarbonisation Works	0	0	4	4			4	4	Small overspend for retention payment (offset elsewhere)
40239	Bicester East Community Centre	685	360	445	685			0	0	Now on site for a 35 week project. Works due to complete on 26th July 2024
40241	Thorpe Place Roof Works	29	0	7	29			0	0	Carrying out drone survey of roof to identify condition ready for scoping and design.
40242	H&S Works to Banbury Shopping Arcade	122	(3)	3	122			0	0	Works currently in design
40249	Retained Land	50	0	0	50			0	0	The surveys of all areas of retained land are complete and the retained lands will need to be constantly reviewed and repairs undertaken whenever they are identified
40252	Expiring Energy Performance Certificates plus Associated works	96	0	0	96			0	0	Working on the recommendations for improvement works to maintain a compliant EPC
40253	Energy Performance Certificates Gov't Implementation of target B - Strategic Plan	60	0	0	60			0	0	EPC property surveys have been completed - needs reviewing in order to consider phasing and delivery programme.
40254	Thorpe Lane Depot - Renewal of Electrical Incoming Main	169	0	0	169			0	0	Works are currently designed pending tender of the Electrical supply infrastructure. Works to be coordinated with the District Network Operator to install the new sub station, who are engaged. Waiting for dates from the District Network Operator.
40255	Installation of Photovoltaic at CDC Property	79	7	0	79			0	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery quarter one of the financial year 2024/25.
40263	Kidlington Leisure New Electrical Main	20	0	0	20			0	0	Works are currently designed pending tender of the Electrical supply infrastructure. Works to be coordinated with the District Network Operator (DNO) to install the new sub station, who are engaged. Waiting for dates from the DNO. Planned delivery expected to be Q2 2024/25. There are 3 leases and sub leases to be amended before this can proceed.
40264	Sunshine Centre	182	0	252	182			0	0	New Heating Boilers and LED lighting are required at the property. Works due to commence in June for 6 weeks
40279	Spiceball Sports Centre - Solar PV Car Ports	173	0	0	173			0	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery Q2/Q3 of the financial year 2024/25
40280	Kidlington Sports Centre - Solar PV Car Ports	137	0	0	137			0	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Work cannot start until electrical mains installed (dependant on DNO). Planned delivery Q2 2024/25
40281	North Oxfordshire Academy - Solar Panels	18	0	0	18			0	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site.
40282	Community Centre Solar Panels	108	0	0	108			0	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery in Q3/Q4 of 24/25. Part of EPC work, community centres will need to agree.
40283	Thorpe Lane - Solar Panels	34	0	0	34			0	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Carrying out feasibility work - this will be in Q1
40284	Thorpe Lane - Heater Replacement (Gas to Electric)	24	0	0	24			0	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery is Q2 2024/25.

40015	Car Park Refurbishments	46	0	0	46			0	0	This to continue the projects of pay on exit sites across the district and upgrading of pay machines from 3G to 4G. Requirement to carry this work out in 24/25 because 3G will become obsolete.
40217	Car Parking Action Plan Delivery	18	0	0	18			0	0	Project is part of ongoing review of Car Park Action Plan
40278	Development of New Land Bicester Depot	2,022	0	67	2,022			0	0	Need to agree client service space and facility requirements in the new depot-procurement of design team and associated works to follow
40317	Cope Road, Banbury	29	0	31	29			0	0	Design work completed pending tendering. Contractor now appointed and starts in 4 weeks on site.
40316	CDC Office Relocation to Castle Quay	4,500	99	0	4,500			0	0	CQ fit out and refurbishment
40327	Thorpe Place Roofing Works	80	0	0	80			0	0	Carrying out drone survey of roof to identify condition ready for scoping and design.
Property		9,712	473	1,100	9,467	0	0	(245)	(245)	
40256	Processing Card Payments & Direct Debits	20	5	0	20			0	0	Project will be completed this year
Finance		20	5	0	20	0	0	0	0	
40237	Council Website & Digital Service	122	(19)	1	122			0	0	Work underway to select a product to form basis of Unified Customer Relationship Management Platform.
40326	Digital Futures Programme (Business Cases Required)	350	0	0	350			0		New digital futures budget
ICT		472	(19)	1	472	0	0	0	0	
Resources		10,204	459	1,101	9,959	0	0	(245)	(245)	
40062	East West Railways	49	0	30	30	19		0	0	The capital fund has been set up to enable the Council's costs to be recharged when responding to enquiries and regulatory applications, involving for example environmental and land drainage matters, made in connection with the East West Railways project. This is in partnership with England's Economic Heartland. The Digital Enhancement Project is a small element of CDC's commitment, involving the transfer of funds in four stages to reflect Network Rail's delivery of the digital infrastructure. The fourth invoice of £26,500 is expected to be received by the end of Q1 2024/25, dependent upon practical progress.
40286	Transforming Market Square Bicester	4,235	(3)	0	180	720	3,335	0	0	Market Square study to be completed in 2024/25, with approvals and procurement of contractor completed by early Q1 2025/26 with works implemented over Financial year's 2025/26 and 2026/27.
40287	UK Shared Prosperity Fund (UK SPF) Year Three Investment Plan Programme	162	15	0	162			0	0	UKSPF capital grant will be fully spent in 2024/25 on the following; £90k Improvements to town centres & high streets £70k Community & neighbourhood infrastructure £2K improvements to local green spaces £50K contribution to floodlights at Whitelands Sport ground which is shown in cost centre Whiteland Farm Sports ground.
40288	UKSPF Rural Fund	408	(116)	126	408			(0)	(0)	UKSPF Rural Fund (REPF capital grant) will be fully spent in 2024/25: £20k - creation and improvements to local rural green spaces £67k - active travel enhancements to the local rural area £321k - capital grants for micro and small enterprises in rural areas.
Growth & Economy		4,854	(104)	156	780	739	3,335	0	0	
40028	Vehicle Replacement Programme	2,662	(3)	971	2,662			0	0	Anticipating full spend in 2024/25.
40187	On Street Recycling Bins	18	0	0	18			0	0	Anticipating full spend in 2024/25.

40216	Street Scene Furniture and Fencing project	15	0	0	15			0	0	Anticipating full spend in 2024/25.
40218	Depot Fuel System Renewal	35	0	0	35			0	0	Anticipating full spend in 2024/25.
40222	Burnehyll- Bicester Country Park	124	6	10	124			0	0	Anticipating full spend in 2024/25.
40257	Additional Commercial Waste Containers	4	0	0	4			0	0	Anticipating full spend in quarter 4 of 2024/25.
40258	Kidlington Public Convenience Refurbishment	90	0	0	90			0	0	Anticipating full spend in 2024/25.
40259	Market Equipment Replacement	15	0	5	15			0	0	Anticipating full spend in quarter 2 of 2024/25.
40291	New Commercial Waste IT System	25	25	0	25			0	0	Project complete.
40320	Net Zero	125	0	0	125			0	0	Anticipating full spend in 2024/25.
40321	Landscape Software Upgrade	25	0	0	25			0	0	Anticipating full spend in 2024/25.
40322	Street Cleansing IT System	25	0	0	25			0	0	Anticipating full spend in 2024/25.
40331	Investing in Additional Commercial Waste Containers	25	0	0	25			0	0	Anticipating full spend in quarter 4 of 2024/25.
	Environmental Services	3,188	29	986	3,188	0	0	0	0	
40245	Enable Agile Working	15	0	0	15			0	0	This funding is still intended to be used to purchase the IT hardware required to enable the teams in Regulatory Services to use the case management system whilst 'on-site' carrying out inspection work, etc. The release of the app that will support mobile working continues to be delayed but is progressing. we expect the app to be released live in summer 2024.
	Regulatory Services	15	0	0	15	0	0	0	0	
	Communities	8,057	(75)	1,143	3,983	739	3,335	0	0	
	Capital	25,218	1,277	3,872	20,461	739	3,335	(683)	(683)	

CHERWELL TOTAL CAPITAL PROJECT EXPENDITURE

CODE	DESCRIPTION	Total 24/25 Project Budget	Forecast	RE-PROFILED BEYOND 2024/25	24/25 Variance	Future Years Budget	Project Total Budget	Project Total forecast	Project Total Variance	Narrative
40019	Bicester Leisure Centre Extension	0	0	0	0	79	79	79	0	The current budget is for preparatory works to identify the business case for operation ahead of S106 monies coming in from developments. Budget requires reprofiling as scheme is outlined for build in 2027-28
40083	Disabled Facilities Grants	1,384	1,384	0	0	4,956	6,340	6,340	0	Full spend anticipated
40084	Discretionary Grants Domestic Properties	150	150	0	0	450	600	600	0	Full spend anticipated
40160	Housing Services - capital	160	160	0	0	0	160	160	0	Forecasting in line with budget
40251	Longford Park Art	45	45	0	0	0	45	45	0	Artist will complete their commissions once the parkland has been handed over. This is dependent on the development reaching the required standard.
40262	Town Centre House Purchase and Repair	2,880	2,880	0	0	0	2,880	2,880	0	Project on track and due to complete in 2024/25
40294	S106 - Ambrosden Community Facility Project	20	20	0	0	0	20	20	0	Parish Council has a variety of projects they are looking to bring forward in 2024/25 to increase capacity at the village hall.
40295	S106 - Ambrosden Indoor Sport Project	65	65	0	0	0	65	65	0	Awaiting new project details.
40296	S106 - Ambrosden Outdoor Sports	0	0	0	0	130	130	130	0	Site to be confirmed before project can move forward therefore reprofiled beyond 2024/25
40297	S106 - Ardley & Fewcott Play Area Project	15	15	0	0	0	15	15	0	Awaiting direction from the parish council regarding further play area investment.
40298	S106 - Ardley & Fewcott Village Hall Project	3	3	0	0	0	3	3	0	Project details for replacement windows received. S106 spend approved.
40300	S106 - Bicester Leisure Centre Extension	0	0	0	0	1,154	1,154	1,154	0	Initial stages of feasibility have been completed with high level costings received to deliver the project. Further stages required including detailed business case. Re-profiled beyond 2024-25 to when S106 funding is received and fully available.
40301	S106 - Graven Hill Outdoor Sport Project	52	52	0	0	0	52	52	0	Expected to commence works on the Graven Hill Project during 2024/25. Intention to secure services of project consultants to support on initial phases of the programme through to delivery
40302	S106 - Grimsbury Community Centre Projects	20	20	0	0	0	20	20	0	This S106 forms part of the Playzone Projects
40303	S106 - Hanwell Fields Community Centre Projects	180	180	0	0	0	180	180	0	S106 funding is allocated to Hanwell Fields Community Centre to enhance the existing facility with the intention of increasing opportunities for residents to take part in activities. This project is centred around the options for putting in a mezzanine floor in the current main hall area to give a split level facility. Currently working with Property Team around whether this is feasible and affordable with some cost estimates. Costs likely for architectural/structural support in Q2
40304	S106 - Hook Norton Sport And Social Club Project	0	0	0	0	80	80	80	0	The scale and scope of the project is yet to be confirmed and therefore reprofiled to 2025/26
40305	S106 - Horley Cricket Club Pavilion Project	110	110	0	0	0	110	110	0	The project is for improvements and enhancements to the Horley Cricket Club Pavilion. There have been contractors on site to price up the works, however nothing will happen until post September because of cricket season. There is an expectation that there will be spend in 2024/25
40307	S106 - Kidlington & Gosford Leisure Centre	0	0	0	0	20	20	20	0	No detailed projects as yet therefore S106 funding to be reprofiled beyond 2024-25
40308	S106 - Milton Road Community Facility and Sports Pitch Project	471	471	0	0	0	471	471	0	CDC hold the £471k of s106 for the Parish Council who are seeking additional grant funding from other sources to increase what they are aiming to deliver on
40310	S106 - Spiceball Leisure Centre Improvements	14	14	0	0	0	14	14	0	Options are being considered, project to be delivered 2024/25
40311	S106 - The Hill Improvements Project	0	0	0	0	50	50	50	0	Awaiting details of projects funded by S106 funding already received, therefore budget request to reprofile beyond 2024-25

40312	S106 - Whitelands Farm Sports Ground (Pedestrian crossing and various works)	82	82	0	0	0	82	82	0	Awaiting confirmation of how the pedestrian crossing is to be delivered. Project to be delivered upon in 2024/25
40313	S106 - Woodgreen Leisure Centre Improvements	47	47	0	0	0	47	47	0	Improvements planned to the Swimming Pool Changing Rooms. Expected to complete on works during February/March 2025
40314	S106 - Deddington Parish Council Projects	8	8	0	0	0	8	8	0	Awaiting project details for the remaining S106 spend.
40315	S106 - Longford Park Sport Pitches	10	10	0	0	0	10	10	0	Maintenance cost for the pitches and pavilion
40319	Local Authority Housing Fund R2	335	335	0	0	0	335	335	0	Grant agreements have been concluded with two registered providers of social housing, Sanctuary Housing and South Oxfordshire Housing Association (SOHA) to bring homes forward for clients within resettlement scheme. Grants to be paid in this financial year
40323	NOA 3G Pitch Development	0	0	0	0	1,600	1,600	1,600	0	Due to proposed alternative location of 3G Pitch, the progression to delivery will be dependent on a number of factors. Whilst unlikely there will be any spend in 2024/25 there may be some set up costs should delivery stage be achieved before year end
40324	Development of Activity Play Zones	600	162	0	(438)	0	600	162	(438)	Application process for Football Foundation Funding has been completed and working with Football Foundation and Town Council on project delivery. Grant application has been accepted by the Football Foundation. Subject to Planning Permission works likely to commence late 2024/early 2025
40325	Graven Hill Community and Infrastructure Projects	80	80	0	0	0	80	80	0	Expected to commence works on the Graven Hill Project during 2024/25. Intention to secure services of project consultants to support on initial phases of the programme through to delivery
40328	S106 – Windmill Community and Sports Centre Tennis Courts	51	51	0	0	0	51	51	0	Mini tennis court project underway and full spend anticipated in 2024/25
40329	Spiceball Leisure Centre Structural Beams	100	100	0	0	0	100	100	0	Works expected to commence and complete end of December 2024
40330	Replacement of the Sports Hall Roof at Bicester Leisure Centre	45	45	0	0	0	45	45	0	Agreed at SPSPB that after receiving condition survey report into the roof that there were options to extend the lifespan by 5 to 10 years. The cost would fall within the budget allocation, however a new complete roof would fall outside of this requiring additional funding. Tender documents due out within the next couple of weeks
Wellbeing & Housing		6,927	6,489	0	(438)	8,519	15,446	15,008	(438)	
40292	iTrent HR System Upgrades	30	30	0	0	60	90	90	0	There are plans for future enhancements of the system
HR & OD		30	30	0	0	60	90	90	0	
Chief Executives		6,957	6,519	0	(438)	8,579	15,536	15,098	(438)	
40139	Banbury Health Centre - Refurbishment of Ventilation, Heating & Cooling Systems	129	129	0	0	0	129	129	0	Work is scheduled for delivery in Q2 2024/25.
40144	Castle Quay	547	302	0	(245)	2,186	2,733	2,488	(245)	As part of the Castle Quay Development and the regeneration of Banbury, the Council is working closely and in partnership with a number of public and private organisations to repurpose parts of Castle Quay Shopping Centre to deliver a number of complimentary uses enabling the regeneration of Banbury. The underspend results from a cash flow and technical accounting adjustment per the requirements of the CIPFA code on Local Authority Accounting. These costs will instead be recognised as Revenue costs, spread over the life of the project
40162	Housing & IT Asset System joint CDC/OCC	26	26	0	0	0	26	26	0	Part of wider transformation work currently being carried out
40167	Horsefair, Banbury	20	20	0	0	0	20	20	0	Works complete
40191	Bodicote House Fire Compliance Works	60	56	0	(4)	0	60	56	(4)	Assessment completed, with works being developed and scoped from the assessment.
40219	Community Centre - Works	49	49	0	0	0	49	49	0	Design works complete and contractor appointed. Condition report on Museum to be considered and funding sought to rectify a number of elements.
40224	Fairway Flats Refurbishment	200	200	0	0	138	338	338	0	We have a current planning application submitted, so project should progress at pace once this is approved. This is another green energy project to decarbonise the flats
40226	Thorpe Lane Depot - Decarbonisation Works	0	0	0	0	0	0	0	0	
40227	Banbury Museum - Decarbonisation Works	0	0	0	0	0	0	0	0	Retention payment to be paid

40232	Kidlington Leisure Centre - Decarbonisation Works	0	4	0	4	0	0	4	4	Small overspend for retention payment (offset elsewhere)
40239	Bicester East Community Centre	685	685	0	0	0	685	685	0	Now on site for a 35 week project. Works due to complete on 26th July 2024
40241	Thorpe Place Roof Works	29	29	0	0	0	29	29	0	Carrying out drone survey of roof to identify condition ready for scoping and design.
40242	H&S Works to Banbury Shopping Arcade	122	122	0	0	0	122	122	0	Works currently in design
40249	Retained Land	50	50	0	0	206	256	256	0	The surveys of all areas of retained land are complete and the retained lands will need to be constantly reviewed and repairs undertaken whenever they are identified
40252	Expiring Energy Performance Certificates plus Associated works	96	96	0	0	0	96	96	0	Working on the recommendations for improvement works to maintain a compliant EPC
40253	Energy Performance Certificates Gov't Implementation of target B - Strategic Plan	60	60	0	0	0	60	60	0	EPC property surveys have been completed - needs reviewing in order to consider phasing and delivery programme.
40254	Thorpe Lane Depot - Renewal of Electrical Incoming Main	169	169	0	0	0	169	169	0	Works are currently designed pending tender of the Electrical supply infrastructure. Works to be coordinated with the District Network Operator to install the new sub station, who are engaged. Waiting for dates from the District Network Operator.
40255	Installation of Photovoltaic at CDC Property	79	79	0	0	0	79	79	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery quarter one of the financial year 2024/25.
40263	Kidlington Leisure New Electrical Main	20	20	0	0	0	20	20	0	Works are currently designed pending tender of the Electrical supply infrastructure. Works to be coordinated with the District Network Operator (DNO) to install the new sub station, who are engaged. Waiting for dates from the DNO. Planned delivery expected to be Q2 2024/25. There are 3 leases and sub leases to be amended before this can proceed.
40264	Sunshine Centre	182	182	0	0	0	182	182	0	New Heating Boilers and LED lighting are required at the property. Works due to commence in June for 6 weeks
40279	Spiceball Sports Centre - Solar PV Car Ports	173	173	0	0	0	173	173	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery Q2/Q3 of the financial year 2024/25
40280	Kidlington Sports Centre - Solar PV Car Ports	137	137	0	0	0	137	137	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Work cannot start until electrical mains installed (dependant on DNO). Planned delivery Q2 2024/25
40281	North Oxfordshire Academy - Solar Panels	18	18	0	0	0	18	18	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site.
40282	Community Centre Solar Panels	108	108	0	0	0	108	108	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery in Q3/Q4 of 24/25. Part of EPC work, community centres will need to agree.
40283	Thorpe Lane - Solar Panels	34	34	0	0	0	34	34	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Carrying out feasibility work - this will be in Q1
40284	Thorpe Lane - Heater Replacement (Gas to Electric)	24	24	0	0	0	24	24	0	Preparing scope so that feasibilities can be carried out to maximise potential PV to the site. Planned delivery is Q2 2024/25.
40015	Car Park Refurbishments	46	46	0	0	0	46	46	0	This to continue the projects of pay on exit sites across the district and upgrading of pay machines from 3G to 4G. Requirement to carry this work out in 24/25 because 3G will become obsolete.
40217	Car Parking Action Plan Delivery	18	18	0	0	0	18	18	0	Project is part of ongoing review of Car Park Action Plan
40278	Development of New Land Bicester Depot	2,022	2,022	0	0	1,937	3,959	3,959	0	Need to agree client service space and facility requirements in the new depot- procurement of design team and associated works to follow
40316	CDC Office Relocation to Castle Quay	4,500	4,500	0	0	0	4,500	4,500	0	CQ fit out and refurbishment
40317	Cope Road, Banbury	29	29	0	0	0	29	29	0	Design work completed pending tendering. Contractor now appointed and starts in 4 weeks on site.
40327	Thorpe Place Roofing Works	80	80	0	0	0	80	80	0	Carrying out drone survey of roof to identify condition ready for scoping and design.
Property		9,712	9,467	0	(245)	4,467	14,179	13,934	(245)	
40256	Processing Card Payments & Direct Debits	20	20	0	0	0	20	20	0	Project will be completed this year
Finance Total		20	20	0	0	0	20	20	0	
40237	Council Website & Digital Service	122	122	0	0	0	122	122	0	Work underway to select a product to form basis of Unified CRM Platform.

40326	Digital Futures Programme (Business Cases Required)	350	350	0	0	0	350	350	0	New digital futures budget
ICT		472	472	0	0	0	472	472	0	
Resources		10,204	9,959	0	(245)	4,467	14,671	14,426	(245)	
40062	East West Railways	49	30	19	0	4,229	4,278	4,278	0	The capital fund has been set up to enable the Council's costs to be recharged when responding to enquiries and regulatory applications, involving for example environmental and land drainage matters, made in connection with the East West Railways project. This is in partnership with England's Economic Heartland. The Digital Enhancement Project is a small element of CDC's commitment, involving the transfer of funds in four stages to reflect Network Rail's delivery of the digital infrastructure. The fourth invoice of £26,500 is expected to be received by the end of Q1 2024/25, dependent upon practical progress.
40286	Transforming Market Square Bicester	4,235	180	4,055	0	0	4,235	4,235	0	Market Square study to be completed in 2024/25, with approvals and procurement of contractor completed by early Q1 2025/26 with works implemented over Financial year's 2025/26 and 2026/27.
40287	UK Shared Prosperity Fund (UK SPF) Year Two Investment Plan Programme	162	162	0	0	0	162	162	0	UKSPF capital grant will be fully spent in 2024/25 on the following: £90k Improvements to town centres & high streets £70k Community & neighbourhood infrastructure £2K improvements to local green spaces £50K contribution to floodlights at Whitelands Sport ground which is shown in cost centre Whiteland Farm Sports ground.
40288	UKSPF Rural Fund	408	408	0	(0)	0	408	408	(0)	UKSPF Rural Fund (REPF capital grant) will be fully spent in 2024/25: £20k - creation and improvements to local rural green spaces £67k - active travel enhancements to the local rural area £321k - capital grants for micro and small enterprises in rural areas.
Growth & Economy		4,854	780	4,074	0	4,229	9,083	9,083	0	
40028	Vehicle Replacement Programme	2,662	2,662	0	0	3,742	6,404	6,404	0	Anticipating full spend in 2024/25.
40186	Commercial Waste Containers	0	0	0	0	0	0	0	0	Project completed in 2023/24.
40187	On Street Recycling Bins	18	18	0	0	0	18	18	0	Anticipating full spend in 2024/25.
40188	Thorpe Lane Depot Capacity Enhancement	0	0	0	0	0	0	0	0	Project completed in 2023/24.
40216	Street Scene Furniture and Fencing project	15	15	0	0	0	15	15	0	Anticipating full spend in 2024/25.
40218	Depot Fuel System Renewal	35	35	0	0	0	35	35	0	Anticipating full spend in 2024/25.
40220	Horsefair Public Conveniences	0	0	0	0	0	0	0	0	Project completed in 2023/24.
40222	Burnehyll- Bicester Country Park	124	124	0	0	0	124	124	0	Anticipating full spend in 2024/25.
40257	Additional Commercial Waste Containers	4	4	0	0	0	4	4	0	Anticipating full spend in quarter 4 of 2024/25.
40258	Kidlington Public Convenience Refurbishment	90	90	0	0	0	90	90	0	Anticipating full spend in 2024/25.
40259	Market Equipment Replacement	15	15	0	0	0	15	15	0	Anticipating full spend in quarter 2 of 2024/25.
40291	New Commercial Waste IT System	25	25	0	0	0	25	25	0	Project complete.
40320	Net Zero	125	125	0	0	500	625	625	0	Anticipating full spend in 2024/25.
40321	Landscape Software Upgrade	25	25	0	0	0	25	25	0	Anticipating full spend in 2024/25.
40322	Street Cleansing IT System	25	25	0	0	0	25	25	0	Anticipating full spend in 2024/25.
40331	Investing in Additional Commercial Waste Containers	25	25	0	0	25	50	50	0	Anticipating full spend in quarter 4 of 2024/25.
Environmental		3,188	3,188	0	0	4,267	7,455	7,455	0	
40245	Enable Agile Working	15	15	0	0	0	15	15	0	This funding is still intended to be used to purchase the IT hardware required to enable the teams in Regulatory Services to use the case management system whilst 'on-site' carrying out inspection work, etc. The release of the app that will support mobile working continues to be delayed but is progressing. we expect the app to be released live in summer 2024.
Regulatory Services		15	15	0	0	0	15	15	0	
Communities		8,057	3,983	4,074	0	8,496	16,553	16,553	0	
Capital Total		25,218	20,461	4,074	(683)	21,542	46,760	46,077	(683)	

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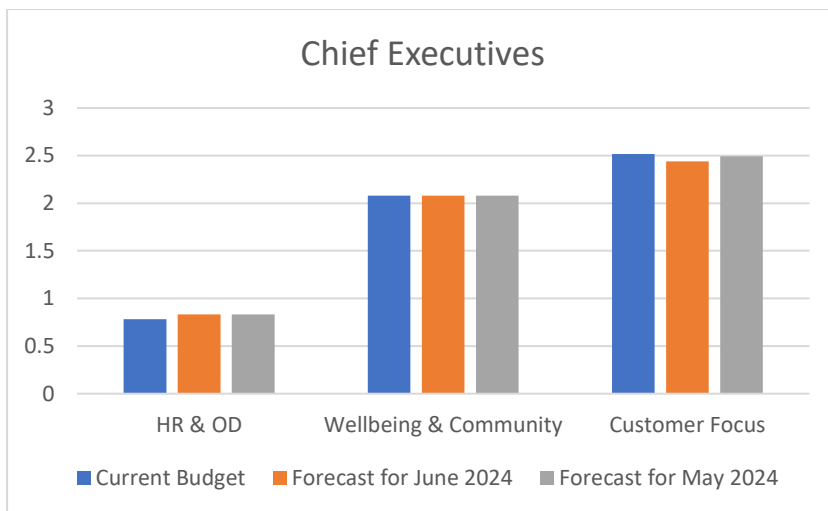
Appendix 2 - Report Details – Additional Revenue narrative

Chief Executive

Revenue:

Chief Executives are forecasting an underspend of (£0.030m) against a budget of £5.379m (-0.6%).

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



HR & OD

Variations £0.050m Implementation of the managed payroll system has proven more economical and offered more resilience than the in-house service, however there is an anticipated overspend of £0.050m as a result of the implementation which the Council is looking to mitigate within this financial year and appropriately budget for in 2025/26.

Overspend

Variation to May's
Forecast
£0.000m

Wellbeing & Housing

Variation £0.000m The services continue to actively manage pressures arising from operating front line services and flexing programme delivery to keep the service on track financially overall.

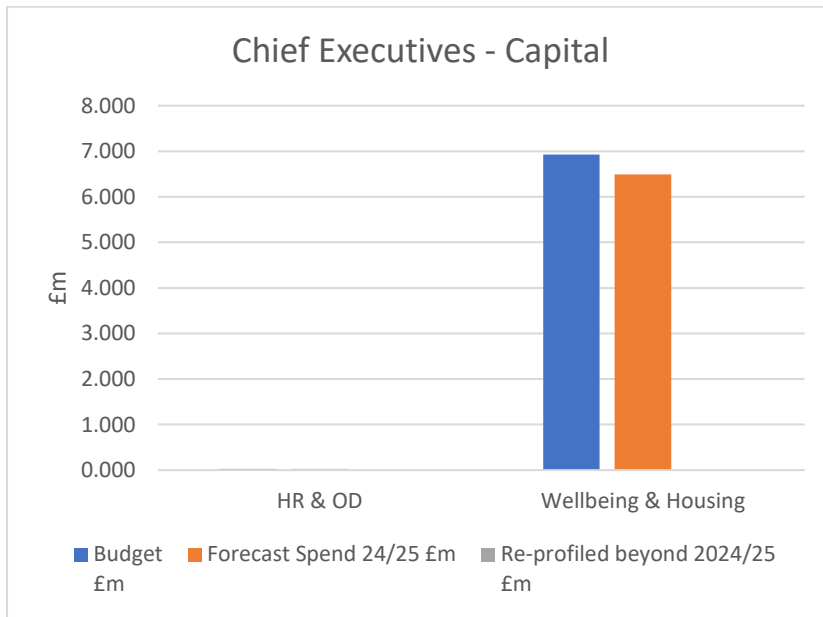
Variation to May's Forecast
£0.000m

Customer Focus

Variation (£0.080m) underspend Savings resulting from staffing vacancy efficiencies and additional Land Charges income.

Variation to May's Forecast (£0.055m) Additional staffing vacancy efficiencies of (£0.020m) and additional Land Charges income of (£0.035m) projected at year end.

Capital:



Service	Budget £m	Forecast Spend 24/25 £m	Re-profiled beyond 2024/25 £m	Variance to Budget £m	Prior Month Variance to Budget £m
HR & OD	0.030	0.030	0.000	0.000	0.000

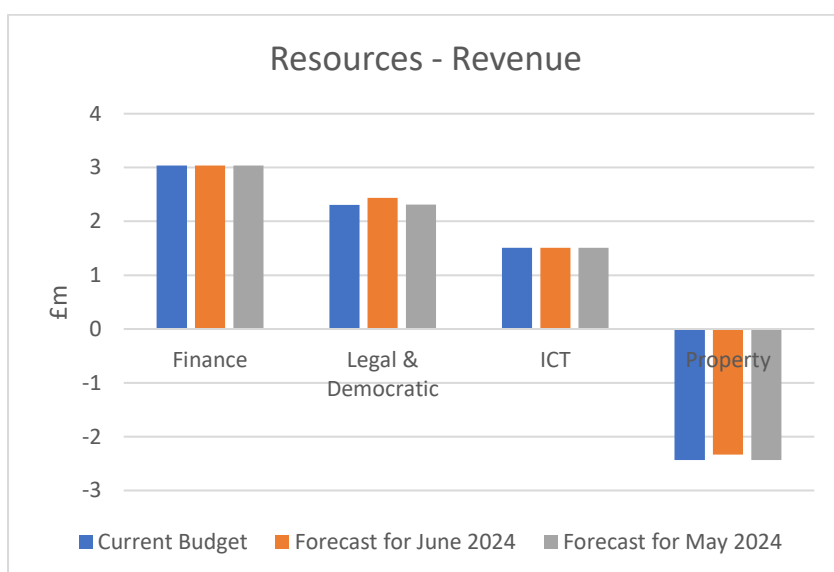
Wellbeing & Housing	6.927	6.489	0.000	(0.438)	(1.250)
Total	6.957	6.519	0.000	(0.438)	(1.250)

For detailed explanation and variances please see appendix 1.

Resources

Revenue:

Resources are forecasting £0.229m overspend against a budget of £4.422m (5.2%).



Finance

Variation
£0.000m

Finance is forecasting in line with budget.

Variation to May's
Forecast
£0.000m

Legal, Democratic, Elections & Procurement

Variation
£0.129m

Overspend

Professional support obtained through use of locum lawyers and other professional staff makes up the bulk of the overspend. The MO is responsible for securing appropriate and suitable legal advice, investigating and reporting on anything the Council does that has the potential to be an illegal action or investigating and reporting on any action that might count as maladministration. However, the service recognises that it needs to operate within its budget and will look to recruit to permanent positions as swiftly as possible. An additional point of note in regards to the legal budget is that there is a high element of unpredictability to costs which arise in dealing with legal instructions in regard to unforeseen matters arising, for which no 'ongoing' forecast and provision can be made. Whilst our risk management can seek to reduce this, it is unrealistic to assume this unplanned element can be completely eliminated.

Variation to May's
Forecast
£0.081m

There has been recruitment drive to recruit appropriately experienced and qualified staff. This has been successful to an extent, but it has not yet been possible to recruit experienced staff in some areas and there is therefore a commitment and need to develop staff and to also provide levels of support and development to less experienced staff. Vacancies remain in areas of law relating to planning and governance, both of which the MO considers high risk. We will continue to look to recruit permanent staff but will need to continue with locum staff to ensure suitably qualified and experienced professionals are providing proper advice in the short term.

The team are working on demand management measures including working proactively with service areas, to minimise the need for legal support later down the line, for example providing template legal documents, and training in e.g. enforcement processes, so as to minimise the call on officers in the department as far as possible.

ICT

Variation
£0.000m Overspend

IT are forecasting to be within budget with small overspends in supplies and services being offset by an underspend in salaries to be adjusted when budgets are realigned for Digital and Innovation.

Variation to May's
Forecast
£0.000m

Property

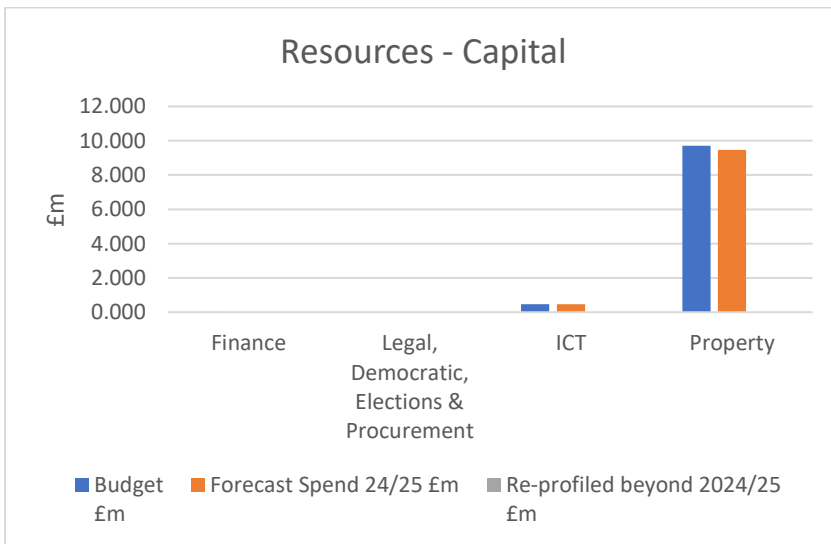
Variation
£0.100m Overspend

The £0.100m overspend has occurred due to void costs of holding vacant units. Some units are under offer and lettings are expected to complete soon. This will have the impact of reducing the overspend as the financial year progresses.

Variation to May's
Forecast
£0.100m

A pressure in void costs. Some units are under offer and lettings are expected to complete soon, thus the overspend is expected to reduce.

Capital:



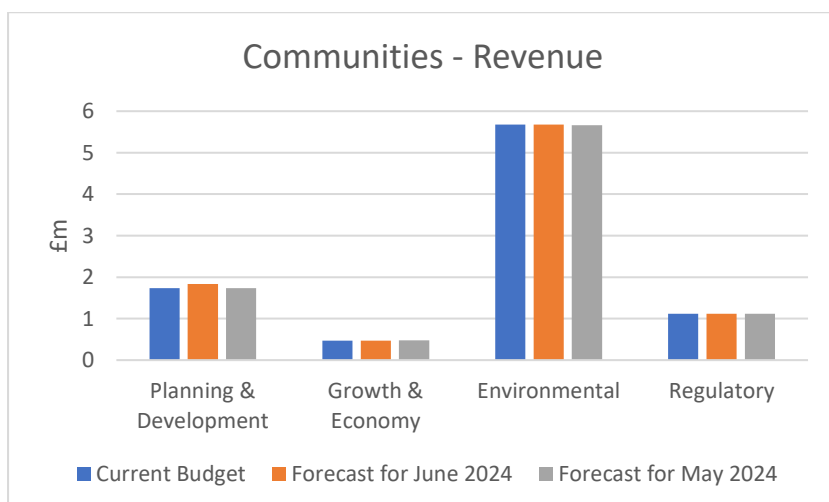
Service	Budget £m	Forecast Spend 24/25 £m	Re- profiled beyond 2024/25 £m	Variance to Budget £m	Prior Month Variance to Budget £m
Finance	0.020	0.020	0.000	0.000	0.000
Legal, Democratic, Elections & Procurement	0.000	0.000	0.000	0.000	0.000
ICT	0.472	0.472	0.000	0.000	0.000
Property	9.712	9.467	0.000	(0.245)	(0.245)
Total	10.204	9.959	0.000	(0.245)	(0.245)

For detailed explanation and variances please see appendix 1.

Communities

Revenue:

Communities are forecasting an overspend of £0.100m against a budget of £8.996m, (1.1%).



Planning & Development

Variation
£0.100m Overspend

Planning and Development is forecasting an overall overspend of £0.100m. The forecast for pre-application income has fallen and there are higher staffing costs (agency & consultancy). This is partly offset by income

from Planning Performance Agreements and Building Control being higher than expected.

Variation to May's
Forecast
£0.100m

Forecasted costs and income have changed since last month but the main net change is the lower forecast for pre-application income which has fallen by £0.096k. Close monitoring of agency costs in relation to income. Management of planning case work in the interest of limiting the number of planning appeals.

Growth & Economy

Variation
£0.000m

Growth and Economy are predicting a balanced year end forecast as it continues to deliver upon the Shared Prosperity Funding commitments, alongside the Bicester Garden Town programme and Banbury Vision project. Additional resource has been secured for the development of an infrastructure programme for Kidlington and to provide project management capacity for the service.

Variation to May's
Forecast
£0.000m

Environmental

Variation
£0.000m

Environmental Services are currently forecasting on budget.

Variation to May's
Forecast
£0.000m

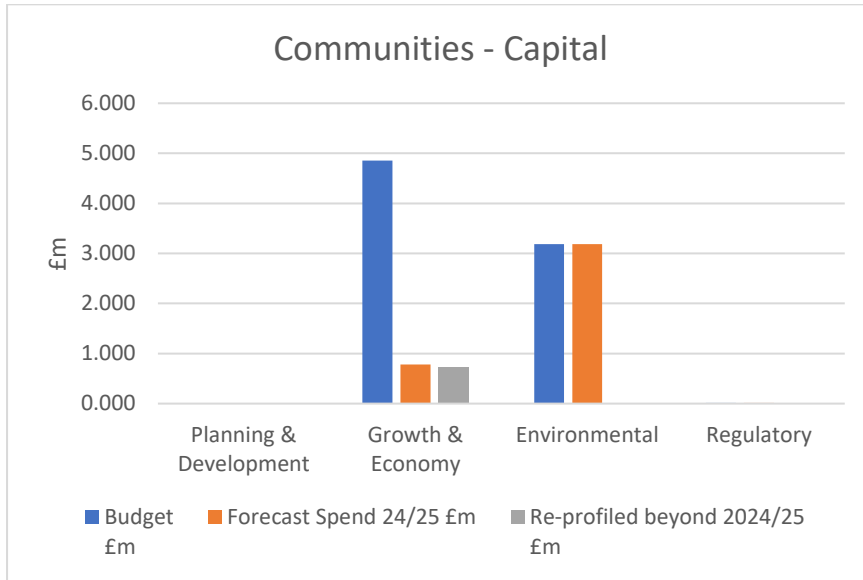
Regulatory

Variation
£0.000m

Regulatory Services and Community Safety are forecasting a balanced outturn.

Variation to May's
Forecast
£0.000m

Capital:



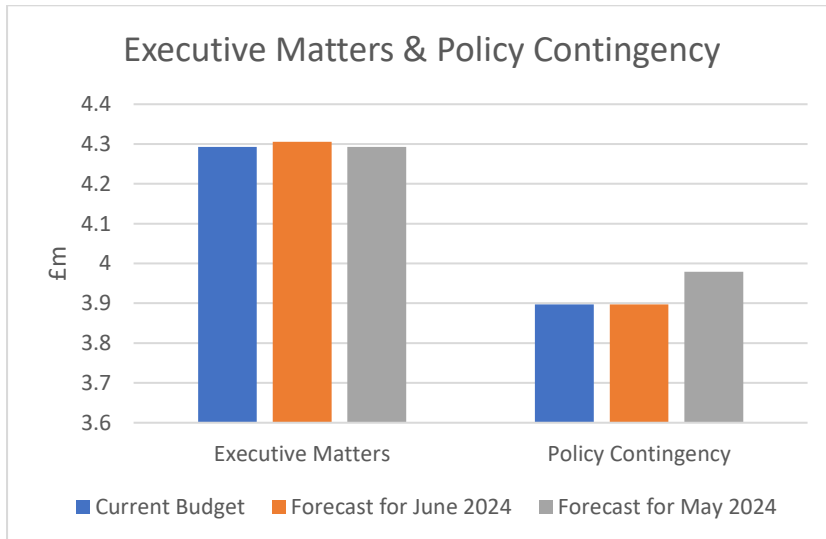
Service	Budget £m	Forecast Spend 24/25 £m	Re-profiled beyond 2024/25 £m	Variance to Budget £m	Prior Month Variance to Budget £m
Planning & Development	0.000	0.000	0.000	0.000	0.000
Growth & Economy	4.854	0.780	0.739	(3.335)	0.000
Environmental	3.188	3.188	0.000	0.000	0.000
Regulatory	0.015	0.015	0.000	0.000	0.000
Total	8.057	3.983	0.739	(3.335)	0.000

For detailed explanation and variances please see appendix 1.

Executive Matters

Revenue:

Executive Matters is reporting an overspend of £0.013m against a budget of £4.293m (0.30%).



Executive Matters

Variation
£0.013m

Executive Matters are currently forecasting a minor overspend within the service.

Variation to May's
Forecast
£0.013m

Policy Contingency

Policy Contingency is forecasting on target with a budget of £3.897m, (0.00%)

Policy Contingency

Variation
(£0.000m)

Policy Contingency are currently forecasting on budget.

Appendix 3 - Virement Summary

Virement Movement

This table shows the movement in Net Budget from May 2024 to June 2024.

Virements - Movement in Net Budget	£m
Directorate Net Budget - May 2024	18.715
Directorate Net Budget - June 2024	18.797
Movement	0.082

Breakdown of Movements	£m
Policy Contingency:	
Fund graduates from Policy Contingency	£0.080
Visa & Immigration Sponsorship funded from Policy Contingency	£0.002
Total	0.082

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Appendix 4 - Funding for 2024/25

Specific Funding received since budget was set:

Dept.	Grant Name	Funding
		£
DLUHC	UK Shared Prosperity Fund	(£0.658)
DLUHC	Homelessness Prevention Grant	(£0.763)
DLUHC	Electoral Integrity Programme New Burdens Funding	(£0.050)
DLUHC	Rough Sleeping Initiative	(£0.011)
DLUHC	Domestic Abuse Grant	(£0.037)
DLUHC	Redmond Review Implementation	(£0.024)
Home Office	Syrian Resettlement Scheme	(£0.005)
Home Office	Afghan Relocations and Assistance Policy	(£0.414)
		(£1.962)

Grants included as part of Budget setting:

Grant Name	£m
Homeless Prevention Grant	(0.517)
Afghan Resettlement Scheme	(0.244)
Syrian Refugee Initiative	(0.183)
Ukrainian Refugees Resettling in the UK	(0.417)
Asylum Seeker Dispersal Grant	(0.029)
Chief Executive Total	(1.391)
UK Shared Prosperity Fund	(0.829)
Communities Total	(0.829)
NNDR Cost of Collection Allowance	(0.231)
Rent Allowances	(25.004)
Resources Total	(25.235)
	(27.455)
Funding Guarantee Grant	(2.839)
Services Grant	(0.154)
Corporate Total	(2.993)
	(30.448)
Business Rates Retained Scheme	(9.647)
New Homes Bonus	(1.375)
Revenue Support Grant	(0.328)
Funding Total	(11.350)
Government Grants Grand Total	(41.798)

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Appendix 5 - Reserves and Grant Funding

Uses of/ (Contributions to) Reserves

Specific requests

Directorate	Type	Description	Reason	Amount £m
			Total Earmarked Reserves	0.000
Resources	Ringfenced	Discretionary Housing Payment	Discretionary Housing Payment Match Funding	0.187
Communities	Ringfenced Grants	POS & Play Area Maintenance 2024/25	POS & Play Areas for Milton Road, Ayres Drive, Bloxham 07/01653/REM	0.005
Communities	Ringfenced Grant	Homelessness Prevention Grant	To utilise the HPG reserve to offset the underrecovery of rent due to the delay of the building being ready for occupation	0.150
Communities	Earmarked	Project Reserve	Contribution to OCC in relation to the repair of the performance space floor at Mill Arts Centre to ensure delivery of Winter Performance Programme.	0.025
			Total Ringfenced Grants	0.342

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Agenda Item 8

Budget Planning Committee	
Work Programme 2024/2025	
Date	Agenda Items
29 October 2024	Budget Management Period 5
	Fees & Charges Report
	Work Programme Update
10 December 2024	25/26 Budget Proposals – Revenue and Capital
	Finance Monitoring Report – Q2 September 2024
	Work Programme Update
21 January 2025	Draft 2025/26 Capital and Investment Strategy
	Draft 2025/26 Reserves Strategy and Medium Term Reserves Plan
	Budget Management Period 8
	Work Programme Update
4 March 2025	Finance Monitoring Report - Q3 December 2024
	Work Programme Update

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