

# Cherwell District Council

## Executive

7 January 2019

|   |
|---|
| <p><b>Monthly Performance, Risk and Finance<br/>Monitoring Report – November 2018</b></p> |
|---|

### **Report of Executive Director: Finance and Governance and Assistant Director: Performance and Transformation**

This report is public

#### **Purpose of report**

This report summarises the Council's Performance, Risk and Finance monitoring position as at the end of each month.

#### **1.0 Recommendations**

The meeting is recommended:

- 1.1 To note the monthly Performance, Risk and Finance Monitoring Report.

#### **2.0 Introduction**

- 2.1 The Council is committed to performance, risk and budget management and reviews progress against its corporate priorities on a monthly basis.
- 2.2 This report provides an update on progress made so far in 2018-19 to deliver the Council's priorities through reporting on Performance, the Leadership Risk Register and providing an update on the financial position.
- 2.3 The Council's performance management framework sets out the key actions, projects and programmes of work that contribute to the delivery of the 2018-19 business plan and the priorities of the Council. These measures and key performance indicators are reported on a monthly basis to highlight progress, identify areas of good performance and actions that have been taken to address underperformance or delays.
- 2.4 The Council maintains a Leadership Risk Register that is reviewed on a monthly basis. The latest available version of the risk register at the date this report is published is included in this report.
- 2.5 The Report details section is split into three parts:
  - Performance Update
  - Leadership Risk Register Update

- Finance Update

2.6 There are four appendices to this report:

- Appendix 1 - 2018/19 Business Plan
- Appendix 2 – Monthly Performance Report
- Appendix 3 – Leadership Risk Register
- Appendix 4 – Capital Programme

### 3.0 Report Details

#### Performance Update

- 3.1 The Council's performance management framework sets out the key actions, projects and programmes of work that contribute to the delivery of the 2018-19 business plan (see Appendix 1) and the priorities of the Council.
- 3.2 The 2018-19 business plan set out three strategic priorities:
- Protected, Green and Clean;
  - Thriving Communities and Wellbeing;
  - District of Opportunity and Growth.
- 3.3 This report provides a summary of the Council's performance in delivering against each strategic priority. To measure performance a 'traffic light' system is used. Where performance is on or ahead of target it is rated green, where performance is slightly behind the target it is rated amber. A red rating indicated performance is off target.

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

#### Priority: Protected, Green and Clean

- 3.4 The Council is committed to protecting the natural environment and ensuring the character of the district is preserved and enhanced. Our commitment included working to ensure the district has high standards of environmental cleanliness and greater waste and recycling services. Maintaining the district as a low crime area is another key part of this priority and the Council is committed to working in partnership to deliver against this objective.

### 3.5 Overview of our performance against this strategic priority:

- **Residents can now order and pay for bulky waste collections online.** The online booking experience is part of the council's improvement plan of improving our customer's experience. During November we received 161 responses of the 394 cases closed, which is a 41% response rate. Of the 161 responses, 92% of residents were satisfied with the booking service and 98% would recommend the service to friends or family.
- **Air Quality monitoring continues** at 47 locations across the Cherwell District, monitoring the levels of nitrogen dioxide. Geospatial Insight Limited are finalising the review of the work on the Bicester Air Quality Demonstration Project which took place in October. This review will be utilised in future reviews of air quality management plans.
- **See It, Report It (SIRI) referrals from staff have increased** in the last 12 months which is likely down to particular focus around training and raising awareness to staff in the last 6 months. This is a positive step ensuring that we are meeting our statutory duty around our safeguarding responsibilities to both children and adults.

#### Priority: Thriving Communities and Wellbeing

3.6 The Council is committed to supporting our communities to thrive and to promoting the wellbeing of our residents. This priority includes supporting health and wellbeing, improving leisure facilities and delivering leisure activities and working in partnership with voluntary organisations to deliver services in a manner that safeguards children, young people and vulnerable adults. Another key aspect of this priority is preventing homelessness, the delivery of affordable housing and improving the condition of residential properties.

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

- **Health & Wellbeing support** has been delivered by a variety of ways this month. The final session of cookery skills training at the Foodbank & Tesco in Bicester and over 200 sixth formers from Bicester schools attended a half day workshop on mental health & wellbeing to promote resilience. Volunteers are meeting with Sports & Leisure services to establish a Junior Park Run at Whiteland Sports Village and Bicester's outdoor gym equipment and health routes have now been digitised so that people can record their use.
- **Cherwell Volunteer awards** – celebrating volunteering across the district and identify those people who contribute to great causes and make such a difference (60 people attended).
- **Age Friendly Banbury** – The big lottery visited Banbury to assess the phase 2 bid for funding to deliver the initiatives action plan for the future. A pop up consultation event ran to showcase the partnerships involved in our aspiration to make Banbury Age Friendly and to continue to consult with our residents.

- **Robust emergency planning and business continuity arrangements** are important in order to ensure that the council can respond to major incidents and continue to provide critical services in the event of incidents which interrupt normal activities. As a result all business continuity plans have been reviewed and training has been delivered to all officers and managers across all services. Our business continuity plans should now cover all reasonably foreseeable circumstances having been reviewed and refreshed; these plans will continue to be reviewed periodically and after any incident. These plans also need to be tested to ensure that they be implemented when required and to work alongside similar plans of our partner organisations.

Priority: District of Opportunity and Growth

3.8 The Council is committed to developing the local economy, promoting inward investment and delivering sustainable growth. This priority also contributes towards making great places to live, work, visit and invest through economic development and working in partnership to deliver strategic transport infrastructure projects.

3.9 Overview of our performance against this strategic priority:

- **Gardner's Close - only 9 remaining!** We expect our first owner to take up occupation just before Christmas with several others following in the New Year. We are also hoping that the people moving into our affordable rented units will be able to move in by the New Year.
- **The Hill Youth and Community Centre** has started to see work happening on site as planned on the 26th November. Work is now in progress to complete the foundations by the New Year which is the first milestone in the programme.
- **Banbury Chamber of Commerce Live event** was attended by the economic development team who were promoting business support services and district industrial strategy development process to over 30 local businesses. The economic development team also supported 250+ local students at two careers workshops; Heyford Park Free School and Wykham Park Academy, Banbury, in collaboration with Young Enterprise and The Education Business Partnership

Summary of Performance

3.10 The Council reports on performance against 20 joint business plan measures and 12 key performance indicators on a monthly basis. Performance for this month is summarised in the table below. The full details, including commentary against each measure and key performance indicator can be found in Appendix 2.

| <b>Business Plan Measures and Key Performance Indicators</b> |                     |                 |          |            |          |
|--|---------------------|-----------------|----------|------------|----------|
| <b>Status</b>  | <b>Description</b>  | <b>November</b> | <b>%</b> | <b>YTD</b> | <b>%</b> |
| Green  | On target           | 28              | 88%      | 28         | 88%      |
| Amber  | Slightly off target | 3               | 9%       | 4          | 12%      |
| Red  | Off target          | 1               | 3%       | 0          | 0%       |

### 3.11 Spotlight On: Environmental Health & Licensing

Environmental Health and Licensing deliver a number of services that focus on business regulation as well as dealing with domestic issues relating to noise and nuisance. These services include meeting a number of statutory functions that are reported to partner organisations outside of the councils, including the Food Standards Agency, DEFRA, Health & Safety Executive and the Drinking Water Inspectorate. Officers from the team can be found undertaking food hygiene inspections in restaurant kitchens, investigating accidents in workplaces, resolving noise and nuisance complaints, sampling private water supplies at domestic properties or carrying out vehicle checks on licensed taxis.

Providing protection to public health underpins a lot of the work carried out by the team whether that is investigating the cause of infectious diseases, monitoring air quality or ensuring the water that people are drinking is free from contamination. Environmental Health and Licensing's aim is to deliver outcomes that help businesses grow and improve and to protect people's health, safety and wellbeing.

We promote, evaluate and administer the Eat Out Eat Well healthy eating award for catering outlets. This award recognises food outlets that offer healthy food choices, making it easier to take healthy choices when eating out.

Our food safety inspections lead to food businesses being provided with a rating as part of the national Food Hygiene Rating Scheme. The scheme helps members of the public make informed choices about where to eat out or shop for food by providing clear information about the businesses' hygiene standards



Some of the work we do involves taking enforcement action against businesses or individuals who are persistent in their failure to resolve problems that have been identified through complaints, routine inspections or referrals from partner organisations. This can result in court action and officers from the team regularly prepare case files for prosecution in conjunction with colleagues in our legal team.



## What does the Licensing Team do at CDC and SNC?

We have 2 basic primary functions. We process all licensing applications across a very broad range of business sectors from licensed animal establishments (which includes the introduction of a new star rating scheme for all licensed animal premises within the two districts) to taxi drivers and their vehicles. We also investigate any complaints about licensed businesses to ensure compliance with the licences we have processed and issued. Legislation we work under ranges from the Licensing Act 2003 to the Town Police Clauses Act 1847.

The majority of our work is concerned with alcohol licensed premises and taxi drivers. We will deal with applications for new pubs as well as applications transferring ownership of pubs. We also process applications for personal licences and these permit individuals to sell alcohol. The largest volume of applications received under the Licensing Act is for Temporary Event Notices. We process approximately 700 of these temporary event notices a year across both authorities.

Once a licence or permit has been issued or granted we are then responsible for ensuring compliance and dealing with any complaints. This can range from a landlord failing to control the noise at their pub to a taxi driver overcharging a customer. Officers will investigate complaints, taking witness statements, interviewing the licence holder and discussing with our Legal Services any potential course of action. We are also involved in pro-actively ensuring compliance and we work with partner agencies such as community safety and the police in carrying out specific operations usually targeting licensed premises and the taxi trade.



### **Developing chargeable services that support business**

A key focus of one of the teams within EH&L has been the development of EHSense – a chargeable service that aims to provide businesses with a range of services that will assist them in meeting their legal obligations and provide assurance that they are compliant.

EHSense is an innovative and enhanced service provided by South Northamptonshire and Cherwell District Councils. Aimed primarily, but not exclusively, at food businesses, the service can offer new or existing businesses support to ensure that they comply with food hygiene, health and safety, licensing and nuisance laws. EH Sense services include:

- Strive for 5 – designed to put you in the best position to meet legal requirements and achieve the top food hygiene rating to put you ahead of the competition.
- Bespoke Support - Whatever your Environmental Health requirement is, we can provide support tailored to meet your needs from qualified Environmental Health professionals.
- Safer Food Better Business packs and diary refills - professionally printed.
- Food and Water testing – Including shelf life testing, microbiological testing and swimming pools testing with result interpretation and advice on corrective actions.
- Training courses – taught and eLearning including food safety, health & safety and personal license holder.
- Primary Authority Partnerships – form a legal partnership with the council and receive nationally recognised advice and guidance.

So if there are issues that are affecting your residents or you know business owners that would benefit from our help then encourage them to make contact with us and we will work with those involved to find a solution that is to their satisfaction.

### **Risk Update**

- 3.12 The Council maintains a Joint Leadership Risk Register that is reviewed on a monthly basis. The latest available version of the risk register at the date this report is published is included in this report.
- 3.13 The heat map below shows the overall position of all risks contained within the Leadership Risk Register.

| Risk Scorecard – Residual Risks |                   |             |               |                    |                         |                     |
|---------------------------------|-------------------|-------------|---------------|--------------------|-------------------------|---------------------|
|                                 |                   | Probability |               |                    |                         |                     |
|                                 |                   | 1 - Remote  | 2 - Unlikely  | 3 - Possible       | 4 - Probable            | 5 - Highly Probable |
| Impact                          | 5 - Catastrophic  |             |               |                    |                         |                     |
|                                 | 4 - Major         |             | L04, L10, L12 |                    |                         |                     |
|                                 | 3 - Moderate      |             |               | L01, L02, L05, L14 | L03, L06, L07, L08, L11 | L09, L13a, L13b     |
|                                 | 2 - Minor         |             |               |                    |                         |                     |
|                                 | 1 - Insignificant |             |               |                    |                         |                     |

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

| Leadership Risk  | Score          | Direction | Latest Update  |
|--|----------------|-----------|--|
| <b>L01</b> Financial Resilience  | 9 Low risk     | ↔         | Reviewed, no changes.  |
| <b>L02</b> Statutory functions   | 9 Low risk     | ↔         | Reviewed, comments updated.  |
| <b>L03</b> Lack of management Capacity                                   | 12 Medium risk | ↔         | Reviewed, comments updated.  |
| <b>L04</b> CDC & SNC Local Plans   | 8 Low risk     | ↔         | SNC – No changes. CDC – Mitigating actions and comments updated.   |
| <b>L05</b> Business Continuity   | 9 Medium risk  | ↓         | Score reduced following training and review of Business Continuity Plans. Mitigating actions & comments updated. |
| <b>L06</b> Partnering  | 12 Medium risk | ↔         | Reviewed, comments updated.  |
| <b>L07</b> Emergency Planning  | 12 Medium risk | ↔         | Mitigating actions & comments updated.   |
| <b>L08</b> Health & Safety   | 12 Medium risk | ↔         | Reviewed, no changes.  |
| <b>L09</b> Cyber Security  | 15 Medium risk | ↔         | Control Assessment, Risk Owner, Mitigating Actions and Comments updated  |
| <b>L10</b> Safeguarding the Vulnerable                                   | 8 Low risk     | ↔         | Reviewed, no changes.  |
| <b>L11</b> Income generation through council owned companies             | 12 Medium risk | ↑         | Score increased due to staff turnover. Comments updated.   |
| <b>L12</b> Financial sustainability of third party third party suppliers | 8 Low risk     | ↔         | Reviewed, no changes.  |
| <b>L13a</b> Local Government Reorganisation (CDC)                        | 15 Medium risk | ↔         | Reviewed and comments updated.   |
| <b>L13b</b> Local Government Reorganisation (SNC)                        | 15 Medium risk | ↔         | Reviewed and comments updated.   |
| <b>L14</b> Corporate Governance  | 9 Low risk     | ↔         | Risk Owner & Manager & Comments updated.   |

The full Leadership Risk Register update can be found in Appendix 3. There are two score changes within November, all risks reviewed with updates in mitigating actions and or comments etc.

- **L05 Business Continuity Risk** has reduced from 16 to 9 following the internal training of officers and the review of all business continuity plans.
- **L11 Income generation through council owned companies** has increased from 8 to 12 regarding the staff turnover in this particular area.

## Finance Update

- 3.15 We are continuing to develop the way we report and the ease of access and understanding of information we provide to ensure Members, and the public, are fully aware of the financial position of the Council.

In previous years financial reporting has been on a quarterly basis. This frequency of information is being improved during 2018/19. We have introduced monthly monitoring and reporting across the organisation. This improvement in reporting is providing budget managers, senior leadership and members with more up to date information regarding the financial position and outlook for the Council.

The finance team has aligned itself with the business areas to provide better support and consistency and continuity of advice moving forward across both revenue and capital budget areas in addition to monitoring any over funding levels.

The risk based monitoring undertaken to date has highlighted areas of risk at this stage. The variances to date are set out below. All services are reviewing their forecasts to identify savings and efficiencies which may mitigate some of the risks being identified. Further risks to this position will be highlighted and detailed in future reports.

### 3.16 Revenue Position

The Council's forecast financial position is set out in the table below.

The Council's forecast financial position is set out in the table below.

| Revenue Monitoring<br>(Brackets denotes an Underspend)  | Budget<br>£000 | Forecast<br>£000 | Current<br>Month<br>Variances<br>£000 | Prior Month<br>Variances<br>£000 |
|---|----------------|------------------|---------------------------------------|----------------------------------|
| Corporate Services  | 258            | 272              | 14                                    | 14                               |
| <b>CORPORATE SERVICES TOTAL</b>   | <b>258</b>     | <b>272</b>       | <b>14</b>                             | <b>14</b>                        |
| <i>Corporate Services £14k Additional Supplies and Service Cost.</i>  |                |                  |                                       |                                  |
| Communities   | 2,647          | 2,693            | 46                                    | (17)                             |
| Leisure & Sport   | 2,674          | 2,758            | 84                                    | -                                |
| Housing   | 1,676          | 1,584            | (92)                                  | (50)                             |
| <b>WELLBEING TOTAL</b>  | <b>6,997</b>   | <b>7,035</b>     | <b>38</b>                             | <b>(67)</b>                      |
| <i>Communities £46k consist of additional £35k for Executive Director post; and £11k additional agency cost.</i>  |                |                  |                                       |                                  |
| <i>Leisure &amp; Sport £84k consist of additional £30k for Assistant Director post; and budget realignment cost of £54k for the Parkwood contract fees.</i>                 |                |                  |                                       |                                  |
| <i>Housing (£92k) income of (£4k) due to new legislation on Houses with Multiple Occupancy "HMO", further vacant posts has resulted in an additional savings of (£88K).</i> |                |                  |                                       |                                  |
| Planning Policy & Development   | 1,414          | 1,738            | 324                                   | 324                              |
| Economy & Regeneration  | 555            | 555              | -                                     | -                                |
| <b>PLACE &amp; GROWTH TOTAL</b>   | <b>1,969</b>   | <b>2,293</b>     | <b>324</b>                            | <b>324</b>                       |

**Planning Policy & Development £324k** comprises **£170k** under recovery of planning income due to the volatility in the number of expected planning applications; however, there is an earmarked reserve to assist with managing this risk, additional **£79k** cost for the Executive Director post of Place and Growth, and **£75k** on Building Controls due to continuous reliance on agency staffs caused by shortage of skilled personnel to fill the vacant roles. Currently under review for potential.

**Economy and Regeneration Bicester Regeneration** currently funded from reserves and under review to ascertain any potential under spend will be reflected and put back to reserves.

|                                  |              |              |           |           |
|----------------------------------|--------------|--------------|-----------|-----------|
| Environmental Services           | 5,163        | 5,211        | 48        | 48        |
| Environmental Health & Licensing | (49)         | (49)         | -         | (20)      |
| <b>ENVIRONMENT TOTAL</b>         | <b>5,114</b> | <b>5,162</b> | <b>48</b> | <b>28</b> |

**Environmental Services £48k** Which is principally made up of **£148k** due to increase in the price charge per tonne (Gate Fees) for dry goods recycling. Officers are keeping the market under close review. There has also been a cost savings of **(£87k)** for roles filled part way through the year or yet to be filled.

|   |             |            |            |            |
|---|-------------|------------|------------|------------|
| Law & Governance                          | 1,242       | 1,313      | 71         | 46         |
| Finance & Procurement                     | 1,715       | 1,935      | 220        | 120        |
| Property Investment & Contract Management | (3,041)     | (2,738)    | 303        | 303        |
| <b>FINANCE &amp; GOVERNANCE TOTAL</b>     | <b>(84)</b> | <b>510</b> | <b>594</b> | <b>469</b> |

**Law and Governance £71k** consist of **£50k** decrease in Land charges income due to the current economic climate and use of temporary resources to cover statutory role; and a **£21k** to allow for the additional cost further to outsourcing the Corporate Fraud Team to OCC.

**Finance & Procurement £220k** forecast overspend arising from interim staff costs required to support the Council in meeting financial reporting deadlines and implementing financial management improvements.

**Property Investment Contract Management £303k** mainly due to the delay in the project completion date of Crown House, hence the expected income from Crown House Property Investment Contract Management will be lower by **£289k** in 2018/19 and **£14k** NDR Budget realignment cost.

|  |              |              |            |             |
|--|--------------|--------------|------------|-------------|
| Customers & IT services                  | 2,713        | 2,713        | -          | -           |
| Strategic Marketing & Communications     | 334          | 370          | 36         | 36          |
| HR, OD & Payroll                         | 756          | 786          | 30         | 20          |
| Performance & Transformation             | 569          | 501          | (68)       | (67)        |
| <b>CUSTOMERS &amp; IT SERVICES TOTAL</b> | <b>4,372</b> | <b>4,370</b> | <b>(2)</b> | <b>(11)</b> |

**Strategic Marketing and Communications £36k** overspend due to use of interim resources, pending opportunities for increased joint working with OCC in this area.

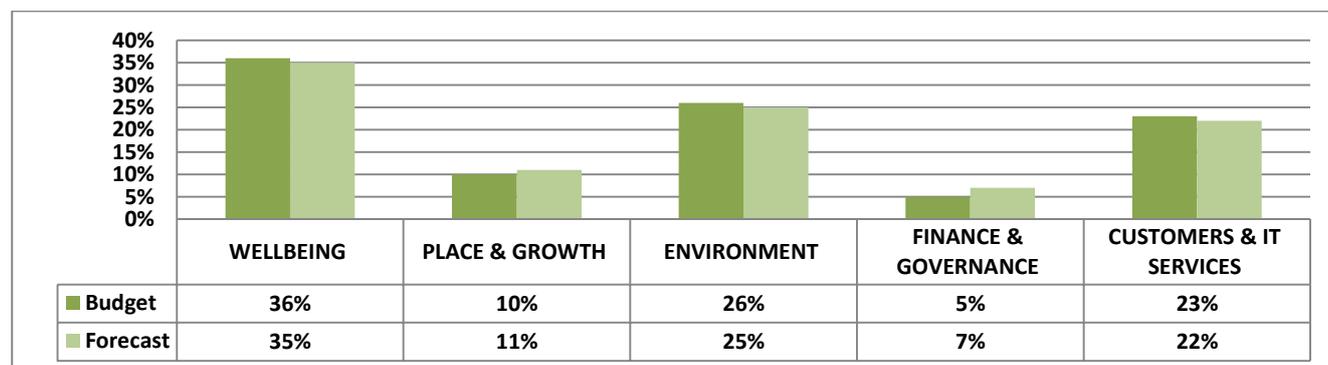
**HR, OD and Payroll £30k** Additional HR related legal cost.

**Performance and Transformation (£68k)** Savings due to staff budget realignment cost.

|                           |               |               |              |            |
|---------------------------|---------------|---------------|--------------|------------|
| <b>TOTAL DIRECTORATES</b> | <b>18,626</b> | <b>19,642</b> | <b>1,016</b> | <b>757</b> |
|---------------------------|---------------|---------------|--------------|------------|

| Revenue Monitoring  | Budget<br>£000 | Forecast<br>£000 | Current<br>Month<br>Variances<br>£000 | Prior Month<br>Variances<br>£000 |
|---|----------------|------------------|---------------------------------------|----------------------------------|
| Use of Reserves   | 5,345          | 5,345            | -                                     | -                                |
| Investment Costs  | 2,074          | 2,074            | -                                     | -                                |
| Investment Interest & Income  | (2,937)        | (3,337)          | (400)                                 | (400)                            |
| Pension Costs   | 257            | 240              | (17)                                  | (17)                             |
| Capital Charges   | (4,002)        | (4,002)          | -                                     | -                                |
| <b>EXECUTIVE MATTERS TOTAL</b>  | <b>737</b>     | <b>320</b>       | <b>(417)</b>                          | <b>(417)</b>                     |
| <i>Interest on Investment (£400k) increase in interest income from Treasury Management.<br/>Pension Costs (£17k) reduction in pension cost.</i> |                |                  |                                       |                                  |
| <b>COST OF SERVICES</b>   | <b>19,363</b>  | <b>19,962</b>    | <b>599</b>                            | <b>340</b>                       |

| Funding<br><i>(Brackets denotes an Increase in Funding)</i>   | Budget<br>£000  | Forecast<br>£000 | Current<br>Period<br>Variances<br>£000 | Prior Period<br>Variances<br>£000 |
|---|-----------------|------------------|--|-----------------------------------|
| Business Rates Baseline   | (3,673)         | (3,673)          | -                                      | -                                 |
| Revenue Support Grant   | (637)           | (637)            | -                                      | -                                 |
| <b>FORMULA GRANT EQUIVALENT</b>   | <b>(4,310)</b>  | <b>(4,310)</b>   | -                                      | -                                 |
| Transfer to Parish Councils for CTRS  | 349             | 349              | -                                      | -                                 |
| New Homes Bonus   | (4,009)         | (4,009)          | -                                      | -                                 |
| <b>GRANTS AWARDED TOTAL</b>   | <b>(3,660)</b>  | <b>(3,660)</b>   | -                                      | -                                 |
| <b>BUSINESS RATES GROWTH TOTAL</b>  | <b>(4,829)</b>  | <b>(5,629)</b>   | <b>(800)</b>                           | <b>(500)</b>                      |
| <i>BUSINESS RATES GROWTH (£800k) Increase is due to growth in new businesses in the Cherwell District and an increase in pooling income from growth in new businesses in the Oxfordshire Districts.</i> |                 |                  |  |                                   |
| Council Tax   | (6,506)         | (6,506)          | -                                      | -                                 |
| Collection Fund   | (58)            | (58)             | -                                      | -                                 |
| <b>COUNCIL TAX INCOME TOTAL</b>   | <b>(6,564)</b>  | <b>(6,564)</b>   | -                                      | -                                 |
| <b>TOTAL INCOME</b>   | <b>(19,363)</b> | <b>(20,163)</b>  | <b>(800)</b>                           | <b>(500)</b>                      |
| Reserve management  |                 |                  | (170)                                  | (170)                             |
| <b>(Surplus)/Deficit</b>  |                 |                  | <b>(371)</b>                           | <b>(330)</b>                      |



The Council is forecasting some variance with its overall expectations. The graph above shows that the forecast overspends do not significantly impact upon the overall profile of spend for the Council.

### 3.17 Capital Programme

A summary of the capital programme forecast is set out in the table below. The detailed Capital programme is shown in the appendices to this report.

| Directorate             | Budget<br>£000 | Forecast<br>£000 | Re-<br>profiled<br>into<br>2019/20<br>£000 | Re-<br>profiled<br>beyond<br>2019/20<br>£000 | Current<br>Period<br>Variances<br>£000 | Prior Period<br>Variances<br>£000 |
|-------------------------|----------------|------------------|--|--|--|-----------------------------------|
| Wellbeing               | 3,747          | 1,994            | 1,753                                      | 0  | -                                      | -                                 |
| Place & Growth          | 14,626         | 13,382           | 1,244                                      | 0  | -                                      | -                                 |
| Environment             | 1,830          | 1,121            | 619  | 0  | (90)                                   | (90)                              |
| Finance & Governance    | 82,354         | 14,728           | 42,914                                     | 24,667                                       | (45)                                   | (45)                              |
| Customers & IT Services | 943            | 943              | 0  | 0  | -                                      | -                                 |
| <b>Total</b>            | <b>103,500</b> | <b>32,168</b>    | <b>46,530</b>                              | <b>24,667</b>                                | <b>(135)</b>                           | <b>(135)</b>                      |

#### **Re-Profiled into 2019/20 and Beyond 2019/20:**

**Wellbeing £1,753k** Comprises **£375k** budget for the Sunshine Centre project which is not expected in 2018/19, **80k** budget to cover solar PV component replacement at the sports centre which is not expected in 2018/19; and **£30k** Spiceball Leisure centre bridge resurfacing works to be determined post completion of the CQ2 new bridge connection in 2018. Re-profiled into 2019/20. And a **£65k** work on the Cooper sports Facility Floodlight, will not be completed in 2018/19 due to access issue, hence re-profiled to 2019/20 and **£1,151k** Discretionary Grants Domestic Properties & Disabled Facilities Grant not required in 2018/19 but envisaged to be utilised in 2019/20. Additional **£52k** previously noted as "Budget no longer required", requires further work to ascertain if the budget will be required.

**Place & Growth £1,244k** comprises of **£1,160k** for East West Railways where 5 years of scheduled capital contributions to 2019/20 have not yet been requested. Re-profiled to 2019/20; and **£84k** spending linked to the delivery of "The Hill youth and community centre". It is likely that the new facility won't be completed this financial year.

**Environment £619k** made up of **£232k** budget for the replacement of parking equipment, Off road parking facilities and depot electric charging point, **£50k** planned changes to the "Public Conveniences", **£322k** deferred due to the useful life of some vehicles longer than estimated, and **£15k** Work on the "Urban Centre Electricity Installations"; will not be required in 2018/19, but next budget year, hence re-profiled to 2019/20.

**Finance & Governance £57,361k** comprises **£50k** for the Spiceball Riverside bridge which is on hold pending the completion of a Castle Quay 2 "CQ2" new bridge as part of the CQ2 development, **£42,644k** work on CQ2 planned for next year. Re-profiled into 2019/20. And an additional cost of **£14,667k** work on CQ2 planned for completion beyond 2019/20 further updates on the specific re-profiling to be advised.

#### **Current Period Variances:**

**Environment (£90k)** Budget no longer required.

**Finance & Governance (£45k)** is made up of, (**£74k**) savings for work completed on the Community Buildings,

Bradley Arcade Roof Repairs and the Orchard Way Shopping Arcade Front Service, for less than the original bid value achieving the same goals and an additional £29k cost for a second fire exit route to the "Antelope Garage" in Banbury.

| Directorate             | Budget<br>£000 | Forecast<br>£000 | Re-<br>profiled<br>into<br>2019/20<br>£000 | Re-<br>profiled<br>beyond<br>2019/20<br>£000 | Current<br>Period<br>Variances<br>£000 | Prior Period<br>Variances<br>£000 |
|-------------------------|----------------|------------------|--|--|--|-----------------------------------|
| Wellbeing               | 3,747          | 1,994            | 1,753                                      | 0  | -                                      | (52)                              |
| Place & Growth          | 14,626         | 13,382           | 1,244                                      | 0  | -                                      | -                                 |
| Environment             | 1,830          | 1,111            | 629  | 0  | (90)                                   | (90)                              |
| Finance & Governance    | 82,354         | 14,728           | 42,914                                     | 24,667                                       | (45)                                   | (45)                              |
| Customers & IT Services | 943            | 943              | 0  | 0  | -                                      | -                                 |
| <b>Total</b>            | <b>103,500</b> | <b>32,158</b>    | <b>46,540</b>                              | <b>24,667</b>                                | <b>(135)</b>                           | <b>(187)</b>                      |

**Budget Update:**

The Budget change from £92,353k (Reported Sept-18) to £103,500k (Reporting Oct-18), an increase of £11,147k, principally made up of £10,000k approved additional budget for Castle Quay2; and £1,012k in Wellbeing agreed capital budget re-profiled from 2017/18 now coded to the applicable service areas.

**Re-Profiled into 2019/20 and Beyond 2019/20:**

**Wellbeing £1,753k** Comprises £375k budget for the Sunshine Centre project which is not expected in 2018/19, 80k budget to cover solar PV component replacement at the sports centre which is not expected in 2018/19; and £30k Spiceball Leisure centre bridge resurfacing works to be determined post completion of the CQ2 new bridge connection in 2018. Re-profiled into 2019/20. And a £65k work on the Cooper sports Facility Floodlight will not be completed in 2018/19 due to access issue, hence re-profiled to 2019/20 and £1,151k Discretionary Grants Domestic Properties & Disabled Facilities Grant not required in 2018/19 but envisaged to be utilised in 2019/20. Additional £52k previously noted as "Budget no longer required", requires further work to ascertain if the budget will be required.

**Place & Growth £1,244k** comprises of £1,160k for East West Railways where 5 years of scheduled capital contributions to 2019/20 have not yet been requested. Re-profiled to 2019/20; and £84k spending linked to the delivery of "The Hill youth and community centre". It is likely that the new facility won't be completed this financial year.

**Environment £629k** made up of £232k budget for the replacement of parking equipment, Off road parking facilities and depot electric charging point, £50k planned changes to the "Public Conveniences", £322k deferred due to the useful life of some vehicles longer than estimated, £15k Work on the "Urban Centre Electricity Installations", and £10k Container Bin Replacement; will not be required in 2018/19, but next budget year, hence re-profiled to 2019/20.

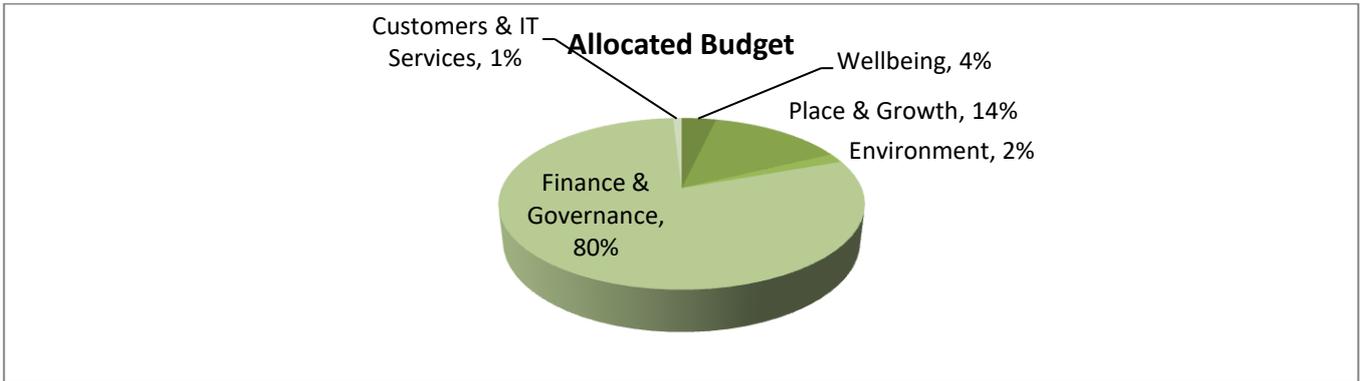
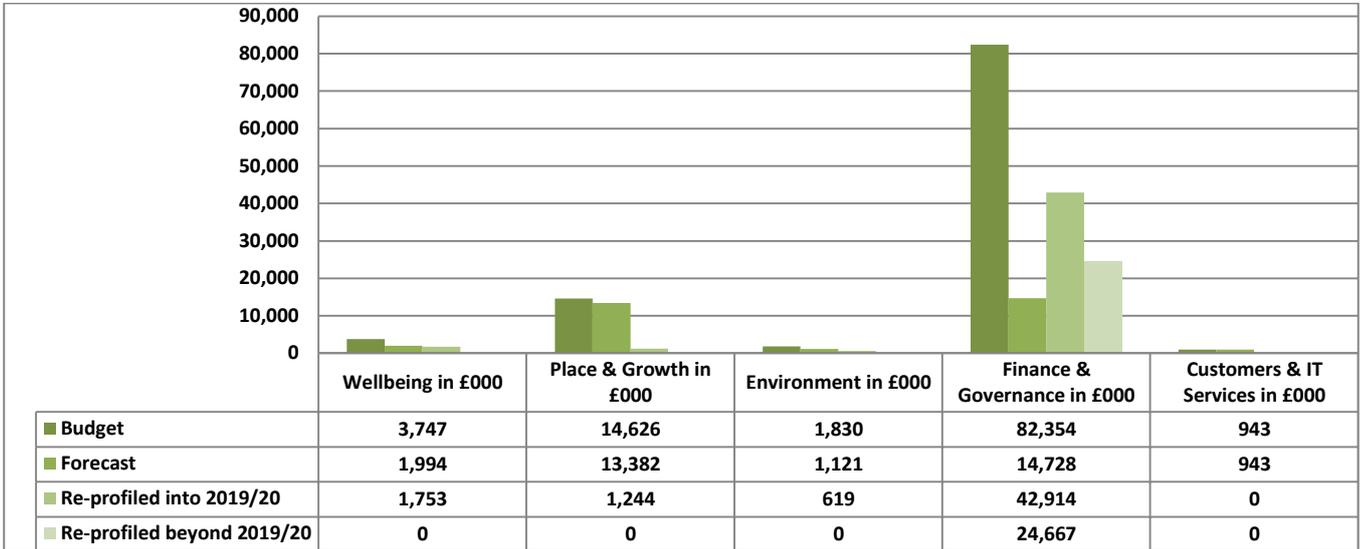
**Finance & Governance £67,581k** comprises £50k for the Spiceball Riverside bridge which is on hold pending the completion of a Castle Quay 2 "CQ2" new bridge as part of the CQ2 development, £220k Banbury Health Centre - Refurbishment of Ventilation, Heating & Cooling Systems, £42,644k work on CQ2 planned for next year. Re-profiled into 2019/20. And an additional cost of £24,667k work on CQ2 planned for completion beyond 2019/20 further updates on the specific re-profiling to be advised.

**Current Period Variances:**

**Environment (£90k)** Budget no longer required.

**Finance & Governance (£45k)** is made up of, (£74k) savings for work completed on the Community Buildings,

Bradley Arcade Roof Repairs and the Orchard Way Shopping Arcade Front Service, for less than the original bid value achieving the same goals and an additional £29k cost for a second fire exit route to the "Antelope Garage" in Banbury.



| Wellbeing<br>4%                    | Place & Growth<br>14% | Environment<br>2%             | Finance & Governance<br>80%     | Customers & IT Services<br>1%                           |
|------------------------------------|-----------------------|-------------------------------|---------------------------------|---|
| Affordable Housing                 | Graven Hill           | Vehicle Replacement Programme | Castle Quay                     | Upgrade Uninterrupted Power Supply Backup / Data Centre |
| Disabled Facilities Grants         | East West Railways    | Equipment                     | Industrial Units and compliance | Microsoft Licensing Agreement                           |
| Cooper Sports Facility Floodlights |                       |                               |                                 |   |

Where a capital project spans more than one financial year or there are delays to the project, re-phasing or re-profiling of expenditure may be needed. Re-profiling and phasing updates to capital projects will be identified in future reports.

The overall capital programme is currently expecting to spend to target. This position will be thoroughly reviewed by the Capital Programme Working Group. The next meeting of this group will undertake a line by line review of the capital programme and the output of this meeting will be provided in the next monitoring report.

## **4.0 Conclusion and Reasons for Recommendations**

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

## **5.0 Consultation**

5.1 This report sets out performance, risk and budgetary information from the previous month and as such no formal consultation on the content or recommendations is required.

## **6.0 Alternative Options and Reasons for Rejection**

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

Option 1: This report illustrates the Council's performance against the 2018-19 business plan. As this is a monitoring report, no further options have been considered. However, members may wish to request that officers provide additional information.

## **7.0 Implications**

### **Financial and Resource Implications**

7.1 The financial implications are detailed within section 3.15 of this report.

Comments checked by:

Adele Taylor, Executive Director: Finance and Governance (Interim)

[Adele.taylor@cherwellandsouthnorthants.gov.uk](mailto:Adele.taylor@cherwellandsouthnorthants.gov.uk)

0300 003 0103

### **Legal Implications**

7.2 There are no legal implications from this report.

Comments checked by:

Nick Graham, Monitoring Officer: Law and Governance

[Nick.Graham@cherwell-dc.gov.uk](mailto:Nick.Graham@cherwell-dc.gov.uk)

## Risk management

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

Comments checked by:

Louise Tustian, Team Leader: Insight Team, 01295 221786

[Louise.tustian@cherwellandsouthnorthants.gov.uk](mailto:Louise.tustian@cherwellandsouthnorthants.gov.uk)

## 8.0 Decision Information

### Key Decision

**Financial Threshold Met: No**

**Community Impact Threshold Met: No**

### Wards Affected

All

### Links to Corporate Plan and Policy Framework

All

### Lead Councillors –

Councillor Richard Mould – Lead member for Performance Management

Councillor Tony Illott – Lead member for Financial Management and Governance

## Document Information

| Appendix No         | Title  |
|---------------------|--|
| Appendix 1          | 2018/19 Business Plan  |
| Appendix 2          | Monthly Performance Report   |
| Appendix 3          | Leadership Risk Register   |
| Appendix 4          | Capital Programme  |
| Background Papers   |  |
| None                |  |
| Report Author       | Hedd Vaughan-Evans – Assistant Director: Performance and Transformation  |
| Contact Information | Tel: 0300 003 0111<br><a href="mailto:hedd.vaughanEvans@cherwellandsouthnorthants.gov.uk">hedd.vaughanEvans@cherwellandsouthnorthants.gov.uk</a> |