



**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, 30th November 2021 at 6.00 pm for the following business.

Chief Executive

Southfields  
Loughborough

22nd November 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. COMMUNITY SAFETY PARTNERSHIP 10 - 24  
A report of the Head of Neighbourhood Services to scrutinise the Community Safety Partnership (statutory responsibility at least every 6 months).
7. PERFORMANCE MONITORING 25 - 51  
A report of the Strategic Director; Environmental and Corporate Services providing Quarter 2 performance monitoring information.
8. REVENUE MONITORING POSITION (GENERAL FUND AND HRA) PERIOD 7 52 - 61  
A report of the Head of Financial Services setting out the revenue position for the General Fund and HRA at the end of period 7.
9. CAPITAL MONITORING REPORT 62 - 73  
A report of the Head of Financial Services setting out the Capital spend position at period 7.
10. THEME IDENTIFIED FOR THIS MEETING - COMMUNITY SAFETY  
To enable open discussion on the theme identified for this meeting: Community Safety.
11. WORK PROGRAMME 74 - 77  
A report of the Strategic Director; Environmental and Corporate Services.

#### **NEXT MEETING DATE**

The next meeting of the Committee will be held as follows:

1st March 2022 at 6.00pm

## FINANCE & PERFORMANCE SCRUTINY COMMITTEE 7TH SEPTEMBER 2021

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

Councillor Bailey (Cabinet Lead Member for  
Planning), Barkley (Deputy Leader of the Council  
and Cabinet Lead Member for Finance and  
Property Services), Mercer (Cabinet Lead Member  
for Private Housing) and Rollings (Cabinet Lead  
Member for Transformation)

Strategic Director; Environmental and Corporate  
Services  
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.

### 9. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 22nd June 2021 were confirmed as an accurate record of the meeting.

### 10. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

Councillor Fryer disclosed a personal interest for item 6, Performance Monitoring, as the Chair of the Outwoods Management Committee.

### 11. DECLARATIONS - THE PARTY WHIP

No declarations were made.

### 12. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURE 11.16

No questions had been submitted.

### 13. PERFORMANCE MONITORING

Considered a report of the Strategic Director, Environmental and Corporate Services providing performance monitoring information and results for the first quarter of 2021-22 (item 6 on the agenda filed with these minutes). The Chair confirmed with the 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: Cabinet Lead Member for Planning, Cabinet Lead Member for Private Housing, Strategic Director, Environmental and Corporate Services, Head of Planning and Regeneration, Head of Strategic and Private Sector Housing, and Organisational Change Officer.

The Organisational Change Officer noted that it had been agreed prior to the meeting to focus on two specific areas of performance with regard to questions from the Committee.

Summary Key points of discussion:

- With respect to KI1 (net additional homes provided) and KI 2 (number of affordable homes delivered), whether the performance in Quarter 1 of number of additional houses provided was indicative of an undershoot for the whole year and consideration of its impact on the five-year land supply. It was likely that the number of homes completed by the end of the year would fall short of the target of 1105. This was due to a number of factors including a shortage of supply of housing, the reduction in the number of sites available to build on, and the supply chain shortages for building materials, labour and HGV drivers. It was anticipated that work on Sustainable Urban Extensions (SUEs) recently approved would soon come on stream; the Thorpebury SUE had started building. Since November when it had been identified that the five year land supply was falling short, more applications had been approved, but it was noted that these were unlikely to contribute to the target number of homes built during this year.
- The number of homes to be completed was set out in the draft Local Plan up to 2037 and included the expected 850 homes for this financial year. From a broader perspective, meeting this target was complex, applications could be approved by the Plans Committee but only in accordance with the Development Plan and Strategy regardless of whether a lack of five-year housing supply was indicated for future years.
- With respect to KI 11 % rent loss from void properties, concerns were raised regarding the loss of rent, the average void of 126 days before returning to use, the number of homeless people and the types of houses available. There were several reasons why the situation was as indicated in Appendix B. the Voids performance had continued to be impacted by the COVID pandemic and related restrictions, which had affected customers, staff and services. In addition with staff vacancies, both the reviews on the Council housing stock for sheltered and age designated had been delayed. Planning advice had been sought for options for the Sheltered Housing and would be presented to the Sheltered Housing review Board prior to submitting a report to Cabinet. Once the vacancies were filled the data already collated for age designated

- properties will be analysed to determine whether the age restrictions should be lifted.
- The Choice based lettings bidding system was effective; when an applicant was accepted on to the Housing Register they would be notified of their band and the properties they were eligible for. It was noted that tenant aspirations had changed and that the types of properties available did not match these. The Council had 400+ properties to allocate yearly and nearly 2000 to be housed, there was not enough stock available. The policy of allowing three refusals of properties before the Council could state that it didn't have a duty to house people had been agreed as part of the consultation exercise when the Allocation Policy had been introduced. A review was planned during this financial year and this approach would be reconsidered.
  - With respect to KI 9 (% of non-domestic rates collected) and Business rates being 7% off target, and its impact by Q4. It was noted that businesses were struggling, with empty shops appearing on the high street. This had an impact on the budget and there had been a struggle to collect rates. However it was early in the financial year and this KPI could merit additional scrutiny later at a later meeting.

With respect to KI 6 (% rent collected) the Democratic Services Officer agreed to ask the Head of Landlord Services whether a plan was in place to achieve its target with consideration to the last year being somewhat unusual. Members wished to understand if it was reviewed monthly and how the data compared to non-COVID year.

Members considered that it was not acceptable as a Council, that there were high numbers of housing void, high numbers of people homeless and significant % rent loss. The Committee wished to highlight the difficulties facing the Strategic and Private Sector Housing Service to its Cabinet Lead Member portfolio holder suggesting that additional support was urgently required.

Members mentioned that limiting questions to one or two areas of performance and inviting only those Cabinet Lead Members and Officers to the meeting was not perceived as a satisfactory approach to effective scrutiny.

**RESOLVED** That the Committee noted 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.

#### 14. DELIVERY OF THE CLIMATE CHANGE STRATEGY

Considered a report of the Head of Planning and Regeneration providing members with an update on the progress in implementing the Council's Climate Change Strategy (item 7 on the agenda filed with these minutes).

The Chair confirmed with the Cabinet Lead Member of Transformation and Head of Planning and Regeneration attending the meeting virtually to assist with the consideration of the report that they could hear the proceedings before considering this item.

Summary, key points of discussion:

- With reference to the planned move of offices for the Council, it was noted that although the move itself was unlikely to be carbon neutral any changes made would significantly assist the Climate Change Strategy by reducing the Council's carbon footprint.
- With regard to the current Council offices located at Southfields, short term solutions were being considered to improve its carbon and environmental footprint. For example, the electricity supply was being provided by a carbon neutral source, and a carbon offsetting gas supplier was being sourced. It was important to ensure money and resources were not wasted on unnecessary improvements as the long-term plan was to move out of the building. .
- To ensure tree planting across Charnwood to offset CO2 emissions was being recorded, a spreadsheet had been created to document committed planting, big planning applications, annual 'Tree Giveaways' by the Council and the Hathern Woodland project. Although the data was approximate it did enable officers to assess the number of trees on a yearly basis, identify any gaps and provide assurance that the target was achievable.
- There had been limited consultation with the public during last year, which explained why some of the targets were flagging up as amber. It had not been possible to engage with the community and businesses as wished to widely communicate the Council's strategy to be carbon neutral by 2030. However, the Communications team had engaged with different sectors using different platforms (social media) with smaller but more frequent activities.
- The Council were taking part in a National Pilot for on-street parking which would involve installing more electric charging points into council owned car parks, three locations had been identified across the borough. The Local Plan indicated new residential housing applications could be favoured if electric charging points were part of the application. It was noted that the situation was changing very quickly and more work was required for on street facilities where there were no driveways or garages, although this was likely to be driven by national government.
- Difficulties with respect to parking outside of terraced homes were highlighted and that the limited number of charging points in car parks tended to be fully occupied very early in the day. It was important to focus on what the Council could achieve by introducing more charging points in its own car parks, by encouraging more private sector installations and by taking part in the national pilot scheme. New technology was being developed that could improve charging times and Council owned vehicles were being switched to electric.

Members wished to understand what percentage of Charnwood Borough residents were unable to install personal electric charging points due to the type of property they lived in.

**RESOLVED** that the Committee noted the contents of the report.

## Reason

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

### 15. REVENUE MONITORING POSITION (GENERAL FUND & HRA) PERIOD 4

Considered a report of the Head of Financial Services setting out the revenue position at period 4 (item 8 on the agenda 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:

- Clarification was sought regarding the essential Car Allowance Saving scheme. A typographical error was noted for amendment, and it was explained that the review of the essential Car Allowance and year end saving was unlikely to be achieved in 2021-22.
- The estimated saving of £200K for the essential Car Allowance Saving scheme was still under discussion, and the review of whole scheme was required before the year end figure could be confirmed. It was anticipated that a final report would be considered by the Cabinet at end of October 2021 after consultation with staff and the Trade Unions. It was noted that the situation involved complex factors to be considered.
- Clarification was sought regarding the forecast overspend of £658K and whether this was in addition to agreed overspend noted elsewhere in the report. This forecast showed the potential additional net financial pressures which could be experienced by the Council over the financial year, and it was possible that some income losses could be claimed back from the Government.
- It was prudent to spend funds on the Buildings Feasibility study to confirm that the potential alternative office site was suitable, and the project was deliverable. Lessons learnt from previous projects indicated the relevance of considering the state of the ground of the site prior to any development. It was proposed to divert revenue reserves earmarked for capital expenditure to complete the feasibility study. If the site was found to be sound, the project would go ahead, and the funds spent on the feasibility study would be capitalised as part of project expenditure.

Members considered that achieving the budget within £7K was to be commended and noted that the layout of the report submitted to this meeting was easy to read and understand. The Committee requested that officers use this format for submission of revenue monitoring reports to future meetings.

**RESOLVED** that the Committee noted the contents of this report

## Reason

To enable the Committee to fulfil its remit in receiving regular financial monitoring reports.

16. CAPITAL MONITORING REPORT PERIOD 4

Considered a report of the Head of Financial Services informing the Committee of the General Fund and Housing Revenue Capital spend position at period 4 (item 9 on the agenda filed with these minutes).

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

Members questioned the overspend by £550K of the Bedford Square Project and enquired how the project could be forecast to be on target for year-end without some amendment to the project detail. It was noted that there had been some planned value engineering, that £0.5mill identified in the next financial year had been spent in this financial year and that some funding would be released from the Town Deal. The Democratic Services Officer agreed to ask the Head of Planning and Regeneration for a further explanation of the matter.

It was noted that although slippage had occurred on the projects in Shephed the money had been allocated and the projects would be completed, but not necessarily in this financial year.

The Democratic Services Officer agreed to ask the Head of Landlord Services for an update regarding the new contractors being procured to deliver certain items under his Service in the budget.

**RESOLVED** that the Capital Monitoring Summary position for Period 4, 31 July 2021 for the General Fund and Housing Revenue Account be noted as per Appendix 1 and the detailed Capital Report as per Appendix 2.

Reason

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

17. WORK PROGRAMME

Considered a report of the Strategic Director, Environmental and Corporate Services to assist the Committee in determining its work programme (item 10 on the agenda filed with these minutes).

It was noted that the review of the Community Safety Partnership at the Committee's next meeting was a substantive item for consideration.

Members considered which Cabinet Lead Members (CLM) and Heads of Service (HoS) to invite to the next meeting. The use of hybrid technology to allow those supporting the Committee in its consideration of performance monitoring to attend virtually was considered successful. The identification of two areas for consideration at this meeting was not deemed a satisfactory approach to scrutiny. Different

approaches were considered, but all agreed that to ensure effective scrutiny took place a core number of CLM and HoS should be identified to attend the meetings of the Committee virtually and not be limited to representing red indicators only. It was accepted that on occasion some questions might be asked by members that could not be answered during the meeting.

## **RESOLVED**

1. that the Work Programme as attached in the report be noted;
2. that the Strategic Director, Environmental and Corporate Services and Democratic Services Officer identify a core number of Cabinet Lead Members and Heads of Service to invite to future meetings of the Committee;
3. that the Committee considers a draft of the next Quarter's Performance Monitoring report and agrees a core number of Cabinet Lead Members and Heads of Service to invite, prior to the next meeting.

## Reasons

1. To enable the Councils scrutiny arrangements to operate effectively and efficiently.

2&3 Members acknowledged the potential difficulties in inviting 9 CLM and 10 HoS to meetings but wished to ensure effective scrutiny could take place by identifying a core number of CLM and HoS to support its consideration of the performance monitoring report.

## 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.

**Finance and Performance Scrutiny  
30<sup>th</sup> November 2021**

**Report of the Head of Neighbourhood Services**

**Lead Member: Councillor Leigh Harper-Davies**

**PART A**

**ITEM: 6      COMMUNITY SAFETY PARTNERSHIP UPDATE REPORT**

**Purpose of Report**

To ensure that the statutory responsibility to scrutinise the Community Safety Partnership, at least every 6 months, is undertaken effectively and to ensure the continued monitoring of incidences of crime in Charnwood.

**Recommendations**

That the Committee notes the report.

**Reason**

Finance and Performance Scrutiny has been allocated the statutory responsibility to ensure that effective scrutiny of the work of the Community Safety Partnership takes place in the absence of Directorate Scrutiny Committees.

**Report Implications**

The following implications have been identified for this report.

*Financial Implications*

There are no financial implications associated with this report.

*Risk Management*

There are no risks directly associated with this report.

**Contacts**

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## PART B

### **Community Safety Partnerships**

Crime and Disorder Reduction Partnerships are a statutory requirement under the Crime and Disorder Act 1998. This was amended in 2009 to become a statutory Community Safety Partnership (CSP). The Charnwood CSP is a multi-agency partnership working with the collective objective of making Charnwood a safer place to live and work. Its membership is drawn from a range of key agencies and organisations, (some of which are required by law to be involved) that together have a real impact on reducing crime, disorder, anti-social behaviour, drugs and alcohol misuse, thereby increasing public confidence.

### **Executive Summary:**

This report is focused on the performance of the CSP set against its three Strategic Themes from the 1<sup>st</sup> April 2021 to the 30<sup>th</sup> September 2021:

**Theme 1: Making Communities Safer**

**Theme 2: Protecting Vulnerable People**

**Theme 3: Improving Community Confidence, Engagement and Cohesion**

Under each theme there is analysis of each priority, demonstrating the positive actions the CSP has commissioned to achieve its goals. To aid scrutiny, there is evidence of what has worked well, under each thematic and commentary on what additional development work is required throughout the rest of the performance year.

The report sets out the current 2021/22 performance that the Partnership has achieved as at the 30<sup>th</sup> September 2021 (Quarter 1 and Quarter 2). Due to the performance year 2020/21 being mostly under Covid restrictions, the Community Safety Partnership has also undertaken a comparison of its current 2021/22 performance set against 2019/2020 and 2020/21, thereby allowing Scrutiny to have a more detailed picture of crime and disorder trends within Charnwood.

**Figure 1** (p4) illustrates the CSP's performance during Quarter 1 and Quarter 2 of 2021/22. The CSP have seen an increase of reported crime in 5 of the 9 crime domains, with 'All Crime' now being recorded to be at +12% compared to the same reporting period of 2020/21.

Similarly, in **Figure 1** the CSP has assessed its performance against the pre Covid 2019/2020 reporting period. It is noted that the Partnership has seen an increase of +8% in 'All Crime' during 2021/22, when compared to Quarter 1/Quarter 2 of 2019/20.

The Partnership continues to deliver consistent and significant reductions in the following crime domains during 2021/22:

- Burglary Residential: -28%
- Burglary Business: -20%
- Theft of Motor Vehicles: -14%

- Theft From Motor Vehicles: -36%

However, it is noted from **Figure 1**, that there are two crime domains that have continued to have significant increases across the past three performance years. The current 2021/22 data illustrates this continuing challenge:

- Violence with Injury: +15%
- Cycle Theft: +156%

For additional context for Scrutiny, Leicestershire Police have provided the data set listed in **Figure 2**. This data illustrates the crime trends in 'All Crime', Burglary and Vehicle Crime, across all 10 Police Beats within the Borough of Charnwood. Whilst these beat locations are not co-terminus with the Council Electoral Wards, an index of locations has been listed under each Police Beat to assist members. Unfortunately, this data set goes beyond Quarter 2 and is inclusive of 1<sup>st</sup> April 2021 – 21<sup>st</sup> October 2021. As the data is courtesy of Leicestershire Police, we have been unable to reset the reporting dates to Quarter 1 and Quarter 2.

The crime data clearly illustrates that there are 2 key locations in relation to crime volume:

- Loughborough Central: Police Beat 62
- Loughborough East: Police Beat 65

In 2016 the Community Safety Partnership, through its Partnership Strategic Assessment, identified both Beat 62 and Beat 65 as chronic locations for crime and disorder. In mitigation two multiagency subgroups were created – Loughborough Central Delivery Group (LCDG) and the Loughborough East Delivery Group (LEDG) – later known as the People Zone.

The CSP has identified that these two groups have not been operating effectively in recent times. There has been a significant increase in the turnover of police staff in these locations, which in turn has led to an increased turnover in the Chair of each group. Consistency of staffing has been a real challenge for the Partnership. Moreover, the attendance of statutory partners outside of the Council and the Police at these meetings has been sporadic at best and there is a real need for them to reengage with the CSP to fulfil their statutory duty under the Crime & Disorder Act.

Furthermore, it has been agreed that there will be a greater focus on the skillset of officers attending these two critical meetings. Each group will be advised and mentored by a strategic leader from within the Partnership, with the Community Safety Manager now working alongside the Chair of the LCDG and the NPA Commander mirroring that approach with the LEDG.

Finally, the Partnership is also currently reviewing its CSP delivery model to ensure that the cross-cutting enablers are in place to maximise performance eg: Data sharing; Evidence & Evaluation and Communication Strategy to name a few. A corporate action plan has been created to capture these workstreams and the CSP Strategic Group will oversee key actions that are arising from this piece of work.

## **Community Safety Partnership Plan:**

### **Theme 1: Making Communities Safer**

#### **Context:**

Each year, the CSP completes a Partnership Strategic Assessment (PSA) with the aim of reviewing the previous twelve months performance and identifying emerging areas of threat, risk and harm. The PSA is written in consultation with Leicestershire Police and other key partners, and ultimately prioritises resources for the Partnership and shapes the Community Safety Plan.

Most Similar Family Groups (MSFGs) are used with the aim of making effective and meaningful peer comparisons. The Home Office uses areas with very similar geographical, demographic and socio-economic situations that have been shown to have reasonably comparable levels of crime. The CSP monitors the movement within the MSFG, but also looks at comparison to other areas within Leicestershire.

Charnwood's Community Safety Partnership's Family Group is as follows:

- Hampshire – Eastleigh,
- Hertfordshire - North Hertfordshire,
- Thames Valley – Wycombe,
- Hertfordshire – Hertsmere,
- Sussex – Arun,
- Essex – Chelmsford,
- Essex - Epping Forest,
- North Yorkshire – York,
- Kent – Maidston,
- Kent - Canterbury,
- Avon and Somerset – Bath and North East Somerset,
- Avon and Somerset – South Gloucestershire,
- Hertfordshire – Dacorum
- Warwickshire – Rugby

**Theme 1** of the 2020-2023 Community Safety Plan aims to make our Communities Safer. The CSP's current performance against this strategic theme is listed at **Figure 1** below.

To offer members additional context, the 2021/22 performance is set against the two previous performance years to take account of the COVID 19 lockdown during 2020/21. **Figure 1** also illustrates the CSP's direction of travel set against its Most Similar Family Group (MSFG) with Green Arrows demonstrating a positive move in the right direction.

**Figure 1: Overview Crime Performance from the 1<sup>st</sup> April 2021 to 30<sup>th</sup> September 2021 compared to 1<sup>st</sup> April 2020 to 30<sup>th</sup> September 2020 and 1<sup>st</sup> April 2019 to 30<sup>th</sup> September 2019**

Crime Type	Performance to Date comparing 1 <sup>st</sup> April 2021 to 30 <sup>th</sup> September 2021 to 1 <sup>st</sup> April 2020 to 30 <sup>th</sup> September 2020	Performance to Date 1 <sup>st</sup> April 2021 to 30 <sup>th</sup> September 2021 to 1 <sup>st</sup> April 2019 to 30 <sup>th</sup> September 2019	Total Crime as at 30 <sup>th</sup> September 2021	Total Crime as at 30 <sup>th</sup> September 2020	Total Crime as at 30 <sup>th</sup> September 2019	Position in Family Group as at September 2021
All Crime	<b>+12%</b>	<b>+8%</b>	7001	6250	6504	<b>10/15</b> ↑
Violence with Injury	<b>+15%</b>	<b>+83%</b>	900	783	492	<b>13/15</b> ↑
Burglary – Residential	<b>-28%</b>	<b>-50%</b>	206	288	413	<b>14/15</b> ↔
Burglary – Business	<b>-20%</b>	<b>-36%</b>	69	86	108	<b>10/15</b> ↑
Theft of Vehicles	<b>-14%</b>	<b>-42%</b>	102	119	176	<b>6/15</b> ↓
Theft from Vehicles	<b>-36%</b>	<b>-56%</b>	206	320	468	<b>9/15</b> ↓
Robbery	<b>+5%</b>	<b>-11%</b>	42	40	47	<b>8/15</b> ↑
Cycle Theft	<b>+156%</b>	<b>+83%</b>	220	86	120	<b>14/15</b> ↑
Shoplifting	<b>+36%</b>	<b>-4%</b>	404	297	422	<b>3/15</b> ↔

**Figure 2: Police Crime Performance Data by Beat from the 1<sup>st</sup> April 2021 to 21<sup>st</sup> October 2021**

Beat Area	All Crime			Burglary- Residential			Theft from Motor Vehicle			Theft of a Motor Vehicle		
	Crime as at 21 <sup>st</sup> Oct 2020	Crime as at 21 <sup>st</sup> Oct 2021	% Variance	Crime as at 21 <sup>st</sup> Oct 2020	Crime as at 21 <sup>st</sup> Oct 2021	% Variance	Crime as at 21 <sup>st</sup> Oct 2020	Crime as at 21 <sup>st</sup> Oct 2021	% Variance	Crime as at 21 <sup>st</sup> Oct 2020	Crime as at 21 <sup>st</sup> Oct 2021	% Variance
<b>Charnwood Borough</b>												
<b>Beat 56</b> Covers, Woodhouse Eves Newtown Linford, Cropston, , Rothley and Quorn	449	449	0%	42	19	-55%	47	19	-60%	4	7	+75%
<b>Beat 57</b> Mountsorrel	341	318	-7%	18	8	-56%	17	10	-41%	7	6	-14%
<b>Beat 58</b> Anstey	188	258	+37%	12	13	+8%	5	7	+40%	5	2	-60%
<b>Beat 59</b> Covers Wymeswold, Hoton, Burton on Wolds, Barrow Upon Soar, Sileby, and Seagrave	701	685	-2%	28	13	-54%	15	12	-20%	13	12	-8%
<b>Beat 60</b> Covers Birstall and Wanlip	356	331	-7%	12	17	+42%	23	9	-61%	10	7	-30%
<b>Beat 61</b> Covers, Queniborough, Syston, Thurmaston, Barkby, Beeby and South Croxton	1129	1253	+11%	37	28	-24%	43	26	-40%	26	21	-19%
<b>Beat 62</b> Covers Ashby Road Estate, Loughborough University, Storer Road Area, Loughborough Town Centre and Loughborough College	1256	1703	+36%	47	68	+45%	42	26	-38%	19	24	+26%
<b>Beat 63</b> Covers Nanpantan, The Outwoods and Shelthorpe	553	616	+11%	55	28	-49%	72	31	-57%	14	9	-36%
<b>Beat 64</b> Covers Hathern, Shepshed and the Dishley Road Estate	802	826	+3%	34	20	-41%	63	30	-52%	13	15	+15%
<b>Beat 65</b> Covers Bell Foundry Estate, Warwick Way estate, Parts of Alan Moss Road, Meadow Lane, Sparrow Hill, Pinfold Gate, Leicester Road	1162	1415	+22%	43	20	-53%	26	64	+146%	22	22	0%

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## Theme 1

### Priority 1: Prevent and disrupt criminality focusing on reducing 'All Crime', creating safer communities free from harm and violence.

The 'All Crime' performance as of 30<sup>th</sup> September 2021, has seen an increase of +12%. This increase equates to 751 more victims of crime compared to the same reporting period of 2020/21.

Comparing the CSP's 'All Crime' 2021/22 to 30<sup>th</sup> September 2019/20 illustrates that there has also been an increase of in this reporting period, with this increase equating to a +8% in 'All Crime'. This increase equates to 497 more victims of crime.

Compared to the other members of Charnwood's Most Similar Family Group (MSFG) we are now positioned 10/15 as of 30<sup>th</sup> September 2021. Previously Charnwood CSP was ranked 8/15.

During Quarter 1 and Quarter 2 (2021/22), the Partnership has delivered a return of:

- -28% reduction in Burglary – Residential: (82 less offences)
- -20% reduction in Burglary – Business: (17 less offences)
- -14% reduction in Theft of Vehicles: (17 less offences)
- -36% reduction in Theft from Motor Vehicle: (114 less offences)

However, further work will be required to address an increase in:

- Violence against the person with Injury: +15% (117 additional offences)
- Cycle Theft: +156% (134 additional offences)
- Shoplifting: +36% (107 additional offences)
- Robbery: +5% (2 additional offences)

## Context

It is appropriate to note that **Figure 1** is comparing the CSP performance to a previous year 2020/21, most of which was during Covid restrictions and lockdown conditions. However, that said all our contrasting CSP's in our Most Similar Family Groups have operated under the same challenging conditions and the same Home Office Counting Rules for recorded crime.

The data looking across the past three years clearly illustrates that 'All Crime' is increasing in Charnwood. A detailed analysis of the crime trend has illustrated that the following are key aggravating factors contributing to that increase:

- Mental Health
- Vulnerability
- Domestic Abuse

These aggravating factors feature significantly within the workstreams of the CSP Delivery Model with partners adopting a multiagency response to mitigate these key issues.

A review of our MSFG data shows that we are moving in the wrong direction in all crime domains apart from those listed below, which have either improved or remained static:

- Burglary Residential: 14/15 static 14/15 (Sept 2021)
- Theft of Vehicles: 6/15 previously 12/15 (Sept 2021)
- Theft from Motor Vehicles: 9/15 previously 12/15 (Sept 2021)
- Shoplifting: 3/15 static 3/15 (Sept 2021)

Detailed analysis of the crime patterns in **Figure 2** shows that the two locations contributing to the highest volume of crime in Charnwood are:

- Loughborough Central: Beat 62: +36% increase in crime
- Loughborough East: Beat 65: +22% increase in crime

### **Priority 2: Proactively tackle all ASB with a focus on reducing alcohol/substance misuse related incidents and street related ASB**

The Partnership's approach to tackling anti-social behaviour is largely concentrated on the key principles of anti-social behaviour as defined by the 'Anti-Social Behaviour Crime and Policing Act 2014'. This can be summarised as:

*"Behaviour which caused or was likely to cause harassment, alarm or distress to one or more persons not of the same household".*

Nationally and locally, anti-social behaviour has a high profile and the Partnership wholly accepts that incidents of anti-social behaviour have a negative impact upon the quality of life of the residents within our communities. There are significant contributing factors that make this a priority, namely:

- Loughborough has a vibrant night-time economy
- Loughborough has a large student populous
- Urban areas mixed with rural locations
- Vulnerable victims often with complex needs, living within our communities

### **Context**

With the lifting of COVID restrictions, the Partnership has developed a Night-Time Economy plan that focuses on both Enforcement and Prevention as central themes. Through the Loughborough Central Delivery Group (LCDG), all licenced premises are assessed using a 'RAG' System, Red, Amber or Green. All red listed premises are reviewed at the monthly Charnwood Area Licensed Premises Meeting. Positive action that has been generated in meeting this strategic objective include:

- Funding for the Street Pastors to support vulnerable users of the night-time economy on a Saturday evening has continued.
- Funding for the Student Street Support Scheme, which helps to reduce transient noise on a Saturday and Wednesday evening is in place.
- Targeted work around Licensing concerns raised by members of the Charnwood Area Licensed Premises group.

The Student Street Support Scheme, is now overseen by the Security Team at the University, having previously been run under the banner of the Students Union. The scheme operates on an intelligence led approach and is deployed on the following basis:

- Every Wednesday, Friday and Saturday evening during term times
- Patrol times being from 10pm to 2am
- 4 students patrolling in two pairs
- Routes agreed utilising data from weekly ASB partnership meeting

The scheme now that COVID restrictions have been lifted will continue to operate through out the rest of the 2021/22 academic year:

- Term 1 – from Friday 1<sup>st</sup> October 2021 to Friday December 17<sup>th</sup> 2021
- Every day during Freshers – 1<sup>st</sup> to 9<sup>th</sup> October 2021
- Term 2 – from Friday 11<sup>th</sup> February 2022 to Saturday 2<sup>nd</sup> April 2022
- Term 3 – from Friday 6<sup>th</sup> May 2020 to Saturday 18<sup>th</sup> June 2022

The Partnership receives regular updates on ASB data reported to the Partnership and during Quarter 1 and 2 (2021/22) there has been a reduction of -13.2% in reported ASB recorded on Sentinel, equating to 533 less incidents. The two areas of concern re volume of reported incidents are:

- Beat 62 with 904 incidents
- Beat 65 with 519 incidents

### **Theme 1: Making Communities Safer – What has worked well:**

The Charnwood Community Safety Partnership has achieved reductions in 4 crime domains during 2021/22 and the processes in place to identify and respond to threats around crime trends are working well. This has included the following:

- An Online Fraud Reduction Campaign which included 25 Tweets and 3152 impressions and 216 engagements
- The effective work of the Youth Jag and Adults at Risk JAG targeting vulnerable residents of Charnwood, through positive partnership working.
- All the subgroups of the JAG now have the same referral process for upward escalation of high-risk cases, this has worked really well in identifying a host of cases and this document has been shared with all key partners.

- A Countywide online Knife Crime aimed at Young people supported by material from partners as part of the ongoing Respect campaign.
- A joint online campaign called the “Second Step” to raise awareness of the Jenkins Centre perpetrator programme amongst those that use harmful or abusive behaviours, their friends or families and professionals, with 714 impressions.
- Engaging in the following social media campaigns:
  - #LockitorLoseit
  - #thinksafe
  - #CallUAVA
  - #ActionFraud
  - #MentalHealthAwarenessWeek
  - #NoTheSigns
  - #MenToo
  - #InYourCommunity
  - #CharnwoodWatch
  - #Exploitation
  - #DomesticAbuse
  - #EndHumanTrafficking
  - #MdrnSalveryHelpline
  - #saynotoasb
  - #Modernslavery

### **Theme 1: Making Communities Safer: Areas for Development:**

The Partnership had previously adopted the Charnwood Drug Strategy in 2018 under the following three themes:

- Prevention & Early Intervention
- Building Recovery
- Safer & Stronger Communities

In 2021/22 Charnwood CSP continues to be challenged by the ever-increasing problem of substance misuse. A significant proportion of offending within the Borough is driven through the behaviour of individuals living chaotic lifestyles and having a habitual reliance upon substance misuse.

Furthermore, given the locality of key towns such as Loughborough, which has excellent travel corridors both road and rail, there is an ever present problem of County Lines and the criminal exploitation of young individuals and the ‘cuckooing’ of adults at risk.

Unfortunately, due to a number of contributing factors, the CSP Drug Strategy has not been as effective in recent times. As such the Partnership is currently looking at the cross-cutting enablers that are required from all agencies to refocus this important piece of work. Clear examples of this being:

- Effective Data sharing
- Greater connectivity in terms of intelligence sharing
- Enhanced engagement with support services
- Evidence and evaluation – ensuring an outcome focused approach

## **Theme 2: Protecting Vulnerable People**

### **Priority 3: Prevent violence and exploitation whilst supporting victims: including criminal exploitation, serious violence, domestic / sexual violence, abuse, modern slavery and human trafficking**

Vulnerable, high risk and repeat victims of crime and anti-social behaviour present the highest levels of threat and harm for the Partnership. The JAG continues to monitor ASB reports as recorded on Sentinel for issues such as risk, vulnerability, repeat victims, and hate motivation. All high-risk cases, of which there have been 25 referrals during Quarter 1 and Quarter 2, are reviewed at the JAG and as a matter of course; all high-risk victims of ASB are referred to Victim First, thereby ensuring that they have continued support.

#### **Context**

The following are updated performance indicators from Quarter 1 to Quarter 2 (2021/22) for the Domestic Abuse Service funded through Charnwood Community Safety Partnership and the Council's Strategic Partner Grant:

- 100% victim satisfaction rate for 2020/21, with all aspects of service delivery being rated as excellent or good.
- Living without Abuse has supported 89 new clients in Charnwood in Quarter One to Quarter Two against the target of 80 clients for 2021/2022
- One Freedom Programme session and One Lightbulb Group has taken place in Quarter 1 to Quarter two. The Freedom Programme is a twelve-week course that explores the beliefs of the perpetrator, the different types of abuse, and how to recognise the early warning signs. The programme also aims to increase self-esteem and confidence.

### **Priority 4: Prevent people being drawn into extremism and increase the reporting of Hate Crime**

The Prevent Strategy is part of the Government's counter-terrorism strategy, 'Contest' and it aims to prevent individuals being drawn into terrorism and becoming extremists. It is important that the Partnership is proactive in addressing issues that could threaten community cohesion and that partner agencies work collaboratively to demonstrate that hate crime and extremist actions will not be tolerated.

#### **Context**

All Hate Crime/Incident and Prevent reports are discussed and reviewed by the JAG chair, as Charnwood has areas with significantly higher levels of hate related incidents than elsewhere in the county and an increase in reporting is viewed as a positive statement in terms of community confidence. The JAG aims to do this by

- Ensuring that all vulnerable young people and adults who might be susceptible to or are already engaged in any form of extremism, are referred through to Channel via the Charnwood JAG
- Taking positive action in respect of all hate incidents/crimes.
- By holding at least 3 Hate Awareness events throughout the year, promoting discussion and increasing awareness with members of the public

The Partnership has seen an increase of +16.4% of reported Hate Crimes (32 extra crimes) during Quarter 1 – Quarter 2 (2020/21) and an increase of +2% of Hate Incidents reported to the Partnership (5 extra reported incidents).

## **Theme 2: Protecting Vulnerable People – What is working Well:**

The strategic theme of protecting the most vulnerable in our communities is a critical area of business for the CSP. However, this area of business is growing in both its volume and risk posed. The complexity of the cases clearly illustrates the changing pattern in the world of Community Safety and the increasing demand in terms of resource time.

To address the risk posed to both adults and youths at risk, the CSP has two multi-agency specialist groups that sit beneath the main JAG. These are listed as:

- Youth JAG
- Adults at Risk Group (AARG)

Both multi-agency groups bring a risk focused approach and have safeguarding as their central theme. In both forums' cases are managed through the risk posed of reoffending and the risk posed to both the individual perpetrator/victim and the wider community.

At the Youth JAG (Quarter 1 Quarter 2), there have been 12 young people referred and risk assessed as High Risk, with another 14 young people being placed in a monitoring cohort after a reduction in incidents and risk. These youth cases all have many different levels of complexity and significant partner interventions in a bid to divert the young people away from criminality.

There are also 9 cases being managed through this reporting period at the Adults at Risk Group. These individuals are also assessed at High Risk of harm and reoffending. Concerns around this cohort include: bullying and harassment, drug misuse, homelessness, self-harm, cuckooing, mental health and domestic abuse. Again this cohort often have chaotic lifestyles and are at risk due to the situation or circumstances in which they are living.

Moreover, Charnwood had been identified as an area of risk of serious violence through the Violence Reduction Networks (VRN) Strategic Needs Assessment. As such the CSP has supported funding of £10,000 for a 'Serious Violence Community Outreach Project for young people. The Project is being jointly commissioned by Leicester City Council (LCC), The Violence Reduction Network (VRN) and the Office of the Police and Crime Commissioner (OPCC). The aim of the project is to:

“provide young people involved in or at high risk of involvement in public place violence, with a high-quality and sustained mentoring relationship delivered by credible role models within the young person’s local community”

## **Theme 2: Protecting Vulnerable People: Areas for improvement:**

The LLR Strategic Partnership Board (SPB) has commissioned a review of the county wide ASB protocols and has developed their own workstreams, having identified a number of vulnerabilities in respect of ASB case recording/management. This has resulted in the following pieces of work being undertaken:

- A review of ASB Policies to establish both the agreed definition of ASB, with the intention of having a consistent LLR ASB Policy
- The creation of a User Protocol for Sentinel – to ensure consistency across partners in terms of case recording/management
- The development of a training package for Sentinel, which will include a practitioner’s guide
- Repeat Victim process – to incorporate an agreed definition of the term repeat victim and a consistent LLR response to such vulnerable individuals

The Partnership is playing an active part in these important workstreams and this is being prioritised within the CSP, given the increasing number of Community Triggers being activated by dissatisfied victims of anti-social behaviour within our locality.

For context, Community Triggers are borne out of *sect 104 ‘ASB, Crime & Policing Act 2014’*, which places a statutory duty upon the CSP to undertake a full case review should the local threshold agreement be met, and the victim dissatisfied with the response they have received. Additional information on Community Triggers features under Priority 5 below.

## **Theme 3: Improving Community Confidence, Engagement and Cohesion**

### **Priority 5: Build stronger and cohesive communities with a focus on increasing community confidence**

People’s perception of becoming a victim of crime is greater than the actual reality of being a victim of crime, as identified in the previous British Crime Survey in 2017. However, the Leicestershire Insight Survey, which comprises of 1,600 telephone interviews throughout the year reported the following:

- 77% felt safe in their local area after dark - this has reduced in the last few months from 79%
- 85% agreed that ASB has got better or stayed the same – this has increased in the last few months from 82%

## **Context**

Under the Strategic Theme of increasing Community Confidence, during Quarter 1 and Quarter 2 (2021/22), the CSP has received 5 Community Trigger activations. All cases were reviewed against the locally agreed threshold and all activations have progressed to full review hearings, with improvement action plans created for all victims.

The CSP has to date now received 23 Community Trigger activations in total and has identified a number of common themes in all cases. This has led to the identification of both organisational change and the requirement for enhanced training for practitioners involved in ASB case management.

## **Theme 3: Improving Community Confidence, Engagement and Cohesion – what is working well**

The Partnership is committed to improving residents' perceptions of them becoming victims of crime, by providing positive new stories and raising awareness around crime prevention by

- Encourage people to take reasonable precautions to protect themselves, their neighbours and their property through social media campaigns and community events.
- Update the website and social media on a regular basis with crime prevention information
- Using diverse media products to raise awareness
- Engage with residents and local representatives, particularly in our priority neighbourhoods, to understand local concerns and seek feasible solutions.

## **Theme 3: Improving Community Confidence, Engagement and Cohesion: Areas for Improvement:**

This priority is key business for both the Loughborough Central Delivery Group (LCDG) and the Loughborough East Delivery Group (LEDG). Both the LCDG and the LEDG continue to take a targeted approach to tackling local concerns. Predominately, albeit not exclusively, those concerns have centred upon the risk posed by drug offences in both the town centre and Loughborough East through developing Integrated Neighbourhood Plans using the EPIC model which is the following

- E=Enforcement
- P=Prevention
- I=Intelligence
- C=Confidence (Community)

However, as reported earlier these key groups have had a significant turn over in staff and have performed less effectively during Quarter 1 and Quarter 2 (2021/22). Positive action has now been adopted to increase the skillset of the Chairs of these Groups with the aim of refocusing and maximising performance.

## **Conclusion:**

In terms of the current 2021/22 performance, the following shows the reductions that the partnership has achieved as at the 30<sup>th</sup> September 2021:

- Burglary – Residential -28%
- Burglary – Business -20%
- Theft from Vehicles -36%
- Theft of Vehicles -14%

The following crime domains are above the reduction target:

- Violence with Injury +15%
- All Crime +12%
- Cycle Theft +156%
- Shoplifting +36%
- Robbery +5%

Under each theme Scrutiny has been provided with both context and analysis of each priority, demonstrating the positive actions the CSP has commissioned to achieve its goals and where necessary, recommendations to improve performance moving forward.

The report sets out the current 2021/22 performance that the Partnership has achieved as at the 30<sup>th</sup> September 2021 (Quarter 1 and Quarter 2). Due to the performance year 2020/21 being mostly under Covid restrictions, the Community Safety Partnership has also undertaken a comparison of its 2021/22 performance set against 2019/2020 and 2020/21, thereby allowing Scrutiny to have a more detailed picture of crime and disorder trends within Charnwood.

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## FINANCE AND PERFORMANCE SCRUTINY COMMITTEE 30<sup>th</sup> NOVEMBER 2021

### Report of the Director of Corporate Services Lead Member: Various

#### ITEM 7      2021-22 QUARTER 2 PERFORMANCE MONITORING REPORT

##### Purpose of Report

To provide performance monitoring information and results for the second 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.

<b>Risk Identified</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Overall Risk</b>	<b>Risk Management Actions Planned</b>
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 Strategy.	Unlikely (2)	Significant (2)	Low (4)	Quarterly performance monitoring, including reporting to the Senior Management Team, and to this Panel.

Background Papers: No background papers

Appendices: Appendix A - KPI 11 % Rent loss from void properties additional narrative

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# **Performance Report Quarter 2: 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.

## Overall Corporate Delivery Plan Action Performance: Quarter 2 2021-2022

<b>Number of Actions</b>	<b>64</b>
Red	2
Amber	6
Green	41
Completed	13
Starting in a later quarter	2

### Breakdown of themes

#### Caring for the Environment Actions: Quarter 2 2021-2022

<b>Number of Actions</b>	<b>11</b>
Red	0
Amber	1
Green	8
Completed	2

#### Healthy Communities Actions: Quarter 2 2021-2022

<b>Number of Actions</b>	<b>15</b>
Red	0
Amber	3
Green	6
Completed	6

#### A Thriving Economy Actions: Quarter 2 2021-2022

<b>Number of Actions</b>	<b>18</b>
Red	1
Amber	2
Green	13
Completed	2

#### Your Council Actions: Quarter 2 2021-2022

<b>Number of Actions</b>	<b>20</b>
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Red	1
Amber	0
Green	14
Completed	3
Starting in a later quarter	2

## Corporate Performance Indicators: Quarter 2 2021-2022

<b>Number of PI's</b>	<b>28</b>
Red	6
Amber	3
Green	8
Annual indicators reported in Q4	11

## COVID-19 Response and Recovery Update

Area	Activity	Progress
<b>Local Resilience Forum (LRF)</b>	Support the LRF through participating in the Strategic and Tactical Co-ordinating Groups.	<p>Several of the long-standing meetings have now been wrapped up.</p> <p>The Recovery Coordinating Group, chaired by Tom Purnell from LCC meets fortnightly</p>
<b>Compliance and Enforcement</b>	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.	<p>England moved into Step 4 in July, with all businesses and events allowed to open up and work in line with Government advice. Most legal controls were removed except for self-isolation and travel restrictions. Powers also remained for County Council to issue Directions if required. Countywide Compliance and Enforcement group continued to meet on a weekly basis to review situation and specific outbreaks of concern. The Council's Covid Compliance Group meet on a fortnightly basis to review situation and need to escalate Covid Stewards if required.</p> <p>The national compliance working group led by MHCLG continued to meet and discuss legislation and guidance being issued.</p> <p>Business advice issued across Charnwood on Covid guidelines and EHOs continued to respond to complaints and check controls on inspections.</p>
<b>Economic Recovery Cell</b>	<ul style="list-style-type: none"> <li>- Town centres and business support</li> <li>- Recovery of Leisure Centres from COVID-19 restrictions</li> <li>- Recovery of the Museum and Town Hall from COVID-19 restrictions</li> </ul>	The Economic Recovery Cell meetings which included internal stakeholders no longer take place monthly. However, any actions that were still open on the workplan have been fed into the relevant service area for business-as-usual operations.
<b>Community Recovery Cell</b>	<ul style="list-style-type: none"> <li>- Support the 3 existing Community Hubs Marios Tinenti Centre, Altogether Place and The Hut to develop COVID-19 Recovery Plans aimed at building community resilience and capacity.</li> <li>- Charnwood Community Action</li> </ul>	The Community Recovery Cell meetings which included internal stakeholders no longer take place monthly. However, any actions that were still open on the workplan have been fed into the relevant service area for business-as-usual operations.
<b>Business Grants</b> <b>Test and Trace payments</b>	Administration of various COVID-19 related business and personal support payments/grants.	Grants came to an end in Q2 with most schemes ending between May and July. The figures therefore are greatly reduced! In Q2 we paid 24 grants and a total of £62,175.00.
<b>Homelessness</b>	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 29 placements:</p> <ul style="list-style-type: none"> <li>• 23 Duty Placements includes additional CEV and CV cases following recent update to Code of Guidance</li> </ul>

# COVID-19 Response and Recovery Update

Area	Activity	Progress
		<ul style="list-style-type: none"> <li>6 Discretionary Placements (COVID Protect and COVID Protect Plus cases who are not owed a duty)</li> </ul>
<b>Vaccination Process</b>	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 and they are now focussed on the booster programme. A further centre remains open at Loughborough Hospital.</p> <p>The Vaccination Inequalities Group continued to meet throughout quarter 2 to encourage take up of the vaccine but the focus has now shifted to the booster programme.</p> <p>Vaccination clinics have taken place on campus at Loughborough University and were open to the wider public</p>
<b>Testing</b>	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>The regional test site (drive through) at Birstall Park and Ride also remains active.</p> <p>Public Health Leicestershire continue to support the area.</p>
<b>Joint working across Charnwood</b>	Co-ordinate joint working across the Borough, including education, health and specifically Loughborough University and College.	The University/College meeting started again on the 26 <sup>th</sup> August and runs fortnightly.
<b>Comms – internal / external</b>	Continue to keep residents, businesses and organisations informed about critical information relating to COVID-19 and Council services.	<p>Sharing regular updates across all channels (internally and externally) in relation to Covid-19 including changes on self-isolation laws, lateral flow testing, autumn and winter plan and the vaccine programme. Vaccine focus has been around young people, pregnant women and the roll-out of the booster jab. Facebook post for a drop-in clinic for 16–17-year-olds reached over 12k people.</p> <p>Worked with partners to support the messaging around the return of University/College students to the town. Including encouraging take-up of the vaccine and following current public health advice and sharing information with off-campus private landlords. Twitter post about the partnership work reached 12k.</p> <p>Continued to issue the latest info on regulations and guidance to local businesses across all channels.</p>

# Caring for The Environment

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Start Date	End Date	RAG
<b>Climate Change:</b> 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	Residents were consulted in July 2021. Most site preparation work (cutting and mulching) is complete.	Q1	Q3	■
	Complete air quality review and assessment report and submit to DEFRA	The 2021 Air Quality Screening Report has been completed and was submitted to DEFRA on 11 August 2021. It is currently awaiting approval.	Q1	Q4	■ Complete
	Install electric vehicle charging points at Anstey and Sileby car park by March 2022	ORCS application for funding submitted by the Council's Sustainability Officer. Awaiting confirmation and funding.	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 design and use of new Market Stalls will now be included in the plan following the confirmation of the Living Loughborough Town Deal Project funding.	Q1	Q4	■
	Prepare and adopt Carbon Neutral Plan by September 2021	Completed. Carbon Neutral Plan considered by Cabinet 16 September 2021.	Q1	Q2	■ Complete
	Prepare and adopt biodiversity strategy by December 2021	In progress and working towards agreed timescales.	Q1	Q3	■
	Develop a monitoring system to track the number of new trees by December 2021	In progress and working towards agreed timescales.	Q1	Q3	■
<b>Parks and Open Spaces:</b> 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	Construction began in July 2021.	Q1	Q3	■
<b>Protecting our Environment:</b> 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)	During Q2 390 Fly Tipping reports investigated and 2 £400 fines issued. Rothley Turn around has seen an increase in fly tips in the last 2 months since it was cleared but the 2 other sites Ulverscroft Lane and Anstey Lane have seen a reduction in the 2nd quarter.	Q1	Q4	■
	Complete targeted waste education and enforcement campaigns, achieving a 15% reduction in the amount of side waste and bins on	The Street Management Team and Cleansing team have delivered over 3000 letters to students in	Q1	Q4	■

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Start Date	End Date	RAG
	street at the end of the University terms (baseline - the corresponding period the previous year)	<p>Loughborough to advise them about effective waste disposal and collection.</p> <p>There have also been letters delivered with specific instructions for properties where the collection methods differ due to geographical issues i.e., properties where it is not obvious where they can place their bin for collection.</p> <p>The letters were delivered on 22, 23 and 24 September with additional letter drops the week after. Patrols following the letter drop have shown much better compliance in 2 key areas - Kingfisher estate and Storer Road area.</p>			
<p><b>Waste and Recycling:</b> Improve and develop out outstanding waste and recycling service to make it more efficient, more resilient, and better for the environment</p>	Establish an electric refuse vehicle trial	Work in progress to consider a trial.	Q1	Q4	

# Healthy Communities

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Start Date	End Date	RAG
<p><b>Safer Charnwood:</b> Continue to work with partners to make our towns and villages safer places to live, work and visit</p>	<p>Approval, adoption and implementation of the Corporate Anti-Social Behaviour Policy by September 2021</p>	<p>Policy effective from 30.09.21</p>	<p>Q1</p>	<p>Q4</p>	<p> Complete</p>
	<p>Delivery of 8 crime prevention campaigns / events and reduction in all crime (KI12)</p>	<p>A total of 7 out of 8 crime prevention campaigns have been delivered to date.</p> <p>Ran a joint online campaign called the “Second Step” to raise awareness of the Jenkins Centre perpetrator programme amongst those that use harmful or abusive behaviours, their friends or families and professionals, with 714 impressions.</p> <p><b>Op Lexical</b> is a multi-agency response to look at the continued reduction of core crime and anti-social behaviour committed against and by Loughborough University students. Multiple crime prevention campaigns / messages issued to students in a variety of formats and through the Freshers Fair.</p> <p>Supported online campaign to raise awareness of the support services for Domestic abuse using the following hashtags #HowManyTimes #LLRDomesticAbuse #TimeToAct</p> <p>Supported the online Action Fraud online campaign to raise awareness of the suspicious emails, the tax refund scam, Covid Pass fraud and Courier fraudsters.</p>	<p>Q1</p>	<p>Q4</p>	<p></p>
	<p>Delivery of 2 serious violence reduction initiatives</p>	<p>Charnwood Community Safety Partnership have agreed to contribute funding for a Serious Violence Community Outreach Project for Young People. The aim of the project is to provide young people involved in or at high risk of involvement in public place violence with a high-quality and sustained mentoring relationship delivered by credible role models within the young person’s local community. The Project is being jointly commissioned by Leicester</p>	<p>Q1</p>	<p>Q4</p>	<p></p>

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Start Date	End Date	RAG
		City Council (LCC), The Violence Reduction Network (VRN) and the Office of the Police and Crime Commissioner (OPCC).			
	Review and approval of the Special Cumulative Impact Policy contained within the Licencing Act by June 2021	Completed in Q1	Q1	Q2	 Complete
	Review and final agreement of Private Hire and Hackney Carriage Policy published by June 2021	Completed in Q1	Q1	Q2	 Complete
	Completion of consultation in relation to the Private Sector Housing Licencing scheme and Policy finalised for approval at Cabinet by March 2022	<p>A report for the introduction of an Additional and Selective Licensing Scheme were presented Cabinet in January 2020 to approve the completion of a consultation exercise for the proposed licencing schemes. (The Cabinet report was considered by the Council Scrutiny Commission before going to Cabinet.)</p> <p>In December 2020 a further report was presented to Cabinet on the findings of the consultation and sought approval for implementation of a Borough wide Additional Licensing Scheme and a Selective Licensing Scheme in the 2 wards of Hastings and Leymington, this was approved. (The Cabinet report was considered by the Council Scrutiny Commission before going to Cabinet.)</p> <p>A further consultation exercise on the proposed licence conditions was presented to Cabinet in July 2021. The report provided the feedback from the consultation exercise and sought approval for the licence conditions.</p>	Q1	Q4	 Complete
<b>Supporting our communities:</b> 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	Implement a revised Charnwood Grants Scheme by April 2021	Completed in Q1	Q1	Q1	 Complete
	Help residents save money by increasing the take up of collective switching by 10% across the year	In May 2020 48 residents switched suppliers following the auction, this has increased by 22% to 59 residents in May 2021.	Q1	Q4	
<b>Healthy and happy residents:</b> Provide high-quality leisure facilities	Support communities to re-engage with leisure activities:	The leisure centres have continued to operate well with Fusion the leisure centre operator reacting to the	Q1	Q4	

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Start Date	End Date	RAG
and sports activities for people and offer services to improve wellbeing, either directly or with our partner	<ul style="list-style-type: none"> <li>- LS10(a): Leisure Centres- total number of visits</li> <li>- LS10(b): Number of new members at Leisure Centres (including Swim School programme)</li> </ul>	<p>improving Covid guidance. Hours have been increased to meet demand with additional activities added to the programme and capacity levels increased. The Sports Development programmes have been relaunched effectively and are being well supported. The current position remains positive.</p> <p>The second quarters participation was 149,124, this was 49,124 above the target figure set.</p> <p>Memberships and swim school have continued to increase with a rolling increase of 199 members at the end of the quarter.</p>			
<b>Housing:</b> 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	The Council have worked with 16 empty homeowners to bring to bring the homes back into use.	Q1	Q4	<span style="color: green;">■</span>
	Develop a strategy to identify Major Capital projects for remodelling housing landlord stock	The strategy will be contained in the draft Housing Revenue Account Asset Management Strategy which is scheduled to be considered by the Housing Management Advisory Board on 10 <sup>th</sup> November 2021.	Q1	2022/23	<span style="color: green;">■</span>
	Purchase between 10 and 20 properties in 2021-2022 to meet the housing needs of the Borough	The Council have purchased 5 properties to meet the housing needs in the Borough.	Q1	Q4	<span style="color: orange;">■</span>
	Develop a Housing Revenue Account (HRA) Business Plan and Asset Management Strategy by March 2022	Savills have completed a cost benchmarking exercise and have undertaken financial modelling. A draft Housing Revenue Account (HRA) Business Plan, and Asset Management Strategy are scheduled to be considered by the Housing Management Advisory Board on 10 <sup>th</sup> November 2021.	Q1	Q4	<span style="color: green;">■</span>
	Develop a revised Tenancy Policy by March 2022	The revised Tenancy Policy was formally agreed in September 2021.	Q1	Q4	<span style="color: green;">■</span> Complete
	Deliver a programme of new kitchens, bathrooms and heating systems to maintain compliance with the Decent Homes Standard	A further 6 heating installations have been completed this quarter to maintain compliance with the Decent Homes Standard.	Q1	Q4	<span style="color: orange;">■</span>

# A Thriving Economy

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Start Date	End Date	RAG
<b>Economic growth:</b> 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.	Many business events and exhibitions suspended due to Covid restrictions and resources diverted to support the allocation of Covid related business grants.	Q1	Q4	
	Prepare and sign a Statement of Common Ground by June 2021	Completed in Q1	Q1	Q1	Complete
	Submit the Local Plan to the Secretary of State by September 2021	Local plan expected to be submitted by October 2021 in accordance with approved Local Development Scheme.	Q1	Q2	
	Review the Economic Strategy to respond to the Covid pandemic for approval by March 2022	Review of partnership arrangements to support the review of the Economic Strategy underway.	Q1	Q4	
	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 and Local Assurance Framework provided.	Q1	Q4	
	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 now in place. During Q2 1 meeting held and Chaired by Head of Regulatory Services. Meeting had briefings from Lincolnshire Growth Hub, OPSS and Institute of Licensing. Funding now in place and Network set up.	Q1	Q4	
<b>Towns:</b> Lead, support and collaborate to progress regeneration opportunities across Charnwood	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. The project board have now confirmed funding for this project and a brief for the strategy can now be worked up. Initial priority will be given to the Lanes and Links associated with the location of the Hope Bell.	Q1	2022/23	
	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 Carillion 2023 through submission of an Arts Council Grant and support of the Heritage Lottery Bid	Funding Application to Arts Council was successful and project is underway with an interpretative designer set to	Q2	2022/23	

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Start Date	End Date	RAG
		<p>be appointed imminently. This part of the project will be completed by the end of Feb 2022.</p> <p>An additional funding application has been submitted to Museum Development East Midlands to funding the writing of the large-scale funding application - deadline is the end of March 2022</p>			
	<p>Publish a year-long programme of events celebrating, the 800 Year Market and Fairs Royal Charter</p>	<p>A year long programme has been developed; the following activity has already been achieved with partners:</p> <ul style="list-style-type: none"> <li>• Plaque installation and unveiling - to mark the 800 years of Loughborough Market and Loughborough Fair.</li> <li>• Exhibition open at Charnwood Museum to celebrate the Market Charter and its impact on local communities.</li> <li>• Exhibition open at Loughborough Town Hall to celebrate the Fair Charter</li> <li>• Love Your Local Market and publicity to encourage new market traders of all ages</li> <li>• "Try a Trade" New traders can take advantage of a free stall and discounted rents to try out a new trade.</li> <li>• A range of competitions aimed at different ages including children to encourage new and existing visitors to visit the market.</li> <li>• Jobs Fair supported by local businesses</li> <li>• A display of commissioned photos. The public were invited to vote for their favourite "Face of Loughborough Market"</li> <li>• Trails for children to find unusual items supported by Loughborough BID and entertainment by Charnwood Arts</li> </ul>	<p>Q1</p>	<p>Q4</p>	<p><span style="color: green;">■</span></p>

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Start Date	End Date	RAG
		<ul style="list-style-type: none"> <li>Further activities will be launched and promoted in the next few months as part of a yearlong celebration of the 800-year-old charters.</li> </ul>			
	Hold regular meetings with the LLEP to support the Charnwood Enterprise Zone Implementation Groups with implantation plans and associated actions	Ongoing support provided.	Q1	Ongoing	
	Deliver the Bedford Square Gateway Public Realm Project milestones for 2021/22	Project milestones are being met.	Q1	Q4	
	Deliver the Shepshed Square Gateway Public Realm Project milestones for 2021/22	Project milestones are being met.	Q1	Q4	
<b>Culture and Visitor:</b> 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	Café operator procured, subject to legal details & contracts. Once the legalities are finalised, there will be a 1 - 2 week fit out, prior to the Café being opened.	Q1	Q2	
	Agree a Place Making Strategy and publish by July 2021 with two campaigns delivered: *800yrs of the Market *Development of a Plaza	<p>A Place making document has been produced and is currently being consulted on.</p> <p>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.</p>	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	<p>The lifting of social distancing has facilitated the return of market gazebos and allow for the recruitment of additional traders. The number of traders will continue to be monitored monthly.</p> <p><b>Pitches in regular use:</b></p> <ul style="list-style-type: none"> <li>Thursday and Saturday Retail Market = 100 pitches an increase of 13 pitches when compared with Q1 results</li> <li>Vintage market = 35 pitches</li> <li>Shepshed Market = 15 pitches</li> </ul>	Q1	Q2	 Complete

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Start Date	End Date	RAG
		<ul style="list-style-type: none"> <li>Farmers Market = 2 pitches</li> </ul> <p><b>Traders attending:</b></p> <ul style="list-style-type: none"> <li>Thursday and Saturday Retail = an increase of 13 traders when compared with Q1 results</li> <li>Saturday retail = 47 traders</li> <li>Vintage = 24 traders</li> <li>Shepshed = 10 traders</li> <li>Farmers = 2 traders</li> </ul> <p>A plan has been developed and is in the process of being delivered to increase the number of market traders and establish current footfall. We will continue to monitor the plan within the Leisure and Culture team plan.</p>			
	B) Establish a fully operational digitised booking system for the Market by March 2022	<p>Traders across all markets are now actively using the online booking system except for one trader on the retail and two on the vintage.</p> <p>New traders continue to be encouraged to sign up to the online booking system.</p> <p>In addition, booking for this year's Fair by Showmen online has been achieved via the use of the Lagan System.</p>	Q1	Q4	
	<p>Undertake improvements to Charnwood's Car Parks to ensure safer car parks, supporting access to services and faculties in Loughborough including:</p> <ul style="list-style-type: none"> <li>Culvert works to Granby Streetcar Park</li> <li>Window replacement in the Beehive Lane</li> </ul>	<p>Windows have been replaced.</p> <p>Granby St Culvert works is a Property Service scheme not Street Mgmt. - works scheduled to start 13 Oct 21.</p> <p>More capital works being planned for end of the financial year</p>	Q1	Q3	

# Your Council

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Start Date	End Date	RAG
<p><b>Customer Service:</b> Commit strongly to improving customer service, delivering outstanding services and working together to create a more vibrant and prosperous Charnwood.</p> <p><b>Transformation and Efficiency:</b> 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.</p>	Compile a revised Customer Service Strategy by August 2021	The strategy is in draft form and due to be reviewed at cabinet in November. Remains on target.	Q1	Q2	
	Develop a Transformation and Efficiency Strategy and framework by April 2021	Completed in Q1.	Q1	Q1	
	Establish a Service Review Programme by April 2021, for delivery across the rest of the year and into 2022/23	The ASB Review is progressing in line with the identified timescales. A recommendation report for the Environmental Services transformational review has been presented to the SWaP Board and further work is taking place to address the recommendations.	Q1	2022/23	
	Complete the Anti-Social Behaviour (ASB) Review by March 2022	All 3 ASB delivery workstreams continue to progress with updates provided to the ASB Implementation Board. The Board met on 23.09 where all workstream leads presented progress which is currently on track to meet agreed dates	Q1	Q4	
	Embed the joint Building Control Service by June 2021	Completed in Q1.	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>1. Public protection (Licensing, Environmental Health, Strategic and Private Sector Housing).</p> <p>Data migration - First cycle is in progress, estimated to complete end of Nov.</p> <p>User Acceptance Testing (UAT) to commence this month until Feb 2022</p> <p>System configuration is also in progress to complete at the end of Nov</p> <p>Due to staff resource constraints and the dependency on other software modules being in place, the Public Protection module go live date has moved from December 2021 to March 2021 - this still remains within the overall single system go live timescale (end of March 2022)</p> <p>2. Land and Property (Planning, Building Control and Land Charges).</p> <p>The timeline for the Land and Property module (LNP) remains on schedule, system upgrades, training and the build for I@W (Document Management system) are currently in progress. The system upgrades involve a number of iterations (to the latest version) as the existing and proposed system is supplied by Northgate</p>	Q1	Q4	
<b>Developing Staff:</b> 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 the SWaP Board.	Q1	Q4	
	Undertake and analyse results of: <ul style="list-style-type: none"> <li>- Staff Survey</li> <li>- OCI Survey</li> <li>- Focus Groups by June 2021</li> </ul>	With the continued disruption caused by the COVID virus to work arrangements at CBC, the People Group have made the decision that it is more useful to run a number of regular short surveys. The full staff survey has therefore been postponed to April 2022. The People Group will make a decision on whether the OCI is still appropriate to the organisation needs later in 2022.	Q1	Q1	 <b>Complete</b>

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Start Date	End Date	RAG
		Recent short surveys have focused on staff health and wellbeing and staff recognition / the Charny Awards. The People Group has also used staff focus groups to gain feedback as part of the appraisal review and as part of the development of the culture framework			
	Ensure that the People Development Plan is agreed and published by April 2021	Completed in Q1.	Q1	Q3	 Complete
	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.	Q1	Q3	
	Establish a CBC Leadership Programme by December 2021	<p>A number of new initiatives have been developed and delivered as part of the new CBC leadership programme including;</p> <ol style="list-style-type: none"> <li>1. The establishment of a new Leadership Development Group consisting of approximately 60 middle managers that meets every quarter.</li> <li>2. A CBC led regional Leadership &amp; Management ILM qualification programme. Some 50 managers from across 4 local district councils have been enrolled on the first 3 programmes.</li> <li>3. A number of targeted workshops for managers including re-boot your leadership and leading hybrid teams</li> <li>4. A new action learning set for women managers</li> <li>5. Coaching and mentoring support for managers</li> <li>6. One-to-one learning needs assessment for new managers</li> <li>7. 7) A new 360 assessment process that will link to the new leadership competences on the behavioural framework is currently being tested</li> </ol>	Q1	Q3	

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Start Date	End Date	RAG
	Implement a revised Personal Review process by March 2022	The review has included consultation through focus groups and the staff forum. The principles of the new approach and delivery options has been discussed and agreed at the People Group. The L&D Team have drawn up a draft proforma of the new process that is being used to develop a new system by an ICS development team.	Q1	Q4	■
<b>Financial stability:</b> 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	Independent advice continues to take place and we have secured a 2-to-5-year proposal with Fusion. A report has been created and will be presented at Cabinet in January or February.	Q1	Q4	■
	Deliver savings as identified in the budget report as managed through the Services, Workspace and People (SWaP) Programme Board	The options for change have been put forward by Heads of Service. Some options have been accepted as management decision and some have been put forward to Cabinet. The final list will be put forward to the budget. Through savings and income generation the total is approx. £1m.	Q1	Q4	■
<b>Commercialism:</b> 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	The vast majority of land and assets are known and understood. These are income generating and will not form part of the actions moving forward. Cabinet has approved a £150k budget to facilitate feasibility work for new Council offices. This cannot be started until the completion of the Public Realm works at Bedford Square which is now anticipated to be summer 2022 following the decision to add in the Bedford Square South elements to the programme following confirmation of Town deal funding.	Q1	Q3	■
	Complete the Asset Strategy and associated Capital Plan by March 2022	Initial draft complete. AL impacting progress; however, expected to be completed on time.	Q3	Q4	N/A
	Produce a business case for building commercial and residential property for sale or rent by March 2022	Action due to start in Q3.	Q3	Q4	N/A
	Track benefit realisation on newly established procurement activities	Benefit realisation takes two forms:  1. The qualitative nature of the service. No service complaints have been received and the CLT view expressed is that the service is being delivered in a good fashion.	Q1	Q4	■

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Start Date	End Date	RAG
		2. The quantitative element comes in the form of cost avoidance - the awarded contract value versus anticipated spend. To Sept 21, CBC has recorded cost avoidance of £317,000.			
<b>One Council:</b> 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	Stage 2 consultation now underway. Review on track.	Q1	Q4	■
	Compile a revised Communications Strategy for the Council	A draft copy of the Communications Strategy has been developed and is with the Chief Executive for comment.	Q1	Q3	■

# Key Performance Indicators 2021 - 2022

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

**\*\*Please note that on the gauge icon, the figures in the middle of each gauge represent the threshold boundaries for each KPI\*\***

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Indicator	Q1	Q2	Target	RAG	Gauge	Direction of travel	Commentary
<b>KI 3 - % of food establishments that achieve level 3 (broadly compliant) within the Charnwood Food Hygiene Rating System</b> <b>Owner: Head of Regulatory Service</b>	99%	99%	92%	✓	Q2 2021/22 result 	➡	1298 food business out of 1318 are currently broadly compliant. Note: Food Standards Agency change inspection requirements for Covid 19. Only priority work being undertaken.
<b>KI 4a - % of household waste sent for reuse, recycling, and composting (stretch target)</b> <b>Owner: Head of Cleansing and Open Spaces</b>	45.26%	47%	50%	⬇	Q2 2021/22 result 	⬆	The data given is predicted, as not all data received.
<b>KI 4b - % of household waste sent for reuse, recycling, and composting</b> <b>Owner: Head of Cleansing and Open Spaces</b>	45.26%	47%	44%	✓	Q2 2021/22 result 	➡	The figure given is predicted, as not all data has been received
<b>KI 5 - % non-decent council general needs homes</b>	Annual Target – to be reported in quarter 4 only						
<b>KI 6 % - Rent collected (including arrears brought forward) Cumulative Target</b> <b>Owner: Head of Landlord Services</b>	87.75%	92.85%	93.25%	⚠	Q2 2021/22 result 	⬆	This indicator is reported on a cumulative, YTD basis at the end of each month. Performance is approximately 0.40% (£47,234.35), below the profiled target of 93.25%.
<b>KI 7a - Time taken to process Housing Benefit / Council Tax new claims</b> <b>Owner: Head of Customer Experience</b>	16 Days	15 Days	18 Days	✓	Q2 2021/22 result 	⬆	Housing benefit performance is exceeding the expected target.

Indicator	Q1	Q2	Target	RAG	Gauge	Direction of travel	Commentary
<b>KI 7b - Time taken to process Housing Benefit / Council Tax change of circumstances</b> <b>Owner: Head of Customer Experience</b>	10 Days	5 Days	8 Days	✓		↑	Housing benefit performance is exceeding the expected target.
<b>KI 8 - % of Council Tax collected (Cumulative Target)</b> <b>Owner: Head of Customer Experience</b>	27.40%	57.32%	57.38%	⚠		↑	As the return to normality continues following the pandemic, the collection rates continue to rise at a satisfactory rate
<b>KI 9 - % of non-domestic rates collected (Cumulative Target)</b> <b>Owner: Head of Customer Experience</b>	23.50%	51.34%	56.53%	⛔		↑	Despite the problems presented by the pandemic, the collection rates continue to rise, the collection rates have risen by approximately 10% per month for the last 4 months.
<b>KI 10 - The number of working days / shifts lost to the local authority due to sickness absence (Cumulative Target)</b> <b>Owner: Organisational Development Manager</b>	0.8	2.04	3.4	✓		↓	Once again, the figure is below target. The main cause of sickness is stress and depression. COVID-19 and operations and recovery also feature highly. Longer term sickness is related to stress and depression but also heart conditions and operations and recovery. Sickness such as cold, flu and viral infections affects a greater number of staff, but they are absent from work for shorter periods of time.

Indicator	Q1	Q2	Target	RAG	Gauge	Direction of travel	Commentary
<b>KI 11 - % rent loss from void properties (Proxy Target)</b> <b>Owner: Head of Strategic and Private Sector Housing</b>	4.78%	4.84%	2.8%	🔴	<p>Q2 2021/22 result</p> <p>2.4% 2.2% 0% 4.84% 10%</p>	↓	<p>Void performance has continued to be impacted by the COVID-19 pandemic and related restrictions which have affected customers, staff and services. There is a lower level of demand for some property types, particularly sheltered 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.</p> <p>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. Further narrative in appendix A.</p>
<b>KI13 - % of Major planning applications determined in 13 weeks or agreed timescale</b>	Annual Target – to be reported in quarter 4 only						
<b>KI14 - % Minor planning applications determined within 8 weeks or agreed timescale</b>	Annual Target – to be reported in quarter 4 only						
<b>KI 15 - % of other planning applications determined within 8 weeks or agreed timescale</b>	Annual Target – to be reported in quarter 4 only						
<b>KI18 - Sustained reduction of CO2 from the 2018/19 baseline</b>	Annual Target – to be reported in quarter 4 only						
<b>KI19 - % of air quality monitoring locations which comply with the National Air Quality objective limits</b>	Annual Target – to be reported in quarter 4 only						

Indicator	Q1	Q2	Target	RAG	Gauge	Direction of travel	Commentary
<b>KI 20 - % of customers not proceeding past stage 1 of the corporate complaint process</b> <b>Owner: Head of Customer Experience</b>	90%	89%	90%	✓	Q2 2021/22 result 	↓	Performance has dropped just under 90% however, there has been an increase in the volume of complaints this quarter by 5.7%. The drop in performance is minimal based on the increase in complaints
<b>KI 21 - Number of people attending shows and events at the Town Hall</b> <b>Owner: Head of Leisure and Culture</b>	0 Attendees	6,698 Attendees	3,000 Attendees	✓	Q2 2021/22 result 	↑	The Town Hall has started to operate bookings and shows during this quarter with the show program relaunched at the start of September. The Covid safe operational plans have proven effective with staff and audience confidence high. Attendances are ahead of that forecast by 3,398 in the quarter and plus 398 over quarters one and two which is promising.
<b>KI 22 - Total number of e-mail subscribers</b>	Annual Target – to be reported in quarter 4 only						
<b>KI 23 - Total combined Twitter and Facebook audience</b>	Annual Target – to be reported in quarter 4 only						
<b>LS 10a - Leisure Centres - total number of visits</b> <b>Owner: Head of Leisure and Culture</b>	100,957 Visits	149,124 Vits	100,000 Visits	✓	Q2 2021/22 result 	↑	Leisure Centres have continued to operate well under Fusion the leisure centre operator taking action following the Covid Safe guidance as it developed. Opening hours have been increase gradually along with the range of activities to meet customer demand. The number of sessions has increased along with capacity. The Sport Development programs have been relaunched effectively and are being well supported. The current position remains positive.
<b>LS 10b - Number of new members at Leisure Centres (including Swim School programme)</b>	Annual Target – to be reported in quarter 4 only						
<b>NI 191 - Residual household waste per household</b> <b>Owner: Head of Cleansing and Open Spaces</b>	124 Kg / Household	119 Kg	110 Kg	●	Q2 2021/22 result 	↑	The data given is predicted figure, as not all data has been received.

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

Indicator	Q1	Q2	Target	RAG	Gauge	Direction of travel	Commentary
<b>KI 1 - Net additional homes provided (cumulative Target)</b> <b>Owner: Head of Planning and Regeneration</b>	44 Homes	209 Homes	552 Homes	●		↑	With around 750 dwellings under construction, we are expecting to achieve 850 dwellings completed by the end of quarter 4.
<b>KI 2 - Number of affordable homes delivered (gross) (cumulative target)</b> <b>Owner: Head of Planning and Regeneration</b>	10 Homes	16 Homes	90 Homes	●		↑	With 70 affordable dwellings under construction, around 85 affordable dwellings are expected by the end of Quarter 4.
<b>KI 12 - Reduction in crime (cumulative target)</b>	Annual Target – to be reported in quarter 4 only						
<b>KI 16 - Number of years housing supply</b>	Annual Target – to be reported in quarter 4 only						
<b>KI 17 - Direction of travel to 5-year housing supply</b> <b>Owner: Head of Planning and Regeneration</b>				■	■	■	There is a shortfall of 1,941 dwellings required to overcome the lack of a 5-year supply, with around 300 dwellings granted permission over the first 2 quarters and a further 755 dwellings granted permission subject to signing of S.106 Agreements this will help to reduce the shortfall.

### Collection rate for sundry invoices for Q2 – Income (debtors) audit recommendation

The collection rate is calculated in respect of the Council's sundry invoices and includes income in respect of industrial units, commercial properties, leasehold flats and shops, building control and garden waste. The quarterly collection rate of 81% in Q2 2021/22 is comparable 83% in Q1 2021/22 and to 68% in Q2 2020/21 and 87% in Q2 2019/20. The annual collection rate for 2020/21 was 93% and for 2019/20 2019/20 was 97%.

Year	Quarter End		Value (£)		Year	Quarter End		Value (£)
2021/22	30 June 2021 Q1	Invoices Issued in quarter	3,518,477		2021/22	30 Sept 2021 Q2	Invoices Issued in quarter	3,596,658
		Invoices Outstanding – end of quarter	602,037				Invoices Outstanding – end of quarter	693,299
		Total Value of invoices collected	2,916,440				Total Value of invoices collected	2,903,359
		Collection Rate %	83				Collection Rate %	81

## APPENDIX A

### KPI 11 - % Rent loss from void properties additional narrative

Performance at end of Quarter 2 was 4.84% rent loss of £545,796 against available rent of £11,284,230. The rent loss breakdown equates to £336,307 (2.98%) for general needs properties and £209,489 (1.86%) for sheltered properties.

At the end of the quarter:

304 properties were void. 153 of these properties had a 60+ minimum age criteria (133 sheltered and 20 non-sheltered), 51 had a 45+ minimum age criteria and 100 had no age criteria. 160 of the 304 properties (53%) were ready to let (131 were in the process of being advertised /allocated following advertisement, 16 were under offer/in the process or being let, 13 were being held for use for direct matches for wheelchair users/temporary accommodation/decants). 134 of the 304 properties (44%) were undergoing relet or adaptation works. 10 of the 304 properties (3%) were being used for decants for existing tenants pending repair or adaptation works to their usual property.

During the quarter:

- 77 properties became void. 20 of these properties had a 60+ minimum age criteria (11 sheltered and 9 non-sheltered), 13 had a 45+ minimum age criteria and 44 had no age criteria.
- 88 properties were advertised for the first time. 24 of these properties had a 60+ minimum age criteria (13 sheltered and 11 non-sheltered), 17 had a 45+ minimum age criteria and 47 had no age criteria.
- 172 properties were readvertised following previous unsuccessful adverts, where either no bids were placed, or the shortlists of bids was fully exhausted (there were a total of 1,786 repeat advert instances for the 172 properties). 140 of these properties had a 60+ minimum age criteria (134 sheltered and 6 non-sheltered), 28 had a 45+ minimum age criteria and 4 had no age criteria.
- 113 property offers were made to applicants (relating to 89 individual properties). 23 of these properties had a 60+ minimum age criteria (14 sheltered and 9 non-sheltered), 30 had a 45+ minimum age criteria and 36 had no age criteria.
- 44 offer refusals were received (relating to 30 individual properties). 10 of these properties had a 60+ minimum age criteria (5 sheltered and 5 non-sheltered), 10 had a 45+ minimum age criteria and 10 had no age criteria.
- 82 properties were relet. 24 of these properties had a 60+ minimum age criteria (15 sheltered and 9 non-sheltered), 21 had a 45+ minimum age criteria and 37 had no age criteria. The average true void time was 197 days. The average relet time (excluding time spent under major works) was 169 days. The average repairs time was 40 days. The average ready to let time was 157 days. 28 of the 82 relet properties (34%) were under major works for a combined total of 2,212 days. 22 of the 82 relet properties (27%) were refused at least once before being successfully let.

**Finance & Performance Scrutiny Committee**  
**30<sup>th</sup> November 2021**

**General Fund & HRA Revenue**  
**Revenue Monitoring Position for October 2021**

Report of the Head of Financial Services

This report covers the General Fund and HRA to the end of October 2021, Period 7. 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 7, – Appendix 1**

The full year General Fund budget is £19,182k. The actual expenditure at period 7 £10,866k adjusted for commitments of £59k, leaves an adjusted actual spend of £10,807k against the profiled budget of £10,907k is an **underspend of £100k**. Details of each Head of Service variances at period 7 are included in Appendix 1.

**Managed Vacancy Savings**

General Fund managed vacancy saving annual target is £505k, (£295K MVS Profiled Budget Vs Actual MVS £381k at period 7 is ahead of target £86k), in addition the salary pay award is not factored into the budget, the current settlement estimate is 1.75% which would be an estimated additional cost of £200k.

**Year End Forecast**

The yearend forecast at Period 7 report is a **£260k overspend**, A detailed breakdown of the year end forecasts are included in Appendix 1. The £260k overspend is in addition to the use of Reserve budget figure for 2021/22 of £847k. £150k costs for Buildings Feasibility now has been reported to Cabinet 16<sup>th</sup> September Min 31, to be funded from Capital Plan Reserve.

The principal projected variances at the year end are:

- |  |         |         |
|--|---------|---------|
| • Car park income                                  | ADVERSE | £(215)k |
| • Planning – principally one-off re the local plan | ADVERSE | £ (80)k |
| • Salaries / Essential Car User review             | ADVERSE | £314k   |

Offset by:

- |   |       |
|---|-------|
| • Additional COVID compensation income from government FAV'RBLE | £276k |
|---|-------|

Ongoing monitoring will continue and options for in-year corrective actions will be assessed.

**Loughborough Special Appendix 2**

Loughborough Special Expenses full year Budget is £1,335,600. The period 7 Budget is £358,824 compared to actual expenditure at period 7 of £326,864. This represents a current underspend of £31,960 versus profile. The variance report details are included in Appendix 2 of this report. The yearend forecast underspend is £12,200 - this would be carried forward to offset future Loughborough Special budgeted costs.

**General Fund Period 7 Monitoring Report**

**Appendix 1**

Service	Period 7 October 2021 Variance Under / (Overspend) £'000	Head of Service Comments	Year End Forecast Variance Underspend / (Overspend) £'000
<b>Strategic Director; Community, Planning &amp; Housing</b>	1	No Comment	0
	<b>1</b>	<b>Total Variance Under/(Overspend)</b>	<b>0</b>
<b>Head of Strategic &amp; Private Sector Housing</b>	5	Legal costs for Homelessness, no commitments have been made against this budget to date. This Legal budget is £10k in total.	0
	6	Other Legal costs for Private Sector Housing, no commitments have been made against this budget to date. This legal budget is £7k in total.	0
	<b>11</b>	<b>Total Variance Under/(Overspend)</b>	<b>0</b>
<b>Head of Landlord Services</b>	29	Higher than estimated volumes of Private Alarm systems processed for the period, will be on target by the year end.	0
	<b>29</b>	<b>Total Variance Under/(Overspend)</b>	<b>0</b>
<b>Head of Planning &amp; Regeneration</b>	(17)	Sustainable Development - overspend £8.3k Consultant Fees & £9.4k overspend on promotional activities. Virements to be found from across the service.	0
	0	Local Plan Transport Modelling costs likely cost are in the estimated at £100k and not within the existing consultancy budget, SLT have been briefed on these additional costs.	(100)
	(81)	Development Control - Agency overspend £41.9k, Books & Periodicals miscode £10.4k, which has been rectified. Consultant Fees overspend £28.4k to cover specialist work and software charges underspend of £5.2k	(40)
	27	Planning Application Fees up by £20k and pre-application advise up by £4.6k.	40
	(40)	Northwest Building Control Fee Earning – budget profiling issue re Q1/2	20
	10	various small underspends	0
	<b>(101)</b>	<b>Total Variance Under/(Overspend)</b>	<b>(80)</b>
<b>Head of Neighbourhood Services</b>	21	Crime prevention budget is underspend at P7 – considered profiling issue. There will be a £6.5k yearend saving as the Thorpe Acre Hub is no longer progressing	7
	5	Underspends on leisure fees and activity programme as well as a shortfall on activity income fees, to be spent by year end.	0
	5	various small under/overspends including underspends on staff car allowances across this service, to be spent by year end.	0
	<b>31</b>	<b>Total Variance Under/(Overspend)</b>	<b>7</b>
<b>Head of Regulatory Services</b>	10	Licensing £6K underspend on salaries which will be spent on overtime as the licensing team are in catch up mode due to COVID. Underspend on DBS fees (£4K). Overall the licensing budget is expected to come on budget at year end.	0
	(4)	£4K shortfall on income for Environmental Protection (EPA) subsistence, this service is demand led. Overall the EPA budget is expected to come on budget at Year end.	0
	6	Income ahead of budget (£3K) on animal licensing, Underspent (£2K) on Stray dogs and Bye law, this is demand led. £1K various underspends. Overall these budgets are expected to come on budget at Year end.	0

Service	Period 7 October 2021 Variance Under/ (Overspend) £'000	Head of Service Comments	Year End Forecast Variance Underspend/(O verspend) £'000
	50	Food Hygiene £50K underspent on salaries. This is currently being spent on backfill activity, which was not done during COVID, approved by SLT. £1K under on income on Food Hygiene training as this is no longer being done. £1K various underspends.	0
	(3)	Pest Control £2K under on salaries due to vacancies and £4K NNDR charge which was not budgeted for. £1K overspends on various small areas. Overall the Pest Control budget is likely to come on budget at Year End.	0
	(131)	Beehive Lane Car Park shortfall in income by £60K (net) due to COVID recovery, free 1hr parking and parking permits for town centre - There are related underspends to offset the Income shortfalls. Browns Lane Car Park shortfall in income by 10K (net) due to Leisure Centre not fully open, starting to recover from July 2021 onwards. There are related underspends to offset these Income shortfalls. Southfields Car Park shortfall in income by £5K (net) due to free CBC staff and Capita staff parking. Granby Street shortfall in income by £19K (net) due to part COVID recovery. Southfields extension shortfall in income by £37K due to this car park being closed. The yearend forecast overspend is in addition to a one-off Service Pressure of £141.4k included in the Income budgets	(215)
	34	Street Management £28K under on salaries, this underspent will be looked at Period 8 once overtime payments have been made, £6K underspends on various areas due to Covid.	0
	<b>(38)</b>	<b>Total Variance Under/(Overspend)</b>	<b>(215)</b>
<b>Strategic Director; Environmental &amp; Corporate Services</b>	1	No Comment	0
	<b>1</b>	<b>Total Variance Under/(Overspend)</b>	<b>0</b>
<b>Chief Executives Team</b>	<b>2</b>	<b>Total Variance Under/(Overspend)</b>	<b>0</b>
<b>Head of Financial Services</b>	(140)	£200K Car Allowance savings will not be realised. Managed vacancy savings budget P7 £295k vs Actual MVS £381k this is ahead of target by £86k. Pay ward is not yet settled estimated at 1.75% will be an approx. £200k cost.	(314)
	(12)	Increasing bank charges s a result of significant amount of payments received over the internet	(25)
	0	DCLG Covid Income Loss claim April- June not budgeted for	276
	7	Added Years actual lower than reserved figure	15
	10	Consultant Fees and Valuation Fees	5
	1	various small under/overspends	
	<b>(134)</b>	<b>Total Variance Under/(Overspend)</b>	<b>(43)</b>
<b>Head of Customer Experience</b>	7	£3K underspend on Equipment, Clothing and Printing due to vacant posts, £3K underspend on Customer Service postages as early delivery payments are now not being made, this will be a Yearend saving. £1K various small underspends.	3
	0	Supported Living Full Year's Budget is £665k, Period 7 Costs are £391k which is slightly more than the profiled budget of £387k, the yearend projection is £669k therefore a £4k overspend.	(4)
	<b>7</b>	<b>Total Variance Under/(Overspend)</b>	<b>(1)</b>

Service	Period 7 October 2021 Variance Under/ (Overspend) £'000	Head of Service Comments	Year End Forecast Variance Underspend/(O verspend) £'000
<b>Head of Strategic Support</b>	3	Civic activities reduced due to COVID. Overall this budget will be on budget at Year end.	0
	(3)	Overspend on Consultant fees for Health & Safety consultant. This will be an overspend at year end.	(3)
	(13)	Elections will be overspent due to three by-elections in this financial year and it is not included in the budget.	(20)
	(18)	Shortfall of income on Land Charges, this is demand led.	(18)
	5	Underspend on Members allowance due to vacant posts which are expected to be filled in the near future.	5
	(1)	various small under/overspends	
	<b>(27)</b>	<b>Total Variance Under/(Overspend)</b>	<b>(36)</b>
<b>Head of Waste, Engineering &amp; Open Spaces</b>	(35)	£35K one off payment to Idverde for exit costs to allow ongoing reduced contract variation costs of £70K. There will also be a one off £23K payment to cover additional HGV driver costs	(58)
	26	£21K developer contribution for Open Spaces received towards additional costs has not been spent at P7, it is expected that this will be spent by year end.	0
	10	Various wildlife sites underspends, including Management of Open Spaces Contract variations £6K & maintenance of trees £2K.	0
	(6)	Overspend on general grounds maintenance at the Outwood's is part offset by increased income receipts from the sale of firewood at P7, this is expected to be £20K above the expected income budget by year end	20
	0	Additional income from the Crematorium agreement with Dignity Funerals is expected to be in excess of £5K at year end, a request for more up to date information will be requested & a further prediction will be made at P9.	5
	48	LCC trade waste disposal costs are underspent £6K – considered profiling. Payments to Serco for trade waste collection are overspent £17K, this is offset by increased trade waste income at P7 of £22K. Costs for trade waste will be overspent £30K by year end only part offset by additional income £22K, a net shortfall of £8K, a fee increase next year is planned. Bulky waste income is up £40K at P7, this is expected to be £60k by year end.	52
	81	The Environmental Services contract is overspent £11K at P7, this will be £14K overspent at year end due to more additional properties. Underspends on Zero waste strategy £3K & gate fee £3K will be spent in full by year end. Garden Waste Bin income is up £86K at P7, however there are outstanding cancellations c£30K, the yearend prediction is break even, this will depend on additional take up & cancellations. The expected Serco KPI's for yearend based on performance to date & 2020/21 figure is expected to be approx. £30K payment to CBC.	16
	18	Various small under/overspends, including underspends at various sites on building repair & maintenance £7K, Britain in bloom £5K, street furniture £3K & additional allotment income £2K, this is to be balanced by year end.	0
	<b>142</b>	<b>Total Variance Under/(Overspend)</b>	<b>35</b>
Service	Period 7 October 2021 Variance Under/	Head of Service Comments	Year End Forecast Variance Underspend/(O

	(Overspend) £'000		verspend) £'000
<b>Organisational Development</b>	7	Improvement & Organisational Development survey budget (£8K) not yet spent, expected to be spent by Year end. £1K small overspends.	0
	11	Over on income for Insurance fees and charges. Overall this budget is expected to come on budget at year end.	0
	<b>18</b>	<b>Total Variance Under/(Overspend)</b>	<b>0</b>
<b>Head of Leisure &amp; Culture</b>	15	The Markets equipment budget is underspent £6K at P7 but will be spent by year end / Income is £10K up due to one off Covid budget reduction on Income in 2021/22.	0
	15	£12.3K community toilet scheme has not yet been paid, there has been a delay receiving the invoices, this will be resolved & paid in the next couple of months – believed timing issue only	0
	97	Town Hall casual salary budgets are underspent £42k at P7, recruitment is underway & the full casual budgets will be needed in order to achieve the required income budgets. Various expenditure underspends at P7 equipment, stock, utilities, publicity & marketing & artist fees total of £137k expected to be spent by year end. These predictions will depend on the success of the venue & customer confidence following covid19 restrictions being removed. Income shortfalls on the bars, box office, £73k & overspends on boiler repair & fixed plant £9K at P7. The income targets should be met by year end.	0
	14	Various underspends including payment to centre stage for Community Arts & a number of grant payments have not been made at P7 due to reduced activity following covid19, however full spend is expected by year end	0
	4	various small under/overspends	0
	<b>145</b>	<b>Total Variance Under/(Overspend)</b>	<b>0</b>
<b>Strategic Director; Commercial Development, Assets and Leisure</b>	57	NHS Vaccination Centre income £23.1k per month	150
	(43)	Consultants fees £16.5k for Condition survey work at Lough LC. Ongoing repairs at Gorse Covert. Clean up costs for Lower Moor Lane post trespass	(30)
	(4)	Various repairs required at Woodgate Chamber fees and charges will not be achieved due to current lease provisions	(9)
	4	Rent increase applicable on commercial property at Aberdeen	12
	0	Repairs and maintenance on units (EICR for all units).	(16)
	0	Reduced income from franking and utility charges at the Ark Business Unit	(10)
	(10)	Vacant units reducing income at The Oak Business Centre. Increased repairs and maintenance (one-offs on roof)	(20)
	9	Various small under/overspends	(4)
	<b>13</b>	<b>Total Variance Under/(Overspend)</b>	<b>73</b>
<b>Total General Fund under/(overspend)</b>	<b>100</b>		<b>(260)</b>

LOUGHBOROUGH SPECIAL EXPENSES 2021/22							
	Full Year Original Budget 2021/22	Period 7 Figures 2021/22			Potential Variance at Outturn 2021/22		
Service	Loughborough Special Rate Per Budget Book	P7 Profiled Original Budget	P7 Actuals	Variance (Over) / Under	Saving	Expected Outturn	Period 7 monitoring comments
	£	£	£	£	£	£	
Loughborough CCTV	78,900	37,852	36,959	893	3,500	75,400	Year end underspend expected on Employee costs
Community Grants / Fearon Hall / Gorse Covert	66,800	24,977	26,282	(1,305)	0	66,800	No Change to Budget expected at this stage.
Marios Tinetti Centre / Altogether Place / Community Hubs	45,800	27,336	9,809	17,527	6,500	39,300	Underspend at P7 is due to a delay receiving invoices. There will be a £6.5k year end saving as the Thorpe Acre Hub is no longer progressing
Chamwood Water Toilets	6,300	3,132	880	2,252	2,200	4,100	An NNDR refund has been received for the 2020/21 payment, this is following a change in the law where public toilets are now exempt provided they are
Voluntary & Community Sector Dev Officer Post (75%LSX)	35,700	20,825	21,050	(225)	0	35,700	No Change to Budget expected at this stage
Biggins Street Toilet - Friday Opening	0	0	0	0	0	0	Zero cost in 2021/22 due to the public convenience service review to amalgamate the Biggin Street toilets with the town centre toilets wef 2021/22.
Contribution towards Loughborough Open Spaces	122,400	61,200	61,208	(8)	0	122,400	No Change to Budget expected at this stage
November Fair	(2,700)	(87,801)	(83,559)	(4,242)	0	(2,700)	No Change to Budget expected at this stage
<b>Parks:</b>							
Loughborough	353,200	104,996	101,682	3,314	0	353,200	No Change to Budget expected at this stage
Gorse Covert and Booths Wood	70,300	28,436	27,686	749	0	70,300	No Change to Budget expected at this stage
<b>Sports Grounds:</b>							
Derby Road	115,600	60,696	55,103	5,594	0	115,600	No Change to Budget expected at this stage
Lodge Farm	43,100	17,982	16,086	1,897	0	43,100	No Change to Budget expected at this stage
Nanpantan	75,400	16,297	13,986	2,311	0	75,400	No Change to Budget expected at this stage
Park Road	19,100	2,688	2,064	625	0	19,100	No Change to Budget expected at this stage
Shelthorpe Golf Course	23,800	24,633	24,507	126	0	23,800	No Change to Budget expected at this stage
Loughborough Cemetery	47,700	(18,714)	(13,335)	(5,379)	0	47,700	No Change to Budget expected at this stage
Allotments - Loughborough	49,200	9,695	5,451	4,244	0	49,200	No Change to Budget expected at this stage
Carillon Tower	16,600	2,548	138	2,411	0	16,600	No Change to Budget expected at this stage
Festive Decorations and Illuminations	55,800	212	5,201	(4,989)	0	55,800	No Change to Budget expected at this stage
Town Centre Management	112,600	21,833	15,667	6,166	0	112,600	No Change to Budget expected at this stage
	1,335,600	358,823	326,864	31,960	12,200	1,323,400	

### **Housing Revenue Account Appendix 3 & 4**

There is a current overall overspend of £53k (0.7%) at the end of October 2021, with underspends of £285k (8%) related to Employee related Costs, an underspend of £9k (0.3%) Controllable Costs. Non-rent income is lower by £61k (35%) than budget and rent/service charge lower by £286 (2.13%). These include timing differences of (£58)k and purchase order commitments totaling £603k.

<b>Summary</b>	<b>Actual &amp; Commitments/Timing Differences</b>	<b>Original Budget</b>	<b>Under/ (Overspend)</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
Employee	3,271	3,556	285
Other controllable	2,874	2,883	9
Income (non-rent)	(113)	(174)	(61)
Rent & Service Charge	(13,130)	(13,416)	(286)
<b>Total</b>	<b>(7,098)</b>	<b>(7,151)</b>	<b>(53)</b>

**Managed Vacancy Savings Salaries** the MVS saving for 2021/22 is £182k. At the end of period 7 £285k has been saved, which is the full annual target. However, there are demands on various services including Housing Needs and Housing Strategy where some underspends above the MVS target are still required during 2021/22.

### **Housing Revenue Account Variance Report as at 31 October 2021 Appendix 3**

<b>Service</b>	<b>Period 7 Under/ (Overspend)/ underspend to October 2021 £'000</b>	<b>Head of Service Comments</b>
<b>Head of Landlord Services</b>	21	Tenant Participation/Communication – includes £21k demand led community projects.
	224	Salary underspends include £68k Responsive Repairs, £21k Void Repairs, £15k Compliance, £15k Tenancy Services, £17k Tenant Participation, £41k Planned Maintenance, £10k Warden Services, £32k Business Support and £5k Housing Income section.
	(79)	Overspend on quantity surveyor services for major capital contract administration
	(26)	Overspend on maintenance of trees
	(33)	Overspend on vehicle leasing and insurance excess
	(8)	Energy Grant contribution
	(22)	Income from Court costs recovered
	114	Major Works underspend
	(33)	Overspend on vehicle leasing
	(18)	Other minor overspends
	<b>140</b>	<b>Total Variance Under/(Overspend)</b>

	(286)	Void loss is 4.8% compared with budgeted 2.7%
	<b>(146)</b>	<b>Total Variance Under/(Overspend)</b>
<b>Head of Strategic &amp; Private Sector Housing</b>	<b>93</b>	Includes underspends of £63k on salaries in Housing Needs, £41k in Housing Strategy.
	<b>93</b>	<b>Total Variance Under/(Overspend)</b>
<b>Total HRA (Overspend)</b>	<b>(53)</b>	

#### 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 £357k higher than the budgeted figure to the end of October 2021. Further information is detailed in Appendix 4.

#### Rent arrears

At the end of September 2021 current tenant rent arrears had decreased by £111k since the same point in 2020. Former tenant arrears had reduced by £39.5k over the same period.

On 1 October 2021 restrictions on possession action for rent arrears were lifted and have now returned to pre-pandemic rules. There is currently a large backlog of possession cases awaiting hearing dates in the county court.

The numbers of tenants receiving universal credit (UC) continues to rise slowly. At the end of September 2021 1,543 tenants were receiving universal credit compared to 1,282 at the end of September 2020 and 820 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

#### Predicted Outturn

Although underspends have been identified up to period 7 there will be demands on the service until March 2022 where some of these will be utilized. More details of savings will be available in the Period 9 monitoring report. However, cost savings are required to help mitigate against the additional £357k void loss to period 7 although some of the planned expenditure will assist in reducing future void losses.

**Housing Revenue Account - Income from Rents and Service Charges**  
**2021/22 April to October 2021 - Periods 1 - 7**

**Table A - Dwelling Rents and Void Losses**

	<b>Actual Income Target</b>	<b>Actual Void Loss</b>	<b>Actual Void Loss as a % of Income Target</b>	<b>Original Budget Void Loss % Assumption</b>
	<b>PI to P7 £</b>	<b>PI to P7 £</b>	<b>PI to P7 %</b>	<b>PI to P7 %</b>
<b>Dwelling Rents</b>	14,224,926	685,501	4.82%	2.68%
<b>Non-Dwelling Rent</b>				
Land	5,920	0	0.00%	0.00%
Garages	220,977	78,869	35.69%	31.17%
Shops	85,962	15,935	18.54%	18.32%
<b>Service Charges</b>				
Landlord Warden Charge	40,982	8,623	21.04%	16.80%
Central Heating	72,504	25,238	34.81%	29.24%
Communal Facilities	164,769	48,904	29.68%	31.98%
Hostel	18,279	1,661	9.09%	16.15%
Council Tax	12,102	6,348	52.46%	44.57%
	14,846,420	871,079		

**Table B**

<b>Rent and Service Charge Arrears</b>	<b>As at 31/10/2020 2020/21</b>	<b>As at 31/10/2021 2021/22</b>
	<b>£000</b>	<b>£000</b>
Arrears at the beginning of the year	1,079	1,094
Court Costs at the beginning of the year	107	98
	1,186.00	1,192.00
Arrears at the end of the October 2021	1,317	1,279
Court Costs at the end of the October 2021	104	94
	1,421.00	1,373.00
Amount written off in the year to date	28	40

**Table C - Current Tenant Arrears - Dwellings only**

Position on	As at 31/10/2020 2020/21	As at 31/10/2020 2020/21	As at 31/10/2021 2021/22	As at 31/10/2021 2021/22
	Number	£000	Number	£000
Less than £150	881	53	877	54
£150 - £300	290	64	323	70
£300 - 450	185	68	223	82
£450 - £600	135	71	141	74
£600 - 750	93	63	89	60
£750 - 900	72	59	56	46
£900 - £1,200	107	111	98	101
£1,200 - £2,000	115	176	113	175
£2,000	59	162	45	143
<b>Total</b>	<b>1,937</b>	<b>827</b>	<b>1,965</b>	<b>805</b>

**Table D - Former Tenant Arrears - Dwellings only**

Position on	As at 31/10/2020 2020/21	As at 31/10/2020 2020/21	As at 31/10/2021 2021/22	As at 31/10/2021 2021/22
	Number	£000	Number	£000
Less than £150	95	7	97	7
£150 - £300	76	17	56	12
£300 - £450	38	14	38	14
£450 - £600	26	14	34	18
£600 - £750	30	20	23	15
£750 - £900	17	14	18	15
£900 - £1,200	32	34	33	35
£1,200 - £2,000	68	107	64	99
£2,000	90	263	83	259
<b>Total</b>	<b>472</b>	<b>490</b>	<b>446</b>	<b>474</b>

Appendix 1 - General Fund Variance Report 31<sup>st</sup> October 2021

Appendix 2 - HRA Variance Report 31<sup>st</sup> October 2021

Appendix 3 - HRA Income and Voids Report 31<sup>st</sup> October 2021

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

## Finance & Performance Scrutiny Committee – 30th November 2021

### Report of the Head of Finance Lead Member: Councillor Barkley

#### Part A

#### ITEM 9 CAPITAL MONITORING REPORT PERIOD 7 , OCTOBER 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 7, 31<sup>st</sup> October 2021 compared with the profiled budget.

##### Recommendations

1. That the Capital Monitoring Summary position for Period 7, 31<sup>st</sup> October 2021 for the General Fund and Housing Revenue Account be noted as per Table 1. The detailed Capital Monitoring Report is included in Appendix 1.

##### Reasons

1. 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

Officer to Contact: Lesley Tansey  
Head of Financial Services  
01509 634828  
[lesley.tansey@charnwood.gov.uk](mailto:lesley.tansey@charnwood.gov.uk)

## Part B Executive Summary

To highlight the following :-

1. The General Fund Capital spend at period 7 is £5,776k compared to a profiled budget of £11,455k, this is an underspend of £5,679k. Also identified is slippage of £32,101k on capital schemes to date, slippage will be reviewed by SLT as part of the year end Capital outturn.
2. The HRA Capital spend at Period 7 is £2,398k compared to a profiled budget of £1,405k, an overspend of £993k, Also identified is slippage of £4,165k on the capital schemes to date, slippage will be reviewed by SLT as part of the Capital Outturn.
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 for March 2022.
5. Bedford Square Scheme DD 182, 15th October 2021 approved a revised budget of £3.869m funded by Town Deal £1.7m, External Funding £708k, Capital Receipts £1.461m, Budget to be carried forward into 2022/23. This scheme is due to be complete early in 2022/23.

Summary Position Period 7 July 2021 Capital Monitoring Report

Table 1

	Full Year Budget	Budget P7	Actual include Commitments Spend Period 7	Period Variance to date P7 Underspend/ (overspend)	P7 % Spend to Date	Forecast Y/E Spend	Year End % Spend	Y/E Splippage
	£	£	£	£	%	£	%	£
General Fund	40,399,500	11,455,558	5,776,182	5,679,376	50.42%	7,830,438	19.38%	32,101,398
HRA	9,619,900	1,404,900	2,397,657	(992,757)	170.66%	5,174,475	53.79%	4,165,425
<b>Total Capital Plan</b>	<b>50,019,400</b>	<b>12,860,458</b>	<b>8,173,839</b>	<b>4,686,619</b>	<b>63.56%</b>	<b>13,004,913</b>	<b>26.00%</b>	<b>36,266,823</b>
Major Capital Schemes	Full Year Budget	Budget P7	Actual include Commitments	Variance to date P7	P7% Spend	Forecast Y/E Spend	Y/E Splippage	Head of Service Comments
	£	£	£	£	%	£	£	
Live Schemes - DFG	2,116,900	99,200	280,910	(181,710)	283.18%	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
Live Scheme - Cemetry	1,170,200	500,000	1,219,816	(719,816)	243.96%	1,170,200	0	There are some timing issues between the original profiling and actual spending, however the project is due to be
Committed - Shepshed Bull Ring	504,400	0	5,895	(5,895)	0.00%	0	504,400	Scheme progressing and is expected to be reported to Cabinet in March seeking decision to appoint contactor.
Committed - Carbon Neutral Proje	598,800	0	3,700	(3,700)	0.00%	3,700	595,100	Delays in the carbon neutral plan have delayed the commissioning of work for this project, in addition £500k
Committed - Bedford Square	2,654,000	141,400	1,223,832	(1,082,432)	865.51%	2,263,000	391,000	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%	2,000,000	13,000,000	Internal Borrowing/Loan X510 Charnwood Campus Forward Funding - No additional expenditure in
Committed - Regeneration Project	15,145,400	7,569,700	(2,995)	7,572,695	-0.04%	0	15,000,000	External Borrowing- No spend activity this far and currently no plans to spend. £145.4k See detailed Capital Monitoring Report included
Other General Fund Capital Schem	3,209,800	1,145,258	1,045,025	100,234	91.25%	1,453,538	1,433,998	
<b>Total General Fund</b>	<b>40,399,500</b>	<b>11,455,558</b>	<b>5,776,182</b>	<b>5,679,376</b>	<b>50.42%</b>	<b>7,830,438</b>	<b>32,101,398</b>	
<b>Total HRA</b>	<b>9,619,900</b>	<b>1,404,900</b>	<b>2,397,657</b>	<b>(992,757)</b>	<b>170.66%</b>	<b>5,174,475</b>	<b>4,165,425</b>	
<b>Total Capital Plan</b>	<b>50,019,400</b>	<b>12,860,458</b>	<b>8,173,839</b>	<b>4,686,619</b>	<b>63.56%</b>	<b>13,004,913</b>	<b>36,266,823</b>	
<b>(Costs within HRA)</b>								
HRA Acq of Affordable Homes	3,263,400	1,794,400	1,357,760	436,640	75.67%	2,137,475	1,125,925	Purchased 4 properties to date, in the process of acquiring further 5 properties, and others being considered

Summary Position Period 7 July 2021 Capital Monitoring Report

Table 1

	Full Year Budget	Budget P7	Actual include Commitments Spend Period 7	Period Variance to date P7 Underspend/(overspend)	P7 % Spend to Date	Forecast Y/E Spend	Year End % Spend	Y/E Splippage
	£	£	£	£	%	£	%	£
General Fund	40,399,500	11,455,558	5,776,182	5,679,376	50.42%	7,830,438	19.38%	32,101,398
HRA	9,619,900	1,404,900	2,397,657	(992,757)	170.66%	5,174,475	53.79%	4,165,425
<b>Total Capital Plan</b>	<b>50,019,400</b>	<b>12,860,458</b>	<b>8,173,839</b>	<b>4,686,619</b>	<b>63.56%</b>	<b>13,004,913</b>	<b>26.00%</b>	<b>36,266,823</b>

Includes Enterprise Zone £13m & Regeneration £15m

Major Capital Schemes	Full Year Budget	Budget P7	Actual include Commitment	Variance to date P7	P7% Spend	Forecast Y/E Spend	Y/E Splippage	Head of Service Comments
	£	£	£	£	%	£	£	
Live Schemes - DFG	2,116,900	99,200	280,910	(181,710)	283.18%	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. <del>Commitment approved</del>
Live Scheme - Cemetery	1,170,200	500,000	1,219,816	(719,816)	243.96%	1,170,200	0	There are some timing issues between the original profiling and actual spending, however the <del>project is due to be completed</del>
Committed - Shepshed Bull Ring	504,400	0	5,895	(5,895)	0.00%	0	504,400	Scheme progressing and is expected to be reported to Cabinet in March seeking decision to appoint contractor. £600k
Committed - Carbon Neutral Project	598,800	0	3,700	(3,700)	0.00%	3,700	595,100	Delays in the carbon neutral plan have delayed the commissioning of work for this project, in addition £500k Budget 2022/23
Committed - Bedford Square	2,654,000	141,400	1,223,832	(1,082,432)	865.51%	2,263,000	391,000	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%	2,000,000	13,000,000	Internal Borrowing/Loan X510 Charnwood Campus Forward Funding - No additional expenditure in pipeline at present
Committed - Regeneration Project	15,145,400	7,569,700	(2,995)	7,572,695	-0.04%	0	15,000,000	External Borrowing- No spend activity this far and currently no plans to spend. £145.4k Budget is See detailed Capital Monitoring Report included
Other General Fund Capital Schemes	3,209,800	1,145,258	1,045,025	100,234	91.25%	1,453,538	1,433,998	
<b>Total General Fund</b>	<b>40,399,500</b>	<b>11,455,558</b>	<b>5,776,182</b>	<b>5,679,376</b>	<b>50.42%</b>	<b>7,830,438</b>	<b>32,101,398</b>	
<b>Total HRA</b>	<b>9,619,900</b>	<b>1,404,900</b>	<b>2,397,657</b>	<b>(992,757)</b>	<b>170.66%</b>	<b>5,174,475</b>	<b>4,165,425</b>	
<b>Total Capital Plan</b>	<b>50,019,400</b>	<b>12,860,458</b>	<b>8,173,839</b>	<b>4,686,619</b>	<b>63.56%</b>	<b>13,004,913</b>	<b>36,266,823</b>	

(Costs within HRA)

HRA Acq of Affordable Homes	3,263,400	1,794,400	1,357,760	436,640	75.67%	2,137,475	1,125,925	Purchased 4 properties to date, in the process of acquiring further 5 properties, and others being considered
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Capital Monitoring Report - PERIOD 7, OCTOBER 2021

Appendix 1

Project Officer	Costc(T)	Full Year	Year to date				Forecast Year end Spend	Request for Slippage to following year	Budget Officer Comment for Cabinet
		Current Budget	Current Budget	Actual	Commit	Variance (Overspend)/ Underpend			
		£	£	£	£	£	£	£	
I. Browne	Planned Property Refurbishment	128,000	68,000	91,800	71,554	(95,354)	128,000		Accommodation project has incurred additional H&S works and alterations resulting in overspend. Some of this will be offset against savings made on Z821 below.
J. Henry	Investment in Commercial Property	0	0	(1,521)	0	1,521	(1,521)		
J. Henry	Regeneration Projects	15,145,400	7,569,700	(2,995)	0	7,572,695	0	15,000,000	To be added to New 3 year Capital Plan
I. Browne	Southfields Offices - NHS Vaccination Cen	50,000	(300)	4,355	2,100	(6,755)	6,455		Works Completed 2020. Should be no additional spend against this code.
I. Browne	Granby Street Culvert Repairs	75,000	75,000	8	0	74,992	75,000		Works Complete. Delivered under budget. Underspend to journal back into Z310 where originally funded from to offset against Accommodation Project (see note above)
<i>Commercial Development Director</i>		<i>15,398,400</i>	<i>7,712,400</i>	<i>91,647</i>	<i>73,654</i>	<i>7,547,099</i>	<i>207,934</i>	<i>15,000,000</i>	
M. Bradford	Closed Churchyard Walls	25,000	25,000	21,559	15,000	(11,559)	31,279	0	Part of the committed work has now been completed
J. Trill	Public Art Provision - Loughborough & Sh	0	0	0	(750)	750	750	0	This a small residual amount upon project completion
J. Trill	Bell Foundry Pocket Park	30,300	600	555	4,599	(4,554)	5,154	25,146	First orders for planting scheme in place to ensure timely delivery
M. Bradford	Shelthorpe Public Open Space Enhancem	113,200	0	0	1,537	(1,537)	0	113,200	
M. Bradford	Green Spaces Programme	0	0	205	0	(205)			
M. Bradford	The Outwoods Country Park - Septic tank	0	0	234	0	(234)			This piece of work was commissioned upon project completion and if needed can be allocated to a revenue budget code.
M. Bradford	The Outwoods Country Park - Visitor Cent	64,200	64,200	95,847	14,753	(46,400)	114,200		Current budget should be £114,200. Included in the Capital Amendment report 9th December 2021
M. Bradford	Syston Community Garden	22,300	0	0	0	0	0	22,300	
M. Bradford	Loughborough Cemetery - New Burial Prc	1,170,200	500,000	720,864	498,952	(719,816)	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, Commitments need to be reviewed

M. Bradford	Environmental Services - Fleet Purchase	0	0	(15,744)	0	15,744	(15,744)		This project has been successfully completed and this is a small residue that was not required.
M. Bradford	Shelthorpe Golf Course - Fencing	77,100	0	0	0	0	0	77,100	
M. Bradford	Community Tree Planting Programme	30,000	0	0	2,600	(2,600)	2,600	27,400	Certain schemes have been identified and preparation work is taking place. Officers have also applied for external funding
M. Bradford	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	Queens Park Aviary Improvements	20,000	20,000	0	0	20,000	0	20,000	
M. Bradford	Playing Pitch Strategy Action Plan	51,900	0	(5,866)	0	5,866	10,000	41,900	Certain projects have been identified and quotes have been sought
M. Bradford	Park Road Access Resurfacing	0	0	663	0	(663)			This project has been successfully completed well within budget, and this overspend is due to timing issues with the profiling.
M. Bradford	Shepshed POS Enhancement	104,100	50,000	1,611	0	48,389	48,389	0	No Comment
M. Bradford	Wymeswold Parish Council - tarmac court	22,800	22,800	22,809	0	(9)	22,800		Project (S106 funding) has been completed
M. Bradford	Queens Park - Improvements to Children'	100,000	50,000	0	1,800	48,200	0	48,200	No comment
M. Bradford	Holt Drive PA Enhancements Z830	11,000	11,000	0	0	11,000	0	11,000	No comment
M. Bradford	Loughborough Playground Improvement	50,000	25,000	0	0	25,000	0	25,000	No comment
M. Bradford	Barrow Town Cricket Club - extend clubhc	20,000	0	0	0	0	20,000	0	Work has started and the first invoices have been received and being processed
M. Bradford	Barrow Town Council - new play area Mill	89,100	0	0	0	0			No comment
M. Bradford	Z850 – Sileby Parish Council – Sileby Merr	70,700	0	0	0	0			No comment
	<i>Head of Waste, Engineering &amp; Open S</i>	<u>2,081,900</u>	<u>768,600</u>	<u>842,737</u>	<u>538,491</u>	<u>(612,628)</u>	<u>1,419,628</u>	<u>411,246</u>	
L. Tansey	Unit4 Agresso Upgrade	32,800	0	0	0	0	0	32,800	New Unit4 Upgrade
S. Jackson	Enterprise Zone	15,000,000	2,000,000	2,000,000	0	0	2,000,000	13,000,000	Carry forward as part of New 3 Year Plan
	<i>Head of Finance and Property Service:</i>	<u>15,032,800</u>	<u>2,000,000</u>	<u>2,000,000</u>	<u>0</u>	<u>0</u>	<u>2,000,000</u>	<u>13,032,800</u>	
J. Robinson	Rothley Parish Council – Upgrade Rothley	367,600	220,000	0	279,602	(59,602)	0	367,600	Project Officer is I.Browne. Contractor appointed, precommencement meeting scheduled. Severe delays have been advised due to exceptional material lead in times advised by contractor.
J. Robinson	Loughborough Police Station Centre - Fro	236,700	116,300	137,045	0	(20,745)	236,700	0	No current up date on project available
J. Robinson	Leicestershire Police - Drone Equipment a	58,600	58,600	58,631	0	(31)	58,600	0	No current up date on project available
J. Robinson	Syston Town Council - Memorial Park - re	25,000	0	0	0	0	25,000	0	No current up date on project available
	<i>Director Housing, Planning &amp; Regener</i>	<u>687,900</u>	<u>394,900</u>	<u>195,676</u>	<u>279,602</u>	<u>(80,377)</u>	<u>320,300</u>	<u>367,600</u>	

R. Short	Regional Housing Pot Grant	42,900	0	0	0	0	0	42,900	Ring fenced Decent Homes grant used to fund discretionary grants in line with the private sector housing policy.
R. Short	DFG Disabled Facilities Grant	2,116,900	99,200	164,019	116,890	(181,710)	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 work is ongoing - prior to payment) at the end of Q2 equalled £263, 838.
R. Short	Private Sector Housing Grants	125,000	40,000	25,992	0	14,008	45,000	80,000	To fund discretionary housing grants in the private sector - including Partnership Grants to bring empty homes back into use. Demand led spend to date is 60% of that predicted.
R. Short	Fuel Poverty Scheme - DECC	7,000	4,600	0	0	4,600	2,000	5,000	Ring fenced budget to fund top up ECO grants - enabling low income residents to take up external ECO funding - through the funding of the resident contribution required.
A. Simmons	Choice Based Lettings Software	0	0	(16,063)	0	16,063	0	0	Balance of payment held back until Software package and reporting fully operational and meets the approved specification.
	<i>Head of Housing</i>	<u>2,291,800</u>	<u>143,800</u>	<u>173,949</u>	<u>116,890</u>	<u>(147,039)</u>	<u>987,000</u>	<u>1,304,800</u>	
S. Wright	Lough Festive Lights and Street Dressing	4,800	0	0	0	0	0	4,800	Balance of payment held back to LITE Ltd still to be settled
S. Wright	Town Hall Roof Upgrade	17,300	100	55	0	45	3,500	13,800	Further upgrades required in line with capital application
S. Wright	Loughborough Town Hall - Lower Level El	7,900	5,900	5,905	0	(5)	7,900	0	Balance of capital
S. Wright	Town Hall - Victorial Room - Air Handling	50,000	50,000	0	0	50,000	26,500	23,500	Works ordered for Vic Room, Bar area being costed to fully complete installation
S. Wright	Lighting strategy to support the Masterpl	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, confirmation still awaited
	<i>Head of Leisure &amp; Culture</i>	<u>90,000</u>	<u>56,000</u>	<u>5,960</u>	<u>0</u>	<u>50,040</u>	<u>37,900</u>	<u>52,100</u>	

J. Robinson	Community Facilities Grants	100,300	0	0	0	0	3,200	97,100	£3200 allocated subject to cabinet approval. Rolling grants process 3rd round due in January 2022
J. Robinson	CCTV	122,300	39,858	600	19,922	19,336	20,500	101,800	No Comment
J. Robinson	Members Grants	13,000	7,900	7,642	0	258	7,600	5,400	Dependent on members spending grants
J. Robinson	Thorpe Acre Residents Association - Comu	25,900	0	0	0	0	10,000	0	Change to 106 use - agreed with developer to allocate £10,000 to Hub project and balance returned to developer
J. Robinson	Cedar Academy – contribution towards al	50,000	0	0	0	0	0	50,000	No current updates on project
J. Robinson	Syston Town Council - redevelopment of : <i>Head of Neighbourhood Services</i>	40,500 <u>352,000</u>	40,500 <u>88,258</u>	0 <u>8,242</u>	0 <u>19,922</u>	40,500 <u>60,094</u>	0 <u>41,300</u>	40,500 <u>294,800</u>	No current updates on project
R. Bennett	Bleach Yard	5,900	0	3,397	0	(3,397)	3,397	0	scheme complete no slippage required
R. Bennett	Public Realm - Shepshed Town Centre	18,400	0	7,557	0	(7,557)	18,400	0	this is determinant on the Shepshed TC to finalise their scheme for renovating the toilets
I. Browne	Carbon Management	7,500	(1,900)	(1,857)	0	(43)	7,500	0	No further projects for this budget. All future projects to be delivered under Z796
R. Bennett	Bedford Square Gateway	2,654,000	141,400	1,205,368	18,464	(1,082,432)	2,263,000	391,000	DD 182, 15th October 2021 Approved Scheme Total Budget of £3.869m funded by Town Deal £1.7m, External Funding £708k, Capital Receipts £1.461m, Budget to be carried forward into 2022/23
Clare Clarke	Carbon Neutral Action Fund - Block Sum	598,800	0	3,700	0	(3,700)	3,700	595,100	This is now overseen by Justin Henry
R. Bennett	The Bull Ring, Shepshed	504,400	0	0	5,895	(5,895)	0	504,400	Scheme progressing and is expected to be reported to Cabinet in March seeking decision to appoint contactor. £600k funding has now been secured from LLEP and will be added into the capital budget in due course.
<i>Head of Planning &amp; Regeneration</i>		<u>3,789,000</u>	<u>139,500</u>	<u>1,218,165</u>	<u>24,359</u>	<u>(1,103,024)</u>	<u>2,295,997</u>	<u>1,490,500</u>	
A. Khan	Hardware Replacement Programme	39,600	17,900	36,742	2,698	(21,540)	39,600	0	The scheme supports Hardware equipment (Laptops, screens, keyboards, etc.) for users covering both equipment replacement and break fixes

A. Khan	Infrastructure Development	36,000	5,100	(1,503)	1,126	5,476	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 be used by the budget year end
K. Barnshaw	Call Secure System - PCI Compliance	4,900	4,900	728	0	4,173	4,900	0	PCI compliance spend will be completed by the end of March 2022
A. Khan	iTrent Upgarde & New Flexi Time System	8,700	8,700	16,231	0	(7,531)	16,231	0	Project completed - the system went live on 1st July.
K. Barnshaw	Server Redesign	70,000	0	0	0	0	20,000	50,000	The project for planning and implementing the relocation of the onsite Data Centre is scheduled to start in February/March 2022 and complete by the end of the 2022/2023 financial year This is dependent on the selection of a suitable location (by the accommodation project).
K. Barnshaw	Cloud Implementation	177,900	27,800	28,116	5,356	(5,672)	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	Meeting Rooms - Presentation Screens	4,100	0	4,063	0	(4,063)	4,100	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.
K. Barnshaw	Northgate – Single Use System	115,300	31,900	65,938	0	(34,038)	115,300	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	Hybrid Council Meeting - Camera and auc	15,900	10,000	11,983	28	(2,011)	15,900	0	Linked to Z814, please see the comments above
	<i>Head of Revenues, Benefits and Cust</i>	<u>472,400</u>	<u>106,300</u>	<u>162,296</u>	<u>9,209</u>	<u>(65,205)</u>	<u>429,931</u>	<u>50,000</u>	

A. Twells	Beehive Lane Car Park Improvements and	149,400	40,000	9,648	0	30,352	84,648	64,752	DNO quotes and information received for electrical supply to Beehive for future EV chargers Framework contractors quoting for re-decoration works to be progressed with property services. Slippage required for further refurbishment
A. Twells	Car Parks Resurfacing and Improvements	32,800	0	0	0	0	0	32,800	All car park resurfacing works complete except Southfields Offices car park. This has been held back due to possible sale of the offices site. Further steer required on whether this money should be slipped into 22/23 for works to be completed
<i>Head of Regulatory Services</i>		<i>182,200</i>	<i>40,000</i>	<i>9,648</i>	<i>0</i>	<i>30,352</i>	<i>84,648</i>	<i>97,552</i>	
Helen Gretton	Performance Management System	21,100	5,800	5,736	0	64	5,800	0	Scheme complete
<i>Head of Strategic Support</i>		<i>21,100</i>	<i>5,800</i>	<i>5,736</i>	<i>0</i>	<i>64</i>	<i>5,800</i>	<i>0</i>	
<b>General Fund</b>		<b>40,399,500</b>	<b>11,455,558</b>	<b>4,714,056</b>	<b>1,062,126</b>	<b>5,679,376</b>	<b>7,830,438</b>	<b>32,101,398</b>	
P. Oliver	Minor Adaptations	50,000	24,000	3,714	656	19,631	50,000	0	In house delivery.
P. Oliver	Stairlifts	80,000	52,000	57,630	0	(5,630)	80,000	0	
P. Oliver	Major Structural Works	0	0	5,153	0	(5,153)			
P. Oliver	CO Monitors	0	0	378	0	(378)			
P. Oliver	Garages	25,000	0	0	0	0	25,000	0	Garage site review in progress
P. Oliver	Door Entry Systems	200,000	0	4,531	0	(4,531)	200,000	0	Works progressing well with Bamfords.
P. Oliver	Asbestos Removal	150,000	119,900	157,637	0	(37,737)	150,000	0	Demand led
P. Oliver	Communal Area Electric	200,000	0	0	0	0	200,000	0	
P. Oliver	Sheltered Housing Improvements inc hea	200,000	0	49,109	42,140	(91,250)	200,000	0	
A. Simmons	Acquisition of Affordable Housing to mee	3,263,400	1,794,400	1,355,415	2,345	436,640	2,137,475	1,125,925	Further commitments may be made if properties identified however they will not be completed before the year end due to no external contractor and unable to capitalise in house repairs team time
P. Oliver	Major Adaptations	580,000	(30,200)	(54,910)	217,639	(192,929)	350,000	230,000	due to no external contractor and unable to capitalise in house repairs team time
P. Oliver	Major Void Works	280,000	0	0	0	0	0	0	due to no external contractor and unable to capitalise in house repairs team time
P. Oliver	Kitchens	805,500	(36,300)	(24,007)	0	(12,293)	120,000	685,500	due to no external contractor and unable to capitalise in house repairs team time
P. Oliver	Bathrooms	787,800	(19,800)	53,655	0	(73,455)	300,000	487,800	due to no external contractor and unable to capitalise in house repairs team time
P. Oliver	Electrical Upgrades	290,000	0	207	0	(207)	50,000	240,000	due to no external contractor and unable to capitalise in house repairs team time

P. Oliver	Windows	195,000	0	4,030	0	(4,030)	0	195,000	due to no external contractor and unable to capitalise in house repairs team time
P. Oliver	Central Heating and Boiler Installation	331,200	(38,000)	58,656	5,985	(102,641)	50,000	281,200	Nil you will need to get the figures from Andrew M for this line
P. Oliver	Door Replacement	360,000	(108,000)	73,891	128	(182,018)	100,000	260,000	due to no external contractor and unable to capitalise in house repairs team time
P. Oliver	Re-roofing	710,000	(126,800)	72,296	0	(199,096)	450,000	260,000	due to no external contractor and unable to capitalise in house repairs team time
P. Oliver	Major Structural Works	250,000	(22,400)	812	34,300	(57,512)	50,000	200,000	due to no external contractor and unable to capitalise in house repairs team time
P. Oliver	Communal Area Improvements	200,000	(100,000)	19,403	0	(119,403)	0	200,000	due to no external contractor and unable to capitalise in house repairs team time
P. Oliver	Carbon Monoxide Alarms	30,000	18,100	12,274	0	5,826	30,000	0	
P. Oliver	Fire Safety Works	100,000	84,500	34,617	218,048	(168,165)	100,000	0	Possible dealys with works now as the two contracts are drawing to an end in the next couple of months.
P. Oliver	Mobility Scooter Storage	15,000	0	0	0	0	15,000	0	due to no external contractor and unable to capitalise in house repairs team time
P. Oliver	Estate and External Works	205,000	(206,500)	(151,423)	16,675	(71,752)	205,000	0	due to no external contractor and unable to capitalise in house repairs team time
P. Oliver	Housing Capital Technical Costs	312,000	0	0	0	0	312,000	0	Year-end capitalisation of salary costs
	<i>Director Housing, Planning &amp; Regener</i>	<b>9,619,900</b>	<b>1,404,900</b>	<b>1,733,070</b>	<b>537,915</b>	<b>(866,085)</b>	<b>5,174,475</b>	<b>4,165,425</b>	
	<b>Housing Revenue Account</b>	<b>9,619,900</b>	<b>1,404,900</b>	<b>1,733,070</b>	<b>537,915</b>	<b>(866,085)</b>	<b>5,174,475</b>	<b>4,165,425</b>	
		<b>50,019,400</b>	<b>12,860,458</b>	<b>6,447,127</b>	<b>1,600,041</b>	<b>4,813,291</b>	<b>13,004,913</b>	<b>36,266,823</b>	

## FINANCE & PERFORMANCE SCRUTINY COMMITTEE – 30TH NOVEMBER 2021

### Report of the Strategic Director; Environmental and Corporate Services

#### Part A

#### ITEM 11 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.

Background Papers: None

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## Finance & Performance Scrutiny Committee Work Programme

Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Offices	Progress / Notes / Action Requested
30 Nov 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
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.
Sept 2022 (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.
Sept 2022 (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.

Sept 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. Tansy	Monitoring report at each quarterly meeting.
Sep 2022 (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)