

# **Cherwell District Council**

## **Executive**

**4 January 2021**

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

### **Report of Director of Finance, and Head of Insight and Corporate Programmes**

This report is public

### **Purpose of report**

This report summarises the Council's Performance, Risk and Finance monitoring position as at the end of November 2020.

### **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 during November 2020 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 2020-21 business plan and the priorities of the Council. These measures and key performance indicators are reported on a monthly basis to highlight progress, identify areas of good performance and actions that have been taken to address underperformance or delays.
- 2.4 As part of monthly reporting the Insight Team provides the Senior Management Team with a corporate complaints report, complaints received during the month are monitored and analysed. The mandatory lessons learned data have been implemented for more than a year now and we are starting to see a decrease in the number of upheld complaints. Lessons learned are reported to CEDR (Chief Executive Direct Reports) and progress is monitored to ensure actions are implemented to avoid the same complaint being reported.

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

2.6 The report details section is split into three parts:

- Performance Update
- Leadership Risk Register Update
- Finance Update

2.7 There are four appendices to this report:

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




### 3.0 Report Details

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 2020-21 business plan (see Appendix 1) and the priorities of the Council.

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

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

3.3 This report provides a summary of the Council’s performance in delivering against each strategic priority. To measure performance a ‘traffic light’ system is used. Where performance is on or ahead of target it is rated green, where performance is slightly behind the target it is rated amber. A red rating indicated performance is off target.

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

### **Priority: Housing that meets your needs**

3.4 The Council is committed to deliver affordable housing, raising the standard of rented housing and find new and innovative ways to prevent homelessness. Also, to promote innovative housing schemes, deliver the local plan and supporting the most vulnerable people in the District.

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

**Number of Housing Standards interventions** is reporting Amber for November and Year to Date (51 against a target of 55). The team has delivered 51 interventions this month, which is below our target of 55 per month, although the average for the year so far is 54 per month. Our ability to carry out proactive and unannounced visits to rented properties continues to be restricted by COVID-19 and by lock-downs which restrict the number of enforcement interventions they can make.

**Homelessness Prevention** - The team is still focused on prevention activities by actively engaging with clients to resolve housing issues before reaching a crisis point. The number of single clients who are rough sleeping remains a priority for the team with individual action plans in place to support clients to engage and achieve a housing solution. New accommodation options over winter and as part of the team's Next Steps Planning should create opportunities to resolve long term housing issues.



**Average time taken to process Housing Benefit change events** is reporting Red for November and Green for Year to Date (9.22 days against a target of 8). Performance on the average time taken to assess change events is over our local target of eight days for November. This is down to a one - off issue that created some high day processing times (17 rent increases that were notified to the Council but not received by Benefits) which has now been resolved. Performance is expected to return to normal in December.

### **Priority: Leading in environmental sustainability**

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

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



**% Waste Recycled & Composted** is reporting Amber for November and Green for Year to Date (53.74% against a target of 56%). Over 5000 additional tonnes of waste and recycling has been collected in 8 months compared to the previous year. This has been balanced between waste and recycling, but the recycling rate has increased by half a percent.

**Reduction of fuel consumption used by fleet** is reporting Amber for November and Year to Date (36,958 against a target of 35,732). The tonnages collected are higher than

last year, with more vehicles being used. Extra rounds due to growth in the district. Also, we have more commercial and bulky waste customers than last year, meaning more fuel usage.

**Protect the Built Heritage** is reporting Amber for November and Year to Date. The Team continues to work on Conservation Area Appraisals (Bloxxham and Grimsbury). A number of officer reports on completed Conservation Area Appraisals require finalisation Heritage advice continues to be provided to inform Development Management decision making.

**Excellence in Recycling and Waste Management Award** – Cherwell's Business Waste Collection team were the winners in the Collection Crew of The Year category in this year's Excellence in Recycling and Waste Management Awards, announced on November 6th. Within the award criteria it states: "This award recognises the dedication and high-level of service provided by a collection crew involved in either waste collection, recycling or both. The judges will be looking for a commitment to providing a high level of service which can be measured in terms of consistency of service, the quality of provision, safety records and additional factors, such as, where service goes beyond the normal level." The tailored service provided by the team includes a waste audit to increase awareness of what can be recycled, therefore reducing the waste businesses throw out in their residual bins. By doing this they were able to increase their customers' overall recycling rate by 17 per cent in the 12 months (until February 2020). The team take their environmental responsibilities seriously, with the collections crew having reduced their fuel consumption and carbon footprint by factoring peak traffic periods and school pick-up times into their planning.



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

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

#### **3.9 Overview of our performance against this strategic priority:**

**% of Council Tax collected, increase Council Tax Base** is reporting Amber for November and Year to Date (9.12% against a target of 9.25%). The team has achieved a cumulative collection rate of 73.49% against a target of 76%. The implementation of a new system has created a small backlog of work however plans are already in place to bring the work up to date again which always has a positive impact on collection rates. The shortfall equates to approx. £2.76m. The team is still issuing smaller batches of reminders in accordance with guidance from the Magistrates Court and whilst the numbers issued are vastly reduced the reminders have a positive impact on payments received.

**Average time taken to process Housing Benefit New Claims** - The average time taken to assess new claims for benefits is excellent at 10.04 days. This continues to be a strong performance against a local target of 15 days and a national average of 20 days.



**Invitation for businesses to apply for COVID-19 funding** – By the end of November Cherwell District Council had paid out £380,000 worth of Local Restrictions Support Grants. These one-off government support grants were there to help businesses that have a business rates account, and which have had to close between 5 November and 2 December.

Businesses were also eligible if they have adapted their operations to provide a reduced service. This means that pubs and restaurants that are largely closed but continuing to offer a takeaway-only service can apply, as can some businesses offering click and collect.

Three rates of grant payments were available, ranging from £1,334 for businesses with a rateable value of £15,000 or lower; £2,000 for businesses with a rateable value over £15,000, but less than £51,000; and £3,000 for businesses with a rateable value of £51,000 or above. Once received, successful applications were processed and paid within 10 working days. From 2 December, while all of Oxfordshire entered tier 2 restrictions, businesses are still be able to apply for the Local Restrictions Support Grant funding retrospectively.

Full details of eligibility and a link to the Local Restrictions Support Grants application form are available [online](https://www.cherwell.gov.uk/info/258/coronavirus/675/coronavirus-guidance-for-businesses/2) (<https://www.cherwell.gov.uk/info/258/coronavirus/675/coronavirus-guidance-for-businesses/2>)

**% of Business Rates collected, increasing NNDR Base** is reporting Red for November and Amber for Year to Date. The Team has achieved a collection rate of 74.85% as at end of November against a target of 77%. They have recently implemented a new system and that along with another new set of grant schemes has impacted the turnaround of incoming work which has had an impact on collection rates. However, the team is still proactively chasing overdue balances and the in-month collection increased by over £400k when comparing November to October 2020. Recovery through the courts is continuing and we are proactively chasing balances to reduce the outstanding balances.

### **Priority: Healthy, resilient and engaged communities**

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



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

**Number of visits/usages of District Leisure Centre** is reporting Red for November and Green for Year to Date. Due to the closure of all Leisure Facilities as part of the National Restrictions relating to COVID-19 the usage figure for November only includes the 4 days (1st to 4th November). This figure being 12,754 across all facilities. On Wednesday 2 December, as the national lockdown measures lift and all of Oxfordshire moves into tier 2 restrictions, our four principal leisure centres will reopen. They will be welcoming users for gym, swim, and group exercise classes.



**Bicester volunteers' network stronger than ever** - Organised by Cherwell District Council's Healthy Bicester partnership and Bicester Town Council, 14 organisations were represented at a virtual meeting on 19th November. The forum has been designed to bring voluntary groups closer together, offering these groups the opportunity to interact with each other, sharing ideas and best practice, as well raising awareness of new opportunities available to them including funding streams and publicity tools.

**Enhanced Community Resilience** - The council continues to focus on the pandemic response in its emergency planning and community resilience role. In November council services responded to the new national restrictions and ensured appropriate support arrangements were in place for residents who needed support to remain at home.

### Summary of Performance

3.12 The Council reports monthly on performance against 39 Business Plan Measures (41 reported quarterly), with 22 Programme Measures and 17 Key Performance Indicators. The full details, including commentary against each measure and key performance indicator can be found in Appendix 2.

### Programme Measures and Key Performance Indicators (39)

Status	Description	October	%	DoT	YTD
Green	On target	30	77%	↓	28
Amber	Slightly off target	5	13%	↑	9
Red	Off target	3	7%	↑	1
	No data	1	3%	NA	1

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

### Risk Update

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

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

### Risk Scorecard – Residual Risks

#### PROBABILITY

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

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

Leadership Risk	Score	Direction	Latest Update
L01 Financial Resilience	16 High risk	↔	Risk reviewed 07/12 – Mitigating actions and comments updated
L02 Statutory functions	9 Low risk	↔	Risk Reviewed 09/12 – No changes
L04 CDC Local Plan	12 Medium risk	↔	Risk Reviewed 02/12 – Additional information updated
L05 Business Continuity	9 Low risk	↔	Risk Reviewed 10/12 – Comments updated
L07 Emergency Planning	12 Medium risk	↔	Risk Reviewed 10/12 – Comments updated
L08 Health & Safety	12 Medium risk	↔	Risk Reviewed 08/12 – No changes

L09 Cyber Security	15 Medium risk	↔	Risk Reviewed 09/12 – No changes
L10 Safeguarding the Vulnerable	8 Low risk	↔	Risk Reviewed 08/12 – No changes
L11 Sustainability of Council owned companies and delivery of planned financial and other objectives.	12 Medium risk	↔	Risk Reviewed 08/12 – Comments updated
L12 Financial sustainability of third-party suppliers including contractors and other partners	12 Medium risk	↔	Risk Reviewed 11/12 – No changes
L14 Corporate Governance	9 Low risk	↔	Risk reviewed 09/12- Mitigating Actions and comments updated
L15 Oxfordshire Growth Deal	9 Low risk	↔	Risk Reviewed 08/12 – No changes
L16 Joint Working	6 Low risk	↔	Risk Reviewed 11/12 – No changes
L17 Separation	16 High risk	↔	Risk Reviewed 11/12 – No changes
L18 Workforce Strategy	9 Low risk	↔	Risk reviewed 04/12 – Mitigating actions updated.
L19 Covid19 Community and Customers	16 High risk	↔	Risk reviewed 09/12 – Comments updated.
L20 Covid19 Business Continuity	16 High risk	↔	Risk reviewed 11/12 – No changes
L21 Post Covid19 Recovery	12 Medium Risk	↔	Risk reviewed 11/12 – No changes

During November the leadership risk had no score changes (see Appendix 3 for details).

## Finance Update

3.16 The Council's forecast financial position up to the end of November shows a forecast underspend of -£0.036m. This is made up of a £3.588m overspend related to Covid-19 costs (para 3.19), offset by a (£3.624m) underspend on business as usual costs (para 3.17).

3.17 Before taking into account funding held for Covid costs, the directorate revised budgets have forecast a net overspend of £1.287m. This is mainly driven by a £1.452m forecast overspend in Wellbeing. There is £1.163m budget available within the Executive Matters Budget to offset costs when they are incurred. Taking this and the latest assessment of interest costs into account, there is an overall overspend of £0.136m across the services.

3.18 The following assumptions have been made in assessing the costs of Covid-19 to the Council:

- Phased reopening of businesses from June to August
- All businesses able to reopen from September to 5 November



- Full economic recovery does not happen before the end of financial year
- Contract support to some service providers will continue until the end of October in line with Government guidance.
- Businesses can reopen from 2 December in line with Tier 2 restrictions

3.19 Applying these assumptions gives a forecast cost of Covid-19 of £6.936m for 2020/21. This is a combination of additional costs and loss of income arising from the impact of the Covid-19 pandemic on Council services. This is partially met by Covid-19 support grant funding of £2.073m and an estimated grant of £1.275m to partially meet income losses. This reduces the in-year Covid-19 pressure to £3.588m.

3.20 For more detail on the movements across all budgets please see Table 1 showing the forecast variances by Directorate in 2020/21.

3.21 On 7<sup>th</sup> September 2020, Council approved a revised 2020/21 budget to help it meet an expected funding shortfall for this financial year after government funding is taken into consideration.

## 3.22 Report Details

**Table 1: Forecast Revenue Outturn**

Revenue Monitoring	<i>Revised Budget £m</i>	<i>BAU £m</i>	<i>Covid £m</i>	<i>Total Forecast Outturn £m</i>	<i>Variance to Budget £m</i>	<i>Prior Month Forecast £m</i>	<i>Change in Forecast £m</i>
Communities	7.937	6.684	1.397	8.081	0.144	8.087	-0.006
Place and Growth	3.906	3.367	0.652	4.019	0.113	3.946	0.073
Customers and Org. Dev.	3.808	3.574	0.126	3.700	-0.108	3.731	-0.031
Adults and Housing Services	3.025	2.617	0.343	2.960	-0.065	2.960	0.000
Public Health and Wellbeing	2.912	2.568	1.796	4.364	1.452	4.375	-0.011
Comm. Dev. Assets and Inv.	4.130	1.259	2.622	3.881	-0.249	3.895	-0.014
<b>Total Directorates</b>	<b>25.718</b>	<b>20.069</b>	<b>6.936</b>	<b>27.005</b>	<b>1.287</b>	<b>26.994</b>	<b>0.011</b>
Executive Matters	3.062	1.911	0.000	1.911	-1.151	1.898	0.013
<b>Total Cost of Services</b>	<b>28.780</b>	<b>21.980</b>	<b>6.936</b>	<b>28.916</b>	<b>0.136</b>	<b>28.892</b>	<b>0.024</b>
<b>Total Income</b>	<b>-28.780</b>	<b>-25.604</b>	<b>-3.348</b>	<b>-28.952</b>	<b>-0.172</b>	<b>-28.877</b>	<b>-0.075</b>
<b>(Surplus)/Deficit</b>	<b>0.000</b>	<b>-3.624</b>	<b>3.588</b>	<b>-0.036</b>	<b>-0.036</b>	<b>0.015</b>	<b>-0.051</b>

**Please note:**

1. This assumes the Government will compensate partially for losses of sales, fees and charges income for the full year.
2. Some numbers may not agree to paragraphs 3.16 and 3.19 due to rounding.

## **Communities**

Communities predicts an overspend of £0.144m against a revised budget of £7.937m (1.8%).

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Environmental Services	The £0.144m overspend is mainly due to pressures in employment costs due to sickness and the requirement of agency staff cover and salary review £0.358m. Offsetting this (£0.045m) reduction in transport/contractor costs for gate & transfer fees and a reduction in tonnage of waste recycling/disposal costs. Car park, vehicle repairs, recycling, markets and street scene income are also expected to be (£0.234m) higher. Premises costs, supplies and services are expected to be higher by £0.030m. The impact of Covid is expected to be higher than previously expected.
Variation £0.144m overspend	
Variance to last month's forecast £0.010m	

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Regulatory Services	Regulatory Services are forecasting on Budget
Variation £0.000m overspend	
Variance to last month's forecast -£0.016m	

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## **Place and Growth**

Place and Growth predict an overspend of £0.113m against a revised budget of £3.906m (2.9%).

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Planning & Development	There is a forecast £0.063m overspend against the revised budget compared to a projected underspend last month. Development management are forecasting an overspend of £0.098m of which £0.011m is due to unbudgeted costs of GIS Spatial licences and £0.112m to be spent on Agency staff. This has been offset in part by salary savings due to delays in recruiting to vacant posts. Planning Policy forecast an underspend of £0.040m mostly due to salary savings. The remaining £0.009m overspend is spread over the rest of the service area.
Variation £0.063m overspend	
Variance to last month's forecast £0.073m	

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Growth &  
Economy

Variation  
£0.050m  
overspend

Variance to  
last month's  
forecast  
£0.000m

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As of October, Build are forecasting £0.050m overspend on consultancy fees relating to the Build review taking place. All other departments within this service area are on budget.

## **Customers and Organisational Development**

Customers & Organisational Development predict an underspend of £0.108m against a revised budget of £3.808m (-2.8%).

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Customers &  
Organisational  
Dev.

Variation  
-£0.108m  
underspend

Variance to last  
month's  
forecast  
-£0.031m

On target with the exception of Land Charges which is showing a £0.108m underspend as income appears to be recovering faster than expected.

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## **Adults and Housing Services**

Adults and Housing Services predict an underspend of £-0.065m against a revised budget of £3.025m, (-2.1%).

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Housing &  
Social Care

Variation  
-£0.065m  
underspend

Variance to last  
month's  
forecast  
£0.000m

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November's underspend of £0.065m is due £0.030m saving on consultancy budget relating to the Growth Deal, £0.010m saving on a new Debt & Money advice service contract, £0.010m saving on for the Arbritas (Storage) contract, £0.006m Transport costs and the remainder due to remote working.

## **Public Health & Wellbeing**

Public Health & Wellbeing predict an overspend of £1.452m against a budget of £2.912m (49.9%).

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Wellbeing	The forecast overspend of £1.452m is a direct result of Covid-19. The main cost is the contractual relief payments made to support the survival of the leisure operator during the pandemic and a loss of income from holiday hubs and hiring of sports facilities. Budget to cover £1.163m of this cost is held in Executive matters and will be transferred when costs are realised.
Variation £1.452m overspend	
Variance to last month's forecast -£0.011m	

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Healthy Place Shaping	Healthy Place Shaping are on budget
Variation £0.000m overspend	
Variance to last month's forecast -£0.000m	

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

Comm. Dev. Assets and Invests. predicts an underspend of £0.249m against a revised budget of £4.130m (-6.0%).

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Property	Property are forecasting a £0.514m underspend against the revised budget an increase of £0.074m compared to October's forecast. The £0.514m underspend is made up of Castle Quay shopping centre forecasting an underspend of (£0.159m), an expected increase of other commercial income (£0.137m), forecast savings of (£0.230m) on the running costs of the Council Offices and depots. Finally, other forecast overspends across the service area total £0.012m.
Variation -£0.514m underspend	
Variance to last month's forecast £-0.74m	

£0.261m of budget for 'cost of dilapidations work if cannot recharge to outgoing tenants' is proposed to be transferred to reserves at year end to offset anticipated pressures in 2021/22

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Finance and Procurement	The November forecast for Finance predicts an overspend of £0.201m. This is mainly due to finance staffing and agency costs linked to developing capacity for the closure of accounts and anticipated additional work linked to the November national lockdown. Also included in this figure is £0.072m reduction in court income and recovery of overpayments of Rent allowances from last month and other minor variations.
Variation £0.268m overspend	
Variance to last month's forecast £0.083m	Procurement: £0.067m overspend relates to consultant costs.
Law and Governance	£0.017m overspend is due to use of agency staff covering vacant posts
Variation £0.017m overspend	
Variance to last month's forecast -£0.003m	

## **Executive Matters**

Executive Matters predicts an underspend of £1.151m against the budget of £3.062m (-37.6%).

Corporate	£1.163m budget is being held to cover Leisure Management and will be drawn upon when required to meet the costs surrounding Covid-19
Interest	The move from a positive variance of £1k last month to an adverse variance of £12k is due to further a delay in drawing down £4m loan funds, originally expected in October now forecast to January.

### 3.23 Capital

There is a forecast in-year underspend of £24.772m, of which £21.332m is anticipated to be reprofiled in future years. There is an overall forecast reduction in the total cost of schemes of £3.440m. A review of the capital programme will be undertaken as part of the budget process to consider what schemes the Council will progress in the future.

**Table 2: Forecast Capital Outturn**

Directorate	Budget £000	Outturn £000	Re- profiled beyond 2020/21 £000	Variance to Budget £000	Prior Month Variance £000
<b>Housing Total</b>	2,252	1,383	490	(379)	(379)
<b>Comm Dev Assets total</b>	62,745	52,401	9,612	(732)	(669)
<b>Communities Total</b>	1,864	1,182	681	(1)	(1)
<b>Customers, Org Dev total</b>	696	593	0	(103)	(103)
<b>Finance Total</b>	3,559	3,559	0	0	-
<b>Place and Growth Total</b>	34,123	21,707	10,209	(2,207)	(2,351)
<b>Public Health Wellbeing Total</b>	717	359	340	(18)	(16)
<b>Total</b>	<b>105,956</b>	<b>81,184</b>	<b>21,332</b>	<b>(3,440)</b>	<b>(3,278)</b>

### 3.24 Current Period Variances

#### Adult Housing:

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

#### Comm Dev Assets:

Property are forecasting (£0.732m) underspend. The largest savings are against the refurbishment of Banbury Health Centre (£0.153m) due to ongoing discussions with the tenant regarding the extension of the lease which may affect the scope of the project. The acquisition of the Mill Art Centre has been called off and the £0.250m refurbishment budget therefore might be released, which will be subject to further member's consultation. The Joint Housing & Asset IT system (£0.100m) has been put on hold as a possible harmonisation project may supersede and therefore the budget be required to fund the new scheme. General savings of (£0.229m) across the remaining capital schemes.



## **Communities:**

Environmental Services: are forecasting (£0.001m) underspend

## **Customers & Org Development:**

Human Resources: are forecasting £0.008m overspend for the HR/Payroll system  
ICT: are forecasting £0.111m underspend £0.100m no longer required for Legacy iworld system migration, £0.010 no longer required for Bodicote House meeting room Audio Visual. The remaining £0.001m underspend is for Land & Property harmonisation.

## **Place and Growth:**

Build Phase 1 is reporting unbudgeted spend of £0.111m. Build Phase 1b is forecasting to spend £1.241m in this financial year and reprofiling the remaining budget into 2021/22 to complete the programme. Build Phase 2 programme is forecasting to spend £0.674m in this financial year. However, as a result of certain schemes no longer progressing (Trades & Labour Club, Nizewell Head, Park Road and Wykham lane) a saving of (£2.126m) is now being forecast. The majority of the spend against the remaining programme will be reprofiled in to 2021/22. The agreed capital programme does overlap financial years. The Hill Community centre project is now complete with only retention payments owing to Edgar Taylor of £0.045m. This is an underspend of (£0.184m). The EWR scheme has submitted Q1 + Q2 "Work in Kind" claims totalling £0.013m so forecasting full year capitalisation of £0.030m

## **Public Health & Wellbeing:**

Wellbeing are forecasting a small saving of £0.018m, (£0.008m) against Physical Activities programme and (£0.008m) against the Sunshine Centre programme for extension to the front of the site as the projects have reached completion. There is also a small saving of £0.002m against Community Grants with £0.126m committed spend.

## **3.25 Re-profile beyond 2020/21**

### **Adult Housing**

£0.490m Disabled Facilities Grant capital - Covid significantly reduced activity in the first 6 months of the year but activity has begun to increase. As a result, not all of the Better Care Fund will be spent in this financial year and will be reprofiled into 2021/22

### **Comm Dev Assets**

Castle Quay Shopping Centre (£2.771m) and Castle Quay Waterside (£9.240m). These are ongoing schemes that straddle several financial years

## **Communities**

£0.100m Thorpe Lane Depot Capacity Enhancement - anticipating slippage in to 2021/22 as a result of awaiting approval of other capital schemes.

£0.055m Bicester Country Park - Covid delayed the purchasing and progression of the country park, remaining spend to be reprofiled into 2021/22.

£0.304m Vehicle replacement Programme - currently under review, further investigation needed into larger electric vehicles before committing to diesel equivalents. Remaining spend to be reprofiled into 2021/22.

£0.035m Car Park Refurbishments - Covid significantly delayed progression on the installation of pay on exit barriers. Remaining spend will take place in 2021/22.

£0.012m On Street Recycling Bins - purchases are expected in 20/21 but delivery and installation is anticipated in early 2021/22.

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

£0.050m Depot Fuel System Renewal - commitments are expected in 2020/21 but installation is anticipated in early 2021/22.

### **Place & Growth:**

£0.740m Phase 1b Bicester Library is in the early stages of development. Actual site work is due to commence in January 2021 with likely completion by the end of 2021. Admiral Holland works formally completed end of September 2020 but CDC will have to budget for retention payments due in September 2021 of £0.065m.

£7.768m Phase 2. We are still working on the land assembly for Bretch Hill and are about to submit a pre-application to planning. Leys Close is also under discussion with the planners as they have issues relating to parking.

£1.701m EWR2 - comprises the introduction of direct passenger and freight services between Oxford/Aylesbury and Milton Keynes/Bedford by reconstructing and upgrading the railway between Bicester-Bletchley-Bedford and Aylesbury-Claydon Junction routes, approval for which was originally agreed in October 2013 of a contribution of £4.35m towards the scheme. It was agreed that this could be paid over a 15 year period.

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

£0.183m North Oxfordshire Academy Astroturf capital scheme - currently under discussion with United learning Trust regarding the outstanding planning application and their contribution.

£0.043m Energy Efficiency schemes at leisure centres - there are no costs anticipated in this financial year but spend is anticipated in 2021/22 on Energy Efficiency schemes.

£0.084m Bicester Leisure Centre extension capital scheme - spend to date on a feasibility study but no other spend anticipated this year. Remaining spend will take place in 2021/22.

£0.030m Spiceball Leisure Centre bridge resurfacing capital scheme - No spend is expected this financial year but will take place in 2021/22 on completion of Castle Quay Waterside and reinstatement of the bridge.

## Annex

### COVID Funding

#### Specific Funding

Date	Dept.	Grant Name	Schemes	Funding
				£
<b>March</b>	MHCLG	Business Grants	Main scheme & discretionary scheme - Forecast	27,655,250
<b>March</b>	MHCLG	Hardship Fund	To provide £150 reduction to Council Tax bills for those in receipt of Council Tax Support.	818,000
<b>March</b>		Emergency Response for Rough Sleeper		8,250
<b>July</b>	DEFRA	Emergency Assistance Grant for Food and Essential Supplies	Allocation from OCC	116,326
<b>Sept</b>		Next Steps Accommodation Programme		120,400
<b>Sept</b>	DHSC	Test & Trace Isolation Payments	Main scheme	54,000
			Discretionary Scheme	32,647
<b>October</b>	MHCLG	Compliance & Enforcement Fund	£60m national fund of which £30m allocated to district & unitary authorities to spend on C-19 compliance & enforcement activity	65,251
<b>November</b>	MHCLG	Business Support (Additional Restrictions Grant)	£20 per head of population for discretionary business grant scheme – funding for 2020/21 and 2021/22	3,010,060
<b>November</b>	MHCLG	Local Restrictions Support Grant (Closed)	Mandatory business grants scheme distributed to business premises forced to close due to lockdown restrictions <ul style="list-style-type: none"> <li>• rateable value £15k or under, grants to be £1,334 per four weeks;</li> </ul>	2,664,504

			<ul style="list-style-type: none"> <li>•rateable value between £15k-£51k grants to be £2,000 per four weeks;</li> <li>•rateable value £51k or over grants to be £3,000 per four weeks.</li> </ul>	
TOTAL				<b>34,544,688</b>

## General Funding

Description	£
<b>Tranche 1</b>	67,257
<b>Tranche 2</b>	1,459,014
<b>Tranche 3</b>	229,391
<b>Tranche 4</b>	316,992
	2,072,654
<b>Forecast Sales, Fees &amp; Charges compensation</b>	1,275,000
<b>Total Grant Funding</b>	<b>3,347,654</b>

## 4.0 Conclusion and Reasons for Recommendations

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

## 5.0 Consultation

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

## 6.0 Alternative Options and Reasons for Rejection

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

Option 1: This report illustrates the Council's performance against the 2020-21 business plan. As this is a monitoring report, no further options have been

considered. However, members may wish to request that officers provide additional information.

## **7.0 Implications**

### **Financial and Resource Implications**

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

Comments checked by:

Lorna Baxter, Executive Director Finance, 07393 001218, [Lorna.Baxter@cherwell-dc.gov.uk](mailto:Lorna.Baxter@cherwell-dc.gov.uk)

### **Legal Implications**

7.2 There are no legal implications from this report.

Comments checked by:

Sukdave Ghuman, Head of Legal and Deputy Monitoring Officer, [Sukdave.Ghuman@cherwell-dc.gov.uk](mailto:Sukdave.Ghuman@cherwell-dc.gov.uk)

### **Risk Implications**

7.3 This report contains a full update with regards to the Council's risk position at the end of September 2020. A risk management strategy is in place and the risk register has been fully reviewed.

Comments checked by:

Celia Prado-Teeling, Performance Team Leader, 01295 221556, [Celia.prado-teeling@cherwell-dc.gov.uk](mailto:Celia.prado-teeling@cherwell-dc.gov.uk)

## **8.0 Decision Information**

### **Key Decision**

Financial Threshold Met: No

Community Impact Threshold Met: No

### **Wards Affected**

All

### **Links to Corporate Plan and Policy Framework**

All

## **Lead Councillor**

Councillor Richard Mould – Lead Member for Performance Management  
Councillor Tony Illott – Lead Member for Financial Management and Governance

## **Document Information**

### **Appendix number and title**

- Appendix 1 2020/21 Business Plan
- Appendix 2 Monthly Performance Report
- Appendix 3 Leadership Risk Register
- Appendix 4 Capital Budget Monitoring

### **Background papers**

None

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

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