

Cherwell District Council

Director of Finance, and Head of Insight and Corporate Programmes

6 April 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 positions as at the end of February 2021.

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 February 2021, 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 key actions, projects and programmes of work that contribute to deliver 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:

Average time taken to process Housing Benefit New Claims is reporting Green for February and year to date, with a reduction on time taken to process new claims of just under 12 days, compared to the target of 15 days. Performance continues strong with the team proactively ensuring the approach and monitoring new claims, aiming to a result of excellent service to residents.



Delivering the Local Plan is reporting Amber for February and Green for Year to Date. Officers continue the preparation of district wide Local Plan Review (options stage); the timetable for the Plan is being reviewed in the context of delays to the Oxfordshire Plan. An application for statutory review of the adoption of the Local Plan Partial Review (a legal challenge) has been lodged with the Planning Court and served on the

Council. Court hearings are expected in June.

Homes improved through enforcement action is reporting Red for February and Year to Date, the team has been unable to conclude enforcement actions for improvement works due to the measures put in place to reduce COVID-19 risk to residents, although 3 cases involving work-in-default (where the Council organises work at the expense of notice of recipients who have failed to act), which are underway. COVID-19 limitations to inspect and investigate premises contributed on reducing the ability of contractors to undertake works.

Number of people helped to live independently through use of DFG & other grants/loans is reporting Red for February (36 against a target of 45) and Amber for Year to Date. This month the team provided help to 36 households; 18 by means of major adaptations and another 18 by means of smaller works. Measures are in place to reduce COVID-19 risks to staff, contractors and particularly to our mainly elderly and vulnerable clients, however, access to clients' homes for both surveys and to undertake works continues to be restricted due to the pandemic.

Average time taken to process Housing Benefit change events is reporting Amber for February (8.14 days against a target of 8 days) and Green for Year to Date. The average time taken to assess change to events is slightly above target, for the month, at a calculated 8.14 days against a target of 8 days. Performance has been impacted slightly, as a new workplan was introduced to clear some of the outstanding work. The year to date performance figure is good, at an averaged 5.32 days.

Number of affordable homes delivered including CDC and Growth Deal targets is reporting Red for February (22 against 25) and Green for Year to Date. A total of 22 affordable homes were completed, in February 2021, comprising 18 Affordable

Rent and 4 Shared Ownership tenures. Although this figure is below the monthly target, we are on track to deliver the overall number of affordable housing completions estimated for the year 2021/2022. Growth Deal units are expected in Spring 2021.

Number of Housing Standards interventions is reporting Red for February (47 against a target of 55) and Amber for Year to Date. The team has recorded 47 interventions this month against their target of 55; for the year so far, that means we have recorded 598 against a target of 605. The team's ability to carry out both responsive and proactive visits to rented properties continues to be significantly restricted by COVID-19, which reduces their ability to implement formal enforcement activity.

% of Non-major planning applications determined to National Indicator is reporting Amber for February and Year to Date. 87 Non-Major Planning Applications were determined, during February 2021, 56 of them within National Indicator target or agreed timeframe.

Priority: Leading in environmental sustainability

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

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



Delivering high Quality Waste & Collection Service to all Properties is reporting Green for February and Year to Date, with the services running well, meeting the unbelievably increased demand of high tonnages recorded throughout the services and being met.

Reduction of fuel consumption used by fleet is reporting Amber for February (34,056 against a target of 32,246) and Year to Date. Slightly more fuel consumed in comparison with the same period last year. Collection tonnages are still high, training work continues to reduce idling and reduce fuel consumption.

Protect the Built Heritage is reporting Amber for February and Year to Date. The team continues working on advising for Conservation Area Appraisals (in Bloxham and Grimsbury) with reports to those being due to finalisation and heritage advice continues to be provided to inform Development Management decision making.

Country Parks to support good lifestyle choices is reporting Amber for February and Green for Year to Date. Planning for the development of the Country Parks in Banbury (behind M&S at The Gateway) and Bicester (between Kingsmere and Chesterton) continues. This month the planned community tree planting was delay due to ground conditions & lockdown rules.

Waste Recycled & Composted is reporting Red for February (48.93% against a target of 56%) and Amber for Year to Date. The recycling rate is currently up 0.6% in the last 11 months. The decrease during this month has to do with seasonality.

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 Green for February and Amber for Year to Date (94.30% against a target of 96.00%). The team has achieved a collection rate of 3.11% (for the month), still, the shortfall accounts to approximately £800k. Formal recovery action is still taking place with reminders and final notices issued. Debts that remain unpaid have a liability order granted. Outstanding balances continue to be chased by telephoning debtors and, during conversations, discussing entitlements to reduction in rates payable.



Plans to transform Oxford-Cambridge Arc – An ambitious plan to unleash the economic and cultural potential of the Oxford-Cambridge Arc was announced in February, to transform it into one of the world’s premier growth corridors and a world-leader in sustainability. The spatial framework plan will help create thousands of jobs, drive investment, protect and enhance the environment and provide infrastructure needed to make the area – which spans the five counties of Oxfordshire, Buckinghamshire, Northamptonshire, Bedfordshire and Cambridgeshire – an even greater place to live and work. With the right interventions and investment, local analysis suggests that by 2050 economic output could double to over £200 billion.



% of Council Tax collected, increase Council Tax Base Reporting Green for February and Amber for Year to Date. Final notices, summonses, liability orders through the Magistrates Court, outbound calls, were actioned and collection rates remained lower this year, compared to same time last year, by 1.34%. Limitations set down by the Magistrates Court, also contributed to those numbers, because of the limited number of cases that could be heard at the Magistrates Court.

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:

Winter Support Grant scheme - Cherwell District Council received £400K Government funding with £49K of it, in February, designated to Winter Support Grants and distributed via the Citizens Advice. The Parishes Contain Outbreak Management Fund (COMF), is another tranche of a wider programme of locally designed interventions, funded by Government (via OCC), with the aim to benefit those households who need assistance obtaining food, heating & necessities.



Number of visits/usages of District Leisure Centre is reporting Red for February and Green for Year to Date (0 against a target of 33,333). All leisure Facilities and Sports Pitches have remained closed during February 2021, following government lockdown restrictions due to the COVID-19 pandemic.



New project to make Bicester wilder - Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (BBOWT), supported by Bicester Garden Town, Cherwell District Council, Healthy Bicester and Bicester Town Council, who aim to encourage residents, of all ages and backgrounds, to get involved in their homes and communities and enable those areas to be wildlife rich spaces.



Local Cycling and Walking Infrastructure Plan (LCWIP) - Residents of Banbury are set to benefit from improvements that will encourage cycling and walking. The goal is to identify infrastructure improvements needed to enable people to cycle and walk more within the town and from local villages. It also aims to help win funding for better cycling and walking infrastructure.

Voluntary Sector – February was brimming with information and activity packs set for older people, distributed with Age UK Oxfordshire. Other older people's groups had vital information and have been offered to engage in activity sheets offered to the most isolated residents. The Winter Warmer initiative delivered hot soup or snack to most vulnerable and isolated residents and information of where those residents could access food deliveries locally was made available. A count of 38 individuals received a hot meal, each week. Play, an initiative shared with partners, had successfully engaged with young people, in the school holiday period, with outdoor trails that were completed respecting the social distancing rules and giving out fruit hampers to families. Apart from Community Capital, all other new schemes are running for the first time, in the year 2020/21.

Summary of Performance

3.12 The Council reports monthly on performance against 39 Business Plan Measures, with 22 Programme Measures and 17 Key Performance Indicators. 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	February	%	DoT	YTD	YTD %
Green	On target	26	67%	↓	27	69%
Amber	Slightly off target	6	15%	↑	10	25%
Red	Off target	6	15%	↑	1	3%
	No data	1	3%	NA	1	3%

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
Impact	5 - Catastrophic			L09		
	4 - Major			L04, L07, L11, L12, L21 & L22	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
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L01 Financial Resilience	16 High risk	↔	Risk reviewed 11/03 – Mitigations and comments updated
L02 Statutory functions	9 Low risk	↔	Risk Reviewed 11/03 – Comments updated
L04 CDC Local Plan	12 Medium risk	↔	Risk Reviewed 10/03 – Comments updated
L05 Business Continuity	9 Low risk	↔	Risk Reviewed 08/03 - Controls, mitigating actions and comments updated
L07 Emergency Planning	12 Medium risk	↔	Risk Reviewed 08/03 - Controls and mitigations and comments amended.
L08 Health & Safety	12 Medium risk	↔	Risk Reviewed 02/03 - Mitigating actions and comments updated
L09 Cyber Security	15 Medium risk	↔	Risk Reviewed 11/03 - No changes
L10 Safeguarding the Vulnerable	8 Low risk	↔	Risk Reviewed 01/03 - No changes in risk categorisations
L11 Sustainability of Council owned companies and delivery of planned financial and other objectives.	12 Medium risk	↔	Risk Reviewed 09/03 - Potential Impact, mitigating actions and Comments updated
L12 Financial sustainability of third-party suppliers including contractors and other partners	12 Medium risk	↔	Risk Reviewed 10/03 - Comments updated
L14 Corporate Governance	9 Low risk	↔	Risk reviewed 11/03 – No changes
L15 Oxfordshire Growth Deal	9 Low risk	↔	Risk Reviewed 09/03 - Comments updated
L16 Joint Working	6 Low risk	↔	Risk Reviewed 10/03 – No changes
L17 Separation	16 High risk	↔	Risk Reviewed 10/03 - Commentary updated
L18 Workforce Strategy	9 Low risk	↔	Risk reviewed 10/03 – No changes
L19 Covid19 Community and Customers	16 High risk	↔	Risk reviewed 08/03 - Comments updated
L20 Covid19 Business Continuity	16 High risk	↔	Risk reviewed 10/03 - Comments updated
L21 Post Covid19 Recovery	12 Medium risk	↔	Risk reviewed 10/03 - Comments updated
L22 Elections May 2021	12 Medium risk	↔	Risk reviewed 11/03 – Comments updated

During February the leadership risk had no score changes.

Finance Update

- 3.16 The Council's forecast financial position up to the end of February shows a forecast breakeven position after assuming a further use of reserves of £0.418m. The £3.794m overspend related to COVID-19 costs (para 3.19), is offset by a £3.794m underspend on business as usual costs (para 3.17).
- 3.17 Before taking into account funding held for COVID-19 costs, the directorate revised budgets have forecast a net overspend of £1.256m. This is partly driven by a £0.670m forecast overspend in Wellbeing. There is £0.465m budget available within Executive Matters to offset costs when they are incurred. In addition, loss of income from Planning Application fees and Car Park income are driving the forecast overspend in Environment and Place. Taking this and the latest assessment of interest costs into account, there is an overall overspend of £0.473m 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, as will Planning Application fee income
 - 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 £7.443m 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 £2.113m and an estimated income of £1.536m to partially meet income losses. This reduces the net in-year COVID-19 pressure to £3.794m.
- 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 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

Revenue Monitoring	<i>Revised Budget</i> £m	<i>BAU</i> £m	<i>Covid</i> £m	<i>Total Forecast Outturn</i> £m	<i>Variance to Budget</i> £m	<i>Prior Month Forecast</i> £m	<i>Change in Forecast</i> t £m
Environment and Place	10.558	8.711	2.373	11.084	0.526	11.255	-0.171
Customers and Org. Dev. And Resources	6.966	6.345	0.652	6.997	0.031	7.011	-0.014
Adults and Housing Services	3.025	2.502	0.343	2.845	-0.180	2.855	-0.010
Public Health and Wellbeing	3.584	2.482	1.772	4.254	0.670	4.268	-0.014
Comm. Dev. Assets and Inv.	2.284	0.191	2.302	2.493	0.209	2.052	0.441
Total Directorates	26.416	20.230	7.443	27.672	1.256	27.441	0.231
Executive Matters	2.364	1.581	0.000	1.581	-0.783	1.857	-0.276
Total Cost of Services	28.780	21.811	7.443	29.253	0.473	29.298	-0.045
Total Income	-28.780	-25.604	-3.649	-29.253	-0.473	-29.298	0.045
(Surplus)/Deficit	0.000	-3.794	3.794	0.000	-0.000	-0.000	0.000

Environment and Place

Environment and Place predict an overspend of £0.526m against a revised budget of £10.558m (5.0%).

Environment and Waste	The £0.337m overspend is mainly due to pressures in employment costs due to sickness and the requirement of agency staff cover £0.434m.
Variation £0.337m overspend	Offsetting this (£0.039m) reduction in transport/contractor costs for gate & 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 £0.067m. An additional (£0.125m) in income is anticipated as a result to car parks income not as low as expected in lockdown 3 and additional recycling tonnage collected due to residents working from home.
Variance to last month's forecast -£0.051m	
	This forecast also includes a budget virement of £0.100m for the Bicester Depot Redevelopment from reserve.

Planning & Development	There is a forecast £0.159m overspend against the revised budget which has reduced by £0.150m from last month.
Variation £0.159m overspend	The reduction this month is due to £0.064m savings identified for professional fees, £0.035m of potential COVID-19 related costs that are no longer required, £0.023m salaries savings due to vacancies and a £0.028m improvement in forecast Building Reg fee income.
Variance to last month's forecast -£0.150m	The forecast £0.159m overspend is mostly due to the £0.235m of COVID-19 related income loss and £0.094m Agency costs in Development Management. These are offset in part by savings on salaries £0.071m across the service, £0.064m professional fee and £0.035m COVID-19 costs no longer required.

Growth & Economy	Growth & Economy is forecasting an overspend of £0.030m this month. Build's overspend of £0.050m is made up of legal fees and other minor variances.
Variation £0.030m overspend	Offsetting part of this overspend, Economic Development are forecasting a £0.020m saving on project delivery costs.

Variance to last
month's forecast
£0.030m

This forecast assumes a carry forward request to
2021/22 of £0.033m to fund a required post is
approved.

Customers and Organisational Development

Customers & Organisational Development predict an overspend of £0.031m against a revised budget of £6.966m (0.4%).

HR/IT/Comms/Cultural
Services

All are on target with the exception of Land Charges
which is showing a £0.140m underspend as income
recovers faster than expected.

Variation
-£0.140m underspend

Variance to last
month's forecast
-£0.010m

Finance

The February forecast for Finance predicts an
overspend of £0.099m. This is mainly due to
finance staffing and agency costs linked to
developing capacity for the closure of accounts and
additional work linked to the national lockdown.

Variation
£0.171m
overspend

Variance to last
month's
forecast
-£0.004m

Revs and Bens are forecasting an overspend of
£0.072m. An increase in income due to new
burdens grant and DHP receipts of (£0.179m) plus
DGLD Annex council tax relief not reflected in the
budget (£0.055m). These are offset by reduction in
anticipated court cost income of £0.187m, £0.098
Contractor payments and £0.021m other minor
overspends including computer software/licences.

Adults and Housing Services

Adults and Housing Services predict an underspend of £-0.180m against a revised budget of £3.025m, (-6.0%).

Housing & Social Care	February's underspend of £0.180m is mostly due to £0.120m additional income for the Next Steps Accommodation Programme, following a successful Government grant application for this amount. The remaining forecast underspend is made up of £0.040m saving on Consultants fees, £0.010m saving as a result of a new contract for the Debt and Money advice service, £0.010m saving against a storage contract.
Variation -£0.180m underspend	
Variance to last month's forecast -£0.010m	

Public Health & Wellbeing

Public Health & Wellbeing predict an overspend of £0.670m against a budget of £3.584m (18.7%).

Wellbeing	The forecast overspend of £0.670m 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. Remaining budget to cover £0.465m of this cost is held in Executive matters and will be transferred when costs are realised.
Variation £0.670m overspend	
Variance to last month's forecast -£0.014m	
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 2021/22 due to COVID-19 delays.
Variation £0.000m overspend	
Variance to last month's forecast -£0.000m	

Commercial Development, Assets and Investments

Comm. Dev. Assets and Invests. predicts an overspend of £0.209m against a revised budget of £2.284m (9.2%).

Property	Property are forecasting a £0.240m overspend against the revised budget. This is made up of a Castle Quay shopping centre £0.620m overspend as a result of the current economic climate. Offsetting this is a more favourable recovery of rental income from other CDC owned properties of (£0.105m) as well as forecast savings of (£0.192m) as a result of reduced occupancy of Council
Variation £0.240m overspend	
Variance to last month's	

forecast £0.460m	<p>premises and remote working. Staff vacancies have resulted in a (£0.039m) underspend, alongside underspends on operational budgets of (£0.044m) on equipment purchasing and professional fees.</p> <p>The £0.460m movement this month is mostly due to Castle Quay.</p> <p>£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</p>
Procurement	The overspend relates to consultant costs.
Variation £0.090m overspend	
Variance to last month's forecast £0.00m	
Law and Governance	£0.018m overspend is due to use of agency staff covering vacant posts £0.012m plus £0.006m other minor variations
Variation £0.018m overspend	
Variance to last month's forecast £0.000m	
Growth and Commercial	The underspend is due to a vacant post.
Variation -£0.019m underspend	
Variance to last month's forecast £0.001m	
Regulatory Services	Regulatory Services and Community Safety are forecasting an underspend of £0.120m made up of £0.025m underspend on vacant posts, £0.010m higher than forecast income and cost recovery for some discretionary services and £0.035m on reduced spending on contractor costs. Licensing
Variation -£0.120m underspend	

Variance to last
month's forecast
-£0.020m

income is forecast to exceed budgets previously
adjusted for COVID-19 impact by £0.050m.

Executive Matters

Executive Matters predicts an underspend of £0.609m against the budget of £2.364m (-25.8%).

Corporate

£0.465m budget is remaining from the original
£1.163m being held to cover costs of Leisure
Management and will be drawn upon when
required to meet the costs relating to COVID-19

Interest

There is an adverse variance of £0.100m due to a
further delay in drawing down £4m loan funds,
originally expected in October.

Use of
Reserves

There is a £0.244m use of reserves required to
balance the budget for 2020/21

Income

Income: £0.527m underspend - The underspend is due to additional COVID-19 related Sales, Fees and Charges loss of income than forecast that CDC has been able to recover.

3.23 Capital

There is a forecast in-year underspend of £39.737m, of which £28.707m is anticipated to be reprofiled in future years. There is an overall forecast reduction in the total cost of schemes of £11.030m.

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	1,076	797	(379)	(379)
Comm Dev Assets total	62,745	38,516	23,416	(812)	(797)
Customers, Org Dev & Resources Total	1,755	1,464	182	(109)	(109)
Environment and Place Total	35,987	22,391	3,958	(9,637)	(9,841)
Public Health Wellbeing Total	717	270	354	(93)	(51)
Total	103,456	63,718	28,707	(11,030)	(11,177)

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 Arbitas upgrade project.

Commercial Development, Assets & Investments:

Property are forecasting (£0.812m) underspend across the various projects, some as a result of the pandemic and others as a result of more effective working. One of the largest savings is the refurbishment of Banbury Health Centre (£0.153m). Due to ongoing discussions with the tenant regarding the extension of the lease, the scope of the project has been affected and as a result the full budget allocation may not be required. The Joint Housing & Asset IT system (£0.100m) has been put on hold due to a possible harmonisation project implementation and this budget may be redeployed to fund the new scheme. A (£0.090m) saving has also been achieved on works relating to the roofing of Ferriston parade due to more efficient delivery of the project, including merging contracts with a similar project (Orchard Exterior Redecoration) resulting in savings on professional fees, preliminaries and more efficient scope for delivering the work. A (£0.070m) saving on the Banbury Museum AHU upgrade has also been achieved because original plans suggested replacement of the plant but on further investigation, this was not necessary, and refurbishment was carried out. General savings of £0.399m) across the remaining capital schemes.

Customers Organisational Development & 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 due to project no longer being required, £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 £0.093m. Build Phase 1b is forecasting an overspend of £0.264m after reprofiling the remaining budget into 2021/22 to complete the programme. Build Phase 2 as a result of certain schemes no longer progressing or have been pipelined an underspend of (£9.764m) is forecast. The Hill Community centre project is now complete with an underspend of (£0.229m).

Environmental Services: are forecasting (£0.001m) underspend as a result of energy efficiency projects which were committed in late 2019/20.

Public Health & Wellbeing:

Wellbeing are forecasting a saving of (£0.093m). This is made up of underspends across various projects including North Oxford Academy Facilities Upgrade (£0.026m), an underspend of (£0.008m) against the Sunshine Centre programme for the extension to the front of the site, (£0.015m) underspend against the Corporate Booking System, (£0.002m) against Community Grants and finally (0.042m) on Solar Photovoltaics at Sport Centres which has been completely delivered and finalised.

3.25 Re-profile beyond 2020/21

Housing:

£0.790m Disabled Facilities Grant capital - COVID-19 significantly reduced activity in the first 6 months of the year and despite activity increasing throughout the summer months, due to recent national restrictions the service is once again heavily constrained. As a result, not all of the Better Care Fund will be spent in this financial year and will be reprofiled into 21/22

Commercial Development, Assets & Investments:

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

£0.100m Banbury Health Centre refurbishment - project has been delayed due to issues with the lease agreement with the tenant. Tenders should go out before Easter.

£22.652m Castle Quay - delayed works due to COVID-19

£0.055m Horsefair, Banbury - delayed works on paving outside Horsefair, Banbury Cross due to COVID-19

£0.021m Banbury Museum AHU - materials ordered from Germany but due to BREXIT supply issues are being encountered which are causing delays

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

£0.094m Corporate Asbestos Survey - Works progressing and will carry on into 21/22.

Anticipated spend of £0.160m in total releasing a (£0.050m) saving
£0.036m Corporate Fire Risk Assessment - works are progressing but will carry over in to 21/22. Full spend expected.
£0.147m 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
£0.020m Community Centre works on phase 1 has slight delays and will carry over into 21/22

Environment and Place:

Environmental Services

£0.156m Thorpe Lane Depot Capacity Enhancement - slippage in to 21/22 as a result of proposed separate garden and food waste rollout.
£0.080m Bicester Country Park - COVID-19 delayed the purchasing and progression of the country park also resulting in community planting unable to take place until later in 2021, all spend to be slipped in to 21/22.
£0.315m Vehicle replacement Programme - currently under review, further investigation needed into larger electric vehicles before committing to diesel equivalents. Remaining spend to be reprofiled into 21/22.
£0.041m Car Park Refurbishments - COVID-19 significantly delayed progression on the installation of pay on exit barriers. Remaining spend will take place in 21/22.
£0.012m On Street Recycling Bins - purchases are expected in 20/21 but delivery and installation are anticipated in early 21/22.
£0.125m Car Park Action Plan - there is no costs anticipated in this financial year but spend is anticipated in 21/22.
£0.018m Off Road Parking - COVID-19 delayed the progression of the car park refurbishments. All spend will take place in 21/22.
£0.012m Street Scene Fencing Street Furniture - Issues with an expiring lease and delays due to COVID-19 have resulted in all spend to be slipped in to 21/22.
£0.050m Depot Fuel System Renewal - COVID-19 delayed the progression of this project, all spend to be slipped in to 21/22.

Growth and Economy

£1.713m 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.
£0.926m Phase 1b - Bicester Library is in the early stages of development with actual site work commencing early 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 £0.061m along with £0.006m retention payment owing for Creampot Crescent
£0.350m Creampot Crescent Repurchase contingency - this budget is for the purpose of repurchasing the property if the owner can no longer afford the property.
£0.160m BUILD! Essential Repairs & Improvement (Town Centre Affordable Rent roof repairs) - Loss adjustor negotiations still ongoing but hopeful the repairs are covered by warranty. However, reprofiling of budget in case this is not the case.

Public Health & Wellbeing:

£0.012m Physical Activity & Inequalities Insight - evaluation funding for Active Reach project paused due to COVID-19 national restrictions

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

£0.045m Corporate online booking system delay to corporate pressure on IT

£0.084m Bicester Leisure Centre extension - spend to date on feasibility studies that have been taken to Place Programme Board prior to member workshops. Remaining funds needed for professional fees to progress recommendations resulting from the feasibility studies. Remaining spend will take place in 21/22.

£0.030m Spiceball Leisure Centre bridge resurfacing - No spend is expected this financial year but will take place in 21/22 on completion of Castle Quay Waterside and reinstatement of the bridge.

Customers, Org Dev & Resources:

Finance

£0.182m Work on the new finance system will continue into 21/22

Annex: COVID-19 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 - March	DHSC	Test & Trace Isolation Payments	Main scheme	245,000
			Discretionary Scheme	121,500
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 - including one-off payments	4,347,029
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"> • rateable value £15k or under, grants to be £1,334 per four weeks; • rateable value between £15k-£51k grants to be £2,000 per four weeks; • rateable value £51k or over grants to be £3,000 per four weeks. 	2,664,504
	BEIS	Local Restrictions Support Grant (Closed) Addendum - Lockdown 3 to 31/03/21	As above	8,183,834
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 including off-setting payment	166,400

	BEIS	Local Restrictions (Open)	Discretionary Grant for period 2-18 December 2020 + 20 December - 4 Jan	481,280
	BEIS	Local Restrictions (Closed)	Mandatory business grants scheme for period 2-18 December 2020 + 20Dec - 4 Jan distributed to business premises forced to close Tiers 2 - 4 <ul style="list-style-type: none"> • rateable value £15k or under, grants to be £667 per 2 weeks; •rateable value between £15k-£51k grants to be £1,000 per 2 weeks; •rateable value £51k or over grants to be £1,500 per 2 weeks. 	1,001,012
	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	7,992,000
	OCC	Winter Support	From OCC	59,004
	OCC	COMF (Control Outbreak Management Fund)	To fund ongoing public health and outbreak management costs	912,000
TOTAL				55,039,028

General Funding

Decription	£
Tranche 1	67,257
Tranche 2	1,499,041
Tranche 3	229,391
Tranche 4	316,992
Total	2,112,681

Forecast Sales, Fees & Charges compensation	1,536,000
Total General Grant Funding	3,648,681

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 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

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

Risk Implications

7.3 This report contains a full update with regards to the Council's risk position at the end of January 2021. 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

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 Ilott – 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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