

## **Cherwell District Council**

### **Executive**

**1 February 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 December 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 December 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

*Please note that only appendix 4 is included for Budget Planning Committee; other appendices can be found via the [Cherwell District Council website](#), item 97 refers.*

### 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)
Red		Significantly behind schedule	Worse than target by more than 10%.
Amber		Slightly behind schedule	Worse than target by up to 10%.
Green		Delivering to plan / Ahead of target	Delivering to target or ahead of it.

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

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

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

**Homes improved through enforcement action** is reporting Red for December and Amber for Year to Date (5 against a target of 9). The team's interventions have resulted in 5 homes being improved through works completed this month. The reduced number during November reflects the continuing restrictions on inspections, as a result from COVID-19 and drawing to an end essentially desk based enforcement, associated with Minimum Energy Efficiency Standards.



**Homelessness Prevention** – During December the work of the team is still being dominated by single households presenting in crisis, but officers are still focused on ongoing prevention cases and numbers in temporary accommodation remain relatively low.

**Maintain 5 Year Land Supply** - is reporting Red for December and Year to Date. The 2019 Annual Monitoring Report (AMR) reports a dip below 5 years (to 4.4 years). However, confirmed housing delivery in 2019/20 (1,159) was higher than our annualised plan requirement (1,142) and the Government has provided the Oxfordshire authorities with a 3-year flexibility, while the Oxfordshire Plan is produced. The draft Annual Monitoring Report, presented to Executive on 4 January, shows 4.8 years for 2020-2025.

**Average time taken to process Housing Benefit change events** is reporting Green for December for Year to Date. The average time taken to assess change events for the month of December 2020 is 5.11 days against a target of 8 days. This strong performance helps to ensure that residents are receiving the correct amount of benefit.



### **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:**

**Reduce Environmental Crime** - Environmental Enforcement investigated 40 fly tipping incidents and issued 9 warning letters. Work will continue on investigating fly tips, waste accumulations and dog fouling complaints, however, the effectiveness of investigations

will be limited by an inability to conduct interviews under caution during this latest lockdown.



**% Waste Recycled & Composted** is reporting Red for December and Green for Year to Date. Recycling rate up by 0.6% on the previous year (the amount of waste and recycling up by 5789 tonnes). The lower results for the month of December are due to the seasonality in the collection rates, during the winter months the percentage of garden waste is considerably smaller than the rest of the year.

**Reduction of fuel consumption used by fleet** is reporting Red for December and Amber for Year to Date (37,848 against a target of 35,978). More vehicles are being used and greater tonnages being collected from last year. 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 December and Year to Date. The Team continues to work on Conservation Area Appraisals (Bloxham 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.

### **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 Business Rates collected, increasing NNDR Base** - is reporting Red for December and Amber for Year to Date. The team have achieved a collection rate of 82.89% as at end of December against a target of 86%. The collection rates have dropped slightly as reminder notices were not issued in December due to a system conversion however accounts with an overdue balance were issued with reminder notices week commencing 18 January 2021. Outbound calls to these customers will follow to chase payment again before issuing summonses. Recovery through the courts is continuing and we are proactively chasing balances to reduce the outstanding balances.

**Discretionary grant scheme available to local businesses** - Businesses in need of financial support following the national lockdown were invited to apply to the council as a discretionary grant scheme is launched. Cherwell District Council is taking applications for the Additional Restrictions Grant (ARG) from today, Monday 7 December. This further tranche of government grant support is there to help businesses adversely impacted by the lockdown between 5 November and 2 December 2020 and which are not eligible for the previously announced Local Restrictions Support Grants. Subject to the number of applications received and the remaining funding, the grants are expected to range in value from £1,334 to £3,000.



### **Support Business Enterprise, Retention, Growth and Promote Inward Investment -**

One-to-one advice and detailed support provided to Cherwell businesses during December 2020, as well as guidance on the available grants. Also, the Council's business webpages were updated,

and support provided to businesses in the run up to the Brexit Transition phase ending on 31st December 2020. Cherwell continues to liaise closely with colleagues at local authorities in Oxfordshire, Oxfordshire Local Enterprise Partnership (OxLEP) and Government departments, to provide support to businesses during the COVID-19 pandemic and post EU Transition.

### **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:**

**Record numbers booked in to see Dr Bike during 2020** – A bicycle maintenance scheme, offering free repairs to encourage more people onto two wheels, has fixed more than three hundred bikes during 2020.

Funded by Cherwell District Council, Dr Bike has serviced 343 bicycles at venues throughout Cherwell, including 64 which have been donated to NHS staff under the Bikes for Key Workers scheme. Dr Bike was initially piloted in Bicester last year through the council-funded Healthy Bicester partnership. Delivered by community action group Bicester Green, the scheme proved so successful that it was rolled out to the entire district in 2020. Bicester Green continued to support the programme, alongside Banbury Star Cyclists, independent mechanics and volunteers, repairing three times as many bikes than in the previous 12 months. Funding has already been secured by Cherwell and Bicester Green from Cycling UK to continue the programme into 2021, with feedback now being sought from Dr Bike users to help shape the service for next year.



**Support Community Safety and Reduce Anti-Social Behaviour** - In December a training day was held as part of the Intensive Engagement Project so that our team members and partners could undertake community problem solving. The Council's Community Safety Team is also supporting local contact tracing through carrying out visits to people who contact tracers cannot reach by telephone. During December, the Council also restarted the multi-agency operations group meetings, helping to coordinate work between Council departments, the Police, the County Council and Housing Associations; these coordination meetings had been suspended during 2020.



**Promote Health & Wellbeing** – During December 5,000 Clinically Extremely vulnerable residents were identified by the government and received a 'shielding letter'. The Shielding support line is operated by

Cherwell District Council's Wellbeing team staff to support members of this cohort who need assistance obtaining food shopping & basic necessities.

## Summary of Performance

- 3.12 The Council reports monthly on performance against 39 Business Plan Measures (41 reported quarterly), with 22 Programme Measures and 19 Key Performance Indicators (17 monthly / 19 quarterly). The full details, including commentary against each measure and key performance indicator can be found in Appendix 2.

## Programme Measures and Key Performance Indicators (41)

Status	Description	December	%	DoT	YTD
Green	On target	34	83%	↑	29
Amber	Slightly off target	1	2%	↓	10
Red	Off target	5	13%	↑	1
	No data	1	2%	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.

<b>Leadership Risk</b>	<b>Score</b>	<b>Direction</b>	<b>Latest Update</b>
<b>L01</b> Financial Resilience	16 High risk	↔	Risk reviewed 13/01 – Mitigating actions and comments updated
<b>L02</b> Statutory functions	9 Low risk	↔	Risk Reviewed 15/01 – No changes
<b>L04</b> CDC Local Plan	12 Medium risk	↔	Risk Reviewed 13/01 – Comments updated
<b>L05</b> Business Continuity	9 Low risk	↔	Risk Reviewed 11/01 – Comments updated
<b>L07</b> Emergency Planning	12 Medium risk	↔	Risk Reviewed 11/01 – Comments updated
<b>L08</b> Health & Safety	12 Medium risk	↔	Risk Reviewed 13/01 – Mitigating Actions updated
<b>L09</b> Cyber Security	15 Medium risk	↔	Risk Reviewed 13/01 – No changes
<b>L10</b> Safeguarding the Vulnerable	8 Low risk	↔	Risk Reviewed 14/01 – No changes
<b>L11</b> Sustainability of Council owned companies and delivery of planned financial and other objectives.	12 Medium risk	↔	Risk Reviewed 11/01 – Comments updated
<b>L12</b> Financial sustainability of third-party suppliers including contractors and other partners	12 Medium risk	↔	Risk Reviewed 14/01 – No changes
<b>L14</b> Corporate Governance	9 Low risk	↔	Risk reviewed 07/01- Risk Manager, Mitigating Actions and Comments updated
<b>L15</b> Oxfordshire Growth Deal	9 Low risk	↔	Risk Reviewed 11/01 – Controls updated
<b>L16</b> Joint Working	6 Low risk	↔	Risk Reviewed 12/01 – Mitigating actions and Comments updated
<b>L17</b> Separation	16 High risk	↔	Risk Reviewed 12/01 – No changes
<b>L18</b> Workforce Strategy	9 Low risk	↔	Risk reviewed 12/01 – Mitigating actions updated.
<b>L19</b> Covid19 Community and Customers	16 High risk	↔	Risk reviewed 15/01 – Comments updated.
<b>L20</b> Covid19 Business Continuity	16 High risk	↔	Risk reviewed 12/01 – Comments updated
<b>L21</b> Post Covid19 Recovery	12 Medium Risk	↔	Risk reviewed 12/01 – Comments updated

During December 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 December shows a forecast overspend of £0.403m. This is made up of a £3.703m overspend related to Covid-19 costs (para 3.19), offset by a (£3.300m) 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 £1.800m. This is mainly driven by a £1.469m forecast overspend in Wellbeing. There is £1.163m budget available within Executive Matters to offset costs when they are incurred. Taking this and the latest assessment of interest costs into account, there is an overall overspend of £0.725m across the services.
- 3.18 The following assumptions have been made in assessing the costs of Covid-19 to the Council:
- The national lockdowns and subsequent business restrictions have a significant effect until the end of the financial year
  - Car parking income will be significantly impacted
  - Support for leisure services will continue until the end of the financial year
- 3.19 Applying these assumptions gives a forecast cost of Covid-19 of £7.201m 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 £1.425m to partially meet income losses. This reduces the net in-year Covid-19 pressure to £3.703m.
- 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 The Council introduced a new structure in December 2020. This report has been prepared on the basis of the new permanent structure that has been put in place.

## 3.23 Report Details

### Table 1: Forecast Revenue Outturn

<b>Revenue Monitoring</b>	<b>Revised Budget £m</b>	<b>BAU £m</b>	<b>Covid £m</b>	<b>Total Forecast Outturn £m</b>	<b>Variance to Budget £m</b>	<b>Prior Month Forecast £m</b>	<b>Change in Forecast £m</b>
Environment and Place	10.548	8.829	2.209	11.038	0.490	10.788	0.250
Customers and Org. Dev. And Resources	6.966	6.487	0.496	6.983	0.017	7.059	-0.076
Adults and Housing Services	3.025	2.627	0.348	2.975	-0.050	2.960	0.015
Public Health and Wellbeing	2.896	2.564	1.801	4.365	1.469	4.364	0.001
Comm. Dev. Assets and Inv.	2.284	-0.190	2.347	2.157	-0.127	1.834	0.323
<b>Total Directorates</b>	<b>25.718</b>	<b>20.317</b>	<b>7.201</b>	<b>27.518</b>	<b>1.800</b>	<b>27.005</b>	<b>0.513</b>
Executive Matters	3.062	1.987	0.000	1.987	-1.075	1.911	0.076
<b>Total Cost of Services</b>	<b>28.780</b>	<b>22.304</b>	<b>7.201</b>	<b>29.505</b>	<b>0.725</b>	<b>28.916</b>	<b>0.589</b>
<b>Total Income</b>	<b>-28.780</b>	<b>-25.604</b>	<b>-3.498</b>	<b>-29.102</b>	<b>-0.322</b>	<b>-28.952</b>	<b>-0.150</b>
<b>(Surplus)/Deficit</b>	<b>0.000</b>	<b>-3.300</b>	<b>3.703</b>	<b>0.403</b>	<b>0.403</b>	<b>-0.036</b>	<b>0.439</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.
3. The figures for last month have been restated to reflect the new structure

**Environment and Place**

Communities predicts an overspend of £0.490m against a revised budget of £10.548m (4.6%).

<p>Environmental Services</p> <p>Variation £0.399m overspend</p> <p>Variance to last month's forecast £0.255m</p>	<p>The £0.399m overspend is mainly due to pressures in employment costs due to sickness and the requirement of agency staff cover and salary review £0.377m. Offsetting this (£0.080m) reduction in transport/contractor costs for gate &amp; transfer fees and a reduction in tonnage of waste recycling/disposal costs. Car park, premises and supplies and services costs are expected to be higher by £0.102m.</p> <p>The movement this month is mostly due to the impact of Covid £0.221m with losses of car park and market income and additional agency staff to cover self-isolation</p>
<p>Planning &amp; Development</p> <p>Variation £0.041m overspend</p> <p>Variance to last month's forecast -£0.022m</p>	<p>There is a forecast £0.041m overspend which has reduced by £0.022m from last month. The savings this month are due to vacancies that will not be filled this financial year. Development Management are forecasting an overspend of £0.104m of which £0.011m is due to unbudgeted costs of GIS Spatial licences and £0.116m spent on Agency staff. This has been offset in part by salary savings due to delays in recruiting to vacant posts. Planning Policy's underspend of £0.035m and Building Control including Flood risk's forecast underspend of £0.031m are mostly due to salary savings. The remaining £0.003m overspend is spread over the rest of the service area</p>
<p>Growth &amp; Economy</p> <p>Variation £0.050m overspend</p> <p>Variance to last month's forecast £0.017m</p>	<p>As of December, Build are forecasting £0.060m overspend on consultancy fees relating to the Build review taking place. All other departments within this service area are on largely on budget with £0.010 savings offsetting the overspend across the service.</p>

## **Customers and Organisational Development**

Customers & Organisational Development predict an overspend of £0.017m against a revised budget of £6.966m (0.2%).

HR/IT/Comms/Cultural Services	All are on target with the exception of Land Charges which is showing a £0.092m underspend as income appears to be recovering faster than expected.
Variation -£0.092m underspend	
Variance to last month's forecast £0.016m	
Finance	The December forecast for Finance predicts an overspend of £0.109m. 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 national lockdown. There is also a £0.072m reduction in court income and recovery of overpayments of Rent allowances from last month and other minor variations. Partially offsetting these additional costs is income for DHP receipts that was received at £0.094m more than forecast.
Variation £0.109m overspend	
Variance to last month's forecast -£0.092m	

## **Adults and Housing Services**

Adults and Housing Services predict an underspend of £-0.050m against a revised budget of £3.025m, (-1.7%).

Housing & Social Care	December's underspend of £0.050m 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
Variation -£0.050m underspend	
Variance to last month's forecast £0.015m	

## **Public Health & Wellbeing**

Public Health & Wellbeing predict an overspend of £1.469m against a budget of £2.896m (50.7%).

Wellbeing	The forecast overspend of £1.469m 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
Variation £1.469m	

overspend	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.
Variance to last month's forecast £0.013m	
Healthy Place Shaping	Healthy Place Shaping is forecasting to be on budget taking in to account a request to carry forward £50k unspent budget to a reserve to continue the funding of the Wayfinding scheme in 21/22 due to Covid delays
Variation £0.000m overspend	
Variance to last month's forecast -£0.012m	

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

Comm. Dev. Assets and Invests. predicts an underspend of £0.127m against a revised budget of £2.284m (-5.6%).

Property	Property are forecasting a (£0.140m) underspend against the revised budget. This is made up of Castle Quay shopping centre forecasting an under recovery of commercial income of c £0.300m (in addition to the £1.475m adjusted for in the revised budget) as a result of the current economic climate. This overspend is however offset by an expected increase of other commercial income (£0.135m) than previously anticipated, as well as forecast savings of (£0.160m) as a result of reduced occupancy of Council premises and remote working, staff savings due to vacancies of (£0.040m), underspends of (£0.085m) on service operational budgets which mainly includes savings on equipment purchasing and finally a (£0.020m) saving on Professional fees. The movement of £0.374m from last month is predominately down to Castle Quay's change in forecast which accounts for £0.362m of this figure.
Variation -£0.140m underspend	
Variance to last month's forecast £0.374m	
	£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
Procurement	The overspend relates to consultant costs.

Variation £0.090m overspend	
Variance to last month's forecast £0.023m	
Law and Governance	£0.018m overspend is due to use of agency staff covering vacant posts
Variation £0.018m overspend	
Variance to last month's forecast £0.001m	
Growth and Commercial	The £0.020m underspend is due to a vacant post.
Variation -£0.020m underspend	
Variance to last month's forecast £0.000m	
Regulatory Services	Regulatory Services and Community Safety are forecasting an underspend of £75k due to vacant posts, higher than forecast income and reduced spending on contractor costs.
Variation -£0.075m underspend	
Variance to last month's forecast -£0.075m	

## **Executive Matters**

Executive Matters predicts an underspend of £1.075m against the budget of £3.062m (-35.1%).

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	There is an adverse variance of £88k due to a further delay in drawing down £4m loan funds, originally expected in October and includes a potential of £50k additional interest.

### 3.23 Capital

There is a forecast in-year underspend of £32.737m, of which £21.632m is anticipated to be reprofiled in future years. There is an overall forecast reduction in the total cost of schemes of £11.105m. 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
Housing Total	2,252	1,383	490	(379)	(379)
Comm Dev Assets total	62,745	46,990	15,028	(727)	(732)
Customers, Org Dev & Resources Total	4,255	4,146	0	(109)	(103)
Environment and Place Total	35,987	20,341	5,774	(9,872)	(2,207)
Public Health Wellbeing Total	717	359	340	(18)	(18)
<b>Total</b>	<b>105,956</b>	<b>73,218</b>	<b>21,632</b>	<b>(11,105)</b>	<b>(3,440)</b>

**Please note:** The figures for last month have been restated to reflect the new structure

### 3.24 Current Period Variances

#### 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 (£0.727m) 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. A £0.250m refurbishment budget may no longer be required. 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 (£0.224m) across the remaining capital schemes.

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

Human Resources: are forecasting £0.001m overspend for the HR/Payroll system with no more costs expected

ICT: are forecasting £0.110m underspend £0.100m no longer required for Legacy iworld system migration, £0.010 no longer required for Bodicote House meeting room Audio Visual.

### **Environment and Place:**

Growth and Economy: Build Phase 1 is reporting unbudgeted spend of £0.063m. Build Phase 1b is forecasting to spend £1.241m in this financial year (an overspend of £0.144m) and reprofiling the remaining budget into 21/22 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 or have been pipelined an underspend of (£9.894m) is forecast. 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).

Environmental Services: are forecasting (£0.001m) underspend as a result of energy efficiency projects which were committed in late 19/20.

### **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 forecast 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**

£0.050m Spiceball Riverbank Reinstatement - works are now part of CQ2 which will take place in 21/22

£1.949m Castle Quay Shopping Centre - delayed works due to COVID-19

£12.465m Castle Quay Waterside - ongoing scheme over several years

£0.141m Bodicote House Fire Compliance Works - on hold due to project viability

£0.003m Ferriston Roof Covering - project complete but retention payment due in 21/22

£0.100m Corporate Asbestos Survey - Works progressing and will carry on into 21/22.

Anticipated spend of £0.160m in total releasing a (£0.050m) saving

£0.060m Corporate Fire Risk Assessments - Works progressing but will carry on in to 21/22.

Full spend anticipated

£0.160m Works from Compliance Surveys - Works progressing but will carry on in to 21/22.

Full spend anticipated.

£0.100m CDC Feasibility of Utilisation of Proper Space - Project on hold

## **Environment and Place:**

### **Environmental Services**

£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.

### **Growth and Economy**

£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.

£0.892m 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

£2.500m Garden Town Capital Funding - The funding is for feasibility and design work on three major infrastructure schemes in Bicester. OCC and Graven Hill Development Company are incurring costs on the initial feasibility work. Once the financial agreements are signed, they will begin invoicing Cherwell for the costs incurred. The majority of the spend will therefore take place in 21/22 and for a further 2 -3 years.

### **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
				£
March	MHCLG	Business Grants	Main scheme & discretionary scheme - Forecast	27,655,250
March	MHCLG	Hardship Fund	To provide £150 reduction to Council Tax bills for those in receipt of Council Tax Support.	818,000
March		Emergency Response for Rough Sleeper		8,250
July	DEFRA	Emergency Assistance Grant for Food and Essential Supplies	Allocation from OCC	116,326
September		Next Steps Accommodation Programme		120,400
September	DHSC	Test & Trace Isolation Payments	Main scheme	59,500
			Discretionary Scheme	81,500
October	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
November	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

November	MHCLG	Local Restrictions Support Grant (Closed) Addendum - Lockdown 2	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> <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>	2,691,061
	BEIS	Local Restrictions Support Grant (Closed) Addendum - Lockdown 3	TBC	-
December	MHCLG	New Burdens Grant	Business Rate	11,700
			Council Tax	11,788
December	MHCLG	New Burdens Grant 2	To support making grant payments	58,500
	BEIS	Christmas Support Payment	Wet Led Pubs	89,600
	BEIS	Local Restrictions (Open)	Discretionary Grant for period 2-18 December 2020	340,906
	BEIS	Local Restrictions (Closed)	Mandatory business grants scheme for period 2-18 December 2020 distributed to business premises forced to close Tiers 2 - 4 <ul style="list-style-type: none"> <li>• rateable value £15k or under, grants to be £667 per 2 weeks;</li> <li>• rateable value between £15k-£51k grants to be £1,000 per 2 weeks;</li> <li>• rateable value £51k or over</li> </ul>	26,557

			grants to be £1,500 per 2 weeks.	
	BEIS	Closed Business Lockdown - Mandatory Lockdown 3	Funding received TBC One off grants awarded to be RV below £15k: £4,000 RV £15k - £51k: £6,000 RV above £51k: £9,000	-
		Closed Business Lockdown - Discretionary Lockdown 3	Funding TBC	-
	OCC	Winter Support	From OCC	59,004
	OCC	COMF (Control Outbreak Management Fund)	To fund ongoing public health and outbreak management costs	912,000
<b>TOTAL</b>				<b>36,135,653</b>

### General Funding

Decription	£
Tranche 1	67,257
Tranche 2	1,459,014
Tranche 3	229,391
Tranche 4	316,992
	2,072,654
Forecast Sales, Fees & Charges compensation	1,425,000
<b>Total Grant Funding</b>	<b>3,497,654</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**

### **7.1 Financial and Resource Implications**

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** No

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 Ilott – Lead member for Finance 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**

Louise Tustian – Head of Insight and Corporate Programmes

Tel: 01295 221786

Louise.tustian@cherwell-dc.gov.uk