



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 Committee Room 2, at the Council Offices, Southfields, Loughborough on Tuesday, 1st March 2022 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

21st February 2022

AGENDA

1. APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING 3 - 11
To approve the minutes of the previous meeting.
3. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS
4. DECLARATIONS - THE PARTY WHIP

5. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURE 11.16
No questions were submitted.
6. PERFORMANCE MONITORING 12 - 40
A report of the Strategic Director, Environmental and Corporate Services providing Quarter 3 performance monitoring information.
7. CAPITAL MONITORING REPORT PERIOD 9 41 - 44
A report of the Head of Financial Services setting out the Capital Monitoring Summary position for Period 9, 31st December 2021.
8. GENERAL FUND & HRA REVENUE, REVENUE MONITORING POSITION DECEMBER 2021 45 - 56
A report of the Head of Financial Services setting out the revenue position for the General Fund and HRA at the end of Period 9.
9. UPDATE ON CARBON NEUTRAL PLAN AND ACTIONS 57 - 61
A report of the Strategic Director, Commercial Development, Assets and Leisure providing an update on the progress of the Carbon Neutral Plan.
10. WORK PROGRAMME 62 - 66
A report of the Strategic Director, Environmental and Corporate Services.
11. EXEMPT INFORMATION
It is recommended that members of the public be excluded from the meeting during the consideration of this item on the grounds that it involved the likely disclosure of exempt information as defined in Paragraphs 3 and 5 of Part 1 of Schedule 12A to the Local Government Act 1972, and the public interest in maintaining the exemption outweighs the public interest of disclosing the information,
12. UPDATE ON FUTURE ARRANGEMENTS FOR THE DELIVERY OF PLANNED WORKS, VOIDS AND ASSOCIATED WORKS
An exempt report of the Head of Landlord Services.

FUTURE MEETING DATES

No further meetings of the Committee for 2020/21 are scheduled.

FINANCE & PERFORMANCE SCRUTINY COMMITTEE 30TH NOVEMBER 2021

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

Councillor Harper-Davies (Cabinet Lead Member
for Community Support and Equalities) and
Inspector Oswin (Leicestershire Police)

Strategic Director; Environmental and Corporate
Services
Head of Strategic and Private Sector Housing
Community Safety Manager
Organisational Change Officer
Head of Financial Services
Democratic Services Officer (LS)

APOLOGIES: Councillor Paling

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.

18. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Committee held on 7th September 2021 were confirmed as a correct record and signed.

19. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

Councillor Taylor declared an interest as the LCC representative on the Town Deal Board. This was declared when item 9 on the agenda was being considered due to discussion on funding from the Town Deal Board for the Bedford Square, Loughborough scheme.

20. DECLARATIONS - THE PARTY WHIP

No declarations were made.

21. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURE 11.16

No questions had been submitted.

22. COMMUNITY SAFETY PARTNERSHIP

Considered, a report of the Head of Neighbourhood Services to scrutinise the Community Safety Partnership, statutory responsibility to do so at least every 6 months (item 6 on the agenda filed with these minutes).

Assisting with consideration of the report: Community Safety Manager, Inspector Oswin (Leicestershire Police), Cabinet Lead Member Community Support and Equalities.

Summary, key points of discussion:

- (i) Report was presented by Cabinet Lead Member. She wished for the record to thank the previous Charnwood NPA Commander, Inspector Botte for his contribution.
- (ii) Reference agenda page 12, key locations for crime volume Beats 62 and 65, stated problem with engagement from partners. Reason for? In response, was CCG and Fire Service. Action taken to make clear statutory responsibility.
- (iii) Increase in shoplifting, reason for and where occurring? In response, was challenge in town centre, targeted via Loughborough Central Delivery Group, focus on key individuals and actions taken outlined. Noted, increase compared against lockdown period previous year.
- (iv) Increase in violence with injury, causes? In response, outlined what that included, any injury. Increase nationally, lockdown/Covid significant factor, domestic violence, pubs re-opening.
- (v) Recent changes to improve recording by Leicestershire Police and reason for that outlined.
- (vi) How were Police beats determined? Covered wide areas, therefore not known if reported problems were in specific Borough ward or not, could this be indicated to assist? In response, had tried to align with Borough ward boundaries, but beat may include more than one ward. Focus given to and action taken in respect of key locations for crime volume outlined. Aimed to make best use of available resources. Importance of good data to assist that. Would look to make information more specific to locations where possible, but resource implications noted.
- (vii) Recent news that CCTV camera to be installed in Queen's Park, not aware of problem in that location? In response, followed approach from Police and Crime Commissioner via Home Office, funding granted specific to issue of violence against women, locations identified by Police.
- (viii) Overall increase in crime, what driving? Also, position in family group worse. In response, challenges outlined including significant Police staff changes, work to mentor less experienced officers. Need for refocus, all partners to engage, improved offender management. Considerable issue with substance misuse in Borough.
- (ix) Beat 58, increase in burglaries, perpetrators since charged and imprisoned, however need for reassurance of communities during the process. Suggested Community Safety Partnership might look at how that could be improved, noted. Also, useful if social media campaigns emailed out to councillors to share through local networks.
- (x) Beat 61, useful to know hotspots, anecdotal evidence suggested Syston, could Police presence be looked at? Confirmed that policing team dedicated to

Syston, should be present there daily. Brief outline of issues specific to settlements covered by that beat.

- (xi) Why had Drugs Strategy not been effective in recent times? How many referrals made to the Channel, had those all been accepted? In response, associated funding stream for partners ended but should still be engaged. Importance of signposting to recovery services. Reducing crime required the tackling of substance misuse. Enforcement needed where support not successful. Refocus required, that would be recommended for 2022/23. Regarding Channel, there had been several referrals in Borough, latest update to JAG reported 9, predominantly via educational settings, none by JAG. Channel explained as early intervention initiative for individuals at risk of extremism.
- (xii) Number of community triggers a concern, what action being taken? In response, number received outlined, approximately one every six weeks, much more than other districts. Duty bound to signpost repeat victims to community trigger not just include information on website. Planned work to understand better, were repeat themes, more joined up approach needed among partners to tackle and by identified leads. Education of staff around risk assessing. Likely to be more community triggers, prevention best approach.
- (xiii) Reference to family group, unclear why grouped as were, no clear similarities. How used by officers, which were good, was good practice shared? In response, based on similar demographics, challenged that not all were university towns, effect on crime. Did seek out good practice, no obvious gaps in what Charnwood doing. Recording practice could be affecting.
- (xiv) View that good work being done in difficult circumstances, all involved thanked for that.
- (xv) Regarding anti-social behaviour, particularly in area covered by Beat 62 which had seen considerable increase. Concentration of student HMOs and associated issues. What action being taken/planned? How would new HMO licensing assist/be enforced? How was existing Public Space Protection Order enforced? In response, initiatives in Op Lexical outlined, multi-agency CSP response to crime and anti-social behaviour associated with student population in area. Included weekly partners meeting, identification of repeat cases, most at risk, incremental and firm action against perpetrators outlined. Cumulative impact on permanent residents recognised, doing all could against those causing harm. Tackling problems via landlords welcomed as approach, consistent factor. Purpose of and position with Public Space Protection Order explained, including importance of recording data and robust enforcement. Student Street Support Scheme also operated, good value.
- (xvi) How linked up were Council's ASB team and Police in respect of reports entered on to the Sentinel system? Concern that former not always aware of a report when councillor contacted regarding. Limitations to system, didn't always flag up repeat incidents? In response, background to Sentinel outlined, case management system. Allowed alert of partner agency, not always being used as should be, user/training issue. Better training proposed, new case management module from Sentinel would assist, also flagging of alerts so action taken.
- (xvii) The Council's Head of Strategic and Private Sector Housing was in attendance for the next item on the agenda. As the issue of HMO licensing had been raised, she outlined the two schemes due to be implemented, in particular requirements on licence holders in relation to anti-social behaviour by tenants. Guidance on the schemes would be available in due course.

- (xviii) Those attending to assist with the report were thanked for their clear and honest responses. Inspector Oswin was asked to pass on the Committee's best wishes to the PCSO Rita Purkayastha who had been seriously injured while on duty in Charnwood.
- (xix) Confirmed that, although not specifically listed on agenda page 15 (beat areas), Walton on the Wolds and Cossington were covered.

RESOLVED that the report, discussion and responses be noted.

Reason

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

23. PERFORMANCE MONITORING

Considered, a report of the Strategic Director; Environmental and Corporate Services providing Quarter 2 performance monitoring information (item 7 on the agenda filed with these minutes).

The Chair and Vice-chair had identified the following principal topics/focus for this item:

- % rent loss through void properties (red indicator);
- Sheltered schemes – where are we on progress?
- Age criteria for acceptance into certain properties.

Assisting with consideration of the report: Strategic Director; Environmental and Corporate Services, Head of Strategic and Private Sector Housing, Organisational Change Officer.

Summary, key points of discussion:

- (i) Report was presented by Organisational Change Officer. Noted in respect of 2 red actions Corporate Delivery Plan 2021/22, 1 would be closed for Q3 as Outwoods Visitor Centre Café recently opened. Also, relevant Head of Service now shown for indicators as requested previously by Committee.
- (ii) Agenda page 35, collective switching, look at how increase profile/uptake? Particularly important given increase in energy prices. In response, current position in energy market had meant that not feasible for offers to be made in last auction. Continuing in scheme as per Cabinet decision, once change in market/benefit to switching would do more promotion. Focus currently energy efficiency.
- (iii) When likely to have contractor kitchens/bathrooms/heating? Remit of Head of Landlord Services, response could be requested following meeting.
- (iv) Timeline needed for when sheltered schemes review would be completed, had been delayed for some time. Additional narrative agenda page 51 useful. Refocus needed. Needed to update properties so that provided what tenants needed, perhaps switch focus of capital spending from purchasing properties to

updating properties so could be let. Income to Council being lost and not housing as many people as could otherwise do. Funds available in HRA as not spent on repairs over last year. In response, had been increase rent loss, less voids end of quarter, decrease in terminations, starting this quarter in better position. Had been increase in re-advertised properties, linked into previous comments made re: sheltered schemes/age designation, had been more offers made. Longstanding nature of sheltered schemes review outlined, also schemes completed to date, agreed standard, assessment/work undertaken and plans moving forward, in particular timeline for next scheme, Thurmaston and report to Cabinet on that and prioritisation of remaining schemes. Considerable work had been undertaken. However, progress had been impacted by Covid. Also, by staff leaving. Updates on sheltered schemes review was provided to Housing Management Advisory Board. Recognised that had been delay, apology for that including to affected residents. Funds from Right to Buy being used to purchase properties could not be used for refurbishment costs.

- (v) Clarified that void rent loss, review of sheltered schemes, age designation all within remit of Head of Strategic and Private Sector Housing.
- (vi) Regarding age designation, project had commenced, past changes looked at, currently 1,079 45+ properties, approximately 5% void. Progress on plan affected by available staff resources, work to recruit and position in that respect outlined, had been difficult, also staffing to assist turnaround. Analysis of age designation changes made previously and practice elsewhere indicated that there had not been a problem with management/additional anti-social behaviour, which had been the main concern. Housing Management Advisory Board to consider, possibility of pilot blocks initially. View expressed that age criteria had become barrier, removal supported.
- (vii) Unclear why some indicators green, not yet delivered, example provided. Feedback on example provided noted. Also, in response, the check and challenge approach taken to position stated by responsible officers was outlined, if progress sufficient against deadline for completion, fair to state as green. Aim always to give realistic indication of position through the year, therefore position at end year not significantly different than expected. Noted that not a perfect science.
- (viii) Agenda page 36, action “35 empty homes back into use”, why green when only 16 achieved? Also, action “purchase 10-20 properties” why only 5 achieved, funds available, reason for? In response, cumulative over year, met for quarters so far, therefore considered realistic indication. Head of Strategic and Private Sector Housing anticipated that both targets would be met by year end. *Post meeting note: At 6th December 2021, 24 empty homes back in use, 9 properties purchased.*

RESOLVED

1. that the performance results, associated commentary and the explanations provided be noted;
2. that a response of the Head of Landlord Services be sent to members of the Committee in respect of paragraph (iii) above.

Reasons

1. To ensure that targets and objectives are being met and to identify areas where performance might be improved.
2. The question could not be answered at the meeting.

24. REVENUE MONITORING POSITION (GENERAL FUND AND HRA) PERIOD 7

Considered, 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 (item 8 on the agenda filed with these minutes).

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

Summary, key points of discussion:

- (i) Report was presented by Head of Financial Services. Noted that would know at Period 9 on financial performance of pantomime, some cancellations.
- (ii) Regarding Essential Car User saving, not achieved this year, had it been prudent to include before agreed with staff? Would it be achieved next year? In response, had been more complicated than envisaged. Considerable spend each year by Council, analysis had been that very few staff meeting mileage benchmark (3,500 miles per annum based on tax advice, lease car becoming viable). As progressed, different management views on how should be applied, had delayed proposals. Would not be implemented this year, anticipated would be saving next year, approximately £100k. Included given budget focus of protecting frontline services and jobs as far as possible. Projected overspend £314k, essential car user and salary award (higher than 0% anticipated, current position outlined, remained uncertain).
- (iii) Agenda page 54, effect of Bedford Square works on car parking income. How much longer expecting to subsidise car parks? In response, not considered that Bedford Square works having significant impact, decisions taken in year to support town centre by offering free parking. Not known extent to which reduction car park use would be temporary or permanent. Covid income loss claim made for car parks, several causes of reduced income, across all car parks.

RESOLVED that the report be noted.

Reason

The Committee's remit includes receiving regular financial monitoring reports.

25. CAPITAL MONITORING REPORT

Considered, a report of the Head of Financial Services setting out capital spend position at Period 7 (item 9 on the agenda filed with these minutes).

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

Summary, key points of discussion:

- (i) Report was presented by Head of Financial Services.
- (ii) Considerable slippage in respect of DFG, the scheme helped people live in their homes better, was slippage caused by Covid, difficulty securing contractors? Unlikely that applications not being received? The Council's Head of Strategic and Private Sector Housing was in attendance for an earlier item on the agenda. As the issue of DFG had been raised, she outlined how the scheme operated (Lightbulb Programme) and the current position with it. Was a waiting list, plan to request additional resources to assist with reducing that and spending funds. High slippage affected by receipt of two additional DFG amounts, approximately £400k. Also, increase in DFG allocation each year outlined, so larger budget than ever had. Had been affected by Covid, unable to visit and some residents didn't wish to be visited, had tried to maintain service as far as possible. View expressed that important to spend money, residents needed to access.
- (iii) What was overspend on Bedford Square scheme? In response, Period 7, profile issue at that time, since then delegated decision to approve revised budget, see agenda page 63, budget reflected receiving some Town Deal funding, external funding, capital receipts. Confirmed that funding from Town Deal secured. How funding of the scheme had progressed as spending had meant more funding was available was outlined. £3.869m was current size of scheme.
- (iv) Reference to considerable slippage re: carbon neutral project, understood carbon neutral plan been amended, delayed spending. When anticipated it would be spent? What would be priority projects? Remit of Strategic Director; Commercial Development, Assets and Leisure? Response could be requested following meeting. Noted that physical assets key factor, decision on Council offices. Additional budgets for energy efficiency improvements.

RESOLVED

1. that the capital monitoring summary position for Period 7, 31st October 2021 for the General Fund and Housing Revenue Account be noted as per Table 1 in the report, the detailed Capital Monitoring Report was included in Appendix 1;
2. that a response of the Strategic Director; Commercial Development, Assets and Leisure be sent to members of the Committee in respect of paragraph (iv) above.

Reasons

1. To enable the information to be used when considering the future 3-year Capital Plan and the future Capital Strategy.
2. The question could not be answered at this meeting.

26. THEME IDENTIFIED FOR THIS MEETING - COMMUNITY SAFETY

To enable open discussion on theme identified for this meeting: Community Safety. No further discussion following consideration of item 6 on the agenda earlier in the meeting.

27. WORK PROGRAMME

Considered, a report of the Strategic Director; Corporate and Environmental Services to assist the Committee in determining its work programme (item 11 on the agenda filed with these minutes).

Assisting with consideration of the report: Strategic Director; Environmental and Corporate Services.

Summary, key points of discussion:

- (i) Reference to discussion under item 9 on the agenda regarding carbon neutral. View expressed that useful if Strategic Director; Commercial Development, Assets and Leisure attended March 2022 meeting to discuss position with that. Also, other areas of his remit. Noted that Climate Change Strategy monitoring programmed for September 2022 meeting. Could ask for attendance in respect of delivery of his elements of capital plan at next meeting, in particular carbon neutral plan spending.
- (ii) Reference to scrutiny of Community Safety Partnership, whether more appropriate for Scrutiny Commission to undertake? Had been raised at previous Scrutiny Commission meeting. Advised that scrutiny remits set out in Council's Constitution, not a matter for decision by this committee. Perhaps could be suggested as part of annual review of Council's Constitution process. View expressed that appropriately allocated to this Committee, performance matter.

RESOLVED

1. that the Committee's scrutiny work programme, as set out in the report and with any amendments made at this meeting, be agreed;
2. that the Strategic Director; Commercial Development, Assets and Leisure be invited to attend the Committee's meeting in March 2022 in respect of the Capital Monitoring report, in particular carbon neutral project position.

Reasons

1. To enable the Council's scrutiny arrangements to operate efficiently and effectively.
2. To ensure that questions from the Committee on areas within the remit of the Director can be provided at the meeting.

NOTES:

1. No reference may be made to these minutes at the next available 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 COMMITTEE 1st MARCH 2022

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

ITEM 6 2021-22 QUARTER 3 PERFORMANCE MONITORING REPORT

Purpose of Report

To provide performance monitoring information and results for the third 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 three 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 to provide the Committee with the information required to sufficiently scrutinise performance.

Options Available with Reasons

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

Financial and Legal Implications

None directly arising from this report.

Risk Management

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

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Failure to maintain a rigorous and embedded performance management framework could adversely impact on the achievement of the outcomes and objectives set out in the Council's Corporate 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 Monitoring report
Appendix B - KPI 11 % Rent loss from void properties additional narrative

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Performance Report Quarter 3: 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 3 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 3 2021-2022

Number of Actions	64
Red	5
Amber	8
Green	27
Completed	24

Breakdown of themes

Caring for the Environment Actions: Quarter 3 2021-2022

Number of Actions	11
Red	2
Amber	1
Green	5
Completed	3

Healthy Communities Actions: Quarter 3 2021-2022

Number of Actions	15
Red	0
Amber	4
Green	3
Completed	8

A Thriving Economy Actions: Quarter 3 2021-2022

Number of Actions	18
Red	1
Amber	1
Green	10
Completed	6

Your Council Actions: Quarter 3 2021-2022

Number of Actions	20
Red	2
Amber	2
Green	9
Completed	7

Corporate Performance Indicators: Quarter 3 2021-2022

Number of PI's	28
Red	7
Amber	2
Green	8
Annual indicators reported in Q4	11

COVID-19 Response and Recovery Update

Area	Activity	Progress
Local Resilience Forum (LRF)	Support the LRF through participating in the Strategic and Tactical Co-ordinating Groups.	<p>Due to the Omicron variant a number of LRF meetings were re-established and these continue</p> <p>A key one has been the Workforce and Staffing Cell which has been looking at organising mutual aid across Leicestershire, specifically for health organisations.</p>
Compliance and Enforcement	Co-ordination of compliance and enforcement across the Borough, County and City and linking into MHCLG, OPSS, DHSC and other departments to facilitate effective compliance with the COVID legislation.	During Q3 England was in Step 4 up until December 2021, when it introduced Plan B. The public were required to wear face coverings in most indoor settings, except in food and drink venues, which was enforced by the Police. Nightclubs and large event venues were also required to bring in Covid certification requirements. EHOs visited relevant premises to ensure businesses were aware and identify any problem premises. Information was sent out to all businesses and contact was made with relevant venues. The Police agreed to undertake checks at night-time economy locations. No significant issues identified. The Council's Covid Compliance Group continue to meet and monitor the situation.
Business Grants Test and Trace payments	Administration of various COVID-19 related business and personal support payments/grants.	In Q3 we opened the Business Start Up Grant scheme, during this time the scheme has offered grants to 3 new start-up businesses. In December we were asked by BEIS to redirect funding to support businesses adversely affected by the Omicron variant of Covid, as such we closed this scheme and reopened the Discretionary Grant Scheme.
Homelessness	Coordination and administer the MHCLG/PHE requirements under Everyone In, Next Steps Accommodation and Protect Plus initiatives across the Borough.	<p>The Housing Options team continue to provide advice and assistance under the requirements of Everyone In, Next Steps, Protect, Protect Plus and Protect and Vaccinate.</p> <p>The breakdown of the current 38 placements:</p> <ul style="list-style-type: none"> • 26 Duty Placements includes additional CEV and CV cases following recent update to Code of Guidance. • 12 Discretionary Placements (COVID Protect, COVID Protect Plus and Protect and Vaccinate cases who are not owed a duty.
Vaccination Process	Support the NHS with the delivery of the Vaccination Centre at Southfields and any other locations in Charnwood.	<p>The Vaccination Centre remains at Southfield's, and they have focussed time on the booster programme. A further centre remains open at Loughborough Hospital. Both sites offer walk in appointments</p> <p>The Vaccination Inequalities Group have come together again to discuss the booster programme and take up in certain areas.</p>

Area	Activity	Progress
Testing	Support Public Health Leicestershire with the establishment of various test centres across the Borough.	<p>The test centre at Limehurst Depot is still active.</p> <p>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>
Joint working across Charnwood	Co-ordinate joint working across the Borough, including education, health and specifically Loughborough University and College.	The University/College meeting runs fortnightly and is also attended by health colleagues.
Comms – internal / external	Continue to keep residents, businesses and organisations informed about critical information relating to COVID-19 and Council services.	<p>Continuing to share regular updates across all internal and external communication channels in relation to Covid-19 and changes in guidance. This includes introduction and removal of Plan B restrictions, the vaccine programme, changes in testing guidance and self-isolation rules.</p> <p>Developed Covid-19 messaging for several large Council events in November and managed media opportunities. (Loughborough Fair, Remembrance Sunday, and Xmas lights switch-on)</p> <p>The booster jab has been the main focus of the vaccine programme, but also continued to push messages for 1st and 2nd doses. Facebook post for boosters over festive period reached 19k. Supported health colleagues in promoting clinics in the borough including specific walk-in clinics in MSOA areas. Facebook post about Shelthorpe walk-in clinic reached 6k on Facebook.</p> <p>Co-ordinated comms messages for staff returning to the offices in November and subsequent changes to the advice following the introduction of Plan B. Continued support of the regular briefings for Members regarding Covid and other issues.</p> <p>Launched Let's Get Back campaign to promote local businesses, outdoor spaces, and everything 'Our Charnwood' has to offer to help with Covid-19 recovery.</p> <p>Continue to liaise with key partners and stakeholders including Loughborough Uni, Loughborough College, Equality Action, Parish and Town Councils and Council Members to share information and updates.</p> <p>Kept local businesses up to date across all channels with the latest information on regulations, guidance and Covid-19 business grants. Omicron business grant received media coverage on local radio and regional TV.</p>




Caring for The Environment

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Status	Start Date	End Date	RAG
Climate Change: Take action to become a carbon neutral organisation by 2030, to help tackle climate change	Increase tree planting throughout the borough to absorb carbon from the atmosphere	Soil regrading and additional mulching has been carried out. Officers are exploring costings and procurement options. External funding issues experienced, therefore planting deferred until Q3 2022/23.	Overdue	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.	Completed	Q1	Q4	■
	Install electric vehicle charging points at Anstey and Sileby car park by March 2022	Legal agreements being finalised between Council and supplier Electric Blue, prior to contract being given to commence work. Supply chain delays have been identified as potential issue.	In Progress	Q1	Q4	■
	Approve green market action plan and implementation of phase 1 by March 2022	Key themes agreed for consultation with traders and stakeholders who will assist with the delivery of the Green Market Action Plan. Themes includes showcasing goods made and sourced locally, promotion of seasonal goods, monthly spotlight on environmentally friendly events/activity. Work also continues with the design of market stalls as part of the Town Deal Project	In Progress	Q1	Q4	■
	Prepare and adopt Carbon Neutral Plan by September 2021	Completed. Carbon Neutral Plan considered by Cabinet 16 September 2021.	Completed	Q1	Q2	■
	Prepare and adopt biodiversity strategy by December 2021	The biodiversity strategy has been delayed as it is linked to the Environment Act (enacted in November 2021). The strategy is on the Forward Programme for consideration by Cabinet at its meeting in March 2022	Overdue	Q1	Q3	■
	Develop a monitoring system to track the number of new trees by December 2021	This action was completed on time.	Completed	Q1	Q3	■
	Parks and Open Spaces: Develop, improve, and continue to care for our parks and open spaces, so they can be enjoyed by everyone	Complete the cemetery construction at Nanpantan by March 2022	Most of the construction has now been completed. A few supply issues have caused some unforeseen delays.	In Progress	Q1	Q3



Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Status	Start Date	End Date	RAG
Protecting our Environment: Help protect our environment by using all powers available to tackle those who threaten it	Complete 3 enforcement exercises with a 5% reduction of fly-tipping reports in each targeted location (baseline - the corresponding period the previous year)	Hoton Road, Wymeswold and Ridgemere Lane, Queniborough have significantly improved from last year. The 2 locations had 7 fly tips last year down to 0 this year.	In Progress	Q1	Q4	■
	Complete targeted waste education and enforcement campaigns, achieving a 15% reduction in the amount of side waste and bins on street at the end of the University terms (baseline - the corresponding period the previous year)	There were 59 section 46 reminder letters issued to students last year compared to 57 this year. Only a small reduction but there were no cases on Kingfisher way estate in quarter 3 and many roads in the Storer Road area were much improved so education and enforcement can focus on the problem streets. Bin sticking has taken place on streets in Storer Road area to help with identification of bin owner so that enforcement can take place effectively.	In Progress	Q1	Q4	■
Waste and Recycling: Improve and develop out outstanding waste and recycling service to make it more efficient, more resilient, and better for the environment	Establish an electric refuse vehicle trial	Work in progress to consider a trial. Priority currently given on delivering key services.	In Progress	Q1	Q4	■

Healthy Communities

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Status	Start Date	End Date	RAG
<p>Safer Charnwood: Continue to work with partners to make our towns and villages safer places to live, work and visit</p>	Approval, adoption, and implementation of the Corporate Anti-Social Behaviour Policy by September 2021	Policy effective from 30/9/21	Completed	Q1	Q4	■
	Delivery of 8 crime prevention campaigns / events and reduction in all crime (K112)	<p>A Domestic Abuse online campaign which took place on the run up to Christmas to raise awareness of the support services for Domestic Abuse using the following Hashtags</p> <p>#CallUAVA #ThisIsAbuse #YouAreNotAlone #16Days</p> <p>To continue the online Action Fraud online campaign to raise awareness of the suspicious emails and Courier fraudsters.</p> <p>9 Campaigns Completed</p>	Completed	Q1	Q4	■
	Delivery of 2 serious violence reduction initiatives	<p>Continuation of the online campaign, "Make a Stand Against Violence" to reduce Serious Violent Crime among young people supported by the Violence Reduction network using social media</p> <p>3 Campaigns completed.</p>	Completed	Q1	Q4	■
	Review and approval of the Special Cumulative Impact Policy contained within the Licencing Act by June 2021	Approved by Licensing Committee for consultation between 5th March to the 26th March 2021. The consultation went to all residents' associations and existing Premises License holders plus responsible authorities – no comments received. Policy approved by full Council 26.04.2021. Now implemented.	Completed	Q1	Q2	■
	Review and final agreement of Private Hire and Hackney Carriage Policy published by June 2021	Department of Transport introduced the Taxi Standards (seen to be a minimum standard of licence conditions) for vehicles/drivers and operators. A report and draft policy incorporating the changes of the taxi standards was	Completed	Q1	Q2	■


Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Status	Start Date	End Date	RAG
		approved by Licensing Committee on the 11.02.2021. A consultation with the taxi trade was carried out for the period 25th February 2021 to 26th March 2021. No comments were received. Final policy was approved by the Licensing Committee on 11.05.2021. Policy now implemented.				
	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 licensing 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>	Completed	Q1	Q4	
Supporting our communities: Invest in services to help those who are most vulnerable, empower people to make a positive difference in their local areas and ensure community cohesion remains a top priority	Implement a revised Charnwood Grants Scheme by April 2021	<p>The new grants scheme was launched in April 2021. Round 1 had 17 applications for Community Grants of which 13 were awarded and 3 for Facilities Grants of which 2 were awarded. The awarded grants were approved by Cabinet 1st July.</p> <p>The 2nd round will take place in November 2021.</p>	Completed	Q1	Q1	
	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.	In Progress	Q1	Q4	

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Status	Start Date	End Date	RAG
Healthy and happy residents: Provide high-quality leisure facilities and sports activities for people and offer services to improve wellbeing, either directly or with our partner	Support communities to re-engage with leisure activities: – LS10(a): Leisure Centres- total number of visits – LS10(b): Number of new members at Leisure Centres (including Swim School programme)	<p>The leisure centres have continued to operate well with Fusion the leisure centre operator reacting to the improving Covid guidance. Hours have been further increased to meet demand with additional activities added to the programme with capacity levels maintained. The Sports Development programmes have been relaunched effectively and are being well supported. The current position remains positive.</p> <p>Fusion have experienced some staffing issues due to Covid infections over the Christmas period but have been able to maintain services with only slight changes to programmes.</p> <p>The third quarters participation was 138,338, this was 13,338 above the target figure set.</p> <p>Memberships and swim school have fluctuated over the quarter which is in line with normal operational trends. The rolling increase is 717 members at the end of the quarter, combined membership and swim school is 6,882 compared to April total of 6,165.</p>	In Progress	Q1	Q4	■
	Meet the housing needs of households on the housing register by bringing 35 empty homes back into use	The Council have worked with 24 empty homeowners to bring the homes back into use.	In Progress	Q1	Q4	■
Housing: Help those in need of accommodation by continuing to make our council homes better for tenants and work with developers and the privately-rented sector to ensure high-quality homes are available to residents "	Develop a strategy to identify Major Capital projects for remodelling housing landlord stock	The draft Housing Revenue Account Business Plan and Asset Management Strategy Framework is due to be considered by Cabinet at its meeting in February 2022.	In Progress	Q1	2022/23	■
	Purchase between 10 and 20 properties in 2021-2022 to meet the housing needs of the Borough	The Council have purchased 9 properties to meet the housing need in the Borough.	In Progress	Q1	Q4	■
	Develop a Housing Revenue Account (HRA) Business Plan and Asset Management Strategy by March 2022	Draft updated HRA business plan & asset management strategy framework is due to be considered by Cabinet at its meeting in February 2022	In Progress	Q1	Q4	■



Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Status	Start Date	End Date	RAG
	Develop a revised Tenancy Policy by March 2022	The revised Tenancy Policy was formally agreed in September 2021.	Completed	Q1	Q4	
	Deliver a programme of new kitchens, bathrooms, and heating systems to maintain compliance with the Decent Homes Standard	Procurement for a contractor to deliver replacement kitchens and bathrooms is in progress. Delivery is currently paused.	In Progress	Q1	Q4	

A Thriving Economy

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Status	Start Date	End Date	RAG
Economic growth: Continue to support and foster strong economic growth in Charnwood.	Hold a business event to promote the In Charnwood brand and exhibit at 2 business exhibitions and networking events.	Many business events and exhibitions suspended due to Covid restrictions and resources diverted to support the allocation of Covid related business grants.	In Progress	Q1	Q4	■
	Prepare and sign a Statement of Common Ground by June 2021	Statement of Common Ground was completed and signed 22 April 2021.	Completed	Q1	Q1	■
	Submit the Local Plan to the Secretary of State by September 2021	Local plan was submitted in December 2021.	Completed	Q1	Q2	■
	Review the Economic Strategy to respond to the Covid pandemic for approval by March 2022	This action has been delayed by the ongoing response to the pandemic and vacant posts in the Economic Development Team and Plans Policy and Place Making Group and will therefore fall into the new financial year.	In Progress	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 6 out of 11 business cases now submitted to DULHC	In Progress	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 Q3 1 further meeting held and Chaired by Head of Regulatory Services. Meeting had briefings from ACAS, OPSS and Institute of Licensing.	In Progress	Q1	Q4	■
Towns: 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 business case is now being developed for the Lanes and Links associated with the location of the Hope Bell.	In Progress	Q1	2022/23	■
	Complete business planning for the Living Loughborough Project	A draft business plan is now in progress supported by consultants LSH. The plan brings together 15 projects that come together under the banner of Living Loughborough.	In Progress	Q2	2022/23	■
	Support the Board by developing activities celebrating the Centenary of the Carillon 2023 through submission of an Arts Council Grant and support of the Heritage Lottery Bid	Arts Council funding was awarded August 2021. Initial Stage 1 part of project underway and due to be completed by end of Feb 2022.	In Progress	Q2	2022/23	■






Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Status	Start Date	End Date	RAG
		Independent consultant has also been appointed and funded by an LCC grant to write funding application to National Lottery Heritage Fund, deadline for this is March 2022. Decision expected June 2022.				
	Publish a year-long programme of events celebrating, the 800 Year Market and Fairs Royal Charter	<p>A year long programme has been developed and delivered with key partners, the final events to be held in January.</p> <p>Highlights included installation and unveiling - to mark the 800 years of Loughborough Market and Loughborough Fair.</p> <p>Exhibition opened at Charnwood Museum to celebrate the Market Charter and its impact on local communities.</p> <p>Exhibition opened at Loughborough Town Hall to celebrate the Fair Charter.</p> <p>Love Your Local Market and publicity to encourage new market traders of all ages.</p> <p>“Try a Trade” New traders can take advantage of a free stall and discounted rents to try out a new trade.</p> <p>A range of competitions aimed at different ages including children to encourage new and existing visitors to visit the market including:</p> <p>Jobs Fair supported by local businesses</p> <p>A display of commissioned photos. The public were invited to vote for their favourite “Face of Loughborough Market”</p> <p>Trails for children to find unusual items supported by Loughborough BID and entertainment by Charnwood Arts</p> <p>Further activities will be launched and promoted in the next few months as part of a yearlong celebration of the 800-year-old charters.</p>	In Progress	Q1	Q4	

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Status	Start Date	End Date	RAG
		The last events, promoted in January 2022 include an exhibition of the market trader photos, "face of Loughborough Market" and the promotion and publishing of a book to mark the 800 years of Loughborough's Royal Charter Market.				
	Hold regular meetings with the LLEP to support the Charnwood Enterprise Zone Implementation Groups with implantation plans and associated actions	Support provided.	In Progress	Q1	Ongoing	■
	Deliver the Bedford Square Gateway Public Realm Project milestones for 2021/22	BSGP milestones have been reprofiled following decision to add in Bedford Square South Car Park element of scheme.	In Progress	Q1	Q4	■
	Deliver the Shepshed Square Gateway Public Realm Project milestones for 2021/22	Project milestones met.	In Progress	Q1	Q4	■
Culture and Visitor: Help make Charnwood, and its beautiful open countryside and thriving market towns, a key destination for local, national, and international visitors.	Improve open space quality by completing the construction of the Outwood's Visitor Centre Café	Construction of the Outwood's Visitor Centre now complete. Café opened on 27th November 2021.	Completed	Q1	Q2	■
	Agree a Place Making Strategy and publish by July 2021 with two campaigns delivered: *800yrs of the Market *Development of a Plaza	A Place making document has been produced and the agreed proposition will be included as part of the branding to promote Charnwood as a destination. Products to support future campaigns include the development of a tourism website, social media, and printed materials.	In Progress	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>Pitches in regular use:</p> <ul style="list-style-type: none"> Thursday and Saturday Retail Market = 100 pitches an increase of 13 pitches when compared with Q1 results Vintage market = 35 pitches Shepshed Market = 15 pitches 	Completed	Q1	Q2	■







Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Status	Start Date	End Date	RAG
		<ul style="list-style-type: none"> Farmers Market = 2 pitches <p>Traders attending:</p> <ul style="list-style-type: none"> Thursday and Saturday Retail = an increase of 13 traders when compared with Q1 results Saturday retail = 47 traders Vintage = 24 traders Shepshed = 10 traders Farmers = 2 traders <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	Traders across all markets are using the online booking system. Support will continue to be given to new traders to be set up on the system to allow online booking.	Completed	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"> Culvert works to Granby Streetcar Park Window replacement in the Beehive Lane 	Corporate plan capital works complete for Granby Street car park culvert and Beehive Lane windows.	Completed	Q1	Q3	

Your Council

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Status	Start Date	End Date	RAG
Customer Service: Commit strongly to improving customer service, delivering outstanding services and working together to create a more vibrant and prosperous Charnwood.	Compile a revised Customer Service Strategy by August 2021	The Strategy has been signed off through the democratic process and will be adopted in April 2022.	Completed	Q1	Q2	■
Transformation and Efficiency: Transform into a more efficient, effective, and innovative organisation. Continue to build our digital services using technology that will help us be more effective, efficient, and flexible to meet customers' needs.	Develop a Transformation and Efficiency Strategy and framework by April 2021	Strategy developed and agreed by the SWaP Board	Completed	Q1	Q1	■
	Establish a Service Review Programme by April 2021, for delivery across the rest of the year and into 2022/23	<p>The ASB Review is progressing in line with the identified timescales.</p> <p>The Environmental Services review recommendations are being taken forward by the service.</p> <p>The Board have agreed that the Development Control Review will become a Strategic Review and will be explored later in the year.</p> <p>The recruitment review has been scoped and will be presented to the Board in January.</p> <p>Updates relating to Modern.gov will be discussed at CLT in February.</p>	In Progress	Q1	2022/23	■
	Complete the Anti-Social Behaviour (ASB) Review by March 2022	<p>The ASB review is progressing in line with the supporting action plans.</p> <p>The three workstreams (CSP, reporting and recording and case management) provide regular updates to the overarching ASB Implementation Board to monitor progress.</p>	In Progress	Q1	Q4	■
	Embed the joint Building Control Service by June 2021	This project is complete.	Completed	Q1	Q1	■

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Status	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>A report will be sent to SLT to outline the project delivery issues which are due to staff resources in services areas to commit to a go live date for end of March.</p> <p>A project extension of four months is requested which will ensure the commitment of staffing resources to support the revised go live date.</p>	In Progress	Q1	Q4	
<p>Developing Staff: Develop our staff to help them deliver outstanding services and ensure our employees and elected members work together, as one council, to bring positive change to Charnwood.</p>	Ensure that the workplace health and wellbeing action plan is developed, and activity undertaken by March 2022	The health and wellbeing group is established, and they have created the new workplace health and wellbeing action plan. The plan has been endorsed by the People Group and approved by the SWaP Board. The group has started working on the many actions.	Completed	Q1	Q4	
	<p>Undertake and analyse results of:</p> <ul style="list-style-type: none"> - Staff Survey - OCI Survey - Focus Groups by June 2021 	The People Group made the decision in 2021 that the staff and OCI survey should be delayed until 2022 to focus on several shorter surveys and focus groups looking at a variety of issues raised by the COVID pandemic. These include surveys on staff wellbeing, agile working consultation and focus groups looking at the new culture framework and the review of the Personal Review process. Analysis of all has been reported to the People Group and the information used to inform the development of various initiatives. The Staff Survey is now due to take place in March or April 2022. Work has begun on considering the questions to be asked and will be discussed at the People Group in January 2022	Overdue	Q1	Q1	
	Ensure that the People Development Plan is agreed and published by April 2021	<p>The new People Strategy and associated People Development Plan (PDP) have been approved by Cabinet and were implemented from 1st April 2021.</p> <p>The PDP forms the cornerstone of the work programme of the People Group.</p>	Completed	Q1	Q3	
	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.	Completed	Q1	Q3	

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Status	Start Date	End Date	RAG
	Establish a CBC Leadership Programme by December 2021	New strands of the programme include a new ILM Leadership programme, live online programmes covering managing hybrid teams, E learning modules and coaching & mentoring support. A Leadership Development Group has been formed for managers reporting to Heads of Service and this includes an offshoot action learning set. As from 1st April all new managers who start work at CBC are offered a one-to-one session with the L&OD Co-ordinator to help identify their development needs. This work will continue to develop with the launch of the management 360 feedback programme.	Completed	Q1	Q3	■
	Implement a revised Personal Review process by March 2022	The principles of the new approach and delivery options has been agreed at the People Group. The review has included consultation through focus groups and the staff forum. A joint L&D and ICS development group is currently working on developing the system and software for launch in March 22.	In Progress	Q1	Q4	■
Financial stability: Continue to carefully manage our budgets, particularly by using effective procurement and well-managed contracts.	Set out road map for future contract arrangements relating to the Leisure Centre Contract by March 2022	<p>Fusion presented a proposal to extend the contract for two or five years, the five-year proposal is considered economically advantageous for the Council and if approved at January 2022 Cabinet would see investment of £1 million into the Council's leisure centres and a management fee payment to the Council of c£236K If approved the extension of the current contract will commence from the 1st April 2022.</p> <p>Further independent advice has been taken with further analysis of the leisure market and options for leisure provision are being taken. This advice supports the 5-year proposal presented by Fusion with legal advice providing assurance to the council that there is a robust legal position to extend as proposed with a contract variation agreed to cover the extended contract period.</p> <p>Cabinet approval given on 13th January 2022, negotiations with Fusion have commenced towards establishing a contract variation.</p>	In Progress	Q1	Q4	■

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2021-2022)	Progress	Status	Start Date	End Date	RAG
	Deliver savings as identified in the budget report as managed through the Services, Workspace and People (SWaP) Programme Board	The draft budget was presented to Cabinet in December and included the Options for Change as set out by Heads of Service. The settlement has also recently been received from Central Govt and is being analysed.	In Progress	Q1	Q4	
Commercialism: Operate more commercially and reducing the burden on the taxpayer and government support will be a key element of this transformation.	Complete a review of land and building assets by September 2021	Most of the 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 Sq. which is now anticipated to be summer 2022 due to project delays.	Overdue	Q1	Q3	
	Complete the Asset Strategy and associated Capital Plan by March 2022	Initial draft complete. Leave impacting progress; however, expected to be completed on time.	In Progress	Q3	Q4	
	Produce a business case for building commercial and residential property for sale or rent by March 2022	Not yet started	In Progress	Q3	Q4	
	Track benefit realisation on newly established procurement activities	Total spend avoidance as of Dec 2021 is £1.96m.	In Progress	Q1	Q4	
	One Council: Collaborate with partners, in the public and private sector, to improve services and ensure employees and members work together, as one council, and listen, talk, and engage with residents to bring positive change to Charnwood.	Support the Local Government Boundary Commission for England to undertake a Borough electoral review	Stage 2 consultation now underway. Review on track.	In Progress	Q1	Q4
	Compile a revised Communications Strategy for the Council	A draft Communications Strategy has been completed and is currently being revised into a final edition.	Overdue	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****

Indicator	Q1	Q2	Q3	Target	RAG	Gauge	Direction of travel	Commentary
KI 3 - % of food establishments that achieve level 3 (broadly compliant) within the Charnwood Food Hygiene Rating System Owner: Head of Regulatory Service	99%	99%	99%	92%	✓	Q3 2021/22 result 	→	At Q3 1307 out of 1325 achieved Level 3 and above. Food Safety Inspections only just recommended due to COVID 19 work. Early indications that standards have fallen due to reduced checks, which will have a knock-on effect on Indicator over next 12 months.
KI 4a - % of household waste sent for reuse, recycling, and composting (stretch target) Owner: Head of Cleansing and Open Spaces	45.26%	46%	41%	50%	⬮	Q3 2021/22 result 	↓	The data given is predicted, as not all data received.
KI 4b - % of household waste sent for reuse, recycling, and composting Owner: Head of Cleansing and Open Spaces	45.26%	46%	41%	44%	⬮	Q3 2021/22 result 	↓	The figure given is predicted, as not all data has been received
KI 5 - % non-decent council general needs homes	Annual Target – to be reported in quarter 4 only							
KI 6 % - Rent collected (including arrears brought forward) Cumulative Target Owner: Head of Landlord Services	87.75%	92.85%	95.59%	94.55%	✓	Q3 2021/22 result 	↑	Q3 target achieved. Notably, the cash posted in week 38 (week commencing 20th December 2021) amounted to £146K, the highest amount received in a no charge week for over 6 years.

Indicator	Q1	Q2	Q3	Target	RAG	Gauge	Direction of travel	Commentary
KI 7a - Time taken to process Housing Benefit / Council Tax new claims Owner: Head of Customer Experience	16 Days	15 Days	14 Days	18 Days	✓	Q3 2021/22 result 	↑	Assessments continue to be undertaken within the time frames of the target
KI 7b - Time taken to process Housing Benefit / Council Tax change of circumstances Owner: Head of Customer Experience	10 Days	5 Days	6 Days	8 Days	✓	Q3 2021/22 result 	↓	Changes in circumstances continue to be assessed within target
KI 8 - % of Council Tax collected (Cumulative Target) Owner: Head of Customer Experience	27.40%	57.32%	85%	85.48%	■	Q3 2021/22 result 	↑	Performance continues to improve as the post pandemic era continues, remain at amber although if performance continues at the current rate, we are likely to recover and end within target.
KI 9 - % of non-domestic rates collected (Cumulative Target) Owner: Head of Customer Experience	23.50%	51.34%	80%	84.19%	●	Q3 2021/22 result 	↑	The performance against this target continues to improve and based on the upward trend, it is possible this target will be achieved.
KI 10 - The number of working days / shifts lost to the local authority due to sickness absence (Cumulative Target) Owner: Organisational Development Manager	0.8	2.04	4.17	5.3	✓	Q3 2021/22 result 	↓	Sickness remains under target for Q3. During the Quarter, the main cause of sickness is Cold, Influenza and Viral Infection - which is usual for the time of year. Stress and Depression is also a key category and account for 13.82% of the sickness in October and 12.84% in November, although this drops to 6.85% in December. Sickness and self-isolating due to Coronavirus feature heavily in December (24.66% self-isolating and 5.48% sickness)

Indicator	Q1	Q2	Q3	Target	RAG	Gauge	Direction of travel	Commentary
KI 11 - % rent loss from void properties (Proxy Target) Owner: Head of Strategic and Private Sector Housing	4.78%	4.84%	4.85%	2.8%	Red	<p>Q3 2021/22 result</p> <p>2.4% 2.2% 0% 4.85% 10%</p>	Downward arrow	Performance at end of Quarter 3 was £787,813 (4.85%) rent loss against available rent of £16,241,554 . The rent loss breakdown equates to £485,821 (2.99%) for non-sheltered properties and £301,992 (1.86%) for sheltered properties. Further narrative in appendix A.
KI13 - % of Major planning applications determined in 13 weeks or agreed timescale	Annual Target – to be reported in quarter 4 only							
KI14 - % Minor planning applications determined within 8 weeks or agreed timescale	Annual Target – to be reported in quarter 4 only							
KI 15 - % of other planning applications determined within 8 weeks or agreed timescale	Annual Target – to be reported in quarter 4 only							
KI18 - Sustained reduction of CO2 from the 2018/19 baseline	Annual Target – to be reported in quarter 4 only							
KI19 - % of air quality monitoring locations which comply with the National Air Quality objective limits	Annual Target – to be reported in quarter 4 only							

Indicator	Q1	Q2	Q3	Target	RAG	Gauge	Direction of travel	Commentary
KI 20 - % of customers not proceeding past stage 1 of the corporate complaint process Owner: Head of Customer Experience	90%	89%	92%	90%	✓	Q3 2021/22 result 	↑	Despite an increase of 9% in the number of complaints this quarter, performance has returned to within target.
KI 21 - Number of people attending shows and events at the Town Hall Owner: Head of Leisure and Culture	0	6,698	36,869	23,000	✓	Q3 2021/22 result 	↑	Loughborough Town Hall has completed its first full season of performances at full capacity, ending the quarter with the Pantomime and Christmas events. Attendances for this year's pantomime were significantly above financial and attendance estimates and audiences across the season reacted well to Covid safe measures, and the communication made.
KI 22 - Total number of e-mail subscribers	Annual Target – to be reported in quarter 4 only							
KI 23 - Total combined Twitter and Facebook audience	Annual Target – to be reported in quarter 4 only							
LS 10a - Leisure Centres - total number of visits Owner: Head of Leisure and Culture	100,957 Visits	149,124 Visits	138,338 Visits	125,000 Visits	✓	Q3 2021/22 result 	↓	The leisure centres have continued to operate well with Fusion the Council's leisure centre operator reacting to the improving Covid guidance operating effectively which increased customer confidence.
LS 10b - Number of new members at Leisure Centres (including Swim School programme)	Annual Target – to be reported in quarter 4 only							
NI 191 - Residual household waste per household Owner: Head of Cleansing and Open Spaces	124 Kg	117 Kg	118 Kg	110 Kg	⬮	Q3 2021/22 result 	↑	The data given is predicted figure, as not all data has been received.

Key Indicators 2021 - 2022 (INDIRECT)

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

Indicator	Q1	Q2	Q3	Target	RAG	Gauge	Direction of travel	Commentary
KI 1 - Net additional homes provided (cumulative Target) Owner: Head of Planning and Regeneration	44 Homes	209 Homes	502 Homes	828 Homes	🟡	Q3 2021/22 result 	↑	With around 550 dwellings under construction, we are expecting to achieve 850 dwellings completed by the end of quarter 4.
KI 2 - Number of affordable homes delivered (gross) (cumulative target) Owner: Head of Planning and Regeneration	10 Homes	16 Homes	26 Homes	135 Homes	🟡	Q3 2021/22 result 	↑	With 61 affordable dwellings under construction, around 85 affordable dwellings are expected by the end of Quarter 4.
KI 12 - Reduction in crime (cumulative target)	Annual Target – to be reported in quarter 4 only							
KI 16 - Number of years housing supply	Annual Target – to be reported in quarter 4 only							
KI 17 - Direction of travel to 5-year housing supply Owner: Head of Planning and Regeneration					🟡	—	—	There is a shortfall of 1,941 dwellings required to overcome the lack of a 5-year supply, with around 525 dwellings granted permission over the first 3 Quarters and a further 1,174 dwellings granted permission subject to signing of S.106 Agreements this will help towards reducing 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 78% for Q3 2021/22 is comparable to 58% for Q3 2020/21. Annual collection rates for previous financial years were as follows, 2020/21 93%, 2019/20 97% and 2018/19 98%.

Year	Quarter Ended		Value £
2021/22	(Q1) 30-Jun-2021	Invoices Issued in Quarter	3,518,477
		Invoices Outstanding - end of quarter	602,037
		Total Value of Invoices Collected	2,916,440
		Collection Rate %	83
2021/22	(Q2) 30-Sep-2021	Invoices Issued in Quarter	3,596,658
		Invoices Outstanding - end of quarter	693,299
		Total Value of Invoices Collected	2,903,359
		Collection Rate %	81
2021/22	(Q3) 31-Dec-2021	Invoices Issued in Quarter	1,989,182
		Invoices Outstanding - end of quarter	434,404
		Total Value of Invoices Collected	1,554,778
		Collection Rate %	78

APPENDIX B

KPI 11 - % Rent loss from void properties additional narrative

Void performance continues to be impacted by the ongoing effects of the COVID-19 pandemic and related restrictions which have affected customers, staff, services, suppliers, and contractors.

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. In the meantime, some lower demand properties are being used for decants for existing council tenants and temporary accommodation placements for homeless households.

Performance at end of Quarter 3 was **£787,813 (4.85%)** rent loss against available rent of **£16,241,554**. The rent loss breakdown equates to **£485,821 (2.99%)** for non-sheltered properties and **£301,992 (1.86%)** for sheltered properties.

At the end of the quarter:

321 properties were void. **167 (52%)** of these properties had a 60+ minimum age criteria (146 sheltered and 21 non-sheltered), **51 (16%)** had a 45+ minimum age criteria and **103 (32%)** had no age criteria. **187 (58%)** of these properties were undergoing works (149 under inspection/standard works, 38 under major works). **10 (3%)** of these properties were being used for decants for existing tenants pending major works to their usual properties. **124 (39%)** of these properties were ready to let (90 in the process of being advertised/allocated following advertisement, 11 under offer/in the process or being let, 23 on hold for use for direct matches for wheelchair users/temporary accommodation for homeless applicants/decants for existing tenants).

During the quarter:

- **92** properties became void. **25 (27%)** of these properties had a 60+ minimum age criteria (12 sheltered and 13 non-sheltered), **24 (26%)** had a 45+ minimum age criteria and **43 (47%)** had no age criteria.
- **83** properties were advertised for the first time. **25 (30%)** of these properties had a 60+ minimum age criteria (14 sheltered and 11 non-sheltered), **24 (29%)** had a 45+ minimum age criteria and **34 (41%)** had no age criteria.
- **197** properties were readvertised following unsuccessful adverts where either no bids were placed, or the shortlists of bids was fully exhausted (a total of 1,795 repeat advert instances for 197 properties). **158 (80%)** of these properties had a 60+ minimum age criteria (138 sheltered and 20 non-sheltered), **38 (19%)** had a 45+ minimum age criteria and **1 (0.1%)** had no age criteria.
- **74** properties were offered to applicants (a total of 84 offers for 74 properties). **24 (32%)** of these properties had a 60+ minimum age criteria (10 sheltered and 14 non-sheltered), **16 (22%)** had a 45+ minimum age criteria and **34 (46%)** had no age criteria.
- **42** properties were refused by applicants (a total of 49 offer refusals for 42 properties). **12 (29%)** of these properties had a 60+ minimum age criteria (7

sheltered and 5 non-sheltered), **10 (24%)** had a 45+ minimum age criteria and **20 (47%)** had no age criteria.

- **91** properties were relet. **15 (16%)** of these properties had a 60+ minimum age criteria (5 sheltered and 10 non-sheltered), **30 (33%)** had a 45+ minimum age criteria and **46 (51%)** had no age criteria. The average true void time was **162** days. The average relet time (excluding time spent under major works/decants) was **135** days. The average repairs time was **47** days. The average ready to let time was **116** days. **50 (55%)** of the relet properties were refused at least once before being successfully let.

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.

FINANCE & PERFORMANCE SCRUTINY COMMITTEE 1ST MARCH 2022

Report of the Head of Financial Services Lead Member: Councillor Barkley

Part A

ITEM 7 CAPITAL MONITORING REPORT PERIOD 9 , DECEMBER 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 9, 31st December 2021 compared with the profiled budget.

Recommendation

That the Capital Monitoring Summary position for Period 9, 31st December 2021 for the General Fund and Housing Revenue Account be noted as per Table1. The detailed Capital Monitoring Report is included in Appendix 1.

Reason

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

Policy Justification and Previous Decisions

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

Report Implications

The following implications have been identified for this report.

None the Capital Programme is fully funded.

Risk Management

There are no specific risks associated with the decisions requested.

Key Decision:	No
Background Papers:	None
Appendices:	Appendix 1 - detailed Capital Monitoring report

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Part B

Executive Summary

To highlight the following :-

1. The General Fund Capital spend at period 9 is £6,481k compared to a profiled budget of £16,152k, this is an underspend of £9,671k. Also identified is year end slippage of £32,877k on capital schemes to date. Slippage will be reviewed by SLT and approved by Cabinet as part of Capital Outturn Report.
2. The HRA Capital spend at Period 9 is £3,051k compared to a profiled budget of £2,876k, an overspend of £175k, due to budget profiling. Also identified is year end slippage of £2,440k on the capital schemes to date, this includes £1.3m of Acquisitions of Affordable Housing. Slippage will be reviewed by SLT and approved by Cabinet as part of the Capital Outturn Report.
3. The DGF Capital Scheme budget £2,117k, this is a government funded scheme and the funding has been increased significantly on this scheme. Forecast spend on this is £835k and slippage is £1,282k. We are looking to develop our capacity in order that funds can be effectively used.
4. Shepshed Public Realm Scheme budget £504.4k in 2021/22, slippage is £444k in 2021/22. Additional budget is included in the new Capital Plan for this scheme is £900k, a total budget of £1,404k. A separate Capital Report is being prepared on this scheme for April 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 9 December 2021 Capital Monitoring Report Table 1

	Full Year Budget	Current Budget P9	Actual include Commitments Spend Period 9	Period Variance to date P9 Underspend/(overspend)	P9 % Spend to Date	Forecast Y/E Spend	Year End % Spend	Y/E Splippage
	£	£	£	£	%	£	%	£
General Fund	40,418,300	16,151,875	6,481,385	9,670,490	40.13%	7,483,115	18.51%	32,877,167
HRA	9,898,600	2,875,600	3,051,427	(175,827)	106.11%	4,650,873	46.99%	2,439,725
Total Capital Plan	50,316,900	19,027,475	9,532,812	9,494,663	50.10%	12,133,988	24.12%	35,316,892
Major Capital Schemes	Full Year Budget	Budget P9	Actual include Commitments Spend Period 9	Variance to date P9	P9% Spent	Forecast Y/E Spend	Y/E Splippage	Head of Service Comments
	£	£	£	£	%	£	£	
Live Schemes - DFG	2,116,900	169,200	359,668	(190,468)	212.57%	835,000	1,281,900	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 Q3 £227k+ Commitments £608k = £835k)
Live Scheme - Cemetery	1,170,200	1,000,000	1,226,175	(226,175)	122.62%	1,170,200	0	We still believe the project will be delivered by year end and within budget. There are currently some supply chain issues, so there is a bit of delay in the final stages.
Live - Shepshed Public Realm	504,400	0	0	0	0.00%	60,000	444,400	There have been/will be some invoices from the contractor this year, as well as some staff time.
Live - 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
Live scheme - Bedford Square	2,654,000	141,400	1,672,664	(1,531,264)	1182.93%	1,972,664	681,336	Difficult to forecast the profile of the construction spend month by month as that is determined by the progress
Provisional Scheme- Enterprise 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 (expenditure dependent on LLEP processes in the
Provisional - Regeneration Project	15,145,400	11,210,700	(2,995)	11,213,695	-0.03%	0	15,000,000	External Borrowing- No spend activity this far and currently no plans to
Sub Total	37,189,700	14,521,300	5,259,212	9,262,088	36.22%	6,041,564	31,002,736	
Other General Fund Capital Schemes	3,228,600	1,630,575	1,222,173	408,402	74.95%	1,441,551	1,433,998	See detailed Capital Monitoring Report included
Total General Fund	40,418,300	16,151,875	6,481,385	9,670,490	40.13%	7,483,115	32,877,167	
Total HRA	9,898,600	2,875,600	3,051,427	(175,827)	106.11%	4,650,873	2,439,725	See detailed Capital Monitoring Report and includes £1.3m Acq of Affordable Homes
Total Capital Plan	50,316,900	19,027,475	9,532,812	9,494,663	50.10%	12,133,988	35,316,892	
(Costs within HRA)								
HRA Acq of Affordable Homes	3,263,400	1,794,400	1,360,765	433,635	75.83%	1,953,275	1,310,125	Purchased 8 properties to date, in the process of acquiring further

FINANCE & PERFORMANCE SCRUTINY COMMITTEE 1ST MARCH 2022

Report of the Head of Financial Services Lead Member: Cllr Barkley

ITEM 8 GENERAL FUND & HRA REVENUE, REVENUE MONITORING POSITION FOR DECEMBER 2021

This report covers the General Fund and HRA to the end of December 2021, Period 9. 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 below.

General Fund Summary Position Period 9, – Appendix 1

The full year General Fund budget is £19,234k. The actual expenditure at period 9 £14,692k adjusted for commitments of £93k, leaves an adjusted actual spend of £14,785k against the profiled budget of £14,694k is an **Overspend of £91k**. Details of each Head of Service variances at period 9 are included in Appendix 1 below.

Managed Vacancy Savings

General Fund managed vacancy saving annual target is £505k, (£379K MVS Profiled Budget Vs Actual MVS £381k at period 9 is ahead of target by £2k) it is estimated a further £127k MVS will be offset for Qtr 4. 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.

General Fund Year End Forecast

The yearend forecast at Period 9 report is a **£74k overspend**, A detailed breakdown of the year end forecasts are included in Appendix 1. The £74k overspend is in addition to the use of Reserve budget figure for 2021/22 of £847k.

The principal projected variances at the yearend are:

• Car park income	ADVERSE	(£181k)
• Planning – one-off re the local plan transport costs	ADVERSE	(£100k)
• Planning - Development Control Agency Costs	ADVERSE	(£150k)
• Salaries (payaward) and Essential Car User review	ADVERSE	(£400k)
• Insurance costs – Net charges	ADVERSE	(£138k)

Offset by:

- Additional COVID compensation income from government FAV'RBLE £276k
- Planning Income FAV'RBLE £302k
- Town Hall Concerts & Show Income FAV'RBLE £120k
- Estimated Qtr 4 Managed vacancy saving FAV'RBLE £127k

In addition, there are two underspend which have been requested to carried forward into 2022/23, £39k Grant for the Discretionary Council Tax Scheme and Brexit Grant £50k received in 2019/20.

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

Appendices:

Appendix 1 - General Fund Variance Report 31st December 2021

Appendix 2 - HRA Variance Report 31st December 2021

Appendix 3 - HRA Income and Voids Report 31st December 2021

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General Fund Monitoring Variance Report Period 9

Appendix 1

Service	Variance Under /(Overspend) Period 9 December 2021	Head of Service Comments	Year End Forecast Variance (overspend) / Underspend
	£'000		£'000
Strategic Director; Community, Planning & Housing	0	No Comment	0
	1	Total Variance Under/(Overspend)	0
Head of Strategic & Private Sector Housing	20	The Service currently have an underspend of £20k allocated for the Tenant Finder scheme and Legal costs out of the Prevention budget.	0
	6	Other Minor underspends	0
	26	Total Variance Under/(Overspend)	0
Head of Landlord Services	0	No comment	0
	0	Total Variance Under/(Overspend)	0
Head of Planning & Regeneration	(13)	Economic Regeneration - Period 9 Salaries underspent by £33k, Agency staff overspent £70k, offset by Contributions underspent budget £17k & Promotion's budget £7k	(42)
	(99)	Local Plan Transport Modelling costs likely cost in the region of £100k which is not within the existing consultancy budget, SLT have been briefed on the additional in year cost.	(100)
	(128)	Development Control - overspend on Agency £98k and Consultant Fees £46k due to vacant posts being covered by Agency/Consultants to cover service demands.	(150)
	302	Planning Application Fees up by £294k at Period 9 and Qtr. 4 Income budget is likely to be on target.	302
	10	Planning appeals & enforcement costs - new planning inquiry started in December 2021, likely to be approx. £50k overspent.	(50)
	8	Sustainable Development - promotional activities underspent	8
	(28)	Various small overspends	(28)
	52	Total Variance Under/(Overspend)	(60)
Head of Neighbourhood Services	8	Crime Reduction Staff travel £6k underspend and a £7k underspend will be made at year end due to not progressing the Thorpe Acre Hub project.	13
	4	Children/Family Partnership underspent staff travel costs Period 9 and year end	4
	4	Recreational Services underspent car allowance £1.3k / printing postages etc £1.7k	4
	2	Various small overspends	(3)
	18	Total Variance Under/(Overspend)	18
Service	Variance Under /(Overspend) Period 9 December 2021	Head of Service Comments	Year End Forecast Variance (overspend) / Underspend

		Licencing year end forecast is a shortfall income due to Covid, services such as Temporary Events Licences, Personal licence, and Vehicle licences £19K.	(19)
Head of Regulatory Services	0		
	(3)	Environmental Protection shortfall on income for the period and at year end, this service is demand led.	(3)
	9	Occupational Health licencing income for the period and at year end is above target by £6K and £3K underspend for the period and at year end on travel costs.	9
	(3)	Food Hygiene overspend on software annual charges for the period and at year end. This budget has now been transferred to ICS but there were still some remaining charges to come out.	(3)
	(3)	Pest Control shortfall on income for the period and year end due to COVID restrictions. £4K NNDR charges which were not budgeted for at year End.	(8)
	(146)	Beehive Lane Car Park shortfall in income by £57K (net) due to COVID recovery, free 1hr parking and parking permits for town centre and staff parking. Limited take up on Season Tickets due to Government guidance on working from home. Browns Lane Car Park shortfall in income by 4K (net). Leisure Centre was limited by national restrictions at the beginning of the year but now is re-open. Southfields Car Park shortfall in income by £6K (net) due to free CBC staff and Capita staff parking. Additional income from NHS Vaccination hub, paying for parking spaces. (No actual income from the public). Granby Street shortfall in income by £34K (net) due to part COVID recovery and part town centre re-development and free parking in Beehive and access difficulties. Southfield's extension shortfall in income by £45K due to this car park being closed due to Bedford sq project. The yearend forecast overspend £181k is in addition to the Car Park Income one off Service Pressure of £141k including in 2021/22 Income budget.	(181)
	(146)	Total Variance Under/(Overspend)	(205)
Strategic Director; Environmental & Corporate Services		No Comment	
	1	Total Variance Under/(Overspend)	0
	0	No Comment	0
Chief Executives Team	2	Total Variance Under/(Overspend)	0
Service	Variance Under/(Overspend) Period 9 December 2021	Head of Service Comments	Year End Forecast Variance (overspend) / Underspend

		£200K Car Allowance savings will not be realised this year. Pay award is not yet settled, estimated 1.75% is a £200k cost which is not budget for in 2021/22, this will be offset by further managed vacancy savings Qtr4 estimated saving £127k.	(273)
Head of Financial Services	(71)		
	(4)	Increased bank charges through Allpay (Internet and phone payments).	(19)
	0	DCLG Covid Income Loss Claim April-June not budgeted for.	276
	4	Added Years actual for last year lower than reserved figure. Anticipated lower reserve required than budgeted for	15
	7	Consultant Fees and Valuation Fees underspend	6
	9	Various small under/overspends	7
	(55)	Total Variance Under/(Overspend)	12
Head of Customer Experience	(59)		(59)
	39	Capita Contract Inflation costs in 2021/22 Discretionary Council Tax scheme surplus, request to carry this budget forward into 2022-23 to provide further support.	39
	12	Various small under/overspends Period 9 across this service area, some will be a yearend underspend.	4
	(10)	Supported Living costs the full year's budget is £665k, Period 9 Monitoring forecasts a year end cost of £678k a slight overspend of £13k, further work is being carried out to mitigate these costs.	(13)
	(18)	Total Variance Under/(Overspend)	(29)
Head of Strategic Support	49		39
	12	£44.2K underspend on Internal Auditors budgets - £1.9K small underspends on training, travel and printing due to COVID.	12
	(20)	£11K underspend on Legal Costs and £1K underspend on travel, postages, printing due to COVID.	(30)
	9	Election Costs overspend due to 3 by-elections which are ad hoc and not budgeted for.	(10)
	(31)	Register of Electors underspends £20K on salaries due to vacancies, £22K on printing, offset by Canvas costs £4.2K, £4K consultant fees and £29K shortfall on income due to the New Burdens grant which is no longer available.	(37)
	12	Land charges Income shortfall, this is demand led, and will be a Yearend overspend.	16
	50	Democratic Services underspends primarily due to Covid on subsistence £3K, Members Allowance £9K.	50
	5	Brexit Grant £50k underspend, and a request to carried forward this budget into 2022-23.	2
	86	Total Variance Under/(Overspend)	42
Service	Variance Under/(Overspend) Period 9 December 2021	Head of Service Comments	Year End Forecast Variance (overspend) / Underspend

Head of Waste, Engineering & Open Spaces	(35)	£35K one off payment to Idverde for exit costs to allow ongoing reduced contract variation costs of £70K. There will also be a one off £23K payment to cover additional HGV driver costs.	(58)
	3	MOS & Env Services Contract underspent	8
	3	Overpayment of NNDR	1
	(10)	Loughborough Cemetery Fees shortfall income is £10k, Expected shortfall for yearend appr. £6k	(6)
	10	Various wildlife sites underspends, including MOS contract variations & maintenance of tree to be spent.	0
	(13)	Overspend on general grounds maintenance and cost of signs at the Outwoods is part offset by increased income receipts from the sale of firewood, 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.	5
	45	LCC Trade waste disposal costs will be spent by year end. Payments to Serco for commercial waste collection are overspent £20K due to more customers signing up for the service the contract costs will increase, this is offset by increased income. Costs for Trade waste will be overspent £30K by year end only part offset by additional income £19K, a net shortfall of £19K, a fee increase next year is planned. Bulky waste income is up £45K at P9, this is expected to be £60k by year end.	50
	23	The Serco contract budget is overspent £12.5K at P9, this will be £14K overspent at year end due to more additional properties than anticipated when the budget figures were calculated. Garden Waste Bin income is up £72.5K at P9 however there are outstanding cancellations c£30K, the year-end prediction at this stage is break even, this will depend on additional take up & cancellations, however during the winter months take up is reduced. The expected Serco KPI's for year end from ES contract is expected to be £30K income.	16
	(3)	Various small under/overspends, including underspends at various sites on building repair & maintenance on parks and sports grounds £9K, Britain in bloom £5K, street furniture £3K & additional allotment income £3K.	0
	(23)	Total Variance Under/(Overspend)	36
Organisational Development	11	£2.4K overspent on Interpretation & Translation costs. £8K underspend on Resident surveys as this will be COVID cost, £5.7K underspend on Public Consultation some of these expenses will be a COVID cost this year.	6

	(171)	Employee Insurance premiums fully paid for the year, overspent by £19K, Premises Insurance Premiums £176.9K and Transport Insurance Premiums by £4.6K due to insurance prices increases (on ave 27%). Underspend of £7.1K on Insurance Excess. This contract is currently being renewed and is being reviewed. The Year forecast is a net of other insurance savings.	(138)
	(1)	Various small under/overspends	(3)
	(161)	Total Variance Under/(Overspend)	(135)
Head of Leisure & Culture	10	Street Trading fees ahead of profile and additional Income at year end	10
	22	Town Hall overheads general underspends across several budgets, all utility costs lower for P9 and against full year budget	22
	24	Town Hall Concerts and Shows salaries are underspent by £11k at Period 9 due to reduced opening hours/Covid and utility savings 13k, Year end net Show Income after Artist costs and including Panto is projected to be above budget target by £120k, however a one off service pressure was included this year in anticipation of cancelled shows due to Covid which was £122k.	120
	9	Stock account below budget plus income is positive against forecast	5
	6	Various small under/overspends	20
	71	Total Variance Under/(Overspend)	177
Strategic Director; Commercial Development, Assets and Leisure	123	NHS Vaccination centre additional Income at Southfields Offices	150
	(35)	Consultants' fees £16.5k for Condition survey work at Loughborough Leisure Centre. Ongoing repairs at Gorse Covert and clean-up costs for Lower Moor Lane post trespass	(30)
	11	Rent increase effective from 31/10/2021 for Aberdeen Commercial property	11
	(15)	Chain£13bridge Industrial estate lost one tenant occupying 4 units during quarter 3 (biggest income generator £14.6k per quarter). Work ongoing to reoccupy vacant units	(15)
	(10)	Meadow Lane Units, repairs and maintenance on units overspent by £10k	(16)
	(24)	Oak Business Centre ,4 Vacant units reducing income. One-offs repairs on roof and boiler replacement	(20)
	5	Loughborough Industrial Park various small under/overspends	(10)
	55	Total Variance Under/(Overspend)	70
Total General Fund	(91)		(74)

Housing Revenue Account Appendix 2 & 3 below.

There is a current overall overspend of £280k (3.2%) at the end of December 2021, with underspends of £331k (7%) related to Employee related Costs, an overspend of £181k (4.7%) Controllable Costs. Non-rent income is lower by £88k (40%) than budget and rent/service charge lower by £342k (2%). These figures include timing differences of £ (19)k and purchase order commitments totaling £382k.

Summary	Actual & Commitments/Timing Differences	Original Budget	Under/ (Overspend)
	£000	£000	£000
Employee	4,184	4,515	331
Other controllable	3,985	3,804	(181)
Income (non-rent)	(134)	(222)	(88)
Rent & Service Charges	(16,253)	(16,595)	(342)
Total	(8,281)	(8,498)	(280)

Managed Vacancy Savings Salaries The overall MVS saving for 2021/22 is £182k. At the end of period 9 the full annual target for the HRA has been found. However, there are demands on various services including Housing Needs and Housing Strategy where underspends will still be required during 2021/22.

Housing Revenue Account Variance Report as at 31 December 2021

Appendix 2

Service	Period 9 Under/ (Overspend) to December 2021	Head of Service Comments
	£'000	
Head of Landlord Services	193	Underspends on salaries including £27k Responsive Repairs, £48k Voids Repairs, £21k Tenant Participation, £21k ASB, £53k Capital Programme Team and other minor underspends.
	(210)	Overall overspend on HRA Gas Appliances Repairs and Renewals, Gas and Solid Fuel Servicing, Electrical Works, and Regulations. Due to COVID, these works have been accelerated to catch up on backlogs.
	(28)	Less income from charges to tenants for the recovery of responsive repairs. This is currently under review.
Service	Period 9 Under/(Overspend) to December 2021	Head of Service Comments
	£'000	
	15	Includes underspends on Travel expenses and minor underspends.
	(30)	Total Variance Under/(Overspend)
	(342)	Void loss is 4.8% compared with budgeted 2.7%. (Includes rents and service charges).
	(372)	Total Variance Under/(Overspend)
Head of Strategic & Private Sector Housing	138	There are currently a number of staff vacancies within the Service which are currently out to recruitment which has led to an underspend of £138k on salaries. Interim resources are currently being recruited to maintain service delivery until the permanent recruitment has been completed.
Head of Financial Services	(46)	Higher Council Tax charges on void properties.
Total HRA (overspend)	(280)	

HRA Outturn Forecast

The estimated outturn forecast is an overspend of £75k.

Whilst there are significant savings in salaries, these are lessened by a reduction in rent, service charges and other income. Some of the planned recruitment alongside new arrangements for void energy supply and the undertaking of energy performance certificate surveys before 31 March 2022 should assist in generating a faster void turnaround which would benefit the final rent and service charge loss position.

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 £342k higher than the budgeted figure of £441k to the end of December 2021. Further information is detailed in Appendix 3.

Rent arrears

At the end of December 2021 [week 39] current tenant rent arrears had decreased by £23,256 since the same point in 2020. Former tenant arrears had reduced by £15,001 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 still a large backlog of possession cases awaiting hearing dates in the county court.

The numbers of tenants receiving universal credit (UC) continues to rise but much more slowly than previously. At the end of December 2021 1,588 tenants were receiving universal credit compared to 1,361 at the end of December 2020 and 926 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.

Appendix 3

Housing Revenue Account - Income from Rents and Service Charges

December 2021 - Period 202109

Table A - Dwelling Rents and Void Losses

	Actual Income Due (Gross) £	Actual Void Loss £	Void Loss as a % of Income Due %	Original Budget Void Loss % Assumption %
Dwelling Rents	16,478,706	797,055	4.84%	2.68%
Non-Dwelling Rent				
Land	6,511	0	0.00%	0.00%
Garages	253,093	91,564	36.18%	31.17%
Shops	112,326	18,461	16.44%	18.32%
Service Charges				
Landlord Warden Charge	47,417	10,008	21.11%	16.80%
Central Heating	84,028	29,418	35.01%	29.24%
Communal Facilities	190,948	56,955	29.83%	31.98%
Hostel	22,193	2,260	10.18%	16.15%
Council Tax	14,022	7,422	52.93%	44.57%
	17,209,244	1,013,143	5.89%	

(Gross means Gross of Void Loss)

Table B

Rent and Service Charge Arrears As at Period 202109	2020/21 £000	2021/22 £000
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 December 2021	1,275	1,236
Court Costs at the end of the December 2021	102	95
	1,377.00	1,331.00
Amount written off in the year to date	62	66

Table C - Current Tenant Arrears - Dwellings only

Position on	2020/21	2020/21	2021/22	2021/22
	Number	£000	Number	£000
Less than £150	625	34	622	35
£150 - £300	293	63	350	77
£300 - 450	192	71	214	78
£450 - £600	110	58	118	61
£600 - 750	106	71	75	50
£750 - 900	83	68	65	53
£900 - £1,200	90	94	85	90
£1,200 - £2,000	110	172	107	163
£2,000	54	154	50	154
Total	1,663	785	1,686	761

Table D - Former Tenant Arrears - Dwellings only

Position on	2020/21	2020/21	2021/22	2021/22
	Number	£000	Number	£000
Less than £150	98	7	86	6
£150 - £300	71	15	57	13
£300 - £450	38	13	37	13
£450 - £600	32	17	34	18
£600 - £750	32	22	20	13
£750 - £900	13	11	18	15
£900 - £1,200	30	32	33	35
£1,200 - £2,000	70	108	64	99
£2,000	90	265	83	263
Total	474	490	432	475

FINANCE AND PERFORMANCE SCRUTINY COMMITTEE 1ST MARCH 2022

Report of Strategic Director - Commercial Development, Assets and Leisure Lead Member: Cllr Rollings

ITEM 9 UPDATE ON CARBON NEUTRAL PLAN AND ACTIONS

Purpose of Report

To provide further information to the Committee on the progress of the Carbon Neutral Plan.

Action Requested

The Committee is requested to note the report.

Reason

To ensure that Members are aware of progress with the action plan laid out in the Carbon Neutral Plan.

Policy Justification and Previous Decisions

In June 2019, Charnwood Borough Council committed to achieving carbon neutrality for the Council's own operations by 2030. This builds on the success of our 2015-2020 Carbon Management Plan, which saw us reduce our carbon footprint by 37% between 2012 and 2018. Since then, our footprint has fallen by a further 3%.

The Council's Carbon Neutral Plan, approved at Cabinet on 16th September 2021, sets out a series of actions (also approved) to move the Council further towards its carbon neutral target. Actions 15-18 come under energy feasibility studies for which this report seeks approval to progress.

Implementation Timetable including future decisions

This report has no implementation timetable

Report Implications

Financial Implications

There are no identified financial implications associated with this report

Risk Management

There are no identified risks associated with this report

Equality and Diversity

No implications

Crime and Disorder

No implications

Sustainability

No implications

Background Papers: Carbon Neutral Plan (Cabinet report):
<https://charnwood.moderngov.co.uk/documents/s8253/Cab%2016%20Sept%202021%20Item%2009%20Carbon%20Neutral%20Plan.pdf>
Renewable Energy Feasibility Study

Appendices: None

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Part B

1. The Council's Carbon Neutral Plan (with associated actions) was approved by Cabinet on the 16th September 2021.
2. The plan addresses the 3 major challenges that the Council faces in our move to become Carbon Neutral by 2030. Each Challenge has a series of associated actions. Below, the challenges and their associated actions are shown in tables with current activity to address the challenge detailed below.

Challenge: Gas use must be reduced or eliminated (Buildings)
Install a solid and better insulating door at the rear entrance of the Town Hall (stage door) to eliminate the current loss of heat and cold draughts.
Commission a technical feasibility study for low or zero carbon heating options in the Town Hall. This replace the 20-year-old boiler and would be installed as part of a full building renovation.
Renew quotes for double glazing and flat roof insulation at Charnwood Museum and procure the best option.
Complete LED installations in Museum staff areas with person-in-room sensors.
Continue to replace bulbs when needed with best available LED option across the estate.
Procure renewable gas

3. Specific challenges exist with moves to reduce carbon emissions in Council-owned buildings. For example, many Council-owned and occupied properties are of a significant age and are either listed or locally listed, effectively either limiting changes that we might otherwise be able to make (e.g. replacing windows with double glazing, insulating etc) or making changes much more expensive than might be allowed. Options will continue to be evaluated.
4. With regards to the Council offices at Southfield Road, Cabinet has approved and delegated authority to invest capital in feasibility work to build new premises on the site of the Southfields Extension Car Park (Item 31, Cabinet, 16th September 2021). Part of this work will be to understand if and how the Council can build a smaller, more financially and environmentally efficient office. This will be funded from a separate Capital "pot" to the Carbon Action Fund currently in the Capital Plan. This has the potentially to significantly reduce the carbon

footprint of the Council. Equally, if new construction is not feasible, a programme to renovate the Southfield office or to relocate and refurbish an existing property will be examined.

5. Where lighting replacement is needed as part of general repair and maintenance, LED lighting is the chosen option by default as previous technologies are becoming more difficult to source and more expensive. In terms of wholesale replacement, questions of future accommodation prevent action at the present (i.e. any investment in a premises must payback during in an acceptable timeframe. If we were to replace all lighting at Southfields only to vacate the building 3 years later, we would not have achieved payback and the investment could not be considered prudent).
6. Renewable gas has been investigated – currently there is a spot-market premium of roughly 700% for renewable gas purchase. Procuring gas at this price currently would lift the annual gas consumption cost for the Council offices from £15,000 per year to £105,000. Officers will continue to investigate this option as renewable gas matures as a commodity. Electric based heating options will be examined as the technology improves.

Challenge: Council-owned fleet of vehicles are biggest contributor to our carbon footprint and must be decarbonised (Transport)
Upgrade and switch to electric vehicles in the street management & pest control fleet.
Smart bin feasibility study.
Cross-service electric pool car and charging feasibility study.
Cross-service maintenance vehicle feasibility & pilot

7. Officers are currently investigating the implementation of electric pool cars for use by officers when out in the Borough conducting business. Currently envisioned to be 6 to 8 vehicles, feasibility work to determine the affordability and practicalities (e.g. charging infrastructure, cost, availability of vehicles).
8. Other fleet possibilities will be investigated, specifically around the waste fleet and the potential use of HVO (Biodiesel) and/or electric vehicles. There are a number of challenges that remain to be addressed, such as the nature of the Council's contract for waste services as well as geographic/infrastructure issues.

Challenge: We will need to invest in projects that will create a positive carbon footprint (Offsetting)
Progress tree programme including 13,000 to 14,000 trees at Hathern during Autumn/Winter 2021-2022.
Embedding Nature P.O.Sitive in the Carbon Neutral Plan
Site feasibility studies for Solar PV installations on Council owned land, including land purchased for the purpose.
Borough-wide feasibility study for land-based solar PV installations, for example at Council-owned car parks.
Feasibility study for rooftop solar PV installations across our built estate
Site feasibility studies for wind energy generation taking account of Local Plan Opportunity Areas

9. Carbon offsetting, in the form of renewable energy installations, provides the best opportunity to significantly reduce the Council's carbon footprint in the shorter term.
10. On 10th February 2022, Cabinet approved the use of up to £150,000 to commission feasibility work regarding Solar PV installations in the borough.
11. This feasibility work will examine the potential to generate energy via solar farm, rooftop installation and in carparks.
12. Outcomes of the work with a suggested course of action and a business plan for the same will be subject to governance requirements and approvals through established routes.

General Comments

13. The Council's financial challenges remain and are the most single pressing issue the Council faces in the near term. Any capital spend or investment has a revenue cost implication which must be affordable for the Council. Therefore, any work that progresses to implementation must be financially sustainable for the Council to not endanger overall service delivery by straining limited financial resources in the General Fund Revenue Account.
14. The action plans and areas under investigation in this report will be subject to change. Such changes will be communicated transparently and appropriately.

FINANCE & PERFORMANCE SCRUTINY COMMITTEE – 1ST MARCH 2022

Report of the Strategic Director; Environmental and Corporate Services

Part A

ITEM 10 WORK PROGRAMME

Purpose of the Report

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

Actions Requested

1. To review and agree the Committee's scrutiny work programme.
2. To schedule the following items to future committee meetings, as suggested by the Lead Officer attending the Budget Scrutiny Panel to be within the remit of this Committee:
 - a) Consider inclusion of a small contingency for overspend in the Shephed Project.
 - b) Raising car-parking fees to raise income and mitigate savings to protect front line services.
 - c) Alternative uses to be sought, for example to create carbon capture area/solar farms, helping Charnwood Borough Council to meet their carbon reduction targets, (*Note: this may have been covered by an earlier item on the agenda*).

Reasons

1. To enable the Council's scrutiny arrangements to operate efficiently and effectively.
2. To enable the Committee to receive reports at future meetings on these topics if it wishes to do so.

Policy Justification and Previous Decisions

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

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

At the Budget Scrutiny Panel meeting held on 5th January 2022 three matters were brought to the Panel's attention that were suggested by the Lead Officer to be within the remit of this Committee. These items have been suggested here for the Committee to schedule to receive a report if it wishes.

Background Papers: None

Appendix: Work Programme

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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
01 Mar 2022	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
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. Tansey	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)
Nov 2022 (annual item)	Community Safety Partnership	To review the work of the Community Safety Partnership on an annual 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.
Nov 2022 (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.

Nov 2022 (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.
Nov 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.