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FINANCE & PERFORMANCE SCRUTINY COMMITTEE

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To: Councillors Charles (Chair), Miah (Vice-Chair), Fryer, Grimley, C. Harris, Paling, Shepherd, Taylor and Ward (For attention)

All other members of the Council
(For information)

You are requested to attend the meeting of the Finance & Performance Scrutiny Committee to be held in the Preston Room, Woodgate Chambers, Woodgate, Loughborough on Tuesday, 7th September 2021 at 6.00 pm for the following business.

A handwritten signature in black ink, appearing to read "John Paling".

Chief Executive

Southfields
Loughborough

26th August 2021

AGENDA

1. APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING 3 - 9
To approve the minutes of the previous meeting.
3. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS
4. DECLARATIONS - THE PARTY WHIP

5. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURE 11.16
No questions were submitted.
6. PERFORMANCE MONITORING 10 - 34
A report of the Strategic Director of Environmental and Corporate Services to provide Quarter 1 performance monitoring information.
7. DELIVERY OF THE CLIMATE CHANGE STRATEGY 35 - 51
A report of the Head of Planning and Regeneration providing members with an update on the progress with implementing the Climate Change Strategy.
8. REVENUE MONITORING POSITION (GENERAL FUND & HRA)
PERIOD 4 52 - 59
A report of the Head of Financial Services setting out the revenue monitoring position for the General Fund and HRA Account at the end of period 4.
9. CAPITAL MONITORING REPORT PERIOD 4 60 - 68
A report of the Head of Financial Services setting out the capital spend position at period 4.
10. WORK PROGRAMME 69 - 72
A report of the Strategic Director, Environmental and Corporate Services to assist the Committee in determining its work programme.

FUTURE MEETING DATES

Meetings of the Committee will be held at 6.00pm on the following dates:

30th November 2021
1st March 2022

Agenda Item 2

FINANCE & PERFORMANCE SCRUTINY COMMITTEE 22ND JUNE 2021

PRESENT: The Chair (Councillor Charles)
The Vice Chair (Councillor Miah)
Councillors Bolton, Fryer, Grimley, C. Harris, Paling,
Shepherd and Taylor

Councillor Morgan (Leader of the Council), Harper-Davies
(Cabinet Lead Member for Community Support and
Equalities), Barkley (Deputy Leader of the Council and
Cabinet Lead Member for Finance and Property Services),
Bailey (Cabinet Lead Member for Planning) and Mercer
(Cabinet Lead Member for Private Housing)

Strategic Director; Environmental and Corporate Services
Head of Cleansing and Open Spaces
Head of Customer Experience
Head of Financial Services
Head of Planning and Regeneration
Head of Strategic and Private Sector Housing
Organisational Change Officer
Democratic Services Officer (NC)

APOLOGIES: Councillor Ward

The Chair stated that the meeting would be recorded and the sound recording subsequently made available via the Council's website. He also advised that, under the Openness of Local Government Bodies Regulations 2014, other people may film, record, tweet or blog from this meeting, and the use of any such images or sound recordings was not under the Council's control.

Note: the sound recording device failed to record this meeting.

1. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

Prior to item 8, Councillor Fryer declared a personal interest as the Chair of the Outwoods Management Committee.

2. DECLARATIONS - THE PARTY WHIP

No declarations were made.

3. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURE 11.16

No questions had been submitted.

4. 2020-21 ANNUAL PERFORMANCE REPORT

Considered a report of the Strategic Director, Environmental and Corporate Services providing annual performance monitoring information and results for 2020-21 (item 5 on the agenda filed with these minutes). The Chair confirmed with Heads of Service and Cabinet Lead Members attending the meeting virtually that they could hear the proceedings before considering this item.

Assisting with the consideration of the report: Leader of the Council, Cabinet Lead Member for Community Support and Equalities, Cabinet Lead Member for Finance and Property Services, Cabinet Lead Member for Planning, Cabinet Lead Member for Private Housing, Strategic Director, Environmental and Corporate Services, Head of Cleansing and Open Spaces, Head of Customer Experience, Head of Planning and Regeneration, Head of Strategic and Private Sector Housing, and the Organisational Change Officer.

Summary, key points of discussion:

- format of the report slightly amended due to the pandemic, with the KPIs divided into those which the Council directly impacted and those which the Council indirectly impacted, with a total of 28 being recorded.
- the Vaccination centre was expected to be leased to the NHS until March 2022.
- the impact of the pandemic on reletting of properties. Prior to the pandemic 361 properties were let, the 297 relets during the pandemic was comparable. The letting process had been adapted to cope with changes to work patterns and requirement for social distancing and sanitisation. There were a number of properties unsuccessfully advertised with no bids being placed. A review was underway to improve the process and possible re-designation of the age related hard to let properties.
- the Biodiversity net gain plan was being progressed and once drafted would be submitted to the Cabinet.
- 30 empty homes being brought back into use in the private rented sector this year was noted. The impact of the pandemic limiting face to face interaction had made reaching the target of 50 challenging.
- staff engagement through JMTUM, Staff Forum and with the Unions had been extensive prior to implementing changes to the staff working policy. This would continue as staff returned to working more in the office.
- reference was made to enforcement resources and its potential impact on prioritisation of cases. One vacant post had been deleted, as the responsibilities of the post could be funded using other revenue streams in future. All cases were investigated, and case prioritisation and service pressures were managed in accordance with enforcement policies. Cases judged to cause irreparable harm would be progressed as a priority.
- noted the 60% payments declined for Track and Trace as reported in the press was comparable to figures for the Council; the criteria set by the Government had been extended to 30th September.
- the key performance indicator for number of void properties indicator noted as red before and during the pandemic with approx. 10% of the Council's housing stock void. The reasons for properties being void was complex; some were in the process of being renovated, some under major works, properties

unsuccessfully advertised, repeat adverts, no bids placed or short lists exhausted. The Charnwood Lettable Standard for voids and the renewing of bathrooms and kitchens was not a limiting factor in letting properties, although it was easier to replace when the properties were empty. The Council operated a choice based letting system which allowed prospective tenants to bid for properties and they were encouraged to consider properties across the borough. Some properties and areas were less popular.

The new format and design of the report was welcomed. Considering the impact of the pandemic the performance delivered by the council was considered outstanding and staff and political leadership were thanked.

The Head of Planning and Regeneration agreed to provide the percentage of planning applications determined within the normal timescales for Q1-Q3, shown greyed out in the report.

The Head of Private and Strategic Housing agreed to provide a list of void properties with reasons why they were currently not being let.

The Democratic Services Officer agreed to ask the relevant Heads of Service with regard to the following enquires and to circulate responses to the Committee:

1. what was remaining from £419,700 budget generated to support the work of the Charnwood Community Action Hub and what the plan was going forward (section 5.3 p8 refers).
2. provision of evidence to support annual reduction in crime for 2020-21 and a breakdown of how crimes related to covid and non covid for 2020-21. (section 8.2, p11 refers).
3. the location of the 51 Air quality monitoring sites (section 8.7, p 12 refers).
4. the reason why, considering 1,966 fly tipping incidents had occurred that only 6 fixed penalty notices were issued (p18-19 refers).

RESOLVED that the Committee noted the performance results, associated commentary and the explanations provided.

Reason

To provide an overview of annual performance, ensure that targets are being met and to identify areas where performance might be improved.

5. NEW SCRUTINY COMMITTEE - TERMS OF REFERENCE

Considered a report of the Head of Strategic Support providing the Committee with information regarding its own remit and terms of reference, (item 6 on the agenda filed with these minutes).

Assisting with consideration of the report: Cabinet Lead Member for Finance and Property Services, Strategic Director, Environmental and Corporate Services, Democratic Services Officer.

The Committee considered the process for scrutinising the Council's 2022-23 Budget. The Strategic Director, Environmental and Corporate Services noted that to ensure a focused and detailed consideration a separate scrutiny panel was likely to be more effective, and membership could be comprised of members from this Committee and the Scrutiny Commission. The Cabinet Lead Member for Finance and Property Services supported this.

As the Committee's remit included scrutinising financial performance it was suggested that this Committee oversaw any recommendations made by the Panel before submission to Cabinet, although it was noted that due to the timing for scrutinising the budget and this Committee's scheduled meetings this could be challenging.

RESOLVED

1. that it be recommended to the Scrutiny Commission that a separate Budget Scrutiny Panel be established to scrutinise the Council's 2022-23 budget;
 2. that membership be decided in accordance with the Council's Constitution, but that the Committee wished the above scrutiny panel membership to be between 4-6 members and comprise of members from this Committee and the Scrutiny Commission, with an emphasis on continuity of members from previous Budget Scrutiny panels;
 3. that advice be sought from the Democratic Services Manager in respect of the required reporting of the recommendations of the above scrutiny panel via Scrutiny Commission and to Cabinet.
 4. that the report be noted

Reasons

1. The Committee considered this to be the most suitable and effective approach to budget scrutiny.
 2. The Committee believed that a smaller number of members comprising of previous Panel members and councillors experienced in scrutiny would ensure the most effective outcomes.
 3. The Committee considered budget scrutiny to be within its remit and wished to see the Panel's outcomes before submission to Cabinet but understood that it might also be a requirement that Scrutiny Commission did so.
 4. to assist the effective working of the Committee as part of the Council's new scrutiny committee structure.

6. REVENUE MONITORING (GENERAL FUND AND HRA REVENUE OUTTURN 2020/21)

Considered a Cabinet report of the Head of Financial Services setting out the revenue outturn position of the General Fund and Housing Revenue Account (HRA) for 2020/21 (item 7 on the agenda supplement filed with these minutes).

Assisting with the consideration of the report: Cabinet Lead Member for Finance and Property Services, Strategic Director, Environmental and Corporate Services, Head of Financial Services.

Summary, key points of discussion:

- noted that it was a revised budget in light of the pandemic, the position was healthier than expected although the structural deficit was unlikely to change, and income, expenditure and funding had been variable.
 - reasons for the Loughborough Special Expenses spend for November fair (p18 refers) considering the event had not taken place. This was due to Loss of Income on the fair due to COVID and officer time required to plan the event. The variances had been fully explained at the Loughborough Area Committee meeting.
 - reference was made to the transfer of £3,396k to the HRA Financing Fund giving a balance of £11,631k and its impact on the Council's preferred minimum level of balances of £110 per property. Noted despite healthy balance of £11m, the first part of the loan to be paid back following the self-financing settlement was in 2024. The development of a 3-year HRA Business Plan was being prepared for Autumn.
 - clarification sought on General Fund Revenue reserves totalling £18m; comprising of £7m NDR government financing for rates on hospitality sector, underspend in Capital Plan reserves and other reserves during this year and commercial properties rentals. Commercial Property Reserves of £408k had been set up to cover void periods and potential impact of end of leases. Additional S106 monies would also go out as expenses when required.

The Head of Financial Services agreed to check whether the spend for the November fair had included upfront contract costs.

The Cabinet Lead Member for Finance and Property Services before leaving due to another appointment stated that the Capital Plan slippage of £25m was mainly comprised of the Town Deal, Enterprise Zone, Shepshed Scheme and other third-party schemes. The Council was monitoring the situation closely.

RESOLVED

1. that future financial monitoring reports submitted to this Committee included detailed explanations for variances within the Loughborough Special Expenses as previously reported to the Loughborough Area Committee;
 2. that the Cabinet report setting out the revenue outturn position of the general Fund and Housing revenue Account (HRA) for 2020/21 be noted

Reason

1. to provide further detail to support the Committee in its consideration of financial monitoring at future meetings.
 2. The Committee's remit included receiving regular financial monitoring reports and having noted matters of concern it was content to note the revenue outturn position.
7. **CAPITAL MONITORING (CAPITAL OUTTURN 2020/21)**

Considered a Cabinet report of the Head of Financial Services setting out the capital outturn position for 2020/21 (item 8 on the agenda supplement filed with these minutes).

Assisting with the consideration of the report: Strategic Director, Environmental and Corporate Services, Head of Financial Services

Summary, key points of discussion:

- the underspends were mainly due to the pandemic, Cabinet would be asked to carry forward the slippage and it would be closely monitored.
- Concerns raised regarding carry forward of £2.8m in the HRA fund and impact on residents. Some operational challenges were noted in delivery of the housing programme; where the programme had not delivered, this would not be carried over but placed in reserve. The development of a 3-year Business Plan would set out where investments could be made and that the funds in the Capital reserve could be realised for future investment.

As the Housing contract had been terminated members expressed concern that the slippage would occur in the following year and considered that the Committee should closely review Quarter 1 Monitoring report in respect of this matter.

RESOLVED that the Cabinet report setting out the capital outturn position for 2020/21 be noted.

Reason

The Committee's remit included receiving regular financial monitoring reports and having noted their concerns it was content to note the capital outturn position.

8. **WORK PROGRAMME**

Considered a report of the Head of Strategic Support to assist the Committee in determining its work programme (item 9 on the agenda filed with these minutes).

Assisting with the consideration of the report: Strategic Director, Environmental and Corporate Services, Democratic Services Officer.

It was noted that the review of the Community Safety Partnership should occur with a minimum of a six-month gap.

Members considered whether additional meetings would be required within the terms of the Council's Constitution as three items required scheduling and it wished to ensure the work of the Committee was not such that it impacted effective scrutiny being performed at each of its meetings.

RESOLVED

1. that reviews of the Community Safety Partnership, Climate Change Strategy Action Plan and Decent Homes Contract Update be provisionally scheduled for its meeting on 7th September 2021;
2. that further to resolution 1 above, the Democratic Services Officer in consultation with the Chair, Vice-chair and relevant officers determine the benefit of scheduling these three items for scrutiny at its meeting in September;
3. that the Work programme as attached in the report be noted

Reasons

1. To ensure scrutiny occurred in a timely manner.
2. To ensure that its consideration of these matters was appropriately scheduled for the Committee to scrutinise effectively in conjunction with Service Plan timelines and other reporting deadlines.
3. To enable the Council's scrutiny arrangements to operate efficiently and effectively.

NOTES:

1. No reference may be made to these minutes at the next ordinary Council meeting unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on the fifth working day following publication of these minutes.
2. These minutes are subject to confirmation as a correct record at the next meeting of the Finance & Performance Scrutiny Committee.

Agenda Item 6

FINANCE AND PERFORMANCE SCRUTINY COMMITTEE 7TH SEPTEMBER 2021

Report of the Strategic Director of Environmental and Corporate Services Lead Member: Various

ITEM 6 2021-22 QUARTER 1 PERFORMANCE MONITORING REPORT

Purpose of Report

To provide performance monitoring information and results for the first quarter of 2021-22, in respect of the Corporate Delivery Plan Objectives and Key Performance Indicators for Charnwood Borough Council.

Action Requested

The Committee is requested to note the performance results; associated commentary and the explanations provided.

Reason

To ensure that targets and objectives are being met, and to identify areas where performance might be improved.

Policy Context

Quarterly reporting of performance is a key element of monitoring progress towards delivering the Council's Corporate objectives and initiatives as set out in the Corporate Delivery Plan.

Background

The Committee receives performance reports on a quarterly basis to allow it to monitor progress against achieving the agreed targets which support the delivery of the Council's objectives as set out in the Corporate Strategy (2020-2024) and Corporate Delivery Plan for 2021-2022. As part of the scrutiny arrangements, it is envisaged that the Committee will be forward and outward looking and review performance through investigating how performance can be improved.

The attached report presents detailed performance results for quarter one 2021-22, of the second year of the Corporate Strategy (2020-2024) for Charnwood Borough Council. It provides explanations and commentary in respect of poor performance or non-achievement of targets and details of remedial actions being taken where appropriate. The report focuses on detailed information and dashboard reporting in order to provide the Committee with the information required to sufficiently scrutinise performance.

Options Available with Reasons

The Committee has the option to use the performance information to suggest new items for the work programme of the Finance and Performance Scrutiny Committee.

Financial and Legal Implications

None directly arising from this report.

Risk Management

The risks associated with the options available and proposed actions to mitigate those risks are set out in the table below.

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Failure to maintain a rigorous and embedded performance management framework could adversely impact on the achievement of the outcomes and objectives set out in the Council's Corporate Plan.	Low	High	Quarterly performance monitoring, including reporting to the Senior Management Team, and to this Panel.

Background Papers: No background papers

Appendices: Appendix A – Performance Report, Quarter 1
Appendix B - KPI 11 % Rent loss from void properties additional narrative

Officer(s) to contact: Simon Jackson
Strategic Director of Environmental and Corporate Services
(01509 634699)
Simon.jackson@charnwood.gov.uk

Vicky Brackenbury
Organisational Change Officer
(01509 634504)
Vicky.brackenbury@charnwood.gov.uk

Performance Report Quarter 1: 2021-2022

Charnwood Borough Council

Performance Overview

Quarterly reporting of performance is a key element of monitoring progress towards delivering the Council's Corporate Objectives and Initiatives as set out in the Corporate Strategy (2020-2024) and Corporate Delivery Plan (2021-2022). This report presents detailed performance results for the Quarter 1 of 2021-2022, in respect of the Corporate Strategy objectives and Key Performance Indicators. It provides explanations and commentary in respect of poor performance, or non-achievement of targets, and details of remedial actions being taken where appropriate.

Caring for the Environment Actions: Quarter 1 2021-2022

Overall, at Quarter 1 there are **11** actions in the Corporate Delivery Plan (2021-2022) which address caring for the environment objectives outlined in the Corporate Strategy. There are **0** actions reported as red, **1** objective graded as amber in status this quarter and **10** are assessed as green.

Healthy Communities Actions: Quarter 1 2021-2022

At Quarter 1 there are **15** actions in the Corporate Delivery Plan (2021-2022) which address healthy communities objectives outlined in the Corporate Strategy. There are **0** objectives rated as red, **3** graded as amber in status this quarter and **8** are assessed as green. In addition, **4** actions have been completed this quarter.

A Thriving Economy Actions: Quarter 1 2021-2022

At Quarter 1 there are **18** actions in the Corporate Delivery Plan (2021-2022) which address thriving economy objectives outlined in the Corporate Strategy. There are **0** objectives rated as red, **2** graded as amber in status this quarter and **15** are assessed as green. In addition, **1** action has been completed this quarter.

Your Council Actions: Quarter 1 2021-2022

At Quarter 1 there are **20** actions in the Corporate Delivery Plan (2021-2022) which address your council objectives outlined in the Corporate Strategy. There are **2** objectives rated as red, **2** graded as amber in status this quarter and **12** are assessed as green. In addition, **2** actions have been completed this quarter and **2** actions are not due an update until later in the year.

Corporate Performance Indicators: Quarter 1 2021-2022

Corporate performance indicators for quarter 1 includes **10** indicators assessed as red, **1** indicator assessed as amber and **6** assessed as green. **11** have not yet started (as they are scheduled for reporting in future quarters).

COVID-19 Response and Recovery Update

Area	Activity	Progress
Local Resilience Forum (LRF)	Support the LRF through participating in the Strategic and Tactical Co-ordinating Groups.	Several of the long-standing meetings have now been wrapped up. The Recovery Coordinating Group, chaired by Tom Purnell from LCC meets fortnightly
Compliance and Enforcement	Co-ordination of compliance and enforcement across the Borough, County and City and linking into MHCLG, OPSS, DHSC and other departments to facilitate effective compliance with the COVID legislation.	Fortnightly meetings still taking place to monitor compliance and enforcement across the County. The group has adapted to changes in the legislation and guidance and have provided support and joined up working through events such as the Euro 2020 football, Download Festival, Betty Henser's Horse Fair amongst others. Currently looking at the LRF debrief process.
Economic Recovery Cell	<ul style="list-style-type: none"> - Town centres and business support - Recovery of Leisure Centres from COVID-19 restrictions - Recovery of the Museum and Town Hall from COVID-19 restrictions 	The Economic Recovery Cell meetings continue on a monthly basis, this includes internal stakeholders and is supported by a workplan which captures key activities and actions. Regular updates have been shared with the Scrutiny Commission. Supporting economic recovery by assessing finances, seeking, and embracing opportunities for additional finance and identifying potential projects that will benefit local businesses across the Borough. Continued compliance with government guidelines including access to council facilities including leisure centres, the museum and Town Hall. The Council has been allocated money from the Contain Outbreak Management Fund. This is being used for a range of activities such as communications, supporting the community, homelessness, health interventions and town centre support. The funding is in place until April 2022 and is being monitored closely.
Community Recovery Cell	<ul style="list-style-type: none"> - Support the 3 existing Community Hubs Marios Tinienti Centre, Altogether Place and The Hut to develop COVID-19 Recovery Plans aimed at building community resilience and capacity. - Charnwood Community Action 	The Community Recovery Cell meetings continue on a monthly basis, this includes internal stakeholders and is supported by a workplan which captures key activities and actions. Regular updates have been shared with the Scrutiny Commission. Continue to develop improved networks of support and inclusivity in line with government guidelines. Including access to community facilities, open spaces and access to services.

Area	Activity	Progress
Business Grants Test and Trace payments	Administration of various COVID-19 related business and personal support payments/grants.	Across the 4 types of grants; Restart Strand 1, Restart Strand 2, Discretionary and Diversification Fund – a total of 1056 grants have been paid out to a value of £7,316,808.
Homelessness	Coordination and administer the MHCLG/PHE requirements under Everyone In, Next Steps Accommodation and Protect Plus initiatives across the Borough.	<p>The Housing Options team continue to provide advice and assistance under the requirements of Everyone In, Next Steps and Protect Plus.</p> <p>The breakdown of the current 31 placements:</p> <ul style="list-style-type: none"> • 25 Duty Placements includes additional CEV and CV cases following recent update to Code of Guidance. • 6 Discretionary Placements (COVID Protect and COVID Protect Plus cases who are not owed a duty)
Vaccination Process	Support the NHS with the delivery of the Vaccination Centre at Southfields and any other locations in Charnwood.	<p>The Vaccination Centre remains at Southfields. A further centre has opened at Loughborough Hospital.</p> <p>The Vaccination Inequalities Group continues to meet and look at ways in which residents from Lemyngton and Hastings, Storer and Queens Park and the University MSOA can be encouraged to take up the vaccine. Activities to date have included door knocking, using Ad boards, telephoning residents, pop up clinic and community engagement.</p>
Testing	Support Public Health Leicestershire with the establishment of various test centres across the Borough.	<p>The test centre at Limehurst Depot is still active.</p> <p>Public Health Leicestershire have distributed testing kits to homes in areas where cases are high.</p>
Joint working across Charnwood	Co-ordinate joint working across the Borough, including education, health and specifically Loughborough University and College.	The University/College meeting is due to start again 26 th August once term time begins and will run fortnightly.
Comms – internal / external	Continue to keep residents, businesses and organisations informed about critical information relating to COVID-19 and Council services.	<p>Continued to issue regular comms about Covid prevention measures, rising cases, the vaccination programme and drop-in clinics across all channels. Highlights include the promotion of the Big Covid Vaccination weekend in June which reached 10.4k people</p> <p>We also launched our Shop Safe Shop Local Welcome Back video in April to support local businesses. It reached almost 30,000 people across Facebook and Twitter.</p> <p>Regular comms also issued to businesses about latest regulations and guidance, including email updates, press releases and printed materials</p>

Caring for The Environment

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Start Date	End Date	RAG
Climate Change: Take action to become a carbon neutral organisation by 2030, to help tackle climate change	Increase tree planting throughout the borough to absorb carbon from the atmosphere	Application has gone in now finalising details with Forestry Commission. It is proposed that 14000 trees are planted. Residents to be consulted in July 2021.	Q1	Q3	
	Complete air quality review and assessment report and submit to DEFRA	Annual Air Quality Review and Assessment report deadline extended and agreed by DEFRA to end of August 2021. Monitoring data collated but needs to be validated and additional reporting information is now required and being prepared.	Q1	Q4	
	Install electric vehicle charging points at Anstey and Sileby car park by March 2022	Government Grant funding confirmed for Anstey and Sileby. Developing site specifications and contract with suppliers.	Q1	Q4	
	Approve green market action plan and implementation of phase 1 by March 2022	Initial research re key themes to include into the "green market" action plan has been started. The plan will focus on recruitment of new green traders as well as improvements to the operation of the market.	Q1	Q4	
	Prepare and adopt Carbon Neutral Plan by September 2021	Revised Carbon Neutral Plan has been received and will be reported to Cabinet in August 2021.	Q1	Q2	
	Prepare and adopt biodiversity strategy by December 2021	Work on a strategy is underway and on track for Cabinet in December.	Q1	Q3	
	Develop a monitoring system to track the number of new trees by December 2021	Manual system is in place and work to explore if this can be automated is underway.	Q1	Q3	
Parks and Open Spaces: Develop, improve and continue to care for our parks and open spaces, so they can be enjoyed by everyone	Complete the cemetery construction at Nanpantan by March 2022	Finalising contracts, ready to start construction in July 2021.	Q1	Q3	

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Start Date	End Date	RAG
Protecting our Environment: Help protect our environment by using all powers available to tackle those who threaten it	Complete 3 enforcement exercises with a 5% reduction of fly-tipping reports in each targeted location (baseline - the corresponding period the previous year)	One site - Rothley turn around has been signposted and has seen a reduction in the number of fly tips.	Q1	Q4	
	Complete targeted waste education and enforcement campaigns, achieving a 15% reduction in the amount of side waste and bins on street at the end of the University terms (baseline - the corresponding period the previous year)	Working with letting agents to give them messages for students for when they move into properties. Awaiting new Chair of the Voluntary Group to start at the university	Q1	Q4	
Waste and Recycling: Improve and develop our outstanding waste and recycling service to make it more efficient, more resilient, and better for the environment	Establish an electric refuse vehicle trial	Once there is capacity from our Contractor, a trial will be organised to get feedback from crews	Q1	Q4	

Healthy Communities

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Start Date	End Date	RAG
	Approval, adoption and implementation of the Corporate Anti-Social Behaviour Policy by September 2021	The policy has been developed and is scheduled for Cabinet to consider on the 16 th September 2021.	Q1	Q4	█
Safer Charnwood: Continue to work with partners to make our towns and villages safer places to live, work and visit	Delivery of 8 crime prevention campaigns / events and reduction in all crime (K12)	<ul style="list-style-type: none"> – An Online Fraud Reduction Campaign which included 25 Tweets and 3152 impressions and 216 engagements – A Cycle theft reduction campaign in Loughborough Town Centre took place in June, which included police operation. At the LCDG meeting on the 12th of July a reduction in cycle thefts was reported with only 12 crimes reported since the last meeting. – A Countywide online Knife Crime aimed at young people supported by material from partners as part of the ongoing Respect campaign. 	Q1	Q4	█
	Delivery of 2 serious violence reduction initiatives	<p>A joint online campaign, “Make a Stand Against Violence” to reduce Serious Violent Crime among young people supported by the Violence Reduction network using Social Media.</p> <p>A joint bid with the OPCC has been submitted to reduce the fear of Serious Violence against Women and Girls in two park locations in the borough</p>	Q1	Q4	█
	Review and approval of the Special Cumulative Impact Policy contained within the Licencing Act by June 2021	Approved by Licensing Committee for consultation between 5th March to the 26th March 2021. The consultation went to all residents' associations and existing Premises License holders plus responsible authorities – no comments received. Policy approved by full Council 26.04.2021. Now implemented	Q1	Q2	█ Complete

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Start Date	End Date	RAG
Supporting our communities: Invest in services to help those who are most vulnerable, empower people to make a positive difference in their local areas and ensure community cohesion remains a top priority	Review and final agreement of Private Hire and Hackney Carriage Policy published by June 2021	Department of Transport introduced the Taxi Standards (seen to be a minimum standard of licence conditions) for vehicles/drivers and operators. A report and draft policy incorporating the changes of the taxi standards was approved by Licensing Committee on the 11.02.2021. A consultation with the taxi trade was carried out for the period 25 th February 2021 to 26 th March 2021. No comments were received. Final policy was approved by the Licensing Committee on 11.05.2021. Policy now implemented.	Q1	Q2	 Complete
	Completion of consultation in relation to the Private Sector Housing Licensing scheme and Policy finalised for approval at Cabinet by March 2022	Awaiting cabinet approval, date of meeting 1st July 2021	Q1	Q4	
Healthy and happy residents: Provide high-quality leisure facilities and sports activities for people and offer services to improve wellbeing, either directly or with our partner	Implement a revised Charnwood Grants Scheme by April 2021	The new grants scheme was launched in April 2021. Round 1 had 17 applications for Community Grants of which 13 were awarded and 3 for Facilities Grants of which 2 were awarded. The awarded grants were approved by Cabinet 1st July. The 2nd round will take place in November 2021	Q1	Q1	 Complete
	Help residents save money by increasing the take up of collective switching by 10% across the year	Not able to report till quarter 2	Q1	Q4	
	Support communities to re-engage with leisure activities: – LS10(a): Leisure Centres- total number of visits – LS10(b): Number of new members at Leisure Centres (including Swim School programme)	The leisure centres reopened after lockdown on the 12th April with gym and swimming available, from the 17th May fitness Classes were added. The first quarters participation was 99,638, 29,638 above the target figure set. Memberships and swim school have started well with a rolling increase of 125 members in the quarter.	Q1	Q4	

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Start Date	End Date	RAG
		Fusion the council's operator are confident with the results so far and are commencing with plans to extend activity and opening hours after the government's decision to remove restrictions from the 19th July 2021.			
Housing: Help those in need of accommodation by continuing to make our council homes better for tenants and work with developers and the privately-rented sector to ensure high-quality homes are available to residents "	Meet the housing needs of households on the housing register by bringing 35 empty homes back into use	8 empty properties have been brought back into use as a result of actions taken by the Council.	Q1	Q4	
	Develop a strategy to identify Major Capital projects for remodelling housing landlord stock	Savills have been appointed to support development of a revised HRA Business Plan and Asset Management Strategy.	Q1	2022/23	
	Purchase between 10 and 20 properties in 2021-2022 to meet the housing needs of the Borough	2 properties have been purchased in the first quarter to meet the housing needs of the Borough.	Q1	Q4	
	Develop a Housing Revenue Account (HRA) Business Plan and Asset Management Strategy by March 2022	Savills have been appointed to support development of a revised HRA Business Plan and Asset Management Strategy.	Q1	Q4	
	Develop a revised Tenancy Policy by March 2022	The policy has been developed, has been noted by the Housing Management Advisory Board, and is scheduled for Cabinet to consider on the 16 th September 2021.	Q1	Q4	
	Deliver a programme of new kitchens, bathrooms and heating systems to maintain compliance with the Decent Homes Standard	3 kitchens, 13 Bathrooms and 15 Heating installations have been completed to maintain compliance with the Decent Homes Standard	Q1	Q4	

A Thriving Economy

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Start Date	End Date	RAG
Economic growth: Continue to support and foster strong economic growth in Charnwood.	Hold a business event to promote the In Charnwood brand and exhibit at 2 business exhibitions and networking events.	The service is reconsidering the options for delivering on this objective in light of the pandemic and potential restrictions that may or may not remain in place and the appetite for partners to be involved.	Q1	Q4	Yellow
	Prepare and sign a Statement of Common Ground by June 2021	Statement of Common Ground was completed and signed 22 April 2021.	Q1	Q1	Green Complete
	Submit the Local Plan to the Secretary of State by September 2021	Local Plan approved by Council for consultation on 21 June 2021 and this commenced on 12 July and the project remains on track.	Q1	Q2	Green
	Review the Economic Strategy to respond to the Covid pandemic for approval by March 2022	Work has not started on this yet.	Q1	Q4	Green
	Support delivery of the Town Deal Investment Plan through the Town Board to develop the action plan and relevant business cases as required	Support provided to the Town Deal Board through the appointment of a Town deal Manager and assistance in the signing of Heads of Terms for a Town Deal totalling £16.9m	Q1	Q4	Green
	Implement the Strategic Regulations Network for Councils across the East Midlands, resulting in improved consistency of approach and safer businesses	East Midlands Strategic Regulatory Network set up by Office for Product Safety & Standards. 2 meetings held and Chaired by Head of Regulatory Services. Meetings attended by Local Authorities LEPs, ACAS, Chamber of Commerce and FSB. Terms of Reference to be developed.	Q1	Q4	Green
	Develop a Lighting Strategy for the Lanes Project in Loughborough Town Centre by March 2022	The lighting strategy supports the Lanes and Links initiative which is one of the Town Deal projects. This project is in its early stages, a questionnaire has been	Q1	2022/23	Green

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Start Date	End Date	RAG
		completed to help the Town Deal Board prioritisation exercise. Once the project has a green light the brief for the strategy can be worked up further.			
	Complete business planning for the Living Loughborough Project	This work is ongoing and in early stages, a questionnaire has been completed to help the Town Deal Board prioritisation exercise. Once the project has a green light the business planning process can be progressed.	Q2	2022/23	
	Support the Board by developing activities celebrating the Centenary of the Carillon 2023 through submission of an Arts Council Grant and support of the Heritage Lottery Bid	<p>The Arts Council Grant application was submitted on the 3rd June 2021. The grant application has been acknowledged with decisions due by the 11th August 2021</p> <p>Subject to the grant being awarded, the project will move to develop the plans for reinstating the museum which in turn will contribute to the next phase and an application for funding from the Heritage Lottery Fund.</p> <p>Currently the project is on track to be open and available to support the centenary of the Carillon in 2023.</p>	Q2	2022/23	
	Publish a year-long programme of events celebrating, the 800 Year Market and Fairs Royal Charter	<p>A year long programme has been developed and is currently being promoted. Events and activities delivered by CBC and partners. Key activity planned to take place in the next quarter includes: Plaque unveiling - 31 July to mark the 800 years of Loughborough Market and Loughborough Fair. 10 July - opening of an exhibition at Charnwood Museum to celebrate the Market Charter and its impact on local communities. 14 August - Children's Cookie and Cake Competition: children are invited to bake a biscuit, cookie or cupcake inspired by Loughborough market and fair. The winner will be announced on the day and the winning design will be entered into the 800-yearbook project. August 21- Market Traders' Photos Exhibition, a display of photos taken for the 800-year anniversary celebrations. People can vote for the 'Face of Loughborough Market'. There will be trails for children to find unusual items supported by Loughborough BID and entertainment by Charnwood Arts</p>	Q1	Q4	

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Start Date	End Date	RAG
	Hold regular meetings with the LLEP to support the Charnwood Enterprise Zone Implementation Groups with implantation plans and associated actions	Regular meetings are being supported. The implementation of the University's 'Restocking the business Base' Project is being supported by officers.	Q1	Ongoing	
	Deliver the Bedford Square Gateway Public Realm Project milestones for 2021/22	There has been some slippage in the programme occasioned by unexpected/unmapped utilities and works undertaken by Severn Trent Water and a need to redesign the works in Wards End.	Q1	Q4	
	Deliver the Shepshed Square Gateway Public Realm Project milestones for 2021/22	Project milestones are being remapped to accommodate more detailed site investigation works up front. It is expected this measure will enable greater certainty over development costs and pricing and avoid potential delays during the construction phase.	Q1	Q4	
Culture and Visitor: Help make Charnwood, and its beautiful open countryside and thriving market towns, a key destination for local, national and international visitors.	Improve open space quality by completing the construction of the Outwood's Visitor Centre Café	Almost complete, looking at procuring a Cafe Operator, should be up and running in August 2021.	Q1	Q2	
	Agree a Place Making Strategy and publish by July 2021 with two campaigns delivered: *800yrs of the Market *Development of a Plaza	A Place making document has been produced and is currently being consulted on. The new SLA with LPL includes support for the 800years of the market campaign. The Plaza Campaign was replaced with a Seat Out Campaign which is currently being delivered, it was also promoted as part of Visit Britain's National Tourism Day.	Q1	Q4	
	A) Develop and deliver a plan for "Loughborough Markets in the 21st Century" by increasing the number of market traders and the establishment of a baseline for recording footfall following the return to the town centre post Covid	We are currently operating at capacity in relation to available pitches (see below) The lifting of social distancing will facilitate the return of market gazebos and allow for the recruitment of additional traders. The number of traders will continue to be monitored monthly. Pitches in regular use: <ul style="list-style-type: none">- Thursday Retail Market = 87 pitches- Saturday Retail Market = 83 pitches- Vintage market = 35 pitches- Shepshed Market = 15 pitches	Q1	Q2	

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Start Date	End Date	RAG
		<ul style="list-style-type: none"> - Farmers Market = 2 pitches <p>Traders attending:</p> <ul style="list-style-type: none"> - Thursday Retail = 48 traders - Saturday retail = 47 traders - Vintage = 24 traders - Shepshed = 10 traders - Farmers = 2 traders 			
	B) Establish a fully operational digitised booking system for the Market by March 2022	Traders across all markets now actively are using the online booking system except for one trader on the retail and two on the vintage.	Q1	Q4	
	Undertake improvements to Charnwood's Car Parks to ensure safer car parks, supporting access to services and faculties in Loughborough including: <ul style="list-style-type: none"> - Culvert works to Granby Streetcar Park - Window replacement in the Beehive Lane 	Windows at Beehive Lane car Park have been installed. Works are being scoped for other improvements to then go out to Tender in Q2-3.	Q1	Q3	

Your Council

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Start Date	End Date	RAG
Customer Service: Commit strongly to improving customer service, delivering outstanding services and working together to create a more vibrant and prosperous Charnwood.	Compile a revised Customer Service Strategy by August 2021	Strategy has been presented to SLT and remains on track for August	Q1	Q2	
Transformation and Efficiency: Transform into a more efficient, effective and innovative organisation. Continue to build our digital services using technology that will help us be more effective, efficient and flexible to meet customers' needs.	Develop a Transformation and Efficiency Strategy and framework by April 2021	Strategy developed and agreed by the SWaP Board.	Q1	Q1	
	Establish a Service Review Programme by April 2021, for delivery across the rest of the year and into 2022/23	Initial Service Review Program developed based around Strategic, Transformational and Tactical Reviews. Currently a Strategic Review of ASB Implementation is taking place and Transformational Reviews relating to Development Control and Environmental Services in progress. Further reviews to be identified throughout the year.	Q1	2022/23	
	Complete the Anti-Social Behaviour (ASB) Review by March 2022	An ASB Board has been established to oversee the implementation of the recommendations of the AS review. These recommendations have been divided into three workstreams for delivery. The workstreams include: <ul style="list-style-type: none">- CSP Review - Facilitated by CBC on behalf of the CSP- Reporting and Recording- Case Management Regular updates will be provided to the board on progress of delivery.	Q1	Q4	
	Embed the joint Building Control Service by June 2021	This project is complete.	Q1	Q1	 Complete

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Start Date	End Date	RAG
	Ensure that the project milestones for the ASSURE back-office system in Housing, Planning and Regulatory Services are met for 2021/22	<p>The single system has 2 modules.</p> <ul style="list-style-type: none"> – Public protection - Licensing, Environmental Health, Strategic and Private Sector Housing; system build, and installation has been completed. Data Migration and Testing is on track for September, Testing is scheduled for October with the planned Go live in December. – Land and Property - Planning, Building Control and Land Charges; system installation has been completed. System upgrades are scheduled for August. The system is planned to be ready for testing in December with Go Live for March 2022 	Q1	Q4	█
Developing Staff: Develop our staff to help them deliver outstanding services and ensure our employees and elected members work together, as one council, to bring positive change to Charnwood.	Ensure that the workplace health and wellbeing action plan is developed, and activity undertaken by March 2022	The health and wellbeing group has been established and they have created the new workplace health and wellbeing action plan. The plan has been endorsed by the People Group and is due to go to the SWaP Board in July for final approval.	Q1	Q4	█
	Undertake and analyse results of: <ul style="list-style-type: none"> – Staff Survey – OCI Survey – Focus Groups by June 2021 	The People Group have agreed that the staff and OCI survey should be delayed until the organisation returns to a level of normality. However, there have been several shorter surveys and focus groups looking at a variety of issues. These include surveys on staff wellbeing during the pandemic, agile working consultation and focus groups looking at the new culture framework and the review of the Personal Review process. Analysis of all has been reported to the People Group and the information used to inform the development of various initiatives.	Q1	Q1	█
	Ensure that the People Development Plan is agreed and published by April 2021	<p>The new People Strategy and associated People Development Plan (PDP) have been approved by Cabinet and were implemented from 1st April 2021.</p> <p>The PDP forms the cornerstone of the work programme of the People Group.</p>	Q1	Q3	█ Complete

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Start Date	End Date	RAG
Financial stability: Continue to carefully manage our budgets, particularly by using effective procurement and well-managed contracts.	Develop and implement staff leadership competencies by December 2021	The Culture Framework and associated Management Framework have been developed, consulted on, approved, and agreed by the People Group. The new framework will be utilised as part of new appraisal system that is currently under review. It is proposed that the framework will also feature as part of the Charny Award in December 2021.	Q1	Q3	
	Establish a CBC Leadership Programme by December 2021	New strands of the programme are currently under development including a new ILM Leadership programme, live online programmes covering managing hybrid teams, E-learning modules and coaching and mentoring support. A Leadership Development Group has been formed for managers reporting to Heads of Service and this includes an offshoot action learning set. As from 1st April all new managers who start work at CBC are offered a one-to-one session with the Learning & Organisational Development Co-Ordinator to help identify their development needs.	Q1	Q3	
	Implement a revised Personal Review process by March 2022	A report summarising the principles of the new approach and delivery options has been discussed and agreed at the People Group. The learning and development team have drawn up a draft word version of the new process that will be used to develop a new system with a yet to be formed ICS development team. The review has included consultation through focus groups and the staff forum.	Q1	Q4	
Financial stability: Continue to carefully manage our budgets, particularly by using effective procurement and well-managed contracts.	Set out road map for future contract arrangements relating to the Leisure Centre Contract by March 2022	Ongoing dialogue with the Council's leisure operator Fusion-Lifestyle are ongoing with the aim of agreeing an extension of the current contract from the 1st April 2022. Independent advice has been taken with further analysis of the leisure market and options for leisure provision are being taken.	Q1	Q4	

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Start Date	End Date	RAG
	Deliver savings as identified in the budget report as managed through the Services, Workspace and People (SWaP) Programme Board	The Service Reviews will identify some savings. In addition, Heads of Service have been given savings targets as part of the Options for Change process. Deadline for submissions is 31 st August, therefore a further update will be provided at Q2.	Q1	Q4	
Commercialism: Operate more commercially and reducing the burden on the taxpayer and government support will be a key element of this transformation.	Complete a review of land and building assets by September 2021	Office review in progress. Accommodation project due for completion at the end of Q3.	Q1	Q3	
	Complete the Asset Strategy and associated Capital Plan by March 2022	This KPI is not due to start until Q3 2021/22	Q3	Q4	N/A
	Produce a business case for building commercial and residential property for sale or rent by March 2022	This KPI is not due to start until Q3 2021/22	Q3	Q4	N/A
	Track benefit realisation on newly established procurement activities	Not yet started. Envision sometime in Q2.	Q1	Q4	
One Council: Collaborate with partners, in the public and private sector, to improve services and ensure employees and members work together, as one council, and listen, talk and engage with residents to bring positive change to Charnwood.	Support the Local Government Boundary Commission for England to undertake a Borough electoral review	Electorate fore-cast information was submitted on-time. Consultation for stage 1 of the review has closed, and we are now awaiting the LGBCE's initial proposals and the commencement of the consultation for stage 2.	Q1	Q4	
	Compile a revised Communications Strategy for the Council	Delayed by ongoing demand on the communications time for pandemic related issues.	Q1	Q3	

Key Performance Indicators 2021 - 2022

The indicators below are those which Charnwood Borough Council DIRECTLY impacts:

Indicator	Q1	Q1 Target	RAG	Commentary
KI 3 - % of food establishments that achieve level 3 (broadly compliant) within the Charnwood Food Hygiene Rating System	99%	94%	Green	1274 food business out of 1292 registered businesses have achieved level 3 or more. Inspections on hold during 2020-21 due to pandemic and recommenced in Q1.
KI 4a - % of household waste sent for reuse, recycling, and composting (stretch target)	45.26%	50%	Red	Predicted figure, still waiting for more data (available in approximately 3 months' time).
KI 4b - % of household waste sent for reuse, recycling, and composting	45.26%	44%	Green	Predicted figure, still waiting for more data (available in approximately 3 months' time).
KI 5 - % non-decent council general needs homes	Annual Target – to be reported in quarter 4 only			
KI 6 % - Rent collected (including arrears brought forward) Cumulative Target	87.75%	90.00%	Red	<p>This indicator is reported on a cumulative, YTD basis at the end of each month. Performance is approximately 2.25 %, below the profiled quarterly target of 90.00%. The shortfall in monies collected equates to £143,854.97.</p> <p>In 2020/21- this figure was 86.28%. When compared to the previous year at the corresponding time, this represents a 1.47% improvement in performance in the current year.</p>
KI 7a - Time taken to process Housing Benefit / Council Tax new claims	16 Days	18 Days	Green	Current target for HB assessments is 18 days. Processing of HB claims are currently taking 16 days and therefore performance is within the target range.
KI 7b - Time taken to process Housing Benefit / Council Tax change of circumstances	10 Days	8 Days	Red	Processing of changes in circumstances during June was affected by a month on month increase of over 40% in the number of Universal Credit notifications received. This was caused by Universal Credit applying new benefit rates to customer claims from the general increases in April along with the gradual return to work of customers previously furloughed.

Indicator	Q1	Q1 Target	RAG	Commentary
KI 8 - % of Council Tax collected (Cumulative Target)	27.40%	29.32%		This is a cumulative target; we will not have collected 100% of the council tax by the end of Q1 as the council tax payment cycle is 10 months
KI 9 - % of non-domestic rates collected (Cumulative Target)	23.50%	30.24%		<p>NNDR collections are below normal levels due to the impact of Covid,</p> <ul style="list-style-type: none"> – Many businesses have been closed or have had a reduction in trading. therefore, have limited case flow – Statutory reminders have not been issued until May and June; receipts should improve next quarter as a result. – The annual bills for retail / nurseries have only recently been issued – at the March Budget the Govt insisted that retail/hospitality/leisure businesses would not have to start paying until July <p>Despite the issues listed above, collection rates have doubled each month. April 6%, May 12% and June 23.5%. The collection rates should continue to rise through the year.</p>
KI 10 - The number of working days / shifts lost to the local authority due to sickness absence (Cumulative Target)	0.8	1.8		<p>The outturn figure for Q1 is quite significantly below the target for the quarter. This is in line with the general trend of sickness reducing during the pandemic and staff working from home.</p> <p>In terms of the reasons for sickness, one of the most common reasons is stress and depression. The category of miscellaneous / other also features quite highly which will be looked at in terms of encouraging a more accurate recording of reasons. Stomach ailments and COVID side effects also feature more highly.</p>
KI 11 - % rent loss from void properties (Proxy Target)	4.78%	2.80%		<p>Performance at end of Quarter 1 is 4.78%, rent loss of £291,819 against available rent of £6,110,862. The rent loss breakdown equates to £182,433 (2.99%) for General Needs and £109,386 (1.79%) for Sheltered Housing accommodation.</p> <p>Void's performance has continued to be impacted by the COVID-19 pandemic and related restrictions which have affected customers, staff and services. Some council services were temporarily reduced, suspended or altered as a result. COVID-19 related risk measures for the service are being reviewed, taking into account the government lockdown lifting roadmap. Additional narrative available in Appendix A.</p>
KI13 - % of Major planning applications determined in 13 weeks or agreed timescale	Annual Target – to be reported in quarter 4 only			

Indicator	Q1	Q1Target	RAG	Commentary
KI14 - % Minor planning applications determined within 8 weeks or agreed timescale				Annual Target – to be reported in quarter 4 only
KI 15 - % of other planning applications determined within 8 weeks or agreed timescale				Annual Target – to be reported in quarter 4 only
KI18 - Sustained reduction of CO2 from the 2018/19 baseline				Annual Target – to be reported in quarter 4 only
KI19 - % of air quality monitoring locations which comply with the National Air Quality objective limits				Annual Target – to be reported in quarter 4 only
KI 20 - % of customers not proceeding past stage 1 of the corporate complaint process	90%	90%		We remain on target of 90% of complaints being resolved at stage 1.
KI 21 - Number of people attending shows and events at the Town Hall	0 Attendees	3000 Attendees		Due to the Covid pandemic the Town Hall was closed, following the government road map we are confident that quarter 2 will see positive attendances.
KI 22 - Total number of e-mail subscribers				Annual Target – to be reported in quarter 4 only
KI 23 - Total combined Twitter and Facebook audience				Annual Target – to be reported in quarter 4 only
LS 10a - Leisure Centres - total number of visits	100,957 Visits	70,000 Visits		The leisure centres reopened after 3 months lock down on the 12th April 2021. Due to Covid restrictions sessions were limited to just swimming and gym sessions, on May 17th restrictions were eased further with fitness classes added to the timetable. Fusion the Council's leisure operator has continually reviewed its operation and have extended hours and added sessions in line with demand and feedback. This was a very positive performance during a very uncertain time, the further removal of restrictions from the 19th July will hopefully see participation increase further as the centres extend their offer and increase capacity.
LS 10b - Number of new members at Leisure Centres (including Swim School programme)				Annual Target – to be reported in quarter 4 only
NI 191 - Residual household waste per household	124 Kg / Household	110 Kg / Household		This is a predicted figure as not all data available yet (actual data should be available in approximately 3 months).

The indicators below are those which Charnwood Borough Council INDIRECTLY impacts:

Indicator	Q1	Q1 Target	RAG	Commentary
KI 1 - Net additional homes provided (cumulative Target)	44 Homes	276 Homes		With around 750 dwellings under construction, we are expecting to achieve 850 dwellings completed by the end of quarter 4. The annual target for this KI is 1105 homes.
KI 2 - Number of affordable homes delivered (gross) (cumulative target)	10 Homes	45 Homes		With 60 affordable dwellings under construction, around 70 affordable dwellings are currently expected by the end of Quarter 4. The annual target for this KI is 180 homes.
KI 12 - Reduction in crime (cumulative target)				Annual Target – to be reported in quarter 4 only
KI 16 - Number of years housing supply				Annual Target – to be reported in quarter 4 only
KI 17 - Direction of travel to 5-year housing supply				There is a shortfall of 1,941 dwellings required to overcome the lack of a 5-year supply, with around 260 dwellings granted permission in the first Quarter this is helping in reducing the shortfall.

Collection rate for sundry invoices for Q1 – Income (debtors) audit recommendation

The collection rate is calculated in respect of the Council's sundry income and includes income in respect of industrial units, commercial properties, leasehold flats and shops, building control and garden waste.

The quarterly collection rate of 83% in Q1 is comparable to 59% in Q1 2020/21 and 72% in Q1 2019/20. The annual collection rate for 2021/22 was 93% and for 2019/20 was 97%

Year	Quarter End		Value (£)
2021/22	30 June 2021	Invoices Issued in quarter	3,518,477
		Invoices Outstanding – end of quarter	602,037
		Total Value of invoices collected	2,916,440
		Collection Rate %	83

APPENDIX B

KPI 11 - % Rent loss from void properties additional narrative

Void's performance has continued to be impacted by the COVID-19 pandemic and related restrictions which have affected customers, staff and services. Some council services were temporarily reduced, suspended or altered as a result. COVID-19 related risk measures for the service are being reviewed, taking into account the government lockdown lifting roadmap. Physical property viewings were suspended in order to minimise risks to staff and customers. A trial reintroduction of physical property viewings commenced in June 2021. Following the successful trial, all physical property viewings are due to fully recommence in July 2021. Several tenancy sign-ups were delayed due to applicants being vulnerable / required to shield, requiring adapted / accessible accommodation and the requirement for Occupational Therapist need/suitability assessments. The majority have since been able to proceed following the change in government guidance on shielding.

Performance at end of Quarter 1 is 4.78%, rent loss of £291,819 against available rent of £6,110,862. The rent loss breakdown equates to £182,433 (2.99%) for General Needs and £109,386 (1.79%) for Sheltered Housing accommodation.

During the period there were 123 new voids. 106 properties were advertised for the first time. 23 of these properties had a 60+ minimum age criteria (10 sheltered and 13 non-sheltered), 25 had a 45+ minimum age criteria and 58 had no age criteria.

163 properties were readvertised following previous unsuccessful adverts, where either no bids were placed, or the shortlists of bids was exhausted (there were a total of 1,498 repeat advert instances for the 163 properties). 127 of these properties had a 60+ minimum age criteria (124 sheltered and 3 non-sheltered), 33 had a 45+ minimum age criteria and 3 had no age criteria.

100 property offers were made to applicants (relating to 90 individual properties). 28 of these properties had a 60+ minimum age criteria (13 sheltered and 15 non-sheltered), 19 had a 45+ minimum age criteria and 53 had no age criteria.

During the period 42 offer refusals were received (relating to 35 individual properties). 10 of these properties had a 60+ minimum age criteria (5 sheltered and 5 non-sheltered), 5 had a 45+ minimum age criteria and 27 had no age criteria.

90 properties were relet. 18 of these properties had a 60+ minimum age criteria (8 sheltered and 10 non-sheltered), 15 had a 45+ minimum age criteria and 57 had no age criteria.

The average true void time was 126 days. The average relet time (excluding time spent under major works) was 106 days. The average repairs time was 30 days. The average ready to let time was 96 days. 27 of the 90 relets (30%) were under major works for a combined total of 1,712 days. 22 of the 90 relets (24%) were refused at least once before being successfully let.

There is a lower level of demand for some property types, particularly sheltered properties and non-sheltered age-restricted properties. A review of sheltered and other age restricted properties is being carried out to identify potential options to reduce voids and void times and make the best use of the housing stock.

At the end of the period 310 properties were void. 156 of these properties had a 60+ minimum age criteria (137 sheltered and 19 non-sheltered), 58 had a 45+ minimum age criteria and 96 had no age criteria. 179 of the 310 properties were ready to let (140 were in the process of being advertised /allocated following advertisement, 23 were under offer/in the process or being let, 16 were being held for use for direct matches for wheelchair users/temporary accommodation/decants). 121 of the 310 properties were undergoing relet or adaptation works. 10 of the 310 properties were being used for decants for existing tenants pending repair or adaptation works to their usual properties.

The Landlord Services and Strategic and Private Sector Housing teams continue to work together to identify, implement and monitor measures to reduce voids and void times, alongside ensuring the best use is made of the housing stock. This includes through the Voids Working Group, Adaptations Review Group and Sheltered Housing Review Board.

Agenda Item 7

FINANCE AND PERFORMANCE SCRUTINY COMMITTEE – 7TH SEPTEMBER 2021

Report of the Head of Planning and Regeneration Lead Member: Councillor Rollings

ITEM 7 DELIVERY OF THE CLIMATE CHANGE STRATEGY

Purpose of Report

To provide members with an update on the progress in implementing the Council's Climate Change Strategy.

Action Requested

The Committee is asked to consider the content of the report.

Reason

To ensure that progress on the Action Plan is monitored, in accordance with the Committee's work programme.

Policy Context

The Climate Change Strategy was approved by the Cabinet at its meeting on 10th May 2018 (minute 113 17/18 refers). The Strategy sets out the Council's activities in response to the challenges of climate change and how it will encourage others in the Borough to take similar steps. The Climate Change Action Plan sets local targets and actions and the context for reporting regularly on progress.

A climate change notice of motion was approved by Full Council on 24th June 2019. The notice of motion set an aspiration for the council to achieve carbon neutrality from its own operations by 2030. The Council also committed to work with residents, businesses and other public bodies across the borough and region to deliver this ambitious goal through all relevant technologies, strategies and plans.

The Climate Change Strategy was amended by delegated decision in November 2019 to include the aspiration to achieve carbon neutrality by 2030. Where applicable expired actions have been removed and updated where new programmes are in place.

Report Implications

The following implications have been identified for this report.

Financial Implications

The strategy and action plan have been delivered within existing resources and through the pursuit and capture of external funding where appropriate.

Risk Management

The risks associated with the delivery of the Action Plan and proposed actions to mitigate those risks are set out in the table below.

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Council Service areas and operational managers not sufficiently engaged to deliver the climate change agenda, resulting in failure to achieve performance targets and objectives	Unlikely (2)	Significant (2)	Low (4)	Ensure there is corporate ownership and engagement with key stakeholders is coordinated across the Council. Report progress on the Climate Change Action Plan to the Performance Scrutiny Panel
Changes in government policy or funding affect the ability to deliver the action plan in its current form	Likely (3)	Serious (3)	Moderate (9)	Monitor for anticipated changes in the policy or funding landscape and adapt the action plan through regular reviews
Resources unavailable to achieve actions identified	Likely (3)	Serious (3)	Moderate (9)	Influence service planning and resources & prioritise projects identified if necessary

Sustainability

The Climate Change Strategy is a central pillar to the Council's progress on Sustainability.

- | | |
|---------------------|--|
| Background Papers: | Climate Change Strategy -
Climate Change Strategy Action Plan |
| Appendices: | Appendix A: Climate Change Strategy Action Plan |
| Officer to contact: | Maria French
Sustainability Officer
(01509 634802)
maria.french@charnwood.gov.uk |

Part B

1. Background

1.1 The Climate Change Strategy sets out the Council's approach to addressing climate change. It takes into account the Council's own ambitions to reduce carbon emissions from its own estate and operations as well as means by which the wider community can adapt to climate change and reduce carbon emissions.

2. Monitoring Performance 1st April 2019 - 31st March 2020 and 1st April 2020 - 31st March 2021

2.1 Progress against the actions within the Climate Change Strategy Action Plan is set out in Appendix A. The appendix identifies progress through a RAG rating where:

- there is progress as expected or the action has been completed (green);
- there is progress in accordance with expectations with minor work or issues outstanding (amber); or
- the action has not and/or will not been met (red).

2.2 Commentary is also provided to explain progress or to provide additional information.

2.3 Due to the unprecedented circumstances with the Covid-19 pandemic there are several actions that have not been progressed in the last year. This is due to a change in Council priorities, finances, and resources.

2.4 Overall, the status of the 65 actions is as follows:

- 53 actions are ranked green with progress as expected or the action completed
- 10 actions are ranked amber with issues outstanding and
- 2 actions are ranked red as not being met

3. Summary of Amber / Red Actions 2019/20 and 2020/21

3.1 Actions ranked amber with issues outstanding:

3.1.1 Awareness Raising

Action 1.2.2 Help residents save money on fuel bills and work towards alleviating fuel poverty

This was a new action added in 2019 to provide information and advice on energy efficiency measures at Charnwood Big Switch Roadshows. Roadshows took place in August 2019 and January 2020. A digital promotion took place in September 2020. No further roadshows have taken place due to the Covid 19 social restrictions. Options are being reviewed for future promotion of the scheme now that restrictions have been lifted.

Action 1.2.3 Encourage residents to reduce waste to landfill and increase recycling

The amount of awareness work that has been undertaken since March 2019 has been negatively impacted by the pandemic. Some campaign work runs through schools and community groups which haven't been able to meet through this period. As restrictions ease, recycling awareness work will increase to pre-pandemic levels.

Action 1.3.1 We will encourage a low carbon economy

Promotional events have not been taking place during the pandemic. The Council has used its social media platforms to promote low carbon activities and programmes such as the Digital Skills Programme for the County and recently the Zellar initiative, which enables businesses to apply for fully funded support around becoming more energy efficient and the 'greening' of business processes. Once physical or hybrid events start taking place again, carbon reduction initiatives will be promoted where feasible. Further opportunities will be continued being promoted through digital channels.

3.1.2 Reducing Our Impact on Climate Change

Action 2.1.1 Implement actions in Carbon Neutral Plan

A new Carbon Neutral Plan has been prepared to align with Council priorities. It is expected to be presented to Cabinet in September 2021. A small number of carbon reduction schemes have been implemented in the meanwhile including updating LED lighting in Council owned car parks. The Plan has been delayed due to the Covid-19 pandemic and impact on Council priorities. In 2018/19 the Council's carbon footprint was 1,130 tCO₂e. This is the baseline figure for working towards carbon neutrality by 2030.

In 2019/20 the carbon footprint was 1,378 tCO₂e representing an 18% increase in emissions. This included a rise of 24 tonnes CO₂e in buildings and 138 tonnes CO₂e in transport. However, the biggest impact on the Council's footprint comes from a change in the way the sequestration of carbon emissions is calculated following the publication of new data on carbon storage by Natural England in 2021. Natural England undertook a major review of the scientific evidence for sequestration from different land uses and collated the latest information on how, for example, planting trees has a positive impact on carbon emissions. The report also brought in more evidence of the impact of other aspects of the land use change, including the impact on soil. The positive benefit we get from sequestration is better understood but overall, the effect is less by 86 tonnes CO₂e.

In 2020/21 the carbon footprint was 1,092 tCO₂e representing a 3% decrease from the baseline in 2018/19. There has been a larger decrease 286 tonnes CO₂e or 21% from 2019-2020. Net emissions from all sources have fallen. Transport emissions were impacted by Covid-19, as staff travel was heavily reduced. Reported mileage driven was 50% less than the baseline year. Similarly, there was a reduction in the use of some contracted vehicles, including a reduction in fuel use by refuse collecting vehicles. The nature of the

Council's buildings means the impact of Covid-19 energy use and carbon emissions has been different across the buildings. The combination of changes in working practice and, particularly, the closure of some leisure facilities, meant that water use was also 61% down on the baseline.

Action 2.1.3 Review low carbon solutions across Council buildings, operations and fleet

Low carbon solutions have been reviewed as part of preparing the carbon neutral plan. A small number of schemes have been implemented such as electric charging points. Further schemes are expected once the carbon neutral plan has been approved by cabinet and resources in place.

Action 2.2.1 Update and implement the Home Energy Conservation Act (HECA) report

The HECA Progress Report is being completed for online submission. Increased workload within the Private Sector Housing Service due to COVID impacted on the resources available and delayed completion of the report.

Action 2.2.5: Carry out stock condition surveys to monitor energy condition of Council housing stock

There has been some slippage on this action due to a lack of resources in Landlord Services. A review of requirements has been undertaken, and a dedicated Stock Condition Surveyor has started in post in mid-June 2021 to undertake this task.

Action 2.5.3: Increase the household recycling rate. Tonnages of green waste and recycling as a percentage

There is a target in the action plan to increase the household recycling rate and tonnages of green waste and recycling as a percentage to 50%. The current recycling rate is 43.74% (June 2021). Charnwood has never got to a 50% recycling rate and, like recycling nationally, Charnwood's performance is in a very gradual decline. There are many factors in this including, lower newspaper circulation, light weighting of packaging, for example, coffee jars to pouches, cleaning products being more concentrated.

The last year has been quite challenging with more waste (10% by weight) coming through the household waste system, this has been caused by people spending more time and consuming more products at home. During this time residual waste has increased more than recycling which has also dented Charnwood's performance.

Garden waste collections was suspended on a couple of occasions and provided a reduced service (four weekly collections) for a while. This will have had an impact on garden waste tonnages and recycling rate (the recycling rate is a combination of dry recycling and garden waste tonnages).

Going forward, the government is introducing the Environment Bill, which could make the separate collection of food waste (this is classed as recycling)

mandatory from April 2023. Changes are also being considered to garden waste collections to make it a statutory and free service from 2023. If these changes are introduced and funded by Government, it is likely that Charnwood will exceed the 50% target.

3.1.3 Resilience

Action 3.2.4: Development of community resilience plans with parish councils

To promote the community flood warden monitoring scheme, a target was set to have five community resilience plans in place. Community response plans cover a range of hazards from flooding and the Covid-19 pandemic to power outage, industrial accidents and severe weather. This action is in progress with four plans in place: Quorn, East Goscote, Sileby and Syston. Barrow-upon-Soar have expressed continued interest but have struggled to establish a project group. Community based responses to the pandemic should be explored in order to identify areas who would like to develop community resilience plans.

Action 3.3.1: Work with partners to prepare and assess Council Business Continuity plans

Council business continuity plan assessments, in relation to being resilient to climate impacts, have been paused during the pandemic. This area of work will need to be picked up as part of business planning for 2022/23.

3.2 Actions marked red not met:

Reducing Our Impact on Climate Change

Action 2.1.8: Support tree planting across Charnwood to offset CO₂ emissions, provide habitat for wildlife, enhance natural landscape and reduce flood risk

This target was to publish a Tree Strategy for the Council by 2020. Scoping for the format and content of a tree strategy is currently being carried out with a view to producing a strategy in 2021/22.

Action 2.4.1: Prepare and implement a Sustainable Travel Plan

Due to significant changes in staff working arrangements, the new agile working policy and home working it has not been feasible to prepare a new sustainable travel plan for the Council. This will be reviewed once accommodation plans for the future of the Council are finalised.

4. Forward look to 2021/2022

- 4.1 Due to COVID-19 implications on achieving some of actions in this strategy within the timeframe indicated will be impacted. The Corporate Plan has been revised with Council finances and estate being reviewed.

APPENDIX A - CLIMATE CHANGE STRATEGY ACTION PLAN

Awareness Raising									
Ref	Commitment	Action	Measure	Target	Timescale	Progress 2018/19	Rank	Progress 2019/20 & 2020/21	Rank
1.1	We will recognise climate change as a corporate commitment for the Council	Ensure climate change is recognised as a priority within the Corporate Plan	Climate change included in the Corporate Plan for 2020-2025 and 2025-30	Corporate plan published with Climate Change as a key priority	2020-2025 2025-2030	The Corporate Plan is currently being developed and it is intended that a draft will be available towards the end of the calendar year. Climate change has been identified as a key priority for inclusion.	Green	Climate Change is included in the 2020-2025 Corporate Plan.	Green
1.2.1	We will encourage environmental education and promote climate action through a proactive communication campaign	Encourage residents to adopt energy efficiency measures	Frontline services training and awareness taking place	Training provided	Annual	All frontline Housing Support Co-ordinators (HSCs) have received Energy Awareness and Fuel Poverty Training. The HSCs visit vulnerable residents in their own home to give a range of housing advice, including energy efficiency and will refer to the Warm Homes scheme via First Contact Plus where appropriate.	Green	One new HSC received training in 2020-2021. Virtual visits via WhatsApp video calls and Attend Anywhere replaced home visits during lockdown periods, but the same housing MOT survey was completed with residents virtually. Home visits were reintroduced when risk assessments permitted.	Green
			Information on website	Website updated		Warm Homes information leaflets are available in the Council Offices reception area, providing contact details for the First Contact Plus scheme and information about the services available.		Warm Homes information leaflets would have been subject to changes in delivery approach because of COVID risk assessments during 2020-2021. Leaflets were removed from reception as a result of COVID risk assessments. Fewer visitors to the Council Offices during appointment only slot times would have resulted in fewer take ups of information from this source.	
						The Council Website https://www.charnwood.gov.uk/pages/energy contains signposting information for residents, landlords and tenants to assist in ensuring that they are aware of any grant funding or benefits that they are entitled to, as well as advice on saving money on their fuel bills and reducing the energy that they use.		The Council Website https://www.charnwood.gov.uk/pages/energy has been updated to ensure up to date signposting information for residents, landlords and tenants regarding any grant funding or benefits that they are entitled to, as well as advice on saving money on their fuel bills and reducing the energy that they use.	
1.2.2		Help residents save money on fuel bills and work towards alleviating fuel poverty	Provide information and advice on energy efficiency measures at Charnwood Big Switch Roadshows	Roadshows take place	3 times a year	New action for 2019/2020		Road shows took place in August 2019 and January 2020. A digital promotion took place in September 2020. No further roadshows have taken place due to the Covid 19 social restriction.	Amber
1.2.3		Encourage residents to reduce waste to landfill and increase recycling	Awareness programmes in place #Recycle Right campaign Big Guide brochure delivered to all new properties	Two number of promotions	Annual	Leicestershire County Council has taken the recycling contract back in house. CBC is working in partnership to promote a recycling campaign on contamination. All new properties have a brochure and a sticker of the recycling bin of what items are accepted/not accepted in them.	Green	The amount of awareness work that has been undertaken since March 2019 has been negatively impacted by the pandemic. Some campaign work runs through schools and community groups which haven't been able to meet through this period. As restrictions ease, recycling awareness work will increase to pre-pandemic levels.	Amber
1.2.4		Encourage the improvement of our environment by taking part in Loughborough in Bloom	Resources and promotions in place to support and take part in competition	Maintain the number of Love Your Neighbourhood groups >30	Annual	There were 41 'It's Your Neighbourhood' groups entered for East Midlands in Bloom during 2018/19. The groups are supported by the Loughborough in Bloom Community Participation group and Bloom Board.	Green	There were 31 "In's Your Neighbourhood" groups entered for East Midlands in Bloom during 2020/21. The groups are supported by the Loughborough in Bloom Community Participation group and Bloom Board.	Green

Awareness Raising									
Ref	Commitment	Action	Measure	Target	Timescale	Progress 2018/19	Rank	Progress 2019/20 & 2020/21	Rank
1.2.5		Encourage residents to cut down on meat consumption to within accepted health guidelines to help reduce the carbon emissions associated with meat production and to bring about health benefits	Work with Leicestershire Nutrition Dietetic (LNDS) as part of the Lifestyle Exercise Activity Programme for adults to raise awareness	Ensure key messages delivered through our dieticians	Annual	The Adult Weight Management Group programme is designed to help overweight adults lose weight and lead a healthy lifestyle. To date 30 people have accessed this programme across 2 venues. The programme provides dietary advice around healthy eating and one hour of physical activity. The integrated weight management service is transferring to be delivered by Leicestershire County Council from the 1st October 2019.	Green	Adult Weight Management Programmes delivered by LCC have not taken place due to the Pandemic. The Council's Sport & Active Recreation team have created an Active Charnwood You Tube Channel with over 100 videos ranging from exercise classes, sports activities and stretch and mobility sessions to encourage people of all ages to stay active at home. The team have also distributed over 1100 physical activity packs to residents (the contents include a Public Health 'Active At Home' booklet, stress ball, theraband, seated activity leaflet/nutritional advice and Active Charnwood leaflet).	Green
1.2.6		Awareness programme in place	Deliver 1 promotional campaign annually	Annual	The Choose to move campaign was delivered from Jan - March 2019	Green	In 2020 during the Pandemic the council's Choose to Move weight management/physical activity programme was delivered virtually. In 2021 this moved to face to face delivery. To date the following sessions have been delivered; 1 x block of 10 weeks virtual choose to move programme with 15 attendees per week and 1 x weekly choose to move maintainers virtual session Average of 8 attendees per week.	Green	
1.3.1	We will encourage a low carbon economy	Work with partnership agencies to encourage businesses to adopt energy efficiency measures by signposting to relevant services and opportunities	Engage with Businesses to promote energy efficiency Details made available on website and publications	Deliver 1 promotional campaign annually	Annual	Promotional leaflets were distributed at the inCharnwood event to encourage business to attend an energy efficiency workshop in conjunction with the Carbon Trust and Charnwood Borough Council. A Green Business Fund workshop was delivered on 6 February 2019.	Green	Promotional events have not been taking place during the pandemic. The Council has used its social media platforms to promote low carbon activities and programmes such as the Digital Skills Programme for the county and recently the Zellar initiative which enables businesses to apply for fully funded support around becoming more energy efficient and the 'greening' of business processes. Once physical or hybrid events start taking place again, carbon reduction initiatives will be promoted where feasible. Opportunities will be promoted through digital channels.	Amber
1.4.1	We will promote environmental behaviour change and showcase best practice	Develop and implement an environmental behavioural change programme and work with teams to show case positive changes in environmental practice	Programme in place Questionnaire to staff on feedback of scheme	Number of staff taking part 40	Annual	The fifth year of the Green Impact programme was launched in November 2018. Four teams were audited as part of the programme, three of which received a Green Impact slate award at the awards ceremony on 11 July. There were two members of staff who received an environmental hero award for exceptional work on the environmental agenda. A review of the programme will take place during the autumn to ensure the programme is still fit for purpose and whether changes can be made to ensure participation of all teams. A feedback survey has been sent to those taking part in the programme.	Green	Green Impact did not take place during 2019/20 due to a review of the scheme and consideration of other programmes available. Green Rewards behavioural change programme was launched on a virtual platform whilst the majority of staff were home working on 1 st July 2020. There were 48 participants in the scheme. The scheme is based on a yearly programme with a second year to start 1 st July 2021. Green Rewards is a web platform and app where sustainability actions are logged to earn points and rewards. Points are awarded for actions that improve sustainability and wellbeing including reducing plastic use, switching off, taking outside breaks and active travel. The purpose of the scheme is to increase staff action on the sustainability agenda supporting the Council's commitment to the carbon neutral agenda and environmental policy.	Green

Reducing Our Impact on Climate Change									
Ref	Commitment	Action	Measure	Target	Timescale	Progress 2018/19	Rank	Progress 2019/20 & 2020/21	Rank
2.1.1	We will measure and reduce carbon emissions across our buildings and operations, including our fleet	Implement actions in Carbon Neutral Plan	Reduction in carbon emissions from energy saving schemes	Carbon Neutral by 2030	2030	In 2017/18 the Council's carbon footprint was 1,436 tCO ₂ e with associated costs of £591,167. This represents a 32% decrease in emissions and a 19% decrease in nominal costs since 2012/13.	Green	A Carbon Neutral Plan has been prepared to align with Council priorities. It is expected to be presented to Cabinet in September 2021. A small number of carbon reduction schemes have been implemented including updating LED lighting in Council owned car parks. The Plan has been delayed due to the Covid-19 pandemic and impact on Council priorities.	Amber
2.1.2		Prepare annual monitoring report	Resources available to complete annual carbon monitoring report	Production of annual report	Annual	The annual monitoring report for 2017/18 was published in March 2019. Due to energy data collection the report is prepared in the following financial year.	Green	Annual monitoring reports have been prepared and published on the Council website. In 2018/19 the Council's carbon footprint was 1,130 tCO ₂ e. This is the baseline figure for working towards carbon neutrality by 2030. In 2019/20 the carbon footprint was 1,378 representing an 18% increase and in 2020/21 the carbon footprint was 1,092 representing a 3% decrease from the baseline.	Green
2.1.3		Review low carbon solutions across Council buildings, operations and fleet	Number of schemes implemented	Carbon savings will depend on schemes implemented	Ongoing	Potential schemes have been investigated as part of the carbon management plan.	Green	Low carbon solutions have been reviewed as part of preparing the carbon neutral plan. A small number of schemes have been implemented such as electric charging points. Further schemes are expected once the carbon neutral plan has been approved by cabinet and resources in place.	Amber
2.1.4		Improve energy efficiency of Council IT equipment	Implementation of Office 365	Migrate all users by April 2020	Ongoing	The proof of concept with 25 users has been completed. Office 365 is currently being rolled out across Council departments.	Green	With the exception of Planning and Legal Services (due to legacy back office systems), all users have been migrated onto O365. The single system for Planning is being upgraded with an scheduled implementation date of March 2022.	Green
2.1.5		Investigate options for what systems can be migrated onto a network of remote servers hosted on the Internet (cloud)	Implementation of recommended approach	2020	New target			Approximately two thirds of applications and Infrastructure have been migrated onto Azure (Microsoft's Cloud offering). The remaining servers are schedule to be migrated by January 2022. The next phase will then involve planning, consolidation, and possible relocation of the onsite Server environment is estimated to start in January (linked to the SWAP Workspace Group) – the onsite infrastructure will only include legacy equipment that can't be cloud migrated and relocation of onsite data connection/circuits	Green
2.1.6		Options identified for improving remote working systems, encouraging smarter, more efficient working	Carbon savings will depend on schemes implemented	Ongoing	A number of workshops have been held to raise awareness of smart / agile working opportunities for staff and managers across the organisation.	Green	Remote working access to systems have been available to staff since the start of the pandemic. The migration of systems to the Cloud will enable easier access (see point 2.5 above)	Green	
2.1.7		Support tree planting across Charnwood to offset CO ₂ emissions, provide habitat for wildlife, enhance natural landscape and reduce flood risk	Number of trees planted	Plant 100,000 trees	2020	During 2018/19 2,200 were given away and planted as part of the Charnwood Free trees initiative.	Green	The free tree giveaway did not take place during 19/20 and will not happen during 20/21. This is due to the pandemic and coronavirus restrictions. We are looking to reinstate this for 22/23. Funding has been obtained to plant 14,000 trees in Hathern. Officers are working with Hathern Parish Council to create a Community Woodland.	Green
2.1.8		Prepare a Tree Strategy	Tree Strategy published	2020	New target			Scoping for the format and content of a tree strategy is currently being carried out with a view to producing a strategy in 2021/22.	Red

Reducing Our Impact on Climate Change									
Ref	Commitment	Action	Measure	Target	Timescale	Progress 2018/19	Rank	Progress 2019/20 & 2020/21	Rank
2.1.9		Assess the feasibility of electric or hybrid vehicles when the Council's existing fleet vehicles are replaced	Number of electric or hybrid vehicles leased	Minimum of 3 electric / hybrid vehicles leased	Ongoing	Options are currently being explored now that some of the fleet need renewing.	Green	Severn electric vehicles are currently in use. Officers are looking at increasing this as vehicle contracts are renewed.	Green
2.2.1	We will encourage energy reduction, clean energy and energy efficiency and promote its benefits to our community and businesses	Update and implement the Home Energy Conservation Act (HECA) report	Production of HECA report	Report published	Biannual	The HECA progress report 2017-19 has been published.	Green	The HECA Progress Report is being completed for online submission. Increased workload within the Service due to COVID impacted on the resources available and delayed completion of the report.	Amber
2.2.2	Work in partnership to deliver government energy efficiency programmes	ECO top up grant contribution	Guidance available to support residents	Ongoing	Since the introduction of ECO Top-Up grants, 4 residents have been assisted through the grant to obtain new efficient gas central heating boilers for their homes.		Green	In April 2020, the Private Sector Housing Grants Policy was reviewed. The ECO top up Grant criteria was updated to include other similar financial assistance to ECO, for example - Health through Warmth to maximise the investment of all energy efficiency and fuel poverty grant funding available in the area, where a resident contribution may prohibit take up. In 2019-2020 three grants were awarded and in 2020-2021, a further three grants were awarded to facilitate the installation of new efficient gas central heating boilers.	Green
2.2.3		Resources in place to signpost to first contact plus	Guidance available to support residents	Ongoing	Resources are in place at the Council offices to provide information on energy efficiency programmes.		Green	Consideration was given to two schemes to assist mobile home residents in the Borough, firstly through LAD 2 and then through HUG 1 funding, in partnership with MEH. Substantial survey work was undertaken on 4 sites to identify the suitability of the homes for retrofit insulation measures and to gauge interest from the residents in having their homes improved. However, the LAD 2 scheme was not taken forward due to the two key factors of timeframe and a lack of capacity in the market to deliver. Feedback was provided to MEH, requesting an extension of timeframes for the scheme, or for any other scheme that is introduced. HUG1 funding via MEH was also considered and although the timescales were improved, the funding available was reduced and concerns about lack of capacity in the market to deliver remained. As such the project was not carried forward.	Green
2.2.4		Collective Energy Switching: The council will encourage partners to continually review the current approach and to consider introducing a 'green' category to the supplier's auction	Regular meetings with partners to review the auction categories	Meetings 3 times a year (to coincide with auctions)	Ongoing	New target		Regular meetings take place with partners 3 times a year following the auctions. Since October 2020 - all suppliers who take part in the auctions must now supply a green energy tariff.	Green
2.2.5		Energy Performance Certificate (EPC) records for Council housing stock to be updated to give an average SAP value	EPC records being updated on the streamline software to give an average SAP value	To carry out EPC's at all void properties and uploaded to software	Ongoing	All Council owned domestic properties have an EPC certificate at void stage. There are 1987 properties that currently have an EPC.	Green	All Council owned domestic properties have an EPC certificate at void stage. There are 2153 properties that currently have an EPC.	Green

Reducing Our Impact on Climate Change									
Ref	Commitment	Action	Measure	Target	Timescale	Progress 2018/19	Rank	Progress 2019/20 & 2020/21	Rank
2.2.6		Provide top-up roofing insulation, cavity wall and boiler upgrade programme for Council housing stock	Investment in programme	125 loft insulation installations based on £400 per property	2018/19	Tenants at 19 blocks of accommodation have received loft insulation alongside renewal of roofs. A separate loft insulation programme has also been completed at individual dwellings.	Green	355 Heating systems have been installed from From 1/4/19 to 31/3/21 The 2019-2020 roofing programme one block of accommodation and six houses have received loft insulation alongside renewal of roofs. The 20-21 programme suffered a number of delays due to COVID -19. Roofing insulation was effected and will form part of the 2021-2022 programme.	Green
2.2.7		Carry out stock condition surveys to monitor energy condition of Council housing stock	Stock condition surveys	250 stock condition surveys per year	Ongoing	There has been some slippage on this action. A review of requirements has been undertaken, and a dedicated Stock Condition Surveyor role is now planned. The post has been evaluated at Job Evaluation Panel and the relevant authority will be sought to create the post in the Council's establishment. The creation of the post will bring the action back on track.	Amber	Stock Condition Surveyor started mid-June 2021 and has started to undertake this task.	Amber
2.2.8		Ensure Charnwood standard is implemented and maintained for Council housing stock	Charnwood standard in place and being maintained	No properties not meeting Charnwood standard Programmes created from the housing management system to ensure standard maintained	Ongoing	The 2018/19 programme has been completed. The 2019/20 programme is in progress.	Green	The 2019-20 programme has been completed. The 20-21 programme was partially completed due to the interruption caused by Covid 19.	Green
2.3.1	We will minimise the climate impact from development and encourage a low carbon economy through the planning system	Encourage a sustainable pattern of development supported by a low carbon transport infrastructure	New major developments provide walking, cycling and public transport access to key facilities and services	100% of major developments to provide walking, cycling and public transport links to key facilities and services	Ongoing	This action is expected to be addressed through the new Local Plan, a draft of which is due to be consulted upon in Autumn 2019.	Green	A draft of the local plan was consulted on during November and December 2019. Preparation of the draft local plan has been delayed due to the Covid pandemic, competing work priorities and the need for additional transport and infrastructure evidence. However, preparation of the plan is now well advanced and a Pre-Submission Version of the Charnwood Local Plan is currently been consulted on until the 23rd August 2021. The plan will be submitted to government in October 2021 and Examination in Spring 2022.	Green
2.3.2				100% of major development to have a travel plan	Ongoing	This action is expected to be addressed through the new Local Plan, a draft of which is due to be consulted upon in Autumn 2019.	Green	A draft of the local plan was consulted on during November and December 2019. Preparation of the draft local plan has been delayed due to the Covid pandemic, competing work priorities and the need for additional transport and infrastructure evidence. However, preparation of the plan is now well advanced and a Pre-Submission Version of the Charnwood Local Plan is currently been consulted on until the 23rd August 2021. The plan will be submitted to government in October 2021 and Examination in Spring 2022.	Green

Reducing Our Impact on Climate Change									
Ref	Commitment	Action	Measure	Target	Timescale	Progress 2018/19	Rank	Progress 2019/20 & 2020/21	Rank
2.3.3	2.3.3 2.3.4 2.3.5 2.3.6	Encourage renewable sources of energy supply	Amount of new energy being provided from renewable or low carbon energy developments embedded in the emerging local plan	27.5MWe of energy provision from decentralised and renewable sources of energy supply	Ongoing	This action is expected to be addressed through the new Local Plan, a draft of which is due to be consulted upon in Autumn 2019.	Green	A draft of the local plan was consulted on during November and December 2019. Preparation of the draft local plan has been delayed due to the Covid pandemic, competing work priorities and the need for additional transport and infrastructure evidence. However, preparation of the plan is now well advanced and a Pre-Submission Version of the Charnwood Local Plan is currently been consulted on until the 23rd August 2021. The plan will be submitted to government in October 2021 and Examination in Spring 2022.	Green
2.3.4		Include policies in our Local Plan that encourage developers to achieve high energy standards and to incorporate renewable and decentralised (on-site) energy generation	Local plan policy and target evidenced and consulted on	2020	This action is expected to be addressed through the new Local Plan, a draft of which is due to be consulted upon in Autumn 2019.	Green	A draft of the local plan was consulted on during November and December 2019. Preparation of the draft local plan has been delayed due to the Covid pandemic, competing work priorities and the need for additional transport and infrastructure evidence. However, preparation of the plan is now well advanced and a Pre-Submission Version of the Charnwood Local Plan is currently been consulted on until the 23rd August 2021. The plan will be submitted to government in October 2021 and Examination in Spring 2022.	Green	
2.3.5		Include policies in our Local Plan that encourage new large-scale development to explore and incorporate low carbon district heating networks	Local plan policy and target evidenced and consulted on	2020	This action is expected to be addressed through the new Local Plan, a draft of which is due to be consulted upon in Autumn 2019.	Green	A draft of the local plan was consulted on during November and December 2019. Preparation of the draft local plan has been delayed due to the Covid pandemic, competing work priorities and the need for additional transport and infrastructure evidence. However, preparation of the plan is now well advanced and a Pre-Submission Version of the Charnwood Local Plan is currently been consulted on until the 23rd August 2021. The plan will be submitted to government in October 2021 and Examination in Spring 2022.	Green	
2.3.6		Promote sustainable design in buildings	Sustainable Design category in Charnwood design Awards	Design Awards scheme	Biannual	Work is being progressed with nominations being scheduled to be advertised in the autumn and a presentation in December 2019.	Green	The overall winner of the 2019 Awards achieved a BREEAM Excellent rating for sustainability. Subject to suitable nominations it is anticipated that the 2022 Awards will contain a specific category for sustainability.	Green
2.4.1	We will encourage reduced car use and promote sustainable travel	Prepare and implement a Sustainable Travel Plan	Prepare new Sustainable travel Plan	Plan in place	2020	Staff have been engaged to ascertain views on implementing a cycle to work scheme. A report is being prepared on feasibility for implementing a scheme.	Green	Due to significant changes in staff working arrangements, the new agile working policy and home working it has not been feasible to prepare a new sustainable travel plan for the Council.	Red
2.4.2	2.4.2	Promote cycling, walking, running and other physical activity to our own staff and the wider community	Implementation of actions	2 new schemes introduced	2030	The Sport & Active Recreation team use an electric van to travel to venues and transport sports equipment to activities. Further options will be considered as part of the new carbon neutral plan.	Green	There have been no new travel schemes introduced. Due to home working arrangements staff travel has significantly reduced. There has also been a significant reduction in staff business travel during 2020/21.	Green
2.4.3			Assess the feasibility of electric or hybrid pool car / bike	1 electric hybrid vehicle leased 1 electric pool bike	2030			Feasibility on pool cars and bikes will be considered once the new working arrangements at the Council are in place. This is on track, but not in place yet.	Green

Reducing Our Impact on Climate Change										
Ref	Commitment	Action	Measure	Target	Timescale	Progress 2018/19	Rank	Progress 2019/20 & 2020/21	Rank	
2.4.4			Engage with workplaces in the Borough	Provide a bespoke physical activity package to 5 Charnwood based workplaces per year	Ongoing	The team are providing ongoing support to Fisher Scientific, ARM and 3M and Well Being At Work at CBC. The team also promote LRS Well Being At Work campaigns.	Green	<p>Due to the Pandemic workplace health programmes have not been delivered. The Sport & Active Recreation team have supported Leicestershire & Rutland Sport to encourage local businesses to sign up to the 'Well Being at Work charter'. In total 20 Charnwood businesses have signed up to complete the Well Being At Work Health Needs Assessment and 11 organisations have signed up to the health pledge.</p> <p>In addition during 2021, The Active Charnwood Team have delivered 61 Charnwood based walks over 17 weeks, with 1,487 attendances and 221 participants.</p> <p>CBC Work Place Health CBC's SWAP Board have endorsed the councils Health & Well Being Action Plan 2021/22.</p> <p>The first draft of the CBC Health and Wellbeing Policy and Charter has been produced and is awaiting final sign off/ approval.</p> <p>A short staff survey is due to be sent to all CBC staff which will help to provide an insight into how staff have looked after their mental and physical health during the pandemic and will be a useful comparison to the results of the 2019 survey, which took place before Covid.</p> <p>The Council's staff newsletter features regular Wellbeing features including how to keep active in One Charnwood.</p>	Green	
2.4.5			Deliver and promote national physical activity / health campaigns to Charnwood residents	In line with Public Heath priorities deliver 3 campaign weeks per year and achieve 300 new participants annually	ongoing	<p>The following campaign has been delivered:</p> <ul style="list-style-type: none"> • One You national campaign. <p>Promoted online health assessment which signposts individuals to sport/health support services (350+ individuals)</p> <p>Promoting Leics. & Rutland County Sports Partnership Workplace Health Survey</p> <p>This Girl Can Campaign scheduled for August 16th 2019.</p>	Green	<p>The Active Charnwood Team have supported the following campaigns during the pandemic:</p> <ul style="list-style-type: none"> • One You • This Girl Can • We are undefeatable • Mental Health Awareness Week 	Green	
2.4.6			Provide support to Charnwood based cycling clubs and groups to deliver recreational and family bike rides	2 new ride leaders trained annually 10 recreational / family bike rides delivered annually	Ongoing	Currently working with South Charnwood Schools to promote cycling initiatives.	Green	<p>Due to the pandemic no family bike rides have taken place.</p> <p>The Active Charnwood Team have supported cycling programmes in Charnwood, working alongside B-Buddies to deliver Dr Bike Sessions and Bike skills clubs for children aged 18months to 3 years.</p>	Green	
2.4.7			Promote non-recreational cycling for commuting as well as recreational cycling	Promote the choose how you move programme to encourage cycling for commuting	Promotional campaign in place	Ongoing	Promotions have been taking place.	Green	<p>The Active Charnwood Team have continued to promote Choose how you move programme through Active Charnwood's social media channels.</p> <p>Encouraging residents to walk and cycle more.</p>	Green
2.5.1	We will encourage an increase in the proportion of	Update and implement the Zero Waste Strategy	New Zero Waste Strategy in place	Strategy published	Ongoing	Zero Waste Strategy is in place until 2024.	Green	<p>This is on track. The Strategy will follow the requirements of the Environment Bill which is due to become statute in 2021.</p>	Green	

Reducing Our Impact on Climate Change									
Ref	Commitment	Action	Measure	Target	Timescale	Progress 2018/19	Rank	Progress 2019/20 & 2020/21	Rank
2.5.2	reuse and recycling and a reduction in waste to landfill		Zero Waste Strategy in place to divert waste from landfill and improve recycling	Compare tonnage of landfill waste with other LCC authorities as well as against the national average	Ongoing	The absolute tonnage of waste sent to landfill dropped in 2018/19. The dry summer had a great impact on the garden waste collected in 2018/19 which affected the overall performance for the year. All authorities faced the same impact	Green	Charnwood's residual waste is incinerated and does not go to landfill. This generates energy from waste. Increased tonnages for both residual waste (11%) and dry recycling (10%) have been experienced through the pandemic as people have spent more time at home than they would under normal circumstances.	Green
2.5.3			Increase the household recycling rate. Tonnages of green waste and recycling as a percentage	Contractors to achieve a 50% household recycling rate	Ongoing	The recycling figure for 2018/19 was 45%. This drop was mainly due to the dry summer which had an impact on the tonnage of garden waste collected.	Amber	The current recycling rate is 43.74% (June 2021)	Amber
2.5.4		Implement waste education / promotional campaigns	Resources available to deliver educational campaigns on reducing waste to landfill and recycling	Deliver waste promotional programmes	Annual	The team delivers various awareness campaigns including working with Loughborough University for the student blitz at the end of the academic year. Educational workshops are also carried out with a number of organisations including schools and community groups.	Green	The student waste and recycling campaign for 2021 has taken place. Educational workshops have been suspended due to the pandemic. These will be reinstated soon.	Green
2.5.5		Phase out single use plastics within Council offices and buildings	Investigate use of single use plastics	Implement reduction of single use plastics	Ongoing	There have been several initiatives taking place across Council sites to reduce the use of plastics, including use of paper straws at the Town Hall, promotional of reusable cups across all sites and removal of single use plastic items.	Green	Due to buildings being closed due to Covid plastic waste has been reduced. Charnwood Museum have been actively trying to source non-plastic or more sustainable toys. The café has removed all single use, plastic straws from their business.	Green
2.6.1	We will work in partnership to improve air quality	Monitor and review air quality across the borough to determine whether national air quality objectives are being met	Preparation of DEFRA annual monitoring report	Review annually	Ongoing	2019 Annual Status Report (ASR) submitted to DEFRA in June 2019. Currently awaiting evaluation feedback from DEFRA, typically received late August/early September. Data collection in preparation of the 2020 report continues as per continuing Environmental Protection work.	Green	2020 Annual Status Report (ASR) submitted to DEFRA in July 2020. Report accepted August 2020. 2021 Annual Status Report (ASR) to be imminently submitted (Aug 2021). Authorised DEFRA extension due to Covid-19 service pressures.	Green
2.6.2			Production of monitoring report	National air quality targets being met	Annual	No exceedances of any National Air Quality Objective levels were monitored in 2018 (reported on in 2019). DEFRA currently undergoing evaluation of submitted results	Green	No exceedances of any National Air Quality Objective levels were monitored in 2019 (reported on in 2020). DEFRA will undertake evaluation of 2020 National Objective levels compliance through the 2021 ASR submission.	Green
2.7.1	We will ensure that services are delivered in a way that protects the quality of the environment	Consider environmental and broader sustainability issues throughout the procurement process	Follow guidelines in procurement toolkit	Guidelines met	Ongoing	New target		Ongoing – procurement toolkit guidelines are adhered to for new systems and upgrades that involve contractual changes.	Green
2.7.2			Promote environmentally friendly products available to order via the Council's stationary provider	Promotional campaign delivered each year	Ongoing	New target		The Council has undertaken a significant volume of procurement through framework. Framework organisations consider environmental sustainability through quality questions at tender stage. When procurement is undertaken issues relating to Climate Change are fully considered. There are questions included in tender documentation on whether companies tendering for the work have an environmental policy. In the 'quality' aspect of the tender evaluation process, we also include a question on environmental responsibility. To enable the Council to manage this risk, in the 'quality' questions we ask tenderers to provide evidence of the measures they employ to minimise their organisation's carbon footprint and environmental impact and enhance environmental and social benefits and how these practices will be applied to the delivery of the service being tendered.	Green

Resilience									
Ref	Commitment	Action	Measure	Target	Timescale	Progress 2018/19	Rank	Progress 2019/20 & 2020/21	Rank
3.1.1	We will work with our partners to understand the current and future risks of flooding	Review Charnwood Borough Council Flood Plan with Local Resilience Forum partners	Charnwood Borough Council Flood Plan and recommendations being implemented	Review biannually	Ongoing	The revised flood plan was signed off in February 2019.	Green	Central Government issued new guidance to Local Resilience Forums on Multi-Agency Flood Planning. As a result of this CBC's pre-existing flood plan has been converted into an action card. This was issued in July 2021 and is designed to be used in conjunction with CBC's Incident Plan	Green
3.2.1	We will work with communities and businesses to increase resilience to future changes in climate	Promote the community flood warden monitoring scheme	Number of flood wardens in place	At least 1 flood warden for each flood warning area	Ongoing	There are currently 32 Flood Wardens across Charnwood. During visits to the community to discuss Community Response Plans, the Flood Warden scheme is promoted.	Green	Recruitment and training was paused during pandemic response. Both virtual and face to face training is planned for September 2021. Training has been advertised to Parish councils.	Green
3.2.2			Flood warden scheme on Charnwood and Local Resilience Forum websites	Website updated on a regular basis	Ongoing	The flood warden scheme is promoted on Leicester Leicestershire and Rutland (LLR) website at: https://www.llrprepared.org.uk/prepared-communities/flood-warden/ Under the 'Resilience Planning' webpage, viewers are encouraged to visit the LLR website.	Green	The flood warden scheme is promoted on Leicester Leicestershire and Rutland (LLR) website at: https://www.llrprepared.org.uk/prepared-communities/flood-warden/ Under the 'Resilience Planning' webpage, viewers are encouraged to visit the LLR website.	Green
3.2.3		Advise residents on steps to increase resilience	Up to date information made available on Charnwood and Local Resilience Forum websites.	Website Updated on a regular basis	Ongoing	Extensive advice is available on the LLR website. Under the 'Resilience Planning' webpage, viewers are encouraged to visit the LLR website.	Green	Flooding advice and signposting can be found on the CBC website here: https://www.charnwood.gov.uk/pages/flooding	Green
3.2.4		Development of community resilience plans with parish councils	Number of community resilience plans in place	5 plans in place	Ongoing	Sileby and Syston plans have recently been revised. Work is ongoing with East Goscote, Quorn and Barrow-upon-Soar. Continued promotion of the scheme takes place through Parish Councils and newsletters.	Amber	Four Plans in place: Quorn, East Goscote, Sileby and Syston. Barrow-upon-Soar have expressed continued interest but have struggled to establish a project group. Community based responses to pandemic should be explored in order to identify areas who could/would like to develop community resilience plans.	Amber
3.2.5		Promotion of climate resilient buildings through the revised Local Plan	Embed policy in emerging Local Plan	Local Plan policy published and consulted on	2020	New target		Preparation of the draft local plan has been delayed due to the Covid pandemic, competing work priorities and the need for additional transport and infrastructure evidence. However, preparation of the plan is now well advanced and a Pre-Submission Version of the Charnwood Local Plan is currently been consulted on until the 23rd August 2021. The plan will be submitted to government in October 2021 and Examination in Spring 2022.	Green
3.2.6		Maintain an updated Strategic Flood Risk Assessment to inform strategic policies and to manage flood risk	Updated Strategic Flood Risk Assessment in place	Assessment supporting development decisions	Ongoing	Revised target		A Level 2 Strategic Flood Risk Assessment was published in January 2021.	Green
3.3.1	We will ensure business continuity planning at the Council is resilient to climate impacts	Work with partners to prepare and assess Council Business Continuity plans	Annual assessment of Business Continuity plans and reviews of live incidents	Annual assessment complete	Ongoing	Business continuity plans have been reviewed and updated.	Green	Paused during the pandemic.	Amber
3.3.2			Quarterly assessment of Strategic Risk Register	Quarterly assessment complete	Ongoing	Risk management framework has been reviewed and updated, and a new strategic risk register compiled which is reviewed quarterly.	Green	2021/22 – a quarterly Risk Management Group involving CLT is undertaken. HoS review the Strategic Risk Register and also look at Health and Safety matters and Insurance Risks. An internal audit is currently being undertaken of Strategic Risk and the recommendations will be reviewed and implemented and can be reported at the next update.	Green

Resilience									
Ref	Commitment	Action	Measure	Target	Timescale	Progress 2018/19	Rank	Progress 2019/20 & 2020/21	Rank
3.4.1	We will ensure that Council owned open spaces and habitat are well adapted to the changing climate	Work in partnership to carry out biodiversity and heritage audits in Charnwood	Full list of Council owned land and their wildlife features	2 Biodiversity and heritage audits conducted 5 new Local Nature Reserves (LNR) to be accredited	Ongoing	Local Nature Reserves (LNRS) have been declared at Stonebow Washland and Gorse Covert. The declaration of Booth Wood LNR is in progress. The declaration of Pignut Spinney LNR is scheduled. Quorn Parish Council proposes to declare Tom Longs Meadow an LNR.	Green	Stonebow and Gorse Covert have been declared as LNR's Booth Wood is with awaiting legal declaration and registration as an LNR There is a rough draft of the Management Plan required for Pignut Spinney and this is in progress The status of Tom Long's Meadow is not known at the moment as this is a Parish Council asset.	Green
3.4.2		Work in partnership to deliver projects in Charnwood Forest Regional Park to enhance / promote heritage, geological and biodiversity assets	Promote and enhance heritage, biodiversity, geology, history and cultural values of Charnwood sites	Projects being delivered	Ongoing	Stage 1 of the application process for the HLF has been passed. CBC is fully engaged with the Regional Park Board. The submission for Phase 2 is planned for later in 2019.	Green	The Charnwood Forest Landscape Partnership was successful in its bid for lottery funding. The 5-year programme has just completed its 1 st year review with the lottery. There has been a slight delay in getting some of the projects started due to the pandemic	Green
3.5.1	When new development is considered in areas with nature conservation value, we will ensure that risks can be managed through suitable adaptation measures	Protect and enhance native species and habitats	Monitoring the implementation of Local Plan policies on Landscape, Countryside, Green Infrastructure, Biodiversity and Geodiversity	Local Plan annual monitoring report published	Ongoing	These policies are currently monitored as part of the Charnwood Annual Monitoring Report.	Green	Annual monitoring report April 2019 – March 2020 published December 2020.	Green
3.5.2		Promote and support opportunities for environmental enhancement and regeneration	Embed policy in emerging Local Plan	Local Plan policy published and consulted on	2020	This action is expected to be addressed through the new Local Plan, a draft of which is due to be consulted upon in Autumn 2019.	Green	A draft of the local plan was consulted on during November and December 2019. Preparation of the draft local plan has been delayed due to the Covid pandemic, competing work priorities and the need for additional transport and infrastructure evidence. However, preparation of the plan is now well advanced and a Pre-Submission Version of the Charnwood Local Plan is currently been consulted on until the 23rd August 2021. The plan will be submitted to government in October 2021 and Examination in Spring 2022	Green
3.6.1	We will support healthy and ethical local food initiatives	Promote the allotment and community orchard schemes	Number of new allotment schemes introduced Number of community orchards introduced	1 no of new allotment schemes introduced 1 no of community orchard scheme introduced	Ongoing	Half plots now let as standard to provide an increased amount of allotment space and reduce waiting lists. Additional free allotment space given over for community projects in conjunction with Green Gym Allotment Project and John Storer House. New community orchard scheme/partnership with Fruit Routes and National Forest held in September 2018 to look at wider network of orchards encourage potential new sites. Forest Road Green Belt planted new community orchard in 2017/18. The Charnwood free trees for residents include fruit varieties to encourage residents to plant and create their own orchards.	Green	Work is ongoing in this area. No new community orchards have been provided since the last update.	Green

Resilience									
Ref	Commitment	Action	Measure	Target	Timescale	Progress 2018/19	Rank	Progress 2019/20 & 2020/21	Rank
3.6.2		Work with partners to support the Loughborough farmers market and locally sourced produce	Number of businesses participating in the Farmers market	Sustain the number of businesses participating in the farmers market	Ongoing	Campaigns have taken place to sustain the number of businesses participating in the farmers market.	Green	A number of local craft makers have been invited to take up stalls alongside the traditional Farmers market and this combination of artisan makers and local Farmers worked well. However, at the onset of COVID and lockdowns, tiers only those traders selling essential goods were allowed to stand and we lost all of our regular traders apart from a few of our original traders. We now have the task of rebooting the Farmers market again.	Green
3.6.3		Programme in place to support locally sourced produce	Deliver one promotion annually	Ongoing	New target			Charnwood Museum have reviewed buying policy regarding shop stock to try and include more local suppliers of items.	Green
3.6.4		Work with partners to promote and support Fairtrade in the borough	Information provided on website	Deliver 1 promotion annually	Ongoing	Fairtrade was promoted during Fairtrade Fortnight (25 February – 10 March 2019) via social media and green impact teams at the Council.	Green	Fairtrade was promoted during Fairtrade Fortnight via the Green Rewards programme.	Green

REVENUE MONITORING POSITION AT END OF PERIOD 4 (31 JULY 2021)

Report of the Head of Financial Services

This report covers the General Fund and HRA to the end of July 2021, Period 4. The variances reported are the differences between the profiled budgets and the actual spend including commitments and are provided by Heads of Service which are detailed in Appendix 1.

General Fund Summary Position Period 4 – Appendix 1

The full year General Fund budget is £19,025k. The actual expenditure at period 4 including commitments is £6,730K against the profiled budget of £6,737k is an **underspend of £7k**. Details of each Head of Service variances at period 4 are included in Appendix 1.

Managed Vacancy Savings

General Fund managed vacancy saving annual target is £527.7k, (£176K MVS Profiled Budget Vs Actual £144k at period 4 is a current shortfall £32k), in addition the salary pay award is not factored into the budget, the current offer stands at 1.75% which would be an estimated additional cost of £200k.

Year End Forecast

Whilst it is early in the financial year there are several financial pressures that have been highlighted in this Period 4 report so far which will affect the outturn position and reserve levels.

Table 1

<u>Estimated Additional Net Financial Pressures</u>	£'000
Local Plan Transport Costs (Discussed at SLT)	100
Planning Consultant/Agency Costs (Discussed at SLT)	80
Car Park Fee Income (shortfall Period 4, £57k)	107
Essential Car User saving not yet implemented	200
Estimated 1.75 % Pay award	200
Managed Vacancy (shortfall Period 4)	32
Buildings Feasibility Study funded by Reinvestment Reserve	150
Commercial Income additional income from Vaccination Centre	(111)
Trade Waste/Bulky Waste/Garden Bin additional Income	(100)
Estimated Total Net Additional Pressures	658

Income loss claims will be made for the first quarter of 2021/22 to recover the Income losses for the Car Park and other service areas through DCLG. This will mitigate the

above pressures but the amount likely to be received cannot be estimated until the detailed return (not yet available from MHCLG) has been completed.

General Fund Monitoring Period 4

Table 2

Service	Variance Under / (Overspend) Period 4 July 2021	Head of Service Comments
	£'000	
Housing, Planning & Regeneration Director	0	No Comment Required
	0	Total Variance Under/(Overspend)
Head of Strategic & Private Sector Housing	0	Homelessness Emergency costs of £47k are funded by external grants and any Covid Discretionary Housing Costs will be funded by the Contained grant funding therefore there will be no additional Homelessness costs to CBC
	4	Various small under/overspends being consultant fees and training/legal budget
	4	Total Variance Under/(Overspend)
Head of Landlord Services	0	Private Sector Lifeline Income Budget is on target
	0	Total Variance Under/(Overspend)
Head of Planning & Regeneration	(15)	Consultant Fees overspent on Development Control £10k and £5k Agency Costs overspent on Economic Regeneration. Resource pressures within the service are arising due to the impact of Town Deal delivery, the management of the Bedford Square project and local plan development (see also below re Transport modelling)
	21	Planning Application fees income higher than budget at Period 4.
	(100)	A total £100k overspend at year end on Local Plan of Transport is forecast due to additional transport modelling required - this was not anticipated at the time of setting the Budget.
	(94)	Total Variance Under/(Overspend)
Head of Regulatory Services	(57)	Car Parking Income shortfall due to lockdown restrictions in place up to June 2021. Free 1hr parking at Beehive car park, Southfields Extension car park closed, and parking fines are currently at a reduced level due to Bedford Square project until Nov'21 and the Vaccination hub at Southfields. Due to lockdown rules, there were no Leisure Centre users at Browns Lane car park up to June 2021.
	7	Due to a backlog of Combined Driver License applications, this has resulted in increase in income.
	(50)	Total Variance Under/(Overspend)
Head of Waste, Engineering & Open Spaces	(35)	£35K one off payment to Idverde for exit costs to allow ongoing reduced contract variation costs of £70K. This overspend will be offset by additional Trade/Bulky/Garden Waste income at year end.
	21	£21K developer contribution received towards additional costs had not been spent at Period 4.

		Payments to LCC for trade waste disposal costs are underspent £6K. Trade waste, bulky waste & Garden Waste Bin income is up against budget by £71.5K, £34.6K & £59K respectively, it is anticipated that these will exceed budget expectations by year end, however it is too early on in the financial year to make a realistic prediction. In particular it may be noted that additional contributions may be required to ensure HGV drivers can be secured. The Serco contract budget will be overspent at year end £14K due to more additional properties than anticipated when the budget figures were calculated (but in theory this will be offset by additional council tax income).
	168	
	7	various small under/overspends
	161	Total Variance Under/(Overspend)
Service	Variance Under /(Overspend) Period 4 July 2021	Head of Service Comments
Head of Leisure & Culture	12	Markets equipment budget underspent £6K but will be spent year end / Income is £7K up on budget at period 4, this is due to one off Covid Income budget reduction for 2021.
	10	Town Centre Management budget underspend is due to no spend on equipment £2K or streets alive events £2K due to Covid19 less events have taken place. Street trading consents income is up £6.7K, this may exceed budget by year end.
	11	Partnership Project grants is underspent £10.7K, no payment has been made to Leicestershire Promotions - a SLA is currently being finalised with any payments being agreed within the available budget
	(119)	Town Hall casual salary budgets are underspends £52.9k, however recruitment to new fixed term posts is underway & it is anticipated that the full casual budgets will be needed in order to achieve the required income targets, this will be reviewed during the year. Underspends on equipment, utilities & artist fee £137k, all these are expected to be spent by year end and will depend on the success of the venue & customer confidence once Covid restrictions have been removed. Income shortfalls £308.9K, it is also hoped that the income targets will be met by year end however, this will also depend on the success of the venue.
	(3)	various small under/overspends
	(89)	Total Variance Under/(Overspend)
Head of Neighbourhood Services	15	Crime prevention underspend, no payments have been made to the Mario Tinnenti Centre co-ordinator. There will be a £6.5k yearend saving as the Thorpe Acre Hub is no longer progressing
	9	various small under/overspends
	24	Total Variance Under/(Overspend)
Corporate Services Director	1	Total Variance Under/(Overspend)
Chief Executives Team	1	Total Variance Under/(Overspend)
Head of Financial Services	(32)	Managed Vacancy Saving (£176K MVS Profiled Budget Vs Actual £144k at period 4) a shortfall £32k at period 4. This will be monitored and recovered each month.
	(67)	The essential Car Allowance Saving Scheme will not be implemented in 2021/22, Year End Cost £200k. however this saving will come through i
	(99)	Total Variance Under/(Overspend)
Organisational Development	14	More Insurance income from Commercial Property tenants than budgeted for, this budget will be reviewed in 2022-23.
	8	Various small under spends due to reduced level of activity on Corporate Learning due to Covid.
	22	Total Variance Under/(Overspend)

		Supported Living Full Year's Budget is £665k. Period 4 Costs are £214k and the yearend projection is £643k which currently lower than the budget set at by £22k, this is due to the Falcon Centre having transferred 3 Properties to the Housing Association 01/04/2021 which means 100% subsidy can now be claimed on these properties. The Carpenters Arms closed the Women's Shelter for the period April-July 2021, and the amounts of Subsidy awarded are higher than in previous years. The yearend forecast will be monitored each month. (2020/21 Outturn was £987K)
Head of Customer Experience	7	
	33	One off Grants £163k for Localisation of Council Tax support received, this scheme is currently under review with County Council. £33k a One-off New Burdens Covid grant received can be used to offset any additional Supported Living Costs if necessary.
	21	£21K saving by removing one service from Contact Centre Lagan Support Contract, this may be an ongoing saving.
	4	various small under/overspends
	65	Total Variance Under/(Overspend)
Head of Strategic Support	(9)	Register of Electors Services New Burdens grant income profiled but not yet received. This is an estimated amount and based on previous year's income.
	50	One off Brexit Grant Carry forward not yet allocated.
	(1)	various small under/overspends
	40	Total Variance Under/(Overspend)
Commercial Development Director	21	Condition Survey for Loughborough Leisure Centre £16.5k and the cost of Gorse Covert Sliding Doors £6k to be completed. Total Commercial Income Year end forecast is an additional £111k
	21	Total Variance Under/(Overspend)
Total General Fund Underspend	7	

Housing Revenue Accounts Period 4 Monitoring

The actual net expenditure at period 4 is £3,793k including commitments against the profiled budget of £3,712k is an **underspend of £81k**. Details of each Head of Service variance at period 4 is included at Table 4.

Table 3

Summary	Actual & Commitment		Original Budget	Under/(Overspend) to July 2021
	£000	£000	£000	£000
Employee	1,854	2,033		179
Other controllable	1,775	1,646		(129)
Income (non-rent)	(64)	(95)		(31)
Rent & Service Charge	(7,358)	(7,296)		62
Total	(3,793)	(3,712)		81

Managed Vacancy Savings Salaries the profiled MVS saving for 2021/22 to the end of period 4 is £50k against a profiled budget of £61k, a shortfall of £9k. The annual target for the year is £182k and this should be achieved.

Housing Revenue Account Variance Report as at 31 July 2021

Table 4

Service	Period 4 Under/ (Overspend) to July 2021	Head of Service Comments
	£'000	
Head of Landlord Services	(13)	Estate Management costs
	(10)	Vehicle Hire costs are higher than forecast
	(13)	Rechargeable repairs income shortfall – this is under review
	(13)	Door entry systems
	(2)	Small Overspends
	(51)	Total Variance Under/(Overspend)
	62	Net position of rents includes a higher dwelling rental base than budgeted at P4. (Void Losses Cost £165k offset by additional £227k Rental Base Income)
	62	Total Variance Under/(Overspend)
Head of Strategic & Private Sector Housing	77	The Service has salary underspends of £58k offset against £8K MVS target. In addition, there have been underspends on training of £11K (budget committed, invoices not received) and £16K on minor and external software development and consultants' fees.
	77	Total Variance Under/(Overspend)
Head of Commercial Development, Assets and Leisure	(7)	Council Tax on Empty Homes overspend.
Total HRA Underspend	81	Total Variance Under/(Overspend)

Voids percentages These refer to the level of empty properties in the HRA causing rent and service charge losses. The void percentage for housing rents is 4.8% compared with the budget of 2.7% which is a loss of income of £165k higher than the budgeted figure at period 4. Further information is detailed in Appendix 3.

Rent arrears At the end of July 2021 current tenant rent arrears have decreased by £88k since July 2020. Former tenant arrears have reduced by £35k over the same period.

Restrictions on possession action for rent arrears have been relaxed significantly over the past three months. The period required on a notice of seeking possession for standard arrears claims is now two months rather than the six it was until the end of May 2021. The numbers of tenants receiving universal credit (UC) continues to rise albeit more slowly than previously. At the end of July 2021 1,496 tenants were receiving universal credit compared to 1,224 at the end of July 2020 and 752 at the end of the same period in 2019. Universal credit is paid to the claimant as a single monthly payment in arrears. It takes at least five weeks for the Department for Work and Pensions to assess a claim and for tenants to receive their first payment of the benefit. A rent debt is often accrued as a result. In some instances, on receipt of the benefit tenants do not pay the rent to the council. Advice and support are offered to all tenants moving to universal credit by the landlord services financial inclusion and tenancy support teams. Where tenants have vulnerabilities and/or owe eight or more weeks' rent our universal credit officer makes applications to the DWP to switch payment of the housing element of UC from the tenant to the council.

Additional detail of HRA financial performance is provided in the Appendix to this report.

APPENDIX

Additional Tables – HRA detail

Housing Revenue Account - Income from Rents and Service Charges

July 2021 - Period 202104

Table A - Dwelling Rents and Void Losses

	Actual Income Due (Gross)	Actual Void Loss	Void Loss as a % of Income Due	Original Budget Void Loss % Assumption
	£	£	%	%
Dwelling Rents	7,463,934	359,119	4.81%	2.68%
Non-Dwelling Rent				
Land	3,953	0	0.00%	0%
Garages	116,318	40,995	35.24%	31.17%
Shops	44,819	8,355	18.64%	18.32%
Service Charges				
Landlord Warden Charge	21,576	4,558	21.13%	16.80%
Central Heating	37,931	13,000	34.27%	29.24%
Communal Facilities	86,232	25,583	29.67%	31.98%
Hostel	9,889	1,182	11.95%	16.15%
Council Tax	6,340	3,243	51.16%	44.57%
	7,790,992	456,036	5.85%	

(Gross means Gross of Void Loss)

Table B

Rent and Service Charge Arrears As at Period 2021 04	2020/21 £0	2021/22 £0
Arrears at the beginning of the year	1,079	683
Court Costs at the beginning of the year	107	411
	1,186	1,094
Arrears at the end of the July 2021	1,239	1,116
Court Costs at the end of the July 2021	106	69
	1,345	1,116
Amount written off in the year to date	0	10

Table C - Current Tenant Arrears - Dwellings only

Position on	2020/21	2020/21	2021/22	2021/22
	Number	£0	Number	£0
Less than £150	541	31	582	33
£150 - £300	244	53	245	53
£300 - 450	174	64	183	67
£450 - £600	112	60	101	52
£600 - 750	103	69	78	52
£750 - 900	63	52	49	40
£900 - £1,200	112	116	84	87
£1,200 - £2,000	109	170	98	153
£2,000	52	132	37	122
Total	1,510	747	1,457	659

Table D - Former Tenant Arrears - Dwellings only

Position on	2020/21	2020/21	2021/22	2021/22
	Number	£0	Number	£0
Less than £150	96	7	93	7
£150 - £300	74	16	59	13
£300 - £450	39	14	42	15
£450 - £600	29	15	32	17
£600 - £750	33	22	24	16
£750 - £900	14	13	15	13
£900 - £1,200	32	33	33	35
£1,200 - £2,000	62	97	63	97
£2,000	94	275	81	244
Total	473	492	442	457

Officers to Contact: Lesley Tansey, Ext 4828, Lesley.tansey@charnwood.gov.uk
 Ian Allwyn, Ext 4824, ian.allwyn@charnwood.gov.uk

Agenda Item 9

FINANCE & PERFORMANCE SCRUTINY COMMITTEE – 7TH SEPTEMBER 2021

Report of the Head of Finance Lead Member: Councillor Barkley

Part A

ITEM 9 CAPITAL MONITORING REPORT PERIOD 4 , JULY 2021

Purpose of Report

This report is to inform Finance and Performance Scrutiny of the General Fund and Housing Revenue Account (HRA) Capital spend position at Period 4, 31st July 2021 compared with the profiled budget.

Recommendation

That the Capital Monitoring Summary position for Period 4, 31st July 2021 for the General Fund and Housing Revenue Account be noted as per Appendix 1. The detailed Capital Report is included in Appendix 2.

Reason

To enable the information to be used when considering the future 3 year Capital Plan and the future Capital Strategy.

Policy Justification and Previous Decisions

Financial resources are required to carry out all the aims and strategies of the Council.

Report Implications

The following implications have been identified for this report.

None the Capital Programme is fully funded.

Risk Management

There are no specific risks associated with the decisions requested.

Key Decision: No

Background Papers: None

Appendices: Appendix 1 – Summary Position
Appendix 2 – Capital monitoring detail

Officer to Contact: Lesley Tansey
Head of Financial Services
01509 634828
lesley.tansey@charnwood.gov.uk

Part B

Executive Summary

To highlight to the Committee, as follows :-

1. The General Fund Capital spend at period 4 is £3,259k compared to a profiled budget of £6,297k, this is an underspend of £3,038k. Also identified is slippage of £2,454k on capital schemes to date. The slippage of the Capital Schemes will be reviewed by SLT as part of the new 3 year Capital Programme budget process in the Autumn 2021.
2. The HRA Capital spend at Period 4 is £1,064k compared to a profiled budget of £740k, an overspend of £324k. The year end forecast however is that the HRA Capital plan spend will be on target by year end.
3. The DGF Capital Scheme budget £2,116,900, this is a government funded scheme and the funding has been increased significantly on this scheme. We are looking to develop our capacity in order that funds can be effectively used.
4. Shepshed Bull Ring Scheme budget £504,400, it is likely that this scheme will also be slipped into 2022/23 due to the timing of the Capital Report being prepared on this scheme.
5. Bedford Square Scheme budget £2,025,600, this is currently showing as an overspend at period 4, by £550k, the year end forecast is reported to be on target. The project is expected to be completed by early 2022.

Summary Postion Period 4 July 2021 Capital Monitoring Report

	Full Year Budget	Budget P4	Actual include Commitments Spend Period 4	Variance to date P4 Underspend/(Overspend)	P4 % Spend	Forecast Y/E Spend	Y/E Splippage
	£	£	£	£	%	£	£
General Fund	39,551,300	6,297,533	3,259,177	3,038,357	51.75%	6,850,722	2,454,220
HRA	9,619,900	740,100	1,064,581	(324,481)	143.84%	9,619,900	0
Total Capital Plan	49,171,200	7,037,633	4,323,758	2,713,875	61.44%	16,470,622	2,454,220

Includes EZ £2m Charnwood Campus forward Funding

Major Capital Schemes Variances	Full Year Budget	Budget P4	Actual include Commitments Spend Period 4	Variance to date P4	P4 % Spend	Forecast Y/E Spend	Y/E Splippage	Head of Service Comments
	£	£	£	£	%	£	£	
Live Schemes - DFG	2,116,900	39,200	186,990	(147,790)	477.02%	940,000	1,176,900	BCF DFG funding to fund Mandatory and Discretionary DFGs in line with the Private Sector Housing Grant Policy. Ongoing grant approvals will result in a significant commitment at the end of 2021-2022. Commitment (approved DFGs where works are ongoing - prior to payment) at the end of Q1 equalled £268,300. (2020/21 £412K spend)
Live Scheme - Cemetry	1,170,200	0	32,267	(32,267)	0.00%	1,170,200	0	There are some timing issues between the original profiling and actual spending, however the project is due to be completed within budget
Committed - Shepshed Bull Ring	504,400	0	0	0	0.00%	504,400	0	The shepshed Project is progressing and it is expected that cabinet will be invited to decide whether to commence works before year end. it is therefore expected the budget will be exhausted this year.
Committed - Carbon Neutral Project	598,800	10,180	10,180	0	100.00%	150,000	438,620	Delays in the carbon neutral plan have delayed the commissioning of work for this project, in addition £500k Budget 2022/23
Committed - Bedford Square	2,025,600	141,400	691,475	(550,075)	489.02%	2,025,600	0	The BS building works are expected to be completed in early 2022
Committed - E Zone	15,000,000	2,000,000	2,000,000	0	100.00%	0	0	Internal Borrowing/Loan X510 Charnwood Campus Forward Funding - No additional expenditure in pipeline at present (expenditure dependent on LLEP processes in the first instance)
Committed - Town Deal & Regeneration	15,145,400	3,783,400	(2,995)	3,786,395	-0.08%	0	0	External Borrowing- No spend activity this far and currently no plans to spend.
Other General Fund Capital Schemes	2,990,000	323,353	341,260	1,982,094	105.54%	2,060,522	838,700	See detailed Capital Monitoring Report included
Total General Fund	39,551,300	6,297,533	3,259,177	5,038,357	51.75%	6,850,722	2,454,220	
Total HRA	9,619,900	740,100	1,064,582	(324,482)	143.84%	9,619,900	0	Schemes expected to be spend by year end
Total Capital Plan	49,171,200	7,037,633	4,323,758	4,713,875	61.44%	16,470,622	2,454,220	

Purchased 4 properties to date, in the process of acquiring further 5 properties, and others being considered

HRA Acq of Affordable Homes
(Costs within HRA)

3,263,400 1,475,000 707,063 767,937 47.94% 3,263,400

Capital Monitoring Report - Jul 2021

Project Officer	Costc	Costc(T)	Full Year		Year to date			For Budget/Capital Officer to Complete		
			Current Budget	Current Budget	Actual	Commitments	Variance (Overspend)/Underpsend	Forecast Year end Spend	Request for Slippage to following year	Budget Officer Comment for Cabinet
			£	£	£	£	£	£	£	£
		<i>Commercial Development Director</i>								
I. Browne	Z310	Planned Property Refurbishment	128,000	3,000	4,123	11,796	(12,919)	75,000	53,000	Southfield Offices Refurbishment & IT upgrade works underway. Expected to be completed by Oct 2021. There is some revenue expenditure needs to
J. Henry	Z676	Investment in Commercial Property	0	0	114	0	(114)		0	
J. Henry	Z817	Town Deal and Regeneration	15,145,400	3,783,400	(2,995)	0	3,786,395	0		No spend activity thus far and currently no plans to spend.
I. Browne	Z820	Southfields Offices - NHS Vaccination Centre	50,000	(300)	(286)	1,760	(1,774)	1,800	0	Works Complete (retention payment due on application)
I. Browne	Z821	Granby Street Culvert Repairs	75,000	0	0	0	0	40,000	0	Tenders returned and evaluated . Currently with CBC finance for financial checks before appointing sucessful bidder. Underspend to be vired back into Z310 Planned Property Refurb
	CDV	<i>Commercial Development Director</i>	15,398,400	3,786,100	956	13,556	3,771,588	116,800	53,000	
		<i>Head of Waste, Engineering & Open Spaces</i>								
M. Bradford	Z484	Closed Churchyard Walls	25,000	5,000	0	31,279	(26,279)	31,279	0	This is a project led by Property Services in conjunction with Cleansing and Open Spaces and the highest priority work will be completed over the 2 year planned period. Work for Queniborough and Mounsrrel churches has already been commissioned.
J. Trill	Z494	Public Art Provision - Loughborough & Shepshed	0	0	0	(750)	750	750	0	This a small residual amount upon project completion
J. Trill	Z697	Bell Foundry Pocket Park	30,300	600	555	0	45	0	30,300	
M. Bradford	Z699	Shelthorpe Public Open Space Enhancements	113,200	0	0	1,537	(1,537)	0	113,200	
M. Bradford	Z739	Green Spaces Programme	0	0	205	0	(205)		0	
M. Bradford	Z753	The Outwoods Country Park - Septic tank system replacement	0	0	234	0	(234)	234	0	This piece of work was commissioned upon project completion and if needed can be allocated to a revenue budget code.
M. Bradford	Z754	The Outwoods Country Park - Visitor Centre and Café	64,200	64,200	74,285	0	(10,085)	64,200	0	There are some timing issues between the original profiling and actual spending, however the project is due to be completed within budget
M. Bradford	Z778	Syston Community Garden	22,300	0	0	0	0	0	22,300	
M. Bradford	Z784	Loughborough Cemetery - New Burial Provision	1,170,200	0	31,367	900	(32,267)	1,170,200	0	There are some timing issues between the original profiling and actual spending, however the project is due to be completed within budget
M. Bradford	Z790	Environmental Services - Fleet Purchase	0	0	(15,744)	0	15,744		0	This project has been successfully completed and this is a small residue that was not required.
M. Bradford	Z791	Shelthorpe Golf Course - Fencing	77,100	0	0	0	0	0	77,100	
M. Bradford	Z792	Community Tree Planting Programme	30,000	0	0	0	0	1,000	30,000	Potential schemes have been identified and consultation with the locals is taking place

M. Bradford	Z802	Allotment Improvements	10,000	0	0	0	0	10,000	0	Although the scope of the project was reduced, it will be completed by the end of the financial year
M. Bradford	Z805	Queens Park Aviary Improvements	20,000	0	0	0	0	0	20,000	
M. Bradford	Z806	Playing Pitch Strategy Action Plan	51,900	0	(5,866)	0	5,866	51,900	0	Some projects have been identified and quotes have been sought.
M. Bradford	Z808	Park Road Access Resurfacing	0	0	663	0	(663)		0	This project has been successfully completed well within budget, and this overspend is due to timing issues with the profiling.
M. Bradford	Z809	Delivery of Open Space Strategy	0	0	0	0	0	0	0	
M. Bradford	Z824	Shepshed POS Enhancement	104,100	0	0	1,161	(1,161)	54,120	50,000	
M. Bradford	Z826	Wymeswold Parish Council - tarmac court with multi-us	22,800	22,800	22,809	0	(9)	22,809	0	Project (S106 funding) has been completed
M. Bradford	Z828	Queens Park - Improvements to Children's Play Provisio	100,000	0	0	0	0	0	100,000	
M. Bradford	Z830	Holt Drive PA Enhancements Z830	11,000	0	0	0	0	0	11,000	
M. Bradford	Z831	Loughborough Playground Improvement Plan Z831	50,000	0	0	0	0	0	50,000	
COS	Head of Waste, Engineering & Open Spaces		1,902,100	92,600	108,507	34,127	(50,034)	1,406,492	503,900	
	Head of Finance and Property Services									
L. Tansey	Z810	Unit4 Agresso Upgrade	32,800	0	0	0	0	0	32,800	Start delayed. Project initiation to commence late 2021. Actual upgrade more likely 2022
S. Jackson	Z818	Enterprise Zone	15,000,000	2,000,000	2,000,000	0	0	0	0	No additional expenditure in pipeline at present (expenditure dependent on LLEP processes in the first instance)
FPS	Head of Finance and Property Services		15,032,800	2,000,000	2,000,000	0	0	0	32,800	
	Director Housing, Planning & Regeneration and Re									
J. Robinson	Z815	Rothley Parish Council – Upgrade Rothley Centre	367,600	0	0	0	0	367,600	0	Been out for framework costs - contractor appointed - project now to be delivered by CBC
J. Robinson	Z825	Loughborough Police Station Centre - Front Enquiry Des	236,700	16,300	16,298	0	2	236,700	0	£120k of invoices just been paid - reliant on the Police sending invoices through
J. Robinson	Z827	Leicestershire Police - Drone Equipment and Forensic H	58,600	58,600	58,631	0	(31)	58,600	0	Fully spent
HPR	Director Housing, Planning & Regeneration and Re		662,900	74,900	74,929	0	(29)	662,900	0	
	Head of Housing									
R. Short	Z141	Regional Housing Pot Grant	42,900	0	0	0	0	0	42,900	Ringfenced Decent Homes used to fund Discretionary grants in line with the qualifying criteria contained in the Private Sector Housing Grants Policy. Funding underspend to be carried forward to 2022-2023.
R. Short	Z210	DFG Disabled Facilities Grant	2,116,900	39,200	126,062	60,928	(147,790)	940,000	1,176,900	BCF DFG funding to fund Mandatory and Discretionary DFGs in line with the Private Sector Housing Grant Policy. Ongoing grant approvals will result in a significant commitment at the end of 2021-2022. Commitment (approved DFGs where works are ongoing - prior to payment) at the end of Q1 equalled £268,300.

R. Short	Z346	Private Sector Housing Grants	125,000	25,000	25,992	0	(992)	75,000	50,000	Discretionary grant funding to facilitate the approval of discretionary grants in line with the qualifying criteria contained in the Private Sector Housing Grant Policy, including Partnership Grants. Underspend to be carried forward to 2022-2023.
R. Short	Z363	Fuel Poverty Scheme - DECC	7,000	4,600	0	0	4,600	2,000	5,000	Ringfenced DECC funding for energy efficiency measures in the private sector. Underspend to be carried forward to 2022-2023
A. Simmons	Z424	Choice Based Lettings Software	0	0	(16,063)	0	16,063		0	Final payment to be made once implementation and full set of reports have been provided by the supplier.
	HSG	<i>Head of Housing</i>	2,291,800	68,800	135,991	60,928	(128,119)	1,017,000	1,274,800	
		<i>Head of Leisure & Culture</i>								
S. Wright	Z748	Lough Festive Lights and Street Dressing	4,800	0	0	0	0	4,800	0	Balance of capital to be used for a Fair light to mark 800 years.
S. Wright	Z757	Town Hall Roof Upgrade	17,300	100	55	0	45	0	17,300	Asset Management to comment.
S. Wright	Z797	Loughborough Town Hall - Lower Level Elevation Repair	7,900	5,900	5,905	0	(5)	0	7,900	Works to balcony to be progressed, Asset Management to advise.
S. Wright	Z798	Town Hall - Victoria Room - Air Handling	50,000	0	0	0	0	0	50,000	Asset Management to comment on work programme, quotations being obtained due to time period likely to start in New Year for delivery before Summer 2022.
S. Wright	Z801	Lighting strategy to support the Masterplan lane strateg	10,000	0	0	0	0	0	10,000	The lighting strategy is to support the Lanes and Links project included in the Town Deal, the timetable will be determined once we have confirmation of any TD funding in August 2021.
	LCT	<i>Head of Leisure & Culture</i>	90,000	6,000	5,960	0	40	4,800	85,200	
		<i>Head of Neighbourhood Services</i>								
J. Robinson	Z348	Community Facilities Grants	100,300	0	0	0	0	100,300	0	£20,000 committed in Round 1 - Round 2 goes to Cabinet in November - this is a rolling pot for Community Facilities Grants
J. Robinson	Z388	CCTV	122,300	23,033	600	3,535	18,898	122,300	0	Forecast year end spend is dependant on what happens about relocation of the CCTV control room - the monies are for a required upgrade - which is on hold pending decision about relocation
J. Robinson	Z427	Members Grants	13,000	2,900	5,142	0	(2,242)	13,000	0	This is dependant on Members spending their grants
J. Robinson	Z488	Thorpe Acre Residents Association - Community Hub bu	25,900	0	0	0	0	25,900	0	This is s106 monies - which is time expired - agreed with developer that £10k to go to Community Hub and balance to be returned
J. Robinson	Z500	Cedar Academy – contribution towards all weather pitch	50,000	0	0	0	0	50,000	0	This is s106 monies - awaiting outcome of Football Foundation bid
J. Robinson	Z795	Syston Town Council - redevelopment of sports pavilion	40,500	0	0	0	0	40,500	0	This is s106 monies and is due to be paid over to Syston Town Council within the next couple of months

	NBS	Head of Neighbourhood Services	352,000	25,933	5,742	3,535	16,656	352,000	0	
		Head of Planning & Regeneration								
R. Bennett	Z367	Bleach Yard	5,900	0	0	3,397	(3,397)	3,397	0	this project is now progressing after a delay in contacting Weatherspoons. the budget is expected to be spent by year end
R. Bennett	Z396	Public Realm - Shepshed Town Centre	18,400	0	0	0	0	0	18,400	Shepshed TC have requested use of these funds to renovate the public toilets and research is underway to establish if this usage falls within the cabinet decision.
I. Browne	Z738	Carbon Management	7,500	(1,900)	(1,857)	0	(43)	0	7,500	All identified projects are now complete pending review of Z796 Carbon Neutral Action Fund
R. Bennett	Z787	Bedford Square Gateway	2,025,600	141,400	636,832	54,643	(550,075)	2,025,600	0	The BS building works are expected to be completed in early 2022
Clare Clarke	Z796	Carbon Neutral Action Fund - Block Sum	598,800	0	10,180	0	(10,180)	150,000	438,620	delays in the carbon neutral plan have delayed the commissioning of work for this project
R. Bennett	Z835	The Bull Ring, Shepshed	504,400	0	0	0	0	504,400	0	The shepshed Project is progressing and it is expected that cabinet will be invited to decide whether to commence works before year end. it is therefore expected the budget will be exhausted this year.
PRN		Head of Planning & Regeneration	3,160,600	139,500	645,155	58,040	(563,695)	2,683,397	464,520	
		Head of Revenues, Benefits and Customer Services								
A. Khan	Z085	Hardware Replacement Programme	39,600	13,900	16,877	183	(3,160)	39,600	0	The scheme supports Hardware equipment (Laptops, screens, keyboards, etc.) for users covering both equipment replacement and break fixes
A. Khan	Z354	Infrastructure Development	36,000	(4,900)	(2,178)	0	(2,722)	36,000	0	The project funds the replacements for the Server and Network infrastructure. The spend has been held back until the accommodation changes were confirmed and estimate to use the budget by year end
K. Barnshaw	Z423	Call Secure System - PCI Compliance	4,900	(4,500)	(4,475)	0	(25)	4,745	0	The project spend has been completed and is scheduled for implementation by the end of December
A. Khan	Z793	iTrent Upgarde & New Flexi Time System	8,700	8,700	15,788	0	(7,088)	15,788	0	Project completed - the system went live on 1st July. The overspend is due to the additional requirements requested by Finance
K. Barnshaw	Z812	Server Redesign	70,000	0	0	0	0	30,000	40,000	The project for planning and implementing the relocation of the onsite Data Centre is scheduled to start in January 2022 and complete in July 2022. This is dependent on the selection of a suitable location (accommodation project).
K. Barnshaw	Z813	Cloud Implementation	177,900	7,800	10,741	3,375	(6,316)	177,900	0	The setup and migration of applications and infrastructure is currently in progress and is on target to be completed by the end of the financial year

K. Barnshaw	Z814	Meeting Rooms - Presentation Screens	10,000	0	2,454	1,609	(4,063)	10,000	0	The funding has been spent on the implementing video conferencing onsite facilities in meeting rooms to work with Microsoft Teams and Zoom, supporting remote working users and users onsite. We are currently implementing the facilities in the Meeting room 16 and Committee Room 2
K. Barnshaw	Z816	Northgate – Single Use System	100,300	31,900	37,260	14,733	(20,092)	100,300	0	The implementation of the single system for Planning Services, Environmental Health, Licensing and Private Sector Housing is in progress and is scheduled to be completed by end of March 2022
A. Khan	Z822	Hybrid Council Meeting - Camera and audio equipment	10,000	5,000	0	0	5,000	5,000	0	Linked to Z814, please see the comments above
RBC	<i>Head of Revenues, Benefits and Customer Services</i>		457,400	57,900	76,467	19,899	(38,466)	419,333	40,000	
	<i>Head of Regulatory Services</i>									
A. Twells	Z744	Beehive Lane Car Park Improvements and refurbishment	149,400	40,000	9,648	0	30,352	149,400	0	Beehive Lane perspex replacement windows completed as scheduled for this period.
A. Twells	Z786	Car Parks Resurfacing and Improvements	32,800	0	0	0	0	32,800	0	Nothing scheduled for up to P4
RSS	<i>Head of Regulatory Services</i>		182,200	40,000	9,648	0	30,352	182,200	0	
	<i>Head of Strategic Support</i>									
Helen Gretton	Z823	Performance Management System	21,100	5,800	5,736	0	64	5,800	0	Emails have circulated regarding this - it was incorrectly coded as revenue and paid as such
SST	<i>Head of Strategic Support</i>		21,100	5,800	5,736	0	64	5,800	0	
GF	General Fund		39,551,300	6,297,533	3,069,092	190,085	3,038,357	6,850,722	2,454,220	
	<i>Director Housing, Planning & Regeneration and Re</i>									
P. Oliver	Z300	Major Adaptations	0	0	1,595	0	(1,595)	0	0	Incorrectly coded. Journal correction done. Please close a/c.
P. Oliver	Z301	Minor Adaptations	50,000	8,700	1,641	0	7,059	50,000	0	In house delivery.
P. Oliver	Z302	Stairlifts	80,000	35,000	31,289	0	3,711	80,000	0	
P. Oliver	Z369	Major Structural Works	0	0	5,836	0	(5,836)	0	0	Incorrectly coded. Journal correction done. Please close a/c.
P. Oliver	Z375	Garages	25,000	0	0	0	0	25,000	0	Garage site review in progress
P. Oliver	Z378	Door Entry Systems	200,000	(8,600)	4,531	0	(13,131)	200,000	0	
P. Oliver	Z401	Fire Safety	0	0	100	0	(100)	0	0	Incorrectly coded. Journal correction done. Please close a/c.
P. Oliver	Z434	Asbestos Removal	150,000	101,900	127,730	0	(25,830)	150,000	0	Demand led
P. Oliver	Z742	Communal Area Electric	200,000	0	0	0	0	200,000	0	
P. Oliver	Z743	Sheltered Housing Improvements inc heating & equipm	200,000	0	0	80,822	(80,822)	200,000	0	
A. Simmons	Z760	Acquisition of Affordable Housing to meet housing need	3,263,400	1,475,000	704,393	2,670	767,937	3,263,400	0	Purchased 4 properties to date, in the process of acquiring further 5 properties, and others being considered
P. Oliver	Z761	Major Adaptations	580,000	(90,200)	(60,187)	217,639	(247,652)	580,000	0	New contractors being procured to deliver this budget - previous FORTEM
P. Oliver	Z762	Major Void Works	280,000	0	0	0	0	280,000	0	New contractors being procured to deliver this budget - previous FORTEM
P. Oliver	Z763	Kitchens	805,500	(36,300)	(24,153)	0	(12,147)	805,500	0	New contractors being procured to deliver this budget - previous FORTEM

P. Oliver	Z764	Bathrooms	787,800	(19,800)	50,309	0	(70,109)	787,800	0	New contractors being procured to deliver this budget - previous FORTEM
P. Oliver	Z765	Electrical Upgrades	290,000	0	67	0	(67)	290,000	0	New contractors being procured to deliver this budget - previous FORTEM
P. Oliver	Z766	Windows	195,000	0	0	0	0	195,000	0	New contractors being procured to deliver this budget - previous FORTEM
P. Oliver	Z767	Central Heating and Boiler Installation	331,200	(38,000)	1,699	22,320	(62,019)	331,200	0	New contractors being procured to deliver this budget - previous FORTEM
P. Oliver	Z768	Door Replacement	360,000	(108,000)	(106,565)	0	(1,435)	360,000	0	New contractors being procured to deliver this budget - previous FORTEM
P. Oliver	Z769	Re-roofing	710,000	(286,800)	(166,919)	0	(119,881)	710,000	0	New contractors being procured to deliver this budget - previous FORTEM
P. Oliver	Z770	Major Structural Works	250,000	(72,400)	(12,361)	34,300	(94,339)	250,000	0	New contractors being procured to deliver this budget - previous FORTEM
P. Oliver	Z771	Communal Area Improvements	200,000	(100,000)	19,403	0	(119,403)	200,000	0	New contractors being procured to deliver this budget - previous FORTEM
P. Oliver	Z772	Carbon Monoxide Alarms	30,000	10,900	10,762	0	138	30,000	0	
P. Oliver	Z773	Fire Safety Works	100,000	75,200	72,020	197,063	(193,883)	100,000	0	
P. Oliver	Z775	Mobility Scooter Storage	15,000	0	0	0	0	15,000	0	New contract being procured
P. Oliver	Z776	Estate and External Works	205,000	(206,500)	(151,423)	0	(55,077)	205,000	0	New contractors being procured to deliver this budget - previous FORTEM
P. Oliver	Z857	Housing Capital Technical Costs	312,000	0	0	0	0	312,000	0	Capitalisation of salary
HPR		Director Housing, Planning & Regeneration and Re	9,619,900	740,100	509,768	554,814	(324,481)	9,619,900	0	
HA		Housing Revenue Account	9,619,900	740,100	509,768	554,814	(324,481)	9,619,900	0	
		Grand Total	49,171,200	7,037,633	3,578,860	744,899	2,713,875	16,470,622	2,454,220	

Agenda Item 10

FINANCE & PERFORMANCE SCRUTINY COMMITTEE – 7TH SEPTEMBER 2021

Report of the Strategic Director, Environmental and Corporate Services

Part A

ITEM 10 WORK PROGRAMME

Purpose of the Report

To review and plan the scrutiny work the Committee will undertake moving forward.

Action Requested

To review and agree the Committee's scrutiny work programme.

Reason

To enable the Council's scrutiny arrangements to operate efficiently and effectively.

Policy Justification and Previous Decisions

The Council's Corporate Plan 2020-2024 commits the Council to continue to improve customer service and deliver outstanding services.

This Committee can identify and schedule items for its own scrutiny work programme without needing the approval of the Scrutiny Commission if those items fall within its area of responsibility. If the Committee identifies a topic for scrutiny that is outside its area of responsibility, it can make a recommendation to the Scrutiny Commission that it is added to its scrutiny work programme, or that a scrutiny panel be established.

At its last meeting the Committee agreed that the Chair and Vice-chair in consultation with relevant officers would determine the most appropriate time for the Committee to schedule three items on its Work Programme. The following items have been scheduled as follows:

- Climate Change Strategy, Action Plan – meeting 7th September 2021 – to enable effective scrutiny in a timely manner, since this item was not considered by the Housing Planning Regeneration and Regulatory Services Committee in September 2020 due to the COVID pandemic.
- Community Safety Partnership – meeting date 30th November 2021 - to enable effective scrutiny to take place at mid-year through the data collection process.
- Decent Homes Contract – meeting date 1st March 2022 – to enable effective scrutiny of sufficient data after the new contract has been put in place.

Background Papers: None

Officer to Contact: Nicky Conway
Democratic Services Officer
01509 634787
Nicky.conway@charnwood.gov.uk

Finance & Performance Scrutiny Committee Work Programme

APPENDIX

Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Offices	Progress / Notes / Action Requested
07 Sep 2021	Work Programme	To consider items for future meetings.	To allow the Committee to identify items for which scrutiny is required.	N. Conway/ Lead Officer	Standing item
07 Sept 2021 (annual item)	Performance Information (Quarter 1 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / V. Brackenbury	Quarter 4 Report considered at the same time annually.
07 Sept 2021 (annual item)	Revenue Monitoring (General Fund and HRA)	Monitoring of Council's revenue position.	To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place.	Lead Member/ L. Tansey	Three reports to be considered through the year. Reports to be considered at the same time annually.
07 Sept 2021 (annual item)	Capital Monitoring	Monitoring of position with the Council's Capital Plan.	To ensure progress to the Council's Capital Plan and its financing are satisfactory.	Lead Member/L. Tansey	Monitoring report at each quarterly meeting.
07 Sep 2021 (annual item)	Climate Change Strategy Action Plan	Monitoring of the Climate Change Strategy Action Plan.	Monitoring of progress on Action Plan.	Lead Member/ M. French / C. Clarke	Requested by Scrutiny Workshop to be an annual review. Agreed with C/VC to review in Sep (19 Jul '21)
30 Nov 2021 (annual item)	Community Safety Partnership	To review the work of the Community Safety Partnership on a six-monthly basis, to enable any issues to be identified for further scrutiny by the appropriate scrutiny body and to enable incidences of violent crime to be monitored.	To ensure effective scrutiny of the work of the Community Safety Partnership	CSP Chair / J Robinson / T McCabe	Legal requirement to be reviewed annually. Agreed with C/VC 19 Jul 2021 to occur mid-year in November.

30 Nov 2021 (annual item)	Performance Information (Quarter 2 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / V. Brackenbury	Quarter 2 Report considered at the same time annually.
30 Nov 2021 (Period 7 - annual item)	Revenue Monitoring (General Fund and HRA)	Monitoring of Council's revenue position.	To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place.	Lead Member/ L. Tansey	Three reports to be considered through the year. Reports to be considered at the same time annually.
30 Nov 2021 (annual item)	Capital Monitoring	Monitoring of position with the Council's Capital Plan.	To ensure progress to the Council's Capital Plan and its financing are satisfactory.	Lead Member/L. Tansey	Monitoring report at each quarterly meeting.
01 Mar 2022 (annual item)	Performance Information (Quarter 3 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / V. Brackenbury	Quarter 3 Report considered at the same time annually.
01 Mar 2022 (Period 9 - annual item)	Revenue Monitoring (General Fund and HRA)	Monitoring of Council's revenue position.	To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place.	Lead Member/ L. Tansey	Three reports to be considered through the year. Reports to be considered at the same time annually.
01 Mar 2022 (annual item)	Capital Monitoring	Monitoring of position with the Council's Capital Plan.	To ensure progress to the Council's Capital Plan and its financing are satisfactory.	Lead Member/ L. Tansey	Monitoring Report at each quarterly meeting.
01 Mar 2022	Decent Homes Contract Update	To provide the Committee with an update on the progress of the Council's Decent Homes Contract with new contractors.	To ensure targets are being met and to identify any areas of concern.	Lead Member/ P. Oliver	After consulting Chair & officers 19 Jul 2021, scheduled in Q4 to allow for data to be generated.
June 2022 (annual item)	Capital Monitoring including Outturn	Monitoring of position with the Council's Capital Plan.	To ensure progress to the Council's Capital Plan and its financing are satisfactory.	Lead Member/ L. Tansey	Outturn report considered at same time annually.

June 2022 (annual item)	Revenue Monitoring (General Fund and HRA) Outturn	Monitoring of Council's revenue position.	To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place.	Lead Member/ L. Tansey	Outturn report considered at same time annually.
June 2022	Performance Information (Quarter 4 Report / Outturn)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / V. Brackenbury	Quarter 4 Report considered at the same time annually.