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Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Committee: Executive

Date: Monday 7 October 2024

Time: 6.30 pm

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

Membership

**Councillor David Hingley
(Chairman)**

Councillor Tom Beckett
Councillor Jean Conway
Councillor Rob Parkinson
Councillor Chris Pruden

Councillor Lesley McLean (Vice-Chairman)

Councillor Chris Brant
Councillor Ian Middleton
Councillor Rob Pattenden

AGENDA

1. Apologies for Absence

2. Declarations of Interest

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

3. Petitions and Requests to Address the Meeting

The Chairman to report on any requests to submit petitions or to address the meeting.

4. Minutes (Pages 5 - 16)

To confirm as a correct record the Minutes of the meeting held on 9 September 2024.

5. Chairman's Announcements

To receive communications from the Chairman.

6. Finance Monitoring Report August 2024 (Pages 17 - 54)

Report of Assistant Director of Finance & Section 151 Officer,

Purpose of report

To update Executive on the council's financial position at the end of the August 2024.

Recommendations

The Executive resolves:

- 1.1 To consider and note the contents of the council's financial management report as at the end of August 2024 (Appendices 2-4).
- 1.2 To approve the use of reserve requests (Appendix 5).
- 1.3 To approve the reprofiling of capital projects beyond 2024/25 (Appendix 1) and the subsequent update to the programme budget for this financial year.
- 1.4 To approve the reprofiling of £0.393m from future years budget into the 2024/25 capital project for Castle Quay (cost centre 40144), please note this has been reflected throughout the report.
- 1.5 To note the use of £0.133m from the Digital Futures Programme capital budget (Cost Centre 40326) to progress work on the Robotic Process Automation Pilot.

7. Urgent Business

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

8. Exclusion of the Press and Public

The following reports contain exempt information as defined in the following paragraph of Part 1, Schedule 12A of Local Government Act 1972.

3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Members are reminded that whilst the following items have been marked as exempt, it is for the meeting to decide whether or not to consider them in private or in public. In making the decision, Members should balance the interests of individuals or the Council itself in having access to the information. In considering their discretion members should also be mindful of the advice of Council Officers.

No representations have been received from the public requesting that this item be considered in public.

Should Members decide not to make decisions in public, they are recommended to pass the following resolution:

“That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provision of Schedule 12A, Part 1, Paragraph 3 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

9. Grant of a new lease at Unit 5, Tramway Industrial Estate, Banbury to Uniform Express Limited (Pages 55 - 68)

Exempt report of Assistant Director Property

10. Crown House Investment Review (Pages 69 - 76)

Exempt report of Assistant Director Finance

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

Information about this Agenda

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.

Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

This agenda constitutes the 5-day notice required by Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 in terms of the intention to consider an item of business in private.

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Webcasting and Broadcasting Notice

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

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

Queries Regarding this Agenda

Please contact Natasha Clark, Democratic and Elections democracy@cherwell-dc.gov.uk, 01295 221534

Shiraz Sheikh
Monitoring Officer

Published on Friday 27 September 2024

Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 9 September 2024 at 6.30 pm

Present:

Councillor David Hingley, Leader of the Council and Portfolio Holder for Strategic Leadership, Chairman
Councillor Lesley McLean, Deputy Leader of the Council and Portfolio Holder for Finance, Property & Regeneration, Vice-Chairman
Councillor Tom Beckett, Portfolio Holder for Greener Communities
Councillor Chris Brant, Portfolio Holder for Corporate Services
Councillor Jean Conway, Portfolio Holder for Planning and Development
Councillor Ian Middleton, Portfolio Holder for Neighbourhood Services
Councillor Rob Parkinson, Portfolio Holder for Safer Communities
Councillor Rob Pattenden, Portfolio Holder for Healthy Communities
Councillor Chris Pruden, Portfolio Holder for Housing

Also Present:

Councillor Amanda Watkins, Leader of the Opposition, Leader of the Labour Group
Councillor John Broad

Officers:

Gordon Stewart, Chief Executive
Ian Boll, Corporate Director Communities
Stephen Hinds, Corporate Director Resources and Transformation
Michael Furness, Assistant Director Finance & S151 Officer
Shiraz Sheikh, Assistant Director Law & Governance and Monitoring Officer
Nicola Riley, Assistant Director Wellbeing & Housing
Shona Ware, Assistant Director Customer Focus
Tony Brummell, Building Control and Flood Risk Manager
Natasha Clark, Governance and Elections Manager

Officers Attending Virtually:

Tim Hughes, Head of Regulatory Services & Community Safety
Mona Walsh, Assistant Director - Property
David Spilsbury, Head of Digital and Innovation

Declarations of Interest

There were no declarations of interest,

29 **Petitions and Requests to Address the Meeting**

There were no petitions.

The Chair advised that Councillor Broad had requested to speak on exempt item 14, Cloud Support, Security Operation Centre and Managed Network Partner Tender.

The Chair welcomed Councillor Watkins, Leader of the Opposition Labour Group, to the meeting and invited Councillor Watkins to indicate if she wished to speak on any item.

30 **Minutes**

The minutes of the meeting held on 8 July 2024 were agreed as a correct record and signed by the Chairman.

31 **Chairman's Announcements**

There were no Chairman's announcements.

32 **Urgent Business**

There were no items of urgent business.

33 **Policy for Selecting the Names of New Streets**

The Assistant Director - Planning and Development submitted a report to approve an updated street naming policy containing clarifications on the approach to be followed by officers in providing the service to developers and local communities.

Resolved

(1) That the Policy and guidance for street naming be approved.

Reasons

The recommendation is to reaffirm but update the policy we have had for many years which is consistent with the guidance and protocols we have to work under when naming new streets. It provides clarity on a point that was previously ambiguous and will protect the Council against having to accept inappropriate suggestions that come forward.

Alternative options

Option 1: Do nothing

The alternative option to the one proposed is to do nothing. That would not provide the clarity that is required in respect of naming streets after those who have evidently contributed significantly and positively to the community which they served. It might also open the door to requests for new street names over which we have no vetoing discretion.

34

New Cherwell District Council Housing Strategy 2025-2030

The Assistant Director Wellbeing and Housing submitted a report to seek approval to consult on a new Housing Strategy 2025-30.

In response to questions from the Leader of the Opposition regarding whether there was an adequate supply of housing to address changes proposed in the Allocations Policy, the Assistant Director Wellbeing and Housing undertook to respond to the questions at the Overview and Scrutiny Committee meeting the following day when the Committee considered the draft Allocations Policy. A response would be provided to the leader of the Opposition.

Resolved

- (1) That the commencement of public consultation on the reviewed and amended Housing Strategy 2025-30 be approved.

Reasons

It is important that the Council has up to date policies for its statutory and key service areas and it is important that they are legislatively and operationally sound. A periodic review of policies is therefore appropriate.

Alternative options

Option 1: Not bring forward a new Housing Strategy. This is rejected as it is a statutory duty that the Council produces and reviews its housing strategy.

35

Money Advice Contract

The Assistant Director Wellbeing and Housing submitted a report to propose an extension in the current Money Advice contract with Citizens Advice.

In considering the report, Executive members commented that in the current economic situation, the contract was excellent value for the service provided to residents.

Resolved

- (1) That the extension of the existing money advice contract by one year, until January 2026, be approved.

- (2) That officers be requested to bring a further report to Executive within six months to consider options beyond 2026, to allow sufficient time to reprocure such a contract, if necessary.

Reasons

The money advice service is well used and is used by residents facing financial hardship, who may not be able to access other forms of financial advice and support. It is therefore recommended that it is continued for a further year considering the current contextual factors affecting households and household budgets.

Alternative options

Option 1: To end the Money Advice Contract at the end of the contract period (January 2025)

This is an option in accordance with the contract end date. The option is rejected due to the continued cost of living issues being faced by clients and high demand for the money advice and related Council services.

Option 2: To extend the Money Advice Contract by 2 years (until January 2027)

This option is within the scope of the current contract. This option is rejected to ensure that a re-procurement exercise and/or a review of the current provision can take place sooner.

Option 3: To extend the Money Advice Contract by less than 1 year

There is scope to extend for less than two years, and the minimum term of extension is not defined within the contract. Within the contract is an annual cost of services, so a new contract could be required to make this adjustment and therefore we cannot extend the existing contract due to terms within it changing. Extending by a period of one year will also give more time to review and procure a future service, if necessary. This option is rejected.

36

CCTV Thames Valley Project

The Head of Regulatory Services and Community Safety submitted a report to seek approval to join the Thames Valley CCTV partnership, with an associated transfer of CCTV assets and operational responsibility to Thames Valley Police under a 'single owner' model; and moving monitoring arrangements to a shared Oxfordshire hub.

In response to a question from the Leader of the Opposition seeking assurance CCTV cameras in Banbury would remain operational following the transfer, the Portfolio Holder for Safer Communities confirmed this would be the case.

In response to Executive member comments, the Portfolio Holder for Safer Communities explained that work on the SLA had not yet commenced but it

was anticipated there would be standard terms with specific aspects for each authority in the partnership.

Resolved

- (1) That it be agreed to join the Thames Valley CCTV partnership, with an associated transfer of CCTV assets and operational responsibility to Thames Valley Police under a 'single owner' model; and moving monitoring arrangements to a shared Oxfordshire hub.
- (2) That capital funding of up to £250,000 in order to upgrade the public open space CCTV network and cameras to meet the necessary threshold to be included in the OPCC Thames Valley CCTV project be approved.
- (3) That authority be delegated to the Assistant Director Law and Governance and Monitoring Officer, in consultation with the Leader of the Council, to execute the formal agreements needed to join the Thames Valley Police CCTV Partnership.

Reasons

The benefits to formally joining the Thames Valley CCTV partnership are clear. The proposed changes of the project bring increased resilience, reduce the operational burden on CDC and ensure that the CCTV network is upgraded ensuring a sustainable system able to exploit technological advances.

Alternative options

Option 1: Executive could choose to cease provision of this discretionary service, however the case for continued provision of public space CCTV is clear. It assists the Council in meeting its duties under the Crime and Disorder Act 1998 and clearly has a role in the detection and prevention of crime.

Option 2: To retain the system as it currently is. The Thames Valley CCTV Partnership will go ahead without CDC - meaning there is real risk of the CCTV system in Cherwell becoming obsolete. If the existing CCTV system were to be retained, then there would still be a significant need for investment to bring the infrastructure up to a minimum standard to allow for its continued operation. The costs would be comparable to the £250,000 capital investment highlighted in the preferred option, although could be profiled over a long roll out period. The responsibility for long term resilience of CCTV monitoring would fall to CDC.

This has been rejected as it is likely to lead to an obsolete CCTV system and means the Council would be excluded from obtaining the benefits from being part of the Partnership.

The Assistant Director of Finance (S151 Officer) and Assistant Director – Customer Focus submitted a report to update Executive on the council's performance, risk, and financial positions at the end of Quarter 1 2024-25.

Resolved

- (1) That the council's performance, risk and finance 2024-2025 Quarter 1 report be noted.
- (2) That the use of reserve requests set out at the annex to the Minutes (as set out in the Minute Book) of the report be agreed.
- (3) That the reprofiling of capital projects beyond 2024/25 set out at the annex to the Minutes (as set out in the Minute Book) and the subsequent update to the programme budget for this financial year be approved.
- (4) That the virement between capital schemes agreed under officer delegation of £0.045m from 'Banbury Health Centre' to 'Community Centre – Works' be noted.
- (5) That the use of S106 funding amounting to £0.560m to deliver more self-contained units of temporary accommodation within Cherwell in partnership with South Oxfordshire Housing Association be approved.

Reasons

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.

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.

These updates are consolidated into a single report given the implications and interdependencies between them, and this is the summary for the end of Quarter 1 2024-25.

Alternative options

Option 1: This report summarises the council's financial position up to the end of Quarter 1 2024-2025, therefore there are no alternative options to consider. Regarding the recommendations to approve changes in use of reserves, reprofiling of capital projects and use of S106 funding, members could choose not to reject these requests, however, the requests are in accordance with the councils' policies and within existing budgets. If members chose not to approve the changes, resource would need to be found for these projects separately.

38 **Budget and Business Planning Process 2025-26**

The Assistant Director Finance (Section 151 Officer) submitted a 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.

Resolved

- (1) That the Budget and Business Planning Process for 2025/26 be approved.
- (2) That the base assumptions to be used for the 2025/26 budget be approved.
- (3) That a five-year period for the Medium-Term Financial Strategy to 2029/30 and five-year period for the Capital Programme to 2029/30 be approved.
- (4) That the revised Reserves Policy be approved.

Reasons

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.

Alternative options

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.

39 **Exclusion of the Press and Public**

Resolved

That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provision of Schedule 12A, Part 1, Paragraph 3 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

40 **Cloud Support, Security Operation Centre and Managed Network Partner Tender**

The Head of Digital and Innovation submitted an exempt report in relation to the Cloud Support, Security Operation Centre and Managed Network Partner Tender. Due to the value of the contract, Executive approval was required.

Resolved

(1) As set out in the exempt Minutes.

Reasons

As set out in the exempt Minutes

Alternative options

As set out in the exempt Minutes

41 **Lease for Castle Quay**

The Assistant Director Property submitted an exempt report in relation to a lease renewal at Castle Quay, Banbury.

Resolved

(1) As set out in the exempt Minutes.

(2) As set out in the exempt Minutes.

(3) As set out in the exempt Minutes.

Reasons

As set out in the exempt Minutes

Alternative options

As set out in the exempt Minutes

The meeting ended at 8.00 pm

Chairman:

Date:

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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This report is public	
Finance Monitoring Report August 2024	
Committee	Executive
Date of Committee	7 October 2024
Portfolio Holder presenting the report	Portfolio Holder for Finance, Property and Regeneration, Councillor Lesley McLean
Date Portfolio Holder agreed report	23 September 2024
Report of	Assistant Director of Finance & Section 151 Officer, Michael Furness

Purpose of report

To update Executive on the council's financial position at the end of the August 2024.

1. Recommendations

The Executive resolves:

- 1.1 To consider and note the contents of the council's financial management report as at the end of August 2024 (Appendices 2-4).
- 1.2 To approve the use of reserve requests (Appendix 5).
- 1.3 To approve the reprofiling of capital projects beyond 2024/25 (Appendix 1) and the subsequent update to the programme budget for this financial year.
- 1.4 To approve the reprofiling of £0.393m from future years budget into the 2024/25 capital project for Castle Quay (cost centre 40144), please note this has been reflected throughout the report.
- 1.5 To note the use of £0.133m from the Digital Futures Programme capital budget (Cost Centre 40326) to progress work on the Robotic Process Automation Pilot.

2. Executive Summary

- 2.2 The report presents the forecast financial outturn position for the 2024/25 financial year as at August 2024.

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, 19 September 2024			
Legal	There are no legal implications arising directly from this report. Shahin Ismail, Interim Head of Legal Services, 20 September 2024			
Risk Management	There are no risk implications as a direct consequence of this report. Celia Prado-Teeling, Performance Team Leader, 20 September 2024			
Impact Assessments	Positive	Neutral	Negative	Commentary
Equality Impact		X		There are no direct equalities and inclusion implications as a consequence of this report. The report includes a summary on our performance against the Equalities, Diversity and Inclusion Action plans 2023/24 Celia Prado-Teeling, Performance Team Leader, 20 September 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	This report links to all council's priorities, as it summarises our progress against them during 2024/25
Human Resources	N/A
Property	N/A
Consultation & Engagement	N/A

Supporting Information

3. Background

- 3.1 The council actively and regularly monitors its financial position to ensure it can deliver its corporate priorities and respond effectively to emerging issues.
- 3.2 This monitoring takes place monthly for finance, so the council can identify potential issues at the earliest opportunity and put measures in place to mitigate them.
- 3.3 These updates are consolidated on a quarterly basis where performance and Finance updates are given due to the implications and interdependencies between them, and this is the summary financial outturn forecast for the end of the financial year 2024/25.

4. Details

4.1 Finance Update

- 4.1.1 The council's forecast outturn position for 2024/2025 is an overspend of £0.208m which shows an improvement of (£0.104m) from the first quarter's forecast. The forecast overspend is due to various factors across services and is summarised in Table 1 below. Further details can be found in Appendix 2. A number of pressures have begun to be forecast but swift action has been taken to reduce these or identify mitigations. The Corporate Leadership Team (CLT) has agreed that a Budget Oversight Group will meet with service managers each month where overspends are identified to agree in-year mitigation plans and to further strengthen budget management and forecasting.

Table 1: Year End Position

Service	Original Budget	Current Budget	August Forecast Outturn	August Variance (Under) / Over	% Variance to current budget	June Variance (Under) / Over	Change since Previous (better) / worse
	£m	£m	£m	£m	%	£m	£m

Finance	3.039	3.031	3.031	0.000	0.0%	0.000	0.000	
Legal, Democratic, Elections & Procurement	2.265	2.305	2.384	0.079	3.4%	0.129	(0.050)	
ICT	1.510	1.510	1.510	0.000	0.0%	0.000	0.000	
Property	(2.432)	(2.432)	(2.357)	0.075	-3.1%	0.100	(0.025)	
HR & OD	0.779	0.789	0.819	0.030	3.8%	0.050	(0.020)	
Customer Focus	2.518	2.518	2.398	(0.120)	-4.8%	(0.080)	(0.040)	
Resources & Transformation	9.719	9.801	7.785	0.064	2.0%	0.199	(0.135)	
Planning & Development	1.738	1.738	1.889	0.151	8.7%	0.100	0.051	
Growth & Economy	0.477	0.466	0.466	0.000	0.0%	0.000	0.000	
Environmental	5.665	5.676	5.819	0.143	2.5%	0.000	0.143	
Regulatory	1.116	1.116	1.116	0.000	0.0%	0.000	0.000	
Wellbeing & Housing	2.040	2.080	2.045	(0.035)	-1.7%	0.000	(0.035)	
Communities	11.036	11.076	11.335	0.259	2.3%	0.100	0.159	
Subtotal for Directorates	18.715	18.797	19.120	0.323	1.6%	0.299	0.024	
Executive Matters	4.293	4.293	4.178	(0.115)	-2.7%	0.013	(0.128)	
Policy Contingency	3.979	3.897	3.897	0.000	0.0%	0.000	0.000	
Total	26.987	26.987	27.195	0.208	1.2%	0.312	(0.104)	
FUNDING	(26.987)	(26.987)	(26.987)	0.000	0.0%	0.000	0.000	
(Surplus)/Deficit Before proposed Transfers to reserves	0.000	0.000	0.208	0.208		0.312	(0.104)	

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 outturn position.

4.1.2 Table 2 below analyses the variances to distinguish between base budget variances and variances resulting from the non-delivery of previously approved savings. The non-delivery of savings has a knock-on impact on the Medium-Term Financial Strategy as failure to deliver on an ongoing basis adds to future pressures.

Table 2: Analysis of Variance – August 2024

Breakdown of current month forecast	August 2024 Forecast	Base Budget Over/ (Under)	Savings Non-Delivery
	£m	£m	£m
Resources	0.064	0.001	0.063
Communities	0.259	(0.158)	0.417

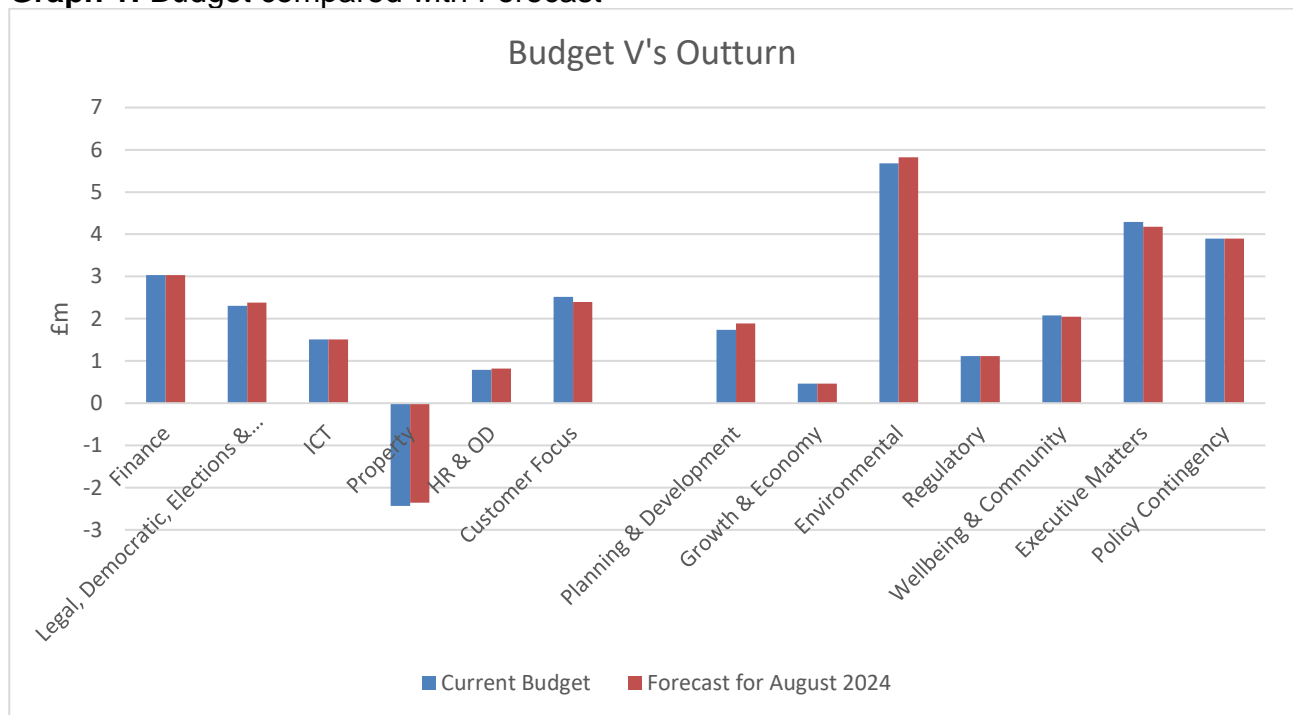
Subtotal Directorates	0.323	(0.157)	0.480
Executive Matters	(0.115)	(0.115)	0.000
Policy Contingency	0.000	0.000	0.000
Total	0.208	(0.272)	0.480

FUNDING	0.000	0.000	0.000
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(Surplus)/Deficit	0.208	(0.272)	0.480
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4.1.3 The graph below shows the Budget compared with the forecast to the end of the financial year.

Graph 1: Budget compared with Forecast



4.1.4 Table 3 below summarises the major forecast variances for the reporting period. Further details can be found in Appendix 2.

Table 3: Top Major Variances:

Service	Current Budget	Variance	% Variance
Planning & Development	1.738	0.151	8.7%
Environmental	5.676	0.143	2.5%
Legal, Democratic, Elections & Procurement	2.305	0.079	3.4%
Property	(2.432)	0.075	-3.1%

Total	7.287	0.448
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Aged Debt Write Off:

4.1.5 The financial regulations make provision for writing off debts that are bad, uneconomical to collect or deemed irrecoverable. The council maintains a number of bad debt provisions in the anticipation that some debts will become bad and these, once agreed, are charged to the relevant provision or cost centre. There is a provision within the council for sundry bad debt totalling £1.547m that is reviewed on a regular basis to ensure that it is sufficient.

4.1.6 The table below summarises the write offs as at the end of August. Further details and a profile of the age of the council's debt can be found in Appendix 3.

Table 4: Summary Write Offs

	£m
Sundry Debt	0.305
Housing Benefit	0.010
Council Tax	0.032
Non-Domestic Rates	0.057
Total	0.404

Reserves

4.1.7 Allocations to and from reserves are made according to the Reserves Policy. Table 5 below summarises the movements which have been requested at 31 August 2024. Further detail is provided in Appendix 5.

Table 5: Reserves forecast:

Reserves	Balance 1 April 2024	Original Budgeted use/ (contribution)	Changes agreed since budget setting	Changes proposed August 2024	Forecast 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)	0.197	0.279	(28.625)
Ringfenced Grant	(2.552)	0.898	0.351	0.071	(1.232)
Subtotal Revenue	(37.030)	0.122	0.548	0.350	(36.010)
Capital	(6.293)	3.250	0.000	0.000	(3.043)
Total	(43.323)	3.372	0.548	0.350	(39.053)

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

4.2 Capital

4.2.1 Table 6 below summarises the projected year end forecast for profiled spend in 2024/25 and Table 7 summarises the financing. There is a projected in-year underspend of (£4.596m), of which £3.765m is recommended to be reprofiled into future years. Projects that are recommended to have budget reprofiled from 2024/25 are detailed in Table 9.

Table 6: Capital Projection

Directorate	Revised Budget £m	Forecast Spend 24/25 £m	Re-profiled beyond 2024/25 £m	Variance to Budget £m	Prior Month Variance to Budget £m
Resources & Transformation	10.627	8.602	1.987	(0.038)	(0.245)
Communities	11.728	9.156	1.778	(0.794)	(0.438)
Total	22.355	17.758	3.765	(0.831)	(0.683)

For further detail on individual schemes please see Appendix 1.

Table 7: How the Capital Programme is financed

Financing	24/25 Budget £m	Future Years £m	Total
Borrowing	17.857	7.880	25.737
Capital Grants	2.096	9.011	11.107
Capital Receipts	0.425	5.250	5.675
S106 Receipts	1.977	3.082	5.059
	22.355	25.223	47.578

4.2.2 Table 8 below summarises the projected spend against the full capital programme (i.e. all years spend). The Digital Futures project was approved in February 2024 for innovation schemes as they come forward. From this pot £0.133m has been allocated to support a pilot scheme for delivering Robotic Process Automation (RPA). This will leave £0.217m to be allocated to other projects subject to approved business cases. At this stage the projection assumes full allocation and spend in year. Since the previous report, two schemes are now reporting overspends greater than 5% or £0.050m. They are the Sunshine Centre and Bicester East Community

Centre; therefore, in line with the Financial Procedure Rules an update to Executive will be prepared with an update on why the projects are overspending.

Table 8: Total Capital Project Outturn

Directorate	Budget £m	Total Forecast 2024/25 £m	Variance to Budget £m	Prior Month Variance to Budget £m
Resources & Transformation	14.761	14.723	(0.038)	(0.245)
Communities	32.817	32.023	(0.793)	(0.438)
Total	47.578	46.746	(0.831)	(0.683)

4.2.3 Table 9 below details the capital schemes which it is recommended budgets are reprofiled from 2024/25 to 2025/26 or beyond. The reprofiling of capital budgets can be for a number of reasons and is common on multi-year projects. The reasons for the recommendations are summarised in section 4.2.4.

Table 9: Requested capital budget reprofiling

Code	Requested capital budget reprofiling	Budget Total £'000	Reprofile beyond 24/25 £'000	In year Budget Variance %
40278	Development of New Land Bicester Depot	2.022	1.937	96%
40028	Vehicle Replacement Programme	2.662	1.589	60%
40258	Kidlington Public Convenience Refurbishment	0.090	0.090	100%
40222	Burnehyll- Bicester Country Park	0.124	0.064	52%
40249	Retained Land	0.050	0.050	100%
40218	Depot Fuel System Renewal	0.035	0.035	100%
		4.983	3.765	

4.2.4 Capital schemes recommended to be reprofiled:

- Development of New Land Bicester Depot (40278)
£1.937m budget to be reprofiled into 2025/26. The designers are appointed and Consultation on proposed layouts for the new depot are taking place with user groups. A Planning application is being prepared, however an ecological survey and protected species survey will be required to be submitted with this application and we have been unable to obtain these services, due to high demand for Ecologists, until October. This has resulted in a delay of 4 months to

our original programme and consequent re-profiling of the capital budget as the anticipated completion is impacted by the delay to Planning approval.

- Vehicle Replacement Programme (40028)
£1.589m budget to be reprofiled in to 2025/26. Reprofiling required due to vehicle delivery lead times and delay to electrification of fleet.
- Kidlington Public Convenience Refurbishment (40258)
£0.090m Budget to be reprofiled in to 2025/26. An evaluation of requirements is required.
- Burnehyll – Bicester Country Park (40222)
£0.064m Budget to be reprofiled in to 2025/26.
- Depot Fuel System Renewal (40218)
£0.035m Budget to be reprofiled in to 2025/26. This project will be reviewed as the new Bicester Depot site progresses.
- Retained Land (40249)
£0.050m budget to be reprofiled to 20225/26. Surveys are complete and works have been prioritised, but works have been delayed due to our shortage of resource/staff to prepare works specification and obtain quotations.

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 forecast financial position up to the end of March 2025, therefore there are no alternative options to consider.

6 Conclusion and Reasons for Recommendations

6.1 The report updates the Committee on the projected year-end financial position of the council for 2024/25 and seeks Executive agreement, where required, in line with the Constitution. Regular reporting is key to good governance and demonstrates that the council is actively managing its financial resources sustainably.

Decision Information

Key Decision	No
Subject to Call in	Yes
If not, why not subject to call in	N/A
Ward(s) Affected	All

Document Information

Appendices	
Appendix 1	Capital August 2024
Appendix 2	Detailed Revenue Narrative on Forecast August 2024
Appendix 3	Virements and Aged Debt August 2024
Appendix 4	Funding August 2024
Appendix 5	Use of reserves and grant funding August 2024.
Background Papers	N/A
Reference Papers	N/A
Report Author	Leanne Lock, Strategic Business Partner – Business Partnering & Controls
Report Author contact details	leanne.lock@cherwell-dc.gov.uk , 01295 227098

Appendix 1 - CHERWELL CAPITAL EXPENDITURE

Cost Centre	DESCRIPTION	BUDGET 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)
40139	Banbury Health Centre - Refurbishment of roof covering and removal of redundant ventilation plant from roof	84	0	80	84			0	0	Work is scheduled for delivery in Q2 2024/25.
40141	Castle Quay Waterfront	0	(626)	0	0			0	0	Retention payment to be paid
40144	Castle Quay	940	29	666	695			(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	94	27	47	94			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	3	10	200			0	0	Planning approval has been achieved. Designers are completing the detail design and specification for the solar panels and roof works. We will then need to tender these works as they are over £0.100m. We therefore anticipate works commencing in the new year and the works to continue through to the new financial year, partly due to the need to avoid the worst of the winter / spring weather, whilst carrying out works on a residential building roof space. We have adjusted the spend profile for these works.
40227	Banbury Museum - Decarbonisation Works	0	(20)	0	0			0	0	Retention payment to be paid
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	600	218	817			132	0	Now on site for a 35 week project. Works due to complete shortly
40241	Thorpe Place Roof Works	29	1	6	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	10	3	122			0	0	Works currently in design

40249	Retained Land	50	0	0	0	50		0	0	Surveys are complete and works have been prioritised, but works have been delayed due to our shortage of resource/staff to prepare works specification and obtain quotations. Capital spend has been re-profiled.
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	2	5	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 Q4 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 Q4 2024/25. There are 3 leases and sub leases to be amended before this can proceed.
40264	Sunshine Centre	182	135	122	257			75	0	New Heating Boilers and LED lighting are required at the property.
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 Q4 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.
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 Q4 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	61	376	85	1,937		0	0	The designers are appointed and Consultation on proposed layouts for the new depot are taking place with user groups. A Planning application is being prepared, however an ecological survey and protected species survey will be required to be submitted with this application and we have been unable to obtain these services, due to high demand for Ecologists, until October. This has resulted in a delay of 4 months to our original programme and consequent re-profiling of the capital budget as the anticipated completion is impacted by the delay to Planning approval.
40317	Cope Road, Banbury	29	0	32	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	0	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		10,105	226	1,568	8,080	1,987	0	(38)	(245)	
40256	Processing Card Payments & Direct Debits	20	10	0	20			0	0	Project will be completed this year
Finance		20	10	0	20	0	0	0	0	
40237	Council Website & Digital Service	122	0	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	0	New digital futures budget
ICT		472	0	1	472	0	0	0	0	
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	
Resources & Transformation		10,627	236	1,569	8,602	1,987	0	(38)	(245)	
40062	East West Railways	30	0	30	30			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. Final invoice expected to be received by the end of Q3 once work is completed
40286	Transforming Market Square Bicester	180	(3)	0	180			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	17	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	(49)	59	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		780	(35)	90	780	0	0	0	0	

40028	Vehicle Replacement Programme	2,662	(3)	1,073	1,073	1,589		0	0	£1,589m budget to be reprofiled in to 2025/26. Reprofiting required due to vehicle delivery lead times and delay to electrification of fleet.
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	0	35		0	0	£35k Budget to be reprofiled in to 2025/26. This project will be reviewed as the new Bicester Depot site progresses.
40222	Burnehyll- Bicester Country Park	124	6	10	60	64		0	0	£64k Budget to be reprofiled in to 2025/26.
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	0	90		0	0	£90k Budget to be reprofiled in to 2025/26. An evaluation of requirements is required.
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	1,088	1,410	1,778	0	0	0	
40083	Disabled Facilities Grants	1,384	330	28	1,384			0	0	Full spend anticipated
40084	Discretionary Grants Domestic Properties	150	54	0	150			0	0	Full spend anticipated
40160	Housing Services - capital	168	0	0	168			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	1,080	910	2,524			(356)	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 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	Project 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	14	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. Architectural and Structural works have been procured for initial piece of work in August 2024. Kick of Project Meeting with Stakeholders 5th September
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	8	8	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	20	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. Works have been tendered for with an extended return date of costs due 18th September. Contract Award after this with works likely to commence October/November
40332	S106 - grant funded Affordable Accommodation	560	0	0	560			0	0	To provide grant funding to South Oxfordshire Housing Association (SOHA) (a registered provider of social housing), providing 40% contribution towards the cost of securing 4 homes in the Cherwell District to be converted to social housing. Initially, these homes will provide temporary accommodation for homeless households in Cherwell to whom CDC have a legal duty to temporarily accommodate. Longer term they will revert to affordable rented housing let through CDC's housing register should they no longer be required to be used as temporary accommodation. The size/type of the homes agreed in principle for SOHA to purchase are 3 x 2-bedroom houses and 1 x 3-bedroom house.
	Wellbeing & Housing	7,495	1,660	1,104	6,701	0	0	(794)	(438)	
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.
40333	CCTV Thames Valley Project	250	0	0	250			0	0	Upgrade the public open space CCTV network and cameras to meet the necessary threshold to be included in the OPCC Thames Valley CCTV project
	Regulatory Services	265	0	0	265	0	0	0	0	
	Communities	11,728	1,654	2,282	9,156	1,778	0	(794)	(438)	
	Capital	22,355	1,891	3,851	17,758	3,765	0	(831)	(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
40139	Banbury Health Centre - Refurbishment of Ventilation, Heating & Cooling Systems	84	84	0	0	0	84	84	0	Work is scheduled for delivery in Q2 2024/25.
40144	Castle Quay	940	695	0	(245)	1,793	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	94	94	0	0	0	94	94	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	Planning approval has been achieved. Designers are completing the detail design and specification for the solar panels and roof works. We will then need to tender these works as they are over £0.100m. We therefore anticipate works commencing
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	817	0	132	0	685	817	132	Now on site for a 35 week project. Works due to complete shortly
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	0	50	0	206	256	256	0	Surveys are complete and works have been prioritised, but works have been delayed due to our shortage of resource/staff to prepare works specification and obtain quotations. Capital spend has been re-profiled.
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 Q4 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 Q4 2024/25. There are 3 leases and sub leases to be amended before this can proceed.
40264	Sunshine Centre	182	257	0	75	0	182	257	75	New Heating Boilers and LED lighting are required at the property.
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 Q4 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.
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 Q4 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	85	1,937	0	1,937	3,959	3,959	0	The designers are appointed and Consultation on proposed layouts for the new depot are taking place with user groups. A Planning application is being prepared, however an ecological survey and protected species survey will be required to be submitted with this application and we have been unable to obtain these services, due to high demand for Ecologists, until October. This has resulted in a delay of 4 months to our original programme and consequent re-profiling of the capital budget as the anticipated completion is impacted by the delay to Planning approval.
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		10,105	8,080	1,987	(38)	4,074	14,179	14,141	(38)	
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	
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	
Resources & Transformation		10,627	8,602	1,987	(38)	4,134	14,761	14,723	(38)	
40062	East West Railways	30	30	0	0	4,248	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. Final invoice expected to be received by the end of Q3 once work is completed

40286	Transforming Market Square Bicester	180	180	0	0	4,055	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		780	780	0	0	8,303	9,083	9,083	0	
40028	Vehicle Replacement Programme	2,662	1,073	1,589	0	3,742	6,404	6,404	0	£1.589m budget to be reprofiled in to 2025/26. Reprofilling required due to vehicle delivery lead times and delay to electrification of fleet.
40187	On Street Recycling Bins	18	18	0	0	0	18	18	0	Anticipating full spend in 2024/25.
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	0	35	0	0	35	35	0	£35k Budget to be reprofiled in to 2025/26. This project will be reviewed as the new Bicester Depot site progresses.
40222	Burnehyll- Bicester Country Park	124	60	64	0	0	124	124	0	£64k Budget to be reprofiled in to 2025/26.
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	0	90	0	0	90	90	0	£90k Budget to be reprofiled in to 2025/26. An evaluation of requirements is required.
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	1,410	1,778	0	4,267	7,455	7,455	0	
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	168	168	0	0	0	168	168	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	2,524	0	(356)	0	2,880	2,524	(356)	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 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. Architectural and Structural works have been procured for initial piece of work in August 2024. Kick of Project Meeting with Stakeholders 5th September
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 a request for additional funding. Tender documents due out within the next couple of weeks. Works have been tendered for with an extended return date of costs due 18th September. Contract Award after this with works likely to commence October/November

40332	S106 - grant funded Affordable Accommodation	560	560	0	0	0	560	560	0	To provide grant funding to South Oxfordshire Housing Association (SOHA) (a registered provider of social housing), providing 40% contribution towards the cost of securing 4 homes in the Cherwell District to be converted to social housing. Initially, these homes will provide temporary accommodation for homeless households in Cherwell to whom CDC have a legal duty to temporarily accommodate. Longer term they will revert to affordable rented housing let through CDC's housing register should they no longer be required to be used as temporary accommodation. The size/type of the homes agreed in principle for SOHA to purchase are 3 x 2-bedroom houses and 1 x 3-bedroom house.
Wellbeing & Housing		7,495	6,701	0	(794)	8,519	16,014	15,220	(794)	
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.
40333	CCTV Thames Valley Project	250	250	0	0	0	250	250	0	Upgrade the public open space CCTV network and cameras to meet the necessary threshold to be included in the OPCC Thames Valley CCTV project
Regulatory Services		265	265	0	0	0	265	265	0	
Communities		11,728	9,156	1,778	(794)	21,089	32,817	32,023	(794)	
Capital Total		22,355	17,758	3,765	(831)	25,223	47,578	46,746	(831)	

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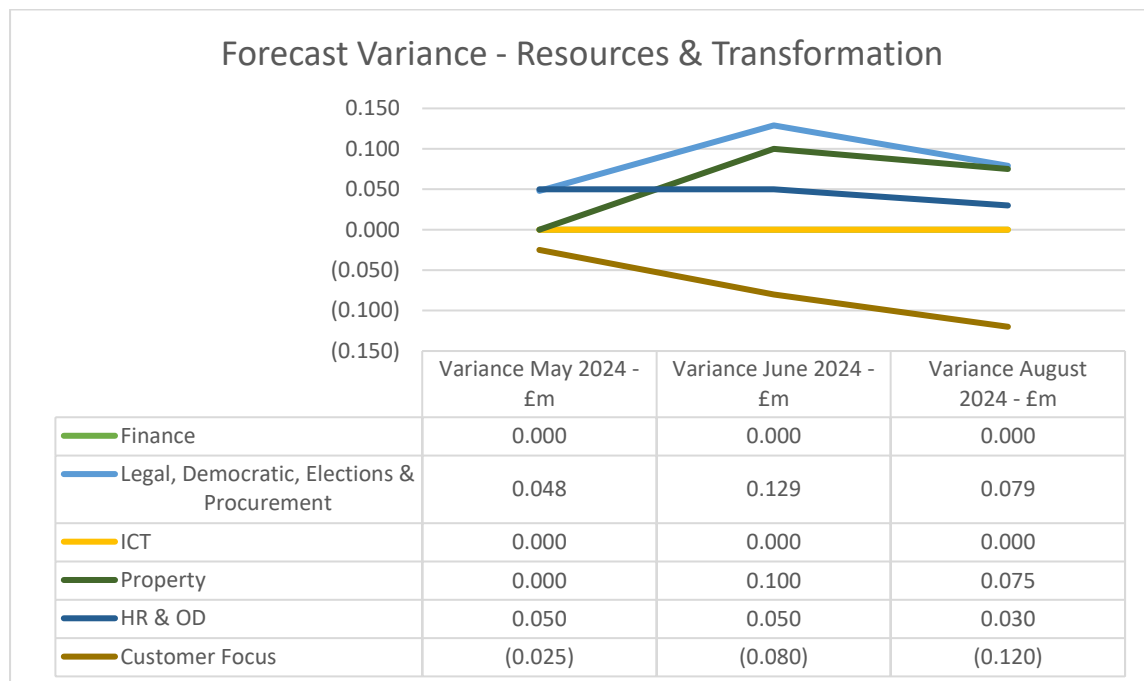
Appendix 2 - Report Details – Additional Revenue narrative

Resources & Transformation

Revenue:

Resources are forecasting £0.064m overspend against a budget of £9.801m (2.0%).

There are tight managerial controls within the resources directorate that have enabled a small forecast overspend. An understanding on the election costs is underway, and the team will work towards mitigating this further.



Finance

Variation
£0.000m

Finance is forecasting in line with budget.

Variation to June's
Forecast
£0.000m

Legal, Democratic,
Elections &
Procurement

Variation

£0.079m
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.

Variation to June's
Forecast
(£0.050m)

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.

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 June's
Forecast
£0.000m

Property

Variation
£0.075m

The £0.100m overspend at Castle Quay Overspends are due to void costs of holding some vacant units and unscheduled necessary expenditure for car park lighting and other maintenance costs. Work is underway to review contracts and market void units with the impact of reducing the overspend as the financial year progresses.

£0.065m pressure within car parks.

£0.013m of this is due to under recovery of income. Charges have been raised to mitigate this and we will continue to review with the intention of reducing this overspend as we progress through the year and the position becomes clearer.

The remainder is largely due to the required upgrade to 4G on ticket machines (because 3G is being discontinued) and the installation of a back office programme so that CDC can monitor the car park data more efficiently.

Variation to June's Forecast (£0.025m) (£0.090m) underspend mitigating the above is due to:
Vacancies within the team which will not be filled until later in the year, reductions in Service Charge costs and admin charges for lease events.

Customer Focus

Variation (£0.120m) underspend Customer Focus is forecasting an underspend of (£0.120m) at year end. The bulk of this underspend is from holding on to vacancies (£0.085m) and the remaining (£0.035m) through an over recovery of income.

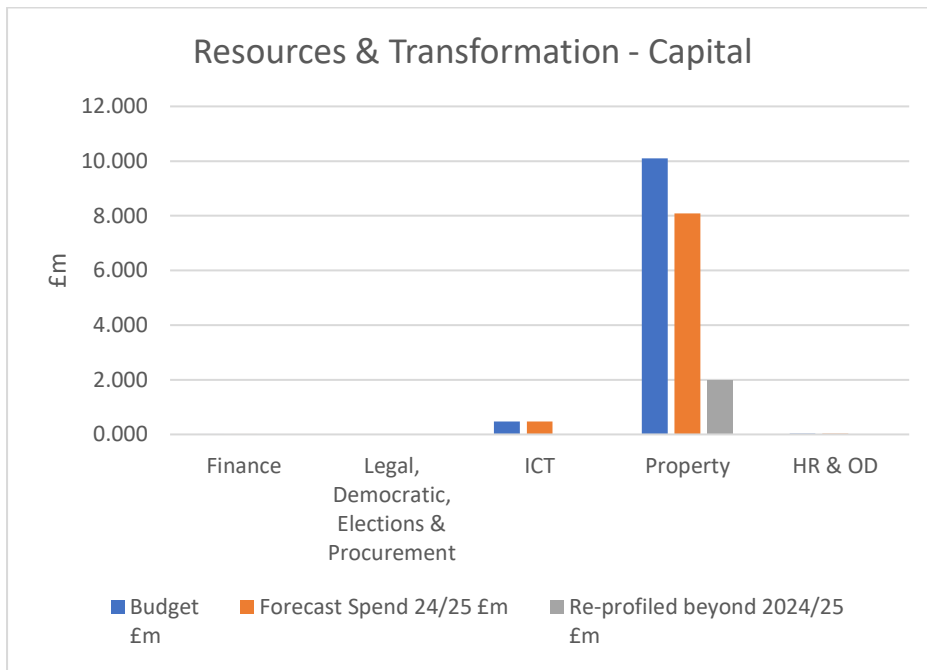
Variation to June's Forecast (£0.040m) Recruitment to vacant posts postponed to Quarter four of 2024/25.

HR & OD

Variations £0.030m Overspend 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 service is looking to mitigate with efficiencies within the HR budget. The current forecast is £0.030m overspend.

Variation to June's Forecast (£0.020m)

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	10.105	8.080	1.987	(0.038)	(0.245)
HR & OD	0.030	0.030	0.000	0.000	0.000
Total	10.627	8.602	1.987	(0.038)	(0.245)

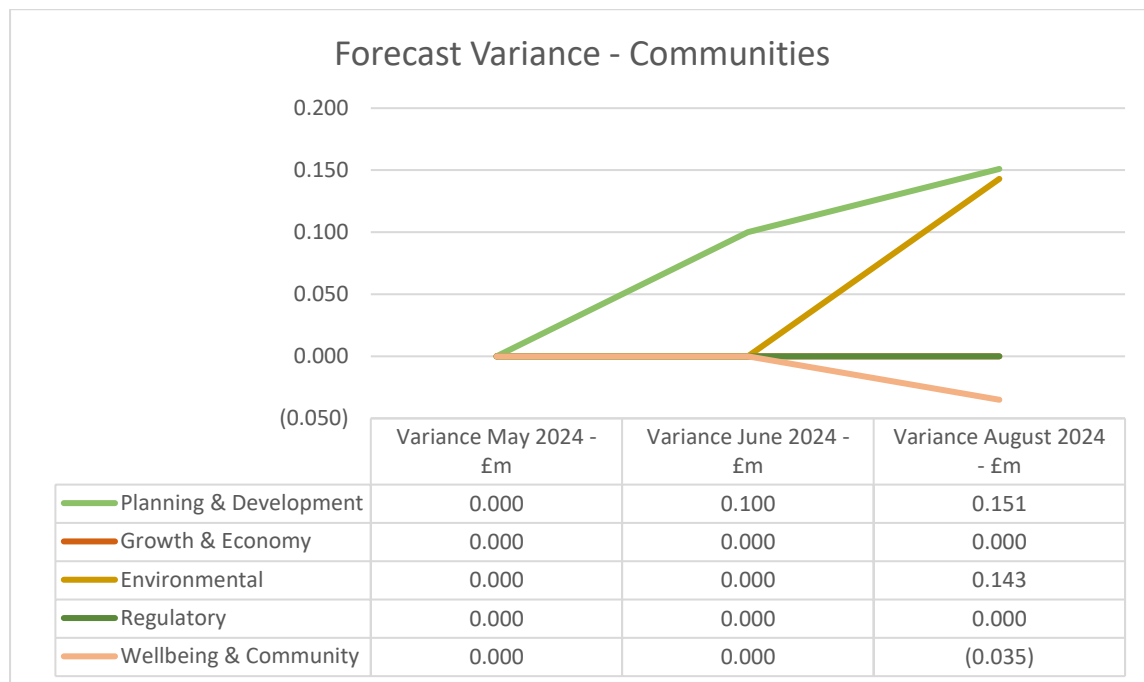
For detailed explanation and variances please see appendix 1.

Communities

Revenue:

Communities are forecasting a £0.259m overspend against a budget of £11.076m, (2.3%).

With a number of pressures emerging in the forecast to year end, the directorate leadership team has carried out a review of pressures and mitigations to contain across the Communities directorate in so far as possible. This has substantially reduced the forecast pressures to year end and will be closely monitored month by month to track progress and for any further changes.



Planning &
Development

Variation
£0.151m overspend

Planning and Development is forecasting an overspend of £0.151m.
Development management has a forecast variance from budget of £0.162m. This includes a lower forecast for application income for the year.
Planning Policy, Conservation & Design is forecasting on budget.
Building Control is presently within budget assisted by higher income.

Variation to June's
Forecast
£0.051m

The main change since last month is the forecast that planning application fee income will be below expected budget (a change of £0.051m). Although the second half of the year is likely to see a significant rise in average income per month (due to site expectations and national policy changes), it is presently unlikely that the budgeted income level will be met.

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 June's
Forecast
£0.000m

Environmental

Variation
£0.143m overspend

The forecasted pressure of £0.143m within Environmental Services is primarily due to staffing pressures and agency costs within Waste and Recycling, this is being closely monitored and managed.
The service is looking at all options to mitigate the overspend.

Variation to June's
Forecast
£0.143m

The on-month movement of £0.143m from June's reporting is due the staffing pressure within waste and recycling and

the delay to implementing revised working patterns for the street cleansing operational team.
The service is looking at all options to mitigate the overspend including all non-recruitment to vacant posts within the service.

Regulatory

Variation £0.000m Regulatory Services and Community Safety are forecasting a balanced outturn.

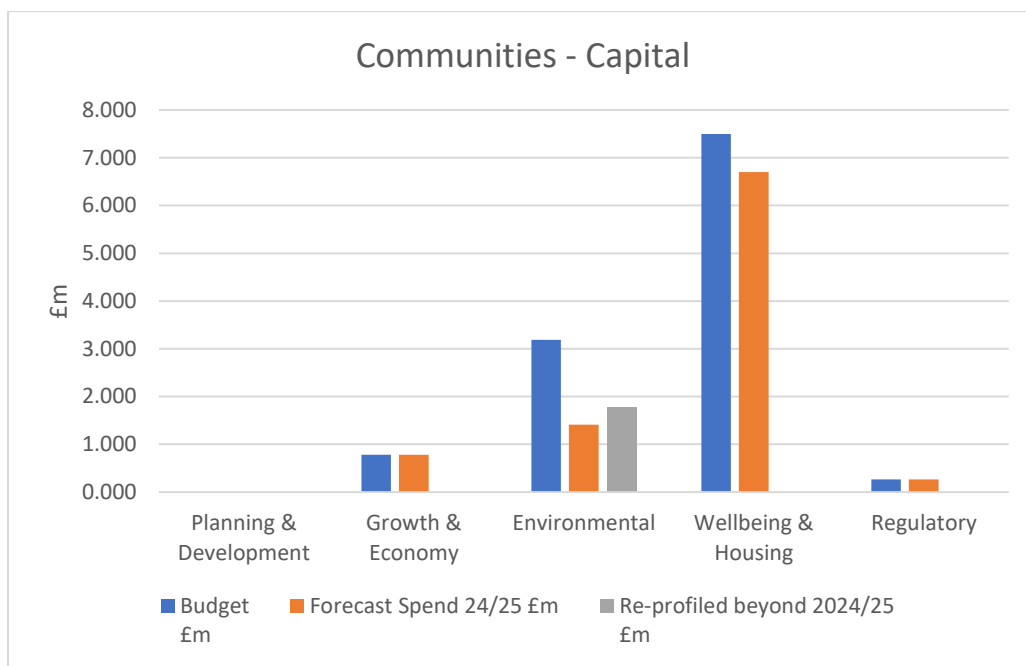
Variation to June's Forecast £0.000m

Wellbeing & Housing

Variation (£0.035m) underspend The services continue to actively manage pressures arising from operating front line services and flexing programme delivery, however pressures on finances are increasing on a range of activities but to date we have managed to contain them.

Variation to June's Forecast (£0.035m) Pressures have been defrayed through operational efficiency and effective use of grants. Continued effort to redress these balances are being taken by rescheduling some activity and reducing developmental expenditure in core budgets.

Capital:



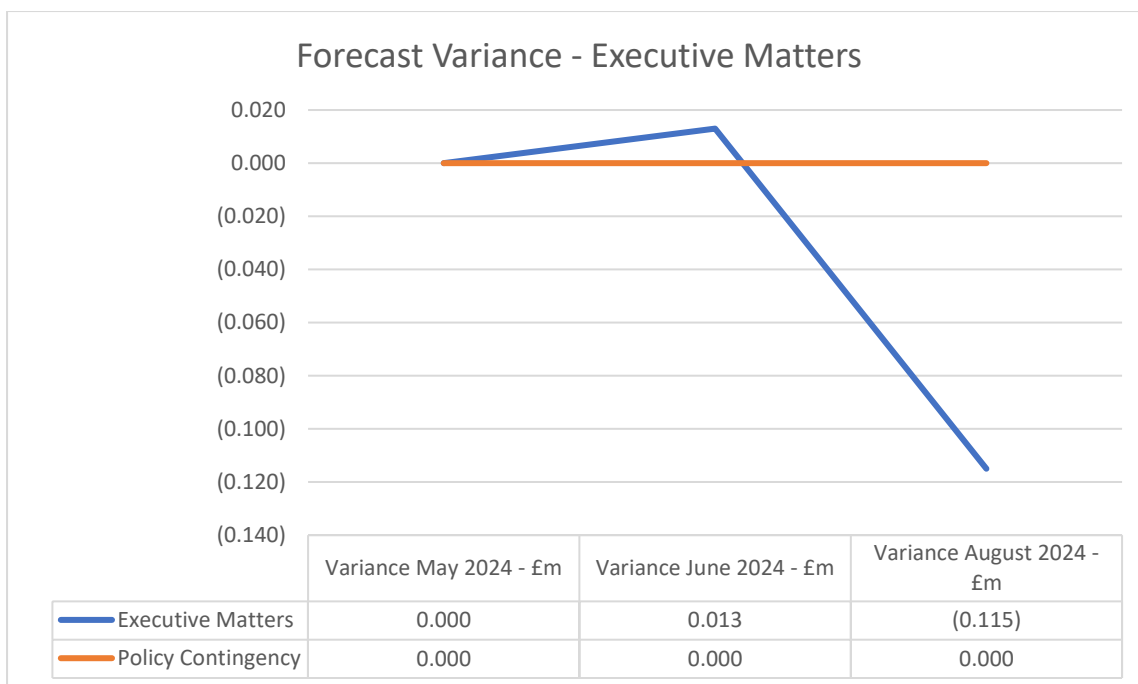
Service	Budget £m	Forecast Spend 24/25 £m	Re-profiled beyond 2024/25 £m	Variance to Budget £m	Prior Month Variance to Budget £m
Planning & Development	0.000	0.000	0.000	0.000	0.000
Growth & Economy	0.780	0.780	0.000	0.000	0.000
Environmental	3.188	1.410	1.778	0.000	0.000
Wellbeing & Housing	7.495	6.701	0.000	(0.794)	(0.438)
Regulatory	0.265	0.265	0.000	0.000	0.000
Total	11.728	9.156	1.778	(0.794)	(0.438)

For detailed explanation and variances please see appendix 1.

Executive Matters

Revenue:

Executive Matters is reporting a (£0.115m) underspend against the budget of £4.293m (-2.7%).



Executive Matters

Variation (£0.115m) underspend Executive Matters are currently forecasting an over recovery of interest of (£0.115m).

Variation to June's Forecast (£0.128m)

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.

Variation to June's Forecast £0.000m

Appendix 3 - Virement Summary

Virement Movement

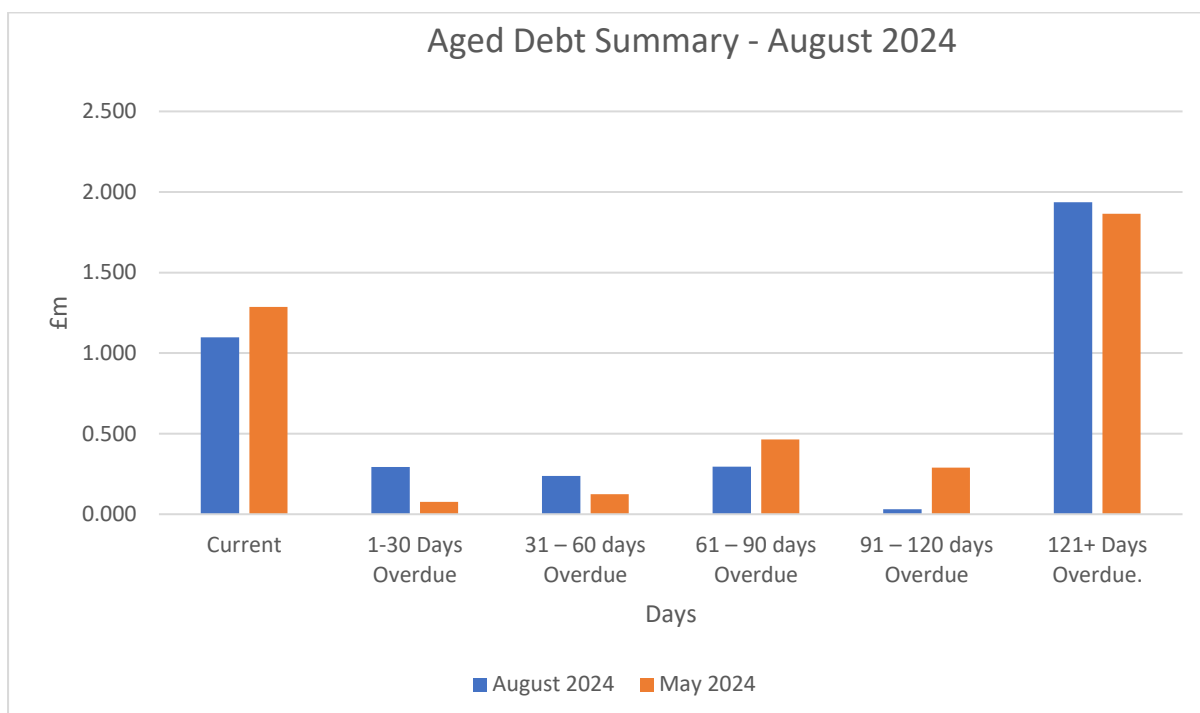
This table shows the movement in Net Budget from June 2024 to August 2024.

Virements - Movement in Net Budget	£m
Directorate Net Budget - June 2024	18.797
Directorate Net Budget - August 2024	18.797
Movement	0.000

Breakdown of Movements	£m
Total	0.000

Aged Debt Summary

The below graph shows the movement in sundry aged debt as at the end of August 2024.



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

There is a provision within the council for sundry bad debt totally £1.547m that is sufficient and by writing off the amount of debt mentioned in this report will not cause

the provision to be exceeded. This provision is reviewed on a regular basis to ensure that we have sufficient within it.

Aged Debt Write Off Summary:

	£m
Sundry Debts previously written off	0.300
Sundry Debts written off in August under S151 delegation	0.005
Sundry Debts over £0.005m to be written off via committee details in Appendix 6	0.000
Total write offs in financial year 2024/25	0.305

Housing Benefit Write off Summary:

	£m
Housing Benefit previously written off	0.010
Housing Benefit Overpayments written off in May 2024 under S151 Delegation	0.000
Housing Benefit Overpayments to be written off via committee approval, details in Appendix 6	0.000
Total write offs in financial year 2024/2025	0.010

Council Tax Write off Summary:

	£m
Council Tax previously written off	0.032
Council Tax written off in May 2024 under S151 Delegation	0.000
Council Tax to be written off via Committee Approval details in Appendix 6	0.000
Total write offs in financial year 2024/2025	0.032

Non-Domestic Rates Write off Summary:

	£m
Non-Domestic Rates previously written off	0.057
Non-Domestic Rates written off in May 2024 under S151 Delegation	0.000
Non-Domestic Rates written off via Committee Approval, details in Appendix 6	0.000
Total write offs in financial year 2024/2025	0.057

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	(£0.020)
DLUHC	Domestic Abuse Grant	(£0.037)
DLUHC	Redmond Review Implementation	(£0.024)
DLUHC	Tenant Satisfaction Measures New Burdens	(£0.005)
Home Office	Syrian Resettlement Scheme	(£0.005)
Home Office	Afghan Relocations and Assistance Policy	(£0.860)
DSIT	Innovate UK	(£0.003)
		(£2.425)

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)

Appendix 5 - Reserves and Grant Funding

Uses of/ (Contributions to) Reserves

Specific requests

Directorate	Type	Description	Reason	Amount £m
Communities	Earmarked	Planning Appeals Reserve	Use of the reserve to fund appeals	0.209
Communities	Earmarked	Local Plan Reserve	To cover costs relating to the local plan	0.070
			Total Earmarked Reserves	0.279
Communities	Ringfenced Grant	COMF	Release of Unspent COMF monies	0.071
			Ringfenced Grants	0.071

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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